



4500 Steilacoom Blvd. SW, Lakewood, WA 98499-4098

**Board of Trustees Regular Meeting  
Bldg. 3, Rotunda  
Wednesday, January 8, 2014**

**Minutes**

**Study Session**

**Call to Order:** Chair Pritchard called the Board of Trustees study session to order on January 8, 2014, at 3:05 p.m.

**Board of Trustees Present:**

Lua Pritchard, Chair  
Bruce Lachney  
Dr. Robert Lenigan  
Mark Martinez  
Mary Moss  
Dr. Lonnie Howard

**Assistant Attorney General:** Derek Edwards

**Other Attendees:**

Dr. Steve Addison, Dir. of Bachelor Degrees &  
New Program Development  
Mike Anderson, Plant Services & Security  
Director  
Lisa Beach, Budget and Compliance Officer  
Ted Broussard, Dir. of Advising/Counseling  
Larry Clark, Controller  
Bill Coyner, Interim Dean/Division III  
Tawny Dotson, Chief Communications Off.  
Mabel Edmonds, Associate Vice President  
Cal Erwin-Svoboda, Director of Student Programs  
and Conference Center  
Andy Fritz, Env. Sciences & Tech. Instructor  
Teresa Greene, Dir. of Institutional Research  
Aris Holcomb, IT Department  
Elaine Holster, Faculty Librarian  
Dan Hughes, Aerospace Grants Coordinator  
Claire Korschinowski, Assoc. Dean/Div. I & III

Jason Kruse, Computer & Network Support  
Tech./Classified Union President  
Dr. Joyce Loveday, VP, Instruction  
Kathi Medcalf, Adult Basic Education Instructor  
Lisa Plair, ASG President  
Dr. Deborah Ranniger, VP, for Institutional  
Advancement  
Linda Schoonmaker, VP, Admin. Services  
Marion Sharp, Campaign Manager  
Kathy Smith, Env. Sciences & Tech. Instructor  
Maureen Sparks, Pharmacy Tech.  
Instructor/Faculty Union President  
June Stacey-Clemons, VP, Student Services  
Cherie Steele, Exec. Asst. to the President  
Valerie Sundby-Thorp, Dean/Division I  
Michael Taylor, Director of Information Tech.  
Jim Tuttle, Chief Human Resources/Legal Affairs  
Officer

**TACTC Legislative Contact Conference**

Dr. Lonnie Howard said that the TACTC (Trustees Association for Community and Technical Colleges) Legislative Contact Conference will be held on January 19 and 20 in Olympia, Washington. He will attend with trustees Pritchard, Moss, Lenigan, and Martinez. Trustees Pritchard and Moss will stay overnight on Sunday night, and Trustees Lenigan and Martinez will commute each day. Please let Ms. Steele know if you would like to carpool.

### **ACCT National Legislative Summit, February 10-13, 2014**

Dr. Howard and Trustees Pritchard and Moss will attend the ACCT NLS in Washington, D.C. The TACTC office is scheduling appointments with our U.S. Legislators and will notify us when the schedule is set, and we will forward that information to you for your travel packet.

### **CPTC: An Exciting next 12 Months (Attachment 7)**

Dr. Howard presented the attached plan, explaining the direction for the College during the next 12 months. To build synergy around the strategic plan, several steps have occurred.

- In September, Dr. Howard presented three strategic objectives:
  - Increase Student Success and Educational Access.
  - Respond to local Community and Business & Industry.
  - Become More Entrepreneurial.
- On October 31, the Board of Trustees held their annual retreat. Mr. Lachney led attendees through a “Landscaping” exercise and agreed upon 18 goals for the College.
- The Executive Team then pared these 18 goals down to six.
- At the November board meeting, Chair Pritchard announced her agenda for the year.
- In December, the Executive Team participated in an exhaustive exercise where every employee was listed with their salary including benefits. The purpose is to align existing employees and future new hires with the Strategic Plan. Next steps include:
  - Reduce the number of vice presidents to align with the strategic goals.
  - Dr. Loveday will become the permanent Vice President for Instruction, rather than the Interim.
  - Vice President Schoonmaker’s title will be changed to Vice President for Administrative Services and Finance.
  - Tawny Dotson’s title will be changed to Special Assistant to the President for Strategic Initiatives.
  - Develop the College Assembly.
  - Discuss a Department Chair model for Instruction.
  - Provide more training opportunities for faculty and staff.
  - Dr. Howard instituted a hiring freeze in September, and the college saved \$912,000. With a portion of those savings:
    - The College will hire an Executive Director of Institutional Effectiveness and Accreditation to help increase data capacity.
    - The College will hire an Outreach Coordinator to increase enrollment.
    - The college will hire a Career Development Coordinator to assist with job placement.
- Between 2005-13, headcount dropped significantly. This could be due to many contributing factors.

Questions and discussion followed.

### **BAS Degree Consideration (Tab 1)**

At the December Board of Trustees Meeting, Dr. Loveday presented a proposal for the College to offer a Bachelor of Applied Science (BAS) degree in Manufacturing Operations, starting in Fall 2014. Trustees had some questions.

1. Since Financial Aid has been approved for BAS programs, but Financial Aid funds have not increased, trustees want to ensure that this program does not take money away from students in our current programs.

Federal funding for students comes from two sources – the Pell grant and direct loans. These come to students and are not awarded to the college, so there is no impact to two-year college students. One piece of funding is local, a set amount goes to each college; and, if there are more students, it could result in a small impact for individual students.

2. What feeder programs does CPTC already have that will flow into the BAS degree program?

CPTC's primary feeder programs for the BAS in Manufacturing Operations include Aviation Maintenance Technician, Manufacturing, and Material Science-Nondestructive Testing. Graduates from the Welding and Auto Technician programs may also benefit from this program.

Trustee Lachney asked for a future report on how marketing and outreach for this program are progressing. Dr. Loveday indicated approval from the SBCTC for this program is scheduled for March, then the documentation goes to the Northwest Commission on Colleges and Universities for approval by the College's accrediting body. At that time, Dr. Loveday asked if the Board would prepare a letter stating they agree with this offering.

### **General Discussion**

None.

Chair Pritchard adjourned the study session at 3:58 p.m.

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### **Regular Session**

**Call to Order:** Chair Pritchard called the Board of Trustees regular meeting to order on January 8, 2014, at 4:03 p.m.

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

Lua Pritchard, Chair  
 Bruce Lachney  
 Dr. Robert Lenigan  
 Mark Martinez  
 Mary Moss  
 Dr. Lonnie Howard

**Assistant Attorney General:** Derek Edwards

### **Other Attendees:**

Dr. Steve Addison, Dir. of Bachelor Degrees & New Program Dev.  
 Mike Anderson, Plant Services & Security Director  
 Lisa Beach, Budget and Compliance Officer  
 Ted Broussard, Dir. of Advising/Counseling  
 Larry Clark, Controller  
 Debbie Collins, Admin. Assistant, Admin. Services  
 William Coyner, Professional Pilot Instructor  
 Tawny Dotson, Chief Communications Off.  
 Mabel Edmonds, Associate Vice President

Cal Erwin-Svoboda, Director of Student Programs and Conference Center  
 Lisa Fortson, Assistant Financial Aid Director  
 Sharon Freeman, Opportunity Grant Coordinator  
 Loren Davis, Director of NWCTHS  
 Teresa Greene, Dir. of Institutional Research  
 Janet Holm, Marketing / Outreach Coordinator  
 Aris Holcomb, IT Department  
 Dan Hughes, Aerospace Grants Coordinator  
 Claire Korschinowski, Assoc. Dean/Div. I & III  
 Dr. Joyce Loveday, VP, Instruction  
 Kathi Medcalf, Associate Dean/Div. II & V

Cindy Mowry, Registrar  
 Roger Nix, Adult Basic Education Instructor  
 Lisa Plair, ASG President  
 Dr. Deborah Ranniger, VP, for Institutional  
 Advancement  
 Kathy Smith, Environ. Sci./Tech. Instructor  
 Linda Schoonmaker, VP, Admin. Services  
 Sheli Sledge, Admin. Assistant, Student Services  
 Maureen Sparks, Pharmacy Tech.  
 InstructorFaculty Union President

June Stacey-Clemons, VP, Student Services  
 Valerie Sundby-Thorpe, Dean/Div. I  
 Cherie Steele, Exec. Asst. to the President  
 Heather Stevens, Basic Skills Director  
 Michael Taylor, Dir. of Information Tech.  
 Jim Tuttle, Chief Human Resources/Legal Affairs  
 Officer  
 Ron Wright, Coordinator of Services for New  
 Students

### **Adoption of the Agenda (Tab 2)**

#### **MOTION:**

Motion to adopt the Agenda as presented made by Mark Martinez, seconded by Robert Lenigan.  
 Approved unanimously.

### **Approval of Minutes (Tab 3)**

#### **MOTION:**

Motion to approve the Minutes of the Regular Board Meeting of December 11, 2013, made by Robert Lenigan, seconded by Mark Martinez. Approved unanimously.

### **President's Report**

#### Unsung Hero Award

Dr. Howard has instituted the "Unsung Hero" Award to be presented to employees at the Keeping Connected Meetings, and the awards are tied into the College's three strategic objectives. In October, Mike Potter theme to the award for securing an aircraft simulator valued at over \$60,000. In November Christie Guillen was selected for keeping the college environment clean and safe.

The January Unsung Hero Award will be given to both a group, the Cosmetology Department, and an individual, Ms. Elnora Medley. The Cosmetology gives back to the community by giving free haircuts for children going back to school. Ms. Medley is 94 years old, and she has been supporting the Cosmetology Program for over 50 years by accompanying students at the state board exams as a model.

#### WAC Updates

Mr. Edwards reported that Federal law requires the College to update two Washington Administrative Codes (WACs) related to student conduct. The current weapons policy allows students with Concealed Weapons Permits to carry on campus. Most colleges restrict firearms on campus, as there is a Child Care Center and classes are captive audiences.

The other policy to be updated is Facilities Use, also affected by the Weapons Policy when people are renting College facilities.

Vice President Stacey-Clemons has been working with AAG Bruce Marvin on policy updates and hope to have a first reading for the February Board meeting.

#### Invista Performance Solutions

The College's contract with Invista expires in August. Assistant Vice President Mabel Edmonds will meet with the governing Council and several businesses to determine if we will renew the contract. A decision needs to be made by May.

### Accreditation

The Executive Team participated in a phone conference to develop a scope of work in terms of ACCT providing accreditation services. Dr. Loveday suggested using a hybrid model with some higher-level oversight, and also having a team of individuals, who have gone through accreditation recently, do a mock site visit.

### **College Reports**

#### **Associated Student Government (ASG) (Tab 4)**

Ms. Lisa Plair, ASG President, discussed the attached report. Trustee Lenigan inquired if ASG planned to provide training to students concerning the Affordable Care Act, and Ms. Plair replied ASG, after some training, hopes to help facilitate students in enrolling in medical coverage.

Vice President Stacey-Clemons is retiring this week. She thanked the Board for their support of her, Student Services, and the ASG. Ms. Stacey-Clemons said it was an honor and a privilege to serve the College during some very interesting budget times. Her legacy is one of empowering students to have a stronger voice in the College through the ASG and reporting monthly to the Board of Trustees, strengthening the International Program, instituting the "Ask Me" campaign for new students, and always putting "Students First."

Chair Pritchard thanked Ms. Stacey-Clemons for her dedication, support, and all she has done for the College.

#### **FY 2013-14 1st Quarter Report (Tab 5)**

Vice President Schoonmaker presented an overview of the attached report and noted that the College's finances are in good shape. Questions and discussion followed.

#### **Instruction Report on Basic Skills (Tab 6)**

Dr. Loveday introduced the Basic Skills staff, Kathi Medcalf, Associate Dean; Diane Mendez, Faculty Member; Heather Stevens-Basic Skills, Director; and Roger Nix, Faculty Member. Ms. Medcalf noted that the term "GED" can no longer be used, it is now referred to as "High School Completion."

One demographic highlighted is that 41% of the College's basic skills students are reading at less than a third-grade level. When looking at transitioning into college-level classes, those students have a long way to go.

Ms. Mendez said CPTC received a grant in 2011 for On-Ramp, an intensive program for students in levels one through three to jumpstart their program. CPTC had the best results of all programs across the state with this program.

During the discussion following the presentation, Trustee Lachney asked Trustees attending the TACTC Conference to ask legislators to get ABE on the agenda to improve the funding formula.

#### **Chair's Report**

Chair Pritchard presented Trustee Bruce Lachney with a gavel and thanked him for his leadership as Chair of the Board for 2012-13, especially leading the search committee to hire the new President, Dr. Howard.

**Board Reports and/or Remarks**

Trustee Lachney recommended revising the Student Handbook when the WAC policy for Weapons is revised, so they state the same policy.

Trustee Lenigan distributed an article written by *Consumers Union* on recent student debt and how students are being used. He said the increase in tuition and fees is obscene, and to make students pay is heartbreaking.

**Public Comments**

No public comments.

**New Business****MOTION:**

Motion to approve Clover Park Technical College offering a Bachelor of Applied Science (BAS) Degree in Manufacturing Operations, starting in Fall 2014, presented made by Mary Moss, seconded by Bruce Lachney. Approved unanimously.

**Executive Session**


No Executive Session.

**Next Meeting**

February 5, 2014, at the Lakewood campus.


**Adjournment**

Chair Pritchard adjourned the Regular Meeting at 5:00 p.m.



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



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Lua Pritchard  
Chair, Board of Trustees  
College District Twenty-Nine