



Board of Trustees Meeting

Virtual, Via Zoom: <https://zoom.us/j/95042850043?pwd=WkNaVVQzWHJ1a3ZMSVh6MFJWRUYxQT09>

AND in Bldg. 17, Room 260

Wednesday, October 14, 2020

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

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

Study Session Agenda

3:00	Call to Order, Introductions	Eli Taylor	
3:05	FY20-21 Budget Discussion.....	Lisa Wolcott	Tab 1
3:35	Annual Enrollment Review	Samantha Dana	Tab 2
3:50	2020-21 Trustee Committee Assignments.....	Eli Taylor	Tab 3
4:00	Adjournment	Eli Taylor	

.....

Regular Meeting Agenda

4:00	Call to Order, Introductions	Eli Taylor	
	Adoption of Agenda	Eli Taylor	
	<i>Action</i>		
	Approval of the Regular Meeting Minutes of.....	Eli Taylor	Tab 4
	August 12, 2020		
	<i>Action</i>		
4:05	President's Report	Joyce Loveday	
	<ul style="list-style-type: none">• Opening Day• ACCT Virtual Conference• Miscellaneous		
4:20	College Reports or Highlights		
	FY 2019-20 4th Quarter Budget Report	Lisa Wolcott	Tab 5
	Fall Quarter Enrollment Update	Scott Latiolais	
	Instruction Report – Education during COVID-19	Tom Broxson	Tab 6

4:50 Chair's Report..... Eli Taylor

4:55 Board Reports and/or Remarks All

5:00 Public Comments Eli Taylor

5:10 New Business Eli Taylor

Approval of the FY 2020-21 Operating Budget

Action

Tab 1

5:15 Executive Session Eli Taylor

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.

5:15 Adjournment Eli Taylor



Clover Park Technical College

2020-2021
General operating budget

**CLOVER PARK TECHNICAL COLLEGE
202-2021 BUDGET**

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CLOVER PARK TECHNICAL COLLEGE 2020-2021 BUDGET OVERVIEW

This budget document, submitted to the Board of Trustees for their consideration represents the 2020-2021 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

2020-2021 Tuition

Lower Division		
	2020-2021 <u>Resident</u>	2020-2021 <u>Non-Resident</u>
<u>QUARTERLY FOR 15 CREDITS</u>		
Building	\$ 143.25	\$ 296.85
Operating	\$ 116.90	\$ 2,782.10
S&A (Maximum)	\$ 105.00	\$ 105.00
Total	<u>\$ 365.15</u>	<u>\$ 3,183.95</u>
<u>PER CREDIT UP TO 10 CREDITS</u>		
Building	\$ 12.18	\$ 27.14
Operating	\$ 89.24	\$ 252.52
S&A (Maximum)	\$ 10.50	\$ 10.50
Total	<u>\$ 111.92</u>	<u>\$ 290.16</u>
<u>PER CREDIT SURCHARGE 11-18 CREDITS</u>		
Building	\$ 4.29	\$ 5.09
Operating	\$ 44.90	\$ 51.38
S&A (Maximum)	\$ -	\$ -
Total	<u>\$ 49.19</u>	<u>\$ 56.47</u>
<u>EXCESS CREDIT SURCHARGE 19 CREDITS AND OVER</u>		
Operating Fee Only	\$ 101.42	\$ 279.66
Upper Division		
	2020-2021 <u>Resident</u>	2020-2021 <u>Non-Resident</u>
<u>QUARTERLY FOR 15 CREDITS</u>		
Building	\$ 143.25	\$ 296.85
Operating	\$ 1,967.10	\$ 5,815.40
S&A (Maximum)	\$ 105.00	\$ 105.00
Total	<u>\$ 2,215.35</u>	<u>\$ 6,217.25</u>
<u>PER CREDIT UP TO 10 CREDITS</u>		
Building	\$ 12.18	\$ 27.14
Operating	\$ 196.71	\$ 581.54
S&A (Maximum)	\$ 10.50	\$ 10.50
Total	<u>\$ 219.39</u>	<u>\$ 619.18</u>
<u>PER CREDIT SURCHARGE 11-18 CREDITS</u>		
Building	\$ 4.29	\$ 5.09
Operating	\$ -	\$ -
S&A (Maximum)	\$ -	\$ -
Total	<u>\$ 4.29</u>	<u>\$ 5.09</u>
<u>EXCESS CREDIT SURCHARGE 19 CREDITS AND OVER</u>		
Operating Fee Only	\$ 208.89	\$ 60.68

2020-2021 TUITION WAIVERS

Waivers are calculated based on 2020-2021 resident tuition of \$111.92 per credit or \$1,365.15 per quarter.
All waivers are effective Fall Quarter 2020.

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

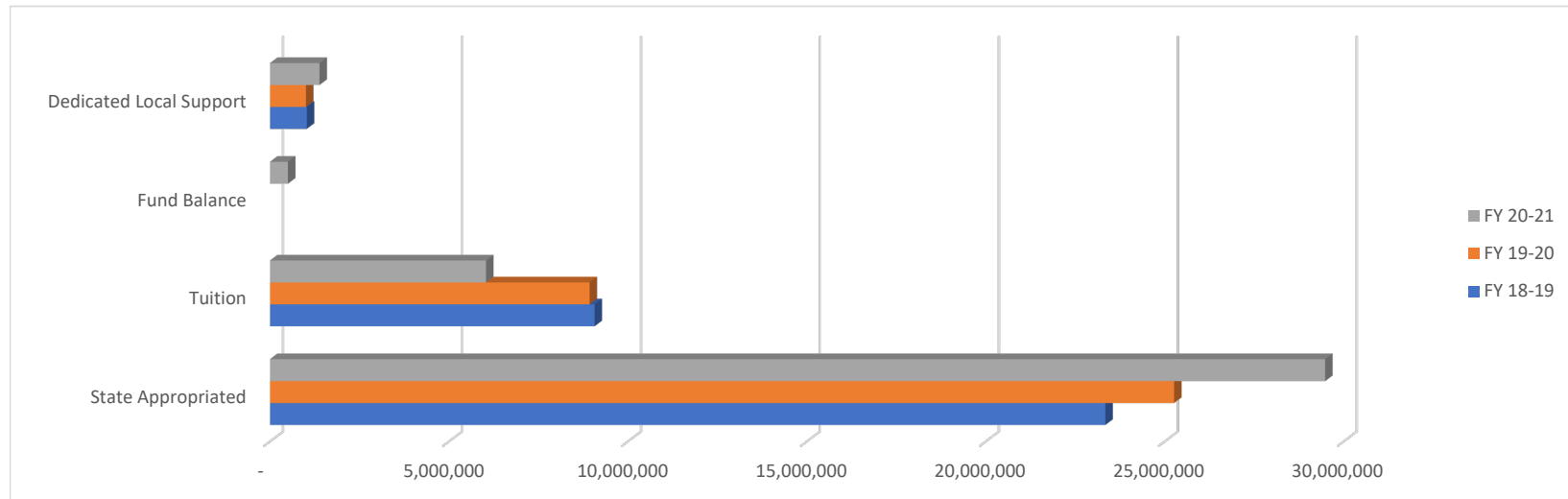
2020-2021 FEES

<u>FEE CD</u>	<u>TITLE</u>	<u>FY 20-21 RATES</u>
51	JOB-PROF PILOT	\$ 2,500.00
95	NURSING EXPENSES	\$ 98.90
AC	AUTOMOTIVE COLLISIO	\$ 34.15
AE	ARCHITEC ENGNRNG LAB	\$ 30.65
AF	AUTOMOTIVE TECH	\$ 34.15
AM	AVIATION MAINTENANCE	\$ 50.00
AR	AUTOCORE	\$ 52.95
AV	AVIONICS	\$ 50.00
BC	BACKGROUND CHECK	\$ 104.70
BI	BIOLOGY LAB FEE	\$ 30.00
CB	CONSTRUC/BLDG MATERIAL	\$ 34.15
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	\$ 44.45
CN	CNISS LAB FEE	\$ 55.05
CO	COSMETOLOGY MATERIAL F	\$ 156.55
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	\$ 33.00
EL	ENVIRON SC CHEMISTRY	\$ 28.90
ET	ESTHETICS MATERIAL FEE	\$ 76.70
FD	HVAC EPA CERT TEST FEE	\$ 44.00
FE	FSME	\$ 27.50
FM	FORD MLR PROGRAM FEE	\$ 150.00
GP	GRAPHIC DESIGN MAT FEE	\$ 64.00
HE	HEMODIALYSIS LAB FEE	\$ 32.25
HL	HISTOLOGY LAB FEE	\$ 48.10
HR	HEALTH RECORD SUBSCR	\$ 83.65
HV	HVAC LAB FEE	\$ 42.35
IN	INTERIOR DESIGN FEE	\$ 50.00
KF	KAPLAN FEE	\$ 96.16
LP	LPN MASTERY SERIES FEE	\$ 17.30
LV	ELECTRONIC LOW VOLTAGE	\$ 27.80

2020-2021 FEES

<u>FEE CD</u>	<u>TITLE</u>	<u>FY 20-21 RATES</u>
MA	MEDICAL ASSISTING FEE	\$ 30.00
MG	MASSAGE MATERIAL FEE	\$ 77.30
MH	MECHATRONICS	\$ 20.00
MK	MEDICAL LAB TECH FEE	\$ 31.15
MN	MANUFACTURING MATERIAL	\$ 40.55
MS	NON DESTRUCT TESTING	\$ 45.00
NA	NURSING ASST LAB FEE	\$ 42.35
NC	NURSING CONSORTIUM	\$ 100.00
ND	NDT CLASSROOM	\$ 1,434.20
PA	PASTRY ARTS FEE	\$ 125.15
PE	PHARMACY TECHNICAL TEST FEE	\$ 142.00
PH	PHLEBOTOMY FEE	\$ 92.55
PO	PHARMACY TECH LAB FEE	\$ 105.90
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	\$ 126.40
WT	WELDING CERT TEST FEE	\$ 150.00

**CLOVER PARK TECHNICAL COLLEGE
2020-2021 GENERAL OPERATING BUDGET
SUMMARY BY SOURCE**



	FISCAL YEAR 2018-2019	FISCAL YEAR 2019-2020	FISCAL YEAR 2020-2021
STATE FUNDS			
State Appropriated Funds	<u>\$ 23,342,494</u>	<u>\$ 25,263,857</u>	<u>\$ 29,484,944</u>
LOCAL FUNDS			
Tuition	<u>\$ 9,069,996</u>	<u>\$ 8,929,148</u>	<u>\$ 6,035,102</u>
Dedicated Local Support	<u>\$ 1,028,272</u>	<u>\$ 1,003,433</u>	<u>\$ 1,382,933</u>
Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>
Total Local Funds	<u>\$ 10,098,268</u>	<u>\$ 9,932,581</u>	<u>\$ 7,918,035</u>
TOTAL FUNDS AVAILABLE FOR OPERATING EXPENDITURES	<u><u>\$ 33,440,762</u></u>	<u><u>\$ 35,196,438</u></u>	<u><u>\$ 37,402,979</u></u>

**CLOVER PARK TECHNICAL COLLEGE
2020-2021 BUDGET
OTHER FUNDS**

FUND	PROGRAM	REVENUE	EXPENSE	BALANCE
146	Running Start	363,849	363,849	-
148	Self Support	2,174,081	2,169,357	4,724
522	Student Activities	694,006	694,006	-
528	Parking	140,000	140,000	-
570	Childcare Center	599,000	571,162	27,838
570	Conference Center	134,000	134,000	-
145	NWCTHS	<u>2,000,000</u>	<u>1,571,067</u>	<u>428,933</u>
		<u>5,741,087</u>	<u>5,279,592</u>	<u>461,495</u>

2020-2021 RESERVES

90 Operating	9,350,745
Debt Service (Student Union COP)	3,586,307
Litigation	949,064
Local Capital	1,058,797
Tuition Installment Plan Program	53,084
General Operating Deferred Reductions	500,000
FY 19-20 Hayes Center Additional Support	36,688
ctcLink Project	1,141,625
Total Restricted Reserves	<u>16,676,310</u>
Total Unrestricted Reserves	<u>5,563,200</u>
Total Reserves	<u>22,239,510</u>

2019-2020 Academic Year Enrollment Review

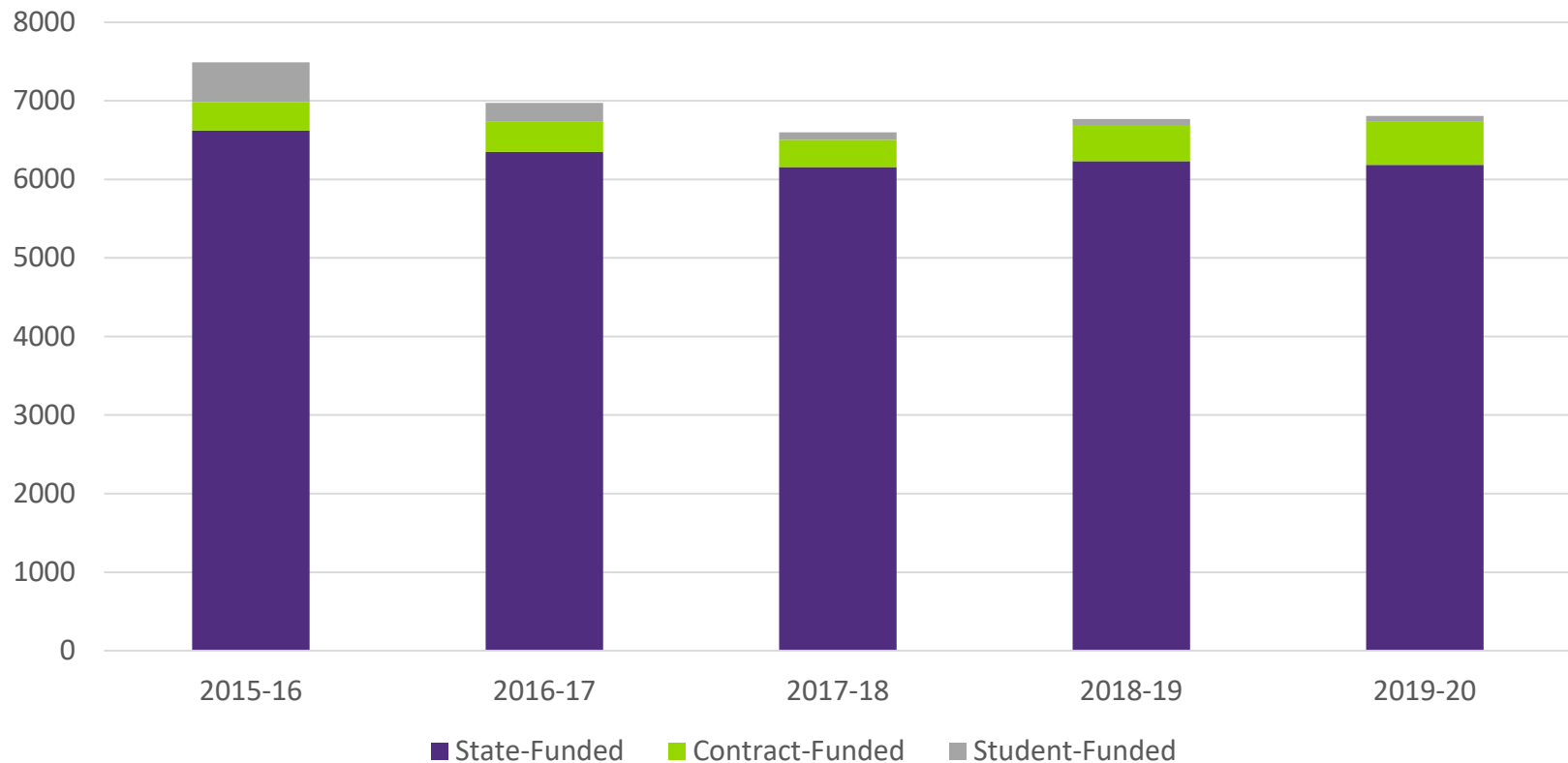
CPTC Data Finals

- Enrollment Services submits data to the State Board
- They verify it and add some new information to it
- They return it to us to use as our final files
- Data available 1-2 months after quarter end
- State dashboards used for comparisons



Headcount

Enrollment by Fund Source



Source: Enrollment Data Dashboard
<https://www.sbctc.edu/colleges-staff/research/data-public/enrollment-data-dashboard.aspx>



How is CPTC doing?

Headcount by Fund Source

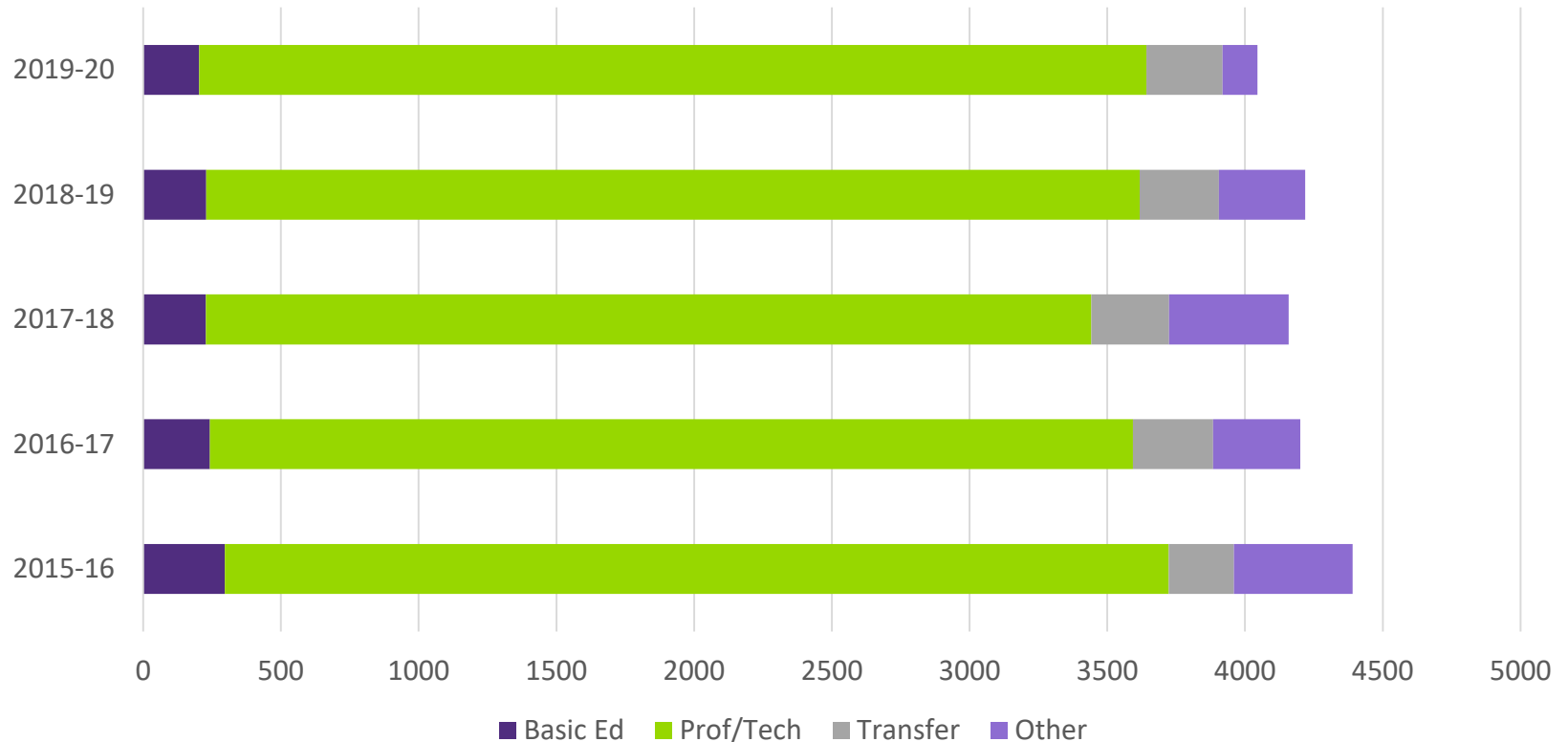
	State	Contract	Student
State Average	69.5%	21%	15.4%
Pierce County	73.4%	26.4%	5.8%
Technical Colleges	87.6%	10.2%	5.8%
CPTC	91%	8%	1%

Source: Enrollment Data Dashboard
<https://www.sbctc.edu/colleges-staff/research/data-public/enrollment-data-dashboard.aspx>



Full Time Equivalents

FTE by Student Intent



Source: Enrollment Data Dashboard
<https://www.sbctc.edu/colleges-staff/research/data-public/enrollment-data-dashboard.aspx>



How is CPTC doing?

FTEs by Student Intent

	Basic Ed.	Prof/Tech	Transfer	Other
Technical Colleges	11.1%	73.4%	7.5%	8%
CPTC	5%	85%	6.8%	3.1%

FTE Trends

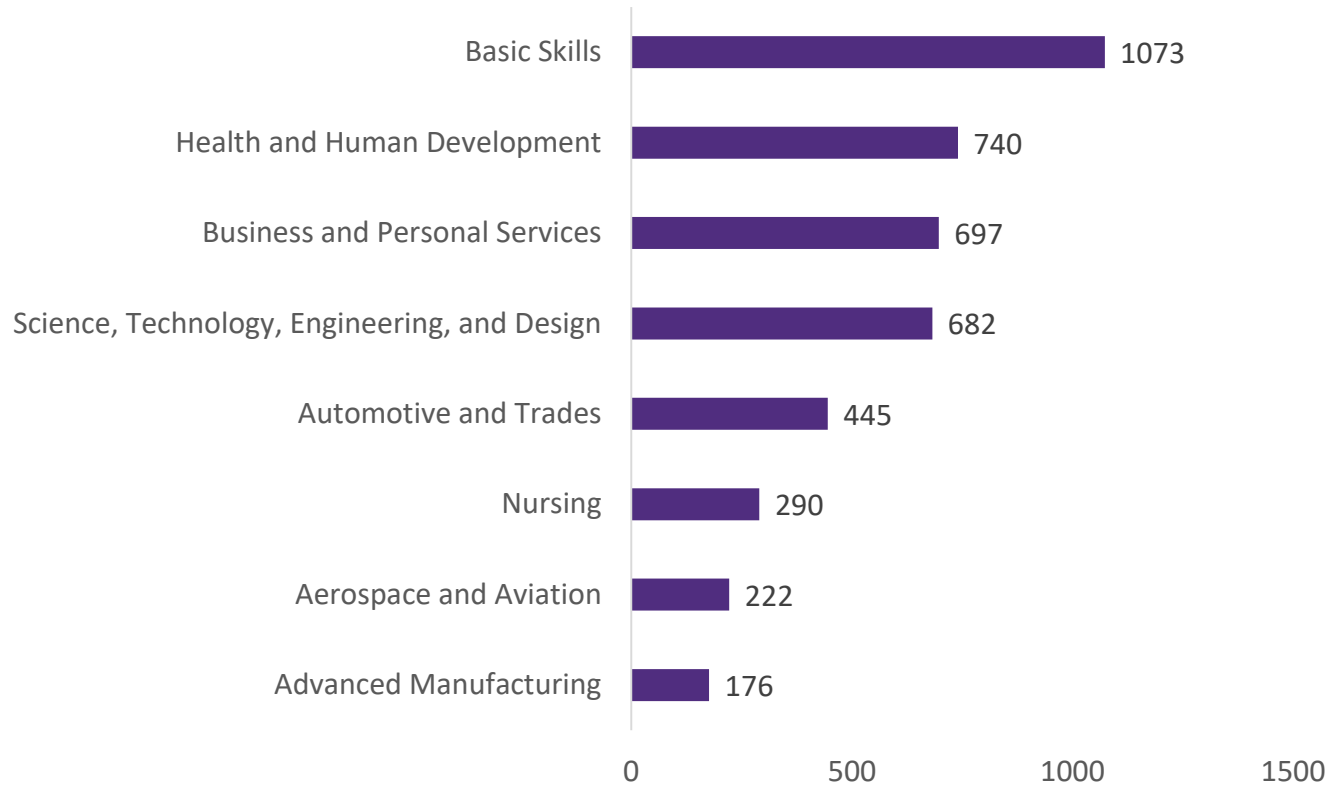
	2018-19	2019-20	Difference
State	169,652	161,901	-4.6%
Pierce County	22,414	21,581	-3.7%
Technical Colleges	17,416	16,199	-7%
CPTC	4,253	4,044	-5%

Source: Enrollment Data Dashboard
<https://www.sbctc.edu/colleges-staff/research/data-public/enrollment-data-dashboard.aspx>



Enrollment by School

2019-20 Headcount



How is CPTC doing?

Top Growth in FTEs

Esthetic Sciences +27 FTEs

Avionics +13 FTEs

Graphic Technologies +13 FTEs

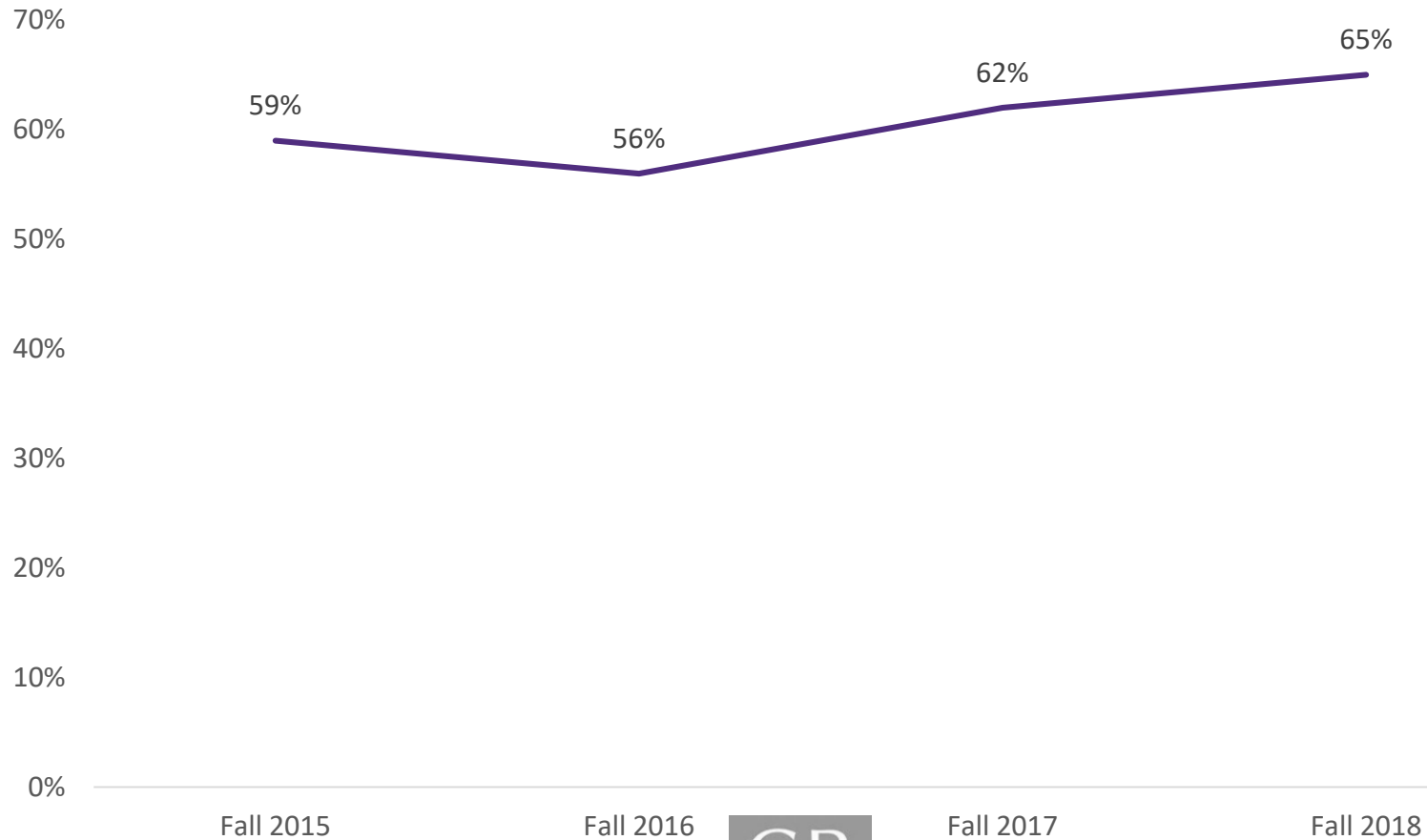
Largest Decline in FTEs

Aviation Maintenance Tech -39 FTEs

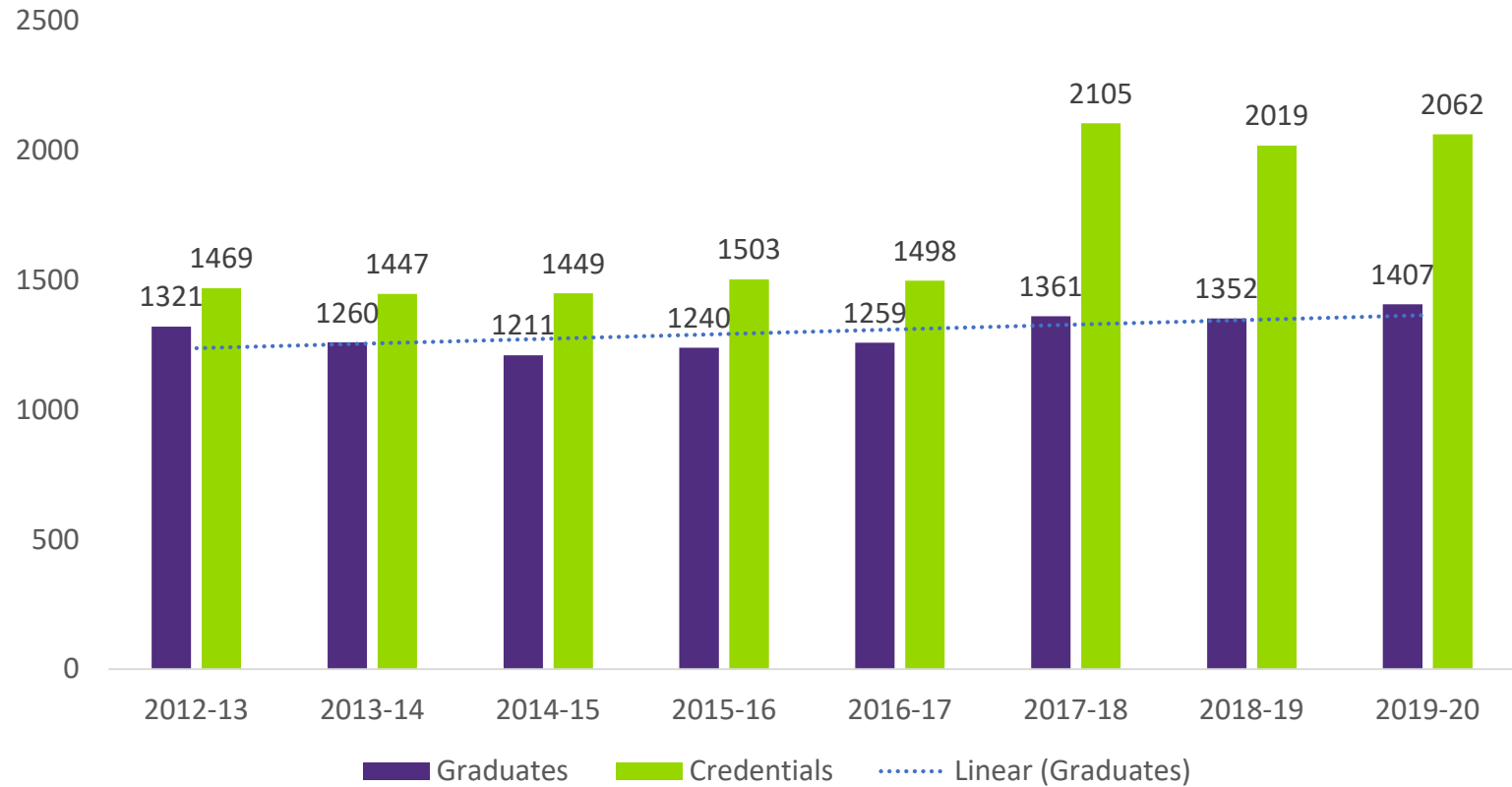
Welding -22 FTEs

Digital Entertainment and Design -17 FTEs

Retention



Completions



Employment



Source: SBCTC After College Status Dashboard
<https://www.sbctc.edu/colleges-staff/research/data-public/after-college-outcomes-dashboard.aspx>



How is CPTC doing?

2016-17 Employment or Continuing Ed	
State Average	77%
Pierce Co.	76%
Tech. Colleges	78%
CPTC	77%

Source: SBCTC After College Status Dashboard
<https://www.sbctc.edu/colleges-staff/research/data-public/after-college-outcomes-dashboard.aspx>

Key takeaways

- -5% FTEs decrease
- 3% increase in retention rates
- Slight increase in graduates and awards
- Slight increase in overall employment rate



Board of Trustees Committee Assignments
2020-21

ACT Board of Directors

Eli Taylor, Chair

ACT Legislative Steering Committee

Carol Mitchell, Vice Chair

_____, Alternate

Pierce County Coordinating Council (PCCC)

Eli Taylor, Chair

Carol Mitchell, Vice Chair

All members are welcome (non-voting)

Foundation Board Liaison

Eli Taylor

CEO Evaluation Committee

Board Self-Assessment Committee

International Programs Liaison



Board of Trustees Meeting

Virtual, Via Zoom: <https://zoom.us/j/95042850043?pwd=WkNaVVQzWHJ1a3ZMSVh6MFJWRUYxQT09>

AND in Bldg. 17, Room 260

Wednesday, August 12, 2020

Study Session: CANCELED

Regular Meeting: 4:00-5:40 p.m.

Minutes

Call to Order: Chair Taylor called the Board of Trustees Regular Meeting for Clover Park Technical College (CPTC) to order on August 14, 2020, at 4:00 p.m.

Board of Trustees Present:

Eli Taylor, Chair

Carol Mitchell

Mark Martinez

Lua Pritchard

Wayne Withrow

College President: Dr. Joyce Loveday

Assistant Attorney General (AAG): Justin Kjolseth

Executive Team:

Scott Latiolais, VP, Student Success

Samantha Dana, Int. VP, Strategic
Development

Shareka Fortier, Exec. Dir., EDI

Lisa Wolcott, Dir., Budget & Finance
Michelle Hillesland, Dean

Adoption of the Agenda

MOTION:

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

Approval of Minutes (Tab 1)

MOTION:

Motion to approve the minutes of the Regular Board meeting of July 8, 2020, as presented, was made by Trustee Pritchard and seconded by Trustee Martinez. Motion was approved unanimously.

President's Report

Summer Quarter Update

Enrollment on the 10th day of the quarter was down 29 percent from last year, partly due to:

- Concerns about coronavirus
- Modified scheduling (to accommodate appropriate distancing)
- Clinical sites in health professions not available

COVID-19 Update

When coming to campus, there is a check-in process, and 30 Building Monitors were hired to oversee the process during hours of operation. Everyone must attest to their health, temperatures are taken, and everyone must wear a mask. Approximately 520 people a day are on campus. So far, there have been no confirmed cases of COVID-19.

WACTC Annual Retreat

The Washington State Community and Technical College (WACTC) President's group held their annual retreat virtually this year. Main topics included the COVID -19 crisis, fiscal efficiencies and fiscal planning tools and resources, and legislative planning.

Colleges connect individually with legislators, and Pierce County colleges work collaboratively with legislators on countywide issues. One of the greatest strengths of the WACTC system is creating legislative priorities as a system and focusing communication around a consistent message. The primary focus of WACTC messaging will be on demonstrating to the legislature that community and technical colleges (CTCs) fill an urgent need in Washington's economy. CTCs play a vital role in creating not just a strong economy but also a fair and inclusive economy.

Miscellaneous

Budget Update

The financial scenario facing CPTC and higher education is an ever-changing challenge. Ms. Wolcott will provide an overview today. Washington colleges learned they will need to also cover the rising cost of health care. The full financial impact of COVID-19 is not yet known.

CPTC is looking at reducing programs and services now in order to cover known budget shortfalls, existing commitments (such as COLA distribution), and additional known expenses resulting from COVID-19 and state decisions. It's also important for the college to make reduction decisions as early as feasible, because waiting until later will likely require more severe cuts.

CPTC will be thoughtful, responsible, and careful as the College considers necessary college reductions. A stepped approach will be implemented to prevent over cutting while still operating in a sustainable manner and providing a balanced budget for the year. Only reductions necessary to balance the budget this fall will be made at this time, based on current budget realities. If additional budget reductions occur after the legislature meets, the need for additional cuts will be considered at that time.

The College community has been asked to be involved by providing insight and input in a number of ways over the last six weeks:

1. Budget Reduction Taskforce (led by Scott Latiolais and Shareka Fortier).
 - a. Developed and prioritized a list of budget reduction strategies for Cabinet and Executive Team consideration
 - b. Developed a list of guiding principles for College leaders to consider when making reductions – to be reviewed by Cabinet.
2. Future Priorities Taskforce (led by Joyce Loveday and Samantha Dana). Purpose:
 - a. Identify and prioritize factors to consider for CPTC's future program mix.
 - b. List and prioritize essential characteristics for CPTC's future.

3. Review of Program Criteria (led by Michelle Hillesland, Claire Korschinowski, and Chris Mahoney)
 - a. A previous Program Criteria, developed in the past by a committee of primarily faculty, was resent to faculty in July for review and feedback. The criteria was updated based on the feedback. Faculty have reviewed their program data and provided additional feedback to the instructional administrators regarding their programs.

Collaboration Among Pierce County's CTCs

1. Virtual information sessions on August 12, 19, and 26
 - a. Working jointly with Pierce County school districts to focus on recent graduates
 - b. Focus on decreasing disengagement between high school and college
2. Marketing
 - a. Billboards, bus signs, mailers
 - b. Web landing page
 - c. Outsmart 2020 Campaign
 - d. Kudos to the CPTC Marketing and Communications Team led by Jenn Adrien

Policies

- Five Policies are being brought forward today for your information and review/signature by Chair Taylor. They are:
 - Policy 6.26, COVID-19
 - Policy 3.10, Accounting for Fixed Assets
 - Policy 3.9, Information and Communication Resources Acceptable Use
 - Policy 6.2, Parking and Traffic
 - Policy 3.4, Purchasing

Other College Reports or Highlights

Budget Preparation Work (Attachment 1)

Ms. Wolcott provided the attached report concerning the evolution of CPTC's 2020-21 Budget.

Title IX Procedure Changes (Tab 3)

In May 2020, the U.S. Department of Education released new regulations governing campus sexual assault under Title IX (noted in Tab 3). Colleges are required to comply with the new regulations by August 14, 2020. Over the summer, AAGs, in consultation with Washington colleges and the State Board, developed a model set of Title IX grievance procedures for colleges to use. Two actions are being requested by the Board today:

- Rescind the old supplemental procedures for cases involving allegations of sexual conduct as written in the Student Code of Conduct (Part 3).
- Adopt the new Title IX Grievance Procedures as a new College policy/procedure.

Trustee Mitchell noted there were some attempts at the federal level to narrow the definition of domestic violence. She asked how that plays out in the Title IX investigations typically seen at the college. Mr. Kelly replied it gets a little challenging with guidance in the Policy and Procedures in that it has to be part of a college-related activity. If the domestic violence happens at home, that's not something we can investigate. Trustee Mitchell asked if one student had a restraining order against another student, and the restraining order was violated on campus, would that trigger a Title IX investigation? Yes, it would.

Trustee Martinez asked how many cases the College sees in a year and how they will be tracked with the new requirements. Mr. Kelly replied that he sees one or two cases a year. Mr. Walker responded that he has received three or four employee cases a year. However, with the new guidelines, he anticipates one or two a year.

Trustee Mitchell commented there is concern among the domestic violence community, in particular, that the current federal posture on these types of investigation tend to be a disadvantage to victims. She is concerned that narrower definitions might cause victims not to come forward. Will CPTC help mitigate that and empower victims to come forward? Mr. Kelly said the College will find ways to encourage students to come forward with complaints and challenges.

Chair's Report

No Chair's report.

Board Reports and/or Remarks

No Board reports or remarks.

Public Comments

The following people gave Public Comments:

Jody Randall, Faculty Union Pres.

Michele Jones, Med. Asst. Inst.

Jennifer Whipple, Esthetic Sci. Inst.

Diane Follett, ESL Instructor

Poppy Bushnell, Arch. Eng. Des. Inst.

Kathryn Smith, Env. Sci. & Tech. Inst.

Robert Welch, Human Svcs. Inst.

Summary of comments:

- Thanked administration for creating some structure around shared governance.
- Faculty would like more transparency and broad inclusion around program cuts.
- When program faculty challenged data for program review, there were no investigations or follow-up. Program faculty were given a score but don't know where they stand in relation to other programs. What is the cut score?
- Cuts are being made based on a worksheet. Data is based on enrollment, attrition, and retention. Enrollment is not just a faculty problem. It reflects a lack of marketing and outreach. Some departments are not on the website. If people can't find information about a program, enrollment will continue to decline.
- Don't see how the mission and financial goals of the College are at the forefront of decision making. Instruction should not take the biggest cuts.
- Cuts should be made after the legislature meets in January.
- There is no committee or taskforce involved with program criteria. Decisions for program cuts are being made in a silo, without informed decision-making.
- Want the Budget Reduction and Future Priorities task forces involved in all levels of the program review process.
- Give everyone an opportunity to get involved in the process.
- Transparent decision-making would ease fears.
- Working together means being a little nicer than usual, more patient, empathetic, equitable, and more inclusive for our students, faculty, staff, and administrators.
- Have uncomfortable conversations, compromise, humble ourselves, and see another perspective.

- Effective communication, shared governance, and closing the loop are essential for creating a better college community.
- Lack of confidence in decisions being made in administration.
- CPTC has been reactive, not innovative.
- CPTC has more than \$25 M in reserves, and it is being used to pay an attorney for bargaining with employees.
- COLAs for the past two years were almost fully funded by the state.
- We should be saving money, and bargaining should be between employees and employer.
- Faculty and staff don't see a clear vision; can the Board and the President provide their vision for the next five years?
- Students are not getting financial aid on time. We request Student Services provide additional support for the Financial Aid Office.
- Would like the Board and administration to join faculty in advocating to the legislature. Please provide faculty with email addresses of legislators.
- Stress is at an all-time high, and it is a trickle-down effect to students.

New Business

New Tenure Track Faculty Introductions (Tab 4)

John Moyer, Tenure Committee Chair, asked the new tenure-track faculty member to introduce herself to the Board of Trustees.

Irada Dadashova

Nursing LPN

3rd Quarter

Title IX Grievance Procedures

MOTION:

Motion to rescind Part 3 of the CPTC Student Code of Conduct: Supplemental Procedures for Cases Involving Allegations of Sexual Misconduct, was made by Trustee Mitchell and seconded by Trustee Pritchard. Motion was approved unanimously.

New Model Title IX Grievance Procedures

MOTION:

Motion to approve the New Model Title IX Grievance Procedures, was made by Trustee Pritchard and seconded by Trustee Mitchell.

Discussion: Trustee Martinez does not like the new procedures, thinks it may inhibit people who have legitimate concerns about interpersonal conduct, that it is detrimental to the college, and hopes to revisit this policy within the next year.

Trustee Mitchell is also concerned about an approach that seems to narrow the rights of victims in both domestic violence and sexual harassment areas. She hopes that when these procedures are implemented that there are other areas the College does have control over, where concerns might be captured outside of Title IX. Make sure the College community understands that if one can't make a complaint under Title IX, maybe the Conflict of Interest Policy is where you have a remedy. Continually look at all the options for victims. Perhaps some changes in the federal landscape would help us come back and mitigate some of these things.

Motion was approved unanimously.

Executive Session

At 5:38 p.m., Chair Taylor stated that, in accordance with RCW 42.30.110, the Board would recess to go into Executive Session for approximately 30 minutes for the purpose of discussing with legal counsel potential litigation.

At 6:09 p.m., President Loveday announced that the Executive Session would be extended for another 15 minutes.

Chair Taylor reconvened the Regular Meeting at 6:25 p.m. and asked if there were any action items as a result of the Executive Session. There were none.

Next Meeting

October 14, 2020, details to follow.

Adjournment**MOTION:**

Motion to adjourn was made by Trustee Mitchell, and seconded by Trustee Martinez. Motion was approved unanimously.

Dr. Joyce Loveday
President
College District Twenty-Nine

Eli Taylor
Chair, Board of Trustees
College District Twenty-Nine



FY2019-2020

4th Quarter

Period Ending

June 30, 2020

**Prepared by:
Finance Department**

Clover Park Technical College
Statement of Revenue and Expenditure by Fund Source
FY2019-20 Period Ending June 30, 2020

Cumulative beginning July 1, 2019

Revenues				Balance	% Received	Expenditures		Balance	% Expended	Net to Date
Fund	Description	Budget	YTD			Budget	YTD			
001	State Allocations	19,078,912	18,978,815	100,097	99%	19,078,912	18,978,815	100,097	99%	-
060	Capital Debt	2,514,750	2,514,750	-	100%	2,514,750	2,514,750	-	100%	-
08A	Education Legacy Trust	2,254,778	2,134,427	120,351	95%	2,254,778	2,134,427	120,351	95%	-
489	Pension Funding	999,601	999,601	-	100%	999,601	999,601	-	100%	-
24J	WorkForce Acct	1,118,072	1,059,360	58,712	95%	1,118,072	1,059,360	58,712	95%	-
149	Operating Fees/Tuition	10,529,130	10,372,796	156,334	99%	10,529,130	7,510,727	3,018,403	71%	2,862,069
Operating Subtotal		36,495,242	36,059,750	435,493	99%	36,495,242	33,197,681	3,297,562	91%	2,862,069
145	Grants and Contracts	6,108,056	5,311,180	796,876	87%	5,929,983	5,305,737	624,246	89%	5,443
146	Local Contracts	378,849	378,849	-	100%	378,849	352,972	25,877	93%	25,877
147	Plant	4,116,160	4,116,160	-	100%	4,116,160	4,084,392	31,768	99%	31,768
148	Local Dedicated	2,306,682	2,147,358	159,324	93%	2,301,958	2,002,838	299,120	87%	144,520
522	Associated Students	1,474,867	1,170,409	304,458	79%	1,474,867	1,213,246	261,621	82%	(42,837)
528	Parking	150,052	146,328	3,724	98%	143,617	144,777	(1,160)	101%	1,551
561	Innovation Fund	286,497	273,749	12,748	96%	286,497	323,975	(37,478)	113%	(50,226)
570	Hayes Child Development Ctr	599,000	574,355	24,645	96%	708,435	611,043	97,392	86%	(36,688)
570	Event Services	267,000	177,687	89,313	67%	250,118	177,148	72,970	71%	539
570	Bookstore Commissions	110,000	69,774	40,226	63%	110,000	36,767	73,233	33%	33,007
846	Grants in Aid	9,618,822	10,077,460	(458,638)	105%	9,618,822	10,271,063	(652,241)	107%	(193,603)
849	Student Loan	4,724,000	3,651,107	1,072,893	77%	4,724,000	3,651,107	1,072,893	77%	-
850	Work Study	249,414	193,200	56,214	77%	249,414	193,787	55,627	78%	(587)
860	CPTC Financial Aid	398,447	389,090	9,357	98%	398,447	375,610	22,837	94%	13,480
Other Subtotal		30,787,846	28,676,706	2,111,140	93%	30,691,167	28,744,461	1,946,706	94%	(67,755)
057	State Capital Projects	1,863,000	375,141	1,487,859	20%	1,863,000	375,141	1,487,859	20%	-
060	Capital Projects	1,743,300	795,791	947,509	46%	1,743,300	795,791	947,509	46%	-
Capital Subtotal		3,606,300	1,170,932	2,435,368	32%	3,606,300	1,170,932	2,435,368	32%	-
Total		70,889,388	65,907,388	4,982,001	93%	70,792,709	63,113,074	7,679,636	89%	2,794,314

Prior Year (2018-19)	Budget	YTD	Balance	%Rec	Budget	YTD	Balance	%Exp	Net to Date
Operating	33,844,257	33,036,383	807,874	98%	33,844,257	31,258,025	2,586,232	92%	1,778,358
Other Subtotal	60,450,069	53,563,799	6,886,270	89%	60,179,945	50,589,522	9,590,423	84%	2,974,277
Capital Subtotal	2,491,300	2,465,994	25,306	99%	2,491,300	2,465,994	25,306	99%	-
Total	96,785,626	89,066,176	7,719,450	92%	96,515,502	84,313,541	12,201,961	87%	4,752,635

As a percent of this year

137%

135%

136%

134%

Clover Park Technical College
Statement of Expenditures
FY2019-20 Period Ending June 30, 2020
Cumulative beginning July 1, 2019

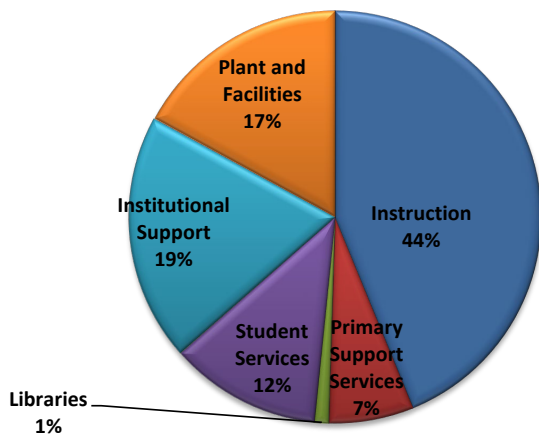
By Program

Program Index	Budget	YTD	Balance	% Expended	2018-2019	% of LYTD
010 Instruction	16,003,711	13,480,227	2,523,484	84.2%	12,681,081	106%
040 Primary Support Services	2,418,358	2,366,411	51,947	97.9%	2,500,257	95%
050 Libraries	414,095	412,944	1,151	99.7%	396,080	104%
060 Student Services	4,338,455	4,182,444	156,011	96.4%	3,507,670	119%
080 Institutional Support	7,091,385	6,537,259	554,126	92.2%	5,926,660	110%
090 Plant and Facilities	6,229,238	6,218,395	10,843	99.8%	6,246,277	100%
Total	36,495,242	33,197,681	3,297,561	91.0%	31,258,025	106.2%

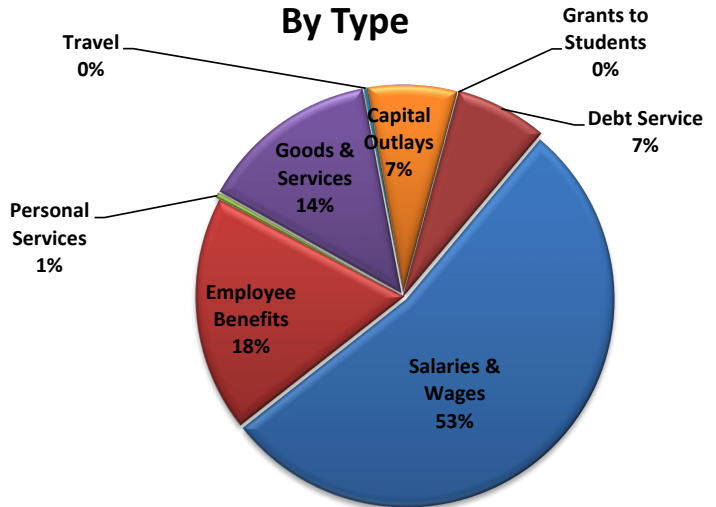
By Type

Expense Type	Budget	YTD	Balance	% Expended	2018-2019	% of LYTD
A Salaries & Wages	19,394,490	19,044,795	349,695	98.2%	17,563,854	108%
B Employee Benefits	6,663,056	6,646,487	16,569	99.8%	6,251,624	106%
C Personal Services	156,588	152,413	4,175	97.3%	73,199	208%
E Goods & Services	5,055,583	4,881,151	174,432	96.5%	4,398,713	111%
G Travel	105,459	77,287	28,172	73.3%	156,918	49%
J Capital Outlays	2,491,467	1,050,341	1,441,126	42.2%	433,907	242%
N Grants to Students	23,122	20,908	2,214	90.4%	108,642	19%
P Debt Service	2,514,750	2,514,750	-	100.0%	2,515,555	100%
S Interagency Reimbursement	(172,448)	(158,506)	(13,942)	91.9%	(130,301)	122%
T Transfers	263,175	(1,031,944)	1,295,119	-392.1%	(114,085)	905%
Total	36,495,242	33,197,681	3,297,561	91.0%	31,258,025	106.2%

By Program



By Type



Clover Park Technical College
Statement of Expenditures
Excludes CAMT Debt Service
FY2019-20 Period Ending June 30, 2020
Cumulative beginning July 1, 2019

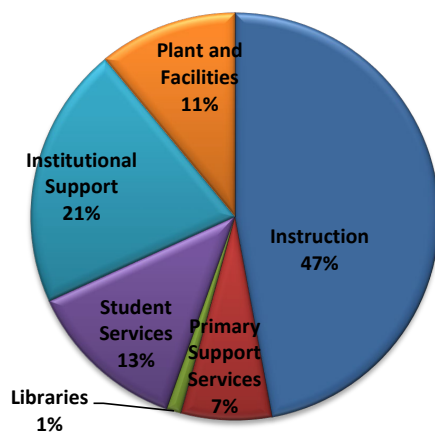
By Program

Program Index	Budget	YTD	Balance	% Expended	2018-2019	% of LYTD
010 Instruction	16,003,711	13,480,227	2,523,484	84.2%	12,681,081	106%
040 Primary Support Services	2,418,358	2,366,411	51,947	97.9%	2,500,257	95%
050 Libraries	414,095	412,944	1,151	99.7%	396,080	104%
060 Student Services	4,338,455	4,182,444	156,011	96.4%	3,507,670	119%
080 Institutional Support	7,091,385	6,537,259	554,126	92.2%	5,926,660	110%
090 Plant and Facilities	3,714,488	3,703,645	10,843	99.7%	3,730,722	99%
Total	33,980,492	30,682,931	3,297,561	90.3%	28,742,470	106.8%

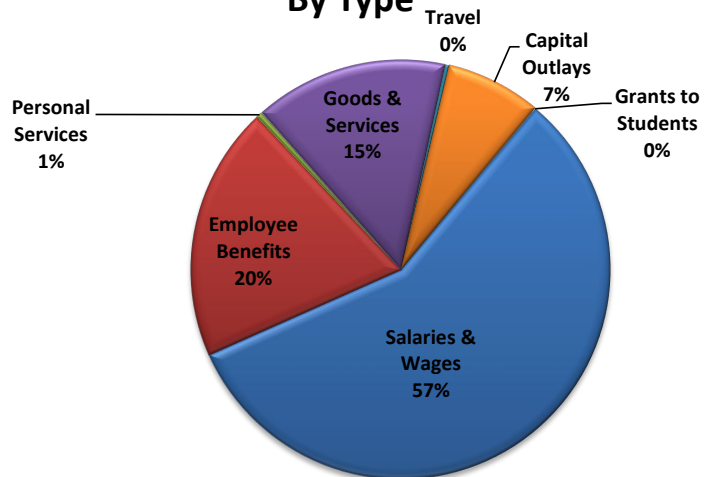
By Type

Expense Type	Budget	YTD	Balance	% Expended	2018-2019	% of LYTD
A Salaries & Wages	19,394,490	19,044,795	349,695	98.2%	17,563,854	108%
B Employee Benefits	6,663,056	6,646,487	16,569	99.8%	6,251,624	106%
C Personal Services	156,588	152,413	4,175	97.3%	73,199	208%
E Goods & Services	5,055,583	4,881,151	174,432	96.5%	4,398,713	111%
G Travel	105,459	77,287	28,172	73.3%	156,918	49%
J Capital Outlays	2,491,467	1,050,341	1,441,126	42.2%	433,907	242%
N Grants to Students	23,122	20,908	2,214	90.4%	108,642	19%
S Interagency Reimbursement	(172,448)	(158,506)	(13,942)	91.9%	(130,301)	122%
T Transfers	263,175	(1,031,944)	1,295,119	-392.1%	(114,085)	905%
Total	33,980,492	30,682,931	3,297,561	90.3%	28,742,471	106.8%

By Program



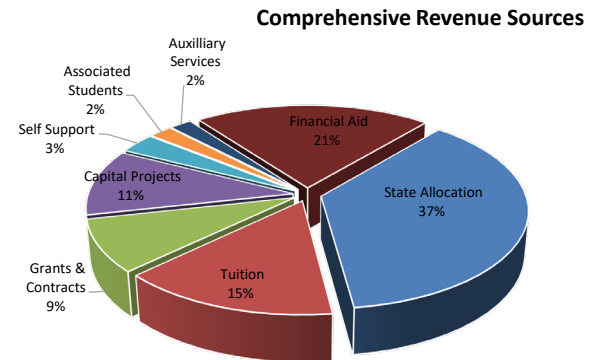
By Type



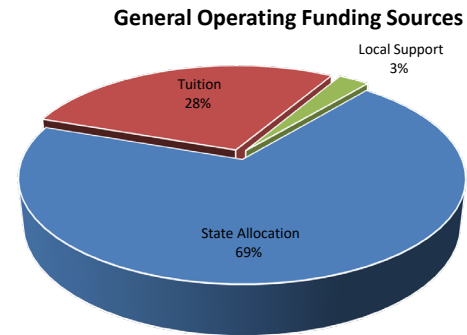
Clover Park Technical College
Statement of Earmarks, Reserves and Proportionate Operational Revenues
FY2019-20 Period Ending June 30, 2020
Cumulative beginning July 1, 2019

Revenues				Balance	% Received	Expenditures				Net to Date
Fund	Description	Budget	YTD			Budget	YTD	Balance	Expended	
149	90 Operating	7,523,828	14,202,163	(6,678,336)	189%	7,523,828	255,795	7,268,033	3%	13,946,368
148	Debt Service (Student Union COP)	4,235,803	4,337,653	(101,850)	102%	4,235,803	649,496	3,586,307	15%	3,688,157
148	Litigation	1,000,000	1,000,000	-	100%	1,000,000	50,936	949,064	5%	949,064
148	Local Capital	1,000,000	1,083,797	(83,797)	108%	1,000,000	25,000	975,000	3%	1,058,797
Reserves Subtotal		13,759,631	20,623,613	(6,780,186)	150%	13,759,631	981,227	12,778,404	7%	19,642,386
148	ctcLink	156,983	768,239	(611,256)	489%	156,983	126,615	30,368	81%	641,624
148	Tuition Installment Plan	67,597	61,577	6,020	91%	67,597	57,498	10,099	85%	4,079
149	Childcare Support	16,085	16,085	-	100%	16,085	16,085	-	100%	-
Earmark Subtotal		240,665	845,901	(605,236)	351%	240,665	200,198	40,467	83%	645,703
Total		14,000,296	21,469,514	(7,385,422)		14,000,296	1,181,425	12,818,871		20,288,089

College Comprehensive Funding Sources			
Source	Budget	YTD	YTD %
State Allocation	25,966,113	25,686,954	39%
Tuition	10,529,130	10,372,796	16%
Grants & Contracts	6,108,056	5,311,180	8%
Capital Projects	7,722,460	5,287,092	8%
Self Support	2,306,682	2,147,358	3%
Associated Students	1,474,867	1,170,409	2%
Auxiliary Services	1,412,549	821,816	1%
Financial Aid	14,990,683	14,310,857	22%
	70,510,540	65,108,462	100%



General Operating Funding Sources			
Source	Budget	YTD	YTD %
State Allocation	25,966,113	25,686,954	69%
Tuition	10,529,130	10,372,796	28%
Local Support	1,003,433	1,406,621	4%
	37,498,676	37,466,371	100%



ONE-TIME FUNDS FY 19-20

FOUNDATION SUPPORT 145-112-3OTM

		AMT	EXPENSED	BALANCE
HISTOLOGY	TISSUE EMBEDDERS	\$ 33,600	\$ 33,600.00	\$ -
ESTHETICS	2 CELLULITE MACHINES	\$ 9,183	\$ -	\$ 9,183.00
ESTHETICS	BIO-SYNTHESIS LED MACHINES	\$ 6,900	\$ 6,819.84	\$ 80.16
ESTHETICS	BT MICROS, BT ACCENT LED MACHINE, MAGNIFICATION LAMPS, 6 HAND HELD HIGH FREQUENCY DEVICES	\$ 7,857	\$ 7,637.60	\$ 219.40
ESTHETICS	MICRODERM MACHINE	\$ 5,200	\$ 5,138.37	\$ 61.63
ESTHETICS (MASSAGE?)	10 MASSAGE TABLES	\$ 5,165	\$ 5,165.19	\$ (0.19)
DENTAL	LAB REMODEL-FURNITURE	\$ 11,595	\$ 11,595.00	\$ -
		<u>\$ 79,500</u>	<u>\$ 69,956.00</u>	<u>\$ 9,544.00</u>

INSTRUCTION 149-012-3OTM

DENTAL	LAB REMODEL-FURNITURE	\$ 78,405	\$ 78,404.94	\$ 0.06
SHC	9 PROJECTORS (CLASSROOM REPLACEMENTS	\$ 18,787	\$ 18,787.00	\$ -
ARCHITECTURE ENG DESIGN	PROJECTORS AND SCREENS	\$ 10,000	\$ 175.82	\$ 9,824.18
AUTOMOTIVE	PROJECTORS	\$ 4,175	\$ 4,175.00	\$ -
ENV. SCIENCES	CLASSROOM PROJECTORS AND SCREENS	\$ 1,648	\$ 1,648.00	\$ -
WELDING	7 TIG WELDING MACHINES/WIRE FEEDERS	\$ 86,189	\$ 85,515.06	\$ 673.94
ENV. SCIENCES	CLASSROOM FURNITURE	\$ 23,200	\$ 22,812.38	\$ 387.62
BIOLOGY	MICROSCOPE FOR INSTRUCTION	\$ 4,500	\$ 2,632.11	\$ 1,867.89
AUTO/COLLISION	SQUEEZE TYPE RESISTANCE SPOT WELDERS	\$ 30,000	\$ 30,000.00	\$ -
AUTOMOTIVE	VEHICLE ALIGNMENT LIFT	\$ 29,659	\$ 29,647.08	\$ 11.92
AUTOMOTIVE	CARE BRAKE LATHE	\$ 10,963	\$ 10,962.52	\$ 0.48
AUTOMOTIVE	SOLVENT TANKS	\$ 9,844	\$ 9,774.81	\$ 69.19
AUTOMOTIVE	NEW TIRE MACHINE	\$ 12,255	\$ 12,255.00	\$ (0.00)
AUTOMOTIVE	DRILL PRESES, 4 FLOOR JACKS, 2 TOOLBOXES	\$ 5,540	\$ 5,539.90	\$ 0.10
AUTOMOTIVE	VEHICLE LIFTS	\$ 16,382	\$ 16,395.18	\$ (13.18)
AUTOMOTIVE	PARTS WASHER	\$ 10,765	\$ 10,717.91	\$ 47.09
MLT	REPLACE OLD MALFUNCTIONING EQUIPMENT	\$ 14,000	\$ 14,000.00	\$ -
GEN ED	LIBRARY LAB REPLACEMENT	\$ 38,000	\$ -	\$ 38,000.00
INSTRUCTION	PROGRAM DEVELOPMENT	\$ 30,000	\$ -	\$ 30,000.00
PROFESSIONAL PILOT	AIRPLANE	\$ 220,000	\$ 220,000.00	\$ -
		<u>\$ 654,312</u>	<u>\$ 573,442.71</u>	<u>\$ 80,869.29</u>

STUDENT SUCCESS 149-061-3OTM

HAYES CHILDCARE CENTER	FLOOR REPAIR AND UPGRADE	\$ 33,000	\$ 33,000.00	\$ -
HAYES CHILDCARE CENTER	KITCHEN UPGRADE	\$ 37,000	\$ 36,999.80	\$ 0.20
ACCOMODATIONS	DISABILITY RESOURCES FOR CLASSROOM	\$ 28,240	\$ 26,686.52	\$ 1,553.48
STUDENT SUCCESS	OFFICE REMODELS	\$ 101,000	\$ 92,270.91	\$ 8,729.09
HAYES CHILDCARE CENTER	GF SUPPORT	\$ 16,085	\$ 16,085.00	\$ -
HAYES CHILDCARE CENTER	PROCARE	\$ 3,000	\$ -	\$ 3,000.00
		<u>\$ 218,325</u>	<u>\$ 205,042.23</u>	<u>\$ 13,282.77</u>

ADMINISTRATION 149-081-3OTM

SHC	OVERFLOW PARKING FOR EXPANSION	\$ 160,000	\$ -	\$ 160,000.00
ADMIN	OFFICE REMODELS	\$ 100,000	\$ 223,545.26	\$ (123,545.26)
AMINISTRATION	ARCHITECT SUPPORT FOR NEW BUILDING REQUEST	\$ 40,000	\$ 5,750.00	\$ 34,250.00
TIP	ADD'L FUNDS NEEDED	\$ 8,601	\$ 8,601.00	\$ -
IT DEPT	YEAR1-COMPUTER REFRESH 511 CPU'S	\$ 200,000	\$ 200,000.30	\$ (0.30)
		<u>\$ 508,601</u>	<u>\$ 437,896.56</u>	<u>\$ 70,704.44</u>

STRATEGIC DEVELOPMENT 149-085-3OTM

		<u>AMT</u>	<u>EXPENSED</u>	<u>BALANCE</u>
MARKETING	FINISH REMAINING PROGRAM VIDEOS	\$ 25,000	\$ 25,000.00	\$ -
E-LEARNING	VIDEO CAPTIONING	\$ 20,000	\$ -	\$ 20,000.00
STRATEGIC DEV	OFFICE REMODELS	\$ 50,000	\$ 27,021.33	\$ 22,978.67
STRATEGIC DEV	HANOVER RESEARCH CONTRACT (SURVEYS)	\$ 53,500	\$ 49,500.00	\$ 4,000.00
MARKETING	DIRECT MAILER	\$ 15,000	\$ -	\$ 15,000.00
		<u>\$ 163,500</u>	<u>\$ 101,521.33</u>	<u>\$ 61,978.67</u>

AFT-PROF CBA SIGNING BONUS 149-081-3ASB

ADMINISTRATION	AFT-PROF SIGNING BONUS	\$ 55,245	\$ 55,245.00	\$ -
		<u>\$ 55,245</u>	<u>\$ 55,245.00</u>	<u>\$ -</u>

		\$ 1,679,483	\$ 1,443,104	\$ 236,379
	FY 18-19 CARRY FORWARD FOR AIRPLANE	\$ (220,000)		
	EXCESS 90 DAY RESERVES USED	\$ 1,459,483		

\$ 1,599,983

Clover Park Technical College
COVID-19 Expenses
FY2019-20 Period Ending June 30, 2020
Cumulative Beginning February 19, 2020

Category	Description	Amount
Equipment	200 Chromebooks for Student Online Access	\$ 79,343.40
Salaries and Benefits	Emergency Planning Meetings, Online Preparation, etc....	\$ 77,314.24
Goods & Services	PPE, Hand Sanitizer, Cleaning Supplies	\$ 99,982.70
Other	Loss of Spring Quarter Tuition	\$ 425,661.50
Equipment	Equipment necessary for Online Teaching and Telework	14,471.12
		\$ 696,772.96

Biology in the Time of Covid

Biology Team:

Wendy Noffke, DC

Christee Galbreath

Linda Owl

Student Challenges

- Many already work in health occupations & have high exposure risk
 - Many have kids at home they are now homeschooling
 - Many take care of elderly family members
 - All of the challenges they had before with some new ones added
 - Almost none of these students are “just students” with their time
-

Class Format

Lecture: asynchronous - video with printed lecture notes & corresponding book chapters available print, ebook, or OER - can take the class at any time

Lab: option to do a lab activity on campus with social distancing

Most labs virtual - video demonstrations, use of materials at home, labs that can be done with kids

Labster: virtual simulations when they cannot come to campus or have reasonable hands on experience at home

Changes to my routine

- Often a split day - quicker email responses
 - Can answer texts / emails from most anyplace most of the day
 - Zoom meetings: arranged in small groups as needed for more personal interaction
 - Ipad with pencil - drawings and explanations more like in person
-

Additional Tools

Lab tech: additional lab help - no longer have lab partners so more questions

Small group microscope boot camp

Additional small group help / email / zoom available from lab tech

Additional online support for home labs

Quizlets

MOVING TO ONLINE ACADEMICS AT CLOVER PARK TECH

Human Service & Chemical Dep

Tracy Abbot (student rep)

Jen Weinmann (faculty)

Robert Welch (faculty)

CHALLENGES FOR NEW STUDENTS TO H.S.

- ◉ Micro skills in Active Listening
- ◉ Professionalism from home
- ◉ Inadequate time to monitor counseling sessions

BARRIERS WE HAVE OVERCOME

- ◉ We are still relatively close to the same program we have always been.
- ◉ Zoom allows break out rooms for counseling
- ◉ Video conference interaction is better than no interaction or email only.
- ◉ Doubling down on the fundamentals

- ◉ ● HSCD students are confident, solution focused and are problem solvers!
- ◉ ● Chemical Dependency Industry Impacts
- ◉ ● Skill utilization

- ◉ ● HSCD graduates employment outlook
- ◉ ● Many become employed in the Pierce County area
- ◉ ● Driven to be agents of change

CONS OF GOING ONLINE FROM A STUDENTS PERSPECTIVE

- ◉ Lacks important in person parts of the course work
- ◉ Takes away from the value of impact of what we are learning
- ◉ Does not allow for the student to push past their weaknesses

PRO'S OF GOING ONLINE FROM A STUDENT PERSPECTIVE

- ◉ Flexibility of assignment completion
- ◉ Helps take away some of the uncomfortability of some of the coursework
- ◉ Allows for more options in time slots when internships come into play