



**Board of Trustees Meeting**

**Virtual, Via Zoom:**

<https://cptc-edu.zoom.us/j/83741501709?pwd=ci9RaVlrNU5NV0poNERoUXNwUmZnZz09>

Passcode: BOTMeeting

**Wednesday, April 7, 2021**

Study Session: Canceled

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

**Agenda**

<b>4:00</b>	<b>Call to Order, Introductions</b> .....	Eli Taylor	
	<b>Adoption of Agenda</b> .....	Eli Taylor	
	<i>Action</i>		
	<b>Approval of the Special Meeting Minutes of</b> .....	Eli Taylor	<b>Tab 1</b>
	<b>March 10, 2021</b>		
	<i>Action</i>		
<b>4:05</b>	<b>President’s Report</b> .....	Joyce Loveday	
	<ul style="list-style-type: none"><li>• Student Success Speaker</li><li>• Welcome to Alice Phillips</li><li>• 2020 Audit</li><li>• Miscellaneous</li></ul>		
<b>4:20</b>	<b>College Reports or Highlights</b>		
	<u>ASG Report</u> .....	Becky White	<b>Tab 2</b>
	<u>Core Theme Update – Equity</u> .....	Samantha Dana/Shareka Fortier	<b>Tab 3</b>
	<u>ctcLink Update</u> .....	Brian Lee	<b>Tab 4</b>
<b>4:40</b>	<b>Chair’s Report</b> .....	Eli Taylor	
<b>4:43</b>	<b>Board Reports and/or Remarks</b> .....	All	
<b>4:46</b>	<b>Public Comments</b> .....	Eli Taylor	

**4:50 Old/New Business**..... Eli Taylor

Adoption of Policy 1.11, Academic Freedom ..... Eli Taylor **Tab 5**  
*Action*

Approval of Resolution 21-04-103, Wayne Withrow, Recognition of Service ..... **Tab 6**  
*Action*

**5:00 Executive Session** ..... Eli Taylor

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.

**5:00 Adjournment** ..... Eli Taylor



## Board of Trustees Meeting

Virtual, Via Zoom

**Wednesday, March 10, 2021**

Special Board of Trustees Meeting: 3:00-6:20 p.m.

### Agenda

**Call to Order:** Chair Taylor called the Board of Trustees Regular Meeting for Clover Park Technical College (CPTC) to order on March 10, 2021, at 3:00 p.m.

#### Board of Trustees Present:

Eli Taylor, Chair  
Mark Martinez

Carol Mitchell  
Lua Pritchard

**College President:** Dr. Joyce Loveday

**Assistant Attorney General (AAG):** Justin Kjolseth

#### Executive Team:

Dr. Thomas Broxson, VP, Instruction  
Samantha Dana, Assoc. VP, Institutional  
Effectiveness  
Dean Kelly, Int. VP, Student Success

Lisa Wolcott, Int. VP, Finance &  
Administration  
Shareka Fortier, Exec. Dir., EDI

#### Adoption of the Agenda

##### MOTION:

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

#### Approval of Minutes (Tab 1)

##### MOTION:

Motion to approve the minutes of the Regular Board meeting of February 17, 2021, as presented, was made by Trustee Martinez and seconded by Trustee Pritchard. Motion was approved unanimously.

#### President's Report

##### All Campus Professional Development Day

All faculty and staff meet two times a year for professional development. This spring, the focus was on equity, engagement, healing, and resilience. An emphasis was on caring for ourselves, recognizing the toll this year has taken on people, both personally and professionally. Tali Hairston was the guest speaker, and he talked about being authentic and focusing on one's purpose.

### Institutional CRRSAA Taskforce

The Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) was signed into law in December 2020 to provide emergency support to elementary, secondary, and postsecondary education. CPTC received approximately \$4.5M to use for the institutional response to Coronavirus. CPTC's CRRSAA Taskforce will review recommendations, approve funding, seek additional information, or identify requests as non-COVID related. The funding is available through January 2022.

### Second Vaccination Event

A second vaccination event was held on the Lakewood campus on March 7. Recommendations made after the first event were applied, which helped the volume of traffic to move through campus much more smoothly. Thank you to Lisa Beach, Christain Kroiss, and Chris Ridler for their leadership and staff from security, maintenance, and grounds crews who assisted.

### Miscellaneous

#### *Board Policy Update*

A first reading of a new Academic Freedom policy will be brought before you during New Business. Academic Freedom has been in the faculty contract for many years. Having a Board-level policy is part of the new accreditation guidelines, and the proposed policy has been through the open forum process.

#### *New Trustee*

Alice Phillips was appointed by the Governor to CPTC's Board of Trustees as the Labor Representative on March 8. She fills the position formerly held by Trustee Wayne Withrow, whose term ended. Trustee Phillips is the Business Manager/Financial Secretary for the International Brotherhood of Electrical Workers Local 483, and she is actively involved in the community.

### **College Reports or Highlights (Tab 2)**

Mr. Kelly, Mr. Feist, and Ms. Noffke presented the attached report. Chair Taylor had a question on the mental effects of COVID on students in the virtual environment and the detachment of socialization. Was that a topic of discussion and how that impacted certain demographics even more so than others? Mr. Kelly said it was, and colleges are struggling how best to provide the support, because colleges can't serve students in person. Here at CPTC, we do have mental health counselors, who have been providing some of that support. Because the need has been so great, we have been referring out a lot to community resources.

Trustee Mitchell said she really likes the idea of co-locating the services on campus that students need, especially if CPTC can partner with Social and Health Services, mental health providers, Lakewood area housing – other providers who know how to do the work. She heard that Tacoma Community College has a partnership with Tacoma Housing Authority where students can get expedited vouchers. Is that something CPTC can look into that would allow students to get subsidized housing? Mr. Kelly indicated that CPTC has met with leaders from Tacoma Housing Authority in the past and are interested in partnering to support the housing needs of our students.

### **Chair's Report**

No chair's report.

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

Trustee Mitchell noted this is Women's History Month. Some events:

- The Rag Wearable Art Sale, March 12-21, proceeds go to support the YWCA and their domestic violence program.
- The LASR (Lawyers Against Systemic Racism) are holding a book club on March 27, 10 a.m. More information can be found online.

## **Public Comments**

No public comments.

## **New Business**

### New Tenure-Track Faculty Introductions (Tab 3)

Dr. Broxson commented there are ten faculty members entering the tenure process. The tenure process at CPTC is governed by RCW, and the authority to grant or deny tenure is vested with the Trustees. Dr. Broxson asked the chairs of the new tenure-track faculty member's committee to introduce the faculty member to the Board of Trustees.

### First Reading of Policy 1.11, Academic Freedom (Tab 4)

This is a first reading of Policy 1.11, Academic Freedom. It will be brought before the Board at the April 7, 2021, Board of Trustees meeting for a vote.

Trustee Mitchell asked what if there's a complaint involving this policy; where does one find the College's process and procedure. Mr. Sawatski said this is the high-level framework. Related policies are found in multiple places – the Student Handbook, as well as in the Faculty Collective Bargaining Unit. The process depends upon which part of the community that member belongs to (student or faculty). The overall conceptual statement was missing.

Trustee Martinez inquired who decides what is a reasoned line of thought? Dr. Korschinowski stated this question was asked at the open forum, "Who determines what's within the relevant topic of study"? The College does, through learning outcomes, course-level outcomes, and course descriptions. If there's a significant deviation from those, the College can address that deviation.

## **Executive Session**

At 4:22 p.m., Chair Taylor stated that, in accordance with RCW 42.30.110, the Board would recess to go into Executive Session for approximately 120 minutes for the purpose of reviewing, evaluating, and interviewing faculty probationers for tenure award.

Chair Taylor reconvened the Regular Meeting at 6:07 p.m. and asked if there were any action items as a result of Executive Session. There were.

## **MOTIONS:**

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 Carine DeLeon at Clover Park Technical College, seconded by Trustee Mitchell. No discussion. Approved unanimously.

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 Derek Faust at Clover Park Technical College, seconded by Trustee Mitchell. No discussion. Approved unanimously.

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 Kandy Hernandez at Clover Park Technical College, seconded by Trustee Mitchell. No discussion. Approved unanimously.

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 Earl Joy at Clover Park Technical College, seconded by Trustee Mitchell. No discussion. Approved unanimously.

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 Patricia Maguire at Clover Park Technical College, seconded by Trustee Mitchell. No discussion. Approved unanimously.

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 Jason Sawatski at Clover Park Technical College, seconded by Trustee Mitchell. No discussion. Approved unanimously.

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 Jamie Urquidez at Clover Park Technical College, seconded by Trustee Mitchell. No discussion. Approved unanimously.

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 Carl Wenngren at Clover Park Technical College, seconded by Trustee Mitchell. No discussion. Approved unanimously.

### **Next Meeting**

April 7, 2021, details to follow.

### **Adjournment**

#### **MOTION:**

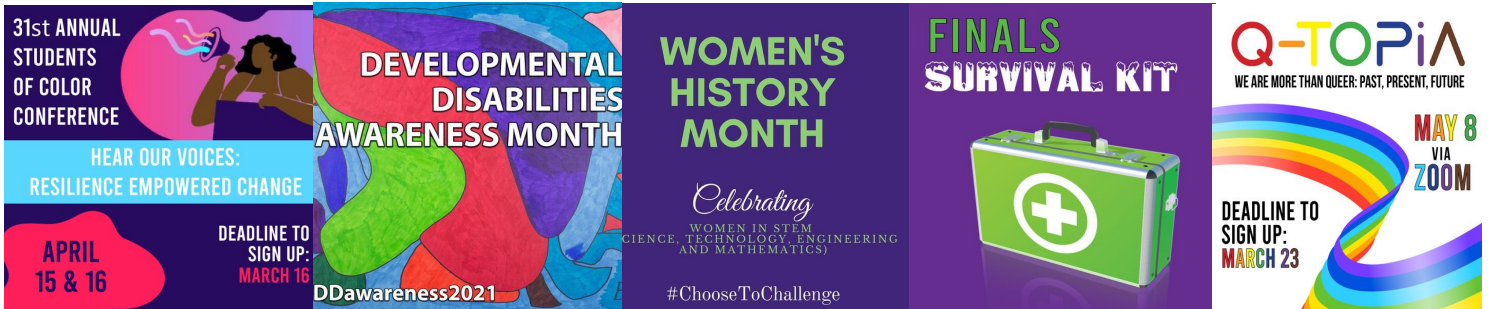
Motion to adjourn was made by Trustee Martinez at 6:30 p.m., seconded by Trustee Pritchard. Motion was approved unanimously.

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

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**Eli Taylor**  
**Chair, Board of Trustees**  
**College District Twenty-Nine**



## Associated Student Government - April 2021

Tab 2

### Highlights

To close out winter quarter, the Associated Student Government (ASG) hosted the Run for the Gold as part of our ongoing virtual 5K series, distributed Finals Survival Kits to students and acknowledged Women's History Month and Developmental Disabilities Month. Additionally, invitations were sent to students about a few upcoming virtual conferences coming up this spring: Students of Color Conference (MSSSDC), Q-TOPiA (SPSCC), and TEDxSalon led by Dr. Hollins.

### Increasing Student Advocacy

Based on student engagement and leadership develop pilot project that started in 2019 to develop an innovative approach to student governance, a student-led committee met regularly during winter quarter to review the ASG's governing documents, based on the experience of the pilot project, and submitted proposed changes at the March 16 Student Government Meeting. More information about the proposed changes, opportunities to give feedback, and timeline which includes a special election are available at [www.cptc.edu/asm](http://www.cptc.edu/asm).

A Student Government representative attended the spring legislative check-in in March that was attended by Pierce County community and technical colleges and representatives from various legislative offices.

### Partnership Highlights

The student-fee funded project to construct the Diversity Center in the Student Center is at the permitting phase; it is anticipated that construction will happen over the summer with the opening of the space to come this fall!

The Multicultural Student Services Program developed a follow-up to Dr. Loveday's March 18, *CPTC Stands in Solidarity with the Asian, Asian American, and Pacific Islander Communities*, all-campus email and included support information and resources for our AAPI students.

Personnel involved with student engagement and retention initiatives on campus participated in the first-ever meeting of the *Campus Life Coordinating Team* to share information, highlight spring quarter initiatives, and identify potential partnership opportunities.

### Student Governance

The 2021-2022 Services & Activities (S&A) student-led committee unanimously adopted a \$676,179 budget with no increase to the student fee and is a reduction of 25% compared to the 2018-2019 FY (pre-COVID level). It is anticipated that the proposed budget will be presented to the Board for approval at the June meeting.

Spring quarter Student Government meetings for this quarter are as follows: Wednesday, April 23, May 5, 19, and June 2 at 3:30 p.m. Please visit [www.cptc.edu/asm](http://www.cptc.edu/asm) on how to join these virtual student governance meetings.

### By The Numbers

- 285** Log-ins during new student orientation
- 42** *Run for the Gold* virtual 5K participants
- 65** Finals Survival Kits reserved
- 237** Social media engagements (Jan-March)

### Upcoming Events

- Earth Day – Virtual 5K Series**  
Run anytime between April 17-25
- C-Word Consent: Sexual Assault Awareness Month**  
April 20 – 12:00–1:15 p.m.
- Professional Headshots**  
May 11–12 in the Student Center from 9 a.m.-3 p.m.
- Mental Health Series**  
Weekly during the month of May

# Core Theme Report

Equity





# Quarterly Reporting on Core Themes

- NWCCU mandates regular assessment by the College of progress towards fulfilling its mission
- CPTC is doing this two ways:
  - Annual publication of the College Scorecard
  - Quarterly in-depth review of progress on one Core Theme
- Core Theme Reporting Schedule:
  - January – Student Success
  - April – Equity
  - July – Workforce Preparation
  - October – Institutional Sustainability

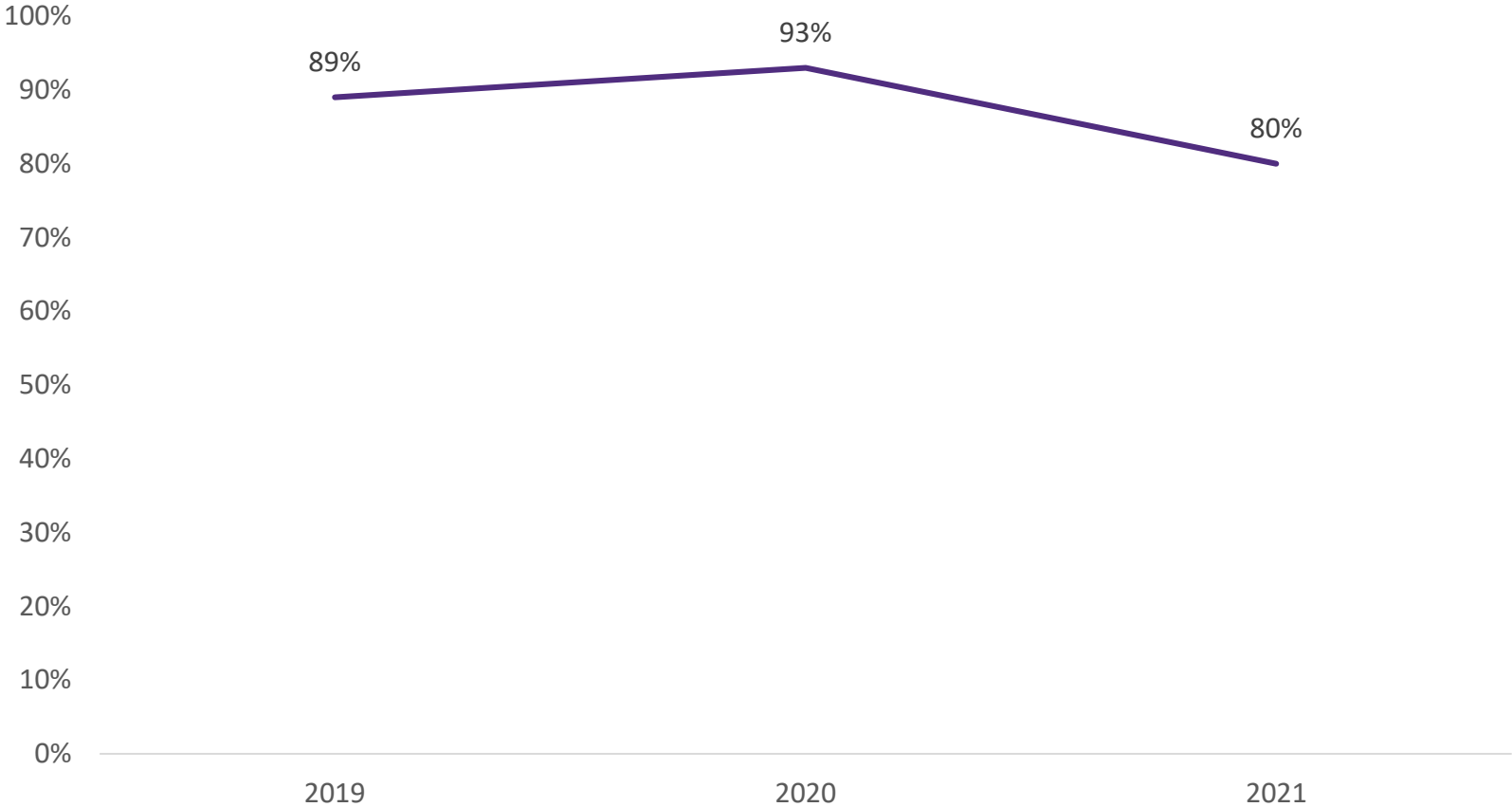


# Core Theme: Equity

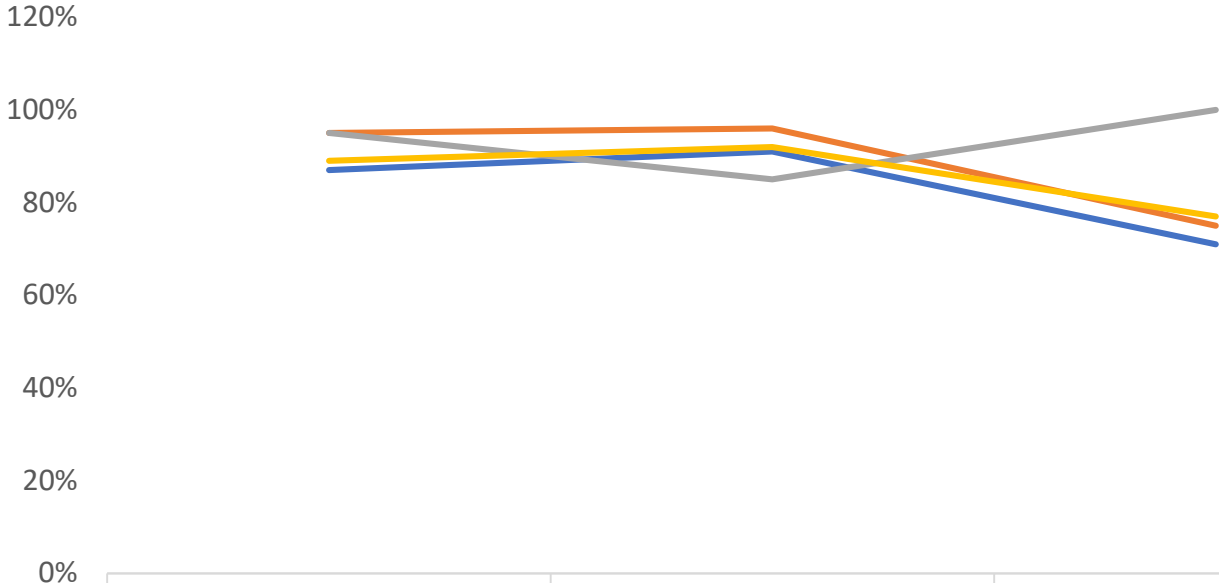
CPTC will cultivate an inclusive institutional culture and campus climate by valuing diversity and promoting equitable opportunities for all.



# Core Metric: Students Satisfied with Campus Climate



# Students Satisfied with Campus Climate Equity



	2019	2020	2021
African-American	87%	91%	71%
Asian/Pac Islander	95%	96%	75%
Hispanic	95%	85%	100%
White	89%	92%	77%

— African-American — Asian/Pac Islander — Hispanic — White



# EDI Baseline Campus Climate Assessment Recommendations



- **Leadership and Governance** - Leadership should lead EDI efforts by: prioritizing EDI work, creating a system of accountability, and allocating funds and resources to move EDI integration forward.
- **Climate, Communication, and Engagement** - Widely promote inclusion and create safer spaces for all - particularly underrepresented faculty, staff, and students - to create affinity and use their voice without the fear of retaliation or shaming.
- **Staff/Faculty Composition, Development, and Quality** - Employ strategic diversity recruitment efforts and embed EDI into the hiring and onboarding processes. Continue intentional Culturally Responsive, Implicit Bias, Inclusive Pedagogy & Racial Equity trainings as a College-wide effort.
- **Planning, Evaluation, and Quality Improvements** - Continue work to build data literacy at the College by expanding training opportunities to help understand how to disaggregate, analyze, and apply lessons learned through data.

# EDI 2020-2025 Strategic Priorities



## #1 Inclusive Culture and Campus Climate

Cultivate and foster an inclusive environment, where all feel welcome, safe, and a sense of belonging.

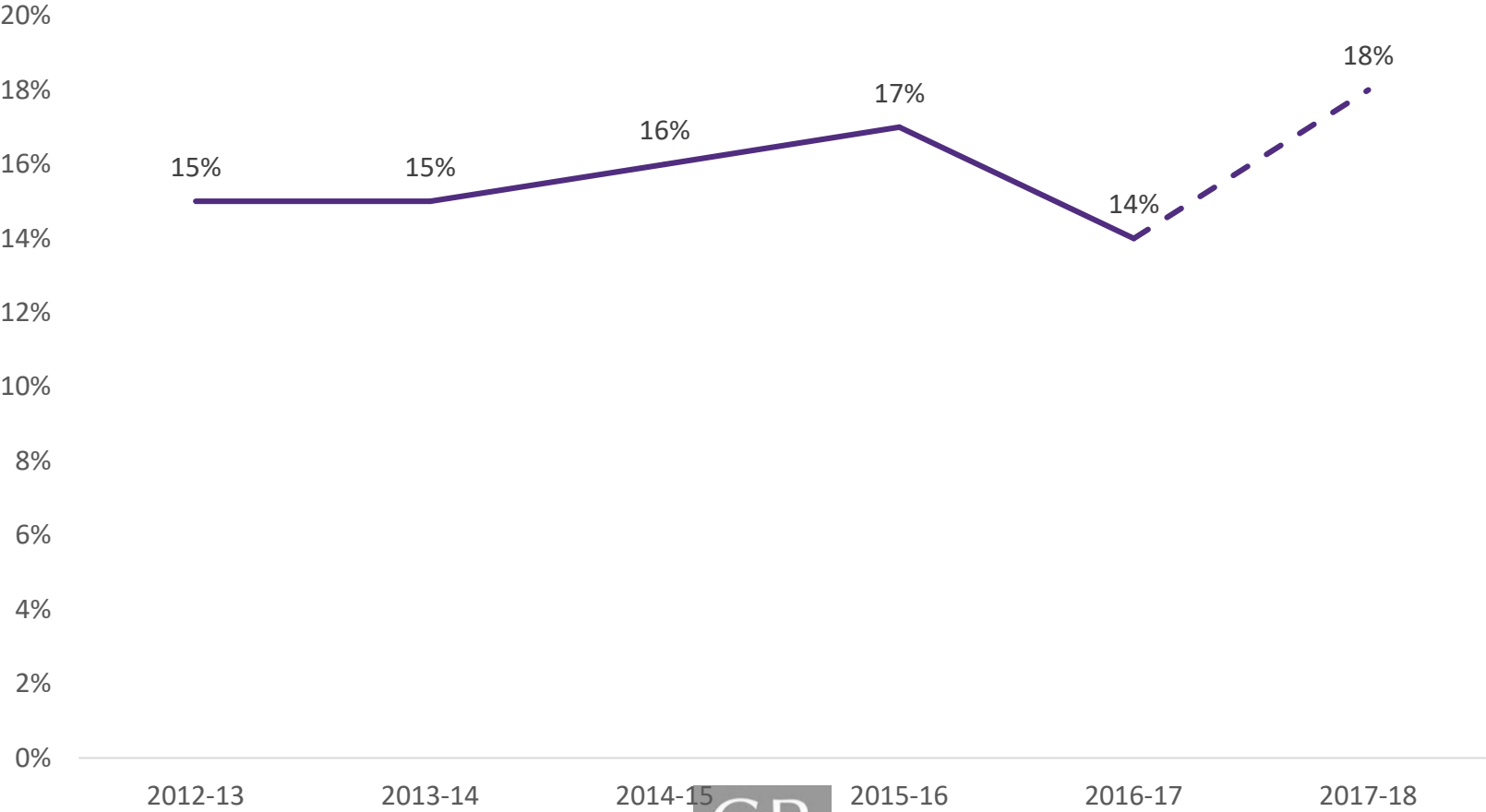
## #2 Equity, Access, and Engagement

Actively seek to dismantle systemic inequities and close the opportunity gap.

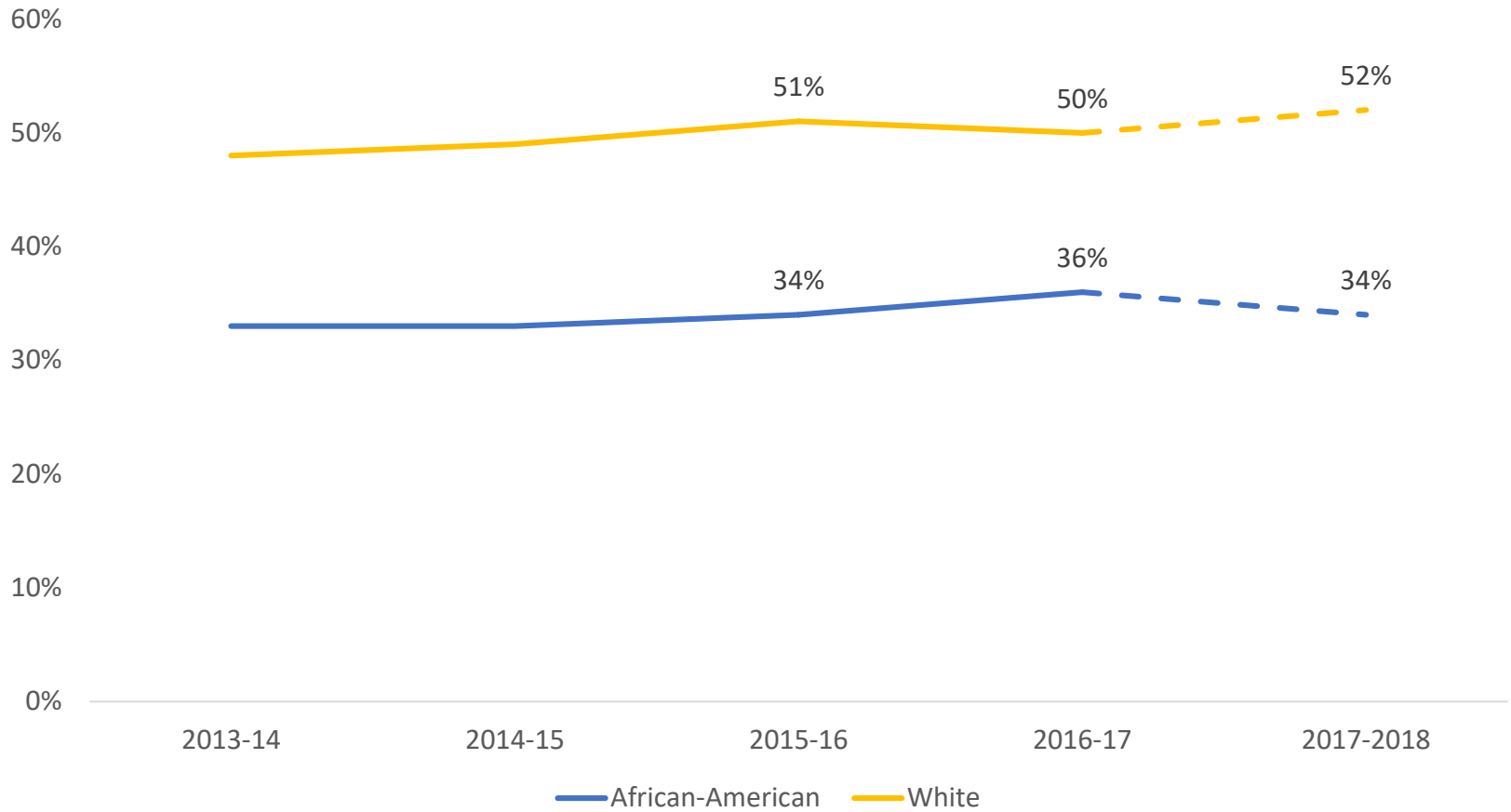
## #3 Faculty and Staff Diversity

Increase and retain a diverse workforce that reflects our college's student body and surrounding communities.

# Core Metric: Completion Gap between White and African-American Students



# 150% Graduation Rate Equity



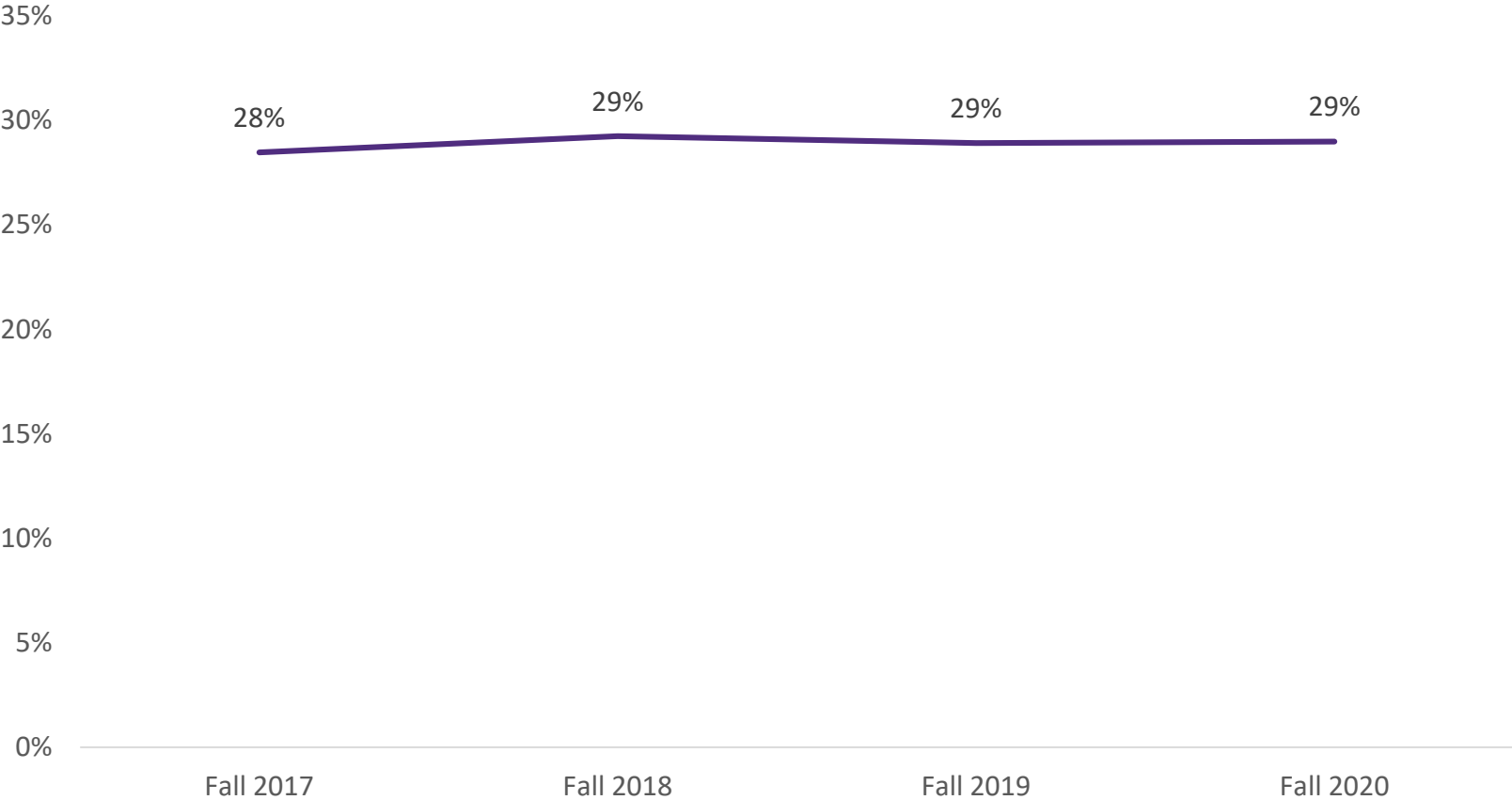


# Campus Climate & Completion

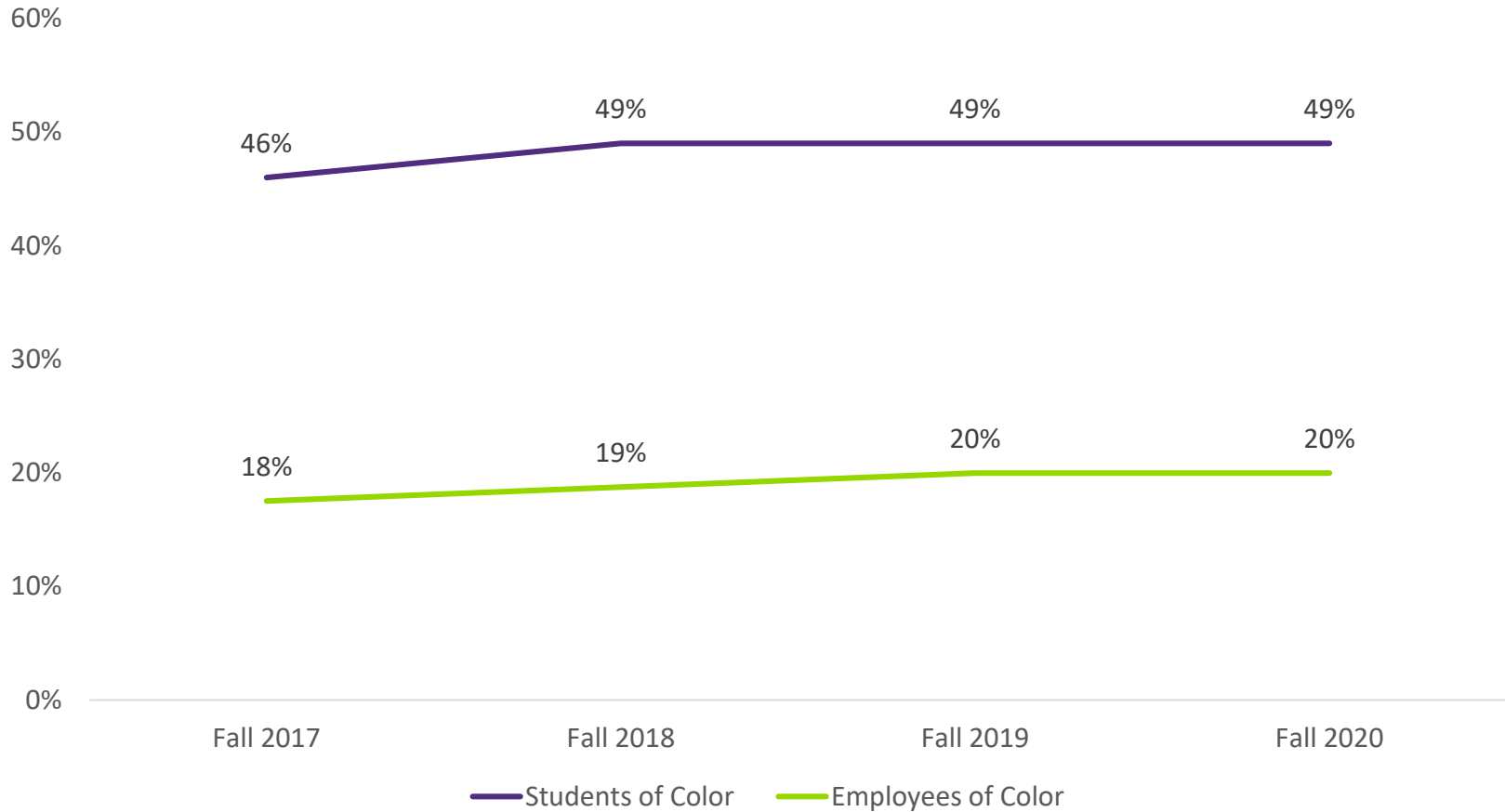


- **Annual Full Day In-Service Sessions**
- **Faculty In-Service**
- **Coaching & Leading w/Racial Equity - (38 leaders, Director +)**
- **Diversity 101: Exploring Equity, Unconscious Bias and Microaggressions (faculty & staff)**
- **ESE's Quarterly Brown Bags/DC's Education & Awareness**
- **BIPOC Caucus (NSO)**
- **College 102 Course**
- **South Hill Campus Diversity (Art, Assessment, Partnership)**
- **Multicultural Student Support**
- **Intentional Events for Latinx (Spanish speaking) students and families**

# Core Metric: Difference in Employees and Students of Color



# Employees and Students of Color Detail



# Staff/Faculty Diversity



- W.E.-H.I.P. Champions & Inclusive Hiring Practice Training (mandatory for hiring committees)
- Embed EDI competencies into hiring process
- Intentional partnerships with CBO's serving BIPOC communities

# CPTC ctcLink Project Update

Dr. Brian Lee, CIO

Danielle Hawkins, HCM Data Analyst

Gordon Walters, CS Data Analyst

Jason Volk, FIN Data Analyst

Audry Coulart, INS Data Analyst



# The ctcLink System in Brief

ctcLink is the implementation of a single, centralized system of online functions to give students, faculty and staff anytime, anywhere access to a modern, efficient way of doing their college business.

It is an Enterprise Resource Management System built on the PeopleSoft Platform

It replaces our 35 year old HP System

It is both a technology project and a people and process project, where colleges are required to examine their core business processes and practices to align with the delivered software solution and system level standardization

# The Benefits of a New System

## System-Wide

- Access to information from anywhere at any time
- A single source of accurate, real-time data and common reporting tools
- Standardization of select administrative processes to support effectiveness across the system
- Ability to respond to changing business requirements
- A modern, consistent way to manage student records, enrollment reports, grades, class rosters, scheduling information, tuition and financial aid processes, accounting, state/federal reports, and more

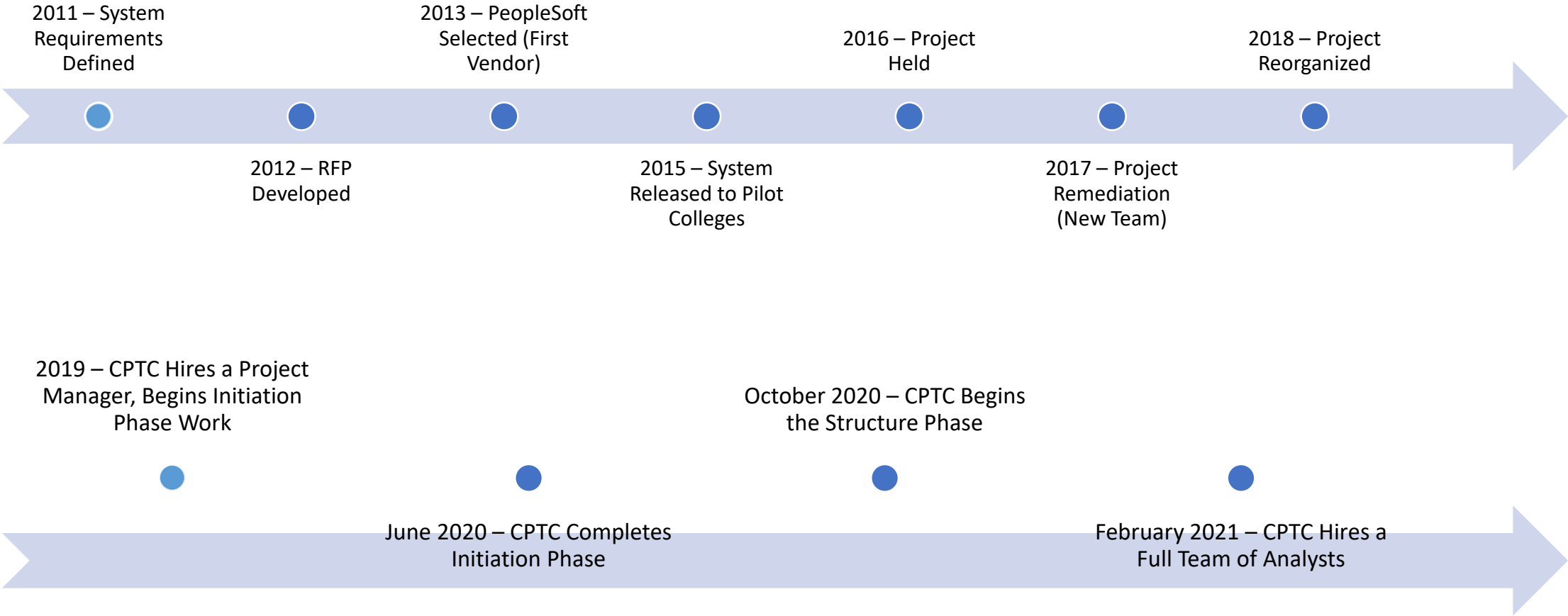
## For Students

- A set of common, mobile-friendly tools to handle college business online, at any time
- A single ID and student record that follows students wherever they go within the Washington community and technical college system
- 24/7 access to an online student center where students can register for classes; handle financial aid processes; pay tuition and fees; add, drop or swap classes; contact an instructor or advisor; manage personal contact information; view grades, track academic goals and apply for graduation

## For Employees

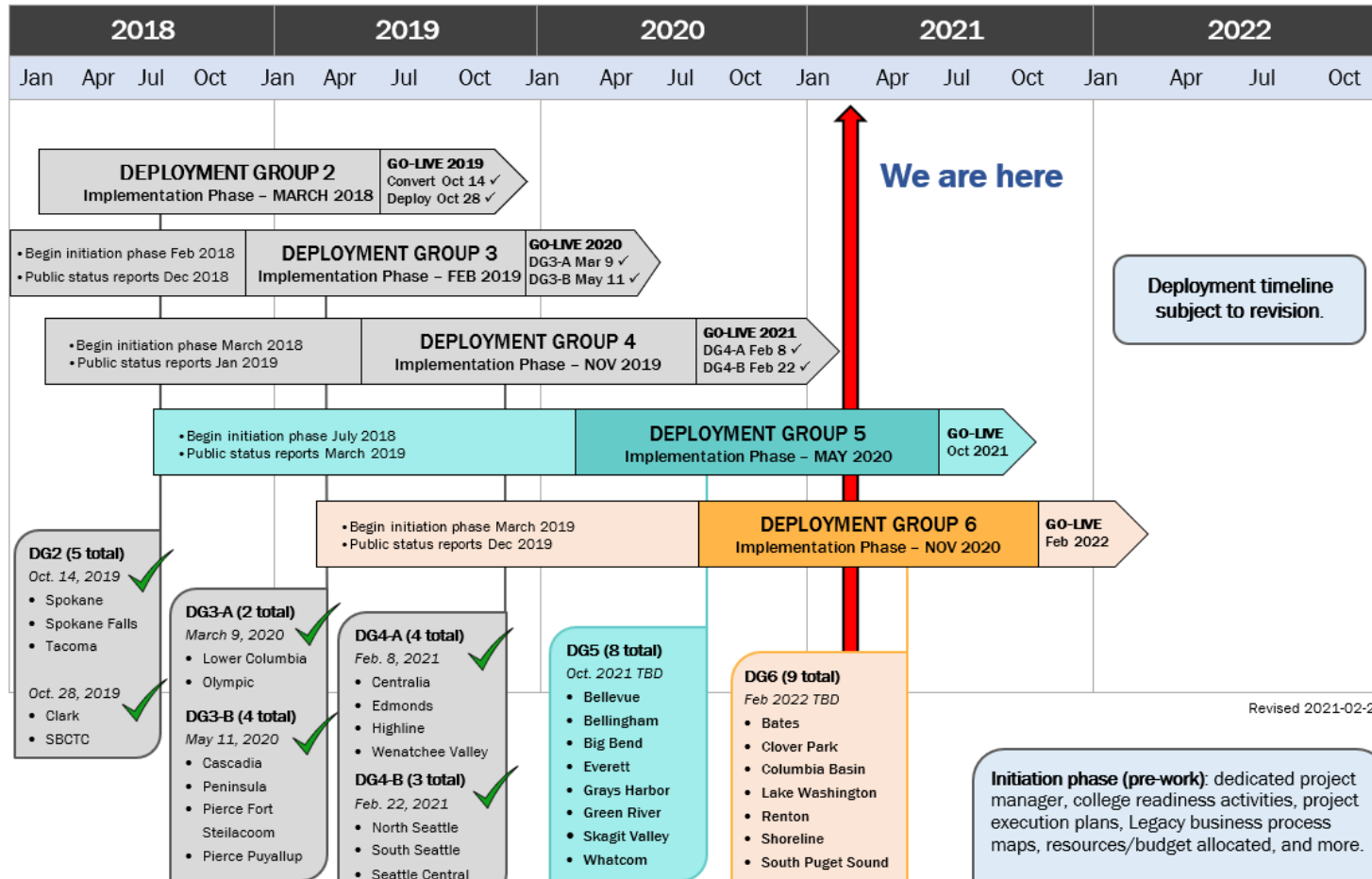
- Self-service tools to manage personal information and other college business online
- Consolidated payroll processing and a full suite of online HR tools and services
- An online, integrated suite of financial tools and the ability to create automated approval workflow processes for purchasing, travel authorizations, expense reimbursements and more
- A modern, consistent way of managing and sharing state and federal reports; payroll, purchasing and employee records; recruitment tools and benefits administration

# The ctcLink Project Timeline





# ctcLink DEPLOYMENT GROUPS AND TIMELINE

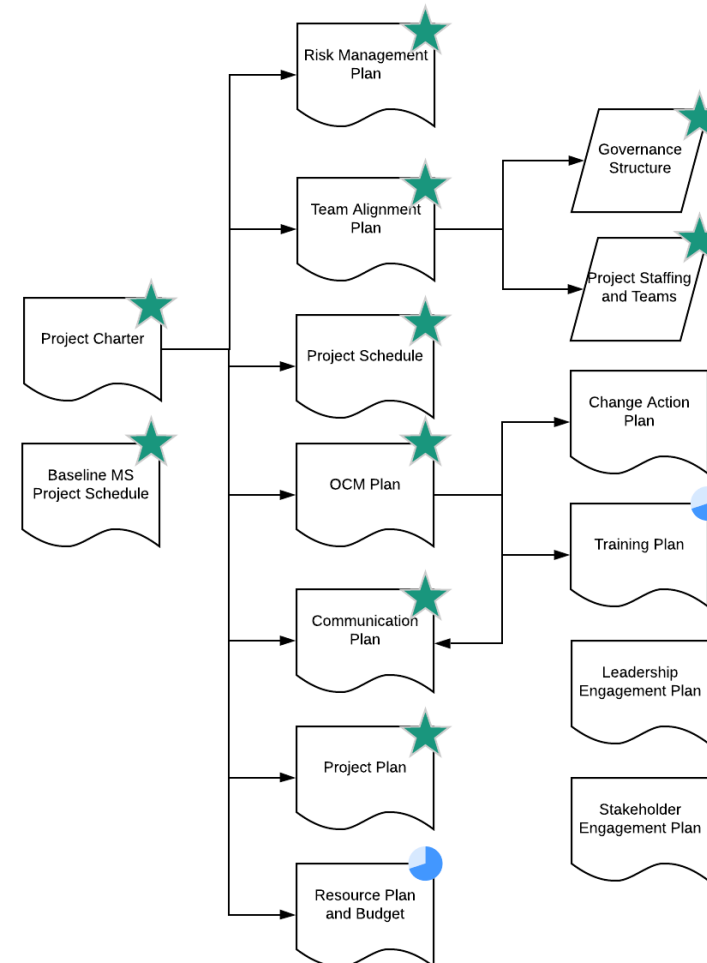


System Level  
Deployment  
Groups

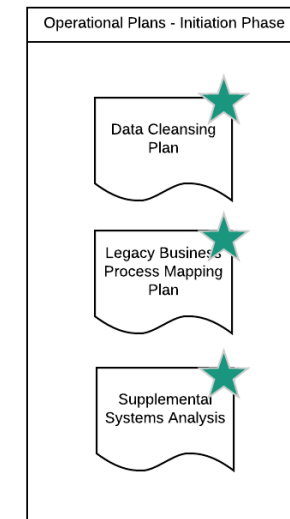
# Initiation Phase Work at CPTC



- Established Project Governance
  - CPTC Data Governance Committee (Steering Committee)
  - CPTC Project Workgroup (48 Members, Cross Divisional)
- Legacy Business Process Mapping
  - Created 300 Diagrams of Current Processes
- Campus Project Planning
- Data Cleansing Activities
- Supplemental Systems Analysis
- Peer Review Quality Gate Passed July 2020



CPTC Project Document Relationships

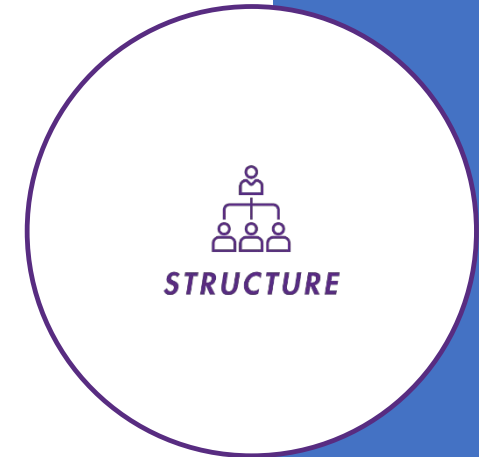


# The Project Team at CPTC

- Adrien, Jenn (SME-CS)
- Annemarie Solbrack (SME)
- Beach, Lisa (TL)
- Bills, Kimberly (ML-FIN)
- Boon, Celva (PL-CS)
- Brian Lee (PM)
- Crespo, Amanda (SME-FIN)
- Crosby, Kristy (SME-CS)
- Crouchet, Cristeen (SME-CS)
- Dana, Samantha (SME-CS)
- Danielle Hawkins (BA)
- Erwin-Svoboda, Cal (ML-CS)
- Eschbach, Jenn (ML-CS)
- Fortson, Lisa (PL-CS)
- Gordon Walters (BA)
- Hike, Marla (SME-CS)
- Hoppe, Susan (SME-FIN)
- Ievers, Teresa (ML-HCM)
- Jackson, Corine (ML-HCM)
- Jason Volk (BA)
- Kelly, Dean (PL-CS)
- Mandt, Kathleen (ML-HCM)
- Mary Coleman (SME-FIN)
- McKinney, Brenda (SME-CS)
- Michelle Barre (SME-CS)
- Mowry, Cindy (PL-CS)
- Murphy, McKenzee (PL-CS)
- Nelson, Valarie (ML-FIN)
- Nuxoll, Brad (PL-IS/IT)
- Ott, Marie (PL-CS)
- Overton, Cindy (ML-CS)
- Perez, Kay (ML-FIN)
- Perkins, Petra (ML-CS)
- Petrov, Tanya (ML-FIN)
- Pieper, Micalah (PL-CS)
- Pollock, Jenna (PL-INS)
- Rainier, Cindy (SME-FIN)
- Rogers, Bandon (SME-CS)
- Scanlan, Regina (SME-FIN)
- Songao, Tracey (PL-CS)
- Timmons, Amy (ML-HCM)
- Walker, Kirk (PL-HCM)
- Wendland, Kate (SME-CS)
- Williams, Jonathen (SME-CS)
- Wolcott, Lisa (PL-FIN)
- Zaffino, Gina (ML-FIN)

# Structure Phase Work at CPTC (Current)

- Phase Launched October 2020
- Global Design Adoption Activities
  - Staff have completed 138/160 Training Sessions (86%)
  - Complete April 2021
- Business Process Fit-Gap Sessions
  - Submitted 41/142 “Homework” Assignments across all Pillars (29%)
  - Completed May 2021
- Change Impact Analysis (482 Business Processes)
  - Spring/Summer 2021



# CPTC's Timeline



LEGEND: LDC Legacy Data Cleanup | DV Data Validation | S# User Acceptance Testing Sprint #



**CONSTRUCT**



**TRANSITION**



**DEPLOY**

Questions?

**CLOVER PARK TECHNICAL COLLEGE  
POLICY**

CHAPTER	SECTION	TITLE	HISTORY		
			1	11	Academic Freedom
			Revised		Next review 2024

**POLICY**

The Clover Park Technical College Board of Trustees affirms that academic freedom is an essential component of the entire college learning community (faculty, staff, administration, and students). Academic freedom is the right to express ideas without external influence or pressure in order to foster an environment that promotes open, intellectually engaging and diverse thought. The pursuit of knowledge must allow for the freedom for open intellectual inquiry, the ability to innovate and challenge conventional wisdom, and to explore new reasoned lines of thought, tempered by intellectual discipline and relevant to the topic of study. Academic freedom is defined separately for students in WAC 495C - 121 - 040.

APPROVAL:	
By: _____	Date: _____
Dr. Joyce Loveday	
Board Chair Review: _____	Date: _____



College District Twenty-Nine  
BOARD OF TRUSTEES

**RESOLUTION 21-04-103**

*Wayne Withrow*

*Recognition of Service*

*WHEREAS, the members of the Board of Trustees wish to commend Wayne Withrow for outstanding performance while serving as a member of the Board of Trustees of Clover Park Technical College, District Twenty-Nine; and*

*WHEREAS, Trustee Withrow faithfully participated in meetings and activities in his role as a Trustee from 2016-2020, and served as Chair of the Board of Trustees during 2018-19; and*

*WHEREAS, Trustee Withrow generously volunteered his time representing the College and participating in strategic College initiatives;*

*NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of College District Twenty-Nine hereby recognizes and acknowledges Wayne Withrow's contributions to Clover Park Technical College.*

*April 7, 2021*

*Attested by:*

*Approved by:*

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Dr. Joyce Loveday  
President  
College District Twenty-Nine

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Eli Taylor  
Chair, Board of Trustees  
College District Twenty-Nine