Board of Trustees Regular Meeting
Rotunda, Building 3
Wednesday, June 12, 2019

Study Session: CANCELLED
Regular Meeting: 4:00-5:45 p.m.

Agenda

4:00  Call to Order, Flag Salute, Introductions................................. Wayne Withrow

Adoption of Agenda ........................................................................ Wayne Withrow

Approval of the Regular Meeting Minutes of.................................. Wayne Withrow Tab 1
May 8, 2019

4:05  President’s Report ................................................................. Joyce Loveday
    • Student Success Speaker
    • Legislative Update
    • Student and Staff Award Celebrations
    • Next Week’s Graduation
    • Miscellaneous

4:20  Other College Reports or Highlights:
    ASG Report ............................................................................. Sam Hardy Tab 2
    ASG S&A Budget Overview for 2019-20 ..................................... Cal Erwin-Svoboda Tab 3
    Overview/Update on Institutional Research (IR) Office ............ Samantha Dana Tab 4

4:40  Chair’s Report ........................................................................ Wayne Withrow

4:45  Board Reports and/or Remarks ................................................. All

4:50  Public Comments ..................................................................... Wayne Withrow

4:55  New Business .......................................................................... Wayne Withrow

Approval of ASG Services and Activities Budget for 2019-20 Tab 3
Action
Approval of Ability to Benefit Waiver

Action

Approval of Resolution 19-06-98, Extension of 2018-19 Operating Budget

Action

Election of Officers

Positions of Board Chair and Vice Chair –
For the term of one year, July 1, 2019 – June 30, 2020

Action

5:10 Executive Session ......................................................... Wayne Withrow

Convene Executive Session for approximately 30 minutes for the purpose of reviewing the performance of a public employee.

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.

5:40 Action Items as a Result of Executive Session....................... Wayne Withrow

5:45 Adjournment .................................................................. Wayne Withrow

All Board meetings will be recorded.
Board of Trustees Regular Meeting
Rotunda, Building 3
Wednesday, May 8, 2019
Study Session: 3:00-4:00 p.m.
Regular Meeting: 4:00-6:10 p.m.

Minutes

Study Session

Call to Order: Vice Chair Martinez called the Board of Trustees Study Session for Clover Park Technical College (CPTC) to order on May 8, 2019, at 3:00 p.m.

Board of Trustees Present:
Mark Martinez, Vice Chair  Eli Taylor
Lua Pritchard  Wayne Withrow, Chair

College President: Dr. Joyce Loveday

Assistant Attorney General (AAG): Justin Kjolseth

Excused Absences: Bruce Lachney, Trustee

Other Attendees:
Dr. Tawny Dotson, VP, Strategic Devel.  Cindy Mowry, Assoc. Dean/Registrar
Mabel Edmonds, VP, Instruction  Tanya Petrov, Foundation/Grant Acct. Fiscal Analyst III
Scott Latiolais, VP, Student Success  Tyler Scott, Sr. Creative Comm. Mgr.
Samantha Dana, Dir., Inst. Research & Grants  Cherie Steele, Exec. Asst. to the President
Cal Erwin-Svoboda, Dir., Student Life  Lisa Wolcott, Dir., Budget & Finance
Janet Holm, Development Mgr.
Pamela Jeter, Dir., IT

Retreat Follow-up
President Loveday noted there are some follow-up items from the Annual Board Retreat:
1. Two forms were condensed into one. The top portion of the form is the BOT Meeting Reimbursement Form. The bottom portion is a CPTC Foundation Payroll Deduction Request, and Trustees may donate a portion of their paycheck or make a one-time payment. This was done strictly for convenience.
2. A draft for Trustee committee assignments during FY 2019-20 was completed. Trustees were asked to review the draft list and let the Chair know if any changes need to be made.
3. Trustees and leadership discussed adding a fourth Core Theme to add equity for measuring equity with retaining students. This will be voted on during the regular meeting.
4. The Board of Trustee policies are scheduled to be reviewed by October 2019.

Overview of Enrollment Services (Tab 1)
Ms. Mowry presented the attached report.
High School Graduation Credit Waiver (Tab 2)
Mr. Davis explained why this waiver is being proposed. It will be voted on during the regular session.

Foundation Update (Tab 3)
Dr. Dotson and Ms. Holm offered the attached update on the CPTC Foundation.

2019-20 Nominations for Chair and Vice Chair Discussion
Motion to nominate Mark Martinez for the position of Board Chair for the July 1, 2019 – June 30, 2020 term was made by Trustee Pritchard.

MOTION:
Motion to nominate Eli Taylor for the position of Board Vice Chair for the July 1, 2019 – June 30, 2020 term was made by Trustee Pritchard.

MOTION:
Motion to accept the slate of nominees for election at the June Board of Trustees meeting was made by Trustee Withrow, seconded by Trustee Pritchard. Approved unanimously.

Adjournment
Vice Chair Martinez adjourned the Study Session at 3:52 p.m.

Regular Meeting Agenda

Call to Order: Vice Chair Martinez called the Board of Trustees Meeting for Clover Park Technical College (CPTC) to order on May 8, 2019, at 4:00 p.m.

Board of Trustees Present:
Mark Martinez, Vice Chair
Lua Pritchard
Eli Taylor
Wayne Withrow, Chair

College President: Dr. Joyce Loveday

Assistant Attorney General (AAG): Justin Kjolseth

Excused Absences: Bruce Lachney, Trustee

Other Attendees:
Larry Clark, VP, Finance & Admin.  Cal Erwin-Svoboda, Dir., Student Life
Mabel Edmonds, VP, Instruction  Lisa Fortson, Asst. Dir., SAS
Scott Latiolais, VP, Student Success  Kurt Freeman, Automotive Inst.
Robert Carver, Nursing LPN Inst.  Bill Hamilton, Former Trustee
Vivian Castillanes, Student  Cathy Hamilton-Wissmer, Alumni
Dustin Cooper, Avionic Inst.  Michelle Hillesland, Dean
Cristeen Crouchet, Dir., Workforce Devel.  Janet Holm, Development Mgr.
Samantha Dana, Dir., Inst. Research & Grants  Tracy Irish, Elect. Low Voltage Fire
Loren Davis, NWCTHS Director  Security Inst.
Lucy Dorum, Accounting Inst.  Pamela Jeter, Dir., IT
Adoption of the Agenda
MOTION:
Motion to adopt the agenda as presented was made by Trustee Withrow, and seconded by Trustee Taylor. Motion was approved unanimously.

Approval of Minutes (Tab 4)
MOTION:
Motion to approve the minutes of the Regular Board meeting of March 13, 2019, was made by Trustee Withrow, and seconded by Trustee Taylor. Motion was approved unanimously.

President’s Report
Student Success Speaker
Alexandra Haley graduated in winter quarter from the Dental Assistant Program with Honors and an AAT degree. She also convinced her mother and daughter to attend CPTC – her mother is in the Dental Assistant Program, and her daughter is in the Running Start Program.

When her husband had a stroke and she needed a job, she decided to go back to college. She chose CPTC because she was greeted by happy people who looked as if they liked their jobs. Ms. Haley said everyone was amazing and helpful, especially while she was going through an emotional time. She also worked on the Student Council and accompanied President Loveday to meet with legislators. Her plan is to take the Dental Hygienist Program at Pierce College.

New Century Scholar
Alexandra Haley was selected to be one of four CPTC students nominated for the All-USA Academic Team. As a result of that nomination, she was selected at the national level as the 2019 New Century Workforce Pathway Scholar, representing the state of Washington, awarded by the Coca-Cola Foundation and Phi Theta Kappa Honor Society. The selection was based on academic accomplishments, leadership activities, and how students extend their intellectual talents beyond the classroom. Over 2,000 students were nominated from more than 1,200 college campuses across the country, and only one New Century Workforce Pathway Scholar was selected from each state. Ms. Haley will receive a $1,250 scholarship that will apply to the next step of her educational journey.

Alumni of Distinction (Attachment 1)
Alumni of Distinction Awards are provided to alumni who have contributed to the College and/or the Pierce County community in which we live and work. Nominees are selected for professional or personal achievements, community service through active involvement in civic and/or charitable organizations, or service on a CPTC advisory board or as a student mentor or advocate. 2019 awardees are listed below, and nomination summaries are attached:
Fantasy Lights Participation Recognition
Jennifer Spame, Recreation Supervisor, Pierce County Parks Department, said she has the task of overseeing Fantasy Lights. She was excited that CPTC was able to participate again and provide a turtle display. Parks Department workers gave CPTC’s welding program high praise for the quality work they did. Ms. Spane thanked CPTC and presented two plaques, one to the Board of Trustees and one to the program instructor.

New Core Theme (Tab 5)
CPTC currently has three core themes and is proposing a fourth – Equity. Equity is central to the work we are doing with Guided Pathways and with what we are doing in the community. It will become part of the key results that CPTC reports on each year. President Loveday asked Trustees to consider adding “Equity” as a new core theme.

Miscellaneous
None.

College Reports or Highlights
ASG Report (Tab 6)  
Ms. Sandra Lopez presented the attached report.

FY 2018-19 3rd Quarter Budget Report (Tab 7)  
Ms. Wolcott gave the FY 2018-19 3rd Quarter Budget Report.

Chair’s Report
No Chair’s report.

Board Reports and/or Remarks
No Board reports or remarks.

Public Comments
No public comments.

New Business
New Tenure-Track Faculty Introductions (Tab 8)  
Ms. Edmonds asked the new tenure-track faculty members to introduce themselves to the Board of Trustees.

- Dustin Cooper, Avionics Instructor, 2nd Quarter
- Tracy Irish, Electrician Low Voltage Fire/Security Instructor, 2nd Quarter
- Michael Mullins, Automotive Instructor, 2nd Quarter
- Julie Watts, Interior Design Instructor, 2nd Quarter
Approval of 4th Core Theme (Tab 5)

**MOTION:**
Motion to adopt a new fourth Core Theme, Ethics, was made by Trustee Taylor and seconded by Trustee Withrow. Motion was approved unanimously.

Approval of Resolution 19-05-97 Requesting Temporary Waiver from High School Graduation Requirements (Tab 9)

**MOTION:**
Motion to approve Resolution 19-05-97, Requesting Temporary Waiver from High School Graduation Requirements, was made by Trustee Withrow and seconded by Trustee Taylor. Motion was approved unanimously.

**Executive Session**
At 4:53 p.m., Vice Chair Martinez stated that, in accordance with RCW 42.30.110, the Board would recess to go into Executive Session for approximately 20 minutes for the purpose of reviewing, evaluating, and interviewing faculty probationers for tenure award.

Vice Chair Martinez reconvened the Regular Meeting at 5:16 p.m. and asked if there were any action items as a result of Executive Session. There were.

**MOTION:**
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 Diane Follett at Clover Park Technical College, seconded by Trustee Taylor. No discussion. Motion was approved unanimously.

**Executive Session**
At 5:20 p.m., Vice Chair Martinez stated that, in accordance with RCW 42.30.110, the Board would recess to go into Executive Session for approximately 30 minutes for the purpose of reviewing the performance of a public employee.

Vice Chair Martinez reconvened the Regular Meeting at 5:37 p.m. and asked if there were any action items as a result of Executive Session. There were none.

**Next Meeting**
June 12, 2019, at the Lakewood campus.

**Adjournment**
Vice Chair Martinez adjourned the Regular Meeting at 5:37 p.m.
Associated Student Government - June 2019 Report

Highlights
The 7th annual Student Awards Ceremony was held on June 5. This event celebrated those exemplifying academic excellence and community leadership. There were appetizers, desserts, a photo booth, and entertainment for all to enjoy. Notable winners were Club of the Year (Club MEC), Faculty of the Year (Thomas Chesnes), June Stacey Clemons Advocate of the Year (Lisa Cutler), VP Awards (Mary Nolen & Melissa Farrington), and President’s Award (Jonathan An). Thank you to all who attended, nominated, and supported this annual event.

Student Engagement
An induction ceremony for the Beta Omicron Gamma Chapter of the Phi Theta Kappa International Honor Society was held on May 29. Forty-five students participated in the ceremony with 125 guests in attendance at this yearly event. Student leaders have been producing and assisting with many year-end events since the last report: Spring Fest, grad cap decorating, Juneteenth celebration, Distress Float (off campus), Veterans Honor Cord Ceremony, Rainiers Game (off-campus), Hot Breakfast, and 10-minute massages.

Partnership Highlights
The department is reviewing applications for the Coordinator for Student Life – Student Diversity Programs. This position is jointly funded by college dollars and student fees. This position will be responsible for cultivating a diverse student body through the development of student communities, programming and mentoring. Additionally, this position will be responsible for the development and management of the Center for Diversity, Inclusion, and Civic Engagement in the Student Center which will open fall quarter.

Each year, Student Life loans a limited number of gowns, free of charge to graduates through the Wear It Forward Program. There are approximately 100 gowns in a variety of sizes available on a first come, first served basis.

The Design & Engineering Club visited the Space Needle and met with Olson Kundig, the design firm that completed the multi-year renovation of the 57-year old icon. Students got to tour the firm, ask industry specific questions, and more!

Shared Governance
The Services & Activities (S&A) Budget Committee approved an $850,703 operating budget for the 2019-2020 fiscal year (FY) with no additional increase to the student fee. Compared to last year, the budget decreased $45,374. The budget has been reviewed by the college administration and will be presented to the Board on June 13 for approval.

The department finished the hiring process for 2019-2020 student leaders who will participate in summer training, July 16-September 19. A second hiring process will be conducted in July to fill leadership positions that are still vacant.

Four new clubs have been chartered: Manufacturing Club, Club Defiance, Aviation Club, & Students of Color Association.

By The Numbers

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>615</td>
<td>Spring Fest Attendees</td>
</tr>
<tr>
<td>865</td>
<td>PB&amp;J’s distributed in May</td>
</tr>
<tr>
<td>1,986</td>
<td>Unique May attendee events</td>
</tr>
</tbody>
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Summer Quarter Hours
During summer quarter, the Student Leadership and Services Center will be operating from 10am-5pm, Monday-Friday.

On behalf of ASG, have a wonderful and safe summer and see you in the fall!
## 2019-2020 S&A Proposed Budget

### Student Life
- **Goods & Services**: $24,500
- **Travel**: $6,770
- **Professional Staff Salaries/Benefits**: $222,523
- **Student Wages**: $217,745
- **Student Leadership & Service Center**: $23,000
- **Communications & Marketing**: $7,000
- **Student Leadership Conference**: $10,230

### Associated Student Government
- **Student Council**: $4,025
- **Campus Activities Board**: $66,500

### Student Clubs & Organizations
- **Design & Engineering**: $2,700
- **Dental Assisting**: $2,700
- **MEC**: $2,700
- **Game Development**: $1,800
- **Phi Theta Kappa**: $1,800
- **Club Cyber Techs**: $1,800
- **Nursing**: $2,700
- **Linux Open Source Users**: $2,700
- **OOPS**: $1,800
- **PAX DEV Conference/Seattle**: $7,340

### Institutional Support
- **Multicultural Affairs**: $56,000
- **College Opening Day**: $200
- **Holiday House**: $200
- **Disability Resources for Students**: $600
- **Fitness Center**: $15,000
- **Graduation**: $13,000
- **Hayes Child Development Center**: $78,000
- **Diversity & International Fair**: $1,250
- **Tutoring Center**: $39,700
- **Veterans Resource Center**: $2,520
- **New Student Orientation**: $5,500

### Auxiliary Programs
- **Veterans Ceremony**: $2,500
- **Student Handbook/Planner**: $8,000
- **Food Pantry**: $8,500
- **Student Success Socials**: $2,500
- **Student Awards Ceremony**: $7,000

**Total**: $850,703
Institutional Effectiveness Update

Samantha Dana
Director, Institutional Research and Grants
IE Staff

• Two FTE – One Director, One Information Systems Specialist

• IE is responsible for
  • Institutional data
  • Large survey administration
  • Federal, state, and other reporting
  • Data governance
  • Grants
FY 2019 Focus One: 
Data Provision
New Dashboards

Published new dashboards covering:

- Course pass rates
- Course evaluations
- Three survey data dashboards
- Persistence
- Heatmap of program FTE and progress toward annual state FTE goal

Added filters for veteran and disability status to main dashboards

Program Review dashboard under review by Instructional Administration

Collectively, the new dashboards have been viewed 2,663 times by faculty and staff
Persistence Dashboard
Ad Hoc Requests – 6/month average

78% of students who started in 2015 left without graduating.

443 students started a degree at Clover Park Technical College in the 2015-2016 academic year.

Nearly all of them placed into developmental math.
Nationally, 68% of students take remedial classes.
New Security Measures

Currently have three levels of security, based on granularity/sensitivity of data contained in the dashboard:

• External-facing dashboards
• Internal-facing dashboards on the staff intranet
• Internal-facing dashboards on internal server requiring individual log-in
FY 2019 Focus Two: Surveys
Survey Administration

Administered two surveys to students

• Survey of Entering Student Engagement (SENSE) – Fall 2018
  • National survey
  • Surveys entering students only, in select types of classes

• Needs Assessment and Student Experience (NASE) – Winter 2019
  • Developed in-house
  • Survey promoted to every student during Winter 2019 group registration

Administered one survey to employees

• Institutional Change Assessment Tool (ICAT) – January 2019
  • National survey developed by Achieving the Dream

1,087 students and 145 employees took a CPTC survey administered by IE this year
Survey says...

CCSSE

I have never come to class without completing readings or assignments.

<table>
<thead>
<tr>
<th>CPTC</th>
<th>National</th>
</tr>
</thead>
<tbody>
<tr>
<td>44.8%</td>
<td>33.9%</td>
</tr>
</tbody>
</table>

SENSE

<table>
<thead>
<tr>
<th>Question</th>
<th>Outcome</th>
<th>CPTC</th>
<th>Small Colleges</th>
<th>Module Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>At this college, are you required to follow an academic plan that specifies which courses you are required to take?</td>
<td>% Yes</td>
<td>93.3%</td>
<td>70.2%</td>
<td>66.7%</td>
</tr>
</tbody>
</table>

NASE

My identity status has not affected the access and support I have been given by: Faculty

4.57/5 average score
Survey Result Distribution

Developed interactive dashboards for CCSSE, SENSE, and NASE surveys

Results presented to multiple constituencies
  • CCSSE results presented to ASG and Cabinet and an open unpacking session was held with faculty, staff, and students
  • SENSE and NASE results discussed at Student Success staff retreat in May and Strategic Development administrators’ meeting in May

ICAT results distributed and discussed at the all-faculty and staff in-service in February and focus group tables held to discuss
FY 2019 Focus Three: Training
College-wide Training Opportunities

Faculty In-Service

• Developed infographic for each school for November in-service
• Presented a dashboard overview session at the February joint in-service
• Presented a working lunch session and panel on faculty-level dashboard at April in-service
• Presented hands-on workshop on dashboards at May in-service

Quarterly Data Dives

• As a result of ICAT feedback, developed series of Data Dives with input from faculty on topic and time
  • First one in April was a general overview of data resources
  • Next one will cover equity

338 students and employees have attended trainings given by IE
FY 2019 Focus Four:
Policies and Procedures
Policies and Procedures

With chair Dr. Brian Lee, started the CPTC Institutional Review Board
  • Policy reviewed and updated and Procedures passed shared governance
  • Website, application, response form, and Canvas course developed
  • Board members selected and certified in human subjects research

Implemented Data Governance Committee
  • Comprised of data overseers across campus
  • First project – software approval process
  • By charter, will become ctcLink oversight body

Grant Development Plan in final edit and review stage

With Institutional Outcomes and Assessment Manager, developed Institutional Assessment Plan
FY 2019 Focus Five: Grants
Grants

Grants submitted: 9
Grants pending: 4
Grants awarded: 3
Grants declined: 2

$381,231.40
awarded
What’s next?

• Finish refreshing existing dashboards and publishing new ones
• Create central landing page where employees can access all dashboards
• Pursue more grant funding for College-identified needs
  • Title III and TRiO SSS applications are in progress
• Continue to provide regular trainings on data, data access, and data usage in a variety of modalities
RCW 28B.15.740

Limitation on total tuition and fee waivers.

(1) Subject to the limitations of RCW 28B.15.910, the governing boards of the state universities, the regional universities, The Evergreen State College, and the community and technical colleges may waive all or a portion of tuition and fees for needy students who are eligible for resident tuition and fee rates pursuant to RCW 28B.15.012 and 28B.15.013. Subject to the limitations of RCW 28B.15.910, the governing boards of the state universities, the regional universities, The Evergreen State College, and the community and technical colleges may waive all or a portion of tuition and fees for other students at the discretion of the governing boards, except on the basis of participation in intercollegiate athletic programs, not to exceed three-fourths of one percent of gross authorized operating fees revenue under RCW 28B.15.910 for the community and technical colleges considered as a whole and not to exceed two percent of gross authorized operating fees revenue for the other institutions of higher education.

(2) In addition to the tuition and fee waivers provided in subsection (1) of this section and subject to the provisions of RCW 28B.15.455, 28B.15.460, and 28B.15.910, a total dollar amount of tuition and fee waivers awarded by any state university, regional university, or state college under this chapter, not to exceed one percent, as calculated in subsection (1) of this section, may be used for the purpose of achieving or maintaining gender equity in intercollegiate athletic programs. At any institution that has an underrepresented gender class in intercollegiate athletics, any such waivers shall be awarded:

   (a) First, to members of the underrepresented gender class who participate in intercollegiate athletics, where such waivers result in saved or displaced money that can be used for athletic programs for the underrepresented gender class. Such saved or displaced money shall be used for programs for the underrepresented gender class; and

   (b) Second, (i) to nonmembers of the underrepresented gender class who participate in intercollegiate athletics, where such waivers result in saved or displaced money that can be used for athletic programs for members of the underrepresented gender class. Such saved or displaced money shall be used for programs for the underrepresented gender class; or (ii) to members of the underrepresented gender class who participate in intercollegiate athletics, where such waivers do not result in any saved or displaced money that can be used for athletic programs for members of the underrepresented gender class.
RESOLUTION 19-06-98

Extension of 2018-19 Operating Budget

WHEREAS, the College’s currently-approved operating budget expires on June 30, 2019; and

WHEREAS, the 2019-20 Operating Budget has not yet been completed;

NOW, THEREFORE, BE IT RESOLVED the Board of Trustees hereby authorizes the College President to continue, until the Clover Park Technical College Board of Trustees has sufficient time to approve a budget, to receive revenues, make expenditures, and otherwise enter into transactions at a rate which overall does not exceed the rates of annual expenditures under the current 2018-19 budget.

ADOPTED by the Board of Trustees at its regular meeting June 12, 2019.

Attested by:

Dr. Joyce Loveday
President
College District Twenty-Nine

Wayne Withrow
Chair, Board of Trustees
College District Twenty-Nine