

Business Affairs Commission Meeting Minutes

December 14 and 15, 2017

Peninsula College

Day 1: Thursday, December 14, 2017 (Note: times are approximate)

9:30 – 10:00 am	Check In
10:00 – 10:15	BAC Welcome, Introductions, and Housekeeping Items– Choi Halladay
Chair Choi Halladay opened the meeting. Debra Frazier covered logistics. Group introductions. PC's President Luke Robins welcomed BAC and proceeded to give the WACTC update at the same time.	
11:15 am – 11:45 pm	Behavioral Intervention Team Flowchart - SSEM
Marty Martinez. SSEM work from a meeting at Whatcom. Emphasis on cabinet level involvement, the composition of the team and key positions. Relationship of FERPA in BIT settings. Web page not open for everyone to see yet. We expect to receive it in order to share. Several questions about integration of Title IX coordinators, VAWA concerns and how they relate to the work being done on Bias Response Teams.	
11:45 am – 12:45 pm	Lunch and Networking
12:45 – 2:15 pm	Earthquake Preparedness
Renewed interest in reminding everyone about earthquake preparedness, Cascadia Subduction Zone, and South Whidbey Island Fault. Three things that everyone should do to be prepared. How emergency managers need to be prepared so they can be available for the College. Extensive presentation. Copy of presentation will be emailed to all. Ray White brought up the possible need to have trained personnel to do building inspections after a disaster. ACT20 and ACT 45 and/or 70 training.	
2:15 – 2:30 pm	Break/Transition Time
2:30 – 4:00pm	Committee Meetings
Committees on Operating Budget, Information Technology, Safety and Security, Operations and Capital met.	
4:00pm – 5:00pm	Executive Committee Meeting
Executive Committee met prior to the BAC dinner.	

Day 2: Friday, December 15, 2017

7:45am – 8:15am	Breakfast
BAC continues its proud tradition of consuming mass quantities of bacon on day two.	
8:15am – 8:30am	Call to Order and Introductions – Choi Halladay
The BAC business meeting was called to order. March 2017 meeting minutes were presented and unanimously approved. The BAC treasurer’s report of \$9,468.16 was shared and accepted by the membership. Election of Secretary Treasurer: Ed Jaramillo was nominated (by Nate Langstraat) and elected Secretary Treasurer.	
8:30am – 9:30am	State Board Report – John Boesenberg
<p>Senate Bill 5993 Modifying collective bargaining law to authorize providing additional compensation to academic employees at community and technical colleges. This bill will allow college boards to exceed increases authorized by the legislature. Includes faculty and classified. Elimination of language reversing a rule that says that what the colleges negotiate with unions could be binding even if legislature changes.</p> <p>Increased performance, new money, or tuition increase. SBCTC meeting with the unions. Unions believe they have the votes. It is likely that this bill will pass.</p> <p>Discussion on the bill included items like – use of local funds for capital, business continuity. Education is necessary concerning the uses of one-time money, how it is generated, and spent. More volatile times ahead. We need to get ahead of this issue, in terms of education and understanding the pressures from unions.</p> <p>Discussed WACTC themes for this year: strategic enrollments; completions; diversity, equity and inclusion; ctLink. State Board focusing on improving advocacy efforts for budget and policy legislative asks. Conversation around potential legislation changes with collective bargaining.</p> <p>Teresa Holland, Nick Lutes, Al Brown are the task force to look at the definition of reserves.</p> <p>Anticipated legislation to expand collective bargaining for faculty to include local funds. Need to develop framework we can live with. Looking at other issues around bargaining. Presidents asked to provide college reserve amounts and definitions. Colleges need to have strong, clear language around purpose of reserves. Should we have an agreed-upon system definition of reserves? Conversation around cash balance v. fund balance, restricted v. reserved, etc. BAC to have small group create a set of recommended definitions – not mandatory. Reminder about communicating via email (subject to disclosure).</p>	
9:30am – 11:00am	Committee, Workgroup, and Liaison Reports
<p>Operating Budget – Michael Pham and Cherie Berthon –</p> <p>Group did a review of the allocation model. Handouts were provided for the Stop-Loss/Gain, Weighted FTE and DEAB areas of the model.</p> <p>We should be looking at the model when the house and senate budgets become realistic.</p>	

Presidents want a graphic concerning the loss of buying power. A graphic to show that even though the money is going up, the power of the money is weaker.

How do we present to the legislature and the Governor's office?

Operations – Ed Jaramillo and John Boesenberg – Vote for RFP for physical inventory program. Will have central contract – colleges can participate or not.

Exploring EBT cards for colleges that want to accept them. Looking at what that would entail.

Reviewing financial statements – 12 colleges have 15-16 complete. Two colleges actually met the deadline - Centralia and Clark. Three colleges not done with 14-15 and one college not done with 13-14. We know we will improve – good news is very few findings. Colleges continue to be pressed to meet NWCCU deadline. Up to reviewers to decide extenuating circumstances. Colleges who work in good faith to meet goal are viewed more favorably. Probably will get recommendations around meeting reporting requirement.

Davina Fogg moved up to chair of the committee, Nick Lutes voted as Vice-Chair

Information Technology – Brett Riley– revenue model for some ctcLink ITC list of resources.

ctcLink, WACTC approved remediation plan. Goes for vote on January 11th. Within sixty days of setting back another six months.

Request for sandbox for colleges to gain familiarity with system. No expectation of support, just the ability to practice.

Starting to monitor the IT reclassification project for financial impact.

Safety and Security – Pat Sisneros – Elected new Vice-Chair (Teresa Holland Rich). Attendance improved for the last SSEM Council meeting.

Foundational standards for emergency management and making good progress.

Takeaways from the earthquake training. Mutual agreements, building inspection certifications. Impressed with the work at PC with their Incident Command Post kit.

Ray and Teresa, volunteered to do some mentoring with the SSEM membership and will start at next meeting.

Campus tours will be added to the agenda for anyone interested in doing it.

Capital – Tyrone Brooks and Wayne Doty –

Project delivery academy for February 22nd meeting. Bill Kent alternative methodologies projects.

DES wants to do a one-day workshop around the design-build process.

Deadlines: Major requests due 12/20.

Wayne working on capital budget development. Wayne is working with the people that will review the projects.

Hoping for quick action on the 17-19 biennial capital budget.

Governor's budget proposal was forwarded.

11:00am –11:30am	Task Force and Work Group Reports
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SAI: Unintended consequences of the new model using current data. Larry Clark continues with this one.

Data Governance: Coding related to ctcLink continues. Local data governance guide in progress. Davina to replace Terence.

CTC Leadership Development: This year's three-part series completed. Next one will be on organizational health. March 2nd at Woodmark Hotel in Kirkland.

Workforce Priority Enrollments: Some concern about the new data. The data for 2013 is being used. Going to the Presidents in January.

CATO: Not much to report.

WorkFirst Funding Formula: Completed

Bias Response Team: Three subgroups are looking for data, policies and procedures, and training. Some concerns about Bias Based reporting when groups are exercising freedom of speech. Bob Williamson has an open request to see any current policies and procedures from each college.

Data group reports a spike in reporting.

STEM: Have had two meetings. Reviewing any strategies through an equity lens. Putting together work plans and strategies.

PT Faculty Best Practices: Tabled to executive session

10:45pm

BAC Executive Session –

BAC meeting adjourned at noon. Next meeting at SBCTC offices. Feb 22nd