

Day 1: Thursday, February 09, 2017

South Puget Sound Community College, Lacey Campus, Building 1, Rooms 188/194

10:30 - 11:00 am - Check In

11:09 am - BAC Welcome and Introductions

- notes

11:12 am - Capital Project Scoring and More - Wayne Doty

- Overview of revised major capital project scoring policy and process, as well as dashboard metrics and expenditure patterns for minor work projects.
- See handouts:
 - BAC Capital Academy presentation 9Feb17.pdf
 - 2019-21 Major Project Selection Criteria adopted 19Jan17.pdf
- Registering for upcoming 2019-2021 Capital Budget Development Workshops:
 - March 17th at Pierce (9:00 am - 4:00 pm)
 - April 7th at Big Bend (9:00 am - 4:00 pm)
- 2019-2021 Criteria for Selection of New Major Projects - introduced
 - Proposals due December 2017
- Changes to the process/scoring include:
 - Criteria for projects with net new area now use future utilization instead of future growth rate
 - Allowance for exterior circulation in replacement projects
 - New and improved guidance
- Formalized appeal process is being worked on
 - Administrative corrections (i.e., a math error that needs to be fixed)
 - Qualitative appeal (i.e., feel like your proposal wasn't fully understood)
- Use 2015 facility condition scores for major project proposals
- Aspirational budget request = Governor's 2017-19 proposal plus 34 new designs (@\$3.7m each) 2019-21
 - \$404m 2019-21 request
- Scoring Proposal:
 - 34 proposals, 34 college scorers, and 4 State Board scorers
 - 9 scorers per proposal
 - 306 score sheets
 - 50% overlap between scorers per proposal
 - No one scores a proposal from their district
 - 6-10 projects to score per scorer
 - Trustee oversight
- Get your utilization figured out (if you haven't already done so) by July
 - Using last fall numbers
 - State Board has resources to help

12:00 pm - Lunch/Networking

1:00 pm - Welcome to SPSCC - Time Stokes, President

1:05 pm - Allocation Model - Cherie Berthon

- In preparation for 2017-2018 budget development, an overview of the allocation model will be provided with a specific focus on District Enrollment Allocation Base (DEAB) targets.
- See Handouts:
 - District Enrollment Allocation Base (DEAB Target Setting Presentation (blue on white))
 - 2017 Enrollment Rules (plain white)
- DEAB drives over \$350m dollars, and is the largest driver in the allocation model
- One issue now being realized is that the model compares pre-rebase numbers with post-rebase numbers, which extends the shadow of losses or gains from the rebasing.
- Further discussion will take place in the BAC OBC Committee and tomorrow
- Presentation to WACTC OBC in late February

2:00 - 2:20 pm - Transition Time

2:20 pm - Committee Meetings

4:05 pm - Executive Committee Meeting

Day 2: Friday, February 10, 2017

South Puget Sound Community College, Lacey Campus, Building 1, Rooms 188/194

7:45 - 8:15 am - Breakfast

8:16 am - Welcome and Introductions

8:20 am - Call to Order - Nate Langstraat, Chair

8:22 am - Approval of Minutes, Treasurer's Report – Kevin McKay

- Treasurer's Report:
 - Current account balance is still \$9,198.23
- Approval of the April Meeting minutes
 - Motion: Chad Stiteler, Second Bill Thomas
 - Approved

8:30 am - WACTC Report – Scott Morgan, Green River College, WACTC Liaison to BAC

- Heavy on the presidents' minds: ctcLink
- Presidents voted on a governance change (new structure) for the ctcLink project
 - The Tech Committee of WACTC will now become the "deciders" and "advisors" to the owner of the project. The owner of the project will be Marty Brown.
 - The original project Principles have been reemphasized and will serve as a decision-making framework for Committee decisions.
 - State Board is also looking for a "Tsar" to coordinate the project
- Diversity - also an issue on the minds of presidents
 - Particularly with the diversity of faculty relative to the populations we serve on our campuses
 - Will be holding an Academy at the next WACTC meeting
- Chris Reykdahl is the new Superintendent of Public Instruction
 - Met with Trustees and will be meeting with WACTC
 - College in the High School is important to Chris
 - Career and Tech Flexibility - graduation requirements being too biased toward college-bound students now
 - Classified staff in all our school districts needs to be "updated."

8:45 am - State Board Report – John Boesenberg

- Executive Director recruitment
 - About half way through the recruiting process, national advertising
 - Screening committee has been assembled, with broad participation, and John Boesenberg will chair
 - About 30 applicants so far, hope to double that number by the end

- Hoping to fill by end of May
- Working on ctcLink
 - What we bought, what has been delivered, what is working, what isn't working, what is current state for the First Link colleges, etc.
 - The new governance structure is about giving Presidents a chance to have fingerprints on the decisions that cost money, and system-level decisions.
 - Recruiting the Project Manager now, has gone out twice now unsuccessfully, having trouble competing with private sector salaries. Are pursuing some likely leads now.
- HR Legislation
 - Several bills going forward regarding part time faculty and collective bargaining. More information will come out Monday afternoon. HB 1237
 - One bill defines and would require equal pay for equal work for part time faculty.
- Leasehold Excise Bill
 - Scheduled for hearing next Friday in the House
 - Testified this past week as well
 - Would cover bookstores and food services, etc.
 - Universities are on board as well
 - DOR did drop a fiscal note declaring a fiscal impact of \$150k/yr plus staffing expense
- Retirement Plan Document
 - Investment Advisory Committee is a part of the Document
 - This committee is to review the plan portfolio and make recommendations to the Board about potential changes
 - John is calling for volunteers to serve on this committee.
 - Tyrone Brooks volunteered
 - Steve Ward is already serving
 - Hoping to convene this spring
- Local dollars for faculty salaries supposed to sunset
 - Appropriations act change the statute - should only be a temporary thing
- Survey on the use of local funds for faculty salaries - results
 - Finding that some schools were pressed to do so, and a good number of schools did
 - We now have authority to change your salary schedule and pay for those changes with local funds
 - John will send out the results

9:00 am - Committee and Liaison Reports:

Operations – John Ginther

- House Bill - comprehensive reports about all agreements with federal government. That has been referred to appropriations.
- Bill: Loss Prevention Team - if a significant loss at an agency where the agency was partially at fault, the agency would be required to form a Loss Prevention Team. John will send out bill for us to review to see if we have any additional concerns.

- Bill: Financial aid refunds - Rep. Pollet concerned that students were not being adequately concerned. In the end, just reinforcing federal law. Not a big change, and bill may be dying anyway
- Bill: Student adjudication law - AAG did provide a fiscal note on this bill. **Review that bill as well for possible impacts.**
- Bill: Decoupling of S&A fees - probably won't have a huge impact, really being pushed by 4-year students. S&A would not necessarily go up with tuition, though students can still increase those fees more or less.
- Building our own financial aid refunds system: group would still like to pursue this idea.
- Financial Statements nine-month deadline:
 - Given that we have a couple of Presidents who serve on the Commission, odd that we were surprised
 - Effective January 2017, per letter from Commission
 - SAO has already granted permission for colleges to hire external firms, as this is not a state-required audit
 - SBCTC talked to SAO, SAO has more time in their schedule owing to the distribution of the rest of their workload over the year
 - SBCTC is going to have to increase staffing levels to handle the financial statement work for the system - there has been no increase in staffing to take the work on to date, but it is taking a lot of staff time currently.
 - John will send out the Manual Adjusting Entries by College and system average with everyone
 - Best case timeline would require some colleges be ready for SAO by October, with a window of October to February
 - Department of Education has *proposed* two things:
 - Student Financial Aid audit each year for each school, within 6 months of end of each fiscal year
 - Submit at same time, audited financial statements, unless you are subject to a Single Audit, then you have nine months for both
 - SAO has estimated between \$10k - \$35k for them to perform the FA audit (per college)
- Online application - currently notes cost for failure to provide SSN
- Student Affairs is looking to remove that language, can we meet all the federal requirements if we do?
- Alt-idea: eliminate that ask (take it out of the application), required to ask three times. As long as we ensure we are doing the ask three times, we don't have to do so in the application process. That eliminates a potential barrier for some students.
- This is a key criteria when searching for duplicate records in PeopleSoft. In PS, a student may be at more than one college, using the same ID for all colleges. So removal of this from the application might create down-stream issues with data cleanliness.
- ASK: are we ok with removing the reference to the penalty language in the application in order to make the admissions application more friendly?
 - Are we concerned about the penalties if we remove this language?

- How (else) would we provide the required notification that this information is required?
- Doing this does shift that one additional ask back to campus staff - has the cost of that been accounted for in the recommendation?
- BAC: motion to support the language change as proposed; if there is a proposal to remove the warning statement altogether BAC would expect Student Services to provide an alternative solutions for collecting the 3rd attempt. Motion: Nate Langstraat, Second: Al Brown. Motion Carries Unanimously

BREAK 10:25 am

10:35 am - Operating Budget – Bruce Riveland/Cherie Berthon

- Maximizing system enrollments
 - What was confirmed in the OBC meeting - most recent WACTC meeting, the motion to increase the number of international students counted toward target was voted down, and colleges who did convert those enrollments would still have to be collected and remitted to the state (no hold harmless).
 - The state target within the budget: running start and adult enrollments added together, we are over our system target. Legislature opinion is our target is a combined total. OFM will still track separately, it is just that we will make sure we are messaging the legislative intent is that this is treated as a combined total. Cherie will send out information.
- Learning year for the allocation model (DEAB)
 - OBC took a more in depth look at the numbers presented yesterday
 - Each college will get a spreadsheet for consideration
 - The Alternative that was presented - the smoothing option presented was supported by OBC.
 - Each BAC member will be responsible to share the information with their respective president. Reports will be distributed on Monday.
 - This will be presented for discussion at the next WACTC meeting. Not sure if this will be a vote or just a discussion of a “mechanical fix” at that meeting.
- Legislative session updates (additional)
 - Washington Promise Bill (5666, 1840) is out again this year. If this bill is not funded the College will provide these grants anyway by using local funds. This is a huge poison pill.
 - Other information will come out via email

Information Technology – Deb Frazier/Tara Keen

- Suzie retired, Terence will chair, Stewart is vice chair, Deb is liaison
- Tara Keen presentation: See [ctcLink handout](#)
 - WACTC-Tech granted the governance role for ctcLink
 - Revising the decision-making process to be more data-driven and documented

- Exploring options for a Tsar/Tsarina (Project Manager)
- Remediation Plan (Gartner Study):
 - Perform root cause analysis
 - Work with colleges to fully understand needs
 - Work with new governance process to finalize scope
 - Establish a formal schedule (published?)
 - Dedicate the resources, execute the plan
 - Leverage training material additions for future waves
 - Remediate requirement gaps, especially in the Student Pillar
 - Training on cross-pillar integrations, in particular
- Waves
 - No date for wave deployments identified until remediation activities are completed
 - Wave Project managers taking advantage of the pause to collaborate on a project schedule template

Safety and Security – Shirley Bean/Laura McDowell

- Chris MacKersie is taking a new position in Michigan, current SSEM Chair, leaves a leadership vacuum in the Council. Succession plan will cover the vacant positions, but BAC SSEM Committee members will also step up for additional mentoring/support.
- Legislative: Governor's budget
- HB1314 - Loss Prevention
- Workplan deliverable: foundational standards for student safety
 - Council has a workgroup working on this product
 - The SBCTC Board asked for this product, rather than WACTC, so our recommendation will go to WACTC Liaison (Scott) to take to WACTC
 - The goal is to have a solid product, but for anything that comes with a self assessment or check-list, there could be concern that this is seen as a graded assignment. This should help colleges and system quantify needs for resource requests.
 - Will be adjusting timeline: have a product for the WACTC retreat in July, and ready for the SBCTC Board by September

Capital – Chad Stiteler/Wayne Doty

- Minor Projects "all green" table - wanted to look at the actual expenditure reports at the next BAC meeting. Wayne will bring to for the next meeting.
- Review M&O: looking to establish a new subcommittee of OFC and BAC members to survey schools to identify service levels being provided and cost levels associated with those service levels. Volunteers - send an email to Chad before the end of the day.
- 2017-19 SBCTC Capital Requests for New Appropriations (see white handout)
- Bills being watched (see white handout for specific bills and additional info)

11:00 am - Task Force and Work Group Reports:

Capital Projects Task Force – Chad Stiteler and Choi Halliday

- Dissolved in December. See Capital Academy notes from day one.

SAI Advisory – Bruce Riveland, Ed Jaramillo, Larry Clark

- Ed, Bruce, Larry are on the is task-force
- Goal to make the measures easy to understand, maintain the core principals, and give colleges some control over meeting
- Opportunity Gap and students of color remain to be addressed, slated for discussion at next meeting
- Will the proposed changes be passed through the allocation model to test for impacts?
- Understanding is that the plan is for a learning year for these proposed changes, with the fiscal impact coming in the next biennium. This understanding will be double-checked.

Data Governance – Linda Schoonmaker and Terence Hsiao

- Orientation “reboot” for new members; charge: standardize coding schema as required to meet external reporting requirements following a “non-invasive” data governance philosophy.
- Phase 1 - Data governance, current activity focus: how can we support ctcLink?
Phase 2 - Data quality, business intelligence: hoping to engage going forward.
- Charter and Governance process discussion: Will be playing a more active role in ctcLink decision processes. RPC will make final data coding decisions, excepting when there are financial implications, in that case the decision will be escalated to WACTC Tech for a final determination. Other exception, when FAM or SBCTC Policy Manual are implicated, those decisions would be made in consultation with SBCTC.
- CAB discussion: Sandy Main presentation, discussion of how Data Governance would support CAB process. Focused on process whereby issues will be ID’d and channeled (outside of ticketing process), how to feedback process resolves the gap between “project time and college time”. Input was given, no commitments were made.
- Course attribute discussion (example of how data question can turn into a system design issue): Request by Tacoma to use course attributes in new ctcLink schedule search tool for guided pathway purposes (search by classes in a pathway). System data question due to integrated, system-wide nature of ctcLink, i.e. every single school’s guided pathway would need to be displayed as a searchable attribute. Would violate basic usability principles. Reviewed use of degree planning tool as alternative class search option for students. Ultimately recommended against using course attributes for guided pathway searching, proposed an alternative approach
- Upcoming work: Name standardization, International student coding

ctcLink Steering Committee – Linda Schoonmaker

- See earlier discussion

CTC Leadership Development Association – Nate Langstraat

- Theme this year: Leading in complex times
- Focusing time and effort on refining the mission statement of the organization, so some of that may come to membership later this year

Workforce Priority Enrollments – Bill Thomas and Tyrone Brooks

- Boils down to an effort to regionalize the data to local districts
- Leaning on NCHEMS (National Center for Higher Education Management Systems) data
- What is that meaningful priority list and how do we get there?
- Clarification: this is not high-cost programs, this is priority as defined by other external values
- Next meeting is March 17th
- Will not impact 17-18 allocations - was never the intent to have an impact that quickly.

11:30 am - BAC Executive Session “Roundtable” – (BAC Members Only)

12:00 pm - Adjourn