

MINUTES
BOARD OF TRUSTEES MEETING
Laidlaw Center Board Room
Wednesday, October 15, 2008
2:00 p.m.

CALL TO ORDER Chair Barbara Rofkar officially called the meeting to order at 2:03 p.m. Present were trustees Sue Cole, Chuck Robinson, Steve Adelstein, 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; Jason Tetzloff, Dean for Instructional and Academic Support; Anne Bowen, Executive Director for Foundation and College Advancement; Lisa Wochos, Assistant Attorney General; Bob Riesenberg, WCCFT President; John O'Neill, WSFE Representative; David Burkett, ASWCC President; and Sue Zuck, Administrative Assistant to Vice President Leatherbarrow.

WELCOME Chair Barbara Rofkar introduced new trustee Tim Douglas and welcomed him to today's meeting.

STUDY SESSION **Capital Planning**
Ray White outlined WCC's capital efforts and presented the College's current planning documents: the Institutional Master Plan (adopted by the City of Bellingham in 2006), and the Ten-Year Plan, a rolling plan required by the SBCTC, last updated in 2006 (see handout listing items A. through K.). WCC's Capital Plan is currently being updated. Vice President White discussed the need for a mechanism for develop a new Master Plan and 10-year plan this year. He also outlined capital funding sources that include state allocations, capital debt (COP), sinking fund, capital campaign, and partnering. Maps were shared of the campus buildings and properties and potential building sites, which illustrate the opportunities for future expansion. The Learning Commons capital project proposal and possible sites for the building were discussed. Vice President White reviewed items on the Ten-Year Capital Plan including the following future facilities possibilities: creating a "campus green"; closing off traffic on Kellogg Road or installing a bridge over Kellogg Road as a safety issue; annexing the Pavilion to provide fitness facilities for community members; and building an auxiliary building for the copy center, maintenance and mail services. Also discussed was the potential of buildings on the perimeter of the property for mixed use with the public for community needs, partnering or co-locating with WWU or other agencies. Discussion ensued regarding the size of the campus (70 acres) and whether adjacent properties or satellite sites in other parts of the county should be considered. The President asked Board members to consider capital planning opportunities, including the purchase of adjacent property.

**CONSENT
AGENDA**

- ➔ **Consent Agenda (Calendar)**
- Minutes of September 22, 2008 Board of Trustees Meeting
 - Minutes of October 7, 2008 Legislative Luncheon

Chair Rofkar stated: "If there is no objection, these items will be adopted." As there were no objections, **these items were adopted.**

**PRESIDENT'S
REPORT/
CORRESPONDENCE**

- President Hiyane-Brown noted that WCC's Social Networking Conference was included in the *Bellingham Business Journal*. She recognized Greg Marshall and the Community Education Department for their outstanding work on event.
- WCC hosted a comic book convention initiated by English faculty member Chad Helder.
- Fall Quarter enrollment increased by 8 percent over last year, with a 20 percent increase in online enrollments.
- The President thanked the trustees for attending the legislative lunch and for their support and advocacy. The legislators were candid in their concern for the economy and legislative appropriations. They were cognizant of the necessity for postsecondary education or job training for today's and future jobs. Goals for the strategic master plan for higher education include preparing youth for success in postsecondary education and work; providing adults with access to lifelong education and training; meeting the needs of industry for skilled employees, and better integrating services to support learners of all ages.
- The President met with SBCTC Director Charlie Earl to discuss State Board policy, budget and state allocations.
- Discussion ensued regarding the current trend of "morphing" in the community college and technical college areas. This issue will continue to be discussed at various trustee and college meetings.
- The President participated in fundraising for a scholarship from the Bellingham Sunrise Club, and attended a dinner hosted by Lynn Masland, a member of the Foundation Board, and her husband. The President met with several community members. Additionally, former WCC student and recent graduate, Melanie Wigley, joined the President in an address to the Rotary Club as the club launched its fundraising efforts.
- The President reported on the Governor's requested budget cut (system wide: \$17.9 million, WCC: \$337,000). The President's Cabinet has been discussing how to respond without impacting programs and services. They are presently reviewing all revenue/expense areas including hiring—positions in the queue, renovation projects and are soliciting recommendations/ideas from the campus community. Cuts will be considered as well as identifying opportunities to generate additional revenue streams—actually balancing reductions in some areas while supporting growth that will increase revenue streams. This is difficult because it may not be just a one-year cut, but instead, multiple years of reduction.

ACTION

- **TAB A – Whatcom Community College Strategic Plan (1st Reading and Possible Action**

President Hiyane-Brown spoke about the five strategic areas that are identified in the Strategic Plan document and extended her thanks to the committee that met and developed the plan from multiple conversations with the College's constituents. If approved, implementation will be guided by Cabinet members who "volunteered" for each goal. Future work would include identifying strategies and metrics and incorporating in the work of the institution as well as developing task forces for collaborative work throughout the College.

Trustee Chuck Robinson moved to commend the Strategic Planning Steering Committee for an amazing job well done, and moved to adopt the Whatcom Community College Strategic Plan as submitted. It was seconded by Trustee Steve Adelstein the **motion was approved unanimously**.

REPORTS

Updates to written reports submitted to the Board

ASWCC – David Burkett, President

- WCC will be hosting a Volleyball tournament on Friday and Saturday with eight teams participating.
- The President's Cabinet and the Student Government held their quarterly meeting, focusing on the strategic plan and how it relates to student government. Other areas of discussion included enrollment increases, budget cuts, how to better serve the students, and voter registration and student involvement.

WCCFT – Bob Riesenber, President

- Dr. Riesenber reported that the faculty union and administration have opened negotiations on the faculty union contract. The negotiation team has received training on Interest-Based Bargaining and has mutually decided to use a modified form of the process. It was also mutually agreed not to use facilitators to moderate bargaining at this time. The union anticipates a very constructive atmosphere in these discussions. This is an exciting time for faculty as the team will be addressing issues related to faculty participation in governance and decision-making, salaries, and professional development needs.

WFSE – John O'Neill, Representative

- Nothing to add to written report submitted.

TACTC – Trustees

- Trustee Sue Cole reported on the upcoming ACCT Conference that she and Trustee Robinson will be attending with President Hiyane-Brown. She also stated that a volunteer is needed for the Legislative Committee of TACTC. Trustee Tim Douglas agreed to be assigned to this committee.

WCC Foundation – Anne Bowen

- Executive Director Anne Bowen reported that Trustee Sue Cole attended the first WCC Foundation Board meeting of the year on October 14. Two priorities were identified, Foundation Board development and fund raising.
- A new member has been added to the board, Victoria Dahlgren, and members discussed recruiting additional board members and working with industry partners and individuals.
- Fund raising events are being planned for 2009, as well as a letter-writing campaign.

Administrative Services – Vice President Ray White

- Vice President White provided an update on campus facilities. International Programs will relocate to the Syre Center at the end of the month. This move will provide greater integration of international students with the campus community including students, activities and services. The first floor remodel of the Foundation Building has been completed and Community Education Department and Conference Services have begun their moves into these facilities. The roof of the Laidlaw Center has been replaced and a new clear glass skylight will be installed in November.

Educational Services – Vice President Trish Onion

- Vice President Onion reported that WCC has received an Adult Basic Literacy grant for the SBCTC.
- Dean for Instructional and Academic Support, Jason Tetzloff, and Director for Transitional Learning, Katie Jensen, will attend the quarterly *Council on Basic Skills* meeting in Yakima to focus on the critical statewide issues and initiatives.

**REPORTS
(continued)**

➔ WCC has hired four new adjunct faculty due to increases in Basic Skills and pre-college ABE/ESL FTE.

Updates to written reports submitted to the Board

Instruction Office –Vice President Ron Leatherbarrow

➔ Assessment Coordinator Tresha Dutton and Director of Institutional Research Anne Marie Karlberg developed a plan for revising and improving the College’s current assessment program and incorporating more faculty participation in the ongoing work of assessment. Twenty-five faculty have agreed to participate in the work of revising the general education learning outcomes and developing the rubrics for assessment.

DISCUSSION/ITEMS OF THE BOARD

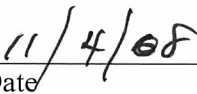
A gathering to honor Robert Fong was discussed, and a date of December 12th, 6:30 p.m. at the home of Trustee Rofkar, was tentatively selected. A reminder will be sent to trustees.

ADJOURNMENT

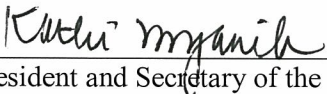
There being no further business, the meeting was adjourned 3:38 p.m.



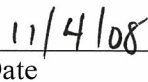
Chairman of the Board



Date



President and Secretary of the Board



Date

TEN YEAR CAPITAL PLAN

2006 - 2016

Funding: S = State Capital L = Local

Legend: ■ Secure Financing ▨ Design ■ Construct

	Capital Project	Fund Source	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
A.	Staircase and Walkways Connecting campus to Foundation Building	L	▨										
B.	Calluna Court Parking Pave, stripe, and light parking lot.	S, L			■								
C.	Upgrade Heating / Cooling Controls Complete centralized controls for entire campus	S			▨	■							
D.	Replace Campus Telephone System Install VoIP telephone system campus-wide	L		▨	■								
E.	Academic Support Services Facility Construct a 70,000sq.ft. facility for academic support	S		■	▨	■							
F.	Cascade Renovation Remodel for bookstore and instructional technology	S		■				■					
G.	Smart Card System Integrated student services card system	L			▨	■							
H.	Auxiliary Services Facility Construct a 10,000sq.ft. maintenance facility	S, L		■	▨	■							
I.	Walking Trails Install trail system and wetland improvements	L								■	▨	■	
J.	Kelly Hall Addition Construct a 20,000sq.ft. classroom facility	S				■	▨	■					
K.	Parking/Traffic Reorganization Restructure parking lots for efficiency and safety	L						▨	■				

