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COMMUNITY COLLEGE
MINUTES

BOARD OF TRUSTEES Retreat

August 14-15, 2014

Cedarbrook Lodge, 18525 36th Avenue South, Seattle, WA

Thursday 10:00 am – 5:00 pm; 6:30 – 9:00 pm

Friday 8:00 am – 1:00 pm

Thursday, August 14, 2014

- ➔ **CALL TO ORDER** Chair Tim Douglas officially called the Board of Trustees meeting to order at 10:00 a.m. Present in addition to the chair were trustees Barbara Rofkar, Chuck Robinson, and Steve Adelstein, constituting a quorum. Sue Cole was absent. Others present included President Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Nate Langstraat, Vice President for Administrative Services; John Baker, Interim Vice President for Student Services; Anne Bowen, Executive Director for Advancement; Ed Harri, Dean for Instruction; Janice Walker, Director for Workforce Education; Rafeeka Kloke, Executive Assistant to the President; and Jack Oharah, Facilitator.

INTRODUCTION OF GUEST

- ➔ Dr. Jack Oharah, former President of Edmonds Community College, was introduced as the facilitator for the two-day planning retreat of the Board.

ACTION TO ACCEPT AGENDA

- ➔ Trustee Steve Adelstein moved to approve the meeting agenda as proposed. It was seconded by Trustee Barbara Rofkar and the **motion was approved unanimously.**
- ➔ Chair Douglas announced that there is a designated time for public comment on the agenda.

STRATEGIC CONVERSATIONS

- ➔ Chair Douglas reviewed the goals of the retreat, as identified, with the participant.
- ➔ Review 2013-14 work plan: Accomplishments/progress forward toward Strategic Plan Goals
A PowerPoint presentation provided an overview of accomplishments for each of the strategic goals. The complete 2013-2014 Year End Work Plan report is available on WCC's public website: <http://www.whatcom.ctc.edu>

➔ 2014-15 College priorities

Discussions ensued on areas of focus for 2014-2015. Priorities for the 2014-2015 work plan include:

- Access, Retention, Progression, and Completion
- Strategic Enrollment Management plan
- eLearning growth
- International growth
- New program development
- Intercultural initiative
- Professional development
- Bolstering relationships with K-12 and other educational partners
- Investment in people and place
- Building capacity for grant and external funding development

➔ State Budget Reduction/Allocation

VP Nate Langstraat stated that Washington Association of Community and Technical Colleges (WACTC) recommended the State Board's adoption of an allocation formula that contains the following elements:

- Performance – increase amount of allocation based on Student Achievement Initiative
- Fixed Costs – Minimum Operating Allocation
- Access – Allocate enrollment funding based on weighted-enrollment funding formula

In response to the Governor directive to all state agencies to submit plans for a 15% Budget Reduction, the State Board forwarded a survey to all colleges asking them to describe:

- Maintenance Level Reduction (a 15% cut)
- Policy Level "Buy Back" (the first six percent of the proposed 15% reduction)

The State Board will compile the information received from colleges and submit budget cut impacts on the system to Office of Financial Management (OFM) in September and the budget request in October.

CONSENT AGENDA

➔ Consent Agenda (Calendar)

- a. Minutes of the June 18, 2014, Board of Trustees Meeting (Attachment A)
- b. Proposed Spring Quarter Grads (Attachment B)

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

BREAK

- The meeting was adjourned at 12:00 p.m. for a 15 minute break.
- The meeting reconvened into open session at 12:15 p.m.

ITEMS OF THE BOARD

- Strategic Partnerships and Collaborations

Facilitator Jack Oharah led the group in a discussion of strategic partnerships. The participants reviewed a list of current partnerships and discussed potential new partnerships.

PUBLIC COMMENT

- Chair Douglas called for public comment. There was none.

RECESS

- At 5:00 p.m., the meeting was recessed for approximately three and one-half hours for a break and dinner.

ITEMS OF THE BOARD (continued)

- The Board meeting was reconvened by Chair Douglas at 8:40 p.m. Present in addition to the chair were trustees Steve Adelstein, Chuck Robinson, and Barbara Rofkar, constituting a quorum. Others present included President Kathi Hiyane-Brown, Executive Assistant to the President, Rafeeka Kloke, and Facilitator Jack Oharah. Discussions of the Board continued.

PUBLIC COMMENT

- Chair Douglas called for public comment. There was none.

ADJOURNMENT

- There being no further business, the meeting was adjourned at 10:00 p.m.

Friday, August 15, 2014.

- **CALL TO ORDER** Chair Douglas officially called the Board of Trustees meeting to order at 8:35 a.m. Present in addition to the chair were trustees Steve Adelstein, Chuck Robinson, and Barbara Rofkar, constituting a quorum. Others present included President Kathi Hiyane-Brown, Executive Assistant to the President, Rafeeka Kloke, and Facilitator Jack Oharah.
- Chair Douglas announced that there is a designated time for public comment on the agenda.

ITEMS OF THE BOARD (continued)

- **Development of Board Work Plan 2014-2015**
Several topics were identified, and discussions will continue on this project for adoption at a subsequent meeting of the Board.

EXECUTIVE SESSION

- At 11:00 a.m. the meeting was adjourned for a closed Executive Session of the Board for approximately one hour to "(g)...review the performance of a public employee..." Chair Douglas announced that no action was anticipated. Guest included President Kathi Hiyane-Brown.
- The Executive Session was extended at 1:00 p.m. for approximately twenty-five additional minutes. President Hiyane-Brown was excused from the session.
- The Executive Session adjourned at 1:25 p.m. and the meeting immediately reconvened into open session.

PUBLIC COMMENT

- Chair Douglas called for public comment. There was none.


ADJOURNMENT

➤ There being no further business, the meeting was adjourned at 1:25 p.m.



Chair of the Board

9/17/2014
Date



President and Secretary of the Board

9/17/2014
Date

