

Whatcom

COMMUNITY COLLEGE

MINUTES

BOARD OF TRUSTEES RETREAT

August 13-14, 2013

Cedarbrook Lodge, 18525 36th Avenue South, Seattle, WA

Tuesday: 9:00 a.m. – 5:00 p.m.; 7:00 p.m. – 10:00 p.m.

Wednesday: 8:00 a.m. – 1:00 p.m.

TUESDAY, AUGUST 13, 2013

- **CALL TO ORDER** Chair Sue Cole officially called the Board of Trustees meeting to order at 9:05 a.m. Present in addition to the chair were trustees Chuck Robinson, Steve Adelstein, and Tim Douglas, constituting a quorum. Barbara Rofkar was absent. Others present included President Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Nate Langstraat, Vice President for Administrative Services; Trish Onion, Vice President for Educational Services; Anne Bowen, Executive Director for Advancement; Ed Harri, Dean for Instruction; Janice Walker, Director for Workforce Education; Assistant Attorney General Lisa Wochos; and Keri Parriera, Executive Assistant to the President.

ACTION TO ACCEPT AGENDA

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

CONSENT AGENDA

➤ Consent Agenda (Calendar)

- a. Minutes of the July 10, 2013, Board of Trustees Meeting (Attachment A)
- b. Proposed Spring 2013 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.**

STRATEGIC CONVERSATIONS

- SBCTC Discussion
 - Discussions formulated questions for the visit with SBCTC Executive Director Marty Brown.

- Review past year's accomplishments related to Strategic Plan goals
Each area was asked to provide two or three examples that exhibit successful accomplishments.

- Instruction
 - Completion of the Health Professions Education Center building project. This successful undertaking will take the College forward, but the College still has additional equipment needs. Plans are under consideration for a President's Circle Prevue event on the 17th or 18th of September, and a grand opening during the first weeks of November.
 - The National Science Foundation Capacity Building in Cybersecurity Grant. Due to the success of this project in creating a new 2+2 baccalaureate pathway to WWU, it was announced that the NSF has transferred the remaining Cyber Watch West center grant, to Whatcom Community College. This is a significant grant, as there are only four NSF ATE cybersecurity centers throughout the United States. Corrinne Sande's expertise and dedication to this field is responsible for this unprecedented transfer during a contract period.
 - The Northwest Commission on Colleges and Universities (NWCCU) visit. The accreditation visit last October earned a very positive response from the commission.
 - Campus Diversity Committee. The College established a new college governance committee that will provide recommendations to college administration in the area of expanding diversity throughout college, in our curriculum, hiring and student recruitment. The committee, chaired by Johnny Hu, a faculty member, will commence in fall 2013.
- Educational Services
 - Financial Aid. The financial aid processes have improved for our students through the implementation and training of software modules.
 - Achieving the Dream. ATD initiatives have been identified and are being implemented. Staff awareness of their important part in the implementation has occurred and they have embraced their roles.
 - A Hobson's Grant. This software grant was awarded to Whatcom, which is the only recipient in Washington State, and is one of only 19 total grants awarded throughout the US. This system will allow WCC to forecast course demand and identify what types of courses students will need according to their degree plans.
- Admin Services
 - The Institutional Master Plan. This plan is nearing completion and will provide a foundation for the physical growth of the College for 10+ years. Campus and community engagement was considerable and essential to this project.
 - Capital Projects. The status of WCC's capital projects was notable. Completed projects included the Auxiliary Services Building and the Health Professions Education Center. In continued process are the Student Recreation Center addition and the Learning Commons building pre-design phase.

- Initiation of an Improved Budget and Finance Monitoring System. Budget managers are accessing these tools, which is evidenced by an overall 96% expenditure of the 2012-13 operating budget.
- Higher One. The implementation and roll out of the Higher One program for financial aid distributions was a success and students were appreciative of the options available to them.
- Foundation
 - Foundation Board. The Foundation was proud of the increased involvement and growth of the Foundation Board.
 - 45th Anniversary Celebration. The Foundation was successful in the promotion and events of the year-long WCC 45th Anniversary and its efforts in raising the awareness of Whatcom Community College within the community. The highpoint of the celebration was the final event, which included a reception and live typing of the Chuckanut Radio Hour. Although this was not a fundraising event, over \$56,000 was contributed or pledged that evening.

➔ Proposed College Work Plan for 2013-2014.

Discussions ensued on examples of the areas of focus for 2013-2014, based on the College's Strategic Plan.

- Student Access and Achievement. This goal remains a critical focus of the College and encompasses many areas including STEM, technology, transfer and other curriculum concentrations, resource and enrollment management, growth in Running Start and International Education, among others.
- Diversity. As a new goal in the Strategic Plan, the College will strive to identify and implement plans to diversity our faculty, staff and students as well as curriculum.
- Collaboration. Western Washington University seems receptive to more 2+2 agreements. The CyberWatch West grant also fosters the opportunity for extended collaboration with colleges and universities across the nation.

DISCUSSION TOPICS

➔ International Education

- Discussions followed regarding WCC's plans and progress in our international program. This is a campus-wide initiative that encompasses a review of the English-as-a-Second-Language Academic program; expansion of courses in international studies, working with faculty to bring campus cultural reflect international influence; grant proposals; outreach and support. The status of student housing via a PowerPoint presentation was shared by Vice President Nate Langstraat.

BREAK FOR LUNCH

➔ At 12:05 p.m., the meeting was adjourned for a half-hour lunch break.

➔ At 12:35 p.m., the board meeting reconvened into open session.

GUEST SPEAKER

- ➔ Marty Brown, Executive Director of State Board for Community and Technical Colleges, was invited as the guest speaker to discuss items of interest to the Board.
 - Mr. Brown shared the system goals as outlined in the Mission Study of the SBCTC. The ten action goals were reviewed.
 - Collaboration, efficiencies and the best use of local resources were discussed.
 - Applied baccalaureate pilot programs, which identify a shifting role for community colleges, were examined as well as the State Board's role in the approval process.
 - Student housing projects across the system was a topic of discussion. There is no common practice on the development of these projects.
 - Approaches to increasing salaries for faculty, exempt and classified employees are being discussed throughout the system.
 - Marty shared some topics from a national community college conference that he recently attended.
 - competency based education was a topic; many states do not yet offer online classes;
 - non-union states have the ability to implement apprentice programs; Washington does not have that flexibility;
 - enrollments are down almost everywhere;
 - all funding distribution models are different throughout the states, and there are also many differences in organizational models.

Marty Brown was thanked for attending our meeting and providing his open communication and comments.

DISCUSSION TOPICS (CONTINUED)

- ➔ Professional/Technical Program Growth
 - Although enrollments have been typically flat the last couple of years, growth is being experienced in the computer information systems program with the introduction of new curriculum such as industrial process control security. The College is exploring future offerings to create opportunities and pathways for students.
- ➔ Applied Baccalaureate degree options
 - Whatcom has applied for a funding grant from the SBCTC for curriculum development for a baccalaureate degree in CIS.
- ➔ Strategic Directions
 - Discussions ensued on emerging plans or considerations for marketing and messaging, sustainability, economic development and waterfront development.

INSTITUTIONAL MASTER PLAN PRESENTATION

Keith J Schreiber presented an overview of the draft WCC Institutional Master Plan, which is in the final development stages. The College's expectation is to bring the IMP before the Board for possible action by the end of this calendar year. If approved by the Board, the

IMP will be submitted to the City of Bellingham for its review process and possible adoption in early 2014.

PUBLIC COMMENT

- Chair Cole called for public comment. There was none.

DINNER BREAK

- The meeting was adjourned for a break for dinner at 5:16 p.m.
- The meeting reconvened into open session at 8:45 p.m.

DISCUSSIONS OF THE BOARD

- The Board discussed various topics of interest including marketing strategies and community involvement.

ADJOURNMENT

- There being no further business, the meeting was adjourned at 10:30 p.m.

WEDNESDAY, AUGUST 14, 2013

- **CALL TO ORDER** Chair Sue Cole officially called the Board of Trustees meeting to order at 9:00 a.m. Present in addition to the chair were trustees Chuck Robinson, Steve Adelstein, and Tim Douglas, constituting a quorum. Barbara Rofkar was absent. Others present included President Hiyane-Brown; Assistant Attorney General Lisa Wochos; and Keri Parriera, Executive Assistant to the President.

EXECUTIVE SESSION

- At 9:00 a.m. the meeting was adjourned for a closed Executive Session of the Board for approximately one hour and a half to "(g) review the performance of a public employee. Chair Cole announced that a possible action may be anticipated. The guest was President Kathi Hiyane-Brown. President Hiyane-Brown was excused from the session at 9:50 a.m.

The Executive Session adjourned at 10:40 a.m. and the Board reconvened into open session at 10:50 a.m., after a short break.

ACTION

- Trustee Tim Douglas moved to extend President Kathi Hiyane-Brown's current contract one additional year, through July 31, 2017. The motion was seconded by Trustee Steve Adelstein, and was approved by unanimous consent.

ANNUAL REVIEW OF BOARD OF TRUSTEES

- The Board reviewed their work plan from 2012-2013 and spoke about the areas of accomplishments. Highlights included the Board's support and contributions to the College's

45th anniversary celebration and the support of the WCC Foundation work; the development work on the Institutional Master Plan, which is nearing completion for review by the Board; completion of the Auxiliary Services Building and Health Professions Education Center building projects; support of ASWCC student government initiatives and capital projects; editorials to the media services; and the co-hosting of the spring TACTC Conference. Work in progress on other work plan items will be carried over to the next work plan.

DEVELOPMENT DISCUSSION OF BOARD GOALS AND WORK PLAN FOR 2013-14

- The Board discussed areas of interest that they would like to consider for incorporation in this year's work plan. Some of these include working in conjunction with state legislature and state board regarding exempt staff compensation and faculty salary increments; supporting the exploration of programming for a potential phase two of the Health Professions Education Center project; supporting the marketing and public relations efforts of the College and the Foundation; supporting the plans for future capital projects of the College (campus housing, the Learning Commons, the Pavilion expansion), and exploring other opportunities; keeping apprised of student achievement data; and supporting TACTC.

DISCUSSIONS OF THE BOARD

- The consensus of the Board is that the next calendar year's schedule should include an extended work session each quarter. Suggested topics for Strategic Conversations during board meetings included:
 - International program curriculum
 - Student stories and projects
 - Allied Health presentations (including a walk-through during class operations)
 - Connections with high schools and presentations on college in the high school
 - Monitor progress in the Student Achievement Council
 - Professional/technical programs, STEM and STEAM
 - Achieving the Dream updates

BREAK FOR LUNCH


- At 11:40 a.m., the meeting adjourned for a one-hour lunch break.

ADJOURNMENT

- There being no further business, the meeting was adjourned at 1:00 p.m.



Chair of the Board



Date



President and Secretary of the Board



Date