

**MINUTES – STUDY SESSION Monday March 28, 2022**

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

2:00 I. Title III Grant  
Presenter: Juliette Kern

Bates was rewarded a \$2.25 million-dollar Title III grant to be used over 3 years. Bates is going to use the grant to support our student retention by hiring one Institutional Designer, 1 Data Analyst, and 1 Work-based Employment Coordinator. The team will aim to increase the amount of online training courses and the students enrolled in these courses. By the end of September 2026, Bates intends to:

- Develop 50 online training courses.
- Have 10 programs who have transitioned 100% of their required courses to competency-based outcomes.

Bates is committed to increase:

- Fully online FTE by 51%.
- The fall to fall retention from 48% to 58%.
- The completion rate for all first-time career training students who complete their credential within the normal time frame from 47% to 55%.

Three Retention Specialist have been hired, each will serve on one campus and have a cohort of 170 students. Insight Track has been contracted to train the student retention specialist team. The trainings will consist of project management and strategy sessions and includes foundational coach training that will be onsite for four days and will include all of the advisors, student retentions specialist and IBest instructions.

An intake sheet has been created that allows staff to pinpoint different difficulties students may be having and gauging their knowledge of resources on campus. Also, to identify our at-risk population in order to understand which students could use more support.

2:30 II. Technical High School  
Presenter: Yifan Sun

5 Technical High School students were in attendance.

Heather Moss thanked the High School students for their attendance.

Yifan Sun, Dean of Instruction, introduced the high school program with the students. OSPI direct funded as an independent school district. Students can earn high school diploma at the same time as an Associate of Applied Science degree simultaneously. Students can also earn a certificate of training or



broadcast equipment. Equity increased by \$256,000 due to revenues exceeding expenses.

**V. Tenure Celebration**

Chair Chang congratulated the newly tenured faculty and invited all present to participate in a brief reception to celebrate their achievement. She called for a 15-minute recess at 3:30 p.m. and reconvened the meeting at 3:45 p.m.

**VI. Faculty Union AFT Local 4184 Updates**

Jim Androy was unable to attend the November Board of Trustees meeting and Kathy Brock substituted. Kathy stated that they were really happy with the CBA. There are 89 members. 90% voted for the CBA and 10% voted against.

President Zhou mentioned that Kathy Brock has been an employee for almost 30 years and is retiring. Chair Chang thanked Kathy for her service.

**Action**

**VII. CBA Approval**

Nicholas Lutes

Trustee Moss moved that the CBA be approved.

With no further discussion, Chair Chang called for a vote, and all Trustees were in favor. The motion carried.

**VIII. President's Report**

President Zhou

President Zhou asked Juliette Kern, Director of Student Engagement and Retention, to introduce the Bates Transforming Lives student, Jordan Bates from the Dental Assistance Program.

Juliette Kern shared that The Washington State Association of College Trustees in 2012 put together the awards showing current and former CTC students and the transformation that colleges typically have. All of the student nominees will be recognized at the January 2022 dinner and 5 exceptional nominees will receive \$500 at the event. The Transforming Lives Committee reviewed all nominees from the three campuses then chose a student that best captures the most dramatic transformation, Jordan Bates from the Dental Assistance Program, who completed the program in June 2021. Jordan Bates shared her story.

Chair Chang thanked Jordan Bates for sharing her personal journey.

Trustee Christina Blocker thanked Jordan Bates for sharing her story and being such an inspiration.

President Zhou thanked past Chair, Heather Moss, and presented her with a plaque.

President Zhou then read the following statement:

Thank you to the Board of Trustees for your support!  
Bates Technical College is committed to creating and maintaining an educational, working, and safe environment that is free from bias, discrimination and harassment. We will not tolerate unlawful discrimination or harassment of any kind. All employees, regardless of their positions, are covered by and are expected to comply with the college's policy and take appropriate measure to ensure that prohibited conduct does not occur. Thank you for your support.

The 2022 Bates Technical College Calendar shows many photos of staff and faculty. The calendar creation was led by Chelsea Lindquist. This calendar will be provided to each of the Bates employees and the Washington State Legislators.

President Zhou announced the hire of the new Executive Director of Human Resources who will start on January 3, 2022.

President Zhou said she was thankful for the beneficial knowledge of the Vice Presidents, the Board of Trustees, and the Assistant Attorney General, and thanked them for a wonderful year.

- A. Delivering Teaching and Learning Updates Dr. Johnny Hu  
Vice President Hu offered his congratulations to Dr. Speelmon and Chief Snyder on receiving tenure. Vice President Hu thanked Jenifer Kellto, his assistant, for organizing the tenure reception.

Dr. Lori Keller's last day will be December 1, 2021. Vice President Hu acknowledged her contribution to Bates in the Downtown Programs, the Library, and Allied Health, thanking her for her support. He announced that Dr. Peter Speelmon will be transitioning in the role of Interim Team of Instruction beginning December 20, 2021.

Vice President Hu shared with the Board that one of his core themes is teamwork, and he has begun monthly meetings with the Deans, the Administrative Assistants to the Deans, and the other Professional Technical Employees (PTEs) and Directors to focus on problem solving. One of the bigger projects is the ctcLink. Initial feedback has been very positive.

Vice President Hu discussed the new Faculty Orientation Session. The first session took place in mid-October via Zoom to go over the nuts and bolts of teaching, and presenting presentations. Deans and Directors participated in the Zoom meeting. These sessions will take place quarterly.

- B. Student Services Updates Steve Ashpole  
Vice President Ashpole gave an enrollment update. Bates is 27% up from last Fall. Career training and child studies, are up 10%, General Education is up 8%. High School enrollment has increased this Fall by 8%. Steve discussed ctcLink and the different departments going into a group setting. Guided Pathway is doing great work. The mapping and scheduling committee being led by Kim Uphold. Mary Neff is working on the curriculum, the program schedule, and how it is being delivered.

Vice President Ashpole spoke of the three new positions for student retention specialists in Title III. Juliette Kern will be the new Director of Student Engagement and Retention and managing the Grant and those three positions.

Director of Advising and Outreach, Jane Birkholz will be retiring and her last day of work will be December 10, 2022 and her official day will be December 31, 2022.

Jim Field, 20+ year career advisor will be retiring from South Campus. Vice President Vice President Ashpole introduced his new assistant Cynthia Guidi.

C. Finance and Admin Service Updates Nicholas Lutes

Vice President Lutes discussed that the administrative team was close to finishing the negotiations with the public safety officers and the maintenance of the custodial unions.

The Puyallup childcare center is working on getting permits and inspections to move to the Baptist church.

Vice President Lutes shared creating a College Controller position that focuses on internal controls, make sure fiscal operations are running smoothly, working on the audits, advising as a CPA for the business services operation.

Vice President Lutes gave updates on General Services at South Campus. New vending machines have been installed and sales have doubled in a week's time and the Downtown Campus will be implemented as well.

The new Downtown Campus building is being worked on by IT. Once IT has completed their work, the staff will be relocating.

Trustee Christina Blocker asked if there was an easier way for the community to utilize the payment services at Bates, without being a student. Vice President Lutes discussed the ways they are working on to better the payment system including online payments.

President Zhou shared her concerns on the homeless camps near South Campus. Parents have dropped out because of it. The homeless camp space is located at the border between the County and the City. President Zhou asked for help for a safe environment for the childcare center and for the students.

It was asked if the food pantries are still happening for individual students or faculty who can't afford to take advantage of the marketplace. Juliette Kern responded that the ASG continues the snack lunch program at the South Campus.

D. Diversity, Equity and Inclusion Task Force Updates Dee Nelons

Dee Nelons provided updates on the DEI Taskforce. Marcus Harvey and Dee Nelons are the Co-Chair of the DEI Task Force. The DEI Taskforce is actively recruiting additional Taskforce members.

Dee Nelons shared the MLK Celebration on January 13, 2022. The theme will be TOGETHER WE STAND. There will be an in-person celebration held by the college in the Downtown Campus Auditorium.

Marcus Harvey introduced the DEI training program for staff and instructors. The monthly training will be held January thru June, 2022.

Trustee Christina Blocker expressed excitement in regards to members of the faculty to be able to participate in the strategy process and asked if there would be an opportunity for Board members to attend the strategic meetings. Dee Nelons said the invitation was extended to any Board members wanting to participate.

- E. General Discussion Trustees  
Nothing was reported at this time.

**IX. Board Committee Reports/Remarks**

A. Legislative Action Committee (ACT)

Chair Chang announced the Layne Bladow was unable to attend the November Board of Trustees meeting but had sent his report regarding the ACT Conference. Chair Chang, President Zhou, and Layne Bladow attended the ACT Conference.

B. College Council (Policy Review)

Layne Bladow

Trustee Layne Bladow was unable to attend the November Board of Trustees meeting. There was nothing to report at this time.

C. Pierce County Coordinating Council (PCCC)

Florence Chang

Chair Chang had nothing to report at this time.

**X. Executive Session**

Chair Chang called an Executive Session for purposes allowed under the Open Public Meetings Act. Legal purposes include, to consider acquisition or sale of real estate; to review negotiations of publicly bid contracts; to receive and evaluate complaints or charges brought against a public officer or employee; to evaluate the qualifications of an applicant for public employment; to review the performance of a public employee; and to discuss with legal counsel matters relating to agency enforcement actions, litigation, or potential litigation. Chair Chang asked for President Zhou, Trustee Heather Moss, Trustee Christina Blocker, and Assistant Attorney General, Justin Kjolseth to remain.

**XI. Adjournment**

Chair Chang moved the meeting at 4:40 p.m. Trustee Moss seconded the motion and all Trustees were in favor. The motion carried. The meeting adjourned. The Board then remained to discuss the Executive Session for 15 minutes.

**Next Board of Trustees Meeting date and location:**

January 31, 2022, Clyde Hupp Board Room, Bates Technical College