



Board of Trustees Meeting

Rotunda, Building 3

Zoom Link for those who cannot attend in person:

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

Wednesday, February 12, 2025

Study Session: Cancelled

Regular Meeting: 4:00 – 5:10 p.m.

Regular Meeting Agenda

4:00	Call to Order, Flag Salute, Land and Labor Acknowledgement, Introductions	Jesus Villegas Rivera	
	Adoption of Agenda	Jesus Villegas Rivera	
	<i>Action</i>		
	Approval of the Meeting Minutes of January 8, 2025	Jesus Villegas Rivera	Tab 1
	<i>Action</i>		
4:10	Public Comments	Jesus Villegas Rivera	
4:15	President’s Report	Dr. Joyce Loveday	
	<ul style="list-style-type: none">• Student Success – Emma Ferguson• Community of Care• College Updates• Miscellaneous		
4:30	College Reports or Highlights		
	<u>CAAB Report</u>	Adolfo Rodrigues, Elias Dzul	Tab 2
	<u>Union Update</u>	Diane Follett, Lisa Fortson, Susan Hoppe, Kimberly Bills, Jennifer Aikens Howard	
	<u>Finance Report</u>	Amelia Grayson	Tab 3
	<u>Enrollment Report</u>	Dean Kelly, Dr. Tom Broxson	Tab 4
	<u>Instruction Report</u>	Dr. Tom Broxson, Kristin Copeland	Tab 5
5:15	Chair’s Report	Jesus Villegas Rivera	

5:20 Board Reports and/or Remarks All

5:25 New Business Jesus Villegas Rivera
None

5:30 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.

6:00 Adjournment Jesus Villegas Rivera



Board of Trustees Meeting

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 – 5:16 p.m.

Regular Meeting Minutes

Call to Order, Land and Labor Acknowledgement, Introductions: Trustee Villegas Rivera called the Regular Meeting of the Board of Trustees for Clover Park Technical College (CPTC) to order on January 8, 2025, at 4:05 p.m. followed by the flag salute, the land acknowledgement, and the labor acknowledgement.

Board of Trustees Present:

Adria Buchanan
Tong Zhu
Eli Taylor – via Zoom
Jesus Villegas Rivera

College President: Dr. Joyce Loveday

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

Excused Absences:

Alice Phillips

Executive Team:

Dr. Tom Broxson, VP for Instruction
Dean Kelly, VP for Student Success
Samantha Dana, Associate VP for Institutional Effectiveness
Iesha Valencia, Associate VP for Equity, Diversity, and Inclusion – via zoom
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 Buchanan and seconded by Trustee Zhu. The motion was approved unanimously.

Approval of the Minutes (Tab 1)

MOTION:

Motion to adopt the minutes of the December 11, 2024 Board meeting as presented, was made by Trustee Buchanan and seconded by Trustee Zhu. The motion was approved unanimously.

Public Comments

None

President's Report

Dr. Loveday welcomed everyone to the new year. She noted that the Winter quarter started Monday after closing of the college from 12/23 through New Year's Day allowing a refreshing break.

The college has had a good start to Winter quarter. At this point enrollment for state supported students is up 28 percent over last year, and 32 for all students. There will be an adjustment after the drop for non-payment 10 days from the beginning of the quarter. Indications are that we are continuing our upward enrollment trend.

Our Culinary and Pastry Arts programs will be highlighted next week as CPTC represents one of the community colleges serving hors d'oeuvres at the governor's ball in Olympia next Wednesday. They began preparing for the event last November and will be providing five selections. This is the first time that CPTC has been offered this honor since Dr. Loveday has been President.

Dr. Loveday sent a beginning-of-the-quarter video to all faculty and staff describing three things to remember at this time of transition for our community, state, and nation.

- 1) CPTC will continue its commitment to equity, diversity, and inclusion. This is part of our strategic plan and is integral to what we do. We will be intentional about eliminating inequities in access, retention, and employment in our community.
- 2) Dr. Loveday acknowledged the stress and unease many are facing as the result of potential policy changes including increasing deportations and elimination of equity work, as well as funding reductions at the state level. The college will be cautious moving forward, but will continue to build the strength of our institution. We will be clarifying concepts such as public versus private space and implementing an Immigrant Rights and Nondiscrimination Policy. To support faculty, staff, and employees, we are continuing to encourage affinity groups. We are also creating a temporary advisory group to review and recommend practices and policies to strengthen and support services we are providing our students and employees.
- 3) We are a community of care. We know that this is still a work in progress. As a part of working to improve our standing as a community of care, Dr. Loveday has submitted to the college community a framework for a common set of basic expectations for all members of the community. A team will be gathered to collect ideas for improvements to the framework and then look for ways to integrate it into the community, including accountability. Dr. Loveday will send a copy of the framework to the trustees.

College Reports or Highlights

CAAB Report (Tab 2)

Tanner Jarvis and Elias Dzul provided a report from the Campus Activities and Advocacy Board (CAAB) titled “Fall 2024 by the Numbers” showing statistics on CAAB activities.

Trustees commented on the large volume of work and commended the CAAB for their contributions to the college.

Financial Aid Report (Tab 3)

Celva Boon and Cristeen Crouchet provided a report on CPTC financial aid activities. They noted that their previous presentation to the Board was an outline of coming changes and challenges. This presentation is an update to report the outcome. Many of the finance team’s concerns from a year ago proved to be valid. The first student data was not received until the last week in June (six days before summer quarter). The financial aid staff worked with SBCTC and other colleges statewide, pooling resources and developing best practices.

One of the most effective approaches was the development of a strong communication plan for students. Different parts of the college coordinated responses to ensure consistency. This allowed the financial aid office to focus on processing, and spend less time on student concerns and complaints.

Thorough training for staff was also provided so that they were not fumbling in front of students. CPTC also took advantage of Blue Icon consulting (provided by the federal government). This was very fruitful.

Looking toward the 2025/26 academic year, CPTC has been able to participate with beta testing through our local primary school partners. The good news is that students seem to be having fewer problems with the new format. We are still waiting on WASFA results as the state system has only recently been released. All of this leads the financial aid office to be cautiously optimistic.

We are working with Graduate Tacoma via a regional challenge grant to improve financial aid literacy in the region. Part of this effort is the development of culturally responsive materials aimed at populations not served as well (Hispanics and pacific islanders).

The financial aid office is now approaching full staffing, and has a good record of staff retention. This will also help moving into the next academic year.

Ms. Crouchet commended Ms. Boon and her team for their amazing work. Dr. Loveday echoed the commendation.

First Reading Title IX WAC (Tab 4)

Dean Kelly provided a brief orientation and outline regarding the proposed changes to the Title IX WAC for Clover Park Technical College. This is an opportunity to review and comment on changes mandated by the Department of Education. The board has already approved the changes to CPTC policy and procedure.

Mr. Kelly noted that this could change again with the new federal administration.

Chair’s Report

Trustee Villegas Rivera wished all a happy new year and said that he is looking forward to seeing our continued collaborative work for students. He also noted that he was happy that Dr. Loveday acknowledged community fears and appreciated her statement that we are continuing moving forward with equity, diversity, and inclusion. He said that he would like to know more about what the college is doing to support immigrant families.

Board Reports and/or Remarks

Trustee Taylor recognized Dr. Loveday’s strong community engagement, noting that he regularly sees her at community events.

New Business

None

Executive Session

At 4:45 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 the performance of a public employee.

Chair Villegas River reconvened the meeting at 5:15 p.m. and stated that there were no action items as a result of the Executive Session.

Adjournment

Motion to adjourn the meeting at 5:16 was made by Trustee Buchanan and seconded by Trustee Taylor. The motion was approved unanimously.

Dr. Joyce Loveday
President
College District Twenty-Nine

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

CAMPUS ACTIVITIES & ADVOCACY BOARD REPORT

FEBRUARY 2025



Highlights
Partnerships
Student
Advocacy





FY24-25

Financial Report

**Period Ending
December 31, 2024**

Prepared by the Clover Park Technical College Finance Department

Clover Park Technical College
FY 2024-25, Second Quarter Budget to Actuals
As of December 31, 2024
Non-GAAP Budgetary Basis Reporting
UNAUDITED

*50% of Fiscal Year
Completed*

REVENUE	Budget	Actual	Actuals as Percent of Budget
Net tuition and Fees	13,410,140	11,135,639	83.0%
Running Start	1,350,000	33,601	2.5%
NWCTHS Support	2,750,000	1,380,350	50.2%
Total Student Revenue	17,510,140	12,549,590	71.7%
State Operating Appropriation	36,088,117	12,985,404	36.0%
State Capital Appropriation	601,010	601,010	100.0%
Grants and Contracts	2,843,282	2,843,282	100.0%
Other Operating Revenue	421,800	770,728	182.7%
Corporate Education	400,000	194,081	48.5%
Investment Income	1,000,000	667,917	66.8%
Total Other Operating Revenue	41,354,209	18,062,423	43.7%
Bookstore	753,750	386,817	51.3%
Event Services	551,000	237,810	43.2%
Hayes Development Center	1,178,250	327,687	27.8%
Total Auxiliary Revenue	2,483,000	952,314	38.4%
Total Revenue	61,347,350	31,564,326	51%
EXPENSES			
Salaries and Wages	34,453,971	17,945,057	52.1%
Employee Benefits	11,628,105	5,602,046	48.2%
Capital Outlay	66,814	125,120	187.3%
Goods and Services	7,576,334	3,606,393	47.6%
Repairs and Maintenance	1,927,607	1,445,783	75.0%
Travel	264,697	124,016	46.9%
Utilities	1,100,589	440,818	40.1%
Scholarships and Aid	1,414,862	603,580	42.7%
Debt Service	3,507,250	668,625	19.1%
Building and Innovation	1,365,390	254,020	18.6%
Total Operating Expenses	63,305,619	30,815,459	48.7%
Net Income (Loss) before use of reserves	(1,958,269)	748,868	
Use of Reserves	1,958,269	-	
Net Income (Loss) after use of reserves	-	748,868	

Clover Park Technical College
Statement of Revenues and Expenditures by Fund
FY2024-25, Period Year Ended December 31, 2024
Cumulative Beginning July 1, 2024
UNAUDITED

Fund	Description	Beginning Fund			Ending Fund		Actual Net to Date
		Balance	Revenue	Expenses	Balance		
001	General Fund	5,099,186	(10,424,895)	11,534,748	6,209,039	1,109,853	
060	Capital Debt	(1,947)	(1,105,903)	830,827	(277,023)	(275,076)	
08A	Education Legacy Trust	859,368	(763,006)	954,188	1,050,549	191,182	
24J	Workforce Acct	610,437	(1,589,071)	1,706,247	727,613	117,176	
149	Operating Fees/Tuition	(20,548,256)	(6,866,924)	8,082,791	(19,332,388)	1,215,868	
790	Unallocated-Operating	(5,165,265)	(784,882)	260,308	(5,689,839)	(524,574)	
	<i>Operating Subtotal</i>	<i>(19,146,477)</i>	<i>(21,534,681)</i>	<i>23,369,109</i>	<i>(17,312,049)</i>	<i>1,834,428</i>	
145	Grants and Contracts	(943,303)	(2,758,218)	2,395,433	(1,306,088)	(362,785)	
146	Local Contracts	(5,338,795)	(1,940,956)	1,766,082	(5,513,669)	(174,874)	
147	Plant	257,857			257,857	-	
148	Local Dedicated	(4,690,292)	(2,242,435)	1,058,289	(5,874,438)	(1,184,146)	
522	Associated Students	(1,556,593)	(925,117)	286,372	(2,195,338)	(638,745)	
524	Bookstore	8,046	(318,759)	346,980	36,267	28,221	
528	Parking	62,100	(153,972)	87,803	(4,070)	(66,170)	
561	Innovation Fund	(22,127)	(145,201)		(167,328)	(145,201)	
570	Other Auxiliary Enterprises	(117,955)	(633,556)	622,042	(129,469)	(11,514)	
860	CPTC Financial Aid	(1,449,867)	(310,424)	271,138	(1,489,152)	(39,285)	
	<i>Other Subtotal</i>	<i>(13,790,928)</i>	<i>(9,428,637)</i>	<i>6,834,139</i>	<i>(16,385,426)</i>	<i>(2,594,498)</i>	
057	State Capital Projects	168,714	(601,010)	612,212	179,915	11,202	
	<i>Capital Subtotal</i>	<i>168,714</i>	<i>(601,010)</i>	<i>612,212</i>	<i>179,915</i>	<i>11,202</i>	
	Total	(32,768,691)	(31,564,327)	30,815,459	(33,517,560)	(748,868)	

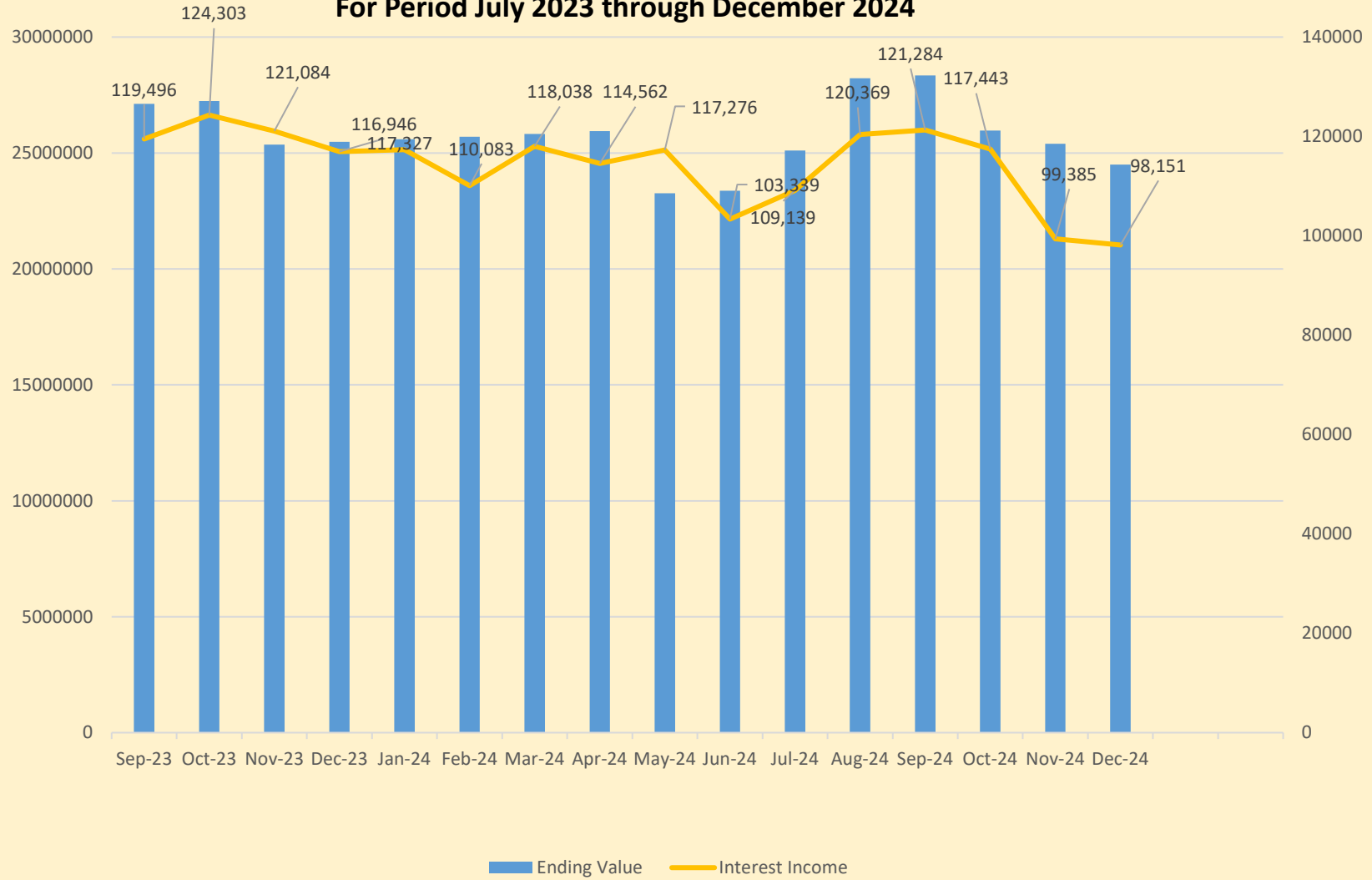
Clover Park Technical College

Estimated Days Operating Cash on Hand

For Period July 2023 through December 2024



Clover Park Technical College Investment Portfolio - LGIP For Period July 2023 through December 2024



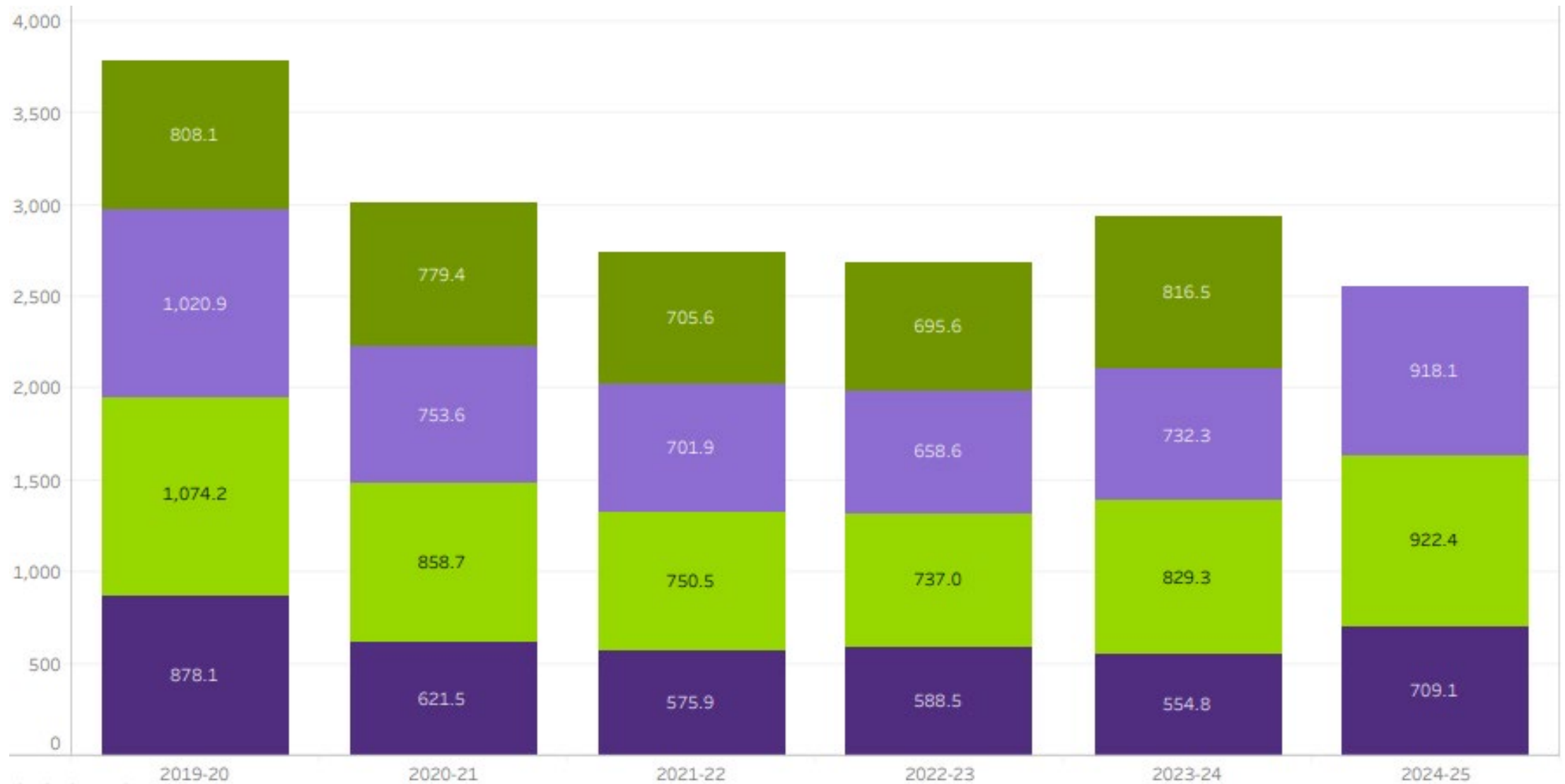
CPTC ENROLLMENT UPDATE

Winter 2025

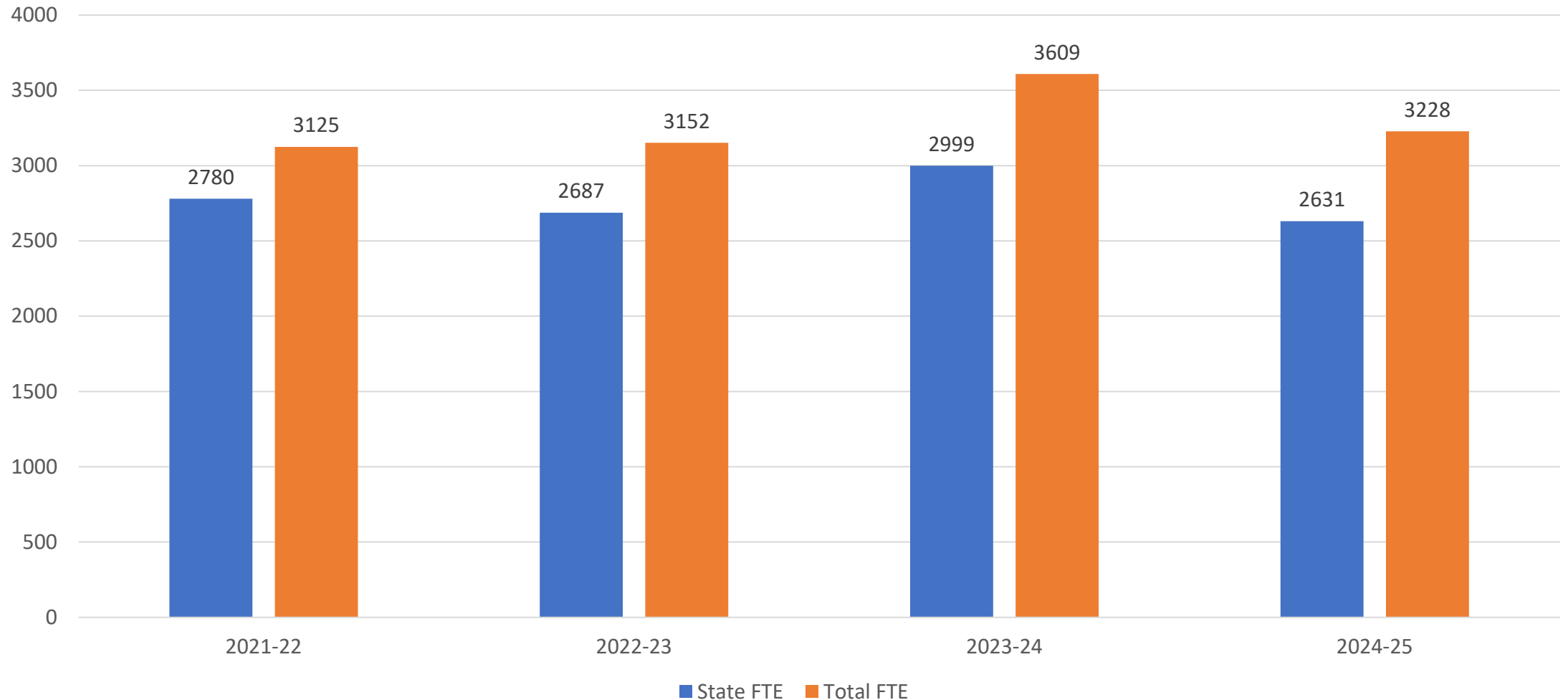
Access

Strategic Plan (CARES)	Enrollment Mgmt Plan	Highlights
<p>Increase access and enrollment among historically marginalized populations who have not equally benefited from the rewards of higher education and the skills and credentials we offer.</p>	<p>To increase enrollment to 3,800 FTE. (Baseline- 2,680)</p>	<ul style="list-style-type: none">• Enrollment up 27%• Biggest growth: Construction, HVAC, Welding, Manufacturing, Surgical Tech, Pharm Tech, Auto Tech• Program Expo- 30% increase• Education deserts
	<p>To increase access for historically marginalized students to 55%. (Baseline 51%)</p>	<ul style="list-style-type: none">• Eastside Tacoma update• Muckleshoot, Quinault, Puyallup

ANNUAL & QUARTERLY FTE COMPARISON



STATE AND TOTAL FULL-TIME EQUIVALENTS



SYSTEM COMPARISONS

	Clover Park	System Average
<i>Total Full-Time Equivalents (FTEs)</i>	+22%	+8%
<i>State Funded FTEs</i>	+15%	+8%
<i>Contract FTEs</i>	+59%	+9%
<i>Self-Supported FTEs</i>	0%	-3%
<i>Apprenticeship FTEs</i>	-57%	-7%
<i>BAS FTEs</i>	+19%	+9%
<i>Basic Education for Adults FTEs</i>	+60%	+10%
<i>BFET FTEs</i>	+16%	+21%
<i>eLearning FTEs</i>	+29%	+9%
<i>I-BEST FTEs</i>	+51%	+21%
<i>International FTEs</i>	+133%	+14%
<i>Running Start FTEs</i>	+43%	+11%
<i>WorkFirst FTEs*</i>	-6%	+28%
<i>Worker Retraining FTEs</i>	+43%	+14%

RETENTION/COMPLETION

Strategic Plan	Enrollment Mgmt Plan	Highlights
Improve institutional performance in retention and completion for all students, with a focus on students who have been historically underserved by CPTC.	Increase retention rate to 70%- (Baseline is 60%)	<ul style="list-style-type: none">• Guided Pathways onboarding work• Registration support
	Increase completion rate to 60%- (Baseline is 50%)	<ul style="list-style-type: none">• General Education• College Wide learning outcomes
	Eliminate equity gaps for students of color.	<ul style="list-style-type: none">• Peer Mentoring program• MLK and Black History month

Incorporating AI into the Classroom at ^{Tab 5} Clover Park Technical College

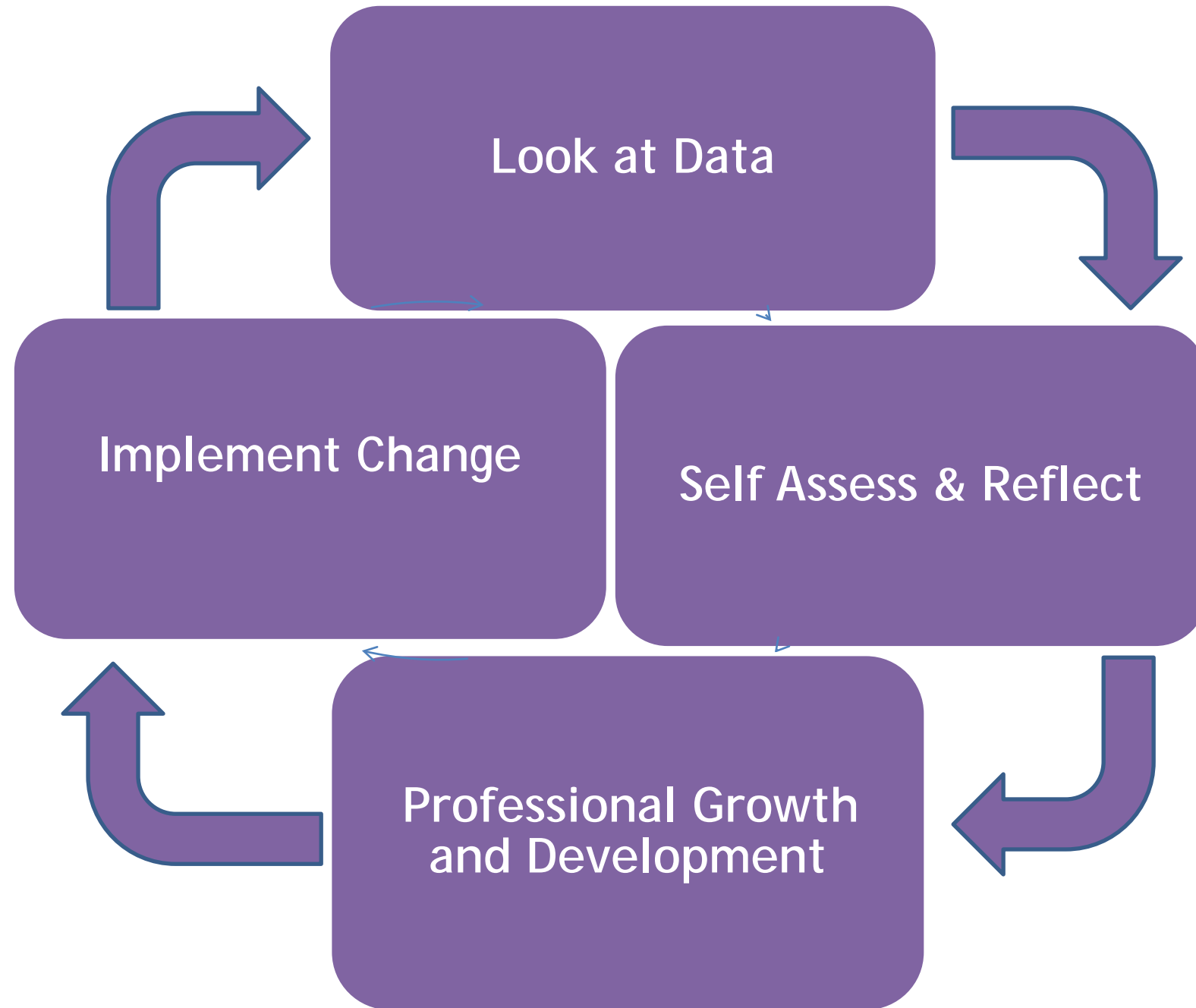
Dr Thomas Broxson Vice President For Instruction



CLOVER PARK

TECHNICAL COLLEGE

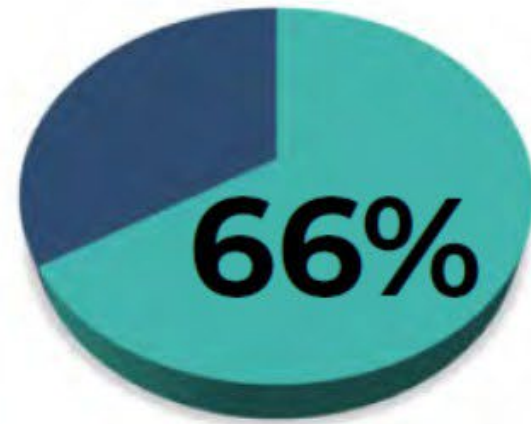
Teaching and Learning Supports at CPTC



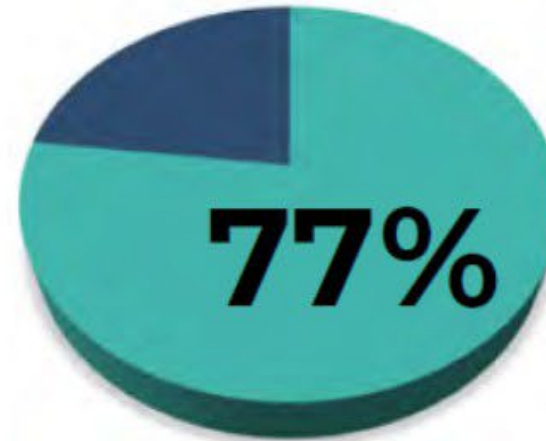
- One day faculty deep dive into data annually
- Two days faculty professional development annually
- 20 hrs. required professional development annually
- 96 hrs. professional development = salary increment, 48 hrs. of which needs to be in pedagogy

AI skills are a priority for employers

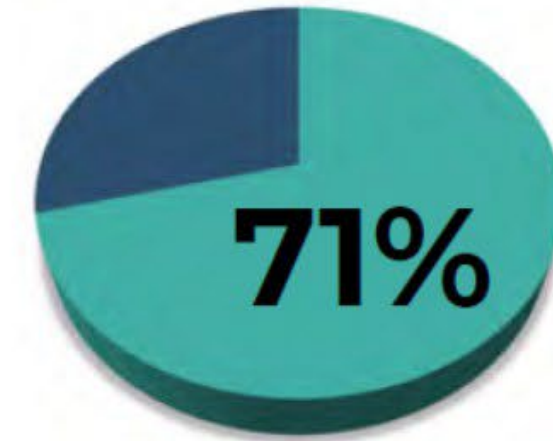
The [2024 Work Trend Index Annual Report](#) from Microsoft and LinkedIn, surveyed 31,000 knowledge workers, business leaders and decision-makers in 31 countries in February-March 2024.



66% of leaders would not hire someone without AI skills



77% of leaders say early-in-career talent will get greater responsibilities due to AI



71% of leaders are more likely to hire a less experienced candidate with AI skills than a more experienced one without them

- » **76%** of people say they need AI skills to remain competitive in the job market
- » **69%** say AI can help get them promoted faster, and even more (**79%**) say AI skills will broaden their job opportunities
- » **75%** of knowledge workers use AI at work today

AI Workshops


Early 2023:
Recognized the
early AI buzz




Spring 2023:
AI Workshops
for Faculty




Summer 2023:
Teach with AI
Conference






**AI IN THE CLASSROOM: A LOOK AT
CHATGPT  AT CPTC**

The Teaching and Learning Center
Kristin Copeland, Geoff Cain, Ronald Lethcoe





**TEACHING &
LEARNING CENTER**
Clover Park Technical College



**AI-Enhanced
Curriculum
Design**

**Crafting Inclusive and
Impactful Courses**



AI Conference

Early 2023:
Recognized the
early AI buzz

Spring 2023:
AI Workshops
for Faculty

Summer 2023:
Teach with AI
Conference



Key takeaways:

- AI is here to stay
- Stay ahead or get left behind
- Faculty need more training
- Staff/faculty need to be involved

AI Task Force

Early 2023:
Recognized the
early AI buzz

Spring 2023:
AI Workshops
for Faculty

Summer 2023:
Teach with AI
Conference

Fall 2023:
Started AI Task
Force

Members

11 Total
3 Staff
8 Faculty

Focus

Faculty thoughts
AI Policy
AI Course

CPTC AI Policy and Procedure

Policy

Course instructors have the responsibility to establish and communicate their own guidelines on the use of generative AI tools within their courses, which may permit, restrict, or fully prohibit such tools. In the absence of specific directives from course instructors, the use of generative AI tools at Clover Park Technical College is to be equated with receiving assistance from another individual.

Procedure

Unless otherwise noted, students are required to acknowledge any use of generative AI in their academic work and should err on the side of transparency in cases of uncertainty. Students who are uncertain about the policy regarding generative AI tools in any course are encouraged to actively seek clarification from their instructors.

Generative AI in Higher Education



FEATURED

COURSE

Generative AI in Higher Education

Undergraduate - Graduate

Ronald Lethcoe

↓ 12 ☆ 11

AI CANVAS COURSE IN THE COMMONS

Comprehensive Integration of Gen AI in Higher Education: By the end of the course, participants will demonstrate the ability to integrate generative AI tools and ethical considerations into their teaching practice, culminating in a revised course syllabus with AI-enhanced lesson plans, assessments, and learning materials.

The 2024 AI Institute

CLOVER PARK TECHNICAL COLLEGE TEACHING & LEARNING CENTER presents

THE 2024 AI INSTITUTE

Register here!

Dr. Tricia Bertram Gallant
Director of the Academic Integrity Office
UC San Diego

Darragh Coakley
Learning Experience Designer
Cork Institute of Technology

Free | Friday, August 9th to Saturday, August 10th | **Virtual**

- 2 Days Online
- 400+ Registered
- 3 Tracks:
 - AI Newbies
 - Ethics
 - Practical Use

Summer 2024:
Hosted the
AI Institute

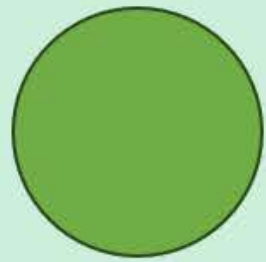
Fall 2024:
AI Syllabus
Implementation

Winter 2024:
Developing an AI
Certificate Program

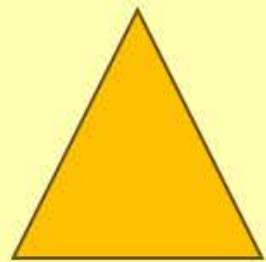
5	Collaborative Co-Piloting with AI	Embrace AI as your collaborative partner in this journey. You're encouraged to use AI as a 'co-pilot' to meet assessment requirements, fostering a blend of your creativity and AI's capabilities. Feel free to integrate AI throughout your assessment to augment your work. There's no need to distinguish between AI-generated and student-created content.
4	Critical Engagement with AI	Utilize AI to complete specific segments of your task. Your role will be to provide insightful discussion or commentary on the AI-generated content. This level demands your critical engagement and thoughtful evaluation of AI outputs. Remember to cite any AI-created content used in your assessment.
3	AI as an Enhancer, Not Creator	AI is at your disposal to refine and elevate the clarity or quality of your original work, enhancing the final output. However, AI should not be used to generate new content. Your original work, free of AI content, must be included in an appendix.
2	AI for Ideation and Structuring	AI can be a valuable tool for brainstorming, creating structures, and generating ideas to enhance your work. Note that the final submission should contain only your original work, with no AI-generated content included.
1	Independent Work without AI	Assessments are to be completed independently, without AI assistance, unless specifically stated otherwise. This approach ensures that your personal knowledge, understanding, and skills are at the forefront. AI tools must not be used at any point during the assessment.



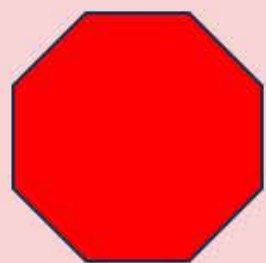
AI Assignment Tags



Green Light. You are **free to use** generative AI in any ethical way for this assignment.



Caution! Generative AI is permitted, but you must **follow specific instructions** outlined in the assignment.



STOP!! Using AI will interfere with your learning in this assignment. **AI is not allowed.**

Summer 2024:
Hosted the
AI Institute



Fall 2024:
AI Syllabus
Implementation



Winter 2024:
Developing an AI
Certificate Program

30-HOUR LEARN AI CERTIFICATE

LEARN AI

COURSE #1

AI+MEDIA

COURSE #4

AI+ETHICS

COURSE #2

ADVANCED AI

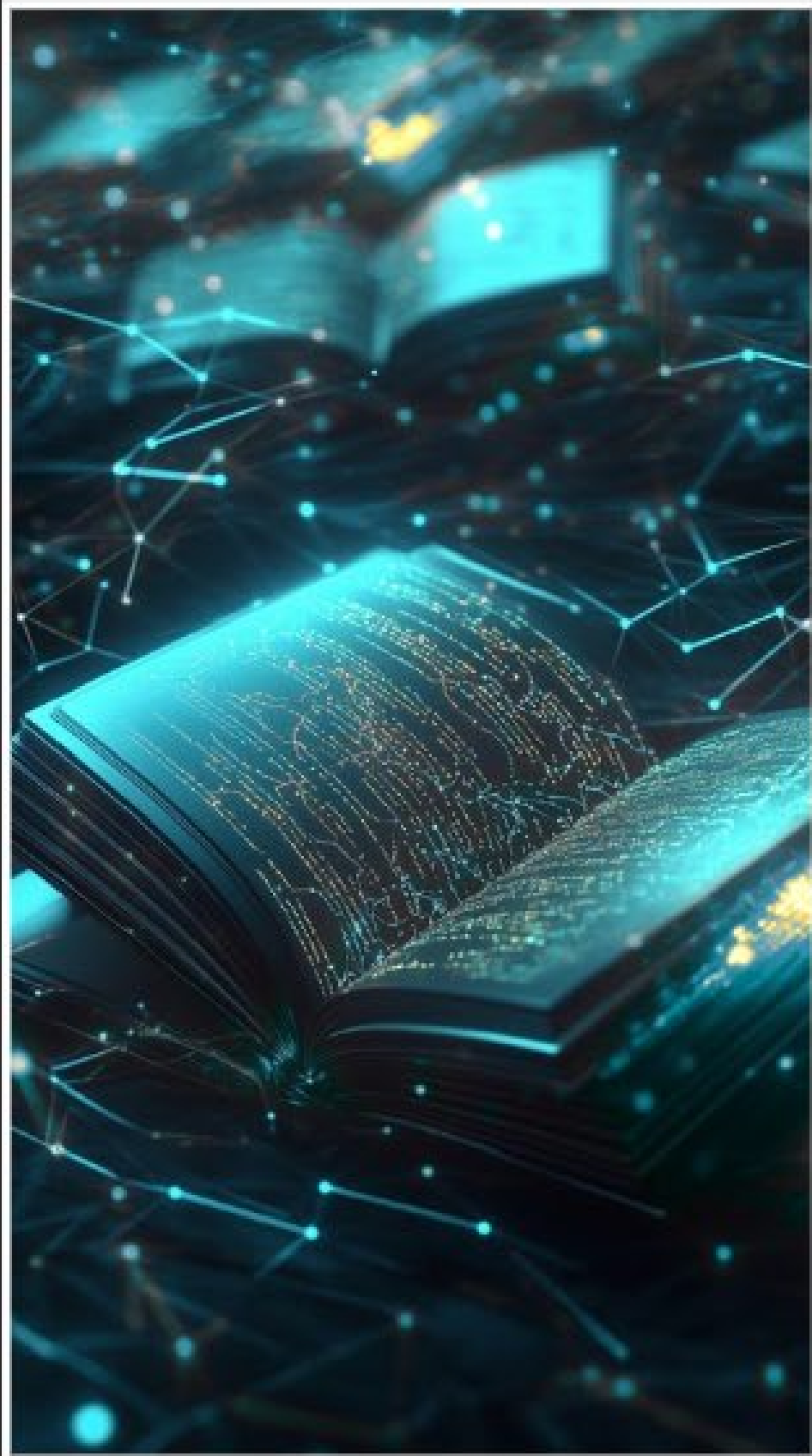
COURSE #5

AI+TEXT

COURSE #3

CAPSTONE

COURSE #6



CLOVER PARK

TECHNICAL COLLEGE

**TEACHING & LEARNING CENTER
PRESENTS**

**THE 2025
AI + OER
INSTITUTE**

**FRIDAY, AUGUST 8TH, 2025 -
SATURDAY, AUGUST 9TH, 2025**

VIRTUAL | 9A-1P | FREE

CFP+REGISTER:

**INTELLIGENCE
MEETS
ACCESS**



CPTC libguide-AI

