

Minutes – STUDY SESSION

Bates Technical College | Central Campus Studio

2:00PM

I. Title III Grant Updates

Steve Ashpole

- Vice Chair Blocker and Trustee Moss were not present for the Study Session.
- Steve Ashpole and staff provided an overview of the process for new students from Enrollment & Outreach, Career Advisors, and Retention Specialists, as well as an overview of what resources Bates offers to students to help improve retention and student success.
- Trustee Chang asked about staff/student ratio, which depends on campus – anywhere from 200-400 students per campus.
- Trustee Chang – has Inside Track identified any themes for students leaving?
 - Yes, showed breakdown of students leaving with Student Retention Specialist (SRS) vs without – SRS retention rates are far higher.
- Trustee Chang – In addition to new student orientation, are there department orientations to programs? Yes, but varies by program
- Discussion on Student Alerts (currently only 4-5 faculty using system) – can be triggered by any employee with access to ctcLink to track students
- Chair Bladow – confirmed that Title III funding is 5 years, liked that SRS spoke about proactivity with students, student success workshops sound great, behavioral health is important.
- Chair Bladow – How does the roughly 70% retention rate compare with other technical colleges? Steve Ashpole – will

have to get back with precise data comparing other technical colleges.

- Chair Bladow – does Bates work with students who achieve employment while attending Bates? Steve Ashpole – no, most programs like that are historically unsuccessful. Certain industries (firefighting) are more conducive to encouraging degree completion.
 - Trustee Chang – we should seek to work with employers to encourage degree completion
 - Trustee George – there are historic examples of students dropping out for employment, which led to the demise of the program due to student dropout

The Study Session concluded at 3:05pm.

AGENDA – REGULAR MEETING

Bates Technical College | Central Campus Studio

- Action** 3:00PM I. **Call to Order/Determination of a Quorum**
X___ Chair, Layne Bladow
___ Vice Chair, Christina Blocker
X___ Trustee, Tom George
X___ Trustee, Heather Moss (Regular Meeting)
X___ Trustee, Florence Chang
X___ Assistant Attorney General, Anne Miller

Chair Layne Bladow called for the meeting to order at 3:10pm. Roll was called and a quorum was determined.

II. **General Matters**

- Action**
- A. Approval of Board Agenda
 - Chair Layne Bladow called for motion to approve the Board Agenda
 - B. Approval of September 26, 2022 Board of Trustees Meeting Minutes
 - Trustee Moss moves to approve Meeting Minutes, Trustee George seconds. Minutes are approved.
 - C. Citizen Remarks
 - No citizen remarks.
- Action**

Action

- III. **Faculty Union AFT Local 4184 Updates** Jim Androy
 - No remarks.
 - IV. **KBTC Audit Report** Vicki Valdez
 - Vicki Valdez presented the information on the KBTC audit. The audit covers the TV station, but the financial position of Bates Technical College is not included. Information presented included KBTC's budget, expenditures, revenue, etc.
 - V. **Policy BP1110 Review and Approval** Dr. Lin Zhou
 - Dr. Zhou – No changes from Trustees, recommends approval.
 - Chair Bladow – asks motion to approve. Trustee Chang recommends approval, Trustee Moss seconds.
 - Chair Bladow – motion to retain BP1110 Board of Trustees Bylaws
- No disapprovals.
- VI. **WAC 495A-104-015 Update** Dr. Lin Zhou
 - Dr. Zhou - Regarding the board meeting scheduling, Lin would prefer to get updates from trustees two weeks prior to meetings, meet with the chair, send the drafted changes to the AAG (Anne Miller), and seek approval at the board meeting.
 - Meeting locations also updated. Previous wording indicated the location would be at Downtown Campus, but the updates will allow flexibility.
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 - VII. **President's Report** Dr. Lin Zhou
 - Bates hosted the State Board for Community and Technical Colleges meeting on December 7-8, highlighting Bates at the state level. Bates' Culinary Arts program catered the event, and several state board members indicated interest in touring the college's campuses.
 - On December 9, Bates hosted its first ever employee holiday lunch, attended

by 225 employees. The event helped boost morale and show appreciation for their hard work during 2022 before the winter break.

- Dr. Wagnitz has been helping Bates prepare a mock accreditation visit on March 7. The college council has the draft, and will send it to trustees when complete.
- Between the cyber-attack and COVID, Bates has not had time to review program processes, but will begin the Program Review Process, Budget, etc., during Winter Quarter.
- President Biden and Dr. Biden invited Dr. Zhou to attend the White House Holiday Social and represent Bates Technical College.
 - Chair Bladow – we’re looking forward to hearing more about the White House visit upon Dr. Zhou’s return.

A. Instruction Updates

Dr. Johnny Hu

- Faculty are wrapping up Fall Quarter and submitting grades, which are due 12/13/22 by 11:59pm.
- Faculty contracts will also be completed soon.
- Allied Health – the Dental Assistant program went through an accreditation review, with zero recommendations – a first for Bates. The program is the first in the nation to receive this type of accreditation.
- Community partnerships – met with several MultiCare VPs with the goal of creating a new pipeline for the Practical Nurse program. Director of LPN program, Lara Cooper, will work to develop this program with VP Coleman. VP Powell toured the campus several months ago.
- Chair Bladow – Northwest Athletic Commission – real world experience of this

is great resume building.

- Trustee Moss – Culinary Arts program did well with its accreditation as well

B. Student Services Updates

Steve Ashpole

- Over 3400 FTEs (full time enrollees), as opposed to 3100 this time 2021. Will continue to monitor statistics.
- Apprenticeship has continued growing as well.
- Bates hired the first coach ever with its E-Sports coach. Students voted to fund the position to build the club at Bates, which will allow Bates to compete with colleges across the nation. E-Sports can help build the community and highlight Bates in public for recruitment and outreach.
- Leadership and structure – making changes to focus on relationship building with students.
- Trustee George – is it possible to get column for capacity for each program to get an idea how filled each program is? (Steve – yes).
- Chair Bladow – saw E-Sports demonstration with over 400 students, which helped bond students together.
- Dr. Zhou – hired another Associated Dean of Instruction. Student Services, faculty, staff, etc., have helped retain students.

C. Finance and Admin Services Updates

Nicholas Lutes

- All departments are using the new ctLink system, will continue to build capacity.
- General Services and IT working together to identify how to repurpose excess equipment.
- Public Safety planning – many discussions about staff/students feelings of safety to identify improvements (lighting, cameras, sightlines, etc.). We've added a new public safety officer as well.
- Trustee Moss – what is the status of homeless camps? (They have been cleared out for four weeks with the new Tacoma

ordinance). In South Campus, large rock/boulders have been emplaced to prevent camping in certain areas. South Campus is a large area that previously had some lighting issues – assessments have led to light improvements, but there is still more work to do.

- Trustee Chang – are there regular tabletop exercises regarding incident response? (Not in a while, but we recognize we do need to revisit these).
- WAC Updates – Julian Ogans will be leading these changes
- Will be soliciting purchases for supplemental process to finish before June 30.

D. Diversity, Equity and Inclusion Updates Marcus Harvey
 • January 12, 2023 at 11am at the South Campus Auditorium, Bates will host a Martin Luther King Jr. event, with the theme of Community Ties.

E. Board Policy Updates: 1120- Board of Trustees Bylaws Dr. Lin Zhou
 • Dr. Zhou – the policy language is in the Board Packet, please let us know if you want to make any revisions.

F. General Discussion Trustees
 • Trustee Moss – for KBTC audit, would like to acknowledge increase in subscriptions

VIII. Board Committee Reports/ Remarks

A. Legislative Action Committee (ACT) Layne Bladow
 • The next ACT meeting on January 24, 2023 will focus on legislative session.

B. College Council (Policy Review) Layne Bladow
 • Proud of the work being done, mock accreditation was good exercise.
 • Dr. Zhou – normally 3 people visit, but this time we will have 7.

C. Pierce County Coordinating Council (PCCC) Christina Blocker
 • The meeting was cancelled due to low participation of elected officials.

IX. Executive Session

Did not occur.

X. Adjournment

Motion to adjourn approved at 4:13pm.

Next Board of Trustees Meeting date and location:

January 30, 2023, Central Campus Community Studio, Bates
Technical College

Time listed are approximations. Agenda items may be addressed earlier or later than indicated.