CLOVER PARK
T E C H N I C A L   C O L L E G E

Board of Trustees Regular Meeting
Rotunda, Building 3
Wednesday, February 13, 2019

Study Session: 3:00-4:00 p.m.
Regular Meeting: 4:00-5:15 p.m.

Study Session Agenda

3:00 **Call to Order, Introductions** .... Wayne Withrow

3:05 **Open Government Training** .... Justin Kjolseth   **Tab 1**

3:40 **ctcLink Update** .... Brian Lee   **Tab 2**

3:55 **General Discussion** .... Wayne Withrow

4:00 **Adjournment** .... Wayne Withrow

....

Regular Meeting Agenda

4:00 **Call to Order, Flag Salute, Introductions** .... Wayne Withrow

Adoption of Agenda .... Wayne Withrow
      Action

Approval of the Regular Meeting Minutes of .... Wayne Withrow   **Tab 3**
  January 9, 2019
      Action

4:05 **President's Report** .... Joyce Loveday
- Student Success Speaker
- ACT Legislative Winter Conference, January 21-22, Olympia Red Lion
- Miscellaneous

4:15 **Other College Reports or Highlights**:

- ASG Report.. Sam Hardy   **Tab 4**

- Waiver – Ability to Benefit.. Scott Latiolais   **Tab 5**

- FY 2018-19 2nd Quarter Budget Report and ....Lisa Wolcott   **Tab 6**
  One-Time Funding Update

- Authorization of Local Government Investment Program (LGIP).........Larry Clark   **Tab 7**

- BAS Program Development ....Claire Korschinowski

- Instruction Report ....Judy Loveless-Morris   **Tab 8**
  Academics

4:55   Chair's Report... Wayne Withrow

5:00   Board Reports and/or Remarks .... All

5:05   Public Comments ....Wayne Withrow

5:10   New Business ....Wayne Withrow

- **Approval of Resolution 19-02-96** Authorizing Investment of CPTC Monies   **Tab 7**
  in the Local Government Investment Pool
  Action

5:15   Executive Session ....Wayne Withrow
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.

5:15   Adjournment ....Wayne Withrow
All Board meetings will be recorded.

Tab 1

Open Government Responsibilities

CPTC
BOARD OF TRUSTEES

FEBRUARY 13, 2019

JUSTIN KJOLSETH
ASSISTANT ATTORNEY GENERAL

Laws Affecting Governing Boards

This Training will cover:

- Open Government Laws
  - Open Public Meetings Act
  - Public Records Act
  - Additional Resources

Open Government Trainings Act

- Requires Regular Training on the Requirements of:
  - Open Public Meetings Act (OPMA) – RCW 42.30
  - Public Records Act (PRA) – RCW 42.56
- Ongoing Requirement:
  - Initial training – within 90 days of appointment
  - Refresher training – every **four years**
- Purpose:
  - Promotes increased knowledge and understanding of the open government requirements
  - Risk Management
    - Training can help avoid or reduce penalties

Open Public Meetings Act (OPMA)

4

RCW 42.30

Declaration of Purpose

- Public agencies exist to aid in the conduct of the people's business.

- Actions are to be taken openly and deliberations conducted openly.

- The people do not give public servants the right to decide what is good for the people to know and what is not good for them to know

- The people insist on remaining informed so they may retain control over the instruments they have created

Meetings Declared Open and Public

- All *meetings* of the *governing body* of a *public agency* shall be open and public

- public and all persons shall be permitted to attend any meeting of the governing body of a public agency

What Is a Governing Body?

"All meetings of a ***governing body*** of a public agency shall be open and public . . . ."

- ♦ Multi-member governing bodies of state and local agencies (like this board)
- ♦ Subcommittees, if quorum
- ♦ Subcommittee, if delegated final decision-making authority, conducting hearings, or taking public comment or testimony

What Constitutes a Meeting ?

"All **_meetings_** of a governing body of a public agency shall be open and public . . . ."

♦ A meeting is a gathering where "action" is taken. Any such meeting must be open.

♦ "Action" means "the transaction of the official business"

What Constitutes Action?

Includes (but is not limited to):

- Receiving public testimony
- All deliberations
- Discussions / Considerations
- Reviews / Evaluations
- and
- Final action – collective decision (positive or negative) or actual vote by a majority sitting as a body

What About Emails & Texts?

- **Caution:** An exchange of emails or text messages among board members can constitute a deliberation or discussion and become a "meeting" subject to the OPMA requirements

- Also phone discussions of board business between members may become a meeting

- Violations may subject members to penalties

Travel and Gathering

- Not a violation of OPMA for a majority of the members of a governing body to travel together or gather for the purposes other than a regular meeting or special meeting

- PROVIDED, that they take no action

- OK to discuss your kids, the weather, sports – but not board business

Regular Meetings

♦ Recurring meetings of the governing body

♦ Board must adopt a schedule of the time and place of meetings for each year

  ♦ Schedule must be filed with the Code Reviser on or before January 1st of each year

♦ Agenda must be posted on website 24 hours before the meeting but subsequent modifications can be made

Special Meetings

Called by presiding officer or majority of members

- Written notice must be given to:
    - Each member of governing body
    - Each media entity which has requested notice
- And posted on:
    - Website
    - Main entrance of principal location and meeting location
- And delivered at least 24 hours in advance
- Specify the time, place, and business to be transacted

Final Action Is Limited To Agenda Items

Executive Sessions
For limited, specific topics listed, including:

- ♦ Receive and evaluate complaints or charges against a public officer or employee

- ♦ Review performance of an employee

- ♦ Evaluate qualifications of a job applicant

- ♦ Meet with legal counsel relating to potential or actual litigation and enforcement actions

- ♦ Site selection, acquisition, price of real estate (minimum acceptable value only, not factors)

Going Into Executive Session

15

- May be called at a regular or special meeting

- Presiding Officer publicly announces purpose for excluding the public from the meeting and the time when the executive session will be concluded

- Time may be extended by announcement of Presiding Officer

Penalties for Violating Open Public Meetings Act

- <u>Personal</u> civil liability ($500/$1,000)

- Costs and attorneys' fees

- Action taken is null and void

- Media attention (of the bad kind)

Public Records

17

RCW 42.56

Records Shall Be Available

"Each agency . . . shall make available for public inspection and copying <u>all</u> public records,

unless the record falls within the specific exemptions of . . . this chapter, or other statute which exempts or prohibits disclosure of specific information or records."

What Is a Public Record?

- Any writing containing information relating to
  - (a) the conduct of government, or
  - (b) the performance of any governmental or proprietary function

- Prepared, owned, used, or retained by any agency

- Can be in any media or format

Public Records Definition (cont'd)

- The definition is broad enough to encompass anything you prepare or use for board business

- Includes email and text messages

- Includes materials you prepare or receive on **personal** computer, phone, iPad, and voicemail

Public has right to review and seek copies

Public Policy Strongly Favors Disclosure

- Duty to disclose public records is <u>broadly</u> construed

- Exemptions are <u>narrowly</u> construed

- Remember: Emails between and among board members are public records and must be disclosed if requested unless a specific exemption applies

Some Exemptions

- Communications protected by the attorney-client privilege (seeking/giving advice)

- Private information in employee personnel files/ application materials

- Preliminary drafts in which policies are formulated

- Other statutes which exempt or prohibit disclosure: federal and state laws

Potential Penalties

- Penalties can range from $0-$100 per day per record for improperly withheld records
- Plus - attorney fees and costs

- It can really add up
- Plus - Negative Media Attention

Email Tips

- Compose emails and texts under the assumption that they will be made publicly available

- Don't hit "Reply All" to a message sent to multiple board members

- If using personal device for board business (computer or phone) including email, use a CPTC email address and keep all college-related business in a separate file

Search Tips

When you receive a public records request:

- Search <u>all</u> locations where you may have responsive records
- Communicate with and seek clarification from your public records coordinator – can help with search terms
- When in doubt, err on the side of disclosure and forward records to your public records coordinator for review

- Do NOT withhold records because you believe they are exempt – you must provide all responsive documents to your public records coordinator
  - Public records coordinator reviews for exemptions, redacts or withholds if exempt, and prepares an exemption log

Open Government Take Aways

- Open Meetings–Everything is action

- Public Records—Everything is a public record

Be transparent in your board business ALWAYS

For More Information

- Governor's Boards and Commissions website

  - Boards and Commissions Handbook

  - Online New Appointee Training

- Office of the Attorney General website
  - Open Government Resource Manual
  - Open Government Training

The End

Tab 2

ctcLink Project Board Update

Dr. Brian Lee

ctcLink Project Manager

Mr. Larry Clark

Vice President, Finance and Administration

CLOVER PARK
TECHNICAL COLLEGE

CtcLink Global Project Status Update

FEBRUARY 2019

CLOVER PARK
TECHNICAL COLLEGE

Overall	**Y**	• Program is on track and making expected progress • Key activities for UAT testing and training are behind schedule
Scope	**Y**	• Monitoring scope and timing of Chart of Accounts, Budgeting Tool, Continuing Education, Online Admissions Application, and OBIA implementations
Schedule	**Y**	• Analyzing resource overlap between DG2 and DG3 tasks • Project Plan has been baselined but will need a second baseline once training activities are defined
Budget	**G**	ctcLink Budget currently tracking under budget: • Delayed hiring • Timing of re-implementation of solutions (Continuing Education, Online Admissions Application, Budget)

LEGEND: **G** On track **Y** Some issues, under control **R** Significant issues, not under control

Executive Summary

The project is tracking per schedule and under budget. Review and definition of scope for each deployment is still underway due to the rework of key solutions.

Deployment Group 2 (DG2) is in the Construct Phase, focused on Local Configuration, Conversion activities and Project Team Functional and Technical Unit Testing. DG2 Go-Live is scheduled for October 2019. DG3 is engaged in peer review and pre-kickoff activities, with an official DG3 Kick-off scheduled for January 28, 2019. DG4 will begin tracking Initiation Phase activities in January.

Remediation work continues to be a priority, working in parallel with the Deployment activities. Following vendor demos in December, the Continuing Education workgroup expects a recommendation for ctcLink governance in January. The OAA workgroup reviewed online admission solutions in use at other colleges and is developing a short list of solutions for further evaluation.

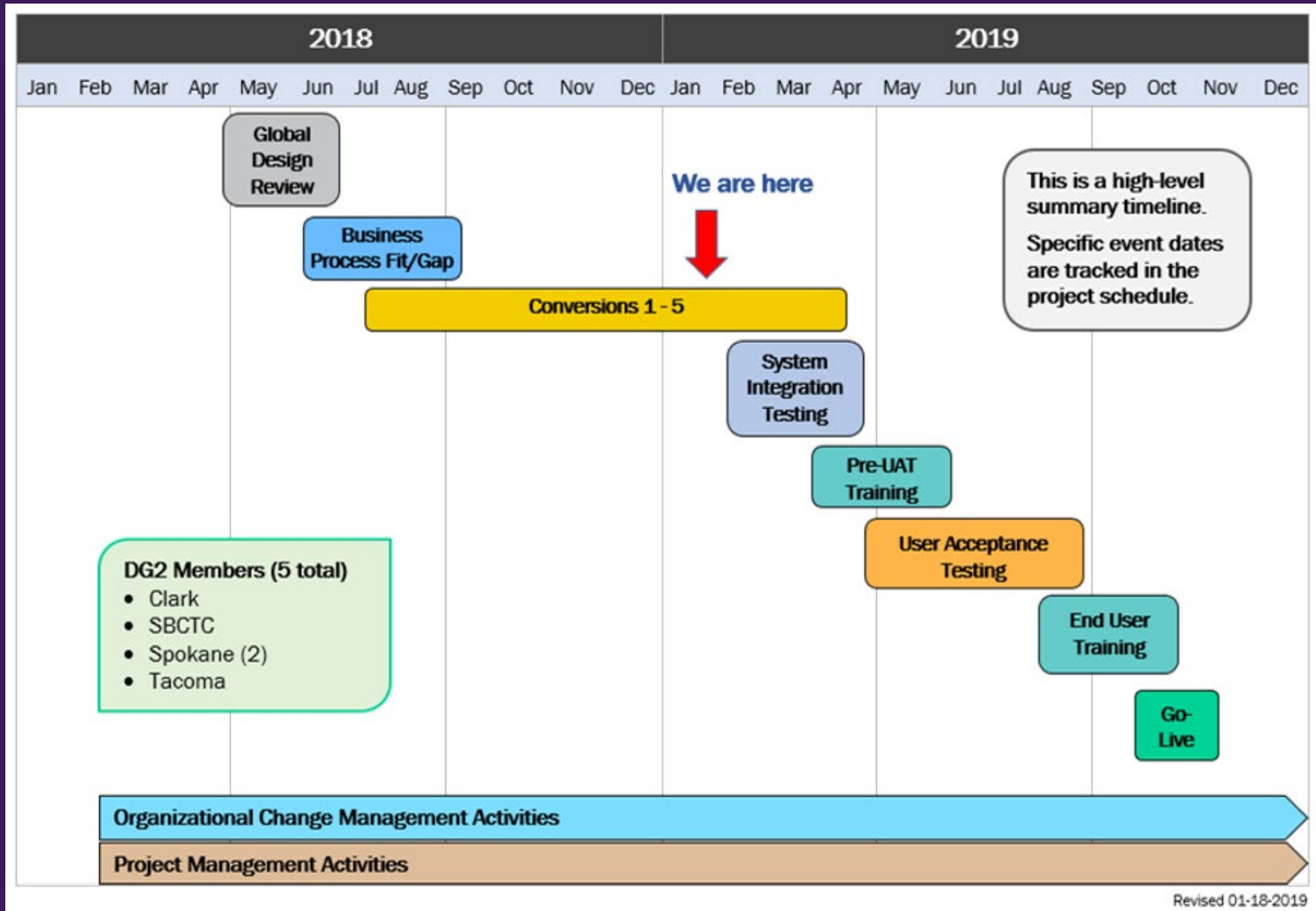| Remediation	Status	
Campus Solutions	13 of 45 remain open	Closed Tab – 2 of 13 remain open
Financial Management	14 of 39 remain open	Closed Tab – 1 of 35 remain open
Human Capital Management	9 of 25 remain open	Closed Tab – 0 of 7 remain open
Faculty Workload	Package 2 postponed due to calculations issues discovered during testing, work in progress to resolve.	
DRS Redistribution	Waiting on approval of formula from SBCTC and then can complete the development.	
Absence Management	ERP Support SIT and then college UAT	
Security Audit Controls	Incorporated into Security Redesign	
Student Billing	ERP Support SIT and then college UAT	
Budget Planning Solution	Sub-committee begins Jan 2019 to review, finalize requirements	
Online Admissions Solution	OAA workgroup reviewing other OAA options. Discussions and demos with OAA preferred college solutions.	
Continuing Education Solution	RFP closed, proposals evaluated, vendor demos completed. Recommendation by work group to Governance pending.	

Risks
LEGEND: **C** Critical **H** High **M** Moderate **L** Low

Mitigating Actions

	Risks	Mitigating Actions
H	First large deployment DG3 and repeatable approach.	This will be the largest deployment group for our project to engage with and manage. We plan to monitor our approach so that it is repeatable for future deployment groups.
H	Security Re-Design – delayed from vendor, expected in February or March 2019.	A Security Framework will be built to allow for College understanding and application of the PeopleSoft Security. Colleges will need adequate time to review, assign users to roles and test their user security roles.
M	OCM: Business Transformation – most critical for Finance department is user adoption of the new Chart of Accounts (COA).	In November 2018, the FIN Team has developed and provided Finance SMEs (specially for Tacoma CC and Spokane District) with documentation and workshops regarding the new Chart of Accounts re-design. This information is instrumental in helping SMEs adopt the new Chart of Accounts and its associated business processes.

Issues
LEGEND: **H** High **M** Medium **L** Low

Status Update

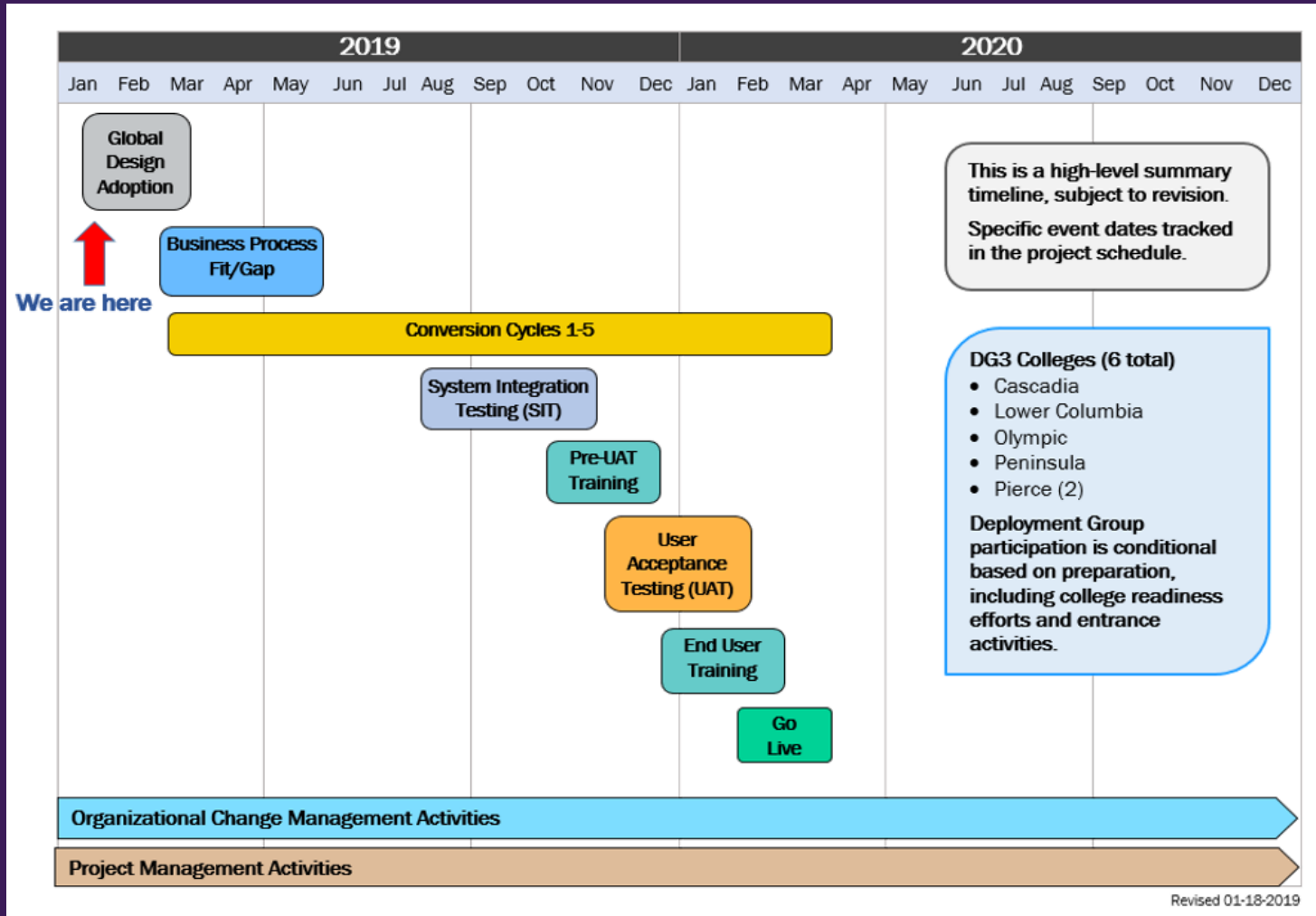|	Issues	Status Update
H	ctcLink Training – The development of the Training Content is behind schedule due to the alignment of the training team and new approach to Training delivery.	The training scope content is being defined and we have training vendors to help address the delay in the buildout of training content in preparations of training delivery for DG2 colleges and SBCTC.
M	ctcLink User Acceptance Testing (UAT) Framework – The UAT framework is behind schedule due to formalizing the approach for college use and organizational change management adoption	The UAT testing framework is being finalized and test scripts and supporting documentation for UAT is being developed for DG2 colleges and SBCTC.

Current Deployment Timeline
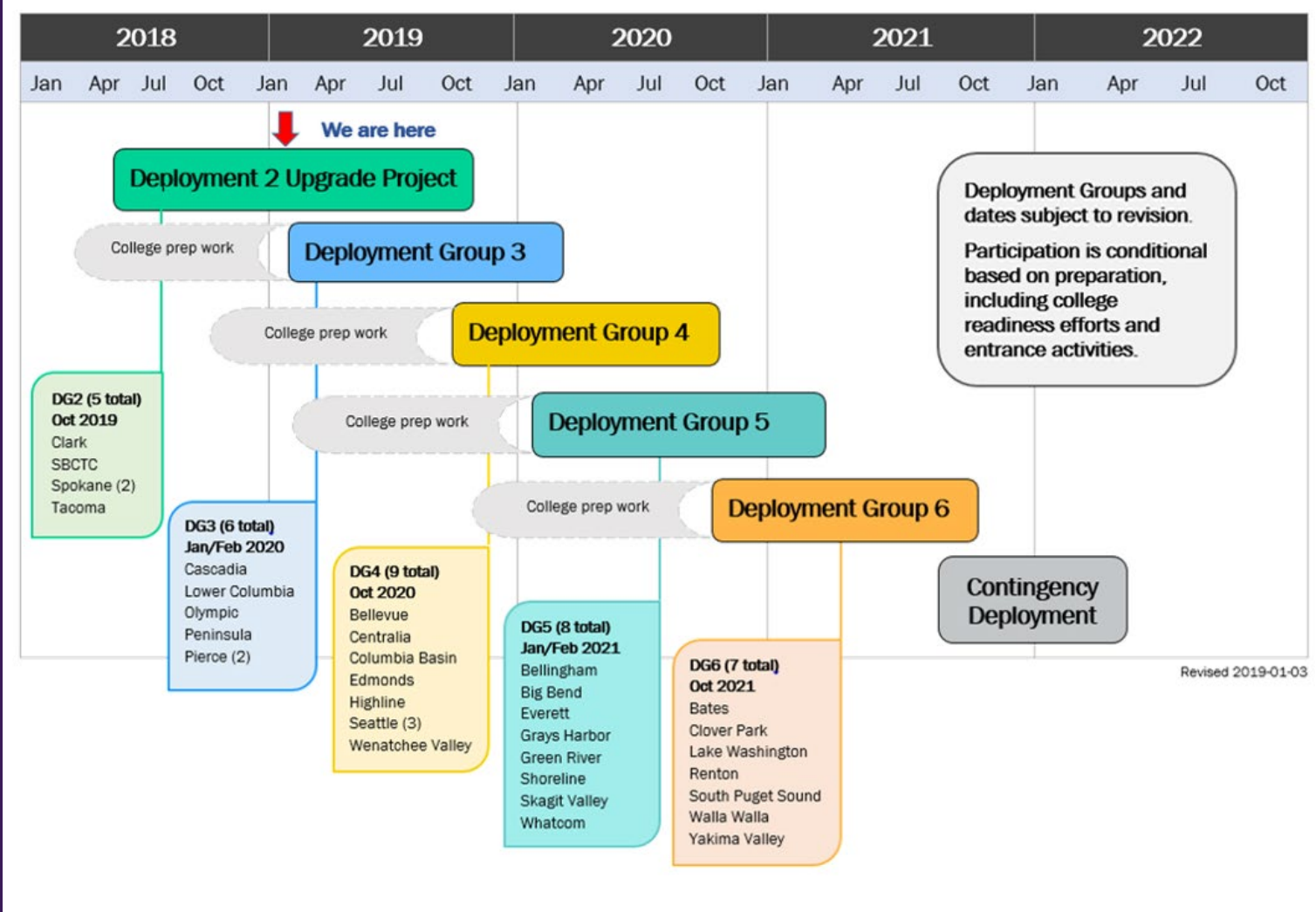
Deployment Group 2 High Level Timeline

| 2018 | | | | | | | | | | | | 2019 | | | | | | | | | | | |
| Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |

Global Design Review

Business Process Fit/Gap

Conversions 1 - 5

We are here

System Integration Testing

Pre-UAT Training

User Acceptance Testing

End User Training

Go-Live

This is a high-level summary timeline.
Specific event dates are tracked in the project schedule.

DG2 Members (5 total)
- Clark
- SBCTC
- Spokane (2)
- Tacoma

Organizational Change Management Activities

Project Management Activities

Revised 01-18-2019

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Deployment Group 3 High Level Timeline

CPTC Activities

NOVEMBER 2018 – JANUARY 2019

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Simultaneous Activity Tracks

SBCTC

Deployment Group Progress

Support for Remediation

Centralized Communication, Steering and Status

Both

Common Process Workshop and Training Participation

Unified Project Management Activities

PM Meetings

Clover Park Technical College

Migration and Paring of Discontinued Systems

Preparation for Support Environment

Departmental Readiness Tasks

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Preliminary Projects

- Systems Inventory Reduction

- Keystone Migration to Directline

- 25Live Implementation

- Unified Help Desk – Service Cloud

- Data Governance – Software Approval Process

- Assignment of ctcLink Pillar and Module Leads

- Promotion of ctcLink Training and Common Process Workshop Participation

Systems Inventory Reduction

Item	Count
Current Systems Inventory	64
- To Be Retired by ctcLink	(7)
- To Be Retired by Other Integrations	(5)
	52
- Candidates for Replacement by Other Integrations	(5)
	48

- Opportunities
  - Combination
  - Replacement
  - Retirement (Deprecation)
- Possible Challenges
  - Support Personnel
  - Change Fatigue
  - Costs

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Keystone Migration

November 2018

- Data Analysis

December 2018

- Functional Tests
- Export/Import Tests
- Migration Decision
- Keystone Export

January 2019

- Data Cleanup
- Parallel Systems

February 2019

- Directline Import
- Live Data Testing
- Go Live

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25 Live Implementation

November 2018
- Design/Plan Workshop
- Initial Setup
- Setup and Configuration of Data Gathering Tools

January 2019
- Data Entry (19 Buildings, 619 Spaces)
- Data Cleanup and Migration

March 2019
- Live Data Testing
- Calendar Manager Training

May 2019
- Go Live

December 2018
- Data Gathering/Room Inventory

February 2019
- Data Import
- 25Live Configuration
- Establish Roles

April 2019
- User Training

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Unified Help Desk

IT Help Desk
- Networking
- Hardware
- Software

MIS Requests

E-Learning Help Desk

Institutional Research Requests

Unified Help Desk

October 2018
- Requirements Definition
- Build Out Help Requests
- Testing

November 2018
- Testing Failures
- Exploration of Solutions with Existing Software

December 2018
- Requirements Redefinition

January 2019
- Exploration of Candidate Solutions
- **Selection of Service Cloud**
- RFQs and Budget Request

March 2019
- Budget Presentation

July 2019
- Start of Project (12 Week Implementation Ending in September 2019)

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Data Governance – Technology Approval Process
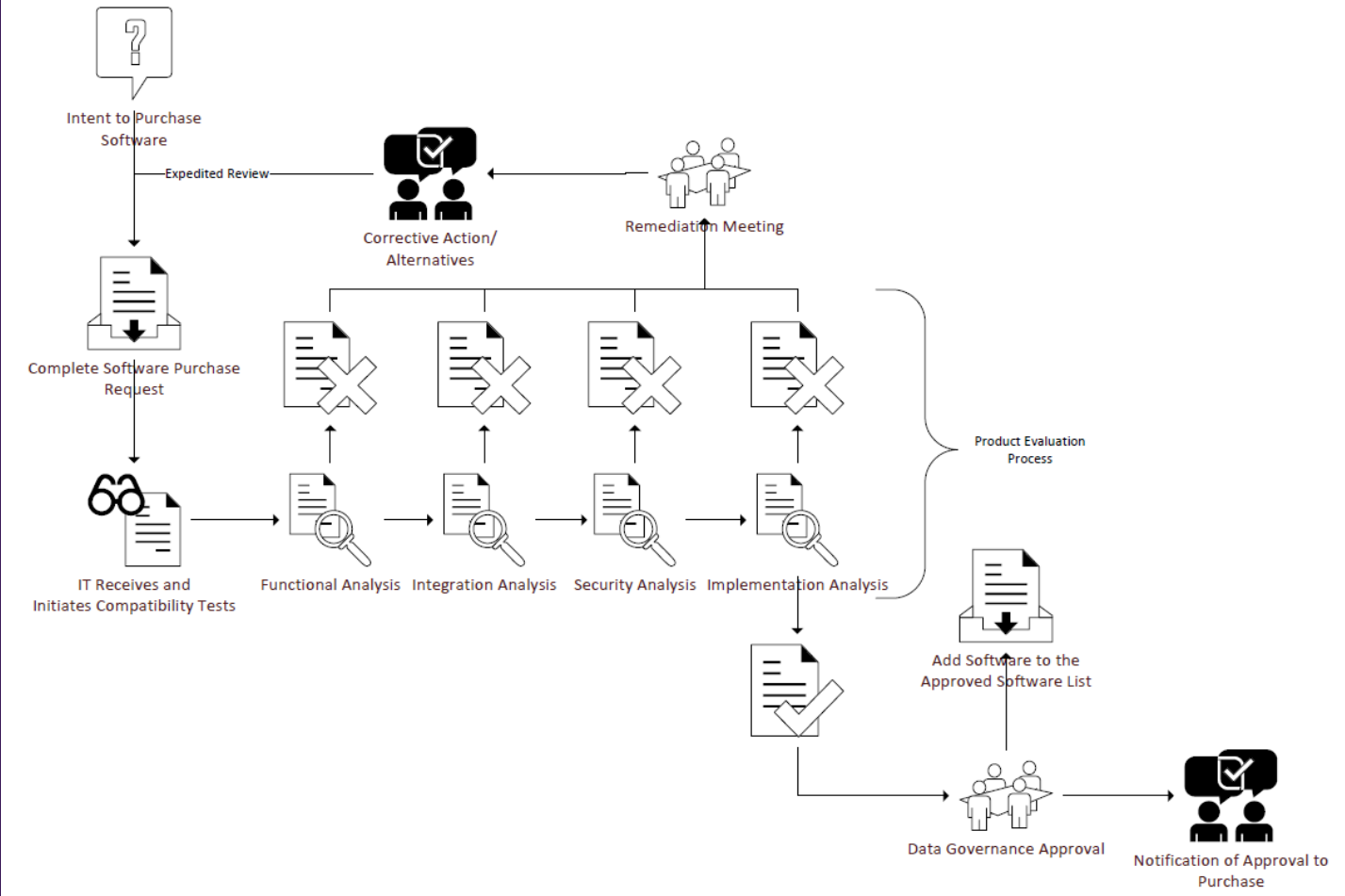
CPTC Status of Project Planning Work Package

Project Deliverable	Expected
Resource Plan and Budget	Preliminary 01/2019, Final 06/2019
College Project Charter	Completed
Baselined MS-Project Schedule	Preliminary 03/2019, Final 07/2019
Organizational Change Management Plan	Preliminary 04/2019, Final 08/2019
Communication Plan	05/2019
Local College Training Plan	06/2019
Risk Management Plan	07/2019
Data Cleansing Plan	08/2019
Legacy Business Process Mapping	09/2019

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Criteria for College Entrance into Deployment Group
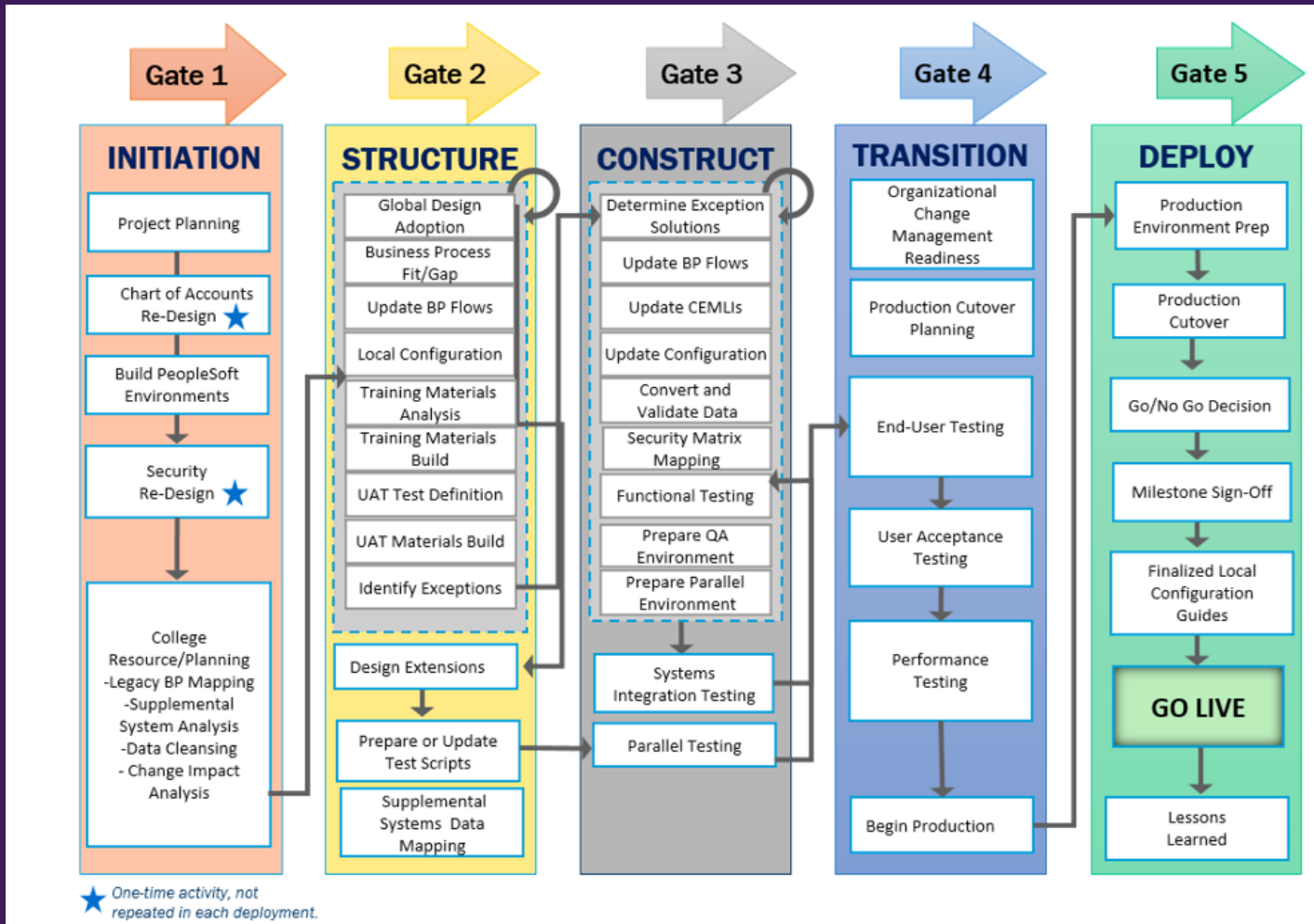
Project Budget

2018 TOTALS

- Team Travel & Training 10%
- PM Travel & Training 11%
- Supplies 2%
- Stipends 0%
- Overtime 0%
- PM Benefits 18%
- PM Salary 59%

2021 TOTALS

- Team Travel & Training 16%
- PM Salary 31%
- PM Travel & Training 8%
- Supplies 2%
- Overtime 12%
- Stipends 21%
- PM Benefits 10%
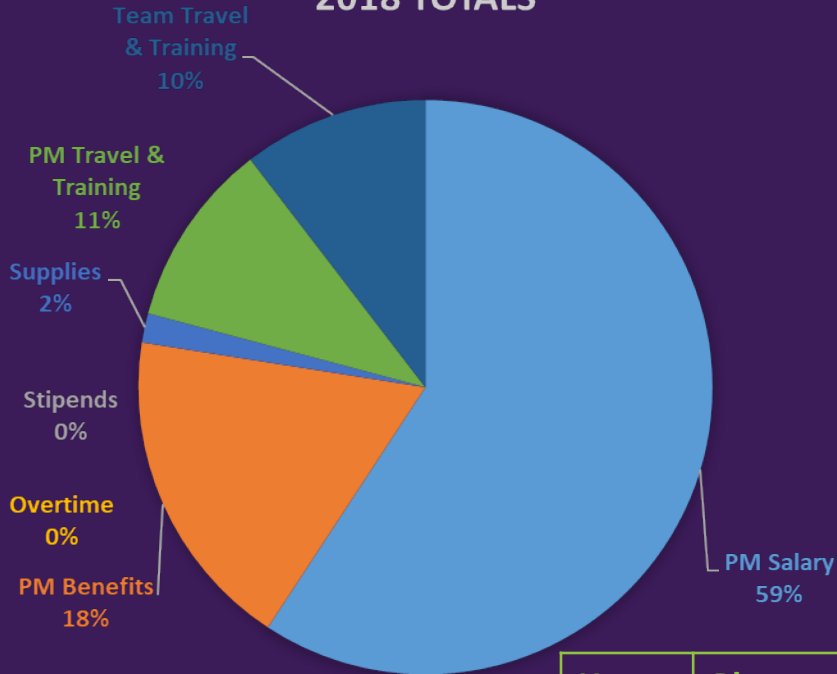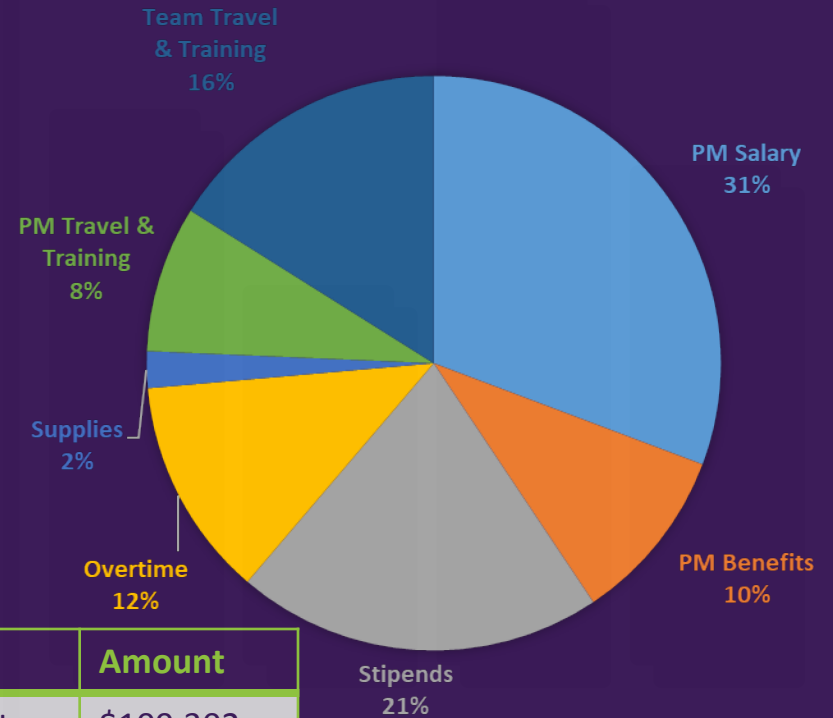
Year	Phase	Amount
2018	Pre-Project	$109,302
2019	Preparation	$176,436
2020	Deployment	$270,144
2021	Maintenance	$291,024
Total		**$846,906**

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Campus Communications

Assignment of ctcLink Pillar and Module Leads

Bills, Kimberly
Clark, Larry
Erwin, Cal
Gorenstein, Claire
Herandy, Alyssa
Jeter, Pamela
Joseph, Wendy
Kelly, Dean
Lindsay, Cris-Jon
Mandt, Kathleen
Meeusen, Kelley
Mowry, Cynthia
Murphy, McKenzee

Nelson, Valarie
Nuxoll, Bradley
Perez, Kay
Petrov, Tanya
Pieper, Micalah
Plair, Lisa
Timmons, Amy
Walker, Kirk
Wolcott, Lisa
Zaffino, Gina

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Common Process Workshops and Training

- Common Process Workshops – 3
  - CPTC had a presence at all 3
    - Student Financials Tuition and Fees (November 2018)
    - Employee Changes and Separation (December 2018)
    - Manage End of Term (January 2019)
  - Upcoming – (February to June 2019)
    - SF Billing and Third Party Accounts
    - SF Enrollment Cancellations
    - SF Payment Plan, Cashiering and Cancellation
    - Banking Services (Banking & Reconciliation)
    - Running Start Coding, Enrollment & Billing
    - Authorize/Disburse/Reconciliation
    - SF Billing / Manage Third-Party Accounts / Payment Plan
- PM Training Events – 2
  - CPTC attended Both
- PM Biweekly Updates

CLOVER PARK
TECHNICAL COLLEGE

Tab 3

Board of Trustees Regular Meeting
Rotunda, Building 3
Wednesday, January 9, 2019

Minutes

Call to Order: Vice Chair Martinez called the Board of Trustees Meeting for Clover Park Technical College (CPTC) to order on January 9 2019, at 4 p.m.

Board of Trustees Present:
Mark Martinez, Vice Chair   Eli Taylor
Bruce Lachney

College President: Dr. Joyce Loveday

Assistant Attorney General: John Clarke

Excused Absences: Wayne Withrow, Chair; Lua Pritchard, Trustee

Other Attendees:
Larry Clark, VP, Finance & Admin.   Brian Lee, Proj. Mgr., ctcLink
Dr. Tawny Dotson, VP, Strategic Devel.   Sandra Lopez, ASG Pub. Relations Off.
Scott Latiolais, VP, Student Success   Dr. Judy Loveless-Morris, Dean
Samantha Dana, Dir., Inst. Research & Grants Dr. Chris Chen Mahoney, Assoc. Dean
Loren Davis, Dir., NWCTHS   Brenda McKinney, Mgr., Disability &
Story Gilmore, Asst. Dir., Student Life   Veterans Services
Sam Hardy, ASG President   Kathi Medcalfe-Flaker, Assoc. Dean
Pamela Jeter, Dir., IT   Tyler Scott, Sr. Creative Comm. Mgr.
Jamie Jones, Student   Cherie Steele, Exec. Asst. to the President
Wendy Joseph, Dir., Student Aid &   Kirk Walker, Dir., Human Resources
  Scholarships   Catherine Wells, Student
Dean Kelly, Dean, Student Success   Lisa Wolcott, Dir., Budget & Finance
Dr. Claire Korschinowski, Dean

Adoption of the Agenda
MOTION:
Motion to adopt the agenda as presented was made by Trustee Lachney, and seconded by Trustee Taylor. Motion was approved unanimously.

Approval of Minutes (Tab 1)
MOTION:
Motion to approve the minutes of the Regular Board meeting of December 12, 2018, was made by Trustee Lachney, and seconded by Trustee Taylor. Motion was approved unanimously.

President's Report
Student Success Speaker
Jamie Jones graduated from the Esthetics Program in December and plans to go into the Massage Program next. Originally from Mississippi, she moved to Florida, got into some trouble,

discovered she has a learning disability, and vowed to change her life around. Ms. Jones obtained her GED in 2013, came to CPTC in 2015, ready to pursue her education. She stuck it out through some rough times, including being homeless, and credits her success to many employees, Foundation scholarships, workforce programs, and bus passes. Her goal is to own her own business.

<u>Introduction of New Trustee, Eli Taylor</u>
President Loveday introduced CPTC's newly appointed Trustee, Eli Taylor. He was appointed by the Governor in December and is an Associate Relationship Manager and Vice President at Key Bank. Trustee Taylor was featured in the 2018 South Sound Business Magazine as one of the "40 under 40" doing great things in the community.

Trustee Taylor added that he went back to school at 27, while working full-time, was a newlywed with a new baby, and his wife was also getting her Masters. He has a passion for helping students in similar situations get needed resources and succeed.

<u>ACT Legislative Winter Conference, January 21-22, Olympia Red Lion</u>
Trustee Taylor and President Loveday will attend the New Trustee Orientation, Transforming Lives Dinner, and Conference.

<u>Miscellaneous</u>
CPTC Legislative Advocacy Days in Olympia
Trustee Martinez is interested in attending CPTC Legislative Advocacy Days with President Loveday on January 31 and February 28.

Board Self-Assessment
The Board will complete a self-assessment this year. Ms. Steele will mail the assessment out in early February, it will be due back to her on March 1, and have a report ready for discussion at the March 15 Board Retreat.

Nourish Mobile Food Bank
ASG looked into options for providing food to students in need. They have decided to partner with Nourish, who has a truck and is looking for additional locations. The truck will be on campus one day a week for a three-hour period and will serve students and the broader community. Trustee Martinez asked what percentage of students at CPTC have food insecurity. Ms. Gilmore will follow up with that information.

Policy Review
It is time to review Board policies (there are ten). President Loveday would like to meet with two Trustees in February to determine if they would like any changes and bring it back to the Board Retreat for discussion.

Wrestling
The topic of having a wrestling team at CPTC is on hold, while ASG's interest in funding ongoing expenses for uniforms and travel is determined.

College Reports or Highlights
<u>ASG Report</u> (Tab 2)
Sam Hardy, ASG President, gave the attached report.

Employee/Labor Relations (Tab 3)
Kirk Walker, Director of Human Resources, presented the attached report.

Disability and Veterans Services (Tab 4)
Brenda McKinney, Manager of Disability and Veterans Services, offered the attached report.

Chair's Report
No Chair's report.

Board Reports and/or Remarks
Trustee Lachney requested a ctcLink Update at the February 13 Board of Trustees meeting.

Public Comments
No public comments.

New Business
Consideration of Proposal for Naming the New CAMT Building (Tab 5)
MOTION:
Motion to name the new Center for Advanced Manufacturing Technology (CAMT) Building, "John W. Walstrum Center for Advanced Manufacturing Technology," was made by Trustee Lachney, and seconded by Trustee Taylor. Motion was approved unanimously.

Executive Session
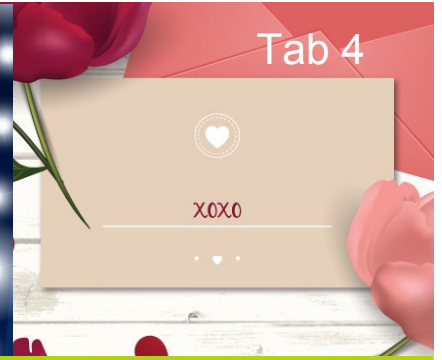No Executive Session.

Next Meeting
February 13, 2019, on the Lakewood campus.

Adjournment
Vice Chair Martinez adjourned the Regular Meeting at 4:56 p.m.

_____   _____
Dr. Joyce Loveday   **Mark Martinez**
President   **Vice Chair, Board of Trustees**
College District Twenty-Nine   **College District Twenty-Nine**

Tab 4

Associated Student Government - February 2019 Report

Highlights

The new calendar year has been kicked off with many free events for students. An opportunity for mini-golf with friends, de-stress coloring pages, free acupuncture, and a trivia night were offered to currently enrolled students. Upcoming events include a chance to paint pottery, create personal valentines, and attend a seasonal celebration called Winter Fest. Brownie-grams are being sold by professional staff, and are able to be sent to faculty and staff members with a personal message thanking them for their great work with students.

Increasing Student Advocacy

Advocacy day in the state capital took place January 24, with the Student Council Legislative Officer (Sadie Hollenbach), Vice President (Timothy Kvamme), and Emergency Services Officer (Quan Tran) attending with Story Gilmore, acting as an advisor. Two meetings were held with legislators, where common student issues were expressed and solutions were encouraged. Student Council prepared essays, which were stapled to ramen packets that highlight the common struggles college students face. The symbolic gifts to the legislators are expected to encourage positive change.

Partnership Highlights

ASG and the student marketing team have completed their work with the All Hazards Committee on campus, for the education of students, faculty, and staff, regarding active threat situations. Seminars were hosted by a former police officer to teach everyone attending what the proper procedures are in the case of a threat on campus. Student marketing created fliers advertising the event.

The student marketing team is also currently working on fliers regarding a chance to visit and chat with Student Council. Details are still being discussed, but tabling will take place before the end of the quarter. The current plan to incentivize student involvement is to offer s'mores at the tabling event.

Shared Governance

Student Council meetings remaining for this quarter will take place February 11 and 25, as well as March 11. The meetings are held in building 23, room 209. The study sessions commence at 2:30 p.m., with the official meeting scheduled for 3 p.m., time permitting. If you would like to be added to the agenda, to present information or a request, please contact Sam Hardy, at asg.president@cptc.edu.

The hiring process in the Office of Student Life has come to a temporary close, and finding students to fill positions has been very successful.

By The Numbers

230 Students attended the Office of Student Life activities in January

435 Bus passes distributed in winter quarter

766 PBJs distributed in the month of January

Upcoming Events

DIY Valentines, February 11 and 12
Building 23, Outside SLSC, 11:00 a.m.-3:00 p.m.

Winter Fest, February 13
Building 23, 11:00 a.m.-2:00 p.m.

Music Showcase, February 20
Building 23, 11:00 a.m.-12:30 p.m.

Pottery Painting, February 26
Building 23, 6:00 p.m.-8:00 p.m.

Tab 5

RCW 28B.15.740

Limitation on total tuition and fee waivers.

(1) Subject to the limitations of RCW 28B.15.910, the governing boards of the state universities, the regional universities, The Evergreen State College, and the community and technical colleges may waive all or a portion of tuition and fees for needy students who are eligible for resident tuition and fee rates pursuant to RCW 28B.15.012 and 28B.15.013. Subject to the limitations of RCW 28B.15.910, the governing boards of the state universities, the regional universities, The Evergreen State College, and the community and technical colleges may waive all or a portion of tuition and fees for other students at the discretion of the governing boards, except on the basis of participation in intercollegiate athletic programs, not to exceed three-fourths of one percent of gross authorized operating fees revenue under RCW 28B.15.910 for the community and technical colleges considered as a whole and not to exceed two percent of gross authorized operating fees revenue for the other institutions of higher education.

(2) In addition to the tuition and fee waivers provided in subsection (1) of this section and subject to the provisions of RCW 28B.15.455, 28B.15.460, and 28B.15.910, a total dollar amount of tuition and fee waivers awarded by any state university, regional university, or state college under this chapter, not to exceed one percent, as calculated in subsection (1) of this section, may be used for the purpose of achieving or maintaining gender equity in intercollegiate athletic programs. At any institution that has an underrepresented gender class in intercollegiate athletics, any such waivers shall be awarded:

(a) First, to members of the underrepresented gender class who participate in intercollegiate athletics, where such waivers result in saved or displaced money that can be used for athletic programs for the underrepresented gender class. Such saved or displaced money shall be used for programs for the underrepresented gender class; and

(b) Second, (i) to nonmembers of the underrepresented gender class who participate in intercollegiate athletics, where such waivers result in saved or displaced money that can be used for athletic programs for members of the underrepresented gender class. Such saved or displaced money shall be used for programs for the underrepresented gender class; or (ii) to members of the underrepresented gender class who participate in intercollegiate athletics, where such waivers do not result in any saved or displaced money that can be used for athletic programs for members of the underrepresented gender class.

Tab 6

CLOVER PARK
TECHNICAL COLLEGE
Excellence. Experience. Employment.

FY2018-2019

2nd Quarter

Period Ending

December 31, 2018

January 15, 2019

Prepared by:
Finance Department

Clover Park Technical College
Statement of Revenue and Expenditure by Fund Source
FY2018-19 Period Ending December 31, 2018
Cumulative beginning July 1, 2018

Revenues					%	Expenditures				%	Net
Fund	Description	Budget	YTD	Balance	Received	Budget	YTD	Balance	Expended		to Date
001	State Allocations	18,393,810	8,548,099	9,845,711	46%	18,393,810	8,548,099	9,845,711	46%		-
060	Capital Debt	2,517,290	998,915	1,518,375	40%	2,517,290	998,915	1,518,375	40%		
08A	Education Legacy Trust	1,618,254	382,240	1,236,014	24%	1,618,254	382,240	1,236,014	24%		-
489	Pension Funding	999,601	459,941	539,660	46%	999,601	459,941	539,660	46%		-
149	Operating Fees/Tuition	10,440,474	5,887,282	4,553,192	56%	10,440,474	4,550,325	5,890,149	44%		1,336,957
	Operating Subtotal	**33,969,429**	**16,276,476**	**17,692,953**	**48%**	**33,969,429**	**14,939,520**	**19,029,909**	**44%**		**1,336,957**
145	Grants and Contracts	6,209,948	3,532,543	2,677,405	57%	6,018,169	1,948,498	4,069,671	32%		1,584,045
147	Plant	32,453,421	32,454,563	(1,142)	100%	32,193,448	15,344,604	16,848,844	48%		17,109,959
148	Local Dedicated	2,089,331	1,659,658	429,673	79%	2,041,786	756,742	1,285,044	37%		902,916
522	Associated Students	1,052,127	767,629	284,498	73%	1,044,827	444,097	600,730	43%		323,532
528	Parking	142,454	89,774	52,680	63%	142,454	60,341	82,113	42%		29,433
561	Innovation Fund	291,016	183,022	107,994	63%	291,016	138,841	152,175	48%		44,181
570	Hayes Child Development Ctr	472,338	234,737	237,601	50%	579,541	39,806	539,735	7%		194,931
570	Event Services	267,000	157,721	109,279	59%	239,342	163,530	75,812	68%		(5,809)
570	Bookstore Commissions	80,000	64,847	15,153	81%	-	-	-			64,847
846	Grants in Aid	8,505,893	4,285,007	4,220,886	50%	8,505,893	5,598,213	2,907,680	66%		(1,313,206)
849	Student Loan	7,872,788	2,094,438	5,778,350	27%	7,872,788	2,443,874	5,428,914	31%		(349,436)
850	Work Study	205,516	66,344	139,172	32%	205,516	78,173	127,343	38%		(11,829)
860	CPTC Financial Aid	600,000	265,051	334,949	44%	600,000	64,068	535,932	11%		200,983
	Other Subtotal	**60,241,832**	**45,855,334**	**14,386,498**	**76%**	**59,734,780**	**27,080,786**	**32,653,994**	**45%**		**18,774,548**
057	State Capital Projects	789,000	232,616	556,384	29%	789,000	232,616	556,384	29%		-
060	Capital Projects	1,702,300	698,471	1,003,829	41%	1,702,300	698,471	1,003,829	41%		-
	Capital Subtotal	2,491,300	931,087	1,560,213	**37%**	2,491,300	931,087	1,560,213	**37%**		-
	Total	**96,702,561**	**63,062,898**	**33,639,663**	**65%**	**96,195,509**	**42,951,393**	**53,244,116**	**45%**		**20,111,505**

Prior Year (2017-18)	Budget	YTD	Balance	%Rec	Budget	YTD	Balance	%Exp	Net to Date
Operating	29,620,059	14,457,860	15,162,199	49%	30,048,742	13,233,903	16,814,839	44%	1,223,957
Other Subtotal	19,856,523	12,384,373	7,472,150	62%	20,513,007	11,484,643	9,028,364	56%	899,730
Capital Subtotal	1,608,311	138,075	1,470,236	9%	1,608,311	138,075	1,470,236	9%	-
Total	**51,084,893**	**26,980,308**	**24,104,585**	**53%**	**52,170,060**	**24,856,621**	**27,313,439**	**48%**	**2,123,687**
As a percent of this year	53%	43%			54%	58%			

Source: CPTC Budget Status district by Fund (BA1218)

Clover Park Technical College
Statement of Expenditures
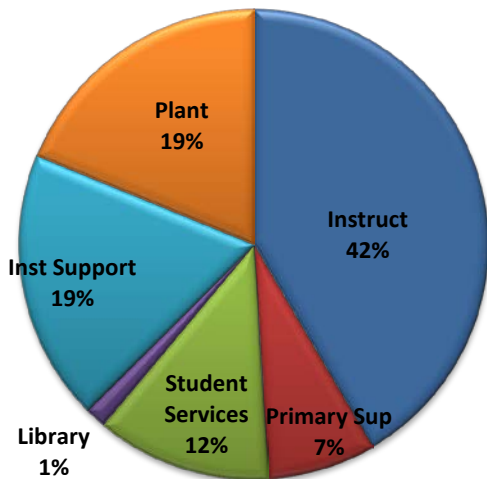### FY2018-19 Period Ending December 31, 2018
Cumulative beginning July 1, 2018

By Program

Program Index		Budget	YTD	Balance	% Expended	2017-2018	% of LYTD
010	**Instruction**	14,243,961	6,210,167	8,033,794	43.6%	5,943,780	104%
040	**Primary Support Services**	2,782,340	1,113,936	1,668,404	40.0%	1,101,730	101%
050	**Libraries**	470,028	219,986	250,043	46.8%	197,154	112%
060	**Student Services**	4,009,659	1,797,318	2,212,341	44.8%	1,731,340	104%
080	**Institutional Support**	6,292,633	2,784,699	3,507,934	44.3%	2,414,306	115%
090	**Plant and Facilities**	6,170,808	2,813,414	3,357,394	45.6%	1,845,593	152%
	Total	**33,969,429**	**14,939,520**	**19,029,909**	**44.0%**	**13,233,903**	**112.9%**

By Type

Expense Type		Budget	YTD	Balance	% Expended	2017-2018	% of LYTD
A	**Salaries & Wages**	19,014,148	8,545,490	10,468,658	44.9%	8,061,424	106%
B	**Employee Benefits**	6,513,396	3,040,339	3,473,057	46.7%	2,942,405	103%
C	**Personal Services**	172,948	33,291	139,657	19.2%	24,767	134%
E	**Goods & Services**	4,764,851	1,938,501	2,826,350	40.7%	1,766,374	110%
G	**Travel**	209,963	67,786	142,177	32.3%	53,993	126%
J	**Capital Outlays**	802,253	188,584	613,669	23.5%	106,926	176%
N	**Grants to Students**	8,570	4,315	4,255	50.4%	5,773	75%
P	**Debt Service**	2,517,290	998,915	1,518,375	39.7%	-	100%
S	**Interagency Reimbursement**	(146,995)	(84,198)	(62,797)	57.3%	(27,819)	303%
T	**Transfers**	113,005	206,496	(93,491)	182.7%	300,060	69%
	Total	**33,969,429**	**14,939,520**	**19,029,909**	**44.0%**	**13,233,903**	**112.9%**

By Program

Pie chart: Instruct 42%, Primary Sup 7%, Student Services 12%, Library 1%, Inst Support 19%, Plant 19%

By Type

Pie chart: Salaries & Wages 58%, Employee Benefits 21%, Personal Services 0%, Goods & Services 13%, Travel 0%, Capital Outlays 1%, Grants to Students 0%, Debt Service 7%
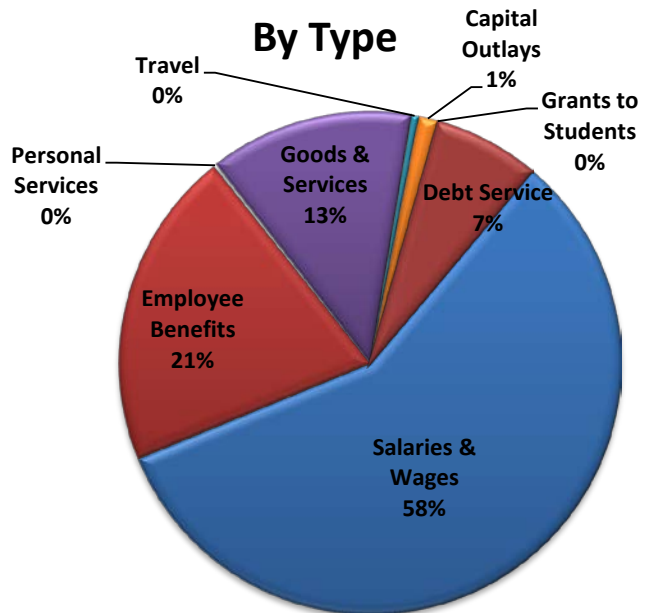
Clover Park Technical College
Statement of Expenditures
Excludes CAMT Debt Service
FY2018-19 Period Ending December 31, 2018
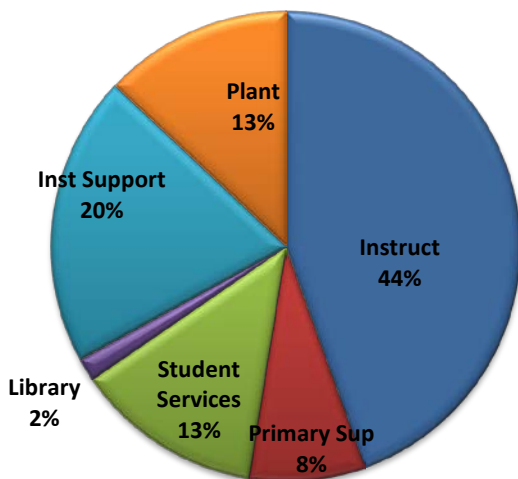*Cumulative beginning July 1, 2018*

By Program

Program Index		Budget	YTD	Balance	% Expended	2017-2018	% of LYTD
010	Instruction	14,243,961	6,210,167	8,033,794	43.6%	5,943,780	104%
040	Primary Support Services	2,782,340	1,113,936	1,668,404	40.0%	1,101,730	101%
050	Libraries	470,028	219,986	250,043	46.8%	197,154	112%
060	Student Services	4,009,659	1,797,318	2,212,341	44.8%	1,731,340	104%
080	Institutional Support	6,292,633	2,784,699	3,507,934	44.3%	2,414,306	115%
090	Plant and Facilities	3,653,518	1,814,499	1,839,019	49.7%	1,845,593	98%
	Total	31,452,139	13,940,605	17,511,534	44.3%	13,233,903	105.3%

By Type

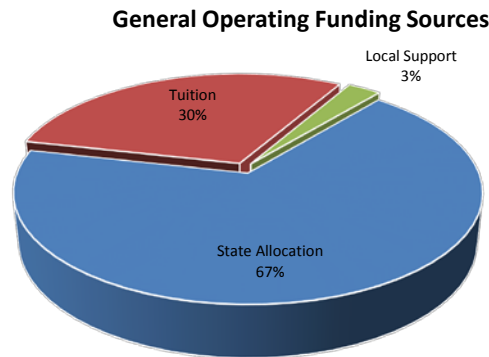| Expense Type		Budget	YTD	Balance	% Expended	2017-2018	% of LYTD
A	Salaries & Wages	19,014,148	8,545,490	10,468,658	44.9%	8,061,424	106%
B	Employee Benefits	6,513,396	3,040,339	3,473,057	46.7%	2,942,405	103%
C	Personal Services	172,948	33,291	139,657	19.2%	24,767	134%
E	Goods & Services	4,764,851	1,938,501	2,826,350	40.7%	1,766,374	110%
G	Travel	209,963	67,786	142,177	32.3%	53,993	126%
J	Capital Outlays	802,253	188,584	613,669	23.5%	106,926	176%
N	Grants to Students	8,570	4,315	4,255	50.4%	5,773	75%
S	Interagency Reimbursement	(146,995)	(84,198)	(62,797)	57.3%	(27,819)	303%
T	Transfers	113,005	206,496	(93,491)	182.7%	300,060	69%
	Total	31,452,139	13,940,605	17,511,534	44.3%	13,233,903	105.3%

By Program

By Type
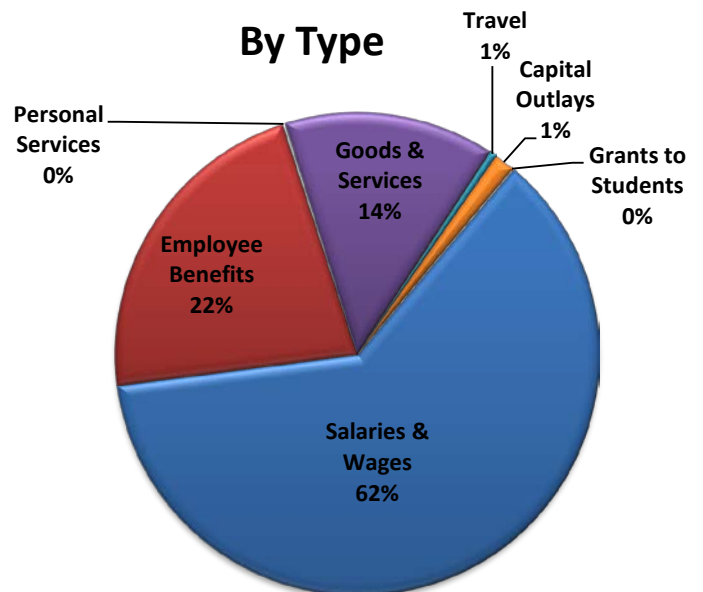
Clover Park Technical College
Statement of Earmarks, Reserves and Proportionate Operational Revenues
FY2018-19 Period Ending December 31, 2018
Cumulative beginning July 1, 2018

Revenues					%	Expenditures			%	Net
Fund	Description	Budget	YTD	Balance	Received	Budget	YTD	Balance	Expended	to Date
149	90 Operating	8,492,357	11,005,866	(2,513,509)	130%	8,492,357	-	8,492,357	0%	11,005,866
148	Debt Service (Student Union COP)	4,858,915	4,858,915	-	100%	4,858,915	-	4,858,915	0%	4,858,915
148	Litigation	1,000,000	1,000,000	-	100%	1,000,000	-	1,000,000	0%	1,000,000
148	Local Capital	1,000,000	1,083,796	(83,796)	108%	1,000,000	-	1,000,000	0%	1,083,796
	Reserves Subtotal			(2,513,509)	N/A	15,351,272	-	15,351,272	0%	17,948,577
148	Airplane Reserves	74,935	74,935	-	100%	74,935	-	74,935	0%	74,935
149	Childcare Support	107,203	107,203	-	100%	107,203	54,661	52,542	51%	52,542
	Earmark Subtotal			-	N/A	182,138	-	182,138	0%	127,477
	Total			(2,513,509)		15,533,410	-	15,533,410		18,076,054

College Comprehensive Expenses by Funding Source			
Source	Budget	YTD Exp	% Funding
State Allocation	23,528,955	10,389,194	24%
Tuition	10,440,474	4,550,325	11%
Grants & Contracts	6,018,169	1,948,498	5%
Capital Projects	34,944,721	16,275,691	38%
Self Support	2,089,331	756,742	2%
Associated Students	1,052,127	444,097	1%
Auxilliary Services	1,252,808	263,677	1%
Financial Aid	17,184,197	8,184,328	19%
	96,510,782	42,812,552	100%

Comprehensive Revenue Sources
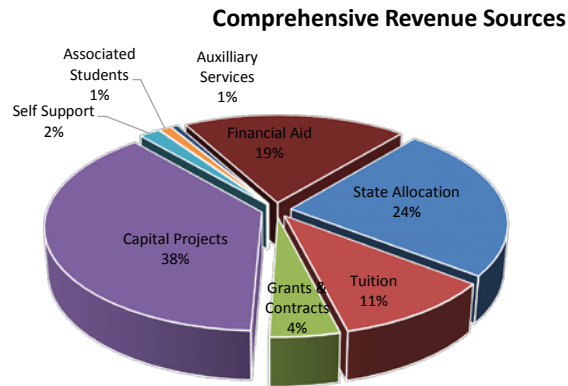
General Operating Funding Sources			
Source	Budget	YTD Revenue	YTD %
State Allocation	23,528,955	10,389,194	67%
Tuition	10,440,474	4,550,325	29%
Local Support	953,433	532,312	3%
	34,922,862	15,471,832	100%

General Operating Funding Sources

One-Time Funding Status
as of December 31, 2018

| Division	Description	Core Theme	Funding	Amount Spent	Balance	Outcome
Administration						
VP of Finance & Admin	Updated Master Plan	Institution Sustainability	$ 60,000	-	60,000.00	Bid completed, Kickoff scheduled
Facilities	Pressing tool	Institution Sustainability	$ 4,800	3,882.83	917.17	Tool purchased and in use
Facilities	Way Finding Signs	Student Success	$ 150,000	-	150,000.00	Mortenson just finalized their signage design -- we'll tag onto that order to have consistency
Information Technology	25Live Scheduling software	Institution Sustainability	$ 25,000	-	25,000.00	We won't be charged for this by SBCTC
			$ 239,800	$ 3,883	235,917.17	
Instruction						
VP of Instruction	Instructional Maintenance/Licenses	Student Success and Workforce Preparation	$ 150,000	11,472.00	138,528.00	K&K Equipment, repairs/parts/service prep deck, Automotive (190520); Toyota Lift NW, forklift parts/labor, HVAC (190544); Compressed Air Systems (190633); Air Systems Engineering, install exhaust Plasma machine, Welding (MC18120).
Auto Collision	TIG Welders	Student Success	$ 17,000	16,026.28	973.72	New TIG welders in our automotive collision program contributed to student success by providing students with updated welding technology and tools.
Cosmo/Esthet/Massage	A/V upgrade- all B8 classrooms	Student Success, Institutional Excellence and Workforce Preparation	$ 75,000	-	75,000.00	Once complete, this project will support all three core themes. This is a replacement of the old, no longer working Audio/Visual system, and will effect up to 180 students per quarter. Pam Jeter is taking the lead on this. She is waiting on a revised quote, and needs at least two quotations. This is high on Pam's priority list.
CNISS	Replace Classroom lab computers	Student Success	$ 99,615	90,665.09	8,949.91	New computers in the CNISS program contributed to student success through providing students with updated computer desktop technology.
Culinary Arts	Triple Deck Pizza Oven	Institutional Excellence	$ 25,000	19,180.13	5,819.87	Core Theme: Institutional Excellence. The pizza ovens have been installed, and are benfiting our students, the program and the community members who enjoy the fine dining available in the Rainier Room. For regulations reasons we needed to change from a deck-style oven to a conveyor style. Students have already been experimenting with the unit. They have done pizzas, casseroles, egg dishes, scones and several other items. The unit is proving to be more versatile than expected and is used everyday. This will become a vital part of our kitchen, supporting students and patrons of our restaurant.
Digital Entertainment	Projector upgrades- 2	Student Success	$ 2,500	2,500.00	-	New projectors in our media design program contributed to student success by providing students a functional projector within the instructional space.
Nursing	Simulation Software upgrade	Student Success & Institutional Excellence	$ 14,285	12,503.64	1,781.36	Core Theme(s); Workforce Preparation, Student Success and Institutional Excellence. Simulation helps prepare students for their 'live' clinical experiences; this benefits the students, the clinical site staff and the patients they will be working with. The software was installed October 31, 2018. Training on the new software is scheduled for January 4, 2019

One-Time Funding Status
as of December 31, 2018

Division	Description	Core Theme	Funding	Amount Spent	Balance	Outcome
Professional Pilot	Aircraft Replacement	Student Success	$ 220,000	-	220,000.00	Pending RFP for a broker; New planes contribute to student success through providing professional pilot students with modern aviation technology.
Transitional Studies	Classroom equip: chairs, projectors	Student Success	$ 14,600	-	14,600.00	Preparing requisition paperwork
Library	ALMA	Student Success/Workforce Preparation	$ 32,872	32,872.01	(0.01)	This is an annual cost and provides journal access, general library support, such as circulation and dues to staff and students
			$ 650,872	$ 185,219	465,652.85	

Strategic Development

Division	Description	Core Theme	Funding	Amount Spent	Balance	Outcome
Human Resources	HR Part Time Staffing	Institution Sustainability	$ 40,000	11,757.15	28,242.85	From July 1 through Dec. 6, 2018: 64 total positions are in some stage of recruiting after posting the position. 33 positions have been filled (finished). This included 8 tenure track faculty positions, 6 Classified positions, 4 AFT-PROF, 2 Unrepresented, 2 IUOE, and 11 Faculty Leads. For the same time period in 2017 the College had 16 openings. This year's hiring has doubled during this time period.
College Relations	Advertising carryforward	Institutional Excellence	$ 95,000	90,000.00	5,000.00	Our advertising campaign with 25th Hour Communications directly led to 455 mobile calls to CPTC, more than 8,000 digital ad clicks, more than 3,200 mobile mailers, and nearly 200 conversions on the "Apply Now" button on the website landing page during August/September 2018. $5,000 is being returned to the pool and will not be spent.
College Relations	Online Catalog Software	Student Success/Institutional Excellence	$ 11,800	-	11,800.00	This project has grown and now includes several pieces that will be funded in partnership with both Guided Pathways and Instruction. The RFQ was posted the first week of November, an apparent winner has been selected, and we are now working with Finance to execute the contract.
			$ 146,800	$ 101,757	45,042.85	

Student Services

Division	Description	Core Theme	Funding	Amount Spent	Balance	Outcome
Welcome Center	Welcome Center Bookcases	Student Success	$ 3,303	3,303.00	-	Created a space more inviting and welcoming to our students. Also decreases risk of injury through increased storage space.
Student Success	Student Services Accessibility Moves	Student Success	$ 200,000	-	200,000.00	Moves should happen in Winter Quarter.
International Programs	Agent Commission	Student Success	$ 22,500	-	22,500.00	Funding provides ongoing operational support to grow our international student population.
Childcare Center	Hayes Childcare Center	Student Success	$ 107,203	-	107,203.00	Funding provides ongoing operational support for the Hayes Center.
			$ 333,006	$ 3,303	329,703.00	
	Total		$ 1,370,478	$ 294,162	1,076,315.87	

Tab 7

WASHINGTON STATE
LOCAL GOVERNMENT INVESTMENT POOL
December 31, 2018

Investment Type	Average Balance Dec-18	Dec-18 Percentage	Average Balance CY 2018	CY 2018 Percentage
Agency Bullets	0.00	0.00%	0.00	0.00%
Agency Discount Notes	3,127,413,582.21	20.03%	2,796,598,907.24	19.35%
Agency Floating Rate Notes	1,406,544,215.63	9.01%	1,285,938,426.39	8.90%
Agency Variable Rate Notes	795,845,594.41	5.10%	850,339,366.22	5.88%
Certificates of Deposit	174,803,225.81	1.12%	152,671,438.35	1.06%
IB Bank Deposit	2,120,375,038.61	13.58%	1,440,287,923.92	9.97%
Repurchase Agreements	1,515,322,580.64	9.70%	1,650,849,315.02	11.42%
SOFR Floating Rate Notes	85,483,870.97	0.55%	11,643,835.62	0.08%
Supras - Bullets	156,315,335.42	1.00%	127,598,130.21	0.88%
Supras - Discount Notes	1,054,190,465.50	6.75%	589,535,733.75	4.08%
Supras- Floating Rate Notes	150,000,000.00	0.96%	128,082,191.78	0.89%
Supras - Variables	149,958,786.06	0.96%	119,782,419.91	0.83%
Term Repurchase Agreements	806,451,612.90	5.16%	1,646,986,301.36	11.40%
U.S. Treasury Securities	4,072,737,177.15	26.08%	3,649,922,275.03	25.26%
US Treasury Floating Rate Notes	0.00	0.00%	0.00	0.00%
Total Avg Daily Balance	15,615,441,485.31	100.00%	14,450,236,264.80	100.00%

Avg Days to Maturity   42 days


LGIP NET RATE OF RETURN
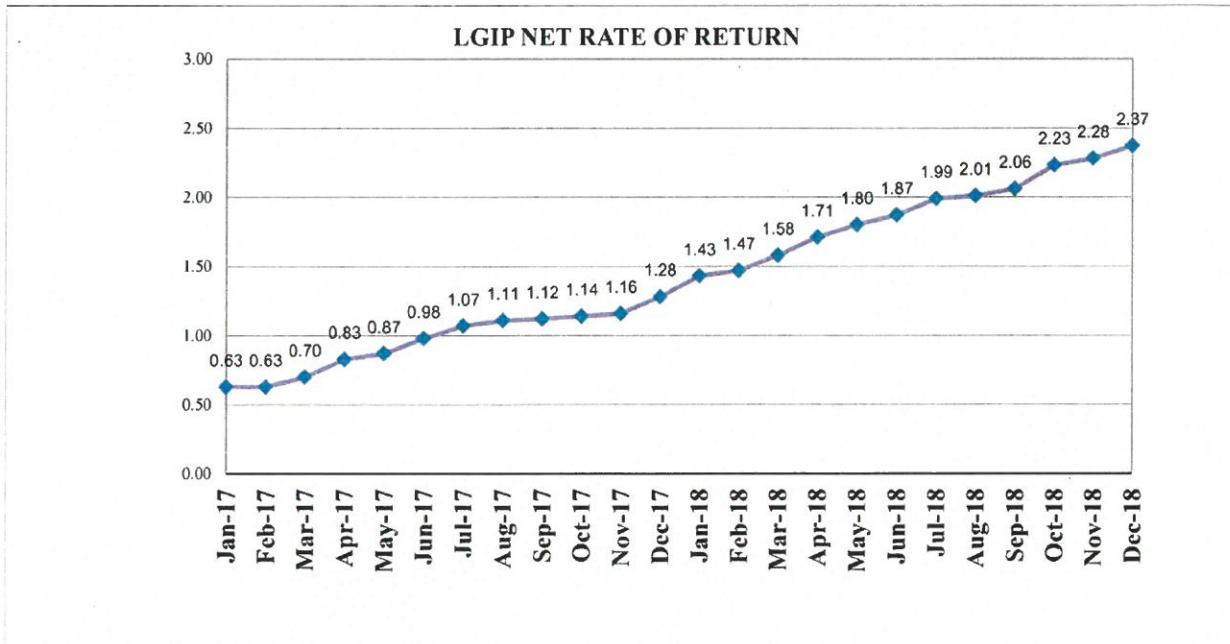
* Rates are calculated on a 365-day basis

WASHINGTON STATE
LOCAL GOVERNMENT INVESTMENT POOL
December 31, 2018

DAYS TO MATURITY	$ MATURING (PAR VALUE)*	% MATURING	CUMULATIVE % MATURING
1	4,461.59	29.2%	29.2%
2-30	1,785.90	11.6%	40.8%
31-60	2,126.00	13.8%	54.6%
61-90	2,949.00	19.2%	73.8%
91-120	575.00	3.7%	77.6%
121-180	865.00	5.6%	83.2%
181-270	150.00	1.0%	84.2%
271-397	175.00	1.1%	85.3%
Floating Rate Notes	1,615.00	10.5%	95.9%
Variable Rate Notes	652.00	4.2%	100.0%
PORTFOLIO TOTAL:	15,354.49		

* Amounts in millions of dollars

LGIP MATURITY STRUCTURE

LGIP CUMULATIVE MATURITY STRUCTURE
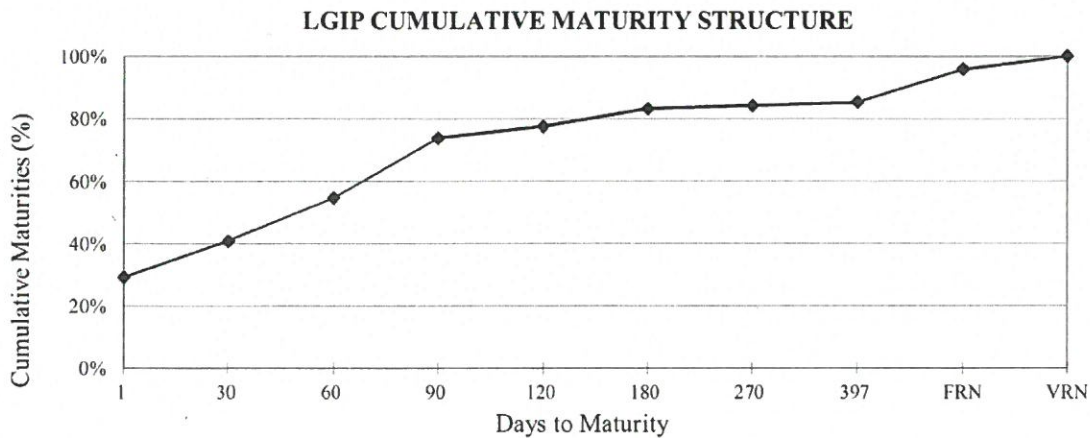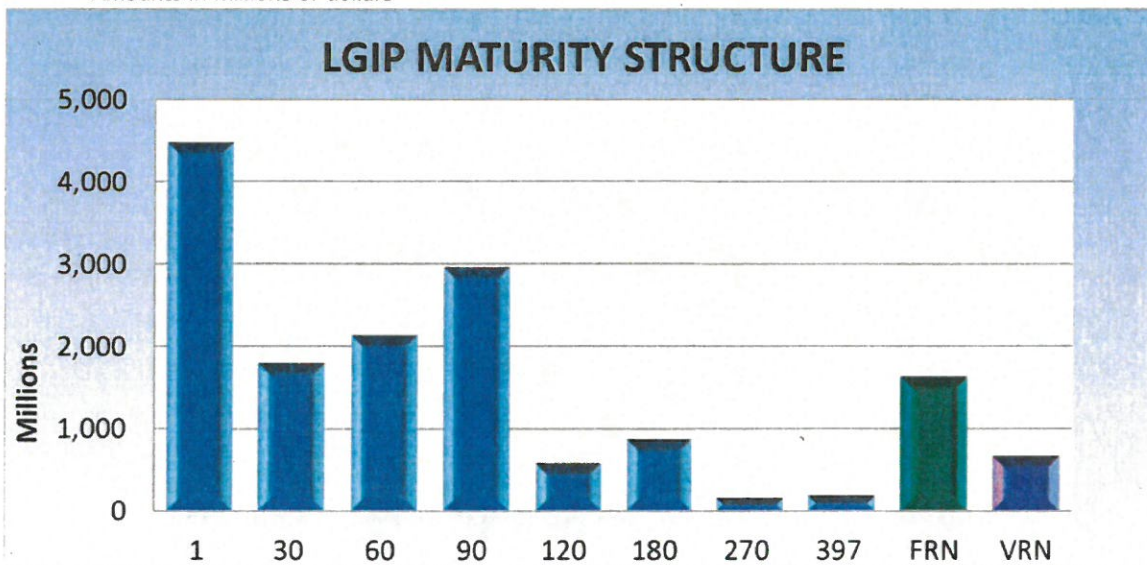
CLOVER PARK
T E C H N I C A L   C O L L E G E

COLLEGE DISTRICT TWENTY-NINE
BOARD OF TRUSTEES

RESOLUTION 19-02-96
Resolution Authorizing Investment of Clover Park Technical College
Monies in the Local Government Investment Pool

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool [LGIP]) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, Clover Park Technical College; the "governmental entity," to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the Clover Park Technical College Board of Trustees, the "governing body" or any designee of the governing body pursuant to this resolution or a subsequent resolution; and

WHEREAS, the governmental entity will cause to be filed a certified copy of said resolution with the Office of the Treasurer; and

WHEREAS, the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understand the risks and limitations of investing in the LGIP; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

NOW, THEREFORE, BE IT RESOLVED, that the governing body does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

BE IT FURTHER RESOLVED that the governing body has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by Larry Clark and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that the governmental entity designates Larry Clark, Vice President for Finance and Administration, the "authorized individual" to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual's instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by delegated authority or any other documentation, signed or otherwise approved by the authorized individual, shall remain in effect after revocation of the authorized individual's delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

BE IT FURTHER RESOLVED that the governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

PASSED and ADOPTED by the Board of Trustees of the Clover Park Technical College, state of Washington, on this 13th day of February 2019.

Attested by:

_____   _____
Dr. Joyce Loveday   **Wayne Withrow**
President   **Chair, Board of Trustees**
College District Twenty-Nine   **College District Twenty-Nine**

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Tab 8

DIVISION A: ACADEMICS & TRANSITIONAL STUDIES

Judy Loveless-Morris, Ph.D.
Dean for Academic Instruction and
Transitional Studies

Who We Are

Who We Are: A Review

Where We Are

Where We Are Going

Who We Are

**Who We Are:
A Review**

Where We Are

Where We Are Going

Instructional Support

- A grand total of 4500 students of direct tutoring services were provided in the last academic year.
  - Approximately 520 students and 8140 hours of tutoring were offered in Fall 2018.
- The Open Lab is one of the most used resources in the LRC.

Who We Are

Academic Instruction

General Education: Division A offers the academic courses that students need to complete their programs.

- Written & Oral Communication
- Mathematics
- Natural Sciences
- Social Sciences
- Humanities

Transitional Studies offers courses that support the transition of students to college level study and career pathways.

- Student progression is supported through ESL instruction, high school completion, college readiness instruction, and the integration of basic skills instruction into workforce programs.

Who We Are

"First Year Transfer List" of general education courses

- **Communications** (5 credits) –ENGL& 101, ENGL& 102

- **Quantitative and Symbolic Reasoning** (5 credits) –MATH& 107, MATH& 148 or MATH& 151

- **Humanities** (10 credits in two different subject areas or disciplines[2])—PHIL& 101, MUSC& 105, DRMA& 101, ENGL& 111, or HUM& 101
  For colleges that use History as a Humanities HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148)

- **Social Science** (10 credits in two different subject areas or disciplines) –PSYC& 100, SOC& 101, POLS& 101, POLS& 202
  For colleges that use History as a Social Science: HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148

- **Natural Sciences** (10 credits in two different subject areas or disciplines) - BIOL& 100, BIOL& 160 w/ lab, ASTR& 100, ASTR& 101 with lab, CHEM& 105, CHEM& 110 with lab, CHEM& 121 with lab, CHEM& 161, CHEM& 162, ENVS& 100, ENVS& 101, PHYS& 114, GEOL& 101 with lab.

- **Additional 5 credits** in a different discipline can be taken from any category listed above.

FTE for Division A

- **Division A is serving nearly 500 students this quarter(n=490).**

- **Division A has experienced increased enrollment (+5.9%).**

Where We Are Going: Designing for Student Success

Who We Are:
A Review

Where We Are

Where We Are Going

Who We Are:
A Review

Where We Are

Where We Are Going

Completion of College Level English and Math Within One Year

New Assessment Process
- **English**
  - Accelerated Model
- **Math**
  - Co-Requisite and Contextualized

Where We Are Going: Expanding our Reach

**Who We Are:
A Review**

Where We Are

Where We Are Going

- VESL at Milgard
- ESL at APCC
- I-BEST
- High School in the Community
- Running Start

- IECLE Grant
- Community Partnerships
  - Local High Schools
  - Community Organizations, such as The Urban League.
  - Goodwill
  - Milgard
- College Spark

Who We Are: A Review

Where We Are

Where We Are Going

- **Ability to Benefit**
  - **Individuals without a high school credential.**
  - **I-BEST**