



**BOARD OF TRUSTEES**  
**Meeting Agenda**  
**Wednesday, January 9, 2013, 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 Period
- II. Introductions of guests
  - Melisa Nelson—*TACTC Transforming Lives Award Nominee*
  - Corrinne Sande-- *TAG 2012 Outstanding Achievement in Industry Leadership award*
- III. Strategic Conversations
  - Accreditation Status Report (*Goal 5 -- Strengthen the College's ability to deliver its mission*)—Vice President Ron Leatherbarrow and Dean Ed Harri
- IV. Consent Agenda (Calendar)
  - a. Minutes of December 12, 2012 Board of Trustees Meeting (Attachment A)
- V. Action Items
  - TAB A: Proposed Policy Revisions/Deletions/Renumbering
- VI. Report from the President
- VII. Reports
  - ASWCC –Chandra Thompson, Executive Vice President
  - WCCFT – Kim Reeves, President
  - 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
- VIII. Discussion / Items of the Board
  - Proposal for Changing Date of April 2013 Board Meeting
- IX. Public Comment
- X. Executive Session\*
  - If needed
- XI. 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,  
February 20, 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 December 12, 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, this item will be adopted”. After pausing for any objections, the chair states, “As there are no objections, this item is adopted.”*

# Whatcom

## COMMUNITY COLLEGE

### MINUTES

#### BOARD OF TRUSTEES MEETING

Laidlaw Center Board Room

Wednesday, December 12, 2012

2:00 p.m.

- **CALL TO ORDER** Chair Barbara Rofkar officially called the Board of Trustees meeting to order at 2:04 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; Carolyn Jovag, WFSE President; Chandra Thompson, ASWCC Chair of Administration; Lisa Wochos, Assistant Attorney General; guest Becky Rawlings; and Keri Parriera, Executive Assistant to the President.

### ACTION TO ACCEPT AGENDA

- Trustee Chuck Robinson moved to approve the meeting agenda as proposed. It was seconded by Trustee Tim Douglas and the **motion was approved unanimously**.
- Trustee Barbara Rofkar announced that there is a designated time for public comment on the agenda.
- Linda Lambert was invited by the Board to speak about the Whatcom Reads author event featuring David Guterson to be held February 20 on campus. Linda also shared copies of the featured book, *Snow Falling on Cedars*.

### STRATEGIC CONVERSATIONS

- Members of the President's Cabinet, Vice Presidents Trish Onion, Nate Langstraat and Ron Leatherbarrow, and Becky Rawlings, Director for Human Resources, presented a first reading of a series of policies for board review. Discussions ensued, and it was concluded that these policies would be brought forward as action items at the January 2013 board meeting.

### CONSENT AGENDA

- **Consent Agenda (Calendar)**
  - a. Minutes of the November 13, 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

- President Hiyane-Brown expressed her thanks and those of the Whatcom faculty and staff to the Board, and especially to Trustee Barbara Rofkar and her husband George, for hosting the annual holiday reception.
- President Kathi also thanked the WCC Foundation for hosting the campus-wide holiday luncheon event on December 6. During the luncheon, the Combined Fund Drive committee held a fundraising event, primarily for

Whatcom Scholarships, and received \$3,620 in pledges and donations. Thanks go to our extraordinarily generous campus community for their support.

- The President reported that she and trustees Sue Cole, Barbara Rofkar and Chuck Robinson met with Al Ralston to discuss legislative messaging. Mr. Ralston volunteered to assist with bringing our trustee confirmations forward for Senate approval during this year's session. Trustee Douglas noted that the TACTC delegation was also working on the issue of Senate confirmation of trustees.
- President Kathi shared that the joint BTC, Skagit, WCC Legislative Luncheon was held on our campus on December 7, and that it was well received. Thanks to those trustees who were able to participate. The legislators in attendance included Senator Barbara Bailey and Representatives Elizabeth Scott, Jason Overstreet and Vincent Buys. Discussions followed regarding the feasibility of holding the January legislative reception during the TACTC meeting.
- The President recently received notification from CAPTE that they are continuing the accreditation of our Physical Therapy Assistant program. Thanks were expressed to Margaret Anderson and Meg Delzell and program's faculty and staff for their exceptional work.
- Also recently received was a copy of the final report from the recent ad hoc peer evaluation by Chris Bragg for the NWCCU accreditation review. Whatcom received two commendations and one recommendation to continue our work on the outcomes assessment of our programs.
- President Kathi reported on the AACC Commission on Academic, Student and Community Development, and 21<sup>st</sup> Century Commission on the Future of Community Colleges meetings that she recently attended in DC. While in DC, Kathi also met with an NSF consultant who is actively involved in national cybersecurity initiatives and about the possibilities and opportunities in that arena.
- The Northwest Coalition met on December 6 at Edmonds Community College. This continues to be an effective collaborative opportunity for our regional institutions of higher education.
- The President reported that the statewide efficiency task force has completed its work and has submitted a final year-three report. The consensus of the report is that our system is doing well and is very efficient. There were no findings to indicate that the consolidation of intuitions would provide any significant efficiencies.
- President Kathi has received requests from several local school districts to meet to discuss collaboration and/or program articulation options.

## REPORTS

- **ASWCC** – Chandra Thompson for Charles Pope, President
  - Chandra, chair of administration for ASWCC, spoke about the recent resignation of Charles Pope as president of ASWCC. The council is in the process of electing a new president, and Chandra shared that she has submitted her application.
  - Ms. Thompson reported that she presented at the State Board meeting last week regarding student association initiatives.
  - Chandra shared that WCC students will join BTC and Skagit Valley College student representatives at a rally in Olympia in February and that they hope to meet individually with some of the legislators.
- **WFSE** – Carolyn Jovag for Vivian Hallmark
  - Carolyn Jovag had nothing additional to share.
- **Administrative Services** – Nate Langstraat, Interim Vice President
  - Nate had nothing additional to share.
- **Educational Services** – Trish Onion, Vice President

- Trish provided an update on a Dream Scholarship, a special funding project, to provide two scholarships covering tuition and books for two years. These two students will also receive additional advising and multicultural academic support.

➤ **Instruction Office** – Ron Leatherbarrow, Vice President

- Ron reported that Chris Smith was been appointed as Whatcom’s new Service Learning Coordinator

➤ **Advancement/Foundation Office** – Anne Bowen, Executive Director

- Anne shared that Corrinne Sande, a faculty member, received the Technology Alliance Group’s (TAG) *2012 Outstanding Achievement in Industry Leadership* award at the awards program on December 7. This award recognized her achievements in curriculum development and program coordination and implementation in the field of cybersecurity.

### BREAK

- The meeting was adjourned for a five-minute break at 3:25 p.m.
- The meeting reconvened into open session at 3:30p.m.

### EXECUTIVE SESSION

- At 3:30 p.m., the meeting was adjourned for a closed Executive Session of the Board for approximately 20 minutes to, per RCW 42.30.110 (1), “(i)...discuss with legal counsel representing the agency matters relating to agency enforcement actions and (g)...review the performance of a public employee.
- Chair Rofkar announced that no action was anticipated. Guests included President Kathi Hiyane-Brown, Vice Presidents Trish Onion and Ron Leatherbarrow, and Assistant Attorney General Lisa Wochos.
- The Executive Session was extended at 3:50 p.m. for approximately 30 additional minutes.
- The Executive Session adjourned at 4:15 p.m. and the Board reconvened into open session at 4:15p.m.

### DISCUSSION/TACTC/ITEMS OF THE BOARD

- Possible Date Change for February Board Meeting
  - It was moved by Trustee Tim Douglas and seconded by Trustee Chuck Robinson to change the February Board of Trustees meeting date to Wednesday, February 20, 2013. The **motion was approved unanimously.**
- Trustee Steve Adelstein announced that the Trustees have selected Melisa Nelson as the Board’s nominee for the TACTC Transforming Lives award.
- The MLK Human Rights Conference poster, created by Mitch Tlustos was shared. The event will be held on the WCC campus on Saturday, January 19.
- The option of adding a student trustee to boards of trustees in 2013 was discussed.

### PUBLIC COMMENT

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

### ADJOURNMENT

- There being no further business, the meeting was adjourned at 4:35 p.m.



## MEMORANDUM

Office of the President

---

**TO:** Board of Trustees  
**FROM:** Kathi Hiyane-Brown, President  
**DATE:** January 2, 2013  
**RE:** Proposed Policy Action Items for Board Consideration

At the December 12, 2012 Board of Trustees meeting, the following Whatcom Community College policies were presented to the Board for possible revision, deletion, or continued retention as first reading Action items. The Board tabled these items for consideration at the January Board meeting.

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 revised text.

*Move to retain this policy with proposed revisions **OR** these revisions \_\_\_\_\_; **OR** Move to retain this policy as it currently reads; **OR** Move to delete this policy. 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 the SBCTC designates ungraded courses. Courses that are ungraded are published in the 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 **511**.*

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

*Move to retain this policy with proposed revisions **OR** these revisions \_\_\_\_\_; **OR** Move to retain this policy as it currently reads; **OR** Move to delete this policy. 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 revised text and change name.

*Move to retain this policy with proposed revisions OR these revisions \_\_\_\_\_; OR Move to retain this policy as it currently reads; OR Move to delete this policy. 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.

*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 516.*

- 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 519.*

- g. **Policy 3190 Petition for Exclusion of Low Grades Policy.** Recommend to delete as Board policy. The petition for exclusion of low grades is covered in the Grading System policy area of Combined Policy 3100 and 3110 if approved.

*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 517*

- h. **Policy 3240 College Mascot Policy.** Recommend to retain with revised text.

*Move to retain this policy with proposed revisions OR these revisions \_\_\_\_\_; OR Move to retain this policy as it currently reads; OR Move to delete this policy. If approved, new Policy organizational structure assigns new number 322*

- i. **Policy 3270 Student Publications Policy.** Recommend to retain with revised text.

*Move to retain this policy with proposed revisions OR these revisions \_\_\_\_\_; OR Move to retain this policy as it currently reads; OR Move to delete this policy. 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 390.*

- 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 391.*

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

*Move to retain this policy with proposed revisions OR these revisions \_\_\_\_\_; OR Move to retain this policy as it currently reads; OR Move to delete this policy. If approved, new Policy organizational structure assigns new number 331.*

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

*Move to retain this policy as it currently reads; OR Move to retain this policy with following revisions \_\_\_\_\_; OR Move to delete this policy. 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 380.*

- o. **Policy 4100 Travel.** Recommend to retain present policy with revised text and name change.

*Move to retain this policy with proposed revisions OR these revisions \_\_\_\_\_; OR Move to retain this policy as it currently reads; OR Move to delete this policy. If approved, new Policy organizational structure assigns new number 327.*

- p. **Policy 4110 Other Employment.** Recommend to retain present policy with revised text.

*Move to retain this policy with proposed revisions OR these revisions \_\_\_\_\_; OR Move to retain this policy as it currently reads; OR Move to delete this policy. 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 380.*

- 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 381.*

- s. **Policy 7030 Awards for Academic Excellence.** Recommend to retain with revised text.

*Move to retain this policy with proposed revisions OR these revisions \_\_\_\_\_; OR Move to retain this policy as it currently reads; OR Move to delete this policy. If approved, new Policy organizational structure assigns new number 522.*

- t. **Policy 7040 Educational Use of Human Subjects Policy.** Recommend to retain with revised text.

*Move to retain this policy with proposed revisions OR these revisions \_\_\_\_\_; OR Move to retain this policy as it currently reads; OR Move to delete this policy. 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 ensure 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 mobile 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. This policy does not pertain to Public Records requests as defined in Policy 2150 -- WAC 132U-276 -- Access to Public Records and Documents .**

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

---

**Propose delete as Board policy. Ungraded courses must meet the qualifications defined in WAC 131-28-026 the SBCTC designates ungraded courses. Courses that are ungraded are published in the College catalog.**

~~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              |

~~Retain unchanged.~~

~~Community college tuition and fees are governed by RCW 28B.15. The Washington State Legislature retains the exclusive authority to set tuition and the College publishes tuition updates in the class schedules and website.~~

~~The College determines fees for contract and self-support courses according to the State Board for Community and Technical College (SBCTC) regulations. The College tuition and fee refund procedures comply with RCW 28B.15.605 and are published in the College catalog and website. For refund purposes only, instructional days (Monday through Friday) shall be counted from the official start day of each quarter regardless of the start date of individual courses.~~

~~The College's tuition and fee refund procedures shall accommodate the rights granted by RCW 28B.10.270 to any student who is a member of the Washington National Guard or any other military reserve component and is called to active state or federal military service for a period exceeding thirty days.~~

~~Exceptions to the general refund policy may be granted by the Vice-President of Student Services when necessary for medical reasons.~~

~~**Recommend the specifics below are deleted from Board Policy and replaced by relevant College procedures.**~~

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.~~

~~— 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 and 3110 combined  
APPROVED BY BOARD OF TRUSTEES: 8/27/81

---

~~Policies regarding the following academic regulations may be found in the current College catalog.~~  
Academic regulations, admissions, registration, and records policies shall be consistent with the State Board for Community and Technical Colleges (SBCTC) standards, “with respect to the content of the curriculums and other educational and training programs and the requirements for degrees and certificates awarded by the College.” according to RCW 28B.50.090(7)(c). The College adheres to the Federal definition and fulfillment of a credit hour and determines the credit value or credit equivalent according to the SBCTC Policy Manual, Chapter 4, and Appendices. Pertinent policy areas are listed below and the College regularly updates and publishes procedures related to these policy areas in the College catalog and website.

I. Academic Regulations

II. Academic Standards

III. Definition of Credit Hour

IV. Grading System

V. Graduation Requirements

VI. Admissions

VII. Registration

VIII. Records

I. Credits

Alternative Learning credit

Transfer credit

Military credit

Repeating a course

—

II. Grading System

—

Grading symbols/grade points

Petition for exclusion of low grades

Dean's List

Standards of Progress

—

III. Graduation

—

General requirements

Honors

Degree, diploma, and certificate programs

—

IV. Admissions

—

Students eligible for admission

Application requirements and procedures

—

V. Registration

—

Quarterly registration

Withdrawals/Change of Schedule

Concurrent enrollment with other community colleges

Residency

Enrollment extension

—

VI. Records

—

Final grade reports

Requests for transcripts

Confidentiality of student records

—

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.<sup>[NL1]</sup>

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

---

**Propose delete because the petition for exclusion of low grades is covered in the Grading System policy area of Combined Policy 3100 and 3110.**

~~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 Board of Trustees will approve the Whatcom Community College official mascot.

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

# POLICY

3270

Page 14 of 36

---

|                                    |                      |
|------------------------------------|----------------------|
| 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, an 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~~ by 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 his/her direct-reporting line~~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 to request, to~~ the inclusion of specific material in the file, and shall be notified of the ~~decision to include or reject such additional materials~~ proposed destruction of any material from the file. ~~The employee will also 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 Human Resources Office, the employee's supervisor(s) and individuals requiring materials for legal proceedings between the employee and the college will also have access to the file. Those not identified in this policy as entitled to review an employee's personnel file will not be permitted to inspect such a file unless required by law.~~

~~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.

Propose: Deletion of Policy – Standard wording on exempt and faculty contracts.

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 any other ~~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 and practical.

|                                |                  |
|--------------------------------|------------------|
| 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

---

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 can be deleted as Board policy. Language governing faculty workload, which is subject to ongoing revision, is a major component of the faculty negotiated agreement, and Board oversight is managed through review and approval of proposed amendments. Maintenance of a board policy on this issue is duplicative and cumbersome.~~

~~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:                         | <del>Awards for Academic Excellence</del> <b>Academic Standing and Academic Excellence</b> |
| 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  |

---

**In an institution of higher learning, academic achievement and distinction are sacrosanct. Accordingly, the College shall establish appropriate criteria and means of acknowledging students' academic standing and achievements, including the following:**

**--Graduation with Honors: The College shall identify appropriate criteria for achievement in cumulative grade point average to entitle graduates to this distinction**

**--Dean's List: the College shall identify criteria for grade point average by term and academic year for recognizing students with exceptional academic achievement**

**--Full-Time Student Status: The College shall establish criteria for recognizing students in good standing, based on credits completed and satisfactory grade point average**

**--Scholarship Program: The College shall establish a vibrant scholarship program to provide incentive and recognition for academic achievement**

**--Organizations and Events: The College shall establish student clubs and events to provide occasions for recognizing and celebrating student academic achievement**

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 outside of the classroom or research activity

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.

# Whatcom

COMMUNITY COLLEGE

## Reports to the Board of Trustees January 9, 2013 Meeting

### ➤ **ASWCC— Chandra Thompson, President**

- During a special session over Winter Break, Chandra Thompson was elected ASWCC President. We have four students running for Executive Vice President and elections will be held the first week of the quarter. We are also holding interviews for the following Chair positions, which opened at the end of Fall quarter: Chair of Administration; Chair of Clubs and Outreach; and the Chair of Budget and Finance.
- Student Council is actively collaborating with Bellingham Technical College to send students to the 2013 education rally in Olympia, WA. We are chartering bus and will leave campus in the morning, attend the rally, and return early that evening.
- In an attempt to follow best practices, we consulted with top performing student government associations across the state in order to identify a stronger structure for our student government. With this information, we rewrote the ASWCC By-laws and will begin to share the document with Administration and WCC community partners in order to gain input and suggestions before working towards finalizing this document.
- The Men's basketball won against Bellevue to secure the 2012 Crossover Tournament Championship. Our Women's basketball team came in second place against Big Bend, losing in double-overtime!

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

- **Finance** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
  - The Governor's budget was released in mid-December with no cuts to higher education. In addition, the capital budget indicates funding of the predesign/design phase of Whatcom's Learning Commons project in the 2013-2015 biennium.
  - SBCTC released the enrollment plan developed by their planning and research staff. The plan provides some growth FTEs for WCC; however, some of the methodologies used in this version of the plan stray from past practice. Concerns and questions related to the plan are being forwarded to WACTC and SBCTC staff from the Business Affairs Commission for their consideration. Ultimately, the enrollment plan will be submitted to the Legislature.
  - The Business Office is working with other departments to streamline processes. We are currently working with the International Program Office to assist with their significant and continuing growth, and with the Financial Aid Office to ensure compliance with all federal and state requirements in a timely and cost-effective manner.
- **Facilities** (*5.1: Create and manage growth through fiscal, capital, technological and human resource development*)

- Health Professions Education Center (HPC) – The structural steel columns and beams are erected. Roof decking and second floor decking are completed. Joists and girders are erected and in place.
- Auxiliary Services Building – All built-in casework, flooring coatings, and carpeting is complete, as well as finish trim-out for electrical and HVAC.
- **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 been coordinating many large internal and external events. Some upcoming external events for January include the Whatcom County Superior Court Judge Deborah Garret Swearing in Celebration, the Roller Betties 2013 season, The Human Rights Task Force MLK Celebration and the Chuckanut Dog Trainings. For internal events, the office will also support the WAVE, ClubFair and Club Summit. Orca Field welcomes back the Chuckanut Bay Rugby team for their 2013 season. The Frisbee League extended their season into March for the first time, in addition to our other repeat clients.
- **Bookstore** (Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development)
  - The bookstore is working on the second phase of renovations.
  - The Bookstore Course Materials Specialist position has been filled with an expected start date of January 22, 2013.
- **Technology** (5.1 Create and manage growth through fiscal, capital, technological and human resource development)
  - Recruitment for the Software Developer and Integrator has been completed. Roy Dammarell, internal candidate, will begin in this new position effective January 2013.
  - IT has been coordinating the networking and technological needs for the new ASB and HPEC buildings.
  - The virtual environment was upgraded to the latest version over the winter break.
  - IT has installed an email archiving product, which will help the College better comply with records retention laws.

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

- **Registration** (Goal 1.2 Increase access and support for students)
  - The Associate Registrar, Roy Dammarell, has been working closely with IT to automate several Registration manual processes. These technology enhancements have improved records accuracy and response time for serving students. Roy will be joining the IT staff as the Software Developer and Integrator in January and we will soon be searching for a new Associate Registrar with similar technology skills.
- **Advising and Career Services** (Goal 1.2 Increase student success in transfer and career preparation)
  - Special student populations continue to grow and they require significantly more support than the general student population. For example, injured workers who are funded by Labor and Industries (L & I) to earn certificates or degrees have specific timelines, progress reports, and case management requirements. Since most community and technical colleges have more full-time faculty, other college districts typically have their faculty maintain direct contact with the L & I counselors for progress reports and consultations.

However, these types of direct contact with WCC faculty, who are primarily adjunct, have been challenging because the injured workers/students and L & I counselors can be very demanding. Therefore, WCC Advising and Career Services recently designated the Worker Retraining Advisor/Coordinator to create a coordination process for injured workers and their L & I counselors which involves intake appointments, a tracking database, case management, degree plans, and connections with faculty to update the progress reports. During this past year, the number of L & I funded students has nearly doubled. These students typically need disability support services, counseling, and tutoring services in addition to specialized advising and case management.

- **Diversity Awareness** (*Goal 1.3 Increase support for diverse and changing student populations. Objective 3.1. Increase College stature as a community and educational partner*)
  - The 15<sup>th</sup> annual Martin Luther King Conference, hosted by Whatcom Human Rights Task Force and Whatcom Community College, will be held in Syre Student Center on Saturday, January 19. This is a free community conference with registration starting at 9:30 am and workshops will run throughout the day.

#### ➔ **Instruction—Ron Leatherbarrow, Vice President**

- **Accreditation and Assessment:** (*5.4 Foster a culture of continuous improvement based on institutional effectiveness*)
  - It has only been three months since our ad hoc accreditation visit, but we are already preparing for the year-three report, due in winter 2014. This quarter, we will convene the steering committee and assign the Standard Two sections to the appropriate individuals and offices for completion by next winter. At the same time, two subgroups of the Student Success and Achievement Committee will lead the work in revising Standard One indicators and establishing benchmarks for these indicators.
- **Instructional Administration:** (*5.4 Foster a culture of continuous improvement based on institutional effectiveness*)
  - Whatcom continues to offer Professional Development Workshops for faculty. This fall, over 30 faculty members completed a workshop on developing rubrics for course outcomes. This winter, three additional workshops will be offered. Ed Harri and Anne Marie Karlberg will lead a workshop on Working with Student Success Data, library faculty will lead a workshop on Information Literacy, and a series of presenters will lead the College Knowledge workshop, covering topics such as college budget, enrollment management, working with students in the classroom, and more.
  - Following the recent departure of our eLearning Director, we consulted with Mike Talbot, former Vice-President of IT and eLearning at Bellevue College, and decided to have eLearning report to both Ward Naf, our IT Director, and Ed Harri, Dean of Instruction. Ward and Ed will consult with the eLearning Advisory Committee and use Mike Talbot's report as the basis for developing a plan for the growth and management of eLearning. Ward and Ed will also provide a recommended timeline for hiring a new director of eLearning.
  - 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)
  - We are continuing with the hiring process for seven new faculty positions for next academic year. In December, the Director of Human Resources and the Vice President for Instruction led a workshop for all faculty leading and serving 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)
  - The draft of the new Strategic Plan is currently under review by the College Council, with representation from the employee groups on campus as well as students. The College Council members will provide feedback during the next month, based on consultation with their constituent groups. An 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 to 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.
- **Workforce Education** (5.2 Diversify and secure funding/resources from external sources)
  - In mid-December, WCC was awarded a new HEET (Hospital Employee Education & Training) Innovation grant through the state that includes Bellingham Technical and Skagit Valley Colleges as partners. The award was for \$189,088 to support the development of new medical-surgical simulation training curriculum and scenarios for nurses. An allocation for equipment is included which WCC plans to spend on new medical surgical dispensary equipment to augment the simulation training. The award will also fund stipends to support faculty training in how to teach the new simulations content, and will ultimately help fill an important gap in the need for increased clinical skills training for nurses that currently cannot be met during limited hours at clinical training sites

#### ➔ **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** – As of December 18<sup>th</sup>, 2012 draft reports for December show we have received 26 gifts totaling \$7,581. Year to date we have received \$95,033 compared to \$72,402 received last year at this time.
  - **Multi-year contributions** - Expected revenue for future years from multi-year pledges are excluded from the totals indicated above. These pledges total another \$65,000 to be received in future years.
  - **President's Circle Founders Club** – The Founders Club has now grown to 79 members being recognized at giving levels ranging from \$500-\$10,000+. The Foundation Board has a goal to reach 100 Founding members, and continues to approach that mark.
  - **Annual Appeal** – Gifts continue to arrive in response to this year's annual appeal. Over \$14,000 has been committed to date as a response to this effort, and several face-to-face

meetings have been set up as well. We expect to see continued response to this appeal well into the new year.

- **Holiday Greeting** – The Foundation sent holiday e-greetings to over 700 of our constituents which included our Foundation Board, donors, prospects, friends, and alumni. This lovely message brought warm wishes for the holidays along with a musical video.
- **Office Move** – The Advancement & Foundation departments are coming together in a new location in the Foundation Building. You can find us all happily working together in FND 205 after January 1<sup>st</sup>.
- **Communications, Marketing and Publications**
  - **Community Outreach**
    - Assisted with Dec. 7 Legislative Luncheon held on campus and hosted by WCC, Skagit Valley College and Bellingham Technical College. Four legislators attended along with Trustees, College Presidents and Public Information Officers, and student representatives.
  - **Advertising**
    - WTA Transit Advertising (I Am Whatcom)
    - Bellingham Herald (I Am Whatcom and Winter Enrollment)
    - Western Front (Winter Enrollment)
  - **Publications**

A number of publications were completed or in development for a variety of events and programs:

    - Legislative information brochure for area community colleges
    - Martin Luther King Human Rights Conference Poster
    - Winter Continuing Ed Business and Technology Skills Training brochure
    - Community and Continuing Ed and International Programs Homestay pages for Leisure Guide supplement in Bellingham Herald
    - WCC electronic holiday greeting card
    - CashCourse flyer for Advising
    - I AM WHATCOM promotional campaign materials, including bus signs and display ads in Bellingham Herald
    - T-shirt design for next CIS Cybersecurity Camp for high school students in January
    - Spring Discover Quarterly pre-production
- **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**
    - [Bellingham waterfront would gain from repurposing historic buildings](#), 12/1 The Bellingham Herald
    - [Give The Gift of Education](#) , 12/10 The Bellingham Herald
    - [Career exploration, job search class offered at WCC](#), 12/15 BBJ Today
  - **Additional media outreach**
    - Press releases, public service announcements and an ongoing list of news articles can be found at [www.whatcom.ctc.edu/news](http://www.whatcom.ctc.edu/news)