



Board of Trustees Meeting

Rotunda, Building 3

Wednesday, May 8, 2019

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

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

Study Session Agenda

3:00	Call to Order, Introductions	Mark Martinez	
3:05	Retreat Follow-up	Joyce Loveday	
3:15	Overview of Enrollment Services	Cindy Mowry	Tab 1
3:27	High School Graduation Credit Waiver	Loren Davis/Jenna Pollock	Tab 2
3:42	Foundation Update	Tawny Dotson	Tab 3
3:54	2019-20 Nominations for Chair and Vice Chair Discussion	Mark Martinez	
4:00	Adjournment	Mark Martinez	

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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	Mark Martinez	Tab 4
	March 13, 2019		
	<i>Action</i>		
4:05	President's Report	Joyce Loveday	
	<ul style="list-style-type: none">• Student Success• New Century Scholar• Alumni of Distinction• Fantasy Lights Participation Recognition• New Core Theme• Miscellaneous		Tab 5
4:25	College Reports or Highlights		
	<ul style="list-style-type: none">• ASG Report.....	Sam Hardy	Tab 6
	<ul style="list-style-type: none">• FY 2018-19 3rd Quarter Budget Report	Lisa Wolcott	Tab 7

4:35	Chair's Report	Mark Martinez	
4:39	Board Reports and/or Remarks	All	
4:42	Public Comments	Mark Martinez	
4:45	New Business	Mark Martinez	
	• <u>New Tenure Track Faculty Introductions</u>	Mabel Edmonds	Tab 8
	Dustin Cooper Avionics Instructor	2 nd Quarter	
	Tracy Irish Electrician Low Voltage Fire/Security Instructor	2 nd Quarter	
	Michael Mullins Automotive Instructor	2 nd Quarter	
	Julie Watts Interior Design Instructor	2 nd Quarter	
	• <u>Approval of 4th Core Theme</u>	Mark Martinez	Tab 5
	<i>Action</i>		
	• <u>Approval of Resolution 19-05-97 Requesting Temporary</u>	Mark Martinez	Tab 9
	<u>Waiver from High School Graduation Requirements</u>		
	<i>Action</i>		
5:05	Convene Executive Session for approximately 20 minutes for the purpose of reviewing, evaluating, and interviewing a faculty probationer for tenure award.		
5:25	Action Items as a Result of Executive Session	Mark Martinez	
	Diane Follett English Language Acquisition Instructor		
5:35	Convene Executive Session for approximately 30 minutes for the purpose of reviewing the performance of a public employee.		
6:05	Action Items as a Result of Executive Session	Mark Martinez	
6:10	Adjournment	Mark Martinez	
	<i>All Board meetings will be recorded.</i>		

ENROLLMENT SERVICES

Cindy Mowry, MA

Associate Dean of Student Success/Registrar



WHO WE ARE

- ❑ Enrollment Services maintains student academic records from entry to graduation and beyond
- ❑ High touch approach to enrollment management
- ❑ Regularly engage and support students in a proactive way
- ❑ Week-to-week interventions that are deliberate and targeted

LEARNING OUTCOMES

- Students will use online tools to register for classes successfully
- Students will be able to apply for graduation
- Students will use tools in MyCC to access information and conduct business with Enrollment Services

KEY METRICS/DATA SOURCES

- Student Satisfaction Data
- Students Served & Programs accessed
- Professional Standards
- Student Engagement Metrics
- Data Sources
 - Benchmarking Data - SENSE/CCSSE/NASE surveys
 - Data Dashboards
 - Department Review Data
 - Use of Services & Facilities Data

A NEW APPROACH

- One-Stop Service Center
 - Merged Enrollment Services & Student Aid/Scholarships front line team
 - November 1, 2018 training started with implementation of new model March 1, 2019
 - Purpose – to provide more efficient services to students

THE TEAM

- Tracey Songao, Assistant Registrar
- McKenzee Murphy, Student Enrollment Manager
- Brandon Dawley, Credentials/Student Completion Specialist
- Kathy Bate, Entry Services Specialist
- Student Enrollment Specialists:
 - Cassandra Sanders, Kristina Krieger, Kelli Sypher,
 - Deysi Martinez

MULTIPLE MEASURES

- Participated in Placement 360 sponsored by SBCTC about a year ago
- Placement assessments have low predictive validity
- Other measures more predictive of student success in English and math courses
 - High School Transcripts, SAT/ACT, CASAS, High School Equivalency, college transcripts
 - Working toward implementing directed self placement in English and Math

HIGHLIGHTED INTERVENTIONS

- Outreach to students who stop attending classes
- Group Registration
- 'Auto awarding' students for completion
- Identifying students 10-15 credits short of completion

NUMBERS...

- 1,473 students 'auto-awarded' degree/cert
- Outreach to students not attending in first 10 day of quarter:
 - Winter 2018 = 93
 - Spring 2018 = 97
 - Summer 2018 = 70
 - Fall 2018 = 142
 - Winter 2019 = 114

THE LAST SLIDE

Questions?

High School Graduation Requirements – Temporary Waiver

Clover Park Technical College grants high school diplomas through the Northwest Career & Technical High School and also through Adult High School Completion programs. The college ensures that students complete the minimum graduation requirements that pertain to their graduating class (as determined by the date they entered 9th grade), set forth in WAC Chapter 180-51.

In 2014, WAC 180-51-068 implemented a 24-credit graduation requirement beginning with the Class of 2019 (students entering ninth grade on or after July 1, 2015). Due to the significant change in requirements, the WAC also allows for districts to apply for a temporary waiver from these requirements.

The temporary waiver from high school graduation requirements allows a public school, private school, or community college to delay implementation of the 24-credit graduation requirements in WAC 180-51-068. By utilizing this waiver, students will need to meet the requirements of WAC 180-51-067 rather than the requirements of WAC 180-51-068. For Clover Park Technical College, this allows for alignment with local high schools who are using the lower requirements and increased access to high school diploma completion for our students.

CPTC Foundation Update

Dr. Tawny M. Dotson

Foundation Executive Director

Janet Holm

Development Manager



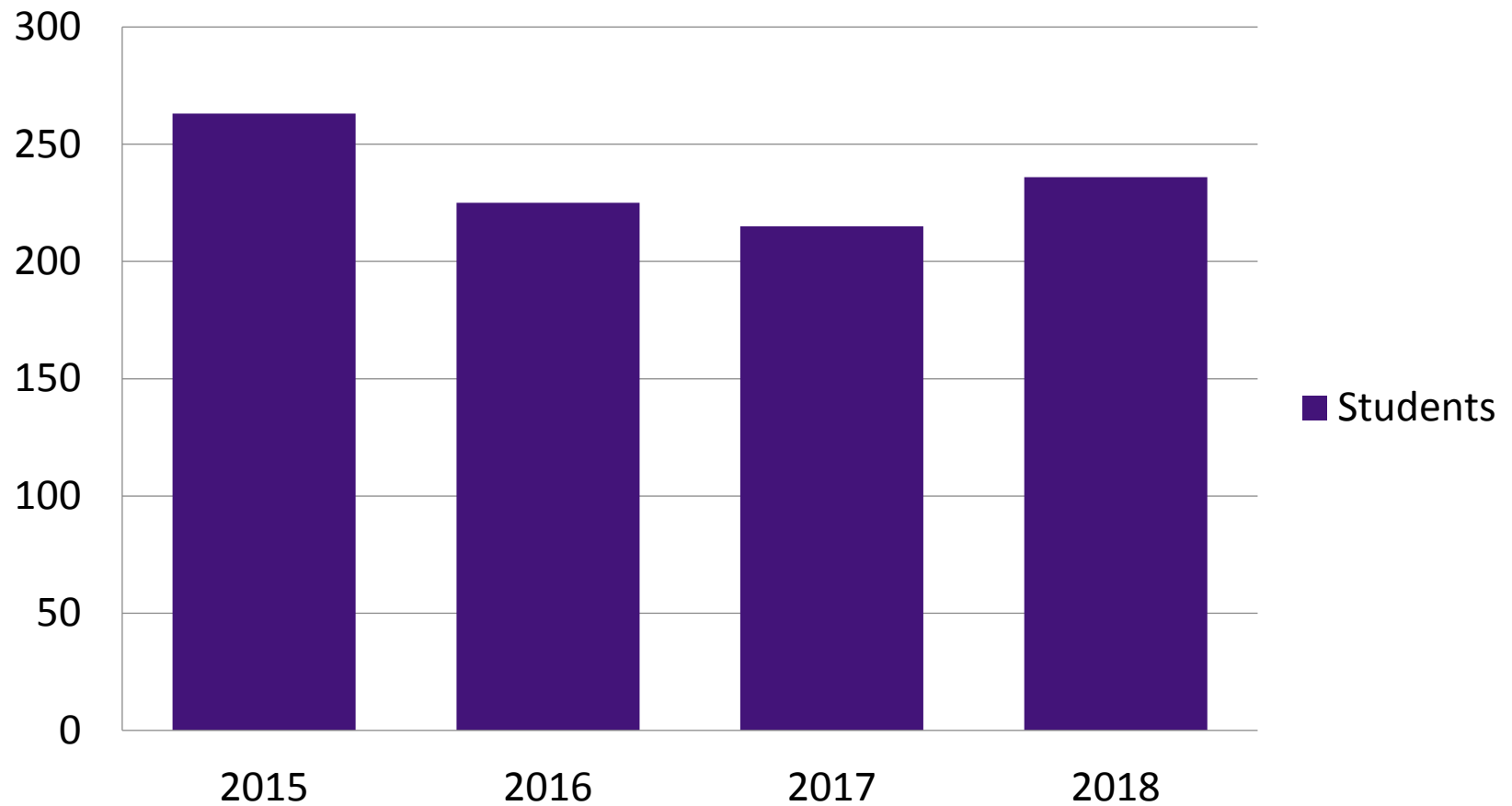
Overview:

- Foundation Status
- Scholarship trends
 - Awarded
 - Student Outcomes
- Emergency Assistance
 - Awarded
 - Student Outcomes
- 2018 Foundation goals
- 2019 Foundation goals

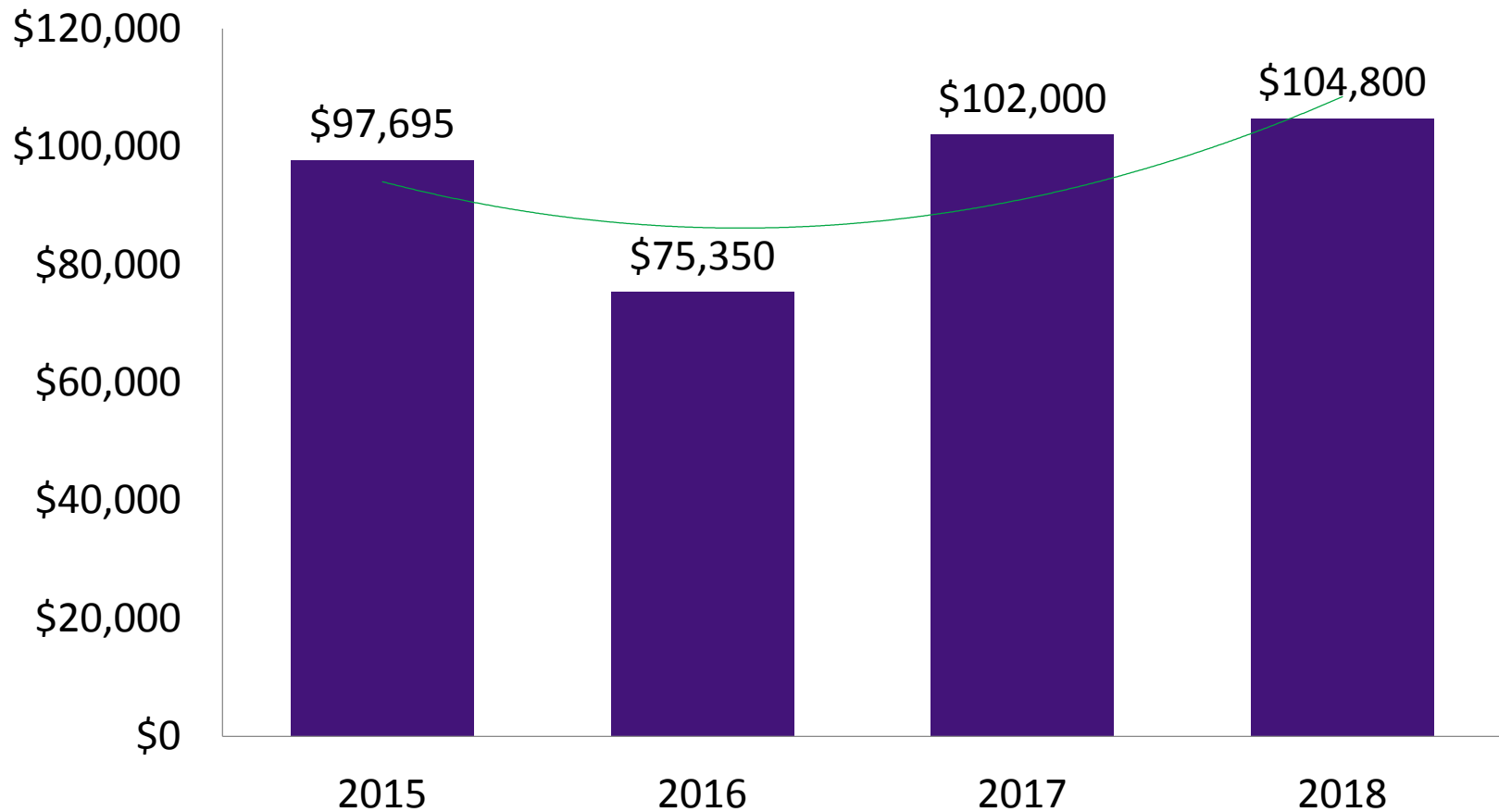
Foundation Status

- 1.9 FTE (down from 2.0 since 2017)
 - Dr. Tawny Dotson (Exec. Dir., Since Feb. 2017)
 - Janet Holm (Development Manager, Since July 2017)
 - Rae Baghirov (Foundation Development Assistant, 2016)
 - Tanya Petrov and Larry Clark
- Quid Pro Quo \$210,000 (down from \$235,000)
- Foundation reserves below required policy (50% annual budget) in 2017

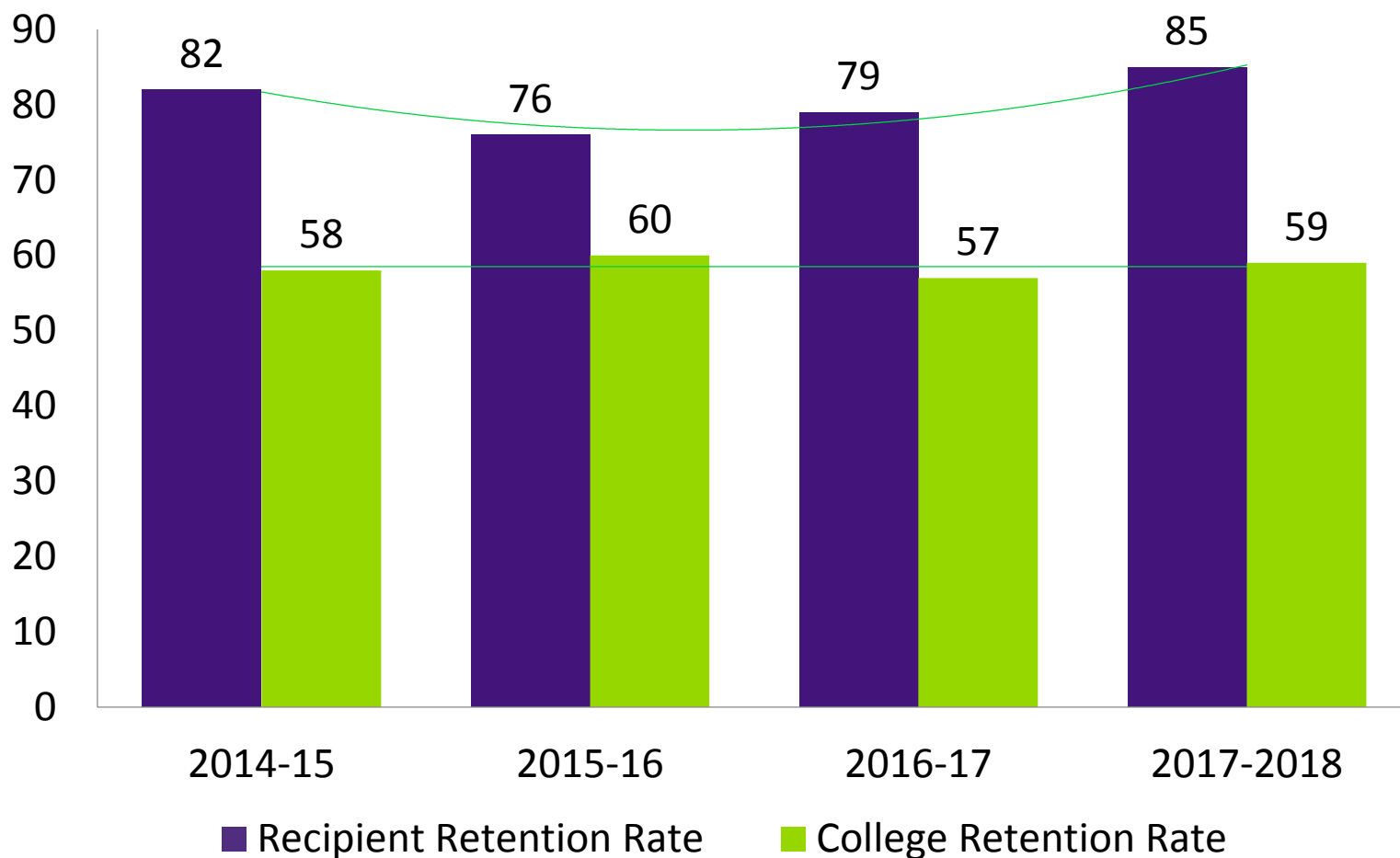
Students Supported



Scholarships Awarded:



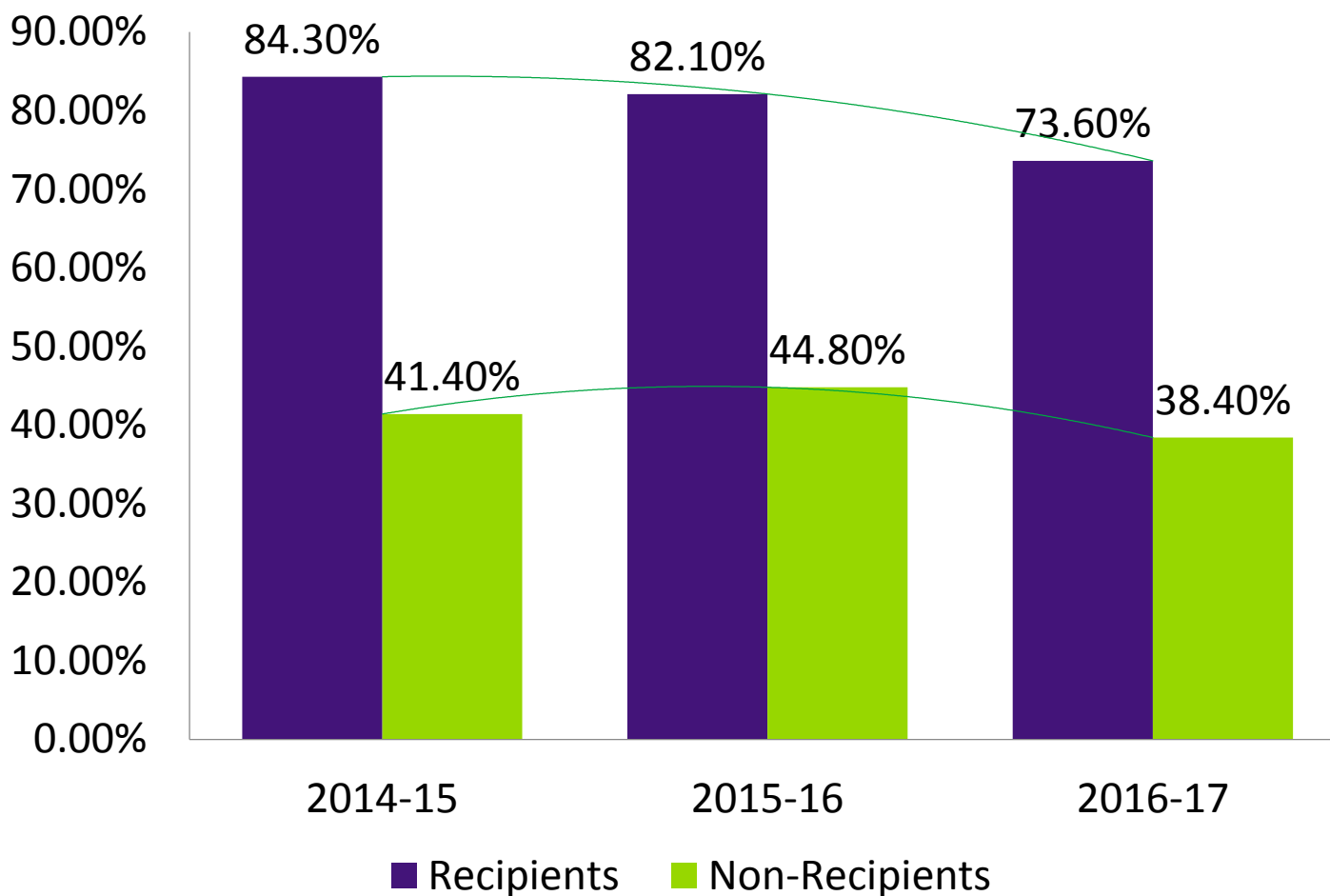
Scholarship Recipient Retention



*2017-2018 is a partial rate based on available data



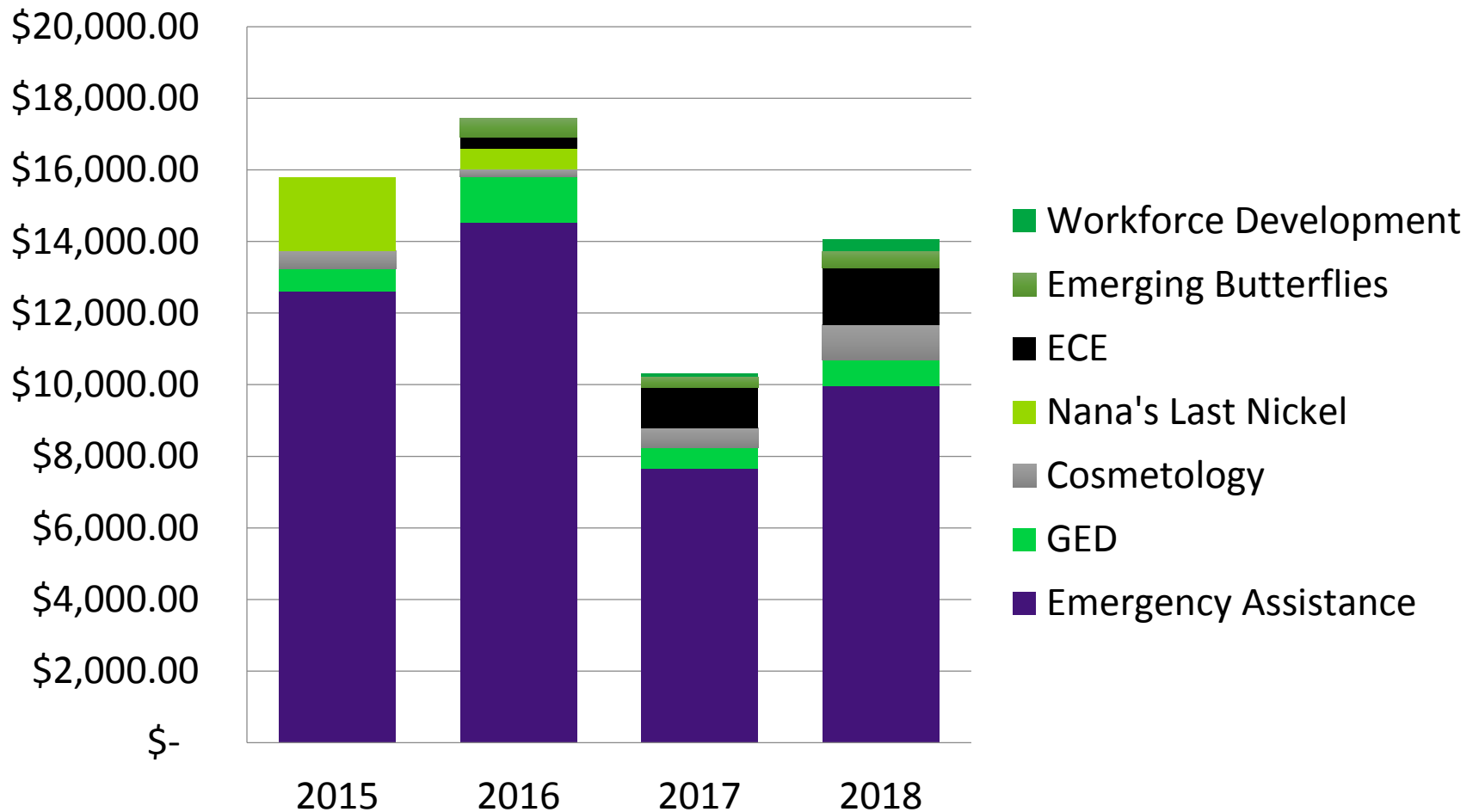
Scholarship Recipient Completion



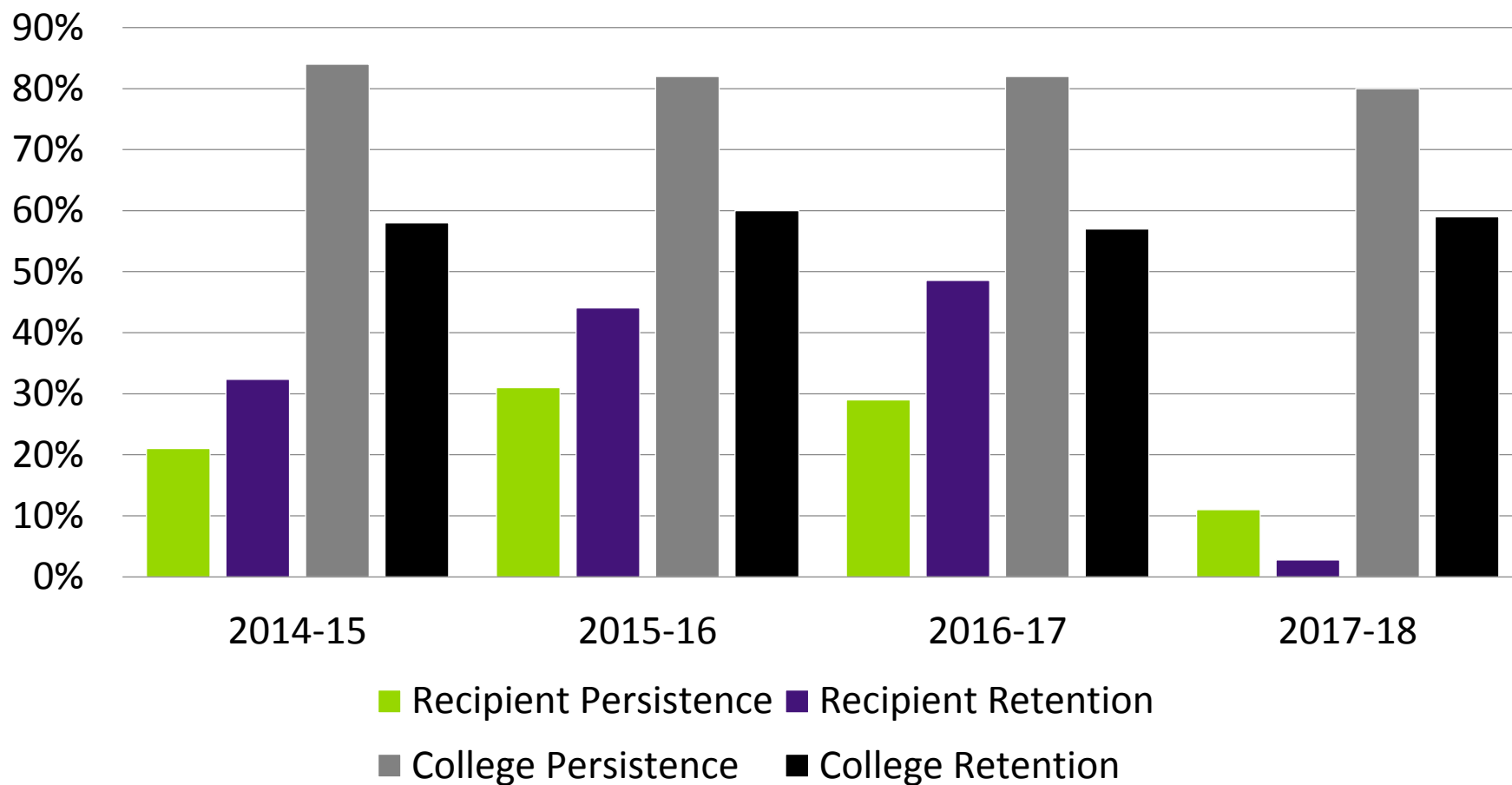
*2016-2017 is a partial rate based on available data



Emergency Assistance Awarded

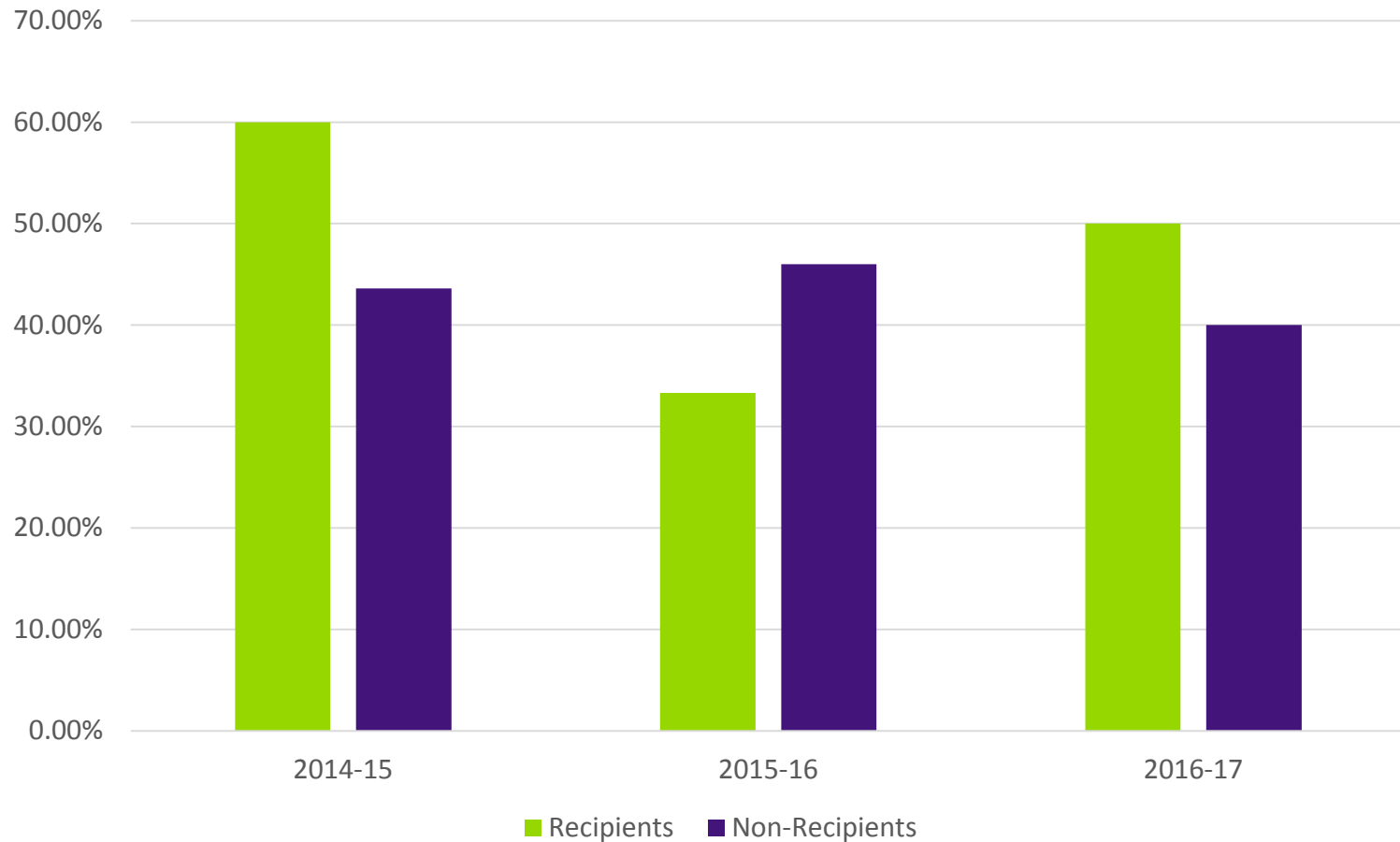


Emergency Assistance Outcomes:



Emergency Assistance Outcomes

3-Year Completions



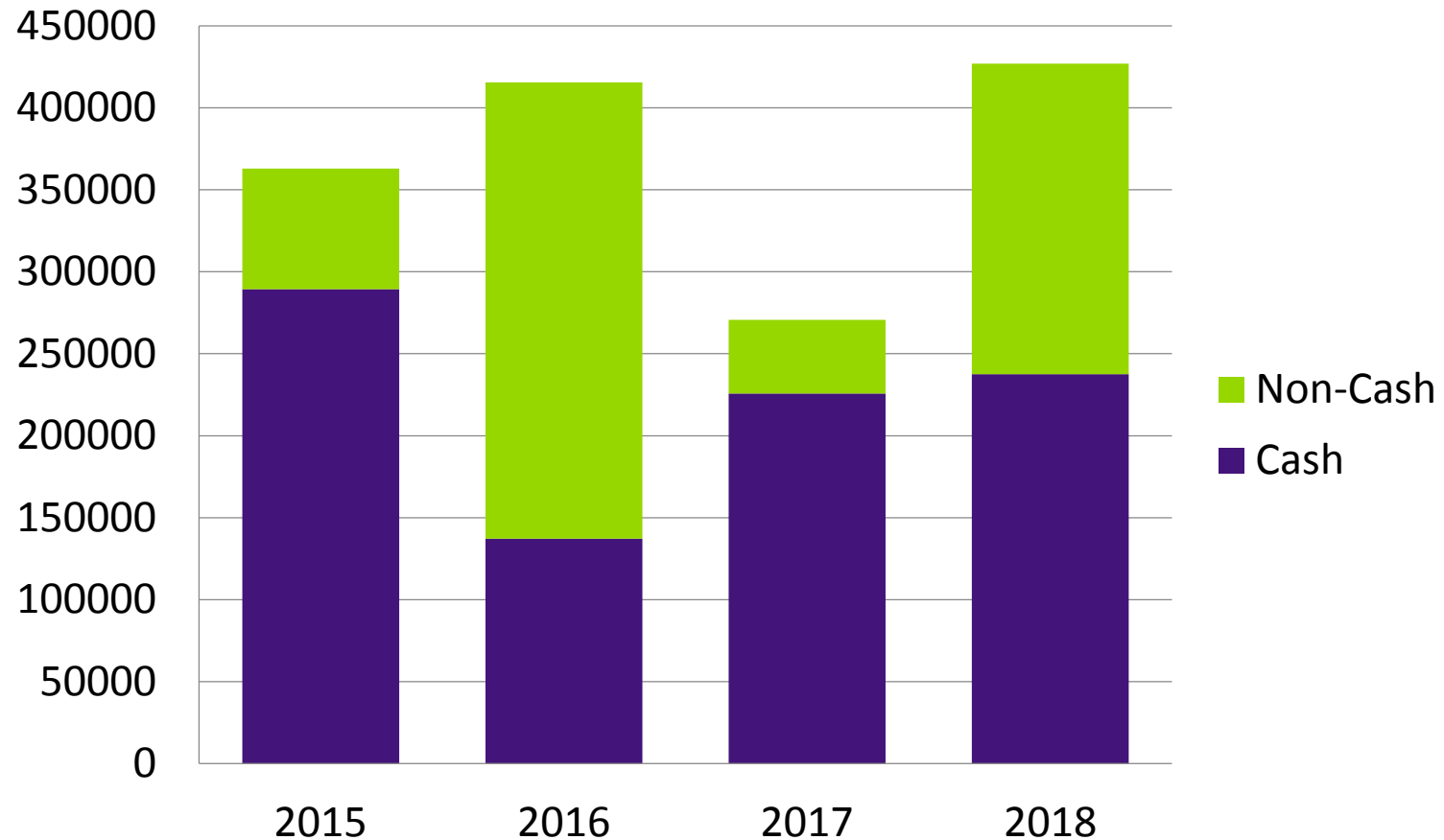
*2016-2017 is a partial rate based on available data



2018 vs 2019 Foundation Goals

- 17 total goals, 14 achieved
 - Emergency Assistance Endowment increased by \$75,000 in one year
 - \$61,757 unrestricted dollars raised
 - \$87,897 (gross) raised at Gala
 - 3 new Foundation Board Members
- 10 goals
 - 600 Total Donors
 - 140 Payroll Donors
 - \$55,000 Foundation Event Fundraising
 - \$245,000 total dollars raised
 - 100% giving BoT, Foundation Board, E-Team
 - 3 new Foundation Board Members

Total Dollars Raised:



Questions



Board of Trustees Regular Meeting

Rotunda, Building 3

Wednesday, March 13, 2019

Study Session: Cancelled

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

Minutes

Call to Order: Vice Chair Martinez called the Board of Trustees Meeting for Clover Park Technical College (CPTC) to order on March 13, 2019, at 4:05 p.m.

Board of Trustees Present:

Mark Martinez, Vice Chair

Bruce Lachney

Eli Taylor

College President: Dr. Joyce Loveday

Assistant Attorney General (AAG): Justin Kjolseth

Excused Absences: Wayne Withrow, Chair; Lua Pritchard, Trustee

Other Attendees:

Larry Clark, VP, Finance & Admin.

Dr. Tawny Dotson, VP, Strategic Devel.

Mabel Edmonds, VP, Instruction

Scott Latiolais, VP, Student Success

Jenn Adrien, Guest

Lisa Beach, Dir., Compliance

Marla Briggs, Health Unit Coord. Inst.

Dr. Chris Chen-Mahoney, Assoc. Dean

Lisa Colombini-Hyke, ECE Inst.

Cristeen Crouchet, Dir., Workforce Dev.

Ken Dam, Manufacturing Tech. Inst.

Samantha Dana, Dir., Inst. Research & Grants

Loren Davis, Dir., NWCTHS

Carine DeLeon, Cosmetology Inst.

Cal Erwin-Svoboda, Dir., Student Life

Dr. Derek Faust, Env. Sci. & Tech. Inst.

Myra Griffin, Dir., Nursing Prog.

Bekki Haggerty, Med. Histology Tech. Inst.

Sam Hardy, ASG President

Kandy Hernandy, LPN Inst.

Michelle Hillesland, Dean

Kelly Hollowell, CNISS Inst.

Janet Holm, Development Mgr.

Pamela Jeter, Dir., IT

Earl Joy, Aviation Maint. Tech. Inst.

Jeanna Kawamoto, Student Speaker

Dean Kelly, Dean, Student Success

Aaron Kooley, Student

Dr. Claire Korschinowski, Dean

Christian Kroiss, Mgr., Security

Jay Lanphier, CNISS Inst.

Dr. Brian Lee, Proj. Mgr., etcLink

Alexzsandra Lopez, ASG Pub. Rel. Off.

Dr. Judy Loveless-Morris, Dean

Trish Maguire, Cosmetology Inst.

Taylor McGovern, Counselor

Ken Meerdink, Comp. Prog./

Web Design Inst.

LaRita Montgomery-Mandley, Core

Allied Health Inst.

Catherine Morris, CNISS Inst.

John Moyer, Graphic Tech. Inst.

Joylene Perez, Health Unit Coord. Inst.

Brandon Rogers, Assoc. Dean

Jason Sawatzki, Mechatronics Inst.

Tyler Scott, Sr. Creative Comm. Mgr.

Michael Smith, Automotive Inst.

Don Souza, CNISS Inst.

Cherie Steele, Exec. Asst. to the President

Jeffrey Turner, CNISS Inst.

Jamie Urquidez, Surgical Tech. Inst.
Kirk Walker, Dir., Human Resources
Jennifer Weinmann, Workfirst Advisor

Carl Wenngren, Mechatronics Inst.
Lisa Wolcott, Dir., Budget & Finance

Adoption of the Agenda

MOTION:

Motion to adopt the agenda as presented was made by Trustee Lachney, 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 February 13, 2019, was made by Trustee Lachney, and seconded by Trustee Taylor. Motion was approved unanimously.

President's Report

Student Success Speaker

Jeanna Kawamoto's boyfriend suggested she explore CPTC, as he was a graduate of the HVAC Program. Ms. Kawamoto always had an interest in Graphic Technologies but wasn't sure about college, because she had a prior felony. She graduated last fall with an AAST in Graphics Technology degree and an AAT in Computer Programming. Her instructors, advisors, tutoring center, financial aid, and bus passes all contributed to her success. Other skills learned are problem-solving, patience, and professionalism. Ms. Kawamoto hopes to work at a design agency.

EDB Excellent 10 Award, presented by Jenn Adrien of the EDB

President Loveday introduced Jenn Adrien, Vice President of Communications, Economic Development Board. Ms. Adrien announced that the John W. Walstrum Center for Advanced Manufacturing Technology was recognized as one of the "Excellent 10," a list of great economic development projects in Pierce County. She presented President Loveday with an award designed by Hilltop Blown Glass.

Program Accreditation Updates

- Medical Assisting received full accreditation status.
- Practical Nursing (PN) Site Visit by WA Nursing Commission:
 - Evaluators provided good feedback
 - CPTC has had a strong LPN Program since 1966
 - RN Bridge Program
 - Some challenges with going to a pure ADN Program
 - Mastered prepared faculty – competition (four other colleges in Pierce County)
 - Ms. Hillesland and Ms. Griffin are preparing a recommendation for consideration

CPTC's Legislative Day in Olympia

Trustee Martinez, student Kimberly Stuart (Medical Assisting), and President Loveday visited Representatives Gildon, Leavitt, Reeves, Morgan, Caldier and spoke with the legislative assistant for Representative Barkis. The spoke about priorities for CPTC and the Community and Technical College System:

- Salaries for faculty (12% below neighboring state, below K-12, and industry)
- Any salary allocation (COLA or increases) needs to be 100% funded
- Capital projects – investment supports higher education and puts people to work

Miscellaneous

F-1 Form for PDC

AAG Kjolseth explained the process for filing an F-1 Form for the Public Disclosure Commission (PDC).

College Reports or Highlights

ASG Report (Tab 2)

Ms. Hardy, ASG President, gave the attached report.

Chair's Report

Trustee Martinez reported that he and Chair Withrow attended the Pierce County Coordinating Council (PCCC) quarterly meeting. Topics included:

- Enrollment – most colleges are experiencing flat enrollment
- Legislative issues
 - Capital Budget – there are 37 buildings in the pipeline, and the CTCs are asking for all to be approved, which is approximately \$627 million.
 - The Presidents and Trustees visit with legislators at various times throughout the year. Trustee Martinez noted that it is much more impactful for students to advocate, and he encouraged students to do so.

Board Reports and/or Remarks

No Board reports or remarks.

Public Comments

No public comments.

New Business

New Tenure-Track Faculty Introductions (Tab 3)

Ms. Edmonds asked the new tenure-track faculty members to introduce themselves to the Board of Trustees.

Executive Session

At 4:43 p.m., Vice Chair Martinez stated that, in accordance with RCW 42.30.110, the Board would recess to go into Executive Session for approximately one hour for the purpose of reviewing, evaluating, and interviewing faculty probationers for tenure award.

Vice Chair Martinez reconvened the Regular Meeting at 5:41 p.m. and asked if there were any action items as a result of Executive Session. There were.

MOTIONS:

Trustee Lachney moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Tenure Review Committee and the President, grant tenure to Jay Lanphier at Clover Park Technical College, seconded by Trustee Taylor. No discussion.

Approved unanimously.

Trustee Lachney moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Tenure Review Committee and the President, grant tenure to Michael Smith at Clover Park Technical College, seconded by Trustee Taylor. No discussion. Approved unanimously.

Trustee Lachney moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Tenure Review Committee and the President, grant tenure to Jennifer Weinmann at Clover Park Technical College, seconded by Trustee Taylor. No discussion. Approved unanimously.

Next Meeting

April 10, 2019, at the South Hill campus.

Adjournment

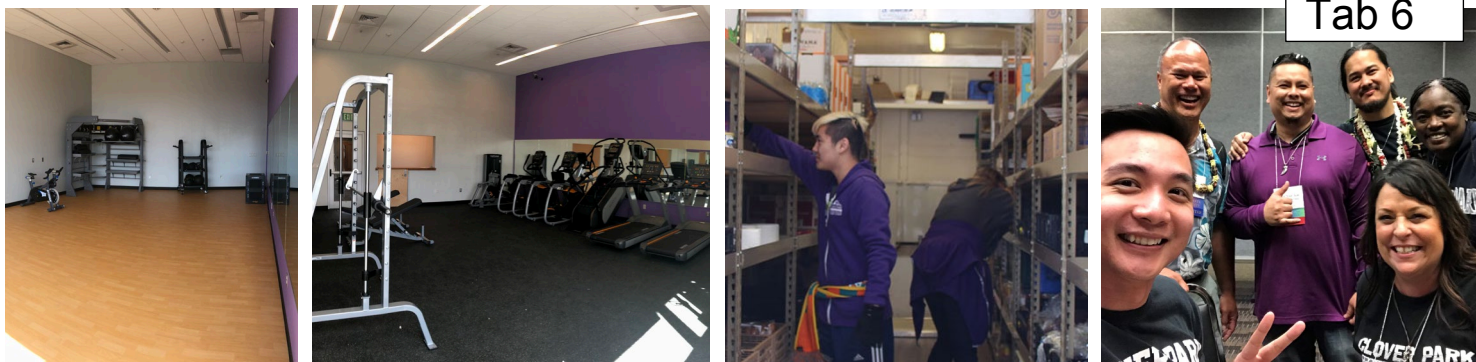
Vice Chair Martinez adjourned the Regular Meeting at 5:44 p.m.

Dr. Joyce Loveday
President
College District Twenty-Nine

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

CPTC's Core Themes

- ▶ Student Success
- ▶ Workforce Preparation
- ▶ Institutional Sustainability
- ▶ Equity (New)



Associated Student Government - May 2019 Report

Highlights

For nearly 10 years, students have asked about a gym on campus. Since recreational activities can increase personal fitness and well-being, the ASG committed to remodeling 214 & 215 in Building 23 to establish a fitness center. Since January 2019 both rooms have been a construction zone with flooring and exercise equipment installed in April. We anticipate a “soft opening” in the summer with limited hours and a “grand opening” set for fall 2019. This aligns with the student priority; *Recreation Facility on Campus*.

Increasing Student Advocacy

Students met with college representatives and provided feedback related to the Guided Pathways and ctcLink projects.

A student delegation attended the annual Students of Color Conference sponsored by the Multicultural Student Services Directors Council. The conference theme was “WE ARE: Empowered by our Past, Forging our Future.” Students attended identity/development workshops, education sessions, keynote speakers, school meetings and networking activities.

Partnership Highlights

Please consider being our special guest at the 7th annual Student Awards Ceremony on Wednesday, June 5 at 6 p.m. in the McGavick Conference Center. This ceremony serves to celebrate students who exemplify academic and community leadership. There will be appetizers, desserts, and entertainment, in addition to the ceremony.

The Nourish Pierce County Mobile Food Bank has been visiting the Lakewood campus every Wednesday from 1-3 p.m. outside Building 5, since March 6. Approximately 28 families representing between 75-100 individuals have been served each week. This aligns with the student priority; *Affordable, Accessible, Expanded Food Options*.

Students and staff volunteered at the Emergency Food Network Garden preparing 26 raised beds, which will produce 5,000 pounds of fresh produce this summer for the neighborhood.

Shared Governance

The Services & Activities (S&A) Budget Committee approved an \$850,000 operating budget for the 2019-2020 fiscal year (FY) with no increase to the student fee. This is a decrease of \$45,374 compared to the previous FY. The proposed budget has been submitted to Student Council and Vice President for Student Success in preparation for presentation to the College President. It is expected that this budget will be submitted to the Board in June.

Interviews to select next year’s student leaders who will operate four different student organizations and three centers are scheduled for May 13-15. It is anticipated that the summer training series will begin in late July.

By The Numbers

349 Week of Welcome attendees

551 PB&Js distributed in April

1761 Event attendees in April

Upcoming Events

Spring Fest

College Green | Lakewood Campus | May 21 | 11 a.m.-1 p.m.

Phi Theta Kappa Induction Ceremony

McGavick Conference Center | May 29 | 6 p.m.

Student Awards Ceremony

McGavick Conference Center | June 6 | 6 p.m.

CPTC Night at Rainiers Game

Cheney Stadium | June 8 | 5:05 p.m.



FY2018-2019

3rd Quarter

Period Ending

March 31, 2019

April 23, 2019

**Prepared by:
Finance Department**

Clover Park Technical College
Statement of Revenue and Expenditure by Fund Source
FY 2018-2019 period ending March 31, 2019
Cumulative beginning July 1, 2018

Fund	Description	Budget	YTD	Balance	Received	Budget	YTD	Balance	Expended	to Date
001	State Allocations	18,393,810	12,720,984	5,672,826	69%	18,393,810	12,720,984	5,672,826	69%	-
060	Capital Debt	2,517,290	997,180	1,520,110	40%	2,517,290	997,180	1,520,110	40%	-
08A	Education Legacy Trust	1,618,254	560,166	1,058,088	35%	1,618,254	560,166	1,058,088	35%	-
489	Pension Funding	999,601	786,198	213,403	79%	999,601	786,198	213,403	79%	-
149	Operating Fees/Tuition	10,485,474	8,328,364	2,157,110	79%	10,485,474	6,554,667	3,930,807	63%	1,773,697
Operating Subtotal		34,014,429	21,619,194	10,621,538	64%	34,014,429	21,619,194	12,395,235	64%	1,773,697
145	Grants and Contracts	6,228,640	2,999,322	3,229,318	48%	6,036,861	2,999,322	3,037,539	50%	-
147	Plant	32,193,448	21,594,691	10,598,757	67%	32,193,448	21,594,691	10,598,757	67%	-
148	Local Dedicated	2,117,350	2,375,623	(258,273)	112%	2,073,963	1,240,293	833,670	60%	1,135,330
522	Associated Students	1,052,127	1,092,735	(40,608)	104%	1,044,827	611,781	433,046	59%	480,954
528	Parking	142,454	128,285	14,169	90%	142,454	142,446	8	100%	(14,161)
561	Innovation Fund	291,016	259,965	31,051	89%	291,016	212,843	78,173	73%	47,122
570	Hayes Child Development Ctr	472,338	382,511	89,827	81%	579,541	194,887	384,654	34%	187,624
570	Event Services	344,126	307,923	36,203	89%	316,468	204,436	112,032	65%	103,487
570	Bookstore Commissions	80,000	87,258	(7,258)	109%	40,000	40,000	-	-	47,258
846	Grants in Aid	8,530,540	6,847,222	1,683,318	80%	8,530,540	8,209,918	320,622	96%	(1,362,696)
849	Student Loan	7,872,788	3,287,735	4,585,053	42%	7,872,788	3,664,449	4,208,339	47%	(376,714)
850	Work Study	175,561	113,834	61,727	65%	175,561	135,615	39,946	77%	(21,781)
860	CPTC Financial Aid	600,000	373,831	226,169	62%	600,000	94,040	505,960	16%	279,791
Other Subtotal		60,100,388	39,850,935	20,249,453	66%	59,897,467	39,344,721	20,552,746	66%	506,214
057	State Capital Projects	789,000	409,261	379,739	52%	789,000	409,261	379,739	52%	-
060	Capital Projects	4,219,590	1,844,865	2,374,725	44%	4,219,590	1,844,865	2,374,725	44%	-
Capital Subtotal		5,008,590	2,254,125	2,754,465	45%	5,008,590	2,254,125	2,754,465	45%	-
Total		99,123,407	63,724,254	33,625,455	64.3%	98,920,486	63,218,040	35,702,446	64%	2,279,912

Prior Year (2017-18)	Budget	YTD	Balance	%Rec	Budget	YTD	Balance	%Exp	Net to Date
Operating	29,625,784	21,605,423	8,020,361	73%	29,625,784	19,354,779	10,271,005	65%	2,250,644
Other Subtotal	26,637,646	20,884,438	5,753,208	78%	26,157,485	17,294,291	8,863,194	66%	3,590,147
Capital Subtotal	3,593,611	1,144,978	2,448,633	32%	3,593,611	1,144,978	2,448,633	32%	-
Total	59,857,041	43,634,839	16,222,202	73%	59,376,880	37,794,048	21,582,832	64%	5,840,791

As a percent of this year

60%

68%

60%

60%

Clover Park Technical College
Statement of Revenue and Expenditure by Fund Source
FY 2018-2019 period ending March 31, 2019
Cumulative beginning July 1, 2018

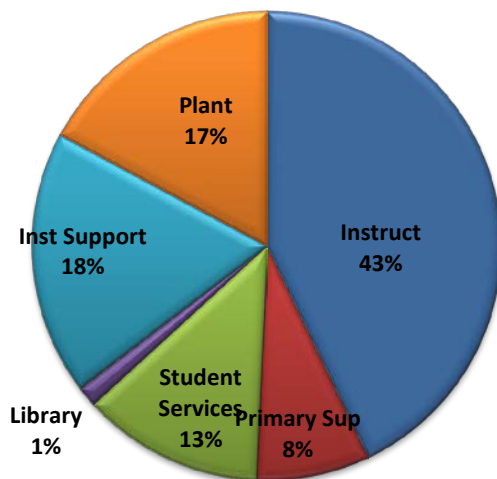
By Program

Program Index	Budget	YTD	Balance	% Expended	2017-2018	% of LYTD
010 Instruction	14,228,031	9,270,755	4,957,276	65.2%	9,009,076	103%
040 Primary Support Services	2,819,799	1,691,215	1,128,584	60.0%	1,595,191	106%
050 Libraries	470,876	303,459	167,417	64.4%	257,040	118%
060 Student Services	4,020,069	2,706,874	1,313,195	67.3%	2,557,346	106%
080 Institutional Support	6,331,475	3,939,752	2,391,723	62.2%	3,479,075	113%
090 Plant and Facilities	6,144,179	3,707,139	2,437,040	60.3%	2,457,052	151%
Total	34,014,429	21,619,194	12,395,235	63.6%	19,354,779	111.7%

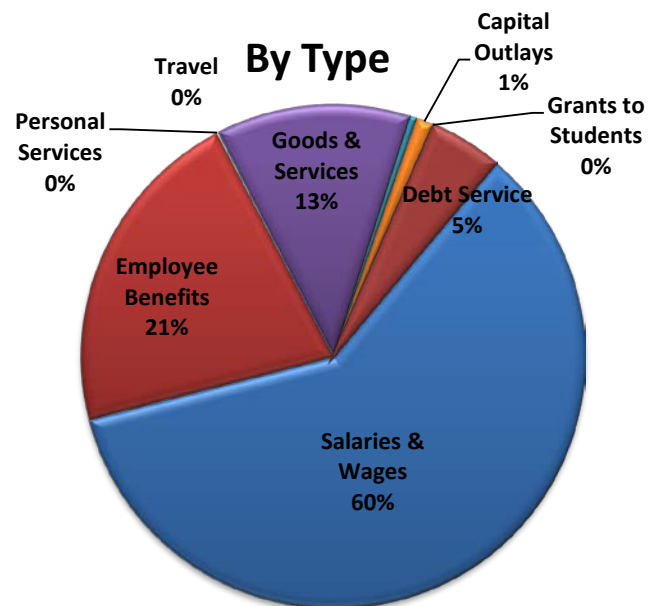
By Type

				%		%	
Expense Type				Balance	Expended	2017-2018	of LYTD
A	Salaries & Wages	18,976,518	13,000,459	5,976,059	68.5%	12,084,272	108%
B	Employee Benefits	6,541,172	4,620,789	1,920,383	70.6%	4,390,074	105%
C	Personal Services	192,574	42,627	149,947	22.1%	39,906	107%
E	Goods & Services	4,851,345	2,699,260	2,152,085	55.6%	2,402,912	112%
G	Travel	208,417	91,500	116,917	43.9%	81,693	112%
J	Capital Outlays	752,121	242,988	509,133	32.3%	407,491	60%
N	Grants to Students	8,970	14,276	(5,306)	159.1%	8,381	170%
P	Debt Service	2,517,290	997,180	1,520,110	39.6%		100%
S	Interagency Reimbursement	(146,995)	(108,806)	(38,189)	74.0%	(105,224)	103%
T	Transfers	113,017	18,922	94,095	16.7%	45,274	42%
Total		34,014,429	21,619,194	12,395,235	63.6%	19,354,779	111.7%

By Program



By Type



Clover Park Technical College
Statement of Revenue and Expenditure by Fund Source
FY 2018-2019 period ending March 31, 2019
Excludes CAMT Debt Service

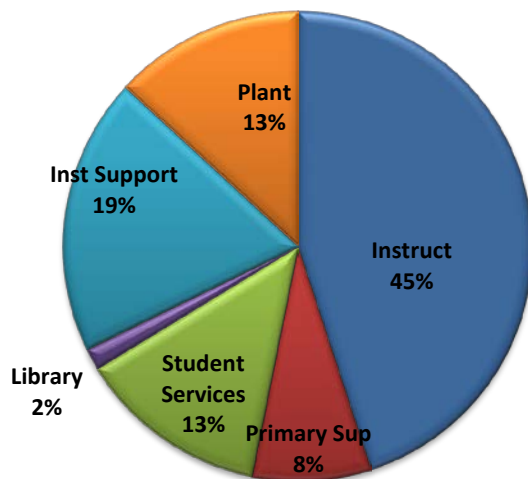
By Program

Program Index	Budget	YTD	Balance	% Expended	2017-2018	% of LYTD
010 Instruction	14,228,031	9,270,755	4,957,276	65.2%	9,009,076	103%
040 Primary Support Services	2,819,799	1,691,215	1,128,584	60.0%	1,595,191	106%
050 Libraries	470,876	303,459	167,417	64.4%	257,040	118%
060 Student Services	4,020,069	2,706,874	1,313,195	67.3%	2,557,346	106%
080 Institutional Support	6,331,475	3,939,752	2,391,723	62.2%	3,479,075	113%
090 Plant and Facilities	3,626,889	2,709,959	916,930	74.7%	2,457,052	110%
Total	31,497,139	20,622,014	10,875,125	65.5%	19,354,779	106.5%

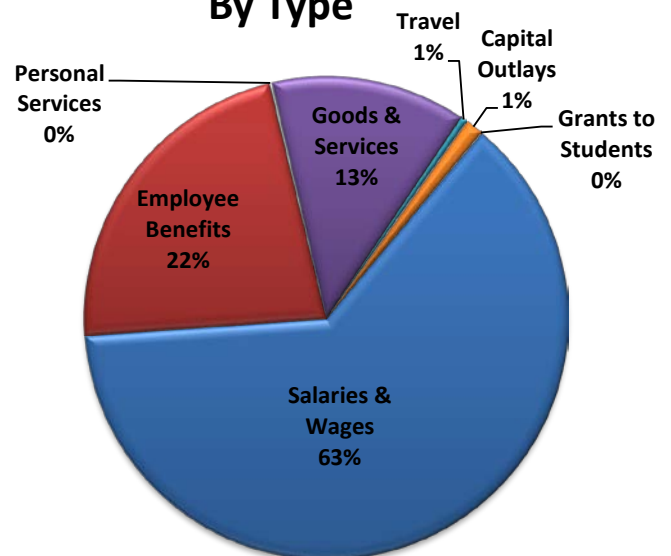
By Type

Expense Type				Balance	% Expended	2017-2018	% of LYTD
A	Salaries & Wages	18,976,518	13,000,459	5,976,059	68.5%	12,084,272	108%
B	Employee Benefits	6,541,172	4,620,789	1,920,383	70.6%	4,390,074	105%
C	Personal Services	192,574	42,627	149,947	22.1%	39,906	107%
E	Goods & Services	4,851,345	2,699,260	2,152,085	55.6%	2,402,912	112%
G	Travel	208,417	91,500	116,917	43.9%	81,693	112%
J	Capital Outlays	752,121	242,988	509,133	32.3%	407,491	60%
N	Grants to Students	8,970	14,276	(5,306)	159.1%	8,381	170%
S	Interagency Reimbursement	(146,995)	(108,806)	(38,189)	74.0%	(105,224)	103%
T	Transfers	113,017	18,922	94,095	16.7%	45,274	42%
Total		31,497,139	20,622,014	10,875,125	65.5%	19,354,779	106.5%

By Program



By Type

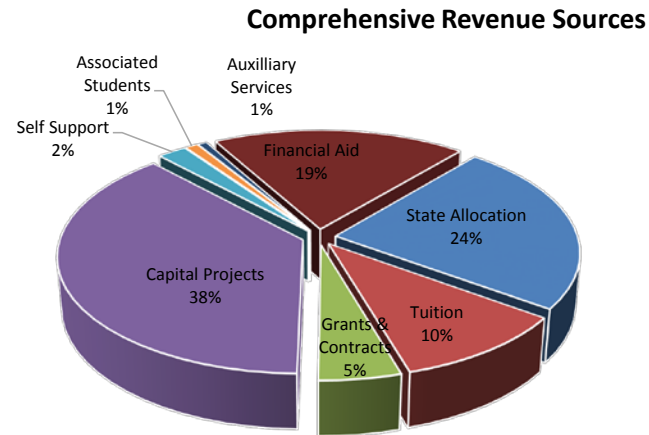


Clover Park Technical College
Statement of Revenue and Expenditure by Fund Source
FY 2018-2019 period ending March 31, 2019
Cumulative beginning July 1, 2018

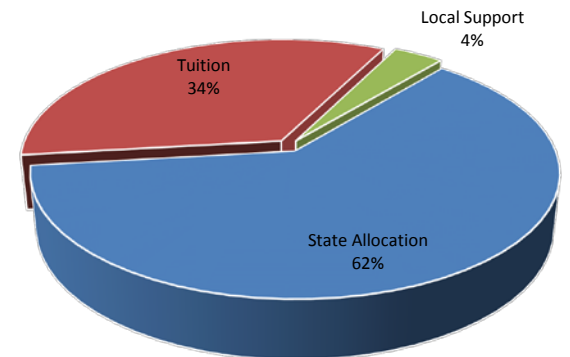
Revenues				Balance	% Received
Fund	Description	Budget	YTD		
149	90 Operating	8,503,607	10,960,866	(2,457,259)	129%
148	Debt Service (Student Union COP)	10,485,474	-	10,485,474	0%
148	Litigation	1,000,000	-	1,000,000	0%
148	Local Capital	1,027,131	1,083,796	(56,665)	106%
Reserves Subtotal		19,989,081	10,960,866	9,028,215	55%
148	ctcLink	846,955	846,955	-	100%
149	Childcare Support	107,203	107,203	-	100%
Earmark Subtotal		954,158	954,158	-	100%
Total		20,943,239	11,915,024	9,028,215	

Expenditures		Balance	% Expended	Net to Date
Budget	YTD			
8,503,607	-	8,503,607	0%	10,960,866
10,485,474	-	10,485,474	0%	-
1,000,000	-	1,000,000	0%	-
1,027,131	-	1,027,131	0%	1,083,796
21,016,212	-	21,016,212	0%	12,044,662
846,955	47,310	799,645	6%	799,645
107,203	54,773	52,430	51%	52,430
954,158	-	954,158	0%	852,075
21,970,370	-	21,970,370		12,896,737

College Comprehensive Expenses by Funding Source			
Source	Budget	YTD Exp	% Funding
State Allocation	23,528,955	15,064,527	24%
Tuition	10,485,474	6,554,667	10%
Grants & Contracts	6,036,861	2,999,322	5%
Capital Projects	37,202,038	23,848,816	38%
Self Support	2,216,417	1,382,739	2%
Associated Students	1,044,827	611,781	1%
Auxilliary Services	936,009	439,323	1%
Financial Aid	17,178,889	12,104,022	19%
	98,629,470	63,005,197	100%



General Operating Funding Sources			
Source	Budget	YTD Revenue	YTD %
State Allocation	23,528,955	15,064,527	62%
Tuition	10,485,474	8,328,364	34%
Local Support	953,433	881,168	4%
	34,967,862	24,274,059	100%



One-Time Funding Status

Statement of Revenue and Expenditure by Fund Source

FY 2018-2019 period ending March 31, 2019

Cumulative beginning July 1, 2018

Administration

VP of Finance & Admin	Updated Master Plan	Institution Sustainability	\$	60,000	-	60,000.00	Work is largely complete; invoice received in mid April
Facilities	Pressing tool	Institution Sustainability	\$	4,800	3,882.83	917.17	Tool purchased and in use
Facilities	Way Finding Signs	Student Success	\$	150,000	-	150,000.00	Our effort to fund one of the monument signs didn't work. We have several small sign orders in, but most will not be spent by 6/30
Information Technology	25Live Scheduling software	Institution Sustainability	\$	25,000	-	25,000.00	We won't be charged for this by SBCTC
		Institution Sustainability	\$	239,800	\$ 3,883	235,917.17	

Instruction

VP of Instruction	Instructional Maintenance/Licenses	Student Success and Workforce Preparation	\$	150,000	27,574.69	122,425.31	K&K Equipment, repairs/parts/service prep deck, Automotive (190520); Toyota Lift NW, forklift parts/labor, HVAC (190544); Compressed Air Systems (190633); Air Systems Engineering, install exhaust Plasma machine, Welding (MC18120).
Auto Collision	TIG Welders	Student Success	\$	17,000	16,026.28	973.72	New TIG welders in our automotive collision program contributed to student success by providing students with updated welding technology and tools.
Cosmo/Esthet/Massage	A/V upgrade- all B8 classrooms	Student Success, Institutional Excellence and Workforce Preparation	\$	75,000	-	75,000.00	Once complete, this project will support all three core themes. This is a replacement of the old, no longer working Audio/Visual system, and will effect up to 180 students per quarter. April 2019: The projectors have been ordered (\$16,365), and the installation bid has been awarded (\$71,818.67).
CNISS	Replace Classroom lab computers	Student Success	\$	99,615	90,665.09	8,949.91	New computers in the CNISS program contributed to student success through providing students with updated computer desktop technology.
Culinary Arts	Triple Deck Pizza Oven	Institutional Excellence	\$	25,000	19,180.13	5,819.87	Core Theme: Institutional Excellence. The pizza ovens have been installed, and are benefiting our students, the program and the community members who enjoy the fine dining available in the Rainier Room. For regulations reasons we needed to change from a deck-style oven to a conveyor style. Students have already been experimenting with the unit. They have done pizzas, casseroles, egg dishes, scones and several other items. The unit is proving to be more versatile than expected and is used everyday. This will become a vital part of our kitchen, supporting students and patrons of our restaurant.
Digital Entertainment	Projector upgrades- 2	Student Success	\$	2,500	2,500.00	-	New projectors in our media design program contributed to student success by providing students a functional projector within the instructional space.
Nursing	Simulation Software upgrade	Student Success & Institutional Excellence	\$	14,285	12,503.64	1,781.36	Core Theme(s); Workforce Preparation, Student Success and Institutional Excellence. Simulation helps prepare students for their 'live' clinical experiences; this benefits the students, the clinical site staff and the patients they will be working with. The software was installed October 31, 2018. Training on the new software is scheduled for January 4, 2019

One-Time Funding Status

Statement of Revenue and Expenditure by Fund Source

FY 2018-2019 period ending March 31, 2019

Professional Pilot	Aircraft Replacement	Student Success	\$	220,000	-	220,000.00	Pending RFP for a broker; New planes contribute to student success through providing professional pilot students with modern aviation technology.
Transitional Studies	Classroom equip: chairs, projectors	Student Success	\$	14,600	12,274.00	2,326.00	Equipment, including white boards, chairs, ADA accessible tables, and a storage unit were purchased for Transitional Studies to improve accessibility, learning experience, and safety.
Library	ALMA	Student Success/Workforce Preparation	\$	32,872	32,872.01	(0.01)	This is an annual cost and provides journal access, general library support, such as circulation and dues to staff and students
			\$	650,872	\$ 213,596	437,276.16	

Strategic Development

Human Resources	HR Part Time Staffing	Institution Sustainability	\$	40,000	11,757.15	28,242.85	During the time period of December 7, 2018 to April 16, 2019, 20 permanent positions have been filled. The positions are 8 tenure track faculty, 6 classified, 3 AFT-PROF, 3 unrepresented, and 2 IUOE. In comparison, from December 7, 2017, to April 16, 2018, 4 permanent positions were filled. This year's hiring is five times more than last year's during the same time period. During the time period of July 1, 2018, - April 16, 2019, 42 permanent positions have been filled.
College Relations	Advertising carryforward	Institutional Excellence	\$	90,000	90,000.00	-	Our advertising campaign with 25th Hour Communications directly led to 455 mobile calls to CPTC, more than 8,000 digital ad clicks, more than 3,200 mobile mailers, and nearly 200 conversions on the "Apply Now" button on the website landing page during August/September 2018.
College Relations	Program Promotional Videos	Institutional Excellence	\$	50,000	43,500.00	6,500.00	We are on track for full completion of the project at the end of May. We've reviewed the first 10 program videos and will receive the first cut of the final 10 program videos in late April for our review. Final delivery for all content is scheduled for May 31, at which point we will pay the final installment.
College Relations	Online Catalog Software	Student Success/Institutional Excellence	\$	11,800	-	11,800.00	This project has grown and now includes several pieces that will be funded in partnership with both Guided Pathways and Instruction. Contract challenges delayed the start of the project significantly but have been resolved and we are preparing to move forward with the initial content migration. The one-time setup fee funding will be paid once the content migration takes place.
			\$	191,800	\$ 145,257	\$ 46,542.85	

Student Services

Welcome Center	Welcome Center Bookcases	Student Success	\$	3,303	3,303.00	-	Created a space more inviting and welcoming to our students. Also decreases risk of injury through increased storage space.
Student Success	Student Services Accessibility Moves	Student Success	\$	200,000	32,953.32	167,046.68	Site Preparation began in Winter Quarter. Moves delayed to Spring Quarter for permitting & updates. Furniture & equipment ordered.

One-Time Funding Status

Statement of Revenue and Expenditure by Fund Source

FY 2018-2019 period ending March 31, 2019

International Programs	Agent Commission	Student Success	\$	22,500	13,015.60	9,484.40	Funding provides ongoing operational support to grow our international student population. Participated in International recruitment efforts to SouthEast Asia & Samoa to help attract International students. Increased agent contracts to help attract International students.
Childcare Center	Hayes Childcare Center	Student Success	\$	107,203	52,430.00	54,773.00	Funding provides ongoing operational support for the Hayes Center. Able to reopen a 2nd Toddler and a 2nd school age classroom. Also moving ahead with Summer Camp programming project to start Summer 2019.
			\$	333,006	\$ 101,702	\$ 231,304.08	
Total			\$	1,415,478	\$ 319,181	916,297.41	

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

*

2019-2020 FEES

<u>FEE CD</u>	<u>TITLE</u>	<u>FY 18-19 RATES</u>
LV	ELECTRONIC LOW VOLTAGE	\$ 26.25
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



Dustin Cooper

Avionics Faculty

Dustin was born and raised in Tacoma, Washington. At an early age he was instilled to have a strong work ethic. As the youngest sibling of three, he had the opportunity to learn from the experiences of his family before acquiring his own. A motorcycle accident left his father paralyzed from the neck down when he was just 3 years old, which left his mother to work hard to support him and his siblings.

Dustin started working at the age of 16 at a local grocery store. He would work at this establishment through high school and graduation. At this juncture in his life, he realized that he needed further growth and experiences. Dustin enlisted in the United States Air Force at the age of 19 as an Aircraft Avionics Technician. He was then stationed at Joint Base Lewis McChord (JBLM) from 2006-2014 working on the Boeing C-17 Aircraft as an Instrument and Flight Controls Systems Craftsman. During this time, and among two deployments and countless temporary duty stations, he gained extremely valuable experience as an Avionics Technician. Dustin trained to be proficient in his own duty title as well as others. He trained to refuel, change tires and brakes, service engine oil and liquid oxygen, as well as towing and jacking the aircraft.

In 2013, Dustin received orders to serve as an instructor of Avionics at Sheppard AFB, TX. He left JBLM in late February of 2014 to pursue his next life-learning experience. Upon reception to Sheppard AFB, he felt it was conducive to learning and training. He realized his passion for teaching and mentoring incoming Airmen to be more rewarding than anything he had done before. During this time, Dustin pursued further education and earned two associates degrees with relation to Aviation and Instruction of Avionics systems. He went on to instruct 5K hours from 2014-2018 gaining valuable experience in education, mentoring, and developing teaching methods to relate to a diverse population of students.

After serving 12 years in the Air Force, Dustin realized it was time to move on to different avenues. He had outgrown the Air Force and realized that without his departure he would be locked into a lifestyle that would stagnate his growth. His passion for exploring new ideas and growth as a person was his catalyst to start a new chapter in his life. Dustin began pursuing his Airframe and Powerplant license immediately following his departure from the Military, which he is still in process of obtaining. While enrolling at Clover Park Technical College (CPCT), he was

alerted to an Avionics Instructor position. He was swift to apply and later received the position and title of Avionics Instructor, once again.

Currently, Dustin is a full-time student and instructor for CPTC and resides in Puyallup, Washington. Even after a short period of being with the college and learning both as an instructor and student, he has realized his skill-set, and he himself has found a home to learn, explore, and further cultivate his instructional and interpersonal skills.



Tracy Irish

Electrician – Low Voltage Faculty

My name is Tracy Irish. I was born in 1970 at Tacoma General Hospital and I have been a Washington native for over 48 years. I Graduated from Bethel Sr. High School in 1988. I also have a daughter that graduated from Eastern College and is currently living in Alaska working on her postgraduate work.

In 1990, I started a skateboarding company that lasted for about four years. Around that time, I attended Green River Community College to pursue independent studies in math, psychology, mass media, and chemistry. It was around this time that I also spent a few years training to become a locksmith.

During the late 90's, my interests turned towards theology, which led me down the road to study foreign languages and etymology in hopes of becoming a Transliterator. After spending three years studying ancient languages, such as Cuneiform and Hebrew, I turned my attention toward archeology. This led me to a new interest of learning how ancient cultures harnessed power and electricity.

In 2006, I decided to attend Clover Park Technical College (CPTC) and pursue a degree in Applied Technology by taking the Low Voltage Fire Security program. I was the first in my family to attend college. I graduated from CPTC in 2008 and immediately started working in the electronics field. I worked for a few years in the RF field working alongside law enforcement maintaining their communications systems. I later worked for King County as a Technician.

After three years in King County, I decided it was time to work on getting my hours for my Washington State 06 Electrical License. I passed the test in 2017 and have been working in the field as a Journeyman ever since. In 2019, I joined the CPTC family by becoming the instructor for the Low Voltage Fire/Security program, the same one I graduated from in 2008. I'm excited to share my knowledge and life experiences with the next generation of prospective Electricians.



Michael Mullins

Automotive Collision and Restoration Faculty

Hello, I am Mike Mullins. I have lived most of my life in Kitsap County. I graduated from South Kitsap High School. In fall of 1990 I started at Clover Park Technical College. I received a scholarship from the Olympic Street Rod Association to help cover some of my expenses. I have also taken classes in business and have a certificate in Welding.

I have worked on cars as far back as I can remember. My dad and my grandfather were both interested in hot rods. My grandfather owned a Shell service station in Grayland, WA until his retirement. This started me on my life-long love of all things mechanical related. Growing up we went to car shows, rod runs, poker runs, and other motor sport events. In high school my dad and I built a 1965 Ford Falcon with a tri-power motor. I still have the car to this day. My current project for myself is a 1936 Ford 5-window Coupe.

I started working in the industry as a shop helper while I was still in high school. I have worked for many fantastic shops and have learned a lot along the way. In 2002, I was working for Mathison's Rods & Customs when Mr. Mathison decided to retire. It was then that I began building my own business. My shop, Mullins Enterprises, still operates today. I have had multiple cars win awards in local shows. One of my favorite cars is a bright orange Scout similar to the one my wife had in college.

I am part of the South Kitsap High School Auto-shop Board. We have a car show that was revived from our high school days that is held in May. Students and spectators can enter their vehicles for show.

In my spare time I like to go to car shows, youth sports, hang out with my family and our dogs, Sheila and Lucy.



Julie Watts

Interior Design Faculty

I am pleased to have been selected for the Interior Design Instructor – Full-time Tenure Track position at Clover Park Technical College (CPTC). I have been employed as a faculty member in the Interior Design program at CPTC since 2007, working full-time since 2008, and teaching software programs, such as SketchUp, Adobe Photoshop and InDesign, AutoCAD, as well as courses in commercial space planning and portfolio development. Most importantly, I love what I do and would like to continue teaching and growing at CPTC for years to come.

My qualifications are directly in line with all the requirements for this position. I earned my AAT in Interior Design from Clover Park Technical College; not only am I familiar with teaching at CPTC, but I also know what it's like to be a student here. Previous to earning my Interior Design degree, I earned a Bachelor of Music Education degree from PLU, which required the same course work as any other education major. I earned my teaching certificate and learned to develop curriculum and lesson plans focusing on course outcomes, how to work in a classroom environment with students of varying abilities and learning styles, and many other helpful skills related to what I do today. I am currently working on earning a Master of Science in Interior Design degree from Ball State University and should be completed with my course requirements in July of 2019. In addition to my education, I have over 13 years of industry experience and continue to work in the field as time allows doing freelance work for designers, contractors, developers, commercial realtors, and building owners. I maintain NCIDQ (National Council for Interior Design Qualification) certification and LEED Green Associate accreditation.

Working at Clover Park Technical College is a blessing. I love the people, culture, and diversity that are found in the faculty and staff, as well as the students. Working with people of varying ages, abilities, backgrounds, beliefs, and life circumstances is an experience one doesn't get at just any institution or work place. I share this constantly with people when they ask me how I like doing what I do and working where I work. I am proud to say that I am a part of CPTC and that we provide a solid education to all who desire to learn. It is my career goal to continue working at CPTC, helping to further develop the program and bring skilled interior designers into the workforce.

I am passionate about providing the best interior design education to our students. I believe this means a well-rounded combination of technical and creative skills, experience, and exposure to

industry. While always willing to meet students wherever they are at, it is my goal to get them all to a level of industry expectation. It is beneficial to break beyond the four walls of our classroom to experience design. Field trips, industry speakers, product exposure, and community work are all a part of what we do in our program. In order to facilitate this, I maintain good relationships with industry partners and other institutions. Ultimately, I aim to ensure our students are getting the jobs they want within our industry and that CPTC's Interior Design program maintains a good reputation in our community.



RESOLUTION 19-05-97
Requesting Temporary Waiver from
High School Graduation Requirements

WHEREAS, Clover Park Technical College (CPTC) grants high school diplomas through the Northwest Career & Technical High School (NWCTHS) and through Adult High School Completion programs, and

WHEREAS, CPTC ensures that students complete the minimum graduation requirements that pertain to their graduating class (as determined by the date they entered 9th grade), set forth in WAC Chapter 180-51, and

WHEREAS, in 2014, WAC 180-51-068 implemented a 24-credit graduation requirement beginning with the Class of 2019 (students entering ninth grade on or after July 1, 2015). Due to the significant change in requirements, the WAC also allows districts to apply for a temporary waiver from these requirements, and

WHEREAS, the temporary waiver from high school graduation requirements allows a public school, private school, or community college to delay implementation of the 24-credit graduation requirements in WAC 180-51-068. By utilizing this waiver, students will need to meet the requirements of WAC 180-51-067 rather than the requirements of WAC 180-51-068. For Clover Park Technical College, this allows for alignment with local high schools who are using the lower requirements and increased access to high school diploma completion for our students.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approve a resolution, as required by WAC 180-51-068, to request a temporary waiver from the high school graduation requirements directed by Chapter 217, Laws of 2014 (E2SSB 6552) beginning with the graduating class of 2021 instead of the graduating class of 2019.

PASSED AND ADOPTED by the Board of Trustees of Clover Park Technical College, state of Washington, on this 8th day of May 2019.

Attested by:

Approved by:

Joyce Loveday, Ph.D.
President
College District Twenty-Nine

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