



**District #29  
Board of Trustees  
Rotunda, Building 3  
December 14, 2011**

**Minutes**

**Study Session**

**Call to Order: Trustee Moss called the Board of Trustees study session to order on December 14, 2011, at 3:45 p.m.**

**Board of Trustees and Cabinet:**

Robert Lenigan, Chair  
Mary Moss  
Lua Pritchard

John Walstrum, President  
Lori Banaszak, VP for Instruction

**Excused Absences:** Bruce Lachney, Trustee; Mark Martinez, Trustee

**Other Attendees:**

Jennifer Errigo, Esthetics Instructor  
Gina Hughes, Technology Technician  
Fran Hunter, Dental Business Office Assistant Instructor  
Jason Kruse, Computer & Network Support Technician  
Melissa Siedlicki, Esthetics Sciences instructor  
Cherie Steele, Executive Assistant to the President  
Mike Wheeler, Psychology Instructor

Chair Lenigan arrived, and Trustee Moss turned the meeting over to the Chair.

A timeline for President Walstrum's evaluation was discussed. Ms. Steele will mail Board members a blank copy of the President's evaluation form. Trustees will return their completed evaluation forms by January 15, 2012, to Ms. Steele. She will then consolidate the information, produce a summary document, send it to all trustees, and add the President's evaluation on the February Board of Trustees meeting agenda.

Chair Lenigan adjourned the study session at 3:52 p.m.

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**Regular Meeting**

**Call to Order: Chair Lenigan called the Board of Trustees regular meeting to order on December 14, 2011, at 4:00 p.m.**

**Board of Trustees and Cabinet:**

Robert Lenigan, Chair  
Mary Moss  
Lua Pritchard

John Walstrum, President  
Lori Banaszak, VP for Instruction  
Amy Goings, VP for Operations & College Relations  
June Stacey-Clemons, VP for Student Services

**Excused Absences:** Bruce Lachney, Trustee; Mark Martinez, Trustee; Terry Ryan, Assistant Attorney General

**Other Attendees:**

Menaka Abraham, Adjunct Instructor  
Andrew Bird, Dean of Technology, Engineering, Transportation, and Trades Division  
Kyle Black, Student  
Lisa Colombini-Hyke, Early Care & Education Instructor  
Lucy Dorum, Accounting Instructor  
Daniel Creech, Aviation Maintenance Technician Instructor  
Ken Dam, Manufacturing Technologies Instructor  
Mabel Edmonds, Dean of Workforce Development  
Steven Ellis, Dean for Business, Hospitality, Design, and Personal Services  
Rebecca Edmondson, Early Care & Education Instructor  
Jennifer Errigo, Esthetics Instructor  
Linda Felch, Early Care & Education Instructor  
Sandy Frederick, Cosmetology Instructor  
Barbara Frink, Cosmetology Instructor  
Michelle Ganyon, Cosmetology Instructor  
Rebecca Haggerty, Medical Histology Technician Instructor  
Shema Hanebutte, Coordinator of Student Success  
Steve Hooker, Math Instructor  
Gina Hughes, Technology Technician  
Fran Hunter, Dental Business Office Assistant Instructor  
Shawn Jennison, Director of Marketing and Communications  
Jason Kruse, Computer & Network Support Technician  
Joyce Loveday, Assistant Vice President for Instruction  
John Moyer, Graphic Technologies Instructor  
Wendy Noffke, Human Anatomy & Physiology Instructor  
Darryl Owens, Graphic Technologies Instructor  
Sam Parnell, Math Instructor  
Mary Pedersen, Counselor  
Cynthia Potter, Nursing Program Instructor  
Deborah Ranniger, Executive Director, Resource Development  
Cynthia Requa, Coordinator of Institutional Research & Planning  
Melissa Siedlicki, Esthetics Sciences Instructor  
Dan Smith, Sustainable Building Science Instructor  
Kathryn Smith, Environmental Sciences & Technology Instructor  
Annemarie Solbrack, Counselor  
Maureen Sparks, Pharmacy Technician Instructor  
Cherie Steele, Executive Assistant to the President  
Valerie Sundby-Thorpe, Assistant Dean  
Neil Sweerus, Mathematics Instructor

Jim Tuttle, Chief Human Resources and Legal Affairs Officer  
Mike Wheeler, Psychology Instructor

**Adoption of the Agenda** (Tab 1)

**MOTION:**

**Motion to adopt the Agenda as presented** made by Lua Pritchard, seconded by Mary Moss.  
**Approved** unanimously.

**Approval of Minutes** (Tab 2)

**MOTION:**

**Motion to approve the Minutes of the Regular Board Meeting of November 16, 2011,** made by Mary Moss, seconded by Lua Pritchard. **Approved** unanimously.

**President's Report**

Pierce Countywide Coordinating Committee Meeting

The Pierce County Coordinating Council is a body made up of two trustees, the president, and public information officer from each of the two-year colleges. The council meets quarterly, and this last meeting focused on how the colleges can be more efficient in light of severe budget cuts. Some savings have been realized through collaboration.

Compensation Study

Under the direction and guidance of Mr. Tuttle, Cabinet commissioned a study to examine compensation for non-faculty employees and discovered some equity issues. This study will help standardize jobs with the same titles. A consultant not connected to the College was hired to examine the job descriptions and pay scales of non-faculty employees. More information will follow as the study progresses.

State Board for Community and Technical Colleges Board Meeting

The State Board governs all 34 two-year colleges. The meeting focused on the statewide efficiencies study. All colleges performed individual efficiency studies, and several groups around the state formed consortia. Next year, the third year of the study, will be key for the colleges, as the study will focus on cost-saving measures including considering closing and/or merging some of Washington's two-year colleges.

Tacoma-Pierce Chamber Public Officials Holiday Reception

The President attended the Tacoma-Pierce Chamber Public Officials Holiday Reception where citizens from the public and private sector had a chance to meet officials in the county. The three finalists for the Tacoma City Manager's position were introduced.

"Angels Auction" to Benefit Clover Park Aviation Club

CPTC Associated Student Government (ASG) members of the Aviation Club hosted an auction that benefited Angel Flight West, an organization of private pilots who donate their time, aircraft, and resources to help individuals in non-emergency situations. Students solicited donations, hosted the event, and raised over \$3,000 for Angel Flight West.

Budget Advisory Task Force Meeting

The Budget Advisory Task Force (BATF) is comprised of 22-23 faculty and staff, whose purpose it is to create efficiencies and find ways that the College might otherwise save money.

Many of the task force's ideas were implemented last year and resulted in significant savings. The BATF was convened recently to consider options for the next round of budget cuts.

#### Holiday Open House

Cabinet members hosted the annual Holiday Open House in Building 17 for all CPTC employees. The event was well attended.

#### College Reports

##### **TACTC Transforming Lives Award (Tab 3)**

The Trustees Association for Community and Technical Colleges (TACTC) asked each college to nominate a current or former student for the Transforming Lives Award. Each nominee will attend a banquet at the TACTC Winter Meeting in January. Five nominees will receive a \$500 award toward their continuing education. A nominee is being identified by a team from academic and student affairs departments.

##### **Instruction Report (Tab 4)**

Dean Ellis introduced Manufacturing Technologies Instructor Ken Dam and stated that he is an excellent instructor and mentor to students. Recently, Instructor Dam was on leave for a time. Student Kyle Black attended a meeting at Boeing and did such an outstanding job that Boeing has been pursuing him for the past six months to offer him a job. However, Mr. Black has decided to graduate before accepting Boeing's offer.

Instructor Dam and Mr. Black explained what the Manufacturing Program entails and demonstrated some of the student-made items to illustrate their work. When students graduate, they are well prepared for the workforce, in fact so well prepared that Boeing starts the students as journeymen rather than as apprentices.

#### Chair's Report

##### Board of Trustees Retreat

The trustees met for one-half day. The major topics of discussion were the President's evaluation and the budget. Trustees are pleased with the president and administration and how they have handled the turbulent budget situation over the last two to three years.

#### Board Reports and/or Remarks

No Board reports.

#### Public Comments

No public comments.

#### New Business

Vice President Banaszak had the Deans and Tenure Review Committee Chairs introduce the first-year tenure track faculty.

#### Executive Session

At 5:05 p.m., Chair Lenigan stated that, in accordance with RCW 42.30.110, the Board would recess to go into Executive Session for approximately one-half hour for the purpose of reviewing, evaluating, and interviewing a faculty probationer for the awarding of tenure.

Chair Lenigan reconvened the Regular Meeting at 5:30 p.m. and asked if there were any action items as a result of Executive Session.

**MOTION:**

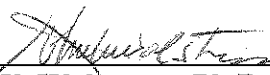
**Trustee Lua Pritchard moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Tenure Review Committee and the President, grant tenure to Steve Hooker at Clover Park Technical College, seconded by Mary Moss. No discussion. Approved unanimously.**


**Next Meeting:**

January 11, 2012.

**Adjournment:**

Chair Lenigan adjourned the Regular Meeting at 5:31 p.m.

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

  
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**Robert Lenigan, Ph.D.**  
**Chair, Board of Trustees**  
**College District Twenty-Nine**