



BOARD OF TRUSTEES
Meeting Agenda
Wednesday, April 17, 2013, 2:00 p.m.
Auxiliary Services Building, #111
620 W. Kellogg Road
Bellingham, WA 98226

MEMBERS:

- **Barbara Rofkar**
Chair
- **Sue Cole**
Vice Chair
- **Chuck Robinson**
- **Steve Adelstein**
- **Tim Douglas**

- I. Tour of Auxiliary Services Building 2:00-2:30 pm
- II. Call to Order, Approval of Agenda, and Notice of Public Comment Time
- III. Introduction of the Whatcom Members of the All Washington Academic Team
 - Faline Jett and Kashia Gale.
- IV. Strategic Conversations
 - “The Crystal Ball: Marrying Workforce Needs, Economic Trends and Professional Technical Programs” (*Goal 1: Expand opportunities for students to achieve their potential --1.1. Increase student achievement in transfer and career preparation*) –Janice Walker, Workforce Education Director
- V. Consent Agenda (Calendar)
 - a. Minutes of March 14, 2013 Board of Trustees Meeting (Attachment A)
- VI. Report from the President
- VII. Reports
 - ASWCC –Britton Johnson, Interim President
 - WCCFT – Kim Reeves, President
 - WFSE – Vivian Hallmark, Representative
 - Administrative Services – Vice President Nate Langstraat
 - Educational Services – Vice President Trish Onion
 - Instruction – Vice President Ron Leatherbarrow
 - Advancement/Foundation – Anne Bowen, Executive Director
- VIII. Discussion / Items of the Board
 - TACTC Convention, May 16-17
 - Board Summer Retreat Date
 - Tentative saved dates August 13-16
- IX. Public Comment
- X. Executive Session*
 - g. as provided in RCW 42.30.140 (4)(a), to discuss collective bargaining
- XI. Adjournment

Reasonable accommodations will be made for persons with disabilities if requests are made at least seven days in advance. Efforts will be made to accommodate late requests. Please contact the President's Office at 360.383.3330 (or TDD at 360.647.3279)

**NEXT MONTH'S
MEETING REMINDER**
**Wednesday,
May 8, 2013**

***The Board of Trustees may adjourn to a closed Executive Session to discuss items provided for in RCW 42.30.110 (1):**

- (b) to consider the selection of a site or the acquisition of real estate by lease or purchase...;
 - (c) to consider the minimum price at which real estate will be offered for sale or lease...;
 - (d) to review negotiations on the performance of a publicly bid contract...;
 - (f) to receive and evaluate complaints or charges brought against a public officer or employee...;
 - (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee...; or as provided in RCW 42.30.140 (4)(a), to discuss collective bargaining
 - (h) to evaluate the qualifications of a candidate for appointment to elective office...;
 - (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions... or... litigation or potential litigation...
- Action from the Executive Session may be taken, if necessary, as a result of items discussed in Executive Session.**



CONSENT AGENDA

- a. Minutes of March 14, 2013 meeting of the Board of Trustees (Attachment A)

SUGGESTED RESPONSE

The chair reads out the letters of the consent items. Then the chair states: “If there are no objections, this item will be adopted”. After pausing for any objections, the chair states, “As there are no objections, this item is adopted.”

Whatcom

COMMUNITY COLLEGE

MINUTES

BOARD OF TRUSTEES MEETING

Laidlaw Center Board Room

Thursday, March 14, 2013

12:00 pm

- **WORK SESSION CALL TO ORDER** Chair Barbara Rofkar officially called the Board of Trustees work session to order at 12:00 p.m. Present in addition to the chair were trustees Steve Adelstein, Chuck Robinson and Tim Douglas, constituting a quorum. Sue Cole was not in attendance. Others present included President Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Nate Langstraat, Vice President for Administrative Services; Ed Harri, Dean for Instruction; Anne Bowen, Executive Director for Advancement and Foundation; Brian Keeley, Director of Facilities; Lisa Wochos, Assistant Attorney General; and Keri Parriera, Executive Assistant to the President.

WORK SESSION

- Lunch was served from 12:00 noon – 12:30 pm.
- Capital Projects Update – Led by VP Nate Langstraat and Brian Keeley, Director of Facilities (*Goal 5: Strengthen the College's ability to deliver its mission*)
A PowerPoint presentation, *The Capital Situation, Development and Planning at WCC*, outlined the facility projects currently in process and options for future development. The Institutional Master Plan was also discussed. Sam Weaver and Kris Wannquist, student members of the Student Recreation Center Committee, provided a status report presentation on the Pavilion remodel project. Emma Lynn Mutchler was unable to attend the meeting, but worked diligently on the presentation with the other two students.

BREAK

- The meeting was adjourned for a five-minute break at 2:00 p.m.

- **CALL TO ORDER** Chair Barbara Rofkar officially called the Board of Trustees meeting to order at 2:08 p.m. Present in addition to the chair were trustees Sue Cole, Steve Adelstein, Chuck Robinson and Tim Douglas, constituting a quorum. Others present included President Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Nate Langstraat, Vice President for Administrative Services; Ed Harri, Dean for Instruction; Anne Bowen, Executive Director for Advancement and Foundation; Lisa Wochos, Assistant Attorney General; Vivian Hallmark, WFSE Representative; and Keri Parriera, Executive Assistant to the President, and faculty guests Mary Hammerbeck, Tara Hughes, BJ Millan and Margaret Vlahos.

EXECUTIVE SESSION

- At 2:08 p.m. the meeting was adjourned for a closed Executive Session of the Board for approximately 45 minutes to --“...review the performance of a public employee...” as provided for in RCW 42.30.110 (1) (g). Chair Rofkar announced that action was anticipated. Guests included President Kathi Hiyane-Brown, Vice President Ron Leatherbarrow, and Assistant Attorney General Lisa Wochos. Faculty members Mary Hammerbeck, Tara Hughes, BJ Millan and Margaret Vlahos were called into the Executive Session at various times.

At 2:48 pm, the Executive Session was extended for 30 additional minutes until approximately 3:23 p.m. At 3:23 pm, the Executive Session was extended for an additional 15 minutes.

The Executive Session adjourned at 3:35 p.m. and the Board reconvened into open session at 3:35 p.m.

ACTION TO ACCEPT AGENDA

- Trustee Tim Douglas moved to approve the meeting agenda as proposed. It was seconded by Trustee Chuck Robinson and the **motion was approved unanimously**.

PUBIC COMMENT ANNOUNCEMENT

- Trustee Barbara Rofkar announced that there is a designated time for public comment on the agenda.

ACTION

- Tab A Tenure Consideration (Action Anticipated)

The names of the two full-time faculty members who participated in the required nine-quarter tenure review process were brought forward to the Board for consideration for tenure. Chair Barbara Rofkar conveyed that the Board had completed an extensive review of the tenure process documentation, and asked if there was a motion for consideration of tenure.

- Trustee Chuck Robinson, by mutual consent of the probationary committee, the probationer and the Board, moved to extend the probationary period for Beverly (BJ) Millan, Nursing faculty, for up to three additional quarters from Winter Quarter 2013. Trustee Tim Douglas seconded it and **the motion was approved unanimously**.
 - Trustee Sue Cole moved to award tenure to Mary Hammerbeck, English faculty. Trustee Steve Adelstein seconded it, and **the motion was approved unanimously**. A certificate of tenure was presented to Mary Hammerbeck by Board Chair Barbara Rofkar.
- Tab B Proposed Policy 521 (formerly 3160) Revision (2nd Reading, Action Anticipated)
 - Vice President Nate Langstraat presented the proposed revisions to the policy to the Board for their second reading. Trustee Tim Douglas moved retain policy 521 with the proposed revisions. Trustee Chuck Robinson seconded the motion and **the motion was approved unanimously**.

The Board congratulated Nate on his appointment as Vice President of Administrative Services.

CONSENT AGENDA

- **Consent Agenda (Calendar)**

- Minutes of February 20, 2013 Board of Trustees Meeting (Attachment A)
- Minutes of March 5, 2013 Board of Trustees Special Executive Session (Attachment B)

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

PRESIDENT'S REPORT

- The President congratulated Trustees Chuck Robinson and Barbara Rofkar, as last week, each of their trustee appointments was confirmed by state senate. Trustee Sue Cole's appointment is still in the queue.
- President Kathi reported on a bill that had recently passed the senate requiring the State Board, subject to available funding, to select specific colleges to develop and offer programs that support K-12 students who are prepared and aspire to continue in high-demand areas in college and the workforce.

- The March WACTC meeting will include a celebration for the All Washington Academic Team to recognize the academic achievement and community involvement of outstanding community college students. Two students from Whatcom will be honored during this event, Faline Jett and Kashia Gale.
- President Kathi recently met with WCC faculty member Trish Navarre and Kelly Kester regarding Trish's appointment in Beijing, China, teaching English at one of our international partner schools, AGTA. The President is also meeting with Bellingham School District regarding international opportunities for students and faculty.

REPORTS

- **ASWCC**
 - President Kathi reported that Chandra Thompson has resigned from the position of student government president. Britton Johnson is the interim president, but he was unavailable to attend today's meeting.
- **WFSE** – Vivian Hallmark, Representative
 - Nothing to report.
- **Administrative Services** – Nate Langstraat, Vice President
 - Nothing to report.
- **Instruction Office** – Ron Leatherbarrow, Vice President
 - Ron reported and Ed Harri and he have completed several interviews with finalists for the faculty positions, and they have an excellent selection of candidates.
- **Advancement/Foundation Office** – Anne Bowen, Executive Director
 - Nothing to report.

DISCUSSION/TACTC/ITEMS OF THE BOARD

- Trustee Tim Douglas reported on the spring TACTC meeting that WCC is co-hosting with BTC and Skagit. Trustee Chuck Robinson agreed to serve on the program development task force. Secretary of Veteran Affairs, General Eric Shinseki has been suggested as a keynote speaker.
- Trustees asked Keri to identify alternative dates for the scheduled November 13 Board of Trustees meeting.

PUBLIC COMMENT

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

ADJOURNMENT

- There being no further business, the meeting was adjourned at 3:55 p.m.

Reports to the Board of Trustees
April 17, 2013 Meeting

➤ **ASWCC— Britton Johnson, President**

- Chandra Thompson, Ex ASWCC Executive President is not attending Whatcom this quarter so I, Britton Johnson, have taken her place.
- Shawn Chantaboone, ASWCC Executive Chair of Budget Committee is no longer in student council. Brian Gonzales, ASWCC Executive Chair of Campus Advocacy and Emma Mutchler will be covering his position along with the help of an executive assistant.
- We have finished the budget hearings and will begin working the budget to allocate funds to clubs and organizations.

➤ **WCCFT—Kimberly Reeves, President**

- The Executive and Negotiations Committees are happy to report that negotiations are going better. The Union will be holding elections for next year's officers soon.
- We are very pleased with the Board's continued support of the salary improvement plan and increases in full time faculty hires for Fall quarter.

➤ **Administrative Services—Nate Langstraat, Vice President**

- **Finance** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
 - The Business Office is currently recruiting for a replacement position in the Accounts Payable area. This is a key position for the College, particularly during this high-volume time of year.
 - Budget development worksheets were due back to Cabinet members on April 8, 2013. President's Cabinet and Budget Review Committee will be reviewing and discussing budget requests in mid to late April.
- **Facilities** (*5.1: Create and manage growth through fiscal, capital, technological and human resource development*)
 - There are a number of surge-related spaces that are being targeted for spring and summer work. Key stakeholders are currently compiling cost estimates and specific implementation timelines. Spaces include general classrooms, computer labs, Learning Center Expansion, IT, eLearning, and designated space for the Computer Information Systems program.
- **Conference & Event Services** (*3.1.2 Expand partnerships with community and business organizations. 3.1.3- Develop the College's and Foundation's community involvement and presence*)
 - The Conference & Event Services Office has been coordinating many large internal and external events. Some upcoming external events for April include the second performance for the Chuckanut Radio Hour, The Fountain View Academy's Choir and Orchestra concert and the Bellingham Slam Basketball will be tipping-off their 7th season in the WCC Pavilion. Internally, we will be assisting the Girls Go Tech workshop.
 - Orca Field is beginning its peak activity time of the year in terms of use by external clients.

- **Bookstore** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
 - The Bookstore is currently researching point-of-sales (POS) systems that will enable the college to self-host textbook rentals. Quotes are being received and reviewed. POS system proposals will be considered this spring and any change in systems will be implemented in summer.
- **Technology** (*5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
 - IT is completing finishing touches with the new Auxiliary Services Building, as well as procuring equipment for the Health Professions Education Center and participating in the planning for the Pavilion expansion project.
 - The IT Department is preparing to move into Cascade Hall 124/125 by June 1 – space previously occupied by Copy, Print and Mail Services

➤ **Educational Services—Trish Onion, Vice President**

- **Veterans Services** (*1.3 Increase access for diverse and nontraditional student populations*)
 - The sequestration budget cuts have impacted College staff and some veterans. In mid-March, the College was notified that tuition assistance for active duty Army and Marines was cancelled. Fortunately, a strong national outcry resulted in reinstating these funds. However, the Veterans Administration staff reductions have increased errors and decreased the availability of VA staff which has made it more difficult for College staff to trouble-shoot errors on behalf of WCC student veterans.
 - It appears that enrollment of veterans will increase during the next few quarters with the drawdown in Afghanistan. In addition, the veterans advisor has been receiving more calls than ever before from career-oriented military people who are now planning to leave the military early due to the sequestration budget cuts. Currently, 218 veterans are enrolled at WCC and 10 are active duty receiving tuition assistance. At least 43 veterans will be graduating this spring.
- **Competency-based degrees**
 - Recently, at the request of the Presidents’ Strategic Visioning Committee, a statewide workgroup has been learning about competency-based degrees to identify issues and prepare a plan for implementing competency-based degrees for interested community and technical colleges around the state. A WCC team of faculty and staff also attended workshops conducted by Western Governors’ University (WGU) regarding the WGU competency-based degree model.
- **Advising, Registration, Financial Aid, and Running Start**
 - Throughout March and during the break between winter and spring quarters, it has been extremely busy for the student services staff who assist students with preparing for the spring quarter, especially in Running Start, advising, registration, and financial aid. With greater numbers of students relying upon financial aid, these students are often facing more life challenges and need more support. Fortunately, enrollment appears to be steady.

➤ **Instruction—Ron Leatherbarrow, Vice President; Ed Harri, Dean for Instruction; Janice Walker, Workforce Education Director**

- **Accreditation and Assessment** (*5.4 Foster a culture of continuous improvement based on institutional effectiveness*)
 - As reported previously, for the next component of the accreditation cycle WCC will submit a revision of the chapter on Standard 1 which we submitted in 2012, and we will develop a chapter addressing the 89 segments of Standard 2. Early in the spring term, we will make the

assignments across the college, and this will begin preparation for the report we will submit in 2014. When we submitted this chapter as part of the Self Study we prepared in 2011, the Northwest Commission expressed no concerns; we have a strong base for preparing the next version of the chapter.

- **Hiring** (2.1 Assess and enhance instructional delivery and student learning, and 5.1 Create and manage growth through fiscal, capital, technological and human resource development)
 - We initiated searches for seven tenure track faculty positions in January, and one of the searches was cancelled. The remaining six are going well. The committees have done an excellent job, especially in identifying candidates representing diversity. Four of the searches are complete, and, in each instance, we have succeeded in hiring from among our top choices. We will add strong faculty to our ranks, people who will be excellent teachers and who will provide effective leadership in years to come.
 - We are also conducting a search for an ESLA Director, and we have completed the interviews. We expect to complete the hiring soon.
- **BTC and Transfer Issues** (3.2 Lead collaborative efforts with other educational institutions)
 - Bellingham Technical College has expressed very strong interest in developing transfer programs leading to degrees in selected professional/technical programs. Instructional administrators from WCC have met with counterparts at the technical college to clarify their intent and to explore collaborative opportunities. Like the other technical colleges in the state, BTC currently offers some transferable courses and wishes to provide students opportunities for further study at baccalaureate institutions. We will continue to meet with them to discuss areas of potential conflict as well as opportunities for collaboration, especially coursework we can provide for their students to complete degrees.
- **Facilities** (5.1 Create and manage growth through fiscal, capital, technological, and human resource development)
 - By the upcoming fall term, the Health Science programs and faculty will move to the new building. Their relocation will provide space for reassignment, ensuring offices for our new faculty and opportunities for growth in other areas in instruction. We have begun the process for identifying and prioritizing needs across instruction, and during the spring term, we will develop a plan for reassigning space.
- **eLearning** (2.2 Improve instructional delivery)
 - Beginning this spring, all online and hybrid courses will be taught using Canvas, a new learning management system now used by almost all Washington community and technical colleges. Beginning in fall 2013, all courses – face-to-face, online, and hybrid – will have access to Canvas, providing a consistent platform for students, faculty, and staff, and eliminating unnecessary duplication in training and course development.
- **Program Improvement** (5.4 Foster an evidence-based culture of continuous improvement)
 - All academic programs and disciplines now have five years of data available for review for their areas, including FTE and headcount information, student demographics, class fill rates, and more. The instructional and institutional research staff have made great strides in providing this data and they will add course completion rates, budget, and retention and graduation information in the coming weeks. Each year, approximately ten programs and disciplines will undergo a comprehensive program review, but each program and discipline will have relevant data provided for their own review and improvement on an annual basis.
- **Professional Technical Program Updates** (1.4 Introduce new opportunities for student learning and engagement. 2.1 Maintain currency in college curriculum and delivery. 3.2 Lead collaborative efforts with other educational institutions.)

- Over the course of the past few months revisions and new professional technical degrees and certificates have been developed by faculty and approved by the College’s Curriculum Committee and the State Board as follows:
 - The Early Childhood Education program has been revamped to align with common course numbering and the Department of Early Learning professional development goals for child care providers. WCC will offer five new specialization certificates: ECE (general), Infant-Toddler Care, School-Age Care, Family Child Care, Administration.
 - A new Associate in Applied Sciences–Transfer degree in Cybersecurity was funded in part by the National Science Foundation Capacity Building in Cybersecurity grant awarded to the College last October. This degree is part of a pathway to WWU’s new Computer Information Systems Security bachelor’s degree under development, providing students with new 4-year degree opportunities.
 - The Visual Communications Associate in Arts degree now consolidates two former program options in graphic design and web/interactive media into one track. The revision includes new content in digital publishing for mobile devices and web content management systems.
 - The Business Administration Associate in Science degree now includes only two specialization options for students: General Business Administration and Entrepreneurship. Additional curriculum enhancements in marketing and other topics are being pursued for this degree over the next year.
 - Stand-alone Associate in Science degrees in Accounting and Hospitality and Tourism Business Management are no longer associated as “options” of the Business Administration degree, helping to provide more topical focus and our ability to track students’ interests and completion by field of study.
 - The Nursing AS degree has been revised to incorporate the new competency-based curriculum that will be launched this coming fall.

➔ **Foundation and College Advancement – Anne Bowen, Executive Director**

- **Foundation** (3.1.3 – *Develop the College’s and Foundation’s community involvement and presence; and 5.2.3 – Contribute to fiscal stability through entrepreneurial activities and efficiencies*)
 - **2012-13 Gifts** – Draft reports for March 2013 show we received 22 gifts totaling \$21,233. Year to date we have received \$153,017 compared to \$99,300 received last year at this time.
 - **Multi-year contributions** - Expected revenue for future years from multi-year pledges are excluded from the totals indicated above. These pledges total another \$127,000 to be received in future years.
 - **Planned Giving** – A cumulative total of \$2,490,000 has been committed in legacy bequests so far, including \$1,520,000 committed during this fiscal year, with an additional 4 in process.
 - **Upcoming Foundation Events:**
 - Friday, May 3rd. 5:30pm – WCC’s 45th Anniversary Celebration – Join us for a special edition of the Chuckanut Radio Hour as we celebrate the past, present and future of Whatcom Community College.
 - Tuesday, May 21st 5:30pm – 8:30pm – Scholarship Reception at Tony and Diana Pechthalt’s home.
 - Thursday, June 6th - Honors & Awards Ceremony
- **Communications, Marketing and Publications**
 - **Community Outreach**
 - Whatcom staff shared a College update and presented the Institutional Master Plan at the March 12 Cordata Neighborhood Association meeting

- Whatcom shared a booth with Bellingham Technical College at the Chamber of Commerce's March 27 Spring Business Showcase.
- **Advertising**
 - WTA Transit Advertising (I Am Whatcom)
 - Mt. Baker Experience (I Am Whatcom)
 - Bellingham Herald (I Am Whatcom)
 - Bellingham Herald (Spring Enrollment)
 - Western Front (Spring Enrollment)
- **Web/Social Media Development**
 - Growth continues on the College's main Facebook page, up from 2,199 "likes" in February to 2,283 in April.
 - @WhatcomCC Twitter followers increasing from 1,050 in February to 1,129 in April.
 - The College's LinkedIn account has been updated with additional information about Winter Catalog & Class Schedules, Job Opportunities International Programs, 45th Anniversary, etc. Currently at 315 followers.
- **Publications**

A number of publications were completed or in development for a variety of events and programs:

 - Summer Discover Quarterly production
 - Professional Technical rack card updates
 - Office Administration poster
 - WCC HigherOne Mastercard design
 - Student Life recruitment info card
 - International Programs Homestay display ads
 - International Programs video and program brochure update
 - CashCourse student financial planning service presentation folder
 - Service-Learning brochure
 - I AM WHATCOM promotional campaign materials, including video, bus boards and display ads in Bellingham Herald
 - Chuckanut Writers Conference materials
 - Foundation scholarship promotion materials
 - Foundation 45th Anniversary Celebration video, invitations, tickets and poster
- **Press Releases/Media Relations – Summary/Highlights Of Media Coverage**
(3.1.3 - Develop the College's and Foundation's community involvement and presence)
 - WCC in the News
 - [Chuckanut Radio Hour features author Ruth Ozeki](#), 3/13, Bellingham Herald
 - [Whatcom People: Whatcom Community College names fall-quarter graduates](#), 3/5, Bellingham Herald
 - [System of lifelong learning needed to better Washington education](#), 2/24, Bellingham Herald
 - [Blaine businesses offered scholarships through SBDC](#), 3/22, BBJ Today
 - [Upcoming classes will give entrepreneurs tools for business](#), 3/25, BBJ Today
 - **Additional media outreach**
Press releases, public service announcements and an ongoing list of news articles can be found at www.whatcom.ctc.edu/news.