

**MINUTES**  
**SPECIAL SESSION BOARD OF TRUSTEES RETREAT**  
**Hotel Bellwether, Garden Room, One Bellwether Way, Bellingham, WA**  
**Tuesday, February 23, 2010**  
**12:00 p.m.**

**CALL TO ORDER** Chair Sue Cole officially called the meeting to order at 12:10 p.m. and lunch was served as the meeting continued. Present were trustees Barbara Rofkar, Steve Adelstein, and Tim Douglas, constituting a quorum. Absent was Trustee Chuck Robinson. Also in attendance were President Kathi Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Patricia Onion, Vice President for Educational Services; Ray White, Vice President for Administrative Services; Linda Maier, Dean for Workforce Education; Anne Bowen, Executive Director for Foundation and College Advancement; Lisa Wochos, Assistant Attorney General; and Keri Parriera, Executive Assistant to the President.

**DISCUSSION/  
ITEMS OF THE  
BOARD**

➤ **Review of Board of Trustees' Work Plan**

The Board's Work Plan was reviewed and discussed. Progress continues to be made in many areas including advocacy for college and students with legislators, the State Board, and TACTC; fundraising projects with the WCC Foundation; and the review and revision of Board policies. The Board will continue to review the self-evaluation process and access sample evaluations from TACTC or possibly ACCT.

Updates were provided on the progress of collaborative projects and initiatives between the local higher education institutions including Bellingham Technical College, Skagit College and Western Washington University.

➤ **Review the College's Strategic Plan and 2009-2010 Work Plan**

The College's Work Plan, which is developed based on the Strategic Plan, was reviewed and revisions were solicited in light of economic conditions. Progress in several areas is moving forward. The Accreditation process was detailed, including its correlation to the College's Mission Statement, upon which the core themes are derived.

International Education continues to expand. Several grants have been received that will bring delegations from abroad, as well as have Fulbright scholars on our campus. The College is continuing to explore opportunities in China and our relationships with schools there.

The Board requested a more organized reporting system for Board meetings on the progress on work plans. It was agreed that the written reports to the Board would reference the related work plan strategic goals when applicable.

The Cabinet has been working on a Strategic Plan progress indicator and now has a systemized process for these indicators and as well as outcomes. These indicators are tools that drive our activities.

➤ **Development of College Budget Principles**

An overview of the college budgeting process was shared via a PowerPoint presentation and handouts.

State budget forecasts were reviewed, as well as budget-related bills currently in the legislature and/or recently passed. The freeze bills and their repercussions were discussed

as was the funding gaps. Faculty positions are exempt from the hiring freeze, so Whatcom will go forward with several full-time faculty recruitments to accommodate increasing enrollments. Personnel issues such as the feasibility of early retirement incentives were discussed.

Projected revenue sources were identified. Discussions included strategies to increase revenue by maximizing classroom capacity and investigating the feasibility of a self-support model for some professional/technical programs with expensive supplies and equipment costs. Classroom size dictates the delivery method and curriculum, and any review for increasing in this area must address these issues in addition to student/faculty ratio. Whatcom wants to maintain access but physical capacity is limited. Expanding on-line offerings, as well as seeking and expanding grant opportunities are additional strategies being reviewed for increasing revenue. Packaging courses for marketing purposes could assist students on career paths, as can the development of additional articulation agreements. One-time purchases to increase efficiency for staff are being considered, such as desktop computing virtualization.

Strategies for program and area reviews were shared, and focused on core and essential services for the majority of our students. This process also provides a continuing quality review. Reducing costs through collaboration efforts and the sharing of resources was further discussed. The Board proposed to adopt a resolution to direct the administration to create efficiencies with other institutions and make this initiative a matter of record. It was suggested that trustees from local institutions might meet to plan future initiatives in this respect.

Capital projects were discussed, with the distinctions between operating, capital funds, and local funds and their corresponding allowable uses.

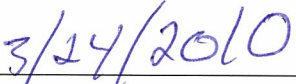
➔ **Legislative Initiatives/and Responses**

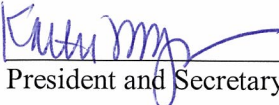
Discussions addressed the tone and message of the draft editorial that is being crafted by the Advancement Office and Sue Cole, Board chair. This editorial will be submitted to the local media soon.

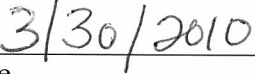
The bill regarding the appointment of students to boards of trustees is still alive in the legislature. Our Board has no concerns on this issue since the bill exempts students from making decisions on tenure and other personnel issues.

**ADJOURNMENT** There being no further business, the meeting was adjourned at 3:55 p.m.

  
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Chair of the Board

  
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Date

  
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President and Secretary of the Board

  
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Date