

**MINUTES – RETREAT
Thursday, August 10, 2023**

Hyatt Regency Lake Washington, Renton

- Action** 2:39PM **I. Call to Order/Determination of a Quorum** Chair Christina Blocker
- Chair, Christina Blocker
 - Vice Chair, Tom George
 - Trustee, Heather Moss
 - Trustee, Florence Chang
 - Trustee, Layne Bladow
 - Assistant Attorney General, Justin Kjolseth
- Action** **II. General Matters** Chair Christina Blocker
- A. Approval of Board Retreat Agenda
- Trustee Moss motioned to approve. Trustee Bladow seconded. All in favor. Board Retreat Agenda is approved.
- B. Citizen Remarks
- No Citizen remarks.
- 2:35PM **III. Review of the Retreat** Chair Christina Blocker
- Chair Blocker thanked everyone for attending. She stated that the focus for the retreat is listening and learning.
- 2:40PM **IV. Trustees Roles and Responsibilities** AAG Justin Kjolseth
- AAG Kjolseth went over the Roles and Responsibilities of the Trustees: open meetings, public records, emails, ethics, tenure, presidential employment, and DEI.
- 4:00PM **V. Board Evaluation** Chair Christina Blocker
- Chair Blocker started with an analogy regarding DEIA.

Diversity: It's like the assortment of dishes at my mom's dinner table, each reflecting a different culinary tradition or personal story. It's this mixture of experiences and backgrounds that makes our community rich and vibrant.

Equity: As a cook, my mom always knew who liked extra helpings and who preferred smaller portions at dinnertime. Equity is about understanding everyone's unique needs and ensuring they have what they need to thrive - not necessarily the same for all, but what is fair and just for each one.

Inclusion: This is about making sure all dietary preferences and needs are considered when planning the menu. Whether someone's vegan, gluten-free, or loves extra spice, an inclusive community respects and values all preferences.

Accessibility: This is like setting the table so that everyone can comfortably gather and participate, regardless of their abilities. It's about ensuring all community members can fully enjoy and no one misses out.

Trustees conducted the annual Board self-evaluation. Trustee Moss brought up that the Trustees do not receive much feedback from students. Chair Blocker agreed and said outside of the college council they do not hear outside of the student body. Trustee Moss expressed the importance of greater involvement in conversations with the Associated Student Government (ASG). In response, Chair Blocker suggested that ASG actively participate in upcoming board meetings and also proposed the inclusion of a single line from ASG in the President's Report to ensure their representation.

Meeting recessed for break at 5:15PM to reconvene on August 11, 2023.

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

MINUTES-RETREAT
Friday, August 11, 2023

Hyatt Regency Lake Washington, Renton

Action	8:07AM	I. Call to Order	Chair Christina Blocker
		<input checked="" type="checkbox"/> Chair, Christina Blocker <input checked="" type="checkbox"/> Vice Chair, Tom George <input checked="" type="checkbox"/> Trustee, Heather Moss <input type="checkbox"/> Trustee, Florence Chang <input checked="" type="checkbox"/> Trustee, Layne Bladow <input checked="" type="checkbox"/> Assistant Attorney General, Anne Miller	

Chair Blocker convened the meeting at 8:07AM

8:07AM	II. General Matters	Chair Christina Blocker
	A. Citizen Remarks	

There were no citizen remarks

8:08AM	Ice Breaker	Chair Christina Blocker
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Chair Blocker asked to have the group pair up with other Trustees to share moments in their lives where they felt different and how it shaped them. Each Trustee shared a moment with one another of a time when they felt different and how it defined them.

As a follow up, President Zhou responded to the question from Trustee Moss and Chair Blocker on ASG updates from the previous conversation. President Zhou reminded the Trustee’s that ASG provides a regular report in the monthly BOT meeting packet under Student Services, titled “Campus Life and Activities.”

Chair Blocker thanked Dr. Zhou for her follow up and said to have ASG attend the Board of Trustees meetings in the future.

9:00AM	III. Student Services Updates	Steve Ashpole
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VP Ashpole reviewed Fall Quarter enrollment and stated that Bates Technical College is 50% up for enrollment from the same time last year, 2022. Specifically, the Dental assistant program may not have any seats by the start of the quarter. VP Ashpole recognized Cielito Lane’s hard work in implementing and helping staff with ctcLink. Dr. Zhou brought up that the State Board of Community and Technical Colleges (SBCTC) is having issues reflecting the Apprenticeship FTE’s which is reflected on the shared FTE report.

VP Ashpole reviewed the retention efforts. He stated that the forms of communication to students are in-person meetings, phone calls, texts or zoom. He continued that there are three sets of defined treatments: academic, on-campus resources and external. Trustee Moss said we need to work with students before they need assistance.

VP Ashpole went over career advising and that there is some dispersity between the advisors, and Student Services is currently working on it. VP Ashpole reviewed the disability support services and currently they are supporting 64 students. He noted that the most common accommodations are extra time on tests, modified books, recorded lectures, ergonomic chairs, and electronic stethoscope.

VP Ashpole provided updates on financial aid, Campus Life and Activities (CLA), College Council, Guided Pathways, and Strategic Enrollment Management Committee.

10:12AM **V. Strategic Planning**

Dr. Jeff Wagnitz

Dr. Wagnitz began by acknowledging Dr. Jean Hernandez for her initial work on strategic planning. He outlined that the current strategic plan covers the period from 2016 to 2022, with 2022-2023 designated as the refresh year involving accreditation feedback and planning activities in the fall. The new strategic plan is set to span from 2024 to 2029. Dr. Zhou thanked Dr. Wagnitz for clarifying the purpose of the refresh year.

Dr. Wagnitz explained that the final strategic plan will comprise three to four goals, each with three to four overarching strategies and one to three indicators of achievement. He emphasized that a good plan should embody the values of Bates Technical College, reflect stakeholder input, identify new strategic opportunities, and be concise. Trustees Moss and Chang inquired about the need for market perspective. Dr. Zhou mentioned our collaboration with the University of Washington Tacoma to conduct an economic study for the strategic plan. Vice Chair George suggested considering a broader geographical scope beyond Tacoma, which Dr. Wagnitz agreed with, emphasizing the need to expand our community outreach.

Dr. Wagnitz introduced the two accreditation recommendation findings and elaborated on the sources of input, which include community leaders, students, the board of trustees, staff, faculty, demographic data, and job market data. He outlined the key events beginning with the board retreat and culminating around March-April of 2024. Dr. Zhou expressed her desire for Bates to become the college of choice for employers, emphasizing the institution's commitment to future employment opportunities for all students.

Dr. Wagnitz proceeded to discuss Diversity, Equity, and Inclusion (DEI) in the context of accreditation as a best practice. He highlighted indicators of student achievement, including persistence, completion, retention, and post-graduation success.

Dr. Wagnitz introduced the previous strategic plan and organized Trustees into groups to review

and pose questions regarding the development of the new plan. Dr. Wagnitz emphasized the need for aspirational goals and encouraged eliminating deficient language in the strategic plan. He requested that the board provide a list of community member connections to assist in building Bates Technical College and share it with Dr. Zhou.

1:00PM **VI. Instruction Updates**

Dr. Johnny Hu

Dr. Hu reviewed the new program effectiveness review process. He expressed his commitment to working on developing a meaningful way to measure the success of the process in the future.

Dr. Hu provided an update on the status of the Bachelor of Public Safety degree, aiming to have the program proposal completed by November 2023 for approval by the SBCTC. Dr. Hu anticipates that the program will be fully approved and ready by February 2023, with the first cohort scheduled to begin in the Fall of 2024. Trustee Moss inquired about the expected number of students who will enroll in the program. Dr. Hu responded that initially, they plan to admit only 15 students for now.

2:08PM **VII. DEI Updates**

Kameil Borders /
Marcus Harvey

DEI Officer Harvey reviewed five RCW updates related to DEI (Diversity, Equity, and Inclusion). He provided an overview of RCW 28B.10.145 and detailed the efforts of the DEI committee in developing and training faculty in this context. He mentioned that Sound Rocket was hired to conduct a Campus Climate Survey, scheduled for the Fall quarter, with results expected by December 2023. DEI Officer Harvey plans to collaborate with student services and ASG (Associated Student Government) to promote the survey. He proceeded to discuss the DEI strategic plan update, starting with the creation of a decision analysis tool designed to assist leaders in making equitable decisions. Chair Blocker suggested the board develop a framework and a tool, such as a checklist. DEI Officer Marcus mentioned that the theoretical framework would be posted on the college website by September.

Vice Chair George expressed support for the substantial work being done, recognizing that unconscious bias remains an ongoing challenge. Trustee Chang emphasized that while training is essential, changing the culture should be the goal. DEI Officer Marcus shared his personal experience, including his military background, and his desire to foster a sense of belonging within the Bates culture.

Chair Blocker acknowledged DEI Officer Harvey's hard work and thanked him for his contributions to the development of new policies.

3:00PM **VIII. Score Card Review**

Jon Bolas

Director Jon Bolas reviewed the State Board of Community and Technical Colleges (SBCTC)

numbers of historically underrepresented (HU) groups at Bates Technical College. Trustee Moss asked about what groups were in the HU groups. Jon Bolas stated the HU groups included are African American, Latina, Pacific Islander and Native American.

3:35PM **IX. Admin service updates**

Dr. Lin Zhou

Dr. Zhou provided updates from Facilities and Maintenance. She informed the Trustees that the college had received positive feedback from the accreditation team, including a statement regarding the Bates Downtown campus looking beautiful. Dr. Zhou attributed this success to the demanding work of the facilities team. Dr. Zhou extended an invitation to the Trustees to attend the groundbreaking ceremony for the new Fire program building when it is scheduled.

Dr. Zhou discussed campus safety and security and stated that there were over 20,000 incidents reported across all three campuses last year. She expressed her gratitude to the Campus Public Safety officers who keep the campus safe for employees and students.

Trustee Bladow shared his meeting with the State auditor, highlighting the transparency between the college and the trustees. He thanked Dr. Zhou for her practice of sharing both positive and negative news.

Meeting recessed for break at 3:55pm to reconvene on August 12, 2023.

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

MINUTES-RETREAT
Saturday, August 12, 2023

Hyatt Regency Lake Washington, Renton

Action 8:10AM **I. Call to Order** Chair Christina Blocker

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

Chair Blocker convened the meeting at 8:10am

8:10AM **II. General Matters** Chair Christina Blocker

A. Citizen Remarks

There were no citizen remarks

8:11AM **III. Executive Session** Chair Christina Blocker

The Board will go into Executive Session for the purpose of discussing items provided for in RCW 42.30.110(1):
 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee;
 No action will be taken during Executive Session.

A. President’s Evaluation

Chair Blocker stated a Special meeting is to be conducted to conclude the executive session.

The special meeting will be scheduled before Friday, August 18, 2023.

Action 12:40PM **IV. President’s Work Plan 2023-24** Dr. Lin Zhou

Trustee Moss moved to approve the President work plan as proposed. Trustee Chang seconded. All in favor, President’s Work Plan 2023-24 is approved.

Action 12:46PM **V. 2023-24 Board of Trustees Meeting Calendar approval** Chair Christina Blocker

Trustee Chang motioned to approve the meeting calendar. Trustee Moss seconded.
All in favor, 2023-24 Board of Trustees meeting calendar approved.

12:47PM VI. **Board Representation: PCCC, College Council and LAC** Chair Christina Blocker

Chair Blocker stated that she will attend the PCCC meetings as well as Vice Chair George. Chair Blocker spoke on behalf of Trustee Bladow who had said he could continue to be on the College Council. Trustee Moss recommended Vice Chair George work with the College Council while Trustee Bladow is still there. Vice Chair George agreed. Chair Blocker stated that Trustee Bladow will continue to be on LAC.

11:00AM VII. **2023-24 Study Session Topics** Trustees

Trustee Moss wanted to note that any adjustments made to the study sessions will require a month in advance given to Dr. Zhou and staff for preparation.

Dr. Zhou asked if we will be putting the board policies on hold for now. Chair Blocker stated that after the presentation by AAG Justin Kjoletz that they wanted to include DEI language in the board policies. Trustee Moss wanted to note that the board polices will be on hold until further notice.

Action 12:55PM **Adjournment**

Trustee Chang motioned to adjourn the meeting. Trustee Moss seconded. Motion approved and meeting adjourned at 12:55PM.

Next Board of Trustees Meeting date and location:

September 25, 2023, Downtown Campus Board Room, Bates Technical College

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