



Board of Trustees Meeting
Building 3, Rotunda and via Zoom
Wednesday, August 13, 2025

Study Session: 3:00-4:00 p.m.
Regular Meeting: 4:00-5:35 p.m.

Study Session Minutes

Call to Order: Chair Taylor called the Board of Trustees Study Session for Clover Park Technical College (CPTC) to order on August 13, 2025 at 3:04 p.m.

Board of Trustees Present:

Eli Taylor, Chair
Adria Buchanan, Vice Chair
Jesus Villegas Rivera
Alice Phillips

College President: Dr. Joyce Loveday

Assistant Attorney General (AAG): Justin Kjolseth -- on-line

Excused Absences: Tong Zhu

Executive Team:

Catherine Purcella, Senior Executive Director of Advancement and Strategic Communication
Dr. Tom Broxson, VP for Instruction
Amelia Grayson, VP for Finance and Administration
Dr. James Neblett, Associate VP for Human Resources and Culture
Iesha Valencia, Associate VP for Equity, Diversity, and Inclusion

PACE Survey Results (Tab 1)

Dr. James Neblett provided a presentation of the results of last fall's PACE Employee Survey. The results were compared against all other PACE survey results, PACE surveys conducted in the state of Washington, and PACE surveys conducted at all other small colleges.

PACE noted that institutional structure is commonly an issue at all institutions as it is at ours.

Generally, our scores are good, but there are some areas where improvement is possible.

Dr. Neblett Noted that flexible work arrangements have improved employee experience.

Dr. Neblett and Ms. Grayson will be chairing the Institutional Sustainability Council – working through shared governance to address problems in decision-making processes. Specific planned actions for improvement were reviewed.

Dr. Neblett recommended that surveys be done more frequently (the last PACE survey was done in 2008).

Trustee Buchanan asked if the survey questions are quantitative or qualitative. Dr. Neblett stated that they are all Likert scale responses. Trustee Buchanan noted that this kind of responses can be difficult to assess, especially when participants choose the neutral “3” which is where a lot of the college’s survey results lie. She saw that the administrative burden is high due to limitations of the PACE survey. She noted that she would also be interested in differences based on employee longevity.

Trustee Villegas-Rivera asked how many community and technical colleges in Washington use PACE. Dr. Neblett replied that most do.

Trustee Phillips asked how many surveys are conducted among staff and students per year? Dr. Neblett replied that he is not sure as areas other than HR conduct surveys, but departments do try to stagger them to avoid survey fatigue.

Trustee Taylor noted that it is important that employees see the college acting upon survey results. Dr. Neblett replied that about two years should be expected between the survey and development of responsive programs.

Dr. Loveday reflected that to her, the most valuable information from the survey was the need to work on administration pain points. The college is working to address these concerns through improvements to the shared governance structure.

Adjournment

Motion to adjourn the study session was made at 3:55 p.m. by Trustee Buchanan and seconded by Trustee Villegas Rivera. The motion was approved unanimously.

Regular Meeting Minutes

Call to Order: Chair Taylor called the Board of Trustees Regular Meeting of the Board of Trustees for Clover Park Technical College (CPTC) to order on August 13, 2025 at 4:03, followed by the flag salute and land acknowledgement.

Board of Trustees Present:

Eli Taylor, Chair
Adria Buchanan, Vice Chair
Tong Zhu
Jesus Villegas Rivera
Alice Phillips

College President: Dr. Joyce Loveday

Assistant Attorney General (AAG): Justin Kjolseth – on line

Excused Absences:

None

Executive Team:

Catherine Purcella, Senior Executive Director of Advancement and Strategic Communication
Dr. Tom Broxson, VP for Instruction
Amelia Grayson, VP for Finance and Administration
Iesha Valencia, Associate VP for Equity, Diversity, and Inclusion

Adoption of the Agenda**MOTION:**

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

Approval of Minutes (Tab 2)**MOTION:**

Motion to approve the minutes of the Regular Board meeting held on July 9, 2025, as presented, was made by Trustee Phillips and seconded by Trustee Zhu. Trustee Villegas Rivera requested an amendment to remove his name from the minutes as he was not present. The motion was approved unanimously as amended.

Public Comments

None

President's Report

Dr. Loveday introduced Alisha Brown as a student success speaker.

She completed a 16-week Dreamworks program at CPTC May 25th. During the program she was placed to work at a counseling center called Thoughtful Counseling Group. In the fall she will begin the Human Services program at CPTC. She wants to become a counsellor. Bella Crouchet was her life coach in the Dreamworks program. Ms. Brown chose to come back to CPTC for the Human Services program due to the flexibility of the program and the college's supportive atmosphere. She expressed special thanks to Beth who was her teacher.

She had not completed high school because of many personal challenges. Becoming a mother helped her understand the importance of education. She believes that her diploma will be a foundation for a fresh future.

Dreamworks was a turning point for her. It helped her overcome her difficulties and learn confidence.

Trustee Buchanan asked how Ms. Brown found the Dreamworks program. Ms. Brown said that she found it through the Step by Step program she was in at a homeless shelter.

Ms. Buchanan asked about the reaction of Ms. Brown's five children. She said that they are very proud of her. They see her growth. She pointed to a text from her daughter which said, "I saw my mom struggling, but never saw her give up". That text motivate her to complete the program.

Trustee Phillips asked what drew her to counselling. She replied that she had suffered from abuse, depression, and suicidal thoughts. In the Dreamworks program she found she loved working at a counseling center where she found a passion for helping others.

Continuing her report, Dr. Loveday congratulated Cathy Purcella for her newly accepted position – Senior Executive Director of Advancement and Strategic Communication. The newly restructured Advancement Division encompasses the Foundation, marketing and communications, and grant development. Institutional research and accreditation have been moved to the Instruction division. Cathy reminded Trustees of the Foundation's Golf Tournament fund raiser on August 16.

Dr. Loveday went on to point out recent college activities:

- Career and Community Services hosted a resource fair today at the McGavick Center.
- Today also saw an open house at the Eastside Training Center hosted by Student Success.

The Eastside Training Center is moving forward and gaining attention. We expect close to 70 students there for Fall 2025. In the Winter two additional cohorts will begin, supported by a partnership grant submitted by Katie Condit at Workforce Central. Dr. Loveday offered Kudos to Dean Burkes and Interim Director Amy Robertson-Bullen for the site's energy and excitement. Marketing and Communications has also contributed, eliciting articles in the Tacoma News Tribune, Seattle Times, and Daily Journal of Commerce.

Dr. Loveday recognized the Workforce Development team which has exceeded the worker retaining FTE goal for fiscal year 2025 by 16 full time equivalents. They also hit the WorkFirst target for fiscal year 2025. This means we will be able to maintain the current level of funding support for both Student Success and Instruction.

Finally, Dr. Loveday announced that our partnership with VOLTA (Vocational Outside Line Training Academy) is coming to fruition after a two-year process. Trustee Phillips originally identified the need for this type of training in our region and facilitated conversation between CPTC and IBEW 483. On August 26th there will be a ground breaking for a pole yard in the empty lot at the corner of Steilacoom Boulevard and Lakewood Drive. Through the college's new Lineman and Arboriculture Associate of Applied Technology degree, students will be eligible for financial aid including VA benefits. The synergy of the industry organizations working on this project has been very productive. She offered thanks to Dean Burkes and his team for their help getting the program started.

College Reports or Highlights

Summer Running Start (Tab 3)

Dr. Broxson provided a presentation about running start and this summer's pilot partnership program with Clover Park School District (CPSD). This the result of ongoing work with the district. Dual enrollment like running start is growing everywhere. At CPTC we have four different types. Some colleges in Washington have up to 30 percent Running Start enrollment on their campuses. CPTC's dual enrollment started small, but is growing fast.

Washington state has the goal of 70 percent of Washington students to earning a post-high school credential by age 26. Pierce County is currently at about 40 percent. To reach the 70 percent goal, we need to create more coherent pathways to help students achieve post-secondary credentials. To that end CPSD and CPTC have been working together to increase dual enrollment. This type of program boosts the odds of an individual achieving post-high school credentials by 10 percent.

This is only the second year that running start has been available in the Summer quarter. To encourage more use of this resource, CPTC identified four specific pathways for certification this Summer. CPSD went to every classroom in the district to promote this pilot program. Recruitment also included helping enroll students at high schools and bring them to CPTC's Lakewood campus to introduce them to campus environment. The end result was 58 students enrolled this summer. The school district also provided ongoing supports during the Summer. The college covered the cost for any credits over the 10 credits covered by running start.

Our efforts have sparked interest from other school districts and many of the participating students have expressed interested in coming back for more credentialling.

Looking forward, dual enrollments can be expanded in several ways: such as expanded field offerings, and use of college in the high school to start students as early as the 8th and 9th grades. Blurring the line between high school and college helps to increase credentialling in line with the state goal.

Trustee Buchanan asked if dual enrolled students are in class with other college students and if this cause problems. Dr. Broxson responded that he saw some concerns about running start students being ready for college but found the running start students are frequently the most successful. Statistically it is the 20-to-24-year-olds who experience the lowest success rates. He

also noted that the average age in community and technical colleges is slowly dropping due to the availability and popularity of dual enrollment.

Summer Launch (Tab 4)

Jovan McCoy and Dr. Tolu Taiwo provided a presentation about CPTC's 2025 Summer Launch program at the MEC.

The MEC, open to all students, provides academic and non-academic supports to improve successful completions. Since its opening, 45 students have been served, equaling 17 percent of the African American males at CPTC. The program is based on similar programs at various colleges around the country. The idea is to help students be prepared for success. Statistics have shown that the primary factor for success is one-on-one peer mentoring.

Summer Launch students were recruited from area high schools, especially Mount Tahoma High School. Specifically targeted were students who had no apparent plan for the future.

By the end of Summer Launch, all of the participating students were enrolled at CPTC and had funding plans as well.

Trustee Buchanan asked if participants were paid, and if support was provided to faculty to encourage that they act as mentors. The program is free to students but the college was not able to pay the students for their time. Mr. McCoy noted that students were hard to recruit due to the large investment of time by students and the loss of potential pay. In addition, a student from Mt. Tahoma High School was killed in near the end of the year, and that may have negatively impacted recruitment. The good news is that this year's students are now recruiting others to the program for future years. Mr. McCoy is working to create support for greater faculty participation.

4th Quarter Preliminary Financial Report

Amelia Grayson provided a preliminary report on the college's fourth quarter finances. She distributed a sheet with preliminary figures (Appendix A). She was not able to provide this in time for it to be included in the Board packet because she had to wait for SBCTC to provide final figures.

Although there is a net loss, it is much less than anticipated. This is partially due to changes in state allocations, but also enrollment was better than anticipated, providing higher revenue. Dual enrollment has been growing particularly fast. We are anticipating this will continue.

On the negative side, auxiliary revenue was lower than anticipated, lowering the overall revenue. Also, increased enrollment resulted in some increased costs.

Trustee Taylor asked how the budget can be predicted given the many unknowns. Ms. Grayson said that predictions are based on historical expectations tempered by the college's growth plans. She also works to budget conservatively to protect the college.

The August 29 Board retreat will provide an opportunity to delve deeper into college finances.

Chair's Report

Chair Taylor stated that he had no report.

Board Reports and/or Remarks

Trustee Phillips commended the CPTC Facebook posts. She said that they are easy to share as a way to promote the college. She also appreciated the student success stories, finding them inspirational.

She wondered if the college is continuing our work on student food insecurity and housing.

New Business


None

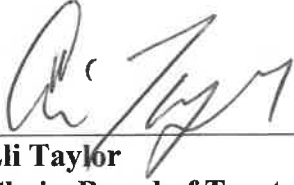
Executive Session

None

Adjournment

Motion to adjourn the meeting at 5:35 was made by Trustee Phillips, and seconded by Trustee Zhu. The motion was approved unanimously.



Dr. Joyce Loveday
President
College District Twenty-Nine

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

Appendix A

Clover Park Technical College
FY 2024-25, Year End Budget to Actuals
As of June 30, 2025
Non-GAAP Budgetary Basis Reporting
UNAUDITED

			100% of Fiscal Year Completed
	Budget	Actual	Actuals as Percent of Budget
REVENUE			
Net tuition and Fees	13,410,140	16,232,023	121.0%
Running Start	1,350,000	1,647,235	122.0%
NWCTHS Support	2,750,000	3,250,602	118.2%
Total Student Revenue	17,510,140	21,129,860	120.7%
State Operating Appropriation	36,944,483	36,944,483	100.0%
State Capital Appropriation	6,427,452	6,427,452	100.0%
Grants and Contracts	6,176,387	6,176,387	100.0%
Corporate Education	1,873,803	1,873,803	100.0%
Other Operating Revenue	421,800	770,866	182.8%
Investment Income	1,000,000	1,879,648	188.0%
Total Other Operating Revenue	52,843,925	54,072,639	102.3%
Bookstore	753,750	889,315	118.0%
Event Services	551,000	435,112	79.0%
Hayes Development Center	1,178,250	511,258	43.4%
Total Auxiliary Revenue	2,483,000	1,835,685	73.9%
Total Revenue	72,837,065	77,038,185	106%
EXPENSES			
Salaries and Wages	35,331,198	36,803,945	104.2%
Employee Benefits	11,970,018	11,680,165	97.6%
Capital Outlay	1,919,133	2,032,752	105.9%
Goods and Services	8,897,978	11,814,369	132.8%
Repairs and Maintenance	5,438,825	5,717,095	105.1%
Travel	319,117	371,391	116.4%
Utilities	1,104,127	1,176,218	106.5%
Scholarships and Aid	2,130,404	2,837,086	133.2%
Debt Service	3,507,250	3,507,250	100.0%
Building and Innovation	1,365,390	1,433,359	105.0%
Total Operating Expenses	71,983,440	77,373,630	107.5%
Net Income (Loss)	853,625	(335,445)	