

MINUTES
BOARD OF TRUSTEES MEETING
Laidlaw Center Board Room
Tuesday, November 23, 2010
2:00 p.m.

CALL TO ORDER Chair Chuck Robinson officially called the meeting to order at 2:04 p.m. Present were trustees Barbara Rofkar, Sue Cole, Steve Adelstein, and Tim Douglas, constituting a quorum. 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; Anne Bowen, Executive Director for Advancement and Foundation; Lisa Wochos, Assistant Attorney General; Wayne Erickson, WCCFT President; John O’Neill, WSFE Representative; Tim McClure, ASWCC Vice President; and Keri Parriera, Executive Assistant to the President.

STRATEGIC DISCUSSIONS ➔ The Role of the Board in the Accreditation Process—Vice President Ron Leatherbarrow (*5.4 Foster a culture of continuous improvement based on institutional effectiveness*) Vice President Ron Leatherbarrow was assisted in his PowerPoint presentation by Kim Struiksma, LDC building and faculty support and assistant to Anne Marie Karlberg. A handout on the Accreditation Standards (appended to these minutes) was distributed, and Vice President Leatherbarrow spoke about the process involved, the elements of the standards, and the extensive accreditation report that is now in the editing stage. Ron shared that a NWCCU accreditation review team will be conducting an on-site visit on April 13-15, 2011. Shortly before this visit, the College will be provided with a list of appointments to schedule, which may include a meeting with several members of the Board. Each evaluator will conduct independent interviews, complete evaluation assignments, and collaborate on a preliminary findings statement to be presented on the final day of their visit. Dr. Leatherbarrow believes the College has prepared well for this accreditation study and report. Trustees were encouraged to review the draft Accreditation report which can be found on the College’s public website link (<http://www.faculty.whatcom.ctc.edu/InstResearch/>).

CONSENT AGENDA ➔ **Consent Agenda (Calendar)**

a. Minutes of the October 13, 2010, Board of Trustees Meeting

Chair Robinson stated: “If there are no objections, these items will be adopted.” As there were no objections, **these items were adopted.**

PRESIDENT’S REPORT ➔ President Hiyane-Brown recognized a number of individuals who have recently received awards: Trustee Chuck Robinson and his wife Dee Robinson received the *First Friend Award* at the Whatcom Literacy Council’s breakfast in early November; the International Programs Office and their friendship families received the Whatcom Dispute Resolution Center’s *Peace Builder Award* in the “Organization” category for their exceptional efforts to promote understanding (Trustee Steve Adelstein and Kelly Kester accepted this award for the College); adjunct faculty member Nancy Ivarinen was named the Whatcom County *Business Woman of the Year*. Congratulations were extended to all these exceptional recipients.

- ➔ The President provided an update on shortfall in the state budget and its possible further reductions that may be required this year as well as rolling into the next biennium. The Governor is calling for a special session of the legislature.
- ➔ The Efficiency Study Task Force, on which President Kathi sits, has prepared a draft of the first of three reports required by the legislature (three-year study). The draft report has been reviewed by WACTC and is on the next State Board's meeting agenda. This report inventories the efficiencies that have been developed, and identifies the regional consortiums that have been created. Whatcom's regional consortium is with BTC and may be expanded to include Skagit Valley College. A county-wide stakeholder summit is being planned for January. Trustees Robinson and Douglas and President Hiyaane-Brown will be meeting with their BTC counterparts on Monday to discuss the agenda for the summit. Topics will discuss efficiencies that could be gleaned from working together and that would meet the intent of the legislature.

- ➔ President Kathi reported on the Student Achievement Initiative Policy Study which provided an evaluation and recommendations to the State Board. Funding has not been fully continued. This year Whatcom received about \$60,000, with \$30,000 worth of points that are "banked" for future compensation.
- ➔ The Northwest Higher Education Consortium, which includes Olympic, Skagit, WWU, NWIC, BTC and Whatcom, will meet with the Seattle Times editorial board on December 13.
- ➔ Western Governors University and State Board are in discussions regarding access agreements for ctc transfer students.
- ➔ Discussions continue at WACTC on how to finance the technology infrastructure.
- ➔ A representative from the University of Washington presidential search committee attended the recent WACTC meeting to solicit information on attributes desired of a new president. Bonds continue to be strengthened with the University.
- ➔ Vice President Ray White's article in the Bellingham Business Journal regarding the budget was shared. Nate Langstraat, PIO, was thanked for the good press reports that Whatcom has received.

ACTION

- ➔ TAB A -- Proposed Board of Trustees Meeting Dates for 2011
Trustee Tim Douglas moved to adopt the Board of Trustees meeting schedule for 2011 as proposed. The motion was seconded by Trustee Barbara Rofkar, and the **motion was approved unanimously.**
- ➔ TAB B – Proposed ASWCC Leadership Room Update
Trustee Tim Douglas moved to approve the one-time expenditure of \$20,000 from the Services and Activities (S & A) Fund Balance to renovate the Student Leadership Room in Syre 209 as proposed. It was seconded by Trustee Steve Adelstein, and **the motion was approved unanimously.** Tim McClure, ASWCC Vice President for the Budget and Finance, presented the proposal to the Board and answered their questions.

REPORTS

- ➔ ASWCC – Brad Widman, President
Tim McClure presented the report for Brad Widman who was unable to attend. He reported on the status of the athletic teams.

- ➔ **WCCFT** – Wayne Erickson, President
Not in attendance
- ➔ **WFSE** – John O'Neill, Representative
Nothing to add
- ➔ **TACTC** –Trustees
Trustee Tim Douglas reported on the recent TACTC Leadership Dinner. The State Board staff has been reduced by eight positions. Three primary considerations for change in the future currently in the discussion stage, were shared:
 - restructuring of the academic year
 - looking at contracts in a number of ways
 - moving more quickly on technology changes

➔ **Administrative Services** – Ray White, Vice President for Adm Svcs.
Vice President Ray White discussed the status of the College's operating budget since it was approved, and the continued work of the Budget Committee. The Committee's recommendations are shared with the President's Cabinet.

➔ **Educational Services** – Trish Onion, Vice President for Ed Svcs
Vice President Trish Onion expressed her thanks for the Board's approval of the ASWCC proposal. She concurred that the students are good stewards of the S&A fees.

➔ **Instruction Office** – Ron Leatherbarrow, Vice President for Instruction
Nothing additional to report

➔ **WCC Foundation** – Anne Bowen, Executive Director for Advancement
Nothing additional to report

**DISCUSSION/
ITEMS OF THE
BOARD**

Trustee Chuck Robinson, Board representative on the WCC Foundation, announced that the Foundation has just launched the President's Founder's Club, and encouraged the trustees to become members. The goal is to recruit 200 members the first year. Trustee Barbara Rotkar commented on the recent donor appreciation breakfast which was fantastic.

The next TACTC meeting will be held January 23-24, and includes the Monday evening reception with the legislators. Possible coffee meetings with legislators in very early January were also discussed.

**EXECUTIVE
SESSION**

The meeting was adjourned at 3:35 p.m. for a short break. The meeting reconvened into Executive Session at 3:40 for approximately 15 minutes with a likely Action to discuss (c) real estate and (g) collective bargaining. Guests included President Kathi Hiyanne-Brown, AAG Lisa Wochos, and Vice President Ray White.

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

Northwest Commission on Colleges and Universities (NWCCU)

Accreditation Visit 2011

Accreditation Website:

Go to WCC's homepage (<http://whatcom.ctc.edu/>). Click on *About Whatcom*, then *Assessment and Accreditation*, and finally *Accreditation*.

1. The newly revised standards (descriptions taken from NWCCU website)...

- ✓ Serve as a framework for continuous improvement.
- ✓ Blend analysis and synthesis to enable holistic institutional self-reflection.

2. Accreditation Cycle (<http://www.nwccu.org/Standards%20Review>)

System	Length of Cycle	Intensive Self Study	Transition					
OLD	10 Years	conducted in the last two years of the ten-year cycle	<ul style="list-style-type: none"> ✓ Accredited institutions scheduled for comprehensive evaluations in 2011 were given the option of being evaluated under the old standards or the revised standards. ✓ The NWCCU scheduled WCC for a visit in 2011; as a result, the self-study compresses the seven year cycle into one and a half years and addresses all five new standards. ✓ Work began on the self-study in fall 2009 with the appointment of work groups. 					
NEW / REVISED	7 Years	amortized over seven years and conducted in progressive stages of institutional self-reflection and peer evaluation						
Season	2011	2012	2013	2014	2015	2016	2017	2018
Spring	Comprehensive Evaluation All Standards Report & Visit	Year 1 Report		Year 3 Report & visit		Year 5 Report		Year 7 Report and Visit

3. Appointment of Standard committee members and steering committee

Standard Committees

- ✓ Each of the five standard committees is comprised of one lead administrator, a division chair, one additional administrator, two (and three if possible) faculty, and two members of classified staff.
- ✓ The lead administrator and lead faculty provide leadership for conducting the entire process, including the preparation of Self-Study.

Steering Committee

- ✓ Consists of the college President, the lead administrators from each of the standard committees, and the division chairs.
- ✓ The steering committee developed the initial plan and timeline in preparation of Self-Study.

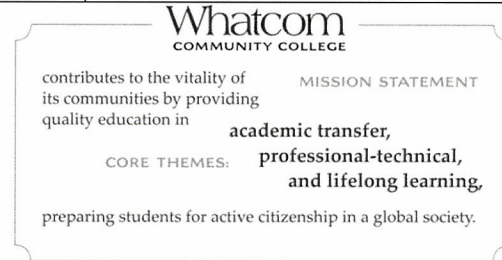
Standard	Description	Committee Members	Progress
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Standard One <i>Mission, Core Themes, and Expectations</i>	<ul style="list-style-type: none"> Examines institutional purpose and intentions. Requires a clear statement of institutional mission, articulation of mission fulfillment, and identification of core themes within that mission. 	Bob Winters (Lead) Anne Marie Karlberg, Ron Leatherbarrow, Bob Riesenber, Sophia Shang, Grace Kolodychuk, Wayne Erickson; Kerri Holferty, Cindy Hoskins	<ul style="list-style-type: none"> We have a solid draft of chapter 1. Once standards 4 and 5 are complete, we will need to go back and revise the matrices and our definition of mission fulfillment in chapter 1.
Standard Two Resources and Capacity	<ul style="list-style-type: none"> Assesses institutional inputs. Requires an evaluation of major institutional functions, resources, and infrastructure to enable a determination of the institution's potential to succeed in fulfilling its mission. 	Ron Leatherbarrow (Lead) Trish Onion, Greg Marshall, Barry Maxwell, Lee Singleton, Jamie Van Beek, Doug Mooers, Charlie Tompkins, Debbie Adams	<ul style="list-style-type: none"> We have good rough drafts of all of the sections and different people are taking turns editing different sections.
Standard Three Planning and Implementation	<ul style="list-style-type: none"> Evaluates planning for the institution as a whole and for achievement of its core theme objectives. 	Ray White (Lead) Trish Onion, Ed Harri, Terry Cox, Cathy Hagman, Rhonda Daniels, Merrienne Bieler; Nancy McAbee	<ul style="list-style-type: none"> We have good rough drafts of all of the sections and different people are taking turns editing different sections.
Standard Four Effectiveness and Improvement	<ul style="list-style-type: none"> Evaluates the results of the institution's efforts and use of assessment results for improvement. Assesses achievement of core theme objectives and achievement of goals or outcomes of programs and services. 	AM Karlberg (Lead) Linda Maier, Dean Hagin, Meg Delzell, Kris Baier, Tresha Dutton, Rob Beishline, Heidi Ympa, Patti Braimes, Tran Phung, Melissa Talbot	<ul style="list-style-type: none"> All of the data has been analyzed and reported in detailed matrices. About 40 different groups of people on campus analyzed different core theme objectives and indicators. A template has been created using summaries of the detailed matrices. The Standard 4 committee has broken-up into three groups who are creating summary paragraphs for each of the core theme sections. The Standard 4 groups have until Wednesday, 11/24 to send completed documents to Anne or Kim.
Standard Five Mission Fulfillment, Adaptation, and	<ul style="list-style-type: none"> Evaluates fulfillment of institutional mission in light of the institution's own expectations (see Standard One). Assesses the institution's capacity to monitor its environment and its ability to forecast and adapt to patterns, trends, 	Linda Maier (Lead) Barry Maxwell, Anne Bowen, Mike Singletary, John Rousseau, Sally Sheedy, Laura Overstreet, Tom Burke, Richard Butts, Linda Howson	<ul style="list-style-type: none"> This committee is using the example of 3B and Standard 4 for academic transfer education to start writing chapter 5. A draft is currently being written.

Sustainability	and circumstances.		
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4. Refined Mission and Core Themes
Section III: Chapter One Summary

Chapter One articulates the core themes inherent in WCC’s mission statement, defines the objectives for each of the core themes, and identifies specific measure the level of fulfillment of its mission. A summary of the core themes



indicators that will and objectives follows:

Core Theme 1: Academic Transfer Education

- Objective 1 Outcomes:** Students possess the necessary skills for successful transfer to four-year colleges.
- Objective 2 Student Satisfaction:** Students are satisfied with their educational experience at WCC and perceive an effective learning environment.
- Objective 3 Retention and Completion:** Students are retained in and complete transfer preparation programs.
- Objective 4 Transfer:** Students transfer to and perform well at four-year institutions.
- Objective 5 Access:** WCC broadens access to academic transfer education.

Core Theme 2: Professional-Technical Education

- Objective 1 Outcomes:** Students possess the necessary skills for successful entry into a job that relates to their field of study.
- Objective 2 Satisfaction:** Students are satisfied with their educational experience at WCC and perceive an effective learning environment.
- Objective 3 Retention and Completion:** Students are retained in and complete professional-technical programs.
- Objective 4 Access:** WCC broadens access to professional-technical education.

Core Theme 3: Lifelong Learning

- Objective 1 Transitional Learning (ABE and ESL):** WCC provides adults the opportunity to obtain the necessary skills in reading, writing, math and English language to pursue and achieve their goals.
- Objective 2 Developmental Education:** WCC provides students the opportunity to learn the skills to transition into college level courses.
- Objective 3 Community Education:** WCC provides diverse personal enrichment opportunities for the community.
- Objective 4 Continuing Education:** WCC offers open enrollment job training in computer, professional development, and business skills.
- Objective 5 Customized training:** WCC supports customized business training in computers, professional development, and business skills.
- Objective 6 College Community Events:** WCC provides venues for educational and cultural events to the broader community.

5. Completion of document and editing process / submission

- December 6 – 10 Anne Marie and Kim (Assistant) will complete a thorough edit of the entire document
- December 13 – 17 Ron will edit the entire document

February 15 Deadline to submit written report
April 13 – 15 NWCCU visit



M E M O R A N D U M
Administrative Services

TO: Kathi Hiyane-Brown, Wayne Erickson
FROM: Ray White, Tresha Dutton
DATE: 6/11/2010
RE: MOU – Implementation of Amendments to Articles V and VI

With the ratification and signing of the proposed amendments to Articles V & VI, many significant changes are being adopted. Several of these changes will require additional funding to implement. The faculty and administration negotiating teams have discussed the phased implementation of these measures to assure their adoption is financially feasible and allow for a successful transition.

With this Memorandum of Understanding, the undersigned agree as follows:

1. The College and Union agree that an appropriate ongoing objective for Whatcom’s faculty salaries is to maintain a WCC average salary that is within \$1,000 of the system-wide average, as published by the State Board.
2. The financial elements associated with amended Articles V and VI are expected to become effective at the beginning of each fiscal year (July 1st), as indicated below:
 - a) **Division/Department Chairs** – Recommendations from the task force appointed to review the divisional structure (implemented 2009) regarding compensation for division and department chairs have been adopted. These are expected to take effect the first year of the plan (2010- 2011).
 - b) **Initial Placement** – The initial placement scale for full-time faculty has been revised and simplified. It is expected to take effect the second year of the plan (2011 - 2012). Full-time faculty hired prior to implementation will be placed using the method outlined in the previous contract.
 - c) **Promotional System** – This element is expected to take effect the second year of the plan (2011-2012). During this year several faculty will ‘crosswalk’ over to a new rank. As a result, the initial cost is expected to be much higher than ongoing costs.
Note: The financial impact of the new rank assignments during 2011-2012 will not be realized until the following year (2012-2013).
 - d) **Additional Contract Days** – The additional four contracted days are expected to be implemented in the second year (2011 - 2012).

- e) **WCC Professional Development Workshops** – Workshops will be developed during the first year of this plan. Offerings will begin in the second year. It is then expected that one funded workshop will be honored in each of years two, three, and four.

Note: Contract language allows for additional funded workshops to be introduced upon mutual agreement and the approval of the president.

3. The plan, as outlined above represents our combined expectations for a phased implementation. The actual timeline for implementing these measures may be adjusted subject to available funding.
4. The task force identified in the previous memorandum of understanding has completed its assignment. Recommendations from their report have been incorporated into this amended contract. Additionally, measures will be taken by the Vice President for Instruction to create an ongoing process that will continue monitoring the effectiveness of the divisional structure.
5. Discussion of an adjunct track system will be continued in future negotiations.

For the Union

For the Employer

President Whatcom Community College Federation of Teachers	Date	President Whatcom Community College	Date

ACTION

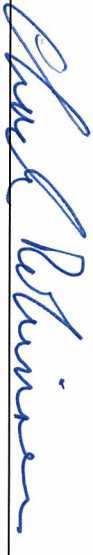
Trustee Steve Adelstein moved to approve and adopt both of the following proposals:

- the proposed amendments to the July 15, 2009 through June 30, 2012 negotiated agreement with the Whatcom Community College Federation of Teachers; and
- the expectations for implementation of these changes as outlined in the proposed memorandum of understanding dated 6/11/2010.

It was seconded by Trustee Barbara Rofkar and the **motion passed unanimously**.

WCCFT President Wayne Erickson and negotiation team representative Will Webber addressed the Board and expressed their thanks for the work of the Board and the administration, and for their support of the faculty and the contract.

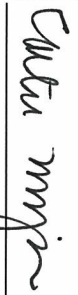
ADJOURNMENT There being no further business, the meeting was adjourned at 4:00 p.m.



Chair of the Board



Date



President and Secretary of the Board



Date