



**Board of Trustees Meeting**  
**Building 3, Rotunda**  
**Wednesday, February 2, 2011**  
Study Session: 3:00-4:00 p.m.  
Regular Meeting: 4:00-5:00 p.m.

**Study Session Agenda**

- 3:00 Call to Order, Introductions** ..... Mark Martinez
- 3:05 Budget Update** ..... John Walstrum
- 3:20 Legislative Update** ..... John Walstrum  
Incident Report  
Disciplinary/Judicial Policies  
College Emergency Plan
- 3:30 Campus Update**..... John Walstrum
- 3:45 Upcoming Events**
- |  |  |
|--|--|
| LW Chamber of Commerce Annual Chili Cook-Off | February 3, 11:30 a.m.-1:30 p.m., McGavick Conference Center |
| ACCT National Legislative Summit             | February 13-16, Washington, D.C.                             |
| Foundation Board Meeting                     | February 15, 12:00-1:30 p.m., Rainier Room                   |
| All Staff Meeting                            | February 15, 3:00-4:30 p.m., Bldg. 3, Rotunda                |
- 3:50 General Discussion** ..... Mark Martinez

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**Regular Meeting Agenda**

- 4:00 Call to Order, Flag Salute, Introductions** ..... Mark Martinez
- Adoption of Agenda** ..... Mark Martinez **Tab 1**  
*Action*
- Approval of the Regular Meeting Minutes of**..... Mark Martinez **Tab 2**  
**January 12, 2011**  
*Action*

**4:05 President’s Report** ..... John Walstrum  
 Shared Governance Meeting  
 Puyallup/Sumner Chamber of Commerce Meeting  
 Presidents’ Panel at the SBCTC Meeting  
 2011 TACTC Winter Legislative Contact Session  
 WACTC Meeting  
 Meetings with various Legislators  
 Pierce Countywide Coordinating Committee Meeting

**4:20 Vice Presidents’ Reports**

ASG Report ..... June Stacey-Clemons  
 Fiscal 2011 2<sup>nd</sup> Quarter Report ..... Kathy Yost **Tab 3**  
 Instruction Report ..... Lori Banaszak **Tab 4**  
 Histology, Bekki Haggerty, Instructor .....

**4:45 Chair’s Report** ..... Mark Martinez

**4:50 Board Reports and/or Remarks** ..... All

**4:55 Public Comments** ..... Mark Martinez

**5:00 New Business** ..... Mark Martinez

**5:05 Executive Session** ..... Mark Martinez

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** ..... Mark Martinez

*All Board meetings will be recorded.*



**CLOVER PARK TECHNICAL COLLEGE**  
**District #29**  
**Board of Trustees**  
**Minutes of the Board Meeting**  
**January 12, 2011**

**Study Session**

**Call to Order: Chair Martinez called the Board of Trustees study session to order on January 12, 2011, at 3:05 p.m.**

**Board of Trustees and Cabinet:**

Mark Martinez, Chair	John Walstrum, President
Robert Lenigan, Vice Chair	
Bruce Lachney	
Mary Moss	
Shauna Weatherby	

**Other Attendees:**

Gina Hughes, Technology Technician  
Cherie Steele, Executive Assistant to the President

**Report on Governor Gregoire's Education Reorganization Proposal**

President Walstrum presented an overview of Governor Gregoire's proposal for reorganization of the state's education system. It would eliminate four boards: Professional Educator Standards Board, State Board for Community and Technical Colleges (SBCTC), Higher Education Coordinating Board (HECB), State Board of Education; and the Office of Superintendent of Public Instruction (OSPI). The Governor would then appoint a Department of Education Secretary, a K-12 Education Ombudsman, and a State P-20 Education Council. It appears there would still be 34 two-year college campuses (but not necessarily 34 colleges). As new information becomes available, President Walstrum will inform trustees.

**Legislative Update**

President Walstrum and Vice President Goings continue to meet with Pierce County legislators. They met with Representative Larry Seaquist, the new House Higher Education Chair. It was a productive meeting and much information was shared.

An important part of the College's message to legislators is to keep the Allied Health Building project before the legislators as they consider the capital budget. The Governor has proposed a change as to how capital building projects are prioritized. In response, all two-year college presidents signed letters to Senator Kilmer and Representative Dunshee requesting that legislators honor the current ranked list, which favors growth projects such as CPTC's.

**General Discussion**

Trustees raised the issue of a possible CPTC/Bates or other Pierce County college consolidations. Discussion continued about possible trustee meetings.

Chair Martinez adjourned the study session at 3:41 p.m.



**Regular Meeting Agenda**

**Call to Order: Chair Martinez called the Board of Trustees regular meeting to order on January 12, 2010, at 4:01 p.m.**

**Board of Trustees and Cabinet:**

- |                            |   |
|----------------------------|---|
| Mark Martinez, Chair       | John Walstrum, President                          |
| Robert Lenigan, Vice Chair | Lori Banaszak, VP for Instruction                 |
| Bruce Lachney              | Amy Goings, VP for Operations & College Relations |
| Mary Moss                  | June Stacey-Clemons, VP for Student Services      |
| Shauna Weatherby           | Kathy Yost, Int. VP for Finance & Budget          |

**Assistant Attorney General:** Terry Ryan

**Other Attendees:**

- Andrew Bird, Dean for Technology, Engineering, Transportation, and Trades Division
- Andy Fritz, Environmental Sciences & Technology Instructor
- Steven Ellis, Dean for Business, Hospitality, Design, and Personal Services
- Gina Hughes, Technology Technician
- Elizabeth Jamieson, Continuing Education Contract Training Manager
- Shawn Jennison, Director of Marketing and Communications
- Jennifer Justice, ASG President
- LaRita Mandley, Dean for Health and Human Services
- Deborah Ranniger, Executive Director, Resource Development
- Kathryn Smith, Environmental Sciences & Technology Instructor
- Cherie Steele, Executive Assistant to the President

**Adoption of the Agenda** (Tab 1) (Attachment #1)

**MOTION:**

**Motion to adopt the Agenda as presented** made by Bruce Lachney, seconded by Robert Lenigan. **Approved** unanimously.

**Approval of Minutes** (Tab 2) (Attachment #2)

**MOTION:**

**Motion to approve the Minutes of the Regular Board Meeting of December 8, 2010,** made by Robert Lenigan, seconded by Mary Moss. **Approved** unanimously.

## **President's Report**

### Pierce Countywide Coordinating Committee Meeting

At the December meeting of the Pierce Countywide Coordinating Committee, members discussed scenarios for consolidation of two-year colleges in Pierce County. Further information will be shared at the January 31 meeting of the countywide committee.

### Holiday Open House

Cabinet members held a holiday open house in Building 17 in December. It was an opportunity to meet with faculty and staff from all over the College in an informal setting and thank them for all their hard work during the year.

### JBLM Growth Coordination Plan Meeting on CPTC Campus

The Joint Base Lewis-McChord (JBLM) Coordination Committee is sponsored by the city of Lakewood with federal funds. It was established to ensure that mutually beneficial relationships between JBLM and the community continue. Also, there are efforts to find ways to make local infrastructure/systems adequate to meet the needs of the additional 18,000 soldiers who recently returned from the Middle East and their families. There are nine expert panels, and President Walstrum serves on the Education and Child Care Committee.

### College Closure

As part of CPTC's efforts to reduce expenses, the College was closed from December 20-23 to help save on utility costs. With the holidays, the College was closed for a nine-continuous-day stretch. Actual savings will be calculated when invoices for utilities during that period are received.

### Meeting with Representative Larry Seaquist

President Walstrum and Vice President Goings met with Representative Larry Seaquist, the new Chair of the House Higher Education Committee. Representative Seaquist came to the College for the meeting, and it was an opportunity for an extended one-on-one meeting.

## **Vice Presidents' Reports**

### **Associated Student Government (ASG) Report**

Vice President Stacey-Clemons reported that Jennifer Justice, ASG President, and a Cosmetology student, Igea Mack, spoke about Higher Education as panelists at a State Board for Community and Technical Colleges (SBCTC) meeting. They represented Clover Park Technical College very well and received much praise from attendees.

### **Instruction Report**

Vice President Banaszak and Dean Bird introduced Environmental Sciences and Technology instructors, Any Fritz and Kathryn Smith. Mr. Fritz teaches the "green" side of the program that involves habitat restoration and protection and monitoring of air, soils, and water. Students can transition to work in the field, laboratory, or office. His classes use the Flett wetlands property and have stewardship over it.

Ms. Smith teaches the “brown” side of the program, which involves pollution cleanup, hazardous materials, and site remediation. Some of her students have helped with the Gulf cleanup or other environmental challenges. Students can transfer to the Evergreen State College or University of Washington-Tacoma to pursue a four-year degree.

Last quarter, President Walstrum put on a hazardous materials suit and participated in an exercise. Ms. Smith informed all trustees that they are welcome to suit up and participate in an exercise any time.

**Chair’s Report**

No report.

**Board Reports and/or Remarks**

No report.

**Public Comments**

No public comments.

**New Business**

No new business.

**Executive Session**

No Executive Session.

**Next Meeting:**

February 2, 2011.

**Adjournment:**

Chair Martinez adjourned the Regular Meeting at 4:33 p.m.

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**John W. Walstrum, Ph.D.**  
**President**  
**College District Twenty-Nine**

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**Mark Martinez**  
**Chair, Board of Trustees**  
**College District Twenty-Nine**



**2010-2011**

**2nd Quarter Report  
Period Ending December 2010**

**February 2, 2011**

**Prepared by:**

**Department of Finance and Budget**

**CLOVER PARK TECHNICAL COLLEGE**  
**Statement of Revenue and Expenditure by Fund Source**  
**SFY 1011 Period Ending December 31, 2010**

[Cummulative beginning July 1, 2010 and ending December 31, 2010]

# = General Fund 001, Education Legacy Trust 08A, Opportunity 17C

<b>REVENUES</b>		<b>Budget</b>	<b>Revenue to Date</b>	<b>Balance</b>	<b>% Received</b>
<b>Fund</b>	<b>Description</b>				
001#	State Allocations	19,392,887	8,629,608	10,763,279	44.5%
148	Local Dedicated	3,933,884	1,490,755	2,443,129	37.9%
149	Operating Fees	7,436,779	8,146,967	(710,188)	109.5%
<b>Operating Subtotal</b>		<b>30,763,550</b>	<b>18,267,330</b>	<b>12,496,220</b>	<b>59.4%</b>
145	Grants & Contracts	2,323,727	905,327	1,418,400	39.0%
522	Student Activities	306,342	277,022	29,320	90.4%
524	Bookstore	1,541,415	778,055	763,360	50.5%
528	Parking	95,000	71,530	23,470	75.3%
570	Other Enterprise	794,665	266,949	527,716	33.6%
840	Agency	74,296	74,296	-	100.0%
846	Grants in Aid	10,490,584	8,860,906	1,629,678	84.5%
849	Student Loan	5,606,515	5,073,439	533,076	90.5%
850	Work Study	22,134	-	22,134	0.0%
860	CPTC Financial Aid	411,000	310,593	100,407	75.6%
<b>Other Subtotal</b>		<b>21,665,678</b>	<b>16,618,117</b>	<b>5,047,561</b>	<b>76.7%</b>
057	Capital Projects	1,803,671	114,128	1,689,543	6.3%
060	Capital Projects	2,890,460	638,341	2,252,119	22.1%
<b>Capital Subtotal</b>		<b>4,694,131</b>	<b>752,469</b>	<b>3,941,662</b>	<b>16.0%</b>
<b>TOTAL REVENUES</b>		<b>57,123,359</b>	<b>35,637,916</b>		<b>62.4%</b>

<b>EXPENDITURES</b>		<b>Budget</b>	<b>Expended to Date</b>	<b>Balance</b>	<b>% Expended</b>
<b>Fund</b>	<b>Description</b>				
001#	State Allocations	19,392,887	8,629,608	10,763,279	44.5%
148	Local Dedicated	3,895,712	604,761	3,290,951	15.5%
149	Operating Fees	7,436,789	4,089,315	3,347,474	55.0%
<b>Operating Subtotal</b>		<b>30,725,388</b>	<b>13,323,684</b>	<b>17,401,704</b>	<b>43.4%</b>
145	Grants & Contracts	2,049,913	913,091	1,136,822	44.5%
522	Student Activities	317,342	133,720	183,622	42.1%
524	Bookstore	1,538,487	806,863	731,624	52.4%
528	Parking	92,128	37,736	54,392	41.0%
570	Other Enterprise	794,665	405,565	389,100	51.0%
840	Agency	74,296	2,856	71,440	3.8%
846	Grants in Aid	10,490,584	10,490,584	-	100.0%
849	Student Loan	5,606,515	6,869,420	(1,262,905)	122.5%
850	Work Study	22,134	-	22,134	0.0%
860	CPTC Financial Aid	411,000	(33,136)	444,136	-8.1%
<b>Other Subtotal</b>		<b>21,397,064</b>	<b>19,626,699</b>	<b>1,770,365</b>	<b>91.7%</b>
057	Capital Projects	1,803,671	114,128	1,689,543	6.3%
060	Capital Projects	2,890,460	638,341	2,252,119	22.1%
<b>Capital Subtotal</b>		<b>4,694,131</b>	<b>752,469</b>	<b>3,941,662</b>	<b>16.0%</b>
<b>TOTAL EXPENDITURES</b>		<b>56,816,583</b>	<b>33,702,852</b>		<b>59.3%</b>

Source: CPTC Budget Status District by Fund (BA1218).



**CLOVER PARK TECHNICAL COLLEGE**  
**Budget Status Summary by Fund/Program and Object**  
**SFY 1011 Period Ending December 31, 2010**

*Operating Funds 001 (001, 08A,17C)/148/149*

Program	Budget	Expended thru Dec	Encumbered thru Dec	Balance	% Expended/Encumbered
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<b>Program 010 - Instruction</b>					
A - Salaries	9,665,231	4,340,946		5,324,285	45%
B - Benefits	3,349,716	1,499,440		1,850,276	45%
C - Personal Services				-	100%
E - Goods & Services	1,431,605	261,191	115,881	1,054,533	26%
G - Travel	49,735	19,062		30,673	38%
J - Cap Fixed Assets	27,060	16,234	1,534	9,292	66%
K - Cmptr Hrdware/Sftware	30,493	9,763	40,512	(19,782)	165%
N - Grants & Subsidies	98,187	27,938		70,249	28%
T - Transfer of Charges	(135,315)	(93,920)		(41,395)	69%
Total Program 010	14,516,712	6,080,653	157,928	8,278,131	43.0%

<b>Program 040 - Primary Support Services</b>					
A - Salaries	1,522,202	709,953			47%
B - Benefits	570,508	257,007			45%
C - Personal Services	43,400				0%
E - Goods & Services	414,108	198,253	152,944		85%
G - Travel	10,619	1,961			18%
J - Cap Fixed Assets	2,775	17,388			627%
K - Cmptr Hrdware/Sftware		1,946			100%
P - Debt Service	50,726	27,268			54%
T - Transfer of Charges	957	(4,779)			-499%
Total Program 040	2,615,295	1,208,997	152,944	-	52.1%

<b>Program 050 - Libraries</b>					
A - Salaries	247,690	127,736		119,954	52%
B - Benefits	104,512	51,235		53,277	49%
E - Goods & Services	42,490	34,473	280	7,737	82%
G - Travel	1,944			1,944	0%
J - Cap Fixed Assets	45,075	11,988	3,525	29,563	34%
K - Cmptr Hrdware/Sftware	9,405			9,405	0%
T - Transfer of Charges				-	100%
Total Program 050	451,116	225,431	3,805	221,881	50.8%

<b>Program 060 - Student Services</b>					
A - Salaries	1,410,335	657,988		752,347	47%
B - Benefits	497,478	231,448		266,030	47%
C - Personal Services	34,255	4,000		30,255	12%
E - Goods & Services	135,105	40,299	1,804	93,002	31%
G - Travel	10,520	1,173		9,347	11%
J - Cap Fixed Assets	1,986	1,986		(0)	100%
K - Cmptr Hrdware/Sftware	1,152	39		1,113	3%
N - Grants & Subsidies				-	100%
T - Transfer of Charges	1,099,229	264,796		834,433	24%
Total Program 060	3,190,060	1,201,729	1,804	1,986,528	37.7%

**CLOVER PARK TECHNICAL COLLEGE**  
**Budget Status Summary by Fund/Program and Object**  
**SFY 1011 Period Ending December 31, 2010**

<b>Program 080 - Institutional Support</b>					
A - Salaries	2,946,471	1,442,000		1,504,471	49%
B - Benefits	941,207	448,367		492,840	48%
C - Personal Services	1,575			1,575	0%
E - Goods & Services	1,411,498	611,161	225,904	574,433	59%
G - Travel	54,846	8,515	15	46,315	16%
J - Cap Fixed Assets	4,396	4,395	1,283	(1,282)	129%
K - Cmptr Hrdware/Sftware	7,161	3,891	657	2,612	64%
N - Grants & Subsidies				-	
P - Debt Service	1,160,433	336,546		823,887	29%
T - Transfer of Charges		4,009		(4,009)	100%
<b>Total Program 080</b>	<b>6,527,587</b>	<b>2,858,886</b>	<b>227,859</b>	<b>3,440,841</b>	<b>47.3%</b>

<b>Program 090 - Plant Operation &amp; Maintenance</b>					
A - Salaries	1,491,331	718,156		773,175	48%
B - Benefits	613,276	274,926		338,350	45%
E - Goods & Services	1,700,938	753,325	131,971	815,642	52%
G - Travel	824			824	0%
J - Cap Fixed Assets	1,549	1,549		0	100%
K - Cmptr Hrdware/Sftware				-	100%
P - Debt Service				-	100%
T - Transfer of Charges	(383,300)			(383,300)	0%
<b>Total Program 090</b>	<b>3,424,618</b>	<b>1,747,955</b>	<b>131,971</b>	<b>1,544,692</b>	<b>54.9%</b>

<b>TOTAL ALL PROGRAMS - FY 2009-2010</b>					
A - Salaries	17,283,260	7,996,777	-	9,286,483	46%
B - Benefits	6,076,697	2,762,422	-	3,314,275	45%
C - Personal Services	79,230	4,000	-	75,230	5%
E - Goods & Services	5,135,744	1,898,702	628,783	2,608,258	49%
G - Travel	128,488	30,711	15	97,762	24%
J - Cap Fixed Assets	82,841	53,539	6,342	22,960	72%
K - Cmptr Hrdware/Sftware	48,211	15,639	41,169	(8,597)	118%
N - Grants & Subsidies	98,187	27,938	-	70,249	28%
P - Debt Service	1,211,159	363,814	-	847,345	30%
T - Transfer of Charges	581,571	170,107	-	411,464	29%
<b>Total All Program</b>	<b>30,725,388</b>	<b>13,323,684</b>	<b>676,310</b>	<b>16,725,428</b>	<b>45.6%</b>

**CLOVER PARK TECHNICAL COLLEGE**  
**Budget Status Report Campus by Fund**  
**SFY 1011 Period Ending December 31, 2010**

*Operating Funds 001 (001, 08A, 17C)/148/149*

Expenditure Category	Budget	Expended thru Dec	Encumbered thru Dec	Balance	% Expended/ Encumbered
<b>1 - PRESIDENT</b>					
A - Salaries	559,491	274,641	-	284,850	49%
B - Benefits	162,364	76,014	-	86,350	47%
C - Personal Services				-	100%
E - Goods & Services	58,635	43,827	-	14,808	75%
G - Travel	27,751	2,961	-	24,790	11%
J - Cap Fixed Assets				-	100%
K - Cmptr Hrdware/Sftware				-	100%
P - Debt Service				-	100%
T - Transfer of Charges				-	100%
	<u>808,241</u>	<u>397,443</u>	<u>-</u>	<u>410,798</u>	<u>49.2%</u>
<b>3 - FINANCE &amp; BUDGET</b>					
A - Salaries	892,129	358,665	-	533,464	40%
B - Benefits	682,190	161,399	-	520,791	24%
E - Goods & Services	226,793	171,960	11,877	42,956	81%
G - Travel	5,904	268	-	5,636	5%
J - Cap Fixed Assets		-	-	-	100%
K - Cmptr Hrdware/Sftware	1,057	400	657	-	100%
P - Debt Service	1,160,433	336,546	-	823,887	29%
T - Transfer of Charges	(54,810)	(23,023)	-	(31,787)	42%
	<u>2,913,696</u>	<u>1,006,215</u>	<u>12,534</u>	<u>1,894,947</u>	<u>35.0%</u>
<b>4 - STUDENT SERVICES</b>					
A - Salaries	1,748,447	810,791		937,656	46%
B - Benefits	609,994	271,660		338,334	45%
C - Personal Services	4,000	4,000		-	100%
E - Goods & Services	140,791	37,163	3,465	100,163	29%
G - Travel	13,053	1,497		11,556	11%
J - Cap Fixed Assets	2,537	2,537		-	100%
K - Cmptr Hrdware/Sftware	1,977	864		1,113	44%
N - Grants, Client Services				-	100%
T - Transfer of Charges	576,629	183,289		393,340	32%
	<u>3,097,428</u>	<u>1,311,801</u>	<u>3,465</u>	<u>1,782,162</u>	<u>42.5%</u>
<b>5 - INSTRUCTION</b>					
A - Salaries	11,466,413	5,265,496		6,200,917	46%
B - Benefits	3,641,423	1,799,051		1,842,372	49%
C - Personal Services	30,255			30,255	0%
E - Goods & Services	1,952,564	500,207	269,324	1,183,033	39%
G - Travel	70,113	22,971		47,142	33%
J - Cap Fixed Assets	78,755	49,452	5,059	24,244	69%
K - Cmptr Hrdware/Sftware	39,898	11,709	40,513	(12,324)	131%
N - Grants & Subsidies	98,187	27,939		70,248	28%
P - Debt Service	50,726	27,267		23,459	54%
T - Transfer of Charges	443,052	9,843		433,209	2%
	<u>17,871,386</u>	<u>7,713,935</u>	<u>314,896</u>	<u>9,842,555</u>	<u>44.9%</u>

**CLOVER PARK TECHNICAL COLLEGE**  
**Budget Status Report Campus by Fund**  
**SFY 1011 Period Ending December 31, 2010**

*Operating Funds 001 (001, 08A, 17C)/148/149*

<b>Expenditure Category</b>	<b>Budget</b>	<b>Expended thru Dec</b>	<b>Encumbered thru Dec</b>	<b>Balance</b>	<b>% Expended/ Encumbered</b>
<b>6 - COLLEGE RELATIONS &amp; RESOURCE DEVELOPMENT</b>					
A - Salaries	138,555	86,232		52,323	62%
B - Benefits	41,377	19,796		21,581	48%
C - Personal Services				-	100%
E - Goods & Services	330,913	90,014	45,622	195,277	41%
G - Travel	2,187	137		2,050	6%
J - Cap Fixed Assets				-	100%
K - Cmpt Hrdware/Sftware	796	796		-	100%
	<u>513,828</u>	<u>196,975</u>	<u>45,622</u>	<u>271,231</u>	<u>47.2%</u>
<b>7 - HUMAN RESOURCES</b>					
A - Salaries	256,310	121,361		134,949	47%
B - Benefits	85,779	40,881		44,898	48%
C - Personal Services	1,575			1,575	0%
E - Goods & Services	52,580	14,042	14,318	24,220	54%
G - Travel	4,398	1,817		2,581	41%
J - Cap Fixed Assets				-	100%
K - Cmpt Hrdware/Sftware	2,613			2,613	0%
	<u>403,255</u>	<u>178,101</u>	<u>14,318</u>	<u>210,836</u>	<u>47.7%</u>
<b>8 - OPERATIONS &amp; FACILITIES</b>					
A - Salaries	2,221,915	1,079,588		1,142,327	49%
B - Benefits	853,570	393,649		459,921	46%
C - Personal Services				-	100%
E - Goods & Services	2,416,868	1,041,494	284,177	1,091,197	55%
G - Travel	5,082	1,064	15	4,003	21%
J - Cap Fixed Assets	1,549	1,549	1,283	(1,283)	183%
K - Cmpt Hrdware/Sftware	1,870	1,870		-	100%
P - Debt Service				-	100%
T - Transfer of Charges	(383,300)			(383,300)	0%
	<u>5,117,554</u>	<u>2,519,214</u>	<u>285,475</u>	<u>2,312,865</u>	<u>54.8%</u>
<b>Total All Divisions</b>	<b>30,725,388</b>	<b>13,323,684</b>	<b>676,310</b>	<b>16,725,394</b>	<b>45.6%</b>

# THE MEDICAL HISTOLOGY TECHNICIAN PROGRAM



**INSTRUCTOR:  
BEKKI HAGGERTY HT ASCP**

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# WHAT IS HISTOLOGY???

Histology is the study of tissue

- The histology technician is responsible for the processing of a tissue sample to be diagnosed by the pathologist
  - Tissue samples are collected at the time of surgery or at the physicians office. They are then routed to the histology lab.
  - Each specimen is assigned a patient identifying number and the process begins.....
-

# First step



- Gross station:
- The gross station is where the specimen is dissected and small samples are collected and placed in cassettes.

## Second step

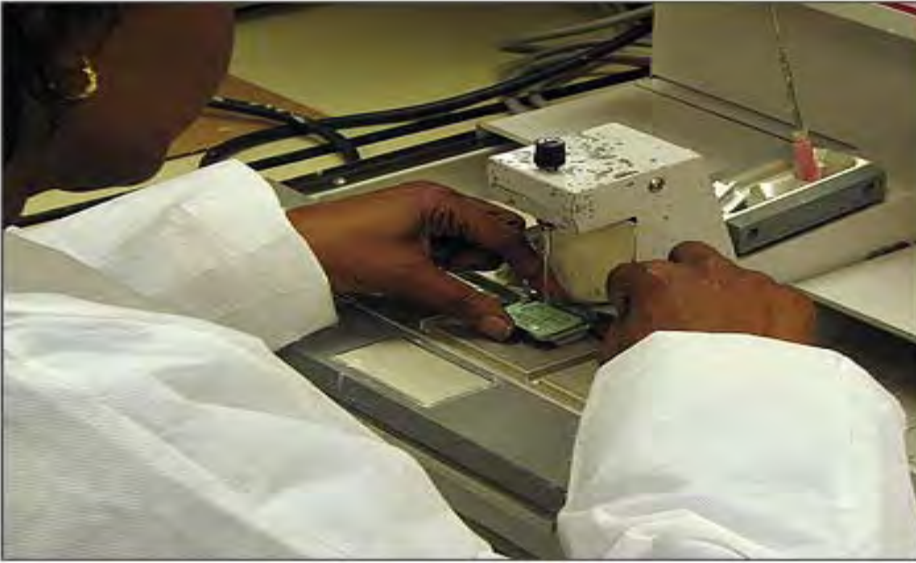


- Processing
  - The samples are then placed in a processor.
  - This is where dehydration, clearing and infiltration occur.
-

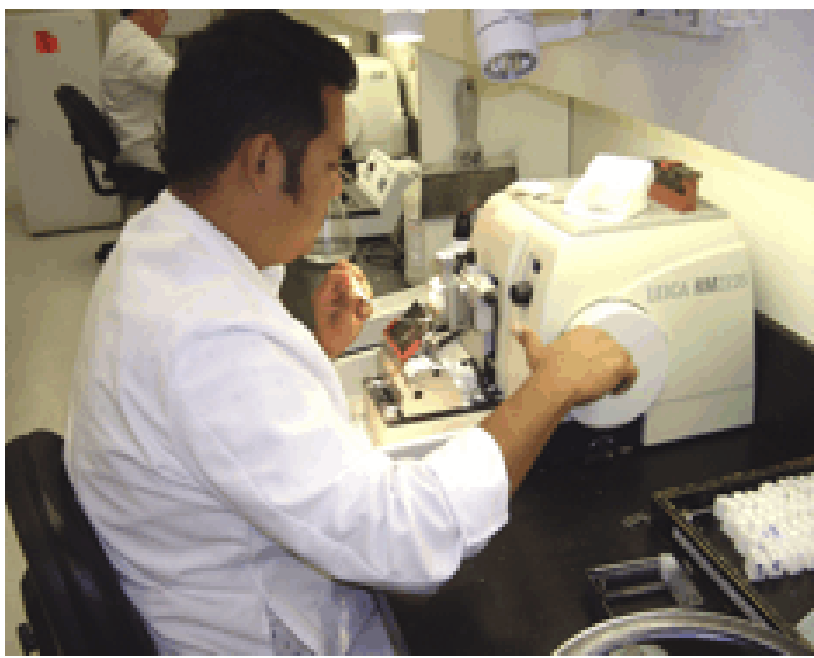


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## Third step

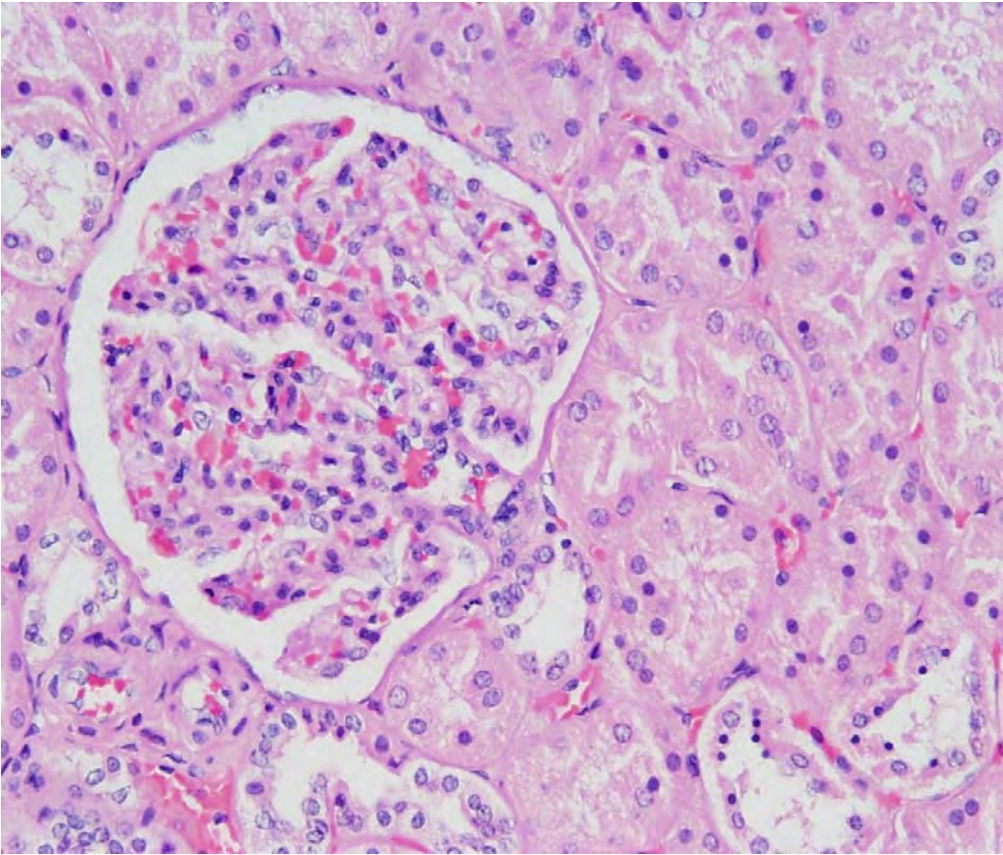


- EMBEDDING
  - THE SPECIMEN ORIENTATION IS DETERMINED AND THE SAMPLE IS PLACED IN A MOLD AND PARAFFIN WAX IS Poured OVER THE SPECIMEN AND ALLOWED TO CHILL.
-

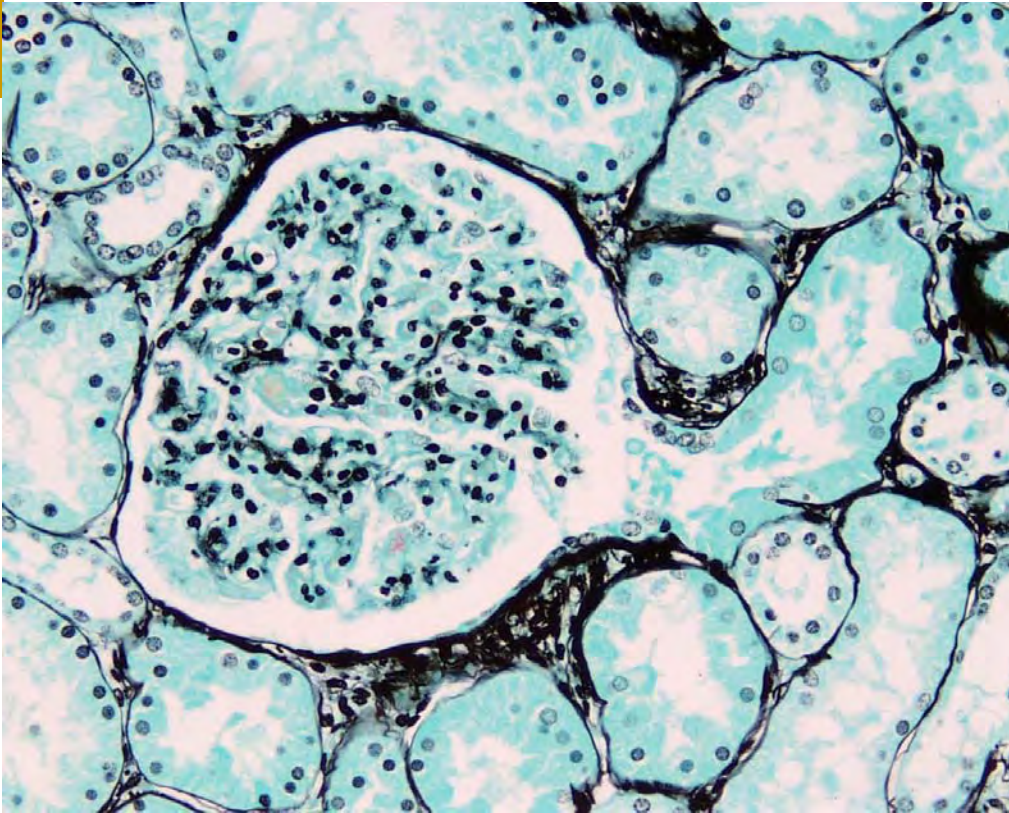


- MICROTOMY
- THE BLOCKS ARE THEN CUT ON THE MICROTOME USUALLY BETWEEN 3 TO 5 MICRONS ( half the thickness of a human hair)...THE RIBBON IS PLACED ON THE WATERBATH AND PICKED UP ON A SLIDE

## 5TH STEP



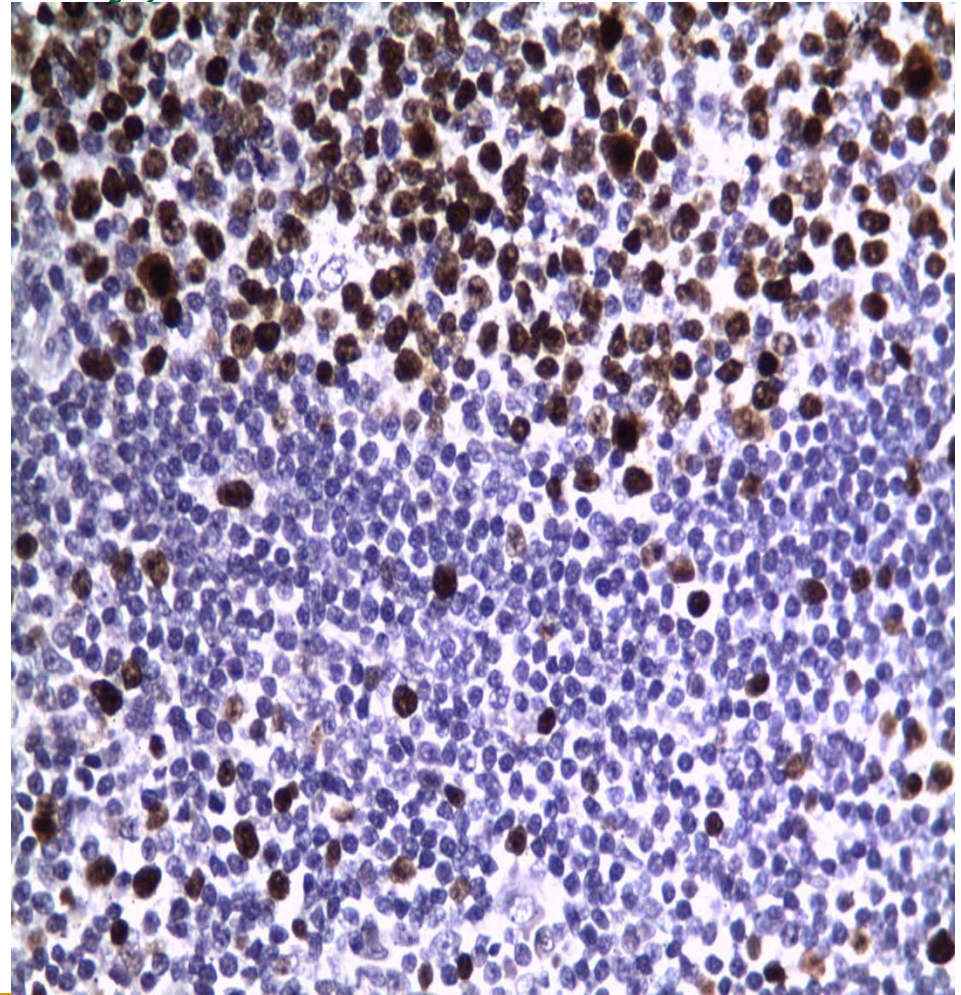
- STAINING
- Every slide is stained with a routine hematoxylin and eosin stain
- This stain is a nuclear and cytoplasmic stain



- Several additional stains can be performed. These stain are specific for disease processes. They are referred to as special stains.
-

# Saving Lives with IHC (Immunohistochemistry)

- IHC are performed to determine exact types of cancer.
- We can run these techniques to identify if a tumor is a primary tumor or a metastatic tumor
- Or staging of the tumor (how progressive it is)



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# About the program

- **NAACLS accredited -National Accrediting Agency for Clinical Laboratory Sciences**
  - **Only Histology program in: WA, OR, UT, MT, NV, AK**
  - **Closest Histology School is Berkeley CA**
  - **Admit 20 students per year in Fall quarter**  
( most programs enter 2-4 students per year, one program in FL enters 15 per year)
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# Program Courses

- **Prior to entry courses**
  - Anatomy and Physiology
  - General chemistry
  - English 101
- **Prior to or in addition to the program**
  - Public speaking
  - computer applications
  - medical terminology
  - College math
  - social science or humanities

- **Program = 1 year**

FALL

Histo 105, Histo 110, Histo 115

WINTER

Histo 120, Histo 125, Histo 130

SPRING

Histo 135, Histo 140, Histo 145

SUMMER

Histo 150 – Internship 300 hours

Histo 160 – Cert exam prep  
seminar

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NAACLS Program Performance summary  
 on National certification examination  
 average comparison

**Program**

**National**

	<b>Program</b>	<b>National</b>
<b>2010</b>		
Mean scaled score	584	461
Percent passing	100%	68.87%
<b>2009</b>		
Mean scaled score	553	452
Percent passing	80%	64.84%
<b>2008</b>		
Mean scaled score	555	446
Percent passing	100%	64.17%



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# Over all 3 year Student success

- 81% of all graduates the have obtain employment within 3 months
  - Pay rate of graduates = 17.81 to 32.00 per hour to start
  - Responders to the feedback form all indicate “excellent”, “good” or Average” in areas of professional conduct, communication, Initiative, teamwork, and technical skills
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# About the students

- Graduates are employed nationally including WA, Oregon, Wisconsin, Arizona and California
  - Employers include: hospital labs, reference labs, Mohs clinics, Independent labs, IHC research facilities, animal research facilities, zoos, pharmaceutical research
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# About the instructor

- Over 20 years industry experience
  - Histology School graduate Shoreline CC 1988
  - HT ASCP certified 1989
  - Washington state histology society member (WSHS)
  - National society of Histotechnology member (NSH)
  - 2010 NSH Leica leadership excellence in teaching award
  - American Society of Clinical pathologists member
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# Program support labs

(advisory board and/or clinical sites)

- Seattle Cancer Care Alliance Seattle
  - Labcorp Seattle
  - Tacoma General
  - CellNetix Seattle
  - Cascade eye and skin
  - Phenopath Seattle
  - Amgen Seattle
  - Group Health Seattle
  - Puget Sound Institute of Pathology Seattle
  - Digestive Health
  - University of Washington Medical Center Seattle
  - Madigan Army Hospital
  - Harborview Medical Center Seattle
  - Virginia Mason Seattle
  - Northwest Pathology Bellingham
  - Central Oregon Pathology Services
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# More information and Documentation

- [www.naacls.org](http://www.naacls.org)
  - [www.ascp.org](http://www.ascp.org)
  - [www.nsh.org](http://www.nsh.org)
  - [www.wshs.org](http://www.wshs.org)
  - [www.cptc.edu](http://www.cptc.edu)
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