

MINUTES – STUDY SESSION

Bates Technical College | Central Campus Studio

2:00PM I. Video Production & Digital Media Program

Chair Bladow called the study session to order.

Ken Witkoe and Brian Parker appeared before the board, along with several of their students. The Broadcasting/Video Production program teaches students how to create content, and from a technical standpoint, how to set up equipment. Bates’ program is unique in that it prepares students to set up an entire system for remote broadcasting. Some highlights include the WIAA football championship, NWAC volleyball championship, cooking shows at the Tacoma Dome, and more.

2:45PM II. Executive Session

Chair Bladow called the executive session to order to discuss the ctcLink Transition Program Review.

The Board may hold 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 complains 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. Before convening in executive session, the Board Chair will publicly announce the purpose for executive session and the time when the executive session is expected to conclude.

MINUTES – REGULAR MEETING

Bates Technical College | Central Campus Studio

Action 3:00PM I. Call to Order/Determination of a Quorum

- Chair, Layne Bladow
- Vice Chair, Christina Blocker
- Trustee, Tom George
- Trustee, Heather Moss
- Trustee, Florence Chang
- Assistant Attorney General, Anne Miller

II. General Matters

A. Approval of Board Agenda

- Action**
 - Trustee George motions to approve agenda, and add the following agenda items: Presidential Contract, Commercial Driver’s License (CDL) Program. Vice Chair

Blocker seconds.

- All in favor, no opposed.
- B. Approval of December 12, 2022 Board of Trustees Meeting Minutes

Action

- Trustee Chang motions to approve, Vice Chair Blocker seconds.
 - All in favor, no opposed.
- C. Citizen Remarks
- No citizen remarks.

III. Faculty Union AFT Local 4184 Updates

Jim Androy

The union passed an MOU regarding early retirement in their last meeting. There is no impact to their collective bargaining agreement (CBA). Lately concern of decreased adult enrollment was discussed across the college, with efforts to increase adult enrollment.

The group discussed the role of Bates' advisory committees, and ways to improve their effectiveness in the future through partnership with industry.

IV. Pre-Tenure Board Introduction – Robert Renfro

Sharon Netter

Sharon Netter, chair for Robert, recommended him for tenure, and introduced him to the board. Robert Renfro introduced himself to the board and conversed with the board about his work experience at Bates Technical College.

Action

V. Policy BP1120 Review and Approval

Dr. Lin Zhou

Trustee George motioned to approve, Trustee Chang seconded. All in favor, no opposed, motion was passed.

Action

VI. WAC (495A-104-015) Review and Approval

Dr. Lin Zhou

Trustee Chang motioned to approve, Vice Chair Blocker seconded. All in favor, no opposed, motion was passed.

VII. President's Report

Dr. Lin Zhou

Trustee Moss spoke to the state legislature about the upcoming budget at their opening session, where she was able to speak about Bates' budget as well as the overall SBCTC budget. NWCCU President Dr. Ramaswamy toured Bates' South Campus.

Dr. Lin Zhou

This fall Bates will have a Strategic Planning Conference. Dr. Jean Hernandez

will be our facilitator to look into developing a five-year plan for Bates.

Bates received accolades from a state board audit on our adult basic program, including high school, I-BEST, general education. This is the first time we received a zero-correction audit.

A. Instruction Updates

Instruction has been busy with event planning and preparing for Accreditation, which is April 19- 21, 2023. Mock Accreditation Forums are on March 7, 2023. On March 17, 2023, we will have a Professional Development Day focusing on accreditation, customer service, and classroom management. We are revising the business programs through the curriculum process. We are working on a Bachelor Degree of Public Safety. Upon submission, we have one year to finalize the degree plan. Introduced Luis Rosas, Associate Dean at South Campus.

Dr. Johnny Hu

B. Student Services Updates

Shared concerns about the decline in adult enrollment numbers, strategies to increase enrollment, and looking at long term ways to change the enrollment process to increase efficiency.

Steve Ashpole

To answer Chair Bladow's question on retention from the December meeting – when comparing Bates' 70% retention with other technical colleges, others have 75-78%. With historically underrepresented students, non-HU students were at 77%, HU students at 72%. Our gap was at 5%, compared with other colleges' gap being between 4-8%.

The College Council is looking at policies, such as ASG Van usage, COVID policies, and registration dates. Veteran registration mirrored state laws, which no longer apply, so we are looking into whether we will retain the early-registration for veterans.

C. Finance and Admin Services Updates

Bates sent 1099s to students and is working with enrollment to work on ctclink cleanup activities and ensure student accounts are up to date. We have a two-year audit coming up that had been delayed due to ctclink implementation. We began our supplemental budget process to solicit requests from staff and faculty. The planning committee will evaluate these and send to the President and Cabinet.

Nicholas Lutes

One of the larger gaps from the governor's budget is the COLA adjustment only providing 83%. This could require us to cut the budget to make up the 17%.

We will provide safety recommendations for the South Campus to the President, and will continue looking at how to keep our campuses safe.

D. Diversity, Equity and Inclusion Updates
Bates held a Dr. Martin Luther King, Jr. event with approximately 250 attendees, with Lynn Strickland as the guest speaker. Bates also has a DEI calendar that covers holidays that the DEI officer maintains for upcoming events.

Marcus Harvey

E. Board Policy Updates: 1160- Code of Ethics
President Zhou requested feedback in three weeks to approve at the next board meeting

Dr. Lin Zhou

F. General Discussion

Trustees

VIII. Board Committee Reports/ Remarks

A. Legislative Action Committee (ACT)
The Association of College Trustees Winter session in Olympia. Discussion about the state legislative sessions covering budgets and DEI, and their impact on the budget for Bates. The board will be going to the National Legislative Session next month to work at the national level. Chair Bladow will take part in the Mock Accreditation on March 7, 2023.

Layne Bladow

B. College Council (Policy Review)
The College Council continued to review policies regarding ASG van, COVID policy, veteran registration, etc.

Layne Bladow

C. Pierce County Coordinating Council (PCCC)
No updates, the last legislative session was cancelled.

Christina Blocker

IX. Executive Session

Chair Bladow calls the executive session to order to discuss the following agenda items: Presidential Contract, Commercial Driver’s License (CDL) Program.

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purpose for executive session and the time when the executive session is expected to conclude.

Chair Bladow – no action has been taken during the executive session.

Action X. ctclink Transition Program Review

Kameil Borders gave an overview of the ctclink Organizational Change Management Coordinator. Trustee George motions, “I move to formally approve the elimination of the Instructional Technology Support 10.11.6 category in the faculty CBA.” Trustee Chang seconds. All in favor. None opposed. The motion has been approved.

Additions to the Agenda

Action XI. Presidential Contract

Trustee George motions, “I move to approve the addendum to President Zhou’s contract as presented in the Board materials for the meeting today.” Trustee Chang seconds. All in favor, no opposed. The motion has been approved.

Action XII. Commercial Driver’s License (CDL) Program

Kameil Borders gave overview of the CDL program. Trustee George motions, “I move to formally approve a reduction in the Commercial Driver’s License Program from two tenured faculty to one tenured faculty.” Vice Chair Blocker seconds. All in favor. None opposed. The motion has been approved.

XIII. Adjournment

Vice Chair Blocker motions to adjourn. All second.

Next Board of Trustees Meeting date and location:

February 27, 2023, Central Campus Community Studio, Bates
Technical College

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