



CENTERS OF EXCELLENCE

Personnel

Director compensation

Director Salary – Established at the discretion of the host college.

Travel

Due to the statewide role of the Center, it is recognized there is a need for in-state and out of state travel to meet the mission of the Center. Funds for travel come out of the centers' general budget or from grants or other outside funding efforts. Center employees will follow the Host colleges, and state policy on travel.

Contracting

Centers will follow State of Washington and Host College requirements in contracting with outside vendors and consultants for activities such as economic analysis, curriculum development and events. Centers may contract to secure or provide professional services, including for events not located on the host campus.

Reporting relationships

Center directors ideally will report to at least the Vice President level of their Host College or their designee. To be decided by the Host college.

Host College Support

Location

Host Colleges agree to provide office space commensurate with college staff of similar levels and functions to the Center employees. Host Colleges will not charge a fee for the office space, and will work with the Center Director on the most suitable location for staff.

IT support

Host Colleges will provide one desktop computer and phone for each staff of the Center. This computer will have internet access and be connected into the College's network. Center employees will have access to the College's IT services commensurate with other College staff.

Host College operational support

Centers will work with Host Colleges relevant departments when conducting center business, including making travel arrangements, preparing contracts and invoicing. Centers will conduct such operations under the rules and regulations of host colleges.

HR support

Host colleges will provide Human Resources for payroll, hiring, and the personnel needs of Center Staff. Human Resources will assist the Center Director with developing job descriptions and the posting of jobs, should the need for new positions arise. The salaries of Center staff (excluding Director) will be determined by the type of position, duties, and responsibilities, and though working with the HR Department on the host campus. Salaries for Center staff are paid out of the annual allocation from the State Board or other resources such as grant funding. The Center Director and/or Center staff will participate on interview panels and/or lead said panels involving the hiring of new Center staff. All center Directors and staff are state employees.

Fiscal Support

1. Colleges are encouraged to continue to host centers with local funds. When necessary, colleges may charge an amount not to exceed 5% for specific additional administrative costs incurred to support the operation of a Center. Examples: executive staff vacancies, staff operational impact due to a vacancy. No new administrative fees may be imposed until additional resources are secured.

Host colleges can charge the established indirect rate on federal and state grants funds awarded to Centers, when allowable. Negotiated at local rate.

2. Amount of annual funding the State Board will continue to allocate the earmark* provided by the legislature to each host college to fund Center operations. Additional resources may be awarded subject to availability.

*The earmark from the state legislature is not a grant.

Performance and Reporting

Reporting, outcomes and performance

Annual work plan

Centers develop annual work plans in collaboration with their Advisory Committees, Industry associations, CTC program faculty, host college leadership, and in consultation with the State Board. They will brief the Host College Administrator, to whom they report, and provide them an opportunity for input. A retrospective summary of centers' work plans will be developed and presented annually by the COE Executive group to the WACTC Education Services Group and the Instruction Commission Workforce Committee referencing the recommended priority checklist.

Quarterly reporting

The Centers will provide quarterly progress reports on the annual work plan and statewide efficacy (via established measures), to the State Board utilizing the established template. The report will be made available to the Host College Administrator to whom they report, the Center's Advisory Committee, and published.

Communications protocol with WACTC and IC

Meeting with WACTC Education Services Committee and IC with State Board staff and COE leadership.

1. Receive input from college leadership and address needs of colleges'
2. Understand colleges' leaderships current priorities
3. Provide a briefing on COE's initiatives and activities that are in alignment with system priorities
4. Explore areas of collaboration

Onsight assessments

The State Board will conduct an onsite assessment of the Center of Excellence, not to exceed every three years. The assessment will consist of the following:

1. Evaluate the work of the Center,
2. Consider industry demand,
3. Provide system guidance,
4. Feedback highlighting Center accomplishments and challenges,
5. Interacts with leadership of the College,
6. Incorporates system leadership recommendations
7. Reaffirms the host college's interest in and support for hosting the center.

The work of the Centers provides a system-wide benefit to students, colleges and programs, industry partners, and economic and workforce development partners.

The Colleges shall review the commitments and directions in this policy every three years at the time of the onsite assessment by the State Board.

Advisory committee

The Advisory Committee will be composed of representative stakeholders. Members should include representatives from industry, education, labor, nonprofits and government.

Five core expectations

1. Economic Development Focus: *Serve as partners with various state and local agencies, regional, national, and global organizations to support economic vitality and competitiveness in Washington's driver industries.*
2. Industry Sector Strategy Focus: *Collaboratively build, expand and support industry, labor and community and technical college partnerships to support and promote responsive, rigorous, and relevant workforce education and training. Use data-driven resources to accomplish this.*
3. Education, Innovation and Efficiency Focus: *Collaborate and convene industry networks and*

educational partnerships to support the development of efficient educational systems and strategies, all with the aim of building a diverse and competitive workforce.

4. Data and industry standards to inform Workforce Supply/Demand Focus/and other issues: *Research, analyze and disseminate information related to training capacity, skill gaps, trends, and best practices within each industry sector to support a viable new and incumbent workforce.*
5. Leading with Equity and Access: *Working with industry and education to maximize student and workforce potential within a culture that advances racial, social and economic justice to service our diverse communities.*

Created Resources

Centers understand and will be compliant with the open source policies as described in Chapter 4.10.30 of State Board Policy Manual when developing and maintaining resource documents.

Examples of resource documents include but are not limited to:

- Skills Standards
- Curriculum Development and Review
- Industry Focused Studies
- Databases
- Webinars

Noted References

Pay is governed by 2.30 Classification and Compensation of Employees: “Ensure that compensation and conditions of employment for all employees are governed by the appropriate administrative boards/agencies.”