

MINUTES - STUDY SESSION Monday February 28, 2022

Downtown Campus, 1101 S. Yakima Avenue, Tacoma WA 98405 | Clyde Hupp Board Room

Action 2:05

ctcLink Discussion

Presenter: Nick Lutes

Testing and training continue across the college. Critical dates have been determined and communicated. We are still playing catch up but all pillars are working to improve conversion readiness. Staffing shortages continue to represent a challenge as regular job duties continue to compete with conversion preparedness. Cielito Lane has provided us with much needed insight and training utilizing her State Board background in a support role for ctcLink. We will be getting some specialized training from SBCTC in the coming weeks prior to GoLive. The security workbook used for establishing access and permissions in ctcLink is being finalized and will be submitted soon. Advanced data review and correction of errors (also known as data validation) will be critical to the success of the conversion. After go live on May 8th we will be able to take advantage of two weeks of State sponsored Webex webinars to troubleshoot issues and promote success in post-conversion production environment.

Guided Pathways

Presenter: Steve Ashpole

Guided Pathways committee members are developing metrics from data pulled by Jon Bolas to measure GP accomplishments. Discussions are in the works to develop areas of emphasis for next year. Math and English Pathways are considering co-requisites in order ensure students are completing college level classes are part of their educational pathway. Course mapping done by Mary Neff and Kim Uphold is nearly complete. Retention efforts continue to be a priority for Marcus Harvey and Juliette Kern, focusing on BIT procedures, early alerts and training in these areas. The team will be pulling together to complete the GP Planning Questionnaire which will focus on plans for next year and will be submitted to State Board by April 1st.

MINUTES – REGULAR MEETING, MONDAY FEBRUARY 28, 2022

Downtown Campus, 1101 S. Yakima Avenue, Tacoma WA 98405 | Clyde Hupp Board Room

Action 3:01 PM

I. Call to Order/Determination of a Quorum

 X Chair, Florence Chang (late arrival with remote participation)

 X Vice Chair, Layne Bladow

 X Trustee, Christina Blocker

 X Trustee, Heather Moss

 X Assistant Attorney General, Justin Kjolseth

Action 3:02 PM

Roll Call performed and Quorum established.

II. General Matters/Introductions

Action 3:04 PM

A. Approval of Board Agenda

Trustee Heather Moss motioned. Trustee Christina Blocker seconded. There was no discussion. All Trustees were in favor and approved.

Action

B. Approval of Board Minutes from January, 2022

Correction noted by Co-Chairperson Layne Bladow regarding date showing as 2021, should be 2022. Trustee Heather Moss motioned. Trustee Christina Blocker seconded. There was no discussion. All Trustees were in favor and approved.

Action

C. Citizen Remarks

None

III. Faculty Union AFT Local 4184 Updates Jim Androy

Statement read by: Vice President Karrie Zylstra

(a) 95 members Collective Bargaining Agreement Members

(b) No grievances

(c) Pleased with new building and how it is functioning. We have one of the highest enrollment rates in the State. Thanks the administration for their efforts. Echo President Zhou's last report, short staffed, missing 3 deans, faculty and administrative support. Want to continue to work collaboratively to move forward, doing innovative things that are effective, inclusive and equitable.

Action

IV. President's Report

Dr. Lin Zhou

Announcements:

- i. Allied Health Open House
 - Date: April 20, 2022, 2:00 PM
 - RSVPs include Legislators, Leadership from different organizations.
 - Auditorium first followed by ribbon cutting and building tour.
 - More info to follow to those who RSVPd.
- ii. Commencement
 - Date: June 6th
 - Keynote Speaker identified.
 - Still looking for Faculty and Student speakers.
 - Allowing for former students to join in this year's live commencement.
- i. Governor made an announcement regarding that the current mask mandate will be lifted March 12, 2022
 - Higher Education Proclamation being worked on at the Governor's
- iii. News from KBTC
 - Received \$15,000 Grant for Ability Awareness
 - Will be used to create a series of short accessible videos for Neuro-diverse teens.
 - Purpose is to support of developing life skills needed for transitioning into the work place and independent.
 - KBTC will work with Federal Way School district to produce the video.

A. Instruction

Dr. Johnny Hu

- i. Working with Math Faculty to re-design some of the Math curriculum.
- ii. Last week met with ASG, based on conversation with Juliette Kern. The Intent is for Instruction to be at the forefront of collecting student voices. Meetings to be hosted and Dr. Hu to invite the Deans of Instruction to attend meetings as well.
- iii. Staffing: **New Dean of Instruction at Central Campus** and General education starting on March 21, 2022. **Dr. Miebeth Bustillo-Booth** from Bellevue College. She has

a lot of strengths that we can utilize at Bates including program development experience. Known statewide for developing a new BAS program in Applied Business.

- iv. Focus on developing Allied Health Programs. Working with Multi-care starting a new Phlebotomy cohort beginning spring quarter. Looking at exploring an imaging program and working with faculty with medical assisting to see other opportunities.

B. Student Services

Steve Ashpole

Staffing

- i. Advising – Bob Traufler has decided to return to a Tenured Faculty role.
- ii. Still hiring for an advisor but now also a Director.
- iii. Last Title III Retention Specialist still to be hired.
- iv. Two positions in registration to be hired as well.

ctcLink

- i. All Student Services Staff has done a great job on UAT Testing and lot of data clean-up has been done.

Financial Aid

- i. Did a great job with the CARES act distribution of funds and deserve acknowledgement for their hard work. This team bent over backwards to aid stu

Commencement

- i. June 6th Graduation 6:00 pm. Dr. Zhou requested all arrive before 5:30p. Staff celebration event to be held earlier that day and Mr. Ashpole invited the Board to attend.

Accreditation

- i. Working with Jeff Wagnitz to get the last few items assembled for submission.

C. Finance and Administrative Services

- i. AR back log is being worked on along with Student Financials making sure the data is cleaned up appropriately for ctcLink conversion.
 - a. Third Party Contracts like L&I and others along with JATCs are areas of

focus. Hoping all of that to be clean by end of March.

- ii. Fully staffed in custodial and maintenance engineering department. An annual rotation of staff between campuses has been implemented.
- iii. Capital Projects:
 - Board Room-updated furnishings and equipment is in the works, with the hope to finish by end of May.
 - Bottle filling stations continue to be installed.
 - Installation of a dust collection system in the carpentry program at the South Campus, will begin this month.
 - Child care facility is working to get licensed at the Bethlehem Baptist Church location. Still working with the Fire Marshall. Should be finished by the end of May.

D. Diversity, Equity and Inclusion Task Force Dee Nelons

Mr. Nelons reported that the Task Force had a training today; second in a series of six. 21 participants in this training, 26 participants in the first training. Engagement level is high with a lot of learning outcomes. Joanne Lee who is our consultant trainer, is exactly what the college needs. Next steps include hammering out a strategic plan and determining stakeholders. Senate bill 5227 is being reviewed and discussed to determine the impacts and to ensure compliance. Description of SB5227: Requires colleges to develop and have a strategic plan in place for DEI and that you are following that plan. Deadline is 2023. Requirements: Evaluation, Survey, Training, Hiring Process considerations. Vice Chair Bladow indicated he had the information on SB5227 from the State Board and he will forward to Dr. Zhou. Trustee Blocker asked about State Board support for implementation. AAG Kjolseth provided the following info: State is responsible for making a list of model standards and promising practices for programs on their website (likely more geared to the public), but likely some specific support for colleges as well. Trustee Blocker asked about if Joanne Lee would be the point person for our efforts. Dr. Zhou said this is not yet

determined, she will investigate options. The State requires a group of stakeholders to include admin, faculty, students, PTE and community involvement. Trustee Blocker asked if we have an Accessibility Committee and if there is an overlap in participation with DEI. It was noted that we do have an AC and at this point they are not involved. Trustee Blocker suggested there could be an opportunity to include them.

E. General Discussion

Trustee Moss asked about Association of College Trustees, wondering if any of the current trustees are considering getting involved with this Association. They are looking for membership on their Board. Trustee Moss suggested we consider this and Dr. Zhou agreed. Comment was made that it is important to have Technical Colleges involved on this Board. Co-chair Bladow indicated that his name had been mentioned regarding membership and he followed up to determine requirements, etc. He will consider participating if asked.

Co-Chair Bladow commented that he was glad to hear formal process for Guided Pathways is moving forward and that ctclink continues to be a focus. There will be great value derived from today's ctclink efforts in 5 years when data has been collected and can be used effectively.

V. Board Committee Reports/Remarks

A. Legislative Action Committee

Layne Bladow

i) They did not meet, did speak.

(1) Community College ACCT – report made to Dr. Zhou

(2) Good to see these professionals attend in person.

(3) Speakers:

(a) National Clearinghouse – Ricardo Torres
information provided during

(b) Secretary of Education – Cardona –
speaks our language

(c) Secretary of Labor – Martin Walsh

(d) First Lady Jill Biden

- (e) Major Garrett podcast contributor
- (f) Senate Representatives as well
- (g) Built Better Act
 - (i) Pell Grant
 - (ii) Basic Student Needs
 - (iii) Strengthen Under-resourced Institutions
 - (iv) Support for the Dream Act
 - (v) DACA Students

(4) Met an Alumni from Bates at the event who graduated from Audio Broadcasting currently from Chicago Heights.

B. College Council (Policy Review) Layne Bladow

- (1) Meet on Wednesday (2nd and 4th each month)
- (2) Guided Pathways – continued work on focus areas
- (3) Accreditation – being wrapped up.
- (4) Policy Review – now that it is complete, we will begin anew with a 5-year review cycle
 - (a) Dr. Zhou would like to hear from the Board about the review process. Would like to create a calendar to layout the review process.

2) PCCC – did not meet Dr. Zhou

VI. Executive Session

The Board held an executive session for purposes allowed under the Open Public Meetings Act.

Action: 4:00pm

Call for action: Trustee Moss motioned to approve the Board Resolution that was presented in executive session, to authorize to indemnification and defense of Dr. Lin Zhou in the personnel matter referenced in said resolution. Second by Trustee Blocker. Co-Chair Bladow called for vote and the Board voted unanimously to approve the resolution.

Action 4:02pm Motion to Adjourn

Trustee Moss motioned. Trustee Moss seconded. There was no discussion. All Trustees were in favor of the motion to adjourn and unanimously approved.