



Board of Trustees Meeting

Virtual, Via Zoom

Wednesday, November 10, 2021

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

Regular Meeting: 4:00-5:15 p.m.

Study Session Minutes

Call to Order: Vice Chair Phillips called the Board of Trustees Study Session for Clover Park Technical College (CPTC) to order on November 10, 2021, at 3:00 p.m.

Board of Trustees Present:

Alice Phillips, Vice Chair

Lua Pritchard

Mark Martinez

Eli Taylor

College President: Dr. Joyce Loveday

Excused Absences: Carol Mitchell, Board Chair; 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

Invista Performance Solutions

Don Sosnowski, Executive Director, gave an update on Invista Performance Solutions:

- History and Mission of Invista Performance Solutions
 - Invista was created by four colleges – CPTC, Pierce College Fort Steilacoom, and Pierce College Puyallup, and Tacoma Community College to provide corporate training and education programs, delivered through contractual services, for profit, non-profit, tribal agents, and governmental agencies in our communities.
- Diversity of Programming
 - Non-credit training courses
 - Courses in leadership and management, team-building, coaching
 - Technical skills
 - Certifications
 - Credit courses, working in collaboration with partner colleges
- Clients and Successes
 - Since 2011, Invista has served over 150 different clients, and many have been repeat customers

- Financial Data and other Key Metrics
 - Delivered over 23,798 courses
 - 83,000 hours of instruction
 - Granted 4,590 credits to students
 - Served almost 350,000 people (duplicated head count)
 - Over 11 years, brought in \$19 M in revenue, spent \$17.9 M in expenses, and given \$1.3 M back to the colleges
- Grants and State Funding
 - Job Skills Program (JSP) Grant through the State Board for Community and Technical Colleges (SBCTC)
- Collaboration and Relationship with the Colleges
 - President Loveday and Interim VP for Finance Wolcott are among the college leaders who serve on Invista's Board and provide guidance and oversight
 - Employees give referrals to Invista
 - When out in the community, Invista promotes the College's courses and training
 - Share training materials
 - CPTC shares classroom and lab space with Invista

Academic Year in Review – Enrollment Summary (Tab 1)

Ms. Dana presented the attached Enrollment Summary. Discussion followed.

Trustee Taylor likes predictive analytics and asked if there is a way to measure trends or an uptick in enrollment now that some subsidies are going away. Dr. Latiolais responded there is some indication. All prospective students must go through the Welcome Center, and CPTC measures the conversion rate of prospective students who visit the Welcome Center and then enroll. During COVID, some programs had to reduce capacity due to protocols. Dr. Latiolais said these are some indicators to look at that can help to predict what we think enrollment is going to be. He will report back to the Board. **

Capital Project Proposal

Mr. Prater informed the Trustees about the College's Project Request Report (PRR), a proposal for a major project for a new building. In August, the SBCTC announced that all colleges were eligible to submit a major project proposal, due in December, which is a short timeline. McGranahan Architects is working with Mr. Prater and the PRR Committee.

Buildings 31, 16, and 14 scored as the worst buildings on campus on the SBCTC's Facilities Conditions score in 2019. Based on all requirements and the scoring system, the decision was made to combine those three buildings into a new building request. The proposal is due to the SBCTC on December 15. If approved, the most likely scenario based on the CTC state funding queue would be to start the design in 2027 and start construction in 2029.

General Discussion

No general discussion.

Adjournment

Vice Chair Phillips adjourned the meeting at 3:59 p.m.

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Regular Meeting Agenda

Call to Order: Vice Chair Phillips called the Board of Trustees Regular Meeting for Clover Park Technical College (CPTC) to order on November 10, 2021, at 4:00 p.m.

Board of Trustees Present:

Carol Mitchell, Chair

Lua Pritchard

Alice Phillips, Vice Chair

Eli Taylor

Mark Martinez

College President: Dr. Joyce Loveday

Excused Absences: 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 to adopt the agenda, as presented, was made by Trustee Martinez and seconded by Trustee Taylor. Motion was approved unanimously.

Approval of Minutes (Tab 2)

MOTION:

Motion to approve the minutes of the Regular Board meeting on October 6, 2021, as presented, was made by Trustee Taylor and seconded by Trustee Martinez. Motion was approved unanimously.

President's Report

Student Success Speaker

Nicholas McKinney was selected as the 2022 Transforming Lives Award Nominee, and Chair Mitchell participated in the process. Mr. McKinney is in the LPN program, he is invited to the Transforming Lives dinner in Olympia on January 24, 2022, his Information/story will be included in a publication given to legislators to show the impact of the community and technical college system, and he will receive a \$500 scholarship from the Foundation.

Mr. McKinney said he is the first person on either side of his family to attend college and earn a degree, his goal is to become a Registered Nurse, and he hopes to work with communities who are often neglected. He noted that his advisor, Kemble Bray, helped him along the way and showed him how to balance work and school; and that CPTC is equipped to handle students who have families and jobs.

Accreditation Visit

CPTC had its 7-year comprehensive visit, October 25-27, by a team of five individuals from peer institutions and the Senior Vice President from the Northwest Commission on Colleges and Universities (NWCCU). Institutional accreditation is essential to maintain quality standards and is required to be able to distribute Title IV funding (student financial aid).

It was a thorough review of CPTC's comprehensive report; the team met with Trustees, staff, faculty, and students; and they reviewed records, policies, practices, the website, and college documents. The visit resulted in four commendations and two recommendations. They will not be formal until NWCCU has reviewed the report and issued them as commendations and recommendations, which will occur in January 2022. President Loveday is pleased with the result of the accreditation visit.

The Evaluation Team commends Clover Park Technical College for its:

1. Board of Trustees' active engagement, intentional leadership, and commitment to equity, their students, employees, and local community.
2. Commitment to equity, diversity and inclusion, as evidenced by creation of a new Associate Vice President for Equity, use of equity gap data to address foundational curriculum, infusion of equity through its five college councils, and other activities identified throughout the visit.
3. Rapid response to COVID, in particular with the College's attention to providing in person and remote wrap-around support services, including not limited to the Library, eLearning Lab, Tutoring, Student Life, Chat Box, as well as modifications to facilities and technologies in support of students.
4. Support for professional development and trainings, as evidenced by its new employee onboarding processes, faculty assessment day, annual professional development plans, and opportunities during off-contract periods, among other activities.

The Evaluation Team recommends that Clover Park Technical College:

1. Further refine its collaborative planning and budgeting activities to share and utilize meaningful goals, objectives, and indicators of mission fulfillment (2020 Standard 1.B.2).
2. Continue its work to develop an effective system to assess program-level learning outcomes across all academic programs (2020 Standard 1.C.5).

PCCC Updates

The annual Pierce County Coordinating Council (PCCC) Legislative Breakfast will be held virtually on December 9, from 7:30-9:00 a.m. This is an opportunity to thank legislators for their support, highlight the impact of their funding decisions, share the CTC priorities for the upcoming legislative session, and highlight two student stories.

Miscellaneous

AVP-EDI

Three qualified finalists for the position of Associate Vice President for Equity, Diversity and Inclusion visited campus for a tour and open forums last week. President Loveday hopes to announce a new AVP-EDI soon.

T'wina Nobles Scholarship

President Loveday was pleased to announce that two CPTC students were recognized at the 2021 Empowerment Awards, hosted by the Tacoma Urban League, and awarded the T'wina Nobles Young Professionals Scholarship. They are Kenneth Gainey (Professional Pilot Program) and Maureen Chege (Medical Assistant), and both will receive a \$5,000 scholarship to be split between winter and spring quarters.

Policies

There are two policies for Chair Mitchell to review and sign today, and both have been through the College comment and review process. They are:

- Policy 5.22 – Student E-mail.
- Policy 5.7 – Reasonable Accommodations for Students with Disabilities

Asia Pacific Cultural Center's 25th Year Anniversary Celebration

President Loveday congratulated Trustee Pritchard for an exceptional event celebrating the 25-year anniversary of the Asia Pacific Cultural Center. It was a successful fundraiser for their upcoming building project.

College Reports or Highlights

ASG Report (Tab 3)

Michelle Ryder is the ASG Chair of the Civic Engagement Committee and in her 5th quarter of the Environmental Sciences Program.

Highlights of the month were:

- Two virtual movie weekends
- A virtual 5K – the Great Pumpkin Run
- The Fitness Center opened again
- A voter registration campaign
- ASG partnered with the Pastry Arts Program for National Coming Out Day and distributed rainbow cookies made by Pastry Arts students. They also distributed pride and pronoun buttons and information and resources about LGBT+ History Month.

Core Theme Presentation – Institutional Sustainability (Tab 4)

Ms. Dana provided a Core Theme Presentation – Institutional Sustainability, Tab 4. Discussion and questions followed. Trustee Pritchard asked why CPTC does not have an AANAPISI - Asian American and Native American Pacific Islander-Serving Institution Grant. Ms. Dana explained that the federal definition requires the College to have ten percent students of Asian American, Alaskan Native, or American Indian, and CPTC is at 8.9 percent. Trustee Pritchard replied that if CPTC had an AANAPISI grant, it would be easier for Asian American Pacific Islander students to attend CPTC. Trustee Pritchard asked how many students that translates to. Ms. Dana will check and get back to Trustee Pritchard. **

Trustee Pritchard inquired if the College could provide online classes to the Somoan Islands. President Loveday responded that the technical education piece would have to be done there or bring students to CPTC at some point. She will look into the matter. **

Trustee Martinez asked what “increasing apprenticeship programs” means, perhaps new standup programs. Dr. Broxton said it is a combination of things. CPTC is working on an electrical and a medical assistant apprenticeship program.

FY 2021-22 1st Quarter Budget Report (Tab 5)

Ms. Wolcott gave the attached FY 2021-22 1st Quarter Budget Report. There were no questions.

Instruction Report – Outcomes Assessment (Tab 6)

Drs. Broxson and Zhang discussed the attached Outcomes Assessment presentation. Thomas Chesnes joined at the end of the presentation to share the faculty perspective. There were no questions.

Chair's Report (Tab 7)Discuss the 2022 Board of Trustees Meeting Schedule

Trustees discussed the draft schedule, and they decided to hold the February Board meeting on February 16. They will vote on it at the December 8 meeting.

Chair Mitchell was pleased that the NWCCU accreditation team had nice comments about the work going on across campus and individual commitment to equity, diversity and inclusion, led by the Trustees.

Board Reports and/or Remarks

Trustee Martinez announced that he is retiring in December 2021, after 45 years in the construction industry. He will retire from the CPTC Board of Trustees in September 2022, after 13 years of service, and will not be available to attend the August 10 meeting, as he will be hiking the Washington portion of the Pacific Crest trail for 508 miles. He appreciates all the people he has known professionally, especially his adopted CPTC family.

Public Comments

No public comments.

New Business

No new business.

Executive Session

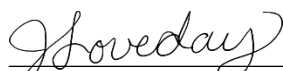
No Executive Session.

Next Meeting

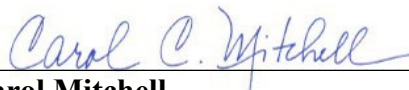
December 8, 2021, details to follow.

Adjournment**MOTION:**

Motion to adjourn was made by Trustee Martinez at 5:19 p.m., 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