



## Advisory Board Meeting

September 9, 2011

Walla Walla Community College, William A. Grant Water & Environmental Center, Room 2023

11:30am – 1:00pm, Working Lunch

### ***Welcome & Introductions***

Jaime Clarke welcomed Advisory Board Members and thanked them for making time to attend the meeting.

### ***Advisory Board Members in Attendance:***

Dean Farrens, Wayne Gilman, Leslie Hammer, and Mike Swan via Elluminate

### ***Others in Attendance:***

Don Miller, Mindy Stevens, Jaime Clarke, and LaKatherine Stanger

### ***Action Items***

- The April 2011 meeting minutes were reviewed. Leslie moved to approve the minutes and Dean seconded the motion. The motion passed unanimously.
- The Advisory Board reviewed the 2011-2012 Work Plan and following discussion, approved the Work Plan as presented. Approval was by consensus.
- The Advisory Board reviewed the 2011-2012 Center's Operations Plan. Leslie moved to approve the Operations Plan and Wayne seconded the motion. The motion passed unanimously.

### ***Center of Excellence Updates & Activities***

- ***Staffing Transitions:***  
Jaime Clarke announced her resignation as Center Director, effective September 9, 2011. LaKatherine will continue to work as the Office Assistant for the Agriculture Center of Excellence, and will be the point of contact until the Director position is filled. Mindy Stevens will be filling in as the Acting Director during transition, and will be making the final decisions for the Center. The Center of Excellence is still looking to hire a Project Manager for the USDA Grant. The process to hire someone is on hold until the Center receives final funding authorization.
- ***2010-2011 Annual Report***  
Jaime provided a brief review of the 2010-2011 Annual Report, published August 2011. The report essentially provides information related to the Center's grants, budgets, activities, trends, and enrollment numbers.

- *Center Audit Findings*

The Center conducted an internal audit in an effort to reflect on future plans and past accomplishments. The results indicated Center strengths, areas for improvement or increased focus and identified initiatives providing the greatest potential for positively impacting education and the industry. A noted Center strength was the depth of exposure developed by active participation in conferences, secondary school visitations, articulation development and website access. Noted areas for improvement are 1) promotion of agriculture to a broader audience, 2) developing stronger connections with secondary counselors and 3) development and promotion of career pathways for agriculture emphasizing industry transferable skills. Based on audit findings, the Center will emphasize improvements in 1) promotion of the agricultural industry, 2) coordination within the education system: K-12, community and technical colleges, and four-year colleges/universities, 3) identification of industry points of contact for training needs and education programs.

### ***2011-2012 Center Activities***

- *Budget Update*

The Agriculture Center of Excellence experienced budget reductions, as did most institutions across the State. The baseline budget was reduced and performance funding remained constant, leaving the Center a budget for the fiscal year of \$155,000 rather than the standard \$170,000. The fluctuation in funding will not affect the role of the Center; rather it will encourage more efficient methods of travel for out-of-area conferences, and consideration of distances.

- *2011-2012 Work Plan*

The Center submitted the 2011-2012 Work Plan to the State by the September 1st deadline. The work plan may be modified as circumstances change during the program year. Based on the loss of the Center Director, and with consideration of Mindy Steven's time commitment, the work plan was limited to critical and essential objectives, core expectations, and activities. A review of the Agriculture Center of Excellence's activities over the current fiscal year (2011-2012), included four recommended industry events. Jaime presented details about each of the Center objectives, core expectations and planned activities. The Advisory Board members approved the work plan as presented.

- *Updated 2011-2012 Industry-Specific Events Calendar*

The Center is scheduled to attend only four events this year due to budget reductions. The recommended events are; 1) Washington's Cattlemen's Conference scheduled for November 2011, 2) Farm Bureau Annual Meeting scheduled for November 2011, 3) Washington's Hay Growers Convention scheduled for January 2012, and 4) Washington's Potato Conference scheduled for January 2012. Mindy Stevens (current Acting Director) will be attending selected events until the Director position is filled to prevent potential loss of service during the transition period. Additional meetings will be scheduled for attendance via ITV or Elluminate to save travel costs for the Center.

### ***Operations Plan Review and Approval***

Advisory Board membership reviewed the Center operations plan which provides planning information related to meetings, special events, conferences, strategies, policies and expectations of the Center of Excellence, Director and related staff. Leslie moved to approve the operations plan and Wayne seconded the motion. Motion passed unanimously.

### ***Feedback and Discussion***

The Advisory Board first congratulated Jaime on her new position and thanked her for the exceptional service in leading the Agriculture Center of Excellence. Jamie was commended for her dedication, leadership and support of the agricultural industry.

Wayne recommended that documents such as the Career Cluster Map have a 'revised by' date added to identify the newest version of a document. Don suggested identifying methods for determining success of Center initiatives through definitive measures addressing Center objectives. Simple measures of how many visits or conferences were attended failed to provide an effective indication of success or failure. Advisory Board members found tracking trends based off of high school visits and student interests intriguing. They suggested research be done to smooth out any possible bumps and move forward with the idea.

### ***Next Meeting***

The next Advisory Board meeting is tentatively scheduled for December 16<sup>th</sup>.