

Council for Basic Skills Minutes

February 20, 2026

Zoom

Agenda Items	Action / Discussion
1. Welcome, announcements, greetings	<ul style="list-style-type: none">● Review of the meeting. Virtual in-person as planned, packed agenda and meet for a shorter time since virtual. Spring will occur in-person at Big Bend May 7-8.● Committees will meet, but also should meet outside of this meeting.● Acknowledge the hard work you all are doing, and challenging for the council. As we navigate shifts, federal state institutions, thanks for showing up for all of our programs, will be different for each institution. Steady, compassionate leaders show up for people and family.● Executive Team: Chair Lionel, former Chair Jennifer Barber, Elect Ammie Batton, Samantha Nelson, Secretary, Treasurer Jodi Bortz; Membership Coordinator: Amy Diehr; At-Large Members: Cat Howel and Karen Lee.● Acknowledgement of the committee chairs:<ul style="list-style-type: none">○ Innovations: Rozella Cruz-Yu Jung & Cat Howell○ Equity & Inclusion: Jessica Strickland & Ricardo Chavez○ Guided Pathways: Riva Morgan & Jennifer Vaughn○ Technology: Samantha Nelson & Ted Mansfield○ Community Outreach & Retention: Lindsey Garcia & Ali Cohen● Went over Agenda - Will Adjourn at 12:00.
2. Instruction Commission Update –Amie Batton	<ul style="list-style-type: none">● Peter Lortz - VPI at North Seattle, He/Him, system for 32 years. Past chair of IC. Joined Transitions Committee, new to BEa work. Transitions Committee in transitions, Transitions in VPI

	<p>positions ⅔ VPIs on Transitions Committee have left, only person at last meeting, reached out to VPIs and Deans whose VPIs were on transitions meeting, will schedule meeting and has a plan. Spring CBS meeting - Nate Humphreys will be liaison for Transitions to attend meetings. Discussed that dashboard will be coming out.</p>
<p>3. SBCTC Updates, Troy Goracke and SBCTC Team</p>	<p>Katelynn Orellana -Introduce Faculty Developers</p> <ul style="list-style-type: none"> ● Michal Ann Ure & Jen Boland (Skagit) -Curriculum meant to be aligned with CASAS according to WOIA and CCCRs, huge ask for our programs. Daunting for new faculty, experienced teachers are used to standards. Training will involve how to align with CCRs.10 week course, but can be done by modules (not entire course at once) Passions - teaching other faculty how to break down CCRs-already doing and capture that. Can point new faculty to module 2 if they don't want to do the entire training. Module 1 Humanizing Education and CCRS Module 2 structure Module 3 align with backward design, module 4 culturally sustaining pedagogy with CCRS. <ul style="list-style-type: none"> ○ ChatGPT is really useful for breaking down CCRS and it was noted that was contained in the Modules. ○ Hope and goal to wrestle with complexities- ask for help with messaging. Overview video. Designed with Peer Interaction, not meant for anyone to oversee. ○ Asynchronous, first offering in Spring Quarter. Have emailed the CBS list to be introduced to training next Friday. Hope and invite you all to send to the program faculty. ○ College Mathematics Conference open for registration May 15-16. 3 different BEdA conference proposals, have not seen lots of BEdA, hope to see if we have more participation form BEdA, please share with faculty. ○ SBCTC Update - Will Durden - thanks to Kate and Developers for working on that project <p>Grants:</p> <ul style="list-style-type: none"> ● Troy Goracke presented grants coming out. Apologies for

timing, not related to feds but SBCTC tech issue.

- BEDa Basic Mater & IELCE, CBO State- Release 2/26 Due 3/19 Feedback, 4/9 Revisions 4/27 Funds Released 7/1 for coming year. Planning numbers – been a lot of requests and reasons for grants being delayed. Will try to get them released before next Thursday. Ask to make Refugee Education grants have the same dates, Jodi Ruback and Troy did not think they could extend the deadline, and issue with grants has shifted their timeline. They will ask.
- Assurance for 26-27 applications are the same assurances that everyone completed last Fall to comply with Civic Rights and receive funds, applications very similar to last Spring, at the end of 5 year cycle. Jennifer Barber offered to help new people with the grant applications, or anyone who may want to talk it through, as did Lionel Candido Flores.
- Last year, lots of areas broke into groups with local workforce development councils. Will need to work in the summer on this. Will noted that it is an open and competitive process, people not receiving funds are open to apply, SBCTC can't be viewed as giving preferential treatment to currently funded folks, and will be regimented. Good thing to discuss at a later meeting without SBCTC staff in the room. Non-funded organizations will have to see who wants in and demonstrate past performance with WOIA Title 2. Budget that was passed last week, new grant cycle. Beyond January 2027 not sure about funds. Question about not applying for grants due to the administrative requirements being a heavy burden. Troy: encourage everyone to apply. Will: BEdA carve out new allocation not related to grants, neither is participation in CBS. Purpose is to provide services, if a college pulls out, might be doing with local dollars, then potentially missing service, residents may lose access to services. Already vulnerable since they don't bring in revenue, so colleges may make cuts in the absence of funds. Acknowledged that the requirements are a pain, but ensures that it makes things happen. It was noted in that chat that the cost of grant administration in staffing and labor was not worth the revenue of the grant--in that situation--not to mention the time allocated to testing with students Might make more sense to ease admin burden that is within our control (such as \$25 tuition. or other system things)

to keep the funding leverage.. To Will's point, the external revenue helps with program advocacy locally. LACES would not be required if they did not have funds. No new providers came on in the last application period, but had applicants. Lionel: Complex conversation, circle back to best practices to find contract dollars to supplement grants. Great time to start having conversations with own institutions.

Allocation Model (Will Durden): Give information but also follow behind the scenes and welcomes questions. I-BEST FTE - different from weighted FTEs. I-BEST enhanced FTE - FTE from accounting. I-BEST FTEs are a tiny fraction, it does not make a difference to move to 50/50 headcount. Weighted FTE is where money is. Encourage good conversations at institutions and ensure that you are at the table when decisions are made.

- Billing - Tory: Bill for the entire year , charge all the way back to July 1 even though did not have the funds. Will: appreciate frequent billings, and let us know if not on track to spend funds. State Funding unspent sends a rotten signal to the legislature, it's not needed –I-BEST, Refugee Funds. Jenna noted that 50% at halfway mark will never work for adjunct faculty since grants are not available, impossible to use for Summer Quarter. Carla Gelwick offered to talk about this.
- I-BEST Expansion Funds - Presidents have wanted to control messaging around I-BEST. I-BEST expansions grant will be released. Have to maintain strict definitions for I-BEST because it's tied to the funding. Released March 19. Comments were made about it's time to reform with the new allocation model –share what we have learned about I-BEST and how it works best. Less and less worth doing.
- Refugee Grant - first come, first served, moved to OGMS, have to apply for them each year. No opportunity to open later, went quickly.
- IELCE - students learn about programming, does not have to be I-BEST, can run ELA with a navigational component. Feds-applied rules too strictly, now have more opportunity. Can implement now, need to submit budget revision in OBIS, but SBCTC will work quickly to approve. Any students who are in a class with a required navigational component, can use IELCE funds. Navigators visiting classes, does not make them IELCE.

	<p>Jodi: This is the guidance in the FAQs: How do we report IELCE students in LACES? How you report IELCE students depends on the type of IELCE program you are running. Students served with IELCE funds are tracked in LACES in the following manner: • Type 1: Check “IELCE”. I-BEST will automatically be marked by appropriate class coding. • Type 2: Check “IELCE” and “I-BEST @ Work” • Types 3 & 4: Check “IELCE” Special note on navigational services: Do not report students who receive information about the IELCE program from an IELCE navigator as IELCE students until the student enrolls in the IELCE program! In LACES, IELCE should only be checked for students enrolled in one of the four IELCE program types. Navigation is a key component - intent to enroll, but does not have to actually enroll.</p> <ul style="list-style-type: none"> • Additional Questions - submit via the link to collect info via meeting and will talk after meeting for those who want to stick around. If you have any questions from the SBCTC update, please submit them using this form: CBS winter questions. As Troy said, he and other BEdA staff who are available can stay online after the meeting wraps. • What is the reluctance in ELA for grading instead of CASAS? Will: Previous admin OCTAVE staff open to innovation and able to adjust. Most staff are gone, still lots of administrative issues, mixed messaging from different areas. Does not anticipate this changing with the current admin.
<p>4. Adult Education Advisory Council (AEAC) – Kenny Austin</p>	<p>The advisory council shall advise the state board for community and technical colleges and the workforce training and education coordinating board concerning adult basic education and literacy programs...</p> <p>The advisory council's actions shall be consistent with the state comprehensive plan for workforce training and education prepared by the workforce training and education coordinating board</p> <p>Clarifying language –seeks to improve adult education outcomes</p> <p>4 subcommittees– subject matter experts who talk to staff, faculty, colleges, CBOs, Board made up of people with expertise in different areas of adult ed. What are the top challenges of getting into services, inform with boards and advocate with legislators and share best practices with orgs and institutions. Meet 4 times per year. Invite Guest speakers. Troy offered support with the bills voted on by the legislature. corrections GED, standard GED and the degreed/non degreed ELA-ELA Cater to what involved in accordance with status at Legislature, will have at least one proposal which does not require funding.</p>

- GED
- Corrections
- English Language Learners w/ college degrees
- English Language Learners w/out college degrees

To get on AEAC - appointed by governor, others by application, Kenny is the one general member, does not work in adult Ed but previously taught GED.

Here is additional information on AEAC if you would like to learn more outside of our time with Kenny:

<https://www.sbctc.edu/about/task-forces-work-groups/aeac/>

Katrina Whittle can connect you with Kenny if interested.

5. Committee Time-

- Committee List - [CBS Committee List.xls](#)
- [CBS Winter 2026 Committee Notes](#)

Innovations Committee: Cat& Rozella

Members in attendance: Allie Azersky, Anne Forester; Kelly Cover-Tam, Dawn Kroontje, Lensie Lewish, Troy Goracke, Kelli Graham, Ava Taylor, Sara Gallow, Fernando Morado, Rheannon Van de Voorde, Rozella Cruz, Sarah Stiffler, Carla Gelwicks, Judi Wise, Steve Washburn, Holly Smith

Follow Up Survey

- Literacy Source and Hopelink are working on this. Meeting next week to determine how to best present to the larger CBS group on how to input in LACES, how to communicate with students what it is, and how to implement the survey
- Hopelink: Uses Survey Monkey and follow up calls to get to 50% rate, offered a drawing for a \$50 gift card to see if that would improve response rate this time (and it seemed to)
- Literacy Source: Text message sent through Remind to a survey in Microsoft forms. 4/13 response rate for our trial run this quarter.
- Will not be a requirement, but an option for those who want to pursue.
- Thought: LACES form does not ask for consent on sharing this information. Could this consent be added?
 - Note: student level data is not shared with the state
 - This could be added to the survey as well "This data will be shared anonymously"- This may be a better way to truly get consent because this survey will be sent out 6 and 12 months post exit. Students may not remember what they signed.
 - Language on LACES form: We are required to ask for your Social Security Number (SSN). If you do not have one or do not submit one, you will still be able to enroll in this program. In keeping with state and federal law, this organization will protect your SSN from unauthorized use and disclosure. Your personally identifiable information will be used to verify assessment and academic records within our provider network, and for SBCTC to conduct educational and employment outcomes research.

What else would we like to discuss today?

- Alternatives to CASAS for ELLs
 - We have multiple ways of assessing student progress for students except for ELLs. We have spent some time in this group to create a correlation between CASAS data and student

progression. Is it worth it to try to get more data on this? Carla thinks no. There's no "ear" for this in the federal govt right now, but they are working on a proposal just in case.

- Proposal: numbering system for courses in which the system would be able to read the completion of a course as a gain. Lots of benefits to this, even if the "federal power people" never get on board. It would leave us with a system that we could use that's independent of CASAS.

- Troy shared that the State Board is excited about the proposal for Common Class although ambitious, but an improvement to CASAS assessment offered by the Feds for the past half century plus.
- Carla shared Skagit's Outcomes Excel Worksheet for core outcomes that students should be demonstrating in multiple ways as they move through the levels.
- Aligning CIP codes to outcomes could get us more "buy in."
- Sarah Stiffler's college just went through a complete curricula re-design and does not feel that the Common Courses proposal will go over well in terms of timing.
- Troy offered to consider 6 (Identified &) of certain common courses as an option that have benefits, but not mandatory
- We are not abandoning CASAS all together
- Common Course grade as an addition to just the score from CASAS reading and/or writing
- Rozella thinks that Common Course alternative would also support and provide better insight on how to fill the gaps for ELL/ELA students who have reasonable accommodations through Access Services with additional challenges.
- Rozella will reach out to Exec Committee members for 10 mins presentation and 15 mins for Q&A for SPR26 CBC at Big Bend.
- Carla suggested smaller group of faculty key performance indicators and then broader faculty perspective on doing the detailed work.

Guided Pathways - Jennifer & Riva

Member is attendance: Elaine Williams Bryant, Jennifer Vaughn, Nicole Daughtry, Jodi Novotny, Monica Wilson

Guided Pathways Goals from Guided Pathways Advisory Council - GPAC - How can our group support the work that GPAC is doing? Three areas focusing on -

SAI Revamp - BEdA is included in this. SAI Workgroup to align with guided pathways, focusing on completion. Tentative rollout in

March. This group help lead conversation to gather feedback from CBS to report back to GPAC.

Implementation of guided pathways, and ensure funding from GP is used in alignment with legislative intent. - Continue to ear mark money through 2029.

Middle leadership academy - GPAC offers an advisory role

Looking forward to how we can include BEdA more into the GPAC activities.

Next year bring BEdA together in a convening based on college type. This committee could help design what that could look like. Guided Pathways and BEdA event is being imagined.

College tours for math alignment - Have visited all the colleges and are finalizing the report. There will be professional development and guidance around the report.

CBS members connect with GP planning committees, to ensure we are engaged and BEDA is represented in the work.

GSP - Working on data for system wide date surrounding GSP. Global Test ID - Don Drouse maybe at a future meeting.

A discussion regarding the complications of AtB.

Next Steps: Spring CBS meeting - gather feedback from CBS and provide feedback to Monica to share out.

Spring meeting Invite Monica and Marcus Antonio to help plan how we can engage in that work with Guided Pathways and BEdA

Technology Committee - Samantha & Ted

Committee Members in attendance: Jenna Pollock, Christine Kobayashi, Jody Bortz, Aimee Batton, Kerri Schwab (Fill in for Katie Jensen), Jennifer Barber, Will Durden (Guest), Katie Honycut, Sherri Fujita, Eric Almeda

Discussed the Enhancement Request Questions sent back and the need for a meeting. 3 Registrars would be good, BEdA CTClick

Big Bend registrar Star would be interested, Christine will reach out to her registrar (engaged but hard to schedule) Sam can reach out to RTC Registrar Morenika, but not sure how committed she is to the work. Sherri's registrar at Spokane and Clover Park are interested in the work. Will will organize a meeting.

SFRA -

Bellevue and Spokane use CTClick

Why aren't others not doing it online?

RTC not doing online, paper forms and digital form

Jennifer SPSCC - online HS completion students biggest challenge. Have an IT built application with LACES and have. Processing time is an issue.
 Would be nice to have this be one time, not annually.
 Aimee- ask for a trigger to turn on earlier so it will hit when students are in class, and use paper forms.
 Jenna - Clover Park uses paper forms
 Ideas for this reason, rolled out, got feedback, and didn't want a disaster at college level. Spending a lot of time and money does not make sense. . What/why/impact.
 Messaging is different at different levels. IC discussed about problems--so should know it's not going well
 Jody - disconnect with messaging - presidents/vps/registers say it's no problem. People say to just do it in ctclink, in english, and not allow people to sign a translated document. Ask to sign something that you can't comprehend.
 Christine - So much human resource time to implement, paper forms, tech support.
 Katie - has not been an obstacle, local control over service indicators helps. Out of compliance too risky. One and done would be ok, but doing it again is hard.
 Decision of amount to send to collections is local.
 Discussed language access issue- can translate with google chrome or give paper translation
 Tuition holds - can wait until the end of the quarter since the last day is census - Clover Park's process. I would argue that it should be a local decision. At PC no BEdA student has a past due tuition.

Unified admissions that are not OAAP - interest or possibility.
 Which fields are necessary for admission? How important is it to collect? Could there be a BEdA specific app?
 Other apps - Peninsula uses Salesforce but will move to Connex. Shift to form stack, has signature and integrates with MS Office 365.
 CP - Qualtrics. IT wants us to shift to MS Forms or Element 451 but we couldn't make them do what we wanted to.
 Moving from Quick admit to a school with OAAP issues? Just need to term activate them, maybe issue in search/match.
 Next Steps: Will will schedule meeting re Enhancement Requests with registrars, BEdA, and SBCTC.

Community Outreach & Retention - Ali & Lindsey
 Committee members present: Lindsey Garcia, Ali Cohen, Amy Diehr, Amanda Piesik, Dennis Smith, Erica Almeda, Dalia Hernandez, Lindsay Cunningham, Nexcy Cruz, Scott Toscano, Celia Ramirez, Glenda Cunningham,
 Guests: Nicole Rios-Gunn (LNI), Elissa Monk (LNI), Bailey Ramsdell (LNI)
 Joined by L&I School Oversight Program team

	<p>Program overview request? Administrative requirements any funding? Unlikely</p> <p>Skill enhancement (ed benefit in healing journey...might show up more), option 1 (maybe what most used to...has VRC... have 2 years to make skill gain) and 2 (not necessarily having VRC)</p> <p>There is funding for option 1 and 2... doesn't always show up clearing in BEdA programs.</p> <p>Guidance on responding to "expected to finish or make gain?" better to over-estimate.</p> <p>ROI needed/best practice (Sensitive information)</p> <p>Best practices for working with Vocational Rehab Counselors (VRCs)</p> <p>SchoolOversightProgram@LNI.wa.gov</p> <p>Will said that if having an issue working with LNI, can reach out to him for support.</p> <p>Next Steps: Possibly invite to Spring CBS</p> <p>EDI Committee - Ricardo</p> <p>Committee members in attendance: Ricardo Chavez, Ian Sherman, Liselotte Thompson, Kim Flack, Julie Swedin</p> <p>Accessibility</p> <p>Immigration issues - working well within colleges (such as red cards)-creating a red card for faculty and staff that we can give out to everyone. Probably already there, but each college's AG has different direction. Send what have to Ricardo to compile, UW has some good resources. Want to address a drastic need in the college</p> <p>Lionel also discussed resources being shared out. Is AG's office up to date on resources listed on the website? Previously told not to share red cards. Will: different college AG's have different opinions. Lionel: impacts how students are showing up to classes, resources should be shared out quarterly. It's a big topic in IC.</p>
<p>6. Business Meeting</p>	<ul style="list-style-type: none"> ● Approval of Fall Minutes: Corrected with "Jody Bortz" name corrected from Jodi Bortz. Correct "CIP under Innovation". Minutes approved with corrections: Motions-1st Jody Bortz, Holly Smith 2nd. Council for Basic Skills Fall 2025 Minutes.pdf ● Treasurer's Report –

	<ul style="list-style-type: none">● No dues for next year
Action Items	Katrina Whittle will be out - and won't be at next meeting, contact Christy Louder if you need help.
Upcoming Meeting	<ul style="list-style-type: none">● Held at Big Bend● Working on hotel blocks, should be out for the 60 day mark.● Food is back! Let Jody know if you have any meal requests.