

BOARD OF TRUSTEES

Meeting Agenda

Wednesday, March 14 2018

Regular Board Meeting - 2:00 pm

Laidlaw Center Boardroom, #143

237 W. Kellogg Road, Bellingham, WA 98226

MEMBERS:

- **Tim Douglas,**
Chair
- **John Pedlow,**
Vice Chair
- **Steve Adelstein**
- **Wendy Bohlke**
- **Rebecca Johnson**

- I. Call to Order, Approval of Agenda, and Notice of Public Comment Time
- II. Consent Agenda (Calendar) Tab 1
 - a. Minutes of February 21, 2018 Board of Trustees Meeting (Attachment A)
- III. Executive Session*
 - (g)...to review the performance of a public employee...;
- IV. Action Items Tab 2
 - Tenure Consideration (Action Anticipated)
- V. Report to the Board (written report) Tab 3
- VI. Executive Session*
 - (g)...as provided in RCW 42.30.140 (4) (a), to discuss collective bargaining...
- VII. Public Comment
- VIII. Adjournment

If you are a person with a disability and require an accommodation while attending the meeting, please contact the President's Office at 383-3330 (or TDD 647-3279) as soon as possible to allow sufficient time to make arrangements.

NEXT MEETING REMINDER

April 11, 2018

*The Board of Trustees may adjourn to an Executive Session to discuss items provided for in RCW 42.30.110 (1):

- (b) to consider the selection of a site or the acquisition of real estate by lease or purchase...;
- (c) to consider the minimum price at which real estate will be offered for sale or lease...;
- (d) to review negotiations on the performance of a publicly bid contract...;
- (f) to receive and evaluate complaints or charges brought against a public officer or employee...;
- (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee...; or as provided in RCW 42.30.140 (4)(a), to discuss collective bargaining
- (h) to evaluate the qualifications of a candidate for appointment to elective office...;
- (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions... or... litigation or potential litigation...



CONSENT AGENDA

- a. Minutes of February 21, 2018 Board of Trustees Meeting (Attachment A)

SUGGESTED RESPONSE

The chair reads out the letters of the consent items. Then the chair states: "If there are no objections, these items will be adopted". After pausing for any objections, the chair states, "As there are no objections, these items are adopted."

Whatcom

COMMUNITY COLLEGE

MINUTES

BOARD OF TRUSTEES MEETING

Laidlaw Center Board Room

Wednesday, February 21, 2018

2:00 p.m.

- **CALL TO ORDER** Chair Tim Douglas officially called the Board of Trustees meeting to order at 2:04 p.m. Present in addition to the chair were trustees Steve Adelstein, Wendy Bohlke, and Rebecca Johnson, constituting a quorum. John Pedlow was absent. Others present included President Kathi Hiyane-Brown; Ed Harri, Vice President for Instruction; Nate Langstraat, Vice President for Administrative Services; Luca Lewis, Vice President for Student Services; Melissa Nelson, Assistant Attorney General; and Rafeeka Kloke, Special Assistant to the President.

ACTION TO ACCEPT AGENDA

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

STRATEGIC CONVERSATIONS

- **International Programs Updates - Kelly Kester, Director for International Programs**

Kelly Kester shared a PowerPoint presentation with an overview of WCC's international programs and updates on recent initiatives.

Highlights included:

- International student recruitment and admission
 - Decreased in enrollment due to political climate, safety (gun violence) and competition from other countries such as Australia and Canada.
 - Many colleges including Whatcom use contract agents to try to combat enrollment reduction.
 - Majority of international students are from Asian countries.
- International Student Support Services
 - 77% of international students transfer to university after graduating from Whatcom.
 - Whatcom's high school completion program attracts many international students.

- 45% of international students live in Homestay, 25% in residence life apartments, and 30% in other (such as family and friends)
- Study Abroad
 - 32 WCC students participated in the study abroad program in 2017-18.
 - Destinations included Scotland, Berlin, Barcelona, Costa Rica, Tokyo, Rwanda, Australia and New Zealand.
- Campus Internationalization
 - Campus activities included International Week, January 29 - February 2 , 2018 and visiting Fulbright Scholar in May 2018
- Kester invited two students to share their experiences at Whatcom. Fiona (Qing) He and Amelia (Anh Hong Phuong) Nguyen. Fiona was interested in high school completion offered by Whatcom and during her time discovered opportunities to develop her leadership skills. She also shared that Whatcom provides great support for students trying to figure out their major of studies. She plans to transfer to a university after graduating from Whatcom to pursue a degree in electrical engineering. Amelia came to Whatcom after seeing one of Kester's presentations with her parents. Her parents were impressed with the description of Whatcom. She also discovered opportunities at Whatcom to develop her leadership skills. She plans to pursue degrees in criminal justice and political science.

CONSENT AGENDA

➔ **Consent Agenda (Calendar)**

- a. Minutes of the January 17, 2018 Board of Trustees Meeting and the January 26, 2018 Board of Trustees Retreat (Attachment A)
- b. Proposed Fall Quarter 2017 Graduates (Attachment B)

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

PRESIDENT'S REPORT

- ➔ President Kathi asked Vice President Langstraat to introduce key staff who worked directly on the College's recent audit. He introduced William Martens who was in the audience and acknowledged Melinda Larkin and Ken Bronstein. He thanked all of them for their hard work. The College had a clean audit with no findings.
- ➔ US Representative Rick Larsen was on campus meeting with Area Health Education Center (AHEC) staff to learn more about Whatcom's leadership and the work.
- ➔ The College had a successful Professional Development Day on February 20, 2018. Great presentations from faculty and staff. The 2018 Judy Hoover Award of Excellence recipient is Janis Velasquez Farmer.

- President Kathi received recommendations from Professional Advisory Committee and approved the following promotions:
 - Promotion to the rank of professor: Angela Enderberg, Crystal Holtzheimer, Kim Reeves, Lee Singleton, and Tony Will
 - Promotion to the rank of associate professor: Hilary Engebretson
- The College recently received STARS bronze rating from the Association for the Advancement for Sustainability in Higher Education. Thank you to the leadership and hard work of Kaatje Kraft, Bob Riesenberg, Barry Maxwell, and Pliny Keep, and the entire Sustainability Committee.
- The Washington Association of Community and Technical College presidents have been actively responding to proposed legislative bills. In particular, the proposed Senate bill to change the running start reimbursement rate which will result in a \$16 million revenue reduction next fiscal year and \$30 million each year thereafter for the two year system.
- Groundbreaking for the Phyllis and Charles Self Learning Commons is scheduled on April 11, 2018 at 4 p.m.
- President Kathi shared an ad featuring our Cybersecurity Program in the Alaska/Horizon Inflight magazine with the board.

REPORTS

- **ASWCC** – Lauren Besthoff, President
 - Due to recent changes within ASWCC Executive Board, Lauren Besthoff will chair the Senate on an interim basis.
 - ASWCC ratified the ASWCC Bylaws on January 27, 2018.
 - On February 10, 2018, ASWCC hosted a successful winter conference titled “Find my Pod” featuring keynote speakers, vice presidents Luca Lewis and Ed Harri.
 - The Orca bus passes were used over 30,000 times.
- **Student Services** – Vice President Luca Lewis
 - Two corrections noted to the Board of Trustees Report under Student Services under Financial Aid second bullet last sentence: “compared to 44.0% during 2015-16” and “an increase of \$263,330 over the \$13,280,355 dispersed in 2015-16.”
- **Instruction** – Vice President Ed Harri
 - Carla Gelwicks was hired to fill the position of Dean for Instruction and will begin her new role in April.

DISCUSSION/ITEMS OF THE BOARD

➔ 2018 ACCT Leadership Congress

- 2018 ACCT Leadership Congress is schedule on October 24-27, 2018 in New York.

➔ August Board of Trustees Retreat

- The August retreat is scheduled on August 9-10, 2018. Chair Douglas asked board members to forward topic ideas to him and President Kathi.

PUBLIC COMMENT

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

ADJOURNMENT

- ➔ There being no further business, the meeting was adjourned at 3:35 pm.

MEMORANDUM

Office of the President

TO: Board of Trustees
FROM: Kathi Hiyane-Brown
DATE: March 14, 2018
RE: Tenure Consideration

State law (RCW 28B.50.852) and the Negotiated Agreement require that full-time faculty members employed primarily with state funds be extended, awarded or denied tenure by the last day of winter quarter during their third year of employment .

In anticipation of the future consideration for tenure, each new full-time faculty member is assigned a Probationary Review Committee. The role of that committee is to:

- Assess and advise the probationary of his/her professional strengths and weaknesses and to make reasonable efforts to encourage and aid in overcoming any deficiencies.
- Conduct the probationary review process in accordance with the Negotiated Agreement between the Faculty Association and the Board of Trustees.
- Provide a written recommendation to the appointing authority for or against the awarding of tenure.

The Probationary Review Committees assigned to work with the probationary faculty members have submitted their final reports and recommendations for consideration by the Board of Trustees. The current members of those committees are as follows:

DISCIPLINE	FACULTY MEMBER & CHAIR
Visual Communications	Jeanne Broussard; Chair Rob Beishline
Counseling	Paul Curd; Chair Patti Braimes
Mathematics	Carrie Muir; Chair Jody Dewilde
Chemistry	Tommaso Vannelli; Chair Steve Deroy

Possible Actions for each Probationary Faculty Member

- **To award tenure:** Move the award of tenure to _____
- **To deny tenure:** Move to deny tenure to _____
- **To Extend Probationary Period:** By mutual consent of the committee, the probationer and the Board , move to extend the probation period by _____ quarter(s) from Winter Quarter 2018.

Reports to the Board of Trustees March 14, 2018 Meeting

➤ ASWCC – Lauren Besthoff, President

- **Orca Food Pantry** (*Goal 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes. Sandra Ramirez, Vice President of Campus Advocacy*)
 - The Orca Food Pantry collected 2,384.75 pounds since July 18, 2017. During Winter Quarter 2018, 1,257 pounds were collected.
 - The First Annual Instructional Division Competition raised 435.25 pounds to date.
- **Clubs** (*Goal 3.6 Increase campus engagement in social justice education and leadership opportunities. Enoch Bergeron, Vice President of Clubs*)
 - Trained one new club officer for the Programming Club.
 - Held Interclub Council on February 23, 2018 where Pride Club was voted Club of the Month.
 - Started holding weekly Club Team Meetings in January to connect with members and discuss topics of concern and ways to enhance the programs.
- **Bylaws** (*Goal 3.6 Increase campus engagement in social justice education and leadership opportunities. Claudia Johan, Vice President of Operations*)
 - ASWCC Bylaws are undergoing housekeeping and possible revision edits. The Bylaws Committee is discussing the potential additions of Residence Life, job descriptions and defining expectations for clubs that receive funding from Student Senate.
- **Orca Volunteers** (*Goal 3.6 Increase campus engagement in social justice education and leadership opportunities. Claudia Johan, Vice President of Operations*)
 - Orca Volunteers participated in 378 service-learning hours in Winter Quarter 2018. Fall Quarter 2018 students participated in 314 service-learning hours.
- **Programming and Diversity Board** (*Goal 3.6 Increase campus engagement in social justice education and leadership opportunities. Lauren Besthoff, President*)
 - March 1, 2018, ASWCC welcomed Vanessa Pescasio as the new Vice President of Social and Educational Programming. This position serves as the Chair of the Programming and Diversity Board.

➤ Administrative Services—Nate Langstraat, Vice President

- **Finance** (*4.2 Increase college enrollment and secure resources for the continued viability of the College*)
 - The online budget development tool was made available to budget managers on February 21 to begin the process of developing the 2018-19 operating budget. Deadline for budget submissions to respective cabinet members is March 23. Business Office staff have provided budget trainings for new budget managers.

- **Facilities & Operations** *(4.1 Offer programs, services, and facilities that support college needs and market demands)*
 - Construction is underway for the Phyllis & Charles Self Learning Commons. The construction zone has been secured and great progress has been made on site stabilization and installation of the construction road and laydown areas. Building foundation excavation is scheduled to begin late March.
 - The Student Housing project has completed the pre-design and programming phase. The site plan and basic building plan are well established and will be further refined through the schematic design phase over the next 6-8 weeks. Land-use permitting and the foundation permit application continue to be priorities with a goal to break ground in September 2018.
 - The Association for the Advancement for Sustainability in Higher Education (AASHE), commends Whatcom Community College for completing the Sustainability Tracking, Assessment & Rating System (STARS) reporting process and earning a STARS Bronze rating.
- **Conference & Event Services** *(4.1 Offer programs, services, and facilities that support college needs and market demands)*
 - Conference & Event Services (CES) continues to build partnerships and clientele. Some examples of facility rentals include: the Bellingham Roller Betties, World Wide Dream Builders (Conference), The Miss Whatcom County Pageant, WSU Pesticide Training, The Bellingham Spanish Congregation, and Sea Mar Info Tables.
- **Emergency Preparedness, Safety & Security** *(4.4 Enhance the safety of the college environment)*
 - Staff developed the WCC Accident Prevention Program in effort to enhance safety education and awareness for the campus community.
 - Staff participated in Professional Development Day and led three sessions: Intro to Campus Safety and Security; You Are Important! Introduction to L&I injury reporting procedures and the Accident Prevention Program; and Let's Talk! An open conversation about safety and security concerns. Each session was well attended and safety and security staff gained insight on how staff and faculty feel regarding the safety and security of the campus. The information received will be considered for enhancements to campus safety and security programs and practices.

➤ **Student Services—Luca Lewis, 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. Heidi Farani, Director for Student Life and Development)*
 - Hosted Winter Club Fair to introduce students to clubs that enhance student experiences outside the classroom. Seventeen clubs participated and approximately 135 students attended the fair.

- Hosted Find Your Pod: Building Academic Success through Academic Communities, a student-run, student-led conference to connect students to other individuals with similar academic goals and interests. Five student clubs presented breakout sessions and 55 students attended the conference.
- Hosted Community Resource Fair to raise awareness and introduce students to available community resources and services in Whatcom County. Fifteen community resources participated and approximately 125 students attended the event.
- Partnered with the Black Student Association to show the movie “Selma” providing an opportunity to learn and discuss the many contributions and accomplishments of the black community which has been historically taken for granted.
- Student Ambassadors partnered with Outreach to provide campus tours and field trip assistance for the Kulshan Middle School’s 7th Grade Class and Health and Science students from Port Angeles High School.
- **Financial Aid:** *(1.1 Improve student success in retention, completion, transfer, and employment. David Klaffke, Director for Financial Aid)*
 - Currently 55 students are employed in on campus work-study positions (15 more students than Winter Quarter 2017). These students work in 25 different locations across campus.
- **K-12 Partnerships:** *(2.3 Strengthen partnerships with K-12 and higher education institutions, 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes, 3.5 Improve recruitment and retention of diverse students, faculty, staff and administrators, 4.2 Increase college enrollment and secure resources for the continued viability of the College. Amy Anderson, Director for K-12 Partnership)*
 - Winter Quarter 2018, Running Start awarded 540 textbooks to 287 students.
 - Outreach College Access Corps Coordinator initiated a college lunch club at Cordata Elementary School for 4th and 5th grade students.
- **Academic Advising and Career Services:** *(1.3 Promote student access through quality services and resources, 3.3 Increase services focused on supporting marginalized students populations to close the equity gap in student outcomes. David Knapp, Director for Academic Advising and Career Services)*
 - Facilitated ten information sessions on various professional technical programs, including the College’s new Chemical Dependency Professional program. Advising collaborated with the Medical Assistant program to facilitate their own information session.
 - Continued partnerships with universities by hosting advising and transfer events including University Transfer Application and Personal Statement workshops.
 - Hosted representatives from Western Washington University Engineer, Education, and Human Services majors.
 - Hosted the Winter Transfer Fair including representatives from 20 colleges and universities.
 -

➤ **Instruction— Ed Harri, Vice President**

- **Dean for Instruction:** *(4.1 Offer programs, services, and facilities that support college needs and market demands)*
 - Carla Gelwicks has accepted the position of Dean for Instruction. Carla has worked at Whatcom since 2001, most recently serving as the Director for Transitional Learning Programs for the past five years. She brings exceptional leadership skills to her new position, as well as a wealth of knowledge about College programs, curriculum, teaching and learning, strategic planning, guided pathways, and grant development.
- **Simpson Intercultural Center:** *(1.1 Improve student success in retention, completion, transfer, and employment, 2.5 Cultivate community awareness and support for the College)*
 - WCC's Native and Indigenous Students Association (NISA), WWU's Native American Student Union (NASU), and students from Northwest Indian College held their first joint meeting in February; the event was very well attended. The intent of these meetings is to build community and open pathways to higher education for indigenous students, increasing student success.
- **Service Learning:** *(2.5 Cultivate community awareness and support for the College, 3.6 Increase campus engagement in social justice education and leadership opportunities.)*
 - Whatcom hosted over 60 WCC and WWU students, faculty and staff, community members, and members of the Lummi Tribe for a community forum last month. Panelists included Kaatje Kraft, WCC Sustainability Coordinator; two Lummi Tribal members; and Dr. Dorceta Taylor, Environmental Sociologist from the University of Michigan. Participants joined in a conversation on inclusive environmentalism. The event was sponsored by the WCC sustainability committee, Community Engagement Fellows, WCC service-learning, and the WCC Equity Project.
- **Campus Diversity Committee and Equity Project:** *(3.4 Revise policies, practices, services, and curricula from an equity-based lens, 3.5 Improve recruitment and retention of diverse students, faculty, staff, and administrators, 3.6 Increase campus engagement in social justice education and leadership opportunities)*
 - The Campus Diversity Committee created a list of diversity and equity questions for search committees; this pool of questions is now being used by search committees.
 - At professional development day, The Equity Project hosted the morning panel discussion and several breakout sessions throughout the day.

➤ **Institutional Advancement – Sue Cole, Executive Director**

- **Foundation** *2.5.2 Complete planning for capital fundraising campaign; 3.3.3 Ensure sustainability of Orca Food Pantry.*
 - **Fundraising Update:**
 - Draft reports show that we received 16 gifts and pledges totaling \$10,978 for the month of February. Fiscal year to date as of 2/28/18, we have received \$791,251 in gifts and pledges.
 - **Foundation News:**

- 230 faculty and staff who supported the Foundation through donations at Combined Fund Drive events or directly were thanked with a Valentine's Day cookie and special message for being part of WCC's culture of kindness.
 - Planning for the college's spring events is underway, including the groundbreaking ceremony for the Phyllis and Charles Self Learning Commons on April 11.
 - The WCC Foundation scholarship application window closed on February 26, and over 270 applications have been submitted.
- Community Affairs *2.1.3 Present capital project (i.e. Learning Commons, student housing) updates to help foster ongoing mutual support with the local community; 2.5.1. Build and strengthen new and existing relationships with local businesses and community groups as college supporters to help fund initiatives and develop advocacy for the college.*
 - Met with new Port of Bellingham Economic Development Director to explore partnership opportunities.
 - Represented WCC on a joint Peace Health St. Joseph/Chuckanut Health Foundation planning session on collaboration for community health issues, including chemical dependency.
- **Communications, Marketing and Publications** *1.3.1 Fully implement and evaluate a welcome center; 2.1.1 Expand communications tools and resources for increased collaboration and institutional awareness; 2.6.3 Package business-centric services/opportunities to connect with business and industry to create awareness of the college's impact on the economy.*
 - **Digital Communication Highlight:**
 - More than 100 faculty and staff photos have been added to the online staff directory after the Professional Development Day photo shoot. Including our photos in the directory supports internal communication efforts and creates a more welcoming environment for students.
 - **Publication / Advertising Highlight:**
 - Digital and video ads promoting Running Start, online classes, and the BAS degree are live on Bellingham Herald's partner sites, popular websites, and social media. The ads are directed toward current and new students in an effort to increase enrollment and retention rates for spring quarter.
 - **Press Releases and Resulting Media Coverage:**
 - [WCC Offers Workshops for Middle-Schoolers](#), The Chamber, 2/26/18
 - [WCC Self Learning Commons to Break Ground this Spring](#), The Chamber, 2/14/18
 - [New trustees appointed to Whatcom Community College Board](#), BBJ Today, 2/21/18
 - [WCC to offer training to respond to opioid epidemic](#), Lynden Tribune, 2/21/18
 - [WCC Student is "Transforming Lives" Nominee](#), The Chamber, 2/8/18
 - Find more College news at whatcom.edu/news