

MEMBERS:

- Steve Adelstein
Chair
- Rebecca Johnson,
Vice Chair
- Wendy Bohlke
- John Pedlow
- Teresa Taylor

BOARD OF TRUSTEES
Meeting Agenda
Wednesday, June 10, 2020
Regular Board Meeting -2:00 pm
via Zoom

<https://zoom.us/j/92777052477?pwd=Q2dGTFlldTRDTkdFWXRJUGFCc0ZVdz09>

Meeting ID: 927 7705 2477 Password: 430766

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

NEXT MEETING REMINDER

Board Retreat
August 27-28, 2020

- I. Call to Order & Approval of Agenda, and Notice of Public Comment Time
- II. Consent Agenda Tab 1
 - a. Minutes of May 13, 2020 Board of Trustees Meeting (Attachment A)
- III. President's Report
- IV. Action Items Tab 2
 - Proposed 2020-21 S&A Budget – Mario Alem, ASWCC President (First reading, possible action)
- V. Discussion/Items of the Board Tab 3
 - Election of officers
 - August Board of Trustees Retreat – August 27-28, 2020
 - Proposed Board Resolution 2020-03
- VI. Executive Session
 - To review performance of a public employee...and as provided in RCW 42.30.140 (4)(a), to discuss collective bargaining
 - To discuss with legal counsel representing the agency matters relating litigation or potential litigation
- VII. Public Comment
- VIII. 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



CONSENT AGENDA

- a. Minutes of May 13, 2020 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

Virtual Meeting via Zoom

Wednesday, May 13, 2020

2:00 p.m.

- ➔ **CALL TO ORDER** Chair Steve Adelstein officially called the Board of Trustees meeting to order at 2:01 p.m. Present in addition to the chair were trustees Wendy Bohlke, Rebecca Johnson, John Pedlow, and Teresa Taylor, constituting a quorum. Others present included President Hiyane-Brown; Nate Langstraat, Vice President for Administrative Services; Luca Lewis, Vice President for Student Services; Eva Schulte, Executive Director for Institutional Advancement; Kerena Higgins, Assistant Attorney General; and Rafeeka Kloke, Special Assistant to the President.

ACTION TO ACCEPT AGENDA

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

CONSENT AGENDA

➔ Consent Agenda

- a. Minutes of the April 8, 2020 Board of Trustees Meeting (Attachment A)

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

➔ President's Report

- Overall enrollment was down by 2.1 percent, State FTE was up 3.3 percent resulted from the conversion of all online to state FTEs in spring quarter.
- The College received \$1,196,310 in CAREs Act funding to provide direct support for students. 558 applications were received, totaling \$798,000 in funding requests. To date, 544 applications were funded, totaling \$429,000.
- 2020-2021 Operating Budget development process has begun. Reduction in state funding allocation was expected. Campus Budget Committee had been met a couple times to

- discuss current fiscal landscape and the anticipated state funding cuts.
- The Governor issued a directive to freeze hiring and personal contracts and purchases for state agencies. Higher education was not included in this specific directive.
 - President Kathi participated in the Higher Education Re-opening Workgroup. Members included private and public two year and four year colleges. One of the group's immediate goals was to identify fall re-opening of high education institutions.
 - For the current quarter, community and technical colleges were given approval by the Governor's office to re-open classes/programs to a SELECT group of programs that meet the high workforce demand. None of our programs on the list would be convening on campus this spring quarter as plans have been made to support remote, on-line learning.

ACTION ITEM

➤ **Proposed Resolution Authorizing Continuation of 2019-20 Operating Budget (first reading, possible action)**

Nate Langstraat, Vice President for Administrative Services, shared a PowerPoint Presentation with an overview of the FY 21 budget outlook.

Trustee Bohlke moved to approve the resolution authorizing continuation of 2019-20 Operating Budget. It was seconded by Trustee Johnson and the motion was approved unanimously.

EXECUTIVE SESSION

- At 3:09 p.m. the meeting was adjourned for a closed Executive Session of the Board for approximately twenty minutes as provided in RCW 42.30.140 (4)(a), to discuss collective bargaining...and ...to discuss with legal counsel representing the agency matters relating to Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation.

At Chair Adelstein announced that action was anticipated. Guests included President Kathi Hiyane-Brown, Vice President Nate Langstraat, and Assistant Attorney General Kerena Higgins.

The Executive Session was extended for twenty-five minutes at 3:30 p.m.

- The Executive Session adjourned at 3:55 p.m. and the Board reconvened into open session at 3:55 p.m.

ACTION ITEM

Trustee Pedlow moved to approve the Memorandum of Agreement between Whatcom Community College and Whatcom Community College Federation of Teachers (WCCFT) regarding COVID-19 remote instruction. It was seconded by Trustee Johnson and the motion was approved unanimously.

PUBLIC COMMENT

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

ADJOURNMENT

- There being no further business, the meeting was adjourned at 3:57 p.m.

MemorandumOffice of the Vice President for Student Services

To: Whatcom Community College Board of Trustees

CC: Dr. Kathi Hiyane-Brown, President

From: Dr. Luca E. Lewis, Vice President for Student Services

Date: June 10, 2020

RE: 2020-21 Services and Activities Fee Budget

Recommendation

The Services and Activities (S&A) Budget Committee finalized the 2020-2021 S&A budget recommendations. Recommendations were reviewed and approved by the Vice President for Student Services and forwarded to Dr. Kathi Hiyane-Brown, President for review and the Board of Trustees for first reading and a motion to approve the 2020-21 S&A budget.

Background

Each year, the S&A Budget Committee considers organization funding requests to support student needs and create a vibrant campus community within S&A budget constraints. Each requester submits an application, presents their request(s) to the S&A Budget Committee, and provides additional follow-up responses to budget committee questions to help inform allocation decisions for the following year. The S&A Budget Committee used the following considerations to guide the allocations and budget development process:

- Purpose of request, amount, and students impacts served;
- Additional and/or alternative funding supports to S&A fees;
- Sizing and scaling impact if this request is partially or fully funded;
- Data-informed contributions to advancing diversity, equity, and inclusion

The COVID-19 pandemic, coupled with declining enrollments have created unique and unprecedented challenges for Whatcom Community College students. The S&A Budget Committee took into account a range of impacts that both challenges present, which are noted in the 2020-21 S&A budget book.

With the Board of Trustees approval, the ASWCC Executive Team and Director for Student Life and Development will proceed with the execution of the planned program.

Therefore, we provide the following suggested motion below:

First reading and move to approve the 2020-21 Services and Activities Fee budget.

Associated Students of
Whatcom Community College



Services and Activities Fee
Budget Program
2020-21

ASWCC Student Government Approval

S&A Budget Committee
ASWCC Executive Board

June 5th, 2020
June 8th, 2020

First Reading

WCC Board of Trustees

June 10th, 2020

Associated Students of Whatcom Community College

Vision:

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

Mission:

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

Associated Students of Whatcom Community College
Services and Activities Fee Budget
For the 2020-21 Academic Year

Submitted by

Mario Alem, ASWCC President

ASWCC 2020-21 S&A Budget Committee

Mario Alem, Chair

June Dillard, Executive Board Representative

Surabhi Subedi, Executive Board Representative

Frank Winston, Programming and Diversity Board Representative

Kenny Johan, Student-at-large

Atziry Torres, Student-at-large

Dr. Luca Lewis, Administrative Representative

Nathan Langstraat, Administrative Representative

Heidi Farani, Executive Board Advisor

MEMORANDUM



Associated Students of Whatcom Community College

TO: Whatcom Community College Board of Trustees
FROM: The Associated Students of Whatcom Community College
DATE: June 2, 2020
RE: 2020-21 Services and Activities Fee Budget

The S&A Budget Committee has finalized the 2020-2021 Services and Activities (S&A) Budget recommendations. The committee has submitted the budget to the ASWCC Executive Board and Senate for final consideration and it was approved unanimously for adoption. We hereby forward this recommendation to the Vice President for Student Services to review and offer comments in consultation with the College President's Cabinet.

The 2020-2021 Service and Activities (S&A) fee budget was developed by the Associate Students of Whatcom Community College (ASWCC) S&A Fee Budget Committee and approved by the ASWCC Executive Board and Senate. The committee considered each request individually, listened to requestors' presentations, and asked questions if the need arose- ultimately to make informed decisions on the best way to allocate 2020-21 S&A fees for the greatest benefit for all students that will be enrolled at Whatcom Community College next year.

The S&A Budget Committee approached each request with the following considerations:

- A. Has the organization appropriately utilized their allocated funds in the past?
 - B. If their request has increased, is exigency clearly provided for additional support?
 - C. The organizations presence at last year's ASWCC Senate meetings for reports.
 - D. The number of student employees.
 - E. The organizations direct impact on the student body, through provided opportunities and programs.
 - F. Incorporation of Diversity, Equity, and Inclusivity values within the organization.
 - G. Does the organization receive funding from additional budgets?
 - H. Are the allocations sustainable while enrollment decreases?
 - I. The COVID-19 pandemic has created unprecedented challenges for Whatcom Community College students. The S&A Budget Committee fully acknowledges these challenges. The committee took into account the impacts that the pandemic could potentially cause and the various ways COVID-19 impacted the 2020-2021 S&A Budget allocations are discussed in the following sections.
-

With the Board of Trustees approval, the ASWCC President and Director for Student Life and Development will proceed with the execution of the planned program, working closely with the College’s Business Office to monitor budgets and appropriate funds. Due to this annual budget being a projection, actual revenues and expenses may vary from these projections during the execution of the budget during the fiscal year, requiring the transfer of funds between budget categories to maintain a balanced budget.

Comparisons	Amount Available
2020-21 S&A Budget	\$790,285
Spring Quarter 2020 Surplus Collections	\$108,249
Total 2020-21 S&A Allocations	\$898,534
2020-21 Total S&A Budget Requests	\$784,958

S&A Budget Summary

Overview of available funds

The estimate of Services and Activities (S&A) fee revenue is based on projected 2020-21 FTE (Full Time Equivalent: 12 credit hours fulfilled by one student.) This conservative estimate for the total 2020-21 S&A budget was developed in coordination with the Director for Business and Finance and the Vice President for Administrative Services.

Reserve Funds	2019-20 Allocation	2020-21 Requested	2020-21 Allocation
Orca Field Replacement Reserve	\$54,707	\$79,029 (10%)	\$59,271 (7.5%)
Fund Balance Reserve	-\$26,629	\$ 44,926 (5%)	\$47,807

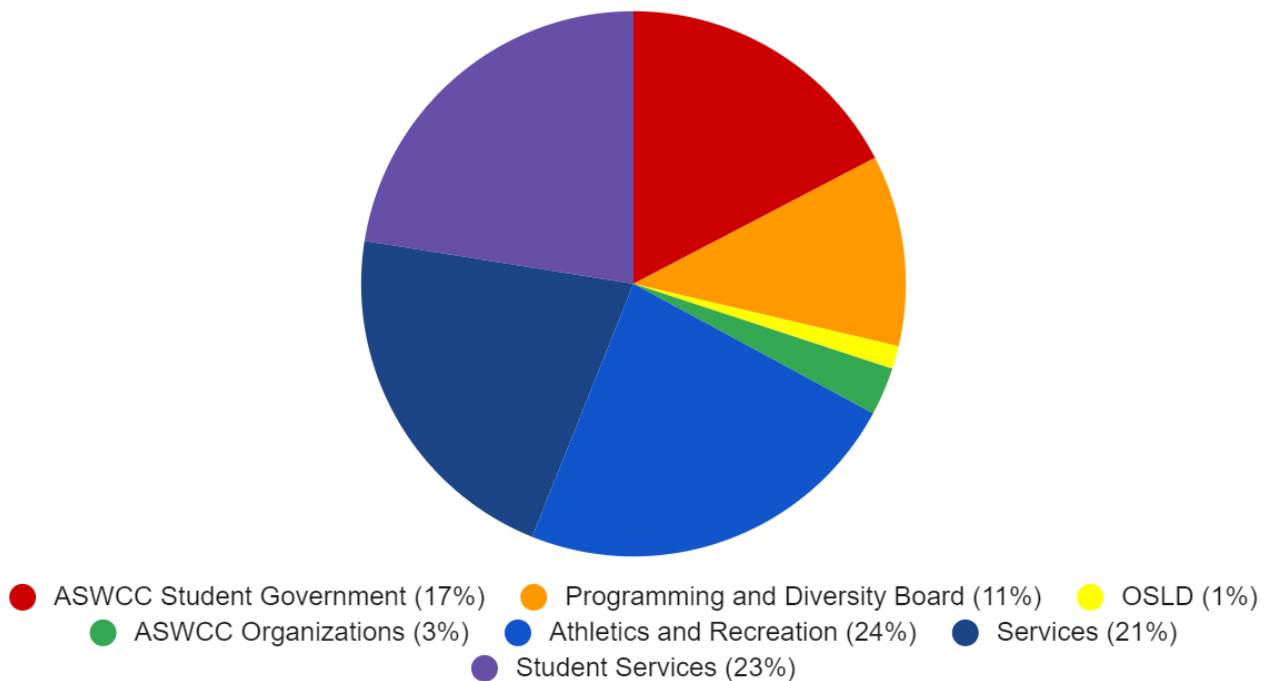
Reserve Funds

Orca Field: In the past, the ASWCC has set aside 10% of their total S&A budget forecast to build a fund for turf maintenance of Orca Field. However, the 2019-20 S&A Budget Committee decided to allocate only 7.5% of the available funds towards this effort. The 2020-21 S&A Budget Committee faced similar challenges in balancing the budget, so the decision was made to again reserve 7.5% of the forecasted budget for the Orca Field Replacement Reserve. The committee discussed potential impacts in the long term of reducing the annual reserve amount and recommends that next year’s committee review options related to rental revenue from the field replacement in reserves to maintain the field because rentals account for part of the wear and tear on the field.

Fund Balance Reserve: The ASWCC historically sets aside roughly \$40,000 to contribute to the continued growth of the Fund Balance Reserve, as well as offset any shortfalls in projected S&A revenue that may occur over the next academic year. As of April 30th, the current balance of the Fund Balance Reserve is at \$2,461,879. Under the student senate’s recommendation, with approval from the Board of trustees, these funds are available for major projects, renovations, and provide the student body the flexibility to fund programs requests in years of enrollment decline. This year, the ASWCC has chosen to contribute \$47,807 to the Fund Balance Reserve.

Figure: Percentage breakdown of the 2020-21 S&A Budget Allocations

20-21 S&A Budget Allocations



ASWCC Student Government	2019-20 Allocation	2020-21 Requested	2020-21 Allocation
ASWCC Executive Board			
Student Stipends	\$49,500	\$53,460	\$53,460
Training & Development	\$12,000	\$12,000	\$10,000
Uniforms	\$500	\$1,500	\$500
ASWCC Senate			
Senator Stipends	\$14,040	\$14,580	\$14,580
Conferences & Presentations	\$19,000	\$20,000	\$19,000
Special Projects	\$11,000	\$12,000	\$11,000
Equipment & Furnishings	\$3,000	\$3,000	\$3,000
ASWCC Clubs			
Quarterly Allocations	\$24,000	\$20,000	\$20,000
Orca Day	\$2,000	\$4,000	\$2,000
Orca Volunteer Recognition	\$250	\$1,000	\$250
Orca Food Pantry Team	\$250	\$1,000	\$250
Student Representatives for College Committees	\$6,600	\$6,600	\$3,300
Total	\$142,140	\$149,140	137,340

ASWCC Student Government:

Executive Board:

Student Stipends: This budget was funded at a maintenance level and covers six (6) Executive Board positions, mandated by the ASWCC Bylaws and Constitution. The increased request reflects a minimum wage increase.

Training & Development: This budget line provides funds for training and leadership development to Executive Board members through conferences and summer training. Due to COVID-19, some training activities were cancelled and that is reflected in the decrease in the allocation for this line item.

Uniforms: This budget was funded at a maintenance level and provides needed visibility for the Executive Board at all ASWCC and WCC events.

ASWCC Senate:

Senator Stipends: This budget was funded at a maintenance level and covers twelve (12) Student Senator positions, mandated by the ASWCC Bylaws and Constitution. The increased request reflects a minimum wage increase.

Conferences & Presentations: This budget amount was maintained, as it serves the ASWCC Senate in allocating funding for students who make requests for conferences and presentations during the 2020-21 academic year.

Special Projects: This budget amount was maintained, as it serves the ASWCC Senate in allocating funding for students to request support for unique extracurricular projects during the 2020-21 academic year.

Equipment & Furnishings: This budget amount was maintained, as it serves the ASWCC Senate in allocating funding for students who make requests to purchase or maintain needed equipment for their programmatic needs.

ASWCC Clubs:

Quarterly Allocations: This request decreased by \$4,000 from maintenance level as it reflects the reduction in the number of clubs chartered in 2019-20; 25 clubs were chartered. Due to the large impact that clubs have on the student body, the committee sees the importance of fully funding this budget request.

Orca Day for Clubs: This budget was funded at a maintenance level and goes towards supporting the ASWCC Club requirement that chartered ASWCC clubs participate in Orca Day.

ASWCC Student-led initiatives:

Orca Volunteer Recognition: This budget was funded at a maintenance level, the ASWCC has identified a need to jump start the Orca Volunteer Program so that it can begin engaging with the student body at the beginning of the academic year, instead of waiting until Senate convenes in the fourth week of fall quarter.

Orca Food Pantry Team: Similar to the item above, this budget was funded at a maintenance level and the ASWCC chose to set aside funds so that the Orca Food Pantry Team can begin engaging students and developing programmatic events at the immediate start of the academic year.

Student Representatives for College and Tenure Committees: This budget allows for students who fulfill their commitment to their appointed committee to receive recognition as an ASWCC representative in the form of \$50 Orca Cash. This recognition occurs on a quarterly basis. The initiative, which began in 2019-20, did not utilize the entire allocation, so this item has been reduced. This effort to recognize ASWCC representatives through this initiative increases engagement, enhances the diversity of student voices reflected in college governance, and highlights student’s leadership in these areas.

Programming & Diversity Board	2019-20 Allocation	2020-21 Requested	2020-21 Allocation
Student Stipends	\$35,750	\$38,650	\$38,650
Conferences and Training	\$7,000	\$9,000	\$5,000
Uniforms	\$500	\$1,500	\$500
Quarterly Welcome Back Event	\$4,500	\$5,250	\$1,500
Programming	\$17,000	\$18,000	\$18,000
Student Led Leadership Conferences (SOJEP)	\$10,000	\$15,000	\$15,000
Student Leadership Celebration	-	\$3,000	\$3,000
Orca Day	\$8,000	\$9,000	\$8,000
Total	\$82,750	\$99,400	\$80,650

Programming and Diversity Board (PDB)

Student Stipends: This budget was funded at a maintenance level and covers five (5) Programming and Diversity Board (PDB) positions, mandated by the ASWCC Bylaws and Constitution. Increased due to minimum wage increases.

Conferences and Training: Provides funding for highly visible and engaging student led programmatic events and conferences. Due to COVID-19, some training activities were cancelled and that is reflected in the decrease in the allocation for this line item.

Uniforms: This budget was funded at a maintenance level and provides needed visibility for the PDB at all ASWCC and WCC events.

Quarterly Welcome Back Event: This budget line was decreased. These funds support quarterly ASWCC welcome back events. After discussion and questions about COVID-19 and possible needs for social distancing guidelines the committee felt this budget need was not as great.

Programming: This budget was fully funded and supports engagement opportunities for the student body.

Student Led Leadership Conferences: This budget was funded at a maintenance level. This budget line goes towards funding quarterly conferences that focus on guided pathways, identity and leadership formation.

Orca Day: This budget was funded at a maintenance level and goes toward funding the PDB's biggest event of the year, Orca Day. 2021 will mark the 26th annual Orca Day event.

Office of Student Life and Development	2019-20 Allocation	2020-21 Requested	2020-21 Allocation
Student Ambassadors	\$25,000	-	-
Mascot Appearances	\$800	\$3,000	\$800
Commencement	\$1,500	\$1,500	\$1,500
Student Life/ASWCC Supplies	\$5,000	\$5,000	\$5,000
Student Graphic Designer	-	\$3,500	\$3,500
Total	\$32,300	\$13,000	\$10,800

Office of Student Life and Development (OSLD)

Student Ambassadors: The student ambassador program has merged with Student Success and Retention's Pod Leader program. This allocation has moved to the Services section of this budget book.

Mascot Appearances: This budget was funded at a maintenance level and allows the mascot to be present at 30 hours of ASWCC events for the year.

Commencement: This budget was funded at a maintenance level. This budget line provides food and supplies for Commencement.

Student Life/ASWCC Supplies: This budget was funded at a maintenance level and represents the Executive Board and PDB's supplies and marketing budget.

Student Graphic Designer: By majority vote the 2020-2021 S&A Budget Committee recommended to approve funding for a Student Graphic Designer position in the Office of Student Life and Development. This will allow the Student Graphic Designer to work on graphic design projects

related to student engagement 8 hours a week during the academic year. This is a wonderful opportunity for student employment.

ASWCC Organizations	2019-20 Allocation	2020-21 Requested	2020-21 Allocation
Horizon	\$18,500	\$20,000	\$18,500
Performing Arts	\$4,000	\$4,000	\$4,000
Total	\$22,500	\$24,000	\$22,500

ASWCC Organizations:

Horizon: This budget was funded at a maintenance level and supports the Horizon’s upfront costs for printing and student positions.

Performing Arts: This budget was funded at a maintenance level and supports the Performing Art’s upfront costs for screenplay rights, equipment, professional and technical support, musical guest performances, and costume rentals.

Student Services	2019-20 Allocation	2020-21 Requested	2020-21 Allocation
Associate Director for the OSLD	\$58,939	\$61,016	\$89,847
Coordinator for the OSLD	\$27,545	\$28,371	\$42,264
Director for Athletics and Campus Recreation	\$29,676	\$29,676	\$45,805
Total	\$116,160	\$119,063	177,916

Student Services

Note: It came to the committee’s attention that benefits for these positions have been coming out the fund balance. Under the direction of the VP for Administrative Services, the committee is now considering the cost of these benefits in the annual allocation.

Associate Director for the OSLD: This position within the OSLD supports all ASWCC events, as well as provide an advisory role to multiple student leadership bodies and committees. The ASWCC funds this position at 100%.

Coordinator for the OSLD: A necessary position within the OSLD to support all ASWCC related activities, particularly support for clubs, and the OSLD. The ASWCC funds this position at 60%.

Director for Athletics and Campus Recreation: This position provides leadership for Athletics and Campus Recreation programs. The ASWCC funds this position at 40%.

Athletics and Recreation	2019-20 Allocation	2020-21 Requests	2020-21 Allocation
Men's Basketball	\$23,000	\$23,000	\$23,000
Women's Basketball	\$23,000	\$23,000	\$23,000
Volleyball	\$23,000	\$23,000	\$23,000
Men's Soccer	\$23,000	\$23,000	\$23,000
Women's Soccer	\$23,000	\$23,000	\$23,000
Men's Cross Country	-	\$8,500	\$8,500
Women's Cross Country	-	\$8,500	\$8,500
Uniforms	\$8,000	\$9,000	\$8,000
Athletics Post-Season Travel	\$10,000	\$10,000	\$10,000
Athletics Trainer	\$13,000	\$13,000	\$13,000
Officiating Fees	\$20,500	\$24,000	\$20,500
Total	\$166,500	\$188,000	\$183,500

Athletics and Recreation

Athletic Team Support: The existing team budget lines were funded at a maintenance level. Whatcom Community College's Athletics program has continued to create longstanding impacts with engagement, leadership, as well as student success and retention, particularly with underrepresented student populations. Last year, the S&A Budget Committee decreased the athletic budget lines in an effort to balance the budget. The committee suggested that Athletics and Recreation increase their fundraising efforts to meet the necessary costs of each athletic program. This year, Athletics and Recreation conducted various fundraising efforts to supplement their S&A budget allocations and were planning to continue those efforts into winter and spring quarter. However, due to COVID-19 and social distancing guidelines, the remaining fundraising initiatives that were planned were unable to move forward. Finally, by majority vote the 2020-2021 S&A Budget Committee recommended to approve funding for men's and women's cross country. The committee considered this request carefully, thinking about the value that these programs would add to the campus community and possible future S&A budget impacts. The 2020-2021 S&A Budget Committee encourages next year's committee to work carefully with the Director of Athletics and Recreation to see how to best support the addition of these programs in future years.

Uniforms: This budget was funded at a maintenance level and allows teams to purchase uniforms.

Athletics Trainer: This budget was funded at a maintenance level and it is required by NWAC. The athletics trainer position is crucial to the safety and operation of athletic events on WCC's campus.

Officiating Fees: This budget was funded at a maintenance level and is also required by NWAC, all home games and matches must have officiators present for the match to take place.

Services	2019-20 Allocation	2020-21 Requested	2020-21 Allocation
Intercultural Center	\$37,500	\$58,500	\$44,500
Veterans Center	\$8,000	\$10,000	\$8,000
Learning Center	\$80,000	\$85,000	\$80,000
Academic and Career Services	\$1,000	\$1,000	\$1,000
Library Services	\$2,000	\$750	\$750
Whatcom Wave	\$5,500	\$5,500	\$5,500
AIM	\$2,000	\$2,000	\$2,000
Pod Leaders	-	\$25,000	\$25,000
Residence Life	\$3,000	\$4,000	\$3,000
PTA Program	-	\$605	-
Total	\$139,000	\$192,355	\$169,750

Services:

Intercultural Center (IC): This budget was increased to provide funds for marketing and supplies in addition to wages for student staffing. The S&A Budget Committee encourages the Intercultural Center to continue to collaborate with the ASWCC PDB after identifying common programmatic initiatives, in an effort to consolidate the S&A budget.

Veterans Center: This budget was funded at a maintenance level and pays for student wages, programming, and other needs so that the Veterans Center can operate during breaks between quarters, and support WCC student-veterans.

Learning Center: This budget amount was maintained and funds wages for student tutoring.

Academic and Career Services: This budget was funded at a maintenance level and funds food at transfer events which are available to all students on campus.

Library Services: This budget request was fully funded for the purpose of providing food and refreshments during finals week each quarter.

Whatcom Wave: This budget was funded at a maintenance level and will provide Orca swag for incoming students and can be used for printing costs associated with the student planner.

AIM: This budget was funded at a maintenance level and supports ongoing student success programming provided by AIM.

Residence Life: This budget line was maintained to support programming efforts for residents in Cedar Hall.

PTA Program: This is a request for WCC's Physical Therapy Assistant (PTA) Program graduation and student orientation refreshments. The committee recommends this request goes to next years ASWCC Senate.



**Resolution Denouncing Racism in support of students, faculty, staff, communities of color, and the
Whatcom County community
Resolution No. 2020-03**

WHEREAS, the Whatcom Community College Trustees represent the governing body of Whatcom Community College;

WHEREAS, Whatcom Community College commits to integrate principles of diversity, access, and inclusion throughout policy, practice, services, and curriculum to close equity gaps in student outcomes and create an equitable work environment (*Strategic Plan*);

WHEREAS, Whatcom Community College is committed to maintaining an environment in which every member of the College community feels welcome to participate in the life of the College, free from harassment and discrimination (*Affirmation of Inclusion*);

WHEREAS, as Trustees we are deeply disturbed by the persistent and pervasive structural racism that enables the violence against communities of color to continue unchecked, including violence against Blacks in America, anti-Asian discrimination related to the COVID-19 Pandemic, and disproportionate death rates among Black and Brown communities due to COVID-19;

WHEREAS, the COVID-19 Global Pandemic has greatly magnified the many economic, health, and racial inequities in our society, and invoked violence against people of color;

WHEREAS, people of color make up 35% of Whatcom Community College's student body population;

WHEREAS, students, staff, and faculty of color in our community are traumatized by the relentless violence against members of their community, and are under constant threat of racist actions and incidents of xenophobia and racially motivated hate crimes;

WHEREAS, as Trustees we are concerned for our students, staff, faculty, and colleagues who are at risk of being targeted in this environment in our community and in their daily lives;

Therefore, be it resolved that the Whatcom Community College Board of Trustees denounces racism in any forms; stands against structural racism; joins colleges across the country in affirming its commitment to the safety and well-being of people of color; and in combating acts of aggression and hate crimes targeting these communities. We commit our campus to working collectively with allies to combat and disrupt the hate and violence against people of color in our community.

Done in Open Meeting by the Board this _____ day of _____, 2020.

BOARD OF TRUSTEES
Whatcom Community College

By:

Chairperson of the Board

Whatcom

COMMUNITY COLLEGE

Reports to the Board of Trustees June 10, 2020 Meeting

➤ ASWCC – Mario Alem, President

- **Student Engagement** (*Goal 3.1 Ensure all students have access to campus resources that support educational success, Goal 3.6 Increase campus engagement in social justice education and leadership opportunities*)
 - ASWCC Senate
 - ASWCC Student Government has fully transitioned ASWCC Senate Meetings to virtual meetings. Meetings are and will continued to be streamed live to the WCC Student Life and Development Facebook Page. Students are able to join the Facebook Live at Facebook.com/WCCstudentlife to watch the meetings and can comment on the live stream with any questions or discussion items that they would like addressed in the meeting.
 - The ASWCC Senate hosted their second to last meeting of the quarter on May 11th and in an effort to support WCC students who are struggling with emergency financial and food insecurity situations during the crisis associated with COVID 19, the ASWCC Senate voted to allocate \$3,200 to the Orca Student Success Fund and \$3,200 to the Orca Food Pantry.
 - The ASWCC Student Representatives for Tenure Committee hosted a virtual Tenure workshop. This was an event that aimed to help educate students on the tenure process and how to become involved on a committee. Kim Reeves, the chair of the Professional Advisory Committee (PAC) gave a presentation on WCC's tenure process and discussed about how students can become involved on a tenure committee. There was also a student panel and the students on the panel shared their experience serving as a student representative on a tenure committee to the rest of the student body. Nine people attended the event.
 - ASWCC Clubs
 - ASWCC Student Government has continued to support ASWCC Clubs virtually this quarter; there are currently nine ASWCC clubs that are actively engaging students virtually this quarter.
 - The last InterClub Council meeting of Spring Quarter was on May 15th with nine clubs attending. The council, following the lead of the ASWCC Senate decided to allocate \$10,000 to the Orca Food Pantry to address food insecurity for Whatcom Community College students
 - Club Weekly Mingles (Wingles) are now happening virtually over Zoom as well. This is an event geared towards supporting ASWCC clubs and allowing students to make connections across clubs.
 - The ASWCC Club Team presented a virtual spring club fair where 4 club leaders from different clubs attended and shared their experience with fellow students on May 6th.
 - WCC TikTok Challenge
 - ASWCC Student Government hosted the 2020 WCC TikTok Challenge where students were challenged to create videos to raise Orca Spirit via the TikTok app

using the hashtag, #wcctiktokchallenge2020. The event was successful and exciting, as several students participated in the challenge

- **Collaboration** (*Goal 2.1 Increase Collaboration and communication to serve collective needs across the college*)
 - Virtual Open Mic Night
 - ASWCC Programming and Diversity Board hosted a Virtual Open Mic Night, where students had the opportunity to express their talent and creativity through various mediums including things like singing, poetry and storytelling. In total 13 people attended the event.

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

- **ctcLink** (*4.1 Offer programs, services, and facilities that support college needs and market*)
 - As of May 26, Whatcom Community College, along with the other Deployment Group 5 (DG5) colleges, have officially entered the Implementation Phase of the ctcLink project. This phase includes a significant amount of training, testing, data conversion, and regular status reporting.
 - ctcLink Project Manager, Ken Bronstein retires June 30. Vice President Nate Langstraat (ctcLink Executive Sponsor) is working with Ken on a succession plan to ensure the College is well prepared to go live October 2021.
- **Finance** (*4.1 Offer programs, services, and facilities that support college needs and market demands*)
 - The Budget Review committee in coordination with President’s Cabinet held two all-campus budget forums on May 19 & 21. The forums provided information on the state of the budget development for FY21 including state funding reduction scenarios, CARES Act information, and the added costs of responding to COVID-19. Over 250 faculty and staff participated in the forums. Questions were submitted in advance of each forum were addressed.
 - The Business Office has received and updated the new tuition rates that are effective for fall of 2020. The State Board of Community and Technical Colleges (SBCTC) approved a 2.5% increase in the operating fee portion of tuitions. There was also a 2.58% increase in the building fee, which primarily funds minor works capital projects throughout the community and technical college system.
 - Regular weekly reporting of college expenses related to COVID-19 continues. As of May 8, 2020, the College reported \$1,098,939 in expenses and lost revenue.
- **Facilities & Operations** (*4.1 Offer programs, services and facilities that support College needs and market demands*)
 - The Learning Commons has reached substantial completion and the College received the certificate of occupancy on May 12. College IT and Facilities staff continue to install equipment and prepare the building for full service to campus. Cedar Hall is moving closer to completion with only minor punch list items and landscaping to be finished. The College received a temporary certificate of occupancy on May 29. Furniture for Cedar Hall is scheduled for delivery and installation during the first half of June.
 - Facilities and Operations staff continue to support institutional needs related to pandemic response. Targeted disinfection strategies, access to resources, and education for staff have been priorities. Additionally, staff have leveraged the

reduced campus occupancy to begin project work typically scheduled for summer break. Examples include deep cleaning, painting, parking lot maintenance, pressure washing, etc.

- **Emergency Preparedness, Safety & Security** (5.3 *Promote a safe environment for teaching, learning, and working*)
 - College leadership continues to plan how employees and students can safely return to the physical campus in alignment with the Governor and Whatcom County Health Department's directives. Directors and managers are completing a "Services Assessment Tool" to identify key on-campus service areas and resources that have surfaced as gaps or have presented significant barriers to students in the virtual environment. The reports will be assimilated to determine where the most significant needs are, how to staff them, and at what scale.
- **Conference & Event Services (CES)** (4.1 *Offer programs, services, and facilities that support college needs and market demands*)
 - Due to COVID-19, CES continues to evaluate lost revenue due to cancellations for reporting as part of the COVID-19 financial impact. Events continue as virtual events through the end of spring quarter.
 - CES is working collaboratively with the IT and marketing departments on all aspects of the virtual commencement ceremony. The production phase for the virtual commencement ceremony has begun. Live social media activities will accompany the debut of the event on Friday, June 19.
 - CES has been working with multiple departments to identify alternative end-of-year events and celebrations to align with state guidance on gatherings to ensure the safety and health of the campus community.
- **Information Technology** (4.1 *Offer programs, services and facilities that support college needs and market demands*)
 - The majority of IT staff are working onsite following COVID-19 precautions to install technology for the Phyllis and Charles Self Learning Commons and Cedar Hall projects.
 - IT staff continue to monitor the virtual environment. The environment is working well for the majority of campus. Staff are working with individuals with slow internet connections and/or outdated technology by providing the equipment needed to support working remotely.
- **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*)
 - For spring quarter, the Bookstore filled 953 website orders for a total retail amount of \$99,172.11. One-third of the student orders opted for the Bookstore's curbside pickup service, while the remaining two-thirds chose the free Fed Ex shipping option. The website fill rate for all orders was 98.13%.
 - Fifty-five students (vs 32 during winter quarter) substituted at least one digital textbook (for the required traditional paper book), indicating a continue trend towards digital options, particularly during primarily online instruction and remote services. These digital text orders were filled and distributed via the Bookstore's partnership with the online course materials provider, RedShelf.

➤ **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)*
 - Hosted the end of year ASWCC Student Leadership Celebration May 28th – June 4th by sharing various videos celebrating the contributions of student leaders across campus on the WCC Student Life and Development Facebook page. Traditionally, the Office of Student Life and Development hosts an annual event to recognize the amazing accomplishments of student leaders across campus. This year, these “shout out” videos clips and graphics will be shared virtually so that we can continue to recognize these efforts while we are all working remotely from each other.
 - The selection speaker committee has forwarded recommendations for the 2020 Commencement Speaker to the President’s Office for selection.
 - Applied and selected to receive the 2020-21 Washington Campus Compact Americorp/VISTA Program grant through funding from the Corporation for National and Community Service with a monetary value of approximately \$72,172.
- **Athletics:** *(Goal 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)*
 - Hosted a virtual End of Year Celebration for Orca student-athletes including awards for the following: Most Inspirational Player – Hannah Larkin, Women’s Basketball; Most Improved Player – Jalissa Somers, Women’s Soccer; Scholar-Athlete of the Year – Pono Halemano, Men’s Soccer; Milton G. Rawlings Scholarship – Carmelita Rodriguez, Women’s Basketball, and Marc Howard Jr., Men’s Basketball; Co-Coaches of the Year – Anthony Slater, Women’s Basketball, and Cody Luthy, Women’s Volleyball; Male Athlete of the Year – Edson Andrade, Men’s Soccer; Female Athlete of the Year – Haliee Blau, Women’s Volleyball.
- **Community Standards and Residence Life:** *(Goal 1.3 Promote student access through quality services and resources, 2.1 Increase collaboration and communication to serve collective needs across the College, 3.1 Ensure all students have access to campus resources that support educational success)*
 - Provided support to faculty with concerns related to Academic Dishonesty during remote learning.
 - Implemented eRezLife platform in collaboration with IT. eRezLife is a content management system for student housing.
- **K-12 Partnerships:** *(Goal 1.3 Promote student access through quality services and resources, 3.1 Ensure all students have access to campus resources that support*

- educational success, 4.2 Increase college enrollments and secure resources for the continued viability of the College)*
- Launched an online application for Running Start and created video tutorials and enhanced online tools to help better support students with remote services.
 - **Academic Advising and Career Services:** *(Goal 1.1 Improve student success in retention, completion, transfer, and employment, 4.4 Enhance the safety of the college environment)*
 - In partnership with the Directors within the Student Service Core Team, modified registration dates for new students for fall quarter, creating more capacity to effectively serve current students and to onboard new students. Summer registration for new, current, and returning students began June 2nd. Fall registration for current and returning students began June 2nd and new students beginning July 7th.
 - **Student Success and Retention:** *(Goal 1.1 Improve student success in retention, completion, transfer, and employment; Goal 1.3 Promote student access through quality services and resources)*
 - Received and processed 736 academic early alert flags (a 43% increase compared to 514 early alert flags in spring 2019) from faculty. The Student Success and Retention team and Pod Leaders began offering virtual support for students 11:00am – 4:00pm Monday – Friday; an average of 10 students per day visit the Zoom room.
 - **Access and Disabilities Services:** *(Goal 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes, 4.3 Increase access for underrepresented populations)*
 - ADS students began registering for summer and fall quarters on May 26. As of May 27, 31 students were registered for summer classes, and 25 registered for fall classes.

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

- **Online instruction** *(1.2 Foster student learning through student-centered teaching and learning practices; 1.3 Promote student access through quality services and resources)*
 - Faculty have responded remarkably to the switch to online instruction. All faculty are using a learning management system and primarily conducting instruction in an asynchronous online manner. Nine faculty were provided reassigned time to provide support for faculty in their respective divisions, and they have provided technical, pedagogical, and content support for their colleagues. As we plan for summer and fall quarter, additional modalities may be used to support courses in which the online modality leaves additional barriers to completion, including synchronous (web meeting) based courses and limited hybrid offerings.
- **Grants** *(1.1 Improve student success in retention, completion, transfer, and employment; 4.2 Increase college enrollment and secure resources for the continued viability of the College)*

- **National Security Agency (NSA) awards:** WCC will receive an additional \$646,092 in funding from the NSA to continue its work serving as a Centers of Academic Excellence in Cyber Defense (CAE) National Resource Center. The College will also be awarded \$52,041 by the NSA to host future Gencyber summer camps for middle- and high-schoolers.
 - **National Science Foundation (NSF) award:** WCC's existing NSF C5 grant (*Catalyzing Computing and Cybersecurity in Community Colleges*) will receive \$128,468 in supplemental funding for a project with Mississippi State University to develop an Air Force Junior Reserve Officer Training Corps Summer Cyber Academy.
 - **Skilled Worker Awareness award:** The College will once again receive a \$30,000 grant from the Washington State Department of Commerce from the Skilled Worker Awareness grant program. The grant will fund a part-time student recruiter / navigator for the SUDP and MA programs.
 - **Intercultural Center** (*1.1 Improve student success in retention, completion, transfer, and employment, 2.1 Increase collaboration and communication to serve collective needs across the College, 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes, 3.6 Increase campus engagement in social justice education and leadership opportunities*)
 - The Intercultural Center offers virtual hours, writing center hours, and instructor and advisor hours, as well as the weekly community dialogue *Talkin' Story*.
 - Two Fireside Chats were held, with high participation from the community: *The Danger of Whitewashing Cinco de Mayo*, and *Conversation with "Model Minorities"* for Asian Pacific Heritage Month. Additional information can be found on the website: <https://www.whatcom.edu/campus-life/intercultural-center/fireside-chats>
 - Intercultural Services partnered with the virtual one-stop and virtual welcome center teams to train student employees for retention and outreach calls.
 - Intercultural Services co-hosts the People of Color Collective, a networking, retention, and support strategy for faculty and staff from marginalized backgrounds.
- ➔ **Foundation and College Advancement – Eva Schulte, Executive Director**
- **Foundation** (*2.5 Cultivate community awareness and support for the College; 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes*)
 - **Student and Mission-Based Support:**
 - The first round of scholarship awards for the 2020-2021 academic year was announced in early May. 43 students received a total of \$92,557. We anticipate awarding another 142 students in early June. The Student Emergency Funds application for spring quarter closed on May 1st. The Foundation and Student Services co-chaired review committee is working on preparations for the application to re-open summer quarter. Students may currently apply directly to Financial Aid through sources such as the Orca Student Success Funds. The Foundation contributed approximately \$40,000 to date to supplement the emergency funding, which was especially important since 29% of the over 557 applicants were not eligible for CARES Act support.

- **Fundraising:**
 - Fiscal year to date as of May 28, 2020, the Foundation received \$346,148 in gifts and pledges.
 - WCC Foundation is prioritizing private grant opportunities from aligned foundations that seek to address COVID-19 specific emergency needs of WCC impacted constituencies, especially students.
- **Community Affairs** (*2.1 Increase collaboration and communication to serve collective needs across the College; 2.5 Cultivate community awareness and support for the College*)
 - **Public Relations and Community Building:**
 - The second and third webinars in the Building Community Every Day campaign strategy premiered on May 21st and 28th. The first featured a conversation with three WCC Alumni, Carmen Green, Justin Gill, and Johnathan Gilmore, highlighting their service to community. The second featured a behind-the-scenes look at the construction of the Learning Commons. The virtual events engaged nearly 200 donors, partners, alumni, and stakeholders and are available online.
 - **Communications, Marketing and Publications** (*1.3 Promote student access through quality services and resources; 2.1 Increase collaboration and communication to serve collective needs across the College; 2.6 Engage with business and industry to strengthen regional economic development*)
 - **Web and Social Media:**
 - Virtual commencement ceremony webpage for graduates to RSVP and create buzz around June 19 event is live at www.whatcom.edu/commencement
 - Top tweet about Emergency Fund received 1,043 impressions
 - Top Facebook post about how to get your bachelor's degree online webinar reached 1,295 people and had 22 reactions overall.
 - Top Instagram post to RSVP for graduation received 77 likes and 6 shares.
 - **Publications and Advertising:**
 - Working on virtual commencement ceremony program and “celebration box” materials
 - Creating healthy tips posters and social media campaign in coordination with WCC’s re-entry planning
 - Updating WA College Grant / free college materials
 - **Press Releases and Resulting Media Coverage**
 - [\\$66,000 in grants for apprenticeships](#), Seattle Daily Journal of Commerce, 5/15/2020
 - [Kennewick basketball standout signs with college. Emerald Downs opens next month](#), Tri-City Herald, 5/12/2020
 - [WCC’s STEM Carnival goes virtual](#), KGMI, 5/5/2020
 - [Senior Night: Flavio Espinoza returned to Eastmont hoping to compete for a state title, now he prepares for the collegiate level](#), Wenatchee World, 4/16/2020
 - [Loane hired to head WCC cross country](#), Lynden Tribune, 4/14/2020
 - Read more at whatcom.edu/news