

# Whatcom

COMMUNITY COLLEGE

MINUTES

BOARD OF TRUSTEES MEETING

Laidlaw Center Board Room

Wednesday, September 17, 2014

2:00 p.m.

- CALL TO ORDER Chair Tim Douglas officially called the Board of Trustees meeting to order at 2:00 p.m. Present in addition to the chair were trustees Barbara Rofkar, Chuck Robinson, Steve Adelstein, and Sue Cole, constituting a quorum. Others present included President Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Nate Langstraat, Vice President for Administrative Services; John Baker, Vice President for Student Services; Anne Bowen, Executive Director for Advancement; Ed Harri, Dean for Instruction; Melissa Nelson, Assistant Attorney General; and Rafeeka Kloke, Executive Assistant to the President.

## ACTION TO ACCEPT AGENDA

- Trustee Chuck Robinson moved to approve the meeting agenda as proposed. It was seconded by Trustee Barbara Rofkar and the **motion was approved unanimously**.
- Chair Tim Douglas announced that there is a designated time for public comment on the agenda.

## INTRODUCTION OF CLASSIFIED EXCELLENCE AWARD RECIPIENT

- President Kathi Hiyane-Brown introduced Julie Hagin, 2014 Classified Excellence Award recipient. Julie Hagin is a Program Assistant in Entry and Advising Center, and has been serving the College since 1992. She started as a work study student before graduating from Whatcom and taking on a full time position. She is an outstanding customer service professional with a passion in serving our students.
- Chair Douglas commented that Hagin received a standing ovation on Opening Day when her name was announced as this year's Classified Excellence Award recipient.

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## STRATEGIC CONVERSATION

- **Tour of CIS Lab, Intercultural Center, and Advising Center**

Chair Douglas invited everyone to join the trustees in touring the new Career and Transfer Center in Laidlaw Room 118 and the new Intercultural Center in Syre Student Center Room 217. He noted the

tour of the CIS Lab will take place at the conclusion of the board meeting at approximately 4:30 pm.

The group reconvened in the boardroom after touring the Career and Transfer Center and Intercultural Center at 2:40 pm.

## ➔ Accreditation

Dean for Instruction, Ed Harri, shared a PowerPoint presentation providing a summary of 2013-2014 Accreditation. He noted the College received four commendations, two recommendations and nine compliments.

Additional details can be found at

<http://www.faculty.whatcom.ctc.edu/InstResearch/IR/Accreditation/WCCReports/AccreditationYearThreeReportSummary--8-18-2014.doc>

### Commendations:

- Engagement, energy, and commitment to professional development leading to data-informed decision making
- Resilience, resourcefulness, and steadfast focus on what is best for students
- Comprehensive faculty evaluation process
- Effective advising program that empowers students to take charge of their own educational and career planning

### Recommendations:

- Continued progress on outcomes assessment, including the completion of all course outcomes and putting assessment measures in place for outcomes
- External financial audit

### Compliments:

- Development of new core themes, objectives, and indicators
- Commitment to participatory governance and collaborative decision-making that is focused on student success
- Hiring of new full-time faculty and development of faculty promotion system
- Comprehensive faculty evaluation process
- Culture of evidence and improved assessment infrastructure
- Staff attitudes across the College reflect a focus on student-centeredness
- Maintenance and support of the career center during a time of resource scarcity
- Development of an effective advising program
- Library has a deliberate approach to data collection and assessment to improve programs and services

### Next steps included:

- An ad hoc report on progress of the two recommendation in Winter/Spring 2015
- Continued assessment and refinement of indicators of success, and tracking of mission fulfillment in 2014-2018;
- Submission of Year 7 comprehensive report in 2018

## CONSENT AGENDA

### ➔ Consent Agenda (Calendar)

- a. Minutes of the August 14-15, 2014, Board of Trustees Meeting (Attachment A)

Chair Douglas stated: "If there are no objections, this item will be adopted." As there were no objections, **this item was adopted.**

## PRESIDENT'S REPORT

- ➔ Opening Day was on September 10, it was exciting to welcome back faculty and staff. President Kathi thanked trustees Steve Adelstein, Chuck Robinson and Chair Douglas for attending the morning session. Similar to last year, the student panel was well received. It was a great opportunity to acknowledge changes and accomplishments from the past year.
- ➔ We received a letter from Achieving the Dream acknowledging the appreciation of WCC's continued commitment to student success and engagement. The letter included favorable comments about WCC's leadership commitment, intake process and curriculum reform.
- ➔ WCC received the Progress and Success Award at the Hobsons University national conference in July. This award recognizes WCC's expertise in managing and improving online student advising to help them achieve their academic and career goals.
- ➔ The Disability Support Services Council sent a letter expressing appreciation for Kerri Holferty's work on the Council's board and serving as President Elect.
- ➔ WCC has been selected as a program partner for the 2014-2015 Washington Campus Compact College Access Corps Program. The goal of the program is to support local economically disadvantaged K-12 youth to become more academically engaged; increase academic preparedness for post-secondary education; and become more knowledgeable about the college application and financial aid process. As a program partner, we will be allocated one full-time AmeriCorps member.
- ➔ A one-day workshop, "Building Inclusive Communities for Learning and Leading at Whatcom Community College" is scheduled for September 20. The workshop will be led by Patricia Fabiano, and is based on the principles of the National Coalition Building Institute. The primary focus of this workshop will be on student leadership.
- ➔ The College is working on the renewal of the Cybersecurity grant as well as applying for Title III and TRIO grants to further support student success strategies.
- ➔ The State Board forwarded the 2015 Legislative Priorities to all college presidents which included increase emphasis on student success and STEM education.
- ➔ The Northwest Higher Education Coalition is planning to host a regional legislative reception in late November/early December in Skagit or Everett. It was noted that Rafeeka Kloke will be coordinating all legislative affairs for WCC.
- ➔ WCC is hosting a site review for continuing accreditation of the ASN Nursing Program by Accreditation Commission for Education in Nursing (ACEN) on October 21-23, 2014.

- ➔ President Kathi presented to the Board a petition she received from members of the classified union. The purpose of the petition was to notify the president and the board of trustees the union's request for the 2015-2017 contract which include a meaningful cost of living adjustment, stable (no increase) monthly healthcare premium, and better working conditions for part-time hourly employees, such as access to paid sick leave and fairer pay.

## REPORTS

### ➔ ASWCC – Allie Smith , Vice President

- Members of ASWCC participated in the North Sound Leadership Institute; approximately 500 students from around the state attended the conference.
- Upcoming event:
  - Beyond Disability Workshop presented by the Programming and Diversity Board is scheduled for October 1.
  - Move it Mondays (Jazzercise) in Syre Student Center starting September 22nd
- The Executive Board is working on setting 2014-2015 goals. Lucas Nydam, President, will present the goals to the Board at the next meeting.

### ➔ WFSE – Willy Grimes, Representative

Willy Grimes thanked President Kathi for accepting the petition.

## ITEMS OF THE BOARD

### ➔ Proposed Board Meeting Dates for Calendar Year 2015

Chair Douglas asked trustee members to review the proposed meeting schedule and provide feedback to Rafeeka Kloke.

### ➔ Board of Trustees Draft Work Plan 2014-2015

Chair Douglas presented the first draft of the Board of Trustee 2014-2015 for board review and hope the board will finalize and approve the plan at the next meeting.

### ➔ List of possible Strategic Conversations topics

President Kathi shared a list of potential strategic conversations topics generated by cabinet members:

- Mission fulfillment indicators
- Evaluation process – programs and personnel
- Strategic Enrollment
- Diversity Committee – update on initiatives such as Bento Box Series

Trustee members suggested adding the following:

- Student projects – presentation from student groups
- Intercultural Center – Progress report
- Overview of certificate programs, connections with industry...
- International program

#### ➔ **Upcoming events**

Review of the list of upcoming events:

- Donor Appreciation Breakfast – October 3
- Annual WCC Advisory Committee Fall Kick off – October 7
- Accreditation Review Visit by ACEN – October 21
- ACCT Pre-Congress Academy- October 21-25
- TACTC meetings – November 13-14, January 28-29, May 14-15
- ACCT National Legislative Summit – February 9-12

- ➔ Chair Douglas asked members to consider serving on TACTC’s Legislative Action Committee. He will follow up with members individually after the meeting.
- ➔ Trustee Sue Cole informed the Board that Trustee Barbara Rofkar will be honored with Howard Harris Lifetime Peacemaker Award at the September 21 International Day of Peace Celebration.

### **ACTION**

- ➔ Trustee Sue Cole moved to nominate Trustee Chuck Robinson to serve on the WCC Foundation Board. The motion was seconded by Trustee Barbara Rofkar and was approved unanimously.

### **PUBLIC COMMENT**

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

### **EXECUTIVE SESSION**

- ➔ At 3:35 p.m. the meeting was adjourned for a closed Executive Session of the Board for approximately twenty minutes to “(g) ...as provided in RCW 42.30.140 (4) (a), to discuss collective bargaining...”

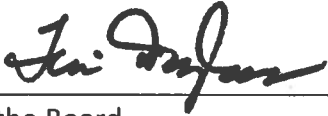
Chair Douglas announced that no action was anticipated. Guests included President Kathi Hiyane-Brown, VP Ron Leatherbarrow, Director for Human Resources Becky Rawlings, and Assistant Attorney General Melissa Nelson.

The Executive Session was extended at 3:55 p.m. minutes for approximately fifteen additional minutes.


- ➔ The Executive Session adjourned at 4:10 p.m. and the Board immediately reconvened into open session.

### ADJOURNMENT

- ➔ There being no further business, the meeting was adjourned at 4:10 p.m.

  
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Chair of the Board

10/8/2014  
Date

  
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President and Secretary of the Board

10/8/2014  
Date