



4500 Steilacoom Blvd SW, Lakewood, WA 98499-4004

Board of Trustees Regular Meeting

Rotunda, Building 3

Wednesday, August 29, 2018

Study Session Cancelled

Regular Meeting: 4:00-5:05 p.m.

Agenda

- 4:00 Call to Order, Flag Salute, Introductions** Wayne Withrow
- Adoption of Agenda** Wayne Withrow
Action
- Approval of the Regular Meeting Minutes of**..... Wayne Withrow **Tab 1**
July 11, 2018
Action
- 4:05 President’s Report** Joyce Loveday
- Student Success Speaker
 - Inclusive Excellence Academy
 - Annual WACTC Retreat
 - CSW Technology Summit and Guided Pathway’s Summer Cohort Retreat
 - CTC Leadership Development Association Summer Meeting
 - Miscellaneous
- 4:20 Other College Reports or Highlights:**
- Dissertation Results, “Keeping Millennials” Tawny Dotson
 - FY2017-18 4th Quarter Budget Report Larry Clark **Tab 2**
 - Instruction Report Tom Chesnes, Jason Sawatzki, **Tab 3**
Mechatronics at CPTC and Carl Wenngren
- 4:50 Chair’s Report**..... Wayne Withrow
- 4:53 Board Reports and/or Remarks** All
- 4:56 Public Comments** Wayne Withrow

5:00 New Business Wayne Withrow

5:05 Executive Session Wayne Withrow

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.

5:05 Adjournment Wayne Withrow

All Board meetings will be recorded.



4500 Steilacoom Blvd SW, Lakewood, WA 98499-4004

Board of Trustees Meeting
Rotunda, Building 3
Wednesday, July 11, 2018
Study Session CANCELLED

Minutes

Call to Order: Chair Withrow called the Board of Trustees Meeting for Clover Park Technical College (CPTC) to order on July 11, 2018, at 3:59 p.m.

Board of Trustees Present:

Wayne Withrow, Chair
Bruce Lachney

Mark Martinez

College President: Dr. Joyce Loveday

Assistant Attorney General: Rick Brady

Excused Absences: Mary Moss, Trustee; Lua Pritchard, Trustee

Other Attendees:

Larry Clark, VP, Finance & Admin.
Yuko Chartraw, Mgr., Int'l Educ. Prog.
Marshall Collins, Prof. Pilot Fac.
Samantha Dana, Dir., IR/Grants
Greg Doyon, Aviation Maint. Tech. Fac.
Michelle Hillesland, Dean
Savannah Hollie, Student
Lucas Holm, Prof. Pilot Fac.

Pamela Jeter, Dir., IT
John Kaniss, Dir., Facilities Services
Cindy Mowry, Dir., Enrollment Svcs.
Tyler Scott, Sr. Creative Comm. Mgr.
Cherie Steele, Exec. Asst. to the President
Jessica Wallack, Stud. Leadership/Involvement
Coord.
Roberta Wirth, Dental Asst. Fac.

Adoption of the Agenda

MOTION:

Motion to adopt the agenda as presented was made by Trustee Martinez, and seconded by Trustee Lachney. Motion was approved unanimously.

Approval of Minutes (Tab 1)

MOTION:

Motion to approve the minutes of the Regular Board meeting of June 13, 2018, was made by Trustee Martinez, and seconded by Trustee Lachney. Motion was approved unanimously.

President's Report

Student Success Story

Savannah Hollie tried a four-year and two other two-year colleges before coming to CPTC. Her mother was a dental assistant and taught at Bates. She decided to try Dental Assisting and is now in her last quarter of the Dental Assistant Program. Ms. Hollie chose CPTC over colleges that

were closer to her home, because of CPTC's reputation, hands-on experience, the College's investment in students outside of the classroom, CPTC's vision in equity through education, her instructor, and staff in the Student Involvement Office. Besides being a full-time student, Ms. Hollie is a single mother and a Peer Ambassador.

Graduation

Graduation was held at Pacific Lutheran University on June 19. It was a hot day, and the auditorium was even hotter. In spite of the heat, 440 of the 1,296 graduates walked in the ceremony, while their families and friends watched. Trustee Martinez did a tremendous job as the Graduation speaker with a memorable and timely address.

Joint Apprenticeship Training Council (JATC) Graduation

Bates and CPTC held their annual Joint Apprenticeship Training Council (JATC) Graduation to recognize the accomplishment of the students who have completed their apprenticeship programs and have become Journeymen in their trade. Programs represented were Roofers, Operating Engineers, and Meat Cutter.

Welcome Center Grand Opening

Clover Park Technical College and the Lakewood Chamber of Commerce joined Monday afternoon to celebrate the grand opening of CPTC's new Welcome Center in Building 17 of the Lakewood Campus. The Welcome Center is a visible representation of many changes that have occurred in the Student Success Division around reimagining the College's entry process in a way that helps reduce barriers and increase access and equity to CPTC.

Miscellaneous

Audit Exit Report (Attachment 1)

VP Clark and I attended an Audit Exit with representatives from the state auditor's office who concluded our 2015-16 financial audit. CPTC received a clean audit report from the review of both the College and Foundation financial records. A management letter (Attachment 1) was included to bring a couple of things to our attention.

The College still has some catching up to do to get on the audit cycle expected by the Northwest Commission on Colleges and Universities (CPTC's accreditation body). Two audits will need to be completed this coming year to get on track, and discussions are underway to secure the level of expertise necessary to assist in accomplishing that.

Trek for Tech

A 5K run/walk event, Trek for Tech, will be held on Saturday, July 28, in memory of Environmental Sciences Instructor, Any Fritz. Registration is just \$30, and proceeds from this run will make it possible for the CPTC Foundation to provide emergency assistance, scholarships, and vital support to CPTC and its students.

College Reports or Highlights

FY2018-19 Budget Discussion (Tab 2)

VP Clark presented the FY2018-19 Operating Budget. Discussion and questions followed.

- Trustee Lachney asked VP Clark to produce a chart of COP Funds.
- When Updating Signs on campus was discussed, Trustee Lachney noted that many companies have gone to a wayfinding app rather than signs. That might be something to consider.

- Trustee Lachney would like administration to consider using some one-time funds to have a feasibility study prepared for the wetlands across the street from Lakewood campus, before his term is up in September 2019.

Twin Engine Plane Revenue Update (Tab 3)

Instructors Marshall Collins and Lucas Holm presented the attached report (Tab 3). Trustee Lachney appreciated the update and would also like to know if the new Tecnam is making money or losing money. An update will be provided to the Trustees.

Student Success Report: Enrollment Update (Tab 4)

Cindy Mowry, Director of Enrollment Services, offered the attached report (Tab 4). To help increase enrollment and retention, the Student Success Division has streamlined the processes of applying, testing, and registering for classes. Enrollment is up 6.42% from the same time last year.

Chair's Report

Chair's Agenda for 2018-19

Chair Withrow announced his agenda for the 2018-19 year:

1. Conduct a board self-evaluation. (This is a best practice for trustees and meets accreditation expectations.)
2. Support implementation of Guided Pathways principles:
 - a. Help students complete their college-level math and English within their first three quarters at CPTC.
 - b. Increase student transitions from high school to college.

2018-19 Trustee Committee Assignments (Tab 5)

Trustee Committee assignments for 2018-19 are attached.

Board Reports and/or Remarks

No Board reports or remarks.

Public Comments

No public comments.

New Business

Approval of the FY 2018-19 Operating Budget (Tab 2)

Motion to approve the FY18-19 Budget, as presented, was made by Trustee Martinez, and seconded by Trustee Lachney. Motion was approved unanimously.

Executive Session

No Executive Session.

Next Meeting

August 29, 2018, at the Lakewood campus.

Adjournment

Chair Withrow adjourned the Regular Meeting at 5:18 p.m.

Dr. Joyce Loveday
President
College District Twenty-Nine

Wayne Withrow
Chair, Board of Trustees
College District Twenty-Nine



FY2017-2018

4th Quarter

Period Ending

June 30, 2018

August 22, 2018

**Prepared by:
Finance Department**

Clover Park Technical College
Statement of Revenue and Expenditure by Fund Source
FY2017-18 Period Ending June 30, 2018
Cumulative beginning July 1, 2017

Revenues						Expenditures				Net
Fund	Description	Budget	YTD	Balance	% Received	Budget	YTD	Balance	% Expended	to Date
001	State Allocations	18,422,987	18,383,674	39,313	100%	18,422,987	18,383,674	39,313	100%	-
08A	Education Legacy Trust	1,511,371	1,511,371	-	100%	1,511,371	1,511,371	-	100%	-
489	Pension Funding	815,208	815,208	-	100%	815,208	815,208	-	100%	-
149	Operating Fees/Tuition	9,255,591	8,663,483	592,108	94%	9,255,591	6,275,502	2,980,089	68%	2,387,981
Operating Subtotal		30,005,157	29,373,736	631,421	98%	30,005,157	26,985,754	3,019,403	90%	2,387,981
145	Grants and Contracts	6,410,488	4,842,945	1,567,543	76%	6,107,142	4,636,994	1,470,148	76%	205,951
147	Plant	37,433,268	2,835,432	34,597,836	8%	37,433,268	5,272,662	32,160,607	14%	(2,437,230)
148	Local Dedicated	2,179,509	2,722,541	(543,032)	125%	2,147,786	1,887,633	260,153	88%	834,908
522	Associated Students	896,127	1,142,275	(246,148)	127%	815,500	1,108,677	(293,177)	136%	33,598
528	Parking	169,115	169,700	(585)	100%	169,115	159,144	9,971	94%	10,556
561	Innovation Fund	276,241	271,061	5,180	98%	276,241	275,735	506	100%	(4,674)
570	Hayes Child Development Ctr	472,338	465,519	6,819	99%	432,134	484,660	(52,526)	112%	(19,141)
570	Event Services	224,000	303,186	(79,186)	135%	196,720	225,887	(29,167)	115%	77,299
570	Bookstore Commissions	85,147	85,147	-	100%					85,147
846	Grants in Aid	8,564,427	8,552,181	12,246	100%	8,564,427	8,663,866	(99,439)	101%	(111,685)
849	Student Loan	5,451,754	4,447,236	1,004,518	82%	5,451,754	4,620,592	831,162	85%	(173,356)
850	Work Study	232,450	120,300	112,150	52%	232,450	120,339	112,111	52%	(39)
860	CPTC Financial Aid	383,386	383,386	-	100%	383,386	124,153	259,233	32%	259,233
Other Subtotal		62,778,250	26,340,909	36,437,341	42%	62,209,923	27,580,341	34,629,582	44%	117,458
057	State Capital Projects	2,397,311	1,608,311	789,000	67%	2,397,311	1,608,311	789,000	67%	-
060	Capital Projects	1,202,300	383,300	819,000	32%	1,202,300	383,300	819,000	32%	-
Capital Subtotal		3,599,611	1,991,611	1,608,000	55%	3,599,611	1,991,611	1,608,000	55%	-
Total		96,383,018	57,706,255	38,676,763	60%	95,814,691	56,557,707	39,256,984	59%	2,505,439

Prior Year (2016-17)	Budget	YTD	Balance	%Rec	Budget	YTD	Balance	%Exp	Net to Date
Operating	29,315,145	29,393,060	(77,915)	100%	29,315,145	28,545,468	769,677	97%	847,592
Other Subtotal	50,704,632	26,654,027	24,050,605	53%	50,435,145	23,484,441	26,950,704	47%	3,169,586
Capital Subtotal	6,901,417	6,619,631	281,786	96%	6,901,417	6,619,631	281,786	96%	-
Total	86,921,194	62,666,718	24,254,476	72%	86,651,707	58,649,540	28,002,167	68%	4,017,178

As a percent of this year

90%

109%

90%

104%

Source: CPTC Budget Status district by Fund (BA1218)

Clover Park Technical College
Statement of Expenditures
FY2017-18 Period Ending June 30, 2018
Cumulative beginning July 1, 2017

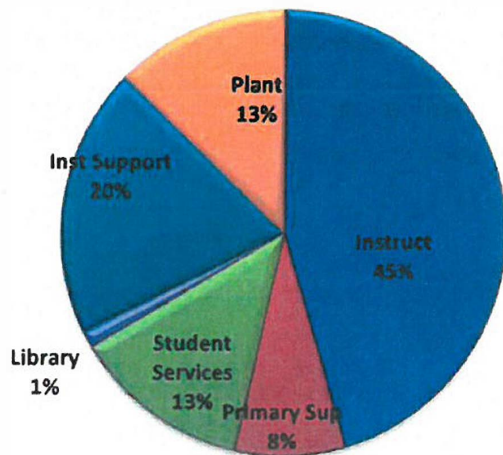
By Program

Program Index	Budget	YTD	Balance	% Expended	2016-2017	% of LYTD
010 Instruction	12,568,725	12,268,006	300,719	97.6%	12,533,963	98%
040 Primary Support Services	2,315,413	2,175,827	139,586	94.0%	2,421,749	90%
050 Libraries	379,489	328,324	51,165	86.5%	448,566	73%
060 Student Services	3,922,211	3,489,797	432,414	89.0%	3,784,473	92%
080 Institutional Support	6,678,521	5,292,289	1,386,232	79.2%	5,862,804	90%
090 Plant and Facilities	4,140,798	3,431,511	709,287	82.9%	3,493,913	98%
Total	30,005,157	26,985,754	3,019,403	89.9%	28,545,468	94.5%

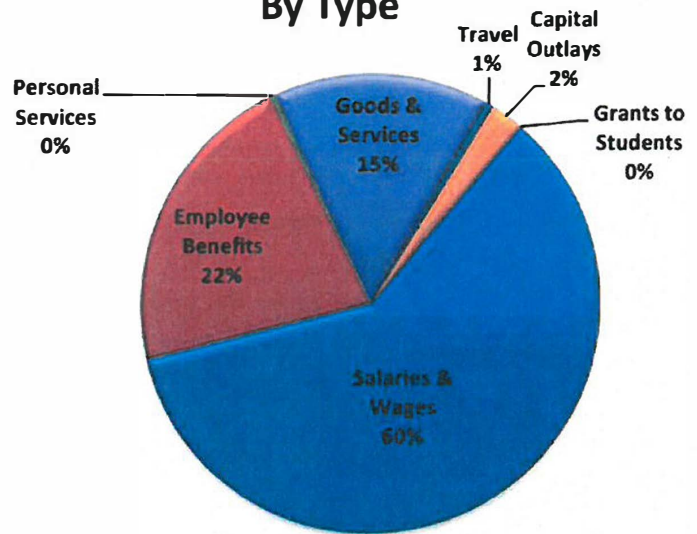
By Type

Expense Type	Budget	YTD	Balance	% Expended	2016-2017	% of LYTD
A Salaries & Wages	16,862,271	16,295,763	566,508	96.6%	17,345,378	94%
B Employee Benefits	6,147,270	5,877,713	269,557	95.6%	6,075,096	97%
C Personal Services	142,762	80,209	62,553	56.2%	82,401	97%
E Goods & Services	6,094,515	4,085,499	2,009,016	67.0%	4,044,204	101%
G Travel	244,228	158,272	85,956	64.8%	160,121	99%
J Capital Outlays	684,421	637,660	46,761	93.2%	644,921	99%
N Grants to Students	35,995	27,804	8,191	77.2%	66,020	42%
S Interagency Reimbursement	(173,213)	(164,403)	(8,810)	94.9%	(118,807)	138%
T Transfers	(33,092)	(12,763)	(20,329)	38.6%	246,133	-5%
Total	30,005,157	26,985,754	3,019,403	89.9%	28,545,468	94.5%

By Program



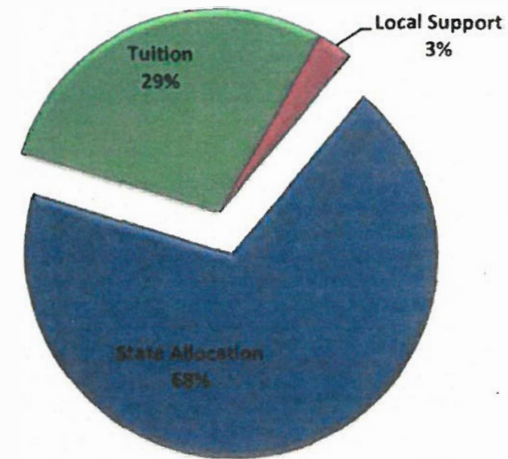
By Type



Clover Park Technical College
Statement of Earmarks, Reserves and Proportionate Operational Revenues
FY2017-18 Period Ending March 31, 2018
Cumulative beginning July 1, 2017

Revenues					Balance	% Received	Expenditures				Net to Date
Fund	Description	Budget	YTD	Budget			YTD	Balance	Expended		
149	90 Operating	9,869,398	9,869,398	-	100%	9,869,398	-	9,869,398	0%	9,869,398	
148	Debt Service (Student Union COP)	5,503,909	5,503,909	-	100%	5,503,909	644,994	4,858,915	12%	4,858,915	
148	Litigation	1,000,000	1,000,000	-	100%	1,000,000	-	1,000,000	0%	1,000,000	
148	Local Capital	1,000,000	1,000,000	-	100%	1,000,000	-	1,000,000	0%	1,000,000	
Reserves Subtotal		17,373,307	17,373,307	-	100%	17,373,307	644,994	16,728,313	4%	16,728,313	
148	Airplane Reserves	78,811	78,811	-	100%	78,811	3,876	74,935	5%	74,935	
149	Childcare Support	100,272	100,272	-	100%	100,272	32,095	68,177	32%	68,177	
Earmark Subtotal		179,083	179,083	-	100%	179,083	35,971	143,112	20%	143,112	
Total		17,552,390	17,552,390	-		17,552,390	680,965	16,871,425		16,871,425	

Revenue Source



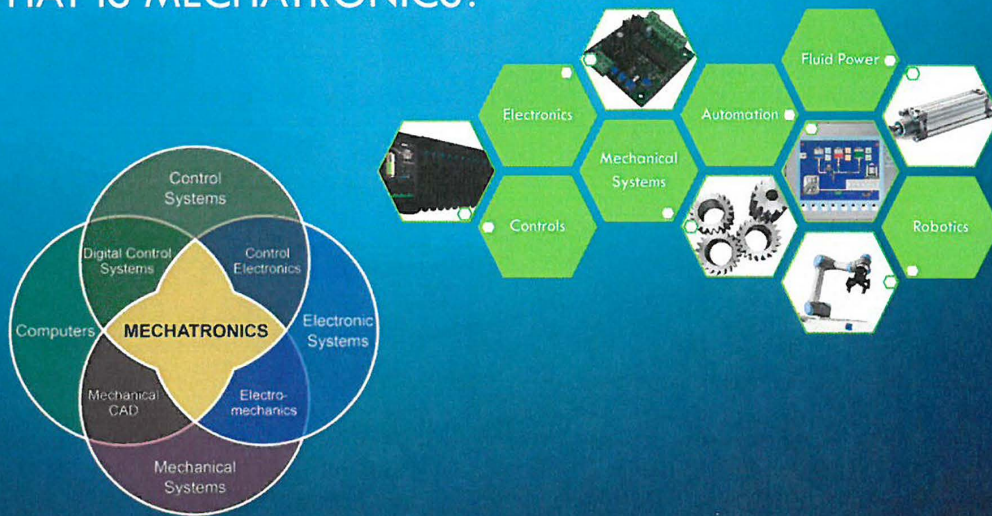
General Operating Revenues			
Source	Budget	YTD	%
State Allocation	20,749,566	20,710,253	69%
Tuition	9,255,591	8,663,483	29%
Local Support	869,279	824,908	3%
	30,874,436	30,198,644	100%

Tab 3

MECHATRONICS AT CPTC

OVERVIEW 8/2018

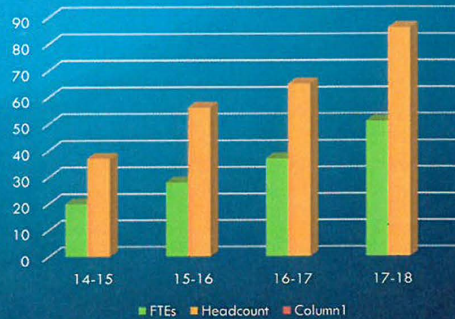
WHAT IS MECHATRONICS?



PROGRAM HEALTH

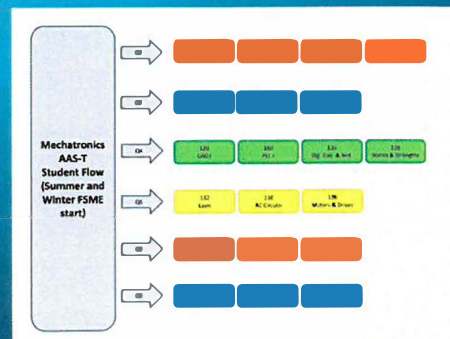
- 32% increase in FTEs and 38% increase in headcount in the last year
- Job demand is high, with our students being aggressively headhunted before graduation
- Recognized for being "in alignment with the needs and wants of the manufacturing community." by the Center for Advanced Manufacturing Puget Sound (CAMPS)
- First graduate to land an Automation Engineer position this year

Program Growth



RECENT CHANGES

- Major overhaul of program Scope and Sequence to provide a guided pathway to completion
- Added 4 new classes: Lean Manufacturing, Applied Statics and Strengths of Materials, Industrial Survey, and Applied Mechatronics
- Created two new Co-op Certificates – more on this later
- Tripled the number of robots in the lab last year
- Moved to a sustainability model as our grant is winding down



STUDENT ENGAGEMENT

- Club Mech
 - Projects
 - Outreach
 - Bootcamps
- New Cold Internship/Capstone
- GlobalTech Capstone/Applied Mechatronics
- MIRU Robot Build



INDUSTRY PARTNERSHIPS

- | | | |
|-----------------------------------|-----------------------|---------------------|
| • CAMPS | • NewCold | • Oberto |
| • PMMI | • Boeing | • Ellenos |
| • GlobalTech Plastics | • Niagra Water | • Western Container |
| • Out of The Box
Manufacturing | • Buchanan Automation | • Fanuc |
| • Wilcox Farms | • Xemelgo | • Siemens |
| | • WIT | • Brown and Haley |

CO-OP CERTIFICATES

- Being used to create a mechatronics apprenticeship at Brown and Haley, under PMMI guidelines
- Will provide enrollments as the job market tightens
- Provides students with a pathway from apprenticeship to degree



WHAT THE FUTURE HOLDS...

- Increasing demand for automation coupled with retirements of an aging workforce creating high demand for our graduates
- We're becoming a Mechatronic world, older job titles will be replaced with new mechatronics titles
- Exploring other grant funding to expand our program
- More Robots (purchased and lab built)
- More electronics (IPC certification, PCB pick and place training)
- More IT (Industrial Internet of Things, Digital Twins, etc.)
- More Club Mech Projects

