Committee of the Whole
Call to Order/Introductions

Monday, November 10, 2008
9.15 - 9.30 am
Salon ABC

Western Interstate Commission for Higher Education

www.wiche.edu
Monday, November 10, 2008

9.15 - 9.30 am  Committee of the Whole, Call to Order/Introductions
Salon ABC

Call to order: Roy Ogawa, chair

Welcome

Introduction of new commissioners and guests 2-3

Approval of the Committee of the Whole meeting minutes of May 19-20, 2008 2-4

Report of the chair

Report of the president

Report of the Nominating Committee

Reminder to caucus on selection of committee members

Recess until November 11, 2008, at 10.45 am
NEW COMMISSIONERS

Kerra Melvin was appointed to the commission by Montana Governor Brian Schweitzer in June. Melvin is a Butte native and graduated from Butte Central Catholic High School in 2005. She currently attends Montana Tech of the University of Montana in Butte and will graduate in May 2009 with an undergraduate degree in business and information technology – accounting and management options. While attending Montana Tech, Melvin worked as a legislative intern during the 2007 Montana State Legislature. She was appointed by Governor Schweitzer as the student regent on the Montana Board of Regents in April 2007 and served in that capacity until June 2008, serving on a variety of boards and oversight committees. She continues to serve on the board of directors for the Student Assistance Foundation, a nonprofit student loan servicer, and is involved with Lumina Foundation for Education’s Making Opportunity Affordable grant program in Montana.

William A. Sederburg began serving as Utah’s commissioner of higher education in August 2008. Prior to this he was president of Utah Valley University (formerly Utah Valley State College), beginning in 2003. As president he received approval for the institution’s mission and name change; reorganized the college’s administration; and instituted a planning, budget, and accountability process, among other accomplishments. Previously, he taught and lectured at several colleges in Michigan before becoming the 16th president of Ferris State University in Big Rapids in 1994. In addition, he served in the Michigan State Senate, where he tackled education issues with various state initiatives. He involved academic administrators in statewide economic, employment, and technological issues. He also served as chair of the Midwest Higher Education Commission, where he worked to increase educational opportunities in the Midwestern states. Born in Nebraska, Sederburg grew up in Minnesota, earned a bachelor’s degree from Mankato State University and a master’s degree and a doctorate (both in political science) from Michigan State University.
ACTION ITEM
Committee of the Whole Meeting Minutes
First Session: Call to Order
Monday, May 19, 2008

Commissioners Present
Roy Ogawa (HI), chair
Jane Nichols (NV), vice chair
Camille Preus (OR), immediate past chair
Diane Barrans (AK)
Patricia Brown Heller (AK)
Marshall Lind (AK)
David Lorenz (AZ)
Joel Sideman (AZ)
Joseph Garcia (CO)
Kaye Howe (CO)
David Skaggs (CO)
Roberta Richards (HI)
Helene Sokugawa (HI)
Robert Kustra (ID)
Mike Rush (ID)
Dan Harrington (MT)
Ed Jasmin (MT)
William Goetz (ND)
Pamela Kostelecky (ND)
Reed Dasenbrock (NM)
Patricia Sullivan (NM)
Carl Shaff (NV)
James Sager (OR)
Robert Burns (SD)
James Hansen (SD)
Tad Perry (SD)
Davide Buhler (UT)
Peter Knudson (UT)
Ann Daley (WA)
Jeanne Kohl-Welles (WA)
Thomas Buchanan (WY)
Klaus Hanson (WY)

Commissioners Absent
John Haeger (AZ)
Arthur Vailas (ID)
Mary Sheehy Moe (MT)
Warren Hardy (NV)
Dede Feldman (NM)
Ryan Deckert (OR)
Bonnie Jean Beesley (UT)
Debbie Hammons (WY)

Guests/Speakers
Peter Ewell, vice president, National Center for Higher Education Management Systems (NCHEMS)
Jeff Haverly, state representative, South Dakota
David Iha, certifying officer, University of Hawaii
Dennis Jones, president, NCHEMS
Richard Kazis, senior vice president, Jobs for the Future
Louise Lynch, certifying officer, Arizona Board of Regents
Tashina Banks Moore, certifying officer, New Mexico Higher Education Department
Ken Mortimer, senior consultant, NCHEMS
Michael Offerman, vice chairman, Capella University
Charles Ruch, president, South Dakota School of Mines and Technology
Kay Schallenkamp, president, Black Hills State University
Lisa Shipley, certifying officer, University of Wyoming
Liza Sizer, senior budget analyst, Bureau of Finance and Management
Laurie Tobol, certifying officer, Office of the Commissioner of Higher Education
Janelle Toman, director of information and institutional research, South Dakota Board of Regents
Peggy Wipf, certifying officer, North Dakota University System

WICHE Staff
Erin Barber, executive assistant to the president and to the Commission
Louis Fox, executive director, WCET, and vice president, technology and innovation
David Longanecker, president
Demarée Michelau, senior policy associate and director of special projects, Public Policy and Research
Craig Milburn, chief financial officer
Jere Mock, vice president, Programs and Services
Dennis Mohatt, vice president for Behavioral Health, and director, Mental Health Program
Jeanette Porter, special assistant to the vice president, Public Policy and Research
Brian Prescott, senior research analyst, Public Policy and Research
Terese Rainwater, program director, State Scholars Initiative
Margo Schultz, program coordinator, Student Exchange Programs
Chair Roy Ogawa called the meeting to order and welcomed the commissioners to the meeting. He introduced three newly appointed commissioners:

- David Buhler, interim commissioner, Utah System of Higher Education.
- Debbie Hammons, state representative, Wyoming House of Representatives.
- Mike Rush, interim executive director, Idaho State Board of Education.

Chair Ogawa recognized Bill Goetz (ND), who was attending his first commission meeting, and named commissioners who have left or who will likely be leaving the commission: Tex Boggs (WY) and Ed Jasmin (MT). He asked the guests in attendance to stand and introduce themselves.

**ACTION ITEM**

**Approval of the Minutes of November 5-6, 2008**

COMMISSIONER NETHING MOVED TO APPROVE THE COMMITTEE OF THE WHOLE MINUTES FROM NOVEMBER 5-6, 2008. COMMISSIONER PREUS SECONDED THE MOTION. The motion was approved unanimously.

**Report of the Chair**

Roy Ogawa, Committee Chair

Chair Ogawa reported that the budget goals over the past six months had been met and that the organization was running smoothly.

**Report of the President**

David Longanecker, President

Longanecker introduced WICHE staff in attendance and also recognized new staff members.

The first session of the Committee of the Whole was concluded, and the committee went into recess until Tuesday, May 20, 2008, at 11:15 a.m.
Committee of the Whole, Second Session  
Tuesday, May 20, 2008

Commissioners Present  
Roy Ogawa (HI), chair  
Jane Nichols (NV), vice chair  
Camille Preus (OR), immediate past chair  
Patricia Brown Heller (AK)  
Marshall Lind (AK)  
Joel Sideman (AZ)  
Joseph Garcia (CO)  
Kaye Howe (CO)  
David Skaggs (CO)  
Robert Burns (SD)  
James Hansen (SD)  
Tad Perry (SD)  
Ann Daley (WA)  
Phyllis Gutierrez Kenney (WA), by phone  

Commissioners Absent  
Diane Barrans (AK)  
John Haeger (AZ)  
David Lorenz (AZ)  
Roberta Richards (HI)  
Arthur Vailas (ID)  
Ed Jasmin (MT)  
Mary Sheehy Moe (MT)  
Warren Hardy (NV)  
Dede Feldman (NM)  
Patricia Sullivan (NM)  

Ryan Deckert (OR)  
David Buhler (UT)  
Bonnie Jean Beesley (UT)  
Jeanne Kohl-Welles (WA)  
Tom Buchanan (WY)  
Debbie Hammons (WY)  
Klaus Hanson (WY)

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Ken Mortimer, senior consultant, National Center for Higher Education Management Systems  
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WICHE Staff  
Erin Barber, executive assistant to the president and to the WICHE commission  
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David Longanecker, president  
Demarée Michelau, senior policy associate and director of special projects, Public Policy and Research  
Craig Milburn, chief financial officer  
Jere Mock, vice president, Programs and Services  
Dennis Mohatt, vice president for Behavioral Health, director, Mental Health Program  
Jeanette Porter, special assistant to the vice president, Public Policy and Research  
Brian Prescott, senior research analyst, Public Policy and Research  
Terese Rainwater, program director, State Scholars Initiative  
Margo Schultz, program coordinator, Student Exchange Programs

Chair Ogawa reconvened the Committee of the Whole at 11:15 a.m.

Report and Recommended Action of the Audit Committee  
Camille Preus, Committee Chair

Commissioner Preus gave the report of the Audit Committee, which reviewed the last two meetings of the committee, on November 6, 2007, and May 5, 2008. Commissioner Preus also reported that the cost of this year’s audit had increased by roughly 20 percent, due to new risk assessment standards being implemented in response to Sarbanes-Oxley. Commissioner Skaggs asked how the Sarbanes-Oxley legislation applies to the organization. Craig Milburn responded that WICHE is abiding by the legislation now even though it doesn’t officially apply because it may end up affecting the organization in the future. Commissioner Skaggs asked if the cost to abide by the legislation was worthwhile to the organization. Milburn said that the increase in the cost of the audit due to the new standards was about 20 percent. Commissioner Howe and Chair Ogawa agreed that it was a prudent decision and worthwhile for the organization to abide by Sarbanes-Oxley legislation.
Commissioner Preus reported that the President’s Code of Ethics and the Commissioners’ Code of Ethics were reviewed and updated as necessary (references to the executive director were updated with the new title of president in the President’s Code of Ethics). She reported that no modifications were needed and that David Longanecker had agreed to sign the President’s Code of Ethics. All of the commissioners attending the meeting received a copy of the Commissioners’ Code of Ethics. The Audit Committee will meet in late September or early October to review the audit report.

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

Chair Roy Ogawa gave the report of the Executive Committee. He commented on the upcoming WICHE evaluation and introduced Ken Mortimer, the evaluator. He reported that the cost of the evaluation will be $30,000 and the evaluation will be presented at the November 2008 meeting.

Chair Ogawa also presented to the Committee of the Whole an action item to fund the Legislative Advisory Committee’s annual meeting out of reserves for this year. The amount to be taken out of reserves for the meeting will be $25,000.

COMMISSIONER PERRY MOVED TO APPROVE FUNDING THE LEGISLATIVE ADVISORY COMMITTEE’S ANNUAL MEETING OUT OF RESERVES FOR $25,000. COMMISSIONER SHAFF SECONDED THE MOTION. Commissioner Rush asked how much money is in the reserves. Longanecker said there was approximately $1 million. The motion was approved unanimously.

Chair Ogawa reported that Longanecker’s self-evaluation and performance objectives for FY 2009 were accepted by the Executive Committee.

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

Commissioner Shaff reported on the updates from the Programs and Services Committee. He asked for a motion to accept the FY 2009 workplan for Programs and Services and another to accept an increase in the Professional Student Exchange Program support fees.

COMMISSIONER LIND MOVED TO APPROVE THE FY 2009 WORKPLAN FOR PROGRAMS AND SERVICES. COMMISSIONER HANSEN SECONDED THE MOTION. The motion was approved unanimously.

COMMISSIONER SHAFF MOVED TO ACCEPT A 3.4 PERCENT INCREASE IN FY 2010 AND FY 2011 SUPPORT FEES FOR COST ADJUSTMENTS. COMMISSIONER SIDEMAN SECONDED THE MOTION. The motion was approved unanimously.

Report and Recommended Action of the Issue Analysis and Research Committee
Jane Nichols, Vice Chair and Committee Chair

Commissioner Nichols reported on the updates from the Issue Analysis and Research Committee and asked for approval of the Public Policy and Research unit’s workplan.

COMMISSIONER BURNS MOVED TO APPROVE THE FY 2009 WORKPLAN FOR THE PUBLIC POLICY AND RESEARCH UNIT. COMMISSIONER SKAGGS SECONDED THE MOTION. The motion was approved unanimously.

Report and Recommended Action of the Ad Hoc Committee for Self-funded Units
Roy Ogawa, Chair and Committee Chair

Chair Ogawa reported on the updates in the Ad Hoc Committee for Self-funded Units.

He reported one amendment to the proposed parameters, which would allow them to include a committee review of the budgets and workplan for WCET and the Technology and Innovation initiative.
COMMISSIONER PERRY MOVED TO ACCEPT THE PROPOSED PARAMETERS AS AMENDED. COMMISSIONER DALEY SECONDED THE MOTION. The motion was approved unanimously.

**ACTION ITEM**
Approval of FY 2009 Annual Operating Budget
General Fund Budget and Non-General Fund Budgets

COMMISSIONER HANSEN MOVED TO APPROVE THE FY 2009 ANNUAL OPERATING BUDGET. COMMISSIONER LIND SECONDED THE MOTION. Commissioner Dasenbrock asked Longanecker how the projection into next year looks, given the tight budget. Longanecker explained that the tight budget was due to revenue constraints related to both lower interest rates and reduced indirect costs. He anticipated that the organization would return to a higher indirect recovery in the upcoming years. Longanecker also explained that the 4 percent increase in the budget was to maintain the organization’s current level of activities, adding that it would be a lean budget. Commissioner Dasenbrock also inquired into the status of receiving the past-due amount from the California Community Colleges. Longanecker explained that the newly appointed chancellor for the community colleges, Jack Scott, was a friend of WICHE’s and former member of the Legislative Advisory Committee (LAC). Longanecker felt optimistic about working with Scott to bring in the past due amount. Longanecker also explained that we would be taking money out of the reserves to fund the WICHE evaluation and the LAC annual meeting, which probably means not contributing to the reserves in the upcoming year. Longanecker walked the committee through the budgets. The motion was approved unanimously.

**ACTION ITEM**
Approval of Salary and Benefit Recommendations for FY 2009

COMMISSIONER SHAFF MOVED TO APPROVE THE SALARY AND BENEFIT RECOMMENDATIONS FOR FY 2009. COMMISSIONER DALEY SECONDED THE MOTION. Longanecker commented that the 3 percent proposed salary increase was for merit only and would not cover cost-of-living increases. The proposed increase was necessary to keep current staff levels the same and to keep the budget balanced. Commissioner Nichols requested that a five-year history of salary information be provided each year so that the committee will have a better sense of what the increases have been in the past. Longanecker agreed to provide this information in the future and commented that staff salary increases have generally been kept between 3 and 4 percent. Commissioner Nichols also asked if the organization had a human resources policy of equity and asked that WICHE look into equity adjustments. The motion was approved unanimously.

**ACTION ITEM**
Approval of the FY 2010 and FY 2011 Biennium State Dues

COMMISSIONER PERRY MOVED TO ACCEPT THE APPROVAL OF A 4.16 PERCENT INCREASE IN BIENNIAL STATE DUES FOR FY 2010 TO $125,000 AND A 4.0 PERCENT INCREASE IN BIENNIAL STATE DUES FOR FY 2011 TO $130,000. COMMISSIONER SKAGGS SECONDED THE MOTION. The motion was approved unanimously.

**ACTION ITEM**
Approval of the Workplan for FY 2009

COMMISSIONER DASENBROCK MOVED TO APPROVE THE FY 2009 WORKPLAN AS AMENDED. COMMISSIONER DALEY SECONDED THE MOTION. The motion was approved unanimously.

Chair Ogawa reminded the committee that the meeting evaluation would be taking place online and that they would receive the link from Erin Barber. He also mentioned the upcoming November meeting and said that WICHE would be meeting at the same location as WCET’s annual meeting this year. Chair Ogawa thanked the South Dakota commissioners for their hospitality and for hosting the meeting. He also thanked WICHE staff for their work.

The meeting was adjourned.