



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.

Agenda

- 4:00 Call to Order, Flag Salute, Introductions** Mark Martinez
- Adoption of Agenda** Mark Martinez
Action
- Approval of the Regular Meeting Minutes of** Mark Martinez **Tab 1**
June 12, 2019
Action
- 4:05 President's Report** Joyce Loveday
- Student Success Speaker
 - Graduation
 - Enrollment Update
 - Miscellaneous
- 4:20 Other College Reports or Highlights:**
- Proposed WAC Revisions Lisa Beach **Tab 2**
- Student Success Report Angela Johnson **Tab 3**
Hayes Child Development Center Updates
- 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
- Adoption of the Proposed WAC Revisions, Chapter 495C-141 WAC **Tab 2**
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.



Board of Trustees Regular Meeting

Rotunda, Building 3

Wednesday, June 12, 2019

Study Session: Cancelled

Regular Meeting: 4:00-6:10 p.m.

Minutes

Call to Order: Chair Withrow called the Board of Trustees Meeting for Clover Park Technical College (CPTC) to order on June 12, 2019, at 4:00 p.m.

Board of Trustees Present:

Wayne Withrow, Chair
Bruce Lachney

Mark Martinez
Eli Taylor

College President: Dr. Joyce Loveday

Excused Absences: Lua Pritchard, Trustee; Justin Kjolseth, Assistant Attorney General

Other Attendees:

Larry Clark, VP, Finance & Admin.
Mabel Edmonds, VP, Instruction
Scott Latiolais, VP, Student Success
Lisa Beach, Dir. of Compliance
Cristeen Crouchet, Dir., Workforce Devel.
Samantha Dana, Dir., Inst. Research & Grants
Loren Davis, NWCTHS Director
Cal Erwin-Svoboda, Dir., Student Life
Sam Hardy, ASG President
Pamela Jeter, Dir., IT

Dean Kelly, Dean
Derek Kim, ASG Peer Ambassador
Dr. Claire Korschinowski, Dean
Dr. Brian Lee, ctcLink Proj. Mgr.
Cindy Mowry, Assoc. Dean/Registrar
Tyler Scott, Sr. Creative Comm. Mgr.
Cherie Steele, Exec. Asst. to the President
Kirk Walker, Dir., Human Resources
Julie Watts, Interior Design Inst.
Lisa Wolcott, Dir., Budget & Finance

Adoption of the Agenda

MOTION:

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

Approval of Minutes (Tab 1)

MOTION:

Motion to approve the minutes of the Regular Board meeting of May 8, 2019, was made by Trustee Martinez, and seconded by Trustee Taylor. Motion was approved unanimously.

President's Report (Attachment 1)

Student Success Speaker

Sam Hardy, ASG President, is now a Certified Pharmacy Technician. Before coming to CPTC, she took culinary and psychology classes at other colleges. Since she was young, Sam thought about a career in pharmacy. She chose CPTC when visiting various school websites, because

CPTC had a shorter program and she could obtain an associate degree along with a certificate. Ms. Hardy attributes her success to faculty, advisors, and staff at CPTC. Her next step is to take Biochemistry at WSU, as she wants to be a pharmacy scientist to make healthier and less expensive medicine.

President Loveday's report also included these topics: Legislative Update, Student and Staff Awards, Ability to Benefit Waiver for First 6 Credits, Graduation Ceremony, Extension of 2018-19 Operating Budget, and ctcLink. Details are listed in Attachment 1.

College Reports or Highlights

ASG Report (Tab 2)

Ms. Hardy gave the attached report. Chair Withrow recognized Ms. Hardy for her role in keeping the College community, students, and Board of Trustees apprised of student-funded programs, initiatives, and ASG business. Chair Withrow then presented Ms. Hardy with a small token of appreciation from the Board and wished her well in the future.

ASG S&A Budget Overview for 2019-20 (Tab 3)

Mr. Erwin-Svoboda presented the attached, proposed ASG S&A Budget. Questions followed. Trustee Lachney thinks subsidizing childcare costs for those who qualify is an exceptional use of funds to help break down barriers for students. Does that decrease the operating budget deficit for the Hayes Center? Mr. Clark said the deficit is running around \$100,000.

Overview/Update on Institutional Research (IR) Office (Tab 4)

Ms. Dana gave an overview/update on Institutional Research. Questions and discussion followed.

- Trustee Taylor said sometimes the data is more quantitative versus qualitative. How will you measure the emotional quotient (EQ)? How are students feeling about being able to succeed at CPTC? How will you measure that data? Ms. Dana replied that is one of the reasons the National Acceptance of Student Experience (NASE) was used; it is a quick snapshot of how students are doing and what CPTC can do better. There are also focus groups working on the data. Trustee Taylor would like to see the information via a dashboard, broken down by ethnic groups.
- Trustee Lachney asked after the dashboard data collection aggregation is parsed out, how will it be embedded into decision making? Decision making works well when you have all the information. This is part of the toolbox. President Loveday responded that discussions are occurring about what to regularly monitor, assess, and measure. Ms. Dana's office is creating a scorecard that will be used to track the trends.
- Once the College has aggregated that data and done some type of decision making, he suggested that future boards understand the methodology used and that it creates some validity to the numbers.
- In regards to the dashboards, how does it fit with the commonality of SBCTC and other colleges? Are they going to be using the same type of dashboards, and will colleges be able to communicate via ctcLink? Ms. Dana said the majority of community and technical colleges (CTCs) use Tableau. The SBCTC also allows colleges to house information on its server, and CPTC would have the ability to pull up the SBCTC dashboards to check for differences between their CPTC numbers and CPTC's numbers.

- Trustee Lachney suggested a publication of the lexicon that CPTC is using, as there is value in understanding the vocabulary.

Chair's Report

No Chair's Report.

Board Reports and/or Remarks

Trustee Martinez reported that he attended the 2019 Washington State Association of College Trustees (ACT) Spring Conference in Walla Walla. The conference had informative sessions and the hosts were gracious. He attended a tour of their winery – the students plant the grapes, harvest them, and then produce wine. Kristy Snow, SBCTC, gave a ctcLink Update, and Trustee Martinez is now hopeful about the project.

Trustee Martinez thanked everyone who wrote or visited legislators this session, as higher education fared well with this budget. It was a team effort with a unified message from the CTCs.

Public Comments

No public comments.

New Business

Approval of ASG Service & Activities Budget for 2019-20 (Tab 3)

MOTION:

Motion to approve the ASG Service & Activities Budget for 2019-20 as presented, was made by Trustee Lachney, and seconded by Trustee Martinez. Motion was approved unanimously.

Approval of Ability to Benefit Waiver (Tab 5)

MOTION:

Motion to approve and grant implementation of the Ability to Benefit Waiver as allowed by the state of Washington under Statute RCW 28B.15.012 and 28B.15.013, was made by Trustee Lachney, and seconded by Trustee Martinez. Motion was approved unanimously.

Approval of Resolution 19-06-98 (Tab 6)

MOTION:

Motion to approve Resolution 19-06-98, Extension of the 2018-19 Operating Budget, was made by Trustee Martinez, and seconded by Trustee Taylor. Motion was approved unanimously.

Election of Officers

MOTION:

Motion to elect Mark Martinez to the position of Chair of the Board of Trustees for the term July 1, 2019, to June 30, 2020, was made by Trustee Taylor, and seconded by Trustee Lachney. Motion was approved unanimously.

MOTION:

Motion to elect Eli Taylor to the position of Vice Chair of the Board of Trustees for the term July 1, 2019, to June 30, 2020, was made by Trustee Lachney, and seconded by Trustee Martinez. Motion was approved unanimously.

Executive Session

At 5:07 p.m., Chair Withrow stated that, in accordance with RCW 42.30.110, the Board would recess to go into Executive Session for approximately 30 minutes for reviewing the performance of a public employee.

Chair Withrow reconvened the Regular Meeting at 5:23 p.m. and asked if there were any action items as a result of Executive Session. There was an action item.

MOTION

Motion to renew President Joyce Loveday's contract for the period of July 1, 2019 through June 30, 2021, with all other terms and conditions remaining the same, was made by Trustee Martinez, and seconded by Trustee Lachney. Motion was approved unanimously.

Next Meeting

July 10, 2019, at the Lakewood campus.

Adjournment

Chair Withrow adjourned the Regular Meeting at 5:24 p.m.

Dr. Joyce Loveday
President
College District Twenty-Nine

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



CLOVER PARK TECHNICAL COLLEGE

Compliance

4500 Steilacoom Blvd SW
Lakewood, Washington 98499
253-589-5555

MEMORANDUM

DATE: July 10, 2019

TO: Board of Trustees

FROM: Lisa Beach- Rules Coordinator and Director of Compliance

REFERENCE: Proposed WAC revisions

Pursuant to RCW 34.05.325, notices published in the Washington State Register 19-08-055 and 19-11-077, and separate notice via college email, I received comments and presided over public hearings regarding revisions to the college's current WAC Chapters 495C-140, 141 and 276.

The public hearings were held on May 13th and 14th, 2019 at the Main Campus and South Hill Campus respectively. I was the only party in attendance and thus no comments were made.

Only one comment was received via email. The individual pointed to an error of duplication in 495C-141 which has been corrected and updated with the publishing of the CR102. There are no other recommended changes under this process.

**Chapter 495C-141 WAC
USE OF COLLEGE FACILITIES**

NEW SECTION

WAC 495C-141-010 Administrative control. The board of trustees of Clover Park Technical College hereby delegates to the president of Clover Park Technical College authority to establish administrative rules and procedures governing the use of college facilities and to establish facility use schedules where appropriate.

NEW SECTION

WAC 495C-141-020 Definitions. (1) "College groups" shall mean individuals or groups who are currently enrolled students of Clover Park Technical College or are a recognized student organization or a recognized employee group of the college, or are sponsored by a recognized student organization, employee group or the administration of the college.

(2) "Noncollege groups" shall mean individuals, or combinations of individuals, who are not currently enrolled students or current employees of Clover Park Technical College and who are not officially affiliated or associated with, or invited guests of, a recognized student organization, a recognized employee group, or the administration of the college.

(3) "College facilities" includes all buildings, structures, grounds, office space, parking lots, vehicles and equipment that are owned or controlled by the college.

(4) "Public use areas" means those areas of each campus that the college has chosen to open as places where noncollege groups may assemble for expressive activities protected by the first amendment, subject to reasonable time, place, or manner restrictions.

(5) "Expressive activities" includes, but is not necessarily limited to, informational picketing, petition circulation, the distribution of information leaflets or pamphlets, speech-making, demonstrations, rallies, appearances of speakers in outdoor areas, protests, meetings to display group feelings or sentiments and/or other types of constitutionally protected assemblies to share information, perspective or viewpoints.

(6) "Chalking" shall mean expressive speech produced by writing or drawing with washable or erasable chalk, or similar media, on a college owned or controlled walkway or pathway used for pedestrian traffic.

(7) "Administrator in charge" shall mean the person who in the absence of the president has the authority and responsibility to act on behalf of the president.

(8) "Approving authority" shall mean the president, vice president for finance and administration, or his or her delegate.

NEW SECTION

WAC 495C-141-030 Statement of purpose. (1) Clover Park Technical College is an educational institution provided for and maintained by the people of the state of Washington. College facilities are reserved primarily for educational uses including, but not limited to, instruction, research, public assembly of college groups, student activities and other activities directly related to the college's educational mission. The college is under no obligation to make its public facilities available to the community for private purposes.

(2) The public character of the college does not grant to individuals an unlimited license to engage in conduct that limits, interferes with, or otherwise disrupts the normal activities for and to which the college's facilities and grounds are dedicated. Accordingly, Clover Park Technical College designates the common pedestrian walkways, pathways, thoroughfares, and grassy fields as a public use area and limited public forum dedicated to the use of college groups and noncollege groups may use for the limited purposes recited herein and that are further subject to the time, place, and manner limitations and restrictions set forth in this chapter.

(3) The purpose of the time, place, and manner regulations set forth in this chapter is to establish procedures and reasonable controls for the use of college designated public use areas for college and noncollege groups. These regulations are intended to balance the college's responsibility to fulfill its mission as a state educational institution with the interests of college groups and noncollege groups seeking to engage in constitutionally protected speech, assembly, or expression on campus. These regulations govern the use of designated public spaces by college and noncollege groups and are not intended to limit or otherwise infringe upon other expressive rights possessed by these groups.

NEW SECTION

WAC 495C-141-040 Expressive activities—Use of facilities. (1) Clover Park Technical College designates the common pedestrian walkways, pathways, thoroughfares, and grassy fields as public use limited forum areas subject to the reasonable time, place, and manner limitations set forth in this chapter. Subject to the regulations and requirements of this chapter, both college and noncollege groups may use the campus limited forums for expressive activities Monday through Friday between the hours of 7:00 a.m. and 10:00 p.m.

(2) College groups that seek to engage in expressive conduct in a public use area are encouraged to notify the office of the approving authority no later than twenty-four hours in advance of the event.

(3) Noncollege groups that seek to engage in conduct in a public use area are encouraged to provide notice to the approving authority no later than twenty-four hours in advance of the event.

(4) Notification of a planned event should include:

(a) The name, address and telephone number of the contact person for the individual, group, entity or organization sponsoring the event;

- (b) The date, time and requested location of the event;
 - (c) The nature and purpose of the event; and
 - (d) The estimated number of people expected to attend the event.
- (5) Unscheduled events are permitted. Scheduled events shall have priority of use over unscheduled events.

(6) Sound amplification devices, musical instruments, and other noise generating devices must be used at a volume that does not disrupt or disturb the normal use of classrooms, offices, or laboratories, or any previously scheduled college event or activity.

(7) Public areas used for expressive activities shall be cleaned up by the sponsoring group and left in their original condition and may be subject to inspection by a representative of the college after the event. Reasonable charges may be assessed against the sponsoring group for the costs of extraordinary cleanup or for the repair of damaged property.

(8) All applicable health and safety regulations shall be obeyed. The college cannot and will not provide utility connections or hook-ups for purposes of expressive activities conducted pursuant to this chapter.

(9) The event must not be conducted in such a manner to obstruct vehicular, bicycle, pedestrian, or other traffic or otherwise interfere with ingress or egress to the college, or to college buildings or facilities, or to college activities or events. The event must not create safety hazards or pose unreasonable safety risks to college students, employees, or the general public.

(10) The event must not materially interfere with educational activities inside or outside any college building or otherwise prevent the college from fulfilling its mission and achieving its primary purpose of providing an education to its students. The event must not materially infringe on the rights and privileges of college students, employees, or the general public.

(11) There shall be no overnight camping on college facilities or grounds, unless specifically permitted by the college and within the specifications and limits prescribed by the college. Camping is defined to include sleeping, carrying on cooking activities, or storing personal belongings, for personal habitation, or the erection of tents or other shelters or structures used for purposes of personal habitation.

(12) The event must be conducted in accordance with any other applicable college policies and regulations, local ordinances and state or federal laws.

(13) College facilities may not be used for commercial sales, solicitations, advertising or promotional activities, unless:

(a) Such activities serve educational purposes of the college; and

(b) Such activities are under the sponsorship of or at the request of a college department or office or officially chartered student club or organization which are not in conflict with chapter 42.52 RCW.

NEW SECTION

WAC 495C-141-050 Expressive activities—Distribution of written materials and chalking. (1) Written materials that are not obscene or libelous and do not incite imminent unlawful conduct may be distributed on campus subject to the following restrictions:

(a) Noncollege groups may distribute written materials on public use area subject to the reasonable time, place, and manner restrictions set forth in WAC 495C-141-070.

(b) College groups may distribute materials on the public use area and may post materials on kiosks and other display areas designated for that purpose.

(c) The sponsoring organization is encouraged, but not required, to include its name and address on the distributed materials.

(2) Only college recognized student groups may perform chalking. Such chalking shall be restricted to the college walkways and pathways used for pedestrian traffic.

(3) Bulletin boards, display cases, and brochure racks are not public forums and are reserved exclusively for use by college departments and offices in furthering the teaching and learning interests of the college.

(4) Trees, bushes, garden areas, outdoor learning labs, windows, doors, parking lots, median strips, buildings and similar spaces and edifices are not public forums. Therefore signs, posters, banners, placards, notices, announcements, and similar materials may not be posted on them except by a college office or department and then only for official college business.

NEW SECTION

WAC 495C-141-060 Primary uses of college facilities. When allocating use of college facilities, priority shall be given to activities related to the college's mission. No arrangements will be made that may interfere with or operate to the detriment of, the college's own instructional, research, or public service programs. In particular, college buildings, properties, and facilities, including those assigned to student programs, are used primarily for:

(1) The regularly established instructional, research, or public service activities of the college and its departments;

(2) Cultural, educational, or recreational activities of the students, faculty, or staff;

(3) Short courses, conferences, seminars, or similar events, conducted either in the public service or for the advancement of specific departmental professional interests, when arranged under the sponsorship of the college or its departments;

(4) Public events of a cultural or professional nature brought to the campus at the request of college departments or committees and presented with their active sponsorship and active participation; or

(5) Activities or programs sponsored by educational institutions, by state or federal agencies, by charitable agencies or civic or community organizations whose activities are of widespread public service and do not violate requirements of chapter 42.52 RCW.

NEW SECTION

WAC 495C-141-070 Use of facilities by recognized student organizations. College facilities shall be assigned to recognized student organizations for regular business meetings, social functions and for programs open to the public, subject to prior approval by the approving authority. Any recognized campus student organization may invite speakers from outside the college community. The appearance of such speakers on the campus does not represent an endorsement by the college, its students, staff, administration, or the board of trustees, implicitly or explicitly, of the speaker's views.

NEW SECTION

WAC 495C-141-080 Facility use policy. Clover Park Technical College buildings, rooms, and athletic fields may be used by noncollege groups in accordance with the college's facilities use policy. When renting or using college buildings or athletic fields, an individual or organization may be required to post a bond and/or obtain insurance to protect Clover Park Technical College against cost or other liability in accordance with the college's facility use policy. When Clover Park Technical College grants permission to use its facilities it is with the express understanding and condition that the individual or organization assumes full responsibility for any loss or damage.

NEW SECTION

WAC 495C-141-090 Facility use fees. The basis for establishing and charging facility use fees reflects the college's assessment of the present market, the cost of operations, and an evaluation of the intended purpose and its relationship to the purposes of this college.

(1) College groups shall be charged at the lowest charge on the rental fee schedule which may include complimentary use.

(2) Noncollege groups shall be charged at a facility use fee not less than the full and fair market commercial rental value of premises used.

(3) The current facility use fee schedule is available from the approving authority.

NEW SECTION

WAC 495C-141-100 Rental application. (1) Usually, at least seven working days before the date of intended use of any college facility, an authorized representative of the requesting organization must submit proper and complete written application, which may be obtained through the college's event services office.

(2) The college reserves the right to make pricing changes without prior written notice.

(3) Use of a facility is limited to the facilities specified on the agreement.

(4) College events and activities take priority in the use of college facilities.

(5) Organizations using Clover Park Technical College's facilities shall conduct all activities in accordance with applicable local, state, and federal laws including all rules and policies of the college.

NEW SECTION

WAC 495C-141-110 Supervision. (1) An adult twenty-one years of age or older must sign a facility use agreement in order to use college facilities pursuant to these rules. Signatories of the facility use agreement as well as adult-age organization leaders are responsible for group conduct and are expected to remain with their group during activities.

(2) If because of the nature of the event or of the facilities rented, the college determines it is necessary that it provide supervision or security, a college staff member and/or college security member will represent the college at the event. Such service shall be paid at the current rate, by the organization requesting use of the facility, and does not relieve the organization from safeguarding the college's property. College personnel will open and lock all rented facilities. Keys to buildings or facilities will not be issued or loaned on any occasion to any organization with the exception of keys to designated off-campus locations.

NEW SECTION

WAC 495C-141-120 Weapons. Weapons: Possession, holding, wearing, transporting, storage or presence of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus, subject to the following exceptions:

(1) Commissioned law enforcement personnel or legally authorized military personnel while in performance of their duties;

(2) Persons with legally issued concealed weapons permits may store their weapons in vehicles parked in accordance with RCW 9.41.050 on campus provided the vehicle is locked and the weapon is concealed from view;

(3) The approving authority may grant permission to bring a weapon on campus upon a showing that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission shall be in writing and shall be subject to any terms or conditions incorporated therein; or

(4) Defensive weapons used by college security officers.

NEW SECTION

WAC 495C-141-130 Prohibited conduct. (1) The use or possession of unlawful drugs or narcotics, not medically prescribed, on college property or at college functions, is prohibited. Students under the influence of intoxicants, unlawful drugs or narcotics while in college facilities are subject to disciplinary action.

(2) The use or possession of marijuana, including medically prescribed marijuana, is a violation of federal law and is therefore prohibited.

(3) Clover Park Technical College facilities are smoke free. The use of tobacco, electronic cigarettes, and related products is prohibited on college premises or in any location where such use is prohibited, including twenty-five feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased or operated by the college. "Related products" includes, but is not limited to cigarettes, pipes, bidi, clove cigarettes, water pipes, hookahs, chewing tobacco, and snuff. The use of tobacco and electronic smoking devices is approved at designated outdoor sites.

(4) Destruction of college property is prohibited.

NEW SECTION

WAC 495C-141-140 Prohibition of animals. Animals are not permitted in college owned or controlled facilities except service animals, animals performing a support function to law enforcement agencies, or animals approved by the president or designee. Animals that fail to meet the following conditions may be permanently or temporarily banned from campus:

(1) Animals shall be leashed or under the direct physical control of their handlers.

(2) Animal handlers are responsible to clean up after their animal.

(3) Animals that exhibit inappropriate social behavior such as:

(a) The animal is sick, unclean or malodorous; or

(b) The animal's behavior is disruptive, e.g., barking, growling, running loose, displaying aggressive behavior; or

(c) The animal does not meet all applicable city or county ordinances or requirements.

(4) If such circumstances or behaviors persist, college officials may direct the handler not to bring the animal onto campus. The handler may remain on campus and participate in activities, but the animal will not be allowed to return unless or until the issues have been resolved.

NEW SECTION

WAC 495C-141-150 Violation of rules. (1) Where college space is used for an authorized function (such as a class or a public or private meeting under approved sponsorship, administrative functions or

service related activities), groups must obey or comply with the lawful directions of the designated administrative officer or individual in charge of the meeting.

(2) The administrator in charge shall make the decision to close down an event or activity that she or he deems to be in violation of these rules.

(3) Noncollege groups who violate these regulations will be advised of the specific nature of the violation, and if they persist in the violation, will be requested by the administrator in charge to leave the college property. Such a request will be deemed to withdraw the license or privilege to enter onto or remain upon any portion of the college facilities of the person or group of persons requested to leave, and subject such individuals to arrest under the trespass provisions of chapter 9A.52 RCW or municipal ordinance. If an event is canceled due to such violations, the organization is responsible for all college costs and expenses in preparing the facility for its use, as well as subsequent costs and expenses for cleanup and repair of college facilities.

(4) Members of the college community (students, faculty, and staff) who do not comply with these regulations will be reported to the appropriate college office or agency for action in accordance with established college policies.

(5) If a college facility abuts a public area or street, and if student activity, although on public property, unreasonably interferes with ingress and egress to college buildings, the college has jurisdiction to act under the student conduct code, chapter 495C-121 WAC.

(6) Persons who violate college policies may be asked to leave the property by the approving authority. Remaining on or reentering the property after such event shall constitute trespass and such individual shall be subject to arrest for criminal trespass.

(7) The college may restrict an individual's or a group's use of college facilities, if that person or group has, in the past, violated provisions of this chapter, including owing a debt to the college for failure to pay for previous damages or leases. Such restriction shall be part of any no trespass or disciplinary proceeding as a result of such violation.

(8) The college reserves the right to request the assistance of appropriate law enforcement agencies in situations involving criminal actions in violation of this chapter.

(9) The college reserves the right to seek civil remedy for violations of this chapter.

AMENDATORY SECTION (Amending WSR 00-12-019, filed 5/26/00, effective 6/26/00)

WAC 495C-276-080 Requests for public records. In accordance with the requirements of RCW 42.17.290 that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records are only obtainable by members of the public when those members of the public comply with the following procedures:

(1) A request shall be made in writing ~~((The request shall be presented))~~ on the district's request form found on the public records page of the college's web site or by letter, fax, or email addressed to the public records officer or ~~((, if the public records officer is not available, to any member of the district's staff at the district administrative office during customary office hours))~~ designee. The request shall include the following information:

(a) The name of the ~~((person requesting the record))~~ requestor;

(b) The address of the requestor and/or other contact information such as telephone number and email address;

(c) The time of day and calendar date on which the request was made;

~~((e) The nature of the request;))~~

(d) An appropriate description of the record(s) requested.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer, or ~~((person to whom the request is made))~~ designee, to ~~((assist the member of the public in succinctly identifying the public record requested))~~ provide the fullest assistance to the requestor and to provide the most timely possible action.

AMENDATORY SECTION (Amending WSR 92-19-091, filed 9/16/92, effective 10/17/92)

WAC 495C-276-090 Copying. (1) No fee shall be charged for the inspection of public records. ~~((The district may impose a reasonable charge for providing copies of public records and for the use by any person of agency equipment to copy public records and such charges shall not exceed the amount necessary to reimburse the district for its actual costs incident to such copying. No person shall be released a record so copied until and unless the person requesting the copied public record has tendered payment for such copying to the appropriate district official. All charges must be paid by money order, cashier's check, or cash in advance.))~~

(2) The following copy fees and payment procedures apply to requests to the district under chapter 42.56 RCW and received on or after July 31, 2017.

(3) Pursuant to RCW 42.56.120 (2)(b), the district is not calculating all actual costs for copying records because to do so would be unduly burdensome for the following reasons:

(a) The district does not have the resources to conduct a study to determine all its actual copying costs;

(b) To conduct such a study would interfere with other essential agency functions; and

(c) Through the 2017 legislative process, the public and requestors have commented on and been informed of authorized fees and costs, including for electronic records, provided in RCW 42.56.120 (2)(b), (c), (3) and (4).

(4) The district will charge for copies of records pursuant to the default fees in RCW 42.56.120 (2)(b) and (c). The district will charge for customized services pursuant to RCW 42.56.120(3). Under RCW 42.56.130, the district may charge other copy fees authorized by statutes outside of chapter 42.56 RCW. The district may enter into an alternative fee agreement with a requestor under RCW 42.56.120(4). The charges for copying methods used by the district are summarized in the fee schedule available on the district's web site.

(5) Requestors are required to pay for copies in advance of receiving records. Fee waivers are an exception and are available for some small requests under the following conditions:

(a) It is within the discretion of the public records officer to waive copying fees when:

(i) All of the records responsive to an entire request are paper copies only and are twenty-five or fewer pages; or

(ii) All of the records responsive to an entire request are electronic and can be provided in a single email with attachments of a size totaling no more than the equivalent of one hundred printed pages. If that email for any reason is not deliverable, records will be provided through another means of delivery, and the requestor will be charged in accordance with this rule.

(b) Fee waivers are not applicable to records provided in installments.

(6) The public records officer may require an advance deposit of ten percent of the estimated fees when the copying fees for an installment or an entire request, or customized service charge, exceeds twenty-five dollars.

(7) All required fees must be paid in advance of release of the copies or an installment of copies, or in advance of when a deposit is required. The district will notify the requestor of when payment is due.

(8) Payment should be made by check or money order to Clover Park Technical College.

(9) The district will close a request when a requestor fails by the payment date to pay in the manner prescribed for records, an installment of records, or a required deposit.

AMENDATORY SECTION (Amending WSR 00-12-019, filed 5/26/00, effective 6/26/00)

WAC 495C-276-100 Determination regarding exempt records. (1)

~~The ((district reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 495C-276-080 is exempt pursuant to the provisions set forth in RCW 42.17.310 or other statute. Such determination may be made in consultation with the public records officer, president of the college district, or an assistant attorney general assigned to the district.~~

~~(2) Pursuant to RCW 42.17.260, the district reserves the right to delete identifying details when it makes available or publishes any public record when there is reason to believe that disclosure of such details would be an unreasonable invasion of personal privacy or impair a vital governmental interest: Provided, however, In each case, the justification for the deletion shall be explained fully in writing.)~~ Public Records Act provides that a number of types of documents are exempt from public inspection and copying. In addition, documents are exempt from disclosure if any "other statute" exempts or prohibits disclosure.

(2) The district is prohibited by statute from disclosing lists of individuals for commercial purposes.

(3) Response to requests for a public record must be made promptly. For the purposes of this section, a prompt response occurs if the person requesting the public record is notified within five business days as to whether his or her request for a public record will be honored.

(4) All denials of request for public records must be accompanied by a written statement, signed by the public records officer or designee, specifying the reason for the denial, a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the public record withheld.

REPEALER

The following chapter of the Washington Administrative Code is repealed:

WAC 495C-140-010	Use of college facilities.
WAC 495C-140-020	Limitation of use to college activities.
WAC 495C-140-030	Statement of intentions.
WAC 495C-140-040	General policies limiting use.
WAC 495C-140-050	Administrative control.
WAC 495C-140-060	Trespass.
WAC 495C-140-070	Prohibited conduct at college facilities.
WAC 495C-140-080	Control of pets in college facilities.
WAC 495C-140-090	Basis of fee assessment.
WAC 495C-140-100	Application procedures.
WAC 495C-140-110	Supervision during activity.

Hayes Child Development Center

Overview of 18-19 Year
Student Success Division



New at Hayes

- Serving 90% student and staff families, 10% community.
- Reopened classroom in March to increase access of 25 to 35 toddler classroom slots.
- Increase monthly tuition rates.
- Received CCAMPIS grant \$58,675 yearly from 2018-2022 (Child Care Access Means Parents In School) currently 8 recipients.
- Currently implementing ProCare Tuition Express payment and attendance software to improve access and data tracking.
- Opened Summer Camp on June 19 for 30 school-agers; to support staff, faculty, admin, and CPTC students.

Partners

- Associated Student Government
 - Received \$78,000 to support students.
 - Third year implementing Tuition Assistance Program.
 - 20 Graduates, 23 currently eligible, 7 dropped/moved.
- ResCare Workforce Services
 - Placement for clients to obtain 1022 hours.
 - Approved On-the-Job Training site for 1-year placement and 50-75% salary reimbursement.
 - Recruitment for CPTC and Employment.
- ECEAP & Head Start Program
 - 17 ECEAP and 19 Head Start slots; 15 graduate into school.
 - 14 CPTC parent graduates between programs.

Upcoming Preparation

- Department of Child and Youth Services (DCYF)
 - New Foundational Quality Standards for Early Learning Programs, effective August 1.
 - Increase DSHS subsidy rates on February and July 1; this puts WA state in the 55th percentile of the market rate.
- Early Achievers Quality Rating Improvement System
 - Hayes currently rates a Level 4, with 5 as the top.
 - Preparation for renewal in April 2020
 - Level 4 monthly reimbursement rate on DSHS base rate for every child went from 10% to 15% on July 1.

Upcoming Preparation

- National Association for the Education of Young Children (NAEYC)
 - New and updated criteria to implement.
 - Preparation for renewal in September 2020.
- Facility improvement in alignment with new Licensing Requirements.
- Analyze program ability to open another infant classroom with capacity of 4.