



Board of Trustees Meeting

Lakewood Campus, Rotunda, Building 3

Zoom Link for those who cannot attend in person:

<https://cptc-edu.zoom.us/j/85206670127>

Wednesday, February 4, 2026

Study Session: 3:00 – 4:00 p.m.

Regular Meeting: 4:00 – 5:40 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 February 4, 2026 at 3:02 p.m.

Board of Trustees Present:

Eli Taylor, Chair

Adria Buchanan, Vice Chair – on-line

Jesus Villegas Rivera

Tong Zhu

College President: Dr. Joyce Loveday

Excused Absences:

Justin Kjolseth, AAG

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

Retention and Completion Presentation (Tab 1)

Dr. Tom Broxson provided a report regarding CPTC retention and completion. The college Institutional Research department is working with the Institutional Effectiveness Committee to understand and develop the data presented in this report. This report looked at the mission and strategic plan to develop metrics reflecting the college's CARES goals. College leadership has also worked with Achieving the Dream coaches to fine tune the metrics. Our retention and completion goals are being approached from an equity-centered lens.

The retention scales in this report (Fall to Winter, Fall to Fall, and three-year completion) are standard nationally.

The CPTC student body has changed from five or ten years ago. There are many more contract students (so the student body is younger as many of these students are high school aged) and the number of students served has increased. We have more part time students than in the past.

Looking at the remarkable growth, Trustee Taylor asked what was different in 2025. Dr. Broxson replied that the growth was the result of several functions – recovery from the impact of ctcLink, covid recovery, and strategic capacity increase.

Trustee Buchanan asked how the age of CPTC students compares to other colleges. Dr. Broxson replied that the CPTC student body is still a little older than other Pierce County colleges.

Dr. Broxson noted that the number of CPTC students identifying as Native Hawaiian/Other Pacific Island and American Indian is very low. This creates apparent volatility over time when presented as percentages.

Looking at fall to winter retention, CPTC retention is similar to state averages. Retention for low-income students is actually better than the average. This is likely due to the work we do to assist these students. The differences in retention by age group will be something the Institutional Effectiveness Committee will be looking at. Trustee Buchanan said that she would like to know the absolute numbers of disaggregated cohorts in addition to the percentages. Dr. Broxson noted that the total for the cohort (those starting classes for the first time in the fall) is about 300 students. The total African American population at CPTC is about 17%. He also noted that the number of those choosing to not report their race has risen in recent years. In the Family Status data, the "other" category is not well understood. Trustee Taylor asked if this data can be made available on the CPTC website. Dr. Broxson noted that the "score card" that the Institutional Effectiveness Committee is working on will be published on the web site with disaggregation available.

In Fall-to-Fall retention data, low-income students again show much better year over year retention. This is due to the work of the college to provide supports for these students.

CPTC's three-year completion rate is still recovering from the covid low. However, CPTC's rates in this area are better than all but one other college in the system.

The disparities in three-year completion by age group is an area that we need to look at more closely, as is family status. The family status statistics may be related to Hayes Child Care Center enrollments. Recently there has been a large increase in the number of CPTC students who have enrolled their children.

Finally, the three-year completion rates by Race/Ethnicity have been fluctuating, and more study and information is required to determine what is happening.

Adjournment

Chair Taylor adjourned the study session at 4:01 p.m.

Regular Meeting Minutes

Call to Order: Chair Taylor called the Regular Meeting of the Board of Trustees for Clover Park Technical College (CPTC) to order on February 4, 2026 at 4:08 p.m., followed by the flag salute, and land acknowledgement.

Board of Trustees Present:

Eli Taylor
Adria Buchanan, Vice Chair – on line
Jesus Villegas Rivera
Tong Zhu

College President: Dr. Joyce Loveday

Excused Absences:

Justin Kjolseth, AAG

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
Ilesha 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 Zhu. The motion was approved unanimously.

Approval of the Minutes of January 14, 2026 (Tab 2)

MOTION:

Motion to adopt the minutes of the January 14, 2026, Board meeting as presented was made by Trustee Villegas Rivera and seconded by Trustee Zhu. The motion was approved unanimously.

Public Comments

Jessica Wallack – Director of Student Life introduced herself and stated that all of the commentators at this meeting were presenting as a team.

Celva Boone – Director of Student Aid and Scholarships came to raise concerns about to minimal improvements to the creation clear policies and procedures – A recent audit showed some gaps in management of finances.

Lisa Fortson – Associate Director of Student Aid stated that she has concerns about the impact of increased student enrollment as staffing levels have not increased at a comparable rate. She is concerned that the college may be at risk of diminishing returns. She noted that there is limited participation of other areas of college with direct student contact. Student Success needs strategic alignment of resources.

Michelle Barr – Director of Workforce Development came to support her co-workers.

Jonathan Williams – Assistant Director of Financial Aid Compliance expressed concern regarding budget discrepancies which were ignored. He noted that the 2023 fiscal year audit stated that there was lack of internal controls. An example was a situation where approximate two million dollars was moved from the financial aid loan allocation account for a month before being returned. He said that he only found out what happened as a result of the audit. He believes that staff need adequate training to accurately manage funds.

Brian Dawley – Director of Outreach and Entry Services came to support his co-workers.

Danny Lee – Assistant Director of Student Life asked for accountability and transparency. Asked the Board and college leadership to work with staff to help see these changes.

Trustee Buchanan asked what audit the student success staff referenced. The reply was that they were looking at the 2022-2023 audit. Ms. Buchanan asked if the staff had read the audit that was published in 2025. The staff asked where it was published. Dr. Loveday offered that it is published on the State Auditor's web site. Ms. Buchanan noted the most recent accountability audit covers 2022-2025.

Trustee Zhu asked that written comments be provided to make sure that everything was captured. The staff members provided written comments to Mr. Oliver for distribution to all Board members.

Trustee Taylor thanked the staff members for their comments and stated that the Board will take their comments under advisement.

President's Report

Dr. Loveday reported that the scheduled student success speaker had a family emergency and could not attend

She complemented the work of the Campus Activities and Advisory Board stating that she appreciates the impact of their efforts to bring students together from diverse programs.

She went on the report about Legislative activity – She and Kevin Kildun testified before the State Senate's Early Education and K12 Committee in opposition to SB 6260, which would reduce funding of running start from 1.4 to 1.2 FTE. This would sharply limit Summer Running start which is one of our most effective parts of the running start program.

She was also able to speak before the Senate Higher Education Committee in favor of Senator Nobles' SB 6325, which would eliminate the "fund split" over four years. The "fund split" transfers some COLA increases to tuition, but the tuition is insufficient to make up the difference.

Dr. Loveday invited Board members to three upcoming events:

- This Friday the college will hold a seahawks rally at 1:00 p.m. outside Building 23.
- Friday, February 27 will be the college's fourth annual All Faculty and Staff Professional Development Day. The theme is "Belonging Starts with Us: Centering Care that works for the Communities we Serve.
- The next day, February 28, CPTC will have a table at the Institute for Black Justice's Liberation Gala. It will be held 5:00 to 9:00 p.m. at the Tacoma Elks Lodge. Trustees have first option for seats at the college table.

Finally, Dr. Loveday noted that the March 11 meeting of the Board of Trustees will be a long meeting due to the number of tenure candidates being considered. The meeting will start at 3:00 so it does not go too late.

College Reports or Highlights

Campus Activities and Advocacy Board (CAAB) Report (Tab 3)

Emma Horn and Glester Ibanez provided the CAAB report.

Ms. Horn reported about the Blind Date with a Book event – Emma herself picked 15 of the 35 books offered. Each book was wrapped with a cover containing basic information such as genera. 34 students received books, and many asked when another blind date event would be scheduled.

In the area of Partnerships, Ms. Horn highlighted the up-coming Employment and Resource Fair. To encourage student participation, attendees will be eligible for door prizes.

Mr. Ibanez reported about CAAB's Social Happy Hours, designed to encourage student interaction and to educate them about campus activities. There are three separate events planned.

2nd Quarter Financial Report (Tab 4)

Amelia Grayson presented a report on the college's finances as of the second quarter of the fiscal year. At this point of the year, the college is running a profit.

On the income front, tuition and fees are higher than predicted. In this report, NWCTHS payments are shown to be slightly behind. This is due to billing lags. The same is true of the state revenues. Investment income is also slightly below predicted. In addition, Event Services and Hayes incomes are both lagging behind. Event Services is still scheduled to bring in the predicted amount by the end of the year per their booking. Hayes enrollment is still recovering from some transitions. It is not likely to not catch up by the year end.

On the expenses front, Capital Outlay stands out as heavily overspent, but this is due to the need to transfer some expenses back to where they were budgeted. There have been no funds attributed to State Capital Projects to date because the college is in the process of getting those off the ground.

Trustee Taylor noted that Hayes has been supported by college funding for a while and asked how we budget for it. Ms. Grayson stated that the child development center has been working with issues that have caused some retrenching. It is now recovering. The Hayes budget was based upon a series of projections and estimates that have not played out in the first half of the year. Hayes is doing better in second half of the year. One of the challenges has been the need for a dedicated fiscal specialist, which we now have.

Automotive and Trades Presentation (Tab 5)

Lester Burkes began his presentation about the Automotive and Trades programs at CPTC by stating that the significant success these programs have seen is the result of good work by all parts of the college.

The Collision program has been reworked to shorten the length of time it requires, so making it more appealing and easier to complete. Automotive Technology has increased capacity allowing a great deal of growth. Construction added new programs and offerings at the Eastside facility. The Low Voltage Electrician Program has seen a large increase in employment of our

graduates due to community partnerships. HVAC is currently the largest program at CPTC. Last year, students from the program competed at the Skills USA event and placed first in the state. The Upholstery Program is the only one of its kind in Washington, and one of the few on west coast. Welding has high certification showing the employment readiness of its graduates. Welding recently expanded weekend offerings.

In terms of the types of students in these programs, high school enrollment is very high, encompassing 1/3 of all CPTC high school students.

The college's partnership with Palmer Pathways now allows students to earn 17 credits in first quarter construction so they can transition easily to our other programs. These credits become part of student transcripts, which allow students to more easily use these credentials.

In the future, there are plans to expand at the Eastside Training Center and grow our new Lineman program.

Trustees Zhu and Villegas Rivera noted that having specific data about these programs would be useful in the future.

Trustee Zhu asked about projections for automotive industry. Mr. Burkes stated that electric vehicle growth has not been as rapid as originally predicted, but may grow in the future. There are currently barriers in the way that the EV repair market is structured. Our program is diverse, and not currently affiliated with a single brand. This is seen as a strength.

Ms. Zhu noted that the Port of Tacoma brings in many thousands of Kia vehicles, and they might be a good partner in the future.

Trustee Buchanan asked about Mr. Burke's leadership style, wondering how he makes programs so successful. He stated that he has a relational style, meeting regularly with teachers and helping them get the resources they need to develop their programs. One of the resources he provides is best practices. He also provides a bridge to other areas of the college to facilitate program functioning and growth.

Chair's Report

None.

Board Reports and/or Remarks

None

New Business

None

Executive Session

None

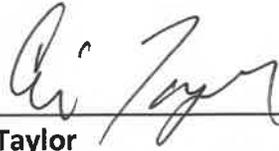
Adjournment

MOTION:

Motion to adjourn the meeting at 5:25 was made by Trustee Villegas Rivera 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