



## **Board of Trustees Meeting**

Virtual, Via Zoom  
Wednesday, October 26, 2022  
Special Meeting: 2:00-3:00 p.m.

### **Meeting Minutes**

**Call to Order:** Chair Phillips called the Board of Trustees Special Meeting for Clover Park Technical College (CPTC) to order on October 26, 2022, at 2:00 p.m.

#### **Board of Trustees Present:**

Chair Alice Phillips  
Mark Martinez  
Carol Mitchell  
Eli Taylor  
Tong Zhu

**College President:** Dr. Joyce Loveday

**Excused Absences:** Justin Kjolseth, Assistant Attorney General

#### **Executive Team:**

Dean Kelly, Interim VP, Student Success  
Samantha Dana, Assoc. VP, Institutional Effectiveness  
Lisa Beach, Interim VP, Finance & Administration

#### **FY 2022-23 Operating Budget Discussion (Tab 1)**

President Loveday stated the reason for the meeting is to discuss the proposed FY 2022-23 Operating Budget. It will be put forward for approval later in this meeting.

With the recent transition to ctcLink, the 4<sup>th</sup> Quarter report from FY 2021-22 is not yet available. Therefore, today's report will focus solely on the 2022-23 budget plan. It has historically taken colleges a significant period of time to fully transition from the legacy system to Peoplesoft as the systems function quite differently, and CPTC is no exception. End-of-year fiscal information for 2021-22 will be provided as it becomes available.

President Loveday gave recognition to those who have been working diligently on budget issues: Lisa Beach has given oversight to this process since July; and Parminder Kaur, who is a ctcLink expert, this is her first time working in a college, and she is working with the State Board for Community and Technical Colleges (SBCTC). There is tremendous staff in the Finance Office: Jason Volk, Tanya Petrov, Kay Perez, Kimberly Bills, Susan Hoppe, Stefanie Bosen, and Regina Scanlan. They have been joined recently by Jasmine Fernandez and Jealisa Aguilar who are already strong members of the team. She also thanked Brian Lee who has been very engaged in helping to troubleshoot system challenges, particularly those across multiple departments.

Ms. Beach presented the attached FY 2022-23 Operating Budget. Finance is closely tracking CPTC's bank balances and LGIP funds, because that's the most important thing that demonstrates the College's fiscal health. Meanwhile, subdividing those resources and revenues into the PeopleSoft institutional and departmental accounts is an ongoing effort.

Questions followed. Trustee Mitchell asked a question about reserve funds. Does Board approval of the budget cover funds being moved from Reserves, or does it require another vote from the Board? President Loveday noted that Board approval of the Operating Budget today covers moving from Reserves the identified funds shown in the budget. Trustee Mitchell followed up with asking what the timeframe is by which CPTC will need to know the expected impact of enrollment on tuition revenue. President Loveday said this year is the last one where COVID funding that may be available to carry over to reserves for the following year. She assured the Board that the College is protective of Reserve funds. Trustee Mitchell hopes the Board can help the College brainstorm and figure out some pathways to improve enrollment and tuition before next year – at least have a conversation.

Trustee Martinez asked what enrollment projections are for the next year. Is it expected to continue to decline at the current rate? President Loveday noted that the national enrollment trend is projected to continue to decline at some level, unless things are done differently. CPTC has begun the work to change instruction, outreach and retention strategies, and we have more to do in this area.

President Loveday indicated enrollment fall quarter is flat when looking at certificate and degree related programs. Credits generated from our work with Vadis have been intentionally reduced, which brings overall enrollment down a bit. CPTC is focusing on being more responsive to the community and to industry. The College has hired a past VP for Finance at Centralia College to serve as a consultant and assist the college with budget projections and adjustments to consider for the following year.

Chair Phillips asked if CPTC still engages with local high schools as an alternative option to four-year universities. Yes, those relationships have grown over the last year. Prior to the pandemic, CPTC had approximately 90 Running Start students; now there are 147. There has also been growth in the Northwest Career and Technical High School and in Transitional Studies. Trustee Taylor added in the past when there was a recessionary period, there was an increase in career and technical college enrollment. Right now, there is still a "hot job" market, which has delayed that process. The data is showing that in the next six to twelve months, there may be an increase of job losses. That could mean an increase in tuition and enrollment. Trustee Taylor hopes that the Trustees can be as pro-active as possible, because CPTC does not want to be in a reactionary situation.

Chair Phillips agrees that this might be a good topic for a future study session. She would like more background on what CPTC has done, is doing, trends, and what might be done to help enrollment go from flat to incline. Trustees agreed. President Loveday will work with Chair Phillips to schedule this agenda topic. Trustee Zhu is also interested in exploring how Trustees can help CPTC reach the business community and help assess their emerging needs.

Trustee Mitchell had a question from a group of young adults that are interested in entrepreneurship. They are 17-19 years old, graduating in the spring, and some have not committed themselves to further studies. CPTC might consider an entrepreneur track on how to form a business, the marketing, the promotion, the product design, and aspects of running a business.

### **Miscellaneous**

President Loveday said the College has had a relationship with Vadis for over 20 years. Vadis is an organization that serves developmentally disabled community members and helps them find jobs. The model of support we provide Vadis is being reviewed to assure the partnership provides value and aligns with State Board agreements.

### **Public Comments**

Diane Follet thanked the Administration, as CPTC's Nursing Faculty salaries were just renegotiated around HB 2158 funding for High-Demand Nursing Educators. The nurses are at the Fall Program Expo, so they could not be here. We are thanking the Administration for seeing the value in the need to attract and retain more nursing faculty, especially in light of the current budget situation. She specifically thanked Kirk Walker, Dr. Tom Broxson, Tiffany Smith-Fromm, and Parminder Kaur for their hard work.

### **New Business**

Approval of the 2022-23 Operating Budget (Tab 1)

#### **MOTION:**

Motion to adopt the FY 2022-23 Operating Budget as presented, was made by Trustee Mitchell, and seconded by Trustee Martinez. Discussion: Trustee Martinez is concerned final numbers are not available for the FY 2021-22 Operating Budget, through no fault of the staff, but due to software transition. He will vote affirmatively but would like final numbers as soon as possible. Trustee Taylor shares the same concerns. He looks forward to more discussion in a study session to best prepare for CPTC's future. Motion was approved unanimously.

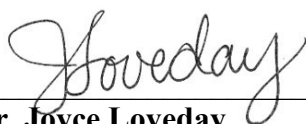
### **Next Meeting**

November 9, 2022, details to follow.

### **Adjournment**

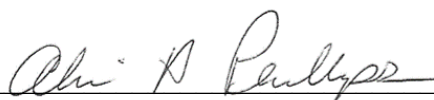
#### **MOTION:**

Motion to adjourn the meeting at 3:04 p.m. was made by Trustee Mitchell, and seconded by Trustee Taylor. Motion was approved unanimously.




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**Dr. Joyce Loveday**  
**President**  
**College District Twenty-Nine**




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**Alice Phillips**  
**Chair, Board of Trustees**  
**College District Twenty-Nine**