



Board of Trustees Meeting

Lakewood Campus, Rotunda, Building 3

Zoom Link for those who cannot attend in person:

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

Wednesday, October 8, 2025

Study Session: Cancelled

Regular Meeting: 4:00 – 6:22 p.m.

Regular Meeting Minutes

Call to Order, Land Acknowledgement, Introductions: Trustee Taylor called the Regular Meeting of the Board of Trustees for Clover Park Technical College (CPTC) to order on October 8, 2025, at 4:01 p.m. followed by the land acknowledgement, flag salute, and introduction of the executive team.

Board of Trustees Present:

Eli Taylor
Alice Phillips
Tong Zhu
Adria Buchanan – on line

College President: Dr. Joyce Loveday

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

Excused Absences:

Jesus Villegas Rivera

Executive Team:

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

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 the Minutes of August 13, 2025 (Tab 1)

MOTION:

Motion to adopt the minutes of the August 13, 2025 Board meeting as presented, was made by Trustee Phillips and seconded by Trustee Buchanan. The motion was approved unanimously.

Approval of the Minutes of August 25, 2025 (Tab 2)

MOTION:

Motion to adopt the minutes of the August 25, 2025 Board meeting as presented, was made by Trustee Phillips and seconded by Trustee Buchanan. The motion was approved unanimously.

Public Comments

None

President's Report

Due to scheduling difficulties, Dr. Loveday asked Amelia Grayson to make her presentations early.

Fiscal Year 2025 Final (Tab 5)

Ms. Grayson provided an overview of the final unaudited figures for the 2025 fiscal year.

Minor adjustments were made from previous preliminary reports. Notably the college ended the fiscal year with only a \$275,059 loss.

Fiscal Year 2026 Final (Tab 6)

Ms. Grayson provided an overview of the 2026 fiscal year budget. The tuition rates, tuition waivers, and course fees were not explored in detail, but were presented as a customary part of the annual budget for the Board to review.

Similar to the last fiscal year, the 2026 budget projects a 2.2-million-dollar deficit.

Revenue figures presented assume a ten percent enrollment increase and the approved tuition increase of three percent.

Expenses show a significant increase in salaries and benefits, which reflect improvements in projections compared to last year. The increase allows for projected growth.

Building 23 is in its last year of debt service, so this will drop off of next year's budget. Going forward, the college we will only be paying on debt service on building 24.

The net deficit is largely due to continuing efforts to build capacity for growth.

At Trustee Phillips' request, Ms. Grayson explained that increases in employee expenses includes cost of living increases, step increases, growth of faculty, and a level re-set for some employees.

Trustee Zhu asked why the repair and maintenance budget line does not appear on this budget. Ms. Grayson explained that budget is now contained in the Other Expense line.

Ms. Grayson noted that operating reserves are at levels similar to last year with a couple of changes. The HR Audit and Recovery is at a lower level due to improved understanding of need. The actual expense may be even less than the \$100,000 projected. The Aircraft line was increased because the ordered airplanes will be available one year early. The earlier delivery allows about \$47,000 per airplane in savings on the purchase price, and will also provide savings from decreased maintenance on the old airplanes. The college will need to pay the full balance upon delivery. Ms. Grayson said that she is investigating the use of a Certificate of Participation for this purchase to spread the cost out. The COP would come in the form of a reimbursement so we would still need the reserve amount to pay up front. Ms. Grayson will present the COP option at a later meeting.

Upon completion of Ms. Grayson's presentations, Dr. Loveday introduced Sheli Sledge and Maria Ott to provide a presentation about Holiday House (Tab 3). Ms. Sledge noted that her presentation is similar to last year's presentation. She said that Holiday House helps to focus student attention on their studies instead of holiday needs. Need continues to grow and outpaces the number of sponsors.

October 19 there will a basket raffle to support unsponsored families.

Trustee Taylor asked if we work with outside organizations, and was informed that we work with both local business and service organizations to support Holiday House.

Ms. Sledge noted that most baskets are donated by employees.

December 2nd is the main event. From 8:00 a.m. to noon, gifts and donations are dropped off in the McGavick Center. At 1:00 p.m. recipients show up for gifts, games, and goodies.

Dr. Loveday thanked Ms. Sledge and Ms. Ott and continued, reporting on the following items:

The college has had a good start to fall quarter (enrollment is up about ten percent).

The Peer Mentoring Center is having its grand opening. It has been functioning for a year, but tomorrow at 1:30 is the ceremonial unveiling (including a new mural on Building 16).

Two federal grants have been discontinued: CCAMPIS which funded childcare costs at the Hayes Development Center for students who demonstrated financial need, and Title III, which was stopped at year 2 of 5. Title III was being used to develop training and curriculum support for faculty and also to expand learning and implementation of artificial intelligence. Appeals to the federal government were denied.

A resolution will be presented for ratification at the end of the meeting. The proposed resolution would allow a waiver of the operations differential for domestic out-of-state students. The need for this came to Dr. Loveday's attention recently because of the impact of out-of-state fees on apprenticeship enrollments. Changes in ctcLink require that the Board approve the resolution. This will also affect on-line students living in California, as well as our new line-workers

program. The financial impact is minimal because much of these fees are already regularly waived.

Trustee Buchanan asked if the resolution can only be applied fully, or if there is a middle ground. She expressed concern about the reduction in revenue to the college. Dr. Loveday responded that the exact financial effect is difficult to assess, but the majority of out-of-state residents already get some form of waiver. It is estimated that the impact will be 12 to 20 thousand dollars per quarter. On the other hand, we are likely draw more students with the waiver and may result in a net gain financially.

Trustees Zhu and Taylor said they would like more information about the financial impact. Dr. Loveday said she would bring the resolution back next month with more information.

Finally, Dr. Loveday noted that Chair Taylor would be signing Policy 3.35 tonight. This policy establishes the college approach to electronic signatures.

College Reports or Highlights

CAAB Report (Tab 4)

Cecilia Hernandez and Jessica Wallack provided a report regarding CAAB activities.

Ms. Hernandez noted that she has only been on the student leadership team for one month. This month's report was about the student leadership conference at Green River College and the student leadership training at CPTC. The leadership conference was a convocation of student leaders from community and technical colleges. The conference was two- and one-half days long, composed of leadership development, and fun activities to give students ideas for low-cost events at their campuses. Training for CPTC student leadership has been conducted here, teaching students about local structure and processes.

Union Update

Jason Kruse and Kathryn Smith provided an update of union activity at CPTC.

Mr. Kruse is president of the Clover Park Federation of Classified Employees, local 4789, which currently represents about one hundred employees. The classified union has a new set of officers but Mr. Kruse has been at CPTC and involved in the union for 20 years. The classified union has no particular issues at this time. He principally wanted to introduce himself, and see if the trustees had any questions.

Ms. Smith is the new president of Clover Park Federation of Teachers, Local 391. She thanked Drs. Loveday and Broxson for completion of recent MoU negotiations and stated that she felt negotiations have been fair. She shared a concern about freedom of speech due to outside influences. She also spoke about the new shared governance process. She noted past shared governance was not perceived as balanced. She stressed the need going forward to attend to input from non-administrative employees. Finally, she noted that past benefits struggles have been largely resolved, stating that Amy Ehlers should be commended for her work.

Trustee Phillips asked how the unions would like shared governance to work. They replied that they hope for shared development of solutions and accountability. They attributed poor participation to lack of perceived impact. Trustee Phillips recommended not giving up. Trustee Buchanan asked if the unions encourage members to complete the PACE survey and asked how the unions collect data (qualitative or quantitative). Ms. Smith stated that her information collection has been largely anecdotal, and that the faculty union did announce the PACE survey at meetings requesting participation. She noted that it is hard to get survey participation from all members. She has hopes for better participation with the new shared governance model.

Dr. Loveday noted that the past shared governance model did show success in some areas but the PACE survey results indicated the need for an expanded approach. The new approach will require engagement at a high level.

Trustee Zhu appreciated the union's interest in mutual responsibility.

Student Success Update (Tab 7)

Mr. Dawley started his report on Outreach and Entry Services with a thank-you to the staff for the hard work that they do in circumstances that can be difficult.

His department is the first step for entering students. They are tasked with bringing students into the college, and getting them started in the right direction. The department's next major event is the Bi-Annual Program Expo coming up on October 22, 3:00 to 6:00 p.m. in Buildings 34 and 24. This time the program expo is combined with Manufacturing Day.

Outreach and Entry Services has effectively leveraged Technology:

- Element 451 has provided enormous support.
- A Chatbot (Bonnie) has been deployed as a 5th entry coordinator (about to start 4th coordinator – bringing the staff back to full force).

He wants to create a more individualized marketing scheme, and will be working the Marketing and Communications department.

The current budget environment has hit some K-12 districts hard, and Outreach and Entry Services is looking at how to support them as an important partner in the path toward CPTC enrollment.

The department is also working on creating stronger relationships with internal departments. "Operation Donut Drop" is used as one method to create a closer connect with programs and a better understanding of their needs.

Trustee Zhu asked if the one-stop approach is unique. Mr. Dawley replied that he is not sure, but does know that we are one of the only colleges with a drop-in welcome center.

Chair's Report

Chair Taylor had nothing to report.

Board Reports and/or Remarks

Trustee Phillips reported that the college's pole yard is up, and line worker training has begun.

New BusinessApproval of FY 2025-2026 Operating Budget (Tab 6)

Trustee Phillips moved to approve the operating budget for fiscal year 2026 as presented. Trustee Zhu seconded the motion. The motion was approved unanimously.

Approval of Resolution 25-10-113 Out-of-State Operating Fee Differential Waiver (Tab 8)

This item was postponed to the next meeting where more information on its impact can be presented.

Executive Session

At 5:40 p.m. Chair Taylor announced that in accordance with RCW 42.30.110, the Board of Trustees would recess and go into executive session for approximately 30 minutes for the purpose of discussing potential litigation.

Chair Taylor reconvened the meeting at 6:21 p.m. and stated that there was no action to be taken as a result of the executive session.

Adjournment

Motion to adjourn the meeting at 6:22 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