

BOARD OF TRUSTEES
Meeting Agenda
Wednesday, December 14, 2022
Regular Board Meeting -2:00 pm
237 West Kellogg Road, Bellingham
Pavilion 201

MEMBERS:

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

If you are a person with a disability and require an accommodation while attending the meeting, please contact the President's Office at rkloke@whatcom.edu two days prior to the meeting to allow sufficient time to make arrangements.

- I. Call to Order & Approval of Agenda, and Notice of Public Comment Time
- II. Consent Agenda Tab 1
 - a. Minutes of November 9, 2022 Board of Trustees Retreat (Attachment A)
 - b. Board of Trustee Resolution 2022-2 COB Trail Easement
- III. Introduction of Student Services new directors and associate directors
- IV. Public Comment
 - [Protocols for Public Comment](#)
- V. Strategic Conversation
 - Technology and Engineering Center Project – Nate Langstraat, Vice President for Administrative Services and Brian Keeley, Senior Director for Facilities Operations
- VI. Report from the President
- VII. Reports Tab 3
 - ASWCC – Joshua Norton, President
 - WCCFT – Anna Wolff, President
 - WFSE – Dan Andreason, President
 - Administrative Services –Vice President Nate Langstraat
 - Student Services – Acting Vice President Kerri Holferty
 - Instruction – Vice President Barry Robinson
- VIII. Discussion/Items of the Board Tab 4
 - Proposed 2023 Board of Trustees Meeting schedule
- IX. Executive Session
 - ...as provided in RCW 42.30.110 and 42.30.140 (4)(a), to discuss collective bargaining...
 - to discuss with legal counsel representing the agency matters relating to litigation or legal risks of a proposed action or current practice the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency
- X. Adjournment

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

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



CONSENT AGENDA

- a. Minutes of November 9, 2022 Board of Trustees Special Meeting (Attachment A)
- b. 2022-2 Board of Trustees Resolution – Public Trail Easement with the City of Bellingham Parks and Recreation

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
237 W. Kellogg Road, Bellingham
Pavilion 201
Wednesday, November 9, 2022
2:00 p.m.

- ➔ **CALL TO ORDER** Chair Wendy Bohlke officially called the Board of Trustees meeting to order at 2:00 p.m. Present in addition to the chair were trustees Jeff Fairchild, Rebecca Johnson, John Pedlow and Teresa Taylor, constituting a quorum. Others present included President Hiyane-Brown; Nate Langstraat, Vice President for Administrative Services; Barry Robinson, Vice President for Instruction; Kerri Holferty, Acting Vice President for Student Services; Terri Thayer, Director for Community Standards and Residence Life; Drew Nishiyama, Assistant Attorney General; and Rafeeka Kloke, Special Assistant to the President.

ACTION TO ACCEPT AGENDA

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

INTRODUCTION OF 2023 WCC TRANSFORMING LIVES AWARD NOMINEE

- ➔ Chair Bohlke introduced Eva Brown, 2023 WCC Transforming Lives Award Nominee. Eva is a single mother raising a 8-year old daughter with the goal of becoming a nurse. Eva overcame many obstacles and managed to become a licensed massage therapist and EMT. She will be graduating with an associate in arts and science at the end of this quarter. Eva has already completed 1000 hours of work in the medical field for nursing school prerequisite and plans to apply for WCC's nursing program after graduation. Chair Bohlke also thanked Trustee Pedlow for reviewing the nominations.

CONSENT AGENDA

➔ Consent Agenda

Minutes of the October 12, 2022 Board of Trustees Retreat.

Chair Bohlke stated: “If there are no objections, item in the consent agenda will be adopted.” As there was no objection, this item was adopted.

PUBLIC COMMENT

- ➔ Chair Bohlke called for public comment. She announced a 15-minute public comment period with 2 minutes allocated to each person.
- ➔ Kaatje Kraft, full-time faculty, shared comments regarding housing challenges for students
- ➔ Anna Wolff, full-time faculty and WCCFT president, shared comments regarding faculty representation on strategic planning core team.

STRATEGIC CONVERSATION

➔ Open Meeting Act and Public Records Act Board Training – Drew Nishiyama, Assistant Attorney General (AAG)

Nishiyama shared a PowerPoint presentation with an overview of Open Meeting Act and Public Records Act. This is a required training for the Board.

PRESIDENT’S REPORT

- ➔ The Strategic Planning Core Team met on October 27, 2022. The meeting was facilitated by Stephen Shields, strategic planning consultant. The team reviewed timeline and tasks. Highlights/takeaways included:
 - COMMUNITY | a notion that encompasses the duality in meaning of that word – namely the campus community and the broader community.
 - ACCESSIBILITY | the notion that WCC is a uniquely accessible place for students and others that need or want something and for which they believe WCC might be able to deliver
 - GATEWAY TO A BETTER LIFE | the notion that WCC provides a reliable path for meeting people where they are and moving them to a better place regardless of whether they know or do not know exactly what that is
- Similar themes emerged from board discussions at the summer Board of Trustees Retreat.

- ➔ Allyson Knox, senior director of education policy for Microsoft’s US Government Affairs division gave a closing plenary talk on October 28, 2022 during the annual ATE principal investigator’s conference. Knox made numerous references to the “fantastic work” that Corrinne Sande and the NCyTE Center have done to help colleges improving their cybersecurity programs. President Kathi thanked Corrinne Sande and the NCyTE staff for their work.
- ➔ The College will be hosting an education summit on December 8 and 9, 2022 with a key focus on growing cybersecurity workforce. This is a collaboration between National Science Foundation and the Office of the National Cybersecurity Director. Invitations have been sent to presidents of community colleges with cybersecurity programs, as well as tribal colleges, and business and industry.
- ➔ The WCC Foundation’s Donors Appreciation breakfast was well attended. The event featured stories of three student scholarship recipients and a special recognition to Steve Shropshire for his leadership in creating the Thank you for your service endowment to support veteran students.

DISCUSSION/ITEMS OF THE BOARD

➔ **AACC Leadership Congress**

Chair Bohlke recently attend the AACC Leadership Congress. She shared a few highlights of the conference.

➔ **ACT Fall Conference – November 17-18, 2022**

Chair Bohlke, trustees Johnson and Pedlow will be attending the conference.

EXECUTIVE SESSION

- ➔ At 3:35 p.m. the meeting was adjourned for a closed session of the Board for forty min provided in RCW 42.31.110, to discuss collective bargaining and a closed Executive Sessi immediately after the closed session, an executive session to discuss with legal counsel representing the agency matters relating to litigation or legal risks of a proposed action current practice the agency has identified when public discussion of the litigation or leg; is likely to result in an adverse legal or financial consequence to the agency; and to cons selection of a site or the acquisition of real estate by lease or purchase...;

Chair Bohlke announced that action was not anticipated. Guests included President Kat Hiyane-Brown, Vice President Nate Langstraat, Vice President, Special Assistant Rafeeka

and Assistant Attorney General Drew Nishiyama.

The Executive Session was adjourned at 4:15 p.m. and the Board reconvened into open session at 4:15 p.m.

ADJOURNMENT

- There being no further business, the meeting was adjourned at 4:15 p.m.



Memorandum

To: WCC Board of Trustees

From: Nate Langstraat, VP for Administrative Services

Subject: Board Resolution - Public Trail Easement with City of Bellingham Parks and Recreation

Date: Wednesday, December 14, 2022

Whatcom Community College (the College, WCC) developed and constructed on-campus student housing, now named Cedar Hall, between 2018-2020. The residence hall opened in fall 2020. As part of the development project, WCC was assessed \$223,581 in park impact fees by the City of Bellingham Parks and Recreation Department (the City).

In partnership with the City, an agreement was reached where the value of the design and construction of the trail on the east side of the Learning Commons would be credited to WCC in the amount of \$252,811, provided a public trail easement agreement could be reached to include the trail as part of the City's trail system. President Kathi was given permission by the WCC Board of Trustees in fall 2021 to pursue this approach.

Final draft agreements were reached between the College and the City in October 2022. Those documents are now ready for official execution between the College, State Board for Community and Technical Colleges, and the City of Bellingham.

Therefore, the Administrative Services office provides the suggested motion below:

Move to approve the Board Resolution 2022-02.



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

To support

Public Trail Easement with City of Bellingham Parks and Recreation

Resolution No. 2022-02

Whereas Whatcom Community College (WCC) and the City of Bellingham (the City) mutually agree to support a Public Trail Easement on WCC's property that connects to the City's comprehensive public trail easement system; and

Whereas in exchange for the Public Trail Easement the City will credit WCC for the value of the trail to be applied to the park impact fees associated with the on-campus the student housing project (Cedar Hall); and

Whereas all terms associated with the Public Trail Easement are identified in the easement agreement and the letter of agreement that outlines the "Impact Fee Agreement;"

BE IT RESOLVED, that the Board of Trustees of Whatcom Community College supports and approves the Public Trail Easement Agreement between the College and the City.

PASSED AND APPROVED by the Board of Trustees of Whatcom Community College at its meeting thereof duly and regularly held this 14th day of December 2022.

WHATCOM COMMUNITY COLLEGE

Done in Open Meeting by the Board this 14th day of December, 2022.

BOARD OF TRUSTEES
Whatcom Community College

By:

Chairperson of the Board



Reports to the Board of Trustees December 14, 2022 Meeting

➤ ASWCC – Joshua Norton, President

Student Engagement (*Goal 1.3 and Promote student access through quality services and resources*)

- Programming and Diversity Board
 - HalloweenFest: October 27th, 2022. The Programming and Diversity Board in partnership with the Intercultural center, hosted HalloweenFest. There were 2 events on October 27th, the first of which there were 81 attendees and the second had 32 attendees.
 - Dia De Los Muertos: November 1st, 2022. The Programming and Diversity Board partnered with the Intercultural Center to host Dia De Los Muertos. There was a total of 238 attendees that signed in to the event.
- ASWCC Clubs:
 - Chartered clubs: There are currently 18 chartered clubs. To continue to pay quarterly allocations, ASWCC Clubs at Interclub Council on November 18th requested \$2,000 from the ASWCC Senate for 5 more club quarterly allocations.
 - Interclub Council: Nov 18th
 - ASWCC Club Fair: 14 chartered clubs participated in this event and tabled. There were 82 attendees at the Club Fair. This event was an exciting display of which clubs are active on campus, it was widely attended and sparked several new clubs forming.
 - Sustainability Oriented Students Clothing Swap: November 16th, many students attended though we do not have an exact number because there were multiple entrances to the space. This club led event allowed students to drop off and pick up clothing at no cost and forwarded the SOS Clubs sustainably focused efforts.
- ASWCC Senate:
 - Senators are weighing in on important student issues, and the most recent senate meeting on November 21 included reviewing budget requests from two student clubs, as well as the ASWCC VP for Clubs to allot additional funds to clubs. The Senate also was given reports from many Services and Activities fee recipients at this meeting and everybody in the room, audience and senate alike, indicated that they learned useful information about campus. 28 people attended.

- March to Vote: November 3rd, 2022- 11 people attended and marched across campus from Syre 107/108 to the new Ballot Box location. This included students, staff, faculty and community members. As they marched, the incredibly valiant student body president carried a sound system and played music the entire way. Community members honked when they saw the vote banners attendees were carrying. It is the hope that we continue this event for every election going forwards as part of Whatcom Community College's Voter Friendly Campus designation.

➤ **WCCFT—Anna Wolff, President**

On Tuesday, December 6, Union President Anna Wolff along with Interim VPSS Kerri Holferty will host a Faculty/Advisor/Success Coach meet and greet. Advisors and Success Coaches are partners with Faculty in supporting student success. This meet and greet is an opportunity for all of us to meet new colleagues, connect with existing ones, and build our relationships with each other.

The union executive committee will also meet with the cabinet on Tuesday, December 6. Cabinet and ExComm have both expressed interest in continuing to meet regularly to discuss points of shared interest.

Throughout the Fall quarter, the union executive committee (facilitated by our VP for Full Time Faculty Kirsten Egerstrom) has appointed 15 faculty members to search committees. In addition, we have filled 5 mid-year vacancies on campus standing committees. Kirsten also facilitated, in conjunction with the Department Chairs, our new process (in alignment with the RCW) for appointing tenure committee members, and our executive committee appointed 10 faculty members to 5 tenure committees.

Our union continues to work with administration through the process of the Unfair Labor Practice Complaint we filed with PERC on March 15, 2022. We hope for a successful resolution that restores a good working labor-management relationship.

Members of our union executive committee also continually meet with our fellow faculty to discuss our working conditions and how best we can collectively continue to make WCC a great place to work and learn. One item of consistent concern is faculty's need to have a prominent and consistent role in decision making around working conditions and policy making on campus. Along with other faculty leaders, we have consistently advocated for this need with administration.

➤ **Advancing Equity – Terri Thayer, Director for Community Standards and Residence Life**

Intercultural Services: *(Goal 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes, 4.3 Provide ongoing opportunities for faculty and staff professional growth)*

- Partnered with the Latinx Leadership Club and Office of Student Life and Development for the Annual Dia De Los Muertos Celebration on November 1. This year the celebration performance includes Baile Folklorico Las Chicas Reynas de Ferndale and Ernesto Torres. We had interactive activities such as face

painting, coloring pages, flower making tables and a community Ofrenda. We had 300 attendees this year.

- Hosted a Talkin' Story on November 2 to Recap the Dia De Los Muertos Celebration. Maripaz Jimenez-Gutierrez and Magaly Aguayo, Intercultural Center Peer Navigators facilitated the discussion.
- Hosted a Talkin' Story on November 16 on Transgender Day of Remembrance. Joel Weisel, Student Completion Coach for TRIO and Intercultural Center Peer Navigators facilitated the discussion.
- Hosted Actions for Change on November 17 on Mental Health within the BIPOC Community. Magaly Aguayo and Iliana Lopez, Intercultural Center Peer Navigators facilitated the discussion. Dawn Gallardo, WCC Faculty Counselor was there for support.
- Hosted a Talkin' Story on November 30 on Protecting Black Girls. Kunmi Ajiboye, Intercultural Center Peer Navigators facilitated the discussion.
- Intercultural Center Peer Navigators attended training on November 4 on Self Care and how manage stressful situations in a professional setting. The training was led by Dawn Gallardo and Margaret Vlahos, WCC Faculty Counselors.
- Intercultural Center Peer Navigators attended training session on November 18 on how apply for Financial Aid. The training was led by Alan Alatorre-Barajas, TRIO Student Financial Coach and Rico Martinez, Financial Aid Program Coordinator.

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

- **Bookstore** (4.1 Offer programs, services, and facilities that support college needs and market demands, 3.1 Ensure all students have access to campus resources that support educational success)
 - This fall, in support of the return of students and staff to campus, the Bookstore added several new retail merchandise items. These new products include new WCC traditional and beanie style caps, men's waterproof WCC jackets, WCC Bellingham t-shirts, WCC coffee mugs, WCC insulated tumblers, WCC folders and notebooks, as well as a variety of pickleball and yoga merchandise.
 - Six academic course sections have chosen to use Inclusive Access course materials for the upcoming winter quarter. Inclusive Access is a course material delivery program that utilizes publisher-provided digital content that is directly integrated into the student's course-specific Canvas site. Using Inclusive Access, instructors can develop interactive course activities and measure individual student success. All students share an equitably based discounted course material fee for their materials and all students have access to these materials on the first day of classes. Students have until the fourteenth day of classes to opt out of the Inclusive Access material fee.
- **Conference & Event Services (CES)** (4.1 Offer programs, services, and facilities that support college needs and market demands)
 - External agreements have been confirmed for North Cascades Concert Band, WFC Rangers & Whatcom Select Soccer.
 - Conference & Event Services will be supporting the following internal events, Music Department's rehearsal and fall concert, ASWCC end of quarter celebration, Community College Cybersecurity Strategic Summit, winter

orientation and keynote panel, pigh school counselors breakfast and meeting, and PTA graduation.

- **ctcLink** (*4.1 Offer programs, services, and facilities that support college needs and market*)
 - Business Systems analyst Matt Connelly is working with pillar leads and subject matter experts to identify top ctcLink issues/feature enhancement requests for WCC. Priorities are focused on growing enrollment and improving efficiencies and effectiveness.
 - SBCTC has implemented Oracle PeopleSoft ctcLink software updates for Finance pillar for enhancements and to address known issues.

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

- **Student Life and Development** (*1.3 Promote student access through quality services and resources, 1.4 Provide students with mentors, internships, and career preparation, 2.1 Increase collaboration and communication to serve collective needs across the College, 2.2 Create teaching and learning communities, 3.1 Ensure students have access to campus resources that support educational success, 4.1 Offer programs, services, and facilities that support college needs and market demands, Heidi Farani, Director*)
 - ASWCC Student Leadership Hiring:
 - Currently, there are five positions filled on the ASWCC Executive Board and four positions filled on the ASWCC Programming and Diversity Board. There are nine students serving as ASWCC Senators. OSLD is currently onboarding two student graphic designers.
 - Orca Food Pantry:
 - The Orca Food Pantry is accessible on Syre Student Center first floor during open hours. OSLD stocks the cabinets on the second floor of Syre for students to access when the Orca Food Pantry is not open.
 - The Orca Food Pantry now has hot water on demand for students to make ready to go meals such as oatmeal, noodles, macaroni, etc.
 - Tracking from the last 3 weeks show that there were 163 visits by current WCC students to the Orca Food Pantry. Each student is limited to one visit per week.
 - OSLD has partnered with Miracle Food Network and Christ the King Community Church to receive food shipments each week on Mondays and Wednesdays. These donations include personal hygiene products, non-perishables, bread, and notebooks.
 - The Orca Food Pantry received –769.8 lbs. of donations in the last month.
 - The Rotary Club of Bellingham donated 279.8 lbs. and \$635 to the Orca Food Pantry on November 7
 - Miracle Food Network and Christ the King Community Church Donated 376.1 lbs.
 - Christ the King Community Church donated two shelving units for food storage in the pantry.
 - The WCC Community donated 109.9 lbs.

- **Residence Life** (*Goals 1.1 Improve student success in retention, completion, transfer and employment; 1.2 Foster student learning through student-centered teaching and learning practices; 1.3 Promote student access through quality services and resources; 2.1 Increase collaboration and communication to serve collective needs across the College; 2.2 Create teaching and learning communities; 2.5 Cultivate community awareness and support for the College, Terri Thayer, Director for Community Standards & Residence Life*)
 - Activities and programming included:
 - Cedar Hall Fall Food Night
 - Ongoing game nights, spaghetti feed, TV & Snacks
 - Support Dias De Los Muertos event on campus
 - Monthly Floor Meetings/Inspections
 - Cedar Hall Staffing and Training:
 - Consent event planning and training
 - Suicide prevention workshop
 - FERPA Training

- **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, Dave Knapp, Director for Career & Academic Advising*)
 - In partnership with the Orca Central team as well as other service providers in Orca Central, advising established drop-in advising shifts. This was done in anticipation of surges in students coming in for assistance with enrollment for winter quarter
 - Supported three full-time advisors moving into the new workspaces in Orca Central. Support included negotiating with K12 Partnerships and Student Success and Retention leadership, in terms of strategically locating all employees moving into this new workspace. Support also included moving the Associate Director for Advising and Career Services into an office, close to where advisors will now be located.

General information for advising activity for September 1st through November 23rd, 2022.

Top 5 discussion topics during advising appointments:

 1. Degree planning
 2. Registration
 3. Add or drop a course
 4. Admissions / Apply to WCC
 5. Apply for graduation
 - Of the 895 student appointments captured in Starfish, 62% (554) were scheduled appointments and 38% (341) were same-day appointments (drop-in).

- **K-12 Partnerships** (*2.3 Strengthen partnerships with K-12 and higher education institutions, 2.4 Foster learning, service, and leadership opportunities through*

- community partnerships. 4.2 Increase college enrollment and secure resources for the continued viability of the College, Katie DeOrio, Director for K-12 Partnerships)*
- Participated in Fall Senior Day, spoke to students about how to integrate Running Start into their final year of high school. – November 1
 - Facilitated Running Start Information Session for prospective students and families – November 3
 - Facilitated Running Start New Student Advising Session for newly matriculated students to get them prepared for participating in Running Start and ready to enroll in classes – November 7, 16, 22
 - Onboarded a Part-Time, Temporary, Grant-Funded Student Enrollment & Success Coach – November 16
 - Career & Academic Advisor for Running Start, Yusuke Okazaki, promoted to Associate Director for Intercultural Services
 - Winter 2022 Enrollment – Running Start as of November 21, 2022
 - FTE 61.28
 - 81 students enrolled in one class
 - 47 applications processed
- **Athletics and Recreation** (*Goal 1.3 Promote student access through quality services and resources, (Goal 2.5 Cultivate community awareness and support for the college, 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes, Goal 3.5 Improve recruitment and retention of diverse students, faculty, staff, and administrators, Rob Pedicone, Director for Athletics & Recreation)*)
 - **Recreation**
 - Badminton tournament concluded 11/23. 28 total participants. There were men’s singles, and mixed doubles brackets.
 - Basketball drop-in hours have been Tuesday/Thursday 12-2pm. 8-10 participants on average for each session.
 - Overall SRC usage is up considerably from Fall 21 to fall 22. Between October 1, 2021-November 20, 2021, the SRC was accessed 2140 times. Between October 1, 2022 – November 20, 2022, the SRC was accessed 5122 times.
 - **Athletics**
 - Cross Country competed in NWAC Championships (Chambers Bay).
 - Izzie Anderson finished 7th overall for Women in the NWAC XC Championships.
 - Ahmed Wariyo finished 11th overall for Men in the NWAC XC Championships.
 - Men’s Soccer finished the season 13-4-4. Finished in 2nd place in the North Region. Lost in the NWAC Quarterfinals.
 - Women’s Soccer finished the season 2-8-3. Finished in 5th place in the North Region.
 - Volleyball finished the season 17-8. Finished in 5th place in the North Region.
 - Women’s Volleyball student athlete, Maya Galley named to 2nd All-Star team for North Region. Alexis McNeil was named as an Honorable Mention for North Region.

- Women's Soccer student athlete, Viktoriya Melnyk named to North Region All-Star team. Lily Rudolph, Morgan McCrary, and Audra Johnson named as Honorable Mentions.
 - Men's Soccer student athletes Flavio Espinoza, Munier Hussen, and Beckham Uderitz named to North Region All-Star team. Adan Fernandez, Carson Turpin, and Ryunosuke Masuzuka named as Honorable Mentions.
 - Men's Soccer student athlete, Munier Hussen scored a goal in the NWAC All-Star game.
 - Women's Basketball currently 2-2.
 - Men's Basketball currently 3-1.
- **Access and Disability Services** *(3.1 Ensure all students have access to campus resources that support educational success; 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes; 4.3 Provide ongoing opportunities for faculty and staff professional growth, Melissa Anderson, Program Specialist)*
 - As of 11/28/22 – 201 students were registered with Access & Disability Services. This compares with 293 students on 11/28/21.
 - Four students were approved for funding for a learning disability assessment to qualify for and access accommodations. These students had the following degree paths:
 - PTA degree
 - Nursing program
 - Cybersecurity
 - Transfer Degree-Astrophysics
- **Entry & Enrollment Services** *(1.3 Promote student access through quality services and resources; 3.4 Revise policies, practices, services, and curricula from an equity-based lens, Karl Ritter Smith, Director for Entry & Enrollment, Registrar)*
 - FTE Summary for Fall – 2593
 - FTE Summary for Winter – 960
 - Outreach Update – Nubia Robles, Associate Director for Outreach, has been active in the community making connections. She attended the Latinx Youth Summit in Olympia on 11/23. She has also hosted multiple high school visits over the last few weeks, generating interest for Fall 2023 and beyond.
 - Admission Update – Our semi-automated admissions processing continues to be streamlined, allowing for students to get their admissions confirmation in a timely manner
 - Winter 2023 registration has been active. Open registration/New student registration for Winter begins on 11/29/2022.
 - Graduation team begins reviewing our process for the 2023 commencement ceremony in December.

- **Student Success and Retention:** *(Goal 1.1 Improve student success in retention, completion, transfer, and employment; Goal 1.3 Promote student access through quality services and resources. Nic Hostetter, Director, Student Success and Retention)*
 - Hosted 'Getting Started' sessions in Orca Central to help new students navigate the college application, activating ctLink, and preparing to meet with an advisor (i.e. completing placement, setting up network accounts). Sessions were hosted twice a day every Wednesday beginning November 9. Attendance has varied.
 - Received 479 mid-quarter alert flags from instructors. Pod Leaders contacted students by phone to connect students with appropriate resources.
 - Contacted new students to help them register for New Student Orientations beginning in December. Pod Leaders made calls to over 400 students.
 - Orca Central staff served approximately 330 students coming for in-person appointments, and served more than 1,000 students both in-person, virtually, and over the phone over the month of November.

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

- **International Programs** *(3.5 Improve recruitment and retention of diverse students, faculty, staff, and administrators; 4.1 Offer programs, services, and facilities that support college needs and market demands; 4.2 Increase college enrollment and secure resources for the continued viability of the College.)*
 - Advising for the Winter 2023 quarter registration for international students began in early November. International students are scheduled for a one-on-one, hour-long meeting with their advisor in International Programs each quarter to select classes for the following quarter. Registration advising appointments allow students to do long-term academic (often university transfer) planning with their advisor, and the appointments provide advisors an opportunity to have at least one real-time meeting with each international student each quarter. Registration advising appointments (roughly 250 appointments) run through the entire month of November.
 - Cedar Hall staff hosted a Fall Food Night event on Friday, November 25th for international students who stayed in the residence hall over the Thanksgiving holiday weekend. Since many local students leave to spend time with family and friends, Residence Life arranged the activity to be sure that international students had a sense of community over the holiday weekend as well. The event was led by Resident Advisors (RA's) and was organized to be inclusive of diverse cultural backgrounds and dietary restrictions (a baked potato bar, vegetarian coconut curry and rice, and pumpkin and apple pies).
- **Assessment and Institutional Research (AIR)** *(4.6 Apply assessment and evaluation data to inform decisions.)*
 - The AIR office recently conducted two surveys—the graduation survey and course modality survey—the results of which can help us move forward in 2022-23. Here are a few examples of what we heard from students in these surveys: Many students say...
 - 1) They would like more real-time interaction with their faculty.

2) The main reason they choose in-person instruction is for better learning and the main reason they choose online instruction is for convenience.

3) They would like more opportunities to be involved on campus.

Please see the following reports for more details (PDFs attached).

- 1) **2022 graduation survey** (2021-22 students who applied to graduate)
 - See [2022 Graduation Survey Summary](#) (PDF, 10 pages).
 - You might also be interested in reading the full list of comments ([2022 Graduation Survey Comments](#) PDF, 28 pages) from our graduating students.
 - Service/program/discipline leads receive student feedback from the open-ended questions for their respective service areas, programs, and disciplines.
- 2) **2022 course modality survey** (conducted July 2022 for former, new, prospective, and current WCC students)
 - See [2022 Course Modality Survey Summary](#) (PDF, 4 pages)
 - The full report with all comments ([2022 Course Modality Survey with Comments](#) (PDF, 51 pages).
 - This survey aimed to provide perspectives regarding modalities courses could be offered to best align with students' educational goals and needs.

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

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

- **WCC/NCyTE College Summit Dec. 8 & 9: Campaign: Press release, Program, maps, and invitation.** Complete
- **Produced WCC Foundation Giving Tuesday** (November 28) Social media campaign. Complete
- **SBCTC Field Guide: WCC Profile listing.** Complete
- **SBCTC Operating & Capital Budget Request one sheet.** Complete
- **Posted Manager Communications and Marketing:** looking to fill replacement position that remained vacant for 1.5 years.
- **Web redesign:** Campus Content Manager Training in process. Launch expect March 2023.
- **Launched New Project Management System:** Smart Sheets
- **Emergency Funding Winter Quarter Campaign:** cross departmental collaboration, student email messaging, social media campaign in collaboration with Financial Aid, the Foundation and Student Services. Complete.
- **ASWCC web pages:** Created new ASWCC clubs web section.

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

- **Donor Appreciation Breakfast WCC and WCC Foundation: Designed, and produced:** Two Thank You cards for donor engagement
- **Guided Pathways**
- **Running Start Postcards: Whatcom County mailing: multi-lingual: Spanish & Russian.** Aim: Remove barriers to and improve audience reach to share benefits/opportunities of RS in our county. In progress.
- **Running Start Video: Story board and production plan for student testimonials.** Aim: Call to action from student perspective. In progress.
- **Running Start How To:** Animated Video: In progress.

Press Releases/Media Relations – Summary/Highlights of Media Coverage (4.1 Offer programs, services, and facilities that support college needs and market demands; 4.2 Increase college enrollment and secure resources for the continued viability of the College.) (2.5 *Cultivate community awareness and support for the College*; 2.6 *Engage with business and industry to strengthen regional economic development*)

- [Community College Cybersecurity Strategic Summit at Whatcom Community College Examines Engaging the U.S government and Community Colleges in Addressing the Cybersecurity Workforce Gap](#), Dec. 1, 2022
- **Lynden Tribune: November 29:** [Four Athletes sign to continue athletic careers](#)

Social Media & Campus Communications, and Digital Monitors:

- Emergency Funding Opportunity, Nov 14, 16, 17
- Certified Nursing Assistant, Nov 16, 19, 29, 30
- WCC Campus Closed, Nov 23, 24
- Giving Tuesday Campaign: McKayla, Nov 28
 - Giving Tuesday, Cherise, Nov 29
 - Giving Tuesday, Gabriella Nov 29
 - Giving Tuesday, Anthony, Nov 29
 - Giving Tuesday, Noah, Nov 29
 - Giving Tuesday, Morgan, Nov 29
- Whatcom Family Coop Preschool-Registration Nov 27
- Inclement Weather social media Alerts, Nov 27
- International Alumni Testimonials, Publication Nov 29 (ten)
- Music Department Winter Lunch Concert, Nov 28, 29
- Music Department Fall Concert, Nov 28, 30, Dec 1
- WCC Campus Store Sell Back or Return, Nov 28, Dec 1
- Welcome New Students-Student Orientation, Dec 1
- Careers Opportunities at WCC, Dec 2
- Running Start-Apply Now, Dec 2

Attended Campus Events and taking photos posting for engagement:

- Baker Hall Photos for Cybersecurity conference program, Nov. 26
- Engineering bridge breaking exercise, Nov. 28
- Simpson Intercultural Center – Trans Day of Observance, Nov 29

➤ Foundation

- **Foundation** (2.5 Cultivate community awareness and support for the College; 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes)
- **Student, College, and Mission-Based Support**
 - **Emergency and stimulus funding:** A total of 356 applicants applied for Emergency Stimulus Funding for Winter quarter of the 2022-2023 academic year. This total includes 302 online applications and 54 paper applications from students with limited technology access or who needed translated materials. Students who are enrolled in at least one class for Winter quarter, have not received emergency funding this academic year, and have experienced a recent unforeseen emergency caused by COVID-19 were encouraged to apply. The current total Emergency Stimulus applications received from 2020 to 2023 is 7,197.
 - **Scholarships:** 312 of 376 students were awarded WCC Foundation scholarships in the secondary cycle of the 2022-2023 academic year. This total includes an allocation of CARES funding to support scholarship applicants who would otherwise have been declined. All other declined students from the secondary cycle have already received scholarships from the WCC Foundation during the primary cycle of the 2022-2023 academic year. Students are enthusiastically claiming their scholarships now.
- **Fundraising**
 - **Fiscal year-to-date:** \$145,175.46 from 71 donors.
 - **End of Year Report:** Carolyn Simpson Scott, Immediate Past Chair and Eva Schulte, Executive Director for WCC Foundation composed and mailed a letter to all donors in the Foundation database. The letter provided a snapshot overview of Foundation priorities, goals, and accomplishments during Carolyn's time as Board Chair.
 - **Fall Appeal:** Mailed the 2022 fall appeal to 900 donors and followed up with a Giving Tuesday ask on the WCC Instagram page and via email to all donors. WCC Foundation staff and Board directors are collaborating to acknowledge contributions with handwritten cards, phone calls, and for major donors, invitations to tour campus.



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

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

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

Wednesday, January 11

Wednesday, February 15*

Wednesday, March 15

Wednesday, April 12

Wednesday, May 10

Wednesday, June 14

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

Wednesday, October 11

Wednesday, November 8

Wednesday, December 13