

# Whatcom

COMMUNITY COLLEGE

## MINUTES

**BOARD OF TRUSTEES Retreat**  
**Bellingham Golf & Country Club**  
**3729 Meridian Street, Bellingham WA**  
**Tuesday, March 3, 2020**  
**8:00 a.m.**

- **CALL TO ORDER** Chair Steve Adelstein officially called the Board of Trustees meeting to order at 8:00 a.m. Present in addition to the chair were trustees, Wendy Bohlke, Rebecca Johnson, John Pedlow, and Teresa Taylor, constituting a quorum. 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; Eva Schulte, Executive Director for Institutional Advancement, and Rafeeka Kloke, Special Assistant to the President.

### **ACTION TO ACCEPT AGENDA**

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

### **STRATEGIC CONVERSATION**

➤ **College Work Plan Priorities**

Cabinet members shared priorities and areas of focus for the rest of the year.

- Strategic Enrollment Management
- Operationalizing the new buildings (programming and space planning)
- Ctclink project
- Planned activities relating to Foundation campaign
- Legislative Advocacy

➤ **Strategic Enrollment Management (SEM) Update – Carla Gelwicks, Dean for Instruction and Michael Singletary, Registrar**

Gelwicks and Singletary shared a PowerPoint presentation with an overview of the areas of focus for SEM, which included recruitment, retention, and reengagement.

➤ **College Budget Development Timeline and Process – Nate Langstraat, Vice President for Administrative Services**

Langstraat shared a PowerPoint presentation with an overview the current financial snapshot, budget development process, and timeline. Overall enrollment is down almost 6% over the last several years that leads to decrease in revenue collections. One state FTE provides approximately \$6,000 to support college operations. The College must continue to identify cost savings and efficiencies to ensure the long-term viability.

➤ **Guided Pathways update – Carla Gelwicks, Dean for Instruction**

Gelwicks provided a status update and next steps. The College has identified seven area of studies and seventy-seven pathways; completed a 5-year work plan and submitted to the state board. 2020-2021 budget for guided pathways is yet to be determined. Highlights of priorities to be completed:

- Pathway maps for psychology, business, biology
- Vision statement for guided pathways
- 2020-21 budget for guided pathways
- Professional development plan for staff, faculty, and students
- Opening week planning
- Clear campus-wide messaging and communication for Guided Pathways vision, goals, areas of study, programs of study
- Re-sequenced entry and onboarding experience for new and returning students

➤ **Foundation Campaign Update – Eva Schulte, Executive Director for Institutional Advancement**

Schulte shared an update on the Foundation Campaign. The current focus of the campaign is connecting with potential and current donors. The Campaign Cabinet is looking at a series of events to strengthen donor relations.

## **EXECUTIVE SESSION**

- At 11:00 a.m. the meeting was adjourned for a closed Executive Session of the Board for approximately sixty minutes as provided in RCW 42.30.140 (4)(a), to discuss collective bargaining.

At Chair Adelstein announced that action was not anticipated. Guests included President Kathi Hiyane-Brown, vice presidents Ed Harri and Nate Langstraat, and Assistant Attorney General Kerena Higgins.

- The Executive Session adjourned at 12:00 p.m. and the Board reconvened into open session at 12:00 p.m.

**PUBLIC COMMENT**

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

**ADJOURNMENT**

- There being no further business, the meeting was adjourned at 12:30 p.m.



March 18, 2020

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Chair of the Board

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Date



March 18, 2020

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President and Secretary of the Board

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Date