



4500 Steilacoom Blvd SW, Lakewood, WA 98499-4004

## Board of Trustees Regular Meeting

Bldg. 3, Rotunda

Wednesday, February 4, 2015

### Minutes

**Call to Order:** Chair Moss called the Board of Trustees Regular Meeting for Clover Park Technical College (CPTC) to order on February 4, 2015, at 4:01 p.m.

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

Mary Moss, Chair

Bruce Lachney

Mark Martinez

Lua Pritchard

Dr. Lonnie L. Howard, President

**Excused Absences:** Dr. Robert Lenigan, Trustee

**Assistant Attorney General:** Justin Kjolseth

#### **Other Attendees:**

Steve Addison, Dir., Bachelor Degrees & New  
Prog. Development

Jane Aldridge, Instructor, NWCTHS

Kandi Bauman, Student Engagement Coord.

Lisa Beach, Budget and Compliance Officer

Michael Bowman, Interior Design Inst.

Ted Broussard, VP for Student Services

Debbie Collins, Admin. Asst., Finance &  
Admin.

Bill Coyner, Interim Dean

Tawny Dotson, Chief of Staff

Rory Douglas, Campus Information Supervisor

Ashley Duncan, Student

Bev Dupuis, Computer Operator/Support  
Technician

Mabel Edmonds, Dean

Heather Ervin, Resource Devel. Off.

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

Lyman Gifford, Exec. Dir., Foundation

Teresa Greene, Dir., Institutional Research

Michelle Hillesland, Dean

Sunny Houser, Interior Design Inst.

Wendy Joseph, Director, Financial Aid

Dean Kelly, Dir., Advising/ Counseling

Claire Korschinowski, Interim Dean

Dr. Joyce Loveday, VP for Instruction

Fran Matz, Assoc. Dir. of Eligibility Prog.

Kathi Medcalf, Dir., Basic Skills

Olivia Poe, Student at Bates TC

Greg Randall, Dir. of Facilities Services

Linda Rick, ASG Admin. VP

Linda Schoonmaker, VP for Finance & Admin.

Cherie Steele, Exec. Asst. to the President

Katie Stock, ASG President

Julie Watts, Interior Design Inst.

Lisa Wolcott, Budget Director

#### **Adoption of the Agenda (Tab 1)**

#### **MOTION:**

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

## **Approval of Minutes (Tab 2)**

### **MOTION:**

Motion to approve the Minutes of the Regular Board Meeting of January 14, 2015, made by Trustee Martinez, seconded by Trustee Lachney. Approved unanimously.

## **President's Report**

### CPTC Student Success Story (Ashley Duncan)

Ashley Duncan, a student in the iBest Chemical Dependency Certificate Program, while also completing her high school diploma, is from Alabama. As a single mother with one child who dropped out of school in her senior year, she wanted to continue her education. Ms. Duncan googled the highest paid minimum wage states in the nation, and Washington was near the top.

Ms. Duncan was successful with the help of Northwest Career and Technical High School Instructor Jane Aldridge and a BFET grant. Now she helps others in her position as a Lead Ambassador in the Associated Student Government (ASG). Ms. Duncan plans to complete her high school degree in spring quarter, the Chemical Dependency Program in summer quarter, and then transfer to Evergreen State College for a Bachelor's Degree.

### ACCT Legislative Conference

Dr. Howard reported that he and Trustees Lachney and Martinez will attend the 2015 ACCT National Legislative Summit in Washington, D.C., February 9-12. They have meetings scheduled to see Congressman Heck and Representative Kilmer and will have the opportunity to sign up to meet with additional legislators at ACCT.

### General Updates

#### (Army Listening Session)

On January 21, there was an Army Listening Session in the McGavick Conference Center. The purpose was to hear from the community about the possibility of reducing Joint Base Lewis-McChord by 11,000 troops. Trustees Moss and Pritchard attended, Governor Inslee stopped by, and the session lasted almost two hours longer than scheduled. A decision should be made by summer 2015.

#### (Enrollment)

Dr. Howard presented a brief summary on enrollment and noted that there will be a more formalized report next month.

- Summer, Fall, Winter 2013-14/2014-15 enrollments declined -1.7% (53 FTEs).
- Enrollment in Winter Quarter 2015 increased in:
  - General Education.
  - Apprenticeship Program.
  - Running Start.
  - eLearning.
- The SBCTC system enrollment in 2013-14 declined -3%.
- There are some data inconsistencies to analyze.

(Noel-Levitz)

Regarding enrollment, two consultants from Noel-Levitz visited the College in January and confirmed what was already known:

- There is no quick fix; it will take 18 to 24 months to turn around.
- The process needs modernization in Customer Relationship Management (CRM) and data collection/review/reporting.
- Need to focus on recruitment and retention.

#### NWCCU Reaffirmation

On January 27, the Northwest Commission on Colleges and Universities (NWCCU) granted CPTC approval for a 7-year reaccreditation. The report is on the College's website. There were some commendations and 4 recommendations:

1. Update Policies and Procedures.
2. Conduct a Financial Audit.
3. Improve Data.
4. Define Decision-Making/Shared Governance.

#### **Consideration of the ASG Financial Code (Tab 3)**

At the January Board of Trustees meeting, there was an agenda item to adopt the Revised ASG Financial Code. A request was made that the Assistant Attorney General (AAG) review it prior to a motion. The AAG has completed the review and is satisfied with the document.

A question arose concerning the 5 sources of income referred to in the document. Mr. Broussard provided Trustees with that information and explained each source.

#### **Other College Reports or Highlights**

##### ASG Report (Tab 4)

Associated Student Government (ASG) President Katie Stock highlighted events from the attached report. The Student Council registered students to attend the Rally at the Capitol on Thursday, February 5. Space was limited to 52 students; however, the response was so great that there will now be two buses chartered to Olympia with room to take 104 students. Questions and discussion followed.

##### **FY2014-15 2<sup>nd</sup> Quarter Budget Report (Tab 5)**

Lisa Wolcott reviewed the FY2014-15 2<sup>nd</sup> Quarter Budget Report and highlighted some of the line items. There were no questions following the report.

##### **Instruction Report (Tab 6)**

##### Interior Design

Dr. Loveday introduced the faculty for the Interior Design program - Mr. Bowman, Ms. Houser, and Ms. Watts and remarked that it is a tremendous program. The instructors informed trustees about their program. Some highlights – CPTC's program is the only one in the South Sound, offers two degrees, is the only college to offer a Kitchen/Bath Certificate, has an articulation agreement with Bellevue College, and all three instructors are nationally certified through the National Council for Interior Design Qualification (NCIDQ).

Some reasons for the low graduation rate are students having difficulty with math classes and students being offered employment before graduation. Instructors are working closely with students to help them through all required classes and have opened a second start date for the degree programs.

### **Chair's Report**

Chair Moss had a conflict and left the Board meeting early. Vice Chair Martinez took over chairing the meeting and presented the Chair's Report.

Mr. Martinez reported that he, Trustees Lenigan and Moss, and Dr. Howard attended the TACTC Legislative Contact Conference in Olympia on January 28-29. The main topic was "System Legislative Update." Statewide issues, the corporate 'Legislative Ask,' and Capital and Adult Basic Education (ABE) funding were also discussed.

TACTC also held the Transforming Lives Dinner, and Mr. Martinez said it was an amazing event. Each college nominated a student whose life was changed because of their education. CPTC's nominee was Dwayne Waller, who told his success story at the October 2014 Board meeting.

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

#### Consideration of the Trustees *Governance Handbook*

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. Mr. Lachney asked if there were any changes, comments, or questions, and there were none.

### **Public Comments**

None.

### **New Business**

#### **MOTION:** (Tab 7)

Motion to adopt the Trustees *Governance Handbook* as presented, made by Trustee Lachney, seconded by Trustee Pritchard. Approved unanimously.

#### **MOTION:** (Tab 3)

Motion to approve the Revised ASG Financial Code as presented, made by Trustee Pritchard, seconded by Trustee Lachney. Approved unanimously.

### **Executive Session**

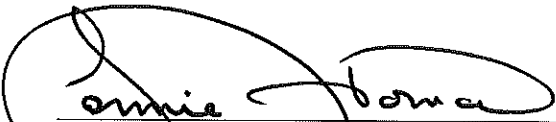
No Executive Session.

**Next Meeting**

March 4, 2015, at the Lakewood campus.

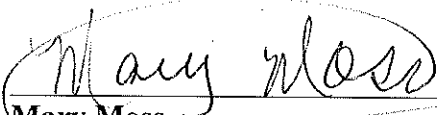
**Adjournment**

Vice Chair Martinez adjourned the Regular Meeting at 5:02 p.m.



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



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

