

MEMBERS:

- Barbara Rofkar Chair
- Sue Cole Vice Chair
- Steve Adelstein
- Chuck Robinson
- Tim Douglas

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 MONTH'S MEETING REMINDER Thursday-Friday, August 23-24, 2012

BOARD OF TRUSTEES Meeting Agenda Wednesday, July 11, 2012, 2:00 p.m. Laidlaw Center Boardroom, #143

237 W. Kellogg Road Bellingham, WA 98226

- I. Call to Order, Approval of Agenda, and Notice of Public Comment Time
- II. Consent Agenda (Calendar)
 - a. Minutes of June 13, 2012 Board of Trustees Meeting (Attachment A)
- III. Board Action
 - → TAB A -- Student Rec Center: Local Fund Balance And Student Fee (first reading, possible Action)
 - → TAB B -- Pavilion Improvements: Floor And Sound System (first reading, possible Action)
 - → TAB C -- Faculty Negotiated Agreement (first reading, possible Action)
- IV. Report from the President
- V. Reports
 - → ASWCC Charles Pope, President
 - ♦ WCCFT Kim Reeves, President
 - → WFSE Vivian Hallmark, Representative
 - ◆ Administrative Services Interim Vice President Nate Langstraat
 - Educational Services Interim Vice President Michael Singletary
 - Instruction Vice President Ron Leatherbarrow
 - → Advancement/Foundation Anne Bowen, Executive Director
- VI. Discussion / Items of the Board / TACTC
 - ♦ Board Retreat, August 23-24, 2012 in SeaTac—Brainstorming ideas
 - Proposed Date Change for September Board Meeting
- VII. Public Comment
- VIII. Executive Session*
 - → (b) to consider the selection of a site or the acquisition of real estate by lease or purchase...; and (g) to review the performance of a public employee
- IX. 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...;
- (c) to consider the minimum price at which real estate will be offered for sale or lease...;
- (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
- (h) to evaluate the qualifications of a candidate for appointment to elective office...;
- (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions... or... litigation or potential litigation... Action from the Executive Session may be taken, if necessary, as a result of items discussed in Executive Session.



CONSENT AGENDA

a. Minutes of June 13, 2012 meeting of the Board of Trustees (Attachment A)

SUGGESTED RESPONSE

The chair reads out the letters of the consent items. Then the chair states: "If there are no objections, this item will be adopted". After pausing for any objections, the chair states, "As there are no objections, this item is adopted



MINUTES BOARD OF TRUSTEES MEETING Laidlaw Center Board Room Wednesday, June 13, 2012 2:00 p.m.

- → CALL TO ORDER Chair Steve Adelstein officially called the Board of Trustees meeting to order at 2:10 p.m. Present in addition to the chair were trustees Barbara Rofkar, Tim Douglas, Chuck Robinson and Sue Cole, constituting a quorum. Others present included President Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Nate Langstraat, Interim Vice President for Administrative Services; Michael Singletary, Registrar and Interim Vice President for Educational Services; Anne Bowen, Executive Director for Advancement and Foundation; Lisa Wochos, Assistant Attorney General; Kim Reeves and Wayne Erickson, WCCFT Co-Presidents; Laura Hansen, ASWCC President; and Keri Parriera, Executive Assistant to the President.
- → Trustee Adelstein announced that there is a designated time for public comment on the agenda.

ACTION

→ TAB A – ASWCC 2012-13 Proposed Budget (1st reading, possible Action)—ASWCC President Laura Hansen

ASWCC President Laura Hansen introduced Shawn Chantantaboune, student representative, who made a presentation the Board, elaborating on the elements of the proposed budget, and discussions followed.

Trustee Tim Douglas moved to approve the proposed 2012-13 ASWCC Service and Activity Fee Budget as submitted. The motion was seconded by Trustee Chuck Robinson and **the motion** was approved unanimously.

REPORTS

- **→ ASWCC** Laura Hansen, President
 - Student Recreation Center—The Council has made significant steps forward on this
 initiative and after conducting the survey and public forums, the Council has voted to put a
 recommendation forward to the Board of Trustees at the July meeting.
 - Pavilion Floor and Sound System—The Council has also voted to put recommendations forward to the Board of Trustees at their next meeting to allocate funding to refinish the floor in the Pavilion and to purchase a new sound system for the Pavilion.

The Council is continuing to promote diversity by supporting clubs on campus.

STRATEGIC CONVERSATIONS

WCC 2012-13 Proposed Operating Budget Presentation − Interim Vice President Nate Langstraat Goal 5: Strengthen the College's ability to deliver its mission--Create and manage growth through fiscal, capital, technological and human resource development; diversify and secure funding/resources from external sources

Nate Langstraat provided a PowerPoint presentation on the College's operating budget and questions and discussions ensued.

ACTION

- → TAB B -- WCC 2012-13 Proposed Operating Budget (1st reading, possible Action)
 - Trustee Barbara Rofkar moved to approve the proposed 2012-13 WCC Operating Budget as submitted. The motion was seconded by Trustee Sue Cole and the motion was approved unanimously.

CONSENT AGENDA

- Consent Agenda (Calendar)
 - a. Minutes of the May 18, 2012, Board of Trustees Meeting (Attachment A)

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

PRESIDENT'S REPORT

- → President Hiyane-Brown reported that the revised budget process was very comprehensive and that the College will continue to monitor the process for indications that it provides a more accurate guide and check of expenses and revenues. She thanked the budget managers for their work, and also thanked the students for their financial support that the College relies upon, as well as the athletic program that the students support.
- → President Kathi reported that she recently met with the Federation of Classified employees and discussed some promotional opportunities and the impending 3% cut to classified employee salaries. The President was given cards of support from the union members asking to do away with this cut. Kathi spoke about the concerns that were addressed, and shared that the Union membership is very concerned about this and feel disvalued by the legislative-mandated 3% cut. President Kathi shared the support cards with the trustees.
- → President Kathi shared that Whatcom Community College has partnered with the Small Business Development Center and the Northwest Innovation Resource Center to launch an entrepreneurship program for small and medium size businesses in the county. Whatcom is very excited to be part of this program, and Kathi extended thanks to Janice Walker and others on campus who helped develop this collaborative effort.
- → Jennifer Hine, Executive Director of Campus Compact, sent a letter to President Kathi notifying

- the College that Whatcom has been selected as a program partner for the Retention Program, which will focus on middle, high school and college students at risk. A full-time AmeriCorps member will be assigned to Whatcom.
- → The Honors and Awards ceremony was held last week. Over \$90,000 in scholarship funding was awarded to 70 students thus far. Two students were presented with the President's Award (Stacey McGee and Justin Gill), and the Laidlaw award was presented to Melissa Nelson.
- → The President thanked Trustee Barbara Rofkar for her attendance at the Running Start reception in May honoring 65 graduates. These are very talented individuals with 95 percent of them earning a cumulative GPA of 3.0 or over, and five with GPAs of 4.0.
- → The Annual Retiree Recognition event held in May recognized nine individuals who have provided a cumulative 199 years of service to the College. Thank you to Keri and Karrie in the President's Office for organizing this event.
- → A copy of the Annual Report "Connect" was shared with the Board. The artfully arranged report will be mailed out the community soon. The President thanked the Advancement and Foundation staff and all who contributed to this fine publication.
- → The College is gearing up for the 45th Anniversary. This commemoration was announced in the annual report and was shared at the retirement program. Bob Winters was asked to share with the Board his words on Whatcom as a place to work.

REPORTS

- ♦ WCCFT Wayne Erickson, Co-President
 - Wayne spoke and thanked the Board and the Administration for putting students first and shared that he also felt that this is a great place to work. Wayne informed the Board that next academic year will be his last year at Whatcom. The Board expressed their appreciation to Wayne for his year's tenure as co-president of the faculty union, and for his valuate work at the college.
- → Administrative Services Nate Langstraat, Interim Vice President
 - Nate Langstraat shared that the nominations for classified excellence award is in process and nominations are due next week. The award will be presented at Opening Day in the fall.
- → Educational Services Michael Singletary, Registrar and Interim Vice President
 - President Kathi introduced Michael Singletary to the Board. Michael is our Registrar, and has accepted the position of interim Vice President of Educational Services until Trish Onion's return in the fall.
- → Instruction Office Ron Leatherbarrow, Vice President
 - Ron Leatherbarrow reported that the College is completing its search for an eLearning Director, and has hired Ed Harri as Dean for Instruction.
 - Due to the promotion of Ed Harri, his Division Chair position is now vacant. The process to fill this position is delineated in the negotiated agreement and is proceeding well.

DISCUSSION/TACTC/ITEMS OF THE BOARD

Election of Chair for Board of Trustees

 Trustee Chuck Robinson nominated Trustee Barbra Rofkar as chair. The motion was seconded by Trustee Tim Douglas and the motion was approved unanimously.
 Trustee Tim Douglas nominated Trustee Sue Cole as vice chair. The motion was seconded by Trustee Barbara Rofkar and the motion was approved unanimously.

→ Recognition Of Outgoing Chair

 Trustee Steve Adelstein was recognized and thanked for his year of service as Chair of the Board of Trustees, and a gift of appreciated was presented to him. Trustee Adelstein, in turn, bestowed gifts to each of the President's Cabinet and his fellow trustees.

BREAK

- → The meeting was adjourned for a 15-minute break at 3:30 p.m.
- → The meeting reconvened into open session at 3:45 p.m.

PUBLIC COMMENT

◆ Chair Adelstein called for public comment. Since there was none, the meeting continued.

EXECUTIVE SESSION

→ At 3:46 p.m. the meeting was adjourned for a closed Executive Session of the Board for approximately one hour to "(g) as provided in RCW 42.30.140 (4)(a), to discuss collective bargaining; (g) to review the performance of a public employee...; and (b) to consider the selection of a site or the acquisition of real estate by lease or purchase..." Trustee Steve Adelstein recused himself from the meeting during the discussion regarding real estate.

Chair Adelstein announced that a possible action may be anticipated. Guests included President Kathi Hiyane-Brown, Interim Vice President Nate Langstraat, Advancement Executive Director Anne Bowen, and Assistant Attorney General Lisa Wochos.

The Executive Session was extended at 4:45 p.m. minutes for approximately 40 additional minutes.

The Executive Session adjourned at 5:25 p.m. and the Board reconvened into open session at 5:30 p.m.

ACTION

→ Trustee Barbara Rofkar moved to approve Resolution 12-01 Authorizing Continuation of the WCCFT Negotiated Faculty Agreement through August 1, 2012, or until formal adoption of the July 2012-June 2015 WCCFT Negotiated Faculty Agreement by the Board of Trustees, whichever event occurs first. The motion was seconded by Trustee Chuck Robinson and **the motion was approved unanimously**.

ADJOURNMENT

→ There being no further business, the meeting was adjourned at 5:30 p.m.



MEMORANDUM

Associated Students of Whatcom Community College

TO: Board of Trustees

FROM: Charles Pope, ASWCC President

Kelsey Rowlson, ASWCC Public Relations Coordinator

DATE: July 11, 2012

RE: Student Recreation Center Fee Proposal

The Associated Students of Whatcom Community College (ASWCC) respectfully request the Board of Trustees to approve an additional student fee of up to \$6.32 per credit up to a maximum of 15 credits per student beginning fall quarter 2013, concluding fall quarter 2032.

The ASWCC also respectfully requests the Board of Trustees to approve one-time expenditures from the ASWCC fund balance of up to \$1.1 million to initiate the pre-design and design phase of the Student Rec Center capital project to begin during the 2012-2013 fiscal year.

Purpose: To design and build a Student Recreation Center expansion to the current Pavilion.

Justification: A campus with opportunities to engage outside the classroom is vital to the success of students at Whatcom Community College. We, the associated students, have worked diligently over the past several years to design a center for co-curricular student engagement known as the Student Recreation Center. The facility would increase the space available for students to engage outside the classroom and build skills they will use the rest of their lives. The facility will also support student-funded athletic programs and student-sponsored clubs and organizations. As the current facility does not meet the growing needs of WCC, Board approval of this capital project will help ensure future Whatcom Community College students benefit for years to come.

Total Estimated Cost: \$11.98 Million

Proposed Timeline: Predesign – Start September 2012

Predesign – End December 2012
Design – Start January 2013
Design – End January 2014
Construction – Start April 2014
Construction – End June 2015

SUGGESTED MOTION

Move to approve a student fee of up to \$6.32 per credit up to a maximum of 15 credits per student beginning fall quarter 2013 and to utilize ASWCC funds up to \$1.1 million to design and construct a Student Recreation Center expansion to the current Pavilion.



MEMORANDUM

Associated Students of Whatcom Community College

TO: **Board of Trustees**

FROM: Charles Pope, ASWCC President

DATE: July 11, 2012

RE: **Pavilion Flooring and Sound System Proposal**

The Associated Students of Whatcom Community College (ASWCC) respectfully request the Board of Trustees approve \$38,060.50 to refinish the Pavilion Gym Floor and replace the outdated Sound System.

Purpose: To maintain the quality of the Pavilion for all activities and events

Justification: Refinishing the gym floor is recommended every 10 years to ensure the preservation of the floor. The current floor hasn't been refinished since its construction in 1995. Also, the current sound system is no longer operational and needs to be replaced. The proposed sound system will provide the users (students, faculty, staff, and community members) with a quality sound system to enhance the educational and co-curricular activities hosted in the

Total Estimated Cost: \$48,060.50

Pavilion Audio Proposal:	\$21,429.00
Gym Floor Restripe and Refinish:	\$26,631.50
Institutional Funding:	-\$10,000.00
Total ASWCC Fund Balance Request:	\$38,060.50

Proposed Timeline:

August 2012: Sound System Installed • June 2013: Pavilion Floor refinished

SUGGESTED MOTION

Move to approve the use of ASWCC funds not to exceed \$38,060.60 to support improvements to the Pavilion.



MEMORANDUM

Administrative Services

TO: Whatcom Community College Board of Trustees

FROM: Nate Langstraat, Interim Vice President for Administrative Services

DATE: Wednesday, July 11, 2012

RE: Board Approval of Negotiated Agreement between the Board of Trustees of Whatcom Community

College and the Whatcom Community College Federation of Teachers

Thank you for the resolution passed at the Board of Trustees' June meeting, which extended the existing negotiated faculty agreement that expired on June 30, 2012.

Since that time, the faculty union has ratified the contract, which was mutually agreed upon between the administration and faculty negotiating teams. With this faculty ratification, administration respectfully recommends to the Board of Trustees formal approval of the negotiated faculty agreement to be in effect from July 11, 2012 through June 30, 2015.

C: Kathi Hiyane-Brown, College President

SUGGESTED MOTION

Move to approve the negotiated agreement between the Board of Trustees of Whatcom Community College and the Whatcom Community College Federation of Teachers, which is to be in effect from July 11, 2012 through June 30, 2015.



Reports to the Board of Trustees For July 11, 2012 Meeting

♦ WCCFT—Wayne Erickson and Kimberly Reeves, Co-Presidents

The contract was ratified by the faculty at a June meeting

WFSE – Vivian Hallmark, Representative

- Classified Union Elections Held at June Meeting for 2012-13
 - o President-Carolyn Jovag
 - Secretary-Luanne Moore
 - o Board Of Trustee Rep-Vivian Hallmark
- Health Care Bargaining set for July 17th-19th in Olympia.
- June 26th starts the Classified Union's new contract negotiations.
- Discussion with Governor Regarding 3%
 - Greg Devereux-Executive Director, Carol Dotlich-Council 28 President, Debbie Brookman-Lead Negotiator for Community College Coalition, and Ron Palmquist-Higher Ed Strategic Coordinator, met with Gov. Gregoire on June 27, to discuss the 3% pay decrease for Community College Classified Staff, which takes effect July 1st. No report back from them yet.

→ Administrative Services—Nate Langstraat, Interim Vice President

- Finance (Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development)
 - The Business Office is focusing on the year-end closing processes, which require focused work throughout the month of July and even into early August.
 - The new system of delivering State reports to budget managers will be implemented in June and July. The new system results in considerably less printing and cost savings.
- Facilities (5.1: Create and manage growth through fiscal, capital, technological and human resource development)
 - Emergency Planning Emergency management training opportunities are being provided as part of the Classified Appreciation and Professional Development Day mid-August, as well as the Opening Day agenda in mid-September.
 - Institutional Master Plan (IMP) The IMP kick-off meeting was held and work is underway to develop a timeline to execute the IMP development over the next year. The work group anticipates an eight to ten month development process.
- Technology (5.1 Create and manage growth through fiscal, capital, technological and human resource development)
 - Video streaming of the graduation ceremony into Heiner Theater and the Syre Auditorium was successful and needed due to the volume of attendees at this year's ceremony.

- Conference & Event Services (3.1.2 Expand partnerships with community and business organizations. 3.1.3- Develop the College's and Foundation's community involvement and presence)
 - Facility rentals for the remainder of the 2011-2012 fiscal year (not including Orca Field) project facility rental revenue stand at nearly \$64,000. Revenue generation during this time span for Orca Field is currently at \$67,000, bringing the total to \$131,000. We also pulled off a record breaking Commencement Ceremony that accommodated more students and guests than in previous years without any incident.

→ Educational Services—Michael Singletary, Acting Vice President

- **Provide Financial Aid** (objective 1.1 Increase student success in transfer and career preparation)
 - Financial Aid awards increased in 2011-12. Pell awards increased 14% and Stafford Loans by 23%. Since 2007-08, loans have increased by 760% and Pell by 436%.
- Identify Student Learning Outcomes (objective 1.2 Increase access and support for students)
 - Over the summer, student services will identify basic student learning outcomes and meaningful assessment indicators. This effort is being led by Dr. Susan Mancuso who is nationally recognized for her expertise in this area. We anticipate the exercise will result in improved student services.
- Increase GED Testing fees and test goes online (objective 1.2 Increase access and support for students)
 - The increase is a state requirement that resulted from a joint venture between the American Council on Education and for profit Pearson Publishing. GED Testing fees will increase on October 1 from \$75 to \$150. We anticipate this will impact the needlest of our community who are trying to become more competitive for the lowest paying jobs. We are exploring avenues to reduce the cost for those without the means to pay the full amount.

→ Instruction—Ron Leatherbarrow, Vice President

- **Accreditation and Assessment:** (5.4 Foster a culture of continuous improvement based on institutional effectiveness)
 - As mentioned in last month's report, in early June we received a preliminary report from the team of evaluators regarding our Year One Self-Evaluation Report, addressing Standard 1 of the accreditation standards, which has been submitted to the Northwest Commission for final recommendations. The report compliments WCC for identifying core themes that address essential elements of its mission and for establishing appropriate objectives for each of the core themes. The report also recommends that the college clarify more fully its standard for mission fulfillment and that we continue to refine indicators for gauging achievement of core theme objectives.

We have appointed a small group to propose a structure for the Year 3 report. That group will meet during the summer to develop a plan for preparing the Year 3 report, using the evaluators' report to guide the work. The group will submit the recommendations to President's Cabinet for review. A site visit is scheduled for Fall, 2012.

Strategic Planning: (5.4 Foster a culture of continuous improvement based on institutional effectiveness)

A survey has been distributed via email to the campus community, requesting that faculty and staff

rate goals and objectives for continued inclusion or deletion in the next version of the plan. The small group that will develop a proposed structure for planning will meet soon and apply the information provided by the survey in formulating a set of recommendations on how to proceed, particularly whether to retain current goals and objectives or adopt new ones, and how to engage the college community in the next phase of strategic planning.

- **Faculty Hiring:** (5.1 Create and manage growth through fiscal, capital, technological, and human resource development)
 - At this point, three faculty members have announced their intention to retire at the end of this academic year—in Nursing, Sociology, and Computer Science. We will replace the Nursing position with a full-time tenure track position, for which we are now advertising. We will also fill temporary positions in Massage Therapy, a self-support program, and in CIS, a position largely funded by grants. Next year we will conduct national searches to fill the remaining vacancies on a permanent basis. The division chairs will update the priority list of disciplines for hiring, and we will start national searches early in the year to ensure strong pools of candidates, including underrepresented populations. We will also carefully assess the budget situation for the feasibility of adding faculty positions to help offset the full and part-time faculty ratio.
- **Instructional Administration:** (5.4 Foster a culture of continuous improvement based on institutional effectiveness)
 - As reported previously, the Instructional Office has conducted searches for two positions. A Dean of Instruction will provide expertise primarily in enrollment management to ensure continuing efficiency in the schedule of classes and in identifying strategies to improve the college's record in student success and completions. A Director of eLearning will help the College plan to take the e-Learning program to the next level, identifying optimal areas for degrees and certificates, expanding training and support for faculty and staff, and developing effective marketing strategies. Ed Harri, Division Chair for Math and Science, has been selected as Dean of Instruction, and has begun to transition to his new role. A Director for E-Learning, Charles Harris has also been chosen and will begin at WCC in mid-July.
 - As a result of Ed Harri's selection as Instructional Dean, the College has appointed a new Division Chair for the Science and Math Division, Heidi Ypma.

→ Foundation and College Advancement – Anne Bowen, Executive Director

- **Foundation** (3.1.3 Develop the College's and Foundation's community involvement and presence; and 5.2.3 Contribute to fiscal stability through entrepreneurial activities and efficiencies)
 - 2011-12 Gifts Draft reports show we received 18 gifts totaling \$6,488 for May 2012. Year to
 date as of May we have received \$111,859 compared to \$107,189 received last year at this
 time. June figures are still being compiled as part of our year-end process.
 - Scholarship Process Update The Foundation staff has completed this scholarship round for the 2012-13 academic year, awarding 76 students with \$97,983. There may be some additional awards made throughout the summer months as additional funding is secured.
 - Spring Appeal A direct mail campaign was sent in May to 1,607 constituents, with follow up phone calls made by Foundation Board Directors, Staff, and WCC Students. To date, this has directly resulted in nearly \$10,000 in gifts, and many conversations that promise to have an even greater impact in the near future.

- Spring Events Foundation Directors and staff played an active role in many of the Academic Year-End events including: Local High School Senior Recognition Nights, Friends & Alumni Booth at many campus events, WCC Honors & Awards Ceremony, & Commencement.
- Staffing Update The Foundation Office has recently hired Karrie Keenan as Program Specialist.
 She will be joining Marissa Ellis, Events & Special Projects Coordinator; and Paula Berg,
 Development Manager; as they all quickly transition and train to get up to speed in their new positions over the next several weeks.

Communications, Marketing and Publications

- Web/Social Media Development
 - Facebook trends indicate continued growth on the College's main Facebook page, is up from last month's nearly 1,697 to 1,771 "likes."
 - Whatcom's YouTube Channel now has twenty-nine videos uploaded (2 more coming in summer) with more than 21,566 views (up from 20,506).
- Publications (completed or in development)

A number of publications were completed or in development for a variety of events and programs that include:

- 2012-14 College Catalog final production for online availability on July 1
- College "Fast Facts" card update
- International Programs Homestay promotional postcards for Running Start families
- Enhanced web page development for Physical Therapist Assistant program
- Press Releases/Media Relations Summary/Highlights Of Media Coverage

(3.1.3 - Develop the College's and Foundation's community involvement and presence)

- WCC in the News
 - New business innovation program looks to jump-start entrepreneurs, 6/14, BBJ
 - Walker on New Entrepreneur Program at WCC, 6/19, KGMI
 - Changes in publishing world mean writers must become more adept at self-promotion,
 6/17, Bellingham Herald
 - Walker takes head position at WCC's workforce education program, 6/5, BBJ

Additional media outreach

Additional athletic news coverage can be found at www.whatcom.ctc.edu/athletics. Press releases, public service announcements and an ongoing list of news articles can be found at www.whatcom.ctc.edu/news.