

## MEMBERS:

- **Rebecca Johnson,**  
Chair
- **Wendy Bohlke,**  
Vice Chair
- **Steve Adelstein**
- **John Pedlow**
- **Teresa Taylor**

**BOARD OF TRUSTEES**  
**Meeting Agenda**  
**Wednesday, January 13, 2021**  
**Regular Board Meeting -2:00 pm**  
Via Zoom

<https://us02web.zoom.us/j/81558465327?pwd=aEVzS1c4VXBVRmpVU3NMWTJQenZQdz09>

Meeting ID: 815 5846 5327  
Passcode: 555122

*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

**February 17, 2021**

- I. Call to Order & Approval of Agenda, and Notice of Public Comment Time
- II. Consent Agenda Tab 1
  - a. Minutes of December 16, 2020 Board of Trustees Meeting (Attachment A)
- III. Public Comment
  - [Protocols for Public Comment](#)
- IV. Enrollment Update – Carla Gelwicks, Dean for Instruction and Nic Hostsetter, Director for Student Success and Retention
  - Strategic enrollment Management: New resources to support students at WCC - Virtual Front Desk
- V. Executive Session
  - 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 that the agency has identified when public discussion of the litigation
- VI. Adjournment

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

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



## CONSENT AGENDA

- a. Minutes of December 13, 2020 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

Virtual Meeting via Zoom

Wednesday, December 13, 2020

2:00 p.m.

- **CALL TO ORDER** Chair Rebecca Johnson officially called the Board of Trustees meeting to order at 2:00 p.m. Present in addition to the chair were trustees Wendy Bohlke, Steve Adelstein, John Pedlow, and Teresa Taylor, constituting a quorum. Others present included President Hiyane-Brown; Nate Langstraat, Vice President for Administrative Services; Ed Harri, Vice President for Instruction; Luca Lewis, Vice President for Student Services; Eva Schulte, Executive Director for Institutional Advancement; Terri Thayer, Interim College Equity Officer; Kerena Higgins, Assistant Attorney General; and Rafeeka Kloke, Special Assistant to the President.

#### **ACTION TO ACCEPT AGENDA**

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

#### **PUBLIC COMMENT**

- Chair Johnson called for public comment.
  - Ian Stacy, faculty member, said he believed the information shared in spring 2020 that the College was in an “existential financial crisis.” He expressed that many of his colleagues have contributed significantly to maintain operations and the budget process by cutting departmental budgets. He was disappointed to see class sections being cut and the impact on adjunct faculty. He shared that he had to dismantle the only textbook he has for scanning to share with students. He felt that the college is not in a financial crisis as what he was told and felt the trust he has in the College has been broken.
  - Tommaso Vannelli, faculty member and WCCFT president, shared disappointment with the Board’s response to their letter. He stated that the response from the board after executive session at the November meeting was dismissive and did not address questions in the letter. He asked the board to consider adopting future actions that demonstrate a commitment to inclusivity and transparency in decision-making process.

- Kaatje Kraft, faculty member, shared her concern with the recent continuation of contract for the president without feedback from faculty and staff, specifically related to the inclusion of a sabbatical. She was frustrated with the lack of transparency.
- Anna Wolff, faculty member, cited the importance of feedback for improvement and innovation and was disappointed that the board did not provide information or share their decision making process as requested by the union. She concluded that the board does not value faculty and staff of this institution.
- Ines Poblet, faculty member questioned the board's decision in providing administration including the college president raises, vacation payouts, sabbatical at a time when the college is experiencing declining enrollment, class cancellations, and budget cuts.
- Cynthia Kuhn, adjunct faculty, shared information about the A Friend fund which was created in September of 2020, as a joint effort between the WCC Foundation and WCCFT as a source of emergency funding for adjuncts who have been affected by the global pandemic, reduction in state funding and declining enrollments. She said the need is great. She thanked those who have contributed and asked others to consider contributing to help the fund reach its goal of raising \$20,000 (currently at \$5,000). Donation can be given through WCC Foundation website.

## **CONSENT AGENDA**

### ➤ **Consent Agenda**

- a. Minutes of the November 20, 2020 Board of Trustees meeting.
- b. Proposed Summer quarter graduates

Chair Johnson stated: "If there are no objections, these will be adopted." As there were no objections, these item were adopted.

Chair Johnson shared a letter from the League of Women Voters of Bellingham/Whatcom County expressing appreciation to the college for its support of ASWCC's civic engagement and Get-Out-The-Vote efforts during the challenging election cycle. Whatcom County had one of the highest rates of voter turnout in Washington and ASWCC's innovative voter engagement work contributed to this high turnout rate.

## **ACTION ITEM**

### ➤ **Proposed Title IX Emergency Rules Extension**

Trustee Adelstein moved to approve the proposed Title IX Emergency Rules Extension. It was seconded by Trustee Pedlow and the motion passed unanimously.

## **BREAK**

- The meeting was adjourned for a five-minute break at 2:20 p.m.
- The meeting reconvened into open session at 2:25 p.m.

## **EXECUTIVE SESSION**

- At 2:25 p.m. the meeting was adjourned for a closed Executive Session of the Board for approximately forty minutes to review the performance of a public employee..., and as provided in RCW 42.30.140 (4)(a), to discuss collective bargaining...and ...to discuss with legal counsel representing the agency matters relating to Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation.

Chair Johnson announced that action was not anticipated. Guests included President Kathi Hiyane-Brown, and Assistant Attorney General Kerena Higgins.

At 3:05 p.m. the Executive Session was extended for another 25 minutes.

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

## **ADJOURNMENT**

- There being no further business, the meeting was adjourned at 3:30p.m.

# Whatcom

## COMMUNITY COLLEGE

### Reports to the Board of Trustees January 13, 2021 Meeting

#### ➤ ASWCC – Hannah Oliver, President

- **Student Engagement (Goal 1.3 and Promote student access through quality services and resources)**
  - Student leaders hosted a virtual game night in collaboration with ASWCC Gaming Club on December 2nd including Jackbox party pack 7 and Among Us. There were 15 participants.
  - On December 4th, the ASWCC civic engagement team submitted two proposals for the 2021 WACTCSA Legislative Action Agenda and one was selected to be one of the 3 official legislative agenda items for 2021. The selected proposal is to expand the working child connection care program.

#### ➤ Advancing Equity – Terri Thayer, Interim College Equity Officer

- **Collaboration with Marketing Department on messaging**
  - Collaboration with Marketing department on culturally relevant and equity minded messaging
- **2020 Affirmative Action/College Diversity Plan**
  - Completed and submitted to OFM an internal assessment of Equity minded procedures and practices in place as well as those that need to be developed and implemented to ensure and drive Whatcom's goal for increasing Diversity, Equity and Inclusion across campus.
- **Equity Support, Building Connections, Cultural Recognition and Activities** *(Goal 1.1 Improve student success in retention, completion, transfer, and employment, 1.3 Promote student access through quality services and resources, 2.1 Increase collaboration and communication to serve collective needs across the College, 3.1 Ensure all students have access to campus resources that support educational success, 3.2 Apply culturally responsive pedagogy in all teaching and learning environments, 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes)* *Is this about messaging these cultural traditions...*

- Sustainability Committee: Meeting with faculty chair to intentionally implement equity into sustainability conversation
- Attending a number of college committees and sub committees to address equity and interweaving equity into the work – Strategic Enrollment Management, Budget Review Committee, College Diversity Committee, Professional Development Committee, Tenure Review Committee, and College Council)

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

- **ctcLink** *(4.1 Offer programs, services, and facilities that support college needs and market)*
  - Subject Matter Experts (SMEs) are preparing for cycle two data conversion activities, data validation workshops, and actual data validation, which will occur from January through March.
  - Initial meetings held with ctcLink pillar leads to define new ctcLink business processes for all departments; including building a comprehensive task list, detailed training plan for all staff, and business process approval/sign off.
  - SBCTC ctcLink project scope for WCC has been changed from green to yellow to reflect the identified additional training that SME's will need to take prior to the attending local change action plan workshops.
- **Finance** *(4.1 Offer programs, services, and facilities that support college needs and market demands)*
  - In collaboration with Financial Aid, the business office has created a new process to expedite disbursements for private financial aid loan students.
- **Facilities and Operations** *(4.1 Offer programs, services, and facilities that support college needs and market demands)*
  - The Engineering lab remodel is progressing with wall framing, plumbing and electrical rough in, and HVAC systems installed. Finishing work will continue through January with project completion scheduled for mid-February.
  - Baker and Syre roof replacements are nearly complete with just minor flashing and finish items remaining. Work has started on the Kelly roof and will continue through early February.
- **Conference & Event Services (CES)** *(4.1 Offer programs, services, and facilities that support college needs and market demands)*
  - CES is actively working with a select group of external Orca Field clients and the WCC Athletic Department to reserve field times/space for winter quarter 2021.
- **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)*
  - For winter quarter, and with staffing assistance from Conference and Event Services, the Bookstore organized and implemented a course materials distribution services center in Syre 107/108. This service offered students an on-campus centralized location for curbside pickup of textbooks purchased through the Bookstore's website as well as science lab kits, art supply kits and nursing department course materials. Students appreciated the low contact, easy drive up service.

- In collaboration with the Information Technology department, the Bookstore has completed the final implementation of a new Point of Sale (POS) virtual server and new cash register system. This system change was required due to recent strengthening of credit card processing security requirements. Customers will see several direct service enhancements including chip reader and contactless payment processing.
- **Information Technology** (4.1 Offer programs, services and facilities that support college needs and market demands)
  - For winter quarter startup, IT staff have checked-in and refurbished computers from fall quarter to ensure they are updated and available for redistribution.
  - The College's phone system received a major upgrade over the break. All services are back on-line and working appropriately. Virtualized Desktop Infrastructure (VDI) received a software upgrade during break. Services are operating and IT staff are addressing small issues.

#### ➤ **Student Services—Luca Lewis, Vice President**

- **Community Standards and Residence Life:** (Goal 1.3 Promote student access through quality services and resources, 3.1 Ensure all students have access to campus resources that support educational success)
  - Provided support and programming for ten residents staying in Cedar hall during Winter Break.
  - Collaborated and prepared with International Programs for seven International Students arriving for winter quarter.
- **Athletics:** (Goal 1.3 Promote student access through quality services and resources, 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes)
  - Student-athletes demonstrated academic excellence during fall quarter with 62 student-athletes earning a 3.0 GPA or higher with 14 of these students earned a perfect 4.0 GPA. Women's Cross Country combined for the best team GPA of all Orca Teams with a 3.33 GPA overall.
- **K-12 Partnerships:** (Goal 1.3 Promote student access through quality services and resources, 3.1 Ensure all students have access to campus resources that support educational success, 4.2 Increase college enrollment and secure resources for the continued viability of the College)
  - Hosted 15 virtual visits with our local high schools/prospective students in the community, 94 future students.
  - Hosted two general Virtual WCC Information Sessions and one Financial Aid Support Event, 25 students attended.
  - Hosted a virtual fall counselor meeting to resource share with our key community stakeholders (40 community members joined).
- **Academic 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)



- In partnership with ADS, AIM, BFET, Veterans Services and Worker Retraining, initiated planning for reassigning of approximately 150 students to advisors and academic coaches to staff in those respective service areas, from general population advisors?
- **Financial Aid:** *(Goal 1.3 Promote student access through quality services and resources, 3.1 Ensure all students have access to campus resources that support educational success)*
  - Currently 2,824 students have been awarded financial aid for the 2020-2021 school year. This compares to 2,631 students awarded as of a similar date for the 2019-2020 school year. Currently 4,858 students and prospective students have completed the FAFSA (4,769) and WASFA (89) for the 2020-2021 school year. This compares to 5247 FAFSA (5,158) and WASFA (87) applications as of a similar date for the 2019-2020 school year.
- **Student Success and Retention:** *(Goal 1.1 Improve student success in retention, completion, transfer, and employment, 3.3 Promote student access through quality services and resources)*
  - Sent 1,467 registration reminder to students. Pod Leaders reached out via phone to approximately 120 students before the start of winter quarter. All students received an email reminder about registering for winter quarter/
  - Served over 265 students through the College's new Virtual Front Desk.
- **Access and Disabilities Services:** *(Goal 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)*
  - ADS ended fall quarter with 300 students receiving services and/or accommodations. Compared to 423 students at the end of fall 2019.
  - Provided names of 13 eligible students for recruitment into the College's new TRIO SSS Grant program.

#### ➔ **Instruction— Ed Harri, Vice President**

- **Workforce Education** *(4.1 Offer programs, services, and facilities that support college needs and market demands. 2.3 Strengthen partnerships with K-12 and higher education institutions. 2.4 Foster learning, service, and leadership opportunities through community partnerships.)*
  - Secured \$177,346 in GEERS (Professional Technical Re-start Grant, Cares act allocation administered by the SBCTC) funding. The grant was significantly more competitive than anticipated and WCC was able to secure 89% of the maximum allowable amount. The grant supports pandemic related expenses in Medical Assisting, Nursing, Nursing Assistant, Massage, Physical Therapy Assistant, Visual Communications and Computer Information Systems.
  - Career Connected Learning on behalf of the Washington State Employment Security Agency awarded WCC a \$130,780 grant to enhance WCC's Computer Information Systems Program's paid work based learning opportunities, align curriculum to emerging trends, increase the diversity of our program, and enhance k12 and university partnerships.

- The College was able to successfully offer in-person instruction in health professions programs during fall quarter, although in-person experiences were not offered in December and will not start until mid-January due to increasing COVID-19 cases in our community. Faculty and students were exceptionally adaptive and followed WCC safety protocols in order to achieve success in this modality.
- **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*)
  - **Cybersecurity grants activity:**
    - NCyTE Director Corrinne Sande provided an online workshop on December 3<sup>rd</sup> to college and university faculty and administrators from across the nation regarding resources and assistance NCyTE provides to institutions for developing or enhancing cybersecurity education programs, and towards earning the Center of Academic Excellence (CAE) designation from the National Security Agency.
    - NCyTE exhibited and conducted a presentation on curricular resources for high school instructors at the National Initiative for Cybersecurity Education (NICE) K-12 conference December 7<sup>th</sup>-8<sup>th</sup>. Resources include 13 cybersecurity lessons (developed through the C5 grant project) that teachers can incorporate into the Advanced Placement Computer Science Principles (AP CSP) course, and the AP CSP – Cyber course being developed through a collaboration between NCyTE and AP provider CodeHS.
    - NCyTE presented another two-day workshop December 17-18 introducing new Cybersecurity Maturity Model Certification (CMMC) requirements to college faculty and business personnel. Due to popular demand, two additional trainings have been scheduled for January and February 2021. Workshops provide an overview of how to prepare for CMMC certification, including its requirements, impact and importance for contractors working with the Department of Defense. Additional courses are planned for industry in collaboration with WCC's Community & Continuing Education.
    - NCyTE Director Corrinne Sande and CIS Program Coordinator Christy Saunders presented a training to local nonprofits on January 5th on how to enhance cybersecurity around domestic violence issues.
    - On behalf of NCyTE, WCC has secured a contract with the Clark Center cybersecurity digital library (<https://clark.center/home>) to host curriculum materials developed by NCyTE. With support from Rowena McKernon, WCC's OER Resource Librarian, Clark's processes will result in improved standardization of NCyTE curricular materials as well as a sustainable, lasting online means through which NCyTE-sponsored content can reach maximum dissemination.
- **International Programs** (*1.3 Promote student access through quality services and resources; 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.*)

- More than 30 new international students have enrolled for the Winter 2021 quarter, joining returning international students for a total of approximately 190 international enrollments.
- A small group of international students are planning to enter the US for the Winter 2021 quarter and reside in Cedar Hall. Six students from Canada, the UK, Japan, and Saudi Arabia are hoping to arrive in late-January.
- Two Russian students will begin their studies in Winter 2021 as part of a program called the Year of Exchange in America for Russians (YEAR) program. Whatcom was selected as a host college for the YEAR program through a competitive application process, and students were initially scheduled to begin their studies in Fall 2020 but were deferred due to the COVID-19 pandemic.
- **Community and 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 two SBCTC Job Skills Program (JSP) grant awards of \$45,123 and \$27,124 to provide customized leadership and lean process training for incumbent employees of Moon Valley Organics in Deming and Bramble Berry in Bellingham through the remainder of the academic year.

#### ➤ **Foundation and College Advancement – Eva Schulte, Executive Director**

- **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 and Mission-Based Support: The winter quarter emergency fund application opened on December 30th. As of January 7, 2021, 727 applications have been submitted. Focus areas for winter quarter support include first time applicants, tuition and fees support, as well as gift cards from the Orca Food Pantry.
  - Fundraising: The Foundation received 112 gifts and pledges totaling \$83,577 for the month of December. Two new term endowments were finalized to support art and sustain ability and another for a lecture series on dismantling racism and advocating for social justice. Fiscal year to date as of December 31, 2020 the Foundation received \$296,379 in gifts and pledges.
- **Community Affairs** *(2.1 Increase collaboration and communication to serve collective needs across the College; 2.5 Cultivate community awareness and support for the College)*
  - Cross Divisional Collaboration: Communications & Marketing is working with Outreach, Registration, Student Success & Retention, the Campus Equity Officer and more to develop a strategic communications plan for student, employee and public messaging.
  - Relationship Building: United We was identified as a partner to support civic appointments for WCC students, faculty and staff; new platforms for alumni engagement and mentoring. Haggen Food and Pharmacy will launch a campaign to support the WCC Foundation and WCC on January 7- March 3 focusing on youth and education. The Fairhaven Haggen location will direct

philanthropic support to the WCC Foundation during this time period. All are invited to support.

- **Communications, Marketing and Publications** (1.3 Promote student access through quality services and resources; 2.1 Increase collaboration and communication to serve collective needs across the College; 2.6 Engage with business and industry to strengthen regional economic development)
  - Web and Social Media
    - New video recordings of Accessibility and Website Trainings are available: <https://compass.whatcom.edu/service-center/communications-marketing>
    - 2020 social media numbers from Jan. 1 2020 – December 31, 2020 show an increase of followers on Twitter (2%), Facebook (3%), LinkedIn (5%), and Instagram (14%).
  - Publications, Graphic Design and Advertising
    - Winter quarter enrollment advertising campaign ran from Nov. 25 – Jan. 4. Notable results included search engine marketing (Google AdWords) with a 35% click-thru rate, thousands of clicks to our website, and top-rated content articles about worker retraining and Running Start on WhatcomTalk.
    - Communications is working with Outreach to create a new view book publication, which will be distributed to potential students and community members to learn more about WCC and encourage enrollment.
    - The spring quarter newsletter will be distributed to all households in Whatcom County early March to promote spring quarter enrollment.
  - Press Releases and Resulting Media Coverage
    - [Whatcom READS Invites Public To Join Online Events and Book Discussions](#), WhatcomTalk, 1/5/2021
    - [Whatcom Community College's Transitional Learning Program Helps Students Learn Skills for a Better Job and More Money](#), The Chamber, 1/4/2021
    - [Class Notes: Ijeoma Oluo, '07](#) (Rev. Dr. Martin Luther King Jr. conference co-host WCC mention), Western Today, 12/31/2020
    - [Community, technical colleges receive grants to restore workforce programs](#), KGMI, 12/28/2020
    - [Whatcom CC begins licensed Adult Family Home program](#), Lynden Tribune, 12/23/2020
    - [Whatcom CC begins licensed adult family home program](#), Ferndale Record, 12/23/2020
    - [Whatcom Community College Foundation Announces Successful Completion to \\$2.5 Million Igniting Futures Campaign](#), The Chamber, 12/22/2020
    - [Whatcom Community College Launches New Program for Adult Family Home Administrators](#), The Chamber, 12/21/2020
    - [Port Townsend High School Scholarship Foundation gives grants to students](#), The Leader, 12/16/2020
    - [Bellingham police chief Doll announces plans to retire; Simon to be interim chief](#) (Doll is WCC alumni), Bellingham Herald, 12/4/2020
      - Read more at [www.whatcom.edu/news](http://www.whatcom.edu/news)