Board of Trustees Meeting

Rotunda, Building 3

Zoom Link for those who cannot attend in person:
https://cptc-edu.zoom.us/j/86404005492?pwd=eVV0bW1PV0dHNDg1MDd1Z2Zpdk5ldz09
Passcode: BOTMeeting

Wednesday, August 9, 2023

Study Session: 3:00-4:00
Regular Meeting: 4:00-6:00 p.m.

Study Session Agenda

3:00 **Call to Order, Introductions** .....Tong Zhu

3:05 **Airplane Acquisition** .....Dr. Tom Broxson, Claire Korschinowski, Marshal Collins

3:40 **ctcLink Progress** ..... Dr. Brian Lee **Tab 1**

3:55 **Adjournment** .....Tong Zhu

Regular Meeting Agenda

4:00 **Call to Order, Flag Salute, Land and Labor Acknowledgements, Introductions**....
.....Tong Zhu

Adoption of Agenda .....Tong Zhu
Action

Approval of the Meeting Minutes of June 14, 2023 .....Tong Zhu **Tab 2**
Action

4:05 **Public Comments** .....Tong Zhu

4:15 **President's Report** ..... Joyce Loveday

- **Budget Progress**
- **Board Self-Evaluation**
- **Miscellaneous**

4:35 College Reports or Highlights

Student Success Report – Enrollment Update ..... Dean Kelly **Tab 3**

Instruction Report (Dental Bus).....Hannah Precour **Tab 4**

Union Report..... Lisa Fortson, Susan Hoppe, Diane Follett

5:15 Chair's Report.....Tong Zhu

5:20 Board Reports and/or Remarks ..... All

5:30 New Business .....Tong Zhu

5:35 Executive Session .....Tong 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.

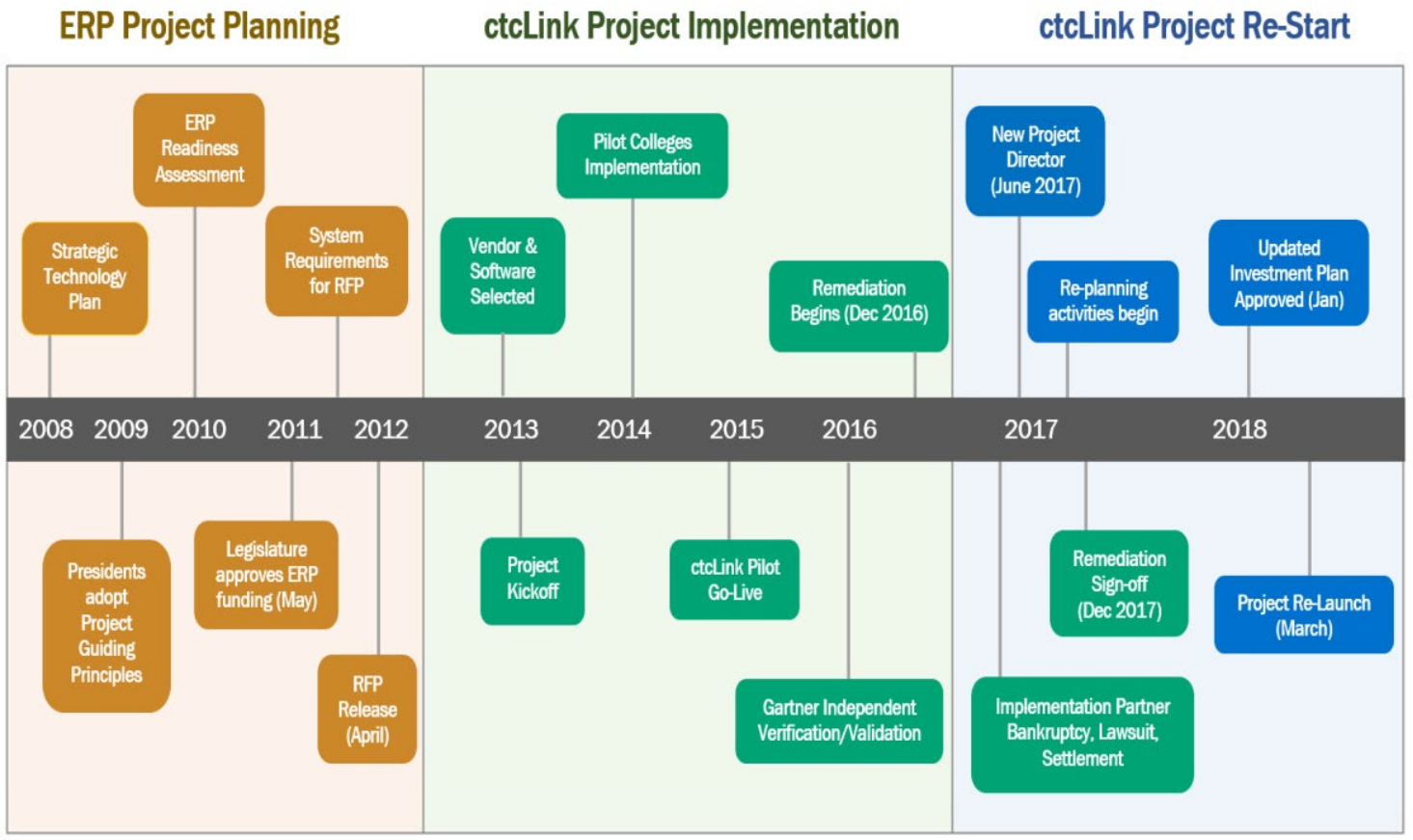
5:50 Adjournment .....Tong Zhu

CPTC ctcLink Project Wrap-Up

Dr. Brian Lee, CIO and PM

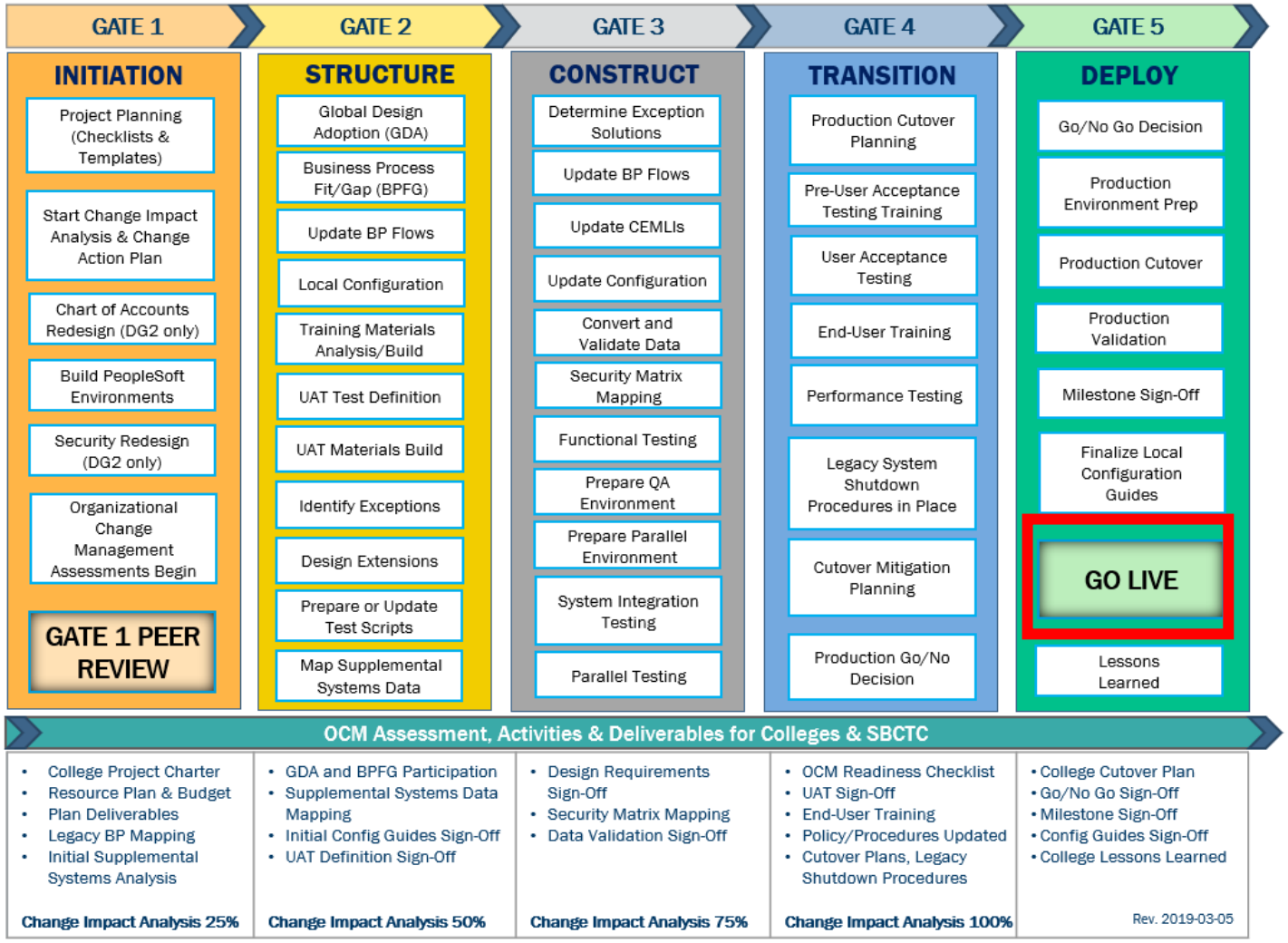
ctcLink
CLOVER PARK
TECHNICAL COLLEGE

CTCLINK PROJECT EVOLUTION 2008 - 2018



Project History

ctcLink @ CPTC 2018 - 2022



Post Go-Live Milestones

April 2022
- Go Live
- User Profiles Setup
- First Time and Leave Posting
- Started Degree Audit

May 2022
- First Faculty Grade Entry
- First Student Registration (Summer)
- First Paychecks
- First Aid Disbursement

June 2022
- Finance Year End Close
- First New Employees Processed
- Continuing Ed Starts in CampusCE

July 2022
- Finance Start of Year
- First Purchases
- First Travel Processing
- First Faculty Workload Pay
- First Rounds of Contracts Generated (200)
- First Salary Increases Processed (450)

August 2022
- Fall Registration
- First Program Milestones Set Up
- Completed Degree Audit (3 Years of Records)

October 2022
- End of FA Dual Processing

November 2022
- Winter Registration
- Budget Tracking Tool Released
- Tuition Installments for Back Payment Begin
- First Open Enrollment

December 2022
- All Supplementary System Integrations Completed
- First 1098T Builds
- First W2 and End of Year Processes for Payroll

January 2023
- First Drop for Non-Payments
- First 1099s Generated
- First Live Security Load for MFA

February 2023
- Spring Registration

March 2023
- Changeover to ACH Payments
- All Student Statements/Billing
- Collections

June 2023
- Decommission Pillar Leads
- Wrap Up Final Documentation
- Mainstreaming Application Support and Decentralizing Management
- Fiscal Year Close
- Lessons Learned

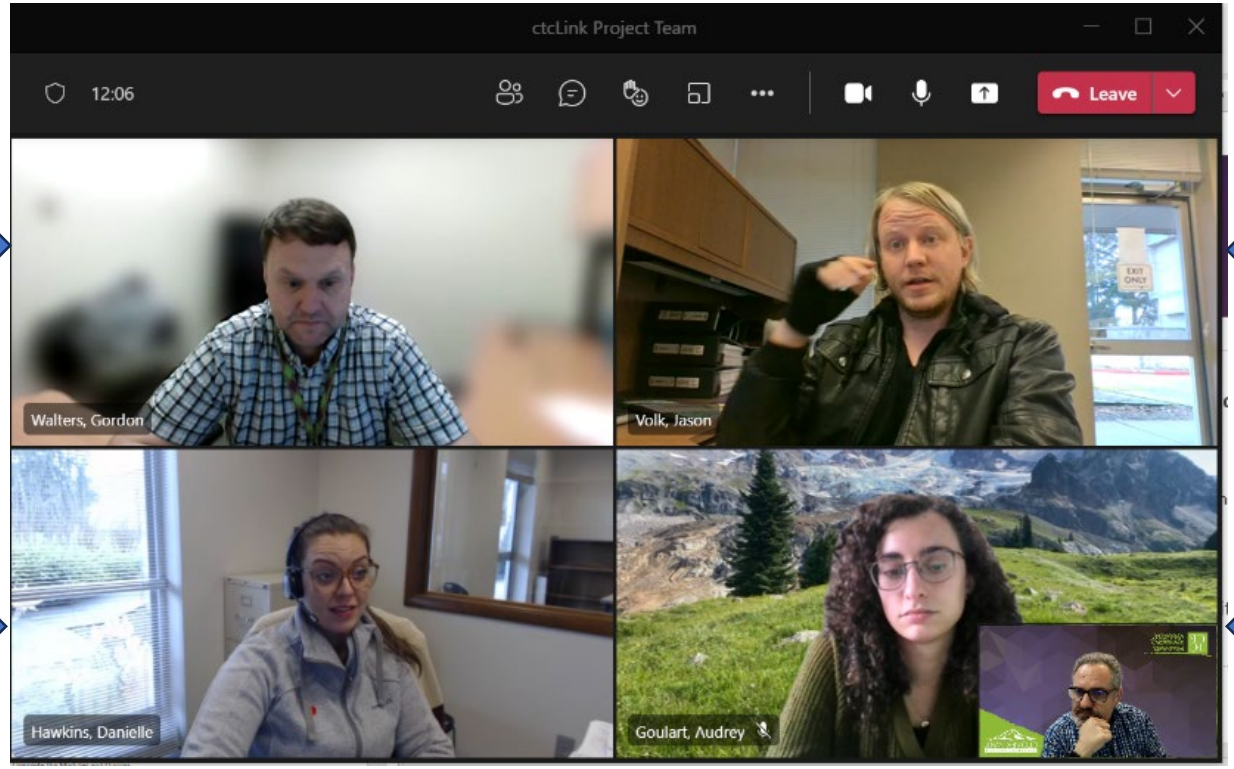
New Post Project Roles

CS-SS Business Analyst

Gordon Walters, Student Finance Manager

Danielle Hawkins, Payroll Manager

HCM Business Analyst



FIN Business Analyst

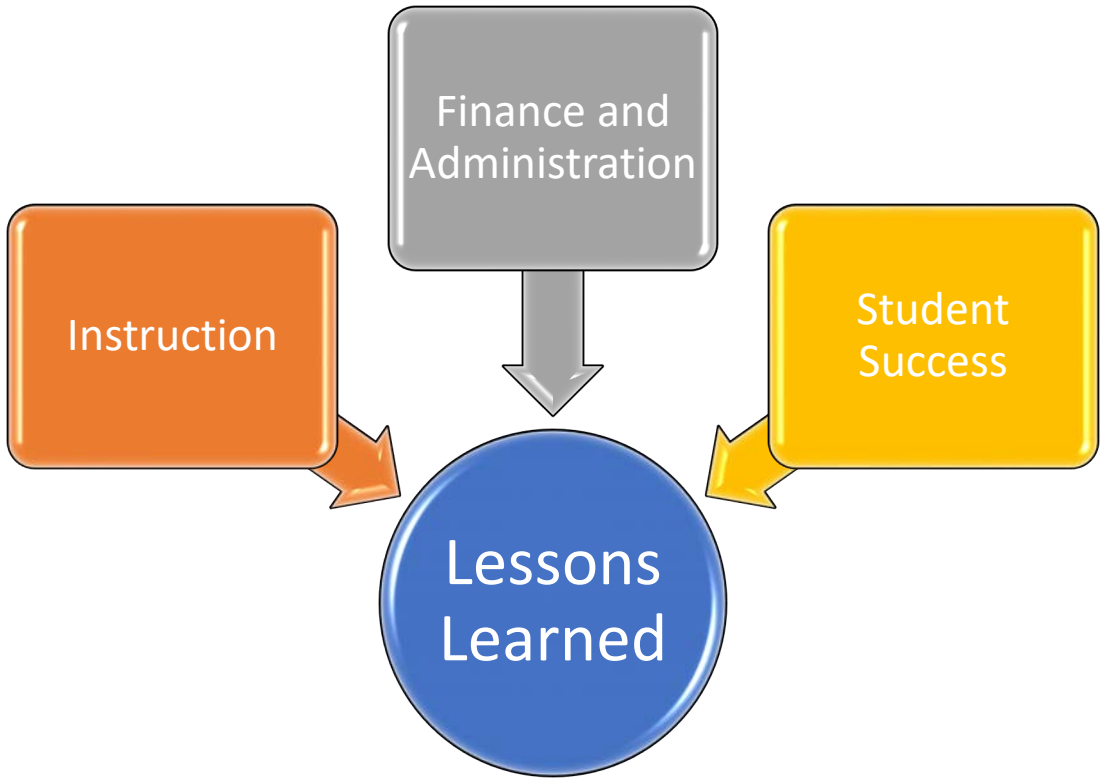
Jason Volk, Finance Business Analyst

Audrey Goulart, Manager of Fac Workload, Budget, Schedules

CS-INS Business Analyst

Lessons Learned

- Conducted on July 19, 2023
- 11 Participants
- Four Key Questions
  - What went well with the project?
  - What went off the rails with the project?
  - Ongoing Pain Points
  - Recommendations for Future Projects



What went well with the project?

- We added a more sophisticated ticketing system to support the post-implementation environment.
- Providing a more transparent system for the students has been a project benefit as well as self service options.
- The PMO did a great job getting the project back on track over its previous management/vendor failure process.
- The use of a combination of in-person and online training meetings were well laid out.

What went off the rails with the project?

- Training was not consistent across all the pillars (some had more or less).
- Trainings from the State Board were mostly poorly designed.
- There was not always a broad understanding of how one area affects another.
- It would have been good to have general processes and procedures outlined in specific steps.
- A lot of things were not set up in such a way that we could immediately begin using it.
- We had to find a way to fit our CBAs to the software, rather than fitting the software to our CBAs.
  - This resulted in a huge number of payroll/benefits related workarounds.

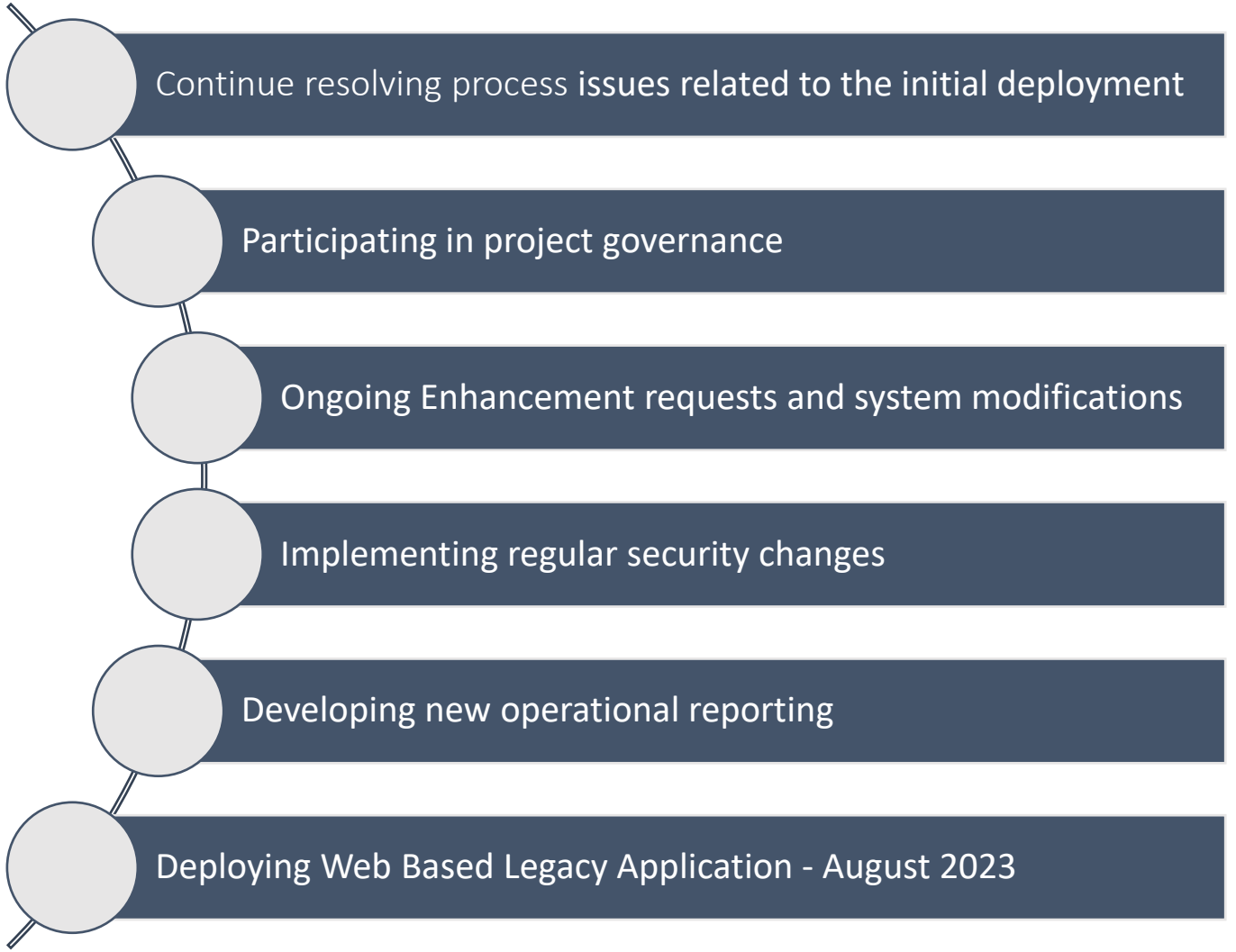
Ongoing Pain Points

- FA specifically has had to create a lot of workarounds to make this system work for their daily work.
- There still is not a broad understanding of dependencies between various integrated processes.
- We are often still working with customized and specific processes on an individual level.
- We still have processes that are unclear on how we perform certain tasks (like budget revisions).
- Often the QRGs do not tell you enough information when you have specific questions.
- Getting budgets set up and not having a lot of budget transparency has been problematic.
- Contract and PR transparency, especially between staff members can be problematic.
- Data entry time for tasks is challenging, especially early in the adoption process.
- Travel – often it can be a challenge trying to find out the status of an individual transaction.
- In FA-Finance, compliance is our biggest concern mostly because of unknowns.
- Deans cannot walk through faculty tasks in Production, so it’s difficult to train them when onboarding.
- Some of the tiles/activities in ctcLink are not intuitive.
- Processing Bookstore Accounts and Third Party payments are requiring workarounds.

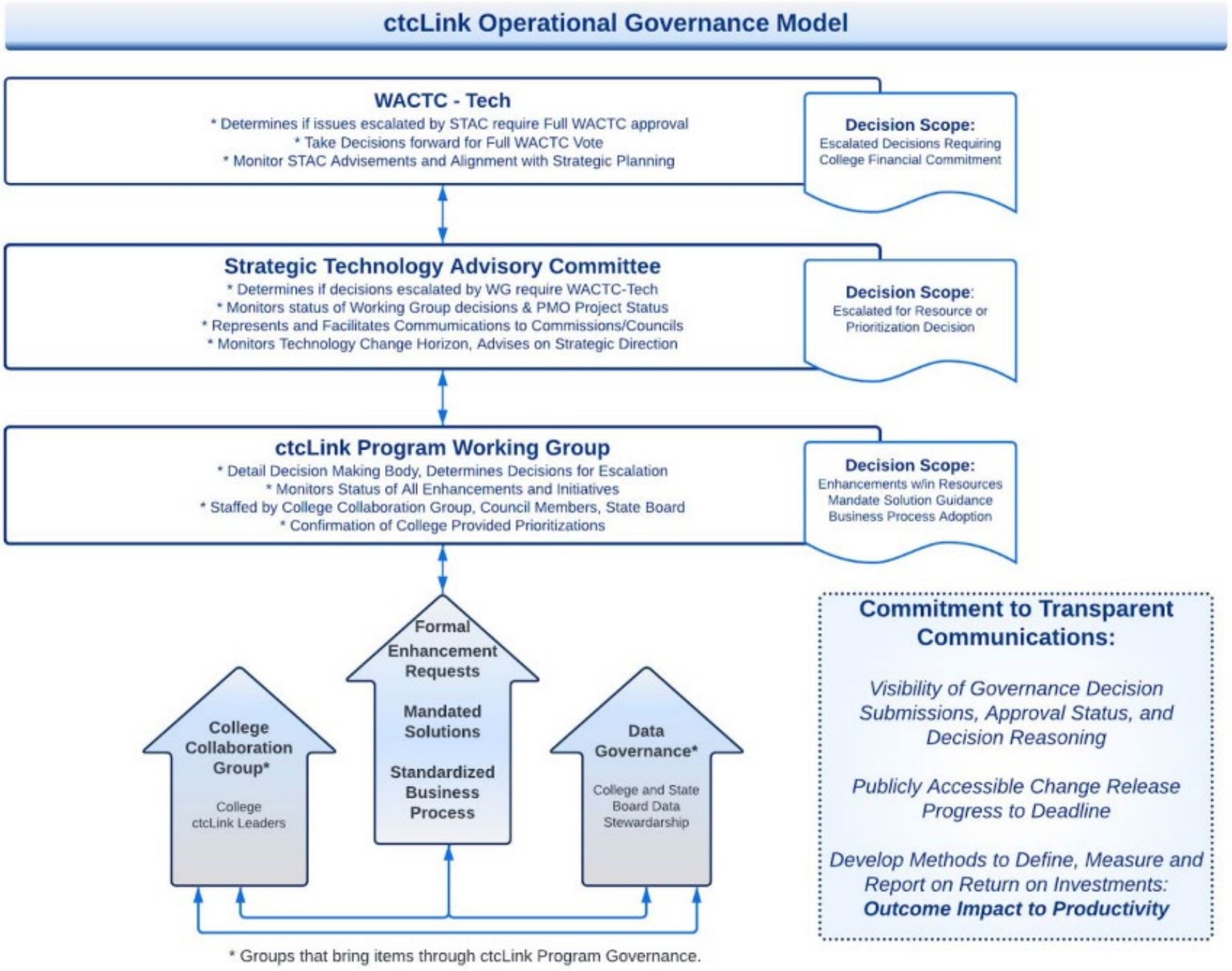
Recommendations for Future Projects

- Assess the needs for additional or add on systems earlier in the project timeline.
- Next year before July 1st hits, copy and roll over open Purchase Requisitions to the new year.
- Host all of the PR creators in a lab to share tricks, tips and procedures.
- We need some broad query and report training for staff members who need access to transactional analysis.
- There is an ongoing need for cross training to effectively help de-silo the campus.
- We need a tabletop exercise to understand the student life cycle.
- Best Practice – develop position-based notebooks (SOPs) for specific tasks.
- Maintain a high touch in person approach when it comes to training.
- With new systems implementations, include a broad-based group (SMEs) to discuss how we use the existing systems to make sure that all of the old functionality is accounted for.
- We need to ensure that the enhancement request processes reflect our campus priorities for continued development.

What's Next?


Continue resolving process issues related to the initial deployment
Participating in project governance
Ongoing Enhancement requests and system modifications
Implementing regular security changes
Developing new operational reporting
Deploying Web Based Legacy Application - August 2023

ctcLink Governance – Going Forward



Commitment to Transparent Communications:

Visibility of Governance Decision Submissions, Approval Status, and Decision Reasoning

Publicly Accessible Change Release Progress to Deadline

Develop Methods to Define, Measure and Report on Return on Investments: ***Outcome Impact to Productivity***

Thank You to The Project Team at CPTC

- Adrien, Jenn (SME-CS)
- Barre, Michelle (SME-CS)
- Beach, Lisa (TL)
- Bills, Kimberly (ML-FIN)
- Boon, Celva (PL-CS)
- Coleman, Mary (SME-FIN)
- Crosby, Kristy (SME-CS)
- Crouchet, Cristeen (SME-CS)
- Dana, Samantha (SME-CS)
- Eschbach, Jenn (ML-CS)
- Fortson, Lisa (PL-CS)
- Goulart, Audrey (BA)
- Gordon Walters (BA)
- Hawkins, Danielle (BA)
- Hoppe, Susan (SME-FIN)
- Ievers, Teresa (ML-HCM)
- Kelly, Dean (PL-CS)
- Lee, Brian (PM)
- Mandt, Kathleen (ML-HCM)
- McKinney, Brenda (SME-CS)
- Mowry, Cindy (PL-CS)
- Murphy, McKenzee (PL-CS)
- Nelson, Valarie (ML-FIN)
- Nuxoll, Brad (PL-IS/IT)
- Nuxoll, Angelique (ML-HCM)
- Nuxoll, Taylor (BA-HCM)
- Ott, Marie (PL-CS)
- Overton, Cindy (ML-CS)
- Perez, Kay (ML-FIN)
- Perkins, Petra (ML-CS)
- Petrov, Tanya (ML-FIN)
- Pieper, Micalah (PL-CS)
- Pollock, Jenna (PL-INS)
- Scanlan, Regina (SME-FIN)
- Songao, Tracey (PL-CS)
- Timmons, Amy (ML-HCM)
- Volk, Jason (BA)
- Walker, Kirk (PL-HCM)
- Wendland, Kate (SME-CS)
- Williams, Jonathen (SME-CS)
- Wolcott, Lisa (PL-FIN)
- Zaffino, Gina (ML-FIN)

Questions?

Thank You

Board of Trustees Meeting
Building 3, Rotunda and via Zoom

Wednesday, June 14, 2023

Study Session: Cancelled
Regular Meeting: 4:01-5:25 p.m.

Regular Meeting Minutes

Call to Order: Chair Phillips called the Board of Trustees Study Session for Clover Park Technical College (CPTC) to order on June 14, 2023, at 4:01 p.m.

Board of Trustees Present:
Jesus Villegas Rivera
Alice Phillips, Chair
Eli Taylor -- remote

College President: Dr. Joyce Loveday

Assistant Attorney General (AAG): Justin Kjolseth -- remote

Excused Absences:
Tong Zhu, Vice Chair
Carol Mitchell

Executive Team:
Dean Kelly, Int. VP, Student Success
Iesha Valencia, Associate VP for Equity, Diversity, and Inclusion
Samantha Dana, Associate VP for Institutional Effectiveness
Dr. Thomas Broxson, VP for Instruction

Adoption of the Agenda
MOTION:
Motion to adopt the agenda, as presented, was made by Trustee Villegas Rivera and seconded by Trustee Taylor. Motion was approved unanimously.

Adoption of Minutes (Tab 1)
MOTION:
Motion to approve the minutes of the Regular Board meeting held on May 10, 2023, as presented, was made by Trustee Villegas Rivera and seconded by Trustee Taylor. Motion was approved unanimously.

President's Report

Student Success Story − Marla Hike
Dr. Loveday introduced Ms. Hike as a current employee of CPTC. Ms. Hike described her history at the college, starting six years ago when she was fleeing abusive marriage with two children. She started at the workforce development office where she was qualified for assistance with tuition, books, and childcare. She also began working through work-study at workforce. Inspired by her experience, she began studying human services. She now has a bachelor's degree and will be working toward a master's degree in social work – major achievements for a first-generation college student. She expressed appreciation for the quality of education, and the support of faculty and staff at CPTC.

Trustee Phillips commended Ms. Hike on the development of her confidence and ability to speak publicly from her beginnings here at CPTC.

2023 Career Conference
Skipped.

Graduation
Dr. Loveday reported on the June 7th commencement, noting that it was a great success thanks to the good work of Jessica Wallack and a crew of volunteers. There were just under 500 students at commencement from a class of 644. Dr. Loveday thanked trustees and all who participated. She made special thanks to Trustee Villegas Rivera for the land acknowledgement he presented at commencement in twulshootseed, the language of the Puyallup tribe, noting this was a first for the college. She also noted that another first was that Trustee Mitchell was able to greet her granddaughter as she crossed the stage to accept her degree.

Miscellaneous
Hiring Processes
The College has hired Cathy Purcella as the new Executive Director of the Clover Park Technical College Foundation – thanks to Samantha Dana, and the Human Resources office.

The processes for hiring a Vice President for Student Success and Vice President for Finance and Administration are nearing completion.

College Reports or Highlights
ASG Report (Tab 2)
Amy Weisbeck provided the ASG report. Highlights from the past month included the following:

- Partnerships: Ms. Weisbeck described the "You Rock" awards, which are available to be awarded to any student, staff, or faculty member. They were created to build a culture of recognition. This year, out of 170 nominations, three awards were given out. Each of the winners received a recognition packet.
- The Nourish mobile food bank is a weekly visitor to campus. It is available to all CPTC community members (students, staff, and faculty). It serves many members of our community. There were 40 families served this week, and 50 last week.
- On May 24 the ASG voted to increase the hourly wage for students paid through ASG funding to $17.00 per hour, matching the current federal work study wage.

ASG Budget Presentation (Tab 3)
Jessica Wallack, Director of Student Life, presented the proposed ASG Budget for 2023-24. The budget was developed from a based that assumed a 9% decrease from current year. After the budget was created, new legislation was passed that will provide additional revenue which will start in the fall. ASG will review budget requests in the new quarter. ASG had been expecting a shortfall and so made some cuts, but was not successful in reducing the budget as much as the anticipated shortfall. As a result, $70,000 will be pulled from reserves. It was felt that there is plenty in reserves to cover this amount, and making further cuts to the budget would reduce important services to students.

Trustee Phillips noted that the budget is largely support to students, acknowledging that using reserves is important. Trustee Villegas Rivera asked about the source of funding and was told that it comes directly from student fees.

Legislative Internship (Tab 4)
Jacob Katz, CPTC student and legislative intern during the last legislative session presented a report on his experiences. He was the one in-person intern in Olympia, the other two working remotely. During his time as a legislative intern, he participated weekly in a legislative strategy round table with SBCTC staff. He also wrote bogs for SBCTC regarding his experiences. He also lobbied directly with legislators, tracked legislation, testified 17 times, and worked with many others on various projects.

He had to overcome his own feelings of being an imposter and appreciates the support he received for being himself in the work. He had little experience with advocacy before coming to CPTC. He fell in love with the work and is planning on getting a bachelor's degree in political science and continue to work in advocacy.

Trustee Phillips commended Mr. Katz on the work he performed acknowledging that her own experience testifying in Olympia was intimidating.

Trustee Taylor asked about legislation to make previously incarcerated individuals eligible for Pell grants. Mr. Katz said that legislation had not passed, but there was good movement in that direction.

Chair's Report
Trustee Phillips reported that graduation was high point in her experience as trustee. She also encouraged trustees to review summer activities at CPTC and participate if they are able.

Board Reports and/or Remarks
Trustee Taylor wished everyone a happy Juneteenth and Pride month.

Trustee Villegas Rivera reported that he had participated in the PCCC meeting and found it a good opportunity to learn what is happening around the county in EDI work.

Public Comments
There were no public Comments

New Business

New Tenure Track Faculty Introductions

Dr. Thomas Broxson introduced the following four faculty members who are just entering the tenure process.

Hana Greer	Nursing	3rd Quarter
Celiana Tupua	Nursing	3rd Quarter
Bruce Callahan	Pilot	3rd Quarter
Eric Stokes	Chemistry	2nd Quarter

Hana Greer started as a CPTC student, graduating in 2016 in practical nursing. She was previously an adjunct faculty member in nursing. She said that working here in nursing education has given her a focus that was previously lacking.

Ciliana Tupua also started as a CPTC student in the NAC and LPN programs. After working in the field, she came back to teach in 2018. She now has an RN and BA, and is working toward a master's degree. While here, she has seen family members come to CPTC and continue to grow.

Bruce Callahan has a military background. He grew up in a very small Oregon town, moved to Nebraska with military where he raised his family, and has now returned back to the pacific northwest.

Eric Stokes is our first full time chem faculty. They previously worked at Green River college as an adjunct professor. They Grew up on Alabama, receiving a bachelor's degree there, and then coming to the University of Washington for their master's degree. The decided to stopped their education at that point as they want to focus on teaching. Working here has been like a dream for them. They work out of the LRC and appreciates the extra support available there to students.

Strategic Plan Approval (Tab 5)

Dr. Joyce Loveday presented the Strategic Plan 2023-2028, which has been developed through a lengthy process including being taken to the board several times.

Motion to approve the Strategic Plan, as presented, was made by Trustee Villegas Rivera and seconded by Trustee Taylor.

Trustee Phillips commented that having served on several boards, this is the best strategic plan that she has reviewed.

The motion was approved unanimously.

Approval of ASG Services and Activities Budget for 2023-24 (Tab 3)

Jessica Wallack presented the Budget for approval. She noted that the budget prioritized student engagement, support, leadership development – and that it is not about pizza and parties. She also noted that the childcare center received more support in the budget this year. She made the argument that using reserves this year is money well spent.

Motion to approve the ASG Services and Activities Budget for 2023-24, as presented, was made by Trustee Villegas Rivera and seconded by Trustee Taylor.

Trustee Phillips commented that it is sad to have to budget for feminine hygiene products and toothbrushes

Motion was approved unanimously.

Approval of Resolution 23-06-108, Extension of 2022-23 Operating Budget (Tab 6)
Trustee Phillips presented the extension of the 2022-23 operating budget. Dr. Loveday commented that the extension is common practice and that details of the new budget for 2023-2024 will be presented to the board when they are available.

Motion to approve the extension of the 2022-23 Operating Budget, was made by Trustee Taylor and seconded by Trustee Villegas Rivera. Motion was approved unanimously.

Election of Officers
Motion to elect Tong Zhu Chair of the Board of Trustees for the term July 1, 2023, through June 30, 2024, was made by Trustee Villegas Rivera and seconded by Trustee Taylor. Motion was approved unanimously.

Motion to elect Jesus Villegas Rivera Vice Chair of the Board of Trustees for the term July1, 2023, through June 30, 2024, was made by Trustee Taylor and seconded by Trustee Phillips. Motion was approved unanimously.

Executive Session
At 5:05 p.m., Chair Phillips stated that, in accordance with RCW 42.30.110, the Board would recess to go into Executive Session for the purpose of reviewing the performance of a public employee.

Chair Phillips reconvened the Regular Meeting at 5:23 p.m.

Action Items as a Result of Executive Session
Motion to renew President Loveday's contract for the period of July1, 2023, through June 30, 2025, and to increase her annual salary to $246,471.80, with cost of living increases as legislated, or voted on by this Board of Trustees, was made by Trustee Taylor and seconded by Trustee Villegas Rivera. Motion was approved unanimously.

Trustee Taylor encouraged Dr. Loveday to continue with professional development.

Trustee Phillips noted that this brings Dr. Loveday to the low end of average for college presidents. She also encouraged continued profess development as well as succession planning.

Trustee Villegas Rivera acknowledged Dr. Loveday's humility and stated that she deserves compensation as passed.

Adjournment
Motion to adjourn the meeting at 5:25 p.m. was made by Trustee Villegas Rivera, and seconded by Trustee Taylor. The motion was approved unanimously.

_____	_____
Dr. Joyce Loveday	**Tong Zhu**
President	**Chair, Board of Trustees**
College District Twenty-Nine	**College District Twenty-Nine**

Tab 3

Clover Park Technical College Board of Trustees Meeting

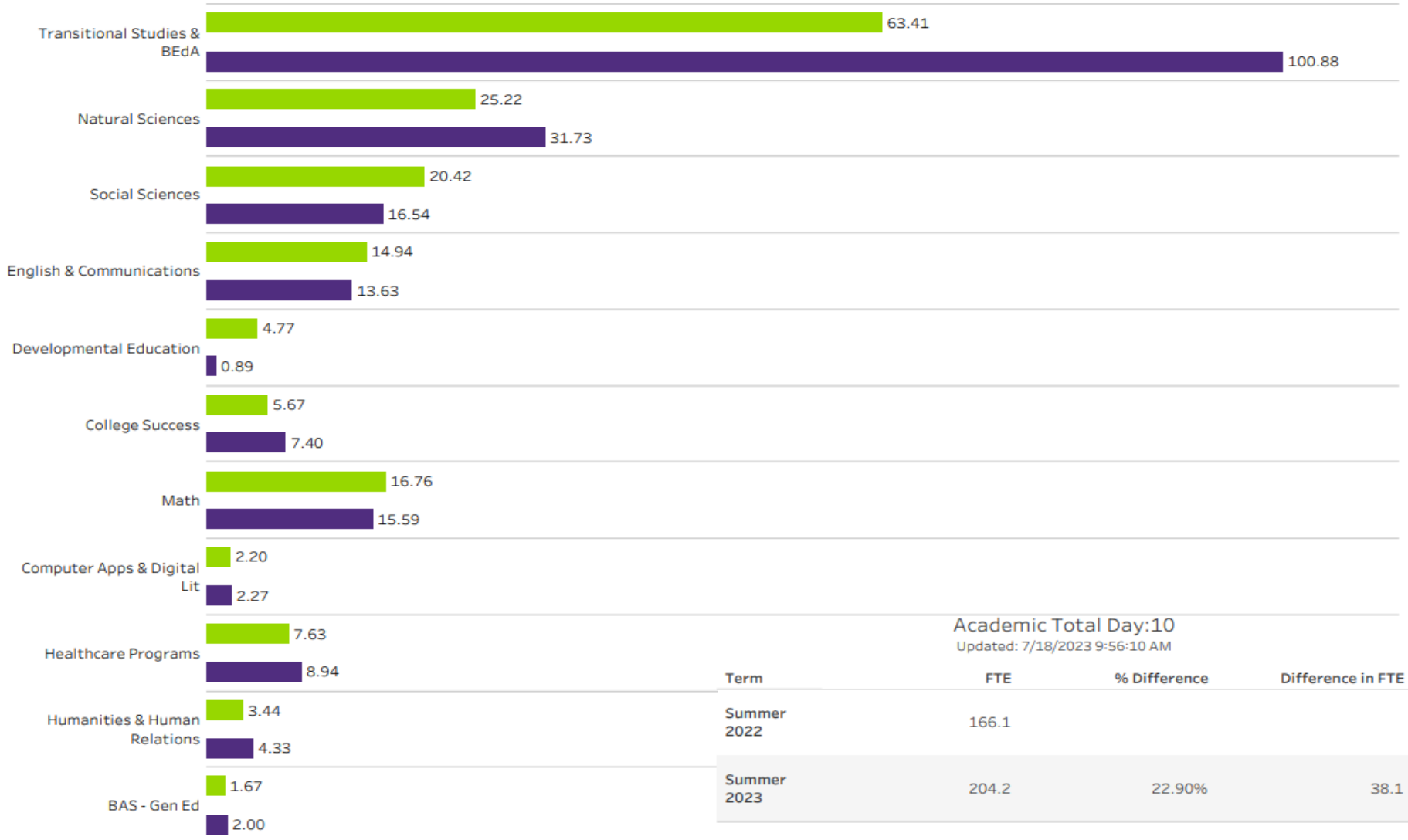
Enrollment Report

Summer 2023

FTE Comparison Spring 2023

FTE Type	Clover Park	System Average
Total Full-Time Equivalents (FTEs)	+3%	+4%
State Funded FTEs	0%	+5%
Contract FTEs	+23%	+2%
Self-Supported FTEs	+103%	+24%
Apprenticeship FTEs	+272%	+22%
BAS FTEs	-11%	+5%
Basic Education for Adults FTEs	+81%	+29%
BFET FTEs	+39%	+17%
eLearning FTEs	+10%	-4%
I-BEST FTEs	-46%	+2%
International FTEs	+29%	+12%
Running Start FTEs	+38%	0%
WorkFirst FTEs	+68%	+38%
Worker Retraining FTEs	+153%	-9%

State Funded FTE Academics & Dev Ed

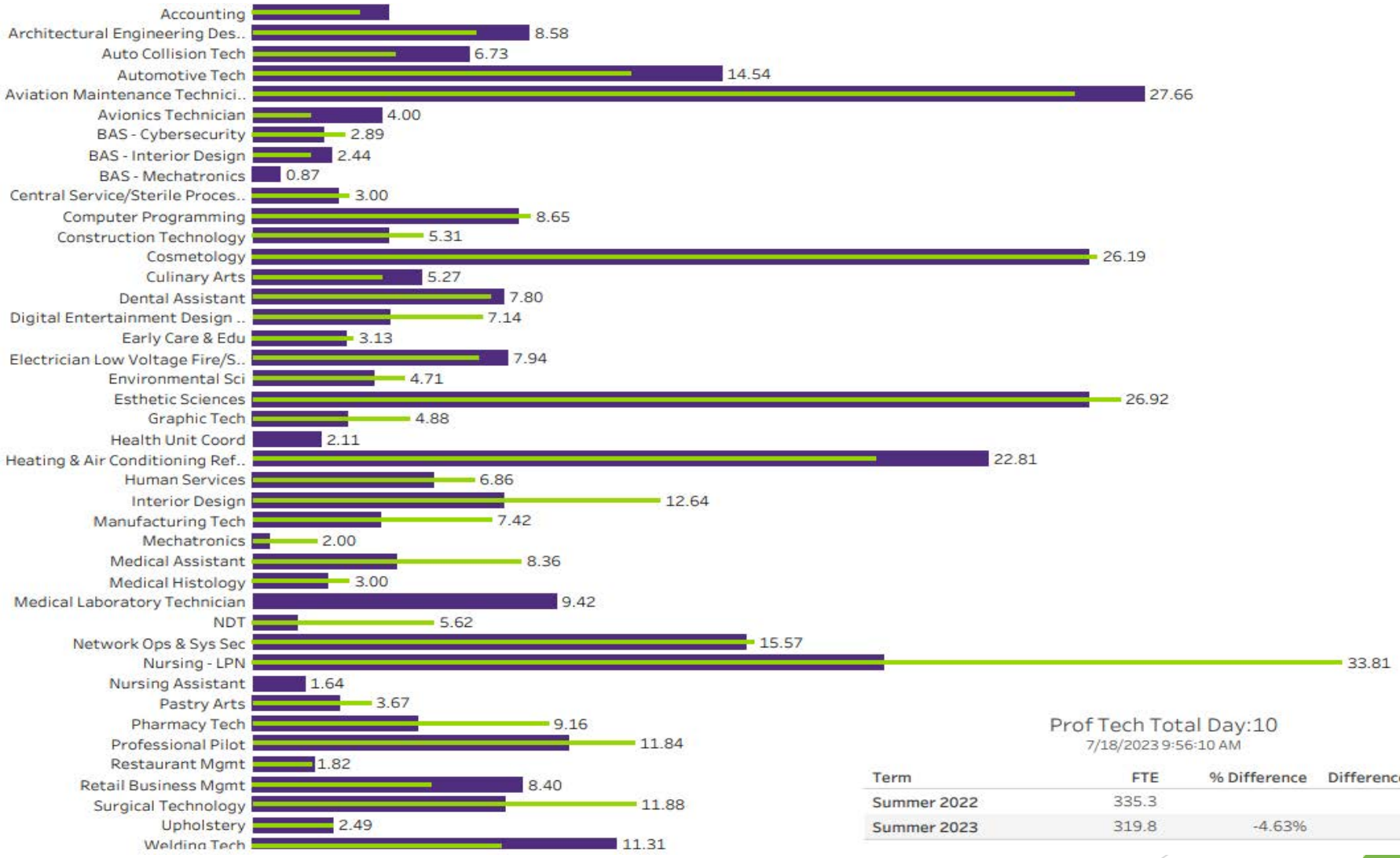


Academic Total Day:10

Updated: 7/18/2023 9:56:10 AM

Term	FTE	% Difference	Difference in FTE
Summer 2022	166.1		
Summer 2023	204.2	22.90%	38.1

State Funded FTE for Tech Programs



Prof Tech Total Day:10

7/18/2023 9:56:10 AM

Term	FTE	% Difference	Difference in FTE
Summer 2022	335.3		
Summer 2023	319.8	-4.63%	-15.5

Program Tree Map

Fall 2023 enrollment efforts

- Expand existing & develop new programs
- Increasing apprenticeship, transitional ed, and ECE
- RELA pilot
- Achieving the Dream community engagement plan

Tab 4

CPTC Free Dental Clinic

Serving Students and Community with Compassion and Care

Our Mission:

To provide urgent dental care to underserved members of the community while enriching learning experiences for students

The Beginning

In fall of 2021 we had our first free clinic with the help of medical teams international. It was then that faculty realized that the need for urgent care was significant and the impact on students was profound.

At the most recent clinic in March 2023, with a collaborative effort with pierce hygiene program faculty and students, we provided care to 38 individuals totaling approximately $8000 in free dental treatment.

Who We Serve

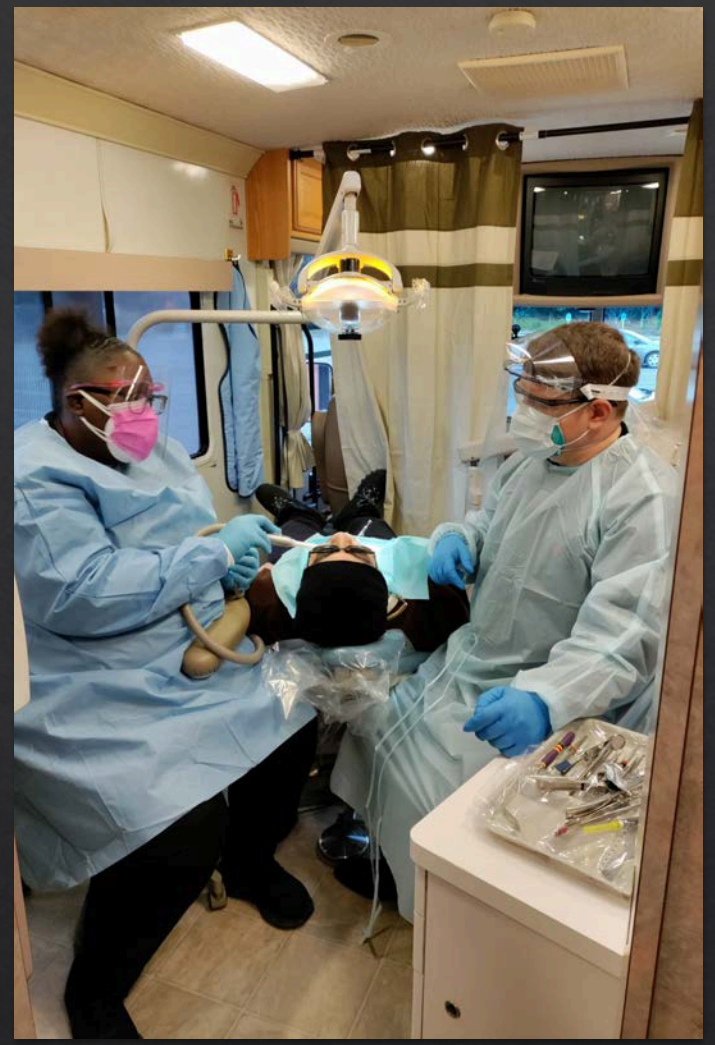
- Last year, 61% of the patients the Free Dental Clinic Program served reported as being part of the BIPOC population and 30% reported as Caucasian.
- In 2021, the US Census Bureau estimated the population of Pierce County was represented by 26.9% BIPOC.
- This illustrates the significant racial inequity in relation to the need for affordable dental services that the CPTC Dental Program is attempting to address.

Our Model for Providing Urgent Dental Care

We will provide urgent care on a first come first serve model.

This will ensure we see those who are motivated to receive treatment and eliminate the opportunity for canceled appointments.

Limiting services to exams, x-rays, fillings and extractions keeps costs low and keeps the clinic free of charge to those that need it most.



The Impact on the Community

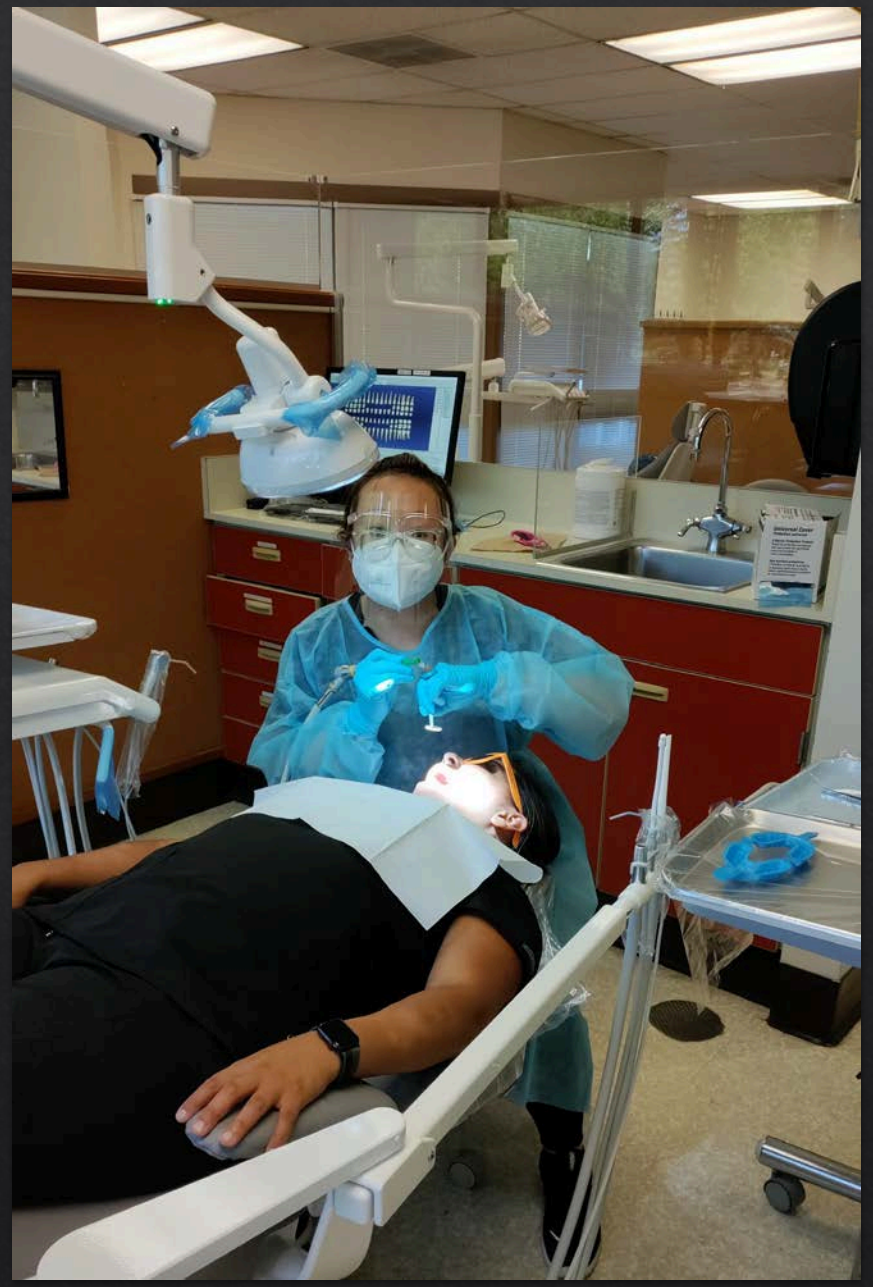
"The Clover Park Free Dental Clinic Program has been a blessing for me. I've been embarrassed about my teeth for years and never could afford to get it taken care of. Now, my confidence is returning, and I feel so much more comfortable applying for jobs. I hope more people find out about this program." (Free Dental Clinic patient, 2022).

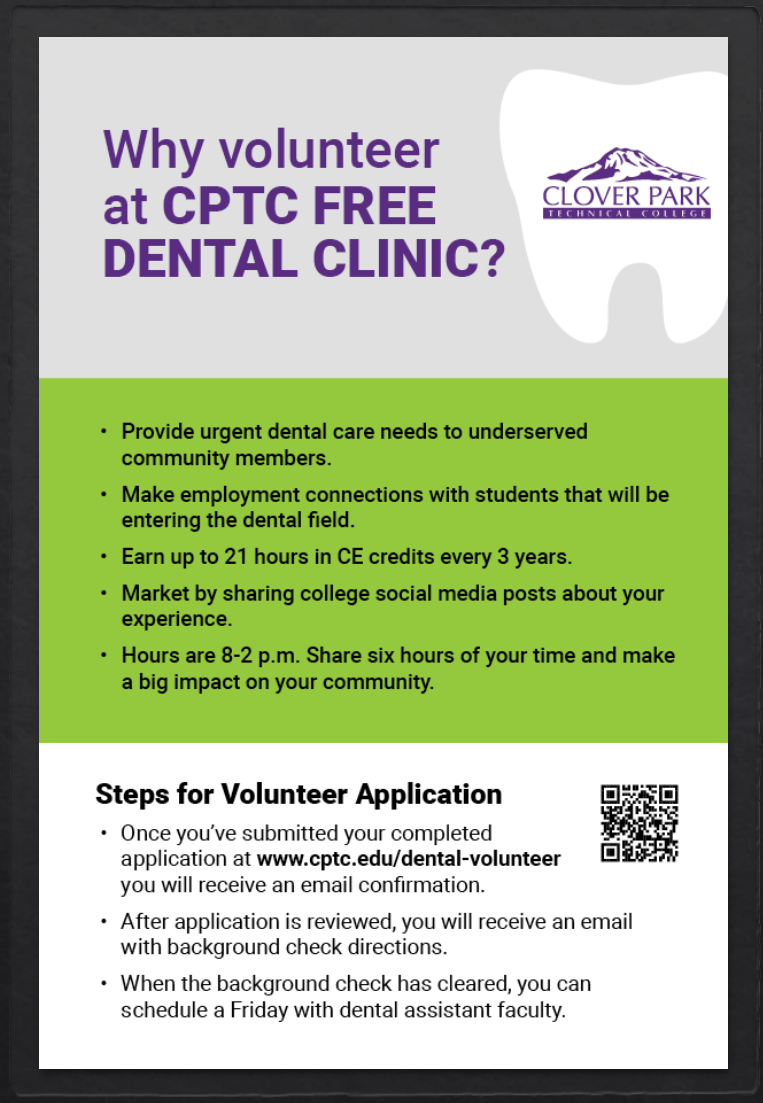
Impact on our Students

- Students within our program will engage in real clinic experiences that will enhance their education and make them more prepared for a successful career in the dental field.
- Other students on campus will have access to care for themselves and their loved ones in a community they are already know and trust.

What's Next for the CPTC Free Dental Clinic

- Present to the CPTC Board of Trustees
- Write a major program change to CODA
- Designate PCDS grant funds for purchase of supplies
- Build volunteer pool (dentists and hygienists)
- Anticipated start date for free clinics is winter 2024
- Future collaborations with dental organizations, non-profits and schools



How You Can Help!!!

- Support the CPTC free dental clinic with a gift to the foundation
- Help us Spread the word to your local dental office to recruit volunteer dentists and hygienists
- Scan the QR code on the card provided on your table
- Follow Clover Park Technical College on social media and share upcoming free dental events