Board of Trustees Meeting

Rotunda, Building 3

Wednesday, November 18, 2026

Study Session: 3:00 – 3:50
Regular Meeting: 4:00 – 5:20 p.m.

Study Session Agenda

3:00 **Call to Order, Introductions** ..... Adria Buchanan

3:05 **Budget Discussion** ..... Amelia Grayson

3:25 **President's Profile Discussion** ..... Adria Buchanan

3:50 **Adjournment** ..... Adria Buchanan

Regular Meeting Agenda

4:00 **Call to Order, Flag Salute, Land Acknowledgement** ..... Adria Buchanan

- Adoption of Agenda ..... Adria Buchanan
  Action

- Approval of the Meeting Minutes of October 14, 2026 (Tab 1) ..... Adria Buchanan
  Action

4:10 **Public Comments** ..... Adria Buchanan

4:15 **President's Report** ..... Dr. Joyce Loveday

- Student Success Speaker – Marques Johnson
- Miscellaneous

4:30 College Reports or Highlights

- CAAB Report (Tab 2) ..... CAAB Representative

- First Reading Revised Student Conduct Code..... Dean Kelly
  Full Text available by contacting Thomas.Oliver@cptc.edu

- Access Report and Strategic Goals Scorecard (Tab 3) ..... Dean Kelly

- First Quarter Finance Report (Tab 4) ..... Amelia Grayson

- Union Reports ..... Kathryn Smith, Lisa Fortson

4:55 Chair's Report ..... Adria Buchanan

5:05 Board Reports and/or Remarks..... All

5:10 New Business..... Adria Buchanan

Approval of Presidential Profile ..... Adria Buchanan
Action

5:15 Executive Session ..... Adria Buchanan
The Board may hold an executive session for purposes allowed under the Open Public Meetings Act. Legal purposes include, to consider acquisition or sale of real estate; to review negotiations of publicly bid contracts; to receive and evaluate complaints or charges brought against a public officer or employee; to evaluate the qualifications of an applicant for public employment; to review the performance of a public employee; and to discuss with legal counsel matters relating to agency enforcement actions, litigation, or potential litigation. Before convening in executive session, the Board Chair will publicly announce the purpose for executive session and the time when the executive session is expected to conclude.
None

5:20 Adjournment ..... Adria Buchanan

Board of Trustees Meeting

South Hill Campus, Room 114

Wednesday, October 14, 2026

Study Session: Cancelled
Special Meeting: 3:00 – 4:15 p.m.

Regular Meeting Minutes

Call to Order: Vice Chair Phillips called to order the Regular Meeting of the Board of Trustees for Clover Park Technical College (CPTC) on October 14, 2026, at 3:00 p.m., followed by the land acknowledgement and introductions.

Board of Trustees Present:
Adria Buchanan, Chair
Jesus Villegas Rivera – Via Zoom
Tong Zhu
Alice Phillips
Eli Taylor

College President:
Dr. Joyce Loveday

AAG:
Justin Kjolseth, AAG

Excused Absences:
None

Executive Team:
Dr. Tom Broxson, VP for Instruction
Dean Kelly, VP for Student Success
Amelia Grayson, VP for Finance and Administration
Iesha Valencia, Associate VP for Equity, Diversity, and Inclusion
Catherine 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 Taylor and seconded by Trustee Villegas-Rivera. The motion was approved unanimously.

Approval of the Minutes of August 12, 2026 (Tab 1)
MOTION:
Motion to adopt the minutes of the August 12, 2026 regular Board meeting as presented was made by Trustee Taylor and seconded by Trustee Villegas-Rivera. The motion was approved unanimously.

Public Comments
None.

President's Report
Dr. Loveday introduced Amanda Ellis, a flight instructor at CPTC. She started at CPTC in 2023 as a flight student. She said that it is rewarding to come full circle at the college. Ms. Ellis said that seeing the training from the faculty side has also broadened her perspective – she now understands that the program is about supporting students. She believes that teaching has also made her a better pilot and is grateful for the experience. She lauded the staff and faculty at South Hill for the support she received throughout her experience with CPTC.

In response to Trustee Taylor's inquiry, Ms. Ellis' said her long-term plans may be to work at an airline, but she very much enjoys teaching. She said that airlines generally hire pilots with a minimum of 1500 hours in the air. Her hours as instructor contribute toward her total.

Trustee Zhu said that it is great to see a woman pilot, and wondered how many there are in the industry. Ms. Ellis said that there are about eight percent nationwide. She and Trustee Zhu agreed that it would be good to grow that percentage.

Dr. Loveday continued her report by stating that two new policies would be approved this evening:

1) The College-Wide Communication Policy, which will be the subject of a college report, and
2) The Public and Restricted Space Policy, the purpose of which is to define the distinction between the two kinds of college space. The policy references Washington state public access law.

Tonight the Board will also vote on a resolution for extension of purchase authority for the Eastside Training Center (ETC) building. This would be an extension through the next biennium. We have been making progress on the purchase and fundraising, but due to permitting delays for tenant improvements, we may not be able to complete the purchase this biennium (ending June 30, 2027). The requested purchase authority is for $15 million. The Appraisal conducted by an externa source approved by Washington state's Department of Enterprise Services found

that the current fair market value is $12.2 million. The remainder of the COP will be used for improvements. Dr. Loveday noted that the increase in building costs over the last two years is partially due to building improvements by both the College and the current owner. Dr. Loveday noted that the seller is very cooperative and eager for the facility to provide a positive contribution to the community.

College Reports or Highlights

FY 26 End of Year Report (Tab 2)

Amelia Grayson presented the End of Year Financial Report for Fiscal Year 2026. She noted that we had 2.1 million dollars more in deficit than originally budgeted. Revenue was greater than anticipated, but expenses were even higher. About two million dollars of that additional expense is directly related to increased revenue – mostly in the category of Goods and Services and the category of Other Expenses. Employee benefits was also higher that budgeted. The increase was due largely to accrued leave liability assigned to the college by the state.

The additional expenses in Goods and Services and in Other Expenses include things like equipment, temporary finance staffing, and instructional supplies. Many of these costs are one-time, but some are recurring. The Board asked to see line-item detail in these two areas.

Much of the overage occurred at the end of the year. To mitigate budget overages in the future, a monthly reporting process is being put in place. This is particularly important for ETC due to its newness. The Budget Committee will also conduct a six-month review, and the finance office has already worked with the deans more closely this year to assure proper budgeting for programs.

Chair Buchanan expressed concern about budgets not meeting needs in the future, stating that the college needs to be proactive due to current fiscal conditions. She asked at what point finance says “no” to a program for additional expenses. Ms. Grayson stated that her offices work with programs when their budget nears maximum to determine if additional funds can be located elsewhere as required. She also stated that commitment controls may be implemented in ctcLink.

Trustee Zhu proposed that the mid-year review receive higher visibility.

Trustee Phillips asked if some of the problems were the result of inflation. Ms. Grayson replied that inflation was a significant factor both for supplies and energy, but was a significant factor for all costs.

Communications Policy (Tab 3)

Dean Kelly and Cathy Purcella discussed the proposed Communications Policy. The policy was created in response to the Board’s request. The presented policy has now been through the shared governance process.

Mr. Kelly highlighted that the "why" included in the first paragraph of the policy included to ensure that future users would be able to follow its purpose, and to make sure that procedures following the policy are correctly aligned with both the policy and college principles. During the process of creating the policy, it was determined that implementation through procedures would look different depending upon the area(s) concerned.

Ms. Purcella discussed the plan for procedure development. The procedures will help everyone be accountable. Human resources will work with the strategic communication group through a task force that will feed proposed procedures through both the sustainability council and the college council.

Chair Buchanan said that she would like to see a timeline for the procedures – assuming that each department would have procedures submitted no later than January. She also requested a follow up report at February Board meeting

Trustee Phillips stated an interest in seeing procedures with accountability requiring that they are followed.

Aviation Program Updates

Dr. Tom Broxson and Claire Korschinowski provided updates on the aviation program at the south hill campus, providing a handout with statistics.

Dr. Broxson brought attention to increased enrollment in aviation saying that this is a reflection of high industry demand. CPTC's aviation programs currently have long waiting lists, even with some temporary decline in enrollment in the pilot program. The pilot program downturn has been due to closure of the Thune Field runway for renovation. Renovation of the runway is expected to be completed mid-November

The only other public flight training programs in the state are at Big Bend Community College (Moses Lake), Green River Community College (South King County), and Central Washington University (Ellensburg). Only CPTC and CWU have actual flight training in the air.

Chair's Report

Vice Chair Buchanan had nothing to report

Board Reports and/or Remarks

Trustee Phillips expressed pride in the fact that CPTC has a female flight instructor.

New Business

Adoption of Resolution 26-10-117 (Tab 4)

MOTION:

Motion to adopt the resolution as presented was made by Trustee Zhu and seconded by Trustee Taylor. The motion was approved unanimously.

Executive Session

None.

Adjournment

MOTION:

Motion to adjourn the meeting at 4:11 was made by Trustee Phillips and seconded by Trustee Taylor. The motion was approved unanimously.

_____	_____
Dr. Joyce Loveday	Adria Buchanan
President	Chair, Board of Trustees
College District Twenty-Nine	College District Twenty-Nine

CAMPUS ACTIVITIES & ADVOCACY BOARD REPORT

NOVEMBER 2026











CPTC ACCESS REPORT

Fall 2026

CARES Goal A, Access: Increase access and enrollment among historically marginalized populations who have not equally benefited from the rewards of higher education and the skills and credentials we offer.

Headcount Goal: 10,000 Students

9,061 (91%)

2025-26 IR unduplicated headcount, up from 8,466 in 2024-25

State FTE Goal: 3,500

4,148 (119%), goal exceeded

2025-26 annual state funded FTE, up from approximately 3,900 in 2024-25

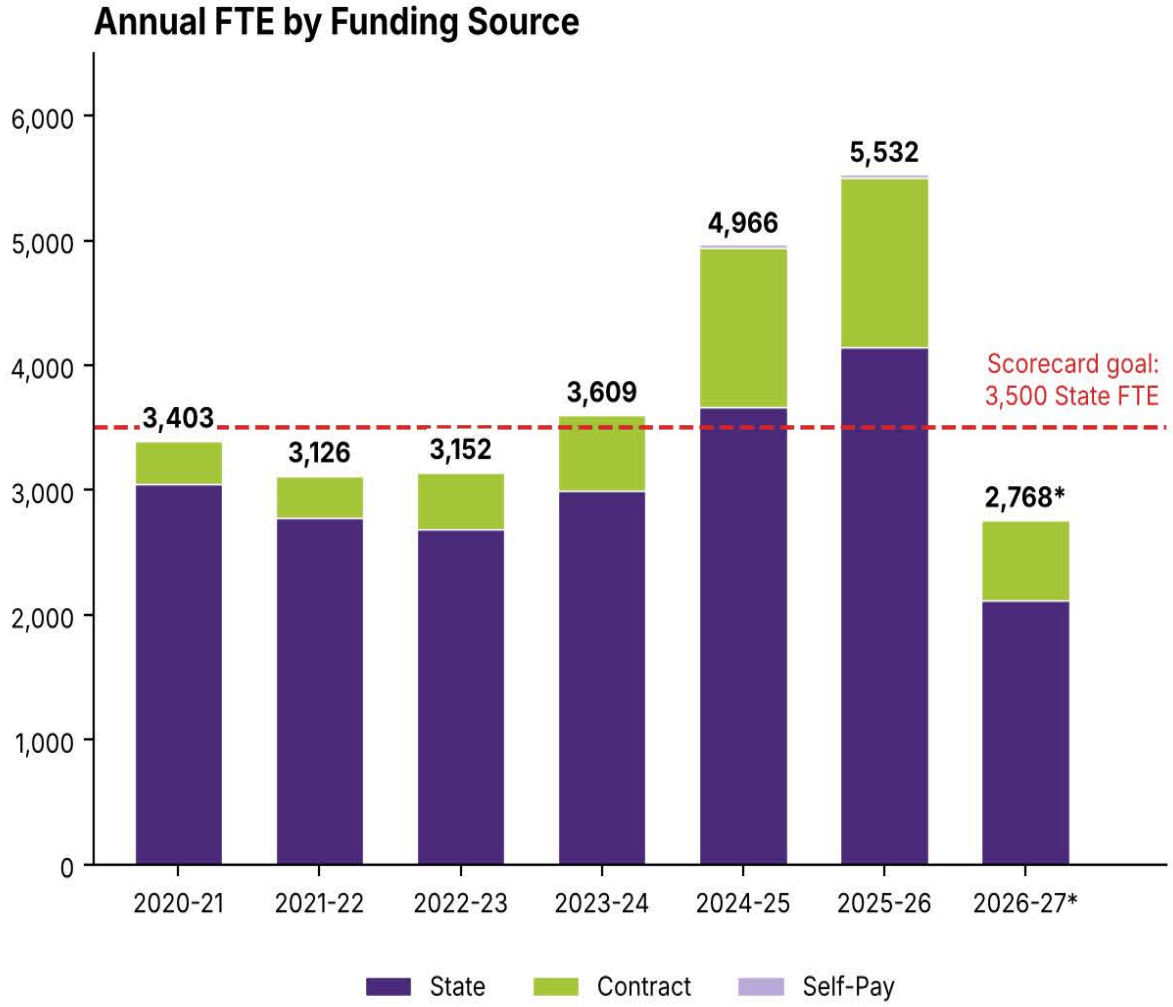
STRATEGIC PLAN

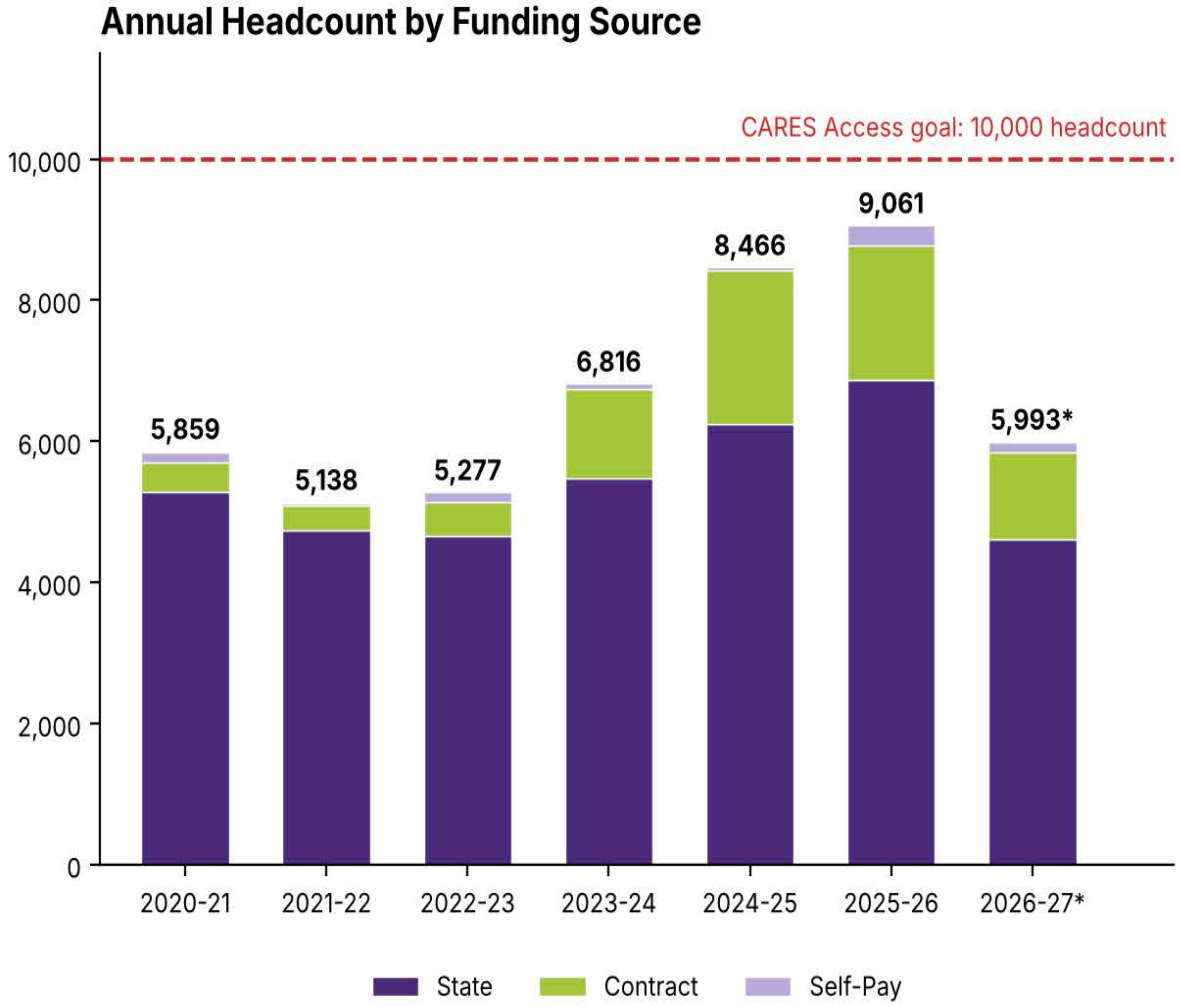
CARES	BROAD GOAL	MEASURES	PROGRESS (2026-27 vs 2025-26)
A- Access	Increase access and enrollment among historically marginalized populations who have not equally benefited from the rewards of higher education and the skills and credentials we offer.	• Headcount • FTE	• Up 3.9% in Total Headcount • Up 12.8% in Fall 2026 State Funded FTE (1,166 vs 1,034) • For fall: African American enrollment up 10.7%, Asian enrollment up 7.9%, Hispanic enrollment flat, Native Hawaiian and Pacific Islander enrollment flat. • Continued overall growth this year in most demographic groups: NWCTHS, Basic Skills, Running Start, Bachelor Programs, and Eastside Training Center.

ANNUAL & QUARTERLY STATE FTE COMPARISON



ENROLLMENT BY FUNDING SOURCE





STEPS TO INCREASE ACCESS (2026-27)

- Program Growth
  - Massage
  - HVAC
  - Cosmetology
  - Electrician/LV
  - Construction
  - Lineman
  - Cybersecurity Bachelors

- Outreach Initiatives
  - WSAC/College App outreach
  - Program Expo- 564 attendees
  - Eastside Event- 86 attended
  - Employment & Resource Fair- Expecting roughly 750 attendees
  - Muckleshoot and Chehalis Tribal fairs
  - Tacoma Trades fair
  - High school visits- Over 40 schools
  - Seven college goals

Clover Park Technical College
FY 2026-27, Budget to Actuals
As of September 30, 2026 (Period 3)
Non-GAAP Budgetary Basis Reporting
Unaudited

			25% of Fiscal Year Completed
	FY27 Budget	Actual	Actuals as Percent of Budget
REVENUE			
Net tuition and Fees	19,726,916	9,551,713	48%
Running Start	1,911,580	126,315	7%
NWCTHS Support	4,575,739	806,337	18%
Total Student Revenue	26,214,235	10,484,365	40%
State Operating Appropriation	37,416,920	7,718,813	21%
State Capital Appropriation	380,000	21,552	6%
Contracts	912,000	14,020	2%
Corporate Education	800,000	392,963	49%
Other Operating Revenue	330,000	98,973	30%
Investment Income	1,000,000	144,934	14%
Federal and Local Grants	673,954	673,954	100%
Total Other Operating Revenue	41,512,874	9,065,209	22%
Bookstore	850,000	300,397	35%
Event Services	500,000	124,941	25%
Hayes Development Center	750,000	176,334	24%
Total Auxiliary Revenue	2,100,000	601,672	29%
Total Revenue	69,827,109	20,151,246	29%
EXPENSES			
Salaries and Wages	40,037,605	10,874,002	27%
Employee Benefits	13,360,913	3,232,291	24%
Goods and Services	5,716,844	794,578	14%
Other Expenses	3,249,736	770,966	24%
Travel	259,598	39,493	15%
Utilities	1,117,589	77,274	7%
Scholarships and Aid	1,729,660	1,105,449	64%
Debt Service	2,514,500	-	0%
Building and Innovation Fees	1,730,468	890,148	51%
State Capital Projects		-	
Federal and Local Grants	707,710	707,710	100%
Total Operating Expenses	70,424,623	18,491,910	26%
Net Income (Loss)	(597,514)	1,659,336	