

MINUTES
BOARD OF TRUSTEES MEETING
Laidlaw Center Board Room
Wednesday, May 14, 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; Ron Leatherbarrow, Interim Vice President for Instruction; 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; guests: David Burkett, succeeding ASWCC President; Anne Marie Karlberg, Director of Institutional Research; and Keri Parriera, Executive Assistant to the President.

- STUDY SESSION**
- Budget Process Update –Vice President Ray White led the board in a review of the budget process which includes training about the budget, visits with individual departments and groups (road show). Draft of the budget will be available by the end of the month for Board review.
 - Overview of Student Survey
Warren Brown presented the highlights of the student survey that was administered during the first week of Winter Quarter 2008. Results will be further studied and expanded upon by our new institutional researcher.

- MINUTES**
- Trustee Barbara Rofkar moved that the minutes of March 17, 2008, Board of Trustees Meeting be approved as submitted. It was seconded and the **minutes were approved unanimously.**

- ACTION**
- **TAB A – Winter 2008 Graduates** (First Reading & Action)
Trustee Barbara Rofkar moved to award the recommended Winter Quarter, 2008 graduate degrees, certificates and diplomas as confirmed by the WCC Registrar and recommended by the President, and authorize the President to append the list of names to these minutes. It was seconded by Trustee Steve Adelstein and the **motion was approved unanimously.**

- PRESIDENT'S REPORT/
CORRESPONDENCE**
- Several administrators including President Hiyane-Brown attended the BTC 50th Anniversary Celebration Gala Dinner & Auction on Saturday May 3.
 - President Hiyane-Brown provided a report on Strategic Planning Committee's progress and their commitment to have drafts of a promise statement, themes and goals ready for the board summer retreat. President reported the Chris Roberts will be here in June to provide additional guidance to the committee.
 - The President is in the process of holding informal gatherings with the campus community to share where we are with the strategic plan and to garner additional feedback. The first of these meetings was very well attended, demonstrating our campus' vested interest in helping build this college, and to hear how things are progressing.
 - As part of the President's commitment to greet the community, Kathi has met with various deans at WWU, several chambers of commerce throughout the

county, media publications, and other leaders in our community. Tomorrow, May 15, she will be presenting to the Bellingham Sunrise Rotary. Rosa Jimenez, Whatcom student and a All Washington Academic Team member, will be joining Kathi and presenting also. Marge Laidlaw and Lynne Masland have been very active in developing these contacts and arranging introductions for the President.

- The President is looking forward to attending the TACT meeting with the trustees in Tacoma, May 15-17.
- President Hiyane-Brown introduced Anne Marie Karlberg, our first Director for Institutional Research, to the Board. Anne Marie comes to us with very impressive credentials and has worked with student outcomes and assessment at Northwest Indian College. "We can only benefit from her experience."
- Collaboration and shared governance means more committee work—lots going on around campus.
- Conversations with WWU colleges have been very interesting and have revealed several opportunities to pursue collaboration with WWU faculty.
- Planning is ongoing for commencement and awards and other celebrations. The list of year-end events is noted in the "Insider." Keri will also email reminders.
- Kathi welcomed the advisory board for the 50+ program which is being expanded. The advisory board, comprised of representatives of State Task Force on Aging, Score, the Cordata Neighborhood Group and others, is working on a name for this program, organized through Community Education. Other programs being considered include green jobs, on-line development.
- Kathi noted that the *Cumquat Challenge*, a booklet from our library had been distributed to the Board. Linda Lambert expanded on the booklet.

ACTION

- **TAB B – Request for Approval of S&A Budget Adjustment (1st reading)**
Rachael Davis provided additional information about the proposed request for adjustment to the present budget in light of the academic year's activities. Increased enrollment brought in additional revenue, but also increased expenses as clubs and students were more active. The Board tabled **will address** this request ~~until~~ **at** the next Board meeting in June. **(corrected at the 6/16/08 board meeting)**

REPORTS

ASWCC – Rachael Davis, President

Updated at meeting:

Rachael David introduced David Burkett who has been elected Associated Student President for the next academic year. David is a Running Start student, home schooled from Lynden. He provided the detail in the AS report below:

Provided with Agenda

General Activities

- Activities Fair --being held this week--clubs present what they do and provide information on how to join
- Council Poster – in conjunction with library supporting the library and student government.
Open House June 5th—for students who are interested in joining student council.
- Communications Club—presented at: Hawaii Conference
- IT Cyber Club placed 3rd in a competition.
- By-Law Changes—updated with duties for committees.
- Purchase of two ASWCC Laptops for official ASWCC use only (clubs etc)
- Food Policy – state laws prevent purchase of food with meetings to abide by state law.

Motions to be presented at the next board meeting include:

- Budget Adjustment
- New Vans--
- Furniture for Syre

Elections on going now.

- Currently Voting on Executive Vice President
- Followed up by rest of VP's

Items Under Discussion

- Recently purchased an id card system. Hope to eventually upgrade to "Smart Card to be used to purchase food or for printing copies.

The Board recognized and thanked Rachael Davis for her service as AS President. Rachael is looking forward to WSU and her international business major. "It's been a good year." The Board wished her well.

WCCFT – Will Webber, President

Updated at meeting:

The faculty salaries review committee (Will Webber, Robert Riesenber, Ray White) have been meeting with President Hiyane-Brown to discuss strategies to increase faculty salaries. Framework is being developed for next year's negotiations--working toward a partial solution by the end of this year and goals for the future. Looking at other college agreements for best practices in this area.

Provided with Agenda

- No Report Submitted

WFSE – John O'Neill, Representative

Updated at meeting:

Nothing to add except WSFE is hoping to conclude negotiations by September 1 for ratification.

Provided with Agenda

Negotiations with the State of Washington for the 2009-2011 Collective Bargaining Agreement began on April 23 in Tacoma for the Whatcom Community College classified staff. Our staff is part of the Washington Federation of State Employees Higher Education (WFSE) coalition. The coalition consists of over 3,000 members from 12 Community Colleges, The Evergreen State College, Central Washington University and Western Washington University.

Our bargaining team members, Rosemary Sterling and Amy Weaver, have reported that the first day Kurt Spiegel, our chief negotiator, went through each article citing changes and giving general information why we are proposing the changes. Details are not available since the team has a contractual obligation to keep discussions at the table confidential. The next bargaining sessions are on May 7 and May 8.

On April 10 State Personnel Director Eva Santos officially adopted the 2008 State Salary Survey.

The state conducts the salary survey every two years to determine how all job classes compare to prevailing rates. Historically, it's been ignored. But under collective bargaining, it's become a key tool in negotiations over compensation.

Santos and her Department of Personnel staff heard the concerns of the Washington Federation and other unions on the "transparency" of the salary survey process. As a

result, the salary survey will now be an ongoing process. Members through their unions can raise concerns and give input at any time in the two years between surveys.

TACTC – Steve Adelstein, Trustee

- Trustee Steve Adelstein gave a report on the TACT Capital Budget Committee, which included information on the capital project priority listing. WCC is on list for Learning Commons for \$125,000, to possibly be funded in the 2015-2017 biennium. This Committee does not prioritize requests, but does prioritize categories.
- SBCTC is working on legislative talking points this summer so that trustees may start contacts with legislators in early fall.
- Trustee Sue Cole reported on the SBCTC ITV meeting she attended.

WCC Foundation – Barbara Rofkar, Trustee & Nate Langstraat

President Hiyane-Brown reported that the WCC Foundation will be meeting next week with the major discussion topic being a proposal to hire an executive director to lead efforts toward fundraising. This position would be fully funded by the WCC Foundation for the first year with the college supporting the position on a sliding percentage basis for the following three years until fully funded by the College.

Provided with Agenda

- **Revised Bylaws**

The Foundation Board approved the revised bylaws at the April 15th regular meeting.

- **Foundation Director**

Kathi and Nate presented some ideas for Foundation staffing, including funding models. The Board was interested seeing a more in depth business plan, outlining the costs over the course of the next few years. Kathi and Nate will follow up with more details and a plan at the May 20th meeting.

- **Board Membership**

The Board discussed adding to its membership and brainstormed some potential nominees and skill sets that would be valuable to the Board. Nominations should be forwarded to Marge Laidlaw as the Chair of the Nominating Committee.

Administrative Services – Ray White, Vice President

Updated at meeting:

Vice President White expanded on the summer projects which will be an aggressive program, funded through the State Board.

Provided with Agenda

- **Facilities**

Campus Planning Committee – A list of currently requested projects is being maintained and posted to the staff web site. The committee is working through the backlog of ideas from the campus community.

Summer Work Plan – Projects scheduled for this summer include a major roof replacement for the Laidlaw building, significant remodeling in Syre, Laidlaw, Cascade, and the Foundation buildings, painting Cascade Hall, signage improvements, and asphalt repairs.

- **Information Technology**

VoIP Telephone System – Vendors have been selected and COP funding has been secured for the phone system replacement project. We are on-schedule for

installation in August.

- **Financial**

Operating Budget campus requests for additions to the operating budget totaled \$1.1m. New funding available is estimated to be \$350k (awaiting final allocation from state board). The committee is working to prioritize the requests and present a balanced budget proposal to the president. The proposal is expected to be completed by May 30th and distributed to the board by June 6th.

Educational Services – Trish Onion, Vice President

Updated at meeting:

Vice President Onion reported that the Queer-Straight Alliance student club is hosting a week of events to support one another and create opportunities for more dialog. As a public institution it is our responsibility to provide a climate of diversity and inclusiveness and prohibit harassment and discrimination.

Provided with Agenda

Upcoming Ceremonies

Spring quarter brings the end-of-the-year excitement along with several heart-warming recognition ceremonies. On **Wednesday, May 21**, at 7:00 pm in Heiner Center, we will be honoring the **Running Start** students who will be graduating from college and high school at the same time. This is typically an inspiring event that highlights the accomplishments of these multi-talented youth. The annual **Honors and Awards Ceremony** will be held on **Friday, June 6**, at 7 pm in Heiner Center. **Commencement** will be held on **Friday, June 13** at 7:00 pm. in the Pavilion.

Search Committees

The search committee for the Dean for Instructional and Academic Services is in full swing with candidate interviews occurring later in May.

After a decade of service to Whatcom students, staff, and faculty, Janelle Miner, Registrar, will be retiring in July. Janelle has served as an effective leader and she has earned the respect of colleagues throughout the College and the State of Washington. The search committee process for the Registrar will soon begin.

Student Achievement Initiative (SAI)

This is a statewide initiative that focuses on measuring incremental progress in student achievement while developing and improving strategies to enhance student progress. The SAI provides a common measurement (momentum points) based upon student completion at specific levels (i.e., basic skills gains, first 15 college-level credits, college-level math course). The SBCTC will provide colleges with the number of momentum points accumulated by each student. Incentive funding will be awarded after 2008-09 based upon a comparison of each college with its own prior baseline.

Several strategies have recently been implemented to enhance student achievement in addition to our existing academic support services. However, the new Institutional Research position is critical to our assessment of effectiveness. On May 22, a SBCTC staff member will be visiting Whatcom Community College to learn about what strategies and practices we have implemented throughout the college to enhance our student achievement.

Instruction Office – Ron Leatherbarrow, Interim Vice President

Updated at meeting:

Vice President Leatherbarrow was introduced to the Board by President Kathi

Hiyane-Brown. Ron reported that he has really enjoyed working at the college as interim vice president. He has been involved in the recruitment of several new full-time faculty as well as working with the current faculty in his area. Common course numbering is being adopted by the College and the transition is in progress. This is a system-wide process and does not include the 4-year institutions.

Provided with Agenda

Faculty Hiring and Staffing Changes:

The Instructional Program is currently in the process of hiring 11 additional full-time faculty, including 5 new positions and 6 replacements. Search committees are identifying and interviewing finalists for positions in the following areas:

- Academic English as a Second Language
- English Composition (2)
- Developmental Education Math (extended search)
- French/Interdisciplinary Studies
- Math
- Medical Assistant
- Nursing (2)
- Physical Therapist Assistant
- Physics

Several of the search committees have completed work and recommended finalists for interviews by the President and the vice-presidents for the specific areas, and some of the searches have been completed, with contracts offered and accepted. The Instructional unit will continue to identify and hire new faculty in the coming weeks and months. The process is an important opportunity to bring new expertise, energy and leadership to the ranks of the faculty.

The process continues also for hiring a new Vice-President of Instruction and Dean of the Faculty. Finalists for the Vice-president's position have undergone the interview process by several campus groups, and the President is currently reviewing campus response as she prepares to make a decision.

The process is also underway for hiring a new Dean of Instructional Programs. The Search Committee has met and reviewed applications and identified finalists. The Committee is also planning the hiring process, including the various groups which will interview the finalists

Budget Submission: The Instructional Unit has developed and submitted the budget for the various programs and departments. This year, instructional deans and department chairs instituted a new process in which they reviewed and prioritized the list of items submitted across instruction.

Common Course Numbering: The State Board for Community and Technical Colleges has determined that, to ease student transfer among institutions, common courses offered by colleges throughout the state will be designated by the same numbers. The state board has developed procedures for colleges to implement the common numbering system.

Linda Maier:

- The CIS (computer information systems) team under the direction of program coordinator, Corinne Sande, came in third place in the Cyber Defense Competition held recently in Seattle. The WCC team beat out the University of Alaska team, two teams from the University of WA, and Eastern WA University. Whatcom was one of only two community colleges invited to participate in the

- competition.
- The NCLEX Program Report for Whatcom Community College showed the passing rate of our first year nursing graduates at 97%. The national passing rate is 85%. The scores represented first-time test-takers.
- Whatcom will convene its first 50+ Advisory Board meeting under the direction of Community Education. The advisory committee will provide input into future programming at Whatcom targeted towards baby boomers. Projected trends indicate an influx of baby boomers into the community colleges for both employment and enrichment objectives

Public Information – Nate Langstraat

Updated at meeting:

- Nate reported that the next phase of the Common Course Numbering project is the publicity of the process.
- Kathi, Nate and Lynne Masland, a Foundation Director, have been on a media tour to meet local editors.

Provided with Agenda

- **Public Information Commission**
The Public Information Commission met at Clover Park Technical College on April 17th and 18th. Discussion items included Common Course Numbering (particularly the challenges it poses for our publications and printed reference materials), Strategic Enrollment Management Plans, and presentation/dialogue led by Susan Kostick entitled *To Tell the Truth: Our Work is Important and It's Everyone's Job*. Additionally, I will be serving on the PIC Executive Team as the Treasurer for the next year.
- **Strategic Planning Update**
Strategic Planning Steering Committee has been formed and is co-chaired by myself and Linda Maier. The committee has met twice, spending time reviewing our campus-wide conversations and cultivating the emerging themes. Themes were shared back with the campus community for their input. The committee meets again on Friday, May 9th to discuss campus input and begin their work of translating the themes into goals and objectives. All updated information and documentation has been published to Whatcom's intranet web site.
- **Summer Credit Schedule**
The Summer Credit Schedule, a joint publication with Discover (Community Education), was finalized and is set for print on May 5th. The publication will be hitting around 90,000 homes in Whatcom County starting on May 15th.
- **Late April/Early May Press Releases and Public Service Announcements** –
- Whatcom Community College Student Receives WAVE Scholarship from Workforce Training and Education Coordinating Board the Lady Orcas Basketball Program
- WCC Computer Information Systems Team Finishes Third at Cyber Defense Competition
- 12th Annual Intercultural Festival Hosted at Whatcom Community College
- WCC Student Activities Committee Presents ZAPATISTA
- Local Medical Employers Participate in Whatcom Community College Medical Assistant and Office Professional Job Fair May 2nd
- Whatcom Community College Announces Winter Quarter 2008 Dean's List
- Tuition Increase News: There has been some media attention regarding the State Board's adoption of the 2% tuition increase. Local stories were ran in the Bellingham Herald related to the increase at both Whatcom Community College

and Bellingham Technical College.

DISCUSSION/ITEMS OF THE BOARD

- Trustee Chuck Robinson announced that he was elected to Board of Directors of the Community Food Co Op in Bellingham. The Co Op is building a store on property adjacent to the College and will become our new neighbor. Should any action of the Board involve the Community Food Co Op, Trustee Robinson may excuse himself prior to any discussion due to a conflict of interest.
- Robert Fong reported that he, President Hiyane-Brown and Ray White recently met with the Community Food Co Op general manager Jeff Voltz to discuss preliminary thoughts on being neighbors.

BREAK

The meeting recessed at 3:51 p.m. for a short break and reconvened at 4:00 p.m.


EXECUTIVE SESSION

The open meeting was immediately adjourned at 4:00 p.m. and convened into Executive Session at 4 p.m. to evaluate the qualifications of an applicant for public employment. Guests included President Kathi Hiyane-Brown, Vice President Onion and Lisa Wochos.

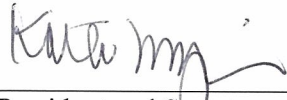
The Executive Session adjourned at 4:25 p.m. and the Board reconvened into open session at 4:25 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:25 p.m.


Chairman of the Board

6/16/08
Date


President and Secretary of the Board

6/16/08
Date