



**BOARD OF TRUSTEES**

**Meeting Agenda**

**Wednesday, September 20, 2012, 2:00 p.m.**

**Laidlaw Center Boardroom, #143**

237 W. Kellogg Road  
Bellingham, WA 98226

**MEMBERS:**

- **Barbara Rofkar**  
Chair
- **Sue Cole**  
Vice Chair
- **Chuck Robinson**
- **Steve Adelstein**
- **Tim Douglas**

- I. Call to Order, Approval of Agenda, and Notice of Public Comment Time
- II. Strategic Conversations
  - Introduction of New Faculty/Administrative Hires;
  - Updates on Collaborations/Partnerships
- III. Consent Agenda (Calendar)
  - a. Minutes of August 23-24, 2012 Board of Trustees Retreat (Attachment A)
- IV. Report from the President
- V. Reports
  - ASWCC – President Charles Pope
  - WCCFT – Kimberly Reeves, President
  - WFSE – Vivian Hallmark, Representative
  - Administrative Services – Interim Vice President Nate Langstraat
  - Educational Services – Vice President Trish Onion
  - Instruction – Vice President Ron Leatherbarrow
  - Advancement/Foundation – Anne Bowen, Executive Director
- VI. Discussion / Items of the Board
  - Proposed Date Changes for October and November Board Meetings
    - Tuesday, October 23
    - Tuesday, November 13
- VII. Public Comment
- VIII. Executive Session\*
  - g. ... to review the performance of a public employee
- IX. Adjournment

*Reasonable accommodations will be made for persons with disabilities if requests are made at least seven days in advance. Efforts will be made to accommodate late requests. Please contact the President's Office at 360.383.3330 (or TDD at 360.647.3279)*

**NEXT MONTH'S  
MEETING REMINDER  
To Be Determined**

**\*The Board of Trustees may adjourn to a closed 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...
- Action from the Executive Session may be taken, if necessary, as a result of items discussed in Executive Session.**



## CONSENT AGENDA

- a. Minutes of August 23-24, 2012, Board of Trustees Retreat Meeting(Attachment A)

### SUGGESTED RESPONSE

*The chair reads out the letters of the consent items. Then the chair states: “If there are no objections, this item will be adopted”. After pausing for any objections, the chair states, “As there are no objections, this item is adopted.”*

# Whatcom

COMMUNITY COLLEGE

## MINUTES

### BOARD OF TRUSTEES RETREAT MEETING

Cedarbrook Lodge

18525 36<sup>th</sup> Avenue S., SeaTac, WA 98188

Thursday-Friday, August 23-24, 2012

#### Thursday, August 23, 2012; Cedar I Room

- **CALL TO ORDER** Chair Barbara Rofkar officially called the Board of Trustees meeting to order at 10:00 a.m. Present in addition to the chair were trustees Sue Cole, Steve Adelstein, Chuck Robinson and Tim Douglas, constituting a quorum. Others present included President Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Nate Langstraat, Interim Vice President for Administrative Services; Michael Singletary, Registrar and Acting Vice President for Educational Services; Anne Bowen, Executive Director for Advancement and Foundation; Ed Harri, Dean for Instruction; Anne Marie Karlberg, Director for Assessment and Intuitional Research; Lisa Wochos, Assistant Attorney General; guest Dr. Jack Oharah; and Keri Parriera, Executive Assistant to the President.

#### ACTION TO ACCEPT AGENDA

- It was moved and seconded to approve the Board meeting agenda as proposed.
- Trustee Barbara Rofkar announced that there is a designated time for public comment on the agenda.

#### INTRODUCTION OF GUESTS

- Dr. Jack Oharah, former President of Edmonds Community College, was introduced as the facilitator for this day's discussions of the Board.

#### CONSENT AGENDA

➤ **Consent Agenda (Calendar)**

- a) Minutes of July 11, 2012 Board of Trustees Meeting (Attachment A)
- b) Proposed Spring Quarter Grads (Attachment B)

Chair Rofkar stated: "If there are no objections, these items will be adopted." As there were no objections, **these items were adopted.**

#### ACTION

- **TAB A -- Proposed Resolution for Continuation of Parent Education Tuition Waiver** (first reading, possible Action)
- Trustee Tim Douglas moved to approve Resolution 12-02, which authorizes the continuance of an 85 percent tuition waiver for parent education courses until a revised tuition structure can be reviewed and proposed, which would not go into effect prior to spring quarter 2013. The motion was seconded by Trustee Steve Adelstein and the **motion was approved unanimously.**

**ITEMS OF THE BOARD**

- Dr. Jack Oharah reviewed the goals of the retreat, as identified, with the participants.
  - Review 2011-2012 accomplishments and end of year report
    - Each of the Vice Presidents provided an oral summary on their respective area's accomplishments as they relate to the College work plan for 2011-2012. They also reported on specific work plan items still in progress.
  - Strategic plan—next steps
    - Vice President Ron Leatherbarrow presented the areas for consideration that had been identified by the small task force examining the 2008-2012 Strategic Plan, and discussions followed. Ron shared that the task force will be presenting a first draft of the 2013-2017 Strategic Plan to the campus community at All-College Meeting in September. During fall quarter, an expanded task force will be identified to continue the conversations on the draft with a time line of developing a proposal for Board review by December 2012, or January 2013.

**RECESS**

- The meeting was recessed at 12:30 p.m. for a one-hour lunch break in the Tamarack Hall.
- The meeting reconvened into open session at 1:45 p.m. in the Cedar I room.

**ITEMS OF THE BOARD (continued)**

- Institutional effectiveness plan
  - Facilitator Jack Oharah led the group in a discussion of intuitional effectiveness as it pertains to Whatcom. The participants were split in two groups and assigned to develop a list of key performance indicators that signify the success of WCC as well as unique attributes of the College. The two groups reunited and discussions followed.

**BREAK**

- The meeting was recessed for a 15-minute break at 4:00 p.m. The President's Cabinet members in attendance were excused with the exception of Nate Langstraat and Anne Bowen, who were asked to return to the meeting after the break to present to the Board.
- The meeting reconvened at 4:15 p.m. Nate and Anne, to update the Board on the WCC Foundation's project, the Health Professions Education Center, shared a PowerPoint presentation.

**PUBLIC COMMENT**

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

**RECESS**

- At 5:00 p.m., the meeting was recessed for approximately three and one-half hours for a break and dinner at the Copperleaf Restaurant.

**ITEMS OF THE BOARD (continued)**

- The Board meeting was reconvened by Chair Barbara Rofkar at 8:35 p.m. in the Dogwood Building sitting area. Present in addition to the chair were trustees Sue Cole, Steve Adelstein, Chuck Robinson and Tim Douglas, constituting a quorum. Others present included President Hiyane-Brown and AAG Lisa Wochos. Discussions of the Board continued.

**ADJOURNMENT**

- There being no further business, the meeting was adjourned at 10:30 p.m.

**Friday, August 24, 2012; Studio I Room.**

- **CALL TO ORDER** Chair Barbara Rofkar officially called the Board of Trustees meeting to order at 9:00 a.m. Present in addition to the chair were trustees Sue Cole, Steve Adelstein, Chuck Robinson and Tim Douglas, constituting a quorum. Others present included President Hiyane-Brown; Lisa Wochos, Assistant Attorney General; and Keri Parriera, Executive Assistant to the President.
- Trustee Barbara Rofkar announced that there is a designated time for public comment on the agenda.

**ITEMS OF THE BOARD (CONTINUED)**

- Board Self-evaluation
  - The Board conducted a review of their self-evaluations from the GISS project and noted progress.
- Development of Board Work Plan for 2012-2013.
  - Several topics were identified, and discussions will continue on this project for adoption at a subsequent meeting of the Board.
- Identify Board Agenda Topics (Work Sessions and Presentations) for 2012-13
  - A number of work session and presentation topics of interest to the Board included international programs, workforce outcomes, cyber security, outreach, and GISS data review.

**PUBLIC COMMENT**

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

**EXECUTIVE SESSION**

- At 11:10 a.m. the meeting was adjourned for a closed Executive Session of the Board for approximately one hour to "(g)...review the performance of a public employee..." Chair Rofkar announced that no action was anticipated. President Hiyane-Brown was excused from the session.
- At 11:45 a.m., President Hiyane-Brown was asked to rejoin the Executive Session.
- The Executive Session adjourned at 12:05 p.m. and the meeting immediately reconvened into open session.

**ADJOURNMENT**

- There being no further business, the meeting was adjourned at 12:05 p.m.

# WHATCOM COMMUNITY COLLEGE

## SPRING GRADUATES

June 15, 2012

### 1 ASSOCIATE IN ARTS AND SCIENCES (HONORS PROGRAM)

Danielle A. Barisic (With Honors)  
Karrem J. Bryant (With Honors)  
Tsz Wai Winnie Chui (With Honors)  
Anna R. Harris (With Honors)  
Amanda M. Hoogerhyde (With Honors)  
David R. Kappelle (With Honors)  
Michael D. Lanz (With Honors)  
Adam C. Loomos (With Honors)  
Briana M. Milligan (With Honors)

Linda S. Peart (With Honors)  
Raymond D. Ram (With Honors)  
Sydney A. Ratzlaff (With Honors)  
Sharon H. Rooth (With Honors)  
Nicholas Santini (With Honors)  
Corin W. Smith (With Honors)  
Natasha A. Snowden (With Honors)  
Brittany N. Torgerson (With Honors)  
Devan M. Ulrich (With Honors)

### 2 ASSOCIATE IN ARTS AND SCIENCES

Zachary M. Adams (With Honors)  
Courtney A. Addler  
Daniel B. Ader (With Honors)  
Carly L. Aemmer  
Matthew R. Amick  
Ethan S. Andrew  
Shelbi C. Anger (With Honors)  
Jessica M. Arnold (With Honors)  
Grace M. Bajema (With Honors)  
Jessica A. Baldrige  
Ainzlee M. Baltrus  
Ian R. Barbour  
Elise McKenna A. Bassett  
Kyle P. Battersby  
Kyle G. Beckhorn  
Emily A. Benekritis  
James R. Bergley (With Honors)  
Brittany Bergquist (With Honors)  
Vlas A. Bezugly  
Kahley A. Blankenship (With Honors)  
Taylor Blatz (With Honors)  
Jake T. Blondheim  
Emylee Bogart (With Honors)  
Patty Jo Bol (With Honors)  
Dillon S. Boland  
Amanda J. Bonilla (With Honors)  
Nicholas J. Borg  
Navjot S. Brar  
Prabhdeep Brar (With Honors)  
Sydney L. Britton  
Chelsea R. Brock  
Trevor J. Browder (With Honors)

Taylor M. Brown  
Brent W. Buckner (With Honors)  
Richard A. Burns  
Melissa J. Bursch (With Honors)  
Claire E. Cancilla (With Honors)  
Ryan J. Carlson (With Honors)  
Rachael L. Carrillo  
Nicole Carty (With Honors)  
Jennalea Casavant  
Alexander B. Chadsey  
Ron P. Chang  
Kellen M. Charpentier  
Xipu Cheng  
Kwok Hei Choi (With Honors)  
Wai Fung Chung (With Honors)  
Mark D. Claret  
Hannah M. Clarke  
Emily S. Clay (With Honors)  
Rachel B. Clemons (With Honors)  
Sarah M. Climaco  
Megan M. Connell  
Brandon L. Cope  
Gabrielle R. Corrigan (With Honors)  
Benjamin A. Cowan-Young (With Honors)  
Daniel L. Crisafulli (With Honors)  
Randy W. Cumming  
Sean M. Dalgarn  
Mariah E. Davis  
Maren E. Day (With Honors)  
Derek D. Dickerson  
Farron B. Dowdy  
Hailee M. Drege (With Honors)

Pranish R. Dutt  
Jordan M. Dykstra (With Honors)  
Courtney Q. Edwards (With Honors)  
Emily N. Eichner  
Usama A. Elgawarsha (With Honors)  
Samantha L. Engels (With Honors)  
Jared S. Epperson (With Honors)  
Mattias P. Evangelista (With Honors)  
Melanie M. Fair  
Aderinsola L. Falana  
Fayez M. Fares  
Andrew R. Feely  
Jennifer L. Finch  
Emily E. Finger (With Honors)  
Brian M. Fitzgerald  
Kadn B. Fitzgerald  
David K. Forbes (With Honors)  
Jaime A. Friedrich (With Honors)  
Kristen A. Fullner  
Chi Chung Fung  
Michael P. Furman  
Ashley M. Geleynse (With Honors)  
Hamraj S. Ghumman  
Christopher J. Gil (With Honors)  
Viktor V. Golovin  
Cassidy J. Gossage  
Maleah A. Greathouse (With Honors)  
Stephanie M. Guy (With Honors)  
Mona E. Haines (With Honors)  
Martin F. Hamasaka  
Lee A. Hamlin  
Baker S. Hanson (With Honors)  
Danielle R. Hanson (With Honors)  
Devin T. Hanson  
Tuesday L. Hanson (With Honors)  
Morgan A. Harris  
Ryan D. Hayes (With Honors)  
James L. Hearne  
Clarence E. Hedrick (With Honors)  
Christopher J. Helmick (With Honors)  
Brittany E. Henning  
Joshua D. Henrikson  
Sarah M. Heyne (With Honors)  
Erica M. Hildebrand  
Baylee G. Hoey (With Honors)  
Tara L. Hofmann (With Honors)  
Callie M. Holeman  
Michael C. Holliman  
Allison M. Holterman  
Tucker W.B. Horath  
Laura M. Horton  
Elizabeth A. Hotson  
Tanner R. Houck  
Bryan C. Houston (With Honors)  
Christopher R. Howard  
Zachary E. Hughes  
Wing Yan Hui  
Jennifer M. Humphreys  
Wing Chung Ip (With Honors)  
Cory L. Jangaard  
Paul E. Jaynes  
Ashtyn V. Jeffery (With Honors)  
Kyle R. Jennings (With Honors)  
Cara G. Jerde (With Honors)  
Katrina S. Kappel (With Honors)  
Alina Y. Kasko (With Honors)  
Nikolay Y. Kasko  
Kamaldeep Kaur (With Honors)  
Lisa M. Kent (With Honors)  
John T. Kesler  
Christian T. Kinley (With Honors)  
Ryan J. Kirkland  
Daniel L. Kjarsgaard (With Honors)  
Corey G. Kleppe  
Holly A. Knutson  
Ian A. Kole (With Honors)  
Darryl D. Kooiman  
Jacob D. Kopak  
Ian W. Krause  
Andrew L. Laughlin  
Hunter A. Lee  
Emily E. Levelle  
Nate C. Lewis  
Lindzey A. Lien  
Helen G. Lockerbie  
Mary E. Lyle (With Honors)  
Samuel A. Mackey (With Honors)  
Chasity R. Madera  
Bianca P. Maldonado (With Honors)  
Dane A. Mallahan (With Honors)  
Azlan A. Mancillas  
Brady A. Manz  
William M. Martin Jr. (With Honors)  
Sean D. Matthews (With Honors)  
John C. McCarthy  
Melyssa McCown-Barnard (With Honors)  
John P. McGirr (With Honors)  
Thomas E. McKay  
Nicole M. McKenzie  
Scott A. McLeod  
Elise K. Meidal  
Peter R. Michaels  
Breyden O. Moore  
Ronnie K. Moore  
Nicolas T. Morris  
Angela Murashov (With Honors)  
Jonathan M. Murdock  
Brianna Renae Naber (With Honors)  
Syed Javaid Najibi  
Courtney A. Neufeld  
Melissa N. Nevarez  
Lara E. Newman  
Aaron J. Noice  
Hannah G. Nylin  
Michael C. O'brien (With Honors)  
Melissa D. O'brine  
Sarah J. O'flaherty  
Lisa B. Okoro

Ashley M. Olason  
 Peter H. Olmsted  
 Tanelle L. Olson  
 James E. Ong  
 Kyle B. Osborne  
 Orkideh Owrajijat  
 Kelsey M. Palmer (With Honors)  
 Paula G. Patrick (With Honors)  
 Megan M. Peacock (With Honors)  
 William A. Perry  
 Andrew M. Peterson (With Honors)  
 Shelby R. Phelps (With Honors)  
 Daniella M. Piccioni  
 Lidiya A. Pilat  
 Preston L. Pinkston  
 Andreana Polichronakis  
 Artem A. Popov (With Honors)  
 Kassandra M. Preysz  
 Lucas A. Price (With Honors)  
 Courtney J. Purpura  
 Steven T. Purtill  
 Jonathan D. Quimby  
 Christopher J. Quist  
 Terra E. Radliff (With Honors)  
 Gurkirat S. Randhawa (With Honors)  
 Satwinderpal Randhawa  
 Tonia L. Reinsma  
 Daniel M. Reisz  
 Michael R. Ridley-James  
 Jessi A. Roberts  
 Kelton W. Roberts  
 Tyler M. Rome  
 Nathan W. Romond (With Honors)  
 Shana P. Rosen  
 Tory M. Royer  
 Corey C. Salas  
 Elena Samoylovich (With Honors)  
 Amy L. Sand  
 Daniel J. Sandberg (With Honors)  
 Alec M. Santiago  
 Megan N. Santos (With Honors)  
 Daniel J. Sargent  
 Nelly M. Schonborn  
 Michelle L. Schoneman (With Honors)  
 Dale A. Shahan  
 Jakery K. Sims  
 Gurpal Singh  
 Cody A. Sinks  
 Kayla M. Solari

Ashley A. Speece (With Honors)  
 Joseph C. Sperry  
 Nathan G. Stevens  
 Mitchel D. Stevenson (With Honors)  
 Gavin A. Stewart  
 Sean P. Stewart  
 Thomas E. Stewart  
 Chad J. Stiglitz  
 David J. Stitt  
 Jonathan M. Stone (With Honors)  
 Sharlotte H. Stouder  
 Darci M. Street  
 Uriah T. Sturtevant (With Honors)  
 Matthew W.H. Suedel  
 Erik W. Swanson (With Honors)  
 Steven M. Swanson  
 Christine Sweet-Branson (With Honors)  
 Jeffrey L. Thompson  
 Amanda A. Thornton (With Honors)  
 Jay S. Tinklenberg (With Honors)  
 Navdeep K. Toor  
 Adam F. Tucker  
 Nick R. Twietmeyer (With Honors)  
 Sarah J. Twiford  
 Yuttasak Udomsak  
 Marianne M. Uhrig  
 Lindy K. VanDyken  
 Jordan L. Velasco  
 Charlie A. Vogel  
 William C. Wadkins (With Honors)  
 Stephanie J. Walbon (With Honors)  
 Rachel L. Wallace  
 Mike E. Wasielewshi  
 Nicholas M. Weaver  
 Prudence J. Welch (With Honors)  
 Aubrey M. Western (With Honors)  
 Maria E. Wiederkehr  
 Shareena M. Wilhelm  
 Emily A. Wiseman  
 Koon Kiu Wong (With Honors)  
 Dylan J. Woods (With Honors)  
 Benjamin W. Woodworth  
 Trevor J. Wunn  
 Hee Yul J. Yoo  
 Anjolie York (With Honors)  
 Tyas Young (With Honors)  
 Jason M. Yuly (With Honors)  
 Lisa L. Zehm (With Honors)  
 Xufan Zhang

### 3 ASSOCIATE IN SCIENCE TRANSFER

Nicholaus A. Dayton  
 Brendan K. Goodwin (With Honors)  
 Mona E. Haines (With Honors)  
 Devin T. Hanson

Sergey Y. Kasko (With Honors)  
 Sam B. Lidington  
 Victoria D. Martin  
 Trung H. Nguyen (With Honors)



Max W. Yakavonis

4 *ASSOCIATE IN LIBERAL STUDIES*

Karen F. Bovenkamp  
Stephen P. Dupre  
Lisa M. Ford  
Cornelia E. Hay  
Eric T. Litchfield

Daniel J. Phillips (With Honors)  
Carmen A. Spinelli (With Honors)  
Kimberleigh A. Turner  
Erik S. Tuttle  
Wendy A. Ward-Cates (With Honors)

5 *ASSOCIATE IN ARTS EARLY CHILDHOOD EDUCATION*

Shannon M. Brandsma (With Honors)  
Brandie D. Harpine  
Joyce M. Menard (With Honors)

Irina N. Paliyev (With Honors)  
Darci L. Peterson

6 *ASSOCIATE IN ARTS EDUCATION PARAPROFESSIONAL*

Marcy L. Chipman

7 *ASSOCIATE IN ARTS VISUAL COMMUNICATIONS*

Rebecque T. Asher (With Honors)  
Jess M. Daniels (With Honors)  
Kimberly J. Demuynck (With Honors)  
Angela J. Faber (With Honors)

Caden M. Horton  
Sandi K. Laninga (With Honors)  
Philip G. Tillsley (With Honors)

8 *ASSOCIATE IN SCIENCE ADMINISTRATION OF JUSTICE*

Jamie L. Brandt  
Tatiana A. Dillard

Katie L. Ramsey  
Ryan M. Seholm

9 *ASSOCIATE IN SCIENCE BUSINESS ADMINISTRATION*

Olga M. Alter (With Honors)  
Lori A. Burbridge (With Honors)  
Megan T. Greenawalt

Ellen G. Richards  
Sydney R. Sutterfield (With Honors)

10 *ASSOCIATE IN SCIENCE COMPUTER INFORMATION SYSTEMS*

Benjamin J. Alexander  
 Thomas N. Bankston (With Honors)  
 Austin W. Bass  
 Guy W. Bates  
 John L. Chapman III  
 Jeffery M. Enriquez  
 Timothy B. Greene  
 Matthew S. Gustafson (With Honors)

Andrew S. Johnson  
 Anthony J. Lundblad (With Honors)  
 Gordon G. Matthews (With Honors)  
 Travis M. McEwen  
 Michal T. Milczewski  
 Robert C. Rodgers (With Honors)  
 Tye A. Taylor

### *11 ASSOCIATE IN SCIENCE MEDICAL ASSISTING*

Elizabeth E. Baumann  
 Amber L. Lindsey (With Honors)

Preshauna L. Norwood (With Honors)  
 Donna D. Noto-Diaz (With Honors)

### *12 ASSOCIATE IN SCIENCE NURSING*

Crystal M. Barlean  
 Megan H. Cahill  
 Audrey C. Deppe  
 Caitlin A. Dowdle  
 Brian H. Emory  
 Kristi A. Everly  
 Tamara J. French (With Honors)  
 Emily R. Gantt (With Honors)  
 Hilary H. Gastwirth  
 Justin S. Gill  
 Rebecca L. Hall  
 Jessica M. Hart  
 Katharine N. King (With Honors)

Megan N. Lervik  
 Lisa R. Mascioli  
 Ashton W. Mey  
 Peter D. Moore (With Honors)  
 Shane M. Reilly  
 Stephanie R. Rodriguez (With Honors)  
 Ravinder Kaur Sekhon  
 Jodell C. Sessions  
 Danielle A. Shimota  
 Erin K. Tregellas  
 Tze-Huey Wah (With Honors)  
 Cherish A. Yost  
 Peter J. Zuffelato (With Honors)

### *13 ASSOCIATE IN SCIENCE PARALEGAL STUDIES*

Anneli P. Anderson  
 Kaitlyn Carter (With Honors)  
 Casey J. Clipse  
 Shannon L. Dunlap  
 Patric B. Ethier

Kelly J. Haner  
 Cara L. James  
 Kasie L. Kuiken (With Honors)  
 Jane C. Polinder  
 Jennifer N. Rex (With Honors)

### *14 ASSOCIATE IN SCIENCE PHYSICAL THERAPIST ASSISTANT*

Sarah L. Blucher (With Honors)  
 Leslie A. Collins  
 Denise M. Crosier (With Honors)  
 Lynn J. Dettinger (With Honors)  
 Amanda Folsom (With Honors)  
 Stacy M. Klontz (With Honors)

Kimberly S. Krist (With Honors)  
 Kaeli M. Lamont (With Honors)  
 Carla L. Lane  
 Cori L. Olmsted  
 Mark J. Pierce (With Honors)  
 Tanya J. Sherman (With Honors)

Courtney E. Soran (With Honors)  
Shawn E. Toth  
Jared D. Vinc (With Honors)

Joshua D. Wells  
Gretchen V. Wood

*15 CERTIFICATE ACCOUNTING*

Margaret E. Mackay

*16 CERTIFICATE ADMINISTRATION OF JUSTICE*

Jamie L. Brandt

*17 CERTIFICATE EARLY CHILDHOOD EDUCATION*

Jillian V. Privett

Carmen A. Spinelli

*18 CERTIFICATE EDUCATION PARAPROFESSIONAL*

Kathlene E. Knowles

*19 CERTIFICATE HOSPITALITY AND TOURISM MANAGEMENT*

Cheryl A. Kaizuka  
Erin W. Lindsay

Nana Mizutani  
Teresa M. Tindoll

*20 CERTIFICATE MASSAGE PRACTITIONER*

Ruth A. Brackinreed  
Nataliya Dubrava  
Kerry N. Gustafson  
Cortney E. Hansen  
Mercedes R. Henley  
Robert A. Hughes

Chandra T. Husted  
Becky A. Klein  
Lisa B. Lewis  
Kara A. Marklin  
Robert J. Sill  
Kristina M. Sleight

*21 CERTIFICATE MEDICAL BILLING AND CODING*

Theresa M. Oneil-White

*22 CERTIFICATE MEDICAL FRONT OFFICE RECEPTION*

Linda M. Anderson

Leah L. Curlett

Carmen Lee  
Ashleigh J. Mullins

Holly J. Reed  
Dawn L. Richardson

23 *CERTIFICATE NETWORK ADMINISTRATION*

Jeffery M. Enriquez

24 *CERTIFICATE PARALEGAL STUDIES*

Nancy D. Belles  
Patricia A. Christensen

Kimberly A. Whitacre

25 *HIGH SCHOOL DIPLOMA*

Zachary M. Adams  
Jessica A. Baldrige  
Ian R. Barbour  
Danielle A. Barisic  
Maren E. Day  
Shannon L. Dunlap  
Jordan M. Dykstra  
Courtney Q. Edwards  
Usama A. Elgawarsha  
Mattias P. Evangelista  
Maleah A. Greathouse  
Anna R. Harris  
Cornelia E. Hay  
Baylee G. Hoey  
Tucker W.B. Horath  
Alina Y. Kasko

Sergey Y. Kasko  
Emily E. Levelle  
Brianna Renae Naber  
Courtney A. Neufeld  
Michael C. O'Brien  
Andrew M. Peterson  
Courtney J. Purpura  
Sharon H. Rooth  
Cody A. Sinks  
Corin W. Smith  
Natasha A. Snowden  
Carmen A. Spinelli  
Nathan G. Stevens  
Erik W. Swanson  
Jason M. Yuly

**Whatcom Community College  
RESOLUTION AUTHORIZING  
CONTINUATION OF PARENT EDUCATION TUITION WAIVER**

**Resolution No. 12-02**

**WHEREAS, the State Board approved changes to WAC 131-28-026 (Tuition Charges for Certain Ungraded Courses) on June 21, 2012, which took effect on July 22, 2012;**

**WHEREAS, under the revised WAC 131-28-026 colleges may locally establish the amount of tuition waiver for parent education associated with a preschool, as well as other parent education programs and courses;**

**WHEREAS, the statewide mandatory 85 percent tuition waiver for parent education was removed from revised WAC 131-28-026;**

**WHEREAS, it is the judgment of the College Administration that further analysis and review of a new parent education tuition structure is required in partnership with program faculty and parents before such a structure is implemented locally for the Parent Education Program at Whatcom Community College;**

**WHEREAS, Board Policy 3160 (Tuition Waiver), of which the Parent Education Waiver is a part, requires a broader review of all tuition waivers;**

**THEREFORE, BE IT RESOLVED, that the Board of Trustees of Whatcom Community College authorizes the continuance of an 85 percent tuition waiver for parent education courses until a revised tuition structure can be reviewed and proposed, which would not go into effect prior to spring quarter 2013.**

**APPROVED in the special session by the Board this 23<sup>rd</sup> day of August, 2012.**

**Board of Trustees  
Whatcom Community College**

**Whatcom**  
COMMUNITY COLLEGE

By:   
**Barbara Rofkar, Board Chair**

## Reports to the Board of Trustees For September 20, 2012 Meeting

### ➤ **WSFE – Vivian Hallmark, Representative**

- **Classified Union**
  - The classified union is still involved in on-going negotiations.
  - The first classified union meeting of the school year will be September 10<sup>th</sup>. The union does not meet during the summer.

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

- **Finance (Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development)**
  - The Business Office navigated a successful end of the year close for 2011-12. The “Certifications” and the upload of the report to the State Auditor’s office were completed successfully on schedule.
  - The tuition payment plan became active, and enrollment into the plan increased steadily throughout the month of August with about 100 enrolled by the end of the month.
- **Facilities (5.1: Create and manage growth through fiscal, capital, technological and human resource development)**
  - Emergency Planning – Emergency management training was provided as part of the Classified Appreciation and Professional Development Day mid-August, and as part of the Opening Day agenda on September 19. Two first aid/CPR classes are being offered to all College employees as part of the opening week activities. Community Emergency Response Training (CERT) opportunities have been offered to employees several times over the past year as part of the grant with WWU and BTC. The last offering sponsored by the grant will begin in October.
  - Institutional Master Plan (IMP) – Workshops have been scheduled for six divisions between September and November to provide input to the master plan. Keith Schreiber, the facilitator and architect in charge of the project, will be scheduled to meet with the Board at its November meeting.
  - Auxiliary Services Building – The metal siding and roofing is complete. Electrical, HVAC and plumbing are at 90% completion with insulation and sheetrock at about 50% completion. The curbs and gutters have been placed for the new access road and the site is being contoured to final grade. The project is currently running about two weeks behind the original schedule with anticipated completion in mid-November.
- **Technology (5.1 Create and manage growth through fiscal, capital, technological and human resource development)**
  - Advisor Data Pro, developed by Walla Walla CC, was deployed for advisors and the Nelnet Tuition Payment Portal was implemented for the Business Office.
  - IT is working with the new eLearning director to streamline and update the resources provided by the Student Helpdesk and the eLearning department.
- **Conference & Event Services (3.1.2 Expand partnerships with community and business organizations. 3.1.3- Develop the College’s and Foundation’s community involvement and presence)**



- Aside from the many internal events held on campus, the Conference & Event Services office has also been coordinating many large external events for September, which include: Dreamers, Unity Group, Chuckanut Radio Hour, Department of Ecology, and The Opportunity Council Early learning Division.
- The office is pleased to welcome a full-time stage technician, Russ Nelson, who will be onsite daily to assist in many aspects and needs of the College.
- **Bookstore (Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development)**
  - Much of the Bookstore's focus for 2012-13 will be on development of an online sales/e-commerce platform for the Bookstore and the College in general. The implementation of a new sales system will facilitate the delivery of course material content to students, particularly for online course/distance learning students.
  - The Bookstore's most immediate focus is on back-to-school sales. Rising textbook costs for students will be somewhat mitigated this year by the Bookstore's recent development of a textbook rental program. The Bookstore has seen steady growth in this program since its implementation last spring.
- **Copy and Mail Services (5.1: Create and manage growth through fiscal, capital, technological and human resource development)**
  - The collaborative Copy/Print Center efforts with Western, Whatcom, and BTC are beginning to show a positive trend with Western now operating in the black. Liz Hale, bookstore manager at BTC has been a great advocate of using the services at Western.

#### ➤ Educational Services—Trish Onion, Vice President

- **Enrollment Strategies (Goal 1.2 Increase access and support for students)**  
During the past two months, operations managers have been collaborating extensively to implement new outreach and financial assistance strategies to boost fall quarter enrollment.
  - Outreach: Enrollment reminder emails were sent to students who attended last spring but had not yet enrolled for fall. In addition, staff made personal phone calls to: (1) students who applied last fall, and (2) Running Start students who assessed in May at the high schools, but had not yet enrolled. These phone calls resulted in 70% of the students enrolling or indicating they were planning to enroll.
  - Financial Aid: Financial aid has been processing financial aid awards faster than ever before to make sure eligible students have their tuition paid. In addition, an emergency fund has been established as a result of the College participation in the federally-supported Basic Food Employment and Training (BFET) program during the past year. These reserve funds have been used to help mitigate the high tuition for low-income students who may not be eligible for PELL grants at this time.

- **Judicial Affairs** (*Goal 5.3 Develop processes to promote a safer environment for teaching, learning, and working*)
  - A judicial affairs team has been established to handle the increased volume of student conduct issues, improve responsiveness, and provide training for faculty and staff. The team consists of John Taylor, judicial coordinator, who also serves as the Administrative Justice Program coordinator and adjunct faculty; Chris Scrimsher, student conduct officer, who also works full-time as the athletics coordinator and men’s basketball coach; Trish Onion, and Laurel Hammond, her administrative assistant. A judicial conduct email and phone line is now in place to improve the discipline reporting process. During Opening Day, the new student conduct reporting process and updated student conduct tip sheets will be highlighted. These resources are also available on the staff website.
  
- **First Year Experience** (*Goal 1.3 Increase support for diverse and changing student populations*)
 

To meet Achieving the Dream expectations and increase success of at-risk students, two of the First Year Experience (FYE) strategies, the Whatcom WAVE orientation and the college success course, are being expanded

  - Whatcom WAVE: Prior to the beginning of the quarter, four half-day orientation sessions will be offered for new students, particularly those who are first-time college students. College Success Course: Five sections of the 2-credit college success course are already full for the fall quarter. Three additional adjunct instructors from various disciplines have been selected and trained to teach this course. As a result, seven instructors are prepared to teach this specialized course.
  - The approved ATD implementation plan requires within the next three years, that both the orientation and college success course must be scaled up to provide the capacity for *mandatory* enrollment for all first-time college students. This will be possible with college-wide faculty and staff support and participation.

➤ **Instruction—Ron Leatherbarrow, Vice President; Ed Harri, Dean; Janice Walker, Workforce Education Director**

- **Accreditation and Assessment** (*5.4 Foster a culture of continuous improvement based on institutional effectiveness*)
  - We recently submitted a report describing our progress on the three recommendations the College received from NWCCU during the 2011 site visit. The College has made substantial progress in strengthening our program and services improvement processes; in defining student learning outcomes at the college, program, and course levels; and in generating and analyzing data in assessing our institutional effectiveness. An evaluator representing NWCCU will be visiting the campus on October 30, 2012 to review our progress.
  - Based on our Year One *Mission and Core Themes* report submitted in winter 2012, the NWCCU has reaffirmed the College’s accreditation and complimented on the development of core themes and corresponding objectives that support our mission. The College received two recommendations, which we will be responsible for responding to in our Year 3 report.
  
- **Achieving the Dream** (*1.1 Increase student success in transfer and career preparation*)
  - We have completed our planning year for the Achieving the Dream work and will now begin to implement the strategies identified by our project teams. Faculty and staff developed four comprehensive intervention strategies, each of which are designed to improve student completion and retention, particularly for new students requiring substantial amounts of pre-college level coursework.



- **Strategic Planning** *(5.4 Foster a culture of continuous improvement based on institutional effectiveness)*
  - A planning task force has met regularly throughout the summer to review campus feedback on the previous strategic plan, propose revisions to the plan, and outline a timeline and process for review and consultation with the campus community. The group will continue to incorporate feedback from Cabinet and the Board of Trustees in the plan, and will provide updates during opening week.
  
- **Preparation for Opening Week of Fall Term** *(5.4 Foster a culture of continuous improvement based on institutional effectiveness)*
  - Members of President’s Cabinet and the Professional Development Committee are currently planning events for Opening Week of Fall term. All College Day, September 19<sup>th</sup>, will include a welcome address by the President, introduction of new employees, presentation of the Faculty and Staff Excellence Awards, and discussion of current college initiatives, including accreditation, assessment, grants, Achieving the Dream, and diversity. A faculty meeting is scheduled for Tuesday afternoon, September 18. During the week, Anne Marie Karlberg and Tresha Dutton will update faculty and staff on assessment initiatives at WCC and provide continued professional development for faculty in assessing course outcomes. An array of workshops on various topics of interest will be offered, and a special feature will be a series of displays by offices and units across campus pertaining to the work of the area.
  
- **Faculty Hiring** *(2.1 Assess and enhance instructional delivery and student learning, and 5.1 Create and manage growth through fiscal, capital, technological and human resource development)*
  - At this point, a series of retirements and resignations among faculty over the past few years has resulted in seven vacancies – both current and pending – among the full-time faculty. Division Chairs have begun the work of creating a priority list of disciplines for hiring. The list will be reviewed in consultation with divisional faculty, and we expect to advertise to fill all the positions by mid-October. We are planning sessions to train participants in the hiring process on issues such as interviewing protocols, including confidentiality, and diversity. We also have workshops planned, with the college administrators serving on panels to discuss college leadership; the first two will be presented on Monday and Tuesday, September 24 and 25, focusing on administrative roles and problem-solving.
  
- **Instructional Administration** *(5.4 Foster a culture of continuous improvement based on institutional effectiveness)*
  - As reported previously, we have new people in key positions of leadership in Instruction: Ed Harri as Dean of Instruction, Janice Walker as Director of Workforce Education, Charles Harris as eLearning Director, and Heidi Ypma as Math Science Division Chair. All have had an opportunity to gain some experience and insight over the summer, and we will enter the fall quarter with a highly capable administrative team.
  
- **Faculty Governance Activities** *(5.4 Foster a culture of continuous improvement based on institutional effectiveness)*
  - We will also be appointing new leadership in key faculty positions, including the Chair of the College’s Curriculum Committee to replace Heidi Ypma, who has chaired the Committee for the past four years, and eLearning instructional designer to replace Danielle Gray, who will be returning to the classroom full-time. The appointments will be made in a consultative process involving faculty union leadership.

- **Technical/Professional Programs** (*Objective 1.4 Introduce new opportunities for student learning and engagement; Objective 3.2 Lead collaborative efforts with other educational institutions; Objective 5.2 Diversify and secure funding /resources from external sources*)
  - **NSF Grant** - The National Science Foundation has funded WCC with a 3-year \$499,842 Capacity Building CyberSecurity Project for curriculum development for degree expansion and outreach efforts that provide students with direct transfer opportunities to new four-year degree pathways in information assurance/cybersecurity. CIS Program Coordinator Corrinne Sande will lead and develop a new information assurance two-year degree in collaboration with WWU and UW, who in parallel will develop new 4-year degrees. WCC will work with BTC to articulate courses from their IT program and with regional high schools to hold tech-focused events introducing younger students to the field. The overall goal is to increase the number of students pursuing information security degrees and ensure graduates have the skills to succeed.
  - **HEET Funds** - The SBCTC has funded the Hospital Employee Education & Training Program, with WCC serving as a sub-grantee to Bellingham Technical College. The \$140,000 funded to WCC will support outreach to and preparation of participants (incumbent healthcare workers in entry and mid-level positions) to enroll in healthcare training programs that advance their skills. Funds will develop strategies to assist participants in English, math and science pre-requisite pathways; provide services to pre-program participants including funding for books, supplies, travel and childcare; support the expansion of our Health Industry Mentor Program to partner colleges; and \$25,000 in equipment for the health programs.
  - **STARS** - Early Childhood Education Program Coordinator Sally Holloway, working with the Early Childhood Teacher Preparation Council, multiple faculty members and multiple state agencies has been granted \$55,000 to revise the pre-service STARS Basics in Child Care curriculum for entry level professionals caring for and educating infants, toddlers, and young children in group care.
  - **DEL Project** - WCC will lead the creation of a guidebook of the new family home child care rules for family home child care provider usage in alignment with Department of Early Learning rules as required by the legislature. The \$85,000 in project funds will support early learning professionals with professional development and technical assistance towards providing high-quality, safe and healthy early care and education opportunities for all children. ECE Program Coordinator Sally Holloway will serve as the project manager.

#### ➤ **Foundation and College Advancement – Anne Bowen, Executive Director**

- **Foundation** (*3.1.3 – Develop the College’s and Foundation’s community involvement and presence; and 5.2.3 – Contribute to fiscal stability through entrepreneurial activities and efficiencies*)
  - **2011-12 Gifts** – Draft reports as of September 7<sup>th</sup> show we received 19 gifts totaling \$19,669 for August 2012. Year to date we have received \$28,638 compared to \$8,018 received last year at this time.
  - **All College Day** – The Foundation has solicited many in-kind donations to be used as prizes throughout All College Day on Wednesday, September 19<sup>th</sup>. This effort supports the President’s Office, encouraging a sense of community and helping to kick off the new year with a bit of fun and excitement.
  - **President’s Circle Reception**– Our President’s Circle kick-off event is scheduled for Wednesday, September 19, 2012 at BelleWood Acres.
  - **Donor Appreciation Breakfast** – Planning is underway for the Donor Appreciation Breakfast scheduled for October 26<sup>th</sup>, where Excellence in Educational Giving awards will be presented to honor our most significant supporters.
  - **September Annual Board Meeting Planned** – The Foundation Board of Directors will meet for both their regular board meeting as well as their annual meeting on September 25<sup>th</sup>.

- **Communications, Marketing and Publications**
  - **Web/Social Media Development**
    - Growth continues on the College’s main Facebook page, up from 1,771 “likes” in July to 1,861 in August. Increases attributed to application of social media “best practices,” such as posting more photos and increasing interaction with fans. “Trivia Tuesdays,” featuring 45<sup>th</sup> Anniversary facts, are an example.
    - Increased posts, comments, retweets and participation in #FollowFridays have contributed to @WhatcomCC Twitter followers increasing from 641 in July to 749 in August
    - The College’s LinkedIn account has been updated with additional information about Catalog & Class Schedules, International Programs, 45<sup>th</sup> Anniversary, etc.
    - A “WCC Friends & Alumni” LinkedIn group has been created to further our Friends & Alumni program and to act as an additional resource for alums
    - Whatcom’s YouTube Channel now has twenty-nine videos uploaded with more than 23,262 views (up from 21,566).
  - **Publications** (completed or in development)  
A number of publications were completed or are in development for a variety of events and programs. Some of the items include:
    - Fall Discover Quarterly delivered to homes on August 17
    - Continuing Education Fall Business, Computer and Technical Skills Training brochure for mailing to county businesses
    - I AM WHATCOM promotional campaign materials, including posters, bus signs and display ads
    - Display ads promoting fall enrollment in the Bellingham Herald, Lynden Tribune, Ferndale Record and Blaine Northern Light
    - International Programs Homestay promotional WTA bus sign and postcard
    - Replacement graphics for Pavilion gym refinishing
    - Banners for campus directional signs
    - WCC booth at Bellingham Farmers Market, Aug. 1 (Fairhaven) and Aug. 4 (Downtown Bellingham). International Programs staff represented Homestay Hosts program and general College information.
    - WCC booth at NW Washington Lynden Fair, August 13-18. Staff from Entry & Advising, Foundation / Advancement and International Programs volunteered to represent the College during the week-long event.
- **Press Releases/Media Relations – Summary/Highlights Of Media Coverage**  
*(3.1.3 - Develop the College’s and Foundation’s community involvement and presence)*
  - **WCC in the News**
    - [Whatcom County partnership aids entrepreneurial education](#), 7/1 Bellingham Herald
    - [WCC Calling On Host Families For Exchange Students](#), KGMI
    - [WWU's Small Business Development Center to Host Information Sessions for 'Launch and Build Your Business' on July 25 and Aug. 22](#), 7/24, Western Front
    - [Whatcom Community College opens basic skills classes](#), 8/27, BBJ
  - **Additional media outreach**
    - Additional athletic news coverage can be found at [www.whatcom.ctc.edu/athletics](http://www.whatcom.ctc.edu/athletics). Press releases, public service announcements and an ongoing list of news articles can be found at [www.whatcom.ctc.edu/news](http://www.whatcom.ctc.edu/news).