



Rotunda, Building 3

Zoom Link for those who cannot attend in person:

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

Wednesday, May 8, 2024

Study Session: Cancelled

Regular Meeting: 4:00 - 6:00 p.m.

Regular Meeting Minutes

4:00 Call to Order, Flag Salute, Land and Labor Acknowledgement, Introductions:

Trustee Zhu called the Regular Meeting of the Board of Trustees for Clover Park Technical College (CPTC) to order on May 8, 2024 at 4:02 p.m. followed by the flag salute, land acknowledgement, and labor acknowledgement.

Board of Trustees Present:

Tong Zhu, Chair

Jesus Villegas Rivera, Vice Chair

Eli Taylor

Carol Mitchell

Alice Phillips

College President: Dr. Joyce Loveday

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

Executive Team:

Dr. Tom Broxson, VP for Instruction

Amelia Grayson, VP for Finance and Administration – on-line

Dean Kelly, VP for Student Success

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

James Neblett, Associate VP for Human Resources and Culture

Samantha Dana, Associate VP for Institutional Effectiveness

Adoption of the Agenda

MOTION:

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

Approval of the Minutes (Tab 1)

MOTION:

Motion to adopt the minutes, as presented, was made by Trustee Phillips and seconded by Trustee Villegas Rivera. The motion was approved unanimously.

Public Comments

None

President's Report

Student Success – Kortni Pendon

Dr. Joyce Loveday introduced Ms. Pendon who is in her final classes in for an associate in applied science transfer degree in mechatronics. While attending, she has been involved in Club Mech as an officer. She is a single parent and a navy veteran.

Leaving the navy, she was originally interested in continuing her aviation maintenance career through CPTC's program, but soon heard about our mechatronics program and changed her major. She is working part time as a controls engineer intern with a non-profit that creates mechanical kits for high school students around the world. She was delighted to find that her classes here directly related to her job, frequently training her for what she needed to do at work the next day.

As soon as she graduates, she will be working full time as an assistant project manager.

Kortni is not planning on getting the mechatronics bachelor of applied science yet, as she wants to gain more experience in the field and learn more about the business aspects of her job; but she foresees a time when she might be back for the higher degree.

When Trustee Phillips asked if she had ever pictured herself doing this when she left the navy, Ms. Pendon replied, "absolutely not." She thought that she would continue with navy career in aviation maintenance. She is happier with her current path and feels it is linked to the education she received from her contractor father.

College Updates

Dr. Loveday noted that it is a very busy time at CPTC. Today the college hosted 200 people at a Green Jobs Summit. Dr. Broxson was a panelist at that event. Tomorrow the college will be host to 2000 high school students for the Career Conference. Friday there is a scholarship fund-raising banquet for the Foundation.

Our Equity, Diversity, and Inclusion division has sponsored "Spring into Action", a four-part series allowing faculty and staff to dive deeper into issues initially discussed at our all-staff day. We are half way through this series with two more events scheduled in the next two weeks.

There are some policies that Dr. Loveday and Chair Zhu will be signing. As these are not Board policies, there is no need for a vote of the Board but we want to keep you informed. Today, there will be a presentation on the new Anti-Harassment, Intimidation, Bullying and Retaliation policy. At the June meeting of the Board, there will be a presentation about the new Flexible Work policy.

Dr. Loveday noted that the next Board meeting will be held before the commencement ceremony at the Tacoma Dome on June 11.

Board Officers

Next month, the Board will be voting on new officers to start in July. Trustee Villegas Rivera will be proposed as Chair, and Trustee Taylor will be proposed as Vice Chair.

Apprenticeship Fee Waiver (Tab 2)

Today the Board will vote on the waiver of two fees for apprentices. SBCTC will implement the waivers in ctcLink after they are voted on by the Trustees. These waivers will apply to students who are not on campus and do not benefit from the fees. Dr. Loveday identified the fees place an unbalanced burden on apprenticeship students who are in their program two to three times longer than certificate or degree seeking students. This results in total payment of \$1200 to \$1600 in college fees, while other students pay an average of \$800.

College Reports or Highlights

ASG Report (Tab 3)

Riley Maker and Maureen Ndungu presented the ASG Report.

- 1) Movie night – Five Nights at Freddy's was presented. Many wore costumes of characters. it was very popular. The next movie will be shown May 31. It is being voted on.
- 2) National Bobba Tea day – 50 Bobba teas were given out
- 3) Blood Drive – In cooperation with 39 people showed up, 13 of whom were first time donors.
- 4) CPTC hosted 60 students from 13 other community and technical colleges here to determine the top three legislative priorities for the next year. The final three are: Housing Affordability, Textbook Affordability, and Free Two-Year Colleges.

Cynthia Mowry provided an update on Commencement preparations:

- 828 graduates invited – half will probably attend
- We will be using the Marching Order software to read student names and programs as they cross the stage, allowing more accuracy in pronunciation.
- Free Parking will be provided at the Tacoma Dome
- The event will be live streamed and photos of the event are available free to graduates
- Wear it Forward is a program that allows former students to donate gowns to be worn by students who cannot afford them.
- We are still receiving nominations for student speaker and national anthem performers

Enrollment Report (Tab 4)

Dean Kelly and Dr. Tom Broxson presented a report on CPTC's current enrollment. Good news to report – enrollment up for the last three quarters.

The customer relations management (CRM) software has been important in this. Access through RELA, and MEC has contributed to retention, as have the growing number of affinity groups (LGBT+ was added most recently)

We are currently about at the enrollment level of academic year 2020-21 due to everyone working in tandem.

There have been increases in all areas. The biggest growth has been in transitional education. Instruction has also been working on expanding programs to accommodate more students (e.g., welding now is offered seven days per week). We are moving into more non-traditional times for training to meet community access needs.

Trustee Taylor asked if the rise in enrollment is due to momentum, or a result of a series of events. Dr. Broxson replied that it is hard to say but usually in a period of very low unemployment such as the one we are currently in depresses enrollment. Additionally, we are showing a slightly higher growth rate than any other college in the state. He sees this as largely due to investing in growing capacity and to increased outreach efforts. In addition, we have been employing early interventions with students as they show signs of difficulty.

In preparation for the 2024-25 academic year, there are both challenges and opportunities. Highlights in our efforts include the following: A group of employees is working on mitigating student supply problems in terms of both expense and timeliness. CMR helps us track what efforts are successful or not so that we can continuously improve. Today's Green jobs and Pathways Summit brought dignitaries to us to discuss funding opportunities and helped with community integration for a larger impact.

Expanding access to individuals living in the 98404 zip code remains an interest of the college. This area is a key focus for CPTC because of our historically low impact there. Barriers include the lack of a high school and public transportation. It can take as much as two hours to get to CPTC from there via bus. We are looking at taking services to them. Trustee Mitchell noted that Pierce Transit needs to be involved in this effort.

About half a dozen new or returning programs are being brought on line. College in the high school is just coming on line and is expected to yield more enrollments. We may also be providing this service to more people outside of Pierce county – especially in rural areas.

Chair Zhu asked about our international student program. It was noted that it is currently very small. Historically international recruitment has not been very successful for us. Trustee Zhu replied that she just came back from a business trip to Viet Nam where there is a huge demand for training. She was made aware of a US Government program pays for a few students from Viet Nam to come here for training.

Student Success Report – Financial Aid (Tab 5)

Dean Kelly, Celva Boon, and Cristeen Crouchet presented a report on current Financial Aid conditions at CPTC. The federal government's intention was to make the FAFSA process simpler. The opposite has happened, creating a decline in FAFSA completions nation wide.

The U.S. Department of Education just began making student data available to colleges on March 18. In Washington State, Oracle needs to configure the data for ctcLink before it is sent to the colleges. It is anticipated that CPTC will not have information until three weeks before the beginning of Summer session. This means that we won't be able to provide information to prospective students prior to the start of the quarter and they will not be able to plan.

Trustee Taylor asked if the Foundation can fill in if this is a one-time problem. The Foundation is preparing to support as much as possible, but they cannot make up the whole difference.

Generally, about 900 students in the summer quarter get financial aid for a total of approximately one million dollars. Although Pell is opening up to more students, it is still not clear if we will be getting an increase or decrease.

Thanks to timely action by Celva Boon, Cristeen Crouchet, and Dr. Loveday, CPTC is able to take advantage of an offer by the Department of Education for file review assistance beginning in June.

A number of plans have been made to mitigate the impact to students, including “student holds” – no drops for non-payment will occur in Summer quarter for those who have a financial aid request on file. Students with alternative funding will also have holds put on at qualification.

Alternative funding support is offered through marketing the following opportunities and helping students apply:

- Scholarship applications
- Veteran Benefits
- Installment Payment Plan
- Workforce Development funding opportunities

Unfortunately, these are only available to students in specific circumstances.

Anti-Harassment, Intimidation, Bullying, and Retaliation Policy (Tab 6)

Iesha Valencia, Dean Kelly, and Dr. James Neblett presented a new policy and procedure. This was borne from a priority of the faculty union. The collective bargaining agreement (CBA) specifically required the development of the policy.

The committee that developed the policy added retaliation to the directive of the CBA. The committee purposely concentrated on developing a policy that was built around restorative, not punitive, action. Reaction to the proposed policy collected at open forums was positive.

The policy begins with a standard investigative process. From there, the process can be conducted informally, or formally. If the informal process breaks down, the formal process will take over. If disciplinary action is deemed necessary under the formal process, the relevant CBA disciplinary process would be employed. An appeal can be made directly to the President.

The implementation steps are still being developed and will include education from Get Inclusive for all employees to help prevent problems.

Trustee Phillips asked if mediation would be internal or through an outside organization. Dean Kelly responded that it would generally be mediated internally, but acknowledged that due to conflict of interest and bias, there may be occasions when an outside mediator would need to be brought in. Justin Kjolseth noted that if an employee breaks a mediated agreement, disciplinary action would be dictated by the appropriate CBA.

Chair's Report

Trustee Zhu shared that she was invited to the UWT Milgard School of Business to join an event with a number of other business leaders and will share the agenda with Dr. Loveday.

She will also share details of her recent visit to Viet Nam.

Board Reports and/or Remarks

Trustee Mitchell shared a comment that her granddaughter made to her upon graduating from a University. She said, "I feel like I have been prepared for everything except getting a job." This brought home to the trustee the difference between a liberal arts education, and what we do at CPTC.

She also announced that the Freedom Summer Symposium will be held at Tacoma Community College June 22, 10:30 to 3:30. The topic is "Fresh Out: Black Family Liberation in the Punishment Age".

New Business

Trustee Taylor moved that CPTC waive the Canvas, Security, Graduation, and Records Fee and the ASG Building Fee for students participating in a registered apprenticeship program through CPTC. The motion was seconded by Trustee Mitchell. The motion was approved unanimously.

Executive Session

None

Next Meeting

Chair Zhu announced that the regular meeting of the Board of Trustees scheduled for June 12, 2024 has been cancelled. The next meeting of the Board will be held before Commencement at 4:00 p.m., on Tuesday, June 11, 2024, at the Tacoma Dome. She noted that this meeting will be in person only. There will be no remote option.

Adjournment

Motion to adjourn the meeting at 5:48 was made by Trustee Villegas Rivera and seconded by Trustee Mitchell. The motion was approved unanimously



Dr. Joyce Loveday
President

College District Twenty-Nine



Tong Zhu
Chair, Board of Trustees
College District Twenty-Nine