



Board of Trustees Regular Meeting
Rotunda, Building 3
Study Session Canceled
Wednesday, October 9, 2019

Minutes

Call to Order: Chair Martinez called the Board of Trustees Regular Meeting for Clover Park Technical College (CPTC) to order on October 9, 2019, at 3:58 p.m.

Board of Trustees Present:

Mark Martinez, Chair
Bruce Lachney

Eli Taylor
Wayne Withrow

College President: Dr. Joyce Loveday

Assistant Attorney General (AAG): Justin Kjolseth

Excused Absences: Lua Pritchard, Trustee

Other Attendees:

Larry Clark, VP, Finance & Admin.
Dr. Tawny Dotson, VP, Strategic Devel.
Scott Latiolais, VP, Student Success
Traci Abbott, Student Speaker
Lisa Beach, Dir. of Compliance
Franklin Clark, Interim Assoc. Dean
Crystal Cox, ASG Chair, Civic Engagement
Cristeen Crouchet, Dir., Workforce Devel.
Samantha Dana, Dir., Inst. Research & Grants
Cal Erwin-Svoboda, Dir., Student Life
Shareka Fortier, Exec. Dir., EDI
Janet Holm, Dir., Development

Pamela Jeter, Dir., IT
John Kaniss, Dir., Facilities Svcs.
Dean Kelly, Dean, Student Success
Dr. Brian Lee, Proj. Mgr., ctcLink
Dr. Chris Chen Mahoney, Interim Dean
Lauren Mosley, ASG Chair, Stud. Success
Cindy Mowry, Assoc. Dean
Jenna Pollock, Assoc. Dean
Cherie Steele, Exec. Asst. to the President
Kirk Walker, Dir., Human Resources
Robert Welch, Human Svcs. Inst.
Duke White, Human Svcs. Inst.

Adoption of the Agenda

MOTION:

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

Approval of Minutes (Tab 1)

MOTION:

Motion to approve the minutes of the Regular Board meeting of August 14, 2019, was made by Trustee Withrow, and seconded by Trustee Taylor. Motion was approved unanimously.

President's Report

Student Speaker

Traci Abbott is a mother and grandmother in the Human Services Program. A few years ago, she was homeless and sleeping in her car. A co-worker told her that his mother attended CPTC, got a

degree, and went to work immediately. Ms. Abbott began the Chemical Dependency in fall 2018, has worked hard, continued into the Human Services Program, is in the 5th quarter, is a work-study student in Enrollment Services, and is doing her internship. She attributes her success to the supportive, top-notch faculty and staff at the College. Her goal is to help others overcome addiction and to be a light in the dark to others.

Opening Day

Opening Day is one of the few times all faculty and staff meet together. The morning began with breakfast; attendees heard updates for Divisions, Guided Pathways, and ctcLink; two students talked about the impact returning to school had on their lives; and the morning culminated in the traditional barbeque lunch. Chair Martinez attended.

Grand Opening of the John W. Walstrum Center for Advanced Manufacturing Technologies

There were over 200 participants representing industry, community partners, educators, legislators, community members, CPTC Trustees, faculty, and staff at the Grand Opening of the John W. Walstrum Center for Advanced Manufacturing Technologies (CAMT) to honor Dr. John Walstrum, President of CPTC from 2006-2013. Speakers talked about the influence Dr. Walstrum had during his tenure as President, about the impact of this building and the education it will provide, and the importance graduates will have on regional manufacturers.

Policy Updates

There are three policy updates before the Board Chair today, and most of the changes are to remove extraneous verbiage from the policies:

- 3.21 Records Retention
- 3.16 Agreement/Contract Review
- 3.5 Cash Control and Accountability

Miscellaneous

Governor Inslee's Visit to CPTC

Since Governor Inslee could not be at the opening of the John W. Walstrum Center for Advanced Manufacturing Technology (CAMT) in September, he made a special trip to CPTC's Lakewood campus last Tuesday. Chair Martinez was able to join us for this tour of the CAMT to see areas of training in the building, learn what jobs graduates qualify for, hear about industry demand, entry-level salary and potential progression, visit with faculty and students, and students proudly demonstrated what they are learning.

Osaka Jikei College – Cultural Exchange

Osaka Jikei students make four annual trips to CPTC. Last week, 31 Medical Laboratory Technician students visited the Lakewood campus for three days.

Tacoma Urban League 2019 Empowerment Dinner

Chair Martinez, Trustees Pritchard and Taylor, CDO Fortier, and I attended the Tacoma Urban League (TUL) 2019 Empowerment Dinner. Two CPTC and two TCC students received \$5,000 scholarships for being young leaders, interested in taking an active leadership role in their local community.

Trustee Pritchard is on the TUL Board and was on stage multiple times to present awards. Trustee Taylor and his wife Lauren received the "Power Collaboration" award, given to community members who are working together to create a powerful collaboration to enact positive change in their community.

2018 Board of Trustees Meeting Calendar Discussion (Tab 2)

Board of Trustee meeting dates for 2020 were discussed. Due to conflicts on the second Wednesday of the month, it was decided to hold the February meeting on the 19th and the November meeting on the 18th. The final calendar will be voted on during the November 2019 meeting.

Other College Reports or Highlights

ASG Report (Tab 3)

Crystal Cox, ASG Civic Engagement Committee Chair, presented the attached ASG report. Ms. Cox is in the Interior Design Program.

Fall Quarter Enrollment Update (Attachment 1)

Mr. Latiolais gave a brief fall enrollment update:

- Enrollment is flat as of the end of the 10th day.
 - VADIS FTEs are down, due to a restructure of credits.
 - Daycare training in the county is down.
 - General academic and professional technical program enrollments are up.
 - Basic Skills enrollment is up 12 percent.

Annual Enrollment Review: Program and Headcount Growth and Decline, Trends in Comparison to Other CTCs (Tab 4)

Ms. Dana offered a brief overview of the College's core indicators during FY 2018-19. The Institutional Research (IR) office uses data that goes from Enrollment Services to the SBCTC and back to IR.

Questions:

- Trustee Lachney thinks the Retention slide is a good baseline and asked if there is a goal to strive for and what that number is. President Loveday replied that the goal is on CPTC's scorecard but not currently on her mind (it's 56%). Retention is measured fall to fall, and data is not yet available for fall 2019. The scorecard review scheduled to occur at the January Board meeting will indicate how CPTC is doing in relationship to the goal. Trustee Lachney added this is such a vast improvement over the last ten years.
- Trustee Martinez would like a future report on why the Automotive Technician Program enrollment is down.
- Trustee Taylor noticed this information is mostly retroactive and asked if there is a way to project the future trends. Dr. Dotson stated that CPTC is not doing predictive analytics at this time. The 10th Day is a more live view, but there are no analytics that can be disaggregated by program. Mr. Latiolais said the College does know the number of students who come into the Welcome Center and the conversion rate. Trustee Lachney said decisions are easy when you have the right data and the information is there.

FY 2018-19 4th Quarter Budget Report (Tab 5)

Mr. Clark presented the attached FY 2018-19 4th Quarter Budget Report. CPTC continues to be one of the most dependent colleges on state funding. Also, CPTC was not able to find a reasonably-priced airplane last year, so the money was rolled over to this fiscal year to be used to purchase a plane. There were no questions.

Chair’s Report (Attachment 1)

Chair’s Agenda for 2019-20

Chair Martinez read his agenda for FY 2019-20. His goals are:

- 1. Prioritize the Board’s work around the core theme of Equity, Diversity, and Inclusion.
- 2. Enhance CPTC’s reach and status to under-represented students and to the east side of the county.
- 3. Continue Guided Pathways work to recruit, retain, and graduate students.

Board Reports and/or Remarks

No Board reports or remarks.

Public Comments

No public comments.

New Business

No new business.

Executive Session

Executive Session

At 4:58 p.m., Chair Martinez stated that, in accordance with RCW 42.30.110, the Board would recess to go into Executive Session for approximately 40 minutes for the purpose of considering acquisition or sale of real estate.

Chair Martinez reconvened the Regular Meeting at 5:40 p.m. and asked if there were any action items as a result of Executive Session. There was an action item.

MOTION:

Motion was made to approve that the Board authorize no more than \$50,000 to be used for exploration for the purchase of property at Thun Field and facilitating the exploration of rezoning property on Flett Dairy by Trustee Lachney. Seconded by Trustee Taylor. Trustee Lachney moved to amend the pending motion by adding “and that the College hire DES for exploration of the purchase of property at Thun Field.” Amended motion seconded by Trustee Withrow. Motion was approved unanimously.

Next Meeting

November 13, 2019, at the South Hill campus.

Adjournment

Chair Martinez adjourned the Regular Meeting at 5:42 p.m.

Dr. Joyce Loveday
President
College District Twenty-Nine

Mark Martinez
Chair, Board of Trustees
College District Twenty-Nine