

Workforce Education Council
 Fall Meeting Agenda
 Green River College, Kent Campus
 Room 282/283
 October 12 & 13, 2023

Wednesday, October 11	Agenda Topic	Information
3:30 - 5:30 p.m.	WEC Executive Committee <i>This is not a general membership event</i>	Kent Campus Room 260
6:00 p.m.	New Member Welcome and Dinner (All Welcome)	Agave Cocina and Cantina, Kent Station
Thursday, October 12	Agenda Topic	Information
8:00 - 8:45 a.m.	Breakfast & Networking	Provided
8:45 - 9:00 a.m.	Call to Order, Housekeeping, Dinner Options College Welcome	Host, Kit Alston Dr. Rolita Ezeonu, Vice President of Instruction Green River College
9:00 - 9:30 a.m.	Hellos and Farewells WEC Business Meeting <ul style="list-style-type: none"> ● Introduction of Members ● Approval of WEC Spring Minutes ● Treasurer's Report ● Review of Agenda 	Dani Trimble, Chair Rickitia Reid, Treasurer
9:30 - 9:40 a.m.	Association of WA Businesses	Erika Borg, AWB
9:40 - 9:50 a.m.	Washington State Labor Council	Rachel McAloon, WSLC
9:50 - 10:00 a.m.	Break	
10:00 - 11:00 p.m.	CLNA and Perkins V	Kimberly Ingram, SBCTC
11:00 - 12:00 p.m.	CLNA Opportunity Gap Analysis Overview	Dr. Kevin Johnson, Advanced CTE
12:00 - 1:00 p.m.	Lunch (Hot Topics Q&A)	
1:00 - 1:30 p.m.	23-24 WEC Work Plan Overview	WEC Exec
1:30 - 2:30 p.m.	Committee Work	
2:30 - 3:00 p.m.	Committee Report Out	
3:00 - 3:15 p.m.	Break	
3:15 - 3:45	Skills Standards Updates	Project Leadership Team
3:45 - 4:00 p.m.	Liaison Reports: Council of Basic Skills, Continuing Education Council, Baccalaureate Leadership Council, Articulation & Transfer Council, Instruction Commission, Diversity Equity Officer Commission, Research & Planning Commission, Guided Pathways (SBCTC), Diversity & Equity (SBCTC)	
4:00 - 4:30 p.m.	Overview of WEC Bylaws Revision	WEC Exec
4:30 - 5:30 p.m.	WECspitality	Mama Stortini's, Kent Station
6:00 p.m.	Dinner	on your own, find a colleague to network with!

Friday, October 13	Agenda Topic	Information
8:00 - 8:45 a.m.	Breakfast & Networking	Provided
8:45 - 9:00 a.m.	Vote on Bylaws Revision	Dani Trimble
9:00 - 9:15 a.m.	Centers of Excellence Update	Lindsey Williams
9:15 - 10:15 a.m.	Input on the <i>Talent and Prosperity for All</i> Strategic Plan Development	Workforce Training & Education Coordinating Board
10:15 - 10:45 a.m.	Gainful Employment Updates	Summer Kenesson, SBCTC
10:45 - 11:00 a.m.	Break	
11:00 - 12:30 p.m.	SBCTC Report	SBCTC Workforce Staff
12:30 - 1:00 p.m.	Wrap Up and Adjourn	Dani Trimble

Workforce Education Council

Spring 2023 Meeting Notes

Apr. 27-28, 2023

Clover Park Technical College
4500 Steilacoom Blvd. SW
Lakewood, WA 98499

Apr. 27, 2023

Call to order

WEC President Jerry Anhorn called the meeting to order at 9:33 am.

Interim VPSS Dean Kelly welcomed WEC members to Clover Park Technical College. Dean of Instruction Claire Korschinowski provided an overview of CPTC's center for advance manufacturing.

Jason Boatright and Michelle Barr were thanked for the logistical support they provided by hosting WEC.

WEC business meeting

Introductions of members

All present introduced themselves.

Approval of WEC winter meeting minutes

Chris Pelchat (SPCC) moved to approve the minutes of the WEC winter 2023 meeting. Keri Lobdell (CBC) seconded. The motion passed unanimously.

Treasurer's report

WEC Treasurer Mia Boster reviewed the treasurer's reported, noting a balance of \$29,436.49 after issuing one refund and paying for the fall meeting catering. Spring meeting catering expenses will follow.

Tami Rable (RTC) moved to approve the treasurer's report as presented. Terry Cox (OC) seconded. The motion passed unanimously.

WEC executive nominations

Jerry invited WEC participants to nominate themselves or their colleagues to serve on WEC executive committee, filling three openings. Jaclyn Jacot is stepping off the committee as past chair and Mia Boster as treasurer. Jerry will be moving into the past chair position and Dani Trimble as chair. New members will be brought on as members-at-large; officer positions will be determined later. Voting will take place tomorrow.

Review of agenda

There were no changes to the agenda.

Centers of excellence update

Lindsey Williams, director of Agriculture & Natural Resource COE housed at Walla Walla Community College, introduced Brent Lundstrom, director of the new COE for Cybersecurity housed at Whatcom Community College, and Christina Rupp, new director of the COE for Construction housed at Renton Technical College.

Workforce Education Council

Spring 2023 Meeting Notes

Lindsey highlighted several upcoming events the Centers are sponsoring and/or facilitating. Specifics will be sent via the listserv.

Association of Washington Businesses (AWB)

– Erika Borg, AWB Institute

There are roughly 8,000 members from across the state, mostly small to medium businesses. Members are pleased with policies regarding no tax increases, the nurses compact, the passage of ergonomics, and long-term care; however, they thought more could have been done regarding housing and sustainable aviation fuel.

The current survey of members is still open; however, preliminary results indicate members rate the current Washington economy as moderate to weak (but stronger than the national economy). More than half reported their business is flat or taking a downturn, while 30% said their business is growing (the latter may be a reflection the build-up in the pipeline). 44% anticipate the Washington economy to enter a recession in the next year, of which the vast majority think Q3 or Q4.

Top challenges they reported their business are facing include inflation (64%), lack of qualified workers (57%), overall tax burden (52%), government regulations (50%), and cost of health care (46%). They cited the overall tax burden (58%), homelessness (56%), and workforce (44%) as the top public policy issues facing Washington state.

42% affirmed they're having trouble filling positions, of which 45% are mid-level and 33% entry-level positions. 35% of open positions have starting wages of \$20-25, followed by 29% at \$15-20 and 26% at more than \$25 per hour. At 51%, the minimum education qualification for most openings is a high school diploma or GED. Another 13% indicate an industry certificate and 4% a 2-year degree, though those numbers may not reflect actual practice (i.e., likely higher percentage).

See www.awbinstitute.org/vitals for state and community level data on 34 indicators on progress made toward our desired future.

The AWB Workforce Taskforce met in summer and fall 2022 and will have a draft report ready for AWB's spring meeting. The taskforce divided its approach to workforce into four overarching goals:

1. Workforce retention
2. Immediacy in workforce attraction
3. Career preparation
4. Career awareness early and often

Erika invited WEC participants to nominate companies for [manufacturing and general business awards](#).

Washington State Labor Council (WSLC)

– Rachel McAloon, WSLC

Representing roughly a half million union members, WSLC's priorities are: 1. Investing in essential public workers; 2. Creating climate jobs; 3. More housing options for working families (HB 1110, HB 1474); and, 4. Worker protections (HB 1240).

The Washington State Apprenticeship and Training Council (WSATC) meets quarterly. Upcoming meetings will be July 19 at L&I headquarters and Oct. 18 in Spokane.

Workforce Education Council

Spring 2023 Meeting Notes

WSLC partnered with Unite Here Local 8 to create PNW Hospitality Training Program, with technical trainings provided by the Seattle Culinary Academy at Seattle Central College.

Rachel is scheduling meeting with all of the colleges to see how she might help with getting labor representatives on advisory committees.

Skill Standards Update

– Skills Standards project leadership team

The skill standards focus group completed a comprehensive overhaul of critical work functions (CWFs) A-H and created a developmental model from baseline to intermediary to mastery. This work was confirmed through a verification survey.

Given the ground-breaking nature of its work and with approval from the leadership team, the DEI focus group centered its attention on CWF D (provide student instruction). Remaining work includes continuing to identify and integrate DEI into the other CWFs and, long-term, consideration of adopting an immersive and sustainable DEI framework (e.g., PEAR – pro-equity, anti-racism)

Jerry reported that the Instruction Council was deeply concerned the DEI CWF D was sitting outside of the standards and not integrated.

Recommendations:

- Ask system leadership to designate a team responsible for continuous upkeep of the skill standards
- Skill standards should be on an interactive platform
- Equity issue with focus solely on professional technical faculty
- Establish metrics to ensure the skills standards are relevant and useful
- Consider adoption of a longer-term equity-focused framework

Discussion questions for small groups over lunch:

1. Should the DEI focus group's work on CWF D be integrated with the other focus group's work?
2. Can colleges opt to implement now?
3. Should WEC be empowered to continue the DEI work for CWFs A-C and E-H?

Committee report outs

Student Success

– Loyal Allen, Jr., Highline College

This committee is looking at four related to workforce that may create barriers for some students:

1. Lack of support for students transitioning off benefits
2. Childcare – requirements to qualify vary
3. Financial aid policies
4. Workforce programs – as great as they are, they only go so far

Workforce Education Council

Spring 2023 Meeting Notes

Pathways

– Jason Boatwright, Clover Park College

This committee is exploring the creation of a workforce grants master planning document (e.g., common data asks, similar questions. They've identified roughly 30 grant applications and are in the process of cross-referencing to the CLNA. Some applications still need to be vetted with subject matter experts. It will bring workforce grant writers/managers together.

Future of Workforce

– Michael Reese, Bellevue College

For the high schools CTTE dual credit satisfies graduation requirements and Perkins. For the colleges, it's a lot of work for little return (just 3% of credits earned land at one of our colleges).

WEC participants are encouraged to complete a survey regarding CTE dual credit (rebrand.ly/ctedual), as well as share with other on their campuses who are involved with CTE dual credit. Now is a great time to chime in on what's working and what's not.

DEI Professional Development

– Melana Yanos, North Seattle College

This committee is looking at effective strategies for recruitment and retention of students. They may request time at the fall and winter WEC meetings for guest speaker(s) and/or to highlight the work of some colleges.

Liaison report outs

Council for Basic Skills (CBS)

No report

Continuing Education Council (CEC)

– Alyssa Munoz, Community Colleges of Spokane

CEC is meeting May 18-19. They are focusing on integrating DEI into marketing language and how to develop programming with a DEI lens.

Baccalaureate Leadership Council (BLC)

– Steve Danver, Columbia Basin College

The original mandate to assist with the BAS process has come to an end. They are now focusing on the admissions process with some people coming from industry and others straight from high school. They are also looking at providing guidance for program management (not just the mechanics, but also academic rigor), sunseting programs that are under-performing, and advisory committee requirements.

Articulation and Transfer Council (ATC)

– Sarah Wakefield, Renton Technical College

ATC is meeting next week. Some of the things they will be working on are:

- Clean-up and maintenance of common course numbers (CCN), including getting rid of classes with low enrollment

Workforce Education Council

Spring 2023 Meeting Notes

- Focus on DEI work
- Anti-racist curriculum
- Making ENGL& 101 more accessible

Instruction Commission (IC)

– Emily Lardner, Highline College

Emily thanked those who worked on the skill standards project, noting it will impact how we do professional development. We will learn together and need to find ways to integrate for all faculty.

IC will be talking about updating the language in program approval request (PAR) form to align with the NWCCU 2020 standards. They put the work on hold to make sure there was also alignment with the WAC.

Diversity and Equity Officers Commission (DEOC)

No report

Research and Planning Commission (RPC)

No report

Guided Pathways Advisory Council (GPAC)

No report

Grant discussion: coordination of federal grant applications

The State Board is wondering how to help colleges collaborate with each other when applying for federal grants and seeking partners.

Olympic College is working on a DOL – Transportation grant and Green River College on a DOL – Building Pathways to Infrastructure – green jobs. Bellevue College has some interest in building pathways to IT.

The Governor’s office is also building a list and is looking to the workforce development councils (WDCs) to see what they’re working on. The State Board will help navigate with the Governor’s office but is not equipped to write.

Centralia, Walla Walla, and Spokane Community Colleges collaborated on two Strengthening Community Colleges grants – though they did not get either, they did receive good feedback on the first and both were good experiences of collaboration.

Skills standards draft motions

The draft motions regarding the skill standards project were reviewed and edited, to be voted on tomorrow.

Jerry adjourned the meeting for the day at 4:26 pm.

Workforce Education Council

Spring 2023 Meeting Notes

Apr. 28, 2023

Jerry reconvened the meeting at 9:04 am.

Skill standards vote

At least two-thirds of the colleges need to be present to establish a quorum. A quorum was established with 30 of 34 colleges present. At least two-thirds of the colleges present need to vote in favor for a motion to pass (i.e., at least 20 of 30).

Motion A

Chris Pelchat (Spokane Falls Community College) moved to direct the WEC executive committee to coordinate the submission of a Perkins Special Project to fund external subject matter experts, with CTC system faculty input, to integrate DEI competencies into all critical work functions of the skill standards for professional technical faculty by the winter WEC meeting so that it can be presented to IC at their spring 2024 commission meeting.

Tami Rable (Renton Technical College) seconded.

Twenty-nine of the colleges present voted in favor; one abstained. The motion passed.

Motion B

Dani Trimble (Lower Columbia College) moved to approve critical work function D, with integrated DEI competencies, for inclusion in the updated 2023 skill standards for professional technical college instructors.

Michael Reese (Bellevue College) seconded.

Twenty-eight of the colleges present voted in favor; one abstained; one did not vote. The motion passed.

Motion C

Keri Lobdel (Columbia Basin College) moved that WEC recommend to IC to approve the updated 2023 skill standards for professional technical college instructors as approved in Motion B.

Daneen Berry-Guerin (Big Bend Community College) seconded.

Twenty-nine of the colleges present voted in favor; one abstained. The motion passed.

WEC executive

The following WEC members expressed interest in serving on the WEC executive team:

- Michael Reese, Bellevue College
- Rickitia Reid, Highline College
- Kit Alston, Green River College

JoAnn Baria (Pierce College) moved to elect all three to WEC executive; Skye Field (Yakima Valley College) seconded. All present voted in favor. The motion passed.

Workforce Education Council

Spring 2023 Meeting Notes

Tribal relations – G2G training & outreach to tribes and their business enterprises

– Lynn Palmanteer-Holder, SBCTC

Lynn serves as the director for SBCTC's new office of Tribal Government Affairs (TGA).

There are 29 federally recognized tribes in Washington state and 34 community and technical colleges; however, there is no formalized relationship between the tribes and the colleges (though there are formal relationships with the 295 public school districts, nine educational service districts, seven state-tribal education compact schools, and six public four-year colleges and universities).

The TGA office is tasked with helping to build the tribal/CTC relationships and to development meaningful and authentic land acknowledgements.

The TGA's Washington Community and Technical Colleges American Indian Advisory Board (WCAAB) has four goals:

1. **Expand professional development:** Train Washington community and technical college leaders on [RCW 43.376](#).
2. **Tackle contemporary challenges:** Intentionally recruit tribal relations specialists, indigenous faculty and staff, etc.
3. **Raise awareness:** Raise awareness of American Indian and Alaska native historical burdens such as intergenerational historical trauma, boarding schools, relocation era, etc.
4. **Reduce American Indian and Alaska native education and economic disparities:** Develop tribal student pathways that lead to successful recruitment, retention and completion rates, raise opportunities for workforce development within tribal economies.

The federally recognized tribes are sovereign nations, and the State does not have any oversight; they have the right to make their own laws and their economies (e.g., gaming industry).

The gaming industry is an example of why the colleges should partner with the tribes:

- \$6.6 billion gross state product
- \$1.5 billion in wages & benefits
- \$1.2 billion in state & local taxes
- 37,371 direct employment
- 54,000 jobs traced back to tribes
- 1 in 86 Washington jobs

Climate solutions – Tribal Stewards Project

– Dr. Irene Shaver

The Tribal Steward Project is focused on creating pathways for future tribal stewards. Its goals are to:

1. Support a just pathway that reduces disparities in tribal students thriving at our CTCs and in accessing indigenous climate science scholarship and realizing tribal community environmental and economic justice.
2. Create opportunities for tribal students.
3. Form partnership with CTCs.

Workforce Education Council

Spring 2023 Meeting Notes

WEC participants were encouraged to think about ways to incorporate into strategic plans ways to partner with the tribes.

SBCTC report

(Refer to the [2023 Spring WEC SBCTC Update](#) for the presentation slides.)

SBCTC system priorities

– Bill Belden

- COLA – fully funded
- Advance equity, diversity, and inclusion (\$26M) – 47% funded
- Expand learning technology (\$93M) – not funded
- Support workforce development programs (\$77M) – not funded

Industry demand

– Carolyn McKinnon

2023-25 operating budget highlights:

- Commercial drivers licensing & related supply chain
- Law enforcement and corrections work group
- Centers of Excellence – maintenance (inflation)

Funding 52 individual line items versus 25 in 2012-13.

SBCTC and the Washington State Fire Marshal’s Office are collaborating on the Fire Sciences & EMT Workforce Supply initiative to assess supply and demand for firefighters and to address workforce skills gaps.

The data governance committee’s continuing education work group is building out coding structures and a data dictionary for CNED career in ctLink. Colleges that are running workforce intent codes on the non-credit side will be impacted how they build courses in CNED.

The micro-credentials steering committee is examining credit and non-credit micro-credentials to better incorporate them into system structures.

Sector response

– Bill Belden for Anna Nikolaeva

2023-25 operating budget highlights:

- Additional funding for 200 nursing FTEs
- Continued funding for SIM maintenance, 500 cyber FTEs, and nursing FTEs

With input from the SBCTC, the Nursing Commission, and many other entities, the USDE clarified that their expanded definition of a third-party servicer does not apply to clinical providers.

Workforce Education Council

Spring 2023 Meeting Notes

Work-based learning

– Genevieve Howard

Highlights:

- HB 1013 – establishing regional apprenticeship preparation – there will be five pilots; three in the west side of the state and two in the east (and will include one rural)
- SB 5269 – concerning Washington state manufacturing – an audit of where we'll be by 2050; apply for federal dollars to shift to green economy
- SB 5305 – establishing the office of career connect Washington – did not pass; however, \$5M in Career Launch is for capital equipment
- Electrical apprenticeship – to sit for O1 exam, must complete a registered apprenticeship program

Redistribution for Career Launch and Aerospace 1,000 was suspended in FY20-21. Programs will be held accountable for 75% of the target for FY23, 90% for FY24, and 100% for FY25.

Program support

Dual credit

– Bill Belden

- Increase FTE from 1.2 to 1.4
- CTE dual credit project - \$1.5M over two years to increase participation and credential attainment – Skagit Valley College and other colleges withing the ESD

Perkins funding and reporting

– Kimberly Ingram

- A CLNA workshop will be held at the summer WEC meeting – it's recommended colleges should have an outline or even a draft completed by then
- The FY23 annual report is due July 31 (the template will be available by the end of May)
- The federal government requires reporting on use of reserve dollars (i.e., rural and high vocational FTE)
- FY24 Perkins Plan
 - o Should align with the college's current CLNA
 - o Feedback themes: use of public versus protected dashboard; programs of study (not the same as CTE dual credit); who from executive leadership is aware of the CLNA; alignment with the CLNA
- The final day to submit Perkins Leadership applications is May 11 – contrary to prior years, this will not remain open for later applications

Program approval and inventory

– Shelby Means

A new program approval request (PAR) form is currently in testing. A web tutorial will be available likely in June.

Shelby is continuing to work with colleges to clean up current inventory and will then manage just what's in ctLink.

Workforce Education Council

Spring 2023 Meeting Notes

Wrap up and adjourn

WEC thanked Jerry for chairing the WEC executive committee and, making up for past years, the gavel was officially passed from Claire Korschinowski to Jaclyn Jacot to Jerry Anhorn and to Dani Trimble.

Next meetings

Summer – Aug. 16-17, 2023, South Puget Sound Community College (meeting will include CLNA workshop)

Fall – Oct. 12-13, 2023, Green River College

Winter – dates TBD, Whatcom Community College

Spring – dates TBD, Walla Walla Community College

Jerry Anhorn adjourned the meeting at 12:13 pm.

WEC Treasurer Report
July 2023-June 2024
Rickitia Reid, Treasurer

*Beginning Balance		\$30,701.49	
Income			
Date	Explanation	Amount	Payment Details
			Total Deposits
			\$0.00
Total Income		\$0.00	
Expenses			
Date	Paid To	Explanation	Amount
9/26/2023	Walla Walla	Summer 2022 WEC retreat	\$1,265.44
			Total Expenditures
			\$1,265.44
Total Expenses		\$1,265.44	
Running Balance		\$29,436.05	

2023 - 2024 Bank Statement Reconciliation			
July Statement Balance:	\$30,701.49	January Statement Balance:	
August Statement Balance:	\$30,701.49	February Statement Balance:	
September 26 Statement Bala	\$29,436.05	March Statement Balance:	
October Statement Balance:		April Statement Balance:	
November Statement Balance:		May Statement Balance:	
December Statement Balance:		June Statement Balance:	

**BYLAWS OF THE WASHINGTON STATE
COMMUNITY AND TECHNICAL COLLEGE
WORKFORCE EDUCATION COUNCIL**

February 7, 2013

Revised February 7, 2020

Revised August 8, 2022

DRAFT Revised August 15, 2023

ARTICLE 1 – NAME AND AFFILIATIONS

Section 1. NAME

The name of this organization shall be the Washington State Community and Technical College Workforce Education Council, hereafter referred to as “Council” or “WEC”.

Section 2. AFFILIATIONS

The Council is a subsidiary of the Instruction Commission (IC) and the Washington Association of Community and Technical Colleges (WACTC).

ARTICLE II – OBJECTIVES

Section 1. ORGANIZATIONAL OBJECTIVES

The objectives of the WEC are as follows:

- A. To provide ongoing education and training to WEC members in workforce education issues.
- B. To assume and maintain leadership in the promotion and support of workforce education at the local, state, and federal levels.
- C. To align goals and outcomes with the SBCTC vision of leading with racial equity to maximize student potential and transform lives within a culture of belonging that advances racial, social, and economic justice in service to our diverse communities.
- D. To support the implementation of Guided Pathways within the CTC system in alignment with the Guided Pathways equity principles. To cooperate/partner with business, labor, community organizations, and educational institutions in the selection, development and training of qualified faculty and to promote high quality programs and services to maintain Washington leadership in workforce education.
- E. To develop, adopt, and promote professional standards for the certification of instructional personnel.
- F. To provide input to the Washington Association of Community and Technical Colleges (WACTC), the Instruction Commission (IC) and other stakeholders on workforce issues.
- G. In concert with other state agencies, assist the state legislature and subcommittees thereof in the development of legislation to encourage students to realistically pursue collegiate goals through workforce education leading to employment in their field of choice.
- H. To recommend the expenditure of state leadership and other available funds in support of the WEC goals and objectives for the support of workforce education.

ARTICLE III – MEMBERSHIP

Section 1. MEMBER DEFINITION

The Council shall consist of the chief workforce education officer “or comparable title” as designated from each college within the community and technical college districts in Washington.

Section 2. ASSOCIATE MEMBER DEFINITION

Associate, non-voting members of the WEC, shall include designated representatives from each community and technical college in Washington.

Section 3. EX-OFFICIO MEMBER DEFINITION

Ex-officio, non-voting members of the WEC, shall include representatives from the State Board for Community and Technical Colleges, the Instruction Commission, Centers of Excellence directors, and such other appropriate statewide college staff or organization entities as recommended by the Executive Committee.

Section 4. VOTING PRIVILEGES

The designate member from each college identified in Section 1 is entitled to vote on matters brought before the Council. If a designate member is unable to attend a meeting, an alternate from the representative college may attend with full voting privileges.

Section 5. RESPONSIBILITIES

Members, or their designated representative, are committed to attend and participate in the WEC meetings and activities and to support the organizational objectives as stated herein and/or determined by action of the WEC.

ARTICLE IV – MEETINGS

Section 1. NUMBER OF MEETINGS

The Council shall meet a minimum of three times during the academic year. Additional meetings, including a summer meeting, may be established by the Executive Committee. The meeting locations shall rotate among the campuses with the actual times, locations, and frequency established by the Executive Committee, with the concurrence of the host campus representative.

Section 2. COMMITTEE MEETINGS

Executive Committee meetings, other committee meetings, or work groups established by the WEC may meet at the time and location established by the committee or group chairperson and may include electronic meetings.

Section 3. MEETING GOVERNANCE

Robert’s Revised Rules of Order shall be the guiding document for the governance of all meetings.

Section 4. QUORUM

A quorum is met when a minimum of 2/3 (23) of all college members are in attendance in-person or electronically at the meeting. All motions must be passed with a minimum of 2/3 (~~16~~) members present voting in favor of the motion.

Quorum	Majority
2/3 of Voting Members	2/3 of Those Voting
A minimum of 23 out of 34 college representatives	A minimum of 16 votes in favor of the motion

ARTICLE V – FISCAL PROCEDURE

Section 1. FISCAL YEAR

The fiscal year of the Council shall coincide with the fiscal year of the Washington Association of Community and Technical Colleges.

Section 2. REGISTRATION FEES

The annual membership registration fees for each college and associate member will be set by the Executive Committee subject to the concurrence of the members at a regular meeting of the Council.

Section 3. FISCAL REPORTING

The Treasurer of the Council will present an accounting of monies received and disbursed at each of the WEC regular meetings.

ARTICLE VI – GOVERNANCE

Section 1. ACTIVITIES AND PROGRAM OF THE COUNCIL

The WEC Executive Committee shall develop, plan, and execute all activities of the Council subject to the concurrence of the members at a regular meeting of the Council.

Section 2. COMPOSITION

The Executive Committee shall be composed of eight members and/or associate members of the Council, elected by the members at the spring meeting of the WEC. (The immediate Past Chair will be an ex-officio seventh or eighth member if their term on the committee has expired.)

Section 3. TERMS OF OFFICE

In order to ensure stability and continuity of the Executive Committee, membership shall be staggered.

Subsequent terms of office for elected members of the Executive Committee shall be for three (3) year terms with the exception of the immediate past Chair. An Executive Committee member may be elected Chair-elect at the end of a third year of Executive Committee membership and may be elected Chair in the subsequent year. In such circumstances, voting rights on the Executive Committee shall be no more than five years.

Members shall not serve for consecutive terms.

Section 4. EXECUTIVE COMMITTEE QUORUM

A simple majority of the Executive Committee meeting in person or electronically shall be necessary and sufficient to constitute a quorum.

Section 5. VACANCIES

Any vacancy on the Executive Committee may be filled by appointment by a majority of the remaining members of the Committee. Any such appointment shall become effective immediately and shall be approved by a majority vote of the membership at the next regular meeting. Persons filling vacancies shall do so only for the remaining term of office and such time shall not be considered as consecutive term.

ARTICLE VII – OFFICERS

Section 1. OFFICERS

The officers of the WEC shall be Chair, Chair-elect, Recorder, Treasurer, and DEI Advocate. The Chair-elect, Recorder, Treasurer, and DEI Advocate shall be selected by the Executive Committee, following the election of new members of the committee, from among the members of the committee.

Section 2. OFFICER DUTIES

All members of the Committee shall attend the planning retreat to determine the Council’s activities for the year. Members of the Committee will participate in other WEC Executive Committee planning meetings and activities; provide support during WEC meetings and such other duties as assigned.

Section 2 CHAIR

The Chair of the WEC shall preside at all meetings of the council and at all meetings of the Executive Committee and perform such other duties as may be necessary.

Section 3. CHAIR – ELECT

The Chair-elect of the WEC shall perform the duties of the Chair in the event of absence or disability of the Chair and such other duties as assigned. The Chair-elect shall become Chair in the ensuing year.

Section 4. RECORDER

The Recorder shall give notice of all meetings to the membership, record or delegate the recording of minutes of said meetings, and maintain an accurate listing of all members and associate members of the WEC. The Recorder may serve for up to a three (3) year term concurrent with the fiscal year.

Section 5. TREASURER

The Treasurer will maintain and account for monies of the Council and provide a report to the membership at each meeting. The Treasurer may serve for up to a three (3) year term concurrent with the fiscal year.

Section 6. DEI ADVOCATE

The DEI Advocate will work to ensure that the Council is aligned and accountable to WEC’s stated DEI organizational objectives. The DEI Advocate may serve for up to a three (3) year term concurrent with the fiscal year.

Section 7. VACANCIES

Vacancies in the offices of Chair-elect, Recorder, Treasurer, and DEI Advocate shall be filled by appointment by the majority of the remaining members of the Executive Committee for the remaining term. Vacancy in the office of the Chair shall be filled by the Chair-elect.

ARTICLE VIII – COMMITTEES

Section 1. SPECIAL OR AD HOC COMMITTEES

There may be such special or ad hoc committees as the Chair and/or the Executive Committee may from time to time establish for the discharge of particular duties.

Section 2. STANDING COMMITTEES

There shall be a standing committee on nominations. The Committee on Nominations shall consist of the retiring Chair, acting as chair, and three members of the membership at large. Appointments to this committee shall be made by the Chair with the concurrence of the membership. The duties of the Committee on Nominations shall be to bring forth a slate of candidates for election of Executive Committee members at the spring meeting. The Executive Committee may establish other Standing Committees as needed to discharge on-going duties.

Section 3. ADDITIONAL/DISCONTINUANCE OF COMMITTEES

Except for the Committee on Nominations, the Chair, and/or the WEC Executive Committee may at any time add to or discontinue any of its standing, special, or ad hoc committees for such time as may be determined.

ARTICLE IX – AMENDMENTS

These Bylaws may be altered or amended by a two-thirds vote of a quorum of the designated members at any scheduled meeting of the WEC. Proposed amendments must have been submitted, in written form, to the entire membership at least 30 days in advance of the scheduled meeting.

Approved unanimously by the WEC membership on February 7, 2020. Official copy for the ongoing record will be maintained by the current WEC Recorder.

DRAFT



2024 SUPPLEMENTAL CAPITAL BUDGET REQUEST

SEPTEMBER 8, 2023

Investing in College Campuses and Climate Recovery

Our community and technical college system's \$103 million supplemental request targets reducing greenhouse gas emissions and funding two priority capital projects.

Energy-performance standards

According to the Washington State Department of Commerce, buildings are the most rapidly growing source of greenhouse gas emissions in Washington state. The building sector is the state's second largest carbon polluter behind transportation, and accounts for 27% of statewide emissions. Investing in building energy efficiency is the most cost-effective way to significantly reduce building sector emissions.¹

With full funding of this request, our colleges would:

- Install energy submeters in individual buildings to ensure compliance with energy performance standards established under the 2019 Clean Buildings Act (HB 1257) and then expanded in 2022 (SB 5722). Fast action is required to meet the first mandatory compliance date of June 1, 2026.
- Develop decarbonization plans for campuses with centralized heating and cooling plants. Decarbonization plans for campuses with centralized energy systems serving at least five buildings and more than 100,000 square feet of building space

are required under HB 1390, which sets a due date of June 30, 2024 for planning to begin, and June 30, 2025 for them to be submitted to the Department of Commerce for review and approval.

- Tune up and optimize inefficient building systems through a "retro-commissioning" grant program. The grant program would be created through this request and administered by the State Board for Community and Technical Colleges.

These investments would equip colleges to meet state energy performance standards for buildings, reduce greenhouse gas emissions, improve operational efficiencies, and avoid significant penalties, thereby preserving funding for instruction and student services.

Priority design and construction projects

Our college system's 2024 budget request also seeks funding for two major capital projects not funded in the biennial budget: the Center for Vocational and Transitional Studies at Lower Columbia College in Longview, and the Performing Arts Building replacement at Columbia Basin College in Pasco. Funding these two requests would serve students at the two colleges while reducing a backlog of capital projects needed across Washington's 34 community and technical colleges.

Source: 1. Department of Commerce website Sept. 2, 2023: <https://www.commerce.wa.gov/growing-the-economy/energy/buildings/clean-buildings-standards/>

2024 SBCTC Supplemental Capital Budget Request for New Appropriations and Financing Authorities

Priority	College	Number	Project	Phase	Request	Cumulative
1	Statewide	40000878	CBPS SBCTC Statewide Utility Submeters for Clean Buildings Act	Design & Construct	\$8,544,000	\$8,544,000
2	Statewide	40000914	HB 1390 - Decarbonization Planning	Planning	\$724,000	\$9,268,000
3	Statewide	40000880	CTC Energy Efficiency Program	Grant program	\$2,000,000	\$11,268,000
4	Lower Columbia	40000106	Center for Vocational and Transitional Studies	Construction	\$43,704,000	\$54,972,000
5	Columbia Basin	40000108	Performing Arts Building Replacement	Design & Construct	\$47,876,000	\$102,848,000

2024 SBCTC Supplemental Capital Budget Request for Alternative Financing Authority

College	Number	Project	Authority
Renton	40000881	Building J Renovation	\$2,000,000



CONTACT INFORMATION

Darrell Jennings
Capital Budget Director
360-704-4382
djennings@sbctc.edu



2024 SUPPLEMENTAL OPERATING BUDGET REQUEST

SEPTEMBER 19, 2023

Washington's 34 community and technical colleges train people across our state for well-paying careers while providing businesses with the talent they need to thrive. Our college system's 2024 supplemental budget request focuses on two critical workforce needs: preparing more local residents to fill jobs in the fast-growing computer science field and reducing textbook costs for students in professional-technical programs.

Strengthening the Computer Science Workforce (\$9 million)

The information and communications technology (ICT) sector is a vibrant pillar of Washington's economy. In 2022, the ICT industry directly employed 360,900 people, making it the fastest growing industry in the state.¹ Washington also has the highest concentration of tech workers in the nation relative to the state's overall employment base, with nearly one in 10 workers in the tech industry.² Yet local employers looking for tech talent continue to encounter a skills shortage. Currently, colleges and universities do not have the capacity to educate enough students to keep up with employer demand.

Our college system proposes to create at least 15 more Bachelor of Science in Computer Science programs as authorized by the Legislature in 2021 (SB 5401). With sufficient funding, these programs would help our state meet existing and emerging needs in the tech industry while expanding access to well-paying computer science careers for diverse community and technical college students.

Lowering Professional-Technical Textbook Costs (\$600,000)

The high cost of textbooks is a significant barrier for many students. Nationally, the average community or technical college student pays \$1,460 a year for textbooks and supplies.³ In Washington, that's about 32 percent of the annual tuition costs. High textbook costs can force students in professional-technical programs to delay buying books until financial aid is awarded, forgo the books altogether, or even leave college due to the added financial stress.

Our college system seeks a legislative investment to advance a project that provides students free, copyright-cleared resources as an alternative to high-priced textbooks. Current resources provide introductory content for students studying healthcare, machining, welding, early childhood education, criminal justice, and hospitality. Funding was provided by a U.S. Department of Education grant. An investment by the Legislature would expand those resources to include information technology; forensic science; computer-aided design; health, safety and nutrition; CNC machining; culinary math; and periodontics. This three-year, \$1.8 million project requires a legislative investment of \$600,000 in the supplemental budget for fiscal year 2025 and \$600,000 in each year of the next biennium.

Sources: 1) Washington Technology Industry Association (WTIA) and High Peak Strategy. (2023). Technology Sector Economic Outlook in Washington State and the Greater Seattle Region. Seattle: WTIA ; 2) CompTIA. (2022). State of the Tech Workforce. Downers Grove, IL: CompTIA; 3) Ma, Jennifer and Matea Pender. Trends in College Pricing and Student Aid 2022. New York: CollegeBoard.

CONTACT INFORMATION

Stephanie Winner
Interim Operating Budget Director
phone: 360-704-1023
email: swinner@sbctc.edu