

MINUTES
BOARD OF TRUSTEES MEETING
Laidlaw Center Board Room #143
Tuesday, October 23, 2012, 2:00 PM

- **CALL TO ORDER** Chair Barbara Rofkar officially called the Board of Trustees meeting to order at 2:01 PM. Present in addition to the chair were trustees Sue Cole, Steve Adelstein, Chuck Robinson and Tim Douglas, constituting a quorum. Others present included President Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Nate Langstraat, Interim Vice President for Administrative Services; Trish Onion, Vice President for Educational Services; Anne Bowen, Executive Director for Advancement and Foundation; Lisa Wochos, Assistant Attorney General; Kim Reeves, WCCFT President; Charles Pope, ASWCC President; and Keri Parriera, Executive Assistant to the President.

ACTION TO ACCEPT AGENDA

- Trustee Chuck Robinson moved to approve the meeting agenda as proposed. It was seconded by Trustee Steve Adelstein, and the **motion was approved unanimously**.
- Trustee Barbara Rofkar announced that there is a designated time for public comment on the agenda.
- Vice President Nate Langstraat introduced Cynthia Hoskins, who has accepted the position of the Administrative Assistant in his office.

STRATEGIC CONVERSATIONS

- *GISS Review (Goal 1: Expand opportunities for students to achieve their potential)*
Dean Ed Harri, Dr. Anne Marie Karlberg, Director of Assessment and Institutional Research, and Kim Struiksma, Research Analyst, spoke about data collections that are currently being used by the College. The GISS data from the trustees' recent conference has not yet been made available to the colleges, so other relevant data sources and measurements were shared. Live data is now available for use and analysis. A PowerPoint presentation was utilized.

CONSENT AGENDA

- **Consent Agenda (Calendar)**
- Minutes of September 20, 2012 Board of Trustees Meeting (Attachment A)
- Recommended Summer Quarter 2012 Graduates (Attachment B)

Chair Rofkar stated: "If there are no objections, these items will be adopted." As there were no objections, **these items were adopted**.

PRESIDENT'S REPORT

- President Kathi thanked the Board for their participation in the *43rd Annual ACCT Leadership Congress*, October 10-13 in Boston. Trustees Sue Cole, Tim Douglas and Steve Adelstein attended with President Kathi. The theme of the Congress focused on student success and achievement.

- ➔ The President attended the *International Conference of the North American Council for Staff, Program and Organizational Development* (NCSPOD) in Washington DC, October 17-19. In addition to attending interesting presentations, President Kathi received the **College President's/Chancellor's Award**, recognizing a college president or chancellor for outstanding leadership in support of SPOD activities. Keri Parriera and Cynthia Hoskins also attended this conference.
- ➔ President Kathi announced that the 2012 nursing program graduates received a 100% pass rate on their state boards for certification. Whatcom's nursing graduates continue to achieve exceptional success in their career paths.
- ➔ The summary results of the State Board's *Efficiency Study Task Force Report* were shared. It was the conclusion of the task force that sharing of services and the use of technology would greatly enhance efficiency within the state CTC system. The ctLink, a technology tool, is currently seeking vendors.
- ➔ WCC's 10th-day enrollment FTE rates were down 6% from last year at this same time. These results mirror trends statewide. Enrollment strategies are currently being reviewed for implementation.
- ➔ President Kathi will be sharing the College's work plan, developed by the Cabinet, with the Board by end of week.
- ➔ The recruitment process for seven full-time faculty replacements will begin on November 1st. The vacancies are in the following disciplines: Biology, English, Math, Anthropology, History, Sociology and Music.
- ➔ President Kathi shared that an accreditation site visit will occur on October 30. This visit will focus on the College's progress on the three recommendations issued by the visiting team in April 2011.
- ➔ The College is also looking forward a visit in mid-November with the Achieving the Dream coaches to meet with ATD teams on intervention strategies.
- ➔ Marty Brown, Executive Director of the State Board, will be visiting our campus on November 1st from 11AM-1PM. Trustees are invited to join the President and her Cabinet at a luncheon scheduled for 12 noon with Director Brown.
- ➔ President Kathi will be attending the *Washington State Faculty and Staff of Color Conference* to be held in Bellingham on October 31-November 2.

REPORTS

- ➔ **ASWCC – Charles Pope, President**
 - ASWCC President Charles Pope shared that Council members attended a leadership-centered conference, and that the Council welcomed over 30 new members this year.
 - A Council of Representatives has been appointed to work with the Pavilion remodel project.
 - Charles reported that the WCC women's soccer team is currently in first place and the men's team is in second place.
 - Charles shared the AS Council of Representatives' goals for this academic year which included the following:
 - Promote Campus Opportunities
 - Hold quarterly service learning projects
 - Implement a rubric system for clubs on campus
 - Promote resources for financial literacy

- Build Relationships On and Off Campus
 - Partner with the Horizon to communicate council involvement with WCC
 - Form connections with campus administration
 - Collaborate with the student life from Bellingham Technical College, Northwest Indian College, & Western Washington University.
- Develop Capital Projects on Campus
 - Maintain an ongoing committee to develop the recreation center project
 - Document progress of capital projects on campus
 - Research various positive structural additions to campus

➔ **WCCFT – Kimberly Reeves, President**

- Kim had nothing additional to add to her report.

➔ **Administrative Services – Nate Langstraat, Interim Vice President**

- Vice President Nate shared that Pavilion remodel project will begin working with the architect in November.

➔ **Educational Services – Trish Onion, Vice President**

- Vice President Trish reported that Whatcom’s student loan default rate is 18%, which is midway in ratings with other Colleges throughout our system: It is a three-year default rate with 29% being the highest rate in the system.

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

- Vice President Ron clarified that his reports to the Board include contributions from Dean Ed Harri and Janice Walker, the Workforce Education Director.

➔ **Advancement/Foundation Office – Anne Bowen, Executive Director**

- Executive Director Anne Bowen announced that Whatcom’s publication, *Connect Annual Report* received the gold award from the National Commission for Marketing. Mary Vermillion and Mitch Tlustos are to be commended for their work on this project.
- The Foundation is looking forward to the Donor Appreciation Breakfast on October 26.

DISCUSSION/TACTC/ITEMS OF THE BOARD

➔ Information on future ACCT and TACTC meetings was shared. The fall 2013 ACCT Leadership Congress will be held in Seattle on October 2-7, and the spring 2013 TACTC Conference will be hosted jointly by WCC and BTC in Whatcom County. Details on the annual *TACTC Transforming Lives Award* will be distributed to the colleges next week.

➔ On November 7, as part of the WACTC meeting, a luncheon will feature speaker Doug Gould, who will present on group strategies and messages that resonate with the public with the public and legislators. Trustee Tim Douglas, President Kathi, and Mary Vermillion, WCC PIO, will be attending this presentation.

➔ The trustees reviewed the Draft Board Work Plan.

ACTION

Trustee Steve Adelstein moved the adopt the Board Work Plan as proposed. The motion was seconded by Trustee Tim Douglas, **and the motion was approved unanimously.**

- The trustees reviewed the proposed 2013 Board of Trustees Meeting Dates

ACTION

Trustee Chuck Robinson moved the adopt 2013 Board of Trustees Meeting Dates as proposed. The motion was seconded by Trustee Sue Cole, **and the motion was approved unanimously.**

- The proposed date of Friday, December 7, for the Board's Winter Celebration Reception was not convenient for the majority of the trustees. Keri was asked to survey the trustees for other possible dates.

PUBLIC COMMENT

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

BREAK

- The meeting was recessed for a five-minute break at 3:50 PM. The meeting reconvened into open session at 3:55 PM.

EXECUTIVE SESSION

- At 3:55 PM, the meeting was adjourned for a closed Executive Session of the Board for approximately 20 minutes to "...to review the performance of a public employee..." as provided by **RCW 42.30.110 (1)**. Invited guest was AAG Lisa Wochos. Chair Rofkar announced that a possible action may be anticipated.

At 4:05 PM, President Kathi Hiyane-Brown was asked to join the session.

- The Executive Session adjourned at 4:10 PM and the Board reconvened into open session at 4:10 PM.
- President Hiyane-Brown shared information about Institutional Master Plan presentation scheduled as part OF THE study session at the November Board meeting.

ACTION


- Trustee Chuck Robinson moved to approve the Presidential Contract for Dr. Kathi Hiyane-Brown as written, commencing August 1, 2012, through and including July 31, 2016, subject to the provisions provided in the contract. The motion was seconded by Trustee Tim Douglas **and the motion was approved unanimously.**
- Trustee Sue Cole moved, in accordance with the terms of the Presidential Contract and Amendments agreed upon by the Trustees and the President, to approve the President's request to defer her accumulated vacation leave of 24.3 days for the year 2011-2012 to be used no later than June 30, 2013. The motion was seconded by Trustee Chuck Robinson **and the motion was approved unanimously.**

ADJOURNMENT

➤ There being no further business, the meeting was adjourned at 4:25 PM.



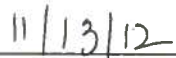
Chair of the Board



Date



President and Secretary of the Board



Date

Claire E. Rotter (With Honors)
 Desiree S. Sanchez
 Senica S. Selander
 Travis M. Simpson
 Kyle R. Smith
 Nick W. Sotiropoulos
 Kelby M. Steele
 Allison R. Stewart
 Krissy M. Sweum
 Martin Tantri
 Desirae N. Tarris
 Craig R. Thomas
 Michael G. Tillotson

Justin P. Troger
 Craig S. Turner
 Stephen M. Vandehey
 Angelica Villarreal (With Honors)
 Rebecca M. Walters
 Timothy Dale Weber
 Tori N. Weisel
 Quinn M. Welsch
 Lisa P. Whitford
 Alexis M. Wolf (With Honors)
 Paula J. Wydur
 Kayley T. Yasuoka

ASSOCIATE IN LIBERAL STUDIES

Jessica A. Balson
 Christopher J. Human
 Cayman V. Larry

Katelynn S. Rabatin
 Cory T. Rusch

ASSOCIATE IN ARTS EARLY CHILDHOOD EDUCATION

Samantha J. McFarland (With Honors)

Kelly J. Shinabarger

ASSOCIATE IN ARTS EDUCATION PARAPROFESSIONAL

Paula J. Wydur

ASSOCIATE IN ARTS VISUAL COMMUNICATIONS

Yahir Cantero
 Angel A. Vantrease (With Honors)

Javier L. Vega (With Honors)

ASSOCIATE IN SCIENCE BUSINESS ADMINISTRATION

Nastassia A. Sahagun

ASSOCIATE IN SCIENCE COMPUTER INFORMATION SYSTEMS

Joshua R. Beckhusen (With Honors)
 Mark D. Brossow (With Honors)

Rebecca S. Chamberlain
 Brady L. Todhunter (With Honors)

ASSOCIATE IN SCIENCE MASSAGE PRACTITIONER

Cortney E. Hansen
 Cheryl A. McNulty (With Honors)

Robert J. Sill
 Kristina M. Sleight (With Honors)

ASSOCIATE IN SCIENCE MEDICAL ASSISTING

Valentina T. Anderson (With Honors)
 Michelle R. Beck (With Honors)
 Nichole S. Casteel (With Honors)
 Sharmila D. Chandra
 Jacqueline M. Marshall
 Kathleen O. Peter (With Honors)

Elaine L. Price
 Christie L. Rector
 Kelsey A. Shaputis
 Alaina M. Thayer (With Honors)
 Chandra M. Thompson (With Honors)
 Melissa F. Wilson

ASSOCIATE IN SCIENCE NURSING

Justin D. Wood

ASSOCIATE IN SCIENCE PARALEGAL STUDIES

Cari L. Lopes (With Honors)

Jaimie L. Winnett

ASSOCIATE IN SCIENCE PHYSICAL THERAPIST ASSISTANT

Jutta M. Jarvis (With Honors)

CERTIFICATE ACCOUNTING

Isharyanti Sulila

CERTIFICATE EARLY CHILDHOOD EDUCATION

Karri A. Benson

Samantha J. McFarland

CERTIFICATE EDUCATION PARAPROFESSIONAL

Samantha J. McFarland

Irina N. Paliyev

CERTIFICATE HOSPITALITY AND TOURISM MANAGEMENT

Gozde Agar
 Patricia Caballero
 Ugur Dogu
 Eunike Gloria
 Roshelle Govender
 Pradeep Kumar
 Thedius Munyalo

Irma Nugrahanti
 Jefferson Nunes
 Arditiya Putra
 Kenneth Quiros
 Cory T. Rusch
 Sineka R. Tornquist

CERTIFICATE MASSAGE PRACTITIONER

I-Chun Findley

CERTIFICATE MEDICAL ASSISTING

Carrie L. Beamer
 Luda S. Lebedev

Lisa L. Treadway
 Cathy L. Yanney

CERTIFICATE MEDICAL BILLING AND CODING

Kimberlee D. Kamas
 Amber C. Osborn
 Dawn L. Richardson

Fernanda F. Sanchez
 Wiley Stewart

CERTIFICATE NETWORK ADMINISTRATION

Joshua R. Beckhusen

Ashit Mandal

CERTIFICATE PARALEGAL STUDIES

Kim F. Coscarart
Yazmin C. Jahed

CERTIFICATE TECHNICAL SUPPORT

Joshua R. Beckhusen

HIGH SCHOOL DIPLOMA

Elizabeth E. D'Amelio
Kiana E. Ecclestone
Callie M. Holeman
Emily A. Jones
Charlotte I. London
Danae L. Neal
Christopher D. Peterson

BOARD OF TRUSTEES WORK PLAN

2012-2013

Approved by Board Action on October 23, 2012

- Utilize institutional data in the support of the College's efforts to meet student success and equity goals.
- Support the further development of the international program into one that is fully integrated throughout the campus community.
- Support the development of the campus master plan.
 - Complete plans for residence hall within the campus master plan with a focus on serving international and other student populations
- Support college conversations with local and regional entrepreneurs to explore program opportunities.
- Develop legislative messaging with a focus on the needs of Whatcom Community College.
 - Contribute letters to the editor in support of Whatcom Community College.
- Complete Board policies review by fall 2013.
- Support higher education partnerships within and outside of the region to increase opportunities for transfer students.
- Support representation and active involvement with the work of the WCC Foundation Board of Directors.
- Host the TACTC spring, 2013 conference.

APPROVED
2013 Meeting Schedule of
The Board of Trustees

(approved by the Board on October 23, 2012)

Second Wednesday of the Month (per WAC 132U-104)
2:00 p.m. (unless otherwise noted with an *)

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

Wednesday, January 9

***Thursday, February 14**

***Thursday, March 14 (work session; start at 12 noon)**

Wednesday, April 10

Wednesday, May 8 (work session; start at 12 noon)

Wednesday, June 12
(6/14 commencement ceremony)

Wednesday, July 10

August (no regular meeting)
(save dates for possible board retreat, August 13-16)

Wednesday, September 11
(quarter begins on, September 25)

Wednesday, October 9

Wednesday November 13 (work session; start at 12 noon)

Wednesday, December 11