

Business Affairs Commission Meeting Minutes

June 4 and 5, 2015 at Skagit Valley College in Mount Vernon, WA

Day 1: Thursday, June 4, 2015

11:00 – 11:05 a.m.	Initial Welcome and Introductions – Bob Williamson
Chair Bob Williamson opened the meeting. Mary Alice Grobins provided some college and logistical information. Introductions were shared.	
11:05 – 12:00 p.m.	State Board Report – Denise Graham International Coding Work Group – Kurt Buttleman, Deborah Frazier, Choi Halladay, Terrence Hsiao, Debbie Knipschild, and Nate Langstraat
<p>Information was shared by Denise Graham regarding context and framework around the new allocation formula as it relates to the international coding rules approved by WACTC through the work of the Critical Issues Committee.</p> <p>Nate Langstraat presented information and recommendations on behalf of the international coding work group that was charged by WACTC to develop recommendations on how to implement fees for International Contract students to pay into the Building Fee Account, the Innovation Account, and, potentially, local S&A accounts. Specifically, the work group was tasked to consider the calculation and basis for the charge, whether the charge is additional or carved out of the current enrollment fee, and the timing for implementation.</p> <p>Work group recommendations included the following:</p> <p>The SBCTC will bill districts an amount per International Contract FTE in state-supported courses equal to the resident rates for Building Fee and Innovation Account Fee. 1</p> <ul style="list-style-type: none"> • Colleges/Districts would add the charge to the contract fee charged to students coded as International Contract. • The additional charges would be assessed as supplemental charges, not assessed against existing International Contract fee revenues. • The additional charge for Building Fund and Innovation fees would be assessed beginning fall 2016. • To maintain parity between non-resident tuition rates and the International Contract fee rate, the non-resident tuition rate would be increased beginning fall 2016 by same amount as paid by International Contract FTEs for the Building Fee and Innovation Account Fee. • Districts may also assess International Contract students S&A fees at the discretion of the local college district. <p>Recommendations contingent upon WACTC approved Critical Issues Committee’s overarching recommendation to assess these fees to International Contract students, which has not yet been approved. It was stated that BAC members are expected to vote on the slate of recommendations during the business meeting on the following day.</p>	
12:00 – 12:30 p.m.	Lunch
BAC adjourned into break for lunch and informal networking.	
12:30 – 2:45 p.m.	Recommendations on Redefining BAC Role and Purpose – Bob Williamson

Several recommendations were shared by Bob Williamson and Ray White (representing a larger work group) and accepted by the BAC membership. Refer to supplemental handout entitled [Recommendations for the Business Affairs Commission: Becoming More Effective](#).

Academy topics for 2015-16 might focus on the allocation model and ctcLink. A suggestion was provided that each of the BAC committees could take ownership for one academy. It was also noted that other commission and council reps at host sites could be invited to BAC meetings. Further, a recommendation was made that council reps could report out during committee report outs during the business meeting for council-specific work items. Task force report outs are to be included as standing agenda item for 2015-2016 BAC business meetings.

BAC membership reviewed the specific roles and responsibilities of various BAC positions as outlined in the supplemental handout entitled [BAC Officer and Liaison Roles, Responsibilities and Expectations](#). BAC membership supported the definitions and areas of responsibility. It was requested the document be included as a resource to the BAC bylaws.

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, June 5, 2015

8:00 – 8:10 a.m.

Call to Order and Introductions – Bob Williamson
Approval of Minutes and Treasurer’s Report – Nate Langstraat
Approval of 2015-16 Officers – Bob Williamson

The BAC business meeting was called to order. April 2015 meeting minutes were presented and unanimously approved. The BAC treasurer’s report of \$7,675.80 was shared and accepted by the membership.

2015-2016 BAC officers were approved unanimously: Linda Schoonmaker, Chair; Nate Langstraat, Vice Chair; Melinda Merrell, Secretary/Treasurer.

8:10 – 8:20 a.m.

SBCTC Report – Ron Langrell, President, Bates Technical College

Denise Graham said the State Board will be updating WACs next year related to the following: the cleanup bill where there is no longer a distinction between community and technical colleges; waiver of non-resident differential; and institutional aid funds for Running Start.

Denise shared that Bates will be rebased to align their enrollment target with their corrected FTE counting. If rebased all at once, Bates would lose 30% of their allocation. Bates has developed an enrollment plan to help mitigate the reduction. The FTE reduction will be phased and stretched over a series of years.

Denise shared additional explanation and background regarding the need for contracts for international contract programs. Colleges with existing contracts will be asked to share as examples.

8:20 – 9:00 a.m.

Committee, Workgroup, and Liaison Reports

Operating Budget – Nate Langstraat and Nick Lutes

Nate Langstraat shared an update regarding the charge to BAC from WACTC regarding addition work and analysis of the new allocation model. Additional appointments and work assignments will be coming through BAC executive committee with recommendations needing to be provided to WACTC in January 2016.

Nick Lutes provided documentation that demonstrates the new allocation formula through FY17 and then again with full implementation through 2021 to give an idea of what funding levels might look like, including current international students leaving state coding and being counted as international contract. Additionally, Nate highlighted that as the allocations change over time and right size based on FTEs being served, excess enrollments (and subsequently excess revenue) will diminish.

BAC discussed the stop-loss component of the allocation model. Language is included in the WACTC's allocation recommendations. Further analysis, will be part of BAC's charge next year to dig deeper into details.

Nick mentioned that the House budget contains permissive language to use local funds to fund faculty increments. The Senate budget seems to include a 3% and 1.8% COLA for the 2015-17 biennium and funds them. There is also transparency language in collective bargaining, which will require more information. The tuition policy currently equates to a 1.8% reduction in 15-16 and then an increase of 2.6% in tuition for 16-17. Questions regarding backfill levels and methodologies are yet to be answered as more information and discussion is needed. There are also questions regarding the effect of a tuition decrease on BAS programs.

Nick provided an overview of the Bates FTE rebasing distribution methodology.

9:00 – 9:10 a.m.

WACTC Report and State Allocation Model Update – Dr. Tom Keegan, SVC President

President Tom Keegan welcomed BAC to the Skagit Valley College campus.

President Keegan stressed the importance of the work being tasked to BAC next year to analyze the new allocation model for strengths and weaknesses, primarily looking for unintended consequences.

9:10 – 9:30 a.m.

Committee, Workgroup, and Liaison Reports (continued)

Information Technology – Suzie Benson

Suzie Benson shared that Barbara Martin joined the IT committee to provide an update of some of the ctcLink implementation challenges. It was reiterated that the following are priority functions that must work before the Go Live date: registration and collecting tuition, financial aid, and payroll. Of course, there are several other items that also need to function.

There seems to be a gap between the reality of the situation “on the ground” and the project management. Specific items have been tested discretely, but the entire system has yet been holistically. That testing is scheduled for June 17.

Preparation training is occurring for Wave 1 colleges.

CIO training is be coordinated by SBCTC staff, Mike Scroggins. Many CTC system IT directors are taking advantage of the development opportunities.

ctcLink was proposed as a future BAC academy topic, after October.

The IT committee's 2015-16 work plan will be very similar to 2014-15 with a focus on ctcLink work related items and objectives.

9:30 – 9:40 a.m.

Break

BAC adjourned into break and reconvened to continue its business meeting.

9:40 – 10:25 a.m.

Committee, Workgroup, and Liaison Reports (continued)

Security & Safety – Frank Ashby

Frank Ashby thanked Bill Overby for his leadership of the SSEM council. In the last year, there has been a lot of effort focused on developing this council.

The work plan for 2015-16 includes providing a continuity of operations (COOP) working session where BAC members can actually develop a plan.

The training plan for campus security officers still needs refinement and will need to continue into 15-16. Campuses that contract security are able to participate.

Title IX/VAWA policy discussions are of particular interest, particularly the intersection between the scope of responsibilities between BAC, HRMC and SSC.

The most recent joint OFC and SSEM council meeting boasted representation from 20-25 colleges. There has been great involvement; thanks to colleges for supporting this work.

Operations – Bruce Riveland and John Ginther

Bruce Riveland shared update on common policy development. Survey response was not strong; however, there were some themes identified. Colleges who are still interested in participating should email Jennifer Howard. The following topics have surfaced as first priorities: Title IX/VAWA policy and student travel policy. Student travel policy had more interest as this time given all of the current work happening by other commissions on Title IX/VAWA.

Bruce provided a financial statement status update, including that several reports have been issued and published, including some findings. Colleges' financial statements must be posted on college websites. Please send the link to financial statements to Denise Wynn at SBCTC.

Time and effort reporting has surfaced as an area of focus. Additional training and information will be provided by SBCTC staff. BFET reimbursements are also being reviewed. A request was made that improved communications occur between the SBCTC education and finance divisions so that consistent rules and procedures are communicated to the system.

Work plan items include a focus on the ctcLink financial pillar and related conversion issues, as well as a global model and guidelines for the system. Financial statement development work will continue and additional emphasis will be placed on FAE.

Capital – Choi Halladay and Wayne Doty

Choi Halladay updated BAC on capital budget comparison. The FY2016 supplemental request was shared. COP authorizations are being requested.

A student housing survey was conducted in order to respond to SBCTC. Business Officers should respond. Everyone appears to be pursuing housing options in one form or another.

An update was provided regarding minor works reappropriations. Originally, reappropriations were not anticipated, however, now the system may get some. Additional discussion may be

needed to determine an appropriation methodology. A list of those colleges that requested reappropriations was provided.

10:15 – 10: a.m.

Work Group and Task Force Reports

Enrollment Counting – Mary Alice, Holly, and Frank

A handout describing the approach to the enrollment counting project was shared. The work group has already met once. They will continue meeting over the summer. Policy manual contains enrollment counting rules, which will be used as a jumping off point. The work group will be looking for gaps specifically tied to the allocation model.

Evidenced-based Best Practices – Bruce Riveland

The purpose of this work group is to identify evidence-based best practices that can be scaled up, ultimately used as part of the system's 2017-2019 budget request. The work follows the general timeline for budget development. The work group will meet in fall, formulate requests in winter, and refine recommendations in spring through fall 2016 so a system request can be provided to the Governor for possible inclusion the Governor's budget. October 17 will be a big best practices exchange/information session. More information will be provided.

10:25 – 10:40 a.m.

International Student Fee BAC Recommendations – Nate Langstraat and Denise Graham

BAC membership discussed the recommendations shared the previous day regarding international student fees in response to the charge received from WACTC.

BAC members voted on the slate of recommendations, which were approved by majority.

10:40 – 11:30 a.m.

BAC Executive Session

BAC convened into executive session.

11:30 a.m.

Meeting Adjournment

BAC meeting adjourned.

Recommendations for the Business Affairs Commission

“Becoming More Effective”

June 2015

BAC Role and Purpose

- Remind WACTC of the resources and value BAC offers – technical advice, expertise, analysis, and support.
- Communicate this both at the commission level and individually with your president

Syncing of Work Plans

- Incoming BAC president should schedule a face-to-face conversation with the WACTC president to ensure better alignment and knowledge of respective work plans for the year. Similar conversations should be held throughout the year.
- BAC committees should develop tentative work plans in spring and then finalize in October after WACTC has completed its work plan.

WACTC Agendas

- BAC president should preview the WACTC agenda for anything that could be of interest to BAC (Denise will look into forwarding the WACTC agenda to BAC).
- BAC committee liaisons should reach out to their counterparts on WACTC for the same purpose.

BAC Committee Liaisons

- Carry out roles and responsibilities as established (see attachment).
- Incoming liaisons should make connection with the WACTC chair of their respective committee.
- BAC liaisons should report updates and information directly to their respective BAC committee chairs immediately following WACTC meetings.

WACTC Liaison

- BAC should define what information would be most useful to hear from the WACTC Liaison.
- Sufficient time on the BAC agenda should be provided to the Liaison to report out and answer questions from BAC. Questions could be solicited ahead of the meeting.

BAC Academy Sessions

- Each of BAC’s five committees should be responsible for coordinating one BAC academy each year.
- During 2015-16, the first academies should focus on the new allocation model and ctLink.
- To ensure sufficient time for academies and other BAC business, meetings should begin at 11:00 a.m. on the first day.

BAC Councils

- BAC council reps should be given time to report out through their respective BAC committee.

BAC Task Forces

- Task Forces should be given time to report out as part of the agenda time set aside for committee, liaison and state board updates.

WACTC Education Committee

- BAC should request a liaison position to WACTC’s education committee.

Other Recommendations

- Implementation of these recommendations should be adopted as the work plan for the BAC executive committee for 2015-16.

- BAC members should ask to attend the business meetings of other commissions and councils held on their campuses. Reciprocal invitations could be extended to attend BAC meetings as well.
- BAC should document for WACTC and the State Board the type of issues that should include BAC input, evaluation and analysis.
- BAC members should be proactive in contacting State Board staff who are working on issues of concern.
- Documents and handouts should be shared in advance of BAC meetings.

BAC Officer and Liaison Roles, Responsibilities and Expectations

June 2015

BAC Chair

- Chair BAC meetings
- Lead BAC Executive Team;
- Work with BAC Executive Team, SBCTC staff and WACTC president to establish commission meeting agendas, address emergent issues, and respond to requests for information;
- Serve as point of contact between BAC and SBCTC, WACTC and other commissions;
- Make BAC committee appointments;
- Appoint BAC representatives to work groups, task forces, and subcommittees as needed;

BAC Vice Chair

- Substitute for the BAC Chair as needed;
- Serve on BAC Executive Team;
- Coordinate BAC Academy topics and logistics;
- Coordinate retiree recognitions;
- Establish BAC meeting dates and locations for the upcoming academic year.

BAC Secretary/Treasurer

- Serve on BAC Executive Team;
- Track all fiscal transactions associated with the BAC treasury;
- Record all commission meeting notes and official minutes;
- Keep BAC webpage up-to-date with relevant information;
- Keep BAC roster information up-to-date;
- Serve as administrator for BAC-affiliated listservs;
- Update BAC procedures as approved and keep BAC manual up-to-date.

BAC Immediate Past Chair

- Serve on and as an advisor to BAC Executive Team.

BAC Committee Chairs

- Develop committee meeting agendas in consultation with the committee's liaison to WACTC, the appropriate State Board staff, and council representatives reporting to BAC;
- Serve on BAC Executive Team;
- Report out on committee-related updates during BAC business meeting;
- Substitute for the WACTC liaison as needed.

BAC Committee Vice Chairs

- Conduct all committee duties in the absence of the committee chair;
- Prepare to serve as the chair in the subsequent year.

BAC Liaison to WACTC Committees

- Attend every corresponding WACTC committee meeting to represent BAC's interests;
- Serve on the BAC committee that correlates to WACTC committee;
- Arrange for committee chair to attend in case of liaison's absence;
- Report WACTC committee proceedings to committee chair and committee members;
- Partner with BAC committee chair to develop relevant committee agendas.