



4500 Steilacoom Blvd SW, Lakewood, WA 98499-4004

Board of Trustees Meeting

Bldg. 3, Rotunda

Wednesday, May 20, 2015

Minutes

Study Session

Call to Order: Vice Chair Martinez called the Board of Trustees Regular Meeting for Clover Park Technical College (CPTC) to order on May 20, 2015, at 3:02 p.m.

Board of Trustees Present:

Mark Martinez, Vice Chair

Dr. Robert Lenigan

Lua Pritchard

Dr. Lonnie L. Howard, President

Excused Absence: Mary Moss, Chair, Board of Trustees; Bruce Lachney, Trustee

Assistant Attorney General: Justin Kjolseth

Other Attendees:

Ted Broussard, VP, Student Services

Linda Schoonmaker, VP, Finance & Admin.

Tawny Dotson, Chief of Staff

Claire Korschinowski, Interim Dean

Lisa Beach, Budget and Compliance Officer

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

Rory Douglas, Campus Information Supervisor

Christine Doyon, Mechatronics Inst.

Greg Doyon, Aviation Maint. Tech. Inst.

Bev Dupuis, Computer Operator/Support Tech.

Cal Erwin-Svoboda, Dir., Student

Involvement/Conf. Ctr. Svcs.

Shelby Fritz, Dir., Human Resources

Cherie Steele, Exec. Asst. to the President

Michael Taylor, Dir., Information Tech.

Lisa Wolcott, Budget Director

President's Report

Setting Measurable Goals (Follow-Up to Trustees Retreat)

At the February 20 Board of Trustees Retreat, two measurable goals for the year were created and measurable goals have now been identified:

1. Increase (positive change) enrollment by 2%.
2. Increase (positive change) retention rates by 2%.

Dr. Howard pointed out that these figures are currently on the negative side; therefore, a 2% positive increase could still mean a negative number, e.g., down 4% rather than 6%. As Dr. Howard is now in Phase II of his three-year plan, he will meet with all Trustees individually within the next few weeks to discuss Phase II changes.

Planning for the 2015 CPTC Commencement Program

The Board of Trustees Study Session for June has been cancelled, and the Regular Board Meeting will be held at the Tacoma Dome on Friday, June 19, at 4 p.m. Commencement will begin at 6:30 p.m.

Jenette Ramos, Vice President of Fabrication and General Manager, Boeing Commercial Airplanes, will be the graduation speaker. Dr. Gene Sharrat, Washington Student Achievement Council, is Dr. Howard's Special Guest. There will also be a faculty and student speaker this year.

The Wear It Forward Program was instituted last year. Students who cannot afford a graduation robe can borrow one. With the graduation fee also being eliminated last year, this should enable more students to participate in graduation.

Infrastructure: CPTC Information Technology

Since January 2015, the College has experienced four computer and telecommunications interruptions. Contributing factors are that 21 out of CPTC's 34 servers are 7-15 years old, well beyond warranty, and some at the end of their life. Replacement costs are approximately \$300K, which doesn't include costs to fully address network security.

The College has never had an IT Plan in terms of current and future programming needs. IT infrastructure will now be considered in future planning.

Demolition of Bldgs. 32 and 37 Update

Property lines and elevations were surveyed and utilities located. It was hoped that the military could assist with the demolition; unfortunately, it is not an option due to the timeline. CPTC did secure additional hazardous material funding from the State Board for Community and Technical College (SBCTC), but those funds need to be used by June 30.

Ms. Schoonmaker added that more asbestos was found than anticipated. This might mean more excavation and soil issues, the cost of which is being added to the bid package. Engineers should have the latest cost analysis by the end of this week. The bid package, timeline of when it will go out to bid, and a date when contractors will have a walk-through will be ready in the next couple of weeks. If demolition begins in July, the project should be completed within 90 days from the start.

cteLink Update

Since 2012, the colleges in FirstLink (Spokane and Tacoma Districts) of the cteLink implementation have each spent approximately \$1M. The costs were related to personnel, training, and travel. The dilemma is whether to use existing staff or hire temporary staff. Personnel must be experienced on both the old and new system to transfer information. Using existing staff generates overtime, stipends for additional work, or burnout.

CPTC is in Wave 2, which won't begin until May or August of 2017. The College has spent only about \$10K to this point. Since the FirstLink colleges have worked out most of the bugs, CPTC's personnel, training, and travel costs are expected to be significantly less than the \$1M they've incurred.

PCCC Breakfast, June 4, 2015

The next Pierce County Coordinating Council (PCCC) Breakfast meeting will be held at Bates Technical College South Campus on June 4, from 7-9 a.m. Trustee Martinez cannot attend, and Ms. Steele will email all Trustees to establish who is available to attend.

Legislative Update (2015)

Ms. Dotson reported that the Legislative Special Session will end on May 28. If the budget has not been passed, legislators will likely go directly into a second Special Session. After a budget is completed, CPTC will develop its budget for 2015-16 and bring it to the Board for approval.

Since some legislators are campaigning this year, Ms. Dotson is optimistic they'll come to a resolution soon.

FY 2014-15 3rd Quarter Budget Report (Tab 1)

Lisa Wolcott reviewed the FY 2014-15 3rd Quarter Budget Report and highlighted some of the line items. There were no questions following the report.

Chair's Report

ACT Spring Legislative Conference, May 13-15 in Spokane, WA

Vice Chair Martinez gave the Chair's Report. Chair Moss and Dr. Howard attended the Spring Association of College Trustees (ACT) on May 14-15, in Spokane, WA.

Chair Moss attended the Legislative Action Committee Meeting, where Marty Brown facilitated the meeting. The main discussion was on the frustration they feel with the process of re-appointing Trustees. They are having problems getting the status on pending trustee appointments. Kim Tanaka suggested the Presidents' assistants contact Kim, and let her know if their college hears anything before she does.

Nine years is the cut-off for a Trustee to serve on a Board. However, exceptions can be made if a Trustee completed another Trustee's term, before the departing Trustee's term was completed.

The second item discussed was how Trustees should interact with our legislators. For example:

- The Governor wants to hear from the students, and he also wants to hear from the Trustees.
- When a legislator is on campus, a Trustee should be there to greet the legislator.
- Invite legislators to college events.
- Have frequent conversations with our legislators and invite them for coffee.

It was a very informative Trustee conference.

Dr. Howard also thought it was an excellent conference, and he attended a session on the President's Evaluation. Among the 34 colleges, there does not appear to be a standard process for evaluating the president.

Dr. Howard noted that, at some colleges, the Board Chair serves a two-year term, and it may be something the Board wants to consider in the future.

General Discussion

Trustee Lenigan asked about the autoclave that was ordered for South Hill Campus, because he heard there is concern that it may not be received by June 30, when funds are cut off for this year.

Ms. Korschinowski noted that the manufacturer guaranteed the autoclave will be here by June 30. Ms. Schoonmaker said CPTC can receive it after June 30; however, it would need to be paid out of 2015-16 funds. She will provide the Board with an update.

Vice Chair Martinez adjourned the Study Session at 3:42 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 May 20, 2015, at 4:00 p.m.

Board of Trustees Present:

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

Assistant Attorney General: Justin Kjolseth

Excused Absence: Bruce Lachney, Trustee

Other Attendees:

Ted Broussard, VP, Student Services
 Linda Schoonmaker, VP, Finance & Admin.
 Tawny Dotson, Chief of Staff
 Mabel Edmonds, Dean
 Michelle Hillesland, Dean
 Claire Korschinowski, Interim Dean
 Tanya Sorenson, Interim Dean
 Rhonda Armstrong, Surgical Tech. Inst.
 Lisa Beach, Budget and Compliance Officer
 Robert Carver, Nursing Instructor
 Jamie Coleman, Guest
 Lois Coleman, Guest
 Debbie Collins, Admin. Asst., Finance & Admin.
 Suzanne Cooke, Accounting Instructor
 Loren Davis, Dir., NWCTHS
 Lucy Dorum, Accounting Instructor
 Rory Douglas, Campus Information Supervisor
 Christine Doyon, Mechatronics Instructor
 Greg Doyon, Aviation Maint. Tech. Inst.
 Bev Dupuis, Computer Operator/Support Tech.
 Shawn Durnen, Veteran Navigator

Rebecca Edmondson, Early Care & Educ. Inst.
 Heather Ervin, Resource Devel. Off.
 Cal Erwin-Svoboda, Dir., Student Involvement/Conf. Ctr. Svcs.
 Shelby Fritz, Dir., Human Resources
 Emily Gaugler, Student
 Lyman Gifford, Exec. Dir., Foundation
 Mary Green, President, CPTC Foundation
 Somer Hanson, College Relations Specialist
 Kelly Hollowell, CNISS Instructor
 Randy Holt, Library Technician
 Jacinda Johnson, Guest
 Wendy Joseph, Dir., Financial Aid
 Dean Kelly, Dir., Advising/Counseling
 Jason Kruse, Comp./Network Tech./Pres. Classified Union
 Jay Lamphier, CNISS Instructor
 Dean Massey, Culinary Arts Inst.
 Taylor McGovern, Counselor
 Kathi Medcalf, Dir., Basic Skills
 Ken Meerdink, CIT Instructor
 Cindy Mowry, Registrar

Catherine Morris, CNISS Instructor
 Shelly Newman, Pastry Instructor
 Jody Randall, CNISS Instructor
 Linda Rick, ASG, Student
 Loretta Sandoval, Math Instructor
 Jeanne Serrano, Nursing Instructor
 Cherie Steele, Exec. Asst. to the President
 Katie Stock, ASG President

Hope Stout, Disability Svcs. Coord.
 Don Souza, CNISS Instructor
 Michael Taylor, Dir., Information Tech.
 Jeff Turner, CNISS Instructor
 Dr. Phil Venditti, Speech/Comm. Inst.
 Jane Wagers, Central Svc./Sterile Proc. Inst.
 Lisa Wolcott, Budget Director
 Ron Wright, Coord. of Svcs. for New Students

Adoption of the Agenda (Tab 2)

MOTION:

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

Approval of Minutes (Tab 3)

MOTION:

Motion to approve the minutes of the Special Board meeting of April 8, 2015, made by Trustee Lenigan, seconded by Trustee Pritchard. Approved unanimously.

President's Report

CPTC Student Success Story

Dr. Howard introduced Emily Gaugler, Student Success Story for May. Ms. Gaugler began the Medical Assisting Program in 2012 but didn't complete it. She enrolled in the LPN Program in Fall 2015, has a 3.97 GPA, and wants to become an RN.

Ms. Gaugler had a happy childhood and was given encouragement and acceptance. She still had problems with self-esteem and a fear of failure. After meeting her husband and having her first daughter, Ms. Gaugler was motivated to go back to school and contribute more to her family and society. It was important that the college be local and that good child care be available, as they now have two daughters. CPTC fit the requirements.

Just after starting school, Ms. Gaugler's husband had a major injury and was out of work for six months. She has a lot to juggle and learned to ignore the inner voice that told her she couldn't do this. She values her college relationships and appreciates all the assistance she has received from faculty, students, and staff.

Presentation of Posthumous Honorary Degree (James Johnson) (Tab 4)

Dr. Howard said CPTC is a family-oriented institution, and as one family grieves, so does the entire College. Two days after his 38th birthday, Dr. Howard presented a Posthumous Honorary Degree for Computer Networking & Information Systems Security (CNISS) to James Johnson. Mr. Johnson entered the program in Fall 2013, maintained a 3.4 GPA, and was two quarters away from graduation. Classmates described Mr. Johnson as quiet, dedicated, diplomatic, and willing to help anyone.

On behalf of James, his widow, Ms. Jacinda Johnson, accepted the Honorary Degree, a Veterans Honor Cord, and a CPTC Challenge Coin and thanked the Board. She said Jim loved coming to school every day, and he had good friendships with classmates. He was so disappointed when he had to drop out of school for health reasons, especially since he was so close to graduation.

College Reports or Highlights:**ASG Report (Tab 5)**

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

Board Reports and/or Remarks

Chair Moss stated that elections were held for officers of ACT for the 2015-16 year, and she was elected to serve on ACT's Nominating Committee.

Public Comments

No public comments.

New Business**Tenure Track-Faculty Introductions (Tab 6)**

On behalf of Dr. Loveday, Ms. Edmonds remarked that she was honored to present the newest tenure-track faculty members to the Board. The dean or chair of their respective Tenure Committee introduced the first-year, tenure-track faculty.

Slate of Nominees for FY 2015-16**MOTION:**

Motion to nominate Mark Martinez for the position of Board Chair for the July 1, 2015 – June 30, 2016, term was made by Chair Moss, seconded by Trustee Pritchard. Approved unanimously.

MOTION:

Motion to nominate Bruce Lachney for the position of Board Vice Chair for the July 1, 2015 – June 30, 2016, term was made by Trustee Martinez, seconded by Trustee Pritchard. Approved unanimously.

MOTION:

Motion to accept the slate of nominees for election at the June Board of Trustees Meeting was made by Trustee Lenigan, seconded by Trustee Pritchard.

Executive Session

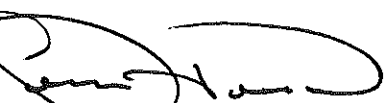
No executive session.

Next Meeting

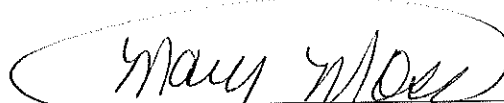
June 19, 6:30 p.m., at the Tacoma Dome (prior to Graduation).

Adjournment

Chair Moss adjourned the Regular Meeting at 4:55 p.m.



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



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