



## BUSINESS MEETING MINUTES

### FEB. 28, 2020 STATE BOARD OFFICE

#### Members Present

Kim Perry, Bellingham  
Terry Leas, Big Bend  
Eric Murray, Cascadia  
Bob Mohrbacher, Centralia  
Sandra Fowler-Hill, Clark  
Joyce Loveday, Clover Park  
Rebekah Woods, Columbia Basin  
Amit Singh, Edmonds  
Jim Minkler, Grays Harbor  
Suzanne Johnson, Green River  
Amy Morrison, Lake Washington  
Warren Brown, North Seattle  
Luke Robins, Peninsula  
Michele Johnson, Pierce College  
Julie White, Pierce Fort Steilacoom  
Kevin McCarthy, Renton  
Sheila Edwards Lange, Seattle Central  
Cheryl Roberts, Shoreline  
Tim Stokes, South Puget Sound  
Rosie Rimando-Chareunsap, South Seattle  
Christine Johnson, CC of Spokane  
Kevin Brockbank, Spokane  
Kimberlee Messina, Spokane Falls  
Derek Brandes, Walla Walla  
Jim Richardson, Wenatchee Valley  
Kathi Hiyane-Brown, Whatcom  
Linda Kaminski, Yakima Valley

#### Substitutes

Tim Wyre for John Mosby, Highline  
Nolan Wheeler for Chris Bailey, Lower Columbia  
Bill Ryberg for Ivan Harrell, Tacoma

#### Members Absent

Lin Zhou, Bates  
Jerry Weber, Bellevue  
Daria Willis, Everett  
Marty Cavalluzzi, Olympic  
Darrell Cain, Pierce Puyallup  
Shouan Pan, Seattle Colleges  
Tom Keegan, Skagit Valley

#### Ex-Officio Members — SBCTC

Jan Yoshiwara, executive director  
John Boesenberg, deputy executive director, BO  
Grant Rodeheaver, deputy executive director, IT  
Carli Schiffner, deputy executive director, ED

#### Guests and SBCTC Staff

State Superintendent Chris Reykdal  
Michaela Miller, OSPI  
Keith Swenson, Office of the Governor  
Carl Zapora, ACT president  
Krista Fox, Tacoma  
Cherie Berthon, SBCTC  
Christy Campbell, SBCTC  
Wayne Doty, SBCTC  
Arlen Harris, SBCTC  
Joe Holliday, SBCTC  
Nate Humphrey, SBCTC  
Laura McDowell, SBCTC  
Jamilyn Penn, SBCTC  
Janelle Runyon, SBCTC  
Kim Tanaka, SBCTC  
Julie Walter, SBCTC

## Call to Order and Welcome

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

## Approval of Minutes

**MOTION:** It was moved and seconded that WACTC approve the Jan. 24, 2020 minutes without corrections.

**MOTION PASSED.**

## Treasurer's Report

Eric Murray presented the treasurer's report with a current balance of \$10,608.33.

## Executive Committee Report — Kathi Hiyane-Brown, WACTC president

### System-level leadership development

The Leadership Development Work Group was convened to make recommendations about the purposes, curriculum, organizational and funding structures for system-level leadership development programs. The following work group recommendations were presented for first reading.

- Sunset community and technical college Leadership Development Association (ctcLDA).
- Move college system-level leadership development to a pipeline approach.
- Redesign and rename the Washington Executive Leadership Academy (WELA).
  - Redesign curriculum for greater emphasis on equity, transformational leadership and budget management skills. The Aspen Institute is a resource for curriculum redesign.
  - Change cohort selection process to increase diversity among the participants, by allowing multiple applicants from a college with supervisor endorsement, and state advisory board selection of the cohort.
  - Change the name of the program to differentiate it from the previous program.
  - 2020-21 is a planning year to redesign the curriculum, and decide length of program, duration and frequency of meetings, and determine size of cohort and cohort selection process. New cohort will start in summer 2021.
- Expand Communities of Practice to include broader spectrum of mid-level administrators.
- Support the Social Justice Leadership Institute and the Administrators of Color Leadership Program as part of the leadership development pipeline.
  - Continue both program advisory boards.
  - Provide administrative support as needed.
- Restructure governance for system-level leadership development.
  - Create a single advisory board for leadership development with representation from:
    - College system groups, including ACT, SBCTC, WACTC, commissions, chief diversity officers and college organizational development directors.

- Equity-based leadership development programs including Social Justice Leadership Institute, Administrators of Color Leadership Program.
  - WELA alumni.
- Create a director for college system leadership development housed at SBCTC.
- Combine and increase current funding streams for ctclDA and WELA to support consolidated leadership development pipeline.
  - ACT, WACTC, SBCTC at minimum maintain annual contribution of \$4,500 each.
  - Colleges at minimum maintain annual contribution of \$1,850 per college.
  - SBCTC provides office space and administrative support.

### Guest speakers

- Keith Swenson, director boards and commissions, Office of Governor Jay Inslee, discussed the trustee appointment process, timeline and goals.
- Chris Reykdal, state superintendent, discussed recent dual credit legislation.

## Trustees Report — Carl Zapora, ACT president

### ACCT Legislative Summit: Feb. 9-12, 2020

- approximately 50 trustees, State Board members, chancellors, presidents and students attended
- congressional delegation meetings

### ACT award nominations

The ACT awards committee is now accepting nominations for:

- Trustee Leadership: Recognizes an individual trustee who has made a significant contribution to promote the community and technical college system.
- Equity: Recognizes exemplary commitment to achieve equity in the development, administration and delivery of educational programs and services in the community and technical college system.
- Chief Executive Officer: Recognizes an individual who has demonstrated exceptional leadership in furthering the mission of community and technical colleges.
- Partner of the Year: Recognizes a business, company, agency, organization or elected official for donating time and/or resources in support of the community and technical college mission.
- Faculty Member: Recognizes an individual who has demonstrated excellence in teaching in the community and technical college system.
- Professional Staff Member: Recognizes an individual who provides exemplary service in the community and technical college system.

### ACT event schedule

- ACT Spring Convention: May 14-15, 2020, Edmonds Community College
- ACCT Congress: Sept. 30-Oct. 3, 2020, Chicago, IL
- ACT Fall Conference: Nov. 13, 2020, SeaTac, WA

- ACT Winter Legislative Conference: Jan. 25-26, 2021, Olympia, WA
  - New Trustee Orientation: Jan. 25, 2021
  - Transforming Lives Award dinner: Jan. 25, 2021
- ACCT National Legislative Summit: Feb. 7-10, 2021, Washington DC

### State Board Report — Jan Yoshiwara, executive director

- State Board draft strategic plan
- The Hope Center #RealCollege Survey report on student housing and food insecurities

### Strategic Visioning Committee Report — Suzanne Johnson, chair

- Preparing the Workforce of Tomorrow Today Presidents' Academy debrief and next steps.

### Legislative and Public Information Committee Report — Luke Robins, vice chair

- bill/hearing updates
- messaging/call to action
  - senate proposed budget reductions
  - dual credit legislation

### Operating Budget Committee Report — Bob Mohrbacher, chair

At the January meeting, recommendations on allocation methodologies for the new Guided Pathways and high-demand faculty salary funding, anticipated in fiscal year 2021, were presented.

#### High-demand faculty salaries

The committee recommends:

- The high-demand faculty salary funding be distributed based on each district's share of the 3-year averages of: 75 percent STEM and Skills Gap full time equivalent (FTE) and 25 percent all faculty FTE. The STEM and Skills Gap FTE are two categories of weighed FTE within the allocation model. Including all faculty FTE is not meant to suggest that all faculty are high demand; it is included as a proxy for college enrollment size to recognize that colleges may have high-demand programs that are not included on the Skills Gap list.
- College will have to determine, through negotiations, which faculty are teaching in high-demand courses or programs. The STEM and Skills Gap lists will be a helpful tool; however there is still some local flexibility. For college that provide faculty raises for high-demand classes or programs that are not on the list, the committee recommends they send data to SBCTC documenting how they determined the area is high demand.

**MOTION:** It was moved and seconded that WACTC accepts the high-demand faculty salary allocation methodology as presented.

**MOTION PASSED.**

## Guided Pathways

The Guided Pathways allocation recommendation presented in January to WACTC was later determined to be based on faulty data. Once corrected, the impacts on several colleges were significantly different and the committee undertook another review of multiple options. The new recommendation was emailed to WACTC on Feb. 19.

The committee recommends:

- The Guided Pathways funding be distributed based on each district's share of the 3-year averages of two factors:
  - 50 percent student FTE including Running Start
  - 50 percent student FTE without Running Start

The committee believes this scenario will give us the most equitable distribution across the system, given the various program and student mixes at all the colleges.

**MOTION:** It was moved and seconded that WACTC accepts the Guided Pathways allocation methodology as presented.

**MOTION PASSED.**

## Updates

Brief updates were provided on:

- 2021-23 operating budget development process and timeline
  - College budget priorities survey due March 13.
- operating budget end-run policy
- State Board earmarks
- fiscal year 2021 allocation model projections

## Capital Budget Committee Report — Kimberlee Messina, member

- 2020 supplemental budget update
- 2021-23 capital budget development
  - major project selection scoring update

## Equity Committee — Sheila Edwards Lange, chair

### Chief diversity and equity officers

The committee has been working with system chief diversity and equity officers on the best way to formalize their work. The committee recommends establishing the Chief Diversity Equity Officer Commission.

### State Human Resources — HR Directive 20-02

The committee had a presentation on [HR Directive 20-02](#), which requires state organizations to develop or update their workforce diversity plans.

## Technology Committee Report — Kevin Brockbank, vice chair

### Deployment Group 3 update

Due to concerns about readiness and adequate support at SBCTC to deploy all six Deployment Group 3 (DG3) colleges on March 9, DG3 will be split into two conversion go-lives.

- DG3-A: Lower Columbia College and Olympic College, March 9, 2020 go-live
- DG3-B: Cascadia College, Peninsula College and Pierce College, May 11, 2020 go-live

Splitting DG3 requires some timeline adjustments within the project schedule, but it does not affect the overall project budget or timeline.

### Ongoing maintenance costs

The new Online Admissions Application (OAA) and continuing education software, CampusCE, include ongoing maintenance costs, which falls outside of ctcLink project scope/budget. The Business Affairs Commission (BAC) was asked to make recommendations to WACTC on how to distribute the costs.

- Online Admissions Application (OAA)

It is recommended the maintenance costs for the OAA be distributed to colleges, using the same methodology as other ctcLink and IT maintenance costs, based on share of student and employee headcounts.

WACTC will be asked to vote on the recommendation at the March 25 meeting.

Update: On March 30, the Executive Committee authorized an electronic vote on the motion below. The voting period closed April 3 at the close of business.

**MOTION:** It was moved and seconded that WACTC approve the maintenance costs for the Online Admissions Application be distributed to colleges, using the same methodology as other ctcLink and IT maintenance costs, based on share of student and employee headcounts.

**MOTION PASSED.**

- CampusCE

BAC was not able to come to agreement on a recommendation. Instead, it identified four options for WACTC's consideration. WACTC asked BAC to gather more information and come back with — at most — two options for consideration.

Update: On April 1, the committee reported CampusCE agreed to a master contract approach. Under that agreement, each college can purchase directly from that contract based on the original request for proposal (RFP) pricing. This removed the need for a system-wide maintenance contract.

### ctcLink accessibility

The recent letters of concern from various commissions and councils regarding ctcLink accessibility issues were discussed. The State Board will respond to the letters describing the way issues are being addressed.

## **ctcLink Steering Committee vacancies**

The ctcLink Steering Committee is seeking nominations for two current openings. There is one opening for a project manager and another for an executive sponsor. Deadline for submission is March 2.

## **Educational Services Committee Report — Rebekah Woods, chair**

- Strategic Enrollment Plan — Adult Re-engagement
- Family Education Rights and Privacy Act (FERPA) directory information proposal
- financial aid train-the-trainer
- Guided Pathways coaching expansion and recruitment

## **Adjournment**

There being no further business, the Feb. 28, 2020 Board of Presidents meeting adjourned at 12:15 p.m. The next meeting will be March 24-25, 2020 at South Puget Sound Community College.

Note: WACTC leadership decided March 10 that due to the COVID-19 response recommendations for social distancing, the March 24-25, 2020 meeting will be held via WebEx. No business meeting will occur during the March meeting. WACTC leadership also decided the April 30-May 1 meeting will be conducted via Zoom.

Minutes prepared by Julie Walter