

BOARD OF TRUSTEES

Meeting Agenda

Wednesday, November 8, 2017

Work Session – 1:00 – 2:00 pm, Regular Board Meeting -2:00 pm

Laidlaw Center Boardroom, #143

237 W. Kellogg Road, Bellingham, WA 98226

MEMBERS:

- **Tim Douglas,**
Chair
- **John Pedlow,**
Vice Chair
- **Steve Adelstein**
- **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

December 13, 2017

- I. Call to Order
- I. Work Session
 - “Babel”-ing about Student Success” – Faculty: Kaatje Kraft and Justin Ericksen; Janis Velazquez Farmer, , Associate Director for Registration; Brain Davidson, Workforce Retraining Coordinator & Passport Program Advisor; WCC Students: Louis Gutierrez and Shelby Greenlaw)
- II. Approval of Agenda, and Notice of Public Comment Time
- III. Introduction of New Employees and Transforming Lives Award Nominee
- IV. Consent Agenda Tab 1
 - a. Minutes of October 11, 2017 Board of Trustees Meeting (Attachment A)
- V. Action Item Tab 2
 - Proposed changes to Policy 615 Discrimination and Harassment (first reading, possible action) – Becky Rawlings, Executive Director for Human Resources
 - Proposed 2018-19 & 2019-20 Academic Calendar – Becky Rawlings, Executive for Human Resources
- VI. Report from the President
- VII. Reports Tab 3
 - ASWCC – Lauren Besthoff
 - WCCFT – Tran Phung, President
 - WFSE – Carolyn Jovag, Representative
 - Administrative Services –Vice President Nate Langstraat
 - Student Services –Vice President Luca Lewis
 - Instruction – Vice President Ed Harri
 - Advancement/Foundation – Sue Cole, Executive Director
- VIII. Discussion / Items of the Board Tab 4
 - Proposed 2017 Board of Trustees Meeting Schedule
- IX. Executive Session*
 - ... as provided in RCW42.30.140 (4)(a), to discuss collective bargaining...
 - to discuss with legal counsel representing the agency matters relating to agency enforcement actions
- X. Public Comment
- XI. 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 October 11, 2017 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

Wednesday, October 11, 2017

2:00 p.m.

- ➔ **CALL TO ORDER** Vice Chair John Pedlow officially called the Board of Trustees meeting to order at 2:00 p.m. Present in addition to the chair were trustees Barbara Rofkar and Steve Adelstein, constituting a quorum. Trustee Tim Douglas was absent. Others present included President Kathi Hiyane-Brown; Ed Harri, 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; Rob Olsen, Assistant Attorney General; and Rafeeka Kloke, Special Assistant to the President.

ACTION TO ACCEPT AGENDA

- ➔ Trustee Adelstein moved to approve the agenda with one change to remove “Executive Session” from the agenda. It was seconded by Trustee Rofkar and the **motion was approved.**
- ➔ Vice Chair Pedlow announced that there is a designated time for public comment on the agenda.

INTRODUCTION OF ASWCC EXECUTIVE BOARD

- ➔ Vice President Lewis introduced the 2017-18 ASWCC Executive Board:
- Lauren Besthoff, President (present)
 - Ian Ferrer, Executive Vice President
 - Enoch Bergeron, Vice President for Clubs
 - Claudia Johan, Vice President for Operations (present)
 - Sandra Ramirez, Vice President for Campus Advocacy
 - Eden Hottman-Nance, Vice President for Social and Educational Programming

- Vice President Lewis also introduced Kunbi Ajboye, Associate Director for Student Life and Development.

STRATEGIC CONVERSATIONS

- CIS/Cybersecurity Program Updates – Corrinne Sande, Director for CIS Program
 - Corrine Sande provided an update on the CIS/Cybersecurity Program. Recent accomplishments included: In 2017, WCC was selected by the National Security Agency to lead efforts to improve and expand cybersecurity education nationwide as one of four Centers of Academic Excellence in Cyberdefense National Resource Centers. WCC began offering its first baccalaureate degree this fall, a bachelor of applied science degree in IT networking with courses mapped to National Security Agency cybersecurity knowledge units. The degree will also be offered online beginning fall 2017, thereby expanding capacity locally and nationwide.

CONSENT AGENDA

- **Consent Agenda (Calendar)**
 - a. Minutes of the September 20, 2017 Board of Trustees Meeting (Attachment A)
 - b. Proposed 2017 Summer Graduates (Attachment B)

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

ACTION ITEM

- **Proposed changes to Policy 620 Student Rights and Responsibilities – Luca Lewis, Vice President for Student Services**

Trustee Rofkar moved to approve the proposed changes to Policy 620 Student Rights and Responsibilities. It was seconded by Trustee Adelstein and the **motion was unanimously approved.**

PRESIDENT'S REPORT

- Northwest Commission on Colleges and Universities (NWCCU) approved WCC's proposal for the addition of Associate of Science-Transfer/Major Related degree program in Engineering.
- Aspen Institute ranks WCC among the top nine community and technical colleges in Washington and among the top 150 in the nation, based on successful student outcomes. WCC is eligible to apply for the top prize of \$1 million.
- Enrollment report – Fall 2017 total FTE is down 0.3% from Fall 2016; state FTE is down 2.6%. International enrollment is down 11% at 283 students; online enrollment is up 16%; and hybrid enrollment is up 7%. Most two year colleges in the state are experiencing an increase in Running Start enrollment. Bellingham and Lynden school districts changed to a block schedule; WCC staff are helping students navigate the change.
- WCC continues to work in the area of health education. Cori Garcia Hansen and Kate Di Nitto are doing great work with AHECW. They led a working group discussion of the crucial and changing roles of allied health care personnel. In attendance were representatives from Washington State Medical Association, insurance providers, health professionals, state legislators and educators.
- Key topics of discussion at the recent Washington Community and Technical Colleges (WACTC) meeting included structure and decision making process for WACTC; enrollment; ctclink; and advocacy for a capital budget.
- WCC is hosting a joint cabinet meeting with Bellingham Technical College on October 17, 2017.
- WCC Foundation is hosting its Annual Donors Appreciation Breakfast on October 27, 2017.

REPORTS

- **ASWCC** – Lauren Besthoff, President
 - Besthoff thanked everyone who attended the Welcome Back BBQ
 - Students have voted on a new name for WCC's mascot – "Finney Fin Dorsalini"
- **Administrative Services - Nate**
 - Student Housing RFQ is scheduled to be published next week and staff will spend

the following six weeks to review proposals and select a consultant.

- Colacurcio Brothers Construction extended their bid for the Learning Commons project for 30 days. The City of Bellingham provided a 180 day extension on the construction permit. However, if legislature does pass a capital budget in the next 30 days, the project will need to be rebid.

DISCUSSION/TACTC/ITEMS OF THE BOARD

➤ 2017 ACCT Leadership Congress

- Trustee Adelstein reported that he attended several good workshops at the conference. Interesting workshop topics included first amendment rights and barriers for students.

➤ November Board of Trustees Meeting

- The board meeting in November includes a work session and will begin at 1 pm.

PUBLIC COMMENT

- Vice Chair Pedlow called for public comment. There was none.

ADJOURNMENT

- There being no further business, the meeting was adjourned at 3:30 p.m.

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COMMUNITY COLLEGE

Reports to the Board of Trustees November 8, 2017 Meeting

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

- **Finance** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
 - Whatcom hosted the fall BAR (Budget, Accounting and Reporting) Council meeting on October 18-20. Over 60 attendees from colleges around the state came to learn and to network.
 - Work continues on the 2016-17 financial statements, in preparation for the audit, scheduled in.
- **Facilities & Operations** (*5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
 - The WCC Institutional Master Plan (IMP) was approved by City Council on 10/23/17 and will be adopted into the City of Bellingham Comprehensive Plan.
 - The student housing [request for qualifications \(RFQ\) was posted](#) on 10/30/17. The process will span fall quarter with a selection of a design-build team on 12/21/17.
- **Emergency Preparedness, Safety & Security** (*5.3 Promote a safe environment for teaching, learning, and working*)
 - On October 10-12, WCC hosted a TEEX (Texas A&M Technical Engineering Extension Course) emergency preparedness training titled Managing Critical Incidents in Institutes of Higher Education. There were 27 participants with 17 representing WCC. The additional participants represented Bellingham Technical College, Bellevue College, Northwest Indian College and the City of Bellingham Police Department.
 - WCC hosted safety week October 16-19, which included tabling and information sharing by the Campus Safety and Security team as well as a panel forum with Bellingham Fire and Police Departments, and representatives from the American Red Cross.
 - On Thursday, October 19, WCC participated in the Great Washington Shake Out, which exercises Whatcom Alert (mass notification system) in an all-campus earthquake drill.
- **Bookstore** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human*)
 - Sales of digital course materials increased 12% this quarter over fall 2016.
 - The Bookstore has significantly expanded its selection of food and drink items. During September and October, sales in these two categories has expanded approximately 250% over the previous year. Students appreciate the new food options available at both The Bookstore and The Bay.

- **Technology** (5.1 Create and manage growth through fiscal, capital, technological and human resource development)
 - The Student Access Lab (SAL) is supporting a new art class that is using our 3D printers, along with the engineering and math classes.

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

- **K-12 Partnerships** (1.1 Improve student success in retention, completion, transfer, and employment, 2.3 Strengthen partnerships with K-12 and higher education institutions)
 - Members of K-12 Partnerships have been meeting with area K-12 administrators to create opportunities for students at both the high school and when students transition to WCC. To date, visits have occurred at Options High School, Bellingham High School, Lynden Christian High School, Meridian High School, and Ferndale High School. Themes emerging are centered around student readiness, College in the High School, and connections with systemically non-dominant groups.
 - K-12 Partnerships attended a collaborative event at Kulshan Middle School (KMS). Nathalia Hold, author of Rise of the Rocket Girls spoke to the entire KMS student body about persistence and passion.
- **Outreach** (1.3 Promote student access through quality services and resources, 2.3 Strengthen partnerships with K-12 and higher education institutions, 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes)
 - K-12 Partnerships, Financial Aid, Advising, and Outreach staff participated in ten (10) FAFSA/WASFA Completion Events at local high schools and WCC.
 - Outreach is hosting a Fall Preview Day at WCC on Friday, December 1, from 9:00am to 12:30pm for high school juniors and seniors. Outreach anticipates 200-250 students to attend.
 - As part of a community assessment regarding services for disengaged youth, the Outreach VISTA Americorps Member met with 13 individuals at community agencies and created a survey to be sent out to community service providers.
 - Outreach College Access Corps Member provided direct service and resources to Cordata Elementary School, Northwest Youth Services, and the North Cascade Institute. The program promotes college access by educating socio-economic disadvantaged youth on post-secondary options, financial aid, college applications, and more.
- **Financial Aid** (1.3 Promote student access through quality services and resources, 3.1 Ensure all students have access to campus resources that support educational success)
 - In October, WCC collaborated with local high schools and community organizations to market financial aid options to prospective students.
 - FAFSA/WASFA events were offered for all high schools in our area and included presentations on scholarships and other funding options.

- **Student Success and Retention** (*1.1 Increase student achievement in transfer and career preparation. 1.2 Increase academic support for students, 2.5 Increase professional development opportunities for faculty and staff*)
 - A draft of the new academic progress procedures has been developed, and is currently being shared across campus to solicit input and feedback from the various stakeholders. Within the next few weeks, a final draft will be developed and presented to President’s Cabinet for final approval. The updated academic progress policy and procedures will offer a strong foundation for the development of student-centered interventions and much clearer student communication.
 - A new and improved early alert program was rolled out this quarter to the campus community. The updated early alert program was developed in collaboration with adjunct and full-time faculty. The early alert program now includes a mid-quarter survey to give faculty an additional opportunity. In the quarter to identify students who are struggling and connect them with the appropriate support services programs on campus. Additionally, the updated early alert program now includes more clearly defined flags to help faculty more easily identify the needs of students and connect them to appropriate student support services on campus.
 - The AIM program has hired and trained five student peer mentors. The five peer mentors are second year AIM students, who are now assuming leadership roles within the program. Currently, the peer mentor program is utilizing a decentralized approach to make the services more accessible to students and to create a more informal and student-centered peer mentoring experience. The peer mentors currently hold weekly drop-in hours in the library and in the student recreation center.
- **Access and Disability Services** (*3.1 Ensure all students have access to campus resources that support educational success, 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes*)
 - Currently, there are 396 students registered with the ADS Office.

Through the Financial Aid Office, ADS has posted a work-study position for support with converting textbooks to accessible formats, document conversion and general office support.

➤ **Instruction—Ed Harri, Vice President**

- **Service Learning Program:** (*2.2 Create teaching and learning communities, 2.3 Strengthen partnerships with K-12 and higher education institutions*)
 - WCC’s Service Learning Program has collaborated with WWU’s Center for Service Learning in a campus/community program called Community Engagement Fellows. Designed to help local higher education faculty and community-based educators “nurture engaged citizens, serve the public, and improve our region and the planet,” small groups of participants from WWU, WCC, NWIC, BTC and local nonprofit and government agencies will meet regularly to discuss important aspects of effective community engagement. In addition, each Fellow will complete a

project during the 2017-18 academic year, such as developing a new course; re-designing an existing course, assignment or internship program; or writing a grant proposal for community-based research. Service Learning Coordinator, Kristine Smith, is facilitating a yearlong Faculty Education Workshop (FEW) for the 24 WCC faculty who are participating in the program this year.

- **STEM Programs:** *(2.5 Cultivate community awareness and support for the College, 4.1 Offer programs, services, and facilities that support college needs and market demands.)*
 - The STEM division celebrated I ♥ STEM month in October. WCC students, faculty and staff, and members of the community participated. Events included the Chuckanut Radio Hour, the Pickford’s presentation of “Science and Wonder,” and various opportunities to learn more about STEM fields.
 - WCC participated in the Lynden Kiwanis Math & Science Fair in October. Targeting elementary school children and families, the display spotlighted Whatcom’s STEM programs and the Area Health Education Center for Western Washington (AHECWW). Hands-on activities, including take-apart model eyes and a kidney filtration experiment, attracted 230 kids and 140 adults. AHECWW director Cori Garcia Hansen and a medical assisting program student volunteer represented the College.
- **Cybersecurity Center Dedication** *(2.5 Cultivate community awareness and support for the College, 4.1 Offer programs, services, and facilities that support College needs and market demands.)*
 - Whatcom’s Cybersecurity Center at Baker Hall was formally dedicated on October 11. WCC Board members, industry leaders, government officials, CIS/cybersecurity program faculty and students, and members of the community attended the dedication.
- **Industry Initiatives** *(2.5 Cultivate community awareness and support for the College, 2.6 Engage with business and industry to strengthen regional economic development, 4.1 Offer programs, services, and facilities that support college needs and market demands.)*
 - **Job Skills Training Projects:** Illustrating WCC’s potential for growing industry partnerships, WCC’s Community & Continuing Education has been awarded two SBCTC Job Skills Training grants totaling \$158,891 to cover instructional and administrative costs for providing customized job skills training for two local companies over the next two years.
 - **Participation in Technology Alliance Group (TAG) Tech Summit:** WCC and CyberWatch West were featured at the October 19 Bellingham Tech Summit. WCC CIS program graduates, currently employed at several prominent local companies, participated in two panel discussions on emerging cybersecurity issues and trends.
 - **Medical Assistant workforce pipeline:** On October 23, WCC and AHECWW staff and faculty convened a work group whose goal is to expand the medical assisting workforce pipeline in Whatcom County. Participants from PeaceHealth, Family Care Network, the Center of Excellence for Allied Health, SBCTC, Northwest Workforce Council, and the Washington Association of Community & Migrant Health Centers explored next steps in developing programs to train working adults, including those currently employed in rural health facilities, and ways to increase K-12 connections.
- **Assessment and Institutional Research (AIR):** *(4.6 Apply assessment and evaluation data to inform decisions.)*

- The AIR office is revising the enrollment and course success data for all programs and disciplines, and defining program cohorts for calculating graduation and retention rates. In addition, they are managing the new HEET grant, and evaluating the impact of all the HEET grants over the last 10 years in colleges across the state.
- **Learning Center:** *(1.2 Foster student learning through student-centered teaching and learning practices, 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes.)*
 - Last year the Math and Writing Centers had 2,616 student visits at this point in the quarter; this year has seen 3,030. This represents a 16% increase in student use, and demonstrates sustained growth in the Learning Center. Space constraints prove to be a challenge as growth continues, demonstrating the need for expansion of services into the larger, purpose built space in the Learning Commons.

➔ **Institutional Advancement – Sue Cole, Executive Director**

- **Foundation 5.2.1 – Increase external revenue sources through grants and Foundation fundraising.**
 - **Foundation News:**
 - The Foundation hosted its annual Donor Appreciation Breakfast and presented Excellence in Educational Giving awards to Dr. Russ Sherif, math professor at WCC; Susan and Deane Sandell, WCCF board member/alumnus; and Bob Winters, English and Film Studies professor and WCCF board member.
- **Communications, Marketing and Publications 3.1 – Increase College stature as a community and educational partner.**
 - Press Releases/Media Outreach and Resulting Media Coverage. Find college news at whatcom.edu/news
 - [Diverse Students Find Community at Simpson Intercultural Center](#), Whatcom Talk, 10/19/17
 - [El Periódico: Día de los Muertos coming up at WCC](#), Lynden Tribune, 10/18/17
 - [U.S. Bank awards two WCC cybersecurity students \\$2,500 scholarships](#), WCC press release, 10/17/17
 - [Six Washington community colleges up for \\$1 million Aspen Prize](#), Seattle Times, 10/16/17
 - [It's Trick or Treat Time at WCC](#), Whatcom Talk, 10/13/17
 - [ART — “PLUNGE” \(Justin Martin exhibit\)](#), Go Skagit, 10/12/17
 - [Kids' science and math expo at fairgrounds this Saturday](#), Lynden Tribune, 10/12/17
 - [WCC Voted Among Top 150 Community Colleges in US](#), The Chamber, 10/11/17
 - [7 Recommendations for Student Success Initiatives](#), Educause Review, 10/11/17
 - [Cybersecurity Dedication Ceremony](#), The Chamber, 9/27/17
 - [Whatcom Community College announces new Cyber Security Center opening](#), KGMI, 10/8/17 (also mentioned on air)

- [Washington's Running Start program a national standout, study says](#), Bellingham Herald, 10/7/17
- [Book Corner: AT VILLAGE BOOKS \(Chuckanut Radio Hour\)](#), Go Skagit, 10/1/17