



## Board of Trustees Regular Meeting

Rotunda, Building 3

Wednesday, August 14, 2019

Study Session: 3:00-4:00 p.m.

Regular Meeting: 4:00-5:00 p.m.

### Minutes

#### Study Session

**Call to Order:** Chair Martinez called the Board of Trustees Study Session for Clover Park Technical College (CPTC) to order on August 14, 2019, at 2:59 p.m.

#### **Board of Trustees Present:**

Mark Martinez, Chair

Bruce Lachney

Lua Pritchard

Eli Taylor

Wayne Withrow

**College President:** Dr. Joyce Loveday

**Excused Absences:** Assistant Attorney General (AAG), Justin Kjolseth

#### **Other Attendees:**

Larry Clark, VP, Finance & Admin.

Mabel Edmonds, VP, Instruction

Scott Latiolais, VP, Student Success

Lisa Beach, Dir. of Compliance

Samantha Dana, Dir., Inst. Research & Grants

Cal Erwin-Svoboda, Dir., Student Life

Shareka Fortier, Exec. Dir., EDI

Lisa Fortson, Asst. Dir., Student Aid &  
Scholarships

Pamela Jeter, Dir., IT

Jenna Pollock, Assoc. Dean

Cherie Steele, Exec. Asst. to the President

#### **FY 2019-20 Budget Discussion (Tab 1)**

Mr. Clark presented the proposed FY 2019-20 Budget. Discussion followed.

- Fees:
  - Many are pass-through fees and costs.
  - NDT is a new fee for CPTC, to cover costs previously paid directly by the student to the vendor.
  - The Pilot fee is the only fee at the maximum rate allowable.
- Our state appropriation increased by \$934,000 for nursing programs. It can be used for:
  - Increasing nursing faculty salaries.
  - Hiring new nursing faculty and filling vacancies.
  - Rebuilding and restructuring the Registered Nursing Program.
  - This is a biennial allocation, and we will reserve some funds for next year.
- The Hayes Child Development Center is very close to breaking even. CPTC only supplemented their budget approximately \$12,000 last year, down from \$107,200 in FY 2018-19.

- CPTC is one of five colleges not currently on the capital project list, which already has 40 projects on the list that are projected to take ten years to complete. The SBCTC allowed those five colleges to make a proposal to get on the list. Mr. Clark is working with an architect to determine what would be the best recommendation.

### **Board Policies**

A Board sub-committee was formed to review Board of Trustee policies. Trustees Martinez and Pritchard and President Loveday reviewed Policies 1.1-1.4 (which the Trustees are responsible for updating). Trustees were asked to review recommended changes to Policy 1.3, Policy Oversight, and provide feedback to President Loveday. The recommended changes will then move through the College's review process.

Currently, the Board Chair signs all updated policies. Going forward, President Loveday will inform Trustees of any policies that have gone through the approval process and are being signed by the Board Chair and President. This will occur during her monthly reports at Board meetings.

### **College Scorecard Draft: Monitoring Core Themes Through Leading Indicators (Tab 2)**

Ms. Dana presented the attached, draft College Scorecard. CPTC's regional accreditor, the Northwest Commission on Colleges and Universities (NWCCU), required that CPTC develop a system of measuring and reporting its level of mission fulfillment and communicate those results regularly to campus and the community.

The College's OKR system is designed to focus on strategic growth initiatives, and data are reviewed and revised quarterly. This scorecard has annual targets, and most of the metrics are measured annually with the intention of monitoring efforts to fulfill CPTC's overall mission.

After the presentation, Trustees had questions:

- On the first bullet under "Workforce Preparation," Trustees Lachney and Pritchard asked where the design/included metrics came from and if they were mandated by the SBCTC or NWCCU.
  - Ms. Dana said the College looked at other examples, but the format and metrics are internal, and benchmarks were set based on growth.
- Trustee Lachney inquired about the methodology behind the metrics.
  - Ms. Dana replied that the turnover rate is a formula from the national HR Society (SHRM), and the exam pass rates also come from national accrediting/exam/license bodies. Others are generated by the State or College.
  - President Loveday explained that NWCCU allows the College to determine how they are assessed, and NWCCU looks at how the College is using that information for the betterment and effectiveness of the organization.
- On the second bullet under "Student Success," it is measured by if students completed any credential, if they took any credits from CPTC within the last three years, and if they completed college-level Math/English.
  - Trustee Lachney noted that some students have no intention of obtaining a credential. Many come back to improve their job skills.
  - Chair Martinez asked if "percentage of" is indicative of the entire student population or just students involved in a program with a licensing requirements. It would be helpful if that information is noted.

- President Loveday explained we will measure those with credentials and those who take certification exams.

Trustee Lachney requested that an explanation be provided with the metric design during a future study session, so everyone understands where these numbers came from, whether required for credentialing, whether set by SBCTC or internally. The methodology behind it is important to substantiate. He thinks the direction of the College Scorecard is on target.

### **General Discussion**

Mr. Clark informed the Trustees that the College began discussions with the City of Lakewood about rezoning the Flett Creek property. The property:

- CPTC has hired a consultant to review how the strip-zone property can be rezoned.
- Is approximately 110 total acres that is 90 percent protected wetlands, used for hands-on teaching in the Environmental Sciences Program.
- The College would like to rezone the area not protected, approximately 300 ft. along Steilacoom Boulevard. It is about 15 acres that would be rezoned for commercial and retail space.
- October is the cycle for Lakewood City Council to consider rezoning.

### **Adjournment**

Chair Martinez adjourned the Study Session at 3:56 p.m.

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## **Regular Meeting Agenda**

**Call to Order:** Chair Martinez called the Board of Trustees Meeting for Clover Park Technical College (CPTC) to order on August 14, 2019, at 4:01 p.m.

### **Board of Trustees Present:**

Mark Martinez, Chair  
Bruce Lachney  
Lua Pritchard

Eli Taylor  
Wayne Withrow

**College President:** Dr. Joyce Loveday

**Excused Absences:** Justin Kjolseth, Assistant Attorney General

### **Other Attendees:**

Larry Clark, VP, Finance & Admin.  
Mabel Edmonds, VP, Instruction  
Scott Latiolais, VP, Student Success  
Lisa Beach, Dir. of Compliance  
Celva Boon, Dir., Student Aid/Scholarships  
Jessica Carey, Mgr., Dig. Mkt. & Web Tech.  
Franklin Clark, Interim Assoc. Dean  
Samantha Dana, Dir., Inst. Research & Grants  
Loren Davis, Dir., NWCTHS  
Cal Erwin-Svoboda, Dir., Student Life  
Shareka Fortier, Exec. Dir., EDI  
Lisa Fortson, Asst. Dir., Student Aid & Scholarships

Christain Griffin, Cent. Svc. Sterile Proc. Inst.  
Michelle Hillesland, Dean  
Pamela Jeter, Dir., IT  
John Kaniss, Dir., Facilities Svcs.  
Claire Korschinowski, Dean  
Dr. Chris Chen Mahoney, Interim Dean  
Cindy Mowry, Assoc. Dean  
Micalah Pieper, Dir., Outreach & Entry Svcs.  
Jenna Pollock, Assoc. Dean  
Tracey Songao, Registrar  
Cherie Steele, Exec. Asst. to the President  
Kirk Walker, Dir., Human Resources

## **Adoption of the Agenda**

### **MOTION:**

Motion to adopt the agenda as presented was made by Trustee Lachney, and seconded by Trustee Pritchard. Motion was approved unanimously.

## **Approval of Minutes (Tab 3)**

### **MOTION:**

Motion to approve the minutes of the Regular Board meeting of July 10, 2019, was made by Trustee Withrow, and seconded by Trustee Taylor. Motion was approved unanimously.

## **President's Report (Addendum 1)**

President Loveday's report included information regarding review of policies that Trustees are responsible for updating; introduction of the College's first Chief Diversity Officer, Shareka Fortier; the annual WACTC Presidents' Retreat; July Foundation events; a Guided Pathways update; and a note about the get-together at Trustee Lachney's home. Attached are recommended changes by the sub-committee to Policy 1.3 – Policy Oversight (Addendum 2).

## **Other College Reports or Highlights**

### Enrollment Updates and Analysis (Tab 4)

Mr. Latiolais, Dr. Chen Mahoney, Ms. Pollock, and Ms. Dana presented the attached enrollment updates and analysis. Questions followed:

- Chair Martinez asked how many students make up one annual FTE. Mr. Clark replied there are 1.47 Headcount for every FTE.
- Trustee Lachney asked what programs are not doing well. Mr. Latiolais said he will report back on that.
- Trustee Lachney asked where CPTC is on the marketing plan. Ms. Dana did not want to answer for Dr. Dotson, and she will get back to the Board.

### Instruction Report – Central Service/Sterile Processing Program (Tab 5)

Dean Hillesland said CPTC has ten Allied Health Programs, in addition to Nursing. People are most aware of the medical occupations involved in direct patient care. Central Service is a critical program that supports other programs. These professionals work in the background to ensure patients come out of surgery. Mr. Griffin's background is in Central Service, and he has many connections in the field.

Mr. Griffin offered the attached presentation on the Central Service/Sterile Processing Program. Central Service cleans and sterilizes equipment, mostly for the operating room. The job market is growing, because many clinics now send their equipment to hospitals for cleaning.

## **Chair's Report**

No Chair's Report.

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

On hiring Shareka Fortier as the new CDO, Trustee Taylor said he knows of her work in the community and thinks she will do great things at CPTC.

Trustee Lachney thanked all who attended the get-together at his farm. He also commented that it has been a great ten and a half years serving as a Trustee for the College.

**Public Comments**

No public comments.

**New Business**

Approval of the FY 2019-20 Operating Budget (Tab 1)

**MOTION:**

Motion to approve the FY19-20 Budget, as presented, was made by Trustee Taylor, and seconded by Trustee Pritchard. Motion was approved unanimously.

Approval of Resolution 19-08-99, Bruce Lachney, Recognition Service (Tab 6)

Chair Martinez read Resolution 19-08-99.

**MOTION:**

Motion to approve Resolution 19-08-99, Bruce Lachney, Recognition of Service, was made by Trustee Withrow, and seconded by Trustee Pritchard. Motion was approved unanimously.

Chair Martinez thanked Trustee Lachney for his dedicated service and presented him with a plaque, as a token of the College's appreciation.

**Executive Session**

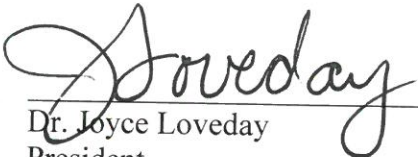
No Executive Session.

**Next Meeting**

October 9, 2019, at the Lakewood campus.

**Adjournment**

Chair Martinez adjourned the Regular Meeting at 5:08 p.m.



Dr. Joyce Loveday  
President

College District Twenty-Nine



Mark Martinez  
Chair, Board of Trustees

College District Twenty-Nine