

Business Affairs Commission Meeting Minutes

October 8 and 9, 2015 at Cascadia College in Bothell, WA

Day 1: Thursday, October 8, 2015

11:00 – 11:05 a.m.	Initial Welcome and Introductions – Linda Schoonmaker
<p>Chair Linda Schoonmaker opened the meeting. Orestes Monterey and Gail Hamburg retired. Mary Alice Grobins is retiring in December. Bruce Riveland moved from Olympic College to Seattle Central. Welcome Larry Clark, Shirley Bean and Alan Ward (Seattle- int) to the BAC group. Silvia Barajas was BAC rep to Assoc Board so we need a new rep. We also need to replace Mary Alice in the Enrollment Counting Task Force.</p>	
11:05 – 12:15 p.m.	Relief Efforts led by Ray White
<p>Colleges in transition – taking money from some and giving to others. How can we support those that may have a difficult time with the transition? Ray sent out a survey and got long-winded responses. 13 responded – only one finished all questions. Survey to remain open for people so inclined to respond after hearing this discussion.</p> <p>Why – with cut to financial support, is there a way to provide non-financial support? Evolution, we are still holding on to old ways of thinking – how do our communities need us, what else could we be doing?</p> <p>What’s needed – How much money are we talking about? How big is the problem? How will it manifest on campus? What does right-sized mean? Need to reduce dependency on allocation.</p> <p>Who – what does this mean for SBCTC? What is their role?</p> <p>When will impact hit? Are we ready? How difficult will it be to get others on board (instruction, student services, etc).</p> <p>How – strategies; go forward plan</p> <p>Can we facilitate resource sharing? For instance, email other BAC members when hiring consultants; find efficiencies within A/P or other business services when there is attrition.</p> <p>Ray provided a handout from his survey question responses. After going through handout, the question of whether or not this a BAC initiative was posed. How do we move forward?</p> <p>Suggestions included more sharing between campuses, create time during BAC meeting to share things happening at our colleges. Technology – create form online (accreditation, enrollment mgmt.) that can be shared which may create efficiencies.</p> <p>Operations committee to discuss further and report back tomorrow. What are elements of shared partnership that makes it work (PR done by BC for Everett) – per NL this is what we should be focusing on.</p> <p>-----</p> <p>Miscellaneous – Retirement announcement – Treasurer (Melinda Merrell) will collect \$20 from each BAC member annually to fund each year’s retirement celebrations</p>	
12:15 – 12:45 p.m.	Lunch
<p>BAC adjourned into break for lunch and informal networking.</p>	
12:45 – 2:45 p.m.	BAC Academy: etcLink Launch

A discussion ensued led by Barbara Martin (SBCTC), Janice Stroh (Tacoma) and Lisa Hjaltalin (Spokane) and David O'Neill (CIO – Spokane). Overall, the transition for First Link colleges did not go well. It has been very difficult for both college staff and students.

There have been problems with data conversion, multi component courses were very difficult to convert creating a domino impact to students, classes, fees, fin aid, etc.

Encumbrances converted as expenses and subledger dropped them this was one of the main issues. They are now checking detail from 15-16 to see if it is accurate. They have been without books being accurate since the conversion.

College staff are working very hard. SBCTC staff is assisting but colleges would like more help.

Security – there are multiple levels of security. We are in one database. People Soft has roles defined – there are 100s. These are system-wide roles. The colleges also had to develop new ones. If a role needs to be changed, it is done centrally – not at each college. Aya (activate your account) – 30% could not get past this screen. The problem was that staff cannot use 3 or more consecutive digits of your first or last name to login.

The biggest problems have been data conversion and security

On a positive note, people are using the system. Over 25K people have live accounts. There are between 5K to 8K logins each day. But there is a long way to go to stabilization.

Campus solutions is pretty stable overall. They have converted over 2M enrollments. They have been through 3 payrolls but is has not been pretty. People are working very late. There is a new method for entering time/leave. Getting the books right is the biggest issue right now.

Lisa H (Spokane) – List of 6 things to do before going live:

1. Admit and Register Students
Data conversion of student records; assess tuition and fees
2. Award Financial Aid
3. Disburse Financial Aid
4. Collect Tuition and Fees
5. Purchasing
6. Payroll

Be sure to fix the chart of accounts before conversion! (see slide show) Much training needed for users. Data conversion – be sure to understand the conversion parameters – TEST, TEST, TEST

This is a really powerful, exciting system (TCC – Janice Stroh). You need to be open to it and start developing those relationships, Make sure all systems are properly connected and working together (Fin Aid, SMS, FMS, PPMS). At TCC, pillar leads have all been working together and regular meetings are being held. Be sure to provide support to all staff through this transition. “Star” employees will no longer feel like stars as they learn a new system.

The slide show shown was sent out on 10/8 by Linda S.

Item types (student financials) take place of FAPC and other codes we had in our legacy system. Need to understand and know what item types are and need to make sure they have the correct accounting attached to them.

Probably only 1/3 of agency (3rd party) accounts were properly converted. They have had to manually input the rest.

Purchasing – use legal names on Requisitions/PO rather than DBAs

Clean up old data (garbage) otherwise you will just have to validate it when it comes over. Look for old balances that have not changed in years.

CIO perspective: Need a project director with sole responsibility for ctcLink at a high level.

Role-based data security: carefully identify roles and responsibilities for each person who uses the system across campus. Is access appropriate – should not have too much or too little. TEST and VALIDATE!! Post Go-live: who is responsible for access change requests/approvals?

Data governance roles – define as precisely as possible by position and name. Document, test, adjust and test again before go-live.

Peripheral systems – now is the time to eliminate outdated, marginally used and dysfunctional applications.

Infrastructure – monitor network response times to the user's site, note application response times by task and page. Differentiate (They doubled bandwidth in advance of go-live to be prepared.)

See slide show for more info.

They doubled their help desk staff during conversion. Created walkup sites across campus. Communication is so important. Be visible, be heard, be credible, be patient.

25 live – Spokane is rolling out in the next month with catering events then across campus in the Spring.

Megamations – has been very problematic, data will be uploaded manually using excel

Can send your staff to Spokane for onsite training, assist with cleanup. Can work on cleaning up GLs, employee records (delete unused PR jobs), old data, etc. It is important to do whatever you can to reduce your records. Backfill has been ineffective. There was some overtime prior to go-live but tons after go-live, 12 – 14 – 16 hour days!

2:45 – 2:50 p.m.

Welcome to Cascadia – Dr. Eric Murray

President Dr. Eric Murray welcomed BAC to Cascadia College. He acknowledged that changes to the capital process have gone well and thanks BAC members for our work on that. The college Presidents are relying on BAC to work through ctcLink issues. The goal is to get better with each Wave. We need to speak up if/when things aren't going to work.

3:10 – 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, October 9, 2015

8:00 – 9:00 a.m.

Deep Dive 2017 Allocation spreadsheet – Nick Lutes

Prior to Nick's presentation there was an announcement from Nate. We need to create an Allocation Task force per WACTC charge. We would like 5 members (One from Operations

Committee, one from Operating Budget, one from Capital and 2 additional). He will ask for volunteers after Nick's presentation. (Members identified were Bill Thomas, Chad Stitler, Nate Langstraat and Davina Fogg – Kurt Buttleman will be asked as a larger school rep.)

Nick reviewed the various "sheets" within his allocation spreadsheet and how they are interconnected. The allocation schedule data is used to build other sheets. That is the starting point. The goal is to isolate base value vs earmarks. There are 4 pivot tables – one for each fiscal year. He has placeholders for earmarks that have not been distributed yet. Next there are "input tables" which use pivot table information. Yes/no columns are used to decide if amount is included in the model. 2016 is the practice year, 2017 will be the actual year. FTE targets are on a separate page from actuals. Proviso/earmark FTEs are listed separately. Password is "please."

DEAB = district enrollment allocation base

9:00 – 9:05 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. June 2015 meeting minutes were presented and unanimously approved. The BAC treasurer's report of \$8,418.18 was shared and accepted by the membership.

9:05 – 9:15 a.m.

State Board Report – Wayne Doty/John Ginther

Arlen Harris replaced Alison Grazzini. He comes from DES. There are policy changes being worked on and it's not too late to bring additional items forward. Regarding public work and self-performance work, we currently can do \$45K if it involves a single trade or \$90K for multiple trades if doing yourself otherwise you need to contract out. They are looking at raising limit or doing away with. UW has the same policy item and we are joining forces with them. However, we need to be careful because we don't want to distract Legislature from our real issue which is more money.

Currently we need permission from DES to purchase vehicles. We are asking for independent authority.

9:15 – 9:30 a.m.

Break/Networking

9:30 – 10:35 a.m.

Committee, Workgroup, and Liaison Reports

Operating Budget – Lisa Hjaltalin and Nick Lutes

The Vice Chair will be Bruce Riveland. Nick referred to handout regarding requested items for supplemental budget. Budget assumptions were based on 450 enrollments, actuals were 956 so he will correct for that. Also need to look at growth in programs and the impact of the growth in applied baccalaureates. 2nd sheet covers items not funded: I-732 (correct for 65% calc) and Health benefit adjustment.

They included additional staffing in year 2 request, also asked for an increase in the opportunity grant to reflect tuition increases. \$10.2M requested to fund increments for full and part-time faculty. Increments still need to be worked out on the policy side. \$40M total request is modest as the SBCTC is keeping McCleary in mind and tuition concerns.

Information Technology – Suzie Benson

Dawn Vinberg is the Vice Chair. David O'Neill and Barbara Martin attended the meeting. They continued the conversation about ctclink. The work plan includes data governance, risk management (data security), ctclink, and responding to changes/requests from other areas.

Safety & Security – Shirley Bean (for Kevin McKay)

The Vice Chair will be Shirley Bean. There was training at CWU which a few BAC members attended. Takeaways included making sure data is secure, cyber security. Teresa will send out handouts from training. The work plan includes guidance to SSEM, training matrix, COOP work, a BAC academy and any arising issues.

Operations – Jennifer Howard/John Ginther

Ray White is Vice Chair. Operations is taking on the "relief" discussion. If your school is part of the travel policy, you should have received an email from Jennifer. No BAR meeting this year yet as the next one is in 2 weeks. There is an issue with Higher One no wanting termination language in their contract. The Dept of Ed is coming out with new rules which may result in higher one wanting to terminate contracts. Not sure of compliance deadlines but there is a ruling coming out in November (1st). There may be a new vendor who can provide an alternative. But the costs seem to be much higher than what we have now. We need to make sure PS (people soft) provides the functionality needed. We may need SBCTC to do RFP for a new vendor. Will know more when ruling comes out in Nov.

Flint Thornton, bookstore council, advocated for the institutionally run bookstore. Costs of textbooks are going down thus revenue is going down. We should look at the number of textbooks sold vs bottom line. Textbook rental program has been very successful in reducing costs to students. He can share info to do self-evaluation of bookstore.

John G (handout/audits) – 2 schools have had 2 audits (in red). So far only 4 findings. 2 related to assets. All have had unmodified opinions. All audit info/findings are public record. Read reports and think about how things are done at your college. Have BAR come up with a better risk assessment model. Olympic has done work in this area and will share their work with BAR. Jennifer will report out after the next BAR meeting in 2 weeks. Goal by end of the month have 14-15 template ready for colleges (from SBCTC).

John G – megamations – designated as core system. SBCTC has been reducing folks working on FAE. Only one person remaining who has any knowledge about FAE and he is retiring on 12/31/15. We have not had a depreciation schedule we can rely on but we are getting close. This is being worked on and should be rectified before YE. Trying to get everyone moved over by 12/31. Megamations will be the system of record. SBCTC can move college data from FAE to Megamations for us. If data is perfect, it will come over easily but will likely require clean up that is better to do now vs during transition to ctclink.

Capital – Chad Stiteler (for Steve Ward)/Wayne Doty

Chad is the Vice Chair. Handouts - \$80M in supplemental requests. OFM benchmark study – need specific criteria for equipment requests. Ming Analysis has been hired to do a study and will begin work on the study soon. They will be requesting data from SBCTC and potentially individual colleges through the course of their work.

10 colleges are eligible to submit major project requests. Proposals are due 1/4/16. Need volunteer scorers for capital requests: 10 requests, 5 hours per request. Let Steve or Chad know if interested in reviewing as we need to fill 2 spots.

There will be a BAC academy in Olympia on Feb 8th on Alternative Financing. Presidents are encouraging Foundation, Instruction and Student Services to attend.

10:35 – 10:45 a.m.	Break
10:45 – 11:30 a.m.	BAC Executive Session
BAC convened into executive session.	
11:30 a.m.	Meeting Adjournment
BAC meeting adjourned.	