



WASHINGTON ASSOCIATION OF COMMUNITY  
AND TECHNICAL COLLEGES

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BOARD OF PRESIDENTS

**BUSINESS MEETING MINUTES**

**January 25, 2017**  
**State Board Office**

**Members Present**

Ron Langrell, Bates  
Kim Perry, Bellingham  
Terry Leas, Big Bend  
Eric Murray, Cascadia  
Bob Mohrbacher, Centralia  
Bob Knight, Clark  
Joyce Loveday, Clover Park  
Rich Cummins, Columbia Basin  
David Beyer, Everett  
Jim Minkler, Grays Harbor  
Scott Morgan, Green River  
Jeff Wagnitz, Highline  
Amy Morrison Goings, Lake Washington  
Chris Bailey, Lower Columbia  
Warren Brown, North Seattle  
David Mitchell, Olympic  
Luke Robins, Peninsula  
Michele Johnson, Pierce College  
Marty Cavalluzzi, Pierce Puyallup  
Kevin McCarthy, Renton  
Sheila Edwards Lange, Seattle Central  
Shouan Pan, Seattle Colleges  
Cheryl Roberts, Shoreline  
Tom Keegan, Skagit Valley  
Gary Oertli, South Seattle  
Tim Stokes, South Puget Sound  
Mary Chikwinya, Tacoma  
Derek Brandes, Walla Walla  
Jim Richardson, Wenatchee Valley  
Kathi Hiyane-Brown, Whatcom  
Linda Kaminski, Yakima Valley

**Substitutes**

Gita Bangera for Jill Wakefield, Bellevue  
Tonya Drake for Jean Hernandez, Edmonds

**Members Absent**

Denise Yochum, Pierce Fort Steilacoom  
Christine Johnson, CC of Spokane  
Ryan Carstens, Spokane  
Janet Gullickson, Spokane Falls

**Ex-Officio Members — SBCTC**

Marty Brown, executive director, SBCTC  
John Boesenberg, deputy executive director, BO  
Mike Scroggins, deputy executive director, IT  
Jan Yoshiwara, deputy executive director, Education

**Guests and SBCTC Staff**

Jon Lane, ACT president  
Bridget Piper, ACT president-elect  
Kim Chapman, WELA, Edmonds  
Rebecca Cory, WELA, Bellevue  
Krista Fox, WELA, Tacoma  
Laurie Franklin, WELA, Everett  
Jennifer Glasier, WELA, Olympic  
Bruce Riveland, North Seattle  
Cherie Berthon, SBCTC  
Nancy Dick, SBCTC  
Wayne Doty, SBCTC  
Joyce Hammer, SBCTC  
Arlen Harris, SBCTC  
Joe Holliday, SBCTC  
Darby Kaikkonen, SBCTC  
Laura McDowell, SBCTC  
Janelle Runyon, SBCTC  
Kim Tanaka, SBCTC  
Julie Walter, SBCTC

## Call to Order and Welcome

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Gary Oertli, 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 Dec. 2, 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 \$66,280.70 as of Jan. 20, 2017.

## Executive Committee Report – Gary Oertli, WACTC president

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- Cradle Through College Coalition

WACTC was asked to join the Cradle to College Coalition (C2C) as it works with the Legislature on state investment in early learning through higher education. C2C principles are:

- Invest in education as a continuum from quality early learning through higher education;
- Closing opportunity gaps and improving educational outcomes requires transparency, stronger accountability and a commitment to innovation — in addition to more funding;
- The present use of local levies to fund basic education is unfair and inequitable — the current practice must end; and
- Increased state revenue will be necessary and must lead to improved educational outcomes.

**MOTION:**     *It was moved and seconded that WACTC support the principles and signs on as a member of the Cradle to College Coalition.*

**MOTION PASSED.**

## Strategic Visioning Committee Report – David Mitchell, chair

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- Diversity, equity and inclusion

The February Presidents Academy will be an overview of system-level efforts related to diversity, equity and inclusion. Topics will include faculty of color mentoring, diversifying faculty hiring, and bias incidence response training.

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

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- Priority Enrollment Workgroup update

The workgroup is working with the National Center for Higher Education Management Systems (NCHEMS) to research regional and statewide labor market supply and demand in. Any changes made will occur in fiscal year 2019.

- Admissions application

A workgroup was formed to look at the “citizen status” language on the admissions application. Suggested rewording of the “personal information,” “residency information,” and “race and citizenship information” sections were distributed for discussion.

**MOTION:**            *It was moved and seconded that WACTC approve the revision concepts of the “personal information,” “residency information,” and “race and citizenship” information sections of the admissions application and returns it to the admissions application workgroup for finalization.*

**MOTION PASSED.**

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

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- Legislative visit updates and upcoming opportunities
  - Student Legislative Advocacy Day: Jan. 26, 2017
  - Town Hall Meetings: March 11, 2017
  - Editorial boards and op-eds
- System bills and hearing updates
  - HB 1129/SB 5069: Corrections education
  - HB 1913/SB 5677: Bookstore tax issue
  - HB 1130/SB 5381: Customized Training Program
  - Operating and capital budget
  - Faculty bills
  - System overview
- Legislative Open House: Feb. 28, 2017
  - Dental Laboratory Technology – Bates Technical College
  - Auto Collision Repair Technology – Bellingham Technical College
  - Aviation/Unmanned Aerial Systems – Big Bend Community College
  - Augmented Reality Software – Centralia College
  - Culinary Treats – Edmonds Community College
  - Carpentry Technology – Grays Harbor College
  - Integrated Digital English Accelerated Program – Pierce College
  - Cardinal Craft Brewing – Skagit Valley College

## **Operating Budget Committee Report – Ron Langrell, vice chair**

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- Governor’s 2017-19 operating budget request review

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

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- 2017-19 capital budget call to action

To help advocate for the system’s 2017-19 capital budget request, information was provided on the individual projects, including:

- How much each project would receive if the system’s capital request is fully funded;
- Local investment return to taxpayers through increased state revenue and social savings; and
- Key legislators to contact.

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

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In December, based off the Gartner report, WACTC approved the WACTC Technology Committee (WACTC-Tech) assuming an interim role as the governance body for ctLink with the State Board Executive Director (Marty Brown) serving as the project sponsor. A retreat was held Jan. 17, 2017 involving WACTC-Tech and ctLink Steering Committee members to review options and propose a governance structure going forward.

The State Board Executive Director formally recommends:

- WACTC should designate WACTC-Tech as the ctLink Governance Committee.
- For ctLink purposes, WACTC-Tech voting rights should be for presidents only and we should make sure all waves have a president on the committee.
- The State Office of the CIO and college Project Managers should also have a representative on the committee.
- The committee’s governance purview should include:
  - **Governance of the remediation phase** (One-time oversight and definition of the remediation scope and schedule, managing the contract and deliverables.)
  - **Configuration governance** (Decision-making around business process standardization where applicable, college adoption of PeopleSoft best practices to honor the guiding principle related to minimizing customizations.)
  - **Operational governance** (Ongoing governance once ctLink is implemented across all colleges.)

The new governance committee will:

- Set/approve Remediation Plan and scope;
- Approve project plan and schedule for waves;
- Determine project priorities;
- Recommend changes to scope, schedule and/or budget;
- Monitor budget performance (monthly);
- Approve change orders for any increase or reduction in scope; and
- Review general progress, intercede with colleges that are not achieving the forecast, provide additional support to assist in project success.

Early issues that need to be clarified include but are not limited to:

- What is the response to FirstLink requests for reimbursement? Who makes that decision?
- What is the status of Ciber?
- What is the status of search for a high level project manager?
- What is the status of additional staff support at SBCTC?
- Define the scope of remediation (what's in; what's out?)

This is new territory for all of us, and WACTC-Tech may be required to make some unpopular decisions, so I request a formal vote on this proposal and an acknowledgement that President Robins and President Carstens should continue as chair and vice-chair of this new committee structure.

In addition, the State Board Executive Director will be the Executive Sponsor and be ultimately accountable for the project.

We are in the process of retaining an experienced, independent, project manager to support the project, the new committee and the executive sponsor. This person will facilitate the governance work and then develop and implement improved project controls as determined by the committee.

The new Governance Committee will need to rely on the time, effort and expertise of others to do the actual work of identifying and vetting issues, analyzing the costs and impact of optional solutions and approaches, and testing approved solutions prior to implementation.

One of the first items for the new Governance Committee should be to develop a model for a support group and process for handling issue impact and testing. The new committee may choose to utilize the WACTC commissions to assist with the work of Issue Impact and Analysis, or use individuals at the colleges who have been trained and who are already designated and invested in the project – the project managers and subject matter experts.

Since the leadership and staffing of the current Steering Committee will be focused on the new Governance Committee, it is recommended that the current Steering Committee be on hiatus status until further notice. The Governance Committee may choose to develop a new working team that is not an additional layer for decisions, but rather a resource for analysis and testing. Current members of the Steering Committee could be part of this group. This group would:

- Identify issues, review and analyze options for resolution, and propose options to the Governance Committee through an Issue Impact and Analysis process which would include, for example, specific information such as the costs to do nothing, costs and pros/cons for each optional;
- Receive issues for review and analysis from throughout the system;
- Participate in robust testing as part of change management;
- Refer issues to others when appropriate; and
- Seek direction when needed.

The Governance Committee would determine membership and duties of this group. This should be accomplished by the middle of February.

In conclusion, I recommend we all recommit to our project principles concerning this important system project.

## PROJECT PRINCIPLES

1. This is an educational service and business process reform project, supported by information technology. This project will provide the technological infrastructure upon which educational tools and services of tomorrow will be built.
2. ERP customization at the system and campus level must be minimized and will be considered only as mandated by statutory requirement or a business case that benefits the system as a whole.
3. Systems that replicate information and processes of the ERP should be eliminated. The creation of new systems and updating of formerly existing systems are outside the scope of this project.
4. All options that can reduce overall one-time and recurring costs for the ERP system must be considered.
5. Colleges and the SBCTC will commit the necessary human resources to architect, implement and test the system in a timely and efficient manner, with the understanding that it will require the dedication of many of their best “key” staff members.
6. Our project leaders, steering committee members, executive sponsors, and other participants in the ERP project will be chosen wisely and will be empowered to make necessary decisions.
7. Consistent data structures are required.
8. Processes and procedures may not need to be identical on each campus; however, processes and procedures must be sufficiently similar to remain within the common academic and business services framework of the Community and Technical College System.
9. ERP system implementation will require employees to acquire new software tools and business skills, making it possible for them to work at a different and possibly higher skill level.
10. Communications and awareness will be geared toward a broad range of constituents.

**MOTION:** *It was moved and seconded that WACTC accept the ctclink governance proposal as presented.*

**MOTION PASSED.**

**MOTION:** *It was moved and seconded that WACTC acknowledge that Luke Robins, Ryan Carstens and the Tacoma Community College President should serve as the committee leadership.*

**MOTION PASSED.**

## **Trustees Report – Jon Lane, ACT president**

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- ACT Winter Legislative Conference: Jan. 23-24, 2017
  - New Trustee Orientation
  - 2017 Transforming Lives Award recipients
    - Mohamed Abdullahi, Renton Technical College
    - Marady DOUNG, South Seattle College
    - Aaron Miller, Spokane Community College
    - Ben Feldbush, Tacoma Community College
    - Monique Bourgeois, Wenatchee Valley College
- Upcoming Events
  - ACCT National Summit: Feb. 13-16, 2017
  - ACT Spring Convention: May 25-26, 2017

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

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- State Board meeting: Jan. 18-19, 2017
  - Baccalaureate degree proposals
  - 2019-21 capital project scoring criteria approval
- Trustee confirmations

## **Executive Session**

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Gary Oertli called for an executive session at 10:30 a.m. for the purpose of reviewing the performance of a public employee. The executive session adjourned at 10:45 a.m. with no action taken.

## **Adjournment**

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There being no further business, the Jan. 25, 2017 Board of Presidents meeting adjourned at 10:45 a.m. the next meeting will be Feb. 23-24, 2017 at the State Board Office.

Minutes prepared by Julie Walter