

**BOARD OF TRUSTEES**

**REVISED AGENDA**

**Study Session and Meeting**

**Thursday, March 14, 2013, 12:00 p.m.**

**Laidlaw Center Boardroom, #143**

237 W. Kellogg Road

Bellingham, WA 98226

**MEMBERS:**

- **Barbara Rofkar**  
Chair
- **Sue Cole**  
Vice Chair
- **Chuck Robinson**
- **Steve Adelstein**
- **Tim Douglas**

*Reasonable accommodations will be made for persons with disabilities if requests are made at least seven days in advance. Efforts will be made to accommodate late requests. Please contact the President's Office at 360.383.3330 (or TDD at 360.647.3279)*

**NEXT MONTH'S  
MEETING REMINDER**  
**Wednesday,  
April 17, 2013**

- I. Call to Order – 12 noon lunch served
- II. Work Session – 12:30 – 1:45 p.m.
  - Capital Projects Update – Led by VP Nate Langstraat (*Goal 5: Strengthen the College's ability to deliver its mission*)
- III. Call to Order – General Board Meeting – 2:00 p.m.
- IV. Executive Session\*
  - "(g)...to review the performance of a public employee..."
  - Approval of Agenda, and Notice of Public Comment Time
- I. Action
  - Tab A Tenure Consideration (Action Anticipated)
  - Tab B Proposed Policy 521 (formerly 3160) Revision (2<sup>nd</sup> Reading, Action Anticipated)
- V. Consent Agenda (Calendar)
  - Minutes of February 20, 2013 Board of Trustees Meeting (Attachment A)
  - Minutes of March 5, 2013 Board of Trustees Special Executive Session (Attachment B)
- II. Report from the President
- III. Reports
  - ASWCC –Chandra Thompson, President
  - WCCFT – Kim Reeves, President
  - WFSE – Vivian Hallmark, Representative
  - Administrative Services –Vice President Nate Langstraat
  - Educational Services – Vice President Trish Onion
  - Instruction – Vice President Ron Leatherbarrow
  - Advancement/Foundation – Anne Bowen, Executive Director
- IV. Discussion / Items of the Board
  - If needed
- V. Public Comment
- VI. Adjournment

**\*The Board of Trustees may adjourn to a closed Executive Session to discuss items provided for in RCW 42.30.110 (1):**

- (b) to consider the selection of a site or the acquisition of real estate by lease or purchase...;
  - (c) to consider the minimum price at which real estate will be offered for sale or lease...;
  - (d) to review negotiations on the performance of a publicly bid contract...;
  - (f) to receive and evaluate complaints or charges brought against a public officer or employee...;
  - (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee...; or as provided in RCW 42.30.140 (4)(a), to discuss collective bargaining
  - (h) to evaluate the qualifications of a candidate for appointment to elective office...;
  - (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions... or... litigation or potential litigation...
- Action from the Executive Session may be taken, if necessary, as a result of items discussed in Executive Session.**



**MEMORANDUM**  
*Office of the President*

**TO :** Board of Trustees  
**FROM:** Kathi Hiyane-Brown  
**DATE:** March 7, 2013  
**RE :** Tenure Consideration

State law (RCW 28B.50.852) and the Negotiated Agreement require that full-time faculty members employed primarily with state funds be extended, awarded or denied tenure by the last day of winter quarter during their third year of employment .

In anticipation of the future consideration for tenure, each new full-time faculty member is assigned a Probationary Review Committee. The role of that committee is to:

- Assess and advise the probationary of his/her professional strengths and weaknesses and to make reasonable efforts to encourage and aid in overcoming any deficiencies.
- Conduct the probationary review process in accordance with the Negotiated Agreement between the Faculty Association and the Board of Trustees.
- Provide a written recommendation to the appointing authority for or against the awarding of tenure.

The Probationary Review Committees assigned to work with the probationary faculty members have submitted their final reports and recommendations for consideration by the Board of Trustees. The current members of those committees are as follows:

DISCIPLINE	FACULTY MEMBER & CHAIR
English	Mary Hammerbeck; Chair Tara Hughes
Nursing	Beverley (BJ) Millan; Chair Margaret Vlahos

**Possible Actions for each Probationary Faculty Member**

- **To award tenure:** Move the award of tenure to \_\_\_\_\_
- **To deny tenure:** Move to deny tenure to \_\_\_\_\_
- **To Extend Probationary Period:** By mutual consent of the committee, the probationer and the Board , move to extend the probation period by \_\_\_\_\_ quarter(s) from Winter Quarter 2013.



MEMORANDUM  
Administrative Services

**TO:** Whatcom Community College Board of Trustees  
**FROM:** Nate Langstraat, Interim Vice President for Administrative Services  
**DATE:** March 6, 2013  
**RE:** Policy 521 (formerly 3160) – Tuition Waivers

As the Board of Trustees continues to conduct its review of board policies, College administration has made the additions as recommended by AAG Wochos to the proposed revisions to Policy 521 (formerly 3160) – Tuition Waivers.

Revisions to Policy 521 include:

- ▶ Formatting changes to better align with SBCTC documentation;
- ▶ References to statute and rules outline in RCWs and WACs;
- ▶ References to postings in College Catalog and Website.

All tuition waivers outlined in Policy 521 reflect current policy. College administration recommends that the Board retain this policy with proposed revisions.

**SUGGESTED MOTION**

- Option 1) Move to retain this policy with proposed revisions or these revisions \_\_\_\_\_;
- Option 2) Move to retain this policy as currently written.
- Option 3) Move to delete this policy as proposed

**CC:** Kathi Hiyane-Brown, College President  
Trish Onion, Vice President for Educational Services  
Ron Leatherbarrow, Vice President for Instruction

**POLICY 521**

TITLE:	Tuition Waivers
NUMBER:	521 (former 3160)
APPROVED BY BOARD OF TRUSTEES:	4/14/87
AMENDED BY BOARD OF TRUSTEES:	3/7/95
AMENDED BY BOARD OF TRUSTEES:	5/2/95
AMENDED BY BOARD OF TRUSTEES:	6/10/97
AMENDED BY BOARD OF TRUSTEES:	6/7/99
AMENDED BY BOARD OF TRUSTEES:	9/07/04
AMENDED BY BOARD OF TRUSTEES:	6/14/05
AMENDED BY BOARD OF TRUSTEES:	2/20/13

The Board of Trustees of Whatcom Community College recognizes and supports the institution’s participation in the following statutorily mandated, SBCTC mandated and college optional waivers in support of student access and success. Tuition waivers shall conform to the requirements and limitations of law as now authorized or as amended in the future. **All tuition and fee waivers will be published in the College catalog and posted on the public website <http://www.whatcom.ctc.edu>.**

**STATUTORILY MANDATORY WAIVERS**

The College shall participate in all statutorily mandated waivers.

**A) Children and Spouse of Totally Disabled or POW/MIA or Deceased Eligible Veterans or National Guard Members**

Statute: [RCW 28B.15.621 \(4\)](#)

Description: Established by Legislature, this waiver honors active and reserve veterans, National Guard members and their dependents. This is a mandatory tuition waiver for the children and spouses of totally disabled or POW/MIA or deceased eligible veterans or National Guard members.

Waiver Amount: All tuition and fees (operating, building and S&A fees), and all other fees incurred as a condition of a student’s full participation in coursework and related activities

**B) Children and Spouses of Deceased or Disabled Law Enforcement Officers or Firefighters**

Statute: [RCW 28B.15.520\(1\)\(ii and iii\)](#)

Description: This waiver is for the children and surviving spouses of deceased or disabled law enforcement officers or firefighters.

Waiver Amount: All tuition and fees (operating, building and S&A fees)

**STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES MANDATORY WAIVERS**

The College shall participate in all SBCTC mandated waivers.

**C) Adult Basic Education, English as a Second Language and GED Preparation**

Rule: [WAC 131-28-026\(4\)\(a\)](#)

Description: Tuition and fees (operating, building and S&A fees) for certain ungraded courses may be waived. Per statute, this amount is set by the State Board.

Waiver Amount: Students pay \$25.00 per student per quarter. Colleges may waive the \$25 charge for students who are unable to pay.

**Apprenticeship**

Rule: [WAC 131-28-026\(4\)\(c\)](#)

Description: A fee reduction is available for apprenticeship students.

Waiver Amount: Community and technical colleges may waive one-half of the standard per-credit tuition and fees (operating, building and S&A fees).

**COLLEGE OPTIONAL WAIVERS**

The College shall have the ability to participate in the following optional waivers. College Optional Waivers shall be awarded within the provisions of the law and as approved by the College President.

Waiver programs, amounts waived, and eligibility guidelines established by the College President will be published annually.

**D) Financially Needy Students**

Statute: [RCW 28B.15.740\(1\)](#)

Description: This waiver is available for eligible financially needy students.

Waiver Amount: May waive all or a portion of tuition and fees (operating, building and S&A fees) for financially needy students eligible for resident tuition; May waive all or a portion of tuition and fees (operating, building and S&A fees) for other students, at college discretion, except for athletics, not to exceed three-fourths of one percent of tuition collections.

**E) International Student Exchange**

Statute: [RCW 28B.15.527](#)

Description: Waiver of nonresidential tuition differential for foreign students.

Waiver Amount: May waive all or a portion of the nonresident differential for foreign students. Participation is limited to 100 full-time students each year.

**F) Refugee**

Statute: [RCW 28B.15.014\(3\)](#)

Description: Waiver of nonresident tuition differential for refugees, their spouse and dependents.

Waiver Amount: May waive all or a portion of the nonresident tuition differential for refugees, their spouse and dependents if the refugee is on parole status (allowed into the United States for humanitarian reasons), has received an immigrant visa or has applied for citizenship.

**G) Ungraded Course Based Waivers**

Rule: [WAC 131-28-026\(3\)](#)

Description: May waive tuition and fees for certain ungraded courses, such as Parent Education and Journeyperson at Whatcom Community College.

- a. Parent Education: Program must involve cooperative preschool.  
Waiver Amount: Tuition and fees shall equate to \$52 per credit. Eligible students may apply for an additional tuition waiver reducing tuition rate to \$16 per credit based upon income eligibility requirements.
- b. Journeyperson: Training in cooperation with joint apprenticeship and training committee(s).  
Waiver Amount: Waiver is 50% of the current tuition rate.

**H) Over 18 Credit Exemption for Vocational Students – Resident and Nonresident**

Statute: [RCW 28B.15.100\(3\)](#)

Description: This waiver is for vocational students registering for more than 18 credits (Resident and Nonresident).

Waiver Amount: May waive all or a portion of the additional operating fee charged students registered for more than eighteen credit hours in vocational preparatory programs.

**I) Nonresident – Operating Fees Only**

Statute: [RCW 28B.15.915](#)

Description: Waivers of the nonresident operating fee differential shall be established by the College President and included in College Procedure 3161.

Waiver Amount: May waive all or part of the nonresident operating fee differential; but not the building fee differential.

**J) Athletic Waiver – Resident and Nonresident**

Statute: [RCW 28B.15.915](#)

Description: This waiver is available to grant-in-aid-eligible resident and nonresident student athletes.

Waiver Amount: May waive up to 25 percent of the State Board established resident 15 credit tuition and fee rate.

**K) Senior Citizens – Audit/Credit**

Statute: [RCW 28B.15.540](#)

Description: Waiver for students sixty years or older (Audit and Credit). Students shall be enrolled on a space available basis and must be Washington state residents. Students enrolling under this waiver shall register for no more than two courses per quarter.

Waiver Amount: May waive tuition and fees (operating, building and S&A fees) for students sixty years or older who are enrolled for credit. For students enrolled on an audit basis, a nominal fee, not to exceed five dollars per quarter, is to be charged.

**L) State Employees**

Statute: [RCW 28B.15.558](#)

Description: This waiver is for eligible state employees and teachers and other certificated staff. Students shall be enrolled on a space available basis.

Waiver Amount: May waive tuition and fees (operating, building and S&A fees) for state employees employed half-time or more. Students shall be charged a registration fee of not less than five dollars.

**POLICY 521**

TITLE:	Tuition Waiver
NUMBER:	521 (formerly 3160)
APPROVED BY BOARD OF TRUSTEES:	4/14/87
AMENDED BY BOARD OF TRUSTEES:	3/7/95
AMENDED BY BOARD OF TRUSTEES:	5/2/95
AMENDED BY BOARD OF TRUSTEES:	6/10/97
AMENDED BY BOARD OF TRUSTEES:	6/7/99
AMENDED BY BOARD OF TRUSTEES:	9/07/04
AMENDED BY BOARD OF TRUSTEES:	6/14/05
AMENDED BY BOARD OF TRUSTEES:	02/20/13

The following conditions shall apply when awarding Tuition Waivers as authorized by the laws of Washington State.

- A. Tuition Waivers shall conform to the requirements and limitations of law as now authorized or as amended in the future.
- B. Non-Need Waivers may be awarded within the provisions established by law and as approved by the College President.
- C. The college participates in the following optional waiver programs allowable by law as published by the State Board for Community & Technical Colleges (SBCTC):
  - Tuition/Fee Waivers – may waive all or a portion of tuition and S&A fees – amount waived to be determined annually by the College President:
    1. High School Completion –19 years or older, enrolled in high school completion program;
    2. Needy – based on financial need, awarded by college’s financial aid office – 1% of tuition collections can be used for non-need based waivers, as determined by the College President.
  - Waivers of nonresident tuition differential – may waive all or a portion of the nonresident differential – amount waived to be determined annually by College President
    3. Nonresident (operating fees only) – college may identify categories of eligible students – categories of students to be determined by College President
    4. High School Residency – nonresidents enrolled in high school completion program
    5. International Student Exchange – college limited to number of own exchange students enrolled in study abroad programs
    6. Refugees – refugees and spouse/dependents with parole status, immigrant visa or citizenship application



- Space Available Waivers – colleges may waive all or portion of tuition and S&A fees – do not generate FTEs - amount waived to be determined annually by College President
  - 7. Senior Citizens (Audit) – 60 years or older, fee not exceed \$5 per quarter, maximum of two classes per quarter
  - 8. State Employees Veterans of the Korean Conflict and National Guard – registration fee of at least \$5, state employees must be employed at least half-time, preference given to WCC employees
  - Ungraded, course-based fee reduction programs – fee rates specified by law – may waive all or portion of fee – amount waived to be determined annually by College President
  - 9. Apprentice - Journeyperson training in cooperation with joint apprenticeship and training committees; waiver is 50% of current tuition rate
  - 10. Parent Education – program must involve cooperative preschool,; Waiver amount: Tuition and fees shall equate to \$52 per credit. Eligible students may apply for an additional tuition waiver reducing tuition rate to \$16 per credit based upon income eligibility requirements.
  - 11. Adult Basic Education, ESL & GED Preparation – \$25.00 per student per quarter amount set by SBCTC per student per quarter; may be waived based on financial need
  - Other
  - 12. Over 18 Credit Exemption for Vocational Students – students enrolled in vocational preparatory programs, may waive all or portion of tuition and S&A fees attributable to excess credits – amount waived to be determined annually by College President
- D. The college participates in all mandated waiver programs required by law as published by the State Board for Community & Technical Colleges.
- E. Waiver programs, amounts waived and eligibility guidelines established by the College President will be published annually.

## CONSENT AGENDA



- a. Minutes of February 20, 2013 meeting of the Board of Trustees (Attachment A)
- b. Minutes of March 5, 2013 Board of Trustees Special Session (Attachment B)

### SUGGESTED RESPONSE

*The chair reads out the letters of the consent items. Then the chair states: “If there are no objections, these items will be adopted”. After pausing for any objections, the chair states, “As there are no objections, these items are adopted.”*

# Whatcom

COMMUNITY COLLEGE

## MINUTES

### BOARD OF TRUSTEES MEETING

Laidlaw Center Board Room

Wednesday, February 20, 2013

2:00 p.m.

### CALL TO ORDER

- Chair Barbara Rofkar officially called the Board of Trustees meeting to order at 2:03 p.m. Present in addition to the chair were trustees Sue Cole, Chuck Robinson, Steve Adelstein, 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; Chandra Thompson ASWCC President; Vivian Hallmark, WFSE Representative; and Keri Parriera, Executive Assistant to the President.

### ACTION TO ACCEPT AGENDA

- Trustee Sue Cole moved to approve the meeting agenda as proposed. It was seconded by Trustee Steve Adelstein and the **motion was approved unanimously**.

### REPORTS

- **ASWCC** – Chandra Thompson, President
  - Chandra reported that Whatcom students are developing a spring Ski-to-Sea competitive team and will also be involved in the Bellingham Ski-to-Sea Parade.

### STRATEGIC CONVERSATIONS

- **Achieving the Dream Update** (*Goal 2 Strengthen the Cultural of Learning*)  
Ed Harri, Dean for Instruction; Dean Hagin, Learning Center Director; Lee Singleton, Math Faculty; Jeffrey Klausman, English Faculty; and Laura Overstreet, Physiology Faculty and eLearning Director.
  - Ed Harri shared a PowerPoint overview of the Achieving the Dream initiative that the College has embraced. Four student intervention strategies were identified over planning year one, and an implementation timeline was presented. Representatives provided information on the intervention strategies from each of the selected areas: Student Success (Dean Hagin); Math (Lee Singleton); English (Jeffrey Klausman); and Gateway Courses (Laura Overstreet).

### CONSENT AGENDA

- **Consent Agenda (Calendar)**
  - Consent Agenda (Calendar)
    - a. Minutes of January 9, 2013, Board of Trustees Meeting (Attachment A)

b. Proposed Fall 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.**

## ACTION

➤ **TAB A** -- Proposed Whatcom Community College Strategic Plan 2013-2017 (1st reading, possible Action)

- Trustee Tim Douglas moved to approve the 2013-2017 Whatcom Community College Strategic Plan as presented. The motion was seconded by Trustee Chuck Robinson and the **motion was approved unanimously.**

➤ **TAB B** -- Proposed Revisions to Policy 3160

- Kristine Smith for Parent Ed and Barry Maxwell, Division Chair introduced to the Board. Trustee Chuck Robinson moved to approve the revised language of section C.10. of Policy 3160 as submitted below, and change the Policy number to 521:

*"Waiver Amount: Tuition and fees shall equate to \$52 per credit. Eligible students may apply for an additional tuition waiver reducing tuition rate to \$16 per credit based upon income eligibility requirements"*

The motion was seconded by Trustee Tim Douglas and the **motion was approved unanimously.**

## PRESIDENT'S REPORT

- The "I Am Whatcom" video was shared with the Board.
- President Kathi announced to the Board that Linda Lambert is the recipient of this year's *Judy Hoover Award for Excellence for Exempt Employees*. The Board expressed their appreciation and congratulations to Linda.
- President Kathi was pleased to receive a letter for the Northwest Commission on Colleges and Universities (NWCCU) affirming the College's accreditation status and the College's compliance with the Council standards.
- Professional Development Day, a campus in-service event, was held on Tuesday and early responses indicate that it was very successful day.
- Kim Tanka reported in an email that WCC's trustees who are going forward for confirmation this year, may be contacted by Senate Higher Ed Commission for hearing appointments. Please let Keri know if and when you are contacted.
- President Kathi received a draft copy of a letter from the State Board to Seattle Times thanking them for their support for their Greater Good campaign in support of community colleges.
- The President received an email from the State Board acknowledging Whatcom's work with WWU to increase transfer students from community college to technology degrees.
- President Kathi reported on her recent attendance with Trustee Douglas at the ACCT Legislature Summit in DC. Both of them also were a part of the Rural Community College Alliance (RCCA) delegation that met with White House staff, congressional officers, senior policy advisors, and deputy and under-secretaries about rural higher education community needs.
- The College Score Cards have been developed, and the information is somewhat helpful.

- This evening there are two events being held. *Whatcom Reads* is hosting author Jim Lynch and his book reading on the WCC campus. WWU is hosting a reception to launch their WWU RN-to-BSN program, celebrating the alliance with Whatcom and BTC.
- A WCC Foundation reception will be held next week on the 27th of February at the home of Trustee Chuck Robinson and his wife Dee in honor of Jim Lynch. A book reading will follow at Village Books as part of our College Conversations Foundation program.

## **REPORTS Continued**

- **WFSE – Vivian Hallmark, Representative**
  - The classified employees are waiting for updates on the on-going contract negotiations with the State. Of concern is the current 3% salary reduction.
- **Administrative Services – Nate Langstraat, Interim Vice President**
  - Nate spoke about the two-year emergency response planning federal grant, Resilient Bellingham Consortium (RBC), that ended in December. Much progress has been made between the three partnering higher ed institutions. To continue this important work, the staffed position will now be transitioned to a salaried position, funded jointly by the three institutions, WWU, BTC and WCC and housed at WCC.
  - Trustees were apprised of the capital projects work session scheduled for the March Board meeting, and were asked to notify us of any specifics that they might want included in the presentation.
  - Nate updated the Board on the partnership with WWU for the rental of the WCC Pavilion for the 2013-14 basketball season.
- **Educational Services – Trish Onion, Vice President**
  - Trish expressed her appreciation of IT's work on databases that helped to automate some of the processes in Entry and Advising, and Registration.
  - A scholarship-writing workshop was held recently and attended by over 100 students.

## **DISCUSSION/TACTC/ITEMS OF THE BOARD**

- Three photos were shared with the Board: a picture of College faculty and staff taken in September during All College Day to commemorate a moment in time during the 45th anniversary. It will be enlarged to mural size and hung in a prominent location on campus. Two other photos, one of President Kathi and Trustee Douglas, and the other of Presidents Kathi and Patti McKeown, all on a Harley motorcycle, were shared with the Board.
- Trustee Tim Douglas announced that he will be attending a legislative leadership session on Monday.

## **PUBLIC COMMENT**

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

## **BREAK**

- The meeting was adjourned for a five-minute break at 3:50 p.m., and reconvened into open session at 3:55 p.m.

## EXECUTIVE SESSION

- At 3:55 p.m. the meeting was adjourned for a closed Executive Session of the Board for approximately 45 minutes to “(c) consider .. real estate ... for sale or lease...; and (g) ) ... to review the performance of a public employee...”

Chair Rofkar announced that no action was anticipated. Guests included President Kathi Hiyane-Brown, Vice President Ron Langstraat, Becky Rawlings, and Assistant Attorney General Lisa Wochos.

The Executive Session was extended at 4:40 p.m. minutes for approximately 30 additional minutes.

- The Executive Session adjourned at 5:18 p.m. and the Board reconvened into open session at 5:18 p.m.

## ADJOURNMENT

- There being no further business, the meeting was adjourned at 5:18 p.m.

\_\_\_\_\_  
Chair of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
President and Secretary of the Board

\_\_\_\_\_  
Date



## 2013-2017 Strategic Plan

*Adopted by Board of Trustees on February 20, 2013*

**Mission Statement:** Whatcom Community College contributes to the vitality of its communities by providing quality education in academic transfer, professional-technical, and lifelong learning, preparing students for active citizenship in a global society.

**Vision Statement:** Whatcom will be an innovative college, engaged with our diverse and changing communities.

**Promise Statement:** We transform lives through education. We accomplish this by:

- Supporting student growth
- Respecting student investment
- Embracing diversity
- Promoting excellence
- Creating opportunities

### **Goal 1: Expand opportunities for students to achieve their potential**

- 1.1. Increase student achievement in transfer and career preparation
- 1.2. Increase academic support for students
- 1.3. Increase access for diverse and nontraditional student populations
- 1.4. Introduce new opportunities for student learning and engagement

### **Goal 2: Strengthen the culture of learning**

- 2.1. Maintain currency in college curriculum and delivery
- 2.2. Improve instructional delivery
- 2.3. Improve student learning
- 2.4. Establish a Center for strengthening instructional delivery
- 2.5. Increase professional development opportunities for faculty and staff

### **Goal 3: Contribute actively to the vitality of Whatcom County**

- 3.1. Increase College stature as a community and educational partner
- 3.2. Lead collaborative efforts with other educational institutions
- 3.3. Be an active partner in economic development
- 3.4. Strengthen sustainability practices on-campus and in local and global arenas

### **Goal 4: Advance the college as a more diverse learning community**

- 4.1. Reinforce diversity elements in curriculum
- 4.2. Enhance diversity among faculty and staff
- 4.3. Increase access for under-represented populations

### **Goal 5: Strengthen the College's ability to deliver its mission**

- 5.1. Create and manage growth through fiscal, capital, technological and human resource development
  - 5.2. Diversify and secure funding/resources from external sources
  - 5.3. Promote a safe environment for teaching, learning, and working
  - 5.4. Foster an evidence-based culture of continuous improvement
-

**Whatcom**  
**COMMUNITY COLLEGE**

**MINUTES**

**BOARD OF TRUSTEES SPECIAL EXECUTIVE SESSION**

**Laidlaw Center Board Room**

**Tuesday, March 5, 2013**

**8:00 a.m.**

- **CALL TO ORDER** Chair Barbara Rofkar officially called the Board of Trustees meeting to order at 8:00 a.m. Present in addition to the chair were trustees, Steve Adelstein, Chuck Robinson, and Tim Douglas, constituting a quorum. Trustee Sue Cole attended through the medium a conference call. Others present included President Hiyane-Brown, Vice President Ron Leatherbarrow, and Lisa Wochos, Assistant Attorney General.

**EXECUTIVE SESSION**

- At 8:00 a.m., the meeting was adjourned for a closed Executive Session of the Board for approximately one (1) hour to "...review the performance of a public employee..." as provided for in RCW 42.30.110 (1)(g). Chair Rofkar announced that no action was anticipated. Guests included President Kathi Hiyane-Brown, Vice President Ron Leatherbarrow, and Assistant Attorney General Lisa Wochos.

The Executive Session adjourned at 8:52 a.m. and the Board reconvened into open session at 8:52 a.m.

**ADJOURNMENT**

- There being no further business, the meeting was adjourned at 8:52 a.m.



**Reports to the Board of Trustees  
March 14, 2013 Meeting**

➤ **ASWCC— Chandra Thompson, President**

- Britton Johnson, ASWCC Executive Vice-President and Chair of Campus Advocacy, applied for and was awarded a College Civics Mirco-Grant. He is interested in increasing WCC student voter registration and is going to work on some innovative ideas on how to do so.
- Three members of our Student Council went to WWU to observe and meet with their Student Government.
- Student Council is surveying campus about space. We are seeking input on both upstairs and downstairs Syre. We would like to identify how people are like the “Quiet Zone” change with upstairs Syre, and we’re trying to figure out what students would like to see in order to make downstairs Syre a more inviting space. We are also surveying students for information on the Kelly and Kulshan buildings in order to see how students feel about the study spaces available in those buildings.
- We began the budget process began this quarter and we’re currently in the middle of reviewing applications from ASWCC Clubs. We will then begin reviewing applications for Organizations requesting S&A funds.
- We are excited to announce that our Men's Basketball is 2nd in the NWWAACC, and our Women's team is tied for 2nd place. Both teams are currently competing for the championship in Kennewick, WA. Go ORCAS!

➤ **WCCFT—Kimberly Reeves, President**

- Kim Reeves reported that negotiations are making minimal progress.

➤ **Administrative Services—Nate Langstraat, Interim Vice President**

- **Finance** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
  - Official communication regarding the launch of the 2013-14 budget development and planning was distributed. Development process information, including a schedule, has been posted on the Staff Web. The process will continue to build upon improvements that were made during the 2012-2013 budget development.
  - In preparation for the statewide ctLink implementation, many departments on campus, including the Business Office, provided procedure documentation. Procedures submitted by

- colleges will be taken into consideration during the development and configuration of the new statewide system.
- 2012-2013 audit results for the Whatcom Community College Foundation were presented to the Foundation's director and Finance Committee. The audit results demonstrate improvement in the area of internal controls due to an enhanced partnership between the Foundation and the College's Business Office. The auditor had no findings or recommendations for improvement.
  - **Facilities** (*5.1: Create and manage growth through fiscal, capital, technological and human resource development*)
    - Health Professions Education Center (HPC) –The project continues to track for a substantial completion date of August 1.
    - Auxiliary Services Building – Temporary occupancy was granted the week of February 18 and Facilities and Operations staff has moved into the building. An open house will be planned during spring quarter.
    - Jonah Stinson, who serves as the Emergency Preparedness and Safety Manager for the Resilient Bellingham Consortium (RBC), a partnership between Whatcom Community College, Bellingham Technical College and Western Washington University, will be housed in WCC's Auxiliary Services Building for the next year, beginning March 1, 2013. Jonah will continue to manage and coordinate emergency management, planning and training at WCC, BTC and WWU. He will also coordinate and provide ongoing trainings for staff and faculty in emergency management and safety procedures; promote coordination of emergency planning and communications across departments within each institution as well as between the partnering institutions; and build upon current relationships to collaborate more closely with local government partners and emergency management professionals within the community.
  - **Conference & Event Services** (*3.1.2 Expand partnerships with community and business organizations. 3.1.3- Develop the College's and Foundation's community involvement and presence*)
    - The Conference & Event Services office has been coordinating many large internal and external events. Some upcoming external clients include the Math Championships on March 2, Miss Whatcom County, the National Council of Mathematics President, and the Chuckanut Radio Hour event co-sponsored by Village Books. Internally, we will be assisting the WCC Choir Concert and the Annual Career Fair.
    - Orca Field will also be hosting the Vancouver Whitecaps. The rate increase implemented on January 1, 2013 brought in \$1,100 in additional revenue for the month of January.
  - **Bookstore** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
    - The Bookstore is researching a potential shipping partnership with Echo Global Logistics. This partnership could potentially save the bookstore 20% on its freight shipments.
    - Due to the efforts of the new Course Materials Specialist, the Bookstore has received its largest and earliest response from faculty for course materials adoptions.

#### ➤ **Educational Services—Trish Onion, Vice President**

- **Financial Aid** (*1.1. Increase student achievement in transfer and career preparation*)
  - Financial assistance for WCC students has grown from \$4 million (63.6% of total tuition) in 2006-07 to over \$17 million (173.7% of total tuition) in 2011-2012. This means that instead of just covering a portion of tuition, students have needed financial assistance to cover tuition, books, and living expenses, during this economic crisis. Stafford student loans have grown

significantly. Stafford loans were 13.8% of total dollars awarded for 2006-07 and loans were 34.8% of total dollars awarded for 2011-12. Total loans represent the largest growth of any single category. However, during that same time PELL Grants grew by 520%. All other awards grew from \$2,089,559 to \$4,277,280 which is an increase of 204.7%. Multiple factors have contributed to increases in financial aid. For example, WA State Need Grant, federal Work Study (FWS), and federal Supplemental Educational Opportunity Grant (FSEOG) have increased due to the increased enrollment of low-income students. There have also been increases in the state Opportunity Grant and Worker Retraining funding, in addition to the new federally-funded Basic Food Employment and Training (BFET) program for students receiving food stamps who are pursuing professional technical programs.

- **Financial Literacy** *(1.1 Increase student achievement in transfer and career preparation)*
  - Whatcom recently acquired access to CashCourse, online financial education resources <http://www.cashcourse.org/whatcomcc> established by the National Endowment for Financial Education. CashCourse offers easy-to-use budgeting and financial planning resources, in addition to curriculum that can be adapted for college courses from a variety of disciplines. Several faculty and staff attended a CashCourse workshop during the recent Professional Development Day. As a result, some faculty plan to use these resources within their courses, and a financial literacy workgroup has formed to promote the resources of CashCourse throughout the campus.
- **Access and Disability Services** *(1.2. Increase academic support for students; 1.3. Increase access for diverse and nontraditional student populations)*
  - Record numbers of students have registered with Access and Disability Services (ADS) which provides appropriate accommodations and specialized advising for students with documented disabilities. During fall quarter, 306 students were registered with ADS which represents a 15% (267) increase since last fall, and a 68% (182) increase since 2007-08. It is important to note that the most significant increases have been with students with mental disorders and/or learning disabilities.
- **Running Start** *(1.1 Increase student achievement in transfer and career preparation)*
  - The Running Start brochure is being mailed to prospective students for fall quarter enrollment. The brochure is the annual invitation to students and parents to attend an Information Meeting and sign up for placement testing. During Running Start registration for spring quarter, senior advisors began field testing a learning outcomes evaluation instrument with students who have earned 45 or more WCC credits. The assessment will be fine-tuned and fully implemented in May when students enroll for fall.
- **Admissions Outreach**
  - The outreach coordinator has been fielding many requests from local middle and high schools to host groups of students for campus tours and age-appropriate experiences. Groups from Whatcom Middle School, Lummi Middle and Lummi High School have already visited campus, with Nooksack Middle School and Bellingham District seniors coming soon. A number of advisors, as well as WCC Foundation staff, joined the outreach coordinator in helping the Bellingham School District host financial aid sessions for students and parents. Counselors from local high schools will attend a March 15<sup>th</sup> meeting on campus to learn about WCC programs, services, and receive training on Running Start processes.

➤ **Instruction— Ron Leatherbarrow, Vice President; Ed Harri, Dean for Instruction; Janice Walker, Workforce Education Director**

- **Accreditation and Assessment** *(5.4 Foster a culture of continuous improvement based on institutional effectiveness)*
  - The college received a letter from the Northwest Commission recently, and, based on the report of the visitor in Fall 2012, issued two commendations and a recommendation. The Commission’s letter stated that Whatcom is “substantially in compliance” in the current status of our assessment program. This acknowledgement signifies the dramatic steps that we have taken, with the strong leadership of Anne Marie Karlberg, Tresha Dutton, and Ed Harri, in developing an effective program.
- **Instructional Administration** *(5.4 Foster a culture of continuous improvement based on institutional effectiveness)*
  - The process for selecting division chairs has been completed; the division chairs have been appointed and the divisional faculty and staff have been notified. The selections for the three divisions are as follows: Academic Resources and Health Professions will be chaired by Meg Delzell; Arts and Humanities will be chaired by Bob Winters; and Social Sciences and Business will be chaired by Guy Smith. The new four-year appointments will begin July 1, 2013.
- **Faculty Hiring** *(2.1 Assess and enhance instructional delivery and student learning, and 5.1 Create and manage growth through fiscal, capital, technological, and human resource development)*
  - At the start of the term, the college launched searches for 7 faculty across Instruction. One search was canceled for procedural challenges and the remaining 6 have continued. Candidates have been selected and are currently being interviewed by the faculty search committees and by the instructional administrators. We expect to complete most of the searches within the next two weeks and submit recommended finalists to the President.
- **Professional Development Day** *(2.3 Promote professional development for faculty and staff.)*
  - Tuesday, February 19, was devoted to professional development day for faculty and staff. The Professional Development Committee did an excellent job in planning the day’s set of events, and the day was a great success. As a portion of the usual “State of the College” segment, along with updates on current college projects and initiatives, a panel of representatives from administration, the Board, faculty, staff, and students responded to questions from the college community. In addition, presentations throughout the day focused on various issues related to the work of the college, including a two-hour presentation on student services offices and their work (part of the “College Knowledge” series designed for faculty training and salary increases) and another on the new college blog. A successful lunch event raised substantial funds for the Combined Fund Drive. Sessions throughout the day were well attended.
- **Improving Delivery of Instruction** *(2.1 Assess and enhance instructional delivery and student learning)*
  - As part of the College's Achieving the Dream efforts, we have invited representatives from Patrick Henry Community College to train faculty in collaborative and cooperative learning. Patrick Henry CC is a recognized leader in this area and it has trained colleges across the country in these approaches designed to engage students in and out of the classroom, leading to dramatically increased retention and graduation rates. PHCC has accepted the invitation and will be on campus to train our faculty on June 17 and June 18, 2013.

➤ **Foundation and College Advancement – Anne Bowen, Executive Director**

- **Foundation** (3.1.3 – *Develop the College’s and Foundation’s community involvement and presence; and 5.2.3 – Contribute to fiscal stability through entrepreneurial activities and efficiencies*)
  - **2012-13 Gifts** – Draft reports for February 2013 show we received 15 gifts totaling \$6,393. Year to date we have received \$126,858 compared to \$91,445 received last year at this time.
  - **Scholarship Season has started** – The WCC Foundation Scholarship Applications for the 2013-14 awards are now posted. As a point of reference, WCCF awarded more than \$170,818 in scholarships for the 2012-13 academic year. Check out this year’s application at: <https://whatcom.academicworks.com>.
  - **Jim Lynch Reception** – Special thanks to Chuck & Dee Robinson for generously hosting a two-part program featuring the popular Northwest author, Jim Lynch, on February 27<sup>th</sup>. The evening began with a private reception in the Robinson home for 34 guests, followed by a Village Books event, where our own Bob Winters expertly interviewed Jim for an audience of about 50 people.
  - **Upcoming Foundation Events:**
    - Friday, May 3<sup>rd</sup>, 5:30pm – WCC’s 45<sup>th</sup> Anniversary Celebration – Join us for a special edition of the Chuckanut Radio Hour as we celebrate the past, present and future of Whatcom Community College.
- **Communications, Marketing and Publications**
  - **Community Outreach**
    - Debuted I Am Whatcom video at Professional Development Day. Will be posted on-line and shared at community events/with business contacts.
- **Press Releases/Media Relations – Summary/Highlights Of Media Coverage** (3.1.3 - *Develop the College’s and Foundation’s community involvement and presence*)
  - WCC in the News
    - [WWU pledges to offset potential financial aids cuts from sequester](#), 2/28, The Bellingham Herald
    - [Congressman Says Federal Budget Cuts Will Hurt Local Schools](#), 2/26, KGMI
    - [Whatcom County student athletes succeed in the classroom](#), 2/18, The Bellingham Herald
    - [WCC offers class to help nonprofits boost fundraising](#), 2/1, BBJ Today
    - [Group seeks input about state education system at Bellingham meeting](#), 1/27, The Bellingham Herald
    - [WCC offers SAT prep course for local high school students](#), 1/20, The News Tribune
    - [I Am Whatcom The Rest Is Still Unwritten](#), 2/21, Horizon
  - **Additional media outreach**

Press releases, public service announcements and an ongoing list of news articles can be found at [www.whatcom.ctc.edu/news](http://www.whatcom.ctc.edu/news).