



Rotunda, Building 3

Zoom Link for those who cannot attend in person:

<https://cptc-edu.zoom.us/j/83543974093>

Wednesday, February 14, 2024

Study Session: 3:00 – 4:00 p.m.

Regular Meeting: 4:00 - 6:00 p.m.

Study Session Agenda

3:00	Call to Order, Introductions	Tong Zhu	
3:05	RECE Presentation	Dr. Joyce Loveday, Jovan McCoy, Chas Gardner	Tab 1
3:35	2025 Legislative Priorities	Dr. Joyce Loveday	Tab 2
3:55	Adjournment	Tong Zhu	

Regular Meeting Agenda

4:00	Call to Order, Flag Salute, Land and Labor Acknowledgement, Introductions	Tong Zhu	
	Adoption of Agenda	Tong Zhu	
	<i>Action</i>		
	Approval of the Meeting Minutes of January 10, 2024	Tong Zhu	Tab 3
	<i>Action</i>		
4:05	Public Comments	Tong Zhu	
4:15	President’s Report	Dr. Joyce Loveday	
	• College Updates		
	• Waiver Policy		Tab 4
	• Miscellaneous		

4:40 College Reports or Highlights

ASG Report..... Riley Maker, Jen Stroud **Tab 5**

Program Spotlight -- Low Voltage Electrician, Fire and Security Program.....
.....Luke Klutchko, Benjamin Joya, Ava McOmber, Tracy Irish, Earl Gordon

Enrollment Report.....Dean Kelly, Dr. Tom Broxson, Samantha Dana **Tab 6**

5:20 Chair’s Report.....Tong Zhu

5:25 Board Reports and/or Remarks All

5:35 New BusinessTong Zhu

Waiver Policy Approval **Tab 4**

5:45 Executive SessionTong Zhu

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.

5:50 AdjournmentTong Zhu



Clover Park Technical College

Chas Gardner Sr., CPTC Student & Mentor
Jovan McCoy, Manager of Inclusive Excellence & Belonging
Dr. Joyce Loveday, College President



Dr. Victoria Morron
ATD Coach



Dr. Kaylan (KB) Baxter
USC Coach

Today

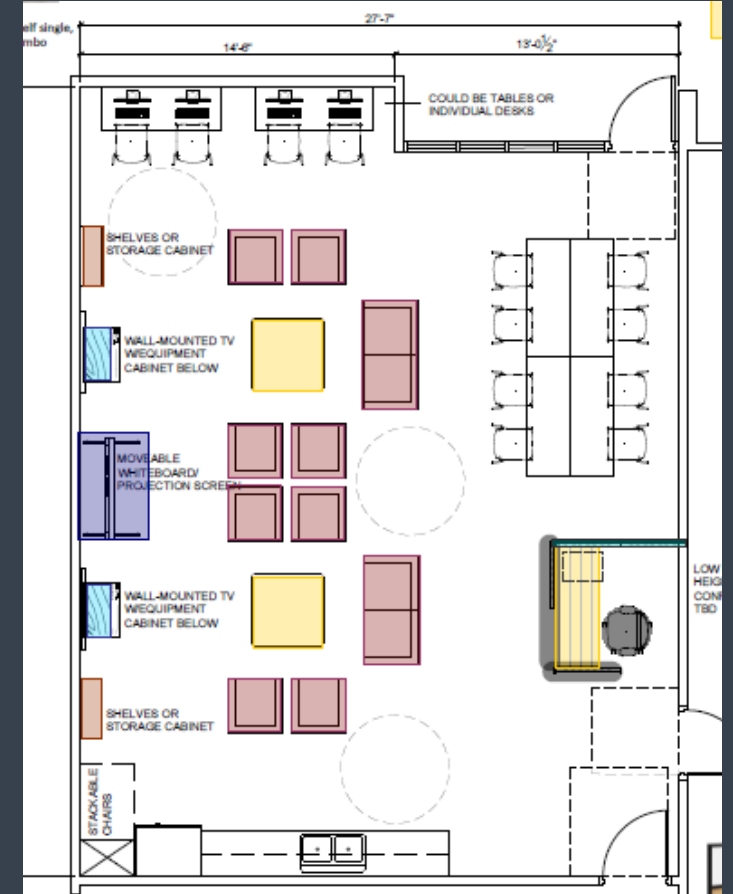
- Focus of our RECE
- What we Implemented
- How it's Going

Foster a more inclusive culture of care built on trust and belonging for our current and prospective Black-identifying male students, resulting in higher generational social and economic mobility.

Desired Impact



Space Identified, Plan Developed





MALE ENGAGEMENT CENTER

Clover Park Technical College





MALE ENGAGEMENT CENTER

Clover Park Technical College

- ✓ Support coaching and peer mentorship
- ✓ Culturally engaging student lounge space
- ✓ Mini-computer lab and academic resources
- ✓ Summer Bridge Program
- ✓ Events, Activities, & Leadership Development
- ✓ Employer/Industry Engagement & Networking
- ✓ College 102 Cohort
- ✓ Partner with Outreach for culturally responsive recruitment
- ✓ Located within the Learning & Resource Center



How's it Going?

Current MEC
Participants

2023-2024



Mathew Banks



"The Male Engagement Center is a space where men of color can gather and help each other. Creating a safe space where you feel like you belong. It shows we matter to the College and they want us to succeed. The M.E.C. benefits me by having mentors here that help you in your time of need and provide guidance and answers to the problems that arise not just in your classes but in life. Since I joined up with the M.E.C. I have found a drive and vision to map out my future plans. I have connected with people that I would have never connected with. I've learned success tips, managing stress tips, gotten in touch with financial advisors, and learned how to identify negative thoughts and how to correct the way of thinking. I feel the M.E.C. is a benefit to those in the future because it will get them in touch with people who has walked the journey and can provide guidance and understanding to help them along their journeys."

Andre Taylor



"The MEC is more than a place where men can meet and network. It's a safe haven for those that may not feel comfortable being their true selves in a different setting. It's an inviting atmosphere that nourishes the learning process at all levels. The natural flow of information, knowledge, and resources under one roof is a true blessing.

Whether it's a haircut for a job interview or some life enlightening discussions, there's something for everyone, today and tomorrow."

Lawrence Bell



"Having a dedicated space or initiative focused on involving men in various aspects of life, involving education, and social change. It's a place where men can come together to discuss and address issues relevant to them, such as gender equality, health, fatherhood, hardships and a place to release and relax.

The M.E.C has given me the opportunity to meet others in my community who share the same values as I do. Where I don't have to mask my identity of who I am in a judgment free zone.

The M.E.C have the potential to benefit individuals by promoting personal growth, enhancing social connections, and contributing to healthier and more equitable communities."

CPTC's Extended Team Includes...

Instruction

Financial Aid

Outreach

Welcome Center

Enrollment Services

Foundation

Advising & Counseling

Career Center

Going Forward

By starting small and dreaming big, together we will build a strong foundation that is scalable. We will envision solutions together when we encounter systemic barriers and build an equitable approach for student success

SBCTC 2025 Legislative Priorities Survey

February 1, 2024

This worksheet is designed to help you gather responses to SBCTC's survey before entering them online. Please use [the online survey link](https://www.surveymonkey.com/r/H35T5H9) to submit your final answers to SBCTC (<https://www.surveymonkey.com/r/H35T5H9>). This worksheet won't be collected by SBCTC.

Survey of College Legislative Priorities

State Board vision: Leading with racial equity, our colleges maximize student potential and transform lives within a culture of belonging that advances racial, social, and economic justice in service to our diverse communities.

This survey should be completed by the leadership of each college by **February 29, 2024**. Your contributions will be valuable as our college system develops policy and operating budget requests for the 2025 legislative session. During the 2025 session, the Legislature will adopt the next two-year state budget, the 2025-27 biennial budget.

Chancellors and presidents should meet with their college trustees, senior staff, and cabinet members to discuss policy and budget issues facing their institutions. It is recommended that faculty and staff representation be included as well.

There are two important sections to this survey, please be as complete as possible.

The Seattle, Pierce, and Spokane districts should submit one survey on behalf of all the colleges within their districts.

Thank you.

Survey of College Legislative Priorities

Section 1: Common Budget Requests

Below is a list of common budget requests from the system that have come from WACTC legislative and operating budget committees. Please indicate whether you consider these options to be of high, medium, or low importance.

These suggestions are only starting points. If your college is facing additional, or different, priorities not listed here, don't worry. After this section, you'll have a chance to add your college-specific priorities in section 2.

Provide competitive and fully funded **faculty and staff compensation** building upon the investment in the 2023-25 operating budget (100% state funding for COLAs).

- High priority
- Medium priority
- Low priority

Please explain the reason behind your ranking and how you would use new funding in this area.

.....

Provide services to students (i.e., mental health, food, housing, access to technology, emergency grants).

- High priority
- Medium priority
- Low priority

Please explain the reason behind your ranking and how you would use new funding in this area.

.....

Adequately support work to advance **racial, social and economic justice** in service to our diverse communities continuing the one-time DEI funding in the 2023-25 operating budget.

- High priority
- Medium priority
- Low priority

Please explain the reason behind your ranking and how you would use new funding in this area.

Increase support for adults/older learners and/or increase the number of people in **Basic Education for Adults and I-BEST** (programs that combine basic skills, English language, academics, and job skills training) and those students' transition to college-level courses.

- High priority
- Medium priority
- Low priority

Please explain the reason behind your ranking and how you would use new funding in this area.

.....

Expand workforce education programs to help fill skills gaps and to increase awards in high-demand professional-technical programs. (Job Skills Program, equipment, consumables).

- High priority
- Medium priority
- Low priority

Please explain the reason behind your ranking and how you would use new funding in this area.

.....

IT and Cybersecurity

- High priority
- Medium priority
- Low priority

Please explain the reason behind your ranking and how you would use new funding in this area.

Would you like to add additional priorities that aren't already mentioned in this section? If your answer is "yes," please use section 2. If your answer is "no," your survey is complete.

— End of section 1 —

Survey of College Legislative Priorities

Section 2: Additional recommendations

If your college's priorities are not included in section 1, or you would like to include additional priorities, please use this section. Note that they are ranked in order.

What is your college's #1 additional priority?

What is your college's #2 additional priority?

What is your college's #3 priority?

— End of section 2 —

Please use this comment box if you have any other feedback related to future budget or policy priorities.

Thank you for participating! As a next step, State Board staff will compile all the answers to these questions and send colleges a second questionnaire to further narrow down, and prioritize, systemwide requests for the 2025 legislative session. The results will be shared with State Board members for consideration.

— End of worksheet —



CLOVER PARK
TECHNICAL COLLEGE
Board of Trustees Meeting
Building 3, Rotunda and via Zoom

Wednesday, January 10, 2024

Study Session CANCELLED
Regular Meeting: 4:00-6:00 p.m.

Regular Meeting Minutes

Call to Order: Chair Zhu called the Board of Trustees Regular Meeting of the Board of Trustees for Clover Park Technical College (CPTC) to order on January 10, 2024, at 4:02 p.m., followed by the flag salute, land acknowledgement, and labor acknowledgement

Board of Trustees Present:

Tong Zhu, Chair
Jesus Villegas Rivera, Vice Chair
Eli Taylor – on line
Carol Mitchell

College President: Dr. Joyce Loveday

Excused Absences:

Alice Phillips
Justin Kjolseth, Assistant Attorney General

Executive Team:

Dean Kelly, VP for Student Success
Samantha Dana, Associate VP for Institutional Effectiveness
Dr. Tom Broxson, VP for Instruction
Amelia Grayson, VP for Finance and Administration
Iesha Valencia, Associate VP for Equity, Diversity, and Inclusion -- on-line

Adoption of the Agenda

MOTION:

Motion to adopt the agenda, as presented, was made by Trustee Villegas Rivera and seconded by Trustee Mitchell. The motion was approved unanimously.

Approval of Minutes (Tab 1)

MOTION:

Motion to approve the minutes of the Regular Board meeting held on December 13, 2023, as presented was made by Trustee Villegas Rivera and seconded by Trustee Mitchell. The motion was approved unanimously.

Public Comments

none

President's Report

College Updates

Dr. Loveday announced that as of this day, enrollment was up seven percent from last year. This is equal to our enrollment two years ago.

Dr. James Neblett will be starting as our new Associate Vice President for Human Resources and Culture next Tuesday. Dr. Loveday thanked the college community for input on the top four candidates. She also expressed gratitude for the hard work of the selection committee, our recruiting consultant, and Amelia Grayson, who led the college's search efforts.

We are now in the second week of the legislative session. Dr. Loveday is beginning to schedule times to go to Olympia, where she hopes to be joined by students, faculty, and trustees. This year's operating budget will include improved funding for computer science and climate solutions. We especially want to thank legislators for their support of improved faculty pay during the last legislative session.

Finally, Dr. Loveday wanted to acknowledge that this is Dr. Brian Lee's last board meeting. He will be going to the Pierce County Library system. We look forward to working with him both as a part time employee for CPTC and in his new role as the CIO for the library system.

College Reports or Highlights

ASG Report (Tab 2)

Riley Maker and Irelynn Hardin presented the ASG Report. They noted that the format of this report is different than previous reports as it is very early in the year. They described the following ASG sponsored events from 2023 and the first quarter of 2024:

- 3,348 students visited the student service center
- 542 id cards provided
- 176 orca cards provided
- 1605 pounds of food distributed
- 198 visits to the fitness center
- 24 events sponsored
- 939 attendees at the sponsored events
- 1928 student leader hours worked in the first quarter of 2024

Airplane Purchase (Tab 3)

Dr. Broxson, Wes Prater, and Amelia Grayson provided an update on purchasing airplanes for the college. In addition to the figures provided, Mr. Prater noted that the college will be able to defray the cost of new airplanes by an estimate of 1.2 million dollars from sale of current airplanes. A \$240,000 initial deposit is required, followed by two more at \$120,000, for a total of

\$480,000 in deposits, which will need to be taken from college reserves. The remaining 3.78 million dollars will be due upon deliver (in 2027). This will be financed through a Certificate of Participation (CoP) program through the state treasurer. The CoP is to be paid back over six years at a rate that will be set in 2027 (estimated at 3.45 to 4.45%).

Trustee Mitchell spoke in support of moving forward with this plan.

LPN to RN Program Update

Dr. Broxson introduced Tiffany Smith-Fromm to provide an update on the college's LPN to RN program. He noted that this is a new program which will create a more equitable pathway into nursing careers and will improve our enrollment.

Ms. Smith-Fromm introduced two LPN to RN students, Melissa Kelly and Christina Johnson, who she brought to provide testimony of their experiences. She noted that there have not been many programs like this but there is high demand. We received 80 applications for first round for the five-quarter program. 138 students have applied for the 24 spots open in the spring quarter. Equity, Diversity, and Inclusion were integrated into the content and structure of the program from the beginning. The program is tailored to students who are breadwinners for their families. Classes are taught evenings and weekends so that they can be taken while the students are working full time. The curriculum has been approved by the Washington Board of Nursing. The national board will vote in February and it is expected to be approved as no additional information was requested after the application was submitted.

Melissa Kelly introduced herself and noted that this will be her third credential earned at CPTC. She received her LPN at Bates, but wanted to earn a higher degree – she eventually wants to be a nurse practitioner. She is very thankful for program. Demonstrating her commitment, she stayed at the college with Christina over-night so that they could be one of the first applicants to fill out the manual application on the opening day (applications are now accepted electronically).

Christina Johnson started that she has also received multiple degrees at CPTC, starting with certified nurse and associate degree in pre-nursing. She eventually wants to get a bachelor of nursing and master's degree. While she is in the program, she and Ms. Kelly work full time at Western State Hospital. She sees her academic achievement as providing a good example for her children. She stated that she would not be able to enroll in the program if it was only available in the day.

Chair's Report

Trustee Zhu wished a happy new year to all and expressed that the college is going to accomplish great things.

Board Reports and/or Remarks

Trustee Mitchell encouraged all to participate in the Dr. Martin Luther King, Jr. celebration Sunday, January 14, from 2:00 to 4:00 p.m. at Evergreen College's Tacoma Campus

New Business

Approval of Airplane Acquisition

Trustee Mitchell made a motion to approve the acquisition of airplanes as presented in the last two board meetings (\$4.2 million total cost with \$480,000 funded from reserves and the

remainder financed with a Certificate of Participation). The motion was seconded by Trustee Taylor. The motion was approved unanimously.

New Tenure Track Faculty Introductions

Dr. Thomas Broxson introduced two new tenure track faculty members.

Tarlochan Mann – Teaches in the Operations Management BAS program. Mr. Mann is the college’s first full time faculty member in charge of this program. With 22 years of experience in the field, Mr. Mann has great credentials. Mr. Mann stated that he enjoys being able to give back to the community.

Mike Mayor – Teaches Mechatronics. He came to the program as a student from California, and is current getting a BAS in Mechatronics here. He was attracted here because this is one of the few programs with a multidisciplinary focus. After completing his associates degree, Mr. Mayor started as program assistant and transition to remote teaching during the Covid crisis. He enjoys the position and is excited by finding new and better ways to engage students.

Executive Session

Chair Zhu stated there was no need for an executive session.

Next Meeting

Wednesday, February 14, 2024, details to follow.

Adjournment

Motion to adjourn the meeting at 4:50 was made by Trustee Villegas Rivera, and seconded by Trustee Mitchell. The motion was approved unanimously.

Dr. Joyce Loveday
President
College District Twenty-Nine

Tong Zhu
Chair, Board of Trustees
College District Twenty-Nine

TUITION WAIVERS

In accordance with state law and regulations, Clover Park Technical College (CPTC) offers tuition and fee waivers for specific categories of students. The State Board for Community & Technical Colleges (SBCTC) regulates the use of waivers, and determines which waivers colleges must offer to students, and which waivers are optional. The CPTC Board of Trustees approves the establishment of optional waivers, as well as the amount of the waiver.

MANDATORY WAIVERS

Children and Spouse of Totally Disabled or POW/MIA or Deceased Eligible Veterans or National Guard Members

CPTC will waive all tuition and fees for the children and spouse of totally disabled or POW/MIA or deceased eligible veteran or National Guard Members.

Conditions for applying for this waiver include:

- The child/spouse/domestic partner must be a Washington domiciliary.
- Child is defined as a biological child, adopted child, or stepchild.
- Children must be between the age of 17 and 26.
A child's marital status does not affect eligibility.
- Surviving spouses or domestic partners have 10 years from the date of the death, total disability, or federal determination of prisoner of war or missing in action status of the eligible veteran or national guard member to receive the waiver.
- Surviving spouses or domestic partners are ineligible for the waiver upon remarriage or registration in a subsequent domestic partnership.
- Each recipient's continued participation in the waiver program is subject to the colleges' satisfactory progress policy.
- Total credits earned using this waiver may not exceed 250 quarter credits, or the equivalent of semester credits.

Waiver Authority: **RCW 28B.15.621(4) and (5)**

For assistance, please contact the Enrollment Services office at the Lakewood campus, building 17. Email studentrecords@cptc.edu or phone 253.589.5666. Use this link to access the online: [Enrollment Services forms](#) then scroll until you see Tuition Waiver for Veteran's Children/spouse or Dependent form.

Children or Spouse of Deceased or Disabled Law Enforcement Officers or Firefighters Waiver

Clover Park Technical College shall waive all tuition (operating and building fees) and services and activities fees for the children and surviving spouses of deceased or disabled law enforcement officers or firefighters.

Conditions for applying for this waiver include:

- Eligible children must begin their course of study at a community college within 10 years of high school graduation.
- The officers and firefighters must have died or become totally disabled in the line of duty while employed by a public law enforcement agency, full-time or volunteer fire department in this state. Totally disabled is defined as totally and permanently disabled for life by bodily injury or disease and thereby prevented from performing any occupation or gainful pursuit.

Waiver Authority: RCW 28B.15.520(2)(a)-(b)

For assistance, please contact the Enrollment Services office, Lakewood campus, building 17. Email studentrecords@cptc.edu or phone 253.589.5666.

Wrongfully Convicted Person

CPTC shall waive all tuition and fees for wrongfully convicted individuals awarded compensation per **RCW 4.100.060**, their children, stepchildren and adopted children. The following limitations apply:

- The wrongly convicted person be a Washington domiciliary (have a place of residence in the state of Washington) to be eligible for the tuition waiver.
- A child must be a Washington domiciliary ages 17 through 26 years. A child's marital status does not affect eligibility.
- Each recipient's continued participation is subject to the school's satisfactory progress policy.
- Recipients may attend full-time or part-time.
- Total credits earned using the waiver may not exceed two hundred quarter credits, or the equivalent of semester credits.

Waiver Definitions:

- "Wrongly convicted person" means a Washington domiciliary who has been convicted and imprisoned in Washington for one or more felonies of which they are actually innocent and the person has been awarded damages under **RCW 4.100.060**.
- "Child" means a biological child, stepchild, or adopted child who was born of, became the stepchild of, or was adopted by a wrongly convicted person before compensation is awarded under **RCW 4.100.060**.
- "Washington domiciliary" means a person whose true, fixed, and permanent house and place of habitation is the state of Washington. In ascertaining whether a wrongly convicted person or child is domiciled in the state of Washington, public institutions of higher education must, to the fullest extent possible, rely upon the standards provided in **RCW 28B.15.013**.
- "Fees" include all assessments for costs incurred as a condition to a student's full participation in coursework and related activities at an institution of higher education.

Waiver Authority: **RCW 28B.15.395**

For assistance, please contact the Enrollment Services office, Lakewood campus, building 17. Email studentrecords@cptc.edu or phone 253.589.5666.

Adult Basic Education, English as a Second Language, and GED® Preparation

Adult Basic Education, English as a Second Language and GED® Preparation students pay \$25 per student per quarter. Colleges may waive the \$25 charge for students who are unable to pay. All ungraded course fees are operating fees and are subject to the requirements in **RCW 28B.15.013**.

Waiver Authority: **RCW 28B.15.069(4)** – Building Fees-Services and activities fees-Other fees
WAC 131-28-026(4)(a) – Tuition charges for certain ungraded courses
State Board Resolution 04-04-03
Tuition waiver memo May 17, 2004
ABE memo dated May 24, 2004

For assistance, please contact the Transitional Studies office, Lakewood campus, building 10. Email: transitionalstudies@cptc.edu or phone 253.589.5702. The application form to use this waiver is located at the following website: www.cptc.edu/pre-college.

Apprenticeship

Colleges shall waive an amount equal to one-half of the standard per-credit amount for tuition (operating and building fees) and services and activities (S&A) fees. Students must be registered with the Washington State Apprenticeship Council or Federal Bureau of Apprenticeship and Training to be eligible.

All ungraded course fees are operating fees and are subject to the requirements in **RCW 28B.15.031**.

Waiver Authority: **RCW 28B.15.069(4)** Building fees/Services and activities fees/other fees

WAC 131-28-026(4)(b) – Tuition charges for certain ungraded courses
Tuition waiver resolution 04-03-03
Tuition waiver memo dated May 17, 2004

For assistance, please contact Sarah Harris in the Vice President of Instruction office, Lakewood campus, building 17-270. Email: sarah.harris@cptc.edu or phone 253.589.4549.

OPTIONAL WAIVERS

Building/S&A Fee for DoD tuition Assistance Program

For military service members eligible to participate in the Department of Defense (DoD) Tuition Assistance program, CPTC will waive all or a portion of the Building Fees and Services & Activities fees not covered by that program.

For assistance, please follow the instructions on this website: <https://www.cptc.edu/pay/tuition-assistance>. For questions, contact Amy Timmons, Lakewood campus, building 17. Email: amy.timmons@cptc.edu or phone 253.589.5663.

Waiver Authority: **RCW 28B.15.622**

NOTE: The waiver was implemented following passage of HB 1706 during the 2015 Legislative session.

High School Completion

CPTC may waive all or a portion of tuition (operating and building fees) and services and activities (S&A) fees for students 19 years of age or older who are enrolled in a high school completion program. Students must be Washington state residents.

Waiver Authority: **RCW 28B.15.520(1)**.

For assistance, please contact the Northwest Career & Technical Highschool, located at the Lakewood Campus, Building 14, via this website:

<https://www.cptc.edu/programs/high-school> or email: amy.robertson-bullen@cptc.edu or phone 53.589.5861.

Non-Resident Operating Fees Only

Community colleges may waive all or part of the non-resident operating fee differential; but **not** the building fee differential. The amount and/or conditions of the waiver are set by local boards of trustees.

Students must be U.S. citizens or **eligible non-citizens**, including but not limited to permanent residents, U.S. Nationals or refugee status students.

Waiver Authority: **RCW 28B.15.915**

For assistance, please contact the Enrollment Services office, building 17, Lakewood campus. Email studentrecords@cptc.edu or phone 253.589.5666.

Refugee

Community and technical colleges may waive all or a portion of the non-resident tuition differential for refugees, their spouse and dependents if the refugee is on parole status (allowed into the United States for humanitarian reasons); has received an immigrant visa or has applied for United States citizenship.

Non-resident differential is the difference between resident tuition (operating and building fees) and non-resident tuition (operating and building fees).

For assistance, please contact the Enrollment Services Office, Lakewood Campus, Building 17. Email residency@cptc.edu or phone 253.589.5830.

Waiver Authority: **RCW 28B.15.014(3)**.

Running Start Fee Waiver

Pursuant to **RCW 28A.600.310 (3)(a)** The institutions of higher education must make available fee waivers for low income Running Start students. A student shall be considered low income and eligible for a fee waiver upon proof that the student is currently qualified to receive free or reduced-price lunch. Acceptable documentation of low- income status may also include, but is not limited to, documentation that a student has been deemed eligible for free or reduced-price lunches in the last five years, or other criteria established in the institution's procedure.

- The Running Start Counselor/Advisor or designee will review the documentation and approve fee waiver at time of initial advising or thereafter for family financial changes.
- Running Start students should not be asked to fill out the FAFSA to establish eligibility. Acceptable documentation may include:
 - A student has been deemed eligible for free or reduced-price lunches in the last five years.
 - Family income of equal to or less than 50 percent of the state median.
 - Family income less than 200 percent of the federal poverty level.
 - Receiving any state or federal assistance fund.
 - Foster youth.
 - The term "mandatory fees" does not apply to all charges assessed by colleges. As noted in previous AAG guidance, charges for "consumable supplies, textbooks, and other materials retained by the student" are not within the definition of fees and therefore not subject to the mandatory low-income waiver provisions.
- Eligibility for free or reduced-price lunch must be one qualifying status.
- Running Start students receiving a waiver will be identified by student group SRSL in ctclink.

For assistance, please contact Kevin Kildun Running Start Advisor, Lakewood campus, building 17. Email: Kevin.Kildun@cptc.edu or phone 253.589.5701.

Senior Citizen (Audit only)

Pursuant to **RCW 28B.15.540**, CPTC will waive tuition (operating and building fees) and services and activities fees for students 60 years or older who are enrolled. The waiver is not available to students using the course credits for increasing credentials or salary schedule increases.

For students enrolled on an audit basis, a nominal fee, not to exceed five dollars per quarter plus any college and class fees will be charged.

Students enrolling under this waiver shall register for no more than two courses (up to 10 credits) per quarter and must be Washington State Residents.

Waiver Authority: **RCW 28B.15.540** and **WAC 131-28-02501**.

For assistance, please contact the Enrollment Services office, Lakewood campus building 17. Email studentrecords@cptc.edu or phone 253.589.5666.

Procedure to use the Senior Citizen (audit only) waiver:

- a. Apply for admission to CPTC.
- b. Obtain instructor permission for each class the student wishes to register for.
 - i. Registration is space available basis only.
 - ii. No new sections of any course may be created to accommodate students using this waiver.
- c. Submit the following to the Enrollment Services office no earlier than day three (3) of the quarter for which the students wishes to register:
 - i. Add/Drop (registration) form.
 - ii. Senior citizen application form.
 - iii. Instructor permission for each class (up to two -2- classes per quarter)
- d. Students using this waiver will not earn credit and no grade will be recorded.
- e. If registering before day three (3) of the quarter, full tuition and fees will be charged.
- f. The fee of \$5.00 per class will be paid at the time of registration.
 - i. If using a voucher to pay fees, the student will be referred to the Senior Funding Specialist at agencyfunding@cptc.edu for assistance or phone 253.589.5663.

State and Educational Employees Waiver

- Community and technical colleges may waive all or a portion of tuition (operating and building fees) and services and activities fees for state employees as defined below:
- Permanent employees in classified service under RCW 41.06 (State Civil Service Law).
- Permanent employees governed by RCW 41.56 (Public Employees Collective Bargaining).
- Permanent classified employees and exempt paraprofessional employees of technical colleges.
- Faculty, counselors, librarians, and exempt professional/administrative employees at institutions of higher education.
- Teachers and other certificated instructional staff at public common and vocational schools.
- Classified staff employed at public common schools, when the employee is taking courses relevant to their work assignment or coursework that is part of a teacher preparation program.

Students shall be enrolled on a space-available basis. Community colleges may give preference to employees of their college before considering waivers for eligible persons not employed by the college.

If a college participates in this waiver, it shall include all eligible state employees in the pool of those eligible to participate. Equal treatment must be given to those employed full-time and those employed half-time or more.

These students are not to be included in state enrollment counting.

Waiver Authority: **RCW 28B.15.558**

For assistance, please contact the Enrollment Services office, Lakewood campus, Building 17. Email studentrecords@cptc.edu or phone 253.589.5666. Use this link to [Enrollment Services forms](#) and scroll until you see the WA Public Employee Tuition Waiver form.

This document supersedes and retires the following policies and procedures:

Chapter 3.20 State and Educational Employee Tuition Waiver

Chapter 5.19 Running Start Fee Waiver

Chapter 5.25 Senior Citizen Fee Waiver

APPROVAL:

By: _____

Date: _____

Dr. Joyce Loveday

Board Chair Review: _____

Date: _____

ASSOCIATED STUDENT GOVERNMENT

FEBRUARY 2024



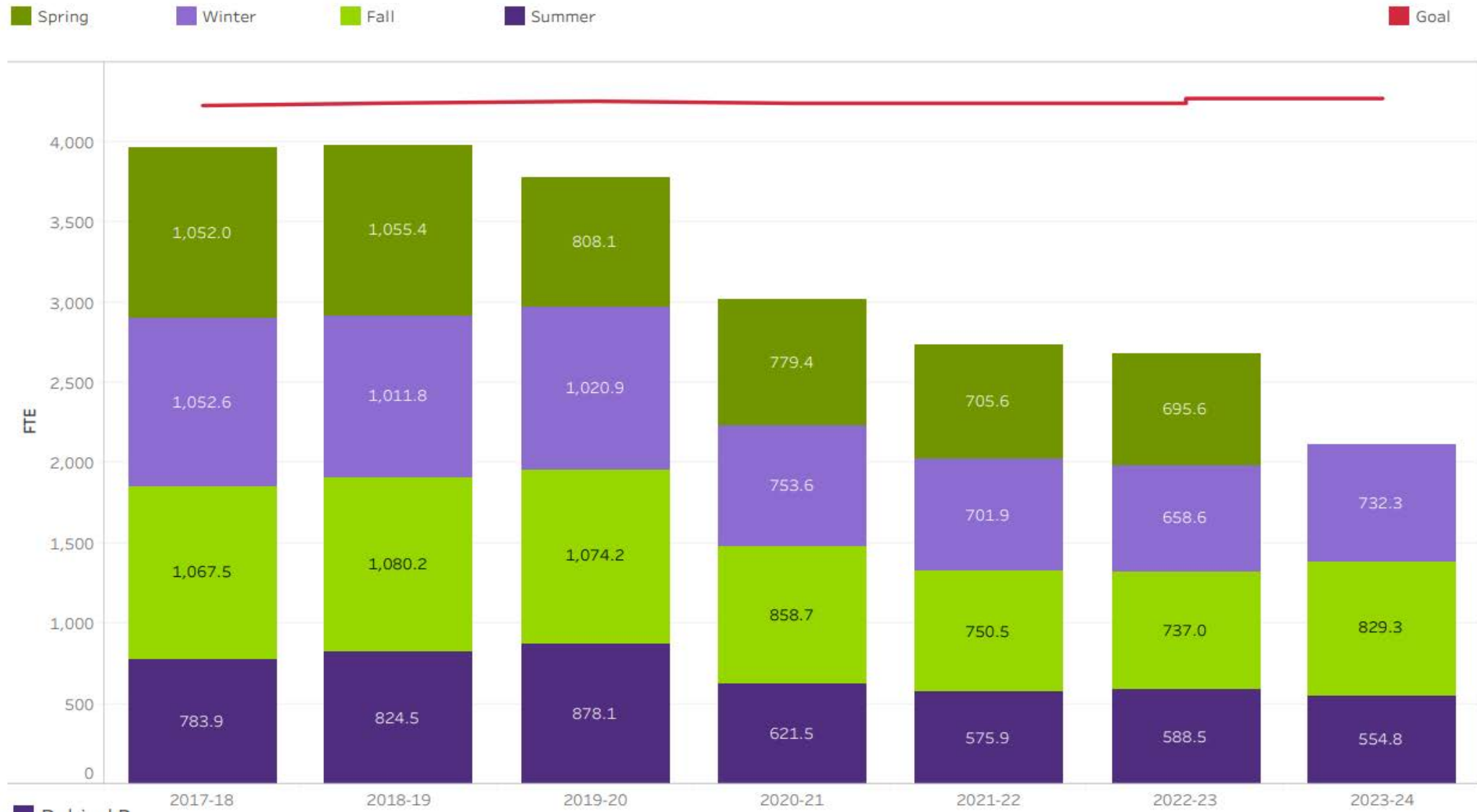
CPTC Enrollment Update

Winter 2024

Access

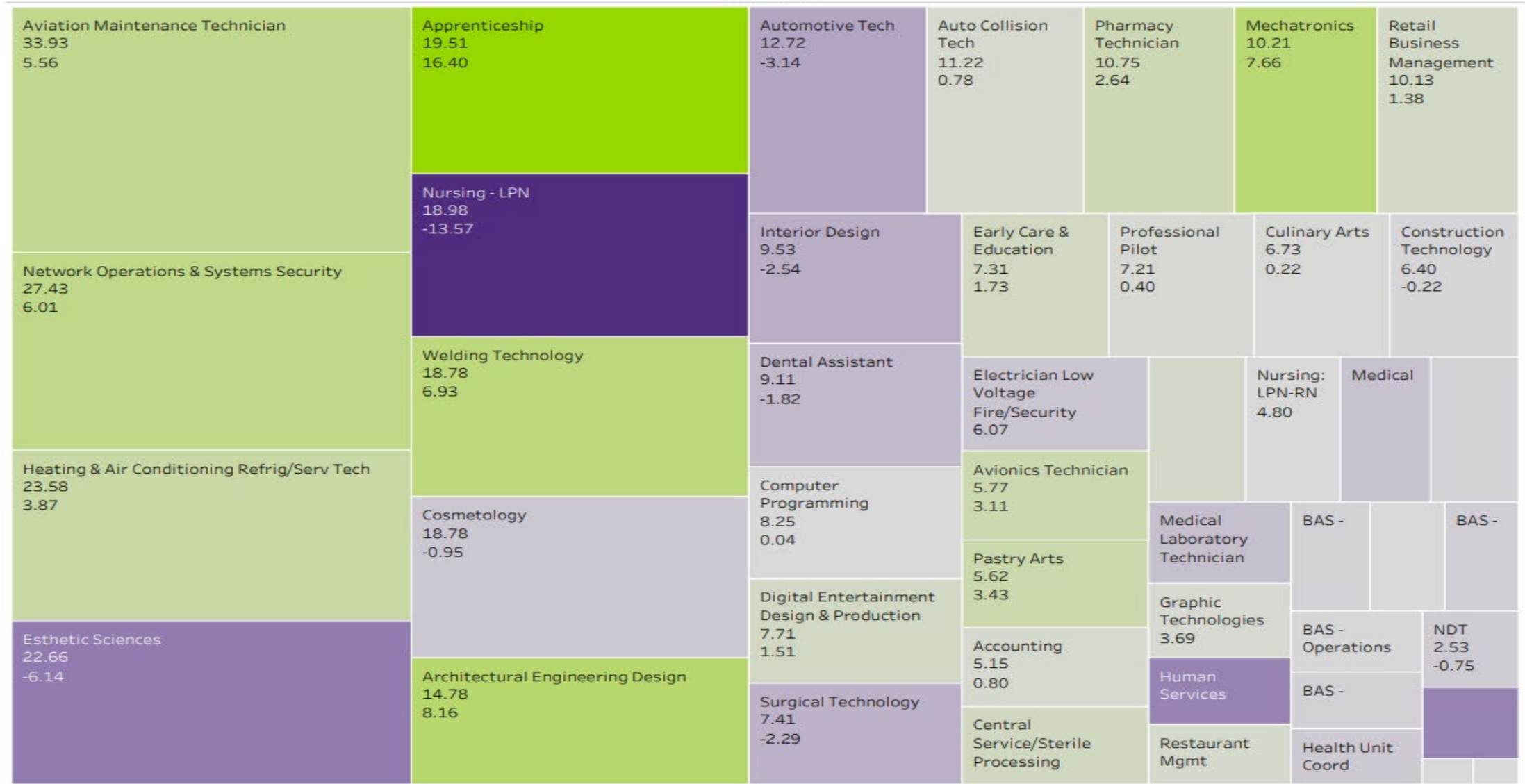
Strategic Plan (CARES)	Enrollment Mgmt Plan	Highlights
Increase access and enrollment among historically marginalized populations who have not equally benefited from the rewards of higher education and the skills and credentials we offer.	To increase enrollment to 3,800 FTE.	<ul style="list-style-type: none">• Enrollment up 17% in fall and 11% in winter• Increased High School & Community outreach• Program growth• New sections in programs• Student experience review
	To increase access for historically marginalized students to 55%.	<ul style="list-style-type: none">• RELA project• Eastside Tacoma outreach• Partnership development

Annual & Quarterly FTE Comparison



Winter Tree Map

Winter 2024



Retention/Completion

Strategic Plan	Enrollment Mgmt Plan	Highlights
Improve institutional performance in retention and completion for all students, with a focus on students who have been historically underserved by CPTC.	Increase retention rate to 70%- Baseline is 60%	<ul style="list-style-type: none">• Implementing EAB Navigate• Embedded classroom supports• Professional development (TLC)
	Increase completion rate to 60%- Baseline is 50%	<ul style="list-style-type: none">• Career services• Program maps• Progress monitoring
	Eliminate equity gaps for students of color.	<ul style="list-style-type: none">• Male Engagement Center (MEC)• Professional development (AtD, NCORE, All staff/faculty day)• Affinity groups• NASE survey, focus groups

Near future

- Challenges

- K12 enrollment declines
- Financial Aid challenges
- Meeting basic needs
- Value of higher ed questioned
- Improving/dismantling systems

- Opportunities

- Spring/Summer/Fall program growth
- Outreach activities
- Community outreach
- College in the High School
- Eliminating equity gaps in employment and post-grad wages