

Business Affairs Commission Meeting Minutes

April 2 and 3, 2015 at Olympic College in Bremerton, WA

Day 1: Thursday, April 2, 2015

11:00 – 11:05 p.m.	Initial Welcome and Introductions – Bob Williamson
Chair Bob Williamson opened the meeting. Bruce Riveland provided some college and logistical information. Introductions were shared.	
11:05 – 12:30 p.m.	<p>BAC Academy: Continuity of Operations Planning</p> <p>Scott Preston, Business Continuity Manager/Emergency Management Duty Officer, University of Washington</p> <p>Jade Broglio, Emergency Preparedness Manager/Clery Compliance Officer, Edmonds Community College</p> <p>Bill Overby, Skagit Valley College, Ed Cull, Olympic College, and Robin Blacksmith, Shoreline Community College from Safety, Security and Emergency Management Council</p>
<p>Presentation was delivered on continuity of operations planning. COOP is connected to accreditation standard 3 related to recovery planning. Topics covered included institutional disaster costs, rules and regulations, essential functions, and various scenarios (e.g. power loss, systems connectivity loss, etc.) that were coupled with key considerations.</p> <p>COOP was discussed as an “operational advantage,” as it relates to the marketplace, brand name/public relations protection, improved organizational resiliency, protection of investments, and preservation of jobs. If up and running before other institutions, may attract more market share of students, faculty and staff.</p> <p>Focus was on planning for impact and disruption—resource-oriented planning versus threat-specific disasters.</p> <p>Seven planning traps to avoid were shared, including having a plan but failing to plan, plans based on threat instead of impact, reliance on insurance, avoidance, fatalism, too little support, and creating a plan instead of a program.</p> <p>Some next steps include determining critical functions and their respective priorities, establishing delegations of authority, establishing a process for developing COOP, and using a template or plan development online tool.</p>	
12:30 – 12:45 p.m.	Lunch and Welcome by David Mitchell, Olympic College President
President Mitchell welcomed BAC to the Olympic College campus. He touched on a couple of specific topics including the current capital budget discussions and the allocation subcommittee work, “from formulas to reality.”	
12:45 – 2:45 p.m.	BAC Discussion: Defining our role, structure, and relationship with WACTC and State Board – Facilitated by Larry Yok, BAC Retiree
Larry Yok, retired BAC member, facilitated a group discussion revolving around defining the role and structure of the Business Affairs Commission and the relationship of BAC with WACTC and State Board staff. The session also included smaller group discussions focused on some primary questions with report outs to the larger group. The questions included:	

1. What are the roles and purposes of the Business Affairs Commission?
2. What are the pathways and barriers that affect BAC's abilities to perform its roles and purposes?
3. What are BAC's next steps and actions?

A summary of the notes will be compiled by Larry and Nate and distributed for follow up discussion at BAC's June meeting.

2:45 – 3:00 p.m.

Break

BAC adjourned into break and reconvened into committee meetings.

3:00 – 4:30 p.m.

Committee Meetings

Committees on Information Technology, Operating Budget, Security & Safety, Operations and Capital met.

4:45 – 5:30 p.m.

Executive Committee Meeting

Executive Committee met prior to the BAC dinner.

Day 2: Friday, April 3, 2015

8:00 – 8:10 a.m.

Call to Order and Introductions – Bob Williamson

Approval of Minutes and Treasurer's Report – Nate Langstraat

The BAC business meeting was called to order. February 2015 meeting minutes were presented and unanimously approved. The BAC treasurer's report of \$7,902.83 was shared and accepted by the membership.

Bob shared an overview of the recommendation made by BAC OBC to align the liaison role to match other BAC committees' structures. An official motion was made and seconded to designate the past BAC OBC chair to serve in the role of liaison to WACTC OBC. The motion passed unanimously and will take effect in 2015-2016. A suggestion was made to capture the commission's governance structure as an appendix to our bylaws.

8:10 – 8:25 a.m.

WACTC Report – Ron Langrell, President, Bates Technical College

President Ron Langrell joined the BAC membership to share the WACTC report. He touched on the current budget environment and noted that we should be optimistic. However, he encouraged BAC membership to hold onto various budget scenarios as they may serve helpful in the future, particularly as the demography of our students evolves over time.

President Langrell highlighted that being universally locked arm-in-arm as a system, particularly with the Legislature, is our greatest strength.

President Langrell asked for feedback on expectations for the WACTC liaison. Ray White and Bob Williamson shared some of the outcomes from the BAC discussion regarding roles, responsibilities, and relationships, such as timing of commission meetings and alignment of commissions' work plans.

8:25 – 9:20 a.m.

SBCTC Report – Denise Graham, SBCTC

Denise Graham shared an update that Governor's office and OFM are quietly asking state agencies to start contingency planning, should agreement not be reached on budget in the

Legislature.

There is a new sanctioned WACTC group called the Evidence-based Practices work group, to identify best practices in student achievement that can be implemented at scale for consideration in the 2017-2019 budget request. Various commission reps will be participating. BAC membership was asked to consider whether BAC should be represented. The work group will begin meeting later in April 2015 and continue through the 2015-2016 year.

An Enrollment Counting work group was formed in recognition of the importance of FTE counting in the new allocation model. The group will focus their review on how FTEs are counted. Bob Williamson mentioned that he already sent a call out for those wanting to serve on this work group and encouraged others to consider participating.

All BAC members were invited to join the President's Academy at Lower Columbia College, which will cover the entire allocation model and the various decision points.

Denise provided an overview of the International Student Counting topic which was charged to the Critical Issues Committee. Business Officers of those presidents serving on the committee were invited to join the discussion. At the last WACTC meeting, a majority recommendation was presented with a minority report. WACTC membership voted to table the issue and tasked Critical Issues Committee to come back with additional recommendations. Denise covered the various nuances and fiscal implications of counting international students as state FTE versus counting them as contract FTE. She turned the discussion over to Nick Lutes to cover the fiscal modeling around international student coding options and potential impacts to specific colleges. The model is compared directly to the status quo allocation model so that the decision point around international student coding can be isolated. BAC membership had robust discussion on the variables, the impacts, and how to mitigate specific colleges' financial effect over time.

9:20 – 10:00 a.m.

Committee, Workgroup, and Liaison Reports

Operating Budget – Nate Langstraat and Nick Lutes

Nate Langstraat turned the committee report over to Nick Lutes to cover three major topics: enrollment rules, 2015-2017 budget overview, and FY2016 allocation.

Nick provided a handout that covers potential changes in enrollment rules based on the new allocation model. Revisions included language related to three-year average targets, redistribution of under-enrolled colleges' FTEs to over-enrolled colleges, and worker retraining enrollment allocations. There was some discussion specific to worker retraining enrollments and funding within the enrollment rules.

The 2015-2016 FTE target will be established based on the current model. Enrollment rules would take effect on July 1, 2015, but would not have a fiscal impact until July 1, 2016 when the new allocation model is implemented.

Various earmarks and provisos were discussed as related to the allocation model. There are some pending decisions to be made on these types of designated funding.

FY2016 budget allocation and tuition decision points were discussed and shared via handout.

WACTC Allocation Subcommittee decision points document was shared. BAC members were encouraged to review and visit with their presidents prior to the WACTC Academy on April 23. Those BAC members who served on the High Cost Work Group were thanked for their service.

10:00 – 10:10 a.m.

Break

BAC business meeting took short break.

Information Technology – Barbara McCullough

Barbara McCullough talked about a memo that was drafted from the BAC IT Committee to the WACTC Technology Committee regarding concerns related to the ctcLink project. A copy of that memo was distributed to BAC membership for their awareness.

August 23, 2015 is the hard go-live date for FirstLink colleges. August 2016 is the target go-live timeline for Wave 1 colleges.

A meeting has been scheduled for April 9, facilitated by John Ginther, to understand more of the chartfield issues. BAC members were encouraged to participate. A broader group from BAR and BAC will be convened to work towards solutions after the April 9 meeting.

A Wave 1 coordinator was hired to align planning and efforts towards Wave 1 implementation.

Security & Safety – Frank Ashby

Frank Ashby distributed draft of a training matrix for incident response, as produced by the SSEM Council.

Frank asked that BAC members send feedback to him regarding the BAC Academy on COOP, as well as the documents and resources that were distributed as examples for plans.

Campus security officer training was discussed, specifically related to the question of, “what level of training do these officers need?” This discussion will continue to help determine the level of competency required in order to be named a security officer on individual campuses.

Operations – Bruce Riveland and John Ginther

Bruce Riveland shared an update on joint policy development related to state and federal requirements. Participating BAC members are to send Jennifer Howard an email indicating the critical 2 or 3 policies needing development on individual campuses.

Procurement training date has been pushed back to October 1. Executive management-level training is planned to be covered at the BAC meeting in June.

Fiscal health measures for debt service were discussed, related to setting policy on debt service—a metric for debt service as percentage of total revenue in the operating budget—in order to support COP requests. There was discussion about 10.5% being used as the threshold. There was some additional discussion about how to calculate total operating revenue. The State’s limit is 8.75%. There will be ongoing opportunity to refine and define. Debt service to expenditure rate is 5.75% at the national level. Survey will be sent out to collect current local policy/practices that set debt service limits at individual colleges.

Capital – Steve Ward and Wayne Doty

Steve Ward updated BAC on minor works appropriation with updated expenditure information. BAC members should operate under the assumption that there will be no re-appropriations in the future.

Wayne mentioned that the Senate’s capital budget may get released as early as Monday, April 6. After that release, additional information will be shared with the BAC membership.

Major capital budget request workshops are concluding with the goal of providing all of the resources, tools, and information that colleges may need to make their requests. Materials can be accessed on the budget development webpage.

A revised DES project management list was distributed, which includes project managers’ supervisors and contact information.

10:45 – 12:00 p.m.	BAC Executive Session
BAC only members met in executive session.	
12:00 p.m.	Meeting Adjournment
The regular BAC business meeting adjourned.	