



WASHINGTON ASSOCIATION OF COMMUNITY  
AND TECHNICAL COLLEGES

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BOARD OF PRESIDENTS

**BUSINESS MEETING MINUTES**

**April 29, 2016**  
**Everett Community College**

**Members Present**

Ron Langrell, Bates  
Dave Rule, Bellevue  
Kim Perry, Bellingham  
Terry Leas, Big Bend  
Jim Walton, Centralia  
Bob Knight, Clark  
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  
Michele Johnson, Pierce District  
Denise Yochum, Pierce Fort Steilacoom  
Marty Cavalluzzi, Pierce Puyallup  
Kevin McCarthy, Renton  
Sheila Edwards Lange, Seattle Central  
Jill Wakefield, Seattle Colleges  
Cheryl Roberts, Shoreline  
Tom Keegan, Skagit Valley  
Tim Stokes, South Puget Sound  
Gary Oertli, South Seattle  
Steve VanAusdle, Walla Walla  
Jim Richardson, Wenatchee Valley  
Kathi Hiyane-Brown, Whatcom  
Linda Kaminski, Yakima Valley

**Substitutes**

Joyce Loveday for Lonnie Howard, Clover Park  
Tim Gould for Sheila Ruhland, Tacoma

**Members Absent**

Eric Murray, Cascadia  
Rich Cummins, Columbia Basin  
Christine Johnson, CC of Spokane  
Ryan Carstens, Spokane  
Janet Gullickson, Spokane Falls

**Ex-Officio Members - SBCTC**

Marty Brown, executive director, SBCTC  
Denise Graham, deputy executive director, Finance  
Mike Scroggins, deputy executive director, IT  
Jan Yoshiwara, deputy executive director, Education

**Guests and SBCTC Staff**

Elizabeth Chen, SBCTC vice chair  
Tyler Page, ACT president  
Wayne Doty, SBCTC  
Arlen Harris, SBCTC  
Joe Holliday, SBCTC  
Nick Lutes, SBCTC  
Laura McDowell, 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, thanked David Beyer and Everett Community College staff for hosting the meeting, and asked for self-introductions.

## Approval of Minutes

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**MOTION:**     *It was moved and seconded that WACTC approve the March 25, 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 \$26,190.63 as of March 22, 2016.

## Northwest Athletic Conference (NWAC) Report

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Marco Azurida, NWAC executive director, provided a brief report including, NWAC Hall of Fame inductees, professional development training, and rules and compliance updates.

## Executive Committee Report – Jim Richardson, WACTC president

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- President-elect

**MOTION:**     *It was moved and seconded that WACTC appoint Denise Yochum as the 2016-17 WACTC president-elect.*

**MOTION PASSED.**

- 2016-17 planning
  - Retreat: July 20-22, 2016, Cedarbrook Lodge
  - Committee development
- Proposed WACTC constitutional amendment

The proposed addition of Article V – Voting to the constitution was presented for first reading and discussion. WACTC will be asked to take action on the constitutional amendment at the June meeting.

## ARTICLE IV – BOARD OF PRESIDENTS

- Section (1)     The board of presidents shall be composed of the president of each community and technical college district and the president of each college in multi-college districts.
- Section (2)     Ex-officio members of the board of presidents shall be the Executive Director and the Deputy Executive Directors of the State Board for Community and Technical Colleges.

Section (3) Positions on the board of presidents shall become effective at the time the district organization is recognized by the State Board and pays its dues. Ex-officio membership shall become effective at the time of appointment to a designated position.

Section (4) ~~Ex officio members and representatives may not vote or hold office.~~ *(Moves to Article V – Voting)*

Section (5) ~~At the discretion of the WACTC president, votes on matters discussed by WACTC may be held “open” no longer than five business days past the close of the Business Meeting. The WACTC president will collect votes via email after the Business Meeting and announce final results after the close of the voting period.~~ *(Moves to Article V – Voting)*

Section (6) ~~Presidents who must be absent from a meeting may select a proxy from among the other presidents to deliver his/her vote.~~ *(Moves to Article V – Voting)*

## **ARTICLE V – VOTING**

Section (1) All members of the board of presidents shall have one vote unless as a proxy for other presidents. Ex-officio members and representatives may not vote or hold office. *(Moved from Article IV – Board of Presidents)*

Section (2) On any matter, oral votes or a show of hands are allowed. A recorded roll call vote may be requested by three members of the board. *(New)*

Section (3) At the discretion of the WACTC president, votes on matters discussed by WACTC may be held “open” no longer than five business days past the close of the Business Meeting. The WACTC president will collect votes via email after the Business Meeting and announce final results after the close of the voting period. *(Moved from Article IV – Board of Presidents)*

Section (4) Presidents who must be absent from a meeting may select a proxy from among the other presidents to deliver his/her vote. *(Moved from Article IV – Board of Presidents)*

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

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- 2016 Legislative Session Report
  - Budget summaries
  - 2016 legislation
  - System involvement
- Interim planning

## **Capital Budget Committee Report – Terry Leas, vice chair**

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- Minor works project status report
- 2019-21 capital budget request development

The June Presidents Academy will be on the development of the 2019-21 major project scoring criteria. The objective of the academy is to receive feedback on the 2017-19 major project scoring, discuss principles for the 2019-21 request, and identify next steps for development of the request. A survey will be sent to colleges to help determine the content needed for the academy. College business officers will also be invited to attend.

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

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- Campus Climate Assessment regarding sexual assault and violence

Students and employees will receive an email providing a link to the sexual violence survey on May 2. The survey is scheduled to be open for two weeks, closing on May 16.

- College in the High School rules

House Bill 1546, signed into law following the 2105 legislative session, statutorily defined the Running Start and College in the High School (CHS) programs. It also required the Superintendent of Public Instruction (OSPI) to work with the State Board for Community and Technical Colleges, Washington Student Achievement Council, the public baccalaureate institutions, and the Association of Washington School Principals to develop and adopt rules governing the CHS program. The Joint Transfer Council made up of academic officers from the two and four-year sectors, the Instruction Commission, Student Services Commission and WACTC all played a role in providing feedback during the CHS rules development. The public hearing for the rules is scheduled for May 24, 2016.

**MOTION:**            *It was moved and seconded that WACTC endorse the College in the High School rules as drafted and approve sending a letter of support to OSPI prior to the public hearing on the proposed rules.*

**MOTION PASSED.**

- Enrollment counting and reporting rules

The Enrollment Counting Work Group was formed to examine enrollment reporting policies and practices among the colleges and recommend any proposed changes to WACTC. The goal was to update the enrollment counting policies to reflect changes in state law and instructional practices, and to support consistent enrollment counting among college by clarifying existing policy. The work group's proposed recommendations were first presented for discussion at the March meeting.

**Proposed recommendations:**

**Fund source:**

1. Clarify criteria for determining the funding status of classes and students and include in the SBCTC Policy Manual.
2. Require state funded classes to have syllabi on file by the census date of the class, beginning July 2017.
3. Seek a change in statute to allow students enrolled in state funded classes for credit and using the following waivers to count as state-funded enrollments: long-term unemployed or underemployed; residents sixty years of age or older; state employees and educational employees.

**Credit definitions:**

1. Federal and accreditation definitions are used as starting point.
2. Definitions assume three hours student effort per week per credit.
3. Change categories from Lecture, Lab, Worksite and Other to Theory, Guided Practice, and Field-Based Experience with revised definitions that reflect current modes of instruction.
4. Combine work-based learning categories (Worksite and Other) with Field-Based Experience.
5. Add instructional modalities including online, hybrid, flipped classrooms and competency based classes.

**Student counts:**

1. Clarify definitions, including continuous and sequential classes, census dates, tuition payment, drops and withdrawals.
2. Update credits versus enrollment language.

**Implementation recommendations:**

1. SBCTC will audit college enrollments for consistency with enrollment rules.
2. New policies are effective summer quarter 2017 if approved.
3. Training on enrollment policies will be provided to college staff in 2016-17.
4. Annual trainings will be provided in subsequent years.

**Remaining issues:**

1. Common courses with different credits values reported among colleges. It is proposed that common courses have common credit values. It is recommended that the Instruction Commission and Articulation and Transfer Council examine the data and recommend policy to WACTC and SBCTC by spring 2018.
2. Associate degrees with high credit requirements. The work group found significant variations in credit requirements among colleges for similar degree programs. It is recommended that the Instruction Commission and Workforce Education Council examine the trends and report findings.

**MOTION:** *It was moved and seconded that WACTC approve the enrollment counting and reporting recommendations as presented.*

**MOTION TO AMEND:** *It was moved and seconded item number 3 under “Fund Source” should be revised for clarity. It would read:*

*Seek a change in statute to allow students enrolled in state-funded classes for credit and using the following waivers to count as state-funded enrollments: long-term unemployed or underemployed; residents 60 years of age or older; state employees and educational employees.*

**MOTION TO AMEND PASSED.**

**AMENDED MOTION:** *It was moved and seconded that WACTC approve the enrollment counting and reporting recommendations, with item number 3 under “Fund Source” revised to read:*

*Seek a change in statute to allow students enrolled in state funded classes for credit and using the following waivers to count as state-funded enrollments: long-term unemployed or underemployed; residents 60 years of age or older; state employees and educational employees.*

**AMENDED MOTION PASSED.**

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

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- Statement on Diversity, Inclusion and Equity (available upon request.)

**MOTION:** *It was moved and seconded that WACTC supports the Diversity, Inclusion and Equity Statement as presented.*

**MOTION PASSED.**

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

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- ctclink project update
  - ctclink Steering Committee update
    - Governance structure
    - Communication model
  - Response to the state’s Office of the Chief Information Officer project review
  - FirstLink colleges ongoing stabilization
  - Wave 1 preparation
    - Data conversion

## Critical Issues Committee Report – Denise Yochum, co-chair

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- Outcomes of 2016 baccalaureate degree legislation and next steps

## Operating Budget Committee Report – Jack Bermingham, chair

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- 2017-19 operating budget development
- High-demand workforce priority enrollments

As part the new allocation model, WACTC approved in 2015 using the Joint Study on a Skilled and Educated Workforce to identify high-demand workforce priority courses for enrollment weighting. Concerns were expressed about the lack of region-specific data to balance the statewide perspective of workforce program needs.

**MOTION:** *It was moved and seconded that WACTC approve using the 2013 Joint Study on a Skilled and Educated Workforce to identify high-demand workforce priority courses for enrollment weighting through fiscal year 2018. Furthermore, the system will re-examine the options available for determining priority in workforce programs over the next fiscal year including further exploration into identifying regional variations in priority.*

**MOTION PASSED.**

- 2017 tuition schedule
- 2017 Safe Harbor
  - Policy
  - List of programs
- Distribution of new compensation items

At the March meeting, WACTC requested more information on the scenarios of distributing appropriation changes related to employee compensation in the new model (i.e., cost of living adjustments, health insurance and pension contributions). An analysis was distributed examining the impact of using the model to distribute compensation items versus distributing them using the old method and keeping them in Safe Harbor for four years.

**MOTION:** *It was moved and seconded that WACTC recommend appropriation changes related to employee compensation be distributed based on the district share of the appropriate state and tuition expenditure category and be placed in Safe Harbor for four years.*

**MOTION PASSED.**

- Moore vs. Health Care Authority (HCA) settlement payment

The final 2016 supplemental operating budget contained an \$80 million settlement for a health insurance eligibility lawsuit, Moore vs. HCA. In the suit, plaintiffs argued state part-time employees were improperly denied employer sponsored health insurance.

Derived from a payroll data set accumulated over the years covered by the lawsuit, the Attorney General's (AG) office and the HCA established the system's portion of the settlement to be \$32.7 million. The Legislature appropriated \$19.3 million to the system to cover the state portion and is requiring the system to pay the remaining \$13.4 million from local funds.

The Business Affairs Commission studied different distribution methods and recommends a 75/25 percent split distribution.

**MOTION:**            *It was moved and seconded that WACTC approve the 75/25 percent split distribution recommendation. The first 75 percent of the local fund impact will be distributed based on district share of liability as identified by the AG and HCA. The remaining 25 percent will be distributed based on district share of salaries paid to part-time classified and other hourly temporary employees between 2003 and 2015.*

**MOTION PASSED.**

## **Trustees Report – Tyler Page, ACT president**

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- ACT Spring Convention: May 12-13, 2016, Bellevue Hyatt Regency
  - Board of Directors elections
  - Board chair training
  - Legislative Action Committee interim planning
  - Safe guarding college campuses
  - Principles of effective governance
  - Awards dinner
- 2016 ACT awards recipients
  - Trustee Leadership Award: Dick Van Hollebeke, former trustee, Edmonds Community College
  - CEO Award: Dr. Steven VanAusdle, president, Walla Walla Community College
  - Partner of the Year: Bryan Watland, Puget Sound Naval Shipyard and Intermediate Maintenance Facility
  - Equity Award: Highline College Board of Trustees and CEO, Dr. Jack Bermingham
  - Faculty Member Award: Patrick Pringle, earth sciences professor, Centralia College
  - Professional Staff Member Award: Candy Lacher, associate vice president of student services, Big Bend Community College



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

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- State Board meeting: May 4-5, 2016
  - Baccalaureate degree proposals and approvals
  - Washington Association of Career and Technical Education (CTE) presentation
  - Joint labor presentation
  - 2017-19 operating budget development
  - 2017-19 capital budget request consideration
  - 2017 operating budget and tuition allocation consideration

## **Adjournment**

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There being no further business, the April 29, 2016 Board of Presidents meeting adjourned at 11:20 a.m. The next meeting will be June 2-3, 2016 at Columbia Basin College.

Minutes prepared by Julie Walter.