

**MINUTES  
BOARD OF TRUSTEES MEETING  
Laidlaw Center Board Room  
Thursday, November 19, 2009  
2:00 p.m.**

**CALL TO ORDER** Chair Sue Cole officially called the meeting to order at 2:01 PM. Present were trustees Barbara Rofkar, Steve Adelstein, and Tim Douglas. Absent was Trustee Chuck Robinson. Others present were President Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Patricia Onion, Vice President for Educational Services; Ray White, Vice President for Administrative Services; Anne Bowen, Executive Director for Foundation and College Advancement; Lisa Wochos, Assistant Attorney General; Charles Tompkins, WCCFT President; Danielle Way, ASWCC President; guests Kelly Kester, Amr Lamloum Degeidy, and Jasmin Abdallah Abdellatif Elsayed, and Keri Parriera, Executive Assistant to the President.

Introduction of new employees: Jack Wollens, Director of Financial Aid; Laura Singletary, Student Programs and Leadership Coordinator, were introduced by Vice President Trish Onion.

**STUDY SESSION** ➤ **International Programs at WCC**

Kelly Kester, Director of International Programs, spoke about the International Education Program at WCC. Of special interest was US State Department Grant, coordinated by the Fulbright Scholarship Office in Egypt, which has funded 10 students from Egypt to study in the retail or business management programs at Whatcom Community College. Two students from the program, Amr Lamloum Degeidy and Jasmin Abdallah Abdellatif Elsayed, talked about their country and culture, and their experiences at WCC since their arrival in August.

Kelly also discussed international outreach efforts and initiatives in China, and the Fulbright scholar scheduled to present a lecture series at Whatcom in the winter or spring quarter.

**CONSENT AGENDA**

➤ **Consent Agenda (Calendar)**

Minutes of the October 21, 2009, Board of Trustees Meeting (Attachment A)

Chair Cole stated: "If there are no objections, this item will be adopted." As there were no objections, **this item was adopted.**

**PRESIDENT'S REPORT**

- President Hiyane-Brown spoke about the College's allocation of \$25,000 from the Student Achievement Initiative, as noted in a letter from State Board Director Charlie Earl. The President discussed the Initiative and its importance to the College as a measure of student success and achievement.
- President Hiyane-Brown provided an update on her American Association of Community Colleges (AACC) Board meeting in Washington DC and her other meetings with Secretary of Labor Hilda L. Solis and State Senator Maria Cantwell and staff members at Senator Patty Murray's office.
- The President was part of a panel of presidents and a workshop presenter on the topic of executive leadership at the Faculty and Staff of Color Conference (FSOCC) for about 250 participants in Spokane on November 4-6 .
- President Kathi provided an account of the November WACTC meeting discussions about the Governor's plans for probable state budget reductions.

**ACTION**

- President Kathi shared a memo from student academic advisor Kathy Barnes regarding two WCC students who received scholarships to WWU sponsored by the BP Refinery.
- **TAB A -- Proposed 2010 Board of Trustees Meeting Schedule**  
Trustee Tim Douglas moved to accept the 2010 Meeting Schedule of the Board of Trustees as submitted. It was seconded by Trustee Steve Adelstein and the motion was approved unanimously.
- **TAB B -- Proposed Board Policy Revisions, Additions, Deletions**  
Trustee Steve Adelstein moved to approve the proposed new additions, and/or revisions to new Policy numbers 300, 305 (old 2020), 310 (old 2042), 315 (old 1040), 400 (old 4080) and 405 (old 6010) as submitted, and to approve the deletions of old policy numbers 1060, 2010, 2075, 2170 as proposed. It was seconded by Trustee Barbara Rofkar and the motion was approved unanimously.
- **TAB C -- Proposed Revisions of Mission Statement**  
Trustee Tim Douglas moved to approve the proposed revisions to new Policy Number 100 Mission Statement (old 1010) as submitted. It was seconded by Trustee Barbara Rofkar and the motion was approved unanimously.

**REPORTS  
Additions  
presented at  
Board Meeting  
updating written  
reports submitted  
with agenda.**

- **ASWCC – Danielle Way, President**
  - ASWCC President Danielle Way reported on the success of the athletic teams that have all proceeded to playoffs.
  - Danielle also reported that three students attended an ethnic student conference at Camp Casey and returned with amazing stories.
  - ASWCC students attended a legislative academy in Olympia, and learned about legislative lobbying and attended mock hearings.
  - ASWCC students are exploring community projects in conjunction with Martin Luther King, Jr. Day in January.
  - Trustee Douglas spoke about a possible student legislative post card project in conjunction with TACTC.
- **WCCFT – Charles Tompkins, President**
  - WCCFT President Charlie Tompkins spoke about the establishment of the new Adjunct Affairs Committee which will hold its first meeting soon.
  - WCC's faculty salaries are still a focus of the faculty union.
- **WFSE – John O'Neill, Representative**
  - John O'Neill was not in attendance.
- **TACTC –Trustees**
  - Tomorrow's meeting of the TACTC Advocacy and Legislative Outreach Committees was discussed.
- **Advancement/Foundation – Anne Bowen, Executive Director**
  - Executive Director Anne Bowen spoke about a collaborative venture with the WWU and BTC Foundations working with the NW Estate Council on providing estate-planning workshops.
- **Administrative Services – Ray White, Vice President**
  - Vice President White reported that the auditors have yet to schedule the exit interview meeting.

- Vice President White elaborated on the table of current capital projects from his written report that are part of the College Master Plan.
- **Educational Services** – Trish Onion, Vice President
  - Vice President Onion reiterated information about the student services recognition week and the revitalization of the student ethnic association on campus that is working with Kris Baier, Director of Student Life.
  - Vice President Onion spoke about the January, 2010 Martin Luther King, Jr. event noting that planning was underway in conjunction with the Whatcom Human Rights Task Force.
- **Instruction Office** – Ron Leatherbarrow, Vice President
  - Vice President Leatherbarrow recognized Library Director Linda Lambert who provided each board member with a copy of the book “Old School”. The author, Tobias Wolff, will appear at WCC on Monday, February 8.
  - Vice President Leatherbarrow responded to a following up question on student access and wait lists for fall classes and provided information on the addition of several high demand sections to accommodate demand. Enrollment data and trends continue to be assessed and evaluated for future planning.
- Trustees Sue Cole and Tim Douglas will be attending the November 20, TACTC Legislative Action Committee ITV meeting. A discussion ensued regarding assignments to the Capital Projects Committee.
- Trustee Tim Douglas will be attending the ACCT National Legislative Summit in Washington DC on February 7-10, 2010. It will be determined later if another trustee will also attend.

**DISCUSSION/  
ITEMS OF THE  
BOARD**

**BREAK**

The meeting recessed at 4:15 p.m. for a short break and reconvened at 4:20 p.m.

**EXECUTIVE  
SESSION**

The meeting convened into Executive Session at 4:20 p.m. for an estimated 15 minutes to consider the selection of a site or the acquisition of real estate by lease or purchase and to review the performance of a public employee. Guests included President Kathi Hiyane-Brown, Vice President Ray White, and Assistant Attorney General Lisa Wochos.

The Executive Session adjourned at 5:10 p.m. and the Board reconvened into open session at 5:10 p.m.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:10 p.m.

*Sue Cole*  
Chair of the Board

12/15/09  
Date

*Kathi Myi*  
President and Secretary of the Board

12/15/09  
Date

**Approved 2010 Meeting Schedule of  
The Board of Trustees  
Second Wednesday of the Month (per WAC 132U-104)  
(exceptions noted below with \*)  
2:00 p.m.**

**Whatcom Community College  
Laidlaw Center Board Room (LDC 143)  
237 W Kellogg Road  
Bellingham, WA 98226**

**Wednesday, January 13**

**Wednesday, February 17\***

**Wednesday, March 24\***

**Wednesday, April 14**

**Wednesday, May 12**

**Wednesday, June 9**

(Quarter ends on 6/18)

**Wednesday, July 14**

**August (no regular meeting)**

**Wednesday, September 8**

(tentatively classes begin on 9/20)

**Wednesday, October 13**

**Wednesday November 17\***

**Wednesday, December 8**

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TITLE:	GENERAL EXECUTIVE EXPECTATIONS
NUMBER	300
APPROVED BY BOARD OF TRUSTEES:	11/19/09

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The President shall act on behalf of the Board of Trustees in any and all matters, which concern the *administrative* functions of the college, including serving as appointing authority for all faculty, classified and exempt employees of the college. The President shall be responsible for organizing all of the functions of the college district in an effective and efficient manner that is consistent with the college philosophy and mission.

Any authority delegated by the Board is through the President, so that all authority and accountability of staff is considered to be the authority and accountability of the President.

The President shall ensure that all College practices, activities, decisions, and organizational circumstances conform to prudent, legal, ethical, and commonly accepted business and professional standards.

The President will ensure that all laws of the state of Washington, rules and regulations of the State Board for Community and Technical Colleges, and all relevant federal statutes are upheld as they relate to College operations.

1. The President will give a high priority to involvement within the community and ensure that college programs, services, needs, and accomplishments are clearly communicated.
2. With respect to interactions with students or prospective students, the President shall ensure a safe, respectful, responsive environment, which provides careful attention to matters of confidentiality and privacy.
3. Interactions with staff, volunteers, and the public shall be civil, equitable, responsive and dignified, characterized by open and clear communications.
4. Budgeting shall clearly reflect Board-established strategic directions and the President's goals, shall demonstrate fiscal prudence, and shall be derived from an institution-wide strategic planning process.
5. Actual financial conditions shall reflect sound financial management and clear support of strategic directions and the President's goals.
6. Information and advice to the Board will be accurate, complete, and timely.
7. Assets will be protected and adequately maintained.
8. President shall perform job duties as designated by the Board of Trustees and reviewed on a periodic basis.

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TITLE:	Delegation of Authority
NUMBER	305
APPROVED BY BOARD OF TRUSTEES:	11/19/09

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The Board of Trustees of Whatcom Community College District 21 delegates to the President the responsibility and authority to administer the district consistent with the laws of the State of Washington and policies adopted by the Board of Trustees, but the Board of Trustees, in consultation with the President, develops, formulates, and adopts policies of the institution. The President, as the chief executive officer, carries out these policies. The President is responsible for formulating and implementing regulations to administer the policies of the Board. At the operational level the President has administrative authority over all matters affecting the college, including authority to delegate administrative authority to ensure uninterrupted college operations.

The President is authorized to establish administrative procedures, make decisions, take actions, establish practices, and develop activities in support of Board-established directions.

Decisions or instructions of the Board acting as a body are binding on the President. In the case of individual Board members requesting information or assistance, the President shall exercise judgment regarding whether compliance is reasonable in terms of staff time, funds, or disruption of programs or services.

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TITLE:	Performance Appraisal of President
NUMBER:	310
APPROVED BY BOARD OF TRUSTEES:	11/19/09

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The Board will conduct a yearly appraisal of the College President's performance using criteria upon which there is a mutual agreement and to include:

1. Organizational accomplishment consistent with the College's strategic direction.
2. Organizational operation within the boundaries of prudence and ethics established in Board policies.
3. Performance of duties identified in the President's contract of employment.
4. Other
5. Goals mutually agreed upon by the President and Board.



# POLICY

315

Replaces 1040

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TITLE: Emergencies Threatening Closure  
NUMBER: 1040  
APPROVED BY THE BOARD OF TRUSTEES: 11/19/09; 8/27/81

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If the President or designee determines that the public health, property, or safety are jeopardized and that it is advisable to suspend the operation of all or any portion of institutional operations, the President or designee may announce an official declaration of suspended operation.





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TITLE: Granting Leave  
NUMBER: 400  
APPROVED BY BOARD OF TRUSTEES: 11/19/09

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I. Procedures for granting all types of leave for all employees shall take into account:

1. the extent and duration of the employee's service to the college.
2. the contribution of the purpose of the leave to the welfare of the college.
3. the equitable distribution of this benefit to the total staff.
4. the availability of college resources.
5. the need for the employee's leave request.

II. The college shall, in accord with law, develop procedures for granting leaves for:

1. faculty and classified staff according to the applicable collective bargaining agreement provision for the type of leave sought.
2. for exempt employees for professional (sabbatical) leave on reduced pay.
3. for exempt employees for professional, sick and personal leave of short duration with pay.
4. for exempt employees for professional, sick and personal leave without pay.
5. all employees for Family Medical Leave Act (FMLA) leave either with or without pay, as applicable.

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TITLE: Contract Conditions for Exempt Personnel  
NUMBER: 405  
APPROVED BY BOARD OF TRUSTEES: 11/19/09

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## I. Application.

A. This policy applies to contracts issued to personnel in the following exempt categories:

1. Exempt Executive Positions
2. Exempt Managerial Positions
3. Exempt Professional/Technical Positions
4. Exempt Support Staff Positions

B. Contract conditions under this policy shall apply in addition to applicable state personnel laws, rules and regulations, including those regarding retirement, health and life insurance benefits.

C. Contract conditions will include by reference the applicable job description for the position for which the employee is being contracted.

## II. Vacation Leave

A. Exempt Positions of 50 Percent or More of Full Time (Other Than the President's Position)

Exempt positions of 50 percent or more of full time (other than the President's position) shall accrue vacation days at the rate of 1.83 working days per contracted month (prorated if contracted at least 50 percent time but less than full time), not to exceed a total accrual of thirty (30) working days. However, the President may, in his/her discretion, provide the exempt employee(s) a greater accrual rate or maximum accumulation amount not to exceed the rate or maximum amount set forth in the President's contract. Vacation days will be taken only with the approval of the President or designee.

B. President

The President shall accrue vacation leave at the rate and to the maximum accumulation amount specified in the President's contract. Vacation leave shall be taken at the sole discretion of the Board. If the President's request for vacation leave is deferred by the Board of Trustees, the maximum accumulation amount may be extended by mutual written amendment of the President's contract only if necessary to avoid a loss of accumulated vacation leave.

C. Exempt Positions of Less Than 50 Percent

Exempt positions of less than 50 percent shall accrue vacation leave at the sole discretion of the President on an individual basis as specified at the time of contracting with an individual for a position. When provided, vacation times will be taken only with the approval of the President or designee.

D. Terminal Vacation Pay

Upon termination, resignation or retirement of an exempt employee, all unused accrued and/or deferred vacation leave shall be paid for as terminal pay. In the event of the death of an exempt employee, unused accrued and/or deferred vacation leave shall be paid to the estate of the deceased.

E. Procedures

The President will adopt procedures as necessary to ensure that vacation schedules will not disrupt the essential work of the College.

III. Sick Leave

For all exempt positions covered by this policy, sick leave for illness, injury and emergencies shall accrue at the rate of one (1) working day per month (prorated if contracted less than full-time), except that new employees under initial contract for at least three quarters shall be granted nine (9) working days for the initial three-quarters period of employment, commencing with the first day on which work is to be performed. Annually and/or upon retirement unused sick leave may be compensated for as provided in applicable state laws or regulations and Board Policy 4030.

IV. Bereavement Leave

Bereavement leave not to exceed four (4) working days per instance may be granted in the event of the death of a relative upon approval by the College President.

V. Personal Holiday

Each exempt employee shall be granted one (1) personal holiday in each calendar year of employment (prorated if contracted less than full time), provided the employee has been continuously employed by the College for more than four months.

VI. Prior Accumulation

Leave for vacation, illness, injury, bereavement and emergencies heretofore accumulated pursuant to law, rule, regulation or policy by persons presently employed by community college districts and community colleges shall be added to such leave accumulated under this policy, subject to the accrual limitations of this policy.

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TITLE: Mission Statement  
NUMBER: 100  
APPROVED BY THE BOARD OF TRUSTEES: 11/19/09

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Whatcom Community College contributes to the vitality of its communities by providing quality education in academic transfer, professional-technical and life-long learning, preparing students for active citizenship in a global society.