Call to Order: Chair Moss called the Board of Trustees Regular Meeting for Clover Park Technical College (CPTC) to order on March 4, 2015, at 3:00 p.m.

Board of Trustees Present:
Mary Moss, Chair
Bruce Lachney
Dr. Robert Lenigan
Mark Martinez
Lua Pritchard
Dr. Lonnie L. Howard, President

Assistant Attorney General: Justin Kjolseth

Other Attendees:
Ted Broussard, VP, Student Services
Dr. Joyce Loveday, VP, Instruction
Linda Schoonmaker, VP, Finance & Admin.
Tawni Dotson, Chief of Staff
Bill Coyer, Interim Dean
Mabel Edmonds, Dean
Claire Korschanski, Interim Dean
Larry Clark, Controller
Rory Douglas, Campus Information Supervisor
Bev Dupuis, Computer Operator/Support Technician

Shelby Fritz, Dir., Human Resources
Lyman Gifford, Exec. Dir., Foundation
Mary Green, President, CPTC Foundation
Teresa Greene, Dir., Institutional Research
Kathi Medcalf, Dir., Basic Skills
Alison Pau, Student Involvement/Leadership Coord.
Sara Rabin, Inst. Research Analyst
Greg Randall, Dir., Facilities Services
Cherie Steele, Exec. Asst. to the President
Katie Stock, ASG President
Michael Taylor, Dir., Information Tech.

President’s Report
CPTC Foundation Report (Tab 1)
Dr. Howard introduced Lyman Gifford, Executive Director of the Foundation, and Mary Green, President of the Foundation Board of Directors. Mr. Gifford said he has worked in non-profits for more than 30 years, is most recently from Alaska, and originally from Olympia. Ms. Green is in her second year as President of the CPTC Foundation Board, is retired from education in Lakewood, and has been a long-time resident of Lakewood.
Ms. Green thanked the Board for inviting her to speak; this is the first time she has reported to the Board of Trustees. She noted that the Executive Board of the Foundation is excited about the new Executive Director, as he has specialized experience in achieving the goals set by the Foundation. The Foundation Board is also committed to the goals of the College, enhanced fundraising, and community engagements, as their vision is that CPTC will be known as the College to attend.

The Foundation Board is developing its future, doing an analysis of the Transforming Lives Capital Campaign, and currently running the Annual Giving Campaign. Dr. Lenigan asked for a status of the Capital Campaign. Ms. Green replied that the Campaign is on hold and the Foundation is reviewing it. As an aside, Ms. Green attended a Black History Month community event and Trustee Pritchard was also there.

**ACCT National Legislative Summit**

Trustee Martinez reported that he, Trustee Lachney, and Dr. Howard attended the ACCT National Legislative Summit, February 9-12, 2015, in Washington, D.C. They met with Congressmen Denny Heck and Derek Kilmer. Two of the legislative agenda priorities they discussed were: 1) Reauthorizing the Higher Education Act will help to secure Pell Grants for America’s college students so they can stay in school, get a good education, and use their knowledge to enrich their lives and communities, and reinstating it to full eligibility for 14 full-time semesters; and 2) reauthorizing the Perkins Act to help speed up the nation’s economic recovery and place more people into well-paying jobs.

A highlight for Trustee Martinez was the keynote by Dr. Jill Biden, who was enthusiastic, on point about the challenges of two-year colleges, and encouraged attendees to keep doing good work.

Dr. Howard added that apprenticeship was also a topic in many of the sessions, and cyclical enrollments in apprenticeship are up in the state of Washington. He will meet with Dr. Loveday to review opportunities to develop a new apprenticeship program, in a for-credit program, perhaps IT.

**Trustees Planning Retreat**

Chair Moss, the Trustees, Dr. Howard, and the leadership team participated in the Board’s annual Planning Retreat on February 20th. The purpose was for the Board to discuss strategic assessment and planning, and they began by reviewing the accreditation recommendations from NWCCU.

Trustee Lachney facilitated the process and led attendees in exercises that included looking at (assessing) the Board goals for 2014 and then establishing two (2) new Board goals for 2015. These goals are:

- Increase Enrollment at CPTC.
- Increase Completions and Employment Rates.

Dr. Howard will follow up with the Board once the action plans, metrics, and specific timelines have been determined.
CPTC’s Board is very fortunate to have an individual with expertise in facilitating strategic planning, of which, Trustee Lachney offers to the College without charge. Chair Moss presented him with a Barnes & Noble gift card as a token of appreciation.

In terms of following up on the two (2) Board goals identified at the retreat, Dr. Howard noted that the leadership team has developed a first draft of an action plan as to how those goals will be met and will report back to the Trustees on or before the April 8th Board Meeting. The plan is building on the priorities recommended by the accreditation report, the College’s three (3) strategic priorities, and the College’s core themes. There will be a matrix in place to better assess success of the goals going forward. Dr. Howard thanked Trustee Lachney and the entire Board for their direction.

ASG Report (Tab 2)
Associated Student Government (ASG) President Katie Stock highlighted events from the attached report. Questions and discussion followed.

Facilities

Assessing CPTC Facilities
- Mr. Randall’s first priority was to look for emergent issues that could cause further problems, found there are some roofing issues, and has put some action plans in place. He found the grounds and buildings well-kept and in good condition.
- Another concern is that the campus can be difficult to find, and it sits back off the main road.
- Standards of furniture, fixtures, and equipment are not clearly defined, and Mr. Randall will standardize these things to be efficient and effective.
- In June, the State will conduct the Facilities Condition Survey to determine the health of CPTC’s buildings.
- Mr. Randall will develop a preventative maintenance plan. For every dollar spent in maintenance, it can save $15 in emergency repairs.

Review of the 2015 Facilities Master Plan
- Mr. Randall will review the 2015 Facilities Master Plan with the architect next week. He found it a good plan, and it supports the goals, mission, and vision of the College and should be reviewed annually to drive decisions.
- Dr. Howard asked if Mr. Randall had any additional thoughts on the demolition of Buildings 32 and 37. It is Mr. Randall’s opinion that the most efficient way to approach the buildings is to raze both buildings, remove the asphalt and parking lots, and put in grass. It is more cost effective to do it as one single project. Dr. Howard said Mr. Randall had an idea to perhaps leverage military engineers to assist in this project. Chair Moss asked if the Fire Department might be also be of assistance.

General Discussion
Chair Moss introduced the idea of bestowing posthumous, honorary degrees to students who have passed away before earning their degrees. For students who were close to completing their
degrees or certificates, Dr. Howard has decided to award their degrees to their surviving family members, with the family's approval. After discussion, the Board agreed it would be best to confer this honor during a Regular Board of Trustees Meeting.

Chair Moss adjourned the Study Session at 3:45 p.m.

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**Regular Meeting**

**Call to Order:** Chair Moss called the Board of Trustees Regular Meeting for Clover Park Technical College (CPTC) to order on March 4, 2015, at 4:02 p.m.

**Board of Trustees Present:**
Mary Moss, Chair  
Bruce Lachney  
Dr. Robert Lenigan  
Mark Martinez  
Lua Pritchard  
Dr. Lonnie L. Howard, President

**Assistant Attorney General:** Justin Kjolseth

**Other Attendees:**
Ted Broussard, VP, Student Services  
Joyce Loveday, VP, Instruction  
Linda Schoonmaker, VP, Finance & Admin.  
Tawny Dotson, Chief of Staff  
Bill Coyer, Interim Dean  
Mabel Edmonds, Dean  
Claire Korschinski, Interim Dean  
Terence Bennett, Guest  
Marla Briggs, Health Unit Coord. Inst.  
Kirk Clark, Auto Collision Inst.  
Larry Clark, Controller  
Lara Cooper, Nursing Prog. Inst.  
Loren Davis, Dir., NWCTHS  
Rory Douglas, Campus Information Supervisor  
Bev Dupuis, Computer Operator/Support Technician  
Lisa Fortson, Asst. Financial Aid Dir.  
Shelby Fritz, Dir., Human Resources  
Lyman Gifford, Exec. Dir., Foundation  
Mary Green, President, CPTC Foundation  
Teresa Greene, Dir., Institutional Research  
Kelly Hollowell, CNISS Inst.  
Elaine Holster, Faculty Librarian  
Sunny Houser, Interior Design Inst.  

Michele Jones, Medical Asst. Inst.  
Wendy Joseph, Dir., Financial Aid  
Jennifer Justice, Event Services  
Dean Kelly, Dir., Advising/Counseling  
Robyn Kirby, Student  
Jay Larnher, Adjunct Inst.  
Debra Carson-Lewandowski, Dental Asst. Inst.  
Ken Markovitz, Hemodialysis Technician Inst.  
Fran Matz, Assoc. Dir., Eligibility Programs  
Kathi Medcalf, Dir., Basic Skills  
Tula Mollas, Math/English Inst.  
Catherine Morris, CNISS Inst.  
Carrie Muir, Architectural Engr. Design  
Darryl Owens, Graphic Tech. Inst.  
Alison Pau, Student Involvement/Leadership Coord.  
Sara Rabin, Inst. Research Analyst  
Greg Randall, Dir., Facilities Services  
Maureen Shields, Esthetics Instructor  
Cherie Steele, Exec. Asst. to the President  
Katie Stock, ASG President  
Don Souza, CNISS Inst.  
Michael Taylor, Dir., Information Tech.  
Jeff Turner, CNISS Inst.  
Barbara Washington, Guest  
Margaret Wilkins, Guest
Adoption of the Agenda (Tab 3)
MOTION:
Motion to adopt the agenda as presented was made by Trustee Martinez, seconded by Trustee Lachney. Approved unanimously.

Approval of Minutes (Tab 4)
MOTION:
Motion to approve the Minutes of the Regular Board Meeting of January 14, 2015, made by Trustee Lachney, seconded by Trustee Lenigan. Approved unanimously.

President’s Report
CPTC Student Success Story (Kirk Clark)
Mr. Clark enrolled in the Auto Collision Program in 2014, expects to graduate in 2016, and has a 3.3 GPA. He graduated high school in Illinois, has two adult children, attended the University of Washington as a pre-law major, but left and became self-employed for 20 years, then worked for Labor Ready. When he was laid off, a friend suggested he come to CPTC.

At student orientation, Mr. Broussard encouraged students to treat their program like a job, that’s what Mr. Clark has done, and he has not missed a day of class. He was nervous to begin classes, but he was met with smiles by faculty and staff, and was helped by tutors in the Learning Center. When he first came to CPTC, he had no computer skills, now he can apply his computer skills to write a resume, research jobs, and apply for jobs. He has just been hired in a work study position and will help in the Advising Office. CPTC has positively impacted his life, and Mr. Clark is looking forward to a fantastic future as an insurance adjustor or as the owner of a paint and detail shop.

Direct Transfer Agreements (DTAs) (Tab 5)
As a follow-up to Trustee Lachney’s question, Dr. Howard stated that two- and four-year colleges developed partnerships in 2002 to help students with Associate degree transfers. It was not until 2009 that technical colleges received permission to offer DTAs (programs noted in Tab 5). Questions and discussion followed.

The two-year college DTAs with four-year institutions are granted approval through the State Board for Community and Technical Colleges (SBCTC). Trustee Lachney doesn’t think that the University of Washington is taking any DTAs and would like clarification on DTAs with the four-year institutions in the state.

Strategies for Retention (Tab 6)
Mr. Broussard provided an update on retention strategies. Tab 6 lists the ten (10) most effective strategies and tactics to increase student retention and college completion rates in two-year public schools (per Noel-Levitiz), and Clover Park is doing seven (7) out of the ten (10). The other three (3) might not fit CPTC. Mr. Broussard noted which strategies the College currently uses and what steps are planned in the future.

Trustee Pritchard asked about ethnic populations with language barriers. Mr. Broussard replied that there is more progress to be made with multicultural students and stated that the Advising and Financial Aid Offices continually try different ways to communicate information to students.
Trustee Lenigan inquired if there are outcome assessments to determine what strategies are working. There are not at this point, but this will be a result of the Retention Committee.

Dr. Lenigan previously asked about a comparison of how the other technical colleges were doing in the area of retention. Enrollment was down for four (4) colleges, but not Bellingham Technical College. Dr. Howard asked the President of Bellingham Technical College why their enrollment is up, and she said it is because they embarked on using Noel-Levitz two years ago. The enrollment at CPTC is declining, but not at the same rate as previously; and he credited the faculty and staff here for doing a great job.

2015 Legislative Update (Tabs 7a and 7b)
Ms. Dotson presented the 2015 Legislative Update. She highlighted some items on the current Bill Watch List and cautioned that the list could change at any moment. The SBCTC’s Operating Budget and Capital Budget Requests are attached.

Chair’s Report
The next Pierce County Coordinating Council Meeting (PCCC) meeting will be held on March 5 from 7 to 9 a.m. Bates Technical College will host the quarterly PCCC Meeting on their South Campus in the Auditorium. CPTC’s voting members this year are Chair Moss and Trustee Martinez.

As one of our efforts to advocate for the Community and Technical College system, CPTC will participate in PCCC’s Legislative Luncheon at the Capitol Building on March 25, in room JLO3 B15 and 18, from noon to 12:45.

This event is an annual opportunity to share our Legislative Agenda through brief speaking opportunities from four (4) Trustees and (2) student speakers. This year CPTC will have one (1) student who will attend and speak briefly. In addition, one (1) Trustee from CPTC will participate in the agenda discussion. Dr. Howard will provide prospective talking points for our CPTC Trustee speaker.

Chair Moss reported that another Trustee may also attend the meeting, as all Pierce County CTC’s will have two (2) Trustees in attendance. Ms. Steele will send an email asking for Trustee availability.

Board Reports and/or Remarks
Dr. Howard commented that the etcLink project has experienced some delays. The completion time remains unchanged and is scheduled to end in 2017. With delays to the two (2) pilot colleges, CPTC’s target date of August 2015 to begin using etcLink will likely change.

Trustee Lachney said the best way for goal setting to work is to have regular updates, and he would like to see it on the Board of Trustees meeting agenda each quarter.

Trustee Lenigan asked how a company rents space on one of CPTC’s towers. After a short discussion, he suggested it would be best if he and Ms. Schoonmaker set a meeting to explore options further.
Public Comments
No public comments.

New Business
No new business.

Executive Session
At 4:58 p.m., Chair Moss stated that, in accordance with RCW 42.30.110, the Board would recess to go into Executive Session for approximately one hour and 25 minutes for the purpose of reviewing, evaluating, and interviewing faculty probationers for tenure award.

Chair Moss reconvened the Regular Meeting at 6:19 p.m. and asked if there were any action items as a result of Executive Session.

Trustee Lenigan 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 Marla Briggs at Clover Park Technical College, seconded by Trustee Pritchard. No discussion. Approved unanimously.

Trustee Pritchard 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 Lara Cooper at Clover Park Technical College, seconded by Trustee Lenigan. No discussion. Approved unanimously.

Trustee Martinez 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 Ken Markovits at Clover Park Technical College, seconded by Trustee Lachney. No discussion. Approved unanimously.

Trustee Lachney 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 Jody Randall at Clover Park Technical College, seconded by Trustee Martinez. No discussion. Approved unanimously.

Next Meeting
April 8, 2015, at the South Hill campus.

Adjournment
Chair Moss adjourned the Regular Meeting at 6:21 p.m.

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

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