



**Rotunda, Building 3**

**Zoom Link for those who cannot attend in person:**

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

**Wednesday, March 13, 2023**

Regular Meeting: 4:00-6:30 p.m.

**Agenda**

<b>4:00</b>	<b>Call to Order, Flag Salute, Land and Labor Acknowledgement, Introductions .....</b>	Tong Zhu	
	<b>Adoption of Agenda .....</b>	Tong Zhu	
	<i>Action</i>		
	<b>Approval of the Meeting Minutes of February 14, 2024 .....</b>	Tong Zhu	<b>Tab 1</b>
	<i>Action</i>		
<b>4:05</b>	<b>Public Comments .....</b>	Tong Zhu	
<b>4:05</b>	<b>President’s Report .....</b>	Joyce Loveday	
	<ul style="list-style-type: none"><li>• Achieving the Dream</li><li>• 2<sup>nd</sup> Annual All In-Service Professional Development Day</li><li>• Miscellaneous</li></ul>		
<b>4:20</b>	<b>College Reports or Highlights</b>		
	<u>ASG Report</u> .....	Riley Maker and Alyissa Martin	<b>Tab 2</b>
	<u>Union Updates</u> .....	Diane Follett, Lisa Fortson, Susan Hoppe, Kimberly Bills	
	<u>Second Quarter Financial Report</u> .....	Amelia Grayson	<b>Tab 3</b>
<b>4:40</b>	<b>Chair’s Report.....</b>	Tong Zhu	
<b>4:45</b>	<b>Board Reports and/or Remarks .....</b>	All	

**5:00 New Business** .....Tong Zhu

**New Tenure Track Faculty Introductions**.....Dr. Thomas Broxson

Renee Fermin	Esthetics	2 <sup>nd</sup> Quarter
Sally Lockhart	Early Childhood Education	2 <sup>nd</sup> Quarter
Jamison Lee	English	2 <sup>nd</sup> Quarter
Katherine Woodland	Nursing	2 <sup>nd</sup> Quarter
Same Foarde	Nursing	2 <sup>nd</sup> Quarter
Nick Eilers	Automotive	2 <sup>nd</sup> Quarter
Evan Hale	Manufacturing	2 <sup>nd</sup> Quarter

**Specialty Funded New Faculty**

Melissa Harmon	Cosmotology	2 <sup>nd</sup> Quarter
Rachael Butler	Workforce Development Counselor	2 <sup>nd</sup> Quarter

**5:45 Convene Executive Session for approximately 45 minutes for the purpose of reviewing, evaluating, and interviewing faculty probationers for tenure award**

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.

**6:15 Action Items as a Result of Executive Session**.....Tong Zhu

<u>Name</u>	<u>Area of Instruction</u>
Nate Baker	Manufacturing
Greg Woodruff	Aviation, Manufacturing
Khairo Bray	Advising and Counseling

**6:30 Adjournment** .....Tong Zhu



**Board of Trustees Meeting**  
**Building 3, Rotunda and via Zoom**

Wednesday, February 14, 2024

Study Session: 3:00 – 4:00 p.m.  
Regular Meeting: 4:00 – 6:00 p.m.

**Study Session Minutes**

**Call to Order:** Vice Chair Villegas Rivera called the Board of Trustees Study Session for Clover Park Technical College (CPTC) to order on February 14, 2024 at 3:02 p.m.

**Board of Trustees Present:**

Tong Zhu, Chair -- remote  
Jesus Villegas Rivera, Vice Chair  
Alice Phillips

**College President:** Dr. Joyce Loveday

**Excused Absences:**

Carol Mitchell  
AAG Justin Kjolseth  
Eli Taylor

**Executive Team:**

Dean Kelly, VP for Student Success  
Samantha Dana, Associate VP for Institutional Effectiveness  
Dr. Tom Broxson, VP for Instruction  
Amelia Grayson, VP for Finance and Administration  
Iesha Valencia, Associate VP for Equity, Diversity, and Inclusion

**RECE Presentation (Tab 1)**

Dr. Loveday, Jovan McCoy, and Chas Gardner provided a presentation on RECE activity. Racial Equity Change Effort (RECE). This is one of only ten across the country selected by Achieving the Dream (AtD) and the University of Southern California (USC). This presentation will be made before the AtD conference in Orlando next week.

A major part of this program here has been the Male Engagement Center (MEC). MEC gives the opportunity for the efforts to be very visible. It focuses on fostering a more inclusive culture of care for Black-identifying male students because this is the area where we have need for the greatest improvement. Data showed that previous efforts have generally had positive impact on student performance, but it did not significantly reduce college performance gaps for black males.

The MEC space was formerly a computer lab. One of our own interior design students redesigned the space specifically for MEC use. Student employee, Chas Gardner, and Manager of Inclusive Excellence and Belonging, Jovan McCoy, provide mentoring, networking, and practical support to black male students. Students are encouraged to take the most profitable career paths and to develop networking skills so that they can start on the right path to financial independence and intergenerational wealth.

The center itself provides resources in the form of extra computers, a kitchenette, and a gathering space. The center is attracting black employees as well as students as they are finding it a good space to interact with students. It is attracting a lot of attention.

The plan is to grow this specific program, as well as use lessons learned to provide improvements for other students as well.

Mr. McCoy thanked Cathy Purcella and the CPTC Foundation for their important support for this effort.

Trustee Phillips thanked presenters and those who stepped forward to say we had a problem. She feels that this program provides a resource that ultimately strengthens and supports all at CPTC.

Trustee Villegas Rivera second Trustee Phillips' comments, and added thanks that we are willing to provide services that could be seen as "special treatment" in order to provide more equitable results.

Dr. Broxson added that it has been an honor to support the project and the college's fearless willingness to accept the input and data that showed that we were not performing well for everyone.

**2025 Legislative Priorities (Tab2)**

Dr. Loveday introduced the topic of legislative priorities for 2025 beginning with a survey distributed by SBCTC to all of the system colleges. At CPTC we have started collecting input from the college leadership. Dr. Loveday asked for BoT input based upon the SBCTC survey.

Trustee Phillips offered that her top priorities would be faculty and staff compensation, services to students, and racial, social and economic justice (in no particular order). She also commented that Cybersecurity seems like a necessity.

SBCTC is also asking for any additional ideas, and Joyce noted that CPTC leadership has already noted a need for a better overall funding structure, improved ctcLink funding, and funding for non-credentialed education.

**Adjournment**

Motion to adjourn the study session was made at 3:49 p.m. by Trustee Phillips and seconded by Trustee Zhu. The motion was approved unanimously.

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## **Regular Meeting Minutes**

**Call to Order:** Vice Chair Villegas Rivera called the Board of Trustees Regular Meeting for Clover Park Technical College (CPTC) to order on February 14, 2024, at 4:02 p.m., followed by the flag salute, land acknowledgement, and labor acknowledgement.

### **Board of Trustees Present:**

Tong Zhu, Chair -- remote  
Jesus Villegas Rivera, Vice Chair  
Alice Phillips

**College President:** Dr. Joyce Loveday

### **Excused Absences:**

Carol Mitchell  
Eli Taylor  
AAG, Justin Kjolseth

### **Executive Team:**

Dean Kelly, VP for Student Success  
Samantha Dana, Associate VP for Institutional Effectiveness  
Dr. Tom Broxson, VP for Instruction  
Amelia Grayson, VP for Finance and Administration  
Iesha Valencia, Associate VP for Equity, Diversity, and Inclusion

## **Adoption of the Agenda**

### **MOTION:**

Motion to adopt the agenda, as presented, was made by Trustee Phillips and seconded by Trustee Zhu. The motion was approved unanimously.

### **Public Comments**

none

## **President's Report**

### College Updates

Dr. Loveday provided legislative updates. In late January, she and Kathy Smith (faculty union vice president) met with a few legislators in Olympia. Kathy was an excellent partner in these conversations and a particularly good resource to address the benefits of climate solutions funding provided by the legislature. Legislators were also thanked for fully funding faculty and staff COLA during the last legislative session.

Dr. Loveday also testified in January in support of SB 6254 which would provide new financial aid navigation support to increase post-secondary enrollment.

There has been a lot of work underway related to CPTC's collective bargaining agreements, and more to come. Faculty negotiations have been occurring since fall quarter, and Aft Prof and IUOE negotiations will be starting soon. CPTC's Classified union may extend their contract for another year so there will not need to have four agreements being renegotiated at the same time

## Policy

Progress continues on reviewing and updating CPTC policies. At this meeting three policies will be presented for the Chair to sign which have had no significant change. These include policies on: posthumous degrees/certificates, multiple measures (student assessment), and FERPA. In addition, Dr. Loveday presented a revised tuition Waiver Policy (Tab 4) being brought forward today for a trustee vote. This revision clarifies which waivers are being honored at CPTC. The new policy streamlines and clarifies tuition waivers available to CPTC students, including both mandatory and optional waivers. No new waivers are included in the Waiver Policy. The policy simply clarifies the waivers that have already been approved. Future waivers approved by the trustees will be added to this document.

## Miscellaneous

Finally, Dr. Loveday noted that the Rainier Room will once again be offering a dinner March 8.

## **College Reports or Highlights**

### ASG Report (Tab 5)

Riley Maker and Jan Stroud presented the ASG Report.

- 1) ASG hosted an ice-skating event. With 47 attendees, it was the most popular event they had hosted in a long time.
- 2) A second event -- blind date with a book -- was well attended with 32 students. Books were wrapped and labeled with genera only. Students could take and keep any that appealed to them. Students have expressed interested in a repeat. The trustees were all impressed with this idea.
- 3) ASG partners with two food banks, staffing each one day a week. Staff at one of the food banks said that they normally serve 20-25 families per week. This week 60 were served. The cause of the increase was not clear. Trustee Phillips noted that the increase underscores the importance of the program.
- 4) Advocacy -- meeting dates set for February 26 and March 11 from 2:00 to 3:00 p.m.

### Program Spotlight -- Low Voltage Electrician, Fire and Security Program

Dean Burkes introduced Luke Klutchko (current student), Benjamin Joya (current student), Ava McOmber (past student), Tracy Irish (instructor), and Earl Gordon (instructor), all members of the program.

Mr. Irish started the presentation by expressing his thanks to all for the opportunity to work here for the past five years. He is an alumnus of the program himself. The program was initiated to address the shortage of technicians in our area (which continues to drive demand). It has been successful from the start, and has been revised several times improving and keeping up with new technology.

There are two paths in the program, a three-quarter certificate, and a five-quarter degree. Students can choose to specialize in either commercial or residential work. The program enjoys 99% retention due to strong support of student support and strong involvement by students. Mr. Irish works to make the curriculum fun.

The students present spoke of their appreciation of the curriculum flexibility, individualization, and support by faculty. Both Mr. Klutchko and Mr. Joya have interviewed with companies and

expect to begin as soon as they complete the program. Ms. McOmber started her current job one week after graduation allowing her to earn a living wage. She has encouraged her little sister to enroll in the same program.

The instructors thanked students for the feedback that helps improve the program. They also thanked Dean Burkes for his support of the program which has allowed them to move into better facilities and improve the program.

### Enrollment Report (Tab 6)

Dean Kelly, Dr. Tom Broxson, and Samantha Dana provided an enrollment report. This report was slightly different than past presentations so that it could more closely link work to CPTC's strategic plan.

### **Access**

CPTC is working to increase our enrollment by about 1200 FTE. Although we are not there, our recent increases are above the system average. We have added new sections and new programs toward the goal. In addition to higher numbers, we want to increase the percent of students of color from 51% to 55%.

We have identified some regions of our service area where our enrollment is low and are working to better connect with the community in those regions.

Ms. Dana is nearly done designing a score card that will set specific goals and allow us to see how well we are doing.

Over all our trend appears to be turning up. The FTE figures do not reflect high school and running start students, which are some of our highest growth areas. We will be working on ways to incorporate these numbers so that we can show total growth.

### **Retention and Completion**

Our early alert system is helping. Our Title III grant is helping our faculty be more effective teachers, and EDI activities also help with retention and completion. Upcoming satisfaction surveys and focus groups will help us better understand where we are doing well and where we need improvement.

Upcoming challenges include:

- National low enrollment
- FAFSA problems
- Meeting basic student needs
- Society questioning the value of education
- Broken systems that need fixing.

Opportunities include:

- Leveraging wait lists
- New section opportunities (e.g., welding weekend cohort will start soon).
- New programs (some will be ready to start in the fall).

College in the high school is now available to students at no cost. We are starting to articulate these with our programs at CPTC.

Outreach activities are very active.

We are also looking into how we can improve equity for post-graduation employment.

### **Chair's Report**

Trustee Zhu no report except to say happy Valentine's Day.

### **Board Reports and/or Remarks**

Trustee Phillips was happy to hear lots of positive news.

Trustee Villegas Rivera was excited to see the work that the college is doing to engage students.

### **New Business**

#### Waiver Policy Approval

Trustee Phillips made a motion to approve the policy as presented. Trustee Zhu seconded the motion. The motion was approved unanimously.

### **Approval of Minutes (Tab 3)**

#### **MOTION:**

Motion to approve the minutes of the Regular Board meeting held on January 10, 2024, as presented was made by Trustee Phillips and seconded by Trustee Zhu. The motion was approved unanimously.

### **Executive Session**

Vice Chair Villegas Rivera stated there was no need for an executive session.

### **Next Meeting**

Vice Chair Villegas Rivera announced that the next meeting of the Board of Trustees will be held Wednesday, March 13, 2024 -- Details to follow.

### **Adjournment**

Motion to adjourn the meeting at 5:04 was made by Trustee Phillips, and seconded by Trustee Zhu. The motion was approved unanimously.

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**Dr. Joyce Loveday**  
**President**  
**College District Twenty-Nine**

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**Tong Zhu**  
**Chair, Board of Trustees**  
**College District Twenty-Nine**



# ASSOCIATED STUDENT GOVERNMENT REPORT

MARCH 2024

Tab 2

*Celebrating*

**WOMEN'S  
HISTORY  
MONTH**

**Highlights  
Partnerships  
Student  
Advocacy**





**FY2023-24**

**Financial  
Report**

**Period Ending**

**December 31, 2023**

**Prepared by:  
Finance Department**

**Clover Park Technical College**  
**Statement of Expenditures by Fund Source**  
**FY2023-24, Period Ended December 31, 2023**  
**Cumulative Beginning July 1, 2023**

**UNAUDITED**

Fund	Description	Expenditure			% Expended
		Budget	YTD	Balance	
001	State Allocations	24,387,778	11,449,356	12,938,422	47%
060	Capital Debt	2,515,250	-	2,515,250	0%
08A	Education Legacy Trust	2,630,742	788,647	1,842,095	30%
24J	Workforce Acct	3,906,426	1,437,864	2,468,562	37%
149	Operating Fees/Tuition	10,962,467	5,910,263	5,052,204	54%
	<i>Operating Subtotal</i>	<b>44,402,663</b>	<b>19,586,130</b>	<b>24,816,534</b>	<b>44%</b>
145	Grants and Contracts	6,595,690	2,137,769	4,457,921	32%
146	Local Contracts	4,221,162	1,455,061	2,766,101	34%
147	Plant	4,870	4,870	(0)	100%
148	Local Dedicated	1,813,175	1,346,655	466,520	74%
522	Associated Students	760,354	313,640	446,714	41%
524	Bookstore	694,180	303,752	390,428	44%
528	Parking	118,000	81,734	36,266	69%
570	Other Auxiliary Enterprises	997,655	549,439	448,216	55%
846	Grants in Aid	2,662,744	2,662,744	-	100%
860	CPTC Financial Aid	121,634	121,634	-	100%
	<i>Other Subtotal</i>	<b>17,989,464</b>	<b>8,977,297</b>	<b>9,012,167</b>	<b>50%</b>
	<b>Total</b>	<b>62,392,127</b>	<b>28,563,427</b>	<b>33,828,700</b>	<b>46%</b>

**Clover Park Technical College**  
**Statement of Operating Expenditures**  
**FY2023-24 Period Ending December 31, 2023**  
**Cumulative beginning July 1, 2023**  
**UNAUDITED**

**By Program**

Program Index		Budget	YTD	Balance	% Expended
010	Instruction	18,914,896	8,892,011	10,022,886	47%
040	Primary Support Services	3,209,482	1,664,254	1,545,228	52%
050	Libraries	648,651	245,607	403,044	38%
060	Student Services	5,329,396	1,822,386	3,507,010	34%
080	Institutional Support	12,003,565	4,880,914	7,122,651	41%
090	Plant and Facilities	4,296,673	2,080,957	2,215,716	48%
<b>Total</b>		<b>44,402,663</b>	<b>19,586,130</b>	<b>24,816,534</b>	<b>44%</b>

**By Type**

Expense Type		Budget	YTD	Balance	% Expended
A	Salaries and Wages	27,515,552	12,879,670	14,635,882	47%
B	Employee Benefits	9,368,342	3,909,521	5,458,821	42%
C	Purchased Services	412,275	1,179,655	(767,380)	286%
D	Goods and Services	2,912,127	808,171	2,103,956	28%
E	Travel	170,841	77,306	93,535	45%
F	Utilities	1,088,546	432,810	655,736	40%
G	Capital Outlay	42,169	18,940	23,229	45%
H	Repairs and Maintenance	377,561	280,056	97,505	74%
I	Debt Service	2,515,250	-	2,515,250	0%
<b>Total</b>		<b>44,402,663</b>	<b>19,586,130</b>	<b>24,816,534</b>	<b>44%</b>

**Clover Park Technical College**  
**Statement of Reserves and Proportionate Operational Revenues**  
**FY2022-23 Period Ending June 30, 2023**  
**Cumulative beginning July 1, 2022**

Fund	Description	FY24 Proposed	FY23 Approved	Increase (Decrease)
149	90 Operating	11,100,521	9,497,988	1,602,533
149	Unrestricted	6,441,703	4,965,544	1,476,159
148	Debt Service (Student Union COP)	2,985,500	3,586,307	(600,807)
148	Litigation	887,639	887,639	-
148	Local Capital	850,000	1,282,200	(432,200)
149	Operating Budget Shortfall	3,444,492	3,428,714	15,778
149	Program Recovery	500,000	500,000	-
149	Tuition Installment Program	89,571	66,796	22,775
148	FY24 Hayes Center Support	125,000	46,435	78,565
149	Aircraft	700,000	-	700,000
149	Robert Half/Protiviti	1,000,000	-	1,000,000
149	Systems Audit	2,000,000	-	2,000,000
<b>Reserves Total</b>		<b>30,124,426</b>	<b>24,261,623</b>	<b>5,862,803</b>

