

MINUTES
BOARD OF TRUSTEES MEETING
Laidlaw Center Board Room
Monday, March 17, 2008
2:00 p.m.

CALL TO ORDER Chair Robert Fong officially called the meeting to order at 2:03 p.m. Present were trustees Barbara Rofkar, Sue Cole, Chuck Robinson and Steve Adelstein. Others present were President Hiyane-Brown; Patricia Onion, Vice President for Educational Services; Ray White, Vice President for Administrative Services; Linda Maier, Dean for Workforce Education; Warren Brown, Associate Dean for Academic Support; Nate Langstraat, Assistant to the President; Lisa Wochos, Assistant Attorney General; Will Webber, WCCFT President; John O'Neill, WSFE Representative; Rachael Davis, ASWCC President; and Keri Parriera, Executive Assistant to the President. Guests included Kim Reeves and Paul Frazee and members of their respective tenure review committees.

MINUTES

- Trustee Sue Cole moved that the minutes of February 7, 2008 Regular Board of Trustees Meeting be approved as submitted. It was seconded by Trustee Barbara Rofkar and the **minutes were approved unanimously** (abstentions were recorded for Trustees Robinson and Adelstein who were not present at that meeting).

**PRESIDENT'S
REPORT/
CORRESPONDENCE**

- President Hiyane-Brown reported that Interim Vice President Ron Leatherbarrow was unable to attend today's meeting due to a sudden illness. Introductions will be made at the next meeting.
- The President provided a summary of the March 7, 2008 Strategic Planning Session held for the entire campus community. This was similar to the exercise in which the trustees and cabinet participated in December, 2007. Approximately 260 employees participated in the day's activities led by consultant Christine Roberts. Preliminary results generated from the response cards indicate that the majority of those in attendance felt that this strategic planning session is important to the college; that they felt comfortable in giving their input; and that they believed this type of event helps foster campus-wide communication. The College is anxious to continue with the next steps in the development of a Strategic Plan, hopefully, with the draft project to be shared in the fall. Many campus groups will be included in this analysis and development process. The Board emphasized that the Strategic Plan is a high priority of the theirs, and thanked the College community for contributing to this process.
- The Vice President for Instruction recruitment process is ongoing with Vice President Trish Onion as chair of the committee. Semi-finalists have been identified, and initial interviews were held last week. A pool of finalists will be selected from this group and they will be invited to visit to Whatcom Community College as part of an on-campus interview process.
- President Hiyane-Brown thanked the Board for their exceptional support of College initiatives in their meetings and discussions with our legislators. As the legislative session ends, funding was approved for opportunity grants, on-line library support, match grants for child care, Worker retraining grants, and other important items. Although the security initiative was not passed, funding

was provided for a State Patrol research study in this area. Governor Gregoire has until April 5th to finalize budget.

- In response to the fall NWCCU accreditation focus visit, Whatcom is preparing for a spring 2009 visit by focusing on assessment and evaluation issues. The new institutional researcher will be invaluable in amassing the materials and documents required for this project.
- The Washington State auditors office provided their final report of the 2006-07 College operations that was void of findings.

ACTION

- TAB A--Proposed New Policy #3270 Student Publications (First Reading) Trustee Chuck Robinson moved to waive the second reading. It was seconded by Trustee Sue Cole and the **motion was approved unanimously**.
- Discussion ensued regarding the concept of policy and its necessity. Trustee Chuck Robinson moved to approve Policy 3270 *Student Publications* as submitted. It was seconded by Trustee Rofkar and the **motion was approved unanimously**.

REPORTS

ASWCC – Rachael Davis, President

Updated at Meeting:

The student government has been activity recruiting membership and hosted an open house. Four new clubs have been added this year. The Communications Club will be attending two university presentations and the Professional Club will attend a convention on the Microsoft campus. The council has been working on a budget adjustment and will bring it forward for Board consideration soon. Orca Day was discussed at a joint meeting with the President's Cabinet. The student government thanked the Board for the opportunity to participate in the recent strategic planning session.

Report Submitted with Agenda

- Activities Fair/Club Summit
- Open House
- Elections—Vice President of Diversity--Representative at Large
- Important Motions---
 - Communication Club
 - IT Professional Club
 - PTK
 - Track Team allotment
- In Process Activities
- Budget Hearings/Budget Process
- Future Events
- Spring Quarter Activities Fair/Club Summit
- Open House
- Budget Proposal
- Executive Council Elections for 2008-2009 year.

WCCFT – Will Webber, President

- The first round of salary negotiations have been completed and discussions continue regarding turnover dollars and opportunities for increases in faculty salaries.
- The feedback from the strategic planning session has been positive.

WFSE – John O’Neill, Representative

Updated at Meeting:

- John O’Neill reported that he also has received positive feedback about the strategic planning session from his constituents. He especially liked the table seating arrangements that enabled interaction with others from campus with whom he was not acquainted

Report Submitted with Agenda:

- Whatcom’s collective bargaining team members Amy Weaver and Rosemary Sterling met with the other 30 members of the Higher Education Coalition team for the first time on Feb. 11, 2008 at Green River Community College. The team is preparing for negotiations to obtain a strong 2009 - 2011 Collective Bargaining Agreement between the State of Washington and The Washington Federation of State Employees (WFSE) Higher Education. Preparations and negotiations will continue through the spring and into the summer.
- WFSE which is part of the American Federation of State, County and Municipal Employees (AFSCME) is the largest union representing state agency and higher education employees in Washington. Our members include Community Corrections officers, direct-care workers, clerical workers, children’s services workers, environmental engineers, custodial workers, park rangers, highway maintenance employees, workplace safety employees, IT specialists, forensic scientists and many other positions dedicated to making our state a great place to live.

To quote from our Vision Statement:

“WFSE is an efficient, dynamic, member-driven and diverse organization that supports and empowers public service employees. We achieve this through organization, training and education in all public forums, and political levels with activism, integrity, pride and coalition building. We build public support and trust. Our membership is inclusive in nature, seeking uniform fairness with strong ethical standards to protect public interests.”

And our Mission Statement:

“WFSE’s purpose is to organize and empower individuals to create a powerful collective voice, respond to the needs and directions of the membership, achieve and maintain excellent wages, benefits and working conditions, ensure the union is a positive force in workers’ lives, families and communities, and unite the WFSE Locals of AFSCME for mutual protection and advancement of workers.”

TACTC – Trustees

- Trustee Steve Adelstein has accepted the appointment to the TACTC Capital Budget Committee.
- Congratulations go to Trustee Barbara Rofkar on the confirmation by the State Senate of her reappointment to the WCC Board of Trustees.

WCC Foundation – Barbara Rofkar, Trustee

- The WCC Foundation Board will be meeting on Tuesday, March 18 with several proposals to review including the establishment of fundraising goals, mission statement revisions, partial funding of professional director and support positions, and increasing the number of board members.

Administrative Services – Ray White, Vice President

Updated at Meeting

- The legislature has not provided funding for the security measures; however, Whatcom has budgeted for the new telephone system which will provide some well-needed features including a speaker system. Mapping of our campus for the local first responders is in progress; however, not all of the agencies have the equipment to electronically access the schematics of our campus.
- FEMA –Ray and Brian Keeley will be a weeklong training and simulation program in Maryland.

Report Submitted with Agenda

Facilities

- **Kellogg Road Improvements** – We have had positive discussions with several city and local agencies, as well as our immediate community about possible safety improvements to Kellogg road. As a result, additional ‘traffic calming’ measures will be implemented this summer and WTA will be relocating the westbound bus stop.
- **FEMA Disaster Training** – The Federal Emergency Management Administration is inviting several local officials and agency heads to participate in a week of training, including a mock disaster exercise, designed specifically for the Bellingham area. Both Ray White and Facilities Director, Brian Keeley, have applied to attend the event this August in Maryland.

Technology

- **Telephone System Update** – The implementation team led by IT Director, Ward Naf, is selecting a vendor and identifying final scope of work for a new campus-wide phone system. We have requested a Certificate of Participation (COP) through the state to fund the project. The new VoIP phone system, scheduled for installation this summer, is expected to dramatically improve communication and security on campus.

Educational Services – Trish Onion, Vice President

Updated at Meeting:

- Vice President Onion was pleased to report that Opportunity Grant and Funding for Childcare passed the legislature.
- Ed Services is preparing for Whatcom’s spring preview-tours to introduce students and their families to the college and its programs

Report Submitted with Agenda

Spring Quarter Enrollment

Currently enrolled students have begun registering for spring quarter. Judging from the volume and intensity of the advising process, we anticipate a strong enrollment for spring quarter. Group placement testing sessions have been full with students who want to begin their academic studies in April. Running Start enrollment has also increased by more than 50 FTE compared to last year. It appears that the credit schedule which is now mailed to all homes in Whatcom County, in addition to the non-credit *Discover* publication, has increased the visibility of Whatcom as a comprehensive community college.

Opportunity Grant

Whatcom Community College was recently awarded an additional \$31,800 (for this year only) in redistributed Opportunity Grant funds to assist economically disadvantaged allied health students. Unfortunately, the legislature may cut the statewide Opportunity Grant program by 43% next year. This would have a serious impact on these at-risk students who now depend upon these specialized support services and financial assistance to successfully prepare for and complete these rigorous health programs.

Child Development Center

Again, the financial stability of the Child Development Center has been threatened by new statewide employment mandates. Complex new part-time hourly regulations are creating significant staffing issues because the CDC depends upon more than 30 part-time hourly employees in addition to 5 classified staff and the CDC Director. Two years ago, when the CDC was faced with unfunded classified salary mandates, we made dramatic changes to keep the CDC open with block scheduling, year-round services, and increased high-cost slots for children of community members. While there is statewide interest in early learning, there continues to be a disconnect between stable funding sources for campus-based child development centers.

Search Committees

Search committees are in full-swing for several key positions including the Vice President for Instruction, the Institutional Researcher, and the Dean for Instructional and Academic Services. Warren Brown has accepted the position of Dean for Student Learning at Cascadia Community College which will begin in July 2008. While we are disappointed that Warren will be leaving us, this is an exciting career opportunity for him. Recognized for his integrity, sense of humor, and compassion for students, Warren has earned the respect faculty, staff, and students throughout our campus.

Instruction Office – Ron Leatherbarrow, Interim Vice President

Updated at Meeting:

Dean Linda Maier reported that unofficial pre-enrollment data indicate that the College is up about 200 FTE over spring quarter enrollments from last year at this point in time.

Report Submitted with Agenda

- Whatcom's Computer Information Systems (CIS) received a formal invitation to participate in the Pacific Rim Collegiate Cyber Defense Contest hosted by the University of Washington's Center of Information Assurance and Cybersecurity. Corrinne Sande, CIS Program Coordinator, will be taking a team of WCC CIS students to the competition in Redmond April 26-27.
- Whatcom submitted a proposal to the American Association of Community Colleges for consideration of their Plus 50 Initiative- a \$40,000 grant fund opportunity. AACC will select ten community colleges to work with a mentor college in providing new institutional programs for boomers.

Public Information – Nate Langstraat

Report Submitted with Agenda:

February/Early March Press Releases and Public Service Announcements –

- Whatcom Community College Announces Piper Nims to Lead the Lady Orcas Basketball Program
- WCC Computer Information Systems Program to Contend in First Pacific Rim Regional Collegiate Cyber Defense Competition
- WCC Student Activities Committee Sponsors Experience Diversity, an Exhibition of Student Art Show
- WCC Turning Point Program Offers FREE Courage to Change Workshop: Self-Esteem and Effective Communication
- WCC Turning Point Program Offers Career Exploration and Job Search Class
- WCC Hosts Running Start Information Sessions
- WCC Hosts Running Start Testing Sessions
- Adult Basic Education (ABE) Spring Quarter Orientation
- English as a Second Language (ESL) Spring Quarter Orientation

BrandPromise ITV Seminar

A group of Whatcom Community College employees attended an ITV session on BrandPromise, sponsored by Workforce College and lead by Duane Knapp of BrandStrategy, Inc. The interactive workshop addressed the topics with the brand process: brand assessment, developing a BrandPromise, brand blueprint, and brand culturalization. The workshop was a timely lead in to the all-campus strategic planning session held on March 7th, 2008.

DISCUSSION/ITEMS OF THE BOARD

▪ **Presidential Evaluation Process**

It was the consensus of the Board that they will conduct an evaluation of President Kathi Hiyane-Brown after they review her written self-evaluation which the President will provide this summer. A formal, full evaluation process and time-line will be discussed and developed at a future date.

▪ **Topic Suggestions for Future Study Sessions**

President Hiyane-Brown solicited the Board opinion of study sessions and potential topics. The Board will reflect individually on topics and content and bring ideas forward to the Chair.

- Trustee Barbara Rofkar will be one of five honorees at the YWCA Women's Hall of Fame Dinner on Sunday, March 30. Congratulations, Barbara.

- President Kathi Hiyane-Brown will be part of a panel with President Karen Morse from WWU at the City Club on March 26. She will also present at several local chamber of commerce chapters in the coming months.

- The Board recognized and welcomed guest Sharon Roof, former employee and long-time reporter to the Board on behalf of the classified union. Sharon provided a short report to the Board on the status of her retirement activities, which she is enjoying immensely.

ACTION

TAB B Faculty Tenure Consideration (Action)

1) Paul Frazee

Trustee Chuck Robinson moved to award tenure to Paul Frazee. It was seconded by Trustee Barbara Rofkar and the **motion was approved unanimously**.

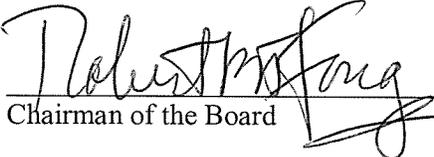
Several members of the Tenure Review Committee spoke to the strengths in teaching styles that Paul Frazee brings to Whatcom Community College, especially his introduction of inquiry-based labs. Faculty member Patti Braimes said "It is refreshing to work with someone who is so incredibly passionate about

his subject matter.” Paul Frazey addressed the Board and expressed his thanks for the opportunity to work in such a wonderful college. He had been watching for a position in his field to open at WCC since 1995 and feels fortunate to have been accepted on the faculty. He has grown as an educator from his experiences here, and feels fortunate to have a such a helpful committee and department.

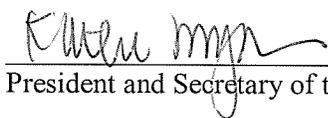
2) **Kimberly Reeves**

Trustee Steve Adelstein moved to award tenure to Kimberly Reeves. It was seconded by Trustee Barbara Rofkar and the **motion was approved unanimously**. Speaking on behalf of the tenure review committee, John Rousseau shared that Kim Reeve’s full-time faculty appointment was long in coming as she has taught for the past 17 years at WCC. Many accolades were bestowed upon her during this time including the adjunct faculty of the year award in 2000. Kim’s comments included her appreciation of WCC as a “great place to grow professionally.... am proudest of our sense of community and of each other...It’s been a pretty fantastic ride.”

ADJOURNMENT There being no further business, the meeting was adjourned at 3:30 p.m.


Chairman of the Board

6/16/08
Date


President and Secretary of the Board

6/16/08
Date