Board of Trustees Regular Meeting
Rotunda, Building 3
Wednesday, October 9, 2019

Study Session: Cancelled
Regular Meeting: 4:00-5:50 p.m.

Agenda

4:00 **Call to Order, Flag Salute, Introductions**... Mark Martinez

      Adoption of Agenda .... Mark Martinez
          Action

      Approval of the Regular Meeting Minutes of................................... Mark Martinez   **Tab 1**
        August 14, 2019
          Action

4:05 **President's Report** .... Joyce Loveday

- Opening Day
- Grand Opening of the John W. Walstrum Center for Manufacturing Technologies
- Policy Updates
- Miscellaneous

4:20 **2018 Board of Trustees Meeting Calendar Discussion**..................... Joyce Loveday   **Tab 2**

4:25 **Other College Reports or Highlights**:

      ASG Report... Crystal Cox   **Tab 3**

      Fall Quarter Enrollment Update.. Scott Latiolais

      Annual Enrollment Review: Program and Headcount......................... Samantha Dana   **Tab 4**
        Growth and Decline, Trends in Comparison to Other CTCs

      FY 2018-19 4th Quarter Budget Report ....Lisa Wolcott   **Tab 5**

4:50 **Chair's Report**.. Mark Martinez

      Chair's Agenda for 2019-20

4:55 **Board Reports and/or Remarks** .... All

5:00 **Public Comments** .... Mark Martinez

5:05 **New Business** .... Mark Martinez

5:05   Executive Session .... Mark Martinez

Convene Executive Session for approximately forty minutes for the purpose of considering acquisition or sale of real estate.
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.

5:45   Action Items as a Result of Executive Session .... Mark Martinez

5:50   Adjournment .... Mark Martinez

All Board meetings will be recorded.

Tab 1

Board of Trustees Regular Meeting
Rotunda, Building 3
Wednesday, August 14, 2019

Study Session: 3:00-4:00 p.m.
Regular Meeting: 4:00-5:00 p.m.

Minutes

Study Session

Call to Order: Chair Martinez called the Board of Trustees Study Session for Clover Park Technical College (CPTC) to order on August 14, 2019, at 2:59 p.m.

Board of Trustees Present:

Mark Martinez, Chair   Eli Taylor
Bruce Lachney   Wayne Withrow
Lua Pritchard

College President: Dr. Joyce Loveday

Excused Absences: Assistant Attorney General (AAG), Justin Kjolseth

Other Attendees:

Larry Clark, VP, Finance & Admin.   Shareka Fortier, Exec. Dir., EDI
Mabel Edmonds, VP, Instruction   Lisa Fortson, Asst. Dir., Student Aid &
Scott Latiolais, VP, Student Success   Scholarships
Lisa Beach, Dir. of Compliance   Pamela Jeter, Dir., IT
Samantha Dana, Dir., Inst. Research & Grants Jenna Pollock, Assoc. Dean
Cal Erwin-Svoboda, Dir., Student Life   Cherie Steele, Exec. Asst. to the President

FY 2019-20 Budget Discussion (Tab 1)
Mr. Clark presented the proposed FY 2019-20 Budget. Discussion followed.

- Fees:
  - Many are pass-through fees and costs.
  - NDT is a new fee for CPTC, to cover costs previously paid directly by the student to the vendor.
  - The Pilot fee is the only fee at the maximum rate allowable.

- Our state appropriation increased by $934,000 for nursing programs. It can be used for:
  - Increasing nursing faculty salaries.
  - Hiring new nursing faculty and filling vacancies.
  - Rebuilding and restructuring the Registered Nursing Program.
  - This is a biennial allocation, and we will reserve some funds for next year.

- The Hayes Child Development Center is very close to breaking even. CPTC only supplemented their budget approximately $12,000 last year, down from $107,200 in FY 2018-19.

- CPTC is one of five colleges not currently on the capital project list, which already has 40 projects on the list that are projected to take ten years to complete. The SBCTC allowed those five colleges to make a proposal to get on the list. Mr. Clark is working with an architect to determine what would be the best recommendation.

Board Policies

A Board sub-committee was formed to review Board of Trustee policies. Trustees Martinez and Pritchard and President Loveday reviewed Policies 1.1-1.4 (which the Trustees are responsible for updating). Trustees were asked to review recommended changes to Policy 1.3, Policy Oversight, and provide feedback to President Loveday. The recommended changes will then move through the College's review process.

Currently, the Board Chair signs all updated policies. Going forward, President Loveday will inform Trustees of any policies that have gone through the approval process and are being signed by the Board Chair and President. This will occur during her monthly reports at Board meetings.

College Scorecard Draft: Monitoring Core Themes Through Leading Indicators (Tab 2)

Ms. Dana presented the attached, draft College Scorecard. CPTC's regional accreditor, the Northwest Commission on Colleges and Universities (NWCCU), required that CPTC develop a system of measuring and reporting its level of mission fulfillment and communicate those results regularly to campus and the community.

The College's OKR system is designed to focus on strategic growth initiatives, and data are reviewed and revised quarterly. This scorecard has annual targets, and most of the metrics are measured annually with the intention of monitoring efforts to fulfill CPTC's overall mission.

After the presentation, Trustees had questions:
- On the first bullet under "Workforce Preparation," Trustees Lachney and Pritchard asked where the design/included metrics came from and if they were mandated by the SBCTC or NWCCU.
  - Ms. Dana said the College looked at other examples, but the format and metrics are internal, and benchmarks were set based on growth.

- Trustee Lachney inquired about the methodology behind the metrics.
  - Ms. Dana replied that the turnover rate is a formula from the national HR Society (SHRM), and the exam pass rates also come from national accrediting/exam/license bodies. Others are generated by the State or College.
  - President Loveday explained that NWCCU allows the College to determine how they are assessed, and NWCCU looks at how the College is using that information for the betterment and effectiveness of the organization.

- On the second bullet under "Student Success," it is measured by if students completed any credential, if they took any credits from CPTC within the last three years, and if they completed college-level Math/English.
  - Trustee Lachney noted that some students have no intention of obtaining a credential. Many come back to improve their job skills.
  - Chair Martinez asked if "percentage of" is indicative of the entire student population or just students involved in a program with a licensing requirements. It would be helpful if that information were noted.

o   President Loveday explained we will measure those with credentials and those who take certification exams.

Trustee Lachney requested that an explanation be provided with the metric design during a future study session, so everyone understands where these numbers came from, whether required for credentialing, whether set by SBCTC or internally. The methodology behind it is important to substantiate. He thinks the direction of the College Scorecard is on target.

General Discussion
Mr. Clark informed the Trustees that the College began discussions with the City of Lakewood about rezoning the Flett Creek property. The property:
- CPTC has hired a consultant to review how the strip-zone property can be rezoned.
- Is approximately 110 total acres that is 90 percent protected wetlands, used for hands-on teaching in the Environmental Sciences Program.
- The College would like to rezone the area not protected, approximately 300 ft. along Steilacoom Boulevard. It is about 15 acres that would be rezoned for commercial and retail space.
- October is the cycle for Lakewood City Council to consider rezoning.

Adjournment
Chair Martinez adjourned the Study Session at 3:56 p.m.

●●

Regular Meeting Agenda

Call to Order: Chair Martinez called the Board of Trustees Meeting for Clover Park Technical College (CPTC) to order on August 14, 2019, at 4:01 p.m.

Board of Trustees Present:

Mark Martinez, Chair	Eli Taylor
Bruce Lachney	Wayne Withrow
Lua Pritchard	

College President: Dr. Joyce Loveday

Excused Absences: Justin Kjolseth, Assistant Attorney General

Other Attendees:

Larry Clark, VP, Finance & Admin.	Christain Griffin, Cent. Svc. Sterile Proc. Inst.
Mabel Edmonds, VP, Instruction	Michelle Hillesland, Dean
Scott Latiolais, VP, Student Success	Pamela Jeter, Dir., IT
Lisa Beach, Dir. of Compliance	John Kaniss, Dir., Facilities Svcs.
Celva Boon, Dir., Student Aid/Scholarships	Claire Korschinowski, Dean
Jessica Carey, Mgr., Dig. Mkt. & Web Tech.	Dr. Chris Chen Mahoney, Interim Dean
Franklin Clark, Interim Assoc. Dean	Cindy Mowry, Assoc. Dean
Samantha Dana, Dir., Inst. Research & Grants	Micalah Pieper, Dir., Outreach & Entry Svcs.
Loren Davis, Dir., NWCTHS	Jenna Pollock, Assoc. Dean
Cal Erwin-Svoboda, Dir., Student Life	Tracey Songao, Registrar
Shareka Fortier, Exec. Dir., EDI	Cherie Steele, Exec. Asst. to the President
Lisa Fortson, Asst. Dir., Student Aid & Scholarships	Kirk Walker, Dir., Human Resources

Adoption of the Agenda
MOTION:
Motion to adopt the agenda as presented was made by Trustee Lachney, and seconded by Trustee Pritchard. Motion was approved unanimously.

Approval of Minutes (Tab 3)
MOTION:
Motion to approve the minutes of the Regular Board meeting of July 10, 2019, was made by Trustee Withrow, and seconded by Trustee Taylor. Motion was approved unanimously.

President's Report (Addendum 1)
President Loveday's report included information regarding review of policies that Trustees are responsible for updating; introduction of the College's first Chief Diversity Officer, Shareka Fortier; the annual WACTC Presidents' Retreat; July Foundation events; a Guided Pathways update; and a note about the get-together at Trustee Lachney's home. Attached are recommended changes by the sub-committee to Policy 1.3 – Policy Oversite (Addendum 2).

Other College Reports or Highlights
Enrollment Updates and Analysis (Tab 4)
Mr. Latiolais, Dr. Chen Mahoney, Ms. Pollock, and Ms. Dana presented the attached enrollment updates and analysis. Questions followed:
- Chair Martinez asked how many students make up one annual FTE. Mr. Clark replied there are 1.47 Headcount for every FTE.
- Trustee Lachney asked what programs are not doing well. Mr. Latiolais said he will report back on that.
- Trustee Lachney asked where CPTC is on the marketing plan. Ms. Dana did not want to answer for Dr. Dotson, and she will get back to the Board.

Instruction Report – Central Service/Sterile Processing Program (Tab 5)
Dean Hillesland said CPTC has ten Allied Health Programs, in addition to Nursing. People are most aware of the medical occupations involved in direct patient care. Central Service is a critical program that supports other programs. These professionals work in the background to ensure patients come out of surgery. Mr. Griffin's background is in Central Service, and he has many connections in the field.

Mr. Griffin offered the attached presentation on the Central Service/Sterile Processing Program. Central Service cleans and sterilizes equipment, mostly for the operating room. The job market is growing, because many clinics now send their equipment to hospitals for cleaning.

Chair's Report
No Chair's Report.

Board Reports and/or Remarks
On hiring Shareka Fortier as the new CDO, Trustee Taylor said he knows of her work in the community and thinks she will do great things at CPTC.

Trustee Lachney thanked all who attended the get-together at his farm. He also commented that it has been a great ten and a half years serving as a Trustee for the College.

Public Comments
No public comments.

New Business
Approval of the FY 2019-20 Operating Budget (Tab 1)
MOTION:
Motion to approve the FY19-20 Budget, as presented, was made by Trustee Taylor, and seconded by Trustee Pritchard. Motion was approved unanimously.

Approval of Resolution 19-08-99, Bruce Lachney, Recognition Service (Tab 6)
Chair Martinez read Resolution 19-08-99.
MOTION:
Motion to approve Resolution 19-08-99, Bruce Lachney, Recognition of Service, was made by Trustee Withrow, and seconded by Trustee Pritchard. Motion was approved unanimously.

Chair Martinez thanked Trustee Lachney for his dedicated service and presented him with a plaque, as a token of the College's appreciation.

Executive Session
No Executive Session.

Next Meeting
October 9, 2019, at the Lakewood campus.

Adjournment
Chair Martinez adjourned the Regular Meeting at 5:08 p.m.

_____   _____
Dr. Joyce Loveday   Mark Martinez
President   Chair, Board of Trustees
College District Twenty-Nine   College District Twenty-Nine

Tab 2

CLOVER PARK
T E C H N I C A L   C O L L E G E

Draft

District #29
Board of Trustees Meetings

2020 Meeting Calendar

January 8, 2020	Study Session	3 p.m.	Rotunda, Bldg. 3
	Business Agenda	4 p.m.	Rotunda, Bldg. 3
February 5 or 19, 2020	Study Session	3 p.m.	Rotunda, Bldg. 3
	Business Agenda	4 p.m.	Rotunda, Bldg. 3
March 11, 2020	Study Session	3 p.m.	Rotunda, Bldg. 3
	Business Agenda	4 p.m.	Rotunda, Bldg. 3
???	Annual Board Retreat	8 a.m.-4 p.m.	TBD
April 8, 2020	Study Session	3 p.m.	South Hill Campus
	Business Agenda	4 p.m.	South Hill Campus
May 13, 2020	Study Session	3 p.m.	Rotunda, Bldg. 3
	Business Agenda	4 p.m.	Rotunda, Bldg. 3
June 10, 2020	Study Session	3 p.m.	Rotunda, Bldg. 3
	Business Agenda	4 p.m.	Rotunda, Bldg. 3
July 8, 2020	Study Session	3 p.m.	Rotunda, Bldg. 3
	Business Agenda	4 p.m.	Rotunda, Bldg. 3
August 12, 2020	Study Session	3 p.m.	Rotunda, Bldg. 3
	Business Agenda	4 p.m.	Rotunda, Bldg. 3
September 2020	*No Meeting*		
October 14, 2020	Study Session	3 p.m.	Rotunda, Bldg. 3
	Business Agenda	4 p.m.	Rotunda, Bldg. 3
November 4 or 18, 2020	Study Session	3 p.m.	South Hill Campus
	Business Agenda	4 p.m.	South Hill Campus
December 9, 2020	Study Session	3 p.m.	Rotunda, Bldg. 3
	Business Agenda	4 p.m.	Rotunda, Bldg. 3

ACCT National Legislative Summit, Washington, DC	February 9-13, 2020
WA ACT Winter Conference, Olympia, WA	February 17-18, 2020
AACC Annual Convention, National Harbor, MD	March 28-30, 2020
WA ACT Spring Convention, location TBD	TBD
CPTC Graduation, Tacoma Dome	Thursday, June 18, 2020
ACCT Leadership Congress, Chicago, IL	September 30-October 3, 2020
CPTC Board of Trustees Annual Retreat	TBD

NOTE: November 11 is a holiday

9-12-19

Tab 3

Associated Student Government - September 2019

Highlights

The Associated Student Government (ASG) attended the Student Leadership Conference, along with 500 student leaders from across the state. Students participated in workshops involving student advocacy, student engagement, heard two keynote presentations, and networked with other schools. A special treat this year was being able to checkout Columbia Basin College's Planetarium and bus-pool with student leaders from Tacoma Community College.

Increasing Student Advocacy

The ASG is conducting a voter registration drive, Sep. 26-Oct. 24. During the campaign, students are assisting with new voter registration and informing students/staff about deadlines, online tools, and drop-box locations in Pierce County.

The ASG Civic Engagement Committee will be participating in a webinar series in advance of the legislative session hosted by the Council for Unions and Student Programs and will feature speakers engaged with legislative and civic engagement work. The series will feature a college president, city leader, non-profit leader, and State Board representative.

Partnership Highlights

The Week of Welcome (WOW) during the first week of fall, winter, and spring is a way to build campus community, increase awareness of student initiatives, and engage students in a variety of ways within the first few days on campus. Over the course of five days, we hosted a pizza party, ice cream social, petting zoo, prize wheel, and carnival ride. Want to get involved with WOW in January? Email us at involvement@cptc.edu!

The Department is committed to fostering diversity at CPTC. As part of the opening of the Diversity, Inclusion & Civic Engagement (DICE) Center in winter 2020, we are intentionally creating organizations and community groups centered around identity, spirituality, and health. If you would like to be involved in facilitating the creation of these student communities, please let us know.

Shared Governance

Through spring quarter 2020, the ASG is participating in a student engagement and leadership development pilot project with the aim of developing an innovative approach to student governance. The guiding principles of the project are: continuity of governance, cultivating student voice, dynamic team development, developing an action-oriented approach, flexibility and fluidity of roles, cultivating leaders, remaining relevant as a student association, and developing cross-campus connections.

ASG business meetings this quarter will be on October 7, 21, November 4, 18, and December 2. The meetings will be in Building 23, Room 112 at 3:00 p.m. unless otherwise noted. All meetings are open to the public.

By The Numbers

780	Week of Welcome student participants
450	New students attended Orientation
1,509	PB&Js distributed summer quarter
440	Bus passes distributed since Sep. 19

Upcoming Events

On Campus Movie Night (Toy Story 4) – October 11
Student Center (B23), Ballroom, 6:00 p.m.

Fall Fest – October 30
Student Center (B23), Ballroom, 11 a.m.-1 p.m.

Veterans Day Ceremony, November 6
Student Center (B23), Ballroom, 11 a.m.-12:30 p.m.

Diversity & International Resource Fair, November 13
Student Center (B23), Ballroom, 11 a.m.-1 p.m.

Tab 4

2018-2019 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

Legend: State-Funded, Contract-Funded, Student-Funded

CP
TC
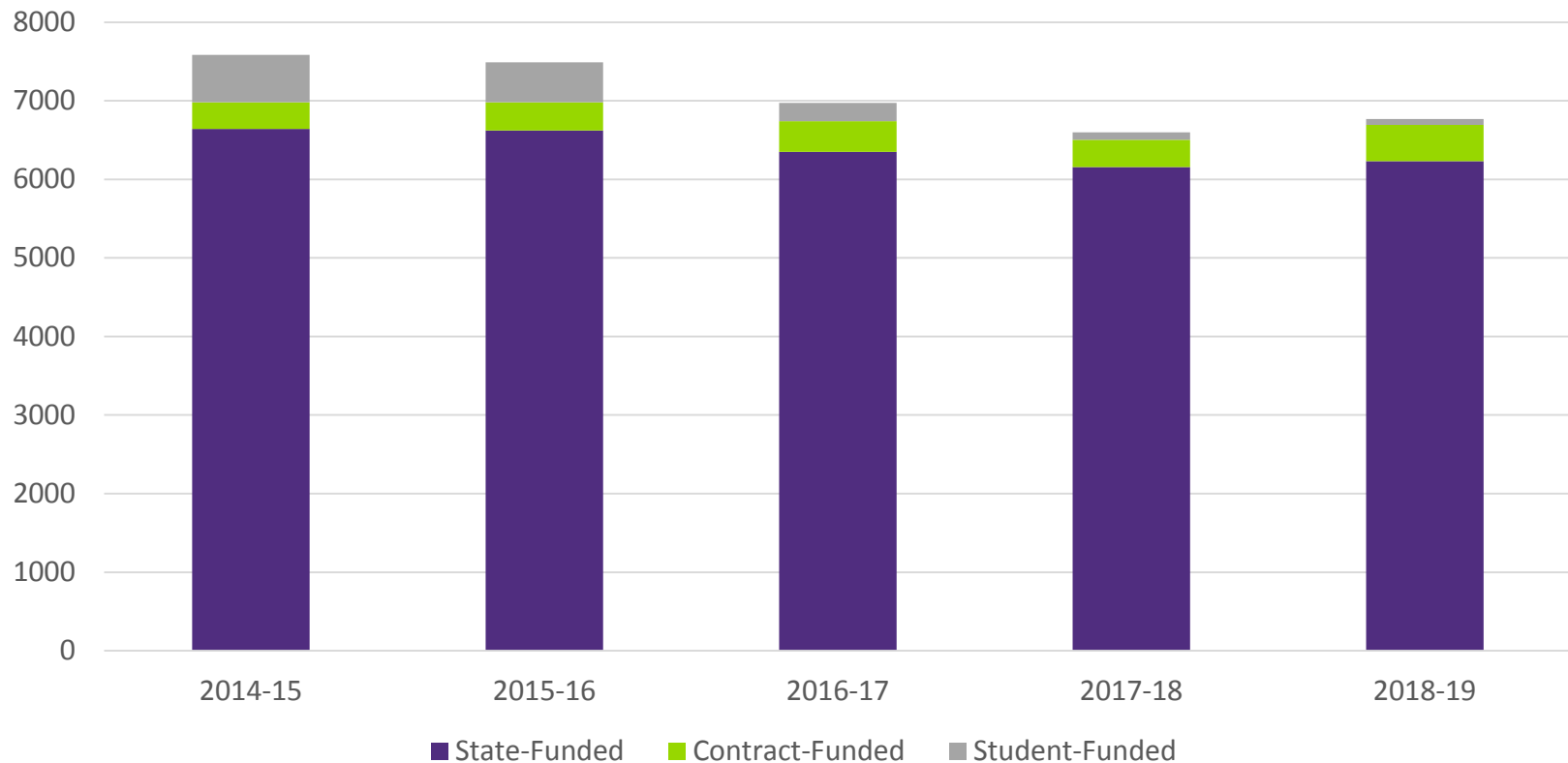
How is CPTC doing?

Headcount by Fund Source

	State	Contract	Student
State Average	69.4%	21%	15.4%
Pierce County	76%	23%	7.5%
Technical Colleges	85.6%	10%	7.8%
CPTC	93.2%	7%	1.1%

CP
TC

Full Time Equivalents

FTE by Student Intent
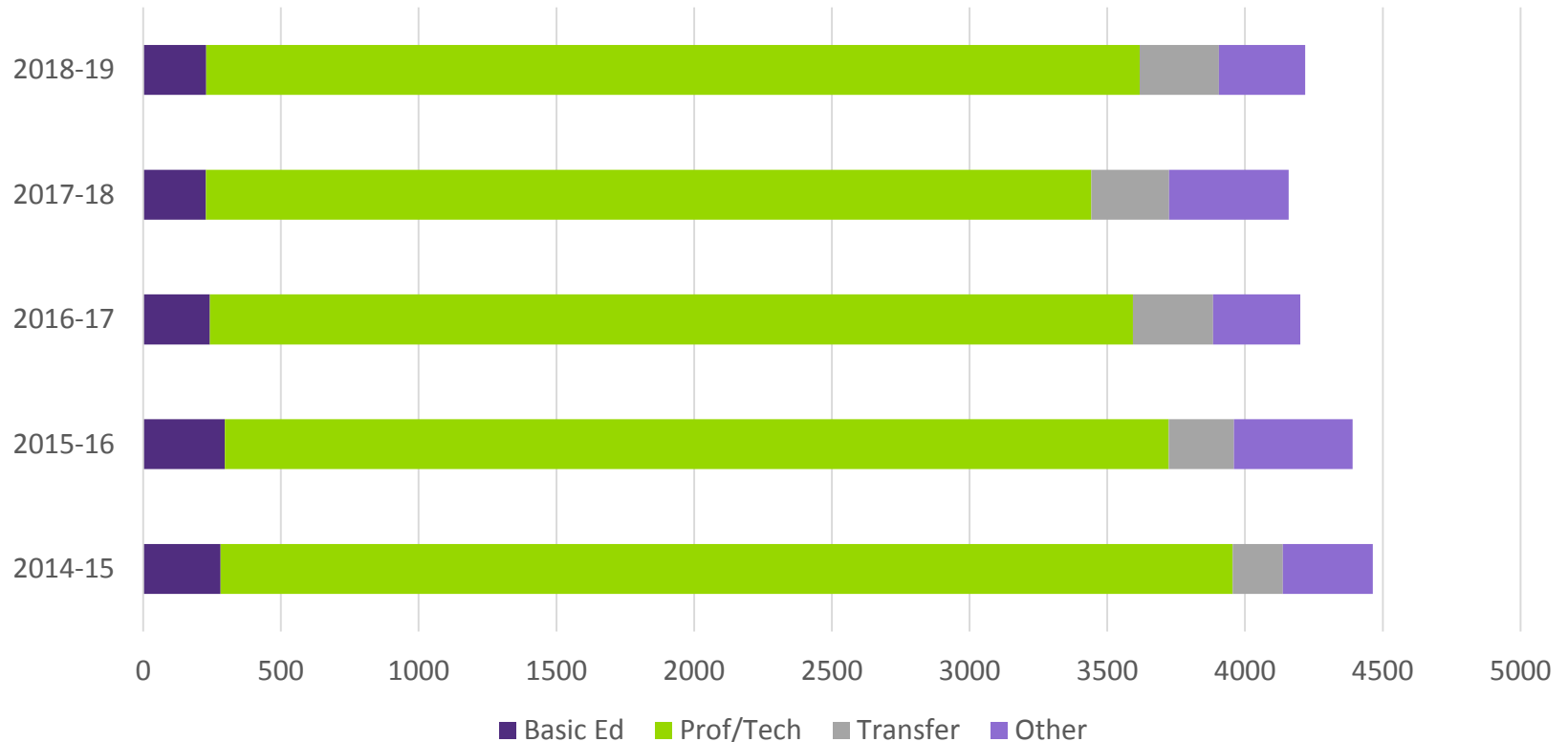
How is CPTC doing?

FTEs by Student Intent

	Basic Ed.	Prof/Tech	Transfer	Other
Technical Colleges	11.7%	72.6%	7.6%	8.1%
CPTC	6%	79.7%	6.8%	7.4%

FTE Trends

	2017-18	2018-19	Difference
State	174,300	169,652	-2.7%
Pierce County	22,368	22,413	+.2%
Technical Colleges	17,492	17,416	-.43%
CPTC	4,159	4,253	+2.26%

CP
TC

Enrollment by School

2018-19 Headcount

School	Headcount
Health and Human Development	750
Business and Personal Services	717
Science, Technology, Engineering, and Design	668
Automotive and Trades	415
Nursing	312
Aerospace and Aviation	253
Advanced Manufacturing	184
BAS	19
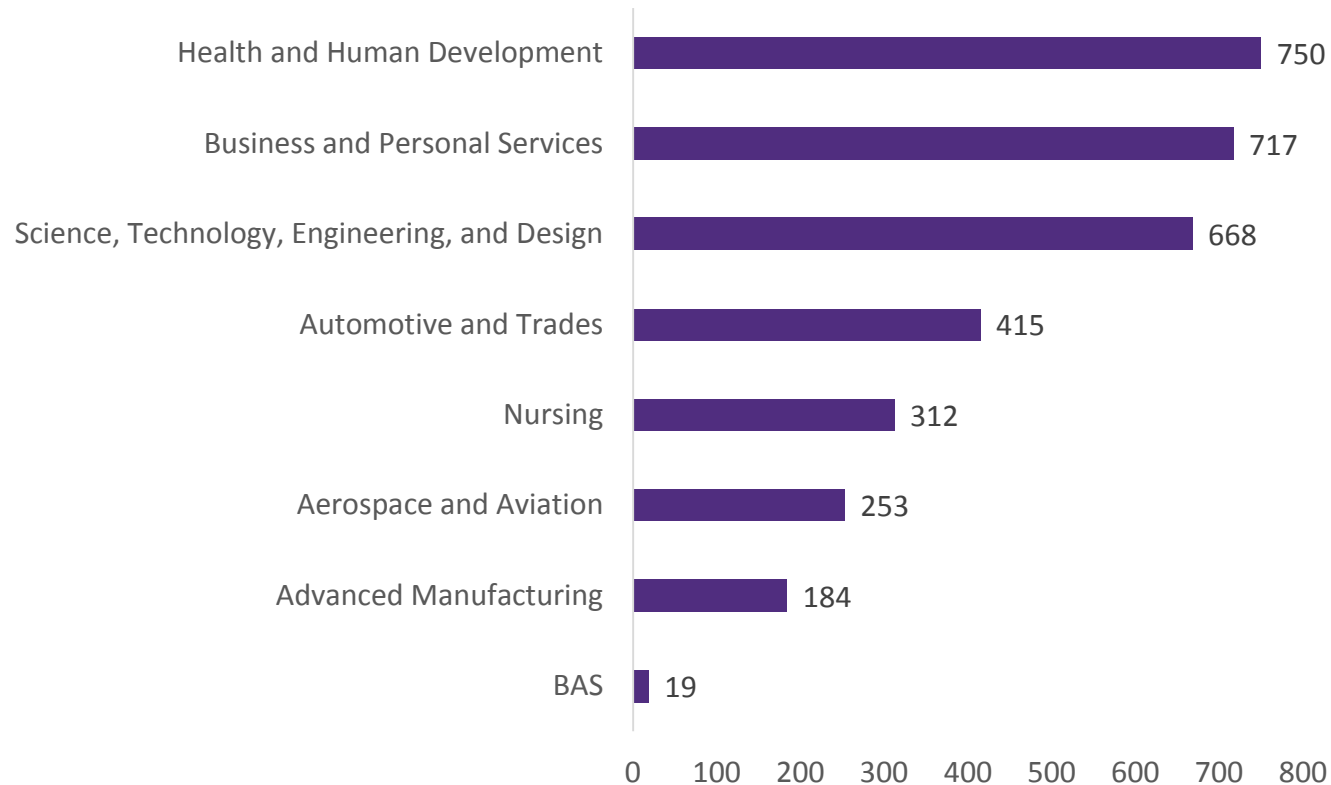
How is CPTC doing?

Top Growth in FTEs

Digital Entertainment Design +27 FTEs
HVAC +25 FTEs
Mechatronics +25 FTEs

Largest Decline in FTEs

Auto Tech -32 FTEs
Environmental Sciences -14 FTEs
RN -11 FTEs

Retention
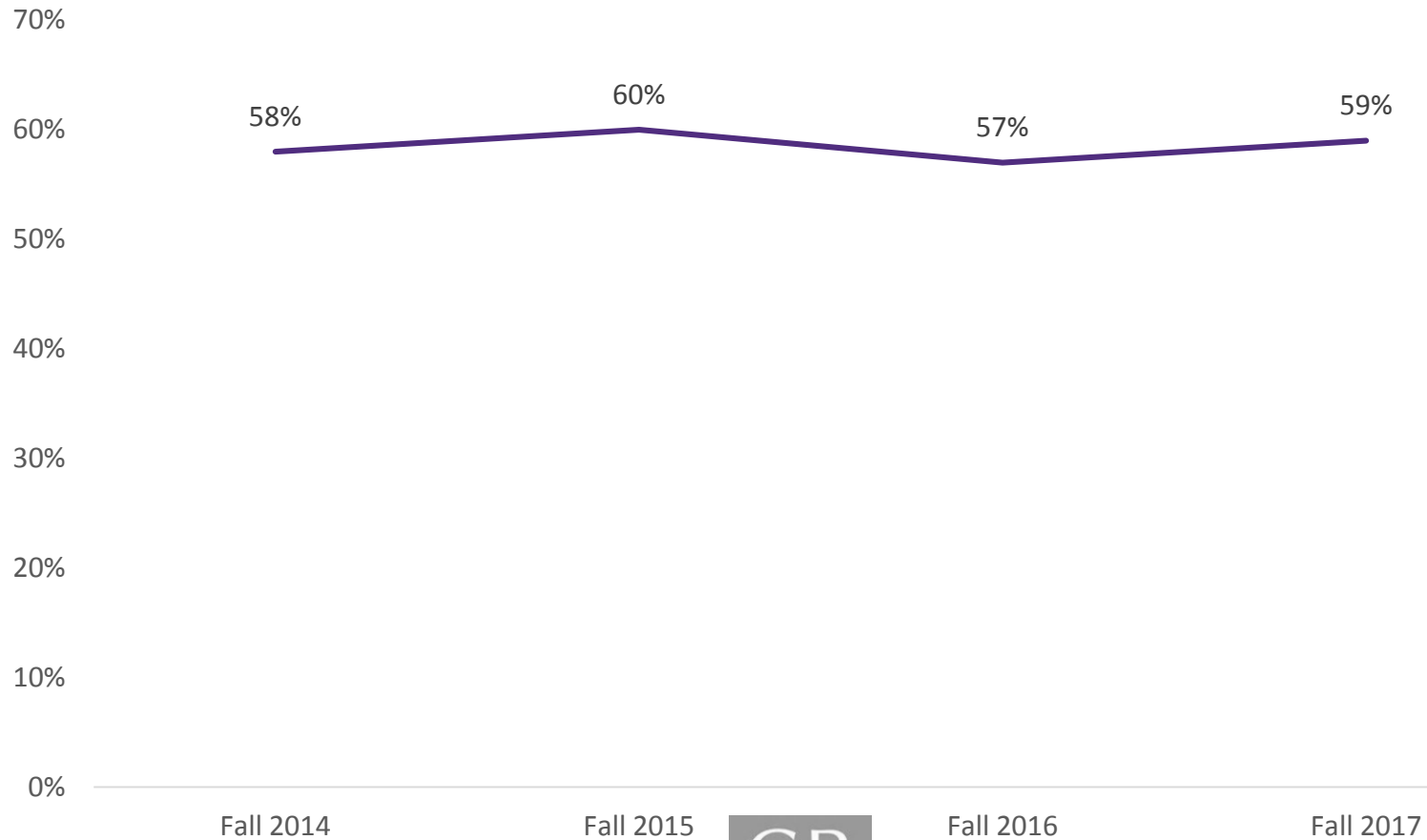
Completions
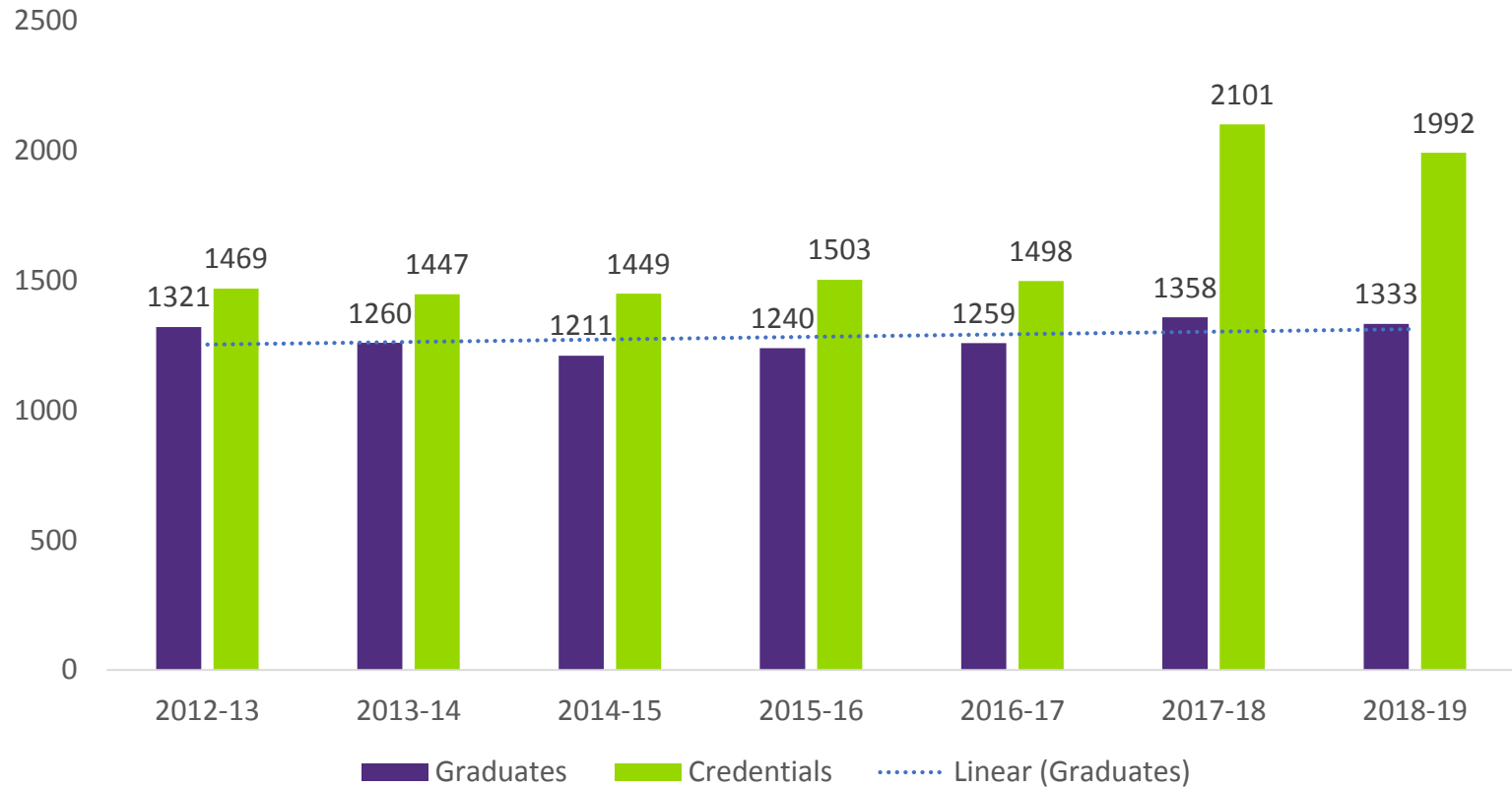
Employment

Source: SBCTC After College Status Dashboard
https://www.sbctc.edu/colleges-staff/research/data-public/after-college-outcomes-dashboard.aspx
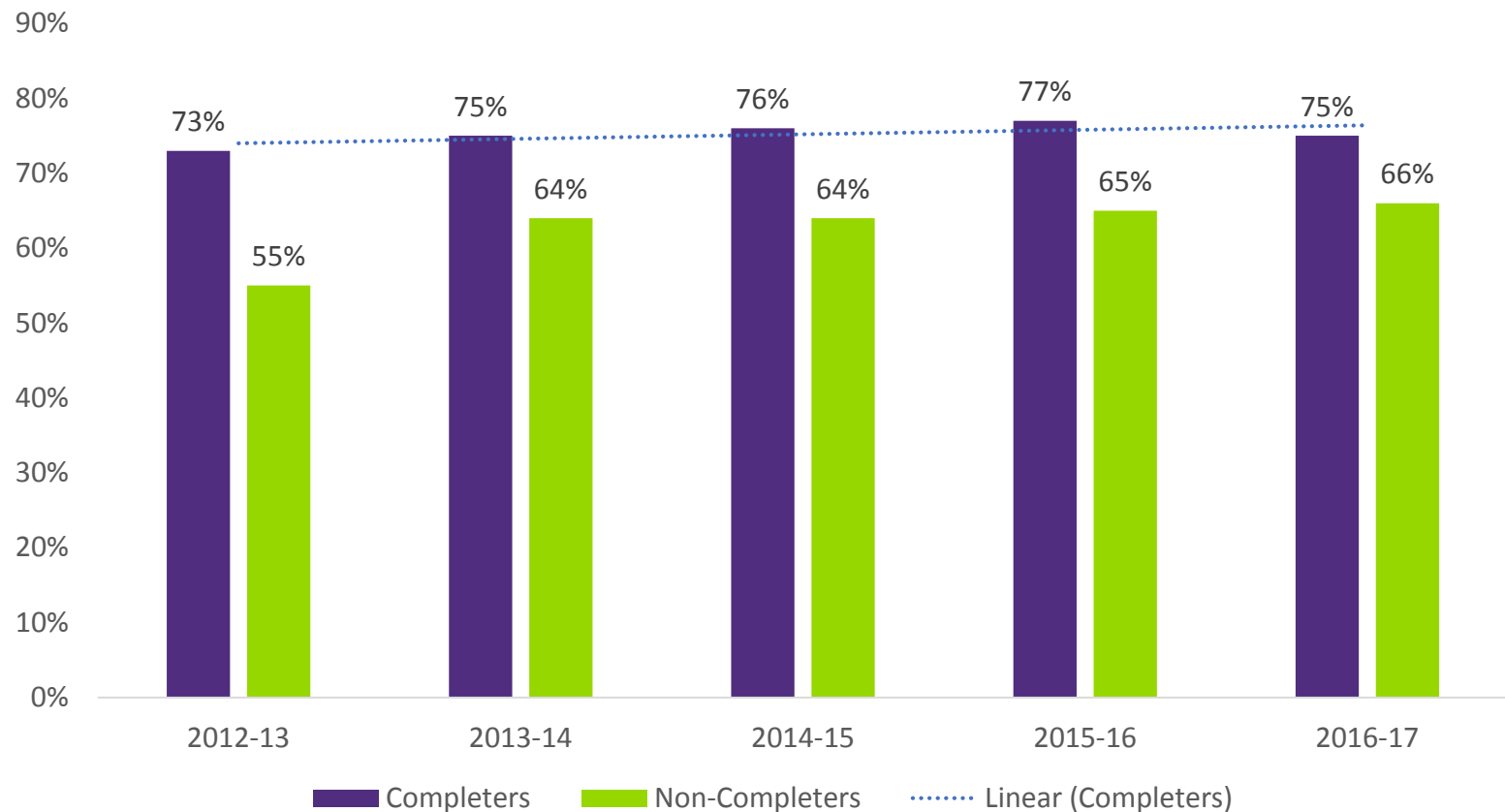
How is CPTC doing?

	2016-17 Employment or Continuing Ed
State Average	76%
Pierce Co.	76%
Tech. Colleges	77%
CPTC	75%

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

Key takeaways

- 2% FTEs increase

- 2% increase in retention rates

- Slight decrease in graduates and awards

- Slight decrease in overall employment rate

CP
TC

Tab 5

CLOVER PARK
TECHNICAL COLLEGE
Excellence. Experience. Employment.

FY2018-2019

4TH Quarter

Period Ending

June 30, 2019

September 9, 2019

Prepared by:
Finance Department

Clover Park Technical College
Statement of Revenue and Expenditure by Fund Source
FY 2018-2019 period ending June 30, 2019
Cumulative beginning July 1, 2018

Fund	Description	Budget	YTD	Balance	Received	Budget	YTD	Balance	Expended	to Date
001	State Allocations	18,869,779	18,851,676	18,103	100%	18,869,779	18,851,676	18,103	100%	-
060	Capital Debt	2,517,290	2,515,555	1,735	100%	2,517,290	2,515,555	1,735	100%	
08A	Education Legacy Trust	1,618,254	1,618,254	-	100%	1,618,254	1,618,254	-	100%	-
489	Pension Funding	999,601	999,601	-	100%	999,601	999,601	-	100%	-
149	Operating Fees/Tuition	9,839,333	9,051,297	788,036	92%	9,839,333	7,272,939	2,566,394	74%	1,778,358
	Operating Subtotal	**33,844,257**	**31,258,025**	**807,874**	**92%**	**33,844,257**	**31,258,025**	**2,586,232**	**92%**	**1,778,358**
145	Grants and Contracts	6,217,315	5,743,121	474,194	92%	6,025,536	4,566,381	1,459,155	76%	1,176,740
147	Plant	32,352,139	28,021,226	4,330,913	87%	32,352,139	27,584,884	4,767,255	85%	436,342
148	Local Dedicated	2,153,765	3,053,344	(899,579)	142%	2,110,378	1,986,136	124,242	94%	1,067,208
522	Associated Students	896,127	994,832	(98,705)	111%	888,827	1,184,816	(295,989)	133%	(189,984)
528	Parking	142,454	143,620	(1,166)	101%	142,454	127,308	15,146	89%	16,312
561	Innovation Fund	291,016	280,801	10,215	96%	291,016	337,079	(46,063)	116%	(56,278)
570	Hayes Child Development Ctr	472,338	436,676	35,662	92%	472,338	412,924	59,414	87%	23,752
570	Event Services	267,000	304,141	(37,141)	114%	239,342	322,183	(82,841)	135%	(18,042)
570	Bookstore Commissions	-	237,993	(237,993)	N/A	-	40,000	(40,000)		197,993
846	Grants in Aid	8,964,916	9,212,711	(247,795)	103%	8,964,916	9,172,670	(207,754)	102%	40,041
849	Student Loan	7,872,788	4,535,330	3,337,458	58%	7,872,788	4,535,330	3,337,458	58%	-
850	Work Study	220,211	196,728	23,483	89%	220,211	196,142	24,069	89%	586
860	CPTC Financial Aid	600,000	403,276	196,724	67%	600,000	123,669	476,331	21%	279,607
	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**
057	State Capital Projects	789,000	787,708	1,292	100%	789,000	787,708	1,292	100%	-
060	Capital Projects	1,702,300	1,678,286	24,014	99%	1,702,300	1,678,286	24,014	99%	-
	Capital Subtotal	2,491,300	2,465,994	25,306	**99%**	2,491,300	2,465,994	25,306	**99%**	-
	Total	**96,785,626**	**87,287,818**	**7,719,450**	**90.2%**	**96,515,502**	**84,313,541**	**12,201,961**	**87%**	**4,752,635**

Prior Year (2017-18)	Budget	YTD	Balance	%Rec	Budget	YTD	Balance	%Exp	Net to Date
Operating	30,005,157	29,373,736	631,421	98%	30,005,157	26,985,754	3,019,403	90%	2,387,982
Other Subtotal	62,778,250	26,340,909	36,437,341	42%	62,209,923	27,580,341	34,629,582	44%	(1,239,432)
Capital Subtotal	3,599,611	1,991,611	1,608,000	55%	3,599,611	1,991,611	1,608,000	55%	-
Total	**96,383,018**	**57,706,256**	**38,676,762**	**60%**	**95,814,691**	**56,557,706**	**39,256,985**	**59%**	**1,148,550**
As a percent of this year	100%	66%			99%	67%			

Source: CPTC Budget Status district by Fund (BA1218)

Clover Park Technical College
Statement of Revenue and Expenditure by Fund Source
FY 2018-2019 period ending June 30, 2019
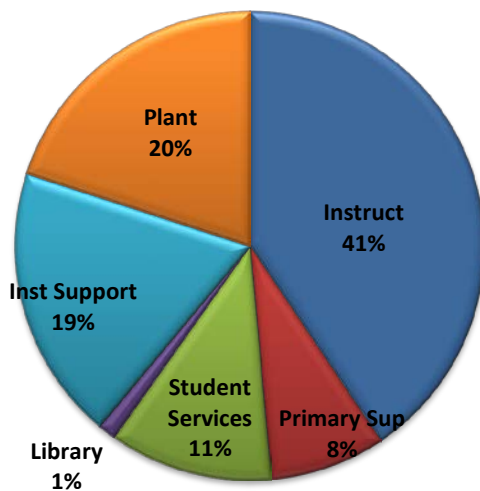*Cumulative beginning July 1, 2018*

By Program

Program Index		Budget	YTD	Balance	% Expended	2017-2018	% of LYTD
010	Instruction	13,507,907	12,681,081	826,826	93.9%	12,268,006	103%
040	Primary Support Services	2,550,885	2,500,257	50,628	98.0%	2,175,827	115%
050	Libraries	441,022	396,080	44,942	89.8%	328,324	121%
060	Student Services	3,795,840	3,507,670	288,170	92.4%	3,489,797	101%
080	Institutional Support	6,894,831	5,926,660	968,171	86.0%	5,292,289	112%
090	Plant and Facilities	6,653,772	6,246,277	407,495	93.9%	3,431,511	182%
	Total	**33,844,257**	**31,258,025**	**2,586,232**	**92.4%**	**26,985,754**	**115.8%**

By Type

Expense Type		Budget	YTD	Balance	% Expended	2017-2018	% of LYTD
A	Salaries & Wages	18,392,431	17,563,854	828,577	95.5%	16,295,763	108%
B	Employee Benefits	6,330,136	6,251,624	78,512	98.8%	5,877,713	106%
C	Personal Services	121,532	73,199	48,333	60.2%	80,209	91%
E	Goods & Services	5,715,911	4,398,713	1,317,198	77.0%	4,085,499	108%
G	Travel	204,854	156,918	47,936	76.6%	158,272	99%
J	Capital Outlays	468,518	433,907	34,611	92.6%	637,660	68%
N	Grants to Students	113,355	108,642	4,713	95.8%	27,804	391%
P	Debt Service	2,517,290	2,515,555	1,735	99.9%		100%
S	Interagency Reimbursement	(146,995)	(130,301)	(16,694)	88.6%	(164,403)	79%
T	Transfers	127,225	(114,085)	241,310	-89.7%	(12,763)	894%
	Total	**33,844,257**	**31,258,025**	**2,586,232**	**92.4%**	**26,985,754**	**115.8%**

By Program
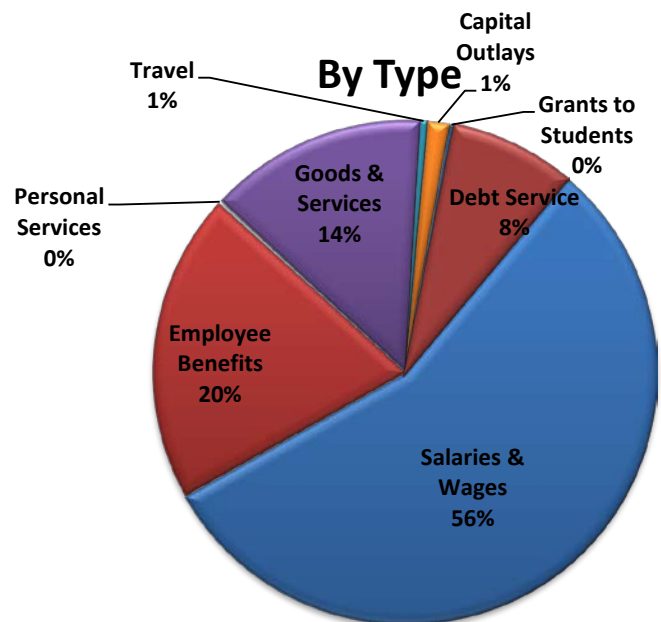
Instruct 41%
Primary Sup 8%
Student Services 11%
Library 1%
Inst Support 19%
Plant 20%

By Type

Salaries & Wages 56%
Employee Benefits 20%
Personal Services 0%
Goods & Services 14%
Travel 1%
Capital Outlays 1%
Grants to Students 0%
Debt Service 8%

Clover Park Technical College
Statement of Revenue and Expenditure by Fund Source
FY 2018-2019 period ending June 30, 2019
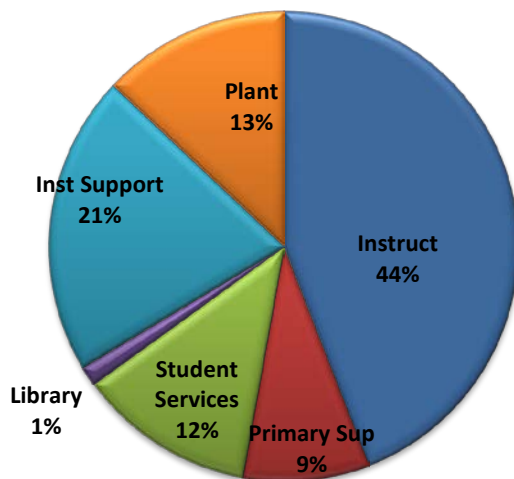### Excludes CAMT Debt Service

By Program

Program Index		Budget	YTD	Balance	% Expended	2017-2018	% of LYTD
010	Instruction	13,507,907	12,681,081	826,826	93.9%	12,268,006	103%
040	Primary Support Services	2,550,885	2,500,257	50,628	98.0%	2,175,827	115%
050	Libraries	441,022	396,080	44,942	89.8%	328,324	121%
060	Student Services	3,795,840	3,507,670	288,170	92.4%	3,489,797	101%
080	Institutional Support	6,894,831	5,926,660	968,171	86.0%	5,292,289	112%
090	Plant and Facilities	4,136,482	3,730,722	405,760	90.2%	3,431,511	109%
	Total	31,326,967	28,742,470	2,584,497	91.7%	26,985,754	106.5%

By Type

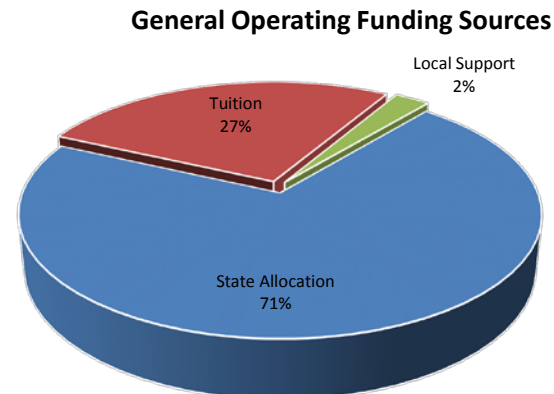| Expense Type		Budget	YTD	Balance	% Expended	2017-2018	% of LYTD
A	Salaries & Wages	18,392,431	17,563,854	828,577	95.5%	16,295,763	108%
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	Total	31,326,967	28,742,470	2,584,497	91.7%	26,985,754	106.5%

By Program

By Type

Clover Park Technical College
Statement of Revenue and Expenditure by Fund Source
FY 2018-2019 period ending June 30, 2019
Cumulative beginning July 1, 2018

Revenues					%	Expenditures			%	Net
Fund	Description	Budget	YTD	Balance	Received	Budget	YTD	Balance	Expended	to Date
149	90 Operating	8,461,064	10,191,529	(1,730,465)	120%	8,461,064	769,337	7,691,727	9%	9,422,192
148	Debt Service (Student Union COP)	4,910,803	4,910,803	-	100%	4,910,803	675,000	4,235,803	14%	4,235,803
148	Litigation	1,000,000	-	1,000,000	0%	1,000,000	-	1,000,000	0%	-
148	Local Capital	1,027,131	1,083,796	(56,665)	106%	1,027,131	-	1,027,131	0%	1,083,796
	Reserves Subtotal	**14,371,867**	**15,102,332**	**(730,465)**	**105%**	**15,398,998**	**1,444,337**	**13,954,661**	**9%**	**14,741,791**
148	ctcLink	846,955	846,955	-	100%	846,955	78,716	768,239	9%	768,239
148	TIP (Tuition Installment Plan)	80,000	90,511	(10,511)	113%	80,000	47,513	32,487	59%	42,998
149	Childcare Support	107,203	107,203	-	100%	107,203	15,039	92,164	14%	92,164
	Earmark Subtotal	**1,034,158**	**1,044,669**	**(10,511)**	**101%**	**1,034,158**	**141,268**	**892,890**	**14%**	**903,401**
	Total	**15,406,025**	**16,147,001**	**(740,976)**		**16,433,156**	**1,585,605**	**14,847,551**		**15,645,192**

College Comprehensive Expenses by Funding Source

Source	Budget	YTD Exp	% Funding
State Allocation	24,004,924	23,985,086	29%
Tuition	9,839,333	7,272,939	9%
Grants & Contracts	6,025,536	4,566,381	5%
Capital Projects	34,843,439	30,050,878	36%
Self Support	2,252,832	2,113,444	3%
Associated Students	888,827	1,184,816	1%
Auxilliary Services	711,680	775,107	1%
Financial Aid	17,657,915	14,027,811	17%
	96,224,486	**83,976,462**	**100%**
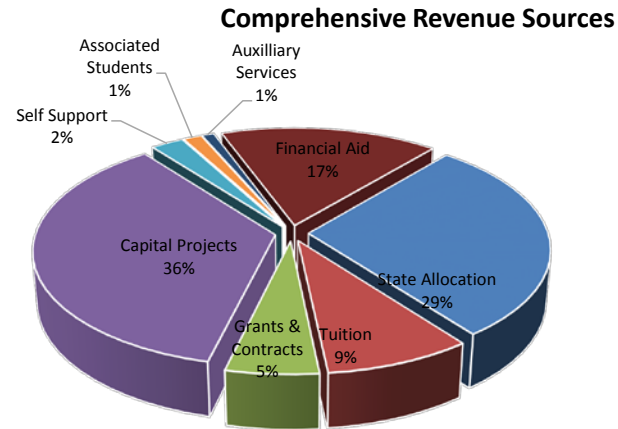
General Operating Funding Sources

Source	Budget	YTD Revenue	YTD %
State Allocation	24,004,924	23,985,086	71%
Tuition	9,839,333	9,051,297	27%
Local Support	953,433	881,168	3%
	34,797,690	**33,917,551**	**100%**

Comprehensive Revenue Sources

Associated Students 1% · Auxilliary Services 1% · Self Support 2% · Financial Aid 17% · State Allocation 29% · Tuition 9% · Grants & Contracts 5% · Capital Projects 36%

General Operating Funding Sources

Local Support 2% · Tuition 27% · State Allocation 71%

2018-2019 One-Time Funding
Year-end Sweep

Administration		**Amt**		**Spent**		**Sweep**	
VP of Finance & Admin	Updated Master Plan	$	60,000	$	57,754	$	2,246	149-094-818N ER
Facilities	Pressing tool	$	4,800	$	3,883	$	917	149-092-818D JA
Facilities	Way Finding Signs	$	150,000	$	6,041	$	143,959	149-092-818D EA
Information Technology	25Live Scheduling software	$	25,000	$	-	$	25,000	149-086-828T EY
		$	239,800	$	67,678	$	172,122	
Instruction							
VP of Instruction	Instructional Maintenance/Licenses	$	150,000	$	40,345	$	109,655	149-043-50IM EE
Auto Collision	TIG Welders	$	17,000	$	16,026	$	974	149-012-5B11 JC
Cosmo/Esthet/Massage	A/V upgrade- all B8 classrooms	$	75,000	$	75,000	$	-	149-041-828T JC
CNISS	Replace Classroom lab computers	$	99,615	$	90,665	$	8,950	149-012-5B50 JA
Culinary Arts	Triple Deck Pizza Oven	$	25,000	$	19,180	$	5,820	149-012-5C71 JC
Digital Entertainment	Projector upgrades- 2	$	2,500	$	2,500	$	-	149-012-5B54 JA
Nursing	Simulation Software upgrade	$	14,285	$	12,504	$	1,781	149-012-5C50 EY
Professional Pilot	Aircraft Replacement	$	220,000	$	-	$	220,000	149-012-5B33 JC
Transitional Studies	Classroom equip: chairs, projectors	$	14,600	$	12,274	$	2,326	149-043-5A33 JA
Library	ALMA	$	32,872	$	32,872	$	-	149-051-5A04 EJ
		$	650,872	$	301,366	$	349,506	
Strategic Development							
Human Resources	HR Part Time Staffing	$	40,000	$	30,150	$	9,850	149-083-6B00 AQ-60/B
College Relations	Advertising carryforward	$	90,000	$	90,000	$	-	149-085-6D00 EZ
College Relations	Program Promotional Videos	$	50,000	$	50,000	$	-	149-085-6D00 EZ
College Relations	Online Catalog Software	$	11,800	$	11,800	$	-	149-085-6D00 EY
		$	191,800	$	181,950	$	9,850	
Student Services							
Welcome Center	Welcome Center Bookcases	$	3,303	$	3,303	$	-	149-081-404A JA
Student Success	Student Services Accessibility Moves	$	200,000	$	200,000	$	-	149-094-818N TE
International Programs	Agent Commission	$	22,500	$	-	$	22,500	149-061-47FX CK
Childcare Center	Hayes Childcare Center	$	107,203	$	15,040	$	92,163	149-061-405G
		$	333,006	$	218,343	$	114,663	
	Total	$	1,415,478	$	769,337	$	646,141	