



4500 Steilacoom Blvd SW, Lakewood, WA 98499-4004

Board of Trustees Regular Meeting

Bldg. 3, Rotunda

Wednesday, January 14, 2015

Minutes

Study Session

Call to Order: Chair Moss called the Board of Trustees Study Session for Clover Park Technical College (CPTC) to order on January 14, 2015, at 3:02 p.m.

Board of Trustees Present:

Mary Moss, Chair

Bruce Lachney

Dr. Robert Lenigan

Dr. Lonnie L. Howard, President

Excused Absences: Mark Martinez, Trustee; Lua Pritchard, Trustee

Assistant Attorney General: Justin Kjolseth

Other Attendees:

Ted Broussard, VP for Student Services

Larry Clark, Controller

Tawny Dotson, Chief of Staff

Rory Douglas, Webmaster

Bev Dupuis, Computer Operator/Support
Technician

Mabel Edmonds, Dean

Heather Ervin, Resource Devel. Off.

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

Shelby Fritz, Director of Human Resources

Dean Kelly, Dir., Advising/ Counseling

Dr. Joyce Loveday, VP for Instruction

Greg Randall, Dir. of Facilities Services

Linda Schoonmaker, VP for Finance & Admin.

Don Sosnowski, Exec. Dir., Invista Perf.
Solutions

Cherie Steele, Exec. Asst. to the President

Michael Taylor, Dir. of Information Technology

Lisa Wolcott, Budget Director

President's Report

CPTC Foundation: Executive Director Position

After a national search, Lyman Gifford has been selected as Executive Director for the CPTC Foundation. He is currently working for the Boy Scouts of America, has a B.S. in Criminal Justice, a Masters in Nonprofit Management/Philanthropy, and will begin work on February 2. Mr. Gifford will be introduced at the February Board meeting.

Planning for Trustees' Retreat

The Board of Trustees will hold a Planning Retreat on February 20 from 8 a.m. to noon. Possible agenda items were discussed, and Dr. Howard will defer the final agenda to the facilitator of the meeting, Trustee Lachney.

State Budget Update (Linda Schoonmaker)

Dr. Howard asked Lisa Wolcott, Budget Director, to give an update. The current revenue forecast is \$34B, and expenditures are forecasted to increase by \$1.5B, raising them to \$38.99B. The Governor's budget addresses only 35% of the community and technical colleges' (CTC) biennial request, and there may be a tuition freeze.

In reference to the capital budget, only the first ten major projects were funded at 88-100%. CPTC's project is number ten.

Dr. Howard stated that the recent Accreditation draft report noted that the College's budget process was not inclusive in terms of shared governance. Even before that report, Ms. Schoonmaker and her team had already established a broad-based budget committee; Dr. Howard commended Ms. Schoonmaker and her team for their foresight.

Invista (Tab 1)

Dr. Howard introduced Don Sosnowski, the new Executive Director of Invista Performance Solutions, who has previously served as the Director of Corporate Learning at Invista.

Mr. Sosnowski highlighted his vision for Invista, a snapshot of the financial situation, and his strategic priorities. Questions and discussion followed. Some follow-up items:

- What is the net profit for the year, and how will that be distributed among the three colleges?
- Trustees would like to have access to Invista's annual report and review it before Mr. Sosnowski presents an update on Invista's progress to the Board in six months.
- Dr. Howard requested a comparison report of Invista's financials from previous years to the current year.

ACCT National Legislative Summit

Chair Moss reported that Trustees Lachney and Martinez and Dr. Howard will attend the 2015 ACCT National Legislative Summit in Washington, D.C., February 9-12. The TACTC office in Olympia is scheduling meetings with U.S. Senators and Congressman, and attendees will receive final travel packets as soon as they are ready.

Trustees *Governance Handbook* (Tab 2)

Last year, Trustee policies were removed from two former Trustee manuals, updated, revised, and integrated into the College's policies. Some items remained that were not covered in policies, yet they appeared to have benefit for the Trustees, and were formed into the *Governance Handbook*.

Trustees received copies in October and have had the opportunity to review the handbook. Dr. Loveday asked if Trustees had any changes, comments, or questions, and there were none.

ASG Financial Code Revision (Tab 3)

Mr. Broussard and Mr. Erwin-Svoboda provided an overview and purpose of the financial code and some background and highlights of the revision and approval process. The team revising the code included staff and students, was inclusive, transparent in the process, best practices in the

state were reviewed, and CPTC’s Finance and Administration Department was consulted throughout the development of this document. Discussion and questions followed.

Trustee Lachney asked if the revised ASG Financial Code was perused by the College’s Assistant Attorney General (AAG), and it had not been. Mr. Kjolseth will review the document prior to the February Board of Trustees Meeting.

Trustee Lenigan noted five sources of income for the ASG and requested the Board be provided with the percentage of how much income each of the five sources provides. Mr. Erwin-Svoboda will get that information to the Board.

General Discussion

None.

Chair Moss adjourned the meeting at 3:49 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 January 14, 2015, at 4:01 p.m.

Board of Trustees Present:

- Mary Moss, Chair
- Bruce Lachney
- Dr. Robert Lenigan
- Dr. Lonnie L. Howard, President

Excused Absences: Mark Martinez, Trustee; Lua Pritchard, Trustee

Assistant Attorney General: Justin Kjolseth

Other Attendees:

- Christine Barker, Lead Toddler Teacher
- Ted Broussard, VP for Student Services
- Larry Clark, Controller
- William Coyner, Dean
- Tawny Dotson, Chief of Staff
- Rory Douglas, Webmaster
- Callie Dukett, CNISS Student
- Bev Dupuis, Computer Operator/Support Technician
- Mabel Edmonds, Dean
- Heather Ervin, Resource Devel. Off.
- Cal Erwin-Svoboda, Dir., Student Involvement/ Conf. Center Svcs.
- Shelby Fritz, Dir., Human Resources
- Michelle Hillesland, Dean
- Angela Johnson, Child Care Center Manager
- Wendy Joseph, Dir., Financial Aid

- Dean Kelly, Dir., Advising/ Counseling
- Claire Korschinowski, Dean
- Jay Lanphier, CNISS Instructor
- Dr. Joyce Loveday, VP for Instruction
- Kathi Medcalf, Director, Basic Skills
- Catherine Morris, CNISS Instructor
- Cynthia Mowry, Dir., Enrollment Services
- Greg Randall, Dir. of Facilities Services
- Jody Randall, CNISS Instructor
- Linda Schoonmaker, VP for Finance & Admin.
- Don Sosnowski, Exec. Dir., Invista Perf. Solutions
- Don Souza, Computer & Info. Systems Security Inst.
- Cherie Steele, Exec. Asst. to the President
- Michael Taylor, Dir. of Information Technology
- Lisa Wolcott, Budget Director

Adoption of the Agenda (Tab 4)

MOTION:

Motion to adjust the agenda and table adoption of the Trustees *Governance Manual* to the February Board Meeting when all trustees are present was made by Trustee Lachney, seconded by Trustee Lenigan. Approved unanimously.

MOTION: (Tab 4)

Motion to adjust the agenda and table adoption of the ASG Financial Code Revision to the February Board Meeting after Assistant Attorney General Kjolseth has reviewed the document was made by Trustee Lachney, seconded by Trustee Lenigan. Approved unanimously.

Approval of Minutes (Tab 5)

MOTION:

Motion to approve the Minutes of the Regular Board Meeting of December 10, 2014, made by Trustee Lenigan, seconded by Trustee Lachney. Approved unanimously.

President's Report

CPTC Student Success Story (Callie Dukett)

Mr. Broussard introduced Callie Dukett, who is one of CPTC's All Washington Academic Team members. He stated that Ms. Dukett is a student in the Computer Networking & Information Systems Security (CNISS) Program, she has a 4.0 GPA, mentors other students, is active in the ASG.

Ms. Dukett graduated from high school in New York and proceeded to work odd jobs. She saw a brochure for the CNISS Program and decided to go back to college for a better future. The decision has had a profound impact on her life, the faculty are helpful with instructional material, but she also learned many things about life from them – finding her inner strength, not overthinking things, making a difference, having the courage to become a leader, learning from mistakes, and never giving up. Her goal is to work for the Department of Defense in cyber warfare.

WELA Guest, Jessica Gilmore, Dean of Enrollment, Green River Community College

Mr. Broussard introduced Jessica Gilmore, Dean of Enrollment at Green River Community College, whom he is mentoring through the Washington Executive Leadership Academy (WELA) Program. The program provides an opportunity for people who want to become leaders learn more about the CTC system.

Facility Master Plan Update

The previous Facility Master Plan was created in 2004 and updated in 2005 and 2007. Dr. Howard reported that a new plan was completed in December 2014 and submitted to the city of Lakewood for review on January 2, 2015.

The new Master Plan focuses more on potential enrollments, space utilization, and instructional needs with both a short- and long-term approach. It includes: renovation of Building 17, demolition of Buildings 32 and 37, a new Advanced Manufacturing Building, improved signage, and IT upgrades.

Ms. Schoonmaker introduced the newly hired Director of Facilities, Greg Randall. Most recently, he worked in facilities at Wenatchee Community College for the past 10 years and updated their Master Plan last year. Trustee Lachney asked if Mr. Randall would review CPTC's new Master Plan and then comment on it at a future Board meeting.

NWCCU Accreditation

The Northwest Commission on Colleges and Universities (NWCCU) oversees accreditation for 7 Northwest states, 162 Institutions, and has 26 Commissioners. As a result of our October 2014 on-site accreditation visit, Dr. Howard and senior leadership testified before the Commissioners on January 7 concerning CPTC's Evaluation Committee Report and consideration.

Topics included:

- CPTC's plan to update/revise the current Policies and Procedures.
- CPTC's plan to improve inclusion in the budget process.
- How CPTC plans to approach shared governance.
- CPTC's financial contingency plan.

A response should be received in the next couple of weeks.

Other College Reports or Highlights

ASG Report (Tab 3)

Associated Student Government (ASG) President Katie Stock highlighted events from the attached report. Questions and discussion followed. Trustee Lenigan is discouraged about the food survey, and Ms. Stock said that ASG is gathering data on other possible options. Trustees would like an update when progress is made on the food situation.

Student Services Area (Tab 7)

Cynthia Mowry, Registrar, presented highlights of the Enrollment Services Department. Questions and discussion followed.

Trustees asked if ctcLink has corrected reciprocity issues of students. Ms. Mowry replied that issues concerning testing, common course numbering, and transferability of general education courses have been corrected with ctcLink.

Chair's Report

TACTC Legislative Contact Conference, January 28-29 in Olympia, WA

Chair Moss, Trustees Lenigan, Martinez, and Pritchard, and Dr. Howard will attend the TACTC Legislative Contact Conference. The main topic is "System Legislative Update." Statewide issues and the corporate 'Legislative Ask' will be discussed.

This is the TACTC meeting when one student from each two-year college will be honored as one whose life was transformed by their college experience. CPTC's nomination this year is Dwayne Waller, who gave his student success story at the October 8, 2014, Board meeting.

Board Reports and/or Remarks

None.

Public Comments

None.

New Business

None.

Executive Session

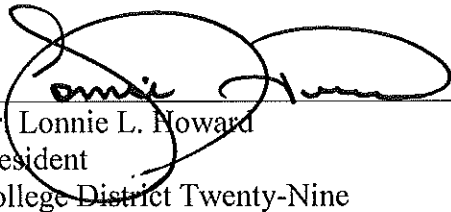
No Executive Session.

Next Meeting

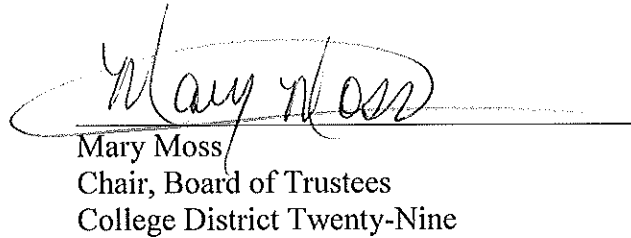
February 4, 2015, 3:00 p.m., on the Lakewood Campus.

Adjournment

Chair Moss adjourned the Regular Meeting at 4:59 p.m.



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



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