

BOARD OF TRUSTEES

Meeting Agenda

Wednesday, December 5, 2018

Regular Board Meeting -2:00 pm

Laidlaw Center Boardroom, #143

237 W. Kellogg Road, Bellingham, WA 98226

MEMBERS:

- **John Pedlow**
Chair
- **Steve Adelstein,**
Vice Chair
- **Wendy Bohlke**
- **Rebecca Johnson**
- **Teresa Taylor**

- I. Call to Order & Approval of Agenda, and Notice of Public Comment Time
- II. Introduction of New Employees
- III. Strategic Conversation
 - National Science Foundation (NSF) S-Stem Project – Tommaso Vannelli, Faculty
- IV. Consent Agenda Tab 1
 - a. Minutes of November 15, 2018 Board of Trustees Meeting (Attachment A)
- V. Report from the President
- VI. Reports Tab 3
 - ASWCC – Mason Green
 - WCCFT – Tommaso Vannelli, 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
 - Board of Trustees one-day retreat
- VIII. Executive Session
- IX. Public Comment
- X. 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 9, 2019

*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 15, 2018 Board of Trustees Retreat (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 15, 2018

Work Session 12:00 - 2:00 p.m.

Regular Board Meeting – 2:00 p.m.

- **CALL TO ORDER** Chair John Pedlow officially called the Board of Trustees meeting to order at 12:21 p.m. Present in addition to the chair were trustees Steve Adelstein, Wendy Bohlke, Rebecca Johnson, and Teresa Taylor 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

- **Emergency Management Overview: Roles and Responsibilities – Raquel Vernola, Director for Safety and Security**

Nate Langstraat, Vice President for Administrative Services introduced Raquel Vernola, Director for Safety and Security and Brian Keeley, Senior Director for Facilities & Operations.

Vernola provided an overview of the Whatcom Community College emergency management organizational structure and procedures for emerging incidents. The presentation included guidance in roles and responsibilities of the Board of Trustees during incidents.

BREAK

- The meeting was adjourned for a ten-minute break at 2:04 p.m.
- The meeting reconvened into open session at 2:14 p.m.

INTRODUCTION OF NEW TRUSTEE

- Chair Pedlow introduced Trustee Teresa Taylor. Trustee Taylor was appointed to the

Whatcom Community College Board of Trustees in October 2018. She will serve a 5 year term which expires September 2023. Trustee Taylor is the Economic Development Project Manager for the Lummi Indian Business Council and an elected member of the Ferndale City Council. She is a graduate of Whatcom Community College with an associate's degree in arts and sciences, as well as a certificate in patient navigation. She also studied project management, business administration, and accounting from Western Washington University. Trustee Taylor has served the community on numerous boards and commissions including the YWCA, Womenscare Shelter, Northwest Women's Hall of Fame, Ferndale PTSO (Parent/Teacher/Student Organization), Lummi's Law & Justice Commission, and the Lummi Constitution Committee.

INTRODUCTION OF NEW EMPLOYEE & GUEST

- Sue Cole, Executive Director for Institutional Advancement introduced Courtney Shannon Strand. She was hired in November to fill the position of Communication Manager.
- Nate Langstraat, Vice President for Administrative Services introduced Patty Mccray-Roberts, Director of Facilities Planning & Operations, Peninsula College. Mccray-Roberts is part of the (Washington Executive Leadership Academy (WELA) cohort.

ACTION TO ACCEPT AGENDA

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

INTRODUCTION OF TRANSFORMING LIVES AWARD NOMINEE

- President Kathi introduced this year's WCC Transforming Lives Award Nominee Steven Gnyp. Gnyp has struggled with impaired vision since birth. He credits Kerri Holferty, director of disability support services for arranging accommodations for his visual disability when he entered WCC in fall 2015, and provided much-needed encouragement when he doubted his ability to reach his goals. Gnyp also credits Colleen McGoff, WCC instructor, with inspiring him to pursue a BA in communications. His long-term goal is to earn an MA in orientation and mobility. Gnyp also has a record of community service: his work with the Public Works Department resulted in eight audible crosswalks being installed in Bellingham, leading to his being recognized with the WCC Outstanding Student Service Award in 2018.

CONSENT AGENDA

➔ Consent Agenda (Calendar)

a. Minutes of the October 10, 2018 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.**

PRESIDENT'S REPORT

- ➔ President Kathi thanked Raquel Vernola for the presentation during the Work Session. She stated that Whatcom is fortunate to have Vernola's expertise in leading our emergency management efforts.
- ➔ President Kathi recently presented an overview of key college initiatives and programs to the Bellingham City Council and received positive feedback from Council members. Many of the council members and city staff had been students and/or graduates of Whatcom.
- ➔ President Kathi attended the ACCT Leadership Congress in New York City on October 24-27, 2018. She shared that there were many good sessions and quite a few sessions addressing safety and security on campus.
- ➔ President Kathi attended the National Initiative of Cybersecurity Education (NICE) conference in Miami, FL. She had been the co-chair of NICE the past two years. There are currently 300,000 cybersecurity open jobs in the US and discussions of using artificial intelligence to meet the demand.
- ➔ On October 18, 2018, Whatcom hosted a Prof Tech Advisory Committee dinner which featured a student panel. There were approximately 80 attendees.
- ➔ On October 19, 2018, the Whatcom Community College Foundation hosted a Donor Appreciation breakfast. The 2018 Excellence in Educational Giving Honorees included John and Joyce Pedlow, Alcoa Foundation, and Mike Langey. Whatcom also received a surprised donation of \$5,000 per year for ten years from Mr. Dahliwal, a member of the Sikh community.
- ➔ Congressman Rick Larsen visited campus on October 22, 2018 to meet with ASWCC leaders. He has a strong interest in our cybersecurity and health initiatives.
- ➔ Lt Governor Cyrus Habib visited campus on Nov 1, 2018 as part of his tour of community and technical colleges.

REPORTS

➔ WCCFT - Tommaso Vannelli, President

Vannelli shared a petition to Governor Jay Inslee and the Washington State Legislature asking for their immediate action to address the long-standing and growing need for enhance funding to the community and technical college system and asked for board members' support in

signing the petition. Chair Pedlow indicated that the board fully support increase faculty compensation but need to determine the best way to coordinate the message to the governor and legislators.

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

The state auditors agreed to reschedule Whatcom's audit to February 2019.

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

The statement of need for the new degree: Bachelor of applied science in applied business management has been approved by the State board.

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

The Capital Campaign is underway. Staff are meeting with key donors during the initial phase of the campaign.

The College has been invited to visit the Guru Nank Gursikh Gurudwara (Sikh temple) on December at 11:30 am. Board members were invited to attend.

DISCUSSION/TACTC/ITEMS OF THE BOARD

➔ **ACT Fall Conference**

Chair Pedlow shared that ACT conferences provide good opportunities to connect with other trustees.

Trustee Johnson is Whatcom's representative on ACT's Legislative Action Committee. She reported that the system's top three priorities included 1. Staff and faculty salary increase 2. Full funding for Career Connect program 3. High demand jobs program.

➔ **Proposed 2019 Board of Trustees Meeting Schedule**

Trustee Bohlke moved to approve the proposed 2019 Board of Trustees Meeting schedule. It was seconded by Trustee Adelstein and the motion was unanimously approved

EXECUTIVE SESSION

➔ At 2:50 p.m. the meeting was adjourned for a closed Executive Session of the Board for approximately fifteen minutes "... as provided in RCW42.30.140 (4) (a), to discuss collective bargaining..."

Chair Pedlow announced that no action was anticipated. Guest included President Kathi Hiyane-Brown and Assistant Attorney General Kerena Higgins.

The Executive Session was adjourned at 3:05 p.m. and the Board reconvened into open session

at 3:05 p.m.

PUBLIC COMMENT

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

ADJOURNMENT

- There being no further business, the meeting was adjourned at 3:06 p.m.

Whatcom

COMMUNITY COLLEGE

Reports to the Board of Trustees December 5, 2018 Meeting

➤ ASWCC – Mason Green, President

- **Executive Board (Mason Green- Executive Board Chair)**
 - Entire Executive Board attended Legislative Academy in Olympia,
 - Now serving as WACTCSA Northwest Regional Representative
 - Established a check in system for Academic Tenure and College Committee Student representatives
 - Held interviews for the Selections committee for ASWCC Vice President for Clubs position
- **Senate (Rayo Suseno- Executive Board Vice President)**
 - Held senate meeting on November 19th
 - Awarded \$45 to Orca food pantry for Banner
 - Re-established two Ad-Hoc senate committees
 - ASWCC Legislative Committee
 - ASWCC Tabling and Logistics Committee
 - Continued encouraging senators to contact constituents
- **ASWCC Clubs (Vacant- ASWCC Vice President for Clubs)**
 - Position duties have been covered by OSLD Staff, with collaboration from members of ICC and Club Advisors.
- **Orca Food Pantry (Julie Connell ASWCC Vice President for Campus Advocacy)**
 - Received donations across campus for pantry, with over 100 visits to pantry
 - “Food Fight” occurred through month of November
 - Implemented sign in sheet to better track use of pantry
- **Orca Volunteers (Kevin Wirawan- ASWCC Vice President for Operations)**
 - Continued providing opportunities to Orca Volunteers through month of November
- **PDB (Shahrul Kamil- ASWCC Vice President for Programming)**
 - Hosted Karaoke night, with 50 people attending
 - Held Intramural soccer in collaboration with SRC, 80 people participated
 - Hosted Transgender Remembrance Day, and Community resource fair
 - Collaborating with Orca Volunteers to provide volunteer opportunities

➤ WCCFT—Tommaso Vannelli, President

- **(2.1 Increase collaboration and communication to serve collective needs across the College)**
 - Key administrators involved in the Guided Pathways initiative (Luca Lewis, Ed Harri, Carla Gelwicks, and David Knapp) accepted the union leadership’s invitation to

discuss current efforts towards designing, developing, and implementing Guided Pathways at the December 3rd General Union Membership meeting.

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

- **ctcLink** *(4.1 Offer programs, services, and facilities that support college needs and market demands)*
 - ctcLink Project Manager, Ken Bronstein, has attended state-wide trainings for project management and organizational change management, as well as participated in the ctcLink Project Manager’s Summit. The knowledge and networking gained at these trainings and meetings will assist with preparing for WCC’s implementation of ctcLink in 2020-21.
 - Whatcom hosted the October ctcLink common process workshop for financial aid, with sixty representatives in attendance from SBCTC colleges. The meeting resulted in an agreement on common processes for several future ctcLink functions in the area of financial aid processing.
- **Finance** *(4.1 Offer programs, services, and facilities that support college needs and market demands)*
 - Nate Langstraat, Vice President of Administrative Services, and William Martens, Director for Business and Finance met with the State Auditor’s Office (SAO) to discuss the scheduling of the fiscal year 2018 financial statements audit. The audit is scheduled to begin February 2019 and conclude by March 31, 2019, which meets the nine-month accreditation requirement.
 - Staff from the business office and IT department tested and implemented a new tuition payment plan platform through Nelnet. The new platform provides students with more options to pay their tuition in installments and increase transparency in the process.
- **Conference & Event Services (CES)** *(4.1 Offer programs, services, and facilities that support college needs and market demands)*
 - Agreements have been confirmed for facility use with Solution Based Engineering Workshop, Assessment & Treatment Associates, Bellingham Community Band, Talent Inc., Harper & I Dance Center and Blythe Inc. Internally, CES is supporting the Finals Relief Event, Collegiate Choir Concert, Anthropology Student Showcase, Ed Planning 100 Day 1, High School Counselors Breakfast and the Medicare Seminar.
- **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)*
 - For fall 2018, college instructors adopted, as required course materials, a total of 25 separate custom course pack titles. Supporting this effort, along with the offices of Copy and Print Services and Library Information Resources, the Bookstore saw a 16% increase over fall 2017 in overall sales of these lower cost custom course packs. These materials can include free open educational resources, royalty/copyright fee based text and even digitally delivered course material content. Custom course packs are locally produced and can be an

instructionally strong option for instructors exploring ways to help students reduce course material costs.

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

- **Community Standards and Residence Life:** *(Goal 1.1 Improve student success in retention, completion and employment, 1.3 Promote student access through quality services and resources, 2.1 Increase collaboration and communication to serve collective needs across the College, 2.4 Foster learning, service, and leadership opportunities through community partnerships, 3.1 Ensure students have access to campus resources that support educational success, 3.1 Offer programs, services, and facilities that support college needs and market demands. Rebecca Butler, Director for Community Standards and Residence Life)*
 - Community Standards presented to over 40 stakeholders regarding update notification procedures for sex and kidnapping offenders.
 - Fall quarter informational campaigns to residents covered the following topics: Campus Counseling Resources, Staying Healthy (cold/flu season information), Finals Prep and Survival (campus resources and study tips), Kitchen Cleaning Tops, and Community Giving and Volunteer Opportunities.
- **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. Heidi Farani, Director for Student Life and Development)*
 - Women's Soccer finished in 2nd place in the North Region.
 - Men's Soccer finished in 2nd place in Northwest Athletic Conference (NWAC) and 1st place in the North Region.
 - Hosted three events with the ASWCC Programming and Diversity Board including: the Community Resource Fair, Karaoke Night, and a Veterans Appreciation event with over 90 participants who attended these events.
 - Hosted Fall Coed Soccer Tournament with seven teams participating with 64 total players.
- **Financial Aid:** *(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. David Klaffke, Director for Financial Aid)*
 - Financial Aid awarded funds to 2,423 (2016-17: 2,471) students with an average award of \$5,941 (2016-17: \$5,870). These awards included \$14,395,004 (2016-17: \$14,504,770) in federal, state, and local funds: \$9,994,363 (2016-17: \$10,009,177) in grants and scholarships, \$4,084,397 (2016-17: \$4,197,632) in federal loans, and \$316,244 (2016-17: \$297,961) in work study.
- **K-12 Partnerships:** *(Goal 1.3 Promote student access through quality services and resources. 3.1 Ensure all student have access to campus resources that support*

- educational success. 4.2 Increase college enrollment and secure resources for the continued viability of the College. Amy Anderson, Director for K-12 Partnership)*
- Running Start awarded 610 textbooks to 343 students (2017: 433 textbooks to 324 students).
 - Running Start awarded \$6,105 (2017: \$4446) of tuition assistance for developmental level math.
 - Outreach participated in 20 College Fairs and gave 11 presentations to prospective students.
- **Student Success and Retention:** *(Goal 1.1 Improve student success in retention, completion, transfer and employment, 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. Nic Hostetter, Director for Student Success and Retention)*
 - Toured Western Washington University and the University of Washington-Seattle Campus' with nine AIM students as part of the Title III Grant.
 - Received 730 mid-quarter alerts (556 unique students) and communicated with students on Academic Warning, Suspension, and Probation and those identified as needing extra support to receive phone calls.
 - Hosted an Inside Track Coach training as part of the Title III Grant for seven student services staff members in collaboration with Bellingham Technical College.
 - Increased Upward Bound enrollment to a total of 56 students (previously 36 students in October 2018); with a goal of 60 enrolled students by the end of the quarter.

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

- **Workforce Education:** *(2.5 Cultivate community awareness and support for the College, 2.6 Engage with business and industry to strengthen regional economic development.)*
 - CyberWatch West (CWW) leadership team exhibited at the annual National Science Foundation Advanced Technological Education conference in Washington DC in October. CWW Director and Principal Investigator, Corrinne Sande, led several panels and discussion forums, and the CWW and Catalyzing Cybersecurity in Computing at Community Colleges (C5) projects were showcased as part of the exhibit.
 - WCC's BAS in IT Networking – Cybersecurity program was featured at the Bellingham Technology Alliance Group (TAG) Tech Summit. CWW sponsored the event, drawing over 100 local business personnel and educators. A panel presentation highlighting efforts to attract tech industries to Whatcom County featured WCC's cybersecurity education program, the Port of Bellingham, and the Northwest Innovation Resource Center.
- **Area Health Education Center of Western Washington (AHECWW):** *(2.3 Strengthen partnerships with K-12 and higher education institutions; 2.4 Foster learning, service, and leadership opportunities through community partnerships; 4.2 Increase college enrollment and secure resources for the continued viability of the College.)*

- The AHEC Scholars November kickoff event celebrated the program launch while recruiting new students for the program. This nation-wide program prepares students for healthcare careers by focusing on six core topic areas: inter-professional education, behavioral health integration, social determinants of health, cultural humility, practice transformation, and current and emerging health issues. The event featured speakers from the Washington Advocates for Patient Safety and the North Sound Accountable Community of Health.
 - **The Equity Project:** *(3.6 Increase campus engagement in social justice education and leadership opportunities.)*
 - “Dawnland”, a film about Truth and Reconciliation in Maine, was shown last month at Heiner Theater. Sponsored by WCC’s Equity Project, Whiteswan Environmental, Northwest Indian College, Generations Forward - Equity, Diversity and Honoring Cultures Committee, and Community Engagement Fellows, the screening was followed by a panel presentation. More than 150 students, staff, faculty and community members attended.
 - **The Basic Food Employment & Training (BFET):** *(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, 4.2 Increase college enrollment and secure resources for the continued viability of the College.)*
 - The BFET program provides academic and career coaching to students at or below 200% of the poverty level. BFET students are enrolled in Transitional Learning programs, such as adult basic education, English language Learners, high school completion, or a professional/technical certificate/degree. WCC’s BFET grant has increased 55.9% over the past five years and now totals \$282,541.
 - Over \$95,000 was awarded to students with BFET funds so far this quarter for tuition, housing and childcare. Over \$11,000 was awarded for required textbooks.
 - This fall quarter, BFET staff has served over 221 students.
 - **Instructional Design:** *(1.2 foster student learning through student-centered teaching and learning practices, 4.3 Provide ongoing opportunities for faculty and staff professional growth.)*
 - This past spring, the College hired an instructional designer, Todd Waters, to help faculty with effective and accessible course design. Over 50 faculty have already met individually with Todd, receiving assistance in developing their courses, primarily the online components, to be more engaging and enriching for their students. In addition, he serves as the College’s Quality Matters Coordinator, and has assisted faculty in developing their courses for Quality Matters certification.
- **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.*
 - **Foundation News:**
 - The staff is developing its first comprehensive alumni outreach program.
 - The Orca Food Pantry received over \$600 from Avenue Bread (25 cents per loaf sold in October).
 - The Orca Student Success Fund awarded 41 students over \$34,000 in fall quarter for just-in-time emergency grants.

- **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.*
 - The college has been invited to the Guru Nanak Temple on Dec. 9 at 11:30 a.m. to meet with members and their families. A second meeting will be held with college outreach staff and temple members in January.
 - The Whatcom County Business and Industry Advisory Council is focusing initial efforts on how housing affordability and availability impact employment.
- **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:**
 - New videos promoting WCC's business and paralegal programs included in the winter ad campaign. Videos are captioned and will appear on social media to targeted audiences.
 - **Publications/Advertising Highlights:**
 - New winter quarter enrollment campaign features WCC students, number of programs and degrees Whatcom offers, and the tagline: EXPLORE Your Options at Whatcom.
 - Winter enrollment ad campaign includes buses, online, mobile and social media.
 - **Press Releases and Resulting Media Coverage:**
 - [Registration opens for WCC's Tour of Scotland, KGMI.com, 11/16/18](#)
 - [Governor Jay Inslee appoints Teresa Taylor to Whatcom Community College Board of Trustees, Press release, 11/13/18](#)
 - [Whatcom Community College awarded \\$5 million from National Science Foundation, BBJ, 11/6/18](#)
 - Find college news at whatcom.edu/news