Call to Order: Chair Martinez called the Board of Trustees study session to order on February 2, 2011, at 3:01 p.m.

Board of Trustees and Cabinet:
Mark Martinez, Chair                      John Walstrum, President
Robert Lenigan, Vice Chair               Amy Goings, VP for Operations & College Relations
Bruce Lachney                           June Stacey-Clemons, VP for Student Services
Mary Moss                               Kathy Yost, Int. VP for Finance & Budget
Shauna Weatherby

Other Attendees:
Vicky Buford, Information Office Assistant & Classified Union President
Gina Hughes, Technology Technician
Cynthia Requa, Coordinator of Institutional Research & Planning
Cherie Steele, Executive Assistant to the President
Jim Tuttle, Chief Human Resources and Legal Affairs Officer
Mike Wheeler, Psychology Instructor

Budget Update
President Walstrum noted that Legislature has not yet passed a Supplemental Budget. The Budget Advisory Task Force (BATF) has identified significant possible cuts and budget reductions that the College could implement to meet the State Board for Community and Technical Colleges (SBCTC) $751,000 Early Action Supplemental Budget cut.

President Walstrum, Vice President Goings, and colleagues from other Pierce County two-year colleges continue to meet with legislators to solicit capital money and hoping to reinstate the Washington Association for Community and Technical Colleges (WACTC) Presidents’ ranked priority list of pending capital projects. Trustee Moss had coffee with Representative Troy Kelley and requested that he support the Presidents’ priority list.

Legislative Update
The legislature is still in session, and legislators are still deliberating the budget. President Walstrum and Vice President Goings have met, and will continue to meet, with Pierce County legislators to remind them of the good work two-year colleges are doing in the community and of the efficiencies that Pierce County two-year colleges are realizing.
Campus Update

Incident Report
President Walstrum reported that an incident occurred on the campus two weeks ago. Chair Martinez asked for an update on the incident and a reminder of college procedures and plans that take effect in such a situation.

A faculty member reported a student treated him inappropriately in class, perhaps as a result of an academic action taken the previous quarter. It emanated to sharing threatening information on Facebook that was seen by another student, who anonymously reported it to college authorities. The local police were called; and they issued no-trespass orders to two students, who were summarily suspended. President Walstrum commended the faculty, security, and administration members on their prompt response to the incident.
Consistent with Clover Park Technical College policies, there are hearings underway, consistent with due process, to determine the next steps in the process. President Walstrum is not involved in the process, under the advice of the College’s Assistant Attorney General (AAG) Terry Ryan, as the president would be the hearing officer in any final appeal process.

Disciplinary/Judicial Policies
Vice President Stacey-Clemons is responsible for student discipline issues and presented a summary of the College’s discipline and academic policies and procedures for student concerns. The processes follow the Student Code of Conduct, listed in the Student Handbook that students receive at the beginning of each quarter.

College Emergency Plan
Soon after President Walstrum arrived at Clover Park Technical College, he created the All Hazards Committee. The committee has conducted training for Cabinet members and all faculty and staff on the best practices for the Swine Flu care and precaution procedures to an active shooter on campus.

“CPTC Alert” is a new feature that faculty and staff can sign up for and be notified immediately of an emergency via voice mail on their work phone, home phone, or cell phone; email; and/or text. There is also an Emergency Preparedness website at www.cptc.edu/prepare.

Vice President Goings ended by stating that emergency preparedness is not a destination, but is a continual refining of the plan and practicing that plan.

General Discussion
A pending agreement between Clover Park Technical College and Clover Park School District, whereby some land on the Lakewood campus would be exchanged and some of their former Alternative High School students would attend CPTC’s Northwest Career and Technical High School, was discussed.

Trustee Weatherby will attend the Association for Community College Trustees’ (ACCT) 2011 National Legislative Summit February 7. As she serves on the national Diversity Committee of ACCT, the Trustees Association for Community and Technical Colleges (TACTC) will pay her travel expenses. Trustee Weatherby asked that she be provided with the current Full-Time
Equivalent (FTE) count. Discussion followed on issues President Walstrum and other trustees would like Trustee Weatherby to discuss or gain information on at the summit.

Chair Martinez adjourned the study session at 3:51 p.m.

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**Regular Meeting Agenda**

**Call to Order:** Chair Martinez called the Board of Trustees regular meeting to order on February 2, 2011, at 4:01 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
- Kathy Yost, Int. VP for Finance & Budget

**Assistant Attorney General:** Terry Ryan

**Excused Absences:** June Stacey-Clemons, VP for Student Services

**Other Attendees:**
- Vicky Buford, Information Office Assistant & Classified Union President
- Mabel Edmonds, Dean of Workforce Development
- Bekki Haggerty, Histology Instructor
- Gina Hughes, Technology Technician
- Shawn Jennison, Director of Marketing and Communications
- Jennifer Justice, ASG President
- Joyce Loveday, Assistant Vice President for Instruction
- LaRita Mandley, Dean for Health and Human Services
- Angela Mays, ASG Secretary
- Cindy Miller, ASG Senator
- Sean O’Connor, Webmaster
- Danielle Perkins, ASG Senator
- Cynthia Requa, Coordinator of Institutional Research & Planning
- Cerie Steele, Executive Assistant to the President
- Jim Tuttle, Chief Human Resources and Legal Affairs Officer
- Richard Warren, ASG VP of Programming
- Mike Wheeler, Psychology Instructor

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

**MOTION:**
Motion to adopt the Agenda as presented made by Shauna Weatherby, seconded by Mary Moss. Approved unanimously.
Approval of Minutes (Tab 2) (Attachment #2)

MOTION:
Motion to approve the Minutes of the Regular Board Meeting of January 12, 2011, made by Robert Lenigan, seconded by Mary Moss. Approved unanimously.

President’s Report
Shared Governance Meeting
During negotiations with the faculty union, the concept of shared governance was introduced. A committee was formed, chaired by Dr. Joyce Loveday. They have been meeting over the past several months and have prepared a draft Shared Governance Policy. President Walstrum is reviewing the draft and hopes there will be a shared governance model before the end of June.

Puyallup/Sumner Chamber of Commerce Meeting
President Walstrum attended the Puyallup/Sumner Chamber of Commerce meeting. He was able to network with several other people in the county, including superintendents of school districts within Pierce County.

Presidents’ Panel at the SBCTC Meeting
At the most recent State Board for Community and Technical Colleges (SBCTC) meeting, President Walstrum and a few other presidents presented issues facing the colleges in this tough fiscal climate with reference to whether or not enrollment should be capped and how colleges are or are not managing high enrollment. Some CPTC classes are already at maximum seating capacity in laboratory courses. The presidents also discussed capping basic skills programs.

2011 TACTC Winter Legislative Contact Session
Several trustees and President Walstrum attended the 2011 TACTC Winter Legislative Contact Session. Governor Gregoire spoke and presented the new education system plan that she is proposing for Washington. Lively conversation followed. A bill has since been filed.

WACTC Meeting and Meetings with Various Legislators
At the WACTC Presidents’ meeting, the Legislative agenda and the need to advocate in specific offices were the major topics. Vice President Goings and President Walstrum continue to meet with local Pierce County legislators.

Pierce Countywide Coordinating Committee Meeting
Last year, Senator Kilmer and Representative Carlisle sponsored HB 2634, Efficiencies Bill, to study ways the two-year colleges in Washington could save money. Pierce County had already formed a team of five members from each two-year college. The committee’s first report was submitted to the legislature and distributed at the last WACTC meeting.

Pierce County is being challenged to 1) strengthen academic programs, 2) create modularized programs of study and standardize services to students, and 3) administrative office functions.

Vice Presidents’ Reports
Associated Student Government (ASG) Report
President Walstrum introduced Jennifer Justice, ASG President. Ms. Justice reported on the wide variety of ASG activities during the month of February. Ms. Justice and ASG Senator Cindy
Miller attended training for Civics week that will occur in April. Approximately 80 CPTC students participated in “A Rally to the Capital.” Students were so excited that they have decided to have a letter-writing campaign to legislators in Olympia.

President Walstrum stated that Ms. Justice is the student representative to the Pierce Countywide Coordinating Committee, and she is doing a great job. ASG Senator Danielle Perkins is one of two students serving on a statewide committee considering efficiencies at the colleges. Mr. Jim Bricker, SBCTC, has been very impressed with her work on the committee.

**Fiscal 2011 2nd Quarter Report** (Tab 3) (Attachment #3)
Interim Vice President Yost presented the Fiscal 2011 2nd Quarter Report. She noted that the College has already reduced the 2010-11 Operating Budget by $750,000 through furlough days, cutting Goods and Services, reducing utilities, and leaving positions unfilled. Discussion followed.

**Instruction Report** (Tab 4) (Attachment #4)
Vice President Banaszak said she would use the word “courage” to define Ms. Haggerty, as she came into a one-year-old program that the instructor had left suddenly and had destroyed all the curriculum.

Dean Mandley described Ms. Haggerty as an outstanding, energetic, dynamic, enthusiastic, student-centered instructor. Last year, she won the Lecia, Leadership, and Teaching Award from the National Society of Histotechnology, which brought national attention to the college. She also brought accreditation to the program in record time, two days.

Ms. Haggerty presented the attached report on her program. She further explained that this program is in high demand, and there are currently 56 job openings. Trustee Weatherby stated she is impressed to have an instructor of this caliber on staff.

**Chair’s Report**
No report.

**Board Reports and/or Remarks**
No report.

**Public Comments**
No public comments.

**New Business**
No new business.

**Executive Session**
No Executive Session.

**Next Meeting:**
March 9, 2011.
Adjournment:
Chair Martinez adjourned the Regular Meeting at 4:51 p.m.

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

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