



TAB 4

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

MINUTES OF MEETING

October 31, 2002

State Board Members:

**Tom Koenninger (Chair), Vancouver
Sharon Fairchild, Spokane
Jim Garrison, Mt. Vernon
Paul Hutton, Issaquah
Al Link, Silverdale
Erin Munding, Omak
Jane Nishita, Seattle
Carolyn Purnell, Seattle
José Ruiz, Anacortes**

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

State of Washington
STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES
Olympia

ACTION INDEX
October 31, 2002

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

**Regular Meeting Minutes
October 31, 2002**

[Note: The State Board held a study session on October 30, 2002, from 2:00 p.m. to 5:00 p.m. at Green River Community College to discuss the following items: 1) Student Success Policy Discussion Follow Up, 2) Budget Update, 3) Performance Reporting Update, and 4) 2002-03 Office Workplan & Budget.]

Board Members Present: Tom Koenninger (Chair), Sharon Fairchild, Paul Hutton, Al Link, Jane Nishita, Carolyn Purnell

Board Members Absent: Jim Garrison, Erin Munding, José Ruiz

CALL TO ORDER

Chairman Tom Koenninger called the meeting to order at 8:15 a.m. and welcomed those present. He thanked President Rich Rutkowski, the board of trustees, faculty and staff for their hospitality and for the opportunity to meet at Green River Community College.

ADOPTION OF AGENDA

MOTION: Moved by Al Link and seconded by Jane Nishita that the State Board adopt its regular meeting agenda of October 31, 2002, as presented.

MOTION CARRIED.

APPROVAL OF MINUTES

MOTION: Moved by Al Link and seconded by Carolyn Purnell that the State Board approve its regular meeting minutes of September 19, 2002, as presented.

MOTION CARRIED.

HOST COLLEGE PRESENTATION

President Rich Rutkowski welcomed State Board members and staff to Green River Community College. He provided a brief overview of the college, its activities and plans for the future. He also talked about Green River's strong community ties, international connections, and corporate education efforts. He reported on issues and challenges currently facing the college and emphasized the important role the faculty and staff play in meeting those challenges. President Rutkowski then introduced Project Teach team members, who gave presentations and provided

personal testimonials on the creative and innovative teacher preparation program offered at Green River Community College.

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DIRECTOR'S REPORT

Executive Director Earl Hale and staff reported on the following items:

- **Economic Development Summit.** Earl reported on the "Sharpening Washington's Competitive Edge" conference held October 29 at South Seattle Community College. The conference was convened to examine how to accelerate economic recovery by ensuring Washington businesses have the trained workers they need to expand. The State Board was represented at the meeting by Tom Koenninger, Al Link, and Paul Hutton. A copy of Paul's presentation was distributed to Board members. Rich Rutkowski reported on a regional consortium/alliance with local industry.
- **Ford Foundation Project Update.** Jan Yoshiwara of the State Board staff gave a PowerPoint presentation on the project, aimed at helping low-income adults advance to living-wage jobs through education. This is a national project, and Washington is one of six states to receive a one-year planning grant. Board members will continue to receive updates at future meetings.
- **Distance Learning.** Suanne Carlson of the State Board staff gave a demonstration of the Washington On Line website. She reported that WAOL serves over 4,900 FTEs and provides three-quarters of all distance education enrollments in Washington State. Enrollment has grown 45 percent since fall 2001.

APPROVAL OF 2002-03 SBCTC OFFICE WORKPLAN AND BUDGET (Resolution 02-10-22)

Earl Hale presented the proposed list of 2002-03 major staff projects and the agency budget for State Board Office in the amount of \$9.1 million. The proposed office budget, a list of priority projects and strategies aligned with system goals, agency exempt staff job descriptions, and related agenda background materials included under Tab 7 were reviewed and discussed with the Board at its study session the previous day.

The major changes from last year's agency budget were outlined. While the state share of the budget is diminishing, some one-time state funds have been added to the budget, as well as increases in federal and contract/grant funding.

- A reduction of 3 percent in state funds has been minimized by increases for special projects (a one-time increase), health benefits, and compensation for special classes;
- Increased funds from the Federal government for adult basic education and increases from special contracts, such as the Ford Foundation grant;
- Reduction in spending for goods and services supported by state funds; and
- Increased staffing in the Finance Division to service the GED Testing Center (these positions are self supported) and provide additional information technology support.

MOTION: Moved by Al Link and seconded by Paul Hutton that the State Board adopt Resolution 02-10-22 (ATTACHMENT A) approving the major projects and budget for the State Board office in the amount of \$9.1 million and delegating to the Executive Director the authority to make adjustments as deemed necessary to reflect changing conditions.

MOTION CARRIED.

APPROVAL OF 2003-05 ADDITIONAL ALTERNATIVE FINANCING CAPITAL PROJECTS (Resolution 02-10-23)

Tom Henderson of the State Board staff reviewed a list of six alternative financed local capital projects that were not far enough along in the planning and approval process to be included in the September 1, 2002, capital budget submittal to the Governor. The local boards of trustees have approved the projects for their respective colleges and request they be forwarded to OFM and the Governor for consideration in the 2003-05 Capital Budget Request.

Tom explained that statutory budget authority is required to work with the State Treasurer and secure bonds (Certificates of Participation) or to enter into real estate contracts to finance projects that are repaid through the use of local revenues, dedicated student fees, and redirection of existing lease payments to pay the debt service. Alternative financed projects require the same level of scrutiny as projects funded with direct appropriations. He noted that the colleges involved (South Puget Sound, Seattle Central, Bellevue, Big Bend, and Spokane) are ready to move forward with these projects.

MOTION: Moved by Carolyn Purnell and seconded by Jane Nishita that the State Board adopt Resolution 02-10-23 (ATTACHMENT B) to forward the request for an additional six alternative financing projects to the Office of Financial Management and the Legislature for inclusion in the 2003-05 Capital Budget Request.

MOTION CARRIED.

APPROVAL OF EDMONDS COMMUNITY COLLEGE OPTION FOR LAND ACQUISITION (Resolution 02-10-24)

Tom Henderson presented a request from Edmonds Community College to enter into an option to purchase two properties located within a few blocks of the main campus for parking for a proposed new Instructional Lab Building. Edmonds Community College has a current request in the 2003-05 Capital Budget to design the building, and approximately \$2,000,00 of the request is to purchase land for parking to meet city requirements. The college needs to identify and secure property now to ensure availability of land in advance of the state appropriation. The land is

anticipated to be within the value of the appropriation request, and the property owners will be contacted after the State Board approves moving forward with the options for acquisition.

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MOTION: Moved by Carolyn Purnell and seconded by Al Link that the State Board adopt Resolution 02-10-24 (ATTACHMENT C) granting approval for Edmonds Community College to enter into an option to purchase property for parking mitigation for the proposed Instructional Lab Building as required by the City of Lynnwood.

MOTION CARRIED.

APPROVAL OF ECONOMIC DEVELOPMENT CONTRACT WITH THE ASSOCIATION OF WASHINGTON BUSINESS (Resolution 02-10-25)

Mike Porter of the State Board staff briefed the Board on a request to delegate to the Executive Director the authority to execute a contract with the Association of Washington Business to follow up with business and industry groups to link their workforce training needs to the community and technical colleges.

He reported that the two-year college system is working to more strategically align workforce education with economic development and key industries throughout the state. The goal is to increase these key industries' competitive advantage by providing them with a trained workforce. In turn, the colleges will be able to create and revise workforce education programs that are relevant to the current and future needs of industry and students. The rationale for undertaking this initiative was discussed at the September and December, 2002, State Board study sessions.

Staff have worked with the Association of Washington Business to develop a contract in which the AWB will:

- Aggregate training demand and broker training,
- Continually update the training needs of industry and communicate with colleges,
- Create a website portal on their site to inform their business members of the effort and directly link to the colleges,
- Directly support colleges and the college system,
- Spotlight best industry practices and further the working relationships between colleges and industry.

The Workforce Education Council formally voted to put workforce education state resources towards the AWB partnership. Other system groups are discussing the economic development effort. Mike Hutson of the AWB outlined the deliverables of the contract and explained how the contract would build on the economic development/workforce education initiative by forging partnerships with business and industries.

The terms of the contract include a process for assessment of measurable goals and a report to the Executive Director scheduled for Spring 2003.

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MOTION: Moved by Al Link and seconded by Carolyn Purnell that the State Board adopt Resolution 02-10-25 (ATTACHMENT D) delegating to the Executive Director the authority to execute a contract with the Association of Washington Business in support of the community and technical college system's economic development and workforce education efforts .

MOTION CARRIED.

CHAIR'S REPORT

Chairman Tom Koenninger and others reported on the following items:

- **Trustees' Association Report.** TACTC Immediate Past President Linda Sprenger reported on the October 3 SMART Investment Committee meeting. Topics of discussion included the public opinion survey and how it is being used and should be used and the communications strategy aimed at unifying the system's messages to the media. Linda also reported on the November 15 TACTC Board of Directors and Legislative Steering Committee meeting held at Highline Community College.
- **Washington Federation of Teachers Report.** Lynn Dodson representing the WFT emphasized the importance of faculty development on the quality of instruction. She thanked the Board for the opportunity to review the agency workplan and budget and encouraged faculty involvement in the Board's review processes and policy discussions.
- **State Board Activities Matrix.** The Board reviewed and updated the matrix of State Board activities and staff assignments.
- **Economic Development.** Tom congratulated the State Board staff involved in organizing a very successful Economic Development conference, which brought together business and industry representatives.
- **Meetings with University Presidents/Regents.** Tom reported on a series of recent meetings with representatives of the community and technical colleges and the four-year universities. A meeting with the Governor is scheduled for November 1 that will include State Board and TACTC representatives to discuss capital needs and the importance of education in economic recovery.
- **Green River CC.** Tom thanked Green River Community College President Rich Rutkowski for his earlier presentation and for hosting the State Board meeting and joint dinner the previous evening.

EXECUTIVE SESSION

In accordance with RCW 42.30.110(1), the State Board adjourned to Executive Session at 11:40 a.m. for 30 minutes to discuss with legal counsel matters involving attorney/client privilege. The

Board reconvened the regular meeting at 12:10 p.m. No action was taken or contemplated as a result of the Executive Session.

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ADJOURNMENT/NEXT MEETING

There being no further business, the State Board adjourned its regular meeting of October 31, 2002, at 12:10 p.m. The next regular meeting of the State Board will be held December 4-5, 2002, at Renton Technical College.


Tom Koeninger, Chair

ATTEST:



Earl Hale, Secretary

ATTACHMENT A

STATE OF WASHINGTON

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

RESOLUTION 02-10-22

A resolution relating to the 2002-2003 major projects and agency budget for the State Board office.

WHEREAS the State Board, trustees, presidents, faculty and State Board staff identified long-term goals for the two-year college system, and

WHEREAS the entire two-year college system will play an important role in achieving the goals, and

WHEREAS the State Board annually establishes major projects and a workplan to set the direction and focus for its staff, and

WHEREAS these priorities and the policy discussions of the State Board guide the development of the budget for the office,

THEREFORE BE IT RESOLVED that the State Board approves the major projects and the budget for the State Board office in the amount of \$9.1 million, and

BE IT FURTHER RESOLVED that the State Board delegates to the Executive Director the authority to make adjustments as deemed necessary to reflect changing conditions.

APPROVED AND ADOPTED on October 31, 2002.


Tom Koenninger, Chair

ATTEST:


Earl Hale, Secretary

STATE OF WASHINGTON

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

RESOLUTION 02-10-23

A resolution relating to approval of 2003-05 additional alternative financing capital projects.

WHEREAS, South Puget Sound Community College, Seattle Central Community College, Bellevue Community College, Big Bend Community College and Spokane Community College have identified the need for alternatively financed projects that require RCW 39.94 authority in the 2003-05 biennium; and

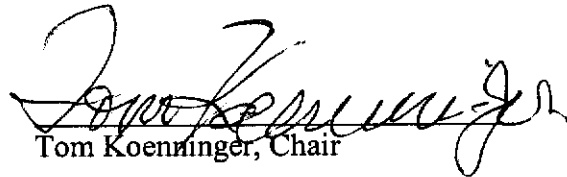
WHEREAS, these projects are important to the mission and operation of the colleges; and

WHEREAS, the colleges have identified the funding requirements and the sources of revenue for repayment of the financial contracts;


NOW THEREFORE BE IT RESOLVED that the State Board for Community and Technical Colleges request SBCTC staff to carry the following projects forward to OFM and the Legislature as part of the 2003-05 Capital Budget Request.

<u>College</u>	<u>Description</u>	<u>Amount</u>
SPSCC	Parking lot expansion	\$660,000
SPSCC	Hawks Prairie Classroom Building	\$6,100,000
Seattle Central	Science/Math Classroom Building and Parking expansion	\$3,000,000
Bellevue	Purchase north campus building	\$20,000,000
Big Bend	Advanced Technology Center	\$6,500,000
Spokane	Acquisition of Property	\$725,000

APPROVED AND ADOPTED October 31, 2002.


Tom Koeninger, Chair

ATTEST:



Earl Hale, Secretary

STATE OF WASHINGTON

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

RESOLUTION 02-10-24

A resolution relating to approval of Edmonds Community College option of land acquisition.

WHEREAS, Edmonds Community College submitted the required pre-design paperwork to the State Board for Community and Technical Colleges for a proposed new building to be constructed on the college's main campus; and

WHEREAS, Edmonds Community College must provide evidence that appropriate additional parking options and traffic measures are planned and later implemented as part of this project; and

WHEREAS, the State Board requires the college to submit a resolution passed to the Edmonds Community College Board of Trustees granting approval for the college president to enter into options to purchase real property prior to receiving an appropriation from the state subject to approval by the State Board; and

WHEREAS, college staff have identified two properties located within a few blocks of the college's main campus as possible suitable locations for constructing additional parking facilities; and

WHEREAS, there is currently no other identifiable and suitable real property located in the immediate area of the main campus that would meet this need and that is currently available for possible purchase;

NOW THEREFORE BE IT RESOLVED that the State Board grant approval for District 23 to negotiate one or more pro forma agreements for the purchase of real property prior to receiving an appropriation from the State.

APPROVED AND ADOPTED October 31, 2002.


Tom Koenninger, Chair

ATTEST:



Earl Hale, Secretary

STATE OF WASHINGTON

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

RESOLUTION 02-10-25

A resolution to execute a contract with the Association of Washington Business to follow up with business and industry groups to link their training needs to the colleges.

WHEREAS the two-year college system is working to more strategically align workforce education with economic development and key industries throughout the state; and

WHEREAS a the upcoming statewide and regional conferences will bring together government, business and labor, as well as the college system, to support the colleges' key role in economic development; and

WHEREAS the Association of Washington Business has agreed to directly support colleges and the college system in the role of economic development by furthering the working relationships between college and industry;


THEREFORE BE IT RESOLVED that the State Board for Community and Technical Colleges approves the proposed work to be performed by the Association of Washington Business.

FURTHER BE IT RESOLVED that the State Board delegate authority for the execution of the contract with the Association of Washington Business to Earl Hale, Executive Director.

APPROVED AND ADOPTED on October 31, 2002.


Tom Koenpinger, Chair

ATTEST:



Earl Hale, Secretary