



**BOARD OF TRUSTEES
Meeting Agenda**

Wednesday, September 11, 2013, 2:00 p.m.

Laidlaw Center Boardroom, #143

237 W. Kellogg Road
Bellingham, WA 98226

MEMBERS:

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

- I. Call to Order, Approval of Agenda, and Notice of Public Comment Time
- II. Strategic Conversations
 - Review of Proposed Policies – President’s Executive Cabinet
 - Naming Procedures – Ext. Dir. Anne Bowen and Pres. Kathi Hiyane-Brown
- III. Consent Agenda (Calendar)
 - a. Minutes of August 13-14, 2013 Board of Trustees Retreat (Attachment A)
- IV. Report from the President
- V. Reports
 - Administrative Services – Vice President Nate Langstraat
 - Educational Services – Vice President Trish Onion
 - Instruction – Vice President Ron Leatherbarrow
 - Advancement/Foundation – Anne Bowen, Executive Director
- VI. Discussion / Items of the Board
 - ACCT & TACTC – October 2-5, 2013
- VII. Public Comment
- VIII. Executive Session*
 - Per RCW 42.30.110(1)
 - (g) to review the performance of a public employee
 - (i) to discuss with legal counsel representing the agency matters ... litigation or potential litigation...
- IX. 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
Wednesday,
October 9, 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.**

M E M O R A N D U M

Office of the President

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

On the following table, Whatcom Community College policies are being presented to the Board for possible revision, deletion, or continued retention as a first reading Action items.

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

WCC Board of Trustees
Review of Policies/Procedures – September 2013

POLICY	POLICY TITLE	LAST REVIEWED/ ESTABLISHED	REVIEW DATE	RECOMMENDATION
ADMINISTRATION—GENERAL 2000				
2182	Student Athletic Scholarships	2006		Retain as written. Propose New # 521
2185	Shared Agreement with Whatcom Literacy Council	2004		Delete as Board Policy. This agreement was dissolved by mutual consent when WLC moved to new facilities four years ago.
STUDENTS AND STUDENT SERVICES – 3000				
3040	Accounts Receivable	1978		Delete as duplicate text of WAC Policy 3045
3130	International Students	1978		Retain with proposed revisions to text. Propose New # 530
3131	Agreement for Shared Funding of Education Services	1988		Retain with proposed revisions to text. Propose New # 235 (new revised agreement signed in July 2010—policy never updated)
PERSONNEL – GENERAL – 4000				
4050	Professional Growth	1981		Delete as Board Policy. Not relevant as a Board policy. If retained keep as written and propose New # 415
4110	Other Employment	1981		Retain with proposed revisions to text. Propose New # 326.
INSTRUCTION – 7000				
7010	Advisory Committees	1981		Delete as Board Policy. Not relevant as a Board policy. If retained keep as written and propose New # 312
7020	Degrees/Diploma/Certificate Programs	1985		Retain with proposed revisions to text. Propose New # 500
REVISIONS TO POLICIES IN NEW SECTION				
510	Grading System	3/14/12		Retain with proposed revisions to text
PROPOSED NEW POLICIES				
Propose 313	Civility Policy			Propose adopting as a new Board policy.
Propose 314	Weapons Policy			Propose adopting as a new Board policy.
Propose 495	Copyright Policy			Propose adopting as a new Board policy.

TITLE: Student Athletic Scholarships
NUMBER: 2182
APPROVED BY BOARD OF TRUSTEES: 10/11/2006

Student Athletic Scholarships

Athletic scholarships may be granted from Local Fund 522 (S&A Fees) and income from events as well as other Local Funds as permitted by State law. The College President will annually specify the kinds, the number and the amounts of the scholarships within the limits established by the Northwest Athletic Association of Community Colleges (NWAACC).

Athletic and Performing Arts Rental Revenue

Athletic waivers and scholarships may also be awarded from event gate fees and the fees generated by the rental of College facilities to outside entities from athletic and performing arts events as affirmed in the October 12, 2004 to January 03, 2005 email correspondence from Assistant Attorney General Wendy Bohlke and the College regarding Policy # 2181.

Student Athlete Operating Fee Waivers

Student athlete waivers may be awarded to intercollegiate student athletes as authorized by the State Board for Community and Technical Colleges within the limits established by the Northwest Athletic Association of Community Colleges (NWAACC). The College President will annually specify the kinds, the number and the amounts of such waivers after consultation with the College Athletic Director and the appropriate supervising dean or vice president.



TITLE: *Shared Agreement with Whatcom Literacy Council*

NUMBER: 2185

APPROVED BY THE BOARD OF TRUSTEES: *March 9, 2004*

This agreement, Board of Trustees Resolution No. 04-1, was made and entered into as of the 9th day of March, 2004 by and between Whatcom Community College, Washington Community College District 21, and the Whatcom Literacy Council.

Witnesseth

Whereas the single purpose of Whatcom Literacy Council is to promote adult literacy within the boundaries of Whatcom Community College District #21, and

Whereas the promotion of adult literacy is one of the goals of Whatcom Community College, and

Whereas the Literacy Council goal of promoting adult literacy is complementary to Whatcom Community College thereby promoting the purposes of Whatcom Community College at a considerable savings in effort and financial expense to Whatcom Community College,

It is therefore agreed that:

Whatcom Community College will provide such operating space, mail distribution services, parking access and utilities as the college determines available to enable Whatcom Literacy Council to provide management and tutoring to adults residing within Whatcom Community College District #21.

Whatcom Literacy Council will periodically report to the college no less frequently than every two years on its service, including information on the number of adults served, and will give recognition to the college in its publications as appropriate.

This agreement shall remain in force unless canceled in writing by either party with at least one year's notice.



POLICY

3040

Page 1 of 1

TITLE: Accounts Receivable
NUMBER: 3040
APPROVED BY BOARD OF TRUSTEES: 2/13/79

The College expects that students who receive services for which a financial obligation is incurred will exercise responsibility in meeting these obligations. Appropriate College staff are empowered to act in accordance with regularly adopted procedures to carry out the intent of this policy, and if necessary to initiate legal action to insure that collection matters are brought to a timely and satisfactory conclusion.

Admission to or registration with the College, conferring of degrees and issuance of academic transcripts may be withheld for failure to meet financial obligations to the College.

TITLE: Withholding Services for Outstanding Debts
(Chapter 132U-122 WAC)
NUMBER: 3045
APPROVED BY BOARD OF TRUSTEES: 6/14/88

WAC

132U-122-010 Statement of policy.

132U-122-020 Withholding services for outstanding debts.

WAC 132U-122-010 STATEMENT OF POLICY The college expects that students who receive services for which a financial obligation is incurred will exercise responsibility in meeting these obligations. Appropriate college staff are empowered to act in accordance with regularly adopted procedures to carry out the intent of this policy, and if necessary to initiate legal action to insure that collection matters are brought to a timely and satisfactory conclusion.

Admission to or registration with the college, conferring of degrees and issuance of academic transcripts may be withheld for failure to meet financial obligations to the college. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 88-15-005 (Order 88-03), S 132U-122-010, filed 7/8/88.]

WAC 132U-122-020 WITHHOLDING SERVICES FOR OUTSTANDING DEBTS Upon receipt of a request for services where there is an outstanding debt due the institution from the requesting person, the institution shall notify the person, in writing, that the services will not be provided since there is an outstanding debt due the institution, and further that until that debt is satisfied, no such services will be provided the individual.

Notification that services will be withheld shall also inform the individual that he or she has a right to a hearing before a person designated by the president of the institution if he or she believes that no debt is owed. Notification shall also indicate that the request for the hearing must be made within ten days from the date of the notification.

Upon receipt of a timely request for a hearing, the person designated by the president shall have the records and files of the institution available for review and, at that time, shall hold an informal hearing concerning whether the individual owes or owed any outstanding debts to the institution. After the informal hearing, a decision shall be rendered by the president's designee indicating whether the institution is correct in withholding services and/or applying off set for the outstanding debt. If the outstanding debt is found to be owed by the individual involved, no further services shall be provided. Notification of this shall be sent to the individual within five days after the hearing. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 88-15-005 (Order 88-03), S 132U-122-020, filed 7/8/88.]

TITLE:	International Students
NUMBER:	3130
APPROVED BY BOARD OF TRUSTEES:	9/12/78

~~Believing that service to students from other lands promotes international understanding and their presence enriches the cultural environment, Whatcom Community College accepts international students. Acceptance of international students is on a basis commensurate with institutional resources and capabilities.~~

Whatcom Community College recognizes the value of international students on campus and the importance of broad cultural understanding in the college's curriculum. The incorporation of world cultures in language courses and courses with international focus will provide students breadth of understanding, essential for success in today's global politics and economy. International students bring a valuable dimension to campus life; their presence in the classroom and at college events enriches the learning atmosphere for everyone.

The college's practices in conducting international education shall follow state and federal policy and guidelines governing student admission to the country and establishing pertinent fees and tuition.



TITLE: *Agreement for Shared Funding of Education Services*

NUMBER: 3131

APPROVED BY THE BOARD OF TRUSTEES: *January 14, 1988*

This agreement made and entered into as of this ~~14th day of January, 1988~~ 27th Day of July, 21010 by and between Whatcom Community College, Washington Community College District 21, hereinafter referred to as the College, and the Whatcom Community College Foundation, hereinafter referred to as the Foundation.

Witnesseth

Whereas the College is authorized by RCW 28B.50.140(17) and WAC 131-32-020 to provide classes or programs with shared funding from a cooperating agency or organization, and

Whereas a mission and goal of Whatcom Community College is to provide international awareness in its educational programs by including a mix of resident and international students within the college student body, and

Whereas the College Board of Trustees has determined that with current enrollment pressure it is not financially ~~or~~ politically possible to admit international students within its limited state supported FTEs allocation, and

Whereas the Foundation is a non-profit entity which desires to provide international students the opportunity to study at ~~Whatcom Community~~ the College and experience ~~have~~ a cultural exchange within the community.

Now Therefore in consideration of the mutual covenants and obligations herein contained, the College and the Foundation hereby agree as follows:

1. The College agrees to enroll international students into its regular curriculum, provided that the Foundation provides shared funding for these courses in an amount equal to the full cost of such instruction, direct and indirect support costs.
2. The College agrees to offer the courses for an appropriate fee that will assure the collection of a fee equal to the total full instructional and support costs of such courses. The Foundation agrees that the College may act as its agent in the collection of such fees.
3. The Foundation and College agree that international students will not be counted as part of the College's state supported enrollment, but will receive all benefits and services normally provided to students at Whatcom Community College.
4. The Foundation agrees to host annual orientation events for international students, homestay hosts, and staff. Further, the Foundation agrees to provide hosting resources for visiting guests, such as but not limited to foreign school officials, educational advising agents, foreign dignitaries, and other groups/individuals. The College agrees to coordinate said events and visitations.
- 4.5. The College agrees to provide a full accounting of enrollment by international students, total instructional costs and fees collected ~~by~~ to the Foundation as soon as such information is reasonably available as part of the regular operating reports of the College.



- ~~5.6.~~ The Foundation understands that the fees charged for courses provided under the agreement do not include textbooks, workbooks, or other course materials other than those distributed directly to the students by the course instructor.
- ~~6.7.~~ This agreement constitutes the entire agreement between the College and the Foundation and may not be modified except by a duly executed written instrument. The Foundation may not assign this agreement or any interest herein without the written consent of the College.
- ~~7.8.~~ This agreement shall continue until cancelled by ~~60-~~90 days written notice by either party.



Documents Related to Policy 3131 revisions

From: Bohlke, Wendy (ATG) [WendyB@ATG.WA.GOV]
Sent: Thursday, August 14, 2008 11:40 AM
To: Nathan Langstraat
Cc: Wochos, Lisa (ATG); Akana, Gerry (ATG)
Subject: RE: WCC-WCCF International Agreement

Hello, Nate, I reviewed the 8/14/08 draft and note that it is identical to the one signed in 1988, with the addition of new paragraph 4 regarding Foundation hosting responsibilities and a change in the cancellation clause from 60 to 90 days. Looks fine to me. I hereby lend my 'approval as to legal form' and recommend you move forward with the document. You mail print this email and place it in the file for President Hiyane-Brown's review and your records, or you may send an original to the Attorney General's Office for signed 'approval as to form'. Lisa or I will sign it.

Wendy Bohlke, Senior Counsel

From: Nathan Langstraat [mailto:NLangstraat@whatcom.ctc.edu]
Sent: Thursday, August 14, 2008 7:02 AM
To: Bohlke, Wendy (ATG)
Cc: Kelly Kester
Subject: FW: WCC-WCCF International Agreement
Importance: High

Hi Wendy -

It looks like both Lisa and Gerry are out until the 25th. Their out of office messages direct me to you :) Not sure if we're able to move this forward in their absence.

Thank you.
Nate

-----Original Message-----

From: Nathan Langstraat
Sent: Thursday, August 14, 2008 7:00 AM
To: 'Wochos, Lisa (ATG)'; 'gerrya@atg.wa.gov'
Cc: Kathi Hiyane-Brown; J Aaron Booker; Kelly Kester
Subject: WCC-WCCF International Agreement
Importance: High

Hi Lisa & Gerry -

Attached is a draft of the revised agreement between WCC and WCCF pertaining to international student enrollment as requested by the State Board with additional substantive action on the part of the Foundation. The major change is item #4 which involves the Foundation's commitment to hosting some orientation events and visitations. Please advise of next steps.

The Foundation Board's next meeting is scheduled for Tuesday, September 9th at 3:00 p.m.
Thank you.
Nate

<<WCC.WCCF International Agreement 14Aug08.doc>>

Nate Langstraat
Whatcom Community College
Executive Director for Communications & Marketing
(360) 647-3273

Documents Related to Policy 3131



Agreement for Shared Funding of Education Services

This agreement made and entered into as of this 27th day of July 2010 by and between Whatcom Community College, Washington Community College District 21, hereinafter referred to as the College, and the Whatcom Community College Foundation, hereinafter referred to as the Foundation.

Witnesseth

Whereas the College is authorized by RCW 28B.50.140(17) and WAC 131-32-020 to provide classes or programs with shared funding from a cooperating agency or organization, and

Whereas a mission and goal of Whatcom Community College is to provide international awareness in its educational programs by including a mix of resident and international students within the college student body, and

Whereas the College Board of Trustees has determined that with current enrollment pressure it is not financially possible to admit international students within its limited state supported FTE allocation, and

Whereas the Foundation is a non-profit entity which desires to provide international students the opportunity to study at the College and experience a cultural exchange with the community,

Now therefore in consideration of the mutual covenants and obligations herein contained, the College and the Foundation hereby agree as follows:

1. The College agrees to enroll international students into its regular curriculum, provided that the Foundation provides shared funding for these courses in an amount equal to the full cost of such instruction, direct and indirect support costs.
2. The College agrees to offer the courses for an appropriate fee that will assure the collection of a fee equal to the total full instructional and support costs of such courses. The Foundation agrees that the College may act as its agent in the collection of such fees.

Documents Related to Policy 3131

3. The Foundation and College agree that international students will not be counted as part of the College's state supported enrollment, but will receive all benefits and services normally provided to students at Whatcom Community College.
4. The Foundation agrees to host annual orientation events for international students, homestay hosts, and staff. Further, the Foundation agrees to provide hosting resources for visiting guests, such as but not limited to foreign school officials, educational advising agents, foreign dignitaries, and other groups/individuals. The College agrees to coordinate said events and visitations.
5. The College agrees to provide a full accounting of enrollment by international students, total instructional costs and fees collected to the Foundation as soon as such information is reasonably available as part of the regular operating reports of the College.
6. The Foundation understands that the fees charged for courses provided under the agreement do not include textbooks, workbooks, or other course materials other than those distributed directly to the students by the course instructor.
7. This agreement constitutes the entire agreement between the College and the Foundation and may not be modified except by a duly executed written instrument. The Foundation may not assign this agreement or any interest herein without written consent of the College.
8. This agreement shall continue until cancelled by 90 days written notice by either party.

In witness whereof the parties hereto have executed this agreement by their duly authorized officers on the date last written below.

Whatcom Community College Foundation



By: J. Aaron Booker
Foundation Board Chair

7/27/2010
Date:

Whatcom Community College



By: Kathi Hiyane-Brown
College President

7/27/2010
Date:

TITLE: Professional Growth
NUMBER: 4050
APPROVED BY BOARD OF TRUSTEES: 8/27/81

I recommend that this be eliminated as Board policy.

In order to provide for intracollege communication, improvement of instruction, and skill development, it shall be the policy of Whatcom Community College to encourage and provide opportunities for the professional and occupational growth and development of the employees of the college.

Where appropriate and within the limits of available funding the College will promote such growth through the use of college resources.



TITLE:	Other Employment
NUMBER:	4110
APPROVED BY BOARD OF TRUSTEES:	8/27/81

It shall not be a violation of the policies of Whatcom Community College for employees of the College to be employed by persons other than the College on a full or part-time basis, providing that the outside employment shall not interfere with the employment duties of the individual at Whatcom Community College as determined by the employee's supervisor and shall not be in conflict with applicable rules of law [as outlined in Policy 408 Conflict of Interest and RCW 42.52 Ethics in Public Service Act.](#)



TITLE:	Advisory Committees
NUMBER:	7010
APPROVED BY BOARD OF TRUSTEES:	3/11/75
AMENDED BY BOARD OF TRUSTEES:	8/27/81

Official College advisory committees shall be appointed by the College president or designee for terms appropriate to the task to be accomplished.



TITLE: Degrees/Diploma/Certificate Programs
NUMBER: 7020
APPROVED BY BOARD OF TRUSTEES: 6/11/81
AMENDED BY BOARD OF TRUSTEES: 6/11/85

The Board of Trustees approves the college's degree awards and requirements. Changes in degree awards and requirements must be approved by the Board before implementation.

Following are the current degrees and awards offered by WCC; descriptions of the purposes for the degrees as well as current requirements for the individual degrees are delineated in the college catalog:

ASSOCIATE IN ARTS AND SCIENCES (AAS TRANSFER)

ASSOCIATE IN SCIENCE (AS-T-TRANSFER OPTION)

ASSOCIATE IN LIBERAL STUDIES (ALS)

ASSOCIATE IN SCIENCE (AS)

ASSOCIATE IN ARTS (AA)

CERTIFICATE PROGRAMS

GENERAL EDUCATIONAL DEVELOPMENT CERTIFICATE (GED)

~~ASSOCIATE IN ARTS AND SCIENCE DEGREE~~

~~The Associate in Arts and Science degree is designed primarily for students who plan to transfer to a four-year college with junior status in a liberal arts program.~~

~~Completion of an Associate in Arts and Sciences degree at Whatcom Community College is accepted as fulfillment of the general liberal arts requirements by many Washington State four-year institutions. Since some colleges have variations in their degree requirements, the student should discuss transfer plans with an advisor.~~

~~The Associate in Arts and Sciences degree requires the completion of a minimum of 90 credits. The specific course requirements, including appropriate distribution requirements are published in the College catalog.~~

~~ASSOCIATE IN ARTS DEGREE~~

~~ASSOCIATE IN SCIENCE DEGREE~~

~~These degrees require completion of a minimum of 90 credits and are either pre-designed by the College or individually designed by the student. Associate in Arts degrees are generally those within the broad areas of communication, humanities and certain technical fields. Associate in Science degrees are generally those within the broad areas of mathematics, science, social science and certain technical fields. Certificate programs may also be pursued in certain fields and require completion of a minimum of 45 credits.~~

~~Pre-Designed Associate Degrees~~



~~A Pre-designed Associate degree program is established by the College when the need arises for a number of students to pursue a similar degree outcome. The current pre-designed programs offered are published in the College catalog.~~

Individualized Associate Degrees

~~The Individualized Degree Program (IDP) offers the student a unique opportunity to design an entire degree program with the assistance of a Whatcom Community College degree advisor and a content specialist. The total program is built around the student's stated educational and personal goals and allows for the incorporation of a variety of learning experiences such as contract learning, regular courses, credit for prior learning and other individualized learning experiences.~~

~~Although the program requirements are tailored to meet the student's individual goals, a structured format is followed by all students in designing the degree program in order to provide a measure of consistency and continuity to the degree planning process. All individualized degree programs are reviewed and approved by a WCC degree review committee and the Dean for Instruction.~~

~~ASSOCIATE IN LIBERAL STUDIES~~

~~The Associate in Liberal Studies degree is designed for students not planning to transfer to a four-year college or university or wishing to enroll in either a Pre-designed Associate in Science, Associate in Arts or Individualized degree program. This degree requires the completion of a minimum of 90 credits in a program incorporating course work for a number of diverse disciplines. Current course requirements are published in the College catalog.~~

~~ADULT HIGH SCHOOL DIPLOMA~~

~~An Adult High School Completion program is available for all students 18 years of age or older. A contract, indicating courses required for completion, is drawn up for each student. Such courses may be completed free of charge for all students 19 years of age or older. College credit and high school credit may be earned simultaneously.~~



TITLE: Grading System
NUMBER: 510 (old 3071)
APPROVED BY BOARD OF TRUSTEES: 3/14/2012; 6/14/05

Grades are recorded on the student's ~~permanent record~~ official transcript at the end of each quarter. The following symbols are used to indicate achievement for classes in which the student is officially registered:

- A Superior Achievement
- A-
- B+ High Achievement
- B-
- C+ Average Achievement
- C-
- D+ Minimum Achievement
- D
- F Failure

S/U - Satisfactory/Unsatisfactory

Certain classes are designated S/U grading only. A student may change to or from S/U grading for any other classes through the initial registration process or by submitting an Add/Drop/Change form to the Registration Office no later than the end of the eighth week of the quarter.

I - Incomplete

Indicates that a student was given permission to complete the requirements of a class at a later date. Incompletes are issued by the instructor when a student has, for good reason, been delayed in completing the required work but can successfully do so without additional instruction. A signed agreement between the instructor and the student, outlining the timeframe and work to be completed must be submitted to the Registration Office. Grades awarded for completed work replace "I" grades and are recorded in the initial quarter of enrollment. Credits are not granted until the "I" has been changed. **If a student does not complete the agreement in the allotted amount of time, the Registrar's Office will change "I" to the standing grade that was assigned by the instructor on the incomplete agreement.**

N - Audit

Indicates that a student chose not to receive credit for a class. A student may change to or from Audit grading for any class through the initial registration process or by submitting an Add/Drop/Change form to the Registration Office no later than the eighth week of the quarter.

W - Official Withdrawal

Indicates that a student officially withdrew from a class by completing a withdrawal transaction through the Registration Office or via the web no later than the eighth week of the quarter, or received approval for a hardship late withdrawal. Official withdrawals occurring after the 20th calendar day of the quarter are posted on the student's permanent record.

~~**V - Instructor Withdrawal**~~

~~Indicates that a student discontinued attendance in a class and did not complete Official Withdrawal procedures.~~

~~**NA - Never Attended**~~

~~Indicates that a student in a face-to-face or hybrid class would receive a NA non-grade if he/she never attended a single face-to-face class, or if he/she never completed or partially completed an assignment.~~

Indicates that a student in an on-line only class would receive a NA non-grade if they did not complete a significant academic activity which is defined as completion of an assignment, quiz, test, or participation in a discussion, even an introductory discussion where a student might say why he/she are in the class and what he/she hopes to get out of it. Significant academic activity would not include a student who logged in to the course and viewed the course materials.

P - Pass

For predetermined S/U graded credit classes, "P" indicates a passing grade for the class but it does not satisfy the prerequisite for other classes. For specialized, non-credit, non-graded courses, "P" is an administrative symbol.

Y – Work in Progress

Indicates that a student has work in progress for a class that begins and/or ends outside the regular starting/ending dates of the quarter. Such courses include Learning Contracts, Co-op Contracts and continuous enrollment courses. Grades awarded for completed work replace "Y" grades and are recorded in the initial quarter of enrollment. If a student does not complete the requirements for the class by the end of the following quarter, the instructor may change the "Y" to the appropriate grade earned; otherwise the "Y" will be automatically changed to an "F" ~~"V"~~ grade. Credits are not granted until the "Y" has been changed.

Asterisk

* - No Grade Recorded or Invalid Grade or Late Finishing Class

GRADE POINT AVERAGE

Grade point values are assigned to the following grades:

<u>Grade</u>	<u>Grade Point Value</u>
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
F	0

Grades S, U, I, N, W, ~~V~~, Y, P do not carry grade point values and are, therefore, not computed into the student's grade point average (credit is awarded for S and P grades only).

A student's grade point average is computed on a quarterly and cumulative basis. The quarterly GPA is computed by dividing the total number of quarterly grade points by the total number of quarterly A through F credits earned. The cumulative GPA is computed by dividing the total number of all grade points by the total number of all A through F credits earned.

TITLE: **Civility Policy**
NUMBER: 313
APPROVED BY THE BOARD OF TRUSTEES:
AMENDED BY THE BOARD OF TRUSTEES:

Statement of Values: Civility, Respect, Integrity, Honesty, Accountability, Inclusion, Collaboration

As a learning institution, Whatcom Community College is committed to creating a dynamic learning atmosphere for students, faculty and staff. The continuing health and vitality of the college, as a place committed to learning, relies heavily upon a faculty and staff representing diverse experiences and perspectives, and a resulting free exchange of ideas and informed opinions. To ensure that the college curriculum and delivery provide intellectual growth, instructors and students must engage in a vibrant exchange of ideas, and the college culture must ensure that faculty and staff outside the classroom be accorded a similar, vibrant exchange.

The college workplace also depends upon collegiality—i.e., shared authority—and collaboration. The college depends upon the professionalism of the faculty and staff for the conduct of its business and for the successful completion and implementation of projects and initiatives. Disagreement and disrespect create barriers to collaborative effort and impede productive effort and achievement of fundamental and collective goals; indeed, impede mission fulfillment. The work of the college and of individuals across the college depends upon the faculty and staff treating each other with professionalism and mutual respect.

The entitlement to free expression requires important responsibilities. Diversity of background and conflicting ideas and opinions present significant challenges, including the potential for breakdown in campus activity and morale; to ensure that the exchange is conducted professionally and respectfully, the entire campus community must be committed to honoring the entitlements of others, to tolerance of divergent opinion, and to vigilance in conflict resolution. Moreover, creating and maintaining a commitment to diversity and tolerance cannot be managed solely by policy and procedure; rather, these purposes can only be achieved by a collective adherence to fundamental purposes and values; including the following:

- treating members of the campus community and the community at large with respect, concern, courtesy and responsiveness; and
- demonstrating respect for peoples' diverse backgrounds and expertise; and
- acknowledging dissenting opinions; and
- accepting diverse learning, work, and communication styles; and
- honoring, within the campus community exchange, the entitlements of others; including the right to speak and be heard and to participate in college governance and decision-making

These practices are not options, based on either generosity or mere tolerance; rather, they constitute required responsibilities for all individuals within our campus community. Each of us is responsible for treating others professionally and respectfully.

TITLE: **Firearms and Weapons Policy**
NUMBER: 314
APPROVED BY THE BOARD OF TRUSTEES:
AMENDED BY THE BOARD OF TRUSTEES:

Whatcom Community College is committed to maintaining a safe and secure environment that supports the academic mission of the College. Consequently, no person or group may use or enter onto Whatcom Community College grounds or facilities, owned or leased, while having in their possession firearms or other dangerous weapons, even if licensed to do so. An exception shall be made for commissioned police officers and other law enforcement officers as permitted by law. Legal defense sprays are exempt from this regulation. Violators of this policy will be subject to appropriate disciplinary and/or legal action.

TITLE: **Copyright Policy**
NUMBER: 495
APPROVED BY THE BOARD OF TRUSTEES:
AMENDED BY THE BOARD OF TRUSTEES:

As a college devoted to providing the highest level of instruction by its faculty and education for its students, WCC respects the rights of content creators and facilitates compliance with the provisions of the United States Copyright Law (Title 17, United States Code, Sect. 101 *et. seq.*). WCC recognizes the Copyright Act of 1976, including the Fair Use doctrine (Section 107) and subsequent amendments including the TEACH Act, the Digital Millennium Copyright Act of 1998, and *Guidelines for Off-the-Air Recording of Broadcast Programming for Education Purposes*.

Specifically, Whatcom Community College:

- Informs and educates students, faculty and staff about their rights and privileges in using copyright-restricted material, including the limited exclusive rights of copyright holders;
- Provides resources and tools for members of the WCC community to facilitate the adoption of copyright materials into all classes;
- Facilitates the use of materials currently licensed by WCC;
- Identifies individuals at the college who can advise faculty and staff regarding application of copyright law; and
- Refers complex issues to legal counsel.



CONSENT AGENDA

- a. Minutes of August 13-14, 2013 Board of Trustees Retreat Meeting (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 RETREAT

August 13-14, 2013

Cedarbrook Lodge, 18525 36th Avenue South, Seattle, WA

Tuesday: 9:00 a.m. – 5:00 p.m.; 7:00 p.m. – 10:00 p.m.

Wednesday: 8:00 a.m. – 1:00 p.m.

TUESDAY, AUGUST 13, 2013

- ➔ **CALL TO ORDER** Chair Sue Cole officially called the Board of Trustees meeting to order at 9:05 a.m. Present in addition to the chair were trustees Chuck Robinson, Steve Adelstein, and Tim Douglas, constituting a quorum. Barbara Rofkar was absent. Others present included President Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Nate Langstraat, Vice President for Administrative Services; Trish Onion, Vice President for Educational Services; Anne Bowen, Executive Director for Advancement; Ed Harri, Dean for Instruction; Janice Walker, Director for Workforce Education; Assistant Attorney General Lisa Wochos; and Keri Parriera, Executive Assistant to the President.

ACTION TO ACCEPT AGENDA

- ➔ It was moved and seconded to approve the meeting agenda as proposed, and the **motion was approved unanimously.**
- ➔ Trustee Sue Cole announced that there is a designated time for public comment on the agenda.

CONSENT AGENDA

- ➔ **Consent Agenda (Calendar)**
 - a. Minutes of the July 10, 2013, Board of Trustees Meeting (Attachment A)
 - b. Proposed Spring 2013 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.**

STRATEGIC CONVERSATIONS

- ➔ SBCTC Discussion
 - Discussions formulated questions for the visit with SBCTC Executive Director Marty Brown.

- Review past year's accomplishments related to Strategic Plan goals
Each area was asked to provide two or three examples that exhibit successful accomplishments.

- Instruction
 - Completion of the Health Professions Education Center building project. This successful undertaking will take the College forward, but the College still has additional equipment needs. Plans are under consideration for a President's Circle Prevue event on the 17th or 18th of September, and a grand opening during the first weeks of November.
 - The National Science Foundation Capacity Grant. It was announced that the NSF has transferred the remaining Capacity NSF grant -- Cyber Security West, to Whatcom Community College. This is a significant grant, as there are only four centers throughout the United States. Corrinne Sande's expertise and dedication to this field is responsible for this unprecedented transfer during a contract period.
 - The Northwest Commission on Colleges and Universities (NWCCU) visit. The accreditation visit last October earned a very positive response from the commission.
 - Campus Diversity Committee. The College established a new college governance committee that will provide recommendations to college administration in the area of expanding diversity throughout college, in our curriculum, hiring and student recruitment. The committee, chaired by Johnny Hu, a faculty member, will commence in fall 2013.
- Educational Services
 - Financial Aid. The financial aid processes have improved for our students through the implementation and training of software modules.
 - Achieving the Dream. ATD initiatives have been identified and are being implemented. Staff awareness of their important part in the implementation has occurred and they have embraced their roles.
 - A Hobson's Grant. This software grant was awarded to Whatcom, which is the only recipient in Washington State, and is one of only 19 total grants awarded throughout the US. This system will allow WCC to forecast course demand and identify what types of courses students will need according to their degree plans.
- Admin Services
 - The Institutional Master Plan. This plan is nearing completion and will provide a foundation for the physical growth of the College for 10+ years. Campus and community engagement was considerable and essential to this project.
 - Capital Projects. The status of WCC's capital projects was notable. Completed projects included the Auxiliary Services Building and the Health Professions Education Center. In continued process are the Student Recreation Center addition and the Learning Commons building predesign phase.
 - Initiation of an Improved Budget and Finance Monitoring System. Budget managers are accessing these tools, which is evidenced by an overall 96% expenditure of the 2012-13 operating budget.
 - Higher One. The implementation and roll out of the Higher One program for financial aid distributions was a success and students were appreciative of the options available to them.

- Foundation
 - Foundation Board. The Foundation was proud of the increased involvement and growth of the Foundation Board.
 - 45th Anniversary Celebration. The Foundation was successful in the promotion and events of the year-long WCC 45th Anniversary and its efforts in raising the awareness of Whatcom Community College within the community. The highpoint of the celebration was the final event, which included a reception and live typing of the Chuckanut Radio Hour. Although this was not a fundraising event, over \$56,000 was contributed or pledged that evening.

➔ Proposed College Work Plan for 2013-2014.

Discussions ensued on examples of the areas of focus for 2013-2014, based on the College's Strategic Plan.

- Student Access and Achievement. This goal remains a critical focus of the College and encompasses many areas including STEM, technology, transfer and other curriculum concentrations, resource and enrollment management, growth in Running Start and International Education, among others.
- Diversity. As a new goal in the Strategic Plan, the College will strive to identify and implement plans to diversity our faculty, staff and students as well as curriculum.
- Collaboration. Western Washington University seems receptive to more 2+2 agreements. The Cyber-West program also fosters the opportunity for extended collaboration with colleges and universities across the nation.

DISCUSSION TOPICS

➔ International Education

- Discussions followed regarding WCC's plans and progress in our international program. This is a campus-wide initiative that encompasses a review of the English-as-a-Second-Language Academic program; expansion of courses in international studies, working with faculty to bring campus cultural reflect international influence; grant proposals; outreach and support. The status of student housing via a PowerPoint presentation was shared by Vice President Nate Langstraat.

BREAK FOR LUNCH

- ➔ At 12:05 p.m., the meeting was adjourned for a half-hour lunch break.
- ➔ At 12:35 p.m., the board meeting reconvened into open session.

GUEST SPEAKER

- ➔ Marty Brown, Executive Director of State Board for Community and Technical Colleges, was invited as the guest speaker to discuss items of interest to the Board.
 - Mr. Brown shared the system goals as outlined in the Mission Study of the SBCTC. The ten action goals were reviewed.
 - Collaboration, efficiencies and the best use of local resources were discussed.

- Applied baccalaureate pilot programs, which identify a shifting role for community colleges, were examined as well as the State Board's role in the approval process.
- Student housing projects across the system was a topic of discussion. There is no common practice on the development of these projects.
- Approaches to increasing salaries for faculty, exempt and classified employees are being discussed throughout the system.
- Marty shared some topics from a national community college conference that he recently attended.
 - competency based education was a topic; many states do not yet offer online classes;
 - non-union states have the ability to implement apprentice programs; Washington does not have that flexibility;
 - enrollments are down almost everywhere;
 - all funding distribution models are different throughout the states, and there are also many differences in organizational models.

Marty Brown was thanked for attending our meeting and providing his open communication and comments.

DISCUSSION TOPICS (CONTINUED)

- Professional/Technical Program Growth
 - Although enrollments have been typically flat the last couple of years, growth is being experienced in computer information system in and industrial technology control security. The College is exploring future offerings to create opportunities and pathways for students.
- Applied Baccalaureate degree options
 - Whatcom has applied for a funding grant from the SBCTC for curriculum development.
- Strategic Directions
 - Discussions ensued on emerging plans or considerations for marketing and messaging, sustainability, economic development and waterfront development.

INSTITUTIONAL MASTER PLAN PRESENTATION

Keith J Schreiber presented an overview of the draft WCC Institutional Master Plan, which is in the final development stages. The College's expectation is to bring the IMP before the Board for possible action by the end of this calendar year. If approved by the Board, the IMP will be submitted to the City of Bellingham for its review process and possible adoption in early 2014.

PUBLIC COMMENT

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

DINNER BREAK

- The meeting was adjourned for a break for dinner at 5:16 p.m.
- The meeting reconvened into open session at 8:45 p.m.

DISCUSSIONS OF THE BOARD

- The Board discussed various topics of interest including marketing strategies and community involvement.

ADJOURNMENT

- There being no further business, the meeting was adjourned at 10:30 p.m.

WEDNESDAY, AUGUST 14, 2013

- **CALL TO ORDER** Chair Sue Cole officially called the Board of Trustees meeting to order at 9:00 a.m. Present in addition to the chair were trustees Chuck Robinson, Steve Adelstein, and Tim Douglas, constituting a quorum. Barbara Rofkar was absent. Others present included President Hiyane-Brown; Assistant Attorney General Lisa Wochos; and Keri Parriera, Executive Assistant to the President.

EXECUTIVE SESSION

- At 9:00 a.m. the meeting was adjourned for a closed Executive Session of the Board for approximately one hour and a half to "(g) review the performance of a public employee. Chair Cole announced that a possible action may be anticipated. The guest was President Kathi Hiyane-Brown. President Hiyane-Brown was excused from the session at 9:50 a.m.

The Executive Session adjourned at 10:40 a.m. and the Board reconvened into open session at 10:50 a.m., after a short break.

ACTION

- Trustee Tim Douglas moved to extend President Kathi Hiyane-Brown's current contract one additional year, through July 31, 2017. The motion was seconded by Trustee Steve Adelstein, and was approved by unanimous consent.

ANNUAL REVIEW OF BOARD OF TRUSTEES

- The Board reviewed their work plan from 2012-2013 and spoke about the areas of accomplishments. Highlights included the Board's support and contributions to the College's 45th anniversary celebration and the support of the WCC Foundation work; the development work on the Institutional Master Plan, which is nearing completion for review by the Board; completion of the Auxiliary Services Building and Health Professions Education Center building projects; support of ASWCC student government initiatives and capital projects; editorials to the media services; and the co-hosting of the spring TACTC Conference. Work in progress on other work plan items will be carried over to the next work plan.

DEVELOPMENT DISCUSSION OF BOARD GOALS AND WORK PLAN FOR 2013-14

- The Board discussed areas of interest that they would like to consider for incorporation in this year's work plan. Some of these include working in conjunction with state legislature

and state board regarding exempt staff compensation and faculty salary increments; support the exploration of programming for a potential phase two of the Health Professions Education Center project; supporting the marketing and public relations efforts of the College and the Foundation; supporting the plans for future capital projects of the College (campus housing, the Learning Commons, the Pavilion expansion), and exploring other opportunities; keeping apprised of student achievement data; and supporting TACTC.

DISCUSSIONS OF THE BOARD

- The consensus of the Board is that the next calendar year's schedule should include an extended work session each quarter. Suggested topics for Strategic Conversations during board meetings included:
 - International program curriculum
 - Student stories and projects
 - Allied Health presentations (including a walk-through during class operations)
 - Connections with high schools and presentations on college in the high school
 - Monitor progress in the Student Achievement Council
 - Professional/technical programs, STEM and STEAM
 - Achieving the Dream updates

BREAK FOR LUNCH

- At 11:40 a.m., the meeting adjourned for a one-hour lunch break.

ADJOURNMENT

- There being no further business, the meeting was adjourned at 1:00 p.m.

**Reports to the Board of Trustees
September 11, 2013 Meeting**

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

- **Finance** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
 - The 2012-13 fiscal year closing was successfully completed in August.
 - The Business Office is currently hiring two Fiscal Specialist 1 positions. One will replace a vacated position and the other is a new partially grant-funded position.
 - As of July 1, the Business Office instituted a new computerized purchasing process, which will enable us to monitor and report on open and received orders.
 - The Nelnet tuition payment plan currently for fall quarter has approximately 150 students enrolled, representing tuition of about \$200,000. It is still early in the process, but we expect to see record enrollment of over 200 students by the start of fall quarter.
 - Fall quarter will be the second quarter we utilize our new financial aid disbursement program with Higher One. Summer quarter, \$867,650 was disbursed to 782 students through this disbursement method. We anticipate fall quarter to be significantly higher in volume, with at least three times as many students receiving funds through Higher One.
- **Facilities & Operations** (*5.1: Create and manage growth through fiscal, capital, technological and human resource development*)
 - The move to Health Professions Education Center is progressing on schedule. The building is expected to be fully operational by the first day of fall quarter (September 25). There is an open house planned for the President's Circle on September 17 to give key supporters of the College a "sneak peek" at the program areas.
 - A portion of the Student Recreation Center (SRC) design team met with the City of Bellingham Planning and Permit group for a pre-application meeting to discuss the project scope and receive a preliminary review of the project. The City was very supportive of the SRC and had only minor comments and suggestions which will be considered as we move forward with design development.
 - In addition to the Learning Commons (LC) kick-off meeting, the core team had a full day of programming meetings, which focused on functional needs and space utilization for the Library and Learning Center. A fieldtrip is scheduled for September 9 where the group will visit the library at Seattle University and two buildings (Odegaard and Paccar) on the University of Washington campus. Programming for the LC will continue through the end of December.
 - Whatcom's informational safety and security video is now complete and ready to be used as a tool to educate students, faculty, and staff on basic campus safety and security procedures. The campus Emergency Response Team will be meeting on September 16 to review the new Emergency Plan and discuss planning for an all-campus emergency training exercise.
 - A portion of the core group for the Institutional Master Plan (IMP) met with staff from the City of Bellingham (COB) Planning Department to share our progress on the IMP and identify/clarify the process and timeline for submitting the plan to the COB for review and adoption. Work continues on the traffic study and stormwater comprehensive plan that will be key components to the IMP. We expect to have the IMP document and supporting information ready to submit

to the COB in December. The overall review process by the COB could take from 6 to 12 months.

- **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 is gearing up for a busy fall quarter. Internally the office will be supporting five sessions of the Whatcom Wave, six Running Start New Student Orientations, and All College Week functions. The Whatcom County Library Systems will be on campus Sept 13 for an all staff day. The WCC and WWU Soccer teams have already begun their seasons out on Orca Field as well as the Rangers and WCASA. Additionally, building a new well-rounded staff has been a priority as we had to say goodbye to some very valuable employees this summer. Three team members graduated and or moved on from WCC.
- **Technology** (5.1 *Create and manage growth through fiscal, capital, technological and human resource development*)
 - IT's main focus is to finish the install of equipment in the HPEC and surge spaces to ensure everything is operational for fall quarter.
 - IT is finalizing the Hobson product for deployment on October 7. Lead advisors and 17 students received training in August with a Hobson representative. Students tested the software and provided feedback.
- **Bookstore** (Goal 5.1 *Create and manage growth through fiscal, capital, technological and human resource development*)
 - The Bookstore is currently completing installation of a new POS server and cash registers. The new POS system will provide students with the ability to rent books at the cash register as part of the normal purchasing process. The new system will also permit the Bookstore to encrypt student account information and credit card data which will allow the Bookstore to directly process Orca card as well as online website sales (coming mid-Fall!).
 - The Bookstore has received several new shipments of Whatcom logo merchandise. These orders include college logo spiral notebooks, binders, as well as long sleeved t-shirts. The Bookstore will continue efforts throughout the year to expand its selection of WCC logo merchandise.

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

- **Accreditation** (5.4 *Foster an evidence-based culture of continuous improvement*)
 - The college's next report in the current seven-year evaluation cycle is due in February 2014. Our report will cover standards one, "Mission, Core Themes, and Expectations," and two, "Resources and Capacity." A list of assignments has been made for reviewing and revising the 85 segments of chapter two, with people across the college responsible for leading the efforts. Our primary focus will be on three outcomes to address NWCCU recommendations: to revise indicators for all core themes and corresponding objectives; establish benchmarks for the indicators; and establish a strategy for measuring mission fulfillment. The work will continue in earnest when the faculty return in late September and the Board can expect an update on progress—including the revised indicators—by the middle of fall quarter.
- **Achieving the Dream** (1.2 *Increase academic support for students; 5.4 Foster an evidence-based culture of continuous improvement*)
 - The College recently received its annual report from Achieving the Dream, following the submission of our annual reflection report in May. The review was excellent, with the College

receiving praise for its committed leadership, collaboration between IR and IT, data workshops, and significant changes in College practices related to placement and progression.

- **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*)
 - All of the new faculty hires will attend the statewide orientation on September 6, where they will receive information about SBCTC systems and initiatives related to teaching and learning. We will have orientation activities for them at the college as well, including a new faculty orientation meeting and a meeting of the newly appointed tenure committees to review the *Tenure and Promotion Handbook* and discuss the tenure process.
 - During the past month, Dean Hagin, Director for the Learning Center and Krysta Walia, Coordinator for the Multicultural Academic Support Center, have announced that they will leave WCC, Dean for a position in International Education at WWU, and Krysta to pursue graduate study. We have identified very capable people to serve on an interim basis during the next year. Jason Babcock, who has supervised our math center will serve as the Learning Center Director, and Betsy Hasegawa, who has a strong record of service at major universities in diversity and organizational theory, has accepted the Interim Director for Multicultural Academic Support Services position.
- **Planning for Opening Week** (5.4 *Foster an evidence-based culture of continuous improvement*)
 - We are currently planning the events for Opening Week. The opening day's activities will include the welcoming addresses, the introduction of new employees, the presentation of awards, and the sharing of information about policy and planning affecting the college. In addition, the Professional Development Committee received requests from faculty and staff to present on various issues and has assembled a fine program, including sessions devoted to progress on college initiatives, teaching and learning workshops, and training for faculty and staff related to their work.
- **Diversity** (4.2 *Enhance diversity among faculty and staff*; 4.3 *Increase access for underrepresented populations*)
 - The members of the Campus Diversity Committee, charged with identifying issues pertaining to diversity and formulating recommendations for the campus, have been appointed by the employee groups, and will commence to meet with the return of the faculty and staff for fall term. Johnny Hu, our most recent Faculty Excellence Award recipient, will chair the committee, which will report to the President, formulating recommendations particularly on strategies for recruitment and hiring, curriculum, classroom delivery and assessment, and student success.
- **Grants** (1.3 *Increase access for diverse and nontraditional student populations*; 2.3 *Improve student learning*; and 5.2 *Diversify and secure funding/resources from external sources*)
 - WCC was notified in mid-July by the National Science Foundation that the lead institution status for CyberWatch West, a regional cybersecurity education consortium funded by NSF, will be transferred from its current California location to Whatcom Community College as of September 1. While similar centers exist on the East Coast and the Midwest, CyberWatch West is the only NSF-Advanced Technology Education Center in the western United States. Corinne Sande, lead faculty member of WCC's Computer Information Systems Program, will direct the project involving up to \$2 million over the next two years, presuming ongoing funding. The project is focused on capacity building at the two-year college level for the high demand field of information/cybersecurity. A formal press release and related communications will announce this significant development in mid-September once final documentation is in place. Whatcom's selection to lead this consortium is evidence of the esteem, which our program,

under Corrinne Sande's leadership, has garnered on the national level from industry and government leaders.

- WCC will continue to participate in two HEET (Hospital Employee Education & Training) grant projects funded through the SBCTC. WCC was awarded \$389,740 for a second year of our HEET Innovation project which now will focus on deploying new simulation curriculum developed under the first year of the grant, and for training local faculty and personnel from WCC, BTC, and PeaceHealth-St. Joseph's. Whatcom also continues as a subcontractor on BTC's HEET Health Occupations Pathways project to advance incumbent workers across all healthcare disciplines (\$40,000 to WCC).
- The College's annual Perkins plan was approved for \$176,000. The funds support staff, faculty, equipment, and special projects related to professional technical programs throughout the year.
- The SBCTC approved WCC's 2013-14 Early Achievers Opportunity grant application for \$75,895. This project will support scholarships for students in the Early Childhood Education Program.
- WCC was again awarded a Perkins Non-Traditional grant of \$5,000 in support of our annual Girls-Go-Tech and Guys-N-Guts workshops for 7th and 8th graders. Each one-day workshop supports approximately 20 middle school students in the exploration of non-traditional careers such as technology (girls) and health professions (boys).
- We applied for an NSF S-STEM grant in August to fund scholarships for underrepresented students in STEM disciplines. The \$600,000 proposal would fund faculty mentoring, dedicated STEM advising, student scholarships, and the creation of a STEM Scholars Academy.
- **On-Line Nursing Program Graduation** *(1.3 Increase access for diverse and nontraditional student populations)*
 - Recently, the first cohort of the online Nursing Program graduated nine students who received their pins and degrees. This event marks a significant milestone for the Nursing Program and for the College. There is still strong belief across the nation that instruction cannot be effectively delivered via an online or hybrid format, and especially in the medical fields. There will be strong interest in the capabilities and the quality of performance of these graduate nurses.

➔ **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)*
 - **July and August 2013 Gifts** – Draft reports for July and August 2013 show we received 50 gifts totaling \$35,514.
 - **Foundation Board Meeting** - Board of Directors met on July 23rd and received a tour of HPEC building. Board of Directors were very impressed and asked staff to try to schedule the President's Circle Reception at the HPEC building and include a sneak peek of the facility. The President's Circle Reception will be on September 17th from 5:30 – 7:30 pm at HPEC.
 - **HPEC Tours** – Executive Director, Anne Bowen, have been providing tours to current and potential donors. A community open house is in the planning stage with program staff for mid to late Fall Quarter.
 - **Donors Appreciation Breakfast** – Tentative dates being explored for this event are October 11, 16 and 18. A date will be selected as soon as possible.
 - **New Foundation position** – Rafeeka Kloke was hired as the Director of Operations and Strategic Initiatives on August 8th. Rafeeka brings strong financial management and non-profit governance experience to her role here, plus her strengths in building relationships and developing connections have help her establish strong local and regional connections with

individuals as well as industry partners. This position will allow the Executive Director to focus on major and planned giving, as well as increase fundraising support for scholarships and college initiatives with stronger board participation.

- **Communications, Marketing and Publications**

- **Advertising (Integrated Fall Enrollment Campaign)**

- El Periodico Whatcom County-based bilingual newspaper
- La Raza (August education issue) Spanish language newspaper distributed throughout the Puget Sound region
- Ferndale Record
- Lynden Tribune
- Northern Light
- Bellingham Herald –print and online (Note: General enrollment and I Am Whatcom. I Am Whatcom campaign trade ends in August.)
- NW Washington Fair official program
- WTA Transit Advertising (I Am Whatcom, International Homestay)
- RADIO – KAFE 104.1 FM
- NWConferenceAthletics.com
- Facebook

- **Events**

- Fairhaven Farmers Market (Aug. 7)
- NW Washington Fair (Aug. 12-17)
- Bellis Fair (Aug. 10 Back-to-School Event and two-week kiosk display)

- **Web/Social Media Development**

- Website ad-hoc advisory group met with Moving Pixel to evaluate future of WCC website
- Growth continues on the College's main Facebook page, up 5% from May to 2,459.
- @WhatcomCC Twitter followers increasing, up 10% from May to 1,315.
- Actively tracking LinkedIn University pages; maintaining Friends & Alumni page

- **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**

- [WCC gets \\$400k grant to support nursing education](#), 8/15, BBJ Today
- [WCC heads new real-world nursing simulation program](#), 8/20, KGMI
- [WCC offers IBEST program to students learning basic skills](#), August issue, El Periodico
- [WCC releases spring quarter deans list](#), 7/17, Ferndale Record
- [WCC, WWU team up for new cybersecurity degree](#), 7/3, Lynden Tribune

- **Additional media outreach**

Press releases, public service announcements and an ongoing list of news articles can be found at www.whatcom.ctc.edu/news.