

MEMBERS:

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

BOARD OF TRUSTEES
Meeting Agenda
Wednesday, October 14, 2020
Regular Board Meeting -2:00 pm

Via Zoom

<https://us02web.zoom.us/j/84538643778?pwd=S2tPS3dXbVB4YnpUT0JFV0pqM0Vpdz09>

Meeting ID: 845 3864 3778

Passcode: 174472

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

- I. Call to Order & Approval of Agenda, and Notice of Public Comment Time
- II. Consent Agenda Tab 1
 - a. Minutes of September 23, 2020 Board of Trustees Meeting (Attachment A)
- III. Action Items Tab 2
 - Proposed 2020-21 WCC Operating Budget – Nate Langstraat, Vice President for Administrative Services (Second reading, possible action)
- IV. Executive Session
 - to review the performance of a public employee..., and as provided in RCW 42.30.140 (4)(a), to discuss collective bargaining...
- V. Public Comment
- VI. Adjournment

NEXT MEETING REMINDER

November 18, 2020

***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 September 23, 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, September 23, 2020
2:00 p.m.

- **CALL TO ORDER** Chair Rebecca Johnson officially called the Board of Trustees meeting to order at 2:00 p.m. Present in addition to the chair were trustees Wendy Bohlke, Steve Adelstein, John Pedlow, and Teresa Taylor, constituting a quorum. Others present included President Hiyane-Brown; Nate Langstraat, Vice President for Administrative Services; Ed Harri, Vice President for Instruction; Luca Lewis, Vice President for Student Services; Eva Schulte, Executive Director for Institutional Advancement; Janis Velasquez Farmer, Interim College Equity Officer; Kerena Higgins, Assistant Attorney General; and Rafeeka Kloke, Special Assistant to the President.

ACTION TO ACCEPT AGENDA

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

CONSENT AGENDA

➤ **Consent Agenda**

- a. Minutes of the June 10, 2020 Board of Trustees Meeting and August 12, 2020 Board of Trustees Special Meeting (Attachment A)
- b. Proposed winter and spring quarter graduates (Attachment B)

Chair Johnson stated: “If there are no objections, these will be adopted.” As there were no objections, **these items were adopted.**

➤ **NSF National Cybersecurity proposal – Corrinne Sande, Director, Computer Sciences and Information Systems\CyberWatch West**

Sande shared a PowerPoint presentation with an overview of cybersecurity initiatives at

Whatcom and the grant proposal for an NSF ATE National Cybersecurity Education Center. The board expressed unanimous support for the grant proposal for an NSF ATE National Cybersecurity Education Center.

➔ **President's Report**

- President Kathi shared that Janis Velasquez Farmer accepted a position with the Bellingham School District. She expressed appreciation for Farmer's contribution to the College and our students. Her leadership and presence will be missed.
- Terri Thayer, Director for Community Standards and Residence Life had accepted the Interim College Equity Officer position. She will continue to spend 25% of her time in her current role and 75% of her time in the new role.

ACTION ITEM

➔ **Proposed 2020-21 WCC Operating Budget – Nate Langstraat, Vice President for Administrative Services (first reading, possible action)**

Nate Langstraat, VP for Administrative Services, shared a PowerPoint presentation with an overview of the proposed 2020-21 WCC operating Budget.

Trustee Pedlow moved to Extend Board Resolution 2020-01 through October 31, 2020, which was adopted on May 13, 2020 to authorize the continuation of the 2019-20 operating budget at a reduced expenditure level in anticipation of state funding reductions. It was seconded by Trustee Bohlke and the motion was approved unanimously.

BREAK

- ➔ The meeting was adjourned for a five-minute break at 3:00 p.m.
- ➔ The meeting reconvened into open session at 3:05 p.m.

EXECUTIVE SESSION

- ➔ At 3:05 p.m. the meeting was adjourned for a closed Executive Session of the Board for approximately forty-five minutes to review the performance of a public employee..., and 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.

Chair Johnson announced that action was not anticipated. Guests included President Kathi Hiyane-Brown, Vice President Nate Langstraat, Vice President Ed Harri and Assistant Attorney General Kerena Higgins.

The Executive Session adjourned at 3:50 p.m. and the Board reconvened into open session at 3:50 p.m.

PUBLIC COMMENT

- Chair Johnson called for public comment.
- Suneeta Eisenburg thanked the Board for the opportunity to ask a question. She referenced the minutes from previous meeting in which the public comment period was moved prior to Executive Session and asked if that will occur again in the future. Chair Johnson stated that the Board intends to keep public comment after executive session for future meetings.
- Nate Langstraat shared that he would likely to thank Janis Farmer for her good work and congratulations to Terri Thayer in her new role.

ADJOURNMENT

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



M E M O R A N D U M
Office of the President

TO: WCC Board of Trustees

FROM: Kathi Hiyane-Brown, College President

DATE: Wednesday, October 14, 2020

RE: **Fiscal Year 2020-21 College Operating Budget**

The 2020-2021 (FY21) Whatcom Community College operating 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 2,398 regular state-funded FTE, 55 Worker Retraining FTE, 40 aerospace FTE, 912 Running Start FTE, and 170 International Programs FTE, for a projection of 3,575 FTE students.

The 2020-2021 legislatively-compromised biennial budget yields a 2.5% increase in tuition rates.

The proposed \$28.9 million operating budget framework for FY21 focuses on identifying areas within the operating budget for cost reductions in order to support three major fiscal impacts: downward enrollment trend; maintenance-level and inflationary costs; and pending state funding reductions caused by lagging revenues due to the COVID-19 pandemic. Within this framework, a number of assumptions are currently factored into the FY21 budget proposal: forecasted revenues based on current enrollment trends; assumption of a 10% general state funding reduction; almost \$2 million dollars in planned budget reduction strategies; and reliance on one-time funding (such as institutional CARES Act and reserves).

Declining enrollments and inflationary impacts, coupled with pending state budget reductions, present a challenging fiscal environment; however, the College has done its due diligence to prepare a fiscally responsible, balanced budget for 2020-2021.

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 published in the College's catalog and public 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 FY21 operating 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, specifically during a time of uncertainty and an evolving fiscal landscape.

Thank you for your support.

KHB

2020-2021 Operating Budget Overview

President's Cabinet, in conjunction with the Budget Review Committee and union leadership members, have prepared and reviewed a proposed operating budget for fiscal year 2020-21 (FY21). The proposed FY21 operating budget was developed 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, which allocates funding for higher education, including cost of living adjustments for state employees and healthcare rate changes.

The proposed operating budget framework for FY21 focuses on identifying areas within the operating budget for cost reductions in order to support three major fiscal impacts: downward enrollment trend; maintenance-level and inflationary costs; and pending state funding reductions. Within this framework, a number of assumptions are currently factored into the FY21 budget: forecasted revenues based on current enrollment trends; assumption of a 10% general state funding reduction; almost \$2 million dollars in planned budget reduction strategies; and reliance on one-time funding (such as institutional CARES Act and reserves).

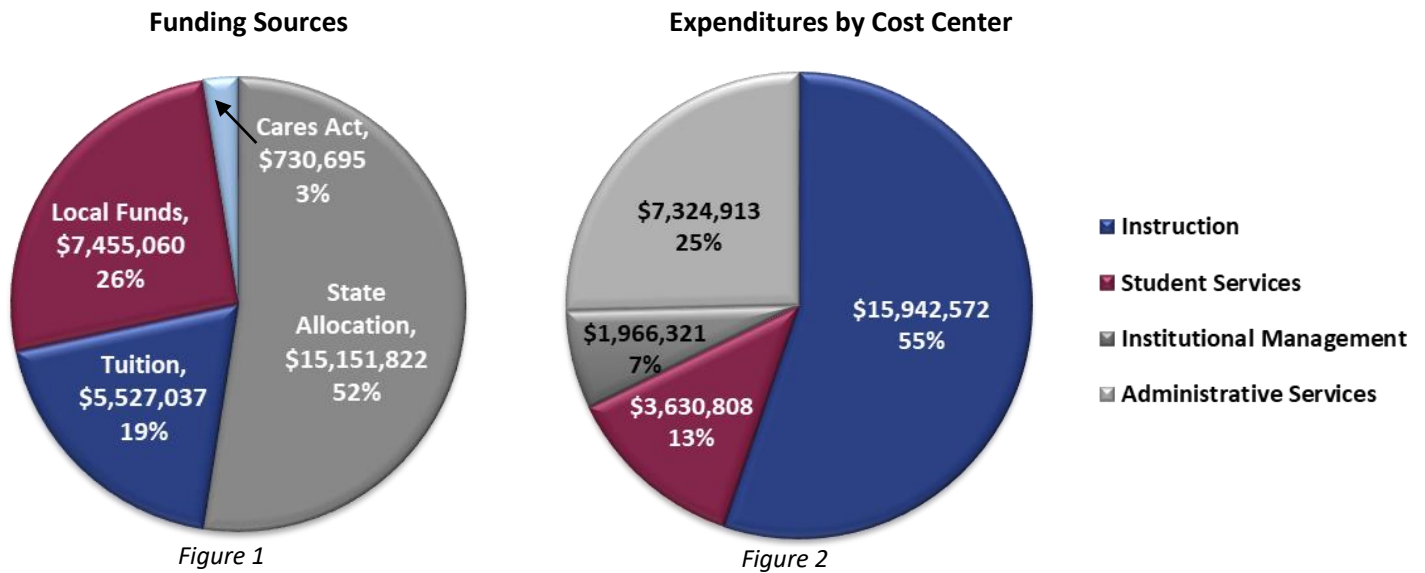
These assumptions culminate in a balanced budget proposal with acknowledgement that the current fiscal landscape is likely to continue to evolve over the coming weeks and months. The College will monitor variances to forecasts closely, recognizing that mid-year adjustments may be needed, particularly if enrollments are down further than projected, State-mandated cuts are higher than anticipated, and/or pandemic fiscal impacts climb again.

Following are some key considerations that reflect recent budget discussions at the College.

- Legislature will not likely meet again until January 2021 during the regularly-scheduled legislative session. While no formal budget cutting actions have been taken at the state level to date, the College continues to receive guidance from the SBCTC and Office of Financial Management (OFM) to anticipate a state budget reduction to the general allocation. The anticipated cuts directly correlate to lagging state revenue collections. For fiscal prudence, WCC has assumed reductions in its draft budget proposal for FY21.
- Funding via House Bill 2158 (Workforce Education Investment Act) has been partially included in the proposed FY21 operating budget, such as foundational support and nurse educator salary increases. WEIA funding for Guided Pathways (GP) and high demand faculty salaries has been excluded from the operating budget at this time. Guided Pathways funding would be used to support the five-year Guided Pathways plan submitted to SBCTC in February 2020, which may include offsetting some expenses in the current proposed operating budget. High demand faculty salary funding will be negotiated with faculty union before inclusion in budget.
- The budget reduction process at WCC accumulated about \$2 million in cost savings – primarily academic schedule reductions, frozen vacated positions, decrease in part-time hourly employment, and drastic cuts to goods, services and travel. This collective effort produced great progress towards reducing the institution's funding gap.

- The College upheld cost of living adjustments as articulated in the 19-21 biennial budget and in personnel contracts to honor commitments already made, uphold contractual obligations, and avoid any backsliding of efforts to achieve more competitive salaries at WCC.
- Some budget balancing strategies rely on use of one-time funds, specifically Institutional CARES Act funding and reserves.

The FY21 operating budget is balanced at \$28,864,614. Figure 1 and Figure 2 demonstrate the College’s funding sources and expenditures by cost center as related to the operating budget. The FY21 operating budget represents a 2% decrease from FY20.



The budget development process includes the following information, which is represented in the College’s FY21 operating budget.

- **Compensation:** A total 6% cost of living adjustment (COLA) was included in the biennial budget for all state employees. Faculty received 3.2% in FY20 and staff received 3%. For the supplemental 2021 fiscal year, faculty receive 2.8% and staff receive 3%. Effective July 1, 2020, all employees received their respective adjustments, totaling more than \$500,000 in the operating budget alone.
Additional compensation-related items include \$355,070 for nurse educator salary increases, which is reflected in the budget proposal. In addition, \$425,993 for high-demand faculty salaries was appropriated for FY21 which is pending negotiations before inclusion in the operating budget.
- **Foundational Support:** The Legislature provided almost \$66,000 in FY21 for “foundational support” to help offset costs related to compensation items and central service functions. This funding is appropriated through HB2158 and is intended to acknowledge previous years’ inadequate funding levels. The WCC budget forecast for FY21 includes this allocation assumption.
- **Tuition:** A forecast of \$5,527,037 is assumed based on review of operating fee collections in fiscal year 2020 that would have occurred if class coding had not changed (i.e. recoding online courses as state-support). A 10% reduction was factored in to represent fall 2020 quarter enrollment data, and

then escalated by the legislated 2.5% tuition rate increase. This translates to a forecast of 14% less than the prior year, directly correlated to a downward trend in state enrollment.

- **Local Funding Sources:** Local funding sources continue to be critical as key funding sources to support the College's operating budget. A forecasted \$7,325,000 in locally-generated revenue will be leveraged for FY21. The leveraging of these funds reflects increased enrollment in Running Start coupled with an increase in the reimbursement rate (2%), a significant decline in International Programs enrollment and therefore revenue, and increased reliance on eLearning (self-support) due to enrollment trends and class coding for online instruction.

Reliance of \$130,060 in college reserves funds a portion of the operating budget not covered by other funding sources. Use of these funds would not occur until fiscal year-end once other resources and strategies have been fully explored and implemented (i.e. federal relief, GEER funding, Guided Pathways offset, grant offsets, etc.)

- **Healthcare Rate Changes:** The employer portion of state employee health insurance is expected to increase from \$939 per month per employee to \$976 per month per employee. Employee benefit expenses for those funded by the operating budget now total approximately \$6.5 million. College employee benefits are disbursed throughout the four cost centers to reflect benefits for those employees serving in their respective areas.
- **Faculty Salary Improvements:** An investment of more than \$130,000 was made in salary improvements for full-time faculty members as a result of tenure, promotions and turnover savings. FY21 also marks the first year that the tier 3 adjunct faculty salary scale will be used, which is an approximate 15% increase over the baseline adjunct salary scale.
- **Student Achievement Initiative (SAI):** SAI funding is included in the allocation model based on data from 2018-19. The community and technical college (CTC) system set aside more than \$45.5 million (5% of system operating appropriations per SBCTC policy) for student performance funding, of which WCC earned \$1,167,035.
- **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). Of specific note, WCC is allocated an M&O appropriation for the Phyllis and Charles Self Learning Commons, totaling approximately \$480,000. This funding directly offsets operational costs associated with facilities and operations of the building.

Additional revenue sources may be realized or allocated later during FY21 and are not reflected in the operating budget (i.e. 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 2019-2020	F/Y 2020-2021	<i>Note</i>
State Allocation	\$ 15,609,580	\$ 15,151,822	
District Enrollment Allocation Base (DEAB)	6,978,216	7,205,119	1
Minimum Operating Allowance (MOA)	2,850,000	2,850,000	1
Student Achievement Initiative	1,099,460	1,167,035	1
High Demand (Weighted) FTEs	686,191	787,215	1
Earmarks and Provisos	3,995,713	5,623,224	1
<i>Less: Workforce Education Investment Act Items</i>	-	(945,678)	2
<i>Less: State Funding Reduction (at 10%)</i>	-	(1,535,093)	3
State Allocated Funds	\$ 15,609,580	\$ 15,151,822	
Operating Fee	\$ 6,447,458	\$ 5,527,037	4
Other Locally-provided Funds			
Running Start Support	4,300,000	4,600,000	5
International Programs	1,000,000	500,000	6
eLearning	1,675,000	1,925,000	7
Other Fees and Enterprises	300,000	300,000	
Foundation Contribution	85,000	-	8
Reserves	-	130,060	9
Locally-provided Funds	\$ 7,360,000	\$ 7,455,060	
Institutional CARES Act Funding	N/A	\$ 730,695	10
TOTAL BUDGETED REVENUES	\$ 29,417,038	\$ 28,864,614	
State Funded Student FTE's	2,484	2,493	

Notes to Accompany FY21 Proposed Funding Sources

Note 1

Reflects allocations as provided in "Allocation 1" from the State Board for Community and Technical Colleges (SBCTC).

Note 2

Excludes WEIA (HB2158) funding at this time for Guided Pathways (GP) and high demand faculty salaries. Guided Pathways funding would be used to support the five-year GP plan submitted to SBCTC in February 2020, which may include offsetting some expenses in the current proposed operating budget. High demand faculty salary funding will be negotiated with faculty union before inclusion in budget.

Note 3

Reflects a 10% reduction to general state appropriations to Whatcom Community College. Previous draft FY21 budget reflected 15% reduction per OFM memo on May 13, 2020. Subsequent information from OFM in August 2020 advised reduction would likely be "something less than 15%." **The economic and revenue forecast released on September 23, 2020 further supports the "something less than 15%" guidance.**

Note 4

Operating fee (tuition) assumption is based on review of operating fee collections in fiscal year 2020 that would have occurred if class coding had not changed (i.e. recoding online courses as state-support). A 10% reduction was factored in to **recognize** fall quarter 2020 enrollments **and the likely continued downward enrollment trend for FY21**, and then escalated by the legislated 2.5% tuition rate increase.

Note 5

Reflects **increased** Running Start enrollments for 2020-2021, escalated by 2% reimbursement rate increase.

Note 6

Reflects enrollment decline in International Programs and therefore decreased reliance on program revenue to support the operating budget.

Note 7

Represents an increase in eLearning enrollment due to positive online instruction enrollment trend coupled with class coding changes for 2020-2021 due to primarily remote (online) instruction.

Note 8

Agreement with WCC Foundation to provide direct support to the operating has sunset. WCC Foundation financial support for the college continues, such as through Funds for Excellence awards, scholarships for students, professional development funding, and emergency aid for students.

Note 9

Reliance on reserve funds for portion of operating budget not covered by other funding sources. Use of these funds would not occur until fiscal year-end once other resources and strategies have been fully explored and implemented (i.e. federal relief, GEER funding, Guided Pathways offset, grant offsets, etc.)

Note 10

Factors in the institutional CARES Act money drawdown that directly connects with the operating budget.

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

COST CENTERS	BUDGET AREAS	F/Y 2019-2020	F/Y 2020-2021
INSTRUCTION	Division 1 - Academic Resources and Health Professions	\$ 2,176,509	\$ 2,241,799
	Division 2 - Arts and Humanities	2,222,207	2,212,944
	Division 3 - Sciences, Technology, Engineering & Math	3,294,661	3,243,381
	Division 4 - Social Sciences and Business	2,173,668	2,153,931
	Instructional Administration *	4,924,861	4,808,822
	Stipends / Special Projects	93,702	84,209
	Library Operations	675,470	662,459
	Instructional Equipment	20,000	10,000
	Learning Center and Simpson Intercultural Center	392,983	525,027
		<u>\$ 15,974,061</u>	<u>\$ 15,942,572</u>
STUDENT SERVICES			
	Students Services Administration *	\$ 1,181,815	\$ 1,144,446
	Admissions	658,966	512,778
	Advising and Student Support Services	1,186,517	1,083,940
	Financial Aid	651,043	629,226
	Student Life and Development, Athletics and Recreation	277,553	260,418
		<u>\$ 3,955,894</u>	<u>\$ 3,630,808</u>
INSTITUTIONAL MANAGEMENT			
	Institutional Administration / President's Office *	\$ 939,344	\$ 956,977
	Office of Advancement	738,400	654,915
	Institutional Research	260,796	258,356
	Staff and Faculty Development	89,250	76,073
	Facilities / Equipment / Program Development	40,000	20,000
		<u>\$ 2,067,790</u>	<u>\$ 1,966,321</u>
ADMINISTRATIVE SERVICES			
	Administrative Services Administration *	\$ 1,461,338	\$ 1,461,043
	Human Resources	438,391	457,767
	Business Office	419,616	406,207
	Copy, Print and Mail Services	466,568	487,446
	Information Technology	913,727	767,973
	Facilities and Operations	3,545,553	3,583,377
	Other Administrative Expenses	174,100	161,100
		<u>\$ 7,419,293</u>	<u>\$ 7,324,913</u>
TOTAL BUDGETED EXPENSES		<u><u>\$ 29,417,038</u></u>	<u><u>\$ 28,864,614</u></u>

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

Whatcom

COMMUNITY COLLEGE

Reports to the Board of Trustees October 14, 2020 Meeting

➤ ASWCC – Hannah Oliver, President

- **Student Engagement (Goal 1.3 and Promote student access through quality services and resources)**
 - The ASWCC leadership team identified goals and objectives for the 2020-21 ASWCC Work Plan. The team is preparing to meet with President's Cabinet to present these goals for the 2020-21 academic year.
 - A core team of the ASWCC Executive Board, in coordination with the Student Civic Engagement Fellow, met to finalize voter education and marketing initiatives to outline their plans for the *2020 ASWCC Get Out the Vote Campaign*. These campaign efforts have included input and collaboration between all ASWCC Executive Board and ASWCC Programming and Diversity Board members.
 - ASWCC Executive Board and ASWCC Senators held their first training meeting to discuss their plan for reaching out to the student body throughout the academic year, as well as Senate committees they would like to consider within the larger ASWCC Work Plan objectives. Student leaders prepared for the first ASWCC Senate meeting, which will be held on October 5th via zoom and streamed live to the WCC Student Life Facebook page.
 - On September 30, the Intercultural Center and the ASWCC leadership team co-sponsored and hosted a fireside chat with Jesse Moore, founder of Common Thread Strategies to discuss voter education and why voting is important. Over 55 students, faculty, and staff were in attendance.

➤ Advancing Equity – Janis V. Farmer, Director for Intercultural Services/Interim College Equity Officer

Intercultural Services (Goal 1.1 Improve student success in retention, completion, transfer, and employment, 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, 3.1 Ensure all students have access to campus resources that support educational success, 3.2 Apply culturally responsive pedagogy in all teaching and learning environments, 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes, 3.5 Improve recruitment and retention of diverse students, faculty, staff, and administrators. 3.6 Increase campus engagement in social justice education and leadership opportunities, 4.3 Provide ongoing opportunities for faculty and staff professional growth, 4.6 Apply assessment and evaluation data to inform decisions)

- Updated www.whatcom.edu/interculturalservices to ensure accountability to the commitments made for Black lives and Black futures.

- Opened The Equity Project (TEP) year 4 with a workshop that drew about 100 participants. The theme *Antiracism: Our Call to Action*, has drawn 160 Whatcom employees to sign up for 25 Equity Pods.
- TEP offered a workshop to over 60 employees to learn about becoming a Culturally Proactive and Responsive campus, presented by Katherine Burns, Jackie Rumble, Anthony Blackwell, and Janis Velasquez Farmer. The CPR workshops engaged faculty and staff in action-oriented dialogue regarding culturally responsive curricular designs.
- Increased participation in [Employee Resource Groups](#) (ERGs). There are four groups for employees to engage in conversation and community: Jewish Employees and Friends at Whatcom, People of Color Collective, Whatcom Educators of African Heritage, and Whatcom White Womxn for Racial Justice.
- Jewish Employees and Friends at Whatcom reached out to campus to build awareness and understanding of Rosh Hashanah and Yom Kippur.
- People of Color Collective submitted a proposal to establish an Advisory Council for equity and inclusion.
- Engaged over 60 employees in bias training with a 3-part series presented by the Campus Diversity Committee. The Bias Masquerade, presented by Amy Anderson and Janis Velasquez Farmer, moved participants through different levels of bias awareness.
- Intercultural Center (*Goal 1.1 Improve student success in retention, completion, transfer, and employment, 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, 3.1 Ensure all students have access to campus resources that support educational success, 3.2 Apply culturally responsive pedagogy in all teaching and learning environments, 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes*)
- Presented a Fireside Chat, partnering with ASWCC Programming and Diversity Board, featuring Jesse Moore, founder and principal consultant at Common Thread Strategies. Participants ranged between 50-75 over 90 minutes. Jess was a White House speechwriter for President Obama, Vice President for Civic Engagement at Rock the Vote, and Speechwriter and Associate Director of Public Engagement at the White House. He managed President Obama's strategic partnerships with artists, celebrities and entertainment leaders and led the branding effort around the President's 'My Brother's Keeper' (MBK) initiative in support of young men of color.
- Strengthened partnership with Athletics via peer mentoring support, meeting with the director for athletics, and meeting with coaches to increase opportunities for mentor-athlete engagement, supported by the WCC College Foundation.
- Created a strategic partnership with Woodring College of Education (WCE) at Western Washington University. WCE mentors will collaborate with IC Peer Navigators to generate a pathway to education for students of color.

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

- **ctcLink** *(4.1 Offer programs, services, and facilities that support college needs and market)*
 - WCC is in the beginning of the Implementation Phase of the ctcLink project. Current focus/deliverables includes WCC subject matter experts (SMEs), engaged in preparing, participating, and completing homework (local configurations/data) for the Business Process Fit Gap (BPFG) sessions.
 - WCC Subject Matter Experts (SMEs) participated in 11 BPFG sessions during September and completed six data configuration homework assignments (on time), which will be used for WCC's local ctcLink configurations for the test environment.
- **Finance** *(4.1 Offer programs, services, and facilities that support college needs and market demands)*
 - The business office in collaboration with People's Bank have provided approximately 30 students the opportunity to pay cash at the bank for fall quarter. This has helped serve our student population that are unbanked or prefer to make cash payments.
- **Emergency Preparedness, Safety & Security** *(5.3 Promote a safe environment for teaching, learning, and working)*
 - Staff has been working closely with the Safety Committee and key stakeholders in the development of the HPEC Safety Plan, Pandemic Re-Entry Plan and supporting materials for staff, faculty, and students.
- **Conference & Event Services (CES)** *(4.1 Offer programs, services, and facilities that support college needs and market demands)*

CES has been active in working with the Safety Committee and the Safety and Security office to assist in identifying campus spaces that could be used (under the State's guidelines) when needed for re-entry.
- **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)*
 - Bookstore website sales continued to be strong in September; staff processed over \$110,000 in website orders. Website sales were predominantly comprised of textbooks and course materials, but Sportswear sales also improved.
 - In-store face-to-face sales at the Bookstore also made a good comeback in September generating over \$80,000 in net sales. The Bookstore's sales floor was open Mondays- Fridays 9 a.m. – 4 p.m. to a limited number (2-3) of students at a time. Bookstore staff and customers observed and supported all safety protocols. Many students expressed appreciation that the Bookstore was open not only to support their course material needs and concerns, but also to help answer a variety of college-related questions and to provide contact information for other college departments.
 - In September, the Bookstore organized and supported a centralized course materials distribution center in Syre 107/108. Distribution was via curbside drive-up or walk-up service from the external door of Syre 107/108. Materials distributed included bookstore website orders, art supply kits, and engineering and sciences kits. Sciences lab staff assisted bookstore staff with the distribution

and supported extended distribution hours on several evenings. During the first week alone, over 500 lab kits were distributed.

➤ **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 student have access to campus resources that support educational success)*
 - Hosted three Pre-Fall Orca Leader Virtual Lounges in the two weeks before the quarter started as an opportunity to build connections and community between ASWCC Executive Board, ASWCC Programming and Diversity Board, ASWCC Senators, Intercultural Center peer navigators, Athletics, and Pod Leaders. Six to eight participants attended each event.
 - Hosted four Welcome Back Virtual Lounges for students during the first week of the quarter. Eleven student support services representatives were invited to share information and tips for success at Whatcom and then all participants were invited to participate in a series of games and chances to win Orca swag. Approximately 81 students participated in these events.
 - On September 29, all ASWCC representatives that have been assigned to college and tenure committees attended an Orca Leader Virtual Lounge to discuss the purpose of these committees, the student role, and what to expect from the experience. The information session was followed by a Q&A and an option to stay to play an online game to build connections and community with fellow students. Twenty students participated in the virtual event.
 - The Student Life and Development Team applied for, and received, a \$5,000 grant from Washington Campus Compact to enlist a new team member to participate in the Student Civic Engagement Fellowship program. This student Civic Engagement Fellow will serve alongside the ASWCC Executive Board in the *ASWCC Get Out the Vote Campaign* and other initiatives identified in the Voter Friendly Campus Action Plan.
- **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)*
 - There are 132 student-athletes on the roster to begin the 2020-2021 academic year. Compared to approximately 100 in 2019-20.
 - The Orca Golf Classic Fundraiser for Athletics, in partnership with the WCC Foundation, is rescheduled for spring 2021 – date TBD.
- **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 enrollment and secure resources for the continued viability of the College)*
 - Fall 2020 enrollment for Running Start is 1,096 students (1,089 fall 2019), including 937 FTE (934), with an average of 12.8 credits per student (12.2). Running Start received 890 applications, compared to 674 in fall 2019.

- Outreach presented at the Fall High School Counselor Workshop with 537 attendees.
- A Virtual Welcome Center was launched.
- **Academic Advising and Career Services:** *(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, 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes)*
 - Advisors attended Opening Week sessions on Guided Pathways to continue partnerships with. Specifically, faculty discussed extra-curricular options to students exploring an Area of Study.
- **Veteran Services:** *(Goal 1.1 Increase student achievement in transfer and career preparation, 1.2 Increase academic support for students, 1.3 Increase access for diverse and nontraditional student populations, 4.3 Increase access for underrepresented populations)*
 - Fall 2020 saw 90 military affiliated students enrolled (compared to 87 fall 2019), with 27 who are new to WCC fall this quarter.
 - There was a 350% increase of Active, Reserve, and National Guard students using Department of Defense (DoD) Tuition Assistance (TA) from fall 2019 (2) to fall 2020 (9). TA students, serving in the Navy, Air Force, Coast Guard, and Army, reported selecting Whatcom due to the robust online class offerings, with some selecting Whatcom over a college they were attending at the time of their initial advising appointments with Veterans Office Staff.
 - In March 2020, Congress approved a temporary provision authorizing VA to pay GI Bill students a face-to-face monthly housing allowance rate (\$1,773 per month, pro-rated at Whatcom for fulltime enrollment) rather than the online only class rate (\$897 per month, pro-rated at Whatcom for fulltime enrollment). VA was authorized to pay the face-to-face rate as long as student enrolled in classes were planned as face-to-face class, and subsequently “converted” to online classes due to COVID-19. This provision is set to expire on December 21, 2020 unless Congress acts to extend it. Veterans Office staff have communicated with federal elected officials as prompted, and have provided support for military connected student share their concerns with elected officials. If this provision is not extended, GI Bill students at Whatcom would experience a monthly reduction of approximately \$900. Legislation is reported as “in-progress” in the US House of Representatives, with similar results expected in the US Senate.
 - Veterans Office staff participated in Academics for Black Survival and Wellness’ seven day and 21 day training programs over the summer. The training sparked detailed focus on our personal and professional development and how we interact with students, colleagues, and community members. This focus, specifically around recognizing our privilege identities, biases, and unintentional language and actions that harm Black, indigenous, students, colleagues, and community members of color will act as our starting point for future growth and development toward an anti-racist campus and community.

- **Student Success and Retention:** *(Goal 1.1 Improve student success in retention, completion, transfer, and employment, 1.3 Promote student access through quality services and resources)*
 - Pod Leaders are offering virtual support for students 11:00am-3:00pm Monday-Friday with an average of 25 students visiting the Zoom room each day.
 - Co-facilitated a one hour long Opening Week presentation about the development of the Virtual Welcome Center and On Stop, as well as changes to the entry and onboarding experience for new and returning students.
 - Approximately 625 students completed online orientation prior to fall quarter.
- **Access and Disabilities Services:** *(Goal 3.1 Ensure all students have access to campus resources that support educational success, 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes, 4.3 Provide ongoing opportunities for faculty and staff professional growth)*
 - Kerri Holferty, Director for Access and Disability Services, is participating in a SBCTC workgroup to develop guidelines for a live captioning RFP for all CTC institutions. With remote and online learning modalities, a vendor who can provide live captioning for Zoom, Webex, and other video conferencing platforms is an essential equity measure.
 - As of September 30, 268 students are registered with ADS. This is an increase of 22 students in the last 21 days.
 - October is Disability Awareness Month. ADS, in collaboration with other departments, is developing resources and support to share campus wide.

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

- **Assessment and Institutional Research (AIR)** *(4.6 Apply assessment and evaluation data to inform decisions)*
 - Created the following reports: English informed self-placement report, course offerings and CLA update, academic standing for the international program, engineering data for research, and several automated reports for HR.
 - Created and updated several reports in [CurricUNET](#) including degree and certificate information (for the catalog), program information report (for faculty and the catalog), and the syllabus template (for faculty).
 - Analyzed the core learning ability data and created both [aggregated annual reports](#) and [over multiple years reports](#) for each core learning ability (see the [CLA webpages](#)).
- **International Programs** *(1.3 Promote student access through quality services and resources; 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.)*
 - Enrolled 182 international students for Fall 2020 quarter with 60 students remaining in the Bellingham (or elsewhere in the U.S.) and 122 students outside the U.S.
 - Conducted a three week, newly-developed online orientation geared toward international students/parents/recruitment partners.

- Developed a series of university transfer events for international students with presentations from admissions representatives from universities across the U.S. including: UCLA, UC-Berkeley, UC-Santa Cruz, Washington State University, Western Washington University, Arizona State University, and more.
- Developed a system to conduct English placement testing for students outside of the U.S., with considerable assistance from the Testing Center and ESLA faculty.
- Offered full ESLA program by combining levels serving 27 students.

- **Community and Continuing Education** (*2.5 Cultivate community awareness and support for the College, 2.6 Engage with business and industry to strengthen regional economic development.*)
 - Contracted with DSHS to offer the 54-hour Adult Family Home Administrator qualifying course beginning winter quarter.
 - Received an SBCTC Job Skills Program (JSP) grant award of \$43,850 to provide customized leadership and lean process training for incumbent employees of Chuckanut Bay Foods in Blaine through the remainder of the academic year.

- **Transitional Learning:** (*Goal 1.1 Improve student success in retention, completion, transfer, and employment; 1.3 Promote student access through quality services and resources; 2.1 Increase collaboration and communication to serve collective needs across the College; 2.5 Cultivate community awareness and support for the College; 3.1 Ensure all students have access to campus resources that support educational success; 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes; 3.4 Revise policies, practices, services, and curricula from an equity-based lens; 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; 4.3 Increase access for underrepresented populations.*)
 - Emailed and called fall quarter students one week before quarter began. Provided students with their class schedule, faculty contact (email/phone) info, current tuition balance, and when to log in to classes. Attached documents: how to log into MyWCC, how to log into Canvas, how to pay, how to borrow a laptop, and how to sign laptop checkout agreement.
 - Developed a new online orientation for ABE (Adult Basic Education) & ELL (English Language Learner) students. The Canvas site provides students with information and resources.
 - ELL Faculty Sophia Shang, Catalina Hope, and Donna Merlin secured a 2020-21 Funds for Excellence grant. The grant will provide tech support staffing for ELL students who require additional support accessing Canvas and MyWCC. ELL students face digital literacy challenges that are exacerbated by language barriers.
 - Processed applications and on boarded 12 Volunteers to support ELL faculty/courses. Revised volunteer hiring and onboarding process.
 - Provided document cameras for faculty to support ABE/ELL/HS+ teaching and learning .
 - Met with Whatcom County Literacy Alliance, a group of community partners focused on adult literacy. Shared WCC program materials, discussed challenges, and identified available resources for students.

➤ **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:**
 - Four laptops were donated to increase the inventory of student check out laptops, by a Foundation Board director connection. The WCC Foundation will launch a corporate/business laptop challenge late October for lightly used tech to support students.
 - **Fundraising:**
 - Draft reports show the Foundation received 35 gifts and pledges totaling \$8,903.00 in the month of September. Two emergency funds focusing on students and adjunct faculty were launched. A FRIEND (Adjunct Faculty Relief In Emergency Need with Dignity) Fund launched at All College Day and has received initial support totaling \$3,425 as of September 30th. The Empathy and Equity Fund was launched by WCC student and Adult Learner of the Year, Cecilia de Leon in August and has so far raised \$1,148 for students in need. Professional graphics for these funds were created by the Communications & Marketing team.
 - Save the Date for WCC Foundation’s President’s Circle Virtual Reception: October 21st at 4pm. The Reception will be held via Zoom and feature an inside look at Cedar Hall.
 - **Governance:** WCC Foundation Board of Directors confirmed a new slate of officers as well as elected a new director to the Board at the September meeting. Bob Carmichael was elected as a new director to the Board. As a local attorney with Carmichael Clark PS brings strong community connections to the Foundation Board. The new officers are: Carolyn Simpson Scott, Chair; Tim Douglas, Vice Chair; Bob MacIsaac, Secretary-Treasurer; Susan Sandell, At-Large; Ron Kleinknecht, Immediate Past Chair.
 - *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)*
 - **Cross Divisional Collaboration:** Communications & Marketing is collaborating with Administrative Services to produce a weekly 30-min “radio show” program for employees to tune in each Wednesday morning on the Compass staff intranet. Called “What’s Up Whatcom,” it allows employees to engage with each other and learn about important WCC news and events
 - **Profile-Raising:** The Building Community Every Day webinar highlighted Whatcom’s newest BAS in Business Management in partnership with Aslan Brewing Co. during Bellingham’s Climate Action Week. The discussion focused on sustainability and environmental business practices. Vice President for Instruction Ed Harri introduced the webinar featuring WCC faculty Jim Drinkwine and Aslan’s Local Brand & Sustainability Manager Layne Carter.
 - **Civic Engagement:** Advancement team members participated in meetings and community events with local employers and employment agencies including, Express Employment Professionals, Phillips 66 Ferndale Refinery and their

Community Advisory Panel, Western Washington University Advancement leadership, Whatcom Community Foundation, Whatcom Land Trust, and YWCA. Advancement is working with ASWCC to support voter registration and Get Out the Vote student and community led non-partisan initiatives including support of a challenge gift to the Orca Food Pantry when students photograph their civic engagement.

- **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
 - The COVID-19 webpage has been refreshed with audience-based navigation, buttons and videos to quickly provide WCC's campus community with the health and safety information they need.
 - A Running Start enrollment post/ad promoting their online info session was boosted and performed well, reaching 4,500 people and receiving 600 engagements. Running Start staff reported that it helped their final enrollment push.
 - A post/ad for Foundation soliciting donations for student desks was boosted and reached 10,000+ people and received 56 clicks.
 - Page views on Facebook from Sept. 14-Sept. 20 increased 28%.
 - Publications, Advertising and Graphics
 - New Black Lives Matter graphics for college use were created and distributed to employees. The images can be used on the public website, staff intranet, social media, and Zoom and are available on our Flickr account: [flickr.com/photos/Whatcom](https://www.flickr.com/photos/Whatcom)
 - Materials supporting WCC's new software development program and corresponding focus groups with TAGNW have been developed and will be distributed to potential employer partners by WCC's workforce staff.
 - "If You Come to Whatcom..." video ads, which were quickly adapted for remote learning, performed very well on ConnectedTV (Hulu, AppleTV, and other streaming services) with 98% completion rates. National video completion rate average is about 65%. From June – Sept, the videos were viewed more than 700,000 times.
 - More "You Belong at WCC" videos featuring faculty and FAQs were advertised on social media and other digital platforms, as well as at the Virtual Welcome Center webpage. Videos can be viewed on WCC's YouTube channel at www.youtube.com/whatcomcc
 - Press Releases and Resulting Media Coverage
 - [Gender-equity scholarship created at WCC in cybersecurity](#), Lynden Tribune, 10/2/2020
 - [Hershey getting into the feel of college basketball](#), Lynden Tribune, 9/29/2020
 - [COVID cost us Ski to Sea, Fourth of July fireworks and the fair, is Halloween next?](#), Bellingham Herald, 9/28/2020
 - [Squalicum Senior Avery Carlson Has Always Strived To Take Her Soccer Game To Another Level](#), Whatcom Talk, 9/28/2020
 - [WCC starts an Orca Athletics Hall of Fame](#), Lynden Tribune, 9/23/2020

- [\\$101,628 to WCC will help toward new software degree](#), Lynden Tribune, 9/23/2020
- [Whatcom Community College Welcomes a New Style of Housing With Cedar Hall](#), Whatcom Talk, 9/21/2020
- [Whatcom Community College Awarded \\$1.2 Million to Expand Student Support Services](#), The Chamber, 9/21/2020
- [WCC Orca Athletics Seeking Hall of Fame Nominations](#), The Chamber, 9/21/2020
- Read more at whatcom.edu/news