



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

**Minutes**

**Study Session**

**Call to Order:** Chair Moss called the Board of Trustees Study Session for Clover Park Technical College (CPTC) to order on July 9, 2014, at 3:00 p.m.

**Board of Trustees Present:**

Mary Moss, Chair  
Dr. Robert Lenigan  
Mark Martinez

**Excused Absences:** Trustees Bruce Lachney and Lua Pritchard; Dr. Lonnie L. Howard, President

**Assistant Attorney General:** Derek Edwards

**Other Attendees:**

Lisa Beach, Budget & Compliance Off./Exempt Union President  
Debbie Collins, Admin. Asst. for Finance & Administration  
Bev Dupuis, Computer Operator/Support Technician  
Cal Erwin-Svoboda, Dir. of Student Programs & Conference Center  
Michelle Hillesland, Dean, Division II  
Elaine Holster, Faculty Librarian  
Dr. Joyce Loveday, VP, Instruction  
Jamilyn Penn, Int. Dean, Division V  
Dr. Deborah Ranniger, Executive Director for Resource Development  
Katie Stock, ASG President  
Linda Schoonmaker, VP for Finance & Administration  
Cherie Steele, Exec. Asst. to the President  
Michael Taylor, Director of Information Techn.  
Shawn Thomas, Library Technology Tech.  
Lisa Wolcott, Budget Director

**President's Update**

**Accreditation Update**

Dr. Loveday reported that much work has been done as a result of the mock accreditation site visit last May and the recommendations of the team. While the College has been working on shared governance for a while, the feedback helped us to move more quickly to settle some questions related to our shared governance structure. It also prompted us to move more quickly to develop bylaws and clarify the role of the College Assembly, develop bylaws for the Cabinet, and designate responsibility for the ongoing review of strategic planning and core theme results.

Work is occurring to update College and Board of Trustees policies, assess the core theme indicators, and identify next steps for continuous improvement related to our core themes. Next steps will be to post drafts of the accreditation chapters on CPTC's Website for review and feedback from the college community. Information sessions will be held in July and August to talk about the accreditation report and help people better understand what will occur during the October accreditation site visit.

#### Overview of the Next Biennium (Proposed 15% Budget Reduction)

Ms. Schoonmaker said that the Office of Financial Management (OFM) asked all agencies to consider what a 15% budget cut would look like. In the past, the SBCTC has told OFM that the CTC system would take the cut from the base budget and then the SBCTC left it to individual colleges where to make those budget cuts.

This year, Executive Director Marty Brown has said the system would take cuts from special provisos and earmarks, ask the legislature to take that money back, colleges would not do those things any longer, but it would not affect the College's base budget.

#### Invista Update

Ms. Schoonmaker noted that Dr. Lisa Edwards, Global Solutions Officer, at Invista Performance Solutions is departing. There are also six other positions currently open at Invista. The Business Officers will meet next week to discuss a two-year contract and a job description for the CEO vacancy. In the interim, Sylvia Barajas, Vice President of College Services at Tacoma Community College, will cover part-time for the CEO of Invista.

#### **Attendance at ACCT Leadership Congress, Oct. 21-25, Chicago, IL**

The ACCT Leadership Congress will be in Chicago, October 21-25. Typically, one or two trustees attend with the President. The early-bird registration deadline is August 15. Dr. Loveday asked if any trustees were interested in attending, and Trustee Martinez said yes.

#### **Discussion of Recommendations Provided by the Board Policy Workgroup (Tab 1)**

Dr. Loveday noted the major recommendations from the Board Policy Workgroup are:

1. Move the Board policies into the College Policy Manual as the first section of the manual.
2. Review College policies on a 1-3 year basis.
3. Review and approve the amended and newly proposed Board policies.

A sample table of contents and rough drafts of revised policies are in Tab 1. Discussion followed on the draft revised policies. Dr. Loveday will check with the Assistant Attorney General Derek Edwards on all revised policies to ensure legal compliance, and Mr. Edwards will confirm if any Washington Administrative Codes (WACs) should be listed.

#### **General Discussion**

None.

#### **Adjournment**

Chair Moss adjourned the Study Session at 3:44 p.m.

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## Regular Meeting

**Call to Order:** Chair Moss called the Board of Trustees Regular Meeting for Clover Park Technical College (CPTC) to order on July 9, 2014, at 4:00 p.m.

**Board of Trustees Present:**

Mary Moss, Chair  
 Dr. Robert Lenigan  
 Mark Martinez

**Excused Absences:** Trustees Bruce Lachney and Lua Pritchard; Dr. Lonnie L. Howard, President

**Assistant Attorney General:** Derek Edwards

**Other Attendees:**

Kandi Bauman, Student Engagement Coordinator  
 Lisa Beach, Budget & Compliance Off./Exempt Union President  
 Marla Briggs, Health Unit Coordinator Instructor  
 Debbie Collins, Admin. Asst. for Finance & Administration  
 Rory Douglas, Webmaster  
 Bev Dupuis, Computer Operator/Support Technician  
 Cal Erwin-Svoboda, Dir. of Student Programs & Conference Center  
 Michelle Hillesland, Dean, Division II  
 Elaine Holster, Faculty Librarian  
 Dr. Joyce Loveday, VP, Instruction  
 Kathi Medcalf, Associate Dean, Div. II & V  
 Jamilyn Penn, Int. Dean, Division V  
 Dr. Deborah Ranniger, Executive Director for Resource Development  
 Katie Stock, ASG President  
 Linda Schoonmaker, VP for Finance & Administration  
 Cherie Steele, Exec. Asst. to the President  
 Michael Taylor, Director of Information Tech.  
 Shawn Thomas, Library Technology Tech.  
 Lisa Wolcott, Budget Director

**Adoption of the Agenda (Tab 2)**

**MOTION:**

Motion to adopt the Agenda as presented made by Trustee Martinez, seconded by Trustee Lenigan. Approved unanimously.

**Approval of Minutes (Tab 3)**

**MOTION:**

Motion to approve the Minutes of the Special Board Meeting of June 26, 2014, made by Trustee Lenigan, seconded by Trustee Martinez. Approved unanimously.

## **President's Report**

### Graduation Recap

Dr. Loveday stated that Graduation went very well, 458 students walked the stage, 70 faculty members attended (both a record number). Lakewood City Manager John Caulfield was the speaker, and Ms. Elnora Medley was awarded an Honorary Cosmetology Degree for 50 years of support for the program through volunteering as a model and utilizing the Cosmetology services. The process for awarding degrees was streamlined this year, and students received an alumni bumper sticker at the end of the evening.

### CTC Link

Ms. Schoonmaker is a member of the CTC Link Steering Committee. The committee held a special meeting two weeks ago to announce the delay of the "Go Live" date for pilot colleges by 60, 90, or 105 days. It is not yet known if this delay will affect the colleges in Phase I or II colleges (CPTC is in Phase II).

## **Other College Reports**

### ASG Report (Tab 4)

Mr. Erwin-Svoboda, Director of Student Programs and Conference Center, introduced the new ASG President, Katie Stock. Ms. Stock stated that she is in the Architectural Engineering Design Program, previously was a member of the Engineering Club and served on the ASG S&A Budget Committee, is honored to serve as ASG President, and she presented the attached report (Tab 4). Discussion followed on the closure of the Consolidated Food Management Café in the Student Center. Chair Moss welcomed Ms. Stock to her new role in ASG.

### FY 2013-14 3<sup>rd</sup> Quarter Budget Report (Tab 5)

Lisa Wolcott, the College's new Budget Director, was introduced by Ms. Schoonmaker. Ms. Wolcott will begin presenting budget reports to the Board for 2014-15.

Ms. Schoonmaker asked if there were any questions on the FY 2013-14 3<sup>rd</sup> Quarter Budget Report. She noted that the College performed an analysis on the Child Care costs, worked with community partners in the area, and changed some practices. The result is that the Child Care Center only cost the College \$130K to operate this year, not the \$300K that was budgeted. Questions and answers followed.

Ms. Schoonmaker was happy to announce that the American Federation of Teachers (AFT) Professional Staff, which is the bargaining unit for exempt staff, voted to accept the first Collective Bargaining Agreement for that group at CPTC.

### Student Involvement, Student Programs (Tab 6)

Effective July 1, the office name was changed from Student Programs to the Office of Student Involvement, to be better aligned with the philosophy of the department, initiatives, services, and students were confused by the title, since most are enrolled in academic programs. The belief is that involved students are more likely to achieve success.

Trustee Martinez thanked Mr. Erwin-Svoboda for motivating students to rally and testify in Olympia.

Chair Moss asked if high school seniors are involved in any ASG activities. The response was no, because funding is restricted to current students. Mr. Erwin-Svoboda indicated their office is communicating with Marketing and Outreach on how to have more interaction with high school seniors.

Instruction Report (Tab 7)

**Health Unit Coordinator Program (HUC)**

Ms. Hillesland introduced Instructor Marla Briggs and offered apologies that Teresa Scotland could not be present. She added that HUC has had one of the highest retention rates since 1968. Ms. Briggs offered the attached presentation (Tab 7).

Dr. Loveday added that the amount of training that occurs through this two-quarter program and the impact it has on students' work ethic and attitudes is commendable. Approximately 80 students go through the program each year.

**Chair's Report**

Chair Moss reminded trustees that they have received an evaluation to fill out for the president, to please return the completed evaluations to Ms. Steele by July 18, and that a final document would be ready at the August 13 Board of Trustees Meeting.

Chair Moss added that graduation was very impressive and the change in process worked well.

**Board Reports and/or Remarks (Attachment 2)**

Trustee Martinez said the economy is improving and there is construction. Apprenticeship programs have available slots, and they are looking for good candidates. If anyone knows of candidates, please call Ms. Steele, who will get the information to Trustee Martinez.

**Public Comments**

No public comments.

**Executive Session**

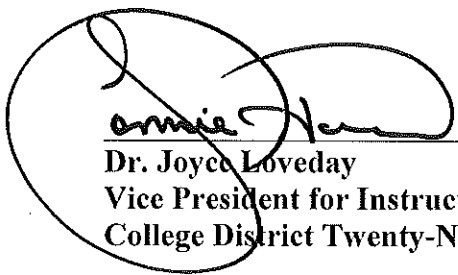
No Executive Session.

**Next Meeting**

August 13, 2014, 3:00 p.m., on the Lakewood Campus.

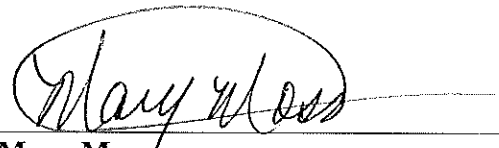
**Adjournment**

Chair Moss adjourned the Regular Meeting at 4:57 p.m.



Dr. Joyce Loveday

Vice President for Instruction  
College District Twenty-Nine



Mary Moss  
Chair, Board of Trustees  
College District Twenty-Nine

