



Rotunda, Building 3

Zoom Link for those who cannot attend in person:

<https://cptc-edu.zoom.us/j/83543974093>

Wednesday, May 8, 2024

Study Session: Cancelled

Regular Meeting: 4:00 - 6:00 p.m.

Regular Meeting Agenda

4:00	Call to Order, Flag Salute, Land and Labor Acknowledgement, Introductions Tong Zhu	
	Adoption of Agenda Tong Zhu <i>Action</i>	
	Approval of the Meeting Minutes of April 10, 2024 Tong Zhu <i>Action</i>	Tab 1
4:05	Public Comments Tong Zhu	
4:15	President’s Report Dr. Joyce Loveday	
	<ul style="list-style-type: none"> • Student Success – Kortni Pendon • College Updates • Board Officers • Apprenticeship Fee Waiver..... 	Tab 2
4:40	College Reports or Highlights	
	<u>ASG Report.....</u> Riley Maker and Jen Stroud	Tab 3
	<u>Enrollment Report.....</u> Dean Kelly and Dr. Tom Broxson	Tab 4
	<u>Student Success Report – Financial Aid.....</u> Dean Kelly, Celva Boon, and Cristeen Crouchet	Tab 5
	<u>Anti-Harassment, Intimidation, Bullying, and Retaliation Policy.....</u> Iesha Valencia, Dean Kelly, and Dr. James Neblett	Tab 6
5:40	Chair’s Report..... Tong Zhu	
5:45	Board Reports and/or Remarks All	

5:50 New BusinessTong Zhu

Apprenticeship Fee Waiver Approval

Tab 2

6:00 Executive SessionTong Zhu

The Board may hold an executive session for purposes allowed under the Open Public Meetings Act. Legal purposes include, to consider acquisition or sale of real estate; to review negotiations of publicly bid contracts; to receive and evaluate complaints or charges brought against a public officer or employee; to evaluate the qualifications of an applicant for public employment; to review the performance of a public employee; and to discuss with legal counsel matters relating to agency enforcement actions, litigation, or potential litigation. Before convening in executive session, the Board Chair will publicly announce the purpose for executive session and the time when the executive session is expected to conclude.

6:05 AdjournmentTong Zhu



Board of Trustees Meeting
South Hill Campus, Room 114 and via Zoom

Wednesday, April 10, 2024

Study Session: CANCELLED
Regular Meeting: 4:00 – 6:00 p.m.

Regular Meeting Minutes

Call to Order: Trustee Phillips called the Regular Meeting of the Board of Trustees for Clover Park Technical College (CPTC) to order on April 10, 2024, at 4:01 p.m., followed by the flag salute, land acknowledgement, and labor acknowledgement.

Board of Trustees Present:

Jesus Villegas Rivera, Vice Chair
Eli Taylor
Carol Mitchell
Alice Phillips

College President: Dr. Joyce Loveday

Assistant Attorney General (AAG): Justin Kjolseth -- on-line

Excused Absences:

Tong Zhu, Chair

Executive Team:

Amelia Grayson, VP for Finance and Administration
Dean Kelly, VP for Student Success
Iesha Valencia, Associate VP for Equity, Diversity, and Inclusion
James Neblett, Associate VP for Human Resources and Culture

Excused Absences:

Dr. Tom Broxson, VP for Instruction
Samantha Dana, Associate VP for Institutional Effectiveness

Adoption of the Agenda

MOTION:

Motion to adopt the agenda, as presented, was made by Trustee Villegas Rivera and seconded by Trustee Taylor. The motion was approved unanimously.

Approval of the Minutes (Tab 1)

MOTION:

Motion to adopt the agenda, as presented, was made by Trustee Mitchell and seconded by Trustee Taylor. The motion was approved unanimously.

Public Comments

None

President's Report

Student Success -- Navid Niroomand

Dr. Loveday introduced Mr. Niroomand, who is in his final quarter of the aviation maintenance technician program at the South Hill Campus. Mr. Niroomand expressed thanks for the opportunity to share his journey that began 12 years ago when he and his family had to leave Iran for religious reasons, originally going to Turkey, then Los Angeles, and finally Tacoma. At CPTC Mr. Niroomand found a friendly welcome each day, and a dedicated staff and faculty to help him with his education. He praised Mr. Doyon for taking time after class to provide answers to his questions. Mr. Woodruff would use alternative explanations, not giving up until Mr. Niroomand understood a concept. Mr. Joy has helped Mr. Niroomand with his resume, and to make contacts with industry to facilitate getting a job when he graduates. He has had to work very hard, but has felt supported the whole way. He sees that the faculty provide the same care and service to all of their students.

He is nearing the completion of the aviation maintenance technician program. He has already passed the federal test with 99% and feels he will be an asset to anyone who hires him.

Trustee Mitchell asked Mr. Niroomand what he felt was the secret to his success. He replied hard work and good help. She commended Mr. Woodruff for his determination -- explaining to Mr. Niroomand until he understood.

Trustee Villegas Rivera commented that he understands the difficulties Mr. Niroomand experienced coming from another country as he is an immigrant himself. He noted that the trustees are happy to see him succeed.

College Update

Dr. Loveday announced that Clover Park Technical College has two members of the All Washington Academic Team this year, Chas Gardner, and Marco Leon. The awards ceremony will be held April 25 at the Lacey campus of South Puget Sound Community College from 11:00 a.m. to 2:00 p.m. Dr. Loveday requested that trustees let her know if they would like to attend.

Dr. Loveday informed trustees of the college's work in response to implementation challenges occurring with the new federal financial aid form. She commended Celva Boon, Cristeen Crouchet, and our financial aid staff for being on top of this national issue and working to mitigate the impact students will experience. The delay of student FAFSA data is particularly impactful for CPTC for several reasons. The first is that CPTC is a "header" college, meaning our financial aid year begins July 1. A related factor is that students at CPTC attend four quarters a year, with summer quarter an essential part of their educational plan. The third issue involves translation of the new data format into ctcLink. We have been informed by the SBCTC that it will be no sooner than June 8 (3 weeks prior to summer quarter) before we receive student FAFSA data.

Our financial aid staff are working to do as much advance preparation as they can, including prioritizing existing students for processing when data is available. We will also refrain from dropping any students who are in the financial aid process until it is complete. Celva is working with the US Department of Education to get additional skilled financial aid personnel assigned to assist CPTC from June 1 through the summer.

Finally, Dr. Loveday spoke about commencement and the June Board meeting. Commencement is June 11, and the June meeting is scheduled for the 12th so we have been considering having the

board meeting at the Tacoma Dome on the 11th before commencement. She asked that trustees consider what they would like to do, and said we will poll them later.

College Reports or Highlights

ASG Report (Tab 2)

Riley Maker and Jen Stroud presented the ASG Report. Although we are not far into the spring quarter, ASG has been active providing resources and fun. In the first week of the quarter, 60 to 70 breakfast bags were distributed to students around the Lakewood campus. At the South Hill campus, ASG sponsored a taco day, and at both campuses fun activities and prizes were provided to alleviate the stresses of the first week. ASG also sponsored the spring engagement fair during the first week of Spring. CPTC departments set up 13 booths to encourage students to take advantage of the resources they have to offer.

CPTC Foundation Report (Tab3)

Cathy Purcella, Director of the CPTC Foundation provided a presentation describing the history, structure, and functions of the organization.

Quarterly scholarships are distributed through a single application at various rates starting at \$600 per quarter. These amount to \$15,000 per year.

Emergency Assistance is paid directly to debtors for students at the rate of up to \$250 per quarter (\$500 per year). This is currently budgeted at \$32,000.

Program Support is used for areas of the college to support general college work (e.g., the MEC). Hosting funds can be used for activities that are not allowed under state rules (e.g., a barbeque mixer for our advisory boards).

Emerging Needs is for urgent and unplanned expenses.

The Foundation Scholarship dinner will be held May 10 in the McGavick Center. This year's program will feature women from our welding program and the Executive Director of the Tacoma Urban League. The meal is catered by our culinary program.

Scramble Fore Students Golf Tournament will be held August 17.

The employee giving campaign will start April 19

There are many smaller events and support activities planned throughout the year.

Instruction Report (Aviation Maintenance Technician)

Claire Korschinski, introduced faculty members from the Aviation Maintenance Technician Program. She noted that this is one of the college's oldest programs, originating in the 1940s. It is also the source of its own faculty as many were originally trained at CPTC.

The program and its trainers are certified through the FAA, and it produces graduates who are capable of becoming certified by the FAA themselves. Due to the rigors of the field, the program is eight full quarters long, consisting of 40% classroom instruction, and 60% hands-on instruction.

Each of the faculty and staff were introduced with their credentials demonstrating the depth of experience in our instructors and support staff.

Program demographics were presented with a note that there is a goal to increase female students from the current ten percent representation.

The program is one of only five like it in Washington and ours is highly respected by the industry. Many industry companies have close partnerships with our program and they hire directly from our graduating classes. These are good paying jobs, starting at \$37.00 per hour and going up from there.

Trustee Taylor asked how students are recruited for the program. Greg Doyon noted that the program is part of many of the college's outreach activities, and the program currently includes running start and Northwest Technical High School students. It was noted that the program is currently at the maximum allowed by FAA per their student-faculty ratio requirements. Adding more would require creating more facilities to accommodate faculty and students.

Trustee Phillips asked where we are in the process of procuring new airplanes. Ms. Korschinowski reported that a bid has been accepted, and we anticipate new aircraft in 2027. The current aircraft will not be sold until the new ones arrive to prevent a decline in capacity.

Vice Chair's Report

Trustee Villegas Rivera thanked trustee Phillips for stepping in to lead the meeting, but had nothing further to report.

Board Reports and/or Remarks

Trustee Mitchell reported that she is working to develop Ghanaian and Nigerian student education programs.

New Business

None

Executive Session

None

Next Meeting

Trustee Phillips announced that the next meeting of the Board of Trustees will be held Wednesday, May 8, 2024 in the Rotunda at the Lakewood campus -- Details to follow.

Adjournment

Motion to adjourn the meeting at 5:19 was made by Trustee Taylor and seconded by Trustee Mitchell. The motion was approved unanimously.

Dr. Joyce Loveday
President
College District Twenty-Nine

Tong Zhu
Chair, Board of Trustees
College District Twenty-Nine

Apprenticeship Waiver for College-Required Quarterly Fees

Background

In Washington State, apprenticeship students receive a fifty percent tuition waiver for transcribed courses they take toward becoming a journey-level professional in their field. The State Board for Community and Technical Colleges established the waiver based on WAC 131-28-026, and it is applied at every institution that partners with a union to support credentialing of apprenticeship training.

In addition to standard tuition, colleges may add limited required fees that all state-support students at the institution are required to pay. At CPTC, the two fees charged to all students in addition to tuition are shown in the table below.

Additional Quarterly Fees		(as of July 1, 2024)
Canvas, Security, Graduation, and Records Fee	\$6.50 per credit to a maximum of \$97.50 per quarter	
ASG Building Fee	\$4.25 per credit to a maximum of \$51.00 per quarter	

Request

This request is for the Board of Trustees to approve the waiver of the Canvas, Security, Graduation, and Records Fee and the ASG Building Fee for students participating in a registered apprenticeship program through CPTC. This option will be used when the apprenticeship courses are taught by the Joint Apprenticeship Training Committee (JATC) rather than the college. Approval to waive tuition or college-wide student fees for a specific category of students must come from the Board of Trustees.

The request to waive these fees is based on the following points:

- Apprenticeship students taught by industry members through the JATC rarely come on campus and receive minimal to no benefit from the fees.
- An apprenticeship program typically runs three to four years, depending on the field. Requiring these fees for apprentices places an undo burden on them, as their courses are spread over a timeframe two to three times longer than that of a traditional CPTC student. For an apprentice taking 10 credits per quarter, the additional college-required fees increase the student’s cost approximately \$100 per quarter, for a total of \$1200 to \$1600 over the life of the apprenticeship.
- When the College pays the JATC to teach the credit-bearing apprenticeship courses, the fees end up being returned to the JATC. This impacts college accounting as money collected for a fee during registration is placed in a fund reserved for a specific purpose; then the college pays the JATC from another fund to cover the expense. Because of this, it is essentially more expensive for the college to offer an apprenticeship.

Thank you for considering this request to waive the Canvas, Security, Graduation, and Records Fee and the ASG Building Fee for apprenticeship students only.

ASSOCIATED STUDENT GOVERNMENT

MAY 2024

Tab 3



**MAY THE
VOICE
BE WITH
YOU**

Clover Park Technical College 2024 Commencement Ceremony

Tuesday, June 11 • 6:30pm • Tacoma Dome

- 828 graduates invited to the ceremony
- Marching Order
- Complimentary Parking
- Live Stream and Event Photos
- Wear It Forward
- Student Speaker & National Anthem Performer

CPTC ENROLLMENT UPDATE

Spring 2024

Access

Strategic Plan (CARES)	Enrollment Mgmt Plan	Highlights
<p>Increase access and enrollment among historically marginalized populations who have not equally benefited from the rewards of higher education and the skills and credentials we offer.</p>	<p>To increase enrollment to 3,800 FTE. (Baseline- 2,680)</p>	<ul style="list-style-type: none">• Enrollment up 17% in fall, 11% in winter, 12% in spring• CRM implemented• Transitional Studies• College in the High School• Prof/Tech programs• NASE survey
	<p>To increase access for historically marginalized students to 55%. (Baseline 51%)</p>	<ul style="list-style-type: none">• RELA project, Affinity groups• Eastside Tacoma outreach• Pre-Apprenticeships• Professional Development

Annual & Quarterly FTE Comparison

Spring

Winter

Fall

Summer

Goal



FTE Totals by Group



FTE Totals by Program Groups



Retention/Completion

Strategic Plan	Enrollment Mgmt Plan	Highlights
<p>Improve institutional performance in retention and completion for all students, with a focus on students who have been historically underserved by CPTC.</p>	<p>Increase retention rate to 70%- (Baseline is 60%)</p>	<ul style="list-style-type: none"> • All staff/faculty day • Embedded classroom supports • Professional development (TLC) • EAB Navigate early alert
	<p>Increase completion rate to 60%- (Baseline is 50%)</p>	<ul style="list-style-type: none"> • Career engagement • Milestones/Progress monitoring
	<p>Eliminate equity gaps for students of color.</p>	<ul style="list-style-type: none"> • Male Engagement Center (MEC) • Professional development (AtD, NCORE, TLC) • Affinity groups • NASE survey, focus groups

Prep for 2024-25

- **Challenges**

- K12 enrollment declines
- Engaging and re-engaging adult learners
- Costs kits/supplies
- Financial Aid challenges
- Meeting basic needs
- Reviewing and improving enrollment pipeline

- **Opportunities**

- Potential funding
 - Good Jobs, Great Cities
 - Collaboration with local colleges in 98404
- Program growth
- College in the high school
- Transitional Studies
- NWCTHS
- Expansion of RELA work
- Outreach and CRM
- Assessing stop-outs

FAFSA SIMPLIFICATION

IMPACTS TO CPTC

Celva Boon, Director, Student & Scholarships

Cristeen Crouchet, Dean, Student Success





HISTORY

The FAFSA Simplification Act represents a significant overhaul of the processes and systems used to award federal student aid. Starting with the 2024-25 award year, which begins on July 1, 2024 the intent of the Act is to:

- Reduce the number of questions on the application, lowering the requirements for application completion, and a direct data exchange with the IRS to pull tax information to make the application process easier.
- Increase the number of students eligible to receive the federal Pell Grant due to linking family size to the federal poverty line.



HURRY UP AND WAIT

The FAFSA application released in December 2023, nearly 3 months after the traditional release date. System challenges include:

- The application was immediately riddled with issues and errors
- Institutional Student Information Records (ISIR) didn't make it to colleges until late March
- CPTC can't pull in the ISIRs until SBCTC reconfigures ctclink
- Access for students to make corrections to applications opened mid-April
- CPTC staff can't inform students of the corrections since we do not have access to the ISIRs
- Configuration of ctclink delayed until early June (at the earliest).
- Earliest date to view FAFSAs in the system is June 10th.
- Staff training on the new ctclink configuration scheduled late June.



IMPACTS TO CPTC

**WE ARE A HEADER COLLEGE, MEANING OUR AID YEAR STARTS SUMMER QUARTER. HEADERS ARE EXPECTED TO TAKE THE HARDEST HIT.*

- Delayed access to ISIRS for review
- No ability to help students with corrections
- No award letters available prior to enrolling
- System not ready for packaging
- Training for staff is dependent on the system configuration
- Students will NOT have access to their federal aid awards at the start of the quarter, and potentially not even by the end of the quarter.
- No upfront funding for books/supplies. Transportation, living expenses, etc.
- Decreased enrollment
- Potential for increased student and college debt.
- Burden to grants with limited funding
- Staff burnout

Mitigating Impact

Student Holds:

For students with a completed FAFSA/WASFA by:

- June 28, 2024 – Summer
- September 6, 2024 – Fall

*Students who qualify for alternate funding sources (i.e. Workforce, VA, etc.) will have holds placed on their accounts as their eligibility is determined by the funding offices.

Drop for Non-Payment:

- No drops for **CONTINUING** students (Spring to Summer) prior to the start of the quarter.
- 10th day drop for non-payment process will remain as is for all students.

Invoicing:

CPTC will pause invoicing and blocking future registration (for current quarter outstanding debt)

ADVOCACY

- Emails/phone calls to our elected officials.
- Participation in all relevant state and federal learning sessions, surveys, and calls for advocacy.
- Partnership with Blue Icon, through the Dept. of Education, to obtain additional processing assistance for packaging and awarding aid to students.

ALTERNATIVE FUNDING OPPORTUNITIES


We are actively messaging to students that federal aid will be severely delayed during summer quarter and alternative ways to pay will be required.

- Scholarships
- Tuition Installment Plan
- Military Tuition Assistance
- Veteran Benefits
- 3rd party funding (i.e. employers, agencies)

Workforce Development Funding:

These funds are eligibility based and not all students will qualify, but for those that do, tuition/fees, books/supplies may be covered depending on the funding source:

- BFET (Basic Food Employment & Training)
- Early Achiever's Grant
- Opportunity Grant
- WorkFirst
- Worker Retraining



THE POWER OF COMMUNICATION

We recognize that these compounding changes affect every part of our students' lives. We are doing everything in our power to prepare for the financial aid data release when it is released for processing. CPTC will send out communications to our college community on a regular basis using these methods:

- Weekly emails and texts to students.
- Emails to staff/faculty as new information comes in.
- Canvas reminders to file FAFSA/WASFA.
- Classroom visits to discuss impacts and options.
- Info sheets provided to students and staff in all processing offices.
- Multiple FAFSA/WASFA Workshops offered on and off campus.
- Dedicated FAFSA Simplification page on the CPTC website that posts updates as we receive them

TRANSPARENCY & SUPPORT

- We are committed to providing the facts about what we can and can't do for students.
- We are being honest with students, staff and faculty about the delays and the impacts.
- We understand this will be an extremely trying time for CTPC.
- We acknowledge that the impacts will get worse before they get better.

Support the staff in our processing offices, especially in Student Aid & Scholarships, by:

- Sharing information as we pass it along
- Encourage students to complete the 24/25 FAFSA/WAFSA and/or secure alternative funding.
- Identify ways for students to participate in their classes without toolkits and/or books.
- If questions arise, come to the source (Student Aid & Scholarships)
- Be patient and understand we are doing everything we can to award student aid.



QUESTIONS

Thank you for your time,
Celva & Cristeen

Anti-Harassment, Intimidation, Bullying, and Retaliation (HIBR) Policy Overview

PRESENTED BY EXECUTIVE TEAM

MAY 8, 2024

Policy Development Process

- ▶ History of need
- ▶ Working Group: ARTICLE 24 - ANTI-HARASSMENT, INTIMIDATION, AND BULLYING
 - ▶ 24.2 College Stakeholders Work Group: The College shall create a work group to address harassment, intimidation, and bullying in the work and learning environment. This work group shall be composed of various campus stakeholders, including a faculty member designated by the Federation. The College intends to implement a policy and procedure by July 1, 2022 to address the reporting and investigation of allegations of harassment, intimidation, and bullying.
 - ▶ Trish Maguire, Clara Meyer, Michele Jones, Lisa Fortson, Petra Perkins, Dean Kelly, Iesha Valencia
- ▶ Feedback from shared governance and each union
- ▶ Feedback from CPTC Open Forum

Anti-Harassment, Intimidation, Bullying, and Retaliation (HIBR) Approved Policy

- ▶ Policy Commitment Statement
- ▶ HIBR Policy Purpose
- ▶ Reporting
- ▶ Resolution Process
 - ▶ Informal Process
 - ▶ Formal Resolution Process
 - ▶ Investigation
 - ▶ Notification
- ▶ Appeal

Implementation Strategy

- ▶ Reporting form in Better CPTC
- ▶ Update website with finalized policy language
- ▶ Agreement form template for informal resolution
- ▶ Training for investigators
- ▶ Prevention specific training for CPTC employees (Get Inclusive platform)
- ▶ Open forum Q&A for policy implementation and use

Questions?

**CLOVER PARK TECHNICAL COLLEGE
POLICY**

CHAPTER	SECTION	TITLE	HISTORY		
			2	30	HARASSMENT, INTIMIDATION, BULLYING, AND RETALIATION
			Revised	Next review	

Policy Commitment Statement:

CPTC is committed to creating a workplace climate of understanding and mutual respect. Each person contributes to the development and well-being of students, staff, and faculty free of any form of harassment, intimidation, bullying or retaliation by other employees, students, vendors, volunteers, visitors, interns, work study students, or any other person, who for any reason, are on the premises of Clover Park Technical College campuses. All members of the CPTC community have the right to a safe environment. Through a combination of emphases, accountability, training, and systematic response, CPTC intends to deter bullying acts, harassment, intimidation, and retaliatory behavior and to provide a timely response when those incidents occur.

HIBR Policy Purpose:

To provide a transparent policy and procedure that recognizes the dignity and worth of every person associated with Clover Park Technical College. Specifically addressing a safe, civil, and equitable work and learning environment characterized by mutual respect and free of harassment, intimidation, bullying, or retaliation. This policy and procedure will include reporting and investigation of allegations of harassment, intimidation, bullying, and retaliation. In addition, this policy will include a process of reconciliation to restore a positive, healthy and professional work environment for all involved. The policy primarily addresses incidents related to staff and faculty. Concerns that involve students are addressed through the CPTC Student Code of Conduct, although cases involving staff, faculty and students will be jointly investigated through this policy/procedure and the guidelines spelled out in the Code of Conduct.

Brief Explanation:

CPTC has a responsibility for addressing unwanted reported behaviors and incidents through an investigation, resolution, and implementation of corrective and restorative measures that will lead to the elimination of unwanted behaviors. This includes but is not limited to employees, students, guests/visitors, contractors, vendors, etc. This policy recognizes that unwanted behaviors may not always be related to protected

classes and that power differentials do exist in the workplace. This process provides informal and formal resolution to address the range of unwanted workplace behaviors.

CPTC has a responsibility to address prohibited forms of discrimination on the basis of protected classes such as: race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act, and Washington state's law against discrimination, chapter 49.60 RCW and their implementing regulations.

The consequences of continued behavior will lead to further investigation and may be subject to disciplinary action(s) up to and including dismissal from the college and/or from employment.

Definitions & Examples:

This is not an all-inclusive list but it is intended to provide examples and definitions of unwanted behavior.

- Definition and examples of harassment
 - **Harassment (Definition):** “Harassment is unwelcome conduct that is based on legally protected characteristics, such as race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability and genetic information. Harassment [in the workplace] becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.” ([US Equal Employment Opportunity Commission](#))
 - **Harassment (Examples):**
 - Repeated negative comments about a person based on a protected class status that go unaddressed.
 - Pervasive epithets or slurs directed at a person because of their protected class status that go unaddressed.
 - Repeated communications directed at a person on the basis of protected class status that go unaddressed after a complaint is made or after it is made clear the communications are unwanted.

- Definition and examples of bullying
 - **Bullying (Definition):** “Unwanted, repetitive and aggressive behavior marked by an imbalance of power. It can take on multiple forms, including physical (e.g., hitting), verbal (e.g., name calling or making threats), relational (e.g., spreading rumors) and electronic (e.g., texting, social networking).” (Rossen and Cowen, 2012)
 - **Bullying (Examples):**
 - Spreading untrue rumors about specific employees or groups of employees.
 - Making explicit or implied threats of violence or other improper recourse.
 - Using social media to ridicule, belittle, or make fun of a person in a way that impacts the campus community.

- Definition and examples of intimidation
 - **Intimidation (Definition):** To make timid or fearful: frighten. especially: to compel or deter by or as if by threats. (Merriam-Webster)
 - **Intimidation (Examples):**
 - Taking a physical position to impose one’s will on another, e.g. taking up space in a doorway to block a person’s exit.
 - Stating or implying that one will use their power in an unauthorized way in order to compel a desired behavior, e.g. threatening a demotion in order to achieve a personal, non-work-related goal.
 - Trying to discourage a HIB complaint by implying or stating that there will be some kind of consequences on the prospective complainant for doing so.

- Definition and examples of retaliation
 - **Retaliation (Definition):** “Retaliation occurs when an employer (through a manager, supervisor, administrator or directly) fires an employee or takes any other type of adverse action against and employee for engaging in protected activity. An adverse action is an action which would dissuade a reasonable employee from raising a concern about a possible violation or engaging in other related protected activity. Retaliation can have a negative impact on overall employee morale.” ([U.S. Department of Labor Wage and Hour Division](#))
 - **Retaliation (Examples):**
 - Demoting, reducing employee hours, or reducing employee privileges because they made a complaint or participated in an investigation.
 - Note: No contact orders issued as interim measures while an investigation is pending, or temporarily reassigning an

individual to reduce contact are not actions considered as retaliation.

- Reducing a student's grade because they made a complaint or participated in an investigation.
 - Engaging in harassment, intimidation, or bullying as defined above because a person made a complaint or participated in an investigation.
- **Protected class:** "A protected class is a social group that has been subjected to documented past and continuing effects of illegal discrimination and consequently, whose civil rights require legal re-enforcement. In the U.S., protected classes include members of certain racial and ethnic groups, women, persons over 40, qualifying veterans, and persons with disabilities. Protected class status is sometimes misconstrued as conferring "special" rights that are unavailable to other groups, when, in fact, it is meant to ensure the equal protection of rights that are guaranteed to all citizens. (See Discrimination)" ([Olympic College](#))

APPROVAL:	
By: _____ Dr. Joyce Loveday	Date: _____
Board Chair Review: _____	Date: _____

CLOVER PARK TECHNICAL COLLEGE
PROCEDURE

CHAPTER	SECTION	TITLE	HISTORY		
2	30P	HARASSMENT, INTIMIDATION, BULLYING, and RETALIATION	Adopted 2024	Campus Forum	Reviewed
			Revised		Next Review

Reporting:

The college encourages timely reporting of incidents of harassment, intimidation, bullying and/or retaliation (HIBR). Individuals are advised to submit reports of unwanted behavior in writing, but can also submit them verbally.

To submit reports in writing, individuals should document the unwanted behavior using the college’s referral system known as “Better CPTC.” The “Better CPTC” webpage documents all college concerns around safety and security. The webpage link is: www.cptc.edu/better-cptc. Once on the webpage, individuals can click on a link that best describes their concern and fill out a referral form that will be routed to the appropriate administrative persons in Human Resources and Equity, Diversity, and Inclusion office to address. If individuals prefer a paper copy of the report form, it will be available in the following offices: Human Resources, Advising/Counseling, EDI office, and the VP for Student Services office. Forms can be turned into Human Resources for investigation.

If an individual wants to verbally report unwanted behavior, they should do so with the Associate Vice President of Human Resources and Culture (AVP-HRC), or the Associate Vice President of Equity, Diversity, and Inclusion (AVP-EDI). If the unwanted behavior is related to someone in Human Resources or EDI, it should be filed with the President’s office. Receipt of an online or verbal behavior will result in an investigation as detailed below. CPTC will seek to respect the right to privacy and confidentiality of all parties involved consistent with legal obligations, federal/state law, and CPTC policies and union agreements.

Resolution Process:

It is up to the employee to determine if they desire an informal or formal resolution. Each employee may also utilize their collective bargaining agreements, if existing and as appropriate, to provide union representation during the investigation process. If the employee is dissatisfied with the informal process, seeking a formal resolution is the next step in the process.

Informal Process:

We have a desire to build and nurture a well-functioning community where all members can seek resolution when conflict occurs. This informal process is encouraged to be utilized

as a method for addressing and repairing harm that has been done. There are expected steps to find a resolution. The order is intentional and center healthy communication among all impacted. Each step should occur in this sequence outlined below. We want the process to work as early as possible and at the lowest level of resolution. Disciplinary action should be the last resort unless the incident is determined as egregious requiring immediate disciplinary action.

- 1) Try to resolve the concern with all individuals impacted.
- 2) Bring your concern to your supervisor and request a mediated conversation among all individuals impacted. If outside of a single department, more than one supervisor would coordinate to provide this mediation.
- 3) Elevate your concern to a Dean, Associate Vice President, or Vice President of your division.
- 4) Elevate your concern Human Resources
 - a. Recommended mediation questions to ask all involved:
 - i. What was the harm that was done?
 - ii. Is there a way to resolve the harm at this level of the resolution process?
 - iii. How can all parties be made whole during this process? This involves a written agreement that both parties agree to that allows for moving forward and working together again.
 - b. Institutional responsibility to provide education:
 - i. Teach-ins on restorative practices
 - ii. Document the behavior in an employee handbook and identify topics for staff/faculty training.
 - iii. Supervisors participate in annual mediation training and refresher courses on HIBR topics.
 - iv. Add the expectation during New Employee Orientation “this is what it means to be a part of CPTC and this is how we approach it when we fall short of this ideal”
 - We want a policy and process that is both aspirational and legally and ethically defensible
 - Community conversations around community expectations
 - Create a unifying agreement “bring us back to a communal state of mind”
 - At the root: How do we care for the community in a meaningful way

If you are experiencing retaliation in the workplace after having engaged, in good faith, in a formal or informal resolution process for harassment, intimidation or bullying in the workplace, you are encouraged to document and report your experience with the AVP-HR and AVP-EDI.

Formal Resolution Process:

Investigation:

Upon receiving reports of unwanted HIBR behaviors, an initial screening will take place by the AVP-HRC and the AVP-EDI. As Co-leads of the investigation, they will determine which person(s) will lead a more complete investigation. Investigations of student behavior will use the process outlined in the Student Code of Conduct. The AVP-HRC and AVP-EDI shall be responsible for coordinating and overseeing all investigations involving staff/faculty with the assistance of a safe advocate team. The safe advocate team is a group of individuals who have received specific training in investigating HIBR related cases.

Interim measures. The AVP-HRC, AVP-EDI, and the Student Conduct Officer may impose interim measures to protect the complainant and/or respondent pending the outcome of the investigation. Interim measures may include, but are not limited to, imposition of no contact orders, rescheduling classes, temporary work reassignments/workstation, referrals for counseling or medical assistance, and imposition of summary discipline on the respondent consistent with the college's student conduct code or the college's employment policies and collective bargaining agreements. Please note that these measures are taken to reduce potentially harmful incidents and are not considered retaliation under this policy.

Protocol. Complaints shall be thoroughly and impartially investigated by the safe advocate team as assigned by the AVP-HRC and AVP-EDI. The investigation shall include, but is not limited to, interviewing the complainant and the respondent, relevant witnesses, and reviewing relevant documents. The investigation shall be concluded within a reasonable time, typically sixty working days barring unforeseen circumstances. If an investigation period is extended, the complainant and respondent shall be notified within a reasonably prompt timeframe. At the conclusion of the investigation the safe advocate team shall set forth findings and recommendations in writing to the AVP-HRC and AVP-EDI. The AVP-HRC and AVP-EDI shall consider the findings and recommendations and determine, based on a preponderance of the evidence, whether a violation of the Harassment, Intimidation, Bullying, and/or Retaliation policy occurred, what steps will be taken to resolve the complaint, remedy the effects on any victim(s), and prevent its recurrence. The AVP-HRC and AVP-EDI will issue a decision in writing to each party and to the appropriate administrator or appointing authority. Possible remedial steps may include, but are not limited to, referral for voluntary training/counseling, restorative justice initiatives, development of a remediation plan, limited contact orders, and/or referral and recommendation for formal disciplinary action. Referrals for disciplinary action will be consistent with the student conduct code or college employment policies and collective bargaining agreements.

Notification and Reconsideration. The complainant shall be informed in writing of the decision and of actions taken or recommended to resolve the complaint. The complainant may be notified generally that the matter has been referred for disciplinary action. The respondent shall be informed in writing of the decision and of actions taken or

recommended to resolve the complaint and shall be notified of referrals for disciplinary action. Both the complainant and the respondent are entitled to review any final findings, conclusions, and recommendations, subject to any FERPA confidentiality requirements. If the findings reveal a larger community impact has occurred, the AVP-HRC and AVP-EDI will issue a statement to campus to reaffirm our commitment to a workplace free of HIBR.

Appeal. For faculty and staff, either the complainant or the respondent may seek reconsideration of the decision by the AVP-HRC and AVP-EDI. Requests for reconsideration shall be submitted in writing to the AVP-HRC and AVP-EDI within seven working days of receiving the decision. Requests must specify which portion of the decision should be reconsidered and the basis for reconsideration. If no request for reconsideration is received within seven working days, the decision becomes final. If a request for reconsideration is received, the AVP-HRC and AVP-EDI shall deliver the appeal to the President of CPTC to review. The President will have ten working days to review the appeal and provide a final decision. Any appealed decision is final and no further reconsideration is available.

APPROVAL:

By: _____ Date: _____
Vice President signature