



Virtual, Via Zoom  
Wednesday, July 13, 2022  
Study Session: 3:00-4:00 p.m.  
Regular Meeting: 4:00-5:00 p.m.

### **Study Session Minutes**

**Call to Order:** Chair Phillips called the Board of Trustees Study Session for Clover Park Technical College (CPTC) to order on July 13, 2022, at 3:03 p.m.

**Board of Trustees Present:**

Alice Phillips, Chair  
Mark Martinez  
Carol Mitchell  
Tong Zhu

**College President:** Dr. Joyce Loveday

**Assistant Attorney General (AAG):** Justin Kjolseth

**Excused Absences:** Eli Taylor, Trustee

**Executive Team:**

Dr. Scott Latiolais, VP, Student Success  
Samantha Dana, Assoc. VP, Institutional Effectiveness

**Environmental Scan** (Attachment 1)

Ms. Dana introduced Michael Hogan, Sara Nienow, and Ben Fein-Smolinski from RTI International. The company was the successful bidder to perform an Environmental Scan on CPTC, which focused on topics CPTC requested:

- The impacts of COVID-19 on higher education and the local workforce
- Equity of student outcomes and labor outcomes

They presented their findings and recommendations (attached) and answered questions. Trustee Martinez commented there were no surprises in the results. He asked why the statement “a four-year degree or higher” is important. Mr. Hogan noted that when talking about the nature of a workforce, it’s good to know what that profile is. Across Washington, over 30 percent of adults have a four-year degree or higher. King County has a greater share of adults with four-year degrees, and Pierce County has a much lower share, as it has a workforce in technical skills.

Trustee Martinez asked how RTI defines “post-secondary education.” Mr. Hogan replied that RTI received that number and term from the Office of the Superintendent of Public Instruction. He will research it and get information back to the College.

Trustee Mitchell inquired as to which workers are going to King County – those with or without degrees. The U.S. Census Bureau does an interesting job of modeling commuting patterns based on job types. Those can be broken down by salary or industry type, and RTI will also follow up on that.

Trustee Mitchell followed with a comment for consideration by the College at a later time. She wonders if CPTC should be talking with legislators about bringing some of the higher-wage jobs, like aerospace, to be sited in Pierce County. It may also be a subject for the Pierce County collective colleges.

On Pierce County's 15.8 percent growth from 2010-2020, Trustee Zhu asked if RTI knows what is driving that growth. Mr. Hogan said it is much the same as what has driven local growth across the country - good-paying tech jobs, affordable cost of living, people staying in the area, and migration.

### **General Discussion**

None.

Chair Phillips adjourned the meeting at 3:55 p.m.

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## **Regular Meeting Agenda**

**Call to Order:** Chair Phillips called the Board of Trustees Regular Meeting for Clover Park Technical College (CPTC) to order on July 13, 2022, at 4:01 p.m.

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

Alice Phillips, Chair

Mark Martinez

Carol Mitchell

Tong Zhu

**College President:** Dr. Joyce Loveday

**Assistant Attorney General (AAG):** Justin Kjolseth

**Excused Absences:** Eli Taylor, Trustee

### **Executive Team:**

Dr. Scott Latiolais, VP, Student Success

Samantha Dana, Assoc. VP, Institutional Effectiveness

### **Adoption of the Agenda**

#### **MOTION:**

Motion to adopt the agenda, as presented, was made by Trustee Martinez 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 held on May 11, 2022, as presented, was made by Trustee Mitchell and seconded by Trustee Martinez. Motion was approved unanimously.

### **Approval of Minutes (Tab 2)**

#### **MOTION:**

Motion to approve the minutes of the Special Board meeting held on June 10, 2022, as presented, was made by Trustee Mitchell and seconded by Trustee Martinez. Motion was approved unanimously.

### **President's Report**

#### Transitions

- Dr. Scott Latiolais, VP for Student Success, has been named as the next President of the Westshore Campus of Cuyahoga Community College in Cleveland, Ohio. He will be missed here at CPTC, but we wish him well. Mr. Dean Kelly, dean for Student Success, will serve as Interim VP while the College conducts a search for the next VP for Student Success.
- Ms. Lisa Wolcott, Executive Director for Budget and Finance, retires on August 1. Her last day in the office was July 8. CPTC's new Executive Director of Budget and Finance, Parminder Kaur, began on July 1. Most recently, she served as the ctcLink Analyst in the financial area of the State Board of Community and Technical Colleges (SBCTC).

#### ctcLink Update

CPTC continues the work to transition our business processes to ctcLink. It has been no small task and is taking a toll on staff who are experiencing the stress of troubleshooting a new system and learning new ways of doing things. We have had many issues, some of which are the result of changing systems so close to the end of the fiscal year. There is a sizable amount of additional work that needs to occur:

- The Finance Office needs to complete end-of-year budget transactions, close 2022 accounts and open new ones for 2023, and develop the new budget.
- Human Resources/Payroll Departments need to calculate and implement cost-of-living adjustments for each employee and other salary increases that may apply, create new contracts for each employee, and prepare Employee Action Forms for all substitutes, part-time employees, moonlight contracts, and stipends.
- Much work is also occurring in Enrollment Services, Student Financial Aid, and Instruction.

President Loveday thanked employees in these departments for completing their work while simultaneously learning how to do it in a new system.

#### Miscellaneous

President Loveday attended the Future Directions Summit in Alexandria, VA. The summit was to continue work around cybersecurity education and expanding it in CTCs. Whatcom Community College President Hiyane-Brown convened the meeting as part of the work of the National Cybersecurity Training Education Center (NCYTE Center). President Loveday was invited, because CPTC is a recipient of a \$20,000 grant from AACC for CPTC's Cybersecurity Program to develop and implement security curriculum for the Manufacturing Program.

The WACTC Presidents Annual Retreat was held July 6-8. The focus of the retreat was on measuring college Financial Health and building enrollment for the future.

## **College Reports or Highlights**

### Union Report

Ms. Follett gave an update on the Faculty Union. Some things going on at the state level are:

- Union representatives have been working on endorsing candidates for state representatives and congress. They are requesting that state representatives push for free or reduced college, to expand access to health care, and to protect BIPOC community members. Union representatives have also been involved in statewide anti-racist union trainings.
- Ms. Follett is proud to report that, after almost a year of negotiations and hard work on both sides, the College will begin mental health counseling with a part-time position. She thanked all involved.
- Payroll issues for faculty continue with the switch to ctcLink. The union hopes that the SBCTC will assist to correct all errors in the near future.

### Enrollment Update (Attachment 2)

Dr. Latiolais presented the attached Enrollment Update.

### Instruction Report (Attachment 3)

*The Teaching & Learning Center: “Strong Teaching-Strong Students”*

Ms. Copeland provided the attached report. Trustee Martinez thanked Ms. Copeland for the impressive report and all the work she and her team have done to support the faculty, especially through the pandemic. He was once asked to teach with no training, and it was scary. Chair Phillips agreed, as she was also thrown into a teaching situation without training and appreciates the faculty having a safety net.

Trustee Mitchell asked what part of this work is or can be integrated into the tenure process. Ms. Copeland replied that one track is going to be a New Faculty Track with an Onboarding Track and work through professional learning opportunities that will give them a solid foundation for teaching.

President Loveday acknowledged the work that is going on in the Teaching and Learning Center (TLC). During her 20 years at CPTC, the work of the TLC has never been as in-depth or of the quality as it is now. President Loveday thanked Kristen Copeland and her team for the tremendous work they are doing to provide quality instruction for our faculty. She also recognized Dr. Broxson for his commitment to this work and for implementing a structure to make this a priority at CPTC.

### **Chair’s Report**

Chair Phillips attended the CPTC 2022 Graduation, and her comment was, “Wow.” Of the many certificates and degrees that were awarded, the graduates she connected with the most were those who came back and received their GEDs. Their ages varied from young to older, and the world is now open to them. Graduation was very rewarding, partly because she didn’t have the opportunity to walk when she graduated from CPTC.

### **2022-23 Trustee Committee Assignments**

Trustee Assignments will be discussed at a future Board meeting, when all Trustees are present.

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

Trustee Mitchell noted that July is “Love Thy Neighbor” month, and it will be celebrated at the WA State Capital on July 30, 2022, 10 a.m.-2 p.m. It’s an opportunity, in the midst of the sadness we may be feeling from the senseless violence and loss of life across the country, to refresh our memory about what our core values as a country once were.

### **Public Comments**

No public comments.

### **New Business**

No new business.


### **Next Meeting**

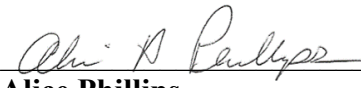
August 10, 2022, details to follow.

### **Adjournment**

#### **MOTION:**

Motion to adjourn the meeting at 4:49 p.m. was made by Trustee Martinez, and seconded by Trustee Mitchell. Motion was approved unanimously.

  
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**Dr. Joyce Loveday**  
**President**  
**College District Twenty-Nine**

  
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**Alice Phillips**  
**Chair, Board of Trustees**  
**College District Twenty-Nine**