**Center of Excellence Summer Meeting**

**Minutes**

**August 1-2, 2011; Skagit Valley College Marine Science and Technology Center**

**Anacortes, WA**

Absent: Erik T – injury

Guest: Noreen Light, SBCTC – call in

August 1 – Day 1

1030am – Call to Order

May 4 meeting minutes (handout)

* Maureen move to approve
* Mike second
* Unanimous vote

SB Report – Pat

* Upcoming surgery – will be out for appx 8 weeks
* Work plan template and planning document final; sent last week (week of July 24) – budgets final at $120K/up to $35K performance; living document: changes/adjustments welcome
  + WEC hoping for further collaboration, more input, so adjustments may be forthcoming
* Question: when can we expect $35K funding disbursement? After Sept 1 deadline, document states Dec 1
  + Follow up: What about those of us doing performance work now? Try to limit the amount of performance-specific work.
* Question: annual reports – how to avoid the redundancy of the quarterly reports? Compile with easy to read, succinct, high points; can be used as marketing tool if chosen – no real way to avoid redundancy
* Speaking of succinct – responses to Pat for Legislative report/meeting were too long. MUST be short!
  + Brief review of responses sent: Rep Anderson needs to understand the enormous impact the Centers have on industry and education
  + **ACTION: by end of retreat – shorten the responses to the real highlights**
    - Programs of study; PLA initiative; campus disaster preparedness; common themes; specific where necessary
    - Core Expectations – align project/initiative
  + *Action complete – reviewed list and created bullets for Pat’s document (attached)*

Leadership transition process (handout)

* Caryn described process
  + Shana move to accept; Jaime second; Unanimous approval
* Accept slate of nominees – Maureen – Chair; Caryn – Vice Chair
  + Ann move; Mary Kaye second; Unanimous approval
* Jaime move to accept slate as approved
  + Ann second; Unanimous approval

Committee discussion

* power point (handout)
  + see notes on power point presentation - attached
* 2011-12 Committees (results attached)
  + Constituent Relations (Jaime, Mary Kaye, Mike/Linda, Paulette/Health)
    - K12, Industry, Government, Health
  + Economic Development (Ann, Barbara, Shana)
  + Center of Excellence Development (Maureen, Caryn, Erik)
    - Strategic Plan, Internal Professional Development

Website presentation – Maureen (handout) (attached)

* power point presentation of how useful a social/marketing tool our websites can be
* Maureen uses Wordpress, Vimeo, tagging; showed example of posting update, etc
* Highlighted do’s and don’ts
* Twitter; Facebook, etc

DACUM Review

* Erik, Ann, Mike, and Caryn participated in panel to create DACUM for Director position
* Jaime was facilitator-in-training for other group, now certified
* Discussion of process
  + Highlights/lowlights
  + Possible further steps – SSID

CoE Report Outs

* Homeland Security
  + Summit
  + Community Preparedness
  + Industry roundtables
  + PLA
  + Wounded Warrior
  + Linda – also Pgm Coord in academic program; enrollments up and doing well
  + Now the National Center of Excellence for Veteran Education
* Information and Computing Technology
  + Strategic planning stages of many projects
  + Beginning planning of STEM summit for next year
* Agriculture
  + Similar to ICT – strategic planning
  + Possible grant, working to plan depending on receipt of said grant
  + Center audit with Advisory Board members – major suggestion was greater connection to employee placement = challenge
* ITTL
  + Spokane Skill Panel
  + Rail Grant
  + LWTC Program
  + PLA pilot
  + Curriculum sharing
  + CERB site
  + Soft skills modules
* Marine
  + Big move to Anacortes – new political relationships – challenging year
  + Online modules – electronics, math, composites
  + IBEST manufacturing
  + International/USCG Regulations and technologies = new curriculum/credentialing opportunities around safety, propulsion
  + Website update!
* Construction
  + Apprenticeship training workshop – Sellen
  + Math toolbox – sustainability add-on
  + Developing online small business incubator – industry specific
* Aerospace
  + ACAT – Aerospace Curriculum Alignment Team – correlating/cross walking Boeing job codes with statewide curriculum, which then created a need for common course numbering
    - Workshops – composites, Airframe&Powerplant, mechanics, design, electronics
  + Pat – challenge to the Centers – CIP code alignment could be needed sometime in the future – and campuses will need incentive or punishment
* Health
  + Center Director position available
  + Closing gaps for end of the year
  + Evaluating advisory board and other loose ends
* Energy
  + Online Smartgrid module
  + Labor market study (Alan Hardcastle)
  + Dept of Energy grant funded module and study, which helps fund state project in Spokane, which helps fund lineman training (WDC project)
  + Occupational pathways projects
  + Summit included many more educators

Adjourn Day 1 – 4:05pm

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Day 2 – August 2, 2011

930am - Call to order

PLA – Noreen Light call in (handouts)

* Review of template
  + Examples – Highline CC Int’l Business (BUSN205); Renton Technical College (MART 8390)
* Focus to start is on pre-existing training, certifications, etc (apprenticeship, police academy, NASBITE, etc)
* Feedback from President’s Group – workgroup needs to develop implementation plan, establish costs (staff hours, overhead, etc) and therefore student fees (sustainable/long-term), document the process and use best practices to create one streamlined
* Centers are only involved in the template development/industry examples
  + Discussion of practice examples
* **NEXT STEP/ACTION: 1 example (course) from each Center, using the template, sent to Erik/Caryn for feedback by October 3, 2011.**

Impact Report

* Discussion
  + Send any immediate edits to Mary Kaye/Maureen
  + New PDF will be published and distributed
  + **ACTION: Send edits to Mary Kaye by close of business August 15**
* IDEA: Jaime recommended that Maureen send the Impact Report to the Presidents with short announcement of leadership change
* No decision made. No action will be taken at this time

WEC Report – Bob

* Assessment process will be voted on by WEC Exec committee next week
  + Sent to IC in May
    - Positive feedback – request assessment report every 2 years
* Brief discussion of building awareness with the IC
  + **ACTION: Possible visit by small cohort to IC/WEC liaison in September**
    - **Barbara, Bob, Shana, Mary Kaye, Ann, Mike interested**
  + **ACTION: Meeting with Dixie and SB during same day/time frame**

Next Meeting

* Mike suggested having Fall meeting to include SB representatives (Charlie, Dixie, etc) presenting their expectations, political goals, reports to legislature, etc
  + Change from Wenatchee to Olympia OR separate meeting?
    - Pat recommends separate meeting with state-level stakeholders (SBCTC, WTEB, etc)
  + **ACTION: Constituent Relations Committee will spearhead and work with Pat**
* Need more Center information
  + IDEA/**ACTION**: **Each meeting highlight 3 Centers to present**
    - **Maureen will develop narrative, topics/questions, etc**
    - **Mike, Mary Kaye, and Caryn will present at Fall meeting**

Website Update

* Caryn
  + Event calendar – straightforward;
    - **ACTION: Caryn will send instruction document**
    - Question about duplication of efforts and request for feedback
      * A few Centers don’t have event calendars; small amount of effort; self-marketing;
      * Mary Kaye volunteered to send out reminder to check website
  + IBEST database – currently awaiting response re: data entry
    - Cost proposal is $4000
    - **Table for next meeting – cost analysis for the $550 that’s paid; analysis of database; vote on whether this is best fit for COE’s and website**
* Mary Kaye
  + Invoicing – $550 annual that goes toward administration, budget office, projects – current invoice is for 2011-2012
  + Common hosting – shared costs/discounts if individual Centers need to adjust hosting
    - **ACTION: Mary Kaye will send the information she received to Directors – see email dated August 2, 2011**

ROI Calculations/Reporting

* Maureen discussed presentation handout (attached)
  + Recommends putting evaluative data results on website with actions plans, etc in reports
  + Walked through calculations
* Question about how to find the numbers for the calculations
  + Concern about basing numbers on “If this occurred, then this savings would happen”
* Review of Impact Report and how calculations were done
  + Various recommendations and feedback
* **SPECIAL NOTE: PAT REQUESTS THAT NO FURTHER PUBLICATION OF ROI BE MADE UNTIL FURTHER NOTICE. See email dated August 3, 2011.**

Adjourned 12:15pm