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COMMUNITY COLLEGE

MINUTES
BOARD OF TRUSTEES RETREAT
August 19-20, 2025
Tuesday: 10:30 a.m.
Wednesday: 8:30 a.m.
Willows Lodge, 14580 NE 145th St., Woodinville, WA

Tuesday, August 19, 2025

- **CALL TO ORDER** Chair Jeff Fairchild officially called the Board of Trustees meeting to order at 10:30 a.m. Present in addition to the chair were trustees Wendy Bohlke, Rebecca Johnson, and Teresa Taylor, constituting a quorum. Trustee John Pedlow was absent. Others present included President Justin Guillory; ACCT Consultant Mary Spilde; and Rafeeka Kloke, Executive Director for the Office of the President.

ACTION TO ACCEPT AGENDA

- Trustee Johnson moved to approve the meeting agenda as proposed. It was seconded by Trustee Bohlke, and the **motion was approved**.
- Chair Fairchild announced that there is a designated time for public comment on the agenda.

CONSENT AGENDA

- **Consent Agenda**
 - a. Minutes of June 11, 2025 Board of Trustees Meeting (Attachment A)
Chair Fairchild stated: "If there are no objections, this item will be adopted." As there were no objections, **this item was adopted**.

PUBLIC COMMENT

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

STRATEGIC CONVERSATIONS

➤ **Strengthening the Board-President Partnership: Alignment, Accountability, and Support – Mary Spilde, ACCT consultant**

President Justin introduced Dr. Mary Spilde. Dr. Mary Spilde is a nationally respected expert in community colleges, workforce development, leadership, and sustainability, with 37 years of experience in higher education. She served as president of Lane Community College for 16 years, retiring in 2017 as President Emerita. A former vice president at Lane and leader at Linn-Benton Community College, Dr. Spilde holds degrees in business, law, adult education, and post-secondary education. She has received numerous awards, including National CEO of the Year and Woman of the Year, and has contributed extensively to national committees and boards. Dr. Spilde is also a sought-after speaker, author, leadership coach, and educator, delivering leadership programs and consulting for colleges and non-profits.

The board and president, with facilitation by Dr. Spilde, engaged in a discussion focused on strategic priorities and effective governance practices to support institutional success. Key topics included the board's role in policy-making, accountability, and setting clear expectations, as well as the importance of deliberating in many voices but speaking with one. The group emphasized the need for strong board-president communication, the active use of policy in decision-making, and alignment with institutional goals. Dr. Spilde guided a conversation around best practices in presidential evaluation, including a structured cycle of goal setting, formative review, and performance assessment. Communication protocols were reviewed, highlighting transparency, mutual respect, and a no-surprises approach. Suggestions were made to support informal engagement, such as regular check-ins between board members and the president.

➤ **2025-26 Board of Trustees work plan priorities:**

The following key priorities were discussed:

- Advocate for system priorities and increased funding for the system and the college.
- Support the president in leading a comprehensive evaluation of programs and services with the goal of better aligning resource allocation with strategic objectives.
- Involvement in ACT (Association of Community and Technical College Trustees)
- Promote the college and assist in building new and enhancing existing partnerships with industry, education, and community organizations.

➤ **Board Self Evaluation**

Areas of discussion included: Governing Style, Policy Role, Board-CEO Relations, Institutional Performance, and Board Leadership and Development.

ADJOURNMENT

- There being no further business, the meeting was adjourned at 4:30 pm

Wednesday, August 20, 2025

- **CALL TO ORDER** Chair Fairchild officially called the Board of Trustees meeting to order at 9:00 a.m. Present in addition to the chair were trustees Wendy Bohlke, Rebecca Johnson, and Teresa Taylor, constituting a quorum. Trustee Pedlow was absent. Others present included President Justin Guillory, Nate Langstraat, Executive Vice President for Business and College Operations; Kerri Holferty, Interim Vice President for Student Services; and Rafeeka Kloke, Executive Director for Office of the President.

Chair Fairchild announced that there is a designated time for public comment on the agenda.

PUBLIC COMMENT

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

STRATEGIC CONVERSATION

➤ 2024-25 work plan report and 2025-26 priorities

Cabinet members shared a PowerPoint presentation that provided an overview of accomplishments for 2024-25 and 2025-26 priorities.

Highlights included:

2024-25 work plan update:

Highlights:

- Increased enrollment (overall 7%)
- Enhanced partnerships with K-12 Industry, and other community partners.
 - Learning with leaders (featured experiential career workshops as well as support services) – 110 students from 7 high schools attended
 - Upward Bound Summer Academy
 - Guys & Guts and Digital Download Camps
 - NWESD and Echo Tour “Exploring Careers and Healthcare Opportunities”
 - Community Transition Project with Bellingham School District
- Expanded in-person engagement opportunities.
 - Internships with KMRE
 - Voter-Friendly Campus

- Invested in academic program growth.
 - BAS in Social Work
- Delivered on DEI legislative mandates.
 - Hired ED for IDEA
 - Finalized and submitted IDEA Strategic Plan
 - Conducted additional Listening sessions (employees and students)
 - Administered student and employee surveys
 - IDEA Trainings – Session on Intersection of Identities – Prof. Dev Day
- Advanced strategic partnerships and college support.
 - WCC Foundation
 - Secured one new Planned Gift agreement for an estimated \$300,000 to establish a scholarship endowment.
 - Launched a campaign to establish the Dr. Kathi Hiyane-Brown Student Tutors Fund to support student tutors in the Math and Writing Centers. We have secured more than \$52,000 from 37 donors.
 - Secured a \$100,000 gift to establish a scholarship endowment from a first-time donor.
 - Awarded a total of \$502,139. Of the 529 student applicants, 60% received funding.
- Key Factors shaping the current fiscal landscape:
 - Decreasing and evolving federal and state funding
 - Rising operational costs
 - Shifting enrollment trends
 - Honoring contractual obligations
 - Planning/monitoring for changes in federal regulations and DEI guidance
- 2025-26 priorities:
 - Institutional Sustainability Review
 - Year 7 Accreditation
 - Title II Compliance

EXECUTIVE SESSION

- ➔ At 2:30 p.m., the meeting was adjourned for a closed Executive Session of the Board for approximately thirty minutes as provided in RCW 42.30.110 and 42.30.140 (4)(a), to discuss collective bargaining...
- ➔ Chair Fairchild announced that no action was anticipated. Guests included President Justin Guillory, Nate Langstraat, Executive Vice President for Business and College Operations; Steven Thomas, Vice President for Instruction; Keri Holferty, Interim Vice President for Student Services; and Rafeeka Kloke, Executive Director for the Office of the President.

- The Executive Session adjourned at 3:00 p.m. and the Board reconvened into open session at 3:00p.m.

ADJOURNMENT

- There being no further business, the meeting was adjourned at 3:00 p.m.



10/8/2025

Chair of the Board

Date



10/8/2025

President and Secretary of the Board

Date