



4500 Steilacoom Blvd. SW, Lakewood, WA 98499-4098

**Board of Trustees Regular Meeting
Bldg. 3, Rotunda
Wednesday, April 9, 2014**

Minutes

Study Session

Call to Order: Chair Pritchard called the Board of Trustees Study Session to order on April 9, 2014, at 3:03 p.m.

Board of Trustees Present:

Lua Pritchard, Chair
Bruce Lachney
Dr. Robert Lenigan
Mary Moss
Dr. Lonnie Howard

Assistant Attorney General: Derek Edwards

Excused Absences: Mark Martinez, Trustee

Other Attendees:

Dr. Steve Addison, Dir. of Bachelor Degrees &
New Program Development
Lisa Beach, Budget & Compliance Off./Exempt
Union President
Ted Broussard, Dir. of Advising/Counseling
Larry Clark, Controller
Debbie Collins, Admin. Asst. for Finance &
Administration
Tawny Dotson, Chief Communications Off.
Mabel Edmonds, Associate Vice President

Teresa Greene, Director of Institutional
Research
Dr. Joyce Loveday, VP, Instruction
Kathi Medcalf, Associate Dean / Div II & V
Cherie Steele, Exec. Asst. to the President
Valerie Sundby-Thorp, Dean, Division I
Michael Taylor, Director of Information Tech.
Shawn Thomas, Library Technology Tech.
Phil Vick, Aviation Instructor

President's Update

Board Involvement and Engagement

Dr. Howard:

- Thanked Trustees for their level of engagement at the College:
- Has heard positive feedback from students, faculty, and staff when Trustees attend College events; e.g., Keeping Connected Meetings, Foundation events, etc., and appreciates their dedication and time.
- Meets with each Trustee individually, monthly, to keep Trustees informed about the College.
- Wants packets to be delivered one week in advance of future BoT meetings.

- Will introduce monthly “Unsung Hero” recipients to the Board.
- Look for ways to keep Trustees involved with the College when their term has ended.

Important Upcoming Dates:

- May 7 BoT Meeting
- TACTC Spring Convention, May 15 & 16, Red Lion, Yakima, WA
The May 14 BoT was changed to May 7 to allow for travel to Yakima for the TACTC Spring Convention, which begins at 8 a.m. on Thursday, May 15. Trustees Pritchard, Moss, and Lenigan will attend. Ms. Steele will check with other trustees.
- June 18 BoT Meeting and CPTC Graduation.
- The June 18 Study Session is cancelled, the BoT will begin at 4 p.m. at the Tacoma Dome, followed by a light meal, and Graduation will begin at 6:30 p.m. The speaker this year will be John Caulfield, Lakewood, City Manager; and the student speaker will be Lisa Plair, ASG President.

NWCCU Accreditation (Oct 13-15).

The Board of Trustees will hold a Retreat on April 23, 9 a.m.-3 p.m. (with breakfast at 8:30 a.m.) in the Rotunda. Facilitators will be Ron Baker and Tanya Rose from ACCT, essential College leadership will also attend, and the purpose is to prepare the Board and staff for the October Accreditation Site Visit.

On May 21, there will be a mock site visit by ACCT. This will afford the College the opportunity to correct any deficiencies. The College’s three core themes are:

- Workforce Preparation
- Student Success
- Institutional Excellence

Invista

Dr. Howard has had meetings with Dr. Lisa Edwards, Global Solutions Officer, and CEO’s of Pierce College and Tacoma Community College concerning the cost, performance, future, and bottom line of Invista Performance Solutions. The three CEOs will receive a revised contract on May 14, meet to discuss it on May 21, and Dr. Howard will have a more definitive approach to report to the Board at the May meeting.

Investment of CPTC Monies in the Local Government (Tab 1)

Mr. Clark discussed the resolution, “Authorizing Investment of Clover Park Technical College Monies in the Local Government Investment Pool,” changes in WACs, and the Prospectus provided by the SBCTC. Questions and discussion followed. The Prospectus will be sent to Trustees to review before the May BoT, Vice President Schoonmaker will be present to answer any remaining questions, and it will be brought forth for a vote.

Enrollment Report (Tab 2)

Ms. Greene provided Trustees an update on the past and present enrollment situation (Tab 2), explained base head count, and a conversation began on ways the College can help get students to the finish line as well as increase FTEs. Questions and discussion followed.

Chair Pritchard asked to have a report on the College's plan for improvement on enrollment at a future Board Meeting. Trustee Lenigan mentioned that tuition was raised 43% during the recession, and he believes there should be discussion about readjusting tuition rates to make college more affordable.

General Discussion

No general discussion.

Chair Pritchard adjourned the Study Session at 3:55 p.m.

Regular Meeting Agenda

Call to Order: Chair Pritchard called the Board of Trustees Regular Meeting to order on April 9, 2014, at 4:02 p.m.

Board of Trustees Present:

Lua Pritchard, Chair
 Bruce Lachney
 Dr. Robert Lenigan
 Mary Moss
 Dr. Lonnie Howard

Assistant Attorney General: Derek Edwards

Excused Absences: Mark Martinez, Trustee

Other Attendees:

Dr. Steve Addison, Dir. of Bachelor Degrees &
 New Program Development
 Lisa Beach, Budget & Compliance Off./Exempt
 Union President
 Wayne Bridges, Automotive Tech. Instructor
 Ted Broussard, Dir. of Advising/Counseling
 Larry Clark, Controller
 Debbie Collins, Admin. Asst. for Finance &
 Administration
 Dean Conway, Composites Instructor
 Gary Covington, Automotive Tech. Instructor
 Bill Coyner, Int. Dean, Division III
 Tawny Dotson, Chief Communications Off.
 Mabel Edmonds, Associate Vice President
 Cal Erwin-Svoboda, Dir. of Student Programs &
 Conference Center
 Lisa Fortson, Asst. Financial Aid Director
 Kurt Freeman, Automotive Collision Instructor

Teresa Greene, Director of Institutional
 Research
 Michelle Hillesland, Dean, Division II
 Wendy Joseph, Financial Aid Director
 Dr. Joyce Loveday, VP, Instruction
 Kathi Medcalf, Associate Dean, Div. II & V
 John Mensonidas, Composites Instructor
 Janice Parker, Automotive Support Tech.
 Jamilyn Penn, Dean, Workforce Development
 Lisa Plair, ASG President
 Annette Schiappacasse, Aerospace Grant
 Data Asst.
 Les Sessoms, Navigator
 Cherie Steele, Exec. Asst. to the President
 Valerie Sundby-Thorp, Dean, Division I
 Michael Taylor, Director of Information Tech.
 Shawn Thomas, Library Technology Tech.
 Phil Vick, Aviation Instructor

Adoption of the Agenda (Tab 3)

MOTION:

Motion to adopt the Agenda as presented made by Bruce Lachney, seconded by Robert Lenigan. Approved unanimously.

Approval of Minutes (Tab 4)

MOTION:

Motion to approve the Minutes of the Regular Board Meeting of March 12, 2014, made by Robert Lenigan, seconded by Bruce Lachney. Approved unanimously.

President's Report

Introduce the President's Unsung Heroes (March)

Soon after his arrival, Dr. Howard instituted the Unsung Hero Award to showcase the amazing faculty and staff at CPTC. The March award went to the Automotive Department – a department that epitomizes one of the College's Strategic Objectives to "Be More Responsive to the Local Community and Business & Industry" through the car shows hosted since 1992, repainting Shelton's police department cars, and the "Lights Out Project," whereby students change headlights for low-income and elderly community members.

BAS in Manufacturing Operations

In March, Drs. Howard, Loveday, and Addison presented the Bachelor of Applied Science in Manufacturing Operations proposal to the SBCTC, and it was approved unanimously to move forward. It still requires approval from the Northwest Commission on Colleges and Universities, and the College hopes to offer this degree beginning in Fall 2014.

Innovations and Initiatives

On the first day of spring quarter, Dr. Howard visited every building on campus and greeted faculty and students. A staff member suggested Dr. Howard establish a Job Shadowing Program where a person sees the life of the president for an entire day.

Dr. Howard has held meetings with faculty leadership concerning the possibility of instituting a Program Chair model at CPTC. He said, "There are many faculty who have real-world experience but no degree. This would be a way for them to advance and use their experience to help mentor other faculty, retention, and other issues."

One of Dr. Howard's goals for Year 2 is to create a CPTC Super Advisory Committee, comprised of business and industry CEOs and military leaders to help guide the College instructionally. This would be an avenue to set up partnerships with businesses whereby they don't hire CPTC students prematurely and provide fiscal support.

These initiatives and innovations are all based on Dr. Howard's three primary strategic goals:

1. Increase student success and educational access.
2. Be more responsive to local community and business & industry.
3. Become more entrepreneurial.

College Reports

Associated Student Government (ASG) (Tab 5)

Ms. Plair distributed the ASG spring/summer activity calendar to Trustees and highlighted events from the attached ASG March report (Tab 5).

Ms. Plair invited Trustees to the upcoming 2nd Annual Student Awards night on June 4, 6-8 p.m. in the McGavick Student Center.

Fin-Aid Overview (Tab 6)

Ms. Joseph and Mr. Broussard presented an overview of Financial Aid (Tab 6), types and amounts of awards given to students in 2012-13, the CPTC default rate, and interventions put in place at the College to help retain students, help students graduate, be successful once they graduate, and repay their loans.

Questions and discussion followed. Trustee Lachney asked what the target default rate for CPTC is, and Ms. Joseph said 14% is a reasonable rate for the College.

Instruction Report on Aviation Maintenance Technician (Composites) (Tab 7)

Dr. Loveday introduced the instructors, Dean Conway and John Mensonidas, Navigator Les Sessoms, and Dean Sundby-Thorpe.

Dean Sundby-Thorpe welcomed everyone to South Hill Campus and noted there would be a tour offered for attendees after the meeting to see some new equipment for the program and a new plane purchased last year.

Chair's Report

No report.

Board Reports and/or Remarks

Trustee Moss reported that Communities in Schools held the Champions for Youth Breakfast last week, where students who had struggled and then been successful through the help of two-year colleges presented their stories. Trustee Moss would like CPTC students to have the chance to be part of the breakfast next year.

Public Comments

No public comments.

New Business

No new business.

Executive Session

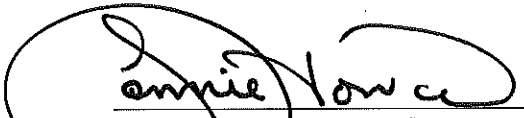
No Executive Session.

Next Meeting

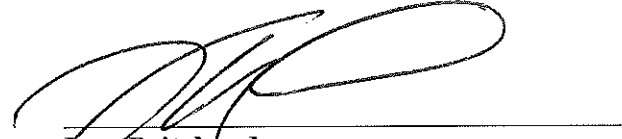
May 7, 2014, at the Lakewood campus.

Adjournment

Chair Pritchard adjourned the Regular Meeting at 5:12 p.m.



Dr. Lonnie L. Howard
President
College District Twenty-Nine



Lua Pritchard
Chair, Board of Trustees
College District Twenty-Nine