



BOARD OF TRUSTEES

Meeting Agenda

Wednesday, February 20, 2013, 2:00 p.m.

Laidlaw Center Boardroom, #143

237 W. Kellogg Road
Bellingham, WA 98226

MEMBERS:

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

- I. Call to Order, Approval of Agenda, and Notice of Public Comment Time
- II. Reports
 - ASWCC –Chandra Thompson, Executive Vice President
 - Pavilion Recreation Center Remodel Update – Brian Keeley
- III. Strategic Conversations
 - ATD & Enrollment Update (*Goal 2 Strengthen the Cultural of Learning*)
–Ed Harri, Dean for Instruction and Dr. Anne Marie Karlberg, Director for Institutional Research And Assessment
- IV. Consent Agenda (Calendar)
 - Minutes of January 9, 2013 Board of Trustees Retreat (Attachment A)
 - Proposed Fall 2012 Graduates (Attachment B)
- V. Action Items
 - Proposed Whatcom Community College Strategic Plan 2013-2017
 - Proposed Revisions to Policy 3160
- VI. Report from the President
- VII. Reports (continued)
 - WCCFT – Kim Reeves, President
 - WFSE – Vivian Hallmark, Representative
 - Administrative Services – Interim Vice President Nate Langstraat
 - Educational Services – Vice President Trish Onion
 - Instruction – Vice President Ron Leatherbarrow
 - Advancement/Foundation – Anne Bowen, Executive Director
- VIII. Discussion / Items of the Board
- IX. Public Comment
- X. Executive Session*
 - “(g) ... to review the performance of a public employee...”
- XI. 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,
March 14, 2013

***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 January 9, 2013 meeting of the Board of Trustees (Attachment A)
- b. Proposed Fall 2012 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.”

MINUTES
BOARD OF TRUSTEES MEETING
Laidlaw Center Board Room
Wednesday, January 9, 2013
2:00 p.m.

- **CALL TO ORDER** Chair Barbara Rofkar officially called the Board of Trustees meeting to order at 2:00 p.m. Present in addition to the chair were trustees Sue Cole, Steve Adelstein, and Tim Douglas, constituting a quorum. Absent was trustee Chuck Robinson. Others present included President Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Nate Langstraat, Interim Vice President for Administrative Services; Trish Onion, Vice President for Educational Services; Anne Bowen, Executive Director for Advancement and Foundation; Vivian Hallmark, WFSE Representative; Lisa Wochos, Assistant Attorney General; Chandra Thompson, ASWCC President; and Keri Parriera, Executive Assistant to the President.

ACTION TO ACCEPT AGENDA & ANNOUNCEMENT OF PUBLIC COMMENT

- Trustee Tim Douglas moved to approve the meeting agenda as proposed. It was seconded by Trustee Steve Adelstein and the **motion was approved unanimously**.
- Trustee Barbara Rofkar announced that there is a designated time for public comment on the agenda.

INTRODUCTION OF GUESTS

- Melisa Nelson—TACTC Transforming Lives Award Nominee from WCC
- Corrinne Sande-- TAG 2012 Outstanding Achievement in Industry Leadership Award
- Heather Bennett, Director of Intuitional Effectiveness and Resource Development at Everett is part of the WELA program, and is being mentored by President Kathi.

STRATEGIC CONVERSATIONS

- **Accreditation Status Report** (*Goal 5 -- Strengthen the College's ability to deliver its mission*)—Vice President Ron Leatherbarrow and Dean Ed Harri and Anne Marie Karlberg

A PowerPoint presentation of the accreditation process for the College was presented. The College's responses to the Northwest Commission on Colleges and Universities (NWCCU) recommendations were addressed and discussed.

CONSENT AGENDA

- **Consent Agenda (Calendar)**
 - a. Minutes of the December 12, 2012, Board of Trustees Meeting (Attachment A)Chair Rofkar stated: "If there are no objections, this item will be adopted." As there were no objections, **this item was adopted**.

ACTION

- **TAB A--Review of Proposed Policy Changes** (2nd reading, possible Action)
 - **Policy 2160 Public Information Policy.** Recommend to retain present policy with revised text.

Trustee Steve Adelstein moved to retain this policy with proposed revisions with the addition of the word "integrity inserted after the word "brand" in the text with the new Policy number **350**. The motion was seconded by Trustee Tim Douglas and the **motion was approved unanimously**.

- **Policy 3060 Ungraded Courses Policy.** Recommend to delete as Board policy. Ungraded courses must meet the qualifications defined in WAC 131-28-026 the SBCTC designates ungraded courses. Courses that are ungraded are published in the College catalog

Trustee Sue Cole moved to delete this policy as proposed. The motion was seconded by Trustee Steve Adelstein, and the **motion was approved unanimously**.

- **Policy 3080 Tuition/Fees/Refunds Policy.** Recommend to retain present policy with revised text.

Trustee Steve Adelstein moved to retain this policy with proposed revisions and to assign new Policy number **520**. The motion was seconded by Trustee Tim Douglas and the **motion was approved unanimously**.

- **Policy 3100 Admission/Registration/Records Policy.** Recommend to combine policies 3100 and 3110 with revised text and change name.

Trustee Sue Cole moved revise this policy with proposed revisions combining text from polices 3100 and 3110, revise the name and thus delete 3100 and 3110 and assign the new policy number **515**. The motion was seconded by Trustee Steve Adelstein and the **motion was approved unanimously**.

- **Policy 3120 Allocation to Student Loan Fund Policy.** Recommend to delete as Board policy. The local student loan program no longer exists and has been replaced with other student aid options.

Trustee Tim Douglas moved to delete this policy as proposed. The motion was seconded by Trustee Sue Cole and the **motion was approved unanimously**.

- **Policy 3190 Petition for Exclusion of Low Grades Policy.** Recommend to delete as Board policy. The petition for exclusion of low grades is covered in the Grading System policy area of Combined Policy 3100 and 3110 if approved.

Trustee Tim Douglas moved to delete this policy as proposed. The motion was seconded by Trustee Steve Adelstein and the **motion was approved unanimously**.

- **Policy 3240 College Mascot Policy.** Recommend to retain with revised text.

Trustee Tim Douglas moved to retain this policy with proposed revisions and assign new policy number **322**. The motion was seconded by Trustee Sue Cole and the **motion was approved unanimously**.

- **Policy 3270 Student Publications Policy.** Recommend to retain with revised text.

Trustee Steve Adelstein moved to retain this policy with proposed revisions assign new policy number **525**. The motion was seconded by Trustee Sue Cole and the **motion was approved unanimously**.

- **Policy 4030 Attendance Incentive Program Policy.** Recommend to delete as Board policy. This is in RCW 41.04.340.

Trustee Tim Douglas moved to delete this policy as proposed. The motion was seconded by Trustee Steve Adelstein and the **motion was approved unanimously**.

- **Policy 4040 Medical Certification for Sickness or Accident Disability Policy.** Recommend to delete as Board policy. This is more appropriate as a procedure.

Trustee Sue Cole moved to delete this policy as proposed. The motion was seconded by Trustee Tim Douglas and the **motion was approved unanimously**.

- **Policy 4060 Tuition and Fee Waivers for WCC Employees Half Time and Over.** Recommend to retain present policy with revised text.
Trustee Tim Douglas moved to retain this policy with proposed revisions and assign new policy number 331. The motion was seconded by Trustee Sue Cole and the motion was approved unanimously.
- **Policy 4070 Personnel Files.** Recommend to retain present policy.
Trustee Tim Douglas moved to retain this with proposed revisions and assign new policy number 325. The motion was seconded by Trustee Sue Cole and the motion was approved unanimously.
- **Policy 4090 Salary Increases.** Recommend to delete as Board Policy. Language is standard on all employment contracts.
Trustee Tim Douglas moved to delete this policy as proposed. The motion was seconded by Trustee Steve Adelstein and the motion was approved unanimously.
- **Policy 4100 Travel.** Recommend to retain present policy with revised text and name change.
Trustee Steve Adelstein moved to retain this policy with proposed revisions, revise name, and assign new policy number 327. The motion was seconded by Trustee Sue Cole and the motion was approved unanimously.
- **Policy 4110 Other Employment.** Recommend to retain present policy with revised text.
There was no motion on this policy, so this policy was tabled for further review.
- **Policy 5010 Qualification of Faculty Policy.** Recommend to delete as Board Policy. This is a component of the Faculty Negotiated Agreement.
Trustee Sue Cole moved to delete this policy as proposed. The motion was seconded by Trustee Tim Douglas and the motion was approved unanimously.
- **Policy 5030 Teaching as a Percentage of Load Policy.** Recommend to delete as Board Policy. This is a component of the Faculty Negotiated Agreement.
Trustee Tim Douglas moved to delete this policy as proposed. The motion was seconded by Trustee Steve Adelstein and the motion was approved unanimously.
- **Policy 7030 Awards for Academic Excellence.** Recommend to retain with revised text and revised name.
Trustee Steve Adelstein moved to retain this policy with proposed revisions, revise name, and assign new policy number 522. The motion was seconded by Trustee Tim Douglas and the motion was approved unanimously.
- **Policy 7040 Educational Use of Human Subjects Policy.** Recommend to retain with revised text.
Trustee Steve Adelstein moved to retain this policy with proposed revisions and assign new number 318. The motion was seconded by Trustee Tim Douglas and the motion was approved unanimously.

Trustee Steve Adelstein agreed to work with President Kathi on preparing the remaining policies for review by the Board.

PRESIDENT'S REPORT

- Executive Director of the State Board, Marty Brown, visited WCC on Monday, which completed his circuit of calls on the community and technical colleges throughout the system. He advised us that we might not have budget allocations before the end of this fiscal year.

- Congressman Rick Larsen visited our campus on Tuesday, met with a round table of various higher education leaders, and met individually with President Kathi. Jarid Corbitt, WCC's Veterans Program Coordinator, presented Representative Larsen with a WCC Challenge Coin.
- President Kathi shared a copy of the College Work plan for 2012-2013 with the trustees.
- President Kathi provided a short building construction update to the Board. She noted that the Health Professions Education Center construction might be at a stage that could accommodate a trustee tour in the spring. The Learning Commons project made the State Board recommendation list for pre-design funding that may be available in the next fiscal year. The Cordata neighbourhood group is being advised of all our building programs as well as the institutional master plan.
- The College continues to review the new Strategic Plan, which is scheduled to be presented soon to the Board for approval consideration.

REPORTS

- **ASWCC** – Chandra Thompson, President
 - Chandra Thompson was congratulated by the Board for her election as president of the Council. Chandra shared that all Executive Council Positions have been filled.
 - The Council, in collaboration with BTC, will be meeting with legislators in February in Olympia and participate in a student rally.
 - The Student Government has developed a quiet study zone in the upstairs area of the Syre Center, which is very popular with the students.
 - Chandra shared that Whatcom's first home basketball game against Skagit Valley College will be very exciting tonight and will include free t-shirts and hot dogs. The student government extended an invitation to all the trustees to attend the game and presented each of them with a t-shirt. President Hiyane-Brown distributed season passes to each of the trustees also.
 - Nate Langstraat shared that he has been working with the student task force on the Pavilion remodel project, which will enter the pre-design phase soon.
- **WFSE** – Vivian Hallmark, Representative
 - Vivian had nothing additional to report.
- **Administrative Services** – Nate Langstraat, Interim Vice President
 - Nate Langstraat has been communicating with WWU regarding their 2013-14 basketball game schedule as their gym will be under renovation. Consideration is being given to renting our facilities for Western's games.
- **Educational Services** – Trish Onion, Vice President
 - Trish Onion shared copies of an NWAACC article highlighting the exceptional academic success of Whatcom athletics in addition to their recognized athletic talents.
 - Trish spoke about the MLK Human Rights Conference, which will be held on Whatcom's campus on Saturday, January 19 and encouraged all to attend.
- **Instruction Office** – Ron Leatherbarrow, Vice President
 - Nothing additional to report.
- **Advancement/Foundation Office** – Anne Bowen, Executive Director
 - Anne Bowen shared the good news about contributions to the Foundation during the month of December and that there are 86 members currently in the President's Circle.

DISCUSSION/TACTC/ITEMS OF THE BOARD

➤ Proposal for Changing Date of April 2013 Board Meeting

- *Trustee Sue Cole moved to change the April 2013 Board meeting to Wednesday, April 17 in place of the scheduled April 10th meeting. The motion was seconded by Trustee Steve Adelstein, and the motion was approved unanimously.*
- The January 29-30 TACTC meeting was discussed. A reception for our local legislators will be held on the evening of January 30 at the Waterstreet Café in Olympia, cosponsored by WCC, BTC and Skagit. Trustees and presidents from these three colleges will be visiting with the legislators. WCC is taking the lead with this year's arrangements.
- Trustees were reminded to make appointments for their official portrait sittings.

PUBLIC COMMENT

- Chair Rofkar called for public comment. Linda Lambert, Library Director spoke about the Whatcom Reads book of the year, *Snow Falling on Cedars*, and the February 20th program featuring the author. She also commented on the policy action portion of the board meeting.

ADJOURNMENT

- There being no further business, the meeting was adjourned at 4:15 p.m.

FALL QUARTER, 2012 GRADUATES

Request that the Board of Trustees of Whatcom Community College award the Fall Quarter 2012 graduate degrees, certificates and diplomas which appear on the following list as confirmed by the WCC Registrar and recommended by the President, and authorize the President to append the list of names to these minutes.

WHATCOM COMMUNITY COLLEGE

**FALL GRADUATES
December 14, 2012**

ASSOCIATE IN ARTS AND SCIENCES (HONORS PROGRAM)

Bryan L. Barger (With Honors)
Ali K. Brassfield (With Honors)

Taylor P. Waters (With Honors)

ASSOCIATE IN ARTS AND SCIENCES

Teddy C. Ahlvin
Makela C. Alem
Atthawut Aphasakuldatah
Sean T. Armitage
Jeramie M. Ayers
Christopher R. Babcock
Bryan L. Barger (With Honors)
Daniel C. Baron
Jessica L. Benson
Samantha L. Bills
Jeny L. Bird (With Honors)
Ali K. Brassfield (With Honors)
Daelynn O. Brown
Tyler J. Buss
Linda M. Carlson (With Honors)
Emmanuel Carrillo
Emily C. Carter
Heather L. Christensen
Daniel H. Chung
Elysia Clark (With Honors)
Justin S. Coleman
Margaret A. Cooper
Amber E. Craig
Lillian A. Craker
Seth G. Creager
Cassie C. Dartt
Rowan N. Day
Benedict A. DeWees
Khalil C. Dhanani

Eugene K. Dight
Nick L. Eastwood
Danielle E. Edkins
John M. England
Braden C. Fishbook (With Honors)
Jennifer M. Flannery
Jessica R. Fletcher
Garrett E. Franzen (With Honors)
John R. Gale (With Honors)
Alicia E. Gates
Ashley J. Gorter
Zoe T. Greenberg (With Honors)
Charles C. Hagen
Christopher A. Handley
Wade A. Hankin
Amy L. Heiser
Jaclyn K. Hendrickson
Mercedes R. Henley
Samantha N. Hollander
Chelsea Holm-Nielsen
Vanessa J. Hooper
Cori A. Jansen
Sydney A. Jantsch (With Honors)
Faline F. Jett (With Honors)
Jacob A. Johnson (With Honors)
Ruslan G. Kapustin (With Honors)
Darian N. Karuza (With Honors)
Balpreet Kaur
Sukhvir Kaur (With Honors)

Talor M. Kebel
 Gregory A. Koch
 Jessica N. Koker
 Michael Kortus
 Brendan D. Lange
 William M. Lanthier
 Ava S. Larsen (With Honors)
 Alison D. Little (With Honors)
 Jessica J. Littlefield
 Jennica R. Lowell
 Hayden Malan
 Christian M. McGinnis
 Brittani E. McMillan
 Ariel G. Miller
 Carina Miller (With Honors)
 Nana Mizutani (With Honors)
 Verlia Morton
 Emily A. Murphy
 Jordan M. Neuhauser
 Daniel S. Olson
 Adam A. Orcutt (With Honors)
 Cameron G. Partlow (With Honors)
 David A. Pash
 Lisa C. Patterson (With Honors)
 Alexandria Perezchica (With Honors)
 Tyler J. Pettersson
 Anna Pluschakov
 Holly A. Polinkus
 Yvonne L. Prouty
 David J. Reasoner
 Rachel A. Remington
 Philip J. Renoud
 Haley L. Roake
 Geovani Rodriguez
 Gurvir S. Romana

Rebecca L. Rouse
 Lyudmila D. Rummyantseva
 Kora K. Sager (With Honors)
 Shane O. Sanders (With Honors)
 Jon S. Schold
 Robert J. Sill
 Mori J. Singh
 Jordan R. Slagle
 Brianna A. Slaughter
 Gary W. Smith
 Andrew M. Squires
 Meredith E. Staggs
 Toni Y. Stanley (With Honors)
 Benjamin R. Stephens (With Honors)
 Joshua E. Stevens
 Michael J. Sullivan (With Honors)
 Mika Suzuki (With Honors)
 Kelly L. Sykes
 Lydia R. Taron (With Honors)
 Brianne C. Terpstra (With Honors)
 Cynthia A. Tesch
 Taylor Thetford (With Honors)
 Danielle N. Thom
 Ian C. Turner (With Honors)
 Breeana N. Wade (With Honors)
 Taylor P. Waters (With Honors)
 Alyson T. Weinstein
 Steven L. Wheeler
 Darcy L. Whitney (With Honors)
 Edward A. Wolle
 Alex W. Wright
 Camylle M. Yamauchi
 Tsz Chung Yiu
 Firas N. Zaia

ASSOCIATE IN LIBERAL STUDIES

Kayla M. Allen
 Eric R. Beck (With Honors)
 Hanna E. Delzer
 Mercedes R. Henley
 Jessica S. Jenson

Faline F. Jett
 Haileigh C. Methven
 Christie G. Milka
 Amy B. Myers

ASSOCIATE IN ARTS VISUAL COMMUNICATIONS

Gail C. Cowan (With Honors)

Afton M. Jones (With Honors)

ASSOCIATE IN SCIENCE ADMINISTRATION OF JUSTICE

Michaela A. Hollifield

ASSOCIATE IN SCIENCE BUSINESS ADMINISTRATION

Jessica A. Koehler (With Honors)
 Anthony Lewis

Ronda L. Siler

ASSOCIATE IN SCIENCE MEDICAL ASSISTING

Yana V. Pipenko

Monika M. Sami

ASSOCIATE IN SCIENCE PARALEGAL STUDIES

Rodri Garcia-Berguecio (With Honors)

Mikhail P. Shkurat

ASSOCIATE IN SCIENCE PHYSICAL THERAPIST ASSISTANT

Tanya J. Brandt

Donald M. McGrath (With Honors)

Rachael L. Danilyuk (With Honors)

Joanna M. McGrath (With Honors)

Susanna G.N. Delgado (With Honors)

Julie M. Paylor (With Honors)

Joanne D. Dionne (With Honors)

Tara D. Reyes (With Honors)

Melissa S. Dreger (With Honors)

Sheila J. Roberts (With Honors)

Kimberly L. Franklin (With Honors)

Jessica R. Robinson (With Honors)

Carly E. Hillier (With Honors)

Andrea J. Rowe

Suejean K. Ihm (With Honors)

Laurie F. Sherman (With Honors)

Katie L. Kubiak (With Honors)

Crystal R. Shutt (With Honors)

Katherine A. LaSpina (With Honors)

Matthew T. Smith (With Honors)

Mischa Levine (With Honors)

Asta S. Sternberg (With Honors)

Kerry L. McGoff (With Honors)

Sambath Tith

CERTIFICATE ACCOUNTING

Erica J. Wassenaar

Maria J. Zamudio

CERTIFICATE EDUCATION PARAPROFESSIONAL

Randi L. Carter

Carmen A. Spinelli

CERTIFICATE HOSPITALITY AND TOURISM MANAGEMENT

Kimberly S. Joyner

CERTIFICATE MASSAGE PRACTITIONER

Daniel C. Sweet

CERTIFICATE MEDICAL FRONT OFFICE RECEPTION

Desirae D. Stroh

HIGH SCHOOL DIPLOMA

Thanat Chiamwichitkun

Michael J. Sullivan

Ava S. Larsen

Taylor Thetford

Kora K. Sager

Sheila H. Voon

Joshua E. Stevens



MEMORANDUM

Office of the President

TO: Board of Trustees
FROM: Kathi Hiyane-Brown
DATE: February 13, 2013
RE: Proposed Strategic Planning Document

The College is pleased to bring forward for Board review and consideration, the attached draft of the Whatcom Community College 2013-2017 Strategic Plan. This document, which constitutes a revision of the previous Strategic Plan for 2008-2012, has been developed in consultation with the college community of faculty, staff, administration, and the Board of Trustees. We are confident that the Plan incorporates the primary emphases, initiatives, and values to effectively guide the work of the College over the next five years in support of its mission.

It is my pleasure to ask the Board to consider adoption of the Whatcom Strategic Plan.

Suggestion Motion:

Move to adopt the
Whatcom Community College 2013-2017 Strategic Plan
as submitted.

Whatcom Community College Strategic Plan (2013– 2017)

Mission Statement: Whatcom Community College contributes to the vitality of its communities by providing quality education in academic transfer, professional-technical and life-long learning, preparing students for active citizenship in a global society.

Vision Statement: Whatcom will be an innovative college, engaged with our diverse and changing communities.

Promise Statement: We transform lives through education. We accomplish this by:

- Supporting student growth
- Respecting student investment
- Embracing diversity
- Promoting excellence
- Creating opportunities

Goal 1: Expand opportunities for students to achieve their potential

- 1.1. Increase student achievement in transfer and career preparation
- 1.2. Increase academic support for students
- 1.3. Increase access for diverse and nontraditional student populations
- 1.4. Introduce new opportunities for student learning and engagement

Goal 2: Strengthen the culture of learning

- 2.1. Maintain currency in college curriculum and delivery
- 2.2. Improve instructional delivery
- 2.3. Improve student learning
- 2.4. Establish a Center for strengthening instructional delivery
- 2.5. Increase professional development opportunities for faculty and staff

Goal 3: Contribute actively to the vitality of Whatcom County

- 3.1. Increase College stature as a community and educational partner
- 3.2. Lead collaborative efforts with other educational institutions
- 3.3. Be an active partner in economic development
- 3.4. Strengthen sustainability practices on-campus and in local and global arenas

Goal 4: Advance the college as a more diverse learning community

- 4.1. Reinforce diversity elements in curriculum
- 4.2. Enhance diversity among faculty and staff
- 4.3. Increase access for under-represented populations

Goal 5: Strengthen the College's ability to deliver its mission

- 5.1. Create and manage growth through fiscal, capital, technological and human resource development
- 5.2. Diversify and secure funding/resources from external sources
- 5.3. Promote a safe environment for teaching, learning, and working
- 5.4. Foster an evidence-based culture of continuous improvement



MEMORANDUM
Administrative Services

TO: Whatcom Community College Board of Trustees

FROM: Nate Langstraat, Interim Vice President for Administrative Services

DATE: Wednesday, February 13, 2013

RE: Policy 3160 – Tuition Waivers

As the Board of Trustees continues to conduct its review of board policies, College administration has made some proposed revisions to Policy 3160 – Tuition Waivers.

Revisions to Policy 3160 include:

- ▶ Formatting changes to better align with SBCTC documentation;
- ▶ References to statute and rules outline in RCWs and WACs;
- ▶ Adjustment to Parent Education Program tuition waivers.

With the exception of the recommended changes to the Parent Education Program, all other tuition waivers outlined in Policy 3160 reflect current policy. College administration recommends that the Board retain this policy with proposed revisions. If adopted, the new policy number will be reflected as Policy 521.

SUGGESTED MOTION

Option 1) Move to retain this policy with proposed revisions or these revisions _____;

Option 2) Move to retain this policy as currently written.

Option 3) Move to delete this policy as proposed

CC: Kathi Hiyane-Brown, College President
Trish Onion, Vice President for Educational Services
Ron Leatherbarrow, Vice President for Instruction

PROPOSED POLICY REVISION

TAB B

TITLE:	Tuition Waivers
NUMBER:	Proposed 521 (former 3160)
APPROVED BY BOARD OF TRUSTEES:	4/14/87
AMENDED BY BOARD OF TRUSTEES:	3/7/95
AMENDED BY BOARD OF TRUSTEES:	5/2/95
AMENDED BY BOARD OF TRUSTEES:	6/10/97
AMENDED BY BOARD OF TRUSTEES:	6/7/99
AMENDED BY BOARD OF TRUSTEES:	9/07/04
AMENDED BY BOARD OF TRUSTEES:	6/14/05
AMENDED BY BOARD OF TRUSTEES:	X/XX/13

The Board of Trustees of Whatcom Community College recognizes and supports the institution's participation in the following statutorily mandated, SBCTC mandated and college optional waivers in support of student access and success. Tuition waivers shall conform to the requirements and limitations of law as now authorized or as amended in the future.

STATUTORILY MANDATORY WAIVERS

The College shall participate in all statutorily mandated waivers.

A) **Children and Spouse of Totally Disabled or POW/MIA or Deceased Eligible Veterans or National Guard Members**

Statute: [RCW 28B.15.621 \(4\)](#)

Description: Established by Legislature, this waiver honors active and reserve veterans, National Guard members and their dependents. This is a mandatory tuition waiver for the children and spouses of totally disabled or POW/MIA or deceased eligible veterans or National Guard members.

Waiver Amount: All tuition and fees (operating, building and S&A fees), and all other fees incurred as a condition of a student's full participation in coursework and related activities

B) **Children and Spouses of Deceased or Disabled Law Enforcement Officers or Firefighters**

Statute: [RCW 28B.15.380](#)

Description: This waiver is for the children and surviving spouses of deceased or disabled law enforcement officers or firefighters.

Waiver Amount: All tuition and fees (operating, building and S&A fees)

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES MANDATORY WAIVERS

The College shall participate in all SBCTC mandated waivers.

C) **Adult Basic Education, English as a Second Language and GED Preparation**

Rule: [WAC 131-28-026\(4\)\(a\)](#)

Description: Tuition and fees (operating, building and S&A fees) for certain ungraded courses may be waived. Per statute, this amount is set by the State Board.

Waiver Amount: Students pay \$25.00 per student per quarter. Colleges may waive the \$25 charge for students who are unable to pay.

D) Apprenticeship

Rule: [WAC 131-28-026\(4\)\(c\)](#)

Description: A fee reduction is available for apprenticeship students.

Waiver Amount: Community and technical colleges may waive one-half of the standard per-credit tuition and fees (operating, building and S&A fees).

COLLEGE OPTIONAL WAIVERS

The College shall have the ability to participate in the following optional waivers. College Optional Waivers shall be awarded within the provisions of the law and as approved by the College President.

E) Financially Needy Students

Statute: [RCW 28B.15.740\(1\)](#)

Description: This waiver is available for eligible financially needy students.

Waiver Amount: May waive all or a portion of tuition and fees (operating, building and S&A fees) for financially needy students eligible for resident tuition; May waive all or a portion of tuition and fees (operating, building and S&A fees) for other students, at college discretion, except for athletics, not to exceed three-fourths of one percent of tuition collections.

F) International Student Exchange

Statute: [RCW 28B.15.527](#)

Description: Waiver of nonresidential tuition differential for foreign students.

Waiver Amount: May waive all or a portion of the nonresident differential for foreign students. Participation is limited to 100 full-time students each year.

G) Refugee

Statute: [RCW 28B.15.014\(3\)](#)

Description: Waiver of nonresident tuition differential for refugees, their spouse and dependents.

Waiver Amount: May waive all or a portion of the nonresident tuition differential for refugees, their spouse and dependents if the refugee is on parole status (allowed into the United States for humanitarian reasons), has received an immigrant visa or has applied for citizenship.

H) Ungraded Course Based Waivers

Rule: [WAC 131-28-026\(3\)](#)

Description: May waive tuition and fees for certain ungraded courses, such as Parent Education and Journeyperson at Whatcom Community College.

- a. Parent Education: Program must involve cooperative preschool.

Waiver Amount: Tuition and fees shall equate to \$52 per credit. Eligible students may apply for an additional tuition waiver reducing tuition rate to \$16 per credit based upon income eligibility requirements.

- b. Journeyperson: Training in cooperation with joint apprenticeship and training committee(s).

Waiver Amount: Waiver is 50% of the current tuition rate.

I) Over 18 Credit Exemption for Vocational Students – Resident and Nonresident

Statute: [RCW 28B.15.100\(3\)](#)

Description: This waiver is for vocational students registering for more than 18 credits (Resident and Nonresident).

Waiver Amount: May waive all or a portion of the additional operating fee charged students registered for more than eighteen credit hours in vocational preparatory programs.

J) Nonresident – Operating Fees Only

Statute: [RCW 28B.15.915](#)

Description: Waivers of the nonresident operating fee differential shall be established by the College President and included in College Procedure 3161.

Waiver Amount: May waive all or part of the nonresident operating fee differential; but not the building fee differential.

K) Athletic Waiver – Resident and Nonresident

Statute: [RCW 28B.15.915](#)

Description: This waiver is available to grant-in-aid-eligible resident and nonresident student athletes.

Waiver Amount: May waive up to 25 percent of the State Board established resident 15 credit tuition and fee rate.

L) Senior Citizens – Audit/Credit

Statute: [RCW 28B.15.540](#)

Description: Waiver for students sixty years or older (Audit and Credit). Students shall be enrolled on a space available basis and must be Washington state residents. Students enrolling under this waiver shall register for no more than two courses per quarter.

Waiver Amount: May waive tuition and fees (operating, building and S&A fees) for students sixty years or older who are enrolled for credit. For students enrolled on an audit basis, a nominal fee, not to exceed five dollars per quarter, is to be charged.

M) State Employees

Statute: [RCW 28B.15.558](#)

Description: This waiver is for eligible state employees and teachers and other certificated staff. Students shall be enrolled on a space available basis.

Waiver Amount: May waive tuition and fees (operating, building and S&A fees) for state employees employed half-time or more. Students shall be charged a registration fee of not less than five dollars.

Current Policy for your Comparison Review

TAB B

TITLE:	Tuition Waiver
NUMBER:	3160
APPROVED BY BOARD OF TRUSTEES:	4/14/87
AMENDED BY BOARD OF TRUSTEES:	3/7/95
AMENDED BY BOARD OF TRUSTEES:	5/2/95
AMENDED BY BOARD OF TRUSTEES:	6/10/97
AMENDED BY BOARD OF TRUSTEES:	6/7/99
AMENDED BY BOARD OF TRUSTEES:	9/07/04
AMENDED BY BOARD OF TRUSTEES:	6/14/05

The following conditions shall apply when awarding Tuition Waivers as authorized by the laws of Washington State.

- A. Tuition Waivers shall conform to the requirements and limitations of law as now authorized or as amended in the future.
- B. Non-Need Waivers may be awarded within the provisions established by law and as approved by the College President.
- C. The college participates in the following optional waiver programs allowable by law as published by the State Board for Community & Technical Colleges (SBCTC):
 - Tuition/Fee Waivers – may waive all or a portion of tuition and S&A fees – amount waived to be determined annually by the College President:
 1. High School Completion –19 years or older, enrolled in high school completion program;
 2. Needy – based on financial need, awarded by college’s financial aid office – 1% of tuition collections can be used for non-need based waivers, as determined by the College President.
 - Waivers of nonresident tuition differential – may waive all or a portion of the nonresident differential – amount waived to be determined annually by College President
 3. Nonresident (operating fees only) – college may identify categories of eligible students –categories of students to be determined by College President
 4. High School Residency – nonresidents enrolled in high school completion program
 5. International Student Exchange – college limited to number of own exchange students enrolled in study abroad programs
 6. Refugees – refugees and spouse/dependents with parole status, immigrant visa or citizenship application
 - Space Available Waivers – colleges may waive all or portion of tuition and S&A fees – do not generate FTEs - amount waived to be determined annually by College President
 7. Senior Citizens (Audit) – 60 years or older, fee not exceed \$5 per quarter, maximum of two classes per quarter
 8. State Employees Veterans of the Korean Conflict and National Guard – registration fee of at least \$5, state employees must be employed at least half-time, preference given to WCC employees

Current Policy for your Comparison Review

TAB B

- Ungraded, course-based fee reduction programs – fee rates specified by law – may waive all or portion of fee – amount waived to be determined annually by College President
 - 9. Apprentice - Journeyman training in cooperation with joint apprenticeship and training committees; waiver is 50% of current tuition rate
 - 10. Parent Education – program must involve cooperative preschool, waiver is 85% of current tuition rate
 - 11. Adult Basic Education, ESL & GED Preparation – \$25.00 per student per quarter amount set by SBCTC per student per quarter; may be waived based on financial need
 - Other
 - 12. Over 18 Credit Exemption for Vocational Students – students enrolled in vocational preparatory programs, may waive all or portion of tuition and S&A fees attributable to excess credits – amount waived to be determined annually by College President
- D. The college participates in all mandated waiver programs required by law as published by the State Board for Community & Technical Colleges.
- E. Waiver programs, amounts waived and eligibility guidelines established by the College President will be published annually.
- N)

Reports to the Board of Trustees
Wednesday, February 20, 2013 Meeting

➤ **ASWCC– Chandra Thompson, President**

- On February 1st, the ASWCC traveled to Olympia for the 2013 Legislative Rally. Seventeen Whatcom Students and six BTC students joined other CTC students from across the state. Our Executive Council members met with Senator Kevin Ranker, Representative Vincent Buys and Representative Kristine Lytton to ask that they support higher education by working to prevent cuts to education and prevent tuition increases.
- ASWCC President, Chandra Thompson and General Council member, Brian Gonzalez attended a Legislative Reception in Olympia on Wednesday, January 30th. We met with Whatcom, Skagit, and Bellingham Technical College Boards of Trustees, as well as Senator Barbara Bailey, Representatives Kevin Rankin and Dave Hayes, Legislator Vincent Buys, Legislative Assistant Adam Cooper(Jeanne Kohl-Wells), as well as other SBCTC members.
- We are extremely proud of our men’s and women’s basketball teams. Both teams are in the NWAAC playoffs. The Women’s team is in first place and our Men’s team is in second place. Go ORCAS!
- Student Council is conducting surveys pertaining to the student use of Syre. We are exploring ways to increase the comfort and ambiance in the auditorium, as well as receive feedback regarding the use of upstairs Syre as a quiet space and downstairs Syre as a designated space for louder student interaction.
- We are continuing our work on the restructure of the ASWCC By-laws and the creation of an ASWCC Financial Code. We have an ambitious goal, which is to have our by-laws completed in time for them to pass Student Council by the end of the quarter. Our goal for presenting the financial code to Student Council is the end of the academic year.
- We have begun working on the 2013-2014 ASWCC budget and will meet with Clubs and Organizations this month to identify their financial needs for next year.
- Students involved in the iLEAD Whatcom program went to City Hall and met with Mayor Kelli Linville. They had a roundtable discussion on leadership. iLEAD Whatcom is a series of weekly workshops structured to provide opportunities for WCC students to further develop their leadership. Workshop topics include: Leadership Development, Civic Engagement, Multiculturalism, Communication, Personal/Professional Development, and Academic development.

➤ **Administrative Services—Nate Langstraat, Interim Vice President**

- **Finance** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
 - A professional development workshop “Making Sense of the Cents” was offered for faculty and staff in January. This workshop provided an overview of how WCC receives its state funding, including trends in funding, and the shift towards other sources of funds.

- To help meet the demand and interest of students enrolling in the Nelnet tuition payment plan, dates for spring quarter will be adjusted to allow students to enroll into the plan up until the start of classes.
- Mid-year budget reviews have been completed with budget managers. The process received positive feedback from budget managers and provided good input for the 2013-14 budget development process.
- In preparation for next year's budget, program index codes will be revised to align with colleges system-wide. This process is on-going at all colleges in preparation for the ctcLink implementation.
- **Facilities** (5.1: *Create and manage growth through fiscal, capital, technological and human resource development*)
 - Health Professions Education Center (HPC) – The project is currently tracking well with a substantial completion date of August 1.
 - Auxiliary Services Building – Final inspections are complete. The building is expected to be turned over for occupancy on February 18.
 - Other Capital Projects – An update to the Board of Trustees on capital projects will occur during the March work session. The update will include information regarding the Student Recreation Center and the Learning Commons, as well as others.
 - Institutional Master Plan (IMP) – IMP workshops will conclude in the coming weeks. A college-wide workshop is scheduled for Professional Development Day on February 19. A meeting to gather input from a group of the Cordata Neighborhood Board has been tentatively scheduled for February 26. A meeting to share concepts of the IMP with the neighborhood association has been set for March 7.
 - Copy and Mail Services – Copy and Mail Services is scheduled to move into the Auxiliary Services Building the week of February 25.
- **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 office has been coordinating many large internal and external events. Some upcoming external clients for February include the Keller Williams, Futurity First, and T-Mobile. For internal events, the office will also support the Trivia Bee sponsored by the Communications Club, the Chinese New Year Community Celebration sponsored by the Foundation Office, The Whatcom Reads event and International Night. Orca Field welcomes back Bellingham United Football Club, who participates in the Pacific Coast Soccer League (PCSL). We will also be hosting the North County Lacrosse Annual Tournament again in March.
- **Bookstore** (Goal 5.1 *Create and manage growth through fiscal, capital, technological and human resource development*)
 - The Bookstore's new Course Materials Specialist, Jeff Bingman, began work in late January and is developing new services that will benefit faculty and students.
- **Technology** (5.1 *Create and manage growth through fiscal, capital, technological and human resource development*)
 - James Desterhouse attended a training class on a new security appliance. Security appliance is a server appliance that is designed to protect computer networks from unwanted traffic.
 - The addition of Software Developer and Integrator Roy Dammarell has allowed IT to accelerate through some current projects.

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

- **Accreditation and Assessment** *(5.4 Foster a culture of continuous improvement based on institutional effectiveness)*
 - A group of college administrators, including Ron Leatherbarrow, Ed Harri, Anne Marie Karlberg, Nate Langstraat, and Trish Onion, will meet soon to initiate work on the next phase of the accreditation process. The group will propose a plan for developing the chapter addressing Standard 2, which will be the added element in the report due to the Northwest Commission in 2014.
- **Instructional Administration** *(5.4 Foster a culture of continuous improvement based on institutional effectiveness)*
 - As three of the four division chair terms will conclude this year, we are currently conducting the selections process for division chairs in Academic Resources and Health Professions, Social Sciences and Business, and Arts and Humanities. The divisional faculty in the three divisions have conducted the process for identifying candidates and have sent their votes to Human Resources. I expect to announce selections early in the week of February 18.
- **Faculty Hiring** *(2.1 Assess and enhance instructional delivery and student learning, and 5.1 Create and manage growth through fiscal, capital, technological, and human resource development)*
 - The search process continues for the seven new full-time faculty who will join the college at the start of the next academic year. Selections will be completed for most of the positions by early in the spring term.
- **Strategic Planning** *(5.4 Foster a culture of continuous improvement based on institutional effectiveness)*
 - At the end of the Fall term, the draft of the newly proposed Strategic Plan was distributed to the members of the College Council for consultation with their employee groups. In the January meeting, council members reported back that they received no suggestions for change in the document. Accordingly, President's Cabinet will begin the process for Board approval of the new plan to allow the major campus units to develop workplans, based on the strategic plan goals and objectives, for the coming year.
- **Workforce Education** *(5.2 Diversify and secure funding/resources from external sources)*
 - The HEET (Hospital Employee Education & Training) innovation grant project awarded to WCC by the state in mid-December 2012 has been resized to meet reduced budget requirements of \$189,000. Whatcom (lead organization), Bellingham Technical College, and Skagit Valley College will each expend approximately \$20,000 for medication dispensary equipment that will accompany the new medical surgical simulation curriculum development that is the core theme of this project.
 - The second year of the two-year Cybersecurity Camps NSF grant is underway with 22 enrolled high-school students and 11 WCC college mentors. Industry speakers have been featured during each week of the camp to enlighten students about job prospects.
 - Several other grant projects are also ongoing to be reported at a later date.

➤ **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*)
 - **2012-13 Gifts** – Draft reports for January 2013 show we received 19 gifts totaling \$3,778. Year to date we have received \$117,171 compared to \$88,182 received last year at this time.
 - **Multi-year contributions** - Expected revenue for future years from multi-year pledges are excluded from the totals indicated above. These pledges total another \$87,000 to be received in future years.
 - **Upcoming Foundation Events:**
 - Wednesday, February 27, 2013, An Evening with Jim Lynch – Private Reception hosted by WCC Foundation in Chuck and Dee Robinson's home, 5:30-6:30pm, followed by a Public Event with Jim Lynch – co-sponsored by WCC Foundation and Village Books at Village Books, 7:00-8:00pm
 - Friday, May 3, 2013, WCC 45th Anniversary Gala at the WCC Pavilion. Reception and Dinner, 5:30pm. More details coming soon.
- **Communications, Marketing and Publications**
 - **Community Outreach**
 - Organized Jan. 30, Legislative Reception held in Olympia and hosted by WCC, Skagit Valley College and Bellingham Technical College. Four legislators plus aides and state board representatives attended along with Trustees, College Presidents and Public Information Officers, and student representatives.
- **Press Releases/Media Relations – Summary/Highlights Of Media Coverage** (3.1.3 - *Develop the College's and Foundation's community involvement and presence*)
 - WCC in the News
 - [Technology leaders for Northwest Washington honored \(Corrine Sande of WCC\)](#), 1/14, The Bellingham Herald
 - [Whatcom breeds "culture of achievement" in academics](#), 1/9, NWAACC.org
 - [WCC offers class to help nonprofits boost fundraising](#), 2/1, BBJ Today
 - [New major focuses on cybersecurity](#), 1/18, Western Front
 - [WCC offers SAT prep course for local high school students](#), 1/20, The News Tribune
 - [Group seeks input about state education system at Bellingham meeting](#), 1/27, The Bellingham Herald
 - **Additional media outreach**
 - Press releases, public service announcements and an ongoing list of news articles can be found at www.whatcom.ctc.edu/news.