



**Board of Trustees Meeting
District #29
Rotunda, Building 3
Wednesday, February 6, 2013**

Minutes

Study Session

Call to Order: Chair Lachney called the Board of Trustees study session to order on February 6, 2013, at 3:04 p.m.

Board of Trustees:

Bruce Lachney, Chair
Robert Lenigan

Mark Martinez
Lua Pritchard

Excused Absences: Mary Moss, Trustee; John Walstrum, President

Other Attendees:

Lori Banaszak, VP for Instruction
Amy Goings, VP for Operations & College Relations
Elaine Holster, Faculty Librarian
Cat Morris, IT Technician
Deborah Ranniger, Executive Director of Resource Development
Linda Schoonmaker, VP for Finance
Cherie Steele, Executive Assistant to the President
Michael Taylor, Director of Information Technology
Jim Tuttle, Chief Human Resources/Legal Affairs Officer

Legislative Update

Chair Lachney and Trustees Lenigan, Martinez, and Moss attended the Trustees Association for Community and Technical Colleges (TACTC) Winter Legislative Conference where a major topic of discussion was outcome-based performance measures.

Presidential Evaluation

After discussion, it was decided that trustees would have their input for the President's evaluation completed later this month, the information will be compiled into a report, and the Board will conduct President Walstrum's evaluation during Executive Session at the March Board meeting.

Presidential Search Process

Chair Lachney reported that he and Mr. Tuttle have met and drafted a basic timeline for the presidential search. The timeline and details will not be completed until after interested parties have a chance to voice their suggestions during the Public Comments section of today's Board meeting.

Mr. Tuttle believes it is appropriate to begin talking about a Request for Proposal (RFP), if the consensus is to hire a consultant to conduct the search, and the Board agreed.

Audit of SAI data used by the College Brain Trust for Clover Park Technical College (Tab 1)

Last month, all of the trustees participated in a forum with approximately 100 other CPTC stakeholders (faculty, students, staff, and representatives from the business community) to begin the College’s strategic planning process. During the forum, the consultant, College Brain Trust, presented data. Chair Lachney had questions about some of the data and prepared an audit for trustees to discuss.

In addition to the conclusions in the audit, trustees believe one of the issues regarding completion is that the College is currently using three ways to track the success of students getting to the finish line and to collect data: the Student Achievement Initiative, Achieving the Dream, and the Governance Institute for Student Success (GISS).

ACCT National Legislative Summit

Chair Lachney and President Walstrum will attend the ACCT National Legislative Summit in Washington, D.C., February 11-14, 2013.

General Discussion

Trustee Lenigan heard that some two-year and four-year colleges have contracted out their bookstore services, and he understands CPTC may be looking into the possibility. Bates Technical College has done so, but the employees there remained college employees rather than employees of the contract company. Textbooks are handled online, which saves money for the students.

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

.....
Regular Meeting

Call to Order: Chair Lachney called the Board of Trustees regular meeting to order on February 6, 2013, at 4:03 p.m.

Board of Trustees:

Bruce Lachney, Chair
Robert Lenigan
Mark Martinez
Lua Pritchard

Excused Absences: Mary Moss, Trustee; John Walstrum, President

Assistant Attorney General: Terry Ryan

Other Attendees:

Mike Anderson, Plant Services & Security Director
Lori Banaszak, VP for Instruction
Kandi Bauman, Student Engagement Coordinator
Andy Bird, Dean of Technology, Engineering, Transportation, and Trades Division
Vicky Buford, Information Office Assistant for Advising and Counseling
Christine Campbell, Workforce Special Projects Coordinator
Travis Cohen-Lucy, ASG VP of Student Council
Mabel Edmonds, Dean of Workforce Development

Steve Ellis, Dean for Business, Hospitality, Design, and Personal Services
Mary Faircloth, Assessment Center Specialist
Matthew Gile, Student
Amy Goings, VP for Operations & College Relations
James Haifley, Student
Elaine Holster, Faculty Librarian
Emily Knutson, Student
Emily Lanum, ASG VP of Student Success
Tanya LeVang, Student
Yvonne Meziere, Massage Studies Instructor
Cat Morris, IT Technician
Jamilyn Penn, Associate Dean for Divisions II and IV
Deborah Ranniger, Executive Director of Resource Development
Kristie Reed, Student
Rae Ann Rodriguez, Student
Jennifer Sarabia, Student
Leif Saltraues, Student
Linda Schoonmaker, VP for Finance
June Stacey-Clemons, VP for Student Services
Michelle Simpkins, Dean of Health and Human Services
Cherie Steele, Executive Assistant to the President
Amber Taylor, Student
Michael Taylor, Director of Information Technology
Jim Tuttle, Chief Human Resources/Legal Affairs Officer

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 January 9, 2013, made by Robert Lenigan, seconded by Mark Martinez. **Approved** unanimously.

Approval of Minutes (Tab 4)

MOTION:

Motion to approve the Minutes of the Special Board of Trustees Retreat of January 14, 2013, made by Lua Pritchard, seconded by Mark Martinez. **Approved** unanimously.

President's Report (Jim Tuttle, Acting President)

SBCTC Applied Baccalaureate Committee Meeting

The Higher Education Coordinating Board (HECB) was discontinued by the legislature, and the authority for the Applied Baccalaureate Degree at two-year colleges now rests with the State Board for Community and Technical Colleges (SBCTC). The SBCTC established a committee made up of community and technical college presidents and vice presidents (which President Walstrum serves on) to create some processes for the development of the Applied Baccalaureate Degree. Rather than every college deciding individually what programs to be developed, the committee will address the issues of how many programs, disciplines, and enrollment limits are to be approved statewide.

Wellness Committee

President Walstrum has revised some of the functions of the Wellness Committee, and the committee met to discuss the President's and committee member's priorities. Recently, the smoking policy changed at the College, to limit smoking to smoking shelters and individuals' vehicles. The committee has a vision of a wellness facility and will send out a survey for faculty, staff, and students to state what they would like to see. From there, a plan will be developed.

Workforce Development Council Meeting

The Pierce County Workforce Development Council (WDC) met and heard from a former CPTC student who completed the College's veterans cohort Aerospace Composites Program. The man completed his military service and wasn't sure what he was going to do. He was recruited through a WDC program, supported by a local group for veterans, "Unfinished Mission," completed CPTC's Aerospace Composites Program, was offered a job by Boeing, turned it down in favor of another company, is doing well, and bought a home for his family this past year. This joint venture between CPTC, the WDC, and "Unfinished Mission," is highly regarded.

President Walstrum attended a Workforce Development Institute Conference last week and hopes to secure more funds for our veterans returning to college.

Meetings with Brandman University and University of Phoenix

President Walstrum and Dr. Loveday met with representatives from Brandman University to discuss 1) a new articulation agreement and transfer of Associate's Degrees; 2) a possible \$14,000 scholarship, which would cut in half the cost of a Master's Degree in Business Administration; and 3) to make CPTC aware they have a Doctorate Degree in Educational Leadership that will begin in the fall at the Lacey campus.

The University of Phoenix is undergoing changes, closing some facilities. They are interested in establishing a physical presence in this area, nearer to JBLM, and there are discussions about the possibility that it could be here at CPTC.

St. Martins University RN-BSN MOU Signing Ceremony

President Walstrum, Vice President Banaszak, and Dr. Loveday attended a ceremony to sign an articulation agreement between CPTC's Nursing Program and St. Martin's Bachelor of Arts (BA) Nursing Program. CPTC students will receive a full transfer to St. Martin's to finish their BA.

Tacoma-Pierce County Chamber of Commerce Horizons Economic Forecast Breakfast

Vice President Schoonmaker reported that she, President Walstrum, and Teresa Greene, Director of Institutional Research, attended the annual Tacoma-Pierce County Chamber of Commerce Horizons Economic Forecast Breakfast. In summary, unemployment is down, and the forecast is that the economy in Pierce County will improve in 2013.

Community Leaders Workforce Development Project

Trustee Martinez noted that he and President Walstrum serve on a consortium of community leaders from workforce development, economic development, K-12, and higher education systems, who meet to find ways to bring more grant resources into the county. There will be one last meeting of the group, after which the consultant will prepare a final report that President Walstrum and Trustee Martinez will share with the Board of Trustees.

WACTC Meeting

Vice President Goings attended the Washington Association for Community and Technical Colleges (WACTC) Presidents' meeting. Topics included the new distribution of Adult Basic Education funding, ctcLink and its rollout (the vendor is Ciber), and how current legislation might affect the College.

Trustees were invited to attend a legislative open house for trustees on March 21. There are 69 unconfirmed trustees in the state, and the Governor's Office and the SBCTC are working closely on this issue. President Walstrum, Vice President Goings, and other Pierce County two-year college presidents made some visits to legislators and learned that while state budget cuts will not be as severe as in years past, there will be little increase to general funds.

Other College Reports

Associated Student Government (ASG) Report (Tab 5)

Kandi Bauman, Student Engagement Coordinator, introduced Travis Cohen-Lucy, ASG Vice President of Student Council, to report in President Sparrs' absence. Vice President Cohen-Lucy highlighted activities listed in the attached report and introduced Emily Lanum, ASG Vice President of Student Success.

Vice President Lanum oversees the peer mentors and service learning projects and reported on some recent events students participated in. She then introduced Mentor of the Quarter Tanya LeVang. Ms. LeVang said she enjoys mentoring and helping other students, because she knows how it feels to be overwhelmed to the point of considering giving up.

Fiscal 2012 2nd Quarter Report (Tab 6)

Vice President Schoonmaker presented the Fiscal 2012 2nd Quarter Report. Discussion and questions followed.

Instruction Report (Tab 7)

Vice President Banaszak stated that Ms. Meziere and the other Massage Program instructors are extremely professional and operate a stellar program that has outlasted most massage schools in the area.

Ms. Meziere presented the attached report and noted that statistics predict growth in the massage industry to be 20 percent higher than other industries through 2020. Students who are graduates of this program are very competitive.

Chair's Report

All five trustees attended the Trustees Association for Community and Technical Colleges (TACTC) Winter Conference in Olympia. A major theme was that the state will focus more on performance-based outcome indicators, with the outcome being a degree, award, or certificate. Chair Lachney believes the College has done a great job producing students who got to the finish line and were ready for the workforce; now there needs to be data to show those results.

Chair Lachney and President Walstrum will attend the ACCT National Legislative Summit next week, where this topic will be on the agenda.

Board Reports and/or Remarks

Trustee Martinez stated that some trustees are leery of all the initiatives that base funding on students receiving a degree, certificate, or award, because some students take training for one or two quarters, get a job, and improve their lives. He suggested that students let their legislators know these cases should also count as successes.

Trustee Lenigan announced that the Adriatic Grill will hold their fifth anniversary celebration on February 24. There is a donation for entrance, there will be raffles and a silent auction, and proceeds will benefit CPTC's Culinary Arts Program's students.

Trustee Pritchard invited everyone to the 15th Annual Asia Pacific New Year Celebration at the Tacoma Dome on February 9.

Public Comments

There were no public comments. However, Mr. Tuttle did receive some emails with suggestions/comments concerning the upcoming presidential search. *They are Attachment 8.*

New Business

After discussion, it was decided to send out a Request for Proposal (RFP) to hire a consultant to lead the search for a new president. Because the Board has designated this authority to the President, there was no need for action on this item. Mr. Tuttle distributed a draft RFP for trustees to review and get back to him with any suggestions. It is the intention to have the final RFP sent out later this week.


Executive Session

At 5:07 p.m., Chair Lachney stated that, in accordance with RCW 42.30.110, the Board would recess to go into Executive Session for approximately 30 minutes for the purpose of discussing a personnel contract.

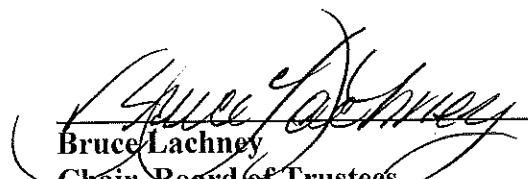
Chair Lachney reconvened the Meeting at 5:26 p.m. and asked if there were any action items as a result of Executive Session. There were none.

Adjournment

Chair Lachney adjourned the Regular Meeting at 5:27 p.m.



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



Bruce Lachney
Chair, Board of Trustees
College District Twenty-Nine