



Board of Trustees Meeting

Virtual, Via Zoom
Wednesday, March 9, 2022
Special Meeting: 3:00-5:15 p.m.

Meeting Minutes

Call to Order: Chair Mitchell called the Board of Trustees Special Meeting for Clover Park Technical College (CPTC) to order on March 9, 2022, at 3:01 p.m.

College President: Dr. Joyce Loveday

Board of Trustees Present:

Carol Mitchell, Chair
Mark Martinez
Alice Phillips
Lua Pritchard
Eli Taylor

Assistant Attorney General (AAG): Justin Kjolseth

Executive Team:

Dr. Scott Latiolais, VP, Student Success
Samantha Dana, Assoc. VP, Institutional Effectiveness
Iesha Valencia, Assoc. VP, Equity, Diversity & Inclusion
Lisa Wolcott, Int. VP, Finance & Administration

Adoption of the Agenda

MOTION:

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

Approval of Minutes (Tab 1)

MOTION:

Motion to approve the minutes of the Regular Board meeting on February 16, 2022, as presented, was made by Trustee Phillips and seconded by Trustee Pritchard. Motion was approved unanimously.

President's Report

Student Success Story

Zuie (Owen) Zhu is an International Aviation Maintenance Technician student from the Civil Aviation Flight University of China. Owen is in his last quarter, passed the AMT exam, and is now studying for the Federal Aviation Administration (FAA) exam. He chose CPTC for its great reputation in aviation. One word to describe his experience is "meaningful." Instructors and classmates helped him with the language barrier; and, when Owen decided to join the Associated Student Government (ASG) and become a leader, he encountered more assistance and made new friends.

Upon graduation, Owen will go back to his home country to complete an undergraduate degree, then he would like to return to the United States to earn a Masters Degree, and someday work for an international, non-profit civil aviation organization.

All Campus Professional Development Day

CPTC is six weeks away from “Go Live” with the ctcLink conversion of our processes and data from an old Legacy system to PeopleSoft. At the All Staff In-Service Day on March 4, all employees became engaged in learning about PeopleSoft and the action that will be needed in their normal course of work.

Miscellaneous

Accreditation Reaffirmation

The College has received reaffirmation of accreditation from the Northwest Commission on Colleges and Universities (NWCCU), which marks the culmination of a seven-year process that included a comprehensive evaluation by a peer-review team in October 2021.

NWCCU reaffirmed CPTC’s accreditation and provided four commendations and two recommendations. President Loveday thanked everyone who contributed to the positive outcome, especially Associate Vice President Samantha Dana, who is CPTC’s Accreditation Liaison Officer.

Review of Trustee Policies

Trustees oversee the policy process. There are a limited number of Trustee policies that the Trustees have responsibility to review directly, on a three-year cycle. President Loveday would like two Trustees to meet with her before the May Board meeting to review those policies.

The draft End Result Policy will also be reviewed and a public forum held, as it will serve as a center point for the upcoming strategic planning process.

New Strategic Plan

RTI International is conducting an environmental scan to provide foundational information on the labor market, education, and industry trends for the new Strategic Plan. Findings will be shared with the Trustees at a spring retreat, yet to be scheduled.

College Reports or Highlights

ASG Report (Tab 2)

Highlights – ASG student Jacob Katz, Chair of Events and Activities Committee, presented the ASG report. With the quarter wrapping up and finals coming up, ASG held a virtual Stress Management Course. Topics included different types of stress, impact of stress on the body, and free resources to aid in stress reduction. Attendees received a stress management toolkit.

Partnerships – With the help of the Pastry Arts Program, Student Life offered Valentine’s Day themed cookie-decorating kits. Pastry Arts students made the cookies and provided sprinkles and icing for students to decorate the cookies.

Student Advocacy – ASG recognizes the current events taking place in Ukraine may leave students feeling scared, anxious, and overwhelmed. ASG compiled a list of resources, programs, and tools available on campus, within the community, and virtually to help support students.

cteLink Update (Tab 3)

Dr. Lee gave an update on the CPTC cteLink Project (Tab 3).

Accountability Audit Update (Tab 4)

Ms. Wolcott, Mr. Collins, Ms. Hillesland, and Mr. Walker offered an update on CPTC's Accountability Audit (Tab 4). Chair Mitchell remarked that it sounds as if CPTC is focused on solutions, process changes, and improvements that will address the issues.

Chair's Report

Chair Mitchell:

- Reminded attendees that the clock springs forward one hour on Sunday, March 13.
- As a former Daffodil Queen, Chair Mitchell noted that the Daffodil Festival Parade is on April 9, and the Children's Daffodil Parade is on April 23. A scholarship is given out to the young women involved in the pageant. That scholarship paid for Chair Mitchell's first couple years of education, and she urged attendees to support the event.
- It is Women's History Month, and Chair Mitchell urged everyone to do something that increases your knowledge and understanding of the contributions of women.

Board Reports and/or Remarks

No Board reports or remarks.

Public Comments

No public comments.

New Business

No new business.

Executive Session

At 4:05 p.m., Chair Mitchell stated that, in accordance with RCW 42.30.110, the Board would recess to go into Executive Session for approximately sixty minutes for the purpose of reviewing, evaluating, and interviewing faculty probationers for tenure award.

Chair Mitchell reconvened the Special Meeting at 5:01 p.m. and asked if there were any action items as a result of Executive Session. There were.

Trustee Pritchard moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Tenure Review Committee and the President, grant tenure to Irada Dadashova at Clover Park Technical College, seconded by Trustee Martinez. No discussion. Approved unanimously.

Trustee Pritchard moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Tenure Review Committee and the President, grant tenure to Curtis Guttromson at Clover Park Technical College, seconded by Trustee Martinez. No discussion. Approved unanimously.

Trustee Pritchard moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Tenure Review Committee and the President, grant tenure to Jaya Rose at Clover Park Technical College, seconded by Trustee Martinez. No discussion. Approved unanimously.

Trustee Pritchard moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Tenure Review Committee and the President, grant tenure to Fung Tran at Clover Park Technical College, seconded by Trustee Martinez. No discussion. Approved unanimously.

Trustees congratulated the newly-tenured faculty members.

Next Meeting

April 13, 2022, details to follow.

Adjournment

MOTION:

Motion to adjourn the meeting at 5:07 p.m. was made by Trustee Martinez, and seconded by Trustee Pritchard. Motion was approved unanimously.



Dr. Joyce Loveday
President
College District Twenty-Nine



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