

## MEMBERS:

- **Jeff Fairchild,**  
Chair
- **Rebecca Johnson,**  
Vice Chair
- **Wendy Bohlke**
- **John Pedlow**
- **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 [rkloke@whatcom.edu](mailto:rkloke@whatcom.edu) two days prior to the meeting to allow sufficient time to make arrangements.*

## NEXT MEETING REMINDER

**January 14, 2025**

Call to Order & Approval of Agenda, and Notice of Public Comment Time

- I. Call to Order
- II. Consent Agenda Tab 1
  - a. Minutes of November 12, 2025 Board of Trustees Meeting (Attachment A)
- III. Public Comment
  - [Protocols for Public Comment](#)
- IV. Accreditation Year Seven – Anne Marie Karlberg, Director for Assessment and Institutional Research, Peter Horne, Senior Research Analyst, and Nate Langstraat, Executive VP for College & Business Ops.
- V. Action Items Tab 2
  - Proposed revision to Policy 405 (second reading, possible action)
  - Proposed number change to Policy 4030 to 430 (second reading, possible action)
- VI. Report from the President
- VII. Reports Tab 3
  - ASWCC – Coco Lavelle, President
  - WCCFT – Barry Maxwell, President
  - WFSE – Dan Andreason, President
  - WCC AFT Staff – Petra McDonnell-Ingoglia, Representative
  - Administrative Services – Executive Vice President Nate
  - Langstraat Student Services – Interim Vice President Kerri
  - Holferty Instruction – Vice President Steven Thomas
- VIII. Discussion Items for the Board
  - ACT Fall Conference
- IX. Executive Session
  - ...as provided in RCW 42.30.110 and 42.30.140 (4)(a), to discuss collective bargaining...
  - ...to review performance of an employee...
  - ...to discuss with legal counsel representing the agency enforcement actions or potential litigation
- X. 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 November 12, 2025 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**  
**237 W. Kellogg Road, Bellingham**  
**Laidlaw Room 143**  
**Wednesday, November 12, 2025**  
**2:00 p.m.**

**CALL TO ORDER** Chair Jeff Fairchild officially called the Board of Trustees meeting to order at 2:00 p.m. Present in addition to the chair were trustees Wendy Bohlke, Rebecca Johnson, John Pedlow and Teresa Taylor constituting a quorum. Others present included President Justin Guillory; Nate Langstraat, Executive Vice President for Business & College Operations, Kerri Holferty, Interim Vice President for Student Services; Steven Thomas, Vice President for Instruction, Annie Aslan, Assistant Attorney General; and Rafeeka Kloke, Executive Director for the Office of the President.

Chair Fairchild began with a land acknowledgment to recognize and pay respect to the Coast Salish Peoples as traditional stewards of this land and the enduring relationship between Indigenous Peoples and their traditional territories.

## **ACTION TO ACCEPT AGENDA**

- Trustee Bohlke moved to accept the agenda. It was seconded by Trustee Taylor and the motion was approved.
- Chair Fairchild announced that there is a designated time for public comment on the agenda.

## **CONSENT AGENDA**

- Consent Agenda
  - Minutes of October 8, 2025 Board of Trustees Retreat.

Trustee Bohlke requested an addition to the October meeting minutes to reflect that Chair Fairchild and Trustee Johnson will represent the board in meetings with the accreditation visiting team.

Chair Fairchild stated: "If there are no objections, the item in the consent agenda with the addition will be adopted." As there was no objection, this item was adopted.

## PUBLIC COMMENT

➤ Chair Fairchild called for public comment. There is no public comment.

➤ **Accreditation Year Seven – Anne Marie Karlberg, Director for Assessment and Institutional Research and Steven Thomas, Vice President for Instruction**

Karlberg and Thomas presented a PowerPoint as part of the ongoing preparation for Year 7 Accreditation Visit.

Highlights included:

**Upcoming important dates:**

December 1 – draft report to NWCCU Liaison for feedback

January 7 – Report to the Board of Trustees and employees for feedback

February 10: Submit report to NWCCU

March 5: Mock visit

April 15-17: visit by NWCCU evaluators

**Key focus of the report — what evidence we need to provide to demonstrate how we fulfill our mission:**

- How we use information for planning, institutional effectiveness, and resource allocation.
- How we use student achievement data to improve student success and close equity gaps.
- How we use assessment results to improve student learning.
- How we determine the extent to which we are fulfilling our mission.

**Review of Key Performance Indicators (KPIs)**

The following KPIs are used to evaluate how effectively we are fulfilling our mission, with an equity focus integrated throughout all measures:

1. Representation
2. Student Learning
3. Active Teaching and Learning
4. Student Progress
5. Satisfaction-

A score of **75% or higher** is considered as evidence that we are fulfilling our mission. Based on current KPI results, the college is performing at **76%**, indicating that we are meeting our mission expectations. Data sets were shared and discussed (enrollment trend, course success rates, equity gap analyses, student satisfaction survey results, etc)

The College maintains high standards and continuously challenge itself to reach even higher targets. This work demonstrates the strong connection between our mission, strategic planning efforts, and our ongoing commitment to continuous improvement.

## ACTION ITEMS

➔ **Proposed revision to Policy 405**

KayCee Johnson, Executive Director for Human Resources, provided an overview the proposed changes to Policy 405. A final version will be presented to the Board for action at the December meeting.

➔ **Proposed number change to Policy 4030 to 430**

A proposed policy number changed with one minor correction to Policy 4030 was presented to the Board. A final version will be presented to the Board for action at the December meeting.

## **PRESIDENT'S REPORT**

- ➔ Since the last board meeting, two campus sessions were held to review the new allocation model and its budget implications.
- ➔ The WCC Foundation hosted a Celebration of Life for Foundation board member Jair Furnas on October 18. President Justin expressed appreciation to Cheryl Thornton, Deborah DeWees, and Teresa Taylor for attending.
- ➔ In mid-October, the Orca Food Pantry launched a \$10,000 matching gift challenge. President Justin thanked Ward Naf for soliciting support from rotary clubs. As of two weeks ago, the challenge was successfully met, totaling \$20,000 raised.
- ➔ A campus food drive will take place on Tuesday, November 19 from 11 a.m. to 4 p.m. and November 21 from 9 a.m. to 1 p.m., to help address food insecurity among students.
- ➔ On November 4, the Foundation Executive Committee reviewed two cabinet-identified funding priorities. These recommendations will be presented to the Foundation Board on November 18 for approval.
- ➔ President Justin attended a keynote presentation at a Sunrise Rotary meeting. He shared that Ward Naf and Patrick Blaine were also in attendance.
- ➔ President Justin met with the superintendents of Blaine and Nooksack school districts to explore opportunities to strengthen partnerships.
- ➔ President Justin continues to attend weekly WACTC meetings, which have recently focused on proposed changes to the Centers of Excellence.
- ➔ President Justin thanked faculty and staff for their engagement in the Institutional Sustainability Review (ISR) process. The information gathered will guide institutional improvements and serves as a strong example of our commitment to continuous improvement we can share with the accreditation visiting team. Task Force recommendations will be submitted to the Core Team on November 14, and the Core Team will review and present final recommendations to the President on December 12.

## DISCUSSION ITEMS OF THE BOARD

### ➔ **Proposed 2026 Board of Trustees Meeting Schedule**

Trustee Taylor moved to approve the 2026 Board of Trustees Meeting schedule. It was seconded by Trustee Johnson. The motion was passed.

## EXECUTIVE SESSION

At 2:55 p.m. the meeting was adjourned for an executive session of the Board for approximately 35 minutes, as provided in RCW 42.30.110 and 42.30.140 (4) (a), to discuss collective bargaining, to review performance of an employee, to discuss with legal counsel representing the agency matters relating to the agency enforcement action or potential litigation...

Chair Fairchild announced that action was anticipated. Guests included President Justin Guillory, Executive Vice President for Business & College Operations Nate Langstraat, Interim Vice President for Student Services, Kerri Holferty, KayCee Johnson, Executive Director for Human Resources, Rafeeka Kloke, Executive Director for Office of the President, and Assistant Attorney General Annie Sloan.

The Executive Session was adjourned at 3:30 p.m. and the Board reconvened into open session at 3:30 p.m.

## ACTION ITEM

### ➔ **Agreement between Whatcom Community College and AFT Washington Professional Staff United**

Trustee Bohlke moved to approve the agreement between Whatcom Community College and AFT Washington Professional Staff United. It was seconded by Trustee Johnson. The motion was passed.

Chair Fairchild thanked the AFT Staff negotiating team and the WCC administrative negotiating team for their hard work.

## ADJOURNMENT

There being no further business, the meeting was adjourned at 3:35 p.m.

TO: Whatcom Community College Board of Trustees

FROM: KayCee Johnson, Executive Director of Human Resources

DATE: November 4, 2025

RE: Policy 405 – Contract Conditions for Civil Service Exempt Personnel in Positions Not Represented by a Union

Policy 4030 – Attendance Incentive Program (policy numbering change only)

**Overview**

Policy 405 has not been updated since November 2009. With the recent implementation of the AFT Professional Staff Union and its collective bargaining agreement, the scope of this policy now applies to a smaller group of employees. Additionally, several updates are necessary to align leave benefits with current legislative requirements, peer institutions, and institutional practices.

**Section I. Application** Due to the formation of the AFT Staff Union, employees covered by that agreement are now excluded from this policy. The policy now applies only to Civil Service Exempt employees who are not represented by WFSE, AFT Faculty, or AFT Staff unions. This group now primarily consists of professional staff.

**Section II. Vacation Leave**

- Vacation accrual will increase from 14.67 to 16 hours per month to align with the AFT Staff Union contract and peer institutions.
- Accruals are now calculated in hours rather than days, consistent with the ctcLink payroll system.
- The maximum accrual limit is updated from 240 to 320 hours, reflecting past practice.
- New language has been added regarding the transferability of vacation leave between institutions, in accordance with RCW and other labor agreements.

**Section III. Sick Leave**

- Sick leave accrual is now expressed in hours instead of days.
- Outdated language regarding sick leave for new employees has been removed to comply with current law.

- Provisions for the transferability of sick leave have been added, consistent with state law.
- A reference to [Board Policy 4030](#) (policy number to be updated to 430), which allows for sick leave cash-out, has been included.

#### **Section IV. Shared Leave**

- A new section has been added to outline the availability of Shared Leave for eligible employees.

#### **Section V. Bereavement Leave**

- Leave entitlement has been increased from four to five days, aligning with other labor agreements.
- The definition of “family” has been broadened to reflect more inclusive language, consistent with the AFT Staff Union contract.

#### **Section VI. Personal Holiday**

- The number of personal holidays has been increased from one to four, aligning with the AFT Staff Union contract and the WFSE agreement (which provides two personal holidays and two personal days).

#### **Section VII. Prior Accumulation**

- This section is recommended for deletion, as it is no longer necessary. Employees will retain existing accruals in accordance with the updated policy.

#### **Section VIII. Civic Duty Leave**

- A new section has been added to provide paid leave for civic duties, consistent with all other collective bargaining agreements. This provision was previously absent for this employee group.

#### **Next Steps**

The proposed revisions will be presented to the Board for a first reading on November 12, 2025 with possible action. A second reading will be provided as needed at the Board meeting on December 10, 2025. If approved, the college recommends the revised policy take effect on January 1, 2026.

#### **Recommendation**

The college recommends adoption of the proposed revisions to Policy 405 to ensure consistency with current labor agreements, legal requirements, and institutional practices.

The college also recommends a policy numbering change of 4030 to 430 to align with current numbering convention. One minor typographical error has been corrected and no other changes to policy 4030 are needed or recommended.

---

<b>TITLE:</b>	<b>Contract Conditions for Civil Service Exempt Personnel In Positions Not Represented</b>
	<b>by a Union</b>
<b>NUMBER</b>	<b>405</b>
<b>APPROVED BY</b>	<b>Board of Trustees</b>
<b>DATE</b>	<b>11/19/09</b>
<b>AMENDED:</b>	

---

I. Application.

- A. This policy applies to contracts issued to personnel who are Civil Service Exempt and who are not in a position represented by a labor union.
- B. Contract conditions under this policy shall apply in addition to applicable state personnel laws, rules and regulations, including those regarding retirement, health and life insurance benefits.

II. Vacation Leave

A. Eligible Positions (Other Than the President's Position)

Eligible positions (other than the President's position) shall accrue vacation days at the rate of 16 working hours per contracted month (prorated if contracted at least 50 percent time but less than full time), not to exceed a total accrual of 320 working hours. However, the President may, in his/her discretion, provide an eligible employee(s) a greater accrual rate or maximum accumulation amount not to exceed the rate or maximum amount set forth in the President's contract. Vacation days will be requested in advance and be taken only with prior supervisor approval.

B. President

The President shall accrue vacation leave at the rate and to the maximum accumulation amount specified in the President's contract. The President's vacation requests are subject to Board approval. If the President's request for vacation leave is deferred by the Board of Trustees, the maximum accumulation amount may be extended by mutual written amendment of the President's contract only if necessary to avoid a loss of accumulated vacation leave.

C. Vacation Leave earned while working for a Washington State agency or institution of higher education may be transferred to WCC, up to a maximum of two hundred eighty (280) hours, per RCW 43.01.040.

D. Likewise, an Employee transferring from WCC to another Washington State agency or institution of higher education may have their Vacation Leave balance transferred to their new employer, up to a maximum of two hundred eighty (280) hours, per RCW 43.01.040.

---

<b>TITLE:</b>	<b>Contract Conditions for Civil Service Exempt Personnel In Positions Not Represented by a Union</b>
<b>NUMBER</b>	<b>405</b>
<b>APPROVED BY</b>	<b>Board of Trustees</b>
<b>DATE</b>	<b>11/19/09</b>
<b>AMENDED:</b>	

---

E. Terminal Vacation Pay

Upon termination, resignation or retirement of an eligible employee, all unused accrued and/or deferred vacation leave shall be paid for as terminal pay. In the event of the death of an eligible employee, unused accrued and/or deferred vacation leave shall be paid to the estate of the deceased.

F. Procedures

The President will adopt procedures as necessary to ensure that vacation schedules will not disrupt the essential work of the College.

### III. Sick Leave

- A. For all eligible positions covered by this policy, sick leave for illness, injury and emergencies shall accrue at the rate of eight (8) hours per month (prorated if contracted less than full-time).
- B. Accumulated Sick Leave has no cash value upon separation. Employees who return to eligible service within five (5) years of separation will have their Sick Leave balance restored or transferred to another eligible employer.
- C. Sick Leave earned while working for a Washington State agency or institution of higher education may be transferred to WCC in accordance with Washington statute. Upon request by the employee, the Payroll Office will request a transfer of the Sick Leave balance from the previous employer. Likewise, an Employee transferring from WCC to another Washington State agency or institution of higher education may have their leave balances transferred to their new employer consistent with statute and that employer's policies and practices.
- D. Annually and/or upon retirement unused sick leave may be compensated for as provided in applicable state laws or regulations and Board Policy 4030.

### IV. Shared Leave

Employees who meet eligibility requirements may be entitled to apply for Shared Leave as provided in applicable state laws or regulations for government employees.

---

<b>TITLE:</b>	<b>Contract Conditions for Civil Service Exempt Personnel In Positions Not Represented by a Union</b>
<b>NUMBER</b>	<b>405</b>
<b>APPROVED BY</b>	<b>Board of Trustees</b>
<b>DATE</b>	<b>11/19/09</b>
<b>AMENDED:</b>	

---

## V. Bereavement Leave

Bereavement leave not to exceed five (5) working days per instance may be granted in the event of the death of a family member.

- a. "Family member" is defined as: spouse or domestic partner; parent, stepparent, parent-in-law, or parent of spouse or domestic partner; sibling or stepsibling; child, stepchild, or child in the custody of and residing in the home of the employee; grandparent; great grandparent; grandchild; great grandchild; or person with a significant kinship relationship to the employee, whether or not that person would fall under a strict definition of immediate family.

## VI. Personal Holiday

Each eligible employee shall be granted four (4) personal holidays in each calendar year of employment (prorated if contracted less than full time).

## VII. Civic Duty Leave

Leave of absence with pay shall be granted to an Employee to serve on Jury Duty, to serve as a Trial Witness, or to exercise other subpoenaed civil duties. An employee will be allowed to retain any compensation paid to them for their jury duty service. If the employee is a plaintiff or defendant in a case not related to their employment, there shall be no compensation. An Employee shall inform the Employer as soon as possible when notified of a jury summons or subpoenaed civil duties and shall cooperate in requesting a postponement of Jury Duty Service if warranted by business demands.

---

<b>TITLE:</b>	<b>Attendance Incentive Program</b>
<b>NUMBER</b>	<b>430</b>
<b>APPROVED BY</b>	<b>Board of Trustees</b>
<b>DATE</b>	<b>6/18/1986</b>
<b>REVISED</b>	<b>1/10/1989</b>

---

In January of the year following any year in which a minimum of sixty days of sick leave is accrued, an eligible employee may receive remuneration for unused sick leave accumulated in the previous year at a rate equal to one day's monetary compensation of the employee for each four days of accrued sick leave in-excess of sixty days. Sick leave accumulated at a rate of in-excess of one day per month is not subject to remuneration under this policy. Sick leave for which compensation has been received shall be deducted from accrued sick leave at the rate of four days for every one day's monetary compensation.

At the time of retirement from the state service\*, or death, an eligible employee shall receive remuneration at a rate equal to one day's current monetary compensation of the employee for each four full days of accrued sick leave.

\*For the purpose of this definition, retirement due to age may occur at age fifty-five (55) or older.

# Whatcom

## COMMUNITY COLLEGE

### Reports to the Board of Trustees December 10, 2025

#### ➔ ASWCC – Coco Lavelle, President

##### ASWCC Executive Board

- Have Hired VP of Clubs and Unions, after temporary vacancy; hoping for December 1 start date at which time, all positions on Executive Board will have been filled
- The S&A Fee Budget Committee has met three times this quarter to prepare for the upcoming budgeting process for the 2026-27 fiscal year.
- The ASWCC President, ASWCC VP for Finance, ASWCC VP for Student Engagement, Executive Board Coordinator and Director for Student Life and Development met with Heidi Forbes on November 25th to discuss the ASWCC Fund Balance.
- Executive Board approved a recommendation to allocate \$17,086 from the ASWCC Fund Balance towards the Syre All Gendered Restrooms Design; this recommendation will be presented to the Board of Trustees for consideration

##### Civic Engagement

- Held event before Student Government Meetings on November 3rd to share information regarding Election Hero Day
- VP for Civic Engagement is currently serving in the role as chair for ASWCC Senate Meetings

##### ASWCC Clubs and Unions

- The ASWCC Senate has approved the charter of 10 ASWCC Associations
- There are currently 5 ASWCC Unions and 2 ASWCC Clubs

##### Advocacy and Health & Wellness

- The ASWCC Social Justice Committee has been regularly meeting on Wednesday from 1-2PM
- The ASWCC Health and Wellness Committee has been regularly meeting every Monday from 12-1PM.
- The ASWCC Health and Wellness Committee collaborated with the Orca Food Pantry for a Food Drive, Wednesday November 19th and Friday November 21st.

##### ASWCC Engagement Activities

- Coffee with a Student Leader has been taking place every Wednesday from 1:30- 3:30PM in the Learning Commons.
- The ASWCC Student Engagement Advisory committee has been meeting regularly on Monday afternoons, from 1-2PM, to discuss ongoing student engagement and planning end of quarter celebrations, welcome week, and looking towards planning of Orca Day.

- First Planning Orca Day activity will be held on December 5th from 2pm-3pm.

#### **ASWCC Senate**

- There are currently 11 ASWCC Senators hired.
- The ASWCC Senate approved a request of \$1,500 for Finals Relief
- The ASWCC Senate approved a request of \$250 for the End of Quarter Celebration: The Ultimate ASWCC Study Break
- The ASWCC Senate approved a request of \$4,000 for the IMALIVE Mental Health Fair during Winter Quarter
- The ASWCC Senate approved a request of \$151 and \$949.25 for the Nursing Pinning Ceremony and Nursing Pins.

#### **➤ WCCFT—Barry Maxwell, presidents**

No report.

#### **➤ WSFE – Dan Andreason, President**

No report.

#### **➤ WCC AFT Staff Union – Petra McDonnell-Ingoglia , Representative**

No report.

#### **The items reported by each division contribute to the following strategic goals:**

- Renew and Expand Impactful community connections within and beyond the college.
- Encourage Innovation focused on delivering high-value education.
- Sustain a diverse and inclusive campus community to support success and belonging.
- Deliver educational experiences that foster improved student success.

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

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

The services provided through the Administrative Services division directly and indirectly support the four goal areas of the strategic plan.

#### **Athletic & Recreation**

There were several fall athletes selected to all conference teams. Kamryn Hermanutz and Kyndis Myers were selected second and third team honors for volleyball. Noreen Weber was a first team selection for soccer. Amelia Holst and Annabella Larson received second team honors. From men's soccer, three athletes received first team selections – Javier Moreno, Sander Voss, and Moises Vallejo. Jordan Johnson and Aaron Diaz were second team selections.

Men's and women's basketball is in full swing, with pre-season games lined up to prepare for north region play starting in January.

Student Recreation Center had 2,954 entrances for November 2025. This is under compared to 2024 (3,935). However, we have slightly less operational hours for Fall 2025 versus Fall 2024, along with a furlough day closure. Attendance for group fitness classes has been steady, with Yoga being the most consistent with about 12 students.

### **Business Office**

Staff has been working to streamline workflows and processes with other departments to improve communications and recording accuracy, to aid in the quality of reporting. Business office staff have been working with budget managers on coding and identified a need for more comprehensive training for budget managers.

The Business Office has identified a need for centralized purchasing as is the current practice for many Washington community and technical colleges. The Assistant Director of Accounting Services is working with two small departments to run a purchasing pilot program and will be visiting with BTC purchasing staff to understand their purchasing department processes. Centralized purchasing would improve processes on the backend which would allow Business Office to pay invoices immediately upon receipt, where the current process can take weeks to issue payment. It also provides WCC with an opportunity to take advantage of bulk discounts and strengthen vendor relationships.

### **Conference and Event Services**

External agreements have been confirmed for Bellingham Community Chorus (2 performances), Rangers (youth soccer), WCASA (adult soccer), Ultimate Frisbee, Whatcom Select (youth soccer) and Bellingham Warriors youth lacrosse).

Department staff will provide support for the following internal events: ASWCC Weekly Open Public Meetings, All Faculty Instruction Meeting, ISR Forum, WCC Soloist Recital, WCC Chamber Music Ensemble Recital, PTA Graduation & the Student Services Division Meeting.

### **Information Technology**

Nav360 implementation continues to proceed. Progress Reports will begin in January. The reports are similar to Early Alerts, but with more capabilities. IT is working with faculty, Instructional Council, and the EmpowerEd Advising grant leadership team to develop Progress Reports that can be supported by the College and best support early interventions for student success. Academic Plans (formerly called Degree Plans) will be deployed to advisors by the end of fall quarter.

Accessibility training in Yuja Panorama (platform that integrates with Canvas for accessibility checking) for the new Title II requirements is increasing. More and more employees are using it to remediate issues w

## **➔ Student Services—Kerri Holferty, Interim Vice President**

### **Academic Advising & Career Services:**

- The Advising team had a busy month, not only logging 1,043 advising sessions between 10/28 to 11/24, compared to 343 advising sessions logged in a parallel timeframe in 2024, but participating in a number of trainings and cross-campus collaborations. Events included:

- Collaboration with Transitional Learning (TL) and Workforce Education to table at morning and evening TL Pathways Fairs, exploring continued academic study options with 15 TL students.
- Director Dr. Townsend (co-Primary Investigator for the National Science Foundation (NSF) “STEM Excellence through Engagement in Collaboration, Research, and Scholarship” (SEECRS)-2 grant) co-facilitated two mentor trainings with Lauren Maniatis (Biology faculty) for 10 STEM faculty. Advisors supported 14 SEECRS scholars with outreach and holistic advising.
- Hosted 80+ students, 8 universities, and 3 WCC bachelor’s programs at the Washington Council for High School-College Relations Transfer Fair in Laidlaw Center in collaboration with the Student Life Engagement Committee, compared to 2024’s 8 universities and 102 students in Syre Student Center.
- Led 4 career exploration and advising workshops in EDPL 100, serving 34 students, doubling the visits compared to previous quarters.
- Director presented a session entitled, “Advising Reimagined: Leveraging Data, Innovation, and Technology to Elevate Community College Student Success” at the NASPA: Student Affairs Administrators in Higher Education Western Regional Conference.

**Access & Disability Services:**

- Access and Disability Services are having a busy fall quarter preparing for the campus digital accessibility deadline in April 2026 approaching. Director, Lisa Forsythe completed a Doc Hub training to help support staff to remediate inaccessible documents, and Program Coordinator, Hadia Rezai, attended a Panorama Training for Trainers. Doc Hub and Panorama are recently acquired programs that will assist the College in staying in digital accessibility compliance. Additionally, Director, Lisa Forsythe, and Specialist, Melissa Anderson, attended the **Fall Disability Support Services Council (DSSC) General Meeting**, and Lisa participated in the **DSSC Business Meeting**. Discussions focused on statewide collaboration efforts and emerging concerns at the levels below:
  - State Board for Community and Technical Colleges (SBCTC)
  - Committee for Accessible Technology Oversight (CATO)
  - Washington State Student Services Council (WSSSC)

**Dual Credit Programs:**

- Dual Credit Programs has onboarded an additional Running Start Advising, Waverly Shreffler, who comes to WCC with a background in teaching high school. Running Start currently has 756 enrolled students compared to 723 enrollments at mid-November 2024. The program currently has 62 new applicants compared to 55 new applicants at this time in 2024.

**Enrollment Services:**

- As of 11/24, 4447 students enrolled for Fall 2025 compared to 3999 students enrolled for Fall 2024
- As of 11/24, 2643 students enrolled for Winter 2026 compared to 2685 students enrolled for Winter 2025

- 1118 applications for Winter 2026 admissions compared to 1841 applications for Winter 2025 admissions. While this is a decrease year to year, it should be noted that WCC has yielded fewer fake/fraudulent applications due to newly implemented processes, including Mandatory Entry Advising, which makes comparisons to last year difficult.

#### **Financial Aid:**

- The Fall State Aid interim report has now been completed. For state aid only, in the Fall quarter, the office disbursed \$1,292,296 in Washington College Grant, \$31,488 in College Bound Scholarship, and \$13,988 in Passport To College Funds to over 974 students.

#### **Office of Student Life & Development:**

- The Office of Student Life & development continue to host many student engagement events across campus including Election Hero Day to encourage civic engagement and voting, regular Monday Mingles to promote student government engagement, and tabling at the 11/20 Transfer Fair. Orca Food pantry is seeing increased visits, with 938 visits during November 2025 compared to 874 visits during November 2024. An Orca Pantry food drive was held on 11/17 and 11/21 led by the ASWCC Health and Wellness Committee in collaboration with WCC Foundation and BFET. 320 pounds of food was collected and \$300 monetary donations. Additionally, 3 Students, Coco Lavelle, Noori Sidhu and Sam Scheiber traveled with Heidi Farani to NACA West, Riverside Conference on 11/20 and 11/21. This was the West Regional conference of the National Association for Campus Activities.

#### **Orca Central Operations:**

- Hosted/scheduled approximately 700 in person and virtual appointments for Orca Central services in Advising, Running Start, and Financial Aid as of 11/25.
- Processed 102 English placements and 110 math placements from our online tools as of 11/25. The actual number including placement by transcript, reciprocity, or GED Scores is not tracked in the same way.

#### **Outreach:**

- Outreach continues to engage with prospective students in Whatcom County community and beyond, through 8 individual Campus Tours, 2 high school tour groups, 6 College Fairs, including FuturesNW: Learning with Leaders, reaching a total of 475 high school students, and participation in WCC's Dia de los Muertos event, engaging with 25 prospective students.

#### **Residence Life:**

- Collaboration with BFET to share resources and services with residents at floor meetings.
- Annual Friendsgiving event on Friday, November 21st.
- Residence Life has seen an increase in resident wellness check requests, and residents concerned with their academic progress.

#### **TRIO Student Support Services:**

- TRIO Student Support Services are currently serving 133 students for 2025-26, on track to meet the grant objective of serving 140 students by 8/31/26. The TRIO team, in collaboration with Orca Central, Advising, and Jen McFarlane Harris, hosted a highly successful First-Generation Celebration event in early November. TRIO alumna and Western Washington University sociology professor Dr. Melissa Osborne delivered an engaging keynote based on her book *Polished: College, Class, and the Burdens of Social Mobility*, offering powerful insight into the lived experiences of first-generation college students. The event concluded with a book signing and a facilitated group discussion led by Jen McFarlane Harris. Four WCC instructors brought their classes, contributing to an impressive turnout of more than 135 participants, including 20 Upward Bound high school students from partner schools. Additionally, TRIO staff led nine students on an enriching educational trip to the Museum of Flight in Seattle. As the world's largest independent, non-profit air and space museum, the Museum of Flight houses more than 175 aircraft and spacecraft, along with tens of thousands of artifacts and immersive exhibits. The visit provided students with meaningful exposure to aviation history, STEM-focused learning opportunities, and broader cultural experiences beyond the classroom.

#### **TRIO Upward Bound:**

- Currently serving 49 students in this 2025-26 cohort, on track to meeting grant objective of serving 60 students by 8/31/26. RIO staff accompanied three students to Bellingham Technical College (BTC) Tour Day, providing them with targeted exposure to BTC's academic and career pathways. Students participated in a comprehensive campus tour followed by visits to specific departments aligned with their interests. This experience offered students valuable firsthand insight into potential postsecondary and career opportunities.

#### **➤ Instruction— Steven Thomas, Vice President**

##### **Program and Accreditation Updates**

- The Bachelor of Science in Computer Science has been officially approved by NWCCU.
- The Year Seven Report draft is currently being edited, and we are ahead of schedule for submission to our NWCCU representative.
- Accessibility, Faculty Development, and Title II Compliance
- To support WCC compliance with Title II requirements, we continue to focus on accessibility by training faculty on Panorama, the software that ensures our courses meet accessibility standards per WACG 2.1 AA. We have developed a timeline from the beginning of December 2025 until April 2026 and beyond that gives clear directions to faculty and supervisors to meet these standards.

##### **National Cybersecurity Training & Education Center (NCyTE)**

- Conference/Meetings
  - AISES National Conference, October 2 to 5, In-person, Minneapolis, MI. The three-day conference focuses on educational, professional, and workforce development for Indigenous peoples of North America and the Pacific Islands in

science, technology, engineering, and math (STEM) studies and careers. There were 3,776 registered for the conference. NCyTE hosted a booth and collected 77 leads.

- NCyTE Leadership Year Ahead Strategic Planning Meeting, October 28, Washington DC. NCyTE's Leadership Team convened to firm up plans for completing year 5 grant deliverables, strategy and assignments.
- AACC-NSF ATE PI Conference, October 29, In-person, Washington, DC. The American Association of Community Colleges (AACC) and National Science Foundation (NSF) Advanced Technical Education (ATE) Principal Investigator (PI) Conference. NCyTE Director/PI Michele Robinson and Co-PI Stephen Troupe attended as required. NCyTE participated in both the morning and afternoon networking connect hubs, the new convergence lab, and presented at several breakout sessions.
- Virtual and In-Person workshops
- Cybersecurity Maturity Model Certification (CMMC) Version 2A Workshop, October 16 & 17, Virtual, 14 Attendees, 1 Washington state.
- NCyTE Monthly Member Meeting: Bridging the Student to Employee Gap October 17, Virtual, 49 attendees, 12 from Washington state, 2 from Whatcom Community College.

### **CAE-C Mid-Cycle Report**

The CAE Candidates National Center (CCNC) has launched its 24th Program of Study (PoS) Validation Cycle and 22nd CAE Designation Cycle. The current cycle includes 49 participating institutions, consisting of:

- 15 CAE in Cyber Defense (CAE-CD) designation applications
- 5 CAE in Research (CAE-R) designation applications
- 7 Secure AI / AI Program of Study validations
- 22 Cyber Defense Program of Study validations
- Of the 49 institutions, two are based in Washington State, including one two-year and one four-year institution, demonstrating ongoing engagement across the state's higher-education system.
- To ensure consistent and high-quality support, every institution has been assigned a dedicated mentor to guide them through the full application and validation process. Additionally, all participating institutions have been invited to join our quarterly virtual Helpdesk Sessions, which provide a structured Q&A opportunity with senior CCNC mentors and peer reviewers. These sessions help clarify requirements, address common challenges, and ensure institutions remain on track for successful submission and review.

### **WCC Faculty Doctoral Research and Publication Update**

- Jeremy Voigt, WCC Adjunct Faculty in English, successfully defended his doctoral thesis in August 2025, presenting a re-reading of Gerard Manley Hopkins's writings through the lens of environmental philosophy. His research draws on Arne Naess's Deep Ecology and contemporary new materialist thinkers such as Freya Mathews to explore parallels between Hopkins's religious views and modern ecological theory. The study analyzes a wide range of Hopkins's poetry—including works not traditionally considered in environmental contexts—as well as his notebooks and letters.

- Encouraged by his committee, Jeremy plans to revise and expand the manuscript for publication, adding deeper analysis of Hopkins’s Victorian context and integrating insights from Andreas Weber’s work on ecological thought.  
In addition, Jeremy’s new poetry collection will be released on December 1, with pre-orders already underway. A local reading at Village Books is scheduled for March 2026. More information is available closer to the event date.

➔ **Institutional Management – Rafeeka Kloke, Executive Director for the Office of the President**

**Marketing and Communications**

**Communications, Marketing and Publications** Campaigns/Events/Projects/Publications completed or in development - for a variety of events and programs (includes social media, campus screens, online marketing, print, streaming ads, tv spots, print):

- **New and Significant Website Updates:**
  - WCC Self-Guided Walking Tour added to the Campus Tours page
  - Intercultural Center: resize and edit staff photos
  - Work-Study Forms: Supervisor request form
    - Student inquiry form
  - Student Financial Responsibility Agreement (SFRA) page: webpage copy: Added a copy of this page to show under Current Students as well as Future Students in the drop-down menu
- **Social Media Activity:**
  - The top three posts/reels on Instagram and Facebook that received the most engagement from mid-October to late November are:
    - The Instagram reel celebrating the WCC Halloween decorating contest.



**whatcomcc**  
Camuna Music • Cute Spooky Music – Fr...



**whatcomcc** 3w  
Happy Halloween! 🎃 👻  
Shout out to all who participated in the 2025 WCC Halloween Decoration Contest! Thank you for sharing your creativity and humor with the campus community.

Pro tip: check out your favorite Halloween flick from the WCC library. *Scream*, *Rocky Horror*, *Donnie Darko*, *Alien*—they've got it all!

#whatcomcc #halloween #bellinghamwa



**ferndaledowntown** 3w  
Oh come on @ncvte\_center! Ya'll

[View insights](#)

[Boost reel](#)



95 likes

October 31

**Overview**

**Views** ⓘ

2,043

**Reach** ⓘ

1,140

**Interactions** ⓘ

103

**Watch time** ⓘ

4h 7m

- The Instagram reel promoting the Cove Cafe and announcing the espresso machine is back in service.



**whatcomcc**  
GEEZ • My Vibe (Instrumental)

**whatcomcc** 6d  
Espresso is back at The Cove ☺☺  
Tag someone who is due for a coffee run.

Open Monday–Thursday 8–5, Friday 8–2  
See you between classes!

#whatcomcc #campus #collegestudents  
#bellingham #coffee

**whatcomccmbb** 5d  
🔥🔥🔥  
Reply

**valley.andrew** 5d

[View insights](#) [Boost reel](#)

👍 💬 🗑️ 📌  
69 likes  
6 days ago

**Overview**

Views ⓘ	Reach ⓘ	Interactions ⓘ	Watch time ⓘ
1,948	926	72	1h 59m

- The Instagram post announcing Halloween week at WCC.



whatcomcc

whatcomcc 4w  
 Hey Orcas,  
 Get ready for a spooktacular Halloween week!  
 Go to the WCC Events Calendar to find all events happening on campus this week!  
 Go to: [whatcom.edu/calendar](http://whatcom.edu/calendar)

**No comments yet.**  
 Start the conversation.

View insights Boost post

19 likes  
 October 27

Add a comment...

**Overview**

Views ⓘ  
**1,466**

Reach ⓘ  
**396**

Interactions ⓘ  
**19**

- Department Campaigns and Promotions include outdoor advertising, online/print and social media marketing, posters, FIN slides, website, signage etc.
  - **Support for events, marketing assets and initiatives:**
    - COB Playbook Ads cross divisions
    - Whatcom Family Coop Preschool
    - Athletics Team posters – Basketball, Volleyball, Soccer
    - Donor Appreciation Lunch assets – Posters, Program, Sponsor cards, A-Frame signs
    - Foundation Impact Statement and Endowment templates
    - Foundation Fall appeal postcards
    - Winter 2026 Quarterly Newsletter
    - Massage Therapy pop-up banner
    - Viewbook revised edition for Winter 2026
    - Student Belonging at WCC Film assets
    - Campus Bookstore: Book buy back
    - Campus Bookstore: Purple Friday, 20% Off Sale
    - Orca Food Pantry: Pack the Pantry promotion
      - Foundation: Food Pantry Remit Cards, print with envelopes
    - Employee Appreciation: Donut miss out! Email invitation

- **Instruction/Professional Technical Information Sessions: social media, campus Screens and print**
  - November VisCom Info Session
  - Writing Center offerings
  - Visual Communications Info Sessions
  - Massage Therapist Program Info Sessions
  - BAS Social Work Info Sessions
  
- **Campus and Department Social Media & Campus Screen (FIN) General Posts and other assets (posters, invitations, brochures etc.):**
  - Writing Center
    - The Cove Cafe: Fall Drink Specials and espresso machine announcement
    - Campus Closures: Veterans Day
      - Furlough day
      - Holiday weekend closure
  
- **Video or Photo shoots:**
  - Intercultural Center Staff photo
  - Student photo for Donor Appreciation Lunch program
  - Fall 2026 Student Leaders
  
- **Press and Media:**
  - [Compass 2 Campus proves college can be a reality for underrepresented students](#), Cascadia Daily News, November 18, 2025
  
  - [Whatcom Community College Foundation launches \\$10,000 matching challenge to combat WCC student food insecurity, and WCC's Associated Students host Pack the Pantry food drive November 19 & 21](#), WCC News, November 14, 2025
  
  - [Whatcom County Artists of Clay and Kiln's ceramics studio tour returns for a fifth year](#), The Front, November 12, 2025 (mention of WCC ceramics instructor)
  
  - [Former Squalicum star to lead WCC men's basketball team](#), Cascadia Daily News, November 11, 2025
  
  - [Cocoa's picks: Bigfoot, ballet and the Holiday Wine Walk](#), Cascadia Daily News, November 5, 2025 (mention of event on WCC campus)
  
  - [NICE Community Coordinating Council Monthly Meeting Recap](#), National Institute of Standards and Technology U.S. Department of Technology Publications, November 4, 2025

➤ **Foundation**

- Fiscal year-to-date (November 25, 2025): \$1,131,953 has been raised including:
  - Recent Gifts of Note
    - \$10,000 for General Scholarship Funds
    - \$5,000 for the Whatcom Dream Scholarship
    - \$5,000 for the Orca Food Pantry
    - \$2,500 for Area of Greatest Need
    - \$2,500 for the Rick & Linda Luke Scholarship
- Program Updates
  - 2025 Fall Appeal
    - The Foundation's Fall Appeal fundraising campaign launched October 27<sup>th</sup> with the mailing of 3,551 letters asking for support from past donors, current donors and prospective donors.
    - An email drip campaign scheduled for November through December and a final postcard to be mailed mid-December will increase support from these prospective donors.
    - To date the Fall Appeal has generated \$51,238 in gifts.
  - Donor Appreciation Lunch
    - Donor Appreciation Lunch was held on November 12<sup>th</sup> at Noon, Bellingham Golf and Country Club, with over 75 donors and 25 student scholarship recipients in attendance. Guests heard from three student speakers who shared inspiring stories about the impact of donor generosity on their lives.
    - Board Chair Cheryl Thornton and President Justin Guillory provided remarks emphasizing the importance of philanthropy for WCC students. Board Emeritus member Phyllis Self delivered a heartfelt reflection on her family's long-standing support, encouraging attendees to continue their giving—and, for those able, to consider giving a bit more in light of rising student need
    - Since the event, \$22,625 have been received from attendees at the lunch.
- Foundation Board of Directors
  - Funding Proposal Request - In early November, the WCC Foundation Executive Committee received a formal request from President Justin Guillory for Foundation support in two critical areas of student need: the Student Emergency Fund and the Orca Food Pantry.
  - The Board approved the following at the November 18<sup>th</sup>, 2025 meeting. The WCC Foundation will allocate \$65,000 from existing FY25–26 budgeted funds as follows:
    - \$40,000 to the Student Emergency Fund
    - \$25,000 to the Orca Food Pantry, distributed as matching for Foundation-driven donations.
    - The donor matches will generate a total of \$50,000 in support for the Orca Food Pantry.

- Bylaw Adjustment - During the November 18<sup>th</sup>, 2025 Board of Directors meeting, the Board voted to revise the name of the Scholarship Committee to the Fundraising Committee. Additionally, the Board voted to establish the Fundraising Committee as a standing committee of the Board.

#### ➔ **Office of Inclusion, Diversity, Equity and Accessibility (IDEA)**

- First Generation Student Celebration Day (Nov. 4, in Syre Auditorium), presented by WCC TRIO SSS, Advising, and IDEA. This event featured Dr. Melissa Osborne, local author and Professor of Sociology at Western Washington University, reading from their book, *Polished: College, Class, and the Burdens of Social Mobility*. Dr. Jennifer McFarlane Harris, Executive Director for IDEA, also interviewed Dr. Osborne on stage, for further discussion of their research. 139 people attended.
- Watch Party for short film developed by the Office of IDEA: *Student Belonging at WCC* (Nov. 5). Attendees heard all about the making of this film—writing, recording, producing, screening—from a panel of the “stars” themselves (Dr. Justin Guillory, President; Dr. Jennifer McFarlane Harris, Executive Director for IDEA; Tanya Zaragoza-Rosas, Director for Intercultural Services; Yusuke Okazaki, Associate Director for Intercultural Services; Josh-Mishra Davis, Community Standards Manager & Deputy Title IX Coordinator).
- Dr. Jennifer McFarlane Harris, Executive Director for IDEA, led a workshop on racial literacy and empathy in the classroom (Nov. 13) for the Inclusive Teaching Faculty Education Workshop (2024-25). She is co-facilitator for this year-long FEW, alongside Justin Ericksen (English faculty and Faculty Coordinator for Teaching and Learning), Erin Graham (Psychology faculty), and Dr. Andrea Romero (English and Latine Studies faculty and Faculty Coordinator for IDEA).

#### **Intercultural Services:**

For the month of November (as of 11/24), 91 students have utilized the Simpson Intercultural Center for a total of 424 visits.

- On November 1, the Simpson Intercultural Center and ASWCC Latine Student Union collaborated with the Office of Student Life & Development, WCC Latine Studies Program, and WWU Multicultural Student Services to host annual Dia De Los Muertos Celebration. This event featured keynote Speaker, Yosimar Reyes, a writer, poet, and performers and cultural performances from Danza Eterna and Aporto Versado. We had over 360 participants attend this community event.
- On November 6, the Simpson Intercultural Center screened 1983 classic film, *El Norte*. The film centers around the journey of a brother and sister fleeing civil war in their home