



**Tacoma Dome, Locker Room C**

**Tuesday, June 11, 2024**

Special Meeting: 4:00 – 5:30 p.m.

**Special Meeting Agenda**

**4:00 Call to Order, Land and Labor Acknowledgement, Introductions:** Trustee Zhu called the Special Meeting of the Board of Trustees for Clover Park Technical College (CPTC) to order on June 11, 2024 at 4:01 p.m. followed by the land acknowledgement, and labor acknowledgement.

**Board of Trustees Present:**

Tong Zhu, Chair  
Jesus Villegas Rivera, Vice Chair  
Eli Taylor  
Carol Mitchell

**College President:** Dr. Joyce Loveday

**Excused Absences:**

Alice Phillips, Trustee  
Justin Kjolseth, AAG

**Executive Team:**

Dr. Tom Broxson, VP for Instruction  
Amelia Grayson, VP for Finance and Administration  
Dean Kelly, VP for Student Success  
Iesha Valencia, Associate VP for Equity, Diversity, and Inclusion  
James Neblett, Associate VP for Human Resources and Culture  
Samantha Dana, Associate VP for Institutional Effectiveness

**Adoption of the Agenda**

**MOTION:**

Motion to adopt the agenda, as presented, was made by Trustee Villegas Rivera and seconded by Trustee Taylor. The motion was approved unanimously.

**Approval of the Minutes (Tab 1)**

**MOTION:**

Motion to adopt the minutes, as presented, was made by Trustee Villegas Rivera and seconded by Trustee Taylor. The motion was approved unanimously.

## **Public Comments**

None

## **President's Report**

Dr. Loveday thanked Chair Zhu for her service as Chair of the Board of Trustees over the past year.

She reported that 683 students are graduating this year, about 500 are at the Tacoma Dome for the ceremony. Graduates are aged 17 to 71. 62 percent are female and 42 percent are students of color. We have a large group receiving their high school diplomas this year through CPTC's Transitional Studies program.

Dr. Loveday encouraged trustee participation in national conferences for community college trustees. This fall's conference is in Seattle in September. This would be a great opportunity for us to provide a presentation to showcase the college. Possible topics might include: Collaborative Solutions for Workforce Needs, or Creating Inclusive, student-centered pathways for student success.

2024 has been busy year. ctcLink is still a challenge. We continue to look at ways of streamlining systems old and new. A significant growth in enrollment has been brought about by the hard work of many staff and faculty. We have new programs in development – Electrical Certification and Plumbing certifications have already been approved, and we are in the process of getting approval for the restart of our massage and barbering programs. Millwright and utility line worker programs are coming as well. We are also working on a Cyber Physical Software Engineering Bachelor of Science program. This will be the first BS at CPTC.

Over the past year, we have increased partner activity. We are working with Good Jobs, Great Cities to develop opportunities for disadvantaged workers to work in cutting edge jobs. We are working with the National League of Cities, the US Department of Labor, and other federal agencies to help advance clean energy and advanced manufacturing in Pierce County.

We are partners in grant applications to:

- The EPA for a part of 20 million dollars being offered. Our proposal is designed to increase access in zip code 98404
- US Department of Energy (through the Seaport Alliance) for port electrification.

She expressed special thanks to Dr. Broxson for his work in applying to these grants.

SBCTC has narrowed its legislative priorities for next year to two items:

- Full funding of employee salaries
- Better funding for community and technical colleges generally to serve the educational needs of the state.

## **College Reports or Highlights**

### ASG Budget (Tab 2)

Dean Kelly presented the ASG Services and Activities Operating Budget for 2024-25.

Every June the S&A budget comes to the Board for approval. The students sorted through over \$833,000 in requests, with only \$700,000 available to expend. New things added include: ASK

ME stations, emergency contraception, and funding for the MEC. It is also time to replace old laptops used by ASG. Most other items received funding equal to the amount they received last year. Cuts were made to funding the MOSAIC center, student staffing, and tutoring.

The budget is purposely conservative because of the lack of certainty around the effect of the FAFSA problems and its effect on enrollment in the new year.

#### Third Quarter Budget Report (Tab 3)

Amelia Grayson presented a report on CPTC's third quarter finances.

She noted that her next presentation will be a more complete report for year end. As of March 31, we are at about 69 percent of expenditures on average which is generally where we should be. Capital debt appears off, but this is due to timing. By the end of the year, capital is projected to be in line with budgeted expenses. There have been some large capital expenses that make up the majority of these costs. These are for needed repairs to some of our buildings' HVAC systems.

On the second page of the report (expenses by program category and by expense), services stand out. The overage in services is due to Robert Half and Protivity consultants employed to resolve our problems with DRS – this will be coming from the reserve. Protivity was stopped when the scope doubled from three to six years. We have located a new consultant with help from DRS. They will be able to identify errors and help us prioritize. Additionally, this consultant is significantly less expensive. Some Robert Half costs expended this year will be offset by salary savings from open positions in HR. We did not conduct a competitive bid for the new consultant as the cost is under the \$10,000 maximum for direct buy contracts.

#### Flexible Work Policy (Tab 4)

Dr. James Neblett presented a report on CPTC's Flexible Work Policy.

This is a Great option for CPTC. It has been considered for some time. Reviewed by many parties, and presented in an open forum. This allowed a thorough review of logistics, and allowed all parties to understand the benefits and impacts of changes to standard work arrangements. One of the aspects of the new policy is an appeal process included in procedures.

Previously there was no consistency across college. This will allow consistent and centralized information collection so that later we can review and adjust as needed in response to successes and weaknesses.

Trustee Mitchell asked if there are any classes of employees who won't be able to take advantage of the policy and if so, how we will mitigate the perception that the policy only benefits management. Dr. Neblett responded that the process is initiated by the employee, not management. In addition, the centralized, consistent system and appeal process will help mitigate bias.

#### **Chair's Report**

Trustee Zhu stated that she had nothing to share

## **Board Reports and/or Remarks**

Trustee Mitchell shared 2024 Freedom Summer Symposium is going to be held at Tacoma Community College. Michelle Alexander will be speaking there. She is author of “The New Jim Crow, and is a police incarceration abolitionist. Registrations are due by June 19.

## **New Business**

### Election of Board Officers

Trustee Taylor moved to nominate Jesus Villegas Rivera as Board Chair. Trustee Mitchell seconded the motion. The motion was approved unanimously.

Trustee Villegas Rivera moved to nominate Eli Taylor as Board Vice Chair. Trustee Mitchell seconded the motion. The motion was approved unanimously.

### New Tenure Track Faculty Introductions

Dr. Thomas Broxson introduced two new tenure track faculty.

Dr. Broxson introduced Jason Boatwright to speak about Tracey Gardner. Ms. Gardner teaches in the Medical Lab Technician program, where she has been teaching as adjust for about a year. She has stepped nicely into the tenure track position. Previously, she was on the industry advisory board so she was familiar with the CPTC program. Ken Meerdink, Ms. Gardner’s faculty advisor, said he consistently give her highest marks for her performance.

Tracey said that Rosalind Franklin is her role model. She has had the opportunity to grow into the position and completing her master’s degree during pandemic -- which has helped a lot.

Dr. Broxson introduced Jenna Pollack and Diane Follett to speak about Elizabeth Stewart, who teaches in the Adult Basic Education program. Elizabeth works with students in our rapidly growing program. Ms. Pollack said that it is very good to have another full-time tenure track faculty member join the team. She has spent her initial tenure period updating and realigning curriculum. She previously worked at transitional studies programs at other institutions for the last ten years. She is very excited to be here at CPTC.

### Approval of Resolution 24-06-110, Extension of 2023-24 Operating Budget (Tab 5)

Dr. Loveday introduced the resolution, noting that this is the same resolution we bring to the Board each year because we don’t know the whole fiscal picture until later in fiscal year.

Trustee Mitchell noted that the resolution number on the physical document needed correction

Motion to approve the resolution as presented, was made by Trustee Taylor and seconded by Trustee Mitchell. The motion was approved unanimously.

### Approval of ASG Services and Activities Budget for 2024-25 (Tab 2)

Motion to approve the budget as presented, was made by Trustee Mitchell and seconded by Trustee Taylor. The motion was approved unanimously.

## **Executive Session**

None.

**Adjournment**

Motion to adjourn the meeting at 5:03 was made by Trustee Mitchell and seconded by Trustee Taylor. The motion was approved unanimously



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**Dr. Joyce Loveday**  
**President**  
**College District Twenty-Nine**



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**Jesus Villegas Rivera**  
**Chair, Board of Trustees**  
**College District Twenty-Nine**