

**SPECIAL MEETING OF THE STATE BOARD  
FOR  
COMMUNITY AND TECHNICAL COLLEGES**

**MINUTES OF MEETING**

**August 15, 2006**

**State Board Members**

**Jim Garrison (Chair), Mt. Vernon  
Jim Bricker, Coupeville  
Reuven Carlyle, Seattle  
Sharon Fairchild, Spokane  
Jeff Johnson, Olympia  
Tom Koenninger, Vancouver  
Erin Munding, Omak  
Lyle Quasim, Puyallup**

**Statutory Authority: Laws of 1967, Chapter 28B.50 Revised Code of Washington**

**State of Washington**  
**STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES**  
**Olympia**

**A C T I O N   I N D E X**  
**August 15, 2006**

<u>Resolution Number</u>	<u>Description</u>	<u>Page in Minutes</u>
06-08-23	Approval of Opportunity Grant Pilot Programs	2
06-08-24	Approval of High Demand Grant Awards	2

**STATE OF WASHINGTON  
STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES  
Olympia**

**Special Meeting Minutes  
State Board Office  
August 15, 2006**

State Board Members Present: Jim Garrison (Chair), Jim Bricker, Reuven Carlyle, Sharon Fairchild, Tom Koenninger, Lyle Quasim

State Board Member Absent: Jeff Johnson, Erin Munding

**CALL TO ORDER / ROLL CALL**

Chair Jim Garrison called the teleconference special meeting to order at 10:00 a.m. Roll was called and a quorum was confirmed.

**ADOPTION OF AGENDA**

*Motion: Moved by Tom Koenninger and seconded by Reuven Carlyle that the State Board adopt the August 15 special meeting agenda as presented.*

***MOTION CARRIED.***

**DIRECTOR'S REPORT**

Executive Director Charlie Earl updated the Board on Washington Learns and a recent two-day steering committee retreat. He announced that the Clark College Board of Trustees appointed Bob Knight as acting chief executive officer of the college.

**APPROVAL OF OPPORTUNITY GRANT PILOT PROGRAMS (Resolution 06-08-23)**

Charlie Earl introduced the item, and Chris Reykdal of the State Board Staff provided background information. Opportunity Grants were created by the Legislature in 2006 and funded with \$4 million. Ten colleges have been recommended to the State Board to implement pilot programs that get low-income adults on the higher education path. Students will participate in certificate and degree programs, co-developed by industry and the two-year colleges, to train and be placed in jobs that are in demand. Students will receive financial assistance that helps them address typical barriers to higher education experienced by low-income adults, such as transportation, books and other program materials, and child care.

Chris also presented a summary of the 10 Opportunity Grant pilot program proposals recommended for selection as outlined in the Board's agenda materials. The summary outlined

target student populations, available career pathways, number of FTEs to be served, and proposed funding levels for each pilot.

The colleges recommended for Opportunity Grants are: Bellingham Technical College, Big Bend Community College, Clover Park Technical College, Edmonds Community College, Highline Community College, Olympic College, Peninsula College, Shoreline Community College, Yakima Valley Community College, and Walla Walla Community College.

Charlie and members of the Board expressed appreciation to the State Board staff and members of the Community and Technical College Opportunity Grant Pilot Program Review Committee for their thoughtful and thorough work in evaluating the proposals for the pilot programs.

***MOTION: Moved by Tom Koenninger and seconded by Jim Bricker that the State Board adopt Resolution 06-08-23 (ATTACHMENT #1) approving the 10 Opportunity Grant pilot programs recommended by the Community and Technical College Opportunity Grant Pilot Program Review Committee and authorizing the selected pilot colleges to receive the appropriate 2006-07 funding and begin implementing pilot programs.***

***MOTION CARRIED.***

**APPROVAL OF WORKFORCE DEVELOPMENT AND HIGH DEMAND GRANT ALLOCATIONS AND AWARDS (Resolution 06-08-24)**

Michelle Andreas of the State Board staff introduced the item and provided background information. High demand grants allow colleges to offer programs requiring expensive, high-tech equipment for training in fields with a need for well-prepared employees. This year the State Board received 15 high demand carry over proposals totaling 265 FTE and \$2,295,000 in requests, 24 high demand supplemental proposals totaling 470 FTE and \$3,760,000 in requests, and 15 workforce development proposals totaling \$1,417,139 in requests.

In late August 2006, three review teams concluded deliberations on each of the funding sources. Jan Yoshiwara of the State Board staff summarized the results of the review teams' work as outlined in the Board's agenda materials. Fifty-four high demand grants totaling \$4,238,028 are recommended for approval.

Charlie and members of the Board expressed appreciation to the State Board staff and members of the review teams for their thoughtful and thorough work in evaluating the proposals.

***MOTION: Moved by Sharon Fairchild and seconded by Jim Bricker that the State Board adopt Resolution 06-08-24 (ATTACHMENT #2) approving the 2006-07 Workforce Development and High Demand funding recommendations and delegating authority to the Executive Director to allocate and award the funds as described in the resolution and attachment.***

***MOTION CARRIED.***

### **REVIEW OF SYSTEM DIRECTION STATEMENT FEEDBACK**

Charlie Earl introduced the item, and Jan Yoshiwara provided background information. Over the past several months, colleges have had an opportunity to review and consider the Board's draft system direction statement included in the Board's agenda packet. The college presidents discussed the goals and steps and provided specific feedback on the document. There was also discussion about the 2007-09 operating budget request as a tool for implementing the goals of the System Direction. In addition, the presidents had an opportunity to meet with State Board Chair Jim Garrison during their July retreat and engage in dialogue about the Board's intent with the document. The concepts in the System Direction were discussed with trustees at their May meeting, and the Trustees' Association Board of Directors reviewed the document at their August meeting.

Jan Yoshiwara reported that discussions to date have been thoughtful and engaging and that the response has been positive overall. She reviewed a summary of comments from the meetings that was provided in the Board's agenda materials.

Board members reviewed and considered the feedback received from the colleges and discussed next steps. Staff was directed to reframe the system direction statement based on input received from the Board and the colleges, to engage the presidents in developing a preface to the document, and to prepare a revised draft for consideration by the Board at its September meeting.

### **REVIEW OF 2007-09 OPERATING BUDGET REQUEST DEVELOPMENT PROCESS**

Charlie Earl introduced the item, and Deb Frazier of the State Board staff provided background information. At its June meeting, the State Board reviewed and discussed a summary of the system's efforts to develop a 2007-09 operating budget request. This summary expressed the draft request using the framework of the four goals articulated by the Board in its System Direction statement: alignment between programs and skills gaps, effective participation by all populations, collaboration, and strengthening the community and technical colleges as centers of education.

The June draft estimated the request to be between \$154 to \$210 million, consistent in amount and percentage increase with the operating budget request submittal for 2005-07. As indicated during the June budget briefing, staff continued to develop and refine the request amount based on additional analysis and discussions throughout the system. The amount of the 2007-09 draft budget request has increased since the June briefing by \$23 million to \$223 million for the biennium, a 19.5 percent increase over 2005-07.

Deb Frazier reported on discussions with the college presidents at their July retreat. In general the presidents supported the request but expressed concern about four items, which she summarized for the Board, involving enrollments, tuition, disability accommodations, and faculty salaries/salary study.

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Mary Alice Grobins of the State Board staff reviewed the draft enrollment plan included in the Board's agenda materials. The draft enrollment request totals 7,000 FTEs and is comprised of 3,000 general enrollments to meet increasing demand resulting from population growth, 2,000 ABE enrollments that would be earmarked for each district as a required increase in service level, and 2,000 high demand enrollments that will be awarded on a competitive basis.

The Board reviewed and discussed the latest draft budget request for 2007-09 and the draft enrollment plan and provided additional guidance to the staff for finalizing the request scheduled for approval by the Board at its September 2006 meeting. They discussed the level and mix of new enrollments to be requested, concerns identified by the college presidents, and budget themes and messages.

**ADJOURNMENT/NEXT MEETING**

There being no further business, the State Board adjourned its special meeting of August 15, 2006, at 12:00 p.m. The next regular meeting of the State Board will be held September 13-14, 2006, at Whatcom Community College in Bellingham.

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Jim Garrison, Chair

ATTEST:

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Charles N. Earl, Secretary

**STATE OF WASHINGTON**

**STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGE**

**RESOLUTION 06-08-23**

A resolution to approve the pilot colleges recommended by the Community and Technical College Opportunity Grant Pilot Program Review Committee and authorizing the selected pilot colleges to receive the appropriate 2006-07 funding and begin implementing pilot programs.

**WHEREAS** consistent with the Washington State Legislature's requirement of the State Board for Community and Technical Colleges, the State Board developed objective criteria related to selection of the Community and Technical College Opportunity Grant Pilot programs; and

**WHEREAS** the Community and Technical College Opportunity Grant Pilot Program Review Committee found the colleges identified below provided evidence of meeting or exceeding these criteria and that these colleges presented proposals that will help low-income adults to progress further and faster along career pathways leading to employment in demand occupations,

**THEREFORE BE IT RESOLVED** that the State Board for Community and Technical Colleges approves the recommendations of the Review Committee to select the following pilot colleges:

- Bellingham Technical College/Whatcom Community College (\$432,000)
- Big Bend Community College (\$399,000)
- Clover Park Technical College (\$419,000)
- Edmonds Community College (\$432,000)
- Highline Community College (\$432,000)
- Olympic College (\$305,000)
- Peninsula College (\$370,000)
- Shoreline Community College (\$416,000)
- Yakima Valley Community College (\$363,000)
- Walla Walla Community College (\$432,000)

**BE IT FURTHER RESOLVED** that the State Board for Community and Technical Colleges commends the members of the Community and Technical College Opportunity Grant Pilot Program Review Committee for their thoughtful and thorough work in evaluating the proposals for these pilot programs.

**APPROVED AND ADOPTED** on August 15, 2006.

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Jim Garrison, Chair

**ATTEST:**

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Charles N. Earl, Secretary

STATE OF WASHINGTON

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

RESOLUTION 06-08-24

A resolution allocating and awarding \$4,238,028 of Workforce Development and High Demand funds to the community and technical colleges.

**WHEREAS** the State Board has the authority to allocate and award Workforce Development and High Demand funds; and

**WHEREAS** a competitive process has been completed in accordance with recognized protocol;

**THEREFORE BE IT RESOLVED** that the State Board for Community and Technical Colleges awards a total of \$4,238,028 FY06 funding as presented in detail in tables 1, 2 and 3 of the State Board agenda, Tab 2, pages 1-2:

1. Table 1 - \$1,926,000 for High Demand
2. Table 2 - \$1,496,000 for High Demand Supplemental
3. Table 3 - \$ 816,028 for Workforce Development Grants

**BE IT FURTHER RESOLVED** that the State Board for Community and Technical Colleges authorizes the Executive Director to make adjustments, as necessary, for computational errors, data corrections, externally imposed restrictions or guidelines, legislative appropriation provisos, restrictions, guidelines, uniform accounting and reporting requirements, and unanticipated changes due to state or federal funding; and

**APPROVED AND ADOPTED** August 15, 2006.

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Jim Garrison, Chair

**ATTEST:**

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Charles N. Earl, Secretary

<b>Table 1 - High Demand (\$9,000 per FTE)</b>			
<b>College</b>	<b>Program Name</b>	<b>Amount</b>	<b># FTE</b>
Clover Park	Evening/Weekend AND	\$180,000	20
Pierce-Ft. Steilacoom	Construction-Evening	\$108,000	12
Green River	Manufacturing	\$90,000	10
Seattle District	Healthcare Institute	\$360,000	40
Highline	Expanded Capacity of Associate Degree Nursing Program (RN)	\$81,000	9
Lower Columbia	The LERN Project	\$81,000	9
Columbia Basin	Radiologic Technology	\$153,000	17
Tacoma	Associate Degree Nursing Program Expansion	\$180,000	20
Skagit	Next Phase in the Northwest Industry-Driven Nursing Expansion Plan	\$180,000	20
Edmonds	Construction Industries Pathways	\$108,000	12
Big Bend	Welding Technology Program	\$117,000	13
Bates	Biotechnology Lab Technician	\$180,000	20
Cascadia	Networking Program Expansion	\$108,000	12
		<b>Total =</b>	<b>214</b>
		<b>\$1,926,000</b>	

<b>Table 2- High Demand Supplemental (\$8,000 per FTE)</b>			
<b>College</b>	<b>Program Name</b>	<b>Amount</b>	<b># FTE</b>
Highline	Washington Polysomnography Technology Consortium	\$128,000	16
Whatcom	Clinical Simulation in Nursing Education: The Emergence of Innovation and Technology	\$160,000	20
Bellingham	Industrial Commercial Construction Expansion	\$320,000	40
Pierce-Puyallup	Nursing Education: Recruitment and Retention of Underrepresented and Incumbent Workers	\$80,000	10
Clover Park	Histology Technician Program Expansion	\$120,000	15
Bellevue	Radiation & Imaging Sciences (Nuclear Medicine and Radiation Therapy)	\$240,000	30
Spokane Community	Diagnostic Medical Sonography	\$240,000	30
Clark	Expansion of Associate Degree Nursing in Southwest Washington	\$64,000	8
Bates	Electrical Construction (Requested 27, Able to Fund 18 in 06-07)	\$144,000	18
		<b>Total =</b>	<b>187</b>
		<b>\$1,496,000</b>	

<b>Table 3 - Workforce Development Grants</b>		
<b>College</b>	<b>Program Name</b>	<b>Amount</b>
Bellingham	Dental Hygiene Program Development	\$73,000
Big Bend	Healthcare Assistant	\$92,100
Olympic	Electronics Program Update and Expansion	\$100,000
Shoreline	Improvement and Expansion of Biotechnology Laboratory Specialist Program	\$90,928
Skagit	Aluminum Welding/Fabrication	\$100,000
Tacoma	Secure Logistics, Transportation, and Supply Chain Management	\$100,000
Whatcom	Pathways to a Medical Career: New Opportunities in Medical Assisting	\$100,000
Lake Washington	RN Expansion for ABE/ESL	\$80,000
Grays Harbor	Commercial Truck Driving	\$80,000
		<b>Total =</b>
		<b>\$816,028</b>