



4500 Steilacoom Blvd SW, Lakewood, WA 98499-4004

Board of Trustees Special Meeting
South Hill Campus
Wednesday, April 8, 2015

Minutes

Call to Order: Chair Moss called the Board of Trustees Special Meeting for Clover Park Technical College (CPTC) to order on April 8, 2015, at 3:04 p.m.

Board of Trustees Present:

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

Assistant Attorney General: Justin Kjolseth

Excused Absences: Mark Martinez, Trustee

Other Attendees:

Ted Broussard, VP, Student Services
Joyce Loveday, VP, Instruction
Tawny Dotson, Chief of Staff
Yuko Chartraw, Int'l Educ. Program Spec.
Marshall Collins, Professional Pilot Inst.
Mabel Edmonds, Dean
Eric Gutierrez, Student
Claire Korschinowski, Interim Dean
Larry Clark, Controller

Rory Douglas, Campus Information Supervisor
Lyman Gifford, Exec. Dir., Foundation
Michelle Hillesland, Dean
Wendy Joseph, Dir., Financial Aid
Dean Kelly, Dir., Advising/Counseling
Jason Kruse, Computer & Network Spt. Tech.
Cherie Steele, Exec. Asst. to the President
Katie Stock, ASG President
Lisa Wolcott, Budget Director

Adoption of the Agenda (Tab 1)

MOTION:

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

Approval of Minutes (Tab 2)

MOTION:

Motion to approve the Minutes of the Regular Board Meeting of March 4, 2015, made by Trustee Lachney, seconded by Trustee Lenigan. Approved unanimously.

President's Report

CPTC Student Success Story (Eric Gutierrez)

Dr. Howard introduced Eric Gutierrez, a student in the Professional Pilot Program, and stated that Eric has a 4.0 GPA, works as a VA benefits advisor, served 20 years in the military, and is a family man, married for 20 years.

Mr. Gutierrez came to the College quite by accident, through a friend who was in the Professional Pilot Program. Since Mr. Gutierrez had always wanted to learn to fly, he researched CPTC's program and has earned certificates as a Private Pilot, Instrument Pilot, Commercial Pilot, and is currently working toward his Flight Instructor Certificate. The next step is to get a multi-engine rating, and Mr. Gutierrez is considering going to Green River College for that. He suggested CPTC consider adding that certificate to the program.

As a future goal, Mr. Gutierrez would like to come back to the College and teach in the Professional Pilot Program.

2015 Board of Trustees Goals (Tab 3)

At the February Board Retreat, Trustees and the Leadership Team identified two goals for 2015:

1. Increase Enrollment.
2. Increase Completions/Employment.

Objectives and action plans with responsibility, timeline, resources, and metric were defined (Tab 3). Dr. Howard will report back to the Board every quarter. February 2016 is a tentative date to assess how the goals are progressing and decide if resources need to be reallocated.

Trustee Lachney believes these goals are well within reach. He looks at goals like ladder steps, instead of a finite goal – if one reaches a goal early, the goal should be reassessed. If a goal isn't reached, the action plan is reassessed – was the right person assigned, were the correct resources provided, was there enough time, was the metric wrong, is the goal still viable? Goal setting is perpetual.

Invista (Tab 4)

Dr. Howard presented highlights from the attached report (Tab 4):

- Invista has \$2.2 Mil under contracts and \$1.5 Mil invoiced.
- Total Sales Forecast Revenue \$2.1Mil.
- Expecting a Gross Profit \$200K (after costs and expenses).
- SEIU largest customer. The College Presidents will help outreach for additional sales.

He met with Don Sosnowski, Director of Invista, and asked the following questions: 1) Is Invista profitable? and 2) How much money is in reserves? Invista is not profitable at this time. Dr. Howard asked when it will be profitable, because the three colleges have not recouped their initial investments. A gross profit is expected at year-end of approximately \$200K, after variable costs and operating expenses, and initial investments should be recouped in three years.

Discussion followed. Trustee Lenigan asked if the \$800K and \$2.35M are in the bank collecting interest. Mr. Clark, Controller, will check, and Dr. Howard will get the answer for the Board. Trustee Lachney asked if the new contract has specific benchmarks to be met and an empirical way to measure them. Dr. Howard has attempted to tie benchmarks to the Director of Invista's performance evaluation. The current contract between the colleges and Invista ends in April, is due for renewal, and could be ready in May. Dr. Howard will bring it back to the Board before it is signed.

General Updates (Renton Technical College President Search, Graduation, etc.)

Renton Technical College President Search:

Dr. Joyce Loveday is one of four finalists for the presidential position at Renton Technical College. Dr. Howard said she is ready and well prepared. A succession plan is in place, an Interim Vice President has been identified, and a new job description for the Vice President of Instruction has been prepared.

Graduation 2015:

Graduation will be on June 19, 6:30 p.m., at the Tacoma Dome. Being considerate of the Trustees' time, Dr. Howard suggested that the study session be cancelled. This will be a topic of discussion at the May 20 Board Study Session. Jenette Ramos, Vice President of Boeing Fabrication and Commercial Airplanes Division, will be the keynote speaker.

The Graduation Committee is continually looking for ways to improve and streamline graduation. To that end, Dr. Howard suggested that two large screens be added beside the stage, so attendees in the upper section can see their graduates receive their diploma. This year, there will also be a faculty representative speaker.

Other College Reports

ASG Report (Tab 5)

Ms. Stock presented the attached report (Tab 5). A highlight this month was the Pierce County Coordinating Council's (PCCC) Legislative Lunch, where Pierce County CTCs had an opportunity to advocate for colleges during the legislative session. Amber James, a Peer Ambassador and Environmental Sciences Program student, shared her story, her dream, and highlighted the important role CPTC has played in her journey. Trustees Moss and Pritchard and Dr. Howard were also in attendance, and Chair Moss spoke on proposed compensation increases and a tuition freeze.

International Education Programs (Tab 6)

Ms. Chartraw, International Program Specialist, offered the attached report (Tab 6) concerning international partnerships, opportunities, and students. Discussion followed. Trustee Pritchard noted there are other opportunities for international partnerships, e.g., sister cities and the Asia Pacific Cultural Center.

Legislative Update (Tab 7)

Ms. Dotson presented the attached Legislative Update (Tab 7) and stated that it could change quickly. Dates to remember are: April 15 is the last day to consider opposite house bills, April 26 is when the WA State Legislative Session is scheduled to end, and June 4 is the next PCCC Legislative Breakfast at Bates Technical College.

Chair's Report

No report.

Board Reports and/or Remarks

Congressman Denny Heck's Roundtable (Robert Lenigan)

Friday, March 13th, Congressman Denny Heck, District 10, invited a group of Pierce County presidents and trustees to participate in a roundtable discussion on issues facing two-year colleges. Representing the College were Trustee Lenigan, Dr. Howard, and Tawny Dotson, CPTC's chief of staff.

Discussion items included:

- The conversation had a recurring theme of student access and success.
- More specifically, attendees advocated for Pell Grants, an access issue for many students without a high school diploma or equivalency since it precludes them from eligibility. Equally, the extension of the Pell Grant to be available year-round for students, which would create greater financial support for students.
- The pending consideration of reauthorizing the Higher Education Act in late summer or early fall and apprenticeship.
- State-level issues. Congressman Heck encouraged us to continue to advocate for avoiding cuts to higher education, gathered feedback on some of our most successful initiatives at our colleges, and encouraged us to reach out to our district legislators along with him to fund higher education.
- As we closed, Congressman Heck wanted attendees to tell their most compelling stories of student success or institutional accomplishments. Dr. Howard talked about Clover Park being the [only] single-institution in the state of Washington to receive a TAACCCT \$2.5 million grant proposal and how this could really help to increase student access and help move more individuals toward the middle-class with high-paying jobs.
- Finally, Congressman Heck highlighted the expensive cost of college by saying student debt is now second only to mortgage debt in the US.

Public Comments

No public comments.

New Business

No new business.

Executive Session

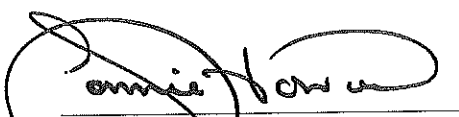
No Executive Session.

Next Meeting

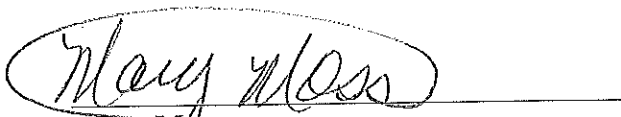
May 20, 2015, at the Lakewood Campus.

Adjournment

Chair Moss adjourned the Regular Meeting at 4:22 p.m.



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



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