

Business Affairs Commission Meeting Minutes

April 7 and 8, 2016 at the Walla Walla Community College, Walla Walla, WA

Day 1: Thursday, April 7, 2016

12:00 –12:43 p.m.	Registration/Lunch/Networking
12:43 – 12:45 p.m.	Welcome and Introductions – Linda Schoonmaker (Nate for Linda)
Acting Chair Nate Langstraat opened the meeting. Davina Fogg went over logistics and then introductions were shared.	
12:45– 1:00 p.m.	Welcome to WWCC – President Dr. Steven VanAusdle
Dr. VanAusdle thanked Davina her for her work and commitment to WWCC. He shared a cute story about Davina when she was a child on a horse. Community Colleges are more relevant and needed today than ever. We are creating the workforce and talent we need in this century. We have a critical shortage of talent today – what can we do about it? According to the book “America needs Talent,” we should have educational attainment rate over 60% yet we are currently at 40% (nationwide). We need to partner with others and create more pathways to improve educational attainment. There is a tremendous opportunity for us in this regard. We need to increase participation rates (access) and improve both retention and completion rates. Thanks to the state board staff for providing leadership to the colleges. The President’s depend on their VPAs during these are challenging times. WWCC is facing a large cut. The colleges are in a position to be a game changer for economic development for WA state.	
1:00 – 2:50 p.m.	BAC Academy – Colleges in Transition – work session – Operations Committee (up to 2 hrs CPE possible)
<p>Ray White and Jennifer Howard (subgroup from the Operations Committee) took the lead on this work session to discuss transitioning to the new allocation model. The new allocation model is good for some and bad for others. We need to rethink how to serve students in light of the pending cuts coming for the next 4 – 5 years. This session is meant to cover how to “do something.”</p> <p>BAC members broke into 5 groups and each group assigned a scribe. To get us in the mood, Ray sang a few bars of the John Lennon hit “Image.” What can we centralize? Possibly continuing ed? Ray found out it’s already happening –Everett provides continuing/corp ed support services for LWIT and Cascadia.</p> <p>We need to discover synergies and create flexibility. We need to provide tactical support for colleges in transition (now). And strategic directions for an evolving system (then).</p> <p>Ray assigned the following exercise to each group. We were asked to come up with ideas for the following three categories.</p> <ol style="list-style-type: none"> 1. Move resources to the work 2. Move work to resources 3. Make new work <p style="margin-left: 40px;">-Fix: immediate, tactical, on the ground -Evolve: long-term, strategic, high altitude</p> <p>Group to compile the notes. Develop outcomes/recommendations. Possibly present to WACTC.</p>	
2:50 – 3:00 p.m.	Break/Transition Time

3:00 – 4:05 p.m.	Committee Meetings
Committees on Information Technology, Operating Budget, Security & Safety, Operations and Capital met.	
4:10 – 4:45 p.m.	Executive Committee Meeting
Executive Committee met prior to the BAC dinner.	

Day 2: Friday, April 8, 2016

7:30 – 8:10 a.m.	Breakfast
8 pounds of bacon was served!!! YUM!	
8:10 – 8:15 a.m.	Call to Order and Introductions – Linda Schoonmaker Approval of Minutes and Treasurer’s Report – Melinda Merrell
The BAC business meeting was called to order. February 2016 meeting minutes were presented and unanimously approved. The BAC treasurer’s report of \$9,198.23 was shared and accepted by the membership. 1 st Chad, 2 nd Steve W	
8:15 – 8:25 a.m.	State Board Report – Denise Graham
State Board is in Wave 1. John G spending a lot of time on ctcLink and Financial Statement work on behalf of the colleges. Internally trying to make sure staffing is sufficient to handle workload. Rebuilding IPEDS and SMART into PeopleSoft also reworking FAM manual. Mariam Jacobs has replaced David Bishop. Autumn Yoke has been hired as a Policy Assoc for Enrollment. She has worked at the UW for the past 10 years. Her first day is May 2nd and they are still working on the details of job. The priority is to make sure we are all reporting FTEs in the same manner. Cheryl Bivens has been hired to take over Gary Montgomery’s position due to his retirement.	
8:25 – 11:20 a.m.	Committee, Workgroup, and Liaison Reports
Safety & Security – Shirley Bean (for Kevin McKay)	
John Boesenberg joined the meeting as Laura not able to attend. John will email the results of the emergency preparedness survey today. SBCTC Board had an interest in making sure the system is prepared to respond to an emergency. Next steps – work with BAC and other councils to form a work group (expertise and passion) to develop a baseline for preparedness and resources to implement. This could create an opportunity to ask for additional funding from Leg. President’s conversation – how can college support one another in the event of a catastrophic event?	
Next BAC academy, May 23, preparing emergency operations plan. REMS (readiness emergency management for schools) coming in to do this 4 hour training. Looking into ITV and recording options. Do we want to invite PIOs? Can have 50 – 100 at the training (per the trainers). Decision was to offer ITV so	

more can attend. Look into possibly change time from 8:30am – 12:30am. Can invite PIO if want (college decision).

Dawn recently did her COOP plan over Administration and is willing to share with us.

Title 9 requires MOUs in place with local law enforcement. Not clear on the timeline (deadline) but all should work on getting these MOUs in place. Templates were sent out via the SSEM listserv. MOUs need for those schools with non-sworn officers.

Center of Excellence, Homeland Security – need to clarify roles and how they support our activities. Kevin and state board staff to have conversation with CoE.

Operations – Ray White (for Jennifer Howard) and John Ginther

Next steps – compile and compare work that was done yesterday to previous survey info and produce summary report. Ray will include current examples, opportunities, and barriers. He will try to come up with top 3 actionable items – BAC specific (where we don't have to engage other commissions).

John G – Fin Statements, 2 colleges close to missing deadline (13-14 done within 2 years of that YE). Interim State Auditor, Jan Jutte announced cuts, how will that impact us? 70% of performance audit staff cut (not F/S). We have not been reporting internal service funds correctly. SBCTC working with BAR to fix.

Investments bill passed – Treasury wanted to update what we could invest in. 28B10 – he will send us a link to the bill – look at section 21 – that is where new info is.

Higher One – tuition refund business, tier 1 and tier 2. What directory info can be shared? Bringing in law firm for round table on June 8th. (There had been an email sent out from John before.) State Board will cover cost. Half day somewhere in Seattle area.

E-signature bill – guidelines have been set up by the OCIO. John will include a link to e-sig guidelines as well (with email about Investments).

7 – 8 colleges interested in working on ACH option - direct deposits for Financial Aid students. 2 possible directions we can go. Working with SBCTC to share cost and assist moving this forward.

Operating Budget – Lisa Hjaltalin and Nick Lutes

Purple handout – correction to Applied Baccalaureate tuition backfill calc.

Green handout – Allocation and Tuition changes from FY16 to FY17. Cola, health benefit changes, etc. Re-base year. Nick is doing the allocation calculation the old way and the new way. There are no changes in operating fee but there will be an increase in the building fee for both upper and lower division. But there will also be a reduction in upper division tuition.

Moore v HCA (orange handout) – other methods were presented to try to share the cost by the group vs harming a few schools. Palatable vs accurate. The CTCs follow guidelines given to us and then get hit with something that wasn't our fault. What is impact to HCA? Timeline: will be a FY17 item.

There was a lengthy discussion of who should carry the burden of this settlement. Do we treat this as a system problem? Some have already prepared their budgets

and cannot cover an increased share. After much deliberation, there was motion (Cascadia) to split the cost using the Orange handout as follows: 75% of cost from column A and 25% of the cost from column C; 2nd by LWIT. This would be our recommendation to presidents. Nick to provide definition of Col A calc. We agree this is a system problem. ***Motion passed.***

New allocation model – (white handout) – Need to decide (recommend) how to handle salary (cola) funds with the new model. Have it flow through the model or allocate separately based on staffing. Presidents leaning toward separate allocation.

Dr. Leas – President's did not accept BACs initial recommendation to include salary items in the new allocation model. They had concerns about legislative intent – what if a college gets less than a supposed 3% cola. Concerns about compounding. For some, simply too complex; they maybe didn't understand all the issues.

Safe harbor – recommendation by LWIT to keep salary items as safe harbor for 4 years and then they would roll into the new model. (see salmon handout) ***motion passed***, 2 against. This will be our recommendation to WACTC.

T transfer issue – Nick asked for guidance on how to incorporate T transfers into his calculations for salary allocations. For now, he will continue to pull data from subobjects to mitigate the effect of the T transfers. The goal is to figure out a better methodology for future salary allocations.

Enrollment rules – see yellow handout for more info about safe harbor and the District Enrollment Allocation Base (DEAB)

******* 10 minute break*******

Information Technology – Suzie Benson

Barbara McCullough gave a report from WACTC tech committee. Presidents support remuneration to Spokane and Tacoma for costs incurred.

From ITC: There is an IT Alliance conference in April (Scott T) – many send teams to this conference. Competency based credits- we can modify PS to address this. Recommend a security council to report to ITC.

cteLink steering committee – Linda is rep. Bruce sent out an email with some information (came out today). Deb Frazier was pleased so far with preparation for Wave 1.

Dennis – 1 – steering committee had not been active but has been re-activated. Our rep is Linda. Each commission has a rep. John Ginther for SBCTC. And two Presidents – Peninsula and Spokane. OCIO watching over this. There was a recommendation to OCIO to have more oversight. OCIO presented letter to SBCTC covering quality assurance. IV&V (independent verification and validation) – are they working as designed and planned? There is funding provided by Leg to cover this work. April 29th to have RFP issued. They have asked for a readiness dashboard. Should be ready around 18th of this month.

2 – status of first link – still in stabilization. Critical and urgent tickets still outstanding. Maybe 5 or 6. They went to Tacoma, walked through all the processes and met with Staff. Identified 67 processes that they need assistance with either a reference guide or some training. Training is a huge element! Spokane took a look at their own processes and requested SBCTC staff to come out and look at specific, identified processes. SBCTC got very positive feedback from the staff they met with. They spoke with students about the process. Worked with Tacoma on chart of accounts last week. Next week sending finance folks to work with Lisa and staff at Spokane.

First wave – positive feedback from chart of accounts. Wave 1 following the chart of accounts recommended – setting up now. Setting up a sandbox for first wave colleges. This is scrub data. Colleges can onboard, put people into the system. Colleges generally go through 5 conversions. Colleges need to address organization change management at the College level. (HR, campus solutions and finance are the three pillars of PS.)

HUG – Higher Education User Group – over 100 attended conference. Worthy conference to attend. Vendors have great suggestions. It is in Las Vegas next year.

Terence – how share info between steering committee and us and back to project? Seem to be some gaps at present. For instance 3 yrs vs 6 yrs of data. Next meeting for the steering committee is on 20th. Sometimes info is not shared timely but Linda will get info out as quickly as possible.

Capital – Steve Ward and Wayne Doty

Marty Mattson will be new OFC rep. OFC is focusing on minor works and megamation work. They are trying to define DES's role on our projects.

June 2nd will be a President's academy at CBC on the development of the 2019-21 major project scoring criteria. Survey will go out soon and needs to be back by April 22nd.

Green handout – 1st year of biennium, chart doesn't make any sense but by 2nd year, expenditures make more sense. Committee recommendation is to share certain milestones with the Presidents at each WACTC meeting. 1 – schedule from the college on every project; 2 – is the project on schedule (colleges to respond); 3 – can provided the green sheet in 2nd year of biennium; 4 – if project not bid by Nov of fiscal year 2 then red flag. BAC agreed to this method of sharing capital activities with the Presidents.

DHAP (Dept of Archaeology & Historic Preservation) – SBCTC looking at ways to assist us with this. More info to come.

11:20 – 11:30 a.m.

WACTC Report – Dr. Terry Leas, BBCC, Liaison to BAC

Lessons from capital scoring committee – how do we weigh competing values? New vs replacement and renovation. How do we determine how many we add to the pipeline? What is the future going to bring impacting requests?

Exec committee – there was a request to delay implementation of new allocation model. Boiled down to a short term issue for 1 st link adopters but new model considered too critical to <u>not</u> adopt now.	
11:30 – 11:40 a.m.	Break
11:40 – 12:15 p.m.	BAC Executive Session
BAC convened into executive session.	
12:15 p.m.	Meeting Adjournment
BAC meeting adjourned.	