

MEMBERS:

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

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

NEXT MEETING REMINDER

June 9, 2021

BOARD OF TRUSTEES Meeting Agenda Wednesday, May 12, 2021 Regular Board Meeting -2:00 pm

Via Zoom

<https://us02web.zoom.us/j/87121270905?pwd=RVBlVGRySE96b3I1YjY4c2Jaa2R5UT09>

Meeting ID: 871 2127 0905

Passcode: 374253

- I. Call to Order & Approval of Agenda, and Notice of Public Comment Time
- II. Consent Agenda Tab 1
 - a. Minutes of April 21, 2021 Board of Trustees Meeting (Attachment A)
- III. Public Comment
 - [Protocols for Public Comment](#)
- IV. Budget Presentations Tab 2
 - Proposed S&A Budget (first reading) – ASWCC
 - Proposed 2021-22 WCC Operating Budget (first reading) – Nate Langstraat, Vice President for Administrative Services
- V. President's Report
- VI. Executive Session
 - as provided in RCW 42.30.140 (4)(a), to discuss collective bargaining
 - 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
- VII. Adjournment

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

- (b) to consider the selection of a site or the acquisition of real estate by lease or purchase...;
- (c) to consider the minimum price at which real estate will be offered for sale or lease...;
- (d) to review negotiations on the performance of a publicly bid contract...;
- (f) to receive and evaluate complaints or charges brought against a public officer or employee...;
- (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee...; or as provided in RCW 42.30.140 (4)(a), to discuss collective bargaining
- (h) to evaluate the qualifications of a candidate for appointment to elective office...;
- (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions... or... litigation or potential litigation...



CONSENT AGENDA

- a. Minutes of April 21, 2021 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, April 21, 2021

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; Terri Thayer, 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**

Minutes of the March 17, 2021 Board of Trustees meeting.

Chair Johnson stated: "If there are no objections, item in the consent agenda will be adopted." As there were no objections, this item was adopted.

PUBLIC COMMENT

- Chair Johnson called for public comment. She announced a 15 minutes public comment period with 2 minutes allocated to each person.
- There was no public comment.

PRESENTATION

➤ **Legislative Internship – Da’Mea Birdsong, WCC Alumni**

Birdsong shared her experience working as a legislative intern for the State Board of Community and Technical Colleges. She said it was an amazing experience working with a great team and she was excited to represent Whatcom Community College and advocate for students.

ACTION ITEMS

➤ **Proposed Associate in Science – Transfer Major Related Program in Materials Science and Manufacturing (First reading, possible action) – Ed Harri, Vice President for Instruction**

Trustee Adelstein moved to approve the Associate In Science – Transfer Major Related Program in Materials Science and Manufacturing. It was seconded by Trustee Taylor and the motion was approved unanimously.

➤ **Proposed Software Development Degree (First reading, possible action) – Ed Harri, Vice President for Instruction**

Trustee Pedlow moved to approve the Software Development Degree. It was seconded by Trustee Bohlke and the motion was approved unanimously.

DISCUSSION OF THE BOARD

➤ **Opening Act Meeting Required Training for the Board – Kerena Higgins, Assistant Attorney General**

Higgins shared a PowerPoint presentations with an overview of Opening Act meeting requirements and role and responsibilities of the board.

EXECUTIVE SESSION

- At 3:00 p.m. the meeting was adjourned for a closed Executive Session of the Board to approximately 45 minutes 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 Ed Harri and Nate Langstraat, and Assistant Attorney General Kerena Higgins.

The Executive Session was extended for an additional 10 minutes at 3:45 pm.

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

ADJOURNMENT

- There being no further business, the meeting was adjourned at 3:56 p.m.

Associated Students of
Whatcom Community College



Services and Activities Fee
Budget Program
2021-22

ASWCC Student Government Approval

S&A Budget Committee
ASWCC Executive Board

April 26th, 2021
April 28th, 2021

First Reading

WCC Board of Trustees

May 12th, 2021

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 2021-22 Academic Year

Submitted by

Kenny Johan, ASWCC Executive Vice President

ASWCC 2021-22 S&A Budget Committee

Kenny Johan, Chair

Kunmi Ajiboye, Executive Board Representative

Gabriel Price, Programming and Diversity Board Representative

Hannah Oliver, Student-at-large

Sebastian Figueroa, Student-at-large

Lianna Boede, 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
CC: Heidi Farani, Director for Student Life and Development
FROM: The Associated Students of Whatcom Community College
DATE: April 22, 2021
RE: 2021-22 Services and Activities Fee Budget

The S&A Budget Committee has finalized the 2021-2022 Services and Activities (S&A) Budget recommendations. 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 2021-2022 Service and Activities (S&A) fee budget was developed by the Associate Students of Whatcom Community College (ASWCC) S&A Fee Budget Committee. 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 2021-22 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 organization's presence at last year's ASWCC Senate meetings for reports.
- D. The number of student employees.
- E. The organization's 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 committee took into account the impacts that the pandemic could potentially cause and the various ways COVID-19 impacted the 2021-2022 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.

Current Year Residual Balances

This year has been quite different due to extraordinary circumstances caused by Covid-19. Highlighted here are the funds that have gone unspent at this point in the year due to our transition to remote learning and online services. Reasons for unspent S&A allocations vary from diminished staffing needs due to online instead of in person, change in cost from in person to online events, unspent money that was intended for food for in person events, and travel and lodging costs that were not incurred this year.

Pro-Org	Name	2020-21		
		Budget	Actual	% Spent
264-1405	Student Ambassadors	\$ 25,000	\$ 12,889	52%
264-1410	ASWCC	\$ 82,340	\$ 59,057	72%
264-1413	Prog Diversity Board	\$ 93,950	\$ 36,203	39%
264-1415	Student Publications	\$ 18,500	\$ 7,854	42%
264-1416	Commencement & Award	\$ 1,500	\$ -	0%
264-1417	Student Center	\$ 5,000	\$ 374	7%
264-1418	Special Projects	\$ 11,000	\$ -	0%
264-1421	Conf & Presentations	\$ 19,000	\$ (3,525)	-19%
264-1422	Transfer Fair	\$ 1,000	\$ -	0%
264-1423	Learning Center	\$ 80,000	\$ 72,789	91%
264-1424	Library Service Support	\$ 750	\$ -	0%
264-1425	Res-Life Student Fnd	\$ 3,000	\$ 1,669	56%
264-1426	AIM-Student Life Fnd	\$ 2,000	\$ -	0%
264-1428	Whatcom WAVE	\$ 5,500	\$ -	0%
264-1433	Equip/Furn Maint	\$ 3,000	\$ -	0%
264-1434	Performing Arts	\$ 4,000	\$ (259)	-6%
264-1439	Contingency Travel	\$ 10,000	\$ -	0%
264-1442	Intercultr ctr Support	\$ 44,500	\$ 38,064	86%
264-1446	Veterans	\$ 8,000	\$ -	0%
264-1450	Student Proj/Overhead	\$ 177,916	\$ 123,598	69%
264-1490	Student Clubs	\$ 22,000	\$ 728	3%
264-1470	Men's Basketball	\$ 23,000	\$ 17,402	76%
264-1471	Women's Basketball	\$ 23,000	\$ 12,562	55%
264-1472	Volleyball	\$ 23,000	\$ 16,662	72%
264-1475	Men's Soccer	\$ 23,000	\$ 25,150	109%
264-1475	Women's Soccer	\$ 23,000	\$ 16,576	72%
264-1476	Uniforms	\$ 8,000	\$ 8,000	100%
264-1477	Athletic Trainer	\$ 13,000	\$ 10,363	80%
264-1478	Officiating Fees	\$ 20,500	\$ -	0%
264-1479	Men's Cross Country	\$ 8,500	\$ 7,429	87%
264-1480	Women's Cross County	\$ 8,500	\$ 7,418	87%
TOTAL		\$ 791,456	\$ 471,004	60%
		Remaining	\$ 320,452	

S&A Budget Summary

Overview of available funds

The estimate of Services and Activities (S&A) fee revenue is based on projected 2021-22 FTE (Full Time Equivalent: 12 credit hours fulfilled by one student.) This conservative estimate for the total 2021-22 S&A budget was developed in coordination with the Director for Business and Finance and the Vice President for Administrative Services.

2021-22 S&A Budget	\$880,916
2020-21 Total S&A Budget Requests	\$902,157

Reserve Funds	2020-21 Allocation	2021-22 Allocation
Orca Field Replacement Reserve	\$59,271	\$53,028 (6%)
Fund Balance Reserve	\$47,807	\$0

Reserve Funds

Orca Field: Last year, the ASWCC set aside 7.5% of their total S&A budget forecast to continue to build a fund for turf maintenance of Orca Field. The 2021-22 S&A Budget Committee faced challenges so the decision was made to reserve 6% 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 recommended 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 of the estimated budget 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 March 31, 2021 the current balance of the Fund Balance Reserve is at \$2,587,207. This represents cash reserves. 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 program requests in years of enrollment decline. This year, due to budget constraints and budget impacts from the COVID-19 pandemic, the ASWCC has chosen to not contribute to the Fund Balance Reserve to make sure all of our current programs have enough money to continue supporting our students.

ASWCC Student Government	2020-21 Allocation	2021-22 Requested	2021-22 Allocation
<u>ASWCC Executive Board</u>			
Student Stipends	\$53,460	\$54,300	\$54,300
Training & Uniforms	\$10,500	\$13,500	\$13,500
<u>ASWCC Senate</u>			
Senator Stipends	\$14,580	\$16,308	\$16,308
Conferences & Presentations	\$19,000	\$20,000	\$20,000
Special Projects	\$11,000	\$12,000	\$12,000
Equipment & Furnishings	\$3,000	\$3,000	\$3,000
<u>ASWCC Clubs</u>			
Quarterly Allocations	\$20,000	\$20,000	\$20,000
Orca Day	\$2,000	\$4,000	\$4,000
Orca Volunteer Recognition	\$250	\$1,000	\$1,000
Orca Food Pantry Team	\$250	\$1,000	\$1,000
Student Representatives for College Committees	\$3,300	\$8,550	\$8,550
Total	\$137,340	\$153,658	\$153,658

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 increase reflects a minimum wage increase.

Training & Uniforms: 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 in the 2020-21 year and that is reflected in a decreased allocation for this line item of that year. In hope of reopening and having activities again the committee increased the amount to reflect what is needed for in person training activities. Part of this allocation is also for uniforms which provide 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 increase reflects a minimum wage increase.

Conferences & Presentations: This budget amount was slightly increased as it serves the ASWCC Senate in allocating funding for students who make requests for conferences and presentations during the 2021-22 academic year.

Special Projects: This budget amount was slightly increased, as it serves the ASWCC Senate in allocating funding for students to request support for unique extracurricular and co-curricular projects during the 2021-22 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 was funded at maintenance level to allow clubs to support engagement opportunities for WCC students.

Orca Day for Clubs: This budget was funded at a maintenance level and goes towards supporting the ASWCC Club participation in Orca Day.

ASWCC Student-led initiatives:

Orca Volunteer Recognition: This budget item had an increase from last year because 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 the Senate convenes in the fourth week of fall quarter.

Orca Food Pantry Team: Similar to the item above, this budget item was allocated increased funding so 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 item increase allows for all 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. This effort to recognize ASWCC representatives through this initiative increases engagement, enhances the diversity of student voices reflected in college governance, and highlights student leadership in these areas.

Programming & Diversity Board	2020-21 Allocation	2021-22 Requests	2021-22 Allocation
Student stipend	\$38,650	\$39,200	\$39,200
Training and Uniforms	\$5,500	\$10,500	\$10,500
Quarterly Welcome Back Event	\$1,500	\$5,250	\$5,250
Programming	\$18,000	\$18,000	\$18,000
Student Led Leadership Conferences	\$15,000	\$15,000	\$15,000
Student Leadership Celebration	\$3,000	\$3,000	\$3,000
Orca Day	\$8,000	\$9,000	\$9,000
Mascot Appearances	\$800	\$3,000	\$1,500
Student Graphic Designer	\$3,500	\$8,214	\$8,214
Student Campus Arts Manager	-	\$4,381	\$4,381
Music Licenses	-	\$2,000	\$2,000
Total	\$93,950	\$117,545	\$116,045

Programming and Diversity Board (PDB):

Student Stipends: This budget was slightly increased and covers five (5) Programming and Diversity Board (PDB) positions, mandated by the ASWCC Bylaws and Constitution. Increase due to minimum wage increases.

Training and Uniforms: Provides funding for highly visible and engaging student led programmatic events and conferences. Due to COVID-19, some training activities were cancelled in 2020-2021 and that is reflected in the decrease in the allocation for this line item. Part of this allocation is also for uniforms which provide needed visibility for the Programming and Diversity Board at all ASWCC and WCC events.

Quarterly Welcome Back Event: This budget line was increased. These funds support quarterly ASWCC welcome back events. The committee felt it necessary to fund this event to increase engagement at the start of each quarter.

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 engagement, leadership, guided pathways, and social justice.

Student Leadership Celebration: This budget provides an opportunity for the ASWCC to recognize and celebrate the efforts of student leadership across campus during spring quarter.

Orca Day: This budget item was allocated slightly increased funds and goes toward funding the PDB’s biggest event of the year, Orca Day.

Mascot Appearances: This budget item was allocated slightly increased funds and allows the mascot to be present at 54 hours of ASWCC events for the year.

Student Graphic Designer: This budget item was allocated increased funds to change the work hours to 15 hours instead of 8 hours. This will allow the Student Graphic Designer to work on graphic design projects related to student engagement. This is a wonderful opportunity for student employment.

Student Campus Arts Manager: This year the committee voted to have a student campus arts manager. This will allow another opportunity for student employment and increase visibility of student art. This position is funded for 8 hours a week.

Music Licenses: This year the committee voted to approve money to obtain a new music license. This will allow music to be used at WCC events and programs.

Office of Student Life and Development	2020-21 Allocation	2021-22 Requested	2021-22 Allocation
Commencement	\$1,500	\$1,500	\$1,500
Student Life/ASWCC Supplies	\$5,000	\$5,000	\$5,000
Total	\$6,500	\$6,500	\$6,500

Office of Student Life and Development (OSLD)

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

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

ASWCC Organizations	2020-21 Allocation	2021-22 Requested	2021-22 Allocation
Horizon	\$18,500	\$18,500	\$16,400
Total	\$18,500	\$18,500	\$16,400

ASWCC Organizations:

Horizon: This budget was funded at a slight decrease from the previous year. It supports the Horizon's upfront costs for printing and student positions.

Student Services	2020-21 Allocation	2021-22 Requested	2021-22 Allocation
Associate Director for the OSLD	\$89,847	\$86,204	\$86,204
Coordinator for the OSLD	\$42,264	\$41,989	\$41,989
Director for Athletics and Campus Recreation	\$45,805	\$43,387	\$43,387
Total	\$177,916	\$171,580	171,580

Student Services

Associate Director for the OSLD: This position within the OSLD supports all ASWCC events, as well as provides 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 provides funding to support 60% of this position.

Director for Athletics and Campus Recreation: This position provides leadership for Athletics and Campus Recreation programs. The ASWCC provides funding to support 40% of this position.

Orca Athletics	2020-21 Allocation	2021-22 Requests	2021-22 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	\$8,500
Women's Cross Country	\$8,500	\$8,500	\$8,500
Uniforms	\$8,000	\$9,000	\$9,000
Athletics Post-Season Travel	\$10,000	\$10,000	\$10,000
Athletics Trainer	\$13,000	\$13,000	\$13,000
Officiating Fees	\$20,500	\$25,000	\$25,000
Total	\$183,500	\$189,000	\$189,000

Orca Athletics

Athletic Team Support: The existing team budget lines were funded at a maintenance level. Whatcom Community College's Athletics program has continued to create long standing impacts with engagement, leadership, as well as student success and retention, particularly with underrepresented student populations. This year, Athletics and Recreation conducted various fundraising efforts to supplement their S&A budget allocations and are planning to continue those efforts.

Uniforms: This budget was slightly increased to allow 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's funding was increased and is also required by NWAC; all home games and matches must have officiators present for the match to take place.

Campus Services	2020-21 Allocation	2021-22 Requested	2021-22 Allocation
Intercultural Center	\$44,500	\$50,000	\$50,000
Veterans Center	\$8,000	-	-
Learning Center	\$80,000	\$80,000	\$80,000
Academic and Career Services	\$1,000	-	-
Library Services	\$750	\$750	-
Whatcom Wave	\$5,500	\$5,500	\$5,500
AIM	\$2,000	\$2,000	\$450
Pod Leaders	\$25,000	\$25,000	\$25,000
Residence Life	\$3,000	\$4,000	\$3,200
AIR Office Student Advisory Group	-	\$2,054	\$2,054
Performing Arts	\$4,000	\$8,501	\$8,501
Parenting Education	-	\$1,500	-
Total	\$173,750	\$179,305	\$174,705

Campus 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: No request for 2021-2022

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

Academic and Career Services: No request for this year.

Library Services: The committee decided not to fund this request and instead asked that they take their request to the ASWCC Senate.

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.

Pod Leaders: This budget was maintained to support pod leaders in their student support efforts.

AIM: This budget was decreased and asked that they take their request to the ASWCC Senate. This request supports ongoing student success programming provided by AIM.

Residence Life: This budget line is to support programming efforts for residents in Cedar Hall.
AIR Office Student Advisory Group: This is a new budget line and will allow the AIR office to compensate students for their engagement in advancing student success.

Performing Arts: This budget was increased to support the student staff positions that support student activities in the area of Performing Arts. This budget line was moved from the “ASWCC Organizations” section of this S&A budget.

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

REVENUE SOURCES	F/Y 2020-2021	F/Y 2021-2022
State Allocation	\$ 15,151,822	\$ 16,823,257
District Enrollment Allocation Base (DEAB)	7,205,119	7,434,537
Minimum Operating Allowance (MOA)	2,850,000	2,850,000
Student Achievement Initiative	1,167,035	1,167,436
High Demand (Weighted) FTEs	787,215	746,551
Earmarks and Provisos	5,623,224	5,229,767
<i>Less: WEIA for Guided Pathways and High Demand</i>	<i>(945,678)</i>	<i>(605,034)</i>
<i>Less: State allocation reduction</i>	<i>(1,535,093)</i>	
State Allocated Funds	\$ 15,151,822	\$ 16,823,257
Operating Fee	\$ 5,527,037	\$ 7,209,023
Other Locally-provided Funds		
Running Start Support	4,600,000	5,000,000
International Programs	500,000	750,000
eLearning	1,925,000	1,500,000
Other Fees and Enterprises	300,000	400,000
Reserves	130,060	-
Locally-provided Funds	\$ 7,455,060	\$ 7,650,000
Institutional Federal Relief Funding	730,695	\$ 500,000
TOTAL BUDGETED REVENUES	\$ 28,864,614	\$ 32,182,280
State Funded Student FTE's	2,493	2,493

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

COST CENTERS	BUDGET AREAS	F/Y 2020-2021	F/Y 2021-2022
INSTRUCTION	Division 1 - Academic Resources and Health Professions	\$ 2,241,799	\$ 2,475,383
	Division 2 - Arts and Humanities	2,212,944	2,430,987
	Division 3 - Sciences, Technology, Engineering & Math	3,243,381	3,541,271
	Division 4 - Social Sciences and Business	2,153,931	2,717,306
	Instructional Administration *	4,808,822	5,565,631
	Stipends / Special Projects	84,209	107,447
	Library Operations	662,459	701,354
	Instructional Equipment	10,000	10,000
	Learning Center and Simpson Intercultural Center	525,027	528,039
		<u>\$ 15,942,572</u>	<u>\$ 18,077,418</u>
STUDENT SERVICES			
	Students Services Administration *	\$ 1,144,446	\$ 1,261,096
	Admissions	512,778	559,431
	Advising and Student Support Services	1,083,940	1,292,299
	Financial Aid	629,226	630,123
	Student Life and Development, Athletics and Recreation	260,418	327,818
		<u>\$ 3,630,808</u>	<u>\$ 4,070,767</u>
INSTITUTIONAL MANAGEMENT			
	Institutional Administration / President's Office *	\$ 956,977	\$ 1,147,814
	Office of Advancement	654,915	758,565
	Institutional Research	258,356	268,069
	Staff and Faculty Development	76,073	95,141
	Facilities / Equipment / Program Development	20,000	20,000
		<u>\$ 1,966,321</u>	<u>\$ 2,289,589</u>
ADMINISTRATIVE SERVICES			
	Administrative Services Administration *	\$ 1,461,043	\$ 1,526,392
	Human Resources	457,767	472,593
	Business Office	406,207	412,009
	Copy, Print and Mail Services	487,446	523,162
	Information Technology	767,973	1,063,631
	Facilities and Operations	3,583,377	3,744,638
	Other Administrative Expenses	161,100	161,100
		<u>\$ 7,324,913</u>	<u>\$ 7,903,525</u>
TOTAL BUDGETED EXPENSES		<u><u>\$ 28,864,614</u></u>	<u><u>\$ 32,341,299</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 May 12, 2021 Meeting

➤ ASWCC – Kenny Johan, Executive Vice President

- **Student Engagement (Goal 1.3 and Promote student access through quality services and resources)**
 - April 12 - 15, 2021, the ASWCC Programming and Diversity Board hosted the Spring Welcome Back Lounges with music, prizes, games, activities and much more.. 20 campus resources, 3 faculty members, and between 2 and 15 students attended the sessions.
 - Daily events: Every week the PDB has 3 events, Motivation Mondays, Tuesday Talks, Philosophical Friday. These events are meant to increase engagement with students by having a recurring time. We have an average attendance of 3 people per event.
 - Wingles happen every Thursday and include games and activities. This Weekly Mingle opportunity helps students to meet their peers and enjoy time engaging in community building together.
 - The ASWCC Programming and Diversity Board hosts weekly multi-campus game nights with Bellingham Technical College, Lake Washington Technical College, and Walla Walla Community College. Approximately 5 - 10 participants attend each week.
 - The spring quarter club fair happened on April 28th. 3 clubs were represented at the club fair and approximately 15 participants attended.
 - The ASWCC Programming and Diversity board hosted an Earth day celebration with Jelly Plants available to all participants on April 22nd. 5 participants attended the zoom session.
 - The “C” word event was hosted on April 20th for sexual assault awareness month. This event was in partnership with Bellingham Technical College, Clover Park Technical College, Olympic College, Spokane Community College, Spokane Falls Community College and Walla Walla Community College.
 - The ASWCC Programming and Diversity Board hosted the ASWCC Outdoor Movie Night featuring the movie Coco on April 30. Approximately 40 registered for the event.
 - ASWCC Senate have a public meeting bi-weekly every Monday. The senate meetings are a great opportunity for departments on campus that need to request funding from the senate. This also a great engagement opportunity for senators and students to be involved in college decision making.

➤ **Advancing Equity – Terri Thayer, Interim College Equity Officer**

Weekly Equity coaching, training and discussions (*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, 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*)

- Provide equity training and facilitate equity discussions weekly with the President’s Cabinet to increase knowledge, understanding and application of equity within our day to day practices.
- One on one coaching meetings with staff and faculty.
- Working collaboratively with Departments to provide support for Equity work and conversation facilitation.

Equity Support, Building Connections, Cultural Recognition (*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, 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*)

- Search Advocate group – Diversity Statement review and revisions
- Instructional Anti-Racist work with Tresha Dutton, faculty, addressing issues of conduct, reporting and classroom management
- Attending a number of college committees and sub committees to address equity and interweaving equity into the work –COVID Planning and Response Team, College Diversity Committee, Land Acknowledgement Taskforce

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

- **ctcLink** (*4.1 Offer programs, services, and facilities that support college needs and market*)
 - Phase 1 of ctcLink training is underway for all faculty and staff. Phase 1 consists of self-paced courses provided by SBCTC to be completed by June 30, 2021.
 - Key WCC staff attended kickoff/orientation meetings for course catalogs and course fees ctcLink Production work. Dual entry of this data will be required from May 17 through Go-Live (October 25).
 - Dedicated work time for ctcLink staff and related service areas commences on April 30 and runs through the end of the 2021 calendar year. This allows staff to focus on ctcLink assignments and activities for a successful transition to ctcLink.
- **Finance** (*4.1 Offer programs, services, and facilities that support college needs and market demands*)
 - The state legislature completed work on their budget proposal on April 25 during the regular session. SBCTC provided draft allocations on April

28, 2021. Campus budget forums hosted by Budget Review Committee and Cabinet have been scheduled for May 20 and 25.

- **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*)
 - During the first few weeks of spring quarter, Bookstore and Conference and Event Services staff distributed website orders and over 300 lab and course material kits for 24 different WCC courses. Staff also distributed course syllabi materials for three separate nursing cohorts. Students shared appreciation that the College provided a convenient curbside service.
 - During March and April, the Bookstore reached a small COVID period milestone. Net sales were up 48% over this same period last year. After a year of online website sales well-outpacing cash register/face to face sales, the Bookstore experienced a balance of 50% cash register sales and 50% website sales. This represents a partial return of campus traffic and seems to be a clear indicator that many students still prefer traditional modes of campus services.

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

- **Academic Advising and Career Services:** *Goal 3.1 Ensure all students have access to campus resources that support educational success; Goal 3.4 Revise policies, practices, and curricula from an equity-based lens. Kate Di Nitto, Associate Director, Academic Advising and Career Services*
 - As of April 27, all currently enrolled WCC students were assigned to their primary connection in Starfish, ensuring students can more easily identify their “person” at WCC
- **Athletics and Recreation:** *(Goal 1.3 and Promote student access through quality services and resources; Goal 2.5 Cultivate community awareness and support for the College. Danny Day, Director, Athletics and Recreation)*
 - The Golf Tournament Fundraiser, slated for June 10th, is filling its field of foursomes fast, and space is limited for any new participants.
 - All student-athletes and coaches continue with the NWAC mandated CoVID-19 testing prior to every contest in order to be allowed to compete.
- **Community Standards and Residence Life:** *(Goal 1.2 Foster student learning through student-centered teaching and learning practices; Goal 1.3 Promote student access through quality services and resources; Goal 2.1 Increase collaboration and communication to serve collective needs across the College; Goal 2.2 Create teaching and learning communities; Goal 4.3 Provide ongoing opportunities for faculty and staff professional growth. Goal 4.4 Enhance the safety of the college environment. Terri Thayer, Director, Community Standards and Residence Life)*

- Collaborated with instruction partners in anti-racist work to evaluate and change equity practices in conduct reporting, specifically in regards to academic dishonesty and classroom management.
- Hosted orientation for eight new residents. Outcomes include acclimating to Cedar Hall living, familiarizing residents with hall staff and resources, appliance orientation and emergency procedures.
- Hosted Welcome Back Coffee and Donuts to introduce new residents to RAs and build rapport with staff. 12 residents attended.
- Hosted Field Day to get residents to safely engage in the Cedar Hall community and cultivate an atmosphere of fun and teamwork. 15 residents attended.
- Hosted weekly Cooke Day (Wednesdays) to engage with and bring residents into the communal spaces of Cedar Hall.
- **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. Nic Hostetter, Director, Student Success and Retention)*
 - Received 774 early alert flags (736 Spring 2020). To date, 456 flags have been cleared by Pod Leaders. Outreach to students continues.
 - Launched a process in which students will be notified for inactivity in Canvas after 4 days and after 7 days. After 7 days, Pod Leaders make phone contact with students to connect them to campus resources. 35 faculty opted in with a total of 85 classes being monitored.
 - Served 500+ students in the Virtual Front Desk. Registration and Financial Aid continue to be the number one reason for student visits since the beginning of spring quarter.
 - Pod Leaders made additional outreach to 350+ students eligible for the TRIO SSS program.
- **Student Life and Development:** *(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.)*
 - OSLD partnered with Health Professions to get Orca Cards and nursing badges printed for the new spring 2021 Massage Practitioner cohort.
 - Feeding Whatcom Coordinator, Megan Cahill, partnered w/ Capstone Physical Therapy; food drive accumulated 200+ pounds of food for pantry. Megan will partner with the OSLD staff to host a drive-through food drive once a month, starting in May.
 - Feeding Whatcom partnered with the ASWCC to present during an earth day event. The presentation covered information about food insecurity on campus and resources and tools that can help.
 - The Orca Food Pantry is set to open by the second week of May. The Pantry cabinet has been moved to the first floor of Syre outside of the bookstore, and

filled with food from the recent food drive. Students will be allowed to access the pantry when they visit campus during hours the bookstore is open.

- The Office of Student Life and Development facilitated the 2021 Commencement Speaker and National Anthem singer selection process. 3 students applied to serve as the commencement speaker and 5 students applied to sing the National Anthem. Finalists have been forwarded to the President's Office.
- Kunbi Ajiboye, Associate Director for Student Life and Development, partnered with faculty members Justin Ericksen, Katherine Burns, and Kaatje Kraft to host workshop session Inspiring Galaxies of Greatness: Seeing Students as Stars.

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

- **In-person instruction planning for fall 2021** (*1.3 Promote student access through quality services and resources; 4.4 Enhance the safety of the college environment*)
 - The College is continuing planning for a return to campus in 2021-22 with increased offerings with in-person instruction. Nearly 100 faculty in addition to health professions faculty indicated an interest in offering courses with in-person instruction in fall quarter. Those faculty were invited to attend one of 12 different planning sessions in which faculty could learn about institutional resources available and describe their own plans and goals for in-person instruction.
 - **Workforce education leadership** (*4.1 Offer programs, services, and facilities that support college needs and market demands*)
 - Tonya Wagner, dean for workforce education, has announced that she will be returning to Wisconsin for a dean's position in summer 2021. The College is currently developing a plan to ensure continuity of leadership.
- **Community & Continuing Education** (*2.5 Cultivate community awareness and support for the College; 2.6 Engage with business and industry to strengthen regional economic development.*)
 - Received a Job Skills Program (JSP) grant award of \$20,248 to provide quality management system training for Egis Mobile Electric in Bellingham through the remainder of the academic year.
 - Delivered Microsoft OneNote training for Bellingham Police Department and Excel training for The Opportunity Council in March.
 - Established partnership with North Seattle College's Continuing Education program to pool enrollments in select virtual classes in order to boost enrollments and leverage costs through 2021.
 - The 11th annual Chuckanut Writers Conference, co-presented by WCC's Community & Continuing Education program and Village Books, will take place virtually June 21-27. This year's conference faculty features a variety of notable northwest authors including Erica Bauermeister, Omar El Akkad, Sonora Jha, and Tiffany Midge. For more information, visit chuckanutwritersconference.com.
- **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)

Cybersecurity grants activity:

- After years of development, the National Cybersecurity Training & Education (NCyTE) Center launched a new Advanced Placement® (AP) high school course curriculum that combines computer science and cybersecurity in a single introductory course. The “AP Computer Science Principles: Cybersecurity” has been endorsed by College Board, the non-profit organization that administers the SAT® and AP program for U.S. high schools. Students taking the one-year course will explore all the requirements of AP Computer Science Principles (AP CSP) with an emphasis on cybersecurity applications in Javascript. NCyTE partnered with online computer science learning platform CodeHS to create the course. More than 950 colleges and universities offer credit, advanced placement, or both for qualifying scores on the AP exam, allowing high school students to progress more quickly in their chosen program of study through the ability to earn college credit while in high school. This project was funded through the C5 (Catalyzing Computing and Cybersecurity in Community Colleges) grant awarded to WCC in 2015.
 - NCyTE sponsored several activities at the Association of Computer Science Departments at Minority Institutions (ADMI) 2021 symposium held 25-26 March. This included:
 - a facilitated a skills-based two-day cybersecurity competition with approximately 48 students;
 - a workshop that introduced a new library of cybersecurity and information interactive teaching and learning tools that 25 faculty attended;
 - a virtual workshop on CMMC (Cybersecurity Maturity Model Certification).
 - Twenty-three students, including seven WCC students enrolled in the C3P Scholarship for Service Pilot Program administered by WCC / NCyTE, participated in a virtual Job Fair 3-4 March where they interacted with potential employers to learn about possible internships and employment opportunities in cybersecurity with the government sector (federal, state, local, tribal or territorial government organization).
 - NCyTE participated in the April 1st virtual Community College Cyber Summit (3CS) meeting with a presentation on Program Development Technical Assistance by Corrinne Sande, NCyTE Director/Principal Investigator.
 - NCyTE’s online member webinar on 23 April reviewed new content on maritime cybersecurity developed by NCyTE’s Co-PI Philip Craiger, Associate Professor of Cybersecurity at Embry-Riddle Aeronautical University.
- **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.)*
 - International Programs welcomed new students from the following countries for the Spring 2021 intake: *Saudi Arabia, Indonesia, China, Malaysia, Taiwan, Peru, Japan, Myanmar and Hong Kong*. With nearly 200 international students enrolled, the increase over the previous (2020) spring quarter is approximately 8%.
 - Northwest International Education Association (NIEA): Global Virtual Event for faculty and staff – Lunch & Learn series, 4/26 -4/30. A series of presentations on

NIEA mini-grants for faculty, Study Abroad 101, Global Virtual Exchange, International Scholars and Students and Sustainable Internationalization. All sessions were recorded and will be posted on the NIEA YouTube channel.

- **Intercultural Services** (*Goal 1.1 Improve student success in retention, completion, transfer, and employment, 1.3 Promote student access through quality services and resources, 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes, 3.5 Improve recruitment and retention of diverse students, faculty, staff, and administrators, 4.3 Provide ongoing opportunities for faculty and staff professional growth*)
 - The Equity Project podcast TEP Talk with co-host Carmen Green, Kunbi Ajiboye, and Justin Ericksen continues important conversations about social justice. Episode: 4 “Second Place” is a nostalgic trip back to campus where we see what’s new, spot a couple familiar faces, and discuss our vision for becoming a more equitable and antiracist college as we move closer to “returning” to work.
 - Hosted Talkin’ Stories on: (1) Welcoming WCC community Back from Spring Break on April 7 to help WCC community to reconnect and learn about upcoming events in the IC for Spring Quarter; (2) panel on Ramadan on April 14 in partnership with Western Washington University’s Muslim Student Association; (3) Earth Day on March April 21, with a reminder to commit to protecting Indigenous lands that we occupy, combat climate change, and continuously protect and care for our environment; (4) Sexual Assault Awareness Month on April 28, focused on healthy relationships.
 - Hosted three Workshops About Politics to discuss topics including recent events targeting Asian-American Pacific Islander (AAPI) community; state legislatures across the US are working to pass anti-LGBTQ+ legislation to limit the protection for transgender individuals and others from LGBTQ+ community; and conversation about sustainability and climate justice.

➤ **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:

- Student Emergency Funds: Closed the spring quarter emergency fund application March 22 with 374 applications for support. Awarded spring quarter grants totaling \$293,700 to 335 students.
- Scholarships: The Scholarship Review Committee completed their review and scoring of 264 WCC Foundation scholarship applications for 2021-22. Award determination is underway.
- Awarded 3 Funds for Excellence grants totaling \$14,910 for the following projects:
 - Equitable Access to College in High School
 - Anti-Racist Writing Assessment Ecologies: English 101
 - Fostering Inclusive Student Experiences through Linguistic Diversity

Fundraising: Draft reports show the Foundation received 36 gifts and pledges totaling \$39,165 for the month of April. Fiscal year to date as of April 29, 2021, the Foundation received \$428,238 in gifts and pledges compared to \$413,113 last year.

New Prospects: Launched a new donor recruitment strategy through the WCC Foundation Board Orca Pod Projects to identify legal, business, and arts supporters.

WCC Foundation Grants managed fiscal year to date:

January 2021 Chuckanut Health Foundation \$4,900 grant for Telehealth software and impact measurement.

December 2020 Phillips 66 Ferndale Refinery \$10,000 grant for Orca Food Pantry support.

November 2020 BP Cherry Point Refinery \$16,000 grant for makerspace consumables.

October 2020 Building Changes: Washington State Student and Youth Homelessness COVID-19 Response Fund \$20,000 for student emergency funding.

July 2020 Haggen Foundation Nourishing Neighbors \$10,000 grant for Orca Food Pantry support.

Additionally, WCC Foundation serves as fiscal agent for the following WCC program grants:

- September 2019 Alcoa Foundation \$40,000 grant for CURE Fellows: Course-based Undergraduate Research Experiences (CUREs) to increase access.

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: Strategically distributed graduation and commencement information to students and employees across multiple platforms through coordinated efforts between Communications & Marketing Department, Conference & Event Services and Entry Services.

Profile-Raising: WCC Foundation completed its first Donor Impact Week in connection with community college month April 26 through April 30. Each day, more than 6,000 email subscribers, including donors, alumni, and community stakeholders, received a report on the collective impact of giving at WCC.

- **Relationship Building:** Eva Schulte, Executive Director of Advancement, represented WCC in the Comprehensive Economic Development planning process, and contributed to post-secondary strategies that support economic development locally and regionally across Whatcom County.

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, Video and Social Media:

Website Refresh Workgroup approved the web wireframe and is in the final graphic design stage of the website refresh project. Design highlights include refreshed color palette, areas of study branding, orca-themed graphics, and campus photos.

Celebrated ACCT's (Association of Community College Trustees) [Community College Month](#) throughout April on the College's social media, public website and Compass staff intranet.

Honored WCC's [All-Washington Academic Team students Nathalie Belmore and Vi Nguyen](#) online and on social media. The students were recognized by Gov. Inslee at [an April 15 virtual ceremony](#).

Publications, Advertising and Graphics:

Created graphics and promotions to support college Earth Day/Week activities, Donor Impact Week, and Mental Health Awareness Month. Developed advertising campaign for summer and fall quarters with messages like "See Yourself at WCC" and "Find Your New Career at WCC".

Press Releases and Resulting Media Coverage:

- [WCC campaign raises \\$2.5 million](#), Lynden Tribune, 4/30/2021
- [WCC campaign raises \\$2.5 million](#), Ferndale Record, 4/30/2021
- [Whatcom Community College Virtual Events for College Month](#), Bellingham / Whatcom County Tourism, 4/28/2021
- [NCyTE launches new AP computer science and cybersecurity curriculum, ready for use in high schools nationwide](#), Press release to local media, 4/26/2021
- [Local Dog-And-Owner Duo Draw Hundreds of Thousands of Internet Fans](#) (Running Start student mention), Whatcom Talk, 4/15/2021
- [Whatcom Community College Students to be Recognized by Gov. Jay Inslee at Virtual Ceremony](#), Bellingham / Whatcom County Tourism, 4/14/2021
- [Whatcom Community College campus earns Voter Friendly status](#), Lynden Tribune, 4/14/2021
- [WCC Foundation Fundraising](#), KGMI, 4/12/2021
- [These 64,000 Whatcom County residents will be eligible for the COVID vaccine this week](#), Bellingham Herald, 4/12/2021
- [Whatcom Community College Massage Program Information Session](#), Whatcom Talk, 4/12/2021
- [Whatcom Community College named "Voter Friendly Campus" by National Non-partisan Organization](#), Bellingham / Whatcom County Tourism, 4/7/2021

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