



Tacoma Dome, Locker Room C

Tuesday, June 11, 2024

Special Meeting: 4:00 – 5:30 p.m.

**Special Meeting Agenda**

<b>4:00</b>	<b>Call to Order, Introductions</b> .....	Tong Zhu	
	<b>Adoption of Agenda</b> .....	Tong Zhu	
	<i>Action</i>		
	<b>Approval of the Meeting Minutes of May 8, 2024</b> .....	Tong Zhu	<b>Tab 1</b>
	<i>Action</i>		
<b>4:05</b>	<b>Public Comments</b> .....	Tong Zhu	
<b>4:15</b>	<b>President’s Report</b> .....	Dr. Joyce Loveday	
<b>4:25</b>	<b>College Reports or Highlights</b>		
	<u>ASG Budget</u> .....	Dean Kelly	<b>Tab 2</b>
	<u>Third Quarter Budget Report</u> .....	Amelia Grayson	<b>Tab 3</b>
	<u>Flexible Work Policy</u> .....	Dr. James Neblett	<b>Tab 4</b>
<b>4:45</b>	<b>Chair’s Report</b> .....	Tong Zhu	
<b>4:50</b>	<b>Board Reports and/or Remarks</b> .....	All	
<b>4:55</b>	<b>New Business</b>		
	<u>Election of Board Officers</u> .....	Tong Zhu	
	Positions of Board Chair and Vice Chair		
	For the term of one year, July 1, 2024 – June 30, 2025		
	<i>Action</i>		
	<u>New Tenure Track Faculty Introductions</u> .....	Dr. Thomas Broxson	
	Tracey Gardner      Medical Lab Technician	2 <sup>nd</sup> Quarter	
	Elizabeth Stewart      Adult Basic Education	2 <sup>nd</sup> Quarter	
	<u>Approval of Resolution 24-06-110, Extension of 2023-24</u> .....	Tong Zhu	<b>Tab 5</b>

Operating Budget

*Action*

Approval of ASG Services and Activities Budget for 2024-25..... Dean Kelly

**Tab 2**

*Action*

**5:30 Executive Session .....**Tong 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.

**5:35 Adjournment .....**Tong Zhu



**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 Minutes**

**4:00 Call to Order, Flag Salute, Land and Labor Acknowledgement, Introductions:**

Trustee Zhu called the Regular Meeting of the Board of Trustees for Clover Park Technical College (CPTC) to order on May 8, 2024 at 4:02 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

Carol Mitchell

Alice Phillips

**College President:** Dr. Joyce Loveday

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

**Executive Team:**

Dr. Tom Broxson, VP for Instruction

Amelia Grayson, VP for Finance and Administration – on-line

Dean Kelly, VP for Student Success

Iesha Valencia, Associate VP for Equity, Diversity, and Inclusion

James Neblett, Associate VP for Human Resources and Culture

Samantha Dana, Associate VP for Institutional Effectiveness

**Adoption of the Agenda**

**MOTION:**

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

## **Approval of the Minutes (Tab 1)**

### **MOTION:**

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

### **Public Comments**

None

### **President's Report**

#### Student Success – Kortni Pendon

Dr. Joyce Loveday introduced Ms. Pendon who is in her final classes in for an associate in applied science transfer degree in mechatronics. While attending, she has been involved in Club Mech as an officer. She is a single parent and a navy veteran.

Leaving the navy, she was originally interested in continuing her aviation maintenance career through CPTC's program, but soon heard about our mechatronics program and changed her major. She is working part time as a controls engineer intern with a non-profit that creates mechanical kits for high school students around the world. She was delighted to find that her classes here directly related to her job, frequently training her for what she needed to do at work the next day.

As soon as she graduates, she will be working full time as an assistant project manager.

Kortni is not planning on getting the mechatronics bachelor of applied science yet, as she wants to gain more experience in the field and learn more about the business aspects of her job; but she foresees a time when she might be back for the higher degree.

When Trustee Phillips asked if she had ever pictured herself doing this when she left the navy, Ms. Pendon replied, "absolutely not." She thought that she would continue with navy career in aviation maintenance. She is happier with her current path and feels it is linked to the education she received from her contractor father.

#### College Updates

Dr. Loveday noted that it is a very busy time at CPTC. Today the college hosted 200 people at a Green Jobs Summit. Dr. Broxson was a panelist at that event. Tomorrow the college will be host to 2000 high school students for the Career Conference. Friday there is a scholarship fund-raising banquet for the Foundation.

Our Equity, Diversity, and Inclusion division has sponsored "Spring into Action", a four-part series allowing faculty and staff to dive deeper into issues initially discussed at our all-staff day. We are half way through this series with two more events scheduled in the next two weeks.

There are some policies that Dr. Loveday and Chair Zhu will be signing. As these are not Board policies, there is no need for a vote of the Board but we want to keep you informed. Today, there will be a presentation on the new Anti-Harassment, Intimidation, Bullying and Retaliation policy. At the June meeting of the Board, there will be a presentation about the new Flexible Work policy.

Dr. Loveday noted that the next Board meeting will be held before the commencement ceremony at the Tacoma Dome on June 11.

### Board Officers

Next month, the Board will be voting on new officers to start in July. Trustee Villegas Rivera will be proposed as Chair, and Trustee Taylor will be proposed as Vice Chair.

### Apprenticeship Fee Waiver (Tab 2)

Today the Board will vote on the waiver of two fees for apprentices. SBCTC will implement the waivers in ctcLink after they are voted on by the Trustees. These waivers will apply to students who are not on campus and do not benefit from the fees. Dr. Loveday identified the fees place an unbalanced burden on apprenticeship students who are in their program two to three times longer than certificate or degree seeking students. This results in total payment of \$1200 to \$1600 in college fees, while other students pay an average of \$800.

### **College Reports or Highlights**

#### ASG Report (Tab 3)

Riley Maker and Maureen Ndungu presented the ASG Report.

- 1) Movie night – Five Nights at Freddy's was presented. Many wore costumes of characters. it was very popular. The next movie will be shown May 31. It is being voted on.
- 2) National Bobba Tea day – 50 Bobba teas were given out
- 3) Blood Drive – In cooperation with 39 people showed up, 13 of whom were first time donors.
- 4) CPTC hosted 60 students from 13 other community and technical colleges here to determine the top three legislative priorities for the next year. The final three are: Housing Affordability, Textbook Affordability, and Free Two-Year Colleges.

Cynthia Mowry provided an update on Commencement preparations:

- 828 graduates invited – half will probably attend
- We will be using the Marching Order software to read student names and programs as they cross the stage, allowing more accuracy in pronunciation.
- Free Parking will be provided at the Tacoma Dome
- The event will be live streamed and photos of the event are available free to graduates
- Wear it Forward is a program that allows former students to donate gowns to be worn by students who cannot afford them.
- We are still receiving nominations for student speaker and national anthem performers

#### Enrollment Report (Tab 4)

Dean Kelly and Dr. Tom Broxson presented a report on CPTC's current enrollment. Good news to report – enrollment up for the last three quarters.

The customer relations management (CRM) software has been important in this. Access through RELA, and MEC has contributed to retention, as have the growing number of affinity groups (LGBT+ was added most recently)

We are currently about at the enrollment level of academic year 2020-21 due to everyone working in tandem.

There have been increases in all areas. The biggest growth has been in transitional education. Instruction has also been working on expanding programs to accommodate more students (e.g., welding now is offered seven days per week). We are moving into more non-traditional times for training to meet community access needs.

Trustee Taylor asked if the rise in enrollment is due to momentum, or a result of a series of events. Dr. Broxson replied that it is hard to say but usually in a period of very low unemployment such as the one we are currently in depresses enrollment. Additionally, we are showing a slightly higher growth rate than any other college in the state. He sees this as largely due to investing in growing capacity and to increased outreach efforts. In addition, we have been employing early interventions with students as they show signs of difficulty.

In preparation for the 2024-25 academic year, there are both challenges and opportunities. Highlights in our efforts include the following: A group of employees is working on mitigating student supply problems in terms of both expense and timeliness. CMR helps us track what efforts are successful or not so that we can continuously improve. Today's Green jobs and Pathways Summit brought dignitaries to us to discuss funding opportunities and helped with community integration for a larger impact.

Expanding access to individuals living in the 98404 zip code remains an interest of the college. This area is a key focus for CPTC because of our historically low impact there. Barriers include the lack of a high school and public transportation. It can take as much as two hours to get to CPTC from there via bus. We are looking at taking services to them. Trustee Mitchell noted that Pierce Transit needs to be involved in this effort.

About half a dozen new or returning programs are being brought on line. College in the high school is just coming on line and is expected to yield more enrollments. We may also be providing this service to more people outside of Pierce county – especially in rural areas.

Chair Zhu asked about our international student program. It was noted that it is currently very small. Historically international recruitment has not been very successful for us. Trustee Zhu replied that she just came back from a business trip to Viet Nam where there is a huge demand for training. She was made aware of a US Government program pays for a few students from Viet Nam to come here for training.

#### Student Success Report – Financial Aid (Tab 5)

Dean Kelly, Celva Boon, and Cristeen Crouchet presented a report on current Financial Aid conditions at CPTC. The federal government's intention was to make the FAFSA process simpler. The opposite has happened, creating a decline in FAFSA completions nation wide.

The U.S. Department of Education just began making student data available to colleges on March 18. In Washington State, Oracle needs to configure the data for ctcLink before it is sent to the colleges. It is anticipated that CPTC will not have information until three weeks before the beginning of Summer session. This means that we won't be able to provide information to prospective students prior to the start of the quarter and they will not be able to plan.

Trustee Taylor asked if the Foundation can fill in if this is a one-time problem. The Foundation is preparing to support as much as possible, but they cannot make up the whole difference.

Generally, about 900 students in the summer quarter get financial aid for a total of approximately one million dollars. Although Pell is opening up to more students, it is still not clear if we will be getting an increase or decrease.

Thanks to timely action by Celva Boon, Cristeen Crouchet, and Dr. Loveday, CPTC is able to take advantage of an offer by the Department of Education for file review assistance beginning in June.

A number of plans have been made to mitigate the impact to students, including “student holds” – no drops for non-payment will occur in Summer quarter for those who have a financial aid request on file. Students with alternative funding will also have holds put on at qualification.

Alternative funding support is offered through marketing the following opportunities and helping students apply:

- Scholarship applications
- Veteran Benefits
- Installment Payment Plan
- Workforce Development funding opportunities

Unfortunately, these are only available to students in specific circumstances.

#### Anti-Harassment, Intimidation, Bullying, and Retaliation Policy (Tab 6)

Iesha Valencia, Dean Kelly, and Dr. James Neblett presented a new policy and procedure. This was borne from a priority of the faculty union. The collective bargaining agreement (CBA) specifically required the development of the policy.

The committee that developed the policy added retaliation to the directive of the CBA. The committee purposely concentrated on developing a policy that was built around restorative, not punitive, action. Reaction to the proposed policy collected at open forums was positive.

The policy begins with a standard investigative process. From there, the process can be conducted informally, or formally. If the informal process breaks down, the formal process will take over. If disciplinary action is deemed necessary under the formal process, the relevant CBA disciplinary process would be employed. An appeal can be made directly to the President.

The implementation steps are still being developed and will include education from Get Inclusive for all employees to help prevent problems.

Trustee Phillips asked if mediation would be internal or through an outside organization. Dean Kelly responded that it would generally be mediated internally, but acknowledged that due to conflict of interest and bias, there may be occasions when an outside mediator would need to be brought in. Justin Kjolseth noted that if an employee breaks a mediated agreement, disciplinary action would be dictated by the appropriate CBA.

#### **Chair’s Report**

Trustee Zhu shared that she was invited to the UWT Milgard School of Business to join an event with a number of other business leaders and will share the agenda with Dr. Loveday.

She will also share details of her recent visit to Viet Nam.

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

Trustee Mitchell shared a comment that her granddaughter made to her upon graduating from a University. She said, “I feel like I have been prepared for everything except getting a job.” This brought home to the trustee the difference between a liberal arts education, and what we do at CPTC.

She also announced that the Freedom Summer Symposium will be held at Tacoma Community College June 22, 10:30 to 3:30. The topic is “Fresh Out: Black Family Liberation in the Punishment Age”.

### **New Business**

Trustee Taylor moved that CPTC waive the Canvas, Security, Graduation, and Records Fee and the ASG Building Fee for students participating in a registered apprenticeship program through CPTC. The motion was seconded by Trustee Mitchell. The motion was approved unanimously.

### **Executive Session**

None

### **Next Meeting**

Chair Zhu announced that the regular meeting of the Board of Trustees scheduled for June 12, 2024 has been cancelled. The next meeting of the Board will be held before Commencement at 4:00 p.m., on Tuesday, June 11, 2024, at the Tacoma Dome. She noted that this meeting will be in person only. There will be no remote option.

### **Adjournment**

Motion to adjourn the meeting at 5:48 was made by Trustee Villegas Rivera and seconded by Trustee Mitchell. 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**



TO: Board of Trustees  
Dr. Joyce Loveday, President  
Dean Kelly, Vice President for Student Success  
FROM: Jessica Wallack, Director of Student Life  
RE: Proposed 2024-2025 Services & Activities (S&A) Operating Budget  
DATE: June 3, 2024

The student budget committee has unanimously adopted the \$713,229 budget for the 2024-2025 fiscal year (FY). This FY budget does include an increase in the S&A fee, as published by the State Board of Community & Technical Colleges (SBCTC), that will take effect Fall 2024. It is the understanding of the committee that approving this operating budget will ensure that the Campus Activities & Advocacy Board and student funded programs can continue to contribute to the campus community and create a campus environment that is engaging, vibrant and actively involves students in their academic journey.

### Considerations

- Budget requests \$10,000 and below were reviewed and deliberated without point of contacts needing to present at a budget hearing.
- The budget committee heard presentations for budget requests over \$10,000 including: Hayes Child Development Center, the Tutoring Center, the MOSAIC Center, the Male Engagement Center, OEDI Peer Mentors, Student Computers, Student Life, and the Campus Activities & Advocacy Board.
- Travel occurring November 1, 2024- June 30, 2025 will be heard by the Campus Activities & Advocacy Board.
- Allocated full funding to Food Security Initiatives to ensure basic needs of students are being met; dietary needs can be accommodated; healthy, nourishing foods can be provided; and to continue to expand cultural food offerings to the student population. The committee applauds the programs collaborative efforts to secure alternate funding through the college foundation, grants and donation bins.
- Enrollment numbers have been increasing across our instructional programs throughout the last academic year.
- Due to significant challenges with the 24-25 FAFSA Application, CPTC is expecting student funding to be dramatically impacted in Summer quarter 2024.
- The current Services & Activities (S&A) fee is at the legislative maximum of \$12.71/credit for 10 credits. The legislature increased the maximum to \$13.12/credit effective Fall 2024.
- A recommended operating budget of \$700,000 was recommended to the budget committee, an increase of \$26,363 compared to the 2023-2024FY. The committee received & reviewed budget requests in excess of \$843,000 during this budget cycle.
- Encouraged all programs requesting funds for student wages to partner with the Student Aid & Scholarships office to determine Work Study eligibility of employees & positions. Also encouraged all programs requested funds for student wages to submit a mid-year request should they be unable to secure additional funding options.
- The committee allocated \$10,000 to send 14 student leaders and 4 advisors to the Student Leadership Conference, a professional development opportunity CPTC has not participated in since 2019.
- The committee is concerned with how much funds are being used to support wages (student and pro-staff) and how that impacts available funding for other programs that enrich the student experience.

## Decisions

- Approved the \$713,229 operating budget; a decrease of \$30,350 compared to the 23-24 S&A operating budget. (\$69,942 from the Fund Balance was used to cover the difference in the recommended 23-24 budget and the proposed total budget to ensure student funded programs can continue to contribute to the campus community and create a campus environment that is engaging, vibrant and actively involves students in their academic journey.)
- \$13,329 from the Fund Balance will be used to cover the difference in the recommended 24-25 budget and the proposed total budget to ensure student funded programs can continue to contribute to the campus community and create a campus environment that is engaging, vibrant and actively involves students in their academic journey.
- Earmarked a total of \$40,000 from the Fund Balance: \$20,000 for the Bus Pass Program and \$20,000 for event/liability insurance
- New budgets approved for the 2024-2025FY included the Ask Me Station (\$200), EC Vending Machine Program Support (\$500), and the Male Engagement Center (\$15,300)
- \$43,868 is salary and benefit to the Student Diversity Programs manager.
- The Committee could not justify funding for the Peer Mentor request as this is part of a larger program legislatively mandated by RCW 28B.50.920. S&A fees are not meant to financially support essential college operations.
- The Committee funded 75% of the student wages request for the Tutoring Center as the committee believes the program is considered essential to college operations.
- The committee awarded partial funding to Hayes Child Development Center based on current spending patterns.
- \$15,000 to the Campus Activities & Advocacy Board; status quo funding when compared to the 23-24 FY
- \$11,250 to the Department of Student Life; an increase of \$1,250 compared to the 23-24 FY.
- \$5,000 to the Student Marketing & Graphics Team, an increase of \$1,000 23-24 FY.
- \$3,300 to the Veterans Resource Center; status quo funding compared to the 23-24 FY.
- \$7,000 to the Fitness Center; a reduction of \$3,000 compared to the 23-24 FY.
- \$7,000 to Student Clubs & Communities; status quo funding compared to the 23-24 FY.
- The committee encourages all departments and programs to submit midyear requests should the need for student wages present itself throughout the FY.

<b>2024-2025 S&amp;A PROPOSED BUDGET</b>	
<b>Student Life</b>	
Goods & Services	\$ 11,250
Travel	\$ 2,000
Professional Salaries & Benefits	\$ 297,625
Marketing & Communications	\$ 5,000
<b>Associated Student Government</b>	
Campus Activities & Advocacy Board	\$ 15,000
<b>Student Employees</b>	
Hourly Wages (\$17/hour)	\$ 147,745
<b>Clubs &amp; Organizations</b>	
Clubs & Communities	\$ 7,000
<b>Student Funded Program Centers</b>	
Fitness Center	\$ 7,000
Student Leadership & Service Center	\$ 7,500
<b>Institutional Support</b>	
Multicultural Student Services Pro Staff Salary	\$ 43,868
Ask Me Station	\$ 200
Holiday House	\$ 250
Graduation	\$ 10,000
Hayes Child Development Center	\$ 35,000
MOSAIC Center	\$ 22,650
The Male Engagement Center	\$ 15,300
Tutoring Center	\$ 36,396
Veteran's Resource Center	\$ 3,300
New Student Orientation	\$ 3,500
<b>Auxiliary Programs</b>	
Veteran's Day Ceremony	\$ 1,500
Student Success Socials	\$ 1,000
Student Awards Ceremony	\$ 1,500
Food Security Initiatives	\$ 10,000
EC Vending Machine	\$ 500
Student Computers	\$ 18,245
Student Leadership Conference	\$ 10,000
<b>TOTAL</b>	<b>\$ 713,329</b>
S&A Recommended Budget	\$ 700,000
Remaining Budget	\$ (13,329)
Fund Balance Support	\$ 13,329
Grand Total Budget	\$ 713,329



**FY2023-24**

**Financial  
Report**

**Period Ending**

**March 31, 2024**

**Prepared by:  
Finance Department**

**Clover Park Technical College**  
**Statement of Revenues and Expenditures by Fund Source**  
**FY2023-24, Period Ended March 31, 2024**  
**Cumulative Beginning July 1, 2023**  
**UNAUDITED**

Fund	Description	Expenditure		Balance	% Expended
		Budget	YTD		
001	State Allocations	24,422,845	17,223,557	7,199,288	71%
060	Capital Debt	2,515,250	652,625	1,862,625	26%
08A	Education Legacy Trust	2,910,742	1,199,079	1,711,663	41%
24J	Workforce Acct	3,970,426	2,189,499	1,780,927	55%
149	Operating Fees/Tuition	10,962,698	9,384,702	1,577,996	86%
	<i>Operating Subtotal</i>	44,781,961	30,649,462	14,132,499	68%
145	Grants and Contracts	6,595,690	3,125,065	3,470,625	47%
146	Local Contracts	4,221,162	2,252,922	1,968,240	53%
147	Plant	4,870	4,870	-	100%
148	Local Dedicated	1,813,175	1,835,202	(22,027)	101%
522	Associated Students	756,354	468,724	287,630	62%
524	Bookstore	694,180	464,653	229,527	67%
528	Parking	163,144	121,434	41,710	74%
570	Other Auxiliary Enterprises	997,332	837,608	159,724	84%
846	Grants in Aid	4,164,121	4,164,121	-	100%
849	Student Loan	330,170	330,170	-	100%
860	CPTC Financial Aid	192,164	192,164	-	100%
	<i>Other Subtotal</i>	19,932,362	13,796,932	6,135,430	69%
057	State Capital Projects	313,168	313,168		100%
060	Capital Projects				
	<i>Capital Subtotal</i>	313,168	313,168		100%
	<b>Total</b>	65,027,491	44,759,563	20,267,929	69%

**Clover Park Technical College**  
**Statement of Operating Expenditures**  
**FY2023-24 Period Ending March 31, 2024**  
**Cumulative beginning July 1, 2023**  
**UNAUDITED**

**By Program**

Program Index		Budget	YTD	Balance	% Expended
010	Instruction	19,257,128	14,275,326	4,981,802	74%
040	Academic Support	3,269,951	2,473,651	796,300	76%
050	Libraries	648,420	347,610	300,810	54%
060	Student Services	5,306,225	2,779,294	2,526,931	52%
080	Institutional Support	12,003,565	7,759,866	4,243,699	65%
090	Plant and Facilities	4,296,673	3,013,714	1,282,959	70%
<b>Total</b>		<b>44,781,961</b>	<b>30,649,462</b>	<b>14,132,499</b>	<b>68%</b>

**By Type**

Expense Type		Budget	YTD	Balance	% Expended
A	Salaries and Wages	27,519,402	19,697,925	7,821,478	72%
B	Employee Benefits	9,406,448	5,961,291	3,445,157	63%
C	Purchased Services	540,275	2,027,752	(1,487,477)	375%
D	Goods and Services	3,011,235	1,048,900	1,962,334	35%
E	Travel	304,285	106,905	197,380	35%
F	Utilities	1,088,546	670,964	417,582	62%
G	Capital Outlay	42,400	46,341	(3,941)	109%
H	Repairs and Maintenance	354,120	436,758	(82,638)	123%
I	Debt Service	2,515,250	652,625	1,862,625	26%
<b>Total</b>		<b>44,781,961</b>	<b>30,649,462</b>	<b>14,132,499</b>	<b>68%</b>

# Flexible Work Arrangement Policy Overview

PRESENTED BY JAMES NEBLETT

JUNE 11, 2024

# Policy Development Process

- ▶ History of need
- ▶ Working Group: Flexible Work Arrangement
  - ▶ August 2023 HR, IT, and Payroll
  - ▶ October 2023 E-Team Discussion
  - ▶ November 2023 Unions Review
  - ▶ March 2024 Campus Open Forum



# Flexible Work Arrangement Approved Policy

- ▶ Flexible Work Arrangement Policy Purpose
- ▶ Request – Interactive Process
  - ▶ Supervisor and Employee dialog
- ▶ Implementation Process
  - ▶ Notification of live site
- ▶ Post Implementation
  - ▶ Survey Fall 2024 to gather feedback on status
- ▶ Appeal

# Implementation Strategy

- ▶ Request form on the intranet
- ▶ Agreement form template for request



## Flexible Work Arrangement Request

Office of Human Resources and Payroll

<b>Date</b>	<b>EMPLID</b>	<b>Name</b>
<input type="text" value="05/15/2024"/>	<input type="text"/>	<input type="text"/>
<b>Email</b>	<b>Job Title</b>	
<input type="text"/>	<input type="text"/>	
<b>Date of Hire</b>	<b>Start Date in Position</b>	
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	

### Supervisor Search

#### Supervisor Search

<b>Supervisor ID</b>	<b>Supervisor Name</b>	<b>Supervisor Email</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Division

# Flexible Work Arrangement Workflow



Questions?



**RESOLUTION 23-06-110**

**Extension of 2023-24 Operating Budget**

**WHEREAS**, Washington’s Office of Financial Management and the State Board for Community and Technical Colleges have not yet completed work on the final Fiscal Year 24-25 budget allocations to Clover Park Technical College; and

**WHEREAS**, Clover Park Technical College has sufficient available reserves and expected revenues to operate at regularly expected capacity for a period of at least four months; and

**WHEREAS**, the College’s currently-approved operating budget expires on June 30, 2024;

**NOW, THEREFORE, BE IT RESOLVED** the Board of Trustees hereby authorizes the College President to continue to receive revenues, make expenditures, and otherwise enter into transactions at a rate which overall does not exceed the rates of annual expenditures under the current 2023-24 budget. This authorization commences July 1, 2024, and is in effect through October 31, 2024.

**ADOPTED** by the Board of Trustees at a Special Meeting on June 11, 2024.

**Attested by:**

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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