

## BOARD OF TRUSTEES

### Meeting Agenda

Wednesday, January 9, 2019

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**

*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

**February 6, 2019**

- I. Call to Order & Approval of Agenda, and Notice of Public Comment Time
- II. Strategic Conversation
  - Accreditation Update – Ed Harri, Vice President for Instruction
  - TRIO Upward Bound Program Update – Darlene Snider, Director and Sarah Simpson, Career & Academic Advisor
- III. Consent Agenda Tab 1
  - a. Minutes of December 5, 2018 Board of Trustees Meeting (Attachment A)
- IV. Report from the President
- V. 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
- VI. Discussion / Items of the Board
  - ACT Legislative Conference and Transforming Lives Award Dinner – January 21-22, 2019
  - ACCT National Legislative Summit – February 10-13, 2019
  - Winter Board of Trustees Retreat – February 28, 2019
  - Upcoming Dates:
    - MLK Conference – January 19, 2019
    - Professional Development Day – February 19, 2019
- VII. Executive Session
- VIII. Public Comment
- IX. 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 December 5, 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, December 5, 2018**  
**2:00 p.m.**

- **CALL TO ORDER** Chair John Pedlow officially called the Board of Trustees meeting to order at 2:06 p.m. Present in addition to the chair were trustees Steve Adelstein, Rebecca Johnson, and Teresa Taylor constituting a quorum. Wendy Bohlke 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 Advancement; Melissa Nelson, Assistant Attorney General; and Rafeeka Kloke, Special Assistant to the President.

### **INTRODUCTION OF NEW EMPLOYEES**

- Ed Harri, Vice President for Instruction, introduced the following faculty members
- Darrell Criss, Computer Science
  - Karen Piette, Medical Assistant
  - Veronica Gosch, Nursing
  - Lauren Maniatis, Biology
  - Chris Pasquini, Computer Information System
  - Leslie Glen, Math
  - Theron Eirish, Massage Therapy & Program Coordinator
  - Kirsten Egerstrom, Philosophy
  - Ivonn Barnett, Computer Information System
  - Dawn Kroontje, Transitional Learning
  - Daniel Urban, Economics
  - Pat Burnett, Non-Tenure Track Engineering
- Luca Lewis, Vice President for Student Services, introduced the following staff in Student Services
- Jeff Beha, Athletic and Student Recreation Coordinator
  - Matt Durkee, Program Assistant, Financial Aid/Registration
  - Hannah Bennett, Program Assistant, K-12/TRIO
  - Veronica Corral, Program Coordinator, Registration
  - Sachiko Sasaki, Program Assistant, Testing
  - Nic Hostetter, Director for Student Success and Retention
  - Christopher Lee, Student Completion Specialist
  - Benjamin Reed, Student Success & Retention Coordinator
  - Darlene Snider, Director for TRIO Upward Bound

- Sarah Simpson, Career & Academic Advisor for TRIO Upward Bound
  - Melissa Turkington, Student Conduct Officer/BIT Case Manager
  - Renata Gutierrez, Program Assistant, Entry Advising
- ➔ Nate Langstraat, Vice President for Administrative Services, introduced the following staff in Administrative Services
- Amber Zipperer, Retail Clerk 2, Bookstore
  - Robert Perks, Program Specialist 2 Course Material Specialist, Bookstore
  - Melissa Talbot, Fiscal Analyst 3
  - William Martens, Director for Business & Finance
  - Kenneth Bronstein, ctcLink Project Manager
  - Maria Suarez, Custodian 2
  - Cheryl Easlick, Custodian 2
- ➔ Sue Cole, Executive Director for Institutional Advancement, introduced the following staff in Foundation and Advancement
- Sara Jenkins, Program Coordinator, Foundation & Advancement
  - Johnathan Dymond, Foundation Development Officer

### **ACTION TO ACCEPT AGENDA**

- ➔ Chair Pedlow announced that there is no executive session.
- ➔ Trustee Johnson moved to approve the agenda. It was seconded by Trustee Adelstein and the **motion was approved.**
- ➔ Chair Pedlow announced that there is a designated time for public comment on the agenda.

### **STRATEGIC CONVERSATION**

➔ **National Science Foundation (NSF) S-Stem Project – Tommaso Vannelli, Faculty**

Ed Harri, Vice President for Instruction introduced Tommaso Vannelli, Chemistry Faculty. Harri shared that Vannelli has been the lead faculty in pursuing this great project.

Vannelli shared a PowerPoint presentation, which included an overview of the STEM Excellence through Engagement in Collaboration, Research, and Scholarship (SEECRS) project. It is a five-year program aimed to support academically talented students with demonstrated financial need in biology, chemistry, geology, computer science, engineering, and physics.

Program goals included:

- Improve students' STEM self-identity through the STEM Scholars Academy and CUREs (course-embedded undergraduate research experiences).
- Increase the rate of STEM recruitment and retention, including underrepresented students.
- Increase the rate of STEM degree completion for WCC students.
- Increase transfer rate of STEM students to four-year universities.
- Develop an adaptable model for implementing a STEM guided pathways approach at other community colleges.

Hilary Engebretson, Biology Faculty, who is also on the leadership team, discussed her experience with the coaching training provided through this project. Emanuel Valencia, a veteran student, shared his experience with the program.

Highlights of successes and improvements included:

- SEECRS Scholars explored their identities and narratives as STEM scholars; created communities of learning and support; participated in research or attended research seminars; and received regular academic transfer advising
- EDPL course was a catalyst for community and reflection
- Faculty and administrators worked well together to problem solve and adapt
- Program needs to develop more effective strategies for recruiting applicants and provide faculty mentors with tools to effectively engage vulnerable students through training

## **CONSENT AGENDA**

### ➔ **Consent Agenda**

- a. Minutes of the November 15, 2018 Board of Trustees Meeting (Attachment A)

Trustee Johnson noted an error under “Public Comment”, it should have stated “Chair Pedlow” instead of “Chair Douglas” called for public comment. In addition, she recommended replacing the word “but” with the word “and” under WCCFT report to read “Chair Pedlow indicated that the board fully support increase faculty compensation and need to determine the best way to coordinate the message to the governor and legislators.”

Chair Pedlow stated: “If there are no objections, this item will be adopted with the changes noted.” As there were no objections, **this item was adopted.**

## **PRESIDENT’S REPORT**

- ➔ President Kathi thanked all who were involved in the selection of the new hires and indicated that recruitment is still underway for other positions. Cabinet members have been reviewing approximately 19 faculty requests and have decided to proceed with 7 positions at this time. Priority considerations were given to faculty positions needed for program accreditation, meeting student demands and new program initiatives. Enrollment numbers are being monitored closely and if we are unable to grow enrollment, it will be challenging to justify additional new hires.
- ➔ An update of Strategic Enrollment Management will be provided to the board at the board’s winter retreat in February.
- ➔ TRIO Upward Bound program staff have been working with local high schools (Ferndale, Nooksack Valley, and Mt Baker) to recruit participants and have reached the target deliverable of 60 students.
- ➔ President Kathi participated in the regional salary group that is reviewing a regional pay model. If the system decided to pursue this model, it will result in an additional \$10 million funding

request to the legislature.

- President Kathi and Sue Cole, Executive Director for Institutional Advancement have begun meetings with key donors relating to the campaign and so far the responses have been positive.
- President Kathi was invited by the American Association of Community Colleges (AACC) to attend a meeting in Washington DC. There were 15 attendees representing different national councils. Attendees were asked to provide feedback on AACC's work in closing the equity gap.
- President Kathi asked Nate Langstraat, Vice President for Administrative Services to provide an update on street and building names; and address change. Langstraat reported that the two capital projects are progressing accordingly. There is an opportunity to rename Short Street which is the street that leads to the site of the Student Housing project. Based on criteria provided by the City and some research, staff identified Olivine as a suggested street name. Staff will also bring name suggestions for student housing to the board at a future meeting. In addition, the College's primary address may change due the density in the Cordata neighborhood and the City is running out of numbers. The College does not have a choice in the address change but does have limited influence on what the primary number for the address will be.

## REPORTS

### ➤ **WFSE – Carolyn Jovag, President**

Union leadership is getting ready for the upcoming legislative session and will be spending some time in Olympia.

### ➤ **Advancement/Foundation – Sue Cole, Executive Director**

- WECU committed \$35,000 in donations to WCC Foundation.
- Pat Burnett, Engineering faculty, formed a society to build rockets and BP has agreed to provide funding support.

## DISCUSSION/ITEMS OF THE BOARD

### ➤ **Board of Trustees one-day retreat**

The Board of Trustees' Winter retreat is scheduled on February 28, 2019.

### ➤ **ACT Legislative Conference**

ACT is working on its legislative priorities, which include faculty salary, guided pathways and enrollment.

- Melissa Nelson, AAG, announced that she accepted a full time legal counsel position with

WWU. She is working with the AAG office to assign a new AAG to Whatcom and will continue as Whatcom's AAG for the next couple of months. She shared that it has been a great experience working with the College's administration and the board.

### **PUBLIC COMMENT**

➤ Chair Pedlow called for public comment.

Fialania Ester Lamositela, a WCC graduate and co-president of the Native Student Association addressed the board. She welcomed Teresa Taylor to the Board and commended the work the board and administration are doing to support students. She said she started at Whatcom four years ago and worked at the Intercultural Center. She had a great experience on this campus.

### **ADJOURNMENT**

➤ There being no further business, the meeting was adjourned at 3:05 p.m.

# Whatcom

## COMMUNITY COLLEGE

### Reports to the Board of Trustees January 9, 2019 Meeting

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

- **Finance** *(4.1 Offer programs, services, and facilities that support college needs and market demands)*
  - In preparation for new student housing building and in coordination with both the financial aid department and residence life department, the Business Office has instituted a quarterly housing billing process that allows for the application of financial aid to student housing fees. This quarterly billing process models the process that will be used with WCC's new on-campus student housing.
- **Facilities & Operations** *(4.1 Offer programs, services and facilities that support College needs and market demands)*
  - The Phyllis & Charles Self Learning Commons construction continues on schedule with the completion of the concrete slabs on all levels, installation of the central stairs, completion of the roof decking, and ongoing framing of the exterior walls. Main connections to city water and sewer lines are complete as is the underground stormwater piping. Work continues on the interior and exterior wall framing as well as electrical, mechanical, and plumbing rough-in.
  - Work is progressing from east to west on the student housing facility with much of the first floor framing and sheathing complete. In-slab electrical and plumbing rough-in is complete and site work continues with tie-in to the city water and sewer systems. Framing and rough-in will continue through early-May with roof completion and dry-in scheduled for early June.
  - Tiger Construction has mobilized to start the repairs to the Syre Auditorium skylight system. Window measurements have been verified and new units ordered. The work plan is being evaluated to determine the best means of access with particular attention to safety due to the difficult access and height considerations on this project.
- **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 Bellingham Special Olympics Basketball, Assessment & Treatment Associates, Total Advisor Workshop, Talent Inc., MLK Conference, Chelsea Ebert Ferndale Basketball Jam, Pollution and Liability Insurance and the Chuckanut Radio Hour. Internally, CES is supporting the WCC Winter WAVE new student orientation, Title III CAD Year 3 External Evaluation and The Equity Project Panel.
- **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)*

- In December, the Bookstore hosted an agent from Missouri Book Services (MBS) to conduct our end of the quarter textbook buyback. Students were offered half of the retail price for fall quarter books that the bookstore needed for the upcoming winter quarter. For other books, students were offered the wholesale value. Overall, MBS paid students \$14,908 for their books, which is a significant increase from the \$10,380 that buyback students received in December of 2017.
- **Technology** *(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 Virtualized Desktop Infrastructure (VDI) was successfully upgraded during the first week of the break.

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

- **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)*
  - November 29th - Sexual Assault Awareness Event. Guest speaker Elizabeth Hart from DVSA (Domestic Violence and Sexual Assault Services) spoke regarding perpetrator awareness followed by a group discussion. Approximately 20 students, faculty and staff attended.
  - November 30th – World Aids Day Event – “Know your Status” – Free HIV testing and tabling in the Student Recreation Center including; Lifelong, Planned Parenthood, and The Pride Club.
- **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. 4.2 Increase college enrollment and secure resources for the continued viability of the College. Amy Anderson, Director for K-12 Partnership)*
  - Over 165 students from across Whatcom and Skagit County attended Fall Preview Day on Friday, November 30.
  - Twenty-one high school counselors from Whatcom and Skagit County attended the High School Counselor Breakfast at WCC.
- **Entry Services:** *(Goal 1.1 Improve student success in retention, completion, transfer, and employment. Mike Singletary, Registrar)*
  - Phone calls were made over 600 students to remind them tuition is due and answer any questions they had about the upcoming quarter. Over 400 of those students paid tuition by the following day.
- **Academic Advising and Career Services:** *(Goal 1.1 Improve student success in retention, completion, transfer, and employment, 1.4 Provide students with mentors, internships,*

and career preparation. David Knapp, Director for Academic Advising and Career Services)

- In partnership with Entry Services, Advising is assigning an advisor to students based on funding and support programs, special populations, or degree intent. The intention is to help students identify specific advisors and coaches as a primary resource for career and academic advising and planning.
- Whatcom continued its partnership with Hobsons to test a new software, Pairin Pathways. Pairin is a new career exploration tool that factors in a person's transferrable hard skills as well as soft skills to help students discover their optimal career path(s). Pairin pairs with Hobsons Starfish, a tool already utilized by WCC, to offer advanced capabilities for in-depth academic advising, case management, and personalized degree-planning. Hobsons has also invited Whatcom to send representatives to its annual international conference for career and academic advising best practices, and to share our experiences with Pairin.
- **Access and Disabilities Services:** *(Goal 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. Kerri Holferty, Director for Access and Disabilities Services)*
  - ADS registered 433 students with disabilities for Fall 2018 (compared to 411 from Fall 2017).
  - ADS staff provided a high school to college transition meeting with 16 Ferndale High School students and 13 Bellingham High School students. All of these students have an Individualized Education Plan (IEP) or 504 Plan.

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

- **Research Expo:** *(1.2 Foster student learning through student-centered teaching and learning practices; 1.4 Provide students with mentors, internships, and career preparation)*
  - WCC faculty held a mini research expo at the end of fall quarter to showcase students' course-based undergraduate research. Students in engineering, anthropology, and geology shared their work with attendees using posters and demonstrations. Much of the work was interdisciplinary in nature and built on previous student research.
- **STEM Division Chair:** *(4.3 Provide ongoing opportunities for faculty and staff professional growth)*
  - Biology faculty, Hilary Engebretson, has been selected as the STEM division chair. Hilary served as interim division chair in fall quarter, and has taught biology for over a decade at WCC. She has been an active participant in many of the College's most effective STEM teaching and learning work, including the biology discipline's involvement in a national vision and change project; as a faculty participant in the collaborative *Change at the Core* project with Western Washington University; and as a member of the leadership team for the College's National Science Foundation Scholarships in STEM grant.

- **Full-time faculty search process:** *(4.1 Offer programs, services, and facilities that support college needs and market demands)*
  - The College has currently identified 7 full-time, tenure-track positions to recruit, to begin in fall 2019. They are counseling, physical therapist assistant, nursing, psychology, computer information systems, math, and engineering. The positions were identified through a process involving faculty requests, discussion and prioritization by instructional leadership, and final decisions made at cabinet. Further positions may be identified later in the year, depending on enrollment and budget projections.
- **Service Learning/Community Engagement Fellows:** *(2.5 Cultivate community awareness and support for the College, 4.5 Model leadership in environmental protection, economic viability, and social equity, the three pillars of sustainability)*
  - WCC and WWU Community Engagement (CE) Fellows, in partnership with Western Libraries and the Volunteer Center of Whatcom County, cohosted a CE Forum, "What is our role in creating just and equitable housing?" This campus/community dialogue about the role that our learning community plays in our larger community in addressing housing issues was attended by over 50 community members, employees from non-profits and government agencies, elected officials, and students, faculty, and staff from WWU and WCC. Participants explored how to participate in creating just and equitable housing for our community.
- **Workforce Education:** *(4.1 Offer programs, services and facilities that support college needs and market demands)*
  - Margaret Anderson, Physical Therapist Assistant (PTA) program, retired from WCC on December 14 after serving as faculty and PTA program coordinator for over 10 years. Margaret was key to helping WCC successfully expand the PTA program to include an online/hybrid component and remote labs on the Pierce College campuses in Puyallup and Ft. Steilacoom. Brenda Henoach of the PTA faculty will serve as interim coordinator until a permanent replacement can be hired.
  - Pam Meyer was appointed as the new Medical Assisting program coordinator beginning winter 2019. Pam joined the College and has been teaching in the program since fall 2017.
  - Twenty students have been accepted into the new online-hybrid medical assisting program that will begin winter quarter 2019.

#### ➤ **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:**
    - The Foundation received 34 gifts and pledges totaling \$146,071 for the month of December, an increase of 70% over the previous December, (excluding a bequest gift of \$581,478 in 2017). Fiscal year to date as of December 31<sup>st</sup>, we have received \$789,650 in gifts and pledges, an increase of 80% over the previous year.
    - The Foundation provided \$525 in donations to the Orca Food Pantry in December.
  - **Foundation News:**

- Foundation board members were invited to an open house at the Guru Nanak Gursikh Temple in Lynden on Sunday, December 9. The Temple provides Sikh religious programs as well as social, sports and youth programs including Punjabi school and Sikh martial arts. Foundation board members Brenda-Lee Karasik, Carolyn Scott (along with spouse, Paul), Ron Kleinknecht and Bev Jacobs, Trustee Rebecca Johnson, Foundation Director Caite Holman and Dr. Luca Lewis attended. Guests were treated to a wonderful meal prepared at the temple and learned about Sikh culture and history from our host, WCCF emeritus board member Satpal Sidhu.
  - Solicitation visits are under way for our comprehensive fundraising campaign and we are moving forward according to plans with good momentum.
- **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:**
    - This year's holiday greeting featured a special message from some of WCC's international students. It can be viewed here: <https://www.youtube.com/watch?v=2aFbnMu7UYY>
    - Graphics advertising winter and spring registration dates were added to the campus digital signage system. This is part of an effort to better communicate important dates and deadlines to current students and staff.
    - Area Health Education for Western WA (AHEC) is migrating their website content to whatcom.edu. This should create a more streamlined experience for staff and end users.
    - Student Success and Retention will soon have a landing page on the website for students to quickly and easily find information about Early Alert, WAVE, StarFish and other important resources.
    - We are working with Community Standards staff to revise and update the Student Conduct information on the website. They have developed excellent conduct regarding the Student Code of Conduct, Behavioral Intervention Team, and more that will be beneficial to students, parents, and staff.
  - **Publications/Advertising Highlight:**
    - Fliers and banners for the BAS in IT Networking – Cybersecurity were updated with new photos, course requirements, and median wage information.
    - We're working on making the Student Success Handbook accessible to those with disabilities. This is a large, long, and necessary project.
    - A new brochure template is being created for the Foundation to streamline their endowment reports to donors.
    - Running Start has a new brochure for prospective students and complimentary info cards for current students. The new designs are modern and informative.
  - **Press Releases and Resulting Media Coverage:**

- [D.O.E. Awards WCC Grants to Support Many Long-Term Goals, The Chamber, 12/10/18](#)
- [Feds give WCC \\$2 million for welcome center and more, KGMI, 12/10/18](#)
- [DOE's CyberForce Competition™ at PNNL challenges students to defend energy infrastructure against simulated cyberattack, EIN News Desk, 12/4/18](#)
- [Experience the Wonders of Scotland in 2019, Whatcom Talk, 11/29/18](#)
- [Teresa Taylor appointed a WCC trustee, Ferndale Record, 11/26/18](#)
- [Registration opens for WCC's Tour of Scotland, KGMI.com, 11/16/18](#)
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