

# Whatcom

## COMMUNITY COLLEGE

### MINUTES

#### BOARD OF TRUSTEES MEETING

Laidlaw Center Board Room

Wednesday, September 11, 2013

2:00 p.m.

- **CALL TO ORDER** Chair Sue Cole officially called the Board of Trustees meeting to order at 2:03 p.m. Present in addition to the chair were trustees Barbara Rofkar, Chuck Robinson, Steve Adelstein, 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; Trish Onion, Vice President for Educational Services; Anne Bowen, Executive Director for Advancement; Ed Harri, Dean for Instruction; Lisa Wochos, Assistant Attorney General; and Keri Parriera, Executive Assistant to the President.

### INTRODUCTION OF NEW EMPLOYEES

- The following recent hires, were presented to the Board:
  - Jason Babcock, Interim Learning Center Director
  - Janis V. Farmer, Associate Registrar
  - Betsy Hasegawa, Interim Director For Multicultural Academic Support Services
  - David Klaffke, Interim Financial Aid Director
  - Rafeeka Kloke, Director for Foundation Operations and Strategic Initiatives
  - Robin Preisinger, English As A Second Language – Academic Director.

### ACTION TO ACCEPT AGENDA

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

### STRATEGIC CONVERSATIONS

- Review of Board Policies
  - Anne Bowen led a discussion on proposed guidelines for the naming of facilities and other areas of the College, tied to gifting opportunities. A draft procedure will be developed and brought to the Board for consideration.
  - President Kathi reviewed the list of Board Policies brought forward for Board consideration. The Board elected to review each policy as a first reading, with possible Action.

## ACTION

- ➔ **Policy 2182 Student Athletic Scholarships.** Recommend to retain present policy with amended text.  
*Trustee Steve Adelstein moved to retain this policy with amendments proposed and assign the new Policy number 521. The motion was seconded by Trustee Chuck Robinson and the motion was approved unanimously.*
- ➔ **Policy 2185 Shared Agreement with Whatcom Literacy Council.** Recommend to delete as Board policy. Agreement was dissolved by mutual agreement four years ago.  
*Trustee Barbara Rofkar moved to delete this policy as proposed. The motion was seconded by Trustee Chuck Robinson, and the motion was approved unanimously.*
- ➔ **Policy 3040 Accounts Receivable.** Recommend to delete as Board policy, as is duplicative of WAC Policy 3045.  
*Trustee Steve Adelstein moved to delete this policy as proposed. The motion was seconded by Trustee Barbara Rofkar, and the motion was approved unanimously.*
- ➔ **Policy 3130 International Students.** Recommend to retain present policy with amended text.  
*Trustee Steve Adelstein moved to retain this policy with amendments proposed and assign the new Policy number 530. The motion was seconded by Trustee Chuck Robinson and the motion was approved unanimously.*
- ➔ **Policy 3131 Agreement for Shared Funding of Educational Services.** Recommend to retain present policy with amended text.  
*Trustee Barbara Rofkar moved to retain this policy with amendments proposed and assign the new Policy number 235. The motion was seconded by Trustee Steve Adelstein and the motion was approved unanimously.*
- ➔ **Policy 4050 Professional Growth.** Recommend to delete as Board policy as not a relevant policy.  
*Trustee Chuck Robinson moved to delete this policy as proposed. The motion was seconded by Trustee Steve Adelstein, and the motion was approved unanimously.*
- ➔ **Policy 4110 Other Employment.** Recommend to retain present policy with amended text.  
*After discussion, this policy was tabled by the Board for further research and review.*
- ➔ **Policy 7010 Advisory Committees.** Recommend to delete as Board policy as not a relevant policy.  
*Trustee Barbara Rofkar moved to delete this policy as proposed. The motion was seconded by Trustee Chuck Robinson, and the motion was approved unanimously.*
- ➔ **Policy 7020 Degrees/Diplomas/Certificate Programs.** Recommend to retain present policy with amended text.  
*Trustee Chuck Robinson moved to retain this policy with amendments proposed and assign the new Policy number 500. The motion was seconded by Trustee Barbara Rofkar and the motion was approved unanimously.*
- ➔ **Policy 510 Grading System.** Recommend to retain present policy with amended text.  
*Trustee Barbara Rofkar moved to retain this policy with amendments proposed and retain current Policy number. The motion was seconded by Trustee Steve Adelstein and the motion was approved unanimously.*

- ➔ **Proposed new Civility Policy.** Recommend adopting proposed new policy on civility.

*Trustee Steve Adelstein moved to adopt this policy as proposed and assign the new Policy number 313. The motion was seconded by Trustee Barbara Rofkar and the motion was approved unanimously.*

- ➔ **Proposed new Weapons Policy.** Recommend adopting proposed new policy on weapons on campus.

*Trustee Barbara Rofkar moved to adopt this policy as proposed and assign the new Policy number 314. The motion was seconded by Trustee Tim Douglas and the motion was approved unanimously.*

- ➔ **Proposed new Copyright Policy.** Recommend adopting proposed new policy on copyright.

*Trustee Chuck Robinson moved to adopt this policy as proposed and assign the new Policy number 495. The motion was seconded by Trustee Barbara Rofkar and the motion was approved unanimously.*

## CONSENT AGENDA

- ➔ **Consent Agenda (Calendar)**

- a. Minutes of the August 13-14, 2013, Board of Trustees Meeting (Attachment A)

An amended version of the August 13-14, 2013 minutes was distributed to the Board for their review. Chair Cole stated: "If there are no objections, this item will be adopted." As there were no objections, the amended version of the minutes **was adopted**.

## PRESIDENT'S REPORT

- ➔ President Kathi reported on the many recruitments currently being processed. She extended thanks to Becky Rawlings and the Human Resources staff for their good work.
- ➔ President Hiyane-Brown shared a letter from Attorney General's office announcing the appointment, effective October 1, of WCC's new Assistant Attorney General representative, Melissa Nelson. AAG Lisa Wochos spoke about Melissa's background. Ms. Nelson is expected to arrive at the meeting later today.
- ➔ President Kathi received a letter from the students who used the Multi-Cultural Center on campus, expressing their expectations of the qualifications for the vacant coordinator position. The administration met with the students and advised them of the interim appointment of Dr. Betsy Hasegawa. The students have since had opportunities to meet with Betsy.
- ➔ President Kathi reported that 27 of the 34 system colleges have received IRS notices of penalty assignments. The State Board is currently developing a system response.
- ➔ Early enrollment data indicate that overall registrations are down 2.2% from the same point last year; however, both Running Start and International Programs are up over last year.
- ➔ The President's Cabinet is completing the College Work Plan for 2013-2014, and will bring the proposed document forward for Board consideration in the near future.

- Vice President Trish Onion and President Kathi met with the ASWCC Executive Board during their student leader training retreat at Warm Beach. They were very impressed the new group of student leaders.
- President Kathi spoke about the new Campus Diversity Committee, which will begin in Fall Quarter. Faculty member Johnny Hu will be the chair.
- The topic of TACTC meeting on October 2 will be Student Achievement Outcomes, and our Dr. Anne Marie Karlberg is formatting the State Board's data for the presentation. Trustees Tim Douglas and Barbara Rofkar will be attending with President Kathi. Anne Marie has agreed to present this topic at the November Board of Trustees meeting.
- During the ACCT Congress, Oct 2-5 in Seattle, President Kathi will participate in the Asian/Pacific Islander reception on Thursday, October 3, 4:30-6:00 p.m. Dr. Mark Mitsui, Deputy Assistant Secretary for Community Colleges, US Department of Ed, will be the guest speaker.
- Opening Week and Opening Day programs were shared with the trustees, and they were invited to attend the events.
- Whatcom County will host the State Board for Community College's Board Meeting, Oct 23 & 24. The first day will be held at Bellingham Technical College, and the second day will be at Whatcom Community College. Trustees are encouraged to attend.

## REPORTS

- **Administrative Services** – Nate Langstraat, Vice President
  - Vice President Nate Langstraat reported that the traffic study and storm water plan for WCC's Institutional Master Plan will be completed this month.
- **Educational Services** – Trish Onion, Vice President
  - Vice President Trish Onion reported that new software is being utilized for the integrated advising program, and it is being accepted well.
- **Instruction Office** – Ron Leatherbarrow, Vice President
  - Nothing additional to add.
- **Advancement/Foundation Office** – Anne Bowen, Executive Director
  - Anne Bowen announced that the WCC Foundation Donor Appreciation Breakfast will be held on Oct 18 at Bellingham Country Club.

## DISCUSSION/TACTC/ITEMS OF THE BOARD

- Trustee Tim Douglas spoke about the TACTC/ACCT Congress meetings in Seattle, October 2-5. Several of our trustees will be attending.
- The Board of Trustees draft work plan was discussed. Further discussion will take place at the October Board meeting.

- ➔ The Board of Trustees elected to discontinue their online subscriptions to the Chronicle for Higher Learning.

### PUBLIC COMMENT

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

### BREAK

- ➔ The Board meeting was adjourned for approximately five-minutes for a break at 3:40 p.m.
- ➔ The meeting reconvened into open session at 3:45 p.m.

### EXECUTIVE SESSION

- ➔ At 3:45 p.m. the meeting was adjourned for a closed Executive Session of the Board for approximately 45 minutes "(g) to review the performance of a public employee..." and "(i) to discuss with legal counsel representing the agency matters ... litigation or potential litigation..."
- ➔ Chair Cole announced that no action was anticipated. Guests included President Kathi Hiyane-Brown, Vice President Ron Leatherbarrow, Human Resources Director Becky Rawlings, and Assistant Attorney Generals Lisa Wochos and Melissa Nelson.
- ➔ At 4:15 p.m. Guests Ron Leatherbarrow and Becky Rawlings were excused. At 4:25 p.m. President Kathi was excused.
- ➔ The Executive Session adjourned at 4:30 p.m. and the Board reconvened into open session at 4:30 p.m.

### ADJOURNMENT

- ➔ There being no further business, the meeting was adjourned at 4:30 p.m.

*Steve Cole*

Chair of the Board

*10/9/13*

Date

*Kathi Hiyane-Brown*

President and Secretary of the Board

*10/9/13*

Date