

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

MINUTES OF MEETING

October 19, 2005

State Board Members

**Jim Garrison, Mt. Vernon
Jim Bricker, Coupeville
Reuven Carlyle, Seattle
Sharon Fairchild, Spokane
Tom Koenninger, Vancouver
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
October 19, 2005

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

**Regular Meeting Minutes
October 19, 2005**

Note: The State Board held a study session on October 19, 2005, from 1:30 p.m. to 5:00 p.m. to discuss the following topics: 1) CTC Bachelor's Degree Task Force Criteria and Process, 2) 2006 Supplemental Operating Budget Request, 3) 2006 Supplemental Capital Budget Request, 4) 2006 System Legislative Platform, 5) 2005-06 SBCTC Office Budget and Workplan, 6) Economic Development Study Status Report, and 7) Washington Learns Report. No action was taken at the study session.

Board Members Present: Jim Garrison (Chair), Jim Bricker, Reuven Carlyle, Sharon Fairchild, Tom Koeninger, Al Link, Erin Mundinger, Jane Nishita, Lyle Quasim

CALL TO ORDER

Chairman Jim Garrison called the meeting to order at 8:15 a.m. and welcomed those present. He thanked Skagit Valley College President Gary Tollefson for hosting the meeting and the previous evening's dinner with the college board of trustees and staff.

ADOPTION OF AGENDA

***MOTION:** Moved by Jane Nishita and seconded by Sharon Fairchild that the State Board adopt its regular meeting agenda of October 19, 2005, with the addition of a consent item to approve contracts for homeland security.*

MOTION CARRIED.

APPROVAL OF MINUTES

***MOTION:** Moved by Al Link and seconded by Jane Nishita that the State Board approve its regular meeting minutes of June 23, 2005; retreat notes of September 6-8, 2005; and special meeting minutes of September 26, 2005, as presented.*

MOTION CARRIED.

HOST COLLEGE PRESENTATION

President Gary Tollefson welcomed State Board members and staff to Skagit Valley College. He introduced SVC faculty and staff members Maureen Pettit, Lynn Dunlap, Susan Tinker, Trish Barnes, Greata Kocol, and Susan Williamson. Dr. Tollefson and his team provided general information about the college and the community it serves, discussed learning communities at SVC, and shared information about the Center of Excellence for Marine Manufacturing and

serious long-standing issue and outlined steps the college is taking to address this problem on a long-term basis. He asked the State Board to consider options such as differential allocations and moving some allocated funds to part-time faculty salaries. He also expressed support for the State Board's supplemental operating budget request, which includes \$6.7 million for part-time salary improvement.

DIRECTOR'S REPORT

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

- **Proposed TIAA-CREF Rule Change.** John Boesenberg updated the Board on planned revisions to the State Board's retirement plan. Rule and plan document recommendations will be presented at the November/December State Board meeting.
- **Best Practices Task Force Update.** John also reported on the progress of the Best Practices Task Force on which Al Link and Jim Garrison serve as State Board representatives. A report and recommendations on part-time faculty employment issues will be presented to the Board for approval in December.
- **Foster Care Coordinating Committee Report.** Chris Reykdal updated the Board on the status of three legislative measures enacted since 2003 to improve the educational attainment of children in foster care and former foster youth. He also summarized several state and community-based programs being implemented in an effort to improve prospects of foster youth and former foster youth. Lyle Quasim volunteered to participate on the foster care oversight committee.
- **Grants Summary.** Earl provided an overview of several grants, including high-demand workforce training, I-BEST to assist low-skilled students, homeland security for training programs for emergency first responders, Evergreen Lumina Foundation to increase access and success among reservation-based Native American students, and distance learning grants to colleges for new developments in technology-assisted learning.
- **Adult Literacy Week.** Suzy Ames announced that Governor Gregoire has declared the week of October 30 as the second annual Adult Literacy Week. Colleges and community-based organizations that run adult literacy programs are planning events and activities across the state. Each activity will target the "thinking-taking public" as part of the system's statewide communications plan and will highlight the ways adult literacy supports economic development.
- **High School Completion.** Earl alerted the Board that the role community and technical colleges may play in high school completion for students over 18 years of age has raised a series of policy issues. Data is currently being gathered and will be brought back to the Board for discussion at a later meeting. The president's plans to discuss this issue at their October meeting.
- **WorkFirst Funding.** Earl reported on recent meetings and recommendations of the WorkFirst Reexamination Group. Governor Gregoire charged the group with finding ways to help people achieve self-sufficiency while holding the program within its current budget.

- **Washington Learns Report.** Mary Alice Grobins reported on recent meetings of the Washington Learns Higher Education Advisory Committee and the Steering Committee. She briefed the Board on key discussions and interim report recommendations.

APPROVAL OF 2006 LEGISLATIVE PLATFORM (Revised Resolution 05-10-22)

Chris Reykdal presented the community and technical college system's 2006 legislative request package, which was developed collaboratively by representatives from the trustees' and presidents' organizations, the faculty unions, and State Board members and staff. The Board reviewed the package and discussed policy and budget elements at its study session the previous day.

The legislative request package contains \$22 million in additional funds to address student access and faculty salary issues, a \$19 million supplemental capital budget request, a policy bill to address permanent funding for faculty salary increments, and a statement of intent to secure predictable and stable maintenance and operations funding for newly constructed capital facilities.

At the Board's request, a minor wording change was made to the original resolution presented in the Board's agenda packet.

MOTION: Moved by Jim Bricker and seconded by Tom Koenninger that the State Board approve Revised Resolution 05-10-22 (ATTACHMENT #1) adopting recommendations of the Joint Legislative Committee for the community and technical college system's 2006 Legislative Platform as outlined in the resolution and attachments.

MOTION CARRIED.

APPROVAL OF 2005-06 BUDGET AND WORKPLAN FOR THE STATE BOARD OFFICE (Resolution 05-10-23)

Chris Reykdal presented the proposed list of 2005-06 major staff projects and the agency budget for the State Board of just under \$10.2 million, which supports 90 staff members. He noted there was a small increase in staffing levels to support the statewide communications plan, to provide additional enrollment planning and analysis, and for the Homeland Security Institute. The proposed office budget, a list of priority projects, a list of the 10 highest priority projects, and related agenda background materials were reviewed and discussed with the Board at its study session the previous day. Reuven Carlyle also distributed a memo at that meeting outlining his ideas regarding the proposed 2005-06 workplan.

The 2005-06 workplan supports critical initiatives around economic development, access and affordability, funding and allocations, and seamless education. These major themes were previewed at the State Board retreat, along with several projects that fit into the themes.

MOTION: Moved by Sharon Fairchild and seconded by Al Link that the State Board adopt Resolution 05-10-23 (ATTACHMENT #2) approving the priority projects and budget for the State Board office for 2005-06 and delegating to the Executive Director the authority to make adjustments as deemed necessary to reflect changing conditions.

MOTION CARRIED.

2006 SUPPLEMENTAL OPERATING BUDGET (Resolution 05-10-24)

Mary Alice Grobins presented the proposed 2006 supplemental operating budget request totaling \$32.2 million, which focuses on funding for access to higher education and for compensation increases. The request also includes an item for increased fuel and energy costs and technical adjustments. The request and related agenda background materials were reviewed and discussed by the Board at its study session the previous day.

She noted that the 2005-07 enacted budget did not provide funding for several requested items, including: full funding for facility maintenance and operating costs, faculty increments in the second year of the biennium, and part-time salary improvements in the second year of the biennium. In addition to these items, the system had identified other needs, such as unanticipated fuel and energy cost increases, that were not part of the 2005-07 request.

The state's expected revenues for the 2005-07 biennial budget have increased since the budget was enacted in the summer of 2005. Based on the September revenue forecast, an ending fund balance of \$11 billion is anticipated. Factoring in caseload and other mandatory funding items, including the I-732 COLA for community and technical college faculty and staff, the Office of Financial Management estimates an ending fund balance for 2006 of \$885 million.

MOTION: Moved by Al Link and seconded by Jim Bricker that the State Board adopt Resolution 05-10-24 (ATTACHMENT #3) approving the 2006 supplemental operating budget request.

MOTION CARRIED.

2006 SUPPLEMENTAL CAPITAL BUDGET REQUEST (Resolution 05-10-25)

Tom Henderson presented the proposed 2006 supplemental capital request, which addresses unfunded critical infrastructure projects remaining from the last legislative session, changes to college-financed projects, and the need for additional capital funds due to significant changes in the bid market. The request and related agenda background materials were reviewed and discussed by the Board at its study session the previous day.

He briefly reviewed the list of capital appropriation requests, alternative financing projects, and certificate of participation projects included in the request.

MOTION: Moved by Al Link and seconded by Jim Bricker that the State Board adopt Resolution 05-10-25 (ATTACHMENT #4) approving the 2006 supplemental capital budget request.

MOTION CARRIED.

APPROVAL OF CTC BACHELOR'S DEGREE SELECTION CRITERIA AND PROCESS (Resolution 05-10-26)

JanYoshiwara presented the Bachelor's Degree Task Force proposals for selection criteria and processes for four colleges to pilot applied bachelor's degrees and three colleges to pilot university contracts for bachelor's degrees in early 2006. She noted that the proposals were endorsed by the college presidents at their September meeting. The proposals and related agenda background materials were reviewed and discussed by the Board at its study session the previous day. At that meeting, Board members were provided with the Task Force rationale for the criteria and standards for the colleges seeking to be selected for either pilot. They reviewed the proposed evaluation process and timeline and discussed financing for pilot projects.

Jan reported that the Baccalaureate Capacity Study identified a programmatic gap in this state for applied bachelor's degrees, degrees that only some universities offer in some locations and only in limited fields. Applied bachelor's degrees build on technical associate degrees either by providing further upper-division course work in the same professional/technical field studied in the applied associate degree or management specialization for technical workers who acquire management responsibility.

University contracts provide the opportunity for colleges to bring bachelor's degrees, whether traditional or applied degrees, not currently available to placebound students in their communities. The university partner is responsible for the curriculum and faculty and awards the bachelor's degree under the university contract.

MOTION: Moved by Al Link and seconded by Sharon Fairchild that the State Board adopt Resolution 05-10-26 (ATTACHMENT #5) approving the recommendation of the Bachelor's Degree Task Force regarding the criteria and process for selecting pilot colleges for CTC Applied Bachelor's Degrees and University Contract.

MOTION CARRIED.

2006 STATE BOARD MEETING SCHEDULE (Revised Resolution 05-10-27)

DelRae Oderman presented the proposed schedule of meeting dates and locations for 2006. A one-day meeting in April was added to the preliminary schedule that was presented to the Board at their September retreat. The purpose of this meeting is to adopt operating budget allocations, tuition rates, and CTC Bachelor's Degree Task Force recommendations.

MOTION: Moved by Jane Nishita and seconded by Al Link that the State Board adopt Resolution 05-10-27 (ATTACHMENT #6) approving its schedule of regular meeting dates and locations for 2006.

MOTION CARRIED.

CONSENT ITEMS (Resolutions 05-10-28 & 05-10-29)

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

- a) Resolution 05-10-28 (ATTACHMENT #7) authorizing Lake Washington Technical College to use local funds to acquire property adjacent to its Redmond Campus.***
- b) Resolution 05-10-29 (ATTACHMENT #8) delegating authority to the executive director to execute Homeland Security Institute contracts with the state Emergency Management Division of the Federal Office for Domestic Preparedness.***

MOTION CARRIED.

CHAIR'S REPORT

Chairman Jim Garrison reported on the following items:

- **Trustees' Association Report.** TACTC President Larry Brown reported on recent meetings and activities of the Trustees' Association. He reported on the ACCT Leadership Conference held in Seattle on September 7 and included seven different presenters from Washington's community and technical college system. TACTC hosted an impressive and creative welcome reception for the conference participants. He thanked members of the State Board Search Committee for meeting with the TACTC Executive Committee to get their input into the search process. TACTC will hold its joint Board of Directors and Legislative Steering Committee meeting on November 10 at Highline Community College.
- **Executive Director Search Process Update.** Jim Garrison updated the Board on the search process and timeline for selecting the new Executive Director. Board members had an opportunity to review and comment on the search brochure, position specifications, and salary range at their September retreat, and their feedback was incorporated in the final document. Jim has also been meeting with system stakeholders to get their input. The screening committee met via conference call on October 12 to preview the interview process proposed by the search consultant. The committee will meet with the consultant immediately following the Board meeting to further discuss the search process and preliminary outreach results.

- **Executive Director's Contract.**

MOTION: Moved by Tom Koenninger and seconded by Al Link that the State Board increase the Executive Director's salary by 3.2 percent effective September 1, 2005, as authorized by the Legislature.

MOTION CARRIED.

ADJOURNMENT/NEXT MEETING

There being no further business, the State Board adjourned its regular meeting of October 19, 2005, at 11:00 a.m. The next regular meeting of the State Board will be held November 30-December 1, 2005 at Bellevue Community College. It is anticipated that special Board meetings will be required in early December for the purpose of interviewing candidates for the position of Executive Director.

Jim Garrison, Chair

ATTEST:

Earl Hale, Secretary