**STATE BOARD MEETING**

Meeting Minutes
State Board Office, Olympia

Business Meeting: May 7, 2015
8 a.m. to 12:30 p.m.

Shaunta Hyde, chair pro tempore
Jim Bricker ● Elizabeth Chen ● Anne Fennessy ● Wayne Martin
Larry Brown ● Jay Reich ● Carol Landa-McVicker ● Phyllis Gutierrez-Kenney
Marty Brown, executive director ● Beth Gordon, executive assistant

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

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State Board members present
Shaunta Hyde, Jim Bricker, Elizabeth Chen, Anne Fennessy, Larry Brown, Wayne Martin, Jay Reich and Carol Lande-McVicker

Call to order and welcome
Chair pro tempore Shaunta Hyde called the meeting to order at 8 a.m., welcomed those present and asked for audience introductions.

Adoption of regular meeting agenda
Motion: Moved by Jay Reich and seconded by Elizabeth Chen that the State Board adopt its May 7, 2015, regular meeting agenda as presented.

Adoption of consent agenda (Resolutions 15-05-11 through 15-05-15)
Motion: Moved by Elizabeth Chen and seconded by Jay Reich that the State Board adopt the consent agenda for its May 7, 2015, regular meeting as presented:
   a) Approval of State Board regular meeting minutes for March 26, 2015
   b) Resolution 15-05-11: 2015-16 SBCTC meeting dates and locations
   c) Resolution 15-05-12: Interagency agreement: college readiness transition courses project
      a. Resolution 15-05-13: Bellevue College, property acquisition, 2445 145th Place SE
      d) Resolution 15-05-14: Olympic College, property acquisition, 1306 13th Street
      e) Resolution 15-05-15: Wenatchee Valley College, local expenditure authority, energy savings project

2016 allocation review
Tom Keegan and Nick Lutes presented that the outcome of the 2015-17 biennial budget remains unknown with the Legislature now in special session. Depending on the timing of the final budget, the State Board is expected to adopt initial operating budget allocations, as well as tuition and fee schedules, for fiscal year 2016 in June 2015. At the May 2015 meeting, staff will provide context and information relevant to those upcoming decisions. The State Board will be asked to provide direction to staff on fiscal year 2016 allocations and on tuition policy for resident and non-resident students.

2016 allocation adjustments
The State Board will approve fiscal year 2016 funding allocations to the colleges after the enactment of the 2015-17 operating budget. The system chancellors and presidents, through the Washington Association of Community and Technical Colleges (WACTC) Board of Presidents, have adopted allocation recommendations related to potential budget changes contained in legislative proposals for the board’s review.

Earmarks and provisos
Within the allocations to individual colleges, the State Board identifies certain activities and programs that hold statewide significance or hold policy significance for the community and technical college system. The chancellors and presidents have reviewed the recommended list. Also included is a listing of provisos that are that currently being included by the legislative proposals for the 2015-17 budget.
Tuition schedules

Full-time resident
Neither the House nor Senate authorizes tuition increases for resident undergraduate tuition. Final tuition recommendations will be linked to the tuition policy included in the enacted budget.

Non-resident tuition
The State Board’s authority for setting tuition for non-residents resides in RCW 28B.15.067, which states the board “…may reduce or increase full-tuition fees for all students other than resident undergraduates, including nonresident students.”

Full-time non-resident students currently pay $9,235 in tuition per year, more than twice as much as resident students. The system currently enrolls more than 9,000 non-resident and International Contract students (who also pay at the non-resident tuition rate). Since 2004, when authorized to increase resident tuition, the State Board increased nonresident tuition rates by the same dollar amount, rather than the same percentage, as resident tuition.

If increased 3 percent, annual non-resident tuition for a full-time student would increase from the current $9,235 to $9,512, an increase of $277. A change of this proportion would increase system operating revenues by approximately 0.2 percent. Final recommendations will be linked to the tuition policy included in the enacted budget.

Applied baccalaureate tuition
Neither the House nor the Senate provides authority to increase undergraduate resident tuition for the Applied Baccalaureate courses (upper-division).

Enrollment rules
The Legislature assigns enrollment targets for the community and technical college system through the operating budget. Typically, the budget act contains a total enrollment target and an enrollment target for the Worker Retraining program. Targets for enrollment growth in specific mission or program areas may also be called out in the budget act or assigned through published budget notes when new enrollment funding is provided.

The State Board seeks to ensure that legislative targets are met and that scarce resources are deployed where needed most by: (a) allocating enrollments and associated funding to the districts; (b) adopting rules specifying the conditions under which a district is eligible to receive additional growth enrollments; and (c) adopting rules specifying the conditions under which a district’s allocated enrollments and associated funding will be reduced.

Fiscal year 2016 represents a transition year between allocation models. As the method for distributing state appropriations changes, the enrollment rules used by the system will change. For the coming fiscal year, the rules reflect the transition from old enrollment parameters to those that will be in place with the new model.

At their meetings in April and May 2015, the WACTC Board of Presidents examined the existing enrollment rules and the allocation transition issues and recommended system wide rules for board review. Briefly stated, the recommended rules are:

- All allocated state enrollments: Districts must maintain 100 percent of their allocated enrollment targets in order to qualify for enrollment target increases in the following year (if provided for in the budget).

- Fiscal year 2016 is a transition year for purposes of enrollment accountability, due the planned implementation of a new allocation methodology in fiscal year 2017.
• Begin the link to the new allocation methodologies by outlining the process for establishing the target for fiscal year 2016 and how the new methodology will compile future enrollment targets.

• Worker Retraining enrollments: Districts that fall below 100 percent of their target the past two years in a row will lose a portion of their Worker Retraining funding and allocated enrollments next year. Districts that fail to meet 100 percent of their annual total allocation (i.e., all enrollments) will be ineligible to receive an increase in Worker Retraining enrollments.

• Earmarked enrollments: Districts that do not meet enrollment targets for earmarked enrollments may be subject to a reduction in funding and allocated enrollments. Earmarked enrollments are those associated with funding that has been set aside by the State Board for specific programs. In fiscal year 2016 they include aerospace apprenticeships, Hospital Employee Education and Training, university contracts, and the applied baccalaureate programs.

• Monitored enrollments: Districts are expected to maintain strong commitments to the following types of enrollments: Basic education for adults, apprenticeships and I-BEST.

Innovation account funding
Authorized in 2011 by the Legislature, the State Board can dedicate up to 3 percent of operating fee revenues (a portion of tuition) to the community and technical college Innovation Account. Funds in the account are to be used to implement the State Board’s strategic technology plan. Funding for ctcLink, the replacement for our legacy administrative systems, comes from the Innovation Account.

To provide sufficient revenue for the Innovation Account to cover 2016 expenditure projections, 3 percent of operating fee collections is recommended for dedication to the account.

Host college presentation
Clark College President, Robert Knight presented on many of the colleges accomplishments. Student presentations included an overview of the NASA Rocket Program. The meeting participants also received a visit from the Clark College penguin, Oswald.

Trustees’ Association report
• Upcoming Spring convention
• Confirmation statuses

Presidents’ Association report
• President and president elect appointments will be made at the next meeting
• July summer retreat
• May meeting overview
• Allocation task force update

FACTC report
• FACTC overview
• New president introduction
Math acceleration and student success strategic plan

State Board members Wayne Martin, taskforce chair, and Elizabeth Chen, taskforce vice chair, and state board staff Jan Yoshiwara and Bill Moore presented that in May 2014 the Board approved a proposal for developing a strategic plan for math acceleration and success in the community and technical college system. The Board charged staff to assemble and convene a system task force to develop a plan that builds on the college and system level work done to date, provides recommendations for supporting the work at scale across the system, and identifies metrics to measuring and evaluating progress. Through a series of meetings beginning in August 2014 the task force chaired by board member Wayne Martin and co-chaired by board member Elizabeth Chen, defined a set of principles and recommended actions that have now been reviewed and endorsed by key system groups and WACTC.

Board members had an opportunity to review and discuss the draft Math Acceleration and Student Success Strategic Plan at the March 26, 2015 Board meeting. Board members provided positive feedback on the draft Plan and asked staff for an implementation plan. In April, the Math Task Force convened for a final review of the Strategic Plan and to discuss implementation activities. Task Force members propose clarifying language on the recommendations. The recommendations discussed by the Board in March are not changed in substance, but reorganized to more clearly lead to action steps.

The draft plan is grounded in core principles of degree completion, scalability and building on current best practices as described below, and offers the following set of recommendations for the Board’s consideration:

I. Define and promote college level math pathways tailored to students’ academic majors and/or professional and technical program requirements, aligning pre-college curriculum to those pathways.

II. Improve and expand academic and career pathway advising to help students choose math pathways that support their goals, and leave the door open for opportunities to achieve even higher goals.

III. Extend math reforms to improve opportunities for students interested in a path from professional and technical programs to baccalaureate programs.

IV. Engage faculty and staff in sustained work to bring improvements in math success to scale.

V. Expand the MESA program.

VI. Clearly define and use metrics for measuring progress.

The draft implementation plan is a work in progress. Current activities and to be developed activities are identified. Staff and task force members are discussing the math strategic plan with system groups in April and May to identify next steps for inclusion in the 2015-16 work plans for instruction, student services and institutional research commissions.

WACTC was briefed on the math strategic plan recommendations at their March 26-27, 2015 meeting. Action on the recommendations was taken at the April 24, 2015 meeting.

Motion: Moved by Wayne Martin and seconded by Elizabeth Chen that the State Board adopt Resolution 15-05-16 approving the math acceleration and student success strategic plan.
Final consideration of applied baccalaureate degrees

Grays Harbor College-Organizational Management
Grays Harbor College proposes a Bachelor of Applied Science degree in Organizational Management beginning fall 2015. This degree has been developed after extensive communication with community stakeholders who identified specific areas of need and presents an industry-driven curriculum. The degree provides a pathway for students with associate degrees in human services, criminal justice and business management to take leadership roles in non-profit and profit-based organizations. This degree is Grays Harbor College’s first applied baccalaureate program. A formal peer review process was completed proving the proposal demonstrated a commitment to a comprehensive student plan and proved a sustainable fiscal model. External reviewers were consulted, including the director of the Master in Public Administration program at The Evergreen State College and the dean of the School of Business at Saint Martin’s University.

Motion: Moved by Elizabeth Chen and seconded by Wayne Martin that the State Board adopt Resolution 15-05-17 approving Grays Harbor College’s Bachelor of Applied Science degree in Organizational Management.
Motion carried.

Grays Harbor and Green River College-Forest Resource Management: Sampling and Assessment (Green River College and Operations (Grays Harbor College))
Grays Harbor College and Green River College propose a joint Bachelor of Applied Science degree in Forest Resource Management: Sampling and Assessment (Green River) and Operations (Grays Harbor). This degree is designed to prepare students for employment in forestry, natural resource planners, project coordinators, environmental technicians, conservation scientists, wildland fire supervisors and forest practices inspectors. The joint degree is envisioned to bring together the strengths and resources of two colleges resulting in the generation of a uniquely focused degree. Green River College would begin the initial class offering in fall 2015. Grays Harbor College anticipates beginning fall 2016. Green River and Grays Harbor participated in a peer review determining that the proposal meets the criteria for a rigorous curriculum, qualified faculty, an admission policy conducive to an open access mission, adequate student support services and a sustainable fiscal plan.

Motion: Moved by Jim Bricker and seconded by Jay Reich that the State Board adopt Resolution 15-05-18 approving Grays Harbor College and Green River College’s joint Bachelor of Applied Science degree in Forest Resource Management: Sampling and Assessment (Green River) and Operations (Grays Harbor).
Motion carried.

Green River College-Aeronautical Science
Green River College proposes a Bachelor of Applied Science degree in Aeronautical Science to meet the high demand for aviation professionals in the operations sector of the aviation industry beginning fall 2015. This degree will provide graduates with aeronautical technical knowledge that meet aviation industry operations, educational and job skill standards. Students prepare for career pathways as pilots, dispatchers, air traffic controllers, airport managers and the newly emerging unmanned aerial vehicle systems. The degree will provide a solid foundation of highly technical aeronautical knowledge relevant to and in support of Code of Federal Regulations Title 14, Aeronautics and Space Regulations and Procedures. This degree builds on a strong portfolio of associate in applied science degrees at Green River College, a college known for its strong aviation program.

Motion: Moved by Larry Brown and seconded by Jim Bricker that the State Board adopt Resolution 15-05-19 approving Green River College’s Bachelor of Applied Science degree in Aeronautical Science.
Motion carried.
Spokane Falls Community College-Applied Management

Spokane Falls Community College proposes a Bachelor of Applied Science degree in Applied Management beginning fall 2015. The program builds upon the Associate of Applied Science in Business Management offered in Spokane where there has been significant program growth over the past several years. The degree is designed to meet current and anticipated demand for qualified managers across a wide array of industries, focusing specifically on the fields of manufacturing and health care. A formal peer review determined the degree met the criteria for a rigorous curriculum at the baccalaureate level, quality faculty, a specified admissions policy, adequate student support services, a sustainable and appropriate fiscal plan and evidence of collaboration with neighboring higher education institutions.

Motion: Moved by Carol Landa-McVicker and seconded by Anne Fennessy that the State Board adopt Resolution 15-05-20 approving Spokane Falls Community College’s Bachelor of Applied Science degree in Applied Management. Motion carried.

Tacoma Community College-Health Information Management

Tacoma Community College proposes a Bachelor of Applied Science degree in Health Information Management which will prepare students for careers that involve acquiring, analyzing, and protecting digital and traditional media information vital to providing quality patient care beginning in fall 2015. With the move toward electronic health records and the implementation of the Affordable Care Act, professionals in the health information technology fields are in high demand. This applied baccalaureate degree is designed to build upon Tacoma’s current Associate of Applied Science in Health Information Technology and also provide a pathway for students who are certified as Registered Health Information Technicians but wish to earn the bachelor’s degree and Registered Heath Information Administrator credential. Since this is Tacoma’s first applied baccalaureate degree program, a formal peer review process took place where the reviewers determined the proposal demonstrates a commitment to baccalaureate level rigor, a comprehensive student services plan, appropriate staff and administration and a sustainable fiscal model.

Motion: Moved by Jay Reich and seconded by Phyllis Gutierrez Kenney that the State Board adopt Resolution 15-05-21 approving Tacoma Community College’s Bachelor of Applied Science degree in Health Information Management. Motion carried.

Whatcom Community College-Information Technology: Networking

Whatcom Community College proposes a Bachelor of Applied Science degree in Information Technology: Networking beginning fall 2017. This degree will build upon Whatcom’s current Associate of Science in Computer Information Systems and Associate of Applied Science-Transfer in Cybersecurity while focusing on industry sectors including Industrial Control Systems, Cloud Computing and Mobile Technologies. Graduates will be prepared to enter the workforce as network administrators, computer and information systems managers or computer network architects. Whatcom is a National Center of Academic Excellence in Information Assurance 2-Year Education and the lead institution for CyberWatch West, a National Science Foundation regional center for cybersecurity education. Whatcom participated in a formal peer review process where reviewers determined the proposal demonstrated a commitment to baccalaureate level rigor, a comprehensive student services plan, appropriate staff and administration and a sustainable fiscal model. Additionally, Whatcom has been in contact with neighboring Western Washington University and Bellingham Technical College to ensure seamless pathways for students and regional collaboration for this program.

Motion: Moved by Anne Fennessy and seconded by Jay Reich that the State Board adopt Resolution 15-05-22 approving Whatcom Community College’s Bachelor of Applied Science degree in Information Technology: Networking. Motion carried.

Yakima Valley Community College-Information Technology: Networking-System Administration

Yakima Valley Community College proposes a Bachelor of Applied Science degree in Information Technology: Networking-System Administration beginning fall 2015. The degree program will build upon Yakima Valley’s Associate of
Applied Science degrees in Information Technology, Network Administrator and Support Specialist. The degree would provide additional expertise and skills for a workforce to expand businesses as well as provide educational opportunities for place-bound working adults in fields requiring bachelor’s degrees. Because Yakima Valley has received approval by the Northwest Commission to offer applied baccalaureate degrees, a formal peer review was not required. However, an informal peer review by community and technical college administrators and State Board staff determined that Yakima Valley had met the requirements for curricula rigor, qualified faculty, appropriate student support services for a baccalaureate-level program, an admission policy that adhered to the open access mission to serve diverse communities, a sustainable fiscal plan and evidence of discussions with neighboring institutions of higher education to support further student pathways.

Motion: Moved by Wayne Martin and seconded by Larry Brown that the State Board adopt Resolution 15-05-23 approving Yakima Valley Community College’s Bachelor of Applied Science degree in Information Technology: Networking-System Administration. Motion carried.

**Legislative report**

The State Board was briefed on the status of the 2015 legislative session including priority legislation and progress toward reaching key priorities for the community and technical college system as outlined in the [2015 Session Advocacy Plan](#).

The board will also be briefed on congressional action as it relates to the community and technical college system’s 2015 federal legislative priorities.

**Executive director report**

- Labor Unions, Washington Education Association and the Association of Teacher Federations reported on increment funding
- Summary of approved local capital projects over $1 million
- Parking lot review

**Chair pro tempore report**

- Update on Executive Director evaluation process
- Update on State Board officers nominating process

**Adjournment/next meeting**

There being no further business, the State Board adjourned its regular meeting of May 7, 2015, at 12:30 p.m. The State Board will hold next meeting June 22-23, 2015, at Walla Walla Community College.

Attest:

__________________________________________  Shaunta Hyde
chair pro tempore

__________________________  Marty Brown
secretary