



4500 Steilacoom Blvd SW, Lakewood, WA 98499-4004

**Board of Trustees Regular Meeting
Tacoma Dome
Tuesday, June 20, 2017
Study Session Cancelled
Regular Meeting: 4:00-5:00 p.m.**

Agenda

- 4:00 Call to Order, Flag Salute, Introductions** Bruce Lachney
- Adoption of Agenda** Bruce Lachney
Action
- Approval of the Regular Meeting Minutes of**..... Bruce Lachney **Tab 1**
May 10, 2017
Action
- 4:05 President’s Report** Joyce Loveday
 - Student Success Speaker
 - Student Awards Ceremony
 - CPTC Evening Open House
 - 2017 Graduation Update
 - College Reduction in Force
 - Miscellaneous
- 4:25 Other College Reports or Highlights:**
 - ASG Report..... Cal Erwin-Svoboda **Tab 2**
 - ASG S&A Budget..... Cal Erwin-Svoboda **Tab 3**
 - Budget Update Larry Clark/Lisa Wolcott **Tab 4**
- 4:40 Chair’s Report**..... Bruce Lachney
- 4:43 Board Reports and/or Remarks** All
 - ACT 2017 Spring Convention
- 4:47 Public Comments** Bruce Lachney
- 4:50 New Business** Bruce Lachney
- Approval of ASG Services and Activities Budget for 2017-18** **Tab 3**
Action

Approval of Resolution 17-06-93, Extension of 2016-17 Operating Budget

Tab 5

Action

Election of Officers

Positions of Board Chair and Vice Chair –

For the term of one year, July 1, 2017 – June 30, 2018

Action

5:00 Executive Session Bruce Lachney

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 Bruce Lachney

All Board meetings will be recorded.



4500 Steilacoom Blvd SW, Lakewood, WA 98499-4004

Board of Trustees Meeting

Building 3, Rotunda
Wednesday, May 10, 2017

Minutes

Study Session

Call to Order: Vice Chair Pritchard called the Board of Trustees Study Session for Clover Park Technical College (CPTC) to order on May 10, 2017, at 3:04 p.m.

Board of Trustees Present:

Lua Pritchard, Vice Chair
Mary Moss

Wayne Withrow

College President: Dr. Joyce Loveday

Assistant Attorney General: Justin Kjolseth

Excused Absences: Bruce Lachney, Board Chair; and Mark Martinez, Trustee

Other Attendees:

Larry Clark, VP, Finance & Admin.
Tawny Dotson, VP, Strategic Development
Mabel Edmonds, Int. VP, Instruction
Juanita Ricks, Int. VP, Student Success
Lisa Beach, Dir., Compliance
Marshall Collins, Prof. Pilot Inst.
Bev Dupuis, Computer Operator/Spt. Tech.
Cal Erwin-Svoboda, Dir., Stud. Involvement/
Conf. Center Svcs.
Shelby Fritz, Dir., HR & Title IX Coord.
Michelle Hillesland, Dean
Rich Hines, Inst. Design Spec., C2E Proj.
John Kaniss, Dir., Facilities Services

Dean Kelly, Dir., Advising/Counselling
Claire Korschinowski, Dean
Pat Lange, Dir., Transitional Studies
Annie Mafi, ASG President
Kenneth Meerdink, Computer Prog./Web
Design Inst.
Cindy Mowry, Dir., Enrollment Svcs.
Tyler Scott, Sr. Creative Comm. Mgr.
Tanya Sorenson, Dean
Cherie Steele, Exec. Asst. to the President
Dr. Margie Tomsic, Exec. Dir., IR & Accred.
Tiffany Windmeyer, Career Dev. Coord.
Lisa Wolcott, Dir., Budget & Finance

President's Report

VPI and VPSS Search Updates

Scott Latiolais was hired to begin on July 1 as CPTC's Vice President for Student Success. His latest position was Dean of Student Success at Renton Technical College. He has exceptional experience and a positive, innovative, and enthusiastic approach.

For economic and consistency reasons, the Vice President for Instruction search has been suspended, and Mabel Edmonds has accepted the position of Interim Vice President for Instruction for another year, through June 30, 2018.

2017 CPTC Commencement

The 2017 graduation will be on Tuesday, June 20, 2017, 6:30 p.m., at the Tacoma Dome. Prior to graduation, there will be a Board meeting from 4:00-5:00 p.m.

Strategic Planning Preparation

The current CPTC Strategic Plan ends in 2018. This summer, the process of collecting information for an environmental scan will begin. From that information, a summary document will be prepared and reviewed by Trustees prior to a fall retreat, in September or October. Trustees will discuss where they want the College to be in three to five years. Next, the Executive Team will align the accreditation core themes with strategic goals and identify key strategies for the year and outcomes and key results (OKRs).

Budget Development Update

Vice President Clark summarized the budget. With lower enrollment, being down 356 FTE, not making CPTC's base enrollment figure as determined by the SBCTC, and not receiving tuition from those 356 FTEs, the College does not have enough money for the remainder of the FY2017-18 year. Also, utility costs and adjunct salaries were not fully funded.

To help remedy the situation:

- All discretionary spending was stopped as of May 1.
- Since salaries comprise 85 percent of the budget, layoffs are imminent.
- State funding is at 2008 budget levels.

Legislative Update

Bill Passed:

- Corrections education policy bill was passed and allows CTCs to provide associate workforce degrees in corrections institutions to incarcerated individuals who meet criteria established by the DOC.

Work in Process:

- Washington Student Loan Transparency Act is awaiting funding in the negotiated and approved budget, but has been signed by the Governor. This bill requires notification for all students who are receiving loans to include an estimate of all loans they are receiving.
- A CTC course material cost bill is now signed by the Governor and requires CTCs to provide information to students during registration on each course's cost of textbooks and course materials, and whether the course uses open educational resources. Colleges can do this by either displaying the information on their current websites or the information will be included when they transition to ctcLink. Compliance reporting begins in January of 2019, but CTCs are required to begin this practice no later than the first full quarter after ctcLink implementation.
- The Operating and Capital Budgets are not ready. If they are not signed by June 30 at midnight, the SBCTC has submitted the required contingency plan to the state to include the colleges' ability to use non-appropriated funds to cover operating costs for a brief period of time.

A Positive Note for Our Students:

- Year-round Pell Grant funding was restored in a budget deal that funds the federal government through the end of FY17, and students may be able to use this Pell change as early as summer quarter.

Guided Pathways Introduction (Tab 1)

Dean Kelly, Tanya Sorenson, Rich Hines, and Tawny Dotson offered the attached presentation (Tab 1). Studies show that students who take a pathway are more likely to complete their program. One goal is to tie a student's passion to a profession. The Guided Pathways team would like CPTC to use this approach. What is needed – the Board's endorsement and institution-wide engagement and strong faculty buy-in.

Student Success Program Highlight (Tab 2)

Dean Kelly reported on Disability and Veterans resources available to students at CPTC.

2017-18 Nominations for Chair and Vice Chair Discussion

Motion to nominate Lua Pritchard for the position of Board Chair for the July 1, 2017 – June 30, 2018 term was made by Trustee Withrow.

MOTION:

Motion to nominate Wayne Withrow for the position of Board Vice Chair for the July 1, 2017 – June 30, 2018 term was made by Trustee Moss.

MOTION:

Motion to accept the slate of nominees for election at the June Board of Trustees meeting was made by Trustee Withrow, seconded by Trustee Moss.

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

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Regular Session

Call to Order: Vice Chair Pritchard called the Board of Trustees Regular Session for Clover Park Technical College (CPTC) to order on May 10, 2017, at 4:02 p.m.

Board of Trustees Present:

Lua Pritchard, Vice Chair
Mary Moss

Wayne Withrow

College President: Dr. Joyce Loveday

Assistant Attorney General: Justin Kjolseth

Excused Absences: Bruce Lachney, Board Chair; and Mark Martinez, Trustee

Other Attendees:

Larry Clark, VP, Finance & Admin.
Tawny Dotson, VP, Strategic Development
Mabel Edmonds, Int. VP, Instruction
Juanita Ricks, Int. VP, Student Success
Ronda Armstrong, Surg. Tech. Inst.
Lisa Beach, Dir., Compliance
Robert Carver, Nursing Prog. Inst.
Kristen Carver, Guest

Marshall Collins, Prof. Pilot Inst.
Loren Davis, NWCTHS Principal
Bev Dupuis, Computer Operator/Spt. Tech.
Cal Erwin-Svoboda, Dir., Stud. Involvement/
Conf. Center Svcs.
Shelby Fritz, Dir., HR & Title IX Coord.
Myra Griffin, Dir, Nursing Programs
Rebecca Haggerty, Med. Histology Inst.

Michelle Hillesland, Dean
 Rich Hines, Inst. Design Spec., C2E Proj.
 Wendy Joseph, Dir., Financial Aid
 John Kaniss, Dir., Facilities Services
 Dean Kelly, Dir., Advising/Counseling
 Claire Korschinowski, Dean
 Pat Lange, Dir., Transitional Studies
 Annie Mafi, ASG President
 Kristin Martindale, Comm./English Inst.
 Kenneth Meerdink, Computer Prog./Web
 Design Inst.

Cindy Mowry, Dir., Enrollment Svcs.
 Lacey Purciful, Student Speaker
 Tyler Scott, Sr. Creative Comm. Mgr.
 Tanya Sorenson, Dean
 Cherie Steele, Exec. Asst. to the President
 Dr. Margie Tomsic, Exec. Dir., IR & Accred.
 Jane Wagers, Cent. Svc. Sterile Proc. Inst.
 Tiffany Windmeyer, Career Dev. Coord.
 Lisa Wolcott, Dir., Budget & Finance

Adoption of the Agenda

MOTION:

Motion to adopt the agenda as presented was made by Trustee Withrow, seconded by Trustee Moss. Approved unanimously.

Approval of Minutes (Tab 3)

MOTION:

Motion to approve the minutes of the Regular Board meeting of April 12, 2017, made by Trustee Withrow, seconded by Trustee Moss. Approved unanimously.

President's Report

Student Success Story

Lacey Purciful is in her 3rd quarter of the Medical Histology Program and has a 4.0 GPA. She was raised in upstate New York. Lacey was active in many sports and was the first girl on her high school wrestling team. After working in social justice, Lacey went into the Army and worked in the medical field. After discharge, her Army rehabilitation counselor suggested Histology. After an orientation session, Instructor Bekki Haggerty and a student took Lacey on a tour. Their enthusiasm inspired Lacey, and she registered that day. President Loveday indicated that CPTC's Histology Program has a 97.7 percent pass rate, and the national average is only 57 percent.

2017 Spring Quarter Enrollment

Enrollment is down from last year and below our target. While the Finance Department budgets conservatively, the lower-than-expected enrollment has resulted in approximately \$600,000 less tuition than budgeted. The Executive Team is working to right-size the College and has stopped all discretionary spending for May and June. To help balance the 2017-18 budget, there will be layoffs, and increasing enrollment will remain a priority.

Questions:

- Vice Chair Pritchard asked that a one-page comparison of enrollment for this year and previous years be provided to Trustees.
- Trustee Moss asked how many students come to CPTC directly from high school. President Loveday said that information will be provided to Trustees.

Miscellaneous

President Loveday noted the College is expecting over 4,000 middle and high school student visitors at the Open House/Career Day on May 11 and encouraged the Trustees to attend.

College Reports or Highlights

ASG Report (Tab 4)

Ms. Mafi presented the attached report and thanked the Board for the opportunity to serve as ASG President. Vice Chair Pritchard recognized Ms. Mafi for her service to the College, keeping the Board apprised of student activities and ASG business, and serving on various College and ASG committees. Ms. Mafi did a great job working to remove barriers to student success and educational access; her work with Pierce Transit on proposed bus routes was a major reason they chose CPTC to be the lead two-year college in the county to pilot the student free bus pass program. Vice Chair Pritchard presented Ms. Mafi with a small token of appreciation from the Board and wished her well in the future.

FY 2016-7 3rd Quarter Budget Report (Tab 5)

Ms. Wolcott presented the attached report. There were no questions following.

Chair's Report

No Chair's report.

Board Reports and/or Remarks

No Board reports.

Public Comments

No public comments.

New Business

New Tenure Track Faculty Introductions

The Tenure Track Faculty Introduction was postponed to a later date.

Executive Session

At 4:39 p.m., Vice 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, evaluating, and interviewing faculty probationers for tenure award.

Vice Chair Pritchard reconvened the Regular Meeting at 5:11 p.m. and asked if there were any action items as a result of Executive Session. There were actions as a result of the Executive Session.

MOTION:

Trustee Moss 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 Robert Carver at Clover Park Technical College, seconded by Trustee Withrow. No discussion. Approved unanimously.

MOTION:

Trustee Withrow 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 Kenneth Meerdink at Clover Park Technical College, seconded by Trustee Moss. No discussion. Approved unanimously.

Next Meeting

June 20, 2017, at the Tacoma Dome.

Adjournment

Vice Chair Pritchard adjourned the Regular Meeting at 5:13 p.m.

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

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



Associated Student Government June 2017 Monthly Report

Highlights

The 5th annual Student Awards ceremony was held on June 7. This event celebrated those exemplifying academic excellence and community leadership. There were appetizers, desserts, a photo booth, and roaming entertainers for all to enjoy. Notable winners were Club of the Year (NDT-Composites), June Stacey Clemons Advocate of the Year (Hope Stout), VP Awards (Natasha Lobato-Aljader and Michael Clarke) and President’s Award (Annie Mafi).

Increasing Student Advocacy

In June, Student Council sanctioned two clubs: Eco-Club and Aviators Club. The Aviators intends to educate students and the community about the Professional Pilot Program and South Hill Campus. The Eco-Club hopes to increase campus awareness of sustainability initiatives and improve recycling efforts.

The Student Council ratified their priority issues on June 13, which represents their highest priorities for advocacy and attention during the 2017-2018 academic year. The issues will be shared with the college community no later than June 16.

Shared Governance

The newly appointed Student Council members are as follows: Kiana Jenkins (President), Sadat Felder (Vice President), Saima Joseph (Legislative), Sandra Haley (Emergency Services), and Jennifer Perez (Administration). All student leaders who were appointed to leadership positions participated in a new hire orientation on June 8. Summer training will take place August through September 21.

The Services & Activities (S&A) Budget Committee approved an \$847,000 operating budget for the 2017-2018 fiscal year with an increase to the student fee of \$1.50/per credit from \$9.00 to \$10.50, up to 10 credits. More info about the budget can be found at www.cptc.edu/budgetcommittee. The budget has been reviewed by the college administration and will be presented to the Board on June 20 for approval.

Partnership Highlights

The Associated Student Government (ASG) partnered with the Transitional Studies Department to host the first ever Scholastic Book Fair on campus to encourage and support family literacy. The funding provided light refreshments for the event and allowed 75 students to receive Simon Bucks to purchase books. Over \$2,500 in revenue was generated from the event with 50% of the profits (in Scholastic dollars) to benefit the Hayes Child Development Center and Transitional Studies Department.

The ASG sustainability committee approved funding to install three water bottle refilling stations on campus; Building 16, South Hill, and Building 23. Two stations have already been installed with Building 23’s refilling station to come later this summer.

By The Numbers:

578	SpringFest Participants	378	Bus Passes
519	May PB&Js Disbursed	75	“Wear it Forward” Graduation Gown Rental

Summer Quarter Hours

During the summer quarter the Student Leadership & Service Center will be open 10am-5pm Monday-Friday. On behalf of the ASG, have a safe and wonderful summer and see you in the Fall!

TO: Board of Trustees
 FROM: Services & Activities (S&A) Budget Committee
 RE: Proposed 2017-2018 S&A Budget
 DATE: June 20, 2017

The student budget committee has unanimously adopted the \$847,000 budget for the 2017-2018 fiscal year (FY) with an increase to the student fee of \$1.50/per credit from \$9.00 to \$10.50, up to 10 credits. The proposed budget is based on updated revenue estimates provided by Lisa Wolcott during the budget development process; which was \$40,000 less than originally projected. It is the understanding of the committee that approving this operating budget will ensure that the Associated Student Government and student funded programs can continue to contribute to the campus community and create a campus environment that is engaging, vibrant and actively involves students throughout their academic journey. In addition, the budget committee believes that the fee increase will ensure that future committees can begin to budget for mandated wage increases, growth of the bus pass program and future budget projections.

Considerations

- New funding requests approved: Food Pantry, NDT/Composites Club and Multicultural Affairs program/staff position. Committee did not receive a funding request from Phi Theta Kappa for this upcoming FY.
- The committee is concerned about the mandated wage increases and its impact to S&A through 2020. The budget would need to increase 21.3% (\$67,900) to fully fund student wages at current levels through 2020.
- S&A Fee has remained at \$90/quarter since the 2013-2014 fiscal year.
- Allocated \$3,600 to send Club Cyber Tech to DEFCON in Las Vegas and \$3,050 to send Club OOPS to PAX Dev Programming Conference in Seattle during the summer quarter.
- Allocated \$1,000 from the 2016-2017 Contingency Fund for the NDT/Composites Club to travel to Bellevue in the spring quarter as part of planned club excursion.
- No mid-year travel requests were allocated to student organizations during the spring budgeting process. Travel occurring November 1- June 30, 2018 will be heard by the student budget committee.
- Recommended that the Tutoring Center submit a one-time funding request from the 2016-2017 Contingency Fund for consideration of purchasing two (2) computers (\$1,400).
- Approved funding from the Fund Balance of the Associated Students during the 2017-2018 fiscal year for Thanksgiving Baskets (\$2,500), monthly/discount bus passes (\$5,000) and Universal Bus Pass pilot program (\$30,000). Requestors have been asked to come prepared next year to share data/results.
- Encouraged Club Cyber Tech, Engineering and Linux Open Source Users Group to consider partnering with the Leadership Luncheon Series to host an industry professional/speaker on campus.

Decisions

- Approved the \$847,000 operating budget for the 2017-18 FY with an increase to the student fee of \$1.50/per credit, up to 10 credits. This is an increase of \$81,664 compared to the previous FY.
- Earmarked \$63,000 for mid-year funding allocation requests and conference registration/travel.
- \$54,100 to establish the Multicultural Affairs program/staff position (name to be established later). College is contributing 36.6% of salary and health/benefits.
- Beginning next FY, student wages (\$210,000) from four student personnel budgets will be transferred into one budget line item for improved accounting, data-tracking and inventory control.
- \$25,402 to support eight (8) student clubs; a decrease of \$1,801 compared to 2016-2017 FY. This includes funding for one new club (NDT/Composites Club) and zero funding for Phi Theta Kappa.
- \$126,790 to support eight (8) institutional initiatives and support programs; a \$860 decrease.
- \$165,383 to the Associated Student Government (ASG); same funding level as the 2016-2017 FY.
- \$133,300 to the Peer Ambassadors who also manage the Student Leadership & Service Center. Same funding level as the 2016-2017 FY.
- \$226,525 to Student Involvement. \$6,594 increase to cover the anticipated increase to employer costs for health care coverage and salary increases for 2.5 full-time professional staff positions within department.
- \$26,500 to Communications and Marketing. Same funding level as 2016-2017 FY.

Please let me know how the committee or myself can assist through the duration of this approval process. I can be reached at Clover Park Technical College at cal.erwin@cptc.edu or by phone at (253) 589-5644.

Proposed 2017-2018 S&A Budget	
Program/Organization	17-18 Allocation
Office of Student Involvement	
Student Council	\$ 54,839
Campus Activities Board	\$ 110,544
Office of Student Involvement	\$ 226,525
Peer Ambassadors	\$ 133,300
Multicultural Affairs	\$ 54,100
Communications & Marketing	\$ 26,500
Student Clubs & Organizations	
Automotive /CPTC Motorsports	\$ 1,800
Engineering Club	\$ 2,134
Club Cyber Techs	\$ 7,158
Nursing Club	\$ 3,480
NDT Club	\$ 1,800
Linux Open Source Club	\$ 2,000
Veterans Club	\$ 2,350
OOPS	\$ 4,680
Institutional Support	
College Opening Day	\$ 200
Holiday House	\$ 200
Graduation	\$ 11,000
Hayes Child Development Center	\$ 60,000
Diversity & International Fair	\$ 1,000
Career Center	\$ 900
Tutoring Center	\$ 47,970
Veterans Resource Center	\$ 2,520
New Student Orientation	\$ 3,000
Auxiliary Programs	
ASG Contingency	\$ 33,000
ASG Travel	\$ 30,000
Veterans Ceremony	\$ 2,500
Student Handbook/Planner	\$ 10,000
Food Pantry	\$ 5,500
Student Awards Ceremony	\$ 8,000
Total	\$ 847,000

FY2018 BUDGET SUMMARY

<u>ITEM</u>	<u>SENATE</u>	<u>HOUSE</u>
State Allocation Increase	263,452	749,029
Tuition Reduction due to low enrollment	(400,000)	(400,000)
Salary increases due to COLA 2.3 I-732	(366,613)	(366,613)
Health Increases (\$912/Month)		(83,753)
ctcLink Admin Charge	(150,000)	(150,000)
Fire Protection Increase	(107,000)	(107,000)
1617 Increments (Estimated for 1718)	(136,961)	(136,961)
Utilities (2nd third added to budget)	(350,000)	(350,000)
Partial Adjunct Faculty Budget Increase	(300,000)	(300,000)
Miscellaneous Additional Expenses	(46,400)	(46,400)
Vending Revenue Given to Foundation	(13,000)	(13,000)
TOTAL BUDGET SHORTFALL	<u>(1,606,522)</u>	<u>(1,204,698)</u>
	(A)	
DELAYED CUTS		
3rd third of Utilities	(350,000)	(350,000)
Additional Adjunct Faculty Budget Increase	(300,000)	(300,000)
TARGET BUDGET SHORTFALL	<u>(2,256,522)</u>	<u>(1,854,698)</u>
	(B)	
BUDGET CUTS		
23 Salaries Cut, Positions Changed	1,149,308	1,149,308
Operating Reductions	50,305	50,305
Salary Shifts to 1000 FTE's Allocation	341,507	341,507
TOTAL CUTS	<u>1,541,120</u>	<u>1,541,120</u>
	(C)	
CUTS TO BARGAIN		
Fund only 65% of the COLA	128,315	128,315
Two Furlough Days	68,000	68,000
Cell Phone and Mileage Reductions	35,000	35,000
TOTAL POSSIBLE CUTS	<u>1,772,435</u>	<u>1,772,435</u>
	(D)	
SHORT OF TARGET BUDGET (B + D)	(484,087)	(82,263)
BUDGET SHORTFALL LESS CUTS (A + C)	(65,402)	336,422
NOT YET ADDRESSED		
Continuing Education Annual Loss	80,000	80,000
Childcare Center Estimated Loss	200,000	200,000



4500 Steilacoom Blvd SW, Lakewood, WA 98499-4004

RESOLUTION 17-06-93

Extension of 2016-17 Operating Budget

WHEREAS, the College’s currently-approved operating budget expires on June 30, 2017; and

WHEREAS, the Legislature allocates the 2017-18 Operating Budget prior to June 30, 2017, but without sufficient time for the Board of Trustees to approve the Clover Park Technical College budget;

NOW, THEREFORE, BE IT RESOLVED the Board of Trustees hereby authorizes the College President to continue, until the Clover Park Technical College Board of Trustees has sufficient time to approve a budget, to receive revenues, make expenditures, and otherwise enter into transactions at a rate which overall does not exceed the rates of annual expenditures under the current 2016-17 budget.

ADOPTED by the Board of Trustees at its regular meeting June 20, 2017.

Attested by:

Dr. Joyce Loveday
President
College District Twenty-Nine

Bruce Lachney
Chair, Board of Trustees
College District Twenty-Nine