President’s Cabinet Meeting Agenda

Monday, May 11, 2015
8:30-10:00 a.m.

Building 11, Radio Station Conference Room

Attending: Fritz, Dotson, Erwin-Svoboda, Clark, Loveday, Kelly, Sorenson, Hillesland, Coyner, Korschinowski, Taylor, Kruse, Howard, Hanson (guest)

Absent: Schoonmaker, Edmonds, Broussard, Joseph, Mowry, Randall

President’s Report

Dr. Lonnie Howard

- Dr. Howard thanked those responsible last week for hosting four representatives from Boeing including our graduation keynote speaker, Jenette Ramos, Vice President and General Manager of Fabrication.
- The Phase II meeting notes will be sent out today. The notes will be a summary of the conversation that occurred during the first listening session. The next Phase II listening session will on Friday, May 15th during the faculty in-service day and will be focused on faculty.
- Dr. Howard has been in conversations with Michael Taylor about the IT infrastructure concerns. He said that some of the systems are 15 years old and we don’t currently have a formal IT plan in place.
- Tawny Dotson told the group that the monument signs that mark the entrances to campus on Steilacoom Blvd. and Lakeview Ave. have been refurbished and are in the process of being reinstalled.

College Assembly Update

Jason Kruse

Jason Kruse informed the group that College Assembly has approved its bylaws. Tawny explained the campus process for formally approving the bylaws.

Jason also informed the group that staff are concerned about what happened during the lockdown incident – there hasn’t been any information set out. Tawny agreed that the Direct Reports would discuss the issue further.

Supervisor Training & Conflict Resolution Training

Shelby Fritz

Shelby Fritz reminded the group of the upcoming conflict resolution training on Wednesday, May 13th and encouraged the group to attend. She also asked the group to encourage their staff to attend (flyer attached).

Shelby also asked the group for feedback on making the current supervisory training mandatory for all supervisors (current outline attached).

Strategic Planning Update

Cal Erwin-Svoboda

Cal Erwin-Svoboda distributed a report and template outlining the next steps in the strategic planning process (attached). The report included a timeline for the process and
Tawny asked if the deadline could be extended to the end of July. Jason inquired about the interface with the College Assembly and Cal said he would look into it.

**SALT**

Wendy Joseph

Tabled for next meeting.

**Student Email Update**

Cal Erwin, Somer Hanson

Cal gave an update on the work of the student email committee, informed the group that the student email policy had been approved, and said that they are now working on a marketing campaign. Somer Hanson distributed a flyer that will go to students with information on setting up their email account and the new website (attached). Somer added that window clings, computer wall paper, and digital signs with information about setting up an email account will be coming soon. Cal asked the group to refer students we communicate with to the instructions for setting up a CPTC email account if they are using a non-CPTC email address. Michelle Hillesland asked Cal to make the flyer more direct so that students know they have to use their CPTC email account.

**Security Update**

Larry Clark

Larry Clark informed the group that he will be meeting with Lisa Beach to debrief on the lock down incident now that she is back. He added that he received the report of the incident from the Lakewood Police Department. Dr. Howard asked Larry to forward the police report to the Direct Reports.

Larry said there will be another test of the alert system soon and that the cards he distributed during the last meeting are being reprinted.

**Academic Calendars**

Dr. Joyce Loveday

Joyce Loveday distributed the academic calendars for the 2016-2017 and 2017-2018 academic years. Michelle and Jason both had edits to the calendar and Joyce asked if there were any other updates that the group send them to Chris Lewis by Friday, May 15.

**Next Meeting Agenda Items**

Tawny Dotson

Other business:

- Joyce informed the group that there will be a meeting scheduled for the Cabinet group with the representatives from ATD on Monday, May 18.
- Michelle reminded the group that the Career Conference will occur on Thursday and that there will be 4,000 students on campus.
- Larry informed the group that the deadline for payroll is tight and all timesheets need to be approved by close of business on Friday, May 15.
- Larry informed the group that building 17 construction is slightly ahead of schedule and may be completed as soon as early June. Roof repair will occur on building 2 on May 26, and the process for moving forward with the demolition of building 37 is moving along on schedule.
- Tawny mentioned that June 5th is the honor cord ceremony for our student veterans and encouraged the group to attend.
- Tawny asked the group to share at least three things from today’s meeting with their staff.

*Next Meeting: To be determined.*
Agenda items for the next meeting:

- Dr. Howard requested that Lisa Beach join the group to discuss safety and security, and Ron Wright come to talk about graduation.

Meeting adjourned: 10:00 a.m. sdf
CONFLICT RESOLUTION WORKSHOP
JOIN US MAY 13, 2015!
8:00a.m. – 12:00p.m. OR 1:00p.m. – 5:00p.m. (IN THE MCGAVICK CONFERENCE CENTER - Room 302)
There is NO FEE to attend this workshop
(To register, please click the link at the end of this email).

ABOUT THE PRESENTER:

Maralise Hood Quan, Executive Director
Pierce County Center for Dispute Resolution:
Maralise Hood Quan brought a great deal of experience in the field of conflict resolution to the Pierce County Center for Dispute Resolution when she became the Executive Director in May 2007. Before earning her BA in International Relations and Conflict Management, Maralise had already worked in intercultural and nonviolent conflict resolution settings in her native Washington State, primarily with migrant workers. She moved to Central America in 1985 where she became Coordinator of the Conflict Resolution Program at the University for Peace in Costa Rica. There she was instrumental in the success of such projects as the Central American Peace Education curriculum, World Conflict Resolution Center and the creation of the Central American Human Rights Ombudsman office.
After years of working together as consultants to help resolve conflict, Maralise and her husband, Julio Quan, returned to Washington in 2000.

Click HERE to Register
Select the time that works best for your schedule!

SEE YOU THERE!
Supervisor Training Outline
February 2015

Introduction
- Training objectives
  - You as a leader
  - You as a leader of a team
  - You as a leader at CPTC

You as a leader
- What kind of leader are you?
  - Keirsey Temperament Sorter
  - 5 Practices of Exemplary Leadership
- Your communication style
- Emotional Intelligence
- Decision making
- Goal setting
- Work-life balance

You as a leader of a team
- Hiring
- Diversity
- Onboarding new employees
- Communicating with your team
- Performance evaluations
- Delegating
- Professional development
- Role of supervisors in professional development
- Employee engagement
- Conflict resolution

You as a leader at CPTC
- Responsibilities as a supervisor
- Budget 101
- Know the rules
  - Policies and Procedures
  - Collective Bargaining Agreements
  - Fair Labor Standards Act
  - Americans with Disabilities Act
  - Title IX
  - Sexual Harassment
  - Discrimination
  - Complaints
  - Ethics
  - Public Records
  - Records Management
  - Contracts
  - Accidental Injury
  - Emergency Management
  - Time and Leave Reporting
  - Family Medical Leave Act
- Managing up
Committee Report
- The committee's charge is to monitor the college's ability to accomplish the strategic plan.
- Framework/role of the committee - facilitate, monitor and guide process (June 2015 deadline)
- Previously this work has been done in silos; annual review and assessment was not part of process
- Template should be administered by Direct Report who work with division on planning template
- Committees and major college initiatives (when applicable) should be included in planning templates. Direct Reports will need to determine who has reporting responsibility
- Quarterly reports to President's Cabinet are needed to ensure forward progress and continuous improvement
- We have to be flexible - this first time it's going to be clumsy

Important Dates
- Monday, June 1 from 8:30-10:00 a.m. - TaskStream Presentation to President's Cabinet in Building 23, Room 209
- Wednesday, June 24 - Deadline to submit divisional plans to TaskStream
- First review of divisional plans is scheduled for September 2015 - Date/Time TBD
- President's Cabinet: State of the College Presentation - Monday, January 25 from 8:30-10:00 a.m. (tentative)
- For Future Consideration: Strategic Planning Status Update Meeting (3rd Monday of each month)

Needs from Cabinet
- Get feedback from Cabinet about template and important dates. What needs to be added? Is deadline realistic?

Strategic Planning Committee from the By-Laws of the President's Cabinet
1. Interfacing with the College Assembly, ensure forward progress in accomplishing recommendation from the CPTC Strategic Plan.
2. Assure integration of strategic and fiscal planning into CPTC's continuous process, specifically its inclusion in the development of capital, technology, and educational projects.
3. Systematically assess the effective use of CPTC resources and use the results of the assessments as the basis for making recommendations to the President.

Strategic Planning Committee Working Principles from the By-Laws of the President's Cabinet
a) Lead the strategic plan development and implementation process.
b) Ensure that all reasonable channels of communication are available to internal constituencies for planning idea development.
c) Review allocated resources based on established strategic priorities,
d) Ensure a collaborative "top-down, bottom-up" planning process results in coherency among the ideas and strategies that develop.
#1 - Promote Student Success

- Provide an environment that supports increased student retention, persistence, and completion
- Invest in personal and professional growth for all employees
- Celebrate staff and student achievement, success, and creativity

#2 - Foster Community Engagement

- Build and maintain community partnerships and advisory boards
- Promote and strengthen internship and service opportunities
- Identify and develop opportunities for community education and outreach

#3 - Enhance Institutional Capacity

- Create and improve systems to support a culture of inquiry and evidence-based decision making
- Review and revise systems and processes for effectiveness
- Judiciously manage state resources for effectiveness and future planning
- Integrate and enhance technology across the college.
Activating Your Student Email

Step 1: New Email Accounts
Your free and required CPTC student email account is created automatically within one business day of your application acceptance.

Instructions for setting up your account are sent to the email address you provided the college at time of admission. Accessing your mailbox requires a username and password. To set up your student email, follow these steps:

- Go to [www.cptc.edu/mycc](http://www.cptc.edu/mycc).
- Click on "Student Email," under "CANVAS & STUDENT EMAIL."
- Enter Username and Password according to these guidelines:
  
  1. Your username is composed of your last name (in lowercase letters) as recorded in the Registrar's office, and the last four digits of your CPTC Student ID number (not your Social Security number), followed by "@student.cptc.edu."
  2. Your default password is your date of birth. Enter your DOB as YYYYMMDD. Example: July 17, 1980 is 19800717.
  3. If you experience difficulty logging in, please check your records to verify that your last name and date of birth as recorded with the Registrar's Office are accurate.

Step 2: Change Your Password
We recommend that you immediately change your password to prevent misuse of your account. To change your password, follow these steps:

1. Log in to your student email account.
2. Go to your inbox.
3. Click on your username in the top-right corner.
4. Click “Account.”
5. Click “Security.”
6. Click “Change Password.”
7. Enter your current and new passwords – your new password must be at least 8 characters.
8. Click “Change Password.”

Step 3: Log In
Use your student email address to log in to computers on campus, and to access your email with Gmail.

Check Email
Clover Park Technical College provides email accounts to students as a tool for sharing important college information.

Email is an official mechanism of communication with CPTC.

The college expects that every student will receive email at his or her CPTC address, and the student will read their email on a frequent and consistent basis.

Forward Email
You can forward your college email to your preferred account. For more information, visit [www.cptc.edu/email-help](http://www.cptc.edu/email-help).

Need Help?
Contact a computer technician in the Computer Lab in Bldg. 15 at 253-589-5820 Monday-Friday from 8 a.m. to 5 p.m.

Questions?
Contact the Computer Lab in Bldg. 15 | 253-589-5820

Clover Park Technical College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation/gender identity, veterans status, religion, or age in its programs and activities. The following office has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, 4500 Stellaview Boulevard S.W., Lakewood, WA 98449. Telephone 253-589-5233.
Student Email Accounts NEW

Your free and required email account is compliments of Clover Park Technical College. Using your student email will help you keep up-to-date on Clover Park Technical College information and events as well as communicate with faculty and other Clover Park Tech students.

Your college issued email address is also your login for the college network. Your account and email should be ready within one (1) business day of your application acceptance.

- Activate your student email account.
- If you are having problems setting up your account, please contact the Learning Resource Center Help Desk at 253-589-5820 Monday through Friday from 8:00 am to 3:00 pm.

All college correspondence will be sent to your college issued email address and you are responsible to check your account regularly or forward to your preferred account.

If students wish to use their student email with a mobile phone, please follow the instructions for setting up your CPCC email on your mobile phone.

If any students are having problems setting up their account, please direct them to the Learning Resource Center Help Desk, Monday through Friday from 8:00 am to 5:00 pm or 253-589-5820.

Related Links
Log In to Student Email
Set Up My Email Account
First Time Login Instructions
Forwarding Email
Reset Your Password
Accessing Email from Your Phone