



4500 Stellacoom Blvd SW, Lakewood, WA 98499-4004

## Board of Trustees Regular Meeting

Bldg. 3, Rotunda

Wednesday, November 12, 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 November 12, 2014, at 3:03 p.m.

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

Mary Moss, Chair

Bruce Lachney

Dr. Robert Lenigan

Mark Martinez

Lua Pritchard

Dr. Lonnie L. Howard, President

**Assistant Attorney General:** Derek Edwards

#### **Other Attendees:**

Lisa Beach, Budget and Compliance Officer

Ted Broussard, VP, for Student Services

Larry Clark, Controller

Debbie Collins, Admin. Asst. for Finance & Administration

Rory Douglas, Webmaster

Bev Dupuis, Computer Operator/Support Technician

Cal Erwin-Svoboda, Dir. of Student Involvement/ Conf. Center Svcs.

Angela Johnson, Child Care Center Manager

Dr. Joyce Loveday, VP for Instruction

Linda Schoonmaker, VP for Finance & Administration

Cherie Steele, Exec. Asst. to the President

Michael Taylor, Director of Information Tech.

Mike Wheeler, Psychology Instructor

#### **President's Follow-Up (Tab 1)**

Reducing the Child Care Center Deficit (Ted Broussard, Larry Clark, and Angela Johnson)

The President, Mr. Broussard, Ms. Johnson, and Mr. Clark developed a plan to address the deficit. They explained the plan in the attached PowerPoint presentation. The proposed changes would result in a deficit of about \$50K by FY 2015-16, compared with the original FY 2014-15 projected deficit of \$246K. Discussion followed. Trustees were happy to see a projected deficit reduction but wanted to ensure that students' childcare needs are being met, as that also ties into retention of students.

Trustee Lachney asked:

- If the projected savings would essentially come from revenue, since there are no personnel reductions projected. He asked to see the reduction broken down by child.
- How many students withdraw, because they have no childcare.

### **Open Public Meeting Act Training (Tab 2)**

Mr. Edwards explained that Trustees must receive Open Public Meeting Act Training once every four years (Tab 2, attached). Some points:

- Need 3 trustees to take “final action.”
- Can add items to a Special Meeting agenda, but Trustees cannot take final action on items not listed on the original agenda.

### **2015 Board of Trustees Meeting Calendar Discussion (Tab 3)**

Trustees had no concerns about proposed dates for 2015 Board meetings.

### **General Discussion**

None.

Chair Moss adjourned the meeting at 3:55 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 November 12, 2014, at 4:02 p.m.

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

Mary Moss, Chair  
 Bruce Lachney  
 Dr. Robert Lenigan  
 Mark Martinez  
 Lua Pritchard  
 Dr. Lonnie L. Howard, President

**Assistant Attorney General:** Derek Edwards

### **Other Attendees:**

Doug Ammons, Faculty Librarian  
 Lisa Beach, Budget & Compliance Off./Exempt  
 Union President  
 Ted Broussard, VP, for Student Services  
 Larry Clark, Controller  
 Debbie Collins, Admin. Asst. for Finance &  
 Administration  
 Rory Douglas, Webmaster  
 Bev Dupuis, Computer Operator/Support  
 Technician  
 Heather Ervin, Resource Development Officer  
 Cal Erwin-Svoboda, Dir. of Student  
 Involvement/ Conf. Center Svcs.  
 Michelle Hillesland, Dean

Elaine Holster, Faculty Librarian  
 Randy Holt, Library IT Tech.  
 Angela Johnson, Child Care Center Manager  
 Justin Kjolseth, Asst. Attorney General  
 Claire Korschinowski, Int. Dean  
 Dr. Joyce Loveday, VP for Instruction  
 Linda Rick, ASG Admin. Officer  
 Linda Schoonmaker, VP for Finance &  
 Administration  
 Cherie Steele, Exec. Asst. to the President  
 Katie Stock, ASG President  
 Hope Stout, Disability Services Coord.  
 Michael Taylor, Director of Information Tech.  
 Mike Wheeler, Psychology Instructor

### **Adoption of the Agenda (Tab 4)**

#### **MOTION:**

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

### **Approval of Minutes (Tab 5)**

#### **MOTION:**

Motion to approve the Minutes of the Regular Board Meeting of October 8, 2014, made by Trustee Lenigan, seconded by Trustee Lachney. Approved unanimously.

### **President's Report**

#### CPTC Student Success Story (Randy Holt)

Dr. Howard said he basically uses 3 criteria to define student success, 1) was the student involved in activities, both in and out of classroom, 2) did the student complete his/her educational program, and 3) did the student find meaningful employment. Dr. Howard introduced Randy Holt, a student success story.

Mr. Holt said he is an honor graduate from CPTC's Computer Networking & Information Systems Security Program, was involved in the Associated Student Government, and was recently hired by CPTC to work in the Information Technology Department.

Already having earned a B.S., Mr. Holt plans to obtain his Master's Degree and has aspirations to be a college president someday.

#### Accreditation Visit (Informal Interpretation)

The College's 7-year accreditation site visit, with a team from the Northwest Commission on Colleges and Universities (NWCCU) occurred on October 13-15. After the team completed their visit, there was an exit meeting, and CPTC looks well positioned to be reaccredited – there were some commendations and a few recommendations. The official report should be received by February 2015. Dr. Howard thanked CPTC faculty and staff, the Board of Trustees, and Dr. Loveday for coordinating the Accreditation report and visit.

#### CPTC receives a \$2,499,973 TAACCCT Grant

Bryan Powell, Grant Writer, was instrumental in CPTC acquiring a \$2,499,973 Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant, one of two single colleges to receive funds from this grant. The goal is to help fill employment gaps, better partner with employers to develop some high career pathways, and help students obtain sustainable careers.

#### Facilities: Demo Buildings 32 and 37 (SBCTC Resolution 14-10-63) (Tab 6)

Buildings 32 and 37 are old, expensive to maintain, and not suitable for instruction purposes. Due to the recent land swap with Clover Park School District, the College has owned the buildings less than 20 years; therefore, local monies will be used for the demolition. The area will be converted to green space and better signage for CPTC.

## **Other College Reports**

### ASG Report (Tab 7)

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

### FY 2014-15 1<sup>st</sup> Quarter Budget Report (Tab 8)

Ms. Schoonmaker discussed the attached budget report. Questions followed. Trustee Lachney requested a future session on:

- What are the funds listed on the budget report and what are the parameters on the money within these funds?
- What can and can't happen with the funds in these accounts?

### Instruction Report (Tab 9)

Dr. Loveday introduced Doug Ammons and Elaine Holster, Library faculty members. As a result of an accreditation visit 10 years ago, the College received a recommendation that the Library be updated. The Learning Resource Center (LRC) was renovated and student learning spaces were enlarged. At the informal exit briefing for this year's accreditation site visit, the Learning Resources Center received a commendation.

Mr. Ammons stated that the LRC provides assistance to students at the Lakewood and South Hill Campuses and online. Students learn how to use resources, how to do research, and the LRC offers copy and scanning services. Questions and discussion followed.

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

Trustee Martinez attended the Association for Community College Trustees (ACCT) 2014 Leadership Congress, Oct. 22-25, in Chicago. Two sessions:

- One concerned a college that received a "show cause" in their accreditation report, which resulted from trustees interfering with daily operations. The Governor appointed trustees at that college, and they did get back on track. Trustee Martinez is glad that CPTC Trustees oversee policies and allow Dr. Howard to handle day-to-day operations.
- One college in the Midwest provided students with knowledge and good skills; however, industry partners said their graduates were not good employees, because they tended to be late and have a high absence rate. The college developed an attendance policy where students cannot be absent more than six times, being late counts as an absence, or they are expelled. Over the past 3 years, there has been a 20% increase in retention, a 50% increase in the average GPA, and a 25% increase in graduation rates.

Trustee Lachney:

- Asked Trustees attending the PCCC Legislative Breakfast on December 5 to request that the legislature begin funding CTC fiscal audits.
- Reminded the Board that it is time to set a Retreat date.
- Would like to have a ctcLink update at a future Board meeting.

**Public Comments**

None.

**New Business**

**MOTION:**

Motion to adopt the 2015 Board of Trustees Meeting Calendar as presented made by Trustee Lenigan, seconded by Trustee Martinez. Approved unanimously.

**Executive Session**

No Executive Session.

**Next Meeting**

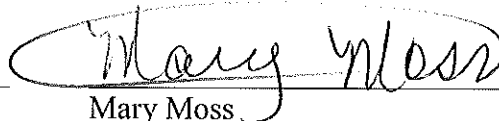
December 10, 2014, 3:00 p.m., on the Lakewood Campus.

**Adjournment**

Chair Moss adjourned the Regular Meeting at 5:03 p.m.



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



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

