

BOARD OF TRUSTEES

Meeting Agenda

Wednesday, October 9, 2013, 2:00 p.m.

Laidlaw Center Boardroom, #143

237 W. Kellogg Road

Bellingham, WA 98226

MEMBERS:

- ➔ **Sue Cole**
Chair
- ➔ **Tim Douglas**
Vice Chair
- ➔ **Barbara Rofkar**
- ➔ **Chuck Robinson**
- ➔ **Steve Adelstein**

- I. Call to Order, Approval of Agenda, and Notice of Public Comment Time
- II. Strategic Conversations
 - ➔ Mission Fulfillment – How Do We Know? (*Goal 5: Strengthen the College's ability to deliver its mission*) presented by *Dr. Ron Leatherbarrow, Mr. Ed Harri, and Dr. Anne Marie Karlberg*
- III. Consent Agenda (Calendar)
 - a. Minutes of September 11, 2013 Board of Trustees Meeting (Attachment A)
 - b. Summer Quarter, 2013 Proposed Graduates (Attachment B)
- IV. Action
 - ➔ TAB A Review of Policies
 - Policy 4110 Other Employment (2nd Reading, Possible Action)
 - Policy 2180 Use of College Facilities (1st Reading)
 - Proposed Procedure/Guidelines for Naming Opportunities
- V. Report from the President
- VI. Reports
 - ➔ ASWCC – Lucas Nydam President
 - ➔ WCCFT – Kim Reeves, President
 - ➔ WFSE – Michelle North, Representative
 - ➔ Administrative Services – Vice President Nate Langstraat
 - ➔ Educational Services – Vice President Trish Onion
 - ➔ Instruction – Vice President Ron Leatherbarrow
 - ➔ Advancement/Foundation – Anne Bowen, Executive Director
- VII. Discussion / Items of the Board
 - ➔ Debrief TACTC/ACCT Congress
 - ➔ Proposed Board Meeting Dates for Calendar Year 2014
 - ➔ Board of Trustees Draft Work Plan for 2013-14
- VIII. Public Comment
- IX. Executive Session
 - ➔ “(i) to discuss with legal counsel representing the agency matters relating to ... potential litigation...and ” (g) ...to review the performance of a public employee...”
- X. Adjournment

Reasonable accommodations will be made for persons with disabilities if requests are made at least seven days in advance. Efforts will be made to accommodate late requests. Please contact the President's Office at 360.383.3330 (or TDD at 360.647.3279)

**NEXT MONTH'S
MEETING REMINDER**
Thursday,
November 21, 2013
Work Session
Begins at 12 noon
Meeting at 2:15 p.m.

***The Board of Trustees may adjourn to a closed 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...
- Action from the Executive Session may be taken, if necessary, as a result of items discussed in Executive Session.**



CONSENT AGENDA

- a. Minutes of September 11, 2013 meeting of the Board of Trustees (Attachment A)
- b. Proposed Summer Quarter 2013 Graduates (Attachment B)

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

Laidlaw Center Board Room

Wednesday, September 11, 2013

2:00 p.m.

- ➔ **CALL TO ORDER** Chair Sue Cole officially called the Board of Trustees meeting to order at 2:03 p.m. Present in addition to the chair were trustees Barbara Rofkar, Chuck Robinson, Steve Adelstein, and Tim Douglas, constituting a quorum. Others present included President Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Nate Langstraat, Vice President for Administrative Services; Trish Onion, Vice President for Educational Services; Anne Bowen, Executive Director for Advancement; Ed Harri, Dean for Instruction; Lisa Wochos, Assistant Attorney General; and Keri Parriera, Executive Assistant to the President.

INTRODUCTION OF NEW EMPLOYEES

- ➔ The following recent hires, were presented to the Board:
- Jason Babcock, Interim Learning Center Director
 - Janis V. Farmer, Associate Registrar
 - Betsy Hasegawa, Interim Director For Multicultural Academic Support Services
 - David Klaffke, Interim Financial Aid Director
 - Rafeeka Kloke, Director for Foundation Operations and Strategic Initiatives
 - Robin Preisinger, English As A Second Language – Academic Director.

ACTION TO ACCEPT AGENDA

- ➔ Trustee Tim Douglas moved to approve the meeting agenda as proposed. It was seconded by Trustee Barbara Rofkar and the **motion was approved unanimously**.

STRATEGIC CONVERSATIONS

- ➔ Review of Board Policies
- Anne Bowen led a discussion on proposed guidelines for the naming of facilities and other areas of the College, tied to gifting opportunities. A draft procedure will be developed and brought to the Board for consideration.
 - President Kathi reviewed the list of Board Policies brought forward for Board consideration. The Board elected to review each policy as a first reading, with possible Action.

ACTION

- ➔ **Policy 2182 Student Athletic Scholarships.** Recommend to retain present policy with amended text.

Trustee Steve Adelstein moved to retain this policy with amendments proposed and assign the new Policy number 521. The motion was seconded by Trustee Chuck Robinson and the motion was approved unanimously.
- ➔ **Policy 2185 Shared Agreement with Whatcom Literacy Council.** Recommend to delete as Board policy. Agreement was dissolved by mutual agreement four years ago.

Trustee Barbara Rofkar moved to delete this policy as proposed. The motion was seconded by Trustee Chuck Robinson, and the motion was approved unanimously.
- ➔ **Policy 3040 Accounts Receivable.** Recommend to delete as Board policy, as is duplicative of WAC Policy 3045.

Trustee Steve Adelstein moved to delete this policy as proposed. The motion was seconded by Trustee Barbara Rofkar, and the motion was approved unanimously.
- ➔ **Policy 3130 International Students.** Recommend to retain present policy with amended text.

Trustee Steve Adelstein moved to retain this policy with amendments proposed and assign the new Policy number 530. The motion was seconded by Trustee Chuck Robinson and the motion was approved unanimously.
- ➔ **Policy 3131 Agreement for Shared Funding of Educational Services.** Recommend to retain present policy with amended text.

Trustee Barbara Rofkar moved to retain this policy with amendments proposed and assign the new Policy number 235. The motion was seconded by Trustee Steve Adelstein and the motion was approved unanimously.
- ➔ **Policy 4050 Professional Growth.** Recommend to delete as Board policy as not a relevant policy.

Trustee Chuck Robinson moved to delete this policy as proposed. The motion was seconded by Trustee Steve Adelstein, and the motion was approved unanimously.
- ➔ **Policy 4110 Other Employment.** Recommend to retain present policy with amended text.

After discussion, this policy was tabled by the Board for further research and review.
- ➔ **Policy 7010 Advisory Committees.** Recommend to delete as Board policy as not a relevant policy.

Trustee Barbara Rofkar moved to delete this policy as proposed. The motion was seconded by Trustee Chuck Robinson, and the motion was approved unanimously.
- ➔ **Policy 7020 Degrees/Diplomas/Certificate Programs.** Recommend to retain present policy with amended text.

Trustee Chuck Robinson moved to retain this policy with amendments proposed and assign the new Policy number 500. The motion was seconded by Trustee Barbara Rofkar and the motion was approved unanimously.
- ➔ **Policy 510 Grading System.** Recommend to retain present policy with amended text.

Trustee Barbara Rofkar moved to retain this policy with amendments proposed and retain current Policy number. The motion was seconded by Trustee Steve Adelstein and the motion was approved unanimously.
- ➔ **Proposed new Civility Policy.** Recommend adopting proposed new policy on civility.

Trustee Steve Adelstein moved to adopt this policy as proposed and assign the new Policy number 313. The motion was seconded by Trustee Barbara Rofkar and the motion was approved unanimously.

- **Proposed new Weapons Policy.** Recommend adopting proposed new policy on weapons on campus.
Trustee Barbara Rofkar moved to adopt this policy as proposed and assign the new Policy number 314. The motion was seconded by Trustee Tim Douglas and the motion was approved unanimously.
- **Proposed new Copyright Policy.** Recommend adopting proposed new policy on copyright.
Trustee Chuck Robinson moved to adopt this policy as proposed and assign the new Policy number 495. The motion was seconded by Trustee Barbara Rofkar and the motion was approved unanimously.

CONSENT AGENDA

- **Consent Agenda (Calendar)**
 - a. Minutes of the August 13-14, 2013, Board of Trustees Meeting (Attachment A)
An amended version of the August 13-14, 2013 minutes was distributed to the Board for their review. Chair Cole stated: "If there are no objections, this item will be adopted." As there were no objections, the amended version of the minutes **was adopted**.

PRESIDENT'S REPORT

- President Kathi reported on the many recruitments currently being processed. She extended thanks to Becky Rawlings and the Human Resources staff for their good work.
- President Hiyane-Brown shared a letter from Attorney General's office announcing the appointment, effective October 1, of WCC's new Assistant Attorney General representative, Melissa Nelson. AAG Lisa Wochos spoke about Melissa's background. Ms. Nelson is expected to arrive at the meeting later today.
- President Kathi received a letter from the students who used the Multi-Cultural Center on campus, expressing their expectations of the qualifications for the vacant coordinator position. The administration met with the students and advised them of the interim appointment of Dr. Betsy Hasegawa. The students have since had opportunities to meet with Betsy.
- President Kathi reported that 27 of the 34 system colleges have received IRS notices of penalty assignments. The State Board is currently developing a system response.
- Early enrollment data indicate that overall registrations are down 2.2% from the same point last year; however both Running Start and International Programs are up over last year.
- The President's Cabinet is completing the College Work Plan for 2013-2014, and will bring the proposed document forward for Board consideration in the near future.
- Vice President Trish Onion and President Kathi met with the ASWCC Executive Board during their student leader training retreat at Warm Beach. They were very impressed the new group of student leaders.
- President Kathi spoke about the new Campus Diversity Committee which will begin in Fall Quarter. Faculty member Johnny Hu will be the chair.
- The topic of TACTC meeting on October 2 will be Student Achievement Outcomes, and our Dr. Anne Marie Karlberg is formatting the State Board's data for the presentation. Trustees Tim

Douglas and Barbara Rofkar will be attending with President Kathi. Anne Marie has agreed to present this topic at the November Board of Trustees meeting.

- During the ACCT Congress, Oct 2-5 in Seattle, President Kathi will participate in the Asian/Pacific Islander reception on Thursday, October 3, 4:30-6:00 p.m. Dr. Mark Mitsui, Deputy Assistant Secretary for Community Colleges, US Department of Ed, will be the guest speaker.
- Opening Week and Opening Day programs were shared with the trustees, and they were invited to attend the events.
- Whatcom County will host the State Board for Community College's Board Meeting, Oct 23 & 24. The first day will be held at Bellingham Technical College, and the second day will be at Whatcom Community College. Trustees are encouraged to attend.

REPORTS

- **Administrative Services** – Nate Langstraat, Vice President
 - Vice President Nate Langstraat reported that the traffic study and storm water plan for WCC's Institutional Master Plan will be completed this month.
- **Educational Services** – Trish Onion, Vice President
 - Vice President Trish Onion reported that new software is being utilized for the integrated advising program, and it is being accepted well.
- **Instruction Office** – Ron Leatherbarrow, Vice President
 - Nothing additional to add.
- **Advancement/Foundation Office** – Anne Bowen, Executive Director
 - Anne Bowen announced that the WCC Foundation Donor Appreciation Breakfast will be held on Oct 18 at Bellingham Country Club.

DISCUSSION/TACTC/ITEMS OF THE BOARD

- Trustee Tim Douglas spoke about the TACTC/ACCT Congress meetings in Seattle, October 2-5. Several of our trustees will be attending.
- The Board of Trustees draft work plan was discussed. Further discussion will take place at the October Board meeting.
- The Board of Trustees elected to discontinue their online subscriptions to the Chronicle for Higher Learning.

PUBLIC COMMENT

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

BREAK

- The Board meeting was adjourned for approximately five-minutes for a break at 3:40 p.m.
- The meeting reconvened into open session at 3:45 p.m.

EXECUTIVE SESSION

- At 3:45 p.m. the meeting was adjourned for a closed Executive Session of the Board for approximately 45 minutes “(g) to review the performance of a public employee...” and “(i) to discuss with legal counsel representing the agency matters ... litigation or potential litigation...”
- Chair Cole announced that no action was anticipated. Guests included President Kathi Hiyane-Brown, Vice President Ron Leatherbarrow, Human Resources Director Becky Rawlings, and Assistant Attorney Generals Lisa Wochos and Melissa Nelson.
- At 4:15 p.m. Guests Ron Leatherbarrow and Becky Rawlings were excused. At 4:25 p.m. President Kathi was excused.
- The Executive Session adjourned at 4:30 p.m. and the Board reconvened into open session at 4:30 p.m.

ADJOURNMENT

- There being no further business, the meeting was adjourned at 4:30 p.m.

Whatcom
COMMUNITY COLLEGE

SUMMER QUARTER 2013 GRADUATES

The attachment contains the recommended Summer Quarter, 2013 graduate degrees, certificates and diplomas as confirmed by the WCC Registrar and recommended by the President. If approved, these will be appended to the minutes.

WHATCOM COMMUNITY COLLEGE

SUMMER GRADUATES

August 23, 2013

ASSOCIATE IN ARTS AND SCIENCES (HONORS PROGRAM)

Kimmi K. Calkins (With Honors)
Abram O. Gates (With Honors)
Connor J.G. Gill (With Honors)

Caitlin E. Jirovsky (With Honors)
Kevin A. Lie (With Honors)
Michelle M. Runyan (With Honors)

ASSOCIATE IN ARTS AND SCIENCES

Emilee T. Agosta
Babatunde T. Alaka
Maggie R. Anderson (With Honors)
Zachary J. Balvanz
Terry G. Becker (With Honors)
Leo K. Beede
Ian C. Bernal
Mollie My Berres
Elizabeth J. Blake (With Honors)
Raul Bobadilla
Annie G. Boschma
Lara D.J. Bridges
William G. Briggs
Caleb M. Buchanan (With Honors)
Cristal M. Campos
Matt D. Carpenter
Shawn M. Chantaboune
Ashley M. Church (With Honors)
James C. Colven (With Honors)
Jordan Comstock
John F. Courtney
Jordan E. Davidson (With Honors)
Amanda A. Delaney
Connor K. DeLeeuw
Kaitlynn R. Demoney
Dove L. Dingman
Kari A. Eherenfieldt
Gabriel R. Feely
Ryleigh R. Ferrill
Lisa C. Fisher-Roy
Aaron M. Fritz
Ethan P. Gerard
Zach E. Gwinn
Kevin D. Hanson
Ethan R. Harlan (With Honors)
Steven M. Harper
Tong Seng Hau
Elisabeth L. Hawkins
Mason K. Herbert-Suda (With Honors)
Molly Hiebert

John H. Higby
Jesse Jay Hugin
Dustin M. Hughes
Savannah R. Jantsch
Brett M. Jennings
Carly V. Klemke (With Honors)
Nicholas Koorland
Junhyun Kwon
Wing Sze Lee (With Honors)
Yuliya Lopatnikov
Emily M. MacKinnon
Solonia E. Maleski (With Honors)
Jacob B. Malone
Jordan A. Martin
Matthew D. McAuley (With Honors)
Monique M. McCoy
Andrew Milne
Cesilia Monroe
Olivia C. Moore
Travis J. Morrison
Katrina A. Nash
Kristin T. Nesse (With Honors)
Austin C. Neufeld
Brian Nguyen
Phuc V. Nguyen (With Honors)
Tristan Z. Nims
Rebecca S. Ord
Alex M. Osetek
Jamie L. Page
Gursharn S. Parmar (With Honors)
Lindsey N. Powell
Joshua G. Pryde
Clayton R. Randell (With Honors)
Lakhwinder K. Randhawa
Mia J. Ratto
Blanca M. Rodriguez
Nicholas L. Roth
Dzmitry S. Ryzhkov
Sierra L. Scott
Matt J. Sheehan (With Honors)

Kate D. Smith
Erick M. Stirtz
Bethany M. Struiksma (With Honors)
Richard W. Talbot
Aziz Tebyanian (With Honors)

Virginia G. Thomas
Michael J. Vonmetnitz
Tabitha R. Wallace (With Honors)
Lorne W. West
Chun Fai Wong

ASSOCIATE IN SCIENCE TRANSFER

Ka Lun Chau (With Honors)

Kashmere S. Marceau (With Honors)

ASSOCIATE IN LIBERAL STUDIES

Annalisa S. Foster

Stephanie L. Rasset

ASSOCIATE IN ARTS VISUAL COMMUNICATIONS

Stephanie Schlotterback (With Honors)

April R. Yoder

ASSOCIATE IN SCIENCE BUSINESS ADMINISTRATION

Diana Derkach

Amanda Timmins (With Honors)

ASSOCIATE IN SCIENCE COMPUTER INFORMATION SYSTEMS

Joseph E. Adkins
Israel J. Gravning

Matt J. Kaufman
Ry Reeve (With Honors)

ASSOCIATE IN SCIENCE MASSAGE PRACTITIONER

Kayla L. Blier
Lindsey R. Frazier (With Honors)
Brenda J. Hagen

Elisabeth A. Samuel (With Honors)
Jerry M. Sanchez (With Honors)
Jessica M. Wilburn

ASSOCIATE IN SCIENCE MEDICAL ASSISTING

Raquel Camacho
Tara A. Fernandez (With Honors)
Mary R. Gillies

Suzanne M. Hull
Kseniya Lopatnikov

ASSOCIATE IN SCIENCE NURSING

Terri S. Anderson
Chantelle B. Arneson
Amanda L. Bedker
Victor Y. Kuksenko
Rachel H. May (With Honors)

Kristen E. McKenzie
Jennifer A. Munkres
Lisa A. Rich
Mercedes D. Simpson

CERTIFICATE ACCOUNTING

April A. Cruikshank

Kate D. Lamson

CERTIFICATE BUSINESS INFORMATION SYSTEMS

Deborah A. Leikvoll

CERTIFICATE EARLY CHILDHOOD EDUCATION

Kasey L. Simonsen

CERTIFICATE HOSPITALITY & TOURISM MANAGEMENT

Ira J. Pradmore

Aya Shimazaki

CERTIFICATE MASSAGE PRACTITIONER

Galen M. Dunn

CERTIFICATE MEDICAL ASSISTING

Olga G. Corona
April L. Deptuch
Alesha O. Harrison

Addie M. Neiffer
Martina L. Smith

CERTIFICATE NETWORK ADMINISTRATION

Matt J. Kaufman

CERTIFICATE OFFICE ADMINISTRATION

Zaynah N. Somani

CERTIFICATE TECHNICAL SUPPORT

Matt J. Kaufman

HIGH SCHOOL DIPLOMA

Annie G. Boschma
Amanda A. Delaney
Abram O. Gates
Troy A. Hatcher
Mason K. Herbert-Suda
Kseniya Lopatnikov
Yuliya Lopatnikov
Joshua G. Pryde
Nicholas L. Roth
Leonard Wibisono

MEMORANDUM

Office of the President

Whatcom
 COMMUNITY COLLEGE

TO: Board of Trustees
FROM: Kathi Hiyane-Brown, President
DATE: October 4, 2013
RE: Proposed Policy Action Items for Board Consideration

In continuing the Board of Trustees review of College Policies, I am pleased to bring the following policies to the Board for possible revision, deletion, or continued retention as Action items.

Noted are the current policy numbers and titles of the policies, and a short synopsis of the justification that is being recommended to the Board for consideration. Due to the reorganization of the Policy Manual, new numbering is required of any adopted and/or revised policy. These numbers are referenced with each item for consideration.

Additionally, a new proposed procedure that complements approved policy 320 Naming of Facilities is attached for Board consideration.

BOARD ACTION

➔ **TAB A – Review of Proposed Policy Changes**

- **Policy 4110 Other Employment Policy.** Recommend to amend present policy with revised text.
Move to amend this policy with proposed revisions OR these revisions _____; OR Move to retain this policy as it currently reads; OR Move to delete this policy . If approved, new Policy organizational structure assigns new number 409.
- **Policy 2180 Use of College Facilities.** Recommend to amend present policy with revised text.
Move to amend this policy with proposed revisions OR these revisions _____; OR Move to retain this policy as it currently reads; OR Move to delete this policy . If approved, new Policy organizational structure assigns new number 610.
- **New Procedure & Guidelines for Naming Opportunities at Whatcom Community College.** Recommend to approve this procedure to Policy 320 Naming of Facilities, as final decision regarding the naming of College facilities resides with the Board of Trustees.
Move accept this procedure as proposed OR Move to accept this procedure with these revisions _____; If approved, new procedural organizational structure assigns new number 320-001.

POLICY

4110
1 of 1

TITLE: Other Employment
NUMBER: 4110
APPROVED BY BOARD OF TRUSTEES: 8/27/8

It shall not be a violation of the policies of Whatcom Community College for employees of the College to be employed by persons other than the College on a full or part-time basis, provided ~~ing~~ that the outside employment shall not (i) interfere with the employment duties of the individual at ~~the Whatcom Community College,~~ or (ii) tarnish in any way the image or reputation of the College, as determined by the College Administration, employee's supervisor and shall (iii) ~~not~~ be in conflict with applicable rules of law as outlined in Policy 408, Conflict of Interest, and RCW 42.52, Ethics in Public Service Act.

<i>TITLE:</i>	Use of College Facilities (Chapter 132U-140 WAC)
NUMBER:	2180
APPROVED BY BOARD OF TRUSTEES:	6/14/88;

WAC

132U-140-010 ~~Use of college facilities.~~ [Definitions.](#)
 132U-140-020 ~~Limitations of use to school activities.~~ [Statement of Purpose.](#)
 132U-140-030 ~~Statement of Intentions.~~ [Priority use of facilities for College activities.](#)
 132U-140-040 General policies limiting use.
 132U-140-050 ~~Administrative control.~~ [Additional requirements for non-college groups.](#)
 132U-140-060 [Criminal](#) Trespass.
 132U-140-070 Prohibited conduct at college facilities.
[132U-140-080](#) Administrative control.

~~**WAC 132U-140-010 — USE OF COLLEGE FACILITIES.** Community College District No. 21 serves Whatcom County by providing continued educational opportunity for its citizens. In keeping with this general purpose, the college believes that facilities should be available for a variety of uses which are of benefit to the general public, provided; that such general uses do not interfere with the educational mission of the college. However, a state agency is under no obligation to make its public facilities available to the community for private purposes. [Statutory Authority: RCW [28B.50.130](#) and [28B.50.140](#). 88 15 005 (Order 88 03), § 132U-140-010, filed 7/8/88.]~~

WAC 132U-140-010 DEFINITIONS.

- (1) "College groups" shall mean individuals or groups who are currently enrolled students or current employees of the College, or guests of the College who are sponsored by a recognized student organization, employee organization, or the administration of the college.
- (2) "College facilities" includes all buildings, structures, grounds, office space and parking lots,
- (3) "Public Use areas" means those areas of each campus that the college has chosen to open as places where noncollege groups may assemble for expressive activity protected by the First Amendment, subject to reasonable time, place or manner restrictions.
- (4) "Expressive activity" includes, but is not necessarily limited to, informational picketing, petition circulation, the distribution of informational leaflets or pamphlets, speech-making, demonstrations, rallies, appearances of speakers in outdoor areas, protests, meetings to display group feelings or sentiments and/or other types of assemblies to share information, perspective or viewpoints
- (5) "Non-college groups" shall mean individuals, or combinations of individuals, who are not currently enrolled students or current employees of the College and who are not officially affiliated or associated with, or invited guests of a recognized student organization, recognized employee group, or the administration of the college.

~~132U-140-020 LIMITATION OF USE TO SCHOOL ACTIVITIES.~~

132U-140-020 STATEMENT OF PURPOSE. Whatcom Community College District is an educational institution provided and maintained by the people of the state of Washington. College facilities are reserved primarily for educational use, including, but not limited to, instruction, research, public assembly of college groups, student activities and other activities directly related to the educational mission of the College. The public character of the college does not grant to individuals an unlimited license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities to which the College's facilities and grounds are dedicated. Accordingly, the College designates the common areas of the College as a limited public forum dedicated to the use of college groups, subject to the time, place, and manner limitations and restrictions set forth in this policy.

The purpose of the time, place and manner regulations set forth in this policy is to establish procedures and reasonable controls for the use of college facilities. It is intended to balance the College's responsibility to fulfill its mission as a state educational institution of Washington with the interests of college groups seeking to assemble in common areas of the campus for expressive activity. The College recognizes that college groups should be accorded the opportunity to utilize the facilities and grounds of the College to the fullest extent possible. The College has designated certain facilities as public use areas open to noncollege groups as set forth herein.

~~132U-140-030 STATEMENT OF INTENTIONS.~~ The college neither intends nor desires to compete with any local agency or private enterprise in making its facilities available to the community. Privately operated facilities exist which are well qualified to best meet many community needs. The college encourages the community to patronize local businesses or agencies. With this approach, the college hopes to work cooperatively with local private enterprise to the mutual benefit of all concerned. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 88-15-005 (Order 88-03), § 132U-140-030, filed 7/8/88.]

**~~132-140-020 LIMITATION OF USE TO SCHOOL ACTIVITIES~~ 132U-140-030
PRIORITY USE OF FACILITIES FOR COLLEGE ACTIVITIES.**

When allocating use of college facilities, top priority shall ~~always~~ be given to activities specifically related to the College's mission. No arrangements shall be made that may interfere with or operate to the detriment of, the college's own teaching, research, rental, or public service programs. In particular, the college buildings, properties, and facilities (~~including those assigned to student programs~~) shall be used primarily for:

- (1) ~~The~~ Regularly established teaching, research, rental, or public service activities of the college and its departments. ~~or related agencies.~~
- (2) Cultural, educational, or recreational activities of the students, faculty or staff.
- (3) Short courses, conferences, seminars, or similar events, conducted either in the public service or for the advancement of specific departmental professional interests, when arranged under the sponsorship of the college, ~~or~~ its departments, or rental contracts.
- (4) Public events of a cultural or professional nature brought to the campus at the request of college departments or committees and presented with their active sponsorship and active participation.
- (5) Public events, activities, or programs arranged under rental contracts; or sponsored by the college and educational institutions, ~~by~~ state or federal agencies, ~~by~~ charitable agencies or civic or community organizations whose activities are of widespread public service and of a

character appropriate to the college.

(6) College facilities shall be assigned to student organizations for regular business meetings, social functions and for programs open to the public. Any recognized campus student organization may invite speakers from outside the college community. In conformance with state guidelines, the appearance of an invited speaker on campus does not represent an endorsement by the college, its students, faculty, administration, or the board of trustees, whether implicit or explicit, of the speaker's views.

~~(7) Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of space assigned, time of use, and to insure the proper maintenance of the facilities. Subject to the same limitations, college facilities shall be made available for assignment to individuals or groups within the college community. Arrangements by both organizations and must be made through the designated administrative officer. Allocation of space shall be made in accordance with college regulations and on the basis of time, space, priority of request, and the demonstrated needs of the applicant.~~ Moved to 132U-140-040 (1) below

(8) The college may restrict an individual or group's use of college facilities if that person or group has, in the past, physically abused college facilities. Charges may be imposed for rental, damage, or for any other unusual costs for the use of facilities. The individual, group or organization requesting space will be required to state in advance the general purpose of any meeting. If any charge or collection of funds is contemplated, advance permission from the party giving authority for space allocations will be required. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 88-15-005 (Order 88-03), § 132U-140-020, filed 7/8/88.]

132U-140-040 GENERAL POLICIES LIMITING USE. ~~(1) Reasonable~~ Specific conditions ~~may~~ shall be imposed to regulate the timeliness of requests, to determine the appropriateness of space assigned, time of use, and to insure the proper maintenance of the facilities. ~~Subject to the same limitations, college facilities shall be made available for assignment to individuals or groups within the college community. Arrangements by both organizations and individuals.~~ All requests for facilities use must be made through the designated administrative officer(s). Allocation of space shall be made in accordance with college regulations and on the basis of time, space, manner, priority and purpose of the request. ~~and the demonstrated needs of the applicant.~~ Moved from 132-140-030 (7) The college designates public use areas for college and non-college groups for expressive activity on campus. The specific locations of these public use areas are identified on a campus map on the appropriate college request form.

~~(2) Individuals and groups are encouraged to~~ should notify the designated campus public safety department no later than twenty-four hours in advance of an event. However, unscheduled events are permitted so long as the event does not materially disrupt any other function occurring at the facility.

~~(1)~~ (3) College facilities may not be used for purposes of political campaigning by or for candidates who have filed for public office, except for student-sponsored activities. Approved, student-sponsored activities of a political or commercial nature shall not permit promotional signs or posters on building, trees, walls, bulletin boards, or the distribution of samples outside the rooms or facilities to which access has been granted. Moved from 132U-140-040 (5)

~~(2)~~ (4) Religious groups shall not, under any circumstances, use the college facilities as a

permanent meeting place. Use shall be intermittent only.

(3) (5) The college reserves the right to prohibit the use of college facilities by groups which restrict membership or participation in a manner inconsistent with the college's commitment to nondiscrimination as set forth in its written policies and commitments.

~~— (4) The college may designate areas in its facilities and times for use by commercial entities on a space-available basis. The college may establish procedures for allocating such space and time to assure equal opportunity for access to different commercial enterprises. Such designation shall be made in keeping with other college policies.~~

~~— (5) Activities of a political or commercial nature may be approved providing they do not involve the use of promotional signs or posters on building, trees, walls, or bulletin boards, or the distribution of samples outside the rooms or facilities to which access has been granted.~~

Moved to 132U-140-040 (3)

~~— (6) These general policies shall apply to recognized student groups using college facilities.~~

~~— (7) Handbills, leaflets, and similar materials, except those which are commercial, obscene, or unlawful may be distributed only in designated areas on the campus where, and at times when, such distribution shall not interfere with the orderly administration of the college affairs or the free flow of traffic. Any distribution of materials as authorized by the designated administrative officer and regulated by established guidelines shall not be construed as support or approval of the content by the college community or the board of trustees.~~ Moved to 132U-140-050 (1)

~~— (8) Use of audio amplifying equipment is permitted only in locations and at times that will not interfere with the normal conduct of college affairs as determined by the appropriate administrative officer.~~

(9) (6) No person or group may use or enter onto college facilities having in their possession firearms, even if licensed to do so, except commissioned police officers as prescribed by law.

(7) College facilities may not be used for commercial sales, solicitations, advertising or promotional activities, unless: (a) such activities serve educational purposes of the college; and (b) such activities are under the sponsorship of a college department or office or officially chartered student club.

(10) (8) The right of peaceful dissent within the college community ~~shall~~ should be preserved. The college retains the right to insure the safety of individuals, the continuity of the educational process, and the protection of property. While peaceful dissent is acceptable, violence or disruptive behavior is an illegitimate means of dissent. Should any person, group or organization attempt to resolve differences by means of violence or perceived threat to health or safety, the college and its officials need not negotiate while such methods are employed and may involve local law enforcement authorities.

(11) (9) Orderly picketing and other forms of peaceful dissent are protected activities in public use areas as outlined in this policy. ~~on and about the college premises.~~ However, interference with free passage through areas where members of the college community have a right to be, interference with ingress and egress to college facilities, interruption of classes, injury to persons, or damage to property, or damage to property shall result in the sanctions outlined in this policy. ~~exceeds permissible limits.~~

(12) (10) Where college space is used for authorized function (such as a class or a public or private meeting under approved sponsorship, administrative function or service related activities) groups must obey or comply with directions of the designated administrative officer or individual in charge of the meeting.

~~(13)~~ (11) If a college facility abuts a public area or street, and if student activity, although on public property, unreasonably interferes with ingress and egress to college buildings, the college may choose to impose its own sanction although remedies might be available through local law enforcement agencies. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 88-15-005 (Order 88-03), S 132U-140-040, filed 7/8/88.]

(12) Subject to the regulations and requirements of this policy, individuals and groups may use the campus limited forums for expressive activities between the hours of 8:00 a.m. and 9:00 p.m.

(13) Any sound amplification device may only be used at a volume which does not disrupt or disturb the normal use of classrooms, offices or laboratories or any previously scheduled college event or activity.

(14) All sites used for expressive activity should be cleaned up and left in their original condition and may be subject to inspection by a representative of the college after the event. Reasonable charges may be assessed against the sponsoring organization for the costs of extraordinary clean-up or for the repair of damaged property.

(15) All fire, safety, sanitation or special regulations specified for the event are to be obeyed. The college cannot and will not provide utility connections or hook-ups for purposes of expressive activity conducted pursuant to this policy.

(16) The event must not be conducted in such a manner to obstruct vehicular, bicycle, pedestrian or other traffic or otherwise interfere with ingress or egress to the college, or to college buildings or facilities, or to college activities or events. The event must not create safety hazards or pose unreasonable safety risks to college students, employees or invitees to the college.

(17) The event must not interfere with educational activities inside or outside any college building or otherwise prevent the college from fulfilling its mission and achieving its primary purpose of providing an education to its students. The event must not materially infringe on the rights and privileges of college students, employees or invitees to the college.

(18) There shall be no overnight camping on college facilities or grounds. Camping is defined to include sleeping, carrying on cooking activities, or storing personal belongings for personal habitation, or the erection of tents or other shelters or structures used for purposes of personal habitation.

(19) The event must also be conducted in accordance with any other applicable College policies and regulations, local ordinances and state or federal laws.

~~132U-140-050 ADMINISTRATIVE CONTROL.~~ **(Moved to 132U-140-080)**

132U-140-050 DISTRIBUTION OF MATERIALS (1) Handbills, leaflets, and similar materials, except those which are commercial, obscene, ~~or unlawful~~, libelous, or advocate or incite imminent unlawful conduct, may be distributed only in designated areas on the campus where, and at times when, such distribution shall not interfere with the orderly administration of the college affairs or the free flow of traffic. Any distribution of materials as authorized by the designated administrative officer and regulated by established guidelines shall not be construed as support or approval of the content by the college community or the board of trustees. **MOVED FROM 132U-140-040 (7)**

(2) College groups may post information on bulletin boards, kiosks and other display areas designated for that purpose, and may distribute materials throughout the open areas of campus.

(3) Non-college groups may distribute materials only at the site designated for non-college groups. The sponsoring organization is encouraged, but not required, to include its name and address on the distributed information.

132U-140-050 ADDITIONAL REQUIREMENTS FOR NON-COLLEGE GROUPS. (1)

College buildings, rooms, and athletic fields may be rented by non-college groups in accordance with the college's facilities use policy. When renting College buildings or athletic fields, an individual or organization may be required to post a bond and/or obtain insurance to protect the College against cost or other liability in accordance with the College's facility use policy. When the College grants permission to use its facilities it is with the express understanding and condition that the individual or organization assumes full responsibility for any loss or damage.

Noncollege groups may otherwise use college facilities for expressive activity as identified in this policy.

(2) The College designates the following area(s) as the sole limited public forum area(s) for use by noncollege groups for expressive activity on campus: *[list appropriate area[s] of campus]*. The public use areas may be scheduled. Scheduled groups have priority of use over unscheduled groups.

(3) Noncollege groups that seek to engage in expressive activity on the designated public use area(s) shall provide notice to the designated campus public safety office no later than twenty-four hours prior to the event along with the following information solely to ensure (1) the area is not otherwise scheduled and (2) to give the College an opportunity to assess any security needs:

- (a) The name, address and telephone number of a contact person for the individual, group, entity or organization sponsoring the event; and
- (b) The date, time and requested location of the event; and
- (c) The nature and purpose of the event; and
- (d) The estimated number of people expected to participate in the event.
- (e) The type of sound amplification devices to be used in connection with the event, if any.

When using College buildings or athletic fields, an individual or organization may be required to post a bond and/or obtain insurance to protect the College against cost or other liability in accordance with the College's facility use policy.

When the College grants permission to use its facilities it is with the express understanding and condition that the individual or organization assumes full responsibility for any loss or damage.

132U-140-060 CRIMINAL TRESPASS ~~(1) Individuals who are not students or members of the faculty or staff and who violate these regulations will be advised of the specific nature of the violation, and if they persist in the violation, they will be requested by the president, or his or her designee, to leave the college property. Such a request prohibits the entry of and withdraws the license or privilege to enter onto or remain upon any portion of the college facilities by the person or group of persons requested to leave. Such persons shall be subject to arrest under the provisions of chapter 9A.52 RCW.~~

(1) Noncollege groups who violate these regulations will be advised of the specific nature of the violation, and if they persist in the violation, will be requested by the campus president or designee to leave the college property. Such a request will be deemed to withdraw the license or privilege to enter onto or remain upon any portion of the college facilities of the person or group of persons requested to leave, and subject such individuals to arrest under the provisions of chapter 9A.52 RCW or municipal ordinance.

(2) Members of the college community (students, faculty, and staff) who do not comply with these regulations will be reported to the appropriate college office or agency for action in accord with established college policies.

(3) Persons who violate a district policy or rule may have their license or privilege to be on district property revoked and be ordered to withdraw from and refrain from entering upon any district property. Remaining on or reentering district property after one's license or privilege to be on district property has been revoked shall constitute trespass and such individual shall be subject to arrest for criminal trespass.

132U-140-070 PROHIBITED CONDUCT AT COLLEGE FACILITIES. (1) State law relative to public institutions governs the use or possession of intoxicants on campus or at college functions. The use or possession of unlawful drugs or narcotics, not medically prescribed, on college property or at college functions, is prohibited. Students obviously under the influence of intoxicants, unlawful drugs or narcotics while in college facilities shall be subject to disciplinary action. Non-students obviously under the influence of intoxicants, unlawful drugs or narcotics while in college facilities may be subject to criminal trespass.

(2) The use of tobacco is restricted by law and by regulations of the fire marshal to designated non-smoking areas.

(3) Destruction of property is also prohibited by state law in reference to public institutions. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 88-15-005 (Order 88-03), § 132U-140-070, filed 7/8/88.]

132U-140-080 ADMINISTRATIVE CONTROL. The board hereby delegates to the president or his or her designee(s), authority to set up administrative procedures for proper review of the use of college facilities; to establish, within the framework of these policies, regulations governing such use; and to establish rental schedules where appropriate. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 88-15-005 (Order 88-03), § 132U-140-050, filed 7/8/88.]

DRAFT**PROPOSED NEW PROCEDURE**

TITLE: Procedure & Guidelines for Naming Opportunities at Whatcom Community College

NUMBER:

APPROVED BY THE PRESIDENT:

AMENDED BY THE PRESIDENT:

Background

It is a long-standing practice in higher education to place the names of distinguished individuals and/or benefactors on facilities as a means of recognizing their accomplishments, contributions, and memory. Whatcom Community College recognizes the importance of naming opportunities for its buildings, outdoor and interior areas, spaces, features, and objects, and this document sets forth the College's naming procedures and guidelines. Naming actions shall not detract from the institution's values, dignity, integrity, or reputation, nor shall any such actions create a conflict of interest, or the appearance of a conflict of interest, or confer special privileges.

The procedure and guidelines herein establishes a process for naming facilities and will be used in making recommendations to the President and Board of Trustees for the naming of a College facility.

Policy

Decisions to name buildings, facilities or rooms after individuals or organizations shall be made for their exceptional contribution to the success of the College and its mission and goals.

Please refer to WCC Policy #320 Naming of Facilities adopted 12/19/09.

Designating Official

- All designations of facilities at WCC will be made by the Board of Trustees
- All nominations should be directed to the President

Eligible Facilities

Examples of, but not limited to, facilities which may be named in recognition of an individual, group, or organization include: a building, a wing of a building, remodel of all or part of an existing building, laboratory, library, classroom, sculpture, artwork, garden recreational facility, conference room, an area of campus.

Eligible Individuals

Facilities may not be named for current college employees or appointed officers. Exceptions to this rule shall be with concurrence of both the President and a majority of the Board of Trustees. An individual becomes eligible for a named facility designation:

- Two years after retirement from WCC or one year after the individual's death
- One year after the completion of a term of an appointed office

Criteria

Nominations for facility designation will be evaluated on:

- Extraordinary service and/or contribution to the College, or
- Professional, civic, or community leadership and achievement, or
- Significant financial contributions/gifts to Whatcom Community College via the Foundation of:
 - At least 25% of “major” project cost
 - At least 50% of “minor” project cost

The College reserves the right to refuse a naming request or to reverse a naming decision should the individual, group of individuals, or organizations after which the building is named or is to be named, be shown to have rejected values that preserve human dignity and/or the educational ideals of the College, or in the case of a facility named after a donor, failure to fulfill the terms of the gift use agreement.

In addition, the name on a facility destroyed by casualty, or to be demolished, vacated, sold, or replaced will not automatically be transferred to a new facility. In such cases, a request must be submitted in order to recommend a name for the replacement facility. If a building has been renovated and/or repurposed, the building may be renamed.

Nomination Procedure

- Nominations shall be directed to the President of Whatcom Community College
- All nominations should include evidence of significant and broad base of support. Petition, background materials, news accounts, photos, articles, and public proclamations and testimonials are appropriate submittals for the consideration for a nomination

Committee Procedure

- When the President determines it useful, a Facilities Naming Committee (FNC) shall be formed
- FNC shall make an recommendation to the President and Board of Trustees
- The final decision regarding the naming of College facilities shall reside with the Board of Trustees

Naming opportunities involving buildings, rooms, and other spaces on campus must be approved by the College President, with the recommendations of the Executive Director for College Advancement & the Foundation (and other appropriate designee?), before the proposal is delivered to a prospective donor.

Naming Other Physical Facilities	Minimum Amounts
20-year duration	
Laboratory	TBD
Library	TBD
Classroom	TBD
Conference Room	TBD
Auditorium	TBD
Lobby	TBD
Outside gathering areas	TBD
Commons	TBD
Faculty offices	TBD
Miscellaneous areas	To be determined by the College president and the campus designee.
Benches, fountains, outdoor plantings, other outdoor structures or areas	Cost of project plus \$5,000 to the Campus Foundation to maintain structures.
Memorial for a student, staff or college friend.	New project cost only. Current structure memorial costs to be determined by the M State president and campus designee.
Student-generated projects	New project costs only.

Notes:

1. Naming opportunities for spaces within a building should be approved by the College President.
2. Naming opportunities such as benches, fountains, works of art, plantings or other structures will be reviewed on a case-by-case basis. Approval must be granted by the College President to ensure consistency across the College.
3. Funding amounts will be based on location, structure and function. Gift funds must cover the entire cost of structure or installation and, if significant ongoing costs will be incurred, an endowment sufficient to cover these costs also will be required.
4. In order for the College to properly administer funds, each gift must be accompanied by a gift agreement that has been approved by representatives of the donor, the College Foundation Executive Director and the College President.
5. Naming opportunities involving corporations must include a determination if the contribution is a gift (tax deductible) or a sponsorship (non-tax deductible).

POLICY

TITLE: Naming of Facilities
NUMBER: 320 (Replaces 2175)
APPROVED BY BOARD OF TRUSTEES: 12/19/09

Decisions to award recognition or to name buildings, facilities or rooms after people or organizations shall be made for their exceptional contributions to the success of the College and its mission and goals.

Naming of Facilities

1. Campus buildings, rooms, or areas within buildings, and grounds or landmarks shall be named for specific reasons and only after careful deliberation.
2. If consideration is being given to naming a building or area for an individual, that person shall have made a significant impact on the College, been an outspoken and vigorous advocate of the College, or contributed substantial financial support to the College. Consideration for naming buildings or areas for geographic locations or historical events shall be based on specific local significance.

When the Board determines it useful, the College President will form a Facilities Naming Committee (FNC) which could include, among others, representation from students, classified staff, faculty, administration, trustees and alumni. The FNC shall recommend to the Board of Trustees which facilities should be named, an order of priority for naming the facilities and the names to be given to them.

The FNC shall solicit input from the college community prior to submitting recommendations to the Board; and, once input is received, it shall maintain confidentiality in the deliberation process leading to these recommendations.

3. The final decision regarding the naming of College facilities shall reside with the Board of Trustees.

DRAFT
*Proposed 2014 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 8

Wednesday, February 12 (work session; start at 12 noon)

Wednesday, March 12

Wednesday, April 9 (work session; start at 12 noon)

Wednesday, May 14

**Wednesday, June 11
(6/20 commencement ceremony)**

Wednesday, July 9

**August (no regular meeting)
(save dates for possible board retreat, August 123-14)**

**Wednesday, September 10
(quarter begins on September 16)**

Wednesday, October 8

Wednesday, November 12 (work session; start at 12 noon)

Wednesday, December 10 (quarter ends on December 5)

Reports to the Board of Trustees October 9, 2013 Meeting

➔ ASWCC— Lucas Nydam, President

- Yearly goals for the ASWCC developed.
 - Improvement of campus infrastructure, including issues regarding smoking, parking, and security.
 - Encouraging civic engagement of students.
 - Improving club system.
 - Promoting student involvement in Student Life.
- Held first Student Senate meeting on September 26, 2013.
- Hired eight Executive Student Board Members and recruited 10 Student Senators.
- Performed presentations on Student Life to new students during WAVE orientations.
- Created agenda items for October, including items addressing campus safety, public perception of our student government, networking with other colleges, and student discounts.
- Legislative
 - Student Legislative Academy to be attended by many members of the ASWCC on November 8th-9th.
 - Two student government members now hold positions in WACTCSA, Vice President Marco Morales as Delegate for WCC, and Lucas Nydam as Region 2 Representative.
 - Student Government expresses support of the WACTCSA White Paper.
 - Voter Registration drive to be held within the next month.
- Student Involvement
 - Men's and Women's Soccer and Women's Volleyball seasons are successfully underway.
 - Back to School Barbeque and Club Fair to be held on October 2nd.
 - "Las Cafeteras" cultural music performance to be held on October 21st.
 - Club Summit to be held on October 16th.

➔ WCCFT—Kimberly Reeves, President

- The faculty are voting on the tentative agreement from last year's negotiations

➔ WSFE – Michelle North, Representative

- The Classified Union bargaining team continues negotiations on health care benefits, premium share, co-pays and deductibles for the plan year starting January 1, 2015.

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

- **Finance** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
 - The Nelnet tuition payment plan for fall quarter currently has approximately 300 students enrolled, compared to 177 enrolled last fall when the plan was initially implemented.
 - Fall quarter 2013 will be the second cycle of disbursing financial aid through the new Whatcom Choice Card Program with Higher One. The Business and Financial Aid Offices disbursed almost \$2 million to approximately 2,000 students on the first day of classes. Front line staff in the Business Office, Registration and Financial Aid have been managing questions from students and parents.,
- **Facilities & Operations** (*5.1: Create and manage growth through fiscal, capital, technological and human resource development*)
 - A successful move-in was completed in the Health Professions Education Center, meeting an ambitious timeline for the start of fall quarter. College employees from across campus worked together to prepare the space for students on the first day of classes.
 - The Learning Commons programming team visited three locations, touring facilities to glean ideas and best practices as planning moves forward for our own new building. Locations visited included Seattle University's Learning Commons, as well as two locations at the University of Washington: Odegaard Undergraduate Library & Learning Commons and Paccar Hall (Foster School of Business).
 - Design development continues with the WCC Pavilion and Student Rec Center project. The team is reviewing interior finishes. Additionally, two subgroups have been formed: one to focus on fitness equipment planning and layout and the other to focus on the artwork selection process for this particular facility.
- **Conference & Event Services** (*3.1.2 Expand partnerships with community and business organizations. 3.1.3- Develop the College's and Foundation's community involvement and presence*)
 - The Conference & Event Services (CES) office will be supporting Outreach's Middle School Tours, the Transfer Fair, Ed Services WACC meeting, and multiple sessions of the Chuckanut Radio Hour. Externally, we will be welcoming back the People-to-People Ambassador program, the Northwest Washington Community for the Deaf, and the Highland Dancers. Orca Field was recently updated with new nets on the goals. We also welcomed back WWU Men's and Women's soccer as well as the Vancouver Whitecaps program. The possibility of adding lacrosse lines to the field is currently being discussed as we strive to accommodate space needs for a growing lacrosse community.
- **Technology** (*5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
 - IT has completed all the major projects in the Health Professions Education Center and is finishing projects in LDC 211, LDC 216, and CAS 104.
 - Ward Naf went to the Gates Foundation Post-Secondary Success workshop in Seattle to represent Whatcom as it relates to the College's IPAS grant.

- **Bookstore** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
 - The Bookstore completed installation of and training for a new Point-of-Sale server and cash registers. The new POS system processes transactions much faster than the previous system and allows cashiers additional information and search capabilities.
 - The number of fall quarter book rentals has increased over last year. Students appreciate the expansion in book rental titles and quantities as well as the ability to complete the rental transaction as part of a normal cash register transaction.

➔ **Educational Services—Trish Onion, Vice President**

- **Achieving the Dream (ATD)** (*1.1 Increase student achievement in transfer and career preparation*)
 - During the week of October 28 – November 1, Whatcom will host three independent teams of on-site visitors to evaluate the College's progress with improving student completion and using evidence-based planning and decision-making. The ATD coaches will focus on guiding and challenging the ATD intervention teams to keep us moving forward with a sense of urgency.
 - Two evaluators from College Spark, the organization that funds the ATD grants in Washington State, will join the ATD coaches. College Spark is particularly interested in progress related to the Student Achievement Initiative (SAI) measures.
 - As a requirement of the Integrated Planning and Advising System (IPAS) grant, Columbia University will be sending an action research team to conduct several focus groups and individual interviews with students, staff, and faculty to gather baseline data about the current degree planning and advising processes. Their focus is the dynamics of human and business systems change process.
- **First Year Experience, Advising, and Running Start** (*1.2 Increase academic support for students; 1.3 Increase access for diverse and nontraditional student populations*)
 - Whatcom continues to scale-up the first year experience activities to improve student success and completion. Over 674 students and 80 parents attended Whatcom Wave new student orientations offered prior to fall quarter. This is a dramatic increase compared to the 774 students who attended the Whatcom Wave during entire 2012-13 academic year.
 - Nearly 200 new students are enrolled in eight class sections of the 2-credit college success course. Eight instructors, who typically teach gateway courses, are now trained to teach this college success course using collaborative learning strategies.
 - Eighty-two percent of new Running Start students attended a RS orientation or a WAVE session, with many parents participating as well. Ten RS students were trained as orientation leaders in addition to two RS students who are Ambassadors this year. The annual Running Start Parent Night, created and presented by Associate Director Sarah Pearson, is scheduled for October 15th. Running Start numbers increased slightly over last year with 901 students enrolled and 686 FTE on the first day of classes; 379 RS students are returning and 522 are new.
 - The Career Center is staffed by several who provide their varied expertise in teaching career exploration and job search skills in the Career Center. On October 8, a trainer from WOIS/The Career Information System in Washington will conduct training for 12 full- and part-time advisors to update their use of this online computer resource.
 - Western Washington University admissions director conducted Personal Essay workshops in the WCC Writing Center. This presentation teaches transfer students how to write meaningful essays and the workshops are geared toward writing essays for any baccalaureate institution.
 - CollegeFish.org is an online resource for transfer students to secure scholarships and resources to support their transfer to universities across the country. October is CollegeFish.org

Challenge Month and several campus events are planned for WCC transfer students. Also, CollegeFish.org recently awarded WCC a \$1500 grant to be used for prizes, food for events, and minor expenses. Typically, the limit for this small grant is only \$750. Yet, CollegeFish.org has recognized WCC as a leader among the Washington community colleges. In early October, their national representative will promote CollegeFish.org to the advising managers throughout the state during their quarterly meeting of the Washington Advising and Counseling Council which will be held on the WCC campus.

➤ **Instruction—Ron Leatherbarrow, Vice President; Ed Harri, Dean for Instruction; Janice Walker, Workforce Education Director**

- **Accreditation** (5.4 Foster an evidence-based culture of continuous improvement)
 - Last week the College received a letter from the Northwest Commission with information pertaining to the upcoming evaluation visit. The Commission has proposed March 24-26, 2014, as the dates for the visit, which will be conducted offsite. As stated in previous reports, work on the report is moving well, and we should be well-prepared for the visit and for meeting the Commission's expectations in conducting the visit
- **Enrollments** (5.1 Create and manage growth through fiscal, capital, technological, and human resource development)
 - Summer 2013 FTE was up 3.8% from summer 2012, and the first day of fall quarter 2013 FTE was up very slightly from fall 2012. These gains, while modest, owe much to the hard work of a committed group of staff that met several times during the summer to implement strategies for actively recruiting new students and individually supporting existing students.
 - Community/Continuing Education Enrollments: Fall quarter community and continuing education enrollments are climbing back to more robust numbers comparative to 2010. As of September 18, enrollments hit 1,073, a 25% increase over 2012 and over 200 enrollments above both 2011 and 2012. The staff attribute this increase to the improving economy and new marketing strategies.
 - Continuing education is contracting with British Petroleum at Cherry Point to provide beginning to advanced Microsoft Office 10 training for employees transitioning from a former version of MS Office. Eight classes will be offered in November and December, totaling 32 hours and serving over 100 BP employees. This is WCC's first contract training with the refinery in many years; CE staff were very excited to be able to support this contract.
- **Hiring** (2.1 Maintain currency in college curriculum and delivery; 2.3 Improve student learning; and 5.1 Create and manage growth through fiscal, capital, technological and human resource development)
 - We have begun the process for identifying faculty positions and hiring faculty for the 2014-15 academic year. At this point we have been informed by four faculty members of their intention to retire. The instructional administrators have met with the Human Resources Director and the division chairs and outlined a process. The division chairs will consult with their divisional faculty to compile a prioritized list for each division. By mid-October instructional administrators and division chairs will create one prioritized list of proposed disciplines for hiring, discuss it with faculty leadership, then present the proposal to President's Cabinet. We hope to have a list of positions to advertise by early November.
- **Opening Week** (5.4 Foster an evidence-based culture of continuous improvement)
 - Based on observation and the responses administration has received, opening week activities went extremely well. In planning the week's activities, administration made strong efforts to limit opening day activities to half a day, condense the presentations, reduce duplicating

information across the meetings, and be more selective in the week's presentations. We have received many appreciative comments from faculty and staff about the quality and relevance of the week's activities and about the positive energy that prevailed.

- **Diversity** (4.2 Enhance diversity among faculty and staff; 4.3 Increase access for underrepresented populations)
 - The College's Strategic Plan includes a major goal focused on diversity, with entries addressing curriculum, college faculty and staff, and access and support for students. Members of the Campus Diversity Committee, which has representatives from all college employee groups as well as students, will begin meeting soon. Johnny Hu, the Chair appointed by the President, has asked for preliminary meetings with President's Cabinet and with the Division Chairs to discuss the Committee's role, and he brings a strong commitment and capable leadership abilities to the work.
- **Grants** (2.3 Improve student learning; and 5.2 Diversify and secure funding/resources from external sources)
 - In May, Western Washington University led the development of a collaborative NSF WIDER grant proposal with Whatcom and Skagit Valley College. The grant, "Change at the Core: A Collaborative Model for Undergraduate STEM Education Reform" (C-Core), will provide training for STEM faculty at the three colleges to redesign curriculum and teaching approaches based on research to create and support learning-centered institutions. The grant proposal was funded, and Whatcom will be a sub-awardee for this grant. Between 5 to 10 Whatcom STEM faculty will participate in the grant each year over the next two years, and Ed Harri will serve as senior personnel for the project.
 - On September 27, the College received final award notification from the National Science Foundation for the transfer of the CyberWatch West NSF ATE Center to Whatcom. The total amount of funds to WCC is \$2,095,549 to be expended over the next two years. Most of these funds are designated for partner colleges for outreach and faculty and curriculum development. WCC is also gaining support for project personnel, equipment, and indirect costs to manage the project and host activities for K-20 students interested in cybersecurity.
 - WCC has announced the next CyberSecurity Camp, offered to high school students during Winter Quarter, 2014. This camp is being funded through a no-cost extension of the original \$200,000 grant awarded by the NSF. The combined results of the 2012 and 2013 camps: 47 high school students attended from 12 regional high schools, 27 of those students earned college credit, and 22 WCC students served as mentors.
 - The SBCTC has approved funding for another round of non-traditional workshops. Girls Go Tech and Guys and Guts will again be hosted on WCC's campus during winter and spring quarters, 2014.
 - We have just received approval from the SBCTC for a Perkins Leadership grant for \$26,000 in support of several projects:
 - A special allocation of \$10,000 for WCC's Student Nurses of Whatcom (SNOW) and Teachers of Tomorrow (Early Childhood Education) club projects. The project emphasizes developing professionalism by leading activities that engage other students from around the state.
 - Continued support of age 40+ professional technical students and the industry advisory committee. Coordinator and advisor Amy Riedel will present two free back-to-school technology/computer skills workshops for students winter and spring quarters, and provide advising, resume, and job application workshops for this student population at WCC.
 - Development of new policies and procedures around expectations, risk management, and updated student outcomes for ECE students at on and off-campus practicum sites.

- Additional funds will be made available to support professional technical program faculty in maintaining industry credentials and related professional development.
- **Early Childhood Education** *(2.3 Improve student learning; and 5.2 Diversify and secure funding/resources from external sources)*
 - Early Achievers Opportunity Grants: Scholarship funds were made available for employees of childcare programs participating in Washington's Quality Rating and Improvement System. ECE Special Projects Director Sally Holloway will coordinate the scholarship program statewide, mentoring points of contact for the 18 colleges offering the ECE common courses, stackable certificates, and scholarships. Kim Doyle, WCC's ECE Program Coordinator, is Whatcom's point of contact, offering full scholarships and support to five scholars in WCC's program this fall. Contract amount: \$188,000.
 - Head Start Collaboration Project: Head Start personnel are trying to meet new federal professional development requirements. The maze of Early Childhood Education programs of study in Washington State is currently difficult to navigate. This project funds a research project, the development of an information packet, and dissemination of the information. The project creates opportunities for communication regarding barriers to higher education and resources available. Contract amount: \$20,000.
 - Statewide Child Care Basics Curriculum Project: Last year WCC took the lead in revising the curriculum guide for the courses required to become a licensed child care provider. This year the Department of Early Learning and the Center of Excellence for Careers in Education are supporting the roll-out of the curriculum guide. Through two webinars 220 trainers and college instructors were introduced to the curriculum guide. This fall, five curriculum work sessions will be offered throughout Washington State for family and consumer science teachers, facilitating updates in high school offerings to align with the current demands in the workplace. Contract amount to WCC: \$6,000, plus Center of Excellence's financial support of all work sessions.
- **College in the High School** *(3.2 Lead collaborative efforts with other educational institutions)*
 - In winter 2014, Whatcom will initiate a set of offerings in a new College in the High School Program. CHS presents college course work for high school students. The classes meet in the high schools and are taught by high school faculty who are supervised by faculty from our college, who offer guidance about content, materials, assignments, and examinations. County high schools have requested the college provide this program for several years, and we have declined. This past year, as the University of Washington and Everett Community College have conducted the program, WCC has decided to initiate our own program. A planning team was appointed that includes representatives from the Educational Services area and from Instruction. They have met with high school administrators and developed a proposal for revenue, including costs for students and faculty salary, course and faculty selection, and faculty supervision and evaluation. Whatcom believes that this program will offer high school students an opportunity to begin college level work and will provide an important opportunity for collaboration.

➔ **Foundation and College Advancement – Anne Bowen, Executive Director**

- **Foundation** *(3.1.3 – Develop the College's and Foundation's community involvement and presence; and 5.2.3 – Contribute to fiscal stability through entrepreneurial activities and efficiencies)*
 - **Fundraising** – The Foundation received \$48,249 in donor gifts in the first quarter of fiscal year 2013-2014 which include \$12,149 in the month of September. Additionally, we have \$76,050 in pledges committed for this fiscal year.

- **Foundation Annual Board Meeting** – The Annual Meeting is scheduled for September 30th. Board of Directors will approve the 2013-2014 slate of officers at the meeting.
- **President's Circle Reception** – The President's Circle Reception was held on September 17th at the Health Professions Education Center (HPEC) providing a sneak preview of the facilities to over 100 donors. The reception includes a tour of the facility with Program faculty providing an overview of programs and new features in the new space. President Kathi Hiyane-Brown gave an update on key college initiatives and honored our private partners on the HPEC project. Coverage on the event will be included in the upcoming issue of Bellingham Live magazine.
- **Donors Appreciation Breakfast** – The Donor Appreciation Breakfast is scheduled for October 18th at 7:00am – 9:30am at Bellingham Golf and Country Club.
- **Communications, Marketing and Publications** *(3.1: Increase College stature as a community and educational partner)*
 - **Web/Social Media Development**
 - Growth continues on the College's main Facebook page, up 2% from last report to 2,516.
 - @WhatcomCC Twitter followers increasing, up 3% from last report to 1,359.
 - Marisa Ellis was hired as a program manager to support the continued evolution of the College's digital marketing, including website and social media.
 - **Press Releases/Media Relations – Summary/Highlights Of Media Coverage**
 - [New Whatcom Community College building replicates hospital rooms, real-world venues](#), Bellingham Herald, Sept. 25, 2013
 - [WCC opens new healthcare building](#), KGMI, Sept. 26, 2013
 - **Additional media outreach**
 - Press releases, public service announcements and an ongoing list of news articles can be found at www.whatcom.ctc.edu/news.