

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

May 8, 2019

BOARD OF TRUSTEES

Meeting Agenda

Wednesday, April 10, 2019

Regular Board Meeting -2:00 pm

Laidlaw Center Boardroom, #143

237 W. Kellogg Road, Bellingham, WA 98226

- I. Call to Order & Approval of Agenda, and Notice of Public Comment Time
- II. Strategic Conversations
 - Title III Project Update – Michelle McIlvoy, Title III Project Director
 - Engineering Program Update – Eric Davishahl, Faculty
- III. Consent Agenda Tab 1
 - a. Minutes of March 13, 2019 Board of Trustees Meeting (Attachment A)
- IV. Report from the President
- V. Reports Tab 2
 - 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 Spring Conference (May 23-24, 2019)
 - Joint WCC/BTC Board of Trustees Meeting (May 9, 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 March 13, 2019 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 13, 2019
2:00 p.m.

- **CALL TO ORDER** Chair John Pedlow officially called the Board of Trustees meeting to order at 1:03 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; Melissa Nelson, Assistant Attorney General; and Rafeeka Kloke, Special Assistant to the President.

ACTION TO ACCEPT AGENDA

- Trustee Johnson moved to accept 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.

CONSENT AGENDA

- **Consent Agenda**
 - a. Minutes of the February 6, 2019 Board of Trustees Meeting and the February 28, 2019 Board of Trustees Retreat (Attachment A)

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

INTRODUCTION OF ALL WASHINGTON ACADEMIC TEAM STUDENT

- President Kathi introduced Alejandra Hobi, one of two WCC student nominees for WCC's 2018-19 All USA Academic Team. Alejandra is enrolled in the Visual Communications program at WCC. She is the mother of two young girls, works in the Learning Center, serves as the ASWCC director of club events, and is co-vice president of the Alderwood PTA—all while maintaining a 4.0 GPA. Her career goal is to work in graphic design, specializing in publishing layout, and to use her bilingual skills in the process. She is a member of PTK and was named English department student of the year in 2018.

ACTION ITEM

➤ **Proposed Academic Calendars 2020-2022 (first reading, possible action) - Ed Harri, Vice President for Instruction**

Trustee Adelstein moved to approve the 2020-2021 and 2021-2022 academic calendars as presented. It was seconded by Trustee Johnson and the motion was approved.

Trustee Adelstein thanked the committee for their work in avoiding scheduling key college events on major religious holidays.

EXECUTIVE SESSION

- At 1:14 p.m. the meeting was adjourned for a closed Executive Session of the Board for approximately three hours to "...review the performance of a public employee..."
- Chair Pedlow 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 4:15 p.m. and the Board reconvened into open session at p.m.

ACTION ITEM

➤ **Tenure Considerations**

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

- Chair Pedlow moved to award tenure to Brian Cope. The motion was seconded by Trustee Adelstein and the motion was approved unanimously.
- Trustee Adelstein moved to award tenure to Kim Doyle. The motion was seconded by Trustee Taylor and the motion was approved unanimously.
- Trustee Taylor moved to award tenure to Melanie Zabel. The motion was seconded by Trustee Johnson and the motion was approved unanimously.
- Trustee Johnson moved to award tenure to Ryan Parsons. The motion was seconded by Trustee Bohlke and the motion was approved unanimously.
- Trustee Bohlke moved to award tenure to Eric Davishahl. The motion was seconded by Trustee Johnson and the motion was approved unanimously.
- Trustee Johnson moved to award tenure to Christy Saunders. The motion was seconded by Trustee Taylor and the motion was approved unanimously.
- Trustee Taylor moved to award tenure to Kate Baker. The motion was seconded by Trustee Adelstein and the motion was approved unanimously.
- Trustee Adelstein moved to award tenure to Mei Luu. The motion was seconded by Chair

Pedlow and the motion was approved unanimously.

- Chair Pedlow moved to award tenure to Justin Martin. The motion was seconded by Trustee Bohlke and the motion was approved unanimously.

BREAK

- The meeting was adjourned for a break at 4:19 p.m.
- The meeting reconvened into open session at 4:45 p.m.

PRESIDENT'S REPORT

- President Kathi shared an accreditation pamphlet with the board.
- President Kathi made the following announcements:
 - The Coast Salish Dance performance is scheduled for March 15 and 16, 2019 at 7 pm in Heiner Theater.
 - Representative Sharon Shewmake is hosting a town hall at WCC on March 23, 2019 at 1 pm.
 - Senator Doug Ericksen and Representative Luanne Van Werven are hosting a town hall at Nooksack Valley Middle School on March 16, 2019 at 1 pm.

REPORT

- **ASWCC** – Mason Green, President
ASWCC Executive Board is in the process of preparing the 2019-2020 S &A Budget.

DISCUSSION/ITEMS OF THE BOARD

- Chair Pedlow announced that the College has nominated Tim Douglas for the ACT Trustee Leadership Award.

PUBLIC COMMENT

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

ADJOURNMENT

- There being no further business, the meeting was adjourned at 4:55 p.m.

Whatcom

COMMUNITY COLLEGE

Reports to the Board of Trustees April 10, 2019 Meeting

➤ **WSFE – Carolyn Jovag, Representative**

- The classified staff have been making calls and lobbying in Olympia to get our next contract funded.

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

- **ctcLink** (*4.1 Offer programs, services, and facilities that support college needs and market demands*)
 - Work on ctcLink for Whatcom has ramped up considerably this month.
 - A major component of the project, the College’s communications plan, should be rolled out in April and will keep college stakeholders informed and engaged as we approach important milestones.
- **Finance** (*4.1 Offer programs, services, and facilities that support college needs and market demands*)
 - The State Auditor’s office is completing the onsite work for the financial statement audit; an exit meeting is scheduled for mid-April 2019.
 - The budget process for 2019-20 continues. Budget managers have submitted requests to their respective Vice Presidents for review and consideration. Regular changes in costs have been identified. Budget Review Committee will review overall budget status in mid-April. Cabinet members continue to prioritize budget requests. Final review and revisions will be finalized in late April. As the state legislature works on their budget proposals, these are evaluated for potential impacts.
- **Facilities & Operations (4.1 Offer programs, services and facilities that support College needs and market demands)**
 - Both major capital projects, Phyllis and Charles Self Learning Commons and WCC student housing, continue to progress on schedule and on budget.
 - The Campus Planning Advisory Committee continues to meet to review requests for space/square footage that will be available once the two new buildings open. A total of 23 formal space requests were received. The committee is reviewing and evaluating these requests in alignment with the College’s institutional plans and priorities.
- **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 the North Cascades Concert Band, Welcome to Medicare Info Session, The Roller Betties, Chuckanut

Radio Hour, Assessment & Treatment Association, Jehovah Witnesses Memorial, Bellingham Community Band and the Infinity Dance Co. Showcase. Internally, CES is supporting the Spring WAVE, Running Start Info Sessions, Search Advocate Training, Nooksack Valley Middle School visit, Girls Go Tech, Accreditation Visit Meetings, Spring Transfer Fair, WCC Athletics Celebration, English Comp Workshop, ASWCC Movie Night, Job Fair, NW Health Career Path Summit, Plastics Symposium and the Kumquat Challenge.

- **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 recently completed its winter quarter buyback of student books. The Bookstore paid \$9,554 and its wholesale partner, Missouri Book Services (MBS), paid an additional \$3,203 to students for their books. The amount purchased by the bookstore was almost double the amount the bookstore purchased at the end of last year's winter 2018 term. This represents the Bookstore's ongoing commitment to provide course material value to students through increased used book offerings.
 - The Bookstore completed its quarterly phone-a-thon of student book-rental customers. Bookstore staff phoned 370 students, checking on their rental experience and reminding them of the returns deadline. As of March 27, of the 907 winter 2019 books originally rented, the Bookstore has received back or has received full payment for 98% of its rental books and will continue working on that last 2%. The Bookstore builds in a 6% loss recovery fee into its rental pricing structure.

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

- **Community Standards and Residence Life:** (*Goal 2.1 Increase collaboration and communication to serve collective needs across the College, 3.1 Ensure all students have access to campus resources that support educational success, 4.3 Provide ongoing opportunities for faculty and staff professional growth, 4.4 Enhance safety of the college environment, 4.6 Apply assessment and evaluation data to inform decisions*)
 - Launched a faculty survey to assess engagement, satisfaction, and understanding of the services provided by Community Standards in order to inform development of the student conduct curriculum model.
 - Hosted a *Lifeline Conversation* (professional development workshop) on Group Facilitation and Classroom Management with Instructional Designer Todd Waters.
 - Created two educational marketing resources for students regarding sexual violence prevention in collaboration with Campus Safety and Security, and Human Resources.
- **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)*
- Hired Danny Day, new Director for Athletics and Student Recreation.
 - Hosted three events with the ASWCC Programming and Diversity Board including: A Night to Remember Winter Dance, Stress-Less Ultimate Finals Stress Relief, and Faculty and Staff Appreciation. Approximately 300 students participated in these events.
 - Hosted the 3rd Annual Health and Wellness Fair. Over 250 students participated in this event.
 - Hosted a Co-ed Intramural Dodgeball Tournament with 74 participants.
 - **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.)*
 - Mailed over 1,000 letters to prospective students for Fall 2019, thanking them for completing the FAFSA, welcoming them to WCC, and walking them through the steps necessary to receive financial aid.
 - Participated in three events at local high schools about completion of the FAFSA/WASFA, applying for scholarships, and other financial aid tips. Approximately 260 students participated.
 - **Academic Advising and Career Services:** *(Goal 1.1 Improve student success in retention, completion, transfer, and employment, 2.1 Increase collaboration and communication to serve collective needs across the College)*
 - Co-facilitated information sessions for the nursing, physical therapist assistant, medical assistant, chemical dependency professional, and massage therapist programs. Total attendance was approximately 45 current and potential students.
 - Hosted transfer advising sessions with representatives from Pre-Health, Psychology, and Communication Studies at Western Washington University. Hosted an advising session with Medex Northwest for student interested in professions such as physician assistant.
 - **Veterans Services:** *(Goal 1.1 Increase student achievement in transfer and career preparation, 1.2 Increase academic support for students, 1.3 Increase access for diverse and nontraditional student populations, 4.3 Increase access for underrepresented populations)*
 - Winter 2019 revealed 15 student veterans earning degrees. Of these students, four will be continuing their education at WCC and nine will be moving on to four-year universities. (Comparison: 10 student veterans graduated in Winter 2018 and 4 in Winter 2017)
 - One hundred and seven student veterans are registered for Spring 2019 (compared to 122 in Spring 2018).
 - **Student Success and Retention:** *(Goal 1.1 Improve student success in retention, completion, transfer, and employment, 1.3 Provide students with mentors, internships,*

- and career preparation, 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes)*
- Hired four peer navigators and developed a two-day training to support early alert and mid-quarter alert calls, as well as to provide onboarding support for new students.
 - Provided weekly one-on-one advising support to Upward Bound students with GPAs below 2.5, and to all Upward Bound students who participate in Running Start.
- **Access and Disabilities Services:** *(Goal 1.3 Promote student access through quality services and resources, 3.1 Ensure 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)*
 - Winter 2019, 413 students with disabilities were registered with the ADS office (compared to 411 students in Winter 2018).
 - Participated in the Whatcom County Transition Fair with representatives from over 30 agencies and community organizations providing 'transition into adulthood' information to middle and high school students and their families. Students asked questions about specific classes. Degrees/certificates paths, campus support and resources, tuition, and FAFSA.

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

- **Workforce Education:** *(4.1 Offer programs, services and facilities that support college needs and market demands)*
 - Guys & Guts – Eighteen middle school boys (four more than in 2018) attended the ninth annual Guys & Guts event, participating in 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.
 - Cadaver lab – Massage therapist (MT) program faculty and students visited the cadaver lab at Bastyr University. This was the first time Whatcom's MT students have visited the lab; funds are being sought to integrate and make this a standard part of the program.
 - Chukanut 50K – WCC MT program coordinator and students provided pre-race and post-race massages to over 80 racers who participated in the Chukanut 50K race last month. The event provided students with a unique work experience. One commented, "It was different to work on someone who had just finished the race and whose muscles were so active." Additionally, the race provided exposure of the WCC MT program to event sponsors, spectators, and 430 racers. This was the first time Whatcom has participated in this event.
- **Service Learning/Community Engagement (CE) 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)*
 - One hundred WCC students, staff, and faculty attended the service learning / WCC social science department-sponsored Orca Whale presentation last month, connecting the WCC orca mascot with the endangered southern resident killer whale population. Local orca scientist, Jennifer Tennesen, and WWU Students of

The Salish Sea club member, Lydia Dennee-Lee, led the discussion, provided information, and outlined opportunities for action to save the orcas. This was the first in a series about orcas that will continue in spring quarter.

- Forty-three participants met in Friday Harbor for a CE Fellows retreat, *Learning Together in the Salish Sea*. Co-hosted by Whiteswan Environmental, Friends of the San Juans, Children of the Setting Sun Productions, Salish Sea Institute, and CE Fellows, the event brought together American and Canadian educators from a variety of organizations, from different parts of the Salish Sea region, for the purpose of building relationships and learning about each other's work.
- WCC engineering students visited Cordata Elementary School several times during winter quarter to meet with 3rd-grade classes to design fidget spinners and tops, part of a WCC engineering faculty CE project. Upon returning to campus, the WCC students designed the toys using a computer-aided design (CAD) program. They then produced the toys from plastic, using a 3D printer, and from plywood, using a laser cutter. The engineering students then returned to Cordata Elementary to present the toys to the children who had helped design them.
- **Computer Information Systems (CIS) Program:** *(1.1 Improve student success in retention, completion, transfer, and employment; 1.4 Provide students with mentors, internships, and career preparation)*
 - Eight Whatcom CIS program students competed in the annual Pacific Rim Regional Collegiate Cyber Defense Competition at Highline Community College last month. The WCC team came in fourth, behind Oregon State University, Western Washington University (whose team included six WCC CIS graduates), and the winner, University of Washington. Thirteen teams from Washington, Oregon, and Idaho participated.
- **The Equity Project:** *(2.5 Cultivate community awareness and support for the College; 3.6 Increase campus engagement in social justice education and leadership opportunities)*
 - WCC welcomed over 300 people to the two-day Coast Salish Dance Celebration. Mixed media performances combined stories, songs, dancing, and visual arts. The Lummi Blackhawk singers performed, and the Git-Hoan Dancers, a group with indigenous roots in British Columbia and Southeast Alaska, presented an interactive show featuring some exquisite masks.
- **Area Health Education Center for Western Washington (AHECWW):** *(2.4 Foster learning, service, and leadership opportunities through community partnerships, 2.5 Cultivate community awareness and support for the College)*
 - AHECWW participated in planning the [2019 Northwest Rural Health Conference on March 25-27, 2019](#), specifically the workforce- and opioid-focused content of the conference, as well as a poster session for health professions students and community organizations.
 - AHECWW co-presented two trainings in Whatcom County: Youth Mental Health First Aid co-sponsored with Whatcom County Health Department, at the Blaine School District; and Mental Health First Aid for Bellingham Planned Parenthood staff.
 - AHECWW's Health Professions Affinity Community (HPAC) program for high school youth held its first community outreach project—a drunk driving simulation put on by students at Ferndale High School. The focus of the student-led project was to

increase awareness of the effects of drunk driving and demonstrate positive health behaviors.

- **Learning Center:** *(1.2 Foster student learning through student-centered teaching and learning practices, 4.6 Apply assessment and evaluation data to inform decisions.)*
 - The Learning Center has been working closely with the Assessment & Institutional Research (AIR) team to better assess the impact of academic support on student success. Initial analysis shows substantial gains in pass rates for English 101 and mathematics for users of the Learning Center. A complete analysis will be shared with the Board in the coming months.

➔ **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 66 gifts and pledges totaling \$80,009 for the month of March, an 531% increase over March 2018. Fiscal year to date as of March 29th, we have received \$1,085,668 in gifts and pledges, a 387% increase over last fiscal year-to-date.
 - **Foundation News:**
 - The Foundation created a new \$20,000 endowment in memory of Cindy King who worked in registration at Whatcom for many years. Cindy's partner, Rick Mullen, wanted to endow the fund in her memory. It will provide general scholarships into perpetuity.
 - Fund for Excellence requests from the College are due by April 5th. To-date the Foundation has received 4 requests totaling \$69,000 for the 2019-20 year.
 - The Foundation received a record number of scholarship applications this year. In total we received 385 completed applications, a 41% increase over last year! Our scholarship review committee has completed most of their work so the Foundation can begin making award decisions. It is anticipated that 70% of the applications received will be funded.
 - The 'Stacie Rae Morse & Baby Delta Rae Memorial Scholarship' has received \$5,970 to date. The fund was created with memorial gifts after Stacie Rae Morse lost her life in a plane crash in Alaska. Stacie was a graduate of our nursing program and was working as a flight nurse in Alaska on helicopter rescues. For more information, or to make a gift please see our website, www.whatcom.edu/foundation.
- **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.*
 - **Press Releases and Resulting Media Coverage:**
 - [Whatcom Community College to offer information session on new professional certificate course, BBJ, 3/21/19](#)
 - [College students on front line of cyberattacks, Kent Reporter, 3/13/19](#)

- [WCC Orca teams in, but now also out of championships, Lynden Tribune, 3/13/19](#)
- [Former Local High School Stars Van Loo and FitzGerald Make Their Marks at Northwest University, Whatcom Talk, 3/11/19](#)
- [Senior all-star game puts local stars under the spotlight one final time, Lynden Tribune, 3/9/19](#)
- [What To Do In and Around Bellingham March 8—10, Whatcom Talk, 3/7/19](#)
- [WCC Offers Free Information Session for New Professional Certificate Course in Project Management, Whatcom Talk, 3/5/19](#)
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