



## Application for Appointment to Whatcom County Boards and Commissions

### Public Statement

*THIS IS A PUBLIC DOCUMENT: As a candidate for a public board or commission, the information provided will be available to the County Council, County Executive, and the public. All board and commission members are expected to be fair, impartial, and respectful of the public, County staff, and each other. Failure to abide by these expectations may result in revocation of appointment and removal from the appointive position.*

Title	Mr.
First Name	Matthew
Last Name	Santos
Today's Date	5/26/2022
Street Address	[REDACTED]
City	[REDACTED]
Zip	[REDACTED]
Do you live in & are you registered to vote in Whatcom County?	Yes
Do you have a different mailing address?	Field not completed.
Primary Telephone	253-315-5107
Secondary Telephone	Field not completed.
Email Address	<a href="mailto:msantos42@yahoo.com">msantos42@yahoo.com</a>
1. Name of Board or Committee	Other
Other	Whatcom County Library System
2. Do you meet the residency, employment, and/or affiliation requirements of the position for which you're applying?	Yes
3. Which Council district do you live in?	District 5
4. Are you a US citizen?	Yes
5. Are you registered to vote in Whatcom County?	Yes

6. Have you declared candidacy (as defined by RCW 42.17A.055) for a paid elected office in any jurisdiction within the county?

No

7. Have you ever been a member of this Board/Commission?

No

8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County?

No

You may attach a resume or detailed summary of experience, qualifications, & interest in response to the following questions

[Matthew Santos Resume.docx](#) – attached.

9. Please describe your occupation (or former occupation if retired), qualifications, professional and/or community activities, and education

I am currently employed at Bellingham Technical College (BTC) as the Executive Director of Admissions & Advising and have been in this position since July 2018. I have worked at BTC since June 2016. Through my various roles in higher education I have been directly involved in efforts to conceptualize, revise, write and approve policies and procedures. I have extensive experience developing and executing plans for at a departmental and intentional level. Additionally, I have participated in various efforts of planning at a state level for institutions of higher education. Lastly, I have and continue to manage, oversee and provide direction for several budgets in varying amounts with unique regulations.

Since 2017 I have participated as a volunteer for Team Rubicon. Team Rubicon's mission is providing disaster relief to those affected by natural disasters through pairing the skills and experiences of military veterans with first responders. Our relief work focuses on underserved and economically-challenged communities. I have participated in several operations locally and nationally with Team Rubicon since my first-time volunteering supporting disaster relief efforts in Texas after Hurricane Harvey.

I am currently enrolled as a doctoral student in the Adult & Higher Education program through Oregon State University. I am finishing up coursework and will soon be solely focused on dissertation work.

10. Please describe why you're interested in serving on this board or commission

I have been greatly interested in pursuing an opportunity to serve with the board of trustees for the Whatcom County Library System for quite some time. I cannot overstate how much love my family and I have for the library. I remember an instance when I called the library during the pandemic to schedule a pickup and when I gave the staff member my name they responded, "I know who you are. You are someone we call a power user". As silly as it may sound, this was a point of pride for me. I believe our libraries are a public good and, as such, should be accessible to our entire community. I want to contribute a library system that continues to support our community through literacy, education and entertainment.

References (please include daytime telephone number):

If you would like to contact references, please do let me know. I would be happy to provide you with whatever type or references (current supervisor, coworker, direct report, etc.) you may be interested in hearing from.

Signature of applicant:

Matthew Santos

Place Signed / Submitted



# Matthew Santos

253-315-5107 • msantos42@yahoo.com

## **STUDENT SERVICES PROFESSIONAL EXPERIENCE**

### **Executive Director of Admissions & Advising, Bellingham Technical College July 2018 – Current**

- Provide overall leadership, management, and coordination of several programs and services, including Admissions, Assessment, Advising & Career Services, Outreach, Running Start and Mental Health Counseling;
- Collaborate with Instruction faculty and staff to monitor and interpret changes in curriculum, entry requirements, and course enrollment. Communicate changes to Student Services staff and implement change in Admissions and Advising practices;
- Manage, oversee, and provide direction for Admissions & Advising operational and grant budgets;
- Manage, oversee, and provide direction for assigned projects and grants to include student onboarding processes, early intervention efforts, Guided Pathways, and Career & Internship Fairs;
- Provide direction, trainings, and resources in the integration of staff and faculty advising/coaching to provide effective advising for core-program and early-program students;
- Collaborate with Institutional Planning & Advancement through the collection, analysis and interpretation of data to make informed decisions related to enrollment, retention, and completion;
- Supervise, train, provide professional development for and evaluate full-time exempt, classified, part-time hourly, and student staff;
- Promote equity and inclusion campus-wide through participation in various committees and evaluating practices for diversity, equity, and inclusion then making appropriate improvements;
- Collaborate with external partners, including workforce development and community organizations, business and industry partners, and representatives from K-12 and higher education institutions to support enrollment and job placement;
- Assist with the planning and coordination of campus events, including career fairs, High School Counselor Day, career exploration/tour events for high-school students;
- Manage residency reclassification requests and ensure adherence to residency policies as College Residency Officer;
- Principal Designated School Official for international students and Student and Exchange Visitor Program (SEVP).

### **Director of Advising & Career Services, Bellingham Technical College Feb. – July 2018**

- Provide overall leadership and management to the Advising & Career Services and Student Life departments, in close collaboration with the Vice President of Student Services;
- Assess the effectiveness of and guide development and improvement of these services for students;
- Work closely with faculty and Advising & Career Services staff to assure that campus advising and career services are coordinated and effective;
- Work collaboratively with Student Services leaders and other campus departments to support policy and procedure improvements, campus events, and community outreach efforts;
- Participate in college-wide retention efforts, including participation on committees such as the Student Access & Success Committee;
- Monitor budget expenditures; exercise budget authority for all Advising & Career Services related expenditures;
- Advise prospective, new, and current students concerning college admissions requirements, assessment/placement options, college transfer and professional/technical programs, and degree requirements;

- Assess student progress toward degree or certificate requirements and make appropriate referrals for campus services.

**Student Life Director, Bellingham Technical College June 2016 – Feb. 2018**

- Supervise, hire, train, and evaluate Associate Students of Bellingham Technical College (ASBTC) Student Government, Student Life work-study, and ASBTC Clerical Assistant
- Develop and implement procedures and guidelines for student programs and organizations; recommend and interpret policy, and provide directions for implementation while monitoring and maintaining compliance with Washington State RCWs, WACs, and Council for the Advancement of Standards in Higher Education (CAS);
- Develop and enforce risk management strategies for advisors and student members of student government, clubs and organizations;
- Provide leadership in relation to all ASBTC student activities, clubs, and organizations;
- Develop and oversee the annual Services and Activities budget; monitor budget expenditures and exercise budget authority for all ASBTC related expenditures;
- Plan and administer leadership training for ASBTC Executives, senators, and club officers;
- Provide oversight, plan, direct, and execute all ASBTC programming activities and events;
- Develop departmental goals and objectives, operations and processes, and work with campus community resources to develop opportunities for students;
- Educate the campus community about diversity, equity and inclusion through programming that highlights the contributions of historically marginalized populations;
- Coordinate commencement ceremony and act as a liaison between Registration, the Commencement Committee and the campus to ensure all bases are covered;
- Exempt employee representative on the Diversity Equity and Inclusion Committee
- Member of the Behavior Intervention Team (BIT).

**Associate Director of Student Life, Whatcom Community College Feb. 2014 – June 2016**

- Independently advise, supervise and direct the work of the Programming and Diversity Board
- Co-advise ASWCC Executive Team, Senate and Student Ambassadors through meetings, events, organizational communication, one-on-one conferences, teambuilding sessions and leadership retreats;
- Manage \$891,000 Services and Activities Fee budget expenditures and liaison with Business Office;
- Supervise Student Life graphic design artist and approve all publicity materials distributed;
- Develop and deliver a wide variety of co-curricular experiences, which complement academic learning, foster multicultural understanding, and build habits of civic engagement and public service;
- Provide and conduct student leadership seminars, trainings and workshops that include weekly leadership development trainings, monthly Whatcom Leads Workshops, and a culminating professional portfolio;
- Serve on the Student Recreation Center operations team; assist with the opening and continued development of the facility;
- Establish and assess measurable student learning outcomes, program goals, and objectives;
- Direct program coordination activities with other campus life functions and instructional programs, provide technical expertise and input concerning student activities.

**Student Life & Athletics Coordinator, Whatcom Community College Dec. 2013 – Feb. 2014**

- Independently advise, supervise and direct the work of the Student Ambassadors;
- Assist with the financial management of the Services and Activities budget as well as institution allocated budgets for Student Life and Athletics;
- Assist the Associate Director for Athletics with completion of federal and state mandated athletic reports;

- Ensure the athletics programs are in compliance with NWAC rules and regulation governing financial aid to student athletes;
- Provided academic advising in conjunction with Northwest Athletic Conference (NWAC) initial and continuing eligibility standards for student-athletes and a completion plan to track progress towards graduation for student-athletes;
- Identify faculty and staff members to serve as club advisors; provide continued support to advisors;
- Implemented a Service Learning core component to represent WCC in the local community;
- Manage Orca Card Student Identification System;
- Assist in the design, development, and maintenance of Student Life and Athletics websites and social media sites;
- Manage and facilitate all athletic home events/competitions to include recruiting and training game management staff;
- Create and manage the production of athletic posters, programs and other publications.

## **RELATED PROFESSIONAL EXPERIENCE**

### **Child & Family Studies Instructor, *Bellingham Technical College Summer 2017 – Spring 2019***

- Plan and develop a variety of sequential instructional learning objectives and experiences appropriate to the course and program outcomes and goals;
- Identify individual learning needs of students and make appropriate adjustments in program delivery; teach productive and constructive parenting skills to students;
- Design learning experiences to support the multiple learning needs of children and adult students through activities, class lecture, individual instruction, and experiential learning.

### **Assignment Editor, *KING 5 TV Jan. 2010 - Oct. 2013***

- Frontline of communication by phone, email and in person;
- Organize, research, develop and plan news stories;
- Writing and updating content on KING5.com and social media web pages;
- Tenaciously pursue telephone, in person and on-set interviews under intense deadlines;
- Manage the logistics of reporters, photographers and satellite truck operators;
- Established and maintained relationships with representatives of communities, public interest groups and public information officers;
- Train employees on industry best practices and techniques to acquire accurate information.

### **Sergeant (Enlisted), *United States Marine Corps Oct. 2003 - Oct. 2009***

- Coordinated and delivered training for combat operations and job specific duties;
- Trained and supervised foreign allies while supporting combat operations in Al Anbar Province, Iraq;
- Installed and maintained communications equipment for company level operations both within US and overseas;
- Acted as a mentor to junior Marines developing them into leaders of Marines;
- Generated toy and monetary donations for annual Toys for Tots campaign.

## **EDUCATION**

- **Doctor of Education, Adult and Higher Education anticipated graduation August 2024, *Oregon State University, Corvallis, OR;***
- **Masters of Education in Adult and Higher Education June 2017, *Western Washington University, Bellingham, WA;***
- **Bachelor's Degree in Communication Dec. 2009, *Western Washington University, Bellingham, WA;* WWU Parliamentary Debate**