

**BOARD OF TRUSTEES**  
**Meeting Agenda**  
**Wednesday, June 18, 2014, 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**

*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 MEETING  
REMINDER**

**July 9, 2014**

**BOARD RETREAT**

**August 14 & 15**

- I. Call to Order, Approval of Agenda, and Notice of Public Comment Time
- II. Strategic Conversations
  - Sustainability Initiatives (all goals) – *Lead: Bob Riesenber*
- III. Consent Agenda (Calendar)
  - a. Minutes of May 14, 2014 Board of Trustees Meeting (Attachment A)
- IV. Action Item
  - Tab A: Policy Review - Proposed revision to Academic Progress Policy 3075 (first reading)
  - Tab B: Proposed ASWCC Services and Activities Budget 2014-15 (first reading)
  - Tab C: Proposed 2014-15 WCC Operating Budget
- V. Report from the President
- VI. Reports
  - ASWCC – Lucas Nydam, President
  - WCCFT – Kim Reeves, President
  - WFSE – Michelle North, Representative
  - Administrative Services – Vice President Nate Langstraat
  - Educational Services – Vice President Trish Onion
  - Instruction – Vice President Ron Leatherbarrow
  - Advancement/Foundation – Anne Bowen, Executive Director
- VII. Discussion / Items of the Board
  - August Board Retreat – August 14-15 at Cedarbrook Lodge, Seattle, WA
  - Election of Board Chair for 2014-15 Academic Year
- VIII. Public Comment
- IX. Adjournment

**\*The Board of Trustees may adjourn to a closed Executive Session to discuss items provided for in RCW 42.30.110 (1):**

- (b) to consider the selection of a site or the acquisition of real estate by lease or purchase...;
  - (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 May 14, 2014 meeting of the Board of Trustees (Attachment A)

**SUGGESTED RESPONSE**

*The chair reads out the letters of the consent items. Then the chair states: “If there are no objections, these items will be adopted”. After pausing for any objections, the chair states, “As there are no objections, these items are adopted.”*

# Whatcom

## COMMUNITY COLLEGE

### MINUTES

#### BOARD OF TRUSTEES MEETING

Laidlaw Center Board Room

Wednesday, May 14, 2014

1:00 p.m.

- **CALL TO ORDER** Chair Sue Cole officially called the Board of Trustees meeting to order at 1:04 p.m. Present in addition to the chair were trustees Barbara Rofkar, Chuck Robinson, Steve Adelstein, and Tim Douglas, constituting a quorum. Others present included President Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Nate Langstraat, Vice President for Administrative Services; Trish Onion, Vice President for Educational Services; Anne Bowen, Executive Director for Advancement; ; Ed Harri, Dean for Instruction; Melissa Nelson, Assistant Attorney General; and Rafeeka Kloke, Executive Assistant to the President.
- Chair Sue Cole announced that there is no executive session and Congressman Rick Larsen is stopping by at 3 pm to meet with the Board prior to meeting with the Dream Team Club.

#### **ACTION TO ACCEPT AGENDA**

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

#### **STRATEGIC CONVERSATIONS**

- Integrated Planning and Advising System (IPAS) (*Goal 1 – Expand opportunities for students to achieve their potential*)

A PowerPoint presentation of the College's accomplishments and progress was presented by David Knapp, Tawny Townsend and Ward Naf.

- Achieving the Dream (ATD) Coaches

Frank Renz and Bruce McComb, Achieving the Dream (ATD) coaches, were introduced. They provided an overview of Achieving the Dream, a national, nonprofit organization that leads the most comprehensive non-governmental reform movement for student success in higher education history.

Mr. Renz and Mr. McComb commended the College for securing the IPAS grant and its work on providing additional support to students. They noted the presentation by Dean Ed Harri and

Anne Marie Karlberg at the Achieving the Dream Conference provided great information and resources to other community colleges around the nation.

## CONSENT AGENDA

### ➤ Consent Agenda (Calendar)

- a. Minutes of the March 18, 2014, Board of Trustees Meeting (Attachment A)
- b. Proposed Winter Graduates (Attachment B)

Chair Cole stated: "If there are no objections, this item will be adopted." As there were no objections, **this item was adopted.**

## ACTION

### ➤ TAB A -- LGIP Resolution – *Resolution authorizing investment of Whatcom Community College monies in the local government investment pool.*

Trustee Tim Douglas moved to approve the resolution. The motion was seconded by Trustee Barbara Rofkar and the **motion was approved unanimously.**

## PRESIDENT'S REPORT

- Senator Patty Murray met with student veterans and veteran coordinators from Whatcom Community College, Bellingham Technical College, Skagit Valley Community College, Everett Community College and Western Washington University. The senator appreciated directly hearing from students about their experiences transitioning to college. The senator pledge her continue support to veterans.
- Patricia Onion, VP of Educational Services, recently announced her retirement plans. President Kathi expressed her sincere appreciation on behalf of students and staff for Trish's service to the College and the students. The position will be advertised nationally starting in early June with an anticipated start date in early fall. President Kathi is currently working on appointing an interim which will start in July and stay on until a new permanent VP is hired.
- The Associated Students of Whatcom Community College submitted a resolution regarding on Tobacco Use on Campus, recommending the courtyard in front of Syre Student Center be designated as a smoke free area and a covered smoking shelter be placed behind Syre Student Center. Administration sent an email to the campus community requesting feedback.
- WWU entered into an agreement with Peninsula College and Olympic College to bring upper division courses to the Olympic Peninsula area. This fall, they will offer three bachelor's degree programs in Business Administration, Environmental Policy, and Environmental Science.

- President Kathi attended an Associated General Contractor (AGC) luncheon and provided brief updates on the capital projects.
- Hiring is almost complete for full time faculty positions. In addition to replacements, we have added new full time faculty positions in CIS, English, Math and ABE.
- President Kathi announced the list of upcoming events:
  - Running Start Graduation Reception: June 2, 2014 ♦ 4 pm-5:30 pm ♦ Heiner Center
  - Seed of Change Conference: June 7, 2014 ♦ 8 am-3 pm ♦ Heiner Center
  - WCC Institutional Master Plan Meeting (Public meeting): June 10, 2014 ♦ 5:30 pm ♦ Syre Student Center
  - Honors and Awards Ceremony: June 12, 2014 ♦ 6:30 pm-8:30 pm ♦ Heiner Center
  - Retiree Recognition: June 13, 2014 ♦ 2:30pm-4:30 pm ♦ Syre Student Center
  - Pavilion Groundbreaking: June 18, 2014 ♦ 4 pm-5 pm ♦ Pavilion
  - Nurse Pinning Ceremony: June 18, 2014 ♦ 6 pm-7:30 pm ♦ Syre Student Center
  - Commencement: June 20, 2014 ♦ 6:30 pm-8:30 pm ♦ Pavilion
  - NWCCI Farewell Celebration: June 22, 2014 ♦ 6 pm-9 pm ♦ Squalicum Boathouse, 2600 N. Harbor Loop Dr., Bellingham
  - Chuckanut Writers Conference: June 27 & 28, 2014 ♦ Syre Student Center & Heiner Center
- David Aguilar is this year's Commencement student speaker. Aguilar is a student veteran and first-generation college student. He will graduate this spring with a transfer degree and has been accepted at Western Washington University. He plans to become an accountant.
- The Accreditation Review Committee sent the draft accreditation report to President Kathi and VP Ron Leatherbarrow for "errors of fact" review. The draft report is required to be kept confidential until the Committee finalized the report for submission to the Northwest Commission on Colleges and Universities in June.

## REPORTS

- **ASWCC –Marco Morales, Vice President**
  - The Student Senate recently passed the 2014-2015 Service and Activity Fee Budget.
  - Seed of Change Conference is scheduled on June 7<sup>th</sup>. This is a conference created and facilitated by students. The conference will include a variety of workshops focused on social justice issues.
  - The WCC Ambassadors constructed an Orca-themed float and will be participating in the Ski-to-Sea parade.
  - Students are excited about their new multicultural space in Syre Student Center.

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

Through PowerPoint slides, VP Nate Langstraat presented the College's preliminary operating budget for 2014-15 and questions and discussion ensued. The finalized proposed 2014-15 Operating Budget will be presented to the Board at the June 18<sup>th</sup> meeting for approval.

➤ **Instruction Office – Ron Leatherbarrow, Vice President**

VP Ron Leatherbarrow expressed that this has been the most positive accreditation process he has been part of in his career.

### **DISCUSSION/TACTC/ITEMS OF THE BOARD**

- Chair Sue Cole announced that President Kathi Hiyane-Brown is the winner of the 2014 Chief Executive Officer Award and will be receiving her award at the TACTC Annual Conference in Yakima.
- The Board of Trustees Summer Retreat is scheduled for August 14 and 15.
- The Student Pavilion Groundbreaking Ceremony is scheduled for June 18th at 4 pm.

### **BREAK**

- The meeting was adjourned for a fifteen minute break at 2:50.
- The meeting reconvened into open session at 3:05 p.m.

### **PUBLIC COMMENT**

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

### **SPECIAL GUEST**

Chair Sue Cole welcomed and introduced Congressman Rick Larsen. Congressman Larsen provided a brief update on his work in Congress which includes a bill he recently introduced to end automatic default rules on student loans, strengthening protections for student loan borrowers.

### **ADJOURNMENT**

- There being no further business, the meeting was adjourned at 3:55 p.m.

**TO:** Whatcom Community College Board of Trustees

**FROM:** Patricia Onion, Vice President for Educational Services

**DATE:** June 6, 2014

**RE:** Policy 3075 – Academic Progress Policy

The proposed revisions to Academic Progress Policy support the College’s commitment to increase student success and completion. The ongoing problems with managing the existing policy were unforeseen when it was written in 1995. The proposed revisions are based upon 18 years of refining the direct service interventions and developing the necessary technical expertise to accurately identify the at-risk students intended with Policy 3075.

Revisions to Policy 3075 include:

- ▶ Remove the words “standards of” in the title and strengthen the purpose statement to emphasize this policy is intended to facilitate the academic progress of students.
- ▶ Add “good academic” standing to recognize students who are performing satisfactorily.
- ▶ Change “Academic Alert” to “Academic Warning” to avoid confusion among faculty and students regarding the new “Early Alert” process that is currently being implemented as a faculty and advising partnership to improve student completion through the Integrated Planning and Advising System (IPAS) technology.
- ▶ Provide specific instructions for the interventions and the appeal processes; and outline clear definitions for the purpose of calculating academic progress status.

### SUGGESTED MOTION

- Option 1) Move to consider the proposed revisions as a First Reading of Policy 3075 and recommend the additional revisions of \_\_\_\_\_.
- Option 2) Move to approve the proposed revisions of Policy 3075 as written.
- Option 3) Move to approve the proposed revisions and these revisions \_\_\_\_\_ for Policy 3075.

# POLICY

3075

Page 1 of 2

TITLE: Academic Standards of Progress Policy  
 NUMBER: 3075  
 APPROVED BY BOARD OF TRUSTEES: 3/7/95; **First Reading 6/18/14**

Whatcom Community College is committed to facilitating student academic success and completion of degrees and certificates. The purpose of the Academic Standards of Progress Policy is to recognize students in good academic standing and to intervene with students when low academic progress occurs, to provide a means for alerting students when low academic achievement occurs and encouraging them to seek assistance from various College resources.

The following academic progress standards are intended to promote successful learning and alert students to potential problems in time to take corrective action to assist them with completing their academic goals.

Students receiving financial aid and other specialized funding, international students, students enrolled in selective admission programs, and student athletes may be subject to additional academic progress requirements.

## **Good Academic Standing**

Students are in good academic standing when they achieve a quarterly and cumulative grade point average (GPA) of 2.00 or higher and have completed at least 50% of their quarterly credits attempted. Students with outstanding academic performance are recognized as Dean's List scholars as defined in the College catalog.

## **Below Good Academic Standing**

### **Step I - Academic Alert-Warning**

Students are placed on **Academic Warning** at the end of any quarter in which one of the following occur:

- Quarterly GPA is below 2.00
- ~~Cumulative GPA is below 2.00~~
- Quarterly credits completed are less than 50% of credits attempted

Students are no longer on Academic Warning when they achieve a quarterly and cumulative G.P.A. of 2.00 or higher and have completed at least 50% of their quarterly credits attempted.

### **Step II - Academic Probation**

Students on Academic Warning are placed on **Academic Probation** after the subsequent ~~at the end of any second consecutive~~ quarter in which one of the following occur:

- Quarterly GPA is below 2.00
- Cumulative GPA is below 2.00
- Quarterly credits completed are less than 50% of credits attempted
- ~~Cumulative non-completion grades (F,V,W,U,I) total 21 credits or more~~

Students on Academic Probation must meet with an advisor prior to registering for classes and can register for no more than 12 credits. Students who achieve a quarterly GPA of 2.00 or higher and have completed at least 50% of their quarterly credits attempted, but whose cumulative GPA is less than 2.00, will remain on Academic Probation. Students are no longer on Academic Probation when they achieve a quarterly and cumulative GPA of 2.00 or higher and have completed at least 50% of their quarterly credits attempted.



### **Step III -Academic Suspension**

Students on Academic Probation are placed on **Academic Suspension** after the subsequent consecutive quarter in which one of the following occur:

~~at the end of any third~~

- Quarterly GPA is below 2.00
- Quarterly credits completed are less than 50% of credits attempted

#### **Re-admission**

##### **After Suspension**

~~A suspended student may petition the Probationary Review Committee, in writing, for immediate reinstatement if failure to maintain satisfactory progress was due to extenuating circumstances. If the petition is approved, the student will be allowed one additional quarter of probationary status. Any other suspended student may petition the Committee, in writing, for re-admission to the College after a waiting period of at least one quarter.~~

~~Evidence must be provided that the student has reassessed his or her educational goals and that the factors which led to the suspension have been eliminated. Upon approval, the student will be re-admitted on academic probation and all Academic Standards of Progress Policy rules will apply.~~

#### **Petition for Re-Admission**

After being placed on Academic Suspension for at least one quarter, students may submit a Petition for Re-Admission to the Academic Success Review Panel. Students must include in their petition evidence that they have:

- Reassessed their educational goals
- Developed a plan for academic achievement, and
- Eliminated or addressed the factors which led to the suspension.

The Academic Success Review Panel will review petitions submitted by established deadlines and determine whether or not the student is eligible to return. Upon approval, the student will be re-admitted under the conditions outlined by the Academic Success Review Panel. The decision of the Academic Success Review Panel is final.

#### **Appeal for Re-Instatement**

Students who experience extenuating circumstances may submit a written appeal for immediate reinstatement. The appeal must include third party documentation to substantiate the extenuating circumstances and be submitted by established deadlines. Appeals will be reviewed by the Academic Success Review Panel. If approved, the student will be reinstated under the conditions outlined by the Academic Success Review Panel. The decision of the Academic Success Review Panel is final.

#### **Calculating GPA and 50% completion rate**

The following grade point values are used **only** for calculating a student's quarterly and cumulative GPA for the purpose of determining the student's standing according to this academic progress policy. A student's official quarterly and cumulative GPA is calculated based on the definitions provided in the College catalog.

- Letter grades are given a numerical value
- U grades are given a numerical value of 0.00

- S grades are given a numerical value of 3.00
- P grades are given a numerical value of 2.00
- Incomplete grades are calculated in the incomplete rate and do not carry a numerical value
- Transcripted Withdrawals and NAs are calculated in the incomplete rate and do not carry a numerical value.

# Whatcom Community College



## SERVICES AND ACTIVITIES FEE BUDGET

2014-2015

Passed by the ASWCC Senate – 06.05.14  
Passed by the WCC Board of Trustees – TBD



# *Associated Students of Whatcom Community College*

## **Vision:**

The ASWCC aims to achieve a dynamic campus environment in which all students are represented and have the opportunity to participate.

## **Mission:**

Serve students by providing diverse opportunities for involvement to build campus community and represent student concerns in college decision-making.

ASWCC  
SERVICE AND ACTIVITY FEE BUDGET  
2014 - 2015

SUBMITTED BY  
ASWCC STUDENT SENATE

BOARD OF TRUSTEES

SUE COLE, CHAIR  
TIM DOUGLAS, Vice Chair  
CHUCK ROBINSON  
STEVE ADELSTEIN  
BARBARA ROFKAR  
KATHI HIYANE-BROWN, PRESIDENT

ASWCC S&A FEE BUDGET COMMITTEE

LUCAS NYDAM, CHAIR  
KARAN MALHOTRA  
JESSICA DUNCAN  
ELIJAH MORGAN  
ERIC FIORE  
CLARISSA SUSANTO  
LINDA LAMBERT  
TRISH ONION

KRIS BAIER, ADVISOR

# MEMORANDUM

*Associated Students of Whatcom Community College*



**TO:** Board of Trustees

**FROM:** ASWCC Student Senate

**DATE:** June 18<sup>th</sup>, 2014

**RE:** 2014-2015 Service and Activity Fee Budget

The 2014-2015 Service and Activity (S & A) fee budget has been developed by the ASWCC S&A Fee Budget Committee through a process of meeting with representatives from our clubs and organizations, carefully evaluating all requests, reviewing budget structures from other Community and Technical Colleges in Washington State, and balancing proposed expenditures with the estimated resources available.

In approving this budget, the Board of Trustees authorizes:

- The ASWCC and the Director of Student Life to proceed with the execution of the planned program.
- The transfer of funds between budget categories as required during the fiscal year to support approved projects and activities. The Board authorizes the ASWCC President and the Director for Student Life to approve these transfers.
- The ASWCC S&A Fee Budget Committee, in coordination with the Director for Student Life and the college Business Manager, to adjust the estimated S&A fee revenues during the fiscal year and to allocate additional resources within the approved budget. The Board recognizes that this annual budget is a projection, and that actual revenues and expenses may vary from the projections during the execution of the budget during the fiscal year.

This budget has been reviewed by College staff, and is recommended to the Board of Trustees as an effective and responsible use of state educational resources.

## **S&A Budget Summary**

### **Resources**

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The estimate of Services & Activities fee revenue is based on projected 2014-15 FTE levels. (Full-Time Equivalent: 12 credit hours fulfilled by one student equals one FTE). This conservative estimate was developed in coordination with the Director for Business and Finance.

We've estimated no change in resources for 2014-2015 based on level of student enrollment the college anticipates for the upcoming academic year.

Funds remaining from the prior year (with exceptions of funds raised by clubs) revert to the Fund Balance account. Expenditures from this account are to be made through written proposals submitted to the Services and Activities Fee Budget Committee, which will make a recommendation to the ASWCC Executive Board and Student Senate. Once approved, the proposal will be submitted to the Board of Trustees for final approval.

S&A Reserve for Syre Center / Orca Field: Designating these funds continues the practice of building a reserve fund for replacement of the Field Turf ® at Orca Field. The estimated total cost for replacement of Field Turf is \$550,000 - 600,000, and will be needed in 2015-2017. These funds also may be used for making other major improvements to Syre Center and Orca Field, including construction of permanent team shelters and of a small building for match scorekeeping, video recording, athletic training, and storage at Orca Field.

### **Expenditures**

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This budget continues most of the programs funded during 2013-2014 academic year, and provides funds for program growth during the 2014-2015 academic year. Additional growth is designed to support increased student enrollment and participation in co-curricular programs.

For this budget, requests for S&A funding exceeded the estimated revenue. The ASWCC Budget Committee has thoughtfully reviewed all requests, and presents a budget reflecting balance among the various activities to benefit all students.

The proposed budget provides that if an S & A increase is allowed by the legislature, the ASWCC will levy such an increase.



Whatcom Community College  
 Services & Activities Fee Budget  
 2014-2015 Fiscal Year

<b><u>Resources</u></b>	<b><u>12/13 Budget</u></b>	<b><u>13/14 Budget</u></b>	<b><u>14/15 Budget</u></b>
Estimated Resources	715,000	770,000	775,000
S&A Operations	630,000	692,500	695,000
S&A for Syre Center/Orca Field	85,000	80,000	80,000
<b>Total Expenditures</b>	715,000	772,500	775,000

Budget Overview:

<b><u>Expenditures</u></b>	<b><u>12/13 Budget</u></b>	<b><u>13/14 Budget</u></b>	<b><u>14/15 Budget</u></b>
ASWCC Leadership	47,000	58,000	61,000
ASWCC Support	53,410	67,000	61,000
Programming and Diversity Board	62,600	73,500	71,500
ASWCC Clubs	35,090	36,000	24,500
ASWCC Organizations	21,000	31,500	36,500
Athletics	165,000	177,100	175,100
Recreation Support	25,000	25,000	15,000
Services	220,900	224,400	250,400
<b>Total Expenditures</b>	630,000	692,500	695,000

## **ASWCC Student Leadership**

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**Personnel Stipends:** This budget line includes stipends for all student leadership positions. The Executive Board (8 positions) earns \$10.50 per hour. The Student Senate (12 positions) earns \$10.50 an hour, to be paid in a quarterly stipend.

**Supplies:** This budget line includes all office supplies to support Executive Board operations in the Student Life Office.

**Leadership Training:** This budget line supports student leadership training for the Executive Board, including the state-wide CUSP Leadership and Activities Institute in Wenatchee, local/regional professional development, and on-campus student leadership training prior to the beginning of the academic year.

## **Associated Students Support**

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**Conferences and Presentations:** This budget line provides funds for clubs and students to attend conferences and/or make presentations at conferences, and includes a requirement for the student or club bring the knowledge back to the campus through a program, presentation, or report.

**Special Projects:** This budget line allows ASWCC to provide funding for special activities and events during the school year. This funding includes, but is not limited to, leadership retreats, new club start-up funds, special club activities, on-campus events and other unforeseen requirements.

**Equipment / Furnishings:** This budget line allows for purchase, cleaning and repair of equipment and furnishings in the Syre Student Center, and purchase of needed equipment for clubs and organizations.

**Orca Day:** This budget line funds the Student Senate's portion of involvement in Orca Day.

**Contingency Travel:** This budget line has been moved from its own account to "ASWCC Student Support." This budget line provides funding for unforeseen travel for students for activity events, student leadership training workshops, student legislative academy, and post season competition for athletics.

**Social Justice Committee:** This budget line provides the ASWCC Social Justice Committee funds to allocate for addition students to attend the Students of Color Conference, to fund the yearly Student Lead Social Justice conference, and to promote diversity and inclusion on campus.

Whatcom Community College  
 Services & Activities Fee Budget  
 2014-2015 Fiscal Year

<b><u>ASWCC Student Leadership</u></b>	<b><u>12/13 Budget</u></b>	<b><u>13/14 Budget</u></b>	<b><u>14/15 Budget</u></b>
Personnel Stipends	41,000	46,500	52,000
Supplies	2,000	3,500	3,000
Leadership Training	4,000	8,000	6,000
<b>Total Expenditures</b>	<b>47,000</b>	<b>58,000</b>	<b>61,000</b>

<b><u>Associated Students Support</u></b>	<b><u>12/13 Budget</u></b>	<b><u>13/14 Budget</u></b>	<b><u>14/15 Budget</u></b>
Conferences and Presentations	17,410	19,000	15,000
Special Projects	6,000	9,000	7,000
Equipment & Furnishings	6,000	7,000	3,000
Orca Day	0	3,000	3,000
Contingency Travel	24,000	29,000	28,000
Social Justice Committee			5,000
<b>Total Expenditures</b>	<b>53,410</b>	<b>67,000</b>	<b>61,000</b>

## **Programming and Diversity Board**

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\*This account has been reformatted to better reflect the structure of the Programming and Diversity Board.

**Personnel Stipends:** This budget line includes stipends for all Programming and Diversity Board positions. Programming Coordinators (6 positions) earn \$10.50 an hour.

**Supplies:** This budget line includes all office supplies to support Programming and Diversity Board operations in the Student Life Office.

**Orca Day:** This budget line funds the Programming and Diversity Board's portion of involvement in Orca Day.

**Leadership Training:** This budget line supports student leadership training for the Programming and Diversity Board, including the state-wide CUSP Leadership and Activities Institute in Wenatchee, local/regional professional development, and on-campus student leadership training prior to the beginning of the academic year.

Whatcom Community College  
 Services & Activities Fee Budget  
 2014-2015 Fiscal Year

<b><u>Programming and Diversity Board</u></b>	<b><u>12/13 Budget</u></b>	<b><u>13/14 Budget</u></b>	<b><u>14/15 Budget</u></b>
Personnel Stipends			26,500
Supplies			3,000
Activities and Events			33,000
Orca Day			3,000
Training and Professional Development			6,000
<b>Activities</b>			
Personnel Stipends	23,000	23,000	
Artists, Events	10,600	15,000	
Printing, Supplies	1,000	1,500	
Co-Curricular Programs	5,000	7,000	
Orca Day	3,000	3,000	
<b>Cultural Programs</b>			
Student Cultural Events	10,000	15,000	
Supplies/Printing	2,000	2,000	
Students of Color Conference	3,000	3,000	
<b>Recreation/Health and Wellness</b>			
T-shirts	200	3,000	
Officials/Events	4,800	1,000	
<b>Total Expenditures</b>	<b>62,600</b>	<b>73,500</b>	<b>71,500</b>

## **ASWCC Clubs**

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**Club Administration:** This budget line funds supplies for club fairs, club summits, and interclub council meetings.

**ASWCC Clubs:** This budget line provides funding for clubs to have events on campus, purchase supplies for club activities, club promotion. As of Spring 2014, there are 27 active and student-ran clubs on campus.

**Orca Day:** This budget line funds the ASWCC Clubs' portion of involvement in Orca Day.

## **ASWCC Organizations**

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### **Student Ambassadors**

This budget line provides for personnel expenditures, professional development, and program supplies. Student Ambassadors (8 positions) earn \$10.50 per hour.

### **iLEAD Whatcom**

This budget line provides funding for up to four \$500 scholarships for students who successfully complete the iLEAD Whatcom program, and complete a culminating portfolio. The budget line also provides for supplies to support the program.

### **Performing Arts**

This budget line provides funds to support the performing arts at Whatcom Community College, including drama, music, and dance productions.

### **Horizon**

This budget line provides The Horizon with funds to publish thirteen issues containing 12-16 pages, printing 1,000 copies of each issue. It also provides quarterly Horizon staff stipends, which are as follows: Editor in Chief \$1,000; Production Manager \$1,000; Photo Editor \$600; Assistant Editor \$500; Online Editor: \$250; Advisor \$750.

Whatcom Community College  
 Services & Activities Fee Budget  
 2014-2015 Fiscal Year

<b>ASWCC Clubs</b>	<b><u>12/13 Budget</u></b>	<b><u>13/14 Budget</u></b>	<b><u>14/15 Budget</u></b>
Club Administration	0	3,000	1,500
ASWCC Clubs	35,090	33,000	20,000
Orca Day			3,000
<b>Total Expenditures</b>	35,090	36,000	24,500

<b>ASWCC Organizations</b>	<b><u>12/13 Budget</u></b>	<b><u>13/14 Budget</u></b>	<b><u>14/15 Budget</u></b>
Student Ambassadors	2,500	4,500	6,500
iLead Whatcom	0	3,000	2,000
Performing Arts	0	4,000	4,000
Horizon	18,500	20,000	24,000
<b>Total Expenditures</b>	21,000	31,500	36,500

## **Athletics**

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This budget reflects a collaborative partnership in funding between students and the administration. The ASWCC funds the great majority of expenses to support our five intercollegiate athletics teams: men's and women's basketball, women's volleyball, and men's and women's soccer.

Team uniforms are replaced on a rotational cycle. The amount required is increased because of additional intercollegiate teams and experience with how long uniforms last for different sports.

## **Recreation Support**

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**Technical Support:** This funding provides technical support to selected programming for the programming and diversity and ASWCC senate.

**Personnel:** This budget line traditionally funds student employment costs in the Pavilion Gymnasium, but due to the construction of the Student Recreation Center, the Pavilion will be closed for the 2014-2015 school year.

**Facility Rentals:** This budget line funds the cost of renting facilities for athletic teams to play and practice in while the Student Recreation Center is in construction.



Whatcom Community College  
 Services & Activities Fee Budget  
 2014-2015 Fiscal Year

<b><u>Athletics</u></b>	<b><u>12/13 Budget</u></b>	<b><u>13/14 Budget</u></b>	<b><u>14/15 Budget</u></b>
Men's Basketball	27,000	27,000	27,000
Women's Basketball	27,000	27,000	27,000
Volleyball	23,000	23,500	23,500
Men's Soccer	23,000	26,000	26,000
Woman's Soccer	23,000	26,000	26,000
Uniforms	12,000	15,000	13,000
Athletic Trainer	10,000	12,600	12,600
Officiating Fees	20,000	20,000	20,000
<b>Total Expenditures</b>	165,000	177,100	175,100

<b><u>Recreation Support</u></b>	<b><u>12/13 Budget</u></b>	<b><u>13/14 Budget</u></b>	<b><u>14/15 Budget</u></b>
Technical Support	5,000	5,000	5,000
Personnel	20,000	20,000	0
Facility Rentals	0	0	10,000
<b>Total Expenditures</b>	25,000	25,000	15,000

## Services

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**Student Life Staffing:** This budget line funds the salary and benefits for the Associate Director of Student Life. ASWCC agreed to fund the Student Programs and Leadership Coordinator in 2009 to strengthen leadership training and education, and to have primary responsibility for S&A budget management and support for student clubs. The ASWCC also funds a portion of the Student Life and Athletic Coordinator position to enhance student engagement in both student life programs and athletics. In approving funds for this position, ASWCC approval would be required for any major changes in assigned responsibilities in the future.

**Athletics Staffing:** This budget line funds 80% of the salary and benefits of the Associate Director of Athletics.

**Multicultural Academic Support Center:** This budget line provides part-time hours wages for student staff in the Multicultural Academic Support Center, as well as funding for staff professional development and supplies.

**Learning Center:** This budget line funds part-time hourly wages of student tutors in the Learning Center.

**Work for Study:** This budget line provides funding to pay the wages of low-income student employees on campus.

**Information Center:** This budget provides funds for supplies for the Orca Card machine and other supplies in the Student Life Office to support and inform students.

**Turning Point:** This budget line provides funds for child care and transportation costs as necessary for students who are displaced homemakers.

**Commencement / Honor Cords:** This budget line provides funds for post commencement social and honor cords for graduation.

Whatcom Community College  
 Services & Activities Fee Budget  
 2014-2015 Fiscal Year

<b><u>Services</u></b>	<b><u>12/13 Budget</u></b>	<b><u>13/14 Budget</u></b>	<b><u>14/15 Budget</u></b>
Student Life Staffing	55,000	55,000	68,000
Athletics Staffing	35,000	35,000	45,000
Multicultural Academic Support Center	0	10,000	13,000
Learning Center	70,000	70,000	73,000
Work for Study	49,500	45,000	43,000
Student Life Office and Orca Cards	8,000	6,000	5,000
Turning Point	750	750	750
Commencement	2,650	2,650	2,650
<b>Total Expenditures</b>	220,900	224,400	250,400

## **Building and Reserve Funds**

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**Reserve for Syre Center / Orca Field:** Designating these funds continues the practice of building a reserve fund for replacement of the Field Turf<sup>®</sup> at Orca Field. The estimated total cost for replacement of Field Turf is \$550,000 - 600,000, and will be needed in 2015-2017. These funds also may be used for making other major improvements to Orca Field and Syre Student Center.

**Capital Projects / Fund Balance:** The funds in this budget line are intended as “startup” funds to begin the planning process for one or more capital projects. They are available for architect fees, schematic designs, and other initial costs. Funds are also available for minor renovations in Syre Center to enhance the spaces in the facility to promote formal and informal learning, interaction, collaboration, and a sense of community. Funds not used for capital project planning or minor renovation will be designated for the fund balance. The S&A Fee Budget Committee for the 2014-15 budget will consider future capital projects and review the need to establish a contingency fund for the new Student Recreation Center.

Whatcom Community College  
 Services & Activities Fee Budget  
 2014-2015 Fiscal Year

<b><u>Building and Reserve Funds</u></b>	<b><u>12/13 Budget</u></b>	<b><u>13/14 Budget</u></b>	<b><u>14/15 Budget</u></b>
Syre Center/Orca Field	85,000	80,000	80,000
Capital Projects/Fund Balance	36,730	0	0
<b>Total Expenditures</b>	121,730	80,000	80,000

TO: WCC Board of Trustees  
 FROM: Kathi Hiyane-Brown, College President  
 DATE: Wednesday, June 18, 2014  
 RE: **Fiscal Year 2014-2015 College Operating Budget**

The 2014-2015 Whatcom Community College operating program and budget was developed in accordance with the priorities developed in the College's strategic plan. The Budget Review Committee is to be commended for its work in discussing budget-related issues, priorities, and strategies as they were presented and for fulfilling its charge by communicating budget information to colleagues.

Whatcom's target for state allocated students is slightly changed from the 2013-2014 fiscal year, reflecting some variable FTE yet to be allocated. The budget was developed to serve 2437 regular state-funded FTE (compared to 2,443 last year), 576 Running Start FTE, 260 International Programs FTE, and 210 excess enrollment FTE (which includes the conversion of summer session to state-support), for a projection of 3,727 FTE students. The budget reflects no increase in tuition.

The budget includes the replacement and addition of faculty and staff positions in areas of the College that are needed to facilitate growth at WCC upon approval of the President.

I would underscore that focused growth management in a number of areas continues to be critical as we rely more heavily on them as revenue sources to help fund the College's operating budget—such as Running Start, eLearning, and International Programs. In addition, efficiencies and sound practices in managing the schedule by Instructional Leadership, as well support from the WCC Foundation, continue to be critical components to balancing the budget.

In approving the budget, the Board of Trustees authorizes:

- ▶ the College President to proceed with the execution of the planned program;
- ▶ the College President to transfer funds within the General Fund, or from local and other funds, to eliminate any cash deficit as required by RCW 43.88.2601, to provide working capital, and to support approved projects and activities;
- ▶ the tuition and fee schedule as established by law, by the State Board for Community and Technical Colleges, as implemented by the College President, and as listed in the College catalog and published on the College website;
- ▶ the College President to accept allocation amendments from the State Board for Community and Technical Colleges, to accept such grants and contracts as may be acquired during the budget period, and to report on such changes, as needed, to the Board of Trustees;
- ▶ the addition of staff and faculty positions necessary to carry out the College's programs; and
- ▶ the College President to determine the fee schedule for contract courses and programs.

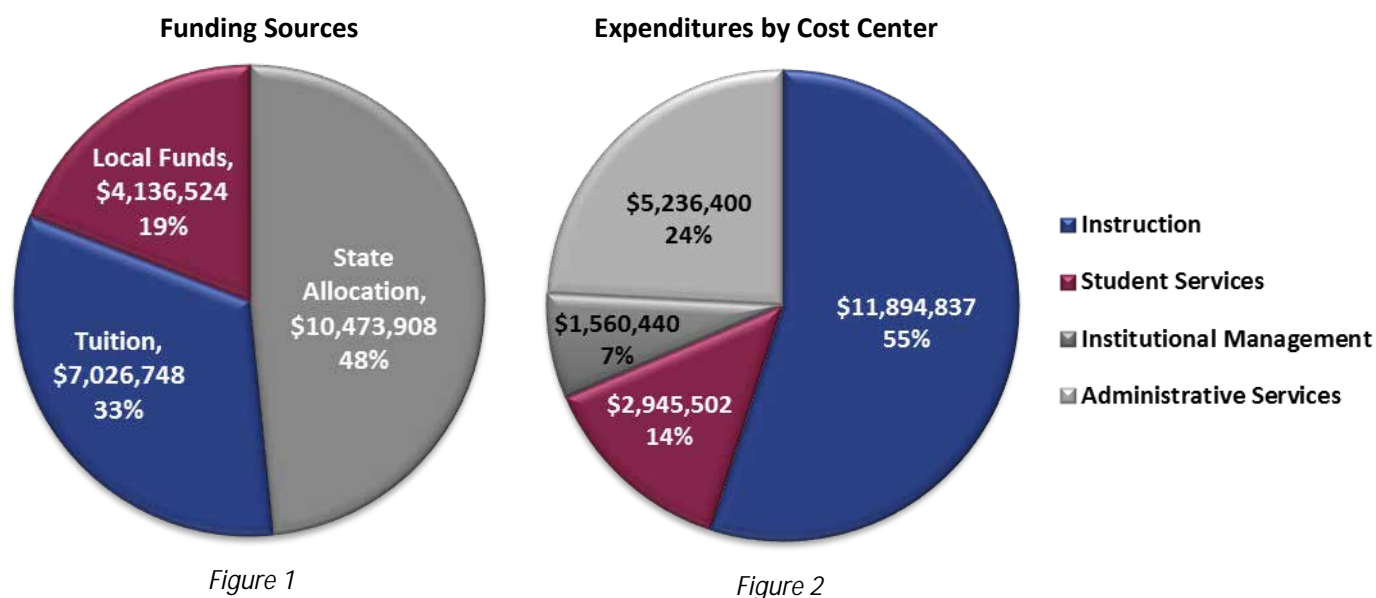
Faculty and staff have had several opportunities to review budget information during its process of development, particularly as part of the budget worksheet exercise. Further, a thorough review by the President and Cabinet members has been conducted. **The budget is recommended to the Board of Trustees as an effective and responsible use of State and local resources.** I would like to recognize the challenging work of many staff and faculty over the past several months to develop the budget as presented to you.

## 2014-2015 Operating Budget Overview

The proposed 2014-2015 Operating Budget was prepared with campus-wide involvement, following guidelines developed by the Budget Review Committee. This budget addresses legislative mandates and State Board allocations, while meeting local demand and maintaining consistency with Whatcom's strategic goals.

The 2014-2015 legislative budget appropriates reductions in funding for higher education, primarily related to healthcare rate changes and lean efficiency cuts. Flat enrollments, no tuition increases, and inflationary impacts, compounded by the need to replace essential services present a challenging fiscal environment. As a result, Whatcom continues to be heavily reliant on tuition dollars and locally-generated funding sources.

Figure 1 and Figure 2 demonstrate the College's funding sources and expenditures by cost center as related to the operational budget.



The budget development process included the following information, which is represented in the College's FY15 operational budget.

- „ **Tuition:** There was not a legislatively authorized or mandated tuition increase included in the FY15 budget. Therefore, the operating budget reflects no tuition increase. Further, tuition is conservatively forecasted based on flat enrollment levels and FY14 actualized operating fee collections, totaling \$7,026,748.
- „ **Local Funding Sources:** Focused growth management in a number of college areas continues to be critical as we rely more heavily on them as funding sources to help support the College's operating budget. \$4,136,524 in locally-generated revenue will be relied upon for fiscal year 2014-15, inclusive of \$85,000 in direct support from the WCC Foundation to offset operational expenses.
- „ **Healthcare Rate Changes:** WCC's state appropriation was decreased by \$395,333 reflecting a reduction in state employee health insurance from \$763 per month per employee to \$662 per

month per employee. The reduction is a result of implementation of the smoker surcharge and coverage waiver surcharge as well as changes in the general rate due to experience. The funding reduction is allocated based on each district's prorata share of FY 2013 state-supported (including tuition) health benefit expenditures.

„ **Lean Efficiency Reduction:** While not included in the initial allocation, WCC is planning for the lean efficiency cut expected from the Office of Financial Management in late summer/early fall. The expected system cut will total approximately \$3.1 million, of which Whatcom's share will be about 1.8% or \$55,800.

„ **Student Achievement Initiative:** SAI variable funding was included as a forecasted funding source, totaling \$100,000 – a conservative estimate based on the previous year's performance. This allocation is distributed in late summer/early fall.

„ **Other Notable Budget-Related Items**

- Inflationary impact on the operating budget was approximately 2% over the 2013-2014 fiscal year, totaling almost \$420,000
- College employee benefits have been disbursed throughout the four cost centers to reflect benefits for those employees serving in their respective areas. Employee benefit expenses for those funded by the operating budget total \$4,076,193.
- Funding for the Turning Point Program continues to be provided by the WCC Foundation for FY15 and is not reflected in the operating budget.
- Additional revenue sources may be realized or allocated after July 1, 2014 and are not reflected in the operational budget (e.g., Perkins, HEET and other pending grant applications, etc.). Expenditures shifted to these funding sources (if appropriate) will relieve some reliance on local funds.



**WHATCOM COMMUNITY COLLEGE  
OPERATING BUDGET  
REVENUES BY SOURCE**

<b>REVENUE SOURCES</b>	<b>F/Y 2013-2014</b>	<b>F/Y 2014-2015</b>
State General - Base Allocation	\$ 9,765,350	\$ 9,781,952
Worker Retraining (Base and Variable)	300,573	305,698
Opportunity Grants	279,412	279,412
Disability Accommodations	41,919	41,919
Students of Color	10,556	10,556
Student Achievement Initiative (Base & Variable)	-	110,171
Institutional Funding - Increased State Support	314,500	-
Lean Efficiencies Reduction	-	(55,800)
<b>State Allocated Funds</b>	<b>\$ 10,712,310</b>	<b>\$ 10,473,908</b>
<b>Operating Fee</b>	<b>\$ 6,694,350</b>	<b>\$ 7,026,748</b>
Other Locally Provided Funds		
Running Start Support	2,000,000	2,100,000
Excess Enrollment	740,000	541,524
International Programs	450,000	600,000
eLearning	400,000	650,000
Summer Session	125,000	-
Facility Rentals	60,000	50,000
Bookstore	50,000	50,000
Workstudy Match	60,000	60,000
Foundation Contribution	85,000	85,000
<b>Locally-Provided Funds</b>	<b>\$ 3,970,000</b>	<b>\$ 4,136,524</b>
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 21,376,660</b>	<b>\$ 21,637,180</b>
State Funded Student FTE's	2,443	2,437

**WHATCOM COMMUNITY COLLEGE  
OPERATING BUDGET  
EXPENSES BY BUDGET AREAS WITHIN COST CENTERS**

<b>COST CENTERS</b>	<b>BUDGET AREAS</b>	<b>F/Y 2013-2014</b>	<b>F/Y 2014-2015</b>
INSTRUCTION	Division 1 - Academic Resources and Health Professions	\$ 1,609,132	\$ 1,478,276
	Division 2 - Arts and Humanities	2,018,689	1,972,862
	Division 3 - Sciences, Technology, Engineering & Math	1,838,800	2,032,139
	Division 4 - Social Sciences and Business	1,959,217	1,802,717
	Instructional Administration	810,675	3,301,207
	Stipends / Special Projects	101,750	113,695
	Library Operations	513,964	531,443
	Summer Session / Online	115,000	336,000
	Instructional Equipment	33,600	20,000
	Learning Center and Multicultural Support	70,082	306,498
			<u>\$ 9,070,907</u>
STUDENT SERVICES	Students Services Administration	\$ 168,388	\$ 718,579
	Registration / Records / Testing / Outreach	531,461	584,523
	Counseling / Assessment / Advising	616,003	784,600
	Financial Aid	731,901	658,781
	Student Life	194,500	199,020
			<u>\$ 2,242,254</u>
INSTITUTIONAL MANAGEMENT	Institutional Administration / President's Office	\$ 328,896	\$ 704,019
	Advancement / Foundation / Public Information	539,893	549,984
	Institutional Research	109,795	165,437
	Staff Development	36,000	34,000
	Facilities / Equipment / Program Development	107,000	107,000
			<u>\$ 1,121,584</u>
ADMINISTRATIVE SERVICES	Administrative Services Administration	\$ 156,660	\$ 874,114
	Human Resources	264,428	313,158
	Business Office	314,182	334,329
	Copy/Print and Mail Services	398,850	391,087
	Information Technology	439,274	520,357
	Facilities Management	2,601,441	2,655,256
	Benefits / Insurance / Other Administrative Exp.	4,767,079	148,100
			<u>\$ 8,941,914</u>
TOTAL BUDGETED EXPENSES		<u><u>\$ 21,376,660</u></u>	<u><u>\$ 21,637,180</u></u>

## Reports to the Board of Trustees June 18, 2014 Meeting

### ➤ ASWCC—Luca Nydam, President

#### • Student Government

- The ASWCC Selection Committee concluded with the following appointments to the 2014-2015 Executive Board:
- President – Lucas Nydam
- Vice President – Allie Smith
- Director of Clubs – Xiani Jimenez
- Director of Operations – Joseph Ecklund
- Campus Leadership Coordinators:
- Administration – Matt Smiley
- Advocacy – Paulina Montiel
- Clubs – Akasha Galstad
- Legis. Affairs – Fahren Mansour
- Social Justice, Equity, and Pluralism Committee organized the Seeds of Change Conference to be held June 7 in the Syre Student Center.
- Student government members created and started distributing a survey gauging student interest in having WTA bus passes integrated with Orca Cards.

#### • Student Involvement

- Student Ambassadors constructed a float and participated in the Ski-to-Sea Blossomtime Parade. The float, along with interviews with the ambassadors, was featured in The Bellingham Herald coverage of the event.
- The Programming and Diversity Board held “Whatcom Wednesdays”, which featured small weekly community building events.
- The Programming and Diversity Board organized Orca Day, to be held on campus June 11th, which will feature a dunk tank, rock wall, food trucks, a mechanical bull, and much more.

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

#### • Finance *(Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development)*

- The Business Office is preparing to finish the current fiscal year, planning for closing processes and then starting the financial statements process.
- Business Office staff collaborated with staff from Registration and Financial Aid to participate in a team-building and communication workshop. The half-day event was very successful in building better communications between departments, which will benefit with future problem-solving issues related to student accounts.

#### • Facilities & Operations *(5.1: Create and manage growth through fiscal, capital, technological and human resource development)*

- Bids for the CIS Program Expansion in Baker Hall were opened June 3. This project is on track for a June 23 construction start.
- Schematic design workshops were conducted recently for the Phyllis and Charles Self Learning Commons. Stakeholders from each of the functional areas provided valuable information related to the basic area needs and layout for spaces. Several more sessions will be held during the schematic design process.
- A public meeting to share information about Whatcom's Institutional Master Plan (IMP) was held on Tuesday, June 10, in Syre Student Center at 5:30 p.m. Staff provided an overview of the IMP. Notices were mailed to over 530 property owners within a 500 foot radius of the College.
- A ground breaking ceremony for the WCC Pavilion and Student Recreation Center is planned for June 18. The project's notice to proceed is set for June 23.
- Faber Construction began remodeling work on June 2 in Laidlaw 208 (Student Services Office) and Cascade 129 (Horizon Student Paper). The projects should be substantially complete by August 18.
- **Conference & Event Services** (*3.1.2 Expand partnerships with community and business organizations. 3.1.3- Develop the College's and Foundation's community involvement and presence*)
  - The Conference & Event Services (CES) Office will have a hand in many end-of-the-year events held on campus. Events include the Honors & Awards Ceremony, Commencement, the Retirement Luncheon, the Choir Concert, the Nursing Candle-lighting Ceremony, and the Running Start Graduation. Also, the PTK Honors Ceremony was held on May 29. The office will also assist the student led Seeds of Change Conference, the Chuckanut Radio Hour, as well as the Chuckanut Writer's Conference. Externally we have the Roller Betties onsite and a piano concert by Mitchell Honey.
- **Technology** (*5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
  - IT is working with Education Services and Facilities to prepare LDC118 for a remodel this summer to support the Bill and Melinda Gates Foundation IPAS Grant. The room will be remodeled into a computerized advising center to support AgileGrad and online degree planning.
  - The first phase version of the interactive student portal MyWCC is scheduled to deploy as a pilot this summer. Student feedback will be sought over the summer and modifications made for a full rollout in the fall 2014.

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

- **Outreach, Entry, Advising, and First Year Experience** (*1.2 Increase academic support for students; 1.3 Increase access for diverse and nontraditional student populations*)
  - To streamline the steps for high school seniors to get ready to attend Whatcom Community College, the outreach and testing services staff recently provided on-site placement testing at all the high schools in Whatcom County. For the past few years, this has been an effective outreach effort to encourage high school seniors to get ready for college and register early at Whatcom.
  - In support of the college-wide recruitment campaign to increase Whatcom summer enrollment, advisors have been actively promoting the advantages of the summer session by visiting classrooms to share brief info-sessions about courses offered this

summer. This same recruitment process was used last year and recent feedback from a group of students indicated this is the most effective and informative way of generating excitement and interest among current students about enrolling in the summer session.

- The Whatcom Wave new student orientation continues to increase each year. During 2013-14, 884 new students participated which is a 14% increase over last year, and represents a 375% increase since the Wave began in 2006-07.
- In preparation for the Whatcom Wave to be mandatory for all new students, the content for the Virtual Whatcom Wave is currently being developed. The Integrated Planning and Advising System (IPAS) grant that partially subsidizes the new Hobsons technology has made it possible to establish the new “First Year Campus Connect” webpage which has been recently launched for students on the OASIS section of the WCC website. This customized, online support page will soon house the online Virtual Whatcom Wave along with timely updates and support information for first year students.
- **Staffing in Running Start, Advising, and Financial Aid** *(5.1 Create and manage growth through fiscal, capital, technological and human resource development)*
  - After 20 years of dedicated service to the College, the Running Start Program Manager, Sarah Pearson, is leaving the College to serve a local non-profit organization. The search process for the new Associate Director for Running Start is underway.
  - Similarly, the retirement of an advisor who focused on supporting IBEST and transitional learning students has created staffing gaps in advising. In addition, a few long-time, part-time advisors are no longer working for the College. Several new part-time advisors will need to be hired which will also require several months of training.
  - With high volume increases in student financial aid demands during the past few years, the Financial Aid Office has been struggling with significant employee turnover. Fortunately, the new Financial Aid Director recently completed the hiring processes for the replacement positions and the entire office is working together on cross-training.

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

- **Achieving the Dream** *((1.2 Increase academic support for students, 5.4 Foster an evidence-based culture of continuous improvement)*
  - The Achieving the Dream coaches visited the College on May 13 and May 14. Their visit included meetings with the core team, faculty intervention leaders, the FYE and IPAS implementation team, and the Board of Trustees. The WCC participants demonstrated impressive progress in the work over the past year, and the resulting visit led to the identification of several goals for the College to focus on over the next year.
- **Hiring** *(2.1 Maintain currency in college curriculum and delivery, 2.3 Improve student learning, and 5.1 Create and manage growth through fiscal, capital, technological and human resource development)*

- We have completed all but one of the searches for 11 faculty positions (6 replacement and 5 new positions), and ten finalists have accepted our offer. We are now assembling the tenure committees who will assist the new instructors in their acclimation to our college. We will notify the new instructors soon about orientation activities scheduled for the fall. Faculty and administrators involved in the searches believe that we have hired strong people who will bring valuable expertise and leadership qualities to our faculty ranks.
- We are also now initiating searches for several positions that are currently vacant or filled with temporary appointments, including the Director for eLearning, the Director for the Math Center, and the Director for Multicultural Services. We expect these searches will be completed by the end of summer term, and we will have new leadership in place to begin the fall term.
- **Diversity** *(5.4 Foster a culture of continuous improvement based on institutional effectiveness)*
  - In the past year, the multicultural academic support center has expanded its purview and has become a multicultural services center for the campus. As we conduct the search for a director, the expanded duties will be reflected in the position description. The center will also move from the small rooms in Cascade Hall to a new location on the second floor of Syre. The student government has graciously offered to make rooms available to ensure that the Center is more centrally located on campus and is more closely affiliated with student government and clubs.
- **Program/Discipline Improvement Process** *(5.4 Foster an evidence-based culture of continuous improvement)*
  - Faculty in 18 academic programs and disciplines completed the process for the first formal year of the program and discipline improvement process (PIP/DIP). Faculty were provided with five years of data for their programs, and they were charged with reviewing the data, reflecting on their progress, and identifying next steps to continue to improve student success. Faculty were thoughtful in their responses and worked collaboratively with one another to create valuable reflection and planning reports.
- **3D Printing** *(1.4 Introduce new opportunities for student learning and engagement, 2.1 Maintain currency in college curriculum and delivery)*
  - Ivan Owen, entrepreneur in residence at UW Bothell, visited with WCC faculty and staff to share benefits and uses for 3D printing in education. Faculty from a variety of disciplines including engineering, physics, chemistry, math, art, and CIS attended the meeting to learn about possible uses for this technology in WCC's curriculum. Continuing Education is also considering one or more courses on this topic.
- **Articulation** *(1.1 Increase student achievement in transfer and career preparation)*
  - An increasing number of baccalaureate institutions are accepting professional-technical degrees from community colleges for the purposes of transfer to their institutions. Many are accepting degrees in business, computer information systems, accounting, education, and more. The College is engaging in conversations and meetings with these universities to identify partnerships that will provide additional pathways for students. Recent examples include Central Washington University, the Evergreen State College, WSU-Everett, American Public University, Western Governor's University, and Trinity Western University.

- **Outcomes Assessment** *(2.3 Improve student learning)*
  - WCC made significant progress in its assessment of student learning outcomes over the past year. The college began the assessment of its first core learning ability, information literacy, and programs and disciplines included a summary of their assessment of information literacy in their PIP/DIP reflection reports. At the end of winter quarter, 78% of courses had revised course outcomes. Approximately 42% of full-time faculty will submit a course outcomes plan and report, which summarizes the assessment of at least one course outcome from their course(s). All professional-technical programs have revised program outcomes, completed curriculum maps and program outcomes plans, and are on track to submit program outcomes reports.
- **Grants** *(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, 5.2. Diversify and secure funding/resources from external sources)*
  - Whatcom was awarded the lead institution role on its application for a one-year (with a probable one year additional extension), \$567,500 HEET 7 *North to South Consortium Improving Pathways to Healthcare Careers* grant funded through the SBCTC. Partner organizations include Edmonds, Highline, Seattle Central, and Clark Community Colleges; regional workforce development councils, UW Valley Medical Center, Group Health, and labor (SEIU). The partnership will adapt and adopt common courses/certificates across the care coordination (CC) continuum for new positions such as patient navigator as well as existing roles such as medical assistant. Content will be informed through convening and soliciting input from statewide healthcare industry labor and management on employment practices and competencies/skills; research; and best practices in education from national and statewide programs. The grant will create credit-bearing certificates and integrate new curriculum into existing degrees/certificates; enroll students through labor/management (hospital) partnerships to meet pressing industry needs. WCC was encouraged to lead this project due to previous work in developing pilot curriculum and course programs in this field funded through a Perkins Innovation grant.
  - A “Guys & Guts” workshop for nine middle school-aged boys and their parent/guardian was held in March, and a “Girls Go Tech” workshop was held in April with 13 girls participating. Highlights included the boys drawing fake blood, analyzing their hand washing skills using ultraviolet light, and observing nursing simulation demonstrations. The girls learned how quickly passwords can be hacked and how to encrypt information in CIS labs, and participated in a robotics demonstration by the Bellingham Police Department’s hazardous device unit as a means to introduce them to aspects of WCC’s Criminal Justice program. Local non-profit organizations and businesses provided financial support augmenting a small Perkins grant to fund this activity; pre-and post- survey responses revealed increased interest in attending college and pursuing medical and technology careers as a result of participation.
- **Community Engagement** *(1.1. Increase student achievement in transfer and career preparation; 3.1. Increase College stature as a community and educational partner; 3.3. Be an active partner in economic development.)*

- The Physical Therapist Assistant program held a 20<sup>th</sup> anniversary celebration on May 6 with 40 members of the PTA community attending including advisory committee members, local employers, current and former faculty and students. Many stories and fond memories were shared about the program's beginnings and growth to its current renowned status that incorporates labs at two campuses (WCC and Pierce College campuses).
- Two career fairs were held at WCC in May. The advisors who staff the Career Center hosted a job fair on May 15 targeting employers and job seekers from across all of WCC's educational programs. A total of 23 employers were represented, including seasonal employers and employers who have regularly hired WCC students. In preparation for the fair, staff offered resume writing and interview support to individual students. Employers conducted mini-interviews during the event, with some students hired on the spot. Over 300 students and alumni attended the event. A Health Professions Job Fair was held on May 20 in the new Health Professions Education Center, in partnership with Bellingham Technical College and WorkSource. Employers with positions available for medical assistants, registered nurses, certified nursing assistants, physical therapy assistants, and massage practitioners were invited to attend. Sixteen employers, including PeaceHealth, Family Care Network, Interfaith, and Sea Mar Community Health Centers participated. A total of 61 health professions students and alumni attended the fair, most dressed for interviews with final resumes prepared. Additionally, a job board with several hundred postings of current jobs in Whatcom and Skagit Counties as well as career development resources was available. These job fairs were the first of their kind for Whatcom in a number of years.

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

- **Foundation/Advancement** (3.1.2 – Expand partnerships with community and business organizations; 3.1.3 – Develop the College's and Foundation's community involvement and presence; and 5.2 – Diversify and secure funding/resources from external sources.)
  - **Fundraising** – Draft reports indicate that the Foundation received \$42,446 May 1<sup>st</sup> through June 5<sup>th</sup>, bringing our year's total to \$1,184,159 in donor gifts and pledges to date for the 2013-14 fiscal year. This includes about \$957,000 in endowments, \$135,000 in annual scholarships, and \$92,000 for other college support. Endowment contributions reflect gifts establishing 4 new endowments as well as contributions to 11 existing endowments.
  - **Events** –
    - **2014 Honors & Awards Celebration** – The Foundation is once again partnering with the College to host the annual Honors & Awards Celebration, scheduled for Thursday, June 12th. In Addition to the College's academic and outstanding student awards, the event will honor the achievements of the 2012-13 Scholarship recipients. The event is scheduled for 6:30-8:30 in Heiner Theatre.
    - **2014-15 Scholarship Awards** – At the Foundation's May 27<sup>th</sup> Board Meeting, the board of directors approved awarding \$193,254 to 158 WCC students for the 2014-2015 academic year. Scholarship awards range from \$500 to \$5,500, with an average award of \$1,223. The Foundation will continue to receive



scholarship donations through June 30<sup>th</sup> and these additional funds will be disbursed in a second round of awarding in early July. Additionally, the Foundation will award \$26,000 in health professions scholarships in the second round after students are notified of their acceptance to the programs. Of the students awarded a scholarship 31% are first generation students, 25% are students of color, 51% are pursuing a transfer degree, 46% are pursuing a professional technical degree, and 3% have not decided a degree track.

- **Mailings** – A personalized spring appeal for scholarship and fund for excellence funds was mailed in late May and early June. The Foundation’s Development Committee is working with the Foundation Board on follow-up activities related to this mailing.
- **Communications, Marketing and Publications** (3.1: Increase College stature as a community and educational partner)
  - **Web/Social Media Development**
    - Website work group is continuing to meet with campus departments and groups to provide updates and gain feedback on College’s website redesign project. A campus-wide survey to gain feedback on website usage and design preferences will be distributed Monday, June 9.
    - Social media content (Facebook, Twitter, Instagram) is currently focused on summer enrollment promotion.
    - Friends & Alumni: We’re also engaging with alumni via WCC Friends & Alumni Facebook page (114 likes), LinkedIn group and College’s general accounts, posting alumni updates and achievements. The Friends & Alumni Newsletter is sent to 487 subscribers.