



Student Council for Clover Park Technical College

Meeting Minutes

February 3, 2015

Call to Order

The regular meeting of the Student Council for Clover Park Technical College was called to order at 3:30 pm on February 3, 2015 in Bldg. 23 Room 209 by President Katie Stock.

Roll Call & Audience Introductions

President	Katie Stock
Vice President of Student Council	Matthew Dahl
Administrative Officer	Linda Rick
Clubs Officer	Charles Sawyer
Legislative Officer	Trent Reid
Advisors	Cal Erwin

Approval of January 20, 2015 Agenda

Linda Rick moved to approve the agenda.

Matthew Dahl – 2nd

Agenda Approved Unanimously.

Approval of the Minutes from January 20, 2015

Linda Rick moved approve the minutes.

Charles Sawyer – 2nd

Minutes Approved Unanimously.

Reports from Officers and Committees

President - Katie Stock

- Board of Trustees meeting
- Planning for the Rally at the Capital 2015, strategizing outreach, posters and budget.
- Winter Retreat in Eatonville, had some diversity training, some goal setting and team bonding.

Vice President of Student Council – Matthew Dahl

- Solidified Standing Budget Meeting Timeline.
- Working on the Rally, did classroom visits, so far very productive.
- Had first Constitution and ByLaw meeting the other day, went well.
- Staff and faculty hosting a LEAN Academy, need 2 students to go. Linda Rick volunteered.

Administrative Officer – Linda Rick

- The Rally at the Capital monopolized most of everyone's time but it will be a good one, my third and I am very excited about it! Had to cancel existing classroom visits due to reaching our limit.
- Met with Tawny Dotson and received a lot of useful information which made our responsibilities planning and recruiting for the rally much easier.
- Had a great retreat at Camp Arnold. Always surprised how new teams draw together when we spend a weekend together.
- Two tenure committees this week, one more next week.
- Met with the Student Email Committee chaired by Ted Broussard, working on getting a solid plan to move into the new Student Email Policy.

Clubs Officer – Charles Sawyer

- Planning the first Involvement Fair. The first Involvement Fair will be held on February 11th, 2015 from 11 am to 1 pm, volunteers appreciated. Linda Rick offered to be in early.

Legislative Officer - Trent Reid

- Compiling information, resources for the Rally on Feb. 5.
- Working with WACTCSA Associates for Rally and forming weekly meetings.
- Engaging students through community outreach and involvement.
- I attended a winter leadership and teambuilding retreat with ASG associates.

Advisor – Cal Erwin

- Need two volunteers the morning of the Rally for the check-in table. Linda Rick and Matthew Dahl volunteered.
- Thank you for Katie and Linda for making calls for active, missed and waitlisted students.
- Budgets training begin tomorrow.
- At the retreat will be reaching out to new committee chairs for those self-selected committees.

Gallery

NA

Public Comment

Chris Lewis with the Automotive Club reports on upcoming club ventures.

- Sponsored January 31, 2015 Skills USA high school competition.
- Model T Swap Meet at Puyallup Fair Grounds February 12, 2015.
- 23rd Car Show. There will be approximately 1500 High School students on campus. Partnering with the Cosmetology Program with a 'Back to the Future' theme with each decade represented.

New Business

- a. Action Item (002-15) Approval for Peer Ambassador Fund Transfer Request (Kandi Bauman)

Kandi Bauman explains that the fund request is only a transfer of funds. There are extra funds in the Peer Ambassador personnel area and would like to transfer those funds to the goods and services for the Student Leadership and Service Center. First full year of the center being open, this year we are serving have been more than double and triple the students than last year. Hiring is more uniform and there is less attrition as to hiring more appropriately.

Matthew Dahl moves to approve
Charles Sawyer 2nd

Motion passes unanimously

- b. Noel-Levitz Assessment Recommendation Report Out (Ted Broussard)

We had an onsite visit by the Noel-Levitz committee and only cost incurred was a modest cost for travel. Talking about enrollment included how we recruit and also how we retain. Recommendations included:

- Conduct an incoming student communications audit. Look at every way and mode a student says they want to come to Clover Park.

- CRM (Customer Relations Management) software manages communication from all students and also prospective students only making inquiries. It not only automates the communication between the students but also where they gained interest, enter the contact information assign them to a category such as prospective student which would assign them a workflow to deliver information at the right time so the individual can complete the necessary steps to enroll and move on and be reassigned once enrollment happens. Track the data and see where we are losing potential students. Right now we are using manual methods.
- Track everything that moves.
- Communicate across divisions. Financial Aid can collect info on prospective student who listed Clover Park on their FAFSA as a potential school. Will show whether or not they followed through with enrollment and if not – why? Likened it to each person that raises their hand. If we do not call on them we are missing them. This information should be sent to College Relations.
- Enrollment should be online.
- Develop an enrollment database.
- A dashboard is sorely needed to bring those numbers up. Data is mined by College Relations on the 10th of each month and then is reported to the state at the end of the quarter. CRM will keep this data in real time.
- Comprehension Retention Plan was also recommended. Retention strategies are also in place but none are tracked together.
- Comprehensive Advising Program recommended. Entry advising is where the model stops. The delivery needs to change and include faculty to share in the advising process.
- Will have a council to get this moving, further student involvement will be needed.

c. Food Survey Results and Next Steps (Ted Broussard)

It has been a year since the decision was made to close the cafeteria for instructional purposes. Survey was done for food on campus and data is listed. Any general thoughts?

- **Matthew Dahl** did not think it was surprising.
- **Charles Sawyer** brings up coffee stand not being licensed for hot food options.
- **Katie Stock** asks VP what you would like to see our role to be?
- **Ted Broussard** would like to see a task force of administration, faculty, students and use the survey address the needs based on the data within the constraints we have i.e. Clover Perk. Vending machines can now be looked at and get input on what to have in them.
- **Linda Rick** noticed the cost will be more of a constraint to the students as the numbers on the survey show that cost constraints was one of the least worrisome issues. A student will have an opposite opinion. EBT is also not available if food is cooked. Target audience needs to be identified.
- **Dr. Loveday** notes no profit is being made at Le' Bistro.

- **Linda Rick** state that the students have noted the high cost of what is available on campus and they cannot go off campus to eat when they had to use a free bus pass to get here, so unless they bring a non-perishable lunch they do not eat. Cost constraints were also a factor when the cafeteria was open as the student could not swipe an EBT card for salad and cold food qualifying options.
- **Katie Stock** asks what the next step? **Ted Broussard** wants student council to get the information out and call a task force together and bring in a few interested students to be a part of it and set a goal.
- Timeline is slated for spring quarter, be in line with contracts and other deadlines which do not end till the end of June and vending machine contracts are ending in September. Either negotiate out of the contracts early or have other solutions in line and ready to go by said deadlines. Recommendations are now, implementation is down the road.
- **Cal Erwin** looking at timelines and times of day available for the taskforce – **Dr. Joyce Loveday** says after 2p.m.

d. Action Item (003-15) Approval to Sanction Black Student Union

Charles Sawyer moves to approve
Matthew Dahl 2nd

Motion passes unanimously

e. Action Item (004-15) Approval of Final Draft of Financial Code (Cal Erwin)

1. Introduction – paragraph all in red subject – policies and regulations
2. Fourth paragraph word smithing how to make financial guidelines proper
3. Page 3 – Add Student Council to the Glossary of Terms, define what student council is in accordance with who ASG is, Board of Trustees etc.
4. Inconsistencies on some of the S&A's so they are clarified now.
5. Number 15 – shortened to not be so long and cumbersome
6. Number 9 – changed donations of gifts or money or property and crossed out the definition of a gift, it was repetitive and not clear enough.
7. Article 4 – general housekeeping on words – ideal budget process now in the winter – not overlapping on other pieces but now has a stand alone time.
8. Will present to Student Council for ratification on April 1 and go to the Vice President on April 3rd, and onward to the Board of Trustees in May or June.

Charles Sawyer moves to approve
Matthew Dahl 2nd

Old Business

Good of the Order

Adjournment

Matthew Dahl - moved to Adjourn.

Linda Rick – 2nd

Adjourned at 4:43 pm on February 3, 2015

Minutes submitted by: Linda Rick, Administrative Officer



Approved by:

Katie Stock, President, Associated Student Government

