



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

**MEETING MINUTES**

**March 13, 2008**

**State Board Members**

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

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

**A C T I O N   I N D E X**  
**March 13, 2008**

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08-03-06	Approval of Minutes~January 31 2008 Regular Meeting Olympic College Property Acquisition	
08-03-07	Approving three Applied Bachelor's Degrees pilot programs to move forward in expanding, and gaining approval from the Higher Education Coordinating Board	3
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**STATE OF WASHINGTON  
STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES  
Olympia**

**Regular Meeting Minutes  
March 13, 2008  
SBCTC Office**

The State Board held a study session on March 12, 2008, from 12:00 p.m. to 5:30 p.m. at the State Board office. The following topics were discussed: 2009-11 budget development process, 2008 applied bachelor's degree pilot selection, and fall 2007 enrollment report. No action was taken at the study session.

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State Board Members Present: Erin Mundinger (Chair), Jim Bricker, Reuven Carlyle, Sharon Fairchild, Jim Garrison, Jeff Johnson, Tom Koenninger, Lyle Quasim, Beth Willis

**CALL TO ORDER & ADOPTION OF REGULAR MEETING AGENDA**

Chair Erin Mundinger called the meeting to order at 8:30 a.m. and welcomed those present.

***MOTION: Moved by Tom Koenninger and seconded by Sharon Fairchild that the State Board adopt the agenda for its March 13, 2008 regular meeting as presented.***

***MOTION CARRIED.***

**ADOPTION OF CONSENT AGENDA (Resolution 08-03-06)**

***MOTION: Moved by Tom Koenninger and seconded by Sharon Fairchild that the State Board adopt the consent agenda for its March 13, 2008 regular meeting as follows:***

- a) Approval of State Board January 31, 2008 Regular Meeting Minutes***
- b) Resolution 08-03-06 (ATTACHMENT #1) – Olympic College Property Acquisition***

***MOTION CARRIED***

**DIRECTOR'S REPORT**

Executive Director Charlie Earl's report covered the following topics:

- Legislative Update
- Exceptional Faculty Report
- SBCTC Audit/New Audit Procedures
- Student Listening Task Force Report
- Seattle/King County Workforce Education Collaborative
- Early Learning Report Implementation Plan
- Microsoft Partnership Update
- Student Achievement Presentation at AACCC Conference

**CHAIR'S REPORT**

Chair Erin Mundinger's report covered the following topics:

- **Trustees' Association Report.** TACTC Secretary Debra Lisser reported on recent meetings and activities of the trustees' association: February 10-13 ACCT National Legislative Summit and congressional visits; the April 4 TACTC Board of Directors/Legislative Committee meeting to discuss the budget development process; promotion of the system legislative program; and the May 15-17 TACTC Continuing Education Conference on the theme of "Recruitment, Retention, Renewal."
- **Presidents' Association Report.** WACTC President-elect Don Bressler reported on the February 20-21 WACTC meeting. The presidents discussed: a new calendar for budget planning; Washington State Quality Awards compliance; House of Representatives budget; promoting the system's legislative program; and updates on the CIS Rehosting Project and the Compensation Study Task Force
- **Parking Lot Items.** An updated list of the State Board's Parking Lot items was presented for review. The Executive Committee of the Board will continue to examine and revise the list following each meeting.
- **Faculty Union Report.** Lynne Dodson, president of the Seattle District AFT Washington, and Bernal Baca, lobbyist for AFT Washington, reported on faculty union activities and interests: legislation to convert part-time faculty positions to full-time; collaborating on the 2009-11 operating budget development process; and working with the Compensation Study Task Force. They are looking forward to working with the State Board and its staff on these and other issues of mutual interest.
- **Executive Director Evaluation Process.** Board members Jim Garrison, Jim Bricker, and Erin Mundinger agreed to form a committee to conduct the Executive Director's performance evaluation.

### **BOARD MEMBER NOTES**

Tom Koenninger reported that the Vancouver Historic Reserve Trust and Clark College are in the formative stage of jointly developing a community leadership program. The first meeting will be held soon. Tom also reported that he participated in recent interviews to select the new Washington Executive Leadership Academy director to replace Kae Hutchison who is retiring.

Lyle Quasim commented on how well integrated the Pierce County community and technical colleges are into the communities they serve. He referred to the kinds of community events and activities that are the result of this kind of interface.

### **2009-11 BUDGET DEVELOPMENT PROCESS**

The Board reviewed and discussed this item at its study session the previous day. Charlie Earl summarized the first of three discussions with system representatives and staff that will launch an accelerated, collaborative approach to developing the system's 2009-11 biennial operating budget request process.

At the study session, Board members and system stakeholders discussed goals, desired outcomes, and resources needed to develop the biennial request. They considered a variety of potential investments and the degree to which they advance the goals of the System Direction. The discussion provided information upon which the Board will base its direction to staff for the next steps in the budget preparation process: 1) overall approach, timeline and structure; 2) organizing goal statements; and 3) potential request items.

The Board and staff will work with system stakeholders through June 2008 to finalize the request.

**SELECTION OF 2008 APPLIED BACHELOR'S DEGREE PILOTS (Resolution 08-03-07)**

The Board reviewed and discussed this item at its study session the previous day. The first four applied bachelor's degree pilots were selected by the Board in April 2006. The 2007 Legislature authorized the State Board to select two additional pilots in 2008, at least one of which must be a technical college. The 2008 Legislature passed legislation authorizing the State Board to select three, rather than two, additional pilots in 2008. Jan Yoshiwara and Loretta Seppanen of the State Board staff provided background and an overview of the process used to evaluate the pilot project proposals for 2008.

At the study session, the Board received the recommendation of the Applied Bachelor's Degree Evaluation Committee from two of its members: David Borofsky, president; and Alice Madsen, Dean of Instruction, of Bates Technical College. The Committee reviewed three proposals submitted by Columbia Basin College (Bachelor of Applied Science in Applied Management), Lake Washington Technical College (Bachelor of Applied Technology in Applied Design), and Seattle Central Community College (Bachelor of Applied Science in Applied Behavioral Science). Representatives from each of these colleges were present to summarize their proposals and answer questions from the Board.

Based on its review of the evaluation criteria, the Committee identified the Lake Washington Technical College and Seattle Central Community College proposals as the strongest of the three submitted and recommended the Board's approval of their proposals.

The recent passage of SSB 5104 allows the Board to select a third pilot in 2008, for a total of seven applied bachelor pilots. The Committee has asked Columbia Basin College to provide some additional information in one area of their proposal before recommending it to the State Board for approval at a later date.

***MOTION: Moved by Tom Koenninger and seconded by Beth Willis that the State Board adopt Resolution 08-03-07 (ATTACHMENT #2) approving the applied bachelor's degree pilot proposals submitted by Lake Washington Technical College and Seattle Central Community College.***

***MOTION CARRIED.***

**APPROVAL OF COMMON COURSE NUMBERING POLICY (Resolution 08-03-08)**

Charlie Earl requested State Board approval of a system-wide policy on common course numbering effective Summer Quarter 2008, consistent with actions approved by the presidents' association (WACTC).

At the initiative of the presidents and through a series of actions taken by WACTC, the college system has been studying and implementing common course numbering, with a goal of completing implementation by all colleges by summer 2008. Although the State Board has approved annual staff work plans that included common course numbering as a project, to date the Board has not adopted common course numbering as a policy for the college system. Board adoption of the proposed policy is recommended because the collaborative process did not produce the intended common solution.

At WACTC's request, a system task force was formed in fall 2003 to study options and make recommendations for improving course transfer among community and technical colleges. WACTC subsequently approved the task force recommendation to implement common course

numbers for all academic courses effective summer 2007 and asked the task force to develop an implementation plan for its approval. In March 2006, after much debate, WACTC approved the plan which called for implementation effective summer 2007. In September 2006, WACTC approved an extension of the implementation timeline to summer 2008 in response to concerns raised by several colleges.

Charlie reported that nine colleges have implemented common course numbering in summer 2007, and 20 colleges intend to implement common course numbering by summer 2008. He learned recently that five colleges do not intend to fully implement common course numbering by the summer 2008 deadline, which is inconsistent with WACTC's earlier decisions and extended timeline. He and Jan Yoshiwara met with the deans of instruction and presidents of those colleges. All five have done course equivalency work but do not intend to change the course numbers in their catalogs by summer 2008 due to software programming issues.

Discussion followed on the proposed policy and possible sanctions for those colleges who fail to comply. Staff was directed to provide the Board with regular briefings on common course numbering and to alert the Board to implementation problems in case further action is necessary.

***MOTION: Moved by Jim Bricker and seconded by Beth Willis that the State Board adopt Resolution 08-03-08 (ATTACHMENT #3) endorsing the actions taken by the Washington Association of Community College Presidents and approving a common course numbering policy for the college system effective Summer Quarter 2008.***

***MOTION CARRIED.***

### **FY 2009 OPERATING BUDGET ALLOCATIONS & TUITION RATES**

Mary Alice Grobins and Denise Graham reported that the State Board is scheduled to take action on the 2008-09 operating funds allocations and tuition rates at its April 2008 meeting, following completion of the 2008 legislative session. They provided a brief overview of actions taken by the Board for FY 2008 and tuition increase authority granted by the Legislature for the current biennium.

The Board and staff discussed materials provided in the agenda packet. They considered the degree to which the staff recommendation adequately addresses the primary goals of the System Direction, provided direction to staff regarding allocation of FY 2009 state operating funds and student tuition increases, and considered how the passage of I-960 affects the State Board's delegated authority to increase resident student tuition rates and set non-resident tuition rates.

Feedback from the discussion will be used to prepare materials for the Board's final action in April. Staff will provide Board members with additional information as requested and will present options for the Board's consideration at its April/May meeting.

### **TECHNOLOGY TRANSFORMATION TASK FORCE REPORT**

Reuven Carlyle, Task Force Chair, updated the Board on the work of the Technology Transformation Task Force. The Task force will recommend a technology strategic plan in April that outlines the preferred future for delivering college instruction, services, and applications and guides future system-level investments.

The draft plan included in the Board's agenda packet described how the community and technical college system will need to work together and be efficient with existing and new resources to have the kinds of technologies and services needed to support learning in the 21<sup>st</sup> Century.

Governance for technology emerged as a key issue for achieving the goals of the technology plan. A work group of WACTC and State Board staff representatives has been working on options for governance and management of system-level technology functions. The Task Force met on March 3 to review the updated plan, determine which projects are foundational and need to come first, and prioritize all projects. The Task Force will begin building a budget request for proposed projects in the technology plan, add the governance section, and create a new draft of the plan for the Board's consideration in April.

**REPORT ON [www.CheckOutACollege.com](http://www.CheckOutACollege.com)**

Chris Reykdal and Suzy Ames of the State Board staff previewed a new website under development to promote two-year college programs. The website will serve prospective students, counselors, parents, and employers looking for the two-year college that is right for them.

The new website was developed with funds allocated by the Board in June 2007 for enhanced communications efforts, which ties directly to a primary element of the Board's System Direction to increase participation rates. In order to draw more students, the funds were used to create a comprehensive, system-wide web presence to reach people where they are today and draw them toward the colleges. For the first time, people will have the ability to search all 34 community and technical colleges by program, size, and location.

Staff highlighted the many unique features of the website and discussed how it will serve prospective students, grow and keep up to date in the future, and help support the colleges' recruitment efforts.

**ADJOURNMENT/NEXT MEETING**

There being no further business, the State Board adjourned its regular meeting of March 13, 2008 at 12:15 p.m. The next regular meeting of the State Board is scheduled for June 11-12, 2008 at the Wenatchee Valley Community College.

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Erin Mundinger, Chair

ATTEST:

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Charles N. Earl

**STATE OF WASHINGTON**  
**STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES**  
**RESOLUTION 08-03-06**

A resolution relating to the purchase of property within the Olympic College Master Plan boundary and provide surface parking instead of developing structured parking.

**WHEREAS**, Olympic College's Humanities and Student Services Replacement project includes \$9.5 million to build additional parking, and


**WHEREAS**, the planned location of the parking garage interferes with the future development of facilities in the college core, and

**WHEREAS**, recent traffic studies and site conditions have challenged the feasibility and cost of developing a parking garage, and

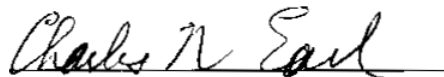
**WHEREAS**, purchase of property within the Master Plan boundary of the college and development of surface parking offers a better long term solution within the amount appropriated for the project,

**THEREFORE BE IT RESOLVED** that the State Board for Community and Technical Colleges recognizes the benefits and approves purchasing 32 residential properties and constructing surface parking at Olympic College within funds available in the Humanities and Student Services Replacement Project appropriation.

**APPROVED AND ADOPTED** on March 13, 2008.

  
Erin Munding, Chair

**ATTEST:**

  
Charles N. Earl, Secretary

**STATE OF WASHINGTON**

**STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES**

**RESOLUTION 08-03-07**

A resolution to approve the pilot colleges recommended by the Community and Technical College Applied Bachelor's Degree Evaluation Committee and authorizing the selected pilot colleges to:

- Move forward with the steps required to gain approval from the Higher Education Coordinating Board and the Northwest Commission on Colleges and Universities
- Receive the appropriate 2008-09 funding to begin detailed planning.

**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 Applied Bachelor's degree pilots; and

**WHEREAS** the Community and Technical College Applied Bachelor's Degree Evaluation Committee found the colleges identified below provided evidence of meeting or exceeding these criteria and that these colleges presented proposals that will expand the bachelor's degree capacity in the state;

**THEREFORE BE IT RESOLVED** that the State Board for Community and Technical Colleges approves the recommendations of the Evaluation Committee to select the following pilot colleges, authorizes these colleges to pursue approval of their proposal by the Higher Education Coordinating Board and the Northwest Commission on Colleges and Universities, and directs staff to include funding for the pilots in the FY09 allocation proposal due for consideration at a future 2008 State Board meeting:

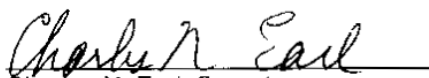
- Lake Washington Technical College – Bachelor of Applied Technology in Applied Design
- Seattle Central Community College – Bachelor of Applied Science in Applied Behavioral Science

**BE IT FURTHER RESOLVED** that the State Board for Community and Technical Colleges commends the three colleges that developed proposals for the 2008 Community and Technical College Applied Bachelor's Degree for their extensive work required to prepare proposals consistent with the criteria and for the institution's vision for expanding bachelor's degree access in their community.

**APPROVED AND ADOPTED** on March 13, 2008.

  
Erin Mundinger, Chair

**ATTEST:**

  
Charles N. Earl, Secretary

**STATE OF WASHINGTON**  
**STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES**  
**RESOLUTION 08-03-08**

A resolution relating to common course numbering.

**WHEREAS**, the State Board for Community and Technical Colleges is charged with providing general supervision and control over the state system of community and technical colleges, including,

- ensuring through full use of its authority that curriculum offerings will be provided to meet the educational and training needs of the community generally and the students thereof;
- establishing minimum standards to govern the operation of the community and technical colleges with respect to the content of the curriculums and other educational and training programs and eligibility for courses to receive state fund support;
- exercising any other powers, duties and responsibilities necessary to carry out the purposes of the enabling legislation for the community and technical college system, RCW 28B.50;

**WHEREAS**, one of the purposes of RCW 28B.50 is to provide administration by state and local boards which will avoid unnecessary duplication of facilities or programs; and which will encourage efficiency in operation and creativity and imagination in education, training and service to meet the needs of the community and students; and

**WHEREAS**, the Washington Association of Community and Technical Colleges (WACTC) commissioned a task force to study means of improving course transfer for students among community and technical colleges, approved a recommendation to pursue common course numbering among colleges in May 2004, adopted a plan to implement common course numbers for academic courses within the community and technical college system in March 2006, and extended the deadline for implementation to Summer 2008 in September 2006; and

**WHEREAS**, moving to system-wide common course numbers is an important step toward improving student success through collaboration and smooth transitions as students seek to achieve higher levels of educational attainment consistent with the Board's adopted System Direction Ten Year Goals; and

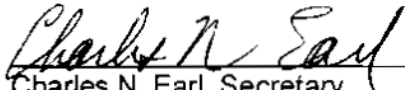
**WHEREAS**, the Board applauds the initiative of the colleges to undertake the hard work of transitioning to common course numbering for the benefit of our colleges' students;

**THEREFORE BE IT RESOLVED** that the State Board for Community and Technical Colleges resolves to establish common course numbering, a set of course numbers that colleges would share, as policy for the college system, consistent with the actions approved by the Washington Association of Community and Technical Colleges effective Summer Quarter 2008.

**APPROVED AND ADOPTED** on March 13, 2008.

  
Erin Munding, Chair

**ATTEST:**

  
Charles N. Earl, Secretary

