

MEMBERS:

- **Tim Douglas,**
Chair
- **Chuck Robinson,**
Vice Chair
- **Steve Adelstein**
- **Sue Cole**
- **Barbara Rofkar**

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
Wednesday,
July 8, 2015**

- I. Call to Order, Approval of Agenda, and Notice of Public Comment Time
- II. Strategic Conversation
 - Student Services Recruitment/Outreach Update (*Goal 1: Expand opportunities for students to achieve their potential and Goal 4: Advance the college as a more diverse learning community*) – Tawny Townsend, Director for Student Access & First Year Experience
- III. Consent Agenda (Calendar) *Tab 1*
 - a. Minutes of May 20, 2015 Board of Trustees Meeting (Attachment A)
 - b. Minutes of May 21, 2015 Board of Trustees Retreat (Attachment B)
- IV. Action Items
 - Proposed Resolution Authorizing Continuation of the 2014-15 WCC Operating Budget (First reading, possible action) *Tab 2*
 - Proposed 2015-16 ASWCC S&A Budget (First reading) *Tab 3*
 - Proposed MOU – Continuation of Negotiated Faculty Agreement (First reading, possible action) *Tab 4*
- V. Report from the President
- VI. Reports *Tab 5*
 - ASWCC –Fahren Mansour President
 - WCCFT – Tresha Dutton, President
 - WFSE – Michelle North, Representative
 - Administrative Services –Vice President Nate Langstraat
 - Student Services – Interim Vice President John Baker
 - Instruction – Vice President Ron Leatherbarrow
 - Advancement/Foundation – Anne Bowen, Executive Director
- VII. Discussion / Items of the Board
 - Election of Board Chair for 2015-16 Academic Year
- VIII. Executive Session*
 - (g)...the performance of a public employee...
- IX. Public Comment
- X. Adjournment

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

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



CONSENT AGENDA

- a. Minutes of May 20 , 2015 meeting of the Board of Trustees (Attachment A)
- b. Minutes of May 21, 2015 retreat of the Board of Trustees (Attachment B)

SUGGESTED RESPONSE

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

Whatcom

COMMUNITY COLLEGE

MINUTES

BOARD OF TRUSTEES MEETING

Laidlaw Center Board Room

Wednesday, May 20, 2015

2:00 p.m.

- **CALL TO ORDER** Chair Tim Douglas officially called the Board of Trustees meeting to order at 2:05 p.m. Present in addition to the chair were trustees Barbara Rofkar, Chuck Robinson, Steve Adelstein and Sue Cole, constituting a quorum. Others present included President Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Nate Langstraat, Vice President for Administrative Services; Anne Bowen, Executive Director for Advancement; Ed Harri, Dean for Instruction; Melissa Nelson, Assistant Attorney General; and Rafeeka Kloke, Executive Assistant to the President.

ACTION TO ACCEPT AGENDA

- Trustee Sue Cole moved to approve the meeting agenda as proposed. It was seconded by Trustee Barbara Rofkar and the **motion was approved unanimously**.
- Chair Tim Douglas announced that there is a designated time for public comment on the agenda.

INTRODUCTION OF STUDENT

- Sharalyn Sentinella, WCC student, was introduced. Sentinella is one of 90 recipients in the nation to receive 2015 Undergraduate Transfer Scholarship from Jack Kent Cooke Foundation. This is the largest private scholarship for students transferring from two-year community colleges to four-year baccalaureate institutions in the country. The Foundation provides up to \$40,000 a year for up to three years. Sentinella has also been selected as this year's Student Commencement Speaker.
- President Kathi thanked the WCC Foundation, John Baker, and Rafeeka Kloke for supporting efforts to enable Sentinella's mother to attend commencement.

STRATEGIC CONVERSATIONS

➤ 2015-16 Operating Budget Update – Nate Langstraat

Langstraat noted that the legislature did not approve a state operating budget at the conclusion of the regular legislative session and is currently in special session. He presented Whatcom’s estimated operating budget for 2015-16 which is based on conservative projections for revenue and expenses. If the legislature is unable to approve a state operating budget by the June board meeting, the board will have options to pass a resolution authorizing continuation of the 2014-15 WCC Operating Budget or approve a proposed budget based on estimates and authorize the president to make adjustments if necessary based on the approved state operating budget.

CONSENT AGENDA

➤ Consent Agenda (Calendar)

- a. Minutes of the April 8, 2015 Board of Trustees Meeting (Attachment A)

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

ACTION

➤ Proposed 2015-16 and 2016-17 Academic Calendars (1st reading, possible Action)

- Trustee Rofkar moved to approve the proposed 2015-16 and 2016-17 academic calendars. The motion was seconded by Trustee Cole and the **motion was approved by a vote of four ayes and one nay.**

➤ Proposed DTA/MRP Associate Business (1st reading, possible Action)

- Trustee Chuck Robinson moved to approve the Direct Transfer Agreement / Major Related Program (DTA/MRP) – Associate in Business. The motion was seconded by Trustee Rofkar and the **motion was approved unanimously.**

➤ Proposed DTA/MRP Associate Nursing (1st reading, possible Action)

- Trustee Steve Adelstein moved to approve the Direct/Transfer Agreement / Major Related Program (DTA/MRP) – Associate in Nursing. The motion was seconded by Trustee Rofkar and the **motion was approved unanimously.**

PRESIDENT'S REPORT

- Congratulations to the team of Corrine Sande, Janice Walker, Ed Harri, Allison Scherer and Ron Leatherbarrow for their hard work in preparing and presenting our application for the Applied Baccalaureate degree in Information Technology. It was approved by the State Board in May.
- The College submitted a Hospital Employee Education and Training (HEET) grant.
- Dr. Luca Lewis has accepted the offer to serve as WCC's next Vice President for Student Services and will begin on July 1. President Kathi thanked Nate Langstraat and the Search Committee for identifying a strong group of finalists. She also thanked John Baker for stepping in as an interim.
- Campus interviews have commenced for the Vice President for Instruction and will continue for the next two weeks. There was great participation in the public forums by faculty and staff.
- WCC hosted a Celebrating Diversity in Education Conference in partnership with Western Washington University, Skagit Valley College and the Center of Excellence for Careers in Education. Congratulations to Amy Riedel and her team for a successful conference.
- WCC is seeking endorsement from the Limited License Legal Technician (LLLT) Board to offer a LLLT training program.
- Representative Jeff Morris will be speaking to Bob Reisenberg's sustainability class at WCC on June 9.
- Representative Luanne Van Werven toured WCC campus last week and was impressed by physical beauty of the campus and WCC's focus on students success and access.
- President Kathi is chairing the WACTC Critical Issues Committee and spent significant time on developing a recommendation on how international students should be counted.
- President Kathi attended the White House Summit on Asian Americans and Pacific Islanders (AAPI) in Washington DC, organized and sponsored by Kran Ahua, the executive director on White House Initiative on AAPI. President Obama's Cabinet members: Arne Duncan, Sally Hewell, Jeh Johnson, Tom Perez, and Maria Contreras-Sweet with the US Small Business Administration were in attendance. Several community college presidents, trustees and staff were in attendance as well. President Kathi along with several community college presidents met with Mark Mitsui, Deputy Assistant Secretary for Community Colleges, to discuss ways to promote more diverse leadership among community colleges.

REPORTS

- **ASWCC** – Fahren Mansour, President
 - ASWCC Services & Activities Fee Budget is posted for review and will be presented to the Board of Trustees at the June meeting.

- WCC students will be participating in the Ski to Sea Parade on May 23.
- Student Leading Change Conference is scheduled on May 30.
- WCC student, Sukhdip Singh, is assisting with a Turban Awareness Day event at BTC on May 21.

➔ **WFSE – Michelle North, Representative**

- North reported that staff participated in the Unity Break, a walk out by state employees over stalled raises at noon. She noted it was nice to see members of administration attending the walk out.

DISCUSSION/TACTC/ITEMS OF THE BOARD

➔ **ACT (TACTC) Conference**

- Chair Douglas attended the ACT Spring Conference. It was a good program which included a national speaker presenting information on generational research.

➔ **Upcoming Events**

May 28	Phi Theta Kappa Induction Ceremony	6:00 pm	Heiner Theater
May 30	Student Leading Change Conference	8:00 am – 3:00 pm	Syre Student Center
June 9	Running Start Graduate Reception	4:00 – 6:00 pm	Heiner Theater
June 11	Annual Honors & Awards Ceremony	6:30 pm	Heiner Theater
June 12	Retiree Recognition Event	2:30 – 4:00 pm	Syre Student Center
June 18	Student Leaders Recognition Banquet	6:00 pm	Bham Cruise Terminal
June 18	2015 Pinning Ceremony	6:00 pm	Syre Student Center
June 19	WCC Open House	11:00 am 2:00 pm	Syre Student Center
June 20	2015 Commencement	2:00 – 4:00 pm	Civic Field
June 22	NWCCI Farewell Celebration	6:00 – 9:00 pm	Squalicum Boathouse
June 26-27	Chuckanut Writers Conference		Syre Student Center

PUBLIC COMMENT

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

EXECUTIVE SESSION

- ➔ At 3:19 p.m. the meeting was adjourned for a closed Executive Session of the Board for approximately 53 minutes to “(g) ... discuss collective bargaining and (i) ... discuss with legal counsel representing the agency matters relating to agency enforcement actions...”

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

- The Executive Session adjourned at 4:12 p.m. and the Board reconvened into open session at 4:12 pm.

ADJOURNMENT

- There being no further business, the meeting was adjourned at 4:14 p.m.

Whatcom

COMMUNITY COLLEGE

MINUTES

BOARD OF TRUSTEES MEETING

Laidlaw Center Board Room

Wednesday, May 21, 2015

8:00 a.m. – 12:00 p.m.

- **CALL TO ORDER** Chair Tim Douglas officially called the Board of Trustees meeting to order at 8:15 a.m. Present in addition to the chair were trustees Barbara Rofkar, Chuck Robinson and Sue Cole and Steve Adelstein, constituting a quorum. Others present included President Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Nate Langstraat, Vice President for Administrative Services; John Baker, Interim Vice President for Student Services; Anne Bowen, Executive Director for Advancement; Ed Harri, Dean for Instruction; and Rafeeka Kloke, Executive Assistant to the President.

STRATEGIC CONVERSATIONS

- **Strategic Enrollment Management** -- Ed Harri, Dean for Instruction, Mary Vermillion, Director for Communication and Marketing, Tawny Townsend, Director for Student Access and First Year Experience

A PowerPoint presentation provided an update on the development of the strategic enrollment management plan. Samples of key impact practices, gaps and concerns were discussed in each of the priority areas which include: outreach and marketing, retention and completion, program and services, and course and program scheduling. The finalized plan will be presented to the board in October/November with a full scale implementation of the plan to follow.

- **PACE Survey** -- Mary Vermillion, Director for Communication and Marketing

A PowerPoint presentation provided an overview of the survey results. There was strong participation from employees and results show a healthy campus climate with a relatively high level of perceived productivity and satisfaction. Four top themes emerged from eight campus-wide discussions of the survey results: professional development, inclusion, communication and team building. Next steps include a faculty and staff work group to identify and forward priorities to college leadership to be considered for inclusion in the College work plan.

- **Student Housing** – Nate Langstraat, Vice President for Administrative Services

Langstraat provided an update on the progress of the student housing project including identified land on campus, draft proposal received from a potential group of partners, and

timeline. The board will continue to receive updates on the progress of the project.

➤ **Learning Commons**

Board members discussed strategies to raise awareness and support among state board office, legislature, and governor's office of the importance of funding the Learning Commons project.

➤ **Community Outreach**

Board members discussed strategies for members to support the College's effort to reach out to different constituent groups in the community.

ADJOURNMENT

➤ There being no further business, the meeting was adjourned at 12:45 p.m.

Draft

**Whatcom Community College
RESOLUTION AUTHORIZING
CONTINUATION OF 2014-15 OPERATING BUDGET**

Resolution
No. 15-01

WHEREAS, the Washington State Legislature is expected to produce a state budget at the close of its second special extended session which convened on Friday, May 29, 2015, which is anticipated to be signed by the Governor;

WHEREAS, the State Board for Community and Technical Colleges, delegated with the authority to allocate and disseminate the state budget to the community and technical colleges, plans to provide the allocation to Whatcom Community College on or after it is approved at their next SBCTC Board meeting;

WHEREAS, an extension is being requested by the College Budget Review Committee, as it is the judgment of the College administration that the proposed 2015-2016 Whatcom Community College Operating Budget cannot be formulated and presented for review until after the June 10, 2015 regularly scheduled Board of Trustees meeting. Additionally, the campus community will require an opportunity to thoroughly evaluate and respond to the proposed College Operating Budget, and the Trustees will require time for analysis and review subsequent to the first reading of the proposed 2015-2016 Operating Budget at the July 8, 2015, Board of Trustees meeting;

THEREFORE, BE IT RESOLVED, that since the Board of Trustees is unable to adopt a 2015-2016 Whatcom Community College Operating Budget prior to June 30, 2015, the Board hereby authorizes the College President to proceed with normal operations of the College using available funds or legislative appropriations until September 1, 2015, or until formal adoption of the 2015-2016 College Operating Budget by the Board of Trustees, whichever event occurs first.

APPROVED in the regular meeting by the Board this 10th day of June, 2015.



Board of Trustees
Whatcom Community College

By: _____
Tim Douglas, Board Chair

Suggested Motion

Move to approve Resolution __, which authorizes the College President to proceed with normal operations of the College using available funds or legislative appropriations until September 1, 2015, or until formal adoption of the 2015-2016 College Operating Budget by the Board of Trustees, whichever event occurs first.

Whatcom Community College



SERVICES AND ACTIVITIES FEE BUDGET

2015-2016

Approved by the ASWCC Executive Board – May 12, 2015

Approved by the WCC Board of Trustees – TBD

Associated Students of Whatcom Community College

Vision:

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

Mission:

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

ASWCC
SERVICE AND ACTIVITY FEE BUDGET
2015 - 2016

SUBMITTED BY

ASWCC EXECUTIVE BOARD

BOARD OF TRUSTEES

TIM DOUGLAS, CHAIR
CHUCK ROBINSON, VICE CHAIR
STEVE ADELSTEIN
SUE COLE
BARBARA ROFKAR
KATHI HIYANE-BROWN, PRESIDENT

ASWCC S&A FEE BUDGET COMMITTEE

ALDO SUSENO, CHAIR
FAHREN MANSOUR, VICE CHAIR
HOPE ROBINSON
NA EUN KIM
SARAH DEALY
JAKE HAWES
TARA HUGHES
SHEILA PENNELL
CHRIS SCRIMSHER
MATTHEW SANTOS
LAURA SINGLETARY

MEMORANDUM

Associated Students of Whatcom Community College

TO: Board of Trustees

FROM: ASWCC Student Senate

DATE: May 7, 2015

RE: 2015-2016 Service and Activity Fee Budget

The 2015-2016 Service and Activity (S&A) fee budget has been developed by the ASWCC S&A Fee Budget Committee through a process of meeting with representatives from our clubs and organizations, carefully evaluating all requests, reviewing budget structures from other Community and Technical Colleges in Washington State, and balancing proposed expenditures with the estimated resources available.

In approving this budget, the Board of Trustees authorizes:

- The ASWCC and the Director for Student Life to proceed with the execution of the planned program.
- The transfer of funds between budget categories as required during the fiscal year to support approved projects and activities. The Board authorizes the ASWCC President and the Director for Student Life to approve these transfers.
- The ASWCC S&A Fee Budget Committee in coordination with the Director for Student Life and the college Business Manager to adjust the estimated S&A fee revenues during the fiscal year and to allocate additional resources within the approved budget. The Board recognizes that this annual budget is a projection, and that actual revenues and expenses may vary from the projections during the execution of the budget during the fiscal year.

This budget has been reviewed by College staff and is recommended to the Board of Trustees as an effective and responsible use of state educational resources.

S&A Budget Summary

Resources

The estimate of Services & Activities fee revenue is based on projected 2015-2016 FTE levels. (Full- Time Equivalent: 12 credit hours fulfilled by one student equals one FTE). This conservative estimate was developed in coordination with the Director for Business and Finance and the Vice President for Administrative Services.

We've estimated no change in resources for 2015-2016 based on level of student enrollment the college anticipates for the upcoming academic year.

Funds remaining from the prior year (with exceptions of funds raised by clubs) revert to the Fund Balance account. Expenditures from this account are to be made through written proposals submitted to the Services and Activities Fee Budget Committee, which will make a recommendation to the ASWCC Executive Board and Student Senate. Once approved, the proposal will be submitted to the Board of Trustees for final approval.

S&A Reserve for Orca Field: Designating these funds continues the practice of building a reserve fund for replacement of the Field Turf ® at Orca Field. The estimated total cost for replacement of Field Turf is \$550,000 - \$600,000 and will be needed in 2017 - 2019. These funds also may be used for making other major improvements, approved by the Senate.

Fund Balance Reserve: The Associated Students have chosen to impose a \$40,000 reserve in order to offset any shortfall in the event the estimated resources are not met. If all resources are available, these funds are intended to be held in the Fund Balance to support future projects.

Expenditures

This budget continues most of the programs funded during 2014-2015 academic year and provides funds for program growth during the 2015-2016 academic year. Additional growth is designed to support increased student participation in co-curricular programs.

The ASWCC Budget Committee has thoughtfully reviewed all requests and presents a budget reflecting balance among the various activities to benefit all students.

The proposed budget provides that if an S&A increase is allowed by the legislature, the ASWCC will levy such an increase.

Whatcom Community College
 Services & Activities Fee Budget
 2015-2016 Fiscal Year

<u>Resources</u>	<u>2015 - 2016</u>
Estimated Resources	891,000
Orca Field Reserve	90,000
S&A Operating Budget	801,000
Fund Balance Reserve	40,000
Available	761,000

<u>Expenditures</u>	<u>2015 - 2016</u>
Student Life	366,000
ASWCC	288,000
Administration	78,000
Athletics	254,100
Teams	166,500
Administration	87,600
Campus Services	140,900
Total Expenditures	761,000

ASWCC Student Leadership

Personnel Stipends: The Executive Board (7 positions) is paid an hourly wage calculated at a rate of 13% above minimum wage. Members of the Student Senate are paid a quarterly stipend for pre-approved committee work - we are limited to 30 students.

Supplies: This budget line includes supplies necessary to support Executive Board operations in the Student Life Office.

Leadership Training and Development: This budget line supports student leadership training for the Executive Board, including Student Life's North Sound Leadership Institute, local/regional professional development, and on-campus student leadership training beginning in August. The Executive Board invites students associated with other ASWCC Clubs and Organizations to participate in training when available.

Associated Students Support

Conferences and Presentations: This budget line provides funds for clubs and students to attend conferences and/or make presentations at conferences and includes a requirement for the student or club to bring the knowledge back to the campus through a program, presentation, or report.

Special Projects: This budget line allows ASWCC to provide funding for special activities and events during the school year. This funding includes, but is not limited to, leadership retreats, new club start-up funds, special club activities, on-campus events, and other unforeseen requirements.

Equipment / Furnishings: This budget line allows for purchase, cleaning and repair of equipment and furnishings in the Syre Student Center, and purchase of needed equipment for clubs and organizations.

Orca Day: This budget line funds the Student Senate's portion of involvement in Orca Day. ASWCC Clubs and the Programming and Diversity Board also having funding reserved within their budgets to support this event.

Contingency Travel: This budget line provides funding for unforeseen travel for students for activity events, student leadership training workshops, student legislative academy, and post season competition for athletics.

Social Justice Committee: This budget line provides the ASWCC Social Justice, Equity, and Pluralism Committee funds to allocate for addition students to attend the Students of Color Conference, to fund the yearly Student Lead Social Justice conference, and to promote diversity and inclusion on campus.

Whatcom Community College
 Services & Activities Fee Budget
 2015-2016 Fiscal Year

<u>ASWCC Student Leadership</u>	<u>2015 - 2016</u>
Personnel Stipends	59,000
Supplies	3,000
Training and Development	14,000
Total Expenditures	76,000

<u>Associated Students Support</u>	<u>2015 - 2016</u>
Conferences and Presentations	20,000
Special Projects	12,000
Equipment & Furnishings	3,000
Orca Day	3,000
Contingency Travel	3,000
Social Justice Committee	5,000
Total Expenditures	46,000

<u>Student Life Administration</u>	<u>2015 - 2016</u>
Professional Staff Salaries	68,000
Tech Support	5,000
Student Life Office & Orca Cards	5,000
Total Expenditures	78,000

Programming and Diversity Board

Personnel Stipends: This budget line includes stipends for all Programming and Diversity Board positions. Program Coordinators (8 positions) earn funds at the same rate as the ASWCC Executive Board. Members are paid to identify, plan, coordinate, and staff activities and events for the student body.

Supplies: This budget line includes office supplies necessary to support Programming and Diversity Board operations in the Student Life Office.

Orca Day: This budget line funds the Programming and Diversity Board's portion of involvement in Orca Day.

Leadership Training and Development: This budget line supports student leadership training for the Executive Board, including Student Life's North Sound Leadership Institute, local/regional professional development, and on-campus student leadership training beginning in August.

ASWCC Clubs

Club Administration: This budget line funds supplies for club fairs, club summits, and interclub council meetings.

ASWCC Clubs: This budget line provides funding for clubs to have events on campus, purchase supplies for club activities, and club promotion. As of Spring 2015, there are 30 active student-run clubs on campus.

Orca Day: This budget line funds the ASWCC Clubs' portion of involvement in Orca Day.

ASWCC Organizations

Student Ambassadors: This budget line provides for personnel expenditures, professional development, and program supplies. Student Ambassadors (8 positions) earn \$10.50 per hour.

Whatcom Leads: Formerly iLEAD, this budget line provides leadership grants and administrative support for this leadership development program. Marginalized, low-income students receive priority for grant support.

Performing Arts Organization: This budget line provides funds to support the performing arts at Whatcom Community College, including drama, music, and dance productions.

Horizon: This budget line provides The Horizon with funds to publish quarterly newspapers.

Whatcom Community College
 Services & Activities Fee Budget
 2015-2016 Fiscal Year

<u>ASWCC Programming and Diversity Board</u>	<u>2015 - 2016</u>
Personnel Stipends	34,000
Activities and Events	34,000
Supplies	3,000
Training and Development	10,000
Total Expenditures	81,000

<u>ASWCC Clubs</u>	<u>2015 - 2016</u>
Club Administration	2,000
ASWCC Clubs	20,000
Orca Day	3,000
Total Expenditures	25,000

<u>ASWCC Organizations</u>	<u>2015 - 2016</u>
Student Ambassadors	32,500
Whatcom Leads	5,000
Performing Arts	4,000
Horizon	18,500
Total Expenditures	60,000

Athletic Team Support

This budget reflects a collaborative partnership in funding between students and the administration. The ASWCC is proud to provide funds to support our five intercollegiate athletics teams: men's and women's basketball, women's volleyball, and men's and women's soccer. The Senate believes that student athletics create opportunities for vibrant campus life activities.

Uniforms: Team uniforms are replaced on a rotational cycle.

Contingency Travel: This budget line provides funding for unforeseen travel for students for activity events, student leadership training workshops, student legislative academy, and post season competition for athletics.

Athletic Administration

Athletics Staffing: This budget line funds 80% of the salary and benefits of the Associate Director of Athletics.

Technical Support: This funding provides technical support to selected programming for the Performing Arts Organization, the Programming and Diversity, and ASWCC Senate.

Personnel: This budget line traditionally funds student employment costs in the Pavilion Gymnasium.

Facility Rentals: This budget line funds the cost of renting facilities for athletic teams to play and practice in while the Student Recreation Center is under final stages of construction.

Whatcom Community College
 Services & Activities Fee Budget
 2015-2016 Fiscal Year

<u>Athletics: Teams</u>	<u>2015 - 2016</u>
Men's Basketball	27,000
Women's Basketball	27,000
Volleyball	23,500
Men's Soccer	26,000
Woman's Soccer	26,000
Uniforms	12,000
Contingency Travel	25,000
Total Expenditures	166,500

<u>Athletics Administration</u>	<u>2015 - 2016</u>
Professional Staff Salary	45,000
Athletics Trainer	12,600
Officiating Fees	20,000
Facility Rentals	10,000
Total Expenditures	87,600

Services

Intercultural Center: This budget line provides part-time hours wages for student staff in the Intercultural Center, as well as funding for staff professional development and supplies.

Pavilion Coordinator Staffing: The Senate recognizes the need for professional staffing to support the renovated Pavilion space and equipment.

Pavilion Student Staffing: In support of the needs of the newly renovated Pavilion, the Senate has elected to fund student staffing in this area, so that the facility is available to students outside of normal business hours. These employment positions are available to students, and this funding line increases opportunities for on-campus employment for all students.

Veterans Center: This budget supports student staffing needs in the Veteran's Center. The Student Senate recognizes the importance of this support service provides for our campus and community.

Learning Center: This budget line funds part-time hourly wages of student tutors in the Learning Center.

Information Center: This budget provides funds for supplies for the Orca Card machine and other supplies in the Student Life Office to support and inform students.

Turning Point: This budget line provides funds for child care and transportation costs as necessary for students who are displaced homemakers.

Commencement / Honor Cords: This budget line provides funds for post commencement social and honor cords for graduation. It also supports funds necessary for the Nursing Pinning Ceremony.

Whatcom Community College
Services & Activities Fee Budget
2015-2016 Fiscal Year

<u>Services</u>	<u>2015 - 2016</u>
Intercultural Center	20,000
Pavilion Coordinator Staffing	20,000
Pavilion Student Staffing	25,000
Veterans	4,500
Learning Center	68,000
Turning Point	750
Commencement	2,650
Total Expenditures	140,900

Reserve Funds

Orca Field: Designating these funds continues the practice of building a reserve fund for replacement of the Field Turf[®] at Orca Field. The estimated total cost for replacement of Field Turf is \$550,000 - \$600,000 and will be needed in 2017 - 2019. These funds also may be used for making other major improvements to Orca Field and Syre Student Center.

Fund Balance Reserve: The Associated Students has chosen to impose a \$40,000 budget reserve in order to offset any shortfall in projected S&A revenue that may happen during the year. If estimated resources are met as projected, these funds are intended to be held in the Fund Balance to support future projects. They are available for architect fees, schematic designs, and other initial costs. Funds are also available for minor renovations in Syre Center to enhance the spaces in the facility to promote formal and informal learning, interaction, collaboration, and a sense of community.

Whatcom Community College
Services & Activities Fee Budget
2015-2016 Fiscal Year

<u>Reserve Funds</u>	<u>2015 - 2016</u>
Orca Field	90,000
Fund Balance Reserve	40,000
Total Expenditures	130,000



MEMORANDUM

TO: Kathi Hiyane-Brown

FROM: Nate Langstraat and Will Webber (Chief Negotiators)

DATE: Thursday, June 4, 2015

RE: MOU – Continuation of Negotiated Faculty Agreement

The negotiated agreement between the Board of Trustees of Whatcom Community College and the Whatcom Community College Federation of Teachers expires after June 30, 2015.

The Whatcom Community College Administration and Faculty Negotiating Teams continue to discuss contract revisions for the negotiated faculty agreement for the term starting July 1, 2015.

The faculty union are entitled to adequate time for contract review and their respective process for ratifying the updated faculty agreement as negotiated during the 2014-2015 academic year.

It is the recommendation of the College Administration and Faculty Negotiation Teams that the Board of Trustees authorize the extension of the existing negotiated agreement through October 31, 2015 or until formal adoption of the pending negotiated faculty agreement by the Board of Trustees, whichever event occurs first.

With this Memorandum of Understanding, the undersigned agree to:

Authorize the extension of the existing agreement through October 31, 2015 or until formal adoption of the pending negotiated agreement by the Board of Trustees, whichever event occurs first.

For the Union

For the Employer

 President
 Whatcom Community College
 Federation of Teachers

 Date

 Chair, Board of Trustees
 Whatcom Community College

 Date

Whatcom

COMMUNITY COLLEGE

Reports to the Board of Trustees June 10, 2015 Meeting

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

- **Finance** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
 - A balanced operating budget will be presented to the Board of Trustees at their July meeting, assuming the Legislature concludes its work in Olympia. A budget period extension will be requested at the June BOT meeting.
 - Business Office staff members continue to prepare for year end. In addition, 2015-16 work has begun as students begin to register for summer and fall.
 - The state auditors completed their field work for the 2013-14 audit and have scheduled the exit meeting for mid-June. Business Office staff will make final adjustments to the financial statements and notes, and then re-submit to the auditors.
- **Facilities & Operations** (*5.1: Create and manage growth through fiscal, capital, technological and human resource development*)
 - Construction documents for the Phyllis and Charles Self Learning will be completed in July. The State Board will consider funding strategies for the building at their June meeting as part of the FY2016 supplemental capital request.
 - The Pavilion and Student Recreation Center continues to progress. Site work and curtain wall/glazing installation continue. The elevator is being installed and the painting in the gym is almost complete.
 - Capital project updates and information is now located on the WCC public website at www.whatcom.ctc.edu/news.
- **Emergency Preparedness & Safety** (*5.3. Promote a safe environment for teaching, learning, and working*)
 - Safety planning continues for June's commencement ceremony at Civic Field. Pre-event training and meetings will be held in the coming weeks to prepare for the event.
 - Efforts are underway to enhance emergency plans and procedures for incidents relating to international students and housing issues. Planning meetings continue in order to address topics of liability and organizational responsibilities.
 - Whatcom's Safety Committee recently reviewed the year's campus incident log, and is finalizing an annual baseline for tracking safety-related issues on campus.
- **Bookstore** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
 - The Bookstore has partnered with RedShelf to provide expanded digital course material options for WCC students. RedShelf is a leading provider of digital content

from leading academic publishers as well as other self and non-traditional academic publishers. RedShelf uses a BYOD (Bring Your Own Device) technology to deliver digital materials on any web based device and with no requirement to use a dedicated reader or download an application.

➤ **Student Services—John Baker, Interim Vice President**

- **Career and Transfer Center** (*Goal 1.1 Increase student achievement in transfer and career opportunities*)
 - The Career & Transfer Center will be holding a WCC Resume Workshop on June 9th in Baker Hall Room 114 from 11:30-1:00pm to assist students in enhancing and writing their resumes to improve their chances in getting a summer seasonal job and/or a career position after graduation. The Special Projects Coordinator will facilitate this workshop.
- **Running Start** (*Goal 1.3 Increase access for diverse and nontraditional student populations*)
 - To align with the changes in how students are placed into WCC English courses, the Running Start admission process underwent a major shift this spring. Previously all Running Start students were admitted to the program based on Accuplacer testing. Starting fall quarter 2015, students may choose either an Accuplacer Reading score or their cumulative high school grade point average of 2.5 or higher. Because the vast majority of new RS students are choosing to be admitted via their gpa, the admission process was retooled, and the new system is working smoothly due to collaboration with Testing Services and the Registration Office.

➤ **Instruction—Ron Leatherbarrow, Vice President**

- **Hiring:** (*2.1 Maintain currency in college curriculum and delivery, 2.3 Improve student learning, and 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
 - **Faculty:** Searches for three faculty positions are progressing. The search for a visual communications instructor is now completed; an offer has been made and accepted. The searches in chemistry and psychology are in the final stage, with names of recommended finalists forwarded to the President. The math application process closed on May 4, and the committee is now in the process of selecting finalists for interviews. The application process for the counselor position closed on May 15, and the committee is now selecting applicants for interviews.
 - **Vice-President Search:** The search for a new Vice-President for Instruction is also moving along. The search committee, based on an initial set of interviews, has selected finalists, and the campus is now conducting full day interviews with six recommended finalists. The process continues on track for a completed hiring before the end of June.
- **STEM Education:** (*2.1 Maintain currency in college curriculum and delivery, 2.3 Improve student learning*) WCC biology faculty have completed their participation in a pilot certification project, Partnership for Undergraduate Life Sciences Education (PULSE), to assess departmental strengths and opportunities in curriculum, outcomes assessment, potential for change, faculty support, and infrastructure. As one of only

- eight colleges selected nationwide to participate, the faculty completed self-assessments and a site visit to determine the institutional progress toward fully implementing recommendations from a national Vision and Change project. Through the leadership provided by the biology faculty, WCC scored exceptionally well in infrastructure and the climate for change, and were provided with excellent feedback for continuing to improve curriculum alignment and outcomes assessment to reach desired project objectives.
- **Diversity and Non-Traditional Projects** (*1.4 Introduce new opportunities for student learning and engagement; 1.3 Increase access for diverse and nontraditional populations; 3.1 Increase College stature as a community and educational partner; 4.1 Reinforce diversity elements in the curriculum*).
 - **Compass to Campus** The “C-two-C” 201 course created for the Compass to Campus project, a partnership with Western Washington University, has been approved by the Curriculum Committee to a three credit unlisted elective that will satisfy WCC’s three credit diversity curriculum requirement. This course immerses students in the best practices of mentorship; they spend four+ hours a week in diverse Title 1 schools in Whatcom and Skagit counties, where a significant number of the student body are at or below poverty designations. The new course offering will begin in Fall 2015.
 - **The Child Care Subsidy training project** funded by the Department of Early Learning and led by Sally Holloway wraps up Phase I June 30. The training targets family home child care providers and family/friend/neighbor care providers, populations rarely served by higher education. To date, WCC has instructed and served 1,427 child care providers in both online and in-person formats across the state, including forums translated into Spanish, Somali, and Russian.
 - **The Early Achiever’s Opportunity Grants**, coordinated statewide from WCC, now support over 900 scholarship recipients. All recipients are child care providers working on Early Childhood Education (ECE) certificates at one of 22 community or technical colleges across the state. This program has been funded by federal Race to the Top Challenge funding which ends this year. The Early Start Act, now before the Washington State legislature, would continue this successful professional development opportunity. Approximately 40 WCC students will have reached a certificate or an AA degree in ECE by the end of Fall Quarter 2015 with the support of these grants.
 - **Community Education Program** (*3.1 Increase College stature as a community and educational partner; 3.3 Be an active partner in economic development; 5.2 Diversity and secure funding/resources from external sources*) Community and Continuing Education’s first craft beer appreciation course had 23 enrollments and was very well received by those attending the class. More beer classes are being planned for fall. A new summer Kids’ College class, “*Discover 3D Printing*,” (to be taught by The Foundry co-owners in mid-July) is pending and already half full, and the 5th annual Chuckanut Writers Conference takes place on campus June 26-27. To date, registrations have increased over last year’s conference.

➤ **Foundation and College Advancement – Anne Bowen, Executive Director**

3.1.2 – Expand partnerships with community and business organizations; 3.1.3 – Develop the College’s and Foundation’s community involvement and presence; 5.2 – Diversify and secure funding/resources from external sources;

- The following economic development, community and business meetings were attended over the past month:
 - Leadership Whatcom’s second class session focused on Economic Vitality. Anne Bowen and Janice Walker joined the panel of economic practitioner’s to highlight WCC’s role in local economic development.
 - Meetings with local industry and business leaders to discuss continuing and growing partnerships as well as financial contributions.
- Foundation Board Directors participated in local High Schools’ Honors and Awards programs through-out May and presented WCCF scholarship awards to Ferndale High School, Meridian High School and Mount Baker High School graduates planning to attend WCC in the fall.
- June Scholarship campaign – the staff and Board will focus energies on bringing additional scholarship dollars in throughout the month of June. The foundation saw a 15% increase in the number of applications this year and will concentrate efforts to address this need.
- Save the date -- Upcoming WCC Foundation fundraiser
 - Saturday, September 26th: A Hawaii-inspired culinary collaboration between President Kathi and Chef Robert Fong in the Community Food Coop’s new Community Building.

Communications, Marketing and Publications (3.1: Increase College stature as a community and educational partner)

- **Digital Communication Development**
 - The library website work group is finalizing the new library homepage design.
 - The College’s social media content focuses on student involvement/achievement and new programs. As an example, the most popular [Facebook](#) post in May were photos of student leaders in the Ski to Sea parade. The post reached 1.2k people. The post was also popular on Instagram. Our most popular tweet on [Twitter](#) was recognizing WCC student Sharalyn Sentinella’s \$40k Jack Kent Cooke scholarship. The post had 2,857 impressions. The [University LinkedIn page](#)’s most popular post was announcing WCC’s first applied four-year degree program.
- **Highlights Of Media Coverage**
 - [Whatcom Community College plans to offer four-year degree in IT networking](#), Bellingham Herald (Business Blog), 5/21/15
 - [Whatcom Community College to Offer Applied Four-Year Degree in IT Networking](#), WhatcomTalk, 5/20/15
 - [WCC working toward offering a 4-year IT networking degree](#), BBJ Today, 5/20/15
 - [State workers rally in Bellingham, elsewhere over raises](#), Bellingham Herald, 5/21/15

- [WCC offering first-ever four year IT networking degree, KGMI.com](#), 5/20/15
- [New student rec center taking shape at Whatcom Community College](#), Bellingham Herald, 5/11/15