

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

MINUTES OF MEETING

May 5, 2005

State Board Members

Tom Koenninger (Chair), Vancouver

Jim Bricker, Coupeville

Sharon Fairchild, Spokane

Jim Garrison, Mt. Vernon

Reuven Carlyle, Seattle

Al Link, Silverdale

Erin Munding, Omak

Jane Nishita, Seattle

Lyle Quasim, Puyallup

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

State of Washington
STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES
Olympia

A C T I O N I N D E X
May 5, 2005

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

**Regular Meeting Minutes
May 5, 2005**

State Board Members Present: Tom Koenninger (Chair), Jim Bricker, Reuven Carlyle, Jim Garrison, Al Link, Erin Munding, Jane Nishita, Lyle Quasim

State Board Member Absent: Sharon Fairchild

CALL TO ORDER

Chairman Tom Koenninger called the meeting to order at 8:35 a.m. and welcomed those present. He thanked President Steve Wall and the Pierce College - Puyallup Board of Trustees for hosting a joint dinner meeting on campus the previous evening. Tom also welcomed Reuven Carlyle and Lyle Quasim, newly appointed members to the State Board.

ADOPTION OF AGENDA

***MOTION:** Moved by Al Link and seconded by Erin Munding that the State Board adopt its regular meeting agenda of May 5, 2005, as presented.*

MOTION CARRIED.

APPROVAL OF MINUTES

***MOTION:** Moved by Al Link and seconded by Jim Bricker that the State Board approve its regular meeting minutes of March 10, 2005, as presented.*

MOTION CARRIED.

HOST COLLEGE PRESENTATION

President Wall welcomed the State Board and staff to Pierce College – Puyallup. He shared that the *Association of College and Research Libraries* (ACRL) had recently honored the Pierce College Library with its *2005 Excellence in Academic Libraries Award* which recognizes the staff of a community college, college, and university library for programs that deliver exemplary services and resources to further the educational mission of the institution. Steve introduced library staff members who presented more information about the library. Debra Gilchrist, Pierce’s dean of library and media services, shared that Pierce College Library is one of the few libraries to have taken service quality and the academic mission to a new level by creating a learner-centered library. This means that learning outcomes drive everything. All services and programs are planned to enhance student success, and library faculty do more than deal with books—they teach. Warren Brown, a speech instructor at Pierce, shared how this integrated philosophy has benefited student learning in his courses.

Beth Willis, chair of Pierce College Board of Trustees, also welcomed the State Board and acknowledged Steve Wall's accomplishments as president of Pierce College.

CHAIR'S REPORT (Resolutions 05-05-05, 05-05-06, 05-05-07)

Chairman Tom Koenninger and others reported on the following items:

- **Trustees' Association Report.** TACTC President Beth Willis shared highlights from the joint meeting of its Board of Directors and the Legislative Steering Committee held Friday, April 29th. She reported that there was good support for the proposed Creating Opportunity's plan presented by Suzy Ames and Jim Robinson. She expressed concern that the Senate confirmed 37 trustees but left 50 unconfirmed, which leaves six colleges without a quorum confirmed. Beth also encouraged the Board to attend the TACTC Spring Convention to be held May 19-21 at Semiahmoo Resort and announced that Governor Gregoire would be the keynote speaker on May 19th. Beth closed by thanking Tom Koenninger and the Board for all their support during her term as president.
- **Request for formal approval of Resolution 05-05-05 honoring outgoing TACTC President Beth Willis.**

Tom Koenninger commented that he appreciated Beth Willis' energy and commitment to the system and read the resolution honoring her.

MOTION: Moved by Jane Nishita and seconded by Jim Garrison that the State Board adopt Resolution 05-05-05 (ATTACHMENT #1) honoring Beth Willis outgoing TACTC President, for her dedicated service on behalf of the system.

MOTION CARRIED.

- **Request for formal approval of Resolution 05-05-06 honoring Pierce College-Puyallup President Steve Wall upon his retirement.**

Tom Koenninger acknowledged the magnificent job Steve has done for Pierce College – Puyallup commenting that Steve is creative and moves things forward and wished him happiness in his retirement. Tom read the resolution honoring him.

MOTION: Moved by Al Link and seconded by Jane Nishita that the State Board adopt Resolution 05-05-06 (ATTACHMENT #2) commending Steve Wall for his many years of dedicated service to the Pierce College District and the students of the state of Washington.

MOTION CARRIED.

- **Request for formal approval of Resolution 05-05-07 honoring retiring State Board Administrative Services Director Sandy Wall.**

Tom Koenninger acknowledged Sandy for her commitment to the community college system and the State Board and wished her happiness in her retirement. Tom read the resolution honoring Sandy.

MOTION: Moved by Al Link and seconded by Erin Mundinger that the State Board adopt Resolution 05-05-07 (ATTACHMENT #3) commending Dr. Sandra Wall, Administrative Services Director for the State Board, for her years of dedicated service to two-year colleges and the state of Washington.

MOTION CARRIED.

DIRECTOR'S REPORT

Executive Director Earl Hale and staff reported on the following items:

- **Legislative Summary.** Earl distributed a summary of bills of interest to the community and technical college system that were approved by the Legislature and sent to the Governor for signature.
ESB 5087 – Best Practices for Part-time Faculty. John Boesenberg will coordinate the review and update of the best practices report at the staff level. John has requested one or two volunteers from the board to serve on the task force. Al Link and Jim Bricker volunteered. The report, due December 1, 2005, will include recommendations on a review of the status of best practices.
E2SSB 5441 – Education Finance Study. Initially, the study will focus on K-12. During the second year of the biennium the study will move to higher education. There will be two higher education committees – a steering committee (public citizens) and an advisory committee (100 nominees). Nani Jackins Park has nominated six students to serve on the advisory committee. The final report is to be submitted by November 15, 2006.
- **2005-07 Legislative Capital Budget.** Tom Henderson gave highlights of the final budget. It was an excellent budget for the community and technical college system. A lot of interest and respect was expressed by legislators for the way the system managed its request.
- **WorkFirst.** State Board staff will be taking a new look at WorkFirst, along with other agencies, and will know more by the Board Retreat in September.
- **Ford Foundation “Bridges to Opportunity” Initiative.** Jan Yoshiwara briefly explained that Washington is one of six states who are recipients of this grant which looks at how low income people use community and technical colleges to get out of poverty. Cyrus Driver, deputy director of the Ford Foundation, will present more information about the research project during the Board’s June study session in Moses Lake.

Reuven Carlyle commented on the importance of ESHB 1079 - establishing a foster care coordinating committee, and stressed the need for the community and technical college system to work on this issue. Lyle Quasim agreed and stated that it is a moral imperative to follow this issue. Board members agreed that they would like State Board staff member Nani Jackins Park to provide more information about how the system is helping former foster youth at the June board meeting. Michele Johnson, president of Pierce College – Fort Steilacoom, offered the assistance of a member of their foster parent education distance learning program faculty.

APPROVAL OF FY 2006 OPERATING BUDGET ALLOCATIONS (Resolution 05-05-08)

During the study session the previous day, Chris Reykdal of the State Board staff presented the 2005-06 operating budget for the Board's consideration. The 2005-07 biennial budget appropriates \$1,122,719,000 in state general funds, \$46,669,000 from the Higher Education Legacy Account, and \$2,950,000 from the Employment Security Department (ESD) Administrative Contingency Account to the SBCTC.

State Board approval is sought for allocation of the Fiscal Year 2006 (FY2006) SBCTC appropriation to community and technical college districts, the Center for Information Services (CIS) and the State Board office. The FY2006 SBCTC appropriation is comprised of \$556,499,000 in state general funds, \$17,570,000 from the Higher Education Legacy Account, and \$1,475,000 from the ESD Administrative Contingency Account.

Chris summarized highlights of the 2005-07 operating budget and reviewed the operating budget allocations for FY 2006 included under Tab 9 of the regular meeting agenda, which was distributed at the meeting.

The SBCTC budget is increased:

- \$11.07 million to fund 2,050 enrollments.
- \$2.0 million for adult basic education.
- \$12.617 million for cost of living salary increases.
- \$14.428 million for compensation benefit increases.
- \$2.25 million for faculty increments.
- \$2.25 million for part-time faculty salaries.
- \$539,000 for the Displaced Homemakers Program.
- \$929,000 for maintenance and operations funding.
- \$980,000 for the NSIS Consortium.
- \$463,000 for assessment and lease rate adjustments.

The SBCTC budget is reduced:

- \$5.249 million GFS budget reduction.
- \$2.524 million maintenance transfer to capital.

In addition to changes in appropriations, the Legislature has authorized a maximum five percent tuition increase for resident undergraduate students for the two-year college system.

The Board had the opportunity to ask questions and discuss the allocations during the study session the previous day.

MOTION: Moved by Al Link and seconded by Jim Bricker that the State Board adopt Resolution 05-05-08 (ATTACHMENT #4) approving the 2005-06 operating budget and allocation of funds as outlined in the attachments to the resolution.

MOTION CARRIED.

APPROVAL OF 2005-06 TUITION FEE RATES
(Resolution 05-05-09)

At the previous day's study session, Mary Alice Grobins presented a recommendation for 2005-06 tuition and fee rates for the Board's consideration. She reported that in light of budget cuts already levied on the two-year colleges (totaling \$5.3 million for FY 2006), and other college financial constraints such as inadequate funding to open and operate new capital facilities and unfunded inflation, staff recommends that the Board use its full tuition increase authority from the Legislature and that tuition be increased by an average of five percent in 2006. Staff also recommends that the per credit cost for the eleventh through eighteenth credit hours continue to be increased in the same manner as was done in the past three years. This would result in a community college resident student who was taking 15 credits paying approximately \$815 per quarter in the fall, compared to the current level of \$771. Part-time students taking from one to ten credits would pay \$71.80 per credit, up from \$69.35. Staff recommends that that nonresident student tuition be increased by the same dollar amount as resident students.

The Board had the opportunity to ask questions and discuss the tuition rates during the study session the previous day.

MOTION: Moved by Jim Garrison and seconded by Erin Munding that the State Board adopt Resolution 05-05-09 (ATTACHMENT #5) setting 2006 community college tuition and fees for resident and nonresident students, establishing tuition for specific ungraded courses, authorizing the technical colleges to increase tuition and fees by no more than five percent and authorizing community colleges to increase service and activity fees up to the maximum levels displayed in the attachment to the resolution.

MOTION CARRIED.

DISPLACED HOMEMAKER PROGRAM PRESENTATION

Brenda Landers of the State Board staff presented information about the Displaced Homemaker Program which was administered by the Higher Education Coordinating Board until 2005, when the program was transferred to the State Board for Community and Technical Colleges. This program was started in 1979 to serve a unique group of individuals. Displaced homemakers typically are facing a major, unwanted change in their lives. They are in transition and need to

increase their self esteem and optimism to face the future. These students come from a wide economic background and generally have never had to ask for help before and, therefore, don't know how to go about accessing the help that is available. They range in age from 30-59 years old. Almost half have no children at home and half have no post high school education.

The Displaced Homemaker Programs offer instructional services designed to increase their employability, while allowing them to learn from one another. Services are provided by the state at no cost to the program recipients. The Legislature provides approximately \$540,000 each year for program administration and direct services. About 80 percent of the program appropriation is spent on direct services to clients. Currently nine community and technical colleges and two private non-profit organizations are funded to offer information and referral, support services and instructional services. As of 2003 there were 272 graduates of the program. Of those graduates, 69 percent went on to enroll in a community college within one year. Thirty-three percent were employed by the third quarter after completing the program.

Brenda introduced Janet Tillery, a program participant. Janet shared the story of how she had personally benefited from the Displaced Homemaker Program. She has now graduated from Pierce College-Fort Steilacoom with an AA degree and plans to continue her education at UW-Tacoma.

REPORT ON STUDENT PROGRESS TOWARD DEGREES AND CERTIFICATES (E2SSB 5135)

Nani Jackins Park of the State Board staff presented an update on the impact of E2SSB 5135, passed in 2003, which requires state baccalaureate institutions and the State Board for Community and Technical Colleges to develop policies to ensure that undergraduates complete degree and certificate programs in a timely manner. Nani reported that the data that has been collected, including the fall 2004 student performance outcomes, continues to suggest that the set of strategies outlined in the legislation may not be the best way to reach the goal of increased efficiency. Implementation of student progress policies requires substantial investment of staff resources to achieve an outcome that does not provide substantially increased capacity. This serves to divert resources that are needed to provide critical services to students, such as academic advising and career planning, to support their success and progress toward educational attainment. She reported that these findings affirm earlier staff recommendations that it may be worthwhile to focus efforts to increase efficiency on the variety of initiatives addressed by the State Board staff related to increasing seamless articulation across K-12 and higher education sectors.

CONSENT ITEMS (Resolution 05-05-10)

MOTION: Moved by Al Link and seconded by Jim Garrison that the State Board approve the consent agenda as follows:

- a) ***Resolution 05-05-10 (ATTACHMENT #6) delegating authority to the Executive Director to execute the contract with the Washington State Department of Information Services to establish a K-20 data linking environment .***

MOTION CARRIED.

ADJOURNMENT/NEXT MEETING

There being no further business, the State Board adjourned its regular meeting of May 5, 2005, at 11:20 p.m. The next regular meeting of the State Board will be held June 22-23, 2005 at Big Bend Community College.

Tom Koeninger, Chair

ATTEST:

Earl Hale, Executive Director

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

WHEREAS, Beth Willis was appointed to the board of the Pierce College District in 1999 and while serving her local community became involved in the Trustees Association of Community and Technical Colleges by serving as Secretary in 2002-03; and

WHEREAS, Beth was designated as the president-elect of TACTC in 2003-04 and elected president for 2004-05, and has provided excellent leadership to TACTC over the past year; and

WHEREAS, Beth has represented TACTC at system meetings and has done so by participating thoroughly in the process, always strategically looking ahead for what is best for the two-year college system; and

WHEREAS, Beth represented TACTC as its liaison to the Joint Governing Board made up of two- and four-year college trustees and regents to help them develop their statewide professional development association and to work collaboratively on statewide issues affecting higher education; and

WHEREAS, Beth led a large delegation at the Association of Community College Trustees Leadership Congress in New Orleans, inviting delegates to attend the 2005 Leadership Congress being held in Seattle; and

WHEREAS, Beth has provided active leadership, and worked steadily and collaboratively with both the State Board for Community and Technical Colleges and the Washington Association of Community and Technical College presidents;

NOW, THEREFORE, BE IT RESOLVED that the State Board for Community and Technical Colleges hereby applauds Beth Willis for her dedicated service on behalf of the system. She continues a tradition of action, involvement and commitment by TACTC presidents.

APPROVED AND ADOPTED the 5th day of May, 2005.

Tom Koeninger, Chair

ATTEST:

Earl Hale, Secretary

STATE OF WASHINGTON

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

RESOLUTION 05-05-06

WHEREAS, Steve Wall has served the Pierce College District with vision and distinction for 26 years, the last six as its top executive and president of Pierce College Puyallup; and

WHEREAS, Steve has led the development and expansion of Pierce College Puyallup; shaping the college to meet the needs of growing communities in east Pierce County; and

WHEREAS, Pierce College Puyallup has benefited tremendously by having Steve at the helm, leading to record growth, successful fund-raising, and a strong connection to people and organizations in its service district; and

WHEREAS, Steve has built relationships at both the state and local levels to ensure that Pierce College will continue to be an involved partner in the community well into the future; positioning the district as a statewide leader in the community and technical college system; and

WHEREAS, Steve provided professional leadership to the state as president of the Washington Association of Community and Technical College Administrators from 2000-2002; and

WHEREAS, Steve served as representative to the American Association of Community Colleges Homeland Security Task Force, and helped to bring needed education and training programs to the community through the Pierce College Center for Excellence in Homeland Security; and

WHEREAS, Steve increased the visibility of Washington's two-year college system as a national participant in economic and workforce development through his involvement on the American Association of Community Colleges Commission on Economic and Workforce Development;

NOW, THEREFORE, BE IT RESOLVED that the State Board for Community and Technical Colleges hereby commends Steve Wall for his many years of dedicated service to the Pierce College District and the students of the state of Washington, and wishes him much success and happiness in his retirement.

APPROVED AND ADOPTED the 5th day of May, 2005.

Tom Koeninger, Chair

ATTEST:

Earl Hale, Secretary

STATE OF WASHINGTON

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

RESOLUTION 05-05-07

WHEREAS, Dr. Sandra Wall is retiring from the State Board for Community and Technical Colleges as Director of Administrative Services after over 30 years of public service; and

WHEREAS, Sandy served as “navigator of the fleet” keeping the community and technical colleges rowing in the same direction and assisting in the development of the system strategic plan as liaison to the Washington Association of Community and Technical Colleges since 1993; and

WHEREAS, Sandy has been an effective communicator for the two-year college system with the governor’s office, legislators, state agencies, faculty unions, statewide business organizations, and the four-year college system; and

WHEREAS, Sandy has developed future leaders both inside and outside the State Board office by sharing her immense knowledge and expertise, and by always keeping her door open to offer valuable guidance and encouragement; and

WHEREAS, Sandy has held a deep commitment to students at community and technical colleges throughout her career; working tirelessly to create opportunities for students to gain access to higher education; and

WHEREAS, Sandy has demonstrated continuous commitment to issues regarding equity, dedicating herself to political action and awareness in her personal and professional life; Sandy “walks the walk” and “talks the talk” with political savoir-faire; and

WHEREAS, Sandy’s ability to handle any situation with quick wit, wisdom and candor was invaluable to the system and to all those she worked with; and

WHEREAS, Sandy leaves a legacy of service to the public and a commitment to the students of Washington state;

NOW, THEREFORE, BE IT RESOLVED that the State Board for Community and Technical Colleges hereby commends Dr. Sandra Wall for her years of dedicated service to two-year colleges and the state of Washington, and wishes her much success and happiness.

APPROVED AND ADOPTED the 5th day of May, 2005.

Tom Koenninger, Chair

ATTEST:

Earl Hale, Secretary

STATE OF WASHINGTON

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

RESOLUTION 05-05-08

A resolution allocating state funds to community and technical colleges.

WHEREAS, the State Board has the authority to award and allocate state general funds, Administrative Contingency Account funds, and Education Legacy Trust Account funds, and

NOW THEREFORE BE IT RESOLVED that the State Board for Community and Technical Colleges allocate operating funds as listed below:

1. Approves the FY 2005-06 community and technical college district, Center for Information Services (CIS) and State Board program and office state general fund operating allocation of \$556,499,000, Administrative Contingency Account allocation of \$1,475,000, and Education Legacy Trust Account allocation of \$17,570,000 as displayed on Attachment Three; and
2. The total initial allocation includes state funds totaling \$550,196,857 found on Attachment Three – Section 3.
3. Authorizes the director to allocate an additional \$25,347,143 of state funds throughout the year for Revolving Funds, Holdback General Enrollments, New Facilities Maintenance and Operations, Classification Revision, UWT Technology Institute Pipeline, Childcare Matching Program, Quarterly Disability Accommodation Reserves, Apprenticeship, High Demand Enrollments, Rural/Community Development, Workforce Development Projects, Worker Retraining, Job Skills, and Reserves found on Attachment Three – Section 4.
4. Approves the operating funds allocation methodology as displayed in Attachment Two.
5. Approves the enrollment FTES distribution as displayed in Attachment Five.
6. Authorizes the director to adjust districts' enrollment allocations based on the enrollment rules in Attachment Six.
7. Authorizes the salary allocation for exempt, full-time faculty, part-time faculty, community college classified, and technical college classified employees as displayed in Attachment Seven.
8. Approves the rules for faculty increments included as Attachment Eight.
9. Requires allocations for Outcomes Assessment, Workforce Development base funding, Workbased Learning Tuition, Childcare Programs, Students of Color, and Disability Accommodations to be spent only for those efforts.

BE IT FURTHER RESOLVED, that the State Board for Community and Technical Colleges authorizes the Executive Director to make adjustments, as necessary, for actions taken by the governor, computational errors, data corrections, externally imposed restrictions or guidelines, legislative appropriation provisos, restrictions, guidelines, uniform accounting and reporting requirements, and unanticipated changes due to state or federal funding.

APPROVED AND ADOPTED on May 5, 2005.

Tom Koenninger, Chair

ATTEST:

Earl Hale, Secretary

STATE OF WASHINGTON

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

RESOLUTION 05-05-09

A resolution relating to 2005-06 Tuition and Fees.

WHEREAS, the Legislature has adopted a biennial operating budget in which it delegates tuition setting authority for resident students and flexibility to the State Board for Community and Technical Colleges; and

WHEREAS, the Legislature has enacted Engrossed Substitute Senate Bill 5448 delegating authority to set tuition and fees for nonresident students to the State Board for Community and Technical Colleges; and

WHEREAS, the Legislature's biennial budget provides that resident student tuition and fees may be increased by a maximum of five percent by the State Board for Community and Technical Colleges; and

WHEREAS, the Legislature has limited increases in technical college tuition and S&A fees to the same increases as community college operating fees,

NOW THEREFORE BE IT RESOLVED that the State Board for Community and Technical Colleges:

Adopts the community college tuition and fee schedule and rates for 2005-06 as set forth in **Attachment One**.

Establishes apprenticeship tuition at a minimum of \$36 per credit, and parent education tuition at \$11 per credit; and

Limits the maximum increase in technical college tuition and S&A fees for 2005-06 to five percent.

APPROVED AND ADOPTED on May 5, 2005.

Thomas Koenninger, Chair

ATTEST:

Earl Hale, Secretary

(Note: Attachments are on file at the State Board Office and are available upon request.)

STATE OF WASHINGTON

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

RESOLUTION 05-05-10

This is a resolution to execute a contract with the Washington State Department of Information Services to establish a K20 data linking environment between the State Board for Community and Technical Colleges Data Warehouse with the Office of Public Instruction Core Student Record System.

WHEREAS the Washington State Board for Community and Technical College is positioned to provide policy data on college students; and

WHEREAS the Office of Superintendent of Public Instruction is positioned to provide policy data on K-12 students; and

WHEREAS the Washington State Department of Information Services wants to contract with the Washington State Board for Community and Technical Colleges and the Office of Superintendent of Public Instruction to establish a K20 data linking environment,

THEREFORE BE IT RESOLVED that the Washington State Board for Community and Technical Colleges approve the contract to establish the K20 data linking environment; and

BE IT FURTHER RESOLVED that the State Board delegate authority for execution of the contract with the Washington Department of Information Services to Earl Hale, Executive Director.

APPROVED AND ADOPTED on May 5, 2005.

Tom Koeninger, Chair

ATTEST:

Earl Hale, Secretary