



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

MEETING MINUTES

May 12, 2011

State Board Members

**Jim Bricker (Chair), Coupeville
Sharon Fairchild (Vice Chair), Spokane
Shaunta Hyde, Lake Forest Park
Jeff Johnson, Olympia
Beth Willis, Lakewood
Erin Munding, Omak
Elizabeth Chen, Federal Way**

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
May 11, 2011

<u>Resolution Number</u>	<u>Description</u>	<u>Page in Minutes</u>
	Adoption of Consent Agenda:	
----	- Approval of State Board Regular Meeting Minutes for March 17, 2011	1
11-5-17	- Approval of 2011-12 State Board Meeting Schedule	1
11-5-18	- Approval of NW eTutoring Consortium Interagency Agreement	1
11-5-19	- Approval of Edmonds CC Property Acquisition	1
11-5-20	- Approval of Skagit Valley College Property Acquisition	1

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

**Regular Meeting Minutes
May 12, 2011
State Board Office, Olympia, WA**

The State Board held a study session on May 11, 2011 from 2:00 p.m. to 5:00 p.m. at the State Board office in Olympia. The Board received a status report on the Mission Study recommendation to build 21st century learning infrastructures. The Board also heard from a panel of community and technical college students on this topic.

.....
State Board Members Present: Jim Bricker (Chair), Sharon Fairchild (Vice Chair), Jeff Johnson, Erin Mundinger, Elizabeth Chen,

State Board Members Absent: Shaunta Hyde, Beth Willis

CALL TO ORDER AND WELCOME

Chair Jim Bricker called the meeting to order at 8:00 a.m. and welcomed those present. He then asked for audience self-introductions.

ADOPTION OF REGULAR MEETING AGENDA

MOTION: Moved by Sharon Fairchild and seconded by Erin Mundinger that the State Board adopt its May 12, 2011 regular meeting agenda as presented.

MOTION CARRIED.

ADOPTION OF CONSENT AGENDA (Resolutions 11-5-17 through 11-5-20)

MOTION: Moved by Sharon Fairchild and seconded by Erin Mundinger that the State Board adopt its May 12, 2011 consent agenda as presented.

- a) Approval of March 17, 2011 SBCTC regular meeting minutes***
- b) Resolution 11-5-17 (ATTACHMENT #1): 2011-12 SBCTC meeting schedule***
- c) Resolution 11-5-18 (ATTACHMENT #2): NW eTutoring Consortium interagency agreement***
- d) Resolution 11-5-19 (ATTACHMENT #3): Edmonds CC property acquisition***
- e) Resolution 11-5-20 (ATTACHMENT #4): Skagit Valley College property acquisition***

MOTION CARRIED

EXECUTIVE DIRECTOR'S REPORT

Executive Director Charlie Earl reported on the following items:

- State Board member representation at June 26-28, 2011 Governance Institute for Student Success training session.
- Retirement announcements: Skagit Valley College President Gary Tollefson and Lower Columbia College President Jim McLaughlin
- SBCTC Staff resignation announcement: SBCTC Distance Learning Director, Cable Green

- State Board office staffing numbers
- WorkFirst funding update
- Washington State Quality Awards next steps

IMPLEMENTING 2012 OPERATING BUDGET AND TUITION SCHEDULES

Denise Graham of the State Board staff provided an update on the state's 2012 operating budget and discussed the next steps and decision points in the budget process in preparation for future decision making based on the final 2011-13 operating budget. She was joined by Ed Brewster, president of Grays Harbor College and chair of the WACTC Operating Budget Committee, and community and technical college student leaders Lauren Adler (Pierce College Puyallup) and Matthew Schroeder and Nick Steel (South Puget Sound Community College), who addressed the students' views and concerns regarding tuition increases.

The Board provided direction to staff on allocation methodologies, tuition schedules, tuition/fees for Running Start students, enrollment rules, and Enterprise Resource Planning funding.

ENTERPRISE RESOURCE PLANNING READINESS ASSESSMENT REPORT

Mike Scroggins of the State Board gave an update on the Enterprise Resource Planning (ERP) Project. He was joined by Barbara Martin, SBCTC ERP Project Director and Irma Fabular, Gartner Education Consultant for North America. The ERP project is a major step into the future for students, faculty, staff and the public. With this project the community and technical college system will replace a wide variety of systems and unify workflow processes across the 34 colleges. The ERP will provide improved student services, comprehensive financial aid services, a unified view of human resources, integrated financial management and controls, and robust reporting and research capabilities.

The first step in planning for an ERP project is the Readiness Assessment, which has now been completed. The assessment involved collecting data from existing documents and conducting one-on-one interviews, surveys, and focus group meetings with college personnel. The Readiness Assessment determined the SBCTC's and college system's degree of readiness to execute a major ERP project and identified specific areas to focus on in the preparation process. A group of system stakeholders was convened to provide feedback and input to the Readiness Assessment process.

The Board was presented with the findings from the assessment along with recommendations from the consultants.

LEGISLATIVE UPDATE

The Legislature adjourned its 2011 regular session on April 22. The final budgets had not been agreed upon, so the Governor called the Legislature back into special session beginning April 26, 2011. By law, special sessions may not exceed 30 days. The special session is scheduled to end May 25, 2011. Additional special sessions may be called if needed.

Executive Director Charlie Earl updated the Board on the status of bills of significance to the community and technical college system.

CHAIR'S REPORT

Chair Bricker presented his report:

- **Trustees' Association Report.** TACTC President-elect Tom Malone announced that the theme of the Trustees' association for next year is "Student Success." He expressed appreciation to members of the State Board members who will be attending the Governance Institute for Student Success training in June. TACTC is considering a special project to enhance faculty development for the purpose of accelerating the adoption of instructional technology and open educational resources in the community and technical colleges.
- **Presidents' Association Report.** WACTC President Michele Johnson reported on the presidents' work and recommendations with regard to differential tuition, capital projects, efficiencies and the Enterprise Resource Planning project, and the Governance Institute for Student Success. She thanked the Board for its support and knowledge of the community and technical college system.
- **Parking Lot Items.** An updated list of the State Board's Parking Lot items will be presented for review and revision at the June 2011 State Board meeting.
- **Executive Director's Performance Evaluation Process Update.** Vice Chair Sharon Fairchild outlined the process the State Board will use this year to conduct the Executive Director's annual performance review.
- **Appointment of Nominating Committee for 2011-12 SBCTC Chair and Vice Chair Positions.** Chair Bricker appointed Erin Munding to chair the Nominating Committee. Jeff Johnson and Shaunta Hyde agreed to serve as members of the committee. Election of State Board officers will be held at the June meeting.
- **Appointment of Efficiency Steering Committee Chair.** Chair Bricker appointed Erin Munding to replace former State Board member Jim Garrison as chair the Efficiency Steering Committee.

BOARD MEMBER NOTES

- Chair Bricker commented that he is pleased the State Board's "Voice of the Student" theme this year has resulted in increased student participation at Board meetings, with time set aside on the agendas for student presentations. He acknowledged the importance and value of student involvement in the Board's deliberations.
- Elizabeth Chen reported on the U. S. Department of Education's Community College Regional Summit that she attended on April 15 in San Diego. She shared recommendations that came from discussions about institution-level barriers, solutions, and promising practices in serving military service members and veterans.

SBCTC Regular Meeting Minutes
May 12, 2011
Page 4

ADJOURNMENT/NEXT MEETING

There being no further business, the State Board adjourned its regular meeting of May 12, 2011 at 12:00 p.m. The State Board will hold its next regular meeting on June 22-23, 2011 at the State Board Office in Olympia.

J.A. Bricker, Chair

ATTEST:

Charles N. Earl, Secretary

STATE OF WASHINGTON
STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES
RESOLUTION 11-05-17

WHEREAS the State Board adopts its meeting schedule for the fiscal year for publication in the *Washington State Register*;

THEREFORE BE IT RESOLVED that the State Board has agreed upon the following meeting dates and locations for 2011-12:

September 12-14, 2011 (retreat)	State Board Office, Olympia
October 26-27, 2011	Renton Technical College
November 30 - December 1, 2011	Tacoma Community College
February 1-2, 2012	State Board Office, Olympia
March 21-22, 2012	State Board Office, Olympia
May 9-10, 2012	Big Bend Community College
June 20-21, 2012	Clover Park Technical College

APPROVED AND ADOPTED on May 12, 2012.


J. A. Bricker, Chair

ATTEST:


Charles N. Earl, Secretary

STATE OF WASHINGTON
STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

RESOLUTION 11-5-18

A resolution awarding up to \$246,000 of state funds to Connecticut Distance Learning Consortium and Washington State University for eTutoring services that enable students to obtain online access to tutoring services.

WHEREAS, the State Board has current agreements with Connecticut Distance Learning Consortium and Washington State University to support systemwide eTutoring services,

THEREFORE BE IT RESOLVED that the State Board for Community and Technical Colleges grants the Executive Director the authority to award state funds consistent with Board policy and state law; and

BE IT FURTHER RESOLVED that the State Board for Community and Technical Colleges delegates authority to the Executive Director to execute agreements with Connecticut Distance Learning Consortium and Washington State University not to exceed \$246,000 for two years; and

BE IT FURTHER RESOLVED that the State Board for Community and Technical Colleges grants the Executive Director authority to make adjustments to the proposed award outlined in the Connecticut Distance Learning Consortium and Washington State University agreements if the anticipated program funding changes due to changes in college participation in the NW eTutoring Consortium; and


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, and uniform accounting and reporting requirements.

APPROVED AND ADOPTED on May 12, 2011.



J.A. Bricker, Chair

ATTEST:



Charles N. Earl, Secretary

STATE OF WASHINGTON
STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES
RESOLUTION 11-5-19

A resolution relating to Edmonds Community College's property acquisition.

WHEREAS, Edmonds Community College is in need of additional program space for their expanding Allied Health programs; and

WHEREAS, the college has leased space in the building for many years and the purchase of the property is part of the college's campus master plan; and

WHEREAS, the college has a reserve balance of sufficient local funds dedicated to this purchase; and

WHEREAS, on February 28, 2011, the Edmonds Community College Board of Trustees approved the purchase.

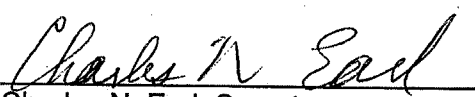
THEREFORE BE IT RESOLVED that the State Board for Community and Technical Colleges authorizes Edmonds Community College to use local funds up to \$3,500,000 for the purchase of property located at 6600 196th St SW in Lynnwood.

APPROVED AND ADOPTED on May 12, 2011.



J.A. Bricker, Chair

ATTEST:



Charles N. Earl, Secretary

STATE OF WASHINGTON
STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES
RESOLUTION 11-5-20

A resolution relating to Skagit Valley College's property acquisition.

WHEREAS, with the combination of increased enrollment and the need to meet the growing educational needs of the community; and

WHEREAS, the college has identified property available for purchase that will allow the college to better serve its student population and at the same time expand the college's physical size; and

WHEREAS, the college will use parking fee revenue to make the purchase; and

WHEREAS, on February 22, 2011, the Skagit Valley College Board of Trustees approved the purchase.

THEREFORE BE IT RESOLVED that the State Board for Community and Technical Colleges authorizes Skagit Valley College to use up to \$255,000 to purchase property located at 1911 North LaVenture Road in Mount Vernon.

APPROVED AND ADOPTED on May 12, 2011.



J.A. Bricker, Chair

ATTEST:



Charles N. Earl, Secretary