

MEMBERS:

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

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
Thursday-Friday
August 27-28, 2015**

- I. Call to Order, Approval of Agenda, and Notice of Public Comment Time
- II. Strategic Conversation
 - Budget Update (*All Goals*) – Nate Langstraat, Vice President for Administrative Services
- III. Consent Agenda (Calendar) *Tab 1*
 - a. Minutes of June 10, 2015 Board of Trustees Meeting (Attachment A)
- IV. Action Items *Tab 2*
 - Proposed 2015-16 WCC Operating Budget (First reading)-- (*will be available at the meeting*)
- V. Report from the President
- VI. Reports *Tab 3*
 - ASWCC – Aldo Suseno, President
 - WCCFT – Tresha Dutton, President
 - WFSE – Michelle North, Representative
 - Administrative Services – Vice President Nate Langstraat
 - Student Services – Vice President Luca Lewis
 - Instruction – Vice President Curt Freed
 - Advancement/Foundation – Anne Bowen, Executive Director
- VII. Discussion / Items of the Board
 - August Board Retreat – August 27-28
- VIII. Executive Session*
 - To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.
- IX. Public Comment
- X. Adjournment

***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...



CONSENT AGENDA

- a. Minutes of June 10, 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, June 10, 2015
2:00 p.m.

- **CALL TO ORDER** Chair Tim Douglas officially called the Board of Trustees meeting to order at 2:04 p.m. Present in addition to the chair were trustees Steve Adelstein, Chuck Robinson and Sue Cole, constituting a quorum. Barbara Rofkar 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; 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 Sue Cole moved to approve the meeting agenda as proposed. It was seconded by Trustee Chuck Robinson and the **motion was approved unanimously**.
- Chair Douglas announced that there is a designated time for public comment on the agenda.

STRATEGIC CONVERSATIONS

- **Student Services Recruitment/Outreach Update**
Interim Vice President John Baker introduced the outreach team: Tawny Townsend, Director for Student Access & First Year Experience, Grace Jones, Admissions Outreach Coordinator, Jared Ibarra, Outreach Coordinator, and Lucas Nydam, Outreach Coordinator.

A PowerPoint presentation was shared providing an update of recruitment and outreach activities. Outreach team members discussed recruitment/outreach strategies and their impacts.

CONSENT AGENDA

- **Consent Agenda (Calendar)**
 - a. Minutes of the May 20, 2015 Board of Trustees Meeting (Attachment A)

b. Minutes of the May 21, 2015 Board of Trustees Retreat (Attachment B)

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

ACTION

- **Proposed Resolution Authorizing Continuation of the 2014-15 WCC Operating Budget (1st reading, possible Action)**
 - Trustee Robinson moved to approve the proposed resolution authorizing continuation of the 2014-15 WCC Operating Budget. The motion was seconded by Trustee Steve Adelstein and the motion was approved unanimously.

- **Proposed 2015-16 ASWCC Service and Activities Fees Budget (1st reading, possible Action)**
 - Trustee Adelstein moved to approve the proposed 2015-16 ASWCC Service and Activities Fees Budget. The motion was seconded by Trustee Cole and the motion was approved unanimously.

- **Proposed Memorandum of Understanding for the Continuation of Negotiated Faculty Agreement (1st reading, possible Action)**
 - Trustee Robinson moved to approve the proposed memorandum of understanding for the continuation of negotiated faculty agreement. The motion was seconded by Trustee Cole and the motion was approved unanimously.

PRESIDENT'S REPORT

- President Kathi thanked John Baker for his service to the College as Interim Vice President for Student Services. She cited examples of Baker's accomplishments/impacts including extended service hours, outreach to high school principals, leading the effort in the submission of a TRIO grant. ASWCC student leaders dedicated the recent Student Led & Student Run Conference to Baker for his contributions.

- Running Start Graduation Ceremony was held on June 9. Forty plus running start graduates attended the ceremony.

- The College recently submitted a number of federal grants including Title III in partnership with Bellingham Technical College; National Science Foundation grant to expand our cybersecurity program; and a second IPAS grant.

- This year's Puget Sound Energy Faculty Excellence Awards winners are John Fasler, full-time faculty, and Ene Lewis, adjunct faculty.

REPORTS

➔ **ASWCC –Fahren Mansour, President**

- Student Leading Change conference was well attended with 150 attendees, almost doubling the number of attendees last year.
- Students appreciated the opportunity to participate in the Vice President recruitment process.
- Mansour introduced new student president Aldo Suseno.

➔ **WCCFT – Tresha Dutton, President**

- Dutton thanked Vice President Ron Leatherbarrow for his leadership and support. She shared that Leatherbarrow has created a safe environment for faculty to share their thoughts and the College is a better place today as a result of his leadership.
- She also thanked President Kathi for maintaining close communication with her on both vice president searches.

➔ **WSFE – Michelle North, Representative**

- There is a statewide unity break scheduled on Wednesday, June 18.

➔ **Administrative Services – Nate Langstraat, Vice President**

- Washington Association of Committee and Technical Colleges (WACTC) approved a recommendation for the allocation model. It will be presented to the State Board at its board meeting on June 22. Staff will share the impact on WCC at the August Board Retreat.
- Audit Exit meeting is scheduled on June 16 at 11 am.

➔ **Student Services – John Baker, Interim Vice President**

- Baker said he enjoyed his time at WCC and thanked the Board and staff.

➔ **Instruction Office – Ron Leatherbarrow, Vice President**

- Leatherbarrow thanked Tresha Dutton for her generous comments. He shared that when he was asked by the Vice President candidates why they should come to Whatcom, he told them they will not work with a more talented faculty and staff than the ones at Whatcom.

DISCUSSION/TACTC/ITEMS OF THE BOARD

➔ **Election of Board Chari for 2015-16 Academic Year**

- Trustee Cole nominated Trustee Adelstein for the position of chair and Trustee Rofkar for

the position of vice chair. The nomination was seconded by Trustee Robinson, and was approved by unanimous vote of the Board.

- ◆ Chair Douglas informed the board that he sent a note to the new president of Bellingham Technical College welcoming her to the community.

PUBLIC COMMENT

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

EXECUTIVE SESSION

- ◆ At 3:48 p.m. the meeting was adjourned for a closed Executive Session of the Board for approximately twenty minutes to “(g) ... review the performance of a public employee...” and “ 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, Vice President Nate Langstraat, and Assistant Attorney General Melissa Nelson.

The Executive Session adjourned at 4:08 p.m. and the Board reconvened into open session at 4:09 p.m.

ADJOURNMENT

- ◆ There being no further business, the meeting was adjourned at 4:09 p.m.

Reports to the Board of Trustees July 8, 2015 Meeting

➤ ASWCC– Aldo Suseno, President

- **Goal 1: Incorporate WTA Bus Pass onto WCC Orca ID Card:**
During Winter Quarter we surveyed 700 students who overwhelmingly supported having the Orca ID Card be combined with and act as a bus pass. We then met with College Administration and WTA staff. We will continue to pursue this goal next year and have a meeting scheduled with WTA in July to determine next steps.
- **Goal 2: Increase student engagement, satisfaction, and involvement with Whatcom Community College:**
To accomplish this goal, we talked with the student body to determine needs. The first need identified was seating in lower Heiner for the computer stations along the hallway. We passed a motion through the Senate to purchase stools, so that students could sit at these stations. Another area that was identified as needing more comfortable space was the window seating along the first floor in Kulshan. We found that this would require a special order and due to end of year funding deadlines, we would not be able to receive the items in time. We will suggest this as a possible issues for next year’s Senate.
- **Goal 3: Establish Gender Neutral Bathrooms:**
We met with College Administration to set a talk about needs and set a plan. We then met with student groups to identify inclusive signage and phrasing. The group identified “All Gender Restrooms” as the most inclusive phrasing for signage, and requested that stick-figure images identifying men/women be removed. We are thankful for the help and support College Administration gave in accomplishing this goal.

➤ Administrative Services—Nate Langstraat, Vice President

- **Finance** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
 - 2015-2016 operating budget development has stalled due to the delay in the Legislature passing the biennial budget.
 - The Business Office is preparing for a smooth closing of fiscal year 2014-2015.
 - The financial statement and accountability audits have been completed, with an exit conference on June 16. The college was given an unqualified audit opinion, although there was one finding in the report. A response to the finding has been submitted.
 - Business Office staff participated in a half-day retreat with the staff from Financial Aid and Registration. The focus of the retreat was to address and problem solve work issues that impact all three areas through the coordination of services.
- **Facilities & Operations** (*5.1: Create and manage growth through fiscal, capital, technological and human resource development*)

- Construction documents for the Phyllis and Charles Self Learning will be completed in July. The State Board is considering funding strategies for construction of the building as part of the FY2016 supplemental capital request.
- The Pavilion and Student Recreation Center construction continues. Site work and curtain wall/glazing installation is ongoing. The elevator is complete. Art work will be installed the last two weeks of July.
- Capital project updates and information is now located on the WCC public website at www.whatcom.ctc.edu/news.
- **Emergency Preparedness & Safety** (5.3. Promote a safe environment for teaching, learning, and working)
 - Procedures and organizational response systems continue to be refined for incidents relating to international students and after-hours situations. Planning meetings will continue as personnel transitions occur over the summer.
 - A series of Incident Command System trainings are being delivered to members of the Emergency Response Team throughout the month of June. Trainings are tailored to position-specific groups and include members of Bellingham Technical College as well.
 - Jonah Stinson, our current Emergency Preparedness and Safety Manager, has accepted a position with the Bellingham School District as the Director of School Safety and Emergency Management and will be transitioning out of his responsibilities with Whatcom, Bellingham Tech, and Western at the end of June 2015. We wish Jonah the very best in his new role with the school district and hope to continue our collaboration on emergency preparedness moving forward.
- **Technology** (5.1 Create and manage growth through fiscal, capital, technological and human resource development)
 - IT has been working with Disability Services to evaluate current campus technology including software and websites to determine ADA compliance.
 - The MyWCC student portal is currently being retrofitted to include an ADA compliant option.
 - IT is working on a student SMS texting notification and calendar reminder tool for use by the bookstore, business office, library, registration, advising, and running start. This should be deployed by fall quarter.

➤ **Student Services—Luca Lewis, Vice President**

- **Access and Disability Services** (4.3 Increase access for underrepresented populations; Increase academic support for students)
 - Over 300 students self-identified as having a disability and registered with Access and Disability Services. 68 of these students graduated with a degree, certificate or high school completion, and 26 were awarded academic scholarships.
 - A Canvas course was developed and implemented for students to use as another way for students to access resources and information, contact ADS staff, and make quarterly accommodation renewals.
- **Entry & Advising** (1.1 Increase student achievement in transfer and career preparation; 1.2 Increase academic support for students; 1.3 Increase access for diverse and nontraditional student populations; 2.3 Improve student learning; 4.3 Increase access for under-represented populations)

- Following a pilot in 2013-14, Whatcom fully launched an early alert program in Fall 2014 to identify and support students struggling with attendance and/or academics. During the 2014-15 academic year, faculty submitted 1,872 alerts for 1,265 students. In addition to automated emails, all students were contacted by staff and faculty specifically trained for the early alert program, including faculty teaching the EDPL 100 student success course. Of the students identified as at-risk for not completing their courses, 50% completed, 19% withdrew or sought extensions, and 31% did not complete. Faculty participation slowly increased from 38% in fall to 45% in spring. Increasing faculty participation and expanding the early alert program remains a central goal shared by Instruction and Student Services for 2015-2016.
- **Student Life** *(1.3 Increase access and support for diverse and nontraditional student populations)*
 - Ballot Box - The Office of Student Life worked with the County Auditor's Office to finalize the design, placement, and installation of a ballot box to support the Cordata area. It is located between Heiner and Baker, along the courtyard walkway. Funding for the box was passed by last year's Senate and Facilities supported the installation.
 - Student Leader Recognition Banquet - We held an end of the year event for our student leaders, to recognize their hard work and accomplishments. Four scholarships were awarded and all recipients were nominated by their peers. Matthew Smiley, ASWCC Director of Clubs and Organizations received the award for the Executive Board. Sukhdip Singh received the award for the Programming and Diversity Board; and Jessica Vu received the award for Student Ambassadors. There was an over-arching student leader of the year, which was awarded to Andra Nordin.
 - Commencement Fundraiser - During commencement, we sold pizza, water and pop, chips, and candy. The sale resulted in \$795. The money raised will go towards supporting next year's Students Leading Change Conference and student travel. Student Life also sponsored a 'fun zone' for graduates, as they waited for the ceremony to begin. We supplied music, bubbles, a graduation hat decoration station, and a photo booth with a life size cutout of President Kathi. We also gave graduates a nice recognition gift as they exited the ceremony.
- **Veteran Services** *(1.1 Increase academic support for students; 1.3 Increase access for diverse and nontraditional student populations)*
 - Pilot project: Veteran students were placed with math tutors in the Veterans Office to provide math support in a space deemed "safe" by student veterans. Since adding the math tutors in winter 2015, math GPAs have increased among student veterans from 2.57 in summer quarter 2014 to 2.81 in winter 2015. Student veterans have provided mixed feedback about veteran math tutorial service being highly satisfied with having student veteran tutoring veterans, their knowledge, and tutoring skills, but neutral or not satisfied with the physical space allotted for tutoring in the Veterans Office. Pending a reconfiguration of the Veterans Office in summer 2015, plans are to continue placing one student veteran math tutor in the Veterans Office through fall quarter 2015.
 - Over the past year, moments with State and Federal legislative actions has been a cause for concern with veteran students. In 2014, President Obama signed the

Veterans Access, Choice, and Accountability Act into law that focused on supporting veterans through expanded medical coverage, disability claims, and in-state tuition for those using the GI Bill. In section 702 of the Choice Act, Congress mandated that each state enact legislation that grant veterans and their dependents, eligibility to use Post 9/11 GI Bill, in-state residency for the purpose of tuition and fees. To date WA State has yet to enact legislation that will satisfy the 2014 Choice Act. If legislation was not passed by July 01, 2015 schools within WA State would not be authorized to offer Post 9/11 or Montgomery GI Bill benefits. This would affect over 300,000 statewide and around 120 students at Whatcom. Thankfully, Congress authorized the VA to extend the deadline from July 01 2015 to December 31, 2015.

➤ **Instruction—Ron Leatherbarrow, Vice President for Instruction; Ed Harri, Dean for Instruction; Janice Walker, Dean for Workforce Education**

- **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*)
 - Faculty: Searches for 5 faculty positions are almost completed. The searches for new instructors in visual communications and chemistry have resulted in successful hires. The search for an instructor in psychology was suspended when the top choice withdrew. A new search will be conducted next year. The search in math is near completion. The search committee for the new faculty counselor position is near completion.
- **Dual Enrollment Programs** (*3.2 Lead collaborative efforts with other educational institutions*)
 - The Washington State Legislature has recently developed policy to mandate development of dual enrollment programs to increase opportunities for high school students to earn college credit and will result in savings for families and for state tax payers. Although specific proposals have yet to be defined by the Legislature, the legislation includes proposals for funding and for structuring dual enrollment across the state. Whatcom is currently developing agreements with the county high schools which will implement the new legislation. During the spring term, John Baker and Ron Leatherbarrow met with all the high school principals, who expressed strong interest in developing dual enrollment agreements, especially in the College in the High School program. During negotiations, faculty and administration agreed upon pertinent work load strategies governing program operation and faculty participation. In mid-June the college sponsored a workshop to provide an update for high school principals on the recent legislation and its impact. In the coming year, WCC will expand our College in the High School program, with the participation of our county schools as well as our own discipline faculty.
- **Workforce Programs** (*1.1 Increase student achievement in transfer and career preparation; 1.4 Introduce new opportunities for student learning and engagement; 3.2 Increase college stature as a community and educational partner*)
 - **SIM Baby:** WCC's nursing program recently purchased a new SIM baby. This new manikin is more durable than the current one and able to handle heavy duty use, such as paramedic training. The new baby expands the nursing program's pediatrics

“unit,” providing students with additional opportunities to practice infant nursing skills, which are challenging to find in our community. The SIM baby cost approximately \$40k and was purchased with funds from nursing program fees and support from WCC’s Foundation.

- **PTA Student Clinic:** WCC applied for a \$15,000 Perkins innovation grant to support the exploration and possible development of a Physical Therapist Assistant Program student clinic. The clinic will offset the current challenges with placement of students in off-site clinics. This project is based upon feedback from WCC’s PTA advisory committee, affirming clinical site shortages in our community due to changes in the industry. The campus-based student clinic model will be designed to serve members of the local community, including low income populations and those who have exhausted benefits or whose medical insurance plans do not cover this service. This new integrated model will still include required (but reduced) off-site clinical experiences for students at local clinics in addition to the hours at the campus-based clinic. WCC PTA faculty and industry members will work together to design the student clinic model.
- **Faculty Learning Communities** *(1.4 Introduce new opportunities for student learning and engagement; 2.1 Maintain currency in college curriculum and delivery; 2.3 Improve student learning; 2.5 Increase professional development opportunities for faculty and staff)*

The SBCTC will award two Faculty Learning Community (FLC) grants to WCC out of ten such awards to be made across the state. One FLC, proposed by Barry Maxwell (political science) and Bob Riesenber (psychology), will focus on developing sustainability content for academic courses. The group’s activities will revolve around the following inquiry questions: (1) How can I relate sustainability to my discipline? and (2) What will an effective assignment in sustainability for my class look like? The other FLC, to be led by Justin Ericksen (English) and Kaatje Kraft (geology), will cultivate what are called ‘growth mindsets’ to help fortify the foundation of teaching and learning. This group’s activities will focus on inquiry questions that ask: (1) How can we, as a group dedicated to the scholarship of teaching and learning, instill and cultivate growth mindsets on both individual and institutional levels? and (2) How can the existence and evolution of growth mindsets be assessed through qualitative and quantitative data?

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

- **Communications, Marketing and Publications** *(3.1: Increase College stature as a community and educational partner)*
 - **Design/messaging highlights**
 - Approximately 350 people attended the year-end celebration. The primary goals were to celebrate graduates and to encourage fall enrollment. Campus tours, application workshops and on-site advising were popular.
 - **Digital Communication Development**
 - The library website redesign project is in the programming phase.
 - Videos with audio and closed captioning are being added to FIN (Find Information Now), Whatcom’s new digital signage system.
 - **Highlights Of Media Coverage**

- [Poetry: Radio Hour features poets June 25 at WCC](#), Bellingham Herald, 6/23/15
- [Whatcom college will celebrate graduates, new rec center at open house](#), Bellingham Herald, 6/17/15
- [Chuckanut Writers Conference June 26-27 at WCC](#), Bellingham Herald, 6/16/15
- [Former drop-out solving life's puzzles at Whatcom Community College](#), Bellingham Herald, 6/16/15
- [Whatcom Community College Open House June 19](#), Bellingham.org, 6/15/15
- [WCC invites community to open house - June 19th](#), The Chamber, 6/9/15
- [Out With Kids: Whatcom Community College expands STEM classes for summer Kids' College](#), Bellingham Herald, 6/11/15
- [Writers Gather for Chuckanut Writers Conference](#), Whatcom Talk, 6/9/15
- [WCC offers program for adults to earn high school diplomas](#), BBJ Today, 6/4/15
- [Eight schools test-drive PULSE certification of undergraduate biology education](#), Phys.org
- [Graduation season begins June 4 in Whatcom County](#), The News Tribune, 5/31/15
- [Chuckanut Writers Conference price goes up soon](#), The Chamber, 5/28/15
- [WCC International Programs seek homestays](#), The Chamber, 5/28/15
- [WCC offers applied 4-year degree in IT Networking](#), The Chamber, 5/22/15
- [WCC Students Present Social Justice Conference](#), The Chamber, 5/22/15