



4500 Steilacoom Blvd SW, Lakewood, WA 98499-4004

Board of Trustees Regular Meeting
Bldg. 3, Rotunda
Wednesday, October 8, 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 October 8, 2014, at 3:02 p.m.

Board of Trustees Present:

Mary Moss, Chair
Dr. Robert Lenigan
Mark Martinez
Lua Pritchard

Excused Absences: Bruce Lachney, Trustee; Dr. Lonnie L. Howard, President

Assistant Attorney General: Bruce Marvin

Other Attendees:

Ted Broussard, VP, for Student Services
Debbie Collins, Admin. Asst. for Finance &
Administration
Bev Dupuis, Computer Operator/Support
Technician
Mabel Edmonds, Dean, Workforce Devel.
Cal Erwin-Svoboda, Dir. of Student
Involvement/ Conf. Center Svcs.

Shelby Fritz, Director of HR
Michelle Hillesland, Dean, Division II
Dr. Joyce Loveday, VP, Instruction
Linda Schoonmaker, VP for Finance &
Administration
Cherie Steele, Exec. Asst. to the President
Michael Taylor, Director of Information Tech.

President's Update: (Given by Dr. Joyce Loveday)

Brief Fall Quarter Enrollment Summary (including BASMO Degree)

- Enrollments in General Education are up about 6%, but total enrollments in all courses are down about 4% from the 10th day of fall 2013.
- The Bachelor of Applied Science in Manufacturing Operations (BASMO) Program got underway this fall with 12 students, and it was a very positive start.
- Every department in the College is taking enrollment very seriously. CPTC has established:
 - An enrollment oversight council.
 - A team of ten working on strategic enrollment management.
 - A completion campaign team.

Questions and discussion followed.

Invista Update

The Presidents of CPTC, Tacoma Community College, and Pierce College hired a new Invista CEO, Don Susnowski, for the next two years. In September, Invista continued to operate, delivering 246 trainings, and serving over 4,000 participants. Questions and discussion followed.

Board of Trustees' Reference Manual

During the August Board meeting, Trustees approved moving Board Policies into the College Policy and Procedures Manual. Information remains in the former Trustee Manuals, and Dr. Loveday and Ms. Steele compiled the information into a Governance Handbook. Dr. Loveday requested that Trustees review the material, propose any changes via email, review a draft in November, and approve the Governance Handbook at the December 10th Board meeting.

Department of Labor Grant

CPTC was awarded a \$2,499,973 Department of Labor Grant; the grant period is October 2014-September 2018. The purpose is to fund the Mechatronics Technician Program to develop a core pathway into advanced manufacturing and industrial technology careers that can branch off into specialized areas that align with current and future industry and fill projected employment gaps in high-wage, high-demand careers. Congratulations to Bryan Powell who wrote the grant proposal.

Student Achievement Initiative (SAI)

In response to a request from Trustee Lachney, Ms. Schoonmaker discussed the attached SAI report. She explained that SAI allocations are distributed at the beginning of the fiscal year. Depending on a college's score in the matrix, money may be taken away and redistributed based on the points a college receives. Last year, CPTC received \$40,000 back. Questions and discussion followed.

2014-15 Trustee Committee Assignments (Tab 1)

Chair Moss reviewed current committees, and Trustees were assigned to committees they will serve on during FY2014-15.

2015 Board of Trustees Meeting Calendar Discussion

Chair Moss reviewed the proposed Board of Trustees Meeting Calendar for FY2014-15. It will be voted on during the November 12 Board Meeting.

General Discussion

None.

Chair Moss adjourned the meeting at 3:32 p.m.

Regular Meeting

Call to Order: Chair Moss called the Board of Trustees Regular Meeting for Clover Park Technical College (CPTC) to order on October 8, 2014, at 4:00 p.m.

Board of Trustees Present:

Mary Moss, Chair
 Bruce Lachney
 Dr. Robert Lenigan
 Mark Martinez
 Lua Pritchard

Excused Absences: Dr. Lonnie L. Howard, President

Assistant Attorney General: Bruce Marvin

Other Attendees:

Lisa Beach, Budget & Compliance Off./Exempt
 Union President
 Ted Broussard, VP, for Student Services
 Debbie Collins, Admin. Asst. for Finance &
 Administration
 Matthew Dahl, ASG Vice President
 Rory Douglas, Webmaster
 Bev Dupuis, Computer Operator/Support
 Technician
 Mabel Edmonds, Dean, Workforce Devel.
 Cal Erwin-Svoboda, Dir. of Student
 Involvement/ Conf. Center Svcs.

Shelby Fritz, Director of HR
 Michelle Hillesland, Dean, Division II
 Dean Kelly, Dir., Advising/ Counseling
 Claire Korschinowski, Int. Dean, Div. I & III
 Dr. Joyce Loveday, VP, Instruction
 Linda Rick, ASG Admin. Officer
 Charles Sawyer, ASG Club Officer
 Cherie Steele, Exec. Asst. to the President
 Katie Stock, ASG President
 Michael Taylor, Director of Information Tech.
 Dwayne Waller, CPTC Student Speaker

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

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

Approval of Minutes (Tab 3)**MOTION:**

Motion to approve the Minutes of the Regular Board Meeting of August 13, 2014, made by Trustee Pritchard, seconded by Trustee Martinez. Approved unanimously.

President's Report (Given by Dr. Joyce Loveday)**CPTC Student Success Story (Dwayne Waller)**

Dr. Loveday introduced student Dwayne Waller, and said she is impressed with his willingness to give back to the community.

Dwayne Waller is in the Computer Networking and Information Systems Security (CNISS) Program. Before coming to CPTC, he became unemployed and then homeless. He was at the Rescue Mission and participated in the Midway Program for veterans, had shelter, his personal needs met, received counseling, and assistance with a job search.

Mr. Waller decided to return to school, had prior experience with technology, decided CPTC offered the best CNISS Program, had a high student placement, and he enrolled. He received help from advising and counseling, faculty and staff, an emergency grant and bus passes until

his financial aid started. Then his laptop was stolen at the Mission. Instructors and students presented him with a new laptop and books within three days and encouraged him to not give up.

Mr. Waller is thankful for the help he has received at the College and now he serves in the Peer Ambassador Program to give back and help other students.

Accreditation Progress Update

CPTC will have a 7-year Accreditation site visit, and there will be eight peer evaluators on campus next week. The College will be assessed against the new accreditation standards. The emphasis will be on fulfilling our mission, and achieving our core themes which are Workforce Preparation, Student Success, and Institutional Excellence.

Trustees will meet with the evaluators on Monday, October 13, from 7:45-10:00 a.m. Discussion followed.

Other College Reports

ASG Report (Tab 4)

Associated Student Government (ASG) President Katie Stock introduced the new ASG officers and highlighted events from the attached report.

Trustee Lachney asked how many bus passes were distributed to students, how many bus passes were purchased, the cost, and who paid for them. Mr. Erwin-Svoboda will provide trustees with the answers.

Student Services Report (Tab 5)

Dean Kelly, Director of Advising and Counseling, provided the attached report on the Advising and Counseling Department. The department has three main units:

- 1) Advising and Counseling
- 2) Disability Support
- 3) Career Services

Discussion followed on disability services, retention, and placement rates. Trustee Pritchard asked why students are dropping out of CPTC. Mr. Kelly said there is a staff person calling/ emailing students from summer quarter, who did not re-enroll in fall quarter, to find out why. He should have that data to report back at a future Board meeting.

Chair's Report

Chair Moss also mentioned that the College will have its 7-year evaluation accreditation visit next week. The committee chair asked to meet with trustees to talk about the College and their role as trustees. Chair Moss explained some of the areas the evaluators might want to discuss. All trustees will attend a meeting on Monday, October 13, at 7:45 a.m. It will be treated as a Special Board Meeting and all appropriate notifications will be made.

Chair Moss thanked everyone who has worked on accreditation. Dr. Howard is sorry he couldn't be here today, but he is with us in spirit, and he will be back for the accreditation visit next week.

Board Reports and/or Remarks

Trustee Martinez attended a meeting where Pierce County college trustees and administrators met with local legislators. Rep. Seaquist spoke about funding issues and about the Capital Budget being fully funded, Rep. Hurst was interested in Running Start, Rep. Zeiger asked about administrative barriers or state mandates that might impede colleges running smoothly, and Rep. Dalquist would like K-12 to be more aligned with community and technical colleges. Trustee Martinez said these representatives are very supportive of higher education.

Public Comments

None.

New Business

None.

Executive Session

At 4:51 p.m., Chair Moss stated that, in accordance with RCW 42.30.110, the Board would recess to go into Executive Session for approximately fifteen minutes for the purpose of reviewing the performance of a public employee.

Chair Moss reconvened the Regular Meeting at 5:14 p.m. and asked if there were any action items as a result of Executive Session.

MOTION:

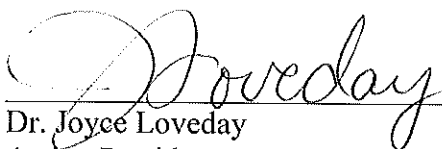
Motion to approve Addendum No. 1 to the President's Contract, granting the President thirty (30) days of annual leave each year, which shall be frontloaded retroactive to his anniversary of employment upon execution of this addendum contract and thereafter on July 1st of each year, was made by Trustee Martinez, seconded by Trustee Lachney. Approved unanimously.

Next Meeting

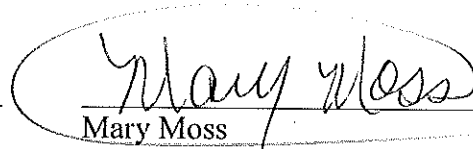
November 12, 2014, 3:00 p.m., on the Lakewood Campus.

Adjournment

Chair Moss adjourned the Regular Meeting at 5:15 p.m.



Dr. Joyce Loveday
Acting President
College District Twenty-Nine



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

