



Board of Trustees Meeting

Virtual, Via Zoom

Wednesday, August 11, 2021

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

Regular Meeting: 4:00-5:20 p.m.

Study Session Minutes

Call to Order: Chair Mitchell called the Board of Trustees Study Session for Clover Park Technical College (CPTC) to order on August 11, 2021, at 2:59 p.m.

Board of Trustees Present:

Carol Mitchell, Chair

Alice Phillips

Lua Pritchard

College President: Dr. Joyce Loveday

Excused Absences: Mark Martinez, Trustee; Eli Taylor, Trustee; Justin Kjolseth, Assistant Attorney General

Executive Team:

Dr. Thomas Broxson, VP, Instruction

Dr. Scott Latiolais, VP, Student Success

Samantha Dana, Assoc. VP, Institutional Effectiveness

Lisa Wolcott, Int. VP, Finance & Administration

Review End Results that Arose from the Retreat (Tab 1)

At the June 3, 2021, Board of Trustees Annual Retreat, there was a brainstorming session to create a Trustee “End Results” Policy. The attached draft is a result of the discussion. Trustees lead at the Policy Level and have guided the direction of the College through approval of the Mission, Vision, Values, Core Themes, and Strategic Plan.

Described by the Carver Model of governance, End Result statements are developed by the Board and provided in policy to identify overarching results the organization is to accomplish. Trustees discussed the draft End Results Policy. President Loveday will gather input on the Policy at the Leadership Retreat in September, create a definition page, draft a Board Policy, and bring it for approval at one of the fall Board of Trustees meetings.

FY 2020-21 4th Quarter Budget Report (Tab 2)

Ms. Wolcott presented the attached report. Trustees thanked Ms. Wolcott and the Finance team for being able to add money back into Reserves and for the great job they have done for the past year without a Vice President for Finance and Administration.

General Discussion

President Loveday said Trustees decided at the Annual Retreat to begin holding face-to-face meetings, with a hybrid option, in October. Due to the spread of COVID variants and a delay in acquiring equipment necessary for a quality hybrid meeting, board members were asked whether they want to continue as planned. After discussion, the Trustees decided to continue virtual meetings through fall quarter. They will revisit the subject in November or December and make a decision of how meetings will be held in winter quarter.

Adjournment

Trustee Mitchell adjourned the meeting at 3:38 p.m.

.....

Regular Meeting Minutes

Call to Order: Chair Mitchell called the Board of Trustees Regular Meeting for Clover Park Technical College (CPTC) to order on August 11, 2021, at 4:00 p.m.

Board of Trustees Present:

Carol Mitchell, Chair
Alice Phillips
Lua Pritchard

College President: Dr. Joyce Loveday

Excused Absences: Mark Martinez, Trustee; Eli Taylor, Trustee; Justin Kjolseth, Assistant Attorney General

Executive Team:

Dr. Thomas Broxson, VP, Instruction
Dr. Scott Latiolais, VP, Student Success
Samantha Dana, Assoc. VP, Institutional Effectiveness
Lisa Wolcott, Int. VP, Finance & Administration

Adoption of the Agenda

MOTION:

Motion was made by Trustee Phillips and seconded by Trustee Pritchard to adopt a revised agenda, by moving both the FY 2021-22 Operating Budget Report and the New Business item asking for Approval of the FY2021-22 Operating Budget to right after Adoption of the Agenda. The recommendation to change the order of the agenda was made due to an emerging fire near Trustee Phillips' home. Motion was approved unanimously.

FY 2021-22 Operating Budget (Tab 6)

Ms. Wolcott discussed the proposed FY 2021-22 Operating Budget. Trustees thanked Ms. Wolcott for her great work and for presenting the budget in a way that is easy to understand.

New Business (Tab 6)

MOTION:

Motion to approve the FY 2021-22 Operating Budget was made by Trustee Pritchard, and seconded by Trustee Phillips. Motion was approved unanimously.

Approval of Minutes (Tab 3)

MOTION:

Motion to approve the minutes of the Regular Board meeting of June 9, 2021, as presented, was made by Trustee Pritchard and seconded by Trustee Phillips. Motion was approved unanimously.

President's Report

COVID Response Update

President Loveday gave a brief update on COVID. CPTC decided to align with the Governor and require a fully-vaccinated campus (with exemptions for health, religious, and philosophical reasons). Check-in procedures will still be in place – everyone will continue to attest to wellness, masking is required for the unvaccinated, and faculty in programs where masking is advisable can submit a plan to continue required masking in labs.

WACTC Retreat

The WACTC President's Annual Retreat was held in person, for the first time in 18 months, in Spokane. Meetings focused on trends in higher education, innovation, funding opportunities for CTCs, and "what's upcoming for the year."

Miscellaneous

FIPSE Grant

CPTC applied for the FIPSE Grant (Fund for the Improvement of Postsecondary Education) to support faculty in re-design and improving learning at the College. CPTC also participated in a consortium grant application with Lake Washington and two other colleges (it was approved). The College was awarded \$1.1M from the FIPSE Grant and \$500K from the consortium grant. The grants will provide support to help us improve Instruction, service, and outcomes.

ctcLink

The State Board ctcLink Steering Committee finalized CPTC's official Go Live date with ctcLink this past week. CPTC will go live on April 25, 2022. The President praised staff from across the College for the significant time and effort committed to make sure the transition to ctcLink is successful.

Accreditation Preparation

The College's Accreditation Visit will be October 25-27, via Zoom. The Team may schedule a meeting with Trustees to hear the higher level interests of the College, connections with industry, and the focus of the institution.

Policy Updates

Policy 4.13 – Student Concern Procedures. Two sections were added: Describing Student Academic Freedom and Types of Concerns that are Excluded from the Student Concern Procedures (handled elsewhere). Policy 5.16 – Right to Request Identification was expanded to include that CPTC strives to provide a safe and secure campus and that we adhere to federal FERPA/HIPPA regulations, state public records laws, and other applicable privacy laws and regulations. These will be given to Chair Mitchell for signature.

Future Meetings

Reminder: there is no Board of Trustees meeting in September. Board meetings will continue to be held virtually through fall quarter.

College Reports or Highlights

Accreditation Update

Ms. Dana reported:

- A team has been working on the Accreditation report since August 2019
- There is a Steering Committee comprised of subject matter experts and a faculty union representative
 - There are subcommittees with additional experts
- The report will be submitted on August 23
- CPTC's Site Visit will be October 25-27, 2021
 - Faculty, staff, students, and Trustees will be invited to participate

Core Theme Presentation – Workforce Preparation (Tab 4)

Ms. Dana and Dr. Broxson shared the attached Core Theme presentation on Workforce Preparation. Chair Mitchell noted that some of these metrics seem to fit well with the seven End Results created from the Board of Trustees Retreat in June. She would like to see the correlation between workforce core theme measurements and what Trustees are asking in the End Results Policy at a future meeting.

Summer Enrollment Update (Tab 5)

Dr. Latiolais and Ms. Dana presented the attached Summer Enrollment Update. Some professional-technical programs saw an increase this summer over last, a decline in some general education programs from last summer, and developmental education enrollment remained flat. Chair Mitchell asked why some programs remained flat. Dr. Latiolais will report back at a future meeting. Ms. Dana noted that the College received two grants in 2019 and 2020, specifically to get more students into college-level classes sooner. That may be one contributing factor.

Chair's Report

Chair Mitchell has been to some conferences where people have given up on higher education. Some couldn't make it work virtually, some had too many distractions with kids and spouses at home, and some because they didn't have an immediate return on investment and weren't sure how to survive in the interim. One suggestion was for colleges to get into entrepreneurship or an incubator business. As the College thinks about innovative ways to increase enrollment, Chair Mitchell asked if they would consider these options, so students can have flexibility with their families and have some immediate income, while achieving their goals.

Chair Mitchell has the privilege of sitting on the Association of Community College Trustees (ACCT) Annual Charles Kennedy Equity Awards Committee and rated four nominees for that prestigious award.

The impasse of the end of the eviction moratorium probably affects some CPTC students who need to move, need help to try and stay in their home, or deal with overdue rent balances. Tacomaprobono.org has some federal and state dollars, maybe some county dollars, available to provide no-cost or low-cost civil legal services for eviction prevention. Their Housing Justice Project is always available if one needs help clearing up criminal records that are getting in the way of housing, phone number (253) 572-5134, x 102.

Board Reports and/or Remarks

Trustee Pritchard said last week was Samoa Cultural Week at Asia Pacific Cultural Center. Activities were held at the McGavick Conference Center on Friday, and community Samoan leaders were pleased with how things went and are looking forward to returning for more events. Thank you to the staff.

Trustee Phillips was on the interview team for the City of Tacoma's Human Resources Director. Shelby Fritz, formerly at CPTC, was appointed to the position. President Loveday commented that CPTC appreciated the work of Ms. Fritz and offered her congratulations.

Public Comments

No public comments.

Executive Session

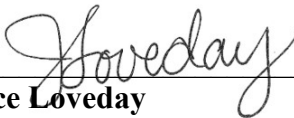
No Executive Session.

Next Meeting


October 6, 2021, details to follow.

Adjournment**MOTION:**

Motion to adjourn was made by Trustee Pritchard at 5:06 p.m., seconded by Trustee Phillips. Motion was approved unanimously.



Dr. Joyce Loveday
President
College District Twenty-Nine



Carol Mitchell
Chair, Board of Trustees
College District Twenty-Nine