



CLOVER PARK TECHNICAL COLLEGE

District #29

Board of Trustees

Minutes of the Board Meeting

November 17, 2010

Study Session

Call to Order: Trustee Weatherby called the Board of Trustees study session to order on November 17, 2010, at 3:14 p.m.

Board of Trustees and Cabinet:

Mark Martinez, Chair

John Walstrum, President

Robert Lenigan, Vice Chair

Bruce Lachney

Mary Moss

Shauna Weatherby

Other Attendees:

Gina Hughes, Technology Technician

Cynthia Requa, Coordinator of Institutional Research & Planning

Cherie Steele, Executive Assistant

Annual ACCT Congress Update

Trustee Weatherby attended the Association of Community College Trustees (ACCT) 41st Annual Leadership Conference in October. She serves on the Diversity Committee and is a Regional Coordinator, and these roles took a lot of her meeting time.

A summit on completion, in response to President Obama's call for more graduates, was conducted, only 75 trustees were invited, and Trustee Weatherby was one of the attendees. A key focus of the summit was the wide access colleges have provided to students who have not had a good completion rate. Trustee Weatherby provided the other trustees handouts from the conference.

Commencement

There will be just one graduation exercise this year, held on June 17, 2011, at the Tacoma Dome.

Budget Update

President Walstrum presented an update on the budget situation. Due to tax initiative cuts as a result of the November 2 election and another projected revenue shortfall, it is anticipated that two-year colleges will take a third cut to the FY 2010-11 budget.

On a related budget issue, the College has implemented four non-paid furlough days this year, which is approximately a 1.5 percent salary reduction for all faculty and staff. Also, the College will be closed for four days, December 20-23, and will realize utility savings. Employees will take vacation, personal leave, or leave without pay on those days.

Chair Martinez adjourned the meeting at 3:53 p.m.

Regular Meeting

Call to Order: Chair Martinez called the Board of Trustees regular meeting to order on November 17, 2010, at 4:04 p.m.

Board of Trustees and Cabinet:

Mark Martinez, Chair
Robert Lenigan, Vice 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

Other Attendees:

Andy Bird, Dean for Technology, Engineering, Transportation, and Trades Division
Christine Campbell, Workforce Grants and Special Projects Coordinator
Loree Chiaro, Cosmetology Instructor
Mabel Edmonds, Dean of Workforce Development
Steven Ellis, Dean for Business, Hospitality, Design, and Personal Services
Barbara Frink, Cosmetology Instructor
Britney Hill, Cosmetology Student
Gina Hughes, Technology Technician
Shawn Jennison, Director of Marketing & Communications
Jennifer Justice, ASG President
Claire Korschinowski, Student Center Coordinator
Joyce Loveday, Assistant Vice President for Instruction
Igea Mack, Cosmetology Cadet/Student
Deborah Ranniger, Executive Director, Resource Development
Cynthia Requa, Coordinator of Institutional Research & Planning
Amber Sprague, Cosmetology Student
Cherie Steele, Executive Assistant to the President
Jim Tuttle, Chief Human Resources and Legal Affairs Officer

Adoption of the Agenda (Tab 1) (Attachment #1)

MOTION:

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

Approval of Minutes (Tab 2) (Attachment #2)

MOTION:

Motion to approve the Minutes of the Regular Board Meeting of October 13, 2010, made by Shauna Weatherby, seconded by Robert Lenigan. **Approved** unanimously.

President's Report

Lakewood's Promise Reception

At a reception held at the College, the city of Lakewood was recognized by America's Promise as one of America's top 100 cities serving schools in their community for the third year in a row. A representative from the U. S. Department of Education presented the award to Mayor Richardson and several former mayors, who have been engaged in this project.

Health and Wellness Fair

CPTC's Wellness Committee, chaired by Shema Hanebutte, Coordinator of Student Services, held its third annual Health and Wellness Fair. A number of vendors in the community attended, and students, faculty, and staff were invited to access health screening and information. For the first time at this event, some colleges were invited to offer information about the possibility of transfer to senior institutions.

Tacoma School District Career Technical Education Presentation

President Walstrum was the keynote speaker at a Tacoma School District meeting. He presented to career technical education faculty, staff, and their advisory committee members about they can help prepare students for a technical program at the two-year colleges. While he spoke about two-year colleges in general, President Walstrum highlighted programs at Clover Park Technical College.

CPTC First Annual Retiree Luncheon

Dr. Ranniger, reported that the CPTC Foundation hosted the first annual luncheon for Clover Park Technical College retirees. This is a way for retirees to reconnect with the College and the Foundation.

Meetings with Various Local Legislators

President Walstrum and Vice President Goings have met with five legislators, thus far, from the greater CPTC district. The purpose of the meetings to help legislators understand the needs of the College and hear their views on how CPTC can best serve the community.

Budget Advisory Task Force Meeting (BATF)

The Budget Advisory Task Force was formed in August, 2010, when CPTC was informed of a \$1.13 million mid-year cut to its budget. Task force members continue to work to find ways to save money and increase revenues.

Furlough Days

The BATF recommended furlough days as one option to save the College money for this fiscal year. All four bargaining units and the non-represented employees agreed to support the decision to implement furlough days. The second furlough day of the FY 2010-11 will be November 24, 2010.

The Association Fall Conference, "The New Normal"

The Association is a professional development group for exempt personnel in the state of Washington. The Fall Conference concentrated on ways colleges can adapt to the considerable budget cuts due to the recession and resulting state deficit.

American Association of Community Colleges (AACC) Commission Meetings

President Walstrum sits on a national commission on workforce and economic development of the AACC, and he was involved in a focus group of presidents entitled the "Completion Agenda," a nationwide effort to help two-year colleges meet President Obama's goal of having another five million graduates by 2020. This was the first time AACC has engaged students in the process.

Veterans Day Ceremony

Students organized the program for this year's Veterans Day Ceremony, and the featured speakers were student veterans.

Vice Presidents' Reports

Associated Student Government (ASG) Report (Tab 3) (Attachment #3)

Vice President Stacey-Clemons introduced ASG President Jennifer Justice. Ms. Justice reported on programs and activities that ASG has been involved with this fall.

Foundation Report

Dr. Ranniger and the CPTC Foundation organized the first annual CPTC Retiree Luncheon to help retirees reconnect with the College.

Recent fundraising events:

- Holiday House, a volunteer committee that distributes food and gifts to qualified CPTC students and their families, received over \$4,800 from the Lakewood Partners in Business at their annual chocolate auction.
- The Holiday House annual Basket Raffle raised \$680.
- The Crown Bar held a costume contest on Halloween, and all proceeds will benefit CPTC Culinary Arts students.
- The VFW donated \$1,000 to establish a book fund for veteran students and presented it during the Veterans Day Ceremony.

The Foundation Board held their annual retreat and the focus was on broadening the College's donor base and recruiting new Board of Directors members.

The Foundation, in conjunction with the Workforce Development and Instruction Divisions, received a Hospital Employee Education Training (HEET) Grant for \$145,000. The College will be collaborating with Multicare and Tacoma Community College.

Fiscal 2011 1st Quarter Report (Tab 4) (Attachment #4)

Interim Vice President Yost answered questions concerning the Fiscal 2011 1st Quarter Report.

Instruction Report

Vice President Banaszak noted that Cosmetology is the single largest program on campus with 160 students, eight instructors, and an onsite program at Purdy Correctional Facility. Cosmetology is a \$60 billion industry.

Instructor Loree Chiaro displayed wigs that demonstrated the skills of students and distributed a one-week sample classroom agenda. ~~Instructors use Pivot Point curriculum, and it is the only school allowed to teach this curriculum within a 50-mile radius.~~ For the first four quarters of the

program, students learn theory and practice what they've learned. The fifth quarter is used to study for the state board exam, and CPTC students have a 98 percent passing rate.

A current student, Amber Sprague, spoke about the obstacles she overcame to get into the program, how much she enjoys it, and the opportunity she now has to obtain employment.

Igea Mack is a former Cosmetology student at the Purdy Correctional Facility. She successfully completed the program, has also taken Esthetics, is currently taking Medical Esthetics, is now a wife and mother, a mentor on campus, and a cadet at the Purdy Facility.

Chair's Report

Chair Martinez reported that:

- Former CPTC Board trustee Kay Harlan passed away on November 7.
- Trustee Moss was awarded a Lifetime Service Award by Harborstone Credit Union.

Chair Martinez thanked the administration, faculty, and staff for working collaboratively and finding innovative ways to deal with the financial crisis. Trustees from other colleges have called him and asked how the College agreed to four furlough days.

Board Reports and/or Remarks

Trustee Moss attended the Retiree Luncheon and enjoyed meeting former employees, including the first instructor to offer a medical class at CPTC.

Trustee Weatherby attended the Association of Community College Trustees (ACCT) 41st Annual Leadership Conference in October.

Public Comments

No public comments.

New Business

No new business.

Executive Session

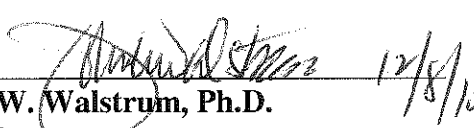
No Executive Session.

Next Meeting:


December 8, 2010.

Adjournment:

Chair Martinez adjourned the Regular Meeting at 5:32 p.m.



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



Mark Martinez
Chair, Board of Trustees
College District Twenty-Nine