Monday, May 19, 2008

9.00 - 9.15 am  
Salon D

**Committee of the Whole, Call to Order**

**Agenda**

Call to Order: Roy Ogawa, chair

Welcome and introduction of new commissioners and guests  2-3

| Action Item | Approval of the Committee of the Whole meeting minutes of November 5-6, 2007 | 2-5 |

Report of the chair

Report of the president
NEW COMMISSIONERS

David L. Buhler was appointed Utah’s interim commissioner of higher education in December 2007. He had served as associate commissioner for public affairs since 2000, handling media and government relations and working closely with the Utah State Board of Regents, the commissioner, and Utah System of Higher Education institutions on policy issues. Commissioner Buhler served on the Salt Lake City Council from 2000 through 2007, including two terms as chair. He served in the Utah Senate from 1995 to 1999, where he was chair of the Administrative Services and Capital Facilities Appropriations Subcommittee and vice chair of the Executive Appropriations Committee. From 1989 to 1992, he served as executive director of the Utah Department of Commerce, supervising seven divisions and 200 employees. He was appointed to that position by former Governor Norman H. Bangerter, having served as a member of his staff from 1985 to 1989. Prior to his appointment in the commissioner’s office, he was vice president of Experior Assessments, a private testing firm that provides licensure and certification examinations in more than 40 states. Buhler has also been active in community affairs, chairing the Governor’s Task Force on Workers’ Compensation Reform and serving on numerous boards, including the University of Utah Board of Trustees. He earned a bachelor of science degree in political science and history from the University of Utah and a master of public administration degree from Brigham Young University. He taught in the University of Utah’s Department of Political Science as an adjunct instructor from 1990 to 2006.

Debbie Hammons grew up in northwest Wyoming, where her family has been involved in livestock production since 1892. A graduate of Stanford University, she returned to Wyoming to help run the family ranch in 1978, just in time for $1.10 cattle prices and a record-breaking 50-degrees-below winter. Elected to the Wyoming State House of Representatives in 2004, Minority Whip Hammons currently serves on the following committees: Minerals, Business and Economic Development, Transportation and Military Affairs, House Rules, and Local Government Funding. A member of the Worland Rotary Club, she previously served on the University of Wyoming Board of Trustees for 12 years, with two terms as president, and the Pacific Power Wyoming Advisory Board. Hammons and her husband, Greg, operate Cloud Peak Productions, a video production company specializing in Wyoming business and history.

Mike Rush is the interim executive director of the Idaho State Board of Education and is also the administrator of the Division of Professional-Technical Education (PTE) for the State of Idaho. As executive director he is charged with supporting a board with oversight of the majority of Idaho’s budget. The Division of PTE has an annual budget of over $60 million and is responsible for coordinating and funding secondary, college-level, and adult professional-technical education in the state. Rush has taught high school and also held faculty positions at the University of Idaho, Virginia Tech, and Penn State University. He held adjunct faculty status at Boise State University and was director of research for the Division of PTE. Rush received his master’s degree from the University of Idaho and his doctorate from Virginia Tech. He has published research articles and written curriculum guides. He has extensive experience at both the state and national level in educational research and accountability and has conducted a number of workshops on leadership. Rush has served as president for the National Career and Technical Education Director’s Association and has authored a national publication defining the key principles of career-technical education.
ACTION ITEM
Committee of the Whole Meeting Minutes
November 5-6, 2007

Commissioners Present
Camille Preus (OR), chair
Roy Ogawa (HI), vice chair
Dave Nething (ND), immediate past chair
Diane Barrans (AK)
Patricia Brown Heller (AK)
Marshall Lind (AK)
John Haeger (AZ)
David Lorenz (AZ)
Joel Sideman (AZ)
Joseph Garcia (CO)
David Skaggs (CO)
Roberta Richards (HI)
Helene Sokugawa (HI)
Robert Kustra (ID)
Dan Harrington (MT)
Ed Jasmin (MT)
Mary Sheehy Moe (MT)
Pamela Kostelecky (ND)
Reed Dassenbrock (NM)
Dede Feldman (NM)
Patricia Sullivan (NM)
Carl Shaff (NV)
Ryan Deckert (OR)
Robert Burns (SD)
James Hansen (SD)
Bonnie Jean Beesley (UT)
Peter Knudson (UT)
Phyllis Gutierrez Kenney (WA)
Jeanne Kohl-Welles (WA)
Thomas Buchanan (WY)
Klaus Hanson (WY)

Committee Members Absent
Kaye Howe (CO)
Arthur Vailas (ID)
Bill Goetz (ND)
Warren Hardy (NV)
Jane Nichols (NV)
James Sager (OR)
Tad Perry (SD)
Richard Kendell (UT)
Ann Daley (WA)
Tex Boggs (WY)

Guests/Speakers
Steven Adelsheim: Professor of Psychiatry, University of New Mexico
Phyllis Brecher: Coordinator of College Affairs, University of Wyoming
Ned Calonge: Chief Medical Officer, Colorado Department of Public Health and Environment
Sue Carparelli: President and CEO, Colorado Center for Nursing Excellence
Adam Darkins: Chief Consultant, Department of Veterans Affairs
Central Office, VHA/Patient Care Services, Office of Care Coordination
B. Robert Franza: Seattle Science Foundation
Linda Hyman: Vice Provost for Health Science and Director, WWAMI Medical Education Program, Montana State University
Robert Kelley: Dean, Health Sciences, University of Wyoming
Virgilio Licona: Associate Medical Services Director, Salud Family Health Centers-Fort Lupton
Jerry Saunders: Interim Director of Medical Education, University of Wyoming
Lisa Shipley: Manager of Student Affairs, University of Wyoming
Vickie Ybarra: Director, Planning and Development, Yakima Valley Farm Workers Clinic

WICHE Staff
Erin Barber: Assistant to the Executive Director
Annie Finnigan: Communications Manager, Programs and Services
Louis Fox: Executive Director, WCET
Tara Hickey: Human Resources Coordinator
David Longanecker: Executive Director
Susan Vermeer Lopez: Project Coordinator, Programs and Services
Mimi McFaul; Associate Director, Mental Health Program
Michelle Médal: Administrative Coordinator, State Scholars Initiative
Demarée Michelau: Policy Associate, Policy Analysis and Research
Craig Milburn: Chief Financial Officer
Dolores Mize: Director, Public Policy and Research
Jere Mock: Senior Program Director, Programs and Services
Dennis Mohatt: Director, Mental Health Program
Jeanette Porter: Administrative Assistant, Policy Analysis and Research
Brian Prescott: Research Associate, Policy Analysis and Research
Terese Rainwater: Program Director, State Scholars Initiative
Margo Schultz: Program Coordinator, Student Exchange Programs
Jenny Shaw: Administrative and Project Coordinator, Mental Health Program
Vice Chair Roy Ogawa called the meeting to order and welcomed the commissioners to the meeting.

Ogawa introduced two newly appointed commissioners:

- Reed Dasenbrock, cabinet secretary of the New Mexico Higher Education Department.
- Joseph Garcia, president of Colorado State University–Pueblo.

He also mentioned two other new commissioners who couldn’t be present:

- Bill Goetz, chancellor of the North Dakota University System.
- Kaye Howe, executive director of the National Science Digital Library.

Ogawa named the commissioners who had left the commission: Bill Byers (CO), Bill Hybl (CO), and Richard Kendell (UT), who is retiring in December. He also introduced guests attending the meeting from the University of Wyoming.

**ACTION ITEM**

**Approval of the Minutes of May 21-22, 2007**

Commissioner Sheehy Moe made a motion to approve the minutes of the Committee of the Whole meeting of May 21-22, 2007. Commissioner Lorenz seconded the motion. The motion was approved unanimously.

**Report of the Executive Director**

**David Longanecker, Executive Director**

David Longanecker announced new WICHE staff members and staff changes:

- Mollie McGill, associate director, WCET.
- Mimi McFaul, associate director, Mental Health Program.
- Kyle Sargent, consultant, Mental Health Program.
- Christa Smith, postdoctoral fellow, Mental Health Program.
- Tara Hickey, human resources coordinator.
- Robin Berlin, senior accounting specialist.
- Kay Hulstrom, administrative assistant, Programs and Services.

**Report of the Nominating Committee**

**Dave Nething, Committee Chair**

Commissioner Nething introduced the members of the Nominating Committee: himself (chair), Commissioner Sideman, and Commissioner Jasmin. The committee was appointed by Chair Camille Preus. The Nominating Committee nominated Commissioner Preus for immediate past chair, Commissioner Ogawa for incoming chair, and Commissioner Jane Nichols for vice chair.

The first session of the Committee of the Whole was concluded, and the committee went into recess until Tuesday, November 6, 2007 at 10:00 am.
Chair Preus reconvened the Committee of the Whole at 10 a.m.

Report and Recommended Action of the Audit Committee
Ed Jasmin, Committee Member

Commissioner Jasmin highlighted the procedural adjustments WICHE staff are making in response to the audit's report of internal control deficiencies. Craig Milburn, chief financial officer, will receive annual training to remain up to date on audit notes relevant to WICHE's financial statements. David Longanecker has agreed to conduct a monthly review of bank reconciliations. Commissioner Jasmin also noted changes in the terms used to reflect control deficiencies.

COMMISSIONER JASMIN MOVED ACCEPTANCE OF THE AUDIT REPORT. COMMISSIONER SHAFF SECONDED THE MOTION. The motion was approved unanimously.

Report and Recommended Action of the Executive Committee
Roy Ogawa, Committee Chair

Commissioner Ogawa reported that the committee will look into the scope and cost of the five-year review of WICHE and its executive director and will bring back a recommendation for the Committee of the Whole in May 2008. The committee also reviewed the executive director and his travel.

Report and Recommended Action of the Programs and Services Committee
Carl Shaff, Committee Chair

Commissioner Shaff reported on the updates in the Programs and Services Committee.

COMMISSIONER SHAFF MOVED A CHANGE IN POLICY TO ALLOW HAWAII STUDENTS TO ENROLL IN PARTICIPATING COMMUNITY COLLEGES IN THE WESTERN UNDERGRADUATE EXCHANGE PROGRAM. COMMISSIONER BARRANS SECONDED THE MOTION. The motion was approved unanimously.

Report and Recommended Action of the Issue Analysis and Research Committee
Robertia Richards, Committee Member

Commissioner Richards reported on the updates in the Issue Analysis and Research Committee.

ACTION ITEM
Change in 2008 Meeting Dates, Proposed Locations, and Dates for Future Meetings

Longanecker reported that he was proposing changes to the May 2008 and November 2008 meeting dates so as to avoid conflicts with Mother’s Day and Election Day. The newly proposed dates for the meetings are May 19-20, 2008, and November 10-11, 2008. He reviewed the proposed dates and locations for subsequent meetings. On the recommendation of the officers, it was also proposed that the commission meet in Colorado every third meeting, rather than every other meeting.

COMMISSIONER BARRANS MOVED TO ACCEPT THE PROPOSED MEETING DATES AND LOCATIONS. COMMISSIONER DASENBROCK SECONDED THE MOTION. The motion was approved unanimously.
**ACTION ITEM**  
**Proposed Change to WICHE Chief Executive Officer’s Title**

Longanecker reported that 32 references to “executive director” in the bylaws would need to be switched to “president” to officially change this title, as the commission had indicated it wanted to do at the May 2007 meeting. Notice of this proposed change to the bylaws was given in the call to the meeting sent out on September 5, 2007, approximately 60 days prior to the November meeting, as required by the bylaws.

COMMISSIONER JASMIN MOVED TO CHANGE THE EXECUTIVE DIRECTOR’S TITLE TO PRESIDENT IN THE BYLAWS. COMMISSIONER HANSEN SECONDED THE MOTION. The motion was approved unanimously.

**DISCUSSION ITEM**  
**Update on WICHE’s Budget**

Longanecker pointed out that this was the first budget report to reflect the areas of dedicated reserves approved at the May 2007 commission meeting. He said the budget is in good shape and shows that there is approximately $205,000 of undedicated funds remaining in the reserves.

Longanecker mentioned that the potential cost of the organization’s five-year evaluation is not currently reflected in the budget. He also mentioned that if the reserves continue to accumulate, it may be of value to the organization to retire the two debts associated with building, which are a loan from the Ford Foundation and the Colorado Educational and Cultural Facilities Authority (CECFA) bond.

Longanecker reported on grants that will be expiring in the future. The States Scholars Initiative (SSI) will most likely remain funded through March 2009. However, the staff is exploring federal and nonfederal funding options to sustain the SSI program past 2009. WICHE will be competing again for funding of the federal Rural Mental Health Research Center at the end of the fiscal year. The Escalating Engagement project funded by the Ford Foundation expires at the end of June 2008. The staff may go back to the Ford Foundation for further funding.

Commissioner Dasenbrock asked what is done with the surplus in the budget. Milburn said that the surplus is deposited with the Colorado Surplus Assets Fund Trust, which is 100 percent collateralized. The money is held in treasury funds. Longanecker said that policies on investments have been conservative, but that the commissioners could look into changing the policy if they were interested.

**DISCUSSION ITEM**  
**The Future of the Legislative Advisory Committee (LAC)**

Longanecker gave a brief history on the LAC and the benefits of the program. Commissioner Barrans asked if there were any written parameters on the length of appointment to the LAC or the legislative attributes of a member. She believed legislators liked being involved but often have trouble keeping commitments due to their full schedules. Commissioner Barrans also pointed out that LAC members are often appointed when they’re on an educational committee, but their committee appointments often change over the course of their time in the legislature.

The commissioners discussed the benefits of holding the annual LAC meeting with either the Council of State Governments–West (CSG–West) or the National Conference of State Legislatures (NCSL). Commissioner Kohl-Welles expressed her interest in the LAC and hoped it would continue. She also suggested that WICHE staff might provide a summary of the commission meetings for commissioners to take back to legislatures and their constituents as a way of sharing information and promoting engagement.

Longanecker explained how the LAC is funded and proposed supporting the program out of the general fund, since the organization is strong financially. That would provide the resources to make the program more useful and viable. Longanecker also explained how LAC members are chosen in the states. There are currently no terms or parameters for LAC appointment; members are chosen by the commissioners in each state.

Commissioner Skaggs suggested adding the LAC to the WICHE Bylaws to make a more formalized relationship with the commission and to form standards for terms, appointments, and engagement with the commission. The
commissioners concluded that WICHE staff should work on “rules of engagement” for the LAC and bring back recommendations at the May 2008 commission meeting, along with implications for adding the LAC to the general fund budget.

**DISCUSSION ITEM**
**Should the Agenda Book Go Digital?**

Longanecker presented the idea of going to an electronic agenda book. WICHE staff would provide a schedule-at-a-glance and necessary background material. The commissioners voiced concern over having to print the agenda book themselves. They also expressed concern that they would not read the agenda book if it was only provided online, and some liked being able to write notes on the hard copy. Commissioner Kohl-Welles suggested sending a draft agenda online and then providing the full agenda at the meeting, which would save on mailing costs. Other commissioners, however, indicated that this would make it difficult for them to read the agenda and prepare while traveling to the meeting.

Longanecker asked if the evaluation of the meeting could be put online. Commissioner Sullivan suggested adding a Lickert scale for some of the items. Commissioner Barrans suggested looking into Survey Monkey for the meeting evaluation. The commissioners agreed that the evaluation of the meeting could take place online but were clearly uncomfortable with eliminating the printed copy of the agenda book.

**ACTION ITEM**
**Election of 2008 Chair, Vice Chair, and Immediate Past Chair**

COMMISSIONER SIDEMAN MOVED TO ACCEPT ROY OGAWA AS THE 2008 WICHE CHAIR, JANE NICHOLS AS VICE CHAIR, AND CAMILLE PREUS AS IMMEDIATE PAST CHAIR. COMMISSIONER JASMIN SECONDED THE MOTION. The motion was approved unanimously.

Chair Preus gave remarks as the outgoing chair. Commissioner Ogawa thanked Preus for her leadership, time, and effort. Ogawa said that he looks forward to serving as chair and sees it as an easy job, thanks to the leadership of the prior chair and of Longanecker.

**Other Business**

Longanecker thanked Chair Preus for her service as Chair over the past year. He also thanked the WICHE staff for their work in the organization.

The 2008 Executive Committee members were selected:

- Diane Barrans (AK)
- Joel Sideman (AZ)
- David Skaggs (CO)
- Helene Sokugawa (HI)
- Robert Kustra (ID)
- Ed Jasmin (MT)
- Dave Nething (ND)
- Patricia Sullivan (NM)
- Carl Shaff (NV)
- Camille Preus (OR)
- Tad Perry (SD)
- Commissioner for UT Higher Education
- Ann Daley (WA)
- Tom Buchanan (WY)

Longanecker reminded the commissioners that the May 2008 meeting will be held May 19-20, 2008, in Rapid City, SD. The meeting was adjourned at 11:45 a.m.