

BOARD OF TRUSTEES
Meeting Agenda
Wednesday, January 14, 2026
Regular Board Meeting -2:00 pm
237 West Kellogg Road, Bellingham
Laidlaw Building Room 143

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 two days prior to the meeting to allow sufficient time to make arrangements.

**NEXT MEETING
REMINDER**

February 18, 2026

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

- I. Call to Order
- II. Consent Agenda Tab 1
 - a. Minutes of December 10, 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 Tresha Dutton, Communication Studies Faculty
- V. Action Items Tab 2
 - WCC and WCC Foundation Memorandum of Understanding – Deborah DeWees, Interim Executive Director for WCC Foundation
 - Request Allocation from ASWCC Fund Balance – Coco Lavelle, ASWCC President
 - Request Allocation from ASWCC Fund Balance to support design quote for the Syre Student Center All-Gender Restrooms project – Coco Lavelle, ASWCC President
- 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 – Vice President Nate Langstraat
 - Student Services – Interim Vice President Kerri Holferty
 - Instruction – Vice President Steven Thomas
- VIII. Discussion Items for the Board
 - ACT Spring 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 December 10, 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, December 10, 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, and Teresa Taylor constituting a quorum. Trustee John Pedlow was absent. 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 Johnson moved to accept the agenda. 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
 - Minutes of November 12, 2025 Board of Trustees Retreat.

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 was no public comment.

➔ **Accreditation Year Seven – Anne Marie Karlberg, Director for Assessment and Institutional Research
Peter Horne, Senior Research Analyst and Nate Langstraat, Executive Vice President for Business and
College Operations**

Karlberg, Horne, and Langstraat shared an overview of Standard 1B – Improving institutional effectiveness which included Institutional planning processes, mission fulfillment definition and metrics, inclusive institutional planning, and Internal and external environment monitoring. They reviewed and provided information on each of those standards.

ACTION ITEMS

➔ **Proposed revision to Policy 405**

Trustee Bohlke moved to approve the proposed changes to Policy 405. It was seconded by Trustee Johnson and the motion was approved.

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

Trustee Johnson moved to approve Policy 430. It was seconded by Trustee Taylor and the motion was approved.

PRESIDENT'S REPORT

- ➔ President Justin attended the ACT Annual Fall Conference on November 13–14, which included legislative updates, discussions on Tribal Government Affairs, a College Spark Foundation presentation titled Evolve – Thriving Equitable Systems, sessions on tenure best practices, and remarks from Lieutenant Governor Denny Heck.
- ➔ President Justin participated in the virtual WACTC meeting on November 20–21, which included statewide committee reports, discussion of a recommendation to consolidate all the Centers of Excellence (COEs) from 12 to five cluster-based COEs.
- ➔ The WCC Foundation Board meeting on November 18, featured a presentation of WCC's Nursing Program by Gail Rea, Interim Nursing Director, and two students.
- ➔ Relationship-building with external stakeholders continued through engagement with Sunrise Rotary on November 20, including a \$1,500 donation to the Orca Food Pantry. In addition, President Justin and Bruce Burpee, WCC Foundation Board member, met with Jennifer Kutcher, CEO and President of WECU, and Cindy Klein to tour the campus and strengthen the partnership.
- ➔ An informal staff and faculty gathering, Donut Miss Out, was held on December 1 to provide an opportunity for employees to reconnect and to express appreciation for their hard work. President Justin expressed appreciation for Cabinet members, and others who supported the event.
- ➔ President Justin attended the NWCCU Annual Conference on December 2–3, including the pre-conference and Wednesday morning sessions, alongside WCC representatives Dr. Steven Thomas, Dr. Anne Marie Karlberg, and Dr. Patrick Blaine.

- On November 18, President Justin announced a plan to restructure the Cabinet and subsequently met with faculty and staff through an all-instruction/faculty meeting on December 5, the Administrative Services division on December 8, additional divisional meetings were scheduled along with campus feedback sessions on January 8, 15, and 21, 2026.
- President Justin and the Core Team hosted a campus forum on December 9 to provide an update and answer questions.

DISCUSSION ITEMS OF THE BOARD

➤ **ACT Fall Conference**

Trustee Bohlke and Trustee Johnson shared highlights of the ACT Fall Conference. Trustee Johnson noted that it was one of the best ACT conferences in recent years.

Trustee Bohlke shared that she will be attending the ACCT Legislative Summit in Washington DC in February 2026.

EXECUTIVE SESSION

At 3:00 p.m. the meeting was adjourned for a closed session of the Board for approximately 20 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 not anticipated. Guests included President Justin Guillory, Executive Vice President for Business & College Operations Nate Langstraat, Rafeeka Kloke, Executive Director for Office of the President, and Assistant Attorney General Annie Sloan.

The Executive Session was adjourned at 3:20 p.m. and the Board reconvened into open session at 3:20 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:23 p.m.

WCC Foundation & Whatcom Community College MOU

Development Summary

The development of the Memorandum of Understanding (MOU) began in April 2024 with the first meeting of the ad hoc Policy Committee. During this meeting, the need for MOU revision was established, and Carolyn Simpson Scott was designated from the WCC Foundation as project lead and to collaborate with Deborah DeWees of the Foundation staff.

By August 2024, initial discussions focused on researching best practices, with Deborah reaching out to other Washington Community Colleges for insights.

In October 2024, the project scope was formally initiated, beginning with a meeting led by Carolyn Simpson Scott. A core team meeting followed, and research continued with Seattle, Bellevue and Spokane Community Colleges to gather industry standards. Later that month, key stakeholders, including the Foundation Attorney and WCC Vice President for Administrative Services, were notified of the project.

November 2024 saw further engagement, with the Attorney General's office providing an MOU template. The Foundation Executive Committee designated Bob Carmichael as someone to assist Carolyn and Deborah as needed, and during the Foundation Board meeting, historical context was shared, reinforcing the goal of completing the MOU by April 2025.

In December 2024, discussions were held with the Foundation Board Chair to outline the completion process, and initial draft sections were shared for review.

By January 2025, two out of the five key sections of the MOU were under review by the President's Office, with three sections

remaining before a full review. Updates were made throughout the month, incorporating feedback from key stakeholders.

February 2025 focused on the review process, with drafts being sent to the College leadership and legal representatives for their input.

March 2025 was marked by significant progress, with the draft presented to the Foundation Executive Committee and multiple rounds of feedback integration from both the College and legal teams.

April 2025 was for drafting & initial review, the final draft of the MOU was developed in April 2025, incorporating feedback from the WCC Foundation Attorney and the Assistant Attorney General. Key milestones included the drafting of the Statement of Purpose and submission of materials for Board of Trustees' review.

May 2025 saw ongoing review coordination with key stakeholders. Updates were regularly shared with the Executive Committee and Foundation Board. Final legal comments were integrated, and coordination continued between WCC and Foundation leadership to refine the document.

June 2025 focused on the final review process. The finalized MOU draft was shared with the Foundation Board for review and questions. Responses and clarifications were addressed through written review and a planned virtual meeting.

July 2025 is set for the final review and approval process. The Executive Committee and WCC Foundation Board will conduct their final vote, and the MOU will be presented for formal approval by the WCC Foundation Board on July 15, 2025.

July 15, 2025 the WCC Foundation Board voted to approve the MOU as presented.

January 2026 is formally finalizing the MOU through an Approval by the Board of Trustees and is scheduled for January 14, 2026. The finalized MOU is submitted to the Board of Trustees for presentation and final approval.

**DRAFT DATE 1/5/2025 with updates from 2/21/2025, 2/28/2025, 3/05/2025, 3/06/2025,
3/18/2025, 3/27/2025, 5/15/2025, 5/27/2025, 6/04/2025/ 6/17/2025 added.**

**Whatcom Community College and Whatcom Community College Foundation
Memorandum of Understanding**

Statement of Purpose

This Memorandum of Understanding (MOU) is entered into by and between Whatcom Community College and the Whatcom Community College Foundation to establish a framework of collaboration in support of the College's mission and strategic goals.

The purpose of this MOU is to formalize the cooperative relationship between the College and the Foundation in order to enhance educational opportunities, support student success, and promote institutional growth. The Foundation, as a nonprofit entity dedicated to advancing the College's initiatives, will work in alignment with the College's priorities to secure and manage financial resources, develop community partnerships, and engage in fundraising activities for the benefit of students, faculty and college programs.

Through this partnership, both parties recognize the importance of fostering strong community ties, ensuring transparency and accountability in financial stewardship, and working together to support scholarships, capital improvements, academic programs, and other initiatives which contribute to the College's excellence.

This MOU serves as a guiding document outlining the roles, responsibilities, and mutual commitments of both entities to achieve shared goals in the best interest of students, faculty, the College and broader community.

AGREEMENT

between

Whatcom Community College

and

Whatcom Community College Foundation

This Agreement is entered into by and between Whatcom Community College, Community College District No. VIII (“College”), and the Whatcom Community College Foundation (“Foundation”), an independent Washington nonprofit corporation organized under RCW 24.03 and a tax-exempt organization under Section 501 (c)(3) of the Internal Revenue Code of 1986, as amended. This Agreement supersedes all prior agreements and amendments between the parties. All such prior agreements and amendments are hereby rescinded and deemed of no further force or effect.

WHEREAS, the College is authorized to engage in various activities identified in RCW 28B.50.140(8), including without limitation to receive such gifts, grants, conveyances, devises and bequests of real and personal property from private sources, as may be made from time to time, in trust or otherwise, whenever the terms and conditions thereof will aid in carrying out College programs; and

WHEREAS, the College has, from this express power to receive property, the implied power to solicit the same; and

WHEREAS, pursuant to RCW 28B.50, the College has the authority to enter into contracts for these and other lawful purposes; and

WHEREAS, the Foundation as a tax-exempt nonprofit corporation is organized and operated to receive and administer property for the exclusive benefit of the College and to make contributions, grants, gifts, and transfers of property to the College; and

WHEREAS, the Foundation solely exists to raise and manage private resources to support the mission of the College; the Foundation is empowered by the College to solicit and receive contributions, grants, gifts, and property in the name and on behalf of the College and to make contributions, grants, gifts and transfers of property to the College; and

WHEREAS, the College recognizes the Foundation as an appropriate organization and means to enhance, coordinate, and exchange the beneficial receipt of such gifts, grants, conveyances, devises and bequests;

WHEREAS, the College and the Foundation recognize that close collaboration and cooperation is necessary to serve the mission of the College;

WHEREAS, the Articles of Incorporation of the Foundation set forth in Article Three state the purpose of the Foundation to be as follows:

A. General Purposes:

The Foundation is organized in order to operate exclusively for the purpose of promoting, supporting, maintaining, developing, increasing and extending educational offerings and the pursuit thereof at or in connection with Whatcom Community College; and, in the furtherance of the foregoing, to conduct any and all scientific, literary, charitable and education activities permitted both to an organization exempt under Section 501 (c) (3) of the Internal Revenue Code, or acts amendatory thereof or supplementary thereto, and by Chapter 24.03A RCW, as now or hereafter amended.

The phrase "educational offerings" as used in this article shall be construed to mean and include all activities designed to facilitate and/or enhance the cultural, educational, living and operational conditions at Whatcom Community College; establish, acquire, maintain, enlarge and expand the curriculums, services, faculty, staff and the real or personal properties of Whatcom Community College; and provide financial or other assistance to the students, faculty and staff of Whatcom Community College in their efforts to acquire an education.

The primary objective and purpose of the Foundation is to create and found a charitable, educational, not-for-profit Foundation for the sole benefit of Whatcom Community College, Bellingham, Washington; to assist, strengthen and further in every proper and useful way the purposes, work and services of the College; and to develop, enhance and utilize the ties of interest, concern and affections existing between the College and its alumni and friends throughout the state and nation.

AGREEMENT

NOW, THEREFORE, the parties hereby agree as follows:

I. SEPARATE OBLIGATIONS

A. **The Foundation Commitments.**

1. Expend its best efforts to seek to accrue gifts, grants, conveyances, devices, and bequests of money and real and personal property for the benefit of the College. Design and implement programs and procedures to solicit and receive such money and property and acquire such property by purchase, lease, exchange, or otherwise. The Foundation will act consistent with the purposes of the mission of the College as determined by the Board of Trustees.

2. The Foundation will establish rules and procedures for the management of all affairs of the Foundation in accordance with (a) the requirements for tax-exempt entities under the federal Internal Revenue Code, including its section 501(c)(3), and (b) the laws of the State of Washington

applicable to the Foundation including, but not limited to, those governing charitable solicitations (e.g., RCW 19.09), nonprofit corporations (e.g., RCW 24.03), trusts holding property for charitable purposes, and the authority of state agencies (e.g., RCW 11.110 and 43.09). The Foundation will amend its rules and procedures as needed in accordance with any regulatory code revision.

3. Tender to the College promptly or, within such other period of time as the College and Foundation may agree, all gifts and donations it may receive wherein the College is designated as recipient and properly account and be responsible for all donations which designate the Foundation as recipient.

4. Accept, hold, administer, invest, and disburse such funds and properties of any kind or character as from time to time may be given to it, in accordance with the terms of such gift. Any restricted or conditional gift which in any way obligates the College shall not be accepted by the Foundation without the prior written consent of the College President or other College official specifically delegated with written authority to approve such gifts on behalf of the College.

5. Perform requisite due diligence on any non-cash gift, and in accordance with Foundation policies regarding non-cash gifts.

6. Make contributions, grants, gifts, and transfers of property, both real and personal, either outright or in trust, to or for the benefit of the College.

7. Use all assets and earnings of the Foundation for the exclusive benefit of the College in accordance with the Foundation's exempt purposes as delineated in its Articles of Incorporation.

No part of such assets and earnings shall accrue to the benefit of any director, officer, member, or

staff of the Foundation who are College employees, or of any other individual, except for appropriate payment of reasonable compensation for services rendered or reimbursement of reasonable expenses necessarily incurred.

8. Manage and invest the Foundation's endowment fund in accordance with the Investment Policy Statement adopted and approved by the governing board of the Foundation, which addresses asset-allocation, disbursement, and spending considerations all in accordance with applicable federal and state laws, including without limitation, the Investment of Trust Funds (RCW 11.100) and the Uniform Prudent Management of Institutional Funds Act (RCW 24.55), where applicable.

9. Maintain donor and alumni records resulting from the Foundation's development and fundraising activities, and take reasonable steps to protect donor and alumni records, and adopt industry best practices regarding data gathering, maintenance, and release. More specifically, maintain the confidentiality of personal information and individually identifiable information in accordance with all federal and state laws, and implement appropriate contractual, administrative, technical, and physical safeguards to ensure the confidentiality, integrity, and availability of this data.

10. Not change its Articles of Incorporation, Restated Bylaws, or Investment Policy, in any manner that impacts the Foundation's responsibilities under this Agreement without prior written notification to the College.

B. The College Commitments. In consideration for the above-described activities and services of the Foundation, the College shall provide services, financial support, and human resources to the Foundation to assist it in fulfilling its duties under this Agreement. To that end, the College shall have the following obligations:

1. Provide the Foundation with office space (including utilities), and the use of office furniture. Make available the use of computers, software, office machines, materials, and services as may reasonably be required for Foundation operation, including consumable office supplies, telephone service, postage, use of word processing, photocopying, internet and web access, virtual meeting capabilities, electronic transmission, duplication, publication, and audio-visual equipment and services. Provide basic cyber security insurance through the State of Washington's standard cyber insurance policy for state systems, computing resources and the college staff supporting the Foundation.
2. Provide and fund the salaries and benefits of professional and staff services for the direct staffing of the Foundation. The appointment of any executive director for the Foundation will include advice from the Foundation Chair or their designee. The provision of personnel by the College to the Foundation, in consideration for the obligations and commitments of the Foundation under this Agreement, allows for an

efficiency of operations and coordination of efforts, which is in the best interests of both the College and the Foundation. Staff members of the Foundation are College employees and are therefore entitled to the same benefits and access to support as any other College employee. Staff members of the Foundation, as College employees, shall abide by all college policies and procedures.

3. Assist the Foundation in providing services by making available to the Foundation directory information of those current and former students who have not opted out of disclosure of their directory information for the purpose of carrying out Foundation duties under this agreement. In addition, the Foundation staff, as College employees, shall be allowed access to student transcript and registration records for the purpose of verifying scholarship and other award eligibility. The Foundation agrees to manage student records obtained from Whatcom Community College as defined in the Family Educational Rights and Privacy Act (FERPA), and regulations thereunder, see 20 U.S.C. & 1232; 34 C.F.R. pt.99 so long as the student agrees to share such information with the Foundation. The Foundation further agrees that staff accessing student records as college staff shall abide by the policy requirements for all of its employees accessing similar student records.

4. Provide professional administrative and support services to the Foundation, including supervision of the executive director, human resources training and support, information technology training and support, business and financial service support and all other operational services needed in the regular operations of the Foundation. College employees who are not Foundation staff members may be asked to participate in development activities that further the mission of the College through philanthropic support.
5. Collaborate with the Foundation in the development of the Foundation's fundraising programs and campaigns, including providing information, dates, plans, speakers, facilities for meetings on the college campus, and such other materials and services as may be reasonably necessary for the successful conduct of fundraising programs and campaigns.
6. The President of Whatcom Community College shall serve ex officio as a non-voting member of the Foundation Board and its Executive Committee.
7. Designate annually and prior to the start of the new fiscal year, (July 1 through June 30) a member of the Whatcom Community College Board of Trustees to serve ex officio as a non-voting member of the Foundation Board for the coming fiscal year.

II ACCOUNTING AND AUDITING

To properly account for the financial support and services provided by the College and the Foundation under Article I, each shall engage in accounting and auditing practices to include:

- A. Approved Budget.** The Foundation is responsible for its own accounting, fund management, budgeting and reporting. Any financial support provided by the College to support Foundation operations will be drafted, reviewed, and approved according to the relevant College policies, procedures and annual budgeting timeline.
- B. Financial Statements.** The Foundation shall annually confirm in writing to the College that it has fully complied with its obligation to expend best efforts to secure gifts, grants, donations, and endowments for the benefit of the College. For this purpose, the Foundation will list its accomplishments for the preceding year and share with the College its audited financial statements. At the close of the fiscal year (July 1 through June 30) the College and the Foundation shall conduct an annual review of the fiscal year's transactions between the two parties to assure compliance and fiscal accountability.

- C. Foundation Audit.** The Foundation is a private nonprofit corporation, and as such shall engage an independent public accounting firm to conduct an annual audit of its financial operations and practices.
- D. College's Audit.** The College is a state institution of higher education, and as such, its accounts and operations are subject to audit by the State Auditor's Office.
- E. Tax Reporting.** The Foundation will maintain a separate federal tax identification number and is responsible for its own tax reporting. The College will supply necessary data to the Foundation for timely preparation and completion of required tax reports, as applicable.
- F. Inspection of Books.** The Foundation financial records are available to the College President, or designee, for review upon written request. This will be done in order to ensure compliance with the commitments made in this Agreement.
- G. Finance and Audit Committee.** The Foundation, per its bylaws, shall form a finance and audit committee to regularly review and consider matters relating to the financial operations, assets and investments of the Foundation. The College shall designate staff from the business and finance services division as deemed proper and necessary to serve ex-officio as a non-voting member(s) on this committee.

III. OTHER AGREEMENTS

A. **Independent Capacity.** At all times and for all purposes of this Agreement, each party shall act in an independent capacity and not as an agent or representative of the other party.

B. LIABILITY COVERAGE

1. **Each party to this agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other and neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.**

2. **The College is covered by the State of Washington Self-Insurance Program and the Tort Claims Act (Chapter 4.92 RCW). Claims against the College and its employees, officers, and agents in the performance of their duties under this Agreement will be paid from the tort claims liability account as provided in Chapter 4.92 RCW.**

C. **No Assignment.** This agreement is not assignable, by either party, in whole or in part.

- D. **Compliance.** The Foundation and the College will comply with all applicable federal and state laws.
- E. **Governing Law and Disputes.** This Agreement shall be governed by the laws of the State of Washington. Before instituting any legal action pertaining to this Agreement or the relationship between the parties hereunder, the party seeking to commence legal action shall meet with the highest-ranking officer of the other party and attempt in good faith to resolve the disagreement. The meeting shall take place within a reasonable time, not to exceed 30 days following the party's decision to seek to commence legal action.
- F. If no resolution is reached at the meeting, legal action may be commenced by either party. Venue of any action hereunder shall be in Whatcom County Superior Court of the State of Washington.
- G. **Entire Agreement.** Aside from written stand-alone agreements or documents addressing specific subjects and signed by the parties, this constitutes the entire agreement of the parties, including all oral understandings, on the subject of their general and overall relationship.
- H. **Modification.** No alteration or modification of any term of this Agreement shall be valid unless made in writing and signed by the parties.

I. **Termination.** This Agreement shall continue until terminated. It may be terminated by either party upon written notice to the other party at least sixty (60) days in advance thereof. This Agreement or a successor overall agreement with the College shall be necessary for the Foundation to perform activities and functions contemplated hereunder. If for any reason the Foundation is dissolved or liquidated, all assets of the Foundation shall be transferred to the College in accordance with the Articles of Incorporation of the Foundation.

J. **Notices.** All notices or other written communications required under this Agreement shall be deemed to have been properly given, (i) upon delivery, if delivered in person or by electronic transmission with receipt of electronic confirmation thereof; (ii) one business day after having been deposited for overnight delivery with a carrier service; or (iii) three business days after having been deposited at any post office maintained by the U.S. Postal Service and sent by registered or certified mail, return receipt requested and addressed as follows:

Notice to the College:

Whatcom Community College

237 West Kellogg Street, Bellingham WA, 98226

Attention: President

Notice to the Foundation:

Whatcom Community College Foundation

237 West Kellogg Street, Bellingham WA, 98226

Attention: Executive Director and Board Chair

Either party may change the address of which notices shall be sent by providing the other with written notice of the change.

- K. **Open Communication.** The staff, officers, and members of the governing boards of the College and the Foundation shall engage in discussions and meetings to foster and maintain productive relationships, to ensure open and continuing communication, and alignment of priorities.

IN WITNESS WHEREOF, this Agreement has been executed by and on behalf of the parties on this ____ day of _____, 2025.

Whatcom Community College Foundation

Whatcom Community College

By Cheryl Thornton, Chair

By John Pedlow, Chair

Whatcom Community College Foundation

Whatcom Community College Board of
Trustees

Approved as to form:

Assistant Attorney General

MEMORANDUM

Associated Students of Whatcom Community College

Whatcom
COMMUNITY COLLEGE

TO: WCC Board of Trustees
CC: Heidi Farani, Kerri Holferty, Justin Guillory
FROM: Coco Lavelle
DATE:

Subject: Request for Fund Balance allocation 2024-2025 522 account

Dear Members of the Board,

On behalf of the Associated Students of Whatcom Community College (ASWCC), I am requesting approval to allocate **\$9,653.67** from the ASWCC Fund Balance to cover late payments incurred during the 2024–2025 fiscal year but paid from the 25–26 budget.

These late payments resulted from delayed processing of departmental and student organization expenses;

- Apparel orders from the ASWCC Latine Student Union, ASWCC Asian Student Union, ASWCC Pride Student Union, and ASWCC Students of Color in Stem.
- Sodexo services for commencement and leadership celebrations
- Student government refreshments
- ORCA Day lunch expenses
- Harlem Fest performance fee
- Payroll reissues

Due to these late payments, our 25-26 allocated budgets are insufficient to cover this year's estimated expenses. With the Board's approval, this request will allow ASWCC to continue supporting student programs and activities while maintaining strong financial accountability and responsibility.

Thank you for your consideration and continued support of student leadership and engagement at Whatcom Community College.

MEMORANDUM

Associated Students of Whatcom Community College

Whatcom
COMMUNITY COLLEGE

TO: WCC Board of Trustees
CC: Heidi Farani, Kerri Holferty, Justin Guillory
FROM: Coco Lavelle
DATE:

Subject: Request for Fund Balance allocation towards Syre All Gendered Restrooms Design

Dear Members of the Board,

On behalf of the Associated Students of Whatcom Community College (ASWCC), I am requesting approval to allocate **\$17,086** from the ASWCC Fund Balance to support a design quote for the Syre Student Center All-Gender Restrooms project.

This funding will cover the following components:

- Compilation and review of existing conditions and documents, including code research
- Development of preliminary design concept plans, 3D-colored axonometric views, and sketches
- Preparation of a cost estimate for construction and total project expenses
- A scope narrative from the mechanical and electrical engineers

With the Board's approval, this allocation will allow ASWCC to obtain a detailed design study quote and make an informed decision about the next steps for converting the second-floor men's and women's public restrooms in Syre into one all-gender restroom. This information will help students determine whether to pursue this as a student-funded capital project.

Thank you for your consideration and for your continued support of student leadership and engagement at Whatcom Community College.

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COMMUNITY COLLEGE

Reports to the Board of Trustees January 14, 2026

➤ **ASWCC – Coco Lavelle, President**

- **No report.**



➤ **WCCFT—Barry Maxwell, presidents**

The Academic Review Task Force, which included 9 faculty department chairs and the faculty union president, completed its work on the institutional sustainability review. They reviewed approximately 50 program and discipline reports and made detailed recommendations to the Core Team on 14 November. Tommaso Vannelli did phenomenal work as both a department chair participant in this work, but also as the faculty representative on the Core Team with its significant workload.

Through this process, 60 faculty directly participated, with many more providing input. For the direct participants, over 1400 faculty hours were involved, with additional work time provided by the many faculty indirect participants.

As stated in the November report the ISR is important work, but the faculty union remains concerned about the significantly increased workload on the nine faculty department chairs. Their workload for teaching and department chair duties was already full with no obvious places to cut back. The Instructional Council (The bulk of the academic task force) met three times more than normal, with a significant amount of additional online and off-line coordination and review outside of those meetings. We look forward to working with the administration regarding how to address the overload of work for this past fall quarter. In addition, the faculty union and department chairs look forward to working with the college to refine this process moving forward.

➤ **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**

Athletic & Recreation

Basketball season is underway. WCC hosted a successful women’s basketball tournament December 12-14th. Both basketball teams will begin north region conference games in January.

Average athletic team GPAs for fall 2025 were as follows: volleyball 3.37, men’s soccer 3.32, men’s basketball 3.22, women’s soccer 3.21, and women’s basketball 2.61.

The Student Recreation Center recorded 1,732 entrances for December 2025 (12.1-12.29), compared to 2,069 in December 2024. This decrease aligns with variances noted in recent reports and is attributed to slightly reduced operational hours. Winter quarter hours will remain unchanged.

Business and Finance

The Business Office continues to work with Davis Far LLP CPAs on the FY20 Financial Statement Audit.

Staff remain focused on accurate expense and revenue recording and are providing budget managers with guidance on chart string usage. The need for more comprehensive training for budget managers has been identified, and efforts are underway to deliver this resource.

The Business Office has identified the need to establish a centralized purchasing program, a standard practice at many Washington community and technical colleges. The Assistant Director for Accounting Services has consulted with purchasing colleagues at BTC to review best practices. This approach would shift purchase verification, budget approvals, and coding to the front end of the process, helping to streamline workflows and ensure invoices are paid in a timely manner. The pilot is in its final stages and is expected to launch this month with one department. Anticipated benefits include faster invoice payment, opportunities for bulk purchasing, and strengthened vendor relationships.

Conference and Event Services

Agreements have been confirmed for My Garage at Birch Bay COA Meeting, SparWarz 18 (Mixed Martial Arts event), Rangers (youth soccer), Whatcom Select (youth soccer), Chuckanut Bay Rugby and Bellingham Warriors (youth lacrosse).

Department staff will provide support for the following internal events: ASWCC Weekly Open Public Meetings, Winter New Student Orientation, ASWCC Winter Welcome Gingerbread House, ASWCC Clubs & Organizations Fair, and the Drug & Alcohol Awareness Tabling.

Facilities and Operations

Construction for the Community Transitions Project (CT) began in November. Installation of the in-ground stormwater detention tank is complete, and excavation and site preparation for the building foundation are underway. Ram Construction has completed the temporary parking lot at Cedar Hall and is using the WCC orange lot for construction trailers, material staging, and tower crane operations. The current project schedule anticipates substantial completion in winter/spring 2027.

The draft predesign document for the Technology & Engineering Center (TEC) is complete and is undergoing final review prior to submittal to the Office of Financial Management (OFM) in early January. Dawson Construction has been selected as the General Contractor/Construction Manager (GC/CM) and will be onboarded to provide preconstruction services, including constructability reviews and cost estimating, through the design development phase. Toward the end of design, Dawson will transition into the construction phase as the project's general contractor. The current schedule anticipates construction beginning in February 2027, with substantial completion in summer 2028.

Student Services—Kerri Holferty, Interim Vice President

Academic Advising & Career Services:

- Completed 2,590 advising sessions during Fall 2025 compared to 1,431 advising and coaching sessions in Fall 2024.
- Supported over 35 Early Childhood Education students in accessing Last Dollar Scholar and Early Achievers funding.
- Collaborated with faculty in Social Work to process over 25 course substitutions to resolve graduation issues for current cohorts following curricular changes.

Dual Credit Programs:

- WCC has increased enrollment for 2026 with 1015 enrolled Running Start students in Winter Quarter 2026, compared to 989 for Winter Quarter 2025. Currently serving 762 Full Time Equivalents (FTE) in Winter 2026 compared to 774 FTE in Winter 2025.
- Running Start has 93 New Applicants in Winter 2026 compared to 78 for Winter 2025.
- New advisor, Waverly Shreffler, has taken on a full caseload.

Enrollment Services:

- As of 1/1/26, 2709 Full Time Equivalents (FTE) for Winter 2026 compared to 2818 FTE for Winter 2025.

- As of 1/1/26, 3647 students enrolled for Winter 2026 compared to 3819 for Winter 2025.
- Received 1544 admissions applications for Winter 2026 compared to 2753 for Winter 2025. 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.
- 200 Fall 2025 degrees/certificates awarded compared to 202 in Fall 2024.

Financial Aid:

- WCC has awarded over 1,000 students during the 2025-26 academic year.
- The Financial Aid staff worked hard to close out the 24-25 academic year while starting the 25-26 academic year Fall quarter. The office is now preparing for the 26-27 academic year as students have already completed FAFSA/WASFA applications for the next year.

Office of Student Life & Development:

- Orca Food Pantry visits increased with 1095 visits from 308 students in Fall 2025 compared to 978 visits from 302 students in Fall 2025.
- Rotary Club of Bellingham presented the Orca Food Pantry with a check for \$1,000, bringing the total donations with matching grants to over \$50,000.
- Hosted the first Planning Orca Day (POD) Party, with 42 students in attendance to begin planning 2026 Orca Day.
- The Office of Student Life & Development continues to host a variety of student focused events through each quarter including events such as Coffee with Student Leaders, with an average of 17 attendees, and Finals Relief events, with an average of 30 attendees.

Orca Central Operations:

- Hosted Winter New Student Orientation on 1/6 with 23 students in attendance compared to 11 for Winter 2025 NSO.
- Organized 828 in person and virtual appointments for December 2025 compared to 679 in December 2024.

Outreach:

- Hosted annual High School Counselor Breakfast. The goal of the event is to build community with our high school partners and to help high school staff support their students navigating post-secondary options. WCC was fortunate to have 25 local high school career/counselors in attendance.
- Secured an AmeriCorp grant through the hard work of Coordinator, Emma Magnuson, and will be posting to hire a new Student Ambassador.

Residence Life:

- Cedar Hall is currently housing 160 residents.
- 49 residents moved out at the end of Fall quarter 2025 compared to 60 move outs the Fall of 2024

- Conducted a survey of residents who moved out after Fall 2025, with the most commonly cited reason for departure being high housing costs.

TRIO Student Support Services:

- Currently serving 133 students in the 2025-26 cohort, on the way to meeting grant objective of serving 140 students by August 31, 2026.
- On December 1, 2025, the Western Governors University (WGU) Finals Survival Workshop served eight students, providing information about WGU along with study strategies and materials to support finals preparation.
- Hosted an End-of-Quarter Celebration on December 11, 2025, with 13 students in attendance; students shared a meal, participated in stress-relief activities such as games, puzzles, and crafts, and reflected on their successes and challenges during the Fall quarter.
- Peer Mentor Training took place on December 16–17, 2025, during which three peer mentors received training in motivational interviewing, strategies for combating burnout, and effective methods for leading workshops to enhance student engagement.

TRIO Upward Bound:

- Currently serving 52 students in this 2025-26 cohort, on the way to meeting grant objective of serving 60 students by August 31, 2026.
- Completed and submitted the 24-25 TRIO Department of Education Upward Bound Annual Performance Report. Highlights from the Summary Results for the Prior Experience (PE) Points section include:
 - Federally Rigorous Coursework: 100% of graduating Upward Bound students completed a federally rigorous program of study, including four years of English; three years of mathematics (including Algebra I and a higher-level course); three years of science (with coursework in at least two of biology, chemistry, or physics); three years of social studies; and two years of a foreign language.
 - Student Persistence: 100% of Upward Bound students either persisted into the next academic year or completed their high school diploma, exceeding the average persistence rate of 83% for Upward Bound–eligible students in our service area.
 - Academic Achievement (GPA): 76% of Upward Bound students earned a GPA of 2.5 or higher, an increase from 73% in 2023–24. This significantly outperformed project-eligible peers, of whom only 55% achieved a GPA of 2.5 or higher.
 - Postsecondary Enrollment: For the first time in recent years, the program earned Postsecondary Enrollment Prior Experience points. 70% of students enrolled in postsecondary education, up from 46% last year, surpassing both the 55% service-area baseline and the program’s grant application goal

- As WCC’s TRIO Upward Bound program achieving these Prior Experience Points means better outcomes for the program and a higher likelihood of securing future funding.

Instruction— Steven Thomas, Vice President

- **Visual Communications**

Visual Communication students debuted a winter showcase exhibit featuring package designs, individual alphabet letter illustrations and posters derived from studies of individual fonts. Still on display in the Cascade Hall alcove showcase area between rooms 163 & CAS 164.



- **Cybersecurity Center Grant Activities:**
- **National Cybersecurity Training & Education Center (NCyTE)**
 - Virtual and In-Person workshops
 - Implications of AI for Community College Educators, St. Petersburg College, Fl. November 6 & 7, 20 attendees.
 - Virtual Cybersecurity Career Challenge Information Session 1, November 14, Virtual, 44 attendees, 11 Washington state (9 students, 2 Instructors)
 - Virtual Cybersecurity Career Challenge Information Session 2, November 19, Virtual, 80 attendees, 12 Washington state (8 students, 2 Instructors, 2 Admin)
 - Advancing Native American Youth in Cybersecurity and STEM: A Replicable Model, November 21, Virtual, 44 attendees, 10 Washington state (2 students, 8 instructors)
 - Virtual Cybersecurity Career Challenge Information Session 3, November 21, Virtual, 97 attendees, 19 Washington state (16 students, 1 Instructor, 2 Admin)
 - Implications of AI for Community College Educators, San Jose State University, CA, November 21 & 22, 23 attendees.
- **CAE Candidates National Center (CCNC)**
 - N-CAE HelpDesk: Program of Study Cycle 24, Centers of Academic Excellence Cycle 22, November 13, Virtual, 7 attendees.
- WCC received a \$200,000 grant titled “Accelerating Cybersecurity Workforce Development through Aligned Pathways and Micro-Credentials from the National Institute of Standards and Technology (NIST), part of the U.S. Department of Treasury. This is the college’s first award from the U.S. Department of Treasury and aims to strengthen Washington state’s cybersecurity talent pipeline by expanding career awareness, aligning educational pathways, and developing industry-validated micro-credentials. The project brings together a cross-sector partnership that includes:
 - Northwest Educational Service District (NWESD), a K–12 regional convener and professional development lead
 - WCC, a CAE-C designated institution and home to the NSF-funded ATE National Cybersecurity Training & Education (NCyTE) Center and CAE Candidates National Center funded by DOW
 - WaTech, an enterprise IT and cybersecurity agency, providing employer validation
 - Microsoft Philanthropies, contributing curriculum and support for credential design in AI and cloud-related cybersecurity roles

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:**
 - Updates to Conference & Events Spaces pages. New photos added
 - Added a new Student Ambassador to the Outreach page.
 - Updated Academic Calendar to include furlough closures and a brief explanation stating that the furlough closures are not on our current printable academic calendars.
 - [New Fast Facts page](#) (WCC website) with self-generating updated statistics.

- **Social Media Activity:**
 - The top three posts/reels on Instagram and Facebook that received the most engagement for December are:
 - The Instagram post about the Cove’s drink specials.

Overview

Views ⓘ	Reach ⓘ	Interactions ⓘ
1,434	406	12



- The Instagram post promoting the medical assisting program.

Overview

Views ⓘ

1,363

Reach ⓘ

349

Interactions ⓘ

1



- The Instagram post announcing the winter quarter tuition deadline.

Overview

Views ⓘ

1,335

Reach ⓘ

508

Interactions ⓘ

17

The image shows a social media post from the account 'whatcomcc'. The post features a graphic with the text: 'IMPORTANT DEADLINE: Winter tuition due now! Does WCC send a bill? Nope! You have to remember to make a tuition payment, even if you have Financial Aid'. Below the graphic is a call to action: 'Visit whatcom.edu/tuition for more information or to make your payment today.' The Whatcom Community College logo is in the bottom right of the graphic. The post text on the right says: 'whatcomcc 1w Important deadline: Winter tuition due now! WCC does not send a bill. You will have to remember to make a tuition payment, even if you have financial aid. Visit whatcom.edu/tuition for more information or to make a payment today! No comments yet. Start the conversation.' The post has 8 likes and was posted on December 18. There is a 'Boost post' button and an 'Add a comment...' input field.

- 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:**
 - WCC Holiday card 2026
 - Massage Therapist Print materials updated for promotion
 - New wordmark Logo created for Massage (removing the hand)
 - New T-shirts are being printed for Winter Quarter
 - Cove Cafe Winter Menu and messaging in progress
 - Running Start checklist update
 - Intercultural Center: winter hours, poster
 - Basketball Game Program 2025-26
 - Orca Pod Days Save the Date
 - Foundation Fall Appeal Postcard

- New WCC Viewbook printed
- o **Instruction/Professional Technical Information Sessions: social media, campus Screens and print, ad campaigns:**
 - SUDP
 - Medical Assisting Campaign
 - Massage
 - Running Start
- o **Campus and Department Social Media & Campus Screen (FIN) General Posts and other assets (posters, invitations, brochures etc.):**
 - The Cove Cafe: Fall Drink Specials and espresso machine announcement
 - Campus Closures:
 - o Furlough day
 - o Holiday closure
 - o New Year's Day closure
 - Study spots on campus
 - Whatcom Alert Text & Email
 - Campus Store Book Buy Back
 - Information Sessions:
 - o SUDP
 - o Medical Assisting
 - o Massage Therapist
 - o Running Start
- **Video or Photo shoots:**
 - o Study spots on campus new photos
 - o Conference rooms and classrooms new photos
 - o Intercultural Center staff photos
 - o Chamber music ensemble photos
- **Press and Media:**
 - Progress slow, but steady, on adding public indoor recreation in Bellingham, Cascadia Daily News, December 21, 2025 (mention of WCC pickleball)
 - Whatcom News, Peoples Bank promotes Olivia Anwiler and Marco Zamora, Lynden Tribune, December 10, 2025 (mention of WCC Alum)
 - Whatcom Reads Announces 2026 Programs, Visit Bellingham, Whatcom County, December 9, 2025 (mention of WCC)

➔ **Foundation**

- **Fiscal year-to-date (December 29, 2025): \$1,176,800 has been raised including:**
 - Recent Gifts of Note
 - \$8,000 for the Orca Food Pantry
 - \$17,500 from four donors for the General Scholarship Fund
 - \$3,000 for Area of Greatest Need
 - \$2,500 for the Floyd Sandell Memorial Annual Scholarship

- **Program Updates**
 - 2025 Fall Appeal
 - The Annual Fall Fundraising Appeal launched on October 27th with direct mail and email solicitation pieces being sent to 3,551 lapsed and current donors.
 - To date the Fall Appeal has generated \$99,588 in gifts.

 - Special Focus Fall Appeal Campaign
 - Orca Food Pantry Fall Appeal Campaign to raise \$25,000 to be matched dollar for dollar by the WCC Foundation. It included direct mail and email solicitation pieces being sent along with personal solicitations to local Rotary Clubs by key volunteers. \$25,717 has been raised to date and will receive 100% match.

 - WCC Foundation Scholarship Program
 - The 2026–2027 scholarship award cycle will open January 5 and close April 5, with individual awards ranging from \$1,000 to \$17,989. In the 2025–2026 cycle, approximately 60% of applicants received a scholarship. For the upcoming cycle, the Foundation has set a goal to award at least \$1,000 to 100% of eligible applicants, representing a significant increase in both impact and total dollars awarded.
 - Volunteer scholarship application reviewer recruitment remains a key operational priority. A diverse reviewer cohort strengthens the integrity and equity of the scoring process while increasing understanding of student financial need and lived experience.

➔ **Inclusion, Diversity, Equity, and Accessibility (IDEA)**

- **Office of IDEA**

On December 3, Dr. Jennifer McFarlane Harris (Executive Director for IDEA) met with Jessica Tuttle (Program Specialist II, Instruction & Assessment and

Institutional Research) and the AIR Student Advisory Group to get in-depth student perspectives on the short film developed by the Office of IDEA: Student Belonging at WCC. Students provided feedback on how the film might be useful to them in their time at WCC and helped strategize effective ways to use it across campus (classes, advising, Orca Central, Intercultural Center events, etc.).

- **Intercultural Center**

- For the month of December (as of 12/12), 68 students have utilized the Simpson Intercultural Center for a total of 207 visits.
- For the Fall quarter overall (9/23 - 12/12), 150 students utilized the Simpson Intercultural Center for a total of 1,628 visits. This is an increase from Fall quarter 2024, when we had 145 students for a total of 1,229 visits.
- On December 2, the Simpson Intercultural Center and ASWCC Black Student Union hosted a Kwanzaa Game Night. We had 16 participants attend this event.
- On December 3, the Simpson Intercultural Center hosted a Holiday Karaoke Party. We had 36 participants attend this event.
- On December 4, the ASWCC Asian Student Union hosted a study session called Study with Goopy. We had 22 participants attend this event.
- On December 12, the Simpson Intercultural Center hosted an ASWCC Union Mixer. We had 32 participants attend this event.