



CLOVER PARK TECHNICAL COLLEGE

District #29

Board of Trustees

Minutes of the Board Meeting

September 8, 2010

Study Session

Call to Order: Chair Martinez called the Board of Trustees study session to order on September 8, 2010, at 3:06 p.m.

Board of Trustees and Cabinet:

Mark Martinez, Chair

Bruce Lachney

Robert Lenigan

Mary Moss

Shauna Weatherby

John Walstrum, President

Amy Goings, VP for Operations & College Relations

Other Attendees:

Gina Hughes, Technology Technician

Cynthia Requa, Coordinator of Institutional Research & Planning

Cherie Steele, Executive Assistant

ACCT Proposals

President Walstrum explained that the Association of Community College Trustees (ACCT) is now accepting submissions for the 2011 ACCT Trust Fund Board Grant Program. The fund was created in 2007 for the purpose of funding projects that initiate, enrich, or support innovative programs or activities created for the specific purpose of engaging and improving community college governance. The College's grant writer could help with writing a proposal; the deadline is December 3.

Discuss Date for Board of Trustees Retreat

The trustees will have a Retreat on Saturday, October 16, from 10 a.m.-2 p.m.,

Review Calendar for 2010-11 (Tab 1) (Attachment #1)

Trustees discussed the proposed 2010-11 Board of Trustees calendar.

Strategic Planning Process Update

The Board Chair and President met to discuss the College's 2008-13 Strategic Plan. In light of the College's declining budget, some items may not be funded now. Cabinet will review the plan and make necessary changes, while focusing on the mission of the College. Trustees expressed concern for the mental and physical well-being of overworked staff members.

FY 2010-11 Budget Update

President Walstrum reported that the budget has been cut by \$3.6 million, with a 16-20 percent increase in the number of students enrolled, over the last three years. The mid-year FY 2010-11 budget must be cut another \$750,000 to \$1.1 million. The exact amount will be determined when

the legislature meets in January. A report is due at the State Board for Community and Technical Colleges (SBCTC) by September 26 with details of what cuts the College will make. It is anticipated that the legislature will consider another tuition increase to help offset some of the budget deficit. At the last Washington Association for Community and Technical Colleges (WACTC) Presidents' meeting, the presidents recommended that the SBCTC consider declaring a state of financial emergency.

Additionally, the College budget will be cut on July 1, 2010, by another ten percent, or \$1.9 million, from the FY 2011-13 biennium budget. President Walstrum will keep trustees apprised of steps to be taken to achieve the required budget cuts.

Chair Martinez adjourned the study session at 4:02 p.m.

Regular Meeting

Call to Order: Chair Martinez called the Board of Trustees regular meeting to order on September 8, 2010, at 4:10 p.m.

Board of Trustees and Cabinet:

Mark Martinez, Chair
Bruce Lachney
Robert Lenigan
Mary Moss
Shauna Weatherby

John Walstrum, President
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:

Gina Hughes, Technology Technician
Deborah Ranniger, Executive Director, Resource Development
Mabel Edmonds, Dean of Workforce Development
Steven Ellis, Dean for Business, Hospitality, Design, and Personal Services
Janet Holm, Marketing/Outreach Coordinator
Shawn Jennison, Director of Marketing and Communications
Joyce Loveday, Assistant Vice President for Instruction
Cynthia Requa, Coordinator of Institutional Research & Planning
Marcia Somer, Dean for General Education, Early Learning & Resource Center
Cherie Steele, Executive Assistant to the President

Adoption of the Agenda (Tab 2) (Attachment #2)

MOTION:

Motion to adopt the Agenda as presented made by Mary Moss, seconded by Robert Lenigan.
Approved unanimously.

Approval of Minutes (Tab 3) (Attachment #3)

MOTION:

Motion to approve the Minutes of the Regular Board Meeting of July 14, 2010, made by Bruce Lachney, seconded by Robert Lenigan. **Approved** unanimously.

President's Report

Workforce Development Council

President Walstrum and Chair Martinez are members of the local Workforce Development Council (WDC). There have been a couple of meetings recently that reevaluated the relationship between the colleges, in particular, and the WDC. Two weeks ago, President Walstrum spoke at the Executive Board meeting of the WDC, chaired by Mayor Marilyn Strickland, and presented them with a replica of the MetLife Foundation award for "Service to Communities" that Clover Park Technical College received earlier this year, as the WDC was a major partner in this award.

Budget Advisory Task Force

To solicit budget reduction, cost-cutting, and revenue-generating ideas from a broad spectrum of faculty, staff, and students, President Walstrum formed a Budget Advisory Task Force (BATF). The task force submitted approximately 150 ideas, and President Walstrum charged them to discuss the pros and cons of the ideas, whether or not contracts would be affected, and when the ideas should be implemented – in FY 2010-11 or at the beginning of FY 2011-12. The task force's final recommendations will be forwarded to Cabinet for a final decision.

Pierce County Careers Connection (PC3)

The Pierce County Careers Connection (PC3) is a group comprised of 12 school districts and the two-year colleges in Pierce County. Much of the work the group has done has been in outreach and Tech Prep grant activities to help students see a future in technical education beyond high school.

Vice Presidents' Reports

Foundation Report (Tab 4) (Attachment #4)

Dr. Deborah Ranniger, Director of Resource Development, related that it is very important to be proactive in fundraising in the current economy. It's important to look at the College's strategic plan and identify which grants to pursue. When there is a Request for Proposal (RFP) that the Foundation wants to pursue, it is vetted through Cabinet and a development team is formed. The team then collaborates with partners and gathers the information to write the grant.

The Foundation is developing more ways in which to contribute to the College. Dr. Ranniger demonstrated how donations can now be made to student scholarships or emergency funds through the College website. Students will soon be able to apply for various scholarships and emergency funds online. The process will be streamlined and will save personnel time and College resources. To date, the Foundation has received \$130,000 for students, which is a good sum in this down economy.

A process will soon be in place for a person to donate a planned, or legacy, gift to the Foundation. This is usually done through a will or an insurance policy from an individual's estate. The Foundation can then honor people during their lifetime for their future gift.

2009-10 Fourth Quarter Budget Report (Tab 5) (Attachment #5)

Interim Vice President Kathy Yost reported that the College's reserve funds are higher than usual, due to excess enrollment dollars. Some of that money went toward adjunct faculty to open additional sections of classes and equipment. With no matching state dollars for the excess enrollment, it is not possible to hire personnel to augment the staffs of the Advising/Counseling and Financial Aid Departments, which have experienced a lot of stress with the large influx of students. Questions and discussion followed.

Additional Budget Reductions for 2010-11 (Tab 6) (Attachment #6)

President Walstrum reiterated the budget situation, as stated in the Study Session notes above. He added that the cuts the College must take will be permanent, not one-time, cuts. Discussion followed.

Trustee Lachney requested that Clover Park Technical College coordinate with other colleges before instituting an enrollment cap to be sure students' educational needs are met. President Walstrum is also reluctant to cap enrollment and will work with the Pierce Countywide Coordinating Council to look at efficiencies before capping enrollment.

Vice President Amy Goings briefed the trustees on the Capital Budget:

- The CPTC Allied Health Building is third on the SBCTC list of growth building projects statewide, and it is hopeful that the building will be funded in the 2011-13 biennium.
- The Hospitality Building, to replace Buildings 18 and 22, is near the bottom of replacement projects list, and it is not expected to be funded in the near future.
- The College did receive \$1.7 million for emergency repairs of Building 14, and it is on time and under budget. The excess money will be returned to the state.
- Because the College was able to procure emergency funds from the state for Building 14 repairs, it will enable the College to use capital repair funds for various, much-needed heating, lighting, and roofing projects across campus to be completed. Also, the former kitchen in Building 15 will be converted to a science lab.

Program Review Process (Tabs 7a and 7b) (Attachments #7a and 7b)

Dr. Joyce Loveday distributed two notebooks that contain examples of program review documentation for Trustees to review. She stated that in the midst of the College's financial troubles, good instruction continues, due in part to the program review process.

Programs are normally reviewed on a three-year cycle. If a program is struggling with enrollment or there is a substantive program change, it may be moved up in the cycle. Through the review process, it may be recommended that a program continue, receive recommendations for improvement, or be closed. Though program closure is infrequent, the program review process provides a vehicle for a detailed review of the program and, therefore, provides an appropriate forum for discussion and potential recommendation concerning program closure.

Chair's Report

No report.

Board Reports and/or Remarks

Trustee Lenigan attended the Trustees Association for Community and Technical Colleges (TACTC) Legislative Action Committee (LAC) retreat. The following day, both he and Trustee Weatherby attended the TACTC Fall Conference. The meetings were well attended and informative. Of note to Trustee Lenigan, is that enrollment in online classes is up 53 percent. For example, Grays Harbor is a rural college and students do not always have access to the classes they need. The college then informs the students of classes available online offered through other colleges. Students get their needed classes, and the two colleges split the tuition and fees. Such an arrangement could be a viable option for CPTC students.

Vice President Goings took College materials and set up a CPTC display at the TACTC Conference.

Because the February 2010 ACCT National Legislative Summit was snowed out in Washington, D.C., some local legislators attended the TACTC Fall Conference to meet with trustees.

Public Comments

No public comments.

New Business (Tab 1) (Attachment #1)

MOTION:

A motion to adopt the 2011 Board of Trustees Meeting Schedule as presented made by Mary Moss, seconded by Robert Lenigan. Approved unanimously.

Executive Session

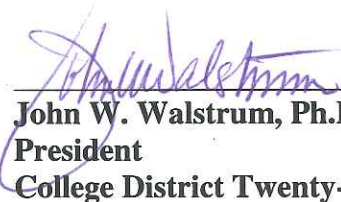
No Executive Session.

Next Meeting:

October 13, 2010.

Adjournment:

Chair Martinez adjourned the Regular Meeting at 5:46 p.m.



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



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