

**AGENDA – STUDY SESSION**

**Bates Technical College | Downtown Campus Board Meeting Room**

2:00 PM	I. Title III, Retention, Customer Service	Machelle Doolittle Evelyn Panayi Nesreen AlMuzayen Aubrie Swain Jon Bolas
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Retention Specialists Machelle Doolittle, Evelyn Panayi, Jon Bolas, and Nesreen AlMuzayen, and Disability Services Coordinator Aubrie Swain shared their background and path to joining Bates Technical College. Their presentation started with a video from Director of Assessment Jon Bolas, who shared retention numbers, emphasizing that the historically underrepresented (HU) figures tend to decrease during Spring Quarter compared to the Fall Quarter.

Each Retention Specialist shared an impactful story about assisting students and how New Student Orientation surveys helped to identify evolving needs. Disability Services Coordinator Aubrie shared that by having Disability Support Services collaborate with Retention Specialists, they were able to help reduce any bias and potential anxiety new students were experiencing.

Retention Specialist Machelle identified the significant issue of food insecurity, and the efforts currently underway, in collaboration with Campus Life and Activities, to provide food assistance to impacted students.

Vice Chair George expressed gratitude to the group, commending them for positively impacting students' lives.

Trustee Moss stated that she appreciated the group for highlighting food security issues. She inquired about their caseloads, the consequences of not connecting with services, and how they track success data. Retention Specialist Evelyn clarified that their caseload is comprised of first-time adult students, and attendance is ensured through updates to instructors in the first few weeks of the quarter. She continued that referrals often come from faculty, and efforts are made to engage with students, even if feedback is not received.

Trustee Chang thanked the group and asked about the required background for the program. While backgrounds varied, Dr. Zhou emphasized their shared commitment to students as their driving force.

Vice Chair George suggested sharing the impactful information at SBCTC.

Retention Specialist Nesreen inquired about the use of the presented information. Chair Blocker stated that it would be passed on to community members, and Trustee Chang suggested sharing it with the State Board for potential funding.

**II. Executive Session**  
No Executive Session was held

**AGENDA – REGULAR MEETING**

**Bates Technical College | Downtown Campus Board Meeting Room**

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

**Action** 3:02PM **II. General Matters**  
A. Approval of Board Agenda

Trustee Moss motioned to approve. Trustee Chang seconded. All were in favor and the November 20, 2023 Board Agenda was approved.

**Action** B. Approval of October 23, 2023, Board of Trustees Meeting Minutes

Trustee Bladow motioned to approve the October 23, 2023 minutes. Vice Chair George seconded. All were in favor and the October 23, 2023 minutes were approved.

C. Citizen Remarks

Facilities and Maintenance and Engineering Instructor Cameron Lafreniere shared his involvement at the State Board and spoke about key performance indicators focusing on Diversity, Equity, and Inclusion (DEI) efforts for new instructors. He emphasized the importance of sharing this data with all Bates Faculty.

3:05PM **III. Faculty Union AFT Local 4184 Updates** Jim Androy

There was no union represented at the meeting.

**Action** 3:10PM **IV. Board Policy Review and Approval 1150 (Trustee Reimbursement)** Dr. Lin Zhou

Dr. Zhou stated that she did not receive any feedback on edits. Trustee Moss raised concerns about per diem rates for meeting meals and proposed changing the per diem rate, which will be considered for approval at the January 8, 2024 meeting.

**Action 3:15PM V. Board Policy Review and Approval 1350 (Academic Freedom) Dr. Lin Zhou**

Dr. Zhou stated that she did not receive any feedback regarding edits. Trustee Bladow motioned to approve as written. Trustee Moss seconded. All were in favor and Board Policy 1350 was approved.

**3:20PM VI. ASG updates Jade Vetter**

ASG Secretary Jade Vetter reported that all roles, except for ASG President, have been filled, with ongoing voting for the presidency. Additionally, they are actively collaborating with the foundation for future student events.

**3:25PM VII. Rising Star Study Tour and China Trip Chelsea Lindquist  
LeMont Lucas  
Dr. Yifan Sun**

Manager of Campus Life and Activities LeMont Lucas, Communications, Marketing and Advancement Director Chelsea Lindquist, along with five Bates Technical College students shared insights from their 14-day study tour in China. They presented a video produced by one of the students, which showcased the cities they visited and collaborations with Chinese students. Each participating student shared their experience and expressed their gratitude to Bates for the opportunity.

Trustee Bladow noted the enduring impact of their experiences, emphasizing the importance of community partnerships. Dr. Zhou expressed gratitude to the students for representing Bates well. Vice Chair George requested the use of the video at future ACCT meetings.

Dr. Yifan Sun discussed her and Trustee Moss's experiences in China. Trustee Moss expressed appreciation to her for advocating on behalf of Bates during negotiations. Additionally, Trustee Moss shared personal anecdotes from the trip, such as trying local cuisine and visiting a temple, and extended gratitude by presenting Dr. Zhou with a gift received from one of the schools they visited.

**3:45PM VIII. President's Report Dr. Lin Zhou**

Dr. Zhou revealed plans for an advisory committee appreciation dinner scheduled for January

11, with an invitation extended to Dr. Jeff Wagnitz to involve the group with strategic planning. She highlighted the upcoming holiday luncheon for staff on November 21. Dr. Zhou also addressed the ongoing initiatives to identify spaces at the South Campus to accommodate the growing number of programs and students.

A. Instruction Updates Dr. Johnny Hu

Dr. Hu reported that the Public Safety BAS statement of need and program proposal was submitted to the State Board the previous week. He outlined the process, emphasized positive feedback from three external reviewers, and described the proposal as very strong. The program proposal is expected to be approved at the February 2024 State Board meeting.

B. Diversity, Equity, and Inclusion Updates Marcus Harvey

DEI Officer Harvey provided updates on the campus climate survey, noting its submission and its ongoing availability until January 2024. He highlighted the successful participation of 21 Bates Employees at the Staff of Color Conference. Additionally, Officer Harvey announced the initiation of preparations for the MLK celebration.

C. General Discussion Trustees

Trustee Moss initiated a discussion on the Board of Trustees' engagement in conferences, focusing on travel allowances and a rotational travel approach. Chair Blocker emphasized the importance of the institution's presence and voices representing it. Dr. Zhou thanked the trustees for raising this topic and acknowledged the different strategies among colleges. Reflecting on earlier budget constraints during her presidency, she explained the current improved circumstances, and believed Trustees attendance at conferences will further enhance the visibility of Bates' at the State and National level.

4:13PM **IX. Board Committee Reports/Remarks**

A. Legislative Action Committee (ACT) Layne Bladow

Nothing to report.

B. College Council (Policy Review) Layne Bladow

Nothing to report.

C. Pierce County Coordinating Council (PCCC) Chair Christina Blocker

Nothing to report.

