

BOARD OF TRUSTEES

Meeting Agenda

Wednesday, April 11, 2018

Regular Board Meeting -1:00 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. 2018 All-Washington Academic Team
- III. Strategic Conversation
 - Student Housing Project Update – Nate Langstraat, Vice President for Administrative Services.
- IV. Consent Agenda Tab 1
 - a. Minutes of March 14, 2018 Board of Trustees Meeting (Attachment A)
- V. Report from the President
- VI. 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
- VII. Discussion / Items of the Board
- VIII. Public Comment
- IX. 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**

May 9, 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 March 14, 2018 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, March 14, 2018

2:00 p.m.

- **CALL TO ORDER** Chair Tim Douglas officially called the Board of Trustees meeting to order at 2:00p.m. Present in addition to the chair were trustees Steve Adelstein, John Pedlow, Wendy Bohlke, and Rebecca Johnson, 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; Melissa Nelson, Assistant Attorney General; and Rafeeka Kloke, Special Assistant to the President.

ACTION TO ACCEPT AGENDA

- Trustee Bohlke moved to accept 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.

CONSENT AGENDA

- **Consent Agenda (Calendar)**

- a. Minutes of the February 21, 2018 Board of Trustees Meeting (Attachment A)

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

EXECUTIVE SESSION

- At 2:05 p.m. the meeting was adjourned for a closed Executive Session of the Board for approximately one hour and fifty-five minutes to "...review the performance of a public employee..."
- Chair Douglas announced that action is anticipated. Guest included President Kathi Hiyane-Brown, Vice President Ed Harri, and Assistant Attorney General Melissa Nelson.
- The Executive Session adjourned at 4:00 p.m. and the Board reconvened into open session at 4:00 p.m.

ACTION ITEM

➤ **Tenure Considerations**

Chair Douglas commented that it is a major honor and responsibility of a trustee to review and award tenure to faculty members.

- Trustee Bohlke moved to award tenure to Jeanne Broussard. The motion was seconded by Trustee Pedlow and the motion was approved unanimously.
- Trustee Johnson moved to award tenure to Paul Curd. The motion was seconded by Trustee Bohlke and the motion was approved unanimously.
- Trustee Adelstein moved to award tenure to Carrie Muir. The motion was seconded by Trustee Johnson and the motion was approved unanimously.
- Trustee Pedlow moved to award tenure to Tommaso Vannelli. The motion was seconded by Trustee Bohlke and the motion was approved unanimously.

BREAK

- The meeting was adjourned for a break at 4:03 p.m.
- The meeting reconvened into open session at 4:25 p.m.

EXECUTIVE SESSION

- At 4:20 p.m., the meeting was adjourned for a closed Executive Session of the Board for approximately forty minutes to “(g) ...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, Vice President Ed Harri, and Assistant Attorney General Melissa Nelson.

The Executive Session adjourned at 5:00 p.m. and the Board reconvened into open session at 5:00 p.m.

PUBLIC COMMENT

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

ADJOURNMENT

- There being no further business, the meeting was adjourned at 5:02 p.m.

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COMMUNITY COLLEGE

Reports to the Board of Trustees April 11, 2018 Meeting

➤ ASWCC – Lauren Besthoff, President

- **Orca Food Pantry** *(Goal 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes. Sandra Ramirez, Vice President for Campus Advocacy)*
 - The Orca Food Pantry collected 2,629.25 pounds since July 18, 2018. During Winter Quarter 2018, 1,501.5 pounds were collected.
 - The Arts and Humanities Division won the First Annual Instruction Division Competition by donating 261.5 pounds. This competition raised a total of 584.5 pounds.
- **ASWCC Leadership 101** *(Goal 3.6 Increase campus engagement in social justice education and leadership opportunities. Claudia Johan, Vice President for Operations)*
 - Hosted Leadership 101 to prepare future student leaders to apply for the ASWCC Executive Board, Programming and Diversity Board, Ambassadors, and Student Recreation Center Staff. Ten students participated in this event.
- **Orca Volunteers** *(Goal 3.6 Increase campus engagement in social justice education and leadership opportunities. Claudia Johan, Vice President for Operations)*
 - Volunteer Appreciation Night took place on March 15 to celebrate the accomplishments of current volunteers and market the opportunity to future volunteers.

➤ Administrative Services—Nate Langstraat, Vice President

- **Administrative Services** *(4.1 Offer programs, services and facilities that support College needs and market demands)*
 - The system-wide ctcLink Summit was held March 14-16 at Bellevue College. The first two days focused on project management. The third day focused on the roles and responsibilities of executive sponsors of each college for this major project. All 34 colleges were represented at the summit. Details on the new governance structure for the project, along with new information on the conversion process and the updated deployment schedules were shared. Readiness assessment and criteria were clarified as a framework for how colleges might be deployed. Currently, Whatcom Community College is scheduled for deployment 5, with an initiation phase starting in fall 2018 and implementation occurring in April 2020.
- **Facilities and Operations** *(4.1 Offer programs, services and facilities that support College needs and market demands)*
 - Final rankings were released for the 2019-21 competition for state-funded major capital projects. WCC's proposed project for a Technology and Engineering Center ranked 13th out of 25 proposals, scoring more than 82 points. The minimum threshold for inclusion in the system's major capital pipeline was 70 points.
- **Conference & Event Services** *(4.1 Offer programs, services, and facilities that support college needs and market demands)*
 - Conference & Event Services has confirmed agreements for facility use with the Bellingham Roller Betties, Guatemalan Mobile Consulate, The North Cascades Concert Band, and the Chuckanut Radio Hour.
- **Emergency Preparedness, Safety & Security** *(4.4 Enhance the safety of the college environment)*

- On March 14, campus safety and security participated in the WCC Health and Wellness Fair by hosting a campus safety information table and through coordination of Bellingham Police and Fire Departments participation as well. The two agencies partnered with campus safety to emphasize personal preparedness, training opportunities and best practices.
- On March 28, WCC hosted local law enforcement (Whatcom County Sheriff and Washington State Patrol) as they conducted a training exercise on campus. The focus for the exercise was on crowd management and control. The exercise provided local law enforcement a familiarity with our campus and an opportunity to practice tactical response scenarios such as open area protest with opposing sides, protest by sit-in, and protest by road blockade. The training exercise also afforded an opportunity for campus leadership to participate in the training via a correlated tabletop discussion.
- **Bookstore** *(4.1 Offer programs, services, and facilities that support college needs and market demands, 3.1 Ensure all students have access to campus resources that support educational success)*
 - The Bookstore welcomed Amber Zipperer to her full-time position as Retail Clerk 2. Amber's extensive background in graphic design, website design and maintenance as well as marketing and social media will allow the Bookstore to continue to develop its online sales and information presence while expanding services for students.
- **Finance** *(Goal 4.1 Offer programs, services, and facilities that support college needs and market demands.)*
 - The first phase of the FY2018-19 budget development process was completed with budget managers submitting budget worksheets via the online budget development tool on Friday, March 23, 2018. Next steps include comprehensive review of the submittals by college leadership.
 - Allocation methodologies were approved by the State Board for Community and Technical Colleges on Wednesday, March 28. As a result, initial allocations will be presented to the Business Affairs Commission at their early April statewide meeting. The release of the initial allocation allows the College to continue an on-time budget development process.

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

- **Community Standards and Residence Life:** *(Goal 2.5 Cultivate community awareness and support for the College, 4.3 Provide ongoing opportunities for faculty and staff professional growth)*
 - Rebecca Butler, Director for Community Standards and Residence Life, Heidi Farani, Director for Student Life and Development, and Dr. Luca Lewis, Vice President for Student Services, presented at the National Association for Student Personnel Administrators (NASPA) Conference. The presentation highlighted the collaborative work being done at WCC to integrate and expand the Residence Life Program. This presentation was selected from over 1,900 submissions.
- **Student Life and Development:** *(Goal 1.3 Promote student access through quality services and resources, 1.4 Provide students with mentors, internships, and career preparation, 2.1 Increase collaboration and communication to serve collective needs across the College, 2.2 Create teaching and learning communities, 3.1 Ensure students have access to campus resources that support educational success, 4.1 Offer programs, services, and facilities that support college needs and market demands)*
 - Men's Basketball placed fifth and Women's Basketball placed seventh in the North Region.

- Sophomore Alex Martin was selected for the Northwest Athletic Conference (NWAC) North Region First Team. Freshmen Trazil Lane and Elissa Vreugdenhi were selected for the NWAC North Region Second Team.
- Hosted Spring Fling Dance where 121 student attended.
- Hosted Rock Painting event to provide students a creative opportunity during the end of the quarter. Approximately 23 students participated.
- Hosted Pizza with Pride where members of the Pride Club provided pizza for students passing through Syre and brought recognition to the club. Over 180 students participated.
- Provided roses and thank you cards for students to give out on Teacher Appreciation Day. Approximately 55 students participated.
- Hosted Annual Health and Wellness Fair to help students identify resources in the community that support their physical, emotional, mental, and overall health. Over 300 students attended and 31 community members tabled the event.
- **K-12 Partnerships:** *(Goal 1.3 Promote student access through quality services and resources, 3.1 Ensure all students have access to campus resources that support educational success)*
 - Registered 993 Running Start students for Spring 2018 (1,003 in Spring 2017); 766 FTE (750 Spring 2017), with an average of 12.3 credits per student (11.2 in Spring 2017).
- **Entry Services:** *(Goal 1.1 Improve student success in retention, completion, transfer, and employment)*
 - Led quarterly campus-wide outreach event to contact 442 registered students who had not paid tuition. Due to outreach results, 285 students were not dropped for non-payment.
- **Academic Advising and Career Services:** *(Goal 1.1 Improve student success in retention, completion, transfer, and employment)*
 - Hosted five information sessions on various professional technical programs with 26 participants.
 - Continued enhancing university transfer partnerships by facilitating a workshop on exploring careers and university majors, hosting an advisor from Western Washington University, and hosting a table for the University of Washington MEDEX Physician Assistant program.
- **Student Success and Retention:** *(Goal 4.3 Provide ongoing opportunities for faculty and staff professional growth)*
 - Forty-six employees across the Student Services Division were trained on the Dependable Strengths Articulation Process. Trainees identified their core strengths, talents, and abilities and developed skills to utilize these strengths through career and academic advising practices.
- **Access and Disabilities Services:** *(Goal 3.3 Increase services focused on supporting marginalized students populations to close the equity gap in student outcomes)*
 - Kerri Holferty, Director for Access and Disabilities Services, and Ward Naf, Information Technology Director, visited and provided guidance to Renton Technology College's Accessibility Team as representatives of the SBCTC's Committee on Accessible Technology Oversight (CATO) team.

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

- **Workforce Development:** *(2.6 Engage with business and industry to strengthen regional economic development, 4.2 Increase college enrollment and secure resources for the continued viability of the College)*
 - WCC hosted the quarterly Area Health Education Center for Western Washington (AHECWW) Advisory Board meeting in Olympia on February 15th, to discuss and prioritize key 2018-19 AHECWW initiatives included in the Center’s new Scope of Work including: health professions pipeline development, Rural Underserved Opportunities Program (RUOP), reinvented Rural Distance Nursing Training (RONE); continuing education for health professionals, and integration of behavioral health with primary care.
 - WCC held the eighth installment of *Guys & Guts* on March 10. Fourteen middle school boys (up from 8 in 2017) enjoyed hands-on labs in medical assisting, nursing, physical therapist assistant, and biology led by WCC faculty, students, and staff, as well as a CPR and AED demonstration by Bellingham Fire Department.
- **Computer Information Systems (CIS) / Cybersecurity:** *(1.4 Provide students with mentors, internships, and career preparation; 4.1 Offer programs, services, and facilities that support college needs and market demands)*
 - WCC’s cyberdefense team, made up of eight CIS program students, competed in the Pacific Rim Regional Cyberdefense competition at Highline College in March. The teams, defend their networks from professional attackers while simultaneously performing business tasks. Private industry and government recruiters attended the competition.
- **Grants:** *(2.5 Cultivate community awareness and support for the College; 4.2 Increase College enrollment and secure resources for the continued viability of the College)*
 - The National Security Agency (NSA) will once again fund WCC’s GenCyber summer camps. The \$37,687 award will fund a one-week camp for 24 middle school participants and two one-week camps for 24 high school participants each, for a total of 72 students. All three camps are planned for July 2018.

➤ **Foundation and College 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 25 gifts and pledges totaling \$11,651 for the month of March. Fiscal year to date as of 03/30/18, we have received \$803,054 in gifts and pledges.
 - **Foundation News:**
 - The Phyllis and Charles Self Learning Commons groundbreaking ceremony is scheduled for Wednesday, April 11th at 3:30pm. Gov. Jay Inslee will be in attendance and will be included in the program.
 - Whatcom’s Faculty Excellence Awards will be sponsored this year by local business, Tiger Construction Ltd. Tiger Construction has also agreed to sponsor the President’s Circle reception hosted by the WCC Foundation in early fall.
 - The Scholarship Review Committee has reviewed and scored all 272 scholarship applications received. The 20-person committee includes faculty, staff, Foundation board members, and WCC retirees. Award decisions will be made this spring so funds can be released as early as summer quarter.
- **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)

- Met with Blaine Schools superintendent, principal, and school board member to discuss partnerships.
- Represented WCC at Phillips 66 community council.
- Represented higher education/WCC at Bellingham International Airport Advisory Commission.
- **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)
 - **Digital Communication Highlight:**
 - More than 100 faculty and staff photos have been added to the online staff directory after the Professional Development Day photo shoot. Including photos in the directory supports internal communication efforts and creates a more welcoming environment for students.
 - **Publication / Advertising Highlight:**
 - Digital ads promoting new chemical dependency professional program options are now running on the Bellingham Business Journal website and subscriber newsletter. A sponsored content article about the program has been published on BBJtoday.com.
 - **Press Releases and Resulting Media Coverage:**
 - [Whatcom Community College to offer new pathways for chemical dependency professionals](#), BBJToday.com (Sponsored content), 3/27/18
 - [WCC Running Start program to be explained](#), Lynden Tribune, 3/14/18
 - [New \\$37 million building coming to WCC](#), Lynden Tribune, 3/13/18
 - [Running Start: An Opportunity for College in High School](#), Whatcom Talk, 3/7/18
 - [He was once a state player of the year. Now he wants to teach your kid basketball](#) (Kyle Impero training business), Bellingham Herald, 3/3/18
 - Find more College news at whatcom.edu/news