

MINUTES
BOARD OF TRUSTEES MEETING
Laidlaw Center Board Room
Wednesday, February 8, 2012
2:00 p.m.



CALL TO ORDER Chair Steve Adelstein officially called the meeting to order at 2:03 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; Linda Maier, Dean for Workforce Education; Anne Bowen, Executive Director for Advancement and Foundation; Lisa Wochos, Assistant Attorney General; John O'Neill, WSFE Representative; Laura Hansen, ASWCC President; guests: Kelly Kester and the International Programs Staff; and Keri Parriera, Executive Assistant to the President.

STRATEGIC DISCUSSIONS

- ➔ **International Programs – Building on Success, Planning for Growth** – Kelly Kester, Director of International Education (*Goal 1: Expand opportunities for students to achieve their potential*)
Enrollments continue to grow in the program and the College continues to be awarded grants sponsoring international students. Kelly Kester, Director, introduced the International Programs staff which included Sandra Kimura, Admissions Coordinator; Beth Robinson, Academic Advisor; Lynnette Berry, Housing Coordinator; Ulli Schraml, Study Abroad and Special Programs Coordinator; Mary Mele, Program Coordinator; Iris Metzgen-Ohlswager, Office Manager and Program Coordinator; Amy Shavelson, High School Completion Advisor.

A PowerPoint presentation was shared that outlined the current enrollments, planned growth projects, their budget and future directions of the International Program.

Thanks were extended to the entire International Program staff for this informative presentation and for their work in making this a viable program.

CONSENT AGENDA

- ➔ **Consent Agenda (Calendar)**
 - a. Minutes of the January 11, 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.**

ACTION

- ➔ **TAB A – Proposed Academic Calendar for 2013-14** (2nd reading, action item)
Trustee Barbara Rofkar moved to approve the 2013-14 Whatcom Community College Academic Calendar as proposed. It was seconded by Trustee Chuck Robinson and the **motion was approved unanimously.**

SPECIAL TOPIC

- ➔ **Mission Fulfillment Review** – Ron Leatherbarrow, Vice President for Instruction; Anne Marie Karlberg, Director for Instructional Research and Assessment; and Ed Harri, Division Chair and Faculty.
Vice President Ron Leatherbarrow presented an overview how mission fulfillment is an element of the College's accreditation process. A PowerPoint presentation was shared by Anne Marie Karlberg and Ed Harri, explaining the relevant points of the Standard One report which is being prepared for The Northwest Commission on Colleges and Universities (NWCCU). It is the goal of the College to provide annual progress reports to the Board. A copy of the final report will be shared with the Board, and upon request, a draft copy can be furnished after Monday of next week.

PRESIDENT'S REPORT

- ➔ President Kathi shared a letter from State Board congratulating faculty member Tresha Dutton on being selected as a recipient of the Anna Sue McNeill Award for Leadership in Assessment, Teaching and Learning. This is a very prestigious award, honoring a person who has provided leadership in linking

assessment, teaching, learning and student success. This is a significant honor for Tresha and for the College.

- A “thank you” letter was received from Trustee Barbara Rofkar, representing the Whatcom Human Rights Task Force, acknowledging the significant contributions of members of the WCC staff for their work preparing for, and participating in the successful Martin Luther King Human Rights Conference in January. She specifically noted Trish Onion, Krista Walia, Fred Abitia and the conference services staff, Mitch Tlustos, Laura Singletary and the students.
- President Kathi also expressed thanks on behalf of the college to the large number of student volunteers who joined with other students from BTC to participate in the January 16th service day and events. The Poverty Action March and Essential Needs Drive collected over 400 items that were donated to local agencies as part of the Community Resource network and the Homeless Coalition.
- The President also shared a notice from Phillip Kerrigan, marketing coordinator for the statewide Combined Fund Drive. State employees pledged \$5.4 million to charities this year, and Whatcom Community College was specifically noted for its significant gain in participants. [WCC] “The institution continues to be a model of success for community and technical colleges around the state.”
- Whatcom faculty and staff will be joining together for a Professional Development Day on Tuesday, February 21. Trustees were invited to join the College community during this day. The morning is dedicated to student success awareness and strategies, and the afternoon will host concurrent workshops on various topics.
- President Kathi reported that Vice President Trish Onion and Dean Linda Maier represented Whatcom at the CyberWatch West membership meeting in California on January 27. Whatcom is part of a five-region consortium of institutions including Mt. San Antonio College, Cal Poly Pomona, Cal State Dominguez hills, and Cal State San Bernardino. Corrine Sande is to be commended for her work in this program.
- The WCC Foundation Board, at its recent meeting, set an ambitious goal for raising funds to support college initiatives. Our Trustee representative on the Board, Chuck Robinson, extended thanks to President Kathi for supporting these goals.
- President Hiyane-Brown encouraged students, faculty, staff and trustees to get in touch with legislators to preserve higher education funding. Trustee Tim Douglas has sent a letter to the editor of our local newspaper. Students recently participated in a rally in Olympia. There is a hotline for students to share their support.

REPORTS

- **ASWCC – Laura Hansen, President**
 - Laura Hanson was congratulated on her election to the office of ASWCC President.
 - The ASWCC Capital Projects Committee is conducting a feedback survey to solicit input on the proposed student recreation center project.
 - Laura spoke about the Civics Week activities planned to encourage the students’ right to vote.
 - Laura reported that the Whatcom Men's Basketball team is ranked first in the state.
- **WCCFT – Wayne Erickson and/or Kimberly Reeves, Co-Presidents**
 - Not in attendance.
- **WFSE – John O’Neill, Representative**
 - Nothing to add to his report.
- **Administrative Services – Nate Langstraat, Interim Vice President**
 - Vice President Nate Langstraat reported on the Business Affairs Commission meeting he recently attended. Topics included discussions on the legislative budgeting process.
- **Educational Services – Trish Onion, Vice President**
 - Vice President Onion commented on the remarkable group of students who have emerged as a team and are coming together as new student leaders.

- Whatcom's veterans' program continues to improve. There are currently 300 veteran students attending Whatcom.
- Vice President Onion shared information from the recent Educational Services Commission meeting she attended.

➔ **Instruction Office** – Ron Leatherbarrow, Vice President

- Nothing to add to his report.

➔ **WCC Foundation** – Anne Bowen, Executive Director for Advancement

- Executive Direction Bowen spoke about the College Conversations event that will be held tomorrow evening at the home of Jim Swift. Trustee Adelstein is part of the program.

TACTC/ITEMS OF THE BOARD

- ➔ The January TACTC conference was attended by Trustee Tim Douglas. Whatcom student Patricia Denga did a fine job of presenting to the conference and represented Whatcom well. Trustee Douglas reported on the future TACTC meetings. In June, the TACTC meeting will feature a GISS update and the meeting will be held in Moses Lake. The October meeting will be held at a SeaTac Conference Center and feature an in-depth review of what other states are doing regarding student success.
- ➔ Trustee Douglas will be attending the ACCT in Washington DC next week.
- ➔ It was the consensus of the Board that the Wednesday, April 11, 2012 Board of Trustees meeting will be moved to Wednesday, April 18, 2012.
- ➔ The Board of Trustees WCC Reception will be held this Saturday at the home of Trustee Barbara Rofkar.
- ➔ The Trustees were advised that the tenure review notebook for Anne George is available for review prior to the March meeting for possible action.

PUBLIC COMMENT

Chair Steve Adelstein called for any public comment. Since there was none, the meeting continued.

BREAK

The meeting recessed at 3:45p.m. for a five minute break and reconvened at 3:50 p.m.


EXECUTIVE SESSION

The meeting was called immediately into a closed Executive Session at 3:50 p.m. for approximately 45 minutes to review the performance of a public employee with guest Lisa Wochos. At 4:10 p.m. President Hiyane-Brown and Vice Presidents Ron Leatherbarrow and Nate Langstraat were invited to the meeting to review the performance of a public employee and to consider the selection of a site or the acquisition of real estate by lease or purchase...; and, as provided in RCW 42.30.140 (4)(a), to discuss collective bargaining... Trustee Adelstein excused himself from the discussions on Real Estate. No action was anticipated.

The Executive Session adjourned at 4:48 p.m. and the Board reconvened into open session at 4:48 p.m.

ADJOURNMENT


There being no further business, the meeting was adjourned at 4:48 p.m. The Board of Trustees will hold their next regularly scheduled Board of Trustees Meeting on Wednesday, March 14, 2012, on the WCC campus, beginning with a Study Session at 12 noon and the meeting commencing at 2:15 p.m.



 Chair of the Board

3-14-12

 Date



 President and Secretary of the Board

3-14-12

 Date

Academic Calendar 2013-2014 - DRAFT Proposal

September 2013						
Su	Mo	Tu	We	Th	Fr	Sa
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29	30					

October 2013						
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November 2013						
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December 2013						
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January 2014						
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February 2014						
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March 2014						
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April 2014						
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May 2014						
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June 2014						
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July 2014						
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August 2014						
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30	31					

Fall Quarter 2013

- 31-Aug Labor Day Weekend - Closed
- 1-2 Sep Labor Day Weekend - Closed
- 25-Sep Quarter Begins
- 9-11 Nov Veterans Day Weekend - Closed
- 27-Nov No Classes - College Open
- 28-30 Nov Thanksgiving Holiday Weekend - Closed
- 1-Dec Closed
- 13-Dec Quarter Ends
- 25-Dec Christmas Holiday - Closed

Winter Quarter 2014

- 1-Jan New Years Holiday - Closed
- 8-Jan Quarter Begins
- 18-20 Jan Martin Luther King Jr. Holiday Weekend - Closed
- 15-17 Feb Presidents Day Weekend - Closed
- 18-Feb Professional Development Day - Closed
- 28-Mar Quarter Ends

Spring Quarter 2014

- 8-Apr Quarter Begins
- 24-26 May Memorial Day Weekend - Closed
- 20-Jun Quarter Ends

Summer Quarter 2014

- 1-Jul Quarter Begins
- 4-6 Jul July 4th Holiday - College Closed
- 22-Aug Quarter Ends

170 Total Faculty Contract Days

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