



**Special Board of Trustees Meeting  
Building 3, Rotunda and via Zoom**

Wednesday, April 12, 2023

Study Session: 3:00-4:00 p.m.  
Regular Meeting: 4:00-5:15 p.m.

**Study Session Minutes**

**Call to Order:** Chair Phillips called the Board of Trustees Study Session for Clover Park Technical College (CPTC) to order on April 12, 2023, at 3:02 p.m.

**Board of Trustees Present:**

Jesus Villegas Rivera  
Alice Phillips, Chair  
Eli Taylor – on-line

**College President:** Dr. Joyce Loveday

**Assistant Attorney General (AAG):** Justin Kjolseth -- on-line

**Excused Absences:**

Tong Zhu, Vice Chair  
Carol Mitchell

**Executive Team:**

Dean Kelly, Int. VP, Student Success  
Lisa Beach, Int. VP, Finance & Administration  
Samantha Dana, Associate VP for Institutional Effectiveness  
Dr. Tom Broxson, VP for Instruction

**3:05 West Pierce Fire Department Parking Lot Update (Tab 1).....Joyce Loveday and  
Wes Prater**

Dr. Loveday introduced the topic with a brief history of WPFDF's use of CPTC property for parking and interest in expanding their use including improvements. Wes Prater expanded upon this saying that we identified some requested changes to the proposed design. As a result of our desired changes, WPFDF is working on adjustments to address congestion and restaurant delivery issues for the Rainier Room.

**3:20    ctcLink Update (Tab 2) .....Brian Lee**

Brian Lee provided a presentation including a brief history of project development. April 2022 was the CPTC go-live date. Registrations have gone very well from the beginning due to intensive student support. Student billing ramped up in January. Quantitative records of tickets for the ctcLink system show a rapid decline after an initial peak.

HR tickets were largely resolved by HR staff and declined fairly rapidly. HR tickets requiring SBCTC resolution have a very long resolution time-frame due to the fact that they are serving 34 colleges. Dr. Lee believes that this will eventually improve as time goes by.

CPTC has the opportunity to offer requests for enhancements to the system, but these take at least a half year to reach reality. The long timeline is due to many demands from multiple colleges, and also the governance process for ctcLink, which requires agreement from other members of the larger system that specific changes are needed.

CPTC will continue to work with the system and making improvements. Legacy (the previous system) will be completely phased out as of the end of June of 2023.

Dr. Lee introduced Cindy Mowry who is pillar lead for campus solutions (student success). She pointed out that there are difficulties with the system created by the fact that we are a technical college, which differs from the community colleges. Despite the challenges, many parts of student success have made the change to the new system well. In addition, new automated retention programs have been implemented to alert staff and students when performance becomes an identifiable issue so that resources can be applied to help student success.

The most significant problem has been the increase in student aid processing time to 8 to 13 weeks. Compounding the issue is the automatic prioritization of payments which means that when a student pays for an item such as a required background check, the payment is first credited to the highest priority (e.g., tuition). Because of the delay in student aid processing, students may not get credit on items for which they thought they were paying.

Dr. Lee and Jason Volk spoke about the finance pillar. The biggest challenge in this area is creating an over-all budget management system. Other problems include longitudinal purchasing card reporting, month-end close-out data, and the interface between HCM (human resources pillar) and FIN (the finance pillar). To assist in resolution of issues, the current year has been separated from the set up for the new year.

Student billing processes are getting resolved just now at the end of the first year in ctcLink. Trustee Phillips expressed concerns about the budget process. Trustee Taylor asked if the problems we are experiencing are still problematic for earlier adopters of ctcLink. Dr. Lee confirmed that they are, and that the state board is still working on these issues.

Dr. Lee introduced Jenna Pollack and Audrey Goulart to speak about the Instruction Pillar. They reported that implementation has gone out well, particularly because CPTC took the opportunity to change/improve processes.

Dr. Lee introduced Kirk Walker and Danielle Hawkins to discuss HCM (the human resources pillar). It was noted that time was short, but that they would be available during the executive session of the regular meeting to discuss specific examples of problems that cannot be discussed

in public session. Mr. Walker noted that CPTC has experienced greater difficulties than any other college in the system due to the facts that the system is generally oriented toward community colleges, and that CPTC has some unique collective bargaining arrangements that the system was not built to accommodate. We knew ahead of go-live that there would be challenges, so the department worked with e-Team to prioritize work. Ensuring payment to employees is the department's top priority. Impacts on benefits have been a problem.

### **Adjournment**

Trustee Phillips adjourned the study session at 4:05 p.m.

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## **Regular Meeting Minutes**

**Call to Order:** Chair Phillips called the Board of Trustees Special Meeting for Clover Park Technical College (CPTC) to order on April 12, 2023, at 4:10 p.m.

### **Board of Trustees Present:**

Jesus Villegas Rivera  
Alice Phillips, Chair  
Eli Taylor – on-line

**College President:** Dr. Joyce Loveday

**Assistant Attorney General (AAG):** Justin Kjolseth --- On line

### **Excused Absences:**

Tong Zhu, Vice Chair  
Carol Mitchell

### **Executive Team:**

Dean Kelly, Int. VP, Student Success  
Lisa Beach, Int. VP, Finance & Administration  
Dr. Thomas Broxson, VP for Instruction  
Samantha Dana, Associate VP for Institutional Effectiveness

### **Adoption of the Agenda**

#### **MOTION:**

Motion to adopt the agenda, as presented, was made by Trustee Taylor and seconded by Trustee Villegas Rivera. Motion was approved unanimously.

### **Approval of Minutes (Tab 3)**

#### **MOTION:**

Motion to approve the minutes of the Regular Board meeting held on March 8, 2023, as presented, was made by Trustee Villegas Rivera and seconded by Trustee Taylor. Motion was approved unanimously.

## **President's Report**

### Student Success Story – Huong Ngo

Dr. Loveday introduced Huong Ngo, a recent graduate from the CPTC aesthetic sciences program. She has also served as an advocate for student services and participated in a guided pathways retreat.

Ms. Ngo spoke about quitting her job to follow her dream of becoming a master aesthetician. She was supported by her husband who researched multiple programs and determined that CPTC was the best fit. He submitted her initial application. She spoke of the importance of others like her husband, and her CPTC instructors believing in her more than she did herself. She was particularly thankful for her biology professor. She also thanked ASG and student life for their support. Her success has given her greater confidence and self-worth.

Ms. Ngo is currently registered to take the state board exams and is working in a paid internship as lash artist. She eventually wants to start her own business. She expressed gratitude for the transformation she experienced at CPTC.

### Legislative Update

Legislative session will be concluding April 23 unless extended in a special session. SBCTC has a good system of working with legislators and bringing in local voices like ourselves to help. Arlen Harris has been a great resource at SBCTC. We recently sent messages to legislators regarding funding for salary increases. Both the governor's budget and senate budget were set at 83% funding of required salary increases. The house budget was set at 100%.

Yesterday there was an AFT day of action in Olympia that included CPTC faculty. They were there in support of funding for salary increases. In support of these efforts, a letter signed by Dr. Loveday and Chair Alice Phillips was emailed on behalf of the Trustees and the college to all Pierce County legislators. The email supported AFT's message and included detailed information about the impacts of under funding for CPTC.

### Miscellaneous

#### *End Results Policy*

This Board policy originated in 2021 at a Board retreat. The college has used the information to guide college priorities and action. At the February study session, the Board reviewed and discussed the policy so it could be brought to today's meeting for a vote. As a result, language was added regarding emerging workforce needs. The board will be voting on the policy in the new business section later tonight.

#### *Invista*

At the April quarterly meeting of Invista's charter colleges, a vote was taken to dissolve the partnership with the understanding that CPTC will take the organization on next year and to share revenue from cash activities with the two college partners (Pierce and Tacoma). Grants will be done next year on behalf of CPTC alone. This provides an opportunity for CPTC to reimagine how we work with industry.

#### *Major activities*

April 27 – All Washington team – Three CPTC students are being recognized at the event at South Puget Sound Community College. One of these three also received recognition at the

national level. Board members should contact Dr. Loveday or Mr. Oliver if interested in attending the April 27 ceremony.

May 10 -- Career conference (same day as the next BoT meeting)

This is the first time since 2019 that this event has been on campus. In the past, this event has typically drawn 2000 or more students. Let Dr. Loveday or Mr. Oliver know if you would like to attend.

May 20 – The CPTC Foundation’s Scholarship dinner will be held at the McGavick Center 5:00 p.m. to 7:00 p.m. Trustees are invited to be Dr. Loveday’s guest for this occasion.

June 7<sup>th</sup> – Commencement will be held at the Tacoma Dome.

June 9 – Reserve this day for a trustee retreat held on our campus.

#### *Next Board Meeting*

The next Board meeting will be May 10, 2023 at 4:00 p.m. with a study session beginning at 3:00 p.m.

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

##### ASG Report (Tab 4)

Amanda Taylor, provided the ASG report. Highlights for the past month were:

- WOW – Week of welcome, held the first week of quarter. This included events like Taco Tuesday, spin and win, and a Friday event at our South Hill campus.
- Partnership – ASG held a resource fair that included many student clubs, advising and counselling, and the MOSAIC center.
- Student advocacy – ASG is currently engaging in a springtime hiring campaign looking for new members.

##### Instruction Report – High School + (Tab 5)

Jenna Pollack introduced Felicia Dennis, Robert Waits (recent graduate), and Sandy Mondragon.

The High School + program is for people 18 and older who have not graduated high school. Through the program, life experiences as well as any credits received in high school are taken into consideration to contribute toward a diploma. Students can also take courses and take tests for credit. An example of life experience credits given in the past is credit given for experience as tribal leaders.

Robert Waits spoke about his experience in the program. He was raised in Mississippi where he graduated through the no child left behind program, but did not know how to read or write, and did not have a diploma. Through High School + he learned to read and write and earned his diploma in 2022. He has gone on to earn a CDL class A license. Trustee Phillips congratulated Mr. Waits and commented that HS diploma graduates were her favorite part of CPTC commencement last year.

Ms. Mondragon spoke about her work with the program as ESL instructor. She will be working with community organizations such as St. Vincent DePaul, El Centro de la Raza, and Court Resource Center, starting next week to help their members get high school diplomas.



This is one of the fastest expanding programs at CPTC. Much of the expansion is due to word-of-mouth.

#### Enrollment Update (Tab 6)

Dean Kelly and Dr. Tom Broxson presented a report showing the current status of enrollment at CPTC.

Total enrollment is up 2% from last year.

Prof Tech. – some programs are up, and some are down. Nursing down substantially by design. There are new LPN and RN programs starting in the fall and we needed to conduct teach-outs for currently enrolled students so new enrollment was paused this term. The aesthetics program is going to be expanding, and we are adding a new environmental science BA program. These will allow future growth.

HS and ESL programs are also set to grow.

General efforts to grow enrollment include: new programs, alignment of the strategic plan with enrollment management, increased use of retention management software, Achieving the Dream coaching, and identifying community deficits/opportunities for growth and outreach. The plan for this last item will be finalized this summer.

Trustee Villegas Rivera commented that he sees things CPTC is doing things that could be well applied in his work in the K-12 system.

#### **Chair's Report**

Chair Phillips encouraged fellow trustees to go to commencement. She also encouraged attendance at Trustee Tuesday events offered by ACT. Last Tuesday's subject was apprenticeships, and it was very useful.

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

There were no other Trustee reports.

#### **Public Comments**

There were no public comments.

#### **New Business (Tab 7)**

##### Approval of End Results Policy

##### **MOTION:**

Motion to approve the End Results Policy as presented was made by Trustee Villegas Rivera and seconded by Trustee Taylor. The motion was approved unanimously.

#### **Executive Session**

At 4:00 p.m., Chair Phillips 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 labor issues which are exempt from the Open Public Meetings Act.

At 4:30 The Board extended the executive session another 25 minutes.

Chair Phillips reconvened the Regular Meeting at 5:55 p.m. and asked if there were any action items as a result of Executive Session. There were not.

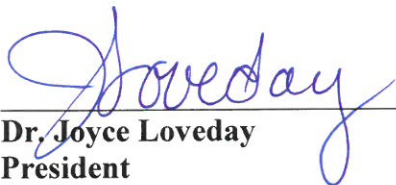
**Next Meeting**

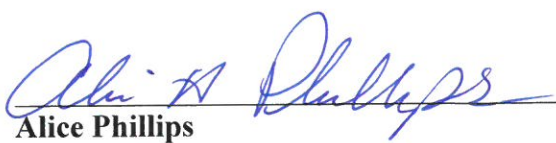
Wednesday, May 10, 2023, details to follow.

**Adjournment**

**MOTION:**

Motion to adjourn the meeting at 5:56 p.m. was made by Trustee Villegas Rivera, and seconded by Trustee Taylor. The motion was approved unanimously.

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

  
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**Alice Phillips**  
**Chair, Board of Trustees**  
**College District Twenty-Nine**