

College Council Minutes

Organizational Meeting April 17, 2024, 3:00 PM

Present:

Chair: Chad Miltenberger

David Johnson	Jennifer Vaughn
Christy Doyle	Lisa Chamberlin
Sara Egbert	Diana Herrmann
Josh Slepín	Lori Peterson
Erienne Matthewson	Chad Hickox
Angela Evensen	Pat Sisneros
Brooke Marshall	

- I. Welcome by Chad Miltenberger. Chad asked if everyone had reviewed the draft minutes from the College Council meeting of April 3, 2024, and if there were any changes needed. With no changes requested, a Motion was made by Lisa Chamberlin, Seconded by Lori Peterson and approved by quorum to accept the minutes as written.

- II. 2024/2025 Budget presentation by Lori Peterson as she reviewed some of the following items:
 - Budget Council was formed in February 2023 with the primary purpose of bringing inclusivity and transparency to the annual operating budget preparation process.
 - Spring of 2023 was spent learning about the operating budget, WWCC’s sources of funding, monthly financial results, accreditation standards, and many other things. In April of 2023, Budget Council met with Strategic Enrollment Leadership Council to learn about how budget supports enrollment initiatives. In November 2023, Budget Council met with the interim VP of Administrative Services at Pierce College, to learn about their participatory budget process. Budget Council drafted a set of Budget Values and Principles that was put forward to ELT by College Council and adopted in January 2024. In March 2024, Budget Council began meeting twice weekly to tackle the difficult task of reviewing and ranking budget requests for the FY 2025 operating budget.
 - This year, requests for increases to the FY 2025 operating budget came in at approximately \$2.5 million. Budget Council was tasked with reviewing the 259-line items that comprised this request and ranking them on a scale of 1 to 5 (with 5 being the highest recommendation and 1 the lowest). VPs from each area were brought in to provide additional information regarding their requests so Budget Council could get a better understanding of the needs surrounding the budget proposals from their areas.

- Budget Council carefully deliberated and ranked all request. They began by looking at lines that were identified as fixed or unavoidable expenses. If they agreed that the expense was unavoidable and the expense would be incurred whether it was budgeted or not (think utility or subscription rate increases) – it was given a 5 ranking. Other items ranked 5 were those items deemed to be of critical or high strategic importance, related to compliance, or that had demonstrated potential to generate revenue. Rankings of 4 were assigned to items that they agreed were important, but that were not critical or unavoidable. In general, if something did not receive a 5 ranking, it was believed to be something that could possibly be looked at in future budget cycles without causing harm to ongoing operations.
- As requests were reviewed, there were some specific insights that came to the forefront. Recent centralizing of technology expenditures under the IT department has highlighted our historic underfunding of technology. In a time of rising threats to cyber security, this influenced decisions around IT budget requests. Campus Security was another area that was noted to be underfunded, with one security staff across two campuses. The importance of professional development was recognized. The pitfall of shifting baseline positions to temporary funding sources was discussed.
- On May 16th, Budget Council will present the draft budget to the College at an all-campus forum, then to the Board of Trustees on May 22nd for first read, and on June 26th for 2nd read and approval. Following these minutes is the slide presentation that was previewed by College Council.

III. Christy Doyle shared the following information from the Accreditation Committee meeting on 4/16/24:

- Discussion involved Institutional Learning Outcomes “ILO’s” and who owns these processes/procedures. It was determined that ILO’s are group owned by the VP of Planning, VP of Student Services, VP of Administrative Services and VP of Instruction.
- The AD HOC report is being developed.

IV. Achieving the Dream and Complete College America will be discussed at the next meeting as Nick Velluzzi was unable to attend this meeting to lead this discussion.

V. Joshua Slepkin had submitted a request to College Council with regards to the McKenzie Scott Funds – establishing an Innovation Fund. Due to College Council meeting running out of time it was determined that this item would be tabled to the next meeting.

VI. Good of the Council:

- College Council received a request from Kristin Duede regarding a Fragrance Policy though there is an already established process for WWCC policies that does not reside with College Council, Chad wanted to make College Council was aware that he had addressed this and responded to Kristin.
- Chad reminded College Council that Faculty will not be in attendance during the summer months as they are on break. Though College Council will try not to have any items on the Agenda that would impact faculty this cannot be promised. Chad would like to keep ahead of this before summer is here and have a plan to address this in the event Faculty is needed to represent and vote during the summer. Discussion followed amongst College Council members but no action/decision was made.

Meeting adjourned at 4:38 PM

Next meeting is May 1, 2024 at 3:00 PM