



Board of Trustees Meeting

Virtual, Via Zoom: <https://zoom.us/j/95042850043?pwd=WkNaVVQzWHJ1a3ZMSVh6MFJWRUYxQT09>

AND in Bldg. 17, Room 260

Wednesday, August 12, 2020

Study Session: CANCELED

Regular Meeting: 4:00-5:40 p.m.

Minutes

Call to Order: Chair Taylor called the Board of Trustees Regular Meeting for Clover Park Technical College (CPTC) to order on August 14, 2020, at 4:00 p.m.

Board of Trustees Present:

Eli Taylor, Chair

Carol Mitchell

Mark Martinez

Lua Pritchard

Wayne Withrow

College President: Dr. Joyce Loveday

Assistant Attorney General (AAG): Justin Kjolseth

Executive Team:

Scott Latiolais, VP, Student Success

Samantha Dana, Int. VP, Strategic

Development

Shareka Fortier, Exec. Dir., EDI

Lisa Wolcott, Dir., Budget & Finance

Michelle Hillesland, Dean

Adoption of the Agenda

MOTION:

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

Approval of Minutes (Tab 1)

MOTION:

Motion to approve the minutes of the Regular Board meeting of July 8, 2020, as presented, was made by Trustee Pritchard and seconded by Trustee Martinez. Motion was approved unanimously.

President's Report

Summer Quarter Update

Enrollment on the 10th day of the quarter was down 29 percent from last year, partly due to:

- Concerns about coronavirus
- Modified scheduling (to accommodate appropriate distancing)
- Clinical sites in health professions not available

COVID-19 Update

When coming to campus, there is a check-in process, and 30 Building Monitors were hired to oversee the process during hours of operation. Everyone must attest to their health, temperatures are taken, and everyone must wear a mask. Approximately 520 people a day are on campus. So far, there have been no confirmed cases of COVID-19.

WACTC Annual Retreat

The Washington State Community and Technical College (WACTC) President's group held their annual retreat virtually this year. Main topics included the COVID -19 crisis, fiscal efficiencies and fiscal planning tools and resources, and legislative planning.

Colleges connect individually with legislators, and Pierce County colleges work collaboratively with legislators on countywide issues. One of the greatest strengths of the WACTC system is creating legislative priorities as a system and focusing communication around a consistent message. The primary focus of WACTC messaging will be on demonstrating to the legislature that community and technical colleges (CTCs) fill an urgent need in Washington's economy. CTCs play a vital role in creating not just a strong economy but also a fair and inclusive economy.

Miscellaneous

Budget Update

The financial scenario facing CPTC and higher education is an ever-changing challenge. Ms. Wolcott will provide an overview today. Washington colleges learned they will need to also cover the rising cost of health care. The full financial impact of COVID-19 is not yet known.

CPTC is looking at reducing programs and services now in order to cover known budget shortfalls, existing commitments (such as COLA distribution), and additional known expenses resulting from COVID-19 and state decisions. It's also important for the college to make reduction decisions as early as feasible, because waiting until later will likely require more severe cuts.

CPTC will be thoughtful, responsible, and careful as the College considers necessary college reductions. A stepped approach will be implemented to prevent over cutting while still operating in a sustainable manner and providing a balanced budget for the year. Only reductions necessary to balance the budget this fall will be made at this time, based on current budget realities. If additional budget reductions occur after the legislature meets, the need for additional cuts will be considered at that time.

The College community has been asked to be involved by providing insight and input in a number of ways over the last six weeks:

1. Budget Reduction Taskforce (led by Scott Latiolais and Shareka Fortier).
 - a. Developed and prioritized a list of budget reduction strategies for Cabinet and Executive Team consideration
 - b. Developed a list of guiding principles for College leaders to consider when making reductions – to be reviewed by Cabinet.
2. Future Priorities Taskforce (led by Joyce Loveday and Samantha Dana). Purpose:
 - a. Identify and prioritize factors to consider for CPTC's future program mix.
 - b. List and prioritize essential characteristics for CPTC's future.

3. Review of Program Criteria (led by Michelle Hillesland, Claire Korschinowski, and Chris Mahoney)
 - a. A previous Program Criteria, developed in the past by a committee of primarily faculty, was resent to faculty in July for review and feedback. The criteria was updated based on the feedback. Faculty have reviewed their program data and provided additional feedback to the instructional administrators regarding their programs.

Collaboration Among Pierce County's CTCs

1. Virtual information sessions on August 12, 19, and 26
 - a. Working jointly with Pierce County school districts to focus on recent graduates
 - b. Focus on decreasing disengagement between high school and college
2. Marketing
 - a. Billboards, bus signs, mailers
 - b. Web landing page
 - c. Outsmart 2020 Campaign
 - d. Kudos to the CPTC Marketing and Communications Team led by Jenn Adrien

Policies

- Five Policies are being brought forward today for your information and review/signature by Chair Taylor. They are:
 - Policy 6.26, COVID-19
 - Policy 3.10, Accounting for Fixed Assets
 - Policy 3.9, Information and Communication Resources Acceptable Use
 - Policy 6.2, Parking and Traffic
 - Policy 3.4, Purchasing

Other College Reports or Highlights

Budget Preparation Work (Attachment 1)

Ms. Wolcott provided the attached report concerning the evolution of CPTC's 2020-21 Budget.

Title IX Procedure Changes (Tab 3)

In May 2020, the U.S. Department of Education released new regulations governing campus sexual assault under Title IX (noted in Tab 3). Colleges are required to comply with the new regulations by August 14, 2020. Over the summer, AAGs, in consultation with Washington colleges and the State Board, developed a model set of Title IX grievance procedures for colleges to use. Two actions are being requested by the Board today:

- Rescind the old supplemental procedures for cases involving allegations of sexual conduct as written in the Student Code of Conduct (Part 3).
- Adopt the new Title IX Grievance Procedures as a new College policy/procedure.

Trustee Mitchell noted there were some attempts at the federal level to narrow the definition of domestic violence. She asked how that plays out in the Title IX investigations typically seen at the college. Mr. Kelly replied it gets a little challenging with guidance in the Policy and Procedures in that it has to be part of a college-related activity. If the domestic violence happens at home, that's not something we can investigate. Trustee Mitchell asked if one student had a restraining order against another student, and the restraining order was violated on campus, would that trigger a Title IX investigation? Yes, it would.

Trustee Martinez asked how many cases the College sees in a year and how they will be tracked with the new requirements. Mr. Kelly replied that he sees one or two cases a year. Mr. Walker responded that he has received three or four employee cases a year. However, with the new guidelines, he anticipates one or two a year.

Trustee Mitchell commented there is concern among the domestic violence community, in particular, that the current federal posture on these types of investigation tend to be a disadvantage to victims. She is concerned that narrower definitions might cause victims not to come forward. Will CPTC help mitigate that and empower victims to come forward? Mr. Kelly said the College will find ways to encourage students to come forward with complaints and challenges.

Chair's Report

No Chair's report.

Board Reports and/or Remarks

No Board reports or remarks.

Public Comments

The following people gave Public Comments:

Jody Randall, Faculty Union Pres.

Michele Jones, Med. Asst. Inst.

Jennifer Whipple, Esthetic Sci. Inst.

Diane Follett, ESL Instructor

Poppy Bushnell, Arch. Eng. Des. Inst.

Kathryn Smith, Env. Sci. & Tech. Inst.

Robert Welch, Human Svcs. Inst.

Summary of comments:

- Thanked administration for creating some structure around shared governance.
- Faculty would like more transparency and broad inclusion around program cuts.
- When program faculty challenged data for program review, there were no investigations or follow-up. Program faculty were given a score but don't know where they stand in relation to other programs. What is the cut score?
- Cuts are being made based on a worksheet. Data is based on enrollment, attrition, and retention. Enrollment is not just a faculty problem. It reflects a lack of marketing and outreach. Some departments are not on the website. If people can't find information about a program, enrollment will continue to decline.
- Don't see how the mission and financial goals of the College are at the forefront of decision making. Instruction should not take the biggest cuts.
- Cuts should be made after the legislature meets in January.
- There is no committee or taskforce involved with program criteria. Decisions for program cuts are being made in a silo, without informed decision-making.
- Want the Budget Reduction and Future Priorities task forces involved in all levels of the program review process.
- Give everyone an opportunity to get involved in the process.
- Transparent decision-making would ease fears.
- Working together means being a little nicer than usual, more patient, empathetic, equitable, and more inclusive for our students, faculty, staff, and administrators.
- Have uncomfortable conversations, compromise, humble ourselves, and see another perspective.

- Effective communication, shared governance, and closing the loop are essential for creating a better college community.
- Lack of confidence in decisions being made in administration.
- CPTC has been reactive, not innovative.
- CPTC has more than \$25 M in reserves, and it is being used to pay an attorney for bargaining with employees.
- COLAs for the past two years were almost fully funded by the state.
- We should be saving money, and bargaining should be between employees and employer.
- Faculty and staff don't see a clear vision; can the Board and the President provide their vision for the next five years?
- Students are not getting financial aid on time. We request Student Services provide additional support for the Financial Aid Office.
- Would like the Board and administration to join faculty in advocating to the legislature. Please provide faculty with email addresses of legislators.
- Stress is at an all-time high, and it is a trickle-down effect to students.

New Business

New Tenure Track Faculty Introductions (Tab 4)

John Moyer, Tenure Committee Chair, asked the new tenure-track faculty member to introduce herself to the Board of Trustees.

Irada Dadashova

Nursing LPN

3rd Quarter

Title IX Grievance Procedures

MOTION:

Motion to rescind Part 3 of the CPTC Student Code of Conduct: Supplemental Procedures for Cases Involving Allegations of Sexual Misconduct, was made by Trustee Mitchell and seconded by Trustee Pritchard. Motion was approved unanimously.

New Model Title IX Grievance Procedures

MOTION:

Motion to approve the New Model Title IX Grievance Procedures, was made by Trustee Pritchard and seconded by Trustee Mitchell.

Discussion: Trustee Martinez does not like the new procedures, thinks it may inhibit people who have legitimate concerns about interpersonal conduct, that it is detrimental to the college, and hopes to revisit this policy within the next year.

Trustee Mitchell is also concerned about an approach that seems to narrow the rights of victims in both domestic violence and sexual harassment areas. She hopes that when these procedures are implemented that there are other areas the College does have control over, where concerns might be captured outside of Title IX. Make sure the College community understands that if one can't make a complaint under Title IX, maybe the Conflict of Interest Policy is where you have a remedy. Continually look at all the options for victims. Perhaps some changes in the federal landscape would help us come back and mitigate some of these things.

Motion was approved unanimously.

Executive Session

At 5:38 p.m., Chair Taylor stated that, in accordance with RCW 42.30.110, the Board would recess to go into Executive Session for approximately 30 minutes for the purpose of discussing with legal counsel potential litigation.

At 6:09 p.m., President Loveday announced that the Executive Session would be extended for another 15 minutes.

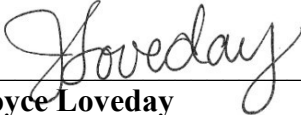
Chair Taylor reconvened the Regular Meeting at 6:25 p.m. and asked if there were any action items as a result of the Executive Session. There were none.

Next Meeting

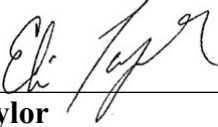
October 14, 2020, details to follow.

Adjournment**MOTION:**

Motion to adjourn was made by Trustee Mitchell, and seconded by Trustee Martinez. Motion was approved unanimously.



Dr. Joyce Loveday
President
College District Twenty-Nine



Eli Taylor
Chair, Board of Trustees
College District Twenty-Nine