



CLOVER PARK TECHNICAL COLLEGE
District #29
Board of Trustees
Minutes of the Board Meeting
March 10, 2010

Study Session

Call to Order: Vice Chair Martinez called the Board of Trustees study session to order on March 10, 2010, at 3:11 p.m.

Vice Chair Martinez asked for introductions.

Board of Trustees and Cabinet:

Mark Martinez, Vice Chair
Bruce Lachney
Robert Lenigan
Mary Moss

John Walstrum, President
Linda Schoonmaker, VP for Finance & Budget
Cherie Steele, Executive Assistant

Excused Absences: Shauna Weatherby, Trustee

Other Attendees:

Lisa Beach, Administrative Assistant for Finance and Budget
Mary Faircloth, Assessment Center Specialist
Gina Hughes, Technology Technician
Christy Pappas, Job Account Specialist and Classified Union President
Cynthia Requa, Coordinator of Institutional Research & Planning

Budget Update

The Washington State legislative session is still underway. The House budget bill that was expected to include repair money for Building 14 did not include such funding. Cabinet members have advocated before legislators in the hope that it will be restored. Representatives Dawn Morrell and Tami Green have been especially supportive of this effort.

Legislative Update

President Walstrum, Vice President Goings, and administrators from other Pierce County two-year colleges met with local legislators to discuss needs and collaboration efforts. The message from the presidents is to keep cuts to a minimum.

CEO Evaluation (Tab 1) (Attachment #1)

The College has contracted with the Association of Community College Trustees (ACCT) to conduct the President's evaluation. This will also help standardize the evaluation instrument for the future. Trustees have made suggestions for changes of the draft to Mr. Justin Sanders of ACCT. He will now correspond directly with trustees and then have a final report back to the Chair by May 1. The Board will conduct President Walstrum's evaluation at the May 7 Board of Trustees meeting.

ACCT – Board Self Evaluation (Tab 2) (Attachment #2)

Mr. Sanders of ACCT will also correspond directly with trustees on the Board Self Evaluation and will submit his report to the Board by May 1. If there are significant recommendations, Chair Weatherby may call a retreat to discuss them.

General Discussion

There was an incident on main campus last week where W-2 data containing Social Security numbers for approximately 25% of College employees may have been compromised. The College does not believe that any criminal intent was involved and does not have any reason to believe that anyone is likely to be subjected to a risk of criminal activity. This appears to have resulted from an incomplete computer disk somehow getting into a refuse container. It subsequently was found by a student during a class review or audit of College trash—who immediately turned it over to the instructor.

Vice President Schoonmaker, Mr. Jim Tuttle, and Assistant Attorney General Terry Ryan worked together to ensure all laws concerning such incidents were followed. A letter from Vice President Schoonmaker was sent to all affected employees and others whose information was on the disc, explaining the situation.

Vice Chair Martinez adjourned the Study Session at 3:29 p.m.

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Regular Meeting Minutes

Call to Order: Vice Chair Martinez called the Board of Trustees Regular meeting to order on March 10, 2010, at 4:02 p.m.

Board of Trustees and Cabinet:

Mark Martinez, Vice Chair	John Walstrum, President
Bruce Lachney	Lori Banaszak, VP for Instruction
Robert Lenigan	Linda Schoonmaker, VP for Finance & Budget
Mary Moss	June Stacey-Clemons, VP for Student Services
	Cherie Steele, Executive Assistant

Assistant Attorney General: Terry Ryan

Excused Absences: Shauna Weatherby, Trustee; Amy Goings, VP for Operations and College Relations

Other Attendees:

Lisa Beach, Administrative Assistant for Finance and Budget
Andy Bird, Dean for Technology, Engineering, Transportation, and Trades Division
Wayne Bridges, Automotive Technician Instructor
David Brown, Automotive Technology Instructor
Vicky Buford, Information Office Assistant
Marshall Collins, Professional Pilot Instructor
Lisa Colombini-Hyke, Early Care and Education Instructor

Gary Covington, Automotive Technician Instructor
David DeBruyne, Mathematics Instructor
Lucy Dorum, Accounting Instructor
Mabel Edmonds, Dean of Workforce Development
Steven Ellis, Dean for Business, Hospitality, Design, and Personal Services
Mary Faircloth, Assessment Center Specialist
Kurt Freeman, Automotive Collision Technician Instructor
Sally Gove, Written Communications Instructor
Shema, Hanebutte, Coordinator of Student Success
Steve Hooker, Mathematics Instructor
Kelly Hollowell, Computer & Information Systems Security Instructor
Sunny Houser, Interior Design Instructor
Gina Hughes, Technology Technician
Shawn Jennison, Producer/Writer College Vision Channel
Roberta Johnson, Cosmetology Instructor
William Jolly, Restaurant Management Instructor
Michele Jones, Medical Assistant Instructor
Claire Korschinowski, Student Center Coordinator
Dean Lamb, Architectural Engineering Design Instructor
Chris Lewis, Administrative Assistant for Instruction
Ray Lofgren, Automotive Upholstery & Glass Instructor
Joyce Loveday, Assistant Vice President for Instruction
Mike Magno, Management/Employee Development Instructor
LaRita Mandley, Dean for Health and Human Services
Dean Massey, Culinary Arts Instructor
Chandra Miller-Starks, Counselor
Steve Moeckel, Automotive Technology Instructor
Tula Mollas, Mathematics/English Instructor
John Moyer, Graphics Technology Instructor
Danielle Nolan, Clinical Coordinator for Surgical Technology
Christy Pappas, Job Account Specialist and Classified Union President
Sam Parnell, Mathematics Instructor
Debbie Ranniger, Executive Director, Resource Development
Cynthia Requa, Coordinator of Institutional Research & Planning
Ray Robinson, Computer & Information Security Instructor
Teresa Scotland, Health Unit Coordinator Instructor
Maureen Simmons, Pharmacy Technician Instructor & Faculty Union President
LaVerta Schmeling, Mathematics Instructor
Kathryn Smith, Environmental Sciences & Technology Instructor
Marcia Somer, Dean for General Education, Early Learning & Resource Center
Lynda Sysko, Early Care & Education Apprenticeship Coordinator
Robert Thayer, ASG President
Tim Thompson, Psychology Instructor
Jim Tuttle, Chief Human Resources and Legal Affairs Officer
Carolyn Van Beek, Counselor
Phillip Venditti, Speech/Communications Instructor

Jane Wagers, Materials Management Instructor
Mark Webster, Media Design & Productions Instructor
Rosalie Westerberg, BSS/Computer Application Specialist
Lenora J. Young, Nursing Program Instructor

Adoption of the Agenda (Tab 3) (Attachment #3)

MOTION:

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

Approval of Minutes (Tab 4) (Attachment #4)

MOTION:

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

President's Report

Clover Park School District and Clover Park Technical College Memorandum of Understanding
Clover Park School District (CPSD) and the College signed a Memorandum of Understanding that allows for transfer of property in the event that the school district's bond passed, which it did. Some College programs will be housed in the current A-I High School facility, until Building 14 is repaired. Eventually, the school district will build a high school on land, which at the west end of the Lakewood campus currently belongs to the College.

Washington State University Agreement

The College continues to work with Washington State University (WSU) on an agreement for WSU to lease the KVTI radio station, which will allow CPTC to have a partnership with a major four-year institution in Washington.

JBLM Growth Coordination Plan

President Walstrum sits on a Joint Base Lewis-McChord (JBLM) committee, which will help the community be prepared to support the influx of additional individuals scheduled to be stationed or work on the base. Through his participation on the JBLM committee, he will ensure people know about programs at CPTC to consider as they pursue their studies.

College Advisory Council Meeting

The College Advisory Council (CAC), our external partners, held their quarterly meeting. The main topic was the land swap between CPTC and CPSD.

EPA's Brownfields Job Training Program Review

The Environmental Protection Agency (EPA) sent a team to the Lakewood campus to review our Brownfields Job Training Program that we have had a partnership with the city of Tacoma and the Metropolitan Development Council over the past couple of years. The College has been identified as a major player in the delivery of this kind of training for our community.

Meeting with Lyle Quasim, Interim Bates President

President Walstrum and Interim President Quasim have met a couple of times to ensure the two technical colleges operate collaboratively, avoid duplication, and create efficiencies.

WACTC and Legislative Contact Meeting

The Washington State Community and Technical Colleges (WACTC) Presidents' meeting focused on the budget and how the 34 colleges can operate with significant cuts by the State to their budgets with as little negative impact as possible.

Osaka Jikei Student Visit

CPTC's International Program hosted 40 medical lab technician students from the Osaka Jikei Colleges in Japan. For the fifth year, the students visited CPTC programs, clinical sites, and had time for some tourism events.

Foundation Adriatic Grill Scholarship Gala

The Adriatic Grill, a local restaurant, held a successful fundraiser, and proceeds will benefit Culinary Arts Program students.

The Association Conference

The Winter Association Conference was held at Bates Technical College. Many participants from CPTC attended the conference titled, "Surviving Budget Shock: Best Practices in Hard Times."

MetLife Foundation Community College Excellence Award Consideration

CPTC was identified as one of nine colleges being considered for one of three recipients of the MetLife Foundation Excellence Award. It is an exemplary recognition and puts Clover Park Technical College in a category with some of the most prestigious and large two-year colleges in the country. The three winners will be announced at the AACC 90th Annual Convention in Seattle, April 17-20.

Vice Presidents' Reports

Associated Student Government (ASG) Report (Attachment #9)

ASG President Robert Thayer reported:

- ASG continues to work on restructuring the bylaws, and they should be completed next quarter.
- ASG is considering budget requests for the 2010-11 year.
- Some CPTC ASG students visited the Capitol Building in Olympia to protest education budget cuts.
- A Blood Drive was sponsored by ASG.
- ASG will raise the student activity fee. It is currently one of the lowest in the state. The student council will ask for feedback from students, but the council will make the final decision.

Draft 2010-11 Operating Budget (Tabs 5 & 6) (Attachments #5 & 6)

Vice President Schoonmaker noted the 2010-11 Operating Budget is a draft, as legislators are still working on the final budget.

Public Comments: (Attachment #10)

Vicky Buford, a classified staff member in Advising and Counseling, wanted to apply for an opening in Financial Aid. In order to take the position, her pay would drop \$4.27 an hour. Ms. Buford stated it would be a promotion with a demotion in pay. In her opinion, the rule that a person cannot start higher than Step 3 is not fair. She also believes that hiring from within would benefit the College.

New Business

Vice President Banaszak said the list of new tenure-track faculty members to be introduced is long, mostly due to the fact that many of these adjunct faculty members have worked at CPTC for years. The deans and tenure committee chairs introduced the new tenure-track faculty members:

David Brown	Automotive Technology Instructor
Marshall Collins	Professional Pilot Instructor
Steve Hooker	Mathematics Instructor
Sunny Houser	Interior Design Instructor
Roberta Johnson	Cosmetology Instructor
Ray Lofgren	Automotive Upholstery & Glass Instructor
Steve Moeckel	Automotive Technology Instructor
Tula Mollas	Mathematics/English Instructor
Danielle Nolan	Clinical Coordinator for Surgical Technology
Sam Parnell	Mathematics Instructor
Ray Robinson	Computer & Information Security Instructor
Donna Sibbers	Nursing Program Instructor
Lynda Sysko	Early Care & Educ. Apprenticeship Coord.
Tim Thompson	Psychology Instructor
Mark Webster	Media Design & Productions Instructor
Rosalie Westerberg	BSS/Computer Application Specialist
Lenora Young	Nursing Program Instructor

Executive Session:

At 5:27 p.m., Vice Chair Martinez stated that, in accordance with RCW 42.30.110, the Board would recess to go into Executive Session for approximately three hours for the purpose of reviewing, evaluating, and interviewing faculty probationers for tenure award.

Vice Chair Martinez reconvened the Regular Meeting at 7:02 p.m.

Vice Chair Martinez asked if there were any Action Items as a Result of Executive Session.

MOTION:

Trustee Bruce Lachney 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 William Jolly, Lindsey Stroup, Carolyn Van Beek, and Jane Wagers at Clover Park Technical College, seconded by Robert Lenigan. No discussion. Approved unanimously.

Vice Chair Martinez congratulated the newly tenured faculty and thanked all committee members.

Next Meeting:

April 14, 2010, at the South Hill Campus.

Adjournment:

Vice Chair Martinez adjourned the Regular Meeting at 7:05 p.m.

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

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