



4500 Steilacoom Blvd SW, Lakewood, WA 98499-4004

**Board of Trustees Regular Meeting
Rotunda, Building 3
Wednesday, January 10, 2018
Study Session: 3:00-4:00 p.m.
Regular Meeting: 4:00-5:55 p.m.**

Study Session Agenda

3:00	Call to Order, Introductions	Lua Pritchard	
3:15	Open Public Meetings Act and Public Records Training	Justin Kjolseth	Tab 1
3:45	General Discussion	Lua Pritchard	
4:00	Adjournment	Lua Pritchard	



Regular Agenda

4:00	Call to Order, Flag Salute, Introductions	Lua Pritchard	
	Adoption of Agenda	Lua Pritchard	
	<i>Action</i>		
	Approval of the Regular Meeting Minutes of	Lua Pritchard	Tab 2
	December 13, 2017		
	<i>Action</i>		
4:05	President’s Report	Joyce Loveday	
	<ul style="list-style-type: none"> ● CPTC Student Success Story ● ACT Legislative Winter Conference, January 23-24, Olympia Red Lion ● ACCT National Legislative Summit, February 11-14, Wash, D.C. ● 75th Anniversary Gala – May 19, 2018 ● Honoring Dr. John Walstrum and Andy Fritz ● Miscellaneous Items 		
4:20	College Reports or Highlights		
	<ul style="list-style-type: none"> ● ASG Report..... 	Haley Rye	Tab 3
	<ul style="list-style-type: none"> ● Student Success..... Outreach 	Scott Latiolais	
	<ul style="list-style-type: none"> ● Emergency Planning 	Lisa Beach	Tab 4

- 4:45 Chair’s Report**.....Lua Pritchard
- 4:50 Board Reports and/or Remarks** All
- 4:55 Public Comments**Lua Pritchard
- 5:00 New Business**Lua Pritchard
- 5:05 Executive Session**Lua Pritchard

Convene Executive Session for approximately 45 minutes for the purpose of reviewing the performance of a public employee.

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 Action Items as a Result of Executive Session**.....Lua Pritchard
- 5:55 Adjournment**Lua Pritchard

All Board meetings will be recorded.

*OVERVIEW OF OPEN GOVERNMENT
RESPONSIBILITIES OF BOARD MEMBERS*

Tab 1

January 10, 2018
Justin Kjolseth

Education Division
Attorney General's Office

Open Government Trainings Act

- Every member of the governing body of a public agency must complete OPM training within 90 days of assuming duties or taking oath of office. Thereafter, training required every four years.

--RCW 42.30.205.

OPEN PUBLIC MEETINGS ACT

Legislative Declaration of Purpose – RCW 42.30.010

- Public agencies of this state exist to aid in the conduct of the people's business. Actions are to be taken openly and deliberations conducted openly. They must remain informed so they may retain control over the instruments they have created.
- The people do not yield their sovereignty to the agencies which serve them.
- The people do not give public servants the right to decide what is good for the people to know and what is not good for them to know.

3

OPEN PUBLIC MEETINGS ACT

(RCW 42.30)

- ◆ All meetings of the governing body of a public agency shall be open and public (RCW 42.30.030).
- ◆ Each board of trustees shall follow procedures for open public meetings. Each board shall provide time for public comment. (RCW 28B.50.100).
- ◆ Minutes must be recorded and are open to public inspection (RCW 42.32.030).

4

What is a Governing Body?

"All meetings of a **governing body** of a public agency shall be open and public . . . "

- ◆ Multi-member governing bodies of state and local agencies.
- ◆ Subcommittees, if quorum of board.
- ◆ Subcommittee, if delegated final decision-making authority, conducting hearings, or taking public testimony.
- ◆ Governing Body of Associated Students.

5

What Constitutes a Meeting ?

"All **meetings** of a governing body of a public agency shall be open and public . . . "

- ◆ A meeting is a gathering where "**action**" is taken. Any such meeting must be open.
- ◆ "Action" means "the transaction of the official business of a public agency by a governing body including but not limited to:

6

"ACTION"

- ♦ Public testimony
- ♦ All deliberations
- ♦ Discussions
- ♦ Reviews
- ♦ Evaluations
- ♦ Final action (collective positive or negative decision or final vote by a majority sitting as a body or entity)

7

Travel & Gathering

- "It shall not be a violation of the requirements of this chapter for a majority of the members of a governing body to travel together or gather for the purposes other than a regular meeting or special meeting...PROVIDED, That they take no action as defined by this chapter." RCW 42.30.070

8

GIVING NOTICE: REGULAR MEETINGS

- ◆ Recurring meetings of the public body.
- ◆ Colleges must adopt regular scheduled meetings by rule in the Washington Administrative Code (WAC). All state agencies, including colleges, file yearly prior to January 1st with Code Reviser.
- ◆ No agenda requirement.
- ◆ 20 day notice to change date of regular meeting

9

GIVING NOTICE: SPECIAL MEETINGS

- ◆ Final action limited to agenda items
- ◆ Written notice must be given to:
 - ◆ Each member of governing body
 - ◆ Each media entity which has requested notice
 - ◆ Posted on College website
- ◆ Delivered at least 24 hours in advance
- ◆ Must specify:
 - ◆ Time
 - ◆ Place
 - ◆ Business to be transacted (agenda).

10

EXECUTIVE SESSIONS

Are authorized for limited, specific topics listed, including:

- ◆ Receive and evaluate complaints or charges against a public officer or employee
- ◆ Review performance of a public employee
- ◆ Evaluate qualifications of a job applicant
- ◆ Meet with legal counsel concerning reasonably anticipated litigation and legal risks
- ◆ Consider site selection, acquisition, or sale price of real estate*
- ◆ Quasi-judicial actions (exempt)
- ◆ Collective bargaining strategy (exempt)

RCW 42.30.110; 140

11

Action to Hire

- “[W]hen a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;”
- RCW 42.30.110(g).

12

Public Attendance

- A public agency can't place conditions on public to attend meeting subject to OPMA:
 - For proceedings governed by OPMA, cannot require people to register their names or other information, complete a questionnaire, or otherwise fulfill any condition precedent to attendance
~ RCW 42.30.040
- Reasonable rules of conduct can be set. Can remove disruptive individuals. If meeting is disrupted can clear room or adjourn to another place and reconvene.
- Cameras and tape recorders are permitted unless disruptive
~ AGO 1998 No. 15

13

Going into Executive Session

- "... [T]he presiding officer of a governing body shall publicly announce the purpose for excluding the public from the meeting and the time when the executive session will be concluded."
(RCW 42.30.110(2))

14

Penalties for Violating Open Public Meetings Act

- Personal civil liability (\$500/\$1000 penalty)
- Costs and attorneys fees
- Action taken is null and void
- Media attention (of the unfavorable kind)

15

Emails / Texts

- An exchange of emails among board members can constitute a deliberation or discussion, i.e., “action”, and thus, a “meeting” subject to the Open Public Meetings Act.

Wood v. Battle Ground School District (2001).

16

To: Smith From: Jones

After we spoke yesterday, I texted Trustee Doe to give her the gist of the issue. She concurred that we should be united on this.

Any problems presented by this email? Has there been a meeting?

17

PUBLIC RECORDS -- RCW 42.56

- Any writing containing information relating to (a) the conduct of government, or (b) the performance of any governmental or proprietary function
- Prepared, owned, *used*, or retained by any agency
- Writing can be in any media or format

18

Public records definition (cont'd)

- The definition is broad enough to encompass anything prepared for College business or use.
- Includes emails and any other materials you prepare on personal computer, smartphone, tablet, and voice mail to communicate about college business.

19

Public Policy Strongly Favors Disclosure

- The duty to disclose public records is broadly construed. Public policy favors disclosure
- Exemptions are narrowly construed
- Public has right to inspect and seek copies, unless a specific exemption applies.
- College must designate a public records officer, who must receive training.

20

Some Exemptions RCW 42.56.230-480

- Student Education Records under federal law (the Family Educational Rights and Privacy Act, 20 U.S.C. Sec. 1232g)
- Communications protected by the attorney-client privilege
- Private information in employee personnel files/application materials
- Test questions, scoring keys, and other examination data used to administer an academic exam
- Trade secrets
- Preliminary drafts in which policies are formulated

21

PUBLIC RECORDS

- Penalties can range from \$0-\$100 per day per record for improperly withheld records.
- Tip: Compose everything you put in writing even tangentially related to college business as if it will be made public at some point.
- Tip II: Do not use the "Reply All" function on your email.
- Tip III: To extent possible, use College-owned devices. If not possible, keep all college-related emails in one easily identifiable folder.

22

Document Retention

- Documents created or received by Trustees regarding College business are public records
- No public record can legally be destroyed without authorization
- Records retention schedules tell you how long records must be kept
- Transitory records are temporary in nature and are not needed for any official purpose and have no retention value. Examples:
 - Scheduling
 - Greetings
 - Notices
 - Transmittal letters
 - Duplicate copies (but don't assume someone else has kept a copy)
 - Preliminary drafts

23

QUESTIONS?

- OR, COMMENTS??

24



4500 Steilacoom Blvd SW, Lakewood, WA 98499-4004

Board of Trustees Meeting
Rotunda, Building 3
Wednesday, December 13, 2017
No Study Session

Minutes

Call to Order: Chair Pritchard called the Board of Trustees Regular Meeting for Clover Park Technical College (CPTC) to order on December 13, 2017, at 4:00 p.m.

Board of Trustees Present:

Lua Pritchard, Chair
Bruce Lachney
Mark Martinez

Mary Moss
Wayne Withrow

College President: Dr. Joyce Loveday

Assistant Attorney General: Justin Kjolseth

Other Attendees:

Larry Clark, VP, Finance & Admin.
Tawny Dotson, VP, Strategic Development
Mabel Edmonds, VP, Instruction
Scott Latiolais, VP, Student Success
Lisa Beach, Dir., Compliance
Yuko Chartraw, Int'l Educ. Prog. Spec.
Loren Davis, Dir., NWCTHS
Cal Erwin-Svoboda, Dir., Stud. Involvement/
Conf. Center Svcs.
Lisa Fortson, Asst. Dir., Financial Aid
Alex Haley, ASG Clubs Officer
Michelle Hillesland, Dean

Pam Jeter, Int. Dir., Information Technology
Avriana Johnson, Student
Wendy Joseph, Dir., Financial Aid
Dean Kelly, Dir., Advising/Counselling
Claire Korschinowski, Dean
Chris Kroiss, Mgr., Security
Cindy Mowry, Dir., Enrollment Svcs.
Tracy Rose Pennisi, Psychology Inst.
Joylene Perez, Health Unit Coord. Inst.
Tyler Scott, Sr. Creative Comm. Mgr.
Tanya Sorenson, Dean
Cherie Steele, Exec. Asst. to the President
Lisa Wolcott, Dir., Budget & Finance

Adoption of the Agenda

MOTION:

Motion to adopt the agenda as presented was made by Trustee Withrow, seconded by Trustee Martinez. Approved unanimously.

Approval of Minutes (Tab 1)

MOTION:

Motion to approve the minutes of the Regular Board meeting of November 8, 2017, made by Trustee Withrow, seconded by Trustee Lachney. Approved unanimously.

President's Report

Student Success Story

Avriana Johnson is in the Human Services Program. She chose CPTC not only for the excellent academic courses but also for the hands-on training. Ms. Johnson said it has been a life-changing experience in her personal life, values, perspective, and even how she carries herself. Through having a baby during finals and working part-time as a work-study in Financial Aid, she has maintained high academic standards. Her future plans are to enroll in the Bachelors Program for Human Services at Evergreen State College.

PCCC Meeting

The Pierce County Coordinating Council met on Thursday, December 7, for the annual Legislative Breakfast, led by this year's Chair, Trustee Lachney. The purpose is to increase awareness of the work of colleges in the county, share information regarding priorities, and provide an opportunity for legislators to share information with PCCC. Issues:

- The significant impact colleges have faced as a result of the legislature not passing a capital budget.
- The concept that salary increases in the K-12 system as a result of the McCleary decision has/will have the impact of creating disparity between K-12 and higher education.
- There were two student stories, one from TCC, and one from CPTC. Trustee Moss introduced CPTC's speaker, Heather Morgan, who is in the Human Services Program. Ms. Morgan's journey was bumpy, and with help from the Opportunity Grant, work study, and Worker Retraining, she has persevered with a 3.9 GPA.

Holiday House

Holiday House is an annual volunteer committee that has raised money to provide food, toys/gifts, or gift cards to qualified student families for 31 years. On distribution day, families can experience a memorable time when they visit Santa, have some refreshments, and, this year, an activity table was added. Holiday House continues because of the generosity of CPTC's programs, faculty, staff, students, and community contributions. Families assisted this year – 100, number of children who received gift cards – 204.

ACCT National Legislative Summit February 11-14, 2018, in Washington, D.C.

President Loveday will accompany one Trustee to this annual meeting. Trustees were asked to let Ms. Steele know if they are interested in attending.

Annual Trustee Retreat, January 19, 2018, 8:15 a.m.-4:00 p.m., Building 23, Room 212

At the Annual Trustee Retreat, Trustees and the Executive Team will review results in the areas identified in 2016 as priorities – Enrollment, Retention/Completion, and Employment, and align future goals with strategic goals.

Miscellaneous

- On December 7, the faculty bargaining unit and College leadership signed the Faculty Collective Bargaining Agreement for CPTC. This agreement places value on developing teaching and learning for CPTC by adding in-service dates and creating an increment system that honors this professional development. It also lowers the number of teaching days for faculty members and rewards faculty serving in Program Chair positions.

- The Student Council attended the 2017 Legislative Academy, hosted by the Council of Unions and Student Programs, and focused on advocacy and legislative processes to prepare for the legislative session.
- CPTC's 75th Anniversary Gala will be held on Saturday, May 19. The goals are to raise \$75,000 for student emergency grants and to celebrate the history of our College.

College Reports or Highlights

ASG Report (Tab 2)

Alex Haley, Clubs Officer for Student Council, presented the attached report. She thanked President Loveday for being so supportive of ASG and other student events.

Guided Pathways (Tab 3)

VP Dotson and Mr. Kelly presented the attached update on Guided Pathways (GP). The grant application was due October 30, and the College was notified soon after that CPTC was invited to the second round, which was an interview process. CPTC was one of nine finalists, and a team of six people were interviewed on November 28. The SBCTC and College Spark has made a recommendation for funding of five colleges, and the vote will occur on January 13.

Trustee Moss commented there was discussion about GP at the PCCC meeting and asked if CPTC could benefit from Pierce College's experience. Ms. Dotson said yes, and the PIO's will invite some of the legislators interested in GP to talk more in-depth.

Trustee Lachney wanted assurance that with any curriculum redesign there will be discussion with credentialing bodies concerning Certificate Programs and Degrees. Ms. Dotson noted that curriculum design will have specific sections that build on the next section to get a student to an exit point.

Student Retention Initiatives (Tab 4)

VP Latiolais talked about the new 3-Year Retention Plan. Trustee Lachney is excited to see group registration and wonders if it will translate into retention. He encouraged VP Latiolais to bring forward data to identify those impediments and then relate how we can overcome those impediments. VP Latiolais thinks the metrics are key, measurements have to be in concert with the learning outcomes, and look at the data on a quarter-to-quarter basis. When impediments are narrowed down with some good data, Trustee Lachney would like programs created utilizing the software we have, so it becomes more of an ingrained culture between what the students see and what faculty see.

Chair's Report

None

Board Reports and/or Remarks

Trustee Moss attended the Foundation Board meeting and reported the Foundation had a good audit report. Also, the 75th Anniversary Gala is scheduled for May 19, 2018, and Trustee Moss challenged Trustees to attend.

Trustee Lachney attended the PCCC Annual Legislative Breakfast. He led a discussion on the effect the Hirst Decision has had on the state's Capital Budget. He thanked VP Clark and his team for providing budget information.

Public Comments

None

New Business

None

Executive Session

At 4:59 p.m., Chair Pritchard stated that, in accordance with RCW 42.30.110, the Board would recess to go into Executive Session for approximately 30 minutes for the purpose of reviewing, evaluating, and interviewing faculty probationers for tenure award.

Chair Pritchard reconvened the Regular Meeting at 5:22 p.m. and asked if there were any action items as a result of Executive Session. There were.

Trustee Martinez moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Tenure Review Committee and the President, grant tenure to Joylene Perez at Clover Park Technical College, seconded by Trustee Withrow. No discussion. Approved unanimously.

Next Meeting

January 10, 2018, at the Lakewood campus.

Adjournment

Chair Pritchard adjourned the Regular Meeting at 5:23 p.m.

Dr. Joyce Loveday
President
College District Twenty-Nine

Lua Pritchard
Chair, Board of Trustees
College District Twenty-Nine



Associated Student Government January 2018 Monthly Report

Highlights

The Office of Student Involvement hosted their annual Winter WonderFeast celebration on December 7. Student leaders participated in festive activities, honored graduating students, shared highlights from the quarter, looked ahead to winter quarter, and acknowledged the contributions of the following staff members for their service and support of the Associated Student Government (ASG): Gina Zaffino, Scott Latiolais, Michele Jones, Sheli Sledge, Deidra Norgaard, Dr. Loveday, and Bradley Nuxol.

Increasing Student Advocacy

Since presenting the 2017-2018 Student Priorities Paper to the college community in early fall quarter, the Student Council has been working on action items in each of the six areas. Student leaders will gather in January to revisit action items and develop a plan for the remaining six months. Student Council members will attend the one-day Community & Technical College Legislative Advocacy Day at the State Capital on January 25, sponsored by the Council for Unions and Student Programs. The Student Legislative Action Committee will be hosting a calling campaign aimed at securing appointments on January 25 with elected officials from Districts 25, 28, & 29. Plans are being made for a student representative to participate with the college administration and trustees in CPTC's Legislative Day on Monday, January 29.

Shared Governance

In the spirit of shared governance, Student Council would like to formally invite you to attend an upcoming meeting this quarter. All meetings are from 12:00-2:00 p.m. in Building 23, Room 215, unless otherwise noted. Meeting dates are as follows: January 8 & 22, February 5 & 21, and March 5 & 19. To get on the agenda, please email Haley Rye, ASG Vice President at asg.vpofstudentcouncil@cptc.edu.

The Office of Student Involvement has been hard at work hiring a total of eleven (11) positions to fill openings with the Campus Activities Board, Peer Ambassadors, and student committee representatives.

Partnership Highlights

CPTC will host their first ever "Student Success Social" on Wednesday, January 24 from 3-4 p.m. in the conference center. The social is designed to recognize the accomplishments and milestones that students are making toward completing their academic goals based on the following pre-determined milestones: 15-credits, 45-credits, passing a Math 100 or English 100 level class. Students are eligible to be recognized the quarter after achieving the pre-determined milestone. As of mid-January, there were 606 students that were eligible to attend this first success social.

By the Numbers:

- 165** New Student Orientation Attendees
- 330** De-Stress Week Participants
- 100** Students participated in Holiday House

Upcoming Events:

- Jumanji Movie Day**, January 13
Regal Cinemas in Lakewood, TBD
- Bowling Night at Bowlero**, January 19
Bowlero from 5:00-7:00 p.m.
- Music Showcase Danelle Hayes**, January 23
Building 23 from 11:00 a.m.-12:30 p.m.

Tab 4

Emergency Management

Board of Trustees Meeting
January 10, 2018

CLOVER PARK
TECHNICAL COLLEGE

Past	Present
<ul style="list-style-type: none">▶ Fire Alarms▶ Flip Charts▶ Drills	<ul style="list-style-type: none">▶ Robust Committee▶ CPTCWarn▶ Website Information▶ Blue Light Phones▶ Training

Future

- ▶ NIMS/FEMA training for executive staff and IC staff
- ▶ Upgraded equipment and supplies for the EOC
- ▶ Emergency Operations Plan
- ▶ Revamped All Hazard Committee
- ▶ Completion of the phone notification system
- ▶ Additional camera coverage
- ▶ Increased focus on staff training