

MINUTES
BOARD OF TRUSTEES/CABINET RETREAT
Foundation Building Conference Room
Tuesday, July 22, 2008
9:00 a.m.

CALL TO ORDER Chair Barbara Rofkar officially called the meeting to order at 9:07 a.m. Present were trustees Robert Fong, Sue Cole, Chuck Robinson and Steve Adelstein. 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; Jason Tetzloff, Dean for Instructional and Academic Support; Nate Langstraat, Executive Director For Communications & Marketing; Lisa Wochos, Assistant Attorney General; John O'Neill, WSFE Representative; and Keri Parriera, Executive Assistant to the President.

MINUTES

- Trustee Sue Cole moved that the minutes of June 16, 2008 Board of Trustees Meeting be approved as submitted. It was seconded and the **minutes were approved unanimously with an abstention from Trustee Adelstein who was not in attendance at the meeting.**

**PRESIDENT'S
REPORT/
CORRESPONDENCE**

- President Hiyane-Brown introduced our new Dean for Instructional and Academic Support, Dr. Jason Tetzloff. Jason., who comes to us from Owens Community College in Ohio.
- The President received a postcard from Chair Barbara Rofkar, sent from Port Clinton, Ohio.
- The President shared a letter from a current student, Mike Brenaman, who was very complementary of his studies at Whatcom, and especially noted several faculty members who were instrumental in his growth and success.
- The SBCTC approved the College's request for emergency repair funding to cover the skylight replacement in the Laidlaw Center. Actual costs exceeded the original bid.
- Apologies were extended to the participants regarding the noise in the conference room due to the ongoing construction in the Foundation Building. The facility is being remodeled to accommodate a move to the building of the Community Education program and our new conference services.
- President Hiyane-Brown, and Barbara Rofkar, on behalf of the Board, jointly recognized Robert Fong, our former chair for the last 18 months. Thanks and appreciation were extended to Robert for his exceptional wisdom, mentoring talents and for leading the successful search for a new president. Mr. Fong was presented with a gift in honor of his tenure as chair.

ACTION

- **TAB A – Spring Quarter 2008 Grads (1st Reading/Possible Action)**
Trustee Steve Adelstein moved to award the recommended Spring Quarter, 2008 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 Trustee Chuck Robinson, and the **motion was approved unanimously.**

TAB B B – MOU--Proposed Addendum to Article VI of the Faculty Negotiated Agreement (1st Reading/Possible Action)

Trustee Chuck Robinson moved to approve the proposed amendments to Article VI of the Faculty Negotiated Agreement as delineated in the Memorandum of Understanding. It was seconded by Trustee Steve Adelstein **and the motion was approved unanimously.**

REPORTS

Reports were submitted in writing prior to the meeting. No updates were provided at the meeting.

Vice President for Educational Services – Trish Onion

New Dean for Instructional and Academic Support

Dr. Jason Tetzloff has accepted the position of Dean for Instructional and Academic Support. Among his many strengths is his collaborative leadership style and we look forward to Jason joining us for the upcoming Trustee meeting on July 22.

For the past two years, Jason served as the Director of Student Success Initiatives, as well as Chair, School of Arts and Sciences, and Assistant Professor of History at Owens Community College in Ohio. Previously, he served for four years as the Director of First Year Experiences and Visiting Professor of History at the University of Wisconsin. From 1997 to 2005, he served as Assistant Professor of History and Director of the Western Civilization and Global Studies program at Defiance College in Ohio. He has considerable experience with managing grants, leading academic departments, and supporting faculty professional development.

Jason earned his Ph.D. in U.S. History and Native American History from Purdue University. He has published, spoken widely, and conducted significant research on Northwest Native American topics including fishing, Native American education, and tribal leadership. Years ago, Jason taught as an adjunct history instructor at Western Washington University.

Search Committees

Several searches for key position replacements are in full swing this summer. These include the Registrar, the Transitional Learning Director, and the Child Development Center Director. A new classified Program Coordinator for Placement Testing position was approved and two Office Assistant positions are also being replaced. The former employees who have moved on to new career opportunities will be missed, yet the applicant pools are promising.

Entry, Advising, and Computerized Placement Testing

More students have been seen during the past few weeks for advising and placement testing compared to last year, which indicates a strong enrollment for fall quarter. Throughout the summer, there is a computer lab available which has given us the ability to offer computerized placement tests for groups. Students are able to complete their placement tests, meet with advisors, and register for classes in one visit.

Vice President for Instruction – Ron Leatherbarrow & Linda Maier

Ron Leatherbarrow:

Preparation for Fall Term: With the beginning of Fall term about two months away, much preparation is underway for the return of faculty and students and the

start of the academic year. The Instructional Staff is preparing for our role in the Opening Week activities, particularly for the Monday of opening week, which consists of several orientation and information sessions for returning faculty. We are also planning several processes which will be initiated soon after the start of Fall classes; e.g., assimilation of the Winter schedule of classes, budget assimilation, which will begin earlier this year, and submission and prioritization of requests for new faculty positions.

Instructional Organization and Management: In last month's report I noted that the Instructional administration will be reviewing systems for managing and reporting across the Instructional program to improve the information exchange, increase consultation with faculty, and incorporate more faculty leadership in key positions and enterprises. With the recent resignation of Shari Skinner, who has managed faculty support positions, Instructional Administration is also reviewing opportunities for reassigning responsibility for managing key functions in instruction, including development of the schedule of classes, assimilation of the budget, and catalog revision.

Distance Education Meetings: Increasing numbers of faculty and students are arriving at the college with expertise and expectations about technology applications in delivery of instruction. Further, factors such as work requirements and the cost of gasoline are increasing the demand for alternative modes of instruction, particularly on-line learning. Consequently, leaders instruction and the technology areas are meeting to develop plans for expanding the college's delivery of on-line instruction as well as support for faculty use of and training in instructional technology.

Assessment: During the summer, the Assessment Coordinator, the Vice-President of Instruction, the Director of Institutional Research continue planning the development of the program for classroom and program assessment in instruction. The leadership group will meet with the Goal 2 Committee, responsible for overseeing the assessment program, to develop a plan for developing initial assessment strategies and for continuing to train faculty in classroom assessment theory and applications.

Hiring and Staffing Changes:

The search for a Dean of Instructional Programs has been completed. The new dean, Jason Tetzloff, will bring strong expertise to the College. He has excellent experience in the areas of assessment and in curriculum development and he is familiar with pertinent areas in student services and instruction. He will be capable of continuing the strong collaboration between student services and instruction in his areas of responsibility.

Linda Maier:

- New full-time tenured faculty have been hired to fill positions in the following areas: Physical Therapist Assistant and Medical Assisting. Interviews for Nursing instructors are tentatively scheduled for the end of July.
- Whatcom Community College participated in the Washington State Senate Economic Development, Trade & Management Committee work session held on July 8 at WWU. This session focused on the connection between higher education and economic development.
- Whatcom Community College will offer a new Health Unit Coordinator (HUC)

Certificate Program beginning fall 2008. This certificate was developed by request and in close collaboration with St. Josephs Hospital to meet a critical training and employment need. HUCs work in hospitals and medical clinics. They record and process physician's orders, manage information, and coordinate non-clinical tasks for units. The median wage for HUC in Washington State is \$14.33 hour. The HUC certificate program takes approximately a year to complete.

- Strategic Planning continues to move forward. The steering committee met on July 15 to continue the development of the goals and objectives. Members are involved and invested in the process.

DISCUSSION/ITEMS OF THE BOARD

- **Strategic Plan**
Nate Langstraat and Linda Maier presented an update on the progress of the development of a Strategic Plan for the College. The expectation is to unveil a draft of the plan to the College community in the fall. After the March All-College planning meeting, a committee of campus constituents was formed as an advisory committee to the President. The charge of this committee was to compile the data from the meeting and continue to develop and refine the vision and promise statements. This process has been most importantly centered around campus conversations and the internal and external feedback that has been solicited.

Linda and Nate presided over a PowerPoint presentation on the elements of the Strategic Plan, and the Board had an opportunity to add their perspectives to the drafts of the following elements of the Strategic Plan which have been developed by the Committee incorporating ideas from the campus and community contributors:

- Promise Statement
- Vision Statements
- Strategic initiatives

- **College Goals for 2008-2009**
The President and each Vice President presented work plans from their areas and explained how they are moving forward: Vice President Ron Leatherbarrow expounded on the Instructional area's program goals including raising our profile within the community. Dean Linda Maier also shared the professional/technical initiatives. Vice President Trish Onion shared additional comments and information on Educational Services area goals. Focus is on providing a welcoming student entry with a flowing, one stop services.

BREAK

The meeting recessed at 11:10 a.m. for a short break and reconvened at 11:20 a.m.

Vice President Ray White expanded on the Administrative Services area's direction which is moving forward on many projects.

- **Trustee Goals for 2008-2009**
Chair Rofkar opened the discussion to identify preliminary goals which included the following suggestions: more formal workshops or sessions on the College budget; mentoring program for new trustees on a local level; work

with tenure candidates in the development of more systemized tenure notebooks for easier reading; obtain information on the College, what it has to offer, current agreements with agencies, etc. so the Board is prepared as it interacts in the community; increase visibility in fundraising efforts; provide study session topics; participate on state and national levels with trustee organizations; increase legislative interactions; wear name badges more consistently; support campus events and projects (need access to a campus events calendar); participate in a self evaluation of the Board; review the policies of the Board over a 2-year time span; and develop a procedure for the President's evaluation.

**DISCUSSION/ITEMS
OF THE BOARD
(continued)**

✦ Ten-year Capital Master Plan
Vice President Ray White presented the current Institutional Master Plan adopted by City of Bellingham in 2006, and Ten Year Plan, updated in 2006. He also spoke about the Campus Planning Committee, its charge, and the State regulations requiring the College to own facilities for at least 25 years to qualify for State-funded renovations money. The College is moving along on many issues; others will be re-evaluated in light of directions identified in the Strategic Plan.

✦ Organizational Updates
President Hiyane-Brown reported that the Cabinet is reviewing the infrastructure of the College as it relates to departments and leadership in departments and the organizational processes. Areas being reviewed include the faculty departments, student activities, conference services and community education, athletics and student programs, and an evaluation of adjunct faculty needs.

The College is in the process of hiring an Executive Director for the WCC Foundation and hope to have some viable candidates by the end of the week at the best consideration date. Reorganization also addresses the PIO position with more emphasis on media presence, marketing and publications. Graphics will now be under this area also.

Institutional Research is new position for the College and Anne Marie Karlberg is doing a great job with assessment and other valuable institutional research projects.

✦ Waterfront Development
Discussions ensued regarding the Bellingham Waterfront Development Project and the pros and cons of the College being involved or a presence in its development. The consensus was that additional research and information is required before the College and the Board continue this conversation

✦ WCC Foundation Support—The WCC Foundation Board has been developing friend and fund-raising strategies, moving forward on increasing board membership, setting fundraising goals, and adding community contact events in addition to the annual fall contribution solicitation letter.

✦ Board Meetings
The Board suggested several topics for future study sessions including: Campus compact; exponential learning; new options in service learning and increases in on-line learning; Foundation support; capital planning; professional development for faculty and staff; visibility in the community; integration of sustainability, etc.—what is the College doing; College's current

relationships with community entities; identifying prospects for community interaction by the Board; priorities of the College for Strategic Planning and newest initiatives from our Strategic Plan; IBest; overview of WCC Foundation as a whole and what goals have been adopted; public relations update; what College does in comparison with other community colleges; fast facts about WCC; student presentations; virtual marketing—monitor the web.

➔ Special Announcement

President Hiyane-Brown announced that Nate Langstraat has accepted a position with a public agency and is resigning his position as Executive Director of Marketing and Communication. This is a great opportunity for him and the College and Board wish him well. Nate thanked the Board for their support and called the decision “bittersweet” as he moves forward on this journey. He will remain as women’s volleyball coach, so will not lose all ties with the College. Nate said “it has been an interesting ride and I feel lucky to have been a part of it and I hope I left a positive mark on the College.” Recruitment for his position will begin soon

➔ WCC Foundation will host a get-together on August 21st and will be inviting the Board of Trustees.

EXECUTIVE SESSION

The meeting adjourned at 1:20 p.m. and immediately convened into Executive Session to discuss (g) Personnel/Collective Bargaining issues. Guests included Lisa Wochos, Kathi Hiyane-Brown and Ray White


The Executive Session adjourned at 3:10 p.m. and the Board reconvened into open session at 4:20 p.m.

ACTION

- Trustee Robert Fong moved to increase the President’s current salary by a 2 percent COLA approved by the State Legislature, effective September 1, 2008, and received by other College exempt employees, and to amend the President’s contract to extend one additional year past the original renewal date. The motion was seconded by Trustee Sue Cole and the **motion passed unanimously**.

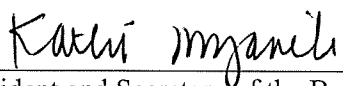
ADJOURNMENT

There being no further business, the meeting was adjourned at 4:21 p.m.



Chairman of the Board

9/29/08
Date



President and Secretary of the Board

9/29/08
Date

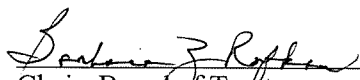
MEMORANDUM OF UNDERSTANDING
Addendum to Article VI—Compensation
Negotiated Agreement, June 17, 2006 Through January 31, 2009
by and between
The Board of Trustees of
Whatcom Community College, District No. 21
and
Whatcom Community College Federation of Teachers

Article XXIV – Duration of the faculty *Negotiated Agreement* asserts that “...either party reserves the right to reopen Article VI if and when the Washington State Legislature appropriates funds for salary increases.” Therefore, at the request of WCCFT, the faculty negotiation team and the administration met during the 2007/2008 academic year to review this article. With this Memorandum of Understanding, the undersigned parties agree to the following two amendments to the *Negotiated Agreement*.

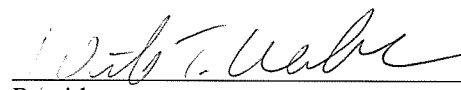
1. Effective June 30, 2008, the table in Article VI.B.1 (Compensation for Full-time Faculty) of the faculty *Negotiated Agreement* will be modified. The amounts in the “salary” column for each step (A-K) will be increased by \$4,000.

2. Effective July 1, 2007, adjunct faculty salary rates were increased. The new rates are reflected by the following pay scale:

3 cr. - \$1744.71 PT FACULTY SALARY SCALE 5cr - \$2907.85					
STEPS	35 HR WW 385 HRS PER QTR COORD./ NOT TEACH.	22 HR CW 323 HRS PER QTR PE/PAR ED.	20 HR CW 293 HRS PER QTR LAB CLASSES	15 HR CW 220 HRS PER QTR LECTURE	12 HR CW 176 HRS PER QTR COMPOSITION
B	22.66	36.05	39.65	52.87	66.08
C	23.23	36.95	40.64	54.19	67.74
D	23.79	37.85	41.64	55.51	69.39
E	24.36	38.76	42.62	56.83	71.04
F	24.93	39.66	43.62	58.16	72.68
G	25.49	40.56	44.60	59.47	74.34
H	26.05	41.46	45.60	60.79	75.99
I	26.62	42.35	46.58	62.11	77.64
J	27.18	43.25	47.58	63.43	79.28
K	27.75	44.15	48.56	64.76	80.94


 Chair, Board of Trustees
 Whatcom Community College

Date: 7/22/08


 President
 WCC Federation of Teachers

Date: 7/23/08