Washington Association of Community and Technical Colleges
Board of Presidents

BUSINESS MEETING MINUTES

JULY 30, 2020
ZOOM

Members Present

Lin Zhou, Bates
Gary Locke, Bellevue
Kim Perry, Bellingham
Terry Leas, Big Bend
Sara Thompson Tweedy, Big Bend
Eric Murray, Cascadia
Bob Mohrbacher, Centralia
Karin Edwards, Clark
Joyce Loveday, Clover Park
Rebekah Woods, Columbia Basin
Amit Singh, Edmonds
Daria Willis, Everett
Ed Brewster, Grays Harbor
Suzanne Johnson, Green River
John Mosby, Highline
Amy Morrison, Lake Washington
Chris Bailey, Lower Columbia
Chemene Crawford, North Seattle
Marty Cavalluzzi, Olympic
Luke Robins, Peninsula
Michele Johnson, Pierce College
Julie White, Pierce Fort Steilacoom
Darrell Cain, Pierce Puyallup
Kevin McCarthy, Renton
Shouan Pan, Seattle Colleges
Cheryl Roberts, Shoreline
Tom Keegan, Skagit Valley
Tim Stokes, South Puget Sound
Rosie Rimando-Chareunsap, South Seattle
Christine Johnson, CC of Spokane
Kimberlee Messina, Spokane Falls

Ivan Harrell, Tacoma
Chad Hickox, Walla Walla
Jim Richardson, Wenatchee Valley
Kathi Hiyane-Brown, Whatcom
Linda Kaminski, Yakima Valley

Members Absent

Sheila Edwards Lange, Seattle Central
Kevin Brockbank, Spokane

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

Carol Landa-McVicker, SBCTC chair
Bob Ryan, ACT president
Doug Mah, ACT president-elect
Cherie Berthon, SBCTC
Wayne Doty, SBCTC
Beth Gordon, SBCTC
Arlen Harris, SBCTC
Joe Holliday, SBCTC
Darby Kaikkonen, SBCTC
Laura McDowell, SBCTC
Ha Nguyen, SBCTC
Janelle Runyon, SBCTC
Kim Tanaka, SBCTC
Julie Walter, SBCTC

Call to Order and Welcome

Eric Murray, WACTC president, called the meeting to order at 9 a.m. and welcomed those present.

Approval of Minutes

MOTION: It was moved and seconded that WACTC approve the June 5, 2020 minutes without corrections.

MOTION PASSED.

Treasurer's Report

Christine Johnson presented the treasurer's report with a current balance of $6,863.56.

Executive Committee Report — Eric Murray, WACTC president

New WACTC meeting format

Thursday

10 a.m.-12 p.m.	Committee Meetings
10 a.m.-12 p.m.	WACTC/ACT/SBCTC Leadership Meeting
2-4 p.m.	Work Session #1
4:15-5:15 p.m.	Executive Committee Meeting

Friday

8-9:45 a.m.	Work Session #2
10 a.m.-12 p.m.	Business Meeting
12:15-1:15 p.m.	Corrections Education Committee Meeting

WACTC Task Forces

Volunteers will be solicited for two new task forces.

Task Force #1: Norms and Review of WACTC

- Review the way WACTC operates to determine if there are existing implicit rules that need to be made explicit. This will include a review of the constitution and potentially system titles (e.g., Chief Diversity Officer).
- Charged with developing a standing list of group norms for WACTC to be created through reviewing last year's and this year's retreats. The suggested list will be brought to WACTC as a whole.

Task Force #2: Implicit to Explicit Protocol Making

- Charged with suggesting protocols for implicit rules identified by Task Force #1.
- Suggest protocols for:
  - becoming WACTC president

- becoming a WACTC committee chair
- methodology for selection/placement on WACTC committees

Northwest Athletic Conference (NWAC) representative

Luke Robins volunteered to be the system representative to the Northwest Athletic Conference (NWAC).

Trustees Report — Bob Ryan, ACT president

Updates were provided on:

- ACT Legislative Update Meeting: July 6, 2020
- formation of the Diversity, Equity and Inclusion (DEI) Committee
- ACT Board of Directors Retreat: Aug. 17-18, 2020

Capital Budget Committee Report — Darrell Cain, chair

The committee's draft work plan includes:

- Review 2021-23 major project scoring criteria and performance of design/build projects.
- Working with the Legislative and Public Information Committee on advocating for the 2021-23 capital budget request.
- Working with the Equity Committee on facility design for racial equity.
- Develop recommendations on whether there should be a selection of new major projects for 2023-25.

Educational Services Committee Report — Rebekah Woods, chair

Updates were provided on:

- strategic enrollment management
  - online repository
  - webinar series to highlight best practices for each of the four focus areas
- Counselor/Student Ratio Task Force
- Equity Audit Work Group recommendations
  - system analysis of the basic skills metrics related to equity gaps for potential enhancement through the Student Achievement Initiative

Equity Committee — Rosie Rimando-Chareunsap, chair

The committee's draft work plan includes:

- continue work with newly established Chief Diversity and Equity Officers Commission
- revisit equity audit recommendation on financial aid
- COVID-19 impact on equity
- equity resource bank
- work with the Capital Budget Committee on inclusive spaces in building design or renovation

Critical Issues Committee Report — Amy Morrison, chair

The committee will be looking at the following:

- How we can build stronger system relationships with business/industry?
- How can we build stronger relationships with government for workforce development?
- How can we help our system be better prepared for the COVID-19 adjacent and post-COVID economy?

Reskilling and Recovery Network

The American Association of Community Colleges (AACC) and the National Governors Association Center for Best Practices (NGA Center) announced the launch of the Reskilling and Recovery Network with support from Lumina Foundation and the Siemens Foundation. Through the end of the year, the network will join state and community college institutional leaders to offer targeted assistance and identify fast strategies to give workers the skills necessary to succeed in an economy reshaped by the pandemic.

Legislative and Public Information Committee Report — Ivan Harrell, chair

System best practices

- Ensure you are meeting with all legislators in your district. Opportunities include:
    - legislative breakfasts
    - joint meetings with legislators (before and during session)
    - joint meetings with candidates (following primaries)
    - joint meetings with Economic Development Board/Chamber
    - invite legislators to campus; visit them in their district
    - bring them in to speak at classes and with trustees, students and faculty now
- Designate a main point of contact for each legislator when service districts overlap
- Include student voice; consider meeting with all of student government
- Keep a list of all local and state officials in your district. Send new members a welcome letter. Use tweets to thank them.
- Constant communication
    - narrow talking points to one or two
    - get issues in front of them now
    - after meetings, follow up emails that reiterate three main points you want them to remember
    - let leadership know what we are doing to be good stewards of taxpayer dollars and get their feedback
    - legislators need to understand how we are different than other agencies that make it harder for us to make mid-year cuts
- Host town halls
- Pay extra attention to any members of legislative leadership who represent your service area
- Work with your geographic region to ensure you're on the same page

Operating Budget Committee Report — Bob Mohrbacher, chair

2021-23 operating budget priorities

In June, the committee presented the following recommendations to WACTC for first reading:

- request that any cuts taken in fiscal year 2021 be restored
- request additional flexibility with appropriations from the Workforce Education Investment Account
- workforce development funding broadly written so that all colleges would benefit

The committee has since received State Board feedback on the priorities and held additional discussions. To better align operating budget requests with the system's strategic vision and plan, the committee has amended its recommended budget priorities as follows:

- Ensure colleges have sufficient resources to respond to the needs of their communities and help in the state's economic recovery. Our colleges serve as key economic drivers in our communities. Considering the disparate impacts of COVID-19 on communities of color, any cuts to our system will have a disproportionate impact on students of color. We know that young adults without a college credential will have the hardest time surviving this recession. Our colleges can play a key role in all of these areas. This priority could be further defined to include funding for:
    - equipment, services and software to improve the quality of virtual labs
    - access to technology — shrinking the digital divide
    - allied health program simulation equipment
    - support for career and technical education programs to do more simulation and remote operations
    - safe and clean environment
- Sustain the Workforce Education Investment Account to support our strategic initiative to ensure equity gaps are addressed.
- Workforce development investments to help the state recover in those areas negatively impacted by the virus and recession. These funds should include sufficient flexibility so that we can respond to changing situations and support industries that have been the hardest hit.

MOTION: It was moved and seconded that WACTC recommend the State Board approve the 2021-23 operating budget priorities as presented.

MOTION PASSED.

Running Start enrollment reimbursement

The SBCTC budget office and the Office of Superintendent of Public Instruction have reviewed records from colleges and school districts to assess whether billing changes due to COVID-19 resulted in colleges being underpaid for Running Start students. There is no evidence of significant underpayment to colleges and no information that would justify revising allocations to 297 school districts.

Technology Committee Report — Joyce Loveday, vice chair

ctcLink update

- post go-live support

Multi-factor authentication

A strong multi-factor authentication (MFA) method is now the industry standard for secure access to systems, and required for security compliance to protect sensitive data. MFA typically requires that users provide something that they "know" and something that they "have." For example, the use of a passcode sent to a user's cell phone at the time of login.

A proactive solution MFA is currently out of scope for the ctcLink project and project budgets are already fully allocated. A resolution to this issue will require extra funding. Conversely, the risk of not addressing this issue is very high.

Two possible solution paths were identified to address this issue:

- A comprehensive enterprise access management solution that meets ctcLink requirements for MFA and also flexible enough to meet other college needs for MFA/Security. This would be the preferred solution because it provides more long-term options for integration and operability and provides the highest return on investment system-wide.
- A single focused access management solution that meets only the ctcLink requirements for MFA/Security, and colleges are responsible for all other local systems. While this solution supports more autonomy for product selection at local colleges, the system-wide cost would be significantly higher than a comprehensive solution, and will require much more time to realize benefits.

SBCTC completed a request for proposal (RFP) in 2019 for an access management solution focused on MFA and identifying multiple viable vendors that could provide a solution. The RFP resulted in contracts with multiple vendors for related services, and through the evaluation process, one vendor stood out with a comprehensive enterprise solution and pricing. Therefore, the Strategic Technology Advisory Committee (STAC) recommends a system-wide purchase of Okta, a comprehensive access management platform.

The proposed solution will cover ctcLink and a tenant for every college at no extra cost. Each college will have full control over publishing apps and branding in their tenant. Each college will also receive a 'sandbox/test tenent' and premium plus support from Okta at no additional charge. The ctcLink purchase covers all users in a college tenant (all staff, all students) and all applications. The system cost would be $535,000 per year.

The Business Affairs Commission (BAC) will be asked to make a recommendation on how to distribute the annual maintenance cost. WACTC will then be asked to take action via email.

Update

The Business Affairs Commission (BAC) met on Aug. 12 and recommends the annual maintenance cost of the multi-factor authentication solution be distributed to districts using the same methodology as other ctcLink service and maintenance costs, based on share of student and employee headcount. The proposal also received support from the Information Technology Commission (ITC) on Aug. 13.

On Aug. 19, the motion below was sent out electronically. The voting period closed Aug. 21 at the close of business.

MOTION: It was moved and seconded that WACTC accept the proposed purchase of the multi-factor authentication software. The annual maintenance cost will be distributed to districts, using the same methodology as other ctcLink maintenance costs, based on share of student and employee headcounts.

YES: 31

NO: 1

MOTION PASSED.

State Board Report — Carol Landa-McVicker, SBCTC chair and Jan Yoshiwara, executive director

Updates were provided on:
- higher education reopening plan
- Workforce Education Investment Account (WEIA) oversight board
- Meetings with legislators and Office of Financial Management staff regarding budget expectations
- Ambar Algera, Governor Inslee's new director of boards and commissions

Governor's Emergency Education Relief (GEER) funds

In the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act, Gov. Inslee received $54 million from the Governor's Emergency Education Relief (GEER) fund to provide emergency assistance to educational entities in Washington state. The governor elected to provide all of these funds to public institutions of higher education and $44 million (81 percent) to the community and technical college system specifically.

The funds are divided into three categories:
- Support Continued Operations ($29.4 million): The purpose of this allocation is to distribute funding to college districts most significantly impacted by lost enrollments due to coronavirus. The funds will help support continued college operations, including maintaining course sections, student advising, student support services and other activities supported with tuition and fees. Consistent with tuition dollars, appropriate amounts will be distributed to the capital construction (build fee) account and the innovation account. These funds will be allocated based on the declines in state-funded enrollment in spring quarter.
- Emergency Support Funds ($9.6 million): These funds are to provide emergency support funding in anticipation of continued financial losses and disruption to college operations and student services due to COVID-19 this coming fall term. The governor directed colleges to spend a portion of these funds to maintain student support services for students of color. The allocation of these funds will be based on state-funded enrollments in fall 2019.
- Restart Professional-Technical Programs ($5 million): The purpose of these funds is to help restart professional and technical programs that were disrupted due to COVID-19 and to assist students in completing their credentials. These funds will be distributed through an

application process managed by State Board staff in accordance with the governor's intent to help workers succeed in a post-pandemic economy.

Update

During the Aug. 19 WACTC call, WACTC discussed how and when international students were coded and how it affected the loss of enrollment calculation. To distribute the GEER funds so they represent the actual loss in enrollment between winter and spring quarters 2020, the motion below was sent out electronically. The voting period closed Aug. 21 at the close of business.

MOTION: **It was moved and seconded that those colleges who chose to use the 2 percent international enrollment to be counted towards state full-time equivalent (FTE) to have it evenly distributed across all three quarters for 2019-20.**

YES: 9

NO: 23

MOTION FAILED.

Adjournment

There being no further business, the July 30, 2020 Board of Presidents meeting adjourned at 11:15 a.m. The next meeting will be Oct. 8-9, 2020 via Zoom.

Minutes prepared by Julie Walter