



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: 4:00-5:15 p.m.

Minutes

Study Session

Call to Order: Chair Taylor called the Board of Trustees Study Session for Clover Park Technical College (CPTC) to order on October 14, 2020, at 3:00 p.m.

Board of Trustees Present:

Eli Taylor, Chair

Carol Mitchell

Mark Martinez

College President: Dr. Joyce Loveday

Assistant Attorney General (AAG): Justin Kjolseth

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

Executive Team:

Dr. Thomas Broxson, VP, Instruction

Scott Latiolais, VP, Student Success

Samantha Dana, Int. VP, Strategic

Development

Lisa Wolcott, Dir., Budget & Finance

FY20-21 Budget Discussion (Tab 1)

Ms. Wolcott presented the proposed FY20-21 Budget.

Annual Enrollment Review (Tab 2)

Ms. Dana gave the Annual Enrollment Review. Questions and discussion followed. Trustee Mitchell asked what it would take to increase contract funding. President Loveday responded that most of CPTC's industry-related contract training is provided through Invista Performance Solutions, in partnership with Tacoma Community and Pierce Colleges. Other contracts that contribute to CPTC's operating budget include funding received from activities such as running start, Northwest Career & Technical High School, and community training opportunities. Trustee Mitchell added the context of the question is because the Employment Security Department (ESD) has a self-employment assistance program. She wondered whether the CTCs might be able to offer some of that training, which would be paid by ESD. CPTC does provide that type of support, and President Loveday noted the College strives to be more responsive to the community in both short-term and long-term training.

Chair Taylor asked why such a decline in Digital Entertainment and Design. Dean Mahoney said the program requires higher-end computers, and CPTC was only able to provide students with Chrome Books. President Loveday added it has been hard to determine how long COVID would last and impact programs, going forward computers may be added to the students' syllabus, then Worker Retraining and Financial Aid could help with those additional costs. Ms. Dana and Dean Mahoney are also looking into federal funding to create a lending library for high-end equipment.

Chair Taylor inquired if the retention data could also be disaggregated by race and age. Ms. Dana will break down the retention information by race and age in the future.

2020-21 Trustee Committee Assignments (Tab 3)

Trustee Committee assignments for 2020-21 were determined.

Adjournment

Chair Taylor adjourned the Study Session at 3:51 p.m.

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Regular Meeting Agenda

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

Board of Trustees Present:

Eli Taylor, Chair

Carol Mitchell

Mark Martinez

College President: Dr. Joyce Loveday

Assistant Attorney General (AAG): Justin Kjolseth

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

Executive Team:

Dr. Thomas Broxson, VP, Instruction

Scott Latiolais, VP, Student Success

Samantha Dana, Int. VP, Strategic

Development

Lisa Wolcott, Dir., Budget & Finance

Adoption of the Agenda

MOTION:

Motion to adopt the agenda, as presented, was made by Trustee Martine 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 August 12, 2020, as presented, was made by Trustee Mitchell and seconded by Trustee Martinez. Motion was approved unanimously.

President's Report

Opening Day

Opening Day is when all faculty/staff meet the day prior to fall quarter for updates, training, etc., and this year's meeting was held virtually. President Loveday highlighted CPTC's history of providing responsive education and stressed what OKRs (objectives/key results) the College is focusing on this year:

- Become more responsive to business, industry, and the community
- Increase student completion
- Eliminate gaps in student completion
- Foundational excellence

ACCT Virtual Conference

The Association of Community College Trustees (ACCT) National Leadership Congress was held virtually this year, which was an affordable option. Trustees Taylor and Martinez and President Loveday attended. Another benefit of this format is attendees have access to the sessions after the event.

Miscellaneous

Introduction of VPI

President Loveday introduced Dr. Broxson, who began as the Vice President for Instruction on September 1. Dr. Broxson is honored to be in this position, as CTCs open a door of opportunity and a pathway to the American dream that was not present before their existence. He is excited to open that door wider and help more students become successful.

Scholarship Celebration

The amazing CPTC Foundation moved the annual scholarship celebration to a virtual event. The purpose is to raise funds through a silent auction, "raise the paddle," and virtual cooking classes for scholarships to support students' ability to complete their education. It will run from October 13-20.

Manufacturing Day

October 2 was National Manufacturing Day. Kris Johnson, CEO of Association of Washington Business, held an event in CPTC's John Walstrum Center for Advanced Manufacturing. It was a live, two-hour broadcast with some guests interviewed in person. Trustee Martinez attended.

Budget Reductions

The College is taking a stepped approach to reductions this fall for known budget shortfalls resulting from ongoing CPTC expenses and insufficient funds. Further reductions may be required if the legislature makes changes to the budget.

To provide a 2020-21 balanced budget for approval this evening, the College took several steps to reduce expenditures:

- Not filling vacant positions
- Reduced sections in programs
- Some reductions to staff and programs
- Travel freeze
- Eliminated contingency funds
- Decreased Goods and Services by five percent
- Applied GEERS funding to cover a port of the projected tuition shortfall

- Asked Board to consider utilizing \$500,000 of unrestricted reserves for one-time line item on the budget to help cover projected tuition shortfall
- Implemented voluntary separation incentives to reduce personnel-related expenses

Other College Reports or Highlights

FY 2019-20 4th Quarter Budget Report (Tab 5)

Ms. Wolcott provided the attached FY 2019-20 4th Quarter Budget Report. Questions followed.

- Trustee Martinez asked how much money CPTC receives from Invista Performance Solutions. Ms. Wolcott reported an opening entry of \$172K last year, Invista distributed an additional \$39K to CPTC, CPTC spent \$30K for College support, so the balance this year was a little over \$181K.
- Trustee Mitchell would like more information on Personal Services, specifically the 208% LYTD. For contracted amounts, the big items were:
 - One-time funds for Marketing
 - The International Programs contracted with agencies to recruit students
 - A grant writer
 - Additional IT assistance
- Trustee Martinez questioned the additional \$500K for the ctcLink budget. Ms. Wolcott replied that CPTC is a year out from implementation, and the College anticipates overtime and backfill costs. Some of the other colleges have had increased costs up to \$1M.

Fall Quarter Enrollment Update (Attachment 1)

Mr. Latiolais presented the attached Fall Quarter Enrollment Update. Trustee Martinez inquired if results of the countywide college publicity campaign were available. Ms. Adrien noted that website traffic has increased from the digital and billboard ads. Other data has not been calculated, and she can give an update at a later date.

Chair Taylor said colleges showed an up-tick in enrollment during the last recession, and he was shocked to hear that enrollment has declined.

Instruction Report – Education during COVID-19 (Tab 6)

In response to Chair Taylor's comment, Dr. Broxson stated that college enrollment is down around eight percent nationally. A recent study showed there is difficulty with students being reluctant or don't want to move online. In addition, many students rely on service-industry jobs to be able to afford school, which are being impacted, as well.

Three programs gave a brief description of how their program is working during COVID.

- Biology – Wendy Noffke and Christee Galbreath, Instructors; Linda Owl, Student
- Human Service & Chemical Dependency – Jen Weinmann and Robert Welch, Instructors; Tracy Abbot, Student
- Graphic Technologies – John Moyer and Daryl Owens

Chair's Report

Chair Taylor thanked the Instruction presenters. His wife is an educator, and he has always thought highly of them. Being able to observe the process of CPTC converting to mostly online classes, Chair Taylor appreciates all the amazing work.

Board Reports and/or Remarks

Trustee Martinez encouraged everyone to get out and vote. All Trustees echoed it.

Trustee Mitchell had a message for administrators, faculty, staff, and (especially) students. The moratorium for non-payment of rent will end at the end of December. Some people may be facing eviction if they cannot pay their current or back rent. There is free help available. They may email the HJP@Tacomaprobono.org or call 1-888-822-5134. It is free assistance for both tenants and landlords.

Public Comments

No public comments.

New Business

Approval of the FY 2020-21 Operating Budget (Tab 1)

Motion to approve the FY 2020-21 Operating Budget as presented was made by Trustee Martinez and seconded by Trustee Mitchell.

Discussion: Trustee Martinez acknowledged there is tension around campus about the budget. He thinks the team did a good job in moving resources to where they are needed, and the College came out somewhat unscathed. In construction, childcare is the number one issue of his apprentices, who are students. They have difficulty finding quality, affordable childcare where they can drop their children off early and maybe pick them up late. He asked the College to make it a priority to expand those opportunities for childcare, as much as possible. If students can't find someone to provide the childcare, that adds another barrier to the struggle.

Motion was approved unanimously.

Executive Session

No Executive Session.


Next Meeting

November 18, 2020, details to follow.


Adjournment

MOTION:

Motion to adjourn the meeting at 5:34 p.m. was made by Trustee Martinez and seconded by Trustee Mitchell. Motion was approved unanimously.



Dr. Joyce Loveday
President
College District Twenty-Nine



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