

## BOARD OF TRUSTEES

### Meeting Agenda

Wednesday, December 13, 2017

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**
- **Wendy Bohlke**
- **Rebecca Johnson**

- I. Call to Order & Approval of Agenda, and Notice of Public Comment Time
- II. Introduction of new trustees
- III. Recognition of Barbara Rofkar, former trustee
- IV. Strategic Conversation
  - 2019-21 Major Capital Project Request – Nate Langstraat, Vice President for Administrative Services.
- V. Consent Agenda Tab 1
  - a. Minutes of November 8, 2017 Board of Trustees Meeting (Attachment A)
- VI. Report from the President
- VII. Reports Tab 2
  - 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 3
  - Proposed 2018 Board of Trustee Meeting Schedule
- IX. Executive Session\*
  - ... to review negotiations on the performance of a publicly bid contract...;
  - ... as provided in RCW 42.30.140 (4)(a), to discuss collective bargaining
- X. Public Comment
- XI. Adjournment

*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**

**January 17, 2018**

**\*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 8, 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

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

Regular Board Meeting – 2:00 p.m.

- ➔ **CALL TO ORDER** Chair Tim Douglas officially called the Board of Trustees meeting to order at 1:00 p.m. Present in addition to the chair were trustees John Pedlow, Barbara Rofkar and Steve Adelstein, constituting a quorum. 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; Kerena Higgins, Assistant Attorney General; and Rafeeka Kloke, Special Assistant to the President.

### WORK SESSION

- ➔ **“Babel”-ing about Student Success –Faculty: Kaatje Kraft and Justin Ericksen; Janis Velazquez Farmer, Associate Director for Registration; Brian Davidson, Workforce Retraining Coordinator & Passport Program Advisor; WCC Students: Louis Gutierrez and Shelby Greenlaw)**

Ed Harri, Vice President for Instruction, introduced faculty members, Justin Ericksen and Kaatje Kraft. The Faculty and Professional Learning community was awarded a \$5,000 grant from the State Board for Community and Technical Colleges to investigate conceptions of Student Success. They shared a PowerPoint presentation with an overview of the project, sample data collected, and a documentary directed and produced by Janis Velazquez Farmer.

Next steps include more student interviews in a podcast format hosted by Brian Davidson; reviewing student feedback; and looking at using the data collected to inform work on other college initiatives such as guided pathways.

### **ACTION TO ACCEPT AGENDA**

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

### **INTRODUCTION OF NEW EMPLOYEES**

- Vice President Langstraat introduced the following new employees in Administrative Services:  
Tamara Addis, Program Coordinator, Conference & Event Services  
Bill Hamilton, Custodian 3, Facilities and Operations
- Vice President Harri introduced the following new employees in Instruction:  
Rose Root, Program Coordinator  
Tyler Ciokiewicz, Recruitment Retention Specialist  
Lisa Friend, Events Coordinator Grants  
John Toof, ESLA Testing Coordinator  
Betty Jo Anzaldua, Workfirst Student Navigator  
Keith Raymond, Web/Database Technical Specialist
- Vice President Lewis introduced the following new employees in Student Services:  
Terri Thayer, Associate Director for Academic Advising and Career Services  
Jackie Ferry, Career and Academic Advisor K12 Partnership  
Maureen (Mo) Whalen, Community Standards and Residence Life Coordinator
- President Kathi introduced the following new employees in Human Resources and Institutional Research  
Selvi Zabihi, Researcher – HEET 10 Grant  
Jane Benson, Human Resources Consultant Assistant 2

- President Kathi introduced this year's WCC Transforming Lives Nominee Nagla Mohammed-Lamin. Born and raised in a refugee camp in Algeria, Nagla overcame countless obstacles before coming to Bellingham in March 2016 to pursue her education at WCC. She credits the support of WCC's International program staff for helping her achieve her dream of attending college. She hopes to inspire other women in her refugee camp to pursue their education.

## CONSENT AGENDA

- **Consent Agenda (Calendar)**

- a. Minutes of the October 11, 2017 Board of Trustees Meeting (Attachment A)

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

## ACTION ITEMS

- **Proposed changes to Policy 615 Discrimination and Harassment (first reading, possible action) – Becky Rawlings, Executive Director for Human Resources**

Trustee Adelstein moved to approve the proposed changes to Policy 615 Discrimination and Harassment. It was seconded by Trustee Rofkar and the **motion was unanimously approved.**

- **Proposed 2018-19 and 2019-20 Academic Calendar (first reading, possible action) – Becky Rawlings, Executive Director for Human Resources**

Trustee Pedlow moved to approve the proposed changes to 2018-19 and 2019-20 Academic Calendar. It was seconded by Trustee Adelstein and the **motion was unanimously approved.**

## PRESIDENT'S REPORT

- The College will be recruiting eight full time faculty positions mostly due to retirements.
- WCC Human Resource department is adopting a new software system called NEOGOV to streamline the recruitment process.

- President Kathi thanked trustees, faculty and staff, and students for supporting the Donor Appreciation Breakfast. Trustee Adelstein shared that he enjoyed listening to the student panel which showcase students returning to college to retrain for new careers
- WCC men soccer team ranked #1 overall and WCC women soccer team made the playoffs. Mary Schroder and Jason Jorgensen were both nominated for Coach of the Year by peers.
- A number of WCC faculty and staff attended this year Washington State Faculty and staff of color conference.
- Corrinne Sande was recently featured in national publication for her work in developing a tool to crosswalk military experience to competencies in cybersecurity and IT courses.
  
- Student Services Leadership Team and Instruction leaders have spent time talking about Guided Pathways work, identifying strategies to provide the best experience for students to achieve academic success.
- Recently, President Kathi, VP Lewis and VP Harri met with WWU President Sabah Randhawa, Brent Carbajal, WWU Provost, and Melynda Huskey, WWU VP for Enrollment and Student Services to discuss opportunities for collaboration.
- There was a recent joint meeting of WCC President Cabinet and BTC Senior Leadership Team to discuss system wide initiatives.
- President Kathi asked VP Langstraat to provide a brief overview of WCC's next major capital request which is due to be submitted to the State Board by December 20. He provided a brief overview on criteria and scoring and will provide a more detail presentation at the December board meeting.

## REPORTS

- **ASWCC** – Lauren Besthoff, President
  - ASWCC co-sponsored with faculty and staff a workshop on Union
  - Approximately 150 people attended the National Community Coming Out Day.
  - ASWCC hosted a successful pumpkin carving and Halloween costume contest.
  - Student leaders supported women soccer team and men soccer team by offering free hot cocoa and popcorn during the games.
  - ASWCC is partnering with the Equity Project to offer showing of the film “Loving” on

campus.

➔ **WFSE** – Carolyn Jovag, Representative

Willy Grimes was named this year's Classified Excellence Award winner. A photo of him receiving the award was posted on WSFE's national website and received the most "likes".

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

Approximately 30 people attended the Student Housing RFP resubmittal meeting last week.

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

On October 7, 2017, 53 students attended "Catch the next wave", a preamble conference to Student Leading Change conference.

➔ **Instruction** – Ed Harri, Vice President

Vice President Harri thanked board members for attending the Professional Technical Advisory Committee Dinner.

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

- WCC is hosting the upcoming Bellingham Chamber of Commerce Business after business on November 16, 2017.
- The Engineering Club will construct a time capsule to mark WCC's 50 Years Anniversary. Items will be solicited for the capsule at the upcoming Winter Holiday Luncheon.

## **DISCUSSION/TACTC/ITEMS OF THE BOARD**

➔ **ACT Fall Conference**

The ACT Fall Conference and Legislative Action Committee meeting are scheduled for Nov 9-10. Trustee Douglas, Pedlow and Rofkar are planning to attend.

➔ **Proposed 2018 Board of Trustees Meeting Schedule**

Board members were asked the review the proposed schedule and be prepared to take action on the schedule at the December board meeting.

### **EXECUTIVE SESSION**

- At 3:15 p.m. the meeting was adjourned for a closed Executive Session of the Board for approximately thirty minutes “... as provided in RCW42.30.140 (4) (a), to discuss collective bargaining...” and “... to discuss with legal counsel representing the agency matters relating to agency enforcement actions....”

Chair Douglas announced that no action was anticipated. Guest included President Kathi Hiyane-Brown, Vice President Nate Langstraat, Vice President Ed Harri, and Assistant Attorney General Kerena Higgins.

The Executive Session was adjourned at 3:45 p.m. and the Board reconvened into open session at 3:45 p.m.

### **PUBLIC COMMENT**

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

### **ADJOURNMENT**

- There being no further business, the meeting was adjourned at 3:50 p.m.

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## COMMUNITY COLLEGE

### Reports to the Board of Trustees December 13, 2017 Meeting

#### ➤ ASWCC – Lauren Besthoff, President

- ASWCC 2017/2018 Work Plan
  - The Executive Board has been revising the work plan with the help of administration. The feedback given was very helpful, and the executive board is working on implementing those revisions to present a final copy to President's Cabinet.
- ASWCC Executive Vice President
  - Each of the twelve senators have an active constituency of 20. This number is expected to go up to 30 for each senator beginning in Winter Quarter.
  - They Inform constituents about upcoming funding requests, opportunities to get involved on campus, and general feedback on how to make the ASWCC more effectively advocate for their concerns
  - They also ask their constituents for recommendations on how to vote on funding requests. Each vote should be a direct representation on how their constituents want to be represented in the senate
    - There were three funding requests made to the senate on 11/20/2017
      - 500.00 allocated from Equipment and Furnishing Budget to the Office of Student Life and Development, to promote a more inclusive office environment.
      - 650.00 allocated from Special Projects Budget to VP of Campus Advocacy to provide finals relief. A onetime request meant to cover all three quarters: Fall, Winter and Spring.
      - 3,063.00 allocated from Conferences and Events to CCF for a winter retreat being held in Warm Beach, WA
  - Senators have been informed on senate committees and will establish their own committees in the senate starting Winter Quarter. Ex: Tenure Committee, Constituents Committee, etc.
  - Created a draft form, "Chairing a Meeting Guide," to pass down to other student leaders for their use.

- Attended Legislative Academy: Officially inaugurated as the: NW Regional Director for WACTCSA. Learned how to make the most of our visit during Campus Advocacy Day in January.
- ASWCC VP of Operations
  - Revised the ASWCC Bylaws based off of recommendations from Dr. Luca Lewis. Meeting Scheduled for December 6<sup>th</sup>, 2017 to go over those changes and finalize them. The plan is to publish and make the available for public viewing the beginning of Winter Quarter.
  - Held a volunteer appreciation event: Fall in Love with Orca Volunteers. The event honored current WCC Student Volunteers, as well as promote the orca volunteer program to the student body. It had 79 attendees. Total volunteer hours this quarter: 380 hours.
- ASWCC VP of Campus Advocacy
  - Spent a 1/3 of the 650.00 requested for Finals Relief. Finals Relief to go out beginning Monday December 4, 2017 to various studying “Hot Spots,” around campus: Heiner and The Learning Center
  - For Fall Quarter 627.75lbs of food collected for Fall Quarter.
  - SVCC has accepted a challenge from WCC. It’s a campus wide “food fight,” the school who raises more pounds of food than the other campus, wins. The purpose is to help SVCC jumpstart their own food pantry while fighting a typically slow time of year for food donations on our own campus. Currently WCC has raised 149.75lbs since the beginning of this challenge.
  - Students Leading Change Committee has been formed. The conference will be May 12<sup>th</sup>, the theme will be: What Does Social Justice Look Like?
- ASWCC VP of Clubs
  - 15 clubs were chartered in November. Total clubs chartered for Fall: 27
  - Working on getting Canvas pages set up for club use. The plan is to get this implemented early in Winter Quarter.
  - Hosted two Interclub Council Meetings in Fall. Awarded, Club of the Month, for October and November.
- ASWCC VP of Social and Educational Programming
  - Programming and Diversity Board Events—November, 2017
  - Nov 9: Veteran’s Day Event
  - Nov 17: Social Justice Movie “Loving (2016)”
  - Nov 20: Transgender Day of Remembrance
  - Nov 29: Teacher Appreciation Day Event

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

- **Administrative Services** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
  - The campus planning advisory committee met to review the draft major capital project report and request (PRR). The final draft is scheduled for completion by December 15 with a submittal deadline to the State Board by December 20. The PRR demonstrates need for a new 52,000 square foot building that would provide instructional spaces focused on basic education for adults in technology-rich environments, as well as labs and classrooms for engineering, computer information systems, cybersecurity and computer science. The Technology and Engineering Center (TEC) would be located to the east of Kelly Hall on the north side of Kellogg Road.
- **Finance** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
  - The fiscal year 2017(FY17) financial statement audit is scheduled to begin in early January 2018 with fieldwork commencing as early as Wednesday, January 3. An entrance meeting with the State Auditor’s Office team has yet to be scheduled.
  - Business Office staff continue work on developing the new Indirect Cost Agreement with the Department of Education. This rate is used for grant activity when the College claims reimbursement for indirect expenses.
- **Emergency Preparedness, Safety & Security** (*5.3 Promote a safe environment for teaching, learning, and working*)
  - WCC hosted the statewide Safety, Security and Emergency Management (SSEM) Council on campus on November 29-30. This council represents all 34 community and technical colleges in Washington state. The agenda included important topics like foundational standards for student safety, standardization of security guard/safety officer training and responsibilities, and crime prevention strategies for college campuses.
- **Bookstore** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human*)
  - The Bookstore is collaborating with colleagues at WCC to redesign the course materials adoption form and process. The new form better incorporates and facilitates the ordering of new media such as open educational resources (OER), course packs, and directly downloadable materials. Faculty are providing valuable input on this collaborative effort between the Bookstore, Library, Copy & Print Services, and Instruction.
- **Technology** (*5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
  - WCC is one of eight colleges awarded a grant from the SBCTC to work towards institutional accessibility from a collaborative approach to address Washington State Policy 188 and the SBCTC Accessibility Policy. IT Director, Ward Naf, along with several college employees met with the other grant-awarded colleges in October to begin the

development of an annual work plan towards improving accessibility. WCC's project team is represented by Ward Naf (IT Director), Kerri Holferty (Director for Access & Disabilities), Becky Rawlings (Executive Director for Human Resources), Heidi Ypma (STEM Division Chair), Rowena McKernan (OER Specialist/Library), Jason Babcock (Learning Center Director), Laura Going (Communications Manager), and Tye Durbin (Instruction & Classroom Support Technician/eLearning).

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

- **Student Life and Development** *(3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes. 3.6 Increase campus engagement in social justice education and leadership opportunities)*
  - On November 20, the Programming and Diversity Board collaborated with the Pride Club to put together a Transgender Day of Remembrance. The purpose of this event was to honor and remember the victims of anti-transgender violence nationwide. Approximately 65 people attended this event. There were four (4) community tabling partners: Bellingham Sex Positive Center, Whatcom P flag, Queer Youth Project, and the Queer Resources Center from WWU. A TED talk was aired at this event that had details about the challenges transgender people have faced in the past and the resources that helped them overcome these challenges. The president of the Pride Club, who identifies as transgender, ended the event with a poem of her struggles and her journey, which inspired and invoked a deeper understanding amongst the attendees. Student Life and Development hopes to make this an annual event.
- **K-12 Partnerships** *(3.2 Ensure all students have access to campus resources that support educational success)*
  - For Fall Quarter 2017, the Running Start Office awarded 544 textbooks to 324 students (compared to 598 textbooks to 333 students in Fall Quarter 2016). Approximately 350 students requested textbooks.
- **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)*
  - Outreach is hosting a High School Counselor Breakfast at WCC on Tuesday, December 12, 7:00am-11:30am. Between 20 and 30 counselors will be in attendance.
  - On December 1, from 9:00am-12:30pm, Outreach will host a Fall Preview day for high school juniors and seniors. The itinerary includes a keynote address, mock classes taught by WCC faculty, and a campus life panel. As of November 27, 160 students have RSVP'd.

- Outreach College Access Corps established a new partnership with the Bellingham School District Family Liaison to provide direct service and resources to students at Bellingham, Sehome, and Squalicum High Schools. The program promotes college access by educating socio-economic disadvantaged youth on post-secondary options, financial aid, college applications, and more.
- **Academic Advising and Career Services** (*1.3 Promote student access through quality services and resources, 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes*)
  - WCC hired Joseph Santos as the new Customer Relations Management Specialist. This position is housed in Academic Advising and Career Services and will play a critical role in continued refinement and scaling up of Starfish, a tool for degree planning, early alert and student success management. Joseph is off to a strong start including resolving critical technical issues and working with other departments.
  - Fall Quarter was a busy time for transfer events and other services to students. Since October 11, Whatcom hosted or facilitated:
    - Outreach and admissions representatives from Central Washington University and Washington State University – North Puget Sound,
    - Six (6) Developing Your (career and academic) Future workshops including a new session for undecided students. Participation included 31 students and five (5) WCC faculty members,
    - Advisors from WWU for two general information sessions, as well as Engineering and Biology sessions. WWU advisors met with 30 WCC students,
    - General transfer application workshop in which eight (8) WCC students participated, and
    - WWU Majors Fair held in the WCC Pavilion, in which 27 different majors/departments from WWU were available to speak with interested WCC students.
- **Veteran 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, 3.5 Improve recruitment and retention of diverse students, faculty, staff, and administrators.*)
  - During Fall Quarter 2017, 156 student veterans and eligible dependents were enrolled, accounting for 128 FTE and over \$182,000 in tuition and fee payments. Fifty-five (55) student veterans, new to Whatcom, began this fall. Veterans Services will be tracking retention rates for these new students for Spring Quarter 2018 and Fall Quarter 2018.

- Veterans Services provided four (4) “Thank You for Your Service” emergency scholarships totaling \$1,200 to veterans experiencing unexpected and immediate financial challenges. In one situation, this scholarship was directly responsible for preventing a student veteran from withdrawing from classes.
- **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*)
  - Financial Aid awarded 2,471 needy students an average of \$5,870 for the 2016-17 year. These awards included \$14,504,770 in federal, state, and local funds: \$10,509,177 in grants and scholarships, \$4,697,632 in federal loans, and \$297,961 in work study.
- **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*)
  - Over the summer, WCC was awarded a \$1,287,500 U.S. Department of Education TRIO Upward Bound Grant. The five-year grant will help local low-income high school students who are potentially the first in their family to attend college prepare for and achieve college success. Whatcom is the only Upward Bound grant awardee in northwest Washington; this is the first TRIO grant WCC has received. WCC’s Upward Bound program will serve 60 students each year from Ferndale, Windward, Mount Baker, and Nooksack Valley high schools. The program will feature a partnership with Futures NW, a non-profit that provides scholarship resources and mentoring for students in underserved communities. The program will provide Saturday workshops and tutoring, individualized student education plans, mentoring, and milestone checks. The program will also feature a six-week summer program for 9<sup>th</sup>-11<sup>th</sup> graders on Whatcom’s campus a six-week summer bridge program with intensive advising and a tuition-free two-credit course for 12<sup>th</sup> graders. The program will help students select courses, improve financial literacy, assist in financial aid and college application processes, and provide connections to dual enrollment options. It will also offer college tours, cultural events, and career exploration. Students who participated in the program will be prepared to apply to any college following high school.
  - Fall Quarter 2017, ten (10) sections of Educational Planning 100: College Success were offered and 230 students enrolled in the courses. At the conclusion of the quarter, a debrief session was held to offer faculty an opportunity to provide input and feedback regarding their experience in teaching the course. The faculty feedback will be used in conjunction with student course evaluations to improve the curriculum and the structure of the college success courses.

- Work continues on refining the new academic progress procedures. In November, opportunities to provide input and feedback on the draft academic progress procedures were offered to the Student Services Leadership team, and to the Student Success and Achievement Committee. In early January, instruction leadership will be provided with opportunity to review the draft academic progress procedures and provide input and feedback.
- **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*)
  - WCC is one of eight (8) colleges awarded a grant from the SBCTC to work towards institutional accessibility from a collaborative approach to address the Washington State Policy 188 and the SBCTC Accessibility Policy. The WCC team has wide college representation and includes the following college employees: Ward Naf (IT), Kerri Holferty (ADS), Becky Rawlings (HR), Heidi Ypma (Division Chair), Rowena McKernan (Library), Jason Babcock (Learning Center), Laura Going (Communications), and Tye Durbin (eLearning). One of the deliverables of the grant is to develop a yearly work plan towards accessibility. All eight (8) colleges met at the end of October to launch this work.

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

- **Faculty hiring** (*1.2 Foster student learning through student-centered teaching and learning practices; 4.1 Offer programs, services, and facilities that support college needs and market demands*)
  - The College has identified 8 full-time faculty positions to recruit for the 2018-19 academic year. These positions are in biology, computer information systems, computer science, economics, massage therapist, mathematics, nursing, and philosophy. Positions will be posted in December with search processes scheduled for winter quarter.
- **Workforce Programs and Projects:** (*1.1 Increase student achievement in transfer and career preparation, 3.1 Increase College stature as a community and educational partner, 3.2 Lead collaborative efforts with other educational institutions, 5.2 Diversify and secure funding/resources from external sources*)
  - State leadership in Early Childhood Education (ECE) Special Projects:
    - The State Paraeducator House Bill 1115, passed last spring, provides opportunities to create pathways for K-12 paraeducators in the CTC system. WCC has been allocated \$30,000 to lead the project to update curriculum for community and technical colleges to offer courses / programs of study to high school and college

students that incorporate newly established employment standards, including teacher certification preparation.

- Twenty-nine Washington State community and technical colleges now offer ECE stackable certificates. WCC is taking the lead in updating the common courses making up these certificates. New course templates will roll out April 2018; each college will take the updates through their respective curriculum approval process.
    - Sally Holloway, co-chair of the statewide ECE Workforce Council, has taken on the responsibility of facilitating three work groups, including the Compensation Technical Group, Career Pathways, and Standards and Equivalencies.
  - The Area Health Education Center for Western Washington (AHECWW) held its quarterly advisory board meeting in November. Board members provided feedback on community-based learning, inter-professional education, and marketing & recruitment in regards to two AHECWW projects—the Rural Nursing & Diversity Project and AHEC Scholars—both of which begin implementation by fall 2018.  
Other current AHECWW work includes partnering with UW to map student pipeline programs throughout the western 5-state region, planning presentations for the Northwest Rural Health Conference, and offering youth mental health first aid to communities in western Washington.
- **Professional-technical programs:** *(2.4 Foster learning, service, and leadership opportunities through community partnerships, 2.5 Cultivate community awareness and support for the College, 2.6 Engage with business and industry to strengthen regional economic development.)*
  - The annual professional-technical advisory committees’ kick-off event in November featured a panel of student veterans. Two Navy veterans (representing the PTA and nursing programs), one Army (accounting), and one Coast Guard (office administration – logistics), spoke about their transition to civilian life and their goals for the future. All cited WCC’s Veterans Service office as a valuable resource, and praised the support their various programs have provided. Hospitality and tourism students gained hands-on industry experience at the event, including set-up, greeting and check-in, service, and clean up. Over 80 community advisory committee members, WCC faculty and staff, and Board members attended.
- **Community and Continuing Education:** *(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.)*
  - Peoples Bank recently signed agreements with Community & Continuing Education for 16 hours of customized Excel training for bank employees in 2018, the fourth consecutive year they have provided this training.
- **Equity Project:** *(2.2 Create teaching and learning communities, 3.6 Increase campus engagement in social justice education and leadership opportunities.)*
  - This fall, WCC launched the first year of *The Equity Project*, a year-long course of diversity and equity programming for College faculty and staff grounded in the book, “Is

Everyone Really Equal: An Introduction to Key Concepts in Social Justice Education.” Over 115 employees signed up for the project and received a copy of the book. Employees have engaged with the Equity Project through a variety of online and face-to-face opportunities, including:

- Book discussion groups, both face-to-face and through LMS Canvas,
  - Presentations by keynote speakers, Debra Jenkins and Robin DiAngelo,
  - A variety of workshops, including two led by the keynote speakers, Bento Box Workshops, and “Identity 101,”
  - Screening and discussion of the film, “Loving,” in partnership with Student Life.
- Events were well attended and well received. The planning team is engaged in ongoing assessment to inform programming for winter and spring as well as next year. Winter quarter events will mirror fall quarter, including keynotes, workshops, and discussions.
- **Learning Center:** *(1.2 Foster student learning through student-centered teaching and learning practices, 3.1 Ensure all students have access to campus resources that support educational success.)*
    - The Learning Center has seen its busiest fall quarter ever. They project a 10% increase in overall Learning Center use by the end of the quarter. This sustained increase in Learning Center use speaks to the quality support being provided and the continued need for the Learning Commons building.

#### ➤ **Institutional Advancement – Sue Cole, Executive Director**

- **Foundation** *2.5.2 Complete planning for capital fundraising campaign; 3.3.3 Ensure sustainability of Orca Food Pantry.*
  - **Fundraising Update:**
    - Draft reports show that we received 34 gifts and pledges totaling \$69,335 for the month of November. Fiscal year to date as of 11/29/17, we have received \$105,106 in gifts and pledges. This includes the establishment of the Prendergast Lauckhardt PTA endowment.
  - **Foundation News:**
    - The Foundation hosted a holiday meal for all faculty and staff on November 29, partnering with the Combined Fund Drive to raise money for the Orca Student Success Fund and Employee Emergency Relief Aid.
    - The Foundation supported a Welcome Home Chuck Robinson event at Village Books November 18 and accepted a check for \$2,000 from his cross-country bike ride.
- **Community Affairs** *2.1.3 Present capital project (i.e. Learning Commons, student housing) updates to help foster ongoing mutual support with the local community; 2.5.1. Build and strengthen new and existing relationships with local businesses and community groups as college supporters to help fund initiatives and develop advocacy for the college.*

- Advancement hosted community discussions on education as a positive value with various donors.
- Represented the college at the Whatcom Business Alliance Annual Business Update (November 15) and US Bank's Economic Outlook Forum (Dec. 5)
- Hosted Whatcom Boys and Girls Club staff to explore ways to collaborate
- **Communications, Marketing and Publications** *1.3.1 Fully implement and evaluate a welcome center; 2.1.1 Expand communications tools and resources for increased collaboration and institutional awareness; 2.6.3 Package business-centric services/opportunities to connect with business and industry to create awareness of the college's impact on the economy.*
  - College marketing, publication, advertising highlights
    - Events:
      - Advancement hosted a Bellingham Chamber Business After Business event on November 16. Over 70 people attended mini classes by chef Robert Fong, dance instructor Janice Shepard, and artist Trish Harding.
    - Press Releases/Media Outreach and Resulting Media Coverage. Find college news at [whatcom.edu/news](http://whatcom.edu/news)
      - [The secret to reeling in cybersecurity talent at three big banks](#) (U.S. Bank scholarship mention), American Banker, 11/27/17
      - [Whatcom Community College Reminds Students – We're All In This Together](#) (Arts & Humanities Division shirts), Whatcom Talk, 11/28/17
      - [High schoolers can visit WCC](#) (Dec. 1 Preview Day), Lynden Tribune, 11/22/17
      - [Chuck Robinson Celebrates His Big Ride and \\$20K Raised for Charity](#) (WCC Foundation mention), American Booksellers Association, 11/21/17
      - [Whatcom Community College hosts preview day](#), Northern Light, 11/22/17
      - [Shop Local and Enjoy Whatcom County's Many Holiday Celebrations](#) (Community Ed classes), Whatcom Talk, 11/12/17
      - [Tool helps veterans earn credits for their experience](#) (CyberWatch West and Corrinne Sande), Community College Daily, 11/3/17
      - [Whatcom Community College named one of top 150 community colleges](#), BBJ Today, 11/2/17
      - [Different Backgrounds and Experiences Strengthen WCC Men's Soccer Program](#), Whatcom Talk, 10/29/17
      - [Mayor names Bellingham's new top cop](#) (WCC alum), Bellingham Herald, 10/27/17
      - [Robinson, Buchanan compete for At-Large Council seat](#) (Robinson serves on nursing advisory committee), Lynden Tribune, 10/19/17



**Proposed 2018 Meeting Schedule of  
The Board of Trustees**

**Second Wednesday of the Month (per WAC 132U-104)  
2:00 p.m. (unless otherwise noted with an \*)**

**Whatcom Community College  
Laidlaw Center Board Room (LDC 143), 237 W Kellogg Road  
Bellingham, WA 98226**

**Wednesday, January 17\***

**Wednesday, February 21\***

**Wednesday, March 14**

**Wednesday, April 11**

**Wednesday, May 9**

**Wednesday, June 13  
(6/15 commencement ceremony)**

**Thursday & Friday, August 9 & 10\* (Board Retreat)**

**Wednesday, October 10**

**Wednesday, November 14 (work session; start at 12 pm)\***

**Wednesday, December 5**