Board of Trustees Meeting

Virtual, Via Zoom:
Zoom Link: https://cptc-edu.zoom.us/j/86026748282?pwd=NUlaZnBHVWdtUGNYY0cyc0s5WHNXQT09
Passcode: BOTMeeting

Wednesday, March 9, 2022
Study Session: Canceled
Special Meeting: 3:00-5:15 p.m.

Agenda

3:00 Call to Order, Introductions ................................................................. Carol Mitchell

Adoption of Agenda .................................................................................. Carol Mitchell

Approval of the Regular Minutes of ......................................................... Carol Mitchell
February 16, 2022

3:05 President’s Report ................................................................................ Joyce Loveday

- Student Success Story
- All Campus Professional Development Day
- Miscellaneous

3:20 College Reports or Highlights

ASG Report................................................................. Jacob Katz

cteLink Update................................................................. Brian Lee

Accountability Audit Update ......................... Lisa Wolcott, Marshall Collins, Michelle Hillesland, Kirk Walker

3:40 Chair’s Report................................................................. Carol Mitchell

3:45 Board Reports and/or Remarks ......................................................... All

3:50 Public Comments ................................................................. Carol Mitchell

3:55 New Business ................................................................. Carol Mitchell
3:55  **Convene Executive Session for approximately 60 minutes for the purpose of reviewing, evaluating, and interviewing faculty probationers for tenure award.**

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.

5:10  **Action Items as a Result of Executive Session**................................. Carol Mitchell

Irada Dadashova Nursing
Curtis Guttromson Aviation Maintenance Technician
Jaya Rose Interior Design
Fung Tran Nursing

5:15  **Adjournment** ......................................................................................... Carol Mitchell
Meeting Minutes

Call to Order: Chair Mitchell called the Board of Trustees Regular Meeting for Clover Park Technical College (CPTC) to order on February 16, 2022, at 4:00 p.m.

Board of Trustees Present:
Carol Mitchell, Chair
Mark Martinez
Alice Phillips
Lua Pritchard
Eli Taylor

College President: Dr. Joyce Loveday

Assistant Attorney General (AAG): Justin Kjolseth

Executive Team:
Dr. Thomas Broxson, VP, Instruction
Dr. Scott Latiolais, VP, Student Success
Samantha Dana, Assoc. VP, Institutional Effectiveness
Iesha Valencia, Assoc. VP, Equity, Diversity & Inclusion
Lisa Wolcott, Int. VP, Finance & Administration

Adoption of the Agenda
MOTION:
Motion to adopt the agenda, as presented, was made by Trustee Martinez and seconded by Trustee Phillips. Motion was approved unanimously.

Approval of Minutes (Tab 1)
MOTION:
Motion to approve the minutes of the Special Board meeting on January 12, 2022, as presented, was made by Trustee Phillips and seconded by Trustee Martinez. Motion was approved unanimously.
President’s Report
Student Success Story
Maureen Chege is one of two recipients of the 2021 T’wina Nobles’ Scholarship of $5,000, split between winter and spring quarters. The scholarships are in partnership with the Tacoma Urban League, as CPTC matches their funds. It is given in the spirit of Tacoma Urban League’s Young Professionals intended to help prepare a new generation of young leaders to empower their communities and change lives.

Ms. Chege is in the Medical Assistant Program. She grew up in Kenya, Africa. Despite many challenges, she wanted to learn. Ms. Chege had to walk far to school and carry three gallons of water to her high school each day. There were financial constraints that prohibited college right after high school. She worked and saved money to go to college and earned an Associate Degree in Project Management. After relocating to the United States, she fulfilled her dream to take a Medical Assistant Program. Her goal is to help others achieve education without so many struggles.

Introduction of Iesha Valencia, AVP for EDI
President Loveday introduced Iesha Valencia, Associate Vice President for Equity, Diversity & Inclusion, who is already making an impact at the College. Ms. Valencia said this week marks her one-month anniversary at CPTC, and she is happy to be here. She has met several people at CPTC, as they work together in moving the needle on equity for the strategic priorities and bringing it back to why we are here – students such as Ms. Chege. Ms. Valencia looks forward to getting to know the Trustees.

Legislative Visits
Over the past few weeks, President Loveday and others have met with three senators and six representatives to thank them for their support of higher education and to encourage legislators to support the Governor’s budget. She thanked Trustee Pritchard for participating in several of the visits. Other attendees included faculty members Diane Follett, Kathryn Smith, Poppy Bushnell, and Michelle Jones and students Michelle Ryder, Jacob Katz, June Nelson, and Alyissa Martin.

Miscellaneous
March 9, 2022, Board of Trustees Meeting
The March 9, 2022, Regular Board meeting will begin at 3 p.m., with no study session, to accommodate an executive session for four tenure candidates. Due to the start time change, the March meeting is now a Special Meeting.

Approval of Resolution 22-02-104, Authorizing Investment of CPTC Monies
Trustees will be asked to vote on this resolution. The resolution clarifies the agreement that CPTC has with the state treasurer to participate in the State’s Local Government Investment Pool for any monies not held in the checking account. This is required to be updated annually and will allow the current and future VP of Finance and Administration to sign.

College Reports or Highlights
ASG Report (Tab 2)
Jacob Katz is in the second quarter of the Human Services Program and is the ASG Chair, Events and Activities Committee. A summary of the ASG report is below.
• Highlights of early winter quarter:
  o During Welcome Week, students could spin the wheel and win a prize. Students learned about ASG and upcoming events.
  o Partnerships – ASG; Office of Equity, Diversity & Inclusion; the Diversity Committee; the Ethnic Student Engagement Committee; and the Students of Color Association collaborated and created a month-long program celebrating Black History Month. ASG and the CPTC Food Pantry partnered to create a new program entitled Meal of the Month Club. This month, the meal was Hoppin’ John in celebration of Black History Month.
  o Student Advocacy – Several student leaders met digitally to discuss all the exciting work that ASG is doing.

Foundation Report (Tab 3)
Ms. Holm presented the CPTC Foundation Report, attached. No questions followed.

FY21-22 2nd Quarter Budget Report (Tab 4)
Ms. Wolcott gave the attached FY21-22 2nd Quarter Budget Report. No questions followed.

Instruction Division Report (Tab 5)
Improving Math Outcomes at CPTC
Dr. Chen Mahoney and Mr. Alexander offered the attached report, Improving Math Outcomes at CPTC. Chair Mitchell noted that she would be interested in hearing more about this at another time.

Chair’s Report
• On January 25, Chair Mitchell attended the Washington State Association of College Trustees (ACT) Winter Conference, which was informative and interesting.
• On February 24, the Institute for Black Justice is sponsoring a community event, called “Let the Kings Talk.” It’s a panel discussion about gun violence in the African American community, in particular. It’s also a film screening of Dr. Gilda Sheppard’s Since I Been Down, which chronicles the life of Key Monte Carter at the time he was sentenced at 18 years old to life in prison, without possibility of parole. It will be held at the Blue Mouse Theater; admission and popcorn are free.
• For the very first time, February is officially proclaimed as Black History Month in the city of Puyallup. A community-wide Black History Celebration will be held on February 26, 10 a.m.-4 p.m., at the Puyallup Nazarene Church.

Board Reports and/or Remarks
Trustee Pritchard was happy to invite everyone to the Asia Pacific Cultural Center (APCC) New Year’s Celebration, which will be held at the CPTC McGavick Conference Center, on Saturday, February 19, from 11 a.m.-6 p.m. Admission is free. The featured country this year is China.

Trustee Martinez thanked the College for allowing him to represent CPTC at the Association of Community College Trustees (ACCT) National Legislative Summit in Washington, D.C., February 6-9. Many Trustees were unable to visit with legislators in person, due to staffers and some legislators being exposed to COVID, so visits were via Zoom. It was a good conference; the workshops were very helpful. There was a lot of discussion around Pell Grants, and ACCT would like Congress to pass a Tax Repel Grant. We also made a lot of inroads around
community college infrastructure; brick and mortar funding for campuses, to include broadband infrastructure to ensure equitable access to high-speed internet; and further support for digital literacy grants.

**Public Comments**
No public comments.

**New Business**
Approval of Resolution 22-02-104, Authorizing Investment of CPTC Monies (Tab 8)

**MOTION:**
Motion to approve Resolution 22-02-104, Authorizing Investment of CPTC Monies in the Local Government Investment Pool, was made by Trustee Martinez, and seconded by Trustee Taylor. Motion was approved unanimously.

**Executive Session**
No executive session.

**Next Meeting**
March 9, 2022, details to follow.

**Adjournment**

**MOTION:**
Motion to adjourn the meeting at 5:20 p.m. was made by Trustee Martinez, and seconded by Trustee Taylor. Motion was approved unanimously.

Dr. Joyce Loveday  
President  
College District Twenty-Nine

Carol Mitchell  
Chair, Board of Trustees  
College District Twenty-Nine
CPTC ctcLink
Project Update

Dr. Brian Lee, CIO and PM
Danielle Hawkins, HCM Data Analyst
Gordon Walters, CS Data Analyst
Jason Volk, FIN Data Analyst
Audrey Goulart, INS Data Analyst
The ctcLink System in Brief

ctcLink is the implementation of a single, centralized system of online functions to give students, faculty and staff anytime, anywhere access to a modern, efficient way of doing their college business.

It is an Enterprise Resource Management System built on the PeopleSoft Platform.

It replaces our 35 year old HP System.

It is both a technology project and a people and process project, where colleges are required to examine their core business processes and practices to align with the delivered software solution and system level standardization.
System Level Deployment Groups - March 2022
The Project Team at CPTC

- Adrien, Jenn (SME-CS)
- Annemarie Solbrack (SME)
- Barre, Michelle (SME-CS)
- Beach, Lisa (TL)
- Bills, Kimberly (ML-FIN)
- Boon, Celva (PL-CS)
- Coleman, Mary (SME-FIN)
- Crosby, Kristy (SME-CS)
- Crouchet, Cristeen (SME-CS)
- Dana, Samantha (SME-CS)
- Eschbach, Jenn (ML-CS)
- Fortson, Lisa (PL-CS)
- Goulart, Audrey (BA)
- Gordon Walters (BA)
- Hawkins, Danielle (BA)
- Hike, Marla (SME-CS)
- Hoppe, Susan (SME-FIN)
- Ievers, Teresa (ML-HCM)
- Kelly, Dean (PL-CS)
- Lee, Brian (PM)
- Mandt, Kathleen (ML-HCM)
- McKinney, Brenda (SME-CS)
- Mowry, Cindy (PL-CS)
- Murphy, McKenzzee (PL-CS)
- Nelson, Valarie (ML-FIN)
- Nuxoll, Brad (PL-IS/IT)
- Nuxoll, Angelique (ML-HCM)
- Nuxoll, Taylor (BA-HCM)
- Ott, Marie (PL-CS)
- Overton, Cindy (ML-CS)
- Perez, Kay (ML-FIN)
- Perkins, Petra (ML-CS)
- Petrov, Tanya (ML-FIN)
- Pieper, Micalah (PL-CS)
- Pollock, Jenna (PL-INS)
- Rogers, Bandon (SME-CS)
- Scanlan, Regina (SME-FIN)
- Songao, Tracey (PL-CS)
- Timmons, Amy (ML-HCM)
- Volk, Jason (BA)
- Walker, Kirk (PL-HCM)
- Wendland, Kate (SME-CS)
- Williams, Jonathen (SME-CS)
- Wolcott, Lisa (PL-FIN)
- Zaffino, Gina (ML-FIN)
Official Status Update

### SctLink Project Overall Status — January 31 to February 11, 2022

**Overall**
- Program is on track, per timeline, scope and budget
- Colleges are engaged, progress is being made, but remote work and back to campus makes engagement and work more challenging for college staff

**Scope**
- Requirements Traceability Matrix (RTM) in process

**Schedule**
- Tracking Budget Tool Implementations and Continuing Education solutions implementation plans

**Budget**
- Tracking under budget

### Overall Status Summary per Deployment Group

<table>
<thead>
<tr>
<th>DG#</th>
<th>FMO-Reported Status</th>
<th>Comments</th>
<th>College/Agency</th>
<th>Self-Reported Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>DG2-A/B</td>
<td>Deployed</td>
<td>- Transitioned to Support</td>
<td>Clark, SBCTC, Spokane, Spokane Falls, Yakima</td>
<td></td>
</tr>
<tr>
<td>DG3-A</td>
<td>Deployed</td>
<td>- Transitioned to Support</td>
<td>Cacadia Peninsula, Pierce</td>
<td></td>
</tr>
<tr>
<td>DG3-B</td>
<td>Deployed</td>
<td>- Transitioned to Support</td>
<td>Centralia, Edmonds, Highline, Wenatchee Valley</td>
<td></td>
</tr>
<tr>
<td>DG4-A</td>
<td>Deployed</td>
<td>- Transitioned to Support</td>
<td>Seattle Colleges</td>
<td></td>
</tr>
<tr>
<td>DG4-B</td>
<td>Deployed</td>
<td>- Transitioned to Support</td>
<td>Green River, Skagit Valley</td>
<td></td>
</tr>
<tr>
<td>DG5-B</td>
<td>Deployed</td>
<td>- Transitioned to Support</td>
<td>Bellingham, Big Bend, Whatcom</td>
<td></td>
</tr>
<tr>
<td>DG5-C</td>
<td>Deployed</td>
<td>- Transitioned to Support</td>
<td>Bellevue, Everett, Grays Harbor</td>
<td></td>
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</tbody>
</table>

- **DG6**
  - Continue Security Activities
  - Continue Legacy data cleanup
  - Continue User Acceptance Testing
  - Prepare D6G-A for cycle #5 activities

### ctcLink CONNECT

**ctcLink Goes Live for LWTech, Renton and Shoreline**

February 28, 2022 by ctcLink Communications

The first Deployment Group 6 colleges (DG6-A) — Lake Washington Institute of Technology, Renton Technical College, and Shoreline Community College — went live on ctcLink PeopleSoft this morning, Monday, Feb. 28, 2022.

Welcome to the ctcLink family — over 20 months strong with 78 colleges and the SBCTC segments.

### Clover Park Technical

**Accomplished this period**
- Attended several State Board meetings.
- Submitted security workbook.
- Achieved 90% UAT Sprint 1 and 43.3% Sprint 2 activities, for an overall 68.5%
- Continued work on websites and other student communications
- Weekly instructor led training sessions on basic classes has started

**Planned for next period**
- Attend weekly security meetings and continue progress on workbooks
- Complete UAT Sprint 1 and Sprint 2

**Planned, but not completed**
- Planned to achieve a higher percentage of UAT tasks.

*If status is yellow or red, describe why*

- CPTC is currently on track with most expected activities; however, here are some project risks for UAT because of our low completion percentage and the time left to complete across all pillars.
- There are also persistent resource related risks in the HCM pillar and process related risks in the SF pillar, particularly in hand off that occur between CS and SF and FIN, which have not operated seamlessly during testing and may impact our Post Go Live state.
CPTC’s Timeline

Go Live: April 25, 2022
All Faculty and Staff Training Started

- All Faculty and Staff are engaged in required ctcLink Training Activities
  - This includes a range of generalized training, like:
    - Faculty Self-Service
    - Manager Self-Service
    - Employee Self-Service
  - And Job Specific Training, like:
    - Academic Advisement Rules
    - Customer Contracts
    - General Ledger Basics
Student Communications Started

- Pre Go-Live (01/01/2022 – 04/22/2022)
- Go Live (04/26/2022 – 05/23/2022)
- Post Go-Live (04/26/2022 – 05/23/2022)
- Includes Social Media Engagement
Mobilizing the Post Go-Live Support Infrastructure

- Web Site Re-Development
- Faculty and Staff Training Resources
- Student Facing Resources
- TeamDynamix Ticketing Implementation
  - Tickets
  - Knowledgebase
- In-Person Lab Sessions
- Online Drop-In Support Sessions
# The Last 90 Days at CPTC

<table>
<thead>
<tr>
<th>Phase Launched February 2022</th>
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</thead>
<tbody>
<tr>
<td>Business Process Fit-Gap Sessions</td>
</tr>
<tr>
<td>• Submitted 142 “Homework” Assignments across all Pillars</td>
</tr>
<tr>
<td>• Completed June 2021</td>
</tr>
<tr>
<td>Started Change Impact Analysis (482 Business Processes)</td>
</tr>
<tr>
<td>• About 20% Completed, Most work remains after Go Live</td>
</tr>
<tr>
<td>Cycle 4 Data Validation</td>
</tr>
<tr>
<td>• 81 Tasks, 100% complete in February 2022</td>
</tr>
<tr>
<td>Mobile HighPoint HCX fully configured for Go-Live</td>
</tr>
<tr>
<td>Started Security Configuration</td>
</tr>
<tr>
<td>• Meeting each week to determine 50+ security profiles for 400+ users</td>
</tr>
<tr>
<td>Production Instructional Course Transfer</td>
</tr>
<tr>
<td>• 3,392 Courses Legacy Courses Migrated, 1,729 Retired</td>
</tr>
<tr>
<td>• All of the Spring 2022 Term, Completed February 2022</td>
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</table>
The Next 90 Days at CPTC

**Transition Phase to Launch April 2022**

- **Complete Payroll Parallel Transition**
  - March 2022

- **Continue Change Impact Analysis (482 Business Processes)**
  - To be completed Post Go-Live

- **Complete Cycle 5 Data Validation**
  - 81 Tasks, 03/25/2022

- **Complete and Transition Security Configuration**
  - Meeting each week to finalize security profiles for 400+ users

- **Complete Instructional Course Transfer**
  - All of the Summer 2022 Term
  - Continuing Education

- **Deploy Support Resources and Infrastructure**

- **Complete Readiness Review**
  - Submission, 04/01/2022
  - Steering Committee Vote on Go/No Go on 04/05/2022

**Deployment Phase to Launch 04/20/2022**

- **Legacy Transactions End**
  - New Transactions Stop on 04/20/2022

- **Data Transfer**
  - By State Board Teams on 04/24/2022

- **Final Conversion Data Review**
  - SMEs and State Board Teams Concur on 04/24/2022
  - Final Go/No Go Decision

- **System Go Live 8 AM on 04/25/2022**

- **SMEs and Project Team**
  - Configuration Tests on 04/25/2022

- **All Employee Account Setup**
  - Accounts Start on 04/26/2022

- **Payroll Entered**
  - Last Day of Pay Period 04/29 – 04/30

- **Supervisor Approvals**
  - 05/02/2022

- **Student Account Setups Start**
What to Expect in the Near Term

**For Staff and Faculty**
- A very hectic Go Live Week
- Widespread Slowdowns in service delivery across all departments
  - Frayed Nerves, Maybe Some Short Tempers
- Less of an Impact on Instructional Delivery
- A 6 Month Stabilization Period
- But we are likely 18 months to 2 years away from Normalization

**For Students**
- A gradual awareness of the system over the next few months
- New ID Numbers and ID Cards
- A heavy focus on account setups in April and May
- A heavy focus on registration activities in May and June
- Longer wait times in offices, shifts to person to person services
- A Fall transition for students who have “Old IDs” to using the New ID number for all campus services, included Canvas (LMS)
Questions?
Thank You
Accountability Audit Update

Lisa Wolcott
Marshall Collins
Michelle Hillesland
Kirk Walker

March 9, 2022
Overview and Response to Recommendations

Lisa Wolcott – Interim VP for Finance & Administration

- Untagged items
- Small and attractive items
- Purchasing card processes
- Prior approval for meals with meetings
- Travel & meal expenditures
Fuel Card Log Process and Receipts

Marshall Collins – Professional Pilot Faculty Member

- Controls to safeguard fuel cards
- Checkout log process
- Receipt submission process
Job Account Recommendations

Michelle Hillesland – Dean of Instruction

- Deposit timing
- Cash drawer practices
Payroll Recommendations
Kirk Walker – Chief Human Resources Officer

- Payroll policy
- Employee Action Form
- Miscellaneous errors