



**Board of Trustees Regular Meeting
Bldg. 3, Rotunda
Wednesday, May 7, 2014**

Minutes

Study Session

Call to Order: Vice Chair Moss called the Board of Trustees Study Session for Clover Park Technical College (CPTC) to order on May 7, 2014, at 3:07 p.m.

Board of Trustees Present:

Mary Moss, Vice Chair
Bruce Lachney
Mark Martinez
Dr. Lonnie Howard

Excused Absences: Lua Pritchard (Chair) and Robert Lenigan

Assistant Attorney General: Derek Edwards

Other Attendees:

Ted Broussard, VP, Student Services
Lisa Beach, Budget & Compliance Off./Exempt Union President
Debbie Collins, Admin. Asst. for Finance & Administration
Tawny Dotson, Spec. Asst. to the Pres. for Strategic Initiatives
Mabel Edmonds, Associate Vice President
Cal Erwin-Svoboda, Dir. of Student Programs & Conference Center
Elaine Holster, Faculty Librarian
Dr. Joyce Loveday, VP, Instruction
Lisa Plair, ASG President
Deborah Ranniger, VP for Institutional Advancement
Linda Schoonmaker, VP for Finance & Administration
Cherie Steele, Exec. Asst. to the President
Michael Taylor, Director of Information Tech.
Shawn Thomas, Library Technology Tech.
Ron Wright, Coord. of Services for New Students

General Updates

June 18th; Regular Board Meeting and CPTC Graduation

President Howard reviewed the schedule for the Board Meeting and Graduation to be held at the Tacoma Dome on June 18, beginning at 4 p.m.

Introduction of the New Vice President of Student Services (VPSS)

Even though Trustees have met Ted Broussard while serving as interim Vice President for Student Services (VPSS), President Howard introduced him officially as the new VPSS. Vice President Broussard has many years of experience in the student services arena, and President Howard said, "Ted has a heart for helping students."

Enrollment Solutions

Ms. Dotson, Special Assistant to the President for Strategic Initiatives; Vice President Broussard; and Vice President Loveday updated trustees about enrollment solutions. In January, President Howard reviewed data from the last 10 years, which suggested a serious drop in enrollment. College administrators have begun the first steps of enrollment management planning. A team will attend training in July presented by national consultants, Noel-Levitz. This group is also talking with other colleges who have had success with this training. The goal is to address the entire enrollment funnel from prospects to graduates.

To increase enrollments, the CPTC Communications Team is beginning an advertising campaign through transit, billboard, online, and radio. They will also step up recruiting, outreach, retention, and the tracking of students.

Questions and discussion followed. This group will bring an update to the Board in December/January. President Howard noted that he, Vice President Loveday, and Vice President Schoonmaker met with Superintendent LeBeau of Clover Park School District to discuss a curriculum crosswalk for high school students. Of the 7,600 students who graduated high school in Pierce County in 2010, only 167 students enrolled at CPTC. This is a great opportunity for increased K12 enrollment.

2014-15 Nominations for Chair and Vice Chair Discussion

Trustees reviewed the process of nominations for Chair and Vice Chair of the Trustees for the 2014-15 fiscal year.

Investment of CPTC Monies in the Local Government (Attachment 1)

Vice President Schoonmaker explained that the State Treasurer introduced the new investment prospectus and asked all colleges to update their resolutions. Questions and discussion followed.

Code of Student Conduct (Weapons Policy) (Tab 1)

Vice President Broussard said proposed revisions to the Code of Student Conduct are a result of the recommendation from the Attorney General's Office, as a result of new processes required by the Violence Against Women Act (VAWA). Because the Code was being updated, it was decided to also update the College's Weapons on Campus Policy to be more consistent with the other colleges in the state.

Mr. Wright, Coordinator of Services for New Students, noted that there have been several opportunities for campus input and feedback from the faculty, staff, and students, including a public hearing on April 23 (comments in Tab 1). The Board was requested to consider repealing the current Student Conduct Code and to adopt the new Student Code of Conduct during the regular session today.

General Discussion

Trustee Lachney will be out of the country and unable to attend the June BoT Meeting and graduation.

Adjournment

Vice Chair Moss adjourned the Study Session at 3:37 p.m.

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Regular Meeting Minutes

Call to Order: Vice Chair Moss called the Board of Trustees Regular Meeting for Clover Park Technical College (CPTC) to order on May 7, 2014, at 4:02 p.m.

Board of Trustees Present:

Mary Moss, Vice Chair
 Bruce Lachney
 Robert Lenigan
 Mark Martinez
 Dr. Lonnie Howard

Excused Absence: Lua Pritchard (Chair)

Assistant Attorney General: Derek Edwards

Other Attendees:

Lisa Beach, Budget & Compliance Off./Exempt
 Union President
 Ted Broussard, VP, Student Services
 Travis Cohen Lucy, ASG
 Debbie Collins, Admin. Asst. for Finance &
 Administration
 Jeromy Condon, Graphic Tech. Instructor
 Tawny Dotson, Spec. Asst. to the Pres. for
 Strategic Initiatives
 Mabel Edmonds, Associate Vice President
 Cal Erwin-Svoboda, Dir. of Student Programs &
 Conference Center
 Kurt Freeman, Automotive Collision Instructor
 Michelle Hillesland, Dean, Div. II
 Elaine Holster, Faculty Librarian
 Randy Holt, ASG
 Claire Korschinowski, Int. Dean, Div. I & III

Dr. Joyce Loveday, VP, Instruction
 Kathi Medcalf, Associate Dean, Div. II & V
 John Moyer, Graphic Tech. Instructor
 Darryl Owens, Graphic Tech. Instructor
 Lisa Plair, ASG President
 Bryan Powell, Coord. of Grant Development
 Deborah Ranniger, VP for Institutional
 Advancement
 Linda Rick, ASG
 Linda Schoonmaker, VP for Finance &
 Administration
 Cherie Steele, Exec. Asst. to the President
 Michael Taylor, Director of Information Tech.
 Shawn Thomas, Library Technology Tech.
 Jeff Turner, CNISS Instructor
 Ron Wright, Coord. of Services for New
 Students

Adoption of the Agenda (Tab 2)

MOTION:

Motion to adopt the Agenda as presented made by Trustee Martinez, seconded by Trustee Lenigan. Approved unanimously.

Approval of Minutes (Tab 3)

MOTION:

Motion to approve the Minutes of the Regular Board Meeting of April 9, 2014, made by Trustee Lenigan, seconded by Trustee Lachney. Approved unanimously.

President's Report

Post-Board Accreditation Retreat (Next Steps)

President Howard thanked the Trustees for attending the Accreditation Retreat on April 23rd. Drs. Ron Baker and Tanya Rose, from the Association of Community College Trustees (ACCT), facilitated the meeting.

The next steps are:

- To determine the Board's role in the Board of Trustees Policy development, approval, and review.
- To determine if the Board's policies should be stand-alone or combined into the College's Policies and Procedures.
- To develop a policy and timeline for ongoing policy review.

The facilitators suggested having a work group of two trustees to meet outside of regular Board meetings and to develop a direction for the Board in the above recommendations and bring those to the Board at the July 9 Study Session. Because Chair Pritchard was not in attendance, it was decided to wait for her to appoint the work group members.

Other College Reports

Associated Student Government (ASG) (Tab 4)

ASG President Lisa Plair shared highlights from the attached report and distributed invitations to Trustees to attend the second Annual Students Awards Celebration on June 4, 2014.

Become More Entrepreneurial (Tab 5)

Dr. Ranniger, Vice President for Institutional Advancement; Mr. Powell, Coordinator of Grant Development; and Ms. Ervin, Administrative Assistant for Institutional Advancement talked about:

- Grant Development.
- Foundation.
 - Cash Gifts.
 - In-kind Gifts/Gifts of Equipment.
 - Campaign.

Grant development at CPTC is undergoing a transition to be more effective, meet the College's strategic initiatives, and be more proactive rather than reactive. The Resource Development Office has offered workshops to faculty and staff on grant training and grant writing. The amount of grant money received increased from \$251,000 in 2009 to \$1.15M in 2013.

The Foundation is shifting from event-centered to donor-supported philanthropy. Moving forward, the Foundation will focus on:

- Long-term relationships.
- Alignment with institutional needs.
- It's about the Donors:
 - Motivations.
 - Loyalty.
 - Capacity.
 - Interest.

Instruction Report (Tab 6)**The Graphic Technologies Program**

Vice President Loveday introduced the instructors: Mr. Moyer, Mr. Owens, and Mr. Condon. They reported on the attached presentation. Graphics Technologies is a diverse industry, has an average starting salary above \$50,000, and CPTC's program has been fully enrolled for the last five years.

Chair's Report

The TACTC Spring Conference to be held at the Red Lion Hotel in Yakima on May 15th-16th will be attended by President Howard and Trustees Pritchard and Lenigan.

Board Reports and/or Remarks (Attachment 2)

Trustee Lenigan commented on an article from *The News Tribune*, "Report: Washington tuition among fastest growing," printed on May 5, 2014. Many students are graduating with a high amount of student loans.

Governor Brown of California would like to reduce the charge per credit to a total of \$43. Trustee Lenigan thinks it is time to review the high tuition and determine a way to lower the tuition costs in Washington State.

Public Comments

No public comments.

New Business**Tenure Track Faculty Introductions (Tab 7)**

Vice President Loveday asked Tenure Chair Freeman to introduce Mr. Turner, a 2nd Quarter Computer Networking & Information Systems Security Instructor.

Resolution Authorizing Investment of CPTC Monies (Tab 8)**MOTION:**

Motion to approve Resolution 14-05-84, Authorizing Investment of Clover Park Technical College Monies in the Local Government Investment Pool, was made by Trustee Martinez, seconded by Trustee Lenigan. Motion was approved unanimously.

WAC Student Conduct Code (Tab 9)**MOTION:**

Motion to Repeal the College's current WAC Chapter 495C-120 and Adopt the new WAC Chapter 495C-121, Student Conduct Code, with the recommended formatting change, was made by Trustee Lachney, seconded by Trustee Lenigan. Motion was approved unanimously.

Slate of Nominees for FY 2014-15**MOTION:**

Motion to elect Mary Moss for the position of Board Chair for the July 1, 2014 – June 30, 2015, term was made by Trustee Lachney, seconded by Trustee Lenigan. Approved unanimously.

MOTION:

Motion to elect Mark Martinez for the position of Board Vice Chair for the July 1, 2014 – June 30, 2015, term was made by Trustee Lachney, seconded by Trustee Lenigan. Approved unanimously.

MOTION:

Motion to accept the slate of nominees for election at the June Board of Trustees Meeting was made by Trustee Lenigan, seconded by Trustee Lachney.

Executive Session

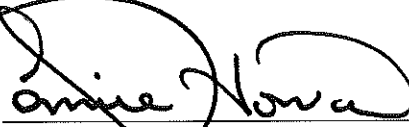
No Executive Session.

Next Meeting

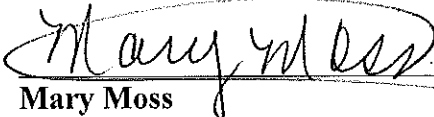
June 18, 2014, 4:00 p.m., at the Tacoma Dome.

Adjournment

Vice Chair Moss adjourned the Regular Meeting at 5:05 p.m.



Dr. Lonnie L. Howard
President
College District Twenty-Nine



Mary Moss
Vice Chair, Board of Trustees
College District Twenty-Nine