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COMMUNITY COLLEGE

MINUTES

BOARD OF TRUSTEES MEETING

Laidlaw Center Board Room

Wednesday, July 11, 2017

2:00 p.m.

- **CALL TO ORDER** Chair Tim Douglas officially called the Board of Trustees meeting to order at 2:00 p.m. Present in addition to the chair were trustees Steve Adelstein, John Pedlow, and Barbara Rofkar, constituting a quorum. Others present included President Hiyane-Brown; Ed Harri, Vice President for Instruction; Nate Langstraat, Vice President for Administrative Services; Luca Lewis, Vice President for Student Services; Sue Cole, Executive Director for Institutional Advancement; Melissa Nelson, Assistant Attorney General; and Rafeeka Kloke, Special Assistant to the President.

ACTION TO ACCEPT AGENDA

- Trustee Rofkar moved to accept the agenda with a change to move the Executive Session before Action Items. It was seconded by Trustee Adelstein and the **motion was approved**.
- Chair Douglas announced that there is a designated time for public comment on the agenda.

EXECUTIVE SESSION

- At 2:03 p.m. the meeting was adjourned for a closed Executive Session of the Board for approximately forty minutes to "...receive and evaluate complaints or charges brought against a public officer or employee..." and "...as provided in RCW42.30.140 (4) (a) to discuss collective bargaining..."

Chair Douglas announced that possible action was not anticipated. Guests included President Kathi Hiyane-Brown, Assistant Attorney General Melissa Nelson, Vice President Nate Langstraat, and Vice President Luca Lewis.

The Executive Session was adjourned at 2:45 p.m. and the Board reconvened into open session at 2:46 p.m.

CONSENT AGENDA

➔ Consent Agenda

- a. Minutes of the June 14, 2017 Board of Trustees Meeting (Attachment A)

Chair Rofkar stated: "If there are no objections, this item will be adopted." As there were no objections, **this item was adopted.**

ACTION ITEM

➔ Proposed update to Policy 318 Institutional Review Board (IRB) and Protection of Human Subjects (first reading, possible action) – Ed Harri, Vice President for Instruction

Trustees Adelstein moved to approve the update to Policy 318 Institutional Review Board and Protection of Human Subjects. It was seconded by Trustee Rofkar and the motion **passed unanimously.**

➔ Proposed 2017-18 WCC Operating Budget (first reading, possible action) – Nate Langstraat, Vice President for Administrative Services

VP Langstraat shared a PowerPoint presentation with an overview of the proposed 2017-18 WCC Operating Budget. Highlights included:

- Local operating budget continues to include investment in new full time tenure-track faculty positions as well as the replacement of faculty and staff positions in areas of the College that are needed to facilitate growth.
- College continues to rely more heavily on grant and contract program reserves in order to fund the operating budget.
- This year's local operating budget is balanced using local fund reserves. However, the College will focus on other strategies and using fund reserves as a last resort.

Trustees Rofkar moved to approve the proposed 2017-18 WCC Operating Budget. It was seconded by Trustee Pedlow and the motion **passed unanimously.**

PRESIDENT'S REPORT

- ### ➔ The Foundation's Campaign Feasibility Study is completed will be presented and discussed at

the upcoming Board Retreat.

- ➔ A planning retreat is scheduled for Cabinet and expanded cabinet to discuss the 2017-19 work plan.
- ➔ Steve Adelstein presented the Karen Morse Vocational Service Award at Rotary of Bellingham meeting.

REPORTS

- ➔ **Advancement/Foundation** – Sue Cole, Executive Director

Chemco donated two pieces of equipment to the College. A high performance liquid chromatography system, analyzes a variety of complex mixtures. It is used in many labs to identify the components of a mixture and the amount of a key ingredient or contaminant in a mixture; and a differential scanning calorimeter, a standard analysis instrument for polymer materials, and used in quality control/analysis of plastics, resins and other polymeric materials. Both of these equipment enables our students to do university level research.

DISCUSSION/TACTC/ITEMS OF THE BOARD

- ➔ **August Board Retreat**

The two day board retreat is scheduled for August 17-18, 2017. Cabinet members will join on the first day to discuss 2015-17 work plan report, opportunities and challenges, and priorities for 2017-19. Board members will also review and discuss the draft strategic plan. The second day will be president and board members only. The board will develop its 2017-18 Board of Trustees work plan.

PUBLIC COMMENT

- ➔ Chair Douglas called for public comment. There was none.

ADJOURNMENT

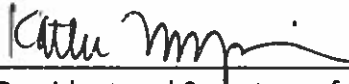
➔ There being no further business, the meeting was adjourned at 3:38 p.m.



Chair of the Board

8/16/17

Date



President and Secretary of the Board

8/16/17

Date