

## BOARD OF TRUSTEES

### Meeting Agenda

Wednesday, December 9, 2015, 2:00 pm

Laidlaw Center Boardroom, #143

237 W. Kellogg Road, Bellingham, WA 98226

#### 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  
Wednesday  
January 13, 2016**

- I. Call to Order, Approval of Agenda, and Notice of Public Comment Time
- II. Introduction of ASWCC Student Ambassadors
- III. Introduction of New Employees (Student Services and Instruction)
- IV. Strategic Conversation
  - Foundation Update – Executive Director for College Advancement Anne Bowen and Director for Foundation Gennie Clawson
- V. Consent Agenda (Calendar) [Tab 1](#)
  - a. Minutes of November 12, 2015 Board of Trustees Meeting (Attachment A)
- VI. Action Items [Tab 2](#)
  - Board of Trustees Resolution Authorizing FEMA Applicant Designation (first reading, possible action)
- VII. Report from the President
- VIII. 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
- IX. Discussion / Items of the Board
  - ACT Winter Conference – January 24-25, 2016
  - Transforming Lives Award Dinner – January 24, 2016
  - Legislative Reception – January 25, 2016
- X. Executive Session\*
  - ... as provided in RCW 42.30.140 (4)(a), to discuss collective bargaining
- XI. Public Comment
- XII. 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 November 12, 2015 the Board of Trustees Meeting (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

Thursday, November 12, 2015

Work Session 1:00 - 2:00 p.m.

Regular Board Meeting – 2:00 pm

- **CALL TO ORDER** Chair Steve Adelstein officially called the Board of Trustees meeting to order at 1:08 p.m. Present in addition to the chair were trustees Barbara Rofkar, Chuck Robinson, Tim Douglas, and Sue Cole, constituting a quorum. Others present included President Hiyane-Brown; Curt Freed, Vice President for Instruction; Nate Langstraat, Vice President for Administrative Services; Luca Lewis, Vice President for Student Services; Anne Bowen, Executive Director for Advancement; Ed Harri, Dean for Instruction; Kerena Higgins, Assistant Attorney General; and Rafeeka Kloke, Special Assistant to the President.

## WORK SESSION

➤ **2015- 2017 College Work Plan**

The 2015-17 work plan has been developed around the strategic goals. Priorities identified by the Board of Trustees at the August Board of Trustees Retreat were incorporated into the work plan. In addition, the work plan included recommendations from a work group who reviewed PACE survey results over the summer.

A PowerPoint presentation was shared with an overview and some key highlights of the 2015-2017 College work plan.

Three key areas of focus:

- Engage Students and Community
- Advance Programs and Services
- Demonstrate leadership

The finalized 2015-17 College work plan will be posted on WCC's public website:

[www.whatcom.edu](http://www.whatcom.edu) by the end of December 2015.

### **ACTION TO ACCEPT AGENDA**

- Trustee Chuck Robinson moved to alter the order of the agenda by adding two additional items under Executive Session: “... to evaluate the performance of a public employee” and “discuss with legal counsel matters involving attorney/client privilege...” It was seconded by Trustee Sue Cole and the **motion was approved.**
- Chair Adelstein announced that there is a designated time for public comment on the agenda.

### **INTRODUCTION OF ASWCC EXECUTIVE BOARD**

- Members of the ASWCC Executive Board were introduced.  
Laura Albert, Alva Putra, Dan Eun Kim, Garrett Moser, Celine Natalia Marciadi, Landan Campbell, Erin McCoy, Jack Hensley

### **INTRODUCTION OF NEW EMPLOYEES**

- New employees from Instruction and Administrative Services were introduced.  
Instruction:  
Michelle Heitmann, Student Navigator  
Brett Straka, Library & Archives Paraprofessional 4  
Dennis Christman, Library & Archives Paraprofessional 2  
Wendy Davis, Math Center Coordinator  
Tommaso Vannelli, Chemistry Instructor  
Bob Rodgers, Instruction and Classroom Support Tech 2  
Rachel Myer, Program Coordinator Community Education  
Mallory Opel, Program Coordinator Community Education  
Howard Fuller, Library Director  
Carrie Muir, Math Instructor  
Mark Price, Instruction & Classroom Support Tech 4  
Kristina Blake, Program Assistant – Assessment & Institutional Research/Instruction  
  
Administrative Services:  
Randall Cross, Custodian 3  
Sam Anthony, Custodian 2  
Dan Andreason, Maintenance Mechanic 1  
Gaston Kouadio, Custodian 2

## CONSENT AGENDA

### ➤ Consent Agenda (Calendar)

- a. Minutes of the October 21, 2015 Board of Trustees Meeting (Attachment A)

Chair Adelstein stated: “If there are no objections, this item will be adopted.” As there were no objections, **this item was adopted.**

## PRESIDENT’S REPORT

- President Kathi thanked staff involved with the various hosted events on campus; events included but not limited to commission meetings, and Dr. Harold Heiner Memorial Service.
- The College’s website and quarterly publication received Gold in the National Council for Marketing and Public Relations (NCMPR) annual awards. In addition, Marisa Ellis won the Rising Star Award for special creativity that shows evidence of a promising future in community college marketing and public relations. Marisa’s outstanding work on the website launch as well as her leadership in social media and campus messaging projects made her a natural choice for this honor. Kudos to members of the marketing department for all of their great work: Marisa Ellis, James Zyon, and Mary Vermillion.
- At the recent Washington Community & Technical Community College (WACTC) meetings, the presidents spent a significant amount of time discussing the new allocation model, ctlink, and applied baccalaureate degrees.
- President Kathi is chairing WACTC’s Strategic Visioning Committee and is pleased to see WACTC putting efforts into addressing diversity issues.
- State Representative Chris Reykdal with the 22<sup>nd</sup> legislative district, spoke at WACTC dinner meeting on November 3<sup>rd</sup>. He encouraged community and technical colleges to advocate for College in the High School.
- President Kathi recently participated in a conference call initiated by State Senator Doug Ericksen to discuss Alcoa’s recent announcement. Other participants on the call included Marty Brown with the State Board, Jim Richardson, President of Wenatchee Valley College and other state legislators. There are tremendous support at both state and federal level for the dislocated workers.
- Faculty and Staff of Color Conference was held in Bellingham on November 4-6. President Kathi along with approximately ten faculty and staff members attended. The College hopes to participate in next year’s conference in Spokane.
- The College received a final letter from Achieving The Dream. They were very complimentary of the work of faculty and staff at the College.
- At a recent Women CEO Conference held in Baltimore, President Kathi met the new CEO from Achieving The Dream, Dr. Karen Stout. Dr. Stout served as president of Montgomery County

Community College for 14 years prior to joining Achieving The Dream.

- Whatcom has been invited by State Representative Drew Hansen to present information about AgileGrad at the House Higher Education Committee on November 20. Tawny Townsend, Director for Student Access and First Year Experience and two WCC students will present at the meeting.
- The College hosted the Washington Technology Industry Association's First Look Forum on campus. Corrinne Sande was invited to present information on CyberWatch West and the College's CIS and cybersecurity programs.
- President Kathi has been asked and agreed to serve on Western Washington University Presidential Search Committee.

## REPORTS

- **ASWCC** –Aldo Suseno, President
  - Voter Registration Initiative generated an additional 60 plus new voters; the goal is to have a total 100 new voters by the end of the year.
  - ASWCC recently hosted successful pumpkin carving and haunted house events.
- **Administrative Services** – Nate Langstraat, Vice President
  - An offer was made and accepted for the full time position of Emergency and Safety Manager. An announcement will be sent in the near future.
  - Two campus safety forums scheduled on November 4 and 13.

## DISCUSSION/ACT/ITEMS OF THE BOARD

- **Transforming Lives Nomination**
  - Trustee Douglas moved to nominate Tyler Gilmore to represent Whatcom for the Transforming Lives Award. The motion was seconded by Trustee Rofkar and **the motion was approved unanimously.**
- **Proposed 2016 Meeting Schedule of the Board of Trustees**
  - Trustee Cole moved to approve the proposed 2016 Meeting Schedule of the Board of Trustees. The motion was seconded by Trustee Douglas and the motion was approved unanimously.

➤ **Board Representation**

- WCC Foundation Board
  - Chair Adelstein appointed Trustee Douglas to serve as a liaison to the WCC Foundation Board and thanked Trustees Robinson for serving in the role for the past several years.
- ACT Legislative Action Committee
  - Chair Adelstein appointed trustees Rofkar and Douglas to represent Whatcom on the ACT Legislative Action Committee for an additional year.

**BREAK**

- The meeting was adjourned for a five minute break at 2:40 p.m.

**EXECUTIVE SESSION**

- At 2:45 p.m. the meeting was adjourned for a closed Executive Session of the Board for approximately sixty minutes to “(g) ...as provided in RCW 42.30.240 (4)(a), to discuss collective bargaining...”; “...to discuss the performance of a public employee...”; and “...discuss with legal counsel matters involving attorney/client privilege...”

Chair Adelstein announced that a possible action may be anticipated. Guests included President Kathi Hiyane-Brown, VP Luca Lewis, VP Nate Langstraat, VP Curt Freed, and Assistant Attorney General Kerena Higgins.

The Executive Session was extended at 3:45 p.m. minutes for approximately thirty additional minutes.

- The Executive Session adjourned at 4:15 p.m. and the Board reconvened into open session at 4:17 p.m.

**ACTION**

- Trustee Robinson moved that President Kathi Hiyane-Brown has been an invaluable resource to this campus community and the Board is very concerned that unless her compensation is increased to remain competitive with other, similarly situated institutions, that the College faces a significant and legitimate risk that she will accept employment elsewhere. This increase is intended to ensure retention of the president so that she may continue to serve as president of Whatcom Community College in the future. The motion was seconded by Trustee

Rofkar and **the motion was approved unanimously.**

### **PUBLIC COMMENT**

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

### **ADJOURNMENT**

- There being no further business, the meeting was adjourned at 4:25 pm.

**Whatcom Community College**  
**RESOLUTION AUTHORIZING**  
***FEMA Applicant Designation***

**Resolution No. 15-03**

**WHEREAS**, the Federal Emergency Management Agency (FEMA) application process for federal and/or state emergency disaster assistance funds requires designation of authorized WCC representatives to act on behalf of the College;

**WHEREAS**, the purpose of this designation as the authorized representative of WCC is to obtain federal and/or state emergency disaster assistance funds. These representatives will be authorized on behalf of Whatcom Community College to execute all contracts, certify completion of projects, request payments, and prepare all required documentation for funding requirements.

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees delegate authority to Kenneth Bronstein, Director for Business & Finance as the designated authorized representative to FEMA; and Brian Keeley, Senior Director for Facilities & Operations to act as the alternate authority for and on behalf of Whatcom Community College.

**APPROVED** in the regular meeting by the Board this 9th day of December, 2015.



Board of Trustees  
Whatcom Community College

By: \_\_\_\_\_  
Steve Adelstein, Board Chair

**Suggested Motion**

Move to approve Resolution 15-03, which authorizes Kenneth Bronstein and Brian Keeley to be designated as WCC authorized representatives to act on behalf of WCC to initiate emergency and/or disaster assistance from FEMA.

# Whatcom

## COMMUNITY COLLEGE

### Reports to the Board of Trustees December 9, 2015 Meeting

#### ➤ ASWCC—Aldo Suseno, President

- **Student Engagement – Clubs** (*Goal 1.4. Introduce new opportunities for student learning and engagement*)
  - A total of 30 clubs are active at Whatcom Community College. This is the highest number of clubs that we have ever had and indicates more students are involved with campus.
  
- **Civic Responsibility - WCC Ballot Box** (*Goal 3.1. increase College stature as a community and educational partner*)
  - The ASWCC sponsored ballot box was installed over the summer. According to the Whatcom County Auditor, 619 ballots were dropped in the WCC ballot box during the latest election.
  
- **Legislative** (*Goal 1.4. Introduce new opportunities for student learning and engagement*)
  - Four students attended a Legislative Academy in Olympia put on by the Council of Student Unions and Programs (CUSP). Several outcomes of this event are to build legislative and lobbying communication skills, and to contextualize student involvement in the legislative process.
  - The Washington Community and Technical College Student Association (WACTCSA) met to discuss the legislative agenda. Our region, which includes Bellingham Technical College, Skagit Valley College, Whatcom Community College, and Everett Community College decided to focus on Post-Secondary Education for Inmates.

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

- **Finance** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
  - The Business Office is working with International Programs to institute a new international payment system, which will send and receive funds internationally in a more efficient and cost-effective way. This system includes the development of a payment portal for our international students that is translated into their native language, and allows them to pay their tuition and fees online, avoiding students' banks needing to send costly international wires.
  - The Business Office continues to work with staff from IT and the Pavilion and Student Recreation Center to complete the implementation of the Fusion system, which helps to manage facility activity. The system allows students and staff to pay for goods and services at the rec center both online and in person.

- **Facilities & Operations** *(5.1: Create and manage growth through fiscal, capital, technological and human resource development)*
  - 2015-17 Biennium Projects include:
    - Cascade re-roof is in schematic design with bidding in spring for next summer construction;
    - Laidlaw boiler replacement is in the design development phase with bidding in spring for next summer construction.
  - Copy, Print and Mail Services has experienced a busy fall quarter, particularly with course packets, both reprints and new requests. Requests for winter quarter course packets are starting to be received, also. The copyright process, recently revised and strengthened to more adequately meet legal requirements, is being accepted by a broader audience across campus.
  - Expanded services in the Copy Center include additional offerings of canvas prints and custom buttons. The Copy Center is on track to surpass its projected revenue goal for 2015-2016. Regional union contracts are providing a large portion of the Copy Center's strong revenue performance.
- **Emergency Preparedness & Safety** *(5.3. Promote a safe environment for teaching, learning, and working)*
  - Interviews for the Emergency Preparedness, Safety and Security Manager have concluded and the top candidate has accepted the position and will start on January 4, 2016.
- **Conference & Event Services** *(3.1 Increase College Stature as a community and educational partner)*
  - Internally, Conference & Event Services (CES) will support the Holiday Luncheon, the Fall Music Concert, as well as the fall Drama production.
  - Externally, CES continues to support WWU Athletics as they use WCC as a host site for their upcoming men's and women's basketball games.

#### ➔ **Student Services—Luca Lewis, Vice President**

- **Outreach Services** *(1.3 Increase access for diverse and nontraditional student populations, 1.4 Introduce new opportunities for student learning and engagement)*
  - WCC will host local high school counselors at an annual meeting in the newly remodeled Student Recreation Center on December 15. In addition to showcasing the new facilities, the meeting provides opportunities for networking, relationship building, and sharing key college updates that impact local high school students.
  - Interviews for the Latin Outreach Coordinator position are currently underway with an anticipated start date in January 2016.
- **Retention Supports** *(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)*
  - Student support and intervention efforts for students on academic warning and academic probation are currently being piloted, including a communication campaign and success coaching. Combined with Early Alert, these new efforts are designed to better support and retain students who

are struggling academically. Assessment and refinement of efforts will continue into winter and spring of 2016.

- **Basic Food Employment & Training (BFET)** *(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, 1.4 Introduce opportunities for student learning and engagement, 4.3 Increase access for under-represented populations)*
  - BFET continues to expand access to WCC's low income (200% Federal Poverty Level) students. This is done with tuition assistance, subsidized childcare (through DSHS), and maintaining student Basic Food eligibility while pursuing a professional/technical program. Every BFET student develops an individualized academic and career pathway that is updated annually with WCC BFET staff. BFET students are empowered through motivational interviewing techniques, mentorship and self-guided workforce research. The majority of BFET students are first generation college students and have children in their household.
  - BFET also serves students through the State matching reimbursement program, which generates funding used to help students with tuition, fees, textbooks and financial emergencies that would otherwise prevent them from accessing/remaining in school at WCC.
  - 128 students enrolled in BFET for fall quarter with a quarterly FTE of 103.
  - Staff is currently mentoring vocational educational pathways for 88% of the fall quarter BFET caseload.
  - Staff is currently mentoring basic educational pathways for 12% of the fall

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

- **New and Revised Degrees** *(1.1 Increase student achievement in transfer and career preparation, 2.1 Maintain currency in college curriculum and delivery)*
  - WCC submitted minor change proposals to the Northwest Commission on Colleges and Universities (NWCCU) for approval to offer the Associate in Business, Direct Transfer Agreement / Major Related Program (DTA/MRP) and Associate in Nursing DTA/MRP, both of which were approved by the curriculum committee and Board of Trustees in spring 2015. The NWCCU recently approved both degrees, and the College will now move forward with implementation, including the necessary changes to advising and course offerings. Both degrees provide a valuable opportunity for students to directly and seamlessly transfer from WCC to a 4-year university.
- **Math Center** *(1.1 Increase student achievement in transfer and career preparation; 1.2 Increase academic support for students; 1.4 Introduce new opportunities for student learning and engagement)*
  - WCC's Math Center continues to grow in the number of students served. As a part of reviewing the quality of services provided, the Math Center recently surveyed 213 students who visited the Center only 1-2 times. The Math Center wanted to know if student's needs were met with these few visits, or if there were other services students needed that they were unable to get. Thirty-nine students responded to the brief survey, and nearly half of those students didn't need

ongoing tutoring because they had sufficiently learned the material. Nine of the respondents said the Math Center was too crowded or loud for them. Students had feedback about better ways to serve their needs, including expanding the hours the Math Center is open, and to hire more tutors to reduce the wait for a tutor. On a scale of 1 (poor) to 5 (excellent), respondents rated the Math Center friendliness at 4.51, math knowledge at 4.35, and communication skills of tutors at 4.11. Jason Babcock and other Math Center staff obtained useful information on how to further improve the service to WCC students.

- **Intercultural Center** (*4.1 Reinforce diversity elements in curriculum; 4.2 Enhance diversity among faculty and staff*)
  - The WCC Intercultural Center and leader Betsy Hasegawa have begun Stone Soup Evenings, an event provided each Tuesday from 5:00 p.m. to 7:00 p.m. to allow students, faculty, and staff with a more informal neutral space to meet, participate in discussions, and get to know each other. Stone Soup Evenings are conducted in the Intercultural Center, and welcome to all. The Intercultural Center also provided Safe Zone Training on November 13 to Student Life's student leadership team. Betsy Hasegawa is representing WCC on the planning committee in preparation for the MLK Jr. Human Rights Conference happening Saturday, January 16, 2016.
- **Community & Continuing Education (CCE)** (*3.1 Increase College stature as a community and educational partner, 3.3 Be an active partner in economic development, 5.2 Diversify and secure funding/resources from external sources*)
  - The following are new Community and Continuing Education offerings slated for winter 2016:
    - New Cybersecurity for Small Businesses series—Information Security for the Small Business; Cybersecurity Breach: Preparation & Response; and Outside Vendors & Information Security
    - New Employment Law for Business Owners & Managers—Employment Law 101, The Cardinal Rules for Hiring (and Firing), and Workplace Harassment Training for Supervisors
    - First non-credit online class, Essentials of Spa Management & Etiquette, plus six new continuing education workshops for massage practitioners developed by CCE instructor and massage program faculty, Cheryl McNulty
- **Grant Activity** (*2.1 Maintain currency in college curriculum and delivery, 3.1 Increase College stature as a community and educational provider, 5.2 Diversify and secure funding/resources from external sources*)
  - Whatcom was awarded its second Perkins Innovation grant this year to develop new content in behavioral health, including mental health and chemical dependency, and its integration with primary care. This curriculum development project will support career pathways and build on industry partnerships and focus groups that have identified this field as a significant emerging workforce need. Specifically WCC will:
    - Create a 5-credit course that addresses integration of behavioral health and primary care;
    - Contextualize 10 credits worth of chemical dependency courses with mental health content; and
    - Outline electronic medical record (EMR) training for behavioral health workers and provide an introduction to primary care relevant terminology.

- **Cybersecurity Camps** *(1.1 Increase student achievement in transfer and career preparation, 1.4 Introduce new opportunities for student learning and engagement)*
  - This College's fourth cybersecurity camp for high school students culminated on Nov. 14 with two registered teams participating in a new element incorporated into the camps: a CyberPatriot competition. Although the camp sessions are officially over, students will continue to be supported throughout the competition for as long as they are willing and their team is eligible to proceed to the next round. Of the nine students who participated in the camp this year, eight completed all six sessions and are eligible to apply for college credit in CIS 110 at this time. All students demonstrated enthusiasm, commitment, and competency in the opening round of the competition.

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

- **Fundraising Progress Update 5.2.1 – Increase external revenue sources through grants and Foundation fundraising.**
  - As of November 23, draft reports for November 2015 show we have received 30 gifts totaling \$31,060. Year to date, we have received \$407,151.53 in gifts and pledges.
  - The audit was completed, audited financial statements presented to the Finance committee with no concerns and the 2014 tax return was filed.
- **Communications, Marketing and Publications 3.1 - Increase College stature as a community and educational partner**
  - **Digital Communication**
    - Marketing & Communications is again working with Outreach and Registration on a quarterly enrollment push. The campaign includes email, social media, print and online.
    - The College's [Facebook](#) has 4,211 likes; [Twitter](#) is at 2,369 followers; LinkedIn [university page](#) has 6,386 followers; LinkedIn company page has 877 followers and [Instagram](#) is at 620 followers.

**Media Coverage Highlights**

- [WCC wins cybersecurity grants](#), Bellingham Herald (Whatcom Magazine), 11/16/15
- [Announcing the Fall 2015 First Look Forum Winner, Awake Labs](#), WashingtonTechnology.org, 11/12/15
- [Whatcom Community College's Care Navigation and Coordination Certificate Program Prepares Health Care Professionals for Changing Field](#), Whatcom Talk, 11/12/15
- [Pays tribute to Heiner's legacy](#), Bellingham Herald, 10/30/15
- [Colleges roll out programs to meet IT workforce demand](#), Kitsap Peninsula Business Journal, 10/7/15
- Whatcom Report, WCC's nationally acclaimed CIS/Cybersecurity program, KGMI, 10/25/15