



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, November 12, 2025

Study Session: 3:00 – 4:00 p.m.

Regular Meeting: 4:00 – 5:15 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 November 12, 2025 at 3:05 p.m.

Board of Trustees Present:

Eli Taylor, Chair

Adria Buchanan, Vice Chair – on-line

Jesus Villegas Rivera

College President: Dr. Joyce Loveday

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

Excused Absences:

Tong Zhu

Alice Phillips

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

Dean Kelly, VP for Student Success

EDI Updates (Tab 1)

Dr. Loveday noted that Iesha Valencia has taken a statewide leadership role in strengthening EDI work within our system and responding to the challenges we face.

Ms. Valencia provided a presentation regarding Equity, Diversity, and Inclusion (EDI) activities at Clover Park Technical College, and major changes to EDI nationwide. She emphasized that the verbiage in federal executive orders may actually conflict with existing state law and current

civil rights law. This has resulted in confusion and required significant organization and effort to determine our way forward. CPTC works closely with AAG Justin Kjolseth to ensure our compliance with state and federal laws.

Federal financial resources have been restricted nationally, having a direct impact at CPTC. However, CPTC has not wavered from its commitment to EDI. We are working to ensure that we comply with both state and federal law in both language and implementation.

Washington State has strong protections for EDI both in legislation and executive action including within the State Board for Community and Technical Colleges.

CPTC has established a Q & A on our intranet for the College's responses to EDI concerns and employee questions. – Trustee Buchanan said she would like access to this resource.

The college is aligning our EDI work with the State's focus on targeted universalism to assure that all students have barriers to academic success removed.

Trustee Villegas Rivera thanked Ms. Valencia. He said that he has been following these issues closely. He wanted to know if the college is looking at alternative funding for programs that are currently federally funded in case there is a delay or withdrawal of those funds. Ms. Valencia replied that we watch our funding sources closely, and have appealed where we lost funding (unsuccessfully). We are also watching areas where funding could be lost. Our grant writer is currently watching for alternative funding sources. As we apply for grants, we are cautious to avoid key words that might target our applications.

Trustee Villegas Rivera also asked if WASFA activities are continuing. The answer is yes.

Trustee Buchanan said that she appreciates the information. She is still interested in a study session with racially disaggregated student success data. Dr. Loveday replied that we are waiting for this data from SBCTC. We anticipate providing a study session with this information in February.

Trustee Taylor asked how Ms. Valencia and her team are doing in the face of these stressful times. He encouraged the EDI office to connect with community partner organizations as they may be hearing things from our students that we do not.

Trustee Taylor thank Ms. Valencia and her team for their work and steadfastness.

Adjournment

Motion to adjourn the study session was made at 3:56 p.m. by Trustee Villegas Rivera and seconded by Trustee Buchanan. 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 November 12, 2025 at 4:05, followed by the flag salute and land acknowledgement.

Board of Trustees Present:

Eli Taylor, Chair

Adria Buchanan, Vice Chair – on line

Jesus Villegas Rivera

College President: Dr. Joyce Loveday

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

Excused Absences:

Tong Zhu

Alice Phillips

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

Dean Kelly, VP for Student Success

Adoption of the Agenda

MOTION:

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

Approval of the Minutes of October 8, 2025 (Tab 2)

MOTION:

Motion to adopt the minutes of the October 8, 2025 Board meeting as presented, was made by Trustee Villegas Rivera and seconded by Trustee Buchanan. The motion was approved unanimously.

Public Comments

Krystal Norton-Dooley, a student in the welding program came to complain about the lack of accommodations provided to her in the program. She stated that summer quarter accommodations were not followed despite complaints filed. She felt targeted by faculty and by the dean. She also stated that new equipment in the lab this quarter has requiring students to acquire new matching personal equipment.

She said that she has received only one email from Human Resources in response to her complaints. She is still planning on completing despite her difficulties. She feels that she has

been given different directions from various college resources for how to proceed. She wants specific answers regarding what has happened.

Trustee Buchanan asked to who Ms. Dooley reported her accommodation request to initially. She said that she initially went to Sarah Addington and Jon Meyer in Disability Services. She said that because her accommodations were not met, she failed summer quarter.

Ms. Norton-Dooley also said that dean Burkes made discouraging statements, and that she has not received responses to her requests for information under the freedom of information act.

Kelsey Barr, a fifth quarter welding student came to complain about problems in the program. She is currently in her last quarter. She said that her first three quarters were very rough and that she had to depend on U-Tube as the quality of instruction was inferior. She said her instructor, Cary Flanigan, frequently smelled of alcohol, and spoke about drinking alcohol. He also sexually harassed her.

Since that time, she has been with a different teacher (Luis DeLos Santos) who she said is great.

Ms. Barr brought her problems to the dean, but never received the promised response. She also spoke to Dr. Loveday earlier this week about her concerns for the program. She said she does not feel ready for employment, and noted that there were no welding employers at the employment fair held on this day.

Trustee Buchanan asked when she first reported her difficulties Ms. Barr said that she first reported them in her third quarter (March/April).

Al James, a welding student, came to complain about broken equipment in welding lab. He said that TIG machines consistently break because they are old. Mr. James said there are new machines, but he can't do aluminum welding on them, which is his area of interest. He said that lots of equipment is breaking and there are no back-ups.

Trustee Buchanan asked when he reported his complaints. Mr. James said that he brought up complaints at the beginning of the quarter, and nothing has been done. He said that faculty say they have talked to the dean.

Trustee Taylor asked what effect these issues will have on Mr. James personally. Mr. James replied that he will have to do more training elsewhere, and he does not have funds for that.

President's Report

Dr. Loveday introduced Shelly D. Kirk-Selvester as a student success speaker. Shelly is currently working on her bachelor's degree in business operation management.

Shelly noted that she has gone through several programs at CPTC. All of her experiences have created a foundation for her current path. She also works as a veterans' outreach student employee. In addition, she is associated with the Shriners, and manages a youth outreach food pantry. She said that success does not always follow a straight path. She sent thanks to the CPTC employees who have supported her.

Dr. Loveday went on to provide three more items as part of her report.

The first item was to commend today's employer and resource fair, where there were 80 organizations, and 500 registered to attend.

This Friday at 11:00 a.m., there will be a dental event on the Lakewood campus where our dental assistants and community dentists will provide free dental services to those in our community who do not have dental insurance.

Finally, Dr. Loveday spoke about the proposed resolutions before the Board. She thanked Gordon Walters and Tracy Songao for their assistance in collecting the information requested by Board at its last meeting. To make the complex issues more clear, the single resolution presented at the last meeting has been divided in two.

The first resolution pertains to apprenticeship classes. In the past, the state legislature has allowed us to charge students in apprenticeship programs 50% of normal tuition for apprentice classes. Because of recent State Board adjustments to ctcLink, we need to reaffirm the 50% rate waiver to insure it includes out-of-state students participating in a state or federally approved apprenticeship program. Dr. Loveday noted that non-apprentice classes taken by apprenticeship students will be charged at the standard in-state rate.

Trustee Buchanan asked if any of these adjustments affect students' eligibility for financial aid? The answer is that many of these students' tuitions are paid by a third party, and so are not eligible for financial aid. If, however, the student is paying for themselves, financial aid eligibility is not affected.

The second resolution waives the out-of-state operating fee differential. Last fiscal year, 50 (unduplicated) students paid out-of-state tuition totaling approximately \$67,000. In April 2025, Washington's legislature expanded the definition of who would be considered residents of Washington to include individuals from underserved and displaced communities. These changes mean that virtually all students enrolling at CPTC now qualify for in-state rates, regardless of prior residency status, but they must apply for the waiver. As of today, the number of students identified as owing out-of-state tuition since July 1, 2025, is less than ten. The number changes daily as students apply for the waiver and enrollment staff research their situation to confirm they meet the qualifications.

Approval of the proposed resolution to waive the out-of-state operating fee differential for all students will assure students are not mistakenly overcharged, and it will reduce the work of enrollment staff who currently research each student's circumstances before the waiver is applied.

The proposed resolution opens opportunities for future students due to greater policy clarity and the removal of financial barriers to students in unique programs that may draw students from other states such as the Lineworker and Arboriculture program.

Ms. Songao added that the ability to apply the waiver to all students will allow a financial barrier to be removed (without having to apply for it) and will continue to allow the College to receive state funding for FTEs and headcount.

Trustee Taylor asked if the waiver applies to international students. Since international students are considered contract students rather than out-of-state students, they will not be affected. He also asked if there are disadvantages to in-state tuition. The answer is that there are not.

Trustee Buchanan asked if the college can absorb the financial loss. Dr. Loveday provided a conservative scenario to identify the tuition and FTE revenue that would be generated if enrollment in a 40 credit certificate program increases by ten students due to this waiver. The revenue would exceed (by more than double), a potential loss of \$32,000 if out-of-state tuition were to continue to be charged. She believes the overall impact of this resolution will make up for the absence of out-of-state tuition.

College Reports or Highlights

CAAB Report (Tab 3)

Grace Atta and Nicole Irvin provided a report regarding CAAB activities.

Ms. Atta started this summer as an Environmental Sciences student. Ms. Irvin is an Engineering student.

This month, the CAAB conducted “Pour your Thoughts” as part of their advocacy work. the event drew in students with lattes which were received in response to questions about services they need or want. CAAB learned that students did not know the difference between financial aid and the finance office. Interest in financial basics classes was another take-away.

CAAB partnered with the Veterans Services Office and others for Veterans Day and National Coming Out Day.

Movie night continues to be a big success. The first movie was Twilight, and the next will be How to Train your Dragon (showing in the McGavick center Friday evening). These events attract an average of 60 to 85 students, staff, and family members.

Further activities included a plush toy event, and a pumpkin carving.

Veterans Services Presentation (Tab 4)

Dee Ladsen, Jason McNamara, and Terrie Shanko provided a presentation regarding Veterans Services at CPTC. The office helps veterans sort out which benefits they might qualify for, and helps students determine how to maximize their benefits. Both Ms. Ladsen, and Mr. McNamara are veterans, so they understand the difficulties of transitioning out of veteran status.

Veterans Services also makes sure that CPTC continues to qualify for VA benefits. The office collaborates with other departments to support veteran students, often referring students to other resources available at CPTC. They also have their own food and clothing supplies to help veteran students.

Ms. Shanko works out of the South Hill campus where 80 percent of pilot students and 40 percent of Aviation Maintenance Technician students are veterans. She wants to increase the number of veterans in the AMT program. She has two work study students to help her. The office has plans for new services to improve veteran success at CPTC, but could use more staff to bring staffing levels to a student/staff ratio that is more in line with VA standards.

Trustee Villegas Rivera asked how the office is funded. Cristeen Crouch said that one of the staff members is paid with college funds, and the other two are funded by a Washington state grant.

Esthetic Sciences Report (Tab 5)

Dr. Tom Broxson and Michelle Hillesland introduced the faculty of CPTC's Esthetic Sciences program. Dr. Broxson also thanked the many students who showed up to support this presentation, noting that the program has grown enormously.

- Melissa Siedlicki started when the program began at CPTC many years ago.
- Elaine Nabua-Oldham is an alumnus and has taught evening classes here for one year.
- Renee Fermin is also an alumnus, in addition to teaching esthetics in the evening, she is a student in CPTC's massage therapy program here during the day.
- Tracey Lundell is also an alumnus of CPTC's esthetics program.

CPTC's program is widely respected. There are Multiple training options and scheduling options. The training leads to many paths in a growing career area. The program has a consistent wait list.

Challenges include rising expenses, the rapid evolution of equipment, and very full teaching spaces.

Trustee Buchanan asked if the program teaches body ergonomics to protect students. Ms. Siedlicki answered that ergonomics is incorporated into all tracks of the program.

Chair's Report

Chair Taylor reported that only one of the trustees had turned in their self-evaluation. He encouraged all (including himself) to complete the evaluation and turn it in to Mr. Oliver.

Board Reports and/or Remarks

Trustee Buchanan reported that she attended the college's recent audit exit interview, and congratulated all on the excellent results.

New Business

Approval of 2026 Board Calendar (Tab 6)

Trustee Villegas Rivera moved to approve the calendar as presented. Trustee Buchanan seconded the motion. The motion was approved unanimously.

Approval of Resolution 25-11-114 Tuition Residency Exception for Out-of-State Apprenticeship Students (Tab 7a)

Trustee Villegas Rivera moved to approve the resolution as presented. Trustee Buchanan seconded the motion. The motion was approved unanimously.

Approval of Resolution 25-11-115 Out-of-State Operating Fee Differential Waiver (Tab 8)

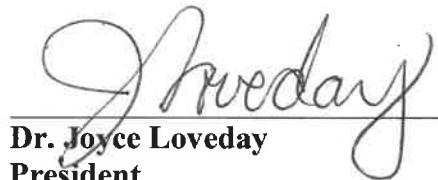
Trustee Villegas Rivera moved to approve the resolution as presented. Trustee Buchanan seconded the motion. The motion was approved unanimously.

Executive Session

None

Adjournment

Motion to adjourn the meeting at 5:34 was made by Trustee Villegas Rivera and seconded by Trustee Buchanan. The motion was approved unanimously.



Dr. Joyce Loveday
President
College District Twenty-Nine



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