



Board of Trustees Meeting
Building 3, Rotunda and via Zoom
Wednesday, October 4, 2023

Study Session: 3:00-4:00 p.m.
Regular Meeting: 4:00-6:00 p.m.

Study Session Minutes

Call to Order: Chair Zhu called the Board of Trustees Study Session for Clover Park Technical College (CPTC) to order on October 4, 2023 at 2:58 p.m.

Board of Trustees Present:

Tong Zhu, Chair
Jesus Villegas Rivera, Vice Chair
Eli Taylor
Carol Mitchell

College President: Dr. Joyce Loveday

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

Excused Absences:

Alice Phillips

Executive Team:

Dean Kelly, VP for Student Success
Samantha Dana, Associate VP for Institutional Effectiveness
Dr. Tom Broxson, VP for Instruction
Amelia Grayson, VP for Finance and Administration
Lisa Beach, Chief Operating Officer

4th Quarter 2022-23 Preliminary Financial Report (Tab 1)

Amelia Grayson, Dr. Brian Lee, and Lisa Beach provided a presentation about the 4th Quarter 2022-23 Financial Report. Dr. Loveday introduced Amelia and commended her work, and the work of Dr. Lee and Amy Gangstad. Ms. Grayson reviewed the presented report noting that there may be some changes before finalization for auditing, but it is not believed that any changes will result in substantial changes.

Ms. Grayson noted that CARES funds need to be reallocated from the grants and contracts line (145). This results in a lot of the negative totals in the other fund lines. Timing of the fiscal year end has to do with some of these imbalances as well. Fund balances from prior years also need to be applied.

The difference between expenses on the page two and page three is the later only contains the items in the operating subtotal.

Final figures will be presented to the Board as we develop procedures for extracting data from ctcLink.

Some of the funds shown on the third page represent funds set aside but not yet expended for projects such as aircraft and Robert Half/Protiviti. More information will be provided about these projects at a later date.

Human Resource Plan Update (Tab 2)

Dr. Joyce Loveday invited Dr. Brian Lee, Samantha Dana, and Danielle Hawkins to speak to the background of the plan.

Dr. Lee led the Board through the HR plan 2022-2023 describing the need to modernize and adjust systems to conform to the new ctcLink environment. He noted that this was a positive and necessary change as CPTC needed to move away from outdated paper-heavy systems to a fully digital system and to meet compliance with OFM guidelines. These changes all necessitated restructuring of HR staffing. Job descriptions have been realigned with HR functions. Some new functions were added based on employee inquiries and needs. Triage priorities were established and then later adjusted as employees and unions provided input.

Trustee Mitchell recommended setting time frame expectations on tickets so that employees could know what to expect.

Zhu expressed concern about accuracy as well as basic functionality.

Several members of the Board emphasized that human relationships and communication are a vital part of the departmental function and these are needed to rebuild trust in the HR department.

Adjournment

Motion to adjourn the study session was made at 3:39 p.m. by Trustee Mitchell and seconded by Trustee Villegas Rivera. The motion was approved unanimously.



Regular Meeting Minutes

Call to Order: Chair Zhu called the Board of Trustees Regular Meeting of the Board of Trustees for Clover Park Technical College (CPTC) to order on October 4, 2023 at 4:04, followed by the flag salute, land acknowledgement, and labor acknowledgement

Board of Trustees Present:

Tong Zhu, Chair
Jesus Villegas Rivera, Vice Chair
Eli Taylor
Carol Mitchell

College President: Dr. Joyce Loveday

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

Excused Absences:

Alice Phillips

Executive Team:

Dean Kelly, VP for Student Success
Samantha Dana, Associate VP for Institutional Effectiveness
Dr. Tom Broxson, VP for Instruction
Amelia Grayson, VP for Finance and Administration
Lisa Beach, Chief Operating Officer

Adoption of the Agenda**MOTION:**

Motion to amend the agenda to postpone the marketing report to the next meeting of the Board of Trustees, was made by Trustee Taylor and seconded by Trustee Villegas Rivera. The motion was approved unanimously.

Approval of Minutes (Tab 3)**MOTION:**

Motion to approve the minutes of the Regular Board meeting held on August 9, 2023, as presented, was made by Trustee Villegas Rivera and seconded by Trustee Mitchell. The motion was approved unanimously.

Public Comments

Matt Farmer – spoke of difficulties in Human Resources with the implementation of ctcLink.

Taylor Nuxoll – spoke of HR efforts to improve systems especially ticketing system and appointment booking.

Mackenzie Davidson – spoke about the unusual amount of hostility and lack of support from leadership. She spoke of being in fear of losing her job during the investigation of HR.

Mary Bothwell – described how the HR team has been very poorly treated (including being assaulted) and not supported by leadership. She spoke of being afraid to come to work.

Angelique Nuxoll – Described huge improvements to HR systems as well as great difficulties such as dealing with large volume of tickets, some based solely on rumor. She also spoke of the difficulty of having her auditing of leave constantly questioned.

Terra McCullough – Spoke of being under constant attack as a member of the HR department. She questioned the use of consultants for some HR functions when the college is suffering financially, and HR staff are capable of performing the tasks.

Amy Ehlers – noted that ctcLink revealed long-standing errors at CPTC. HR staff have been blamed, called racist, had her credentials questioned, and suffered abusive behavior. She believes that she has been lied to by leadership.

Lisa Beach – has served as Interim Vice President for Finance and Administration but today was speaking as individual. HR staff have been poorly treated and abused regularly. She also believes the recent review was a bit flawed, as an example, she was involved due to her position, but was never interviewed.

Trustee Zhu thanked the speakers.

President's Report

Dr. Loveday began her report with a short description of opening day, Friday, September, 22, which focused on CPTC's new strategic plan including a capacity café to collect input from across the campus. The day focused on moving forward and included presentations about the new Male Engagement Center (MEC), and Corporate Education. She expressed thanks to Samantha Dana for coordinating the event as well as the many volunteers and staff supporting the activities of the day.

Dr. Loveday announced that we are the recipient of a Title III grant from the U.S. Department of Education for \$2.2 million over five years. The purpose of the grant is to strengthen the teaching and learning center and to improve outcomes especially for low income and BIPOC students as well as build capacity for equity. This is well timed as it is starting just as an old grant ends.

We were visited today by the President of the Fort Steilacoom campus of Pierce College, who delivered cookies and sincere thanks from Pierce College for CPTCs support through their July ransom ware attack and resulting fallout. Dr. Lee personally went to the Pierce College “war room” as their telecommunications were down. In two hours, he organized a support system for our Pierce College including a room on our Lakewood campus with computers and staff resources.

CPTC enrollment is up about 10 percent from last year.

The 2023 manufacturing day expo will be held Thursday afternoon here on campus in building. 24. Pierce County manufacturers and CPTC students will have presentations to showcase local capabilities.

PCCC will be conducting a legislative breakfast Thursday, November 2 at Bates Technical College. Trustees Tzu and Phillips are scheduled to attend – others are welcome.

The Board Self-Evaluation has been postponed to allow for a timelier review at the next Board retreat.

College Reports or Highlights

ASG Report (Tab 4)

Student leadership is very new so Ms. Wallack provided the report for ASG. She noted the new format of the presentation. It is a series of photos showing some of the new student leadership during their training. Student life working on building student leadership camaraderie and explored their personal “why” while learning about the student body, and many other aspects of college community so that they can be better able to serve the students. Student life is still seeking more student staff.

Instruction Update – Welding (Tab 6)

Dr. Tom Broxson presented an update on the Welding program. Dr. Broxson talked about our success in diversifying our welding program. Our program is ahead of the national average for non-white students, and well ahead (50 percent versus six percent) for female students.

Dr. Broxson introduced one of our welding instructors, Amelia Riojas, and five female students (there are 14 currently). He noted that such a large group of female students is very rare, and that – in their work futures they are likely to be the only women or may have only one other female welder working with them. Students spoke about how beneficial it has been to be in a program with other women and how they appreciate the opportunity to work in the trades rather than academics. Appreciation of support from other women (and men).

The students expressed that they would like more tools both in number and variety, as well as better developed curriculum materials. Students also asked for one or more teaching assistants to help faculty. More equipment will facilitate process as it would prevent waiting to use a single piece of equipment, and because they would not be delayed by breakdowns.

Students also expressed frustration in waiting for their tool kits. Financial aid delays have been a problem for many, but this is inconsistent from student to student. One student noted that when she was at Pierce College, she received aid before the first week of class.

Trustees congratulated students and thanked them.

Dr. Broxson noted that equipment funds do not come from state, so we must rely on other sources. We also are currently working on improvements to the welding HVAC and the roof in the building. Trustee Zhu asked if private donations and asked for a list of needs. Dr. Broxson said that we do take private donations. Lester Burkes said that a workforce grant is currently in process to get new equipment and hiring new teaching assistants.

Fiscal Year 2023-2024 Operating Budget (Tab 7)

Amelia Grayson provided a presentation on the Fiscal Year 2023-2024 Operating Budget.

She called attention to the graph on page eight of her presentation, which shows that state funds have increased a great deal this year. This increase which is largely why our available funds have increased. At the same time, our expenses have increased as well.

Items that will need to be funded from reserves are show on page ten. We are projecting a 3.4-million-dollar operating shortfall and a 500-thousand-dollar program recovery expense to help bring in more FTEs. Other items on the list include money set aside for aircraft acquisition, and funds to support the Tuition Installment Plan Program and the Hayes Center which are still not self-supporting.

Systems audit may require more than this year. The Robert Half/Protiviti figure is an estimate for the work to determine the College's reparations responsibility. The Systems Audit figure is for the actual reparations. Ms. Grayson assured the trustees that the Robert Half experts who will be working on this are expert in their field and that we are setting ourselves up to succeed as we move forward.

Chair's Report

Trustee Zhu asked to be sent information regarding tax benefits of donations to the CPTC Foundation.

Board Reports and/or Remarks

Trustee Mitchell

- expressed concern for HR staff distress. She hopes that they will receive support and issues of abuse will be addressed.
- Noted that our community is knee deep in Manual Ellis trial. This might be worth following.
- Last week she participated in an access to justice conference at the Tacoma convention center. TVW is carrying some of the presentations.

Trustee Villegas Rivera

- Seconded HR sentiments – we need to apply a culture of care to them as well as the employees who have HR issues.
- Expressed concern about equipment problems. Perhaps students can promote need with industry.

New Business

Approval of FY 2023-24 Operating Budget (Tab 7)

A motion to approve the budget as presented was made by Trustee Mitchell and seconded by Trustee Taylor. The motion was approved unanimously.

Executive Session

At 5:26 Chair Zhu stated that in accordance with RCW 42.30.110, the Board would recess to go into Executive Session for the purpose of receiving and evaluating complaints or charges brought against a public officer or employee, which is exempt from the Open Public Meetings Act.

Chair Zhu reconvened the Regular Meeting at 6:27 p.m. and stated that there were no action items as a result of Executive Session.

Next Meeting

Wednesday, November 8, 2023, details to follow.

Adjournment

Motion to adjourn the meeting at 6:28 was made by Trustee Taylor, and seconded by Trustee Villegas Rivera. The motion was approved unanimously.



Dr. Joyce Loveday
President
College District Twenty-Nine



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