

MEMBERS:

- **Tim Douglas,**
Chair
- **John Pedlow,**
Vice Chair
- **Steve Adelstein**
- **Wendy Bohlke**
- **Rebecca Johnson**

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**

**August 9-10, 2018
Board Retreat**

- I. Call to Order & Approval of Agenda, and Notice of Public Comment Time
- II. Strategic Conversations
 - Equity Project Update—Katherine Burns, Adjunct English Faculty and Janis Velasquez Farmer, Associate Registrar
 - Achieve, Imagine, Motivate (AIM) Program Update—AIM Staff: Nadine Hensley, Sara Purington, and Alissa DeLaFuente
- III. Consent Agenda Tab 1
 - a. Minutes of May 9, 2018 Board of Trustees Meeting (Attachment A)
 - b. Proposed Winter Quarter 2018 Graduates (Attachment B)
- IV. Action Item Tab 2
 - Proposed WCC 2018-19 Operating Budget (*second reading possible action*)— Nate Langstraat, Vice President for Administrative Services
 - Proposed Policy 236 Usage of Electronic Signatures (*first reading, possible action*) – Nate Langstraat, Vice President for Administrative Services
 - Proposed revision to Policy 520 Tuition/Fees/Refunds (*first reading, possible action*) – Jarid Corbitt, Assistant Director of Veteran Services; Mike Singletary, Registrar
 - Proposed Honorary Status of Faculty Emeritus: Courtney Chadwell-Gatz (*first reading, possible action*)
- V. Report from the President
- VI. Reports Tab 3
 - ASWCC – Lauren Besthoff
 - 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
 - August Board of Trustees Retreat
- VIII. Executive Session*
 - (g)...as provided in RCW 42.30.140 (4) (a), to discuss collective bargaining
- 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...



CONSENT AGENDA

- a. Minutes of May 9, 2018 Board of Trustees Meeting (Attachment A)
- b. Proposed Winter Quarter 2018 Graduates (Attachment B)

SUGGESTED RESPONSE

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



MINUTES
BOARD OF TRUSTEES MEETING
Laidlaw Center Board Room
Wednesday, May 9, 2018
2:00 p.m.

- **CALL TO ORDER** Chair Tim Douglas officially called the Board of Trustees meeting to order at 2:00 p.m. Present in addition to the chair were trustees, Steve Adelstein, John Pedlow, and Rebecca Johnson, constituting a quorum. Others present included President Kathi Hiyane-Brown; Ed Harri, 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; Melissa Nelson, Assistant Attorney General; and Cynthia Hoskins, Interim Executive Assistant to the President.

ACTION TO ACCEPT AGENDA

- Trustee Johnson moved to accept the agenda. Trustee Adelstein seconded and the motion was approved.
- Chair Douglas announced that there is a designated time for public comment on the agenda.

BUDGET UPDATES

- **WCC 2018-19 Operating Budget Presentation(first reading)**

Nate Langstraat, Vice President for Administrative Services, shared a first reading of the 2018-19 Operating Budget. The draft budget totaled \$28,013,174. Budget highlights included:

- Legislature concluded on March 28, 2018
- Cost of Living Adjustments (COLA)
- Healthcare rate increase for employers
- No funding for system-level policy requests—student success, retention, and completion and guided pathways
- Tuition rate increase
- Running start reimbursement rate increase

The finalized proposed 2018-19 Operating Budget will be presented to the board for action at the June 13 meeting.

- **Proposed ASWCC Service and Activities Budget 2018-2019 (first reading, possible action)**

Lauren Besthoff, ASWCC President and Budget Committee Chair, presented the proposed 2018-19 ASWCC Service and Activities Budget. Trustee Adelstein moved to approve the 2018-18 ASWCC S&A Budget. It was seconded by Trustee Johnson and the motion **passed unanimously**.

CONSENT AGENDA

- **Consent Agenda (Calendar)**

- a. Minutes of the April 11, 2018 Board of Trustee Meeting(Attachment A)

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

PRESIDENT'S REPORT

- President Kathi acknowledged Kaatje Kraft as a recipient of the Anna Sue McNeil Award for assessment, teaching, and learning. Ed Harri, VP for Instruction shared that each year the award recognizes a few faculty from the system who have excelled in three areas: teaching, research and practice, and leadership and service. Kaatje was recognized at the 2018 Assessment, Teaching, and Learning Conference for excelling in all three areas.
- President Kathi thanked Lauren Besthoff and the ASWCC team were for their work on the 2018-19 ASWCC S&A budget. ASWCC Leadership met with Cabinet and shared a draft work plan created for the incoming 2018-19 ASWCC Leadership Team to help with the transition.
- WCC received confirmation that two grant proposals from WWU's Campus Compact Washington AmericCorps have been accepted. AmericCorps program will provide the college with two College Access Corps Coordinator positions. One position will serve 50 low-income children at Cordata Elementary and Bellingham Public School students in the Family Liaison Program. The other position will work with the Area Health Education Center (AHEC) at WCC and serve 40 low-income high school students from Ferndale, Nooksack Valley, and Mount Baker in an effort to improve access to college health career programs.
- The Title III 2nd year evaluation for the AIM program was successful. End of second year benchmarks were largely reached. AIM began serving students in June 2016; 323 students are currently enrolled. The program has been great for disadvantaged students. The grant has two more years with one no-cost extension. College will need to see how to continue work when grant ends.
- Janice Walker, Corrinne Sande, and President Hiyane-Brown were invited and participated at the CAE Executive Leadership Forum in April. WCC received accolades from NSF and Homeland Security and Corrinne Sande was presented a Certificate of Appreciation in recognition of the work in Cybersecurity.
- The State Board for Community and Technical Colleges (SBCTC) received \$150,000 from the Legislature to conduct a salary compensation study. SBCTC will hire a consultant to work with a task force to gather information to support a 2019-21 budget request for additional compensation. If successful, these funds would allow college districts to offer a compensation package that will assist the system to recruit and retain qualified employees.
- At AACC for the seventh year, President Kathi co-chaired and planned a preconvention session for those interested in applying or supporting for executive positions in community colleges. The event was sponsored by the Community College Affiliated Councils.
- President Kathi shared an article from the Lynden Tribune, highlighting WCC's Upward Bound grant that targets first-gen college students.

REPORTS

- **ASWCC**—Lauren Besthoff, President

 - Students Leading Change conference scheduled for May 12 has 100 registered students and community members.
- **WCCFT** – Tran Phung, President

 - The elections for the 2018-19 Executive Team were held and the following faculty members have been appointed – Tommaso Vannelli, President; Anna Wolff, Vice President for full-time

faculty; Erin Graham, Vice President for adjunct faculty; Colette Colburn, Secretary; Tran Phung, Treasurer.

➤ **WFSE** – Carolyn Jovag, Representative

- Bargaining on new contract began and Dan Andreason is Olympia as WCC’s bargaining representative. Top priorities for negotiations include — salary, retention, workplace behavior & safety.
- Union is participating in the Northwest Washington Central Labor Council Peanut Butter Drive. Bins placed in staff lunch rooms in April and donations of peanut butter will accepted until May 10.

DISCUSSION/ITEMS OF THE BOARD

- ACT spring conference May 9-10, in Vancouver WA

EXECUTIVE SESSION

- At 3:45 p.m. the meeting was adjourned for a closed Executive Session of the Board for approximately thirty minutes “... as provided in RCW42.30.140 (4) (a), to discuss collective bargaining...”

Chair Douglas announced that no action was anticipated. Guest included President Kathi Hiyane-Brown, Vice President Nate Langstraat, Vice President Ed Harri, and Assistant Attorney General Melissa Nelson.

- The Executive Session was adjourned at 4:30 p.m. and the Board reconvened into open session at 4:30 p.m.

PUBLIC COMMENT

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

ADJOURNMENT

- There being no further business, the meeting was adjourned at 4:30 pm.

WHATCOM COMMUNITY COLLEGE

WINTER 2018 GRADUATES

March 23, 2018

HONORS PROGRAM

Brandon Chavez(With Honors)

Britny K. Olsen(With Honors)

ASSOCIATE IN ARTS AND SCIENCES

Erica Agafonov	Gabriella A. Gibson
Camden S. Ashby	Steven J. Gorosave
Allysa M. Atkins	Dakota S. Green
Bryce I. Auburn	Mohammad A. Haider(With Honors)
Vitaliya V. Balko(With Honors)	Kendra R. Hem
Matt E. Barker	Karen Hernandez
Morgan L. Bartlett	Heidi E. Hill
Sarah E. Barton	Matthew R. Hoogestraat(With Honors)
Meredith I. Boxx(With Honors)	Alexander J. Horn
Nick M. Braman(With Honors)	Danielle R. Hutson
Spencer Bridges	Amber L. Joslyn
Zana J. Burnett	Pawandip Kaur(With Honors)
Kallie L. Buss	Yasmin Y. Keiser(With Honors)
Kristofer H. Cazimero	Cassidy Kettlestrings(With Honors)
Chung-Ling Chan	Nadia A. Kolbert
Brandon Chavez(With Honors)	Sarah K. Kunkel(With Honors)
Aspen P. Christensen	Riley E. Lagerwey(With Honors)
Erik L. Christensen	Lauia E. Lamositele
Kaitlyn J. Clark(With Honors)	Sarah Ledwith-Zumwalt(With Honors)
Tanner M. Clark	Timothy A. Litovchenko(With Honors)
Zachary A. Cole	Yelena Litovchenko(With Honors)
Jacob B. Coon	Paloma G. Lopez
Patrick R. Crawford(With Honors)	Hailey Ew Lyons
Todd M. Daniels	Kacy A. Mastrangelo
Jill M. De Jager(With Honors)	Corinne C. McMurtrey(With Honors)
Kristina M. De Koster(With Honors)	Tyler R. McPhail
Lizhu Deng(With Honors)	Ryota Minato(With Honors)
Sarah K. Diacogiannis	Elyse A. Mitchell
Ryan L. Discher	Jay A. Moore(With Honors)
Danny O. Duok	Jill L. Nance
Kelly M. Dybevik	Alexander D. Nelson
Marina N. Emerson(With Honors)	Anh Trong Tran Nguyen(With Honors)
Chelanne M. Evans	Joshua J. Norgard(With Honors)
Delanie S. Frazee	Britny K. Olsen(With Honors)
Myrcedes M. Fruean	Maxwell E. O'Neil
Nerie K. Garcia	Claire A. Ott(With Honors)
Kyndra K. Garrison	Timothy D. Parke

*NOTE: These students finished in a previous quarter.

Jordyn E. Pratt(With Honors)
Miranda M. Quintana(With Honors)
Morgan E. Riegert
Prairie Sandblom(With Honors)
April Dawn Santman
James D. Sartain(With Honors)
Mckenna D. Schilling(With Honors)
Travis L. Schrader
Haley R. Sherman(With Honors)
Colleen F. Simmons(With Honors)
Charnpreet K. Singh
Autumn L. Sproul(With Honors)
Michael A. Stoll

Kiera M. Stouder(With Honors)
Brylie M. Taylor
Brianny S. Terry
Shelby J. Thomas
Adrianna L. Tiesinga(With Honors)
Bradon J. Vermaat(With Honors)
Tyler P. Verrill
Nadia R. Waggoner(With Honors)
Cameron J. Wainwright
Samantha S. Wardle
Katherine N. Webb
Alicia A. Westwood
Yu-Rui Zhao(With Honors)

ASSOCIATE IN BUSINESS DTA/MRP

Muhammad Awais(With Honors)
Alec S. Bridges(With Honors)
Caylie D. Christie
Hailee A. Den-Adel
Paul J. Jackson(With Honors)
Jacob R. Justiniano

Anna M. Kazantsev
Ploy Laorprechavasin
Heidi M. Maresh
Manu Phull
Lauren K. Ponder(With Honors)

ASSOCIATE IN SCIENCE TRANSFER

Dylan C. Albrecht
Heather L. Brekhus
Matthew B. Campbell

**ASSOCIATE IN APPLIED SCIENCE- TRANSFER
CYBERSECURITY**

Jared A. Barrett

**ASSOCIATE IN APPLIED SCIENCE- TRANSFER
EARLY CHILDHOOD EDUCATION**

Barbara J. Green(With Honors)
Alexis J. Hopkins(With Honors)

ASSOCIATE IN LIBERAL STUDIES

Saeko Anzai
Amy M. Buckley(With Honors)
Jacqueline R. Case
Zachary A. Cole

Haruna Hoshi
Julia Faith Jackson
Kaylee A. Polanco(With Honors)

*NOTE: These students finished in a previous quarter.

ASSOCIATE IN SCIENCE ACCOUNTING

Bryan D. Flynn(With Honors)
Alissa K. Hennessy
Joseph B. Peterson(With Honors)
Anna Rankin(With Honors)

ASSOCIATE IN SCIENCE BUSINESS ADMINISTRATION

Megan J. Baumann
Cassidy M. Dickinson
Micayla K. Hemby(With Honors)

ASSOCIATE IN SCIENCE COMPUTER INFORMATION SYSTEMS

Jason L. Brewer

ASSOCIATE IN SCIENCE CRIMINAL JUSTICE

Austin C. Abundis
Nicholas S. Bhangal
Cassandra Felix

ASSOCIATE IN SCIENCE PARALEGAL STUDIES

Rhonda M. Johnson
William H. Josh(With Honors)
Lauren M. Schweigert
Valentina G. Yuryev(With Honors)

ASSOCIATE IN ARTS EARLY CHILDHOOD EDUCATION

Barbara J. Green
Alexis J. Hopkins

ASSOCIATE IN ARTS VISUAL COMMUNICATIONS

Anna Lapta

CERTIFICATE ACCOUNTING

Iesha N. Sirmans

CERTIFICATE CIS-NETWORK ADMINISTRATION

Jason L. Brewer

CERTIFICATE CRIMINAL JUSTICE

Michael Bakke

*NOTE: These students finished in a previous quarter.

CERTIFICATE EARLY CHILDHOOD EDUCATION

Kellie J. McBeath

CERTIFICATE HOSPITALITY AND TOURISM BUSINESS MANAGEMENT

India S. Shockey

CERTIFICATE MASSAGE THERAPIST

Veronica A. Arellano

CERTIFICATE OFFICE ADMINISTRATION

Cassidy M. Dickinson

HIGH SCHOOL DIPLOMA

Chung-Ling Chan
Mei Ka Chan
Mei-Yu Chan
Daniel L. Decker
Sarah K. Diacogiannis
Justin D. Griffin
Sarah Dawn Gunia
Gerardo Hernandez
Nadia A. Kolbert
Timothy A. Litovchenko

Mingyi Ma
Tyler R. McPhail
Anh Hong Phuong Nguyen
Mai N. Nguyen
Nhien Duc-Minh Nguyen
Sara Salgado
Sharla R. Shetler
Kiera M. Stouder
Oanh Vuong

*NOTE: These students finished in a previous quarter.

TO: WCC Board of Trustees

FROM: Kathi Hiyane-Brown, College President

DATE: Wednesday, June 13, 2018

RE: **Fiscal Year 2018-2019 College Operating Budget**

The 2018-2019 Whatcom Community College operating program and budget was developed in accordance with the priorities developed in the College's strategic plan. The Budget Review Committee is to be commended for its work in fulfilling its charge to communicate key budget information to their colleagues.

Whatcom's allocation for state full-time equivalent (FTE) students is based on the target level provided by the State Board for Community Technical Colleges. Some variable FTE are yet to be allocated. The budget was developed to serve 2,400 regular state-funded FTE, 54 Worker Retraining FTE, 785 Running Start FTE, 300 International Programs FTE, for a projection of 3,539 FTE students.

The 2018-2019 legislatively-compromised supplemental operating budget yields a 2.2% increase in resident tuition rates.

The local operating budget continues to include investment in new full-time tenure-track faculty positions, as well as the replacement of faculty and staff positions in areas of the College that are needed to facilitate growth. There are also investments in key staff positions, including IT security, student conduct case management, and advising for students pursuing STEM fields. Fiscal notes have been provided in the detailed budget book for your review by department and service area.

The College continues to rely more heavily on grant and contract program revenues in order to fund the operating budget—such as Running Start, eLearning, and International Programs. Specifically, the increase in the Running Start reimbursement rate, and growth in eLearning enrollments are critical supporting factors to balancing this year's annual operating budget. While enrollment has declined in International Programs, the College continues to rely significantly on international contract revenues to support instruction and operations.

In approving the budget, the Board of Trustees authorizes:

- the College President to proceed with the execution of the planned program;
- the College President to transfer funds within the General Fund, or from local and other funds, to eliminate any cash deficit as required by RCW 43.88.260, to provide working capital, and to support approved projects and activities;
- the tuition and fee schedule as established by law, by the State Board for Community and Technical Colleges, as implemented by the College President, and as listed in the College catalog and published on the College website;

- the College President to accept allocation amendments from the State Board for Community and Technical Colleges, to accept such grants and contracts as may be acquired during the budget period, and to report on such changes, as needed, to the Board of Trustees;
- the addition of staff and faculty positions necessary to carry out the College's programs, as well the College's annual work plan and current strategic plan; and
- the College President to determine the fee schedule for contract courses and programs.

Faculty and staff have had opportunity to provide input as part of the web-based budget development process and through providing feedback to the Budget Review Committee. Further, a thorough review by the President, Cabinet members and area budget managers has been conducted. **The budget is recommended to the Board of Trustees as an effective and responsible use of State and local resources.**

I would like to recognize the work of many staff and faculty over the past several months to develop the budget as presented to you, particularly given the continued challenges in fiscal climate, particularly in higher education.

Thank you for your support.

KHB

2018-2019 Operating Budget Overview

The proposed 2018-2019 Operating Budget was prepared with campus-wide opportunity for involvement, following guidelines developed by the Budget Review Committee. This budget addresses legislative mandates and State Board for Community and Technical College (SBCTC) appropriations, while meeting local demand and maintaining consistency with Whatcom’s strategic goals.

The 2018-2019 legislative budget appropriates funding for higher education, primarily related to healthcare rate changes and cost of living adjustments for state employees. Overall flat enrollments and inflationary impacts, compounded by the need to replace essential services present a challenging fiscal environment. As a result, Whatcom continues rely more heavily on locally-generated funding sources, such as Running Start and eLearning. The increase in Running Start reimbursement rates and growth in eLearning enrollments have contributed greatly to the balancing of the fiscal year 2019 operating budget.

Figure 1 and Figure 2 demonstrate the College’s funding sources and expenditures by cost center as related to the operational budget. The 2018-2019 operating budget represents a 6.7% increase over the 2017-2018 year.

Funding Sources

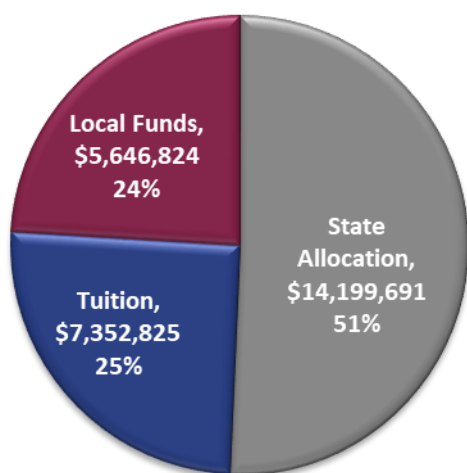


Figure 1

Expenditures by Cost Center

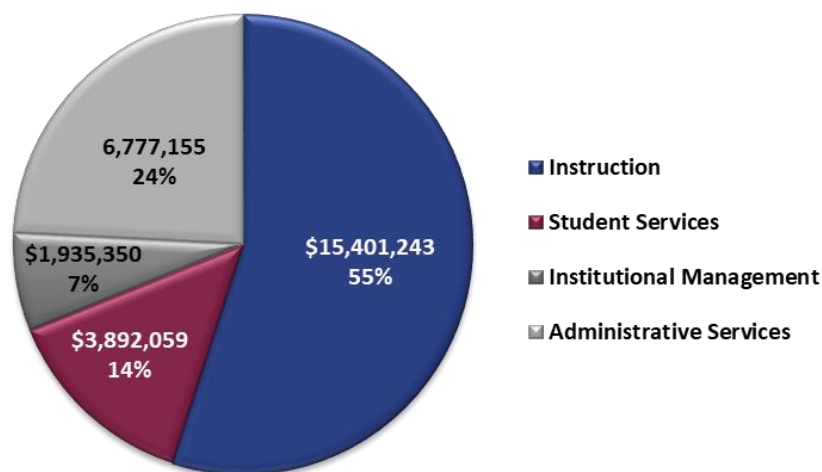


Figure 2

The budget development process includes the following information, which is represented in the College’s FY2019 operating budget.

- ▶ **Compensation:** A total 6% cost of living adjustment (COLA) was included in the biennial budget for all employees. Faculty already received 2.3% in FY18 and staff received 2%. For the supplemental 2019 fiscal year, faculty receive 3% on July 1, 2018 and another .7% on January 1, 2019. Classified and exempt employees receive 2% on July 1, 2018 and another 2% on January 1, 2019. All employees are budgeted to receive their respective adjustments, totaling more than \$502,000.
- ▶ **Tuition:** Resident tuition rates at community and technical colleges are to increase by 2.2% as outlined in legislation. A conservative forecast of \$7,071,116 is assumed based on the actual FY18

enrollments coupled with the rate increase and some growth in specific disciplines/programs (such as medical assisting, engineering, and behavioral health/chemical dependency). This translates to almost 4% less than the prior year, directly correlating to a drop in state enrollment.

- ▶ **Local Funding Sources:** Focused growth management in a number of college areas continues to be critical as we rely more heavily on local funding sources to support the College's operating budget. \$6,735,000 in locally-generated revenue will be leveraged for fiscal year 2018-19, inclusive of \$85,000 in direct support from the WCC Foundation to offset operational expenses. This increase in support also reflects areas where significant enrollment growth is occurring, such as Running Start and eLearning. This is an increase of 19% over the prior year, mostly attributed to the increase reimbursement rates associated with serving Running Start students.
- ▶ **Healthcare Rate Changes:** The employer portion of state employee health insurance increased mildly from \$913 per month per employee to \$916 per month per employee.
- ▶ **Faculty Salary Improvements:** An investment of approximately \$80,000 was made in salary improvements for full-time faculty members as a result of tenure, promotions and faculty education workshops—spring quarter faculty education workshops are still concluding. In addition, almost \$35K was re-invested in full-time faculty salaries based on turnover savings. Further, the adjunct faculty salary scale was increased as contractually negotiated, totaling almost \$125K. As base wages increase, variable benefit costs also increase.
- ▶ **Student Achievement Initiative:** SAI funding is included in the allocation model based on data from 2016-2017. The system set aside approximately \$38 million for performance funding, of which WCC earned more than \$1,063,000.
- ▶ **Other Notable Budget-Related Items**

Provisos and earmarks are distributed by SBCTC through the allocation model, including support for Worker Retraining, Students with Disabilities, Students of Color, Maintenance & Operations (M&O), and compensation-related items that are mandated (i.e. COLA and benefit rates).

College employee benefits are disbursed throughout the four cost centers to reflect benefits for those employees serving in their respective areas. Employee benefit expenses for those funded by the operating budget total more than \$6.4 million.

Additional revenue sources may be realized or allocated after July 1, 2018 and are not reflected in the operating budget (e.g. pending grant applications). Expenditures shifted to these funding sources (if appropriate) will relieve some reliance on local funds or other institutional resources.

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

REVENUE SOURCES	F/Y 2017-2018	F/Y 2018-2019
State Allocation	\$ 13,240,648	\$ 14,199,691
District Enrollment Allocation Base (DEAB)	6,256,623	5,943,967
<i>Less: Stop Loss/Gain</i>	<i>(334,612)</i>	<i>(167,281)</i>
Minimum Operating Allowance (MOA)	2,850,000	2,850,000
Student Achievement Initiative	1,006,991	1,063,321
High Demand (Weighted) FTEs	555,275	544,864
Earmarks and Provisos	2,836,371	3,644,820
Future Allocations Aerospace FTE Allocation	70,000	320,000
State Allocated Funds	\$ 13,240,648	\$ 14,199,691
Operating Fee	\$ 7,352,825	\$ 7,071,116
Other Locally-provided Funds		
Running Start Support	2,750,000	3,950,000
International Programs	1,000,000	1,000,000
eLearning	1,200,000	1,400,000
Other Fees and Enterprises	500,000	300,000
Foundation Contribution	85,000	85,000
Reserve Funds	111,824	-
Locally-provided Funds	\$ 5,646,824	\$ 6,735,000
TOTAL BUDGETED REVENUES	\$ 26,240,297	\$ 28,005,807
State Funded Student FTE's	2,455	2,454

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

COST CENTERS	BUDGET AREAS	F/Y 2017-2018	F/Y 2018-2019
INSTRUCTION	Division 1 - Academic Resources and Health Professions	\$ 1,709,368	\$ 1,930,528
	Division 2 - Arts and Humanities	2,089,844	2,137,528
	Division 3 - Sciences, Technology, Engineering & Math	2,739,466	3,237,946
	Division 4 - Social Sciences and Business	1,881,090	2,059,655
	Instructional Administration *	4,856,974	4,925,125
	Stipends / Special Projects	84,699	87,683
	Library Operations	639,741	677,304
	Instructional Equipment	20,000	20,000
	Learning Center and Simpson Intercultural Center	309,919	325,474
		<u>\$ 14,331,101</u>	<u>\$ 15,401,243</u>
STUDENT SERVICES	Students Services Administration *	\$ 1,091,979	\$ 1,098,030
	Admissions	652,150	698,495
	Advising and Student Support Services	1,090,005	1,241,512
	Financial Aid	600,207	630,003
	Student Life and Development	265,811	224,019
			<u>\$ 3,700,152</u>
INSTITUTIONAL MANAGEMENT	Institutional Administration / President's Office *	\$ 845,146	\$ 884,579
	Office of Advancement	585,548	707,942
	Institutional Research	192,120	249,179
	Staff and Faculty Development	52,000	53,650
	Facilities / Equipment / Program Development	90,688	40,000
			<u>\$ 1,765,502</u>
ADMINISTRATIVE SERVICES	Administrative Services Administration *	\$ 1,243,500	\$ 1,317,651
	Human Resources	343,249	355,546
	Business Office	395,758	411,070
	Copy, Print and Mail Services	471,046	470,327
	Information Technology	630,160	801,919
	Facilities and Operations	3,193,729	3,254,542
	Other Administrative Expenses	166,100	166,100
			<u>\$ 6,443,542</u>
TOTAL BUDGETED EXPENSES		<u><u>\$ 26,240,297</u></u>	<u><u>\$ 28,005,807</u></u>

* Includes benefit costs for all employees within the cost center that are paid through the operating budget

TO: WCC Board of Trustees

FROM: Nate Langstraat, Vice President for Administrative Services

DATE: Wednesday, June 13, 2018

RE: Policy 236 – Usage of Electronic Signatures

RCW 19.360 states that the legislature “intends to promote electronic transactions and remove barriers that might prevent electronic transactions with governmental entities.” Unless otherwise provided by law or agency rule, state agencies may use and accept electronic signatures with the same force and effect as that of a signature affixed by hand.

Agency electronic signature rules and policies must be consistent with policies established by the Washington State Office of the Chief Information Officer (OCIO); this Electronic Signature Policy follows the Electronic Signature Guidelines published by the OCIO in April 2016.

Whatcom Community College does utilize electronic signatures in some instances in order to execute the business of the College in an efficient and timely way.

The purpose of this policy is to allow for electronic signatures at Whatcom Community College by methods that provide reasonable assurance for the integrity, authenticity, and nonrepudiation of electronic documents; that are practical, secure, balance risk and cost, streamline administrative processes, and comply with applicable laws.

SUGGESTED MOTION

Move to approve policy 236, “Usage of Electronic Signature,” in order to support use of electronic signatures when deemed appropriate by the College and as outlined in statute, by the Office of the Chief Information Officer (OCIO), and Department of Enterprise Services (DES).

POLICY

TITLE: Usage of Electronic Signatures
 NUMBER 236
 APPROVED BY BOARD OF TRUSTEES: xxx

PURPOSE

The purpose of this policy is to allow for electronic signatures at Whatcom Community College by methods that provide reasonable assurance for the integrity, authenticity, and nonrepudiation of electronic documents; that are practical, secure, balance risk and cost, streamline administrative processes, and comply with applicable laws.

DEFINITIONS

Term	Definition
Electronic signature	An electronic process, symbol, or sound attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. Examples may include, but are not limited to: <ol style="list-style-type: none"> 1) The act and the resulting record of initiating or approving an electronic record in a college system (e.g., enterprise resource systems); or 2) The act and the resulting record of using special electronic signature software or systems (e.g., electronic signature platforms, point-of-sale electronic signature pads, biometric systems) to sign an electronic record.
Authentication	The assurance that the electronic signature is that of the person purporting to sign a record or otherwise conducting an electronic transaction.
Authorization	When an individual has verified permission and the requisite authority to sign a record (electronically or otherwise), access specific electronic college services, and/or perform certain operations, including executing agreements to bind the college.
Electronic record	A record created, generated, sent, communicated, received, or stored and signed by electronic means

BACKGROUND

RCW 19.360 states that the legislature “intends to promote electronic transactions and remove barriers that might prevent electronic transactions with governmental entities.” Unless otherwise provided by law or agency rule, state agencies may use and accept electronic signatures with the same force and effect as that of a signature affixed by hand. Where “writing” is required by statute, an electronic record may be used, and whenever the term “mail” is used, the term includes the use of email or other electronic system, if authorized by agency rule or policy.

Agency electronic signature rules and policies must be consistent with policies established by the Washington State Office of the Chief Information Officer (OCIO); this Electronic Signature Policy follows the Electronic Signature Guidelines published by the OCIO in April 2016.

POLICY

- I. Electronic Signature Use
 - A. The use and acceptance of electronic signatures and electronic submissions of records shall be consistent with the guidance and requirements put in place by the Washington State Office of the Chief Information Officer (OCIO).
 - B. Transactions may be approved for electronic signatures based on the following five factors:
 1. An analysis of the need for signatures.
 2. An analysis of the risks inherent in the process.
 3. A description of the processes and methods proposed.
 4. A list of specific groups or people that can or cannot use the process and alternative opt-out procedures.
 5. A description of the impact to privacy and consistency with existing privacy policies.
 - C. The college may designate specific college transactions to be executed by electronic signature.
 1. Employees, including student employees, may be required to use an electronic signature for transactions with the college or to conduct college business.
 2. External parties (individuals, including students, and entities not employed by the college) may be required to use an electronic signature to conduct business with the college, unless otherwise mutually agreed.
 - D. An electronic signature may be accepted in all situations when the requirement of a signature or approval is stated or implied, except when law or regulation specifically requires a hand-written signature.
 - E. To the fullest extent permitted by law, the college recognizes an electronic signature as legally binding.

- F. When a college policy, rule, procedure, standard, law, or regulation requires or requests that a record have the signature of a responsible person, that requirement or request is met by an electronic signature, except when law or regulation specifically requires a hand-written signature.
 - G. An electronic signature may not be valid if the individual did not have the authorization to sign an electronic record.
 - H. An electronic signature must employ a college-approved authentication method at the time of signature.
- II. Specific methods and transactions for electronic signatures must be approved on a case by case basis by the Vice President of Administrative Services in consultation with the Director for Business and Finance and the Director for Information Technology.
- III. Falsification
- A. Falsification of electronic records or electronic signatures is prohibited.
 - B. It is a violation of this policy for an individual to sign as if they were another individual.
- IV. Violations
- A. Employees who falsify electronic signatures or otherwise violate this policy are subject to disciplinary action, including but not limited to termination of employment and/or potential criminal prosecution under applicable federal, state, and local laws.
 - B. Students who falsify electronic signatures or otherwise violate this policy are subject to disciplinary action under the Student Rights and Responsibilities (Student Conduct Code) and/or potential criminal prosecution under applicable federal, state, and local laws.
 - C. Other individuals and entities to whom this policy applies who falsify electronic signatures or otherwise violate this policy are subject to appropriate sanctions, including but not limited to termination of the relationship and/or potential criminal prosecution under applicable federal, state, and local laws.

REFERENCES

[RCW 19.360](#)

[OCIO Electronic Signature Guidelines](#)

[DES Use of Electronic Signatures and Submissions Policy](#)

TO: WCC Board of Trustees

FROM: Jarid Corbitt, Assistant Director of Veteran Services and Michael Singletary, Registrar

DATE: Wednesday, June 6, 2018

RE: Department of Defense Return of Government TA Funds Policy

On July, 2014, the Department of Defense (DoD) published to the Federal Register Change 3, DoDI 1322.25, "Voluntary Education Programs," increasing protections to Service members and their families through an enhanced Memorandum of Understanding (MOU) partnership with educational institutions. The initiative part of former President Obama's Executive Order for Principles of Excellence is designed to improve oversight of the educational programs offered to our Service members and their families by establishing new uniform rules that ensure a quality DoD Tuition Assistance (TA) program.

Effective November 1, 2017, the DoD Voluntary Education Partnership MOU application system will become the central repository for TA eligible programs, associated tuition rates and fees, and policy related information. This effort is critical to ensure uniformity in tuition rates as specified in the DoD MOU.

For Whatcom Community College to remain in compliance with the DoD-MOU, WCC must have an institutional policy that specifically states any unearned TA funds will be returned to the Government. Furthermore, the DoD memo states that return of TA funds can be awarded on a proportional basis, which the college can determine; however, the refund schedule must cover the class period through the 60 percent completion date. Consequently, if Whatcom Community College does not comply with the memo, the college will no longer be able to serve active and reserve military students when they use TA funds.

Our recommendation is to amend the current tuition refund policy (Board Policy 520) as per the attachment, effective July 1, 2018. In drafting the amendment, we considered the college's current refund policies, refund schedules, and the process for implementing the amendment. We also received input and feedback from Ruben Flores at SBCTC and other community colleges (Pierce, Olympia, and Everett).

SUGGESTED MOTION

Move to approve change to policy 520, "Tuition/Fees/Refunds," in order to comply with Department of Defense Memorandum of Understanding.

POLICY DRAFT

520

Page 1 of 1

TITLE:	Tuition/Fees/Refunds
NUMBER:	520 (formerly 3080)
APPROVED BY THE BOARD OF TRUSTEES:	6/11/85
AMENDED BY THE BOARD OF TRUSTEES:	x/xx/18; 1/9/13; 6/14/05; 5/2/95/8/10/93; 6/13/89

Community college tuition and fees are governed by RCW 28B.15. The Washington State Legislature retains the exclusive authority to set tuition and the College publishes tuition updates in the class schedules and website.

The College determines fees for contract and self-support courses according to the State Board for Community and Technical College (SBCTC) regulations. The College tuition and fee refund procedures comply with RCW 28B.15.605 and are published in the College catalog and website. For refund purposes only, instructional days (Monday through Friday) shall be counted from the official start day of each quarter regardless of the start date of individual courses.

The College's tuition and fee refund procedures shall accommodate the rights granted by RCW 28B.10.270 to any student who is a member of the Washington National Guard or any other military reserve component and is called to active state or federal military service for a period exceeding thirty days.

Military Tuition Assistance Refund Schedule

The College will return unearned Military Tuition Assistance funds on a proportional basis through the 60 percent completion point of the enrollment period for which the funds apply. Unearned funds are calculated based upon the date a student stops attending.

In instances when a service member stops attending due to a military service obligation, the College will identify solutions with the service member that will not result in a student debt for the returned portion.

The College will return unearned Tuition Assistance funds back to the government, not to the student when, prior to completing greater than 60% of the enrollment period, students stop attending regardless of the reason for drop/withdrawal. The College will return funds based on the following schedule.

- 100% refund if student withdraws before completing 10% of the term
- 40% refund if student withdraws after completing 10% but less than 25%
- 20% refund if the student withdraws after completing 25% but less than 60%

Exceptions to the general refund policy may be granted by the Vice-President of Student Services or designee for medical reasons, or if students are called to military service.



M E M O R A N D U M

President's Office

TO: Board of Trustees

FROM: President Kathi Hiyane-Brown, Ed.D.

DATE: June 7, 2018

RE: Recommendation for Faculty Emeritus Status

In accordance with the Negotiated Agreement, Article VII, Section E, the Professional Advisory Committee has received an application from Courtenay Chadwell-Gatz requesting to be granted Faculty Emeritus Status. The committee has reviewed the application and recommends that Ms. Chadwell-Gatz receive Faculty Emeritus status. I fully support this recommendation and recommend that Faculty Emeritus status be conferred to Courtney Chadwell-Gatz.

During Ms. Chadwell-Gatz's 23 years as an English as a Second Language – Academic (ESLA) instructor at Whatcom Community College, she served as department chair for world languages and as a member of numerous college committees. She played an integral role in the College's early sustainability work, including as a co-chair of a sustainability initiative task force and as an advisor of the sustainability club. She co-chaired an author of the year committee and helped bring Pico Iyer to campus in 2004.

Courtney was an active faculty member, a leader of the ESLA program, and committed faculty colleague. In 2006, she won the full-time faculty excellence award for her teaching and service. It is my pleasure to recommend Courtney Chadwell-Gatz for faculty emeritus status.

SUGGESTED MOTION

Move to confer faculty emeritus status to Courtney Chadwell-Gatz.

Whatcom

COMMUNITY COLLEGE

Reports to the Board of Trustees June 13, 2018 Meeting

➤ ASWCC – Lauren Besthoff, President

- **Students Leading Change** (*Goal 3.6 Increase campus engagement in social justice education and leadership opportunities. Sandra Ramirez, Vice President for Campus Advocacy*)
 - Students Leading Change Conference took place on Saturday, May 12. Over 150 students and community members attended fifteen workshops.
- **Orca Volunteers** (*Goal 3.6 Increase campus engagement in social justice education and leadership opportunities. Claudia Johan, Vice President for Operations*)
 - Recognized 50 students that reached Orca Volunteer incentive hours. Orca Volunteers logged 431 hours since September 2017.
- **Programming and Diversity Board** (*Goal 3.6 Increase campus engagement in social justice education and leadership opportunities. Vanessa Pescasio, Vice President of Social and Educational Programming*)
 - Hosted WCC Spring Olympics in partnership with Residence Life. Approximately 50 students attended.
 - Collaborated with the Student Success and Achievement Committee to host “What Students Have to Say about Whatcom”. Approximately 44 students, faculty, and staff attended the event to share survey results.
 - Hosted Whatcom’s first Drag Show in collaboration with Pride Club. Planned Parenthood, Lifelong.org, and PFLAG participated as community resources. Approximately 158 students and community members attended.

➤ WCCFT—Tran Phung, President

- On May 31, the faculty negotiation team sent the proposed Sept. 1, 2018- August 31, 2021 faculty negotiated agreement to faculty for approval.

➤ Administrative Services—Nate Langstraat, Vice President

- **Finance** (*4.1 Offer programs, services, and facilities that support college needs and market demands*)
 - Enterprise area budgets were completed, reviewed and submitted to college leadership for approval. Primary changes were related to enrollment changes in International Programs as compared to previous years and enrollment gains in eLearning. Further, the housing operation continues to see sizeable market rate rent increases.
 - Members of the Business Office participated in workshops regarding the global design and configuration for ctLink modules. All participating colleges provided input and voted on the final design of systems in their functional areas.
- **Facilities & Operations** (*4.1 Offer programs, services and facilities that support College needs and market demands*)

- The student housing project is scheduled for pre-application with the City of Bellingham on June 5. The design-build team will receive official comments back from the City based on the pre-application materials provided. In addition, the wetland mitigation report has been finalized and is ready for submission to the City and to the Army Corp of Engineers for review. The mitigation strategy changed to onsite mitigation due to the Lummi Wetland Bank currently being closed, eliminating offsite mitigation options. Project optimization efforts are underway to right-size the project to align with budgetary and pro forma expectations.
 - **Conference & Event Services (CES)** *(4.1 Offer programs, services, and facilities that support college needs and market demands)*
 - Agreements have been confirmed for facility use with the Bellingham Roller Betties, the World Wide Dream Builders, and the Chuckanut Writers Conference. Internally, the Honors & Awards Ceremony, WCC Retiree Recognition Event, and the 2018 WCC Commencement Ceremony are primary events being supported.
 - **Bookstore** *(4.1 Offer programs, services, and facilities that support college needs and market demands, 3.1 Ensure all students have access to campus resources that support educational success)*
 - Increased efforts have been initiated by the Bookstore to improve on-time submission rates for course material adoptions.
 - The rate of on-time course material adoptions has risen to 56% for fall 2018 courses. This represents an increase from the 30% rate for spring 2018 adoptions. Beginning in January 2019, Washington community and technical college bookstores will be required statutorily to report adoption submission rates to the State Board.
 - **Technology** *(4.1 Offer programs, services, and facilities that support college needs and market demands, 3.1 Ensure all students have access to campus resources that support educational success)*
 - Information Technology (IT) has been researching technology solutions and preparing for summer projects related to student housing and the Learning Commons, specifically around security, audio/visual systems, and instructional technology used in these facilities. The new Learning Commons makerspace is being designed and equipment is being researched with several discipline and program areas to support instruction, including math, engineering, business, art, English, computer information systems, visual communications, and others.
- ➔ **Student Services—Luca Lewis, Vice President**
- **Student Life and Development:** *(Goal 1.3 Promote student access through quality services and resources, 1.4 Provide students with mentors, internships, and career preparation, 2.1 Increase collaboration and communication to serve collective needs across the College, 2.2 Create teaching and learning communities, 3.1 Ensure students have access to campus resources that support educational success, 4.1 Offer programs, services, and facilities that support college needs and market demands)*

- Twelve new athletes signed letters of intent to attend Whatcom next season.
- Hosted Spring Community Resources Fair to raise awareness and introduce students to available community resources and services in Whatcom County. Nine community resources participated and 125 students attended the event.
- Hosted “May the Fourth Be with You” movie night where 58 students viewed *Star Wars the Last Jedi*.
- Hosted “Donut Stress” event to relieve stress during midterms. Approximately 111 students participated in creating bath salts and signature tea blends.
- Hosted Student Leadership Celebration “A Night with the Starts” to recognize the amazing accomplishments of student leaders across campus. Approximately 70 student leaders attended the event as well as staff, faculty, and administrators.
- **K-12 Partnerships:** *(Goal 1.3 Promote student access through quality services and resources, 2.3 Strengthen partnerships with K-12 and higher education institutions, 3.1 Ensure all students have access to campus resources that support educational success, 3.5 Improve recruitment and retention of diverse students, faculty, staff, and administrators, 4.2 Increase college enrollment and secure resources for the continued viability of the College)*
 - Partnered with Cordata Elementary to collect books for elementary age students to encourage reading over the summer to prevent loss of reading skills.
 - Met with Whatcom County Superintendents to present Open Doors Youth Re-Engagement Program information. The program provides an opportunity for 16-20 year olds who have dropped out of high school or are students lacking credits to graduate, to earn a high school diploma or college degree/certificate.
 - Presented Whatcom Intergenerational High School Community Forum with approximately 200 participants.
 - Approximately 113 prospective students participated in the Spring Preview Day highlighting programs offered at Whatcom.
 - Collaborated with FuturesNW and local colleges to host a Senior Send-off Event for College-Bound Scholars.
 - AmeriCorps VISTA partnered with a local photographer to create “Through Their Eyes,” a photo exhibit of youth experiencing homelessness in Bellingham. The display is in Heiner Center through the end of Spring Quarter.
- **Academic Advising and Career Services:** *(Goal 1.1 Improve student success in retention, completion, transfer, and employment)*
 - Hosted Spring Transfer Fair, which included representation of over a dozen colleges and universities from around the Pacific Northwest. Approximately 200 students participated in this event.
 - Hosted the 2018 All College and Health Professions Job Fair. Approximately 200 students signed in to the event and almost 90 students submitted resumes for a \$100 drawing. Funding for the drawings came from long time Foundations Donor Dr. John Baker.

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

- **Workforce Education:** *(1.1 Improve student success in retention, completion, transfer, and employment, 1.3 Promote student access through quality services and resources, 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes)*
 - WCC’s Basic Food Employment & Training program (BFET) provides services to USDA Supplemental Nutrition Assistance Program (SNAP) recipients, including academic and career coaching, job search support, assistance navigating the financial aid process, and referrals to community resources. This year, \$210K in BFET grant funds were spent on tuition, student housing, textbooks, ADS Accessible Information Management (AIM) software, and WCC’s Emergency Fund. The program served approximately 180 students per quarter: 30% students of color, 20% with a disability, and 80% over age 24. One fifth of students who entered the BFET program in fall 2017 graduated with a degree or certificate.
 - The WCC Parenting Education program hosted nationally renowned parenting expert, Dr. Laura Markham, on May 15. Her presentation, “Peaceful Parents, Happy Kids,” drew approximately 300 local community members who came to learn how to “help children want to cooperate without yelling, bribes, threats, or punishment.” Bellingham Public Library, Bellingham Public Schools, ASWCC, and WCC co-sponsored the event.
 - Grace Kolodychuk, long-time nursing faculty at WCC, PhD and registered nurse, has been appointed WCC’s interim nursing program director, helping to ensure a smooth transition while the College seeks to fill the position vacated by the retirement this spring of Annette Flanders.
- **Community & Continuing Education:** *(2.5 Cultivate community awareness and support for the College, 2.6 Engage with business and industry to strengthen regional economic development, 4.2 Increase college enrollment and secure resources for the continued viability of the College.)*
 - WCC Community and Continuing Education (CCE) is piloting a partnership with the Ferndale Chamber of Commerce to present a “Power Hour” lecture series. Beginning in May, CCE instructors will present programs every other month for Chamber members. Topics include Navigating the Multigenerational Workplace, Marketing Your Business, Preserving Employee & Corporate Resilience, and Workplace Communication.
 - 2018 Kids’ College and teen programs kick off on June 18. Programming includes video game and app creation, computer coding, robotics, art, mountain biking, filmmaking, cooking, and more. Registrations to date are at an all-time high. For more information, visit whatcom.edu/kidscollege.
 - The annual Chuckanut Writers Conference, takes place on June 22 and 23, with pre-conference workshops and events on June 21. This year’s presenters include authors Janie Chang, Natalie Goldberg, Jonathan Evison, Ian Weir, Washington State Poet Laureate Claudia Castro Luna, and many others. For more information, visit chuckanutwritersconference.com.
- **Grants:** *(4.2 Increase college enrollment and secure resources for the continued viability of the College)*

- WCC’s engineering program has been approved for 40 FTEs and \$320,000 in annual funding by SBCTC for Aerospace high demand FTEs. The project, “Expanding Access to Transfer Pathways to Build the Engineering Workforce in Aerospace Manufacturing,” will develop much-needed capacity in the College’s engineering transfer program, which supplies transfer students to four-year engineering programs that support the aerospace industry. Through this expansion project, WCC will serve as the only comprehensive engineering transfer program north of Everett.
- SBCTC 2018-19 Workforce Development Grant funds of \$100,693 will build on 2016-18 efforts to modernize Whatcom’s Medical Assisting program, to better address emergent needs identified by local community partners.
- **Service Learning:** *(2.5 Cultivate community awareness and support for the College, 4.5 Model leadership in environmental protection, economic viability, and social equity, the three pillars of sustainability)*
 - Over 60 students, faculty, and staff from WCC, WWU, and NWIC, and members of the Lummi Nation, elected officials, and community members attended the forum, “Cultivating a Sense of Place,” on Thursday, May 31 at WCC. Hosted by Whatcom’s Sustainability Committee, the Salish Sea Institute at WWU, and Community Engagement Fellows, participants engaged in discussion on how local colleges and universities can support connections to place for faculty, staff, and students.
- **Faculty excellence:** *(1.2 Foster student learning through student-centered teaching and learning practices)*
 - Jody DeWilde, the 2017 WCC full-time faculty excellence recipient, was recently honored with the 2018 Teaching Excellence award by the Washington Mathematical Association for Two-Year Colleges (WAMATYC). The award honors Jody’s excellence in development math education and her commitment to finding innovative ways to help students succeed.

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

- **Foundation** *2.5.2 Complete planning for capital fundraising campaign; 3.3.3 Ensure sustainability of Orca Food Pantry.*
 - **Fundraising Update:**
 - Draft reports show that we received 32 gifts and pledges totaling \$54,067 for the month of May. Fiscal year to date as of May 31st, we have received \$884,216 in gifts and pledges.
 - **Foundation News:**
 - The Foundation board of directors approved fees on certain gifts as well as a policy on the types of gifts the Foundation will accept. The new gift fees, will be able to provide a steady stream of unrestricted funding for the Foundation to use to support College initiatives and priorities going forward.
 - The Foundation has engaged Shamra Clark Consulting to provide counsel on the first comprehensive campaign for Whatcom Community College. Shamra Clark will join us at the Board Retreat for an overview of our plans for the campaign as well as roles and responsibilities for Trustees.
 - Foundation staff and ASWCC leaders, with support from the Office of Student Life & Development, are partnering to create some additional

messaging on campus alerting students to other food resources available in the community.

- The Foundation released the first round of scholarship awards in mid-May. 131 students have been awarded nearly \$260,000 in scholarships. An additional round of awards is planned for after fundraising has ended for the fiscal year.
- **Community Affairs** *2.1.3 Present capital project (i.e. Learning Commons, student housing) updates to help foster ongoing mutual support with the local community; 2.5.1. Build and strengthen new and existing relationships with local businesses and community groups as college supporters to help fund initiatives and develop advocacy for the college.*
 - WCC is expanding partnerships through the Whatcom Business Association Youth Engagement project, linking educators with business and industry leaders to help students think about their plans post-high school.
- **Communications, Marketing and Publications** *1.3.1 Fully implement and evaluate a welcome center; 2.1.1 Expand communications tools and resources for increased collaboration and institutional awareness; 2.6.3 Package business-centric services/opportunities to connect with business and industry to create awareness of the college's impact on the economy.*
 - **Digital Communication Highlight:**
 - Launched “Keep Growing” summer enrollment campaign with web advertising and video clips.
 - **Publications/Advertising Highlight:**
 - Participated in the SBCTC Public Information Commission Spring Convening. Presented to group on WCC internal communications survey results.
 - **Press Releases and Resulting Media Coverage:**
 - [Groundbreaking for Phyllis & Charles Self Learning Commons at WCC](#) - Business Pulse Magazine May/June Issue (pg 18)
 - Find college news at whatcom.edu/news

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