

## MEMBERS:

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

*If you are a person with a disability and require an accommodation while attending the meeting, please contact the President's Office at 383-3330 (or TDD 647-3279) as soon as possible to allow sufficient time to make arrangements.*

**NEXT MEETING  
REMINDER  
Wednesday,  
April 8, 2015**

- I. Call to Order, Approval of Agenda, and Notice of Public Comment Time
- II. Executive Session\*
  - (g) ... to review the performance of a public employee...
- III. Action Item
  - Tenure Consideration (Action Anticipated)
- IV. Strategic Conversation
  - Mission Fulfillment (*All goals*) – Dean Ed Harri and Director for Institutional Research, Anne Marie Karlberg
  - Measuring up student success data (*Goal 1: Expand opportunities for students to achieve their potential*) – Dean Ed Harri
- V. Consent Agenda (Calendar) *Tab 1*
  - a. Minutes of February 18, 2015 Board of Trustees Meeting (Attachment A)
- VI. Report from the President
- VII. Reports *Tab 2*
  - ASWCC –Fahren Mansour President
  - WCCFT – Tresha Dutton, President
  - WFSE – Michelle North, Representative
  - Administrative Services –Vice President Nate Langstraat
  - Student Services – Interim Vice President John Baker
  - Instruction – Vice President Ron Leatherbarrow
  - Advancement/Foundation – Anne Bowen, Executive Director
- VIII. Discussion / Items of the Board
  - Half-day Board Retreat – May 21, 2015
- IX. Public Comment
- X. Adjournment
- XI. Tour of Student Pavilion and Recreation Center

**\*The Board of Trustees may adjourn to an 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...

**MEMORANDUM**

*Office of the President*

**TO:** Board of Trustees  
**FROM:** Kathi Hiyane-Brown  
**DATE:** March 11, 2015  
**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 Committee assigned to work with the probationary faculty member has submitted its final report and recommendation for consideration by the Board of Trustees. The current member of the committee is as follows:

DISCIPLINE	FACULTY MEMBER & CHAIR
Nursing	Angela Lochridge; Chair Karen Blakley

**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 18, 2015 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 MEETING

Laidlaw Center Board Room

Wednesday, February 18, 2015

2:00 p.m.

- **CALL TO ORDER** Chair Tim Douglas 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 and Sue Cole, constituting a quorum. Steve Adelstein was absent. Others present included President Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Nate Langstraat, Vice President for Administrative Services; John Baker, Interim Vice President for Student Services; and Anne Bowen, Executive Director for Advancement; Melissa Nelson, Assistant Attorney General; and Rafeeka Kloke, Executive Assistant to the President.

#### **ACTION TO ACCEPT AGENDA**

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

#### **INTRODUCTION OF NEW EMPLOYEES**

- Anne Bowen, Executive Director for Foundation and College Advancement introduced Carol Gipson, Director for Development, and Stephanie Schmitt, Operations Manager.

#### **FINANCIAL STATEMENTS TRAINING FOR THE BOARD**

- Nate Langstraat, Vice President for Administrative Services, shared a PowerPoint presentation providing an overview of the financial statements.

Key topics included:

- Accreditation standard
- Purpose and benefits of financial statements
- Roles of board, president, financial managers and auditors
- Understanding the content of the financial statements

The financial statements will be submitted to the State Auditor's Office on March 6. State

auditors are expected to be on campus March 9 – April 3 to conduct the annual audit.

Trustees are welcome to participate in the entrance and exit interviews. VP Langstraat asked trustees to coordinate with Rafeeka Kloke if they are interested in participating in the interviews.

### ALLOCATION MODEL OVERVIEW

- Nate Langstraat, Vice President for Administrative Services, provided an overview of the Allocation Model. He discussed allocation problems identified for correction in the new model and the proposed methodology in determining the final allocation. The proposed new model will be presented to Washington Association of Community and Technical College (WACTC) for review and discussion.

### CONSENT AGENDA

- **Consent Agenda (Calendar)**
  - a. Minutes of the January 14, 2015, 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.**

### ACTION ITEMS

- **TAB 2 -- Policy 350 Public Information (1st Reading, possible Action)**  
Trustee Chuck Robinson moved to approve the revised Policy 350 as recommended by College leadership and College Council. The motion was seconded by Trustee Rofkar and the **motion was approved unanimously.**
- **TAB 3 -- Policy 410 Holiday of Faith and Conscience Policy (1st reading, possible Action)**  
Trustee Rofkar moved to approve the Holiday of Faith and Conscience Policy as recommended by College leadership and College Council. The motion was seconded by Trustee Cole and the **motion was approved unanimously.**

### PRESIDENT’S REPORT

- President Kathi shared a thank you note from Trustee Rofkar expressing appreciation for WCC staff and their work on the MLK Conference.
- Travis Roark, a 2010 WCC graduate, sent an email to President Kathi expressing his appreciation for faculty and staff at the College in helping him pursue his professional and academic goals. He is preparing to graduate from Western Washington University with a degree in biology with a minor in chemistry. He plans to attend University of Washington

School of Medicine in August.

- Several faculty and staff submitted notice on their plans to retire this academic year: Linda Howson, Karen Blakely, Bob Riesenber, Barbara Leveque and Earl Bower. Susan Windnagel and Kris Baier tendered their resignations.
- The College hired Howard Fuller to fill the Library Director position. Fuller brings extensive experience in library management to the position. His first day is March 2nd.
- At the March Board of Trustees Meeting, Angela Lochridge tenure recommendation will be presented to the Board for action.
- WCC Nursing Program is awaiting formal accreditation approval from the Accreditation Commission for Education in Nursing (ACEN) Board of Commissions in March. Site reviewers recommended approval of 8 years without condition.
- Allocation formula continued to be one of the key topics of discussion at Washington Association of Community and Technical Colleges (WACTC).
- A letter from the Washington Association of Community and Technical Colleges Board of Presidents (WACTC) regarding new general state revenue and Initiative 1351 was submitted to State legislators.
- President Kathi thanked Cynthia Hoskins, chair and members of the Professional Development Committee for their hard work in organizing Professional Development Day on February 17. The 2015 Judy Hoover Award of Excellence winner was announced on Professional Development Day. This year's winner is Tawny Townsend Director of Student Access and First Year Experience.
- The College presented the statement of need for the Applied Baccalaureate degree in CIS to the State Board on February 5. State board members commended WCC staff on a well-organized document for their review and consideration.
- Vice President Nate Langstraat testified at the Senate Ways and Means Committee hearing and presented the need for capital funding for the Phyllis and Charles Self Learning Commons.
- Approximately forty WCC students attended a Student Rally in Olympia on February 5. Several of them met with legislators in the 42nd and 40th districts.
- MTV will be filming a documentary on campus featuring Lucas Nydam and his White Privilege workshop.
- Application deadline for the Vice President for Student Services was February 13. Vice President Nate Langstraat is chairing the search committee. Approximately 33 applications

have been received to date.

## REPORTS

### ➤ ASWCC –Fahren Mansour, President

- ASWCC is engaging with the student body and working with College leadership to establish a gender neutral restroom. They hope to see something in place by Spring Quarter.

### ➤ Administrative Services – Nate Langstraat, Vice President

- The Ad Hoc Accreditation Report will be submitted in March.
- Staff would like to conduct another tour of the Student Recreation Center with the Board at the next meeting.

### ➤ Student Services – John Baker, Interim Vice President

- The College submitted an application for the TRIO grant to the Department of Education in January. Grants will be awarded in April.

## DISCUSSION/TACTC/ITEMS OF THE BOARD

### ➤ TACTC Winter Conference

- Sukhdip Singh, WCC Student, was featured on a student panel at the Transforming Lives Award dinner. Singh did a wonderful job telling his story and representing the College.
- The Legislative Reception hosted by Whatcom Community College, Bellingham Technical College and Skagit Valley College was well received by our legislators.

### ➤ ACCT Legislative Summit

- Chair Douglas reported that he met with a few congressional representatives while in DC.
- Board members would like staff to schedule a half-day board retreat in spring.

## PUBLIC COMMENT

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

## EXECUTIVE SESSION

- At 3:45 p.m. the meeting was adjourned for a closed Executive Session of the Board for approximately twenty minutes to “(h) ...to evaluate the qualification of a candidate for appointment to elective office...;”

Chair Douglas announced that no action was anticipated. Guests included President Kathi

Hiyane-Brown and Assistant Attorney General Melissa Nelson.

The Executive Session was extended at 4:05 p.m. for approximately ten additional minutes.

The Executive Session adjourned at 4:15 p.m. and the Board reconvened into open session immediately.

### **ADJOURNMENT**

- There being no further business, the meeting was adjourned at 4:20 p.m.

# Whatcom

## COMMUNITY COLLEGE

### Reports to the Board of Trustees March 11, 2015 Meeting

#### ➤ **ASWCC— Fahren Mansour, President**

- On February 17th the Executive Board members attended Professional Development Day's morning session. It was a great opportunity to learn more about the campus and network with faculty and staff.
- We began the budget development process for the 2015-16 S&A Budget. The budget committee had its first meeting and finalized the funding request packets, which were later emailed to organizations.
- ASWCC Student Leaders attended the Northwest Student Leadership Conference February 27th, it was coordinated by the Oregon Student Association and the conference was held in Portland, OR. We had two groups of student leaders submit workshop proposals. Both were selected and presented at the conference.

#### ➤ **WCCFT—Tresha Dutton, President**

- Tresha Dutton and President Kathi Hiyane-Brown met to discuss the retirement of Vice President Leatherbarrow. The union executive committee has been asked to provide feedback on a draft of the Vice President for Instruction job description, and is pleased that there will be three faculty members (two full-time and one adjunct) seated on the search committee. Although the next few weeks will be fast-paced as a job description is finalized, a committee is formed, and a timeline for interviews is created, the faculty union is supportive of the College's decision to do a national search this academic year. The union looks forward to continued collaboration with President Kathi as the College searches for our next Vice President for Instruction.

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

- **Administrative Services** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
  - Erin Palmer, local Seattle area artist, was selected to design and create art work for the Phyllis and Charles Self Learning Commons. The selection team will be meeting with the artist in mid-March to share more about the project and potential concepts.
- **Finance** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
  - The Federal Funds Program review by the SBCTC auditor was successfully completed.
  - The National Science Foundation Desk Audit was completed. The Business Office and Workforce Education team has developed a comprehensive plan to address recommendations; most items have already been addressed.
  - The Business Office continues to prepare for the following upcoming events:

- Financial Statement Audit – State Auditor (March 9 – April 6)
    - Program Accountability Audit – State Auditor (also March 9 – April 6)
  - Budget managers have received training on the new online budget development tool. Managers will receive access to the online tool during the week of March 2 to begin the 2015-16 budget development process.
- **Facilities & Operations** (*5.1: Create and manage growth through fiscal, capital, technological and human resource development*)
  - The Phyllis and Charles Self Learning Commons has now entered into the Construction Documents (CD) phase where the design drawings and specifications will be further developed so they can ultimately be used for bidding purposes. Design team members met with consultants on February 26 to further develop the technology requirements for the building, which will be incorporated into the bid and construction documents.
  - The Pavilion and Student Recreation Center continues to progress. The new addition is roofed and framing and electrical rough-in are well underway. The second story floor slab is installed with most of the wall framing completed. The RFQ for the gym floor refinishing is being developed and will be advertised in late March.
  - Capital project updates and information is now located on the WCC public website at [www.whatcom.ctc.edu/news](http://www.whatcom.ctc.edu/news).
- **Conference & Event Services** (*3.1 Increase College Stature as a community and educational partner*)
  - Out on Orca Field, a Lacrosse Tournament will be held. With the return of spring, area high schools are filling any available open field time. CES has recently established a rental fee for the grass area near Orca Field and expect to begin renting out that area in the near future.
- **Bookstore** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
  - Faculty members have begun submitting text adoptions to the bookstore for spring quarter. Where available and with instructor approval, digital/e texts options are being added as lower cost options for students.
- **Technology** (*5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
  - IT continues to upgrade the College's the wireless network. Half of the campus buildings have successfully been upgraded.
  - The VDI (virtual desktop infrastructure) refresh was successfully completed. The new system has solved many issues that end users were experiencing. IT is currently working on optimizations to the new system, which will provide the end user a better experience.
  -
- ➔ **Instruction—Ron Leatherbarrow, Vice President; Ed Harri, Dean for Instruction; Janice Walker, Workforce Education Director**
  - **Hiring** (*2.1 Maintain currency in college curriculum and delivery; 2.3 Improve student learning; 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
    - **Faculty:** The searches for three faculty positions in chemistry, visual communications, and psychology are making good progress. The application

deadline is close, and committees will soon read the applications and select finalists for interviewees and subsequently, for interview by the Vice-President and Dean for Instruction. Indications are that additional faculty will announce their intention to retire at the end of the current academic year. The college administration will consult with division chairs and faculty union representatives to identify discipline areas for filling the vacant positions.

- **Faculty Tenure and Promotion** *(5.4 Foster an evidence-based culture of continuous improvement)*
  - **Tenure Review:** The name of one faculty member will be forwarded this year to the Board of Trustees for consideration for the award of tenure. In keeping with state policy, the Board will make its recommendation before the start of spring term.
  - **Faculty Promotion:** The Professional Advisory Committee has received applications for promotion from several faculty. PAC has met and reviewed the applications and criteria, and developed recommendations to forward to the college President. The President will review the applications and faculty will be notified of the college's decisions in the spring term.
- **eLearning** *(1.4 Introduce new opportunities for student learning and engagement; 2.5 Increase professional development opportunities for faculty and staff)*
  - The Office of eLearning recently offered several workshops for faculty, including (a) best practices in using Canvas in face-to-face courses, (b) introduction to Panopto, (c) Panopto editing and voice captioning, (d) quality matters in my online course (Part 1), and (e) introduction to Canvas. The eLearning Director attended a retreat on making online materials accessible according to ADA requirements. Student online FTE has increased by 12% over the past year and there are over 360 students taking only online classes from eight different states.
- **Faculty Professional Development Workshops** *(2.2 Improve instructional delivery; 2.5 Increase professional development opportunities for faculty and staff)*
  - Over 25 faculty participated in the winter quarter faculty professional development workshop, Teachable Moments 2.0: Translating Teaching into Learning. Faculty shared ideas about and implemented effective instructional practices in their classes, including flipped classrooms, writing effective writing prompts, reading strategies, and active student learning. Facilitated by Anne Marie Karlberg and Tresha Dutton, this year's workshop also included numerous other faculty presenters.
- **Workforce Pathways** *(1.3. Increase access for diverse and nontraditional student populations; 3.1. Increase College stature as a community and educational partner; 3.2. Lead collaborative efforts with other educational institutions)*
  - Whatcom is continuing to partner with the Northwest Career & Technical Academy in an effort to bring three dual credit high school programs to WCC's campus beginning fall 2015, including a recently added early childhood education component (others are related to CIS and medical assisting programs).
- **BAS in IT Networking** *(1.1. Increase student achievement in transfer and career preparation; 1.4. Introduce new opportunities for student learning and engagement; 2.1. Maintain currency in college curriculum and delivery; 3.1. Increase College stature*

*as a community and educational partner; 3.3. Be an active partner in economic development)*

- Whatcom's full proposal for the new Bachelor of Applied Science in IT Networking was submitted to the SBCTC on Thursday, February 26. The proposal will undergo peer review prior to a formal staff presentation at the May State Board meeting. The next step in the overall BAS proposal process is submission of a substantive change proposal to the Northwest Commission on Colleges and Universities in early April.

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

- **Foundation/Advancement** (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 following economic development, community and business meetings were attended:
  - Economic Practitioners Group
  - Chamber of Commerce Monthly Member Meetings - Bellingham, Ferndale, and Lynden chapters
  - TAG's annual *Predictions Luncheon* held at WCC (January 2015) and TAG's February monthly meeting titled *Celebrating Women in STEM*. The Foundation also sponsored college faculty and staff to attend these events.
  - Rotary meetings – Sunrise Rotary and Bellingham (Monday) Club
  - Bellingham City Club - January
  - Funder's Alliance

(5.2 – *Diversify and secure funding/resources from external sources*)

- The Foundation staff and Development Committee have been working with the Foundation Board on an 18-month Resource Development plan that includes fundraising goals, a calendar of events, communications and outreach plan, and a technology plan. The Development Committee met on February 12th to discuss the basics of the plan and moving it forward to the Executive Committee and Board of Directors for approval and adoption.
- Staff are researching non-profit fundraising software solutions to streamline donor management processes and build an Alumni Giving Program.
- The Foundation partnered with other non-profits to present an Estate Planning Seminar February 5th and 12th.
- The next Foundation Board of Directors meeting will be held on March 24, 2015.

- **Communications, Marketing and Publications (3.1: Increase College stature as a community and educational partner)**

- **Design/messaging highlights** –
  - Media relations included outreach to local reporters regarding WCC's partnership with the Northwest Career & Technical Academy and a tour of the Pavilion/Recreation Center with the Bellingham Herald sports editor.
- **Web/Social Media Development**

- Feedback to the College's new website has been very positive. We look forward to gaining more formal feedback with a campus-wide survey and focus groups in the coming quarters. The new website can be viewed at the simplified whatcom.edu. The department is now coordinating the development of the WCC Library's new sub-site.
- **Highlights Of Media Coverage**
  - Northwest Career & Technical Academy to hold open houses Feb. 25, Bellingham Herald, 2/20/15
  - WCC partnership allows HS to explore career paths, The Chamber, 2/19/15
  - MERIDIAN HOSTS FEB. 25 CAREER-SKILLS OPEN HOUSE AT HIGH SCHOOL CAMPUS, Lynden Tribune, 2/19/15
  - MERIDIAN HOSTS FEB. 25 CAREER-SKILLS OPEN HOUSE AT HIGH SCHOOL CAMPUS, Ferndale Record, 2/19/15
  - Whatcom Community College's Partnership with Northwest Career & Technical Academy Helps High School Students Explore Careers, Whatcom Talk, 2/17/15
  - Sikh student at Whatcom Community College excels after escaping prejudice, Bellingham Herald, 2/10/15