



Board of Trustees Meeting

Virtual, Via Zoom

Zoom Link: <https://cptc-edu.zoom.us/j/84415277352?pwd=NVDiZkJKDemR2bU5haVp0WGxBdnBydz09>
Passcode: BOTMeeting

Wednesday, December 8, 2021

Study Session: CANCELED
Regular Meeting: 4:00-6:30 p.m.

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
	November 10, 2021		
	<i>Action</i>		
4:05	President’s Report	Joyce Loveday	
	• Student Success Story		
	• Miscellaneous		
4:20	College Reports or Highlights		
	<u>ASG Report</u>	Seenar Nabass	Tab 2
	<u>Institutional Effectiveness Report – CPTC Foundation</u>	Janet Holm	Tab 3
4:35	Chair’s Report	Carol Mitchell	
4:40	Board Reports and/or Remarks	All	
4:45	Public Comments	Carol Mitchell	
4:50	New Business	Carol Mitchell	
	<u>Adoption of the 2022 Board of Trustees Meeting Schedule</u>		Tab 4
	<i>Action</i>		

Convene Executive Session for approximately 90 minutes for the purpose of reviewing, evaluating, and interviewing faculty probationers for tenure award.

4:55 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.

6:25 Action Items as a Result of Executive Session..... Carol Mitchell

Dion Alexander	Mathematics
Thomas Chesnes	Fundamental Skills for Manufacturing and Engineering
Everick Lander	Automotive Technician
Joseph Ortiz	Computer Programming
Karlee Sorensen	Esthetic Sciences

6:30 Adjournment Carol Mitchell



Board of Trustees Meeting

Virtual, Via Zoom

Wednesday, November 10, 2021

Study Session: 3:00-4:00 p.m.

Regular Meeting: 4:00-5:15 p.m.

Study Session Minutes

Call to Order: Vice Chair Phillips called the Board of Trustees Study Session for Clover Park Technical College (CPTC) to order on November 10, 2021, at 3:00 p.m.

Board of Trustees Present:

Alice Phillips, Vice Chair

Lua Pritchard

Mark Martinez

Eli Taylor

College President: Dr. Joyce Loveday

Excused Absences: Carol Mitchell, Board Chair; Justin Kjolseth, Assistant Attorney General

Executive Team:

Dr. Thomas Broxson, VP, Instruction

Dr. Scott Latiolais, VP, Student Success

Samantha Dana, Assoc. VP, Institutional Effectiveness

Lisa Wolcott, Int. VP, Finance & Administration

Invista Performance Solutions

Don Sosnowski, Executive Director, gave an update on Invista Performance Solutions:

- History and Mission of Invista Performance Solutions
 - Invista was created by four colleges – CPTC, Pierce College Fort Steilacoom, and Pierce College Puyallup, and Tacoma Community College to provide corporate training and education programs, delivered through contractual services, for profit, non-profit, tribal agents, and governmental agencies in our communities.
- Diversity of Programming
 - Non-credit training courses
 - Courses in leadership and management, team-building, coaching
 - Technical skills
 - Certifications
 - Credit courses, working in collaboration with partner colleges
- Clients and Successes
 - Since 2011, Invista has served over 150 different clients, and many have been repeat customers

- Financial Data and other Key Metrics
 - Delivered over 23,798 courses
 - 83,000 hours of instruction
 - Granted 4,590 credits to students
 - Served almost 350,000 people (duplicated head count)
 - Over 11 years, brought in \$19 M in revenue, spent \$17.9 M in expenses, and given \$1.3 M back to the colleges
- Grants and State Funding
 - Job Skills Program (JSP) Grant through the State Board for Community and Technical Colleges (SBCTC)
- Collaboration and Relationship with the Colleges
 - President Loveday and Interim VP for Finance Wolcott are among the college leaders who serve on Invista's Board and provide guidance and oversight
 - Employees give referrals to Invista
 - When out in the community, Invista promotes the College's courses and training
 - Share training materials
 - CPTC shares classroom and lab space with Invista

Academic Year in Review – Enrollment Summary (Tab 1)

Ms. Dana presented the attached Enrollment Summary. Discussion followed.

Trustee Taylor likes predictive analytics and asked if there is a way to measure trends or an uptick in enrollment now that some subsidies are going away. Dr. Latiolais responded there is some indication. All prospective students must go through the Welcome Center, and CPTC measures the conversion rate of prospective students who visit the Welcome Center and then enroll. During COVID, some programs had to reduce capacity due to protocols. Dr. Latiolais said these are some indicators to look at that can help to predict what we think enrollment is going to be. He will report back to the Board.

Capital Project Proposal

Mr. Prater informed the Trustees about the College's Project Request Report (PRR), a proposal for a major project for a new building. In August, the SBCTC announced that all colleges were eligible to submit a major project proposal, due in December, which is a short timeline. McGranahan Architects is working with Mr. Prater and the PRR Committee.

Buildings 31, 16, and 14 scored as the worst buildings on campus on the SBCTC's Facilities Conditions score in 2019. Based on all requirements and the scoring system, the decision was made to combine those three buildings into a new building request. The proposal is due to the SBCTC on December 15. If approved, the most likely scenario based on the CTC state funding queue would be to start the design in 2027 and start construction in 2029.

General Discussion

No general discussion.

Adjournment

Vice Chair Phillips adjourned the meeting at 3:59 p.m.

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Regular Meeting Agenda

Call to Order: Vice Chair Phillips called the Board of Trustees Regular Meeting for Clover Park Technical College (CPTC) to order on November 10, 2021, at 4:00 p.m.

Board of Trustees Present:

Carol Mitchell, Chair	Lua Pritchard
Alice Phillips, Vice Chair	Eli Taylor
Mark Martinez	

College President: Dr. Joyce Loveday

Excused Absences: Justin Kjolseth, Assistant Attorney General

Executive Team:

Dr. Thomas Broxson, VP, Instruction
 Dr. Scott Latiolais, VP, Student Success
 Samantha Dana, Assoc. VP, Institutional Effectiveness
 Lisa Wolcott, Int. VP, Finance & Administration

Adoption of the Agenda

MOTION:

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

Approval of Minutes (Tab 2)

MOTION:

Motion to approve the minutes of the Regular Board meeting on October 6, 2021, as presented, was made by Trustee Taylor and seconded by Trustee Martinez. Motion was approved unanimously.

President's Report

Student Success Speaker

Nicholas McKinney was selected as the 2022 Transforming Lives Award Nominee, and Chair Mitchell participated in the process. Mr. McKinney is in the LPN program, he is invited to the Transforming Lives dinner in Olympia on January 24, 2022, his information/story will be included in a publication given to legislators to show the impact of the community and technical college system, and he will receive a \$500 scholarship from the Foundation.

Mr. McKinney said he is the first person on either side of his family to attend college and earn a degree, his goal is to become a Registered Nurse, and he hopes to work with communities who are often neglected. He noted that his advisor, Kemble Bray, helped him along the way and showed him how to balance work and school; and that CPTC is equipped to handle students who have families and jobs.

Accreditation Visit

CPTC had its 7-year comprehensive visit, October 25-27, by a team of five individuals from peer institutions and the Senior Vice President from the Northwest Commission on Colleges and Universities (NWCCU). Institutional accreditation is essential to maintain quality standards and is required to be able to distribute Title IV funding (student financial aid).

It was a thorough review of CPTC's comprehensive report; the team met with Trustees, staff, faculty, and students; and they reviewed records, policies, practices, the website, and college documents. The visit resulted in four commendations and two recommendations. They will not be formal until NWCCU has reviewed the report and issued them as commendations and recommendations, which will occur in January 2022. President Loveday is pleased with the result of the accreditation visit.

The Evaluation Team commends Clover Park Technical College for its:

1. Board of Trustees' active engagement, intentional leadership, and commitment to equity, their students, employees, and local community.
2. Commitment to equity, diversity and inclusion, as evidenced by creation of a new Associate Vice President for Equity, use of equity gap data to address foundational curriculum, infusion of equity through its five college councils, and other activities identified throughout the visit.
3. Rapid response to COVID, in particular with the College's attention to providing in person and remote wrap-around support services, including not limited to the Library, eLearning Lab, Tutoring, Student Life, Chat Box, as well as modifications to facilities and technologies in support of students.
4. Support for professional development and trainings, as evidenced by its new employee onboarding processes, faculty assessment day, annual professional development plans, and opportunities during off-contract periods, among other activities.

The Evaluation Team recommends that Clover Park Technical College:

1. Further refine its collaborative planning and budgeting activities to share and utilize meaningful goals, objectives, and indicators of mission fulfillment (2020 Standard 1.B.2).
2. Continue its work to develop an effective system to assess program-level learning outcomes across all academic programs (2020 Standard 1.C.5).

PCCC Updates

The annual Pierce County Coordinating Council (PCCC) Legislative Breakfast will be held virtually on December 9, from 7:30-9:00 a.m. This is an opportunity to thank legislators for their support, highlight the impact of their funding decisions, share the CTC priorities for the upcoming legislative session, and highlight two student stories.

Miscellaneous

AVP-EDI

Three qualified finalists for the position of Associate Vice President for Equity, Diversity and Inclusion visited campus for a tour and open forums last week. President Loveday hopes to announce a new AVP-EDI soon.

T'wina Nobles Scholarship

President Loveday was pleased to announce that two CPTC students were recognized at the 2021 Empowerment Awards, hosted by the Tacoma Urban League, and awarded the T'wina Nobles Young Professionals Scholarship. They are Kenneth Gainey (Professional Pilot Program) and Maureen Chege (Medical Assistant), and both will receive a \$5,000 scholarship to be split between winter and spring quarters.

Policies

There are two policies for Chair Mitchell to review and sign today, and both have been through the College comment and review process. They are:

- Policy 5.22 – Student E-mail.
- Policy 5.7 – Reasonable Accommodations for Students with Disabilities

Asia Pacific Cultural Center's 25th Year Anniversary Celebration

President Loveday congratulated Trustee Pritchard for an exceptional event celebrating the 25-year anniversary of the Asia Pacific Cultural Center. It was a successful fundraiser for their upcoming building project.

College Reports or Highlights

ASG Report (Tab 3)

Michelle Ryder is the ASG Chair of the Civic Engagement Committee and in her 5th quarter of the Environmental Sciences Program.

Highlights of the month were:

- Two virtual movie weekends
- A virtual 5K – the Great Pumpkin Run
- The Fitness Center opened again
- A voter registration campaign
- ASG partnered with the Pastry Arts Program for National Coming Out Day and distributed rainbow cookies made by Pastry Arts students. They also distributed pride and pronoun buttons and information and resources about LGBT+ History Month.

Core Theme Presentation – Institutional Sustainability (Tab 4)

Ms. Dana provided a Core Theme Presentation – Institutional Sustainability, Tab 4. Discussion and questions followed. Trustee Pritchard asked why CPTC does not have an AANAPISI - Asian American and Native American Pacific Islander-Serving Institution Grant. Ms. Dana explained that the federal definition requires the College to have ten percent students of Asian American, Alaskan Native, or American Indian, and CPTC is at 8.9 percent. Trustee Pritchard replied that if CPTC had an AANAPISI grant, it would be easier for Asian American Pacific Islander students to attend CPTC. Trustee Pritchard asked how many students that translates to. Ms. Dana will check and get back to Trustee Pritchard.

Trustee Pritchard inquired if the College could provide online classes to the Somoan Islands. President Loveday responded that the technical education piece would have to be done there or bring students to CPTC at some point. She will look into the matter.

Trustee Martinez asked what “increasing apprenticeship programs” means, perhaps new standup programs. Dr. Broxton said it is a combination of things. CPTC is working on an electrical and a medical assistant apprenticeship program.

FY 2021-22 1st Quarter Budget Report (Tab 5)

Ms. Wolcott gave the attached FY 2021-22 1st Quarter Budget Report. There were no questions.

Instruction Report – Outcomes Assessment (Tab 6)

Drs. Broxson and Zhang discussed the attached Outcomes Assessment presentation. Thomas Chesnes joined at the end of the presentation to share the faculty perspective. There were no questions.

Chair's Report (Tab 7)

Discuss the 2022 Board of Trustees Meeting Schedule

Trustees discussed the draft schedule, and they decided to hold the February Board meeting on February 16. They will vote on it at the December 8 meeting.

Chair Mitchell was pleased that the NWCCU accreditation team had nice comments about the work going on across campus and individual commitment to equity, diversity and inclusion, led by the Trustees.

Board Reports and/or Remarks

Trustee Martinez announced that he is retiring in December 2021, after 45 years in the construction industry. He will retire from the CPTC Board of Trustees in September 2022, after 13 years of service, and will not be available to attend the August 10 meeting, as he will be hiking the Washington portion of the Pacific Crest trail for 508 miles. He appreciates all the people he has known professionally, especially his adopted CPTC family.

Public Comments

No public comments.

New Business

No new business.

Executive Session

No Executive Session.

Next Meeting

December 8, 2021, details to follow.

Adjournment

MOTION:

Motion to adjourn was made by Trustee Martinez at 5:19 p.m., seconded by Trustee Pritchard. Motion was approved unanimously.

Dr. Joyce Loveday
President
College District Twenty-Nine

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

ASSOCIATED STUDENT GOVERNMENT REPORT

DECEMBER 2021

Tab 2



Highlights
Partnerships
Student
Advocacy





Janet Holm
Executive Director

Tanya Petrov
Foundation Fiscal Accountant



The CPTC Foundation is a 501(c) (3) non-profit that works to raise charitable contributions in support of Clover Park Technical College.

All gifts to the CPTC Foundation are fully tax deductible to the extent allowed by federal law.

The Foundation is guided by a Board of Directors.



The Foundation Board of Directors.

Officers

Joe Lydic – President
Caroline Henry – Secretary
Mary Green- Treasurer
David Harkness – DAL #1
Kathryn Smith – DAL #2

Directors

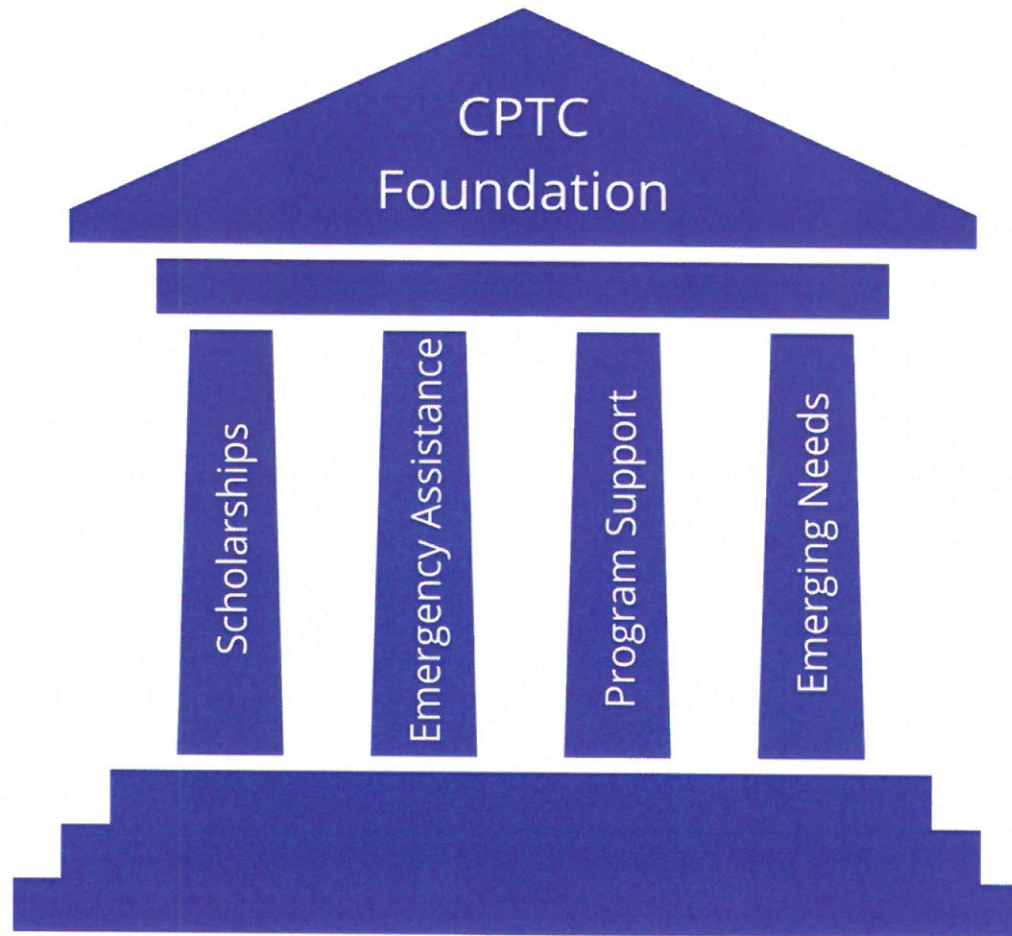
Steve Brewer
Harley Moberg
Alden Bishop
Lucas Holm
Thuli Lushaba

Ex Officio Directors

Dr. Joyce Loveday – CPTC President
Eli Taylor – Trustee Liaison
Sam Dana – Associate VP
Lisa Beach – Interim VP of F&A



The Foundation is able to provide funding for the four pillars we support at the college.



Scholarships

In the 2021/2022 year the Foundation plans to disburse \$102,945 in scholarship funding to students with a total of 140+ awards.



Emergency Assistance

The Student Emergency Assistance Program (SEAP) provides immediate financial relieve for non-academic emergency expenses such as rent, utilities, childcare and medical or transportation emergencies. This fund helps students continue their education .

Funding is supported by CPTC staff, grants and our community partners.

Since January this year we have supported 120 students with \$39,136.00 emergency assistance funding.



Program Support

Donations to Programs

CPTCF is able to accept non-cash donations for our programs. To date we have received \$46,503 of program equipment supporting our programs.

Program Accounts

CPTCF understands the challenges a program may have purchasing items needed for their program. With that in mind we have set up an endowment to support programs in the future, and hold accounts for various programs to access.



Emerging Needs

The CPTC Foundation emerging needs funding provides support to meet the needs of the college. This includes training, faculty and staff development, outreach, marketing and community support. Our 2022 budget supports the college with \$26,300 for these priorities identified by the college.

The ***CPTC Foundation Board of Directors*** ensure that the priorities identified by college and its leadership team are supported and ensures your donation makes the greatest impact in this area.





2021 GOAL SCORECARD

Increase Foundation/institutional excellence support.		
Increase total annual donors to 400 donors 2018: 547 2019: 404 2020: 335	417 as of Sept 29, 2021	
Increase total recurring payroll donors to 128 (10% increase) 2018 Average: 72 2019 Average: 96.25 2020 Average: 116	122 as of Sept 29, 2021	
Raise (gross) > \$65,000 at all Foundation events 2019: \$91,579 2020: \$57,467	\$69,784.95 as of Sept 29, 2021	
Raise (gross) > \$275,000 total dollars in 2021 2018: \$237,811 2019: \$818,973* 2020: \$358,352	\$277,751.96 as of Nov 24, 2021	
Create 2 additional scholarships that will support BIPOC (Black, Indigenous, and People of Color) students attending CPTC	3 as of Nov 24, 2021**	
Increase support to students.		
Secure \$25,000 in grant funding to support students with scholarships and emergency assistance.	\$84,300 as of Sept 29, 2021*	
Build a culture of philanthropy through example.		
Achieve 100% giving at any level by CPTC Foundation Board, CPTC Board of Trustees, CPTC Executive Team.	91.6% (22 of 24) as of Sept 29, 2021	
Expand Foundation Board membership through recruiting new members.		
Develop a Directorship Committee to expand the Foundation Board with 3 new Board Members supporting Diversity efforts of CPTC.	2 of 3 as of November 24, 2021	
Develop the Foundation Board's commitment to the Foundation.		
Board members support, with time, talent, or treasure, for the annual scholarship celebration.	83%(10 of 12) as of Sept 29, 2021	
Board member attendance at Foundation Board meetings exceeds 75%.	62% as of November 24, 2021	
KEY: ACHIEVED GREATER THAN 70% OF GOAL ACHIEVED BETWEEN 30- 69% OF GOAL ACHIEVE BELOW 0-29% OF GOAL		

THE FUTURE DEPENDS
ON WHAT WE DO IN
THE PRESENT.



CLOVER PARK TECHNICAL COLLEGE

FOUNDATION

Empower. Invest. Grow.



Endowments

Our endowments allow CPTC Foundation to provide sustainable support for our students and the college for years to come.

Five new endowments were set up this year to support students in the future:

- The Broxon-White Endowment for Emergency Assistance
- The Wendy Joseph Cares Endowment
- The Jeffrey Lee Davis Scholarship Endowment
- The CPTC Program Support Endowment
- The Mt. Tahoma Alumni Endowment



Investments

- CPTC Foundation Investments have exceeded \$2 million in 2021.
 - Our investments secure the future for our students.
 - We have a total of 40 named endowments.
- **Nakahara CRAT Trust Fund set up in 2003**
 - We were informed of the passing of Hisako Nakahara in June.
 - The remainder of the trust fund will now be moved into the Foundation account.
 - The Foundation Board has designated those funds to be used to:
 - Purchase a new playset for the Hayes Child Center (much needed)
 - Remainder of funds will be placed into a Program Support endowment..





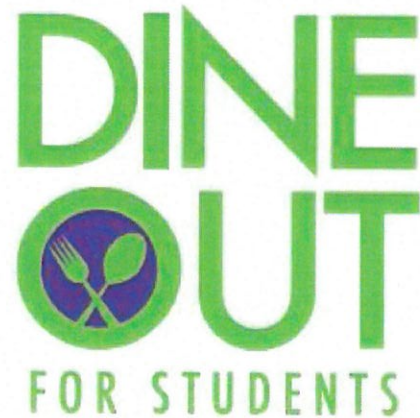
CP
TC

CPTC Alumni Program

7,720



Community Fundraising Events

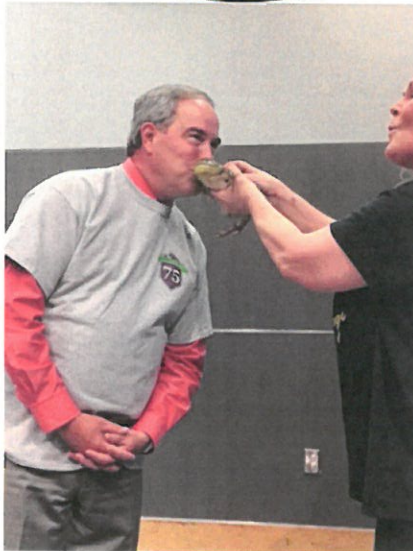
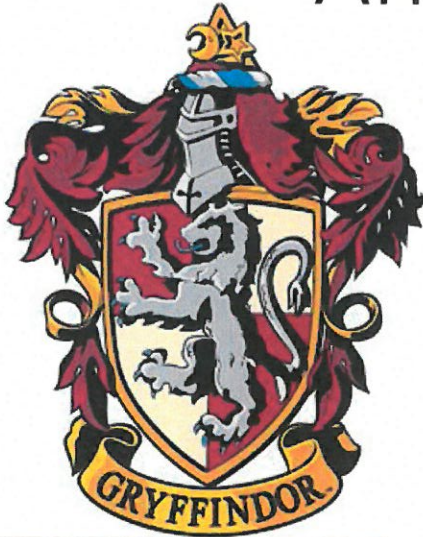


#GIVING
TUESDAY™

Holiday House 
a 30 year CPTC holiday tradition



Annual Giving Campaign



Clover Park Scholarship
Dinner
Saturday May 21st

McGavick Center

Scramble for Students
Golf Tournament
Saturday September 17th

American Lake Golf Course



CLOVER PARK TECHNICAL COLLEGE

FOUNDATION

30TH ANNIVERSARY



Please reach out if you have any questions about the Foundation.

Student emergency assistance applications can be found at:

<https://friendsofclloverpark.org/seap/>

Scholarship Applications for Spring Quarter opens January 3 and closes January 23 - applications can be found at:

<https://friendsofclloverpark.org/cptc-foundation-scholarships/>

Because of YOU we can do SO MUCH MORE!





**District #29
Board of Trustees Meetings**

2022 Meeting Calendar

January 12, 2022	Study Session	3 p.m.	Rotunda, Bldg. 3
	Business Agenda	4 p.m.	Rotunda, Bldg. 3
February 16, 2022	Study Session	3 p.m.	Rotunda, Bldg. 3
	Business Agenda	4 p.m.	Rotunda, Bldg. 3
March 9, 2022	Study Session	3 p.m.	Rotunda, Bldg. 3
	Business Agenda	4 p.m.	Rotunda, Bldg. 3
April 13, 2022	Study Session	3 p.m.	South Hill Campus
	Business Agenda	4 p.m.	South Hill Campus
May 11, 2022	Study Session	3 p.m.	Rotunda, Bldg. 3
	Business Agenda	4 p.m.	Rotunda, Bldg. 3
June 8, 2022	Study Session	3 p.m.	Rotunda, Bldg. 3
	Business Agenda	4 p.m.	Rotunda, Bldg. 3
July 13, 2022	Study Session	3 p.m.	Rotunda, Bldg. 3
	Business Agenda	4 p.m.	Rotunda, Bldg. 3
August 10, 2022	Study Session	3 p.m.	Rotunda, Bldg. 3
	Business Agenda	4 p.m.	Rotunda, Bldg. 3
September 2022	<i>No Meeting</i>		
October 12, 2022	Study Session	3 p.m.	Rotunda, Bldg. 3
	Business Agenda	4 p.m.	Rotunda, Bldg. 3
November 9, 2022	Study Session	3 p.m.	Rotunda, Bldg. 3
	Business Agenda	4 p.m.	Rotunda, Bldg. 3
December 14, 2022	Study Session	3 p.m.	Rotunda, Bldg. 3
	Business Agenda	4 p.m.	Rotunda, Bldg. 3

WA ACT Winter Conference, Olympia, WA
 ACCT National Legislative Summit, Washington, DC
 AACC Annual Convention, New York, NY
 WA ACT Spring Conference, TBD
 CPTC Graduation, Tacoma Dome
 ACCT Leadership Congress, San Diego, CA
 CPTC Board of Trustees Annual Retreat

January 25, 2022
 February 6-9, 2022
 April 30-May 3, 2022
 TBD
 June 16, 2022
 October 26-29, 2022
 TBD