

**BOARD OF TRUSTEES**  
**Meeting Agenda**  
**Wednesday, June 8, 2022**  
**Regular Board Meeting -2:00 pm**  
**237 West Kellogg Road, Bellingham**  
**Pavilion 201**

[Zoom option](#) Meeting ID: 814 4104 7951 Passcode: 019428

**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**

**TBD**

- I. Call to Order & Approval of Agenda, and Notice of Public Comment Time
- II. Consent Agenda Tab 1
  - a. Minutes of May 11, 2022 Board of Trustees meeting (Attachment A)
- III. Public Comment
  - [Protocols for Public Comment](#)
- IV. Action Items Tab 2
  - Submission of a substantive change proposal to NWCCU to offer new BAS degree in Social Work
  - Proposed S&A Budget Presentation – Carlyn Finerty, ASWCC President
  - Proposed 2022-2023 Operating Budget Presentation – Nate Langstraat, VP for Administrative Services
- V. Report from the President
- VI. Reports Tab 3
  - ASWCC – Carlyn Finerty, President
  - WCCFT – Anna Wolff, President
  - WFSE – Dan Andreason, President
  - Administrative Services –Vice President Nate Langstraat
  - Student Services –Vice President Luca Lewis
  - Instruction – Vice President Barry Robinson
  - Equity Initiatives - Interim CDEIO Terri Thayer
- VII. Discussion/Items of the Board
  - August Board Retreat
- VIII. Executive Session
  - to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee...and ...as provided in RCW 42.30.110 and 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 the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency
- IX. Adjournment

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

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



## CONSENT AGENDA

- a. Minutes of May 11, 2022 Board of Trustees Special Meeting (Attachment A)

### SUGGESTED RESPONSE

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

# Whatcom

COMMUNITY COLLEGE

MINUTES

BOARD OF TRUSTEES MEETING

Virtual Meeting via Zoom

Wednesday, May 11, 2022

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; Barry Robinson, Vice President for Instruction; Luca Lewis, Vice President for Student Services; Terri Thayer, Interim College Equity Officer; Kerena Higgins, Assistant Attorney General; and Rafeeka Kloke, Special Assistant to the President.

## ACTION TO ACCEPT AGENDA

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

## CONSENT AGENDA

### ➔ Consent Agenda

Minutes of the April 13, 2022 Board of Trustees Meeting with one change to reflect Trustee Pedlow's attendance.

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.

## BUDGET PRESENTATION

### ➤ **Proposed 2022-23 S&A Budget – Carlyn Finerty, ASWCC President**

Finerty shared a PowerPoint presentation with an overview of the proposed 2022-23 S&A Budget.

Highlights included:

- Proposed 2022-23 S&A Budget - \$855,100
- A number of key factors were considered by budget committee during the development process;
  - Utilization of previous year's allocated funds
  - Impact on support and services to student body
  - Incorporation of DEI values
  - Other funding support
  - Impacts of COVID-19
  - Sustainability of allocation during enrollment decline
- The proposed budget would be finalized and presented to the Board for approval at the June meeting.

### ➤ **Proposed 2022-23 WCC Operating Budget – Nate Langstraat, Vice President for Administrative Services**

Langstraat shared a [PowerPoint presentation](#) with an overview of the proposed 2022-23 WCC Operating Budget. Langstraat noted a \$1.9 million deficit that needed to be resolved to balance the budget. He discussed strategies to balance the budget and next steps in preparation of a balanced budget for second reading at the June meeting and the College would continue to identify cost savings throughout 2022-23 in preparation for 2023-24.

## PUBLIC COMMENT

- Chair Johnson called for public comment. She announced a 15 minute public comment period with 2 minutes allocated to each person.
- Nathan Hall, faculty, shared comments relating to Professional Development Day keynote and workshop; and Board Policy 313.
- Ian Stacy, faculty, shared comments relating to data supporting modality decisions.
- Dan Bracy, adjunct faculty, shared comments relating to modality that meet student needs.
- Guava Jordan, faculty, shared comments relating to removing barriers and meeting student needs.

## PRESIDENT'S REPORT

- President Kathi thanked faculty and staff for meeting with evaluators on May 2-3, 2022 for the Mid-cycle Accreditation visit. The Mid-cycle Accreditation report would be available in 2-3 weeks.
- President Kathi shared that as part of the College's K-12 outreach efforts there have been a number of on-campus tours scheduled for high school students from local high schools.
- The State Board for Community and Technical Colleges (SBCTC) recently approved WCC's BAS degree in Social Work.
- Whatcom Wednesday, a weekly event, provides opportunities for in-person gathering for faculty and staff to reconnect and build community.
- President Kathi shared that WCC partnered with Whatcom Museum on the Red Dress Project to honor and remember the Missing and Murdered Indigenous Women and People. The art installation would be on display at the Lightcatcher May 5, 2022 – May 15, 2022. She thanked Terri Thayer for her leadership and work on this project.

## REPORTS

- **WCCFT - Anna Wolff, President**
  - Wolff urged the Board to continue to provide remote access to Board of Trustees meeting.
- **Administrative Services – Nate Langstraat, Vice President**
  - Langstraat stated that he would spend some time thinking through the public comments shared at this meeting to determine how to best respond. He felt that the comments shared were directed at Administration as they were related to operational matters.
- **Student Services – Luca Lewis, Vice President**
  - Lewis shared that students have expressed their excitement and need to be back on campus.
  - He also noted that the 2022 Orca Golf Classic scheduled on June 9 at Sudden Valley Golf Course and encouraged anyone interested to participate.
- **Equity Initiatives – Terri Thayer, Interim CDEIO**
  - Thayer shared that a new annual 10-part lecture series called Dismantling Racism and Advocating for Justice would feature its first speaker, Ericka Hart, a Black queer femme activist, writer, highly acclaimed speaker and award winning sexuality educator with a Master of Education in Human Sexuality from Widener University, on May 23, 2022. This series has been made possible due to a generous contribution from Dr. Luca Emory Lewis, WCC's Vice President of Student Services and dedicated sponsors including The WCC Foundation, John Baker and friends of Whatcom Community College, Skagit Valley College, LGBTQ Western, and Whatcom Community Foundation.

## DISCUSSION/ITEMS OF THE BOARD

### ➤ **August Board Retreat**

Chair Johnson shared that due to schedule conflicts, staff emailed some alternative dates and asked members to respond to staff as soon as possible.

### ➤ **End of Year events**

June 8	Annual Honors & Awards Ceremony	6:00 – 8:00 pm	Heiner Theater
June 9	2022 Orca Golf Classic	11:00 am	Sudden Valley Golf Course
June 10	Orca Day	11:00 am – 4:00 pm	WCC campus
June 16	2022 Nurse Pinning Ceremony	6:00 pm	Heiner Theater
June 17	2022 Commencement Ceremony	6:30 – 8:30 pm	Orca Field

## EXECUTIVE SESSION

- At 3:30 p.m. the meeting was adjourned for a closed Executive Session of the Board to approximately forty-five minutes as provided in RCW 42.30.140 and 42.31.110, to consider the selection of a site or the acquisition of real estate by lease or purchase..., and 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 the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency.

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

The Executive Session was extended for an additional fifteen minutes. The Executive Session was adjourned at 4:30 p.m. and the Board reconvened into open session at 4:30 p.m.

## ADJOURNMENT

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



## Memorandum

Instruction Office

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**To:** Board of Trustees

**From:** Barry Robinson, Vice President for Instruction

**Date:** June 3, 2022

**RE:** Request to submit substantive change proposal to NWCCU to offer a new degree: Bachelor of applied science in social work

Community and technical colleges in Washington State now play an established role in producing baccalaureate degree graduates. The degree pathway provides an affordable option for place-bound students in particular and helps fill the gap in local workforce needs. Applied baccalaureate programs stem from a pilot program established by the state legislature in 2005. In 2012, the legislature passed E2SHB 2483, authorizing the State Board for Community and Technical Colleges to approve applied baccalaureate degree programs offered by community and technical colleges (RCW 28B.50.810).

The proposed BAS in social work will build upon the current substance use disorder professional (SUDP) associate of applied science degree, associate of applied science in medical assisting, associate of applied science in criminal justice, and associate of applied science in early childhood education.

This BAS degree will provide a unique focus not found at nearby Western Washington University (WWU) or other regional two-year colleges. The proposed BAS's theoretical focus on social work, versus WWU's theoretical focus on human services, will increase the number of professionals with specialization in behavioral health needed to meet the unique needs for bachelors-prepared social workers in the region.

The BAS degree fills a workforce need identified through the COVID Impact Assessment completed by the Whatcom County Health Department. Specifically, the assessment found that labor shortages, mental health, and crisis intervention sectors were significant issues before, during, and after the pandemic, and the BAS will provide students with the skills and credentials to fill critical positions in Whatcom County (Port of Bellingham's economic development division, 2021)<sup>i</sup>. The program will provide students with comprehensive skills and knowledge to provide services that advance the well-being of people, promote economic and social justice, and enhance the social functioning of individuals, families, groups, organizations, and communities.

This process requires degree approval by SBCTC, which has already been obtained, and will also require substantive change approval by the Northwest Commission on Colleges and Universities (NWCCU) because it would be among the first three baccalaureate degrees offered at WCC, thus requiring review. The first two BAS degrees include bachelor of applied science in IT networking/Cybersecurity and Bachelor of applied Business Management. As a step in the

substantive change procedure to approve a new baccalaureate degree, documentation is required of Board of Trustees approval to develop and offer the proposed degree at the institution.

We respectfully ask that the Board approve submission of a substantive change proposal to NWCCU to offer a new degree: Bachelor of applied science in social work

### **SUGGESTED MOTION**

Move to approve WCC's intent to submit a substantive change proposal to NWCCU to offer the new BAS degree.

<sup>ii</sup> Whatcom County Comprehensive Economic Development Strategy (CEDs) 2021-2025  
<https://www.portofbellingham.com>.



Associated Students of  
Whatcom Community College



Services and Activities Fee  
Budget Program  
2022-23

**ASWCC Student Government Approval**

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S&A Budget Committee  
ASWCC Executive Board

April 29<sup>th</sup>, 2022  
May 2<sup>nd</sup>, 2022

**First Reading**

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President's Cabinet  
WCC Board of Trustees

May 3<sup>rd</sup>, 2022  
May 11<sup>th</sup>, 2022

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# *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 2022-23 Academic Year

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Submitted by

Carlyn Finerty, ASWCC President

ASWCC 2022-23 S&A Budget Committee

Carlyn Finerty, Chair

Kaitlyn Cox, Executive Board Representative

Noah Thompson, Programming and Diversity Board Representative

Gabriel Price, Student-at-large

Nathaniel Balauro, Student-at-large

Dr. Luca Lewis, Administrative Representative

Nathan Langstraat, Administrative Representative

Heidi Farani, Executive Board Advisor

# MEMORANDUM



*Associated Students of Whatcom Community College*

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**TO:** Board of Trustees  
**CC:** Dr. Kathi Hiyane-Brown, President  
Dr. Luca E. Lewis, Vice President for Student Services  
Heidi Farani, Director for Student Life & Development  
**FROM:** The Associated Students of Whatcom Community College  
**DATE:** May 04<sup>th</sup>, 2022  
**RE:** The ASWCC Student Government's 2022-23 S&A Budget

The S&A Budget Committee has finalized the 2022-2023 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 2022-2023 Service and Activities (S&A) fee budget was developed by the Associated 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 2022-23 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 organization's direct impact on the student body, through provided opportunities and programs.
- E. Incorporation of Diversity, Equity, and Inclusivity values within the organization.
- F. Does the organization receive funding from additional budgets?
- G. Are the allocations sustainable while enrollment decreases?
- H. The COVID-19 pandemic has created unprecedented challenges for Whatcom Community College students. The committee took into account the impacts that the pandemic while also considering the impact to students as we make the transition back to in-person learning. The various ways COVID-19 impacted the 2022-2023 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

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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.

## S&A Budget Summary

### Overview of available funds

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The estimate of Services and Activities (S&A) fee revenue is based on projected 2022-23 FTE (Full Time Equivalent: 12 credit hours fulfilled by one student.) This conservative estimate for the total 2022-23 S&A budget was developed in coordination with the Director for Business and Finance and the Vice President for Administrative Services.

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<b>2022-23 S&amp;A Budget</b>	<b>\$855,100</b>
<b>2022-23 Total S&amp;A Budget Requests</b>	<b>\$917,176</b>

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<b>Reserve Funds</b>	<b>2021-22 Allocation</b>	<b>2022-23 Allocation</b>
<b>Orca Field Replacement Reserve</b>	\$53,028 (6%)	\$51,306
<b>Fund Balance Reserve</b>	\$	-\$49,627

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### Reserve Funds

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**Orca Field:** Last year, the ASWCC set aside 6% of their total S&A budget forecast to continue to build a fund for turf maintenance of Orca Field. The committee discussed potential impacts in the long term of reducing the annual reserve amount and decided to continue reserving 6% of the forecasted budget for the Orca Field Replacement Reserve. To ensure adequate funding for programming, activities, and resources that supports the student body, the committee voted to use the remaining \$1,964 of allocated funding towards the Orca Field Replacement Reserve and requests for \$49,627 to be drawn from the Fund Balance Reserve to cover the remaining cost.

**Fund Balance Reserve:** The ASWCC historically has a goal to set 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. Instead, the committee is recommending a withdrawal to be transferred to the Orca Field Reserve, as noted in the previous paragraph.

ASWCC Student Government	2021-22 Allocation	2022-23 Requested	2022-23 Allocation
<b><u>ASWCC Executive Board</u></b>			
Student Stipends	\$54,300	\$66,913	<b>\$66,913</b>
Training	\$13,500	\$12,000	<b>\$12,000</b>
<b><u>ASWCC Senate</u></b>			
Senator Stipends	\$16,308	\$17,226	<b>\$17,226</b>
Conferences & Presentations	\$20,000	\$20,000	<b>\$20,000</b>
Special Projects	\$12,000	\$12,000	<b>\$12,000</b>
Equipment & Furnishings	\$3,000	\$3,000	<b>\$3,000</b>
<b><u>ASWCC Clubs</u></b>			
Quarterly Allocations	\$20,000	\$20,000	<b>\$15,000</b>
Orca Day	\$4,000	\$4,000	<b>\$4,000</b>
Orca Volunteer Recognition	\$1,000	\$1,000	<b>\$1,000</b>
Orca Food Pantry Team	\$1,000	\$1,000	<b>\$1,000</b>
Student Representatives for College Committees	\$8,550	\$8,600	<b>\$8,600</b>
<b>Total</b>	<b>\$153,658</b>	<b>\$165,739</b>	<b>\$160,739</b>

**ASWCC Student Government:**

**Executive Board:**

**Student Stipends:** This budget was increased to accommodate for an extra Executive Board Position in addition to the (6) Executive Board positions, mandated by the ASWCC Bylaws and Constitution. The increase also reflects a minimum wage increase.

**Training:** This budget line provides funds for training and leadership development to Executive Board members through conferences and summer training. The decrease in request was partially due to the impact of COVID-19. Some training activities were cancelled in the 2021-22 year or held online instead of in-person. The decreased amount also reflects a continued decline in the S&A budget. Part of this allocation is for uniforms which provide needed visibility for the Executive Board at all ASWCC and WCC events.

**ASWCC Senate:**

**Senator Stipends:** This budget was increased to reflect a minimum wage increase and covers twelve (12) Student Senator Positions, mandated by the ASWCC Bylaws and Constitution.

**Conferences & Presentations:** This budget was funded at a maintenance level.

**Special Projects:** This budget amount was maintained, 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 partially funded to offset some of the challenges that we have faced this year with the decline in funding and enrollment. The plan is to have clubs present their budget request to Senate once these funds are spent. This budget item allows 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 was funded at a maintenance level.

**Orca Food Pantry Team:** This budget item was funded at a maintenance level. This funding is vital to the operation and expansion of the Orca Food Pantry.

**Student Representatives for College and Tenure Committees:** This budget item 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.



<b>Programming &amp; Diversity Board</b>	<b>2021-22 Allocation</b>	<b>2022-23 Requests</b>	<b>2022-23 Allocation</b>
<b>Student stipend</b>	\$39,200	\$49,830	<b>\$49,830</b>
<b>Training and Uniforms</b>	\$10,500	\$10,000	<b>\$10,000</b>
<b>Quarterly Welcome Back Event</b>	\$5,250	\$4,250	<b>\$4,250</b>
<b>Programming</b>	\$18,000	\$18,000	<b>\$18,000</b>
<b>Student Led Leadership Conferences</b>	\$15,000	\$15,000	<b>\$15,000</b>
<b>Student Leadership Celebration</b>	\$3,000	\$3,000	<b>\$3,000</b>
<b>Orca Day</b>	\$9,000	\$9,000	<b>\$9,000</b>
<b>Mascot Appearances</b>	\$1,500	\$3,300	<b>\$1,650</b>
<b>Student Graphic Designer</b>	\$8,214	\$8,608	<b>\$8,608</b>
<b>Campus Student Posting Manager</b>	\$4,381	\$4,208	<b>\$4,208</b>
<b>Music Licenses</b>	\$2,000	\$2,175	<b>\$2,175</b>
<b>Total</b>	\$116,045	\$127,371	<b>\$125,721</b>

**Programming and Diversity Board (PDB):**

**Student Stipends:** This budget was increased to accommodate for an extra PDB position in addition to the five (5) Programming and Diversity Board (PDB) positions, mandated by the ASWCC Bylaws and Constitution. This amount also includes minimum wage increases.

**Training and Uniforms:** Provides funding for highly visible and engaging student led programmatic events and conferences. 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 slightly decreased due to the impact of the pandemic on attendance to these events and in consideration of declining S&A Budget revenue. The committee found it necessary to fund this event to increase engagement at the start of each quarter.

**Programming:** This budget was maintained 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 was funded at a maintenance level and 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 maintained and goes toward funding the PDB’s biggest event of the year, Orca Day.

**Mascot Appearances:** This budget item was reduced in funding due to a decrease in mascot appearances. The committee found it necessary to ensure that necessary programs are prioritized

**Student Graphic Designer:** This budget item was funded at a maintenance level and slightly increased to reflect a minimum wage increase.

**Student Campus Posting Manager:** This position provides an opportunity for student employment and increase visibility of student programs both on social media and physical bulletin boards. This budget was allocated a slightly reduced amount than last year.

**Music Licenses:** This line often funds licenses for Global music rights and The American Society of Composers, Authors & Publishers.

Office of Student Life and Development	2021-22 Allocation	2022-23 Requested	2022-23 Allocation
Commencement	\$1,500	\$1,500	\$1,500
Mobile/Texting App	-	\$5,000	-
Student Life/ASWCC Supplies	\$5,000	\$5,000	\$5,000
<b>Total</b>	<b>\$6,500</b>	<b>\$11,500</b>	<b>\$6,500</b>

**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.

**Mobile/Texting App:** The committee chose to not fund a Mobile/Texting App at this time and instead recommended taking this request to ASWCC Senate. After thorough discussion, the committee agreed that additional time was necessary to gather student input and inquire about additional resources that can be offered through the app such as mental health support.

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

<b>ASWCC Organizations</b>	<b>2021-22 Allocation</b>	<b>2022-23 Requested</b>	<b>2022-23 Allocation</b>
<b>Horizon</b>	\$16,400	\$23,350	<b>\$23,350</b>
<b>Total</b>	\$16,400	\$23,350	<b>\$23,350</b>

**ASWCC Organizations:**

**Horizon:** The requested amount was increased and fully funded in hope of a revamping and restoring the program after being so heavily impacted by the COVID-19 pandemic. With new faculty, new opportunities/ideas, and the transition back to campus, the committee wants to make sure that The Horizon is set up for success.

<b>Student Services</b>	<b>2021-22 Allocation</b>	<b>2022-23 Requested</b>	<b>2022-23 Allocation</b>
<b>Associate Director for the OSLD</b>	\$86,204	\$88,981	<b>\$88,981</b>
<b>Coordinator for the OSLD (60%)</b>	\$41,989	\$39,611	<b>\$39,611</b>
<b>Director for Athletics and Campus Recreation (40%)</b>	\$43,387	\$43,629	<b>\$43,629</b>
<b>Total</b>	\$171,580	\$172,221	<b>\$172,221</b>

**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	2021-22 Allocation	2022-23 Requests	2022-23 Allocation
Men's Basketball	\$23,000	\$23,000	<b>\$23,000</b>
Women's Basketball	\$23,000	\$23,000	<b>\$23,000</b>
Volleyball	\$23,000	\$23,000	<b>\$23,000</b>
Men's Soccer	\$23,000	\$23,000	<b>\$23,000</b>
Women's Soccer	\$23,000	\$23,000	<b>\$23,000</b>
Men's Cross Country	\$8,500	\$8,500	<b>\$8,500</b>
Women's Cross Country	\$8,500	\$8,500	<b>\$8,500</b>
Uniforms	\$9,000	\$9,000	<b>\$9,000</b>
Athletics Post-Season Travel	\$10,000	\$10,000	<b>\$10,000</b>
Athletics Trainer	\$13,000	\$13,000	<b>\$13,000</b>
Officiating Fees	\$25,000	\$25,000	<b>\$25,000</b>
<b>Total</b>	<b>\$189,000</b>	<b>\$189,000</b>	<b>\$189,000</b>

## 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 funded at the maintenance level to the Athletic Department to replace uniforms on a rotating schedule.

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

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

<b>Campus Services</b>	<b>2021-22 Allocation</b>	<b>2022-23 Requested</b>	<b>2022-23 Allocation</b>
<b>Intercultural Center</b>	\$50,000	\$53,250	<b>\$53,250</b>
<b>Veterans Center</b>	\$8,000	-	-
<b>Learning Center</b>	\$80,000	\$80,000	<b>\$80,000</b>
<b>Academic and Career Services</b>	-	\$1,000	<b>\$1,000</b>
<b>Whatcom Wave</b>	\$5,500	-	-
<b>AIM</b>	\$450	-	-
<b>Pod Leaders</b>	\$25,000	\$25,000	<b>\$25,000</b>
<b>Performing Arts</b>	\$8,501	\$11,476	<b>\$11,476</b>
<b>Residence Life</b>	\$3,200	\$4,000	<b>\$3,200</b>
<b>AIR Office Student Advisory Group</b>	\$2,054	\$1,964	<b>\$1,964</b>
<b>Total</b>	\$166,204	\$176,690	<b>\$176,690</b>

#### **Campus Services:**

**Intercultural Center (IC):** This budget was increased to provide funds for marketing and supplies in addition to wages for student staffing and food for programming/events. 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 2022-2023

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

**Academic and Career Services:** No request for this year.

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

**Performing Arts:** This budget request was increased and fully funded to support the student staff positions that support student activities in the area of Performing Arts.

**AIM:** No request for 2022-2023

**Residence Life:** This budget was funded at a maintenance level and in alignment with permissibility uses.

**AIR Office Student Advisory Group:** This budget allows the AIR office to compensate students for their engagement in advancing student success. This request was fully funded.





**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, June 8, 2022

**RE:** **Fiscal Year 2022-23 College Operating Budget**

The 2022-2023 (FY23) 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 acknowledged for its work in fulfilling its charge to communicate key budget information to their colleagues and overseeing the process.

Over the past two plus years, the College has been faced with significant challenges – all of which include important fiscal considerations and impacts. The proposed \$35.2 million operating budget includes the following set of primary assumptions:

- 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, which includes serving 2,400 regular state-funded FTE and 109 "growth and variable" FTE (i.e., aerospace and Worker Retraining).
- The major contract areas of Running Start and International Programs are forecasted to serve 700 and 250 FTE respectively. These contract programs provide direct financial support to the operating budget.
- The 2022-2023 legislatively-compromised biennial budget yields a 2.4% tuition rate increase.
- With the exception of International Programs, enrollment continues to trend downward. This trend is of primary concern. Over the past five years, overall enrollment has declined 25%.
- State-level investments in the community and technical college system provide recognition and resource towards the important work we do at Whatcom Community College. Funding provided this supplemental session is heavily designated (i.e. compensation items, targeted programs and services, etc.).
- Major reductions have occurred via freezing positions or deferring hiring, reducing goods and services, and trimming the academic schedule to better reflect current registration and enrollment patterns.
- Maintenance level and inflationary impacts were particularly sizeable given faculty salary improvements from this year (FY22) and forecasting them for next fiscal year (FY23).

Balancing all of these factors and more, the College has prepared a balanced budget for 2022-2023, with the use of institutional reserves. This approach provides the College a full year to look into some of the concerning trends with the most financial impacts and have conversations around rightsizing the institution to align with enrollment trends.

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 uphold the College’s mission and to carry out college 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, department meetings, campus forums, 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 FY23 operating budget is recommended to the Board of Trustees as a responsible use of State and local resources.**

I would like to recognize the work of many staff and faculty over the past year, specifically given the dynamics of the current fiscal environment, in helping to provide context and information that helped to develop the budget as presented to you.

Thank you for your support.

KHB



## 2022-2023 Operating Budget Overview

President’s Cabinet, in conjunction with the Budget Review Committee, has prepared and reviewed a proposed operating budget for fiscal year 2022-23 (FY23). The proposed FY23 operating budget was developed with campus-wide opportunity for involvement, following processes and 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 employees, and healthcare rate changes.

Over the past two plus years, the College has been faced with significant challenges – all of which include fiscal considerations and impacts. The proposed \$35.2 million operating budget includes the following set of primary assumptions: increased state allocation, decreased enrollment (tuition), increased costs of instruction and services, and reliance on one-time funding.

The FY23 operating budget is balanced at \$35,213,995. Figure 1 demonstrates the College’s anticipated funding sources to support FY23. Figure 2 identifies how those funding sources would be distributed across the College’s four cost centers. The FY23 operating budget represents a 10% increase over the FY22 budget.

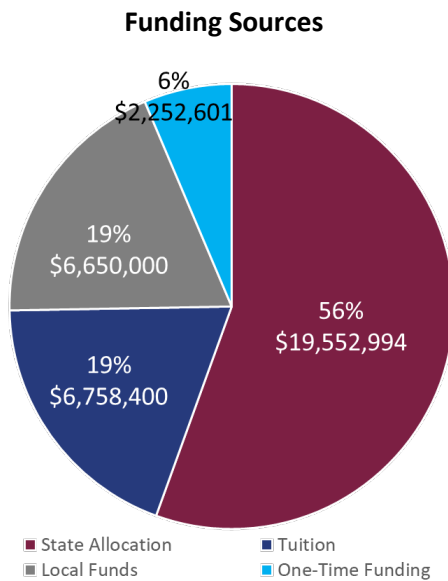


Figure 1

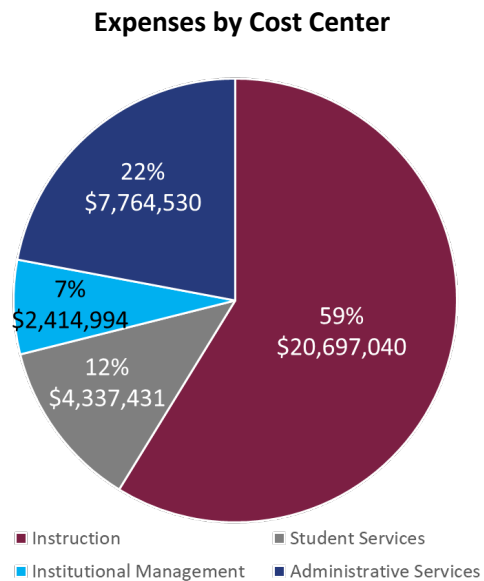


Figure 2

More specifically, the FY23 operating budget encompasses:

### State Allocation and Investments

Legislature concluded in mid-March 2022 with a compromise (conference) budget, which includes new investments for the community and technical college system. Designated new appropriations will be released to colleges as interpretations of related statutes and allocation methodologies are yet to be determined.

The initial FY23 allocation from State Board for Community and Technical Colleges is projected to increase about 16% over last year at this time and now comprises approximately 56% of the funding sources needed to support the operating budget.

The Legislature agreed to make investments in the WA community and technical college system via the following legislation—partially or fully funding all supplemental policy-level requests:

- \$7.2M for cybersecurity enrollments and a Center of Excellence (to be housed at WCC).
- \$2.9M for pilot expansion of services to homeless students.
- \$2.7M to expanded financial aid outreach to community-based organizations.
- \$1.5M to integrate climate solutions/climate justice across curriculum in CTC system.
- \$3.1 to expand programming for educational pathways to support Afghan refugees.
- And a number of smaller bills to invest in apprenticeships, hazing prevention, careers in retail, student healthcare access, and others.

The Student Achievement Initiative (SAI) funding is included in the allocation model based on data from 2019-21. The community and technical college (CTC) system set aside more than \$52.2 million (5% of system operating appropriations per SBCTC policy) for student performance funding, of which WCC earned \$1,377,640 — a very slight increase over the previous year.

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 rate changes).

### **Compensation Items**

Cost of living adjustments (COLAs) for faculty will be enacted at 4.743%. COLA for exempt and classified staff is 3.25%, with classified staff also receiving a \$2,000 one-time payout in July 2022. The total amount needed to fund COLAs (including the variable cost of benefits) exceeds \$1 million.

Contractual items include classified staff step increases (approximately \$40,000) and additional faculty compensation as negotiated in 2020-21, totaling \$411,000 (including variable cost of benefits). Faculty Education Workshops and faculty advancements total another sixty-plus thousand dollars in base salary improvements, including benefit costs.

Maintenance adjustments to exempt staff wages total about \$374,000 – reflecting recruitments and hiring decisions that occurred during the 2021-22 year (i.e., replacement of retired staff at higher market wages, etc.).

The above figures only reflect those employees who are funded through the operating budget – not those funded via contract, grant, or other self-support areas of the College.

### **Healthcare Rate Changes**

The employer portion of state employee health insurance will escalate from the current rate of \$936 per employee per month to \$1,130 in FY23. This escalation is more than 20% in a single year. Employee benefit expenses for those funded by the operating budget total almost \$7.8 million. College employee

benefits are disbursed throughout the four cost centers to reflect benefits for those employees serving in their respective areas.

### **Tuition (Operating Fee)**

A forecast of \$6,758,400 is assumed based on review of operating fee collections in fiscal year 2022, coupled with a 2.4% legislated tuition rate increase. A five percent enrollment decline was factored into the academic scheduling process for 2022-23 to represent overall downward enrollment trends.

### **New Budget Requests**

Fiscal year 2022-23 budget submissions initially totaled more than \$1 million – largely connected to requests for restored positions and good and services from prior funding reductions. Most new requests were not funded.

### **Local Funding Sources, Reserves, and One-time Funding**

Contract revenue from Running Start and International Programs provides direct support to the operating budget, totaling \$6.25 million. Running Start enrollment is down, but with a slight reimbursement rate increase, the same level of funding is forecasted for FY23. International Programs enrollment is up, now serving at pre-COVID levels of students. Another \$400,000 in local funding sources is leveraged from fee revenues

Use of one-time funding sources totaling \$2,252,601 are needed to support the FY23 operating budget. Those funding sources include: indirect income generated from HEERF (higher education emergency relieve funds) and fund balances accumulated in prior years—primarily by eLearning (self-support), Running Start (contract), International Programs (contract), free revenue, and enterprise revenue generated from historical sublease income from the Foundation Building.

Balancing the operating budget for 2022-2023 with the use of institutional reserves provides the College a full year to look into some of the most concerning trends with financial impacts, review relevant data, and have conversations around rightsizing the institution to align with enrollment trends.

### **Other Notable Budget-Related Items**

Additional revenue sources may be realized or allocated later during FY23, which are not currently reflected in the operating budget (i.e. pending grant applications). Expenditures shifted to these funding sources (if appropriate) will relieve some reliance on institutional reserves.

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

<b>COST CENTERS</b>	<b>BUDGET AREAS</b>	<b>F/Y 2021-2022</b>	<b>F/Y 2022-2023</b>
INSTRUCTION	Division 1 - Academic Resources and Health Professions	\$ 2,486,225	\$ 3,035,334
	Division 2 - Arts and Humanities	2,438,106	2,768,046
	Division 3 - Sciences, Technology, Engineering & Math	3,560,957	4,252,324
	Division 4 - Social Sciences and Business	2,719,548	3,314,304
	Instructional Administration *	5,397,322	5,948,722
	Stipends / Special Projects	107,447	136,400
	Library Operations	677,855	716,231
	Instructional Equipment	10,000	10,000
	Tutoring and Testing Services / Simpson Intercultural Center	524,880	515,679
			<u>\$ 17,922,340</u>
<b>STUDENT SERVICES</b>			
	Students Services Administration *	\$ 1,232,029	\$ 1,291,626
	Admissions	559,431	599,424
	Advising and Student Support Services	1,271,930	1,490,371
	Financial Aid	630,123	647,576
	Student Life and Development, Athletics and Recreation	277,818	308,434
		<u>\$ 3,971,331</u>	<u>\$ 4,337,431</u>
<b>INSTITUTIONAL MANAGEMENT</b>			
	Institutional Administration / President's Office *	\$ 1,107,810	\$ 1,173,911
	Office of Advancement	718,567	749,713
	Institutional Research	268,069	391,220
	Staff and Faculty Development	95,141	80,150
	Facilities / Equipment / Program Development	20,000	20,000
		<u>\$ 2,209,587</u>	<u>\$ 2,414,994</u>
<b>ADMINISTRATIVE SERVICES</b>			
	Administrative Services Administration *	\$ 1,524,848	\$ 1,551,682
	Human Resources	472,593	518,239
	Business Office	412,009	417,119
	Copy, Print and Mail Services	523,162	445,952
	Information Technology	1,032,171	1,203,642
	Facilities and Operations	3,735,560	3,466,796
	Other Administrative Expenses	161,100	161,100
		<u>\$ 7,861,443</u>	<u>\$ 7,764,530</u>
<b>TOTAL BUDGETED EXPENSES</b>		<u><u>\$ 31,964,701</u></u>	<u><u>\$ 35,213,995</u></u>

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

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

<b>REVENUE SOURCES</b>	<b>F/Y 2021-2022</b>	<b>F/Y 2022-2023</b>
State Allocation	\$ 16,823,257	\$ 19,552,994
District Enrollment Allocation Base (DEAB)	7,434,537	7,661,978
Minimum Operating Allowance (MOA)	2,850,000	2,850,000
Student Achievement Initiative	1,167,436	1,377,640
High Demand (Weighted) FTEs	746,551	983,287
Earmarks and Provisos	5,229,767	6,680,089
<i>Less: WEIA for Guided Pathways and High Demand</i>	<i>(605,034)</i>	-
<b>State Allocated Funds</b>	<b>\$ 16,823,257</b>	<b>\$ 19,552,994</b>
<b>Operating Fee</b>	<b>\$ 7,211,444</b>	<b>\$ 6,758,400</b>
Locally-provided Funds		
Running Start Support	5,000,000	5,000,000
International Programs	750,000	1,250,000
eLearning	1,280,000	-
Other Fees and Enterprises	400,000	400,000
Reserves	-	1,350,846
<b>Locally-provided Funds</b>	<b>\$ 7,430,000</b>	<b>\$ 8,000,846</b>
<b>Institutional Federal Relief Funding (Indirect Income for FY23)</b>	<b>500,000</b>	<b>\$ 901,755</b>
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 31,964,701</b>	<b>\$ 35,213,995</b>
State Funded Student FTE's	2,493	2,509

# Whatcom

## COMMUNITY COLLEGE

### Reports to the Board of Trustees June 8, 2022 Meeting

#### ➤ ASWCC – , Carlyn Finerty President

##### **Student Engagement** (*Goal 1.3 and Promote student access through quality services and resources*)

- ASWCC Clubs
  - As of May 23rd, there are 13 chartered clubs and no clubs in the process of chartering.
  - The second Spring InterClub Council took place on May 6th. At this meeting, ASWCC Clubs reviewed the budget from this past year, looked over the 2022-23 proposed club budget allocations, and discussed updates about upcoming events.
  - The ASWCC Club Team hosted a table at Spring Senior Day on May 13th, which served as a good outreach opportunity to share about clubs with prospective students. The ASWCC Club Team is also in the process of organizing club recognition efforts for outstanding members, leaders, and advisors.
  - ASWCC Clubs are partnering with the ASWCC Programming and Diversity Board and continuing to finalize their Orca Day plans and ideas for engagement.
- ASWCC Programming & Diversity Board
  - The Programming and Diversity Board helped the ASWCC Social Justice Committee prepare for the Students Leading Change Conference, which took place on May 20th in the Syre auditorium. The conference was attended by 38 students and staff. The theme of the Students Leading Change Conference was: trauma, security of person, and mental health.
  - The Programming and Diversity Board has also been putting on weekly events including Wednesday Walks with the ASWCC, Do'nut Go to Class Hungry, and the ASWCC Wingles (weekly mingles).
  - The PDB meets every Tuesday afternoon for Planning Orca Day (POD) parties. This time is devoted to the planning and coordination of activities and food for the event. We have had clubs participate at the POD Parties as well.
- ASWCC Senate
  - The ASWCC Senate currently has thirteen voting members: ten ASWCC Senators and three voting Executive Board members. The Senate has met four times during Spring Quarter and met for the final time this academic year on May 23rd.
- ASWCC Student Government Visibility Plan
  - Every Wednesday the ASWCC Executive Board hosts "Coffee with a Student Leader" in the Learning Commons for an hour. The purpose of this event is to increase the student government's visibility and to share information with students regarding student government and resources available across campus. The event is funded by the ASWCC Senate. We have hosted this event three times in May and seen a total of 52 students.

➤ **WCCFT – Anna Wolff, President**

- WCCFT’s negotiations committee and negotiations team are pleased to report an affirmative vote on our proposed changes to our Faculty Negotiated agreement on all items in our current MOU. We are grateful for the input and participation of our faculty colleagues and pleased to have worked in good faith at the bargaining table with the college’s team.
- Our union, including our executive committee, members of our new instructional council, and our contract administrative committee continue to work actively alongside college administrators to help administer our new contract, including a new faculty growth process, a new remediation and disciplinary process, and new requirements for faculty supervisors.
- A group of members has worked to revise and update our Union Constitution, which has been approved by our membership.
- Members of our union executive committee also continually meet with our fellow faculty to discuss our working conditions and how best we can collectively continue to make WCC a great place to work and learn. One item of consistent concern is faculty’s need to have a prominent and consistent role in decision making around safe working and safe learning conditions at the college. Along with other faculty leaders, we have consistently advocated for this need with administration.

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

- Intercultural Services: Goal 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
  - Hosted Talkin’ Story on May 4 to discuss Roe v. Wade and the current debates that are ongoing in social media. The Intercultural Center Peer Navigators facilitated the conversation.
  - Hosted Talkin’ Story on May 11 about the use of steroids in the gym and why people use them. Gurpreet Brar, Intercultural Center Peer Navigator facilitated the conversation.
  - Hosted Talkin’ Story on May 23 about hate crimes and gun violence happening such as what happened in Buffalo, New York. Magaly Aguayo, Gurpreet Brar and Giordanne Panis; Intercultural Center Peer Navigator facilitated the conversation.
  - Hosted a hybrid Talks for Change presentation about Cinco de Mayo and how it became such a huge celebration in the US and how it is celebrated in Mexico. Maripaz Jimenez-Gutierrez, Lisiana Duarte and Magaly Aguayo; Intercultural Center Peer Navigator led the conversation.
  - Partnership with WWU, NWIC, BTC, SVC, Bellingham Public Schools and City of Bellingham, to celebrate Asian Pacific Islander Desi American Heritage Month series of events on May 17-19.
  - Intercultural Center Peer Navigator attended trainings on May 6 on Leadership. Training led by Janis V. Farmer, Director of Equity, Diversity and Inclusion for Bellingham Public Schools.

- Intercultural Center Peer Navigator attended training on May 13 facilitation skills. Training led by Juan Serrano, AIM Coach.
- Attended Student Leading Change Conference on May 20 as Professional Development for Intercultural Center Peer Navigators.
- Intercultural Center Peer Navigators attended a check-in with WCC Personal Counselors on May 27 to learn about Self-Care Strategies.
- 
- **Community Equity Engagement**
  - Murdered and Missing Indigenous Women and People May 5-15: REDress display at the Whatcom Museum
  - Ericka Hart May 23 – Endowment Lecture Series offered to Whatcom and Skagit Counties virtually
- **Administrative Services—Nate Langstraat, Vice President**
  - **Conference & Event Services (CES)** *(4.1 Offer programs, services, and facilities that support college needs and market demands)*
    - External agreements have been confirmed for Belcher Swanson (Meeting), Quidditch Match, Bellingham United FC, Cordata Neighborhood Association & Rangers (Soccer).
    - Conference & Event Services will be supporting the following internal events, Campus Budget Forum, 3D Meeting, Bellingham School District/WCC Collaboration meeting, Nurse Pinning Ceremony, Honors and Awards Ceremony, 2022 Commencement Ceremony and the Upward Bound Summer Academy.
  - **Facilities and Operations** *(4.1 Offer programs, services, and facilities that support college needs and market demands)*
    - Bidding for the Laidlaw building envelope repair was unsuccessful with only one responsive bid returned at nearly double the project budget. Remaining budget for this project will be reallocated to other capital repairs requiring additional funding due to inflated construction costs. College maintenance staff will complete temporary repairs to mitigate further issues until the full repair can be realized.
    - Successful bids were received from VECA Electric on April 21 for the Syre Lighting Controls Upgrade and from Axiom Division 7 on May 12 for the Heiner Roof Replacement. Burton Construction and Andgar were selected through State contract to complete the Laidlaw air handler and air conditioning system upgrades.
    - Final plantings were completed by Squalicum Mt. Ecological Restoration as part of the wetland mitigation for the student housing site. A conservation easement will be established, and the site will continue to be maintained per the mitigation plan.
  - **ctcLink** *(4.1 Offer programs, services, and facilities that support college needs and market)*
    - All 34 community and technical college are now live in ctcLink. The Strategic Technology Advisory Committee (STAC) subcommittee (at the CTC system level) was tasked with developing a governance model for ctcLink sustainability and collaboration. This model requires WACTC approval of guiding principles, governing charters, and formation of a new systemwide ctcLink Collaboration group. The ctcLink operational governance model was approved by WACTC. Matt Connelly will represent WCC on the system’s “college collaboration group” to provide input on prioritizing ctcLink feature enhancements and addressing critical issues.



- ctcLink Business System Analyst continues supporting staff and faculty with ctcLink functionality and issues by monitoring tickets submitted to SBCTC. Since WCC's Go Live on October 25, 2021, 628 tickets have been opened, with 93% being resolved and 6% pending.
- **Finance** (4.1 Offer programs, services, and facilities that support college needs and market demands)
  - The Business Office has received and updated the new tuition rates that are effective fall 2022. The Legislature approved a 2.4% increase (based on inflationary indices) in the operating fee portion of tuition. There is also a 4.5% increase in the building fee which is used to fund capital projects and buildings within the SBCTC system.
  - As the college approaches the fiscal year end on June 30, 2022, the Business Office is reviewing the current fiscal year's transactions to ensure all transactions are correctly recorded. Processes have changed significantly with the transition to ctcLink. This will be the College's first fiscal year-end close using ctcLink processes and procedures.
- **Information Technology** (4.1 Offer programs, services and facilities that support college needs and market demands)
  - IT continues to install new computers and video conferencing monitors for employees. This will enable more staff to participate in online video conferencing from their office desks, particularly to support a broader return to campus.
  - The integration of supplemental systems with ctcLink continues to progress. The Library feed, student housing system, and student conduct system have been completed. Starfish degree planning and early alert systems are close to be completed. Current work with integration includes: student job exploration (career services), access and disability services (ADS), class cancellation system, and WTA "Orca Card" transit service. The Customer Relationship Management (CRM) work will be framed this spring and with development occurring over the summer.
  - Wireless access at Orca Field has been completed. This will support video streaming of soccer games, graduation, and other events.

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

- **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)
  - The selection process for the 2022-23 ASWCC leadership teams is underway and will extend into the summer quarter.
  - OSLD staff has been actively involved in supporting student leaders in wrapping up spring quarter governance and legacy activities, presenting the 8th annual Students Leading Change conference, and preparing for the first Orca Day since June of 2019.
- **TRiO Upward Bound** (Goal 1.1 Improve student success in retention, completion, transfer, and employment; Goal 1.3 Promote student access through quality services and resources)

- Upward Bound hosted a Financial Aid workshop this month, instruction in Financial Aid verification, and scholarship writing and work time.
- Current WCC student and Upward Bound Mentor Ali Toghani hosted a STEM Workshop for all students at each of our high school sites, teaching students about careers in STEM and they all built their own laser projector.
- In day-to-day news, Upward Bound students continue to work on college admissions applications, filling out residence life applications, complete any necessary Financial Aid follow-up documents, meeting with mentors, and receiving coaching.
- **TRiO Student Support Services** (*Goal 1.1 Improve student success in retention, completion, transfer, and employment; Goal 1.3 Promote student access through quality services and resources*)
  - Completed 8 classroom visits to recruit students into the program.
  - Provided workshop for 4 TRiO students on campus resources, degree requirements, and satisfactory academic progress for financial aid.
  - Supported students with planning and registration for summer and fall classes.
  - Supported students with completing their 21-22 and 22-23 FAFSA applications.
- **Residence Life and Community Standards** (*Goals 1.1 Improve student success in retention, completion, transfer and employment; 1.2 Foster student learning through student-centered teaching and learning practices; 1.3 Promote student access through quality services and resources; 2.5 Cultivate community awareness and support for the College; 4.4 Enhance the Safety of the College environment*)
  - Cedar Hall has a current occupancy of 134 residents-58% occupancy in Cedar Hall; 58% international students and 10% student athletes.
- **Advising and Career Services** (*Goal 2.3 Strengthen partnerships with K-12 and higher education institutions, 3.1 Ensure all students have access to campus resources that support educational success*)
  - Director and CRM Specialist will be hosting an implementation team from Anthology, regarding next steps in implementing and adopting Anthology Reach, a CRM (mass-communication tool.) CRM tools can be especially effective in admissions, yield, engagement, and retention.
  - 471 student appointments captured in Starfish. 83% (393) were scheduled appointments and 17% (78) were same-day appointments (drop-in).
  - General information for advising activity in spring quarter through May 17, 2022:
    1. Degree planning
    2. Apply to WCC or a Selective Entry Program
    3. Registration
    4. Personal Concerns
    5. Add or drop a class
- **Outreach** (*Goal 1.3 Increase access for diverse and nontraditional student populations, 2.5 Cultivate community awareness and support for the college*)
  - Attended the Ferndale Chamber of Commerce to promote WCC and create opportunity to collaborate with future projects and activities.
  - Hosted Spring Senior Day in conjunction with other departments on campus (Career and Academic Advising, Financial Aid) with a reach of 37 students. High

School Seniors toured campus, met with financial aid and academic advising representatives, and had a chance to speak with club representatives.

- Attended American Association of University Women (AAUW) event with a reach of 50 future university women.
- Attended Squalicum high school's college fair with a reach of 40 students.
- **K-12 Partnerships** (2.3 *Strengthen partnerships with K-12 and higher education institutions.*  
2.4 *Foster learning, service, and leadership opportunities through community partnerships.* 4.2 *Increase college enrollment and secure resources for the continued viability of the College.*)
  - Applied for SBCTC Running Start grant (\$982,589, FY23) to offset learning loss for students that qualify for the Running Start Program by providing additional funding to colleges to equitably provide:
    - Support for students pursuing career and technical education (CTE) opportunities, including professional technical courses that support the completion of a CTE Sequence Graduation Pathway and progress toward certificate or degree completion.
    - Support for students to complete the required college success preparatory course in the summer to ensure they gain an understanding of the skills and attitude needed to succeed in college environment as a Running Start student.
    - Support for students to use the summer quarter for credit recovery to ensure on-time completion of a high school diploma.
  - Hosted an Information Session in-person on April 28 with 2 students in attendance and a Zoom session on May 10 with 30 students in attendance.
  - Hosted an info session on campus as part of the Nooksack High School tour on May 6. 50 people in attendance including students and staff.
- **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*)
  - Served approximately 90 students in the Virtual Front Desk since May 23.
  - Re-launched early/mid-quarter alerts. As of May 23, 700+ flags were raised by faculty and 960 kudos were received.
  - Supported Nooksack Valley High School visit and were able to help all 11 seniors take their next step to enroll at WCC (apply to WCC, activate ctcLink account, and/or make an appointment with their advisor).
  - Collaborated with TRIO & Student Support to develop a referral system for students who are eligible for both TRIO and the AIM program.
- **Athletics and Recreation** (*Goal 1.3 Promote student access through quality services and resources, (Goal 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, Goal 3.5 Improve recruitment and retention of diverse students, faculty, staff, and administrators.)*)
  - Orca Athletics is prepping for the 2<sup>nd</sup> Annual Orca Golf Classic taking place on Thursday, June 9.

- Hosting a badminton tournament now through the end of the quarter on Monday and Friday. A total of 32 participants in the tournament.
- **Access and Disability Services** (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)
  - Attended the virtual spring Disability Support Services Council (DSSC) meeting May 11-13. Speaker Alyssa Voyles, Clark College DEI Office talked about the intersectionality of DEI work and disability/access.
  - Attended the Skills for Interacting Confidently and Compassionately with Individuals in Crisis training by Ryan Dowd at the Mt Baker Theatre. De-escalation techniques as well as a better understanding of chronic homelessness and barriers individuals face.
- **Entry & Enrollment Services** (3.4 Revise policies, practices, services, and curricula from an equity-based lens)
  - EES staff updating business processes connected to ctcLink application and registration. As of 5/24, 701 processed were processed for fall quarter; 114 students enrolled for summer term, 90 students enrolled for fall term as of 5/24.
  - A total of 306 students RSVP'd for WCC's commencement ceremony.

#### ➔ **Instruction— Barry Robinson, Vice President**

- **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.)
  - Renewed contract with the Community Food Co-op to resume in-person co-branded, non-credit cooking classes at the Co-op's downtown Connections building starting Fall 2022.
- **Health Professions Department** (4.1 Offer programs, services, and facilities that support college needs and market demands; 4.2 Increase college enrollment and secure resources for the continued viability of the College.)
  - The Nursing Assistant Training Program (NURS 100) has received renewal approval from the Nursing Care Quality Assurance Commission for Oct 1, 2022-Sept 30, 2024.
- **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; 2.2 Create teaching and learning communities.)
  - International students from a partner high school in southern China have been admitted to top universities across the US. The students completed their associate degrees entirely online and will be transferring to a variety of top-ranked (US News and World Reports rankings) universities including the University of Michigan, the University of California – Davis, the University of California - San Diego, the University of California - Santa Barbara, the University of California – Riverside,

Northeastern University, Boston University, and the University of Massachusetts-Amherst.

- Whatcom students will participate in a study abroad program this summer for the first time since the start of the pandemic. Political Science instructor Barry Maxwell will lead a two-week study abroad program this summer taking students to France, Belgium and the Netherlands teaching a Military History class.
- Four Whatcom students have been accepted into a study abroad program in Tokyo, Japan this fall. The program is administered through a state-wide consortium of community colleges and includes students from colleges around Washington State. International Programs will continue to monitor travel alerts (as provided by the US State Department) and follow best practices across the state in managing COVID-related risks for study abroad programs.
- **ESLA Program** *(3.4 Revise policies, practices, services, and curricula from an equity-based lens; 4.2 Increase college enrollment and secure resources for the continued viability of the College; 2.1 Increase collaboration and communication to serve collective needs across the College.)*
  - The ESLA (English as a Second Language Academic) name is being changed to ESOL (English for Speakers of Other Languages) to more accurately describe students who may have a third, fourth, etc. language. Additionally, the name mirrors the name 'TESOL' (Teachers of English to Speakers of Other Languages) which is the national professional organization for this field. Finally, the name is still recognizable in the US and abroad.
  - Integrate international students into the English Language Learners (ELL) 10-credit daytime Core. International students at the pre-college level (known as Intensive) will take the 10-Credit ELL Core with domestic students beginning fall 2022. The ELL and ESOL disciplines will now share 10 credits of parallel sections for core courses each quarter. This will increase enrollment in ELL daytime Core courses and increase collaboration between the ELL and ESOL programs.
- **Cybersecurity 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.)*
  - The National Cybersecurity Training & Education Center (NCyTE) sponsored a Center of Academic Excellence (CAE) Mentor/Peer Reviewer Workshop at San Antonio College for 39 participants on May 4th. This working session provided training to new CAE application reviewers to help expand capacity in support of institutions on the path to earning the CAE designation from the National Security Agency.
  - The Junior Reserve Officer Training Corp (JROTC) cyber academy student mentors and university faculty participated in an NCyTE-sponsored training to prepare them for supporting eight JROTC cyber academies starting in June.
  - On May 9<sup>th</sup>, NCyTE launched the first of its Faculty Development Academies to help seven non-cyber faculty at community colleges improve their cybersecurity teaching skills and knowledge.

- NCyTE exhibited at the National Science Foundation's annual STEM for All Video Showcase. The exhibit featured a videotaped presentation detailing NCyTE's leadership of the three-year JROTC pilot project which has grown from one to eight university host sites and 140 cadets in 2022. This event included 267 videos of federally funded projects aimed at improving STEM and computer science education.
- NCyTE hosted an in-person Program Development Workshop for 11 attendees from institutions interested in starting cybersecurity programs.
- On May 16<sup>th</sup>, NCyTE PI/Director Corrinne Sande and WCC CIS Program Coordinator Christy Saunders gave an overview of the NCyTE Centers new national initiatives and stature, and updates on WCC's CIS/Cybersecurity program to the Rotary Club of Bellingham.
- In mid-May, NCyTE kicked off another Cybersecurity Maturity Model Certification (CMMC) two-day workshop for 26 registered attendees (faculty and industry personnel) interested in learning about the updated curriculum and Department of Defense requirements for those in their supply chain.
- On May 18<sup>th</sup>, WCC, NCyTE and the Anvil Corporation jointly sponsored a Cyber Range Open House and NCyTE Industry Night at Anvil Corporation's Bellingham facility. Approximately 50 invited guests attended including WCC President Kathi Hiyane-Brown state and city officials, local industry representatives (some former CIS students!) and clients of Anvil, CIS faculty and students, WCC administrators, and NCyTE personnel. WCC CIS students demonstrated practical applications of activities and tools that will be taught and utilized at the Cyber Range, which is now official open for use by WCC students and Anvil employees. The Cyber Range includes both a physical and virtual environment in which cross-pollinating educational activities, internships for students and training in industrial control systems security can be pursued.
- NCyTE's Monthly Meeting (virtual) featured a panel of NSF national centers in other STEM disciplines discussing the need for cybersecurity topics across disciplines. Over 60 registered for the meeting.
- NCyTE hosted an in-person Center of Academic Excellence (CAE) Workshop at Sinclair College in Dayton, Ohio for 40 registrants interesting in earning the CAE. NCyTE sponsored a CAE Designation Ceremony where institutions recently awarded their CAE will receive official recognition of this achievement. CAE recipients are recognized by the NSA and from NCyTE, who provided mentors and other CAE application supports.
- **Engineering Program** (*1.1 Improve student success in retention, completion, transfer, and employment; 1.3 Promote student access through quality services and resources; 3.5 Improve recruitment and retention of diverse students, faculty, staff, and administrators.*)
  - Engineering professor Eric Davishahl and a team of his students including Emily Worthy, Babak Abedsaidi, Montana Williams, and Malachi Crump, received first place in the Undergraduate Students Poster Competition at the [American Society for Engineering Education \(ASEE\) Zone IV Conference](#) on Friday, May 13.

- Professor Davishahl and his colleague from Western Washington University also won Best Paper Award for in Pacific Northwest reporting on ‘Categorizing student interactions with manipulatives in statics.’
- Additional good news to share is that WCC was awarded \$686,975 from the National Science Foundation (NSF) on May 10, 2022. This project aims to improve the academic preparation of entering engineering students and ultimately increase the number and diversity of engineering graduates. The grant is titled “Preparing Early Engineers through Context, Connections and Community” and will be led by WCC engineering faculty Eric Davishahl as Grant Principal Investigator (PI) and co- led by WCC faculty members. These include, Patrick Burnett (Engineering), Mei Luu (Mathematics), Anna Booker (History), Anna Wolff (English) along with senior personnel, Seth Greendale (Mathematics) and Tran Phung (Physics). It runs from May 15, 2022 through April 30, 2027 (five years).
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➤ **Marketing and Communications – Rafeeka Kloke, Special Assistant to the President & Director for Government Affairs**

**Communications, Marketing and Publications** *(2.1 Increase collaboration and communication to serve collective needs across the College; 4.1 Offer programs, services and facilities that support college needs and market demands):*

- Anvil & WCC / NCyTE New Cyber Range Ribbon cutting event May 18,2022. (Attended by local, Federal, and state elected Officials, industry partners, WCC Campus members, students & press)
- Support for year-end events: Honors and Awards, Commencement, Golf Classic Fundraiser
- Running Start New Summer Opportunity Promotion Campaign to High Schools and Community
- Review/update/improve information on website with priority focus on enrollment support and website refresh.
- Budget development and planning for 2022-23
- COVID page updates and campus messaging

**Web/Social Media Development**

**Publications (completed or in development) for a variety of events and programs:**

- Commencement: Outdoor banners for Orca Field, Program
- BAS Invite: The inaugural Whatcom Community College Bachelor of Applied Science in Applied Business Management class of 2022
- WCC Cooperative Pre-school launch& promotion for Campus and Community
- Running Start WCC Campus Field Trip promotion support

**Press Releases/Media Relations – Summary/Highlights of Media Coverage** *(2.5 Cultivate community awareness and support for the College; 2.6 Engage with business and industry to strengthen regional economic development)*

**WCC in the News:**

- [WCC Names Dr. Barry Robinson as New Vice President for Instruction-Bellingham.org](#)
- [WCC Names Dr. Barry Robinson as New Vice President for Instruction-Ferndale Record](#)
- [WCC Names Dr. Barry Robinson as New Vice President for Instruction-Spot on Washington](#)
- [WCC Names Dr. Barry Robinson as New Vice President for Instruction-Community College Daily](#)
- [WCC Names Dr. Barry Robinson as New Vice President for Instruction-Chamber of Commerce](#)
- [WCC Foundation Establishes New Lecture Series: Dismantling Racism & Advocating for Justice: Featuring Ericka Hart-Chamber of Commerce](#)
- [Whatcom Community College Awarded \\$686,975 from the National Science Foundation- Chamber of Commerce](#)
- [Whatcom Community College Achieves Significant Cyber Security Designation – Chamber of Commerce](#)
- [Whatcom Community College Athletics Orca Golf Classic Fundraiser-Bellingham.org](#)
- [The Red Dress Project Honoring Indigenous Women and People, WCC Partnership with The Whatcom Museum](#)

#### **Social Media & Campus Communication:**

- Honors & Awards
- Massage Therapy: Info Session
- Medical Assistant: Info Session
- Faculty Excellence Awards
- Medical Assisting Program
- Associate Degree in Business Administration
- Career Opportunities at WCC
- Planned ctLink Offline
- College Planning Night
- Commencement Cap and Gown Deadline
- Red Dress Project
- Cascade Hall Fun O' Rama Throwdown
- Massage Therapy Program
- Dismantling Racism Series Premiere: Ericka Hart
- Orca Golf Classic Fundraiser
- Dear Students: Counsellors Support May Mental Health Month
- Apply to be Commencement Singer
- BAS Business Management
- Geoscience Department: GEOL 211
- Geoscience Department: Geology 101
- Anvil Corporation & WCC / NCyTE Ribbon Cutting
- Memorial Day Closure



## ➤ **Foundation – 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, College, and Mission-Based Support**

- **Scholarships:** Thanks to the support of 25 review volunteers and our generous donors, scholarship award notifications went out on Friday, May 20th.
  - Out of 329 applicants for this initial cycle, 197 students were awarded scholarships for a total of \$273,548.00 in awarded scholarship funds for the 2022-2023 academic year.
- **Alumni Engagement:** WCC Foundation worked in collaboration with Assessment and Institutional Research to update the alumni survey and increase the frequency so that it is sent to graduating students each quarter.
- **Student Engagement:** Thanks to a new generous donor, the WCC Foundation sent eleven students to the Cascadia International Women’s Film Festival honored director talk and feature film. Carolyn Simpson Scott and Wendy Bohlke were present to represent WCC Foundation support.
- **Scholarship Ambassadors:** Upon NCyTE’s request, five Foundation student scholarship ambassadors, along with Foundation Chair and Vice-Chair Carolyn Simpson Scott and Tim Douglas, attended a ribbon-cutting ceremony and open house for a new Industrial Control Systems Cyber Range in partnership with WCC and Anvil Corporation.
- **Fundraising**
- **Fiscal year-to-date:** \$574,276 in contributions have been received, excluding the WCC Microsoft Philanthropies award.
  - 87 donors contributed \$77,809 for the month of May 2022.

### **Governance-Foundation Board of Directors**

- The WCC Foundation Board of Directors approved several policy updates:
  - Endowment minimum threshold increased from \$20,000 to \$25,000 to provide larger scholarships for students as research shows larger scholarship awards increased retention rates, effective 1.1.2023.
  - Named scholarship minimum threshold increased to \$2,500 to provide larger scholarships for students or a 2 year renewable scholarship of \$1,250 each year, effective 1.1.2023.
  - The WCC Foundation gift acceptance policy was updated to include language involving the acceptance of works of art and tangible property with several considerations:
    - Does the gift further the Foundation’s mission? Is the gift or tangible property marketable? Are there any unacceptable restrictions imposed on the gift or property? Are there any carrying costs for the gift or tangible property that would be encumbered by the College or Foundation? Is the title/provenance of the property clear?