



**Board of Trustees Regular Meeting**  
**Virtual, Via Zoom**

Wednesday, May 13, 2020

Study Session: CANCELED

Regular Meeting: 4:00-5:10 p.m.

Minutes

**Call to Order:** Chair Martinez called the Board of Trustees Regular Meeting for Clover Park Technical College (CPTC) to order on May 13, 2020, at 4:00 p.m.

**Board of Trustees Present:**

Mark Martinez, Chair  
Carol Mitchell

Lua Pritchard  
Eli Taylor

**College President: Dr. Joyce Loveday**

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

**Excused Absences: Wayne Withrow, Trustee**

**Executive Team:**

Larry Clark, VP, Finance & Administration  
Samantha Dana, Int. VP, Strategic Development  
Dr. Tawny Dotson, Int. VP, Instruction  
Scott Latiolais, VP, Student Success  
Shareka Fortier, Exec. Dir., EDI

**Adoption of the Agenda**

**MOTION:**

Motion to adopt the agenda, as presented, was made by Trustee Pritchard.

**MOTION:**

Motion to amend the agenda to add an item under New Business, “2020-21 Nominations for Chair and Vice Chair,” 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 of March 11, 2020, as presented, was made by Trustee Pritchard and seconded by Trustee Taylor. Motion was approved unanimously.

### **President's Report (Attachment 1)**

President Loveday gave the attached report.

Chair Martinez asked for a summary on how online education is working. President Loveday commended the faculty for all the work they have done to get classes up and running. It can be challenging for some students who prefer face-to-face. Classes are lectures for spring and labs will occur during the summer.

Trustee Mitchell asked how the CARES Act Funding, the 1.6M for student emergencies, is being handled. She also inquired if students are part of the decision-making process. President Loveday responded there are no students on the committee at this point. She explained the guidelines for dispersing funds are quite defined, and the College is going beyond the definition in what is being provided by identifying additional student-support funding that can be used to provide grants to students not covered by the federal assistance. CARES Act funding can be used for health care, child care, food, etc. It is made available to students to provide access to what they need.

After the CARES Act Funding dollars are disbursed, Trustee Mitchell asked for a summary of what the funds were used for, aggregate only, nothing specific. President Loveday will ensure the Trustees receive that information.

### **Other College Reports or Highlights**

#### FY19-20 3rd Quarter Budget Report (Tab 2)

Ms. Wolcott gave highlights of the attached FY19-20 3<sup>rd</sup> Quarter Budget Report. She stated part of the COVID-19 expenditures included purchasing 200 Chrome Books for students to allow them access to CANVAS. Barnes & Noble Bookstore purchased the Chrome Books. The College handed them out to students who qualified through the Financial Aid Office. The best part was telling students they get to keep the Chrome Books.

Chair Martinez noted that CPTC had a 20 percent drop in students this quarter and asked what the percentage of lost tuition was; does it correlate to the drop in students? Ms. Wolcott will get that information to Chair Martinez.

#### Marketing Update (Tab 3)

Ms. Adrien presented the attached Marketing Update.

#### Equity Core Theme Update (Tab 4)

Ms. Dana gave the attached Equity Core Theme Update.

### **Chair's Report**

Chair Martinez said it is the time of year when the Board of Trustees evaluates the President. Ms. Steele mailed blank evaluation forms to Trustees, and Chair Martinez asked Trustees to mail their completed, confidential forms to Ms. Steele by May 29. A stamped, addressed envelope was provided in the mailing. A completed report, with aggregate scores, will be ready for the June 10, 2020, meeting.

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

No Board reports or remarks.

**Public Comments**

No public comments.

**New Business**

Approval of Resolution 20-05-99, Extension of 2019-20 Operating Budget (Tab 5)

Chair Martinez asked Dr. Loveday to read Resolution 20-05-99 into the record.

**MOTION:**

Motion to approve Resolution 20-05-99, Extension of the 2019-20 Operating Budget, was made by Trustee Mitchell, and seconded by Trustee Taylor.

Discussion followed. Chair Martinez mentioned the extension extends through October 31, 2020, and inquired if there will be another extension at that time. President Loveday explained it is believed there will be more solid projections at that time and a plan for how the College will move forward.

Motion was approved unanimously.

**2020-21 Nominations for Chair and Vice Chair Discussion**

Motion to nominate Eli Taylor for the position of Board Chair for the July 1, 2020, – June 30, 2021, term was made by Trustee Mitchell.

**MOTION:**

Motion to nominate Carol Mitchell for the position of Board Vice Chair for the July 1, 2020, – June 30, 2021, term was made by Trustee Taylor.

Voting will occur at the June 10, 2020, Board of Trustees meeting.

**Executive Session**


No Executive Session.


**Next Meeting**

June 10, 2020, via Zoom (details to be provided closer to the meeting date).

**Adjournment**

Chair Martinez adjourned the Regular Meeting at 5:07 p.m.

  
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 Dr. Joyce Loveday  
 President  
 College District Twenty-Nine

  
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 Mark Martinez  
 Chair, Board of Trustees  
 College District Twenty-Nine