

MINUTES
BOARD OF TRUSTEES MEETING
Laidlaw Center Board Room
Monday, June 16, 2008
2:00 p.m.



CALL TO ORDER Chair Robert Fong officially called the meeting to order at 2:04 p.m. Present were trustees Barbara Rofkar, Sue Cole, Chuck Robinson; Trustee Steve Adelstein was not in attendance. 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; Lisa Wochos, Assistant Attorney General; Will Webber, WCCFT President; John O'Neill, WSFE Representative; Rachael Davis, ASWCC President; David Burkett, ASWCC President-elect; and Keri Parriera, Executive Assistant to the President.

STUDY SESSION

WCC Proposed Operating Budget Presentation

Vice President Ray White presented a revised copy of the proposed Whatcom Community College Operating Budget for 2008-2009 to the Board and explained the revisions, primarily within the description sections which provide more detail and clarity; there were no significant financial changes. The campus was more engaged in the process this year, primarily because of Ray's "road show" visits to various groups and areas on campus to present the budget and solicit input from constituents.

One deviation from proposed budget that emerged recently was the need to cancel the grounds maintenance contract as the contractor has been unable perform the services according to bid. The College has determined that the most cost effect measure would be to purchase our own equipment and add a classified position for this assignment.

Vice President White also distributed a handout detailing the 2008-2009 new revenue sources and other notable changes.

At the request of the Board, Tab E was moved forward for consideration at this time.

ACTION

- **TAB E – Proposed 2008/2009 College Operating Budget** (1st Reading & Possible Action) Trustee Barbara Rofkar moved to approve the 2008-2009 Operating Budget for Whatcom Community College as proposed. It was seconded by Trustee Sue Cole and the **motion was approved unanimously**.

MINUTES

- May 14, 2008 Board Meeting Minutes: A correction was identified in the Action section, TAB B, removing the reference to "tabling the action." There being no objections, the minutes of the May 14, 2008 Board of Trustees regular meeting were approved by unanimous consent incorporating the identified correction.

**PRESIDENT'S
REPORT/
CORRESPONDENCE**

- The President shared a letter from the Puget Sound Blood Center thanking WCC, and especially Lynette Wells, for the institution's successful and well-organized blood drive campaign this year.
- The President expressed her thanks to the trustees for their participation in many of the recent end of year events that included the retiree recognition, nursing pinning ceremony, honor and awards and commencement, as well as the Karen Morse recognition dinner and the YWCA leadership breakfast. A special thanks also was extended to all our faculty and staff who were responsible for and participated in these events celebrating student success.
- Several recruitments are in progress including the positions of Registrar, Transitional Learning Director, Dean for Instructional and Academic Support, Director for Child Development Center, and Executive Director of the WCC Foundation.
- The President has continued her outreach meetings to county entities including the editor of Ferndale newspaper and the Bellingham Herald editorial board, and representatives from Conoco Phillips. She also met with several WWU personnel including Ron Riggins, Dean of Performing Arts School and Pinky Nelson, WWU faculty and National Science Foundation grant investigator.

ACTION

- **TAB A – Request for Approval of S&A Budget Adjustment (Action)**
ASWCC President Rachael Davis solicited the Board's permission to withdraw this request from consideration. Final review of the year's financial status indicated that there were sufficient resources to cover all expenses. The Trustees accepted the withdrawal of this request.
- **TAB B – ASWCC Fund Balance Request – Vans (1st Reading & Possible Action)**
Rachael Davis presented the criteria for this purchase and responded to clarification questions. Trustee Chuck Robinson moved to approve an expenditure from the S&A Fund Balance of \$50,000 for the purchase of new college vans. It was seconded by Trustee Barbara Rofkar and the **motion was approved unanimously.**
- **TAB C – ASWCC Fund Balance Request – Furnishings (1st Reading & Possible Action)**
Rachael Davis presented the criteria for this request and distributed a handout reflecting the current and proposed use of facilities. Trustee Sue Cole moved to approve an expenditure from the S&A Fund Balance of \$65,000 for furnishings for Syre Student Center. It was seconded by Trustee Chuck Robinson and the **motion was approved unanimously.**
- **TAB D – ASWCC Service and Activity Fee Budget for 2008/2009 (1st Reading & Possible Action)**
Rachael Davis presented the ASWCC Service and Activity Fee Budget for 2008/2009 to the Board and fielded questions. Trustee Barbara Rofkar moved to approve the ASWCC Service and Activity Fee Budget as proposed. It was seconded by Trustee Sue Cole and the **motion was approved unanimously.**

Vice President Trish Onion recognized Rachael Davis and extended the appreciation of the College for her service as ASWCC president. Trish especially noted the excellent collaboration and leadership skills that Rachael demonstrated on so many issues and expounded upon her exemplary problem solving abilities. The Board also thanked Rachael and wished her well in her future endeavors.

- **TAB F – Academic Calendar for 2009-2010 (1st Reading & Possible Action)**
Trustee Barbara Rofkar moved to approve the 2009-2010 Academic Calendar as proposed. It was seconded by Trustee Sue Cole and the **motion was approved unanimously.**

REPORTS

ASWCC – David Burkett, President-elect

Update at Board meeting

David Burkett provided information on the following topics:

- Orca day was a successful event on June 3, despite the rain.
- The ASWCC board completed their budget for the 2008-2009 academic year and have brought it forward to the Board of Trustees for approval.
- Elections were completed and all vacancies were filled.
- The ASWCC Board is looking forward to the leadership training opportunity in September.

Report Submitted with Agenda

- No Report Submitted

WCCFT – Will Webber, President

Update at Board meeting

- WCCFT President Will Webber thanked President Kathi Hiyane-Brown and Vice President Ray White for their work with the faculty setting groundwork for the future contract negotiation sessions which will formally open in early fall quarter. A proposal has been tentatively agreed upon between the administration and the faculty union regarding increases to the full-time faculty scale, and use of turnover dollars. A formal request will be brought forward to the Trustees for their consideration at the next board meeting.

- Union elections have been held, and Bob Riesenber was elected president and Will Webber was elected chief negotiator; incumbents retain the remaining officer positions.

Report Submitted with Agenda

- No Report Submitted

WFSE – John O’Neill, Representative

Update at Board meeting

- Nothing to update

Report Submitted with Agenda

- No report to submit

TACTC –Trustees

- Trustees reported that the TACTC meeting held in Tacoma was very informative and enjoyable.

WCC Foundation – Nate Langstraat and/or Barbara Rofkar, Trustee

Update at Board meeting

- Trustee Rofkar reported that all scholarships were awarded.
- Karma Hugo, director of the Child Care Center, spoke at the previous WCC Foundation board meeting, telling about the Center’s programs and asked for consideration of possible funding opportunities for the Center.
- Recruitment for an Executive Director of the Foundation is in progress. Funding for this College position will be phased in over a four-year period, reimbursed fully the first year by Foundation, with scheduled percentage decreases over the next three-years until the position is fully funded by the College.
- The Foundation Board is perusing an increase in board representation and fundraising projects.

Report Submitted with Agenda

- No Report Submitted

Administrative Services – Ray White, Vice President

Update at Board meeting

- Students are enjoying the new the furniture in Heiner Center commons areas.
- Preliminary discussions are ongoing with the Community Food Coop regarding wetland mitigation, and the Coop indicated in a recent email that they would like to proceed with negotiations on this issue.

Report Submitted with Agenda

Facilities

- **Heiner Center Furniture** – Furniture has been installed in the common areas of Heiner Center in response to student and library requests for additional group and individual study spaces. Further improvements planned for the first floor may include: painted accent walls, lighting, area rugs, displays for student work, and even light food service.
- **Wetland Mitigation** – The College is exploring an opportunity to allow the Community Food Coop to restore a small section of wetlands on campus to mitigate wetland encroachment on their Cordata building site.

Information Technology

- **Upgrade Computer Network** – Hardware that supports the fiber optic backbone of our campus computer network was completely replaced with modern equipment last month. This upgrade was necessary for the installation of the new telephone system, scheduled for August.

Financial

- **Operating Budget** – The budget committee has completed its work and provided a recommendation to the president for the 2008-2009 operating budget. Notable proposed changes include:

<i>Five FTE Support Positions (Net)</i>	<i>\$ 160,000</i>
Institutional Researcher	70,000
Five Full-Time Faculty (Net)	100,000
Faculty Increments	49,374
Four Sabbaticals	29,240
Retirement Benefits	54,835
General Salary Increases – COLA	342,499
Classified Employee Compensation	14,333

Educational Services – Trish Onion, Vice President

Update at Board meeting

- Vice President Onion provided highlights of the current searches open for several positions in her area.
- Food Service contract proposals begin soon.

Report Submitted with Agenda

- No Report Submitted

Instruction Office – Ron Leatherbarrow, Interim Vice President

Update at Board meeting

- Vice President Leatherbarrow is happy as he continues in his position.
- Instruction area is looking forward to opportunities this summer and next year to improve management reporting systems, especially within the budget process, hoping to begin earlier to allow for more thorough conversation develop a more appropriate priority list.

Report Submitted with Agenda

Ron Leatherbarrow:

Instructional Management and Reporting Systems:

The Instructional Administration, including the vice-president, deans, and department chairs, has initiated a review, to be conducted throughout the summer and early Fall term, of systems for managing and reporting across instruction. The expectation is that these processes—including budget assimilation and allocation, faculty evaluation, curriculum, and schedule management—will establish a better information exchange, increase consultation with faculty, and incorporate more faculty leadership. Instructional Administration will also develop a department chair orientation as a component of opening week activities to assist new department chairs in transitioning into positions of leadership.

Hiring and Staffing Changes:

New full-time, tenured faculty have been hired to fill positions in the following areas:

- Academic English as a Second Language
- English Composition (2)
- Developmental Education Math
- French/Interdisciplinary Studies
- Math
- Physics

The search for a Vice-President for Instruction resulted in Dr. Ron Leatherbarrow, the recent interim vice-president, accepting the position for a two-year term. President Hiyane-Brown consulted with various College constituencies, including the search committee and the department chairs, in arriving at this decision.

The search for a Dean for Instructional and Academic Support is nearing conclusion. Finalists have been identified, and a reference check is being conducted prior to inviting finalists for a set of interviews on campus. The Committee is planning the process for interviews by groups on campus,

and a new Dean will be in place soon.

Assessment:

The College is currently preparing for a focus visit by representatives from the Northwest Commission on Colleges, scheduled for Spring 2009. The visit will focus primarily on the College's program for assessment of classroom instruction. The committee assigned responsibility for Goal 2 of the Institutional Effectiveness Plan, will serve as an oversight group for monitoring refinements of the assessment program. The Vice-President for Instruction, the new Director for Institutional Research, and the Assessment Coordinator are all members of the Goal 2 Committee. The Committee has met and discussed a plan and a timeline for addressing the recommendations the College received in October 2007.

Common Course Numbering: The State Board for Community and Technical Colleges has determined that, to ease student transfer among institutions, common courses offered by colleges throughout the state will be designated by the same numbers. The State Board has developed procedures for colleges to implement the common numbering system. WCC will complete the renumbering of courses, and the new catalog will reflect changes. The new numbers will be applied in registering students for the Fall 2008 term.

Linda Maier:

- Whatcom collaborated with Mike Hudson, Executive Director of the Institute for Workforce Development and Economic Sustainability (an affiliate of the Association of Washington Business), to sponsor a business focus group designed to assist Whatcom in program review and curriculum development for the business department. Over twenty businesses from the county participated. Businesses shared their current employment needs, their projected needs, and their ideas on how Whatcom could meet those needs in education and training. A completed survey and a written report will also be provided to Whatcom.
- Whatcom will offer a Nursing Assistant course beginning this summer. This course was implemented in response to a need in the community and a need from our students who are planning a career in health care or are planning to continue into one of Whatcom's allied health programs.
- Community Education will be offering the National Sustainable Building Advisor Program beginning fall 2008. This is a nationally recognized nine month certificate training course that is designed for working professionals to apply sustainable concepts to buildings. Successful completers of the course are eligible to take an exam and earn the designation CSBS (Certified Sustainable Building Advisor).

Public Information – Nate Langstraat

Update at Board meeting

- Not in attendance

Report Submitted with Agenda

- No Report Submitted

**DISCUSSION/
ITEMS OF THE
BOARD**

The Board of Trustees held officer elections for the term July 1, 2008 through June 30, 2009. Trustee Chuck Robinson nominated Barbara Rofkar to serve as Chair of the Board, seconded by Sue Cole, and was approved by unanimous vote. Trustee Sue Cole was nominated to service as Vice Chair of the Board by Trustee Barbara Rofkar, seconded by Trustee Chuck Robinson, and was approved by unanimous vote. The Board expressed its thanks to Robert Fong for his 18-month term as chair.

BREAK

The meeting recessed at 3:19 p.m. for a short break and reconvened in open session at 3:25 p.m.

**EXECUTIVE
SESSION**

The meeting was adjourned at 3:25 p.m. as the Board called an Executive Session as provided under **RCW 42.30.110 (1)(c)** to discuss real estate issues and (g) collective bargaining. Guests included AAG Lisa Wochos, President Kathi Hiyane-Brown, and Vice President Ray White.


The Executive Session adjourned at 4:09 p.m. and the Board reconvened into open session at 4:09 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:09 p.m.


Chair of the Board

7/22/08
Date


President and Secretary of the Board

Date