



District #29
Board of Trustees
Building 23, Room 302
Wednesday, May 9, 2012

Minutes

Study Session

Call to Order: Chair Lenigan called the Board of Trustees study session to order on May 9, 2012, at 3:08 p.m.

Board of Trustees:

Robert Lenigan, Chair
Mark Martinez
Mary Moss
John Walstrum, President

Assistant Attorney General: Terry Ryan

Excused Absences: Bruce Lachney, Trustee; Lua Pritchard, Trustee

Other Attendees:

Lisa Beach, Administrative Assistant for Finance
Vicky Buford, Information Office Assistant
Larry Clark, Controller
Amy Goings, VP for Operations & College Relations
Marisa Hackett, Disability Services Coordinator
Jennifer Justice, Event Services
Erina McGann, Program Assistant – Student Programs and Event Services
Cassandra Miller, Library Technology Technician
Cynthia Requa, Coordinator of Institutional Research Planning
Cherie Steele, Executive Assistant to the President
Jim Tuttle, Chief Human Resources/Legal Affairs Officer

Budget Update

President Walstrum announced that the Washington State legislature passed the Operating Budget, and after four years of state budget cuts to higher education, education received no additional cuts for the 2012-13 fiscal year. The College will still have a 1.5 percent budget cut, as dictated by last year's budget, which will be a low, six-figure reduction.

The legislature did pass a 12 percent tuition increase. Chair Lenigan believes, with compounding, that is a 43.6 percent tuition increase over the last five years. With the rise in tuition, coupled with fewer loans available, the College may experience a drop in enrollment.

Classified Bargaining Unit Matter

Trustees received two letters of complaint from the Classified Union, alleging positions were posted without notifying the union, it was brought to the attention of Human Resources, and then it happened again. Administration thought the matter should have been discussed at a regular union meeting (UMG), rather than being brought to the Board. Chair Lenigan asked if the issue was resolved and would not happen again. Administration believes the issue is resolved.

Nominations for the Positions of Chair and Vice Chair for 2012-13

Board members discussed nominations for Chair and Vice Chair for 2012-13.

Board of Trustees Graduation Details

Details of the graduation ceremony on Saturday, June 16, were discussed.

General Discussion

Attendance at and details of the Association of Community College Trustees (ACCT) Leadership Congress in Boston, MA, October 10-13, were reviewed.

President Walstrum read a letter from Andrew Neiditz, City Manager of Lakewood, thanking Clover Park Technical College for help in housing displaced families from an apartment fire. Kudos to Vice President Goings, Plant Services and Security Director Mike Anderson, and Security Officer Ray Zeck.

Chair Lenigan adjourned the study session at 3:44 p.m.

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Regular Meeting

Call to Order: Chair Lenigan called the Board of Trustees regular meeting to order on May 9, 2012, at 4:01 p.m.

Board of Trustees and Cabinet:

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|-----------------------|--------------------------|
| Robert Lenigan, Chair | John Walstrum, President |
| Mark Martinez | |
| Mary Moss | |

Assistant Attorney General: Terry Ryan

Excused Absences: Bruce Lachney, Trustee; Lua Pritchard, Trustee

Other Attendees:

- Ronda Armstrong, Surgical Technology Instructor
- Lori Banaszak, VP for Instruction
- Elizabeth Barfoot, ASG Secretary
- Lisa Beach, Administrative Assistant for Finance
- Andrew Bird, Dean of Technology, Engineering, Transportation, and Trades Division
- Larry Clark, Controller
- Sean Cooke, Coordinator of Student Engagement
- Loren Davis, Director of NWCTHS

Mabel Edmonds, Dean of Workforce Development
Steven Ellis, Dean for Business, Hospitality, Design, and Personal Services
Sharon Freeman, Opportunity Grant Coordinator
Amy Goings, VP for Operations & College Relations
Cassie Miller, Library Technology Technician
Joyce Loveday, Assistant Vice President for Instruction
Nate Oelrich, ASG VP of Student Activities
Deborah Ranniger, Executive Director, Resource Development
Cynthia Requa, Coordinator of Institutional Research Planning
Michelle Simpkins, Assistant Dean
June Stacey-Clemons, VP for Student Services
Cherie Steele, Executive Assistant to the President
Valerie Sundby-Thorpe, Assistant Dean
Jim Tuttle, Chief Human Resources/Legal Affairs Officer
Ron Wright, Coordinator of Services for New Students

Adoption of the Agenda (Tab 1)

MOTION:

Motion to adopt the Agenda as presented made by Mark Martinez, seconded by Mary Moss. **Approved** unanimously.

Approval of Minutes (Tab 2)

MOTION:

Motion to approve the Minutes of the Special Joint CPTC/CPSD Meeting on March 5, 2012, made by Mark Martinez, seconded by Mary Moss. **Approved** unanimously.

Approval of Minutes (Tab 3)

MOTION:

Motion to approve the Minutes of the Regular Board Meeting of April 11, 2012, made by Mark Martinez, seconded by Mary Moss. **Approved** unanimously.

President's Report

Phi Theta Kappa Convention

President Walstrum attended the national Phi Theta Kappa (PTK) Convention in Nashville, TN. There were approximately 4,000 representatives from the PTK National Honor Society, including four student leaders and one faculty member, Kathleen Hathaway, from the College.

President Walstrum was honored to be a recipient of Phi Theta Kappa's prestigious Shirley B. Gordon Award of Distinction, named in honor of PTK's longest serving Board Chair and a founder and long-time President of Highline Community College in Washington. College presidents and campus chief executive officers, nominated by their Phi Theta Kappa chapter, are selected for this award based on their outstanding support of PTK.

Joint Fire/City/Schools Quarterly Meeting

The Joint/Fire/City/Schools Committee met to address issues of emergency preparedness in the possibility of a tragedy or disaster, e.g., an earthquake or pandemic. The committee was formed to ensure these public entities operate collaboratively and have a unified response.

Foundation Scholarship Luncheon

The Annual Scholarship Luncheon was very well attended. A number of people, including those who have been donors over the years, heard touching stories from several student scholarship recipients who have benefitted from Foundation scholarships. Trustees Lenigan and Moss were also in attendance. Chair Lenigan commented that the hardships students have overcome to reach their goals is one of the major differences between the two-year college and a traditional four-year institution.

Pierce County Emergency Management Training

Arranged by Vice President Goings, Cabinet members attended a Pierce County Emergency Management training session. An organizational chart was created to identify individual responsibilities in case of an emergency.

All Staff Meeting/Internal Giving Campaign

Deborah Ranniger, Executive Director of Resource Development, kicked off the Annual Internal Giving Campaign, and many people committed to donating money to help support the College's students. President Walstrum has been pleased with the participation by faculty and staff over the years.

Goodwill Industries Breakfast

President Walstrum, Vice President Goings, and Executive Director Ranniger attended the Annual Goodwill Industries Breakfast. The College maintains a mutually beneficial working relationship with Goodwill, through hiring workers for the College's mailroom and grounds. Dean Edmonds has worked with them through the Resources for Education and Career Help (REACH) Program, which provides career, education, and personal development services for all young adults, ages 16-24.

Invista Performance Solutions Launch

The Invista Performance Solutions invited the business community to its launch celebration to inform them of the contract training opportunities through the Pierce County two-year colleges' joint training effort.

Pastry Arts Bistro Opening

The new Pastry Arts Bistro is now open in Building 23. Instructor Shelly Newman and her students hosted a preview event that showcased their talents with delectable treats. The bistro will be open Tuesday through Friday.

Plus50/Lumina Foundation Site Visit

Representatives from the Lumina Foundation visited the Lakewood campus and performed an evaluation of CPTC's Plus 50 Program, and Dean Mabel Edmonds and her team received a favorable report. The American Association of Community Colleges (AACC) will target 100 additional colleges in implementing a Plus 50 Program, and the College has been asked to assist AACC by providing technical assistance to those colleges.

Joint Advisory Committee Meeting

The College held the first ever Joint Advisory Committee meeting, sponsored by Instruction – Vice President Banaszak and Dean Edmonds. Approximately 150 advisors, representing 35

advisory committees, and approximately 50 staff members attended the meeting. After a presentation to the entire group by featured speaker Jeff Rounce, attendees broke into individual advisory committees for their meetings. This was a great opportunity to thank these many volunteers for giving so much to the College.

Other College Reports

Associated Student Government (ASG) Report (Tab 9)

Sean Cooke, Coordinator of Student Engagement, introduced Nate Oelrich, ASG VP of Student Activities, and Elizabeth Barfoot, ASG Secretary, to provide the monthly report.

Ms. Barfoot said ASG is busy with the selection process for the 2012-13 ASG Team. Mr. Oelrich talked about:

- The new Student Text Notification System, which should be working later this month.
- The Student Spaces Committee, to create areas that encourage more student use.
- This year, the Campus Activities Board has planned and executed 36 events.

Operations Update (Tab 4)

Vice President Goings offered an update on the progress of the agreement between Clover Park School District (CPSD) and Clover Park Technical College (CPTC) regarding the land exchange and sale for the construction of CPSD's Harrison Preparatory Academy (details in Tab 4).

Other current projects include the removal of remaining debris from the demolition of Building 18, the ongoing construction of the Health Sciences Building, and the renovation of Building 15, which will be the Learning Resource Center.

Compensation Study Update (Tab 5)

Jim Tuttle, Chief Human Resources/Legal Affairs Officer, explained the compensation study process that the College is currently undergoing, conducted by an independent contractor, HR Answers (Tab 5). The purpose is to conduct a compensation that includes two elements: 1) an accurate, updated evaluation of non-faculty positions in the College, and 2) the possibility of modifying the current compensation system, subject to bargaining with the unions.

The goal of the study is to have a more consistent system across all bargaining units and the unrepresented employees. Questions and answers followed the presentation.

Fundraising Campaign (Tab 6)

Dr. Ranniger presented an update on the fundraising campaign, since the Steering Committee made its final recommendation. She noted that the Board of Trustees would be asked to act on a proposed resolution to approve the fundraising campaign to outfit the new Health Sciences Building, create a high-tech learning resource center, and provide scholarships for students. If approved, it will be presented to the Foundation Board of Directors for their approval.

Chair Lenigan noted that he participated on the Steering Committee; he thinks the process went well.

Instruction Report (Tab 7)

Vice President Banaszak stated she thought it would be difficult to replace the former Director of the Northwest Career and Technical High School (NWCTHS), who did a great job of establishing and growing the NWCTHS. However, they replaced him with an incredibly talented individual who is the perfect person to lead the high school to the next level – Loren Davis.

Mr. Davis talked about the enrollment trends and curriculum development of the NWCTHS (Tab 7). One target of the school is to stop using paper text books and move toward more open-source, free text books online. Mr. Davis challenged Instructor Wendy Nofke to design a course that is paperless and uses open source, and she chose the Human Biology with lab class as a flipped class, which means many of the lectures are posted online. The school purchased Kindle Fires to download the open-source book and necessary applications for the class. Students watched the lessons via video before attending class, and then attended class three days a week for labs and discussion. The instructor did pre- and post-surveys of the students and learned two things, 1) students have a wide range of technology available to them to access the class and some turned the Kindle Fires back into the school, and 2) students really like being in the classroom, and it was a good way of increasing their engagement while in class. Another concern was how the high school students would take care of the Kindle Fires; all were returned in good working order.

Another change at NWCTHS is the Get Started Now Classes for students who enter NWCTHS in mid-quarter. Originally, the school licensed with OdysseyWare at a cost of \$15,000, which provided a package deal of online classes. Mr. Davis and instructors learned they could probably do a better product for free, he paid two teachers for some curriculum time, and they developed two classes using open-resource books through Google Documents at a cost of \$2,000. The plan is to create more online, open-course texts.

Chair's Report

No report.

Board Reports and/or Remarks

No report.

Public Comments

No public comments.

New Business

Vice President Banaszak asked Assistant Dean Michelle Simpkins to introduce the first-year tenure track faculty (Tab 8).

MOTION: (Tab 6)

A motion to adopt Resolution 12-05-79, Comprehensive Fundraising Campaign for Clover Park Technical College, as presented made by Mary Moss, seconded by Mark Martinez. **Approved** unanimously.

MOTION:

Motion to nominate Vice Chair Bruce Lachney for the position of Board Chair for the July 1, 2012 – June 30, 2013 term was made by Mark Martinez, seconded by Mary Moss. **Approved** unanimously.

MOTION:

Motion to nominate Trustee Lua Pritchard for the position of Board Vice Chair for the July 1, 2012 – June 30, 2013 term was made by Mary Moss, seconded by Mark Martinez. **Approved** unanimously.

MOTION:

Motion to accept the slate of nominees for election at the June Board of Trustees meeting was made by Mark Martinez, seconded by Mary Moss. **Approved** unanimously.

Executive Session

At 5:23 p.m., Chair Lenigan stated that, in accordance with RCW 42.30.110, the Board would recess to go into Executive Session for approximately thirty minutes for the purpose of (1) reviewing a contract for the President, and, (2) for approximately an additional thirty minutes to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party when public knowledge regarding the discussion is likely to result in an adverse or financial consequence to the agency.

Chair Lenigan reconvened the Regular Meeting at 5:48 p.m. and asked if there were any action items as a result of Executive Session.

MOTION: (Attachment 10)

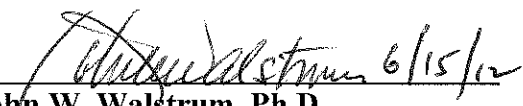
Motion to approve Resolution 12-05-78, Presidential Evaluation and Contract Extension and Amendment, was made by Mark Martinez, seconded by Mary Moss. **Approved** unanimously.

Next Meeting:


June 13, 2012.

Adjournment:

Chair Lenigan adjourned the Regular Meeting at 5:51 p.m.



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



Robert Lenigan, Ph.D.
Chair, Board of Trustees
College District Twenty-Nine