

**PACTC Meeting Minutes
May 14-15, 2015
State Board Office**

DAY ONE: THURSDAY, MAY 14, 9:00 am to 4:00 pm

Vice President Dede Gonzales called the meeting to order at 9:30 am.

Attendees:

Cheryl Batschi (Pierce – Fort Steilacoom)	Marie Harris (Pierce College District)
Shawna Bliss (Olympic)	Megan Jensen (Yakima Valley)
Chris Boiter (Pierce – Puyallup)	Rafeeka Kloke (Whatcom)
Lisa Corcoran (Bellevue)	Cherie Steele (Clover Park)
Pattie Fischer (Peninsula)	Julie Walters (SBCTC)
Dede Gonzales (Cascadia)	Becky Welch (Bates)
Beth Gordon (SBCTC)	Lori Yonemitsu (Shoreline)
Rebecca Hansen (Seattle Central)	Sandy Zelasko (Grays Harbor)

Welcome and Introductions:

The PACTC group was welcomed and each member introduced themselves.

Group Picture:

The committee gathered outside for a group photo.

WAC Process and Review – Kerry Radcliff and Jennifer Meas

Kerry Radcliff, Editor, and Jennifer Meas, Assistant Editor, at the Washington State Register's Office, discussed the options and steps to follow when going through the WAC Rule Making Process. The following documents were distributed and discussed:

- Checklist for Filing
- Rule Making Process Flowchart
- The Basic Filing Procedures
- The Step-by-Step Process to Electronic Filing PowerPoint
- CR-101: Preproposal Statement of Inquiry
- 2014 - 2015 Schedule For Preproposal Filings
- Order Typing Service (OTS)
- CR-102: Proposed Rule Making
- 2014 – 2015 Dates For Register Closing, Distribution, And First Agency Action
- Important – Please Read
- CR-103E: Rule-Making Order (Emergency Rule Only)
- CR-103P: Rule-Making Order (Permanent Rule Only)
- CR-105: Expedited Rule Making
- Joint Administrative Rules Review Committee
- Twenty Most Asked Questions

To begin the process, complete the CR-101 form first. This form needs to be published for 30 days before moving to the next step (refer to the schedule provided). Fill out all areas in red and do not change the text. Make sure the box remains on the front and keep at one page. If needed, use an attachment to add more information. Proposal cut-offs are at noon – no exceptions. Follow the checklist to continue the process. For further clarification or questions, contact Kerry at 360-786-6697 or Kerry.radcliff@leg.wa.gov, or Jennifer at 360-786-6698 or Jennifer.meas@leg.wa.gov.

Committee Meetings:

The committees met to connect and share any updates.

- **Mentoring/Recognition Committee** – Mentors should be encouraged to visit their mentees on the mentees' campus as it would be easier for them and less intimidating. Mentors should check in with their mentees twice per month.
- **Budget Committee**
- **Program & Planning Committee** – There is money available for PACTC members to use for professional development. An application needs to be filled out to apply if a member wants to attend a conference or training. All PACTC members are encouraged to take advantage of the opportunity.

Business Meeting – Acting President Dede Gonzales:

Approval of Minutes from November 2013

The motion to approve the minutes from the November 2013 PACTC meeting was seconded and approved.

Approval of Minutes from September 2014

The motion to approve the minutes from the September 2014 PACTC meeting was seconded and approved.

Nominations and Elections

Vice President Dede Gonzales shared that three members of PACTC have recently left their positions and are no longer part of the group. Additionally, one of those individuals held the position of PACTC President so a new President would need to be elected. Article VI, Section (1) b. iii. of the PACTC Bylaws state that the Vice President assumes President's duties in his/her absence. Dede Gonzales was elected at the September 2014 PACTC as Vice President. Therefore, Dede will assume the presidential duties, with full support from the committee. As this will leave a vacancy in the Vice President role, an invitation was made for nominations. Nominations were made for and accepted by Lisa Corcoran as Vice President. Melinda Dourte will continue her term as Treasurer and Chris Boiter as Secretary.

Gavel

Incoming President Dede Gonzales will take over the gavel.

Directory

The PACTC Directory will need to be updated in the fall. PACTC takes care of any costs incurred for updating and printing the directory. Send email to Dede if interested in updating.

Treasurer's Report – Melinda Dourte

There was no Treasurer's report due to the absence of the Treasurer.

Dede will connect with Melinda about the cost of the “hostess basket” and where they are ordered from. The baskets are sent as a thank you to the hosting PACTC member. Chris agreed to order the basket for Beth Gordon once the details are received.

PACTC Meetings

Dede initiated a discussion with the group to see if they still wanted to meet twice a year. Consensus was that the committee preferred to continue the twice yearly schedule; ideally having the spring meeting in conjunction with TACTC. Dede will send an email to the folks in Eastern Washington to see if they might be interested in hosting.

A portion of the survey distributed after the last PACTC meeting was shared and discussed. It contained suggestions of topics members are interested in for future meetings. Additionally, the following professional development ideas were brought forth:

- Shared governance task force
- Impact intent
- Digital public records
- Archiving and records retention
- Public Disclosure Commission
- Donna Beegle – poverty
- executiveassistant.com
- NAPAHE

Pattie Fischer volunteered to research and will report back at the next meeting.

Proposed Bylaw Revisions

The group reviewed the Charter & Bylaws and proposed the following revisions:

- Article III – Membership; Section (1), add “and” after college, and before “the” in the second line. Remove “and the Center for Information Serves” at the end of paragraph.
- Article IV – Finance; remove Section (5); renumber Section (6) to become Section (5). Delete extra space on third line after “May” and before “2004.”
- Article VI – Officers; Section (1), remove “All officers shall be elected from the members” on third line and replace with “Elections will be conducted.”
- Article VI – Officers; Section (2), a. President, ii. Add “s” to meeting.
- Article VI – Officers; Section (2), a. President, iv. delete “.” at end of sentence and replace with “”.
- Article VI – Officers; Section (2), a. President, delete “viii. (New November 2012; Repealed May 2013).”
- Article VI – Officers; Section (2), b. Vice President, add “ iv. Update and disseminate PACTC Directory annually.”
- Article VI – Officers; Section (2), c. Secretary, delete “vi. (Repealed May 2013).”
- Article VI – Officers; Section (2), d. Treasurer, delete “vi. Able to address inquiries as to purpose of PACTC dues should they arise.”
- Article VI – Officers; Section (4), delete “an officer position” and add “the Vice President, Secretary, or Treasurer position.” Delete “elect” and replace with “appoint.” Add “until the next election” at the end of the sentence.
- Article VII – Committees; Section (1), delete sentence and replace with “All committees are required to have at least five members.”

MOTION:

A motion was made and passed by the committee to revise the above Bylaws.

Adjournment

The meeting was adjourned at 4:00 pm.

DAY TWO: FRIDAY, MAY 15 – 9:00 to 11:00 am

The meeting was called to order by President Dede Gonzales at 9:00 am.

Marty Brown, Executive Director, SBCTC, provided an overview of SBCTC, and shared his thoughts on the work being done by the Presidents at WACTC. Marty then took those present on a tour of legislative offices; introduced us to Representatives Chris Reykdal and Ross Hunter, who shared stories about what happens during session.

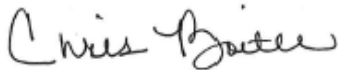
Next PACTC Meetings

- PACTC/WACTC Fall 2015 meeting will be at a location to be determined.

Adjournment

The meeting was adjourned at 11:00 am.

Respectfully submitted,



Chris Boiter
PACTC Secretary 2014-2015