



Business Meeting Minutes

January 24, 2018
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
Rebekah Woods, Columbia Basin
Christina Castorena, Edmonds
David Beyer, Everett
Jim Minkler, Grays Harbor
Suzanne Johnson, Green River
Jeff Wagnitz, Highline
Amy Morrison Goings, Lake Washington
Chris Bailey, Lower Columbia
Warren Brown, North Seattle
Luke Robins, Peninsula
Michele Johnson, Pierce College
Denise Yochum, Pierce Fort Steilacoom
Marty Cavalluzzi, Pierce Puyallup
Kevin McCarthy, Renton
Sheila Edwards Lange, Seattle Central
Shouan Pan, Seattle Colleges
Cheryl Roberts, Shoreline
Tom Keegan, Skagit Valley
Tim Stokes, South Puget Sound
Peter Lortz, South Seattle
Christine Johnson, CC of Spokane
Kevin Brockbank, Spokane
Darren Pitcher, Spokane Falls
Mary Chikwinya, Tacoma
Derek Brandes, Walla Walla
Jim Richardson, Wenatchee Valley
Kathi Hiyane-Brown, Whatcom
Linda Kaminski, Yakima Valley

Substitutes

Sayumi Irej for Jerry Weber, Bellevue
Mary Garguile for David Mitchell, Olympic

Ex-Officio Members – SBCTC

Jan Yoshiwara, executive director, SBCTC
John Boesenberg, deputy executive director, BO
Jim Crabbe, interim deputy executive director, ED
Scott Morgan, interim deputy executive director, IT

Guests and SBCTC Staff

Bridget Piper, ACT president
Crystal Bagby, WELA, Bellingham
Julie Huss, WELA, Centralia
Bill Belden, WELA, Clark
Michelle Hillesland, WELA, Clover Park
Saovra Ear, WELA, Edmonds
Tom Broxson, WELA, Pierce Fort Steilacoom
Holly Smith, WELA, Pierce Puyallup
Kim Ward, WELA Tacoma
Carli Schiffner, WELA, Wenatchee
Cindy Hough, WELA
Cherie Berthon, SBCTC
Christy Campbell, SBCTC
Nancy Dick, SBCTC
Wayne Doty, SBCTC
Joyce Hammer, SBCTC
Arlen Harris, SBCTC
Darby Kaikkonen, SBCTC
Janelle Runyon, SBCTC
Kim Tanaka, SBCTC
Julie Walter, SBCTC

Call to Order and Welcome

David Beyer, WACTC president, called the meeting to order at 8:15 a.m., welcomed those present and asked for self-introductions.

Approval of Minutes

MOTION: *It was moved and seconded that WACTC approve the Dec. 1, 2017 minutes without corrections.*

MOTION PASSED.

Treasurer's Report

Bob Knight presented the treasurer's report with an ending balance of \$3,893.94 as of Jan. 22, 2018.

Executive Committee Report – David Beyer, WACTC president

- Trustee Appointments

Keith Swenson, director boards and commissions, Office of Governor Jay Inslee, discussed the trustee appointment process, timeline and goals.

- Seattle District's regional pay proposal

Shouan Pan joined the executive committee and provided an overview of the district's regional pay proposal for King County. The committee discussed issues associated with regional pay and came to an agreement to conduct a compensation study to include regional pay options.

- Future meeting planning

- February

- Presidents Academy: Strategic Enrollment Management with Rob Johnstone, National Center on Inquiry and Improvement
- Dinner Meeting: Ana Mari Cauce, president, University of Washington
- Business Meeting: Central Puget Sound Higher Education Capacity Study with Jenee Myers Twitchell, University of Washington

- March

- All Washington Academic Team Ceremony

- April

- Presidents Academy: Five Dimensions of Equity
- Business Meeting: 2019-21 operating budget priorities

- May

- Presidents Academy: Capital budget development
- Business Meeting: Allocation model review

Trustees Report – Bridget Piper, ACT president

- ACT Winter Legislative Conference: Jan. 22-23, 2018
 - New Trustee Orientation
 - Transforming Lives Awards dinner
 - Theresa, Edmonds Community College
 - Vanessa Primer, Highline College
 - Josh Daley, Olympic College
 - Omar Osman, Seattle Central College
 - Tracy Fejeran, Spokane Falls Community College
- 2017-18 ACT event schedule
 - ACCT National Legislative Summit: Feb. 11-14, 2018
 - ACT Spring Convention: May 10-11, 2018

State Board Report – Jan Yoshiwara, executive director

- ctLink Investment Plan approval

The ctLink Investment Plan received official approval from the State Office of the Chief Information Officer (OCIO) and the Technology Services Board (TSB) on Jan. 19, 2018. Monthly briefings with legislative members of the TSB, other interested legislators, and project staff will be scheduled.

- Guided Pathways Scale of Adoption Assessment

The State Board's Student Success Center is partnering with the Community College Research Center (CCRC) on research and technical support to help colleges design and scale Guided Pathways reforms. These reforms are intended to help students explore, enter, and complete programs of study that prepare them for career advancement and further education. CCRC's research agenda includes qualitative research to better understand how colleges are changing practices, what challenges colleges are facing, and how they are overcoming these challenges. In addition, CCRC will conduct quantitative analyses using student unit record data shared by the State Board to examine the effects of these reforms on short- and longer-term student outcomes.

In order to understand the progress colleges are making toward implementing these practices at scale, colleges are being asked to complete the Scale of Adoption Assessment by Feb. 28, 2018. Two webinars, Jan. 25 and Jan. 29, will be conducted to answer any questions.

- Governor's Executive Order 17-01

Governor Jay Inslee's [Executive Order 17-01](#) which directs state agencies to refrain from inquiring about a person's immigration status in order to determine whether that person has complied with immigration laws.

- New State Board Members
 - Ben Bagherpour, Vancouver
 - Crystal Donner, Everett

Legislative and Public Information Committee Report – Tim Stokes, chair

- Legislative update
 - SB 5993: Community and technical college employees
 - SB 6119: Policy force/community and technical colleges
 - SSB 6101: Evergreen Investment Scholarship program
 - SB 5666: Washington Promise Program
 - SB 6260: Running Start costs

Operating Budget Committee Report – Michele Johnson, chair

- 2019-21 budget request development process and timeline

Educational Services Committee Report – Warren Brown, chair

- WorkFirst delivery agreement recommendations

With concerns the current WorkFirst funding formula did not equitably award funds throughout the system and to ensure the availability of programming for students at each college, a review of the formula was conducted by the WorkFirst Allocation Task Force. The proposed award formulas and policies for the WorkFirst delivery agreement were presented for first reading at the December meeting.

MOTION: *It was moved and seconded that WACTC approve the proposed award formulas and polices for the WorkFirst delivery agreement as presented in Attachment A.*

MOTION PASSED.

- Admissions Application Work Group recommendations

The Admissions Application Work Group was formed to look at the admissions application fields identifying citizenship and gender identification. The recommended changes were presented for first reading at the December meeting.

MOTION: *It was moved and seconded that WACTC approve the recommended changes to the admission application, as presented in Attachment B, with the understanding the Student Services Commission will continue to re-tool:*

- *Question 5 “citizenship” – make it easy for the applicant to understand whether they are eligible for in-state tuition.*
- *Question 6 “ethnicity” – sensitivity to tribal afflation. For example, must be inclusive to the Duwamish and Chinook tribes which currently are not federally recognized tribes.*

MOTION PASSED.

- High Demand Priority Enrollments Work Group recommendations

WACTC formed the High Demand Priority Enrollments Work Group to develop a regional approach for identifying workforce priority enrollments for high-demand/high-wage enrollments and comparing it to the current statewide methodology. The current methodology is based on college enrollments in program areas linked to statewide high-demand occupations, as determined by the Joint Study on a Skilled and Educated Workforce Report (Joint Report).

At the October meeting, the work group's draft recommendations were presented for discussion. At the time, the work group's recommendations was a regional approach using National Center for Higher Education Management System (NCHEMS) data sources and methodology with a review cycle of three years.

In November 2017, the 2017 Joint Report was released. The work group compared the NCHEMS approach and using the 2017 Joint Report to the then current 2013 Joint Report with updated enrollment numbers. The work group found that changing methodologies would have substantial impacts on the outcome of several colleges' allocations.

At the December meeting, the work group changed its recommendations and advised to continue using the 2013 Joint Report methodology, applying the latest available enrollment data until a future review of allocation policy takes place. The 2013 Joint Report includes skills gap shortages projected to occur from 2016 to 2021.

MOTION: *It was moved and seconded that WACTC accepts the work group's recommendation to continue using the 2013 Skilled and Educated Workforce Report methodology, applying the latest available enrollment data, for determination of eligible workforce priority enrollments until a future review of allocation policy takes place.*

MOTION PASSED.

Capital Budget Committee Report – Derek Brandes, chair

- 2019-21 budget development
 - Major project selection scoring panels
- Draft allocation table based on scope in 2018 supplemental request and project funding in 2017-19 budget

Strategic Visioning Committee Report – Amy Morrison Goings, chair

- Employee demographics summary
 - Distribution of race within employee type, separated by sex
 - Distribution of sex within employee type, separated by race

- Washington Executive Leadership Academy (WELA) program review

The WELA board is working to finalize the survey that will be a key component of the WELA program review. Questions presidents would like to have incorporated into the survey should be sent to Kevin McCarthy.

Technology Committee Report – Luke Robins, chair

- ctclink
 - Physical inventory system update
 - Continuing education management solution update
- New ctclink governance

The new ctclink governance structure, approved as part of the investment plan, is beginning to take shape. Information will be sent out regarding the nomination and selection process for the college representatives on the Project Working Group and Project Steering Committee.

- Committee for Accessible Technology Oversight update

Under the State Office of the Chief Information Officer's Policy #188, colleges are required to make their technology accessible. The Committee for Accessible Technology Oversight (CATO) has been exploring how to satisfy this rule as a system. The group identified the need to collaborate on this effort as a college working alone would be very expensive. The committee directed CATO to consult with the appropriate commissions and develop a proposal for leveraging resources to address accessibility testing requirements and remediation in a cost-effective, equitable and responsive manner.

- Strategic Technology Planning and Governance Task Force

The committee approved creating the Strategic Technology Planning and Governance Task Force to create a framework for the planning and governance model to guide system-wide information technology strategy and investment.

Critical Issues Committee Report – Tom Keegan, chair

The committee led a closed session for presidents and chancellors only to discuss the culture of WACTC.

Adjournment

There being no further business, the Jan. 24, 2018 Board of Presidents meeting adjourned at 12:15 p.m. The next meeting will be Feb. 15-16, 2018 at the State Board Office.

WorkFirst Delivery Agreement Funding Recommendation

Ensuring Students Are Served

There is concern the current WorkFirst funding formula does not equitably award funds throughout our system and ensure the availability of programming for students at each college. As a system, it is critical that we fully expend these funds; however, each year funds are returned (FY12 - \$641,439; FY13 - \$293,759; FY14 - \$391,363; FY15 - \$1,161,111; FY16 - \$714,945; and FY17 - \$1,161,334). As a result of returned funds, SBCTC system funds were reduced in FY18. Additional funding surveys are released during the year to redistribute funds throughout the system, yet this has added extensive work to both the colleges and SBCTC staff in managing requests and returns, and revising budgets. This strategy also does not allow colleges to make programming plans beyond their initial allocation.

Current Award Formula

The funding formula is based on each provider's pro-rated share of employment outcomes, enrollment, and student achievement results:

- 10% based on 4 most recent quarters of employment data
- 30% based on 4 most recent quarters of enrollment data (FTE)
- 60% based on prior year of Student Achievement data (SAI Total Pts)

WorkFirst Administrator's Review

In 2016, WorkFirst Administrators, represented by Collen Overton (Grays Harbor), Deana Rader (Highline College), Sarah Stiffler (Spokane Community College), Stephanie Bunn (Columbia Basin), Yolanda Ibarra (Bellevue), Alison Fernandez (Skagit Valley College), Monica Wilson (Clark), Laura Brogden (Peninsula College), Amanda Thomas (Green River College), and Jane Blackman (Olympic College), conducted a review of the funding formula and presented a recommendation for revision.

WorkFirst Allocation Task Force

This year, the Workforce Education Council commissioned the WorkFirst Allocation Task Force to review the WorkFirst Administrator's recommendation. Task force membership included representation from Instruction Commission (Bryce Humpherys & Tim Cook), Workforce Education Council (Terry Cox, John Lederer & Cristeen Crouchet), Business Affairs Commission (Kurt Buttleman & Ed Jaramillo), Washington State Student Services Commission (Glen Cosby & Jason Hosene), and WorkFirst Administrators (Alison Fernandez, Laura Brogden & Stefanee Bunn).

WorkFirst Allocation Task Force Recommendation

Proposed Award Formula

The task force honors the work of the WorkFirst Administrators' research and recommendation and gives necessary focus to the program's expectations concerning certificate or degree completion and employment with the following award formula:

Student Support - \$60,400.00 per college

Performance – proportional share of the fund balance for:

- Enrollment - based on headcount (50%)
- Transitions – basic skills to college level (10%)
- Progression – 15 and 30 credit attainment (10%)
- Completions (20%)
- Employment (10%)

The *Student Support* award is intended to ensure the WorkFirst program is available to students at all of our colleges by providing funding for the required and essential Internal Control/Student Support functions of the program. The amount of the Student Support award is based on a Program Coordinator position with a salary Range of 37 at the Step L annual salary of \$41,232 and projected benefits.

Enrollment based on headcount ensures the services colleges extend to each student is supported, regardless of their credit load. *Transitions* and *Progression* emphasize the ongoing support staff provide students to ensure their progress toward completion. *Completions* and *Employment* are expected deliverables of the WorkFirst program and colleges are accountable to performance outcomes.

Proposed Policies for the WorkFirst Delivery Agreement

WorkFirst grant funds are awarded based on expected *program* need and past performance. Funds that are not projected to be used must be returned to SBCTC on a quarterly basis for reallocation based on *system* need. In order to facilitate this:

SBCTC will conduct funding surveys during the fiscal year as a means to move undedicated funds to those colleges demonstrating need. Grant recipients are required to complete each funding survey by the designated due date and return any unspent funds.

SBCTC will share spenddown reports to WorkFirst Coordinators quarterly and to each college president and CBO executive administrator annually.

Grant recipients may submit WorkFirst Delivery Agreement Applications with lower budget totals than their planning award numbers. Any unaccepted funds will be released to the system during the first funding survey based on need.

Redistribution Policy:

Grant recipients are expected to expend their awarded funds by the following timeline and corresponding percentages. Any unspent funds outside of the allowable range will be recalled by SBCTC for distribution to meet system needs.

- Through December - 40% (Additional funds received from funding survey requests will not be taken into consideration when reviewing percent expended.)
- Through March - 65%

Take Back Policy:

If the actual WorkFirst final grant funds expended at a college fall short of the final award amount by more than 10% for two years in a row, the college is subject to a reduction in grant funds in the next year going forward. The reduction is equal to 75 percent of the difference between the grant amount and the actual grant funds expended in the second consecutive year of missed targets. Earmarked funds (e.g. WorkFirst Work Study) are not included in these calculations. If a grant recipient in a reduction year expends their award within the 10% allowance, they will receive their full award in the following year. Grant recipients in a take back year are permitted to request additional funds during funding surveys, however additional funds are not guaranteed.

Admissions Application Workgroup: Recommendations to WACTC

[Note: Recommendations are listed by Field as they occur in the Online Application for Admission, and have not been prioritized]

GENERAL APPLICATION

#	Field	Recommendation	Notes	Cost/Ease of Implementation
1	Social Security Number/ITIN	Change wording to match changes in Legacy application: explaining purpose of request, using positive language, and moving the IRS penalty wording to the bottom	Change already completed in ctclink	
2	Social Security Number/ITIN	Continue to explore alternatives to the SSN request and/or the IRS penalty statement on the application	Would require continued dialogue between SBCTC, ARC, WSSSC, and BAC	Easy configuration changes of text.
3	Citizenship	Eliminate use of the terms "alien" and "alien registration number" as we did on the legacy application	Scott, Melissa, Melanie and Joe will review legacy changes	Easy configuration change of value descriptions. See notes at bottom for suggested changes.*
4	Citizenship	Coordinate with HR on any desired changes on bio-demographic items that are identical in both Campus Solutions and HCM pillars	Would require coordination of effort between SBCTC, ARC, WSSSC, and HRMC	Getting HR agreement is the hard part, this is a federal reporting element for HR. Right now we are not syncing the tables but during the global review this will be discussed.
5	Citizenship	Make this section mandatory to reduce data mismatches that require labor-intensive manual processes in financial aid and business offices, adding wording to explain the purpose of asking for this information and giving presumed undocumented students a way to navigate this section	Could be a business process issue	Easy configuration changes of text. Medium effort to require 4 to 6 weeks for configuration and testing.
6	Ethnicity	Revise the list of Tribes to include northwest Tribes, at minimum to include Federally Recognized Tribes in Washington State	HCM and Campus Solutions need to be aligned	Easy configuration changes.
7	Gender	Change the section heading to "Sex," replacing the word "Gender", adding wording explaining that more nuanced information will be gathered at registration	HCM alignment needed Would be a customization	Medium/high, requires technical developer
8	Gender	Change the word "Unknown" to "Other" and add a category for "Choose Not to Answer"; wording as in #7, above, would be helpful	"Choose Not to Answer" is needed to conform with our non-discrimination policy	Recently removed unknown and made the selection radio instead of

			<p>“Other” is especially important if the heading remains “Gender”</p> <p>HCM alignment needed</p> <p>A workgroup on Sex/Gender may be needed—these are complex, evolving issues</p> <p>Changes here need to align with/be mapped to federal and other reporting requirements</p>	<p>drop down. Now consistent with Legacy.</p> <p>Medium/high, requires technical developer</p>
9	High School	Add a category, “Less Than 9 th Grade”	FA would need to update some of its queries	Medium effort to require 4 to 6 weeks for configuration and testing.
10	Supplemental Questions	To support grant-writing and research, add a question that identifies applicants’ parents who did not earned a high school diploma, but still went on to earn a college degree	Current skip logic does not allow for this selection	Medium/high, requires technical developer
11	Supplemental Questions	Consider making these required, with a decline to answer option, to better connect students with programs and services	Completed at same time that we removed disability and dependent questions.	
12	Submit Application	Give applicants a way to select “Submit Application” from several screens	Already in the enhancement request queue	Medium/high, requires technical developer

TRANSITIONAL STUDIES APPLICATION

	Field	Recommendation	Notes
13	Create an Account	Some basic skills applicants don’t have an email address at the time of application; identify a way to allow basic skill students to leave this field blank or otherwise proceed	<p>Might be a business process issue— one of the 1stLink colleges helps students create email addresses</p> <p>Might be a customization—an email address is currently required</p>
14	High School	Add a category, “Less Than 9 th Grade”	See General Application, above
15	High School	Add a category “No High School Information” or add wording that helps students with no high school information to navigate this required section (for example, suggesting wording to use where high school attended is requested)	Medium/high, requires technical developer
16	All Applicable Fields	Any recommendations for the General Application (above) that apply equally to the Transitional Studies Application, for example eliminating use of the term “alien” and expanding the list of Native American Tribes	

Workgroup Members

ARC: Chris Melton, Shoreline College and Janet Garza, Columbia Basin College

FAC: Melanie Ruiz, Bellevue College and Johanna Dwyer, South Puget Sound Community College

MSSDC: Felisciana Peralta, Clark College

WSSSC: Ruby Hayden, Lake Washington Institute of Technology and Matt Campbell, Pierce College

Chief Equity and Diversity Officers: Pamela Racansky, Seattle Colleges

RPC: Sheila Delquadri, Yakima Valley College

Basic Education: Kim Ward, Tacoma Community College

International Programs: Kathleen Hasselblad, Highline College and Shannon Brazell, Pierce College

SBCTC: Joe Holliday, Scott Copeland, Melissa Sitenstock, Carmen McKenzie, Ruben Flores, Darby Kaikkonen, Juanita Morgan

*Suggested change for Recommendation #3:

Status	Description	Short Description	New Description	Short Description
1	US Citizen	US Citizen	US Citizen	US Citizen
2	Naturalized	Naturaliz.	Naturalized	Naturaliz.
3	Alien Permanent	Alien Perm	Noncitizen Permanent	Alien Perm
4	Alien Temporary	Alien Temp	Noncitizen Temporary	Alien Temp
5	Permanent Resident	Resident	Permanent Resident	Resident
6	Employment Visa	Work VISA	Employment Visa	Work VISA
7	Canadian Citizen	Canadian	Canadian Citizen	Canadian
8	Other	Other	Other	Other
N	Not Indicated	Not Indic.	Not Indicated	Not Indic.

As long as we only change the description change impact is minimal.

Official Website of the Department of Homeland Security

<https://www.uscis.gov/e-verify/customer-support/glossary>

Alien (Noncitizen)

An alien is any person who is not a citizen or national of the United States.