

Whatcom

COMMUNITY COLLEGE

MINUTES
BOARD OF TRUSTEES MEETING
Laidlaw Center Board Room
Wednesday, January 9, 2013
2:00 p.m.

- ➔ **CALL TO ORDER** Chair Barbara Rofkar officially called the Board of Trustees meeting to order at 2:00 p.m. Present in addition to the chair were trustees Sue Cole, Steve Adelstein, and Tim Douglas, constituting a quorum. Absent was trustee Chuck Robinson. 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; Vivian Hallmark, WFSE Representative; Lisa Wochos, Assistant Attorney General; Chandra Thompson, ASWCC President; and Keri Parriera, Executive Assistant to the President.

ACTION TO ACCEPT AGENDA & ANNOUNCEMENT OF PUBLIC COMMENT

- ➔ Trustee Tim Douglas 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.

INTRODUCTION OF GUESTS

- ➔ Melisa Nelson—TACTC Transforming Lives Award Nominee from WCC
- ➔ Corrinne Sande-- TAG 2012 Outstanding Achievement in Industry Leadership Award
- ➔ Heather Bennett, Director of Intuitional Effectiveness and Resource Development at Everett is part of the WELA program, and is being mentored by President Kathi.

STRATEGIC CONVERSATIONS

- ➔ **Accreditation Status Report** (*Goal 5 -- Strengthen the College's ability to deliver its mission*)—Vice President Ron Leatherbarrow and Dean Ed Harri and Anne Marie Karlberg

A PowerPoint presentation of the accreditation process for the College was presented. The College's responses to the Northwest Commission on Colleges and Universities (NWCCU) recommendations were addressed and discussed.

CONSENT AGENDA

- ➔ **Consent Agenda (Calendar)**

a. Minutes of the December 12, 2012, Board of Trustees Meeting (Attachment A)

Chair Rofkar stated: "If there are no objections, this item will be adopted." As there were no objections, **this item was adopted.**

ACTION

→ TAB A--Review of Proposed Policy Changes (2nd reading, possible Action)

- **Policy 2160 Public Information Policy.** Recommend to retain present policy with revised text. *Trustee Steve Adelstein moved to retain this policy with proposed revisions with the addition of the word "integrity inserted after the word "brand" in the text with the new Policy number 350.* The motion was seconded by Trustee Tim Douglas and the **motion was approved unanimously.**
- **Policy 3060 Ungraded Courses Policy.** Recommend to delete as Board policy. Ungraded courses must meet the qualifications defined in WAC 131-28-026 the SBCTC designates ungraded courses. Courses that are ungraded are published in the College catalog *Trustee Sue Cole moved to delete this policy as proposed. The motion was seconded by Trustee Steve Adelstein, and the motion was approved unanimously.*
- **Policy 3080 Tuition/Fees/Refunds Policy.** Recommend to retain present policy with revised text. *Trustee Steve Adelstein moved to retain this policy with proposed revisions and to assign new Policy number 520.* The motion was seconded by Trustee Tim Douglas and the **motion was approved unanimously.**
- **Policy 3100 Admission/Registration/Records Policy.** Recommend to combine policies 3100 and 3110 with revised text and change name. *Trustee Sue Cole moved revise this policy with proposed revisions combining text from polices 3100 and 3110, revise the name and thus delete 3100 and 3110 and assign the new policy number 515.* The motion was seconded by Trustee Steve Adelstein and the **motion was approved unanimously.**
- **Policy 3120 Allocation to Student Loan Fund Policy.** Recommend to delete as Board policy. The local student loan program no longer exists and has been replaced with other student aid options. *Trustee Tim Douglas moved to delete this policy as proposed. The motion was seconded by Trustee Sue Cole and the motion was approved unanimously.*
- **Policy 3190 Petition for Exclusion of Low Grades Policy.** Recommend to delete as Board policy. The petition for exclusion of low grades is covered in the Grading System policy area of Combined Policy 3100 and 3110 if approved. *Trustee Tim Douglas moved to delete this policy as proposed. The motion was seconded by Trustee Steve Adelstein and the motion was approved unanimously.*
- **Policy 3240 College Mascot Policy.** Recommend to retain with revised text. *Trustee Tim Douglas moved to retain this policy with proposed revisions and assign new policy number 322.* The motion was seconded by Trustee Sue Cole and the **motion was approved unanimously.**
- **Policy 3270 Student Publications Policy.** Recommend to retain with revised text. *Trustee Steve Adelstein moved to retain this policy with proposed revisions assign new policy number 525.* The motion was seconded by Trustee Sue Cole and the **motion was approved unanimously.**
- **Policy 4030 Attendance Incentive Program Policy.** Recommend to delete as Board policy. This is in RCW 41.04.340. *Trustee Tim Douglas moved to delete this policy as proposed. The motion was seconded by Trustee Steve Adelstein and the motion was approved unanimously.*
- **Policy 4040 Medical Certification for Sickness or Accident Disability Policy.** Recommend to delete as Board policy. This is more appropriate as a procedure. *Trustee Sue Cole moved to delete this policy as proposed. The motion was seconded by Trustee Tim Douglas and the motion was approved unanimously.*

- **Policy 4060 Tuition and Fee Waivers for WCC Employees Half Time and Over.** Recommend to retain present policy with revised text.
Trustee Tim Douglas moved to retain this policy with proposed revisions and assign new policy number 331. The motion was seconded by Trustee Sue Cole and the motion was approved unanimously.
- **Policy 4070 Personnel Files.** Recommend to retain present policy.
Trustee Tim Douglas moved to retain this with proposed revisions and assign new policy number 325. The motion was seconded by Trustee Sue Cole and the motion was approved unanimously.
- **Policy 4090 Salary Increases.** Recommend to delete as Board Policy. Language is standard on all employment contracts.
Trustee Tim Douglas moved to delete this policy as proposed. The motion was seconded by Trustee Steve Adelstein and the motion was approved unanimously.
- **Policy 4100 Travel.** Recommend to retain present policy with revised text and name change.
Trustee Steve Adelstein moved to retain this policy with proposed revisions, revise name, and assign new policy number 327. The motion was seconded by Trustee Sue Cole and the motion was approved unanimously.
- **Policy 4110 Other Employment.** Recommend to retain present policy with revised text.
There was no motion on this policy, so this policy was tabled for further review.
- **Policy 5010 Qualification of Faculty Policy.** Recommend to delete as Board Policy. This is a component of the Faculty Negotiated Agreement.
Trustee Sue Cole moved to delete this policy as proposed. The motion was seconded by Trustee Tim Douglas and the motion was approved unanimously.
- **Policy 5030 Teaching as a Percentage of Load Policy.** Recommend to delete as Board Policy. This is a component of the Faculty Negotiated Agreement.
Trustee Tim Douglas moved to delete this policy as proposed. The motion was seconded by Trustee Steve Adelstein and the motion was approved unanimously.
- **Policy 7030 Awards for Academic Excellence.** Recommend to retain with revised text and revised name.
Trustee Steve Adelstein moved to retain this policy with proposed revisions, revise name, and assign new policy number 522. The motion was seconded by Trustee Tim Douglas and the motion was approved unanimously.
- **Policy 7040 Educational Use of Human Subjects Policy.** Recommend to retain with revised text.
Trustee Steve Adelstein moved to retain this policy with proposed revisions and assign new number 318. The motion was seconded by Trustee Tim Douglas and the motion was approved unanimously.

Trustee Steve Adelstein agreed to work with President Kathi on preparing the remaining policies for review by the Board.

PRESIDENT'S REPORT

- ➔ Executive Director of the State Board, Marty Brown, visited WCC on Monday, which completed his circuit of calls on the community and technical colleges throughout the system. He advised us that we might not have budget allocations before the end of this fiscal year.

- Congressman Rick Larsen visited our campus on Tuesday, met with a round table of various higher education leaders, and met individually with President Kathi. Jarid Corbitt, WCC's Veterans Program Coordinator, presented Representative Larsen with a WCC Challenge Coin.
- President Kathi shared a copy of the College Work plan for 2012-2013 with the trustees.
- President Kathi provided a short building construction update to the Board. She noted that the Health Professions Education Center construction might be at a stage that could accommodate a trustee tour in the spring. The Learning Commons project made the State Board recommendation list for pre-design funding that may be available in the next fiscal year. The Cordata neighbourhood group is being advised of all our building programs as well as the institutional master plan.
- The College continues to review the new Strategic Plan, which is scheduled to be presented soon to the Board for approval consideration.

➤ REPORTS

- ASWCC – Chandra Thompson, President
 - Chandra Thompson was congratulated by the Board for her election as president of the Council. Chandra shared that all Executive Council Positions have been filled.
 - The Council, in collaboration with BTC, will be meeting with legislators in February in Olympia and participate in a student rally.
 - The Student Government has developed a quiet study zone in the upstairs area of the Syre Center, which is very popular with the students.
 - Chandra shared that Whatcom's first home basketball game against Skagit Valley College will be very exciting tonight and will include free t-shirts and hot dogs. The student government extended an invitation to all the trustees to attend the game and presented each of them with a t-shirt. President Hiyane-Brown distributed season passes to each of the trustees also.
 - Nate Langstraat shared that he has been working with the student task force on the Pavilion remodel project, which will enter the pre-design phase soon.
- WFSE – Vivian Hallmark, Representative
 - Vivian had nothing additional to report.
- Administrative Services – Nate Langstraat, Interim Vice President
 - Nate Langstraat has been communicating with WWU regarding their 2013-14 basketball game schedule as their gym will be under renovation. Consideration is being given to renting our facilities for Western's games.
- Educational Services – Trish Onion, Vice President
 - Trish Onion shared copies of an NWAACC article highlighting the exceptional academic success of Whatcom athletics in addition to their recognized athletic talents.
 - Trish spoke about the MLK Human Rights Conference, which will be held on Whatcom's campus on Saturday, January 19 and encouraged all to attend.
- Instruction Office – Ron Leatherbarrow, Vice President
 - Nothing additional to report.

- Advancement/Foundation Office – Anne Bowen, Executive Director
 - Anne Bowen shared the good news about contributions to the Foundation during the month of December and that there are 86 members currently in the President’s Circle.

DISCUSSION/TACTC/ITEMS OF THE BOARD

- **Proposal for Changing Date of April 2013 Board Meeting**
 - Trustee Sue Cole moved to change the April 2013 Board meeting to Wednesday, April 17 in place of the scheduled April 10th meeting. The motion was seconded by Trustee Steve Adelstein, and the motion was approved unanimously.
 - The January 29-30 TACTC meeting was discussed. A reception for our local legislators will be held on the evening of January 30 at the Waterstreet Café in Olympia, cosponsored by WCC, BTC and Skagit. Trustees and presidents from these three colleges will be visiting with the legislators. WCC is taking the lead with this year’s arrangements.
 - Trustees were reminded to make appointments for their official portrait sittings.

PUBLIC COMMENT

- Chair Rofkar called for public comment. Linda Lambert, Library Director spoke about the Whatcom Reads book of the year, *Snow Falling on Cedars*, and the February 20th program featuring the author. She also commented on the policy action portion of the board meeting.

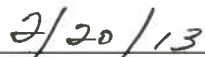
ADJOURNMENT

- There being no further business, the meeting was adjourned at 4:15 p.m.

Minutes respectfully submitted:




Chair of the Board



Date



President and Secretary of the Board



Date