

PACTC

**President's Assistants
for Community and
Technical Colleges**

**Directory
May 2019**

**Presidents' Assistants for
Community and Technical Colleges**

PACTC

**PACTC
OFFICERS
2018-2019**

Marie Harris, Pierce College (District)
President

Becky Welch, Bates Technical College
Vice President

Megan Jensen, Yakima Valley College
Secretary

Rafeeka Kloke, Whatcom College
Treasurer

Directory prepared by Bates Technical College, May 2019
Contact: Becky Welch | bwelch@batestech.edu

Directory printed by Pierce College, Fort Steilacoom, May 2019
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BATES TECHNICAL COLLEGE

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- Board Responsibilities
- Rules Coordinator
- Number of staff in President's Office: 2
- PACTC Committee: Mentoring/Recognition
- Mentor: Di Beers, Renton Technical College
- Mentee: Adam Morris, Olympic College

President

Dr. Lin Zhou

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- Board Responsibilities
- Rules Coordinator
- Records Manager
- Supervisory Role
- Number of staff in President's Office: 2

President

Dr. Jerry Weber

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BELLINGHAM TECHNICAL COLLEGE

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- Board Responsibilities
- Rules Coordinator
- Number of staff in President's Office: 1
- PACTC Committee: Program/Planning Committee

President

Kimberly Perry

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BIG BEND COMMUNITY COLLEGE

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- Board Responsibilities
- Rules Coordinator
- Number of staff in President's Office: 2
- PACTC Committee: Professional Dev./Budget
- Mentee of: Janet Franz, Wenatchee Valley College
- Personal Interests: Learning, family, books

President

Dr. Terry Leas

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CASCADIA COLLEGE

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- Board Responsibilities
- Rules Coordinator
- Number of staff in President's Office: 1
- PACTC Committee: Mentoring/Recognition
- Mentor: Lori Yonemitsu, Shoreline College

President

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CENTRALIA COLLEGE

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Janet Reaume

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President

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- Board Responsibilities
- Records Responsibilities
- Number of staff in President's Office: 2

President

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CLARK COLLEGE

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- Board Responsibilities
- Supervisory Role
- Number of staff in President's Office: 3.5



President

Robert "Bob" Knight



CLOVER PARK TECHNICAL COLLEGE

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- Board Responsibilities
- Number of staff in President's Office: 2
- PACTC Committee: Mentoring/Recognition
- Personal interests: cake decorating, scrapbooking, reading, travel

President

Dr. Joyce Loveday

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- Board responsibilities
- Supervisory role
- Records manager
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- PACTC committee: Program/Planning
- Mentee of: Janet Franz
- Personal interests: hiking, reading, travel, family

President

Rebekah Woods

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EDMONDS COMMUNITY COLLEGE

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- Board Responsibilities
- Supervisory Role
- Number of staff in President's Office: 2

President

Dr. Amit B. Singh



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- Personal Interests: crafting, hiking, wine
- Number of staff in the President's Office: 2



President

Dr. David Beyer

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- Board Responsibilities
- Number of staff in President's Office: 1

President

Dr. Jim Minkler



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- Board Responsibilities
- Number of staff in President's Office: 2

President

Dr. Suzanne Johnson



HIGHLINE COLLEGE

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- Board Responsibilities
- Records Manager
- Supervisory Role
- Number of staff in President's Office: 3
- Personal Interests: Urban farming, recreational fitness



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- Personal Interests: Nutrition, crafts, gardening



President

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- Rules Coordinator
- Number of staff in President's Office: 1
- Personal interests: reading, gardening



President

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NORTH SEATTLE COLLEGE

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- Supervisory Role
- Number of staff in President's Office: 2
- PACTC Committee: Mentoring/Recognition
- Personal interests: reading, writing, performing arts

President

Dr. Warren Brown

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- Board Responsibilities
- Number of staff in President's Office: 1
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- Mentor: Becky Welch, Bates Technical College

President

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- Board Responsibilities
- Rules Coordinator
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- Mentor: Cheryl Batschi, Pierce College, Fort Steilacoom
- Personal interests: Silver-smithing, hiking, reading, travel

President

Dr. Luke Robins

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PIERCE COLLEGE DISTRICT

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- Board Responsibilities
- Rules Coordinator
- Number of staff in Chancellor's Office: 2
- PACTC Committee: Program/Planning

Chancellor

Dr. Michele Johnson



PIERCE COLLEGE – FORT STEILACOOM

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- Number of staff in President's Office: 2
- PACTC Committee: Mentoring/Recognition

President

TBA

PIERCE COLLEGE - PUYALLUP

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- Number of staff in President's Office: 1
- PACTC Committee: Mentoring/Recognition

President

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- Board Responsibilities
- Number of staff in President's Office: 2

President

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- Supervisory Role
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President

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SEATTLE COLLEGES

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- Board Responsibilities
- Supervisory Role
- Number of staff in Chancellor's Office: 3
- PACTC Committee: Program/Planning
- Personal interests: hiking, camping, being outside

Chancellor

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- Board Responsibilities
- Number of staff in President's Office: 1

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- Board Responsibilities
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- Rules Coordinator
- Number of staff in President's Office: 2

President

Dr. Thomas Keegan



SOUTH PUGET SOUND COMMUNITY COLLEGE

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- Board Responsibilities
- Rules Coordinator
- Supervisory Role
- Number of staff in President's Office: 2

President

Dr. Timothy Stokes



SOUTH SEATTLE COLLEGE

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- Number of staff in President's Office: 2

President

Dr. Rosie Rimando-Chareunsap



SPOKANE, COMMUNITY COLLEGES OF (District)

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- Board Responsibilities
- Number of staff in President's Office: 2

Chancellor

Dr. Christine Johnson



SPOKANE COMMUNITY COLLEGE

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- Records Responsibilities
- Number of staff in President's Office: 2

President

Dr. Kevin Brockbank



SPOKANE FALLS COMMUNITY COLLEGE

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- Records Responsibilities
- Number of staff in President's Office: 2

President

Dr. Kimberlee Messina

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STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

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Beth Gordon

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- Board Responsibilities
- Rules Coordinator
- Supervisory Role
- Number of staff in Director's Office: 3



Executive Director

Jan Yoshiwara



STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

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WACTC Coordinator/Legislative &
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- Board Responsibilities
- Records Responsibilities



Executive Director

Jan Yoshiwara



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- Board Responsibilities
- Supervisory Role
- Number of staff in President's Office: 3
- PACTC Committee: Professional Development/Budget
- Personal Interests: Traveling, Hiking, Working out

President

Dr. Ivan Harrell

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Jerri Ramsey

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President

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- Board Responsibilities
- Rules Coordinator
- Supervisory Role
- Number of staff in President's Office: 2

President

Dr. Derek Brandes



WASHINGTON STATE ASSOCIATION OF COLLEGE TRUSTEES (ACT)

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- Number of staff in office: 2

Director

Kim Tanaka



WENATCHEE VALLEY COLLEGE

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Executive Assistant to the
President

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- Board Responsibilities
- Number of staff in President's Office: 2

A quote from Janet...

"I have learned...that it's those small daily happenings that make life so spectacular."

President

Dr. Jim Richardson



WHATCOM COMMUNITY COLLEGE

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- Board Responsibilities
- Records Responsibilities
- Government Affairs
- Supervisory Role
- Number of staff in President's Office: 2.6

President

Dr. Kathi Hiyane-Brown



YAKIMA VALLEY COLLEGE

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Megan Jensen

Executive Assistant to the President

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- Board Responsibilities
- Public Records Officer
- Rules Coordinator
- Number of staff in President's Office: 2
- PACTC Committee: Professional Development/Budget

President

Dr. Linda Kaminski

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CROSS REFERENCE BY ASSISTANT NAME

Arsenault, Joanne	Spokane Community College
Batschi, Cheryl	Pierce College, Fort Steilacoom
Beers, Di	Renton Technical College
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Boiter, Christine	Pierce College, Puyallup
Carpenter, Jan	Spokane Falls Community College
Clark, Linda	Lower Columbia College
DeGraw, Heather	Lake Washington Institute of Technology
Dourte, Melinda	Big Bend Community College
Franz, Janet	Wenatchee Valley College
Gordon, Beth	State Board for Community and Technical
Graham, Linda	Washington State Assoc. of College Trustees
Griffith, Kelly	Peninsula College
Hanaumi, Jessica	Edmonds Community College
Hansen, Rebecca	Seattle Colleges
Harris, Marie	Pierce College, District
Jensen, Megan	Yakima Valley College
Kent, Leigh	Clark College
Kloke, Rafeeka	Whatcom Community College
Laughlin, Ronda	Bellingham Technical College
Lewis, Erin	Seattle Central College
McCudden, Suzanne	Green River College
Morris, Adam	Olympic College
Nagasawa, Wendy	South Seattle College
Newton, Vicki	Cascadia College
Odom, Angelique	Tacoma Community College
Pourchot, Jeri	Everett Community College
Radeleff, Lisa	Skagit Valley College
Ramsey, Jerri	Walla Walla Community College
Reaume, Janet	Centralia College
Richards, Kim	Bellevue College
Scrivner, Darlene	Columbia Basin College
Slota, Danielle	Highline College
Snydar, Amy	Highline College
Stankovic, Toni	North Seattle College
Steele, Cherie	Clover Park Technical College
Taylor, Courtney	Community Colleges of Spokane, District
Toledo, Diana	South Puget Sound Community College
Walter, Julie	State Board for Community and Technical Colleges
Welch, Becky	Bates Technical College
Yonemitsu, Lori	Shoreline Community College
Zelasko, Sandy	Grays Harbor College

EMERITUS MEMBERS

President's assistants who have left the Washington State system shall be awarded emeritus membership and shall be welcomed and encouraged by the organization to attend future meetings as ex-officio members. (Article III, Section 2, PACTC Bylaws)

Abels, Karen (Sherwin), 206) 932-9735
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Antebam, Asantewa
Baldwin, Wonder (Clark)
Bitz, Cathie (Tacoma)
Blackburn, Cheryl (Everett)
Bliss, Shawna (Olympic)
Brennan, Barbara (Pierce College-Ft. Steilacoom)
Brown, Karen (Spokane Falls)
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McBee, Jody (Bellingham Technical College)
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PACTC CHARTER & BYLAWS

As of May 2015

ARTICLE 1- NAME

The name of this organization shall be Presidents' Assistants for Community and Technical Colleges (PACTC)

ARTICLE II – PURPOSES

The purpose of the PACTC shall be:

- Section (1) To enhance and increase effectiveness of presidents' assistants by holding regular statewide meetings as an avenue to provide professional development and mentoring, networking opportunities, coordination and support.

- Section (2) To provide a forum for college and district representatives and State Board for Community and Technical College presidents' assistants to bring forward major issues and innovative solutions. To provide a venue to identify opportunities which benefit the performance of the presidents' offices and trustees throughout the system.

- Section (3) To provide professional development for members. PACTC will fund registration fees for at least one Charter Member to attend an ACCT national or regional conference. The attending member(s) agrees to present

information from the conference at the next regular meeting of PACTC.
(Amended May 14, 2004)

Section (4) To provide a structure of mutual support for districts and colleges.

ARTICLE III – MEMBERSHIP

Section (1) The organization shall be comprised of the presidents’ assistants of each Washington State community and technical college district and college and the State Board for Community and Technical Colleges. (Amended May 2015)

Section (2) Presidents’ assistants who have served at least one year as a president’s assistant and have left their position as a president’s assistant in the Washington State system shall be awarded emeritus membership and shall be welcomed and encouraged by the organization to attend future meetings as ex officio members. (Amended Sept. 2014)

Section (3) Ex-officio members and representatives may not vote or hold office.

Section (4) Dues of \$100 per college will be collected annually. Presidents’ Assistants at dues- paying institutions will be Charter Members and eligible for professional development funding. Members from non-dues paying institutions

will be Associate Members with full voting rights. (Amended October 2005)

ARTICLE IV – FINANCE

- Section (1) An annual budget will be developed and approved by the organization.
- Section (2) Membership dues shall be collected annually from each member college. (Amended May 2013)
- Section (3) The fiscal year of the organization shall be July 1 through June 30.
- Section (4) The Treasurer is responsible for collecting dues from member colleges and maintaining a fiduciary account. (Amended May 2013)
- Section (5) Disbursement requests/ requisitions from the fiduciary account require two authorizing signatures—the Treasurer and the Treasurer’s College President. (Amended May 2004, May 2013)

ARTICLE V – MEETINGS

- Section (1) The organization will meet at least twice yearly.
- Section (2) Written notice of the regular meetings will be sent to all members prior to each meeting. The notice will include the agenda for the meeting, and meetings will be open to all members.
- Section (3) A quorum is defined as one-third of the membership.

ARTICLE VI – OFFICERS

- Section (1) The officers of PACTC shall be president, vice president, secretary, and treasurer. The president position will be filled by advancement; i.e., vice president advances to president. Elections will be conducted at the spring meeting; and terms of office begin immediately on adjournment of the spring meeting. (Amended October 2005, May 2007, November 2012, May 2015)
- Section (2) Position Descriptions (Amended October 2007, previously May 2007)
- a. President
 - i. Term of office is two years (Amended September 2014)
 - ii. Develops agenda for semi-annual PACTC Business meetings
 - iii. Collaborates with host college regarding semi-annual PACTC Meeting agenda

- iv. Presides over Executive Committee meetings (Executive Committee is made up of all officers and committee chairs)
 - v. Consults with Executive Committee prior to approving payment of any expenses
 - vi. Serves as primary PACTC contact during term of office
 - vii. Secures a hostess gift for the hosting college assistant for presentation at each PACTC meeting, or delegate to a designee. (Amended May 2015)
- b. Vice President**
- i. Term of office is two years (Amended September 2014)
 - ii. Assumes presidency at completion of term, or should president's position be vacated (new vice president to then be appointed)
 - iii. Assumes president's duties in his/her absence
 - iv. Update and disseminate PACTC directory. (New May 2015)
- c. Secretary**
- i. Term of office is one year
 - ii. Records minutes at PACTC Business meeting
 - iii. Updates/maintains the PACTC meeting minutes book and brings to each meeting

- iv. Distributes electronic version of minutes
 - v. Updates/provides name tents for each meeting (template posted on PACTC website)
- d. Treasurer**
- i. Term of office is five years (Amended May 2007)
 - ii. Ex-officio member of budget committee
 - iii. Responsible for all check writing on behalf of PACTC; approval by simple majority of Executive Committee required prior to any checks being drawn
 - iv. Prepares semi-annual treasurer's report
 - a. Balance
 - b. Expenses
 - c. Status of outstanding obligations
 - v. Mails PACTC dues invoices at beginning of academic year, and tracks dues balances; second invoice issued before end of December to those with outstanding balances

Section (3) Officers shall be active members of the organization.

Section (4) Should for any reason the vice president, secretary or treasurer position become vacant, the Executive Committee will appoint a new member until the spring meeting.

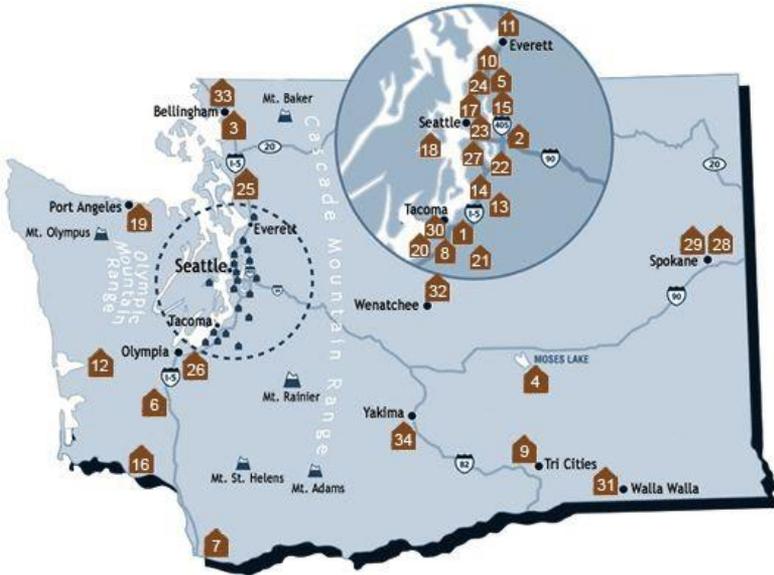
ARTICLE VII – COMMITTEES

- Section (1) All committees are required to have at least five members. (Amended May 2007, May 2015)
- Section (2) Standing committees and committee charges
- a. Program/Planning Committee**
The Program and Planning Committee focuses on deciding how to pay for future speakers and setting the amount of honorariums. It also suggests topics to the group for future PACTC meetings.
- b. Professional Development/Budget Committee**
The function and scope of the Professional Development and Budget Committee is to make recommendations to PACTC of who should be awarded funds for meeting attendance and professional development.
- The committee has developed an application form to be completed each time a PACTC member wants to be considered for a scholarship. Once the form is completed, it will be forwarded to the PACTC listserv.
- c. Mentoring/Recognition**
The goal of the Mentoring and Recognition Committee is to acknowledge incoming and outgoing members of PACTC. Mentors will be assigned to new assistants to provide

them with someone who can guide them through their first months as a president's assistant. This committee is also responsible for recognizing retiring or outgoing members, and sending notes of encouragement during challenging times. The committee will also be responsible for recognizing the outgoing president with a personalized gavel. The committee is responsible for recognizing outgoing presidents with a gavel and new presidents with the travelling plaque. (Amended November 2012; Amended May 2013)

d. Ad hoc, as needed

SUBMITTED: MAY 27-28, 1999; Amended and Approved September 2000; Amended and Approved May 2004; Amended and Approved October 2004; Amended and Approved October 2005; Amended and Approved May 2007; Amended and approved October 2007, November 2012; Amended May 2013; Amended September 2014; Amended and Approved May 2015.



Washington State Community and Technical Colleges

- | | | |
|-----------------------------------|--|-------------------------------|
| 1 - Bates Technical College | 13 - Green River College | 25 - Skagit Valley College |
| 2 - Bellevue College | 14 - Highline College | 26 - South Puget Sound CC |
| 3 - Bellingham Technical College | 15 - Lake Washington Institute of Technology | 27 - South Seattle College |
| 4 - Big Bend CC | 16 - Lower Columbia College | 28 - Spokane CC |
| 5 - Cascadia College | 17 - North Seattle College | 29 - Spokane Falls CC |
| 6 - Centralia College | 18 - Olympic College | 30 - Tacoma CC |
| 7 - Clark College | 19 - Peninsula College | 31 - Walla Walla CC |
| 8 - Clover Park Technical College | 20 - Pierce College-Fort Steilacoom | 32 - Wenatchee Valley College |
| 9 - Columbia Basin College | 21 - Pierce College-Puyallup | 33 - Whatcom CC |
| 10 - Edmonds CC | 22 - Renton Technical College | 34 - Yakima Valley CC |
| 11 - Everett CC | 23 - Seattle Central College | |
| 12 - Grays Harbor College | 24 - Shoreline CC | |

PRESIDENTS' ASSISTANTS FOR COMMUNITY AND TECHNICAL COLLEGES (PACTC)

Request for Development and Training

GUIDELINES & PROCEDURES

Introduction

In order to evaluate requests for training funds in an equitable and objective manner, the PACTC Professional Development/Budget Committee has developed a rating process. To assure timely consideration for funding, please submit your request by the following deadline dates: April 15, August 15 or December 15. All requests for funds will receive a response within thirty (30) days.

Funds are available to annual dues-paying PACTC members. Applications will be accepted beginning in April 2006. NOTE: The number of awards given each year will be based upon the PACTC budget, which will be approved at each spring meeting.

CONTINGENCY: Exceptional training opportunities of a unique nature will be considered after a deadline has passed if both exceptions below are met:

1. The PACTC member did not become aware of the training activity prior to the established deadline dates.

2. The PACTC member's institution demonstrates strong support for the training opportunity by committing matching funds.

Any changes to procedures, application or funding will be approved by the PACTC Professional Development/Budget Committee.

Restrictions

1. PACTC member must have completed one year in current position before applying for development and training funds.
2. Normally, the annual funding limit will be \$500 per person – scheduled to occur between January 1 and December 31 of a given year. After a PACTC member has received funding, subsequent requests will be considered every other year in order to give everyone an equal opportunity to benefit from the program.
3. The PACTC Professional Development/Budget Committee may fund larger amounts per training activity if: (a) Development/Training funds are available; and, (b) extraordinary benefit can be demonstrated in the application.

Application Process

1. Funding may be sought for the following:
 - a. Payment of workshop, seminar or conference fees.
 - b. Payment of travel expenses associated with a training activity (airfare, mileage, hotel, etc.)

2. Complete a “Request for Professional Development and Training” form. Clearly and completely explain how the training activity will benefit PACTC and you. Attach an additional page, if needed. Answer all questions on the form.
3. Attach to the form a copy of the flyer or other explanation of the training activity. (Requests may be sent back to the PACTC member if additional information is needed.)
4. The Professional Development/Budget Committee will review all requests.
5. Requests should be submitted electronically or via mail to the Professional Development/Budget Committee – Chair.
6. If the request is approved, payment will be made directly to the PACTC member’s institution in advance of the training activity. In the event the approved amount is not used as intended, applicant agrees to refund the monies to PACTC.

Evaluation Process

1. Eligibility for funds will be determined on the basis of these criteria:
 - a. Amount of funding requested for the training activity.
 - b. Commitment of matching funds from the PACTC member’s institution.
2. Once eligibility is established, the amount of funds requested may be further evaluated on the basis of these criteria:

3. Does the training activity improve or enhance the PACTC member's current position within their institution?
 4. Can this training activity be accomplished through a different venue?
 5. Will this training activity benefit the other PACTC members?
-

All requests should include the following:

- Name of applicant
- Date
- Institution
- Phone #
- Office Address
- Email
- Amount Requested
- Title of Training Activity

1. Please briefly describe the training activity.
2. How will this training activity benefit you? How will it benefit the other PACTC members? Recipients of awards are requested to share the knowledge they gain by presenting the information either through an electronic report or by presenting at the next PACTC meeting.
3. Training Activity Budget: What, specifically, will you do with the funds you are requesting? Would you be willing to accept partial funding? If there will be other funding sources, specify who and how much.

Estimated Cost of Activity	Amount
Conference Registration	\$
Per diem (lodging & meals)	\$
Transportation	\$
Other: (Specify)	\$
TOTAL	\$

4. Is there anything else you would like us to know about this training activity?

5. Use the online form to ensure the following form elements are included at the conclusion of the application:
 - Applicant Signature
 - Date
 - Request Approved: Y/N
 - Date
 - PDBC Chair/Designee Signature
 - PACTC Treasurer Signature/Date Rec'd
 - Check #:

Upon final approval, it is the PACTC member's responsibility to register and arrange for the training activity.

PROFESSIONAL ASSOCIATIONS REFERENCE GUIDE

Association of Governing Boards of Universities and
Colleges Board Professionals

www.agb.org/board-professionals

Presidents' Assistants for Community and Technical
Colleges

www.sbctc.edu/colleges-staff/commissions-councils/pactc

National Association of Educational Office Professionals

www.naeop.org

National Association of Presidents Assistants in Higher
Education

www.napahe.org

Washington Association of Educational Office
Professionals

www.waeop.com

DEFINITIONS

Board Responsibilities

Performs duties involving the support of the college's or district's board of trustees, including attending board meetings and recording minutes.

Records Responsibilities

Records Officer

The College Records Officer serves as public disclosure officer to the college and supervises the college's Records Management Program. The Officer gives signatory approval to Records Retention Schedules before forwarding to the State Records Committee for approval. This is an appointment (as the agency records officer) in accordance with RCW 40.14.040. Responsibility includes records management for inventory, destruction, retention and archival of agency documentation for the entire college. [Compare RCW 42.17.253 Public Records Officer.]

Records Manager

The Records Manager is responsible for coordination and implementation of the college records management program and archives & records center services. The Records Manager provides procedural orientation to administrative and academic units and assists Records Coordinators in all phases of records inventory, scheduling and yearly updating of office records schedules. In consultation with office Records

Coordinators and appropriate college and government officials, the Analyst makes recommendations for records retention, based on administrative need and the satisfaction of legal, fiscal and historical needs of the college and the state.

Records Coordinator

The department head designates one staff member as the office "Records Coordinator." It is important that the person is chosen for his/her understanding of the function of the office and familiarity with the files and records of the specific office/department.

The Records Coordinator is responsible for coordinating their own department's program for records inventory, retention, storage, retrieval and destruction. In particular, these functions are as follows:

Act as a liaison with the Archives & Records Center.

1. Conduct records inventory and forward forms to the Archives & Records Center.
2. Receive and file State Records Committee "Approved" Records Retention Schedule.
3. Advise Archives & Records Center of changes in records retention needs. Review office Records Retention Schedule annually.
4. Apply State-authorized retention standards for the appropriate transfer to storage, microfilming and/or destruction of records according to the Records Retention Schedule. Supervise disposition of departmental records.
5. Prepare records for storage at Records Center when appropriate.

6. Receive, file and update inventories of records in storage and notices of destruction for records in storage at the Archives & Records Center.
7. Act as liaison with the Records Center to coordinate retrieval and re-filing of records from storage.
8. Identify and prepare for transfer to Records Center all confidential records requiring shredding.
9. Identify and prepare for transfer to the Archives and Records Center all records requiring retention for historical purposes.

Rules Coordinator

Appointed rules coordinator under RCW 34.05.012, thereby processing all new, repealed or amended administrative rules for the college (Washington Administrative Code--WAC).



PACTC Conference

October 2018

Hosted by: Cascadia College

From Left:

Front: Lori Yonemitsu, Amy Snyder, Angelique Odom, Janet Franz,
Becky Welch, Jeri Pourchot

Middle: Vicki Newton, Sandy Zelasko, Marie Harris, Rebecca
Hansen, Jessica Hanaumi, Toni Stankovic, Suzanne McCudden

Top: Darlene Scrivner, Melinda Dourte, Cheryl Batschi, Adam
Morris, Kelly Berger, Megan Jensen