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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.



Chair of the Board

3/11/15

Date



President and Secretary of the Board

3/11/15

Date