Board of Trustees Regular Meeting
Rotunda, Building 3
Wednesday, February 13, 2019

Study Session: 3:00-4:00 p.m.
Regular Meeting: 4:00-5:15 p.m.

Study Session Agenda

3:00 Call to Order, Introductions ................................................................. Wayne Withrow
3:05 Open Government Training ................................................................. Justin Kjolseth Tab 1
3:40 etcLink Update ...................................................................................... Brian Lee Tab 2
3:55 General Discussion ............................................................................. Wayne Withrow
4:00 Adjournment ....................................................................................... Wayne Withrow

Regular Meeting Agenda

4:00 Call to Order, Flag Salute, Introductions ........................................... Wayne Withrow

Adoption of Agenda ...................................................................................... Wayne Withrow Action

Approval of the Regular Meeting Minutes of ........................................ Wayne Withrow Tab 3 Action
January 9, 2019

4:05 President’s Report ............................................................................... Joyce Loveday
- Student Success Speaker
- ACT Legislative Winter Conference, January 21-22, Olympia Red Lion
- Miscellaneous

4:15 Other College Reports or Highlights:
- ASG Report ............................................................................................... Sam Hardy Tab 4
- Waiver – Ability to Benefit ...................................................................... Scott Latiolais Tab 5
- FY 2018-19 2nd Quarter Budget Report and ................................. Lisa Wolcott Tab 6
  One-Time Funding Update
- Authorization of Local Government Investment Program (LGIP) .... Larry Clark Tab 7
- BAS Program Development ...................................................................... Claire Korschinowski
• Instruction Report ................................................................. Judy Loveless-Morris  
  Academics

4:55 Chair’s Report ............................................................... Wayne Withrow

5:00 Board Reports and/or Remarks ............................................. All

5:05 Public Comments ............................................................. Wayne Withrow

5:10 New Business .................................................................... Wayne Withrow

• Approval of Resolution 19-02-96 Authorizing Investment of CPTC Monies  
  in the Local Government Investment Pool 
  Action

5:15 Executive Session .......................................................... Wayne Withrow

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.

5:15 Adjournment ................................................................. Wayne Withrow

All Board meetings will be recorded.
Open Government Responsibilities

CPTC BOARD OF TRUSTEES
FEBRUARY 13, 2019
JUSTIN KJOLSETH ASSISTANT ATTORNEY GENERAL
Laws Affecting Governing Boards

This Training will cover:

- Open Government Laws
  - Open Public Meetings Act
  - Public Records Act
  - Additional Resources
Open Government Trainings Act

• Requires Regular Training on the Requirements of:
  o Open Public Meetings Act (OPMA) – RCW 42.30
  o Public Records Act (PRA) – RCW 42.56

• Ongoing Requirement:
  o Initial training – within 90 days of appointment
  o Refresher training – every four years

• Purpose:
  o Promotes increased knowledge and understanding of the open government requirements
  o Risk Management
    • Training can help avoid or reduce penalties
Open Public Meetings Act (OPMA)

RCW 42.30
Declaration of Purpose

- Public agencies exist to aid in the conduct of the people’s business.
- Actions are to be taken openly and deliberations conducted openly.
- The people do not give public servants the right to decide what is good for the people to know and what is not good for them to know.
- The people insist on remaining informed so they may retain control over the instruments they have created.
Meetings Declared Open and Public

- All *meetings* of the *governing body of a public agency* shall be open and public

- public and all persons shall be permitted to attend any meeting of the governing body of a public agency
What Is a Governing Body?

“All meetings of a governing body of a public agency shall be open and public . . . .”

- Multi-member governing bodies of state and local agencies (like this board)
- Subcommittees, if quorum
- Subcommittee, if delegated final decision-making authority, conducting hearings, or taking public comment or testimony
What Constitutes a Meeting?

“All meetings of a governing body of a public agency shall be open and public . . . .”

A meeting is a gathering where “action” is taken. Any such meeting must be open.

“Action” means “the transaction of the official business”
What Constitutes Action?

Includes (but is not limited to):

- Receiving public testimony
- All deliberations
- Discussions / Considerations
- Reviews / Evaluations
- and
- Final action – collective decision (positive or negative) or actual vote by a majority sitting as a body
What About Emails & Texts?

**Caution:** An exchange of emails or text messages among board members can constitute a deliberation or discussion and become a “meeting” subject to the OPMA requirements.

Also phone discussions of board business between members may become a meeting.

Violations may subject members to penalties.
Travel and Gathering

• Not a violation of OPMA for a majority of the members of a governing body to travel together or gather for the purposes other than a regular meeting or special meeting

• PROVIDED, that they take no action

• OK to discuss your kids, the weather, sports – but not board business
Regular Meetings

- Recurring meetings of the governing body

- Board must adopt a schedule of the time and place of meetings for each year
  - Schedule must be filed with the Code Reviser on or before January 1st of each year

- Agenda must be posted on website 24 hours before the meeting but subsequent modifications can be made
Special Meetings

Called by presiding officer or majority of members

- Written notice must be given to:
  - Each member of governing body
  - Each media entity which has requested notice

- And posted on:
  - Website
  - Main entrance of principal location and meeting location

- And delivered at least 24 hours in advance

- Specify the time, place, and business to be transacted

Final Action Is Limited To Agenda Items
Executive Sessions
For limited, specific topics listed, including:

- Receive and evaluate complaints or charges against a public officer or employee
- Review performance of an employee
- Evaluate qualifications of a job applicant
- Meet with legal counsel relating to potential or actual litigation and enforcement actions
- Site selection, acquisition, price of real estate (minimum acceptable value only, not factors)
Going Into Executive Session

- May be called at a regular or special meeting

- Presiding Officer publicly announces purpose for excluding the public from the meeting and the time when the executive session will be concluded

- Time may be extended by announcement of Presiding Officer
Penalties for Violating Open Public Meetings Act

- **Personal civil liability** ($500/$1,000)
- Costs and attorneys’ fees
- Action taken is null and void
- Media attention (of the bad kind)
Public Records

RCW 42.56
“Each agency . . . shall make available for public inspection and copying all public records, unless the record falls within the specific exemptions of . . . this chapter, or other statute which exempts or prohibits disclosure of specific information or records.”
What Is a Public Record?

- Any writing containing information relating to
  - (a) the conduct of government, or
  - (b) the performance of any governmental or proprietary function

- Prepared, owned, used, or retained by any agency

- Can be in any media or format
The definition is broad enough to encompass anything you prepare or use for board business.

- Includes email and text messages

- Includes materials you prepare or receive on personal computer, phone, iPad, and voicemail

Public has right to review and seek copies
Public Policy Strongly Favors Disclosure

- Duty to disclose public records is **broadly** construed

- Exemptions are **narrowly** construed

- Remember: Emails between and among board members are public records and must be disclosed if requested unless a specific exemption applies
Some Exemptions

- Communications protected by the attorney-client privilege (seeking/giving advice)
- Private information in employee personnel files/application materials
- Preliminary drafts in which policies are formulated
- Other statutes which exempt or prohibit disclosure: federal and state laws
Potential Penalties

- Penalties can range from $0-$100 per day per record for improperly withheld records
- Plus - attorney fees and costs
- It can really add up
- Plus - Negative Media Attention
Email Tips

• Compose emails and texts under the assumption that they will be made publicly available

• Don’t hit “Reply All” to a message sent to multiple board members

• If using personal device for board business (computer or phone) including email, use a CPTC email address and keep all college-related business in a separate file
Search Tips

When you receive a public records request:

- Search all locations where you may have responsive records
- Communicate with and seek clarification from your public records coordinator – can help with search terms
- When in doubt, err on the side of disclosure and forward records to your public records coordinator for review

- Do NOT withhold records because you believe they are exempt – you must provide all responsive documents to your public records coordinator
  - Public records coordinator reviews for exemptions, redacts or withholds if exempt, and prepares an exemption log
Open Government Take Aways

- Open Meetings—Everything is action
- Public Records—Everything is a public record

Be transparent in your board business
ALWAYS
For More Information

- Governor’s Boards and Commissions [website]
  - Boards and Commissions Handbook
  - Online New Appointee Training
- Office of the Attorney General [website]
  - Open Government Training
The End

Any Questions?
ctcLink Project Board Update

Dr. Brian Lee
ctcLink Project Manager
Mr. Larry Clark
Vice President, Finance and Administration
CtcLink Global Project Status Update

FEBRUARY 2019
## Project Overall Status – Dec. 24, 2018 to Jan. 4, 2019

| Overall | Y | Program is on track and making expected progress  
          |     | Key activities for UAT testing and training are behind schedule |
|---------|----|----------------------------------------------------------|
| Scope   | Y | Monitoring scope and timing of Chart of Accounts, Budgeting Tool, Continuing Education, Online Admissions Application, and CEIA implementations |
| Schedule | Y | Analyzing resource overlap between DG2 and DG3 tasks  
          |     | Project Plan has been baselined but will need a second baseline once training activities are defined |
| Budget  | G | ctclink Budget currently tracking under budget:  
          |     | Delayed hiring  
          |     | Timing of re-implementation of solutions (Continuing Education, Online Admissions Application, Budget) |

**LEGEND:**  
G: On track  
Y: Some issues, under control  
R: Significant issues, not under control

### Executive Summary

The project is tracking per schedule and under budget. Review and definition of scope for each deployment is still underway due to the rework of key systems.

Deployment Group 2 (DG2) is in the Construct Phase, focused on Local Configuration, Conversion activities and Project Team Functional and Technical Unit Testing. DG2 Go-Live is scheduled for October 2019. DG3 is engaged in peer review and pre-kickoff activities, with an official DG3 Kick-off scheduled for January 28, 2019. DG4 will begin tracking Initiation Phase activities in January.

Remediation work continues to be a priority, working in parallel with the Deployment activities. Following vendor demos in December, the Continuing Education workgroup expects a recommendation for ctclink governance in January. The OAA workgroup reviewed online admission solutions in use at other colleges and is developing a short list of solutions for further evaluation.

### Remediation

<table>
<thead>
<tr>
<th>Campus Solutions</th>
<th>13 of 45 remain open</th>
<th>Closed Tab – 2 of 13 remain open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Management</td>
<td>14 of 39 remain open</td>
<td>Closed Tab – 1 of 35 remain open</td>
</tr>
<tr>
<td>Human Capital Management</td>
<td>9 of 25 remain open</td>
<td>Closed Tab – 0 of 7 remain open</td>
</tr>
<tr>
<td>Faculty Workload</td>
<td>Package 2 postponed due to calculations issues discovered during testing, work in progress to resolve</td>
<td></td>
</tr>
<tr>
<td>DRS Redistribution</td>
<td>Waiting on approval of formula from SBCTC and then to complete the development</td>
<td></td>
</tr>
<tr>
<td>Absence Management</td>
<td>ERP Support SIT and then college UAT</td>
<td></td>
</tr>
<tr>
<td>Security Audit Controls</td>
<td>Incorporated into Security Redesign</td>
<td></td>
</tr>
<tr>
<td>Student Billing</td>
<td>ERP Support SIT and then college UAT</td>
<td></td>
</tr>
<tr>
<td>Budget Planning Solution</td>
<td>Sub-committee begins Jan 2019 to review, finalize requirements</td>
<td></td>
</tr>
<tr>
<td>Online Admissions Solution</td>
<td>OAA workgroup reviewing other OAA options. Discussions and demos with OAA preferred college solutions</td>
<td></td>
</tr>
<tr>
<td>Continuing Education Solution</td>
<td>RFP closed, proposals evaluated, vendor demos completed. Recommendation by work group to Governance pending</td>
<td></td>
</tr>
</tbody>
</table>

### Risks

<table>
<thead>
<tr>
<th>H</th>
<th>First large deployment DG3 and repeatable approach.</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>Security Re-Design – delayed from vendor, expected in February or March 2019.</td>
</tr>
<tr>
<td>M</td>
<td>OCM: Business Transformation – most critical for Finance department is user adoption of the new Chart of Accounts (COA).</td>
</tr>
</tbody>
</table>

### Mitigating Actions

- **H**: This will be the largest deployment group for our project to engage with and manage. We plan to monitor our approach so that it is repeatable for future deployment groups.
- **H**: A Security Framework will be built to allow for College understanding and application of the PeopleSoft Security. Colleges will need adequate time to review, assign users to roles and test their user security roles.
- **M**: In November 2018, the FIN Team has developed and provided Finance SMEs (specially for Tacoma CC and Spokane District) with documentation and workshops regarding the new Chart of Accounts re-design. This information is instrumental in helping SMEs adopt the new Chart of Accounts and its associated business processes.

### Status Update

- **H**: The training scope content is being defined and we have training vendors to help address the delay in the buildout of training content in preparations of training delivery for DG2 colleges and SBCTC.
- **M**: The UAT testing framework is being finalized and test scripts and supporting documentation for UAT is being developed for DG2 colleges and SBCTC.
Current Deployment Timeline

**Deployment 2 Upgrade Project**
- College prep work

**Deployment Group 3**

**Deployment Group 4**
- College prep work

**Deployment Group 5**
- College prep work

**Deployment Group 6**

**Contingency Deployment**

Deployment Groups and dates subject to revision. Participation is conditional based on preparation, including college readiness efforts and entrance activities.

**DG2 (5 total)**
- Oct 2019
- Clark
- SBCTC
- Spokane (2)
- Tacoma

**DG3 (6 total)**
- Jan/Feb 2020
- Cascadia
- Lower Columbia
- Olympic
- Peninsula
- Pierce (2)

**DG4 (9 total)**
- Oct 2020
- Bellevue
- Centralia
- Columbia Basin
- Edmonds
- Highline
- Seattle (3)
- Wenatchee Valley

**DG5 (8 total)**
- Jan/Feb 2021
- Bellingham
- Big Band
- Everett
- Grays Harbor
- Green River
- Shoreline
- Skagit Valley
- Whatcom

**DG6 (7 total)**
- Oct 2021
- Bates
- Clover Park
- Lake Washington
- Renton
- South Puget Sound
- Walla Walla
- Yakima Valley

Revised 2019-01-03
Deployment Group 2 High Level Timeline

2018
- Global Design Review
- Business Process Fit/Gap
- Conversions 1 - 5

2019
- System Integration Testing
- Pre-UAT Training
- User Acceptance Testing
- End User Training
- Go-Live

DG2 Members (5 total)
- Clark
- SBCTC
- Spokane (2)
- Tacoma

Organizational Change Management Activities
Project Management Activities

This is a high-level summary timeline. Specific event dates are tracked in the project schedule.
Deployment Group 3 High Level Timeline

2019
- Global Design Adoption
- Business Process Fit/Gap
- Conversion Cycles 1-5
- System Integration Testing (SIT)
- Pre-UAT Training
- User Acceptance Testing (UAT)
- End User Training
- Go Live

2020
- DG3 Colleges (6 total)
  - Cascadia
  - Lower Columbia
  - Olympic
  - Peninsula
  - Pierce (2)

This is a high-level summary timeline, subject to revision.
Specific event dates tracked in the project schedule.

Organizational Change Management Activities

Project Management Activities

Revised 01-18-2019
CPTC Activities

NOVEMBER 2018 – JANUARY 2019
Simultaneous Activity Tracks

SBCTC
- Deployment Group Progress
- Support for Remediation
- Centralized Communication, Steering and Status

Both
- Common Process Workshop and Training Participation
- Unified Project Management Activities
- PM Meetings

Clover Park Technical College
- Migration and Paring of Discontinued Systems
- Preparation for Support Environment
- Departmental Readiness Tasks
Preliminary Projects

- Systems Inventory Reduction
- Keystone Migration to Directline
- 25Live Implementation
- Unified Help Desk – Service Cloud
- Data Governance – Software Approval Process
- Assignment of ctcLink Pillar and Module Leads
- Promotion of ctcLink Training and Common Process Workshop Participation
Systems Inventory Reduction

<table>
<thead>
<tr>
<th>Item</th>
<th>Count</th>
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</thead>
<tbody>
<tr>
<td>Current Systems Inventory</td>
<td>64</td>
</tr>
<tr>
<td>- To Be Retired by ctcLink</td>
<td>(7)</td>
</tr>
<tr>
<td>- To Be Retired by Other Integrations</td>
<td>(5)</td>
</tr>
<tr>
<td></td>
<td>52</td>
</tr>
<tr>
<td>- Candidates for Replacement by Other Integrations</td>
<td>(5)</td>
</tr>
<tr>
<td></td>
<td>48</td>
</tr>
</tbody>
</table>

• Opportunities
  – Combination
  – Replacement
  – Retirement (Deprecation)

• Possible Challenges
  – Support Personnel
  – Change Fatigue
  – Costs
Keystone Migration

November 2018
• Data Analysis

December 2018
• Functional Tests
• Export/Import Tests
• Migration Decision
• Keystone Export

January 2019
• Data Cleanup
• Parallel Systems

February 2019
• Directline Import
• Live Data Testing
• Go Live
25 Live Implementation

November 2018
• Design/Plan Workshop
• Initial Setup
• Setup and Configuration of Data Gathering Tools

January 2019
• Data Entry (19 Buildings, 619 Spaces)
• Data Cleanup and Migration

February 2019
• Data Import
• 25Live Configuration
• Establish Roles

March 2019
• Live Data Testing
• Calendar Manager Training

April 2019
• User Training

May 2019
• Go Live
Unified Help Desk

IT Help Desk
• Networking
• Hardware
• Software

MIS Requests

E-Learning Help Desk

Institutional Research Requests

Unified Help Desk

October 2018
• Requirements Definition
• Build Out Help Requests
• Testing

November 2018
• Testing Failures
• Exploration of Solutions with Existing Software

December 2018
• Requirements Redefinition

January 2019
• Exploration of Candidate Solutions
• Selection of Service Cloud
• RFQs and Budget Request

March 2019
• Budget Presentation

July 2019
• Start of Project (12 Week Implementation Ending in September 2019)
Data Governance – Technology Approval Process
### CPTC Status of Project Planning Work Package

<table>
<thead>
<tr>
<th>Project Deliverable</th>
<th>Expected</th>
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<tbody>
<tr>
<td>Resource Plan and Budget</td>
<td>Preliminary 01/2019, Final 06/2019</td>
</tr>
<tr>
<td>College Project Charter</td>
<td>Completed</td>
</tr>
<tr>
<td>Baselined MS-Project Schedule</td>
<td>Preliminary 03/2019, Final 07/2019</td>
</tr>
<tr>
<td>Organizational Change Management Plan</td>
<td>Preliminary 04/2019, Final 08/2019</td>
</tr>
<tr>
<td>Communication Plan</td>
<td>05/2019</td>
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<tr>
<td>Local College Training Plan</td>
<td>06/2019</td>
</tr>
<tr>
<td>Risk Management Plan</td>
<td>07/2019</td>
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<tr>
<td>Data Cleansing Plan</td>
<td>08/2019</td>
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<tr>
<td>Legacy Business Process Mapping</td>
<td>09/2019</td>
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Project Budget

<table>
<thead>
<tr>
<th>Year</th>
<th>Phase</th>
<th>Amount</th>
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<tbody>
<tr>
<td>2018</td>
<td>Pre-Project</td>
<td>$109,302</td>
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<tr>
<td>2019</td>
<td>Preparation</td>
<td>$176,436</td>
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<tr>
<td>2020</td>
<td>Deployment</td>
<td>$270,144</td>
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<tr>
<td>2021</td>
<td>Maintenance</td>
<td>$291,024</td>
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<tr>
<td>Total</td>
<td></td>
<td>$846,906</td>
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</table>
Welcome to the ctcLink Project site at Clover Park Technical College!

Here you’ll find news, events, and documents related to the ctcLink Project specifically for the faculty and staff of Clover Park Technical College. This is a multi-year, multi-site project requiring People, Process and Technology transformation.
Assignment of ctcLink Pillar and Module Leads

Bills, Kimberly
Clark, Larry
Erwin, Cal
Gorenstein, Claire
Herandy, Alyssa
Jeter, Pamela
Joseph, Wendy
Kelly, Dean
Lindsay, Cris-Jon
Mandt, Kathleen
Meeusen, Kelley
Mowry, Cynthia
Murphy, McKenzie

Nelson, Valarie
Nuxoll, Bradley
Perez, Kay
Petrov, Tanya
Pieper, Micalah
Plair, Lisa
Timmons, Amy
Walker, Kirk
Wolcott, Lisa
Zaffino, Gina
Common Process Workshops and Training

• Common Process Workshops – 3
  – CPTC had a presence at all 3
    • Student Financials Tuition and Fees (November 2018)
    • Employee Changes and Separation (December 2018)
    • Manage End of Term (January 2019)
  – Upcoming – (February to June 2019)
    • SF Billing and Third Party Accounts
    • SF Enrollment Cancellations
    • SF Payment Plan, Cashiering and Cancellation
    • Banking Services (Banking & Reconciliation)
    • Running Start Coding, Enrollment & Billing
    • Authorize/Disburse/Reconciliation
    • SF Billing / Manage Third-Party Accounts / Payment Plan

• PM Training Events – 2
  – CPTC attended Both

• PM Biweekly Updates
Call to Order: Vice Chair Martinez called the Board of Trustees Meeting for Clover Park Technical College (CPTC) to order on January 9 2019, at 4 p.m.

Board of Trustees Present:
Mark Martinez, Vice Chair
Bruce Lachney
Eli Taylor

College President: Dr. Joyce Loveday

Assistant Attorney General: John Clarke

Excused Absences: Wayne Withrow, Chair; Lua Pritchard, Trustee

Other Attendees:
Larry Clark, VP, Finance & Admin.
Dr. Tawny Dotson, VP, Strategic Devel.
Scott Latiolais, VP, Student Success
Samantha Dana, Dir., Inst. Research & Grants
Loren Davis, Dir., NWCTHS
Story Gilmore, Asst. Dir., Student Life
Sam Hardy, ASG President
Pamela Jeter, Dir., IT
Jamie Jones, Student
Wendy Joseph, Dir., Student Aid & Scholarships
Dean Kelly, Dean, Student Success
Dr. Claire Korschinowski, Dean

Adoption of the Agenda
MOTION:
Motion to adopt the agenda as presented was made by Trustee Lachney, and seconded by Trustee Taylor. Motion was approved unanimously.

Approval of Minutes (Tab 1)
MOTION:
Motion to approve the minutes of the Regular Board meeting of December 12, 2018, was made by Trustee Lachney, and seconded by Trustee Taylor. Motion was approved unanimously.

President’s Report
Student Success Speaker
 Jamie Jones graduated from the Esthetics Program in December and plans to go into the Massage Program next. Originally from Mississippi, she moved to Florida, got into some trouble,
discovered she has a learning disability, and vowed to change her life around. Ms. Jones obtained her GED in 2013, came to CPTC in 2015, ready to pursue her education. She stuck it out through some rough times, including being homeless, and credits her success to many employees, Foundation scholarships, workforce programs, and bus passes. Her goal is to own her own business.

Introduction of New Trustee, Eli Taylor
President Loveday introduced CPTC’s newly appointed Trustee, Eli Taylor. He was appointed by the Governor in December and is an Associate Relationship Manager and Vice President at Key Bank. Trustee Taylor was featured in the 2018 South Sound Business Magazine as one of the “40 under 40” doing great things in the community.

Trustee Taylor added that he went back to school at 27, while working full-time, was a newlywed with a new baby, and his wife was also getting her Masters. He has a passion for helping students in similar situations get needed resources and succeed.

ACT Legislative Winter Conference, January 21-22, Olympia Red Lion
Trustee Taylor and President Loveday will attend the New Trustee Orientation, Transforming Lives Dinner, and Conference.

Miscellaneous

CPTC Legislative Advocacy Days in Olympia
Trustee Martinez is interested in attending CPTC Legislative Advocacy Days with President Loveday on January 31 and February 28.

Board Self-Assessment
The Board will complete a self-assessment this year. Ms. Steele will mail the assessment out in early February, it will be due back to her on March 1, and have a report ready for discussion at the March 15 Board Retreat.

Nourish Mobile Food Bank
ASG looked into options for providing food to students in need. They have decided to partner with Nourish, who has a truck and is looking for additional locations. The truck will be on campus one day a week for a three-hour period and will serve students and the broader community. Trustee Martinez asked what percentage of students at CPTC have food insecurity. Ms. Gilmore will follow up with that information.

Policy Review
It is time to review Board policies (there are ten). President Loveday would like to meet with two Trustees in February to determine if they would like any changes and bring it back to the Board Retreat for discussion.

Wrestling
The topic of having a wrestling team at CPTC is on hold, while ASG’s interest in funding ongoing expenses for uniforms and travel is determined.

College Reports or Highlights
ASG Report (Tab 2)
Sam Hardy, ASG President, gave the attached report.
Employee/Labor Relations (Tab 3)
Kirk Walker, Director of Human Resources, presented the attached report.

Disability and Veterans Services (Tab 4)
Brenda McKinney, Manager of Disability and Veterans Services, offered the attached report.

**Chair’s Report**
No Chair’s report.

**Board Reports and/or Remarks**
Trustee Lachney requested a ctcLink Update at the February 13 Board of Trustees meeting.

**Public Comments**
No public comments.

**New Business**
Consideration of Proposal for Naming the New CAMT Building (Tab 5)

**MOTION:**
Motion to name the new Center for Advanced Manufacturing Technology (CAMT) Building, “John W. Walstrum Center for Advanced Manufacturing Technology,” was made by Trustee Lachney, and seconded by Trustee Taylor. Motion was approved unanimously.

**Executive Session**
No Executive Session.

**Next Meeting**
February 13, 2019, on the Lakewood campus.

**Adjournment**
Vice Chair Martinez adjourned the Regular Meeting at 4:56 p.m.

Dr. Joyce Loveday                 Mark Martinez  
President                  Vice Chair, Board of Trustees  
College District Twenty-Nine  College District Twenty-Nine
Associated Student Government - February 2019 Report

Highlights
The new calendar year has been kicked off with many free events for students. An opportunity for mini-golf with friends, de-stress coloring pages, free acupuncture, and a trivia night were offered to currently enrolled students. Upcoming events include a chance to paint pottery, create personal valentines, and attend a seasonal celebration called Winter Fest. Brownie-grams are being sold by professional staff, and are able to be sent to faculty and staff members with a personal message thanking them for their great work with students.

Increasing Student Advocacy
Advocacy day in the state capital took place January 24, with the Student Council Legislative Officer (Sadie Hollenbach), Vice President (Timothy Kvanme), and Emergency Services Officer (Quan Tran) attending with Story Gilmore, acting as an advisor. Two meetings were held with legislators, where common student issues were expressed and solutions were encouraged. Student Council prepared essays, which were stapled to ramen packets that highlight the common struggles college students face. The symbolic gifts to the legislators are expected to encourage positive change.

Partnership Highlights
ASG and the student marketing team have completed their work with the All Hazards Committee on campus, for the education of students, faculty, and staff, regarding active threat situations. Seminars were hosted by a former police officer to teach everyone attending what the proper procedures are in the case of a threat on campus. Student marketing created fliers advertising the event. The student marketing team is also currently working on fliers regarding a chance to visit and chat with Student Council. Details are still being discussed, but tabling will take place before the end of the quarter. The current plan to incentivize student involvement is to offer s’mores at the tabling event.

Shared Governance
Student Council meetings remaining for this quarter will take place February 11 and 25, as well as March 11. The meetings are held in building 23, room 209. The study sessions commence at 2:30 p.m., with the official meeting scheduled for 3 p.m., time permitting. If you would like to be added to the agenda, to present information or a request, please contact Sam Hardy, at asg.president@cuptc.edu.

The hiring process in the Office of Student Life has come to a temporary close, and finding students to fill positions has been very successful.

By The Numbers

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>230</td>
<td>Students attended the Office of Student Life activities in January</td>
</tr>
<tr>
<td>435</td>
<td>Bus passes distributed in winter quarter</td>
</tr>
<tr>
<td>766</td>
<td>PBJs distributed in the month of January</td>
</tr>
</tbody>
</table>

Upcoming Events

- **DIY Valentines, February 11 and 12**  
  Building 23, Outside SLSC, 11:00 a.m.-3:00 p.m.

- **Winter Fest, February 13**  
  Building 23, 11:00 a.m.-2:00 p.m.

- **Music Showcase, February 20**  
  Building 23, 11:00 a.m.-12:30 p.m.

- **Pottery Painting, February 26**  
  Building 23, 6:00 p.m.-8:00 p.m.
RCW 28B.15.740
Limitation on total tuition and fee waivers.

(1) Subject to the limitations of RCW 28B.15.910, the governing boards of the state universities, the regional universities, The Evergreen State College, and the community and technical colleges may waive all or a portion of tuition and fees for needy students who are eligible for resident tuition and fee rates pursuant to RCW 28B.15.012 and 28B.15.013. Subject to the limitations of RCW 28B.15.910, the governing boards of the state universities, the regional universities, The Evergreen State College, and the community and technical colleges may waive all or a portion of tuition and fees for other students at the discretion of the governing boards, except on the basis of participation in intercollegiate athletic programs, not to exceed three-fourths of one percent of gross authorized operating fees revenue under RCW 28B.15.910 for the community and technical colleges considered as a whole and not to exceed two percent of gross authorized operating fees revenue for the other institutions of higher education.

(2) In addition to the tuition and fee waivers provided in subsection (1) of this section and subject to the provisions of RCW 28B.15.455, 28B.15.460, and 28B.15.910, a total dollar amount of tuition and fee waivers awarded by any state university, regional university, or state college under this chapter, not to exceed one percent, as calculated in subsection (1) of this section, may be used for the purpose of achieving or maintaining gender equity in intercollegiate athletic programs. At any institution that has an underrepresented gender class in intercollegiate athletics, any such waivers shall be awarded:

(a) First, to members of the underrepresented gender class who participate in intercollegiate athletics, where such waivers result in saved or displaced money that can be used for athletic programs for the underrepresented gender class. Such saved or displaced money shall be used for programs for the underrepresented gender class; and

(b) Second, (i) to nonmembers of the underrepresented gender class who participate in intercollegiate athletics, where such waivers result in saved or displaced money that can be used for athletic programs for members of the underrepresented gender class. Such saved or displaced money shall be used for programs for the underrepresented gender class; or (ii) to members of the underrepresented gender class who participate in intercollegiate athletics, where such waivers do not result in any saved or displaced money that can be used for athletic programs for members of the underrepresented gender class.
FY2018-2019
2nd Quarter
Period Ending
December 31, 2018

January 15, 2019

Prepared by:
Finance Department
<table>
<thead>
<tr>
<th>Revenues</th>
<th>Description</th>
<th>Budget</th>
<th>YTD</th>
<th>Balance</th>
<th>% Received</th>
<th>Expenditures</th>
<th>YTD</th>
<th>Balance</th>
<th>Expended</th>
<th>% Expended</th>
<th>Net to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>State Allocations</td>
<td>18,393,810</td>
<td>8,548,099</td>
<td>9,845,711</td>
<td>46%</td>
<td>18,393,810</td>
<td>8,548,099</td>
<td>9,845,711</td>
<td>46%</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>060</td>
<td>Capital Debt</td>
<td>2,517,290</td>
<td>998,915</td>
<td>1,518,375</td>
<td>40%</td>
<td>2,517,290</td>
<td>998,915</td>
<td>1,518,375</td>
<td>40%</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>08A</td>
<td>Education Legacy Trust</td>
<td>1,618,254</td>
<td>382,240</td>
<td>1,236,014</td>
<td>24%</td>
<td>1,618,254</td>
<td>382,240</td>
<td>1,236,014</td>
<td>24%</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>489</td>
<td>Pension Funding</td>
<td>999,601</td>
<td>459,941</td>
<td>539,660</td>
<td>46%</td>
<td>999,601</td>
<td>459,941</td>
<td>539,660</td>
<td>46%</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>149</td>
<td>Operating Fees/Tuition</td>
<td>10,440,474</td>
<td>5,887,282</td>
<td>4,553,192</td>
<td>56%</td>
<td>10,440,474</td>
<td>5,890,149</td>
<td>4,553,192</td>
<td>44%</td>
<td>1,336,957</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Operating Subtotal</td>
<td>33,969,429</td>
<td>16,276,476</td>
<td>17,692,953</td>
<td>48%</td>
<td>33,969,429</td>
<td>19,029,909</td>
<td>17,692,953</td>
<td>44%</td>
<td>1,336,957</td>
<td></td>
</tr>
<tr>
<td>145</td>
<td>Grants and Contracts</td>
<td>6,209,948</td>
<td>3,532,543</td>
<td>2,677,405</td>
<td>57%</td>
<td>6,018,169</td>
<td>1,948,498</td>
<td>4,069,671</td>
<td>32%</td>
<td>1,584,045</td>
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</tr>
<tr>
<td>147</td>
<td>Plant</td>
<td>32,453,421</td>
<td>32,454,563</td>
<td>(1,142)</td>
<td>100%</td>
<td>32,193,448</td>
<td>15,344,604</td>
<td>16,848,844</td>
<td>48%</td>
<td>17,109,959</td>
<td></td>
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<tr>
<td>148</td>
<td>Local Dedicated</td>
<td>2,089,331</td>
<td>1,659,658</td>
<td>429,673</td>
<td>79%</td>
<td>2,041,786</td>
<td>756,742</td>
<td>1,285,044</td>
<td>37%</td>
<td>902,916</td>
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</tr>
<tr>
<td>522</td>
<td>Associated Students</td>
<td>1,052,127</td>
<td>767,629</td>
<td>284,498</td>
<td>73%</td>
<td>1,044,827</td>
<td>444,097</td>
<td>590,730</td>
<td>7%</td>
<td>194,931</td>
<td></td>
</tr>
<tr>
<td>528</td>
<td>Parking</td>
<td>142,454</td>
<td>89,774</td>
<td>52,680</td>
<td>63%</td>
<td>142,454</td>
<td>60,341</td>
<td>82,113</td>
<td>42%</td>
<td>29,433</td>
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</tr>
<tr>
<td>561</td>
<td>Innovation Fund</td>
<td>291,016</td>
<td>183,022</td>
<td>107,994</td>
<td>63%</td>
<td>291,016</td>
<td>138,841</td>
<td>152,175</td>
<td>43%</td>
<td>323,532</td>
<td></td>
</tr>
<tr>
<td>570</td>
<td>Hayes Child Development Ctr</td>
<td>600,000</td>
<td>265,051</td>
<td>334,949</td>
<td>44%</td>
<td>600,000</td>
<td>64,068</td>
<td>535,932</td>
<td>11%</td>
<td>200,983</td>
<td></td>
</tr>
<tr>
<td>570</td>
<td>Event Services</td>
<td>600,000</td>
<td>265,051</td>
<td>334,949</td>
<td>44%</td>
<td>600,000</td>
<td>64,068</td>
<td>535,932</td>
<td>11%</td>
<td>200,983</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other Subtotal</td>
<td>60,241,832</td>
<td>45,855,334</td>
<td>14,386,498</td>
<td>76%</td>
<td>59,734,780</td>
<td>27,080,786</td>
<td>32,653,994</td>
<td>45%</td>
<td>18,774,548</td>
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</tr>
<tr>
<td>057</td>
<td>State Capital Projects</td>
<td>789,000</td>
<td>232,616</td>
<td>556,384</td>
<td>29%</td>
<td>789,000</td>
<td>232,616</td>
<td>556,384</td>
<td>29%</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>060</td>
<td>Capital Projects</td>
<td>1,702,300</td>
<td>698,471</td>
<td>1,003,829</td>
<td>41%</td>
<td>1,702,300</td>
<td>698,471</td>
<td>1,003,829</td>
<td>41%</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Capital Subtotal</td>
<td>2,491,300</td>
<td>931,087</td>
<td>1,560,213</td>
<td>37%</td>
<td>2,491,300</td>
<td>931,087</td>
<td>1,560,213</td>
<td>37%</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>96,702,561</td>
<td>63,062,898</td>
<td>33,639,663</td>
<td>65%</td>
<td>96,195,509</td>
<td>42,951,393</td>
<td>53,244,116</td>
<td>45%</td>
<td>20,111,505</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Prior Year (2017-18)</th>
<th>Budget</th>
<th>YTD</th>
<th>Balance</th>
<th>%Rec</th>
<th>Expenditures</th>
<th>YTD</th>
<th>Balance</th>
<th>Expended</th>
<th>%Exp</th>
<th>Net to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating</td>
<td>29,620,059</td>
<td>14,457,860</td>
<td>15,162,199</td>
<td>49%</td>
<td>30,048,742</td>
<td>13,233,903</td>
<td>16,814,839</td>
<td>44%</td>
<td>1,223,957</td>
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<tr>
<td>Other Subtotal</td>
<td>19,856,523</td>
<td>12,384,373</td>
<td>7,472,150</td>
<td>62%</td>
<td>20,513,007</td>
<td>11,484,643</td>
<td>9,028,364</td>
<td>56%</td>
<td>899,730</td>
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<tr>
<td>Capital Subtotal</td>
<td>1,608,311</td>
<td>138,075</td>
<td>1,470,236</td>
<td>9%</td>
<td>1,608,311</td>
<td>138,075</td>
<td>1,470,236</td>
<td>9%</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>51,084,893</td>
<td>26,980,308</td>
<td>24,104,585</td>
<td>53%</td>
<td>52,170,060</td>
<td>24,856,621</td>
<td>27,313,439</td>
<td>48%</td>
<td>2,123,687</td>
<td></td>
</tr>
</tbody>
</table>

As a percent of this year

| 2018-19 | 53% | 43% | 58% | 54% |

Source: CPTC Budget Status district by Fund (BA1218)

1/18/2019
Clover Park Technical College
Statement of Expenditures
FY2018-19 Period Ending December 31, 2018
Cumulative beginning July 1, 2018

By Program

<table>
<thead>
<tr>
<th>Program Index</th>
<th>Program</th>
<th>Budget</th>
<th>YTD</th>
<th>Balance</th>
<th>Expended</th>
<th>2017-2018</th>
<th>% of LYTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>010</td>
<td>Instruction</td>
<td>14,243,961</td>
<td>6,210,167</td>
<td>8,033,794</td>
<td>43.6%</td>
<td>5,943,780</td>
<td>104%</td>
</tr>
<tr>
<td>040</td>
<td>Primary Support Services</td>
<td>2,782,340</td>
<td>1,113,936</td>
<td>1,668,404</td>
<td>40.0%</td>
<td>1,101,730</td>
<td>101%</td>
</tr>
<tr>
<td>050</td>
<td>Libraries</td>
<td>470,028</td>
<td>219,986</td>
<td>250,043</td>
<td>46.8%</td>
<td>197,154</td>
<td>112%</td>
</tr>
<tr>
<td>060</td>
<td>Student Services</td>
<td>4,009,659</td>
<td>1,797,318</td>
<td>2,212,341</td>
<td>44.8%</td>
<td>1,731,340</td>
<td>115%</td>
</tr>
<tr>
<td>080</td>
<td>Institutional Support</td>
<td>6,292,633</td>
<td>2,784,699</td>
<td>3,507,934</td>
<td>44.3%</td>
<td>2,414,306</td>
<td>115%</td>
</tr>
<tr>
<td>090</td>
<td>Plant and Facilities</td>
<td>6,170,808</td>
<td>2,813,414</td>
<td>3,357,394</td>
<td>45.6%</td>
<td>1,845,593</td>
<td>152%</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>33,969,429</td>
<td>14,939,520</td>
<td>19,029,909</td>
<td>44.0%</td>
<td>13,233,903</td>
<td>112.9%</td>
</tr>
</tbody>
</table>

By Type

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Balance</th>
<th>Expended</th>
<th>2017-2018</th>
<th>% of LYTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Salaries &amp; Wages</td>
<td>19,014,148</td>
<td>8,545,490</td>
<td>10,468,658</td>
<td>44.9%</td>
</tr>
<tr>
<td>B Employee Benefits</td>
<td>6,513,396</td>
<td>3,040,339</td>
<td>3,473,057</td>
<td>46.7%</td>
</tr>
<tr>
<td>C Personal Services</td>
<td>172,948</td>
<td>33,291</td>
<td>139,657</td>
<td>19.2%</td>
</tr>
<tr>
<td>E Goods &amp; Services</td>
<td>4,764,851</td>
<td>1,938,501</td>
<td>2,826,350</td>
<td>40.7%</td>
</tr>
<tr>
<td>G Travel</td>
<td>209,963</td>
<td>67,786</td>
<td>142,177</td>
<td>32.3%</td>
</tr>
<tr>
<td>J Capital Outlays</td>
<td>802,253</td>
<td>188,586</td>
<td>613,669</td>
<td>23.5%</td>
</tr>
<tr>
<td>N Grants to Students</td>
<td>8,570</td>
<td>4,315</td>
<td>4,255</td>
<td>50.4%</td>
</tr>
<tr>
<td>P Debt Service</td>
<td>2,517,290</td>
<td>998,915</td>
<td>1,518,375</td>
<td>39.7%</td>
</tr>
<tr>
<td>S Interagency Reimbursement</td>
<td>(146,995)</td>
<td>(84,198)</td>
<td>(62,797)</td>
<td>57.3%</td>
</tr>
<tr>
<td>T Transfers</td>
<td>113,005</td>
<td>206,496</td>
<td>(93,491)</td>
<td>182.7%</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>33,969,429</td>
<td>14,939,520</td>
<td>19,029,909</td>
</tr>
</tbody>
</table>

data gathered from quarter end BA1213 report 1/18/2019
Clover Park Technical College
Statement of Expenditures
Excludes CAMT Debt Service
FY2018-19 Period Ending December 31, 2018
Cumulative beginning July 1, 2018

By Program

<table>
<thead>
<tr>
<th>Program Index</th>
<th>Budget</th>
<th>YTD</th>
<th>Balance</th>
<th>2017-2018 Expended</th>
<th>2017-2018 of LYTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>010 Instruction</td>
<td>14,243,961</td>
<td>6,210,167</td>
<td>8,033,794</td>
<td>43.6%</td>
<td>104%</td>
</tr>
<tr>
<td>040 Primary Support Services</td>
<td>2,782,340</td>
<td>1,113,936</td>
<td>1,668,404</td>
<td>40.0%</td>
<td>101%</td>
</tr>
<tr>
<td>050 Libraries</td>
<td>470,028</td>
<td>219,986</td>
<td>250,043</td>
<td>46.8%</td>
<td>112%</td>
</tr>
<tr>
<td>060 Student Services</td>
<td>4,009,659</td>
<td>1,797,318</td>
<td>2,212,341</td>
<td>44.8%</td>
<td>104%</td>
</tr>
<tr>
<td>080 Institutional Support</td>
<td>6,292,633</td>
<td>2,784,699</td>
<td>3,507,934</td>
<td>44.3%</td>
<td>115%</td>
</tr>
<tr>
<td>090 Plant and Facilities</td>
<td>3,653,518</td>
<td>1,814,499</td>
<td>1,839,019</td>
<td>49.7%</td>
<td>98%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>31,452,139</strong></td>
<td><strong>13,940,605</strong></td>
<td><strong>17,511,534</strong></td>
<td><strong>44.3%</strong></td>
<td><strong>105.3%</strong></td>
</tr>
</tbody>
</table>

By Type

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Balance</th>
<th>2017-2018 Expended</th>
<th>2017-2018 of LYTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Salaries &amp; Wages</td>
<td>19,014,148</td>
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<td>3,473,057</td>
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<tr>
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<td>172,948</td>
<td>139,657</td>
<td>19.2%</td>
</tr>
<tr>
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<td>2,826,350</td>
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</tr>
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<td>209,963</td>
<td>142,177</td>
<td>32.3%</td>
</tr>
<tr>
<td>J Capital Outlays</td>
<td>802,253</td>
<td>613,669</td>
<td>23.5%</td>
</tr>
<tr>
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<tr>
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<td>(62,797)</td>
<td>57.3%</td>
</tr>
<tr>
<td>T Transfers</td>
<td>113,005</td>
<td>93,491</td>
<td>182.7%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>31,452,139</strong></td>
<td><strong>17,511,534</strong></td>
<td><strong>44.3%</strong></td>
</tr>
</tbody>
</table>
Clover Park Technical College
Statement of Earmarks, Reserves and Proportionate Operational Revenues
FY2018-19 Period Ending December 31, 2018
Cumulative beginning July 1, 2018

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Expenditures</th>
<th>Net to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>Description</td>
<td>Budget</td>
</tr>
<tr>
<td>149</td>
<td>90 Operating</td>
<td>8,492,357</td>
</tr>
<tr>
<td>148</td>
<td>Debt Service (Student Union COP)</td>
<td>4,858,915</td>
</tr>
<tr>
<td>148</td>
<td>Litigation</td>
<td>1,000,000</td>
</tr>
<tr>
<td>148</td>
<td>Local Capital</td>
<td>1,000,000</td>
</tr>
<tr>
<td><strong>Reserves Subtotal</strong></td>
<td></td>
<td>(2,513,509)</td>
</tr>
<tr>
<td>148</td>
<td>Airplane Reserves</td>
<td>74,935</td>
</tr>
<tr>
<td>149</td>
<td>Childcare Support</td>
<td>107,203</td>
</tr>
<tr>
<td><strong>Earmark Subtotal</strong></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>(2,513,509)</td>
</tr>
</tbody>
</table>

State Allocation 10,389,194

<table>
<thead>
<tr>
<th>General Operating Funding Sources</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Source</td>
<td>Budget</td>
<td>YTD Revenue</td>
</tr>
<tr>
<td>State Allocation</td>
<td>23,528,955</td>
<td>10,389,194</td>
</tr>
<tr>
<td>Tuition</td>
<td>10,440,474</td>
<td>4,550,325</td>
</tr>
<tr>
<td>Local Support</td>
<td>953,433</td>
<td>532,312</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>34,922,862</td>
<td>15,471,832</td>
</tr>
</tbody>
</table>

Comprehensive Revenue Sources

Financial Aid 19%
Tuition 30%
State Allocation 24%
Grants & Contracts 4%
College Comprehensive Expenses by Funding Source

<table>
<thead>
<tr>
<th>Source</th>
<th>Budget</th>
<th>YTD Exp</th>
<th>% Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Allocation</td>
<td>23,528,955</td>
<td>10,389,194</td>
<td>24%</td>
</tr>
<tr>
<td>Tuition</td>
<td>10,440,474</td>
<td>4,550,325</td>
<td>11%</td>
</tr>
<tr>
<td>Grants &amp; Contracts</td>
<td>6,018,169</td>
<td>1,948,498</td>
<td>5%</td>
</tr>
<tr>
<td>Capital Projects</td>
<td>34,944,721</td>
<td>16,275,691</td>
<td>38%</td>
</tr>
<tr>
<td>Self Support</td>
<td>2,089,331</td>
<td>756,742</td>
<td>2%</td>
</tr>
<tr>
<td>Associated Students</td>
<td>1,052,127</td>
<td>444,097</td>
<td>1%</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>1,252,808</td>
<td>263,677</td>
<td>1%</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>17,184,197</td>
<td>8,184,328</td>
<td>19%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>96,510,782</td>
<td>42,812,552</td>
<td>100%</td>
</tr>
</tbody>
</table>

General Operating Funding Sources

State Allocation 67%
Tuition 30%
Local Support 3%
## One-Time Funding Status

**as of December 31, 2018**

<table>
<thead>
<tr>
<th>Division</th>
<th>Description</th>
<th>Core Theme</th>
<th>Funding</th>
<th>Amount Spent</th>
<th>Balance</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>Updated Master Plan</td>
<td>Institution Sustainability</td>
<td>$ 60,000</td>
<td>-</td>
<td>60,000.00</td>
<td>Bid completed, Kickoff scheduled</td>
</tr>
<tr>
<td>Facilities</td>
<td>Pressing tool</td>
<td>Institution Sustainability</td>
<td>$ 4,800</td>
<td>3,882.83</td>
<td>917.17</td>
<td>Tool purchased and in use</td>
</tr>
<tr>
<td>Facilities</td>
<td>Way Finding Signs</td>
<td>Student Success</td>
<td>$ 150,000</td>
<td>-</td>
<td>150,000.00</td>
<td>Mortenson just finalized their signage design -- we'll tag onto that order to have consistency</td>
</tr>
<tr>
<td>Information Technology</td>
<td>25Live Scheduling software</td>
<td>Institution Sustainability</td>
<td>$ 25,000</td>
<td>-</td>
<td>25,000.00</td>
<td>We won’t be charged for this by SBCTC</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>$ 239,800</strong></td>
<td><strong>$ 3,883</strong></td>
<td><strong>235,917.17</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Instruction**

| VP of Instruction               | Instructional Maintenance/Licenses   | Student Success and Workforce Preparation | $ 150,000 | 11,472.00 | 138,528.00 | K&K Equipment, repairs/parts/service prep deck, Automotive (190520); Toyota Lift NW, forklift parts/labor, HVAC (190544); Compressed Air Systems (190633); Air Systems Engineering, install exhaust Plasma machine, Welding (MC18120). |
| Auto Collision                  | TIG Welders                          | Student Success                       | $ 17,000  | 16,026.28 | 973.72     | New TIG welders in our automotive collision program contributed to student success by providing students with updated welding technology and tools. |
| Cosmo/Esthet/Massage            | AV upgrade- all B8 classrooms         | Student Success, Institutional Excellence and Workforce Preparation | $ 75,000  | -          | 75,000.00  | Once complete, this project will support all three core themes. This is a replacement of the old, no longer working Audio/Visual system, and will effect up to 180 students per quarter. Pam Jeter is taking the lead on this. She is waiting on a revised quote, and needs at least two quotations. This is high on Pam’s priority list. |
| CNISS                          | Replace Classroom lab computers       | Student Success                       | $ 99,615  | 90,665.09  | 8,949.91   | New computers in the CNISS program contributed to student success through providing students with updated computer desktop technology. |
| Culinary Arts                   | Triple Deck Pizza Oven               | Institutional Excellence              | $ 25,000  | 19,180.13  | 5,819.87   | Core Theme: Institutional Excellence. The pizza ovens have been installed, and are benfiting our students, the program and the community members who enjoy the fine dining available in the Rainier Room. For regulations reasons we needed to change from a deck-style oven to a conveyor style. Students have already been experimenting with the unit. They have done pizzas, casseroles, egg dishes, scones and several other items. The unit is proving to be more versatile than expected and is used everyday. This will become a vital part of our kitchen, supporting students and patrons of our restaurant. |
| Digital Entertainment           | Projector upgrades- 2                | Student Success                       | $ 2,500   | 2,500.00   | -          | New projectors in our media design program contributed to student success by providing students a functional projector within the instructional space. |
| Nursing                        | Simulation Software upgrade          | Student Success & Institutional Excellence | $ 14,285 | 12,503.64  | 1,781.36   | Core Theme(s): Workforce Preparation, Student Success and Institutional Excellence. Simulation helps prepare students for their ‘live’ clinical experiences; this benefits the students, the clinical site staff and the patients they will be working with. The software was installed October 31, 2018. Training on the new software is scheduled for January 4, 2019. |
## One-Time Funding Status

### as of December 31, 2018

<table>
<thead>
<tr>
<th>Division</th>
<th>Description</th>
<th>Core Theme</th>
<th>Funding</th>
<th>Amount Spent</th>
<th>Balance</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Pilot</td>
<td>Aircraft Replacement</td>
<td>Student Success</td>
<td>$ 220,000</td>
<td>0.00</td>
<td>220,000</td>
<td>Pending RFP for a broker; New planes contribute to student success through providing professional pilot students with modern aviation technology.</td>
</tr>
<tr>
<td>Transitional Studies</td>
<td>Classroom equip: chairs, projectors</td>
<td>Student Success</td>
<td>$ 14,600</td>
<td>0.00</td>
<td>14,600</td>
<td>Preparing requisition paperwork</td>
</tr>
<tr>
<td>Library</td>
<td>ALMA</td>
<td>Student Success/Workforce Preparation</td>
<td>$ 32,872</td>
<td>32,872.01</td>
<td>(0.01)</td>
<td>This is an annual cost and provides journal access, general library support, such as circulation and dues to staff and students</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$ 650,872</td>
<td>185,219</td>
<td>465,652.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$ 1,370,478</strong></td>
<td><strong>$ 294,162</strong></td>
<td><strong>1,076,315.87</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Strategic Development

<table>
<thead>
<tr>
<th>Division</th>
<th>Description</th>
<th>Core Theme</th>
<th>Funding</th>
<th>Amount Spent</th>
<th>Balance</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>HR Part Time Staffing</td>
<td>Institution Sustainability</td>
<td>$ 40,000</td>
<td>11,757.15</td>
<td>28,242.85</td>
<td>From July 1 through Dec. 6, 2018: 64 total positions are in some stage of recruiting after posting the position. 33 positions have been filled (finished). This included 8 tenure track faculty positions, 6 Classified positions, 4 AFT-PROF, 2 Unrepresented, 2 IUOE, and 11 Faculty Leads. For the same time period in 2017 the College had 16 openings. This year’s hiring has doubled during this time period.</td>
</tr>
<tr>
<td>College Relations</td>
<td>Advertising carryforward</td>
<td>Institutional Excellence</td>
<td>$ 95,000</td>
<td>90,000.00</td>
<td>5,000.00</td>
<td>Our advertising campaign with 25th Hour Communications directly led to 455 mobile calls to CPTC, more than 8,000 digital ad clicks, more than 3,200 mobile mailers, and nearly 200 conversions on the &quot;Apply Now&quot; button on the website landing page during August/September 2018. $5,000 is being returned to the pool and will not be spent.</td>
</tr>
<tr>
<td>College Relations</td>
<td>Online Catalog Software</td>
<td>Student Success/Institutional Excellence</td>
<td>$ 11,800</td>
<td>0.00</td>
<td>11,800.00</td>
<td>This project has grown and now includes several pieces that will be funded in partnership with both Guided Pathways and Instruction. The RFQ was posted the first week of November, an apparent winner has been selected, and we are now working with Finance to execute the contract.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$ 146,800</td>
<td>101,757</td>
<td>45,042.85</td>
<td></td>
</tr>
</tbody>
</table>

### Student Services

<table>
<thead>
<tr>
<th>Division</th>
<th>Description</th>
<th>Core Theme</th>
<th>Funding</th>
<th>Amount Spent</th>
<th>Balance</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Center</td>
<td>Welcome Center Bookcases</td>
<td>Student Success</td>
<td>$ 3,303</td>
<td>3,303.00</td>
<td>0.00</td>
<td>Created a space more inviting and welcoming to our students. Also decreases risk of injury through increased storage space.</td>
</tr>
<tr>
<td>Student Success</td>
<td>Student Services Accessibility Moves</td>
<td>Student Success</td>
<td>$ 200,000</td>
<td>0.00</td>
<td>200,000.00</td>
<td>Moves should happen in Winter Quarter.</td>
</tr>
<tr>
<td>International Programs</td>
<td>Agent Commission</td>
<td>Student Success</td>
<td>$ 22,500</td>
<td>0.00</td>
<td>22,500.00</td>
<td>Funding provides ongoing operational support to grow our international student population.</td>
</tr>
<tr>
<td>Childcare Center</td>
<td>Hayes Childcare Center</td>
<td>Student Success</td>
<td>$ 107,203</td>
<td>0.00</td>
<td>107,203.00</td>
<td>Funding provides ongoing operational support for the Hayes Center.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$ 333,006</td>
<td>3,303</td>
<td>329,703</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$ 1,370,478</strong></td>
<td><strong>$ 294,162</strong></td>
<td><strong>1,076,315.87</strong></td>
<td></td>
</tr>
</tbody>
</table>
## WASHINGTON STATE
### LOCAL GOVERNMENT INVESTMENT POOL
#### December 31, 2018

<table>
<thead>
<tr>
<th>Investment Type</th>
<th>Average Balance</th>
<th>Dec-18</th>
<th>Percentage</th>
<th>Average Balance</th>
<th>CY 2018</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Bullets</td>
<td>0.00</td>
<td>0.00%</td>
<td></td>
<td>0.00</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>Agency Discount Notes</td>
<td>3,127,413,582.21</td>
<td>20.03%</td>
<td></td>
<td>2,796,598,907.24</td>
<td>19.35%</td>
<td></td>
</tr>
<tr>
<td>Agency Floating Rate Notes</td>
<td>1,406,544,215.63</td>
<td>9.01%</td>
<td></td>
<td>1,285,938,426.39</td>
<td>8.90%</td>
<td></td>
</tr>
<tr>
<td>Agency Variable Rate Notes</td>
<td>795,845,594.41</td>
<td>5.10%</td>
<td></td>
<td>850,339,366.22</td>
<td>5.88%</td>
<td></td>
</tr>
<tr>
<td>Certificates of Deposit</td>
<td>174,803,225.81</td>
<td>1.12%</td>
<td></td>
<td>152,671,438.35</td>
<td>1.06%</td>
<td></td>
</tr>
<tr>
<td>IB Bank Deposit</td>
<td>2,120,375,038.61</td>
<td>13.58%</td>
<td></td>
<td>1,440,287,923.92</td>
<td>9.97%</td>
<td></td>
</tr>
<tr>
<td>Repurchase Agreements</td>
<td>1,515,322,580.64</td>
<td>9.70%</td>
<td></td>
<td>1,650,849,315.02</td>
<td>11.42%</td>
<td></td>
</tr>
<tr>
<td>SOFR Floating Rate Notes</td>
<td>85,483,870.97</td>
<td>0.55%</td>
<td></td>
<td>11,643,835.62</td>
<td>0.08%</td>
<td></td>
</tr>
<tr>
<td>Supras - Bullets</td>
<td>156,315,335.42</td>
<td>1.00%</td>
<td></td>
<td>127,598,130.21</td>
<td>0.88%</td>
<td></td>
</tr>
<tr>
<td>Supras - Discount Notes</td>
<td>1,054,190,465.50</td>
<td>6.75%</td>
<td></td>
<td>589,535,733.75</td>
<td>4.08%</td>
<td></td>
</tr>
<tr>
<td>Supras - Floating Rate Notes</td>
<td>150,000,000.00</td>
<td>0.96%</td>
<td></td>
<td>128,082,191.78</td>
<td>0.89%</td>
<td></td>
</tr>
<tr>
<td>Supras - Variables</td>
<td>149,958,786.06</td>
<td>0.96%</td>
<td></td>
<td>119,782,419.91</td>
<td>0.83%</td>
<td></td>
</tr>
<tr>
<td>Term Repurchase Agreements</td>
<td>806,451,612.90</td>
<td>5.16%</td>
<td></td>
<td>1,646,986,301.36</td>
<td>11.40%</td>
<td></td>
</tr>
<tr>
<td>U.S. Treasury Securities</td>
<td>4,072,737,177.15</td>
<td>26.08%</td>
<td></td>
<td>3,649,922,275.03</td>
<td>25.26%</td>
<td></td>
</tr>
<tr>
<td>US Treasury Floating Rate Notes</td>
<td>0.00</td>
<td>0.00%</td>
<td></td>
<td>0.00</td>
<td>0.00%</td>
<td></td>
</tr>
</tbody>
</table>

Total Avg Daily Balance: 15,615,441,485.31, 100.00% | 14,450,236,264.80, 100.00%

Avg Days to Maturity: 42 days

---

* Rates are calculated on a 365-day basis
WASHINGTON STATE
LOCAL GOVERNMENT INVESTMENT POOL
December 31, 2018

<table>
<thead>
<tr>
<th>DAYS TO MATURITY</th>
<th>$ MATURING (PAR VALUE)*</th>
<th>% MATURING</th>
<th>CUMULATIVE % MATURING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4,461.59</td>
<td>29.2%</td>
<td>29.2%</td>
</tr>
<tr>
<td>2-30</td>
<td>1,785.90</td>
<td>11.6%</td>
<td>40.8%</td>
</tr>
<tr>
<td>31-60</td>
<td>2,126.00</td>
<td>13.8%</td>
<td>54.6%</td>
</tr>
<tr>
<td>61-90</td>
<td>2,949.00</td>
<td>19.2%</td>
<td>73.8%</td>
</tr>
<tr>
<td>91-120</td>
<td>575.00</td>
<td>3.7%</td>
<td>77.6%</td>
</tr>
<tr>
<td>121-180</td>
<td>865.00</td>
<td>5.6%</td>
<td>83.2%</td>
</tr>
<tr>
<td>181-270</td>
<td>150.00</td>
<td>1.0%</td>
<td>84.2%</td>
</tr>
<tr>
<td>271-397</td>
<td>175.00</td>
<td>1.1%</td>
<td>85.3%</td>
</tr>
<tr>
<td>Floating Rate Notes</td>
<td>1,615.00</td>
<td>10.5%</td>
<td>95.9%</td>
</tr>
<tr>
<td>Variable Rate Notes</td>
<td>652.00</td>
<td>4.2%</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>PORTFOLIO TOTAL:</strong></td>
<td><strong>15,354.49</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Amounts in millions of dollars

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**LGIP MATURITY STRUCTURE**

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**LGIP CUMULATIVE MATURITY STRUCTURE**
RESOLUTION 19-02-96
Resolution Authorizing Investment of Clover Park Technical College
Monies in the Local Government Investment Pool

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a
trust fund to be known as the public funds investment account (commonly referred to as
the Local Government Investment Pool [LGIP]) for the contribution and withdrawal of
money by an authorized governmental entity for purposes of investment by the Office of
the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized
governmental entity, Clover Park Technical College; the “governmental entity,” to
contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and
procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on
behalf of the governmental entity shall be first duly authorized by the Clover Park
Technical College Board of Trustees, the “governing body” or any designee of the
governing body pursuant to this resolution or a subsequent resolution; and

WHEREAS, the governmental entity will cause to be filed a certified copy of said
resolution with the Office of the Treasurer; and

WHEREAS, the governing body and any designee appointed by the governing
body with authority to contribute or withdraw funds of the governmental entity has
received and read a copy of the prospectus and understand the risks and limitations of
investing in the LGIP; and

WHEREAS, the governing body attests by the signature of its members that it is
duly authorized and empowered to enter into this agreement, to direct the contribution or
withdrawal of governmental entity monies, and to delegate certain authority to make
adjustments to the incorporated transactional forms, to the individuals designated herein.

NOW, THEREFORE, BE IT RESOLVED, that the governing body does
hereby authorize the contribution and withdrawal of governmental entity monies in the
LGIP in the manner prescribed by law, rule, and prospectus.
BE IT FURTHER RESOLVED that the governing body has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by Larry Clark and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that the governmental entity designates Larry Clark, Vice President for Finance and Administration, the “authorized individual” to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual’s instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by delegated authority or any other documentation, signed or otherwise approved by the authorized individual, shall remain in effect after revocation of the authorized individual’s delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

BE IT FURTHER RESOLVED that the governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

PASSED and ADOPTED by the Board of Trustees of the Clover Park Technical College, state of Washington, on this 13th day of February 2019.

Attested by:

Dr. Joyce Loveday  
President  
College District Twenty-Nine

Wayne Withrow  
Chair, Board of Trustees  
College District Twenty-Nine
DIVISION A: ACADEMICS & TRANSITIONAL STUDIES

Judy Loveless-Morris, Ph.D.
Dean for Academic Instruction and Transitional Studies
Who We Are

A Review

Where We Are

Where We Are Going
Who We Are

Instructional Support

- A grand total of 4500 students of direct tutoring services were provided in the last academic year.
  - Approximately 520 students and 8140 hours of tutoring were offered in Fall 2018.

- The Open Lab is one of the most used resources in the LRC.
Who We Are: A Review

Where We Are

Where We Are Going

Academic Instruction

General Education: Division A offers the academic courses that students need to complete their programs.
• Written & Oral Communication
• Mathematics
• Natural Sciences
• Social Sciences
• Humanities

Transitional Studies offers courses that support the transition of students to college level study and career pathways.
• Student progression is supported through ESL instruction, high school completion, college readiness instruction, and the integration of basic skills instruction into workforce programs.
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“First Year Transfer List” of general education courses

- Communications (5 credits) – ENGL& 101, ENGL& 102
- Quantitative and Symbolic Reasoning (5 credits) – MATH& 107, MATH& 148 or MATH& 151
- Humanities (10 credits in two different subject areas or disciplines) – PHIL& 101, MUSC& 105, DRMA& 101, ENGL& 111, or HUM& 101
  For colleges that use History as a Humanities HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148
- Social Science (10 credits in two different subject areas or disciplines) – PSYC& 100, SOC& 101, POLS& 101, POLS& 202
  For colleges that use History as a Social Science: HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148
- Natural Sciences (10 credits in two different subject areas or disciplines) – BIOL& 100, BIOL& 160 w/ lab, ASTR& 100, ASTR& 101 with lab, CHEM& 105, CHEM& 110 with lab, CHEM& 121 with lab, CHEM& 161, CHEM& 162, ENVS& 100, ENVS& 101, PHYS& 114, GEOL& 101 with lab.
- Additional 5 credits in a different discipline can be taken from any category listed above.
Where We Are

FTE for Division A

• Division A is serving nearly 500 students this quarter (n=490).

• Division A has experienced increased enrollment (+5.9%).
Where We Are Going: Designing for Student Success

Four Pillars of Guided Pathways

- Create clear curricular pathways to employment and further education.
- Help students choose and enter their pathway.
- Help students stay on their path.
- Ensure that learning is happening with intentional outcomes.

Who We Are:
A Review

Where We Are

Where We Are Going

CollegeSpark
Washington
Where We Are Going: Designing for Student Success

Completion of College Level English and Math Within One Year

New Assessment Process

• English
  • Accelerated Model

• Math
  • Co-Requisite and Contextualized
Where We Are Going: Expanding our Reach

• VESL at Milgard
• ESL at APCC
• I-BEST
• High School in the Community
• Running Start
Where We Are Going: Expanding our Reach

• IECLE Grant
• Community Partnerships
  • Local High Schools
  • Community Organizations, such as The Urban League.
• Goodwill
• Milgard
• College Spark

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Where We Are Going: Expanding our Reach

• Ability to Benefit
  • Individuals without a high school credential.
• I-BEST
THANK YOU!
Any Questions?