



4500 Steilacoom Blvd SW, Lakewood, WA 98499-4004

**Board of Trustees Meeting**  
**Rotunda, Building 3**  
**Wednesday, February 7, 2018**  
 Study Session: CANCELLED  
 Regular Meeting: 4:00-5:00 p.m.

**Agenda**

<b>4:00</b>	<b>Call to Order, Flag Salute, Introductions</b> .....	Lua Pritchard	
	<b>Adoption of Agenda</b> .....	Lua Pritchard	
	<i>Action</i>		
	<b>Approval of the Regular Meeting Minutes of</b> .....	Lua Pritchard	<b>Tab 1</b>
	<b>January 10, 2018</b>		
	<i>Action</i>		
<b>4:05</b>	<b>President’s Report</b> .....	Joyce Loveday	
	<ul style="list-style-type: none"> <li>● Student Success Story</li> <li>● Board of Trustees Retreat</li> <li>● ACT Winter Legislative Conference Transforming Lives Dinner Award</li> <li>● ACCT National Legislative Summit, Washington, D.C., February</li> <li>● Miscellaneous</li> </ul>		
<b>4:20</b>	<b>College Reports or Highlights</b>		
	<ul style="list-style-type: none"> <li>● ASG Report.....</li> <li>● Instruction Division Report.....</li> <li>    Presentation: Operations Management .....</li> </ul>	Alex Haley	<b>Tab 2</b>
		Mabel Edmonds	<b>Tab 3</b>
		Tanya Sorenson	
<b>4:40</b>	<b>Chair’s Report</b> .....	Lua Pritchard	
<b>4:45</b>	<b>Board Reports and/or Remarks</b> .....	All	
	<ul style="list-style-type: none"> <li>● ACT Legislative Contact Conference, January 22-23, 2018, Olympia, WA</li> </ul>		
<b>4:50</b>	<b>Public Comments</b> .....	Lua Pritchard	
<b>4:55</b>	<b>New Business</b> .....	Lua Pritchard	
	<b>New Tenure Track Faculty Introductions</b> .....	Mabel Edmonds	<b>Tab 4</b>
	Kristin Copeland      Communications/English Instructor	2nd Quarter	

**5:00 Executive Session** .....Lua Pritchard

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.

**5:00 Adjournment** .....Lua Pritchard

*All Board meetings will be recorded.*



4500 Steilacoom Blvd SW, Lakewood, WA 98499-4004

**Board of Trustees Regular Meeting  
Rotunda, Building 3  
Wednesday, January 10, 2018  
Study Session: 3:00-4:00 p.m.  
Regular Meeting: 4:00-5:55 p.m.**

**Study Session Minutes**

**Call to Order:** Chair Pritchard called the Board of Trustees Study Session for Clover Park Technical College (CPTC) to order on January 10, 2018, at 3:00 p.m.

**Board of Trustees Present:**

Lua Pritchard, Chair  
Bruce Lachney  
Mark Martinez

Mary Moss  
Wayne Withrow

**College President:** Dr. Joyce Loveday

**Assistant Attorney General:** Justin Kjolseth

**Other Attendees:**

Larry Clark, VP, Finance & Admin.  
Mabel Edmonds, VP, Instruction  
Scott Latiolais, VP, Student Success  
Lisa Beach, Dir., Compliance  
Cal Erwin-Svoboda, Dir., Stud. Involvement/  
Conf. Center Svcs.  
Michelle Hillesland, Dean

Pam Jeter, Int. Dir., Information Technology  
Wendy Joseph, Dir., Financial Aid  
John Kaniss, Dir., Facilities Services  
Chris Kroiss, Mgr., Security  
Pat Lange, Dir., Transitional Studies  
Tanya Sorenson, Dean  
Cherie Steele, Exec. Asst. to the President

**Open Public Meetings Act and Public Records Training (Tab 1)**

AAG Kjolseth presented the attached Open Public Meetings Act and Public Records Training to Trustees, which is required within 90 days of assuming duties and every four years thereafter.

**General Discussion**

None

**Adjournment**

Chair Pritchard adjourned the Study Session at 3:52 p.m.



**Regular Meeting Minutes**

**Call to Order:** Chair Pritchard called the Board of Trustees Regular Meeting for Clover Park Technical College (CPTC) to order on January 10, 2018, at 4:01 p.m.

**Board of Trustees Present:**

Lua Pritchard, Chair  
 Bruce Lachney  
 Mark Martinez

Mary Moss  
 Wayne Withrow

**College President:** Dr. Joyce Loveday

**Assistant Attorney General:** Justin Kjolseth

**Other Attendees:**

Larry Clark, VP, Finance & Admin.  
 Mabel Edmonds, VP, Instruction  
 Scott Latiolais, VP, Student Success  
 Lisa Beach, Dir., Compliance  
 Rachael Butler, Head Start Fam. Advocate  
 Loren Davis, Dir., NWCTHS  
 Cal Erwin-Svoboda, Dir., Stud. Involvement/  
 Conf. Center Svcs.  
 Theresa Freeby, Student  
 Myra Griffin, Dir., Nursing Programs  
 Alexandra Haley, ASG Clubs Officer  
 Michelle Hillesland, Dean  
 Pam Jeter, Int. Dir., Information Technology

Angela Johnson, Mgr., Child Care Center  
 Wendy Joseph, Dir., Financial Aid  
 John Kaniss, Dir., Facilities Services  
 Dean Kelly, Dir., Advising/Counselling  
 Chris Kroiss, Mgr., Security  
 Pat Lange, Dir., Transitional Studies  
 Cindy Mowry, Dir., Enrollment Svcs.  
 Tyler Scott, Sr. Creative Comm. Mgr.  
 Tanya Sorenson, Dean  
 Cherie Steele, Exec. Asst. to the President  
 Sarah Tobler, Student  
 Kirk Walker, Dir., Human Resources

**Adoption of the Agenda****MOTION:**

Motion to adopt the agenda as presented was made by Trustee Withrow, seconded by Trustee Martinez.

**MOTION:**

Motion to amend the agenda to increase the length of the executive session by 15 minutes for discussion of matters relating to agency enforcement actions with the College's legal counsel, was made by Trustee Lachney, seconded by Trustee Martinez. Amended agenda approved unanimously.

**Approval of Minutes (Tab 2)****MOTION:**

Motion to approve the minutes of the Regular Board meeting of December 13, 2017, made by Trustee Lachney, seconded by Trustee Withrow. Approved unanimously.

**President's Report**Student Success Story

Sarah Tobler earned her associates degree in Cosmetology in December and is now enrolled in the Esthetics Program. She grew up in Shelton, WA, in a family with substance abuse issues, and she ended up at the Purdy Correctional Center. Ms. Tobler wanted to enter the Cosmetology Program at Purdy, but her term was too short. When released, she decided to take the course at CPTC, partly due to the Hayes Child Development Center, where her children attend. Thanks to compassionate instructors, she has maintained a 3.8 GPA.

ACT Legislative Winter Conference, January 23-24, Olympia Red Lion  
Chair Pritchard, Dean Hillesland, and I will attend the Transforming Lives Awards Dinner. CPTC's student nominee is Michael Clarke, who will be there with his grandmother and instructor.

Trustees Moss and Withrow will attend the conference sessions.

ACCT National Legislative Summit (NLS), February 11-14, Wash, D.C.  
Trustee Moss and I will attend the ACCT NLS, along with other ACT Trustees and Presidents. Kim Tanaka will coordinate meetings with Washington State legislators.

#### 75<sup>th</sup> Anniversary Gala – May 19, 2018

Mark your calendars - on Saturday, May 19, CPTC will host a 75<sup>th</sup> Anniversary Gala to celebrate CPTC's history and future, and we hope to generate \$75,000 for Student Emergency Grants.

#### Honoring Dr. John Walstrum and Andy Fritz

The college received tragic news the week before Christmas, Andy Fritz and his wife Jody were killed in a bus accident in Mexico while on an excursion from a cruise ship. Andy was an Environmental Sciences & Technology Instructor for 20 years. He was an avid runner, and the Foundation is planning to honor Andy by naming an upcoming 5K Run/Walk the "Andy Fritz Memorial Trek for Tech." Andy was part of the planning team for this event that will be held Saturday, July 29.

The same week, we also learned that Dr. John Walstrum, President at CPTC from 2006-2013, passed away after battling cancer. The Executive Team has discussed ideas for honoring Dr. Walstrum on campus, and President Loveday asked Trustees to share their ideas with her.

#### Miscellaneous Items

- Vice President Dotson is on a three-month sabbatical to complete her doctorate.
- CPTC's Legislative Advocacy Day in Olympia will be on Monday, January 29. Trustee Withrow, students Alex Haley and Haley Rye, and I will visit legislators.
- The Board of Trustees Annual Retreat will be on Friday, January 19, in Building 23, Room 212, starting at 8:15 a.m. In the afternoon, Trustee Lachney will provide Objectives and Key Results (OKR) Training to trustees, administrators, and directors.

#### **College Reports or Highlights**

##### ASG Report (Tab 3)

Alex Haley, Clubs Officer for Student Council, presented the attached report. Ms. Haley noted that ASG Vice President Haley Rye was appointed President pro tem until at least the March Student Council meeting.

##### Outreach Update (Attachment 1)

Vice President Latiolais offered a brief update on Outreach and Recruitment. The attached tables show progress made toward goals that were set.

The Full-time Equivalent Students (FTEs) page shows a decline in enrollment since 2009, which is not unique to CPTC. Increasing enrollment has been a priority this year, and enrollment was up 3½ percent in winter quarter. It is hoped that trend will continue for spring quarter.

Emergency Planning (Tab 4)

Lisa Beach presented the attached report on Emergency Management.

**Chair's Report**

None

**Board Reports and/or Remarks**

None

**Public Comments**

None

**New Business**

None

**Executive Session**

At 4:41 p.m., Chair Pritchard stated that, in accordance with RCW 42.30.110, the Board would recess to go into Executive Session for approximately 60 minutes for the purpose of reviewing the performance of a public employee and for discussion of matters relating to agency enforcement actions with the College's legal counsel.

Chair Pritchard reconvened the Regular Meeting at 5:20 p.m. and asked if there were any action items as a result of the Executive Session. There were none.

**Next Meeting**

February 7, 2018, at the Lakewood campus.

**Adjournment**

Chair Pritchard adjourned the Regular Meeting at 5:20 p.m.

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**Dr. Joyce Loveday**  
**President**  
**College District Twenty-Nine**

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**Lua Pritchard**  
**Chair, Board of Trustees**  
**College District Twenty-Nine**



## Associated Student Government | February 2018

### Highlights

The first "Student Success Social" was a huge hit! Approximately 100 students, guests, and faculty/staff attended the event to recognize the accomplishments and milestones of CPTC students on their journey towards graduation. The pre-determined milestones are: completing 15 or 45 credits and passing a Math 100 or English 100 level class. The next success social is scheduled for April 24 at 3:00 p.m. in the McGavick Conference Center. The entire college community is invited to attend this celebratory event!

### Increasing Student Advocacy

On January 25, council members Alex Haley and Jax Chandler attended the 2018 Community & Technical College Advocacy Day at the State Capital in Olympia. Students met with Senator Zeiger, Representatives Stambaugh, McDonald, Muri, and legislative staff of Representatives Sawyer and Kirby. Students discussed issues on the 2017-2018 WACTCSA Action Agenda: K-AA: Redefinition of Basic Education in the Washington State Constitution, Ban the Box: Fair Chance Employment and Housing for the Justice Involved, Textbooks and Open Educational Resources Affordability and Accessibility, and Higher Education for Undocumented Students.

On January 29, Student Council members Alex Haley and Haley Rye joined Dr. Joyce Loveday at the CPTC Advocacy Day in Olympia to make the case for CPTC at the State Capital and meet with Senators Zeiger, Miloscia, Angel, and staff of Representative Morgan Irwin.

### Shared Governance

The 2018-2019 Services & Activities (S&A) Fee budgeting process has begun. Budget requests will be due no later than February 20 with budget hearings scheduled for March 5-7. Allocation decisions should be made by March 14. Last year the Board approved an S&A operating budget of \$847,000.

### Partnership Highlights

Student leaders came together to volunteer at the Emergency Food Network and re-packed 3,631 pounds of rice which will be distributed to food banks throughout the county. In addition to volunteering in September, CPTC students have re-packed 11,381 pounds of rice. Students look forward to volunteering again this April.

Justin Washington conducted a two-hour workshop for student leaders on February 1 and conducted team-building activities and exercises aimed at strengthening team dynamics and developing a team vision.

### By The Numbers:

- 394** bus passes distributed in winter qtr.
- 1,027** PB&J's distributed between Jan. 1- 30
- 3,631** lbs. of rice re-packed
- 450** student attendance at events in Jan.

### Upcoming Events:

- Acupuncture** February 7, 11 a.m.-2 p.m., Building 23, Room 215
- Caspar Babypants** February 12, 3-3:45 p.m., Building 23, Ballroom
- WinterFest** February 15, 11 a.m.-4 p.m., Building 23
- Blood Drive** February 28, 9 a.m.-3 p.m., Building 23, Room 215

Tab 3

# BAS Operations Management

Tanya Sorenson  
Dean for Academics &  
Instructional Support

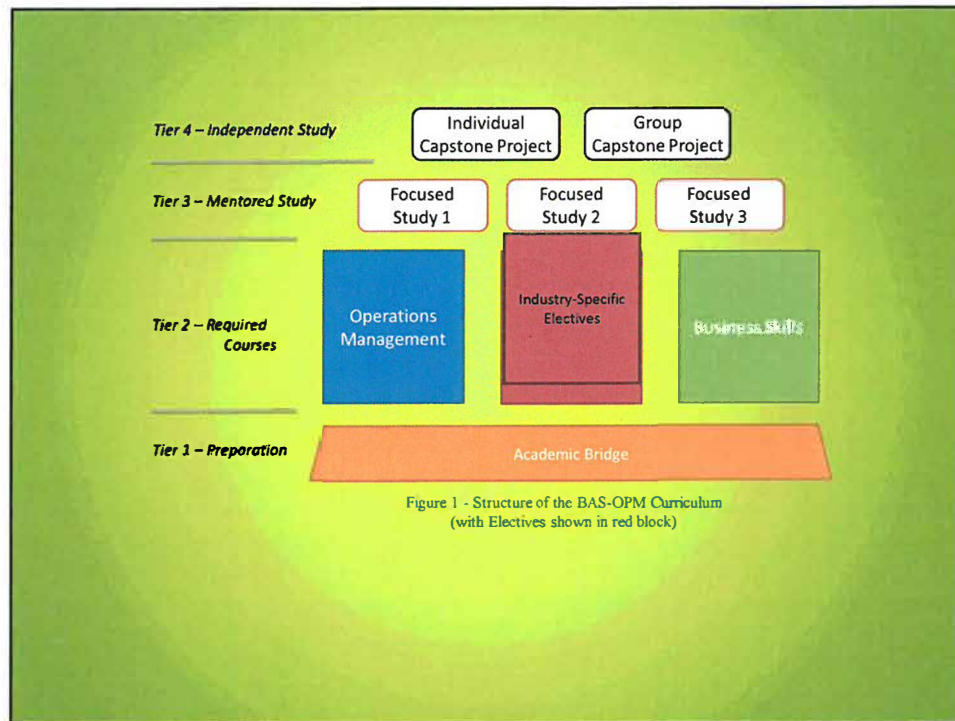


## Background

- 2014 First Cohort BASMO
- 2016 Increase breadth from manufacturing to operations management
- 2017 Consortium with Bellingham Tech
- 2017 Site Visit
- 2018 Full Accreditation of BAS







## Layout

- Online/Occasional Saturdays
- Designed for working adults
- High median salaries (\$92K-\$112K)
- Consortium with Bellingham provides more options to students
- Open to all CPTC associate-degree programs

## Enrollments

Cohort Year	Enrollment	Retention	Graduation
2014	12	83% (10 students)	9
2016	6 (11 admitted)	66% (4 students)	n/a
2017	30	n/a	n/a

## Future

- Graduates going on to MBA's.
- AIM Aerospace, Boeing, others pleased and promoting our graduates.
- New marketing.



**KRISTIN COPELAND, M.Ed.**  
**Communications/English Faculty**

As an elementary student, I was always the one to volunteer to grade and organize papers for each teacher. I loved to organize and felt honored to use the red pen. I knew from early on what I wanted to be when I grew up – a teacher – and have never wavered from that goal. I ended up at a small liberal arts college in Florida, Pensacola Christian College, where I received my Bachelor's degree in English Education with a minor in Music with an emphasis on vocal performance. After graduation, I moved to Las Vegas, Nevada, to pilot their junior and senior high English programs. I taught seventh through twelfth grade for two years there before moving to Kaneohe, Hawaii, where I taught sixth grade and music for the whole school. While I loved Hawaii culturally and enjoyed where I was teaching, I got very sick during the year I was there. I ended up moving back home and received a job at the high school from which I graduated, Tacoma Baptist High School (TBS). There I taught honors English classes, geography, and computers for two years. While teaching at TBS, I also coached volleyball and fast-pitch. When I moved home, I decided it was also a good time to pursue a graduate degree. I attended Liberty University through their distance learning program and that is where I received my Master's in Education. After completing my degree, I felt a strong pull to move into community and technical education.

When I first made the transition from the K-12 system to community and technical education, it was important to me that I stayed in Lakewood. I grew up here and have a strong legacy and commitment to this community and CPTC since my family has been involved in community outreach programs and with CPTC as graduates, instructors, and contributors since the 1960s. I started here as a GED examiner and have taught almost every class offered in the Basic Skills program including NAC I-BEST courses and many developmental courses. For five years, I was a part-time adjunct faculty member teaching various levels of English and math from adult basic education to technical writing. Subsequently, I received one of the two full-time adjunct English positions and became very active at the college in Achieving the Dream (ATD), College Assembly, the Completion Campaign, and many other task forces and committees. This past summer, I applied and received the Communications/ English tenure-track position.

My first love is education because I find joy in helping others find success and knowledge. While I could teach anywhere, I chose CPTC because I believe in our mission of educating tomorrow's workforce. What we do here makes a difference in each student's life and in our community as a whole.