

MINUTES
BOARD OF TRUSTEES MEETING
Laidlaw Center Board Room
Wednesday, January 9, 2008
2:00 p.m.

CALL TO ORDER Chair Robert Fong officially called the meeting to order at 2:05 p.m. Present were trustees Barbara Rofkar, Sue Cole, Chuck Robinson and Steve Adelstein. Others present were President Kathi Hiyane-Brown; Patricia Onion, Vice President for Educational Services; Ray White, Vice President for Administrative Services; Linda Maier, Dean for Workforce Education; Lisa Wochos, Assistant Attorney General; Warren Brown, Associate Dean for Academic Support; Nate Langstraat, Assistant to the President; Will Webber, WCCFT; guests: Linda Lambert and Dean Hagin; and Keri Parriera, Executive Assistant to the President.

MINUTES

- There being neither objections nor discussion, the minutes of both the regular monthly Board of Trustees meeting of November 19, 2007, and the Special Session Board/Cabinet Retreat of December 14, 2007, were approved as submitted by unanimous consent.

**PRESIDENT'S
REPORT/
CORRESPONDENCE**

- Sadly, President Hiyane-Brown reported that no correspondence, other than holiday cards, had been received.
- President Hiyane-Brown shared informal notes with the Board regarding various community contact meetings she has attended during the past month. These visits have been delightful and very informative.
- The President passed on several of the interesting historical facts about WCC that she learned while preparing for a talk before the Blaine Chamber of Commerce. Nate Langstraat and Linda Maier joined her in this presentation. The Chamber proved to be a very engaged group, and President Hiyane-Brown encouraged the Board to suggest other venues that might be appropriate for presentations by the College administration.
- The time line for recruitment of the Vice President for Instruction was outlined for the Board, including the announcement of Vice President Trish Onion as the chair of the search committee. It is the President's intend to appoint an interim vice president in March who would exercise the duties this position until the search is completed and the successful candidate joins the staff.
- The WCC Foundation Board will be holding two half-day retreats for planning purposes, January 30 and February 6th. Susan Kostick, former director of the Everett Community College Foundation, is serving as consultant to the WCC Foundation and seminar leader.
- President Hiyane-Brown announced that the M. L. King, Jr. Conference will be held on our campus on January 19th, and several of our faculty and administrators will be involved in a presentation entitled: "*Partnerships in Reaching Immigrants and Underserved Adults: Community College Perspectives.*" An open invitation was conveyed to all present. Trustee Barbara Rofkar is also an integral part of the planning for this event. Barbara expressed her appreciation and thanks for the exceptional support that Trish Onion and Fred Abitia have provided.
- The College's basketball (men's and women's) season has begun and the schedule of games was shared with the Board. A press release will be disseminated soon to announce the launching of a new women's soccer program for Fall 2008.

ACTION

• **TAB A—Fall Quarter 2007 Grads (Action)**

Trustee Barbara Rofkar moved to award the recommended Fall Quarter, 2007 graduate degrees, certificates and diplomas as confirmed by the WCC Registrar and recommended by the President, and authorized the President to append the list of names to these minutes. It was seconded by Sue Cole and the **motion was approved unanimously.**

REPORTS

ASWCC – Rachael Davis, President

- No report was submitted and she was not present at the meeting.

WCCFT – Will Webber, President

Update at the Board Meeting:

- Will Webber expressed his thanks and appreciation to the Board on behalf of the faculty union representatives who were invited to the holiday party hosted by the Board on December 14. A fine time was had by all.
- The faculty conveyed a joint “thank you” to Vice President Richard Fulton (who was, unfortunately, not present) on his retirement from WCC and their sadness to see him go. “We didn’t always agree, but that didn’t stop us from working together. We appreciated working with him.” said Union President Will Webber.
- The Union is still in salary negotiations, awaiting the Salary Placement Committee’s finalization of PDU awards.
- Will announced that M. L. King, Jr. holiday is also Lobby Day in Olympia. Hopefully, our Union will be able to send faculty representatives from the College. President Hiyane-Brown requested a list of faculty talking points that she could share during her meetings with the legislators next week on her visit to Olympia.

WFSE – John O’Neill, Representative

- Nothing to report and unable to attend meeting.

TACTC – Trustees

- Four trustees will be attending the TACTC meeting in Olympia next week. None of the trustees are available to attend the February ACCT legislative conference in Washington D.C. The President encouraged the trustees to consider attending the ACCT D.C. meeting next year as it is a wonderful opportunity to build relationships with other members of the trustee group as well as the legislators.

WCC Foundation – Barbara Rofkar, Trustee

- A written report will be submitted at a later date.

Administrative Services – Ray White, Vice President

Update at the Board Meeting

- Vice President White reported that he has been appointed to the Governor’s coalition bargaining team this biennium negotiating with the Washington Federation of State Employees (WFSE). A collective bargaining agreement must be ratified by October of this year, so he will be attending meetings in Olympia quite often.
- Ray expanded on his update on Learning Commons proposal and possible next steps. He expressed his thanks to the host of individuals who helped in the development of a strong project and application. Special thanks were extended to a very dedicated group of individuals including the Campus Planning Committee members, and the following individuals who provided background data and statistics and other support to the project: Colleen Hanson, Administrative Services; Linda Lambert, Library; Dean Hagin, Learning Center; Warren Brown, Academic Support; Al Epp, Distance Learning; Daphne Sluys, statistics and Math Center; Shari Winans, Writing center; and Jeff Klausman for editing the entire package. The Learning Commons project was a solution

for many short-comings that we have on campus in serving our students. Dean Hagin was introduced, and he provided information on the learning center program and the challenges being experienced regarding changing technology and numerous and varied styles and methods of learning and imparting knowledge.

Whatcom's project was placed in the State's Growth Projects category, in which nine projects were submitted, and ours placed fourth. The evaluation team, however, is recommending two projects to go forward to the legislature for funding consideration. The Board commended Vice President White and publicly thanked him for his fine work on this project. Feedback received from the State Board indicated that Whatcom's application was one of most innovative projects they have seen, and they are planning to incorporate some of our ideas in their own distance learning plans. Discussion ensued regarding the current project evaluation process, the scoring criteria and matrix, and other projects submitted throughout the state.

Brainstorming ideas were shared regarding the possible exploration of a learning commons atmosphere on campus utilizing our current facilities. Linda Lambert, Library Director, shared the library area's thoughts on space planning. The Campus Planning Committee will be active in addressing these ideas and developing proposals for future campus development. Ray expanded on the Campus Planning Committee which is an advisory committee with cross-campus representation.

- The Campus Planning Committee has proposed several area moves on campus that have been or are being implemented this quarter. The Instruction Office has recently moved to larger accommodations in the Laidlaw Building, and the Human Resources Office will be relocated to the LDC office area vacated by the Instruction Office. The WCC Foundation Offices will remain in the WCC Foundation Building, however, will they will move to the suite of offices formerly occupied by an attorney. Community Education will soon be moving from the Kelly Building into the lower floor of the WCC Foundation Building in the area recently vacated by the business machines and copying company. All of these moves allow for improved utilization of space for classrooms as well as resources for generating rental revenue.

Submitted Report with Agenda:

Facilities

- Learning Commons – Initial scoring of capital projects has been completed by the State Board. Whatcom's Learning Commons project was ranked fourth among the nine growth projects submitted. While this is better than anticipated, the scoring committee is recommending funding for only two growth projects in the 2009-2011 biennium. The results are not yet final. There is still some hope that we can influence that decision in the coming weeks.
- Study Spaces - Planning has begun to create additional spaces for individual and group study in Heiner Center. The space will be transformed primarily through the use of furniture, carpet, and lighting.
- Campus Planning - The Campus Planning Committee is discussing the process for evaluating space recommendations including the potential move of the Learning Center from Cascade Hall to Heiner Center.

Finance

- Supplemental Budget – The Governor has released her operating and capital supplemental budget proposals. The capital proposal is \$2.3m less than the SBCTC request. It does not provide for unanticipated capital project cost escalation. But does include funding for emergency preparedness measures. The Governor's operating budget proposal provides additional funding totaling \$10.7 million in new funds (a 0.7%

increase over the current biennial budget).

Technology

- Telephone System - We have requested proposals from three telecommunications vendors for a comprehensive VoIP phone system. We expect to install the system during Summer 2008.

Educational Services – Trish Onion, Vice President

Update at the Board Meeting:

- Vice President Onion reported on the enrollment increases for Winter Quarter: currently at 3,105 FTE, which is an increase of 170 FTE over this period last year.
- On Sunday, January 27, Whatcom Community College will be hosting a full-day seminar about complexity of Financial Aid for the general public.

Submitted Report with Agenda:

Entry, Advising, and Registration

- Enrollment is up significantly over last winter quarter. Since the holiday break was only two weeks this year, there was a high volume of students for placement testing, advising, and registration throughout the break between the quarters.

Campus Events

- The annual Martin Luther King Jr. Human Rights Conference is being co-sponsored by the Whatcom Human Rights Task Force and the College again this year. It will be held on Saturday, January 19 at the Syre Student Center. The theme is “Breaking the Silence” and the keynote speaker is Dr. Vincent Harding who was a close colleague of Dr. Martin Luther King, Jr. Dr. Harding is an accomplished professor, writer, speaker, and human rights activist. Over 400 community members are expected to attend the conference which features workshops and presentations conducted by community leaders from WHRTF, Western Washington University, and Whatcom.
- Whatcom Community College will host the “College Goal Sunday” for the first time on January 27, 2008. This is a Washington State sponsored event that is designed to help prospective students and their parents apply for financial aid. We expect over 250 people to attend. Financial Aid staff from Whatcom, Western, Northwest Indian College, and Bellingham Technical College will join together to assist students and their parents with completing the complex financial aid application process.

Instruction Office – Richard Fulton, Vice President and/or Linda Maier, Dean

Update at the Board Meeting

- Dean Linda Maier reported that the College is moving forward with the State’s substantiality initiative—*E3 Washington Statewide Plan*—and faculty member Barry Maxwell will be attending the meetings as our representative with the Higher Education Sector Strategy.
- On January 28 through Feb 1, WCC will be host *Focus the Nation on Sustainability Week* at WCC. The Campus Sustainability Committee is finalizing activities to be held on campus, including speakers, and a film festival. A final schedule of activities will be sent to the Board as soon as it is available. Trustee Robinson noted that a workshop was being held on February 10th in Bellingham on recycling to zero waste that might be of

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interest to our Campus Sustainability Committee.

- Faculty recruitments have been approved, pending final budget funding, for the following new positions: Math, Developmental Ed, Composition, and Medical Assisting. Whatcom will also be filling the following positions which will become open due to attrition and retirements at the end of this academic year: French Language, Interdisciplinary Students and Science.
- Dean Maier reported on the 50+ age group (encore education) educational needs and best practices that are currently being studied for possible incorporation in our programs.

Submitted Report with Agenda:

- Report on the recruitment for new faculty encompassing the nursing, medical assisting, and physical therapist assistant faculty positions.
- Report on visits to community colleges who have robust 'encore' college offerings and programs including colleges in Florida, Arizona, and Oregon. We are compiling themes and best practices from our visits and research for consideration and recommendations for WCC.

BREAK

The meeting recessed at 3:35 p.m. for a short break and reconvened at 3:45 p.m.

PIO – Nate Langstraat

Update at the Board Meeting:

Nate Langstraat highlighted and commended the great job Jo Sanders did on implementing a help, “Quick Answer” section on the College’s public website.

Submitted Report with Agenda:

- **Catalog** –The College is preparing to update our campus catalog. There is a small catalog committee working in tandem with the Curriculum Committee to update and revise the content. Several factors are being taken into consideration which may postpone the actual printing of the catalog from its normal publication, such as common course numbering and adopting MRPs for pre-major programs. The layout and design work will be completed through a contracted entity.
- **Web Redesign Update** –The Web Redesign Task Force compiled feedback from stakeholders’ input on the first draft of the site map. Revisions were made and sent on to our contracted designer/programmer for analysis. A subcommittee of the task force developed a couple of mock pages to better visualize the direction we are going. Next steps include finalizing the site map and authorizing Stream Source Media to start development and design work.
- **Hobson’s Quick Answer Function** –The Quick Answer software was launched on Whatcom’s public web site in mid-December. The function allows users to type in questions and delivers responses immediately. The answers are held in a database which is updated internally and based off key words. Jo Sander, Outreach Specialist for Whatcom, was instrumental in coordinating this effort and getting the information loaded into the database. The system offers reporting functionality and the opportunity for users to request specialized answers. We can also track which questions are being asked most frequently, which ones are being asked that we don’t have answers to, and whether users’ are satisfied with the responses.

**DISCUSSION/ITEMS
OF THE BOARD**

- **Board Elections**
Under advisement from Assistant Attorney General Lisa Wochos, board election

procedures may be changed by motion of the board at a meeting, if so determined. There are currently no procedures for chair and vice-chair nominations, nor term election time periods.

ACTION

It was moved by Trustee Chuck Robinson that the terms of the current officers be extended until the June 2008 Board of Trustees meeting, at which time the election of the officers for the 2008-2009 term be held with an effective date of July 1, 2008 to coincide with the fiscal and academic schedules. The topic was opened for discussion. The motion was seconded by Trustee Barbara Rofkar, **and the motion passed unanimously.**

- The Board recounted an article regarding student newspapers, which mirrors the decline that is being experienced in the public news sector. Vice President Onion responded on the educational value of an avenue for student voices. The College is currently developing a policy to make a clear distinction of the nature of our student newspaper as a open, public forum in which the College does not exercise censorship or control over content. A draft of this policy is scheduled to be brought forward in March for Board review and consideration.
- The Board raised a question about Running Start revenues and it was noted by Vice President White that these revenues are reported as supplemental funds that funnel into the local fund account.
- In answer to a question from the Board about the strategic planning session, President Hiyane-Brown reported that Linda Maier and she are working on issues captured at the Board/Cabinet retreat to help frame the conversation for the All Campus Retreat with faculty and staff on March 7.

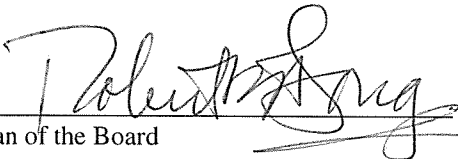
EXECUTIVE SESSION


The meeting was recessed at 4:15 p.m. and the meeting reconvened into Executive Session at 4:15 p.m. to discuss potential litigation issues with counsel. No action is expected to be taken. Guests included President Kathi Hiyane-Brown and WCC Public Records Officer Keri Parriera.

The Executive Session adjourned at 4:31 p.m. and the Board reconvened into open session at 4:31 p.m. with no items for action.

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:31 p.m.


Chairman of the Board _____ Date 2/7/08


President and Secretary of the Board _____ Date 2/7/08