Board of Trustees Meeting

Zoom Link: https://cptc-edu.zoom.us/j/86026748282?pwd=NUlaZnBHVWdtUGNYY0cyc0s5WHNXQT09
Passcode: BOTMeeting

Wednesday, March 9, 2022

Study Session: Canceled
Special Meeting: 3:00-5:15 p.m.

Agenda

3:00 **Call to Order, Introductions**...Carol Mitchell

Adoption of Agenda...Carol Mitchell
        Action

Approval of the Regular Minutes of...Carol Mitchell   **Tab 1**
  February 16, 2022
        Action

3:05 **President's Report** ....Joyce Loveday

- Student Success Story
- All Campus Professional Development Day
- Miscellaneous

3:20 **College Reports or Highlights**

ASG Report...Jacob Katz   **Tab 2**

ctcLink Update..Brian Lee   **Tab 3**

Accountability Audit Update ....Lisa Wolcott, Marshall Collins,   **Tab 4**
  Michelle Hillesland, Kirk Walker

3:40 **Chair's Report**..Carol Mitchell

3:45 **Board Reports and/or Remarks** .... All

3:50 **Public Comments**..Carol Mitchell

3:55 **New Business** ....Carol Mitchell

3:55 Convene Executive Session for approximately 60 minutes for the purpose of reviewing, evaluating, and interviewing faculty probationers for tenure award.

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 Action Items as a Result of Executive Session.....................................Carol Mitchell

Irada Dadashova	Nursing
Curtis Guttromson	Aviation Maintenance Technician
Jaya Rose	Interior Design
Fung Tran	Nursing

5:15 Adjournment ....Carol Mitchell

Tab 1

CLOVER PARK
TECHNICAL COLLEGE

Board of Trustees Meeting

Virtual, Via Zoom

Wednesday, February 16, 2022

Study Session: Canceled
Regular Meeting: 4:00-5:20 p.m.

Meeting Minutes

Call to Order: Chair Mitchell called the Board of Trustees Regular Meeting for Clover Park Technical College (CPTC) to order on February 16, 2022, at 4:00 p.m.

Board of Trustees Present:
Carol Mitchell, Chair
Mark Martinez
Alice Phillips
Lua Pritchard
Eli Taylor

College President: Dr. Joyce Loveday

Assistant Attorney General (AAG): Justin Kjolseth

Executive Team:
Dr. Thomas Broxson, VP, Instruction
Dr. Scott Latiolais, VP, Student Success
Samantha Dana, Assoc. VP, Institutional Effectiveness
Iesha Valencia, Assoc. VP, Equity, Diversity & Inclusion
Lisa Wolcott, Int. VP, Finance & Administration

Adoption of the Agenda
MOTION:
Motion to adopt the agenda, as presented, was made by Trustee Martinez and seconded by Trustee Phillips. Motion was approved unanimously.

Approval of Minutes (Tab 1)
MOTION:
Motion to approve the minutes of the Special Board meeting on January 12, 2022, as presented, was made by Trustee Phillips and seconded by Trustee Martinez. Motion was approved unanimously.

President's Report

Student Success Story

Maureen Chege is one of two recipients of the 2021 T'wina Nobles' Scholarship of $5,000, split between winter and spring quarters. The scholarships are in partnership with the Tacoma Urban League, as CPTC matches their funds. It is given in the spirit of Tacoma Urban League's Young Professionals intended to help prepare a new generation of young leaders to empower their communities and change lives.

Ms. Chege is in the Medical Assistant Program. She grew up in Kenya, Africa. Despite many challenges, she wanted to learn. Ms. Chege had to walk far to school and carry three gallons of water to her high school each day. There were financial constraints that prohibited college right after high school. She worked and saved money to go to college and earned an Associate Degree in Project Management. After relocating to the United States, she fulfilled her dream to take a Medical Assistant Program. Her goal is to help others achieve education without so many struggles.

Introduction of Iesha Valencia, AVP for EDI

President Loveday introduced Iesha Valencia, Associate Vice President for Equity, Diversity & Inclusion, who is already making an impact at the College. Ms. Valencia said this week marks her one-month anniversary at CPTC, and she is happy to be here. She has met several people at CPTC, as they work together in moving the needle on equity for the strategic priorities and bringing it back to why we are here – students such as Ms. Chege. Ms. Valencia looks forward to getting to know the Trustees.

Legislative Visits

Over the past few weeks, President Loveday and others have met with three senators and six representatives to thank them for their support of higher education and to encourage legislators to support the Governor's budget. She thanked Trustee Pritchard for participating in several of the visits. Other attendees included faculty members Diane Follett, Kathryn Smith, Poppy Bushnell, and Michelle Jones and students Michelle Ryder, Jacob Katz, June Nelson, and Alyissa Martin.

Miscellaneous

March 9, 2022, Board of Trustees Meeting

The March 9, 2022, Regular Board meeting will begin at 3 p.m., with no study session, to accommodate an executive session for four tenure candidates. Due to the start time change, the March meeting is now a Special Meeting.

Approval of Resolution 22-02-104, Authorizing Investment of CPTC Monies

Trustees will be asked to vote on this resolution. The resolution clarifies the agreement that CPTC has with the state treasurer to participate in the State's Local Government Investment Pool for any monies not held in the checking account. This is required to be updated annually and will allow the current and future VP of Finance and Administration to sign.

College Reports or Highlights

ASG Report (Tab 2)

Jacob Katz is in the second quarter of the Human Services Program and is the ASG Chair, Events and Activities Committee. A summary of the ASG report is below.

- Highlights of early winter quarter:
  - During Welcome Week, students could spin the wheel and win a prize. Students learned about ASG and upcoming events.
  - Partnerships – ASG; Office of Equity, Diversity & Inclusion; the Diversity Committee; the Ethnic Student Engagement Committee; and the Students of Color Association collaborated and created a month-long program celebrating Black History Month. ASG and the CPTC Food Pantry partnered to create a new program entitled Meal of the Month Club. This month, the meal was Hoppin' John in celebration of Black History Month.
  - Student Advocacy – Several student leaders met digitally to discuss all the exciting work that ASG is doing.

Foundation Report (Tab 3)
Ms. Holm presented the CPTC Foundation Report, attached. No questions followed.

FY21-22 2nd Quarter Budget Report (Tab 4)
Ms. Wolcott gave the attached FY21-22 2nd Quarter Budget Report. No questions followed.

Instruction Division Report (Tab 5)
Improving Math Outcomes at CPTC
Dr. Chen Mahoney and Mr. Alexander offered the attached report, Improving Math Outcomes at CPTC. Chair Mitchell noted that she would be interested in hearing more about this at another time.

Chair's Report
- On January 25, Chair Mitchell attended the Washington State Association of College Trustees (ACT) Winter Conference, which was informative and interesting.
- On February 24, the Institute for Black Justice is sponsoring a community event, called "Let the Kings Talk." It's a panel discussion about gun violence in the African American community, in particular. It's also a film screening of Dr. Gilda Sheppard's Since I Been Down, which chronicles the life of Key Monte Carter at the time he was sentenced at 18 years old to life in prison, without possibility of parole. It will be held at the Blue Mouse Theater; admission and popcorn are free.
- For the very first time, February is officially proclaimed as Black History Month in the city of Puyallup. A community-wide Black History Celebration will be held on February 26, 10 a.m.-4 p.m., at the Puyallup Nazarene Church.

Board Reports and/or Remarks
Trustee Pritchard was happy to invite everyone to the Asia Pacific Cultural Center (APCC) New Year's Celebration, which will be held at the CPTC McGavick Conference Center, on Saturday, February 19, from 11 a.m.-6 p.m. Admission is free. The featured country this year is China.

Trustee Martinez thanked the College for allowing him to represent CPTC at the Association of Community College Trustees (ACCT) National Legislative Summit in Washington, D.C., February 6-9. Many Trustees were unable to visit with legislators in person, due to staffers and some legislators being exposed to COVID, so visits were via Zoom. It was a good conference; the workshops were very helpful. There was a lot of discussion around Pell Grants, and ACCT would like Congress to pass a Tax Repel Grant. We also made a lot of inroads around

community college infrastructure; brick and mortar funding for campuses, to include broadband infrastructure to ensure equitable access to high-speed internet; and further support for digital literacy grants.

Public Comments
No public comments.

New Business
Approval of Resolution 22-02-104, Authorizing Investment of CPTC Monies (Tab 8)
MOTION:
Motion to approve Resolution 22-02-104, Authorizing Investment of CPTC Monies in the Local Government Investment Pool, was made by Trustee Martinez, and seconded by Trustee Taylor. Motion was approved unanimously.

Executive Session
No executive session.

Next Meeting
March 9, 2022, details to follow.

Adjournment
MOTION:
Motion to adjourn the meeting at 5:20 p.m. was made by Trustee Martinez, and seconded by Trustee Taylor. Motion was approved unanimously.

_____   _____
Dr. Joyce Loveday   **Carol Mitchell**
President   **Chair, Board of Trustees**
College District Twenty-Nine   **College District Twenty-Nine**

ASSOCIATED STUDENT GOVERNMENT REPORT

MARCH 2022

Tab 2

Highlights

Partnerships

Student Advocacy

Tab 3

CPTC ctcLink Project Update

Dr. Brian Lee, CIO and PM

Danielle Hawkins, HCM Data Analyst

Gordon Walters, CS Data Analyst

Jason Volk, FIN Data Analyst

Audrey Goulart, 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

System Level Deployment Groups - March 2022

The Project Team at CPTC

- Adrien, Jenn (SME-CS)
- Annemarie Solbrack (SME)
- Barre, Michelle (SME-CS)
- Beach, Lisa (TL)
- Bills, Kimberly (ML-FIN)
- Boon, Celva (PL-CS)
- Coleman, Mary (SME-FIN)
- Crosby, Kristy (SME-CS)
- Crouchet, Cristeen (SME-CS)
- Dana, Samantha (SME-CS)
- Eschbach, Jenn (ML-CS)
- Fortson, Lisa (PL-CS)
- Goulart, Audrey (BA)
- Gordon Walters (BA)
- Hawkins, Danielle (BA)
- Hike, Marla (SME-CS)
- Hoppe, Susan (SME-FIN)
- Ievers, Teresa (ML-HCM)
- Kelly, Dean (PL-CS)
- Lee, Brian (PM)
- Mandt, Kathleen (ML-HCM)
- McKinney, Brenda (SME-CS)
- Mowry, Cindy (PL-CS)
- Murphy, McKenzee (PL-CS)
- Nelson, Valarie (ML-FIN)
- Nuxoll, Brad (PL-IS/IT)
- Nuxoll, Angelique (ML-HCM)
- Nuxoll, Taylor (BA-HCM)
- 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)
- Rogers, Bandon (SME-CS)
- Scanlan, Regina (SME-FIN)
- Songao, Tracey (PL-CS)
- Timmons, Amy (ML-HCM)
- Volk, Jason (BA)
- Walker, Kirk (PL-HCM)
- Wendland, Kate (SME-CS)
- Williams, Jonathen (SME-CS)
- Wolcott, Lisa (PL-FIN)
- Zaffino, Gina (ML-FIN)

Official Status Update

ctcLink — Project Overall Status — January 31 to February 11, 2022

Overall	Y	• Program is on track, per timeline, scope and budget • Colleges are engaged, progress is being made, but remote work and back to campus makes engagement and work more challenging for college staff	Scope	Y	• Requirements Traceability Matrix (RTM) in process
Schedule	Y	• Tracking Budget Tool Implementations and Continuing Education solutions implementation plans	Budget	G	• Tracking under budget

Overall Status Summary per Deployment Group

DG#	PMO-Reported Status	Comments	College/Agency	Self-Reported Status
DG2-A/B	Deployed	• Transitioned to Support	Clark, SBCTC, Spokane, Spokane Falls, Tacoma	
DG3-A	Deployed	• Transitioned to Support	Lower Columbia, Olympic	
DG3-B	Deployed	• Transitioned to Support	Cascadia, Peninsula, Pierce	
DG4-A	Deployed	• Transitioned to Support	Centralia, Edmonds, Highline, Wenatchee Valley	
DG4-B	Deployed	• Transitioned to Support	Seattle Colleges	
DG5-A	Deployed	• Transitioned to Support	Green River, Skagit Valley	
DG5-B	Deployed	• Transitioned to Support	Bellingham, Big Bend, Whatcom	
DG5-C	Deployed	• Transitioned to Support	Bellevue, Everett, Grays Harbor	
DG6	Y	• Continue Security Activities • Continue Legacy data cleanup • Continue User Acceptance Testing • Prepare DG6-A for cycle #5 activities	Lake Washington (A)	Y
			Renton (A)	G
			Shoreline (A)	Y
			Clover Park (B)	Y
			Columbia Basin (B)	Y
			Walla Walla (B)	G
			Bates (C)	Y
			South Puget Sound (C)	Y
			Yakima Valley (C)	G

ctcLink CONNECT

ctcLink Project news and updates for Washington state community and technical colleges

ctcLink Connect Home   Legislative News   News Links   News Releases   Communications   SBCTC

ctcLink Goes Live for LWTech, Renton and Shoreline

February 28, 2022 by ctcLink Communications

The first Deployment Group 6 colleges (DG6-A) — **Lake Washington Institute of Technology, Renton Technical College,** and **Shoreline Community College** — went live on ctcLink PeopleSoft this morning, Monday, Feb. 28, 2022.

Welcome to the ctcLink family, now 29 members strong with 28 colleges and the SBCTC agency

Clover Park Technical — Y

Accomplished this period
- ✓ Attended several State Board meetings.
- ✓ Submitted security workbook.
- ✓ Achieved 90% UAT Sprint 1 and 43.3% Sprint 2 activities, for an overall 68.5%
- ✓ Continued work on websites and other student communications
- ✓ Weekly Instructor led training sessions on basic classes has started

Planned for next period
- ❑ Attend weekly security meetings and continue progress on workbooks
- ❑ Complete UAT Sprint 1 and Sprint 2

Planned, but not completed
- • Planned to achieve a higher percentage of UAT tasks.

If status is yellow or red, describe why
- • CPTC is currently on track with most expected activities; however, here are some project risks for UAT because of our low completion percentage and the time left to complete across all pillars.
- • There are also persistent resource related risks in the HCM pillar and process related risks in the SF pillar, particularly in hand offs that occur between CS and SF and FIN, which have not operated seamless during testing and may impact our Post Go Live state.

CPTC's Timeline
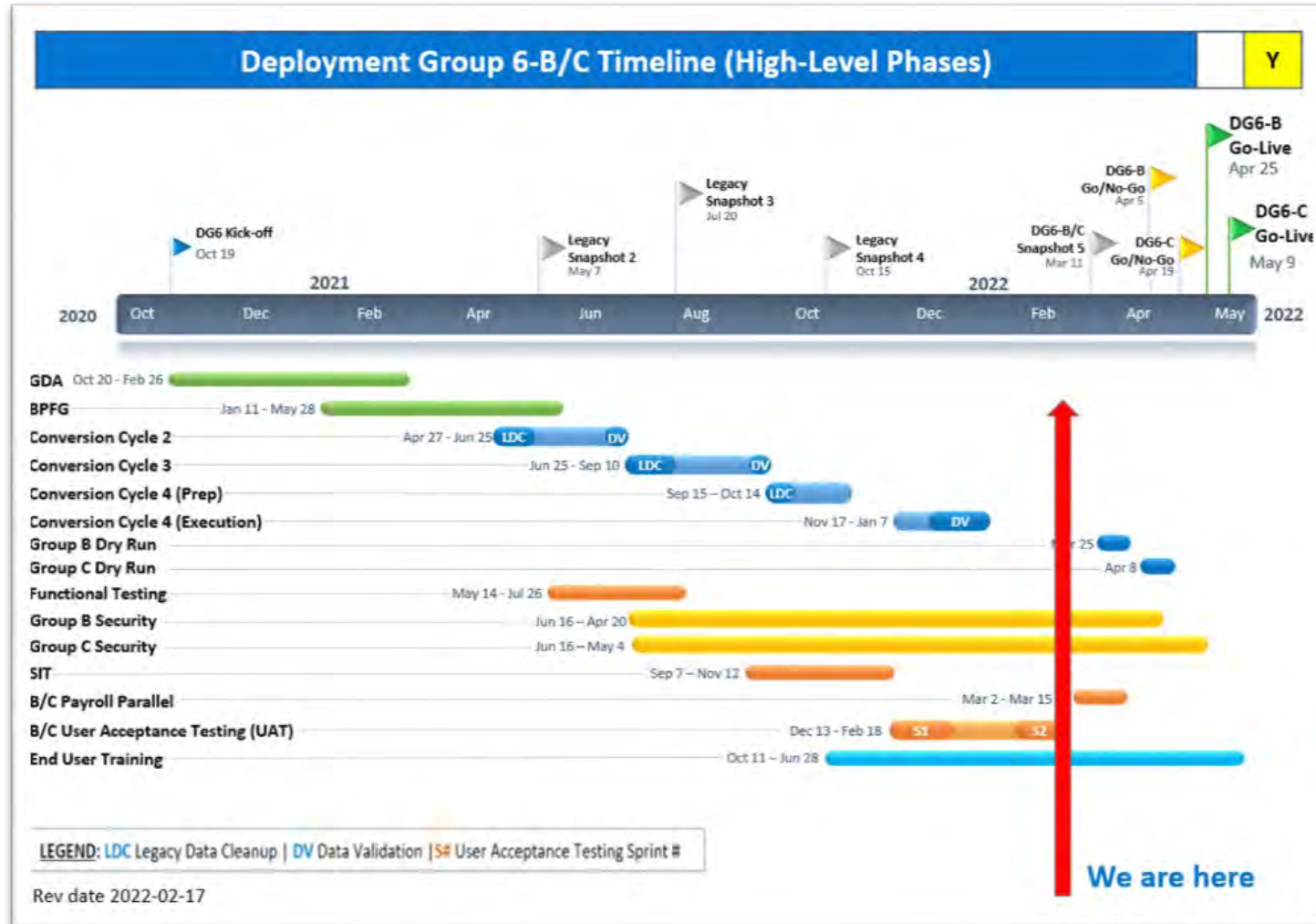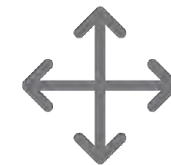
All Faculty and Staff Training Started

March 4th All Staff Agenda

On Your Own, Opening Activities (7:30 AM – 8

| | Ms. Sam Dana | Breakfast, Trivia and Door Prizes |

the Day (8:00 AM – 9:45 AM)

| | Dr. Joyce Loveday | Keynote and Overview |
| | Ms. Jesha Valencia | Strengthening Community: The Story c |

Local Instructor Led ctcLink Training Sessions — See all

+ Add event

MAR 3	ctcLink Faculty Self-Service — Thu, Mar 3, 11:00 AM	MAR 3	ctcLink Advisor Self-Service — Thu, Mar 3, 2:00 PM
MAR 8	ctcLink Staff Self-Service (Home Page) — Tue, Mar 8, 11:00 AM	MAR 8	ctcLink PeopleSoft Fundamentals — Tue, Mar 8, 2:00 PM
MAR 10	ctcLink Employee Self-Service — Thu, Mar 10, 11:00 AM	MAR 10	ctcLink Student Self-Service — Thu, Mar 10, 2:00 PM

aculty and Staff Training

ion Officer

Training is Open to All Staff and Faculty

on for our upcoming Go Live on the ctcLink system, traini
ble for all faculty and staff. Most of the training for staff
 with self-service activities that you'll use in the ctcLink
er, job-specific training will be targeted by our ctcLink
ending on your profile.

Opportunities
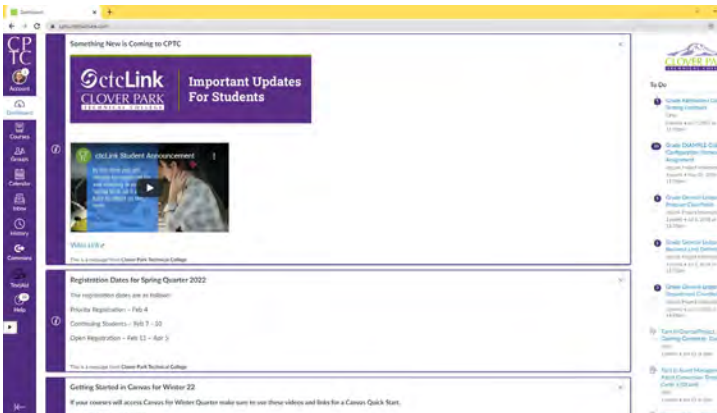
d Training

ard offers always available self-guided training from the
site. Completing this form and registering for this trainin
ur Canvas courses and completes your training record, w
complete.

- All Faculty and Staff are engaged in required ctcLink Training Activities
  - This includes a range of generalized training, like:
    - Faculty Self-Service
    - Manager Self-Service
    - Employee Self-Service
  - And Job Specific Training, like:
    - Academic Advisement Rules
    - Customer Contracts
    - General Ledger Basics

Student Communications Started
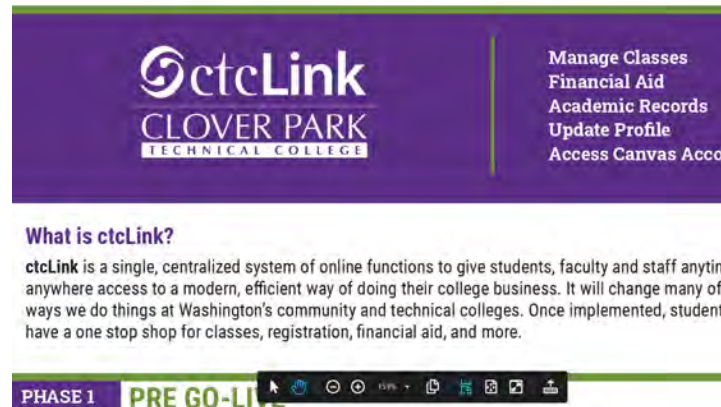
- Pre Go-Live (01/01/2022 – 04/22/2022)

- Go Live (04/26/2022 – 05/23/2022)

- Post Go-Live (04/26/2022 – 05/23/2022)

- Includes Social Media Engagement

Mobilizing the Post Go-Live Support Infrastructure

- Web Site Re-Development

- Faculty and Staff Training Resources

- Student Facing Resources

- TeamDynamix Ticketing Implementation
  - Tickets
  - Knowledgebase

- In-Person Lab Sessions

- Online Drop-In Support Sessions

The Last 90 Days at CPTC

Phase Launched February 2022

Business Process Fit-Gap Sessions
- Submitted 142 "Homework" Assignments across all Pillars
- Completed June 2021

Started Change Impact Analysis (482 Business Processes)
- About 20% Completed, Most work remains after Go Live

Cycle 4 Data Validation
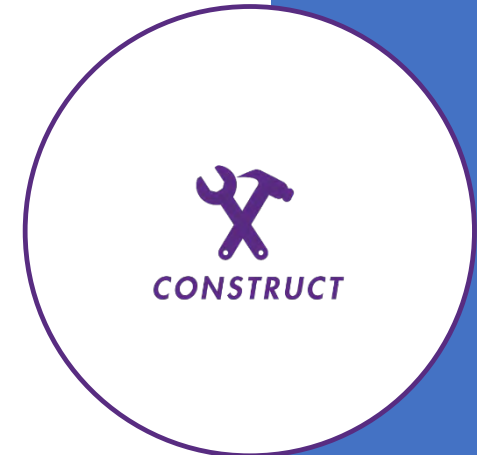- 81 Tasks, 100% complete in February 2022

Mobile HighPoint HCX fully configured for Go-Live

Started Security Configuration
- Meeting each week to determine 50+ security profiles for 400+ users

Production Instructional Course Transfer
- 3,392 Courses Legacy Courses Migrated, 1,729 Retired
- All of the Spring 2022 Term, Completed February 2022

CONSTRUCT

The Next 90 Days at CPTC

TRANSITION

DEPLOY

TRANSITION	DEPLOY
Transition Phase to Launch April 2022	Deployment Phase to Launch 04/20/2022
Complete Payroll Parallel Transition	Legacy Transactions End
• March 2022	• New Transactions Stop on 04/20/2022
Continue Change Impact Analysis (482 Business Processes)	Data Transfer
• To be completed Post Go-Live	• By State Board Teams on 04/24/2022
Complete Cycle 5 Data Validation	Final Conversion Data Review
• 81 Tasks, 03/25/2022	• SMES and State Board Teams Concur on 04/24/2022
	• Final Go/No Go Decision
Complete and Transition Security Configuration	System Go Live 8 AM on 04/25/2022
• Meeting each week to finalize security profiles for 400+ users	SMEs and Project Team
Complete Instructional Course Transfer	• Configuration Tests on 04/25/2022
• All of the Summer 2022 Term	All Employee Account Setup
• Continuing Education	• Accounts Start on 04/26/2022
Deploy Support Resources and Infrastructure	Payroll Entered
	• Last Day of Pay Period 04/29 – 04/30
Complete Readiness Review	Supervisor Approvals
• Submission, 04/01/2022	• 05/02/2022
• Steering Committee Vote on Go/No Go on 04/05/2022	Student Account Setups Start

What to Expect in the Near Term

For Staff and Faculty

- A very hectic Go Live Week
- Widespread Slowdowns in service delivery across all departments
  - Frayed Nerves, Maybe Some Short Tempers
- Less of an Impact on Instructional Delivery
- A 6 Month Stabilization Period
- But we are likely 18 months to 2 years away from Normalization

For Students

- A gradual awareness of the system over the next few months
- New ID Numbers and ID Cards
- A heavy focus on account setups in April and May
- A heavy focus on registration activities in May and June
- Longer wait times in offices, shifts to person to person services
- A Fall transition for students who have "Old IDs" to using the New ID number for all campus services, included Canvas (LMS)

Questions?

Thank You

Overview and Response to Recommendations

Lisa Wolcott – Interim VP for Finance & Administration

- Untagged items
- Small and attractive items
- Purchasing card processes

- Prior approval for meals with meetings
- Travel & meal expenditures

CPTC

Fuel Card Log Process and Receipts

Marshall Collins – Professional Pilot Faculty Member

- Controls to safeguard fuel cards

- Checkout log process

- Receipt submission process

Job Account Recommendations
Michelle Hillesland – Dean of Instruction

- Deposit timing
- Cash drawer practices

CPTC

Payroll Recommendations
Kirk Walker – Chief Human Resources Officer

- Payroll policy
- Employee Action Form
- Miscellaneous errors

CPTC