



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 – 6:00 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 February 12, 2025, at 4:05 p.m. followed by the flag salute, the land acknowledgement, and the labor acknowledgement.

Board of Trustees Present:

Adria Buchanan – via Zoom

Tong Zhu

Eli Taylor

Jesus Villegas Rivera

College President: Dr. Joyce Loveday

Assistant Attorney General (AAG): John D. Clark – via Zoom

Excused Absences: Alice Phillips

Executive Team:

Dr. Tom Broxson, VP for Instruction

Dean Kelly, VP for Student Success

Amelia Grayson, VP for Finance and Administration

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 Taylor and seconded by Trustee Zhu. The motion was approved unanimously.

Approval of the Minutes (Tab 1)

MOTION:

Motion to adopt the minutes of the January 8, 2025 Board meeting as presented, was made by Trustee Taylor and seconded by Trustee Zhu. The motion was approved unanimously.

Public Comments

None

President's Report

John D. Clark, AAG

Dr. Loveday welcomed our new interim assistant attorney general, John Clark.

Student Success Speaker

Dr. Loveday introduced Bella Crouchet as a student success speaker.

Ms. Crouchet stated that she is currently pursuing a BA in Operations Management at CPTC and will graduate spring quarter. She currently holds an Associate's Degree in Human Services from CPTC and completed high school at CPTC's Northwest Career and Technical High School.

She initially worked at CPTC as an intern at the office of workforce development, after which she was hired as a program assistant. In workforce development she works to maximize resources for students to utilize at CPTC.

Ms. Crouchet started in the Operations Management Bachelor of Applied Science program in 2024. She wants to eventually open her own business but will be working toward her master's degree first. Bella has also been working as a peer mentor at CPTC.

Legislative Update

Dr. Loveday conducted her first legislative visits of the session to support SBCTC budget priorities. She thanked Trustee Buchanan, Dee Ladson (Veterans Services Manager), and Kathy Smith (Environmental Sciences Instructor), who accompanied her and helped emphasize our funding needs.

The first SBCTC budget priority is to preserve the current year's allocation and not cut our funding by the amount SBCTC was given in error last year. The second priority is to proceed without cuts in upcoming years.

CPTC and SBCTC will also continue to advocate regarding any bills that affect the colleges. Currently there are two bills before the legislators concerning trustee boards. The first is a bill that would add a labor trustee to all college boards. The technical colleges in Washington already have a labor trustee on our boards and CPTC finds it of great benefit. Alice Phillips is CPTC's Labor Trustee. The second bill involving boards is about the role of students on college boards. This bill would add a sixth trustee position to all college Boards. The sixth position would be reserved for a student. Dr. Loveday is planning on seeing more legislators through the legislative session.

New Policy

Dr. Loveday made note of Policy 3.34, a new Immigration Rights and Non-Discrimination Policy. This policy follows the Keep Washington Working law. The policy clarifies that CPTC prohibits employee participation in Immigration and Customs Enforcement activities without a court order. This is important in relation to FERPA and creating a safe environment for students and staff.

Governor's Ball

Dr. Loveday was pleased to have had the opportunity to watch CPTC students and faculty display their culinary talents at the Governor's Ball. CPTC students served 6,000 hors d'oeuvres and displayed them beautifully. Resources provided by our Foundation and Department of Institutional Effectiveness helped make this possible. Special thanks go to: faculty Chefs Massey, Newman, Kim, and Bishop, as well as the hard-working students who served at the event.

Black History Month

CPTC is currently celebrating Black History month with events coordinated by the Office of Equity, Diversity, and Inclusion.

Achieving the Dream Conference

Next week 23 people from CPTC will attend the Achieving the Dream conference in Philadelphia. CPTC's involvement in Achieving the Dream has been impactful in framing direction for college. The conference is a great opportunity to share ideas with other colleges. Dr. Broxson will be leading a session on community vibrancy at the conference. A study session will be provided for the Board in the future to share what was learned from the conference.

College Reports or Highlights

CAAB Report (Tab 2)

Adolfo Rodrigues and Elias Dzul provided a report from the Campus Activities and Advocacy Board (CAAB):

- 1) An ice-skating event was held at Sprinker rink. 23 students attended and had a blast.
- 2) Black History month's first event was hosted by CAAB. The owner of Bite Me Cookies provided cookies, and a presentation about navigating an entrepreneurial business as a black business owner.
- 3) CAAB has been collecting information about health and wellness activities that students would like to see enhanced at CPTC. Team sports were the most common requests. There is actually a sports-related event occurring at the same time as the Board meeting. It is being held at the local Lakewood community center. Another will be held March 5. CAAB leadership hopes to develop more sports events and activities going forward.

Union Update

Diane Follett, Lisa Fortson, Susan Hoppe, Jennifer Aikens, and Eric Hilbert provided updates from the College unions.

Ms. Follett, Faculty Union lead, thanked Dr. Loveday and the Office of Equity, Diversity, and Inclusion for their work regarding EDI, for taking staff and faculty concerns seriously, and for

making a commitment to ongoing EDI efforts. She looks forward to future communications from CPTC administration frequently and promptly as circumstances warrant. She said that this is very important as she has seen how recent events have already affected students.

Ms. Follett noted that faculty union elections will be held in the spring, and the results will be announced in spring or early summer.

Part of last faculty negotiations included an increase of professional development from \$40,000 per year to \$60,000. While this is appreciated, she noted that the funds are already greatly depleted for this year. She hopes that future collective bargaining agreements will increase this fund further to encourage professional development of faculty.

Ms. Follett noted that February 17 is lobby day for unions in Olympia. The faculty union intends to advocate for the same goals as CPTC and SBCTC, and also to encourage fully funding the college and cost of living adjustments for our employees.

The other union representatives stated that they support and mirror Ms. Follett's report.

Chair Villegas Rivera addressed the need for all to work together. We will continue to advocate for faculty and students and their safety.

Trustee Zhu stated that she is proud of CPTC for addressing recent issues.

Finance Report (Tab 3)

Amelia Grayson provided a report on CPTC finances. Since joining CPTC, she has been working on the format of these reports, and believes that she has found one that meets the Board's needs but asked that trustees let her know if they would like something different.

This report represents the first six months of this fiscal year. Overall, income is tracking above expected. The current projection is that we will end the academic/fiscal year slightly above the budgeted amount. Ms. Grayson discussed several line items to inform the trustees.

The bottom line is that CPTC is doing well due to income being higher than expected.

Trustee Buchanan asked how are reserves used. Ms. Grayson stated that there is a mandated 90-day set-aside as well as certain designated amounts such as new program development and payment of the Certificate of Participation on CPTC buildings. Ms. Grayson said that a breakout was provided in the annual budget and she can share that again with the trustees. She noted that the approved budget had projected that 1.9 million dollars will need to come from reserves by the end of this year.

Ms. Grayson noted that investment income is managed by SBCTC and has not historically yielded as much as some other investments. There has been discussion among the colleges about changing this arrangement.

Enrollment Report (Tab 4)

Dr. Broxson noted that Enrollment is up 27% over last year and emphasized that this is due to a full college effort. That being said, there is work being done to expand capacity to meet demand in some programs. This is focused on programs that lead to living-wage jobs. We anticipate more of this activity in the near future.

Trustee Taylor asked why there is enrollment growth now? Dean Kelly noted that we are the 2nd fastest growing college in the SBCTC system due to investment in growing capacity, partnerships with high schools, and the compounding effect of outreach efforts. CPTC is almost at pre-covid enrollment levels. We are growing in all areas of student funding.

Trustee Taylor asked about the Apprenticeship and International student numbers. Mr. Kelly stated that the apparent apprenticeship decline is deceptive due to a change in how some apprenticeship work has been coded.

Trustee Taylor also asked about international student numbers. Mr. Kelly said that the jump in percentage reflects the small number of international students. He stated that there is not much effect on overall enrollment.

Trustee Zhu asked where our international students come from. Dr. Broxson stated that CPTC gets them through both recruitment agencies and through students' independent initiative. She also asked if they assist with funding. Dr. Broxson replied that they do largely because of diversification of revenue.

CPTC is reworking some pathways to eliminate barriers and increase retention and completion. Dr. Broxson noted that general education is one of the areas where we need to provide additional support to ensure retention.

Trustee Taylor stated that he is interested in seeing work on academic support around equity gaps.

Trustee Buchanan requested a study session providing details and statistics about students of color.

Instruction Report (Tab 5)

Dr. Tom Broxson, Ron Lethcoe, and Kristin Copeland presented a report on incorporating artificial intelligence (AI) into the classroom.

AI is increasingly important in hiring practices. Because of this, students need to be exposed. In order for students to be exposed, faculty need to use AI. AI is used differently depending on the area of study.

CPTC pursues faculty professional development with more than financial support for external education. The college also has internal supports for continuous improvement. This begins with hiring, as many faculty members have no prior teaching experience. Faculty support includes providing pedagogical training, and then backs that up with data to show where there are success gaps. As an incentive, participation in professional development is tied to increases in salary.

We are emerging as a leader on AI throughout the state. Many people are hesitant about AI, so CPTC created courses to teach faculty to help them be more comfortable and able to better support students.

CPTC is in the final stages of creating an AI Policy and Procedure. The policy has been created in coordination with our faculty.

We have consulted with other colleges about how they can implement our methodology, and in 2024 CPTC hosted an AI institute with over 400 participants from inside and outside of our college.

CPTC's Teaching and Learning Center has developed a new 30-hour curriculum leading to a certificate that is available to students and faculty. The first class is free, but the following classes require tuition. The curriculum culminates in a course on how to use AI in specific jobs.

The planned 2025 AI institute will be a hybrid with OER. It is free to participants.

Trustee Zhu said that she was impressed with these developments and wondered if other colleges are doing the same. Ms. Copeland replied that she is not familiar with anything on this scale, which is why we have been asked to present elsewhere.

Chair's Report

Chair Villegas Rivera stated that he had nothing to report.

Board Reports and/or Remarks

Trustee Buchanan stated that she appreciated the opportunity to go to Olympia to advocate on behalf of college, and looks forward to future opportunities.

New Business

None


Executive Session

At 5:50 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 15 minutes for the purpose of reviewing the performance of a public employee.


Chair Villegas River reconvened the meeting at 6:15 p.m. and stated that there were no action items as a result of the Executive Session.

Adjournment

Motion to adjourn the meeting at 6:16 was made by Trustee Taylor and seconded by Trustee Zhu. The motion was approved unanimously.



Dr. Joyce Loveday
President
College District Twenty-Nine



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