



Board of Trustees Regular Meeting

Rotunda, Building 3

Wednesday, January 9, 2019

Study Session: Cancelled

Regular Meeting: 4:00-5:10 p.m.

Agenda

- 4:00 Call to Order, Flag Salute, Introductions** Mark Martinez
- Adoption of Agenda** Mark Martinez
Action
- Approval of the Regular Meeting Minutes of**..... Mark Martinez **Tab 1**
December 12, 2018
Action
- 4:05 President's Report** Joyce Loveday
- Student Success Speaker
 - Introduction of New Trustee, Eli Taylor
 - ACT Legislative Winter Conference, January 21-22, Olympia Red Lion
 - Miscellaneous
- 4:20 Other College Reports or Highlights:**
- ASG Report..... Sam Hardy **Tab 2**
 - Employee/Labor Relations.....Tawny Dotson/Kirk Walker **Tab 3**
 - Student Success Report.....Brenda McKinney **Tab 4**
Disability and Veterans Services
- 4:50 Chair's Report**..... Mark Martinez
- 4:55 Board Reports and/or Remarks** All
- 5:00 Public Comments** Mark Martinez
- 5:05 New Business** Mark Martinez
- Consideration of Proposal for Naming the New CAMT Building **Tab 5**
Action

5:10 Executive Session Mark Martinez

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.

5:10 Adjournment Mark Martinez

All Board meetings will be recorded.



Board of Trustees Meeting
Rotunda, Building 3
Wednesday, December 12, 2018

Minutes

Study Session

Call to Order: Chair Withrow called the Board of Trustees Study Session for Clover Park Technical College (CPTC) to order on December 12, 2018, at 3:03 p.m.

Board of Trustees Present:

Wayne Withrow, Chair
Bruce Lachney

Mary Moss
Lua Pritchard

College President: Dr. Joyce Loveday

Assistant Attorney General: Justin Kjolseth

Excused Absences: Mark Martinez, Trustee

Other Attendees:

Larry Clark, VP, Finance & Admin.
Mabel Edmonds, VP, Instruction
Scott Latiolais, VP, Student Success
Lisa Beach, Dir., Compliance
Samantha Dana, Dir., Inst. Research & Grants
Loren Davis, Dir., NWCTHS
Cal Erwin-Svoboda, Dir., Student Life
Sam Hardy, ASG President

Pamela Jeter, Dir., IT
John Kaniss, Dir., Facilities Services
Dean Kelly, Dean, Student Success
Christian Kroiss, Mgr., Security
Brian Lee, Proj. Mgr., etcLink
Tyler Scott, Sr. Creative Comm. Mgr.
Cherie Steele, Exec. Asst. to the President
Lisa Wolcott, Dir., Budget & Finance

Scheduling the Annual Trustee Retreat

After discussing possible dates for the retreat, President Loveday said she would poll the Trustees to see which date would be better, March 14 or 15.

Wrestling Follow up (Seeking Green Light) (Attachment 1)

Mr. Erwin-Svoboda provided the Trustees Attachment 1. Questions followed. Trustee Moss asked with whom a CPTC wrestling team would compete. They would play schools in Washington, Idaho, and Oregon. Meets would likely all be off-campus at this point.

Trustee Lachney asked if this is the right move for CPTC, as the mission is “educating tomorrow’s workforce,” not future athletes. Trustee Withrow inquired about housing for 70 wrestlers. Mr. Erwin-Svoboda noted that is still in the early stages. President Loveday added that Grays Harbor does not provide on-campus housing. Mr. Lachney would like to know if the coaches would be represented and what salaries the coaches/athletic directors would make.

President Loveday said the College is looking at multiple ways to increase FTE and engage students directly out of high school. Wrestling has generated a lot of interest, and she is interested in further pursuing a wrestling team.

Land Use Discussion (Tab 1)

One of CPTC's goals is to diversify revenue, and the concept of using some of the Flett Creek property across Steilacoom Blvd for income-generating purposes was discussed. Mr. Clark distributed a colored map of the area (Attachment 2). The dark green area belongs to the city of Lakewood, the lighter green area is owned by Mountain View Cemetery, the blue area belongs to CPTC, and the yellow area represents houses that border the wetlands.

The College property is zoned Open Space and would need to be re-zoned for any development. Trustee Moss suggested that Mr. Clark work with Dave Bugher, Assistant City Manager/Community Development Director for Lakewood, about rezoning. Trustee Lachney would like the College to check on the City's next amendment cycle and determine how to pursue rezoning for commercial property. It doesn't mean the Board would want to build, but it would be ready if a future Board decided to build.

General Discussion

No general discussion.

Adjournment

Chair Withrow adjourned the Study Session at 3:38 p.m.

Regular Meeting

Call to Order: Chair Withrow called the Board of Trustees Meeting for Clover Park Technical College (CPTC) to order on December 12, 2018, at 4:10 p.m.

Board of Trustees Present:

Wayne Withrow, Chair
Bruce Lachney

Mary Moss
Lua Pritchard

College President: Dr. Joyce Loveday

Assistant Attorney General: Justin Kjolseth

Excused Absences: Mark Martinez, Trustee

Other Attendees:

Larry Clark, VP, Finance & Admin.
Mabel Edmonds, VP, Instruction
Scott Latiolais, VP, Student Success
Lisa Beach, Dir., Compliance
Poppy Bushnell, Arch. Engr. Design Inst.
Jessica Carey, Mgr., Web Content
Chris Chen-Mahoney, Assoc. Dean

Cristeen Crouchet, Dir., Workforce Dev.
Samantha Dana, Dir., Inst. Research & Grants
Loren Davis, Dir., NWCTHS
Cal Erwin-Svoboda, Dir., Student Life
Sam Hardy, ASG President
Michelle Hillesland, Dean
Pamela Jeter, Dir., IT

Wendy Joseph, Dir., Student Aid & Scholarships
 John Kaniss, Dir., Facilities Services
 Dean Kelly, Dean, Student Success
 Claire Korschinowski, Dean
 Christian Kroiss, Mgr., Security
 Brian Lee, Proj. Mgr., etcLink

Cindy Mowry, Assoc. Dean, Student Success/
 Registrar
 Sunny Schiller, Int. Design Inst.
 Tyler Scott, Sr. Creative Comm. Mgr.
 Cherie Steele, Exec. Asst. to the President
 Phil Vick, Aviation Instructor
 Kirk Walker, Dir., Human Resources
 Lisa Wolcott, Dir., Budget & Finance

Adoption of the Agenda

MOTION:

Motion to adopt the agenda as presented was made by Trustee Moss, and seconded by Trustee Lachney. Motion was approved unanimously.

Approval of Minutes (Tab 2)

MOTION:

Motion to approve the minutes of the Regular Board meeting of November 14, 2018, was made by Trustee Moss, and seconded by Trustee Lachney. Motion was approved unanimously.

President's Report

Student Success Speaker

No student success speaker.

PCCC Meeting

Trustees Pritchard and Withrow, Dr. Dotson, and President Loveday attended. The Pierce County Executive and nine Pierce County legislators were also in attendance, two student speakers told their stories, and Trustees were able to highlight the Pierce County priorities for the community and technical college system.

Miscellaneous

CTC Leadership Development Association Conference

The CTC Leadership Development Association held its winter conference in the McGavick Center on November 30. The focus this year has been on Diversity and Inclusion. The afternoon presentation was on Accessible Technology, and there will be a presentation today on the work occurring at CPTC in this area.

Samoa Educational Partnership and Recruitment Trip

As a result of connections developed among CPTC staff and the Tacoma School District during the Samoa trip, four students from Oakland High School have recently enrolled to attend CPTC, and Kiko Salas has been asked to visit with students at their campus twice a month.

College Reports or Highlights

ASG Report (Tab 3)

Sam Hardy, ASG President, gave the attached report.

Senior Waiver (Tab 4)

Ms. Mowry explained the circumstances when CTCs have the ability to waive tuition for senior citizens, over 60, for no more than two courses per quarter. Discussion followed.

Accessible Technology (Tab 5)

Ms. Carey offered the attached report.

Chair's Report

Chair Withrow attended the PCCC Legislative Breakfast, the legislators in attendance understand higher education, and the student stories were powerful.

Board Reports and/or Remarks

Proposal for Naming the CAMT Building (Tab 6)

Trustee Lachney presented the attached proposal to name the new CAMT Building after Dr. John Walstrum, a former CPTC President. After discussion, Trustees came to a consensus for a name – John W. Walstrum Center for Advanced Manufacturing Technology – and Trustee Lachney will bring it back to the Board in January 2019 for a vote.

At the PCCC meeting, Trustee Pritchard learned that some colleges are adding services for the homeless into new buildings, e.g., storage for homeless students, showers, and washers and dryers. Trustee Pritchard urged the leadership to consider ways to be part of a solution for homelessness.

Public Comments

No public comments.

New Business

Consideration of Space Available Waiver for Senior Citizens (Tab 6)

MOTION:

Motion to implement the Space Available Waiver for Senior Citizens, as allowed by the state of Washington under Statute RCW 28B.15.540, was made by Trustee Pritchard, and seconded by Trustee Lachney. Motion was approved unanimously.

Approval of Resolution 18-12-95, Mary Moss, Recognition of Service (Tab 7)

Ms. Steele read Resolution 18-12-95.

MOTION:

Motion to approve Resolution 18-12-95, Mary Moss, Recognition of Service, was made by Trustee Pritchard, and seconded by Trustee Lachney. Motion was approved unanimously.

Chair Withrow also thanked Trustee Moss for her dedicated service by presenting her with a plaque, as a token of the College's appreciation.

Executive Session

At 4:49 p.m., Chair Withrow stated that, in accordance with RCW 42.30.110, the Board would recess to go into Executive Session for approximately thirty minutes for the purpose of reviewing, evaluating, and interviewing a faculty probationer for tenure award and reviewing the performance of a public employee.

Chair Withrow reconvened the Regular Meeting at 5:17 p.m. and asked if there were any action items as a result of Executive Session. There were.

Trustee Pritchard 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 Poppy Bushnell at Clover Park Technical College, seconded by Trustee Moss. No discussion. Approved unanimously.

Approval to Correct President Loveday's Contract

MOTION:

Motion to approve the revised contract for President Joyce Loveday, correcting the salary to \$200,850, effective July 1, 2018, through June 30, 2019, was made by Trustee Lachney, and seconded by Trustee Pritchard. Motion was approved unanimously.

Next Meeting

January 9, 2019, at the Lakewood campus.

Adjournment

Chair Withrow adjourned the Regular Meeting at 5:19 p.m.

Dr. Joyce Loveday
President
College District Twenty-Nine

Wayne Withrow
Chair, Board of Trustees
College District Twenty-Nine



Associated Student Government - January 2019 Report

Highlights

The professional staff in the Office of Student Life hosted the annual Winter WonderFeast on the evening of December 6. This event provided an opportunity to recognize student and professional staff for their hard work and dedication. Cal Erwin and Story Gilmore both spoke about the quarters ahead, as well as the successful efforts that have taken place thus far. The Office of Student Life owes much of its prosperity to the supporters from other areas of Clover Park, including: Dr. Joyce Loveday, Scott Latiolais, Sheli Sledge, Cherie Steele, and Judy Loveless-Morris.

Increasing Student Advocacy

The priorities for the 2018-2019 academic year, presented and finalized by the ASG in late 2018, have undergone a great amount of work by Student Council. The members of Student Council will be contacting and meeting with local state legislators on Advocacy Day, January 24, to discuss possibilities of improvement regarding student life and the priorities chosen by the previous members of Student Council. With the pressure to initiate change, there is great promise in finding solutions with local government officials.

Partnership Highlights

ASG has been working with the college administration to continue the effort to incorporate Guided Pathways solutions into Clover Park's approach to student success. Committee meetings began in fall quarter, and a Student Council representative has been appointed to each committee.

Moving into the new quarter and new year, Student Council has begun work with the All Hazards Committee, as well. The project being initiated is increasing student and staff awareness of procedures to be taken in the event of an active threat on campus, the campus speed limit, and security guard contact information. Ideas agreed upon by both parties are expected to be complete by the beginning of Spring quarter.

Shared Governance

Student Council meetings are resuming starting with January 7 and 28, February 11 and 25, with March dates to be decided. This quarter's meetings will be held in building 23, room 209. Meetings will continue to be held from 2:30 p.m. to 4:00 p.m., but all meetings will be on Mondays. If you would like to be added to the agenda, to present information or a request, please contact me, Sam Hardy, at asg.president@cptc.edu.

The Office of Student Life is currently searching for hardworking students to fill vacant positions within the Campus Activities Board, Student Marketing Team, and Peer Ambassadors.

By The Numbers

- 99** Tickets for Zoo Lights were claimed
- 179** Students present for the New Student Orientation
- 1,938** Pounds of food given from the food pantry July-December 2018
- 3,678** PBJs distributed July-December 2018

Upcoming Events

- On-Campus Movie Night, January 11**
Building 23 Ballroom, 6:30-9:00 p.m.
- Trivia Night, January 23**
Building 23, 6:00 p.m.
- Bowling Night, January 25**
3852 Steilacoom Blvd SW, Tacoma, 5:00-7:00 p.m.
- Mini Golf, February 2**
6323 6th Ave, Tacoma, 1:00-3:00 p.m.

CPTC's Employee and Labor Relations Update



DR. TAWNY M. DOTSON
VICE PRESIDENT FOR STRATEGIC DEVELOPMENT

KIRK WALKER
DIRECTOR OF HUMAN RESOURCES

Overview



- Employment hiring/retention trends
- New professional development efforts
- Union contract negotiations

Employee Hiring/Retention Trends

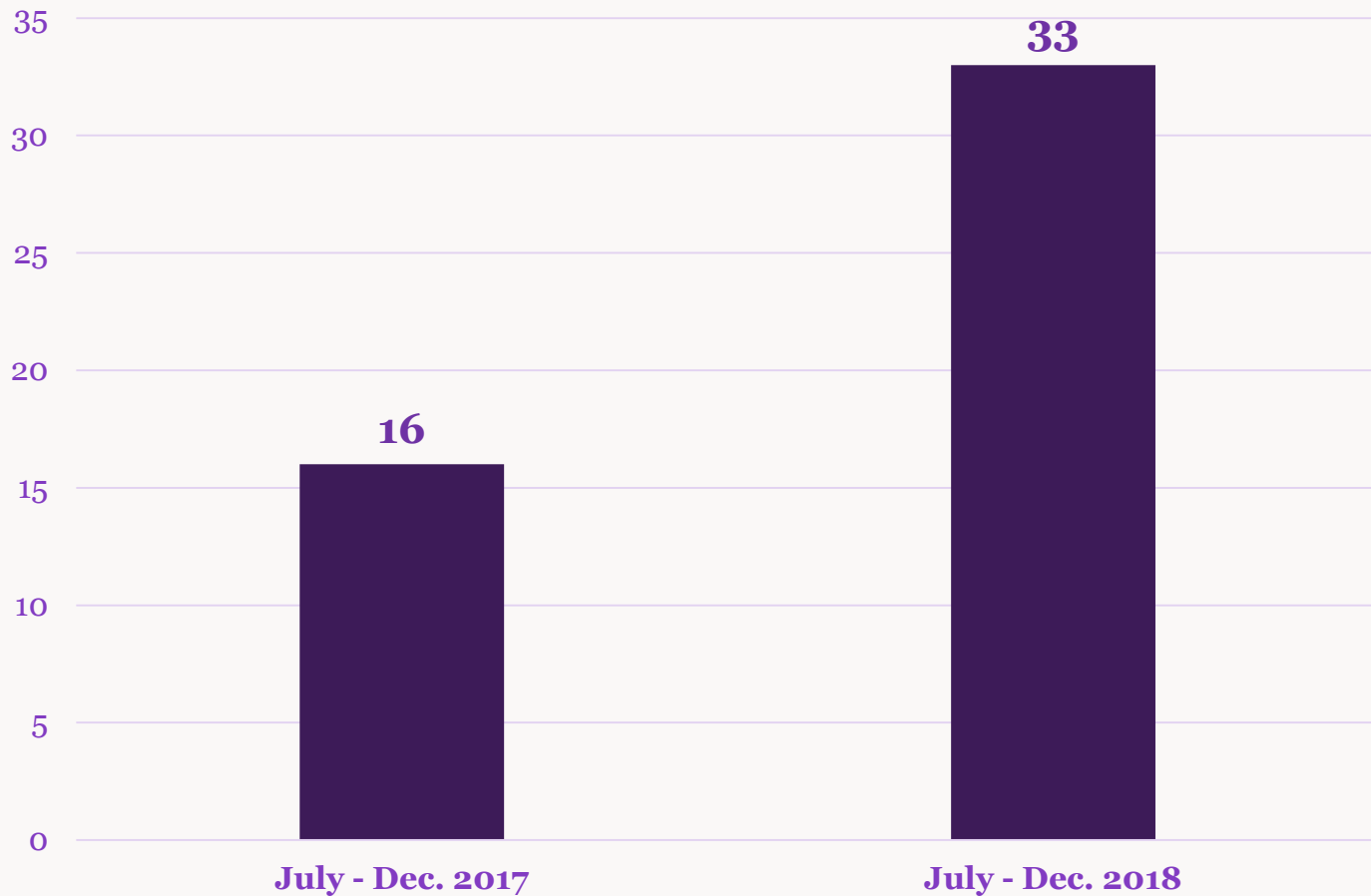


- #1 decision we make at this college is each hiring decision
- Information on changes to the hiring process
 - Integration of NeoGov application functions
 - Performance based recruitment and interviewing strategies
 - Diversifying advertising channels including recruitment open house for select positions
 - Increase selection committee engagement in recruitment and interviewing
 - Diversity

Employee Hiring/Retention Trends



Comparison of Hiring Totals



Employee Professional Development



- Two opportunities for “All”
 - Opening Day
 - ✦ Prior to Fall Quarter annually
 - All Faculty and Staff Professional Development Day
 - ✦ 2018 – First All Staff
 - ✦ 2019 – First All Faculty and Staff
- Faculty In-Service*
 - 2017-2018 Faculty Contract 4 In-service days
- Supervisor Training Courses
 - Partnership with UW-Tacoma
 - ✦ Participation 2018: 14
 - ✦ Participation 2019: 14

*HR/SD support – but led by Instruction

Union Contract Status



- **IUOE: Contract expired August 2018**
 - Negotiations opened September 2018 (initiated June 2018)
 - PERC Training July 2, 2018
 - Expected completion March 2019
- **AFT Professional Staff: Contract expires June 30, 2019**
 - Negotiations open TBD (initiated January 2019)
 - PERC Training Nov. 15, 2018
- **Federation of Classified Employees: Contract expires June 30, 2019**
 - Negotiations open TBD (initiated January 2019)
- **Faculty: Contract expires June 2020**
 - Negotiations open Winter Quarter 2020

Questions?



Disability and Veterans Services



Disability Resources for Students (DRS)

Services

- Classroom Accommodations
- Equal Opportunity
- Accessible Community
- Training/Education
- Collaboration/Coordination



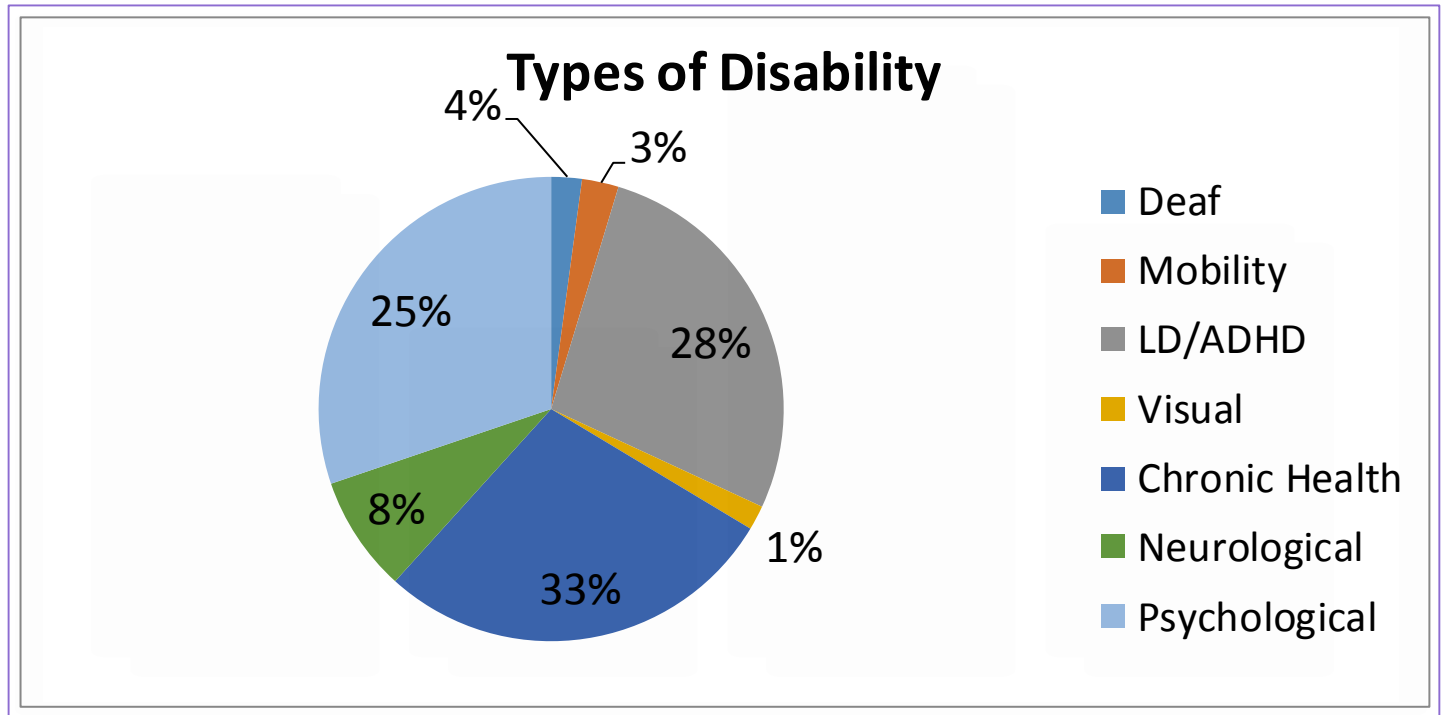
Examples

- Sit/Stand Stations
- ADA Chairs
- Equipment
- ASL Interpreters
- Other



DRS Data

- CPTC students who self-identified as having a disability: **446**
- CPTC students who were approved for DRS services: **242**
- Number of direct service interactions with students: **2029**



Veterans Services

Veterans Business Office (VBO)

- Clarification of VA requirements
- Guides students in accessing VA educational benefits
- Quarterly course certifications
- Monitors changes in class credits, tuition, fees
- Keeps well-informed of changes / updates in GI Bill

➤ Number of direct service interactions with students:

5497

Veterans Resource Center (VRC)

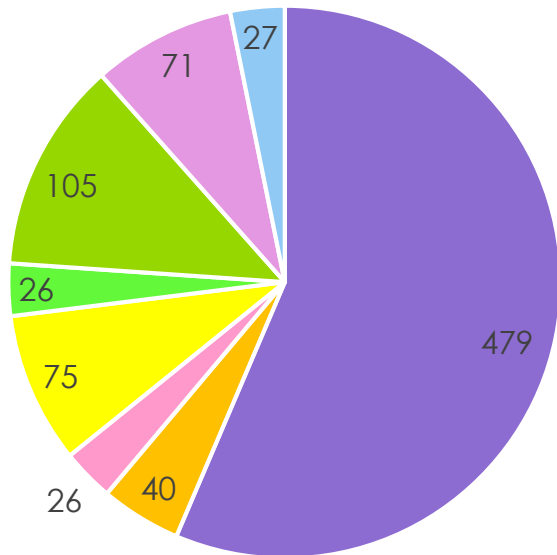
- Computer Lab and study space
- Quarterly activities and workshop
- Support of campus events
- Faculty/staff training
- Annual Honor Cord & Coin Presentation
- Outreach to community

➤ Number of visits to VRC for resources, study sessions, & more:

1815

VBO Data

Number of Veteran & Veteran-Related Enrollees: **849**



- Chapter 33 Post 9/11 Veteran
- Chapter 33 Post 9/11 TOE (transfer of benefits to dependent child)
- Chapter 33 Post 9/11 TOE (transfer of benefits) to eligible spouse)
- Chapter 35 Dependent child of 100% disabled or deceased veterans
- Chapter 35 Eligible spouse of 100% disabled or deceased veterans
- Veteran Vocational Rehabilitation
- Veterans not receiving benefits
- Other

Next Steps

- ★ Continue to develop and refine learning outcomes and program standards
- ★ Update DRS, VBO, and VRC web pages for accuracy and accessibility purposes
- ★ Accessibility (Chair and Sit/Stand in every classroom) - supports advancement of Universal Design at CPTC
- ★ Continued implementation of the 8 Keys to Veterans Success
- ★ Ongoing staff training through workshops, webinars, conferences, including Guided Pathways practices

**Proposal to the CPTC Board of Trustees for Naming the new
Center for Advanced Manufacturing after Dr. John Walstrum**

Dr. John W. Walstrum served as president of Clover Park Technical College from October 1, 2006, through September 30, 2013. During that time, Dr. Walstrum moved our college forward as an institution, helping us to become more refined in our practices and to broaden the realm of our experiences. A few of the key contributions made under his leadership are listed in Attachment 1.

Input from the college community collected through a fall 2018 survey indicated support for naming a college property in honor of Dr. Walstrum. Out of the 64 responses received, 40 indicated they would like to see a building named after him.

I believe Dr. Walstrum's distinguished service at Clover Park Technical College meets the criteria required for "Naming of College Property," as stated in CPTC's Board Policy 1.5 (Attachment 2). Therefore, I respectfully submit this Proposal to the CPTC Board of Trustees for Naming the new Center for Advanced Manufacturing after Dr. John Walstrum. Some potential name options are as follows:

- The John Walstrum Center for Advanced Manufacturing
- The John W. Walstrum Center for Advanced Manufacturing Technology
- Dr. John Walstrum Center for Advanced Manufacturing Technology
- President John Walstrum Manufacturing Technology Building

Bruce Lachney
Trustee, 2009-Present

**Key Contributions Made under Dr. John Walstrum's Leadership
2006-2013**

- Added several new programs in fields such as Composites and Non-destructive Testing.
- Built a new Health Science Building to house our medical certificate and degree programs.
- Became an Achieving the Dream College where we explored best practices developed at other colleges across the nation and implemented initiatives to improve student retention and completion.
- Dr. Walstrum provided a new emphasis on professional development which resulted in increased degree completion among our faculty and staff.
- Transitioned the college from a clock-hour institution to a credit-based institution, bringing us up to the standard necessary for the future of our college.
- Increased public access to our institution by building and strengthening partnerships with the K-12 system, growing online education, and reducing the cost of student learning through open educational resources.
- Dr. Walstrum expanded our horizon by engaging Clover Park with the community and technical college system on the national level. He not only participated on the national level himself, he also encouraged and enabled other college leaders, staff, and faculty to attend national conferences, lead workshops, and become engaged with national organizations.
- Was named a 2010 MetLife Community College Excellence Award Winner.
- With great care and compassion, Dr. Walstrum also led Clover Park through the great recession that began in 2008, which significantly diminished revenue and resulted in the reduction of 70 positions at our college.

Criteria for Naming of College Property

I believe Dr. Walstrum's distinguished service at Clover Park Technical College meets the criteria required for "Naming of College Property," as stated in CPTC Board Policy 1.5:

- **Authority:** The Board of Trustees has the authority to name College property for a person, either directly or by delegating that authority to the President. For purposes of this Procedure, a "person" includes a natural person, a legal entity such as a corporation, a business, or an organization.
- **Bases for naming:** As further specified below, the naming of College property for a particular person is based on **distinguished service**, a major financial contribution, or a sponsorship contribution.
- **Property for naming:** As further specified below, any College building, facility, location, real property improvement, fixture, or personal property may be named under this Procedure. However, the naming of a building, or a room or larger space in a building, will ordinarily be based on distinguished service or a major financial contribution.
- **Distinguished service:** Naming based on distinguished service requires exemplary personal character and accomplishments plus contributions of services and skills that have had a major beneficial impact on the institution over an extended period of years. For a College officer or employee, such naming may occur no sooner than one year following that person's separation from College service or death.
- **Distinguished service or major contribution--**Proposal**:** Naming based on distinguished service or major financial contribution may be proposed by anyone. A proposal should be delivered or routed to the President's office. The proposal should include the proponent's name and contact information, the name designation requested, information about that person, and supporting documentation which clearly shows the appropriateness of the proposed naming.
- **Distinguished service or major contribution--**Review of proposal**:** A proposal for naming based on distinguished service or major financial contribution will be reviewed by the President (and/or the President's designee) and/or by any other person(s) designated by the Board of Trustees. Such review may include obtaining input from other persons, such as College employees. When appropriate, such review may include obtaining a background check report (with any applicable authorization or consent from the named person).
- **Distinguished service or major contribution--**Decision**:** After the review, the President shall make the naming decision (if the Board of Trustees has delegated this authority to the President), or the President and/or other reviewer(s) shall make a recommendation on that decision to the Board of Trustees.