



BUSINESS MEETING MINUTES

JUNE 4, 2021

ZOOM

Members Present

Lin Zhou, Bates
Gary Locke, Bellevue
Walter Hudsick, Bellingham
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
Amy Morrison, Lake Washington
Chris Bailey, Lower Columbia
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
Tom Keegan, Skagit Valley
Tim Stokes, South Puget Sound
Rosie Rimando-Chareunsap, South Seattle
Christine Johnson, CC of Spokane
Kevin Brockbank, Spokane
Kimberlee Messina, Spokane Falls
Ivan Harrell, Tacoma
Chad Hickox, Walla Walla
Jim Richardson, Wenatchee Valley
Kathi Hiyane-Brown, Whatcom
Linda Kaminski, Yakima Valley

Substitutes

Michael Pham for John Mosby, Highline
Bill Saraceno for Cheryl Roberts, Shoreline

Members Absent

Chemene Crawford, North Seattle
Sheila Edwards Lange, Seattle Central

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

Jay Reich, SBCTC vice chair
Doug Mah, ACT president
Greg Dietzel, ACT president-elect
Cherie Berthon, SBCTC
Marie Bruin, SBCTC
Wayne Doty, SBCTC
Beth Gordon, SBCTC
Arlen Harris, SBCTC
Joe Holliday, SBCTC
Laura McDowell, 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 9:20 a.m. and welcomed those present.

Approval of Minutes

MOTION: It was moved and seconded that WACTC approve the April 30, 2021 minutes without corrections.

MOTION PASSED.

Treasurer's Report

Christine Johnson presented the treasurer's report with a current balance of \$12,093.65.

Trustees Report — Doug Mah, ACT president

2021-22 ACT Board of Directors

- President: Doug Mah, South Puget Sound Community College
- President-elect: Greg Dietzel, Bellevue College
- Immediate Past President: Bob Ryan, Tacoma Community College
- Secretary: Pat Shuman, Tacoma Community College
- Treasurer: Beth Thew, Community Colleges of Spokane
- Member-at-Large: Holly Siler, Columbia Basin College
- Member-at-Large: Betty Cobbs, Everett Community College
- Legislative Action Committee Co-chairs: Glenn Johnson, Community Colleges of Spokane and Louise Chernin, Seattle Colleges

Executive Committee Report — Christine Johnson, WACTC president-elect

Retirement recognition

- Cheryl Roberts, Shoreline Community College
- John Boesenberg, SBCTC

ctcLink funding

The ctcLink funding work group was tasked with reviewing and developing recommendations on two funding issues:

- By design, the ctcLink project is entirely funded by colleges foregoing a percentage of its tuition collections. Although the project is on budget and on schedule, COVID-19 caused enrollment decreases resulted in significant revenue declines affecting project cash flow.
- Based upon experience gained on the day-to-day service needs of the 17 colleges now operating on ctcLink, a staffing plan was developed to ensure colleges have the support needed as the remaining 17 colleges migrate to and all 34 colleges manage operations in the ctcLink environment. A fiscal plan is needed to support the staffing plan.

At the April 29 work session and a special meeting on May 19, the work group's recommendations were presented for discussion.

Project funding recommendation

Project funding costs would be distributed based upon a:

- Flat percent (5.7%) of the Institutional portion of colleges’ American Rescue Plan Act (ARPA) funds; OR
- Percent share of all student enrollments based upon a 3-year average of headcounts and full-time equivalent (FTE) (50/50); OR
- Percent share of funds received through the fiscal year 2021 allocation model

MOTION: It was moved and seconded that WACTC take two votes. The first vote will narrow the three project funding options down to two. The second vote will be to approve one of the remaining project funding options to recommend to the State Board for approval.

MOTION PASSED.

VOTE 1

VOTE 2

Percent of ARPA option:	4	All student enrollment option (50/50):	27
All student enrollment option (50/50):	22	Allocation model option:	8
Allocation model option:	10		

RECOMMENDATION: WACTC recommends the State Board distributes the project funding costs based on the percent share of all student enrollments based upon a 3-year average of headcount and full-time equivalent (FTE) (50/50).

Staffing plan funding recommendation

- Broaden the revenue base supporting central IT services to include revenues generated by Running Start and international contract revenues at the following rates:
 - Running Start: 2.5% for fiscal year 2022 and 2023. Beginning in fiscal year 2024, decrease to 1.5%.
 - International contract: 3% for fiscal year 2022 and 2023. Beginning in fiscal year 2024, decrease to 2.5%.
- Lower the Innovation Account rate in fiscal year 2024 from 3% to 2% (instead of 1%), generating funds to make certificate or participation (COP) payments and support the staffing plan. (The rate is currently scheduled to decrease to 1% in fiscal year 2024 to provide funding for the COP payments through 2028. The 2% rate provides funding for the staffing plan and for the COP payment.)
- Consider consolidating all centralized IT costs into a single billing or collection process. A review of this idea and its implications can occur in connection with the allocation model review scheduled for fiscal year 2022.
- Routinely review staffing plan to evaluate staffing needs and adjust staffing accordingly. Governance group(s) should review staffing needs one year after Deployment Group (DG) 6 go live and routinely thereafter as the system gains experience in the ctcLink environment.

MOTION: It was moved and seconded that WACTC recommend the State Board approve the ctcLink staffing plan funding recommendation as presented.

MOTION PASSED.

Technology Committee Report — Kevin Brockbank, chair

A brief update on Deployment Groups (DG) 5 and 6 status and top project risks was provided.

ctcLink accessibility

Monthly Accessibility and ctcLink Open Forums are held to engage Washington's community and technical college system in discussions around ctcLink accessibility and technology. The forums are held the second Tuesday of each month, 11 a.m. to noon.

Capital Budget Committee Report — Darrell Cain, chair

The committee will be sending a survey out soliciting topics and themes the committee should focus on in the next year.

2023-25 capital budget development

The 2023-25 capital budget development proposal was presented for first reading at the April meeting and the details of the proposal were discussed in detail during the June 4 work session.

MOTION: It was moved and seconded that for the 2023-25 capital budget request WACTC recommends the State Board:

- Increase the minor preservation, repair, replacement and program funding targets 10% relative to the 2021-23 request.
- Each community and technical college is eligible to submit one new major project proposal.
- The new major project proposals are due in December 2021.
- The updated criteria will be used to score new major project proposals. (Criteria available upon request.)
- All new major project proposals scoring at least 70 points will be added to the pipeline.
- The prioritization and structure of the request will be determined later. The 2021-23 capital budget compromise calls for a report on alternative methods of prioritizing and presenting the list to the Legislature by Dec. 15, 2021.

MOTION PASSED.

Critical Issues Committee Report — Amy Morrison, chair

Regional breakout groups were held to discuss messaging about fall reopening and work schedules with respective college communities.

Educational Services Committee Report — Rebekah Woods, chair

Updates were provided on:

- [Promising Practices Exchange](#) webinar: committee recommends continuing webinars next year
- enrollment counting work group: postponed until 2022-23
- diversity and equity bills (E2SSB 5227 and E2SSB 5194): Educational Services and Equity committees will work together on implementation

Center of Excellence Work Group

In 2020, the Centers of Excellence made an inquiry, in partnership with the SBCTC policy and program staff, on the use of a memorandum of understanding (MOU) to help establish common operational policies among the 11 centers. The Critical Issues Committee reviewed the MOU and suggested the content elements be considered for inclusion in the SBCTC Policy Manual rather than a local MOU agreement. Additional questions emerged as part of the discussion, and it was decided that establishing a work group would be the best path to collectively addressing topics and future recommendations.

The work group's proposal to establish a common operational procedure in the State Board Policy Manual sub section 4.40.10 Centers of Excellence was presented for first reading. WACTC will be asked to take action on the proposal at the July meeting. (Proposal available on request.)

Equity Committee — Rosie Rimando-Chareunsap, chair

Updates were provided on:

- Equity Resource Bank: colleges are encouraged to submit best practices
- Financial Aid Policy Work Group: recommendations expected to be presented at the July meeting

Legislative and Public Information Committee Report — Ivan Harrell, chair

The committee will be sending out a survey to get feedback on advocacy efforts.

Statewide advertising campaign

A brief update on the statewide advertising campaign was provided including the target audience, deliverables and timeline. A more detailed update will be provided by email.

Operating Budget Committee Report — Bob Mohrbacher, chair

2021-22 allocation methods

The committee's recommendations on the allocation of new funds provided by the Legislature was presented for discussion.

Budget Item	Amount	Allocation Recommendation
Diversity in Higher Education (E2SSB 5227)	\$2,048,000	Distribute based on 3-year average of faculty and staff headcount (all funds).
Equity and Access in Higher Education (E2SSB 5194)		
Develop DEI Strategic Plans	\$4,375,000	Distribute according to fiscal note with \$125,000 per college for strategic planning staff resources.
Student Outreach Program	\$2,280,000	Distribute according to fiscal note with \$70,000 per college for one full-time equivalent staff (FTEs).

Budget Item	Amount	Allocation Recommendation
Faculty Conversions (beginning in fiscal year 2023)		The Business Affairs and Instruction commissions will develop allocation and tracking methodologies for faculty conversions and make recommendations to WACTC in early fiscal year 2022. <i>Note: In fiscal year 2023, \$5,400,000 will be available for 200 faculty conversions.</i>
Mental Health Counseling Pilots	\$512,000	Distribute according to bill language, based on an application/selection process with stakeholder oversight.
Faculty Diversity Program	\$82,000	Distribute funds to SBCTC in accordance with fiscal note.
Guided Pathways	\$37,500,000	Funds be distributed with the same methodology as in fiscal year 2021: <ul style="list-style-type: none"> • \$100,000 base to each college • 50% student full-time equivalent (FTE) with Running Start • 50% student headcount without Running Start using 3-year enrollment average
Career Connect Washington Enrollments	\$3,000,000	Continue distribution based on college proposals due to statutory and legislative expectations.
High Demand Enrollments	\$1,000,000	Distribute based on college proposals due to statutory and legislative expectations.
Job Skills Program	\$7,725,000	Distribute based on college proposals due to statutory and legislative expectations.
Anti-racist Curriculum Review	\$750,000	Funds should be held in “future allocations” until the application and award criteria are developed by SBCTC.
Running Start/Dual Credit Task Force Data	\$10,000	For SBCTC data collection.
Student Emergency Assistance (2SHB 1893, 2019)	\$4,750,000	Distribute based on college proposals due to statutory and legislative expectations.
Creating Prison to Postsecondary Pathways (2SHB 1044)	\$16,000	Distribute funds in accordance with fiscal note for staff to collaborate on a multi-agency report to the Legislature.
Homeless Students Pilot (SHB 1166)	\$864,000	Distribute based on college proposals due to legislative expectations.

Budget Item	Amount	Allocation Recommendation
Menstrual Products (ESHB 1273)	\$350,000	Distribute funds based on student headcount.

MOTION: It was moved and seconded that WACTC recommends the State Board approve the 2021-22 allocation methods as presented.

MOTION PASSED.

Allocation model review

At the April meeting, WACTC approved the allocation model review plan which contained the makeup of the work group. The proposed WACTC members of the work group was presented.

WACTC Members

- Ed Brewster, Grays Harbor College
- Kevin Brockbank, Spokane Community College
- Karin Edwards, Clark College
- Chad Hickox, Walla Walla Community College
- Kathi Hiyane-Brown, Whatcom Community College
- Kevin McCarthy, Renton Technical College

MOTION: It was moved and seconded that WACTC approve the WACTC members of the Allocation Model Review Work Group as presented.

MOTION WITHDRAWN.

Concerns were raised regarding the work group’s membership consisting of more commission members than presidents. After discussion, WACTC agreed to accept the WACTC members above and reduce the commission representatives to one each, except for the Business Affairs Commission, which would have two.

State Board Report — Jan Yoshiwara, executive director

Updates were provided on:

- Department of Health’s guidance on reopening campus
- vaccination incentive grants
- classified salary increases

Adjournment

There being no further business, the June 4, 2021 Board of Presidents meeting adjourned at 12:10 p.m. The next meeting will be July 21-23, 2021 at the Davenport Grand Hotel.

Minutes prepared by Julie Walter