

MEMBERS:

- **Teresa Taylor,**
Chair
- **John Pedlow,**
Vice Chair
- **Wendy Bohlke**
- **Jeff Fairchild**
- **Rebecca Johnson**

If you are a person with a disability and require an accommodation while attending the meeting, please contact the President's Office at rkloke@whatcom.edu two days prior to the meeting to allow sufficient time to make arrangements.

NEXT MEETING REMINDER

June 12, 2024
Regular Board Meeting

- I. Call to Order & Approval of Agenda, and Notice of Public Comment Time
- II. Consent Agenda Tab 1
 - a. Minutes of April 10, 2024 Board of Trustees Meeting (Attachment A)
 - b. Winter 2024 Graduates (Attachment B)
- III. Public Comment
 - [Protocols for Public Comment](#)
- IV. Strategic Conversations Tab 2
 - NCyTE Update – Michele Robinson, Senior Director and Principal Investigation NCyTE Center and CCNC
 - Proposed ASWCC 2024-25 S&A Budget – Alaina Hirsch, ASWCC President
 - 2024-2025 WCC Operating Budget Update – Nate Langstraat, Vice President for Administrative Services
- V. Action Item Tab 3
 - Revised ASWCC Bylaws (First reading, possible action)
- VI. Report from the President
- VII. Reports Tab 4
 - ASWCC – Alaina Hirsch, President
 - WCCFT – Tresha Dutton and Barry Maxwell, co-presidents
 - WFSE – Dan Andreason, President
 - Administrative Services –Vice President Nate Langstraat
 - Student Services – Interim Vice President Kerri Holferty
 - Instruction –Vice President Steven Thomas
- VIII. Discussion Items for the Board
 - Presidential Search
- IX. Executive Session
 - ...as provided in RCW 42.30.110 and 42.30.140 (4)(a), to discuss collective bargaining...
- X. Adjournment

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

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



CONSENT AGENDA

- a. Minutes of April 10, 2024 Board of Trustees Meeting (Attachment A)
- b. Winter 2024 Graduates (Attachment B)

SUGGESTED RESPONSE

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

Whatcom

COMMUNITY COLLEGE

MINUTES

BOARD OF TRUSTEES MEETING

237 W. Kellogg Road, Bellingham

Laidlaw 143

Wednesday, April 10, 2024

2:00 p.m.

- **CALL TO ORDER** Vice Chair John Pedlow officially called the Board of Trustees meeting to order at 2:00 p.m. Present in addition to the vice chair were trustees Wendy Bohlke, Jeff Fairchild, and Rebecca Johnson constituting a quorum. Chair Teresa Taylor was absent. Others present included President Hiyane-Brown; Nate Langstraat, Vice President for Administrative Services; Steven Thomas, Vice President for Instruction; Juliana deHaan Rice, Assistant Attorney General; and Rafeeka Kloke, Executive Director for the Office of the President.

Vice Chair Pedlow began with a land acknowledgment to recognize and pay respect to the Coast Salish Peoples as traditional stewards of this land and the enduring relationship between Indigenous Peoples and their traditional territories.

ACTION TO ACCEPT AGENDA

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

CONSENT AGENDA

- Consent Agenda

Minutes of March 13, 2024 Board of Trustees Meeting and March 22, 2024 Board of Trustees Special Meeting.

Vice Chair Pedlow stated: "If there are no objections, items in the consent agenda will be adopted." As there was no objection, these items were adopted.

PUBLIC COMMENT

- ➔ Vice Chair Pedlow called for public comment.
 - Erin Graham, Faculty, Psychology Full-time faculty and WCCFT Lead Negotiator, shared comments regarding negotiations.

STRATEGIC CONVERSATION

- ➔ **ASWCC Bylaws Updates – Bella Nguyen, ASWCC Vice President of Operations and Alaina Hirsch, ASWCC President**

A PowerPoint presentation with an overview of the proposed changes ASWCC Bylaws was shared.

Change highlights included:

- Addition of 2 new ASWCC Executive Board positions
- Addition of ASWCC Student Unions
- Removal of Programming and Diversity Board

The proposed bylaws will be presented to the Board for action at the May meeting.

- ➔ **Course-Based Undergraduate Research Experiences (CUREs) – Kaatje Kraft, Geology Faculty, Lauren Maniatis, Biology Faculty**

Kraft and Maniatis shared a PowerPoint presentation with an overview of CUREs, including two videos of chemistry and biology classes with students sharing their experiences.

Highlights included:

- Received grant funding from National Science Foundation in 2020 - \$150,000 start-up and supplement funds of \$23,000.
- Currently offered in at least 12 disciplines including Business, Education & Law, English, Social Science, Science & Engineering, and Technology.
- Kenyon Noelke, WCC student, and Melaine McCoy, WCC Alumni, shared that being part of the research projects helped them see themselves as researchers and thanked faculty for their encouragement and mentorship.
- Authentic Learning Experiences for Students showcase is scheduled from June 5 – June 12 (student research poster session on June 12, 3-5 pm)

ACTION ITEMS

➤ **Proposed Board Resolution No. 2024-1 Donor Recognition/Naming of Potential Pickleball Facility at WCC**

Trustee Johnson moved to approve Board Resolution No. 2024-1. It was seconded by Trustee Bohlke and the motion was approved.

➤ **Selection of presidential search firm**

Vice Chair Pedlow expressed gratitude for the opportunity to work with President Kathi before and during his time on the Board and his appreciation for her leadership and service to our college and the two-year system. He noted that one of the most important roles of the board is hiring of the president. The Board decided to hire a search firm to assist with the presidential search and asked Rafeeka Kloke to solicit quotes.

Trustee Fairchild moved to hire Gold Hill Associates. It was seconded by Trustee Johnson and the motion was approved.

Vice Chair Pedlow noted that Trustee Fairchild will chair the search and Rafeeka Kloke will serve as the search liaison.

PRESIDENT'S REPORT

- President Kathi shared that the State Board recently received CUREs funding for the system. She planned to share information about CUREs funding WCC has received and the impact of the program with the State Board.
- President Kathi congratulated Alaina Hirsch and Magaly Ramos, WCC students, who received the 2024 Student Civic Leadership Award presented by Washington Campus Coalition for the Public Good. This award recognizes civically engaged and passionate students dedicated to making a difference on their campuses and in their communities.
- President Kathi shared that WCC students, Devin Chen and Yekaterina (Katie) Dastaskay, have been selected for this year's All-Washington Academic Team, which honors students from across the state who exemplify success in the classroom and service in their communities. They will be recognized at the All Washington Academic Team Award Ceremony at the end of April.
- President Kathi thanked Tresha Dutton, Communication faculty, who was instrumental in working with rotary clubs to support our Orca Food Pantry. A total of 5 rotary clubs participated. Because of donations from the WCC Foundation and rotary clubs, the pantry was able to expand its operation hours and food distribution.
- The State Board sent a survey to all community and technical colleges to solicit feedback on legislative priorities. Results of the survey noted the following priorities: Compensation, Student Support

Services (mental health, childcare, housing etc), DEI funding, IT Cybersecurity support and Workforce programs. The State board has since sent out a second survey and President Kathi asked staff to share the second survey with board members for their feedback.

- President Kathi recently attended the AACC Conference, she shared two topics of great interest: AI's impact on students and faculty and staff, and student success strategies.

REPORTS

- Tresha Dutton – Co-president, WCCFT

Dutton shared her appreciation of President Kathi years of service to the College.

- Adam Beals – Acting Dean for Enrollment

Beals provided an enrollment report on behalf of Kerri Holferty, Interim Vice President for Students Services. He shared that as of April 9, 2024:

- Total FTE was up 8% vs the same day of quarter in Spring 2023
- State FTE was up 8%
- Running Start FTE was up 21%

- Steven Thomas – Vice President for Instruction

Thomas informed the Board that the implementation date of tuition waiver for students in high school completion program has been changed to spring quarter instead of fall quarter.

EXECUTIVE SESSION

- At 3:05 p.m. the meeting was adjourned for a closed session of the Board for approximately thirty minutes as provided in RCW 42.31.110, to discuss collective bargaining...

Vice Chair Pedlow announced that action was not anticipated. Guests included President Kathi Hiyane-Brown, Vice Presidents Nate Langstraat, and Assistant Attorney General Juliana deHaan Rice.

The Executive Session was adjourned at 3:35 p.m. and the Board reconvened into open session at 3:35 p.m.

ADJOURNMENT

- There being no further business, the meeting was adjourned at 3:35 p.m.

Whatcom Community College

Winter 2024 Graduates

Bachelor of Applied Sciences Degrees

Applied Business Management

Kacey M White *

Associate Degrees

Associate in Arts and Sciences Degree

Destiney Allen-Suarez

Gabe Avdeyev

Cassia E. Bakke

Alexandra N. Billings *

Katie Brown

Dylan Alexis Carpenter *

Mia Justice Chavira

Gabrielle Chorvat

Chester Clyde Clark *

Victoria J. Clawson *

Amy Grace Cofer

Laney Crowe *

Selena Dauenhauer *

Steven J. Dilorenzo *

Samantha Friesen

Alexander W. Galletly *

Wyatt Gedicke *

Noah Goffin *

Geneva C. Gorman *

Aaliyah I. Guerrero

Leila S. Heidsiek

Endellyon Heiner

Taylor R. Hendrickson *

Maciel L. Heritage

Grace Hettinga *

Rebecca Denise Hiser *

Preslie Brook Hoskins

Andromeda Layne Jacobson

Liam P. Jones

Savannah Lea Knight

*

Christopher M. Kolb *

Lia Kuenzel *

Hannah Melanie Lindenau *

Zachery R. Loreen *

Samantha Lunde

Wyatt Mantha

Seneca Marie Maris *

Adena Mark *

Leo R. Marx *

Riley K. Miller

Charlie Miranda

Sierra Dawn Neitling

Jessica A. Permen *

Jiahao Qiu *

Reilly Quigley *

Madilyn Marie Sauri *

Lydia Schoenbachler *

Harneet K. Sidhu

Jashlyn S. Singh

Mia Christine Sivret

Marta Stephenson *

Marvell Timothy Suhali *

Nikki Arwen Sutton *

Matthew Allen Tatman

Kylie Noelle Terpsma

Jacob Top

Alunna Wiranatakusumah

Michael Woo *

Kaiguang Yang

Associate in Business Degree

Cory E. Bailey *

Andrew Dawson Bone

Kai-Chun Cheung *
Bilal Dipo II
Daniel A. Filgo
Celena P. Finkbonner
Caitlyn T. Gassert *
Alex Joseph Guarraci
Spencer Thomas Keeling *
Jennifer S. Leschander *
Noah McCord *
Christina Tanuputri *

Associate in Nursing Degree

Olivia M.J. Alegria *
Maura Baldovinos *
Asa S. Barnard *
Mikaelah Z. Bruun *
Angela R. Campbell *
Jennifer Joy Carlson *
Mckayla J. Cernich
Willis Cooper Jackson *
Guneek Kaur
Laurny Marino *

Emma Lillian Meza *
Lindsey L. Moore *
Hannah G. Nienhuis *
Adrian A. Reynolds *
Autumn Lakota Rosenkranz *
Madison Anne Schlomer *
Clea N. Sena *
Asta Sternberg *
Anya G. Zender *

Associate in Applied Science Transfer Degree - Cybersecurity

Iven Jacobson *
Clayton Johnson *
Ke Tu *
Aaron Vadnais

Associate in Science Transfer Degree – Environmental Science

James L. Johnson

Associate in Science - Transfer Degree-General Engineering

Ryan M. Seefeldt *

Associate in Engineering Degree – Civil and Mechanical Engineering

Nolan Patrick Hayden
In Plaskett
Karn Singh

Associate in Engineering Degree-Materials Science and Manufacturing Engineering

Khalid Hamed Alharbi *

Associate in Liberal Studies Degree

Drea R. Labounty *
Ginger Leeper
Tanner Martin

Associate of Applied Science Degree-Business Administration

Tina L. Johnston *
Megan D. Jones *
Michelle E. Tena

Associate of Applied Science Degree-Computer Information System

Emma M. Dower
Samuel A. Rankin

Associate of Applied Science Degree-Finance

Michaela Marcella Ross

Associate of Applied Science Degree-Medical Assisting

Jorge Alberto Raga

Note: * indicates student who graduated with honors
FERPA block student are not listed.

Associate of Applied Science Degree-Paralegal Studies

Alison Denise Gonzales *

Amanda Poole *

Associate of Applied Science Degree – Software Development

Rashaan Kalim Lightpool

Certificates

Raymond Daniels

Emma Rose Gutierrez

Megan D. Jones

High School Diploma

Kai-Chun Cheung

Bilal Dipo II

Alexander W. Galletly

Sharron Manorekang

Gabriella S. Maria

Jiahao Qiu

Samuel A. Rankin

Christina Tanuputri

Kayleen Tauhid

Hillary Valentina

Kaiguang Yang

Past Term Graduate Receiving Diploma in Winter 2024

Associate level

Yekaterina Datskaya
Nirisha Chand
Megan E. Parker *

Isaac S. Maness *

Haley Marie Orr
Larissa N. Allen *

Devon E. Huskey
Jonah Lee Cahill *

Ava Grace Barretto *

Zoe Elizabeth Thames *

Leandra Bolstrom *

Leandra Bolstrom *

Yinhao Chen *

Konone Reiko *

Richard E. Hartke
Joel Stever *

Matthew William Hoag
Amanda L. Lee

Dylan M. Stephan-Remy *

Lauren R. Ellsworth *

Grace Ann Haugness *

Teresa M. Russell
Caitlyn R. Sundin
Weili Wang *

Kakui To
George F. Vanos
Ester Genevieve Quezada *

Zane M. Parsons
Tara Wilson
Aaliyah I. Guerrero

Certificate

Jason Robert William Stewart

High School Diploma

Sarah Dealy

Note: * indicates student who graduated with honors
FERPA block student are not listed.

Requested Reprint Diploma

Associate level

Charnel Anderson *

Brianna M. Schweier

Summer Fletcher

Amber Marie Mae Smits Cooper

Brady L. Root

Austin T. Vonkutzleben

Kenny J. Mendez *

Julia M. Dixon

Nathanael B. Heflin

Nelson Meki Marques Cabral

Steve E. Veldhuizen

Bartholomew Bruce-Lewis

Kristen K. Dietz

Ugonna C. Onukwufor

Daichi Omori

Akane Hishinuma

Certificate

Julia P. Dela Cruz

Cherise Ann Braun

Scarlet Kenza Breakspear-Knott

Skyler Bridgman

Michele Lynn Bullock

Emily Catherine Duckworth

Yvonne Keenan Finley

Bailey Jean Ann Kelley

Bryson Matthew Kelley

Kimberlee June Peterson

Travis Wheeler

High School Diploma

Maria E. Worden

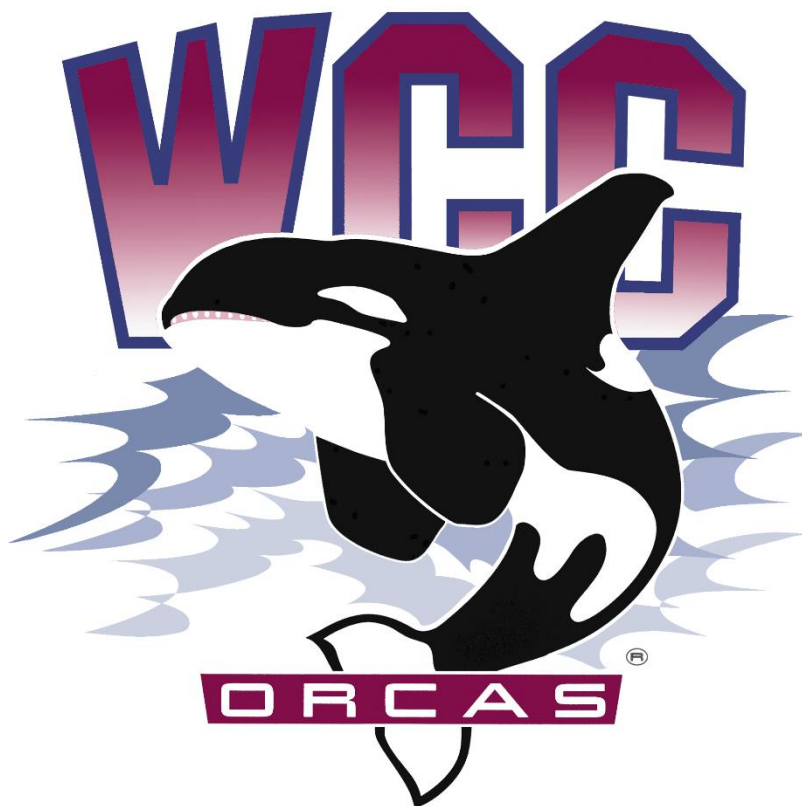
Steve E. Veldhuizen

Ugonna C. Onukwufor

James Martinez Jr.

Note: * indicates student who graduated with honors
FERPA block student are not listed.

Associated Students of
Whatcom Community College



Services and Activities Fee
Budget Program
2024-25

ASWCC Student Government Approval

ASWCC S&A Fee Budget Committee

April 26, 2024

Recommendations to the WCC Board of Trustees

First Read

May 8, 2024

Second Read with request for approval

June 12, 2024

***Associated Students of
Whatcom Community College***

Vision:

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

Mission:

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

Associated Students of Whatcom Community College
Services and Activities Fee Budget
For the 2024-25 Academic Year

ASWCC S&A Budget Committee

Alaina Hirsch, Chair, ASWCC President

Krystan Andreason, ASWCC VP for Campus Advocacy

Mariam Mohd, ASWCC Executive VP

Jovanka Wong, Senator

Hans Nelson, Senator

Kerri Holferty, VP for Student Services

Yusuke Okazaki, ASWCC Executive Board Advisor Designee

Heidi Farani, ASWCC Executive Board Advisor

MEMORANDUM



Associated Students of Whatcom Community College

TO: WCC Board of Trustees
CC: Dr. Kathi Hiyane-Brown, President

FROM: The Associated Students of Whatcom Community College
DATE: April 29th, 2024
RE: The ASWCC Student Government's 2024-25 S&A Budget

The S&A Budget Committee has finalized the 2024-2025 Services and Activities (S&A) Budget recommendations. We hereby forward this recommendation to the Whatcom Community College Board of Trustees.

The 2024-2025 Service and Activities (S&A) Fee Budget was developed by the Associated Students of Whatcom Community College (ASWCC) S&A Fee Budget Committee. The Committee considered each request individually, listened to requestors' presentations, and asked questions if the need arose - ultimately to make informed decisions on the best way to allocate 2024-25 S&A fees for the greatest benefit for all students that will be enrolled at Whatcom Community College next year.

The S&A Budget Committee approached each request with the following considerations:

- A. Does the organization receive funding from additional budgets?
- B. Has the organization utilized their allocated funds in the past?
- C. Do the allocations align with the size of our student body?
- D. What is the organization's direct impact on the student body through provided opportunities and programs?
- E. Does the organization incorporate Diversity, Equity, and Inclusion into their work?
- F. If their request has increased, is exigency clearly provided for additional support?
- G. The organization's presence at last year's ASWCC Senate meetings for reports

With the Board of Trustees approval, the 2024-25 ASWCC President and Director for Student Life and Development will proceed with the execution of the planned program, working closely with the College's Business Office to monitor budgets and appropriate funds. Due to this annual budget being a projection, actual revenues and expenses may vary from these projections during the execution of the budget during the fiscal year, requiring the transfer of funds between budget categories to maintain a balanced budget.

S&A Budget Summary

Overview of available funds

The estimate of Services and Activities (S&A) fee revenue is based on projected 2024-25 FTE (Full Time Equivalent: 12 credit hours fulfilled by one student.) This conservative estimate for the total 2024-25 S&A Budget was provided by the Director for Business and Finance and the Vice President for Administrative Services. S&A committee approval of the 3% increase was factored into this estimate.

2024-25 Estimated S&A Budget	\$902,700
2024-25 Total S&A Budget Requests	\$1,127,514

ASWCC Reserve Funds	2023-24 Allocation	2024-25 Allocation
Orca Field Replacement Reserve	\$0	\$0
Fund Balance Reserve	-\$87,365	-\$24,208

To facilitate funding the requests for the 2024-25 academic year, the ASWCC is recommending that \$22,041 be pulled from the S&A Fund Balance Reserve. This will bring the total recommended allocation to \$926,908.

Total Recommended Allocations	\$926,908
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ASWCC Student Government	2023-24 Allocation	2024-25 Requested	2024-25 Allocation
<u>ASWCC Executive Board</u>			
Student Stipends	\$83,200	\$107,816	\$107,816
<u>ASWCC Senate</u>			
Senator Stipends	\$36,372	\$39,390	\$39,390
Conferences & Presentations	\$20,000	\$15,000	\$15,000
Special Projects	\$12,000	\$10,000	\$10,000
Equipment & Furnishings	\$3,000	\$3,000	\$3,000
<u>ASWCC Clubs</u>			
Quarterly Allocations	\$15,000	\$15,000	\$10,000
Orca Day	\$4,000	\$4,000	\$4,000
Club Leader Training Stipend	\$2,780	-	-
ASWCC Student Unions	3,000	\$3,000	\$3,000
Total	\$179,352	\$192,206	\$192,206

ASWCC Student Government:

ASWCC Executive Board:

Student Stipends: The need for additional executive board members to adequately manage the administrative responsibilities was documented in last year’s budget. Minimum wage increases necessitate a higher 2024-25 allocation to fully fund the 8 Executive Board positions outlined in the ASWCC Bylaws.

Training: The ASWCC Executive Board has opted to forego its own training budget and combine a portion of it with the Office of Student Life and Development training budget.

ASWCC Senate:

Senator Stipends: Stipends for senators have been increased due to a higher minimum wage.

Conferences & Presentations and Special Projects:

These budget lines were decreased due to low fund utilization and overall budget constraints.

Equipment & Furnishings: This budget line was maintained.

ASWCC Clubs:

Quarterly Allocations: This budget line was decreased due to a smaller club roster and overall budget constraints.

Orca Day for Clubs: The budget line was funded at a maintenance level.

Club Leader Training Stipends: No request was submitted for Club Leader Training Stipends.

ASWCC Student-led initiatives:

ASWCC Student Unions: The ASWCC has identified three clubs that have provided consistent and ongoing support and services to underrepresented and under resourced student communities in the ASWCC. This budget line was funded at a maintenance level.

ASWCC Organizations	2023-24 Allocation	2024-25 Requested	2024-25 Allocation
Horizon	\$9,000	\$16,900	\$10,000
Total	\$9,000	\$16,900	\$10,000

ASWCC Organizations:

Horizon: The ASWCC has increased funding to the Horizon due to a higher minimum wage. The hope is that the funding can pay for a team of student editors who can utilize web-based publication as well as other resources of the ASWCC to provide important and relevant news to the student body.

Office of Student Life and Development	2023-24 Allocation	2024-25 Requested	2024-25 Allocation
Commencement	\$1,500	\$1,500	\$1,500
Mobile Up	4,250	\$4,250	\$4,250
Student Life Engagement Team	\$111,710	\$142,825	\$100,000
Orca Food Pantry Staff	\$22,508	\$41,828	\$35,000
Training	\$15,000	\$15,000	\$11,000
Student Led Leadership Conferences	-	\$15,000	\$0
Ongoing Quarterly Programming	\$18,000	\$46,000	\$40,000
Quarterly Welcome Back Event	\$7,000	-	-
Student Leadership Celebration	\$3,000	-	-
Orca Day	\$9,000	-	-
Student Life/ASWCC Supplies	\$5,000	-	-
Graphic Design Staff	\$14,200	\$26,954	\$14,200
Music Licenses	\$1,846	\$1,700	\$1,700
Total	\$213,014	\$295,057	\$207,650

Office of Student Life and Development (OSLD)

Commencement: This budget line was funded at a maintenance level. This budget line provides food and supplies for Commencement activities.

Mobile Up: The Committee has opted to fund a mobile app to provide a platform to connect students with campus programming.

Student Life Engagement Team: This budget line was decreased due to overall budget constraints.

Orca Food Pantry Staff: This budget line was increased in order to fund 30 hours of service per week for the entire calendar year.

Training: This is a combined training budget that will be used to fund training for a variety of student leader groups, including the ASWCC Senate, Executive Board, and the Student Life Engagement Team. This budget line was decreased due a limited budget.

Ongoing Quarterly Programming: This budget line was increased to incorporate the Quarterly Welcome Back Events, Orca Day, the Student Leadership Celebration, and Office Supplies budget lines.

Student Led Leadership Conferences: This budget line was not funded. It will be unlikely that the quarterly student led leadership conferences will be able to continue, but it is the hope of the ASWCC that they will eventually return. Students may present funding requests to Senate for individual leadership conferences.

Graphic Design Staff: This budget line was partially funded to support one part-time hourly employee.

Music Licenses: This budget line funds music licenses for Global Music Rights and The American Society of Composers, Authors & Publishers. Two other music licenses, Broadcast Music, Inc. and the Society of European Stage Authors and Composers, are funded through Athletics/SRC.

Student Services	2023-24 Allocation	2024-25 Requested	2024-25 Allocation
Associate Director for the OSLD	\$89,627	\$69,783	\$69,783
Coordinator for the OSLD (30%)	\$40,766	\$29,046	\$14,523
Director for Athletics and Campus Recreation (40%)	\$45,103	\$33,421	\$33,421
Benefits	-	\$51,577	\$49,445
Total	\$175,496	\$183,827	\$167,172

Student Services

Associate Director for the OSLD: This position within the OSLD supports all ASWCC events, as well as provides an advisory role to multiple student leadership bodies and Committees. The ASWCC funds this position at 100%.

Coordinator for the OSLD: A position that supports all ASWCC related activities, particularly support for clubs and the front office of the OSLD. The ASWCC provides partial funding to support 30% of this position. This budget line has been decreased due to limited S&A funds, the vacant status of the position, and the ASWCC’s overall stance on funding professional staffing.

Director for Athletics and Campus Recreation: This position provides leadership for Athletics and Campus Recreation programs. The ASWCC provides funding to support 40% of this position.

Benefits: This budget line was funded at a lower amount than the request do to the decrease in funding for the Coordinator position. Benefits had previously been factored into each position’s funding request but are now their own line item.

ASWCC Position on Funding Professional Staffing:

Students have consistently questioned ASWCC's decision to fund professional staffing. Despite improved enrollment trends, ASWCC will continue to face increasing financial strain due to mandatory cost-of-living increases. This does not consider potential additional wage costs from salary negotiations and overtime authorization, which may exceed the committee's approved budget. Members of the S&A Budget Committee may feel compelled to fund filled professional staff positions, regardless of financial burden. The committee recommends maintaining funding for the Associate Director for the OSLD and Director for Athletics, given their current occupancy and the value they provide to students. However, ASWCC believes these positions should be funded operationally by the college in the future.

Orca Athletics	2023-24 Allocation	2024-25 Requests	2024-25 Allocation
Men's Basketball	\$23,000	\$28,000	\$24,000
Women's Basketball	\$23,000	\$28,000	\$24,000
Volleyball	\$23,000	\$28,000	\$24,000
Men's Soccer	\$23,000	\$30,000	\$24,000
Women's Soccer	\$23,000	\$30,000	\$24,000
Uniforms	\$9,000	\$10,000	\$8,000
Athletics Contingency Travel	\$15,000	\$15,000	\$14,500
Athletics Trainer	\$13,000	\$13,000	\$13,000
Officiating Fees	\$25,000	\$29,000	\$29,000
Total	\$177,000	\$211,000	\$184,500

Orca Athletics

Athletic Teams: All existing team budget lines were increased. The sports teams had not experienced a funding increase since 2017, which does not serve them as prices continue to rise. The ASWCC values what athletics contributes to campus and the athletes that make up the Orca Athletics teams.

Athletics Contingency Travel: This budget line was decreased slightly.

Uniforms: This budget line partially funded due to a limited budget.

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

Officiating Fees: This budget line was fully funded and is also mandated by NWAC; all home games and matches must have officials present for the match to proceed.

Campus Services	2023-24 Allocation	2024-25 Requested	2024-25 Allocation
Intercultural Center	\$75,800	\$124,200	\$94,500
Learning Center	\$64,000	\$80,000	\$57,600
Pod Leaders	\$10,000	\$10,000	\$6,000
Performing Arts	\$6,500	\$12,894	\$5,850
Residence Life	\$4,000	-	-
Nursing Pinning Ceremony	-	\$1,430	\$1,430
Total	\$160,300	\$228,524	\$165,380

Campus Services:

Intercultural Center (IC): To maintain the current level of staffing of Intercultural Center Peer Navigators, their funding must be increased. The ASWCC hopes to continue to support Inclusion, Diversity, Equity and Accessibility in partnership with the Intercultural Center.

Learning Center: Due to limited S&A fees, this budget line has been decreased. While there are many factors contributing to the decision to begin tapering off S&A funding to the Learning Center, there is also an understanding of the negative impact a large change can make on the program. The purpose of Services and Activities fees is to provide co-curricular and extra-curricular programming and activities for students. Tutoring provides incredible curricular value to students, but it is the belief of the ASWCC that the S&A Fee Budget is not the appropriate funding source for this program.

The ASWCC upholds the previous S&A committee’s recommendations and has reduced funding by 10%. The Tutoring Center has access to institutional funding that, alongside the ASWCC contribution, will support the work the Tutoring Center does. The committee recommends that S&A fees be used as a supplemental funding source that supports the success of our instructional division.

Pod Leaders: This budget line was reduced due to the decreased S&A Fee Budget and low fund utilization. The Pod Leaders program has access to institutional funding and that, alongside the ASWCC contribution, will support the work the Pod Leaders do. Senate funds will be available if the POD Leaders have programming needs that exceed their assigned allocation.

Performing Arts: The funding for this budget line was reduced due to the limited S&A Fee Budget.

Residence Life: No request was submitted for Residence Life.

Nursing Pinning Ceremony: This request was fully funded. The ASWCC recognizes the Nursing Department Pinning Ceremony as a time-honored tradition that provides recognition to members of our student body.



MEMORANDUM

TO: Whatcom Community College Board of Trustees

FROM: ASWCC Bylaws and Constitution Review Committee

DATE: April 10th, 2024

RE: ASWCC Bylaws and Constitution 2023-2024 Changes Memo

ASWCC Bylaws and Constitution Review Committee Members: Bella Nguyen, Alaina Hirsch, Mariam Mohd, Krystan Andreason, and Aydin Aliseo

Please email questions or comments to BNguyen1@whatcom.edu or leave written documentation at the Office of Student Life & Development - Syre 208

Greetings,

The 2023 – 2024 Associated Students of Whatcom Community College (ASWCC) Bylaws and Constitution Review Committee has reviewed and made changes to the ASWCC Bylaws and Constitution documents. We hope to have this new version approved by the Board of Trustees to be effective as of Fall 2024

Highlights

1. Addition of 2 new positions to the ASWCC Executive Board
 - ASWCC Vice President for Health and Wellness to be the lead for Orca Food Pantry
 - ASWCC Vice President for Finance to be the Chair of ASWCC S&A Fee Budget Committee

Rationale: Two new roles have been introduced to the Executive Board following years of feedback from previous boards who faced challenges managing the workload with only six positions.

Impact: The addition of these roles will enable more focused task execution and expand the scope of student government activities. Often, the Executive Board's annual Work Plan exceeds

the Executive Board's capacity, and the inclusion of two additional positions will address this shortfall.

- I. The ASWCC Vice President for Finance position will be dedicated to managing the S&A Budget process, which allows for special focus in an area that requires an in-depth understanding of laws and regulations surrounding Services and Activities fees. Removing this budget process from the ASWCC President's job description will allow the President to focus on governance leadership and advocacy, while the ASWCC V.P. for Finance can specialize in the budgeting process and any capital projects the ASWCC would like to pursue.
- II. The ASWCC Vice President for Health and Wellness position will alleviate the responsibilities of the ASWCC VP for Campus Advocacy, with a focus on leading the ASWCC Health and Wellness Committee. This role will provide stronger ASWCC leadership for successful operation of the Orca Food Pantry, which is an ASWCC initiated effort, established in 2016, to address food insecurity of WCC students. The Orca Food Pantry's direct and critical support for students make it a priority to dedicate a position to its success. This will allow the ASWCC VP for Campus Advocacy to focus on other job duties and responsibilities, including DEI initiatives and leading the ASWCC Social Justice committee as well as chairing the annual Students Leading Change conference.

2. Revision of existing ASWCC Executive Board titles to reflect redistribution of job duties and ASWCC needs

Rationale: Adding 2 new positions leads to moving some job duties and responsibilities of other existing positions.

Impact: Student Leader projects and workloads that are better aligned with a 15 hour work week. This will enhance effectiveness of the ASWCC governing board and help reduce turn over in positions mid-year.

3. Addition of ASWCC Student Unions to provide resources and representation for members of historically underserved and underrepresented populations of ASWCC

Rationale: Establishing student-led affinity groups for historically underserved and underrepresented populations will offer a platform for providing resources and representation to ASWCC members belonging to these groups. The ASWCC leadership hopes to see representation in governance from these student unions.

Impact: Students that are searching for community and belonging will always have a platform and will not have to go through the club chartering process every year.

4. Removal of the Programming and Diversity Board from the Bylaws, with the intention to move the job duties, responsibilities, and resources for this student leadership team to the Student Life Engagement Team that operates out of the Office of Student Life and Development.

Rationale: The Programming and Diversity Board (PDB), previously tasked with planning campus events and activities, was introduced into the ASWCC Constitution and Bylaws during the last amendment process in 2018. An unforeseen consequence of introducing this group as a governing body within the ASWCC Bylaws, was the requirement that the PDB operate in accordance with the Open Public Meeting Act, necessitating the creation of public agendas, minute-taking, adherence to quorum rules, etc. This created consistent functional barriers for student leaders whose job duties and responsibilities were primarily focused on event planning and not governance responsibilities.

Impact: Returning these job duties and responsibilities to the Student Life Engagement Team, under the supervision of the Office of Student Life and Development, will provide the student leaders in these positions with the flexibility to work free from the constraints of bylaws and OPMA regulations that were not relevant to their activities.



**ASSOCIATED STUDENTS of WHATCOM
COMMUNITY COLLEGE**

**ASWCC BYLAWS &
CONSTITUTION**

DRAFT REVISIONS 2023 - 2024

ASWCC Vision

Achieve a dynamic campus environment where all students are represented and have an opportunity to participate.

ASWCC Mission

To serve students by providing diverse opportunities for campus involvement, to building campus community, and represent student concerns in college decision-making.

ASWCC Definition

The ASWCC is the representative student body organization for Whatcom Community College. Its membership consists only of currently enrolled WCC students and is governed by the ASWCC Executive Board, and ASWCC Senate.

ASWCC CONSTITUTION

ARTICLE I - Purpose

We, the students of Whatcom Community College, strive to enhance the experience of the student body by representing the interests, needs, and the welfare of students within the college community. We foster communication among students, faculty, and staff. In order to provide a means of self-governance, we hereby establish and submit ourselves to this Constitution and Bylaws.

ARTICLE II - Recognition

The student body shall hereafter be known as the Associated Students of Whatcom Community College (ASWCC).

ARTICLE III - Vision

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

ARTICLE IV - Mission

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

ARTICLE V - Membership

All students currently enrolled in one or more credits at Whatcom Community College are members of the ASWCC.

ARTICLE VI - Governing Body

The recognized governing entities of the ASWCC shall be as follows.

Section 1 – The ASWCC Executive Board, the main governing body for the ASWCC.

Section 2- The Student Senate, the primary body that represents student voice on campus.

ARTICLE VII - Authority

The ASWCC Executive Board shall have the authority, as granted by the Board of Trustees of Whatcom Community College, to administer the Bylaws, distribute Services and Activities fees, and conduct business of the ASWCC. The ASWCC Executive Board is responsible for speaking on behalf of the ASWCC at college related functions, allocating Services and Activities Fees, and management of student clubs.

ARTICLE VIII - Appointed ASWCC Representatives

Section 1 - The ASWCC Executive Board shall have the authority to appoint students to committees as specified in the Bylaws. The selection and approval process for appointed representatives shall be defined and stated in the Bylaws.

ARTICLE IX - Constitutional Amendments

Section 1 - ASWCC Executive Board shall make and amend the Constitution of the ASWCC.

Section 2 Proposed constitutional amendments will be posted for 10 business day in the Office of Student Life and Development, prior to being approved by a two-thirds vote by the ASWCC Senate.

Section 3 - Students may appeal amendments to the Constitution by submitting a petition to the Executive Board with fifty (50) signatures of registered students. The appeal must be filed with the ASWCC Executive Board to be reviewed for clarity, relevance, and accuracy. The appeal must then be approved by a two-thirds vote by the ASWCC Senate.

ASWCC BYLAWS

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ARTICLE I – Executive Board

Section 1 - Purpose

The purpose of the Executive Board is to advocate for students and represent WCC student's in college decision-making. The Executive Board shall manage, direct, and monitor all of the activities, guidelines and procedures of the Associated Students of Whatcom Community College.

Section 2 - Membership

The Executive Board is comprised of the following officers:

- ASWCC President
- ASWCC Vice President for Civic Engagement
- ASWCC Vice President for Clubs and Unions
- ASWCC Vice President for Operations
- ASWCC Vice President for Student Engagement
- ASWCC Vice President for Campus Advocacy
- ASWCC Vice President for Health and Wellness
- ASWCC Vice President for Finance

The Vice President for Student Services shall appoint a WCC employee as the Advisor to the ASWCC Executive Board, whose duties are to assist the Executive Board with administrative procedures, leadership development and provide overall program direction. The Executive Board Advisor shall have a presence at all meetings but have no voting authority.

Section 3 - Authority

As delegated by the Whatcom Community College Board of Trustees, the ASWCC Executive Board has the authority to oversee the administration of the ASWCC, to enforce the enactments of the ASWCC, and to be responsible for planning and initiating guidelines of the ASWCC. The role of Executive Board shall be to speak on behalf of the ASWCC at any/all college related functions, distribute Service & Activity Fees (S&A), manage student clubs and/or organizations, and assess additional student fees.

Section 4 - Term of Office

The term of Executive Board office shall be a period of one academic year. In the case of a mid-year appointment to office, the term of office shall begin on the date of appointment and extend to the end of spring quarter of the current academic year. Executive Board Officers may serve a maximum of two (2) full terms.

Section 5 - Assumption of Duties

Members of The Executive Board assume their full responsibilities and duties in August, on the first day of training.

Section 6 – Meetings

- Regular meetings of the Executive Board shall be held weekly during fall, winter, and spring quarters.
- The Executive Board reserves the privilege of executive session when deemed appropriate by the Chair, in accordance with the Open Public Meeting Act, RCW: 42.30.200
- Meeting minutes will be recorded and made public in accordance with RCW 42.32.030.
- Parliamentary procedure, as outlined in Robert’s Rules of Order, current edition, shall be the rules of the day.
- Each member of the Executive Board, except the Chair, shall exercise one vote. The chairperson shall cast a vote only in the event of a tie.
- Proxy votes will not be accepted.
- Quorum shall consist of 2/3 (two-thirds) of filled Executive Board members.
- Unless otherwise specified in this document, all matters under consideration shall be ratified by a simple majority vote.

Section 7 - Compensation

Upon satisfactory completion of the responsibilities outlined in these bylaws and the ASWCC Terms of Appointment Contract, the S&A Fee Budget committee will determine whether Executive Board members will receive hourly or stipend pay during their annual allocation process.

Section 8 -Responsibilities of Executive Board Members

Description: All Executive Board members represent the interests of the Associated Students of Whatcom Community College; they must act first and foremost in the best interest of the students they represent. They model leadership by striving for growth and embodying accountability.

- Promote the ASWCC's goals and objectives, as outlined by the Executive Board through the ASWCC Workplan.
 - Serve as a conduit for information and the expression of concerns or issues between the Administration, the Executive Board, and members of the ASWCC.
 - Serve, when appointed, on applicable standing, ad hoc, and college committees.
 - Post and maintain regular office hours.
 - Attend and represent the Executive Board at College events as assigned.
 - Adhere to all College policies, procedures, departmental guidelines, and state laws.
 - Have a working knowledge of the ASWCC bylaws.
 - Assist other Executive Board members as necessary.
 - Perform other duties as assigned by the ASWCC President and the Director for Student Life and Development.
- Strive to learn, develop, and achieve leadership skills and abilities.
 - Attend meetings, training, and leadership development opportunities.
 - Communicate professionally through oral, written, and electronic means.
 - Use Whatcom Community College email for all ASWCC correspondence.
 - Work with the institution's internal procedures to voice concerns and resolve conflicts.
- Maintain and reference all assigned legacy documents for board positions throughout the academic year.
 - Provide monthly reports to the Board of Trustees and maintain consistent reports.
 - Maintain records, reports, and business documents; use the WCC network for organization and electronic storage.
 - Update legacy documents regularly to be reviewed at each quarter's end.

Section 8a- The ASWCC President shall:

Description: Serve as the primary administrator of student governance through committee work and by acting as the liaison between the Student Body and Whatcom Community College, building relationships across campus and furthering the interests of the ASWCC.

- Serve as Chair of the ASWCC Executive Board & the ASWCC Senate.
 - Prepare and post the schedule of meetings for OPMA compliance.
 - Post agendas for meetings as early as possible but no later than 24 hours in advance.
 - Post meeting minutes promptly upon approval.
- Advertise and encourage campus engagement at ASWCC Senate & Executive Board meetings.
- Conduct weekly check-in meetings with other Executive Board members.
- Regularly liaise with the college administration to bridge the gap between students and professional staff.
- Serve as the liaison to the College President's Cabinet, attend and provide written reports to the WCC Board of Trustees, and give oral reports at WCC Board of Trustees meetings.
- Serve as the ASWCC ex-officio member of the WCC Foundation Board or assign a designee.
- Appoint members of the ASWCC to college tenure committees as the need arises under RCW 28B.50.869, which states: "...The student representative, who shall be a full-time student, shall be chosen by the student association of the particular community or technical college in such manner as the members thereof shall determine."
- Appoint members of the ASWCC to college governance committees and other committees as needed.
- Legacy Documents:
 - ASWCC Workplan
 - Facilitate creating the annual work plan and updating it throughout the year.
 - President's Binder
 - Communicate vision, reasoning for decisions, goals, and advice to pass on to the next ASWCC President.
 - Senate Binder
 - A record of senator training that includes a detailed outline of the training process.

Section 8b- The ASWCC Vice President for Civic Engagement shall:

Description: The ASWCC Vice President for Civic Engagement is the legislative voice of students at Whatcom Community College. They are tasked with compiling legislative goals from the student body and representing the interests at the local, state, and federal levels. In the absence of the ASWCC President, they assume the duties of the ASWCC President.

- Facilitate the legislative activities of the ASWCC.
 - Update the Executive Board on legislative issues that affect community college students and maintain a working relationship with local legislators.
 - Represent the ASWCC at legislative functions.
 - Serve as the campus WACTCSA (Washington Community and Technical Colleges Student Association) delegate, driving participation in WACTCSA meetings and soliciting feedback from the ASWCC about legislative priorities. If unable to attend, find representatives of the ASWCC to attend WACTCSA meetings.
 - Stay current on Washington State Legislative structure, hotlines, and bill procedures.
 - Work with Whatcom Community College to find students willing to testify for legislative purposes.
 - Act as a liaison to the Executive Director for the Office of the President and work together to arrange meetings with legislators.
- Promote Civic Engagement of the ASWCC.
 - Drive student involvement in voter education, voter registration, and voter turnout efforts alongside professional staff.
 - Work in partnership with The League of Women Voters.
- Legacy Documents.
 - ASWCC Legislative Advocacy Report
 - Log the ASWCC's legislative platform and maintain a record of actions and work taken in relation to it.
 - ASWCC Civic Engagement Report
- Log ASWCC action in support of the Voter Friendly Campus designation, including all student-led vote-driving activities, committee work, and programming.

Section 8c - The ASWCC Vice President for Clubs & Unions shall:

Description: Advocate for campus clubs & unions to cultivate a strong campus community and act as the primary administrator of club chartering and programming.

- Lead the Club Team as the primary administrator of club chartering, activities, and programming.
 - Act as a liaison between the student governance and ASWCC Student Unions.
 - Oversee the Club Chartering process.
 - Coordinate the quarterly club fairs and training.
 - Coordinate the attendance of Executive Board members at club meetings and programs quarterly.
 - Provide the Executive Board with a written report for clubs to be delivered at Executive Board Meetings.
 - Update the ASWCC Clubs Handbook with the Director for Student Life and Development and input from the InterClub Council at the end of the academic year as needed, upon approval of the Executive Board.
 - Promote club and organization events to the campus community in coordination with the Office of Student Life and Development.
 - Communicate with clubs via the Club's newsletter.
 - Reach out to clubs proactively to solicit Intent to Return forms at the end of each academic year.
 - Coordinate the maintenance of the student club website and mobile app groups.
- Serve as Chair of the Interclub Council.
 - Prepare and post the schedule of meetings for Open Public Meeting Act compliance.
 - Post agendas for meetings as early as possible but no later than 24 hours in advance.
 - Post meeting minutes promptly upon approval.
- Promote engagement related to areas of studies and guided pathways.

Legacy Document:

- The Club Report
 - A record of quarterly reports, Interclub Council decisions in the form of meeting minutes, and information pertaining to the chartered clubs of the ASWCC as well as guidance on building a robust club program.

Section 8d- The ASWCC Vice President for Operations shall:

Description: Maintain records of activity and inventory as well as monitor compliance with Open Public Meetings Act as well as Public Records Act compliance. This position compiles reports in partnership with other positions and creates the year end annual.

- Act as the primary coordinator of the Executive Board by:
 - Coordinating quarterly schedules for Executive Board meetings, office calendars, and office hours for all Executive Board members.
 - Maintaining a calendar of all official Executive Board meetings and events and following OPMA regulations.
 - Distributing meeting agendas and supporting materials at least two (2) days before all OPMA-compliant meetings, including Executive Board, Senate, Bylaws and Constitution Review Committee Meetings, Health and Wellness Committee Meetings, Interclub Council, Social Justice Committee Meetings, and any ad hoc committees that may form. The responsibility is not to create the agendas but to ensure they are completed and posted on time.
 - Coordinating the recording of the Executive Board meeting minutes, Inter-Club Council minutes, and the Constitution and Bylaws Review Committee meeting minutes.
 - Distribute and post minutes within three (3) business days of the approval of minutes.
- Serve as Chair of the ASWCC Bylaws and Constitution Review Committee.
- Serve as the historian for the ASWCC by:
 - Maintaining a file of all photos, news clippings, and flyers of ASWCC (Clubs, Executive Board, etc.) events throughout the academic year and creating an annual.
 - Maintain an accurate inventory of all ASWCC property, including items purchased during the fiscal year.
 - Oversee records of official committees, including copies of correspondence, committee meeting minutes, and agendas.
 - Administer club storage as a member of the club team.
- Oversee and make changes to the Student Government website in collaboration with OSLD Professional Staff.

Legacy Documents:

- ASWCC Yearly Annual
- ASWCC Property Inventory

Items of value owned by the ASWCC, including clubs, the Executive Board, and other property purchased with Services and Activities Fees.

Section 8e- The ASWCC Vice President for Student Engagement shall:

Description: Supports student engagement through media management, advocacy, and coordinating the Orca Volunteer Program.

- Work as the Executive Board liaison with the Student Life and Engagement Team.
 - Solicit programming and event requests from the ASWCC.
- As a member of the club team, I work with clubs at the time of charter and then quarterly to build a quarterly programming schedule and assist in driving club programming on campus.
- Act as the ASWCC Postings Manager by:
 - Manage the creation and deployment of media and marketing through campus postings, in partnership with student graphic designers and the Student Engagement Team.
 - Managing the ASWCC social media postings.
 - Managing mobile app postings and other marketing efforts with the media team.
 - Overseeing preparing and distributing all student government-related news and information in partnership with The Horizon.
- Administer the Orca Volunteer Program.
 - Coordinate quarterly Orca Volunteer Orientation and training.
 - Communicate volunteer opportunities across campus to the ASWCC Volunteers.
 - Manage volunteer merchandise.
- Coordinate the preparation and distribution of a notice, no less than once per month, to inform the campus community about activities during Fall, Winter, and Spring quarters.
- Serves as the event manager for extensive, traditional programming in collaboration with the Executive Board.

Legacy Documents:

- Student Engagement Report
 - A record of student-led engagement activities and their success throughout the year and recommendations from the ASWCC for programming and events and student forum feedback.
- Orca Volunteer Report
 - A record of volunteers, volunteer activities, and training provided to volunteers.

Section 8f- The ASWCC Vice President for Finance shall:

Description: Acts as the budget manager and capital project manager of the ASWCC. This position will work in partnership with the ASWCC Vice President for Operations to examine equipment needs and request funding from the Senate. This role primary responsibility is acting as the Chair of the Services and Activities Fee Budget Committee.

- Serve as Chair of the S&A Budget Committee.
 - Review previous years' funding requests and the ASWCC budget.
 - Select & train committee members starting no later than October of each year.
 - Send request packets for funding by the end of October.
- Act as the financial manager of the ASWCC.
 - Coordinate the tracking of the ASWCC's budgets. This includes the Executive Board, the Senate, and the Interclub Council.
 - Update the ASWCC Financial Code, as needed but no more than annually, and record advice and guidance from the Assistant Attorney General with the guidance of the Director for Student Life and Development.
 - Track and report the ASWCC-governed budgets to the Senate.
 - Prepare the annual ASWCC program budget for the Executive Board with the help of the Director for Student Life and Development.
 - Serve as the student representative on the Budget Advisory Committee.
- Serve as the capital project manager for the ASWCC:
 - Coordinating student forums and soliciting input on capital projects.
 - Serving as the student representative on the Campus Planning Advisory Committee.
 - Prepare equipment and furnishing requests for the college and the Senate.

Legacy Documents:

- Budget and Spending Report
 - A record of the spending and acquisitions of the ASWCC per year, with a clear breakdown for each budget and recommendations for future budgets.
- Capital Project Report
 - In the case of a capital project, a report of spending, quotes, progress, and suggestions for a capital project blended with any other capital project reports blended in.

Section 8g- The ASWCC Vice President for Health & Wellness shall:

Description: Co-ordinates the health & wellness programming by supporting the Orca Food Pantry, programming in the Student Recreation Center, and supporting mental health programming.

- Manage the Orca Food Pantry and related initiatives.
 - Plan and organize food-oriented programming.
 - Work with The Foundation to maintain strong support of the Orca Food Pantry from donors.
- Serve as Chair of the ASWCC Health & Wellness Committee.
- Coordinate quarterly Finals Relief events.
- Act as the Student Recreation Center and Executive Board liaison.
 - Spread awareness of recreation programs in the SRC, such as drop-in sports and drop-in fitness programs.
 - Solicit feedback from students about recreation activities.
- Act as the liaison between Orca Athletics and the Executive Board.
- Work in partnership with counseling to find opportunities to support the emotional and mental wellbeing of Whatcom students.
- Serve on the Whatcom Wellness Committee.
- Serve on the Club Team to support activities that work out of the SRC.

Legacy Documents:

- Orca Food Pantry Report
 - A record of usage weekly, quarterly, and annually of the Orca Food Pantry
 - A record of activities to support usage of the Orca Food Pantry, for instance, working with The Foundation or teaching classes about the usage of the pantry.
- Body Wellness Report
 - A report on activities and initiatives that support body wellness for the ASWCC, such as drop-in activities in the SRC or club fitness programming.
- Mind Wellness Report
 - A report of activities and initiatives that support mind wellness for the ASWCC, for instance, education events around stress management.

Section 8h- The ASWCC Vice President for Campus Advocacy shall:

Description: Acts as an advocate for students across WCC. Solicits and creates space for student feedback and relays and records that feedback to WCC. This position will keep records of student feedback and any action taken to address their concerns.

- Act as an advocate for the ASWCC.
 - Facilitate student surveys and gather student input on issues affecting the student body.
 - Plans the monthly student feedback forum and hosts it alongside the ASWCC President and the WCC Vice President for Student Services.
 - Advocate and partner with WCC to resolve student concerns.
- Support all campus-wide diversity efforts.
 - Meet as needed with the faculty for Equity and Inclusion.
 - Serve as Chair of the Social Justice Committee.
 - Act as the liaison between the Intercultural Center and student governance.
 - Collaborate with the College's Executive Director for Diversity, Equity, and Inclusion.
 - Serve on the College Diversity Committee as a student representative.
 - Serve on the College Accessibility Committee.
- Serves as the Event Manager of Students Leading Change, the spring student-led conference.

Legacy Documents

- Campus Advocacy Report
 - A report that includes student forum feedback, concerns of the ASWCC, and any actions taken across the year in support of the ASWCC. This should include plans and commitments made by WCC administration, staff, and faculty to address issues that students may face.
- Students Leading Change Event Report
 - A record of the planning, administration, and outcomes of Students Leading Change.

Section 9 – Coordinators

The ASWCC Executive Board, with the approval of the Executive Board Advisor, may appoint Student Coordinators as necessary. Coordinators specialize in specific areas of responsibility and accomplish the duties deemed necessary to fulfill the ASWCC's mission and vision.

- Coordinator areas of focus may look like but are not limited to:
 - ASWCC Coordinator for Club Support
 - ASWCC Historian
 - ASWCC Coordinator for Student Space Renovations

ARTICLE II – Senate

Section 1 – Purpose

Bring and include diverse student voices in the decision-making process to represent various demographics on campus. To promote leadership opportunities and campus community.

Section 2 – Membership

The ASWCC Senate comprises a maximum of twelve (12) Senators and the currently serving Executive Board. The ASWCC President will chair the ASWCC Senate but shall have no voting authority unless the Senate is equally divided.

Senate positions will be filled through a selection process, and to the extent possible, they will represent all WCC academic pathways.

The Vice President for Student Services shall appoint a WCC employee as the Advisor to the ASWCC Executive Board, who shall also serve as advisor to the ASWCC Senate. The advisor assists the Senate with administrative policies and procedures and leadership development and provides overall program direction. The Executive Board Advisor shall be present at all Senate meetings but have no voting authority.

Section 3 – Senate Meetings

Attend designated Senate meetings as scheduled.

Attend Committee meetings as scheduled.

The Senate reserves the privilege of executive session when deemed appropriate by the Chair, and in accordance with the Open Public Meetings Act according to RCW: 42.30.200

Meeting minutes will be recorded and made public according to RCW 42.32.030.

Parliamentary procedure, as outlined in Robert’s Rules of Order, current edition, shall be the rules of the day.

For meetings to be held, the Senate must meet a Quorum of two-thirds (2/3rd) of all voting members.

Section 4 – Compensation

Upon satisfactory completion of a minimum of twenty (20) office hours per quarter, the responsibilities outlined in these bylaws and the ASWCC Senate Terms of Appointment Contract, the S&A Fee Budget Committee will determine hourly, or stipend pay of the ASWCC Senate during their annual allocation process. ASWCC Senators may serve a maximum of six (6) academic quarters.

Section 5 – Duties of the Senate/Senators

- Serve as a conduit of information and expressing concerns for WCC students.
- Attend meetings, training, and leadership development opportunities.
- Serve, when appointed, on applicable standing, ad hoc, and college committees.
- Adhere to all College policies, procedures, departmental guidelines, and State laws.
- Work with the institution's internal procedures to voice concerns and resolve conflicts.
- Communicate professionally through oral, written, and electronic means of communication.
- Attend and represent the ASWCC at College events as assigned.
- Strive to learn, develop, and achieve leadership skills and abilities.
- Have a working knowledge of the ASWCC bylaws.
- Perform other duties as assigned.

ARTICLE III – Student Unions

Section 1 – Investiture of rights

As an acknowledgement of the value of student-led affinity groups for historically underserved and underrepresented populations to provide resources and representation for members of the ASWCC who are also members of these populations, the ASWCC has committed to the formation and formal recognition of student unions who will be guaranteed the following rights:

- A seat on the ASWCC Senate if they choose.
- The right to self-govern their union.
- The right to self-appoint their advisor from WCC faculty or staff.

Section 2- Formation of Student Unions

As an acknowledgment of the majority's failure to recognize the rights of historically underserved and underrepresented populations, the ASWCC has jointly assigned responsibility for the certification of new student unions to the Director of Intercultural Services and the Director of the Office of Student Life and Development.

ARTICLE IV – Committees

Section 1 - Initiation

Special committees may be created as deemed necessary by the Executive Board. The Executive Board President shall be responsible for appointing the committee chair. The Committee Chair, in consultation with the President, will also be responsible for appointing the members.

Section 2 - Standing Committees

Student Services & Activities (S&A) Fee Budget Committee

Membership:

- ASWCC President, Chair
- Two (2) Executive Board members, voting members.
- Two (2) students-at-large, voting members who may not be members of the Executive Board.
- Vice President for Student Services, voting member, or appointee.
- One WCC Faculty or Staff member, voting member, appointed by the Director for Student Life and Development.
- Director for Student Life and Development, non-voting, advisory member.
- The Financial Guidelines shall be the official rules and procedures manual for the ASWCC Student Services & Activities Fee Budget Committee.

InterClub Council

Membership:

- Vice President for Clubs & Unions, Chair.
- One (1) representative from each ASWCC Chartered Club.
- Director for Student Life and Development or their designee, non-voting, advisory member.

Responsibilities:

- Create a forum for campus clubs to maintain a working relationship with the college.
- Participate in regularly scheduled meetings/training.
- Meet at least monthly and no more than every other week during the academic year.
- The Clubs Handbook shall be the official rules and procedures manual for the ASWCC Interclub Council.

Social Justice Committee (SJC)

Membership:

- Vice President for Campus Advocacy, co-chair
- Director for Student Life and Development or their designee, non-voting member.
- Three (3) students at large (at least one from Simpson Intercultural Center)

Responsibilities:

- As designated by the committee with a focus on inclusion, diversity, and equity in practice on the WCC campus.

The ASWCC Health and Wellness Committee

Membership:

- Vice President for Campus Advocacy, co-chair.
- Director for Student Life and Development or their designee, non-voting member.
- One (1) SRC Staff.
- Three (3) students at large.

Responsibilities:

- As designated by the committee with a focus on Student Health and Wellness.
- Collaborate with the Student Recreation Center to organize the annual Student Health & Wellness fair.
- Oversee operations of the Student Wellness Initiatives.

The Student Engagement Advisory Committee

Membership:

- Vice President for Student Engagement, chair.
- A member from the Executive Board appointed by the chair, voting member.
- Three (3) students at large with representation from programming groups across campus as able.
- Director for Student Life and Development or their designee, non-voting member.

Responsibilities:

- To engage with the ASWCC and gather feedback on activity and programming needs across campus and assist in creating a cohesive plan across campus to support student engagement.
- Provide feedback to the Student Life and Engagement Team as gathered from the ASWCC.

Section 3 - Ad Hoc Committees

ASWCC Bylaws and Constitution Review Committee

Membership:

- Vice President for Operations, Chair
- President, voting member.
- One (1) additional Executive Board member, a voting member appointed by the Chair.
- Two (2) students-at-large, voting members appointed by the Chair.
- Director for Student Life and Development or their designee, non-voting, advisory member

Responsibilities:

- Review and propose necessary changes to the ASWCC Bylaws and Constitution.
- Meet as deemed necessary by the committee Chair.

Budget Dispute Resolution Committee

Membership:

- As per RCW 28B.15.045, the Budget Dispute Resolution Committee shall be comprised of:
- The Services and Activities (S&A) Fee Committee chair shall appoint one (1) student member of the Services and Activities Fee Committee who will chair the Dispute Resolution Committee non-voting member.
- The Services and Activities Fee Committee chair shall appoint three (3) Services and Activities Fee Committee students and voting members.
- Three (3) representatives appointed by the Whatcom Community College Board of Trustees, voting members.
- Two (2) representatives appointed by the Whatcom Community College Administration, non-voting advisory members.

Purpose:

- To resolve disputes between the Services and Activities Fee Committee and College Administration about monies related to the Services and Activities Fee Budget.

Responsibilities:

- Resolving any disputes, by vote, that might exist between the Services and Activities Fee Committee and College Administration regarding the Services and Activities Fee Budget. The committee's findings are forwarded to the Board of Trustees for final action.
- Meet only if a dispute regarding the Services and Activities Fee budget arises, according to the procedures set forth in the Financial Code.
- The Committee must meet within fourteen (14) days of a dispute.

ARTICLE V – ASWCC Chartered Clubs

A group of Whatcom Community College students collectively organized based on a mutual interest, hobby, or instructional program whereby the primary outcome of club functions and activities relates to benefiting the common interest of club members. Any community of five (5) or more members of the ASWCC, enrolled in five credits or more, desiring to organize as a club may seek approval to be a Chartered ASWCC Club. Procedures for obtaining approval shall be outlined in the ASWCC Club Handbook.

Section 1 - Purpose

The purpose of clubs shall be left to the clubs to organize and join associations to promote their common interests, provided such groups are not in conflict with the college's educational goals.

Section 2 - Chartering

The Club Handbook shall be the official procedures manual for all chartering requirements.

Section 3 - Membership

Club membership is limited to ASWCC Students and their WCC Faculty/Staff advisor(s).

Section 4 - Club Rights

The Executive Board must fully charter all organizations if they are to:

- Use the name of the College.
- Use the facilities of the College.
- Administer services, programs, or activities.
- Get a vote on the InterClub Council.
- Be permitted to use the fundings from the InterClub Council budget.

Section 5 - Funding

The use of funds by and for clubs shall be as laid out in the ASWCC Club Handbook.

Section 6 - Advisors

WCC faculty and staff encourage and support advisors in their role. The Club Handbook outlines a complete list of advisor responsibilities. If an advisor is unable to follow the requirements outlined in the Club Handbook, a club will lose its active status until a new advisor can complete Club Advisor Training.

Section 7 - Student Code of Conduct

The rights and responsibilities of clubs and appropriate disciplinary actions shall be outlined in the Club Handbook.

Section 8 - Training

Club Officers shall attend, and complete training and orientation coordinated by the ASWCC Vice President for Clubs & Unions to charter a club.

ARTICLE VI - Selections and Appointments

All selections and appointments are made by majority vote and are final upon acceptance of the appointment.

Section 1 - Standard Filing Process for ASWCC Executive Board & Senate

A fully completed ASWCC Candidate Application packet shall include:

- Completed ASWCC Executive Board or ASWCC Senate Application Form
- Cover Letter
- Completed ASWCC Expectations Agreement
- Minimum of one letter of recommendation (preference from WCC Faculty or Staff)
- Unofficial Transcripts (if candidate new to Whatcom, they will submit copies of their most current academic records)
- Official filing for candidacy in any ASWCC position opening requires all application pieces to be submitted no later than 4:00 PM on the deadline date for filing. (Students may apply for more than one office/position at a time but may only hold one position).

Section 2 – ASWCC Executive Board and Senate Candidate Qualifications

- The ASWCC upholds all State and Federal equal opportunity and anti-discrimination laws. Executive Board and Senate positions are open to all ASWCC meeting the listed qualifications. Priority in selection shall not be granted to students with prior experience in Student Life and Development.
- Currently enrolled in eight (8) credits or more at Whatcom Community College.
- Possess a minimum 2.5 cumulative grade point average.
- Students placed on Academic or Disciplinary Probation are not eligible to serve as ASWCC Senators.
- It is preferred that prospective members attend at least two ASWCC Senate meetings.
- Any student wishing to appeal the qualification requirements set forth in these bylaws must submit a letter of appeal to the Director for Student Life and Development before the application deadline.

Section 3 - Selections Committee Membership & Responsibilities

Membership:

- Chair, appointed by the Director for Student Life and Development
- Two (2) current team members who are not re-applying, voting members.
- Three (3) students at large, voting members.
- One (1) WCC Staff member appointed by the committee chair, voting member.
- Director for Student Life and Development or their designee, voting member.
- Once the committee is established (after the first meeting is held), members may not apply for any position(s) being selected.

Responsibilities

- The committee is responsible for the interview process, including, but not limited to, establishing a timeline, advertising the position(s), reviewing the applications, developing a list of questions for the position(s), scheduling and conducting the interviews, and making the final decisions for selection.
- All committee members must be present at each interview, the entire deliberation, and the voting process in order to cast a vote.
- Each member of the committee must sign a confidentiality letter.
- Appointments of all Executive Board officers shall be completed two weeks before the end of spring quarter.

Candidate Selection Process

- ASWCC student leadership positions must be posted in the WCC community and advertised for a minimum of three (3) weeks.
- The Selections Committee will meet prior in order to:
 - Review applications
 - Outline the experience, skills, abilities, and strengths the committee is seeking in a final candidate.
 - Identify and agree upon interview dates, times, and final selection meetings.
 - Each committee member will score each candidate's responses to each interview question.
 - The selections committee will interview each candidate in a non-biased manner, utilizing the same interview questions and providing the same amount of time for each candidate's interview.
 - The committee will begin the process of selecting the best candidate to fill the position based on interview scores and the candidate's experience, skills, abilities, and strengths.
 - All hiring decisions will be made in accordance with WCC's notice of non-discrimination.

Section 5 - Voting

All decisions made by the committee require a majority vote.

Section 6 - Timeline

The Selections Committee shall be organized during winter quarter for the formation of the following year Executive Board or Senate. All selections shall be completed no later than two (2) weeks prior to the end of spring quarter.

Section 7 - Appointments to Committees

- The ASWCC President shall make student appointments to campus committees and tenure review committees no later than the fourth (4th) week of fall quarter.
- The ASWCC President shall announce openings for student representation on all applicable campus and tenure review committees by the first (1st) week of the fall quarter and/or as they become available.
- If no student committee applications are received concerning a posted committee opening within seven (7) calendar days, the ASWCC President shall actively recruit a potential committee member by the third (3rd) week of the quarter.
- Candidates for campus tenure committees must attend a training session conducted by the Vice President for Instruction or their designee.

All appointments to campus committees shall be reported to the Executive Board by the ASWCC President. Names shall then be forwarded to the office of the College President and respective College administrators as appropriate.

ARTICLE VII – ASWCC Condition of Tenure and Accountability

Section 1 - Condition of ASWCC Officer Tenure

- ASWCC Officer includes individuals on the ASWCC Executive Board.
- Each Officer is responsible for fulfilling their position’s job description.
- A signed “*Student Programs Terms of Appointment*” must be on file at the time the Officer takes office.
- Officers must have a minimum 2.50 cumulative GPA and enrollment in eight (8) Whatcom Community College credits.
- To remain in office, all Officers shall maintain successful progress toward their academic goals by completing a minimum of eight (8) credit hours per quarter, excluding the summer quarter, and by maintaining a cumulative GPA of at least 2.50.
- Any Officer not fulfilling the required GPA and credits requirement will be contacted by the Director for Student Life and Development regarding probation as outlined in the ASWCC Bylaws and Constitution.
- The Director for Student Life and Development shall have the discretion to conduct quarterly performance evaluations and process mid-quarter grade checks.
- Officers may serve a maximum of two terms. Time served as an appointed officer, filling a vacancy on the Executive Board, is not included in this term limit.
- Selected officers must have at least three (3) quarters remaining (not including summer) at WCC upon the date of hire or an amount equal to the number of quarters remaining in the academic year they will serve as an officer.
- Officers shall adhere to the Academic Standards of Progress Policy and the WCC Student Rights and Responsibilities, both located in the WCC catalog and website. Students who have been placed on Academic or Disciplinary Probation will be referred to the “removal from office” process as outlined in Article VIII as Executive Board Officers and ASWCC representatives.

Section 2 - ASWCC Executive Board and Senate Member Expectations

- Each year, during training, the ASWCC Executive Board shall generate a formal set of behavioral expectations, based on Whatcom Community College values, for a standard of performance for the Executive Board and ASWCC Senate. If any member does not meet the group expectations, they may be subject to review. Each student leader will be provided a copy of the expectations.
- Comply with College rules and regulations and uphold ASWCC Bylaws and Constitution.
- Act as a student leader both on and off campus.
- Work as an actively contributing member of the Executive Board or ASWCC Senate and toward accomplishing its goals and mission.
- Obtain written exemption, one week in advance, from the Director for Student Life and Development prior to missing any training, retreat, or event in which the member has agreed to and/or is obligated to attend.
- Corrective action will be taken by the Director for Student Life and Development as detailed in the ASWCC Bylaws and Constitution if they:
 - Fall below the minimum general requirements of tenure.
 - Fails to meet the duties and responsibilities of their position.
 - Engage in any behavior unacceptable to the workplace according to the WCC Student Rights and Responsibilities 132U-120.

Section 3 - Attendance Policies

The Executive Board and ASWCC Senate will be subject to the disciplinary action guideline outlined in Article VII if they:

- Miss more than one meeting in any one (1) quarter without a written exemption from the Director for Student Life and Development or ASWCC President.
- Written notice must be received via email within twenty-four (24) hours of the meeting.
- Abandonment of position consists of being absent and out of communication for more than three (3) consecutive business days.

Section 4 - ASWCC Process of Accountability

This process is a set of actions that hold ASWCC Executive Officers and Senators to a standard of professional performance. The term accountability describes a process for actions that hold Executive Officers and ASWCC Senators to the recognized standards of conduct at Whatcom Community College. Since the Executive Board and Senate are complex organizations, it is challenging to develop a process that will determine the proper corrective action to be taken in every situation, and therefore, it relies on the professional judgment of the Director for Student Life and Development.

Section 5 - Corrective Action

Any allegation or student concern brought to the attention of the Director for Student Life and Development regarding the job duties and responsibilities of any member of the Senate or Executive Board shall start an investigation. It is expected that all corrective actions have ongoing communication between the member and the affiliated Director for Student Life and Development in an effort to correct the situation.

Section 6 - Oral Warning / Verbal Counseling

A meeting shall be convened by the Director for Student Life and Development to investigate on-campus allegations brought against ASWCC Senator or Executive Board member or failure to meet the requirements of the office. The terms of the probation shall be defined in writing by the Advisor. If the member's performance or behavior does not improve within a specified period of time, corrective action will proceed. Except, when necessary, this counseling shall be kept confidential.

Section 7 - Reprimands

Reprimands shall be written and approved by the Executive Board with the support of the Advisor and kept in member's file and confidential.

Section 8 - Probation

If a written reprimand is not effective, or if the seriousness of the offense warrants immediate probation, a probationary timeline and terms of probation will be set by the Director for Student Life and Development. If the member has not improved within this timeline, dismissal from office may be initiated. Any ASWCC Executive Officer or Senator with a cumulative GPA below 2.5, may be subject to a probationary period for a minimum of three (3) weeks under the supervision of the Director for Student Life and Development.

ARTICLE VIII - Removal From Office

Section 1 - Dismissal

Any Executive Board or Senate member may be dismissed from office for the following:

- Failure to preserve their office's responsibilities, duties, and/or minimum qualifications.
- Failure to follow policies and procedures outlined in ASWCC governing documents.
- Abuse of power of office.
- Found by the Office of Community Standard to have violated the Whatcom Community College Student Code of Conduct.
- If the action(s) of the member is deemed dangerous by the Director for Student Life and Development.

Section 2 - Removal from Office

If an ASWCC Senator or Executive Board member does not follow the duties of office, a 2/3 vote of all Executive Board members may initiate a vote to remove them. The Executive Board shall provide a written explanation for their decision on removal and record it in the personnel file.

Section 3 - Suspension

The Executive Board will, based upon a recommendation by the Director for Student Life and Development, vote to suspend, without pay, an officer or Senate member pending the outcome of an investigation pertaining to a violation of the Code of Student Conduct, Terms of Office (Article I), or Duties of Officers (Article I, Section 8).

ARTICLE IX - Resignation

Section 1 - Guideline

Any Executive Board or Senate member who wishes to resign from their position shall submit to the ASWCC President and Director for Student Life and Development a signed letter of resignation.

ARTICLE X - Vacancies

Section 1 - Vacancies on the Executive Board

Vacancies occurring in the Executive Board during the academic year shall be filled through the Appointment Committee:

Membership:

- The ASWCC President will serve as the Chair of the Appointment Committee.
- At least (2) two members of the ASWCC, voting members.
- The Director for Student Life and Development, voting member.

Responsibilities:

- Each member of the committee must sign a confidentiality letter.
- The committee is responsible for the interview process, including, but not limited to, establishing a timeline, advertising the position(s), reviewing the applications, developing a list of questions for the position(s), scheduling and conducting the interviews, and making the final decisions for selection.
- The Office of Student Life and Development will accept applications for filling a vacancy on the Executive Board for a minimum of two (2) calendar weeks after the date a vacancy has been announced.
- If a vacancy occurs during a break in the academic quarter, the vacancy shall be announced and posted the first day of the following quarter.
- All committee members must be present at each interview, the entire deliberation, and the voting process in order to cast a vote.

Section 2 - Vacancies on Campus and Tenure Review Committee

Vacancies during the quarter shall be filled no later than one (1) week after the vacancy occurs.

ARTICLE XI - Finances

Section 1 - Guideline

The ASWCC Executive Board oversees the management of the Services and Activities Fee designated by the Washington State Legislature in RCW: 28B.15.044. The ASWCC Financial Code governs the use of these funds allotted by the Board of Trustees to the ASWCC and revenues generated by the organizations administered by the ASWCC. All funds collected and expended are subject to the policies, regulations, and procedures set forth in the followings.

- Financial code set by Whatcom Community College Administrative Procedures.
- The Whatcom Community College Board of Trustees.
- Opinions of the Washington State Attorney General.
- The State Board for Community and Technical Colleges.
- Rules of the State Office of Financial Management.
- The laws and regulations of the State of Washington.

ARTICLE XII – Initiative and Referendum Process

Section 1 – Initiatives

Initiative measures shall be put to a vote of the ASWCC Senate upon submission of a petition to the Executive Board, clearly stating the issue and signed by at least 100 currently enrolled students.

Such petitions may be submitted to the Executive Board at regularly scheduled meetings.

Approved initiative measures must be publicly posted for two (2) weeks before being voted on and approved by a simple majority vote of the Senate.

Section 2 – Referenda

Referenda may be put to the general student senate's vote upon a simple majority vote of the Executive Board. Approved referenda must be publicly posted for two (2) weeks before the election in which they will be voted on.

ARTICLE XIII – Position Statement

Section 1 – Establishing Position & Opinions

The Executive Board reserves the right to clarify and interpret documents and policies, answer complaints, and establish Executive Board positions on issues relating to students.

Section 2 – Process

The Executive Board may issue a position statement when:

1) A member of the ASWCC makes a written request to clarify any document or procedure relating to student governance.

2) The Executive Board, through the passage of a motion, desires to take a position on an issue of importance to the ASWCC or for clarification necessary for the maintenance of internal affairs.

Section 3 - Procedure

The procedure for adopting a position statement shall be as follows:

The President shall coordinate in-depth research into the situation and draft a preliminary recommendation.

No more than two (2) weeks shall elapse during this drafting. The preliminary draft shall be presented no later than the first Executive Board meeting following the conclusion of the two (2) week draft period.

Section 4 - Approval

Approval of a position statement shall require a simple majority vote of the Executive Board.

ARTICLE XIV – Amendments

Section 1 – Grammar, Spelling and Punctuation

Grammar, spelling, and punctuation changes may be recommended by a simple majority vote of the ASWCC Bylaws and Constitution Review Committee or the Executive Board.

Section 2 - House Keeping Revisions

Minor revisions to the bylaws that do not substantially change the overall intent of the bylaws or any of its articles may be recommended by the ASWCC Bylaws and Constitution Review Committee and approved by a simple majority vote of the Executive Board. The Executive Board may independently initiate and approve any House Keeping revisions that do not substantially change the overall intent with a simple majority vote.

Section 3 - Amendments

- Amendments to the bylaws that substantially change the overall intent of the bylaws or any of their articles must be recommended by the ASWCC Bylaws and Constitution Review Committee, approved by a simple majority vote of the Executive Board, and approved by the Director for Student Life and Development and/or the Vice President for Student Services.
- Any such amendment must be well publicized with written notice for fifteen (15) business days before ratification takes effect. Students may appeal the amendment by submitting a petition to the Executive Board with fifty (50) signatures of registered students before ratification takes effect. At such time, the amendment may be ratified by a simple majority of the ASWCC senate.
- In the event a proposed amendment is approved by the Executive Board but is declined by the Director for Student Life and Development and/or the Vice President for Student Services, the proposed amendment shall be eligible to be ratified by a two-thirds (2/3) vote of the ASWCC Senate, provided written notice of such an amendment has been published for a period of two (2) weeks prior. A petition of one hundred (100) current students can override the senate vote.
- Each time the Bylaws or Constitution are revised, a written report must be made documenting the change, why the change is needed, and the intent of the change made.

ARTICLE XV – Other Regulatory Documents

Section 1 - Club Handbook

The Club Handbook is the officially recognized document on the certification and operation of ASWCC Clubs. It is reviewed annually by the ASWCC Vice President for Clubs & Unions and the Director for Student Life and Development. This document may be amended as needed in partnership with the ASWCC Vice President for Clubs & Unions and the Director for Student Life and Development and must be accompanied by a memo presented to the ASWCC Senate for adoption.

Section 2 - ASWCC Financial Code

The Financial Code regulates the use of student fees and other public funds allocated to the ASWCC by the Board of Trustees and revenues generated by organizations overseen by the Executive Board. The Director for Student Life and Development holds ultimate responsibility for its administration and compliance. Revisions to the Financial Code may be made as necessary and must be submitted to the Director for Student Life and Development. All changes must be reviewed by the Vice President for Student Services or their designee, the Vice President for Administrative Services, and the Business Office Manager before being submitted to the President's Cabinet.

Section 3 - Budget Handbook

This document results from the Services and Activities (S&A) Fee Budget process each academic year. Once the budget is adopted and prepared by the S&A Budget Committee, it is then approved by the Whatcom Community College Executive Cabinet and the Whatcom Community College Board of Trustees.

ARTICLE XVI – Definition of Terms

Amendment - a change or addition to a legal or statutory document.

ASWCC - The Associated Students of Whatcom Community College, the representative student body organization.

Board of Trustees—**The governing body of the institution, the board of trustees is appointed by the governor and serves** the educational needs of the Community College District.

Club Advisors - Persons employed by the College who have club account Responsibilities.

Co-chair - a person who is in charge of a meeting or organization jointly with another or others.

Committee - a group of people appointed for a specific function, typically consisting of larger group members.

College Facilities—Any or all real and personal property owned or operated by the College, including all buildings and appurtenances affixed to or attached to it.

Full Term - A term begins with leadership training in August and continues from the fall quarter to the end of the spring quarter in one academic year (August-June).

Initiative - The right and procedure by which citizens can propose a law by petition and ensure its submission to the electorate.

Officer – An Executive Board Member.

Office Hours - Time spent in the office doing work and remaining available to the students.

Position Statement – A declaration of a certain stance on a topic.

RCW – “The Revised Code of Washington (RCW) is the compilation of all permanent laws now in force.” (<http://apps.leg.wa.gov/rcw/>)

Referendum - The submission of a proposed public measure or actual statute to a direct popular vote.

Service & Activities (S&A) Fees - Monies paid by students, with tuition, that are set aside for services and activities to benefit the student body.

Tenure - The status of holding one's position during the academic year.

WAC - Washington Administrative Code (WAC) the administrative code that is required for conduct.

Whatcom

COMMUNITY COLLEGE

Reports to the Board of Trustees May 8, 2024 Meeting

➤ ASWCC – Alaina Hirsch, President

- **Civic Engagement:** (Goal 3.1 Strengthen cross-divisional efforts to increase students' sense of belonging, engagement, and development; Goal 3.2 Expand campus engagement toward creating an inclusive, diverse, equitable, and accessible culture; Goal 3.3 Promote deeper understanding and engagement related to inclusion, diversity, equity, and accessibility (IDEA) to build broad capacity to lead and support institutional change; Goal 3.4 Eliminate achievement gaps among students; Goal 4.4 Engage students inside and outside of the classroom)
 - The following funding requests were approved by Senate:
 - a. Water Bottle Refill Station in Kelly Hall – S.O.S. Club
 - b. Moonlight Movie Showing – Intercultural Center
 - c. End of the Year Student Recognition – Intercultural Center
 - d. Orca Day – Office of Student Life and Development
 - Senate ended the fiscal year with \$989.00.
 - On April 11th, the ASWCC partnered with the League of Women Voters and WCC faculty to host Pizza, Primaries, and Politics, a co-curricular activity aimed at educating and engaging students with their local branches of government. With over 100 attendees, students had the opportunity to connect with their community while participating in the following activities:
 - a. Student Panels
 - b. Presentations
 - c. Voter Registration
 - Students are hosting “Coffee with a Student Leader” on Tuesdays and Thursdays in the Learning Commons, where students from the broader campus community can connect with members of the student government and learn about projects and initiatives that student leaders are working on. Students often weigh in on legislative concerns, funding requests, and S&A Budget priorities.
- **ASWCC Clubs:** (Goal 3.1 Strengthen cross-divisional efforts to increase students' sense of belonging, engagement, and development; Goal 3.2 Expand campus engagement toward creating an inclusive, diverse, equitable, and accessible culture; Goal 3.3 Promote deeper understanding and engagement related to inclusion, diversity, equity, and accessibility (IDEA) to build broad capacity to lead and support institutional change; Goal 3.4 Eliminate achievement gaps among students; Goal 4.4 Engage students inside and outside of the classroom)
 - Fully Active and Chartered Clubs for Spring Quarter:
 - a. Campus Christian Fellowship
 - b. Volleyball
 - c. Japanese
 - d. Sustainability Oriented Students

- e. Robotics Club
- f. Native and Indigenous Student Association
- g. Philosophy
- h. WiCys (Women in CyberSecurity)
- i. Astronomy
- j. Rocketry and Propulsion Club
- k. SOCS (Students of Color in STEM)
- The ASWCC Clubs and Unions organized "A Magical Dinner and Showcase" on April 16th, drawing over 100 attendees. The event featured presentations from nine distinct clubs, a dinner, and a performance by mentalist Nate Jester.
- **ASWCC Executive Board Advocacy and Engagement Activities:** *(Goal 3.1 Strengthen cross-divisional efforts to increase students' sense of belonging, engagement, and development; Goal 3.2 Expand campus engagement toward creating an inclusive, diverse, equitable, and accessible culture; Goal 3.3 Promote deeper understanding and engagement related to inclusion, diversity, equity, and accessibility (IDEA) to build broad capacity to lead and support institutional change; Goal 3.4 Eliminate achievement gaps among students; Goal 4.4 Engage students inside and outside of the classroom)*
 - Two S&A Budget Committee meetings were held. The committee held budget deliberations and heard presentations from the following budget requestors:
 - a. V.P. Student Services Office
 - b. Director of Athletics and Recreation
 - The Social Justice Committee continues to plan the Students Leading Change Conference.

➤ **WCCFT—Tresha Dutton and Barry Maxwell, co-presidents**

The WCCFT Executive Committee and the President's cabinet had another productive ULP meeting. During this meeting perceptions were shared, and strategies developed for moving forward with collaborative conversations in the future. While a facilitator was present, all parties were able to engage in the discussion without the need for facilitator guidance. In a debriefing at the end, the facilitator acknowledged the productive nature of the conversation and identified ways to take this forward next year and beyond.

Bargaining update—The faculty and administrative teams added additional meeting times with the goal of having a first draft ready in time for the May Board of Trustees meeting. The teams have tentative agreements on a number of topics and are getting closer to agreement on several important remaining topics.

Co-Presidents Tresha & Barry have spring 2024 meetings set up with President Kathi, VPAS Nate and interim VPSS Kerri Tresha and Barry have monthly meetings with VPI Steven and the deans which continue to be very productive!

Below is the 2024-25 Executive Committee voted in by the membership:
 Co-Presidents: Tresha Dutton and Barry Maxwell
 Vice President for Full-time Faculty Affairs: Crystal Holzheimer
 Vice President for Adjunct Faculty Affairs: Cynthia Kuhn
 Treasurer: Seth Greendale

Secretary: abby koehler
Membership Chair: Darcie Donegan

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

The services provided through the Administrative Services division directly and indirectly support the four goal areas of the strategic plan.

- The budget process for 2023-24 continues. The Budget Review Committee has reviewed a draft operating budget overview, which included budget requests submitted for FY25. Cabinet has been reviewing and working with budget managers to refine requests and evaluate the impacts of the changes in contracts and class schedules. The Budget Review Committee recommended using the guiding principles for cost reductions to aid Cabinet and Budget Managers in balancing the budget.
- Bellingham Public Schools conducted a neighborhood meeting on April 15 to publicly share plans to build the new Community Transitions building on WCC's campus on Calluna Ct. The interactive meeting was held in the Syre Auditorium and was well attended. Participants were able to provide input regarding the schematic plans and building site.
- Conference and Event Services confirmed agreements for the WA State Senate Meeting, World Wide Dream Builders, and Bellingham United FC (men's & women's soccer matches). The department will also support the following internal events: All College Job & Internship Fair, Commencement Student Speaker & Singer Auditions, ASWCC Student Wingles, NW Bio Conference (co-sponsored), Presidents Circle, Students Leading Change Conference, APIDA Celebration, Student Leadership Celebration, Senior Sign Up Day, WCC Athletics Banquet, Mental Health and First Aid Resource Fair, Running Start Graduate Celebration and New Student Orientation.
- In 2023, WCC developed a team of certified employees to conduct Red Cross First Aid/AED/CPR training. This team is referred to as the WCC Orca Ready Safety Team. Over the last few months, the team has provided hands-on public education opportunities by conducting "sidewalk CPR" during employee and student events. Additionally, the team has conducted four First Aid/AED/CPR classes for staff, with two specific to the facilities team conducted in the month of April. The Orca Ready Safety Team will continue offering employee and student training and educational opportunities. The Orca Ready Safety team members include Raquel (Rocky) Vernola, Tamara Addis, Cynthia Hoskins, and Joshua Mishra-Davis.

➤ **Student Services—Kerri Holferty, Interim Vice President**

- **Academic Advising & Career Services:** *(Goal 3.4 Eliminate achievement gaps among students; Goal 4.1 Expand access and invest resources for student recruitment, retention, and completion; Goal 4.2 Design and implement contact-to-completion experience touchpoints that meet the expectations and needs for students in each targeted recruitment area; Goal 4.3 Create a seamless experience for students*

throughout their academic journey specifically utilizing the Guided Pathways framework; Goal 4.4 Engage students inside and outside of the classroom)

- Hosted an advising retreat for all Student Services staff that advise or coach students in preparation for summer/fall registration.
 - Workforce Funding submitted Worker Retraining and Supporting Students Experiencing Homelessness Program grant applications, along with state reporting for the BFET and WorkFirst programs.
 - Three advisors attended UW's Community College Advising Conference, getting critical updates on in-demand majors and UW changes.
- **Access and Disability Services:** *(Goal 1.1 Strengthen collaborations with local K-12 educators so that Whatcom is known as the preferred choice with students; Goal 3.2 Expand campus engagement toward creating an inclusive, diverse, equitable, and accessible culture; Goal 3.3 Promote deeper understanding and engagement related to inclusion, diversity, equity, and accessibility (IDEA) to build broad capacity to lead and support institutional change; Goal 3.4 Eliminate achievement gaps among students)*
 - Increased number of students registered with ADS by 14% Spring 2024 (262 students) compared with Spring 2023 (230 students in April 2023).
 - Interim Vice President of Student Services, Kerri Holferty, represented WCC ADS office when presenting a workshop on the transition from high school to college at WAPED (Washington Association on Postsecondary Education and Disability) annual conference.
- **Athletics & Recreation:** *(Goal 3.2 Expand campus engagement toward creating an inclusive, diverse, equitable, and accessible culture; Goal 4.4 Engage students inside and outside of the classroom)*
 - SRC April facility usage was up overall compared to last year. April 2023: 2989 people accessed; April 2024 (through April 26th, 2024): 3051 people accessed.
 - Group Fitness Classes for Spring 2024 (started April 9th):
 - Zumba averaging 17 participants per class
 - High Intensity Interval Training (HIIT) averaging 10 participants per class
 - Yoga for Wellness averaging 16 participants per class
 - Women's Soccer signed 10 new recruits.
 - Volleyball signed 5 new recruits so far.
 - Men's Basketball signed 4 new recruits so far.
 - Women's Basketball signed 1 new recruit so far.
 - Men's Soccer signed 6 new recruits so far.
- **Community Standards:** *(Goal 1.3 Build collaborative culture that sets, underscores, and achieves shared mutual goals; Goal 3.1 Strengthen cross-divisional efforts to increase students' sense of belonging, engagement, and development; Goal 3.2 Expand campus engagement toward creating an inclusive, diverse, equitable, and accessible culture;*

Goal 3.3 Promote deeper understanding and engagement related to inclusion, diversity, equity, and accessibility (IDEA) to build broad capacity to lead and support institutional change; Goal 3.4 Eliminate achievement gaps among students; Goal 4.4 Engage students inside and outside of the classroom)

- Updated Student Rights & Responsibilities Policy and moved forward to be WAC'd.
- Collaborated with ESOL instructor, John Toof, to provide Academic Dishonesty presentation/resources to residents in Cedar Hall.
- **Financial Aid:** *(Goal 4.1 Expand access and invest resources for student recruitment, retention, and completion)*
 - Laurie Comley has retired as of May 3rd after many years of outstanding service to the college.
- **Intercultural Services:** *(Goal 3.1 Strengthen cross-divisional efforts to increase students' sense of belonging, engagement, and development. Goal 3.3 Promote deeper understanding and engagement related to IDEA to build broad capacity to lead and support institutional change)*
 - Hosted a Talkin' Stories event on Students of Color in Higher Education. Discussion included student stories, examined the data and scholarly literature on the experiences of students of color in higher education, and shared currently existing supports that are available at WCC.
 - Supporting and hosting a new student affinity group: Students of Color in STEM (SOCS) club. Goal is providing a critical space for students of color to share experiences and exchange ideas for increasing representation and better integration in the classroom, our campus, and STEM fields more broadly. It will also serve as a time to build community and allow students to access STEM faculty in a more informal, relaxed setting.
 - Hosted a Talkin' Stories event in recognition of Transgender Day of Visibility. Event focused on hearing the stories of our Transgender community to improve our understanding of some of the ongoing challenges, as well as spending time considering what more can be done to better support them.
 - Hosted a Talkin' Stories event to commemorate the Armenian Genocide and reflect on its profound impact on generations past and present. Through this event, we honored the memory of the victims, shed light on the ongoing struggle for recognition and justice, and explored the resilience of the Armenian people.
 - Partnered with Bellingham Public Schools, Children of the Setting Sun and Whatcom CARE to host the 2nd Annual Since Time Immemorial Community Night. This event highlighted the outcomes of the Since Time Immemorial curriculum and Senate Bill 5433, and showcases teaching and learning collaborations between teachers/professors and learners.

- Took twelve students to the Students of Color Conference at Green River College in Auburn, WA. Upon returning to campus, we hosted debrief sessions to explore how students can apply their learning from the conference to improve student experiences and outcomes at WCC.
- **K-12 Partnerships:** *(Goal 1.1 Strengthen collaborations with local K-12 educators so that Whatcom is known as the preferred choice for students; Goal 1.2 Expand and strengthen relationships with industry, education and community partners; Goal 1.3 Build collaborative culture that sets, underscores, and achieves shared mutual goals; Goal 1.4 Share college and student success stories with internal and external communities; Goal 3.4 Eliminate achievement gaps among students; Goal 4.1 Expand access and invest resources for student recruitment, retention, and completion; Goal 4.2 Design and implement contact-to-completion experience touchpoints that meet the expectations and needs for students in each targeted recruitment area)*
 - Running Start has partnered with Bellingham Public Schools' Student Equity and Inclusion Officer and English Speakers of Other Languages (ESOL) staff to offer ESOL assessment for high school English language learners. Those who are eligible for college level ESOL are also eligible for Running Start funding to improve their English skills and move toward a college education.
 - Running Start has partnered with a new homeschool program option called The Fairhaven Program. The program's intent is to bridge the gap between middle school homeschool programs and Running Start.
- **Orca Central Operations:** *(Goal 1.3 Build a collaborative culture that sets, underscores, and achieves shared mutual goals; Goal 4.1 Expand access and invest resources for student recruitment, retention, and completion; Goal 4.3 Create a seamless experience for students throughout their academic journey specifically utilizing Guided Pathways framework)*
 - Served approximately 700 students in person this month for Advising, Transitional Learning, Financial Aid, Registration, Running Start, and other various questions.
 - Disbursed \$184 in Orca Student Success Emergency Funding for support with textbooks.
- **Outreach and Admissions:** *(Goal 1.3 Promote student access through quality services and resources; Goal 4.2 Increase college enrollment and secure resources for the continued viability of the College)*
 - Led open houses at the public libraries in Ferndale and Lynden to share info about WCC with adult learners.
 - Nubia Robles, Director for Outreach & Admissions, attended the Washington State Indian Education Association Conference to strengthen partnerships aimed at supporting indigenous students' pathways to WCC.
 - Nubia Robles, Director for Outreach & Admissions, attended the Admissions Registration Council meeting to help inform the State Board's efforts to address fake and fraudulent applications.

- Promoted WCC at 7 high school college fairs and 2 community outreach events.
- Hired a bilingual Program Coordinator.
- **Records and Registration:** *(Goal 1.3 Promote student access through quality services and resources; Goal 3.4 Revise policies, practices, services, and curricula from an equity-based lens)*
 - FTE: 2543 for Spring 2024 vs 2387 for Spring 2023, an increase of 7%.
 - Headcount: 3546 for Spring 2024 vs 3397 for Spring 2023, an increase of 7%.
 - Awarded 185 degrees and certificates to 168 students for Winter 2024.
 - 150 students have submitted RSVPs for commencement.
- **Residence Life:** *(Goal 3.2 Expand campus engagement toward creating an inclusive, diverse, equitable, and accessible culture; Goal 4.1 Expand access and invest resources for student recruitment, retention, and completion; Goal 4.4 Engage students inside and outside of the classroom)*
 - Currently housing 139 residents. 32% of our residents are international students and 14% are our athletes.
 - Resident Advisors held a tabling event to create an educational experience for residents to engage, explore and have conversation around consent and sexual health.

Student Life & Development: *(Goal 1.3 Promote student access through quality services and resources; Goal 2.1 Increase collaboration and communication to serve collective needs across the College)*

- Unique students visiting food pantry (unduplicated headcount): Spring 2024: 176
- Total food pantry visits (duplicated headcount): Spring 2024: 305 (as of 4/24/2024)
- Increased attendance at Weekly mingle (Wingle) events, averaging around 30 participants up from 15-20 during winter quarter.
- **Student Success Technology:** *(Goal 4 Deliver educational experiences that foster improved student success)*
 - Running Start, International Programs, and Academic Advising collaborated with technology experts to streamline and address software concerns to support advising work.
- **TRIO Student Support Services:** *(Goal 3.4 Eliminate achievement gaps among students; Goal 4.1 Expand access and invest resources for student recruitment, retention, and completion; Goal 4.2 Design and implement contact-to-completion experience touchpoints that meet the expectations and needs for students in each targeted recruitment area; Goal 4.3 Create a seamless experience for students throughout their*

academic journey specifically utilizing the Guided Pathways framework; Goal 4.4 Engage students inside and outside of the classroom)

- Served 155 students in our 2023-24 cohort so far and have met grant objective of serving 140 students by August 31, 2024.
- Running TRIO 101, a 9-week workshop series to help students understand their learning styles and create systems for academic success.
- **TRIO Upward Bound:** *(Goal 3.4 Eliminate achievement gaps among students; Goal 4.1 Expand access and invest resources for student recruitment, retention, and completion; Goal 4.2 Design and implement contact-to-completion experience touchpoints that meet the expectations and needs for students in each targeted recruitment area; Goal 4.3 Create a seamless experience for students throughout their academic journey specifically utilizing the Guided Pathways framework; Goal 4.4 Engage students inside and outside of the classroom)*
 - Serving 53 students in this 2023-24 with the grant objective to serve 60 students by August 31, 2024.
 - Successful April trip with 16 Upward Bound students to Vancouver, Canada to visit the University of British Columbia. Connected Indigenous students in our program with an institution that supports Indigenous student success.

➔ **Instruction— Steven Thomas, Vice President**

- **Library** *(3.2 Expand campus engagement toward creating an inclusive, diverse, equitable, and accessible culture. 4.1 Expand access and invest resources for student recruitment, retention, and completion.)*
 - Faculty member Kim Reeves has curated an excellent neurodiversity collection that is housed in the library. The collection is in its infancy (will grow over time) and consists of titles written by “autistic and ADHD individuals and their lived experiences providing a clear and necessary voice of what it is like to navigate the Neurotypical world.” The [collection](#) can be viewed in the Library catalog.
 - Borrowing (and lending) through Interlibrary Loans (ILL) is up significantly. These loans can be accessed while logged into OneSearch or by contacting the library for assistance.
- **Phi Theta Kappa:** *(1.4 Share college and student success stories with internal and external communities.)*
 - WCC student, Jessica Pounder, has been named a Phi Theta Kappa Reynolds Scholar for their essay, “Photography’s Influence on Reality.” The piece was selected by a national panel of judges out of over 1,400 Nota Bene entries this year. Jessica's work will be published this summer in the 29th edition of Nota Bene, Phi Theta Kappa’s honors anthology, and the student will receive a \$500 scholarship. The Donald W. Reynolds Foundation endows this award and honors the memory of the late Donald W. Reynolds, founder of the Donrey Media Group.

- **English Department** *(1.2 Expand and strengthen relationships with industry, education, and community partners; 2.1 Enhance and expand innovative teaching and learning practices that result in high-return, high-quality education for all students. 3.2 Expand campus engagement toward creating an inclusive, diverse, equitable, and accessible culture. 4.4 Engage students inside and outside of the classroom.)*

 - English faculty member, Andrea Romero, was awarded a grant from the College Spark Foundation to develop and grow a Latine Studies interdisciplinary program. College Spark supports the postsecondary dreams of students and their communities through grantmaking focused on dismantling racism in the education system.
 - English instructor and FILM Discipline Lead, Susan Lonac, was awarded an NIEA grant for internationalizing the curriculum of her Women in Film course (Film 264).
 - On April 3-6 two Whatcom Community College students, Abigail Rogers and Jay Lowery, working with former writing center director, Professor Emeritus Sherri Winans, and English faculty member, Amanda Gordon, had their scholarship accepted for presentation at the 2024 Conference on College Composition and Communication. This is an annual national conference for composition and rhetoric scholars and practitioners. Rogers and Lowery, who've been WCC Writing Center tutors, and faculty member Gordon titled their presentation "The Abundance of Antiracist Assessment in the Writing Center: The Perspectives of Transgender Undergraduate Tutors in Creating a Brave Space."

- **International Programs** *(3.2 Expand campus engagement toward creating an inclusive, diverse, equitable, and accessible culture; 4.1 Expand access and invest resources for student recruitment, retention, and completion.)*

 - A visiting delegation of mayors and education superintendents from Okinawa (Japan) visited Whatcom Community College from APR 19 – 23. The intention of the visit was to familiarize the officials with WCC and our surrounding community in an effort to secure government funding to send students to Washington for short-term English programs. The visit included meetings at WCC and Western Washington University, as well as a meeting with Ferndale Mayor (and WCC Faculty) Greg Hanson. The Okinawa delegation reported that they were impressed with the WCC campus, ESOL classes, Cedar Hall, the beautiful environment, and the friendly people of Whatcom County.
 - Associate Director for International Programs, Ulli Schraml, will be paying a visit to Berlin (Germany) from APR 29 – MAY 10 to complete a site visit for Washington Consortium for Community College Study Abroad (WCCCSA). Ulli is the team lead for the study abroad program that is currently underway in Berlin for the Spring 2024 quarter. WCC Faculty member Ben Kohn is the instructor for the program, and the program is hosting students from community colleges around the state.

- **Cybersecurity Center Grant Activities** *(1.1 Strengthen collaborations with local K-12 educators so that Whatcom is known as the preferred choice for students; 1.2 Expand and strengthen relationships with industry, education, and community partners; 1.3 Build a collaborative culture that sets, underscores, and achieves shared mutual goals; 1.4 Share college and student success stories with internal and external communities; 1.5 Leverage external resources and partners to support student success and workforce-driven outcomes; 2.1 Enhance and expand innovative teaching and learning practices*

that result in a high-return, high-quality education for all students; 2.2 Increase applied learning opportunities for students; 2.3 Model leadership in environmental sustainability and its intersection with human, social, and economic impacts; 4.1 Expand access and invest resources for student recruitment, retention, and completion; 4.2 Design and implement contact-to-completion experience touchpoints that meet the expectations and needs for students in each targeted recruitment area; 4.3 Create a seamless experience for students throughout their academic journey specifically utilizing Guided Pathways framework; 4.4 Engage students inside and outside of the classroom.)

The National Cybersecurity Center Grant Activities map to ALL activities in WCC Mission & Strategic Plan Goals 1, 2 & 4. They also map directly to the [National Cybersecurity Strategy](#) and [National Cybersecurity Workforce and Education Strategy](#).

- **National Cybersecurity Training & Education Center (NCyTE)**
 - March 9 – April 6, 2024, NCyTE sponsored three four-week virtual workshops for community college instructors across the nation: The Cisco Certified Network Associate (CCNA) v7: Switching, Routing, and Wireless (SWRE); the Cisco Certified Network Professional (CCNP) Advanced Routing and Services (ENARS); and the Cyber Security Operations Associate. Instructors taking the course received a \$600 scholarship to cover the registration fees. Nineteen (19) instructors enrolled; four (4) of them were from a Washington state community college. NCyTE and Microsoft provided funding for the instructors outside of Washington state, and the CCoE provided funding for instructors from Washington state.
 - March 29-30, 2024 and April 5-6, 2024 NCyTE held the second workshop in the NCyTE Community College Cybersecurity Fellowship Program course series. This is a 16-hour “Microsoft 21st Century Skills: Classroom Management, Methods, and Pedagogy Workshop.” Thirty-nine (39) participants attended the workshop and are preparing to take the Microsoft Certified Educator (MCE) exam in the coming weeks. The next workshop, the 32-hour Cybersecurity Fundamentals Bootcamp, is scheduled to begin May 10, 2024. The NCyTE Community College Cybersecurity Fellowship Program aims to expand and diversify U.S. cybersecurity community college faculty by offering current or recently graduated bachelor’s or master’s degree students an introduction to the career path of teaching cybersecurity in a community college setting. The program comprises three workshops totaling 56 hours of training, including an orientation session, a Microsoft 21st Century Skills workshop, and a Cybersecurity Fundamentals Bootcamp, along with a teaching assistant role at a community college.
 - April 4-6, 2024, the Association of Computer Science Departments at Minority Institutions (ADMI) hosted a symposium in Atlanta Georgia devoted to computing issues relevant to minority students, education and institutions. The 2024 ADMI Symposium highlighted undergraduate and graduate research with particular interest on innovations in the computing field and engaged students in an NCyTE sponsored Cybersecurity Capture-the-Flag (CTF) Challenge Competition and two NCyTE facilitated workshops on AI and Cybersecurity; one for faculty and one for students. Seven

different schools with 6-8 students per team participated in the CTF Competition. The teams participated:

- Elizabeth City State University
 - Hampton University
 - Spelman College
 - Florida A&M University
 - Norfolk State University
 - Morehouse College
 - Winston Salem State University
- April 8, 2024, NCyTE attended the WCC and WA State led WA State stakeholder meeting about the National Institute of Standards and Technology (NIST), Regional Alliances & Multistakeholder Partnerships to Stimulate (RAMPS) Cybersecurity and Workforce Development initiative, Notice of Funding Opportunity (NOFO), to discuss potential collaborative projects for a joint application. The funding is up to \$200,000 for projects completed within a 2-year period.
 - April 11-13, 2024 the Women in Cybersecurity (WiCyS) 2024 Annual Conference was held at the Gaylord Opryland Resort in Nashville, Tennessee. As a Gold sponsor, NCyTE sponsored 23 student's attendance and NCyTE Sr. Director and staff engaged with over 100 industry, academia, and students. NCyTE was also able to collect resumes in consideration of its recently published Project Manager job recruitment for CCNC.
 - April 19, 2024, NCyTE's monthly member meeting raised awareness about the NIST, RAMPS Cybersecurity and Workforce Development initiative, NOFO. 35 people attended, representing 18 states, 15 community colleges, and 11 universities. Meeting materials and a recording are available on NCyTE's website.
 - April 24 – May 3, 2024 NCyTE is conducting two four-day virtual Faculty Development Academies for community college instructors across the nation: CISA: Certified Information Systems Auditor (18 attending) and CISSP: Certified Information Systems Security Professional (30 registered). Both training courses will review/expand participant's knowledge and help identify areas needed to study for each respective certification exam.
- **CAE Candidate National Center (CCNC)**
 - April, 2024 the CAE Candidates National Center (CCNC) met with the National CAE Program Office (NCAE) staff to discuss plans for our current NCAE grant. The Program Office is seeking funding projections for the next two years as part of their review for grant extension requests and future grant solicitations. The CCNC is also actively working on advancing the development of the NCAE tool and mentor tool. This development effort is primarily centered on automation and improving the management of mentor and peer reviews, aiming to reduce the number of users required to oversee the application and peer review processes.
 - April 16-20, 2024, the CCNC participated in the annual CAE Symposium in Louisville, KY. At the Symposium, Sr. Director, Michele Robinson presented an update on CCNC activity and promoted attendance of the CCNC hosted

breakout session on advancing program development strategies. During this session, Michele Robinson, CCNC Director Stephen Troupe, and Co-PI, Stephen Miller engaged with seasoned Mentors and Peer Reviewers who have contributed significantly to program development at their institutions. These interactions provided us with numerous insights and ideas on enhancing the CCNC program development strategy. The objective is to refine the program development process, which focuses on assisting institutions with further development of existing programs that are not yet fully developed or ready for the application assistance stage.

- Sr. Director, Michele Robinson also moderated a panel of the NCyTE US-UK visiting delegation about the information exchange and lessons learned from the international visit. The presentation and panel discussion was well received and has led to preliminary discussions about potential joint research collaborations with the CAE-R lead institutions.
- April 18, 2024, the CCNC also participated in the CAE-C designation ceremony during the annual PMO meeting. At this ceremony, the CCNC acknowledged 28 institutions that achieved the CAE in Cyber Defense, 2 institutions that earned the CAE in Cyber Operations, and 2 that received the CAE in Research. The CCNC's role is to congratulate the institutions that participated in our mentoring and pre-submission review programs. Institutions receive a signed card and CAE-C designation pins. This gesture has proven to be a great way to recognize institutions for their achievement while also providing information on how they can give back to the CAE Community.

- **WA State Cybersecurity Center of Excellence (CCoE)**

- April 24, 2024, NCyTE sponsored an Industry Night at WCC in support of WCC and WA State CoE. The WA State CoE developed the agenda, the invitee list and marketing materials and over 130 registered for the event.
- Several new faculty have signed on to create additional labs for the Cybersecurity Range Poulsbo. The labs are designed for community college instructors to use in the classroom. The labs are free and accessible across the state.

➤ **Marketing and Communications – Rafeeka Kloke, Executive Director for the Office of the President**

- **Communications, Marketing and Publications Programs & Campaigns:** 1.4 | Share college and student success stories with internal and external communities. 3.1 | Strengthen cross-divisional efforts to increase students' sense of belonging, engagement, and development. 3.2 | Expand campus engagement toward creating an inclusive, diverse, equitable, and accessible culture. 3.3 | Promote deeper understanding and engagement related to IDEA (Inclusion, Diversity, Equity, and Accessibility) to build broad capacity to lead and support institutional change. 4.1 | Expand access and invest resources for student recruitment, retention, and completion. 4.4 | Engage students inside and outside of the classroom.

Major Web Updates:

- [Notice of Non-Discrimination page](#) and translations in top 4 languages

Social media Analytics: Top three performing Social Media engagement posts from April 1-25, 2024

Paid:



Paid Digital Download FB Post

Facebook Reach: 59,751

Facebook Impressions: 101,818

Interactions: 68

Link Clicks: 604

Reactions: 31

Comments: 3

Shares: 26

Saves: 8

Caption: Registration is open!

Women in STEM
DIGITAL DOWNLOAD
MIDDLE & HIGH SCHOOL GIRLS
will learn about education and career pathways in: CIS/Cybersecurity, Engineering & Software Development
Saturday, April 27, 2024
8:30 a.m. - Noon, middle school girls
8:30 a.m. - Noon, high school girls
NO COST TO PARTICIPANTS!
For more information and registration go to whatcom.edu/digitaldownload

Organic:



Earth Week Event FB Post

Facebook Reach: 1,803

Facebook Interactions: 11

Facebook Reactions: 10

Facebook Comments: 1

Caption: There's no better way to celebrate Earth

Week than by going outside and digging around in the dirt!

Today, WCC students visited the campus garden and left with some veggie starts for their own gardens.

A big thank you to WCC alum and farmer Liz Cunningham from FireSign Organics for donating so many beautiful veggie starts to our community 🌱🌱🌱

Don't miss the last day of Earth Week events! Tomorrow, April 24th, there will be a Bicycle Maintenance Information Session from 10-11 a.m. in the Pavilion Foyer, as well as a tour of the Auxiliary Services Building from 1-2 p.m.



Orca Food Pantry and Rotary Club Instagram Post

Instagram Reach: 800

Instagram Impressions: 882

Instagram Likes: 66

Instagram Comments: 1

Caption: The Orca Food Pantry is now nicely stocked for Spring quarter, thanks to the dedicated efforts of our local Rotary Clubs!

Together, they gathered a significant contribution totaling \$4,577 along with 361.2 lbs. of food.

Their goal was to collect both food and cash donations for the Orca Food Pantry, aimed at addressing food insecurity among WCC students. Mike Bates, serving as the Assistant Governor for the Rotary District 5050 (Whatcom County), took the lead in

orchestrating this initiative. When asked about his efforts, he said, "This is an opportunity to celebrate our accomplishment of community engagement with the College while demonstrating Service above Self. We are all happy to have the opportunity to play a small part in addressing food insecurity."

Photo from left to right: Kathi Hiyane-Brown, WCC President and Rotary Club of Bellingham member; Mike Bates, Assistant Governor for Rotary District 5050 (Whatcom County); Mark Corkill, President Mt. Baker Rotary; Tim Krell, President Bellingham Bay Rotary; Jennifer Slattery, President Bellingham Sunrise Rotary and WCC Foundation Board Member; Douglas Cole, President Rotary Club of Bellingham

Campaigns/Events/Projects/Publications completed or in development - for a variety of events and programs (includes social media, campus screens, online marketing, print, streaming ads, tv spots, print):

- **April information sessions social media and campus screens:**

- Visual Communications
- Physical Therapist Assistant
- Massage Therapist
- Medical Assistant
- Substance Use Disorder Professional
- Social Work: Zoom & In Person
- Nursing Program

- **Program Promotions:**
 - Self Defense Workshop
 - Earth Week Events
 - Summer Running Start
 - Engineering in Context (flyer)

- **Development of Marketing assets and social media posts:**
 - Running Start
 - Orca Central (Early Alert Event)
 - Earth Week
 - International
 - Athletics
 - Commencement 2023
 - Securing the Next Generation of Technology Workers Event

- **Student Success Planner Handbook 2024-25-in progress**

- **Video or Photo shoots:**
 - Securing the Next Generation of Technology Workers Event – April 24
 - Earth Week Event – Garden Intro and Plant Giveaway – April 23
 - Earth Day Event – Plastic Wars Viewing – April 22
 - Orca Food Pantry and Rotary Club – April 2

Press Releases/Media Relations – Summary/Highlights of Media Coverage (4.1 Offer programs, services, and facilities that support college needs and market demands; 4.2 Increase college enrollment and secure resources for the continued viability of the College.) (2.5 *Cultivate community awareness and support for the College;* 2.6 *Engage with business and industry to strengthen regional economic development*)

[WCC Library Introduces Neurodiversity Collection](#) - April 19

[WCC Students Are Selected for All-Washington Academic Team](#) - April 19

[WCC Holds Earth Week Events on April 22-24 for Students, Faculty and Staff](#) – April 19

[Two WCC Students Receive the 2024 Student Civic Leadership Award](#) – April 25

[Securing the Next Generation of Technology Workers Event Recap](#) – April 25

➔ **Foundation**

• **Fundraising**

- **Fiscal year-to-date as of 4/25/24:** \$642,256 has been raised: \$449,951 has been received and \$192,305 pledged including:
 - \$530,756 has been raised toward the FY '23-'24 Scholarship Campaign*, including:
 - \$25,000 gift to establish the Norma R. Smith Annual Scholarship Endowment
 - \$10,000 gift to support the Simpson Scott Nursing Scholarship Endowment
 - \$10,000 gift for the Trustee Endowment
 - \$3,000 gift to establish the Maclsaac Family Athletic Annual Scholarship in support of a student-athlete on the Men's Soccer and Women's volleyball teams.
 - The Annual Spring Fundraising Appeal launched on March 27th with direct mail and email solicitation pieces being sent to 1800 lapsed and current donors.
 - To date \$40,219 in gifts has been raised.

**Includes Spring Appeal gifts designated for scholarships

○ **Programs**

- The Scholarship Program had **702 student applications** in progress and continued accepting applications through April 12. Of these, **459 students finalized applications**. There was a **6.5% increase in student applicants** and a **4.3% increase in completed applications**.
 - The review process for scholarship applications began on April 16th. The review will continue until May 7th.
 - This year we have a **72%** increase in scholarship reviewers totaling **57** volunteers including WCC Faculty/staff, Foundation Board and Emeritus, Local service clubs, and community members with other ties to WCC.
- The scholarship program specialist is partnering with the AIR team to have WCC students review the scholarship program marketing tactics and application. They've met with the four students once already on 4/16 and have two more sessions with them. Through these sessions, we hope to gain further insight on how to continue to improve the scholarship program for future applicants.