



CLOVER PARK TECHNICAL COLLEGE

District #29

Board of Trustees

Minutes of the Board Meeting

February 3, 2010

Study Session

Call to Order: Chair Weatherby called the Board of Trustees study session to order on February 3, 2010, at 3:09 p.m.

Chair Weatherby asked for introductions.

Board of Trustees and Cabinet:

Shauna Weatherby, Chair

Robert Lenigan

Mark Martinez

Mary Moss

John Walstrum, President

Amy Goings, VP for Operations & College Relations

Linda Schoonmaker, VP for Finance & Budget

Cherie Steele, Executive Assistant

Excused Absences: Bruce Lachney, Trustee

Other Attendees:

Lisa Beach, Administrative Assistant for Finance and Budget

Mary Faircloth, Assessment Center Specialist

Gina Hughes, Technology Technician

Tony Robinson, Guest

Discuss Tenure Review Process/Timeline (Tab 1) (Attachment #1)

In March, there are four faculty members, who are candidates to become tenured. The faculty members demonstrate a level of expertise in their discipline, as measured by a committee, during their first three years at the College. Board of Trustees members will have from March 1-9 to review the candidates' packet, will meet privately with candidates during the Executive Session held in the course of the regularly scheduled Board of Trustees meeting on March 10, have an opportunity to speak with the chairs of the tenure committees, and then vote whether or not the faculty members will be granted tenure.

Washington State University Agreement

The College continues to work with Washington State University (WSU) on an agreement for WSU to operate the radio station after the instructional program closes spring quarter. Under the draft agreement, WSU will operate the radio station and cover station expenses, and CPTC would maintain management of the FCC license. Discussion followed.

Board Self-Evaluation and CEO Evaluation Contracts with ACCT

The Board of Trustees has signed an agreement with the Association for Community and Technical Colleges (ACCT) to develop a CEO evaluation tool and guide the Board through a self-evaluation. Trustees will review the draft questions, along with the president's last

evaluation, and send any changes to the president's office. The ACCT consultant will then produce final evaluation tools.

General Discussion

Trustee Lenigan lobbied in Olympia recently. While there, he learned that a high-speed rail may be coming through Lakewood at the speed of 110 mph and expressed his concern to the legislature. President Walstrum heard a presentation on the issue and said the speed will be lowered to 55 mph through the city. Trustee Moss noted that the Lakewood City Council has not made a decision on the high-speed rail yet, as they also have concerns.

Chair Weatherby adjourned the Study Session at 3:57 p.m.

Regular Meeting Minutes

Call to Order: Chair Weatherby called the Board of Trustees Regular meeting to order on February 3, 2010, at 4:09 p.m.

Board of Trustees and Cabinet:

Shauna Weatherby, Chair	John Walstrum, President
Robert Lenigan	Lori Banaszak, VP for Instruction
Mark Martinez	Amy Goings, VP for Operations and College Relations
Mary Moss	Linda Schoonmaker, VP for Finance & Budget
	Cherie Steele, Executive Assistant

Assistant Attorney General: Terry Ryan

Excused Absences: Bruce Lachney, Trustee; June Stacey-Clemons, VP for Student Services

Other Attendees:

Lisa Beach, Administrative Assistant for Finance and Budget
Andy Bird, Dean for Technology, Engineering, Transportation, and Trades Division
Steven Ellis, Dean for Business, Hospitality, Design, and Personal Services
Mary Faircloth, Assessment Center Specialist
Gina Hughes, Technology Technician
Casey Jamison, Student, Retail Business Marketing/Management
Jennifer Justice, ASG Vice President of Government Affairs
Claire Korschinowski, Student Center Coordinator
Joyce Loveday, Assistant Vice President for Instruction
Debbie Ranniger, Executive Director, Resource Development
Tony Robinson, Guest
Brandon Rogers, Grant Development Coordinator
Marcia Somer, Dean for General Education, Early Learning & Resource Center
Robert Thayer, ASG President
Mathew Williams, Retail Business Marketing/Management Instructor
Paul Winters, Student, Retail Business Marketing/Management

Adoption of the Agenda (Tab 2) (Attachment #2)

MOTION:

Motion to adopt the Agenda as presented made by Mark Martinez, seconded by Robert Lenigan. **Approved** unanimously.

Approval of Minutes (Tab 3) (Attachment #3)

MOTION:

Motion to approve the Minutes of the Regular Meeting of February 3, 2010, made by Robert Lenigan, seconded by Mark Martinez. **Approved** unanimously.

President's Report

Washington State University Agreement

Negotiations continue between the College and WSU for WSU to operate the radio station after the instructional program closes at the end of spring quarter. The draft agreement is being reviewed by attorneys for both colleges and the FCC attorneys. This is a win-win situation, as the radio station is a valuable asset to the College.

Shared Governance Process

Last fall, a team from the Northwest Commission on Colleges and Universities (NWCCU), the College's accrediting body, visited CPTC. The final report included only one recommendation - that the College implement a shared governance plan with greater participation from faculty, staff, and students.

To that end, President Walstrum held a campus-wide forum, and 68 people attended. This is a major change in how the college operates. The first step in the process was to share the definition of shared governance with the College community. The next step will be to develop a team to lead the College toward the goal of a shared governance model in place by the fall of 2010.

Joint Base Lewis-McChord Planning Committee

On February 1, Fort Lewis and McChord Air Force Base merged and became Joint Base Lewis McChord (JBLM). In two years, it is expected there will be approximately 35,000 soldiers based at JBLM, with roughly 1.5 dependents per soldier, and 10,000 civilian employees and contractors.

President Walstrum sits on a panel of education experts, representing organizations than can be impacted by the grand expanse of the base, who will help JBLM with the transition. The other nine areas expected to impacted include housing, economic impact, transportation, plans and policies, public utilities, public safety, health, social services, and quality of life. CPTC has an opportunity to impact what happens at the base in terms of support and services the College can provide, very specifically, training and education services to the soldiers, airmen, and their dependents.

Vice Presidents' Reports

Associated Student Government (ASG) Report (Attachment #5)

Claire Korschinowski, Student Center Coordinator and ASG Advisor, introduced Robert Thayer, ASG President, and Jennifer Justice, ASG Vice President. Mr. Thayer distributed the February ASG flyer, which includes the following information:

- A list of currently active ASG clubs
- The Student Council will hold their February meeting at the South Hill campus

- New furniture is being delivered to the break room at South Hill campus
- It is time to submit requests to ASG for Student Services & Activities funds
- ASG will host a Blood Drive on the Lakewood campus February 23
- ASG sponsored the first “Clover Park Idol” contest

Foundation Report (Tab 4) (Attachment #4)

Dr. Debbie Ranniger, Executive Director of Resource Development, reported that donations were down last year for all non-profits. Due to excellent fiscal responsibility and management of funds:

- The Foundation awarded more scholarships in 2009 than in 2008
- Emergency assistance grants were up 40 percent in 2009
- Holiday House served 269 people in 2009, as opposed to 206 in 2008

Chair Weatherby and Trustee Moss attended the Foundation’s annual retreat luncheon. From the retreat came a vision that the Board of Directors wants to position itself to become a stronger economic engine for the College, recognizing the need that funding deficits will not go away soon. The non-profit 501-C3 status that the Foundation holds gives them a unique ability to raise funds for the College.

Some goals are:

- Stronger fund raising
- More recruiting
- GAP analysis
- Where to recruit
- Develop new revenue streams through endowments and grants
- Stronger internal giving program
- Online giving program
- Develop a legacy program
- Develop an emergency assistance endowment
- Strengthen individual partnerships

Grants are doing well. Just in the last month, the College has received \$410,000 in grant dollars:

- \$152,000 from Aerospace industry for equipment in the Composites Program
- \$50,000 matched by partner donations, because it is high demand
- \$100,000 Department of Energy, in partnership with King County Workforce Development, targeting the College’s pre-apprenticeship program in “green jobs”
- \$148,000 for a Weatherization Program training grant, partnering with Metropolitan Development Council and Pierce County Community Action Agency, to provide energy efficiency training to their workers
- \$10,000 for a Best-Practice Innovation Grant to implement a service-learning project in conjunction with the 50+ Grant

Budget Update (Attachment #6)

There was no further discussion.

Instruction Report (Attachments #7 & 8)

Before Vice President Banaszak introduced Dean Ellis, she stated that Mathew Williams’ program has never had an enrollment problem. Due to hard work, his program is usually over-

enrolled by ten or more students. Also, Vice President Banaszak has never had a student concern from the Retail Business Marketing/Management Program reach the Instruction office. Dean Ellis said Mathew Williams is a phenomenal instructor. There are three parts to the program: the Retail Business Marketing/Management degree, Retail Sales Associate Certificate, and the Retail Management/Grocery Management Certificate.

Mr. Williams distributed handouts with information on the program. The direction of the program changed recently with adding the grocery certificate program. It is supported by the grocery industry. Students who enroll in the program are receiving 90 percent tuition reimbursement from the grocery industry upon completion of the program. If they complete all components of the program, students received 100 percent tuition reimbursement. Since the industry operates 24/7, many of the classes are available online. The online program has been embedded into the day program, and students may take a hybrid class, part online and part in class. Currently, there are 46 students enrolled in the program, and the cap is 20.

Student Casey Jennison is the manager of CPTC's retail store, Expressions. Ms. Jennison explained that Expressions is a student-run operation, and they sell nursing scrubs, cosmetology smocks, culinary attire, and promotional items such as t-shirts and sweatshirts. Pricing is on a 25 percent margin, and Ms. Jennison makes the pricing decisions. Students learn shipping, receiving, display, customer accounts, and how to special order.

Student Paul Winters is in the 5th quarter of the program. He was a manager of baking company for three years and then was injured on the job. Mr. Winters already knew how to sell, customer service, plan, organize, and delegate, and is now learning how to problem solve, forecast, and budget. One class assignment was to interview 20 potential employers, and it taught Mr. Winters a lot. He was offered three jobs in the process.

Chair's Report

Chair Weatherby attended the Foundation Retreat and the Trustees Association for Community and Technical Colleges (TACTC) Winter Conference. The meetings were informative and had excellent speakers. Chair Weatherby will attend the Association for Community College Trustees in Washington (February 6-10), where President Obama is scheduled to be the keynote speaker, and it will be her first meeting as a member of the national Diversity Committee.

Board Reports and/or Remarks

No Board reports.

Public Comments:

No public comments.

New Business:

MOTION:

Motion to grant permission to President Walstrum to go forward with a KVTI Management Agreement made by Robert Lenigan, seconded by Mark Martinez.

Discussion: Trustee Martinez asked whether or not the agreement will include the College's right to put broadcast audio-streamed activities of the College on the air. Mr. Robinson answered that it will be included in the agreement.

Approved unanimously.

Executive Session

At 5:11 p.m., Chair Weatherby stated that, in accordance with RCW 42.30.110, the Board of Trustees would adjourn and go into Executive Session for approximately 30 minutes to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price.

Chair Weatherby reconvened the Regular Meeting at 5:39 p.m.

Chair Weatherby asked if there were any action items as a result of Executive Session. There were none.

Next Meeting:

March 10, 2010.

Adjournment:

Chair Weatherby adjourned the Regular meeting at 5:40 p.m.

John W. Walstrum, Ph.D.
President
College District Twenty-Nine

Shauna Weatherby
Chair, Board of Trustees
College District Twenty-Nine