



BUSINESS MEETING MINUTES

APRIL 28, 2023

SOUTH PUGET SOUND COMMUNITY COLLEGE

Members Present

Lin Zhou, Bates
Gary Locke, Bellevue
Jim Lemerond, Bellingham
Sara Thompson Tweedy, Big Bend
Eric Murray, Cascadia
Bob Mohrbacher, Centralia
Karin Edwards, Clark
Rebekah Woods, Columbia Basin
Amit Singh, Edmonds
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
Suzanne Ames, Peninsula
Julie White, Pierce College
Matthew Campbell, Pierce Puyallup
Yoshiko Harden, Renton
Rosie Rimando-Chareunsap, Seattle Colleges
Jack Kahn, Shoreline
Chris Villa, Skagit Valley
Tim Stokes, South Puget Sound
Jean Hernandez, South Seattle
Kevin Brockbank, CC of Spokane
Jenni Martin, Spokane
Kimberlee Messina, Spokane Falls
Ivan Harrell, Tacoma
Chad Hickox, Walla Walla
Faimous Harrison, Wenatchee Valley
Linda Kaminski, Yakima Valley
Kathi Hiyane-Brown, Whatcom

Members Absent

Joyce Loveday, Clover Park
Darrell Cain, Everett
Bradley Lane, Seattle Central

Ex-Officio Members — SBCTC

Paul Francis, executive director
Choi Halladay, deputy executive director, BO
Grant Rodeheaver, deputy executive director, IT
Carli Schiffner, deputy executive director, ED

Guests and SBCTC Staff

Pat Shuman, ACT
Cherie Berthon, SBCTC
Arlen Harris, SBCTC
Darrell Jennings, SBCTC
Laura McDowell, SBCTC
Sherry Nelson, SBCTC
Rodric Smith, SBCTC
Kim Tanaka, SBCTC
Julie Walter, SBCTC
Stephanie Winner, SBCTC

Call to Order and Welcome

Chris Bailey, WACTC president, called the meeting to order at 8 a.m. and welcomed those present.

WACTC thanked Tim Stokes and South Puget Sound Community College for hosting the successful 2023 All-Washington Academic Team Ceremony.

Approval of Minutes

MOTION: It was moved and seconded that WACTC approve the March 24, 2023, minutes without corrections.

MOTION PASSED.

Treasurer's Report

Tim Stokes presented the treasurer's report with a current balance of \$58,008.32.

Guest Speaker

- Rodric Smith, leadership development director, provided an overview of Washington's Equity in Leadership Systems (WELS) Institute.

Executive Committee Report — Chris Bailey, WACTC president

WACTC president and president-elect

MOTION: It was moved and seconded that WACTC appoints Amy Morrison at the 2023-24 WACTC president-elect.

MOTION PASSED.

WACTC discussed the current selection process for the president and president-elect. It was suggested a task force be formed to look at possibly changes to the process.

MOTION: It was moved and second that WACTC form a task force to look at the nomination process for president and president-elect in the future.

MOTION PASSED.

Amy Morrison and Yoshiko Hardin agreed to co-lead the task force.

Legislative and Public Information Committee Report — Amy Morrison, chair

Updates were provided on:

- Policy bills
 - 2SHB 1316: Dual credit program access
 - 2SHB 1559: Postsecondary student needs
 - 2SSB 5048: College in high school fees
 - SB 5079: Tuition establishment date
 - E2SSB 5582: Nurse supply
 - ESSB 5702: Student homelessness pilot

- Legislative advocacy
 - Thank you letters
 - Campus tours

TVW sponsorship

The committee recommends renewing the system’s \$30,000 TVW sponsorship, which will expire at the end of April. The sponsorship includes:

- 1,600 30-second television spots adjacent to The Impact and rotating throughout the day adjacent to other programs.
- 31,000 “brought to you by” announcements.

MOTION: It was moved and seconded by WACTC to renew the system’s \$30,000 TVW sponsorship.

MOTION APPROVED.

Operating Budget Committee Report — Kevin Brockbank, chair

Allocation model review

To help prepare for the allocation model review beginning in 2023-24, the June’s President’s Academy will include an overview and demonstration of the current allocation model. The summer retreat will include a discussion on the scope, process, and timing of the allocation model review.

2023-25 operating budget

Details of the final operating budget passed by the Legislature was distributed for discussion. Highlights include:

- Cost of living adjustments (COLA): The legislature fully funded COLAs for community and technical college faculty and staff.
- Advance Equity, Diversity, and Inclusion (EDI): \$12 million in one-time investments were made to support further implementation of college EDI plans, close equity gaps, and improve the employment, earnings, and economic mobility of students of color.
- Nursing program expansion: Significant investments are made to expand college nursing programs in support of SB 5582 including growth of nursing enrollments.

The final appropriations act also contained 54 provisos for our system. Each proviso brings with it a separate set of accountability, financial reporting, and overall administrative resource cost.

MOTION: It was moved and seconded by WACTC to create a task force to develop a policy on operating budget provisos and carve outs, including an “end-run” policy with penalties.

MOTION PASSED.

Fiscal year 2024 allocation methodologies

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

| Maintenance Level Items | Base Amount | FY 24 Added Amount | Background & Recommended Allocation Methods |
|--|-------------|--------------------|--|
| <i>Dollars in millions</i> | | | |
| SB 5194: 200 faculty conversions Mental health pilots (4) Student Outreach DEI strategic planning | \$7.9 | \$2.3 | <p>Within the base amount, funds are included to continue the 200 faculty conversions (at \$27,000 each) and mental health pilots (\$125,000) at 4 colleges (\$5.9 million total).</p> <p>Remaining funds (\$4.3M) are expected to support outreach to students, DEI strategic planning and any faculty conversion costs above \$27,000 per.</p> <p>OBC recommendation: Distribute a flat amount to each college (\$120,000 per college)</p> |

MOTION: It was moved and seconded that WACTC accept the committee’s recommendation on distribution of funds for SB 5194 as presented above.

MOTION PASSED.

| Maintenance Level Items | Base Amount | FY 24 Added Amount | Background & Recommended Allocation Methods |
|--|-------------|--------------------|---|
| <i>Dollars in millions</i> | | | |
| SB 5227: Faculty DEI training Climate Assessments Student DEI training begins in FY 24 | \$1.1 | \$2.4 | <p>Base funds are provided for the elements of the bill that began in FY 2022. In FY 24, colleges are required to begin DEI training for students</p> <p>OBC Recommendation: Distribute flat amount of \$68,000 per college for climate survey, 1-time training development and student DEI training.</p> |

MOTION: It was moved and seconded that WACTC accept the committee’s recommendation on distribution of funds for SB 5227 as presented above.

MOTION PASSED.

| Maintenance Level Items | Base Amount | FY 24 Added Amount | Background & Recommended Allocation Methods |
|---|-------------|--------------------|---|
| <i>Dollars in millions</i> | | | |
| Refugee Education: ABE for newly arrived immigrants | \$1.7 | \$1.5 | <p>OBC Recommendation: Additional funds would be made available to colleges with an influx of refugees based on expressed interest/application.</p> |

MOTION: It was moved and seconded that WACTC accept the committee’s recommendation on distribution of funds for refugee education as presented above.

MOTION PASSED.

| Maintenance Level Items | Base Amount | FY 24 Added Amount | Background & Recommended Allocation Methods |
|---|-------------|--------------------|--|
| <i>Dollars in millions</i> | | | OBC Recommendation: |
| Inflationary Increase of Centers of Excellence | 2.0 | 0.6 | 27% inflationary increase; \$48,000 increase per CEO |
| Inflationary Increase for MESA | \$1.6 | 0.4 | 27% inflationary increase; \$32,000 increase per MESA Site |

MOTION: It was moved and seconded that WACTC accept the committee’s recommendation on distribution of funds for inflation increases for Centers of Excellence and Math, Engineering, Science, and Achievement (MESA) as presented above.

MOTION PASSED.

| New Policy Level Investments | Base Amount | FY 24 Added Amount | Allocation Recommendations and Options |
|--|-------------|--------------------|---|
| <i>Dollars in millions</i> | | | |
| DEI Support One-time Only for 23-25 biennium | 0 | \$6.0 | OBC Recommendation: Distribute funds 50% based on share of underrepresented students of color (headcount) and 50% based on share of total student enrollment (headcount) |

MOTION: It was moved and seconded that WACTC accept the committee’s recommendation on distribution of funds for Diversity, Equity, and Inclusion (DEI) support one-time as presented above.

MOTION PASSED.

| New Policy Level Investments | Base Amount | FY 24 Added Amount | Allocation Recommendations and Options |
|--|-------------|--------------------|--|
| <i>Dollars in millions</i> | | | |
| Nursing Enrollments 100 new enrollments in FY 24 | \$2.16 | \$1.2 | OBC Recommendation: Colleges express interest in additional enrollments |

MOTION: It was moved and seconded that WACTC accept the committee’s recommendation on distribution of funds for nursing enrollments as presented above.

MOTION PASSED.

| New Policy Level Investments | Base Amount | FY 24 Added Amount | Allocation Recommendations and Options |
|-----------------------------------|-------------|--------------------|--|
| <i>Dollars in millions</i> | | | |
| 23-25 Compensation Support | 0 | \$19.8 | Based on analysis of all the compensation funding received, the significant gap is for I-732 COLAs. OBC Recommendation: These funds be spread based on each district's share of I-732 funding. |
| Funds to get us to 100% COLAs | | | |

MOTION: It was moved and seconded that WACTC accept the committee's recommendation on distribution of funds for 23-25 compensation support as presented above.

MOTION PASSED.

| New Policy Level Investments | Base Amount | FY 24 Added Amount | Allocation Recommendations and Options |
|--|-------------|--------------------|--|
| <i>Dollars in millions</i> | | | |
| HB 1559 Student Needs | | \$ 2.6 | With \$960,000 dedicated to 4 pilot meal programs, \$1.658M remains. OBC Recommendation: A flat distribution of \$48,000 per college for navigator and planning. |
| .75 FTE Benefits Navigator/college "not to be divided between 2 or more staff." Develop basic needs strategic plan 4 pilot meal programs (\$240k each/(\$960k total) | | | |

MOTION: It was moved and seconded that WACTC accept the committee's recommendation on distribution of funds for HB 1559 as presented above.

MOTION PASSED.

| SPECIAL CIRCUMSTANCES | FY 23 | FY 24 | |
|-----------------------------|--------|-----------------------------------|--|
| <i>Dollars in millions</i> | | | |
| Guided Pathways (GP) | \$41.9 | \$39.4 \$ 2.5 <u>\$41.9</u> | Proviso total for GP funding is reduced slightly for 23-25, however the difference from FY23 (\$2.5M) is still in the base appropriation. OBC recommendation: An additional \$2.5M be allocated from the state general fund to continue to provide the full GP allocation to each college. This creates a \$2.5M earmark to accompany the \$39.4M proviso. |
| | | | |

MOTION: It was moved and seconded that WACTC accept the committee's recommendation on distribution of funds for Guided Pathways as presented above.

MOTION PASSED.

Capital Budget Committee Report — Rebekah Woods, chair

2023-25 minor works program

The Legislature provide \$53.2 million in funding for the system's minor works program instead of the \$68 million (\$2 million per college) requested. The committee discussed how to distribute the funds at the lower amount.

MOTION: It was moved and seconded that WACTC approve equal distribution of the \$53.2 million minor works program funding between the 34 colleges.

MOTION PASSED.

Minor program allocation formula change

The Business Affairs Commission (BAC) was charged with reviewing the minor program funding formula colleges use of the funding in the past, and possible future needs. The review may conclude with a recommendation to change the funding formula, list amount, or allowable uses of the funding for inclusion in the 2025-27 request.

The committee's recommendation was presented for first reading. WACTC will be asked to take action at the June meeting.

Recommendation

The allocation formula should continue to consider GSF older than 25-years and include the college aggregate Facility Condition Score based on the most recent Facility Condition Assessment.

- Base amount for each college: \$600,000.
- Allocate the remaining appropriation funding through the following formula:
 - 30% college share of system FTE's
 - 30% college share of system GSF
 - 20% college share of GSF older than 25 years old
 - 20% college aggregate Facility Condition Score
- For the 2025-27 biennium, the SBCTC should request \$45,445,300 minor works program and increase the request in each subsequent biennium by 10%

Best facility practices to promote diversity, equity, and inclusion (DEI), close opportunity gaps, and major project selection bias review

A task force, made up of commission representatives was formed to:

- Review the 2023-25 major capital project proposals and recommend best practices for using the built environment to promote diversity, equity, and inclusion and how spaces can help close opportunity gaps.
- Review major project scoring criteria and results from the 2023-25 selection for systemic biases.

The following recommendations were presented for first reading, WACTC will be asked to take action at the June Meeting.

Recommendations

Best practices for the built environment:

- Conceptualizing a building with a universal/accessible design provides the most flexibility for future needs and would meet the needs of students on a diverse range.
- Flexible, technology-rich design is important to meet the needs of a variety of students. Concepts should include active learning space and support “hi-flex” learning where some students are in class and other connect remotely.
- Including space for students to study and collaboration space throughout a facility.
- Co-locating student support spaces (admissions, counseling, DEI) for ease of access.
- Integrating faculty offices into the learning environment helps faculty and students connect and improves accessibility to instructors (we already recognize this FOIWLS).
- Designing projects that facilitate partnerships with the community, K12, non-profits and other entities that support the college and students can greatly benefit student success.
- Cross-curricular spaces that share common areas can improve learning and understanding of systems.
- Identifying how the built environment supports underrepresented and marginalized communities in the PRR will help improve DEI integration during the design process and includes indigenous communities and ways of being.
- Include students early in the design phase and pay them for their work.
- Look for design consultants with experience in meeting college objectives.

Scoring process:

- Currently, diversity, equity, and inclusion (DEI) is scored based on how it is integrated into the overall program project request (PRR) and concepts. Instead, DEI should be scored as its own, separate criteria.
- DEI scoring standards should be based on a rubric, rather than an idealized concept with no guidelines.
 - Creating a scoring rubric can reduce bias and improve scoring objectivity.
 - Any rubric should consider the proportional weight of the DEI scores to other major project scoring criteria.
- Scoring process could benefit from shared/standardized DEI definition for scoring standard. The Diversity and Equity Officers Commission could be consulted for assistance.

Equity Committee Report — Julie White, chair

The committee continues to discuss ways to work with the Diversity and Equity Officers Commission and other DEI groups.

Educational Services Committee Report – Sara Thompson Tweedy, chair

Updates were provided on:

- Concerns with Central Washington University’s (CWU) proposal to offer an Associate of Arts degree for its students who stop out
- ctcLink Multifactor Authentication (MFA) for students

- Feedback to the Department of Education (DOE) regarding high stakes testing (CASAS)
- Workforce Education Investment Act (WEIA) survey

Technology Committee Report – Kimberlee Messina, chair

Updates were provided on:

- ctcLink Multifactor Authentication (MFA) June 30 deadline for employees
- Financial aid update
 - Satisfactory Academic Progress (SAP)
 - Mass Packaging
- Highpoint student success software – systemwide approach
- Technology funding collaboration with the operating and capital budget committees

Trustees Report – Pat Shuman, ACT president

ACT Spring Conference

The spring conference is scheduled for May 15-16 at the Marcus Whitman Hotel hosted by Walla Walla Community College.

2023 ACT award recipients

- Trustee Leadership: Beth Thew, Community Colleges of Spokane
- Chief Executive Officer: Dr. Lin Zhou, president, Bates Technical College
- Partner of the Year: The Bremer Trust, John Mitchell
- Faculty Members: Kevin Blackwell, Olympic College
- Professional Staff Member: Kristen Nyquist, executive assistant to the president, Edmonds College

State Board Report – Paul Francis, executive director

Updates were provided on:

- State Board staffing
- CHIPS and Science Act
- Government-to-Government Summits
- State Board Strategic Action Plan update

Adjournment

There being no further business, the April 28, 2023, Board of Presidents meeting adjourned at 12:15 p.m. The next meeting will be June 1-2, 2023 via Zoom.

Minutes prepared by Julie Walter