

# Whatcom

## COMMUNITY COLLEGE

### MINUTES

#### BOARD OF TRUSTEES MEETING

Laidlaw Center Board Room

Wednesday, October 9, 2013

2:00 p.m.

- ➔ **CALL TO ORDER** Chair Sue Cole officially called the Board of Trustees meeting to order at 2:00 p.m. Present in addition to the chair were trustees Barbara Rofkar, Steve Adelstein, and Tim Douglas, constituting a quorum. Trustee Chuck Robinson was not in attendance. Others present included President Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Trish Onion, Vice President for Educational Services; Anne Bowen, Executive Director for Advancement; Ed Harri, Dean for Instruction; Lisa Wochos and Melissa Nelson, Assistant Attorney General; and Keri Parriera, Executive Assistant to the President.

#### **ACTION TO ACCEPT AGENDA**

- ➔ Trustee Tim Douglas moved to approve the meeting agenda as proposed. It was seconded by Trustee Barbara Rofkar and the **motion was approved unanimously.**
- ➔ Trustee Sue Cole announced that there is a designated time for public comment on the agenda.

#### **STRATEGIC CONVERSATIONS**

- ➔ Mission Fulfillment – How Do We Know? (*Goal 5: Strengthen the College's ability to deliver its mission*) presented by Dr. Ron Leatherbarrow, Mr. Ed Harri, and Dr. Anne Marie Karlberg

A PowerPoint presentation was shared outlining the significant progress that has been made on the previous recommendations from the Commission. Data is being utilized to confirm mission fulfillment. Examples of indicators were shared. The final draft of the Year 3 Report will be ready by the end of December and will be shared with the Board.

#### **CONSENT AGENDA**

- ➔ **Consent Agenda (Calendar)**
  - Minutes of September 11, 2013 Board of Trustees Meeting (Attachment A)
  - Summer Quarter, 2013 Proposed Graduates (Attachment B)

Chair Cole stated: "If there are no objections, these items will be adopted." As there were no objections, **these items were adopted.**

## ACTION

- ➔ **TAB A -- Review of Policies (possible Action)**
  - Policy 4110 Other Employment (3<sup>rd</sup> Reading, possible Action)  
Trustee Steve Adelstein moved to approve policy 4110 as originally revised with the addition of the reference sections and assign new number 409. The motion was seconded by Trustee Barbara Rofkar, and the **motion was approved unanimously.**
  - Policy 2180 Use of College Facilities (2<sup>nd</sup> Reading, possible Action)  
Trustee Steve Adelstein moved to approve policy 2180 as revised with new number 610. The motion was seconded by Trustee Barbara Rofkar and the **motion was approved unanimously.**
  - Policy 5030 Teaching as A Percentage of Load. (1<sup>st</sup> reading, possible Action)  
This policy was deleted by the Board on January 19, 2013; however, the President's Cabinet seeks to have it reinstated. It was originally reported to be in the faculty negotiated agreement, but is not.  
Trustee Tim Douglas moved to have this policy tabled for further research and discussion. The motion was seconded by Trustee Barbara Rofkar, and the motion to table was approved.
  - Proposed Procedures/Guidelines for Name Opportunities  
Anne Bowen presented the draft guidelines for the procedure to implement the naming of facilities policy. Anne will work with Trustee Chuck Robinson to refine the procedure.

## PRESIDENT'S REPORT

- ➔ President Kathi shared a copy of the Bellingham Business Journal online article for "Bellingham Alive" which included a picture taken at the recent President's Circle event.
- ➔ The transfer of the NSF grant to WCC for CyberWest is finalized. Rafeeka Kloke is working with Senator Patty Murray's office on an official announcement. The Governor's Office will also be contacted.
- ➔ Student enrollment for fall is up 1.3% from last year. Summer quarter enrolment was up 3% over last summer.
- ➔ Student Programs recently hosted a student welcome barbecue. During the event an informal survey was taken identifying how students heard about Whatcom and how they prefer to get messages from the College.
- ➔ The College Work Plan is almost complete. Keri will send a link to the Trustees for their review as soon as it is available.

- Whatcom, along with other colleges in our system, received a debit notice from the IRS regarding 98T forms for student information. The State Board and other state agencies are working on a response for reconsideration.
- President Kathi shared that the Ed Services Committee, which she chairs for WACTC, is looking at applied baccalaureates and common course numbering.
- The ACCT Congress in Seattle was attended by several of our trustees. President Kathi participated on a panel presentation with the topic of what trustees should look for in presidential candidates.
- The TACTC workshop on the Student Achievement Initiative, held prior to the ACCT Congress, was attended by approximately 100 trustees and presidents.

## REPORTS

- **ASWCC** –Lucas Nydam, President
  - Mr. Nydam reported on the successful club fair and welcome back barbeque that was held on October 2. A Club summit will be held on October 16 to increase communication with student clubs.
  - A legislative academy for the ASWCC will be held on November 8-9.
  - Student ambassadors have been providing many Whatcom WAVE tours, and the transfer fair had a good turnout.
- **WCCFT** – Kimberly Reeves, President
  - Will Webber spoke to the Board on Kim's behalf. He reported that negotiations ended in the spring with a tentative agreement on lab rates. Faculty have now approved the tentative agreement which should be brought forward to the Board in November.
- **Educational Services** – Trish Onion, Vice President
  - Nothing additional to add.
- **Instruction Office** – Ron Leatherbarrow, Vice President
  - Nothing additional to add.
- **Advancement/Foundation Office** – Anne Bowen, Executive Director
  - Anne shared information on two upcoming events sponsored by the Advancement and the Foundation:
    - HPEC Open House, 11/4 by invitation only
    - Foundation Donor Breakfast, Oct 18, at Bellingham Country Club

## DISCUSSION/TACTC/ITEMS OF THE BOARD

### ➔ Debrief TACTC/ACCT Congress

- Trustee Tim Douglas provided a report on the key issues that were covered at the meetings. A record number attended the ACCT Congress.

### ➔ Proposed Board Meeting Dates for Calendar Year 2014

- Trustees will review the dates, provide feedback, and bring forward for Action at the November meeting.

### ➔ TACTC Transforming Lives Award

- Students are being nominated for this award. Trustees Barbara Rofkar and Tim Douglas volunteered to review the applications to select a nominee for Whatcom.

### ➔ SBCTC Meeting in October

- The State Board for Community and Technical Colleges will be holding its October meeting in Whatcom County. The Wednesday, October 23 meeting will be held at Bellingham Technical College. Trustees Sue Cole and Tim Douglas indicated that they will be attending the meeting and/or the dinner. Thursday, October 24, the meeting will be held at Whatcom Community College. Trustees Sue Cole, Steve Adelstein and Barbara Rofkar indicated that they will be attending.

## ACTION

### ➔ Board of Trustees Draft Work Plan for 2013-14

- The draft Trustee work plan was reviewed. Trustee Tim Douglas moved to approve the work plan for 2013-2014 as submitted. The motion was seconded by Trustee Steve Adelstein, and the **motion was approved unanimously**

### ➔ Resolution in Appreciation of Lisa Wochos

Trustee Tim Douglas moved to approve Resolution No. 13-02 in appreciation and recognition of Lisa Wochos' years of dedicated service as Assistant Attorney General to Whatcom Community College. The motion was seconded by Trustee Barbara Rofkar, **and the motion passed unanimously.**

This was Assistant Attorney General Lisa Wochos' final Board meeting, and Chair Sue Cole read the Resolution to the assembly. Token flowers were presented to Lisa.

## PUBLIC COMMENT

### ➔ Chair Cole called for public comment. There was none.

### BREAK

- The meeting was adjourned for a 10-minute break at 4:05 p.m.
- The meeting reconvened into open session at 4:15 p.m.

### EXECUTIVE SESSION

- At 4:15 p.m. the meeting was adjourned for a closed Executive Session of the Board for approximately 30 minutes to “(i) to discuss with legal counsel representing the agency matters relating to ... potential litigation...and” (g) ...to review the performance of a public employee...”

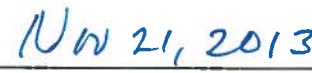
Chair Cole announced that no action was anticipated. Guests included President Kathi Hiyane-Brown, Vice President Ron Leatherbarrow, and Assistant Attorney Generals Lisa Wochos and Melissa Nelson.

The Executive Session adjourned at 4:46 p.m. and the Board reconvened into open session at 4:46 p.m.


### ADJOURNMENT

- There being no further business, the meeting was adjourned at 4:46 p.m.

  
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Chair of the Board

  
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Date

  
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President and Secretary of the Board

  
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Date