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COMMUNITY COLLEGE

MINUTES
BOARD OF TRUSTEES MEETING
Laidlaw Center Board Room
Tuesday, January 14, 2014
2:00 p.m.

- **CALL TO ORDER** Chair Sue Cole officially called the Board of Trustees meeting to order at 2:05 p.m. Present in addition to the chair were trustees Barbara Rofkar, Steve Adelstein, and Tim Douglas, constituting a quorum. Others present included President Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Nate Langstraat, Vice President for Administrative Services; Trish Onion, Vice President for Educational Services; Anne Bowen, Executive Director for Advancement; Ed Harri, Dean for Instruction; Melissa Nelson, Assistant Attorney General; and Rafeeka Kloke, Executive Assistant to the President.

ACTION TO ACCEPT AGENDA

- Trustee Barbara Rofkar moved to approve the meeting agenda as proposed. It was seconded by Trustee Steve Adelstein and the **motion was approved unanimously**.
- Trustee Sue Cole announced that there is a designated time for public comment on the agenda.

INTRODUCTION OF NEW EMPLOYEES

- The following recent hires, were presented to the Board
  - Rafeeka Kloke, Executive Assistant to the President
  - Siobhan Chaney, Divisional Coordinator – Academic Resources and Health Professions
  - Trish Newbold, Workforce Education Coordinator
  - Meredith Jarvis, Instruction Office Program Coordinator
  - Melissa Talbot, Divisional Coordinator for Social Science and Business Division
  - Melinda Larkin, Fiscal Analyst 3
  - Snezana Buric, Fiscal Specialist 1
  - Ibidunni Ojikutu, Cashier 3
  - Diane Cronk, Copy Center Lead B
  - Kurt Seiler, Information Technology Technician 1
  - Beau Cohen, HR Consultant Assistant
  - Matthew Santos, Student Life Coordinator
  - Nicole Baker, Associate Director of Residence Life

STRATEGIC CONVERSATIONS

- **Marketing plan** ***(support all strategic goals) presented by Mary Vermillion***

A PowerPoint presentation was shared providing an overview of the marketing plan for the next three years. Outcomes and results will be shared with the Board once the plan is launched.

CONSENT AGENDA

- **Consent Agenda (Calendar)**

a. Minutes of the December 11, 2013, Board of Trustees Meeting (Attachment A)

b. Proposed Fall 2013 Graduates (Attachment B)

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

ACTION

- **TAB A -- Policy 3010 Student Rights & Responsibilities** (2nd reading, possible Action)
  - Trustee Tim Douglas moved to approve policy 3010 as amended with one change to insert same language on use of alcohol on campus for marijuana, and assign the new number 620. The motion was seconded by Trustee Barbara Rofkar and the **motion was approved unanimously.**

- **Tab B Policy 521 Tuition Waivers (1st Reading, possible Action)**
  - Trustee Tim Douglas moved to approve policy 521 as amended. The motion was seconded by Trustee Steve Adelstein and the motion was approved unanimously.

- **Tab C Policy 3230 Student Assessed Fees (1st Reading, possible Action)**
  - Trustee Barbara Rofkar moved to approve policy 3230, and assign the new number 619. The motion was seconded by Trustee Tim Douglas and the motion was approved unanimously.

- **Core Themes -** In preparation for its year three accreditation report and visit, the college community has identified three new core themes – creating opportunities, building community, and achieving success – that collectively support the College's mission and reflect values embraced by faculty, staff, and students. Informed by college feedback, committee discussion, and a culminating college survey, the college community has thoughtfully developed and identified these themes. Objectives and measurable performance indicators are currently being developed to support the assessment of these themes and the College's fulfillment of its mission. If adopted, the core themes will be utilized immediately in finalizing the objectives and indicators for the year three report and visit, due to the Northwest Commission on Colleges and Universities (NWCCU) in March 2014.

- Trustee Barbara Rofkar moved to adopt the new core themes as proposed. The motion was seconded by Trustee Tim Douglas and the motion was approved unanimously.

PRESIDENT'S REPORT

- President Kathi thanked the HR staff, and faculty and staff who have spent considerable amount of time serving on hiring committees.
- President Kathi mentioned the article in Cascadia Weekly calling WCC a "Fine neighbor". She thanked Brian Keeley and Mary Vermillion for the good work.
- Winter quarter FTE is up slightly with 3,793 FTE reported. However, the College has seen a recent drop in numbers and staff will be looking into the reasons for the drop.
- President Kathi will be participating in a President's Panel at the Washington Higher Education Sustainability Conference being held at WWU on February 6 & 7. A number of WCC faculty will be participating in the conference.
- Stan Jaworowski and Keasa Jones with SRG Partnership (architects) provided an update on the Student Pavilion project. A 3D presentation was shared.

REPORTS

- **ASWCC** –Lucas Nydam, President
  - Mr. Nydam reported that student civic engagement will be a focus of this quarter. The student senate received more applications than they have ever seen.
  - Student "Welcome Back Warm Up" is scheduled for January 15th.
  - WCC Students will be heading to Olympia on February 7th to meet with state legislators/
  - The 24th Annual Northwest Student Leadership Conference (NWSLC) is scheduled for February 21st-23rd, 2014 at Portland State University. A number of WCC Students are planning to attend.
- **Administrative Services** – Nate Langstraat, Vice President
  - Nothing to add
- **Educational Services** – Trish Onion, Vice President
  - Trish Onion thanked Trustee Barbara Rofkar for all of work on the MLK Human Rights Conference

- **Instruction Office** – Ron Leatherbarrow, Vice President
  - Ron Leatherbarrow reported that the Tenure Reports will be available for review at the end of January.
- **Advancement/Foundation Office** – Anne Bowen, Executive Director
  - Nothing to add.

DISCUSSION/TACTC/ITEMS OF THE BOARD

- **Winter Celebration**
  - President Kathi thanked Trustee Barbara Rofkar for hosting the Winter Celebration at her home.
- **TACTC Conference**
  - Trustee Tim Douglas, Trustee Sue Cole, and President Kathi will be attending the TACTC Conference.
- February Board of Trustee Retreat
  - The retreat is scheduled for February 4, 2014 from 7:30 am to 3:00 pm at the Bellingham Golf & Country Club. Bill Christopher will serve as the facilitator.

PUBLIC COMMENT

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

BREAK

- The meeting was adjourned for a ten minute break at 3:20 p.m.
- The meeting reconvened into open session at 3:30 pm.

EXECUTIVE SESSION

- At 3:55 p.m., the meeting was adjourned for a closed Executive Session of the Board for approximately 30 minutes to review and discuss faculty union approved contract language *"(g) .... as provided in RCW 42.30.140 (4)(a), to discuss collective bargaining"*

  Chair Cole announced that a possible action may be anticipated. Guests included President Kathi Hiyane-Brown, Ron Leatherbarrow, VP of Instruction, Nathan Langstraat, VP of

Administrative Services, and Assistant Attorney General Melissa Nelson.

The Executive Session was extended at 4:25 p.m. for approximately 65 additional minutes.

- The Executive Session adjourned at 5:30 p.m. and the Board reconvened into open session at 5:30 p.m.

ACTION

- Trustee Tim Douglas moved to approve the faculty union approved contract language. The motion was seconded by Trustee Barbara Rofkar and **the motion was approved unanimously**.

ADJOURNMENT

- There being no further business, the meeting was adjourned at 5:40 p.m.

Sue Cole
Chair of the Board

Feb. 4, 2014
Date

Kathi Hiyane-Brown
President and Secretary of the Board

2/4/2014
Date