



4500 Steilacoom Blvd SW, Lakewood, WA 98499-4004

Board of Trustees Meeting

Tacoma Dome

June 19, 2015

Minutes

Call to Order: Chair Moss called the Board of Trustees Regular Meeting for Clover Park Technical College (CPTC) to order on June 19, 2015, at 3:59 p.m.

Board of Trustees Present:

Mary Moss, Chair

Bruce Lachney

Dr. Robert Lenigan

Dr. Lonnie L. Howard, President

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

Assistant Attorney General: Justin Kjolseth

Other Attendees:

Ted Broussard, VP, Student Services

Dr. Joyce Loveday, VP, Instruction

Tawny Dotson, Chief of Staff

Kandi Bauman, Student Engagement Coord.

Larry Clark, Controller

Mabel Edmonds, Dean

Cal Erwin-Svoboda, Dir., Student

Involvement/Conf. Ctr. Svcs.

Michelle Hillesland, Dean

Dean Kelly, Dir., Advising/Counseling

Claire Korschinowski, Interim Dean

Jason Kruse, Comp./Network Spt. Tech &
Classified Union Pres.

Tanya Sorenson, Interim Dean

Cherie Steele, Exec. Asst. to the President

Katie Stock, ASG President

Andre Williams, Incoming ASG Pres.

Adoption of the Agenda (Tab 1)

MOTION:

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

Approval of Minutes (Tab 2)

MOTION:

Motion to approve the Minutes of the Regular Board Meeting of May 20, 2015, made by Trustee Lenigan, seconded by Trustee Lachney. Motion was approved unanimously.

President's Report

Bldg. 32 and 37 Demolition (Update)

Dr. Howard provided an update on the Demolition of Buildings 32 and 37 Project. Bids are now being accepted by Department of Enterprise Services (DES). Before DES took a walk-through of

the project, it was estimated to take 90 days for completion, but now it is looking more like 150 days.

A primary concern has been that the \$397K in Hazardous Abatement money received by the state had to be used by June 30. Now there is a possibility that the funds will be reallocated to the next fiscal year.

CPTC New Online Applications Process

The College is now able to accept online applications for classes. In the last 45 days, 607 online applications were received. The goal of Phase II is about growth, increasing educational access, and there was a 17% increase in applications with this new process over 2013-14. Last year, the College received 2,847 applications; this year 3,340 applications were received on paper and online.

With this influx of additional online applications, additional staffing is needed, and the Leadership Team is proposing that a registration clerk be hired.

The enrollment funnel is expanding, more students are “getting in”, and with the advent of the CRM system, this funnel will expand even more and allow the College to better identify gaps.

College Reports or Highlights

ASG Report (Tab 3)

Associated Student Government (ASG) President Katie Stock highlighted events from the attached report. The new ASG officers have been hired, received orientation, and Ms. Stock introduced the incoming ASG President, Andre Williams.

Chair Moss recognized Katie Stock for her service to the College, keeping the Board apprised of student activities and ASG business, and serving on various College and ASG committees. Chair Moss presented her with a small token of appreciation from the Board and wished her well in the future.

Legislative Report

Ms. Dotson noted colleges are waiting for results of the ongoing budget negotiations. She added that it is time to kick up advocacy efforts on behalf of the community and technical college system, to include nurturing and creating relationships with legislators. Trustees play an important role, and Ms. Dotson will invite Trustees to participate in tours of the campus and one-on-one with local legislators. If Trustees have associations with specific legislators and would like to be involved, please let Ms. Dotson know.

Following the legislative session, Dr. Howard will send thank-you letters to our legislators for their hard work.

The next Pierce County Coordinating Council Meetings are scheduled to be held on September 3 and December 10 at Bates Technical College. The December 10 breakfast is when Pierce County legislators are invited to attend.

Chair's Report

President's Evaluation

It is the time when the Board evaluates the President. Trustees received evaluation forms in their packets in sealed envelopes. Trustees who were absent will receive their form via postal mail. Completed evaluation forms should be mailed to Ms. Steele in the stamped, addressed envelopes provided in their packets. A completed evaluation form will be ready for the August 12 Board meeting.

PCCC Breakfast

Chair Moss reported that she, Trustee Lenigan, Dr. Howard, and Ms. Dotson attended the quarterly Pierce County Coordinating Council meeting on June 4. The meeting focused on updates regarding the Legislative budget process, WACTC meeting, and Bates Technical College's efforts to right size their institution and allocation.

The Presidents and Chancellors in the room shared updates on the proposed WACTC allocation model, including a cap for International enrollments. The State Board for Community and Technical Colleges will now review the allocation model and vote on approving the funding model this month.

Lastly, attendees shared their outreach efforts to advocate for increased funding for the CTC system in the past quarter.

2015 ACCT Leadership Congress

The 2015 ACCT Leadership Congress will be held October 14-17 in San Diego. There's an opportunity for one Trustee to go with Dr. Howard. After discussion, it was decided Trustee Martinez will attend.

Board Reports and/or Remarks

Trustee Lachney inquired if the autoclave was received for the South Hill Campus. Ms. Korschinowski confirmed that the delivery date is June 24.

Trustee Lachney asked about the plane landing at South Hill Campus without the landing gear down. Dr. Howard said the investigation is still ongoing. An instructor and student were practicing engine failure procedures and the plane got too low. The National Transportation Safety Board (NTSB) classified it as an incident and not an accident. An initial estimate of damage is \$30,000 on a plane that was near the end of its service. Dr. Howard will update the Board when the Federal Aviation Administration (FAA) investigation is complete.

Trustee Lenigan mentioned that CPTC made the newspaper concerning a powdered substance that was placed on the hood of a student's vehicle in a sealed envelope, which resulted in a hazardous materials response. The incident is being investigated, and the College is reviewing some internal policies to improve the handling and response to such situations.

Chair Moss and Trustee Lenigan attended CPTC's Veterans Honor Cord Ceremony. Trustee Lenigan complimented the committee on a wonderful event. Chair Moss and Congressman Denny Heck spoke at the event.

Public Comments

No public comments.

New BusinessApproval of ASG Services and Activities Budget for 2015-16 (Tab 4)**MOTION:**

Motion to approve the ASG Services and Activities Budget for 2015-16 was made by Trustee Lenigan and seconded by Trustee Lachney. Motion was approved unanimously.

Resolutions 15-06-86 and 15-06-87 (Tabs 5 and 6)

Mr. Clark explained the rationale of Resolutions 15-06-86 and 15-06-87. Resolution 15-06-86 would authorize the President's Office to spend funds, not to exceed last year's budget, if the legislature does not produce a budget in time for the Board to meet to approve the College's budget that would be produced subsequent to the legislature acting before July 1. The second resolution would authorize the President's Office to use local funds to the degree necessary to support the College through the summer quarter, until such time that the legislature acts to produce a budget, even if the State does not produce a budget by July 1, 2015. Discussion followed.

MOTION:

Motion to approve Resolution 15-06-86, 2014-15 Operating and 2013-15 Capital Budget Continuing Authority was made by Trustee Lenigan and seconded by Trustee Lachney. Motion was approved unanimously.

MOTION:

Motion to approve Resolution 15-06-87, Extension of 2014-15 Operating Budget, was made by Trustee Lenigan, and seconded by Trustee Lachney. Motion was approved unanimously.

Election of Officers**MOTION:**

Motion to elect Mark Martinez to the position of Chair of the Board of Trustees for the term July 1, 2015 to June 30, 2016, was made by Trustee Lachney and seconded by Trustee Lenigan. Motion was approved unanimously.

MOTION:

Motion to elect Bruce Lachney to the position of Vice Chair of the Board of Trustees for the term July 1, 2015 to June 30, 2016 was made by Trustee Lenigan and seconded by Chair Moss. Motion was approved unanimously.

Executive Session

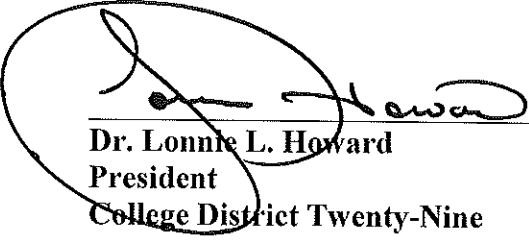
No executive session.

Next Meeting

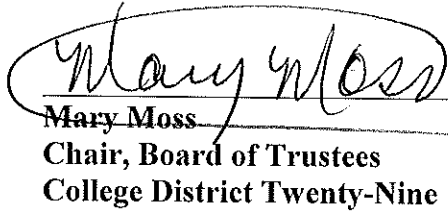
July 8, 2015, at the Lakewood Campus.

Adjournment

Chair Moss adjourned the Regular Meeting at 4:35 p.m.



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



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

