

**BOARD OF TRUSTEES**  
**Meeting Agenda**  
**Wednesday, October 12, 2022**  
**Regular Board Meeting -2:00 pm**  
**237 West Kellogg Road, Bellingham**  
**Pavilion 201**

**MEMBERS:**

- **Wendy Bohlke**  
Chair
- **Teresa Taylor,**  
Vice Chair
- **Jeff Fairchild**
- **Rebecca Johnson**
- **John Pedlow**

*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) as soon as possible to allow sufficient time to make arrangements.*

**NEXT MEETING  
REMINDER**

**November 9, 2022**

- Call to Order & Approval of Agenda, and Notice of Public Comment Time
  - Consent Agenda Tab 1
    - Minutes of August 29 and 30, 2022 Board of Trustees Retreat (Attachment A)
  - Public Comment
    - [Protocols for Public Comment](#)
  - Strategic Conversation
    - The State of mental Health & Counseling at WCC – Paul Curd, Faculty, Counseling
  - Action Item Tab 2
    - Board of Trustees Resolution 2022-01 – A resolution by the Board of Trustees in appreciation of Steve Adelstein
  - Report from the President
  - Reports Tab 3
    - ASWCC – Joshua Norton, President
    - WCCFT – Anna Wolff, President
    - WFSE – Dan Andreason, President
    - Administrative Services –Vice President Nate Langstraat
    - Student Services – Acting Vice President Kerri Holferty
    - Instruction – Vice President Barry Robinson
  - Discussion/Items of the Board Tab 4
    - Proposed 2023 Board of Trustees Meeting schedule
  - Executive Session
    - ...as provided in RCW 42.30.110 and 42.30.140 (4)(a), to discuss collective bargaining...
    - to discuss with legal counsel representing the agency matters relating to litigation or legal risks of a proposed action or current practice the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency
  - 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

- Minutes of August 29-30, 2022 Board of Trustees Retreat (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 RETREAT

August 29-30, 2022

Willows Lodge, 14580 NE 145<sup>th</sup> St., Woodinville, WA

Monday: 11:30 a.m. – 5:00 p.m.; 6:30 pm – 8:00 p.m.

Tuesday: 8:30 a.m.

### Monday, August 29, 2022

- ➔ **CALL TO ORDER** Chair Rebecca Johnson officially called the Board of Trustees meeting to order at 12:19 p.m. Present in addition to the chair were trustees Wendy Bohlke, Jeff Fairchild, John Pedlow and Teresa Taylor, constituting a quorum. Others present included President Kathi Hiyane-Brown; Barry Robinson, Vice President for Instruction; Nate Langstraat, Vice President for Administrative Services; Terri Thayer, Director for Community Standards and Residence Life; and Rafeeka Kloke, Special Assistant to the President.

### ACTION TO ACCEPT AGENDA

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

### CONSENT AGENDA

- ➔ **Consent Agenda**
  - Minutes of June 8, 2022 Board of Trustees Meeting (Attachment A)Chair Johnson stated: “If there are no objections, this item will be adopted.” As there were no objections, **this item was adopted**.

### PUBLIC COMMENT

- ➔ Chair Johnson called for public comment. There was none.

## STRATEGIC CONVERSATIONS

### ➤ Review 2021-22 work plan and priorities for 2022-23 work plan

Cabinet members shared a PowerPoint presentation which provided an overview of accomplishments for 2021-22 and 2022-23 priorities.

#### Key Accomplishments

- Experienced successful mid-cycle accreditation visit
- Collaborated to launch Orca Central, a one stop for students to get admissions, registration, records, financial aid, and advising support in person and virtually
- Responded and recovered from pandemic environment, transitioning to endemic
- Implement ctLink campus-wide, including integration of supplemental systems
- Secured and administered grant funding to support institutional recovery and college initiatives
- Expanded academic degree programs

#### Priorities – 2022-23

- Enrollment
  - Increase College enrollment and secure resources for the continue viability of the College
  - Promote student access, retention, completion and employment through quality services and resources
- Diversity, Equity & Inclusion
  - Increase campus engagement to provide services focused on supporting underrepresented student populations to close equity gap and build an inclusive campus community.
  - Infuse DEI practices in learning environment and services
- Efficiency and Effectiveness
  - Support institutional goals and initiatives through increased collaboration across campus
  - Improve organization structures, effectiveness and efficiency
  - Assess and evaluate staffing capacity, time and effort
- New Strategic Plan
  - Implement a campus and community engaged process for development of a new strategic plan.

## **BREAK**

- At 4:30 p.m., the meeting was recessed for approximately two hours for a break.

## **STRATEGIC CONVERSATION (continued)**

- The Board meeting was reconvened by Chair Johnson at 6:30 p.m. Present in addition to the chair were trustees Wendy Bohlke, Jeff Fairchild, John Pedlow, and Teresa Taylor constituting a quorum. Other present included President Kathi Hiyane-Brown, and Special Assistant to the President, Rafeeka Kloke. Discussions of the Board continued including enrollment, community engagement, and legislative advocacy.

## **ADJOURNMENT**

- There being no further business, the meeting was adjourned at 8:00 pm

### **Tuesday, August 30, 2022**

- **CALL TO ORDER** Chair Johnson officially called the Board of Trustees meeting to order at 8:30 a.m. Present in addition to the chair were trustees Wendy Bohlke, Jeff Fairchild, John Pedlow, and Teresa Taylor; constituting a quorum. Others present included President Kathi Hiyane-Brown, and Special Assistant to the President, Rafeeka Kloke.

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

## **PUBLIC COMMENT**

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

## **STRATEGIC PLANNING**

- President Kathi introduced Stephen Shields with Constructive Endeavors Consulting.
- Shields provided an overview of a sample strategic planning process and timeline; and

discussed the role of Board of Trustees.

- ➔ Shields led a discussion with board members on the vision for the College in the next 3-5 years. Themes included: affordability, accessibility, community centric, connections with the students and community.
- ➔ The Board asked President Kathi to create a strategic planning team with diverse representation to begin the process.

#### ➔ **Development of 2022-23 Board of Trustees work plan**

The following key priorities were discussed:

- Support and engage in the strategic planning process
- Advocate for system priorities and advocate for increase funding for the system and the college.
- Support the College president in meeting institutional goals and priorities

#### ➔ **Board Self Evaluation**

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

#### ➔ **Identify a list of study topics for future board sessions**

Topic suggestions for future board sessions included: strategic planning update, equity report, enrollment updates, programs updates.

### **ACTION ITEM**

#### ➔ **Election of Officers 2022-23**

Trustee Taylor moved to nominate Wendy Bohlke to serve as board chair for 2022-23. It was seconded by Trustee Pedlow and the motion was approved unanimously.

Trustee Bohlke moved to nominate Teresa Taylor to serve as vice chair for 2022-23. It was seconded by Trustee Pedlow and the motion was approved unanimously.

### **EXECUTIVE SESSION**

- ➔ At 2:45 pm, the meeting was adjourned for a closed Executive Session of the Board for approximately thirty minutes to "...review the performance of a public employee..."

Chair Bohlke announced that no action was anticipated. Guests included President Kathi

Hiyane-Brown.

- The Executive Session adjourned at 3:15 p.m. and the Board reconvened into open session at 3:15 p.m.

## **ADJOURNMENT**

- There being no further business, the meeting was adjourned at 3:20 p.m.



**A RESOLUTION BY THE BOARD OF TRUSTEES  
OF WHATCOM COMMUNITY COLLEGE  
IN APPRECIATION OF**

**Steve Adelstein**

**Resolution No. 2022-01**

**WHEREAS**, Steve Adelstein has served with distinction as a member of the Board of Trustees of Whatcom Community College, October 2006, through June 2022, and has shown leadership as chair of this Board during 2011-12; 2015-16 and 2019-20; and

**WHEREAS**, he has always acted as an advocate of Whatcom Community College, supporting the College community and interpreting it to the citizens of District 21; and

**WHEREAS**, he has consistently given highest priority to the needs and concerns of the students of Whatcom Community College; and

**WHEREAS**, he has provided invaluable leadership and counsel to the College President; therefore

**BE IT RESOLVED**, that the Board of Trustees of Whatcom Community College expresses its appreciation and thanks to Steve Adelstein upon the completion of his term as a member of this Board.

**PASSED AND APPROVED** by the Board of Trustees of Whatcom Community College at its meeting thereof duly and regularly held this 12<sup>th</sup> day of October 2022.

**WHATCOM COMMUNITY COLLEGE**

Done in Open Meeting by the Board this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

BOARD OF TRUSTEES  
Whatcom Community College

By:

\_\_\_\_\_  
Chairperson of the Board



# Whatcom

## COMMUNITY COLLEGE

### Reports to the Board of Trustees October 12, 2022 Meeting

#### ➔ ASWCC (Associated Student of Whatcom Community College) - Joshua Norton, President

- **Student Engagement** (*Goal 1.3 and Promote student access through quality services and resources*)
  - ASWCC Clubs Fair  
There is currently 1 chartered club and 4 clubs in the process of chartering. ASWCC Club training for officers and advisors is ongoing and the chartering process will take place up through the 7<sup>th</sup> week of the quarter.
  - ASWCC Leadership at New Student Orientation  
Executive Board members in partnership with the Office of Student Life and Development and the Simpson Intercultural Center greeted new students who participated in orientation tours on the 2<sup>nd</sup> floor of Syre Student Center during orientation events between August 30 – September 16. Information was provided to welcome them to campus and promote engagement opportunities.
  - ASWCC Partners with League of Women Voters on Civic Engagement initiatives  
ASWCC Executive Board continues to strive to contribute to keeping WCC a Voter Friendly Campus. Executive Board Members partnered with LWV on National Voter Registration Day to promote voter education and voter registration during the Wayfinder Event held on campus as well as on 9/22/22 at the ASWCC Welcome Back BBQ.
  - Grand Opening of the new Orca Food Pantry Location  
The ASWCC invited President's Cabinet, WCC Foundation Staff, as well as students, faculty, and staff around campus to help celebrate the opening of the new Orca Food Pantry location in the space which formerly housed the Dockside Café on the first floor of Syre Student Center. Bellingham Chamber of Commerce donated the ribbon cutting ceremony for this event.

#### ➔ WCCFT—Anna Wolff, President

- During Opening Week, WCCFT hosted a pizza lunch for faculty to welcome folks back to another School year and find some community over food together. We also hosted our first general union meeting of the year.
- The WCCFT Union Executive Committee met with President Kathi and Cabinet during Week 2 of the quarter. Each group shared some priorities for the year and expressed hope that there are some shared goals we can work on together.
- In preparation for the meeting, WCCFT surveyed faculty for ideas as to what they would like to see as institutional priorities. We were able to share some of the prominent themes during our meeting with Cabinet, and are working to prepare a full summary of our results to share with our members and with Cabinet.
- This year, WCCFT will work with the Instructional Council and Instructional Administrators to conduct a Service Workload Assessment. Our bargaining chair, Erin

Graham, will visit an October IC meeting to begin working with the IC to develop our shared process and goals.

- Members of WCCFT are showing up in solidarity with other workers! This summer a number of workers joined the picket line at the Starbucks on Iron and King to support members of Starbucks Workers United. Two of the Starbucks workers were Whatcom alumni!
- Members of our union executive committee also continually meet with our fellow faculty to discuss our working conditions and how best we can collectively continue to make WCC a great place to work and learn. One item of consistent concern is faculty's need to have a prominent and consistent role in decision making around working conditions and policy making on campus. Along with other faculty leaders, we have consistently advocated for this need with administration.

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

- **Bookstore** *(4.1 Offer programs, services, and facilities that support college needs and market demands, 3.1 Ensure all students have access to campus resources that support educational success)*
  - In September, the Bookstore welcomed the new student orientation (POD) campus tours. New students connected individually with bookstore staff. Bookstore services were identified, and each student was given a discount coupon for logo merchandise.
  - The Bookstore has several new retail products for Fall. A pickleball equipment product line was established with signage on Whatcom's new courts, as well as new t-shirts, hooded sweatshirts, jackets, insulated bottles, coffee mugs, and WCC hats.
  - The Bookstore continued support for Art, Biology, Geology and Oceanography instructional labs through kit distribution and curbside pickup services.
  - September 2022 sales of school supplies and food products at the Bookstore increased by 20% over September 2021. This further signals the return of students to campus. In-store sales traffic was strong during the first week of classes and during the Syre Courtyard Welcome Back BBQ.
- **Conference & Event Services (CES)** *(4.1 Offer programs, services, and facilities that support college needs and market demands)*
  - External agreements have been confirmed for Bellingham Police Department (testing), KMRE Radio Fundraiser, Whatcom County Adult Soccer Association (WCASA), Bellingham Warriors Lacrosse, Whatcom Football Club (WFC) Rangers, Whatcom Select Soccer and Lynden Christian H.S. Soccer.
  - Conference & Event Services will provide support to the following internal events, Accreditation Commission for Education in Nursing (ACEN) Student Meeting, ASWCC Fall Club Fair, ASWCC Halloween Movie Night, Medical Assisting (MA) Blood Pressure event, Student Services Division Meeting, Indigenous Peoples Day, ASWCC Area of Study Brunch, and College Workforce Community Tour.
- **ctcLink** *(4.1 Offer programs, services, and facilities that support college needs and market)*

- ctLink Business System Analyst and IT Security Admin continue support for staff, faculty, and students with ctLink issues, security page access requests and business process questions. [ctLink@whatcom.edu](mailto:ctLink@whatcom.edu) is the primary resource for communicating ctLink issues or security page access request for staff.
- The SBCTC Project Management Office (PMO) has completed vetting outstanding ctLink feature requests. There is a new feature enhancement request process being developed. Next step is for the SBCTC PMO office to work with all 34 colleges to prioritize the approved feature requests.
- **Emergency Preparedness, Safety & Security** *(5.3 Promote a safe environment for teaching, learning, and working)*
  - A new and improved emergency reference flip guide was released in September, using the nationally recognized [Standard Response Protocols](#) (SRP). The guide identifies potential hazards and threats to campus and defines the actions employees and students should take for hazards and threats. WCC is the first in Whatcom County to formally adopt and implement the SRP, making WCC well-equipped to address emerging incidents in an organized and effective manner. Bellingham Technical College is exploring the same implementation, as are all Whatcom County K-12's. This is an exciting commitment for not only the WCC Community, but that of the entire region.
  - The Safety and Security team has expanded with the introduction of a Security Guard  $\frac{3}{4}$  full-time position dedicated to support Cedar Hall Student residents. This position started on September 1 and provides Cedar Hall students, guests and employees support Thursday, Friday, Saturday and Sunday evenings 7:30pm-3:00am.
- **Facilities** *(4.1 Offer programs, services, and facilities that support college needs and market demands)*
  - Several facility repair projects have been completed including the Laidlaw air handler rebuild, the Pavilion lighting replacement, and the Kulshan hydronic pipe fitting repairs. Improvement projects recently completed include the tennis court resurfacing and pickleball court addition, the parking lot lighting conversion to LED fixtures, and the completion of Orca Central on the main floor of Heiner.
- **Finance** *(4.1 Offer programs, services, and facilities that support college needs and market demands)*
  - The College completed the first fiscal year-end close in ctLink. Processes have been documented to ensure future successful year-end closings.
  - Business Office staff presented various ctLink trainings over the past few months to campus stakeholders on budget management and travel procedures. These trainings have been well received.
  - Financial Aid and the business office switched from dual processing to fully processing financial aid in ctLink for Fall quarter. The first batches of financial aid have processed and improvements in the process are being made to ensure the correct funds are being refunded to students.
- **Information Technology** *(4.1 Offer programs, services, and facilities that support college needs and market demands)*
  - IT staff prepared classroom technology for the beginning of fall quarter. Due to the limited use of in-classroom technologies for the past few years, updates were required.

- ctcLink supplemental application (integrating software with ctcLink) project continues to progress.
- IT has successfully hired a classroom audio/video technician (Media Maintenance Technician 3), Colin Davidson. This position provides needed support, particularly as on-campus and in-person instruction and activities ramp up.
- Usage in the Learning Commons has increased and is exciting to see. Staffing is being increased to keep up with demand, allowing expansion of resources to what was available before the pandemic.

### ➤ **Student Services—Kerri Holferty, Acting Vice President**

**Student Life and Development** (*1.3 Promote student access through quality services and resources, 1.4 Provide students with mentors, internships, and career preparation, 2.1 Increase collaboration and communication to serve collective needs across the College, 2.2 Create teaching and learning communities, 3.1 Ensure students have access to campus resources that support educational success, 4.1 Offer programs, services, and facilities that support college needs and market demands*)

- ASWCC Student Leadership Training- August 23<sup>rd</sup>-September 19<sup>th</sup>, 2022
  - Currently 4 members hired and 2 vacant positions on the ASWCC Executive Board, and 5 vacant positions for the ASWCC Programming and Diversity Board. Applications for the vacant positions will close on 9/30 at 5 pm.
  - OSLD provided training in August and September to prepare ASWCC leaders for their roles for the academic year. Training included leadership theories, teambuilding, workplan, bylaws, goal setting, understanding mission and vision, financial guidelines for S&A fees, as well as more topics. Training will be ongoing throughout the year and as new student leaders are hired.
- ASWCC Student Leadership Retreat September 6-8<sup>th</sup>, 2022.
  - The ASWCC Executive Board and Intercultural Center Peer Navigators traveled to a leadership retreat in Randale, Washington with student leaders from several other community and technical colleges. Topics included leadership development, team building and Clifton Strengths.
- WCC Student Leader Kickoff- September 19<sup>th</sup>
  - OSLD hosted the WCC Student Leader Kickoff from 11am-1:30pm. Tish Norman from One College Nation was the keynote speaker that facilitated the event and connected with and empowered students.
- WCC Wayfinder- September 20 and 21
  - Wayfinder events were an opportunity for student leaders, faculty, and staff on campus to come together to greet students to the first 2 days of the quarter and help them find their way to their classes. There were 4 tables strategically placed around campus to interact with students, help them get to class, answer their questions, hand out campus maps and flyers for upcoming events. 400 cups of coffee were served to students, faculty, and staff during this 2-day event.
- ASWCC Welcome Back BBQ
  - The Office of Student Life and Development supported the ASWCC in hosting the annual Welcome Back BBQ on the third day of the quarter in the Syre

Courtyard from 11am-2pm. With partnership from Residence Life and Student Recreation Center staff, there were lawn games, food, photobooth, music, resource tables and information. There were 10 different resource tables which included: Athletics/SRC, Whatcom Transportation Authority (WTA), AIM Program, International Programs, The League of Women Voters, The Simpson Intercultural Center, Cedar Hall/Residence Life, WCC Counseling Services, The Horizon, and ASWCC Executive Board and ASWCC Clubs. 355 students, faculty, and staff signed into the event.

- **TRiO Upward Bound** (*Goal 1.1 Improve student success in retention, completion, transfer, and employment; Goal 1.3 Promote student access through quality services and resources*)
  - Upward Bound hosted their annual Summer Academy on WCC's campus for 6 weeks between June and July. Over 30 students participated in our Summer Academy and took courses including Geometry, Algebra and Pre-Calculus math courses, English, Composition, Lab Science, Latin and Makers Space.
  - During the Summer Academy, in addition to getting to know the WCC campus, students took college tours at Bellingham Technical College, Western Washington University, Seattle University and the University of Washington.
  - Student took part in many cultural experiences on campus, in addition to off campus field trips to the Woodland Park Zoo, the Chihuly Museum, Larabee State Park, Seattle Center and spending 4 days and 3 nights at Nature Bridge Environmental Education Center at Lake Crescent on the Olympic Peninsula.
  
- **TRiO Student Support Services** (*Goal 1.1 Improve student success in retention, completion, transfer, and employment; Goal 1.3 Promote student access through quality services and resources*)
  - Served 146 students during the 21-22 grant year (funded to serve 140)
  - Currently processing 29 applications for the TRiO program obtained during new student orientations and presentations to WCC athletic teams
  - Hired new Student Completion Coach who will start on October 17
  - Led students on a campus tour of Western Washington University and visited the Spark Museum of Electrical Invention
  - Assumed leadership of Passport to College, Washington state's publicly funded scholarship and support program for students from foster care and those who have experience unaccompanied homelessness. Submitted WCC's 2022-2024 Passport Student Support Plan and collaborated with Brian Gregory in the business office to disburse Passport Student Support funds to students with acute financial need.
  
- **Residence Life and Community Standards** (*Goals 1.1 Improve student success in retention, completion, transfer and employment; 1.2 Foster student learning through student-centered teaching and learning practices; 1.3 Promote student*

*access through quality services and resources; 2.1 Increase collaboration and communication to serve collective needs across the College; 2.2 Create teaching and learning communities; 2.5 Cultivate community awareness and support for the College; 4.4 Enhance the Safety of the College environment)*

### **Residence Life**

Cedar Hall Occupancy – Fall Quarter 2022

- 197 residents – 85% occupancy
- Of current residents: 101 international students

Residence Life Activities & Programming:

- International Student Move in
- New Resident Orientation
- Cedar Hall Resident Meet and Greet

Cedar Hall Staffing and Training:

- Housing Case Manager: Chelsea Van Dyke will focus primarily on International Resident needs which will include activities, programming, and resident support. Chelsea started 9/16.
- Currently have four RAs that attended extensive training in collaboration with Western Washington University over the summer. Residence Life will be increasing RAs for a total of seven for the academic year.

### **Community Standards**

- Collaboration with Human Resources, Safety and Security and the office of the Vice President of Student Services to prepare our campus for Anti-Hazing training and policy update.
- Campus outreach for education and training on incident reporting process and student conduct.

- **Advising and Career Services** (*Goal 3.1 Ensure all students have access to campus resources that support educational success; 3.4 Revise policies, practices, services, and curricula from an equity-based lens*)

- Added one practice and modified service delivery.
  - Group-enrollment sessions leading up to the beginning of fall quarter. The goal was to appeal to students who were fully prepared to enroll, including having English and math placement established, and support them in the enrollment process. While attendance was very low, we believe there is value in continuing efforts such as these as an enrollment efficiency strategy.
- Secondly, for several business days leading up to, and starting fall quarter, advising changed availability from scheduled appointments to 'drop in.' The intention of this modality change was to reduce barriers to access and increase enrollment transactions during an especially busy and critical time.
- The Advising team continues to make significant advances in improving written communication templates regarding Satisfactory Academic Progress. The work has been done by applying frameworks such as TILT and Equity By Design. Subsequent work includes beginning to map the student experience in academic standing with the goal of recommending a policy change.

- General information for advising activity for September 1st through 26th, 2022.
  - Top 3 discussion topics during advising appointments:
    - Add or drop a course (101)
    - Registration (99)
    - Degree planning (89)
  - Of the 336 student appointments captured in Starfish, 35.4% (119) were scheduled appointments and 64.6% (217) were same-day appointments (drop-in).
- **K-12 Partnerships** *(2.3 Strengthen partnerships with K-12 and higher education institutions. 2.4 Foster learning, service, and leadership opportunities through community partnerships. 4.2 Increase college enrollment and secure resources for the continued viability of the College.)*
  - Implemented Running Start sessions during Summer Quarter for the first time with special grant funding. This allowed 111 students to participate in order to offset learning loss and allow students to complete their associate degree.
  - Hosted 3 Running Start Information Sessions:
    - Hosted 3 Running Start Launch Sessions
  - Spoke to high school students about dual credit options who were on campus this summer:
    - WCC Gencyber Middle School Camps – July 11
    - Lummi Youth Program Group Visit – August 11
  - Fall 2022 Enrollment (as of Sept. 26) – Running Start
    - 831 headcount, 685 applications processed, 630.4 FTE\*
    - Compared to fall 2021 (as of Oct. 1, 2021), 856 headcount, 678.08 FTE\*
- **Student Success and Retention:** *(Goal 1.1 Improve student success in retention, completion, transfer, and employment; Goal 1.3 Promote student access through quality services and resources)*
  - Re-introduced in-person orientations for fall 2022. 9 orientation sessions were held from August 30 – September 16 (186 students participated). Online orientation also remains an option for students.
  - Hired and trained 8 new Pod Leaders to support in-person orientations, campus tours, and to staff the Orca Central front desk.
  - Piloted a three-part series of onboarding workshops to support new students in applying to the college, developing financial aid plans, and selecting an area of study. Workshops ran weekly from June through the first week of September (Approximately 50 students participated).
- **Athletics and Recreation** *(Goal 1.3 Promote student access through quality services and resources, (Goal 2.5 Cultivate community awareness and support for the college, 3.3 Increase services focused on supporting marginalized student populations to close the*

*equity gap in student outcomes, Goal 3.5 Improve recruitment and retention of diverse students, faculty, staff, and administrators.)*

- **Recreation**
  - Expanded hours for fall 22; Monday-Friday 7:30am-7:30pm & Saturday 12pm-3pm compared to spring hours; Monday-Thursday 8am-7pm and no weekend hours.
  - Hired and trained SRC student ambassadors. Full staff of 13 for fall quarter compared to 6 SRC employees for Spring.
  
- **Athletics**
  - Orca Golf Classic occurred June 9th. 96 total golfers. Raised over \$10,000 for student athlete scholarships (June 2022).
  - Women's Cross Country student athlete, Izzie Anderson named NWAC's Women's Cross Country Runner of the Year for 21-22 season (June 2022).
  - Women's Volleyball ranked #3 in NWAC's first conference rankings poll. Currently, 11-3.
  - Men's Soccer ranked #3 in NWAC's first conference rankings poll. Currently, 5-2-2.
  - Women's Soccer got first win versus Bellevue on 9/14. First win for first year Head Coach Carlos Melendez. Currently, 1-4-1.
  - Men's & Women's Cross Country competed in Lake Padden Relays on 9/3. Won team relays. Competed this past weekend (9/24) at the WWU Bill Roe Invite in Ferndale.
  - Women's Volleyball student athlete, Sadie Alsup named NWAC Player of the Week for volleyball (9/7). First WCC Volleyball player to receive the award.
  - Women's Volleyball student athletes, Sadie Alsup and Maddie Matthews win weekly NWAC North Region awards. Sadie was Defensive Player of the week and Maddie was Setter of the Week (9/7).
  - Men's Soccer student athlete, Flavio Espinoza awarded the NWAC Offensive Player of the Week and also National Junior College Athlete of the week from the U.S. Soccer Coaches Association (9/11).
  - Hosted North Regional Volleyball Tournament August-26-27th. Hosted Everett CC, Walla Walla CC, Pierce College, Highline College, and Rogue CC. Orcas went 3-1.
  
- **Access and Disability Services** *(3.1 Ensure all students have access to campus resources that support educational success; 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes; 4.3 Provide ongoing opportunities for faculty and staff professional growth)*
  - 191 Access & Disability Students enrolled in fall quarter, of which 109 requested disability accommodations.
  - 316 fall accommodation letters sent.



- Access & Disability Services office relocated to Laidlaw Center 134 to enhance collaboration with personal counseling services.
- Funding approved for 4 students to get Learning Disability Assessment testing completed during summer quarter.
- **Entry & Enrollment Services** (*1.3 Promote student access through quality services and resources; 3.4 Revise policies, practices, services, and curricula from an equity-based lens*)
  - New Director of Entry & Enrollment Services/Registrar began on July 1.
  - Leadership positions in EES (Director, Associate Director of Enrollment and Associate Director of Outreach) are now all in place.
  - 1,986 fall term admissions applications processed in time to start for fall 2022.
  - Processed 138 Winter 2023 admissions applications.
  - Diplomas/Certificates awarded:
  - Spring: 498 Degrees/Certificates
  - Summer: 95 degrees/certificates
  - Headcount for Fall 2022 – 3502

➤ **Instruction— Barry Robinson, Vice President**

- **Community & Continuing Education** (*2.5 Cultivate community awareness and support for the College; 2.6 Engage with business and industry to strengthen regional economic development.*)
  - Received SBCTC Job Skills Program (JSP) grant awards of \$43,867 and \$11,406 to provide lean manufacturing, leadership, and workplace communications training for incumbent employees of Healthy Pet and HighCraft Custom Cabinets, respectively, in Ferndale for the remainder of the biennium.
  - Community & Continuing Education’s open enrollment registrations for fall 2022, to date, have increased by 185 percent compared to fall 2021.
  - Received 2022 Mayor’s Arts Award for the Chuckanut Writers Conference (2011 – 2021).
- **International Programs** (*3.5 Improve recruitment and retention of diverse students, faculty, staff, and administrators; 4.1 Offer programs, services, and facilities that support college needs and market demands; 4.2 Increase college enrollment and secure resources for the continued viability of the College.*)
  - **260 total international students** are currently enrolled for Fall 2022; this is about a 6.5% increase over Fall 2021 international student enrollment. The enrollment target (in the IP budget) was 250.
  - **103 international students** are living in **Cedar Hall**.
  - **14 international students** are in **homestay**.
  - **92 students** are enrolled in **online classes from outside the US** (about 36% of total international enrollments).
  - **39 Indonesian students** are enrolled at Whatcom (about 15% of total enrollment, and likely one of the highest percentages of Indonesian students at any college in the US).
  - 25 students are enrolled under **full scholarship from the Saudi Arabian Cultural Mission**.

- 23 students this quarter have come through relationships with **Japanese partner universities**.
- **Nursing** *(1.3 Promote student access through quality services and resources; Provide students with mentors, internships, and career preparation; 4.1 Offer programs, services, and facilities that support college needs and market demands; 4.2 Increase college enrollment and secure resources for the continued viability of the College.)*
  - The nursing program received an allocation of \$327,000 to support the purchase of new and replacement nursing simulation equipment and the cost of student licenses for virtual simulation products. The nursing program will undergo an accreditation site visit from the Accreditation Commission for Education in Nursing and a Nursing Care Quality Assurance Commission visit for WA state program approval on Oct 18-20, 2022.
- **Phyllis & Charles Self Learning Commons** *(1.3 Promote student access through quality services and resources; 1.4 Provide students with mentors, internships, and career preparation; 3.1 Ensure all students have access to campus resources that support educational success; 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes.)*
  - The Learning Commons is happy to share that the return to in-person classes this fall is bringing massive increases to the number of students accessing academic support on campus. The Math Center and Writing Center are both buzzing with activity, and students are engaging with staff, and with one another, in ways we haven't seen for three years.
- **ESOL - English for Speakers of Other Languages** *(3.4 Revise policies, practices, services, and curricula from an equity-based lens; 4.2 Increase college enrollment and secure resources for the continued viability of the College.)*
  - Beginning fall quarter, the ESLA (English as a Second Language Academic) program has a new name: ESOL (English for Speakers of Other Languages). ESOL is a more fitting and unbiased name to refer to students for whom English is not a primary language. This name is also in sync with the International professional organization for this field: TESOL (Teachers of English to Speakers of Other Languages).
  - Beginning fall quarter, the ESOL Intensive international students are integrated into the ELL (English Language Learner) 10-credit morning Core classes for immigrants and refugees. This integration provides additional enrollments for the ELL morning classes and enables intensive international students to study in a diverse classroom at their language level. Currently, there are 9 intensive students (8 of whom are WCC soccer players) in three different ELL core classes. Additionally, this integration has improved efficiency as ESOL now offers 8-10 credits of instruction for intensive students during the academic year instead of 18-20 credits of instruction.
  - The ESOL Leadership Team conducted 56 English language assessments for those students who did not have standardized tests placing them into English 101. The assessments include a self-assessment, a non-proctored writing sample, and an interview on Zoom with one of the ESOL full time faculty members. Of those 56 assessments, 31 students were placed into ESOL classes;

6 were placed into English 101. These language assessments are one important element of the intake process for new international students.

- **Cybersecurity Grants** (1.1 Improve student success in retention, completion, transfer, and employment; 4.2 Increase college enrollment and secure resources for the continued viability of the College)
  - In June 2022, the National Cybersecurity Training & Education Center (NCyTE) hosted the *Future Directions in Cybersecurity Education at Community Colleges Summit* for approximately 85 leading cybersecurity workforce development educators and stakeholders from academia, industry, and government. The Summit discussed 12 key topics about the role that community colleges can play to close the national workforce gap, which is projected now at 700,000 nationally. Article presenters are now incorporating discussion feedback and finalizing content for publication. A draft action plan resulting from the event was shared with the U.S. Office of National Cyber Director. The plan will help guide NCyTE efforts in the coming years.
  - In July 2022, Whatcom Community College was appointed the host institution of a Center of Excellence in Cybersecurity (CoECyber) for Washington State. CoEs report to the State Board for Community & Technical Colleges and serve as a connector between colleges and industry for workforce and economic development. Responsibilities include facilitating strategic partnerships; providing training, curricular resources and program development or expansion support for cyber offerings at colleges; and professional development for faculty.
  - Also in July 2022, President Kathi Hiyane-Brown attended the 2022 White House National Cyber Workforce & Education Summit. This is the second time WCC's president has been invited to represent the nation's community colleges around national cybersecurity workforce expansion efforts.
  - Throughout the late spring and summer of 2022, NCyTE hosted a variety of professional development workshops for over 245 participants (primarily faculty). Workshops focused on: Cybersecurity applied to train-the-trainer sessions; emerging topics; leadership development for new grant principle investigators; boot camps for graduate students who are interested in becoming faculty; and high school career and technical education instructors.
  - This summer NCyTE facilitated eight Junior Reserve Office Training Cyber Academies at eight institutions for 133 cadets. This effort concludes a three-year pilot supported by the National Science Foundation to help expose JROTC cadets to potential careers and education in cyber.
  - This summer WCC hosted three Gen Cyber camps for 26 middle and high school students; one of the camps was held at Northwest Indian College.
  - In September 2022, Whatcom was awarded a fifth National Security Agency grant of \$7.1M to continue the Centers of Academic Excellence (CAE) Candidates National Center. This Center continues to provide mentoring to colleges across the nation in cybersecurity program development and for those that are applying for the CAE designation.
  - In September 2022, NCyTE co-sponsored the annual virtual career fair. 1,083 participants attended. There were 40 employer booths, as well as students and alumni from over 400 institutions designated as CAEs.

➤ **Marketing and Communications – Rafeeka Kloke, Special Assistant to the President and Director for Government Affairs**

**Communications, Marketing and Publications Programs & Campaigns:** (3.5 Improve recruitment and retention of diverse students, faculty, staff, and administrators; 4.1 Offer programs, services, and facilities that support college needs and market demands; 4.2 Increase college enrollment and secure resources for the continued viability of the College.)

- **Web/Social Media Development:** created Massage Therapy Google and FB online marketing campaigns to boost enrollment and engagement. Created MT postcard and sent to 5,000-person mail list.
- **Web redesign:** content migration and launch plan. In progress.
- **Customer Relation Management System:** Onboarding platform and backend systems, creating marketing strategy and messaging. In progress.
- **WCC brand video:** Created a :30 video for TV and streaming on Comcast, to boost enrollment and visibility.
- **New Student Orientation online campaign:** created a paid FB campaign with strong call to action to get new students to attend New Student Orientation which helps students persevere in long term. Initial attendance goal: 75, Registrants: 237; Attendance outcome: 187. Analytics: impressions: 25,038, reach 671, links clicked 77.
- **Orca Central rebrand:** Student support destination and awareness: Campus directional signage, building signage and banners, and interior signage and banners, social media campaign.
- **Campus banners:** in progress: new flag-pole banners: Orca Central and WCC.
- **Running Start new campaign:** Bus sides, email header, 4 HS posters, info card, and postcard. In progress: brochure, postcard, social media campaign, mailing list
- **Emergency Funding campaign:** created cross departmental, student email messaging, social media campaign in collaboration with Financial Aid, the Foundation and Student Services. Outcome: 850 applications received, (11 applications arrived within the first 15 minutes of launch).
- **Marketing Rebrand:** in progress: create vibrant, engaging for segmented audiences for Winter and Spring campaigns.

**Publications completed or in development** - for a variety of events and programs:

- **Fall Quarterly Newsletter** sent to approx. 90,000 residents across multiple zip codes to increase perception and awareness of WCC as a higher education destination—to boost enrollment. Included student support services, enrollment deadlines and call to action calendar.
- **Early Childhood Education:** in progress: Spanish Certifications
- **Creation and launch of project management system** for campus clients. In progress.
- **Winter Quarterly Newsletter:** in progress.

**Press Releases/Media Relations – Summary/Highlights of Media Coverage** (4.1 Offer programs, services, and facilities that support college needs and market demands; 4.2 Increase college

enrollment and secure resources for the continued viability of the College.) (2.5 Cultivate community awareness and support for the College; 2.6 Engage with business and industry to strengthen regional economic development)

- [Whatcom Community College New Trustee Jeffrey Fairchild Appointed by Governor Jay Inslee](#)
- [Area Health Education Center: Governor Inslee Appoints Attorney Jeff Fairchild](#)
- [Whatcom Community College — The Center of Excellence for Cybersecurity \(CoECyber\) partners with the National Cybersecurity Training & Education Center \(NCyTE\)\\* to support the cybersecurity workforce education pipeline in Washington state.](#)
- **Future Directions Summit Examines Community College’s Role in Addressing Cybersecurity Workforce Gap** - Press Release, July 29, 2022
- **Whatcom Community College Becomes Washington State’s Center of Excellence in Cybersecurity** - Press Release, August 16, 2022
- [Governor Inslee Appoints Attorney Jeff Fairchild as New Trustee to Whatcom Community College](#) - Press Release, August 24, 2022

#### **Social Media & Campus Communication:**

- New Student Orientation - Orca Central -One stop student support services
- Mental Health Awareness Week
- WCC Foundation Scholarship—Fall Campaign
- Careers at WCC
- Running Start Fall Campaign
- Nursing Info Session-Sept. 2022
- Physical Therapy Info Session Septs 2022
- Substance Use Disorder Info Session Sept. 2022
- ASWCC Student Fall Welcome BBQ Sept.22, 2022
- Grand Opening Food Pantry, Sept.22, 2022
- What Family Co-op Preschool
- Canvas Service interruption
- Fall Quarter Welcome Campaign
- BFET (Basic Food Employment Training)
- Medical Assisting Info Session
- Biology Course promotion
- Bachelor of Applied Science-Business Management
- Student Recreation Employment Opportunities
- Discover WCC—Find Your Educational Pathway
- Bookstore Buy Back campaign

#### **➤ WCC Foundation**

*(2.5 Cultivate community awareness and support for the College; 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes)*

- **Student, College, and Mission-Based Support**
  - **Emergency and stimulus funding:** Foundation partnered with Financial Aid to coordinate the process. 2,067 requests for support have been received through the WCC Foundation’s application platform to date in 2022. The

Emergency Fund application opened Friday, September 2, 2022 and closed Friday, September 9, 2022 with 850 applications in Fall quarter.

- **Scholarships:** The WCC Foundation Fall, secondary scholarship cycle opened Monday, September 12, 2022, and closes Monday, October 3, 2022. This is the second time in the history of the WCC Foundation that a second scholarship cycle has occurred in a single academic year and there has already been a record number of applicants. The WCC Foundation is recruiting an additional 3 scholarship review team members and has 22 reviewers currently for the secondary application.
- **Alumni Engagement:** Recruited 72 new alumni at Commencement related activities and provided our newest alumni with commemorative orca pod artwork.
- **Fundraising**
  - **Fiscal year-to-date:** \$66,303.66 from 36 donors.
  - **Combined Fund Drive:** The Combined Fund Drive raised \$2,157.00 for the General Scholarship Funds at All College Day thanks to the generosity of WCC faculty and staff.
  - **Events:** The 2022 Donor Appreciation Breakfast will occur at Hotel Leo on October 28 from 7:30am-9am and three event sponsors have been procured to date.
    - Recognized the Orca Pod Projects, led by Foundation Board and Emeriti Directors who collectively raised \$155,000 toward student scholarships, alumni programming, and College support, with a celebration on September 8 in the Phyllis and Charles Self Learning Commons.
    - Celebrated the successful community collaboration to bring 7 new pickleball courts to WCC. The Bellingham Pickleball Club and Bellingham Central Lion's Club supported fundraising efforts that brought \$115,482 toward the project. Nearly 50 people attended the celebration and ribbon cutting on September 7.



**PROPOSED 2023 Meeting Schedule of  
The Board of Trustees**

Second Wednesday of the Month (per WAC 132U-104)  
2:00 p.m. (unless otherwise noted with an \*)

Whatcom Community College  
Laidlaw Center Board Room (LDC 143), 237 W Kellogg Road  
Bellingham, WA 98226

Wednesday, January 11

Wednesday, February 15\*

Tuesday March 7\* (Winter Board Retreat)

Wednesday, March 15

Wednesday, April 12

Wednesday, May 10

Wednesday, June 14

Tuesday and Wednesday, August 29-30\* (Board Retreat)

Wednesday, October 11

Wednesday, November 8

Wednesday, December 13