



WASHINGTON ASSOCIATION OF COMMUNITY  
AND TECHNICAL COLLEGES  

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BOARD OF PRESIDENTS

**BUSINESS MEETING MINUTES**

**February 26, 2016**  
**State Board Office**

**Members Present**

Ron Langrell, Bates  
Kim Perry, Bellingham  
Terry Leas, Big Bend  
Eric Murray, Cascadia  
Jim Walton, Centralia  
Lonnie Howard, Clover Park  
Rich Cummins, Columbia Basin  
Jean Hernandez, Edmonds  
David Beyer, Everett  
Ed Brewster, Grays Harbor  
Eileen Ely, Green River  
Jack Bermingham, Highline  
Amy Morrison Goings, Lake Washington  
Chris Bailey, Lower Columbia  
Warren Brown, North Seattle  
David Mitchell, Olympic  
Luke Robins, Peninsula  
Denise Yochum, Pierce Fort Steilacoom  
Kevin McCarthy, Renton  
Sheila Edwards Lange, Seattle Central  
Jill Wakefield, Seattle Colleges  
Cheryl Roberts, Shoreline  
Tim Stokes, South Puget Sound  
Gary Oertli, South Seattle  
Ryan Carstens, Spokane  
Sheila Ruhland, Tacoma  
Jim Richardson, Wenatchee Valley  
Kathi Hiyane-Brown, Whatcom  
Linda Kaminski, Yakima Valley

**Substitutes**

Ray White for Dave Rule, Bellevue  
Tim Cook for Bob Knight, Clark  
Jo Ann Baria for Michele Johnson, Pierce District  
Dave Paul for Tom Keegan, Skagit Valley  
Davina Fogg for Steve VanAusdle, Walla Walla

**Members Absent**

Marty Cavalluzzi, Pierce Puyallup  
Christine Johnson, CC of Spokane  
Janet Gullickson, Spokane Falls

**Ex-Officio Members - SBCTC**

Marty Brown, executive director, SBCTC  
John Boesenberg, deputy executive director, HR  
Denise Graham, deputy executive director, Finance  
Jan Yoshiwara, deputy executive director, Education

**Guests and SBCTC Staff**

Elizabeth Chen, SBCTC vice chair  
Tyler Page, ACT president  
Cindy Hough, WELA director  
Andrea Insley, Seattle Colleges, WELA  
Dennis Colgan, SBCTC  
Wayne Doty, SBCTC  
John Ginther, SBCTC  
Joyce Hammer, SBCTC  
Arlen Harris, SBCTC  
Jon Kerr, SBCTC  
Nick Lutes, SBCTC  
Janelle Runyon, SBCTC  
Kim Tanaka, SBCTC  
Julie Walter, SBCTC

## Call to Order and Welcome

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Jim Richardson, WACTC president, called the meeting to order at 8 a.m., welcomed those present and asked for self-introductions.

## Approval of Minutes

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**MOTION:** *It was moved and seconded that WACTC approve the Jan. 26, 2016 minutes without corrections.*

**MOTION PASSED.**

## Treasurer's Report

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Gary Oertli presented the treasurer's report with an ending balance of \$66,990.63 as of Feb. 22, 2016.

**MOTION:** *It was moved and seconded that WACTC approve the \$40,800 payment to support the 2016 All Washington Academic Team Ceremony.*

**MOTION PASSED.**

## Executive Committee Report – Jim Richardson, WACTC president

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- WACTC Summer Retreat: July 20-22, 2016, Seattle area, hosted by South Seattle College
- Campus Climate Assessment

Senate Bill 5518, passed by the Legislature in 2015, requires SBCTC to conduct a uniform, system-wide survey of both students and employees on the topic of sexual violence. The purpose of the survey is to learn about student and employee attitudes and knowledge about the campus sexual violence issue, awareness of resources, and the incidence of sexual and physical violence on- and off-campus. A draft survey has been developed and circulated for discussion and edits. The survey is expected to be released mid-April and will accept responses for two weeks.

- Emergency Management Preparedness Survey

Since the October 2016 tragedy at Umpqua Community College, State Board members have asked about colleges' readiness to mitigate, respond to and recover from emergencies, especially armed intruder situations. State Board staff and the Safety, Security and Emergency Management Council (SSEMC) are taking steps to help the system gain a better understanding of how colleges are addressing the emergency preparedness cycle on campuses. A survey was developed to assess the current state of emergency readiness at all colleges. The results will be summarized and reported to the board. State Board staff will work with WACTC, SSEMC and the Business Affairs Commission to develop best practices and resources to build on the efforts underway at colleges.

## **Critical Issues Committee Report – Rich Cummins, co-chair**

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In December, WACTC agreed to support expanded bachelor's degree authority for the system and formed the Critical Issues Committee to discuss the future of the degrees in the system and develop strategic plan recommendations. In January, HB 2769 was introduced and created a pilot program allowing SBCTC to select up to five community or technical colleges to develop and offer programs of study leading to bachelor degrees in high-demand fields of study. One of the pilot programs would be Bellevue College's baccalaureate of science degree in computer science which was included as a proviso in the adopted 2015-17 operating budget. The bill has not progressed through the session as needed and is considered "dead."

At this point the committee has developed three options for WACTC's course of action:

1. Lay the foundation to reintroduce a bill in 2017 to allow five college pilot bachelor's degree programs.
2. Support legislation this year to allow Bellevue College to move ahead as a single pilot.
3. Stop the work on expanding bachelor's degree authority for the system.

**MOTION:**     *It was moved and seconded that WACTC support legislative action to allow Bellevue College, as a single pilot, to seek authority to award a baccalaureate of science degree in computer science.*

**MOTION PASSED.**

The committee will continue to meet and develop recommendations on a strategic plan for discussion at the July 2016 retreat.

## **Legislative & Public Information Committee Report – Amy Morrison Goings, chair**

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- Legislative update
  - 2016 supplemental budget proposals
  - Discussions with legislators
  - Bill watch list
  - Interim planning

## **Technology Committee Report – Luke Robins, chair**

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- ctclink implementation
  - Ongoing stabilization for FirstLink colleges
  - Wave 1 preparation
- Chart of Accounts (CoA) Standardization Report

In December, WACTC charged the Business Affairs Commission (BAC) with developing a standardized general ledger and chart of accounts, consistent with the ctclink project principles, for use by system colleges moving forward. The Feb. 25 recommendations summary was distributed for discussion.

Since the meeting, the recommendations were revised to reflect additional work completed by BAC, FirstLink colleges and State Board staff on the technical verifications needed.

**REVISED MOTION (March 3, 2016):** *It was moved and seconded that WACTC accept the (revised) recommendations, as presented in Attachment A, from the BAC March 3, 2016 “CoA Standardization Report” regarding general ledger and chart of account standards and guidelines.*

Allowing time for consultation with college business officers, WACTC members will have the option to vote via email on this motion. Voting will close at end of the business day Wednesday, March 9.

**Motion final vote tally (March 9, 2016)**

**YES: 33**

**NO: 0**

**NO VOTE: 4**

**MOTION PASSED.**

## **Operating Budget Committee Report – Jack Bermingham, chair**

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- 2017-19 operating budget development
- Business Affairs Commission’s (BAC) new allocation model examination

As the final examination of the update to the allocation methodology, WACTC asked BAC to take the new model and develop a deeper understanding of the outcomes generated by the model, analyze the outcomes from the perspective of how the model will change district behavior and identify any unintended consequences. The executive summary and full report prepared by BAC was presented for discussion. The report describes the identified risks and recommendations for incorporation into the process used to develop the annual state allocation. WACTC will be asked to take action on the recommendations at the March meeting.

- Fiscal year 2017 allocation development
  - Enrollment rules
  - Earmarks and provisos

## **Capital Budget Committee Report – Eric Murray, chair**

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- 2016 supplemental capital budget proposal
- 2017-19 capital budget development

The results of the capital budget scoring committee’s ranking order of the nine major project proposals for the 2017-19 capital budget request were distributed for discussion. WACTC will be asked to take action on affirming the scoring committee’s order ranking and the number of projects to be added to the system’s pipeline at the March meeting.

## **Strategic Visioning Committee Report – Kathi Hiyane-Brown, chair**

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- Joint Statement on Diversity, Inclusion and Equity

## **Educational Services Committee Report – Kevin McCarthy, vice-chair**

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- College in the High School rules update
- Workforce Innovation and Opportunity Act update

## **Trustees Report – Kim Tanaka, ACT director**

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- ACCT National Legislative Summit: Feb. 8-11, 2016
  - Approximately 50 trustees, State Board members and presidents attended.
  - Meetings with all members of the Washington congressional delegation but Congressman McDermott
- ACT award nominations due April 8, 2016
  - Trustee Leadership
  - Equity
  - Chief Executive Officer
  - Partner of the Year
  - Faculty Member
  - Professional Staff Member
- Upcoming events
  - ACT Spring Convention: May 12-13, 2016

## **State Board Report – Marty Brown, SBCTC executive director**

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- Senate Resolution recognizing Steve VanAusdle March 1, 2016, 10 a.m.
- State Board meeting: Feb. 3-4, 2016
  - Baccalaureate degree proposals and approvals
  - Emergency preparedness overview
  - Student fee overview
  - 2017-19 operating budget development
- State Board meeting: March 23-24, 2016
  - Student Achievement Initiative and regional data update
  - 2017-19 operating budget development

## **Adjournment**

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There being no further business, the Feb. 26, 2016 Board of Presidents meeting adjourned at 12:04 p.m. The next meeting will be March 24-25, 2016 at South Puget Sound Community College.

WACTCtech committee recommends that:

- 1) WACTC accept the following (revised) recommendations from the BAC March 3, 2016 “CoA Standardization Report” regarding GL and CoA standards and guidelines.
- 2) Allowing time for consultation with college business officers, WACTC members will have the option to vote via email on this matter, with voting completed no later than EOB Wednesday, March 9th.

### Recommendation Summary

To support successful implementation of the GL at the First Wave colleges and subsequent waves we recommend that as further detailed in this report:

1. The Program Chartfield be activated for all colleges, which shall determine their use of the Chartfield.
2. PeopleSoft’s Statistics Code functionality be used to distribute indirect costs.
3. Colleges be authorized and trained to write their own reports using PS Query and PS/nVision.
4. Colleges use locally defined Chartfields in accordance with the guidance provided in this report.
5. SBCTC-IT and SBCTC Finance Staff be charged with developing training and documentation for the design and use of all Chartfields and values, including their use for reporting. Further, that the training begin at the conceptual foundation level, and that the conceptual education be done in a group setting with multiple colleges present to develop a shared knowledge-base and the capacity to help each other conform to the system’s practical requirements.
6. WACTC direct BAC/BAR to create a task force and assign it responsibility for quality assurance of the CoA training program prior to implementation by SBCTC-IT.
7. PeopleSoft best practices and *Business Foundation Decision* documents should be followed when implementing PeopleSoft. Alternately, deviations from established standards/decisions should be justified and documented in writing, then subject to review by stakeholders with subject matter expertise for approval prior to implementation.

To support system-wide financial reporting we recommend:

1. Maintenance of the standardized Account Chartfield (GL) as detailed in *Appendix D*, subject to refinement and review by a task force of BAC/BAR and SBCTC staff members that shall a) determine whether accounts need to be added or modified, b) provide written guidance on the appropriate use of the accounts with the goal of completing the work by May 2016
2. Maintenance of the standardized Class Chartfield as detailed in *Appendix E*.

3. Creation of a standard Department Chartfield numbering structure to support effective roll-up for state-wide reporting of the following *functional groupings*:
  - a. Executive (10000-19999)
  - b. Instruction (20000-29999)
  - c. Student Services (30000-39999)
  - d. Administration (40000-49999)
  - e. Auxiliaries (50000-59999)
4. Reserving account numbers 10000-19999 in the Program Chartfield to address system-level program reporting needs.
5. WACTC identify any “programs” that it believes should be reported at the state level to BAC so they can be created and tracked.
6. Reserving account numbers 10000-19999 in SubAccount to address future system-level information reporting requirements.
7. District determination of the use of Department and Program Chartfields (as previously decided per the *Business Foundation Decision – Financial Structure* configuration document *Appendix B*), subject to the colleges complying with the preceding recommendations regarding the use of the Department and Program Chartfields.
8. WACTC recognize the *potential* financial impact of the implementation of these requirements on smaller colleges and *may wish to* consider increasing the Minimum Operating Allocation (MOA) in the allocation model to mitigate the financial impact of these requirements after the workload associated with maintaining Program records for State purposes is understood *and adequate documentation of increased costs is presented*.

To ensure that the recommendations approved by WACTC are fully implemented we recommend:

1. Making BAC accountable for providing WACTC-Tech with a written report on the status of the implementation of the recommendations adopted by WACTC at every WACTC-Tech meeting via BAC’s WACTC-Tech representative.