



**Board of Trustees Regular Meeting
Rotunda, Building 3**

Wednesday, August 14, 2019

Study Session: 3:00-4:00 p.m.

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

Study Session Agenda

3:00	Call to Order, Introductions	Mark Martinez	
3:05	FY 2019-20 Budget Discussion.....	Larry Clark	Tab 1
3:35	Board Policies	Joyce Loveday	
3:45	College Scorecard Draft: Monitoring Core Themes Through Leading Indicators	Samantha Dana	Tab 2
3:55	General Discussion.....	Mark Martinez	
4:00	Adjournment	Mark Martinez	

.....

Regular Meeting Agenda

4:00	Call to Order, Flag Salute, Introductions	Mark Martinez	
	Adoption of Agenda	Mark Martinez	
	<i>Action</i>		
	Approval of the Regular Meeting Minutes of..... July 10, 2019	Mark Martinez	Tab 3
	<i>Action</i>		
4:05	President's Report	Joyce Loveday	
	<ul style="list-style-type: none">• Executive Director of EDI – Shareka Fortier• WACTC Retreat• July Foundation Events• Guided Pathways• ctcLink Launch• Miscellaneous		
4:20	Other College Reports or Highlights:		
	<u>Enrollment Updates and Analysis</u>	Scott Latiolais, Chris Chen Mahoney, Jenna Pollock, and Samantha Dana	Tab 4
	<u>Instruction Report</u>	Christian Griffin	Tab 5
	Central Service/Sterile Processing Program		

4:40	Chair's Report	Mark Martinez
4:45	Board Reports and/or Remarks	All
4:50	Public Comments	Mark Martinez
4:55	New Business	Mark Martinez

Approval of the FY 2019-20 Operating Budget

Tab 1

Action

Approval of Resolution 19-08-99, Bruce Lachney, Recognition of Service

Tab 6

Action

5:00 **Executive Session** Mark Martinez

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** Mark Martinez

All Board meetings will be recorded.



Clover Park Technical College

2019-2020
General operating budget

CLOVER PARK TECHNICAL COLLEGE 2019-2020 BUDGET OVERVIEW

This budget document, submitted to the Board of Trustees for their consideration represents the 2019-2020 budget for the State General Operating Fund, Self Support, Student Activities, Parking, Childcare Center, Conference Services and the Northwest Career and Technical High School.

In approving this budget, the Board of Trustees authorizes the transfer from the unobligated fund balance in the General Fund, or other funds, to eliminate any cash deficit as required by RCW 43.88.260, to provide working capital and to support approved projects and activities.

The budgets being submitted in this document will be updated and reported to the Board of Trustees on a quarterly basis. Reports will include:

- * Allocation amendments received from the State Board of Community and Technical Colleges
- * Distribution of income and expenses appropriated by the legislature
- * Unanticipated budgetary changes resulting from executive orders and/or other policy and operational changes

**CLOVER PARK TECHNICAL COLLEGE
2019-2020 BUDGET**

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2019-2020 Tuition

Lower Division		
	2019-2020 <u>Resident</u>	2019-2020 <u>Non-Resident</u>
<u>QUARTERLY FOR 15 CREDITS</u>		
Building	\$ 139.65	\$ 289.40
Operating	\$ 1,089.60	\$ 2,754.80
S&A (Maximum)	\$ 105.00	\$ 105.00
Total	<u>\$ 1,334.25</u>	<u>\$ 3,149.20</u>
<u>PER CREDIT UP TO 10 CREDITS</u>		
Building	\$ 11.87	\$ 26.46
Operating	\$ 87.06	\$ 250.34
S&A (Maximum)	\$ 10.50	\$ 10.50
Total	<u>\$ 109.43</u>	<u>\$ 287.30</u>
<u>PER CREDIT SURCHARGE 11-18 CREDITS</u>		
Building	\$ 4.19	\$ 4.96
Operating	\$ 43.80	\$ 50.28
S&A (Maximum)	\$ -	\$ -
Total	<u>\$ 47.99</u>	<u>\$ 55.24</u>
<u>EXCESS CREDIT SURCHARGE 19 CREDITS AND OVER</u>		
Operating Fee Only	\$ 98.93	\$ 276.80
Upper Division		
	2019-2020 <u>Resident</u>	2019-2020 <u>Non-Resident</u>
<u>QUARTERLY FOR 15 CREDITS</u>		
Building	\$ 139.65	\$ 289.40
Operating	\$ 1,919.10	\$ 5,767.40
S&A (Maximum)	\$ 105.00	\$ 105.00
Total	<u>\$ 2,163.75</u>	<u>\$ 6,161.80</u>
<u>PER CREDIT UP TO 10 CREDITS</u>		
Building	\$ 11.87	\$ 26.46
Operating	\$ 191.91	\$ 576.74
S&A (Maximum)	\$ 10.50	\$ 10.50
Total	<u>\$ 214.28</u>	<u>\$ 613.70</u>
<u>PER CREDIT SURCHARGE 11-18 CREDITS</u>		
Building	\$ 4.19	\$ 4.96
Operating	\$ -	\$ -
S&A (Maximum)	\$ -	\$ -
Total	<u>\$ 4.19</u>	<u>\$ 4.96</u>
<u>EXCESS CREDIT SURCHARGE 19 CREDITS AND OVER</u>		
Operating Fee Only	\$ 203.78	\$ 603.20

2019-2020 TUITION WAIVERS

Waivers are calculated based on 2019-2020 resident tuition of \$109.43 per credit or \$1,334.25 per quarter.

Statutorily Mandatory Waivers

Children/Spouse of Totally Disabled or POW/MIA or Deceased Eligible Veterans or National Guard Members	No Tuition or Fees
Children/Spouses of Deceased or Disabled Law Enforcement Officers or Firefighters	No Tuition or Fees
Wrongfully Convicted Person	No Tuition or Fees

SBCTC Mandatory Waivers

ABE/ESL/GED	Operating Fee only - \$25/Student (100% waiver available based on need)
Apprenticeship	50% of Tuition Waived

Optional Waivers Granted by Clover Park Technical College

High School Completion	50% of Tuition Waived
DOD TA BldgSA (Active Duty)	100% Building and Student Activities Fees
Public Employees	\$20/Credit up to 10 Credits
Refugee	Waives Non-resident Operating Differential
Non-Resident Operating	Waives Non-resident Operating Differential
Ability to Benefit	No Tuition or Fees, 6 Credits Maximum
Senior Citizen Audit	\$5 per Quarter not to exceed 2 Courses/Quarter
Senior Citizen Credit	No Tuition or Fees, not to exceed 2 Courses/Quarter

2019-2020 FEES

<u>FEE CD</u>	<u>TITLE</u>	<u>FY 18-19 RATES</u>
51	JOB-PROF PILOT	\$ 2,500.00
95	NURSING EXPENSES	\$ 98.90
AC	AUTOMOTIVE COLLISIO	\$ 32.25
AE	ARCHITEC ENGNRNG LAB	\$ 30.65
AF	AUTOMOTIVE TECH	\$ 32.25
AM	AVIATION MAINTENANCE	\$ 50.00
AR	AUTOCORE	\$ 50.00
AV	AVIONICS	\$ 50.00
BC	BACKGROUND CHECK	\$ 98.90
BI	BIOLOGY LAB FEE	\$ 30.00
CB	CONSTRUC/BLDG MATERIAL	\$ 32.25
CF	RECORDS PROCESSING FEE	\$ 4.95
CG	ACAD COMP USE FEE	\$ 4.90
CH	CHEMISTRY LAB FEE	\$ 33.80
CK	TRADE/TECH COMP FEE	\$ 4.90
CL	CENTRAL SERVICES	\$ 42.00
CN	CNISS LAB FEE	\$ 52.00
CO	COSMETOLOGY MATERIAL F	\$ 88.65
CP	ADVANCED COMPOSITES	\$ 52.00
CR	HEALTH/CLNT COMP FEE	\$ 4.90
CU	CULINARY ARTS LAB FEE	\$ 147.85
DE	DIGITAL ENTERTAINMENT DESIGN	\$ 25.00
EC	ECS 125 RESOURCE RM	\$ 10.00
EF	EXTHETICS EXAMINER FEE	\$ 31.20
EL	ENVIRON SC CHEMISTRY	\$ 27.30
ET	ESTHETICS MATERIAL FEE	\$ 72.45
FD	HVAC EPA CERT TEST FEE	\$ 44.00
FE	FSME	\$ 26.00
FM	FORD MLR PROGRAM FEE	\$ 150.00
GP	GRAPHIC DESIGN MAT FEE	\$ 64.00
HE	HEMODIALYSIS LAB FEE	\$ 30.45
HL	HISTOLOGY LAB FEE	\$ 45.45
HR	HEALTH RECORD SUBSCR	\$ 79.00
HV	HVAC LAB FEE	\$ 40.00
IN	INTERIOR DESIGN FEE	\$ 50.00
KF	KAPLAN FEE	\$ 96.16 *
LP	LPN MASTERY SERIES FEE	\$ 16.35
LV	ELECTRONIC LOW VOLTAGE	\$ 26.25

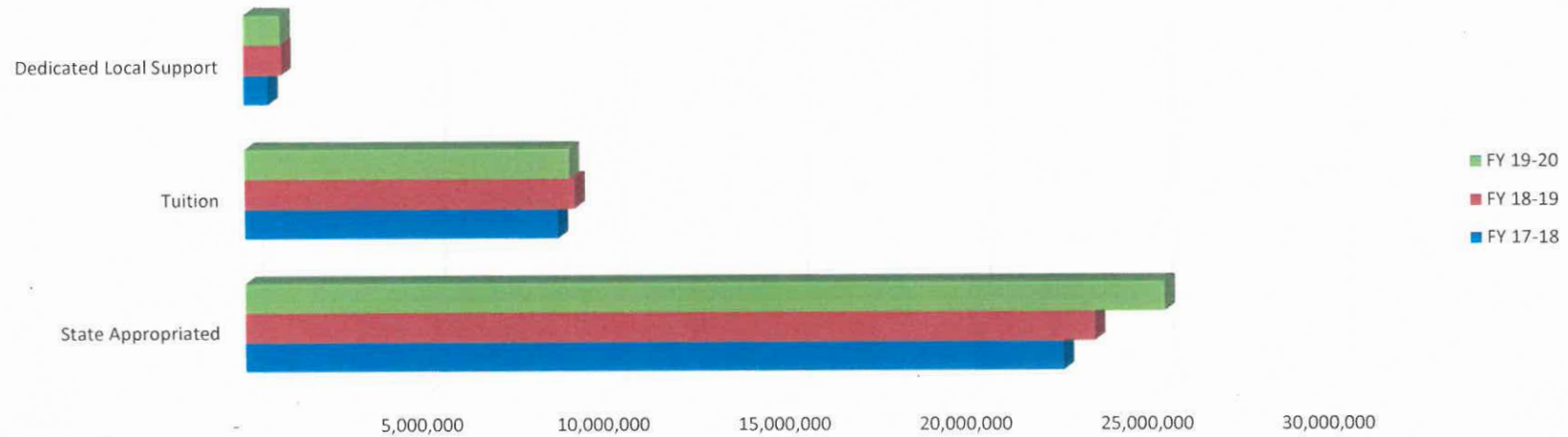
* NEW FEE

2019-2020 FEES

<u>FEE CD</u>	<u>TITLE</u>	<u>FY 18-19 RATES</u>
MA	MEDICAL ASSISTING FEE	\$ 28.35
MG	MASSAGE MATERIAL FEE	\$ 73.00
MH	MECHATRONICS	\$ 20.00
MK	MEDICAL LAB TECH FEE	\$ 29.45
MN	MANUFACTURING MATERIAL	\$ 40.55
MS	NON DESTRUCT TESTING	\$ 45.00
NA	NURSING ASST LAB FEE	\$ 40.00
NC	NURSING CONSORTIUM	\$ 100.00
ND	NDT CLASSROOM	\$ 1,434.20 *
PA	PASTRY ARTS FEE	\$ 118.20
PE	PHARMACY TECHNICAL TEST FEE	\$ 142.00
PH	PHLEBOTOMY FEE	\$ 87.40
PO	PHARMACY TECH LAB FEE	\$ 100.00
RN	RN MASTERY SERIES FEE	\$ 156.10
SF	SIMULATION FEE	\$ 25.00
ST	SURGICAL TECH FEE	\$ 17.00
UP	UPHOLSTERY	\$ 45.00
WA	DENTAL ASST TEST FEE	\$ 274.00
WB	MASSAGE EXAMINER FEE	\$ 36.40
WC	SURGICAL TECH TEST FEE	\$ 265.00
WM	WELDING MATERIAL FEE	\$ 119.35
WT	WELDING CERT TEST FEE	\$ 150.00

* NEW FEE

**CLOVER PARK TECHNICAL COLLEGE
2019-2020 GENERAL OPERATING BUDGET
SUMMARY BY SOURCE**



	FISCAL YEAR 2017-2018	FISCAL YEAR 2018-2019	FISCAL YEAR 2019-2020
STATE FUNDS			
State Appropriated Funds	<u>\$ 22,481,858</u>	<u>\$ 23,342,494</u>	<u>\$ 25,263,857</u>
LOCAL FUNDS			
Tuition	<u>\$ 8,609,497</u>	<u>\$ 9,069,996</u>	<u>\$ 8,929,148</u>
Dedicated Local Support	<u>\$ 663,043</u>	<u>\$ 1,028,272</u>	<u>\$ 1,003,433</u>
Total Local Funds	<u>\$ 9,272,540</u>	<u>\$ 10,098,268</u>	<u>\$ 9,932,581</u>
TOTAL FUNDS AVAILABLE FOR OPERATING EXPENDITURES	<u><u>\$ 31,754,398</u></u>	<u><u>\$ 33,440,762</u></u>	<u><u>\$ 35,196,438</u></u>

**CLOVER PARK TECHNICAL COLLEGE
2019-2020 GENERAL OPERATING BUDGET
SUMMARY BY DIVISION & OBJECT**

BY DIVISION	FY 19-20 PERMANENT	% TOTAL
Student Learning	15,261,981	43.36%
Instructional Support	2,507,848	7.13%
Learning Resources	465,690	1.32%
Student Success	4,080,633	11.59%
General Administration	5,043,206	14.33%
Strategic Development	1,116,146	3.17%
Plant Operation & Maintenance	6,720,934	19.10%
	<u>35,196,438</u>	<u>100.00%</u>

BY OBJECT	PERMANENT	% TOTAL
A - Salary & Wages	20,174,427	57.32%
B - Benefits	7,123,679	20.24%
C - Personal Services	84,862	0.24%
E - Goods & Services	4,021,602	11.43%
G - Travel	184,234	0.52%
J - Capital Outlays	290,953	0.83%
N - Grants & Subsidies	7,350	0.02%
P - Debt Service	2,514,750	7.14%
T- Tuition Assistance	794,581	2.26%
	<u>35,196,438</u>	<u>100.00%</u>

**CLOVER PARK TECHNICAL COLLEGE
2019-2020 BUDGET
OTHER FUNDS**

FUND	PROGRAM	REVENUE	EXPENSE	BALANCE
146	Running Start	302,149	302,149	-
148	Self Support	2,178,858	2,177,134	1,724
522	Student Activities	874,867	874,867	-
528	Parking	143,619	143,619	-
570	Childcare Center	599,000	615,085	(16,085)
570	Conference Center	267,000	250,118	16,882
145	NWCTHS	<u>1,069,409</u>	<u>1,069,409</u>	<u>-</u>
		<u><u>5,132,753</u></u>	<u><u>5,130,232</u></u>	<u><u>2,521</u></u>

ONE-TIME FUNDS FY 19-20

FOUNDATION SUPPORT 145-112-3OTM

		<u>AMT</u>
HISTOLOGY	TISSUE EMBEDDERS	\$ 33,600
ESTHETICS	2 CELLULITE MACHINES	\$ 9,183
ESTHETICS	BIO-SYNTHESIS LED MACHINES	\$ 6,900
ESTHETICS	BT MICROS, BT ACCENT LED MACHINE, MAGNIFICATION LAMPS, 6 HAND HELD HIGH FREQUENCY DEVICES	\$ 7,857
ESTHETICS	MICRODERM MACHINE	\$ 5,200
ESTHETICS	10 MASSAGE TABLES	\$ 5,165
DENTAL	LAB REMODEL-FURNITURE	\$ 11,595
		<u>\$ 79,500</u>

INSTRUCTION 149-012-3OTM

DENTAL	LAB REMODEL-FURNITURE	\$ 78,405
SHC	9 PROJECTORS (CLASSROOM REPLACEMENTS	\$ 18,787
ARCHITECTURE ENG DESIGN	PROJECTORS AND SCREENS	\$ 10,000
AUTOMOTIVE	PROJECTORS	\$ 4,175
ENV. SCIENCES	CLASSROOM PROJECTORS AND SCREENS	\$ 1,648
WELDING	7 TIG WELDING MACHINES	\$ 65,189
ENV. SCIENCES	CLASSROOM FURNITURE	\$ 23,200
BIOLOGY	MICROSCOPE FOE INSTRUCTION	\$ 4,500
AUTO/COLLISION	SQUEEZE TYPE RESISTANCE SPOT WELDERS	\$ 30,000
AUTOMOTIVE	VEHICLE ALIGNMENT LIFT	\$ 29,659
AUTOMOTIVE	CARE BRAKE LATHE	\$ 11,293
AUTOMOTIVE	SOLVENT TANKS	\$ 12,744
AUTOMOTIVE	NEW TIRE MACHINE	\$ 12,255
AUTOMOTIVE	DRILL PRESES, 4 FLOOR JACKS, 2 TOOLBOXES	\$ 6,534
AUTOMOTIVE	VEHICLE LIFTS	\$ 12,158
AUTOMOTIVE	PARTS WASHER	\$ 10,765
MLT	REPLACE OLD MALFUNCTIONING EQUIPMENT	\$ 14,000
GEN ED	LIBRARY LAB REPLACEMENT	\$ 38,000
INSTRUCTION	PROGRAM DEVELOPMENT	\$ 30,000
PROFESSIONAL PILOT	AIRPLANE	\$ 220,000
		<u>\$ 633,312</u>

ONE-TIME FUNDS FY 19-20

STUDENT SUCCESS 149-061-3OTM

HAYES CTR	FLOOR REPAIR AND UPGRADE	\$ 33,000
HAYES CTR	KITCHEN UPGRADE	\$ 37,000
ACCOMODATIONS	DISABILITY RESOURCES FOR CLASSROOM	\$ 28,240
STUDENT SUCCESS	OFFICE REMODELS	\$ 101,000
HAYES CTR	GF SUPPORT	\$ 16,085
HAYES CTR	PROCARE	\$ 3,000
		<u>\$ 218,325</u>

ADMINISTRATION 149-081-3OTM

SHC	OVERFLOW PARKING FOR EXPANSION	\$ 160,000
ADMIN	OFFICE REMODELS	\$ 100,000
ADMIN	ARCHITECT SUPPORT FOR NEW BUILDING REQUEST	\$ 40,000
TIP	ADD'L FUNDS NEEDED	\$ 8,601
IT DEPT	YEAR1-COMPUTER REFRESH 511 CPU'S	\$ 200,000
		<u>\$ 508,601</u>

STRATEGIC DEVELOPMENT 149-085-3OTM

MARKETING	FINISH REMAINING PROGRAM VIDEOS	\$ 25,000
E-LEARNING	VIDEO CAPTIONING	\$ 20,000
STRATEGIC DEV	OFFICE REMODELS	\$ 50,000
STRATEGIC DEV	HANOVER RESEARCH CONTRACT (SURVEYS)	\$ 53,500
MARKETING	DIRECT MAILER	\$ 15,000
		<u>\$ 163,500</u>

\$ 1,603,238

FY 18-19 CARRY FORWARD FOR AIRPLANE \$ (220,000)

EXCESS 90 DAY RESERVES USED \$ 1,383,238

2019-2020 RESERVES

90 Operating	8,548,251
Debt Service (Student Union COP)	4,235,803
Litigation	1,000,000
Local Capital	1,083,797
Childcare Support	16,085
	<u><u>14,883,936</u></u>



Educating tomorrow's workforce.

CORE THEME

WORKFORCE PREPARATION

Students will demonstrate the knowledge and skills necessary to access employment in their chosen industry.

METRIC	BENCHMARK	CURRENT	ANNUAL TARGET	STATUS
% of students demonstrating proficiency of program learning outcomes	TBD	TBD	85%	●
% graduates placed in employment and/or further education	76%	76%	78%	●
% of students passing licensing exams	TBD	TBD	85% average	●

CORE THEME

STUDENT SUCCESS

Our students will complete their program at equitable rates and on time.

METRIC	BENCHMARK	CURRENT	ANNUAL TARGET	STATUS
% of students retained fall to fall	55%	55%	56%	●
% of students earning a credential in 150% time	44%	44%	48%	●
% of students completing college-level English and math in a year	16%	16%	33%	●

CORE THEME

INSTITUTIONAL SUSTAINABILITY

CPTC will operate in a sustainable manner that enables us to prepare an educated workforce for the South Puget Sound.

METRIC	BENCHMARK	CURRENT	ANNUAL TARGET	STATUS
Total annualized student FTE (state-supported)	3,952	893.38	4,242	●
% of institutional revenue from the state	61%	61%	59%	●
% employee turnover	8%	8%	7%	●

CORE THEME

EQUITY

CPTC will remove barriers and eliminate disparities for its diverse students, employees, and community.

METRIC	BENCHMARK	CURRENT	ANNUAL TARGET	STATUS
% of students satisfied with campus climate	89%	89%	90%	●
% completion gap between white and African-American students	17%	17%	10%	●
% difference in employees and students of color	26.25% gap	26.25% gap	20% gap	●

LEGEND:

ONGOING ●

GOAL MET ●

GOAL IN PROGRESS ●

GOAL NOT MET ●



Board of Trustees Regular Meeting
Center for Advanced Manufacturing, Room 205
Wednesday, July 10, 2019

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

Minutes

Call to Order: Chair Martinez called the Board of Trustees Meeting for Clover Park Technical College (CPTC) to order on July 10, 2019, at 3:59 p.m.

Board of Trustees Present:

Wayne Withrow, Chair
Bruce Lachney

Mark Martinez
Lua Pritchard

College President: Dr. Joyce Loveday

Excused Absences: Eli Taylor, Trustee; Justin Kjolseth, Assistant Attorney General

Other Attendees:

Larry Clark, VP, Finance & Admin.
Dr. Tawny Dotson, VP, Strategic Devel.
Lisa Beach, Dir. of Compliance
Celva Boon, Dir., Student Aid/Scholarships
Yuko Chartraw, Mgr., Int'l Educ. Prog.
Samantha Dana, Dir., Inst. Research & Grants
Cal Erwin-Svoboda, Dir., Student Life
Myra Griffin, Dir., Nursing Programs
Michelle Hillesland, Dean
Janet Holm, Devel. Mgr.
Pamela Jeter, Dir., IT

Angela Johnson, Dir., Child Devel. Svcs.
John Kaniss, Dir., Facilities Svcs.
Dean Kelly, Dean
Christian Kroiss, Mgr., Security
Dr. Brian Lee, ctcLink Proj. Mgr.
Dr. Chris Chen Mahoney, Interim Dean
Mary Nolan, Student Success Speaker
Jenna Pollock, Assoc. Dean
Kathryn Smith, Env. Sci. & Tech. Inst.
Cherie Steele, Exec. Asst. to the President
Kirk Walker, Dir., Human Resources

Adoption of the Agenda

MOTION:

Motion to adopt the agenda as presented was made by Trustee Lachney, 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 June 12, 2019, was made by Trustee Pritchard, and seconded by Trustee Lachney. Motion was approved unanimously.

President's Report (Addendum 1)

Student Success Speaker

Mary Nolan worked as a Registered Nurse for many years. After taking time off to care for her grandchildren, she returned to college in 2017. She chose CPTC because it had the program she was interested in and it was close to her home. First, Ms. Nolan took Surgical Technology and then changed to Hemodialysis, and graduated in June 2019. As an older student, it was a bit of a struggle. Her success is attributed to all the assistance she received from faculty and staff.

Ms. Nolan is working part-time in Advising/Counseling at CPTC, is looking for full-time work in the Hemodialysis area, and is becoming more involved in the community.

President Loveday's report included information regarding graduation, enrollment for summer quarter 2019, CPTC's most recent Audit report, Board policy review, and upcoming events. After the President's report, Trustee Lachney asked about the 5.7 percent increase in enrollment and requested additional information regarding analysis of the data and how we know what has contributed to the current increase. Does it result from actions the College is taking, or is it serendipitous? He also asked for additional information regarding the model we use to integrate data results into our decision-making processes. President Loveday stated there will be a report at an upcoming Board meeting regarding CPTC's actions to improve enrollment over the past year and the findings we've drawn from the data.

College Reports or Highlights

Proposed WAC Revisions (Tab 2)

Ms. Beach, Director of Compliance, discussed some proposed changes to the College's Washington Administrative Codes (WACs). All necessary forms have been submitted, open forums were held on campus, and the proposed changes were reviewed and approved by AAG Kjolseth.

Student Success Report – Hayes Child Development Center Updates (Tab 3)

Ms. Johnson presented the attached Hayes Child Development Center (HCDC) Updates. Mr. Clark added that the College will only need to supplement the HCDC's budget by \$30,000 this year.

Chair's Report

No Chair's Report.

Board Reports and/or Remarks

No Board reports.

Public Comments

No public comments.

New Business

Adoption of Proposed WAC Revisions, Chapter 495C-141 WAC (Tab 2)

MOTION:

Motion to adopt the proposed WAC Revisions as presented, was made by Trustee Lachney, and seconded by Trustee Withrow. Motion was approved unanimously.

Next Meeting

August 14, 2019, at the Lakewood campus.

Adjournment

Chair Martinez adjourned the Regular Meeting at 4:45 p.m.

Dr. Joyce Loveday
President
College District Twenty-Nine

Mark Martinez
Chair, Board of Trustees
College District Twenty-Nine

Trend 1: Increased program enrollment	
Prof-Tech FTEs – 489.50 (+3.1% or +14.79 FTEs)	
Licensed Practical Nurse	+8 FTEs
Construction Technology	+6.71 FTEs
Medical Assistant	+5.29 FTEs
Esthetic Sciences	+4.60 FTEs
Surgical Tech	+3.58 FTEs
Pharmacy Tech	+3.36 FTEs

Trend 2: Increased retention, fill rate, offerings, and credit load			
	Summer 2017	Summer 2018	Summer 2019
New Students	317	407	407
Courses Offered	621	638	647
Sections Offered	824	832	836
Fill Rate	41%	43%	44%
Average Credit Load	10.9	10.5	11.2

Trend 3: Increase in Basic Skills FTEs
Basic Skills – +11.36 FTEs

Trend 4: Growth in General Education				
	Summer 2017	Summer 2018	Summer 2019	2 Year Change
BIOL&242 A&P II	1.11 FTEs	2.44 FTEs	3.44 FTEs	209%
BIOL&160 General Biology	1.78 FTEs	2.89 FTEs	4.11 FTEs	131%
BIOL&241 A&P I	1.67 FTEs	3 FTEs	3.56 FTEs	113%
CHEM&110 Chemical Concepts	2 FTEs	3 FTEs	3.89 FTEs	95%
MATH&146 Intro to Statistics	3.11 FTEs	4.22 FTEs	5.22 FTEs	68%
PSYC&100 General Psychology	9.89 FTEs	14.56 FTEs	15.67 FTEs	58%

Welcome

Central Service/Sterile Processing

Christain Griffin BA, CRCST Instructor

Email: christain.griffin@cptc.edu

Phone # 253-589-5556

Individual Meetings By Appointment



Program Description

- ▶ Job includes cleaning, preparation, assembly, sterilization of reusable medical devices and instrumentation.
- ▶ Major emphasis is on care and preparation of surgical instrumentation for the Operating Room.
- ▶ Students also learn distribution activities throughout the hospital.
- ▶ Graduates of this program are qualified to work in most healthcare facilities

Graduate Opportunities

Hospitals
Surgery centers
Endoscopy Clinics
Outpatient Clinics
Eye Clinics
Large Dental
Offices
Distribution
Centers

Students who have completed the program:

- ▶ Receive a Certificate of Completion
- ▶ Eligible to sit for the International Certification Exam (IAHCSMM) Most take the exam between quarters prior to starting clinicals
- ▶ Starting wages: \$16-21 an hour (Olympia low end Seattle high end)
- ▶ Considered "High Demand" job
- ▶ Last Graduating Class 11 out of 13 obtained Jobs.
- ▶ 2 Came back to do the Surgical Technologist Class
- ▶ Many students have been offered job during clinicals some as early as 2 weeks after starting.
- ▶ Students are employed throughout Tacoma, Olympia, Seattle, and all places in between even as far away as Longview.

Job Titles

- ▶ Central Service Tech
- ▶ Instrument Tech
- ▶ Endoscopy Tech
- ▶ Sterilization Tech
- ▶ Sterile Processing Tech
- ▶ Peri-operative Tech
- ▶ Medical Equipment Preparer
- ▶ Center Core Tech
- ▶ Materiel Management Tech
- ▶ Supply Tech
- ▶ Materiel Supply Tech
- ▶ Distribution Tech
- ▶ Surgery Supply Tech
- ▶ Central Supply Tech
- ▶ Etc...

Graduation Rates

Persistence 1st to 2nd Quarter

- ▶ Course has always started at compacity(20)
- ▶ Historically graduation has been 60-65%(not counting the attrition of the first week or two) and most students are lost between 1st and 2nd quarter
- ▶ My goal is to reach 75% graduation
- ▶ I've been trying a few tactics to address this issue and to get them vested in the course as early as possible.
- ▶ The current cohort I have retained 100% of students from 1st to 2nd quarter.



College District Twenty-Nine
BOARD OF TRUSTEES

RESOLUTION 19-08-99

Bruce Lachney

Recognition of Service

WHEREAS, the members of the Board of Trustees wish to commend Bruce Lachney for outstanding performance while serving as a member of the Board of Trustees of Clover Park Technical College, District Twenty-Nine; and

WHEREAS, Trustee Lachney faithfully participated in meetings and activities in his role as a Trustee from 2009-2019, and served as Chair of the Board of Trustees during 2012-13 and 2016-17; and

WHEREAS, Trustee Lachney generously volunteered his time representing the College and participating in strategic College initiatives; and

WHEREAS, Trustee Lachney volunteered his time and expertise as Principal at Strategic Development Consulting to facilitate annual Board retreats, assist with the College's strategic planning, and provide training to faculty/staff for implementation of an Objectives and Key Results (OKR) model;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of College District Twenty-Nine hereby recognizes and acknowledges Bruce Lachney's contributions to Clover Park Technical College.

August 14, 2019

Attested by:

Approved by:

Dr. Joyce Loveday
President
College District Twenty-Nine

Mark Martinez
Chair, Board of Trustees
College District Twenty-Nine