

BOARD OF TRUSTEES

Meeting Agenda

Wednesday, June 14, 2017

Regular Board Meeting -2:00 pm

Laidlaw Center Boardroom, #143

237 W. Kellogg Road, Bellingham, WA 98226

MEMBERS:

- **Barbara Rofkar,**
Chair
- **Tim Douglas,**
Vice Chair
- **Steve Adelstein**
- **John Pedlow**

If you are a person with a disability and require an accommodation while attending the meeting, please contact the President's Office at 383-3330 (or TDD 647-3279) as soon as possible to allow sufficient time to make arrangements.

**NEXT MEETING
REMINDER
Wednesday
July 11, 2017**

- I. Call to Order & Approval of Agenda, and Notice of Public Comment Time
- II. Strategic Conversation (Tab 1)
 - Proposed revised Student Code of Conduct (first reading) – Luca Lewis, VP for Student Services
 - Proposed WCC 2071-18 Operating Budget (first reading) – Nate Langstraat, VP for Administrative Services
- III. Consent Agenda Tab 2
 - a. Minutes of May 10, 2017 Board of Trustees Meeting (Attachment A)
- IV. Action Item Tab 3
 - Proposed Board Resolution Authorizing Continuation of 2016-17 Operating Budget No. 17-02 (first reading, possible action) – Nate Langstraat, VP for Administrative Services
 - Proposed ASWCC S&A Budget (first reading possible action) – Jarett Martin, ASWCC President
- V. Report from the President
- VI. Reports Tab 4
 - ASWCC – Jarett Martin, President
 - WCCFT – Tran Phung, President
 - WFSE – Carolyn Jovag, Representative
 - Administrative Services –Vice President Nate Langstraat
 - Student Services –Vice President Luca Lewis
 - Instruction – Vice President Ed Harri
 - Advancement/Foundation – Sue Cole, Executive Director
- VII. Discussion / Items of the Board
 - Election of Officers
 - ACT Spring Conference May 25-26, 2017
- VIII. Executive Session*
 - “...to review the performance of a public employee...”
- IX. Public Comment
- X. Adjournment

***The Board of Trustees may adjourn to an 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...

WASHINGTON ADMINISTRATIVE CODE

620

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TITLE:	STUDENT RIGHTS AND RESPONSIBILITIES POLICY (STUDENT CONDUCT CODE)
NUMBER:	620
APPROVED BY THE BOARD OF TRUSTEES	6/14/88
AMENDED BY THE BOARD OF TRUSTEES	01/14/14; 09/23/09; 07/11/07; 12/10/02

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WAC 132U-125-001 AUTHORITY. The board of trustees, acting pursuant to RCW 28B.50.140(14), delegates to the president of the college the authority to administer disciplinary action. Administration of the disciplinary procedures is the responsibility of the vice president for student services or designee. Unless otherwise specified, the student conduct officer or designee shall serve as the principal investigator and administrator for alleged violations of this code.

WAC 132U-125-003 PURPOSE. Whatcom Community College, as a state supported institution of higher education, has a primary mission to contribute to the vitality of its communities by providing quality education and preparing students for active citizenship in a global society. Students and college personnel share the responsibility of contributing to a learning environment that promotes academic integrity, social justice, civility, and nonviolence within a safe and supportive college community.

Enrollment in Whatcom Community College carries with it the obligation to be a responsible citizen of the college community and to treat others with respect and dignity. All students are responsible for understanding and complying with college policies and regulations along with local, state, and federal laws. The student conduct code and disciplinary procedures are implemented to assist in the protection of the rights and freedoms of all members of the college community. The purpose of the student code is to hold students accountable while upholding their rights and responsibilities.

WAC 132U-125-005 STATEMENT OF JURISDICTION.

- A. The student conduct code shall apply to student conduct that occurs
1. on college premises;

2. at or in connection with college sponsored activities; or
 3. off-campus conduct that in the judgment of the college adversely affects the college community or the pursuit of its objectives.
- B. Jurisdiction extends to, locations in which students are engaged in official college activities including, but not limited to, foreign or domestic travel, activities funded by the associated students, athletic events, training internships, cooperative and distance education, on-line education, practicums, supervised college supervised experiential learning, work experiences, study abroad, or any other college-sanctioned social or club activities.
- C. Students are responsible for their conduct from the time of application for notification of acceptance at the college through the actual receipt of a degree, even though conduct may occur before classes being or after classes end, as well as during the academic year and during periods between terms of actual enrollment
- D. The student conduct officer has sole discretion, on a case-by-case basis, to determine whether the student conduct code will be applied to conduct that occurs off-campus.
- E. These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending.

WAC 132U-125-010 DEFINITIONS. The following definitions shall apply for purpose of this student conduct code:

- (1) "Business day" Any day, Monday through Friday (excluding holidays), during which college offices are open.
- (2) "College community" shall include any person or entity with a connection or relationship with pursuit of the college mission
- (3) "College premises" shall include the college campus, and includes all land, buildings, facilities, vehicles, equipment, and other property owned, used, leased, or controlled by the college.
- (4) "Complainant" is a student or another member of the college community who reports a violation of this code has been committed against them.
- (5) "Conduct review officer" is the vice president for student services or other college administrator designated by the president to be responsible for receiving and for reviewing or referring appeals of student disciplinary cases in accordance with the procedures of this code.
- (6) "Disciplinary procedure" is the steps by which the student conduct officer reviews and evaluates information of an alleged violation of the student conduct code.
- (7) "Disciplinary action" is the process by which the student conduct officer imposes discipline against a student for a violation of the student conduct code
- (8) "Disciplinary appeal" is the process by which an aggrieved student can appeal the discipline imposed by the student conduct officer. Disciplinary appeals from a suspension in excess of ten (10) instructional days or an expulsion are heard by the student conduct appeals board. Appeals of all other appealable disciplinary action shall be reviewed through brief adjudicative proceedings.
- (9) "Filing" is the process by which a document is officially delivered to a college official responsible for facilitating a disciplinary process. Documents required to be filed shall be deemed filed upon actual receipt during office hours at the office of the specified college official. Unless otherwise provided, filing shall be accomplished by:
 - a) Hand delivery of the document to the specified college official or college official's assistant; or
 - b) sending the document by first class mail to the specified college official's office address; or
 - c) emailing the document to specified college official's college email address
- (10) "Guest" Any person who is not a member of the college community, who is on institutional property or attending an institutional function at the invitation and/or hosting of a member of the college community.
- (11) "Preponderance of evidence" Defined as "more likely than not," the standard of responsibility that is used when determining whether a violation of the student rights and responsibilities policies has occurred
- (12) "President" is the president of the college. The president is authorized to delegate or reassign any and all of their responsibilities as may be reasonably necessary.
- (13) "Respondent" is the student against whom the disciplinary action is initiated.

- (14) "Sanction" is the disciplinary action imposed as the result of a student admitting responsibility or being found in violation of the code.
- (15) "Service" is the process by which a document is officially delivered to a party. Service is deemed complete upon the hand-delivery of the document, or upon the date the document is emailed or post-marked by the mail service. Unless otherwise provided, service upon a party shall be accomplished by:
- a) Hand delivery of the document to the party; or
 - b) sending the document by first class mail to the party's last known address
 - c) emailing the document to the party's official college email address
- (16) "Student" includes all persons taking courses at or through the college, whether on a full-time or a part-time basis, and whether such courses are credit courses, non-credit courses, on-line courses, or otherwise. Persons who withdraw after allegedly violating the code, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admissions are considered "students".
- (17) "Student conduct officer" is a college administrator designated by the president or vice president for student services to be responsible for implementing and enforcing the student conduct code.
- (18) "Student Conduct Code" or "Code" The student rights and responsibilities policies

WAC 132U-125-015 STATEMENT OF STUDENT RIGHTS. As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community.

The following enumerated rights are guaranteed to each student within the limitations of statutory law and college policy which are deemed necessary to achieve the educational goals of the college:

(1) **Academic freedom.**

- a) Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.
- b) Students are free to pursue appropriate educational objectives from among the college's curricula, programs, and services, subject to the limitations of RCW 28B.50.090(3)(b).
- c) Students shall be protected from academic evaluation which is arbitrary, prejudiced, or capricious but are responsible for meeting the standards of academic performance established by each of their instructors.
- d) Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and any and all harassment, including sexual harassment.

(2) **Due process.**

- a) The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.
- b) No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.
- c) A student accused of violating this code of student conduct is entitled, upon request, to procedural due process as set forth in this chapter.

(3) **Sexual Misconduct Complainant.** In any case involving an allegation of sexual misconduct as defined in this code, a complainant is afforded certain rights under this code including, but not limited to:

- a) The right to be informed of all orders issued in the disciplinary case in which he or she is a complainant;
- b) The right to appeal to the student conduct committee an initial order issued by a conduct officer;
- c) The right to request presidential review of an initial order issued by the student conduct committee; and

- d) The right to be accompanied to all hearings by an advisor and/or an attorney.

WAC XXXU-XXX-XXX STUDENT RESPONSIBILITY FOR GUESTS.

Guests and visitors on college property or at official college functions are expected to comply with all college policies and procedures, as well as all applicable local, state, and federal laws and regulations.

- a) Guests who willfully refuse to comply with an order of a college official or other law enforcement officer to desist from prohibited conduct may be ejected from the premises by legal trespass order.
- b) Students who invite guests into their college controlled residence, or to official college functions, are responsible for the behavior of their guests. As a result, a student may be held responsible for any alleged violation(s) of the code committed by their guests.

WAC XXXU-XXX-XXX AMNESTY.

Students are encouraged to seek swift medical assistance for themselves and others without fear of penalty in situations involving use of, or medical-issues related to, alcohol or drugs. Students requesting and receiving medical assistance in these situations will not typically be subject to the formal student conduct process. While no disciplinary action will be taken, the college reserves the right to take steps necessary to address health and safety concerns for the individual and the community. This policy refers to isolated incidents and does not excuse students who repeatedly or knowingly violate the alcohol or drug policy, nor does it preclude action arising from other violations of the code. Student conduct officers will consider the positive impact of reporting a situation when determining any course of action.

Complainants and witnesses who in good faith report sexual misconduct will not be subject to alcohol or drug violations of the code occurring at or near the time of the sexual misconduct unless their own conduct placed another person's health or safety at risk.

WAC 132U-125-020 PROHIBITED STUDENT CONDUCT.

The college may impose disciplinary sanctions against found responsible for committing, attempting to commit, aiding, abetting, inciting, encouraging, or assisting another person to commit, an act(s) of misconduct, which include, but are not limited to, the following:

- (1) **Academic dishonesty.** Any act of academic dishonesty, including but not limited to cheating, plagiarism, and fabrication:
 - a) Cheating includes any attempt to give or obtain unauthorized collaboration relating to the completion of an academic assignment.
 - b) Plagiarism includes taking and using as one's own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.
 - c) Fabrication includes falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.
- (2) **Other dishonesty.** Any other act of dishonesty, including, but not limited to:
 - a) Forgery, alteration, submission of falsified documents or misuse of any college document, record, or instrument of identification;
 - b) Tampering with an election conducted by or for college students;
 - c) Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a college officer or employee.
- (3) **Disruptive behavior.** Behavior, not otherwise protected by law, that interferes with, impedes, or otherwise unreasonably hinders

- a) Instruction, services, research, administration, disciplinary proceedings, or other college activities, including the obstruction of the free flow of pedestrian or vehicular movement on college property or at a college activity; or
 - b) Any activity that is authorized to occur on college property or under college jurisdiction, whether or not actually conducted or sponsored by the college.
- (4) **Assault or intimidation.** Unwanted touching, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property. For purposes of this code:
- (5) **"Bullying"** is defined as repeated or aggressive unwanted behavior not otherwise protected by law that intentionally humiliates, harms, or intimidates the victim. physical or verbal abuse, repeated over time, and involves a power imbalance between the aggressor and victim.
- (6) **Cyber misconduct.** Use of electronic communication, including, but not limited to, electronic mail, instant messaging, electronic bulletin boards, and social media sites, to harass, abuse, bully or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another's email communications directory or through spyware, sending threatening emails, disrupting electronic communications with spam or by sending a computer virus, correspondence using another's identity, non-consensual recording of sexual activity, and nonconsensual distribution of a recording of sexual activity.
- (7) **Property violation.** Damage to, misappropriation of, unauthorized use or possession of, vandalism, or other non-accidental damaging or destruction of college property or property of another person. Property for purposes of this subsection includes, but is not limited to, computer passwords, access codes, identification cards, personal financial account numbers, other confidential personal information, intellectual property, and college copyrights and trademarks.
- (8) **Failure to comply.** Failure to comply with a directive of a college official or employee who is acting in the legitimate performance of their duties, including failure to properly identify oneself to such a person when requested to do so.
- (9) **Weapons.** Possession, holding, wearing, transporting, storage or presence of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus, subject to the following exceptions:
- a) Commissioned law enforcement personnel or legally authorized military personnel while in performance of their duties;
 - b) A student with a valid concealed weapons permit may store a pistol in their vehicle parked on campus in accordance with RCW 9.41.050(2) or (3), provided the vehicle is locked and the weapon is concealed from view; or
 - c) The president may grant permission to bring a weapon on campus upon a determination that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission shall be in writing and shall be subject to such terms or conditions incorporated in the written permission.
 - d) This policy does not apply to the possession and/or use of disabling chemical sprays when possessed and/or used for self defense.
- (10) **Hazing.** Hazing includes, but is not limited to, any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm.
- (11) **Alcohol, drug, and tobacco violations.**
- a) **Alcohol.** The use, possession, sale or being under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.
 - b) **Marijuana.** The use, possession, or sale of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form, or being observably under the influence of marijuana or the psychoactive compounds found in marijuana or the possession of drug paraphernalia.

While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.

- c) **Drugs.** The use, possession, delivery, sale, or the appearance of being under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined in RCW 69.41, or any other controlled substance under RCW 69.50, except as prescribed for a student’s use by a licensed practitioner.
 - d) **Tobacco, electronic cigarettes, and related products.** The use of tobacco, electronic cigarettes, and related products in any building owned, leased or operated by the college or in any location where such use is prohibited, including twenty-five feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased or operated by the college. “Related products” include, but are not limited to cigarettes, pipes, bidi, clove cigarettes, water pipes, hookahs, chewing tobacco, vaporizers, and snuff.
- (12) **Lewd conduct.** Conduct which is obscene, indecent, pornographic and/or lascivious that is not otherwise protected under the law.
- (13) **Discriminatory conduct.** Conduct which harms or adversely affects any member of the college community because of race; color; national origin; sensory, mental, or physical disability; use of a service animal; age; religion; creed; gender, including pregnancy; marital status; sexual orientation; gender identity; veteran’s status; or any other legally protected classification.
- (14) **Sexual misconduct.** The term “sexual misconduct” includes sexual harassment, sexual intimidation, and sexual violence.
- a) **Sexual harassment.** The term “sexual harassment” means unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and/or other verbal, nonverbal, , or physical conduct of a sexual nature that is sufficiently serious as to deny or limit, and does deny or limit, based on sex, the ability of a student to participate in or benefit from the college’s educational program or that creates an intimidating, hostile, or offensive environment for other campus community members.
 - b) **Sexual Intimidation.** The term “sexual intimidation” incorporates the definition of “sexual harassment” and means threatening or emotionally distressing conduct based on sex, including, but not limited to, nonconsensual recording of sexual activity or the distribution of such recording.
 - c) **Sexual violence.** “Sexual violence” is a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.
 - i. Nonconsensual sexual intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
 - ii. Nonconsensual sexual contact is any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
 - iii. Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence laws, or anyone else protected under domestic family violence law.
 - iv. Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
 - v. Stalking means intentional and repeated harassment or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent.

- vi. Consent: knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct.

Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

- (15) **Harassment.** Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person's protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person's race; color; national origin; sensory, mental, or physical disability; use of a service animal; age; religion; genetic information; gender, including pregnancy, marital status; sexual orientation; gender identity; veteran's status; or any other legally protected classification. See "Sexual Misconduct" for the definition of "sexual harassment." Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media and electronic communications.
- (16) **Retaliation.** Harming, threatening, intimidating, coercing, or taking adverse action of any kind against a person because such person reported an alleged violation of this code or college policy, provided information about an alleged violation, or participated as a witness or in any other capacity in a university investigation or disciplinary proceeding.
- (17) **Misuse of electronic resources.** Theft or other misuse of computer time or other electronic information resources of the college. Such misuse includes but is not limited to:
 - a) Unauthorized use of such resources or opening of file, message, or other item;
 - b) Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;
 - c) Unauthorized use or distribution of someone else's password or other identification;
 - d) Use of such time or resources to interfere with someone else's work;
 - e) Use of such time or resources to send, display, or print an obscene or abusive message, text, or image;
 - f) Use of such time or resources to interfere with normal operation of the college's computing system or other electronic information resources;
 - g) Use of such time or resources in violation of applicable copyright or other law;
 - h) Adding to or otherwise altering the infrastructure of the college's electronic information resources without authorization;
 - i) Failure to comply with the college's electronic use policy.
- (18) **Unauthorized access.** Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to college property, or unauthorized entry onto or into college property.
- (19) **Safety Violation.** Safety violation includes any non-accidental or negligent conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of self or the campus community, including tampering with fire safety equipment and triggering false alarms or other emergency response systems. A safety violation may include the operation of any motor vehicle on college property in an unsafe manner or in a manner which is reasonably perceived as threatening the health or safety of another person.
- (20) **Violation of other laws and policies.** Violation of any federal, state, or local law, rule, or regulation or other college rules or policies.

(21) **Ethical violation.** The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal or major.

In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any violations of federal, state or local laws to civil and criminal authorities for disposition. The college shall proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

WAC 132U-125-025 CLASSROOM CONDUCT. Faculty have the authority to take appropriate action to maintain order and proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objectives of the course.

Any instructor has the authority to exclude a student from any single class session during which the student is disruptive to the learning environment. The instructor shall report any such exclusion from the class to the vice president for student services, or designee, who may summarily suspend the student or initiate conduct proceedings as provided in this procedure. The vice president for student services, or designee, may impose a disciplinary probation that restricts the student from the classroom until the student has met with the student conduct officer and the student agrees to comply with the specific conditions outlined by the student conduct officer for behavior in the classroom. The student may appeal the disciplinary sanction according to the disciplinary appeal procedures.

WAC 132U-125-035 DISCIPLINARY SANCTIONS. In keeping with the educational mission of Whatcom Community College, disciplinary sanctions, serve the purpose of educating students about their rights and responsibilities, reinforcing the high standards of scholarship expected of Whatcom students, promoting student development, and maintaining safety and well-being of members of the college community. When appropriate, the college may attempt to resolve issues without formal disciplinary procedures and may give verbal warnings. When a student takes responsibility for a violation or is determined to have violated of the code, the student conduct officer may impose one or more of the following disciplinary actions. This list is not meant to be exhaustive and other sanctions may be applied at the discretion of the student conduct officer.

- (1) **Disciplinary Warning.** A verbal statement to a student that there is a violation and that continued violation may be cause for further disciplinary action.
- (2) **Written Reprimand.** Notice in writing that the student has violated one or more terms of this code of conduct and that continuation of the same or similar behavior may result in more severe disciplinary action.
- (3) **Disciplinary probation.** Formal action placing specific conditions and restrictions upon the student's continued attendance depending upon the seriousness of the violation. Probation may be for a specific period of time or for the duration of the student's enrollment at the college. **Disciplinary suspension.** Dismissal from the college and from the student status for a stated period of time. There may be no refund of tuition or fees for the quarter in which the action is taken.
- (4) **Dismissal.** The revocation of all rights and privileges of membership in the college community and exclusion from the campus and college-owned or controlled facilities without any possibility of return. There will be no refund of tuition or fees for the quarter in which the action is taken.
- (5) **Educational Activity.** A student may be required to engage in educational activities related to violation(s). Such activities may include, but are not limited to, attendance at educational programs, community services, projects or written assignments, and/or meeting with campus officials.
- (6) **Loss of Privileges.** A student may be denied specific privileges on a temporary or permanent basis such as participating in specific activities or restriction from specific areas of campus.
- (7) Disciplinary terms and conditions that may be imposed in conjunction with the imposition of a disciplinary sanction include, but are not limited to, the following:
- (8) **Restitution:** Reimbursement for damage to or misappropriation of property, or for injury to persons, or for reasonable costs incurred by the college in pursuing an investigation or disciplinary proceedings.

- (9) **Professional Evaluation:** Referral for drug, alcohol, psychological or medical evaluation by an appropriately certified or licensed professional may be required. The student may choose the professional within the scope of practice and with the professional credentials as defined by the college. The student will sign all necessary releases to allow the college access to any such evaluation. The student's return to college may be conditional upon compliance with the recommendations set forth in such a professional evaluation. If the evaluation indicates that the student is not capable of functioning within the college community, the student will remain suspended until further evaluation recommends that the student is capable of reentering the college and complying with the rules of conduct.
- (10) **Administrative no-contact order.** An order directing a student to have no contact with a specified student, college employee, a member of the college community, or a particular college facility.
- (11) **Student Housing relocation.** Students who are living in college-controlled or administered housing may be transferred to alternate college-controlled or administered housing.
- (12) **Termination of student housing contract.** A student may be removed from their college-controlled housing and their housing contract terminated.

WAC 132U-125-040 INITIATION OF DISCIPLINARY ACTION.

- (1) All disciplinary procedures will be initiated by the student conduct officer in response to a report filed by any college community member. A complaint should be made in writing to the Office of Student Conduct. Additionally, information received from any source (police report, third party, electronic, etc.) may be considered as a complaint. If that officer is the subject of a complaint initiated by the respondent, the president shall, upon request and when feasible, designate another person to fulfill any such disciplinary responsibilities relative to the complaint.
- (2) The student conduct officer shall initiate disciplinary procedures by serving the respondent with written notice directing them to attend a meeting. The notice shall briefly describe the allegations, the related section(s) of the conduct code the respondent is alleged to have violated, and specify the time and location of the meeting. At the meeting, the student conduct officer will present the allegations to the respondent and the respondent shall be afforded an opportunity to explain what took place. If the respondent fails to attend the meeting after proper service of notice the complaint is considered in their absence, and the conduct officer or student conduct committee may issue a decision based upon the available information.
- (3) The student conduct officer's decision and findings are made on the basis of a preponderance of the evidence. The student conduct officer may take any of the following actions:
 - a. Impose a disciplinary action(s), as described in WAC 132U-125-035
 - b. Refer the matter directly to the student conduct committee for such disciplinary action as the committee deems appropriate. Such referral shall be in writing, to the attention of the chair of the student conduct committee, with a copy served to the respondent.
 - c. Exonerate the respondent and terminate the proceedings.
- (4) The student conduct officer, prior to taking disciplinary action in a case involving allegations of sexual misconduct, will make a reasonable effort to contact the complainant to discuss the results of the investigation and possible disciplinary sanctions and/or conditions (if any) that may be imposed upon the respondent if the allegations of sexual misconduct are found to have merit. Within ten (10) business days of the initial disciplinary meeting, and after considering the evidence in the case, the student conduct officer shall serve the respondent with a written decision setting forth the facts and conclusions supporting the decision; the specific related section(s) of the conduct code found to have been violated; the sanction imposed (if any); and a notice of appeal rights with an explanation of the consequences of failing to file a timely appeal. . The student conduct officer, on the same date the decision is served on the respondent, will serve a written notice informing the complainant of any disciplinary sanctions and/or conditions imposed upon the respondent. The notice will also inform the complainant of their appeal rights. If protective sanctions and/or conditions are imposed, the student conduct officer shall make a reasonable effort to contact the complainant to ensure prompt notice.

WAC 132U-125-045 APPEAL FROM DISCIPLINARY ACTION.

- (1) The respondent may appeal a disciplinary action by submitting a written appeal with the conduct review officer within ten (10) business days of service of the student conduct officer's decision. Failure to file an appeal on or before the deadline constitutes a waiver of the right to appeal and the initial decision shall be final.
- (2) The written appeal must include a brief statement explaining why the respondent is seeking review.
- (3) The parties to an appeal shall be the respondent and the conduct review officer.
- (4) On appeal, the college bears the burden of establishing the facts used to determine responsibility and reason for disciplinary actions by a preponderance of the evidence.
- (5) Disciplinary action imposed for any violation will not begin while an appeal is pending, except summary suspension and any conditions included in a summary suspension.
- (6) The student conduct committee shall hear appeals from:
 - a. Disciplinary suspensions in excess of ten (10) business days;
 - b. Dismissals; and
 - c. Any appeal referred by the student conduct officer, the conduct review officer, the president or designee.
- (7) Appeals to the following disciplinary actions shall be reviewed through a brief adjudicative proceeding:
 - a. Suspension of ten (10) business days or less;
 - b. Disciplinary probation;
 - c. Written reprimand; and
 - d. Any conditions or terms imposed in conjunction with the three disciplinary actions listed above.
- (8) In cases involving allegations of sexual misconduct, the complainant has the right to appeal the disciplinary actions following the same procedures as set forth above for the respondent.
- (9) If the respondent files an appeal to a decision imposing disciplinary action for a sexual misconduct violation, the college shall notify the complainant of the appeal and provide the complainant an opportunity to participate as a party to the appeal.
- (10) Except as otherwise specified in this Chapter, a complainant who files an appeal to a disciplinary action or who participates as a party to respondent's appeal of a disciplinary decision shall be afforded the same procedural rights as are afforded the respondent.

WAC 132U-125-055 BRIEF ADJUDICATIVE PROCEEDINGS – INITIAL HEARING.

- (1) Brief adjudicative proceedings shall be conducted by a conduct review officer or designee. The conduct review officer shall not participate in any case in which the conduct officer is complainant or witness or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.
- (2) The parties to a brief adjudicative proceeding are the respondent, the student conduct officer, and the complainant in cases involving sexual misconduct. The conduct review officer shall conduct an informal hearing and provide each person an opportunity to be informed of the initial disciplinary procedure findings and an opportunity to explain what took place. The conduct review officer may take any of the following actions:
 - a) Affirm the initial decision
 - b) Modify the disciplinary actions imposed
 - c) Refer to the student conduct committee for a formal adjudicative hearing
 - d) Exonerate the respondent and terminate the proceedings
- (3) The conduct review officer shall serve an initial decision to both the respondent and the student conduct officer within ten (10) business days of consideration of the appeal. The initial decision shall contain a brief written statement of the reasons for the decision and information about how to seek administrative review of the initial decision. If no request for review is filed within ten (10) business days of service of the initial decision, the initial decision shall be final.
- (4) In cases involving allegations of sexual misconduct, the conduct review officer will, on the same date as the initial decision is served to the respondent, serve a written notice to the complainant informing the complainant of the outcome of the appeal. The notice will also inform the complaint of the administrative appeal process.

- (5) Upon review, if the conduct review officer determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten (10) business days or dismissal, the matter shall be referred to the student conduct committee for a disciplinary appeal hearing.

WAC 132U-125-060 BRIEF ADJUDICATIVE PROCEEDINGS – ADMINISTRATIVE APPEAL.

- (1) An initial decision is subject to review by the president or designee, provided a respondent, or the complainant in cases involving sexual misconduct, submit a written request for review to the conduct review officer within ten (10) business days of service of the initial decision.
- (2) The president or designee shall not participate in any case in which the president or designee, is a complainant or witness; has direct or personal interest, prejudice, or bias; or has acted previously in an advisory capacity.
- (3) During the administrative appeal, the president or designee shall give each party an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to make a decision. The president or designee may take any of the following actions:
 - a) Affirm the appeal decision
 - b) Modify the disciplinary actions imposed
 - c) Refer to the student conduct committee for a formal adjudicative hearing
 - d) Exonerate the respondent and terminate the proceedings
- (4) The decision of administrative appeal must be in writing and must include a brief statement of the reasons for the decision. The decision must be served to the parties within twenty (20) business days of the request for appeal. The president's decision shall be final.
- (5) If, upon review, the president or designee determines that the respondent's conduct warrants disciplinary suspension of more than ten (10) business days or expulsion, the matter shall be referred to the student conduct committee for a disciplinary hearing.
- (6) In cases involving allegations of sexual misconduct, the president will, on the same date as the appeal decision is served to the respondent, serve a written notice to the complainant informing the complainant of the outcome of the appeal.

WAC 132U-125-070 STUDENT CONDUCT COMMITTEE STRUCTURE.

- (1) The student conduct committee shall consist of five members appointed each year:
 - a) Two full-time students appointed by the student government;
 - b) Two faculty members appointed by the faculty union;
 - c) One administrative staff member (other than an administrator serving as a student conduct or conduct review officer) appointed by the president or designee.
- (2) The administrative staff member shall serve as the chair of the committee and may take action on preliminary hearing matters prior to convening the committee. The committee shall receive annual training on protecting victims and promoting accountability in cases involving allegations of sexual misconduct.
- (3) Hearings may be heard by a quorum of three members of the committee so long as one faculty member and one student are included on the hearing panel. Committee action may be taken upon a majority vote of all committee members attending the hearing.
- (4) Members of the student conduct committee shall not participate in any case in which they are in a party, complainant, or witness, in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity. Any involved party may petition the committee for disqualification of a committee member.

WAC 132U-125-075 STUDENT CONDUCT COMMITTEE PROCEDURES.

- (1) Proceedings of the student conduct committee shall be governed by the Administrative Procedures Act, Chapter 34.05 RCW.

- (2) The student conduct committee chair shall serve all parties with written notice of the hearing not less than seven (7) business days in advance of the hearing date. The chair may shorten this notice period if both parties agree, and also may continue the hearing to a later time for good cause shown.
- (3) The committee chair is authorized to conduct prehearing conferences and/or to make prehearing decisions concerning the extent and form of any discovery, issuance of protective decisions, and similar procedural matters.
- (4) Any involved party, including the committee chair, may submit a request to submit and exchange lists of potential witnesses and copies of potential exhibits that reasonably expect to be presented to the committee. This request must be submitted to the committee chair at least five (5) business days prior to the hearing. The parties shall exchange the items no later than the third business day prior to the hearing. Failure to participate in good faith in such a requested exchange may be cause for exclusion from the hearing of any witness or exhibit not disclosed, absent a showing of good cause for such failure.
- (5) The committee chair may provide to the committee members in advance of the hearings copies of:
 - a) The conduct officer's notification of imposition of disciplinary action (or referral to the committee) and
 - b) The notice of appeal (or any response to referral) by the respondent. If doing so, however, the chair should remind the members that these "pleadings" are not evidence of any facts they may allege.
- (6) The parties may agree before the hearing to designate specific exhibits as admissible without objection and, if they do so, whether the committee chair may provide copies of these admissible exhibits to the committee members before the hearing.
- (7) The student conduct officer, upon request, shall provide reasonable assistance to the respondent in obtaining relevant and admissible evidence that is within the college's control.
- (8) Communications between committee members other hearing participants regarding any issue in the proceeding, other than procedural communications that are necessary to maintain an orderly process, are generally prohibited without notice and opportunity for all parties to participate, and any improper "ex parte" communication shall be placed on the record, as further provided in RCW 34.05.445.
- (9) Each party may be accompanied at the hearing by a non-attorney assistant of their choice. A respondent, or complainant in a case involving allegations of sexual misconduct, may elect to be represented by an attorney at their own cost, but will be deemed to have waived that right unless, at least four (4) business days before the hearing, written notice of the attorney's identify and participation is filed with the committee chair with a copy to the student conduct officer. The committee will ordinarily be advised by an assistant attorney general. If the respondent or complainant is represented by an attorney, the student conduct officer may also be represented by a second, appropriately screened assistant attorney general.

WAC 132U-125-080 STUDENT CONDUCT COMMITTEE HEARINGS – PRESENTATIONS OF EVIDIENCE.

- (1) Upon the failure of any involved party to attend or participate in a hearing , the student conduct committee may either:
 - a) Proceed with the hearing and issuance of its decision; or
 - b) Serve a decision of default in accordance with RCW 34.05.440.
- (2) The hearing will ordinarily be closed to the public. However, if all parties agree on the record that some or all of the proceedings be open, the chair shall determine any extent to which the hearing will be open. If any person disrupts the proceedings, the chair may exclude that person from the hearing room.
- (3) The chair shall cause the hearing to be recorded by a method that they select, in accordance with RCW 34.05.449. That recording, or a copy, shall be made available to any involved party upon request. The chair shall assure maintenance of the record of the proceeding that is required by RCW 34.05.476, which shall also be available upon request for inspection and copying by any involved party. Other recording shall also be permitted, in accordance with WAC 10-08-190.
- (4) The chair shall preside at the hearing and decide procedural questions that arise during the hearing, except as overridden by majority vote of the committee.

- (5) The student conduct officer (unless represented by an assistant attorney general) shall present the case for the initial decision.
- (6) All testimony shall be given under oath or affirmation. Evidence shall be admitted or excluded in accordance with RCW 34.05.452.
- (7) In cases involving allegations of sexual misconduct, neither party shall directly question or cross examine one another. Attorneys from the parties are also prohibited from questioning the opposing party absent express permission from the committee chair. Subject to this exception, all cross-examination questions shall be directed to the committee chair, who in their discretion shall pose the questions on the party's behalf.

WAC 132U-125-085 STUDENT CONDUCT COMMITTEE – DECISION.

- (1) At the conclusion of the hearing, the student conduct committee shall permit the parties to make closing arguments in whatever form it wishes to receive them. The committee also may permit each party to propose findings, conclusion, and/or a proposed decision for its consideration.
- (2) Within twenty (20) days following the conclusion of the hearing or the committee's receipt of closing arguments (whichever is later), the committee shall issue a decision in accordance with RCW 34.05.461 and WAC 10-08-210. The decision shall include findings on all material issues of fact and conclusions on all material issues of law. The decision shall state the related section(s) of the conduct code the respondent is alleged to have violated and if the allegations are sustained. Any findings based substantially on the credibility of evidence or the demeanor of witnesses shall be so identified.
- (3) The committee's decision shall also include a determination on appropriate disciplinary action, if any. If the matter was referred to the committee by the student conduct officer, the committee shall identify and impose disciplinary actions(s) or conditions (if any) as authorized in the student code. If the matter is an appeal by the respondent, the committee may affirm, reverse, or modify the disciplinary sanction and/or conditions imposed by the student conduct officer and/or impose additional disciplinary sanction(s) or conditions as authorized herein.
- (4) The committee chair shall cause copies of the initial decision to be served on the parties and their legal counsel of record. The committee chair shall also promptly transmit a copy of the decision and the record of the committee's proceedings to the president or designee.
- (5) In cases involving allegations of sexual misconduct, the chair of the student conduct committee, on the same date as the initial decision is served on the respondent, will serve a written notice upon the complainant informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent. A complainant may appeal the student conduct committee's initial decision to the president subject to the same procedures and deadlines applicable to other involved parties. The notice will also inform the complainant of their appeal rights.

WAC 132U-125-090 APPEAL FROM STUDENT CONDUCT COMMITTEE INITIAL DECISION.

- (7) A respondent, or complainant in a case involving allegations of sexual misconduct, may appeal the student conduct committee's initial decision by filing a written notice of appeal with the president's office within ten (10) business days of service of the committee's initial decision. Failure to file a timely appeal constitutes a waiver of the right and the initial decision shall be deemed final.
- (8) The president or designee shall not participate in any case in which the president or designee, is a complainant or witness; has direct or personal interest, prejudice, or bias; or has acted previously in an advisory capacity.
- (9) During the appeal, the president or designee shall give each party an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to make a decision. The president or designee may take any of the following actions:
 - a. Affirm the appeal decision
 - b. Modify the disciplinary actions imposed
 - c. Refer to the student conduct committee for a formal adjudicative hearing
 - d. Exonerate the respondent and terminate the proceedings

- (10) The decision of administrative appeal must be in writing and must include a brief statement of the reasons for the decision. The decision must be served to the parties within twenty (20) business days of the request for appeal. The president's decision shall be final.
- (11) In cases involving allegations of sexual misconduct, the president, on the same date that the final decision is served upon the respondent, shall serve a written notice informing the complainant of the final decision. This notice shall inform the complainant whether the sexual misconduct allegation was found to have merit and describe any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent.
- (12) The president or designee shall not engage in an ex parte communication with any of the parties regarding any appeal.

WAC 132U-125-095 SUMMARY SUSPENSION.

- (1) Summary suspension is a temporary exclusion from specified college premises or denial of access to all activities or privileges for which a respondent might otherwise be eligible, while an investigation and/or formal disciplinary procedures are pending.
- (2) The student conduct officer may impose a summary suspension if there is probably cause to believe that the respondent:
 - a) Has violated any provision of the code of conduct; and
 - b) Presents an immediate danger to the health, safety or welfare of members of the college community; or
 - c) Poses an ongoing threat of substantial disruption of, or interference with, the operations of the college.
- (3) **Notice.** Any respondent who has been summarily suspended shall be served with oral or written notice of the summary suspension. If oral notice is given, a written notification shall be served on the respondent within two business days of the oral notice.
- (4) The written notification shall be entitled "Notice of Summary Suspension" and shall include:
 - a) The reason for imposing the summary suspension, including a description of the conduct giving rise to the summary suspension and reference to the provisions of the student conduct code or the law allegedly violated;
 - b) The date, time, and location when the respondent must appear before the conduct review officer for a hearing on the summary suspension; and
 - c) The conditions, if any, under which the respondent may physically access the campus or communicate with members of the campus community. If the respondent has been trespassed from the campus, a notice of trespass shall be included that informs the student that their privilege to enter into or remain on college premises has been withdrawn, that the respondent shall be considered trespassing and subject to arrest for criminal trespass if the respondent enters the college campus other than to meet as scheduled with the student conduct officer or conduct review officer or to attend a scheduled disciplinary hearing.
- (5) The conduct review officer shall conduct a hearing on the summary suspension as soon as practicable after imposition of the summary suspension.
 - a) During the summary suspension hearing, the issue before the conduct review officer is whether there is probably cause to believe that the summary suspension should be continued pending the conclusion of disciplinary proceedings and/or whether the summary suspension should be less restrictive in scope.
 - b) The respondent shall be afforded an opportunity to explain why summary suspension should not be continued while disciplinary proceedings are pending or why the summary suspension should be less restrictive in scope.
 - c) If the student fails to appear at the designated hearing time, the conduct review officer may order that the summary suspension remain in place pending the conclusion of the disciplinary proceedings.
 - d) As soon as practicable following the hearing, the conduct review officer shall issue a written decision which shall include a brief explanation for any decision continuing and/or modifying the summary suspension and notice of any right to appeal.

- e) To the extent permissible under applicable law, the conduct review officer shall provide a copy of the decision to all person or offices who may be bound or protected by it.
- f) In cases involving allegations of sexual misconduct, the complainant shall be notified that a summary suspension has been imposed on the same day that the summary suspension notice is served on the respondent. The College will also provide the complainant with timely notice of any subsequent changes to the summary suspension order.

WAC 132U-125-100 SEXUAL MISCONDUCT PROCEEDINGS. Both the respondent and the complainant in cases involving allegations of sexual misconduct shall be provided the same procedural rights to participate in student discipline matters, including the right to participate in the initial disciplinary decision-making process and to appeal any disciplinary decisions

STUDENT COMPLAINTS

WAC 132U-125-130 PURPOSE. Whatcom Community College is committed to providing quality service to students, including providing accessible services, accurate information, and equitable and fair application of policies and procedures, including evaluation of class performance, grading, and rules and regulations for student participation in college activities and student conduct. The college procedures pertaining to student complaints are delineated in the Whatcom Community College policy and procedure manual and published on the college website.



CONSENT AGENDA

- a. Minutes of May 10, 2017 Board of Trustees Meeting (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 10, 2017

2:00 p.m.

- **CALL TO ORDER** Chair Barbara Rofkar officially called the Board of Trustees meeting to order at 2:00 p.m. Present in addition to the chair were trustees Steve Adelstein, and John Pedlow. Others present included President Hiyane-Brown; Ed Harri, Interim Vice President for Instruction; Nate Langstraat, Vice President for Administrative Services; Luca Lewis, Vice President for Student Services; Sue Cole, Executive Director for Institutional Advancement; and Melissa Nelson, Assistant Attorney General; and Cynthia Hoskins, Assistant to the Vice President of Administrative Services.

ACTION TO ACCEPT AGENDA

- Trustee Rofkar moved to accept the agenda. It was seconded by Trustee Pedlow and the **motion was approved.**
- Chair Rofkar announced that there is a designated time for public comment on the agenda.

STRATEGIC CONVERSATIONS

- **Student Code of Conduct Update**
Luca Lewis, VP for Student Services introduced Rebecca Butler, Student Conduct Officer, and Barbara Nolze, Assistant to the VP of Student Services and thanked all members who have served on the Student Code of Conduct task force.

Rebecca Butler provided an overview of the process. A task force of faculty, staff, and students have worked to update the student code of conduct to align with best practices and to comply with new legal requirements. Proposed changes will include streamlined policies and procedures; clearer language in addressing expectations and behaviors; strong due process and outcomes for students. The proposed changes will be forwarded to Melissa Nelson, Assistant Attorney General, for review. The proposed Student Code of Conduct will be presented at the June 14 Board of Trustees meeting.

➤ **Open Educational Resources (OER)**

Ed Harri, Interim VP for Instruction provided a brief update on Open Education Resources at Whatcom.

Whatcom follows an OER model that allows affordable high quality course content for students. Some barriers to using OER include quality of materials included: resource intensive to update or develop from scratch; licensing costs may be required; and copyright issues. Whatcom has overcome barriers by adopting course pack developed by faculty. Course packs are reviewed to ensure they do not violate copyright laws. Currently, WCC has 17 published OER courses with six in development. More information on OER will be shared with the Board in the fall.

CONSENT AGENDA

➤ **Consent Agenda**

- a. Minutes of the April 12, 2017 Board of Trustees Meeting and April 19, 2017 Board of Trustees Retreat (Attachment A)
- b. Proposed Winter 2017 Graduates (Attachment B)

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

ACTION ITEM

➤ **Proposed Financing Request for Student Housing**

Trustees Adelstien moved to approve the College's request to submit an Alternative Financing Request to the State Board for Community and Technical Colleges in order to include WCC's COP financing in the system's 2018-10 supplemental budget capital request. It was seconded by Trustee Pedlow and the motion **passed unanimously.**

PRESIDENT'S REPORT

- President Kathi thanked foundation staff, Bob Winters and faculty for making The Magic of Whatcom Gala a success. She also thanked the board for their support of the event.
- Staff hosted the first AHECWW (Area Health Education Center for western Washington) advisory committee meeting. Members of the advisory committee included eleven members representing regional hospitals, hospital associations, colleges, community leaders.
- Bob Winter recently presented the "50 Years of Whatcom" at Mt Baker Rotary club in Lynden. The College is looking forward to partnering opportunities with the Mount Baker Rotary club in the future.

- ➔ The College hosted an Immigration forum featuring nationally recognized expert, Dr. Hiroshi Motomura, a professor at UCLA School of Law.
- ➔ At the recent Washington Association of Community and Technical Colleges (WACTC) meeting, presidents discussed budget, ctclink and enrollment practices.
- ➔ CyberWatch West grant funding is due to expire in 2018; however, with the positive outcomes and accomplishments, there is a possibility for an extension of the grant.
- ➔ A reminder that there is a board meeting scheduled on July 11, 2017.

REPORTS

- ➔ **ASWCC** - Jarett Martin, President
 - The proposed S&A budget will be presented to the Board at the June meeting.
 - Four students attended the Student Legislative Voice Academy.
- ➔ **Administrative Services** – Nate Langstraat, Vice President
 - The College’s Institutional Master Plan presentation to City of Bellingham was delayed due to zoning questions related to the Foundation building. It is now scheduled in July .
 - The proposed WCC Operating Budget will be presented to the Board at the June meeting.
- ➔ **Student Services** – Luca Lewis, Vice President
 - Ten faculty and staff attended the Guided Pathways Conference.
 - Twelve student services staff attended the Washington State Student Services Commission Conference.
 - Students Leading Change Conference is scheduled on May 20, 2017.
- ➔ **Advancement/Foundation Office** – Sue Cole, Executive Director
 - Mary Vermillion, Director for Marketing and Communication, recently resigned to pursue other opportunities. Recruitment for the position is currently underway.

DISCUSSION/TACTC/ITEMS OF THE BOARD

➤ Upcoming Events

May 20	Student Leading Change Conference	8:00 am – 3:00 pm	Syre /Heiner Theater
May 25	Phi Theta Kappa Induction Ceremony	6:00 pm	Heiner Theater
June 6	Running Start Graduate Reception	5:30 pm	Syre Student Center
June 6	Orca Day	10 am – 2 pm	WCC campus
June 8	Annual Honors & Awards Ceremony	6:00 pm	Heiner Theater
June 9	Annual Retiree Recognition Event	2:30 – 4:00 pm	Syre Student Center
June 15	2017 Nurse Pinning Ceremony	5:30 pm	Syre Student Center
June 16	2017 Commencement	6:30 – 8:30 pm	Pavilion
June 23-24	Chuckanut Writers Conference		Syre Student Center

EXECUTIVE SESSION

- At 2:55 p.m., the meeting was adjourned for a closed Executive Session of the Board for approximately fifteen minutes to “...discuss with legal counsel representing the agency matters relating to litigation...”
- Chair Barbara Rofkar announced that possible action was anticipated. Guests included President Kathi Hiyane-Brown and Assistant Attorney General Melissa Nelson.

The Executive Session adjourned at 3:10 p.m. and the Board reconvened into open session at 3:12 p.m.

ACTION ITEM

- **Proposed Board Resolution Authorizing Indemnification for named employees in a litigation case**
Trustees Adelstein moved to approve the Board Resolution Authorizing Indemnification for named employees in a litigation case. It was seconded by Trustee Pedlow and the motion **passed unanimously**.

PUBLIC COMMENT

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

ADJOURNMENT

- There being no further business, the meeting was adjourned at 3:17 p.m.

Whatcom Community College
RESOLUTION AUTHORIZING
CONTINUATION OF 2016-17 OPERATING BUDGET

Resolution No. 17-02

WHEREAS, the Washington State Legislature is expected to produce a state budget at the close of its second special extended session, which convened on Tuesday, May 23, 2017, which is anticipated to be signed by the Governor;

WHEREAS, the State Board for Community and Technical Colleges, delegated with the authority to allocate and disseminate the state budget to the community and technical colleges, plans to provide the allocation to Whatcom Community College on or after it is approved at their next SBCTC Board meeting;

WHEREAS, an extension is being requested as it is the judgment of the College's administration that the proposed 2017-2018 Whatcom Community College Operating Budget cannot be formulated and presented for review until after the June 14, 2017 regularly scheduled Board of Trustees meeting. Additionally, the College will require an opportunity to thoroughly evaluate the proposed operating budget once final information is available, and the Trustees will require time for analysis and review subsequent to the presentation of the proposed 2017-2018 Operating Budget at the July 11 2017, Board of Trustees meeting;

THEREFORE, BE IT RESOLVED, that since the Board of Trustees is unable to adopt a 2017-2018 Whatcom Community College Operating Budget prior to June 30, 2017, the Board hereby authorizes the College President to proceed with normal operations of the College using available funds or legislative appropriations until September 1, 2017, or until formal adoption of the 2017-2018 College Operating Budget by the Board of Trustees, whichever event occurs first.

APPROVED in the regular meeting by the Board this 14th day of June, 2017.

Whatcom
 COMMUNITY COLLEGE

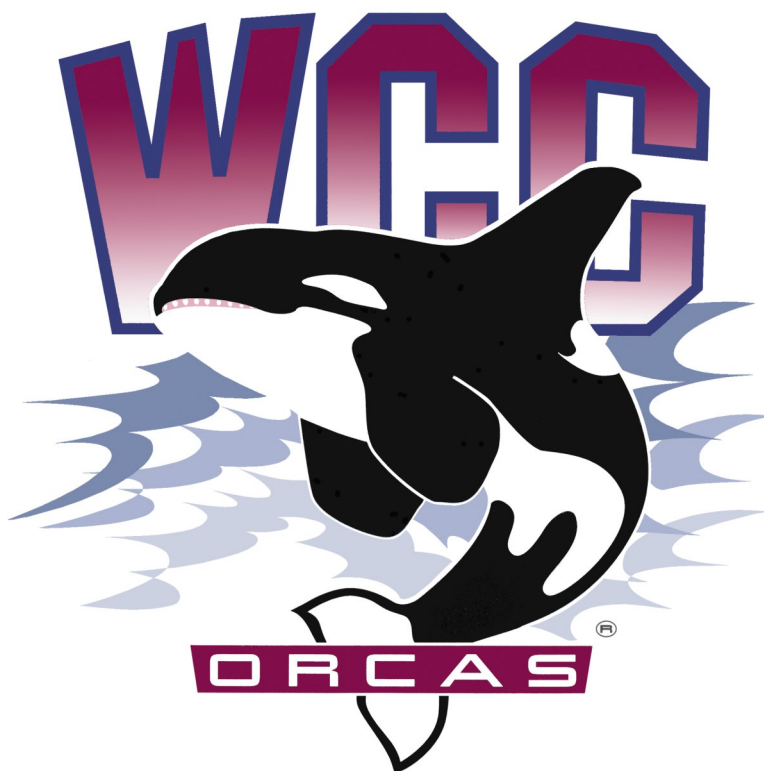
Board of Trustees
 Whatcom Community College

By: _____
 Barbara Rofkar, Board Chair

Suggested Motion

Move to approve Resolution 17-02, which authorizes the College President to proceed with normal operations of the College using available funds or legislative appropriations until September 1, 2017, or until formal adoption of the 2017-18 College Operating Budget by the Board of Trustees, whichever event occurs first.

Associated Students of Whatcom Community College



<p>Services and Activities Fee Budget Program 2017-2018</p>

Approval

S&A Budget Allocation Committee
ASWCC Executive Board
ASWCC Senate

May 31st, 2017
June 1st, 2017
June 4th, 2017

Adoption

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.

ASSOCIATED STUDENTS OF WHATCOM COMMUNITY COLLEGE
SERVICE AND ACTIVITIES FEE BUDGET PROGRAM
2017 - 2018

Submitted by
JARRETT MARTIN
ASWCC EXECUTIVE BOARD
ASWCC S&A BUDGET ALLOCATION COMMITTEE

BOARD OF TRUSTEES
BARBARA ROFKAR, CHAIR
TIM DOUGLAS, VICE CHAIR
STEVE ADELSTEIN
JOHN PEDLOW

KATHI HIYANE-BROWN, PRESIDENT

ASWCC S&A FEE BUDGET COMMITTEE

JARRETT MARTIN, CHAIR
YOHALY CAMACHO, EXECUTIVE BOARD REPRESENTATIVE
ANISA ALVITA, EXECUTIVE BOARD REPRESENTATIVE
TERYK PRINCE-HUGHES, EXECUTIVE BOARD REPRESENTATIVE
MICHAEL KARTOLO, STUDENT AT-LARGE
HEIDI FARANI, EXECUTIVE BOARD ADVISOR
LUCA LEWIS, ADMINISTRATIVE REPRESENTATIVE
NATHAN LANGSTRAAT, ADMINISTRATIVE REPRESENTATIVE

MEMORANDUM

The Associated Student of Whatcom Community College



TO: The Board of Trustees

FROM: The Associated Students of Whatcom Community College

DATE: TBD

RE: 2017-2018 Service and Activity Fee Budget

The 2017-2018 Service and Activity (S&A) fee budget has been developed by the ASWCC S&A Fee Budget Committee. The committee considered each request individually and met with each requestor to evaluate the request and ask questions.

We considered:

- a. Current and past spending in relation to the funding requests.
- b. If increased request; The need for organizational growth.
- c. Attendance at Student Senate Meetings the past year for report outs.
- b. How students value the organization.
- e. Diversity and equity within the organization.

In approving this budget, the Board of Trustees authorizes:

- The ASWCC and the Director for Student Life and Development 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 and Development to approve these transfers.
- The ASWCC S&A Fee Budget Committee in coordination with the Director for Student Life and Development in partnership with the college's Business Office Director 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.
- The establishment of a \$40,000 contingency fund under Student Senate authority to allow organizations that overspend to not have to tap into fund balance monies.

S&A Budget Summary

Revenue

The estimate of Services & Activities fee revenue is based on projected 2017-2018 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 and the Vice President for Administrative Services.

We've estimated a \$14,964.91 decrease in resources for the 2017-2018 academic year based on the level of student enrollment the college anticipates for the upcoming academic year. Despite this, we will be trying to broadly increase the scope of S&A funded student programs.

Projected Revenue	2016-2017	2017-18
Estimated Resources	880,449.00	865,484.09

Expenditures

The ASWCC Budget Committee has thoughtfully reviewed all requests and presents a budget reflecting balance among the various activities to benefit all students and expansions in many areas of Student Programs. Collaboration with the Operational Budget prevented overlap from occurring.

Reserve Funds	2016-2017	2017-2018
Orca Field Replacement Reserve	88,045.00	86,548.41
Fund Balance Reserve/Contingency Fund	16,352.00	40,000.00
Total	104,397.00	126,548.41

Reserve Monies

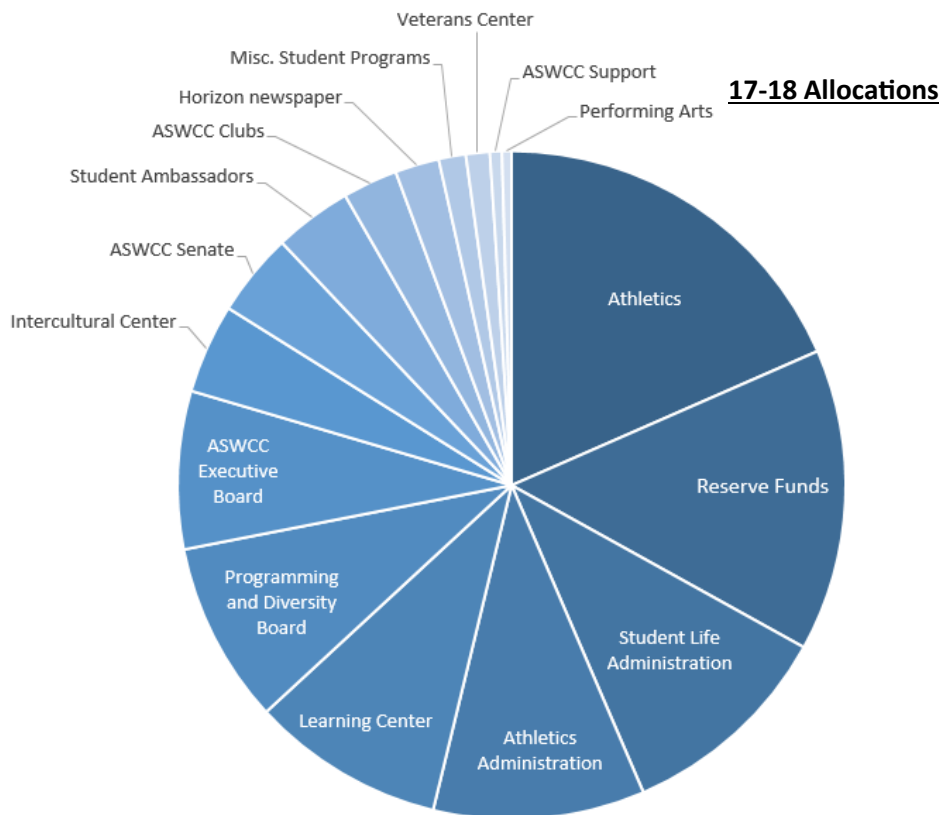
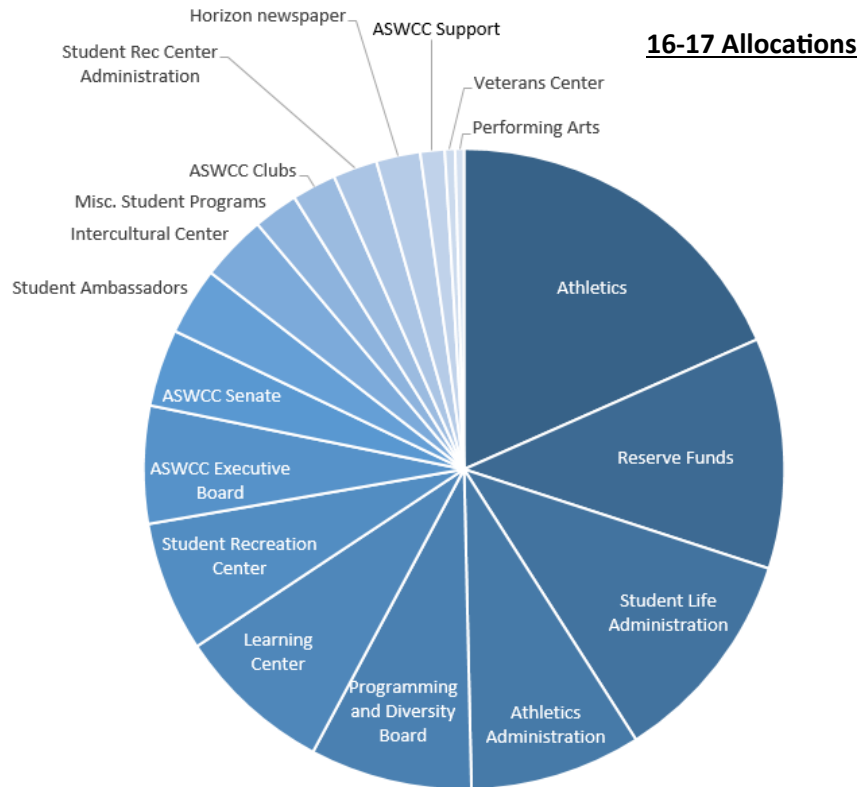
S&A Reserve for Orca Field: Designating these funds continues the practice of building a reserve fund for replacement of the Field Turf[®] at Orca Field.

The Fund balance reserve: The Associated Students sets aside funds in the Fund Balance Reserve to offset any shortfall in projected S&A revenue that may happen during the year. If estimated resources are met as projected, these funds are intended to be held in the Fund Balance to support future projects. Under the Student Senates recommendation, with approval from the Board of Trustees, they are available for major projects to fund architect fees, schematic designs, other initial costs. Funds are also available for minor renovations to enhance spaces that are utilized by students and promote formal and informal learning, interaction, collaboration, and a sense of community. These \$40,000 budget line above may be used to fill unforeseen gaps by the S&A budget allocations, as requested to and approved by the ASWCC Student Senate.

S&A Budget Summary

Budget Comparison 16-17 vs 17-18

The charts here compare what percentage of the overall budget a particular program received. The most funded singular program is Athletics, followed by the Reserve Fund, and the Professional Staff. The largest change is the removal of the Student Recreation Center (SRC) from the budget, which is now funded under the SRC fee.



Associated Students of Whatcom Community College Leadership

The Associated Students of Whatcom Community College Leadership was allocated \$260,163.38 , which is 30% of the overall S&A budget. This is an increase from last year in the percentage of overall S&A monies allocated to the ASWCC Leadership. This was mostly because of the addition of the Programming and Diversity Board and the Student Senate to this section.

ASWCC Executive Board	2016-2017	2017-2018
Student Wages	44,500.00	45,738.00
Training & Development	8,600.00	11,000.00
Total	53,100.00	56,738.00
ASWCC Senate	2016-2017	2017-2018
Conferences & Presentations	20,000.00	20,000.00
Special Projects	12,000.00	12,000.00
Equipment & Furnishings	3,000.00	3,000.00
Senator Wages	-	9,360.00
Total	35,000.00	44,360.00
ASWCC Support	2016-2017	2017-2018
Orca Day	3,000.00	-
Exec Board Contingency Travel	3,000.00	-
SoJEP Committee	5,000.00	5,000.00
Total	11,000.00	5,000.00
Programming & Diversity Board	2016-2017	2017-2018
Student Wages	34,000.00	38,500.00
Welcome Back BBQ	-	3,500.00
Activities & Events	29,320.00	21,000.00
Supplies	-	-
Orca Day	-	7,000.00
Training & Development	10,000.00	6,000.00
Total	73,320.00	76,000.00
ASWCC Clubs	2016-2017	2017-2018
ASWCC Clubs	17,000.00	20,000.00
Orca Day	3,000.00	3,000.00
Total	20,000.00	23,000.00
Student Organizations	2016-2017	2017-2018
Student Ambassadors	30,550.00	32,565.38
Whatcom Leads	2,500.00	-
Performing Arts	4,000.00	4,000.00
Horizon	19,950.00	18,500.00
Total	57,000.00	55,065.38

Executive Board

Student Wages: This amount will cover the Executive Board (6 positions) stipends.

Training and Development: This money is used to train the ASWCC Executive Board. The monies last year were not sufficient enough to provide all of the needed training. The amount reflects what the committee believes would be sufficient funding for training the 6 positions.

ASWCC Senate

Conferences and Presentations: This budget line is to be used by the ASWCC student senate to send students to conferences as attendees and presenters. All purchases must strictly follow the guidelines established in the ASWCC Financial Code, and show evidence of a projected positive impact.

Special Projects: This budget item is to be used by the ASWCC Senate for projects proposed to the ASWCC Senate. All purchases must strictly follow the guidelines established in the ASWCC Financial Code, and show evidence of a projected positive impact.

Equipment / Furnishings: This budget line allows students the opportunity to buy and maintain specific items in relation to student programs. All purchases must strictly follow the guidelines established in the ASWCC Financial Code, and show evidence of a projected positive impact.

Senator Wages: The student senate now has paid positions again. This amount will cover quarterly stipends for 12 senator positions.

Associated Students Support

Orca Day: This budget line was defunded, as the ASWCC is too busy at the end of the year to make proper use of these funds. The initial intent was to have them participate in the organization of Orca Day, but the ASWCC felt that those funds were better invested elsewhere. Orca Day is funded in the PDB and Student Club budgets.

Contingency Travel: This budget line provided funding for unforeseen travel for students for activity events, student leadership training workshops, student legislative academy, and post-season competition for athletics. The ASWCC will need to fundraise or use the S&A contingency fund to do extra travel.

SoJEP Committee: This budget item is strictly for the use of the Social Justice Equity and Pluralism Committee. Funds are to be used to spread awareness of social justice issues as well as fund the Student's Leading Change Conference.

Programming and Diversity Board

Student Wages: This budget line is to be used to pay for the stipends for the 5 positions in the Programming & Diversity Board.

Welcome Back Barbeque: This budget line was separated out of the Activities & Events budget line to encourage minimum spending for the Welcome Back Barbeque at the Beginning of the academic year.

Activities & Events: This budget line is to be used by the Programming & Diversity Board to fund events throughout the academic year.

Orca Day: This budget line is to be used by the Programming & Diversity Board to fund activities for Orca Day at the end of the academic year.

Training & Development: This money is used to train the Programming & Diversity Board. The monies last year were not sufficient enough to provide all of the needed training. The amount reflects what the committee believes would be sufficient funding for training the 5 positions.

ASWCC Clubs

ASWCC Clubs: This budget line provides funding for clubs to have events on campus, purchase supplies for club activities, and club promotion. The 2016-17 budget was not sufficient to fund all of the activities that the clubs wanted to pursue. The 2017-18 budget reflects what the clubs should have access to be able to operate in their fullest capacity.

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

Student Organizations

These student organizations are autonomous from the ASWCC and are functions of various parts of the WCC campus.

Student Ambassadors: This budget line provides for personnel expenditures and professional development. Student Ambassadors (8 positions).

Whatcom Leads: This program no longer exists.

Performing Arts Organization: This budget line provides funds to support the performing arts at Whatcom Community College, including drama, music, and dance productions. The Performing Arts Organization essentially earns this money back by selling tickets to shows.

Horizon: This budget line funds the Horizon quarterly newspapers. There was a slight decrease in funds to match their actual spending from 2015-16 where they stayed within budget. The Horizon is encouraged by the committee to better publicize online news options, updating news stands, and starting to gather data regarding paper waste.

Orca Athletics

Orca Athletics was allocated \$248,080.00, which is 28.6% of the overall S&A budget. This is a slight decrease from last year in the percentage of overall S&A monies allocated to Orca Athletics. This was mostly due to the expansion of other programs in the 17-18 S&A Budget.

Athletics: Teams	2016-2017	2017-2018
Men's Basketball	25,380.00	26,500.00
Women's Basketball	25,380.00	26,500.00
Volleyball	24,440.00	24,500.00
Men's Soccer	24,440.00	25,500.00
Women's Soccer	24,440.00	25,500.00
Uniforms	16,920.00	10,000.00
Contingency Travel	23,500.00	21,000.00
Total	164,500.00	159,500.00
Athletics: Administration	2016-2017	2017-2018
Athletics Director	50,100.00	55,080.00
Athletics Trainer	11,844.00	13,000.00
Officiating Fees	15,510.00	20,500.00
Total	77,454.00	88,580.00

Athletic: Teams

Team Budgets: The team budget lines represent the costs for each athletics teams to maintain their operations and cover costs related to games and practices.

Uniforms: Team uniforms are replaced on a rotational cycle, this years funding matches the need for uniforms this year.

Contingency Travel: This budget line provides funding for post season competition for athletics. Any leftover funds are sent to the ASWCC Student Senate for use on other projects and travel.

Athletic Administration

Athletics Director: This budget line funds 100% of the salary and benefits of the Associate Director of Athletics.

Athletics Trainer: This budget line covers the personnel expenditures for the athletics trainer.

Officiating Fees: This budget line covers the set costs for officiating games.

Student Services

The following budget section represent services on campus that the ASWCC proudly supports for their work across campus. This section saw the most expansion with the addition of the Library Textbook Reserve Fund, Transfer Fair Food, Whatcom Wave Food, and increased funding for the Veterans Center and the Intercultural Center. These programs received \$139,850.00, which is 16.1% of the overall S&A Budget. This is a decrease in the percentage of funding going to programs, because the Student Recreation Center was moved out of the S&A Budget and covered under a different budget.

Student Services	2016-2017	2017-2018(Allocated)
Intercultural Center	30,000.00	37,500.00
SRC Coordinator Staffing	20,000.00	-
Pavilion Student Staffing	59,000.00	-
Veterans Center	4,620.00	10,000.00
Learning Center	70,500.00	81,000.00
Turning Point	750.00	200.00
Transfer Fair	-	1,000.00
Library Services	-	4,150.00
Whatcom Wave	-	4,500.00
Commencement	1,500.00	1,500.00
Total	186,370.00	139,850.00

Services

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

SRC Coordinator Staffing: This was moved out of the S&A budget into the SRC fee budget.

SRC Student Staffing: This was moved out of the S&A budget into the SRC fee budget.

Veterans Center: This budget supports student staffing needs in the Veteran's Center. The ASWCC recognizes the importance this support service provides for our campus and community. The additional money will be used to provide more programming monies for the Veterans Center.

Learning Center: This budget line funds part-time hourly wages of student tutors in the Learning Center. This increase is to meet the new minimum wage as set by the state of Washington.

Turning Point: This budget line provides funds for child care and transportation costs as necessary for students who are displaced. The decrease in funds is because in prior years, the funds were used to buy bus passes. The level of funding has reduced to meet actual need.

Services continued

Transfer Fair: This budget line allocates funding to provide food for the quarterly student transfer fair. This program has historically been supported and funded by the student senate, and it was recommended by the ASWCC to include this in the annual budget.

Library Services: This budget line allocated funding to two programs that are put together by the WCC Library. The funds will be used for providing refreshments for Late Nights at the Library, and to supplement the Library Textbook reserve fund. This program has historically been supported and funded by the student senate, and it was recommended by the ASWCC to include this in the annual budget.

Whatcom Wave: This budget line allocates funding to provide food for the Whatcom Wave. This program has historically been supported and funded by the student senate, and it was recommended by the ASWCC to include this in the annual budget.

Commencement: This budget line provides funds for the post commencement reception and honor cords for graduation. It also supports funds necessary for the Nursing Pinning Ceremony.

Student Life Administration

The Student Life and Development Administration was allocated \$93,308.00, which is 11.4% of the overall S&A budget. This is a slight decrease from last year in the percentage of overall S&A monies allocated to the Student Life Administration. This was mostly due to the expansion of other programs in the 17-18 S&A Budget, changing the proportionality of the allocations.

SLD Administration	2016-2017	2017-2018
SLD Professional Staff Salaries	88,308.00	82,814.00
Stage Technician	5,000.00	5,000.00
Student Life Supplies & Orca Cards	5,000.00	3,000.00
Total	98,308.00	90,814.00

SLD Professional Staff Salaries: This budget line pays for a portion of the Student Life & Development Coordinator and the Associate Director for Student Life

Pavilion Coordinator Staffing: This budget line pays for stage technician services to support student-run programs.

Student Life Supplies and Orca Cards: This budget line acts as the SLD Office supply budget, and the budget for replacing parts of the Orca card ID printer.

Reports to the Board of Trustees June 14, 2017 Meeting

➤ ASWCC– Jarrett Martin, President

- **ASWCC Bylaws Updated**
 - The ASWCC Bylaws Committee concluded it's bylaws reworking process. The major changes include, a retitling of the Student Government positions to "ASWCC VP of..", adding the Programming and Diversity Board to the ASWCC, and changing the Social Justice Equity and Pluralism Committee to the Social Justice Committee.
- **2017-18 S&A Budget Allocation Committee**
 - The ASWCC S&A budget committee has created the final budget recommendation for the Board of Trustees to Review.

➤ Administrative Services—Nate Langstraat, Vice President

- **Administrative Services** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
 - A request and supporting documentation has been submitted to the State Board for alternative financing and the use of local funds to pursue on-campus student housing. The State Board will review as part of their June board meeting. Ultimately, the request will be included in the system's 2018 supplemental capital budget request.
- **Finance** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
 - The FY16 financial statement audit starts on June 7. College leadership reviewed key highlights of the FY16 financial statements. Final preparations are being made for the audit fieldwork. This is the college's third financial statement audit, each year yielding good results and improved processes.
 - FY17 year-end closing preparation is underway. The State Board has modified the closing process, which resulted in a more intense process and a shortened timeline. Business Office staff are working to ensure all closing activities will be completed within the new timeline set by the State Board.
- **Facilities & Operations** (*5.1: Create and manage growth through fiscal, capital, technological and human resource development*)
 - The Phyllis and Charles Self Learning Commons bid documents were advertised June 8 with a pre-bid conference scheduled on June 15. Bids will be Due July 13 with a public bid opening commencing at 3:05 p.m.
 - Construction began May 30 on the Cascade Hall emergency generator and June 5 on the Pavilion gym mechanical well roofing and exhaust fan replacement.
 - Pavilion gym bleacher maintenance and floor refinishing is scheduled for July 8-30.
- **Copy and Print Services** (*5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
 - Copy and Print Services has received a canvas framed print order from Western Washington University measuring 36" x 77". This is the largest canvas print

request received since the service has been offered. In addition to canvas prints, Copy and Print Services now offers personalized buttons, pocket mirrors, and repositionable adhesive fabric which will be used to cover pillars in Heiner with photo wraps for the 50th anniversary display.

- **Bookstore** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human*)
 - The Bookstore is collaborating with college departments to ensure full implementation of the state legislature's new law (HB 1375). The intent of HB 1375 is to provide enhanced transparency related to the cost of course materials and to promote the use of Open Educational Resources. The new law requires posting of all course material information on the college's course schedule website beginning on the date of general registration. The Bookstore has had this process in place for the past four years; however, the new law also now requires Colleges to report annually to the State Board a list of courses that complied with course material posting requirements.

➤ **Student Services—Luca Lewis, Vice President**

- **Student Conduct** (*5.3 Promote a safe environment for teaching, learning, and working*)
 - WCC's Student Rights and Responsibilities Code continues to progress through reviews and final revisions as the task force prepares for the code filing process which will begin after approval from the Board of Trustees.
- **Student Life and Development** (*1.4 Introduce new opportunities for student learning and engagement*)
 - The Programming and Diversity Board collaborated with the STEM Club and the Engineering Club to showcase physics exhibits and answer questions at the Science Expo.
 - The Programming and Diversity Board hosted Women Health Awareness Week, which included health related info booths, a health and fitness focused co-ed volleyball tournament, and a self-defense martial arts class.
 - The Office for Student Life and Development is currently reviewing applications and conducting interviews to identify the 2017-18 ASWCC Executive Board, Programming and Diversity Board, and Student Ambassadors.
 - The Students Leading Change Conference took place on June 20, 2017. Approximately 50 people attended this social justice focused conference featuring keynote speaker Justice Steven Gonzalez and student lead breakout sessions.
 - The Student Ambassadors gave six (6) individualized campus tours for prospective students and their families, assisted with Outreach field trips and tours for Ferndale High School, State Street High School, and Clear Lake Elementary. Ambassadors also assisted with the Campus Open House, giving tours to over 100 high school juniors and seniors.
- **Athletics** (*1.2 Increase academic support for students*)
 - Athletics worked collaboratively with Carla Gelwicks and the AIM team, to tailor the Academic IBEST program to coordinate a better fit with student-athlete

schedules while still remaining accessible and available for all WCC students. The English 101 and Psychology 100 linked courses will come with additional structure and academic support for student athletes. Planning is also under way for additional study and tutoring sessions.

- **Financial Aid** (1.3 *Financial Assistance increasing access for diverse and nontraditional student populations*)
 - FAFSA numbers continue to run well ahead of last year and the Financial Aid Office has enhanced the communication and follow up with these applicants to support access and retention. The Financial Aid Office is focused on increasing the percentage of students who complete the free application for FAFSA or WASFA and complete all requirements to be awarded financial aid.
 - As of June 2, 2016, Financial Aid received 3874 FAFSA applications, 56 WASFA applications, and 492 College Bound applications and awarded funds to 977 students. As of May 30, 2017, Financial Aid received 4243 FAFSA applications, 55 FASFA applications, and 540 College Bound applications and awarded funds to 1432 students.
- **K-12 Partnerships** (1.2 *Increase academic support for students, 1.3 Increase access for diverse and nontraditional student populations, 1.4 Introduce new opportunities for student learning and engagement*)
 - Yusuke Okazaki and Jackie Ferry have been hired as Career and Academic Advisors for K-12 Partnerships.
 - The Running Start Graduate Reception is June 6, 2017 at 5:30pm in the Syre Auditorium.
 - Explorations Academy (EA) has created a specific program to support EA students interested in participating in Running Start. EA is an experiential based program that typically offers students the opportunity to travel as a part of their program. They have devised a program called Excelsior that coordinates the experiential education portion of their program for these students around the college's schedule thus making dual enrollment possible. Students benefit from Running Start and the experiential, community-based opportunities that EA has always provided.
- **Outreach** (1.3 *Increase access for diverse and nontraditional student populations, 1.4 Introduce new opportunities for student learning and engagement*)
 - Outreach submitted a continuation proposal to Washington Compass Compact for the College Access Corps program. The proposal was accepted, allocating Whatcom Community College funding for a full-time AmeriCorps member.
 - Outreach hosted a Spring Open House at WCC on Thursday, May 19, 2017 for high school juniors and seniors. Over 100 students from 13 high schools attended, as well as 27 family members/supporters.
- **Entry Services** (1.1 *Increase student achievement in transfer and career preparation. 1.2 Increase academic support for students*)
 - The Academic Progress Policy workgroup is continuing to refine the procedures for the new Academic Progress Policy by providing clearer interventions for students who are warning, probation, and suspension. Two staff members

- participated in a three-day workshop at the State Board of Community Technical Colleges in Olympia to create a common application process as part of the College's preliminary planning for CtC Link.
- Admissions continues to admit new and former students. Since March Admissions processed over 1,500 applications for summer and fall 2017.
 - In preparation for gradation, Registration verified and transcribed degrees and certificates for 288 graduates at the completion of winter quarter.
 - **Advising and Career Services** *(1.3 Increase access for diverse and nontraditional student populations)*
 - Advising and Career Services will offer seven (7) group registration advising sessions for students who will be new to Whatcom for summer or fall 2017. Specifically, we will reach out to students who identify as "First Time in College" and sessions will be tailored to our new student population.
 - Advising and Career Services lead a "soft launch" of the Starfish Degree Planner to campus on May 22, 2017. The Starfish Communication Committee formulated an initial timeline of communication and promotion to occur over the summer, as we prepare for a full launch by fall 2017.
 - **Student Success and Retention** *(1.1 Increase student achievement in transfer and career preparation. 1.2 Increase academic support for students, 2.5 Increase professional development opportunities for faculty and staff)*
 - In collaboration between Student Services and Instruction, a small workgroup was created during spring quarter, which was made up primarily of faculty (full-time and adjunct) to review current structure of the Early Alert program and explore ways to enhance a communication strategy for faculty—all of whom will play a critical role in the development of a more comprehensive and structured Early Alert c.
 - Since February, three comprehensive 3-day coaching trainings for the Title III CAD Grant were offered, which included employee participation from various student services areas. In addition to the 3-day trainings, conversations continued in the coach visioning meetings around ways to expand the coaching practice on campus and move towards a more developmental and strengths-based approach to supporting students. As of May 31, 2017, 20 WCC employees have been trained on the coaching model and work continues to develop a broader and more systematic professional development program for student services to support students in a more developmental and strengths-based approach.
 - The Student Success and Retention team continues to plan for next year's New Student Orientations and EDPL 100 College Success courses. This includes; establishing dates, marketing/promotion, and securing faculty to teach the colleges success courses. For the upcoming year, WCC will be offering seven sessions of New Student Orientations, including an evening session to accommodate individuals who may work during the day. Additionally, WCC will be offering sixteen sections of EDPL 100, which will serve around 400 students.

- **Veteran’s Services** (*1.1 Increase student achievement in transfer and career preparation, 1.2 Increase academic support for students, 1.3 Increase access for diverse and nontraditional student populations, 3.4 Strengthen sustainability practices on-campus and in local and global arenas, 4.3 Increase access for underrepresented populations*)
 - Veteran Services and the WCC Foundation awarded the first “Thank You For Your Service Emergency Scholarship” funds to a very deserving student veteran this spring. The student will use the money to help move into a new apartment. Veteran Services staff are working with new and current student veterans to expand their awareness of campus and community resources for veterans, especially financial support.
 - Veteran Services kicked off summer and fall registration on May 8, 2017. We have advised over 75 students and certified 40 for VA benefits for summer. Out of the early registration group, we assisted ten (10) new student veterans who will start their education at Whatcom in the summer. Veterans Services have already assisted eight (8) new student veterans who will start their education at Whatcom in the fall.
- **Access and Disability Services** (*1.3 Increase access for diverse and nontraditional student populations*)
 - As of May 30, 2017, Access and Disability Services has 358 registered students.
 - ADS collaborated with Bellingham School District Community Transitions Program and WorkSource to provide interviewing skills practice with high school students. Melissa Anderson interviewed 10-15 students.

➤ **Instruction—Ed Harri, Interim Vice President**

- **Nursing Program:** (*1.4 Introduce new opportunities for student learning and engagement; 2.3 Improve student learning*)
 - Whatcom nursing students attended the NSWS (Nursing Students of Washington State) conference in May. Three WCC students were elected to NSWS Board: Lindsey Taylor, Vice President, and Sara Kate Hurley and Amy Niebruegge, Community Service Officers.
 - The Nursing Pinning Ceremony will be held on Thursday, June 15 at six o’clock in the evening at the Syre Student Center. This event is by invitation only.
- **Health programs – special projects:** (*1.3 Increase access for diverse and nontraditional student populations: 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*)
 - **The Area Health Education Center (AHEC) For Western Washington:** Meetings in May identified the AHECWW mission, responsibilities, and scope of work. Work has begun on several fronts: marketing materials and a new website are in development; 2nd year rural underserved opportunities program medical students are in place for a summer preceptor experience; and AHEC workgroups and the

Washington Center for Nursing are developing a rural online nursing education program and diversity initiative.

- **Statewide transfer institute** (*1.1 Increase student achievement in transfer and career preparation*)
 - WCC was invited to participate in a SBCTC grant project to facilitate improved transfer for students between two- and four-year institutions. Funded by the Aspen Institute, the Community College Research Center, and Public Agenda, the project will begin with a transfer institute in June to identify student barriers in transfer and review student success data in transfer between institutions.
- **Workforce/Community Engagement updates:** (*1.3 Increase access for diverse and nontraditional student populations: 1.4 Introduce new opportunities for student learning and engagement, 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*)
 - **Celebrating Immigrant Rights event:** On May 3, 2017 WCC cohosted *Celebrating Immigrant Rights* in collaboration with WWU's Fairhaven College and the World Issues Forum. Hiroshi Motomura, Guggenheim Fellow and Professor at UCLA School of Law, gave the keynote address and led a panel discussion with Skagit and Whatcom immigration attorneys, as well as WWU and WCC students. A new course, Paralegal Studies 245, US Immigration Applications and Processes, will be taught in the fall at Whatcom Community College in partnership with Fairhaven College.
 - **Celebrating Diversity in Education event:** WCC, in collaboration with Woodring College of Education, Skagit Valley College and Burlington-Edison High School co-sponsored the sixth annual *Celebrating Diversity in Education* conference at Skagit Valley College on May 5th. The 120 attendees, primarily HS students and students of color, will be first generation college students. Whatcom's Tanya Zaragoza-Rosas participated on a multi-college interactive panel for in-depth question and answer time.
 - **Student/community engagement:** WCC sponsored an exhibit table at the Technology Alliance Group for Northwest Washington's annual Tech Expo, held May 4 at the Bellingham Cruise Terminal. Approximately 40 WCC CIS/cybersecurity students attended the event. Additionally, hospitality and tourism business management program coordinator, Greg Hansen, turned the event into a worksite lab for twenty students in his meeting and event planning course, who assisted with set-up, registration, and teardown activities.
 - **Worker retraining:** Worker Retraining staff recently supported regional "rapid response" efforts in support of announced layoffs of over 100 employees at PeaceHealth Quest Laboratory, and 65-75 multilingual employees from Ostrom's Mushroom Farm. WCC staff attended forums to help displaced workers identify re-careering opportunities, and offer possible program and tuition support to help with transitions.
 - **Basic Food Employment & Training (BFET):** BFET staff provided coaching and pathway development to about 196 students each quarter this academic year. BFET student demographics average 21% more 1st generation students, 4.8% more students of color, and 47.3% more students 24+ years of age than the overall WCC

student population. All BFET-enrolled students are low income, below 200% of the poverty level.

The WCC BFET program passed a monitoring visit with five commendations, one of which was featured as a training presentation at the annual BFET Statewide Forum.

➤ **Foundation and College Advancement – Sue Cole, Executive Director**

- **Foundation 5.2.1 – Increase external revenue sources through grants and Foundation fundraising.**
 - **Fundraising Progress Update:**
 - Draft reports show that we received 15 gifts and pledges totaling \$24,907 for the month of May. Fiscal year to date as of May 31, 2017, we have received \$1,788,375 in gifts and pledges.
 - **Foundation News:**
 - The first round of WCC Foundation scholarship notifications was sent to 223 students on June 2.
 - Foundation board members and staff presented scholarship awards to graduating high school seniors at Blaine, Ferndale, Meridian, and Mount Baker High Schools.
 - Foundation staff are preparing for several upcoming events and meetings, including:
 - A dedication ceremony for the Simpson Intercultural Center on June 23.
 - The third and final campaign feasibility study meeting on July 11
- **Communications, Marketing and Publications 3.1 – Increase College stature as a community and educational partner.**
 - Press Releases/Media Outreach and Resulting Media Coverage. Find college news at whatcom.edu/news
 - [Gallery: Blossomtime Parade during the 2017 Ski to Sea weekend](#), Bellingham Herald, 5/30/17
 - [Highlights from the 2017 Blossomtime Parade \(video\)](#), Bellingham Herald, 5/30/17
 - [Everybody loves a parade, right? The Blossomtime Parade has something for everybody](#), Bellingham Herald, 5/30/17
 - [WCC Nursing Students and Whatcom County Health Department Partner to Provide Free HPV and Hepatitis A/B Twinrix Vaccines](#), Whatcom Talk
 - [Open House at Whatcom Community College for High School Juniors and Seniors](#), Whatcom Talk
 - [Bike to Work Day](#), Cascadia Weekly, 5/17/19
 - [Former Lync Daulton Lootens signs with Alaska Fairbanks](#), Lynden Tribune, 5/10/17
 - [Need a shot for HPV or hepatitis A and B? Whatcom Community College hosting free clinic](#), Bellingham Herald, 5/8/17
 - [Education Briefly \(Bachelor of Applied Science\)](#), Skagit Valley Herald, 5/8/17
 - [Community colleges are a powerful force for Washington’s economy, if legislature funds them \(Op-ed\)](#), Bellingham Herald, 5/5/17

- [High school juniors and seniors encouraged to attend May 18 open house at Whatcom Community College](#), The Chamber, 5/5/17
- [Cyber-security Camp 2017](#), The Chamber, 5/5/17
- [This WCC and LC alum is heading to Alaska to play basketball](#), Bellingham Herald, 5/4/17
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