**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

 -

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