

MEMBERS:

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

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
Wednesday,
December 11, 2013**

BOARD OF TRUSTEES

Meeting Agenda

Thursday, November 21, 2013

Work Session 12 noon-1:15 p.m.

Board Meeting 1:30 p.m.

Laidlaw Center Boardroom, #143

237 W. Kellogg Road

Bellingham, WA 98226

- I. Call to Order – 12 noon lunch served
- II. Work Session – 12:30 – 1:15 p.m.
 - Student Achievement Study Session—Dr. Anne Marie Karlberg
(Goal 2: Strengthen the culture of learning)
- III. Break
- IV. Call to Order, Approval of Agenda, and Notice of Public Comment Time
- V. Consent Agenda (Calendar)
 - a. Minutes of October 9, 2013 Board of Trustees Meeting (Attachment A)
- VI. Action
 - TAB A Policy Review
 - 4020 (Attachment A)
 - TAB B 2014 Calendar of Board of Trustees Meetings (Attachment B)
- VII. Report from the President
- VIII. 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
- IX. Discussion / Items of the Board
 - TACTC Update
 - Joint Board Meeting
- X. Public Comment
- XI. Executive Session*
 - (b) to consider the selection of a site or the acquisition of real estate by lease or purchase...;
 - (g) to review the performance of a public employee, and to discuss collective bargaining; and (i) to discuss with legal counsel representing the agency matters relating to ... litigation or potential litigation...
- XII. Adjournment

***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 October 9, 2013 meeting of the Board of Trustees (Attachment A)

SUGGESTED RESPONSE

The chair reads out the letters of the consent items. Then the chair states: "If there are no objections, this item will be adopted". After pausing for any objections, the chair states, "As there are no objections, this item is adopted."

Whatcom

COMMUNITY COLLEGE

MINUTES

BOARD OF TRUSTEES MEETING

Laidlaw Center Board Room

Wednesday, October 9, 2013

2:00 p.m.

- **CALL TO ORDER** Chair Sue Cole officially called the Board of Trustees meeting to order at 2:00 p.m. Present in addition to the chair were trustees Barbara Rofkar, Steve Adelstein, and Tim Douglas, constituting a quorum. Trustee Chuck Robinson was not in attendance. Others present included President Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Trish Onion, Vice President for Educational Services; Anne Bowen, Executive Director for Advancement; Ed Harri, Dean for Instruction; Lisa Wochos and Melissa Nelson, Assistant Attorney General; and Keri Parriera, Executive Assistant to the President.

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**.
- Trustee Sue Cole announced that there is a designated time for public comment on the agenda.

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

A PowerPoint presentation was shared outlining the significant progress that has been made on the previous recommendations from the Commission. Data is being utilized to confirm mission fulfillment. Examples of indicators were shared. The final draft of the Year 3 Report will be ready by the end of December and will be shared with the Board.

CONSENT AGENDA

- **Consent Agenda (Calendar)**
- Minutes of September 11, 2013 Board of Trustees Meeting (Attachment A)
 - Summer Quarter, 2013 Proposed Graduates (Attachment B)

Chair Cole stated: "If there are no objections, these items will be adopted." As there were no objections, **these items were adopted**.

ACTION

➤ TAB A -- Review of Policies (possible Action)

- Policy 4110 Other Employment (3rd Reading, possible Action)
Trustee Steve Adelstein moved to approve policy 4110 as originally revised with the addition of the reference sections and assign new number 409. The motion was seconded by Trustee Barbara Rofkar, and the **motion was approved unanimously**.
- Policy 2180 Use of College Facilities (2nd Reading, possible Action)
Trustee Steve Adelstein moved to approve policy 2180 as revised with new number 610. The motion was seconded by Trustee Barbara Rofkar and the **motion was approved unanimously**.
- Policy 5030 Teaching as A Percentage of Load. (1st reading, possible Action)
This policy was deleted by the Board on January 19, 2013; however, the President's Cabinet seeks to have it reinstated. It was originally reported to be in the faculty negotiated agreement, but is not.
Trustee Tim Douglas moved to have this policy tabled for further research and discussion. The motion was seconded by Trustee Barbara Rofkar, and the motion to table was approved.
- Proposed Procedures/Guidelines for Name Opportunities
Anne Bowen presented the draft guidelines for the procedure to implement the naming of facilities policy. Anne will work with Trustee Chuck Robinson to refine the procedure.

PRESIDENT'S REPORT

- President Kathi shared a copy of the Bellingham Business Journal online article for "Bellingham Alive" which included a picture taken at the recent President's Circle event.
- The transfer of the NSF grant to WCC for CyberWest is finalized. Kloe Rafakeea is working with Senator Patty Murray's office on an official announcement. The Governor's Office will also be contacted.
- Student enrollment for fall is up 1.3% from last year. Summer quarter enrolment was up 3% over last summer.
- Student Programs recently hosted a student welcome barbecue. During the event an informal survey was taken identifying how students heard about Whatcom and how they prefer to get messages from the College.
- The College Work Plan is almost complete. Keri will send a link to the Trustees for their review as soon as it is available.
- Whatcom, along with other colleges in our system, received a debit notice from the IRS regarding 98T forms for student information. The State Board and other state agencies are working on a response for reconsideration.

- President Kathi shared that the Ed Services Committee, which she chairs for WACTC , is looking at applied baccalaureates and common course numbering.
- The ACCT Congress in Seattle was attended by several of our trustees. President Kathi participated on a panel presentation with the topic of what trustees should look for in presidential candidates.
- The TACTC workshop on the Student Achievement Initiative, held prior to the ACCT Congress, was attended by approximately 100 trustees and presidents.

REPORTS

- **ASWCC** –Lucas Nydam, President
 - Mr. Nydam reported on the successful club fair and welcome back barbeque that was held on October 2. A Club summit will be held on October 16 to increase communication with student clubs.
 - A legislative academy for the ASWCC will be held on November 8-9.
 - Student ambassadors have been providing many Whatcom WAVE tours, and the transfer fair had a good turnout.
- **WCCFT** – Kimberly Reeves, President
 - Will Webber spoke to the Board on Kim's behalf. He reported that negotiations ended in the spring with a tentative agreement on lab rates. Faculty have now approved the tentative agreement which should be brought forward to the Board in November.
- **Educational Services** – Trish Onion, Vice President
 - Nothing additional to add.
- **Instruction Office** – Ron Leatherbarrow, Vice President
 - Nothing additional to add.
- **Advancement/Foundation Office** – Anne Bowen, Executive Director
 - Anne shared information on two upcoming events sponsored by the Advancement and the Foundation:
 - HPEC Open House, 11/4 by invitation only
 - Foundation Donor Breakfast, Oct 18, at Bellingham Country Club

DISCUSSION/TACTC/ITEMS OF THE BOARD

- **Debrief TACTC/ACCT Congress**
 - Trustee Tim Douglas provided a report on the key issues that were covered at the meetings. A record number attended the ACCT Congress.

➤ **Proposed Board Meeting Dates for Calendar Year 2014**

- Trustees will review the dates, provide feedback, and bring forward for Action at the November meeting.

➤ **TACTC Transforming Lives Award**

- Students are being nominated for this award. Trustees Barbara Rofkar and Tim Douglas volunteered to review the applications to select a nominee for Whatcom.

➤ **SBCTC Meeting in October**

- The State Board for Community and Technical Colleges will be holding its October meeting in Whatcom County. The Wednesday, October 23 meeting will be held at Bellingham Technical College. Trustees Sue Cole and Tim Douglas indicated that they will be attending the meeting and/or the dinner. Thursday, October 24, the meeting will be held at Whatcom Community College. Trustees Sue Cole, Steve Adelstein and Barbara Rofkar indicated that they will be attending.

ACTION

➤ **Board of Trustees Draft Work Plan for 2013-14**

- The draft Trustee work plan was reviewed. Trustee Tim Douglas moved to approve the work plan for 2013-2014 as submitted. The motion was seconded by Trustee Steve Adelstein, and **the motion was approved unanimously**

➤ **Resolution in Appreciation of Lisa Wochos**

Trustee Tim Douglas moved to approve Resolution No. 13-02 in appreciation and recognition of Lisa Wochos' years of dedicated service as Assistant Attorney General to Whatcom Community College. The motion was seconded by Trustee Barbara Rofkar, **and the motion passed unanimously.**

This was Assistant Attorney General Lisa Wochos' final Board meeting, and Chair Sue Cole read the Resolution to the assembly. Token flowers were presented to Lisa.

PUBLIC COMMENT

➤ **Chair Cole called for public comment. There was none.**

BREAK

- a. The meeting was adjourned for a 10-minute break at 4:05 p.m.
- b. The meeting reconvened into open session at 4:15 p.m.

EXECUTIVE SESSION

- c. At 4:15 p.m. the meeting was adjourned for a closed Executive Session of the Board for approximately 30 minutes to "(i) to discuss with legal counsel representing the agency matters relating to ... potential litigation...and " (g) ...to review the performance of a public employee..."

Chair Cole announced that no action was anticipated. Guests included President Kathi Hiyane-Brown, Vice President Ron Leatherbarrow, and Assistant Attorney Generals Lisa Wochos and Melissa Nelson.

The Executive Session adjourned at 4:46 p.m. and the Board reconvened into open session at 4:46 p.m.

ADJOURNMENT

➤ There being no further business, the meeting was adjourned at 4:46 p.m.



Board of Trustees Work Plan 2013-2014

Approved October 9, 2013

Utilize institutional data in support of the College's efforts to meet student achievement and equity goals

- Become familiar with the college's institutional data on student achievement throughout the AY
- Support institutional strategic initiatives

Support the further development and integration of international education throughout the campus community.

- Participate in college activities that support international education--- programs, students, faculty, and staff

Support college outreach through college conversations with local and regional, public and private entities to better meet their educational and training needs as well as to secure their support for our students and programs

- Introduce and participate in conversations with community leaders regarding the college's strategic initiatives

Support the marketing and public relations efforts to promote the work of the College and the College Foundation

- Support the work of the college in community forum and legislative activity
- Submit editorials about the college's work in the community and/or to highlight student successes

Adopt and support the institutional master plan

Support the exploration of programming for a Phase Two of the Health Professional Education Center project

- Identify partnership opportunities with community and regional organizations

Support TACTC and its activities

- Each board member will participate in a TACTC meeting or activity

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**RESOLUTION IN RECOGNITION AND PROFOUND APPRECIATION
OF DISTINGUISHED SERVICE BY
LISA WOCHOS, ASSISTANT ATTORNEY GENERAL**

Resolution No. 13-02

WHEREAS, Lisa Wochos, faithfully and with honor, integrity, and great distinction, served as the Assistant Attorney General for Whatcom Community College for over seven years; and

WHEREAS, Lisa Wochos has always been mindful of the interests of the State of Washington and Whatcom Community College, and she has continually provided advice to the Board of Trustees on legal issues, and, when requested, given written opinions on constitutional or legal questions.

THEREFORE, BE IT RESOLVED that the Whatcom Community College Board of Trustees formally acknowledges and extends its profound appreciation to Lisa Wochos for her many years of service to Whatcom Community College.

APPROVED in the regular meeting by the Board this 9th day of October, 2013.



Board of Trustees
Whatcom Community College

By: Sue Cole
Sue Cole, Board Chair

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 Hogin
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. Talbott
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

WASHINGTON ADMINISTRATIVE CODE

4020

Page 1 of 1

TITLE:	Discrimination and Harassment
NUMBER:	New # 615 (replacing 4020)
APPROVED BY THE BOARD OF TRUSTEES:	6/14/88
AMENDED BY THE BOARD OF TRUSTEES:	7/11/07

The college provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, RCW [49.60.030](#) and their implementing regulations. Prohibited gender based discrimination includes sexual harassment.

Harassment is defined as a form of discrimination consisting of physical or verbal conduct that (1) denigrates or shows hostility toward an individual because of the their race, creed, color, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or any other prohibited basis; and (2) is sufficiently severe or pervasive so as to substantially interfere with the individual's employment, education or access to college programs, activities and opportunities.

Sexual Harassment is defined, for the purposes of this policy as follows: unwelcome sexual advances, requests, and other unwelcome conduct of a sexual nature where:

- a) submission to such conduct is made, either expressly or implicitly, a term or condition of an individual's employment or education; or
- b) submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting any individual; or
- c) such unwelcome conduct is sufficiently severe, persistent or pervasive to have the effect of substantially interfering with any individual's academic or professional performance.

CURRENT POLICY PROPOSED TO DELETE.

TITLE: **COMPLAINTS--DISCRIMINATION** (Chapter 132U-300 WAC)
NUMBER: 4020
APPROVED BY BOARD OF TRUSTEES: 6/14/88
AMENDED BY BOARD OF TRUSTEES 7/11/07

WAC

132U-300-010 **Statement of Policy: Complaints—Discrimination And/Or Harassment/Intimidation.**

132U-300-020 **Complaint Procedure — Discrimination and/or harassment/intimidation.**

132U-300-010 Statement of Policy: Complaints—Discrimination And/Or Harassment/Intimidation.

(1) Whatcom Community College is covered by Title IX of the Education Amendments of 1972 prohibiting gender discrimination in education and Section 504 of the Rehabilitation Act of 1973 prohibiting discrimination on the basis of disability. It is the policy of Whatcom Community College to ensure equal opportunity without regard to gender or disability status in all areas of admission, education, application for employment, and employment. Whatcom Community College's Policy 4010, Affirmative Action/Fair Employment Practices, expands the College's obligation to include no discrimination on the basis of race, color, national origin, gender, disability, sexual orientation, religion, age (except when gender or age is a bona fide occupational qualification) or veteran status which includes Vietnam Era and/or disabled veterans in its programs, recruitments, hiring, training, retention, promotion and all other personnel actions of qualified persons. The Washington Law Against Discrimination (WLAD) RCW 49.60; Chapter 2.60.00 in the SBCTC's (State Board for Community and Technical College) Policy Manual, ADA, Title VI and VII of the Civil Rights Act of 1964, ESHB 2661 and all law and regulations affecting state employees, shall apply to employees at Whatcom Community College.

(a) It is the policy of Whatcom Community College to provide an environment in which members of the college community can work or study free from harassment or intimidation. Harassment/Intimidation is a form of discrimination. As such harassment/intimidation is a violation of the 1964 Civil Rights Act and Title IX of the 1972 Education Amendments.

(b) Discrimination and/or harassment/intimidation directed to any individual or group on the basis of race, color, gender, religion, creed, age, marital status, national origin, sexual orientation, disability and veteran status, or any behavior or action, either physical or verbal, which is sexual in nature and unwelcome, unwanted or uninvited, is a violation of the mission and purpose of Whatcom Community College as an institution of higher education and shall not be tolerated, and, pursuant to board policy and this procedure, shall be prohibited.

A complaint procedure is required by Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

(2) Definitions

(a) Prohibited Discrimination: Prohibited discrimination is an action taken on the basis of an individual's membership in, association with or presumption of membership or association with the following: race, color, gender, religion, creed, age, marital status, national origin, sexual orientation, disability and veteran status, such action resulting in a tangible loss in any area of admission, education, programs, hiring, training, retention, promotion and all other personnel actions of qualified persons.

(b) Prohibited Harassment and/or Intimidation: Prohibited harassment and/or intimidation shall include, but will not be limited to verbal and written comments, slurs, jokes, innuendoes, cartoons, pranks and any and all other physical or non-physical conduct or activity that can be construed as derogatory,

intimidating, hostile or offensive and which is directed at the victim because of his/her membership in, association with or presumption of membership or association with the following: race, color, gender, religion, creed, age, marital status, national origin, sexual orientation, disability, political affiliation and veteran status; or any behavior or action, either physical or verbal, which is sexual in nature and unwelcome, unwanted or uninvited. Discrimination and/or harassment/intimidation actions are herein defined as unwelcome sexual advances, requests for sexual favors, or other related verbal or physical conduct when:

(i) Submission to the conduct is either explicitly or implicitly made a term or condition of an individual's academic or career advancement; and/or

(ii) Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual; and/or

(iii) Such conduct has the effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment.

(c) Board Policy: Board policy is based on the principle that all forms of discrimination and/or harassment/intimidation are unacceptable and will be dealt with promptly and effectively. The purpose of the development of a procedure is to establish the methods by which Whatcom Community College will show reasonable care in the prevention of harassment and discrimination. This may include, but will not be limited to the following:

(i) Have in place an effective discrimination and harassment prevention procedure that supports Board policy;

(ii) Offer and communicate existence of flexible, accessible, and non-intimidating complaint procedures;

(iii) Protect confidentiality to the extent possible under the law;

(iv) Develop an investigative protocol aimed at prompt fact gathering without bias or subjectivity;

(v) Provide a disciplinary mechanism that is reasonably calculated to end harassing or discriminatory behavior and correct inappropriate behavior;

(vi) Provide mandatory training programs on harassment for supervisors and separate training for non-supervisory employees.

[Statutory Authority: 28B.50.140 and 28B.49.60; ESHB 2661, 1/31/06; RCW 41.06 and RCW 43.01, 7/22/07); WSR § 132U-300-010 filed 9/12/07, effective 10/11/07 amends WSR 88-15-005 (Order 88-03), § 132U-300-010, filed 7/8/88, effective 8/8/88].

132U-300-020 Complaint Procedure – Discrimination and/or

Harassment/Intimidation.

(1) Purpose

(a) Those employees of Whatcom Community College who believe that they have been harassed/intimidated and/or discriminated against in employment or the employment application process, or any applicants for admission or students/members of the public who believe that they have been harassed/intimidated by or discriminated against by an employee or a student of the Whatcom Community College, are encouraged to report that belief to Whatcom Community College under this procedure's Complaint Process which follows.

(2) Definitions

(a) **Designated Officer.** Designated officer means an individual who is primarily responsible for conducting an initial inquiry, determining whether to proceed with an investigation under this procedure, and

investigating or coordinating the investigation of reports and complaints of discrimination/harassment in accordance with this procedure.

(i) The human resources director is the designated officer for all issues except as follows: a) student-to-student complaints, for which the vice president for educational services is the designated officer; b) complaints against the human resources director for which the president is the designated officer.

(ii) A report/complaint against the president of the college shall be filed with the chair of the board of trustees. However, complaints against a president shall be processed by the college if the president's role in the alleged incident was limited to a decision on a recommendation made by another administrator, such as tenure, promotion or non-renewal, and the president had no other substantial involvement in the matter.

(b) **Decision Maker.** Decision maker means a high level administrator who reviews the investigative reports, to make findings whether board policy (132U-300-10.2.3.) has been violated based upon the investigation, and to determine the appropriate action for the institution to take based upon the findings.

(i) The appropriate vice president with whom the complainant jurisdiction is the decision maker.

(ii) The president is the decision maker when the accused is an administrator.

(iii) The chair of board of trustees is the decision maker if the accused is the president.

(3) Complaint process

(a) **Incident Notification Form:** Whatcom Community College has developed an *Incident Notification Form* on which any person may report complaints of discrimination and or harassment/intimidation, regardless of the complaint's basis. The form which includes directions on how to complete and route it properly is widely available and can be readily obtained from the human resources director. The form also identifies the limits of confidentiality and the Whatcom Community College's non-retaliation policy. Any supervisor or administrator is authorized to accept and forward the form, or it may be submitted directly to the human resources director for all issues except student-to-student complaints, which shall be forwarded to the vice president for educational services.

(b) **Filing a Complaint/Officers Designated to Receive Complaints:** Any employee/student or member of the public who believes he/she has been subject to harassment/intimidation and/or discrimination has the right to file a complaint. This complaint should be filed in a timely manner, but no later than one hundred eighty (180) calendar days from the most recent incident of the alleged behavior or action. Any supervisor or administrator is authorized to accept or take a complaint. If the complainant does not feel comfortable with filing a written complaint, the complaint may be verbally made, and the supervisor/administrator the supervisor/administrator will then document the verbal complaint on the *Incident Notification Form* which the complainant shall sign. If the employee or student believes he/she is being harassed or discriminated against by a supervisor, administrator or employee, he/she should notify the human resources director directly. All complaints, regardless of the perceived merit or basis, are to be forwarded for review and processing, without exception, directly to the human resources director for all issues except student-to-student complaints, which shall be forwarded to the vice president for educational services. In the event that the human resources director's conduct is the subject of the complaint, the president or his/her designee shall be the designated officer to receive such complaint.

(c) **Complaint Consideration:** Although isolated incidents of harassment/intimidation and/or discrimination may not violate federal or state law, such incidents may nevertheless create a knowing and willful course of conduct which seriously alarms, annoys, harasses or is detrimental to that person or the work environment, serves no legitimate or lawful purpose, or is in direct violation of board values or the college's *Affirmation of Inclusion* (WCC Policy 1023) regarding mutual respect. Such complaints will be taken seriously and considered under this procedure.

(d) **Addressing Complaints:** The administration of the college has an affirmative duty to take timely and appropriate action to stop behavior, conduct investigations and take appropriate action to prevent recurring misconduct. The human resources director, as the designated officer, is authorized to consider complaints of harassment and discrimination and to assess and/or investigate them for all of Whatcom

Community College, with the exception of student-to-student complaints, which are under the jurisdiction of the vice president for educational services, or his/her designee. All complaints, regardless of the perceived merit or basis, are to be forwarded to the appropriate office for review and processing, without exception. The designated officer shall determine whether the report/complaint is one which should be mediated or processed through another designated officer; if appropriate, the designated officer shall direct the complainant to that area as soon as possible.

(e) **Assessment:** The designated officer will, within thirty (30) working days of receipt of the *Incident Notification Form*, (a) assess the written complaint; (b) determine the appropriate process necessary to ensure all relevant evidence is obtained and all critical elements are addressed; and (c) notify the appropriate vice president with whom the complainant jurisdiction resides when the accused is a faculty or classified staff; the president when the accused is an administrator; and the chair of board of trustees if the accused is the president.

(i) This normally begins with an initial interview with the complainant. The goal is to obtain sufficient information to determine the next steps, which may include, but is not limited to obtaining clarification, providing mediation and/or consultation services, making referrals for mediation and/or consultation services, and/or initiating a formal fact-finding investigation.

(ii) If a formal investigation is undertaken, the complainant and the accused will be alerted to the existence of a formal complaint and that an investigation of the complaint is underway.

(iii) This formal investigation may take up to sixty (60) calendar days after the receipt of the *Incident Notification Form*, unless extended by mutual agreement in writing between the complainant and the designated officer.

(iv) Under appropriate circumstances, the administration may, in consultation with system legal counsel and labor relations committee, reassign or place an employee on administrative leave at any point in time during the report/complaint/investigation process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreements.

(v) Employees, as a condition of employment, are required to be truthful and to fully cooperate in the investigation process.

(f) **Other Complaints:** Conduct covered by this policy and procedure are those discriminatory and/or harassment/intimidation actions that occur as delineated in WAC 132U-300-010, 2.3. Complaints alleging conduct not covered by this policy and procedure will be remanded to the appropriate vice president/administrative officer for consideration and investigation as a performance-based issue.

(i) Harassment/intimidation and/or discrimination allegations based upon union activities are not included in this procedure, but covered by the various collective bargaining agreements between the Board of Trustees and its recognized faculty and employee representatives.

(g) **Records:** Copies of all complaints of harassment/intimidation and/or discrimination, and records related to a subsequent formal investigation conducted pursuant to that complaint, if any, shall be maintained confidentially to the extent allowed by law for an indeterminate period of time in the Human Resources Office.

(h) **Confidentiality and Non-retaliation:**

(i) Confidentiality: To the extent possible, proceedings will be conducted in a discreet and sensitive manner. Anonymity and complete confidentiality cannot be guaranteed once a complaint is made or unlawful behavior is alleged. Files pertaining to the complaints will be maintained in confidence to the fullest extent of the law. Whatcom Community College cannot guarantee complete confidentiality.

(ii) Non-Retaliation: Retaliation by, for or against any participant (accused, accuser or witness) is expressly prohibited. Retaliatory action of any kind taken against individuals as a result of seeking redress under the applicable procedures or serving as a witness in a subsequent investigation dealing with

harassment/intimidation and/or discrimination is prohibited. Any person who thinks he/she has been the victim of retaliation should contact the Human Resources Director immediately.

(i) **Rights of Accused -- Notice of Complaint:** If a formal investigation is undertaken, the accused will be alerted to the existence of a formal complaint and that an investigation of the complaint is underway. During the investigative process, the accused will be informed of his/her right to representation during any investigatory meeting.

(j) **Findings Report:** Within sixty (60) calendar days of the commencement of a formal investigation, to the extent appropriate, a Findings Report will be submitted to the appropriate vice president with whom the complainant jurisdiction resides and the president. This Findings Report will include the complaint and a synopsis of the investigation. The reporter is not precluded from providing specific recommendations in the Findings Report as to disciplinary actions or other actions to be done (i.e. training for everyone in a department where sexual jokes have gotten out of hand, etc.). The complainant and the accused will be informed of the results of the investigation in summary form.

(k) **Corrective Action:** The decision maker (the appropriate vice president with whom the complainant jurisdiction resides when the accused is a faculty or classified staff, the president when the accused is an administrator, or the chair of board of trustees if the accused is the president), will take appropriate corrective and/or disciplinary action in situations where it is proven or is reasonable to believe that harassment/intimidation and/or discrimination took place. Any action taken will follow the due process provisions of applicable contracts or state law and regulations and will be reasonably calculated to end harassing/intimidation and/or discriminatory behavior and correct inappropriate behavior.

(4) Appeal process

(a) Any corrective and/or disciplinary action in situations where it is proven or is reasonable to believe that harassment/intimidation and/or discrimination took place on any level, except decisions by the board of trustees, may be appealed in writing to the president within fifteen (15) working days of the corrective and/or disciplinary action by either the complainant or the accused. The appeal must state specific reasons why the complainant or accused believes the decision was improper. Within fifteen (15) working days of the appeal, the president shall:

- (i) Take actions recommended by the decision maker (vice president);
- (ii) Reject the recommendations;
- (iii) Modify the recommendations; or
- (iv) Remand the recommendations to the decision maker (vice president) for further consideration; and
- (v) Report in writing to the complainant, accused and vice president

(b) The decision of the chair of the board of trustees as to any complaint against the president may be reviewed by filing a complaint with the appropriate tribunal listed in section (5) Non-College Options, provided all time periods applicable to the tribunal are met.

(c) The actions of the president or, if applicable, the chair of the board of trustees, shall constitute final Whatcom Community College disposition of the matter. Upon action of the president, the complainant and accused shall have exhausted their administrative remedies within the College.

(d) However, in the event disciplinary action is undertaken against faculty member, the appeal process will be conducted in accordance with the standing faculty negotiated agreement.

(5) Non-College Options

(a) At any point during these proceedings, the complainant may choose to file with the Washington State Human Rights Commission, the Equal Opportunity Commission, and/or the U.S. Department of Education, Title IX.

(i) For anyone (employees, students, public): The Washington State Human Rights Commission, 711 S. Capitol Way, Suite 402, P O Box 42490, Olympia, WA 98504-2409; (360) 753-6770 or 1-800-233-3247; TTY 1-800-300-7525; website: www.hum.wa.gov

(ii) For employees: The United States Equal Opportunity Commission, Federal Office Building, 909 First Avenue, Suite 400, Seattle, WA 98104-1061; (206) 220-6883 or 1-800-669-4000; TTY 1-800-669-6820; website: www.eeoc.gov/seattle

(iii) For students: Office for Civil Rights, U. S. Department of Education, 915 2nd Avenue, Room 3310, Seattle, Washington 98174-1000; (206) 220-7900; TTY (206) 220-7907; website: www.ed.gov

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. WSR § 132U-300-020 filed 9/12/07, effective 10/11/07 amending WSR 88-15-005 (Order 88-03), § 132U-300-020, filed 7/8/88, effective 8/8/88.]

WASHINGTON ADMINISTRATIVE CODE

4020

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DISCRIMINATION and/or HARASSMENT/INTIMIDATION COMPLAINT PROCEDURE

Addendum

DISCRIMINATION AND/OR HARASSMENT/ INTIMIDATION POLICY (summary of Board of Trustees Policy 4020—please see full text of Policy 4020)

Discrimination and/or Harassment/Intimidation directed to any individual or group on the basis of race, color, gender, religion, creed, age, marital status, national origin, sexual orientation, disability and veteran status, or any behavior or action, either physical or verbal, which is sexual in nature and unwelcome, unwanted or uninvited is a violation of the mission and purpose of Whatcom Community College as an institution of higher education and shall not be tolerated, and, pursuant to this policy, shall be prohibited. Prohibited harassment/intimidation shall include, but will not be limited to verbal and written comments, slurs, jokes, innuendoes, cartoons, pranks and any and all other physical or nonphysical conduct or activity that can be construed as derogatory, intimidating, hostile or offensive and which is directed at the victim because of his/her membership in, association with or presumption of membership or association with the following: race, color, sex, religion, creed, age, marital status, national origin, sexual orientation, disability, political affiliation and veteran status; or any behavior or action, either physical or verbal, which is sexual in nature and unwelcome, unwanted or uninvited.

The above policy is based on the principle that all forms of harassment/intimidation and/or discrimination are wrong and will be dealt with promptly and effectively. Our purpose is to:

- Prevent any form of harassment/intimidation and discrimination in the workplace/campus;
- Protect the working and educational environment; and
- Assure that our institution responds to harassment when it occurs in a timely manner that effectively deters future incidents and affirms respect for all individuals.

Our procedure strives to provide ways to encourage employees(faculty and staff) and supervisors to report and/or deal with any behavior that feels inappropriate or unwelcome. Although isolated incidents of harassment /intimidation may not violate federal law, the message of "reasonable care" dictates immediate and serious consideration of any complaint. The message should always be that a work and learning environment of mutual respect is the only acceptable environment.

INCIDENT NOTIFICATION FORM

Any employee or student who believes he/she has been subject to harassment/discrimination has the right to file a complaint. Any supervisor or administrator is authorized to accept or take a complaint. If the complainant does not feel comfortable with filing a written complaint, the complaint may be verbally made, and the supervisor/administrator the supervisor/administrator will then document the verbal complaint on the Incident Notification Form which the complainant shall sign. The form will then be sent to the Human Resources Director for all allegations except those allegations of student-to-student harassment/discrimination which will be referred to Vice President for Educational Services.

The Human Resources Director, or his/her designee, will assess the written complaint and determine the appropriate process necessary to ensure all relevant evidence is obtained and all critical elements are addressed, and will be responsible for forwarding the complaint to the appropriate entity as outline in Policy 4020 and/or proceed with the investigation process.

To the extent possible, proceedings will be conducted in a discreet and sensitive manner. Anonymity and complete confidentiality cannot be guaranteed once a complaint is made or unlawful behavior is alleged. Files pertaining to the complaints will be maintained in confidence to the fullest extent of the law. Whatcom Community College cannot guarantee complete confidentiality.

When the investigation is complete, to the extent appropriate, the person(s) filing the complaint and the person(s) alleged to have committed the conduct will be informed of the results of the investigation in summary form.

Discrimination and/or Harassment/Intimidation INCIDENT NOTIFICATION FORM **CONFIDENTIAL ***

All complaints of discrimination and/or harassment/intimidation are to be entered on this form and sent to the Human Resources Director, except for allegations of student-to-student harassment/discrimination which are to be entered on this form and sent to Vice President for Educational Services. Conduct prohibited by Whatcom Community College policy are those actions which occur on the basis of race, color, gender, religion, creed, age, marital status, national origin, sexual orientation, disability and veteran status, or any behavior or action, either physical or verbal, which is sexual in nature and unwelcome, unwanted or uninvited. Other complaints will be remanded to the appropriate vice president for consideration and investigation.

Name of person making complaint _____ Date _____

Work Unit/Department _____

Work phone number _____ Home phone number (optional) _____

Name, title or other description of individual(s) against whom the complaint is directed:

Type of complaint (On what basis do you believe you are being discriminated and/or harassed/intimidated against?)

- | | | | |
|---|-------------------------------------|---|--|
| ☐ Race | ☐ Color | ☐ Gender | ☐ Religion |
| ☐ Creed | ☐ Age | ☐ Marital status | ☐ National origin |
| ☐ Sexual orientation | ☐ Disability | ☐ Veteran Status | ☐ Retaliation |
| ☐ Other (describe) _____ | | | |

State the events and/or actions that serve as the basis of your complaint. Include information about what happened, where, when, who was involved, etc. (Attach additional sheets if necessary)

RETALIATION IS EXPRESSLY PROHIBITED

Retaliation by, for or against any participant (accused, accuser or witness) is expressly prohibited. Retaliatory action of any kind taken against individuals as a result of seeking redress under the applicable procedures or serving as a witness in a subsequent investigation dealing with harassment/discrimination is prohibited. Any person who thinks he/she has been the victim of retaliation should contact the Human Resources Director immediately.

(If appropriate, attach any notes/evidence.)

Signature of person making complaint: _____

RETALIATION IS EXPRESSLY PROHIBITED

Whatcom Community College is committed to protecting students, staff and faculty from retaliation. You have the legal right at any time to raise the issue of harassment/discrimination without fear of reprisal.

- * To the extent possible, proceedings will be conducted in a manner protecting the confidentiality of all involved. Anonymity and complete confidentiality cannot be guaranteed once a complaint is made or unlawful behavior is made known; however, files pertaining to the complaints will be maintained in confidence to the fullest extent of the law. **Whatcom Community College cannot guarantee complete confidentiality.**

**TO BE COMPLETED BY THE HUMAN RESOURCES OFFICE OR
THE OFFICE OF VICE PRESIDENT FOR EDUCATIONAL SERVICES**

Received by _____

Date _____

WHATCOM COMMUNITY COLLEGE • 237 W. Kellogg Rd., Bellingham, WA 98226 • (360) 383-3000 • FAX: (360) 383-4000

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 13-16)**

**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
November 21, 2013 Meeting**

➔ **ASWCC–Britton Johnson, President**

• **Student Government**

- The ASWCC goals are in the final stages of finalization and are soon to be distributed. They are as follows:
 - Increase student participation in ASWCC affairs.
 - Improve the WCC campus and infrastructure to better accommodate student needs.
 - Promote civic engagement of students through active participation in the community.
- The ASWCC Student Senate has formed the Budget and Finance Committee and started drafting ASWCC Financial Code.
- The ASWCC Student Senate additionally formed the Campus Advocacy Committee, Clubs and Organizations Committee, and Operations Committee.
- The ASWCC Executive board has scheduled networking opportunities with other state colleges, including scheduled meetings with the AS President and Senate Reform Committee Chair from Western Washington University, and a student leadership diplomacy trip to Everett College.
- The first meeting of the Smoking Issues Resolution Committee was held on October 29th. In the meeting, student leaders and members of the student body brainstormed ideas regarding improvement of the smoke shack system and supported the idea of creating a student survey.
- Four ASWCC Executive Board members and one Student Senator will be attending the CUSP Legislative Academy on November 8th and 9th to develop plans on accomplishing legislative priorities listed on the WACTCSA White Paper, which includes finding new sources of revenue for CTCs and expanding financial aid coverage to undocumented students.

• **Student Involvement**

- Las Cafeteras, a folk/Afro-Mexican band, performed on October 21st with an outstanding turnout of over 200 attendees.
- Oktoberfest, a collaboration between the ASWCC Programming and Diversity Board, the German Club, and the International Friendship club, was held on October 30th during Women's and Men's soccer games. The event celebrated German culture and school spirit.
- Interclub Council, a monthly voting body of student club representatives, had their first meeting on November 4th with over 40 attendees.
- Dreams Unlimited, an inspirational workshop that promotes finding your dream and chasing it, is to be held in the Syre auditorium on November 5th.
- Both the Men's and Women's soccer teams have qualified for the NWAACC post season.

➔ **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 has been highly successful in reducing financial barriers to student success. The Business Office has been working with the Communications Department to increase student awareness of the program. It is expected that the program will continue to grow and benefit more students.
 - With the rapid growth in electronic banking and credit/debit card usage, the Business Office is working with the IT Department and the College's bank to ensure that Whatcom keeps up with PCI-DSS (Payment Card Industry – Data Security Standards). Regular scans and surveys will be implemented to maintain the security of the College's financial systems.
- **Facilities & Operations** (*5.1: Create and manage growth through fiscal, capital, technological and human resource development*)
 - Several tours and open houses have occurred at the Health Professions Education Center in the last month. Invited groups included employees of the College, elected officials, and members of the local community. A tour of the HPEC was also included as part of the SBCTC Board meeting hosted by Whatcom on October 24.
 - The Learning Commons programming continues with a functional adjacency matrix being reviewed. The purpose of this exercise is to develop an understanding of how the internal functions in the Learning Commons should interrelate with each other. Information gathered through this process will help to define the schematic design moving forward.
 - Design development continues with the WCC Pavilion and Student Rec Center project. The team is reviewing exterior finishes. Sub-groups are working on an operations plan for the time during construction, the continuing schedule, and responsibility criteria for the construction documents. The project will be presented to the Cordata Design Review Committee on November 14 prior to submitting the permit set to the City of Bellingham. The project will also be shared with the Cordata Neighborhood on November 19.
 - The College recently completed a campus architect selection, conducted jointly with Bellingham Technical College, to choose local architect firms for minor capital projects over the upcoming biennium. Three local firms (Zervas Group, RMC Architects, and HKP Architects) were chosen and will be used for projects at both campuses during the 2013-2015 biennium.
 - Whatcom participated in the "Great Shakeout," a State-wide earthquake preparedness exercise on October 17. This allowed the opportunity to drill on the "drop, cover, hold-on" technique as well as test our Whatcom Alert public address system.
- **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 has been supporting the HPEC Open Houses on Oct 24, Nov 1, Nov 4, and also the upcoming Nov 16 Open House. Other internal events include the Veteran's Day Event on Friday, November 8, the TedX Viewing Party, PTK New Member meeting, Hendricks Smith Lecture, the Chuckanut Radio Hour and the WCC Drama production. Externally, CES hosted the North Cascades Band Concert on Nov 16. The Orca Field schedule is packed with playoff soccer teams. Teams either practicing for or hosting matches include Lynden Christian HS, Meridian HS, and Mt. Baker HS Football. Besides hosting our own WCC teams in playoffs, we look forward to hosting the NCAA Div. II Western Washington University Women's Soccer team.

- **Copy, Print and Mail Services** (5.1: Create and manage growth through fiscal, capital, technological and human resource development) (3.1.2 Expand partnerships with community and business organizations.)
 - Mail Services has upgraded to cloud-based software that enables mobility of receiving and delivering mail on campus. The software provides the ability to retain records for seven years and allows the College to add asset tracking and inventory modules.
 - Copy and Print Services is working with Bellingham Technical College's Bookstore to create a library of course packets in all disciplines for reprint.
- **Technology** (5.1 Create and manage growth through fiscal, capital, technological and human resource development)
 - Developers have been working on Hobsons/Gates grant software, Maxient, and SALT.
 - Three IT staff members attended the annual Educause 2013 conference in California. The conference provided an opportunity for staff to research solutions for the Learning Commons, Pavilion remodel, and campus technology.
- **Bookstore** (Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development)
 - The Bookstore continues to explore and pursue increased textbook rental opportunities for students. Fall text book unit rentals expanded three fold over spring 2013 figures. Students saved over \$45,000 in course material costs by utilizing the text book rental program. Of note, 34 separate titles were offer, 719 unique customers were served and 953 textbooks were rented. Through better marketing techniques to students as well as promotion of the College's Uniform Adoption Textbook Program with campus faculty, the Bookstore expects to significantly expand this program over the coming year.
 - The Bookstore began development for its ecommerce website. The estimated "go live" date is December 15. Students will access this site directly from outside the College or indirectly via WCC's main web page. The Bookstore is exploring methods for search page optimization to better promote this future student service.

➔ Educational Services—Trish Onion, Vice President

- **Achieving the Dream (ATD)** (1.1. Increase student achievement in transfer and career preparation; 2.3. Improve instructional delivery; 2.3. Improve student learning)
 - The site visits from the ATD coaches, College Spark evaluators, and Columbia University researchers were well-received and positive. All the visitors commented with various descriptors about their observations of the dedication to students among faculty and staff.
 - The ATD coaches recognized the progress with all of the intervention teams. They concluded their visit by urging the ATD teams and leaders to (1) promote a sense of urgency about making systemic changes to improve student success and completion throughout the college; (2) redesign the curriculum to effectively accelerate students through developmental coursework to successfully complete college-level math and English; (3) examine throughout the College the resources, policies, procedures, and practices necessary to scale-up the comprehensive First Year Experience; and (4) based upon best practices, consider the elimination of late registration to make sure that first time in college (FTIC) students are "ready and prepared" to succeed.
 - Entry and Advising has launched an Early Alert pilot in collaboration with 14 instructors directly involved with the ATD interventions. Using the Hobsons Retain technology, faculty can easily indicate which students seem to be struggling with either academic performance and/or

attendance issues. This fall 2013 pilot included 33 classes and nearly 800 students. While the results are still to be determined, feedback from faculty and technological glitches are being collected and addressed for future college-wide implementation.

- **Access and Disabilities Services** (1.3. Increase access for diverse and nontraditional student populations)
 - Currently, 297 students with disabilities have been advised and served with reasonable accommodations for 363 classes. This reflects a 4% increase from fall 2012. Some students have multiple disabilities, yet the highest incidence is with mental health and learning disabilities. This fall, there has been an increase in low vision and blind students.
- **Admissions Outreach** (3.1. Increase College stature as a community and educational partner)
 - During October, the WCC admissions outreach coordinator attended six high school fairs, presented at four regional high schools, participated in three community events, and hosted two groups of Whatcom County middle school students.
- **Advising** (1.1. Increase student achievement in transfer and career preparation)
 - As a result of several successful fall 2013 events, at least 209 WCC transfer students are actively seeking scholarships through CollegeFish.
 - Key advisors and Information Technology (IT) staff have been working closely with Hobsons technical staff in preparation for the launch of AgileGrad educational planning tools. Advisors have also participated in a couple of trainings and updates. A few glitches remain with the technology which has delayed the roll-out to students and advisors. Yet, the overarching purpose is to provide accurate and user-friendly tools for students to become more self-directed with their educational plans.
- **Financial Aid** (1.4. Introduce new opportunities for student learning and engagement)
 - WCC has contracted with SALT, created by American Student Assistance (ASA) to help empower student borrowers to make wise financial and borrowing decisions. A key focus in WCC's decision to partner with ASA is the personalized support students are provided in repaying their student loans. ASA has over 50 years of experience in providing loan repayment counseling.
 - Other key features offered by SALT include: (1) financial education that engages students and includes digital tools, live experience, and mobile apps to build sound spending habits; (2) a robust scholarship search tool for students; (3) help finding jobs and internships; and (4) expert loan advice and proactive borrower outreach.
 - The current, WCC three-year loan default rate is 15.5% compared to the previous year of 18.3%. Since WCC has a relatively small population of students who leave the College with loan debt, it only takes a handful of former students to default on their loans for the WCC default rate to rise. Comparatively, the WCC has a lower default rate than 75% of the other community and technical colleges in Washington.
- **Registration** (1.3. Increase access for diverse and nontraditional student populations.)
 - Registration has been developing the business practices and new webpages for the College in the High School program.
 - As a statewide Student Success Initiative to promote a safe and inclusive learning environment for LGBTQ students, the registration staff prepared the launch to collect data at the point of registration each quarter. They developed introductory, informational emails and a webpage for students and employees, in addition to participation with front-line staff throughout the College in sexual orientation and gender identity awareness workshops.
- **Veterans Office** (Increase access for diverse and nontraditional student populations)

- In order to comply with veterans benefit regulations, the veterans certifying official/advisor provides specialized advising for veteran students and their dependents. In 2007-08, the veteran's advisor served 90 veterans and dependents compared to 208, as of November 2013, which represents an increase of 130%. With the drawdown of troops during the past few months, it already appears there will be a surge of veteran students planning to attend WCC during this winter and spring.

➔ **Instruction—Ron Leatherbarrow, Vice President**

- **Accreditation** (*5.4 Foster an evidence-based culture of continuous improvement*)
 - WCC will have an accreditation visit (the year 3 visit in the new format), focused on our reports on Standards 1 and 2. The visit, which will be conducted off site, is scheduled for March 24-26. Our report will have two primary thrusts. We will submit a revised report based on the 85 criteria of Standard 2, and we will likely report that WCC is revising our core themes, expanding our themes from the very functional topics we identified in the 2011 report to include more "aspirational" topics expressing college purposes and values. We have assigned people to lead the revision of the segments of Standard 2, and we are also conducting discussions to gain feedback from members of the campus community about appropriate and desirable selections for the core themes. We are on schedule to complete our report for distribution to the visiting team in February.
- **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*)
 - After consultation with Division Chairs and divisional faculty, instructional administrators submitted a single priority list of faculty hiring requests for review by President's Cabinet. At this point we have agreed to attempt to hire 10 new full-time faculty, including five to replace retiring faculty and five new positions, if the budget picture allows it. The Division Chairs are currently preparing position descriptions and HR is preparing announcements to begin advertising.
- **Grants** (*2.3 Improve student learning; 3.3 Be an active partner in economic development; and 5.2 Diversify and secure funding/resources from external sources*)
 - Corrinne Sande, CIS Program Coordinator and CyberWatch West Director, and Janice Walker attended the National Science Foundation Advanced Technological Education Conference held in Washington, D.C. on October 23-25 (required for anyone who is an NSF ATE grant principal or co-principal investigator). They attended informational sessions and hosted two exhibits there: one for the Cybersecurity Camp project and the other for the CyberWatch West project; and met with NSF program directors and other grant partners and collaborators to discuss project progress.
- **Update on CIS Program Developments** (*1.4. Introduce new opportunities for student learning and engagement; 3.1 Increase College stature as a community and educational partner*)
 - The CIS program is hosting a talk by Dr. Kevin Schneider from Pacific Northwest National Labs on November 15th at 1:30 p.m. on the "U.S. Smart Grid: the Nation's Electrical Infrastructure." The Technology Alliance Group and WWU are co-sponsors. The program will include a brief promotion of the new four-year degree pathway in cybersecurity to WWU.
- **College in the High Schools** (*3.2 Lead collaborative efforts with other educational institutions*)

- Planning continues for a pilot College-in-the-High-Schools program in winter and spring terms. In this format, college courses are offered at the high schools with high school faculty as instructors; college discipline faculty serve as coordinators to assist the high school faculty and to ensure that college curriculum and standards are met. At this point, we have developed a funding and salary proposal, and we are planning the logistics for testing and enrolling students. We will hold a meeting later in the year for all the high school principals to participate in planning an expanded program. High school faculty and administrators have responded very enthusiastically to the proposed program.
- **Professional Technical Programs** (2.1. *Maintain currency in college curriculum and delivery; 3.1. Increase College stature as a community and educational partner*)
 - The college hosted the annual Professional Technical Advisory Committee Fall Kick-Off and Appreciation Event on October 29th. Approximately 70 people attended, many following their first program advisory committee meeting of the year on the campus. The evening's program included remarks by President Kathi Hiyane-Brown on significant accomplishments from 2012-13, and Trustee Sue Cole gave the closing remarks. Approximately 20 people from the audience continued the evening by touring the new Health Professions Education Center following the presentations.
 - Two student leadership club projects were presented during the Workforce Education Council meeting held at Bellingham Technical College on October 25th. Faculty advisor Kathryn Saulsbury presented information on recent Student Nurses of Whatcom (SNOW) projects that are designed to develop nursing leadership skills, and Sally Holloway, ECE Project Director, presented about the Teachers of Tomorrow club leadership projects. These club activities are funded by a special Perkins grant that emphasizes that projects must reach out to and involve other club programs from around the state.
- **Community and Continuing Education** (3.1. *Increase College stature as a community and educational partner*)
 - WCC's Community & Continuing Education program recently won an award from the Learning Resources Network (LERN), an international association for lifelong learning programming, in the area of "Best Programming" for their Fundamentals in QuickBooks Accounting course.

➔ **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 has received \$83,700 in donor gifts and pledges for the 2013-14 fiscal year through October 31st. This includes \$23,997 received during the month of October.
 - **Foundation Annual Board Meeting** – At the September 30th Annual Meeting, the following slate of officers were nominated and approved:
 - Troy Wills, Chair
 - Kathi Hiyane-Brown, Vice-Chair
 - John Stewart, Secretary/Treasurer
 - Kurt Anderson, At-Large
 - Lynne Masland, Immediate Past Chair
 - Phyllis Self, Past Chair
 - **Donors Appreciation Breakfast** – The annual Donor Appreciation Breakfast was held on October 18th at the Bellingham Golf and Country Club to honor donors who make WCC's

- continued success possible through their financial and professional support. Nearly 200 people attended the event. Special recognition was given to Joyce Morse for her many years of service to the community and her support for WCC.
- **HPEC VIP Open House** – A VIP Open house was held on November 4th at the Health Professions Education Center (HPEC). The program included remarks by Board of Trustees Chair, Sue Cole; Peace Health St. Joseph CEO, Nancy Steiger; Rep. Rick Larsen, and WCC President, Kathi Hiyane-Brown. Over 75 people attended the event including representatives from federal, state and local government; industry partners, education partners and economic development partners.
 - **Winter Holiday Luncheon** – The Winter Holiday Luncheon for Faculty and Staff, sponsored by the Foundation, is scheduled for December 6th at Syre Student Center from 11:30 am to 1:30 pm.
 - **Communications, Marketing and Publications** (3.1: Increase College stature as a community and educational partner)
 - **Press Releases/Media Relations – Summary/Highlights Of Media Coverage**
 - [Farming veterans get grounded with new skills](#), 10/29/13, The Daily Astorian (via the Capitol Press)
 - [Health professions center spotlights WCC's community partnerships](#), 10/28, Bellingham Herald (KHB op-ed)
 - [WCC's cybersecurity program could mean job growth locally](#), 10/25, Bellingham Herald
 - [TEDx Bellingham releases viewing party schedule](#), 10/24, BBJ Today
 - [WCC seeks artists to create artwork for the college's pavilion](#), 10/24, Bellingham Herald
 - [New WCC class to give hands-on grant training](#), 10/22, BBJ Today
 - [Las Cafeteras to Play Free Show in Bellingham](#), 10/16, Bellingham Herald
 - [The Whatcom Report](#), 10/13/13, KGMI Radio (Corrinne and Janice's interview begins 19 min. in)
 - [WCC takes lead role in cybersecurity consortium](#), 10/9/13, BBJ Today
 - [Community, technical college diversity career fair at EvCC](#), 10/7/2013, The Arlington Times
 - CyberWatch West Moves to Whatcom, PM Bellingham, 10/4/13, KGMI Radio (Interview with Mary Vermillion)
 - [Meeting: Art Project For Local Veterans](#), 10/4/13, KGMI.com
 - [Scrimsher takes over new role at WCC](#), 10/4/13, Bellingham Herald
 - [Cybersecurity education network moves to Washington](#), 10/4/13, SeattleTimes.com blog
 - [NSA, DHS Retool Cybersecurity Curriculum Requirements](#), 10/2/13, Infosecurity Magazine.com
 - **Additional media outreach**
 - Press releases, public service announcements and an ongoing list of news articles can be found at www.whatcom.ctc.edu/news. This web page was recently enhanced.