

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

MINUTES OF MEETING

December 3, 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

A C T I O N I N D E X
December 2, 2003

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

**Special Meeting Minutes
December 3, 2003**

[Note: The State Board held a study session on December 2, 2003, from 1:00 p.m. to 5:15 p.m. to discuss the following topics: 1) Tuition Waiver Studies: Data Briefing; 2) Strategic Position, 3) South Puget Sound Community College Hawks Prairie Property Acquisition, and 4) Increasing Access to Degrees for Apprenticeship. No action was taken at the study session.]

Board Members Present: Tom Koenninger (Chair), Jim Garrison, Paul Hutton, Al Link, Erin Munding, Jane Nishita, and José Ruiz

Board Members Absent: Sharon Fairchild and Carolyn Purnell

CALL TO ORDER

Chairman Tom Koenninger called the meeting to order at 8:25 a.m. and welcomed those present. He thanked Seattle Central Community College President Mildred Ollee and the Seattle District board of trustees for hosting the meeting and the previous evening's dinner with the district's board of trustees and staff. The dinner was prepared by students enrolled in the college's culinary arts program.

ADOPTION OF AGENDA

MOTION: Moved by Tom Koenninger and seconded by Jane Nishita that the State Board adopt its special meeting agenda of December 3, 2003, as presented.

MOTION CARRIED.

APPROVAL OF MINUTES

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

MOTION CARRIED.

HOST COLLEGE PRESENTATION

President Ollee welcomed State Board members and staff to Seattle Central Community College. She provided a brief overview of the college and its role in responding to the educational needs of the diverse community it serves. Dr. Ollee and college staff, instructors, and students discussed Seattle Central's programs, which helped them to be named *Time Magazine's* "College of the Year." Staff also reported on two capital projects the college is in the process of completing, including a new Little Theater and a Math and Science Building.

DIRECTOR'S REPORT

Executive Director Earl Hale reported on the following items:

- **Sound Bites.** Earl commented on the sound bites that he sent to Board members earlier that are being used by colleges to explain what we do and how we fit in to the higher education system. He asked the Board to respond to him with any questions or comments.
- **HECB Master Plan.** Earl gave a quick overview of the HECB master plan and where it stands now.

MOTION: Moved by Al Link and seconded by Paul Hutton that a letter be drafted for the Chair's signature that lays out the Board's perspective on the Higher Education Coordinating Board's interim master plan. Suggestions of content included:

- ***Favorable***
 - ***Mission, Vision, and Core Values***
 - ***Goals for Higher Education including increasing the opportunities for students to earn degrees and to respond to the state's economic needs***
- ***Concerns***
 - ***Lack of minimal analytical basis for the recommendations***
 - ***Guidelines to the context and structure. "Who is going to do what?"***
 - ***Governance system proposal***
 - ***Difference in the SBCTC and WTECB Missions with the HECB***
 - ***Compensation for faculty members***

MOTION CARRIED.

- **Boeing 7E7.** Earl reported that the decision on where the 7E7 manufacturing plant will be stationed has not yet been determined, but the Everett and Moses Lake sites are still being considered.

APPROVAL OF INCREASING ACCESS TO DEGREES FOR APPRENTICESHIP (Resolution 03-12-30)

Jim Crabbe reported on the requirements of SHB 1061, which directs SBCTC to convene a work group to examine current laws and rules pertaining to instruction for apprenticeship. The object is to reduce barriers for apprentices to earn associate degrees. The interim report and related agenda background material included under Tab 8 were reviewed and discussed by the Board at its study session the previous day.

The SBCTC policy group developed three specific recommendations regarding increasing access to degrees: 1) Recognize that colleges are already providing and promoting degrees. 2) The college system is receiving conflicting messages from policy makers regarding the college's role in supporting apprenticeship. In order for the college to maintain or increase participation in apprenticeship, new financial resources are needed. 3) For an implementation committee to clarify roles and responsibilities of apprenticeship partners, access the demand for apprenticeship degrees by industry, create statewide guideline/parameters to assist in the process for apprenticeship courses to be transcribed and if possible articulated universities, and develop a marketing plan for apprenticeship degrees.

MOTION: Moved by Al Link and seconded by Jane Nishita that the State Board approve Resolution 03-12-30 (ATTACHMENT 1) adopting recommendations for increasing access to degrees for apprenticeship to be forwarded to the Washington State Legislature as an interim report on December 15, 2003.

MOTION CARRIED.

APPROVAL OF PERFORMANCE TARGETS (Resolution 03-12-31)

Doug Whittaker presented the 2003-05 biennial targets. The Board discussed the recommendations and related agenda background materials included under Tab 9 at its study session the previous day.

The 2003-05 Budget Act requires SBCTC to develop a biennial plan to achieve measurable and specific improvements each academic year as part of a continuing effort to make meaningful and substantial progress to achieve long-term performance goals. The State Board is required to set biennial performance targets for each college or district, where appropriate, and shall track their actual performance on the statewide measures.

The system task force used the 2002-03 results as a basis for establishing the 2003-05 system performance targets. The task force allocated the performance increase to each district based on the district's 2003 share of the total. The initial target was negotiated with individual districts to allow for a differential emphasis related to the three mission related goals consistent with their institutional effectiveness plans: 1) Prepared for Work, 2) Prepared to Transfer, and 3) Demonstrated Substantive Basic Skill Gains.

MOTION: Moved by Jane Nishita and seconded by Jose Ruiz that the State Board adopt Resolution 03-12-31 (ATTACHMENT 2) adopting the 2003-05 performance targets.

MOTION CARRIED.

APPROVAL OF CONTRACT WITH THE ASSOCIATION OF WASHINGTON BUSINESS (Resolution 03-12-32)

Mike Porter followed up on the discussion at the October 2003 meeting where the Board heard a presentation from the Association of Washington Business (AWB) staff and Bellingham Technical College representatives. A demonstration of workforcollege.com website was conducted as well as a discussion on issues surrounding contract training in the college system.

Last year the Board delegated authority to the Executive Director to enter into a contract with the AWB for \$142,000. The goals for last year's contract have been achieved. The new contract with AWB is for \$122,000. Five goals have been identified for the new contract. 1) Continue to maintain and expand workforcollege.com to add value to business and college by installing an expanded internship-matching module and by creating a best practices module that can be accessed by colleges and employers. 2) Create and deliver an "Employer as Customer" workshop for college personnel as recommended by the AWB focus groups. 3) Educate key regional employers on the value and availability of the Job Skills Program (JSP) as well as solicit and screen potential JSP recipients. 4) Recruit business leaders to serve on workforce education advisory boards and committees. In addition AWB will develop orientation materials and provide training to prospective members prior to serving. 5) Continue to provide outreach and recruitment to businesses to market workforcollege.com and aggregate training demand from key industries and small businesses for use in college planning.

MOTION: Moved by Erin Mundinger and seconded by Jose Ruiz that the State Board adopt Resolution 03-12-32 (ATTACHMENT 3) delegating authority to the Executive Director to execute the contract with the Association of Washington Business.

MOTION CARRIED.

SOUTH PUGET SOUND COMMUNITY COLLEGE HAWKS PRAIRIE PROPERTY ACQUISITION (Resolution 03-12-33)

Tom Henderson presented a proposal requesting authority for South Puget Sound Community College (SPSCC) to develop a permanent site for its Hawks Prairie operation. Related agenda background materials under Tab 11 were discussed by the Board at its study session the previous day.

SPSCC has operated the Hawks Prairie Center in a commercial retail space since 1995 and it is becoming difficult to maintain and expand. Thurston County is one of the fastest growing areas of the state and the existing campus is near capacity and parking is becoming a significant issue. Thurston County population growth is occurring to the north. The availability of land is diminishing with time. The college has continued to evaluate the need for space and has worked with local legislators to ensure they are fully

aware of the institution's need. It is anticipated a satellite campus supporting approximately 500 FTE students will be required by 2019.

MOTION: Moved by Jane Nishita and seconded by Paul Hutton that the State Board adopt Resolution 03-12-33 (ATTACHMENT 4) approving SPSCC to pursue securing approximately 40 acres for a permanent location for the Hawks Prairie Satellite campus and returning to the Board with a specific parcel and price structure when a suitable acquisition is identified.

MOTION CARRIED.

CONSENT ITEM: EDMONDS COMMUNITY COLLEGE BOOKSTORE EXPANSION PROJECT (Resolution 03-12-34)

Tom Henderson reported on Edmonds Community College Bookstore Expansion Project. The current 5,500 square foot bookstore at Edmonds is located in a building that is scheduled for renovation soon and the college needs to relocate the bookstore. The college and its Facility Advisory Committee has proposed building a new stand-alone facility with 8,500 square feet of retail, display, storage, office and general operation space costing approximately \$2 million. The college proposes use of local funds and capital secured by the college foundation to complete the facility. The college would enter into a ground lease with the foundation/lending party and sign an operating lease with the foundation to use the property. Lease payments would be paid out of net bookstore revenue.

MOTION: Moved by Al Link and seconded by Erin Mundinger that the State Board adopt Resolution 03-12-34 (ATTACHMENT 5) approving the expenditure of \$2 million in local funds to construct an 8,500 square foot permanent stand-alone bookstore at Edmonds Community College.

MOTION CARRIED.

CHAIR'S REPORT

Chairman Tom Koenninger reported on the following:

- **Trustees' Association Report.** TACTC President Helen Malone reported on the November Joint Board of Directors/Legislative Steering Committee meeting and thanked Tom for attending. The HECB proposal, Strategic Position, legislative issues, and the system messages were discussed. She also reported on the November WACTC meeting, TACTC Fall Conference and New Trustee Orientation.
- **State Board Activities Matrix.** The Board reviewed and updated the list of State activities and staff assignments.

- **Miscellaneous.** Tom Koenninger commented on how impressed he was with the dedication festivities for the Walla Walla Community College's new Center for Enology and Viticulture. Tom also shared letters he sent to Bellingham Technical College President Gerald Pumphrey thanking him for hosting the October Board Meeting and to former Governor Dan Evans regarding his visionary article in the *Seattle Post-Intelligencer*.

ADJOURNMENT/NEXT MEETING

There being no further business, the State Board adjourned its special meeting of December 3, 2003 at 10:15 a.m. The next meeting of the State Board will be held January 21-22, 2003 at the State Board Office in Olympia.

Tom Koenninger, Chair

ATTEST:

Earl Hale, Secretary

STATE OF WASHINGTON
STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES
RESOLUTION 03-12-30

A resolution relating to increasing access to degrees for apprenticeship.

WHEREAS the State Board views apprenticeship as an important model for workforce training; and

WHEREAS the State Board believes in the value of life long learning and building career pathways; and

WHEREAS access to degrees for apprenticeship programs should be increased;

THEREFORE BE IT RESOLVED that the State Board for Community and Technical Colleges hereby adopts the recommendations of the Apprenticeship Policy Work Group and will forward those recommendations to the Legislature.

APPROVED AND ADOPTED on December 3, 2003.

Tom Koenninger, Chair

ATTEST:

Earl Hale, Executive Director

STATE OF WASHINGTON

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

RESOLUTION 03-12-31

A resolution relating to the 2003-05 performance reporting targets for the community and technical colleges of Washington State.

WHEREAS, the Legislature has a established performance requirement for the state community and technical college system; and

WHEREAS, the System Task Force for Performance Reporting has developed recommendations for system and district targets,

THEREFORE, BE IT RESOLVED, that the State Board for Community and Technical Colleges approves the Performance Reporting Plan for 2003-05 with the following targets:

- Prepared for Work- Increase from 22,319 to 22,600 the number of job preparatory students per year prepared for work
- Prepared to Transfer- Increase from 43,832 to 45,000 the number of academic students per year ready to transfer to baccalaureate institutions
- Demonstrate Substantive Basic Skill Gains- Increase from 51 percent to 55 percent the percentage of basic skills students per biennium who demonstrate substantive basic skills gains

APPROVED AND ADOPTED this 3rd day of December 2003.

Tom Koenninger, Chair

ATTEST:

Earl Hale, Secretary

STATE OF WASHINGTON
STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES
RESOLUTION 03-12-32

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 the goals for last year's contract have been achieved; and

WHEREAS to build on the success begun last year, five goals have been identified;

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 December 3, 2003.

Tom Koenninger, Chair

ATTEST:

Earl Hale, Secretary

STATE OF WASHINGTON
STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES
RESOLUTION 03-12-33

A resolution regarding South Puget Sound Community College's Hawks Prairie property acquisition.

WHEREAS South Puget Sound Community College has operated the Hawks Prairie Center in leased, retail space since 1995; and

WHEREAS population growth and expansion of retail enterprises in the area will continue; and

WHEREAS the college will face major escalation in lease costs and the potential loss of the existing lease to other commercial interests; and

WHEREAS there is significant enrollment growth at Hawks Prairie now and projected into the future,

THEREFORE BE IT RESOLVED that the State Board for Community and Technical Colleges approve South Puget Sound Community College to pursue securing approximately 40 acres for a permanent location for the Hawks Prairie satellite campus and returning to the Board with a specific parcel and price structure when a suitable acquisition is identified.

APPROVED AND ADOPTED on December 3, 2003.

Tom Koenninger, Chair

ATTEST:

Earl Hale, Secretary

STATE OF WASHINGTON
STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES
RESOLUTION 03-12-34

A resolution regarding use of local funds at Edmonds Community College for the bookstore expansion project.

WHEREAS the Edmonds Community College student bookstore (5,500 square feet) is undersized and is located in Mountlake Terrace Hall, a building scheduled for renovation this biennium; and

WHEREAS construction of a new, appropriately sized bookstore in a stand-alone facility would be beneficial for the college and least disruptive to students; and

WHEREAS the college has sufficient local funds and net bookstore revenue to support construction of this facility,

THEREFORE BE IT RESOLVED that the State Board for Community and Technical Colleges approve the Edmonds Community College request to build an 8,500 square foot bookstore for up to \$2 million in local funds.

APPROVED AND ADOPTED on December 3, 2003.

Tom Koenninger, Chair

ATTEST:

Earl Hale, Secretary