



**Rotunda, Building 3**

**Zoom Link for those who cannot attend in person:**

<https://cptc-edu.zoom.us/j/83543974093>

**Wednesday, January 8, 2025**

Study Session: Cancelled

Regular Meeting: 4:00 – 5:10 p.m.

**Regular Meeting Agenda**

|             |   |                                |              |
|-------------|---|--------------------------------|--------------|
| <b>4:00</b> | <b>Call to Order, Flag Salute, Land and Labor Acknowledgement, Introductions .....</b>                                | Jesus Villegas Rivera          |              |
|             | .....   |                                |              |
|             | <b>Adoption of Agenda .....</b>   | Jesus Villegas Rivera          |              |
|             | <i>Action</i>   |                                |              |
|             | <b>Approval of the Meeting Minutes of December 11, 2024 .....</b>   | Jesus Villegas Rivera          | <b>Tab 1</b> |
|             | <i>Action</i>   |                                |              |
| <b>4:10</b> | <b>Public Comments .....</b>  | Jesus Villegas Rivera          |              |
| <b>4:15</b> | <b>President’s Report .....</b>   | Dr. Joyce Loveday              |              |
|             | <ul style="list-style-type: none"><li>• Community of Care</li><li>• College Updates</li><li>• Miscellaneous</li></ul> |                                |              |
| <b>4:30</b> | <b>College Reports or Highlights</b>  |                                |              |
|             | <u>CAAB Report</u> .....  | Tanner Jarvis, Elias Dzul      | <b>Tab 2</b> |
|             | <u>Financial Aid Report</u> .....   | Celva Boon, Christeen Crouchet | <b>Tab 3</b> |
|             | <u>First Reading Title IX WAC</u> .....   | Dean Kelly                     | <b>Tab 4</b> |
|             | <i>Large document – available in <a href="#">BoT documents</a> on-line.</i>   |                                |              |
| <b>4:50</b> | <b>Chair’s Report.....</b>  | Jesus Villegas Rivera          |              |
| <b>4:55</b> | <b>Board Reports and/or Remarks .....</b>   | All                            |              |

**5:00 New Business** ..... Jesus Villegas Rivera  
None

**5:05 Executive Session** ..... Jesus Villegas Rivera

The Board may hold an executive session for purposes allowed under the Open Public Meetings Act. Legal purposes include, to consider acquisition or sale of real estate; to review negotiations of publicly bid contracts; to receive and evaluate complaints or charges brought against a public officer or employee; to evaluate the qualifications of an applicant for public employment; to review the performance of a public employee; and to discuss with legal counsel matters relating to agency enforcement actions, litigation, or potential litigation. Before convening in executive session, the Board Chair will publicly announce the purpose for executive session and the time when the executive session is expected to conclude.

None

**5:10 Adjournment** ..... Jesus Villegas Rivera



**Board of Trustees Meeting**

**Rotunda, Building 3**

**Zoom Link for those who cannot attend in person:**

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**Tuesday, December 11, 2024**

Study Session: Cancelled

Regular Meeting: 4:00 – 5:45 p.m.

**Regular Meeting Minutes**

**Call to Order, Land and Labor Acknowledgement, Introductions:** Chair Villegas Rivera called the Regular Meeting of the Board of Trustees for Clover Park Technical College (CPTC) to order on December 11, 2024, at 4:01 p.m. followed by the land acknowledgement and labor acknowledgement.

**Board of Trustees Present:**

Adria Buchanan

Alice Phillips

Eli Taylor, Vice Chair – via Zoom

Jesus Villegas Rivera, Chair

**College President:** Dr. Joyce Loveday

**Assistant Attorney General (AAG):** Justin Kjolseth – via Zoom

**Excused Absences:**

Tong Zhu

**Executive Team:**

Dr. Tom Broxson, VP for Instruction

Amelia Grayson, VP for Finance and Administration

Dean Kelly, VP for Student Success

Samantha Dana, Associate VP for Institutional Effectiveness

Iesha Valencia, Associate VP for Equity, Diversity, and Inclusion

Dr. James Neblett, Associate VP for Human Resources and Culture

**Adoption of the Agenda**

**MOTION:**

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

## **Approval of the Minutes (Tab 1)**

### **MOTION:**

Motion to adopt the minutes of the November 13, 2024 Board meeting as presented, was made by Trustee Phillips and seconded by Trustee Taylor. The motion was approved unanimously.

### **Public Comments**

None

### **President's Report**

Dr. Loveday reported that Governor Inslee has directed cabinet agencies to freeze spending for hiring, non-essential equip purchase, and non-essential travel due to an expected shortfall of 11 to 12 billion dollars in the state's budget. While this directive does not directly impact the college, we have been asked to voluntarily implement the freeze. The executive team has discussed the college's options and determined that we will continue to be cautious with spending but will not implement a freeze at this time. The executive team will reassess periodically through the winter as more information regarding state budget and legislative action become available.

Dr. Loveday noted that although the figure is expected to fluctuate, our current enrollment for Winter quarter is 27% above the same time last year.

Dr. Loveday noted that the 2025 Board calendar is in the board packet and brought specific attention to the April and June meetings. The April meeting is scheduled to be held at the South Hill campus, and the June meeting is scheduled to coincide with Commencement at the Tacoma Dome. The June date is NOT a Wednesday. She also noted that there is no meeting in September.

There was a lot of special activity at the college this past week. Much of this has been thanks to Sam Dana and her team. Cookies and Cocoa were provided on Monday, A Food Drive was held Tuesday for students in need, The college held its 37<sup>th</sup> annual Holiday House event Wednesday, Thursday saw a campus Holiday Party, Friday there was a Foundation/Trustee luncheon, and Saturday CPTC had a float in the Lakewood holiday parade.

Dr. Loveday highlighted the Holiday House event as a special example of our care for our students. Students apply to be sponsored for presents for their children based upon need, and college employees sponsor those qualified. This year we served 98 families with 229 children. The gifts are distributed at an event that includes a visit with Santa, an opportunity for parents to shop from table of donations; as well as crafts, cocoa and cookies for families to enjoy. Dr. Loveday gave thanks to the many volunteers who make the event happen, and especially Sheli Sledge and Marie Ott, who co-chaired the committee. She also Thanked donors, the Foundation, and Financial Aid staff who qualified requests based on need.

There is a revised policy regarding High School special education and 504 plan students that the board chair will be signing this evening. None of the changes are substantive.

Finally, Dr. Loveday wanted to make the Board aware that CPTC is closed December 23 through January 1.

## **College Reports or Highlights**

### CAAB Report (Tab 2)

Adolfo Rodriguez and Elias Dzul provided a report from the Campus Activities and Advocacy Board (CAAB). Together they reported on the following three activities:

- 1) Karaoke night was a planned event for CAAB, but on the day of the event there was a campus-wide wifi outage. The CAAB demonstrated their flexibility by using a mobile television, and a backup audio system to allow the event to proceed as planned.
- 2) CAAB has been working with the college's mental health counsellor to develop programs for reducing anxiety and stress. Although the first event was sparsely attended, CAAB sees this as a first step and hopes to grow the program.
- 3) Food for Thoughts was an event to collect ideas for student advocacy. The most common item cited was the lack of food on campus.

Trustees Phillips and Buchanan complemented the students on their ability to be flexible and resourceful during the wifi outage.

### Institutional Effectiveness Report (Tab 3)

Sam Dana provided a high-level overview of the year ending in June. Looking forward, she wants to be able to present the data in a manner which will reflect each letter of CARES.

Generally, the data shows that state-funded students are increasing – indicating they are moving from contract-funded to traditional students. There is also significant growth in basic education. Overall, CPTC is recovering faster from the pandemic than comparable colleges.

Data indicates that retention is going down, which is due in part to the loss of CPTC's ability to auto-award certificates in ctcLink. Students must apply for a certificate when they complete the required course work.

While student employment is difficult to collect, what we have indicates that these figures are also recovering from pandemic.

Trustee Buchanan stated that it is difficult to analyze the source of problems when some figures conflate two or more things. She would like to see the data broken out. She is also interested in knowing if some programs are declining because of dips in market.

Ms Dana said that the data can be presented in a disaggregated format in the future.

Trustee Phillips asked if CPTC can get back to auto-certification. Ms. Dana said that we have tried, but have not yet had any success. Currently the only way to perform that function would be heavily manual. In the meantime we are trying to encourage students to submit certification applications allowing them to show in the data as completing, as well as increasing the number of certificates CPTC is giving out.

## **Chair's Report**

Chair Villegas Rivera stated that he was happy to participate in the holiday luncheon at the Rainier Room with Foundation Board members. He particularly appreciated seeing the printed thank you statements from students for receiving support, and encouraged more opportunities to see this sort of appreciation.

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

No reports.

## **New Business**

### Approval of 2025 Board Meeting Schedule (Tab 4)

A motion to approve the 2025 Board Meeting Schedule as presented was made by Trustee Phillips and seconded by Trustee Buchanan. The motion was approved unanimously.

### New Faculty

Dr. Broxson noted that the two new tenure track faculty being introduced are in the second quarter of the nine-quarter tenure process. He asked Dean Claire Korschinowski to come forward and introduce the first new faculty member.

Dr. Korschinowski introduced Doug Fate, who teaches in the Professional Pilot program. He has actually been at the college for many years, but recently applied to join as Assistant Chief Pilot, which is a tenure track position. She noted that he works on improving pedagogy in the program. Doug said that he is excited to help develop the program.

Dr. Korschinowski also introduced Dr. Gaofeng Sha who is teaching in Non-Destructive Testing. Dr. Sha has 14 years of experience. He joined CPTC in March. He was glad to join a program that is already strong, and wants to help keep it that way.

## **Executive Session**

At 4:49 p.m., Chair Villegas Rivera 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 reviewing, evaluating, and interviewing faculty probationers for tenure award.

Chair Villegas Rivera reconvened the meeting at 5:36 p.m. and asked if there were any action items as a result of the Executive Session.

Trustee Phillips 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 Cary Flannigan at Clover Park Technical College, seconded by Trustee Taylor. The motion was approved unanimously.

Trustee Buchanan read comments from the tenure process documents and thanked Mr. Flannigan for his good work.

Trustee Phillips 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 Earl Gordon at Clover Park Technical College, seconded by Trustee Taylor. The motion was approved unanimously.

Trustee Buchanan read comments from the tenure process documents and thanked Mr. Gordon for his good work.

Trustee Phillips stated that both candidates had clearly shown their passion for their work and is pleased to have them teaching at CPTC.

**Adjournment**

Motion to adjourn the meeting at 5:43 was made by Trustee Buchanan, and seconded by Trustee Phillips. The motion was approved unanimously.

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

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**Jesus Villegas Rivera**  
**Chair, Board of Trustees**  
**College District Twenty-Nine**

# FALL 2024

## BY THE NUMBERS

- **1,429** SLSC VISITS
- **235** NEW BUS PASSES DISTRIBUTED
- **705** STUDENT ID CARDS PROCESSED
- **169** FOOD PANTRY VISITS
- **2,671** POUNDS OF FOOD DISTRIBUTED
- **954** HOSPITALITY STATION USES
- **55** AVERAGE # OF FAMILIES SERVED AT MFB WEEKLY
- **321** FITNESS CENTER VISITS
- **15** EVENTS
- **756** EVENT ATTENDEES
- **2,299** HOURS OF STUDENT LEADERSHIP WORK
- **47** DAYS





# Student Aid & Scholarships

## 24-25 Aid year updates

- FAFSA simplification issues caused severe delays (Federal and SBCTC level)
- SAS initiated a multi pronged communication plan from February -June
- Increased community and on campus FAFSA/WASFA completion events
- Adjusted office hours to allow for dedicated closure time
- Blue Icon assistance Sept-Present
- Currently packaging files completed in late November/December

# Looking Forward

## 25/26 What we know

- FAFSA Beta testing in rounds. CPTC assisted with testing in the Tacoma School District. Officially opened to all Dec. 1.
- So far, smooth sailing and minimal impacts to vulnerable populations
- SBCTC has scheduled New Year set up session in February
- WASFA was just opened. No feedback available yet

## Highlights

- Regional Challenge Grant and Campaign Free Aid
  - 12 out of 17 partner High Schools matched or exceeded FAFSA completion rates
  - Culturally responsive financial aid materials
- Office staffing almost at full capacity. Minimal turnover in staffing

## Executive Summary- New Title IX grievance procedures

### **Background**

In May 2024 the US Department of Education released new regulations of the Title IX portion of the Education Amendments of 1972 that prohibit discrimination on the basis of sex in education programs and activities. Colleges are required to comply with the new regulations as of 8/1/24. Over the summer, AAGs from across the State will draft a model code for HR offices and Student Codes of Conduct. These new procedures were finalized in July, and the Board approved changes to our procedures at the July 10, 2024 meeting.

### **Major changes to Title IX**

- Includes new protections for pregnancy, gender identity, and retaliation
- Adds training and reporting requirements for all employees
- Adds duties/responsibilities to the Title IX coordinator
- Eases the process of handling complaints
- Expands jurisdiction to include all college programs and activities
- Applies to all forms of sex discrimination
- Creates two grievance processes...one for sex discrimination and one for sex based harassment

### **Board Action**

Following the approved changes to the college procedures, the college is now updating the WAC (495c-121) to match. This meeting is the first reading of those changes. At this time there is no further action required. Due to the size of the WAC, the track changes version is not attached to the Board packet, but is available in [Board Documents](#) on the CPTC web site.

### **Next Steps**

The February 12, 2025 Board meeting will serve as the public hearing for these changes. Assuming no opposition, the WAC changes can then be finalized.