



Board of Trustees Meeting

Virtual, Via Zoom:

Zoom Link: <https://cptc-edu.zoom.us/j/81943190996?pwd=TTd2UTJybUNaTEEx4NmhmTDk1U3dGZz09>
Passcode: BOTMeeting

AND in Bldg. 17, Room 260

Wednesday, January 13, 2021

Study Session: Canceled
Regular Meeting: 4:00-5:00 p.m.

Agenda

- 4:00 Call to Order, Introductions** Eli Taylor
- Adoption of Agenda** Eli Taylor
Action
- Approval of the Regular Meeting Minutes of**..... Eli Taylor **Tab 1**
December 9, 2020
Action
- 4:05 President’s Report** Joyce Loveday
- Student Success Speaker – Marcia Wilson
 - Retirements/Tenure Buy-outs
 - Policy update
 - Miscellaneous
- 4:20 College Reports or Highlights**
- Core Theme – Student Success.....Samantha Dana/Dean Kelly/Chris Chen Mahoney **Tab 2**
- CARES Act Funding Update Cristeen Crouchet/Hayley Saucedo/Lisa Wolcott **Tab 3**
- 4:40 Chair’s Report**..... Eli Taylor
- 4:45 Board Reports and/or Remarks** All
- 4:50 Public Comments** Eli Taylor

4:55 New Business Eli Taylor

Approval of Resolution 21-01-102 Authorizing Investment of CPTC Monies
in the Local Government Investment Pool

Tab 4

Action

5:00 Executive Session Eli Taylor

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 Eli Taylor



Board of Trustees Meeting

Virtual, Via Zoom

AND in Bldg. 17, Room 260

Wednesday, December 9, 2020

Study Session: Canceled

Regular Meeting: 4:00-5:30 p.m.

Agenda

Call to Order: Chair Taylor called the Board of Trustees Regular Meeting for Clover Park Technical College (CPTC) to order on December 9, 2020, at 4:00 p.m.

Board of Trustees Present:

Eli Taylor, Chair
Mark Martinez
Carol Mitchell
Lua Pritchard
Wayne Withrow

College President: Dr. Joyce Loveday

Assistant Attorney General (AAG): Justin Kjolseth

Executive Team:

Dr. Thomas Broxson, VP, Instruction
Samantha Dana, Assoc. VP, Institutional
Effectiveness

Dean Kelly, Dean, Student Success
Lisa Wolcott, Exec. Dir., Budget & Finance

Adoption of the Agenda

MOTION:

Motion to adopt the agenda, as presented, was made by Trustee Martinez and seconded by Trustee Pritchard. Motion was approved unanimously.

Approval of Minutes (Tab 1)

MOTION:

Motion to approve the minutes of the Regular Board meeting of November 18, 2020, as presented, was made by Trustee Martinez and seconded by Trustee Pritchard. Motion was approved unanimously.

President's Report

Transforming Lives Nominee

Every year, CPTC has the opportunity to submit a student nominee to the Association of College Trustees (ACT) for the Transforming Lives Award. This year, Environmental Sciences student Marcia Wilson was selected as CPTC's nominee. As CPTC's nominee, Ms. Wilson will receive \$200 from ACT and a \$500 scholarship from the CPTC Foundation.

Tentative Classified Bargaining Agreement

Classified – Clover Park Federation of Classified Employees – Local 4789

A tentative contract agreement has been reached by the Classified bargaining teams. Classified staff are scheduled to vote on the agreement this week, and a tentative contract signing appointment has been scheduled for Friday, December 11.

Miscellaneous

Faculty – Clover Park Federation of Teachers, Local 3913

Administration and the Faculty Union signed a Memo of Understanding regarding distribution of High Demand Funding for faculty who teach in high demand, high wage fields. The funding is available as a result of House Bill 2158 (Workforce Investment Act).

Negotiations are continuing to arrive at a new Collective Bargaining Agreement. Faculty and Administration went to mediation in November to work on the remaining elements of the contract, including financial elements.

Drive Through Holiday Celebration

On December 15, the CPTC Foundation and Executive Team are hosting a Drive Through Celebration for all faculty and staff. It will be located on the west end of Building 17 from 3-5 p.m.

Accreditation Visit Next Fall

CPTC is preparing for its seven-year comprehensive accreditation review that will occur in October 2021. Ms. Dana is CPTC's Accreditation Liaison Officer, and she is spearheading preparation for this visit.

A new set of accreditation standards was implemented by NWCCU in 2020, and a new requirement is that the college must have an academic freedom policy. This policy will be listed as a Board Policy. Dr. Korschinowski is leading the work to develop the policy. The recommended language will come to the Board for approval at the February Board meeting.

Trustee Martinez asked what the policy will entail, and President Loveday will send a copy to Trustees.

College Reports or Highlights

ASG Report (Tab 2)

Chelsie Boyd, Chair of the Events & Activities Committee, gave the attached ASG Report. Trustee Mitchell asked if ASG had thought about partnering with Greater Lakes or another provider that is close to the college for assistance in providing mental health services. If there is a community partner, it sometimes makes a difference in the legislative ask. Ms. Boyd replied she will make that suggestion to the committee.

Student Success Report – Veterans (Tab 3)

Ms. McKinney provided the attached report on Veterans. Trustee Mitchell asked if the statistics could be broken down by active duty personnel versus separated or retired. Ms. McKinney will include that information in the next Veterans Report.

Chair Taylor inquired as to whether the College partners with external connections to recruit veteran students. The Veterans Navigator, Tim Guntle, works with various organizations – Washington Disabilities Veterans Association, Vet Corps, Tacoma Veterans Center, etc.

Trustee Martinez asked if statistics are available for the veteran homeless population at CPTC. There are not. However, Mr. Guntle connects with all housing organizations in the area to provide food and housing vouchers for CPTC veteran students.

Towards a Data Driven Instructional Culture of Continuous Improvement (Tab 4)

Dr. Broxson gave the attached report. He noted that the data shows what the trends are, which will begin the conversation about actions that can be taken to try and change those trends, and then evaluate if the changes were effective. Trustee Mitchell would like to be involved when there is discussion about single parents, as she has some solution ideas.

Chair's Report

Chair Taylor thanked everyone for protecting themselves and their families.

Board Reports and/or Remarks

Trustee Mitchell announced two upcoming opportunities for students, staff, and faculty to get involved:

1. Pierce County Council has initiated a resolution to dissolve the Tacoma-Pierce County Health Department and start the process to create a health department run strictly by county government. The Council will have a final vote on this issue on December 15.
2. The City of Tacoma has draft Initiative 1300, the Emmanuel Ellis Anti-Discrimination Act, and is looking for signatures. Trustee Pritchard also asked people to consider getting involved.

Public Comments

No public comments.

New Business

New Tenure-Track Faculty Introductions (Tab 5)

Dr. Broxson asked the chair of the new tenure-track faculty member's committee to introduce the faculty member to the Board of Trustees.

Adoption of the 2021 Board of Trustees Meeting Schedule (Tab 6)

MOTION:

Motion to adopt the 2021 Board of Trustees Meeting Schedule, as presented, made by Trustee Martinez, seconded by Trustee Mitchell. Approved unanimously.

Executive Session

At 5:10 p.m., Chair Taylor stated that, in accordance with RCW 42.30.110, the Board would recess to go into Executive Session for approximately twenty minutes for the purpose of reviewing, evaluating, and interviewing a faculty probationer for tenure award.

Chair Taylor reconvened the Regular Meeting at 5:35 p.m. and asked if there were any action items as a result of Executive Session. There was.

MOTIONS:

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 Christain Griffin at Clover Park Technical College, seconded by Trustee Martinez. No discussion. Approved unanimously.

Next Meeting

January 13, 2021, details to follow.

Adjournment

MOTION:

Motion to adjourn was made by Trustee Martinez, and seconded by Trustee Mitchell. Motion was approved unanimously.

Dr. Joyce Loveday
President
College District Twenty-Nine

Eli Taylor
Chair, Board of Trustees
College District Twenty-Nine

Core Theme Report

Student Success



Quarterly Reporting on Core Themes

- NWCCU mandates regular assessment by the College of progress towards fulfilling its mission
- CPTC is doing this two ways:
 - Annual publication of the College Scorecard
 - Quarterly in-depth review of progress on one Core Theme
- Core Theme Reporting Schedule:
 - January – Student Success
 - April – Equity
 - July – Workforce Preparation
 - November – Institutional Sustainability

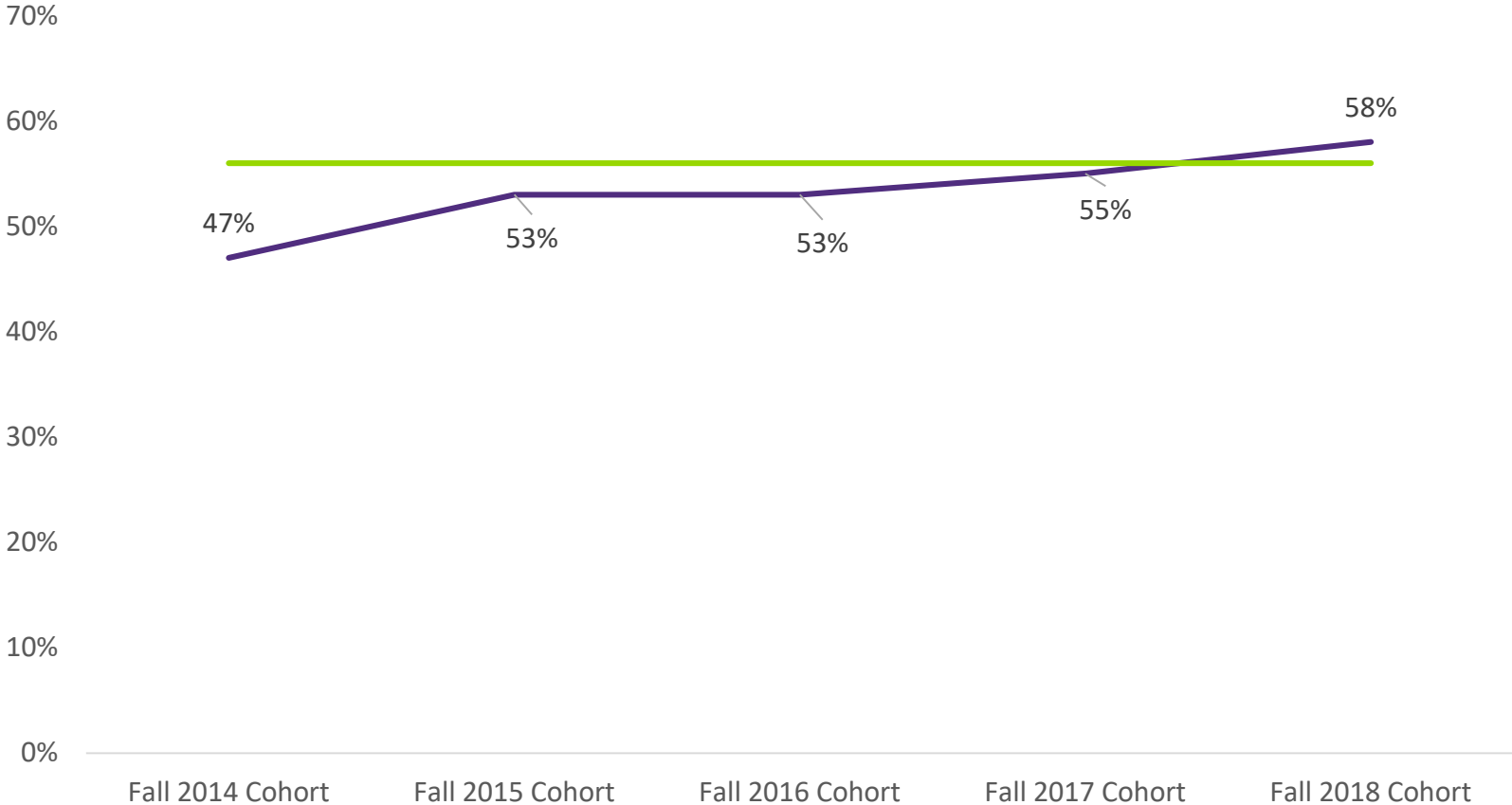


Core Theme: Student Success

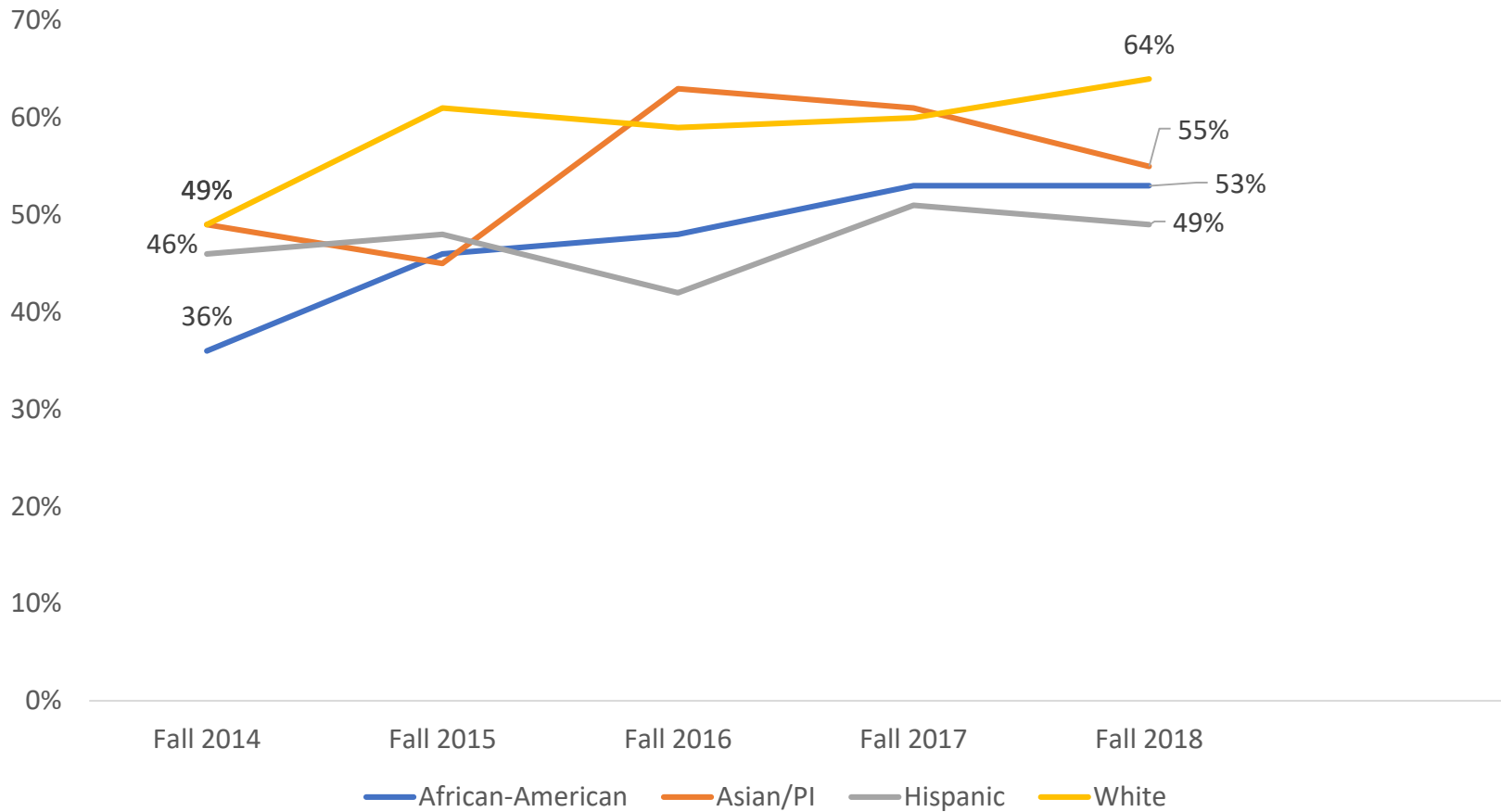
Students will complete their programs at equitable rates and on-time.



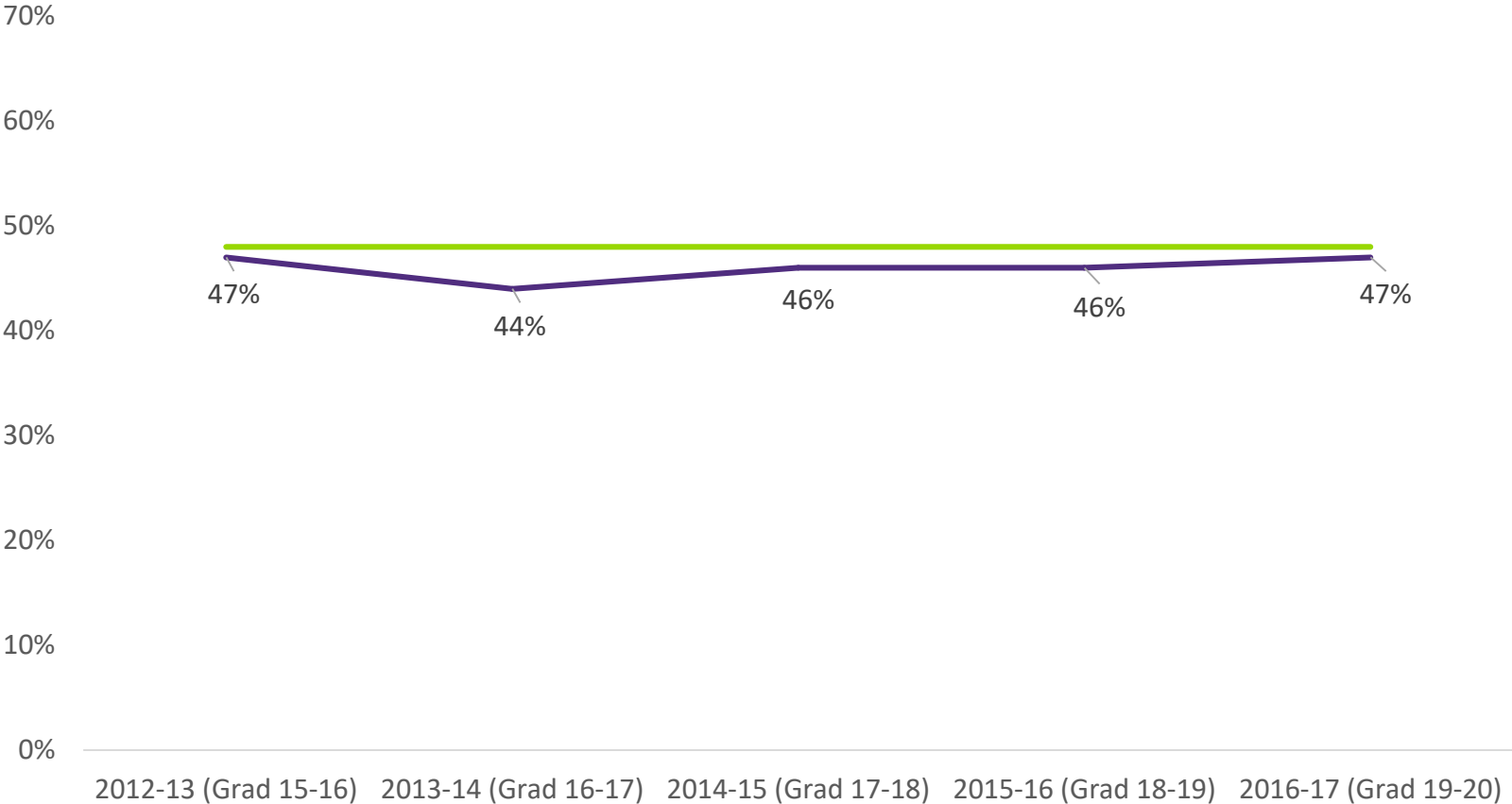
Core Metric: Fall-to-Fall Cohort Retention



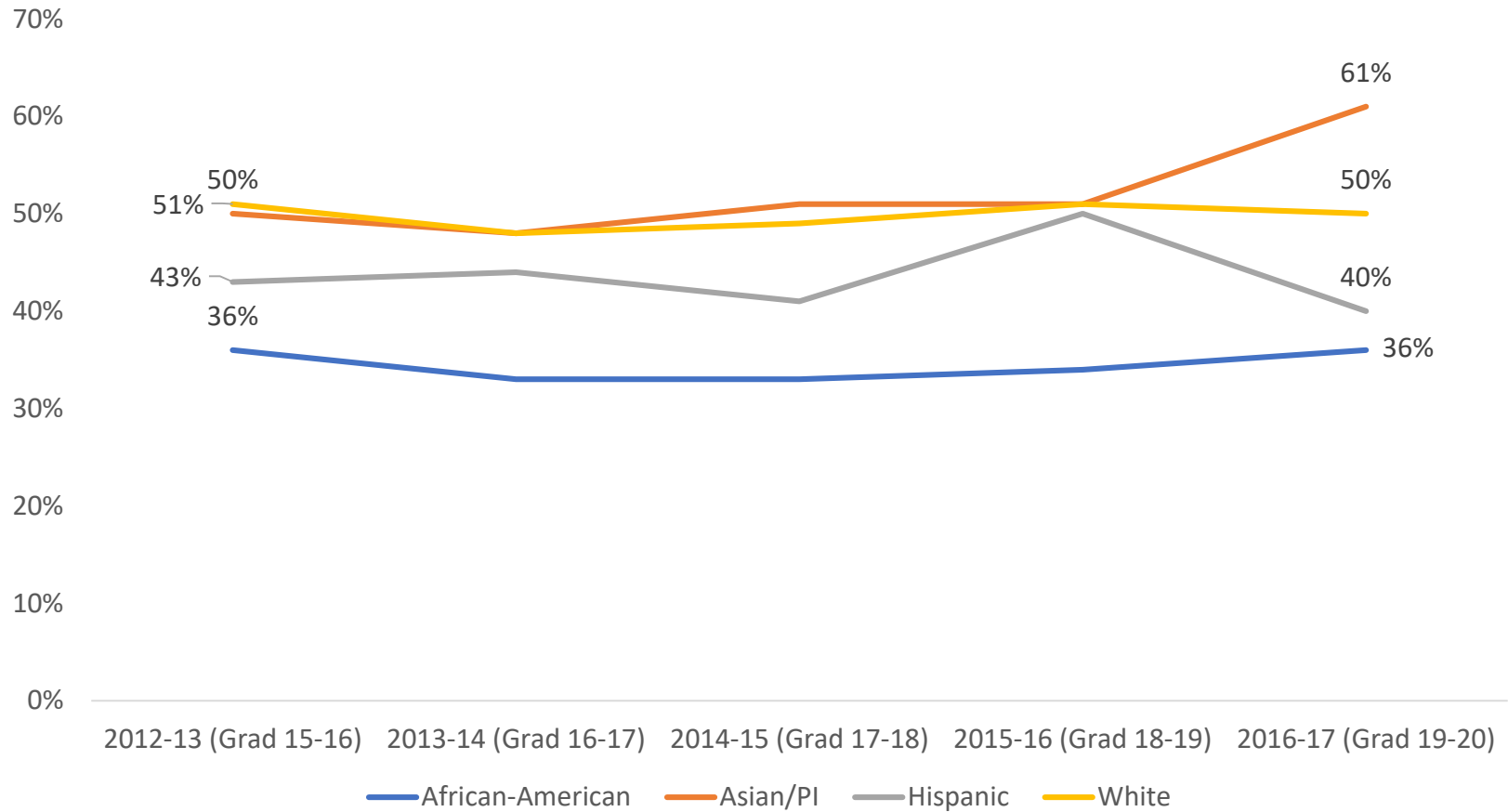
Fall-to-Fall Retention Equity



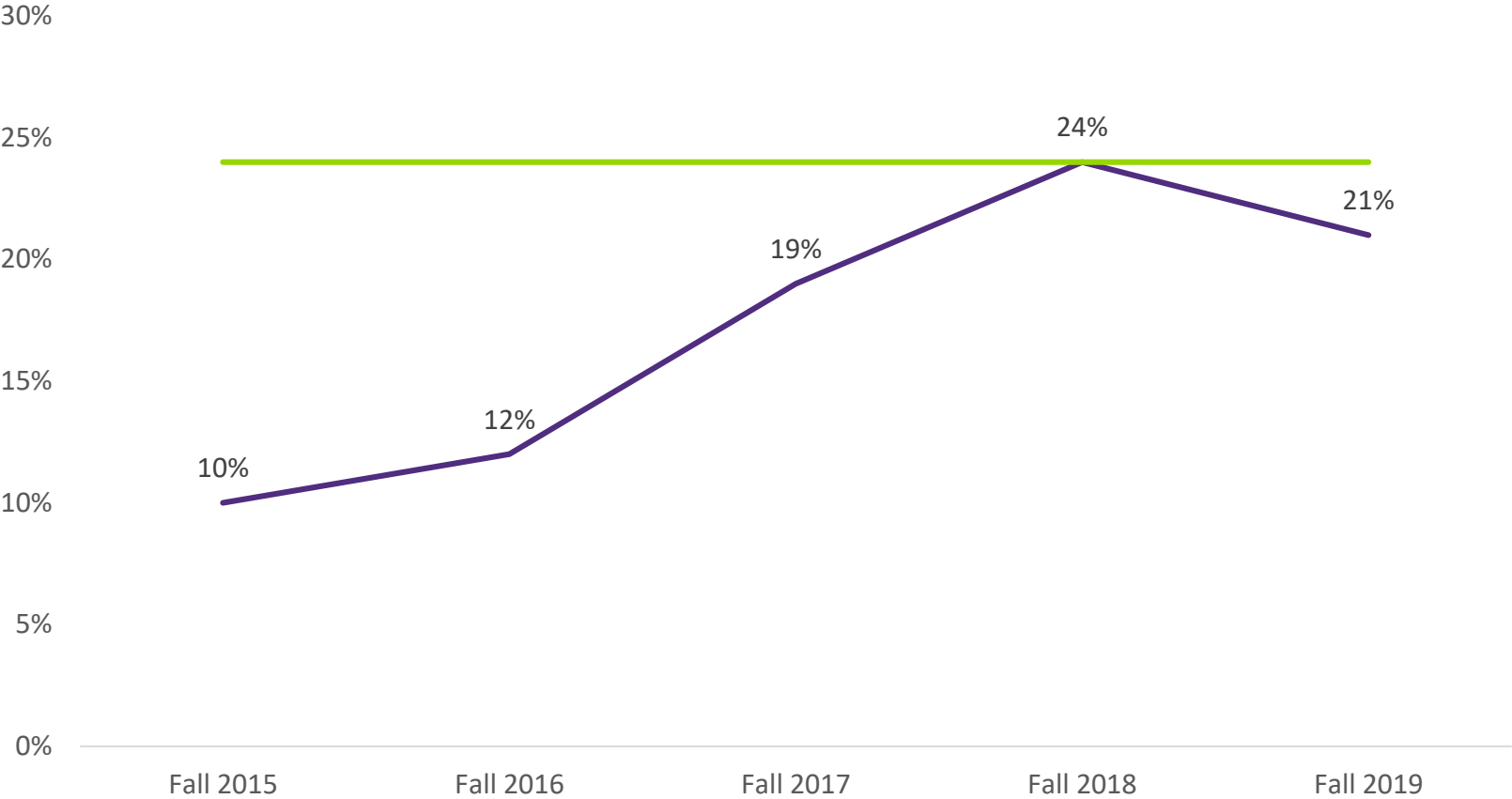
Core Metric: 150% Graduation Rate



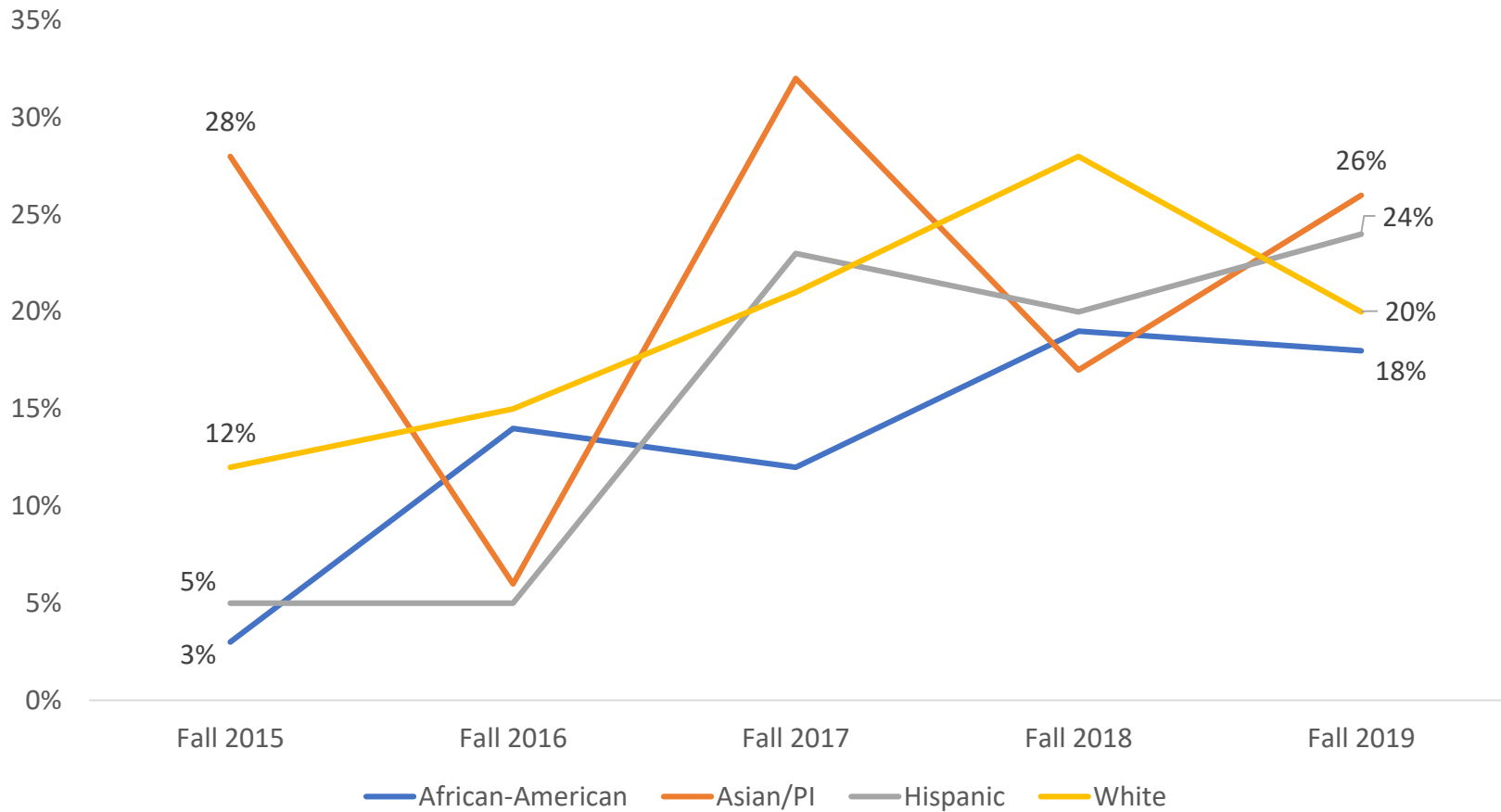
150% Graduation Rate Equity



Core Metric: Students Completing Math and English in their First Year



Math and English in One Year Equity



Key Takeaways

- We surpassed our annual goal in fall-to-fall retention
- Our graduation rates remain flat
- Before COVID-19, math and English completion rates were climbing

Federal & Pierce County CARES Act

Presenters:

Cristeen Crouchet

Hayley Saucedo

Lisa Wolcott

CARES ACT Committees

CARES ACT Committee	CARES Act Sub-committee
Joyce Loveday	Cristeen Crouchet
Scott Latiolais	Celva Boon
Lisa Wolcott	Lisa Fortson
Cristeen Crouchet	Janet Holm
Celva Boon	Michelle Barre
Lisa Fortson	Jennifer Weinmann
Janet Holm	Hayley Saucedo
Michelle Barre	Diane Follett
Jennifer Weinmann	
Hayley Saucedo	
Diane Follett	

SERVING STUDENTS WITH CARE

As we know, the financial impacts of Covid-19 have been devastating for many. Our students are no exception. The CPTC CARES Act Committee was formed in response to the allocation of federal dollars as a direct result of the pandemic. The committee worked tirelessly to create and implement processes to identify and award students in unprecedented ways. In addition to the Federal CARES award of 1.6 million, CPTC also received an additional 750 thousand from Pierce County to help further meet the needs to of our students and institution.

In the process of funding students, we also worked with them to find sustainable resources. Collaborating with partners across campus and in the community, we have made direct referrals for food assistance (SNAP), direct referrals to housing partners, and various other support service programs to help stabilize and retain our students.

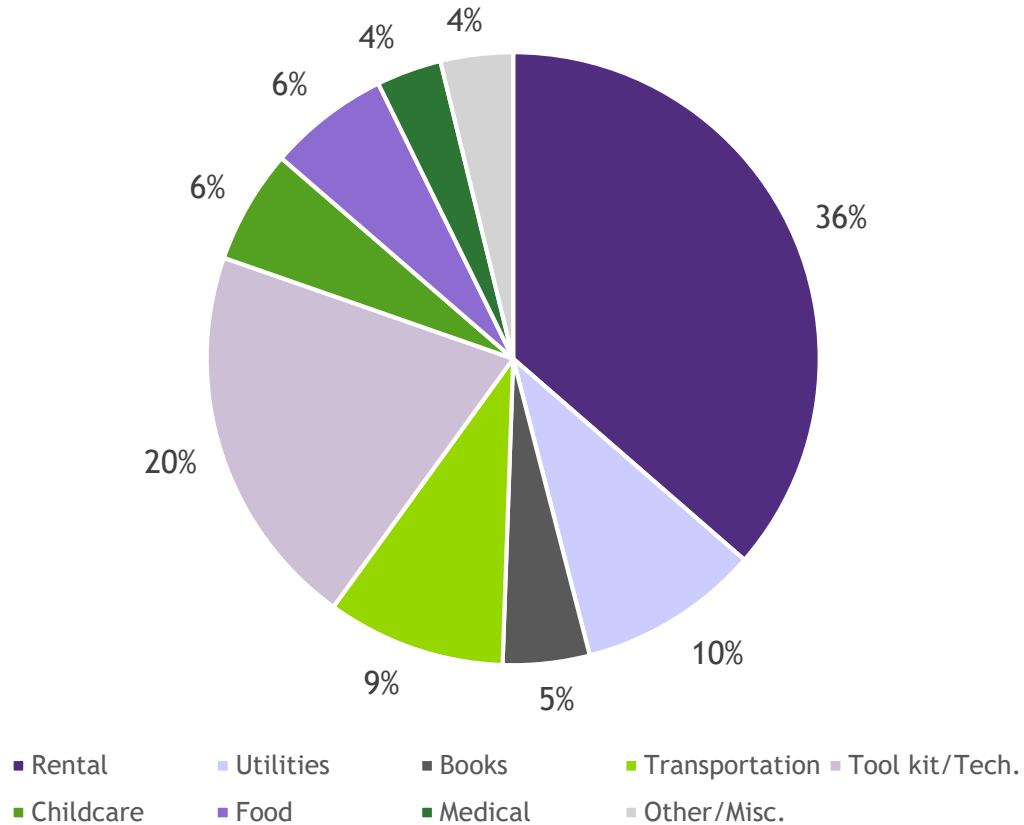
Federal CARES Act Funding

Federal CARES Act: Direct Aid to Students	
Amount Allotted	\$ 1,633,170.00
Students served	2,208

- Federal CARES Act began by awarding \$300.00 in Spring quarter to all enrolled and federally eligible students.
- The application was launched in June allowing students to request aid needed for retention and successful completion in Summer and Fall Quarter.
- Federal CARES Act was Intended to serve current students who were impacted by COVID. However, students must be Title IV eligible, and funds could not be used toward tuition or fees.
- Funds were used to request aid to address disruptions caused by COVID . Aid available from Federal CARES was utilized for rental assistance, utilities, books, tools/technology, transportation, medical expenses, food, childcare, and other/misc. (i.e.. Clothing, hygiene items, etc.)

Federal CARES ACT - Student Requested Needs

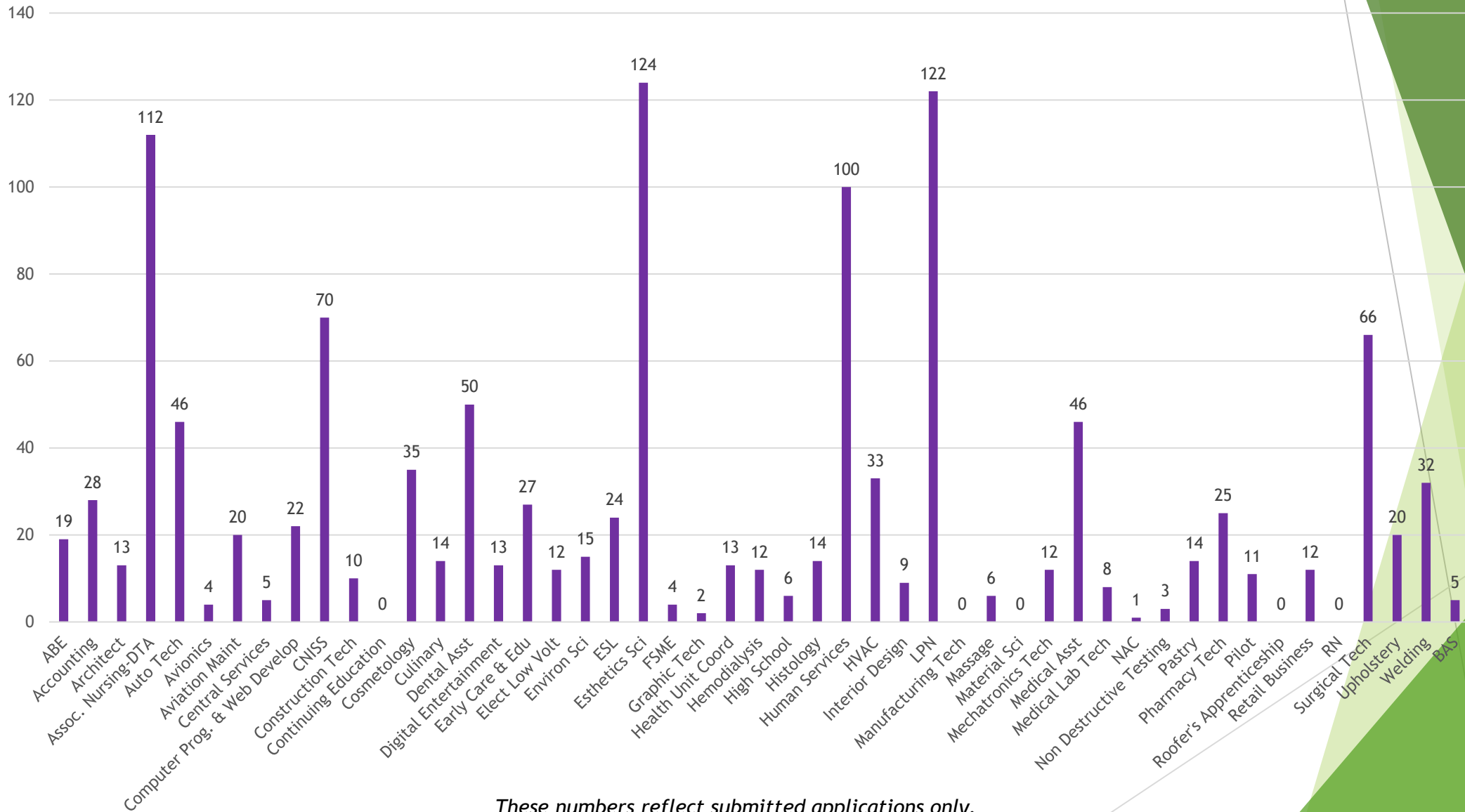
BREAKDOWN OF IDENTIFIED NEEDS



- ▶ Rental assistance
- ▶ Utility assistance
- ▶ Books
- ▶ Tools & technology
- ▶ Food assistance
- ▶ Medical costs
- ▶ Childcare costs
- ▶ Other/Misc.

These numbers reflect submitted applications only.

FEDERAL CARES ACT - APPLICATIONS RECEIVED BY PROGRAM



These numbers reflect submitted applications only.

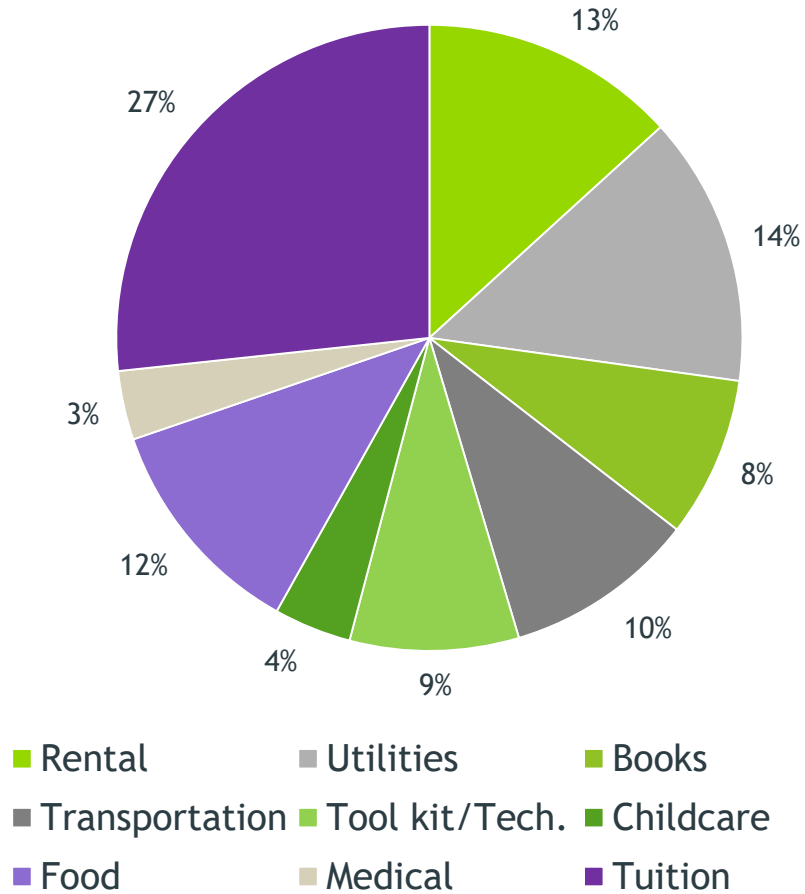
Pierce County CARES Act Funding

Pierce County CARES Act	
Amount Allocated	\$ 750,000
Amended Allocation for Committee Disbursement	\$710,000
Amended Allocation for Foundation Disbursement	\$40,000
Students Served	641

- Intended to serve current students who were impacted by COVID and were otherwise ineligible to receive funds from the Federal CARES Act.
- The CARES Act Committee advocated for and received approval to award County CARES to as many students as possible . Populations of students including: ABE/ELA, NWCTHS, students without SSN or tax ID numbers (working through CPTC's Foundation to issue checks), International students, online only students, and loan only students were eligible to apply.
- Unlike Federal CARES, we were able to cover outstanding tuition balances for eligible students for Summer and Fall. Therefore, paying off TIP (Tuition Installment Plans) for eligible students, and covering any cost differentials due to credit adjustments all without requiring students to apply.

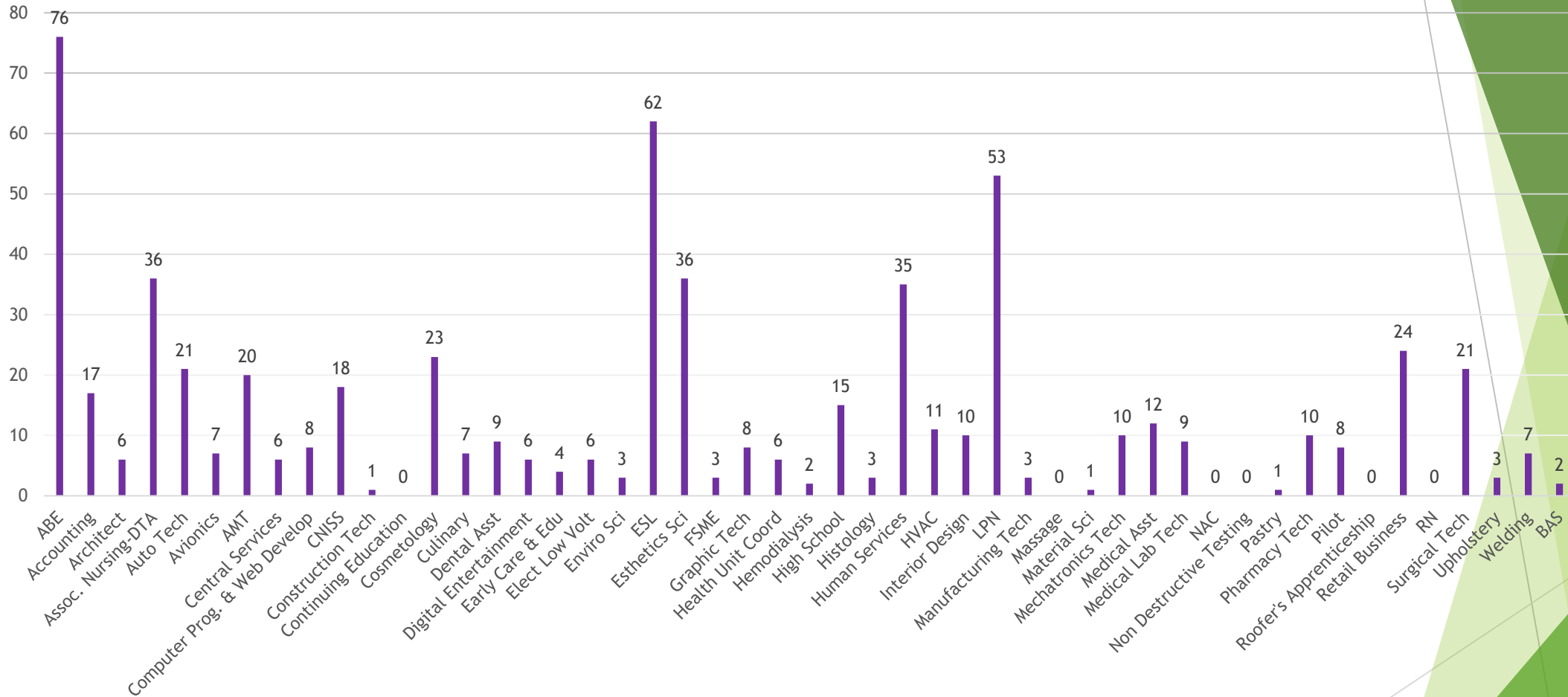
Pierce County CARES Act Funding - Students Requested Needs

BREAKDOWN OF IDENTIFIED NEEDS



- ▶ Rental assistance
- ▶ Utility assistance
- ▶ Books
- ▶ Tools & technology
- ▶ Food assistance
- ▶ Medical costs
- ▶ Childcare costs
- ▶ Tuition

PIERCE COUNTY CARES - APPLICATIONS RECEIVED BY PROGRAM



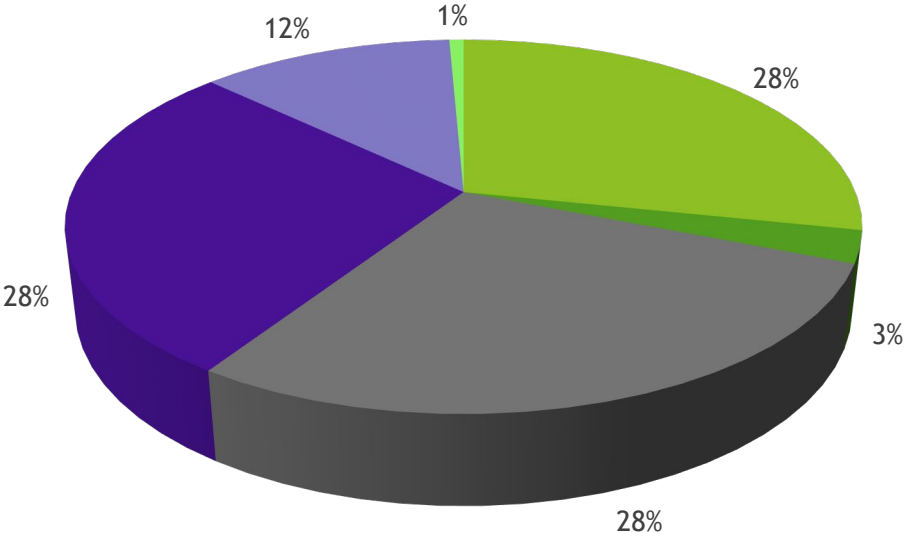
These numbers reflect submitted applications only.

Institutional Funding

	CARES Expenditure	Award	Expense Amt.	Balance
GEERS	Adjunct Faculty Cost	\$1,604,654.00	\$618,709.00	\$985,945.00
Federal HEERF Institutional	COVID Administration	\$1,633,170.00	\$6,274.32	
	PPE/Cleaning		\$125,411.48	
	Instructional			
	- Transition Online		\$59,708.18	
	- Adjunct cost		\$425,661.50	
	- Student Hotspots		\$15,918.45	
	- Home office setup		\$6,411.99	
	Telework Home Office		\$24,926.06	
	Building Monitors		\$217,805.67	
	COVID Leave		\$20,673.16	\$651,035
Federal HEERF Supplemental	None	\$160,392.00		\$160,392.00

Institutional Funding

CARES Funding

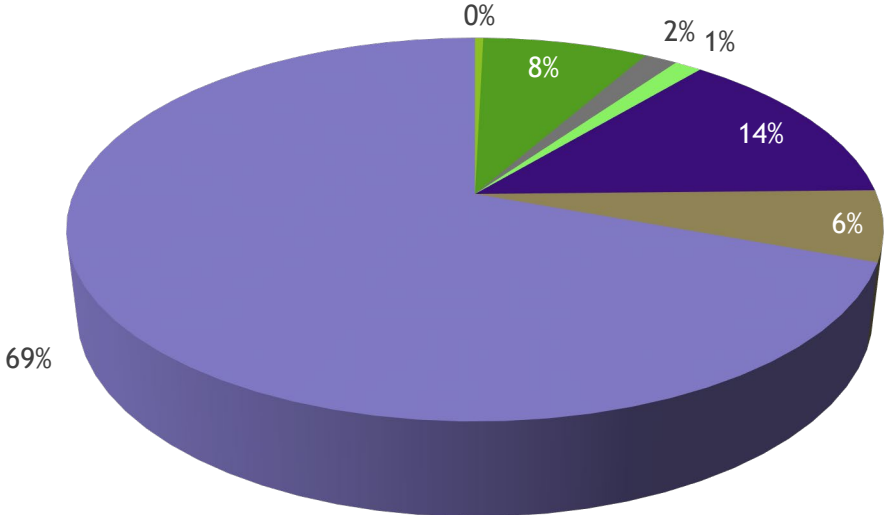


- Federal HEERF Institutional Funds
- Federal HEERF Supplemental
- Federal HEERF Student Support
- Governors GEERS Funding
- Pierce County CARES
- Pierce County CARES Foundation

CARES Funding	Award Amount
Federal HEERF Institutional Funds	\$1,633,170.00
Federal HEERF Supplemental	\$160,392.00
Federal HEERF Student Support (Federal CARES)	\$1,633,170.00
Governors GEERS Funding	\$1,604,654.00
Pierce County CARES	\$710,000.00
Pierce County CARES Foundation	\$40,000.00
	\$5,781,386.00

Federal CARES Funding Expenses

CARES Funding Expenses



- Administration
- PPE/Cleaning
- COVID MOU - Telework
- COVID Leave
- Building Monitors
- Student Technology
- Instruction

CARES Operational Expenses	Amount
Administration	\$6,274.32
PPE/Cleaning	\$125,411.48
COVID MOU - Telework	\$24,926.06
COVID Leave	\$20,673.16
Building Monitors	\$217,805.67
Student Technology	\$95,261.85
Instruction	\$1,110,490.67
	\$1,600,843.21

Thank you from the CPTC CARES Committee!
Questions or Comments?



RESOLUTION 21-01-102

**Resolution Authorizing Investment of Clover Park Technical College
Monies in the Local Government Investment Pool**

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool [LGIP]) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, Clover Park Technical College; the “governmental entity,” to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the Clover Park Technical College Board of Trustees, the “governing body” or any designee of the governing body pursuant to this resolution or a subsequent resolution; and

WHEREAS, the governmental entity will cause to be filed a certified copy of said resolution with the Office of the Treasurer; and

WHEREAS, the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understand the risks and limitations of investing in the LGIP; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

NOW, THEREFORE, BE IT RESOLVED, that the governing body does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

BE IT FURTHER RESOLVED that the governing body has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by Lisa Wolcott and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that the governmental entity designates Lisa Wolcott, Executive of Budget and Finance, the “authorized individual” to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual’s instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by delegated authority or any other documentation, signed or otherwise approved by the authorized individual, shall remain in effect after revocation of the authorized individual’s delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

BE IT FURTHER RESOLVED that the governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

PASSED and ADOPTED by the Board of Trustees of the Clover Park Technical College, state of Washington, on this 13th day of January 2021.

Attested by:

Dr. Joyce Loveday
President
College District Twenty-Nine

Eli Taylor
Chair, Board of Trustees
College District Twenty-Nine