



Board of Trustees Meeting

Virtual, Via Zoom: <https://zoom.us/j/95859404961>

AND in Bldg. 23, Room 118

Wednesday, July 8, 2020

Study Session: CANCELED

Regular Meeting: 4:00-5:35 p.m.

Regular Meeting Agenda

4:00	Call to Order, Introductions	Carol Mitchell	
	Adoption of Agenda	Carol Mitchell	
	<i>Action</i>		
	Approval of the Regular Meeting Minutes of	Carol Mitchell	Tab 1
	June 10, 2020		
	<i>Action</i>		
4:05	President’s Report	Joyce Loveday	
	• Summer Quarter Update		
	• Graduation Celebration		
	• Miscellaneous		
4:20	College Reports or Highlights		
	Core Theme Report – Workforce Preparation	Samantha Dana/ Michelle Hillesland	Tab 2
	Human Resources Report	Kirk Walker	Tab 3
	Student Success Report	Yuko Chartraw	Tab 4
	International Programs		
4:50	Chair’s Report	Carol Mitchell	
4:53	Board Reports and/or Remarks	All	
4:56	Public Comments	Carol Mitchell	

5:00 New Business Carol Mitchell

Approval of Resolution 20-07-100, Condemning Xenophobia and Anti-Asian Bias in the Wake of the Covid-19 Pandemic **Tab 5**

Action

Approval of Resolution 20-07-100, Affirming the CPTC Board’s Commitment to Black Communities **Tab 6**

Action

5:15 Convene Executive Session for approximately 15 minutes for the purpose of reviewing the performance of an individual public employee.

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.

5:30 Action Items as a Result of Executive Session..... Carol Mitchell

5:35 Adjournment Carol Mitchell



**Board of Trustees Meeting
Virtual, Via Zoom**

Wednesday, June 10, 2020

Study Session: CANCELED

Regular Meeting: 4:00-5:50 p.m.

Minutes

Call to Order: Chair Martinez called the Board of Trustees Regular Meeting for Clover Park Technical College (CPTC) to order on June 10, 2020, at 4:02 p.m.

Board of Trustees Present:

Mark Martinez, Chair
Carol Mitchell

Eli Taylor

College President: Dr. Joyce Loveday

Assistant Attorney General (AAG): Justin Kjolseth

Excused Absences: Lua Pritchard, Trustee; Wayne Withrow, Trustee

Executive Team:

Larry Clark, VP, Finance & Administration
Samantha Dana, Int. VP, Strategic Development
Dr. Tawny Dotson, Int. VP, Instruction
Scott Latiolais, VP, Student Success
Shareka Fortier, Exec. Dir., EDI

Adoption of the Agenda

MOTION:

Motion to adopt the agenda, as presented, was made by Trustee Mitchell 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 May 13, 2020, as presented, was made by Trustee Taylor and seconded by Trustee Mitchell. Motion was approved unanimously.

President's Report (Attachment 1)

President Loveday gave the attached report.

Trustee Mitchell acknowledged the work that Ms. Beach and her team are doing. It is a heavy load in addition to their other duties.

Other College Reports or Highlights

ASG Report (Tab 2)

June Nelson offered the attached report.

Chair Martinez thanked the team of Associated Student Government (ASG) officers for their service to the College, students, and Board of Trustees this year. Their role in keeping both the Board and College community apprised of student-funded programs, initiatives, and ASG business is appreciated. Responding to the changing needs of the students this quarter, ASG contributed \$100,000 to students impacted by COVID-19. The committee chairs are:

- June Nelson, Civic Engagement
- Wonda Ernsting, Events and Activities
- Mikayla Johnson, Diversity and Inclusion
- Lauren Mosley, Student Success
- Brendan Simons, Clubs & Organizations

These officers were honored with a small token of appreciation, a clock and plaque, from the Board and College.

CPTC Union Report

Diane Follett, ESL Instructor and Secretary of the Faculty Union, addressed the Board of Trustees. The unions are excited to become part of a standing quarterly agenda. Last summer, union employees on campus were surveyed. While they love working at CPTC for the students, morale is low on campus, which has been exacerbated during COVID-19 with fear for jobs and safety. They ask for collaborative, collective, and democratic decision-making at CPTC and more advocating for CTCs at the state level with the Board and administration. Their slogans this year are Dignity, Equity, and Solidarity, and they would like more public action from CPTC on Black Lives Matter.

Jody Randall, Faculty Union President, advocated for more equity for adjuncts, librarians, and counselors and parity with other colleges in the system. Most important to Faculty are mutual respect and increased shared governance. Morale will increase as working conditions are brought in line with other colleges in the state.

Lili Cutler, Classified Union President, noted classified staff would like to have more of a voice on safety and be more involved in and have more communication filtered through the union. They want to expand the progressiveness of CPTC and expand teleworking for the safety of students and employees.

David Benton, International Union of Operation Engineers (IUOE) President, stated their main concern is the lack of sufficient staffing. They have worked during COVID-19 and have been able to get some much-needed work done with few people on campus. COVID has been stressful for them, as PPE has been difficult to get.

Lisa Fortson, AFT/Professional Technical Union President, said they are working on communication and increased communication with administration. They bargained on transparency, equity, and respect. While they are here for the students, those who work here are people, too. Please take a step back and think about the people helping students.

Trustee Mitchell asked what shared governance and mutually respectful communication would look like. Mr. Randall replied that there would be more communication with and between unions and administration, and the union would have more of a voice. Ms. Follett added that the former shared governance model has been dismantled and a new system has not been created. They would like to see a faculty senate or another governance model.

Chair Martinez commented that he has been a union representative for many years. He understands that communication, shared governance, and mutual respect are important elements. He looks forward to continual dialogue.

Equity, Diversity, and Inclusion Updates (Tab 3)

Ms. Fortier and Ms. Dana presented the attached report on Equity, Diversity, and Inclusion Updates. There were questions following. Trustee Mitchell asked:

1. What training is mandatory for CPTC leadership to take?
Ms. Fortier replied that currently the only mandated training is for College Leadership through the Coaching and Leading with Racial Equity Training. Ms. Fortier noted that President Loveday has committed to mandatory college-wide trainings. As a college, Ms. Fortier is encouraging us to be brave in standing up for equity through action and to “walk the walk.”
2. What is the College doing to help CPTC faculty, staff, and students process current world events? Ms. Fortier responded, in the wake of the senseless killings of unarmed African American brothers/sisters, President Loveday did hold a forum with Black/Brown faculty/staff to hear their voice and vocally express her commitments against racism. The President provided what she can do as an individual and for the College and ensured attendees that we stand in solidarity. Next step – President Loveday will send a video or public-facing message addressing the state of current events.

The Diversity Committee will put out resources for navigating these times and how one can be an effective ally. The message has to come from leadership to make a true change.

Trustee Taylor acknowledged the great work Ms. Fortier is doing. This tragedy has allowed people to reflect and move forward working on systemic issues.

Chair’s Report

Chair Martinez encouraged everyone to exercise their first amendment rights – we have a crisis in the country; let’s make sure we hear the call and do something about it.

Board Reports and/or Remarks

No Board reports or remarks.

Public Comments (Attachment 2)

There were public comments. Kristen Copeland, English/Communication Instructor, read the attached statement and poem concerning Black Lives Matter and the College’s response.

New BusinessNew Tenure Track Faculty Introductions (Tab 4)

Dr. Dotson asked the new tenure-track faculty members to introduce themselves to the Board of Trustees.

Amelia Riojas	Welding Technology	2 nd Quarter
Zachary Smock	Welding Technology	2 nd Quarter
Fung Tran	Nursing LPN	3 rd Quarter

Approval of ASG Service & Activities Budget for 2020-21**MOTION:**

Motion to approve the ASG Service & Activities Budget for 2020-21 as presented, was made by Trustee Taylor and seconded by Trustee Mitchell. Motion was approved unanimously.

Election of Officers**MOTION:**

Motion to elect Eli Taylor to the position of Chair of the Board of Trustees for the term July 1, 2020, to June 30, 2021, was made by Trustee Mitchell and seconded by Trustee Taylor. Motion was approved unanimously.

MOTION:

Motion to elect Carol Mitchell to the position of Vice Chair of the Board of Trustees for the term July 1, 2020, to June 30, 2021, was made by Trustee Taylor and seconded by Trustee Mitchell. Motion was approved unanimously.

Executive Session

At 5:18 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 reviewing the performance of individual public employees and to consider acquisition or sale of real estate.

Chair Martinez reconvened the Regular Meeting at 5:59 p.m. and asked if there were any action items as a result of the Executive Session. There was an action item.

MOTION

Motion to extend the probationary period of tenure probationer Christian Griffin by one quarter, until December 31, 2020, was made by Trustee Taylor and seconded by Trustee Mitchell. Motion was approved unanimously.

Next Meeting

July 8, 2020, details to follow.

Adjournment

Chair Martinez adjourned the Regular Meeting at 6:02 p.m.

Dr. Joyce Loveday
President
College District Twenty-Nine

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

Core Theme Report

Workforce Preparation



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
 - May – Equity
 - July – Workforce Preparation
 - October – Institutional Sustainability



Core Theme: Workforce Preparation

Students will demonstrate the knowledge and skills necessary to access employment in their chosen industry.



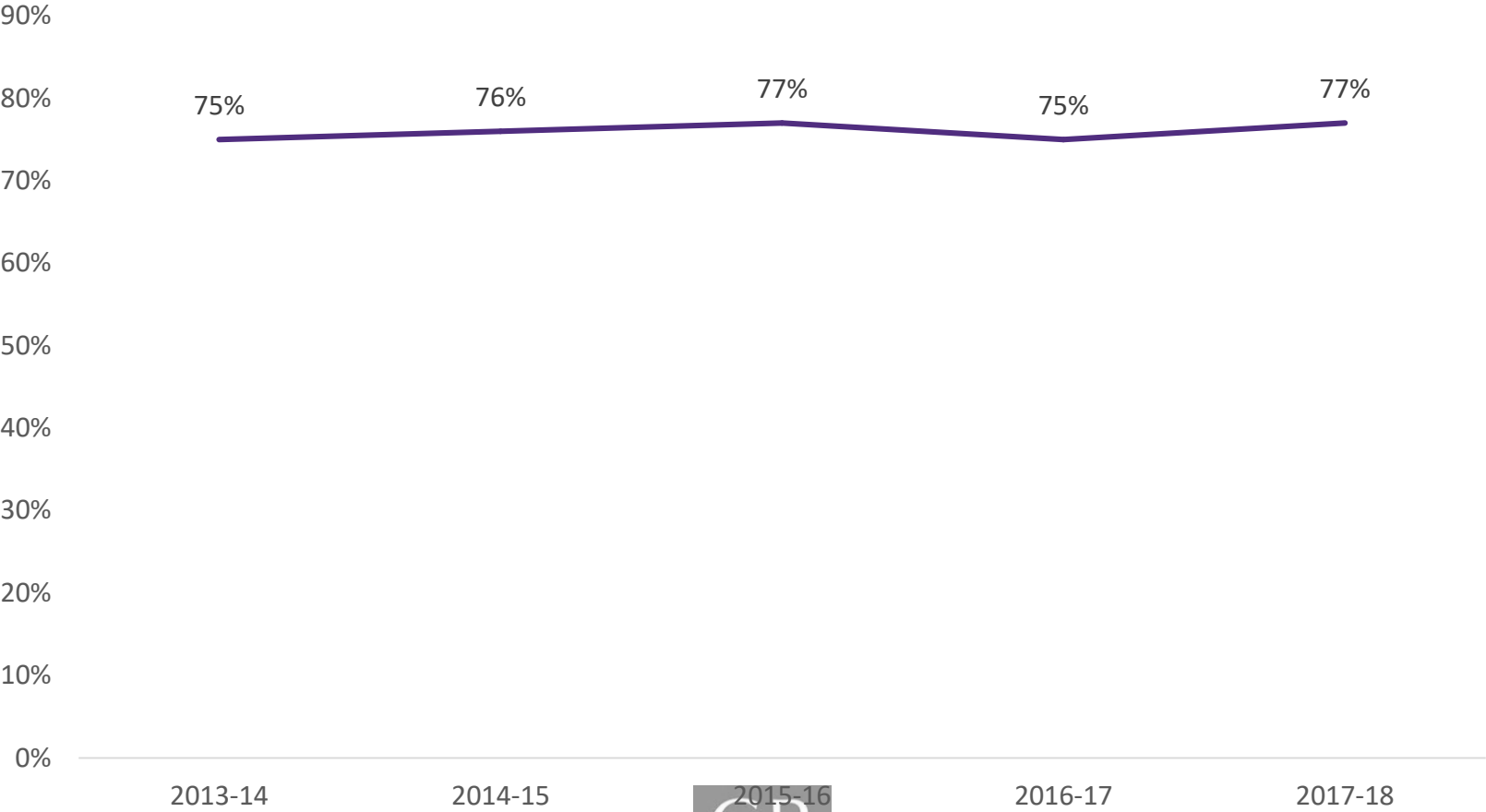
Core Metric: Students demonstrating
proficiency of program learning outcomes

79%

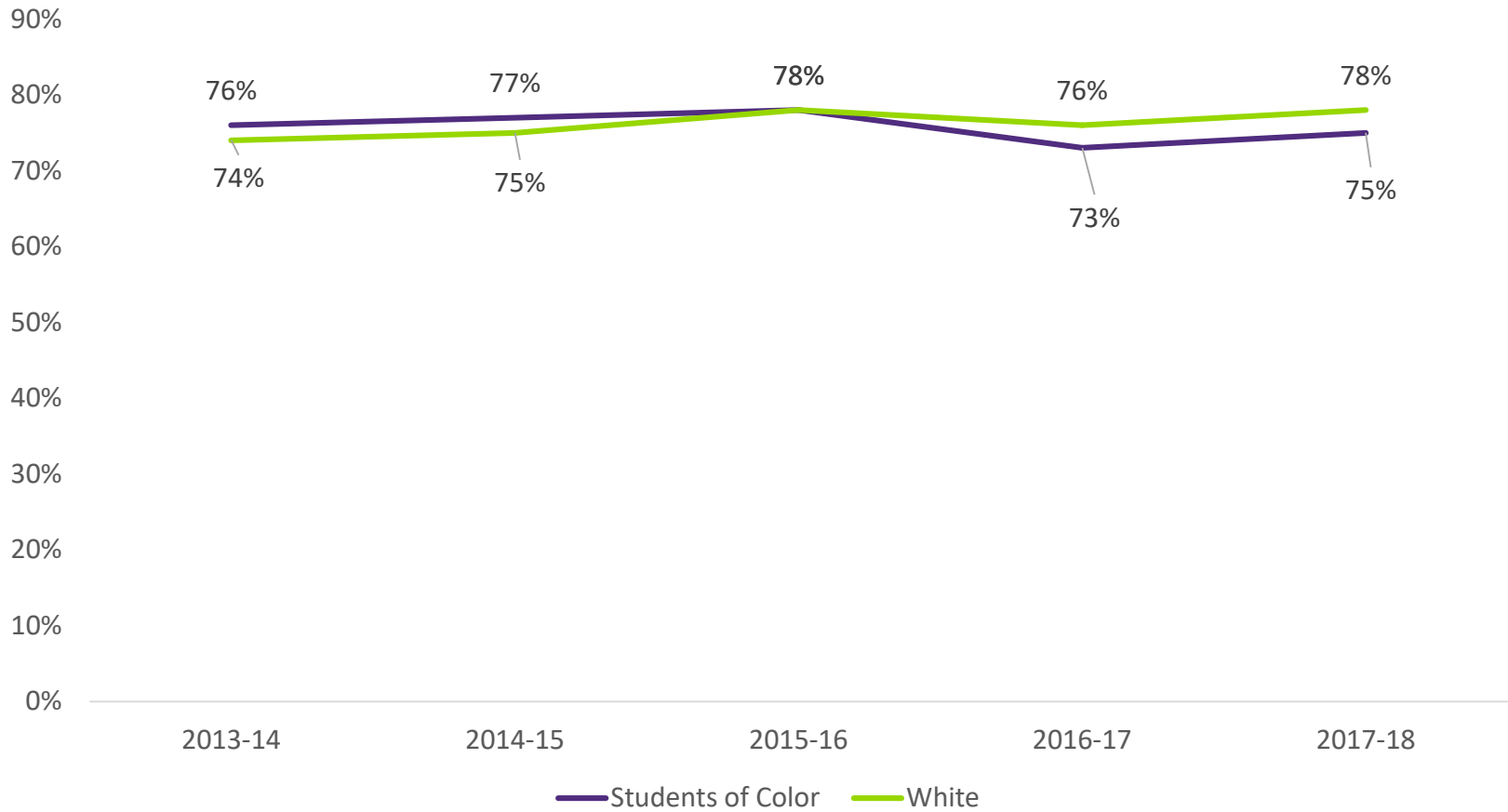
Spring 2020



Core Metric: Students Placed in Employment and/or Further Education



Placement Rate Equity



Core Metric: Students Passing Licensing Exams

89%

2017-2020



CPTC's Human Resources Update



KIRK WALKER
DIRECTOR OF HUMAN RESOURCES

Overview



- Talent acquisition
- Training & development
- Union contract negotiations

Talent Acquisition

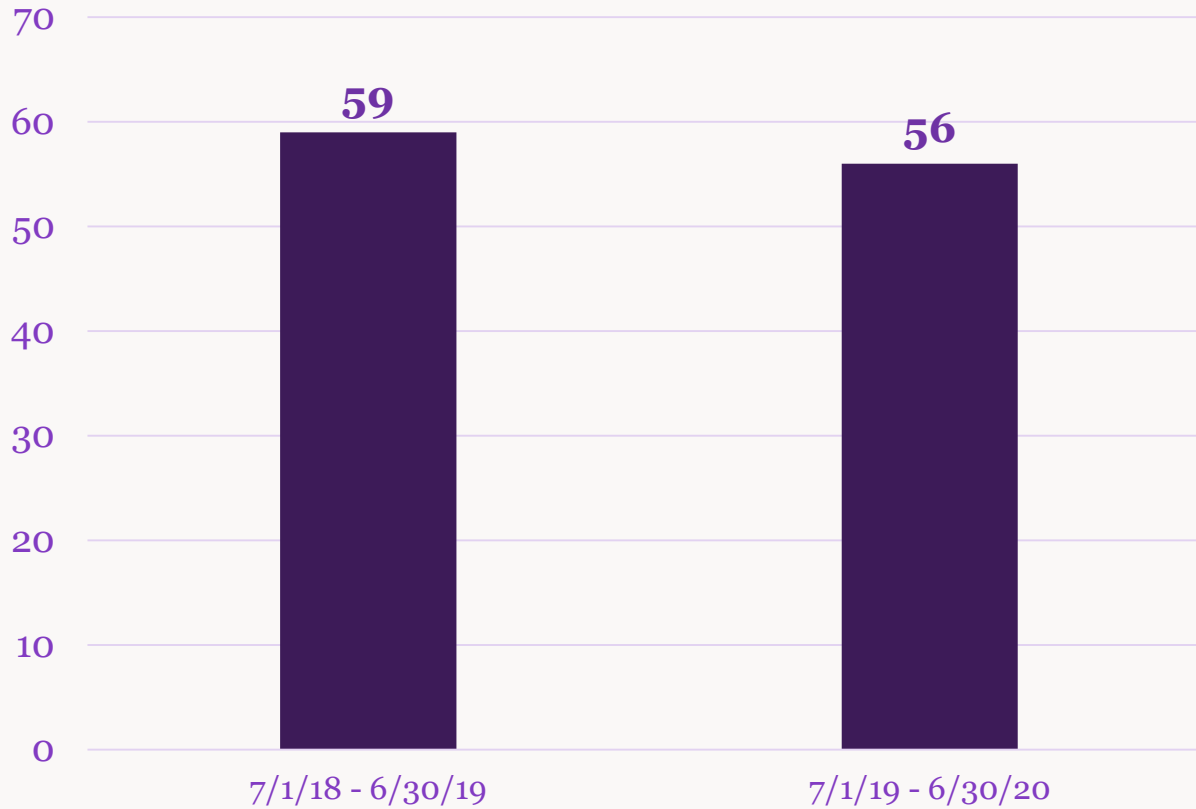


- #1 decision we make at Clover Park is each hiring decision
- Performance based recruitment
- Social media
- Employee engagement
- Open House

Talent Acquisition



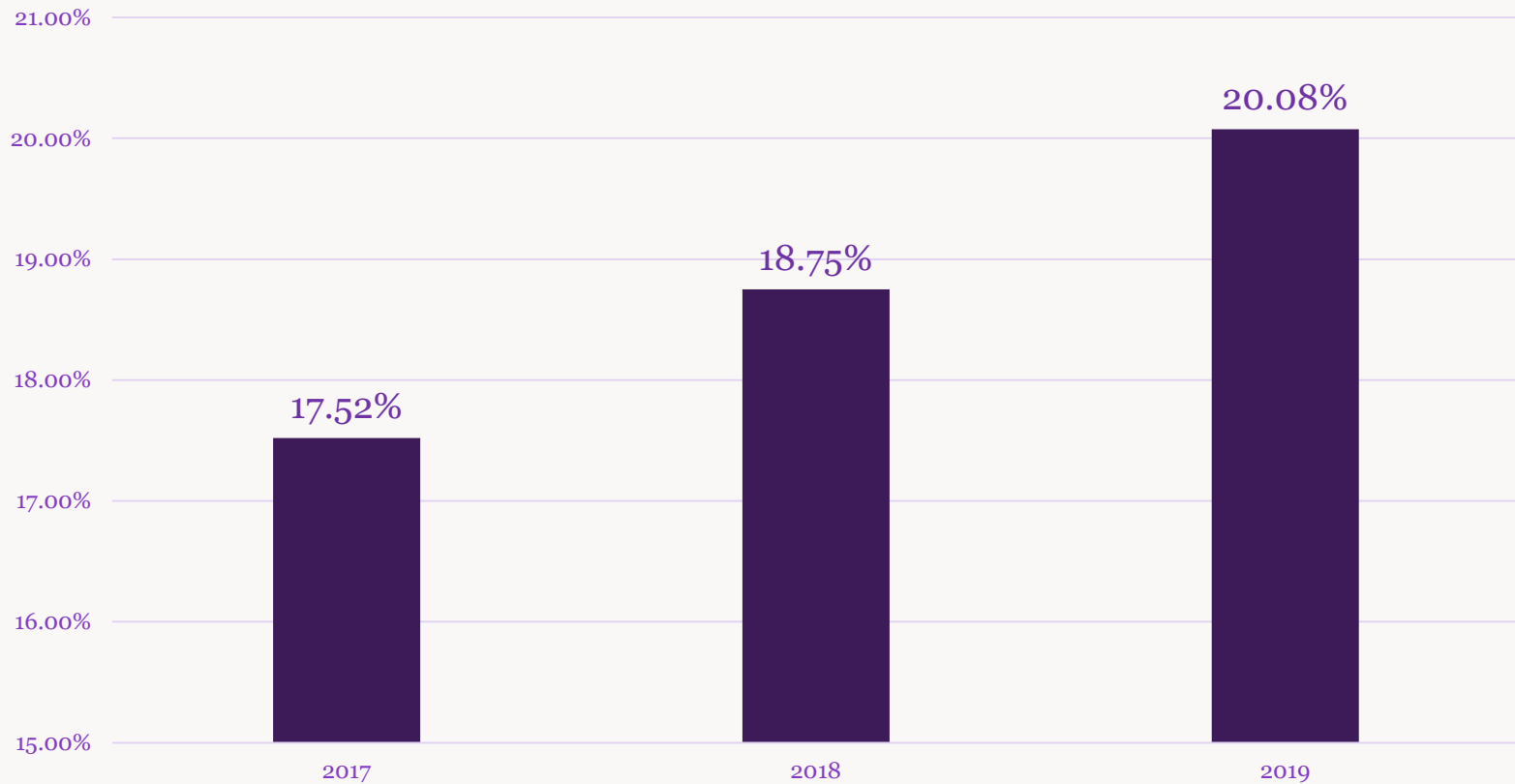
Comparison of Hiring Totals



Talent Acquisition



Diversity of Employees



Training & Development



- Two opportunities for “All”
 - Opening Day
 - ✦ Prior to Fall Quarter annually
 - All Faculty and Staff Professional Development Day
 - ✦ February 14, 2020
 - 2019-2020 Faculty Contract 4 In-service days*
- Work from home trainings
 - SafeColleges
 - Webinars
 - Employee Assistance Programs

*HR/SD support – but led by Instruction

Union Contract Status



- **Faculty: Contract expired June 30, 2020**
 - Negotiations
- **Federation of Classified Employees: Contract extension expired June 30, 2020**
 - Negotiations
- **IUOE: Contract expires August 31, 2021**
- **AFT Professional Staff: Contract expires June 30, 2023**

Questions?



INTERNATIONAL EDUCATION PROGRAMS 2020-2021

Tab 4



INTERNATIONAL STUDENTS AT CPTC

Summer 2019 – Spring 2020

- 35 int'l students studied at CPTC
- **10 Countries of Origin:**

China (18), Vietnam (8), Kenya (2), Germany (1)
Hong Kong (1), India (1), Japan (1), Mexico (1),
Nigeria (1), Thailand (1)

- **Programs of Study:**

AMT (20), LPN (3), Pre-Nursing (4), MLT (2)
Gen Ed (3), NDT (1), Professional Pilot (1),
Architectural Engineering Design (1)

CLASS OF 2020



INT'L STUDENT FTE

FY	Overall FTE	Int'l Student FTE	%
2018-2019	4,253	42	1.00 %
2019-2020	4,054	30	0.75 %

ECONOMIC IMPACTS OF INTERNATIONAL STUDENTS (COMMUNITY COLLEGES IN 2018-2019)

U.S. Economy: \$2.6 billion & 13,970 jobs
((\$41 billion/458,290 jobs overall))

State of WA: \$259.2 million & 1,323 jobs
((\$956.1 billion/8,818 jobs overall))

CPTC: Non-Resident Tuition Revenue from Int'l
Students

FY1920: \$273,556.67 (based on 35 students)

HIGHLIGHTS OF 2019 - 2020

- Created the **Intensive English Program**
- **Agreement signed with Pierce College** to give CPTC int'l students access their residence hall
- Participated in **GSM USA Roadshow**
- Increased & diversified overseas recruiting agents from 12 agents in 9 counties to **19 agents in 11 countries** (Bangladesh, Cambodia, China, India, Indonesia, Japan, Nepal, S. Korea, Taiwan, Thailand & Vietnam)

HIGHLIGHTS OF 2019 - 2020

- **Successfully provided one study tour for Osaka Jikei College in Japan**
(three events postponed due to COVID-19)
- **Successfully co-provided 6th Annual Diversity & International Fair** with Diversity Committee & Student Life.
- **Started the International Student Community (ASG)**

STRATEGIC GOALS FOR 2020-2021

- 1. Maintain Int'l Student Enrollment** at the current level (35 students in 2019 – 2020)
- 2. Increase Retention and Completion** of International Students
- 3. Increase Cross-Cultural Understanding and Appreciation** by Providing Study Tours and Cultural Programming to the Campus Community.

GOAL #1: MAINTAIN INT'L STUDENT ENROLLMENT

1. Maintain Enrollment through Existing and New Partnerships

- **CAFUC (China)** – AMT (since 2009)
New agreement for NDT (Fall 2018)
- **UESTC-CDC (China)** – New Partnership for AMT, NDT, CNISS & Mechatronics (Fall 2018)
- **Dongju College (S. Korea)** – New Partnership for Prof. Pilot, CNISS, Mechatronics, Pastry Arts, EC&E, Nursing, etc.

GOAL #1: MAINTAIN INT'L STUDENT ENROLLMENT

2. Recruit new int'l students through agents in East and Southwest Asia (Cambodia, China, Japan, S. Korea, Taiwan, Thailand, Vietnam, etc.)

- 19 signed agents in 11 countries
- GSM Virtual Agent Fair (July 2020)
- Contact New Agents through GSM Agent Portal

CHALLENGES TO INCREASING ENROLLMENTS

1. COVID-19-Related

- Program cancellations
- Travel restrictions & suspended visa processing

2. Prospective students' Lack of Funding

- 118 inquiries/13 applications/7 enrolled
(Conversion rate: 6.4%)

3. Tighter Visa Restrictions

- A series of presidential proclamations, trade dispute w/ China, etc.

CHALLENGES TO INCREASING ENROLLMENTS

4. Significant Shift in Int'l Student Mobility

- Current political climate, gun violence & crimes in the U.S.
- Emergence of New Destinations (Canada, Australia, New Zealand, Ireland, Asia, etc.)
- Increasing Tuition Cost in U.S. Higher Education
- Expansion of Higher Education Opportunities at Home Countries.

GOAL #2: INCREASE RETENTION & COMPLETION

Retention Rate: 100% (Fall 2018 – Fall 2019)

Completion Rate: 75%

Student Success Week-By-Week Retention Plan

- Early Alert
- Mid-Term Advising/Review of Progress
- Satisfactory Academic Progress
- High-Touch Approach

GOAL #3: INCREASE CROSS-CULTURAL UNDERSTANDING

- **Two Zoom lectures** for Osaka Jikei College in Japan in August (Medical Assistant and Gerontology)
- **Four Osaka Jikei Study Tour Events** (pending COVID-19 situation in 2021)
- **7th Annual Diversity & International Education Fair** with Diversity Committee & Student Life (November 17, 2020, pending COVID-19 situation in fall quarter)

THANK YOU!
QUESTIONS?



**COLLEGE DISTRICT TWENTY-NINE
BOARD OF TRUSTEES**

**RESOLUTION 20-07-100
Condemning Xenophobia and Anti-Asian Bias in the
Wake of the Covid-19 Pandemic**

WHEREAS, Asian and Pacific Islander communities are suffering acts of discrimination and bias due to the COVID-19 pandemic; and

WHEREAS, some national leaders have used divisive and inflammatory rhetoric, referring at times to the COVID-19 virus as the "Chinese virus" and "Kung-Flu"; and

WHEREAS, this behavior and language is harmful and unjust and incites fear and aggression towards Asian and Pacific Islander populations; and

WHEREAS, the pandemic disproportionately impacts people of color and the COVID-19 rate among Native Hawaiian or Other Pacific Islander residents living in Pierce County is 4.8 times higher than the white, non-Hispanic rate; and

WHEREAS, Clover Park Technical College’s student body is 8% Asian and the College has strong relationships with the Civil Aviation Flight University of China and Osaka Jikei Colleges of Japan; and

WHEREAS, the Trustees wish to affirm their commitment to standing against discrimination and racism and intentionally creating an environment that honors the well-being and safety of Asian/Pacific Islander students, employees, and community members; and

WHEREAS, The Clover Park Technical College Board of Trustees has passed and will continue to pass policies and procedures embedding the principles of equity, diversity, and inclusion into the College’s operations;

NOW, THEREFORE, BE IT RESOLVED that the Clover Park Technical College Board of Trustees condemns any racism, aggression, bias, or hatred directed at Asian and Pacific Islander communities in conjunction with, or outside of, the COVID-19 global pandemic. The Board affirms its commitment, and the College’s responsibility, to combat all forms of bias, discrimination, and hate crimes directed at Asian and Pacific Islander communities.

PASSED AND ADOPTED by the Board of Trustees of Clover Park Technical College, state of Washington, on this 8th day of July 2020.

Attested by:

Approved by:

Joyce Loveday, Ph.D.
President
College District Twenty-Nine

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



**COLLEGE DISTRICT TWENTY-NINE
BOARD OF TRUSTEES**

RESOLUTION 20-07-101

Affirming the CPTC Board’s Commitment to Black Communities

WHEREAS, the senseless killings of Black men and women including Manuel Ellis, Ahmaud Arbery, George Floyd, Breonna Taylor, and many others, displays the continued existence of racial inequity and injustices in this country, with deep roots into our policies and systems; and

WHEREAS, as Trustees we are deeply disturbed by the persistent and pervasive structural racism that enables violence against Black communities to continue unchecked; and

WHEREAS, Clover Park Technical College’s student body is 50% students of color, higher than Pierce County, and the College has a duty to prepare for the increasing levels of diversity projected locally, regionally, and nationally; and

WHEREAS, gaps persist in the completion rates between Black and White students at CPTC, in the Washington CTC system, and in the nation’s community and technical colleges; and

WHEREAS, Clover Park Technical College is committed to identifying and eliminating systemic barriers that deny equitable access and impact the success of our Black students and other underrepresented groups; and

WHEREAS, as a board, we adopt and promote guiding policies and principles for the College that expressly include integration of diversity, equity, social justice, and multiculturalism;

NOW, THEREFORE, BE IT RESOLVED that Clover Park Technical College’s Board of Trustees, stands with CPTC in solidarity with the Black community and against all acts of violence, discrimination, and racism. The Board has adopted, and will continue to adopt, policies and procedures that guide the College’s work in providing equitable access and outcomes and expressly include a commitment to equity, diversity, and inclusion.

PASSED AND ADOPTED by the Board of Trustees of Clover Park Technical College, state of Washington, on this 8th day of July 2020.

Attested by:

Approved by:

Joyce Loveday, Ph.D.
President
College District Twenty-Nine

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