

# Whatcom

## COMMUNITY COLLEGE

### MINUTES

**BOARD OF TRUSTEES Retreat**  
**Bellingham Golf & Country Club**  
**3729 Meridian Street, Bellingham WA**  
**Thursday, February 28, 2019**  
**8:30 a.m.**

- **CALL TO ORDER** Chair John Pedlow officially called the Board of Trustees meeting to order at 2:00 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; and Rafeeka Kloke, Special Assistant to the President.

### **ACTION TO ACCEPT AGENDA**

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

### **STRATEGIC CONVERSATION**

#### ➤ **Work Plan Updates – Cabinet Members**

Cabinet members shared accomplishments and areas of focus for the rest of the year.

Highlights of accomplishments included:

- Submission of the Year Seven Accreditation Report
- Capacity building in Student Services
- Progress on capital projects
- Launching a successful Foundation campaign
- Securing grants to meet student needs (e.g. Title III and TRIO grants)
- Legislative Advocacy/Outreach – developed strong relationships with elected officials representing our districts

Focus for the rest of the year

- Increase enrollment
- Implementation of the Title III grant from US Department of Education
- Student Services – Entry and onboarding process for students
- Advancing equity
- Operationalizing the new buildings (programming and space planning)
- Ctclink project
- Enhancement of internal communication
- Sustainability of the Orca Food Pantry
- Legislative Advocacy
- Review of board policies
- Review of recruitment and hiring process

➤ **Preparation for accreditation visit in April – Ed Harri, Vice President for Instruction**

Harri shared a PowerPoint presentation with an overview of the upcoming Year Seven Accreditation Visit.

Highlights included:

- Major points of emphasis include student success and student learning; Institutional planning and continuous improvement; Core themes and mission fulfillment; and Institutional viability and long-term sustainability.
- Based on key performance indicators for each of the four core themes, a score of 80 is the minimum threshold for achieving each core theme and fulfilling our mission, WCC's score is 86.
- Board members were engaged in an activity to review key performance indicators for each of the core themes.
- Board members also discussed potential questions that may be asked by the accreditation team and how they may answer those questions.

➤ **Foundation Campaign Update – Sue Cole, Executive Director for Institutional Advancement**

Cole shared an update on the Foundation Campaign. The initial leadership phase of the campaign is close to completion. To date, the campaign has received positive feedback and commitments for donors.

➤ **College Budget Development Timeline and Process – Nate Langstraat, Vice President for Administrative Services**

Langstraat shared a PowerPoint presentation with an overview of the budget development process, timeline and role of the board; system budget request and potential local impacts; enrollment impacts on state allocation formula; and local funding sources.

➤ **Policy Review update – Rafeeka Kloke, Special Assistant to the President and Director for Government Affairs**

The College continues to review and update board policies as needed. Approximately 5 years ago, the College began reviewing board policies and moving them to a new numbering system. Staff will review the few remaining board policies in the old system and present to the board for review and approval if updates/changes to the policies are needed.

**PUBLIC COMMENT**

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

**ADJOURNMENT**


➤ There being no further business, the meeting was adjourned at 1:15 p.m.



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Chair of the Board

3/13/19

\_\_\_\_\_  
Date



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President and Secretary of the Board

3/13/19

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Date

