



Rotunda, Building 3

Zoom Link for those who cannot attend in person:

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

Wednesday, August 14, 2024

Study Session: Cancelled

Regular Meeting: 4:00 – 5:35 p.m.

Regular Meeting Agenda

4:00	Call to Order, Flag Salute, Land and Labor Acknowledgement, Introductions Jesus Villegas Rivera	
	Adoption of Agenda Jesus Villegas Rivera	
	<i>Action</i>		
	Approval of the Meeting Minutes of July 10, 2024 Jesus Villegas Rivera	Tab 1
	<i>Action</i>		
4:10	Public Comments Jesus Villegas Rivera	
4:15	President’s Report Dr. Joyce Loveday	
4:35	College Reports or Highlights		
	<u>4th Quarter Financial Report</u> Amelia Grayson	Tab 2
	<u>Union Update</u> Diane Follet, Lisa Fortson, Susan Hoppe, Kimberly Bills, Jennifer Aikens Howard	
	<u>Enrollment Update</u> Dean Kelly & Dr. Tom Broxson	Tab 3
	<u>Corporate Education Update</u> Don Sosnowski	Tab 4
	<u>Grand Opening of MEC</u> Iesha Valencia	
5:15	Chair’s Report Jesus Villegas Rivera	
5:20	Board Reports and/or Remarks All	
5:25	New Business Jesus Villegas Rivera	
5:30	Executive Session Jesus Villegas Rivera	

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 Jesus Villegas Rivera



Tacoma Dome, Locker Room C

Tuesday, July 10, 2024

Special Meeting: 4:00 – 5:30 p.m.

Special Meeting Agenda

4:00 Call to Order, Land and Labor Acknowledgement, Introductions: Trustee Villegas Rivera called the Special Meeting of the Board of Trustees for Clover Park Technical College (CPTC) to order on July 10, 2024 at 4:02 p.m. followed by the land acknowledgement, and labor acknowledgement.

Board of Trustees Present:

Jesus Villegas Rivera, Chair
Alice Phillips
Carol Mitchell – on line
Tong Zhu

College President: Dr. Joyce Loveday

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

Excused Absences:

Eli Taylor, Vice Chair

Executive Team:

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

Adoption of the Agenda

MOTION:

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

Approval of the Minutes (Tab 1)

MOTION:

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

Public Comments

None

President's Report

Dr. Loveday reported that enrollment is 22 percent above last year even though we don't have the Vadis FTEs that we had last year. We may have some students drop due to financial aid delays so we don't really know the final figures yet.

Dr. Loveday noted that she is very proud of our financial aid team. They have provided excellent service during the FAFSA changes. CPTC is a leader statewide in adapting to the changes. The communication to students has been excellent and has helped to avoiding alarm.

Dr. Loveday is excited about the new First Bridge program through the MEC. High school students of color not previously identified as college enrollees are being recruited for this program to help them consider higher education, and assist them in entering the system.

We are also working closely with Palmer Pathways. Palmer focuses on education for young adults 17-26 entering the construction industry. We have had them on campus for a while, and will be expanding the space available to them soon so they can bring their whole organization on campus and enroll their students as CPTC students. Beginning this summer, students are considered both Palmer students and CPTC students, receiving benefit and support from both organizations.

We also co-wrote a grant application with Palmer Pathways that was submitted to the City of Tacoma. We were jointly awarded the grant, which will allow us to provide special outreach through the end of 2024 to the 98404 zip code. We are targeting the zip code as it is an underserved area with low income and a high number of immigrants. We are excited to be seeing this program get started and are looking for a physical space right now and have an opportunity for a site where the owner is a supporter of technical education.

Trustee Villegas Rivera asked when we will know the location. Dr. Loveday said that we are currently working with the Washington Department of Enterprise Services and she would invite him to come look at the site once we get it established.

Finally, Dr. Loveday noted that the Board will be voting to approve a revision of our Title IX policy and procedures to help us maintain compliance with the updated Federal standards.

College Reports or Highlights

Pre-College Pathways (Tab 2)

Jenna Pollack presented a report on CPTC's Pre-College Pathways program. Unlike other deans at CPTC, her area is identified by who is served, not what is being taught. Today she was speaking about two separate programs she oversees.

The first is the Northwest Career and Technical High School (NWCTHS). This program serves students aged 16 through 21. They come to CPTC tuition free and we provide wrap-around support to help get them through. Because they are high school students, the Washington Office of the Superintendent of Public Instruction (OSPI) pays their tuition.

This area is growing a great deal. There were over 500 students this last year. This means that our revenue has also increased.

There are a number of programs in Washington that blend high school and college in some way. NWCTHS brings high school students to the college full time and integrates them within our technical programs. This is only available in technical colleges in Washington and is uncommon in the nation. The increase in enrollment has been due to students who are interested in advancement in a career path, as opposed to academic transfer students, who have actually declined a little.

Basic Education for Adults is the second program offered through the Transitional Studies department that Jenna discussed. This program is for English as a second language students (who are not international students) as they work toward a diploma or GED, and students who want to refresh their English skills, although they have a diploma or GED.

The program has grown enormously since 2021-2022. Much of this is due to the CPTC providing classes at locations out in the community, including programs for justice involved students. Transitional Studies currently provides services in seven languages.

The demography of transitional studies is 28 percent white (mostly Ukrainian). This compares to college level programs at CPTC where 47 percent are white.

A large portion of CPTC's increase in FTE is due to Transitional Studies' rise in enrollment. Jenna has pursued state grants to support basic education training at CPTC, which supports much of the department's infrastructure. Nearly all (93%) of the department's institutional funding is spent on adjunct faculty salaries. Grants and contracts support most staff and student materials. Trustee Mitchell noted that this investment in education for youth is money well spent. She commended Ms. Pollack for taking education out into the community.

Financial Aid Update

Cristeen Crouchet provided an update on the financial aid status at CPTC. We are faring better than anticipated. 5600 individual financial aid records have been entered into ctcLink. Because of problems with FAFSA, many students had to submit multiple applications which means that 3100 of the financial aid records are unduplicated. The financial aid office was able to complete 426 files the week prior to the beginning of the quarter. Last week for the first time, the office was able to complete two fully disbursed federal student aid packets. Going forward, the office will be disbursing twice per week. Progress is slow, but steady.

Ms. Crouchet commended her remarkable team who has largely figured out the system without help from SBCTC.

Consistent messaging to students has been key. Other student support departments have been a huge help in providing alternative funding.

Model Sex Discrimination Codes (Tab 3)

Dr. James Neblett and Dean Kelly presented a report on the new Title IX sex discrimination regulations that apply to both staff and students. The new federal standards that extend protections and provide better definition on training and investigations will begin August 1. Once final Title IX procedures are drafted at the state level, staff will submit the final procedures for WAC revisions and official approval through the State.

Grievances and complaints made before the end of July will be run on old rules. As of August 1, they will be run through the new rules. The timeline will not be affected.

Training will be provided to all employees.

Chair's Report

Trustee Villegas Rivera stated that he had nothing to report.

Board Reports and/or Remarks

Trustee Mitchell Thanked Dr. Loveday for coming to the Freedom Summer Symposium. Dr. Loveday noted there was a sense of deep attention, commitment, and learning at the event.

Trustee Phillips noted an error on the calendar provided to the Board of Trustees. The retreat scheduled for August 16 is a Friday, not a Tuesday.

New Business

Approval of Model Sex Discrimination Codes Updates

Trustee Phillips moved to rescind the current Title IX procedures as of July 31, 2024, including Human Resources and Student Code of Conduct. Trustee Zhu seconded the motion. The motion was approved unanimously.

Trustee Phillips moved to adopt the new Title IX procedures as finalized by the Washington state attorney general's office as of August 1, 2024, including Human Resources and Student Code of Conduct. Trustee Zhu seconded the motion. The motion was approved unanimously.

Executive Session

None.

Adjournment

Motion to adjourn the meeting at 5:00 was made by Trustee Phillips and seconded by Trustee Zhu. The motion was approved unanimously

Dr. Joyce Loveday
President
College District Twenty-Nine

Jesus Villegas Rivera
Chair, Board of Trustees
College District Twenty-Nine

Clover Park Technical College
Statement of Revenues and Expenditures by Source/Category
FY2023-24, Year Ended June 30, 2024
Cumulative Beginning July 1, 2023
UNAUDITED

Revenue by Source	
State Allocations	(33,248,345)
Tuition and Fees	(7,281,752)
Dedicated Fees	(3,108,247)
Corp Ed	(2,951,435)
Northwest	(1,922,147)
Hayes Development Ctr	(1,182,858)
Running Start	(1,418,036)
Event Services	(556,198)
Bookstore Commissions	(852,699)
Other Auxiliary Enterprises	(131,595)
Grants (Fund 145)	(3,532,899)
Local Contracts (Fund 146)	(718,356)
Student Financial Aid	(8,114,888)
State Allocations-Capital	(869,852)
Other Revenue	(1,378,263)
Total Revenue	(67,267,569)

Expenses by Category	
Salaries and Wages	31,151,867.24
Employee Benefits	10,396,103.81
Goods and Services	13,662,041.68
Repairs and Maintenance	6,879,160.86
Purchased Services	5,296,421.76
Utilities	1,166,386.80
Capital Outlay	733,972.87
Travel	329,099.55
Other	295,354.40
Total Expenses	69,910,408.97

Net Change in Position	2,642,840
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Clover Park Technical College
Statement of Revenues and Expenditures by Fund
FY23/24, Year Ended June 30, 2024
Cumulative Beginning July 1, 2023
UNAUDITED Preliminary

REVENUE

Operating Funds			
Fund	Description	Source	Actual
001	State Allocation	State Allocation	(23,385,029.63)
060	Capital Debt	State Allocation	(3,495,675.25)
08A	Education Legacy Trust	State Allocation	(2,794,253.23)
24J	Workforce Acct	State Allocation	(3,573,386.76)
149	Operating Fees/tuition	Tuition/Operating Fees	(7,281,752.04)
Total Operating Funds			(40,530,096.91)
Other Funds			
145	Grants	Grants -Federal, State, Private	(3,532,899.29)
145	Grants	NWCTHS	(1,922,146.71)
146	Contracts	Local Contracts - Other	(718,355.50)
146	Contracts	Running Start	(1,418,036.20)
146	Contracts	Corporate Education	(2,951,434.73)
148	Local Dedicated	Dedicated Fees	(2,100,537.11)
522	Associated Students	Dedicated Fees	(1,007,709.88)
524	Bookstore	Bookstore Clearing	(757,011.59)
528	Parking	Parking Fees	(118,364.89)
561	Innovation Fund	Tuition set asides	(196,112.84)
570	Auxiliary Enterprise	Hayes Development Ctr	(1,182,857.65)
570	Auxiliary Enterprise	Event Services	(556,198.27)
570	Auxiliary Enterprise	Bookstore Commissions	(95,687.00)
570	Auxiliary Enterprise	Other Auxiliary	(13,229.69)
840	Fiduciary	Funds held on behalf	(600.00)
846	Grants in Aid	Financial Aid funding	(7,723,405.61)
850	Work Study	Federal and State work study funds	(49,378.27)
860	CPTC Financial Aid	Local Financial Aid Funding (Foundation)	(342,104.24)
Other Funds Subtotal			(25,867,619.84)
Capital Projects			
057	State Capital Projects	State Allocation	(869,852.21)
Other Capital Subtotal			(869,852.21)
Total Revenue			(67,267,568.96)

EXPENSES

Operating Funds			
Fund	Description	Source	Actual
001	State Allocation	State Allocation	25,186,472.78
060	Capital Debt	State Allocation	2,515,250.00
08A	Education Legacy Trust	State Allocation	2,883,832.59
24J	Workforce Acct	State Allocation	3,839,186.95
149	Operating Fees/tuition	Tuition/Operating Fees	11,468,464.12
Total Operating Funds			45,893,206.44
Other Funds			
145	Grants	Grants -Federal, State, Private	3,401,465.67
145	Grants	NWCTHS	988,854.03
146	Contracts	Local Contracts - Other	777,303.02
146	Contracts	Running Start	398,744.12
146	Contracts	Corporate Education	2,413,587.17
147	Local Capital Projects	Local Capital Projects	6,806.20
148	Local Dedicated	Dedicated Fees	3,735,239.15
522	Associated Students	Dedicated Fees	591,565.03
524	Bookstore	Bookstore	706,725.80
528	Parking	Parking Fees	165,140.71
561	Innovation Fund	Tuition set asides	-
570	Auxiliary Enterprise	Hayes Development Ctr	961,509.23
570	Auxiliary Enterprise	Event Services	572,274.79
570	Auxiliary Enterprise	Bookstore Commissions	651.78
790	Clearing	Balances to allocate	1,204,092.52
846	Grants in Aid	Financial Aid funding	7,389,951.31
850	Work Study	Federal and State work study funds	1,938.00
860	CPTC Financial Aid	Local Financial Aid Funding (Foundation)	249,657.61
Other Subtotal			23,111,573.60
Capital Projects			
057	State Capital Projects	State Allocation	905,628.93
Other Capital Subtotal			905,628.93
Total Expenses			69,910,408.97
Net Change in Position			2,642,840.01

Clover Park Technical College
Budget to Actual Expenses by Operating Fund
FY24
UNAUDITED Preliminary

EXPENSES

<i>Operating Funds</i>	<i>Description</i>	<i>Source</i>	<i>Budget</i>	<i>Actual</i>	<i>Balance</i>
001	State Allocation	State Allocation	25,186,472.78	25,186,472.78	-
060	Capital Debt	State Allocation	2,515,250.00	2,515,250.00	-
08A	Education Legacy Trust	State Allocation	2,924,988.00	2,883,832.59	41,155.41
24J	Workforce Acct	State Allocation	3,956,629.20	3,839,186.95	117,442.25
149	Operating Fees/tuition	Tuition/Operating Fees	11,450,748.18	11,468,464.12	(17,715.94)
Total Operating Funds			46,034,088.16	45,893,206.44	140,881.72

CPTC ENROLLMENT UPDATE

Summer 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 15% in 2023-24• Summer 2024 enrollment up 27.8%• Biggest growth: Transitional Studies, High School, Welding, Esthetics, HVAC, Cosmo• Entry Conversations
	<p>To increase access for historically marginalized students to 55%. (Baseline 51%)</p>	<ul style="list-style-type: none">• Palmer Scholars (Eastside Tacoma)• Community Outreach

Annual & Quarterly FTE Comparison



Annual & Quarterly State Funded Full-Time Equivalent Students (FTES) With State Allocation Goal

■ Spring ■ Winter ■ Fall ■ Summer ■ Goal



FTE System comparisons

	Clover Park	System Average
<i>Total Full-Time Equivalents (FTEs)</i>	+15%	+8%
<i>State Funded FTEs</i>	+12%	+7%
<i>Contract FTEs</i>	+33%	+11%
<i>Self-Supported FTEs</i>	-45%	+6%
<i>Apprenticeship FTEs</i>	+11%	+2%
<i>BAS FTEs</i>	+8%	+7%
<i>Basic Education for Adults FTEs</i>	+45%	+10%
<i>BFET FTEs</i>	+4%	+18%
<i>eLearning FTEs</i>	+21%	+6%
<i>I-BEST FTEs</i>	+211%	+21%
<i>International FTEs</i>	-32%	+6%
<i>Running Start FTEs</i>	+30%	+17%
<i>WorkFirst FTEs</i>	-4%	+1%
<i>Worker Retraining FTEs</i>	+26%	+14%

Retention/Completion

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



CORPORATE EDUCATION

Clover Park Technical College

Solutions that Transform People and Organizations



Donald Sosnowski, Executive Director

Corporate Education provides customized training, coaching, and consultative solutions delivered under contract to for-profit and non-profit organizations, tribal communities and government agencies.



CORPORATE EDUCATION

Clover Park Technical College

July 2024 - Successful transition from Invista LLP to CPTC

8 Staff

20+ Instructors and Trainers in field



CORPORATE EDUCATION

Clover Park Technical College

Results of FY23-24

21 Cash Clients (6 SBCTC CTPs)
\$1.23M in Revenue

8 JSP Grant Clients
\$1.81M in Grant Funding

Plans for 24-25

11 JSP Grant Clients \$2.85M—3 additional clients Q2
\$950K Cash Clients already contracted



CORPORATE EDUCATION

Clover Park Technical College

Results of FY23-24

1,369 Training Courses Delivered

9,250 Training Hours Delivered

23,025 Trainees (Duplicated)

4,000 Trainees (Approximate Unduplicated)



CORPORATE EDUCATION

Clover Park Technical College

Current Key Clients

SEIU - Home Care Aide Training

MultiCare - Nursing Continuing Education

TPU Solid Waste - Team Building and Coaching

Sekisui Composites - Composite Technician Training

Wilcox Farms - Lean Production Training

Absher Construction - Leadership Training

Nisqually Tribe - Supervisory Development



CORPORATE EDUCATION

Clover Park Technical College

Collaborative Programming

Swedish Health—Surgical Technologist Pilot Program

Virginia Mason Franciscan Health

- Surgical Technologist 3 Locations
- Nursing Asst. Certified



CORPORATE EDUCATION

Clover Park Technical College

Thank You



CORPORATE EDUCATION

Clover Park Technical College

"We Provide Solutions that Transform People and Organizations"