

BOARD OF TRUSTEES
Meeting Agenda
Tuesday, March 18, 2014, 2:00 p.m.
Laidlaw Center Boardroom, #143
237 W. Kellogg Road
Bellingham, WA 98226

MEMBERS:

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

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 MEETING
REMINDER**

May 14, 2014

- I. Call to Order, Approval of Agenda, and Notice of Public Comment Time
- II. Executive Session*
 - (g) ... to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee...;
- III. Action Items
 - Tab A Tenure Consideration (Action Anticipated)
- IV. Consent Agenda (Calendar)
 - a. Minutes of February 4, 2014 Board of Trustees Retreat (Attachment A)
- V. Report from the President
- VI. Reports
 - ASWCC – Luke Nydam President
 - WCCFT – Kim Reeves, President
 - WFSE – Michelle North, Representative
 - Administrative Services – Vice President Nate Langstraat
 - Educational Services – Vice President Trish Onion
 - Instruction – Vice President Ron Leatherbarrow
 - Advancement/Foundation – Anne Bowen, Executive Director
- VII. Discussion / Items of the Board
 - ACCT National Legislative Summit
 - Senator Patty Murray's Visit
- VIII. Public Comment
- IX. Executive Session*
 - (c) ...to consider the minimum price at which real estate will be offered for sale or lease...
 - (g) ...to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee...
- X. Adjournment

***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...;
- (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.



MEMORANDUM

Office of the President

TO : Board of Trustees
FROM: Kathi Hiyane-Brown
DATE: March 12, 2014
RE : Tenure Consideration

State law (RCW 28B.50.852) and the Negotiated Agreement require that full-time faculty members employed primarily with state funds be extended, awarded or denied tenure by the last day of winter quarter during their third year of employment .

In anticipation of the future consideration for tenure, each new full-time faculty member is assigned a Probationary Review Committee. The role of that committee is to:

- Assess and advise the probationary of his/her professional strengths and weaknesses and to make reasonable efforts to encourage and aid in overcoming any deficiencies.
- Conduct the probationary review process in accordance with the Negotiated Agreement between the Faculty Association and the Board of Trustees.
- Provide a written recommendation to the appointing authority for or against the awarding of tenure.

The Probationary Review Committees assigned to work with the probationary faculty members have submitted their final reports and recommendations for consideration by the Board of Trustees. The current members of those committees are as follows:

DISCIPLINE	FACULTY MEMBER & CHAIR
Mathematics	Johnny Hu; Chair Doug Mooers
Accounting	John Fasler; Chair Heidi Ypma
Biology	Hilary Engebretson,; Chair Sherri Winans
Medical Assisting	Ariane Hayes; Chair Gretchen Coulter

Possible Actions for each Probationary Faculty Member

- **To award tenure:** Move the award of tenure to _____
- **To deny tenure:** Move to deny tenure to _____
- **To Extend Probationary Period:** By mutual consent of the committee, the probationer and the Board , move to extend the probation period by _____ quarter(s) from Winter Quarter 2013.



CONSENT AGENDA

- a. Minutes of February 4, 2014 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, these items will be adopted”. After pausing for any objections, the chair states, “As there are no objections, these items are adopted.”

Whatcom

COMMUNITY COLLEGE

MINUTES
BOARD OF TRUSTEES
BOARD RETREAT MEETING
Bellingham Golf & Country Club, 3729 Meridian Street, Bellingham, WA
Tuesday, February 4, 2014
7:30 a.m. – 3:00 p.m.

- **CALL TO ORDER** Chair Sue Cole officially called the Board of Trustees meeting to order at 8:00 a.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; Janice Walker, Director of Workforce Education; William Christopher, Retreat Facilitator; and Rafeeka Kloke, Executive Assistant to the President.

ACTION TO ACCEPT AGENDA AND NOTIFICATION OF PUBLIC COMMENT

- It was moved and seconded to approve the meeting agenda as proposed, and the motion was approved unanimously.
- Trustee Sue Cole announced that there is a designated time for public comment on the agenda.

CONSENT AGENDA

➤ **Consent Agenda (Calendar)**

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

Chair Cole stated: "If there are no objections, this item will be adopted." As there were no objections, this item was adopted by unanimous consent.

STRATEGIC CONVERSATIONS

The retreat consisted of four sessions, participants were divided into groups to discuss specific topic areas and report their discussion, below is a summary of the discussions:

➤ Session 1: The characteristics of the “ideal” community college

- Group were asked to envision what an “ideal” community college would like. The characteristics discussed included those associated with community relationships, general student and services focus, program specific characteristics, general college/operations issues.

➤ Session 2: How is the success of and “ideal” College measured?

- Discussion of measurements included students that might be characterized as INPUTS and OUTPUTS; and both qualitative and quantitative measures.

➤ Session 3 – Strengths, Concerns, Challenges and Opportunities

- This session focused on Whatcom Community College, not the “ideal” community college. This session was a transition from visionary thinking to reality thinking. Several observations offered by the facilitator follow:
 - The number of statements for each section was roughly equal, with the number of “Strengths” slightly larger than the other three.
 - As might be expected, a number of the statements listed as “Challenges” were also listed as Opportunities.
 - Issues regarding connections with other institution were listed in several of the categories.
 - Community connections/relations were also noted several times in several categories.
 - There appeared to be strong consensus on the statements in the “Strengths” category.

➤ Session Four- Vision for the Future

- LONG TERM VISION: (5-7 YEARS)
 - Focus on the development and strengthening of integrated pathways for targeted populations that lead to admission to four-year institutions, initial employment, and career advancement.
 - Target populations include
 - Transfer students
 - Veterans
 - Currently employed
 - International
 - Technical school graduates
 - High school students

- Focused program areas include:
 - Transfer
 - Business
 - Healthcare
 - Technology
 - Sustainability

PUBLIC COMMENT

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

EXECUTIVE SESSION

- At 12:00 p.m. the meeting was adjourned for a closed Executive Session of the Board for approximately 60 min to (g)... and to review the performance of a public employee...; Chair Cole announced that no action was anticipated. Guests included President Kathi Hiyané-Brown, and VP of Instructions, Ron Leatherbarrow.
- The Executive Session adjourned at 1:00 p.m. and the Board reconvened into open session at 1:05 p.m.

ACTION

- Trustee Chuck Robinson moved to recognize the significant contributions, in both service and monetarily, that Phyllis and Charles Self have provided to Whatcom Community College, by naming the new Learning Commons project the Phyllis and Charles Self Learning Commons Building. The motion was seconded by Trustee Barbara Rofkar, and **the motion was approved unanimously.**

ADJOURNMENT

- There being no further business, the meeting was adjourned at 3:30 p.m.

Whatcom

COMMUNITY COLLEGE

Reports to the Board of Trustees March 18, 2014 Meeting

➤ ASWCC– Lucas Nydam, President

- **Student Government**
 - Student Senate passed a motion granting Computer Access and Tutoring Services with \$2000 to provide internet access for 10 computers in Cascade.
 - Student Senate passed a motion to provide \$750 for producing a promotional video for Student Life at WCC and to license music from a local band to be featured in it.
 - Student Leaders attended the Legislative Academy in Olympia to advocate for state CTC funding and to meet with Rep. Vincent Buys.
 - Student Senate passed a statement establishing a position on tobacco use on campus which will soon be released to the campus community.
 - The ASWCC Budget Committee started formulating the 2014-2015 S&A Fee Budget by sending out the budget request packet to relevant organizations.
 - The ASWCC Budget Committee drafted a values statement expressing the thought process behind the decision making process for granting funds.
 - The ASWCC formed the Social Justice, Equity, and Pluralism Committee to explore the future of the ASWCC's role in promoting diversity on campus.
 - The ASWCC adapted a promotional plan to improve presence on campus and to promote student life at WCC.
- **Student Involvement**
 - Musician Dani Shay performed and spoke about gender awareness on February 5th.
 - Yoshiko Harden and Daryl Brice from Bellevue College gave presentations and lead workshops about social justice for Black History Month on February 3rd-4th.
 - WCC's Engineering Club was granted \$4,932.96 for the supplies to build an algae bioreactor in Kulshan.
- **NWAACC Athletics**
 - Men's Basketball received the trophy for North Region champions.
 - Coach Dunham received Coach of the Year for the North Region.
 - WCC Students received the MVP awards for both Men's and Women's Basketball in the North Region.
- **Student Life**
 - Student Ambassadors gave financial aid calls reminding students of deadlines and providing any necessary assistance.
 - Student Life hired a student graphic designer for in-house design work.

➤ **WCCFT—Kimberly Reeves, President**

- The WCCFT would like to thank the Board of Trustees for approving the negotiated MOU.

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

- **Finance** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
 - Business Office staff members are involved in several initiatives that will improve and streamline processes. These initiatives include: in-house check printing, preparation of financial statements to align with new audit requirements, and preparing for ctclink through data cleanup.
 - The Business Office has distributed budget worksheets to gather budget related information from managers for the 2014-15 budget development process. Worksheets are due to their respective Vice President by April 8.
- **Facilities & Operations** (*5.1: Create and manage growth through fiscal, capital, technological and human resource development*)
 - Bids for the WCC Pavilion Expansion and Student Recreation Center are due on April 9. A pre-bid walkthrough is scheduled for March 18. The goal is to have a contract in place in May with construction scheduled to commence on June 23. As soon as the contract is approved, staging and purchasing of materials will begin.
 - The CIS Program Expansion in Baker Hall is entering the design development and construction document stage. The team will review the proposed design and provide recommendations for finishes. This portion of the project will lead directly to development of the bid documents. Bids will be due in early May.
 - On March 20, the Emergency Response Team will meet to conduct a training emergency response drill. The team is comprised of executive administrators, college leaders and other key personnel who partner in preparing the campus for emergencies and assist in managing crisis situations, incidents, and disasters from beginning to end.
 - Work on the Institutional Master Plan (IMP) continues. The traffic study is due to Whatcom at the end of February. Once it is reviewed, the proposed IMP will be presented to the City of Bellingham, scheduled tentatively for March 27.
 - Maxient, a software system currently being implemented, will offer a FERPA compliant, single system providing us with details on all aspects of a student's conduct, behavior and incidents which occur on campus. It is a software solution with centralized reporting and recordkeeping for all things relative to conduct and campus incidents.
- **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 (CES) office will be supporting the CyberWatch National Visiting Committee meetings, Guys and Guts, the student-lead Open Mic/Talent show as well as the quarterly Drama and Choir performances.

➤ Educational Services—Trish Onion, Vice President

- **Admissions Outreach and Financial Aid** *(1.3 Increase access for diverse and nontraditional student populations)*
 - Throughout January and February during evenings and weekends, WCC advisors, financial aid staff, and student ambassadors assisted parents and high school seniors throughout Whatcom County with completing financial aid forms to get students ready and prepared for college next year. In collaboration with the Northwest Alliance for College Access, WCC provided more assistance and volunteer hours than any other college in this region. Many of the high school seniors were College Bound scholars who are typically, underrepresented students. This outreach and support effort will increase early financial aid completion which means that these students will have their aid in place to pay for their fall classes early and they may also qualify for additional aid.
 - The spring financial aid phone-a-thon project was held during the evenings of March 3 and 4th with the help of seven student ambassadors. With the guidance of admissions outreach and financial aid staff, the student ambassadors called 315 students who still needed to complete additional steps with their financial aid applications in order to have their aid in place for spring quarter. Many of the students expressed gratitude for the reminders.
- **Achieving the Dream** *(1.1 Increase student achievement in transfer and career preparation; 2.2 Improve instructional delivery; 2.3 Improve student learning; 2.5 Increase professional development opportunities for faculty and staff)*
 - A team of 12 WCC faculty and staff participated in the annual Achieving the Dream (ATD) conference that was attended by nearly 1800 community college professionals from around the country. The WCC team also met with the ATD coaches to problem-solve curricular and implementation challenges. The ATD coaches will conduct another site visit this spring and they have requested to meet with the Trustees during the May 14th Board of Trustees meeting.
- **Intercollegiate Athletics** *(1.4 Introduce new opportunities for student learning and engagement)*
 - The WCC intercollegiate basketball teams have been recognized by the Northwest Athletic Association of Community Colleges (NWAACC) for their achievements. Both a WCC men's and women's basketball player were selected for the Most Valuable Player awards. The men's basketball head coach has been recognized as the Northern Region Coach of the Year.
 - Most importantly, the student athletes representing all five teams (men's and women's basketball and soccer; and women's volleyball) have earned a combined, average 3.2 GPA.

➤ Instruction—Ron Leatherbarrow, Vice President

- **Accreditation** *(5.4 Foster an evidence-based culture of continuous improvement)*
 - In mid-February we submitted our report for our off-site accreditation visit scheduled for the end of this month. The report addressed standards 1 and 2. We have also received the list of people on the visiting team. We will be busy making

preparations for the visit and notifying the campus of expectations for participating in the visit.

- **Hiring** (2.1 Maintain currency in college curriculum and delivery, 2.3 Improve student learning, and 5.1 Create and manage growth through fiscal, capital, technological and human resource development)
 - The searches are in process for 10 faculty positions, 5 replacement and 5 new positions. The search committees have reviewed applications and are now scheduling interviews with the committees and with the instructional administrators.
 - We will also soon initiate searches for several positions that are currently vacant or filled with temporary appointments, including the Director for eLearning, the Director for the Math Center, and the Director for Multicultural Services. We expect these searches will be completed by the end of spring term, and we will have people in place to begin the fall term.
- **Diversity** (Goal 1.3 Increase access for diverse and nontraditional student populations, and 5.4 Foster a culture of continuous improvement based on institutional effectiveness)
 - Six WCC employees were recently accepted for the Women Tech Educators Online Training program, which is designed to help teams of educators develop strategies to increase the number of women and girls in Science, Technology, and Engineering classes. The outcomes for this ten week program include developing a recruitment plan, a retention plan, and the knowledge and confidence to implement these plans immediately. WCC's team – consisting of Heidi Ypma, Kim Reeves, Ramesh Kumar, Leslie Hastings, Andrew Romanyshyn, and Trish Newbold – will focus on computer information systems and engineering pathways for this training.
- **Grants** (3.1 Increase College stature as a community and educational partner; 3.2 Lead collaborative efforts with other educational institutions; 5.2 Diversify and secure funding/resources from external sources)
 - The National Visiting Committee (NVC) and the National Science Foundation program director for CyberWatch West (CWW) will be visiting Whatcom's campus on Wednesday and Thursday, March 5- 6, for their annual project review. The visit will include a private meeting with President Kathi Hiyane-Brown and Vice-President Ron Leatherbarrow, followed by one and a half days of presentations and discussion with the leadership team, special guests, and key personnel led by the CWW principal investigator/director (and Whatcom's CIS Program coordinator) Corrinne Sande. This meeting results in the submission of an annual report to the NSF which has implications for future funding of the project. The NVC is comprised of senior leaders in cybersecurity and related fields from higher education, industry, and government agencies from around the country. WCC became the lead institution for the CyberWatch West Center beginning October 2013.
- **Partnerships** (3.1 Increase College stature as a community and educational partner; 3.2 Lead collaborative efforts with other educational institutions; 3.3 Be an active partner in economic development)
 - Planning continues for WCC to host two NW Career & Technical Academy programs on WCC's campus. An open house for interested parents and students will be held Wednesday evening, March 5, at WCC's Health Professions Education Center. Interested high school students are currently enrolling. With sufficient enrollments,

we plan to launch both the medical assisting careers (17 credits) and computer security and support (13 credits) programs this coming fall. Students who complete the program will earn high school credits; they must earn a “B” or better grade and apply for college credit.

- This Fall (October 30, 2014), Whatcom Community College will host a CyberSecurity conference co-sponsored by the Technology Alliance Group NW and Western Washington University. Topics will cover everything from large-scale data breaches to personal identity protection, including workshops for small businesses and government agencies.

➔ **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)
 - **Fundraising** – The Foundation has received \$80,239 since the first of January, totaling \$877,890 in donor gifts and pledges for the 2013-14 fiscal year through March 7, 2014. This includes about \$707,000 in endowments, \$89,000 in annual scholarships, and \$82,000 for other college support.
 - **Foundation Board Meeting** – The Board of Directors met on January 28th and in addition to regular business, received a presentation on the College’s Institutional Master Plan from WCC’s Vice President for Administrative Services, Nate Langstraat, and Senior Director of Facilities & Operations, Brian Keeley.
 - **Events** –
 - **Reception honoring Phyllis and Charles Self** – A special reception was held on Monday, January 27th to announce the naming of the Learning Commons building in honor of Phyllis and Charles Self. It was wonderful to see the strong turnout, and Phyllis and Charlie were pleased with the event and touched by the honor and recognition.
 - **PTA 20th Anniversary Celebration** – Foundation staff are working with College faculty and staff to plan a celebration in honor of Whatcom’s Physical Therapist Assistant Program’s 20th Anniversary. The event, scheduled for May 3rd, will host PTA alumni, students, faculty, and friends to celebrate the program’s history, growth and success.
 - **2014 Scholarship Timeline** - The 2014 Scholarship Process is underway with 199 applications received to date. The Scholarship Review Committee is scheduled to score, review, and award scholarships from March 14th through May 2nd.
 - **New Foundation Team Member** – Brad Tuininga has joined the WCC Foundation as the new Director for Operations & Development. Most recently Brad was the Resource Development Director for North Cascades Institute (NCI). Prior to NCI Brad was at Bellingham Technical College for 6 years and served as the Development Director for the BTC Foundation for five years. Brad’s experience includes non-profit operations management, and development and fundraising programs.
- **Communications, Marketing and Publications** (3.1: Increase College stature as a community and educational partner)
 - **Notable meetings/events:**

- PIO Mary Vermillion represented the College at the Feb. 11 Cordata Neighborhood Association meeting. City Planner Ted Carlson was the speaker. Traffic flow and construction in the Cordata area were discussed.
- **Web/Social Media Development**
 - The contract with our new website vendor Vision Internet has been signed. Project work is expected to begin the week of March 3.
 - Friends & Alumni: We're also engaging with alumni by utilizing the WCC Friends & Alumni Facebook page (113 likes), LinkedIn group and the College's general accounts to post alumni updates and achievements. The Friends & Alumni Newsletter is sent monthly via email, currently to 472 subscribers.
- **Summary/Highlights Of Media Coverage –**
 - [WCC Workshops for Middleschoolers Focus on Non-traditional Careers](#), 3/4/14, Lynden Tribune
 - [WCC partnering with skill center for high-school students](#), 3/4/14, BBJ Today
 - [WCC to offer medical assisting, computer security programs for high school students](#), 3/3/14, Bellingham Herald
 - [Students' lives transformed by education](#), 3/2/14, Bellingham Herald
 - [Human Sex Trafficking to be Discussed at WCC](#), 2/18/14, Bellingham Herald
 - [People on the Move](#) (Nancy Ivarinen award), 2/17/14, BBJ Today
 - [WCC lecture focuses on Martin Luther King Jr.'s legacy](#), 2/3/14, Bellingham Herald
 - [Free event to cover local impacts of health care reform](#), 2/3/14, BBJ Today
 - [DOE official visits Whatcom Community College](#), 1/24/14, Whatcom Report (Chamber Newsletter)
 - [Department of Education Official Visits Whatcom's Campus](#), 1/24/14, Bellingham/Whatcom Chamber of Commerce
 - [WHS Offers College in the High School](#), 1/23/14, Ferndale School District Newsletter
 - [Whatcom CC offers Spanish class for health care workers](#), 1/14/14, BBJ Today
 - [Whatcom King conference linking human rights and environmental justice](#), 1/12/14, Bellingham Herald
- **Press Releases/Media Relations –**
 - [WCC Partners with NW Career & Technical Academy](#), 2/28/14
 - [Discover The Willows Inn with Chef Blaine Wetzel](#), 2/28/14
 - [WCC's Auxiliary Services Building Earns LEED Silver Certification](#), 2/27/14
 - [Learn Career Exploration Skills and Build Self-Esteem with WCC's Turning Point Program](#), 2/26/14
 - [Registration Now Open for 4th Annual Chuckanut Writers Conference](#), 2/25/14
 - [Workshops for Middle Schoolers Focus on Non-traditional Careers](#), 2/21/14
 - [Human Trafficking Awareness Event at WCC](#), 2/13/14
 - [Nancy Ivarinen Wins County Advocate of Justice Honor](#), 2/13/14
 - [BTC, WCC Congratulate Honored Students](#), 2/10/14
 - [America's Got Talent Dani Shay Performs at WCC](#), 2/3/14
 - [WCC Named Among Nation's Top Community Colleges](#), 1/30/14
 - [WCC Celebrates Black History Month with Feb. 4 Event](#), 1/28/14
 - [WCC Welcome Top Education Official](#), 1/24/14

- [Winter Road Trips Cater to Gardeners and Car Lovers, 1/23/14](#)
- [WCC, WAHA Present the Affordable Care Act and You, 1/22/14](#)
- [WCC Fall 2013 Graduates, 1/21/14](#)
- [WCC Classes Prepare Europe-Bound Travelers, 1/14/14](#)
- [WCC Offers Spanish for Healthcare Professionals, 1/9/14](#)