



BOARD OF TRUSTEES
Meeting Agenda
Wednesday, December 12, 2012, 2:00 p.m.
Laidlaw Center Boardroom, #143
237 W. Kellogg Road
Bellingham, WA 98226

MEMBERS:

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

- I. Call to Order, Approval of Agenda, and Notice of Public Comment Time
- II. Strategic Conversations
 - Policy Review Session (*Goal 5: Strengthen the College's ability to deliver its mission*)
- III. Action
 - TAB A Policies for Proposal Considerations (1st reading, possible actions)
- IV. Consent Agenda (Calendar)
 - a. Minutes of November 13, 2012 Board of Trustees Meeting (Attachment A)
- V. Report from the President
- VI. Reports
 - ASWCC – Charles Pope, President
 - WCCFT – Kim Reeves, Co-Presidents
 - WFSE – Vivian Hallmark, Representative
 - Administrative Services – Interim Vice President Nate Langstraat
 - Educational Services – Vice President Trish Onion
 - Instruction – Vice President Ron Leatherbarrow
 - Advancement/Foundation – Anne Bowen, Executive Director
- VII. Discussion / Items of the Board
 - Possible Date Change for February Board Meeting
- VIII. Public Comment
- IX. Executive Session*
 - (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions
- X. Adjournment

Reasonable accommodations will be made for persons with disabilities if requests are made at least seven days in advance. Efforts will be made to accommodate late requests. Please contact the President's Office at 360.383.3330 (or TDD at 360.647.3279)

**NEXT MONTH'S
MEETING REMINDER**
**Wednesday,
January 9, 2013**

***The Board of Trustees may adjourn to a closed 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...
- Action from the Executive Session may be taken, if necessary, as a result of items discussed in Executive Session.**



CONSENT AGENDA

- a. Minutes of November 13, 2012 meeting of the Board of Trustees (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

Laidlaw Center Board Room

Tuesday, November 13, 2012

12:00 pm

- **WORK SESSION CALL TO ORDER** Chair Barbara Rofkar officially called the Board of Trustees work session to order at 12:00 p.m. Present in addition to the chair were trustees Sue Cole, Steve Adelstein, Chuck Robinson and Tim Douglas, constituting a quorum. Others present included President Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Nate Langstraat, Interim Vice President for Administrative Services; Trish Onion, Vice President for Educational Services; Anne Bowen, Executive Director for Advancement and Foundation; Brian Keeley, Director of Facilities; Lisa Wochos, Assistant Attorney General; and Keri Parriera, Executive Assistant to the President.

WORK SESSION

- Lunch was served from 12:00 noon – 12:30 pm.
- At 12:30 pm, Keith Schreiber, Principal of Schreiber Starling & Lane Architects, spoke to the Board about his organization and the process that is underway in the development of a new Institutional Master Plan for Whatcom Community College. Data, both hard and soft, is being gathered to help guide the decision-making process. Discussions continued, data was amassed from the Board, and the time-line was identified. The goal is to complete the master plan document by the end of June, 2013.

BREAK

- The meeting was adjourned for a 15-minute break at 2:00 p.m.
- **CALL TO ORDER** Chair Barbara Rofkar officially called the Board of Trustees meeting to order at 2:15 p.m. Present in addition to the chair were trustees Sue Cole, Steve Adelstein, Chuck Robinson and Tim Douglas, constituting a quorum. Others present included President Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Nate Langstraat, Interim Vice President for Administrative Services; Trish Onion, Vice President for Educational Services; Anne Bowen, Executive Director for Advancement and Foundation; Lisa Wochos, Assistant Attorney General; Charles Pope, ASWCC President; and Keri Parriera, Executive Assistant to the President.

ACTION TO ACCEPT AGENDA

- Trustee Steve Adelstein moved to approve the meeting agenda as proposed. It was seconded by Trustee Chuck Robinson and the **motion was approved unanimously**.
- Trustee Barbara Rofkar announced that there is a designated time for public comment on the agenda.

CONSENT AGENDA

➤ Consent Agenda (Calendar)

- a. Minutes of the October 23, 2012, Board of Trustees Meeting (Attachment A)

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

PRESIDENT’S REPORT

- The President thanked Trustee Sue Cole for representing the Board the recent advisory committee dinner.
- President Kathi shared that her Executive Cabinet recently met with the student government leaders and discussed various topics of mutual interest.
- Mr. Chris Bragg, the visiting accreditation report evaluator for the NWCCU, was on campus on October 30, and met with a large representation of administration, faculty and staff. The College recently received a draft copy of his preliminary report for our review which contained two commendations and one recommendation. President Kathi expressed her thanks to all who participated in the preparations and discussions with Mr. Bragg.
- President Kathi provided an update from the recent WACTC meeting.
 - The revised Student Achievement Initiative allocation model was discussed. The new model excluded 13 colleges, including Whatcom, from receiving allocations.
 - The capital fund ranking process will commence soon, and WCC has the Learning Commons Building in the queue. Vice President Trish will be representing the Student Services Commission on this process.
 - A task force was developed to review the current “end run process” which discourages colleges from working directly with legislators on capital funding projects without going through the SBCTC capital fund ranking process. President Kathi is a member of this taskforce.
 - President Kathi has been serving on the Efficiency Study Task Force developing an extensive state-wide Efficiency Study Report. The report has been completed, but it has been found that the report will not be submitted to the legislature as previously anticipated.
 - The President has been asked to serve on the applied baccalaureate development process taskforce.

- The President is also chairing a group formed to align the State Board's agenda with the Washington Economic Development Program. WACTC is looking at innovative economic development and stem programs. Soft skills trainings are being requested by employers in addition to technical skills.
 - Part of the WACTC meeting program included a presentation by the Gould Group with a focus on framing statements and messages that resonate with the broader public.
- ➔ President Kathi shared that she and two trustees will be meeting on December 5 with Al Ralston.

REPORTS

- ➔ **ASWCC** – Charles Pope, President
- Charles Pope reiterated about the Council's focus on furthering their goals and implementing them on campus, and bonding with new members of the Council.
 - The Board commented positively on Charles' role as moderator of the student panel at the recent WCC Foundation Appreciation Breakfast.
- ➔ **WFSE** – Vivian Hallmark, Representative
- Negotiations still continue regarding state health care costs.
- ➔ **Administrative Services** – Nate Langstraat, Interim Vice President
- nothing additional to add
- ➔ **Educational Services** – Trish Onion, Vice President
- nothing additional to add
- ➔ **Instruction Office** – Ron Leatherbarrow, Vice President
- nothing additional to add
- ➔ **Advancement/Foundation Office** – Anne Bowen, Executive Director
- Anne reported that the WCC Foundation has added a new director to its board, John Pedlow.
 - The Foundation received another legacy gift that is just under \$2million, earmarked for scholarships.

DISCUSSION/TACTC/ITEMS OF THE BOARD

- The Board of Trustees is hosting a reception for the President's Cabinet and current and past WCC faculty and classified staff union members on Saturday, December 8 at the home of Trustee Barbara Rofkar.
- The Board recognized Trustee Chuck Robinson's birthday.
- Trustee Tim Douglas reported that he will be attending the Legislative Action Committee meeting on Friday.

- Trustee Douglas also shared that the spring 2013 TACTC Conference will be held at the Swinomish Northern Lights Casino in Anacortes, and that the Whatcom County colleges will still be hosting.
- The fall 2013 ACCT Conference will be held in Seattle in October.

PUBLIC COMMENT

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

BREAK

- ➔ The meeting was recessed for a ten-minute break at 2:55 p.m.
- ➔ The meeting reconvened into open session at 3:05 p.m.

EXECUTIVE SESSION

- ➔ At 3:05 p.m. the meeting was adjourned for a closed Executive Session of the Board for approximately 20 minutes to “(i) to discuss with legal counsel representing the agency matters relating to ... litigation or potential litigation...” Chair Rofkar announced that no action was anticipated. Guests included President Kathi Hiyane-Brown and Assistant Attorney General Lisa Wochos.
- ➔ The Executive Session adjourned at 3:30 p.m. and the Board reconvened into open session at 3:30 p.m.

ADJOURNMENT

- ➔ There being no further business, the meeting was adjourned at 3:30 p.m.



MEMORANDUM

Office of the President

TO: Board of Trustees
FROM: Kathi Hiyane-Brown, President
DATE: December 5, 2012
RE: Proposed Policy Action Items for Board Consideration

At the December 12, 2012 Board of Trustees meeting, the following Whatcom Community College policies will be presented to the Board for possible revision, deletion, or continued retention as first reading Action items.

Noted are the current policy numbers and titles of the policies, and a short synopsis of the justification that is being recommended to the Board for consideration. Due to the reorganization of the Policy Manual, new numbering is required of any adopted and/or revised policy. These numbers are referenced with each item for consideration.

BOARD ACTION

➤ TAB A – Review of Proposed Policy Changes

- a. **Policy 2160 Public Information Policy.** Recommend to retain present policy with revisions as submitted.

Move to delete this policy as proposed; or Move to retain this policy with proposed revisions or these revisions _____; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number 350.

- b. **Policy 3060 Ungraded Courses Policy.** Recommend to delete as Board Policy. Ungraded courses must meet the qualifications defined in WAC 131-28-026, and ungraded courses are published in the College catalog.

Move to delete this policy as proposed; or Move to retain this policy with proposed revisions or these revisions _____; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number xxx

- c. **Policy 3080 Tuition/Fees/Refunds Policy.** Recommend to retain present policy.

Move to delete this policy as proposed; or Move to retain this policy as is or to retain with proposed revisions or these revisions _____; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number 520.

- d. **Policy 3100 Admission/Registration/Records Policy.** Recommend to combine policies 3100 and 3110 with revisions as submitted and change name.

Move to delete this policy as proposed; or Move to retain this policy with proposed revisions or these revisions _____; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number 515.

- e. **Policy 3110 Academic Regulations Policy.** Recommend to delete as Board Policy if the proposed revisions to Policy 3100 are approved as submitted.

Move to delete this policy as proposed; or Move to retain this policy with proposed revisions or these revisions _____; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number xxx

- f. **Policy 3120 Allocation to Student Loan Fund Policy.** Recommend to delete as Board policy. The local student loan program no longer exists and has been replaced with other student aid options.

Move to delete this policy as proposed; or Move to retain this policy with following revisions _____; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number xxx.

- g. **Policy 3190 Petition for Exclusion of Low Grades Policy.** Recommend to delete as Board policy. Petition of exclusion of low grades is included in Board policy 3100.

Move to delete this policy as proposed; or Move to retain this policy as is, OR Propose to retain with these revisions _____; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number xxx

- h. **Policy 3240 College Mascot Policy.** Recommend to delete as Board policy.

Move to delete this policy as proposed; or Move to retain this policy as is, OR Propose to retain with these revisions _____; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number xxx

- i. **Policy 3270 Student Publications Policy.** Recommend to retain present policy with revisions as submitted.

Move to delete this policy; or Move to retain this policy with these revisions _____; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number 525.

- j. **Policy 4030 Attendance Incentive Program Policy.** Recommend to delete as Board policy. This is in RCW 41.04.340.

Move to delete this policy; or Move to retain this policy with following revisions _____; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number xxx.

- k. **Policy 4040 Medical Certification for Sickness or Accident Disability Policy.** Recommend to delete as Board policy. This is more appropriate as a procedure.

Move to delete this policy; or Move to retain this policy with following revisions _____; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number xxx.

- l. **Policy 4060 Tuition and Fee Waivers for WCC Employees Half Time and Over.** Recommend to retain present policy with revisions as submitted.

Move to delete this policy as proposed; or Move to retain this policy with following revisions _____; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number 331.

- m. **Policy 4070 Personnel Files.** Recommend to retain present policy.

Move to delete this policy; or Move to retain this policy with following revisions _____; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number 325.

- n. **Policy 4090 Salary Increases.** Recommend to delete as Board Policy. Language is standard on all employment contracts.

Move to delete this policy as proposed; or Move to retain this policy with following revisions _____; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number xxx.

- o. **Policy 4100 Travel.** Recommend to retain present policy with name change and with revisions as submitted.

Move to delete this policy; or Move to retain this policy with following revisions _____; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number 327.

- p. **Policy 4110 Other Employment.** Recommend to retain present policy with revisions as submitted.

Move to delete this policy as proposed; or Move to retain this policy with proposed revisions or these revisions _____; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number 326.

- q. **Policy 5010 Qualification of Faculty Policy.** Recommend to delete as Board Policy. This is a component of the Faculty Negotiated Agreement.

Move to delete this policy as proposed; or Move to retain this policy with the proposed revisions or these revisions _____; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number xxx.

- r. **Policy 5030 Teaching as a Percentage of Load Policy.** Recommend to delete as Board Policy. This is a component of the Faculty Negotiated Agreement.

Move to delete this policy as proposed; or Move to retain this policy with these revisions _____; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number xxx.

- s. **Policy 7020 Degrees/Diploma/Certificate Programs Policy.** Recommend to delete as Board Policy. Standards are subject to change and published in Student Handbook and College Catalog.

Move to delete this policy as proposed; or Move to retain this policy with these revisions _____; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number xxx.

- t. **Policy 7030 Awards for Academic Excellence.** Recommend to delete as Board Policy. Standards are subject to change and published in Student Handbook and College Catalog.

Move to delete this policy as proposed; or Move to retain this policy with these revisions _____; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number xxx.

- u. **Policy 7040 Educational Use of Human Subjects Policy.** Recommend to retain present policy with revisions as submitted.

Move to delete this policy as proposed; or Move to retain this policy with the proposed revisions or these revisions _____; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number 318.

POLICY

2160

Page 1 of 1

TITLE: Public Information

NUMBER: 2160

APPROVED BY BOARD OF TRUSTEES: (ORIGINAL POLICY APPROVED 7/11/98)

Original policy: ~~To assure uniform appearance and quality control, all news releases, feature stories and public information requested about Whatcom Community College by external sources shall be provided by the Public Information Office. All printed pieces designed for general college and off-campus distribution shall be channeled through the Public Information Office, including first class and bulk mailings, but not including the student newspaper. Responses to requests for information from student publications and college-sponsored activities will be accomplished through coordination with the Public Information Office.~~

Updated policy: To assure accuracy as well as consistency of the College brand, the Public Information Office shall serve as the contact for all external sources requesting public information about Whatcom Community College and will also manage media outreach by the College, including news releases. All promotional materials designed for off-campus distribution shall be channeled through the Public Information Office, including direct mail, brochures, videos and smartphone/tablet applications, but not including the student newspaper. The Public Information Office shall also have oversight of the College's website and shall manage social media channels. The Office shall have administrative rights on social media managed by other College departments. Responses to requests for information from student publications and college-sponsored activities will be accomplished through coordination with the Public Information Office.

TITLE: Ungraded Courses
NUMBER: 3060
APPROVED BY BOARD OF TRUSTEES: 3/11/80

~~Certain courses as delineated and/or defined in WAC 131-28-026 shall be designated as ungraded with tuition and fees established consistent with WAC 131-28-026 and the State Board for Community College Education.~~

~~Other courses listed below shall be designated as ungraded with fees and regulations consistent with state law, and State Board for Community College rules and directives. Those courses include:~~

- ~~———— Emergency Medical Training (EMT) courses~~
- ~~———— Cooperative Pre-schools~~
- ~~———— Small Business Management~~
- ~~———— Farm Management~~
- ~~———— Home and Community~~
- ~~———— Seniors~~

TITLE:	Tuition/Fees/Refunds
NUMBER:	3080
APPROVED BY BOARD OF TRUSTEES:	6/11/85
AMENDED BY BOARD OF TRUSTEES:	6/13/89
AMENDED BY BOARD OF TRUSTEES:	8/10/93
AMENDED BY BOARD OF TRUSTEES:	5/2/95
AMENDED BY BOARD OF TRUSTEES:	6/14/05

Tuition/Fees

Refer to current College catalog, the Annual Class Schedule or the college's website.

Refunds

A student who discontinues attendance without official withdrawal from classes will forfeit all claims to credits in classes and refunds of tuition/fees.

For refund purposes instructional days (Monday through Friday) shall be counted from the official start day of each quarter regardless of the start date of individual classes, except as noted below.

Refunds will be made for withdrawal from a class(es) during the academic year according to the following schedule:

- For the first five instructional days in the quarter, 100 percent of the tuition and refundable fees will be refunded.
- After the fifth day of instruction and through the twentieth calendar day of the quarter, 40 percent of the tuition and refundable fees will be refunded.
- After the twentieth calendar day of the quarter, no refund of tuition/fees will be granted.
- When a calendar day refund deadline falls on a weekend or holiday, the refund date will be extended to the next College business day.
- Specific quarterly withdrawal/refund dates are published in the Annual Class Schedule and on the college's website.

Refunds for classes starting after the fifth instructional day of the quarter will be granted according to the above schedule using the first class session as the first instructional day of the quarter. The refund schedule for classes and/or quarters that are less than eleven weeks in length will be made in proportion to the above schedule. The refund schedule for self-support classes will be determined on a program-by-program basis prior to each instructional period by the College President, who may further delegate that responsibility.

A reduction of credits will result in a refund of (a) the difference between the original and the reduced load tuition/refundable fees if the change is made by the fifth day of instruction; (b) 40 percent of the difference if the change is made after the fifth day of instruction through the twentieth calendar day of the quarter.

TITLE: Tuition/Fees/Refunds
NUMBER: 3080

Exceptions to the general refund policy may be granted when necessary to comply with U.S. Department of Education regulations.

Cancellation of classes by the College or failure to admit the student will result in no loss of tuition or fees by the student.

Students withdrawing from Reduced Tuition Programs are subject to the above refund schedule and are required to pay regular tuition/fees for enrollment in classes outside the program.

The refund period may be extended for students who must withdraw for substantiated medical reasons or who are called into the military service of the United States. Such students must submit a Petition for Hardship Withdrawal form and provide supporting documentation.

TITLE: Academic Regulations, Admission, Registration, and
 Records
 NUMBER: 3100_an 3110 Combined
 APPROVED BY BOARD OF TRUSTEES: ~~8/27/81~~

Policies regarding ~~the following~~ academic regulations, admissions, registration, and records are updated periodically and published ~~matters may be found in the current~~ College catalog and website. Several examples of these policies are listed below:

I. ~~Credits~~ Academic Regulations

- Degree, certificate, and diploma programs
- Alternative ~~Learning credit~~ and prior learning credit
- Transfer credit
- Military credit and other non-collegiate training
- Repeating a course
- Academic standards

II. Grading System

- Credits and grades
- Grading symbols/grade points
- Petition for exclusion of low grades
- Ungraded courses
- Dean's List
- Standards of Progress

III. Graduation

- ~~General~~ requirements for all degrees and certificates
- Graduation with ~~h~~Honors
- Petition for waiver of ~~d~~Degree, diploma, and certificate requirements ~~programs~~

IV.- Admissions

- General admissions eligibility ~~Students eligible for admission~~
- Special and selective admission requirements ~~Application requirements and procedures~~

V. ~~Registration~~ II.

- Quarterly registration
- Late registration, w ~~Withdrawals, and schedule changes~~
- /Change of Schedule
- Concurrent enrollment with other community colleges

- Residency requirements
 - Placement testing
 - Auditing a class
_____ Enrollment extension

VI. III
 - Records

 - Final grade reports
 - Requests for transcripts
_____ - Confidentiality of student records under the Federal
Education Rights and Privacy Act

TITLE: Allocation to Student Loan Fund
NUMBER: 3120
APPROVED BY BOARD OF TRUSTEES: 7/12/77

— One dollar per quarter/ten cents per credit hour per quarter from the Services and Activities Fees is allocated to the College Short Term Loan Fund.

TITLE: Petition for Exclusion of Low Grades
NUMBER: 3190
APPROVED BY BOARD OF TRUSTEES: 7/1/79

~~A student may petition to have courses with low grades earned at WCC excluded from credit and G.P.A. calculation when the three following conditions are met:~~

- ~~1. The grade is more than three years old~~
- ~~2. There has been an interruption in college attendance, and~~
- ~~3. There is sufficient evidence of improved scholarly achievement~~

TITLE:	College Mascot
NUMBER:	3240
APPROVED BY BOARD OF TRUSTEES:	6/13/89

~~The official Whatcom Community College mascot shall be the Orca whale.~~

POLICY

TITLE:	Student Publications
NUMBER:	3270
APPROVED BY THE BOARD OF TRUSTEES:	March 17, 2008

The exercise of free speech in an open public forum is fundamental to the democratic process. Whatcom Community College recognizes student publications as public forums and affirms the editorial independence of all student-edited campus publications.

As an open public forum, student publications are free from censorship and advance approval of content by college officials. Student editors have the authority to make all content decisions and consequently ~~they~~ bear the legal responsibility for their own decisions. Student-edited publications are free to develop editorial policies, advertisement decisions, and news coverage consistent with the principles defined by the Code of Ethics of the Society of Professional Journalists.

Faculty advisors to student publications serve in an advisory capacity and are not responsible for content. The College is not responsible for constitutionally unprotected speech.

College officials and student government shall not consider the content of student publications when making decisions regarding funding. Student publications serve to represent the broad perspectives and interests of the students of Whatcom Community College.

TITLE:	Attendance Incentive Program
NUMBER:	4030
APPROVED BY BOARD OF TRUSTEES:	6/18/86
AMENDED BY BOARD OF TRUSTEES:	1/10/89

~~In January of the year following any year in which a minimum of sixty days of sick leave is accrued, an eligible employee may receive remuneration for unused sick leave accumulated in the previous year at a rate equal to one day's monetary compensation of the employee for each four days of accrued sick leave in excess of sixty days. Sick leave accumulated at a rate of in excess of one day per month is not subject to remuneration under this policy. Sick leave for which compensation has been received shall be deducted from accrued sick leave at the rate of four days for every one day's monetary compensation.~~

~~At the time of retirement from the state service*, or death, and eligible employee shall receive remuneration at a rate equal to one day's current monetary compensation of the employee for each four full days of accrued sick leave.~~

~~*For the purpose of this definition, retirement due to age may occur at age fifty five (55) or older.~~

| [Reference RCW 41.04.340](#)

TITLE:	Medical Certification for Sickness or Accident Disability
NUMBER:	4040
APPROVED BY BOARD OF TRUSTEES:	08/27/81
AMENDED BY THE BOARD OF TRUSTEES	10/11/05

~~Employees may be required to furnish a medical certificate for any extended absence on account of sickness or accident disability. An employee returning to work after any sick leave absence may be required to provide written certification from his or her health care provider that the employee is able to return to work and perform the essential functions of the job with or without reasonable accommodation.~~

TITLE: Tuition and Fee Waivers for Whatcom Community College
Employees Employed Half-time or More

NUMBER: 4060

APPROVED BY BOARD OF TRUSTEES: 10/9/79

AMENDED: WAC CITATION 3/7/95

AMENDED BY BOARD OF TRUSTEES: 6/10/97

1. Definition: For the purpose of this policy a "half-time or more" Whatcom Community College employee shall be defined according to the established policy of the College ~~Personnel~~ Human Resources Office.
2. Employees employed half-time or more at Whatcom Community College may receive tuition and fee waivers at Whatcom Community College under the following conditions:
 - (a) enrollment shall be on a space-available basis after opportunity has been given for other students to register for courses offered by the College,
 - (b) no new or additional courses or course sections shall be created for the purpose of accommodating enrollments of students enrolled on the basis of waivers under this policy,
 - (c) enrollment information on employees on a space-available basis will be maintained separately from other enrollment information and shall not be included in official enrollment reports, nor will persons enrolled pursuant to the provisions of this policy be considered in any enrollment statistics which would affect budgetary determinations,
 - (d) computations of enrollment levels, student/faculty ratio, or other similar enrollment related statistics will exclude student credit hours generated by enrollments for which waivers have been granted under this policy,
 - (e) employees enrolling on a space-available basis shall be charged a registration fee of ten dollars per course regardless of the number of courses or credits for which a waiver is received,
 - (f) an employee must secure authorization from an appropriate ~~Dean~~ Vice President for tuition and fee waivers under this policy. When authorized, an employee may engage in up to five (5) credits of course work during normal working hours. When the course work is an approved part of the individual's occupational improvement plan and directly related to institutional needs, released time may be granted. Other course work may be accommodated through authorized rearrangement of schedule work-week assignments,
 - (g) ~~the College will recognize completion of such courses for salary improvement or vocational certification provided such courses are an approved part of the occupational improvement plan of the individual. Such approval shall have to be granted in writing by the appropriate supervising Dean prior to completion of each course.~~

TITLE:	Personnel Files
NUMBER:	4070
APPROVED BY BOARD OF TRUSTEES:	5/6/75

Personnel files will be maintained to indicate the college's basis for employing, retaining, or terminating an employee. An employee has the right, upon request, to the inclusion of specific material in the file, and shall be notified of the proposed destruction of any material from the file. The personnel file will be available to the employee upon his or her request. In addition, upon written request of the employee, specific materials will be released to other persons. The president, the dean and the employee's supervisor will also have access to the file as well as individuals requiring material from the file for legal proceedings between the employee and the college.

Files will be made available to the employee or to persons other than the president, dean or the employee's supervisor in accordance with provisions of the college policy on public records (WAC 132U-276-100 to 240).

TITLE: Salary Increases
NUMBER: 4090
APPROVED BY BOARD OF TRUSTEES: 6/27/74

The following language is added to faculty and administrator's contracts:

If the Legislature provides additional funds for salary increases or funds are otherwise made available for this purpose by legislative action or Board of Trustees action for the period covered by this employment contract, the college will may in accordance therewith, grant a salary increase in addition to the salary set forth in this contract.

TITLE: Travel on State Business
NUMBER: 4100
APPROVED BY BOARD OF TRUSTEES: 8/27/81

Employees of the College are ~~encouraged~~ able to engage in travel on official College ~~business or~~ business or for professional development purposes with prior authorization when using or supplied by College resources. Travel must be of benefit to the ~~College~~ institution and align with the mission of Whatcom Community College.

A Travel Authorization form must be completed for all travel, with signature approvals from designated supervisor(s) and the budget authority(ies). All travel is contingent upon the availability of funds in the proper budget(s).

College employees may have their travel expenses reimbursed by the College, in accordance with the rules and per diem rates established by the state Office of Financial Management. Under no circumstance may duplicate reimbursement be made for that portion of an employee's expenses paid or reimbursed by a non-state source. ~~Expenses incurred in connection with such travel shall be paid by the College in accordance with the rules of the state Office of Fiscal Management.~~ College-owned vehicles should be used for travel on College-related business when available.

TITLE:	Other Employment
NUMBER:	4110
APPROVED BY BOARD OF TRUSTEES:	8/27/81

It shall not be a violation of the policies of Whatcom Community College for employees of the College to be employed by persons other than the College on a full or part-time basis, providing that the outside employment shall not interfere with the employment duties of the individual at Whatcom Community College as determined by the employee's supervisor, and shall not be in conflict with applicable rules of law [as outlined in Policy 408 Conflict of Interest and RCW 42.52 Ethics in Public Service Act](#).

TITLE: Qualifications of Faculty
NUMBER: 5010
APPROVED BY BOARD OF TRUSTEES: 8/27/81

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Prior to employment as faculty, candidates must establish that they possess:

1. ~~Scholarship or technical skill which represents appropriate study or training in the proposed area of assignment. Examples of appropriate training include one or more of the following:~~

— a. ~~A masters degree in the discipline or field of service, or in a related discipline.~~

— b. ~~A bachelors degree and extensive, preferably, professional experience in the field equivalent to a master's degree,~~

— c. ~~A fully qualified worker in the vocational area of service as demonstrated by having achieved with journeyman status or other occupationally recognized preparation, or~~

— d. ~~Other unique qualifications which demonstrate exceptional professional ability and potential value for service.~~

2. ~~Expertise as a practitioner as evidenced by experience, records, and references.~~

3. ~~An understanding and acceptance of the mission and character of Whatcom Community College and an apparent willingness a commitment to perform performing assigned duties in a manner consistent with the goals of the institution.~~

TITLE:	Teaching as a Percentage of Load
NUMBER:	5030
APPROVED BY BOARD OF TRUSTEES:	7/11/95
AMENDED BY BOARD OF TRUSTEES:	5/14/96

~~This policy is intended to better clarify the differences between part and full-time faculty loads. This policy will not be used to alter, increase or reduce full-time loads beyond the standards stated in the negotiated collective bargaining agreement. The Board of Trustees establishes the following:~~

- ~~• A 15 contact hour week (15 CW) shall constitute 75 percent of a full-time load.~~
- ~~• For faculty whose pay is based on 22, 20, or 12 contact hours per week (22 CW, 20 CW or 12 CW), the number of hours proportionate to 15 CW shall constitute 75 percent of a full-time load.~~
- ~~• For counselors, librarians and other faculty whose pay is based on a 35-hour work week (35 WW), 35 hours shall constitute a full-time load.~~

~~The contract percentage for faculty who are assigned a lesser number of contact hours per week shall be based proportionately on the above loads.~~

TITLE:	Awards for Academic Excellence
NUMBER:	7030
APPROVED BY BOARD OF TRUSTEES:	4/8/80
AMENDED BY BOARD OF TRUSTEES:	6/11/85
AMENDED BY BOARD OF TRUSTEES:	2/10/98

~~Recognition for College scholarship shall include the following awards for academic excellence:~~

~~A. Dean's List~~

~~— The Dean's List is a fall, winter, and spring quarterly roll for full time and part time students who meet the following criteria for recognition of high academic achievement.~~

~~— Full Time Student Qualifications:~~

~~— Those students who have earned a minimum 3.50 quarterly grade point average for completion of at least 12 credit hours in which letter grades have been assigned.~~

~~— Part Time Student Qualifications:~~

~~— Those students who have satisfactorily completed all credits attempted and who have earned a minimum 3.50 cumulative grade point average for completion of between 3 and 11.5 credit hours per quarter for the last three consecutive quarters.~~

~~B. Graduation with Honors~~

~~— Students who graduated with a cumulative grade point average of at least 3.5, in which at least 65 credits have grade points assigned, will be graduated with honors.~~

TITLE: Educational Use of Human Subjects
NUMBER: 7040
APPROVED BY BOARD OF TRUSTEES: 2/14/89

General Policy

This policy regarding the use of human subjects for educational purposes recognizes the responsibility to protect the rights, well-being and personal privacy of individuals; to ~~assure~~ensure a favorable climate for the acquisition of practical skills and the conduct of academically-oriented inquiry, and to protect the interests of the institution. It addresses classroom, laboratory and clinical activities, such as those in the health professions and biological sciences where learning by students requires the use of human subjects as part of training procedures, demonstrations or experiments. The following practices and procedures have been established for the conduct of activities involving human subjects.

Review and Approval Procedures

Training procedures, demonstrations and/or experiments which use human subjects shall receive the prior approval of a peer committee, unit administrator and/or the ~~Dean of~~Vice President for Instruction. All activities which use human subjects will be conducted only by instructors who assume responsibility for the conduct of the approved procedure, demonstration and/or experiment.

Informed Consent

Informed consent means the knowing consent of any individual or of a legally authorized representative. The consent is to be a free-will choice obtained from the subject or representative without undue inducement or any element of constraint or coercion. The basic elements of information necessary to such consent include:

1. A timely notification of the procedures to be followed including a description of the attendant risks and discomforts
2. A description of the benefits to be expected or the knowledge hoped to be gained
3. A disclosure of appropriate alternative procedures
4. An offer to answer any inquiries the participant has concerning the activity
5. An instruction that the subject is free to withdraw at any time unless such procedure is required of the student to master a critical competence
6. ~~An assurance~~A guarantee that the subject's identity will remain confidential

Students who enroll in programs which use human subjects shall be informed of the procedures at the beginning of the program.

Students who do not give their consent to be human subjects may be given alternative learning experiences at the discretion of the instructor.

Students who choose neither to participate as a human subject nor to accept an alternative activity will be informed that they may not be able to complete some courses/programs successfully.

Reports to the Board of Trustees For December 12, 2012 Meeting

➤ ASWCC– Charles Pope, President

- **Recruitment and Marketing Campaign:** The Council of Representatives will be conducting a student panel to encourage more students to involve themselves in student life across campus as well as become more acquainted to the students as representatives.
- **By-law Redesign:** In efforts to introduce new levels of professionalism and provide the students with stronger governance practices, council members are undergoing an effort to redesign the By-laws and further advance student government by providing more clarity and support for next year's council.
- **Legislative Affairs:** Council members, coordinated by John Laigaie, executive vice president, are planning to attend the SBCTC student rally in February 2013. At this time, these student leaders will also meet with local legislative representatives.
- **Programming and Diversity Board:** Our activities board has hosted many culturally diverse and fun activities on campus. Along with the Ethnic Student Association, they are planning events for MLK Day in January.
- **Student Recreation Center Development:** The committee, guided by SRG architects, is using a collection of students, faculty, and staff to make progress on the pre design.
- **Athletics:** Fall Sports have concluded their season. Men's and Women's Basketball have begun.

➤ Administrative Services—Nate Langstraat, Interim Vice President

- **Finance** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
 - The Business Office is currently working with the WCC Foundation on their annual audit, reviewing the 2011-12 fiscal year with an external auditor.
 - Mid-year budget review meetings are being scheduled for late January with budget authorities across campus. The process is new to WCC and will include year-to-date budget versus actual analyses for all operational budgets.
- **Facilities** (*5.1: Create and manage growth through fiscal, capital, technological and human resource development*)
 - Emergency Preparedness – An emergency preparedness video is in the final production stage of as part of the Resilient Bellingham Consortium Grant. Western's videographer has been on Whatcom's campus with volunteer narrators from Bellingham Police and Fire Departments filming a fire drill and the statewide Great Shakeout event. The video will be available for faculty and students on Whatcom's website.
 - Health Professions Education Center (HPC) – The in-ground utilities, building footings, and building slabs are complete. Structural steel columns and beams, plus decking and joists, have been delivered. The bid documents for the tenant improvements are in process.
 - Auxiliary Services Building – A move-in schedule has been updated to January 1.

- Copy Services Center will be located in the Auxiliary Services Building and a Copy Services annex has opened in Laidlaw 103. The annex will provide copy, staple and 3-hole punch services for the south side of campus. A survey was sent out recently to gather data to determine the most useful hours of operation for the new copy annex. Hours of operation will be set based on the survey data.
- **Conference & Event Services** *(3.1.2 Expand partnerships with community and business organizations. 3.1.3- Develop the College's and Foundation's community involvement and presence)*
 - The Conference & Event Service office has continued to coordinate many large internal and external events. Some upcoming events include first time clients: The American Legion and NW Washington Welcome Home Veterans Program. The office is also supporting the PTK Induction, Choir Concert, Holiday Luncheon, and the PTA Program Graduation. Orca Field is hosting Seattle Sounders Youth Soccer Organization in December; another first time client.
- **Bookstore** *(Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development)*
 - The Bookstore has been able to secure faculty order requests entirely with used books. With used books priced at a 25% discount, this will significantly reduce students' course material expenses.
 - The Bookstore began its quarterly book buyback on December 6. This, along with the high availability of used books at the beginning of the fall quarter, will allow students to reduce their textbook costs.

➤ **Educational Services—Trish Onion, Vice President**

- **Achieving the Dream** *(1.3. Increase support for diverse and changing student populations; 2.1 Assess and enhance instructional delivery and student learning)*
 - The Achieving the Dream coaches were impressed with the efforts of the four ATD intervention teams. They highly commended the College for its exceptional progress with increasing the capacity of the institutional research and information technology teams. The ATD coaches gave vital guidance to the ATD teams regarding their next steps. They also emphasized the sense of urgency for Whatcom to fully embrace this college-wide transition toward improving student success and completion. The ATD coaches will return in April to evaluate the progress toward cultivating a culture of evidence throughout the College and they will review the preliminary results from the intervention teams focused on math and English progression, gateway courses, and the first year experience strategies.
- **Advising** *(1.1 Increase student success in transfer and career preparation)*
 - The Rapid Response Team for Semiahmoo was well-represented by Brian Davidson, our WCC Worker Retraining Coordinator, who gave presentations to 115 employees during three sessions about educational options and first steps at Whatcom. He was also requested by the Northwest Workforce Council to speak on behalf of the Washington Community and Technical College system and the Northwest Workforce Council. In addition, the WCC Outreach Coordinator and the Opportunity Grant Student Support Coordinator assisted with providing information to individual employees about WCC. There was a wide range of potential students that will soon attend Whatcom and they had questions about English as a Second Language (ESL) classes, professional/technical programs, transfer programs, and graduate college preparation.

- November 8th was the application deadline for the next online/hybrid physical therapist assistant (PTA) program and 91 applications were submitted for 24 PTA openings, a 20% increase since last fall.
- Five new part-time registration advisors were recently hired to assist with the peak periods of advising and registration. These individuals have significant advising experience from other colleges which will be very beneficial for students and the advising staff. There continues to be an increasing trend of students sharing serious life struggles or mental health issues during their advising sessions. The advisors are trained to refer students to the College counselors for personal counseling and community resources, as needed.

➤ **Instruction— Ron Leatherbarrow, Vice President; Ed Harri, Dean for Instruction; Janice Walker, Workforce Education Director**

- **Instructional Administration** (*5.4 Foster a culture of continuous improvement based on institutional effectiveness*)
 - Following the departure of our new Director for eLearning, we asked Mike Talbott, former VP of IT and eLearning at Bellevue to provide consulting services to the review our program and offer recommendations. Mike's report provides much useful advice, including a recommendation that eLearning report to Instruction that we move forward with the conversion to Canvas so faculty and students will learn one platform, and that the eLearning Advisory Committee play a more prominent role in guiding policy. President's Cabinet will review the report and then have the eLearning Advisory Committee use components of it in developing a plan for the growth and management of the eLearning program.
 - We are currently identifying faculty leaders to participate as Chair of the Curriculum Committee, as Faculty Coordinator in e-Learning, and as Faculty Coordinator for Service Learning. We have completed interviews for the Curriculum Chair and appointed Leo Hopcroft as Chair. Leo has served on the Committee for several years, and will bring valuable experience and expertise as Chair. We have also appointed Laura Overstreet, faculty in psychology, as Faculty Coordinator in eLearning. Laura has extensive experience in teaching online and in managing the online platforms, and she has been a valuable resource in dealing with the recent emergency resulting from the departure of our eLearning Director. We are currently conducting interviews for the service learning position and will make the appointment very soon.
 - Three of the four division chair terms will be completed this year, and we are currently conducting the appointment process for the Social Science, Health Sciences, and English, Arts and Humanities division chairs. Human Resources has sent out a notice of how the process will be conducted and a call for interested faculty to submit applications. Current chairs may reapply for the positions. We expect to complete the appointment process for all three positions by the end of February, allowing for a smooth transition for any new appointments.
- **Faculty Hiring** (*2.1 Assess and enhance instructional delivery and student learning, and 5.1 Create and manage growth through fiscal, capital, technological, and human resource development*)
 - As reported previously, we will hire seven new faculty positions for the coming academic year. We have identified the disciplines for the hiring, and we have advertised in the appropriate vehicles. In December the Director of Human Resources and the Vice President for Instruction will lead a workshop for all participating in the hiring process, including faculty members on search committees, focusing on such issues as timelines, issues pertaining to confidentiality, interviewing protocols, diversity issues, etc.

- **Strategic Planning** *(5.4 Foster a culture of continuous improvement based on institutional effectiveness)*
 - An administrative subgroup has developed a draft of a set of strategic planning goals and objectives for the next four years, and it has been reviewed by President's Cabinet and the Board of Trustees, both groups providing good feedback. The plan is now under review by the College Council, which has representatives from the employee groups on campus as well as students. The College Council members will provide feedback early in Winter term, based on consultation with their constituent groups. The administrative group will then incorporate the feedback and President's Cabinet will begin the process for approval of the new plan with the campus. We expect we will complete the process by the middle of the Spring term to allow the major campus units to develop work plans, based on the strategic plan goals and objectives, for the coming year.
- **Program Improvement Process** *(5.4 Foster a culture of continuous improvement based on institutional effectiveness)*
 - We are finishing the reports for all the professional-technical programs that participated in the program improvement process during the 2011-12 academic year. Each of the program coordinators met with instructional administrators and data on student achievement, enrollments, and more were reviewed through the process. A recent information meeting for faculty provided an update on the process, and a five-year cycle for review has now been established for all college disciplines and programs.

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

- **Foundation** *(3.1.3 – Develop the College's and Foundation's community involvement and presence; and 5.2.3 – Contribute to fiscal stability through entrepreneurial activities and efficiencies)*
 - **2012-13 Gifts** – Draft reports for November 2012 show we have received 24 gifts totaling \$12,387. Year to date as of November 30, 2012 we have received \$78,012 compared to \$46,654 received last year at this time.
 - **Multi-year contributions** – Recently the Foundation has been receiving multi-year gifts which have future year's pledges excluded from the totals indicated above. These pledges total another \$74,000 to be received in future years.
 - **President's Circle Founders Club** – The Founders Club has now grown to 75 members being recognized at giving levels ranging from \$500-\$10,000+. The Foundation Board has a goal to try to reach 100 Founding members, and is quickly approaching that mark.
 - **2012 Annual Appeal** – Annual Appeal letters were sent out the week of Thanksgiving. Board members wrote notes included with the appeal letters and followed up with phone calls after the board meeting on November 27th. We are already seeing gifts generated from the appeal and expect many more donations to come.
- **Communications**
- **Press Releases/Media Relations – Summary/Highlights Of Media Coverage** *(3.1.3 - Develop the College's and Foundation's community involvement and presence)*
 - **WCC in the News**
 - [Deadline extended for WCC's Cybersecurity Camp, BBJ, 11/27](#)
 - **Additional media outreach**
 - [Press releases, public service announcements and an ongoing list of news articles can be found at ww.whatcom.ctc.edu/news](#)