



4500 Steilacoom Blvd SW, Lakewood, WA 98499-4004

**Board of Trustees Regular Meeting**  
**Rotunda, Building 3**  
**Tuesday, June 13, 2018**  
Study Session Cancelled  
Regular Meeting: 4:00-5:00 p.m.

**Agenda**

- 4:00 Call to Order, Flag Salute, Introductions.....**Lua Pritchard
- Adoption of Agenda .....**Lua Pritchard  
*Action*
- Approval of the Regular Meeting Minutes of.....**Lua Pritchard **Tab 1**  
**May 16, 2018**  
*Action*
- 4:05 President’s Report .....** Joyce Loveday
- Student Success Speaker
  - 75<sup>th</sup> Anniversary Gala
  - Student Awards Ceremony
  - 2018 Graduation Update
  - Miscellaneous
- 4:20 Other College Reports or Highlights:**
- ASG Report.....Haley Rye **Tab 2**
  - ASG 2018-19 Proposed S&A Budget .....Cal Erwin-Svoboda **Tab 3**
  - Foundation Update.....Matt Lane/Melissa Missal **Tab 4**
  - Budget Update .....Larry Clark/Lisa Wolcott
- 4:50 Chair’s Report.....**Lua Pritchard
- 4:55 Board Reports and/or Remarks .....** All
- 5:00 Public Comments .....**Lua Pritchard

**5:05 New Business** .....Lua Pritchard

**Approval of ASG Services & Activities Budget for 2018-19** **Tab 3**  
*Action*

**Approval of Resolution 18-06-94, Extension of 2017-18 Operating Budget** **Tab 5**  
*Action*

**Election of Officers**

Positions of Board Chair and Vice Chair –

For the term of one year, July 1, 2018 – June 30, 2019

*Action*

**5:20 Executive Session** .....Lua Pritchard

**Convene Executive Session for approximately 15 minutes to discuss 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.

**5:35 Action Items as a Result of Executive Session**.....Lua Pritchard

**5:40 Adjournment** .....Lua Pritchard

*All Board meetings will be recorded.*



4500 Steilacoom Blvd SW, Lakewood, WA 98499-4004

Board of Trustees Meeting  
Rotunda, Building 3  
Wednesday, May 16, 2018  
Study Session CANCELLED

### Minutes

**Call to Order:** Vice Chair Withrow called the Board of Trustees Meeting for Clover Park Technical College (CPTC) to order on May 16, 2018, at 3:58 p.m.

**Board of Trustees Present:**

Wayne Withrow, Vice Chair  
Bruce Lachney

Mary Moss

**College President:** Dr. Joyce Loveday

**Assistant Attorney General:** Justin Kjolseth

**Excused Absences:** Lua Pritchard, Chair, Board of Trustees; Mark Martinez, Trustee

**Other Attendees:**

Larry Clark, VP, Finance & Admin.  
Tawny Dotson, VP, Strategic Devel.  
Scott Latiolais, VP, Student Success  
Lisa Beach, Dir., Compliance  
Loree Chiaro, Cosmetology Inst.  
Kenneth Conner, Student Speaker  
Kristin Copeland, Comm./English Inst.  
Loren Davis, Dir., NWCTHS  
Myra Griffin, Dir., Nursing Prog.  
Pamela Jeter, Int. Dir., IT  
John Kaniss, Dir., Facilities Services  
Claire Korschinowski, Dean  
Christian Kroiss, Mgr., Security

Cindy Mowry, Dir., Enrollment Svcs.  
Alison Pau, Mgr., Student Engagement  
Vince Pecchia, Chief Inst. Leadership  
Off., Puyallup SD  
Jami Roberts, Cosmetology Cadet Inst.  
Haley Rye, ASG President  
Cherie Steele, Exec. Asst. to the President  
Maija Thiel, CTE Dir., Puyallup SD  
Dominic Viola, Coord., Stud. Leadership  
& Involvement  
Kirk Walker, Dir., Human Resources  
Dr. Tim Yeomans, Supt., Puyallup SD

**Adoption of the Agenda**

**MOTION:**

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

**Approval of Minutes (Tab 1)**

**MOTION:**

Motion to approve the minutes of the Regular Board meeting of April 11, 2018, made by Trustee Moss, seconded by Trustee Lachney. Approved unanimously.

### **CPTC/Puyallup School District Partnership – Express Connect**

Mr. Latiolais reported that Clover Park Technical College (CPTC) and the Puyallup School District (PSD) are entering a partnership – Express Connect. The program shall consist of several collaborative initiatives designed to support access to post-secondary education at CPTC for PSD students. Dr. Yeomans said they have been looking for a partner to have industry-aligned programs, the direct entry and priority registration are great ways to get high school students enrolled in college quickly, and they won't be as likely to stop out. The draft memorandum will be presented at the May School Board meeting.

### **President's Report**

#### Student Success Story

Kenneth Tyrome Conner is in the Mechatronics and began in spring 2017 after being discharged from the military. He wasn't sure what he wanted to do, came to an information session, and enrolled. He likes working with his hands and being challenged. They don't just learn from books, they learn how to integrate two systems to work together, how to wire it and make it work, and the experience is invaluable. He eventually wants to work in Robotics.

#### CTC Leadership Development Assoc. Special Meeting/My Role

President Loveday has agreed to serve on the Leadership Development Association and looks forward to being a catalyst for making sure the college community is award of the professional development it provides.

#### Career Conference 2018

The 17<sup>th</sup> Annual Career Conference, organized and led by Janet Holm, was a success. 2,000 high school students from 63 high schools participated. The car show was a hit, as usual. And 34 students applied to CPTC in the new Welcome Center that day.

#### ACT 2018 Spring Convention

Trustees Moss and Withrow and President Loveday attended the WA Association of College Trustees (ACT) Spring Conference in Vancouver, WA. The keynote speaker, Joe Piscatella, presented "Overcoming Barriers to Good Health." He had heart bypass surgery at 32 and is the longest living survivor at 73 after a bypass. He noted, "If you don't take time for your health today, you will take time for your illness tomorrow."

Another session was on "Campus Safety and Security: Current Trends and Promising Practices." General information was provided, followed by a focus on Trustees role in Campus safety and security.

#### Miscellaneous

- At the Annual Board Retreat in January, Trustees affirmed the use of CPTC's core themes to center Objectives and Key Results (OKRs) around, from a top-down approach. Trustee Lachney and President Loveday met with each vice president in April to begin the process. Since then, CPTC secured a software product to use – GTMHub. The President thanked Trustee Lachney for giving his time and talent to support this work.
- Nursing Program – CPTC will not have a fall start in the RN Program this fall, which will impact approximately 15 students (13 FTE). Changes to the entry process for the program have worked, resulting in NCLEX test rates jumping from 60% to 82%. During this quarter CPTC will:
  - Focus on continuous improvement

- Take proactive measures to assure curriculum alignment meets new nursing commission standards
- Would like to make adjustments to enable LPN students to flow right into the RN Program.

### **College Reports or Highlights**

#### ASG Report (Tab 2)

Haley Rye, ASG President, presented the attached report. Trustee Martinez asked about the math statement. Ms. Dotson responded that as a part of the Guided Pathways initiative, President Loveday has promoted the idea of changing, or eliminating, the math pathway and creating courses where there would be a co-requisite that supports the student and allows them to enter into college-level math immediately.

#### Budget Development Update

Mr. Clark said the FY2018-19 Budget will be ready to present to the Board for approval in late June. Therefore, President Loveday will ask the Board for an Extension of 2017-18 Operating Budget at the June Board meeting. He will also present the use of One-Time Monies in June.

#### FY2017-18 3<sup>rd</sup> Quarter Budget Report (Tab 3)

Mr. Clark presented the FY 2017-18 3<sup>rd</sup> Quarter Budget Report.

#### Strategic Development Division Report (Tab 4)

##### *Employee Training and Professional Development*

Mr. Walker provided the attached report on Employee Training and Professional Development. He has taken UWT's Management Excellence Series and wants to expand training opportunities for faculty staff here.

Trustee Moss asked what the Human Resources Director's role is in handling bullying. Ms. Dotson explained CPTC has policies and procedures for a complaint process but no formal training program for bullying. Mr. Lachney is glad HR is focusing on staff training. Another aspect is to ensure that instructors stay current and HR finds broader ways to expand their expertise base.

### **Chair's Report**

No report.

### **Board Reports and/or Remarks**

#### ACT 2018 Spring Convention

Trustee Moss stated it was one of the better conferences she has attended:

- She took the Legislative Action Committee training, and one suggestion was to have the president and students meet with legislators twice a year, rather than just once.
- Be sure to invite legislators to events, and some are attending CPTC's 75<sup>th</sup> Anniversary Gala this Saturday.
- The CTC system worked hard to maintain the current level of funding for Running Start, and there is a concern a proposal is being discussed to change the method of funding.
- Free tuition will be a topic, again, with legislators in 2019.

Trustee Withrow attended the Chair training, the security training contained good information, and the Awards Ceremony was quite nice.

Trustee Lachney was at a conference in San Francisco with global companies, and almost every company represented noted concerns with the lack of coders - being able to write and understand code and being able to integrate it into new business innovations. It's recommended that CPTC examine the level of programming offered within our programs to assure we are keeping up with changing industry demands.

### **Public Comments**

No public comments.

### **New Business**

Dr. Korschinowski asked the Tenure Committee Chairs to introduce the first-year tenure track faculty.

### **2017-18 Nominations for Chair and Vice Chair Discussion**

Motion to nominate Wayne Withrow for the position of Board Chair for the July 1, 2018 – June 30, 2019 term was made by Trustee Lachney.

### **MOTION:**

Motion to nominate Mark Martinez for the position of Board Vice Chair for the July 1, 2018 – June 30, 2019 term was made by Trustee Lachney.

### **MOTION:**

Motion to accept the slate of nominees for election at the June Board of Trustees meeting was made by Trustee Lachney, seconded by Trustee Moss. Approved unanimously.

### **Executive Session**

No Executive Session.

### **Next Meeting**

June 13, 2018, at the Lakewood campus.

### **Adjournment**

Vice Chair Withrow adjourned the Regular Meeting at 5:40 p.m.

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**Dr. Joyce Loveday**  
**President**  
**College District Twenty-Nine**

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**Wayne Withrow**  
**Vice Chair, Board of Trustees**  
**College District Twenty-Nine**



## Associated Student Government - June 2018

### Highlights

The 6<sup>th</sup> annual Student Awards ceremony was held on June 6. This event celebrated those exemplifying academic excellence and community leadership. There were appetizers, desserts, a photo booth, and entertainment for all to enjoy. Notable winners were Club of the Year (Club Mechatronics), June Stacey Clemons Advocate of the Year (Yuko Chartraw ), VP Awards (Alex Haley & Holly Williams), and President's Award (Heather Morgan). Thanks to all who attended, nominated, and supported this annual event.

### Increasing Student Advocacy

The Services & Activities (S&A) Budget Committee approved an \$896,127 operating budget for the 2018-2019 fiscal year with no additional increase to the student fee. The budget has been reviewed by the college administration and will be presented to the Board on June 13 for approval.

The ASG sustainability committee approved funding for a water bottle refilling station in Building 17. Three stations have been installed on campus by the ASG to date: Building 23, South Hill, & Building 16.

2018-2019 ASG student leaders will participate in summer training, August 9-September 21. A second hiring process will be conducted in July to fill leadership positions that are still vacant.

The ASG wishes a fond farewell to Alison Pau & Dominic Viola (professional staff) who will be leaving us this spring. Thanks for all that you have done for CPTC, students and the Associated Student Government.

### Shared Governance

The ASG is partnering with the college administration to launch a 6-month pilot program with the Washington State Food Truck Association, which will bring regular, rotating food trucks to campus, Monday -Thursday during the academic quarter. The first day is scheduled for July 9. This aligns with our *Student Priorities Paper, Affordable, Accessible and Expanded Food Options*.

Student Council ratified their 2018-2019 Student Priorities on June 4, which represents their highest priorities for advocacy during the upcoming academic year. The issues will be formally shared with the college community in September.

### Partnership Highlight

The ASG partnered with the McGavick Conference Center to purchase a MAMAVA lactation and breast-feeding suite (pictured above) for nursing mothers. The unit was installed two weeks ago in Building 23 and will be used by conference center attendees, college visitors, employees, and students. Mothers should check in at the Event Services Office in Building 23 to get the access code for the unit.

The Student Council is reviewing a proposal submitted by Foundation Fitness that would convert Building 23, Rooms 214 & 215, into a fitness and cardio suite. A decision is expected by June 11. This aligns with our *Student Priorities Paper, Recreation Facility on Campus*.

### By The Numbers

<b>500</b>	Attendees at Spring Fest	<b>731</b>	Unique students attended 63 events in May
<b>1,798</b>	PB&J's distributed since April 2	<b>40</b>	Graduation caps decorated at special event

### Summer Quarter Hours

During summer quarter, the Student Leadership & Services Center will be open 10am-5pm Monday-Friday. On behalf of the ASG, have a wonderful and safe summer and see you in the Fall!

ASTO: Marissa Warren, Vice President of Student Council  
FROM: Services & Activities (S&A) Budget Committee  
RE: Proposed 2018-2019 S&A Budget  
DATE: Monday, April 2, 2018

Tab 3

The student budget committee has unanimously adopted the \$896,127 budget for the 2018-2019 fiscal year (FY) with no increase to the student fee. It is the understanding of the committee that approving this operating budget will ensure that the Associated Student Government and student funded programs can continue to contribute to the campus community and create a campus environment that is engaging, vibrant and actively involves students throughout their academic journey.

### Considerations

- New funding requests approved: ECO, MEC, Game Development, Aviators, League of Extraordinary Plane Doctors, Dental Assisting, Phi Theta Kappa, Student Success Socials and Pax Dev Conference/Seattle.
- The committee is continuing to budget for mandated wage increases through 2020. To maintain 2017-2018 funding levels, student wages will need to increase an additional \$30,000 next FY.
- Allocated \$7,340 to send 20 CPTC students to the PAX Dev Programming Conference in Seattle during the summer quarter; an application process will be managed by the department/professional staff.
- Allocated \$3,450 from the 17-18 Contingency Fund for the winter/spring quarter Student Success Socials.
- The committee has questions about whether or not a printed handbook/planner is important to students and encourages the budget requestor to explore options at electronic alternatives and requirements.
- No mid-year travel requests were allocated to student organizations during the spring budgeting process. Travel occurring November 1- June 30, 2018 will be heard by the student budget committee.
- Recommended the Tutoring Center use unspent FY dollars on the replacement of tutoring center furniture.
- Allocated the Tutoring Center an additional \$5,000 based the anticipated minimum wage increase to \$13.50 in January 2020. The committee hopes the center can use these one-time, additional funds during the upcoming fiscal year on one-time improvements for the center and student success.
- Encouraged the Veterans Resource Center and League of Extraordinary Plane Doctors to consider partnering with the Leadership Luncheon Series to host an industry professional/speaker on campus.
- Encouraged the Nursing Club to consider combining completion ceremonies to cut down on costs associated with each ceremony; during the 2017-2018 FY the club sponsored five (5) ceremonies.
- Could not justify an increase in funding levels for CPTC Autosports since there is not a clear definition between club-sponsored initiatives and instruction-based activities.
- The committee could not justify increases to the funding requests of Cyber Tech, Game Development, CPTC Motorsports based on 2017-2018 accomplishments.

### Decisions

- Approved the \$896,127 operating budget for the 2018-19 FY; an increase of \$49,127 compared to last year.
- Approved funding from the Fund Balance of the Associated Students during the 2018-2019 fiscal year for the creation of the Diversity & Inclusiveness Fund (\$45,000). Budget requestor has been asked to come prepared to a spring quarter Student Council meeting to share how they will operationalize this concept.
- Earmarked \$50,000 for mid-year funding requests and student conference registration and travel.
- Earmarked \$23,384 to establish the "ASG Bright Idea Fund". Budget requestor has been asked to come prepared to a spring quarter Student Council meeting to share how they will operationalize this concept.
- \$35,340 \$25,402 to support thirteen (13) student clubs; an increase of \$2,598 compared to 2017-2018 FY.
- \$130,070 to support eight (8) institutional initiatives and support programs; a \$3,280 increase.
- \$56,224 to fund the Multicultural Affairs program/staff position (name to be established later). College is contributing 36.6% of salary and health/benefits. This is an increase of \$4,300 compared to 2017-18 FY.
- \$220,122 for student wages; an increase of \$9,172 to cover mandated minimum wage increases.
- \$188,122 for Professional Staff salaries/benefits; an increase of \$6,200 to cover COLA salary increases.
- \$81,373 to the Associated Student Government (ASG); increase of \$571 compared to previous FY.
- \$26,400 to the Peer Ambassadors. Increase of \$1,100 compared to previous FY.
- \$46,990 to Office Student Involvement; same funding levels as 2017-2018 FY.
- \$8,092 to Communications and Marketing. Increase of \$1,592 compared to previous FY.

Please let me know how the committee or myself can assist through the duration of this approval process. I can be reached at Clover Park Technical College at [cal.erwin@cptc.edu](mailto:cal.erwin@cptc.edu) or by phone at (253) 589-5644.



## 2018-2019 S&A Proposed Budget

Program/Organization	18-19 Award
<b>Associated Student Government</b>	
Student Council	\$ 5,829
Campus Activities Board	\$ 75,544
Student Wages	\$ 220,132
Communications & Marketing	\$ 9,092
Peer Ambassadors	\$ 26,400
<b>Program Administration</b>	
Office of Student Life	\$ 46,990
Pro-Staff Salaries/Benefits	\$ 188,122
<b>Equity Diversity &amp; Inclusion</b>	
Equity, Diversity & Inclusion	\$ 56,224
<b>Student Clubs &amp; Organizations</b>	
Automotive /CPTC Motorsports	\$ 1,800
Design & Engineering	\$ 2,700
ECO Club	\$ 1,800
Dental Assisting	\$ 1,800
MEC	\$ 2,700
Game Development	\$ 1,800
Aviators	\$ 2,700
League of Ex. Airplane Doctors	\$ 1,800
Phi Theta Kappa	\$ 1,800
Club Cyber Techs	\$ 1,800
Nursing	\$ 3,700
Linux Open Source Users	\$ 1,800
OOPS	\$ 1,800
PAX DEV Conference/Seattle	\$ 7,340
<b>Institutional Support</b>	
College Opening Day	\$ 200
Holiday House	\$ 200
Graduation	\$ 11,000
Hayes Child Development Center	\$ 70,000
Diversity & International Fair	\$ 950
Tutoring Center	\$ 39,700
Veterans Resource Center	\$ 2,520
New Student Orientation	\$ 5,500
<b>Auxiliary Support</b>	
ASG Contingency	\$ 30,000
ASG Travel & Conference	\$ 20,000
ASG Bright Idea Fund	\$ 23,384
Veterans Ceremony	\$ 2,500
Student Handbook/Planner	\$ 8,500
Food Pantry	\$ 6,500
Student Success Socials	\$ 3,500
Student Awards Ceremony	\$ 8,000
<b>Total</b>	<b>\$ 896,127</b>

cc:

Scott Latiolais, Vice President of Student Success

Tab 4



## New Foundation Board President



Melissa Missall

- UPS alum
- Columbia Bank – Vice President, Lakewood Branch Manager
- Foundation Board since 2014





## 75<sup>th</sup> Anniversary Gala – A partnership for our students.



### Gala Gross Dollars Raised

Funds Raised	<b>\$87,897</b>
(Gifts & Pledges - \$84,322 rcvd)	
<b>Costs</b>	
Costs (Shared with College)	<b>\$13,211</b>
Net Profit Overall	<b>\$74,811</b>
<b>Return on Investment</b>	
Attendees	<b>267</b>
Total Revenue	<b>\$82,312</b>

## Foundation Goals

### Obj: Increase student success with annually increase Emergency Assistance Funding.

KR: Increase Emergency Assistance corpus to \$150,000 by 2020. 2017 Value: ~70,000 2018 Goal: \$100,000	Endowment value March 2018: \$93,525.59	
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### Obj: Increase Foundation/institutional excellence support through annual giving.

KR: Increase unrestricted dollars secured annual to achieve a level equal to or greater than \$100,000. 2017 Total: \$67,500 2018 Goal: \$80,000	Unrestricted dollars raised in 2018 (Through May 30, 2018): \$6,439.82	
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KR: Raise (gross) more than \$75,000 at the 75 <sup>th</sup> Anniversary Gala.	Current as of April 4, 2018 total: \$87,897 (\$84,322 in hand)	
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Obj: Increase involvement of and outreach to CPTC Alumni.		
KR: Increase alumni outreach through use of email communications. 2018 Goal: 12 emails (not including Giving Tuesday)	Total communications to alumni as of May 30, 2018: 5	
KR: Increase alumni annual financial support to a level equal to or greater than 100 donors by 2020. 2017 Total: 44 2018 Goal: 65	Total donors as of May 30, 2018: 32	
KR: Expand alumni award to recognize both distinguished (10+ years) and young alumni (>10 years) in 2018.	Work still needs to begin on this goal.	
KR: Provide a minimum of 4 alumni volunteer opportunities annually within CPTC.	Total volunteer opportunities for 2018: 1 (scholarship readers)	

Obj: Increase the involvement of community individuals and businesses within the CPTC family to support workforce preparation.		
KR: 75 <sup>th</sup> Gala attendance exceeds 300 people.	Total attendees: 267	
KR: Conduct 3 house parties hosted by Foundation Board members or College Trustees.	First party scheduled for August 10 <sup>th</sup> at 5:30 p.m.	
KR: Secure \$20,000 in sponsorships for the 75 <sup>th</sup> Anniversary Gala.	Sponsorships total: \$30,575	

## Non-Monetary/Board Development Goals

Obj: Build a culture of philanthropy through example.		
KR: Achieve 100% giving at any level by CPTC Foundation Board, Executive Director, CPTC Board of Trustees, CPTC Executive Team.	Total as of May 30, 2018: 19 of 23	

Obj: Expand Foundation Board membership through recruiting new members.		
KR: Add 3 new Foundation Board Members.	2018 Total as of June: 3	

## Non-Monetary/Board Development Goals

Obj: Develop the Foundation Board's commitment to the Foundation.		
KR: 100% Board attendance at the 75 <sup>th</sup> Gala.	11 of 13.	
KR: 100% of Board members fill one table at the 75 <sup>th</sup> Gala.	7 of 13.	
KR: Board member attendance at Foundation Board meetings exceeds 75%.	Currently at 54% attendance.	
KR: 100% of Foundation Board members give to the Foundation at any level.	May 2018: 13 of 13	

## Non-Monetary/Board Development Goals

Obj: Maintain systems for ongoing monitoring/evaluation of progress in all areas of fund development.

KR: Foundation Board reviews monthly data tracking progress made toward monetary and non-monetary goals.	Established April 2018.	
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## Dates to remember...

- Lakewood Chipotle Restaurant Take-Over: June 29<sup>th</sup> 4-8 p.m.
- Andy Fritz Memorial Trek for Tech: July 28<sup>th</sup>, 9 a.m.
- Annual Giving Campaign August 2018



Questions?



**RESOLUTION 18-06-94**

**Extension of 2017-18 Operating Budget**

**WHEREAS**, the College’s currently-approved operating budget expires on June 30, 2018; and

**WHEREAS**, the 2018-19 Operating Budget has not yet been approved;

**NOW, THEREFORE, BE IT RESOLVED** the Board of Trustees hereby authorizes the College President to continue, until the Clover Park Technical College Board of Trustees has sufficient time to approve a budget, to receive revenues, make expenditures, and otherwise enter into transactions at a rate which overall does not exceed the rates of annual expenditures under the current 2017-18 budget.

**ADOPTED** by the Board of Trustees at its regular meeting June 13, 2018.

**Attested by:**

\_\_\_\_\_  
Dr. Joyce Loveday  
President  
College District Twenty-Nine

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