

**REVISED** Meeting Agenda

Wednesday, April 18, 2012, 2:00 p.m.

Laidlaw Center Boardroom, #143

237 W. Kellogg Road  
Bellingham, WA 98226

**MEMBERS:**

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

- I. Call to Order, Approval of Agenda, and Notice of Public Comment Time
- II. Strategic Conversations
  - Learning Opportunities: Professional Development at Whatcom Community College (*Goal 2 Strengthen the Culture of Learning: Promote professional development for faculty and staff*)--Cynthia Hoskins and Keri Parriera, Professional Development Committee; Ed Harri, Professional Advisory Committee
- III. Consent Agenda (Calendar)
  - a. Minutes of March 14, 2012 Board of Trustees Meeting (Attachment A)
  - b. Slate of Winter Quarter Graduates (Attachment B)
- IV. Board Action
  - **TAB A** – WCC Policy Revisions/Deletions (2<sup>nd</sup> reading, action)
  - **TAB B** – Alternative Financing Request (1<sup>st</sup> reading, possible action)
- V. Report from the President
- VI. Reports
  - ASWCC – Laura Hansen, President
  - WCCFT – Wayne Erickson/Kim Reeves, Co-Presidents
  - WFSE – John O’Neill, Representative
  - TACTC – Trustees
  - Administrative Services – Nate Langstraat, Interim Vice President
  - Educational Services – Trish Onion, Vice President
  - Instruction – Ron Leatherbarrow, Vice President
  - Advancement/Foundation – Anne Bowen, Executive Director
- VII. Discussion / Items of the Board
  - ACCT Leadership Congress in Boston, October 10-13  
*"Leveraging Student Success through Partnerships, Innovation and Evidence"*
  - Proposed Summer Board Retreat August 14-1-6
- VIII. Public Comment
- IX. Executive Session
  - (b) Real Estate
- X. Adjournment

*If you are a person with a disability and require an accommodation while attending the meeting, please contact the President's Office at 360.383.3330 (or TDD 647.3279) as soon as possible to allow sufficient time to make arrangements.*

**NEXT MONTH'S  
MEETING REMINDER**  
**Wednesday,  
May 9, 2012**

**\*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 March 14, 2012 meeting of the Board of Trustees (Attachment A)
- b. Slate of Winter Quarter Graduates (Attachment B)

### **SUGGESTED RESPONSE**

*The chair reads out the letters of the consent items. Then the chair states: “If there are no objections, this item will be adopted”. After pausing for any objections, the chair states, “As there are no objections, this item is adopted.”*



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**Laidlaw Center Board Room**  
**Wednesday, March 14, 2012**  
**12:00 p.m.**

**CALL TO ORDER** Chair Steve Adelstein officially called the work session to order at 12:05 p.m. Present were trustees Barbara Rofkar, Sue Cole, Chuck Robinson, and Tim Douglas, constituting a quorum. Others present were President Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Patricia Onion, Vice President for Educational Services; Nate Langstraat, Interim Vice President for Administrative Services; Becky Rawlings, Human Resources Director; Lisa Wochos, Assistant Attorney General; guest Ben Taves, Dean, Technical Education at South Seattle Community College; and Keri Parriera, Executive Assistant to the President.

**WORK SESSION** Lunch was served at 12 noon. Vice President Ron Leatherbarrow introduced Ben Taves, Dean of Technical Education at South Seattle Community College. Dean Taves is a member of the current cohort of the Washington Executive Leadership Acacamy (WELA).

At 12:30 p.m., the work session commenced with a review of College policies. The Board reviewed recommendations for revisions, deletions and updates to a series of College policies, which included the following policy documents: 2180, 1020, 1023, 1025, 1060, 1070, 1100, 1140, 1170, 1185, 1188, and 3071.

The Board selected Policies 1140 and 3071 to be brought forward as action items at today's Board meeting.

**BREAK** The work session concluded at 1:50 p.m. and a short 15-minute break was called.

**CALL TO ORDER** Chair Steve Adelstein officially called the Board of Trustees meeting to order at 2:06 p.m. Present were trustees Barbara Rofkar, Sue Cole, Chuck Robinson, and Tim Douglas, constituting a quorum. Others present were President Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Patricia Onion, Vice President for Educational Services; Nate Langstraat, Interim Vice President for Administrative Services; Anne Bowen, Executive Director for Advancement and Foundation; Lisa Wochos, Assistant Attorney General; Kimberly Reeves, WCCFT Co-President; John O'Neill, WSFE Representative; Stephanie Young for Laura Hansen, ASWCC President; guests Becky Rawlings, Human Resources Director, Mary Vermillion Interim Public Information Officer, Anne George and Ben Kohn, WCC faculty, and Ben Taves, Dean of Technical Education at South Seattle Community College; and Keri Parriera, Executive Assistant to the President.

Executive Director for Advancement, Anne Bowen asked the Board's permission to introduce Mary Vermillion, the College's Interim Public Information Officer and Coordinator of Marketing and Communications. A warm welcome was extended to Mary.

**EXECUTIVE SESSION** At 2:08 p.m., the Board recessed into a closed Executive Session for approximately 20 minutes to review the performance of a public employee as provided for by RCW 42.30.110 (1). Guests included AAG Lisa Wochos, President Kathi Hiyane-Brown, and Vice President Ron Leatherbarrow.

**OPEN SESSION** At 2:20 p.m., the Board of Trustees meeting was recalled to order.

**ACTION** ➔ **TAB A – Review of Tenure for Probationary Faculty**  
Trustee Barbara Rofkar moved to award tenure to faculty member Anne George. It was seconded by Trustee Sue Cole, **and the motion was approved unanimously.** Dr. George was awarded a certificate of tenure and received the congratulations of the Board and the audience members.

**Attachment A**

- **TAB B – Proposed Academic Calendar for 2014-15** (*2nd reading, possible action*)  
Trustee Sue Cole moved to approve the 2014-15 Academic Calendar for Whatcom Community College as proposed. It was seconded by Trustee Chuck Robinson and the motion was approved unanimously.

**TAB C – Proposed Policy Amendments** (*First reading from Work Session; possible action*)

- *Old Policy #1140 (404 new numbering system) Drug Free Workplace Policy*  
Trustee Barbara Rofkar moved to approve the revisions to Policy old #1140 (new number 404) as proposed. It was seconded by Trustee Chuck Robinson and the motion was approved unanimously.
- *Old Policy # 3071 (510 new number system) Grading System*  
Trustee Tim Douglas moved to approve the revisions to the revisions to Old Policy 3071 (new number 510) as proposed. It was seconded by Trustee Sue Cole and the motion was approved unanimously.

Chair Steve Adelstein requested that Keri Parriera prepare the remaining policies that were reviewed during the work session as action items for the next Board meeting.

**CONSENT  
AGENDA**

- Consent Agenda (Calendar)
  - a. Minutes of the February 9, 2012, Board of Trustees Meeting (Attachment A)

Chair Adelstein stated: "If there are no objections, this item will be adopted." As there were no objections, this item was adopted.

**PRESIDENT'S  
REPORT**

- President Hiyane-Brown shared the plaques that were awarded to Whatcom CC by the state and county offices of the Combined Fund Drive. Blanche Bybee and Cynthia Hoskins, co-chairs, were commended for their exceptional work on the 2011 campaign for this state-approved fundraising program.
- President Kathi reported that WCC's Year One Self-Evaluation Report for accreditation has been submitted. Printed copies are available for trustees upon request. The College anticipates receiving a response to this report from the evaluating team sometime in July.
- The February 21<sup>st</sup> article in the Bellingham Herald on Whatcom's Parent Education program received many letters of response. A packet of the printed letters was shared with the Board as well as a letter directed specifically to the Board from the Whatcom Early Learning Alliance. Keri was requested to email an electronic compilation of these letters to the Board. The funding waiver model that is currently in place was discussed.
- President Hiyane-Brown reported on the status of the Efficiency Study Task Force, of which she is a member. The State Board has hired the Hill Group to research and evaluate efficiencies of the governance model of our state system. The State Board will be making recommendations to the legislature in December of this year. The President will apprise the Board of the progress of this task force.
- President Hiyane-Brown reported that the community and technical college's system-wide equipment pool requests for high-demand programs under the current capital budget proposals have been submitted to the legislature.
- President Kathi thanked Trustee Douglas for attending and participating in the February 21, college-wide Professional Development Day. This was a successful day with the morning program focusing collaboratively with students, faculty, and staff on how they influence and effect student success.
- Members of the Achieving the Dream (ATD) core team participated in the 2012 Achieving the Dream Strategy Institute in Texas. In addition to the Professional Development Day activity, the various student focus groups held last month, and several best practices sessions, the ATD team will be formulating a report of their next steps soon.
- Linda Lambert, Library Director, was recognized for her outstanding work on the recent *Whatcom Reads* event featuring Elizabeth George's novel *In the Presence of the Enemy*. The 2013 featured

novel will be David Guterson's *Snow Falling on Cedars*.

- It was shared that Dr. Paul Frazey, chemistry faculty, will be traveling to Beijing, China to share his research with colleagues on a remote instrumentation technology project sponsored by Hewlett Packard.
- Whatcom's Mens' Basketball team won the North Region Championship, a part of the North West Athletic Association of Community Colleges (NWAACC). Additionally, Chris Scrimsher was voted Men's Coach of the Year, Northern Region (NWAACC) by his peers.
- President Kathi spoke about the retirement reception that was held for Linda Maier, and her move to Arizona to join the Maricopa Community Colleges System.
- Janice Walker has been named the interim Director of Workforce Education. She will be introduced to the Board at their next meeting.
- Dr. Christopher Roberts, music faculty, has been accepted as a Fulbright Scholar for 2012-13. He will be dividing his work between the South Australian Museum and the University of Adelaide, Australia pursuing scholarship and research on the indigenous music of that region.

## REPORTS

- ASWCC – Stephanie Young, ASWCC Chair for Administration for Laura Hansen, President  
Stephanie Young, ASWCC Chair for Administration, spoke on behalf Laura Hansen who was ill. She reported the following updates:
  - Twenty-five students will be attending the April 19-21, *22nd Annual Students of Color Conference* at the Yakima Convention Center. The Washington State Multicultural Student Services Directors Council hosts this event.
  - Over 1,000 Whatcom students responded to a survey administered to gather input on the strength of student support for an expansion of the Pavilion. Eighty percent of the respondents were in support of the expansion. Student Council member Kelsey Rowson is coordinator of this project.
  - As part of the College Civics program, Secretary of State Sam Reed and Whatcom County Auditor Debbie Adelstein will be guests of honor at a breakfast on April 19 (9:30-10:30 a.m., in the Syre Auditorium. Other events will be held that week to encourage voter registration and civic participation. The students have been making exemplary progress reaching out to students and increasing voter registration on campus.
  - The Budget and Finance Committees have finished working on the budgets for the clubs and are compiling the operating budget proposal for the general council review and vote.
- WCCFT – Wayne Erickson and/or Kimberly Reeves, Co-Presidents
  - Kimberly Reeves reported that the negotiation team is progressing through negotiations.
  - The faculty union has approved a group of faculty professional development workshops for the next year.
  - The union is starting preparations for the spring union leadership elections for the 2012-13 academic year.
- WFSE – John O'Neill, Representative
  - John had nothing to add beyond his written report.
- Administrative Services – Nate Langstraat, Interim Vice President
  - Nate shared that it may be a difficult task for the consultants on the Efficiency Study to amass data for WCC and BTC that is consistent for the process of assigning quantitative values for evaluation.
- Educational Services – Trish Onion, Vice President
  - Trish shared that Educational Services is working with IT to implement some technology

enhancements to improve services. These are being provided by Walla Walla Community College. One of these programs, Degree Boost, identifies previous students who were close to finishing degrees.

➤ Instruction Office – Ron Leatherbarrow, Vice President

- Ron shared that he is scheduled to teach a course offering on English Poetry in spring quarter.

➤ WCC Foundation – Anne Bowen, Executive Director for Advancement

- Anne had nothing additional to add beyond her written report.

**TACTC/ITEMS OF THE BOARD**

- Trustee Tim Douglas reported on the house and senate budgets which are being addressed in the legislative special session. He appreciated the trustees' contacts with their local legislators regarding the confirmation of Whatcom's trustee reappointments. To date, none of the three reappointments has been confirmed by the senate.

**PUBLIC COMMENT**

- Chair Adelstein called for public comment. Since there was none, the meeting continued.

**BREAK**

The meeting was recessed at 3:10 p.m. for a five-minute break.

**EXECUTIVE SESSION**

The meeting reconvened into Executive Session at 3:15 p.m. for approximately 30 minutes to review the performance of a public employee and to consider the selection of a site or the acquisition of real estate by lease or purchase as provided for by RCW 42.30.110 (1). Trustee Adelstein recused himself from the discussions on real estate. Guests included AAG Lisa Wochos, President Kathi Hiyane-Brown, in the first discussion topic, and Interim Vice President Nate Langstraat and Executive Director for Advancement, Anne Bowen joined the second discussion on real estate. No action was anticipated. The Executive Session was extended at 3:45 p.m. for an additional 40 minutes.

The Executive Session adjourned at 4:30 p.m. and the Board reconvened into open session at 4:30 p.m.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:30 p.m.

The next scheduled meeting of the Board of Trustees is Wednesday, April 18, 2012, on the campus of Whatcom Community College.

**Academic Calendar 2014-2015 - Final**

| September 2014 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| Su             | Mo | Tu | We | Th | Fr | Sa |
| 1              | 2  | 3  | 4  | 5  | 6  |    |
| 7              | 8  | 9  | 10 | 11 | 12 | 13 |
| 14             | 15 | 16 | 17 | 18 | 19 | 20 |
| 21             | 22 | 23 | 24 | 25 | 26 | 27 |
| 28             | 29 | 30 |    |    |    |    |

| October 2014 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
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| 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 26           | 27 | 28 | 29 | 30 | 31 |    |

| November 2014 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | Mo | Tu | We | Th | Fr | Sa |
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| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 |
| 30            |    |    |    |    |    |    |

| December 2014 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | Mo | Tu | We | Th | Fr | Sa |
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| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            | 29 | 30 | 31 |    |    |    |

| January 2015 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | Mo | Tu | We | Th | Fr | Sa |
|              |    |    |    |    |    | 1  |
| 2            | 3  | 4  | 5  | 6  | 7  | 8  |
| 9            | 10 | 11 | 12 | 13 | 14 | 15 |
| 16           | 17 | 18 | 19 | 20 | 21 | 22 |
| 23           | 24 | 25 | 26 | 27 | 28 | 29 |
| 30           | 31 |    |    |    |    |    |

| February 2015 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | Mo | Tu | We | Th | Fr | Sa |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |

| March 2015 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
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| 8          | 9  | 10 | 11 | 12 | 13 | 14 |
| 15         | 16 | 17 | 18 | 19 | 20 | 21 |
| 22         | 23 | 24 | 25 | 26 | 27 | 28 |
| 29         | 30 | 31 |    |    |    |    |

| April 2015 |    |    |    |    |    |    |
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| 12         | 13 | 14 | 15 | 16 | 17 | 18 |
| 19         | 20 | 21 | 22 | 23 | 24 | 25 |
| 26         | 27 | 28 | 29 | 30 |    |    |

| May 2015 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
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| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |
| 31       |    |    |    |    |    |    |

| June 2015 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | Mo | Tu | We | Th | Fr | Sa |
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| 7         | 8  | 9  | 10 | 11 | 12 | 13 |
| 14        | 15 | 16 | 17 | 18 | 19 | 20 |
| 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 28        | 29 | 30 |    |    |    |    |

| July 2015 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
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| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        | 31 |    |    |    |    |    |

| August 2015 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
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| 2           | 3  | 4  | 5  | 6  | 7  | 8  |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 |
| 30          | 31 |    |    |    |    |    |

**Fall Quarter 2014**

- 30-31 Aug Labor Day Weekend - Closed
- 1-Sep Labor Day Weekend - Closed
- 16-Sep Quarter Begins
- 10-Nov No Classes - College Open
- 11-Nov Veterans Day - Closed
- 26-Nov No Classes - College Open
- 27-30 Nov Thanksgiving Weekend - Closed
- 5-Dec Quarter Ends
- 25-Dec Christmas - Closed

**Winter Quarter 2015**

- 1-Jan New Years - Closed
- 7-Jan Quarter Begins
- 17-19 Jan Martin Luther King Jr. Weekend - Closed
- 14-16 Feb Presidents Day Weekend - Closed
- 17-Feb Professional Development Day - Closed
- 27-Mar Quarter Ends






**Spring Quarter 2015**

- 7-Apr Quarter Begins
- 23-25 May Memorial Day Weekend - Closed
- 19-Jun Quarter Ends

**Summer Quarter 2015**

- 1-Jul Quarter Begins
- 3-5 July July 4th - College Closed
- 21-Aug Quarter Ends

**162** Total Instructional Days  
**170** Total Faculty Contract Days

-  Quarter Begins
-  Quarter Ends
-  - College Closed
-  No Classes - College Open
-  Faculty Work Day - No Classes - College Open



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|                                  |                      |
|----------------------------------|----------------------|
| TITLE:                           | Drug-Free Workplace  |
| NUMBER:                          | 404 (old #1140)      |
| APPROVED BY BOARD OF TRUSTEES:   | 09/12/89             |
| AMENDED BY THE BOARD OF TRUSTEES | 03/14/2012; 10/11/05 |

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Whatcom Community College intends to provide and promote a drug-free, healthful, safe, and secure work environment. Thus, each employee is expected and required to report to work in an appropriate mental and physical condition to perform his/her assigned duties.

It is the policy of Whatcom Community College to expect employees to encourage and model behaviors designed to reduce or eliminate drug abuse in society. Whatcom Community College recognizes drug dependency to be an illness and a major health problem. The institution also distinguishes drug abuse as a potential health, safety and security problem. Employees needing assistance in dealing with such problems are encouraged to utilize the Washington State Employee Advisory Program and health insurance plans, as appropriate. Conscientious efforts to seek such help, in and of itself, will not jeopardize employment.

Being under the influence of, or participating in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in and on Whatcom Community College owned and controlled property will result in disciplinary action being taken in accordance with the Higher Education Personnel Board rules, bargaining unit agreements, tenure laws, or other policies of the institution. Violation will be reason for discipline, including possible termination of employment.

Employees must, as a condition of continued employment, abide by the terms of this policy, and report any conviction under a criminal drug statute for violations occurring in or on properties controlled or owned by Whatcom Community College or while conducting College business. A report of such conviction must be made within five (5) days after said conviction. The College must notify any federal contracting agency within ten (10) days of having received notice that an employee engaging in the performance of such federally sponsored grant or contract has any drug statute conviction or violation occurring in the workplace. The College will impose a sanction on, or require the satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program by, any employee who is so convicted.

Employees covered by the WFSE Collective Bargaining Agreement may be required to take post-accident drug and alcohol testing as delineated in Article 22 of the Agreement.



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|                                |                    |
|--------------------------------|--------------------|
| TITLE:                         | Grading System     |
| NUMBER:                        | 510 (old 3071)     |
| APPROVED BY BOARD OF TRUSTEES: | 3/14/2012; 6/14/05 |

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Grades are recorded on the student's permanent record at the end of each quarter. The following symbols are used to indicate achievement for classes in which the student is officially registered:

- A Superior Achievement
- A-
- B+
- B High Achievement
- B-
- C+
- C Average Achievement
- C-
- D+
- D Minimum Achievement
- F Failure

### **S/U - Satisfactory/Unsatisfactory**

Certain classes are designated S/U grading only. A student may change to or from S/U grading for any other classes through the initial registration process or by submitting an Add/Drop/Change form to the Registration Office no later than the end of the eighth week of the quarter.

### **I - Incomplete**

Indicates that a student was given permission to complete the requirements of a class at a later date. Incompletes are issued by the instructor when a student has, for good reason, been delayed in completing the required work but can successfully do so without additional instruction. A signed agreement between the instructor and the student, outlining the timeframe and work to be completed must be submitted to the Registration Office. Grades awarded for completed work replace "I" grades and are recorded in the initial quarter of enrollment. Credits are not granted until the "I" has been changed. **If a student does not complete the agreement in the allotted amount of time, the Registrar's Office will change "I" to the standing grade that was assigned by the instructor on the incomplete agreement.**

### **N - Audit**

Indicates that a student chose not to receive credit for a class. A student may change to or from Audit grading for any class through the initial registration process or by submitting an Add/Drop/Change form to the Registration Office no later than the eighth week of the quarter.

### **W - Official Withdrawal**

Indicates that a student officially withdrew from a class by completing a withdrawal transaction through the Registration Office or via the web no later than the eighth week of the quarter, or received approval for a hardship late withdrawal. Official withdrawals occurring after the 20th calendar day of the quarter are posted on the student's permanent record.

**V - Instructor Withdrawal**

Indicates that a student discontinued attendance in a class and did not complete Official Withdrawal procedures.

**P - Pass**

For predetermined S/U graded credit classes, "P" indicates a passing grade for the class but it does not satisfy the prerequisite for other classes. For specialized, non-credit, non-graded courses, "P" is an administrative symbol.

**Y – Work in Progress**

Indicates that a student has work in progress for a class that begins and/or ends outside the regular starting/ending dates of the quarter. Such courses include Learning Contracts, Co-op Contracts and continuous enrollment courses. Grades awarded for completed work replace "Y" grades and are recorded in the initial quarter of enrollment. If a student does not complete the requirements for the class by the end of the following quarter, the instructor may change the "Y" to the appropriate grade earned; otherwise the "Y" will be automatically changed to a "V" grade. Credits are not granted until the "Y" has been changed.

**Asterisk**

\* - No Grade Recorded or Invalid Grade or Late Finishing Class

**GRADE POINT AVERAGE**

Grade point values are assigned to the following grades:

| <u>Grade</u> | <u>Grade Point Value</u> |
|--------------|--------------------------|
| A            | 4.00                     |
| A-           | 3.70                     |
| B+           | 3.30                     |
| B            | 3.00                     |
| B-           | 2.70                     |
| C+           | 2.30                     |
| C            | 2.00                     |
| C-           | 1.70                     |
| D+           | 1.30                     |
| D            | 1.00                     |
| F            | 0                        |

Grades S, U, I, N, W, V, Y, P do not carry grade point values and are, therefore, not computed into the student's grade point average (credit is awarded for S and P grades only).

A student's grade point average is computed on a quarterly and cumulative basis. The quarterly GPA is computed by dividing the total number of quarterly grade points by the total number of quarterly A through F credits earned. The cumulative GPA is computed by dividing the total number of all grade points by the total number of all A through F credits earned.

# WHATCOM COMMUNITY COLLEGE

## WINTER GRADUATES

March 22, 2012

### *ASSOCIATE IN ARTS AND SCIENCES (HONORS PROGRAM)*

Meredith D. Hall (With Honors)

John E. Summerson (With Honors)

### *ASSOCIATE IN ARTS AND SCIENCES*

Kyla L. Alumbres

Lauren E. Anderson (With Honors)

Melina K. Anderton

Jeffery Blake Auckland

Suzanne N. Bair-Harlick

Jeffrey E. Balvanz

Sonia T. Baranek

Aimee C. Barnett

Cullen D. Beckhorn

Sara L. Bernardy (With Honors)

Tiffany L. Best

Taylor M. Biehle (With Honors)

Jerry B. Blackwell (With Honors)

David A. Blanton

Joseph D. Blasco

Zach M. Blok

Thomas M. Burrage

Jesse C. Caemmerer (With Honors)

Katie D. Calzaretta (With Honors)

Rebecca E. Campbell

Katherine R. Carey (With Honors)

Michael Carpenter

Alan D. Carroll

C'aira N. Cassavant

Leslie A. Chala

Chelsie N. Clark

Genelle L. Claus

Jennifer R. Crocker (With Honors)

Kirke D. Currier

Cody L. Davis (With Honors)

Napoleon Davis (With Honors)

Molly J. Day

Manharpreet H. Dhaliwal (With Honors)

Nell C. Dochez

Lyle O. Dollarhide (With Honors)

Tyler V. Douglass

Alastair R. Duncan (With Honors)

Alyssa J. Dundon-Harris

Paige C. Eldridge

Kendra A. Elmendorf

Elyse A. Engelhardt

Nicholas A. Fetrow

Nicholas A. Fix

Michael Mua Foy

Briana Gagnon (With Honors)

Troy L. Gansler

Ramon M. Garcia

Melissa R. Geneser

Philip K. Ghazel

Jadon M. Glanzer

Caitlin M. Gorter

Ekaterina Graham

Jason J. Greene (With Honors)

Dillon L. Griffith

Matthew Groen

Amy E. Grove

Brian Hang

Laura A. Hanna (With Honors)

Sarah L. Hansen (With Honors)

Bennett D. Hanson

Clifford J. Hare (With Honors)

Bethany Noel Hasper (With Honors)

Samantha M. Hershey

Zach M. Hershey

Austin J. Heutink (With Honors)

Nicholas B. Heutink

Shirleen Hewitt-Larson

Claire R. Howard (With Honors)

Taylor J. Hower

Konrad V. Hubbard

Hope K. Huynh

Brianne K. Iaconetti (With Honors)

Jenny Z. Ji

Meagan L. Kineko

Emily S. Kinghorn

Sarah A. Kircher (With Honors)

Daniel R. Klotzer

David C. Koehler

Eli J. Kramme

Vitaliy N. Kravchenko

Amy L. Kronenberg

Kyle W. Kuntz (With Honors)

Tyler Kuromiya-Parker

Maya I. Lanham

Marina A. Lazaro-Lavin

James W. Lee

Melissa A. Leith (With Honors)

James A. Leptich

Zachary L. Lewis (With Honors)

David L. Logghe

Arthur L. Maas  
Hannah S. Magnuson  
Tara J. Magrath  
Molly A. Malone  
James B. Massoni (With Honors)  
Ryan C. McCauley  
Max T. McNett  
Pamela J. Meyer (With Honors)  
Matthew D. Millson  
Gerardo Morado  
Christopher D. Moser  
Kathleen E. Murphy  
Margaret J. Noble  
Mark R. Oman  
Parth R. Panchal  
Sara Paponjak  
Maggee N. Park  
Gregory P. Phancenek  
Leah M. Pheifer  
Carlos E. Ponce-Torres (With Honors)  
Kelsey M. Potter  
Sarah J. Pratt  
Danny P. Ray  
Wade D. Rediger  
Melanie E. Richan  
Hayley A. E. Richards (With Honors)  
Alison N. Riecke  
Michelle A. Rinas  
Erin E. Robertson  
Sara A. Rojsza (With Honors)  
Brittany A. Roorda  
Patricia J. Roosma  
Jared M. Ross  
Kelsey Rowlson  
Hannah Saldana  
Isaac Shantz-Kreutzkamp

Genevieve L. Sherman (With Honors)  
David S. Shields  
Wiley D. Simonian  
Crystal A. Simpson (With Honors)  
Karissa M. Spafford  
Nickolas A. Spain  
Lee C. Stafford  
Nicole D. Stanton (With Honors)  
Edward V. Stpierre  
Stephanie S. Swartz (With Honors)  
Clayton C. Sweet  
Alexander E. Tabayoyon (With Honors)  
Kengo Takizawa (With Honors)  
Brian J. Taro  
Casey M. Thompson  
Thomas R. Thornton Jr.  
Brad S. Tidwell  
Alexander M. Tielman  
Leleitia M. Urquhart  
Benjamin D. VanderHoek  
Kirk H. VanVuren (With Honors)  
Yuliya V. Varavina (With Honors)  
Jessie C. Verhelst  
Sommer M. Vinish (With Honors)  
Heather K. Walker  
Jamie M. Warpenburg  
Blake R. Westhoff  
Katarzyna E. Whitley (With Honors)  
Jeff R. Wilkinson  
Sara J. Wray  
Kristi Wyandt  
Breah Yetter  
Jessica A. Yoo (With Honors)  
Tzyy Yi Young (With Honors)  
Kristi L. Zender

#### *ASSOCIATE IN SCIENCE TRANSFER*

Adina E. Porad

#### *ASSOCIATE IN LIBERAL STUDIES*

Brenda L. Anderson (With Honors)  
Sean T. Anderson  
Alison G. Angle (With Honors)  
Megan S. Barry (With Honors)  
Sukhdev S. Bilg  
Courtney A. Bratrude (With Honors)  
Michelle D. Cousins (With Honors)  
Cody L. Davis (With Honors)

Cathy L. Edmondson (With Honors)  
Nathaniel C. Freeland (With Honors)  
Chad M. Jorissen (With Honors)  
Liya A. Khizhnyak  
Nancy E. Landry  
Richard A. Norris  
Janet L. Palmer (With Honors)  
Lacey R. Ruby

#### *ASSOCIATE IN ARTS EDUCATION PARAPROFESSIONAL*

Patricia J. Roosma

**Attachment B**

*ASSOCIATE IN ARTS VISUAL COMMUNICATIONS*

Lauren M. Adcox  
Jenna L. Goodman  
Brenden C. Leib

Daniel M. Pellissier  
Jonathan M. Perera  
Tyler W. Warren

*ASSOCIATE IN SCIENCE ADMINISTRATION OF JUSTICE*

Deborah S. Langley (With Honors)

*ASSOCIATE IN SCIENCE BUSINESS ADMINISTRATION*

Kendra R. Bosscher (With Honors)  
Svetlana Bulanov (With Honors)

Steven B. Meador (With Honors)  
Virginia L. Naef

*ASSOCIATE IN SCIENCE COMPUTER INFORMATION SYSTEMS*

Rosalba Trejo-Cuevas

*ASSOCIATE IN SCIENCE MASSAGE PRACTITIONER*

Laura I. Basart

Jennifer M. Ingham

*ASSOCIATE IN SCIENCE MEDICAL ASSISTING*

Tessa M. Given  
Lauren R. Horn-Smith  
Karen E. Lundy (With Honors)

Pamela J. Meyer (With Honors)  
Rachel R. Souders (With Honors)

*ASSOCIATE IN SCIENCE PARALEGAL STUDIES*

Christina Cole (With Honors)  
Sheila McElroy (With Honors)

Jennifer R. Worthley

*ASSOCIATE IN SCIENCE PHYSICAL THERAPIST ASSISTANT*

Scott L. Hale (With Honors)  
Jonathan M. Hancock (With Honors)

Alissa M. Jones (With Honors)  
Gene P. Turner (With Honors)

*CERTIFICATE EARLY CHILDHOOD EDUCATION*

Prova-Ciree A. LaFuente-Martin

*CERTIFICATE EDUCATION PARAPROFESSIONAL*

Ashley R. Green

**Attachment B**

*CERTIFICATE HOSPITALITY AND TOURISM MANAGEMENT*

Tatianna M. Genovesi

Kathy Novak

*CERTIFICATE MEDICAL ASSISTING*

Mary R. Gillies  
Patti S. Walden

Lynn M. Whetnall  
Michelle L. Wisland

*CERTIFICATE MEDICAL BILLING AND CODING*

Carmen Lee

*CERTIFICATE MEDICAL FRONT OFFICE RECEPTION*

Deborah G. Price

*CERTIFICATE PARALEGAL STUDIES*

Maralise C. Fegan

*HIGH SCHOOL DIPLOMA*

Daniel M. Anderson  
Sonia T. Baranek  
Jesse C. Caemmerer  
Melissa R. Geneser  
Vaughn A. Larsen  
Alison N. Riecke  
Isaac Shantz-Kreutzkamp  
Tzyy Yi Young



# MEMORANDUM

Office of the President

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**TO:** Board of Trustees  
**FROM:** Kathi Hiyane-Brown, President  
**DATE:** March 27, 2012  
**RE:** Proposed Action Items for Board Consideration

At the March 14, 2012 Board of Trustees Work Session, the following Whatcom Community College Policies were presented to the Board for possible revision, deletion, or continued retention. It was the consensus of the Board that these policies be added to the agenda for the April Board of Trustees meeting for a first reading and possible action.

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

## BOARD ACTION

### ➔ TAB A – Review of Proposed Policy Changes

- a. **Policy 1020 Statement of Educational Values.** Propose deletion. May no longer be applicable as a policy due to the incorporation of these values in fluid documents including the College's Strategic Plan and Accreditation Reports.

*Move to delete this policy as proposed; or Move to retain this policy with following revisions \_\_\_\_\_; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number 110.*

- b. **Policy 1023 Affirmation of Inclusion.** Propose deletion. This text has been used to strengthen current Policy 4010, Affirmative Action/ Fair Employment Practices (See 4010 proposal).

*Move to delete this policy as proposed; or Move to retain this policy with following revisions \_\_\_\_\_; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number 401.*

- c. **Policy 4010 Affirmative Action/Fair Employment Practices.** Proposed revisions to comply with federal requirements, and affirmation of inclusion language has been added.

*Move to delete this policy as proposed; or Move to retain this policy with following revisions \_\_\_\_\_; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number 403.*



- d. **Policy 1025 Regional Planning Agreement between WCC & BTC.** Propose keeping as provided, but assigning a new number to correspond with the policy organizational structure; assign new number **125**.

*Move to delete this policy as proposed; or Move to retain this policy with following revisions \_\_\_\_\_; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number 125.*

- e. **Policy 1025 Regional Planning Agreement between WCC & BTC.** Propose keeping as provided, but assigning a new number to correspond with the policy organizational structure; assign new number **125**.

*Move to delete this policy as proposed; or Move to retain this policy with following revisions \_\_\_\_\_; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number 125.*

- f. **Policy 1060 Membership in Organizations.** Propose deletion due to relevancy of this as a policy.

*Move to delete this policy as proposed; or Move to retain this policy with following revisions \_\_\_\_\_; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number 406.*

- g. **Policy 1070 Commercial Activities Policy.** Propose complete revision to bring into current compliance.

*Move to delete this policy as proposed; or Move to retain this policy with following revisions \_\_\_\_\_; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number 222.*

- h. **Policy 1100 Safety.** Propose complete revision to bring into current compliance.

*Move to delete this policy as proposed; or Move to retain this policy with following revisions \_\_\_\_\_; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number 410.*

- i. **Policy 1170 Conflict of Interest.** Propose complete revision to bring into current compliance (referenced RCW's have been repealed).

*Move to delete this policy as proposed; or Move to retain this policy with following revisions \_\_\_\_\_; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number 408.*

- j. **Policy 1185 Ownership of Intellectual Property.** Propose deletion as this is a faculty contractual issue with faculty. Note: concern raised about other employment categories not covered by faculty negotiated agreement.

*Move to delete this policy as proposed; or Move to retain this policy with following revisions \_\_\_\_\_; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number 425.*

**k. Policy 1188 Equipment Use Policy.** Propose revision to bring into current compliance.

*Move to delete this policy as proposed; or Move to retain this policy with following revisions \_\_\_\_\_; or Move to retain this policy as it currently reads. If approved, new Policy organizational structure assigns new number 426.*

**j. Policy 2180 Use of College Facilities Policy.** Propose to defer action to a future meeting after additional revisions.

**TO:** Whatcom Community College Board of Trustees

**FROM:** Nate Langstraat, Interim Vice President for Administrative Services

**DATE:** Monday, April 16, 2012

**RE:** Request for Board Approval for Alternative Financing Requests

As the College and ASWCC discuss plans for capital projects related to a health professions facility and an expanded student recreation center respectively, financing options must be researched and considered.

Funding capital projects, in whole or in part, through COP financing is one of these options. However, in order to pursue COP financing, the Whatcom Community College Board of Trustees must approve the College's request for COP funding. COP requests must be submitted in April 2012 for consideration in the 2013-2015 biennial budget.

It is important to note that the Board's approval of the College's COP request submission in no way obligates the College or ASWCC to use these funds. Board approval allows the College and ASWCC to pursue the option of COP-financing while continuing overall development of these capital projects.

**SUGGESTED MOTION**

Move to approve the College's request to submit an Alternative Financing Request to the State Board for Community and Technical Colleges in order to pursue the option of COP financing for capital projects related to a Health Professions Building and an expanded Student Recreation Center for the biennial budget 2013-2015.

**CC:** Kathi Hiyane-Brown, College President  
Brian Keeley, Director of Physical Campus Development

**Reports to the Board of Trustees  
For April 18, 2012 Meeting**

➤ **ASWCC– Laura Hansen, President**

- The ASWCC is currently in the process of developing and finalizing the Service & Activities fee budget for the 2012-2013 school year.
- The ASWCC is also working on approving bids for a new sound system in the Pavilion.
- The Council is working with new data concerning the Student Recreation Center project, and is considering recommending a fee to help fund its construction.

➤ **WSFE – John O’Neill, Representative**

- As the legislative special session carries forward, state employees continue to feel the uncertainty of their future. Across the nation employment figures improve in all categories except government. The only thing that the classified staff at Whatcom knows for sure is that they will be taking a 3% pay cut July 1. We seem to be under attack from all sides. State legislators want to cut the state contribution to our Health care. They also are attacking our pensions with proposals to eliminate Pers 2 for new hires, skipping a payment to the pension fund and other “mean spirited” proposals. The Pers 2 proposal would have a long term detrimental effect on all state pensions.

Our Union, The Washington Federation of State Employees (WFSE), is fighting back with radio, TV and newspaper ads supporting our viewpoint. As individuals, we continue to lobby our legislators.

As I write this report, I am beginning to realize that I must sound like a broken record. My last couple of reports have reflected on the dire straits of the economy and the seeming unsympathetic state legislature. I would like the Board of Trustees to know that as I look around on a daily basis, I see my fellow workers performing their jobs with dedication to the college mission. Even in difficult times we continue to work hard to enable students to get an education and achieve their goals.

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

- **Finance** (*Objective 5.1: Create and manage growth through fiscal, capital, technological and human resource development*)
  - The budget development process was officially initiated on Friday, February 24, 2012. As a follow up, each budget authority on WCC’s campus received budget worksheets in mid-March, which will be submitted on Friday, April 6, 2012. Information gathered through this process will be used in budget planning for the 2012-2013 fiscal year. Budget reduction scenarios will likely fall in the 1.5% to 3% range based on current proposals. A portion of this reduction was already passed as part of the 2011-2013 biennial budget. The Budget Review Committee is scheduled to meet on Monday, April 9, 2012 and again on May 10, 2012.

- The College has approved the implementation of a third party vendor tuition payment plan, allowing students to take advantage of this option. The payment plan option is scheduled to be available to students starting in summer quarter.
- The hiring process for the Projects Coordinator position in the Business Office is complete and the new employee will start on April 9, 2012.
- **Physical Plant** (*Objective 5.1: Create and manage growth through fiscal, capital, technological and human resource development*)
  - **Auxiliary Services Building** –Strengtholt finished the building slabs and they are erecting the steel columns and beams. Final grading is complete on the on-site storm water treatment swales/rain gardens.
  - **Nursing Classroom Expansion** – Laidlaw 212 is being converted to nursing classroom space. Tables and chairs have been moved in and other nursing-specific items have been placed in the room to get it ready for the start of spring quarter.
- **Copy Services** (*Objective 5-1: Create and manage growth through fiscal, capital, technological and human resource development*)
  - New photo cards, beautifully designed by Mitch Tlustos, have been created to sell at the bookstore. Copy Services will also print graduation announcements for Whatcom Community College, Bellingham Technical College and Western Washington University.
  - New mail processing software has been implemented to process the National Change of Address, and other US Postal requirements qualifying Whatcom for the automated mailing discounts, saving over \$1,000 this year. The main shipping service provider was changed from UPS to FedEx for shipping, saving the College over \$1,000 in weekly pick up fees. FedEx rates are also significantly less expensive.
- **Bookstore (Objective 1.2: Increase access and support for students)**
  - Implementation of a book rental program is continuing and launched for spring quarter.
  - We have had ongoing discussion with MBS (point-of-sale system) about development of an online sales component through their InSite product. We eventually anticipate a website presence that would allow for the online display and sale of novelties, sportswear, and general supplies in addition to traditional course materials.
- **Technology** (*Objective 5.1: Create and manage growth through fiscal, capital, technological and human resource development*)
  - IT installed a security gateway appliance that will help protect the campus against Malware and viruses and offer more protection from SPAM. IT has also deployed about 60 more virtual desktop clients into labs around the campus.
- **Conference & Event Services** (*Objective 3.1.2 - Expand partnerships with community and business organizations and Objective 3.1.3 - Develop the College's and Foundation's community involvement and presence*)
  - Facility rentals during the 2011-2012 fiscal year now total just over \$97,000, including Orca Field. Some upcoming events include: Sustainable Connection Business Expo, Democrats of Whatcom County, and Academy of Lifelong Learning. Upcoming large internal events include the Service Fair, Transfer Fair, Earth Week events, and Teachers of Tomorrow presentation.

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

- **Achieving the Dream** (*Objective 1.3. Increase support for diverse and changing student populations*)
  - The AtD core and data teams have been analyzing quantitative data and feedback from focus groups to identify major achievement gaps. Six priority areas have emerged and core team

members are currently involving key faculty and staff to develop brief proposals of potential strategies to implement next year. The six major priority areas include: (1) improving pre-college math success; (2) initiating student success I (placement testing, required orientation, academic alert; (3) expanding student success II (first year experience, student success courses; (4) improving completion in gateway courses; (5) improving completion and progression in developmental English classes; and (6) engaging and transformational teaching and learning. Since the AtD implementation plan is due May 15, 2012, there is an urgency to identify three top priority strategies that can be realistically implemented for next year.

- **Enrollment** (*Objective 1.2. Increase access and support for students*)
  - As of the first day of the spring quarter, enrollment decreased 8.5% since last spring. However, the current enrollment of 3,617 FTE still reflects a 27% overall increase during the past three years.

Further examination of the current spring quarter enrollment decrease shows that Running Start student enrollment is down about 6%. It continues to be very difficult for high school counselors, RS staff, parents, and students to deal with the 1.2 FTE limits. Unfortunately, parents and students are now exposing to advisors what are typically private family conversations about difficult financial choices. In addition, the high schools are increasing their emphasis on Advanced Placement (AP) with students and their parents. For example, one of the local high schools encouraged their students to attend a RS information meeting as part of the decision-making process between RS and AP. This year, the high school is focused on promoting AP without any mention of RS. As a result, attendance at Running Start information sessions is down about 20%.

- **Entry & Advising** (*Objective 1.1 Increase student success in transfer and career preparation*)
  - During spring registration through the first day of the quarter, 2,323 students were served through “drop-in” advising compared to 2,418 students for the same time period for Spring 2011. This does not include advising appointments or veterans seeking special drop-in advising. All advisors continue to be very busy with online inquiries and students seeking assistance with schedule changes. The Career Center served 265 students during this same time period.
  - Whatcom faculty and staff will be part of the WCC team attending the shared WCC/BTC table at the Whatcom Business Show Case with other Whatcom County employers on April 12<sup>th</sup> promoting the Career Center and attracting employers for off-campus work study; as well as promoting the College in general.
- **Service Learning** (*Objective 1.4 Introduce new opportunities for student learning and engagement*)
  - The Whatcom Community College Fourth Semiannual Service Fair is taking place during National Volunteer Week on Tuesday, April 17 from 11am-2pm in the Syre Student Center. The overarching goals of the Service Fair are to accomplish the following: (1) connect campus and community to create and strengthen mutually beneficial partnerships; (2) provide students opportunities to sign up for service activities and learn about local organizations; (3) promote and increase the visibility of local organizations; and (4) enable faculty to interact with potential service-learning partners and/or strengthen existing partnerships. Service opportunities can range from one-time volunteering to service-learning to internships.

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

- **Accreditation and Assessment** (*5.4 Foster a culture of continuous improvement based on institutional effectiveness*)
  - We will convene a small group after the beginning of spring term to plan our approach to preparation of the next component of our Year 3 report. Membership will include the

Accreditation Liaison Officer, the Director of Assessment and Institutional Research, individuals who attended a workshop on Standard Three last month, and some administrative and faculty leaders who played prominent roles in preparing the report on Standard One. The group will propose a committee structure and membership and a structure for the third-year report. The report, due at the end of Winter term, 2014, will address standards one and two in the newly adopted NWCCU accreditation standards.

- **Faculty Rank and Promotion System** *(5.4 Foster a culture of continuous improvement based on institutional effectiveness)*
  - The Professional Advisory Committee (PAC) has reviewed applications submitted by 34 faculty for promotion (5 for the rank of Associate Professor, and 29 for the rank of Full Professor). The PAC has submitted its recommendations on the cases to the President who will formulate her decisions and notify the faculty by the end of Spring term. The faculty applications provide a very impressive record of teaching excellence, college service, and professional accomplishment collectively, and by individual faculty members.
- **Faculty Hiring** *(5.1 Create and manage growth through fiscal, capital, technological, and human resource development)*
  - As the budget situation seems less severe than anticipated, the College must look at providing resources in areas that have suffered the most neglect. Historically, WCC has relied much more heavily on adjunct faculty than other colleges like ours, and reliance on adjunct faculty has increased significantly in the past four years due to the budget crisis. The Office of Instruction will ask that expansion of the full-time faculty ranks be a major budget priority in the next few years. As part of the budget assimilation process for the 2012-13 budget, Instruction will request replacement of the positions vacated by retirements, and request the addition of positions in key areas. Division Chairs will compile a list of requests for full-time faculty positions and create a priority list for review by President's Cabinet, and we will attempt to hire new faculty positions for next year.
- **Instructional Administration** *(5.4 Foster a culture of continuous improvement based on institutional effectiveness)*
  - With Dean Linda Maier's departure, the Instructional Office has had the opportunity to review needs and develop administrative positions that can attend more fully to newer initiatives; e.g., student success, Achieving the Dream, assessment, and enrollment management. The current plan is to replace Linda Maier's position with a Director for Workforce Education who will work collaboratively with the division chairs and program coordinators to manage professional and technical programs. We have also developed a position for a Dean of Instruction, responsible for managing support systems, including data to support decisions and reporting in accreditation; assessment; student success and assessment; enrollment management; scheduling; and hiring, orientation, and evaluation of faculty. Following consultation with faculty leadership, we have appointed Janice Walker as Director for Workforce Education, and we have initiated the search for the Dean of Instruction position.

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

- **Foundation** *(3.1.3 – Develop the College's and Foundation's community involvement and presence; and 5.2.3 – Contribute to fiscal stability through entrepreneurial activities and efficiencies)*



- **2011-12 Gifts** –Draft QuickBooks reports as of 4/5/2012 show we received 15 gifts totaling \$7,754.98 for March 2012. Year to date we have received \$82,345.81 compared to \$57,421.44 received last year at this time.
- **President’s Circle Update** – Draft reports as of 4/4/2012 show 51 Current President’s Circle Members, 33 of which are new members in this fiscal year. To date, we have 62 members inducted into the Founder’s Club.
- **Scholarship Season underway** – The 2012-13 scholarship process is underway, with 131 applications submitted so far. As a reminder, 190 scholarship applications were submitted last year, and we anticipate many more submissions prior to the April 17<sup>th</sup> deadline this year.
- **AFP International Conference** – Foundation staff, Anne Bowen and Paula Berg attended the Association for Fundraising Professionals (AFP) International Conference in Vancouver, BC on April 1<sup>st</sup>-3<sup>rd</sup>. They brought back with them an immense amount of knowledge and tools related to fundraising strategies that they will begin to implement over the next few months.
- **Board of Directors Meeting** – The Foundation Board of Directors met on Tuesday, March 27<sup>th</sup> for their Regular Board Meeting. Next step plans for Foundation staffing, and development work were discussed as well as initial planning for the College’s 45<sup>th</sup> Anniversary. The next WCC Foundation Board meeting is scheduled for Tuesday, May 22<sup>nd</sup>.
- **Communications, Marketing and Publications**
  - **Web/Social Media Development**
    - The following web analytics of the College’s public website ([www.whatcom.ctc.edu](http://www.whatcom.ctc.edu)) indicate a web trend comparison between March 2011 and March 2012.

|                           | March 2011     | March 2012     | % Change | Top Content for Jan 2012:  |
|---------------------------|----------------|----------------|----------|--|
| <b>Total Visits:</b>      | <b>146,158</b> | <b>128,682</b> |          | 1) Current Students<br>2) Catalog<br>3) Financial Aid Portal<br>4) Calendars<br>5) E Learning & Support<br>6) Apply Now<br>7) Prof Tech Programs |
| <i>New Visitors</i>       | <i>52,020</i>  | <i>53,471</i>  |          |  |
| <i>Returning Visitors</i> | <i>94,138</i>  | <i>75,211</i>  |          |  |
| <b>Total Page views:</b>  | <b>350,552</b> | <b>320,950</b> |          |  |

- Facebook trends indicate continued growth on the College’s main Facebook page is up from last month’s nearly 1,568 to 1,623 “likes.”
- Whatcom’s YouTube Channel now has twenty-nine videos uploaded with more than 18,543 views (up from 17,319).
- **Publications** (completed or in development)  
A number of publications were completed or in development for a variety of events and programs:
  - Summer Discover Quarterly production
  - 2012-14 College Catalog production
  - WCC Foundation Connect magazine and annual report, 45th Anniversary edition research, copywriting and photography
  - Design of College’s 45th Anniversary emblem
  - WCC pictorial note cards for campus bookstore
  - Display ads promoting spring quarter enrollment in the Bellingham Herald, Northern Light (Blaine), Lynden Tribune, and Ferndale Record newspapers
  - “Success Starts with Education” display ad in the NW Business Monthly
  - Chuckanut Writers Conference online ads
  - Student Life web section development

- Graphics for new Facebook Timeline format
- **Press Releases/Media Relations – Summary/Highlights Of Media Coverage**  
(3.1.3 - Develop the College's and Foundation's community involvement and presence)
  - **WCC in the News**
    - Registration now open for Chuckanut Writers Conference, June 22-23, 3/2, BBJ
    - Enrollment open for career workshops for middle-school students, 3/8, Bellingham Herald
    - Interview with Janice Walker regarding Guys & Guys, 3/9, KGMI Radio, Morning News Extra
    - Whatcom Community College club hosting annual trivia fundraiser, 3/12, Bellingham KOMO
    - Whatcom CC cyberdefense team takes third place at regional contest, 3/29, Bellingham KOMO
    - Interview with Corrinne Sande regarding Cyber Defense Team's Top Three finish at regional competition, 3/29, KGMI Radio, Bellingham P.M.
    - WCC cyberdefense team takes third place at Pacific Rim competition, 3/31, BBJ
  - **Additional media outreach**
    - Initiatives underway for Whatcom's 45th Anniversary – The College will celebrate its 45th Anniversary in a year-long celebration that kicks off in late May with the publication of a special edition of our community report as well as student representation in the Ski to Sea Parade. Advancement and Foundation staff are seeking community sponsors to support special outreach events.
    - Additional athletic news coverage can be found at: [www.whatcom.ctc.edu/athletics](http://www.whatcom.ctc.edu/athletics). Press releases, public service announcements and an ongoing list of news articles can be found at [www.whatcom.ctc.edu/news](http://www.whatcom.ctc.edu/news).