

## BOARD OF TRUSTEES Board Planning Retreat AGENDA

August 19-20, 2021

Thursday: 8:00 am – 4:00 pm.; 6:30 p.m. – 8:00 p.m.

Friday: 8:00 a.m. – 12:00 p.m.

Willows Lodge, 14580 NE 145<sup>th</sup> St., Woodinville, WA

### MEMBERS:

Rebecca Johnson

Chair

Wendy Bohlke

Vice Chair

Steve Adelstein

John Pedlow

Teresa Taylor

*Reasonable accommodations will be made for persons with disabilities if requests are made at least seven days in advance. Efforts will be made to accommodate late requests. Please contact the President's Office at 360.383.3330 (or TDD at 360.647.3279)*

### NEXT MEETING REMINDER

October 13, 2021

### Thursday, August 19, 2021

- Call to Order, Approval of Agenda, and Notice of Public Comment Time
- Consent Agenda Tab 1
  - a. Minutes of June 10, 2021 Board of Trustees Meeting and June 23, 2021 Board of Trustees Special Meeting (Attachment A)
  - b. Academic calendars: 2021-22, 2022-23, 2023-24 – updated to include June 19<sup>th</sup> (Juneteenth Holiday) (Attachment B)
- Strategic Conversations
  - Review 2020-21 work plan and priorities for 2021-22 work plan
  - Strategic Plan Process
  - Growth opportunities for the College
  - Equity Initiatives
  - Governance
- Executive Session\*
  - to consider the selection of a site or the acquisition of real estate by lease or purchase...;
  - to discuss with legal counsel representing the agency matters relating to agency enforcement actions... or... litigation or potential litigation...

➤ Public Comment

➤ Adjournment

### Friday, August 20, 2021

- Call to Order
- Equity Moment
- Board Discussions
  - Development of board goals and work plan
  - Board Self Evaluation
  - Identify a list of study topics for future board sessions
- Action Item
  - Election of Officers 2021-22
- Executive Session\*
  - "...to review the performance of a public employee...;"
- Public Comment
- Adjournment

**\*The Board of Trustees may adjourn to a closed Executive Session to discuss items provided for in RCW 42.30.110 (1):**

- (b) to consider the selection of a site or the acquisition of real estate by lease or purchase...;
- (d) to review negotiations on the performance of a publicly bid contract...;
- (f) to receive and evaluate complaints or charges brought against a public officer or employee...;
- (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee...; or as provided in RCW 42.30.140 (4)(a), to discuss collective bargaining



### CONSENT AGENDA

- Minutes of June 10, 2021 meeting and June 23, 2021 special meeting of the Board of Trustees (Attachment A)
- Academic calendars 2021-22, 2022-23, 2023-24 – updated to include June 19<sup>th</sup> (Juneteenth holiday). (Attachment B)

### SUGGESTED RESPONSE

*The chair reads out the letters of the consent items. Then the chair states: “If there are no objections, these items will be adopted”. After pausing for any objections, the chair states, “As there are no objections, these items are adopted.”*

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# Whatcom

COMMUNITY COLLEGE

## MINUTES

### BOARD OF TRUSTEES MEETING

Virtual Meeting via Zoom

Wednesday, June 9, 2021

2:00 p.m.

- **CALL TO ORDER** Chair Rebecca Johnson officially called the Board of Trustees meeting to order at 2:00 p.m. Present in addition to the chair were trustees Wendy Bohlke, Steve Adelstein, John Pedlow, and Teresa Taylor, constituting a quorum. Others present included President Hiyane-Brown; Nate Langstraat, Vice President for Administrative Services; Ed Harri, Vice President for Instruction; Luca Lewis, Vice President for Student Services; Eva Schulte, Executive Director for Institutional Advancement; Terri Thayer, Interim College Equity Officer; Kerena Higgins, Assistant Attorney General; and Rafeeka Kloke, Special Assistant to the President.

### ACTION TO ACCEPT AGENDA

- Trustee Pedlow moved to accept the agenda. It was seconded by Trustee Taylor and the **motion was approved.**
- Chair Johnson announced that there is a designated time for public comment on the agenda.

### CONSENT AGENDA

- **Consent Agenda**

Minutes of the May 12, 2021 Board of Trustees meeting.

Chair Johnson stated: "If there are no objections, item in the consent agenda will be adopted." As there were no objections, this item was adopted.

### PUBLIC COMMENT

- Chair Johnson called for public comment. She announced a 15 minutes public comment period with 2 minutes allocated to each person.
- Tommaso Vannelli, faculty and WCCFT President, thanked the outgoing WCCFT executive committee members for their hard work and welcomed incoming WCCFT executive committee members. He also thanked the faculty negotiating team and administrative negotiating team

for their work in the Faculty Negotiated Agreement.

- ➔ Anna Wolff, faculty and WCCFT Vice President, encouraged full participation from all faculty and staff in providing feedback on allocation of federal COVID Relief funds.

## **BUDGET PRESENTATIONS**

### ➔ **Proposed S&A Budget (Second reading) – Kenny Johan, ASWCC President**

Kenny Johan, Gabriel Price and Hannah Oliver, shared a PowerPoint presentation with an overview of the final proposed S&A Budget.

Trustee Taylor moved to approve the 2021-2022 S&A Budget. It was seconded by Trustee Pedlow. The motion was passed unanimously.

### ➔ **Proposed WCC 2021-2022 Operating Budget (Second reading) – Nate Langstraat, Vice President for Administrative Services**

Langstraat shared a PowerPoint presentation with an overview of the updated WCC 2021-2022 Operating Budget. He noted that items that are not folded into the proposed budget included faculty negotiated agreement investments; federal relief funding; ctclink implementation, go live and ongoing support; and future allocations from SBCTC (ie SB 5194 and 5227).

Trustee Adelstein asked about the budget impact on the faculty negotiated agreement investments. Langstraat shared that the impact would be approximately \$1 million with \$700,000-\$800,000 supported by local funds and \$200,000 supported by high demand funding.

Trustee Bohlke moved to approve the WCC 2021-2022 Operating Budget. It was seconded by Trustee Adelstein. The motion was approved unanimously.

### ➔ **Proposed 2022-23 and 2023-24 Academic Calendar (First reading) – Ed Harri, Vice President for Instruction**

Harri shared that an ad-hoc committee comprised of employee groups and key stake holders developed the draft calendars. The draft calendars were distributed campus-wide to each employee group with an opportunity to provide additional feedback. The ad-hoc committee reviewed campus input to incorporate needed changes and presented the draft calendars to College Council and President's cabinet. Many considerations were taken into account while creating the calendar, such as neighboring institutions' calendars, holidays, quarter start and end dates, faculty planning days, and State requirements.

Trustee Bohlke moved to approve the 2022-23 and 2023-24 academic calendars. It was seconded by Trustee Pedlow. The motion was passed unanimously.

## **PRESIDENT'S REPORT**

- President Kathi thanked the ASWCC student leaders along with Luca Lewis, VP for Student Services, Nate Langstraat, VP for Administrative Services, and Heidi Farani, Director for Student Life and Development, for their work in developing the 2021-2022 S&A Budget.
- President Kathi thanked the College Budget Review committee for their work during the budget development process.
- President Kathi also thanked Tommaso Vannelli, WCCFT president, for his work in the past two years providing services to WCCFT and working with College Administration.
- President Kathi announced the 2021 Faculty Excellence Award receipts: Full-time faculty excellence award: Tealia Slagle, Biology and Adjunct faculty excellence award: Cindy Johansen, Early Childhood Education.
- President Kathi shared that she participated in numerous meetings relating to vaccination mandates with the State Board for Community and Technical Colleges, 4 year universities, other high education institutions in the region, and the Whatcom County Department of Health. With the exception of Cascadia College, no community or technical colleges in the system have decided on vaccination mandate. The College continues to keep the health and safety of our faculty, staff, and students at the forefront and will continue to implement safety protocols and promote vaccinations with our campus community.

## **EXECUTIVE SESSION**

- At 3:00 p.m. the meeting was adjourned for a closed Executive Session of the Board to approximately forty-five minutes to discuss collective bargaining and to discuss with legal counsel representing the agency matters relating to Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation.

Chair Johnson announced that action was anticipated. Guests included President Kathi Hiyane-Brown, Vice President Ed Harri and Nate Langstraat, Assistant Attorney General Kerena Higgins.

The Executive Session was extended for an additional five minutes.

The Executive Session adjourned at 3:50 p.m. and the Board reconvened into open session at 3:50 p.m.

## **ACTION**

- Trustee Pedlow moved to approve the Letter of Agreement between Whatcom Community

College and Whatcom Community College Federation of Teachers specific to the compensation for transition to online instruction delivery due to the pandemic. It was seconded by Trustee Taylor. The motion passed unanimously.

- Trustee Adelstein moved to approve the Letter of Agreement between Whatcom Community College and Whatcom Community College Federation of Teachers specific to WEIA (HB 2158) – High Demand Faculty Compensation. It was seconded by Trustee Bohlke. The motion passed unanimously.

### **ADJOURNMENT**

- There being no further business, the meeting was adjourned at 3:52 p.m.

# Whatcom

COMMUNITY COLLEGE

**MINUTES**  
**WHATCOM COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES SPECIAL MEETING**  
**Via Zoom**  
**June 23, 2021**  
**11:00 a.m.**

- **CALL TO ORDER** Chair Rebecca Johnson officially called the Board of Trustees meeting to order at 11:03 a.m. Present in addition to the chair were trustees Wendy Bohlke, Steve Adelstein, John Pedlow, and Teresa Taylor, constituting a quorum. Others present included President Hiyane-Brown; Nate Langstraat, Vice President for Administrative Services; Eva Schulte, Executive Director for Institutional Advancement; Terri Thayer, Interim College Diversity Equity Inclusion Officer; Kerena Higgins, Assistant Attorney General; and Rafeeka Kloke, Special Assistant to the President.

## **ACTION TO ACCEPT AGENDA**

- Trustee Pedlow moved to accept the agenda. It was seconded by Trustee Adelstein and the **motion was approved.**
- Chair Johnson announced that there is a designated time for public comment on the agenda.

## **PURPOSE OF MEETING**

- The purpose of the meeting was to take action on Agreement between Board of Trustees of Whatcom Community College District No. 21 and Whatcom Community College Federation of Teachers dated September 1, 2021 through August 31, 2024; and with the Memorandum of Understanding as part of the negotiated agreement which outlines continued work related to 1) instructional organization, 2) instructional council, and 3) service workload assessment.

## **PUBLIC COMMENT**

- Chair Johnson called for public comment. She announced a 15 minutes public comment period with 2 minutes allocated to each person.

- Anna Wolff, faculty and incoming WCCFT President, thanked the board for holding a special board meeting to take action on the faculty negotiate agreement. She also thanked the faculty negotiating team and administrative negotiating team for their work.
- Kim Reeves, faculty and lead for faculty negotiating team, thanked the faculty negotiating team and administration for working through difficult conversations to reach the agreement.

### **EXECUTIVE SESSION**

- At 11:10 a.m. the meeting was adjourned for a closed Executive Session of the Board to approximately fifteen minutes to discuss collective bargaining.

Chair Johnson announced that action was anticipated. Guests included President Kathi Hiyane-Brown, Vice President Nate Langstraat, and Assistant Attorney General Kerena Higgins.

The Executive Session was extended for an additional ten minutes.

The Executive Session adjourned at 11:35 a.m. and the Board reconvened into open session at 11:35 a.m.

### **ACTION ITEM**

- Trustee Pedlow moved to approve the Negotiated Faculty Agreement by and between the Board of Trustee of Whatcom Community College, District no. 21, and the Whatcom Community College Federation of Teachers dated effective September 1, 2021 through August 31, 2024. Further, move to approve the Memorandum of Understanding as part of the negotiated agreement which outlines continued work related to 1) instructional organization, 2) instructional council, and 3) service workload assessment. It was seconded by Trustee Adelstein. The motion was approved unanimously.
- Chair Johnson shared the following statement on behalf of the Board:

“The WCC Board of Trustees fully support investments the College will be making to fulfil these agreements. We appreciate the hard work dedicated to reach these agreements, and support the implementation of them which further recognizes our faculty.

Two of the key priorities areas in the agreement will provide significant compensation improvements for full-time and adjunct faculty and workload expectation adjustments, including reduced class caps. In addition, as part of



this agreement is a memorandum of understanding that include reshaping the instructional organizations.

We extend our sincere thank you to the negotiation teams representing the administration and the faculty for their work.”

### **ADJOURNMENT**

- There being no further business, the meeting was adjourned at 11:38 a.m.

### Academic Calendar 2021-2022 - revised

June-July 2021						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
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August 2021						
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September 2021						
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October 2021						
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November 2021						
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December 2021						
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January 2022						
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February 2022						
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March 2022						
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April 2022						
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May 2022						
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June 2022						
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### Summer Quarter 2021

- 28-Jun Quarter Begins
- 3-5 Jul Independence Day Weekend - Closed
- 20-Aug Quarter Ends

**39 Instructional Days**

### Fall Quarter 2021

- 4-6 Sep Labor Day Weekend - Closed
- 15-Sep All College Day - Closed
- 21-Sep Quarter Begins
- 8-Oct No Classes - College Open
- 11-Nov Veterans Day - Closed
- 24-Nov No Classes - College Open
- 25-28 Nov Thanksgiving Weekend - Closed
- 26-Nov Native Amer Heritage Day - Closed
- 10-Dec Quarter Ends
- 24-Dec Christmas Holiday - Closed

**54 Instructional Days**

### Winter Quarter 2022

- 31-Dec New Years Holiday - Closed
- 5-Jan Quarter Begins
- 15-17 Jan Martin Luther King Jr. Weekend - Closed
- 19-21 Feb Presidents Day Weekend - Closed
- 22-Feb Professional Development Day - Closed
- 25-Mar Quarter Ends

**55 Instructional Days**

### Spring Quarter 2022

- 5-Apr Quarter Begins
- 28-30 May Memorial Day Weekend - Closed
- 17-Jun Quarter Ends
- 20-Jun Juneteenth holiday observed - Closed

**53 Instructional Days**

**162 Total Instructional Days**

**170 Total Faculty Contract Days**



Quarter Begins



Quarter Ends



College Closed



No Classes - College Open



Faculty Work Day - No Classes



Employee Work Day - Closed

# Academic Calendar 2022-2023 -Revised

8/16/2021

June-July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
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August 2022						
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September 2022						
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October 2022						
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November 2022						
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December 2022						
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January 2023						
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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## Summer Quarter 2022

- 27-Jun Quarter Begins
- 2-4 Jul Independence Day Weekend - Closed
- 19-Aug Quarter Ends

**39 Instructional Days**

## Fall Quarter 2022

- 3-5 Sep Labor Day Weekend - Closed
- 14-Sep All College Day - Closed
- 20-Sep Quarter Begins
- 14-Oct No Classes - College Open
- 11-Nov Veterans Day - Closed
- 23-Nov No Classes - College Open
- 24-27 Nov Thanksgiving Weekend - Closed
- 25-Nov Native Amer Heritage Day - Closed
- 9-Dec Quarter Ends
- 24-26 Dec Christmas Holiday Weekend - Closed

**54 Instructional Days**

## Winter Quarter 2023

- 31 Dec-2 Jan New Year's Holiday Weekend - Closed
- 4-Jan Quarter Begins
- 14-16 Jan Martin Luther King Jr. Weekend - Closed
- 18-20 Feb Presidents Day Weekend - Closed
- 21-Feb Professional Development Day - Closed
- 24-Mar Quarter Ends

**55 Instructional Days**

## Spring Quarter 2023

- 4-Apr Quarter Begins
- 27-29 May Memorial Day Weekend - Closed
- 16-Jun Quarter Ends
- 19-Jun Juneteenth holiday - Closed

**53 Instructional Days**

**162 Total Instructional Days**

**170 Total Faculty Contract Days**



Quarter Begins



Quarter Ends



College Closed



No Classes - College Open



Faculty Work Day - No Classes

# Academic Calendar 2023-2024-Revised

8/19/2021

## June-July 2023

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
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## September 2023

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## November 2023

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## January 2024

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## March 2024

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24	25	26	27	28	29	30
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## May 2024

Su	Mo	Tu	We	Th	Fr	Sa
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## August 2023

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## October 2023

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## December 2023

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## February 2024

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## April 2024

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## June 2024

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## Summer Quarter 2023

- 26-Jun Quarter Begins
- 4-Jul Independence Day Holiday-Closed
- 18-Aug Quarter Ends

**39 Instructional Days**

## Fall Quarter 2023

- 2-4 Sep Labor Day Weekend - Closed
- 13-Sep All College Day - Closed
- 19-Sep Quarter Begins
- 13-Oct No Classes - College Open
- 10-Nov Veterans Day Holiday - Closed
- 22-Nov No Classes - College Open
- 23-26 Nov Thanksgiving Weekend - Closed
- 24-Nov Native Amer Heritage Day - Closed
- 8-Dec Quarter Ends
- 23-25 Dec Christmas Holiday Weekend - Closed

**54 Instructional Days**

## Winter Quarter 2024

- 30 Dec-1 Jan New Year's Holiday Weekend - Closed
- 3-Jan Quarter Begins
- 13-15 Jan Martin Luther King Jr. Weekend - Closed
- 17-19 Feb Presidents Day Weekend - Closed
- 20-Feb Professional Development Day - Closed
- 22-Mar Quarter Ends

**55 Instructional Days**







## Spring Quarter 2024

- 2-Apr Quarter Begins
- 25-27 May Memorial Day Weekend - Closed
- 14-Jun Quarter Ends
- 19-Jun Juneteenth holiday - Closed

**53 Instructional Days**

**162 Total Instructional Days**

**170 Total Faculty Contract Days**

-  Quarter Begins
-  Quarter Ends
-  College Closed
-  No Classes - College Open
-  Faculty Work Day - No Classes
-  Employee Work Day - Closed