

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

MINUTES OF MEETING

December 2, 2004

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

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December 2, 2004

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

**Regular Meeting Minutes
December 2, 2004**

[Note: The State Board held a study session on December 1, 2004, from 1:30 p.m. to 5:00 p.m. to discuss the following topics: 1) Employability Co-location Study, 2) Baccalaureate Capacity Study, 3) Transfer Associate Degrees and Course Equivalency System, 4) Student Progress Toward Degrees and Certificates and 5) Executive Session to review the performance of a public employee. No action was taken at the study session.]

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

Board Member Absent: Sharon Fairchild

CALL TO ORDER

Chairman Tom Koenninger called the meeting to order at 8:15 a.m. and welcomed those present. He thanked South Seattle Community College President Jill Wakefield and the Seattle District chancellor and trustees for hosting the meeting and the previous evening's dinner. The dinner was prepared and served by students enrolled in the college's culinary arts program.

ADOPTION OF AGENDA

MOTION: Moved by Al Link and seconded by Jane Nishita that the State Board adopt its regular meeting agenda of December 2, 2004, as presented.

MOTION CARRIED.

APPROVAL OF MINUTES

MOTION: Moved by Al Link and seconded by Paul Hutton that the State Board approve its regular meeting minutes of October 21, 2004, as presented.

MOTION CARRIED.

HOST COLLEGE PRESENTATION

President Wakefield welcomed State Board members and staff to South Seattle Community College. She provided a brief overview of the college and its role in responding to the educational needs of the diverse population it serves. The Board then toured the new 47,000 square foot Olympic Hall and heard presentations from faculty, staff and students involved in South Seattle's nursing program for non-English speaking students and other integrated instruction programs offered by the college aimed at addressing the learning needs of a diverse student population.

CHAIR'S REPORT

Chairman Tom Koenninger presented his report:

- **Trustees' Association Report.** TACTC President-elect Larry Brown reported on upcoming meetings and activities. At a joint Board of Directors/Legislative Steering Committee meeting held on November 5, trustees heard a report from WACTC President David Mitchell on the presidents' association's goals for the year, a preview by Tom Koenninger of the joint SBCTC/HECB meeting held November 15, and a discussion lead by Earl Hale on the the November 2004 election results. Larry also reported on a day-long presidential search seminar that involved presidents, trustees, and State Board staff. He invited State Board members to attend the February 14-16 ACCT National Legislative Conference in Washington, D. C. and the February 27-March 1 TACTC Legislative Conference in Olympia.
- **WELA.** Tom reported on a recent Washington Executive Leadership Academy conference call in which he was asked to participate to discuss future directions for the Academy and curriculum improvements.
- **Performance Recognition.** Tom announced that the Board completed its annual performance evaluation of the Executive Director during the previous day's executive session, which resulted in the following action:

MOTION: Moved by Jim Garrison and seconded by Al Link that following the completion of the Board's performance evaluation of the Executive Director Earl Hale, the Board recognizes the Executive Director's outstanding work and encourages him to resist the temptations of retirement by providing a retirement annuity, funded on a monthly basis, of 12 percent of his annual salary, beginning January 1, 2005, and continuing through December 31, 2005.

MOTION CARRIED.

- **Election of Vice-Chair.** Tom noted that the State Board bylaws, which were amended at the October meeting, call for the election of a vice-chair to serve as chair tempore in the absence of the chair and to serve as chair-elect to succeed the chair. Nominations were opened and Jim Garrison was nominated to fill this position. No further nominations were received and nominations were then closed.

MOTION: Moved by Erin Munding and seconded by Al Link to elect Jim Garrison to fill the position of Vice Chair of the State Board for 2004-05.

MOTION CARRIED.

DIRECTOR'S REPORT

Executive Director Earl Hale reported on the following items:

- **ACCT National Legislative Seminar.** Earl encouraged Board members to attend the ACCT National Legislative Seminar scheduled for February 14-16 in Washington DC. Those interested should contact DelRae Oderman to be registered for the meeting.
- **Preview of Fall Quarter Enrollments.** Earl gave a preview of fall quarter enrollments, reporting that early indicators are that enrollments are down. Key factors in lower community and technical college enrollments appear to be budget cuts, tuition increases, and an improving economy with better job prospects. He noted, however, that the system will still be 3,000 FTE over target. The enrollment decline is a momentary blip, according to projections that show the largest high school graduating classes are yet to come. The Board will receive more accurate quantitative information at its January meeting when the final Fall Enrollment Report is presented.
- **Legislative Report.** Sandy Wall of the State Board staff reported briefly on a December 1 House Higher Education Committee hearing on tuition. Presidents and staffs of two- and four-year higher education institutions were invited to attend a roundtable discussion that provided background on the history of tuition in the state and outlined a proposal for income-based tuition.

EMPLOYABILITY CO-LOCATION STUDY (Resolution 04-12-38)

At the Board's study session the previous day, Tina Bloomer of the State Board staff reported on a study examining the feasibility of locating some services of the Employment Security Department and Department of Social and Health Services on community and technical college campuses. The Board had an opportunity for an in-depth review and discussion of the study at that time. The Board also heard a panel presentation from members of the study advisory committee on the purpose and goals of the study, the methodology used for the study and study findings, and proposed recommendations for future action.

The co-location study, proposed and funded by the Legislature, explored ways of using state resources more effectively and enhancing the delivery of services, particularly employment-related services, to working-age adults. Led by the State board staff, the study included a review of different approaches to the co-location of services using North Seattle Community College as the model, as specified in the legislation.

Jan Yoshiwara of the State Board staff summarized the previous day's study session presentations and discussion. She distributed a substitute resolution for the Board's

consideration to authorize the Executive Director to resolve any concerns about the study that may arise in discussions with system groups before forwarding the final study to the Legislature. Since Board members did not have an opportunity to thoroughly review the study prior to taking action, they agreed to a change in wording in the last paragraph of the resolution to substitute “reviews” for “approves.”

MOTION: Moved by Al Link and seconded by Jane Nishita that the State Board adopts Revised Resolution 04-12-38 (ATTACHMENT #1) related to the employability co-location study to be submitted to the Washington State Legislature.

MOTION CARRIED.

TRANSITION MATHEMATICS PROJECT STATUS REPORT

Bill Moore, Brian Kanen, and Sally Zeiger Hanson of the State Board staff; Brian Jeffries of the Office of the Superintendent of Public Instruction; and John McLain of the Higher Education Coordinating Board provided a status report on the Transition Mathematics Project and a PowerPoint presentation outlining goals and activities.

The project, funded by a \$300,000 legislative appropriation and a \$430,000 grant from the Gates Foundation, is a collaborative venture involving educators from K-12 schools, community and technical colleges, and public baccalaureate institutions, along with support from the State Board, Superintendent of Public Instruction, Higher Education Coordinating Board, and the Council of Presidents, as well as community-based stakeholders and business leaders. It is aimed at increasing the number of high school graduates who are ready to succeed in college-level math. Much of the work to date has focused on developing college readiness standards to determine what students need to know to be able to achieve success in college-level math.

Future work will shift to more fully addressing the key implications for using the standards to help students be more successful in their transition from secondary to postsecondary education. This includes: 1) developing grade 11/12 grade level expectations through an established process led by OSPI; 2) sharing good standards-based practices in math through a second summer Institute and a diverse array of demonstration projects; and 3) seeking funding to continue the work beyond December 2005 in order to help more educators, parents, and students understand and use the standards to become better prepared for college expectations in math.

Bill explained that discussion with, and input from, Board members will help to shape the work of the Transition Mathematics Project to address key policy issues for community and technical colleges related to student preparation and achievement in mathematics. The report was due to the Legislature on December 1, 2004.

REMEDIAL EDUCATION REPORT (Resolution 04-12-39)

Bill Moore joined Brian Jeffries of the Office of the Superintendent of Public Instruction to present a report outlining strategies for reducing the number of recent high school graduates needing remedial courses at the state's colleges and universities. The report, required under a bill passed by the 2004 Legislature, identifies some of the primary reasons students need to take remedial courses, approaches for communicating the skills that high school graduates should have to succeed at college-level work, and strategies designed to reduce the need for remediation among recent high school graduates. Specifically, the legislation asked that the State Board, the Office of Superintendent of Public Instruction, and the Higher Education Coordinating Board convene a work group to address questions related to remediation and to provide a summary report to the Legislature by December 15, 2004.

The panel provided background and presented key highlights of the report, identified sources of remediation problems, and offered recommendations for additional strategies to address the key sources of remediation problems. Bill also gave a PowerPoint presentation outlining the report and key messages on remediation issues.

Bill distributed a substitute resolution for the Board's consideration to authorize the Executive Director to resolve any concerns about the study that may arise in discussions with system groups before forwarding the final study to the Legislature. Since Board members did not have an opportunity to read the report prior to taking action, they agreed to a change in wording in the last paragraph of the resolution to substitute "reviews" for "approves."

MOTION: Moved by Carolyn Purnell and seconded by Paul Hutton that the State Board adopt Revised Resolution 04-12-39 (ATTACHMENT #2) related to the remedial education report to be submitted to the Washington State Legislature.

MOTION CARRIED.

**K-12 CONTRACTING FOR ENGLISH AS A SECOND LANGUAGE
(Resolution 03-12-33)**

Brian Kanes of the State Board staff presented a report on the development of programs for English language learner students whose limited English proficiency is preventing them from passing the tenth grade WASL and graduating from high school. Legislation passed in 2004 directed the State Board and the Office of the Superintendent of Public Instruction to provide a continuing education option for these students, whose age makes them better suited to a college-level environment. A workgroup representing community and technical colleges, K-12 schools, OSPI and State Board staff has been meeting with legislative representatives to develop the plan called for in the legislation. The plan would enable students with limited English proficiency, who are otherwise ready to

graduate, to improve their English language literacy at community or technical colleges so they can pass the WASL test and earn their high school diplomas. Brian outlined a two-stage pilot program recommended by the workgroup to implement this activity. Annual reports of the pilot results will be produced.

MOTION: Moved by Al Link and seconded by Jane Nishita that the State Board adopt Resolution 04-12-39 (ATTACHMENT #3) approving the plan to provide a continuing education option for students who are eligible for the state transitional bilingual instruction program and who need more time to develop language proficiency but who are more age-appropriately suited for a postsecondary learning environment than for a high school and to submit the plan to the Washington State Legislature.

MOTION CARRIED.

DUAL ENROLLMENT REPORT: EXPANDING OPTIONS FOR COLLEGE-LEVEL LEARNING ON HIGH SCHOOL CAMPUSES

Sally Zeiger Hanson of the State Board staff reported on the issue of expanding dual enrollment options for high school students. Legislation passed in 2004 calls for the Higher Education Coordinating Board to report to the Legislature every two years, beginning in January 2005, on efforts to expand dual enrollment, increase articulation agreements, and align curriculum between high schools and higher education institutions.

The Office of the Superintendent of Public Instruction took the lead to convene a dual enrollment workgroup to identify the barriers to expanding dual enrollment and to identify strategies for expanding options for high school students. The workgroup agreed that the discussion would be specifically about college-level learning on high school campuses and that the goal would be to create a "condition" where a student's financial situation does not limit participation. The major strategy that emerged is an expansion of College in the High School (CHS) programs. While CHS guidelines have been in place for several years, only four colleges are currently offering more than a handful of classes through CHS programs.

Sally discussed potential barriers to expanding dual enrollment and also cited reasons for expansion, as outlined in the Board's agenda materials under Tab 12. As part of this effort to expand dual enrollment options, the community and technical college's Instruction and Student Services Education Reform Committee took the lead in developing revised guidelines in collaboration with the universities. The guidelines are based on national concurrent enrollment standards and have been endorsed by the Instruction Commission. Sally reported that the major challenge to expanding CHS programs is funding. The workgroup came up with a preliminary proposal for a super FTE that would fund students who participate in CHS at a rate similar to the vocational enhancement rate now in place in the K-12 system.

Board members had an opportunity to review and discuss strategies for increasing dual credit options for high school students prior to development of a report by the Higher Education Coordinating Board.

ADJOURNMENT/NEXT MEETING

There being no further business, the State Board adjourned its regular meeting of December 2, 2004 at 11:30 a.m. The next meeting of the State Board will be held January 18-19, 2005, 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 04-12-38
(REVISED)**

A resolution relating to the study required by the Capital Budget Act establishing co-located services of the Employment Security Department and the Department of Social and Health Services on community and technical college campuses.

WHEREAS the Washington State Legislature has directed that a study of the feasibility and benefits of establishing co-located services of the Employment Security Department and the Department of Social and Health Services on community and technical college campuses; and

WHEREAS the advisory committee has conducted a broad and systematic review of co-location strategies, a model of placement of services on the North Seattle Community College campus through the consideration of implications, benefits/challenges, improved results, and a financing model; and

WHEREAS the State Board has received recommendations from the advisory committee;

THEREFORE BE IT RESOLVED that the State Board reviews the draft study and that the Executive Director is authorized to resolve any concerns raised in discussions with system groups and send the final study forward to the Washington State Legislature.

APPROVED AND ADOPTED on December 2, 2004.

Tom Koeninger, Chair

ATTEST:

Earl Hale, Secretary

STATE OF WASHINGTON

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

RESOLUTION 04-12-39
(REVISED)

A resolution relating to Substitute Senate Bill 5139 asking the State Board for Community and Technical Colleges, the Office of the Superintendent of Public Instruction, and the Higher Education Coordinating Board to provide a summary report to the Legislature on remediation issues in Washington postsecondary education.

WHEREAS the Washington State Legislature has directed the State Board for Community and Technical Colleges, the Office of the Superintendent of Public Instruction, and the Higher Education Coordinating Board to convene a work group that would address remediation questions and provide a summary report to the Legislature by December 15, 2004; and

WHEREAS the work group has conducted discussions on issues related to math, reading and writing to address questions related to remediation in Washington postsecondary education; and

WHEREAS the State Board has received recommendations from the work group;

THEREFORE BE IT RESOLVED that the State Board reviews the draft report and that the Executive Director is authorized to resolve any concerns raised in discussion with system groups and send the final report forward to the Washington State Legislature.

APPROVED AND ADOPTED on December 2, 2004.

Tom Koeninger, Chair

ATTEST:

Earl Hale, Secretary

STATE OF WASHINGTON

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

RESOLUTION 04-12-40

A resolution relating to the plan required by the Substitute House Bill 2195, Section 105, between the Superintendent of the Office of Public Instruction and the State Board for Community and Technical Colleges to provide a continuing education option for students whose limited English proficiency will keep them from earning a certificate of academic achievement and thus graduating from high school.

WHEREAS the Washington State Legislature has directed that the Office of the Superintendent of Public Instruction and the State Board for Community and Technical Colleges develop a plan for serving such students whose age makes them more appropriate for a college-level environment; and

WHEREAS the joint OSPI/SBCTC workgroup has conducted extensive discussions of the feasibility of contracting between K-12 districts and community and technical colleges, including recommending funding models; and

WHEREAS the State Board has received the recommendations from the Office of the Superintendent of Public Instruction and the workgroup;

THEREFORE BE IT RESOLVED that the plan is approved by the State Board and will be sent forward to the Washington State Legislature.

APPROVED AND ADOPTED on December 2, 2004.

Tom Koeninger, Chair

ATTEST:

Earl Hale, Secretary