

MINUTES
BOARD OF TRUSTEES MEETING
Laidlaw Center Board Room
Wednesday, March 14, 2012
12:00 p.m.



CALL TO ORDER Chair Steve Adelstein officially called the work session to order at 12:05 p.m. Present were trustees Barbara Rofkar, Sue Cole, Chuck Robinson, and Tim Douglas, constituting a quorum. Others present were President Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Patricia Onion, Vice President for Educational Services; Nate Langstraat, Interim Vice President for Administrative Services; Becky Rawlings, Human Resources Director; Lisa Wochos, Assistant Attorney General; guest Ben Taves, Dean, Technical Education at South Seattle Community College; and Keri Parriera, Executive Assistant to the President.

WORK SESSION ➔ Lunch was served at 12 noon. Vice President Ron Leatherbarrow introduced Ben Taves, Dean of Technical Education at South Seattle Community College. Dean Taves is a member of the current cohort of the Washington Executive Leadership Academy (WELA).

At 12:30 p.m., the work session commenced with a review of College policies. The Board reviewed recommendations for revisions, deletions and updates to a series of College policies, which included the following policy documents: 2180, 1020, 1023, 1025, 1060, 1070, 1100, 1140, 1170, 1185, 1188, and 3071.

The Board selected Policies 1140 and 3071 to be brought forward as action items at today's Board meeting.

BREAK The work session concluded at 1:50 p.m. and a short 15-minute break was called.

CALL TO ORDER Chair Steve Adelstein officially called the Board of Trustees meeting to order at 2:06 p.m. Present were trustees Barbara Rofkar, Sue Cole, Chuck Robinson, and Tim Douglas, constituting a quorum. Others present were President Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Patricia Onion, Vice President for Educational Services; Nate Langstraat, Interim Vice President for Administrative Services; Anne Bowen, Executive Director for Advancement and Foundation; Lisa Wochos, Assistant Attorney General; Kimberly Reeves, WCCFT Co-President; John O'Neill, WSFE Representative; Stephanie Young for Laura Hansen, ASWCC President; guests Becky Rawlings, Human Resources Director, Mary Vermillion Interim Public Information Officer, Anne George and Ben Kohn, WCC faculty, and Ben Taves, Dean of Technical Education at South Seattle Community College; and Keri Parriera, Executive Assistant to the President.

Executive Director for Advancement, Anne Bowen asked the Board's permission to introduce Mary Vermillion, the College's Interim Public Information Officer and Coordinator of Marketing and Communications. A warm welcome was extended to Mary.

EXECUTIVE SESSION At 2:08 p.m., the Board recessed into a closed Executive Session for approximately 20 minutes to review the performance of a public employee as provided for by RCW 42.30.110 (1). Guests included AAG Lisa Wochos, President Kathi Hiyane-Brown, and Vice President Ron Leatherbarrow.

OPEN SESSION

- At 2:20 p.m., the Board of Trustees meeting was recalled to order.

ACTION

- **TAB A – Review of Tenure for Probationary Faculty**
Trustee Barbara Rofkar moved to award tenure to faculty member Anne George. It was seconded by Trustee Sue Cole, **and the motion was approved unanimously.** Dr. George was awarded a certificate of tenure and received the congratulations of the Board and the audience members.
- **TAB B – Proposed Academic Calendar for 2014-15** (*2nd reading, possible action*)
Trustee Sue Cole moved to approve the 2014-15 Academic Calendar for Whatcom Community College as proposed. It was seconded by Trustee Chuck Robinson and the motion was approved unanimously.

TAB C – Proposed Policy Amendments (*First reading from Work Session; possible action*)

- *Old Policy #1140 (404 new numbering system) Drug Free Workplace Policy*
Trustee Barbara Rofkar moved to approve the revisions to Policy old #1140 (new number 404) as proposed. It was seconded by Trustee Chuck Robinson and the motion was approved unanimously.
- *Old Policy # 3071 (510 new number system) Grading System*
Trustee Tim Douglas moved to approve the revisions to the revisions to Old Policy 3071 (new number 510) as proposed. It was seconded by Trustee Sue Cole and the motion was approved unanimously.

Chair Steve Adelstein requested that Keri Parriera prepare the remaining policies that were reviewed during the work session as action items for the next Board meeting.

CONSENT AGENDA

- Consent Agenda (Calendar)
 - a. Minutes of the February 9, 2012, Board of Trustees Meeting (Attachment A)

Chair Adelstein 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 shared the plaques that were awarded to Whatcom CC by the state and county offices of the Combined Fund Drive. Blanche Bybee and Cynthia Hoskins, co-chairs, were commended for their exceptional work on the 2011 campaign for this state-approved fundraising program.
- President Kathi reported that WCC's Year One Self-Evaluation Report for accreditation has been submitted. Printed copies are available for trustees upon request. The College anticipates receiving a response to this report from the evaluating team sometime in July.
- The February 21st article in the Bellingham Herald on Whatcom's Parent Education program received many letters of response. A packet of the printed letters was shared with the Board as well as a letter directed specifically to the Board from the Whatcom Early Learning Alliance. Keri was requested to email an electronic compilation of these letters to the Board. The funding waiver model that is currently in place was discussed.
- President Hiyane-Brown reported on the status of the Efficiency Study Task Force, of which she is a member. The State Board has hired the Hill Group to research and

evaluate efficiencies of the governance model of our state system. The State Board will be making recommendations to the legislature in December of this year. The President will apprise the Board of the progress of this task force.

- President Hiyane-Brown reported that the community and technical college's system-wide equipment pool requests for high-demand programs under the current capital budget proposals have been submitted to the legislature.
- President Kathi thanked Trustee Douglas for attending and participating in the February 21, college-wide Professional Development Day. This was a successful day with the morning program focusing collaboratively with students, faculty, and staff on how they influence and effect student success.
- Members of the Achieving the Dream (ATD) core team participated in the 2012 Achieving the Dream Strategy Institute in Texas. In addition to the Professional Development Day activity, the various student focus groups held last month, and several best practices sessions, the ATD team will be formulating a report of their next steps soon.
- Linda Lambert, Library Director, was recognized for her outstanding work on the recent *Whatcom Reads* event featuring Elizabeth George's novel *In the Presence of the Enemy*. The 2013 featured novel will be David Guterson's *Snow Falling on Cedars*.
- It was shared that Dr. Paul Frazey, chemistry faculty, will be traveling to Beijing, China to share his research with colleagues on a remote instrumentation technology project sponsored by Hewlett Packard.
- Whatcom's Mens' Basketball team won the North Region Championship, a part of the North West Athletic Association of Community Colleges (NWAACC). Additionally, Chris Scrimsher was voted Men's Coach of the Year, Northern Region (NWAACC) by his peers.
- President Kathi spoke about the retirement reception that was held for Linda Maier, and her move to Arizona to join the Maricopa Community Colleges System.
- Janice Walker has been named the interim Director of Workforce Education. She will be introduced to the Board at their next meeting.
- Dr. Christopher Roberts, music faculty, has been accepted as a Fulbright Scholar for 2012-13. He will be dividing his work between the South Australian Museum and the University of Adelaide, Australia pursuing scholarship and research on the indigenous music of that region.

REPORTS

- ASWCC – Stephanie Young, ASWCC Chair for Administration for Laura Hansen, President Stephanie Young, ASWCC Chair for Administration, spoke on behalf Laura Hansen who was ill. She reported the following updates:
 - Twenty-five students will be attending the April 19-21, *22nd Annual Students of Color Conference* at the Yakima Convention Center. The Washington State Multicultural Student Services Directors Council hosts this event.
 - Over 1,000 Whatcom students responded to a survey administered to gather input on the strength of student support for an expansion of the Pavilion. Eighty percent of the respondents were in support of the expansion. Student Council member Kelsey Rowison is coordinator of this project.
 - As part of the College Civics program, Secretary of State Sam Reed and Whatcom County Auditor Debbie Adelstein will be guests of honor at a breakfast on April 19 (9:30-10:30 a.m., in the Syre Auditorium. Other events will be held that week to

encourage voter registration and civic participation. The students have been making exemplary progress reaching out to students and increasing voter registration on campus.

- The Budget and Finance Committees have finished working on the budgets for the clubs and are compiling the operating budget proposal for the general council review and vote.

➔ WCCFT – Wayne Erickson and/or Kimberly Reeves, Co-Presidents

- Kimberly Reeves reported that the negotiation team is progressing through negotiations.
- The faculty union has approved a group of faculty professional development workshops for the next year.
- The union is starting preparations for the spring union leadership elections for the 2012-13 academic year.

➔ WFSE – John O’Neill, Representative

- John had nothing to add beyond his written report.

➔ Administrative Services – Nate Langstraat, Interim Vice President

- Nate shared that it may be a difficult task for the consultants on the Efficiency Study to amass data for WCC and BTC that is consistent for the process of assigning quantitative values for evaluation.

➔ Educational Services – Trish Onion, Vice President

- Trish shared that Educational Services is working with IT to implement some technology enhancements to improve services. These are being provided by Walla Walla Community College. One of these programs, Degree Boost, identifies previous students who were close to finishing degrees.

➔ Instruction Office – Ron Leatherbarrow, Vice President

- Ron shared that he is scheduled to teach a course offering on English Poetry in spring quarter.

➔ WCC Foundation – Anne Bowen, Executive Director for Advancement

- Anne had nothing additional to add beyond her written report.

TACTC/ITEMS OF THE BOARD

- ➔ Trustee Tim Douglas reported on the house and senate budgets which are being addressed in the legislative special session. He appreciated the trustees’ contacts with their local legislators regarding the confirmation of Whatcom’s trustee reappointments. To date, none of the three reappointments has been confirmed by the senate.

PUBLIC COMMENT

- ➔ Chair Adelstein called for public comment. Since there was none, the meeting continued.

BREAK

The meeting was recessed at 3:10 p.m. for a five-minute break.

EXECUTIVE SESSION

The meeting reconvened into Executive Session at 3:15 p.m. for approximately 30 minutes to review the performance of a public employee and to consider the selection of a site

Academic Calendar 2014-2015 - Final

September 2014						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2014						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2014						
Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2014						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2015						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2015						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2015						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2015						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
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19	20	21	22	23	24	25
26	27	28	29	30		

May 2015						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2015						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2015						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2015						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Fall Quarter 2014

- 30-31 Aug Labor Day Weekend - Closed
- 1-Sep Labor Day Weekend - Closed
- 16-Sep Quarter Begins
- 10-Nov No Classes - College Open
- 11-Nov Veterans Day - Closed
- 26-Nov No Classes - College Open
- 27-30 Nov Thanksgiving Weekend - Closed
- 5-Dec Quarter Ends
- 25-Dec Christmas - Closed

Winter Quarter 2015

- 1-Jan New Years - Closed
- 7-Jan Quarter Begins
- 17-19 Jan Martin Luther King Jr. Weekend - Closed
- 14-16 Feb Presidents Day Weekend - Closed
- 17-Feb Professional Development Day - Closed
- 27-Mar Quarter Ends






Spring Quarter 2015

- 7-Apr Quarter Begins
- 23-25 May Memorial Day Weekend - Closed
- 19-Jun Quarter Ends

Summer Quarter 2015

- 1-Jul Quarter Begins
- 3-5 July July 4th - College Closed
- 21-Aug Quarter Ends

162 Total Instructional Days
170 Total Faculty Contract Days

-  Quarter Begins
-  Quarter Ends
-  - College Closed
-  No Classes - College Open
-  Faculty Work Day - No Classes - College Open

TITLE:	Drug-Free Workplace
NUMBER:	404 (old #1140)
APPROVED BY BOARD OF TRUSTEES:	09/12/89
AMENDED BY THE BOARD OF TRUSTEES	03/14/2012; 10/11/05

Whatcom Community College intends to provide and promote a drug-free, healthful, safe, and secure work environment. Thus, each employee is expected and required to report to work in an appropriate mental and physical condition to perform his/her assigned duties.

It is the policy of Whatcom Community College to expect employees to encourage and model behaviors designed to reduce or eliminate drug abuse in society. Whatcom Community College recognizes drug dependency to be an illness and a major health problem. The institution also distinguishes drug abuse as a potential health, safety and security problem. Employees needing assistance in dealing with such problems are encouraged to utilize the Washington State Employee Advisory Program and health insurance plans, as appropriate. Conscientious efforts to seek such help, in and of itself, will not jeopardize employment.

Being under the influence of, or participating in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in and on Whatcom Community College owned and controlled property will result in disciplinary action being taken in accordance with the Higher Education Personnel Board rules, bargaining unit agreements, tenure laws, or other policies of the institution. Violation will be reason for discipline, including possible termination of employment.

Employees must, as a condition of continued employment, abide by the terms of this policy, and report any conviction under a criminal drug statute for violations occurring in or on properties controlled or owned by Whatcom Community College or while conducting College business. A report of such conviction must be made within five (5) days after said conviction. The College must notify any federal contracting agency within ten (10) days of having received notice that an employee engaging in the performance of such federally sponsored grant or contract has any drug statute conviction or violation occurring in the workplace. The College will impose a sanction on, or require the satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program by, any employee who is so convicted.

Employees covered by the WFSE Collective Bargaining Agreement may be required to take post-accident drug and alcohol testing as delineated in Article 22 of the Agreement.

TITLE:	Grading System
NUMBER:	510 (old 3071)
APPROVED BY BOARD OF TRUSTEES:	3/14/2012; 6/14/05

Grades are recorded on the student's permanent record at the end of each quarter. The following symbols are used to indicate achievement for classes in which the student is officially registered:

- A Superior Achievement
- A-
- B+
- B High Achievement
- B-
- C+
- C Average Achievement
- C-
- D+
- D Minimum Achievement
- F Failure

S/U - Satisfactory/Unsatisfactory

Certain classes are designated S/U grading only. A student may change to or from S/U grading for any other classes through the initial registration process or by submitting an Add/Drop/Change form to the Registration Office no later than the end of the eighth week of the quarter.

I - Incomplete

Indicates that a student was given permission to complete the requirements of a class at a later date. Incompletes are issued by the instructor when a student has, for good reason, been delayed in completing the required work but can successfully do so without additional instruction. A signed agreement between the instructor and the student, outlining the timeframe and work to be completed must be submitted to the Registration Office. Grades awarded for completed work replace "I" grades and are recorded in the initial quarter of enrollment. Credits are not granted until the "I" has been changed. **If a student does not complete the agreement in the allotted amount of time, the Registrar's Office will change "I" to the standing grade that was assigned by the instructor on the incomplete agreement.**

N - Audit

Indicates that a student chose not to receive credit for a class. A student may change to or from Audit grading for any class through the initial registration process or by submitting an Add/Drop/Change form to the Registration Office no later than the eighth week of the quarter.

W - Official Withdrawal

Indicates that a student officially withdrew from a class by completing a withdrawal transaction through the Registration Office or via the web no later than the eighth week of the quarter, or received approval for a hardship late withdrawal. Official withdrawals occurring after the 20th calendar day of the quarter are posted on the student's permanent record.

V - Instructor Withdrawal

Indicates that a student discontinued attendance in a class and did not complete Official Withdrawal procedures.

P - Pass

For predetermined S/U graded credit classes, "P" indicates a passing grade for the class but it does not satisfy the prerequisite for other classes. For specialized, non-credit, non-graded courses, "P" is an administrative symbol.

Y – Work in Progress

Indicates that a student has work in progress for a class that begins and/or ends outside the regular starting/ending dates of the quarter. Such courses include Learning Contracts, Co-op Contracts and continuous enrollment courses. Grades awarded for completed work replace "Y" grades and are recorded in the initial quarter of enrollment. If a student does not complete the requirements for the class by the end of the following quarter, the instructor may change the "Y" to the appropriate grade earned; otherwise the "Y" will be automatically changed to a "V" grade. Credits are not granted until the "Y" has been changed.

Asterisk

* - No Grade Recorded or Invalid Grade or Late Finishing Class

GRADE POINT AVERAGE

Grade point values are assigned to the following grades:

<u>Grade</u>	<u>Grade Point Value</u>
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
F	0

Grades S, U, I, N, W, V, Y, P do not carry grade point values and are, therefore, not computed into the student's grade point average (credit is awarded for S and P grades only).

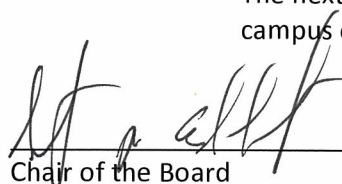
A student's grade point average is computed on a quarterly and cumulative basis. The quarterly GPA is computed by dividing the total number of quarterly grade points by the total number of quarterly A through F credits earned. The cumulative GPA is computed by dividing the total number of all grade points by the total number of all A through F credits earned.

or the acquisition of real estate by lease or purchase as provided for by RCW 42.30.110 (1). Trustee Adelstein recused himself from the discussions on real estate. Guests included AAG Lisa Wochos, President Kathi Hiyane-Brown, in the first discussion topic, and Interim Vice President Nate Langstraat and Executive Director for Advancement, Anne Bowen joined the second discussion on real estate. No action was anticipated. The Executive Session was extended at 3:45 p.m. for an additional 40 minutes.

The Executive Session adjourned at 4:30 p.m. and the Board reconvened into open session at 4:30 p.m.

ADJOURNMENT There being no further business, the meeting was adjourned at 4:30 p.m.

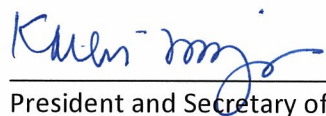
The next scheduled meeting of the Board of Trustees is Wednesday, April 18, 2012, on the campus of Whatcom Community College.



Chair of the Board

4-18-12

Date



President and Secretary of the Board

4/25/12

Date