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**ASWCC Executive Board Meeting Minutes**

Date: November 20th, 2023

Location: Syre 108

Alaina Hirsch – ASWCC President, chair

**Voting members**

* Krystan Andreason – ASWCC Vice President for Campus Advocacy
* Matthew Valencia – ASWCC Vice President for Clubs
* Bella Nguyen – ASWCC Vice President for Operations

**Meeting called to order at 3:02 pm**

**Land acknowledgement and pronoun statement**

**Approval**

* Minutes
  + Krystan moved to approve the meeting minutes - Matthew seconded
  + Unanimous vote to approve the meeting minutes
* Agenda
  + Bella moved to approve the agenda – Matthew seconded
  + Unanimous vote to approve the agenda

**Old business**

**Engagement:**

1. Governance Committee Reports

a. Campus Planning Committee – Alaina Hirsch (document attached below)

b. Budget Review Committee – Alaina Hirsch (document attached below)

c. Campus Diversity Committee – Krystan Andreason

* 1st charge: Identify and promote DEI professional development opportunities for faculty, staff, students in collaboration with PDC and TLC
* 2nd charge: Review student success data and help identify strategies to eliminate equity gaps
* 3rd charge: Provide input on Strategic Equity Plan. The strategic plan for the next few years was approved at the Board of Trustees meeting on 11/8. It thoroughly aligns with our goals
* 4th charge: Review of BIRT for improvements and restricting, training, etc.
* Questions on inclusivity and accessibility on our website
  + Not up to date
  + Could use and inclusive holiday calendar

d. Library Advisory Committee – Mariam Mohd (Student Life and Engagement Specialist)

* Charge: The Library consults with the campus community for recommendations pertaining to library service, resource training, and OER/ low-cost course materials
* Much of the first meeting was introductions/expectations
* A key subject that was briefly broached was the occasional difficulty to get professors to inform the Library and the Bookstore on their course materials. It is the library that labels some courses as having an Open Educational Resource, which is state mandated. There has been discussion about instances where professors may have an OER but hadn’t report it.

2. Coffee with a Student Leader Event

* Over the last 2 years, student leaders have been figuring how to be more accessible and visible to students at large in the Learning Commons. This has originally and initiative carried out by the Senators
* Receive permission from departments in the Learning Commons to have a space for the event. Has been happening once a week but hope to happen twice a week during Winter quarter
* The purpose is to advertise student leadership teams events, governance meetings, ASWCC committees…

**Advocacy:**

Social Justice Committee report

* Reminder about next meeting on 11/28, from 12:30 – 1:20 pm at Syre 216
* Addressing more gender inclusive spaces like restrooms, locker rooms…
* Students Leading Change Conference in progress
* Start conversation about Safe Zone

Health and Wellness Committee report

* Reminder about next meeting the following day, 11/21 from 1:15 – 2:00 pm at Syre 216
* The Interdivisional Food Fight is on
* First Intercollege meeting is the following day, 11/21
* The Associated Students of Whatcom Community College has challenged the Associated Students of Skagit Valley College and the Associated Students of Bellingham Technical College to a Food Fight where each college will work to bring in the most donations to their food pantries until January 27th, where the Final Food Fight will occur. Winners will be announced at the Women’s Basketball game on January 27th
* Vending machines for healthy food options is still in progress
* Wellness week coming up, before Finals Week. There will be events held by the Student Life and Engagement Specialist
* Cookies, Condoms and Consent events in progress

President’s report

a. Space Planning Updates

* The pool table is approved and will soon be placed in Syre 2nd floor
* Intention to take over spaces in Syre and have a game room

b. Campus Child Policy

* Parent Pod wanted to advocate for staff/ faculty and students who have kids to have the permission to bring their child to school, and have a more uniform and clearer policy about this
* Went over other Colleges’ campus child policy

c. Selection Committee Update

* Upcoming Selection Committee will be in December
* Will focus on recruiting open Executive Board position

d. S&A Committee Update

* Going to have trainings and meetings in Winter quarter

e. Student Complaint Policy

* Alaina went over WCC Student Complaint Process (document attached in the agenda)
* Most of the policies aren’t specific, which will make it hard for students if they want to file a complaint. Alaina hope to have a contact person on the WCC website related to a reason of complaining
* Clarification between Student Complaint and the Incident Report

f. WACTCSA Updates

* In January, will send 1 or more student representative to Olympia to talk to legislators about different interests of the student body
* Alaina hoped to hear more from the Executive Board members about what to bring to the legislators. Some main topics that have been raised: housing affordability, food insecurity, open educational resources, mental health resources
* Had recommendations to bring personal stories to the legislators

**Legacy:**

Governance Committee Template

* Suggestion to have student representative collect questions to take back to the next committee meeting
* Reminder that some committee may have 2 or more student representative, so they can work together and bring the report to the Executive Board meeting

Bylaws Review Committee Report

* Bylaws Review Committee has been having meeting every Wednesday from 3:00 – 4:00 at Syre 216 for Fall quarter
* Committee members have gone through the charge and possible amendments addressed in the Draft Bylaws Senate approved last year
* Once the new Bylaws is fully approved, it will be taken to the President’s Office and Board of Trustees to have the final approval

Advisory Report: No

**Meeting adjourned at 4:02 pm**

**Alaina Hirsch**

**11/20/23**

**Campus Planning Advisory Committee:**

Charge:Using the Institutional Master Plan (IMP) as a framework, the Campus Planning

Advisory Committee will review requests for space (new, remodeled, renovated, repurposed,

reassigned, etc.) in order to make sound recommendations to the Vice President for

Administrative Services and the President's Cabinet regarding current and future facility and

space decisions.

In the first meeting, we reviewed the following projects that are currently in various stages of the

approval process:

1. Funding for a new Technology and Engineering Center has been requested, which will

be located near the Learning Commons. This will be new construction that’s specifically

dedicated to STEM programs like computer science, computer information systems

(CIS), cybersecurity, and engineering. The state reviews these requests in the order

they’re received and then determines if the need necessitates the project. Whatcom

identified major space deficits in “computer/technology labs, science labs, basic skills

labs, student services, and faculty offices.” The request for this building has not been

formally approved yet.

2. The college is partnering with the community to lease land to a K-12 building that will be

located slightly off the main campus, near the Cruisin’ Coffee. This building will be used

for a transitional learning program.

3. There are numerous maintenance projects scheduled for 2024, but the following are

most likely to be relevant to students:

a. Elevator Upgrades – Heiner and Syre

b. Asphalt Resurfacing and Sidewalk Repairs on the east side of Cascade

c. Main Corridor Remodel in Laidlaw to provide better aesthetics and functionality.

d. Cordata Parkway Pedestrian Crossing Improvements to provide better

signalization and lighting. This is the first phase in a multi-phase project.

The committee will meet as needed, when there are project requests that require committee

approval or planning.

**Alaina Hirsch**

**11/20/23**

**Budget Review Committee Report :**

Charge: Work in an advisory capacity to the President’s Cabinet to provide input into the annual

budget development process by serving as representatives of campus constituencies and

communicating budget information to colleagues.

In this first meeting, we reviewed the charge and discussed how the committee will function on a

procedural level. We also discussed the budget development timeline, which generally begins in

mid-December when the governor releases the 2024-25 Proposed Biennial Budget. After the

college budget authorities go through a review in January/February, a proposed budget

development timeline is sent out to the college. Department heads are expected to submit their

own budget proposals to their respective Cabinet members by late March. Late March is also

when the college is expected to receive the 1st Enrollment forecast and related tuition and

revenue sources. By mid-April, the Budget and Finance staff will have created an operating

budget summary and submitted it to the President’s Cabinet for a general review. In early May,

the VP for Admin Services will present a first reading of the 2024-25 operating budget to the

Board of Trustees. The operating budget will again be presented to the President’s Cabinet and

Board of Trustees in mid-June, this time with the expectations that the Board will review and act.

We also reviewed funding sources and addressed the budget deficit that the college is working

under this year. The strategies identified to address that deficit included drawing from reserves,

salary savings from delayed hiring for open positions, and restructuring of college departments

to make for a more efficient model. The next meeting will likely be in January or February.