



**Board of Trustees Meeting**

**South Hill Campus, Room 114**

**Zoom Link for those who cannot attend in person:**

<https://cptc-edu.zoom.us/j/83543974093>

**Wednesday, May 15, 2025**

Study Session: Cancelled

Regular Meeting: 4:00 – 5:25 p.m.

**Regular Meeting Minutes**

**Call to Order, Land and Labor Acknowledgement, Introductions:** Trustee Villegas Rivera called the Regular Meeting of the Board of Trustees for Clover Park Technical College (CPTC) to order on April 9, 2025, at 4:03 p.m. followed by the land and labor acknowledgement and flag salute.

**Board of Trustees Present:**

Adria Buchanan – via Zoom

Jesus Villegas Rivera

Eli Taylor

**College President:** Dr. Joyce Loveday

**Assistant Attorney General (AAG):** Justin Kjolseth – via Zoom

**Excused Absences:**

Alice Phillips

Tong Zhu

**Executive Team:**

Dr. Tom Broxson, VP for Instruction

Dean Kelly, VP for Student Success

Amelia Grayson, VP for Finance and Administration

Dr. James Neblett, Associate VP for Human Resources and Culture

**Adoption of the Agenda**

**MOTION:**

Motion to adopt the agenda as presented, was made by Trustee Taylor and seconded by Trustee Buchanan. The motion was approved unanimously.

## **Approval of the Minutes (Tab 1)**

### **MOTION:**

Motion to adopt the minutes of the April 9, 2025 Board meeting as presented, was made by Trustee Taylor and seconded by Trustee Buchanan. The motion was approved unanimously.

### **Public Comments**

None

### **President's Report**

Dr. Loveday reported that the scheduled student speaker had a family emergency and would not be able to present.

Dr. Loveday noted that Iesha Valencia was not present because she was attending the first convening of a consortium of Hispanic Serving Institutions in Mt Vernon. CPTC is an emerging HSI and we are happy that Ms. Valencia and a team of seven from CPTC had the opportunity to attend.

Dr. Loveday stated that there have been a lot of great events lately on campus

- 1) The annual scholarship banquet was held May 2<sup>nd</sup>. Over \$180,000 was raised by this event -- far above previous amounts raised. Our aviation program was the focus of the evening and ex-trustee Carol Mitchel provided the keynote speech. Trustees Phillips and Villegas Rivera attended.
- 2) On May 8, CPTC held its Career Conference, hosting 1300 high school students, providing them the opportunity to explore various career paths and experience being on a college campus.
- 3) CPTC also held its Spring Program Expo – an open house for the whole community to check out our programs. We saw 275 potential students along with family members and other community members. This is an increase of 38% from last spring. The use of our new our new CRM program was used to help increase attendance, and will be utilized to target follow-up communications.

Enrollment is up about 23% from last year, which puts CPTC at the top of the list for growth this year compared to other community and technical colleges in Washington. We are approaching the allocation benchmark set by the Washington State Board for Community and Technical Colleges (SBCTC). (The college is currently estimated to be at 84% of target). CPTC's enrollment increase will be helpful as a new allocation model is implemented this summer.

Policy 3.22, Tuition Refund Policy is being updated today with language providing clarification regarding refund calculations for classes that are shorter than 10 weeks.

ACT is going to be held in Spokane May 22 and 23, with a New Trustee Orientation scheduled for May 21. Trustee Buchanan will be attending both, and Dr. Loveday will be joining her.

June 10 will be a combined commencement and Board meeting. Two Tenure Candidates will be considered by the board at the meeting.

## **College Reports or Highlights**

### **CAAB Report (Tab 2)**

Leilani Up and Tanner Jarvis presented the CAAB report, containing three items

- 1) Blind Date with a book event
- 2) Earth Day event held in coordination with the MOSAIC Center
- 3) The Student Awards Ceremony will be held in person for the first time since the pandemic. 150 nominations have been received for nine awards. Written invitations were provided for the board members. Some categories may have more than one awardee.

The trustees asked the presenters to provide some background about themselves. Mr. Jarvis said that he has been at CPTC for about a year and a half and has been part of CAAB for a little over one year. He is majoring in Culinary Arts. Ms. Up said that she has a similar background except that her major is Digital Entertainment Design

Trustee Buchanan asked about how CAAB knows they are having a positive impact on the student body. The presenters replied that CAAB regularly review the success of previous events, and continuously receives feedback from students. CAAB tries to make sure their events are kept local and accessible.

### **CAAB Budgeting Process (Tab 3)**

Jessica Wallack gave a brief overview of the S&A budget process. These funds collected in addition to tuition and pay for activities that are not strictly educational. What is funded is decided upon by the students guided by state regulations. Students submit requests for funding and the requests are reviewed by the CAAB budget committee. Students on the committee receive training re: finances, history, state laws, and bias. They review requests and determine how to spend available funds. If a request is under \$10,000 the decision is based on request alone. If the request is larger, there is a hearing. If the requesters are not happy with the results, they can appeal. The budget committee recommendations are voted on by the CAAB leadership. From there it comes to the CPTC Board for its vote. This year the budget is \$820,000.

The full budget will be presented at the June Board meeting with line-by-line detail.

### **3<sup>rd</sup> Quarter Financial Report (Tab 4)**

Amelia Grayson presented the report. She focused on the revenue and expense page. The high tuition line (116% of budget) is due to the increase in enrollment. Areas such as NWCTHS, Running Start, and the State Operating Appropriation are lower than projected due to timing variances. They are not a point of concern as these funds come in late in year. There will be some correction to the Auxiliary Services due to event services' busy season occurring at the end of the fiscal year, but this category is likely to be a little short.

Trustee Taylor asked if Hayes has ever had a year when they operated without a deficit. Ms. Grayson said that last year it performed as expected. This year there has been significant leadership turn-over at Hayes, as well as billing software changes. The administration is working to turn things around again, partially by looking at how the center can support students better.

Trustee Buchanan asked what happens if expected revenue does not come in before the end of June. Ms. Grayson replied that accrual accounting is used to attribute the revenue in the year it was earned and it will not affect the new year's budget starting in July.

Ms. Grayson went on to discuss expenses. Over all they are about as expected for this time of year, but there are some outliers. Capital outlay is currently high because of unanticipated needs. Travel and Utilities are predictably low at this point in the year due to delays in billing. Debt service is also skewed because of anticipated late year payments. Building and Innovation is high because these are billed as a percent of tuition. This expense is higher than expenses because enrollment is higher than expected, so this is actually good.

Net income is currently at a positive one million dollars, significantly better than the budgeted 0.5-million-dollar deficit. By the end of the year, Ms. Grayson expects that we will at least break even, and may do better.

Trustee Taylor ask how current federal activities are impacting fiscal planning. Ms. Grayson stated that they have not had a major impacted so far, but may potentially impact college finances going forward. The Washington state deficit may also impact our finances moving forward.

#### Corrections Program (Tab 5)

Stephenie Jekel and Chastity Pennington provided an overview of the Corrections program at CPTC. Ms. Jekel is the Pierce County Corrections Education Reentry Community Navigator. Ms. Pennington is her supervisor at SBCTC.

The program's goal is to work with corrections affected individuals to support moving them into education when they come out of incarceration. The program also works with those who have already returned to community.

SBCTC partners with the Department of Corrections, and is working to grow the network of navigators. Navigators work directly with individuals to help them enroll. Ms. Jekel supports students from education planning through entry and completion. The return on investment is very high (5:1). Those who get an AA reduce recidivism by 40%. This is due to the employment that is made possible by the education participants receive.

Trustee Villegas Rivera asked if the program provides training to college staff to help them work with these students. He also asked where the program funding comes from. Ms. Jekel stated that she does provide training to college staff, and that funding is provided by the state legislature through the Department of Corrections, to SBCTC, who distributes it to colleges.

Trustee Taylor wondered if Pell grants are available to corrections impacted individuals. Ms. Jekel replied that it is, and noted that an important part of the eligibility for this funding is the student's availability to continue their education after they are out of her program. The community and technical colleges throughout the state are therefore an important partner.

#### **Chair's Report**

Chair Villegas Rivera stated that he is excited for graduation.

**Board Reports and/or Remarks**

None of the other trustees had reports to make.

**New Business**

None

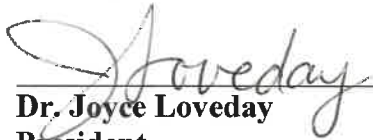
**Executive Session**

At 5:15 p.m., Chair Villegas Rivera stated that in accordance with RCW 42.30.110, the Board would recess to go into Executive Session for approximately 10 minutes for the purpose of reviewing the performance of public employees.

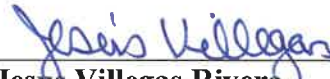
Chair Villegas Rivera reconvened the meeting at 5:22 p.m. and noted there were no action items as a result of Executive Session.

**Adjournment**

Motion to adjourn the meeting at 5:23 was made by Trustee Taylor and seconded by Trustee Buchanan. The motion was approved unanimously.



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



**Jesus Villegas Rivera**  
**Chair, Board of Trustees**  
**College District Twenty-Nine**