MINUTES - RETREAT
DAY 1 AGENDA – Wednesday, August 7
The Woodmark Hotel & Still Spa, Kirkland

Action 2:00PM **I.** **Call to Order/Determination of a Quorum** Chair Tom George

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

Action 2:02PM **II.** **General Matters** Chair Tom George

A. Approval of Board Retreat Agenda

Postponed as there was no quorum.

B. Citizen Remarks

No citizen remarks

2:04PM **III.** **Review of the Retreat** Chair Tom George

Dr. Zhou reviewed the agenda for the August 7-9, 2024 retreat and initiated discussions on planning for next year's retreats.

2:17PM **IV.** **Student Services Strategic Plan** Steve Ashpole

Vice President of Student Services Steve Ashpole provided an overview of the 2023-24 academic year, highlighting significant enrollment growth, with an increase of 268 FTEs compared to the previous year. He addressed challenges related to space constraints for program expansion and noted improvements in retention rates. Steve introduced several new processes and emphasized the enhancements made in campus life and student activities.

VP Ashpole reviewed the contributions of the Student Services Department to the 2024-2025 Strategic Plan, emphasizing goals related to student retention, onboarding, and engagement. He shared the development of pacing guides for competency-based education programs and stressed the importance of collaborating with community organizations to recruit underrepresented students.

Action 3:52PM **V. Agenda Approval**

Trustee Moss joined the meeting at 3 p.m., and the board achieved a quorum. Trustee Moss motioned to approve the Board Retreat agenda, and Trustee Bladow seconded. The motion passed, and the Board Retreat agenda was approved.

3:54PM **Break**

The meeting recessed for break at 3:54 p.m. to reconvene on August 8, 2024.

5:30PM **Dinner**

DAY 2 AGENDA – Thursday, August 8
The Woodmark Hotel & Spa, Kirkland

Action 8:07AM **I.** **Call to Order** Chair Tom George

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

8:07AM **II.** **General Matters** Chair Tom George

A. Citizen Remarks

There were no citizen remarks.

8:08AM **III.** **Icebreaker** Chair Tom George

Chair George facilitated an icebreaker activity to help the Board of Trustees become better acquainted.

8:35AM **IV.** **Trustees Roles and Responsibilities** AAG Anne Miller

Assistant Attorney General Anne Miller provided training on trustee roles and responsibilities.

9:40AM **V.** **Board Evaluation** Chair Tom George

Chair George initiated the board evaluation with rich conversation with the trustees. Trustee Chang and Trustee Blocker proposed having quarterly college updates and reports provided to the trustees so they may share with the community. Vice Chair Moss shared they would like to learn more about the program enrollment report, included in each Board of Trustees packet. Dr. Zhou suggested having a future study session to review both low and high-enrolled programs to provide a clearer understanding.

10:00AM **Break**

10:35AM **VI.** **Budget Allocation & Budget (Fiscal health measure)** Christine Winskill

Director of Finance Christine Winskill began her presentation with a flow chart illustrating the flow of funds from the state into the college. Dr. Zhou addressed issues related to the new state board allocation model and problems with ctcLink services.

12:00PM		**Lunch**	On-site
1:30PM	**VII.**	**DEI Strategies**	Marcus Harvey

DEI Officer Marcus Harvey began his presentation by outlining the DEI strategic plan, focusing on workforce education within the DEI framework.

Trustee Blocker recommended enhancing marketing efforts to include underrepresented groups and suggested showcasing past DEI events to highlight inclusivity. Dr. Zhou agreed and proposed featuring past events on the DEI page of the Bates Technical College website for public viewing.

2:56PM	**VIII.**	**Instruction Updates**	Dr. Johnny Hu

Vice President of Instruction Dr. Johnny Hu presented on workforce education objectives and strategies for the 2024-2025 academic year.

Dr. Hu stated that in terms of student focus, the goal is to improve onboarding and credential evaluation through collaboration with Student Services.

4:00PM		**Break**
5:30PM		**Dinner**

DAY 3 AGENDA – Friday, August 9
The Woodmark Hotel & Spa, Kirkland

Action 8:00AM **I.** **Call to Order** Chair Tom George

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

8:00AM **II.** **Executive Session** Chair Tom George

The Board entered Executive Session for the purpose of discussing items provided 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 was taken during the Executive Session.

A. President's Evaluation

The board entered executive session at 8:00 a.m. for one hour to review the performance of a public employee. Chair George announced the purpose of executive session and that the executive session would end in one hour, at 9:00 a.m. Chair George announced at 9:00 a.m., that the session would be extended by 15 minutes, until 9:15 a.m. The session was then extended twice more, first until 9:40 a.m., and then until 10:10 a.m.

Action 10:10AM **III.** **President's Work Plan 2024-2025** Dr. Lin Zhou

Dr. Zhou reviewed the objectives for the 2024-2025 workplan, with the board. Dr. Zhou also mentioned the upcoming 85th Anniversary Gala, scheduled for the evening of October 4, 2025. Additionally, efforts will be made to streamline the Title IX process in preparation for the upcoming accreditation visit next year.

Vice Chair Moss motioned to approve the 2024-2025 President's Work Plan as written. Trustee Bladow seconded. Motion passed and the 2024-2025 President's Work Plan was approved.

Action 10:15AM **IV.** **Board Trustee Reimbursement** Chair Tom George

Dr. Zhou shared the history of the board trustee reimbursement and the need to change the payment process. Trustees will now be reimbursed through the Finance Department.

Vice Chair Moss motioned to approve Policy 1150 as written. Trustee Bladow seconded the motion. The motion passed, and Board Policy 1150 was approved.

Action 10:20AM **V. 2024-25 Board of Trustees Meeting Calendar Approval** Chair Tom George

Dr. Zhou requested the Board of Trustees to approve the 2024-2025 meeting calendar as written. Trustee Bladow motioned to approve the 2024-2025 Board of Trustees Meeting Calendar. Trustee Blocker seconded the motion. Motion passed, and the calendar was approved.

10:23AM **VII. Board Conference schedule**

Dr. Zhou briefly reviewed the board conference schedule for the 2024-2025 academic year.

Action 10:33AM **VI. Adjournment**

Trustee Blocker motioned to adjourn the meeting. Trustee Bladow seconded the motion. The motion was approved, and the meeting was adjourned.

Next Board of Trustees Regular Meeting date and location:

September 30 at 3 p.m., Downtown Campus Board Room, Bates Technical College