



**Special Board of Trustees Meeting
Building 3, Rotunda and via Zoom**

Wednesday, February 1, 2023

Study Session: 3:00-4:00 p.m.
Special Meeting: 4:00-5:15 p.m.

Study Session Minutes

Call to Order: Vice Chair Zhu called the Board of Trustees Study Session for Clover Park Technical College (CPTC) to order on February 1, 2023, at 3:08 p.m.

Board of Trustees Present:

Tong Zhu, Vice Chair
Carol Mitchell
Mark Martinez

College President: Dr. Joyce Loveday

Excused Absences: Alice Phillips, Trustee; Eli Taylor, Trustee; Justin Kjolseth, Assistant Attorney General

Executive Team:

Dean Kelly, Int. VP, Student Success
Lisa Beach, Int. VP, Finance & Administration

Review of Trustee End Results (Tab 1)

Dr. Loveday introduced a second review of the draft “End Results” Policy noting that the document focuses on desired outcomes. In addition to the document provided as Tab 1 in the Board packet, Dr. Loveday presented a crosswalk between the end results, and the strategic plan.

Trustees Zhu and Mitchell commended the work done. Discussion centered around ensuring that the policy include verbiage regarding seeking and validating emerging needs of the community. Dr. Loveday noted that there is still opportunity for adjustments before the Policy is brought back to the Board for approval at the March meeting.

Strategic Plan Update (Tab 2)

Dr. Loveday presented the current version of the Strategic plan. The Plan has been developed with a structure similar to the strategic plan of the Washington State Board for Community and Technical Colleges. In addition to the Mission Vision and Values, Vision for Change has been added as an element. This was adapted from Achieving the Dream’s vision for change, and it provides important emphasis that will keep the college moving forward to serve the community. Goals have been arranged in the acronym CARE: Community of Care, Access, Retention and Completion, and Employment. Discussion of the document centered around the need to focus on diversity disparities in programs with the potential for higher paying employment.

Dr. Loveday will bring the Strategic plan back to the Board for further review and approval at either the March or the April meeting.

Senior Citizen Waiver (Tab 3)

Cindy Mowry asked Trustees to consider a tuition waiver for Washington State residents at least 60 years old. This is a state approved waiver limited to space available. During discussion, it was noted that the waiver is offered at some, but not all, of the community and technical colleges in the county and state. Ms. Mowry noted that the waiver has not been widely used at CPTC, but is seen as a valuable community resource, and an opportunity to attract some fully matriculated students.

Adjournment

Trustee Zhu adjourned the meeting at 3:45 p.m.



Special Meeting Minutes

Call to Order: Vice Chair Zhu called the Board of Trustees Special Meeting for Clover Park Technical College (CPTC) to order on February 1, 2023, at 4:00 p.m.

Board of Trustees Present:

- Tong Zhu, Vice Chair – On Line
- Mark Martinez – On Line
- Carol Mitchell

College President: Dr. Joyce Loveday

Assistant Attorney General (AAG): Justin Kjolseth --- On line

Excused Absences:

- Alice Phillips, Chair
- Eli Taylor, Trustee

Executive Team:

- Dean Kelly, Interim VP, Student Success
- Lisa Beach, Interim VP, Administration

Adoption of the Agenda

MOTION:

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

Approval of Minutes (Tab 4)

MOTION:

Motion to approve the minutes of the Regular Board meeting held on December 14, 2022, as presented, was made by Trustee Martinez and seconded by Trustee Mitchell. Motion was approved unanimously.

President's Report

Achieving the Dream Coaching with Leon Hill

Mr. Hill was at CPTC last week meeting with administration, faculty, and students. We were able to identify creating a culture of care as the focus of work here. The focus will include care of our larger community, as well as the culture within the college itself. Trustee Mitchell will be joining college staff at the Achieving the Dream conference in Chicago later this month where we will have the opportunity to plan additional activities.

Miscellaneous

Thomas Oliver

Mr. Oliver was introduced as the new Senior Executive Assistant to the President and the Board of Trustees.

New trustee meeting at WACTC in Olympia

Dr. Loveday offered thanks to Trustee Zhu for attending this event which included the Transforming Lives awards dinner. The Transforming Lives Scholar from CPTC was Edward Barnes. The booklet for the event with a full list of awardees was provided to the trustees and is available on line.

Recruitment Practices of Service Members policy (Chapter 5, Section 24)

Dr. Loveday presented the new policy. There were no recommended changes to the policy as presented.

Trustee Activities

Trustee Mitchell will be attending the Achieving the Dream conference in Chicago February 12 through 16. Trustee Martinez will be Attending the ACCT meeting in Washington, DC February 5 through 9.

Next Board Meeting

The Board meeting originally scheduled for February 15, 2023 has been cancelled. The next Board meeting will be March 8, 2023 at 4:00 p.m. Five tenure candidates will be presented at that meeting, so it will likely extend until 6:00 p.m. or later.

New Bachelor of Applied Science Program

The Needs Assessment for a new Bachelor of Applied Science in Environmental Sciences at CPTC is being voted on at SBCTC.

College Reports or Highlights

ASG Report (Tab 5)

Amanda Taylor, provided the ASG report. Highlights for the past month:

- Three Coffee – WOW events were held on our campuses providing students with coffee, treats, and activities
- ASG partnered with many CPTC departments for The Amazing Rubber Ducky Race – a scavenger hunt with prizes.
- The second ASG meeting of winter quarter included confirmation of three new clubs. All ASG meetings continue to be remote.

Enrollment Update (Tab 6)

Dean Kelly, Interim Vice President for Student Success, presented the attached quarterly update. He noted that while overall enrollment is down, there are areas where enrollment is up significantly, notably apprenticeship, bachelor, and running start.

There was a discussion about the slowdown in financial aid processing cause by ctcLink. Mr. Kelly described how the College works with impacted students to help find solutions, but SBCTC rules require that they are dropped if no resolution is made. Trustee Mitchell suggested that philanthropic bridge loans may help students cope with the financial aid delays.

Institutional Effectiveness Report (Tab 7)

Janet Holm, Foundation Executive Director, presented the attached report. She noted that the alumni program is a new and growing program. The Foundation's major fund-raising event, the Celebration Dinner, will be held May 20, 2023, this year. It will be held in the McGavick Center and will feature Lakewood Deputy Mayor, Mary Moss and Mayor Jason Whalen. The Scramble Fore Students fund raiser will be held August 26, 2023 at the American Lake Golf Course.

Trustee Zhu asked if we knew how much it would take to keep the students who were dropped this year enrolled. Dean Kelly responded that he would find out and report back.

Student Success Report (Tab 8)

Micalah Pieper, Director of Outreach and Entry Services, presented the attached report regarding changes to the Welcome Center intake model. The new model has greatly increased outreach efforts for the College.

Chair's Report

Vice Chair Zhu commented on the value of the WACTC new trustee orientation in Olympia.

Board Reports and/or Remarks

Trustee Martinez expressed thanks for the opportunity to attend the ACCT conference in Washington, DC.

Trustee Mitchell expressed thanks for opportunity to attend the Achieving the Dream conference in Chicago. She also announced the Let the Queens Talk event being held as a part of Black history month. It will be held on February 22 at 5:30 in Building 2 at Tacoma Community College.

Public Comments

No public comments.

New Business (Tab 3)

Approval of Senior Citizen Tuition Waiver

MOTION:

Motion to approve the Senior Citizen Tuition Waiver as presented was made by Trustee Martinez and seconded by Trustee Mitchell. The motion was approved unanimously.


Next Meeting

Wednesday, March 8, 2023, details to follow.

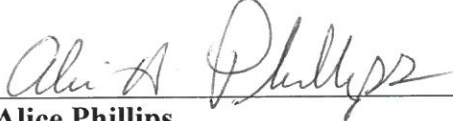
Adjournment

MOTION:

Motion to adjourn the meeting at 5:08 p.m. was made by Trustee Zhu, and seconded by Trustee Mitchell. The motion was approved unanimously.



Dr. Joyce Loveday
President
College District Twenty-Nine



Alice Phillips
Chair, Board of Trustees
College District Twenty-Nine