



CLOVER PARK TECHNICAL COLLEGE

District #29

**Board of Trustees
Rotunda, Building 3**

July 13, 2011

Minutes

Study Session

Call to Order: Chair Lenigan called the Board of Trustees study session to order on July 13, 2011, at 3:04 p.m.

Board of Trustees and Cabinet:

Robert Lenigan, Chair
Bruce Lachney
Mary Moss
Shauna Weatherby

John Walstrum, President
Lori Banaszak, VP for Instruction
Kathy Yost, Int. VP for Finance & Budget

Excused Absences: Mark Martinez, Trustee

Other Attendees:

Gina Hughes, Technology Technician
Sean O'Connor, Webmaster
Cynthia Requa, Coordinator of Institutional Research & Planning
Cherie Steele, Executive Assistant to the President

GISS Report

Trustees Martinez, Moss, and Weatherby, along with President Walstrum, attended the Governance Institute for Student Success (GISS) on June 26-28, paid for the by Gates Foundation. Representatives from all 34 two-year colleges in the state attended.

The GISS is a robust and unique governance leadership institute that empowers trustees and presidents of community and technical colleges with the tools needed to adopt policies and create new accountability measures based on student success, equity, and completion.

The institute prepared trustees and presidents to set goals for improvement of student outcomes and featured expert resident faculty from outside of Washington, a state-based strategy targeting all colleges within the state, board self-assessments to determine effectiveness, a close examination of student success data, a review of implications for policies and practices, and commitment-to-action reports.

Committee Assignments for 2011-12 (Tab 1)

Trustees determined which committees they will serve on during 2011-12, and the list is attached.

Chair's Agenda for 2011-12

During the 2011-12 fiscal year, Chair Lenigan will focus on the needs of students. As the operating budget has dwindled and tuition rates for students continue to rise, Chair Lenigan would like to form a team of faculty, staff, trustees, and students to come up with ways to help students have a better, less expensive experience at Clover Park Technical College. Trustee Moss added she would also like to find how this team could help international students.

Chair Lenigan adjourned the study session at 3:38 p.m.

Regular Meeting Agenda

Call to Order: Chair Lenigan called the Board of Trustees regular meeting to order on July 13, 2011, at 4:01 p.m.

Board of Trustees and Cabinet:

Robert Lenigan, Chair
Bruce Lachney
Mary Moss
Shauna Weatherby

John Walstrum, President
Lori Banaszak, VP for Instruction
Amy Goings, VP for Operations & College Relations
June Stacey-Clemons, VP for Student Services
Kathy Yost, Int. VP for Finance & Budget

Assistant Attorney General: Terry Ryan

Excused Absences: Mark Martinez, Trustee

Other Attendees:

Andrew Bird, Dean of Technology, Engineering, Transportation, and Trades Division
Sean Cooke, Coordinator of Student Engagement
Steven Ellis, Dean for Business, Hospitality, Design, and Personal Services
Shema Hanebutte, Coordinator of Student Success
Janet Holm, Marketing/Outreach Coordinator
Gina Hughes, Technology Technician
Shawn Jennison, Director of Marketing and Communications
Joyce Loveday, Assistant Vice President for Instruction
Dan Main, Welding Technology Instructor
LaRita Mandley, Dean for Health and Human Services
Sean O'Connor, Webmaster
Deborah Ranniger, Executive Director, Resource Development
Cynthia Requa, Coordinator of Institutional Research & Planning
Cherie Steele, Executive Assistant to the President
Valerie Sundby-Thorpe, Disability Specialist Coordinator
Jim Tuttle, Chief Human Resources and Legal Affairs Officer

Adoption of the Agenda (Tab 2)

MOTION:

Motion to adopt the Agenda as presented made by Bruce Lachney, seconded by Shauna Weatherby. **Approved** unanimously.

Approval of Minutes (Tab 3)

MOTION:

Motion to approve the Minutes of the Regular Board Meeting of June 17, 2011, made by Mary Moss, seconded by Bruce Lachney. **Approved** unanimously.

President's Report

Pierce Countywide Coordinating Committee Meeting

The Pierce Countywide Coordinating Committee was formed last year to find efficiencies, as a result of HB 6359. June's meeting focused on developing a one-day institute to better prepare students for basic college work in math, English, and developmental education. The ultimate purpose is for more basic skills students to receive a certificate or degree.

Military Covenant Signing Ceremony

When McChord Air Force Base and Fort Lewis merged into Joint Base Lewis McChord (JBLM) and thousands of soldiers returned from the Middle East, Lakewood formed a task force to create a strategic plan to help the South Sound be prepared for the increased population. The task force examined a number of issues, e.g., traffic, health, and schools. President Walstrum and other community representatives served on the task force.

The Covenant Signing Ceremony was signed by all chief administrators of the region's political subdivisions. This agreement will help Pierce County serve the needs of our active military, their dependents, and veterans.

Signing Ceremony for Pierce County Corporate Training Consortium

A signing ceremony for a Memorandum of Understanding (MOU) was held for the new Pierce County corporate training consortium, Invista Performance Solutions. President Walstrum, Vice President Banaszak, and Dean Edmonds played a major part in the development of the agreement. According to the MOU, Tacoma Community College is listed as the fiscal agent, and the offices will be located on the CPTC Lakewood campus.

Meetings with Local Legislators

President Walstrum and Vice President Goings continue to meet with local legislators. Trustees are always welcome to join them.

NWCCU Accreditation Core Themes

President Walstrum asked Associate Vice President Loveday to inform trustees about changes with the College's accrediting body. CPTC is accredited by the Northwest Commission on Colleges and Universities (NWCCU). The accreditation cycle has been adjusted from ten years to seven years. All colleges under NWCCU accreditation will start this year but finish in different years. CPTC will go through an accelerated process and complete the first cycle in four years.

This year, the College has identified three core themes from its mission statement that will be used for institutional planning and assessment through the remainder of this accreditation cycle.

The core themes are:

1. Workforce Preparation
2. Student Success
3. Community Engagement

Dr. Loveday, within the next two weeks, will forward information for review to the Trustees, including objectives and intended outcomes for each core theme. Questions and recommendations may be returned to Dr. Loveday so that adjustments may be made prior to finalization of the themes. A year one report is due to NWCCU in September, and Dr. Loveday will forward a draft of the report to trustees before submitting the final version.

Vice Presidents' Reports

Student Services Report

Vice President Stacey-Clemons introduced staff to highlight some areas of Student Services. Shema Hanebutte, Coordinator of Student Success, reported that:

- The Advising Office is still short one counselor, but they were happy to hire a new crisis counselor, as that position is essential.
- Office staff members are assisting the Financial Aid Office to help ease the large workload.
- One program assistant is working on recruitment for Running Start students.
- There is a high volume of emergency grant requests that are processed by the Advising Office. When grants funds are not available, staff members refer students to other community resources.

Valerie Sundby-Thorpe, Disability Specialist Coordinator, reported on the CPTC Veterans Resource Center. In spring quarter 2010, the center had 80 visitors; in spring quarter 2011, the center received 400+ visitors. The center has a partnership with Washington Office of Veterans Affairs; and through a grant from AmeriCorps, they provide a Veteran Navigator to the College for a year. The Veteran Navigator helps veterans navigate the higher education system, organizes veterans clubs, and engages veterans and other students in community service projects.

Because the Veterans Resource Center has been successful with very little funding, Vice President Stacey-Clemons and staff were asked to present information about how the program operates at a state Student Services Commission meeting.

Sean Cooke, Coordinator of Student Engagement, is working with the Peer Mentoring Program, also funded through AmeriCorps. Senior CPTC students connect with junior CPTC students and help them overcome challenges, navigate college processes, offer them emotional support and encouragement, and develop goals. Twenty mentors have seen 50 mentees, and the program has been very successful. Mr. Cooke played a video in which a mentee gave credit to her mentor for her accomplishments. It is hoped that the mentoring program can be expanded to adult basic education, English as a second language, running start, and veteran students.

Operations Report (Tab 4)

Vice President Goings reported on capital repair, renovation, and building projects for the past, current, and next biennia.

Foundation Report (Tab 5)

Dr. Ranniger reviewed the Foundation report. Despite a down economy, donations and endowments have increased. Students will benefit in the form of scholarships and emergency grants.

Naming Policy (Tab 6)

In anticipation of construction beginning soon on the new Health Sciences Building, the College and Foundation are examining ways to increase revenue. Dr. Ranniger noticed CPTC did not have a naming policy for buildings and asked Mr. Tuttle if such a policy could be written. They, along with the Policies and Procedures Committee, drafted a policy with the structure and flexibility for a variety of situations.

During discussion concerning the Naming of College Property policy, Trustee Lachney asked if there was a clause on renaming a building if a contributor offered a larger donation. Mr. Tuttle noted that the policy states: "A naming...will continue for the useful life of the named College building, facility, location, real property improvement, fixture, or personal property...." Also, the "naming may specify a shorter duration or time limit, especially when the name is of a corporation or business."

FY 2011-12 Budget (Final Allocations) (Tab 7)

Interim Vice President Yost presented the final FY 2011-12 Budget. Discussion followed. Realizing that the College's operating budget from the state continues to decline, President Walstrum stated that the Budget Advisory Task Force has a revenue generating subcommittee that is reviewing ways to bring in more funds.

Instruction Report (Tab 8)

Vice President Banaszak said Dan Main, Welding Technology Instructor, is a great instructor, with a solid program, and no student complaints. With the departure of one dean, instructional and academic programs have been redistributed under the remaining four deans. Welding has recently been assigned to Dean Steven Ellis, who acknowledged that the success of this program, in part, goes to Dean Andrew Bird.

Mr. Main gave an overview of his program, including a PowerPoint presentation. Most jobs are in the manufacturing or construction fields and vary from pizza making to the aerospace industry. The median wage is \$34 an hour, with prevailing job wages at \$57 an hour.

Chair's Report

Chair Lenigan will form a team of faculty, staff, trustees, and students to help students navigate their programs more efficiently and get to the finish line quickly, whether that be a diploma, certificate, or degree.

Board Reports and/or Remarks

Trustee Weatherby enjoyed graduation and thought everything went smoothly.

Trustees Weatherby, Moss, and Martinez attended the Governance Institute for Student Success (GISS) on June 26-28 in Cle Elum. It was very informative.

Public Comments

No public comments.

New Business

No new business.

Executive Session

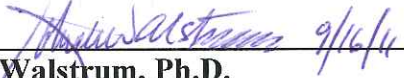
No Executive Session.

Next Meeting:

September 14, 2011.

Adjournment:

Chair Lenigan adjourned the Regular Meeting at 5:40 p.m.

 9/16/11

John W. Walstrum, Ph.D.
President
College District Twenty-Nine



Robert Lenigan
Chair, Board of Trustees
College District Twenty-Nine