

MINUTES
BOARD OF TRUSTEES BOARD RETREAT
Monday-Tuesday June 29-30, 2009
Semiahmoo Resort and Conference Center
9565 Semiahmoo Parkway • Blaine, WA 98230
Great Blue Heron Grill
9565 Semiahmoo Pkwy • Blaine, WA 98230

Scheduled Meeting Times and Locations

Monday, June 29, 2009 (with President's Cabinet)

8:30 a.m. - 3:30 p.m. Semiahmoo Dolphin Room 2152

6:00 p.m. - 10:00 p.m. Great Blue Heron Grill (with President's Cabinet)

Tuesday, June 30, 2009

8:30 a.m. – 3:00 p.m. Semiahmoo Dolphin Room 2152

Monday, June 29, 2009

8:30-9:00 a.m. Board in attendance at breakfast in Dolphin Room

CALL TO ORDER Chair Barbara Rofkar officially called the meeting to order at 9:00 a.m. Present were trustees Sue Cole, Chuck Robinson, Steve Adelstein and Tim Douglas. Others present were President Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Patricia Onion, Vice President for Educational Services; Ray White, Vice President for Administrative Services; Linda Maier, Dean for Workforce Education; Anne Bowen, Executive Director for Foundation and College Advancement; Lisa Wochos, Assistant Attorney General; and Keri Parriera, Executive Assistant to the President.

**CONSENT
AGENDA**

1. Consent Agenda (Calendar)

- a. Minutes of the June 10, 2009, Board of Trustees Meeting (Attachment A)
- b. Minutes of the June 12, 2009 Honors and Awards Ceremony and the June 19, 2009 Commencement Exercises

Minutes were removed from the consent agenda and corrections were requested as follows:

June 10, 2009 TACTC Report. **Tim Douglas** ~~Steve Adelstein~~ has accepted the TACTC appointment as chair of the Creating Opportunities Committee and will also be on the TACTC Executive Board.

June 12, 2009 Attendees. Trustees in Attendance: Barbara Rofkar, Sue Cole and **Tim Douglas** ~~Chuck Robinson~~

It was moved to accept the all the corrections, seconded and the minutes were unanimous approved.

**ACTION
ITEMS**

- **TAB A – College Annual Calendar for 2009-2010 Academic Year Revision**
Vice President Onion explained about the error in calculations that was made when the schedule was developed. Trustee Sue Cole moved *to revise the 2009-2010 Academic Calendar as proposed to complete Fall Quarter 2009 on Thursday, December 10, 2009.* Trustee **Chuck Robinson** seconded the motion and the motion passed unanimously.
- **TAB B – Memorandum of Understanding --WCCFT Collective Bargaining Agreement Extension**
Vice President White reported on the status of the negotiated agreement and why an extension was requested. Trustee Steve Adelstein moved *that hat the existing WCCFT Collective Bargaining Agreement in effect from June 17, 2006, through March 25, 2009, and previously extended in full force and effect from March 25, 2009, through June 19, 2009, be extended to July 31, 2009 or until a new agreement is ratified and signed into effect by both parties, whichever occurs first as provided for in the Memorandum of Understanding dated and signed on June 19, 2009, by parties for the union and the employer.* Trustee Chuck Robinson seconded the motion and the motion passed unanimously.

EXECUTIVE SESSION

The meeting was adjourned at 9:10 a.m. and immediately reconvened into Executive Session at to discuss Personnel Issues and possible litigation. Guests included Assistant Attorney General Lisa Wochos, and President Hiyane-Brown.

The Executive Session adjourned at 9:30 a.m. and the Board reconvened into open session at 9:38 a.m.

DISCUSSION/ ITEMS OF THE BOARD

- Trustee Steve Adelstein reported on TACTC sanctions that were passed by a vote of 7-1 by the Capital Projects Committee upon South Seattle Community College. Discussions continued regarding required processes coordinated by the State Board as the directorial body of the community and technical colleges.
- It was suggested that the meeting with legislative representatives be held earlier than last year, perhaps in August or early September. Keri will coordinate with BTC and Skagit. An invitation to Chris Rykdal from the State Board to join the luncheon and provide a study session with the Board was also discussed.
- Added to the agenda was a brief update on the Governor's recent 2 percent budget reduction request. Presently higher education is encouraged to comply as able with the Governor's state mandate. Whatcom Community College continues to look at opportunities to increase revenues as well as reductions in the operating budget as a solution to the economic conditions. The College remains diligent as we monitor conditions and continues to review budget line items. We are hopeful that the community colleges will be allowed flexibility in their decisions to reduce budgets where it is deemed necessary instead of mandated select areas.
- **Student Achievement Initiative**
Vice President Trish Onion spoke about the Student Achievement Initiative developed by the State Board, and a handout of the point system calculations of the initiative and the College's progress to date was reviewed.
- **Strategic Plan**
The Strategic Plan was reviewed and each vice president provided a succinct synopsis of the progress to day for the goal for which each is responsible. Software has recently been purchased to aid with the process of recording and monitoring the progress on these goals. Anne Marie Karlberg, Director for Institutional Research and Assessments is assisting Cabinet members with the process.

➤

Goal 1—Expand opportunities for students to achieve their potential

Vice President Trish Onion presented the top priorities as well as what is doable for next year which includes basic infrastructure increases for access and student support services. They have increased orientations for new students and the College is looking towards a First Year Experience (FYE) project which will be comprehensive and include faculty participation. Trish reported that summer enrollments are up 10 percent from last year. She also discussed student programs and the importance of having strong leadership opportunities for students. Results can be seen by the current student body and their broader awareness of college issues as well as student concerns. There is also a focus on gate keeping classes such as math and collaboration with Western Washington University. We are also working with WWU on international recruitment with an articulation transfer agreement as a marketing incentive.

Goal 2—Strengthen the Culture of Learning

Vice President Ron Leatherbarrow spoke about the focus on assessment and the great strides that have been accomplished during the past year. Faculty involvement in leadership has been increased. Also looking at an improved evaluation process for post tenure. A goal is improved teaching and learning and a focus on professional development. Orientations for new division chairs are ongoing this summer. Instruction and the division chairs are also working on components such as a faculty mentoring system to help new faculty with their integration to the college.

Goal 3 Contribute actively to the vitality of Whatcom County

Director Anne Bowen speaking on Goal 3, reported on the initiation of an Encore program, focused on the 50+ population in Community Education. Conference Services has been restructured to a

centralized unit with the goal of increasing facility rentals and to bring more people to campus. Although their revenue target was not met, the program exceeded the number of rentals and increased the visibility of the College in the community. The Foundation Board membership has been increased and Vice President Ray White has been added as an ex-officio member of the Foundation Board. The Foundation is planning more friend- and fund-raising events in the coming year. A newsletter is planned which will include college points of pride and focus on Foundation events. Also, committees are being formed with student leaders to develop an alumni association. The Foundation is working with the Whatcom Bellingham Economic Development Council to possibly rent space in the Foundation Building for a **Business** incubator project.

Goal 4 Model sustainability

Dean Linda Maier spoke about the sustainable practices at the College. Plans are underway to include sustainability in the curriculum. Some classes incorporating sustainability concepts will be implemented in the winter quarter, and there may also be short-term certificates/degrees on green collar programs in community education. A major focus is applying for grant funds to support this work. Food Plus has been implemented as well as other sustainable practices on campus. Members of the sustainability committee are very committed.

Goal 5 Strengthen the College's ability to deliver its mission.

Vice President Ray White spoke to various objectives of Goal 5. Some items in this section have been put on hold due to funding shortages such as improvement of faculty salaries. The annual budget process was unique this year due to the task of identifying cuts instead of supplementing budgets. Three main objectives realized were the development of the College Council, installation of the phone system, and initiation discussions identifying possible collaborations with sister institutions. The computer replacement program was also discussed.

Ron Leatherbarrow spoke to the assessment section of Goal 5 and spoke briefly about the data collection efforts headed by Anne Marie Karlberg.

➔ **The meeting was adjourned at 11:30 a.m. for lunch and reconvened at 12:30 p.m.**

➔ **College Mission Statement Revisited**

Development/Review of the College Mission, which is a statement of what we do as a college, is a direct and important function of the Board. The consensus of the group was that the College's current mission statement would benefit from a review to condense the statement and provide alignment with our Strategic Plan. The definitions of the following were shared: Mission Statement says what we do; Vision Statement says where we want to go; Promise Statement says how we do it.

Sample Mission statements from other institutions were distributed and shared. Trustee Cole was asked to share information on TACTC's Mission Study Task Force Study of which she is a member, as this might be helpful to our own Mission review.

➔ **Mission Task Force Update**

Trustee Sue Cole shared information on the state-wide mission study task force. A handout was reviewed on the summary findings to date of the task force. The basic assumption is that the open door policy will continue; however we have a growing population that won't be able to afford tuition. ABE/ESL should continue. Funding issues are primary. Applied bachelor's degrees at community and technical colleges are being looked at as an opportunity for growth. Any collaborative efforts are encouraged.

➔ **College Mission Statement Revisited (continued).**

Our mission statement will be used as a bases for the 2011 accreditation review. Themes and core values, essential to our mission will be selected for the review items. The new seven-year accreditation process was discussed. Accreditation shows continuous growth and progress and is used to prove that we are producing quality education.

The meeting was adjourned at 2:00 a.m. for a short break and reconvened at 2:20 p.m.

✦ **College Mission Statement Revisited (continued).**

Discussions continued on the Mission Statement. It was the consensus of the Board that the President's Cabinet should develop proposed mission statement language based on these discussions and present to the Board at a future meeting.

Meeting was adjourned at 3:15 p.m. for the day.

The Board reconvened at 7 p.m. at the Great Blue Heron Restaurant, but no items of business were discussed and the group adjourned at 9:30 p.m.

Tuesday, June 30, 2009

8:30-9:00 a.m. Board in attendance at breakfast in Dolphin Room

CALL TO ORDER Chair Barbara Rofkar officially called the meeting to order at 9:00 a.m. Present were trustees Sue Cole, Chuck Robinson, Steve Adelstein and Tim Douglas. Others present were President Hiyane-Brown; and Keri Parriera, Executive Assistant to the President.

✦ **Discussions of the Board**

The Board discussed their self evaluation and their responsibilities as a board. The Board's relationship on the TACTC Commission is developing well, largely in part to our board's representation and participation on committees. Keri was asked to provide the board with a schedule of the upcoming State Board meetings.

Regarding trustee participation in the tenure process, it was the consensus of the board that they would like to take a more active role in watching the tenure the process as it progresses. President Kathi agreed to provide yearly updates on the progress of the tenured faculty in February of each year.

Mentoring of new board members was discussed at length and it was concluded that the current procedure in place is working. The study sessions at the Board meetings are most helpful for all to get a flavor of the college culture, activities and programs.

The evaluation process of the president was discussed and it was the consensus of the board that the President work with the new board chair to develop a set of yearly goals based on the Strategic Plan. In this way, the evaluation could be focused on mutually developed goals.

✦ It was concluded that trustees need to be cognizant of community needs and trends and bring these to the board for discussion. Foundation membership is also a tool for monitoring community relevance. Discussion followed regarding the need for a Trustee appointment on the Foundation board..

✦ The meeting was temporarily adjourned for a lunch break at 11:30 a.m. and reconvened at 12 noon.

✦ **Futuring**

Discussions ensued on various futuring opportunities including the following:

A Learning Commons concept as a catalyst for technology assisted instruction. Discussions continued on the infrastructure needed for instructional delivery and the uses of technology.

Collaboration, grant writing, private endowments and government funding are areas that can be cultivated to provide funding for the future. Economics will certainly play an important role in what can be attempted. First step would be the contacts with other institutions.

Presence on the Bellingham Waterfront was also discussed.

Need was identified for discussions with regional legislators in August, if possible. Keri will coordinate.

- ↓ Board Meetings were not discussed
- ↓ College Work Plan for 2009-2010 was not discussed

**ADJOURN-
MENT**

There being no further business, the meeting was adjourned at 2:00 p.m.

Susan Cole

Chairman of the Board

July 15, 2009
Date

Keri Mpanich

President and Secretary of the Board

7-15-2009

Date