

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

**MINUTES OF MEETING**

**October 23, 2003**

**State Board Members**

**Tom Koeninger (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 23, 2003**

<u>Resolution Number</u>	<u>Description</u>	<u>Page in Minutes</u>
----	Adoption of Agenda – October 23, 2003	1
----	Approval of Minutes – September 9, 2003	1
03-10-26	Approval of 2004 Legislative Platform	3
03-10-27	Approval of 2003-04 SBCTC Office Budget	4
03-10-28	Public Hearing/Permanent Rule Adoption: WAC 131-12-080 Student Progress Toward Degrees and Certificates	5
03-10-29	Tacoma Community College Parking Expansion Local Fund Approval	5

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

**Regular Meeting Minutes  
October 23, 2003**

*[Note: The State Board held a study session on October 22, 2003, from 1:00 p.m. to 5:15 p.m. to discuss the following topics: 1) Update on 2003 Tuition Waiver Activity; 2) Strategic Position: Access and Funding, 3) 2004 Legislative Platform, 4) 2003-04 SBCTC Office Budget, and 5) Executive Session to discuss with legal counsel matters involving attorney/client privilege. No action was taken at the study session.]*

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

Board Member Absent: Erin Munding

**CALL TO ORDER**

Chairman Tom Koenninger called the meeting to order at 8:15 a.m. and welcomed those present, including former state senator and State Board member Barney Goltz. He thanked Bellingham Technical College President Gerald Pumphrey and the BTC board of trustees for hosting the meeting and the previous evening's dinner with the college board of trustees and staff, which was prepared by students enrolled in the college's culinary arts program.

**ADOPTION OF AGENDA**

***MOTION: Moved by Jane Nishita and seconded by Al Link that the State Board adopt its regular meeting agenda of October 23, 2003, as presented.***

***MOTION CARRIED.***

**APPROVAL OF MINUTES**

***MOTION: Moved by Carolyn Purnell and seconded by Jane Nishita that the State Board approve its regular meeting minutes of September 9, 2003, as presented.***

***MOTION CARRIED.***

**HOST COLLEGE PRESENTATION**

President Pumphrey welcomed State Board members and staff to Bellingham Technical College. He provided a brief overview of the college, its students, staff, and program offerings and discussed the role of the college in responding to the educational needs of the community it serves. Dr. Pumphrey--along with students, college staff, and local business representatives--discussed Bellingham Tech's partnerships with local business and industry to provide employers with a skilled workforce, health care programs offered by the college, and a partnership with City University to allow BTC students to complete their baccalaureate degrees.

## **DIRECTOR'S REPORT**

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

- **Gates Foundation Grant.** Jan Yoshiwara of the State Board staff reported on a project proposal focused on designing K-16 solutions to secondary/postsecondary student transition issues in the area of mathematics. The proposal was developed through collaboration with the Office of the Superintendent of Public Instruction, the Council of Presidents, and the SBCTC and involves a partnership of high school, college and university faculty in math and non-math areas, along with employers and other significant stakeholders. The Board's supplemental agenda packet included a concept paper that provided a project overview, goals, outcomes and timelines.
- **Ford Foundation Grant Update.** Jan updated the Board on the "Bridges to Opportunity" project to improve access and success for low-income students to meet the state's workforce needs and to provide a pathway to a better future for low-income people. In September the State Board submitted a proposal for a two-year implementation grant of \$250,000 that will conclude in September 2005. There is the potential for a final two-year implementation grant from 2005-07. The Board's supplemental agenda packet included an implementation project overview to determine what tools can be used to help students successfully complete their college educations.
- **Education Reform Update.** As a follow up to a previous State Board study session on education reform, Jan recommended that the Board consider scheduling another study session briefing with the Superintendent of Public Instruction and others in January or March 2004. The Board's supplemental agenda packet included a list of proposed topics for the next briefing and a draft agenda for a joint meeting that would include college presidents and school district superintendents scheduled for November 19, 2003.
- **Olympic College Downtown Center.** Tom Henderson of the State Board staff referred to a letter from Olympic College President David Mitchell that was included in the Board's supplemental agenda packet. The college is considering the sale of its Downtown Center to the U. S. Government (Puget Sound Naval Shipyard), and the letter provided some background on the property and plans for the proposed sale.
- **Community and Technical College News.** Earl announced that the State Board staff is producing a new electronic version of *CTC News*, which will be distributed to the colleges and posted on the State Board web site. The newsletter will focus on policy issues and will also include introductions to new presidents, senior-level administrators, and State Board staff, along with news highlights from the colleges. The first issue of *CTC News* is now available and will be e-mailed to State Board members.
- **WorkFirst Update.** Earl reported that the Governor's WorkFirst Subcabinet will meet next week to determine how to cut the WorkFirst budget by an anticipated \$25 to \$30 million. The subcabinet is composed of agency directors representing Community, Trade and Economic Development; Employment Security; the Department of Social and Health Services; the Office of Financial Management; and the State Board. Earl will report back to the Board on the outcome of the meeting.

- **Hechinger Institute Conference.** Earl reported on a conference he was invited to attend in New York on the topic of education and the media. He participated in a panel discussion on open access and jeopardy.
- **Funding Relationships.** Chris Reykdal of the State Board staff gave a brief presentation on community and technical college funding compared to the four-year institutions. The presentation concluded that community and technical college funding for undergraduate education is lower than the four-year institutions and that expenditures per student for lower-division instruction is less than the four-year institutions.

### **APPROVAL OF 2004 LEGISLATIVE PLATFORM (Revised Resolution 03-10-26)**

Cindy Hough presented the community and technical college system's 2004 legislative platform, which was developed collaboratively by representatives from the trustees' and presidents' organizations, the faculty unions, and State Board members and staff. The Joint Legislative Committee's 2004 legislative session platform recommendations and related agenda background materials included under Tab 7 were reviewed and discussed by the Board at its study session the previous day.

Joint Legislative Committee recommendations for the 2004 legislative session include: Mader health care part-time faculty lawsuit settlement and part-time faculty health care benefits costs; funding to cover the liabilities of maintaining and operating facilities constructed with matching funds, Certificates of Participation, and projects which include childcare centers; requests for technical changes to the 2003-05 capital budget and authorization for three new alternatively financed projects; and assistance for colleges serving students with disabilities by providing them access to electronic versions of instructional materials. Recommendations for the future include: positioning the system for the 2005-07 biennial budget discussion by emphasizing the need for access and compensation.

Board members agreed to a suggested revision to the proposed resolution made by Carolyn Purnell to change the wording of the Mader health care settlement recommendation by replacing the words, "funding to cover. . ." with "advocate for prompt resolution of. . ."

***MOTION: Moved by José Ruiz and seconded by Paul Hutton that the State Board approve revised Resolution 03-10-26 (ATTACHMENT #1) adopting recommendations of the Joint Legislative Committee for the community and technical college system's 2004 Legislative Platform as outlined in the resolution.***

***MOTION CARRIED.***

### **APPROVAL OF 2003-04 MAJOR PROJECTS AND BUDGET FOR THE STATE BOARD OFFICE (Resolution 03-10-27)**

Sandy Wall presented the proposed list of 2003-04 major staff projects and the agency budget for the State Board in the amount of \$8.5 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 8 were reviewed and discussed with the Board at its study session the previous day.

State Board staff are involved in two major efforts that are dominating time and resources: 1) conversations at the state level regarding what the state priorities for higher education are, what the state is willing to fund, and how higher education will be funded; and 2) development of the system-s 2005-07 biennial operating and capital budget requests.

The major changes from last year's agency budget were summarized in the agenda materials. The budget changes are consistent with the State Board's system goals, the major projects, and the agency workplan:

- Staffing is at the same level as last year.
- Savings incentive funds are used to provide analysis of enrollment and tuition waivers and to provide communications/editing assistance. These are one-time expenses.
- The use of local funds reflects the transition of distance education funding from the federal LAAP grant to a model based on credit-hour fees.
- Support for the Interactive Video Network previously provided through two contractual relationships have been moved to the State Board office.
- One-time expenses last year were incurred intentionally in anticipation of budget reductions this year.

***MOTION: Moved by Carolyn Purnell and seconded by José Ruiz that the State Board adopt Resolution 03-10-27 (ATTACHMENT #2) approving the major projects and budget for the State Board office in the amount of \$8.5 million and delegating to the Executive Director the authority to make adjustments as deemed necessary to reflect changing conditions.***

***MOTION CARRIED.***

### **WEBSITE DEMONSTRATION: ACCESS TO COMMUNITY & TECHNICAL COLLEGES BY BUSINESS**

Mike Porter of the State Board staff, Mike Hudson and Alexis Nepomuceno with the Association of Washington Business, and Gerald Pumphrey reported that the community and technical college workforce system has been working with the Association of Washington Business to create the website WorkforceCollege.com. This portal provides a one-stop access system for businesses to contract with community and technical colleges in the state for customized workforce training. They demonstrated the website and provided a local perspective on the contract training mission and related issues and updated the Board on plans for next year.

**PUBLIC HEARING/PERMANENT RULE ADOPTION: WAC 131-12-080 STUDENT PROGRESS TOWARD DEGREES AND CERTIFICATION (Resolution 03-10-28)**

In accordance with the Open Meetings Act, the Board held a public hearing on a proposed permanent WAC rule adoption requiring colleges to adopt policies and procedures to ensure students enrolled in degree or certificate programs complete their programs in a timely manner to make the most efficient use of instructional resources and capacity. No public testimony was received.

As required by E2SSb 5125, the Board approved Resolution 03-06-18 at its June 2003 meeting, adopting policies to ensure that students complete degree programs in a timely manner. Tom Woodnutt of the State Board staff stated that the next step is for the Board to adopt a permanent WAC rule reflecting the requirements of the legislation.

He explained that the major components of the policies and procedures are to be focused on:

- Students who accumulate more than 125 percent of the number of credits required to complete an associate degree or certificate.
- Students who drop more than 25 percent of their course load.
- Students who remain on academic probation for more than one quarter.

To meet the requirements of E2SSB 5135, colleges will report the policies and procedures they develop by December 2003 to the State Board staff. Staff will prepare the required report to present to the State Board in January 2004 and will then submit it to the Higher Education Coordinating Board. The HECB is responsible for reporting to the legislative higher education committees its recommendations, based on the reports from higher education institutions, on the need for additional legislative action, including whether or not increased tuition and fees should be uniformly charged to students as an additional incentive for timely completion of degree and certificate programs.

***MOTION: Moved by Jane Nishita and seconded by Paul Hutton that the State Board adopt Resolution 03-10-28 (ATTACHMENT #3) permanently adopting WAC 131-12-080 regarding student progress toward degrees and certificates.***

***MOTION CARRIED.***

**CONSENT ITEM: TACOMA COMMUNITY COLLEGE PARKING EXPANSION LOCAL FUND APPROVAL (Resolution 03-10-29)**

***MOTION: Moved by Al Link and seconded by Sharon Fairchild that the State Board adopt Resolution 03-10-29 (ATTACHMENT #3) approving the expenditure of up to \$520,000 in local funds to complete a parking expansion project at Tacoma Community College.***

***MOTION CARRIED.***

### **CHAIR'S REPORT**

Chairman Tom Koenninger reported on the following items:

- **Trustees' Association Report.** TACTC President Helen Malone thanked Board members for the opportunity to attend the September State Board retreat and to participate in the policy discussions. She reported on the TACTC fall conference, new trustee orientation, and annual dinner with presidents' trustees' and State Board leadership.
- **State Board Activities Matrix.** The Board reviewed and updated the list of State Board activities and staff assignments.
- **Miscellaneous.** Tom Koenninger reported on meetings he recently attended of the National Collaborative Advisory Group and League for Education Voters. He also participated in dedication festivities for Walla Walla Community College's new Center for Enology and Viticulture. Tom called the Board's attention to a recent op-ed piece written by Clark College President Wayne Branch that appeared in The Columbian on the WSU-Vancouver branch campus issue.

### **ADJOURNMENT/NEXT MEETING**

There being no further business, the State Board adjourned its regular meeting of October 23, 2003, at 11:20 a.m. The next meeting of the State Board will be held December 2-3, 2003 at Seattle Central Community College.

---

Tom Koenninger, Chair

ATTEST:

---

Earl Hale, Secretary

STATE OF WASHINGTON

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

RESOLUTION 03-10-26  
(REVISED)

A resolution relating to the adoption of the system's legislative priorities for the 2004 session for community and technical colleges:

**WHEREAS** two-year colleges are vital to the state's economic recovery and provide an open door to higher education for many thousands of students across the state, and

**WHEREAS** the demand for the colleges' services already exceeds the available resources, and demand will continue to outpace the colleges' ability to provide services due to changing demographics and the changing economy,

**WHEREAS** compensation for system personnel is inadequate and inequitable, and the system has sustained budget cuts the last two years,

**NOW, THEREFORE, BE IT RESOLVED** that the system's highest priority is to emphasize the need to maintain community and technical college funding to preserve the colleges' ability to serve their communities and helping revitalize the economy.

**BE IT FURTHER RESOLVED** that the State Board for Community and Technical Colleges adopts the recommendation of the Joint Legislative Committee that includes the following items:

**2004 legislative session:**

- Advocate for prompt resolution of the Mader vs. Washington Health Care Authority class action settlement and the part-time faculty health care benefits cost,
- Funding to cover the liabilities of maintaining and operating facilities constructed with matching funds, Certificates of Participation and projects which include childcare centers, totaling \$2,546,000,
- Requests for technical changes to the 2003-05 capital budget and the authorization for three new alternatively financed projects, and
- Assistance for colleges serving students with disabilities by providing them access to electronic versions of instructional materials.

**For the future:**

- Reinforce the role played by community and technical colleges in providing access to higher education and enhancing the state's economy, supporting the need for:

- Expanded enrollment capacity to serve all students seeking a higher education, including space for two-year college students to transfer to upper-division programs.
- Compensation, including supporting the faculty unions' request for increased funding for part-time faculty, increments and full-time faculty conversions.

The recommendation is based on a unanimous consensus of the JLC members (which includes representatives of TACTC, WACTC, WFT and WEA faculty unions, and the State Board and its staff).

**APPROVED AND ADOPTED** on October 23, 2003.

---

Tom Koeninger, Chair

**ATTEST:**

---

Earl Hale, Executive Director

STATE OF WASHINGTON

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

RESOLUTION 03-10-27

A resolution relating to the 2003-2004 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 system is engaged in extensive strategic positioning and master planning efforts with policy makers, and

**WHEREAS** the State Board office is engaged in the development of its biennial operating and capital budget requests in consultation with system leadership,

**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 \$8.5 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 23, 2003.

---

Tom Koeninger, Chair

**ATTEST:**

---

Earl Hale, Secretary

STATE OF WASHINGTON

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

RESOLUTION 03-10-28

A resolution creating a WAC related to student progress toward degrees and certificates

**WHEREAS** the State Board is responsible for administering the rules related to policies concerning students progress towards degrees or certificates; and

**WHEREAS** as required by E2SSB5135, the State Board is establishing rules concerning students who accumulate more than one hundred twenty-five percent of the number of credits required to complete an associate degree or certificate; students who drop more than twenty-five percent of their course load; and students who remain on academic probation for more than one quarter;

**THEREFORE BE IT RESOLVED** that the State Board for Community and Technical Colleges hereby adopts permanent rule creating WAC 131-12-080 regarding student progress toward degrees and certificates as contained in Attachment One.

**APPROVED AND ADOPTED** on October 23, 2003.

---

Tom Koeninger, Chair

**ATTEST:**

---

Earl Hale, Secretary

STATE OF WASHINGTON

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

RESOLUTION 03-10-29

A resolution regarding use of local funds at Tacoma Community College for parking expansion.

**WHEREAS** Tacoma Community College has a significant parking problem; and

**WHEREAS** the temporary solution for an overflow parking area is not a sustainable and safe solution to meet increased demand; and

**WHEREAS** the City of Tacoma requires a permanent solution to the overflow lot; and

**WHEREAS** the college has sufficient local reserves and student fees to finance the locally funded project,

**THEREFORE BE IT RESOLVED** that the State Board for Community and Technical Colleges approve the use of up to \$520,000 in local funds for parking expansion.

**APPROVED AND ADOPTED** on October 23, 2003.

\_\_\_\_\_  
Tom Koeninger, Chair

**ATTEST:**

\_\_\_\_\_  
Earl Hale, Secretary