Committee of the Whole
Call to Order

Monday, May 12, 2014
9:30 – 10:00 am
Anasazi Ballroom
Committee of the Whole – Call to Order

Call to order: Dianne Harrison, WICHE chair

Welcome

Introduction of new commissioners and guests

Approval of the Committee of the Whole meeting minutes of November 11-12, 2013

Report of the chair

Report of the president

Recess until May 13, 2014, at 8:45 am
New Commissioners

**Frank Galey** came to the University of Wyoming in 1999 as the director of the Wyoming State Veterinary Laboratory and head of the University of Wyoming Department of Veterinary Sciences. He was named dean of the College of Agriculture and Natural Resources in the fall of 2001. Previously, Galey was an assistant and then associate professor of clinical diagnostic veterinary toxicology at UC-Davis from 1988-1999. He received his B.S. and D.V.M. degrees in veterinary medicine from Colorado State University and a Ph.D. in veterinary biosciences (pharmacology and toxicology) from the University of Illinois, Urbana-Champaign.

**Larry Skogen** serves as the interim chancellor of the North Dakota University System (NDUS). Prior to his appointment as interim chancellor, Skogen was the president of Bismarck State College. He was the college’s sixth CEO during its 74-year history. He will return to that position upon completion of his appointment as NDUS interim chancellor in July 2015. Retired from a career in the U.S. Air Force, Skogen has been involved in education as a high school teacher and as a college instructor and administrator in a variety of military and civilian institutions, including the United States Air Force Academy. Skogen holds a B.S. from Dickinson State University, a M.A. from the University of Central Missouri, and a Ph.D. from Arizona State University.

**Linda Thor** is chancellor of the Foothill-De Anza Community College District, serving the Silicon Valley of California. Previously, she served for nearly 20 years as president of Rio Salado College in Tempe, Arizona. Prior to becoming Rio Salado’s president in 1990, Thor was president of West Los Angeles College in Culver City, California. She holds a bachelor’s degree in journalism from Pepperdine University, a master of public administration degree from California State University-Los Angeles, and a doctor of education degree in community college administration from Pepperdine University.

**Franke Wilmer** is a full professor in the political science department at Montana State University Bozeman. She teaches international relations, international human rights, international relations theory, international law and the politics of war and peace. Wilmer served as the head of the department from 2001-2006. She has also served as a representative in the Montana House of Representatives since 2006. Wilmer has served on the Environmental Quality Council, the Governor’s Financial Capital Advisory Council, and is currently the legislative liaison to the Montana Board of Investments. She also served as chair of the Montana Human Rights Commission from 2005 to 2007.
ACTION ITEM
Minutes of the Committee of the Whole

Session I: Call to Order
Monday, November 11, 2013

**Commissioners Present**
Leah Bornstein (AZ), chair
Dianne Harrison (CA), vice chair
Bonnie Jean Beesley (UT), immediate past chair

Diane Barrans (AK)
Chris Bustamante (AZ)
Christopher Cabaldon (CA)
Loretta Martinez (CO)
Dene Thomas (CO)
Sharon Hart (CNMI)
Joshua Sasamoto (CNMI)
Francisco Hernandez (HI)
Carol Mon Lee (HI)
Steven Wheelwright (HI)
Tony Fernandez (ID)
Mike Rush (ID)
Dick Anderson (MT)
Clayton Christian (MT)
José Garcia (NM)
Mark Moores (NM)
Patricia Sullivan (NM)
Duaine Espegaard (ND)
Ray Holmberg (ND)
Ham Shirvani (ND)
Vance Farrow (NV)
Joe Hardy (NV)
Vic Redding (NV)
Robert Burns (SD)
James Hansen (SD)
Ryan Deckert (OR)
Camille Preus (OR)
Hilda Rosselli (OR)
Don Bennett (WA)
Jeanne Kohl-Welles (WA)

**Commissioners Absent**
Susan Anderson (AK)
Jim Johnsen (AK)
Eileen Klein (AZ)
Jude Hofschneider (CNMI)
Joe Garcia (CO)
Kim Gillan (MT)
Jack Warner (SD)
Dave Buhler (UT)
Peter Knudson (UT)
Larry Seaquist (WA)
Karla Leach (WY)

**Guests/Speakers**
J. Noah Brown, president & CEO, Association of Community College Trustees
Maureen Garrity, associate dean of student life, University of Colorado School of Medicine
Dewayne Matthews, vice president for strategy and policy, Lumina Foundation
George Pernsteiner, president, State Higher Education Executive Officers
Mary Ellen Petrisko, president, WASC Senior College & University Commission
Lisa Shipley, manager of student advising, University of Wyoming
Jamie Studley, deputy under secretary, U.S. Department of Education

**WICHE Staff Present**
Erin Barber, executive assistant to the president and to the commission
Peace Bransberger, senior research analyst, Policy Analysis and Research
Margo Colalancia, director, Student Exchange Program
Rhonda Epper, director, W-SARA
Carl Krueger, project coordinator, Policy Analysis and Research
Patrick Lane, senior policy analyst and project coordinator, Policy Analysis and Research
Mollie McGill, deputy director, WCET
Demarée Michelau, director of policy analysis, Policy Analysis and Research
Craig Milburn, chief financial officer
Jere Mock, vice president, Programs and Services
Dennis Mohatt, vice president for behavioral health
Brian Prescott, director of policy research, Policy Analysis and Research
Pat Shea, director, the Alliance, the Forum, and WICHE ICE
Ellen Wagner, executive director, WCET
Chair Leah Bornstein called the meeting to order and welcomed the commissioners to the meeting. She asked for a moment of silence in honor of Veteran’s Day.

Chair Bornstein introduced newly appointed commissioners:

- Dick Anderson, Montana
- Tony Fernandez, Idaho
- Vance Farrow, Nevada
- Ray Holmberg, North Dakota

Chair Bornstein announced commissioners who would be leaving the commission and thanked them for their service: Mike Kirst (CA), Bonnie Jean Beesley (UT) and Ham Shirvani (ND). She introduced guests attending the meeting.

ACTION ITEM
Approval of the May 21 - 22, 2013 Committee of the Whole Meeting Minutes

Commissioner Jim Hansen moved TO APPROVE THE MINUTES OF THE MAY 21 - 22, 2013, COMMITTEE OF THE WHOLE MEETING. Commissioner Barrans seconded the motion. The minutes were approved unanimously.

Chair Bornstein gave the Report of the Chair. She thanked the committee for the opportunity to serve as chair of the commission. Bornstein said it had been a great year for WICHE and thanked the staff for their effort and hard work. David Longanecker was asked to give the Report of the President. Longanecker introduced the staff of NC-SARA and W-SARA. He also announced a change to the travel reimbursement policy, whereby commissioners are no longer required to provide receipts for meals. Commissioners were also given the opportunity to sign up for direct deposit if they wished. Longanecker provided an update on SARA and other major grant projects.

Chair Bornstein called on Commissioner Beesley to give the Report of the Nominating Committee. The 2013 Nominating Committee members included Beesley as committee chair, Camille Preus (OR), and Karla Leach (WY). The Nominating Committee presented the following roster of 2014 WICHE Officers for consideration by the Committee of the Whole:

- Dianne Harrison (CA), 2014 chair
- Mike Rush (ID), 2014 vice chair and 2015 chair-elect
- Leah Borstein (AZ), immediate past chair

Chair Bornstein reminded the committee to caucus for their 2014 committee selections and to give the information to Erin during the meeting. The first session of the Committee of the Whole was concluded, and the committee went into recess until Tuesday, November 12, 2013.
Commissioners Present
Leah Bornstein (AZ), chair
Dianne Harrison (CA), vice chair
Bonnie Jean Beesley (UT), immediate past chair

Diane Barrans (AK)
Chris Bustamante (AZ)
Christopher Cabaldon (CA)
Loretta Martinez (CO)
Dene Thomas (CO)
Sharon Hart (CNMI)
Carol Mon Lee (HI)
Steven Wheelwright (HI)
Tony Fernandez (ID)
Mike Rush (ID)
Dick Anderson (MT)
Clayton Christian (MT)
José Garcia (NM)
Mark Moores (NM)
Patricia Sullivan (NM)
Duaine Espegard (ND)
Ray Holmberg (ND)
Ham Shirvani (ND)
Vance Farrow (NV)
Joe Hardy (NV)
Vic Redding (NV)
Robert Burns (SD)
James Hansen (SD)
Ryan Deckert (OR)
Camille Preus (OR)
Hilda Rosselli (OR)
Don Bennett (WA)

Commissioners Absent
Susan Anderson (AK)
Jim Johnsen (AK)
Eileen Klein (AZ)
Jude Hofschneider (CNMI)
Joshua Sasamoto (CNMI)
Joe Garcia (CO)
Francisco Hernandez (HI)
Kim Gillan (MT)
Jack Warner (SD)
Dave Buhler (UT)
Peter Knudson (UT)
Jeanne Kohl-Welles (WA)
Larry Seaquist (WA)
Karla Leach (WY)

Guests/Speakers
Lisa Shipley, manager of student advising, University of Wyoming

WICHE Staff Present
Erin Barber, executive assistant to the president and to the commission
Peace Bransberger, senior research analyst, Policy Analysis and Research
Margo Colalancia, director, Student Exchange Program
Tamara DeHay, associate director, Mental Health Program
Carl Krueger, project coordinator, Policy Analysis and Research
Patrick Lane, senior policy analyst and project coordinator, Policy Analysis and Research
David Longanecker, president
Mollie McGill, deputy director, WCET
Demarée Michelau, director of policy analysis, Policy Analysis and Research
Craig Milburn, chief financial officer
Jere Mock, vice president, Programs and Services
Dennis Mohatt, vice president for behavioral health
Brian Prescott, director of policy research, Policy Analysis and Research
Sarah Ross, post-doctoral fellow, Mental Health Program
Pat Shea, director, the Alliance, the Forum, and WICHE ICE
Ellen Wagner, executive director, WCET
Chair Leah Bornstein called the meeting to order.

**Report and Recommended Action of the Audit Committee**

Chair Bornstein called on Commissioner Bonnie Jean Beesley for a report of the Audit Committee. Beesley reported that the Audit Committee had met twice since the May commission meeting. The Audit Committee met by teleconference on April 23, 2013. In attendance were Audit committee members Diane Barrans (AK), Dianne Harrison (CA), Mike Rush (ID), Vic Redding (NV), and Bonnie Beesley (UT), as well as Erin Barber, David Longanecker, and Craig Milburn from WICHE. The committee discussed and approved the 2013 contract with auditing firm RubinBrown. This will be WICHE’s third year with the firm. The committee also reviewed the Audit Committee Charter, Commission Code of Ethics, and committee calendar. The committee concluded that no revisions to these documents were needed at the current time.

The Audit Committee met again via teleconference on September 30, 2013. In attendance were Audit committee members Diane Barrans (AK), Dianne Harrison (CA), Mike Rush (ID), Vic Redding (NV), and Bonnie Beesley (UT), as well as Erin Barber, David Longanecker, and Craig Milburn from WICHE. In attendance representing the audit firm of RubinBrown was Cheryl Wallace, a partner with the audit firm.

Cheryl Wallace from RubinBrown went through the audited financial statement and their opinion of it. They spent several weeks on-site at WICHE and their investigation resulted in an unqualified opinion that the financial statements represent fairly, in all material respects, the financial position of WICHE. They stressed that this is a “clean audit” with no findings or adverse opinions and they had no disagreements with staff.

After the committee met together, they then met privately with the auditors and then privately with staff so as to inquire separately with each. The committee than voted unanimously to recommend approval of the audited financial statement by the committee of the whole.

Commissioner Beesley MOVED TO APPROVED THE FY 2013 AUDITED FINANCIAL STATEMENT. Commissioner Harrison seconded the motion. The motion was approved unanimously.

**Report of the Executive Committee**

Chair Bornstein reported that the Executive Committee met before the Call to Order. The committee approved minutes from their September 9, 2013, teleconference. David Longanecker discussed the meeting schedule, noting the theme of the plenary sessions would focus on college completion. The Executive Committee then moved into a closed session to discuss David’s performance and 2013 travel schedule. They also discussed what an emergency succession plan might look like, should the need ever arise.

**Report of the Programs and Services Committee**

Commissioner Sullivan (NM) gave the Report of the Program and Services Committee. Rhonda Epper, the new director of the WICHE State Authorization Reciprocity Agreement (W-SARA), gave an update on the implementation of the W-SARA agreement and the October 28, 2013, meeting of the W-SARA steering committee. The committee will be responsible for approving applications from states wanting to participate in the reciprocity agreement. Longanecker noted that the W-SARA steering committee will recommend approval of states to the full commission for approval. Epper reported on the December 10, 2013, regional forum that WICHE is holding in Denver to help acquaint institutional representatives, state agency leaders and state policymakers with the basic principles of the SARA agreement. The purpose of the forum is to provide step-by-step details on the SARA application process for states and institutions, discuss the impact on institutional providers, and describe the oversight and complaint handling processes that states will need to engage in.

The committee heard a report on the Professional Student Exchange Program by Margo Colalancia. Currently, there are 659 students preparing for a professional healthcare degree through the Professional Student Exchange Program (PSEP). Support fees for PSEP will be approved at the May 2014 meeting. The Western Undergraduate Exchange (WUE) hit record enrollment at 33,812 students this fall, representing a nine percent increase over last year’s participation. The Commonwealth of the Northern Mariana Islands signed the WUE agreement in September 2013. Staff is accepting applications for new programs to the Western Regional Graduate Program (WRGP) at the master’s, Ph.D. and graduate certificate levels. Some of the “hot fields” for which nominations are encouraged include: data science and business analytics, robotics, biometrics, biomedical engineering and emerging media and communications, among others. Review of nominations will take place in December and new WRGP programs will be announced in March 2014.
The committee also discussed how they can have more input into the development of the WICHE workplan for FY 2015. Jere Mock and staff developed an electronic survey to solicit our committee’s input on how the states can be more engaged in existing activities and to seek feedback on other state needs and ways that WICHE might be able to lend assistance.

Report of the Issue Analysis and Research Committee

Chair Bornstein called on Commissioner Cabaldon (CA) for a report of the Issue Analysis and Research Committee. Cabaldon noted that David Longanecker had briefed the committee on the progress of WICHE’s national initiative, W-SARA and NC-SARA. The committee heard a report from Brian Prescott on a Lumina-funded grant to write a concept paper on state financial aid design for affordability. The paper will be released in the spring. Prescott also shared the release of three new reports: *Benchmarks, Tuition and Fees in Public Higher Education in the West*, and a supplement to *Knocking*, which disaggregates the existing projections by sex and also includes projections for the nation’s 25 largest metropolitan areas.

The committee heard an update on the Multistate Longitudinal Data Exchange pilot project. Demi Michelau reported on the release of the annual update of legislative activity in the West. The committee then engaged in a discussion of how WICHE may be engaged in certain federal issues, especially President Obama’s new ratings system. Conversation also included a suggestion that WICHE engage more broadly with state legislators as there is some concern that legislators outside of higher education do not know what WICHE is and its role.

Report of the Self-funded Units Committee

Commissioner Hansen (SD) gave the report of the Self-funded Units Committee. The Self-funded Unit’s Committee addresses the work of WICHE’s Mental Health Program (MHP) and WCET. The Committee approved two action items from the Mental Health Program:

- Approval of the Mental Health support fee and Mental Health Oversight Council (MHOC) representation for U.S. Pacific territories and freely associated states.
- Approval of an expanded intergovernmental agreement with the Hawaii Department of Education to support efforts to develop professional behavioral health capacity.

The committee heard an update on the Mental Health Program. MHP staff are assisting several states and agencies with the recruitment and interim support for key mental health leadership positions. Nevada State College is working with WICHE to develop a health center that would serve both the students and the surrounding community, providing a setting for both clinical care and applied training. If successful, this could provide a new option for many smaller campuses located in places where the local area is underserved and the campus struggles to ensure services and training opportunities for students.

The committee also heard a report on WCET. Following the commission meeting, WCET will celebrate its 25th Annual Meeting. The meeting is sold out with 470 registrations. WCET is working on several fronts including the development of a six-week MOOC (massive open online course) on badges and alternative credentials in collaboration with Mozilla and Blackboard. Alternative pathways to credentials is the topic of WCET’s next Leadership Summit. Regarding PAR, several new institutions have joined and will pay their own way to participate. During the next year, PAR will develop plans to spin off of WCET to become a separate 501(c)3 organization, although keeping close connections with WICHE.

Report of the Legislative Advisory Committee

Commissioner Joe Hardy provided a report of the Legislative Advisory Committee. WICHE’s Legislative Advisory Committee works to strengthen state-level policymaking in higher education in the West by engaging state legislators in the discussion of higher education issues and by seeking their input on strategies for interstate collaboration. The WICHE Commissioners appoint members of the LAC. Specifically, the executive team member, in consultation with the other commissioners from each state or territory, appoints two state legislators. Commissioners who are also state legislators are automatically appointed to the LAC in addition to the two appointees so some states have three LAC members. Since 2009, the WICHE Commission has approved funding for the LAC out of its general fund. The LAC meets annually, and the 2013 Annual Meeting of the LAC was held September 4-5, 2013, in Las Vegas, NV. This year’s meeting was titled, “Navigating the Rapidly Changing World of Higher Education” and featured national experts speaking on a variety of pertinent topics, including legislative trends in the West, state authorization, higher education finance, degree attainment goals, data, MOOCs, and more. Twenty-four legislators from 14 states participated. This year, we experienced our highest participation. Information about the LAC, its meetings, and its members is available on the WICHE website.
DISCUSSION ITEM
Update on WICHE’s Budget

Chair Bornstein called on Longanecker and Craig Milburn to give an update on the budget. Milburn noted comments from the auditors in the Viewpoints document handed out with the FY 2013 audit report. He went through a summary of the general fund and noted an excess in revenues from membership dues from the new member. Money was added to reserves at the end of the fiscal year. Milburn explained that the reserves are excess revenues from prior years. There are currently $1.5 million in reserves. Two balloon payments will be coming due in the next few years, so reserves have been dedicated for the repayment of these loans. Milburn pointed out the summary sheet of each of the program areas at WICHE. Commissioner Wheelwright asked if program surplus revenue flows into the general fund. Milburn said that it does not. Both WCET and the Mental Health Program rely on their own funding, so they keep any excess revenues. The self-funded units are also required to keep reserve levels, just as WICHE is required to. Commissioner Hardy asked if the $25,000 amount given to fund the annual LAC meeting includes travel costs for the new member. Longanecker responded that they may ask for additional funding for the LAC meeting to include the increase in travel costs due to the new member. Commissioner Redding asked about the philosophy behind the reserves policy. Milburn responded that some of the reserves amount is based upon a calculation. For instance, the minimum reserve requirement isn’t something that can be changed. The amount set aside for unexpected shortfall is also based upon a certain percentage. Longanecker noted that the Audit Committee could examine the reserves policy and make a recommendation to the Committee of the Whole. Longanecker noted that this might be particularly useful once the building has been paid off.

ACTION ITEM
Request for Additional Reserves to Complete SEP and Contact Management Database Upgrades and to Redesign the WICHE Website

Longanecker said this request would draw $110,000 from the reserves to complete IT projects that were budgeted in prior years but not completed. Commissioners Barrans MOVED TO APPROVE THE REQUEST FOR ADDITIONAL RESERVES TO COMPLETE SEP AND CONTACT MANAGEMENT DATABASE UPGRADES AND TO REDESIGN THE WICHE WEBSITE. Commissioner Preus seconded the motion. Commissioner Wheelwright asked if the funds are being used to pay subcontractors. Longanecker said the funds would be used for in-house staff. Wheelwright asked if the staff would be reduced after the projects were completed. Longanecker said that grants and contracts have had priority, leaving many in-house projects unfinished. He expects this to be a long-term position. Commissioner Rush asked if the original cost had been underestimated. Longanecker said that the cost was underestimated and they didn’t have sufficient staff to complete the projects. Commissioner Rush asked how the estimates for costs are put together. Longanecker said the IT and program staff work together to come up with the cost estimates. The motion was approved unanimously.

ACTION ITEM
Election of chair, vice chair, and immediate past chair as officers of the WICHE Commission

Commissioner Beesley MOVED TO APPROVE THE ELECTION OF DIANNE HARRISON AS 2014 CHAIR, MIKE RUSH AS 2014 VICE CHAIR AND 2015 CHAIR-ELECT, AND LEAH BORNSTEIN AS 2014 IMMEDIATE PAST CHAIR. Commissioner Hart seconded the motion. The motion was approved unanimously.

Chair Bornstein thanked the WICHE staff for their work and said it had been a pleasure getting to know more the commissioners and the staff. She was grateful for the opportunity to serve as chair. Dianne Harrison said she looks forward to serving as the new chair in 2014. Longanecker thanked Bornstein for her work as chair. He reminded the commissioners that the next meeting will be held in Santa Fe, NM, in May 2014.

The Committee of the Whole adjourned.