



**CLOVER PARK**  
TECHNICAL COLLEGE  
**Board of Trustees Meeting**  
**Building 3, Rotunda and via Zoom**

Wednesday, March 13, 2024

Study Session: CANCELLED  
Regular Meeting: 4:00 – 6:30 p.m.

**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 March 13, 2024, at 4:00 p.m., followed by the flag salute, land acknowledgement, and labor acknowledgement.

**Board of Trustees Present:**

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

**College President:** Dr. Joyce Loveday

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

**Excused Absences:**

Carol Mitchell  
Alice Phillips

**Executive Team:**

Dean Kelly, VP for Student Success  
Dr. Tom Broxson, VP for Instruction  
Amelia Grayson, VP for Finance and Administration  
James Neblett, Associate VP for Human Resources and Culture

**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 Taylor and seconded by Trustee Villegas Rivera. The motion was approved unanimously.

**Public Comments**

none

## **President's Report**

### Achieving the Dream

February 19-22 Dr. Loveday joined 17 staff and faculty at the AtD conference in Orlando, Florida. One of the highlights of the trip was seeing the CPTC team coming together to work out what needs to be done at the college to reach our equity goals. It was good to observe that we are among the colleges in the US leading this work. CPTC made two presentations at the conference: Kristen Copeland and Geoff Cain lead a presentation called "Connecting the Dots" about our work in the Teaching and Learning Center. At the end of the program the presenters were swarmed by people wanting to know more. The second presentation was about our Male Engagement Center, led by Jovan McCoy, Chas Gardner, and Dr. Loveday. This presentation was also well received and Dr. Loveday was particularly proud of the contribution by Mr. Gardner who is currently a student.

### 2<sup>nd</sup> Annual All In-Service Professional Development Day

Dr. Loveday reported on the college's In-Service Day held March 1. This is one of only two annual events which bring together all college employees (the other being opening day). The focus of the day was Equity, Diversity and Inclusion. The quality of the day was exceptional, including a student panel, a community panel, review of our recent community climate survey, and guest speakers. The direction and goals set by the board were included in the program to encourage alignment of EDI efforts.

### Miscellaneous

Dr. Loveday formally introduced and welcomed Dr. James Neblett, our new Associate Vice President for Human Resources and Culture.

She noted that the next meeting of the board of trustees will be held April 10 at the college's South Hill campus.

The CPTC Foundation will hold its annual Celebration Dinner May 10. Dr. Loveday encourage the trustees to bring a guest and sit at her table. An invitation will be forthcoming.

This year's Commencement Ceremony will be held June 11 at 6:30 p.m. at the Tacoma Dome.

WA State Association of College Trustees (ACT) will be meeting at Yakima Valley College May 2 and 3 – let Thomas Oliver know if you want to go.

## **College Reports or Highlights**

### ASG Report (Tab 2)

Riley Maker and Alyissa Martin presented the ASG Report.

- 1) Movie Night was held in the McGavick ballroom The movie "Barbie" was chosen by a student poll. The event included a Barbie photo booth, an ice cream shop, and a Barbie box costume.
- 2) ASG is celebrating Women's History Month in collaboration with the MOSAIC center. The focus is on the past, present, and future for women in STEM and the Trades.
- 3) ASG has finished structuring club funding for the 2024-25 academic year. In an effort to make funding more accessible to clubs the structure has been changed. Some funding is

designated for registered clubs, and they also have access to a general pot of funding available to all clubs. This allows new clubs to have funding access mid-year, and will hopefully encourage a greater range of clubs.

### Union Updates

*Diane Follett*, Chair of the faculty union started the report. She stated that high demand funding for nursing is right on track, but similar funding for high technology faculty is still in process. She was pleased to report that contract negotiations were completed in a record-breaking four months. The union membership will vote in Spring term for an effective date of July 1. Included in the new contract are the following changes:

- An increase of professional days from three to four
- A minimum of 20 hours of professional development per year (up from zero)
- Decrease in the number of contracted days by six for instructional faculty
- Match the number of contracted days for counselors to the number for instructional faculty.
- Increased adjunct faculty wages by 16% to match partner schools
- Increased the increment for full-time adjunct faculty to match tenure track faculty.
- Other smaller changes were also made.

Overall this represents the college's commitment to equity and faculty excellence. She expressed thanks to administrative negotiation team.

Ms. Follett said that there are still some on-going issues to be worked on including: Department of Retirement Services issues – she is concerned about the ability to move forward on this with the departure of Danielle Hawkins.

- Student conduct issues
- Union dues issues
- W-2 issues.

All of these are related to centralization and improvement of customer service in Human Resources. She welcomed Dr. Neblett and hopes his arrival will help with these issues.

She noted that she is sad to see Alix Nunke leaving. The last year with him has been extremely productive due to his positive attitude and proactive communication.

*Susan Hoppe* representing the Classified Staff union reported that they have agreed to roll the current contract over for another year. A benefit agreed upon in the MOU is to remove article 20, which disallowed Hayes employees from having full benefits.

Ongoing issues include corrected W-2s, and Union dues, being taken out of pay, but not paid to the union. She is interested in learning how the Union will be made whole. Finally, there is one remaining employee who still has an issue with AFLAC payments.

*Lisa Fortson*, Chair of AFT said that her union has similar issues as the other unions. AFT has just began negotiations. They are hoping for pleasant and efficient process. Looking forward to good news to report at the next meeting.

### Second Quarter Financial Report (Tab 3)

Before discussing the numbers, Amelia Grayson acknowledged her finance team. They have suffered staffing difficulties, and adjustment to ctcLink, resulting in an overwhelming amount of

work; but they show up every day demonstrating their commitment to the college. She also introduced the college's new controller, Jon Washington, and thanked Steve Evans, Sara Heald, and Steven Heindel from Robert Half for their help in cleaning up our backlog. She welcomed her new executive assistant, Virma Williams, noting that she has also helped overcome some of the challenges. Special thanks were given to Lisa Beach for pitching in to keep the college running in the interim.

We will be submitting fiscal year 2022 and 2023 to auditors April 1. It is likely that we will have some findings due to the aforementioned difficulties, but will have plans in place to address these.

Ms. Grayson then lead the Trustees through the financial report for the period ending December 31, 2023. Fund 060 (Capital Debt) shows no Year to Date expenses because those were not posted until the report was complete. They amount to \$ 694,000. Funds 846 and 860 are budget neutral as they are spent as funds come in. They should match at the end of the year. The final line shows that the college had spent 46% of the total budget, which is the right place to be half way through the year.

The second page of figures provides the same figures as the previous page, but split out by program and by type. She noted that the Purchased Services line is overspent due to Robert half and Protivity expenses to compensate for vacant positions. These were planned and will be paid for by budget line items and reserves. Repairs and Maintenance have been high, but may balance by the end of the year.

The last page shows the most current status of the college's reserves and have been updated from the last presentation to the Trustees.

Finally, Ms. Grayson stated that she is still working with format of financials and asked that the trustees let her know if there are improvements that could make to provide further clarity.

### **Chair's Report**

Trustee Zhu no report.

### **Board Reports and/or Remarks**

Trustee Taylor noted that he will be participating in United Way's "Elevate Women Expo" on Friday, March 15, 10:00 a.m. to 2:00 p.m., at the STAR Center. He encouraged others to attend.

### **New Business**

#### New Faculty

Dr. Broxson introduced the topic noting that two of the faculty being introduced are not eligible for tenure due to the funding structure of their positions, but are being conducted through the same process to assure they are supported in the same way as other faculty. He called all of the new faculty members forward with their deans and committee chairs and asked the deans to make introductions.

Michelle Hillesland introduced:

- Sally Lockhart who has been at CPTC since 2010. She was originally an adjunct in early childhood education before she moved over to the Hayes Center. She has now been invited back on as tenure track faculty. Ms Lockhart expressed thanks for the opportunity.
- Melissa Harmon who was a graduate of the cosmetology program in 2002. She completed a 500-hour state teacher licensing program in order for her to take her current position. She works with the high school students so she also had to get CTE units to be qualified. She also serves on many college committees. Ms. Harmon expressed thanks for the opportunity.
- Renee Fermin who is also a former graduate of CPTC's cosmetology program as well as the esthetics program. She became licensed and taught at private schools, returning in 2020 to teach the evening cohort of esthetics students. Ms Fermin said that it is an honor and privilege to be here.

Claire Korschinowski introduced:

- Evan Hale who is teaching in Advanced Manufacturing. He is a former CPTC student, and former member of the program advisory council. Mr. Hale said he enjoyed time as student and pursued teaching because of encouragement of Ken Dam, his former instructor

Christine Crouchet introduced:

- Rachel Butler, our new workforce development counselor -- she also started as a CPTC student. Ms. Butler said that she is glad to be here and said her main roll here is to advocate for students.

Tiffany Smith-Fromm introduced:

- Sam Foarde who specializes in ER medicine. He hit ground running, working to complete his master's degree from WGU in just four more weeks. He is an excellent team member. He has already developed onboarding materials for new faculty. Mr. Foarde said he is enjoying being a part of educating the next generation of nurses.
- Katherine Woodland started as adjunct faculty. She has a teaching degree and adds a wide variety of background in nursing. Ms. Woodland said she was encouraged to apply here by a friend and former student who is now back at CPTC as an LPN to RN student.

Lester Burkes introduced:

- Nick Eilers who is a veteran and former CPTC student. Nick is teaching in our automotive program. He is a naturally gifted instructor, being both organized and able to relate well to students. He is also involved in Skills USA. Mr. Eilers said that he loves it here and is happy to contribute back to the college.

Chris Mahoney introduced:

- Dr. Jamison Lee, our new English instructor. He was previously a tenured instructor at North Idaho college. He is both a novelist and poet. His classroom style is very engaging. Dr. Lee said he is grateful to be here. He loves the supportive environment and working with learning center where he is learning a great deal.

**Executive Session**

At 5:20 p.m., Chair Zhu stated that, in accordance with RCW 42.30.110, the Board would recess to go into Executive Session for approximately 45 minutes for the purpose of reviewing, evaluating, and interviewing faculty probationers for tenure award.

Chair Zhu reconvened the Meeting at 6:15 p.m. and asked if there were any action items as a result of Executive Session. There were.

Trustee Villegas Rivera moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Tenure Review Committee and the President, extend the tenure process for Nate Baker at Clover Park Technical College for one year, seconded by Trustee Taylor. The motion was approved unanimously.

Trustee Villegas Rivera moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Tenure Review Committee and the President, grant tenure to Greg Woodruff at Clover Park Technical College, seconded by Trustee Taylor. The motion was approved unanimously.


Trustee Villegas Rivera moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Tenure Review Committee and the President, grant tenure to Khairo Bray at Clover Park Technical College, seconded by Trustee Taylor. The motion was approved unanimously.


**Next Meeting**

Chair Zhu announced that the next meeting of the Board of Trustees will be held Wednesday, April 10, 2024 at the South Hill campus -- Details to follow.

**Adjournment**

Motion to adjourn the meeting at 6:20 was made by Trustee Taylor, and seconded by Trustee Villegas Rivera. The motion was approved unanimously.

  
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**Dr. Joyce Loveday**  
**President**  
**College District Twenty-Nine**

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