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COMMUNITY COLLEGE

MINUTES
BOARD OF TRUSTEES RETREAT
August 29-30, 2023
Willows Lodge, 14580 NE 145th St., Woodinville, WA
Tuesday: 11:30 a.m. – 5:00 p.m.; 6:30 pm – 8:00 p.m.
Wednesday: 8:30 a.m.

Tuesday, August 29, 2023

- **CALL TO ORDER** Chair Teresa Taylor officially called the Board of Trustees meeting to order at 12:15 p.m. Present in addition to the chair were trustees Wendy Bohlke, Jeff Fairchild, Rebecca Johnson, John Pedlow, constituting a quorum. Others present included President Kathi Hiyane-Brown; Nate Langstraat, Vice President for Administrative Services; and Rafeeka Kloke, Executive Director for the Office of the President.

ACTION TO ACCEPT AGENDA

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

CONSENT AGENDA

- **Consent Agenda**
 - Minutes of June 14, 2023 Board of Trustees Meeting (Attachment A)Chair Taylor stated: “If there are no objections, this item will be adopted.” As there were no objections, **this item was adopted.**

PUBLIC COMMENT

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

STRATEGIC CONVERSATIONS

➤ Draft New Strategic Plan

President Kathi provided an overview of the strategic planning process and presented the final draft of the strategic plan which was shared with campus in June 2023 for additional feedback. Highlights included:

- Core values of the institution was reflected in the draft: creating a sense of belonging and sense of community.
- Trustees shared they would like language in the first objective that address the importance of building and leveraging strong relationships with our industry, education and community partners to enhance students' opportunities and promoting WCC as the college of choice.

➤ Fiscal Health

Nate Langstraat, Vice President for Administrative Services, provided an overview of WCC's fiscal health. He reviewed indicators and metrics of financial stability of the college. WCC's risk score was in the low-risk category. Board policy on budget and reserves will be reviewed in the upcoming academic year.

EXECUTIVE SESSION

- At 2:00 p.m. the meeting was adjourned for a closed session of the Board for approximately ninety minutes as provided in RCW 42.31.110, to discuss collective bargaining...

Chair Taylor announced that no action was anticipated. Guests included President Kathi Hiyane-Brown, Nate Langstraat, Vice President for Administrative Services, and Rafeeka Kloke, Executive Director for Office of the President.

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

- The board discussed future strategic conversation topics for meeting. Potential topics for consideration included:

- K-12 partnership
- Data Dashboard
- Staff attrition/recruitment
- Childcare initiatives in our community
- Capital Project: Technology Engineering Center

- Accreditation
- Budget/Financials

BREAK

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

STRATEGIC CONVERSATION (continued)

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

ADJOURNMENT

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

Wednesday, August 30, 2023

- **CALL TO ORDER** Chair Taylor officially called the Board of Trustees meeting to order at 9:00 a.m. Present in addition to the chair were trustees Wendy Bohlke, Jeff Fairchild, Rebecca Johnson and John Pedlow; constituting a quorum. Others present included President Kathi Hiyane-Brown, Nate Langstraat, Vice President for Administrative Services; James Siegel, Vice President for Student Services; and Rafeeka Kloke, Executive Director for Office of the President.

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

PUBLIC COMMENT

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

- **Review 2022-23 work plan and priorities for 2023-24 work plan**

Cabinet members shared a PowerPoint presentation which provided an overview of accomplishments for 2022-23 and 2023-24 priorities.

Key Accomplishments included:

- In-person engagement (i.e. classes, co-curricular activities, intercultural services, etc)
- Cross-functional teams (i.e. 3-D meetings (service directors, 3D, committee chairs, etc.)
- Data (re) development and strategic use (dashboards)
- Responsive ness to EEL and ESOL demand
- Guided Pathways (completed areas of study and website refresh)
- CRM (customer relationship manager) development and implementation
- Academic Program investments (BAS-SW, SUDP, Nursing, COE for Cybersecurity education and training)
- Professional and faculty development with DEI focus
- Strategic partnerships: KMRE, Bellingham School District Community Transition Program
- Draft strategic plan development with stakeholder input and engagement

Priorities – 2023-24

- Community Connections
 - Strengthen Strategic Partnerships
 - Refresh employee onboarding experience
 - Develop and implement supervisory training and leadership development
 - Reimagine Teaching and Learning Center
 - Explore Learning communities and development opportunities
- High Value Education
 - Identify consistent approach and metrics for quality of instruction
 - Build on Guided Pathways Work
 - Grow Opportunities for experiential learning for students
 - Honor student investment
- Inclusion, Diversity, Equity an Access
 - Implement structures that ensure IDEA work is prioritized and institutionalized
 - Focus IDEA efforts on student experience
 - Identify strategies to address equity gaps (as evidenced in data)
- Student Experience and Success
 - Identify and implement enrollment strategies based on data
 - Leverage and institutionalize data and features/benefits of Anthology Customer Relationship Manager (CRM)
 - Realize new student services structure to streamline and improve the student experience in WCC

Enrollment

Vice President James Siegel provided the latest enrollment data and discussed strategies to increase enrollment.

Highlights included:

- Reorganization of student services division

- Target specific outreach (i.e., Latino, non-traditional, increase high school yield)
- Implement Anthology Customer Relationship Manager (CRM)
- Expand student service hours and explore evening offerings
- Offer quarterly express enrollment events
- Host open houses throughout community
- Pilot college literacy program with Ferndale schools to reach high school seniors

➤ **Development of 2023-24 Board of Trustees work plan**

The following key priorities were discussed:

- Adopt new strategic plan.
- Advocate for system priorities and advocate for increase funding for the system and the college.
- Support the College president in meeting institutional goals and priorities.
- Involvement in ACT (Association of Community and Technical College Trustees)
- Promote the college and assist in building new and enhancing existing partnerships with industry, education, and community organizations.

➤ **Board Self Evaluation**

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

EXECUTIVE SESSION

- At 3:15 pm, the meeting was adjourned for a closed Executive Session of the Board for approximately forty-five minutes to “...review the performance of a public employee...”

Chair Taylor announced that no action was anticipated. Guests included President Kathi Hiyane-Brown.

- The Executive Session adjourned at 4:00 p.m. and the Board reconvened into open session at 4:00 p.m.

ADJOURNMENT

- There being no further business, the meeting was adjourned at 4:00 p.m.



October 18, 2023

Chair of the Board

Date



October 18, 2023

President and Secretary of the Board

Date