

**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**Laidlaw Center Board Room**  
**Thursday, February 7, 2008**  
**2:00 p.m.**

**CALL TO ORDER** Chair Robert Fong officially called the meeting to order at 2:06 p.m. Present were trustees Barbara Rofkar, and Sue Cole. Absent were trustees Robinson and Adelstein. Others present were President Kathi Hiyane-Brown; Richard Fulton, Vice President for Instruction; Linda Maier, Dean for Workforce Education; Warren Brown, Associate Dean for Academic Services; Lisa Wochos, Assistant Attorney General; Nate Langstraat, Assistant to the President; Will Webber, WCCFT President; John O'Neill, WSFE Representative; guests: Kelly Kester, International Programs Director, and Dean Hagin, Learning Center Director; and Keri Parriera, Executive Assistant to the President.

**STUDY SESSION**

**China Outreach Visit**

Vice President Fulton, along with approximately 100 people from the Northwest, toured China in late October of 2007, as part of a delegation sponsored by the Bellingham Chamber of Commerce. Others on the trip with affiliations to the College included Trustee Chuck Robinson and Foundation Director Marge Laidlaw. Dick reiterated that people need to become involved in another culture, even if only visiting for a time, as it makes one better able to appreciate diverse societies and debate official media agenda on what are perceived to be truths. Discussions continued toward education in China and the international education trends emerging from China. Kelly Kester, International Programs Director, expounded on potential challenges and the realities of recruiting students from China as apposed to other Asian countries. Visas prove to be very difficult to obtain. Kelly did report that Whatcom has five applications from students from China for our next academic year, pending visa approvals. Dr. Fulton talked about possible collaborative efforts with Bellingham School District on a Chinese language program, and initial discussions with WWU on Chinese cultural program offerings. Dean Hagin, Learning Center Director, who has with close ties to the local Chinese community, spoke to the community's interest in these programs.

**MINUTES**

Trustee Sue moved that the minutes of January 9, 2008 Regular Board of Trustees Meeting, the January 22, 2008 Special Session Board of Trustees Legislative Dinner, and the January 29, 2008 Board of Trustees Special Session at the WCC auditor's exit meeting be approved as submitted. It was seconded by Trustee Barbara and the **minutes were approved unanimously.**

**PRESIDENT'S  
REPORT/  
CORRESPONDENCE**

- President Hiyane-Brown shared several of the recent items of correspondence that she has received:
  - Lee Marchisio from Governor Gregoire's staff sent a letter of thanks for hosting Governor Gregoire's Town Hall meeting on October 8th of last year.
  - Trustee Barbara Rofkar, in her role as Chair of the Whatcom Human Rights Task Force, sent a letter expressing the organization's thanks for Whatcom's collaboration and support of the annual Dr. Martin Luther King Conference on January 19. It was the biggest conference yet.

- The Commission on Accreditation of Allied Health Education Programs sent a letter notifying Whatcom that its Medical Assisting Program is in compliance with the nationally established accreditation standards. Kathi thanked Linda Maier and her allied health staff, especially Barbara Dahl, the Medical Assisting Program Coordinator, for their commitment to maintaining the quality of this program.
- Full-time faculty member, Jennifer Leisegang has submitted a letter of resignation from her tenured position as part of the nursing faculty effective at the conclusion of Spring Quarter, 2008.
- A formal letter of resignation was also received from Richard Fulton, who will be retiring from WCC on March 11. President Hiyane-Brown extended the College's well wishes to him and conveyed that he will truly be missed.
- President Hiyane-Brown thanked the trustees for their participation in the TACTC legislative conference in Olympia, January 21-22. Their presence in mass (with the exception of Trustee Rofkar who was unable to attend) was noted favorably by many people from TACTC and the State Board.
- Linda Maier joined the President at the January TACTC/WACTC legislative meetings as well as on the visits with individual legislators, providing enlightenment to them about WCC and our needs.
- The President reported that Dr. Ron Leatherbarrow has accepted the position of Interim Vice President of Instruction at WCC, and will be introduced at the next Board of Trustees Meeting on March 17. Dr. Leatherbarrow comes with exceptional credentials and a great deal experience in our community college system.
- Preparations are continuing for the March 7<sup>th</sup> All College Strategic Planning Day, and an agenda will be distributed soon. Student government leaders have also been invited to participate along with our faculty, staff and administration. The College is anxious to obtain input for our constituency on this important plan.
- The WCC Foundation has recently participated in two ½-day retreat sessions led by consultant Susan Kostick. Susan has worked with the WCC Foundation Board to identify areas that need attention, incorporating the College's mission and overlapping with the direction of our strategic planning. Other directions include providing introductions of the President to various community and business leaders, setting fund raising priorities and goals, recruiting additional board members, and looking at staffing issues. The time spent was very projective and rejuvenating and the WCC Foundation is progressing in a positive direction.
- President Hiyane-Brown and President Karen Morse will jointly present to the Bellingham City Club on March 26 on the topic of higher education in Whatcom County.
- The Board was reminded that tenure consideration for two faculty members will be on the agenda of the March 17 the Board of Trustees meeting. The probationary progress reports and recommendations for tenure for Kimberly Reeves and Paul Frazey are available in the Office of the President for the trustees review and consideration before the scheduled meeting.
- The President provided an update on the Learning Commons capital project which has received some additional, last minute support from the State Board. Although our proposal was not included in the current capital project recommendations to the legislature, two projects, ours and one from Edmonds Community College were added to the list for next year's funding cycle. There is much competition for these funding dollars.

## ACTION

- **TAB A Resolution 08\_01**

Trustee Barbara Rofkar moved to approve Resolution No. 08-01 in appreciation of Richard Fulton upon his retirement for his ten years of service to Whatcom Community College as Dean for Instruction from August, 1998 to July, 2004, and then as Vice President of Instruction and Dean of Faculty from August, 2004 to the present. It was seconded by Trustee Sue Cole and the **motion was approved unanimously.**

Trustee Fong extended the Board's thanks and good wishes for success to Dr. Fulton, who responded with his appreciation and thanks for this resolution and his pleasure of having worked closely with this board.

## BREAK

The meeting recessed at 3:23 p.m. for a short break and reconvened at 3:37 p.m.

## REPORTS

### WCCFT – Will Webber, President

- Union negotiations are halted awaiting the finalization of awards for professional development activities (PDUs) recommended by the Salary Placement Committee. The negotiation team will respond with distribution of the state-legislated funds as soon as a final award amount has been determined.

### ASWCC – Rachael Davis, President

- No report and not in attendance

### WFSE – John O'Neill, Representative

#### **Report provided with agenda.**

- While record floodwaters have subsided, relief donations continue to rise in an effort to help state employees recover from the December floods and storms in Southwest Washington. The Washington Federation of State Employees Flood Relief Fund was established in mid December 2007 to assist state employee families affected by the devastating flood waters. The fund has grown to more than \$56,000 thanks to generous donations from locals and individuals. Whatcom Community College/WWU Local 1381 donated \$200 plus donations from individuals.

### TACTC – Steve Adelstein, Trustee

- The Board asked Linda Maier, Dean for Workforce Education, to report on her perceptions of the TACTC meeting that she attended as part of her doctorate program assignments. Linda reported that the TACTC meeting and legislative dinner were fascinating and interesting, and that it was reassuring to hear of what the Board is being apprised.

### WCC Foundation – Nate Langstraat and/or Barbara Rofkar, Trustee

#### **Report provided with agenda.**

- The Foundation Board held two half-day planning retreats, facilitated by consultant Susan Kostick. These sessions focused on mission statements, board member roles, fundraising goals, and other related topics. Retreats were held on January 30 and February 6. At the time of this report, the sessions had not concluded.

**Administrative Services – Ray White, Vice President**

**Report provided with agenda.**

**Facilities**

- **Learning Commons** – While the initial recommendation from the State Board did not include Whatcom’s capital project, it is now being recommended for funding over an extended period. This would essentially lock-in our project, but would commit the money over eight years instead of six.
  
- **Kellogg Crosswalks** – Several weeks ago, a female student was hit by a car in the crosswalk between Laidlaw and Kulshan. The police and ambulance responded within a few minutes and our student was immediately taken to the hospital. The person driving the car was not a Whatcom student. The hospital released her later that day and she returned to school the following week.

The accident has re-kindled discussions with the city and other local agencies. We will continue to meet with them to discuss our concerns and help identify what solutions might be employed to improve the crossing in both the short-term and long-term.

**Finance**

- **State Auditors Office** – The results of our recent audit by the SAO will be shared at an exit interview January 30, 2008. No audit findings are expected.

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

**Report provided with agenda.**

***Student Survey***

- The student survey (ACT's Student Opinion Survey) has been administered. Instead of surveying the full student population, a stratified sample was used (based on class time, type of class, type of academic program). 2,400 surveys were distributed and 1,607 were completed. This resulted in a 67% response rate - which will give the College analytical data that is within an acceptable 95% confidence level. The qualitative comments have been transcribed and the quantitative survey data has been sent to ACT for scanning and analysis. It is anticipated that the College will receive the statistical data within a month. Thereafter, the statistical data will need to be summarized into a report. It is anticipated that the once an Institutional Researcher is hired, one of their duties will be to create a narrative report on the data. The next student survey is not scheduled until winter quarter 2010.
- Note: Associate Dean Warren Brown will be providing the update report to the Board at the February board meeting in the absence of Vice President Onion.

**Instruction Office – Richard Fulton, Vice President**

**Additions to his written report:**

Vice President Fulton took the opportunity to recognize one of Whatcom’s staff members who is taking a disability retirement. Gus Dempsey has provided outstanding service to the college and was instrumental in the planning and development of the labs, and storage and prep areas in the Kulshan Building. “Gus is my friend and I hate to see him go.”

**Report provided with agenda.**

- WCC hosted a site visit in October 2007 of the State of Washington Department of Health, Nursing Care Quality Assurance Commission for the purpose of

reviewing WCC's nursing program. The reviewers found the self-study well-written and comprehensive and commended the program for the quality of the report and the quality of the new program. WCC's Nursing Program will be placed on the standard review cycle of eight years with the next review scheduled in fall 2015.

- Despite the angry weather, the Focus the Nation on Sustainability Week at WCC is drawing good crowds as this is being written. As is increasingly the case, the events are drawing numbers of non-students as well as WCC students, faculty, and staff. A new interdisciplinary class focusing on environmental awareness and sustainability is under development by Barry Maxwell and other members of the Sustainability Initiative.
- International programs is ready to request proposals from faculty for short term study abroad classes. International programs is also working with interested faculty on Fulbright proposals, some of which should bear fruit within a year or two.
- The San Francisco Office of the Department of Labor conducted a review in December 18-20, 2007 of Whatcom's Community Based Job Training Grant to ensure achievement of grant goals and compliance with the grant agreement and applicable laws and regulations. The review went very well. The reviewer noted the following promising practice: *The Pathways to Health Careers project is a good example of multi-organizational collaboration and could well serve as a model of strategic planning and resource leveraging.*

**PIO – Nate Langstraat**  
**Report provided with agenda.**

**Catalog –**

A timeline was developed for catalog production through the efforts of Janelle Miner (Registration) and Lana Frazier (Office of Instruction). The timeline was presented and explained to the Curriculum Advisory Committee, highlighting the critical cut off deadlines for course/program information.

**Public Information Commission –**

On January 23<sup>rd</sup>, I attended the Public Information Commission meeting, held in Olympia at the State Board offices following the TACTC conference. College representatives shared the results of their legislative dinners, discussed the driving issues related to this legislative session, and reinforced the notion that we should be communicating budget priorities earlier with our legislators. This notion seems to match the State Board's efforts to start the budget process earlier.

**Focus the Nation Week –**

Focus the Nation Week was held during the last week of January with Whatcom Community College planning and holding numerous events on our campus. Events were communicated to local media with an open invitation for all community members to participate in the various activities. As part of the schedule of events, Mayor Dan Pike presented *Sustainable Living in Bellingham* followed by a question and answer period on January 30<sup>th</sup> in Heiner Theater.

**January Press Releases and Public Service Announcements –**

- Whatcom Community College Joins Largest Teach-In in US History, Focus the Nation

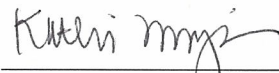
- Top Whatcom Community College Students Named to the 2008 All-Washington Academic Team
- Whatcom Community College Serves as Co-Host for 10th Annual Martin Luther King, Jr. Human Rights Conference
- Whatcom Community College Serves as Hosting Site for Nationwide Event, College Goal Sunday
- Whatcom Community College Announces Women's Soccer Program to Kick Off in Fall 2008
- Adult Basic Education and English as a Second Language Winter Quarter Orientations
- Whatcom Community College Announces Fall Quarter 2007 Dean's List
- WCC Vice President for Instruction Richard Fulton Accepts Position at Windward Community College in Hawai'i
- WCC Hosts Running Start Information and Testing Sessions

**DISCUSSION/ITEMS OF THE BOARD**      No items for discussion.

**ADJOURNMENT**      There being no further business, the meeting was adjourned at 3:46 p.m.

  
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 Chairman of the Board

3/17/08  
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 Date

  
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 President and Secretary of the Board

3/17/08  
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 Date