



Board of Trustees Meeting

Virtual, Via Zoom

Zoom Link: <https://cptc-edu.zoom.us/j/88343737457?pwd=NVBvV2g0dTB4Q1ZSa0dKcjd0VXdsQT09>
Passcode: BOTMeeting

Wednesday, April 13, 2022

Study Session: Canceled
Regular Meeting: 4:00-5:10 p.m.

Agenda

| | | | |
|-------------|---|-----------------|--------------|
| 4:00 | Call to Order, Introductions | Carol Mitchell | |
| | Adoption of Agenda | Carol Mitchell | |
| | <i>Action</i> | | |
| | Approval of the Special Minutes of | Carol Mitchell | Tab 1 |
| | March 9, 2022 | | |
| | <i>Action</i> | | |
| 4:05 | President’s Report | Joyce Loveday | |
| | <ul style="list-style-type: none">• Student Success Story• Legislative Update• ctcLink Update• Miscellaneous | | |
| 4:20 | College Reports or Highlights | | |
| | <u>ASG Report</u> | Jacob Katz | Tab 2 |
| | <u>Enrollment Update</u> | Scott Latiolais | Tab 3 |
| | <u>Core Theme Report – Student Success Core Theme</u> | Samantha Dana | Tab 4 |
| | <u>Student Success Report</u> | Michelle Barre | Tab 5 |
| | Workforce Development | | |
| | <u>Program Fees FY 22-23</u> | Lisa Wolcott | Tab 6 |
| 4:50 | Chair’s Report | Carol Mitchell | |

4:55 Board Reports and/or Remarks All

5:00 Public Comments Carol Mitchell

5:05 New Business Carol Mitchell

5:10 Executive Session Carol Mitchell

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 complaints 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.

5:10 Adjournment Carol Mitchell



Board of Trustees Meeting

Virtual, Via Zoom
Wednesday, March 9, 2022
Special Meeting: 3:00-5:15 p.m.

Meeting Minutes

Call to Order: Chair Mitchell called the Board of Trustees Regular Meeting for Clover Park Technical College (CPTC) to order on March 9, 2022, at 3:01 p.m.

College President: Dr. Joyce Loveday

Board of Trustees Present:

Carol Mitchell, Chair
Mark Martinez
Alice Phillips
Lua Pritchard
Eli Taylor

Assistant Attorney General (AAG): Justin Kjolseth

Executive Team:

Dr. Scott Latiolais, VP, Student Success
Samantha Dana, Assoc. VP, Institutional Effectiveness
Iesha Valencia, Assoc. VP, Equity, Diversity & Inclusion
Lisa Wolcott, Int. VP, Finance & Administration

Adoption of the Agenda

MOTION:

Motion to adopt the agenda, as presented, was made by Trustee Taylor and seconded by Trustee Pritchard. Motion was approved unanimously.

Approval of Minutes (Tab 1)

MOTION:

Motion to approve the minutes of the Regular Board meeting on February 16, 2022, as presented, was made by Trustee Phillips and seconded by Trustee Pritchard. Motion was approved unanimously.

President's Report

Student Success Story

Zuie (Owen) Zhu is an International Aviation Maintenance Technician student from the Civil Aviation Flight University of China. Owen is in his last quarter, passed the AMT exam, and is now studying for the Federal Aviation Administration (FAA) exam. He chose CPTC for its great reputation in aviation. One word to describe his experience is "meaningful." Instructors and classmates helped him with the language barrier; and, when Owen decided to join the Associated Student Government (ASG) and become a leader, he encountered more assistance and made new friends.

Upon graduation, Owen will go back to his home country to complete an undergraduate degree, then he would like to return to the United States to earn a Masters Degree, and someday work for an international, non-profit civil aviation organization.

All Campus Professional Development Day

CPTC is six weeks away from “Go Live” with the ctcLink conversion of our processes and data from an old Legacy system to PeopleSoft. At the All Staff In-Service Day on March 4, all employees became engaged in learning about PeopleSoft and the action that will be needed in their normal course of work.

Miscellaneous

Accreditation Reaffirmation

The College has received reaffirmation of accreditation from the Northwest Commission on Colleges and Universities (NWCCU), which marks the culmination of a seven-year process that included a comprehensive evaluation by a peer-review team in October 2021.

NWCCU reaffirmed CPTC’s accreditation and provided four commendations and two recommendations. President Loveday thanked everyone who contributed to the positive outcome, especially Associate Vice President Samantha Dana, who is CPTC’s Accreditation Liaison Officer.

Review of Trustee Policies

Trustees oversee the policy process. There are a limited number of Trustee policies that the Trustees have responsibility to review directly, on a three-year cycle. President Loveday would like two Trustees to meet with her before the May Board meeting to review those policies.

The draft End Result Policy will also be reviewed and a public forum held, as it will serve as a center point for the upcoming strategic planning process.

New Strategic Plan

RTI International is conducting an environmental scan to provide foundational information on the labor market, education, and industry trends for the new Strategic Plan. Findings will be shared with the Trustees at a spring retreat, yet to be scheduled.

College Reports or Highlights

ASG Report (Tab 2)

Highlights – ASG student Jacob Katz, Chair of Events and Activities Committee, presented the ASG report. With the quarter wrapping up and finals coming up, ASG held a virtual Stress Management Course. Topics included different types of stress, impact of stress on the body, and free resources to aid in stress reduction. Attendees received a stress management toolkit.

Partnerships – With the help of the Pastry Arts Program, Student Life offered Valentine’s Day themed cookie-decorating kits. Pastry Arts students made the cookies and provided sprinkles and icing for students to decorate the cookies.

Student Advocacy – ASG recognizes the current events taking place in Ukraine may leave students feeling scared, anxious, and overwhelmed. ASG compiled a list of resources, programs, and tools available on campus, within the community, and virtually to help support students.

ctcLink Update (Tab 3)

Dr. Lee gave an update on the CPTC ctcLink Project (Tab 3).

Accountability Audit Update (Tab 4)

Ms. Wolcott, Mr. Collins, Ms. Hillesland, and Mr. Walker offered an update on CPTC's Accountability Audit (Tab 4). Chair Mitchell remarked that it sounds as if CPTC is focused on solutions, process changes, and improvements that will address the issues.

Chair's Report

Chair Mitchell:

- Reminded attendees that the clock springs forward one hour on Sunday, March 13.
- As a former Daffodil Queen, Chair Mitchell noted that the Daffodil Festival Parade is on April 9, and the Children's Daffodil Parade is on April 23. A scholarship is given out to the young women involved in the pageant. That scholarship paid for Chair Mitchell's first couple years of education, and she urged attendees to support the event.
- It is Women's History Month, and Chair Mitchell urged everyone to do something that increases your knowledge and understanding of the contributions of women.

Board Reports and/or Remarks

No Board reports or remarks.

Public Comments

No public comments.

New Business

No new business.

Executive Session

At 4:05 p.m., Chair Mitchell stated that, in accordance with RCW 42.30.110, the Board would recess to go into Executive Session for approximately sixty minutes for the purpose of reviewing, evaluating, and interviewing faculty probationers for tenure award.

Chair Mitchell reconvened the Special Meeting at 5:01 p.m. and asked if there were any action items as a result of Executive Session. There were.

Trustee Pritchard moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Tenure Review Committee and the President, grant tenure to Irada Dadashova at Clover Park Technical College, seconded by Trustee Martinez. No discussion. Approved unanimously.

Trustee Pritchard moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Tenure Review Committee and the President, grant tenure to Curtis Guttromson at Clover Park Technical College, seconded by Trustee Martinez. No discussion. Approved unanimously.

Trustee Pritchard moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Tenure Review Committee and the President, grant tenure to Jaya Rose at Clover Park Technical College, seconded by Trustee Martinez. No discussion. Approved unanimously.

Trustee Pritchard moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Tenure Review Committee and the President, grant tenure to Fung Tran at Clover Park Technical College, seconded by Trustee Martinez. No discussion. Approved unanimously.

Trustees congratulated the newly-tenured faculty members.

Next Meeting

April 13, 2022, details to follow.

Adjournment

MOTION:

Motion to adjourn the meeting at 5:07 p.m. was made by Trustee Martinez, and seconded by Trustee Pritchard. Motion was approved unanimously.

Dr. Joyce Loveday
President
College District Twenty-Nine

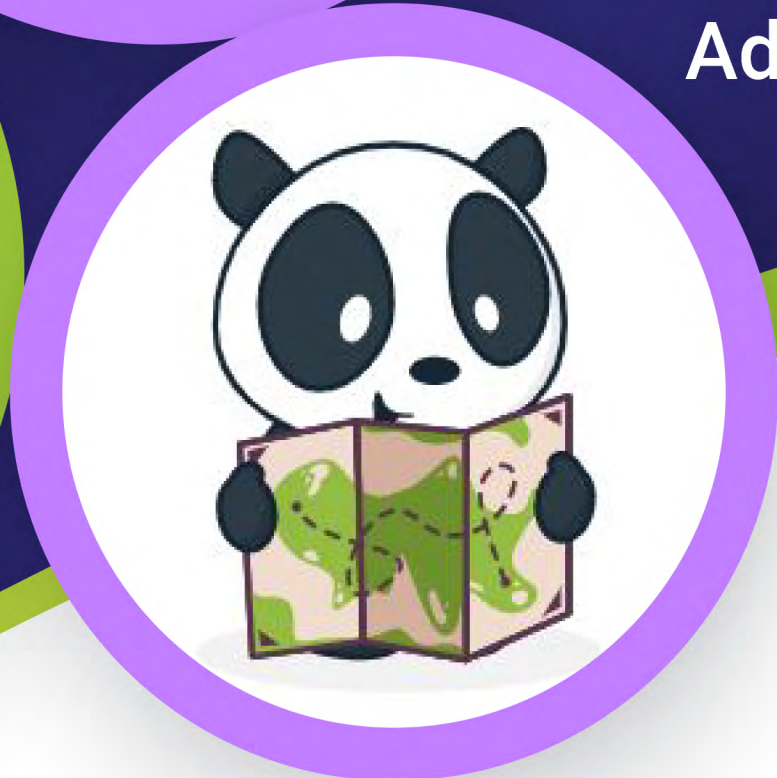
Carol Mitchell
Chair, Board of Trustees
College District Twenty-Nine

ASSOCIATED STUDENT GOVERNMENT REPORT

APRIL 2022



Highlights
Partnerships
Student
Advocacy





Dr. Scott J. Latiolais
Vice President for Student Success

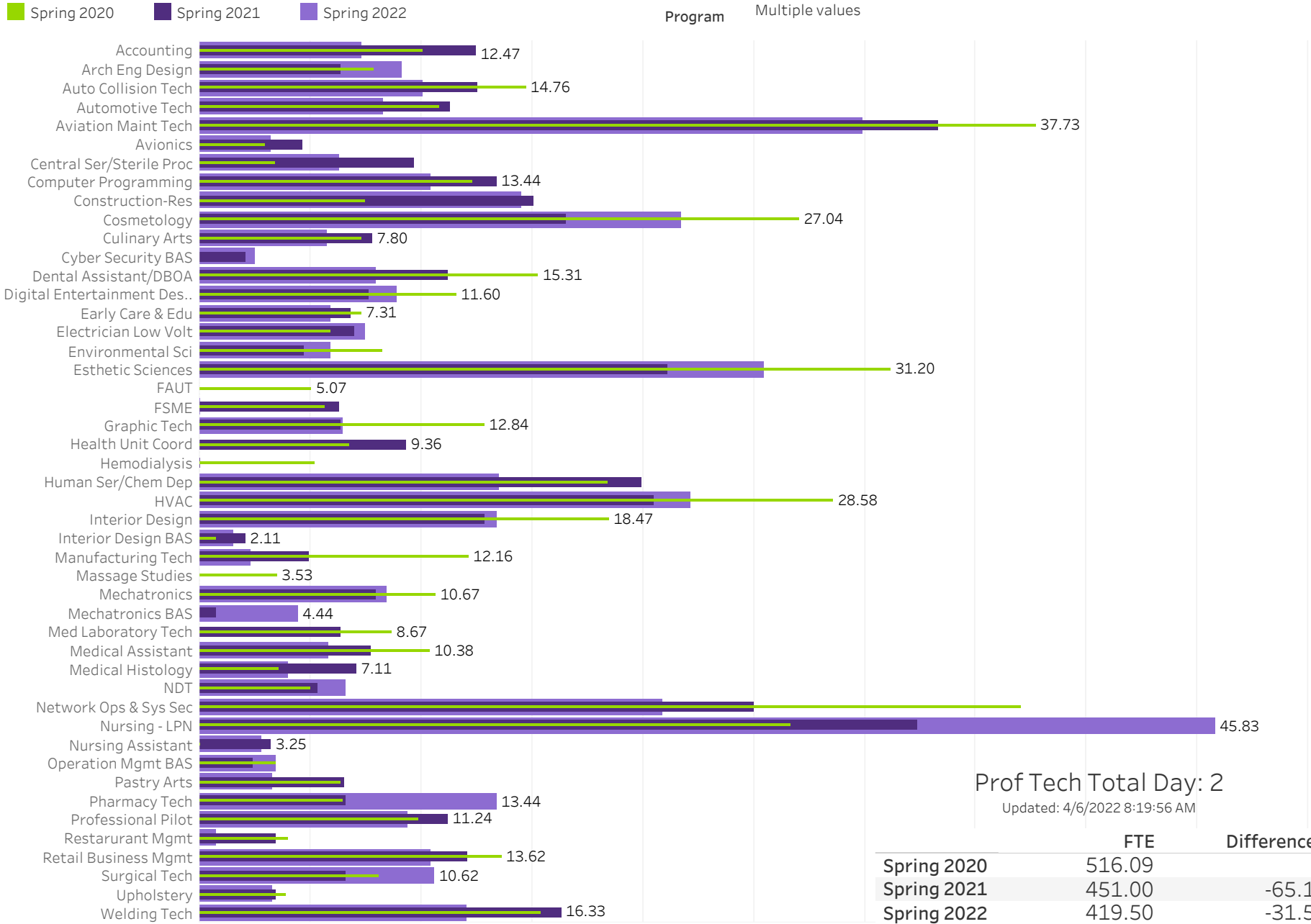
Clover Park Technical College
Division of Student Success

CLOVER PARK TECHNICAL COLLEGE BOARD OF TRUSTEES MEETING

ENROLLMENT REPORT SPRING 2022

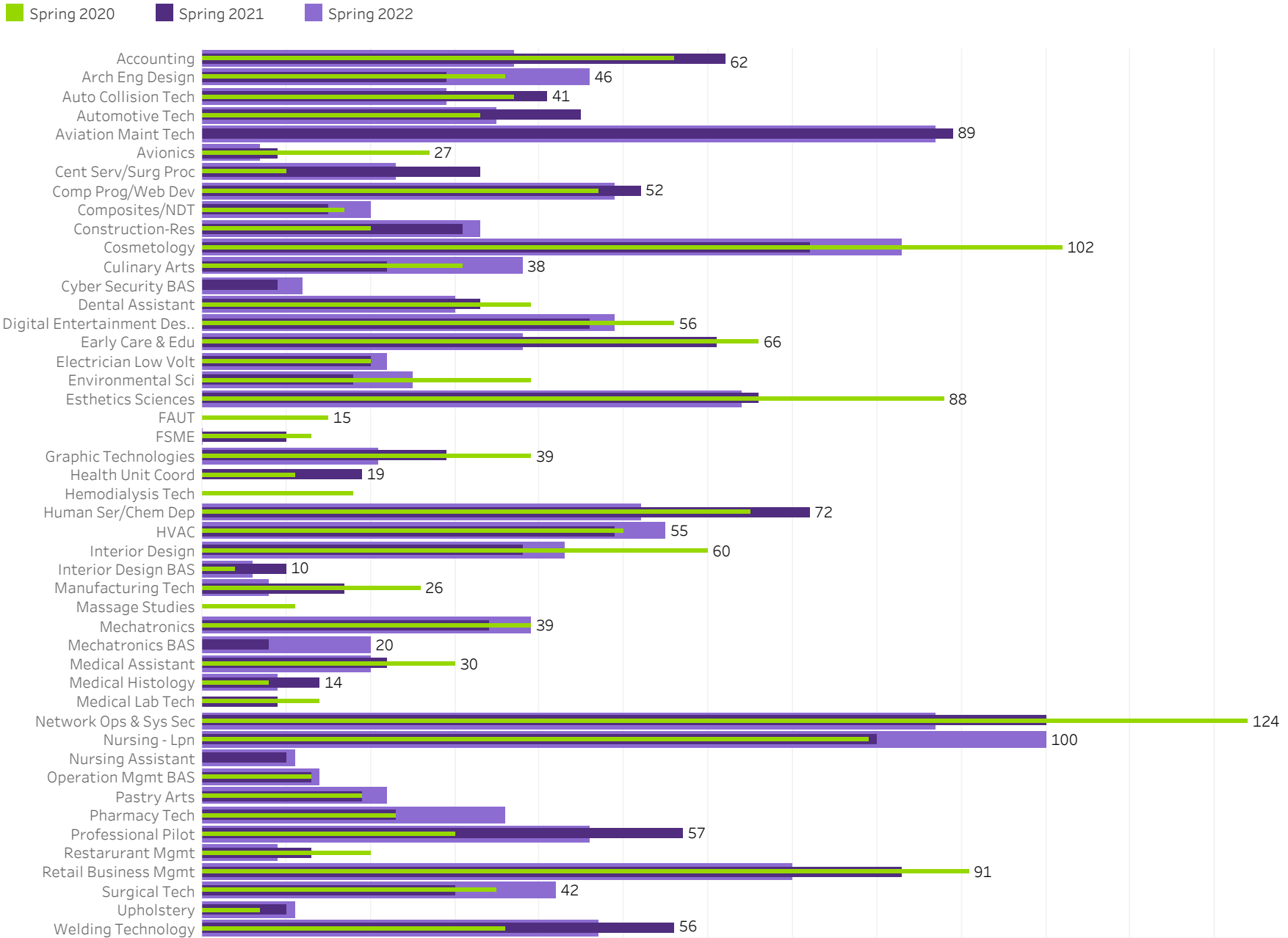


State-Funded FTE for Technical Programs





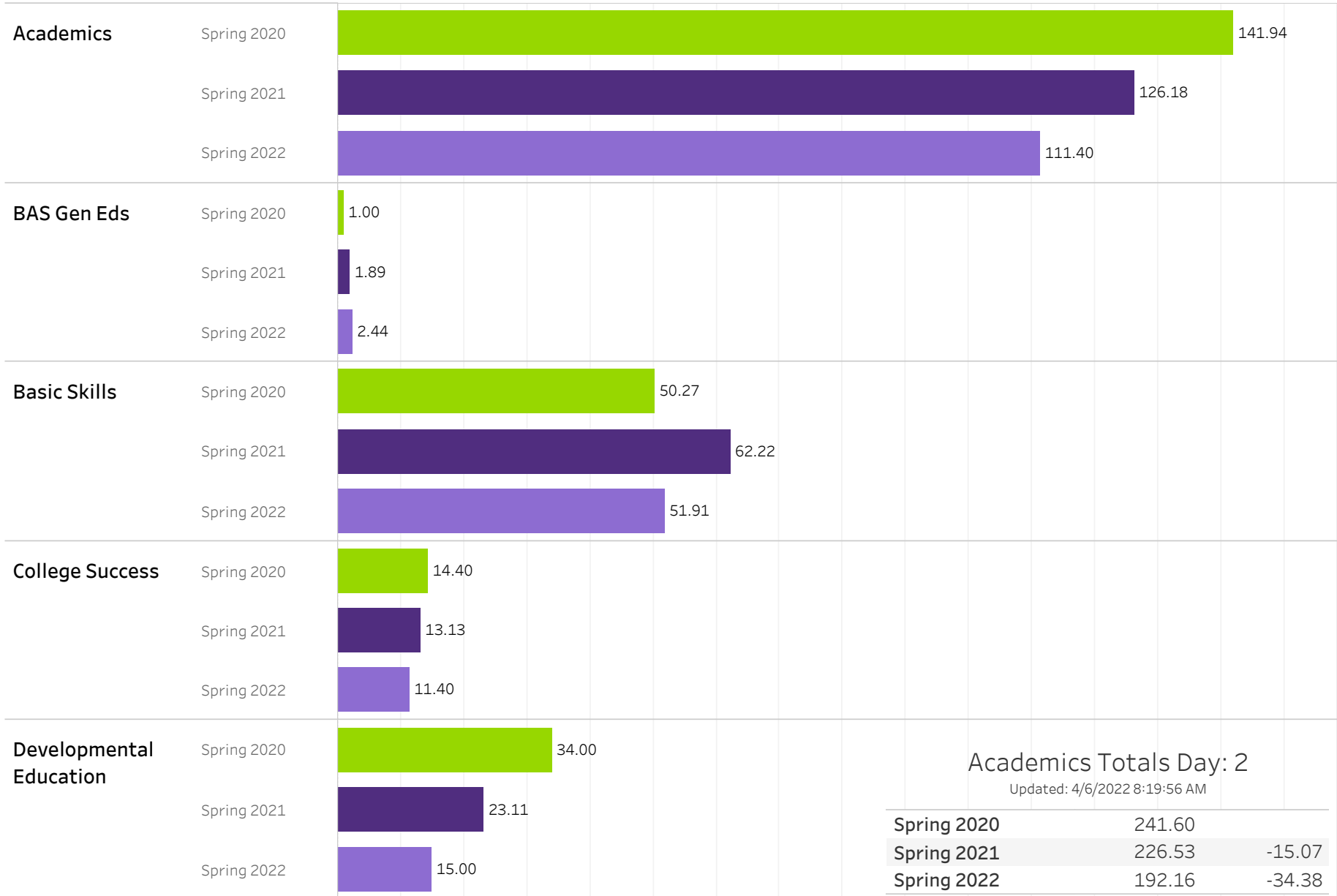
State-Funded Headcount for Technical Programs





State-Funded FTE for Academics and Developmental Education

■ Spring 2020
 ■ Spring 2021
 ■ Spring 2022

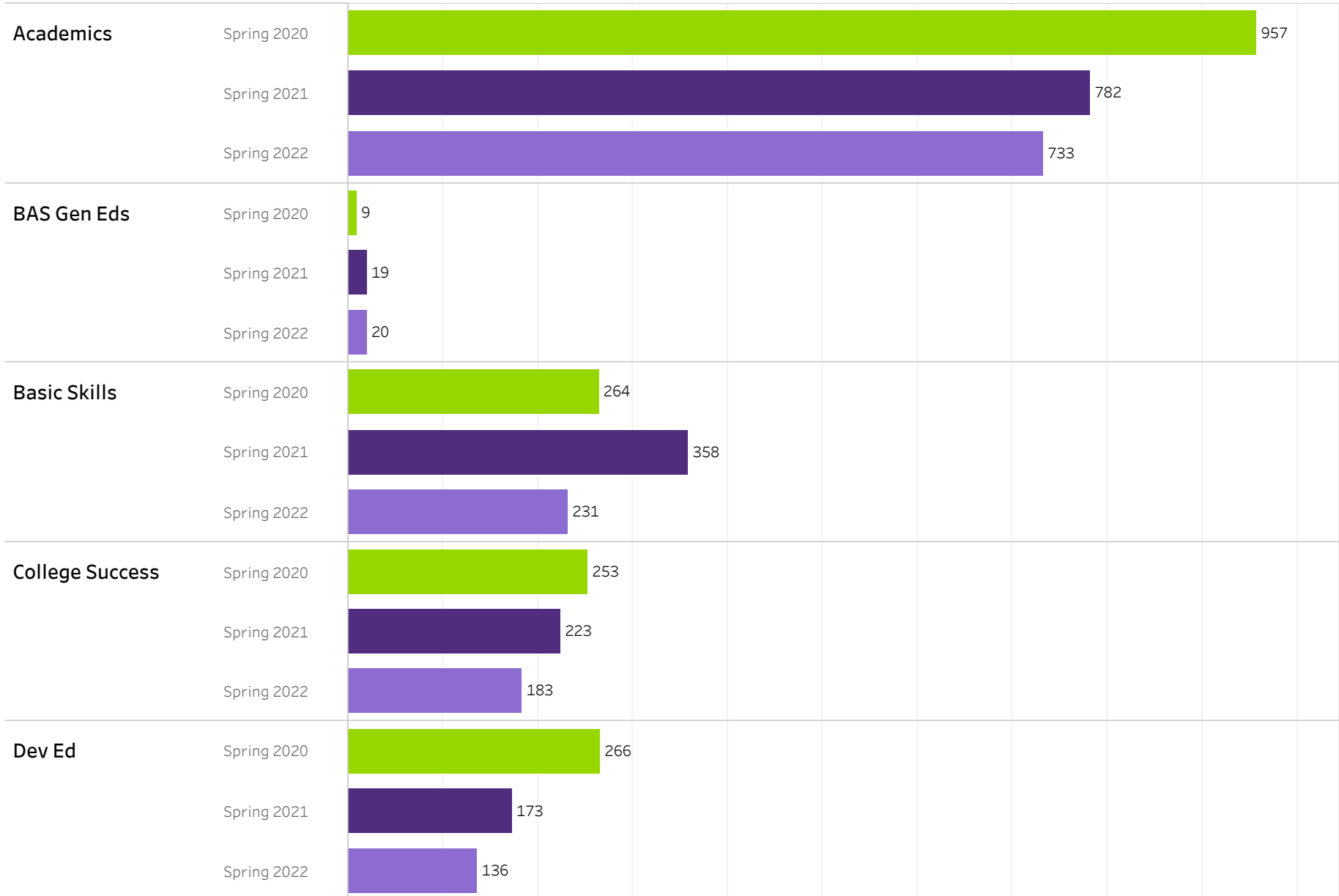




State-Funded Headcount for Academics and Developmental Education



Spring 2020 Spring 2021 Spring 2022

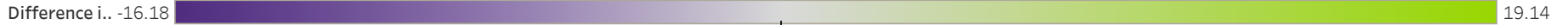




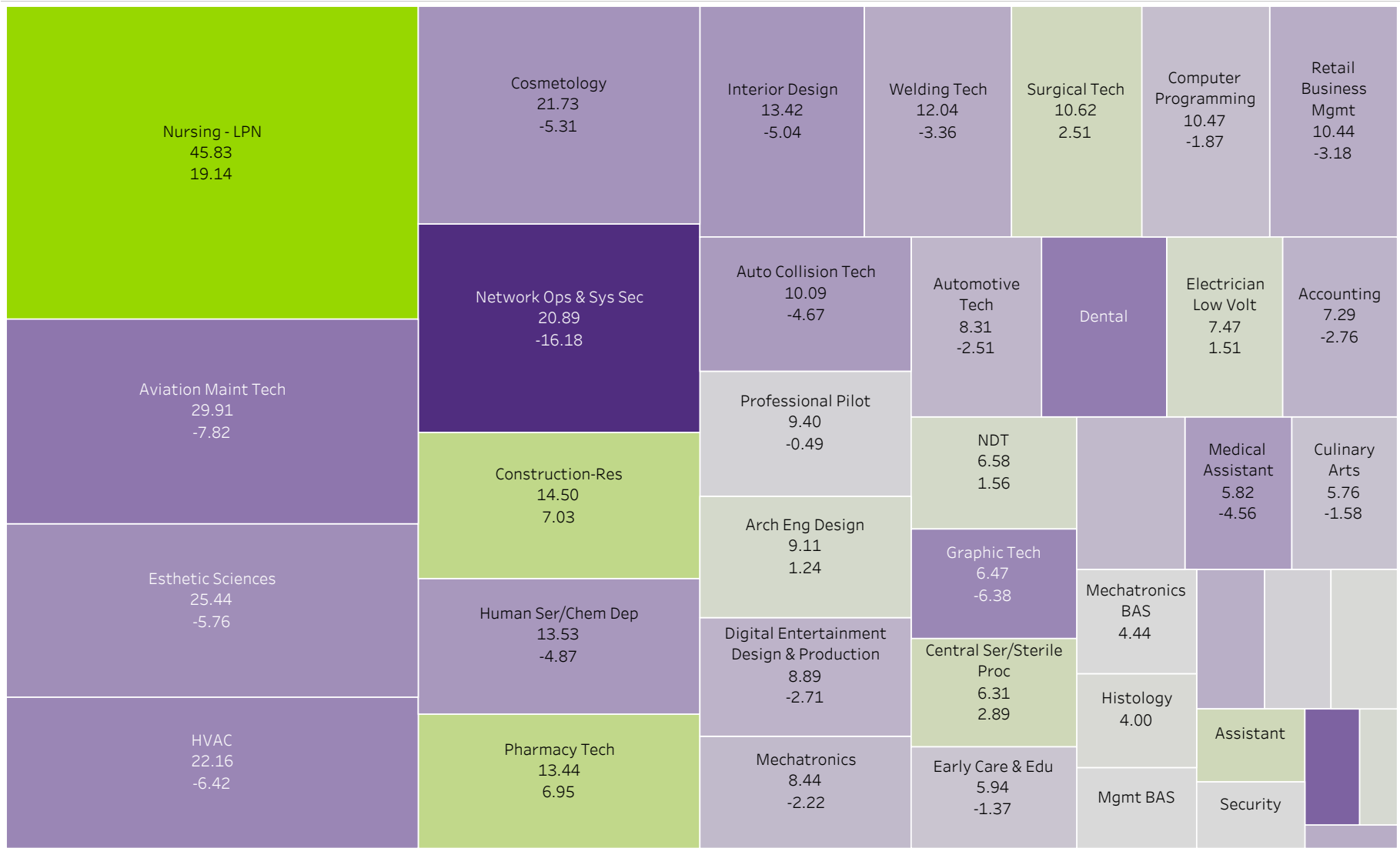
CPTC Program Tree Map

Treemap is arranged by size and color. The box size is based on current FTE. Color is based on change of FTE from previous year

School
All

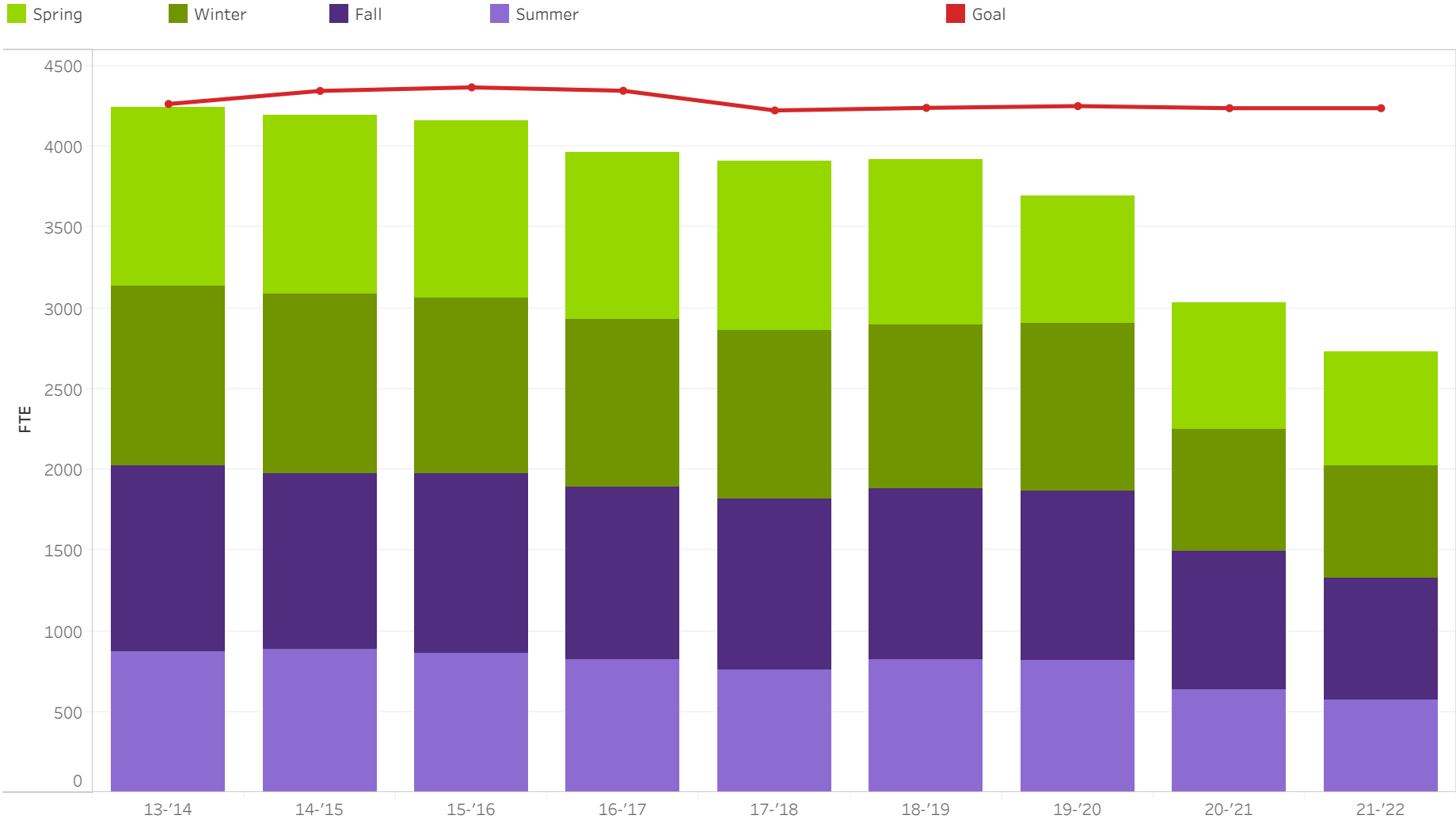


Spring 2022





Clover Park Technical College Annual & Quarterly State Funded Full-Time Equivalent Students (FTES) With State Allocation Goal



Behind Pace





EQUITY.

RESPECT.

DIVERSITY.

EXCELLENCE.

INNOVATION.

STUDENT SUCCESS.

LIFELONG LEARNING.

SOCIAL RESPONSIBILITY.

DR. SCOTT J. LATIOLAIS
VICE PRESIDENT FOR STUDENT SUCCESS

CLOVER PARK TECHNICAL COLLEGE
DIVISION OF STUDENT SUCCESS



Core Theme Report

Student Success



Quarterly Reporting on Core Themes

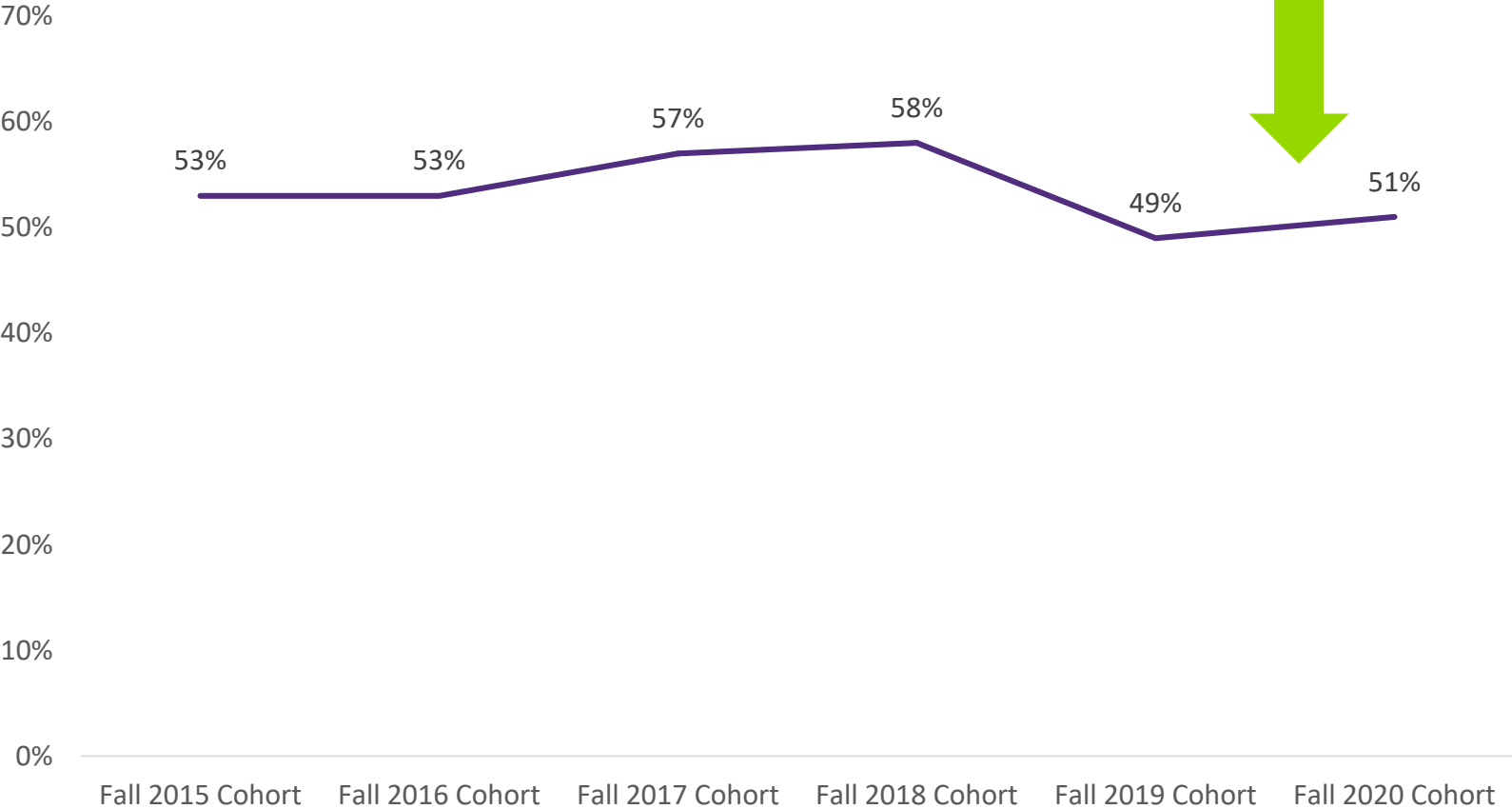
- NWCCU mandates regular assessment by the College of progress towards fulfilling its mission
- CPTC is doing this two ways:
 - Annual publication of the College Scorecard
 - Quarterly in-depth review of progress on one Core Theme
- Core Theme Reporting Schedule:
 - January – Student Success
 - April – Equity
 - July – Workforce Preparation
 - November – Institutional Sustainability

Core Theme: Student Success

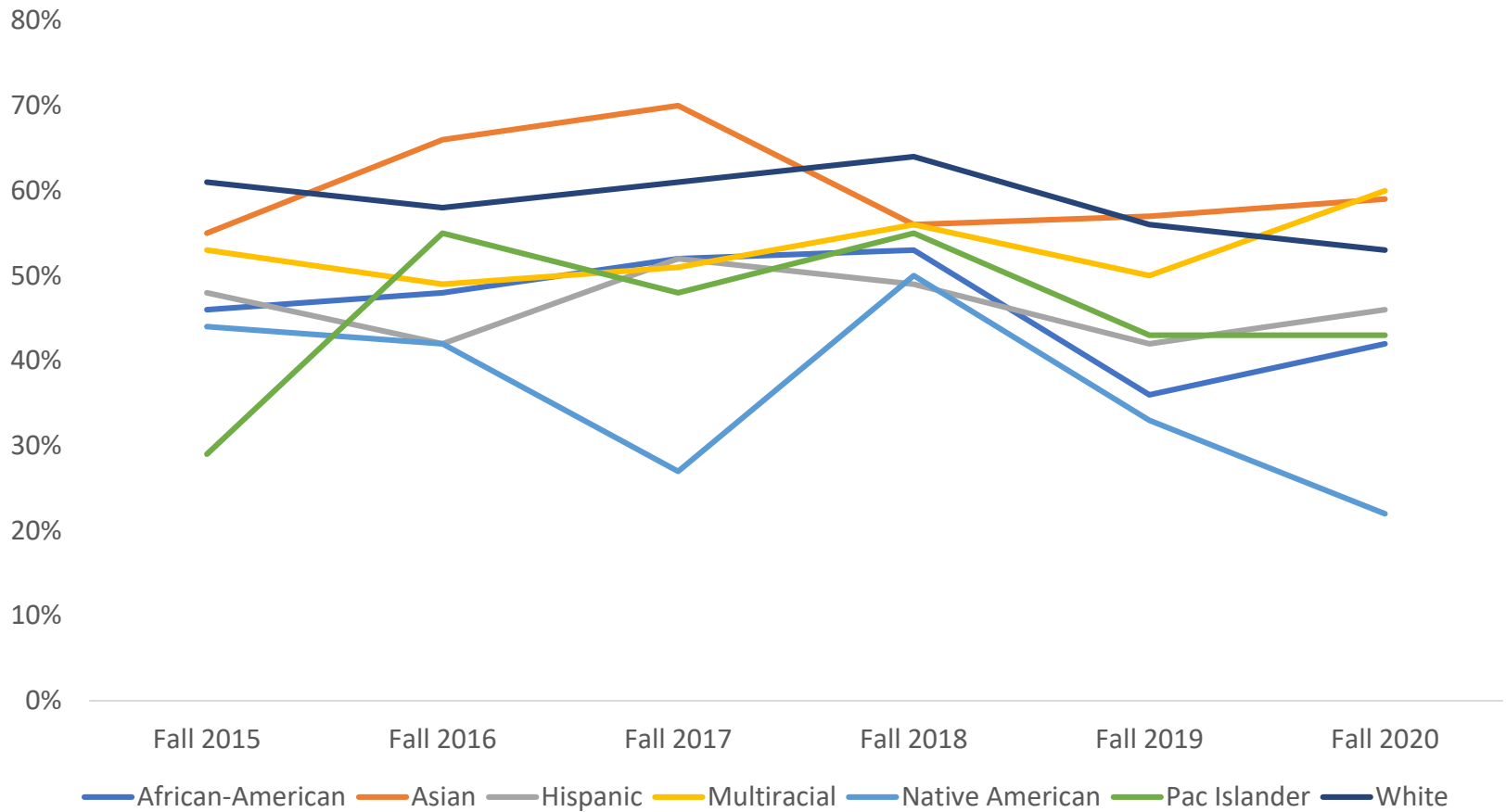
Students will complete their programs at equitable rates and on-time.



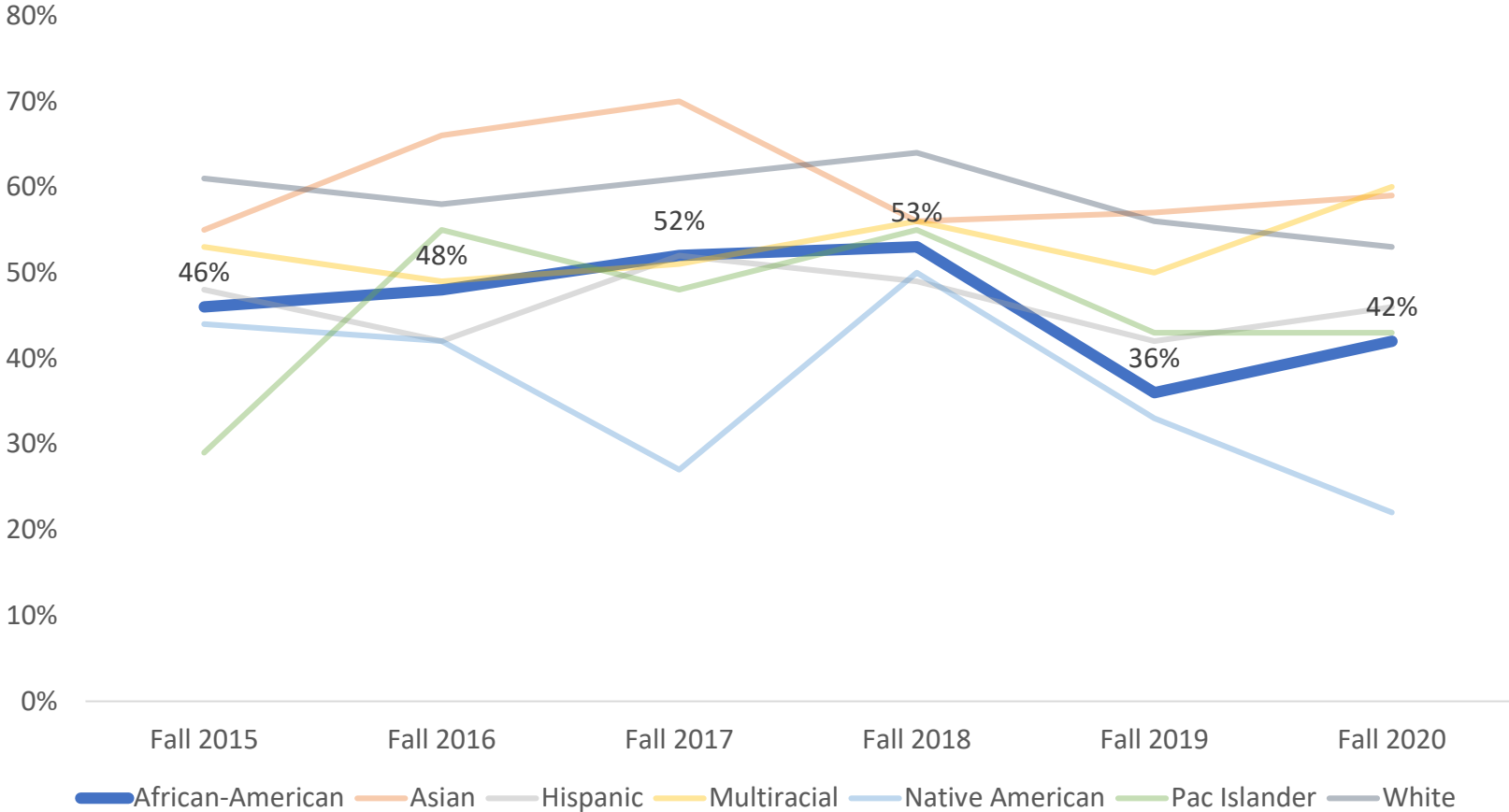
Core Metric: Fall-to-Fall Cohort Retention



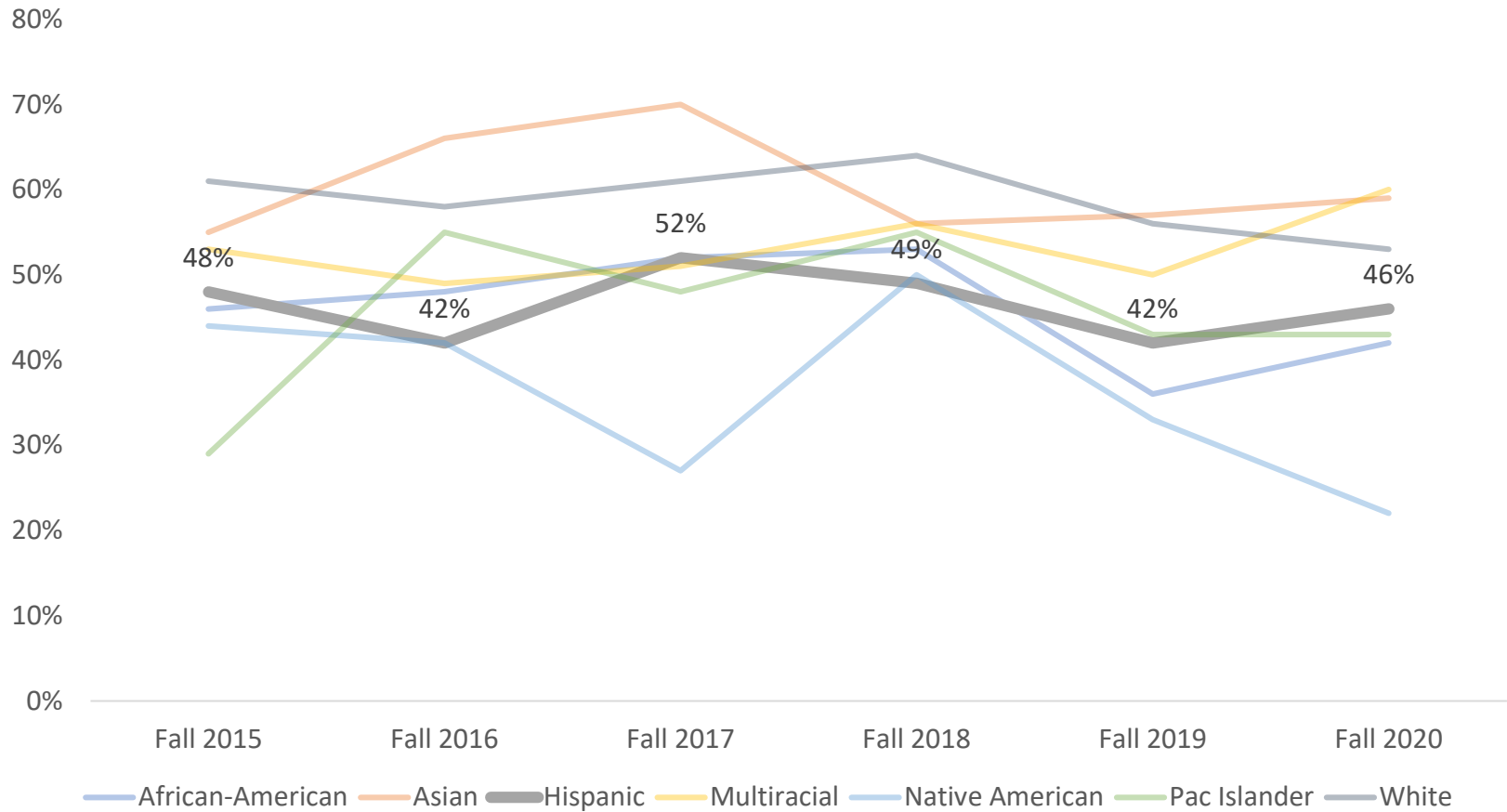
Fall-to-Fall Retention Equity



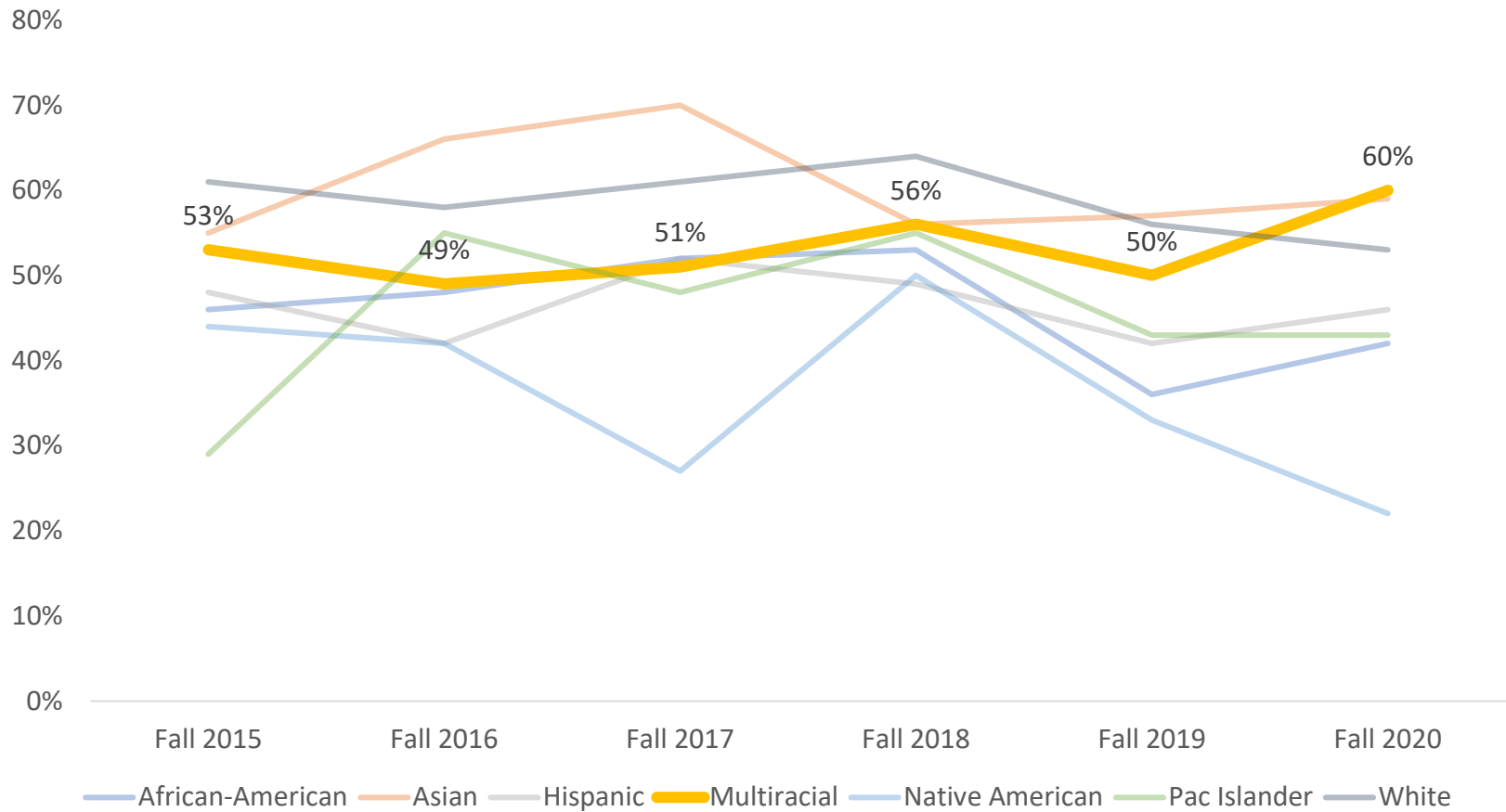
African-American Retention Rates



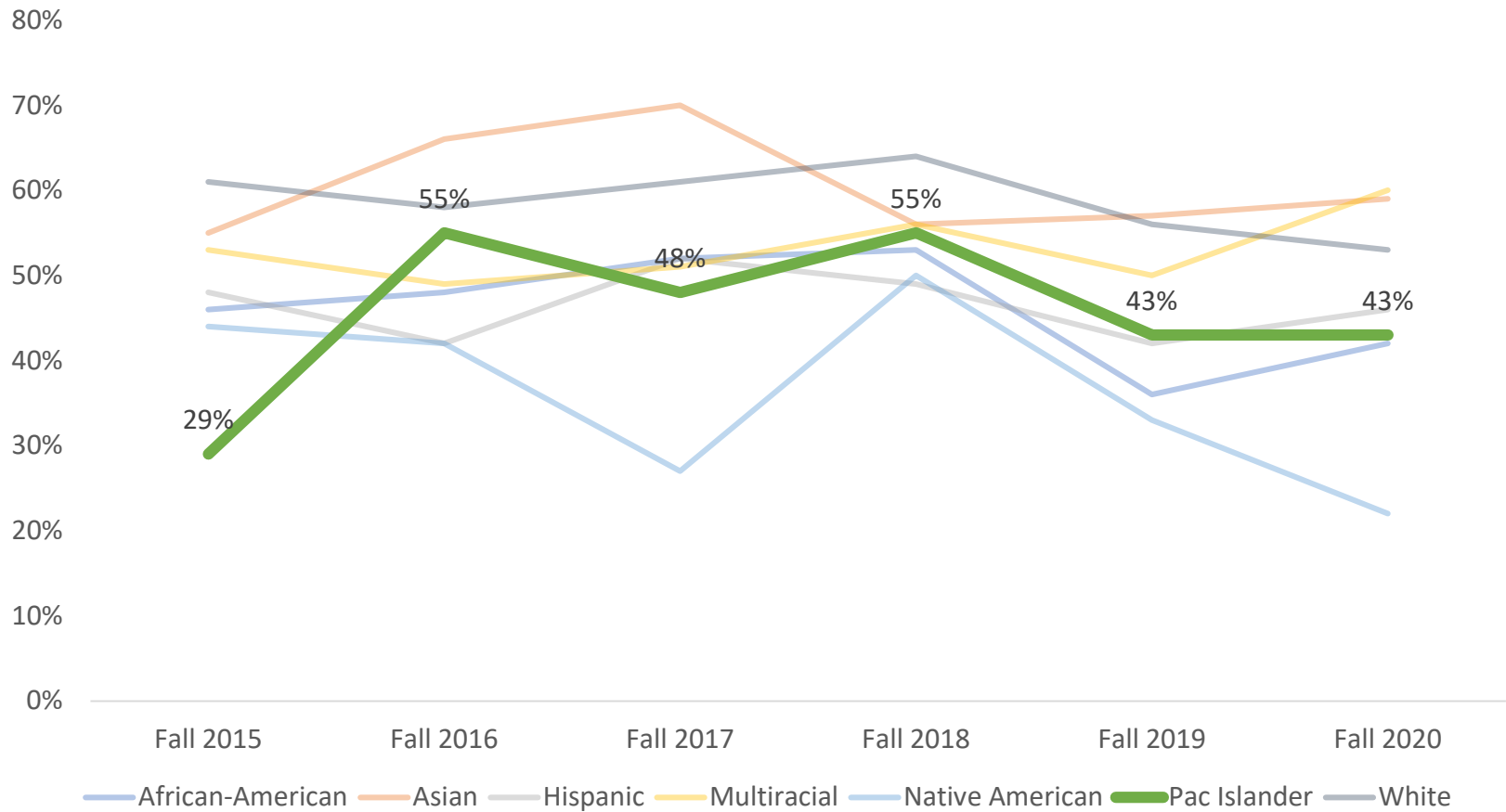
Hispanic/Latinx Retention Rates



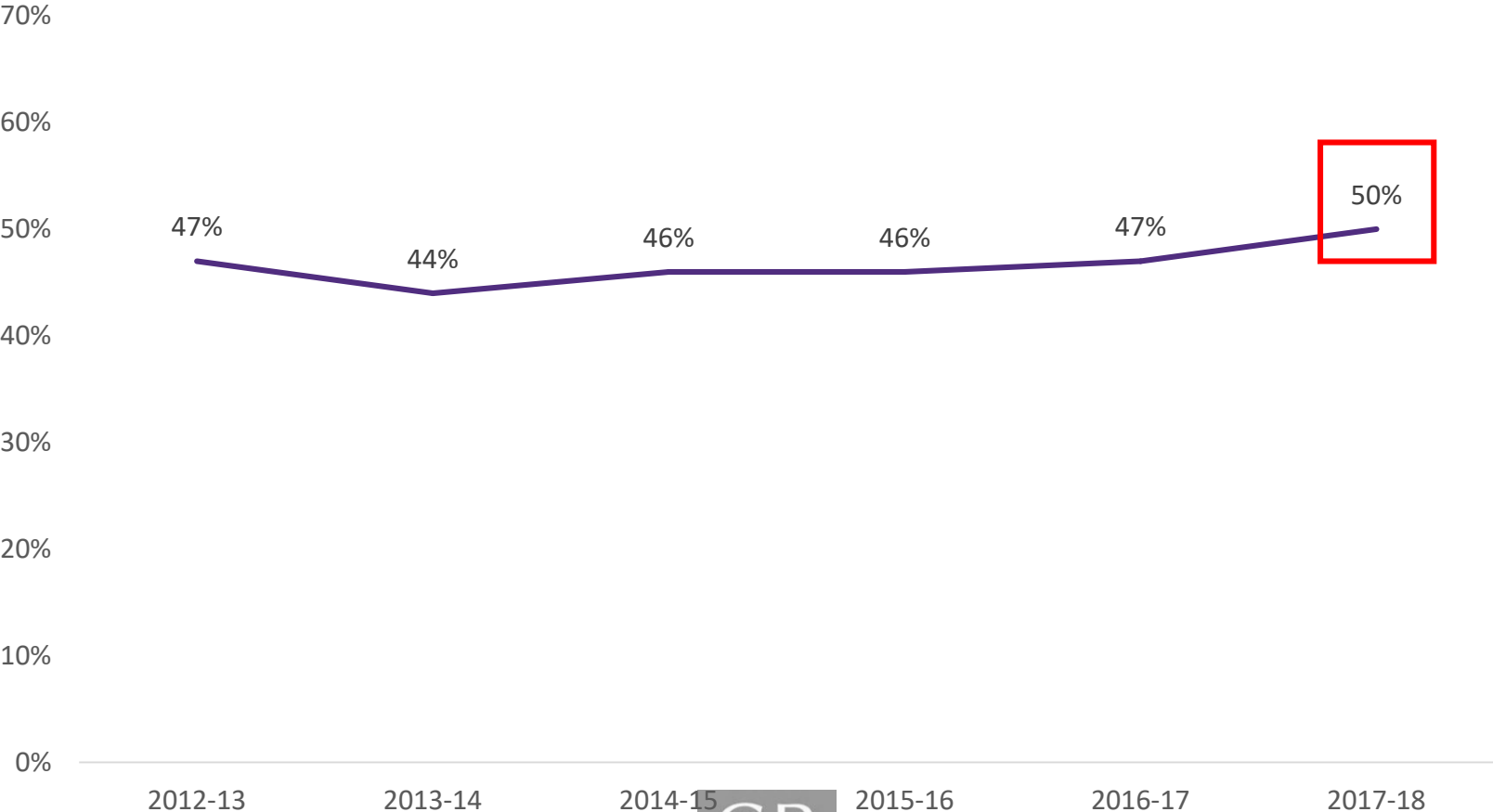
Multiracial Retention Rates



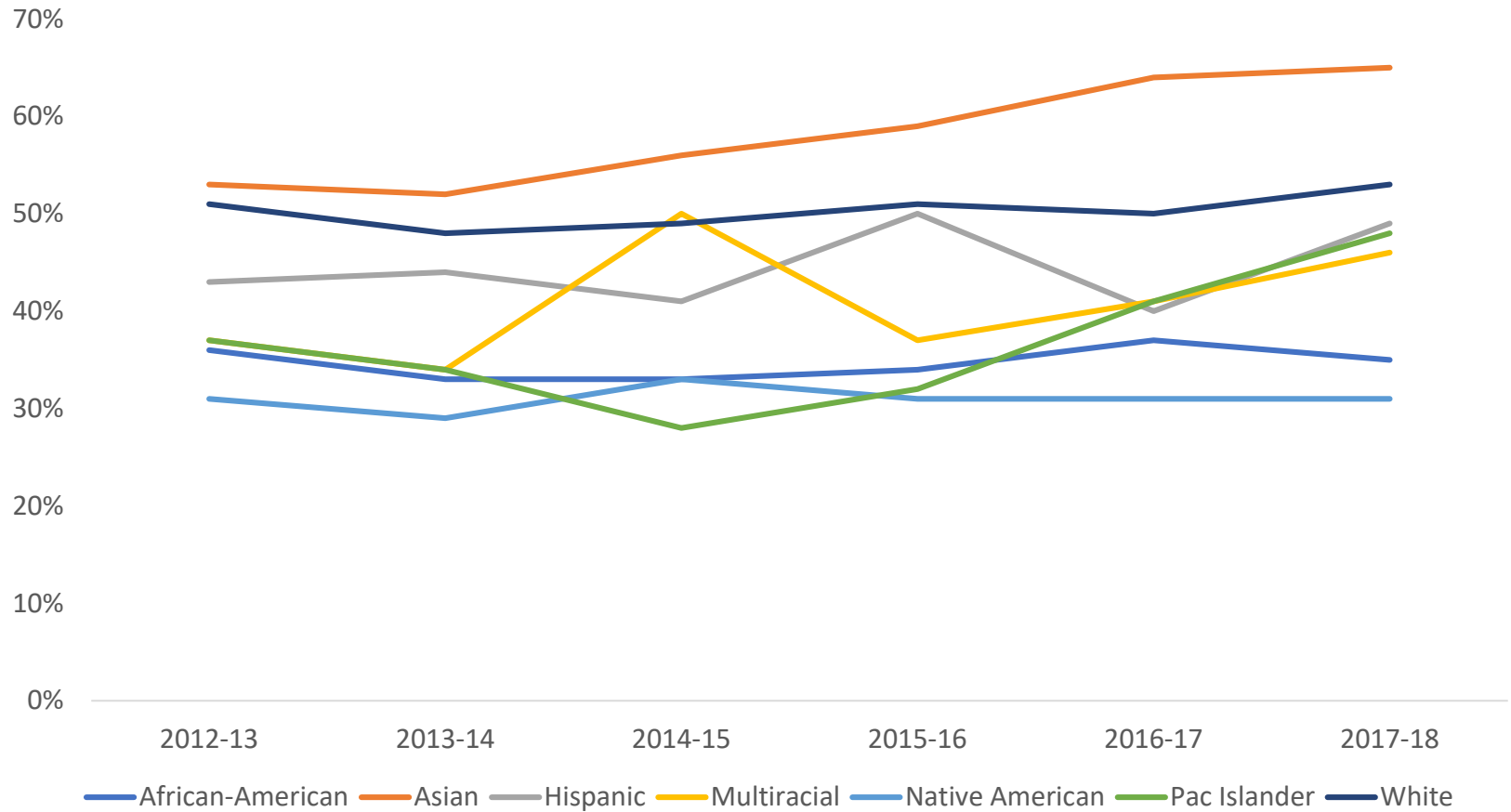
Pacific Islander Retention Rates



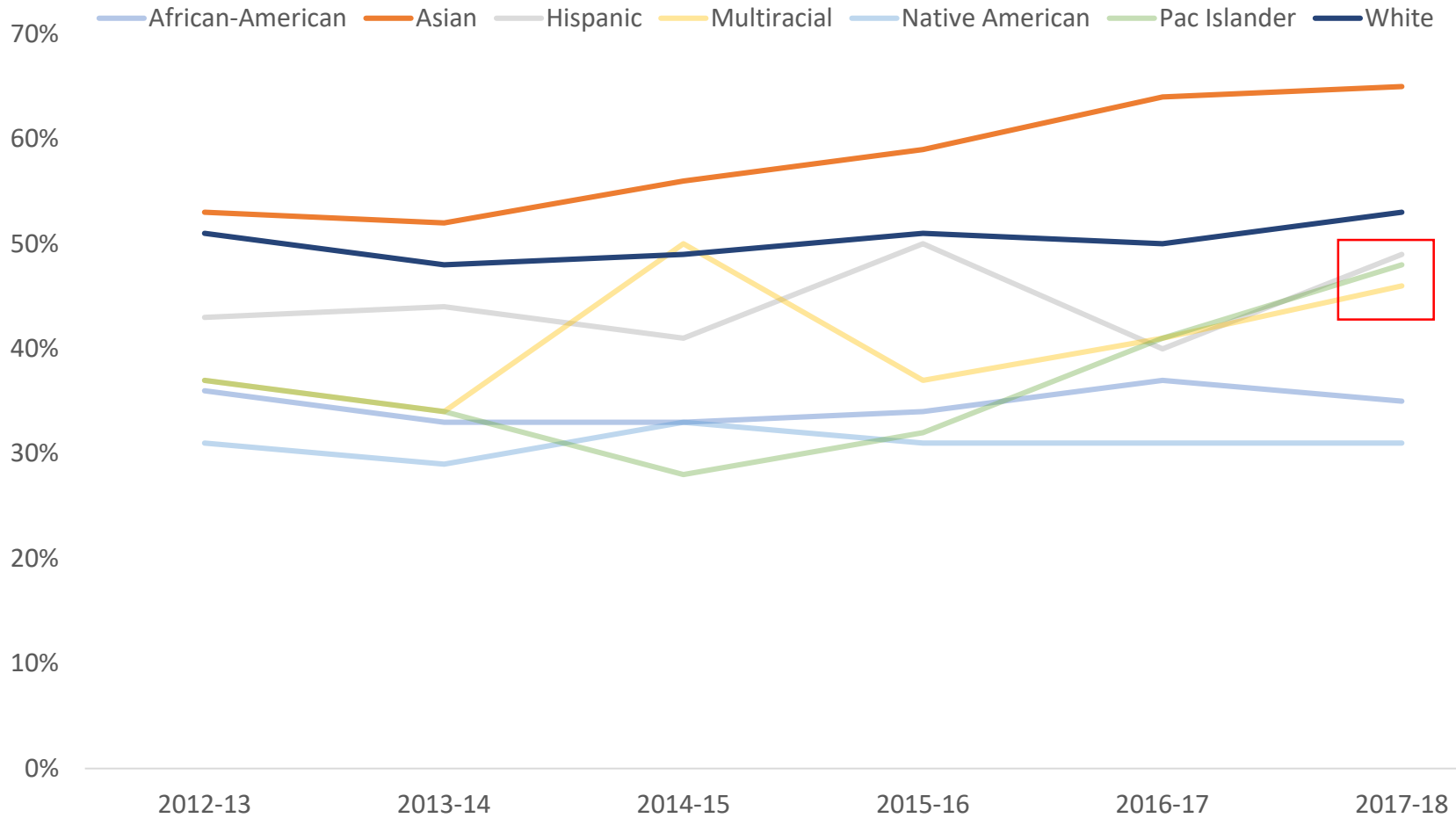
Core Metric: 150% Graduation Rate



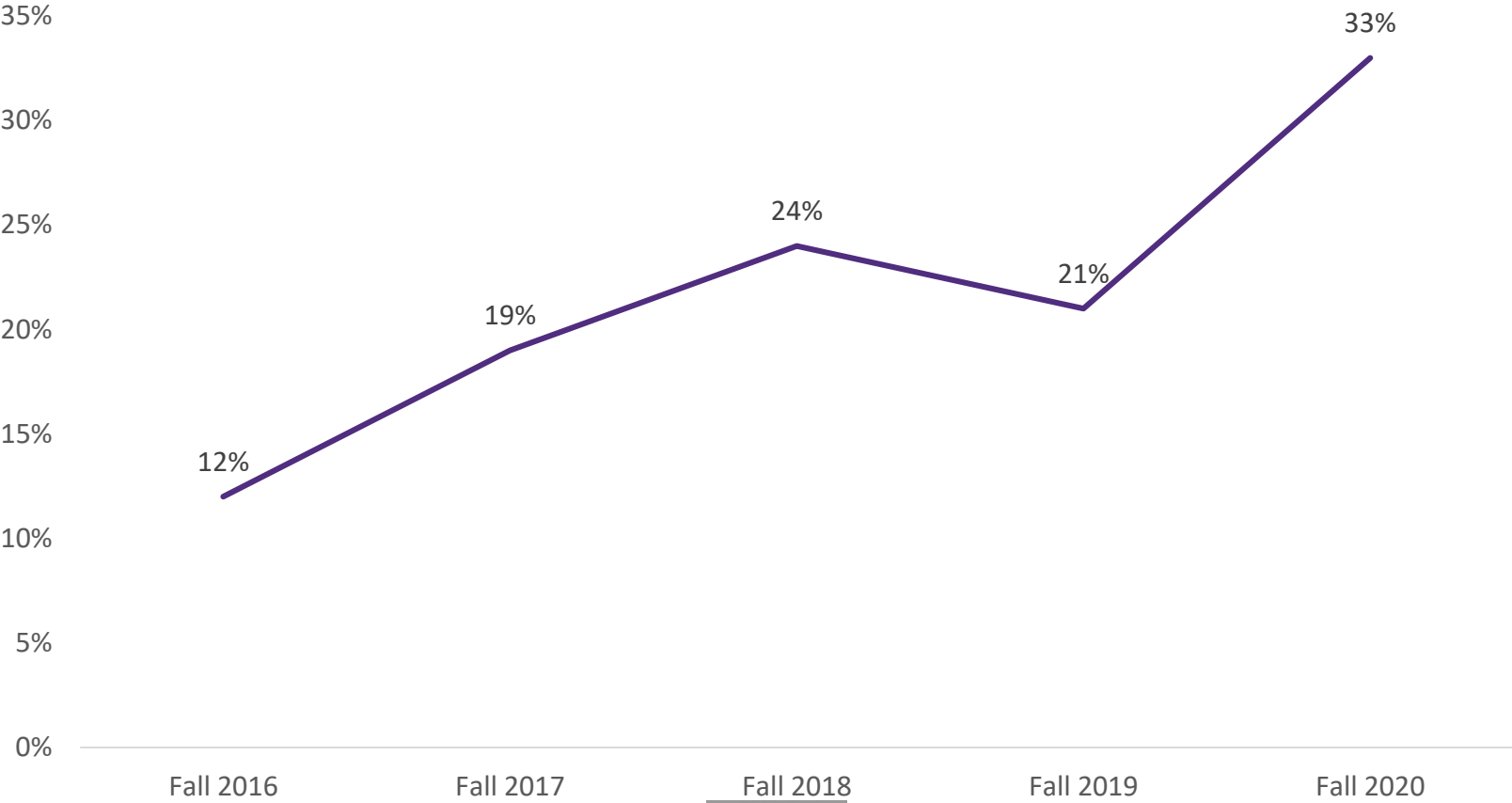
150% Graduation Rate Equity



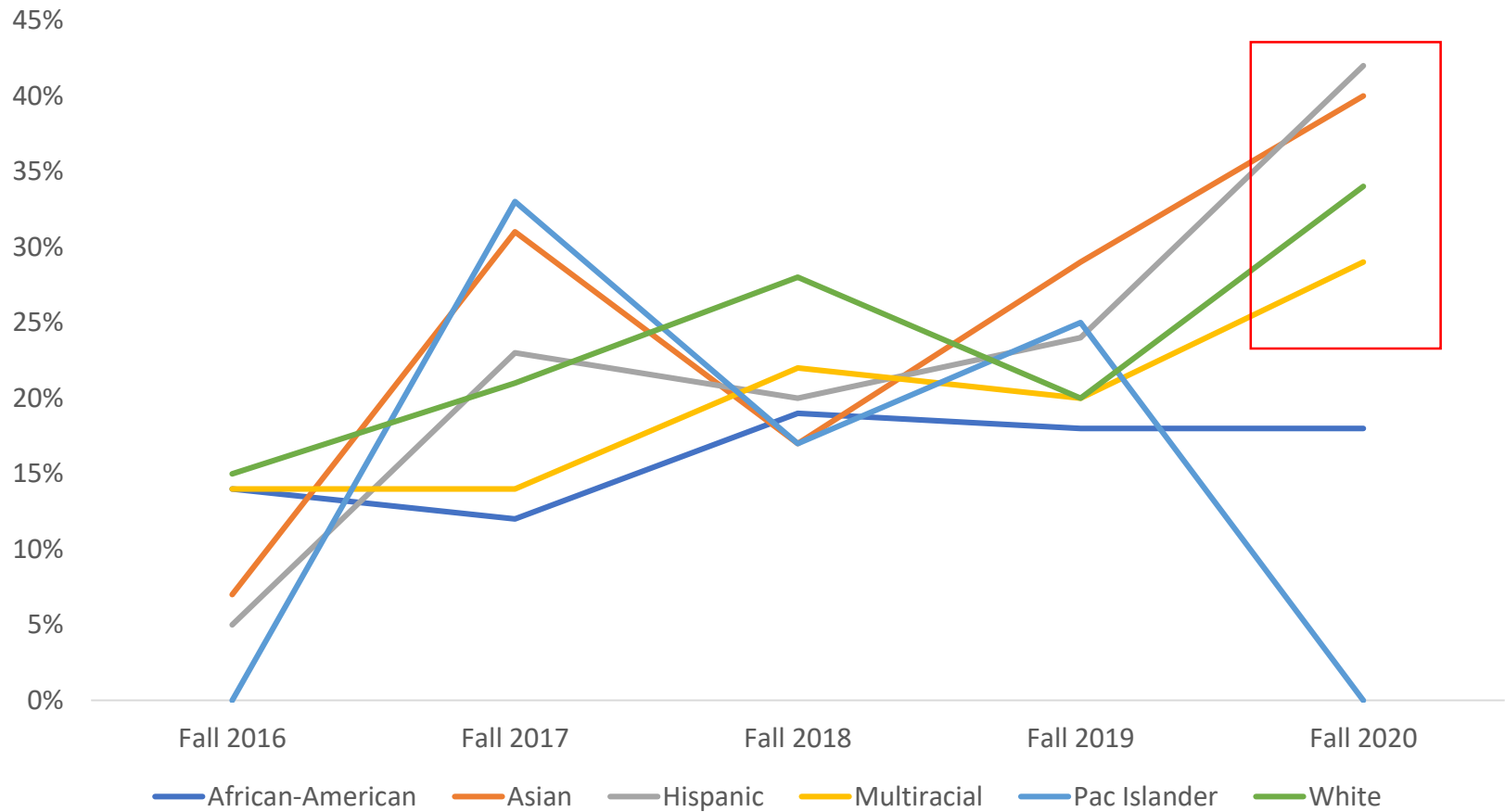
150% Graduation Rate Inequity



Core Metric: Students Completing Math and English in their First Year



Math and English in One Year Disaggregated



Overview of Workforce Development

PRESENTATION FOR THE BOARD OF TRUSTEES

PRESENTED BY MICHELLE BARRE, DIRECTOR OF WORKFORCE DEVELOPMENT

What we do in Workforce Development

- ▶ We do A LOT in Workforce Development!
- ▶ Supporting students in their educational journey is our main objective and we meet that in a multitude of ways:
 - ▶ Connections to community resources and services
 - ▶ Mental health counseling
 - ▶ Advocacy and assistance with navigating state and federal programs from DSHS and ESD
 - ▶ Career Pathway planning
 - ▶ Providing short-term and non-credit training options
 - ▶ Supporting instructional programs
- ▶ However, what we are most well known for from students and staff is **funding**....so I'll talk about that first!

Workforce Funding

▶ Funding (Workforce Eligibility)

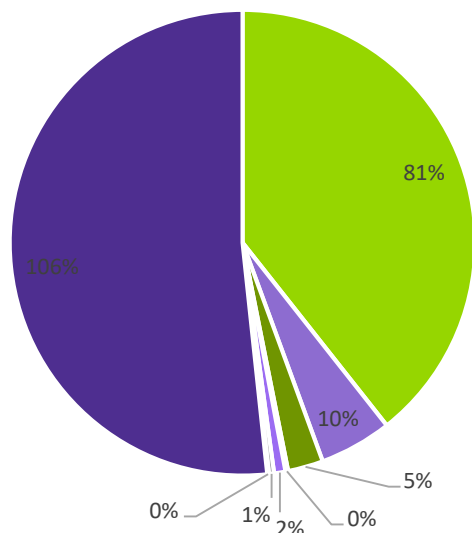
▶ Federal and State grants/allocations

- ▶ WorkFirst – TANF recipients
- ▶ Worker Retraining – Dislocated workers, veterans
- ▶ BFET – SNAP recipients
- ▶ Opportunity Grant – WA state residents, low income, select programs
- ▶ Student support
 - ▶ Tuition/fees, books, tools, and wraparound support such as transportation, childcare, emergency funding, etc.
- ▶ Program support
 - ▶ Instructional program development funding
 - ▶ Staff/faculty support (salary/benefits, goods and services, travel, etc.)

21-22 Student Support Funding

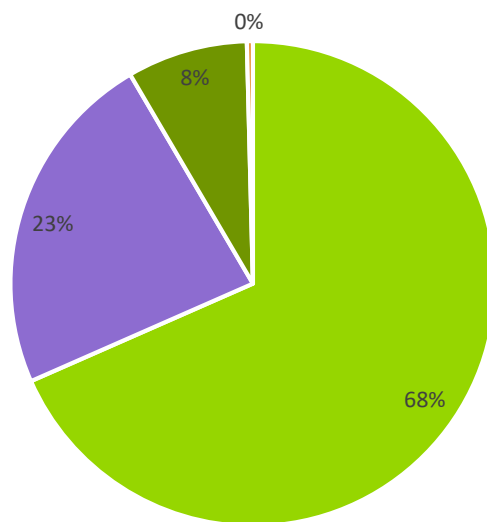
Total to date: \$1,017,949

WorkFirst and WF Support Services
\$120,238



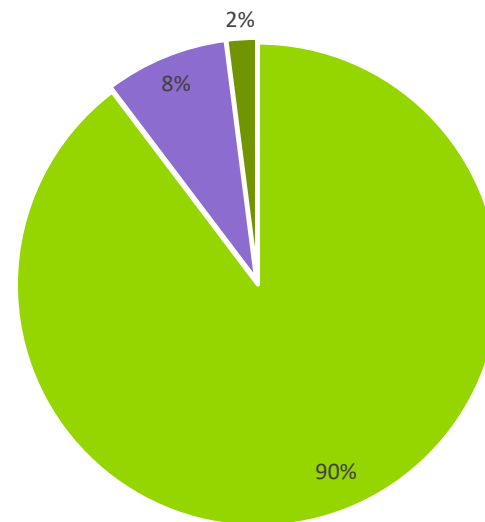
- Tuition
- Books
- Tools
- Clothing
- Emergency
- Hygiene
- Testing
- Transporation

Worker Retraining
\$398,225



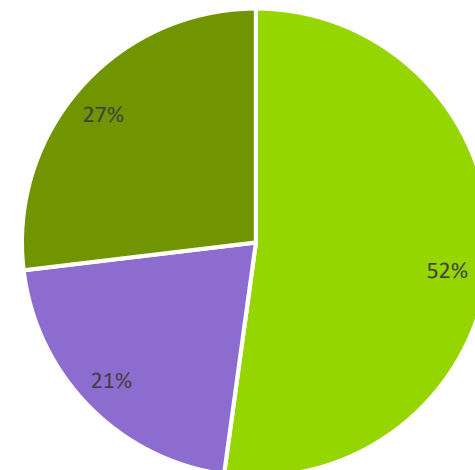
- Tuition
- Books and Tools
- Transporation
- Childcare

Opportunity Grant
\$333,993



- Tuition
- Books
- Tools

BFET
\$165,493



- Tuition
- Books
- Tools/Supplies

Support Services

▶ **Student Support Services**

- ▶ Dedicated Mental Health Counselor
- ▶ Resource navigation and referrals
- ▶ Connecting students to essential state and federal support programs such as DSHS and ESD; helping with system navigation

▶ **College Support Services**

- ▶ Staff/faculty support (salary/benefits)
- ▶ Program and department supports (goods & services, travel, equipment, etc.)
- ▶ Participation in outreach and recruitment

Community Partnerships

▶ **Pierce County WorkSource One-Stop**

- ▶ Partners include: Employment Security Department, DSHS, CareerTeam, Workforce Central, L&I, DVR

▶ **Low Income Housing Institute (LIHI)**

- ▶ Providing on-site flagger and forklift certification training at Aspen Court site in South Tacoma on 4/20 and 4/23-24
 - ▶ Currently 13 students enrolled
 - ▶ Exploring training options for all Pierce County sites including two tiny house villages
- ▶ On-site Exploring Pierce County Colleges workshops, career pathway planning, BEdA Navigation services, Veterans Resources Navigator services, financial aid workshops

▶ **Dreams Work/Step-by-Step (at Farm 12 Location)**

- ▶ MOU in process
- ▶ Provide services to and for TANF/WorkFirst students participating in Life Skills courses
- ▶ Access to education, WorkFirst Workstudy, compliance monitoring, support resources, financial literacy/planning, dedicated mental health counselor, college pathway planning and options

Career and Community Services

- ▶ **Workforce Training and non-credit options**
 - ▶ In person, short-term certs such as flagger and forklift
 - ▶ Online, self-paced options such as Medical Billing and Coding and Project Management
- ▶ **Career pathway planning**
- ▶ **Handshake (new career center software)**
 - ▶ Connections to employers
 - ▶ Employment resources and supports, including virtual career and hiring fairs
- ▶ **Referrals to community based resources, resource navigation**
 - ▶ Assistance with Employment Security Department paperwork
 - ▶ Connections to WIOA funding and supports

Thank you!

2022-2023 FEES

| <u>FEE CD</u> | <u>TITLE</u> | <u>FY 21-22 RATES</u> |
|---------------|------------------------|-----------------------|
| 51 | PROFESSIONAL PILOT | \$ 2,646.50 |
| 70 | ESTHETICS REPLACE CARD | \$ 5.00 |
| 95 | NURSING APP FEE | \$ 40.00 * |
| AC | AUTOMOTIVE COLLISIO | \$ 36.15 |
| AE | ARCHITEC ENGNRNG LAB | \$ 30.65 |
| AF | AUTOMOTIVE TECH | \$ 36.15 |
| AM | AVIATION MAINTENANCE | \$ 52.90 |
| AR | AUTOCORE | \$ 56.05 |
| AV | AVIONICS | \$ 52.90 |
| BC | BACKGROUND CHECK | \$ 110.75 |
| BE | PROG SCREEN MGMT | \$ 21.98 |
| BI | BIOLOGY LAB FEE | \$ 30.00 |
| CB | CONSTRUC/BLDG MATERIAL | \$ 36.15 |
| CF | CSGF FEE | \$ 5.80 |
| CG | ACAD COMP USE FEE | \$ 4.90 |
| CH | CHEMISTRY LAB FEE | \$ 33.80 |
| CK | TRADE/TECH COMP FEE | \$ 4.90 |
| CL | CENTRAL SERVICES | \$ 49.75 |
| CN | CNISS LAB FEE | \$ 58.25 |
| CO | COSMETOLOGY MATERIAL F | \$ 99.25 |
| CP | ADVANCED COMPOSITES | \$ 52.00 |
| CR | HEALTH/CLNT COMP FEE | \$ 4.90 |
| CU | CULINARY ARTS LAB FEE | \$ 156.55 |
| D1 | NURSING COMP FEE | \$ 4.90 |
| DE | DIGITAL ENT. DESIGN | \$ 25.00 |
| E1 | AERO/AVIAT COMP FEE | \$ 4.90 |
| EC | ECS 125 RESOURCE RM | \$ 10.00 |
| EF | ESTHETICS EXAM FEE | \$ 33.00 |
| EL | ENVIRON SC CHEMISTRY | \$ 28.90 |
| ET | ESTHETICS MATERIAL FEE | \$ 76.70 |
| F1 | HEALTH COMP FEE | \$ 4.90 |
| FD | HVAC EPA CERT TEST FEE | \$ 44.00 |
| FE | IMO | \$ 30.75 |
| FM | FORD MLR PROGRAM FEE | \$ 150.00 |
| GD | GED TEST FEE | \$ 120.00 |
| GP | GRAPHIC DESIGN MAT FEE | \$ 50.00 * |
| HL | HISTOLOGY LAB FEE | \$ 53.80 |
| HR | HEALTH RECORD SUBSCR | \$ 83.65 |
| HV | HVAC LAB FEE | \$ 44.80 |
| ID | ID BADGES | \$ 5.00 |
| IF | BLACKBRD FEE/DIST LRNG | \$ 40.00 |
| IN | INTERIOR DESIGN FEE | \$ 50.00 |

* DECREASED

2022-2023 FEES

| <u>FEE CD</u> | <u>TITLE</u> | <u>FY 21-22 RATES</u> |
|---------------|------------------------|-----------------------|
| IP | TIP APPLICATION FEE | \$ 25.00 |
| IT | MYITLAB FEES | \$ 20.00 |
| KF | KAPLAN FEE | \$ 103.03 |
| LP | LPN MASTERY SERIES FEE | \$ 19.35 |
| LT | TIP LATE PAYMENT FEE | \$ 30.00 |
| LV | ELECTRONIC LOW VOLTAGE | \$ 29.40 |
| M5 | PL EVALUATION FEE | \$ 50.00 |
| M6 | PL COURSE FEE | \$ 20.00 |
| M7 | INT APPLICATION FEE | \$ 70.00 |
| MA | MEDICAL ASSISTING FEE | \$ 33.55 |
| MG | MASSAGE MATERIAL FEE | \$ 77.30 |
| MH | MECHATRONICS | \$ 21.15 |
| MK | MEDICAL LAB TECH FEE | \$ 34.85 |
| MN | MANUFACTURING MATERIAL | \$ 45.40 |
| MS | NON DESTRUCT TESTING | \$ 47.60 |
| MT | TRANSCRIPT FEES | \$ 10.00 |
| N1 | NAC TESTING | \$ 132.20 |
| NA | NURSING ASST LAB FEE | \$ 20.00 * |
| NC | NURSING CONSORTIUM | \$ 100.00 |
| ND | NDT CLASSROOM | \$ 1,634.20 |
| NL | COURSE MANAGEMENT FEE | \$ 25.00 |
| NW | WABO EXAM IND WELDER | \$ 180.00 |
| PA | PASTRY ARTS FEE | \$ 125.15 |
| PE | PHARM TECH TEST FEE | \$ 142.00 |
| PH | PHLEBOTOMY FEE | \$ 92.55 |
| PO | PHARMACY TECH LAB FEE | \$ 118.55 |
| PP | PROXY CARD REPLACEMENT | \$ 3.00 |
| PT | PROCTOR TEST | \$ 5.55 |
| RF | FINES-LIBRARY | \$ 5.00 |
| RN | RN MASTERY SERIES FEE | \$ 156.10 |
| SF | SIMULATION FEE | \$ 25.00 |
| ST | SURGICAL TECH FEE | \$ 19.00 |
| SW | WABO EXAM REG STUDENT | \$ 120.00 |
| UP | UPHOLSTERY | \$ 45.00 |
| WA | DENTAL ASST TEST FEE | \$ 296.70 |
| WB | MASSAGE EXAMINER FEE | \$ 36.40 |
| WC | SURGICAL TECH TEST FEE | \$ 265.00 |
| WE | MANNEQUIN DEPOSIT | \$ 50.00 |
| WM | WELDING MATERIAL FEE | \$ 133.80 |
| WS | STUDENT BACKGRND CK | \$ 11.00 |
| WT | WELDING CERT TEST FEE | \$ 150.00 |
| NEW FEE | PHYSICS LAB | \$ 8.00 |

* DECREASED