



CLOVER PARK TECHNICAL COLLEGE

District #29

Board of Trustees

Minutes of the Board Meeting

July 14, 2010

Study Session

Call to Order: Chair Martinez called the Board of Trustees study session to order on July 14, 2010, at 3:07 p.m.

Board of Trustees and Cabinet:

Mark Martinez, Chair

John Walstrum, President

Bruce Lachney

Robert Lenigan

Mary Moss

Shauna Weatherby

Excused Absences: Terry Ryan, Assistant Attorney General

Other Attendees:

Gina Hughes, Technology Technician

Cynthia Requa, Coordinator of Institutional Research & Planning

Cherie Steele, Executive Assistant

Chair's Agenda for 2010-11

Chair Martinez will continue to work with Board members on the results of the Board Self Evaluation prepared this past spring. There were suggestions to improve communications among Board members and ways to increase the effectiveness of the Board. Chair Martinez would like to hold a Board of Trustees Retreat in the fall.

Trustees Honorarium/Scholarship

Previously, Board members discussed the possibility of creating an honorarium/scholarship through the Foundation for students. Trustee Lachney collated the ideas presented and discovered some trustees are already contributing to existing honorariums/scholarships. He then read a proposed motion, which was considered for presentation at today's Regular Board meeting.

General Discussion

Chair Martinez and President Walstrum will continue to meet monthly to create the Board of Trustees meeting agenda. President Walstrum told the other trustees he was available if they had a desire to meet with him.

Vice Chair Lenigan has read about the possibility of additional funding cuts this fiscal year and asked if the College is preparing for additional cuts in the near future. President Walstrum noted that Cabinet has begun discussions of the 2011-12 budget, and the College is attempting to hone its mission, values, goals with a revised strategic plan to align the budget with them. There is also the possibility that the College will have to take a mid-year cut for 2010-11. Discussion followed.

Trustee Weatherby said Graduation went very smoothly and commended the committee.

Chair Martinez adjourned the study session at 3:37 pm

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Regular Meeting Agenda

Call to Order: Chair Martinez called the Board of Trustees Regular meeting to order on July 14, 2010, at 4:00 p.m.

Board of Trustees and Cabinet:

Mark Martinez, Chair	John Walstrum, President
Bruce Lachney	Lori Banaszak, VP for Instruction
Robert Lenigan	Kathy Yost, Int. VP for Finance & Budget
Mary Moss	
Shauna Weatherby	

Excused Absences: Terry Ryan, Assistant Attorney General

Other Attendees:

Gina Hughes, Technology Technician
Andy Bird, Dean for Technology, Engineering, Transportation, and Trades Division
Michael Bowman, Interior Design Instructor
Crystal Delgado, Guest and Graduate of the Interior Design Program
Josh Erickson, ASG Vice President of Government Affairs
Sunny Houser, Interior Design Instructor
Shawn Jennison, Director of Marketing and Communications
Jennifer Justice, ASG President
Claire Korschowski, Student Center Coordinator
Joyce Loveday, Assistant Vice President for Instruction
Cynthia Requa, Coordinator of Institutional Research & Planning
Marcia Somer, Dean for General Education, Early Learning & Resource Center
Cherie Steele, Executive Assistant to the President
Richard Warren, ASG Vice President of Student Activities
Julie Watts, Interior Design Adjunct Instructor
Ron Wright, Coordinator of Services for New Students

Adoption of the Agenda (Tab 1) (Attachment #1)

MOTION:

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

Approval of Minutes (Tab 2) (Attachment #2)

MOTION:

Motion to approve the Minutes of the Regular Board Meeting of June 17, 2010, made by Robert Lenigan, seconded by Shauna Weatherby. **Approved** unanimously.

President's Report

Enrollment Planning Workshop (via ITV)

A few weeks ago, several members of the Executive Team participated in an interactive video (ITV) presentation on enrollment planning for the next biennium. Over the last two years, the College has experienced a considerable enrollment growth that reflects the downturn of the economy and the need for people to get new skills. There is reason to believe that will continue for another year.

There was a SBCTC demographic study conducted to determine where students will come from during this enrollment spurt. The percentage is increasing in two categories in particular: minority groups and people in the age group 35-40.

Tacoma City Council Meeting

Some College administrators were on the agenda for the Tacoma City Council meeting to discuss the MetLife Excellence Award that the College recently received, as one of three two-year colleges in the United States. Integral to the College receiving the award were significant partners, one of which was the City of Tacoma. Our partnering with the Brownfields project allowed us to develop programs that have been nationally recognized. President Walstrum presented a replica of the MetLife Excellence Award to Mayor Strickland. Plans are to present replica awards to the other two major partners, the Metropolitan Development Council and Workforce Central.

Lakewood Chamber of Commerce Meeting

President Walstrum attended the Lakewood Chamber of Commerce monthly meeting. The speaker was the state's Attorney General, Rob McKenna, who spoke about the fiscal crisis in Washington State and made references to the role the two-year colleges are playing in helping the situation by providing a skilled work force. Mr. McKenna is a member of the Board of Trustees at Bellevue College and understands the work community and technical colleges are doing.

Strategic Planning Meeting (Cabinet)

The fiscal picture for the next biennium does not look good, and it is anticipated that the difficulties experienced by the College over the past couple of years in terms of state support will continue into the 2011-13 biennium. In preparation, the Cabinet met to begin a reconsideration of the Strategic Plan, as some of the goals may be need to be prioritized. When the revision is completed, it will be presented to the Board of Trustees for approval.

Foundation Golf Tournament

The Clover Park Technical College Foundation hosted a successful golf tournament on July 9. There were 104 players, and all proceeds will go to the Foundation's student scholarship and emergency grant funds. Many faculty, staff, and students volunteered their time to help make the event a success.

Vice Presidents' Reports

Financial Aid

Ron Wright, Coordinator of Services for New Students, presented on behalf of Vice President Stacey-Clemons. He reported on Financial Aid. Enrollment is up 16 percent, and financial aid applications are up 70 percent. Of 1,630 applications, 1,400 students turned in financial aid applications on time and 230 students did not make the deadline. The department put a place-

holder on those students in an attempt to allow them to stay enrolled in their current programs. Staff members are working overtime to process the applications.

Associated Student Government (ASG) (Attachment #5)

Claire Korschinowski, Student Center Coordinator, introduced the 2010-11 ASG president, Jennifer Justice. Ms. Justice introduced Richard Warren, vice president of campus activities; Josh Erickson, vice president of government affairs; and she read the roster of other officers. The officers are from a variety of programs. Plans for this year include leadership training for officers, and ASG will continue the newsletter (attached) that former president Robert Thayer started last year.

Enrollment (Attachment #6)

Vice President Banaszak reported on enrollment in Vice President Stacey-Clemons' absence and distributed a report produced by Judy MacDougall, the College's registrar. Enrollment is counted in three categories – state-supported, contract supported, and student supported. The actual rolling biennium enrollment for 2007-09 was 506 over the state allocation. The projected rolling biennium enrollment for 2009-11 is 2,539 over the state allocation. It is a huge effort by faculty and staff in all departments of the College to provide access and support for these students.

Diversity Committee Plan (Tab 3) (Attachment #3)

President Walstrum introduced Dean Marcia Somer, who has served as Chair of the Diversity Committee for the last year and a half. Dean Somer shared the vision of the committee. The committee began with an all-campus survey and developed a diversity plan for the College through a shared governance process. The Diversity Committee came into being as a result of a session that President Walstrum and Trustee Weatherby attended during an Association of Community College Trustees (ACCT) conference.

Interior Design Program (Tab 4) (Attachment #4)

Vice President Banaszak introduced Dean Steven Ellis. Dean Ellis introduced instructors Michael Bowman, Sunny Houser, and Julie Watts. He said they are exceptional instructors who took a fledgling program and turned it into an outstanding program. Sunny Houser and Julie Watts recently passed the National Council for Interior Design Qualification (NCIDQ) exam, which is the equivalent of passing the Bar Exam for attorneys. Clover Park Technical College is one of the few schools in the county where all of the instructors are NCIDQ qualified.

Mr. Bowman noted that there are only 25,000 NCIDQ-qualified interior designers in the country. It means they are not simply concerned with the aesthetics of a building, they also help with the design and safety of buildings.

Since taking over the program, Mr. Bowman and Ms. Houser have added two short certificate programs. All students who took the certificates entered into the full-time program. This year, they added a 20/20 Kitchen-Bath Program. Previously, a person wishing to take the 20/20 Program would have to go to Canada, where the nearest organization offering the program is located, and pay \$6,000. The instructors have also added a green design program.

A graduate from last year, Crystal Delgado, brought a storyboard (a composite of all materials and fabrics used in a project) to demonstrate the work she does from what she learned in the Interior Design Program.

Chair's Report

Chair Martinez presented a gavel to past Chair Weatherby in recognition of her service as Board Chair for the 2009-10 fiscal year.

Board Reports and/or Remarks

Trustee Weatherby expressed her gratitude to the committee for their work on creating a diversity plan for the College and thanked President Walstrum for taking the lead on this project. Trustee Weatherby is on the National Diversity Committee of ACCT and will share the College's plan report at the October Conference.

Public Comments

No public comments.

New Business

Trustee Lachney noted that these are hard times financially for a lot of students and that he is a graduate of the University of Washington because of the financial aid programs there.

Motion: That the Clover Park Technical College Board of Trustees establish an honorarium with the Clover Park Technical College Foundation for the purpose of serving the financial needs of selected students. The Clover Park Technical College Foundation shall decide on the distribution of funds and selection criteria, respecting individual trustee wishes. The honorarium shall be reviewed annually by the Board of Trustees.

The honorarium shall be a commingled account funded separately by the wishes of each Trustee, either through monthly stipend contribution or personal donation. Trustees may participate at their discretion and may revoke individual participation at any time. The motion was made by Bruce Lachney, seconded by Robert Lenigan. **Approved** unanimously.

Executive Session

No Executive Session.

Next Meeting:

September 8, 2010.

Adjournment:

Motion made to adjourn the meeting made by Mary Moss, seconded by Shauna Weatherby. **Approved** unanimously.

Chair Martinez adjourned the Regular Meeting at 5:02 p.m.

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

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