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COMMUNITY COLLEGE

MINUTES

BOARD OF TRUSTEES MEETING

Bellingham Holiday Inn & Suites

4260 Mitchell Way, Bellingham WA

Wednesday, April 19, 2017

8:00 a.m.

- ➔ **CALL TO ORDER** Chair Barbara Rofkar officially called the Board of Trustees meeting to order at 8:02 a.m. Present in addition to the chair were trustees Steve Adelstein, John Pedlow, and Tim Douglas, constituting a quorum. Others present included President Hiyane-Brown; Ed Harri, Interim Vice President for Instruction; Nate Langstraat, Vice President for Administrative Services; Luca Lewis, Vice President for Student Services; Sue Cole, Executive Director for Institutional Advancement; and Rafeeka Kloke, Special Assistant to the President.

ACTION TO ACCEPT AGENDA

- ➔ Trustee Adelstein moved to accept the agenda. It was seconded by Trustee Pedlow and the motion was approved.
- ➔ Chair Rofkar announced that there is a designated time for public comment on the agenda.

STRATEGIC PLANNING

- ➔ **Update on college process – Ed Harri, Interim Vice President for Instruction**

A first rough draft of the following components of the strategic plan identified by the strategic planning steering committee were shared.

- Planning framework
- Core themes and strategic goals
- Objectives for each of strategic goals/core themes
- Early development of measurable indicators for draft objectives

In addition, trustees were asked to discuss and provide feedback on the vision, mission and promise statements.

- ➔ **Next steps and trustee discussion – Kathi Hiyane-Brown, President and Ed Harri, Interim Vice President for Instruction**

Next steps included:

- Share plan with campus committees, departments, and divisions
- Continued revision and expansion of plan content
- Continued identification of possible indicators and relevant baseline data
- Board of Trustees adoption
- Development of 2017-19 college work plan aligning with strategic plan
- Develop professionally presented plan with images, visuals, and read-friendly layout
- Plan implementation in fall 2017

CAPITAL PROJECTS: PRESENT & FUTURE

- ➔ **Updates on Learning Commons, IMP approval by City of Bellingham and student housing project – Nate Langstraat, Vice President for Administrative Services**

Learning Commons is scheduled to break ground in August 2017 based on the assumption that 100% funding was included in Governor, Senate and House capital budget proposals.

The Institutional Master Plan is moving ahead and will be on the City's Planning Commission meeting agenda in June.

Based on conversations with State Treasurer office, Department of Enterprise Services, state board staff, developer, and colleagues at other colleges, staff have identified two financing options: Certificate of Participation (COP) and 501(c)(3) financing.

Minor capital projects scheduled included pedestrian crossing improvements and Kulshan lab conversion (a collaborative effort between biology and chemistry faculty)

- ➔ **Submission of a new capital project for system considerations – Nate Langstraat, Vice President for Administrative Services**

2019-21 criteria and timeline for major capital projects were discussed. The College is preparing for submission of major project proposal to the State Board in December 2017.

COLLEGE BUDGET DEVELOPMENT

- ➔ **Input/discussion to develop trustee budget for 2017-18 – Barbara Rofkar, Board Chair**

Trustees discussed budget for meetings, conferences and travel.

BOARD COMMUNICATION

- Board members discussed ways to improve communication among members while remaining in compliance with Open Public Meetings Act.

SUMMER RETREAT AGENDA


- Members suggested the following agenda items for the summer board retreat:
 - Strategies to advance college connections and reputation
 - Community Engagement
 - Board of Trustees Work for 2017-18

PUBLIC COMMENT

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

ADJOURNMENT

- There being no further business, the meeting was adjourned at 1:30 p.m.



 Chair of the Board

5/10/17

 Date



 President and Secretary of the Board

5/10/17

 Date