

BOARD OF TRUSTEES

Meeting Agenda

Tuesday, July 11, 2017

Regular Board Meeting -2:00 pm

Laidlaw Center Boardroom, #143

237 W. Kellogg Road, Bellingham, WA 98226

MEMBERS:

- **Tim Douglas,**
Chair
- **John Pedlow,**
Vice Chair
- **Steve Adelstein**
- **Barbara Rofkar**

If you are a person with a disability and require an accommodation while attending the meeting, please contact the President's Office at 383-3330 (or TDD 647-3279) as soon as possible to allow sufficient time to make arrangements.

**NEXT MEETING
REMINDER
Board Retreat
August 17-18, 2017**

- I. Call to Order & Approval of Agenda, and Notice of Public Comment Time
- II. Consent Agenda Tab 1
 - a. Minutes of May 10, 2017 Board of Trustees Meeting (Attachment A)
- III. Action Item Tab 2
 - Proposed update to Policy 318 Institutional Review Board (IRB) and Protection of Human Subjects (first reading, possible action) – Ed Harri, VP for Instruction
 - Proposed WCC 2071-18 Operating Budget (first reading, possible action) – Nate Langstraat, VP for Administrative Services
- IV. Report from the President
- V. Reports Tab 3
 - WCCFT – Tran Phung, President
 - WFSE – Carolyn Jovag, Representative
 - Administrative Services –Vice President Nate Langstraat
 - Student Services –Vice President Luca Lewis
 - Instruction – Vice President Ed Harri
 - Advancement/Foundation – Sue Cole, Executive Director
- VI. Discussion / Items of the Board
 - August Retreat – August 17-18, 2017
- VII. Executive Session*
 - ... to receive and evaluate complaints or charges brought against a public officer or employee...;
 - ...as provided in RCW42.30.140 (4)(a) to discuss collective bargaining...
- VIII. Public Comment
- IX. 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 June 14, 2017 Board of Trustees Meeting (Attachment A)

SUGGESTED RESPONSE

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

Whatcom

COMMUNITY COLLEGE

MINUTES

BOARD OF TRUSTEES MEETING

Laidlaw Center Board Room

Wednesday, May 10, 2017

2:00 p.m.

- **CALL TO ORDER** Chair Barbara Rofkar officially called the Board of Trustees meeting to order at 2:00 p.m. Present in addition to the chair were trustees Steve Adelstein, John Pedlow, and Tim Douglas, constituting a quorum. Others present included President Hiyane-Brown; Ed Harri, Vice President for Instruction; Nate Langstraat, Vice President for Administrative Services; Luca Lewis, Vice President for Student Services; Sue Cole, Executive Director for Institutional Advancement; Melissa Nelson, Assistant Attorney General; and Rafeeka Kloke, Special Assistant to the President.

ACTION TO ACCEPT AGENDA

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

INTRODUCTION

- Chair Rofkar announced that the Governor reappointed Steve Adelstein to the WCC Board of Trustees.
- President Kathi introduced Ed Harri, the new Vice President for Instruction.
- Sue Cole, Executive Director for Institutional Advancement introduced Marisa Ellis, the new Director for Communication and Marketing.

STRATEGIC CONVERSATIONS

- **Proposed changes to Student Code of Conduct (first reading) – Luca Lewis, Vice President for Student Services**

Luca Lewis, VP for Student Services introduced Rebecca Bulter, Student Conduct Officer. A

first draft of the policy was presented to the board. A red lined version of the proposed revised policy will be presented to the board after receiving final edits from our Assistant Attorney General

A red line version of the proposed revised policy will be presented to the board after incorporating some final edits from AAG.

➔ **Proposed WCC 2017-18 Operating Budget – Nate Langstraat, Vice President for Administrative Services**

Nate Langstraat, Vice President for Administrative Services, shared a PowerPoint presentation which provided an overview of the proposed 2017-18 WCC Operating Budget and list of undetermined factors awaiting a final approved budget from the legislature.

Most significant “potential” budget impacts included:

- Cost of living adjustment (COLA)
- Healthcare rates and pension costs
- Targeted FTEs and programs
- Tuition freeze or increase

Next steps included:

- Refine budget work once the legislature approves a final budget
- Present a proposed 2017-18 balanced operating budget at the July board meeting
- Request approval of continuation of the 2016-17 operating budget

CONSENT AGENDA

➔ **Consent Agenda**

a. Minutes of the May 10, 2017 Board of Trustees Meeting (Attachment A)

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

ACTION ITEM

➤ **Proposed Board Resolution Authorizing Continuation of 2016-17 Operating Budget No. 17-02 (first reading, possible action) – Nate Langstraat, Vice President for Administrative Services**

Trustees Douglas moved to approve the Board Resolution Authorizing Continuation of 2016-17 Operating Budget. It was seconded by Trustee Adelstein and the motion **passed unanimously**.

➤ **Proposed 2017-18 ASWCC S&A Budget (first reading, possible action) – Jarett Martin, ASWCC President**

Trustees Pedlow moved to approve the 2017-18 ASWCC S&A Budget. It was seconded by Trustee Adelstein and the motion **passed unanimously**.

PRESIDENT'S REPORT

- President Kathi congratulated Ed Harri on his new role as the Vice President for Instruction. Ed began at Whatcom as a math adjunct faculty department member in 1999 and had served as Department Chair, Division Chair, and Dean. As the Interim Vice President for Instruction since April 2017, Ed has demonstrated his ability to lead curriculum development, inspire instructional innovation, oversee and manage budgets, and champion faculty and staff professional development. Most recently, he has led the College's strategic planning process to help us build on a history of academic excellence and collaboration. Currently chair of the Articulation and Transfer Council for the community and technical college system, Ed is viewed as an emerging leader for our system-wide initiatives.
- The College will be conducting a national search to fill the Dean for Instruction position. Ed Harri will be working with faculty and HR to review the position description and develop a recruitment timeline.
- President Kathi will be participating on a panel at a national Cybersecurity event in Huntsville, Alabama. Attendees included government officials, military, university representatives, and all of them knew of Corrinne Sande's work and leadership in the cybersecurity field.
- Chuck Robinson will continue his bike ride to raise funds for non-profit organizations including WCC Foundation.
- New Hires at the State board included: Christy Campbell was hired to head up ctclink and Jan

Yoshiwara was hired as the new executive director.

- ➔ President Kathi thanked board members for attending college events including Honors & Awards Ceremony, Running Start Graduation Ceremony, and Annual Retiree Celebration.
- ➔ President Kathi thanked Jarett Martin and the ASWCC student leaders for their leadership and hard work during the 2016-17 academic year.
- ➔ President Kathi thanked Barbara Rofkar for serving as chair of the board in 2016-17 academic year.

REPORTS

➔ **ASWCC** - Jarett Martin, President

- Washington Community & Technical College Student Association is finalizing its legislative agenda this summer.

➔ **WCCFT** – Tran Phung, President

- Tran Phung read a statement on behalf of faculty, expressing concerns with the process of hiring and/or appointing of administrative personnel. Full statement attached.
- Becky Rawlings shared that this has been forwarded to Contract Administration Committee for review and discussion.

➔ **Student Services** – Luca Lewis, Vice President

- 900 students, faculty and staff participated in Orca Day activities.
- 56 students, faculty and staff participated in the student leadership banquet.
- Whatcom is partnering with Ferndale High School on a pilot project to provide onsite academic advising at Ferndale High School

➔ **Instruction** – Ed Harri, Vice President

- This year's WCC Foundation Faculty Excellence Award recipients were Jody DeWilde, Developmental Education Full-time faculty and Nancy Ivarinen, Paralegal Studies Adjunct.

DISCUSSION/TACTC/ITEMS OF THE BOARD

➤ Election of Officers

Trustee Adelstein moved to nominate Tim Douglas to serve as board chair for 2017-18 academic year. It was seconded by Trustee Pedlow. The motion was passed unanimously.

Trustee Douglas moved to nominate John Pedlow to serve as board vice-chair for 2017-18 academic year. It was seconded by Trustee Adelstein. The motion was passed unanimously.

➤ ACT Spring Conference May 25-26, 2017

Trustee Pedlow shared that Big Bend Community College did a wonderful job hosting the conference. Both trustees Pedlow and Douglas were impressed with the program.

EXECUTIVE SESSION

➤ At 3:45 p.m. the meeting was adjourned for a closed Executive Session of the Board for approximately thirty minutes to "...review the performance of a public employee..."

➤ Chair Barbara Rofkar announced that possible action was not anticipated. Guests included President Kathi Hiyane-Brown and Assistant Attorney General Melissa Nelson.

The Executive Session adjourned at 4:15 p.m. and the Board reconvened into open session at p.m.

PUBLIC COMMENT

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

ADJOURNMENT

➤ There being no further business, the meeting was adjourned at 4:25 p.m.

Statement from Tran Phung

We, the faculty at Whatcom Community College, communicate our deep concern with the process of hiring and/or appointing of administrative personnel.

One of the most critical activities we engage in to fulfill our mission and demonstrate core values is a hiring search, whether for faculty or administrative personnel. A search brings new perspectives and ideas to the college. The dialog of creating the criteria allows us to reflect on our status and our needs as an institution. The open forum for candidates brings the college together in a collective conversation. This process allows members of the college to actively participate in the shared governance of the college.

The faculty negotiated agreement states in Article IV, Section H, that the *“Employer shall involve Faculty Members in the development of criteria for choosing exempt personnel in positions of two-thirds time or more that support faculty or to which faculty report or that provide direct services to the general student population prior to the recruitment of such personnel and shall include Faculty Members selected by their peers on selection committees for these positions.”*

I met with Becky Rawlings last week to discuss this clause and I have asked that CAC, our Contract Administration Committee, interpret this statement. Our contention is from two sections that need clarification, the first being, “involve Faculty Members in the development of criteria” and the latter, “prior to the recruitment.” Currently, faculty are afforded an opportunity to sit on hiring committees, but this is after the job description is set and in some instances, applications already received. This practice is problematic under normal circumstances. However, with the recent high volume of administrative turnover, we are even more concerned that the direction and mission of the college is changing without proper faculty input. This violates both our contract and the spirit of shared governance. This exclusion from shaping the organizational structure has resulted in our inability to perform routine administrative tasks or even direct our students to the right personnel.

We hope with the clarification from CAC in the fall and the agreed upon process for the Dean of Instruction, that a clearer process can be outlined that includes faculty in the whole hiring process, not just at the selection period. The administration has given us a good faith agreement that they ~~will try to~~ will adhere to these steps for any summer hiring.

MemorandumPresident's Office

To: Board of Trustees

From: Kathi Hiyane-Brown, President

Date: July 3, 2017

RE: Recommendation for the adoption of Policy 318 regarding institutional review board (IRB) and protection of human subjects

Increasingly, faculty and staff at Whatcom Community College (WCC) are engaging in grants and projects involving some level of research, either with WCC students or members of other institutions. While there are many potential benefits of research – to students, the community, and society – risks are also possible. The College has modernized Policy 318, Educational Use of Human Subjects, in order to: (1) protect the rights, welfare, and personal privacy of individuals; (2) ensure a favorable climate for the acquisition of practical skills and the conduct of academically oriented inquiry; and (3) protect the interests of the College.

The revised policy, and the procedure proposed to implement it, establishes an Institutional Review Board (IRB) at the College. The purpose of the IRB is to govern human subjects research conducted by internal or external investigators at, or in association with, the College. The IRB ensures that research involving human subjects follows a set of guiding principles to ensure risks are minimized, reasonable, and properly communicated.

The proposed policy revision and new procedure meet federal requirements established by the U.S. Department of Health and Human Services (DHHS), the cognizant federal agency overseeing human subjects research regulation in the U.S. Once the College establishes its IRB, it will be registered with DHHS. Following registration, the College will seek what is known as Federal Wide Assurance through DHHS, which is an assurance of compliance with the U.S. federal regulations for the protection of human subjects in research. The College will seek this assurance for its first grant or project conducting human subjects research approved by the new proposed WCC IRB. Once obtained, the College can cite this Federal Wide Assurance in all subsequent grant proposals and projects involving human subjects research. As the number of human subjects research requests made by WCC faculty and staff increases along with the regular need to address this in grant and project applications, WCC needs to formalize its approach by establishing an IRB, revising the relevant policy, and implementing procedures to ensure human subjects research performed at the College provides value and protects the rights of those involved.

Suggested Motion:

Move to adopt Policy 318 regarding institutional review board (IRB) and protection of human subjects

TITLE:	<u>Institutional Review Board (IRB) and Protection</u>
Use of	<u>Educational</u>
NUMBER:	-Human Subjects 318 (formerly 7040)
APPROVED BY THE BOARD OF TRUSTEES:	2/14/89
AMENDED BY THE BOARD OF TRUSTEES:	1/9/13

Policy overview~~General Policy~~

This policy regarding the use of human subjects for educational and research purposes recognizes the responsibility to protect the rights, ~~welfare, health being~~ and personal privacy of individuals; to ensure a favorable climate for the acquisition of practical skills and the conduct of academically oriented inquiry; and to protect the interests of ~~the institution~~ Whatcom Community College (WCC). In accordance with the U.S. Department of Health and Human Services 45 CFR part 46 subpart A, Federal Policy for the Protection of Human Subjects (called the 'Common Rule'), WCC has established an institutional review board (IRB), this policy, and associated procedures (see WCC Procedure 747) governing human subjects research conducted by internal and external investigators at, or in association with, the institution. Human subjects research, whether federally funded or not, must be conducted accordingly. The 'Common Rule' has been widely adopted by many federal agencies and departments, most of which have separately codified regulations (e.g., the National Science Foundation 45 CFR Part 690). The IRB will be chaired by the vice president for instruction. IRB membership will consist of at least five members with varying backgrounds to promote and complete adequate review of research activities conducted by the institution. ~~It addresses classroom, laboratory and clinical activities, such as those in the health professions and biological sciences where learning by students requires the use of human subjects as part of training procedures, demonstrations or experiments.~~ The following practices and procedures have been established for the conduct of activities involving human subjects.

Guiding principles

Whether or not human subjects research conducted at, or in association with, the institution is federally funded, the research will be conducted in accord with the following guiding principles:

1. Risks to subjects are minimized by using procedures which are consistent with sound research design and do not unnecessarily expose subjects to risk.
2. Risks to subjects are reasonable in relation to anticipated benefits to subjects, if any, and the importance of the knowledge that may reasonably be expected to result.
3. Selection of subjects is equitable. In making this assessment the IRB should take into account the purposes of the research and the setting in which the research will be conducted.
4. Informed consent will be sought from each prospective subject or the subject's legally authorized representative.
5. Informed consent will be appropriately documented.
6. The research plan makes adequate provision for monitoring the data collected to ensure the safety of participants.
7. There are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data.

Although federal regulations do not govern research that qualifies for exempt status (as defined in the associated WCC Procedure XXX), such as research involving the use of educational tests in which private information is not individually identifiable, investigators remain responsible for protecting the rights and welfare of their subjects by conducting the research in accordance with the following guidelines:

1. The ethical principles of Respect for Persons, Beneficence, and Justice as described in the 1979 Belmont Report written by the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research.
2. Other applicable federal and state laws.
3. Institutional policies.

4. Relevant professional standards and codes of conduct as generally accepted in the investigator's academic or professional discipline.

Review and Approval Procedures

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

Informed Consent

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

A timely notification of the procedures to be followed including a description of the attendant risks and discomforts.

A description of the benefits to be expected or the knowledge hoped to be gained.

A disclosure of appropriate alternative procedures.

An offer to answer any inquiries the participant has concerning the activity.

An instruction that the subject is free to withdraw at any time unless such procedure is required of the student to master a critical competence.

A guarantee that the subject's identity will remain confidential outside of the classroom or research activity.

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

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

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

TO: WCC Board of Trustees
FROM: Kathi Hiyane-Brown, College President
DATE: Tuesday, July 11, 2017
RE: **Fiscal Year 2017-2018 College Operating Budget**

The 2017-2018 Whatcom Community College operating program and budget was developed in accordance with the priorities developed in the College's strategic plan. The Budget Review Committee is to be commended for its work in fulfilling its charge to communicate key budget information to their colleagues—particularly given the level of ambiguity at the state level.

Whatcom's allocation for state full-time equivalent (FTE) students is based on the target level provided by the State Board for Community Technical Colleges. Some variable FTE are yet to be allocated. The budget was developed to serve 2,400 regular state-funded FTE, 55 Worker Retraining FTE, 775 Running Start FTE, 325 International Programs FTE, for a projection of 3,555 FTE students.

The 2017-2019 legislatively-compromised operating budget yields a 2.2% increase in resident tuition rates. Year two of the biennium (2018-19) also calls for a tuition increase, which will likely be 2%.

The local operating budget continues to include investment in new full-time tenure-track faculty positions, as well as the replacement of faculty and staff positions in areas of the College that are needed to facilitate growth. There are also investments in information technology for replacement of dated hardware, including teaching stations.

The College continues to rely more heavily on grant and contract program revenues in order to fund the operating budget—such as Running Start, eLearning, and International Programs. By and large, these areas continue to experience enrollment growth. In addition, efficiencies and sound practices in managing the schedule by instructional leadership, efforts in outreach, recruitment and retention, as well as support from the WCC Foundation continue to be critical components that contribute to sustainable fiscal health.

This year's local operating budget is balanced using local fund reserves. However, the College will focus on other strategies such as realizing enrollment gains in specific disciplines and/or programs, holding funding for approved budget requests, freezing or suspending planned travel, stretching out the purchases of goods and services, and delaying hiring as appropriate. Fund reserves will be used as a last resort.

In approving the budget, the Board of Trustees authorizes:

- the College President to proceed with the execution of the planned program;
- the College President to transfer funds within the General Fund, or from local and other funds, to eliminate any cash deficit as required by RCW 43.88.260, to provide working capital, and to support approved projects and activities;

- the tuition and fee schedule as established by law, by the State Board for Community and Technical Colleges, as implemented by the College President, and as listed in the College catalog and published on the College website;
- the College President to accept allocation amendments from the State Board for Community and Technical Colleges, to accept such grants and contracts as may be acquired during the budget period, and to report on such changes, as needed, to the Board of Trustees;
- the addition of staff and faculty positions necessary to carry out the College's programs, as well the College's annual work plan and current strategic plan; and
- the College President to determine the fee schedule for contract courses and programs.

Faculty and staff have had opportunity to provide input as part of the web-based budget development process. Further, a thorough review by the President and Cabinet members has been conducted. **The budget is recommended to the Board of Trustees as an effective and responsible use of State and local resources.**

I would like to recognize the work of many staff and faculty over the past several months to develop the budget as presented to you, particularly given the challenging fiscal climate in higher education.

Thank you for your support.

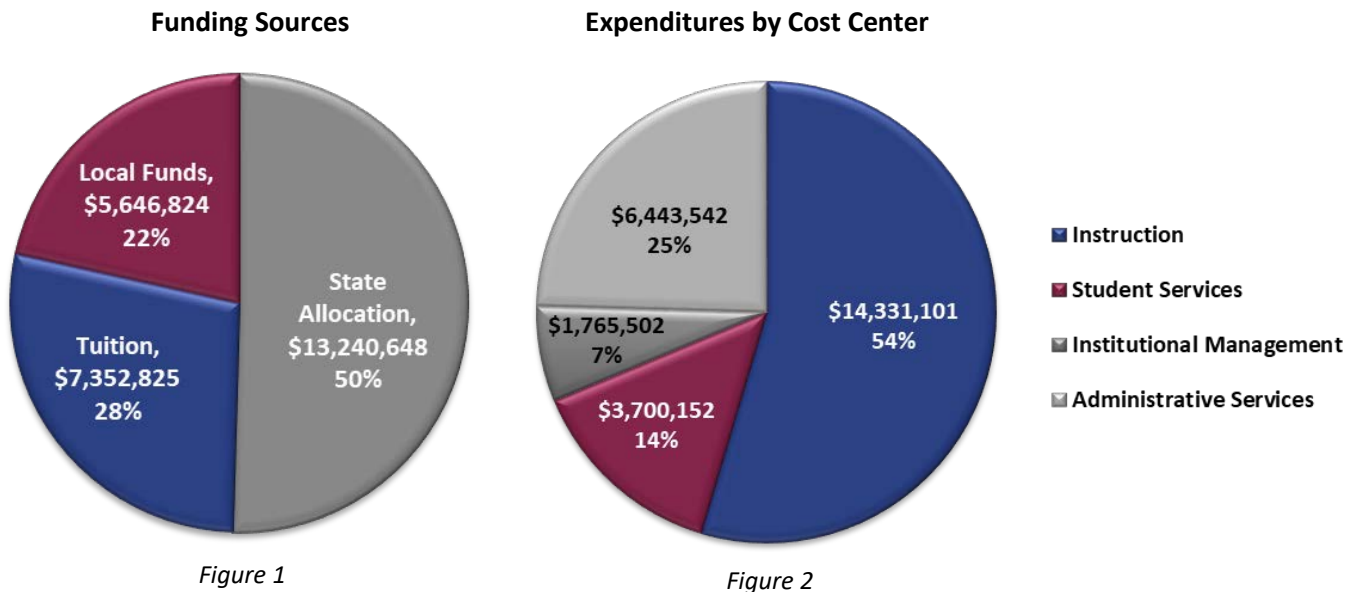
KHB

2017-2018 Operating Budget Overview

The proposed 2017-2018 Operating Budget was prepared with campus-wide involvement, following guidelines developed by the Budget Review Committee. This budget addresses legislative mandates and State Board for Community and Technical College (SBCTC) appropriations, while meeting local demand and maintaining consistency with Whatcom’s strategic goals.

The 2017-2018 legislative budget appropriates funding for higher education, primarily related to healthcare rate changes and cost of living adjustments for state employees. Flat enrollments, unfunded mandates, and inflationary impacts, compounded by the need to replace essential services present a challenging fiscal environment. As a result, Whatcom continues rely more heavily on locally-generated funding sources, such as Running Start and eLearning.

Figure 1 and Figure 2 demonstrate the College’s funding sources and expenditures by cost center as related to the operational budget. The 2017-18 operating budget represents a 6.31% increase over the 2016-17 year.



The budget development process included the following information, which is represented in the College’s FY2018 operating budget.

- ▶ **Compensation:** A total 6% cost of living adjustment (COLA) was included in the biennial budget. The implementation varies by employee type with faculty receiving 2.3% in year one of the biennium while classified and exempt employees receiving 2%. All employees are budgeted to receive their respective adjustments, totaling approximately \$316,000. State appropriations covered 65% of the COLAs with expectation that tuition revenue would cover the remaining 35%.
- ▶ **Tuition:** Resident tuition rates at community and technical colleges are to increase by 2.2%, as outlined in the legislatively approved biennial budget. A conservative forecast based on flat enrollment coupled with the rate increase and some growth in specific disciplines/programs (such as the implementation of the BAS program in IT Networking), tuition revenue is forecasted at about \$7.35 million.

**WHATCOM COMMUNITY COLLEGE
OPERATING BUDGET
REVENUES BY SOURCE**

REVENUE SOURCES	F/Y 2016-2017	F/Y 2017-2018
State Allocation	\$ 12,779,211	\$ 13,240,648
District Enrollment Allocation Base (DEAB)		6,256,623
<i>Less: Stop Loss/Gain</i>		<i>(334,612)</i>
Minimum Operating Allowance (MOA)		2,850,000
Student Achievement Initiative		1,006,991
High Demand (Weighted) FTEs		555,275
Earmarks and Provisos		2,836,371
Future Allocations		70,000
State Allocated Funds	\$ 12,779,211	\$ 13,240,648
Operating Fee	\$ 7,194,545	\$ 7,352,825
Other Locally-provided Funds		
Running Start Support	2,300,000	2,750,000
International Programs	1,000,000	1,000,000
eLearning	1,100,000	1,200,000
Other Fees and Enterprises	225,000	500,000
Foundation Contribution	85,000	85,000
Reserve Funds	-	111,824
Locally-provided Funds	\$ 4,710,000	\$ 5,646,824
TOTAL BUDGETED REVENUES	\$ 24,683,756	\$ 26,240,297
State Funded Student FTE's	2,477	2,455

**WHATCOM COMMUNITY COLLEGE
OPERATING BUDGET
EXPENSES BY BUDGET AREAS WITHIN COST CENTERS**

COST CENTERS	BUDGET AREAS	F/Y 2016-2017	F/Y 2017-2018
INSTRUCTION	Division 1 - Academic Resources and Health Professions	\$ 1,632,730	\$ 1,709,368
	Division 2 - Arts and Humanities	2,030,953	2,089,844
	Division 3 - Sciences, Technology, Engineering & Math	2,412,742	2,739,466
	Division 4 - Social Sciences and Business	1,899,721	1,881,090
	Instructional Administration *	4,332,608	4,856,974
	Stipends / Special Projects	130,380	84,699
	Library Operations	607,751	639,741
	Instructional Equipment	20,000	20,000
	Learning Center and Intercultural Center	309,017	309,919
		<u>\$ 13,375,902</u>	<u>\$ 14,331,101</u>
STUDENT SERVICES			
	Students Services Administration *	\$ 905,476	\$ 1,091,979
	Registration / Records / Testing / Outreach	656,327	652,150
	Counseling / Assessment / Advising	1,014,097	1,090,005
	Financial Aid	590,159	600,207
	Student Life	286,628	265,811
		<u>\$ 3,452,687</u>	<u>\$ 3,700,152</u>
INSTITUTIONAL MANAGEMENT			
	Institutional Administration / President's Office *	\$ 778,904	\$ 845,146
	Advancement / Foundation / Public Information	665,220	585,548
	Institutional Research	180,117	192,120
	Staff Development	57,000	52,000
	Facilities / Equipment / Program Development	89,050	90,688
		<u>\$ 1,770,291</u>	<u>\$ 1,765,502</u>
ADMINISTRATIVE SERVICES			
	Administrative Services Administration *	\$ 1,061,363	\$ 1,243,500
	Human Resources	320,921	343,249
	Business Office	382,167	395,758
	Copy/Print and Mail Services	441,539	471,046
	Information Technology	567,645	630,160
	Facilities Management	3,150,140	3,193,729
	Benefits / Insurance / Other Administrative Exp.	161,100	166,100
		<u>\$ 6,084,875</u>	<u>\$ 6,443,542</u>
TOTAL BUDGETED EXPENSES		<u>\$ 24,683,755</u>	<u>\$ 26,240,297</u>

* Includes benefit costs for all employees within the cost center that are paid through the operating budget

Proposed Operating Budget

for Fiscal Year 2017-18



Presented to WCC Board of Trustees on July 11, 2017 by:

Kathi Hiyane-Brown, College President

Nate Langstraat, Vice President for Administrative Services

AGENDA

- Budget Framework & Context
- Funding Sources
- Expenditures by Cost Center
- Year-Over-Year Variances
- Questions
- Proposed Adoption of FY18 Operating Budget

FRAMEWORK and CONTEXT

as forecasted through June 30, 2017

2016-17 Budget vs Actual Expenditures

Cost Center	Budget	Actual	Percent
Instruction	\$13,375,902	\$14,231,626	106%
Student Services	\$3,452,687	\$3,703,319	107%
Institutional Management	\$1,770,291	\$1,612,557	91%
Administrative Services	\$6,084,876	\$5,931,910	97%
Total Expenditures	\$24,683,756	\$25,479,412	103%

FRAMEWORK and CONTEXT

\$26,240,297 operating budget based on:

– FTE Assumptions:

- 2,455 regular state-funded (*compared to 2,477 in 16-17*)
- 775 Running Start (*compared to 650 in 16-17*)
- 325 International Programs (*compared to 325 in 16-17*)

– Basically overall flat enrollment

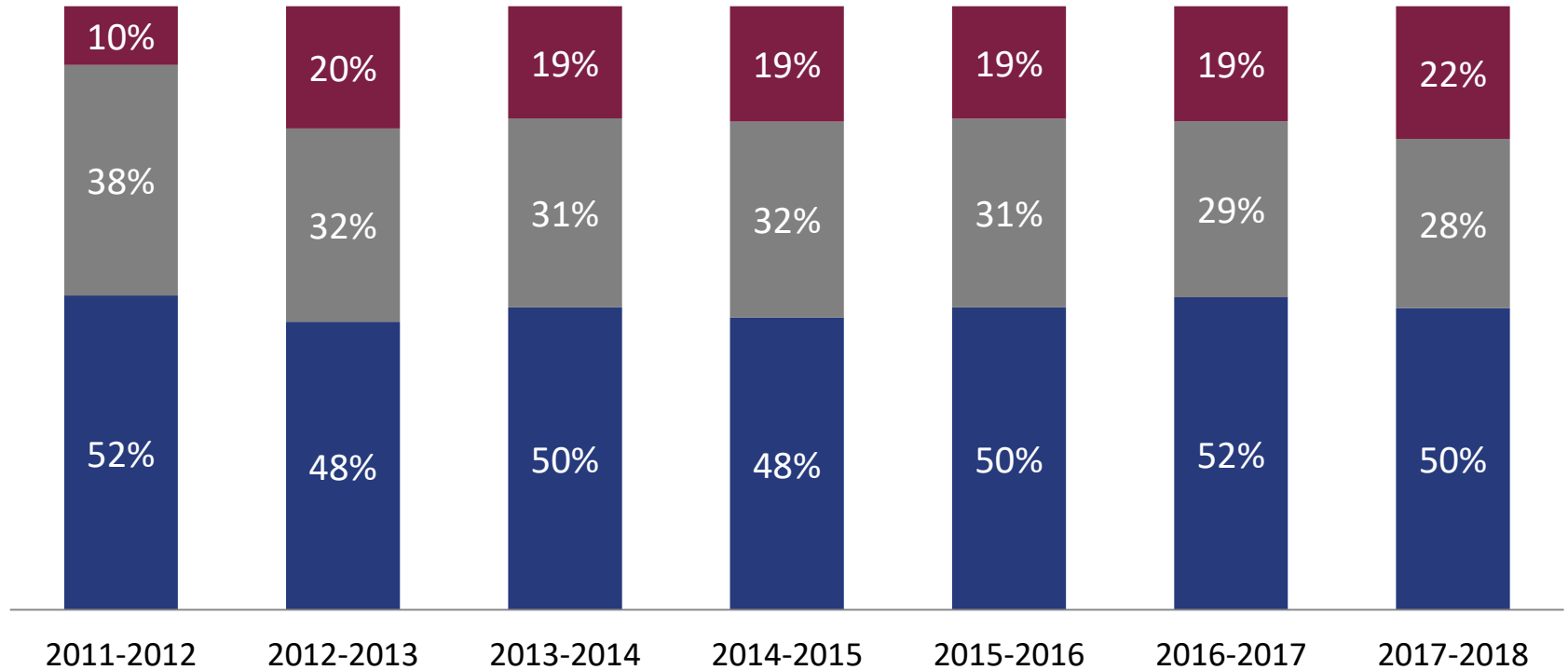
- Conservative approach
- Some growth in targeted disciplines/programs

– 2.2% increase in resident tuition table

FRAMEWORK and CONTEXT

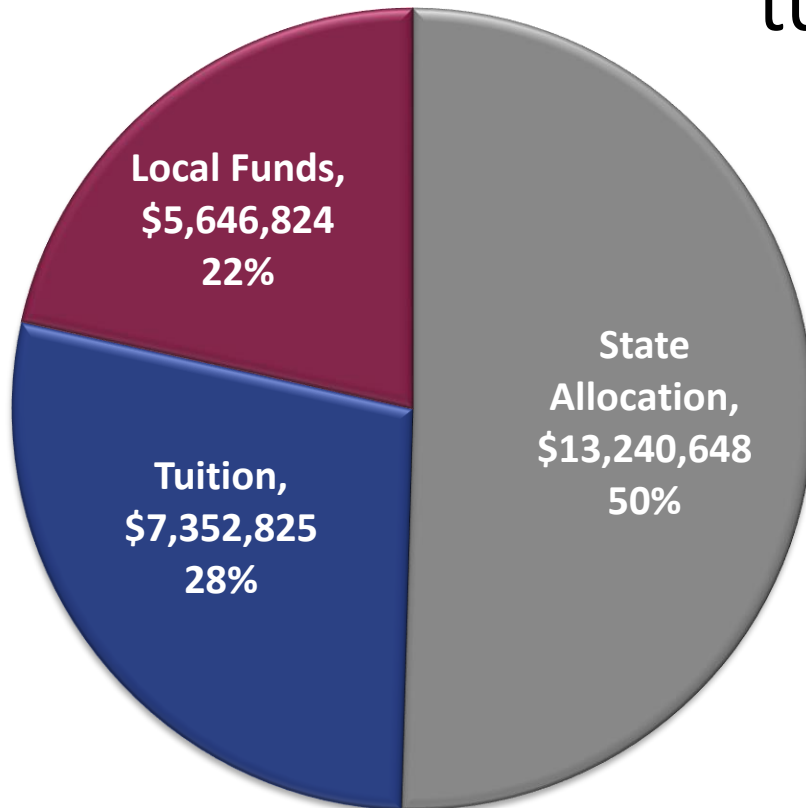
Funding as % of Operating Budget

■ Initial Allocation ■ Tuition ■ Local



FUNDING SOURCES

Funding sources include state allocation, tuition, and local funds



* Running Start, International Programs, eLearning, Foundation and other enterprises

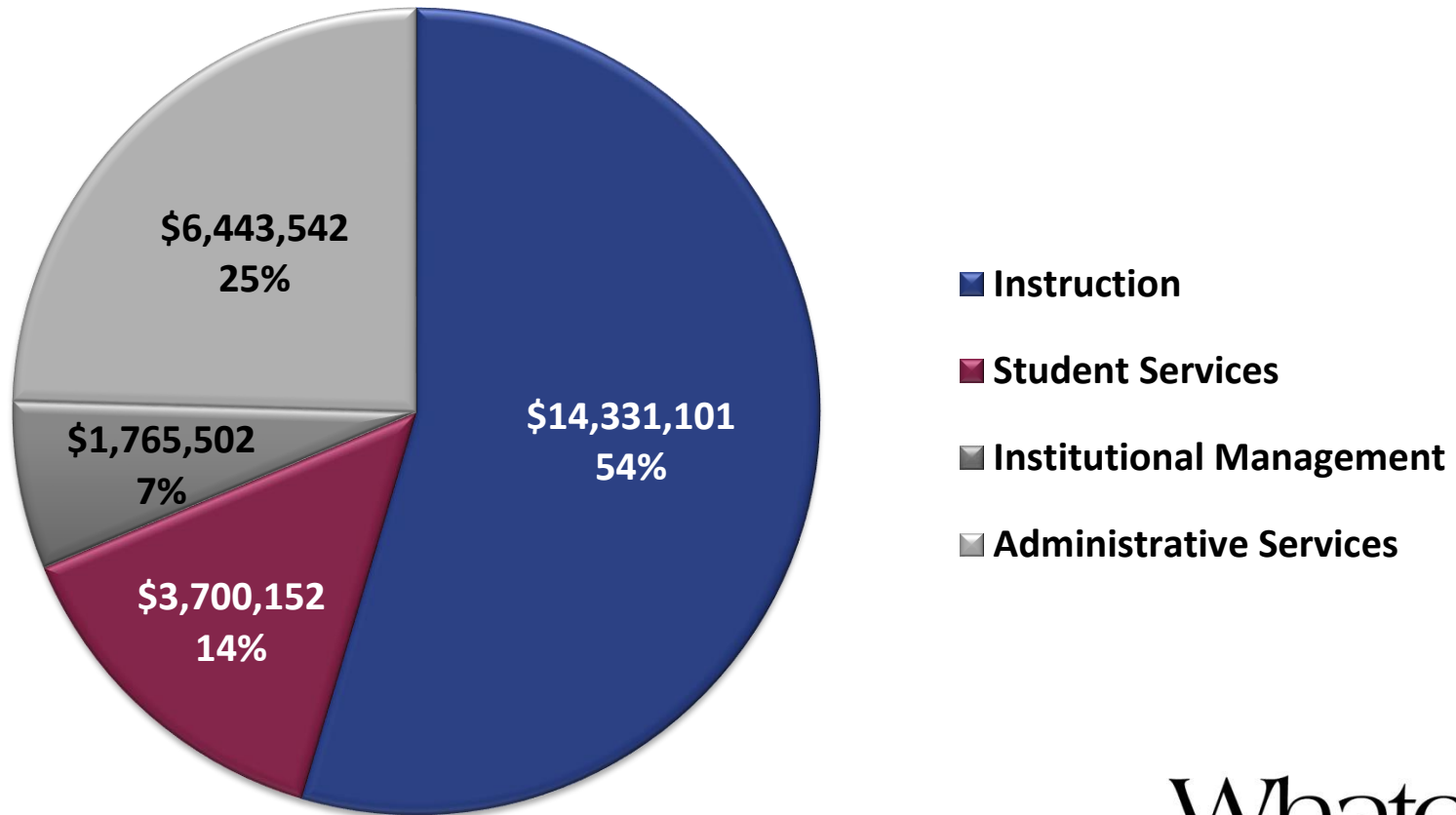
REVENUES by SOURCE

Funding sources

Fund Source	2016-2017	2017-2018
State Appropriation	\$12,779,211	\$13,240,648
Operating Fee	\$7,194,545	\$7,352,825
Locally-provided Funds	\$4,710,000	\$5,535,000
Fund Reserves	\$0	\$ 111,824
Total Expenditures	\$24,683,756	\$26,240,297

EXPENDITURES by COST CENTER

Summary of expenditures by cost center:



EXPENDITURES by COST CENTER

Expenses as outlined by cost center

Cost Center	2016-2017	2017-2018
Instruction	\$13,375,902	\$14,331,101
Student Services	\$3,452,687	\$3,700,152
Institutional Management	\$1,770,291	\$1,765,502
Administrative Services	\$6,084,876	\$6,443,542
Total Expenditures	\$24,683,756	\$26,240,297

VARIANCES for all COST CENTERS

as compared to FY17

Variations affecting all cost centers:

- Cost of living adjustments
 - 2.3% for faculty and 2% for classified and exempt staff
 - \$316K investment
- Classified staff step increases
 - \$50K investment
- Benefit cost increases for employer
 - Healthcare rate increase for employer portion from \$888 per employee per month to \$913 (3% increase)
- Minimum wage increase

VARIANCES by COST CENTER

as compared to FY17

Instruction: \$955,199

– Investments:

- Full-time and adjunct faculty salary improvements
- Part-time hourly support for science labs and learning center

– Shifts:

- Conversion of part-time wages to support open educational resources position

– Savings:

- Class schedule efficiency

VARIANCES by COST CENTER

as compared to FY17

Student Services: \$247,465

– Investments:

- Redesign of student service delivery and related staff adjustments
- Added support for access and disability services
- Added support for outreach

– Shifts:

- Conversion of part-time hourly funds for full-time Customer Relations Management (CRM) Specialist
- Most student rec center costs supported by SRC fee

VARIANCES by COST CENTER

as compared to FY17

Institutional Management: \$(4,789)

– Investments:

- Increased support for adjunct faculty participation in college professional development events and activities
- Increased support for institutional research

– Savings:

- Staff adjustments in advancement office
- Reduced expected accreditation costs

VARIANCES by COST CENTER

as compared to FY17

Administrative Services: \$358,667

– Investments:

- Increased support for emergency preparedness, safety and security functions
- Investments in IT staff and infrastructure
- Increased costs for mail and delivery services
- Increased natural gas and electricity costs
- Sick leave buyout and retirement based on actuals

– Savings:

- Water/sewer costs based on actuals
- Part-hourly in facilities and maintenance

QUESTIONS?

Suggested Board Motion

Move to approve the proposed 2017-2018 Whatcom Community College Operating Budget as submitted (or as amended).



Reports to the Board of Trustees July 11, 2017 Meeting

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

- **Finance** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
 - Washington State Auditors concluded their fieldwork at WCC related to the fiscal year 2016 financial statement audit. An exit interview will be scheduled no later than July 30.
- **Facilities & Operations** (*5.1: Create and manage growth through fiscal, capital, technological and human resource development*)
 - The Phyllis and Charles Self Learning Commons pre-bid meeting was held on June 15. Out of the five general contractors in attendance, three were local to Whatcom County. The public bid opening will be held July 13 at 4:05 p.m. in the LDC Boardroom.
 - The Cascade Hall emergency generator project is on schedule to be completed by mid-August and the Pavilion gym mechanical well roofing and exhaust fan replacement is complete. Construction has started on the Kulshan 108 lab conversion scheduled for completion in mid-October.
- **Emergency Preparedness, Safety & Security** (*5.3: Promote a safe environment for teaching, learning, and working*)
 - On June 1, staff developed and facilitated a 2-hour emergency preparedness and effective measures competency exercise for the Medical Assisting program. There were 24 participating students. This exercise used live fire training and volunteer patient participants. Volunteers were members of the Whatcom County Sheriff's Department CERT Team.
 - On June 21, staff conducted four 1-hour Active Shooter survival sessions for classified staff. Approximately 40 classified employees participated. An additional late afternoon session was conducted on June 26 with approximately 14 classified employees participating.

- **Bookstore** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human*)
 - In June, the Bookstore supported Orca Day and Commencement Day activities by providing regalia sales, balloons for decorations, and extended store hours. Through funding from the HEET grant, the Bookstore also assisted the Nursing program with the purchase and establishment of an extensive loaner collection of required course materials for Nursing students.

➤ **Student Services—Luca Lewis, Vice President**

- **Student Life and Development** (*1.4 Introduce new opportunities for student learning and engagement*)
 - The Programming and Diversity Board hosted a series of programs at the end of spring quarter including: an outdoor movie night where students enjoyed popcorn and a movie on a large outdoor screen in the courtyard, and Teacher Appreciation day where students were able to make thank you cards and give silk roses to their instructors.
 - Student Life and Development finished hiring the 2017-18 ASWCC Executive Board, Programming and Diversity Board, and Student Ambassadors. The students have all enthusiastically accepted their positions for the upcoming academic year.
 - Student Life and Development hosted a cap decorating activity for graduates to participate in while waiting to for commencement to begin. The new Orca mascot wore their very own cap and gown and wandered around campus to take pictures with and give high fives to anxious and excited WCC graduates.
- **K-12 Partnerships** (*1.2 Increase academic support for students, 1.3 Increase access for diverse and nontraditional student populations, 1.4 Introduce new opportunities for student learning and engagement*)
 - Over 800 Running Start students have already registered for Fall. K-12 Partnerships continues to see large numbers of interested students despite high schools being out for the summer.
 - Running Start honored approximately 50 graduates at the Running Start Graduate Reception on June 6, 2017. There was 141 (113 in 2016) Running Start graduates. This represents a graduation rate of approximately 75% for those that enrolled as full time Running Start students.
- **Outreach** (*1.3 Increase access for diverse and nontraditional student populations, 1.4 Introduce new opportunities for student learning and engagement*)
 - Outreach staff proctored placement sessions for 132 seniors at 11 high schools.

- In collaboration with Academic Advising and Career Services, Outreach piloted a group advising/registration session at Ferndale High School for 26 students.
- Three middle school groups (248 students total) visited WCC during Spring 2017.
- **Entry Services** (*1.1 Increase student achievement in transfer and career preparation. 1.2 Increase academic support for students*)
 - Student Services called 216 students who registered for Summer 2017 but had not paid tuition. Of these students, only 100 were dropped for non-payment after outreach calls were made.
 - In collaboration with Advising and Career Services, Entry Services implemented the new Academic Progress Policy for Spring 2017. Nearly 700 students went on academic warning (370), probation (215) or suspension (109) following spring quarter – 80 fewer than last spring (777). Entry Services, Student Success and Retention, K-12 Partnerships, and Academic Advising and Career Services coordinated communication and outreach to these students. Entry Services is monitoring enrollment trends through fall and summer quarter registration.
 - Staff from Entry Services participated in a two day Transfer Outcomes/Guided Pathway workshop as well as the Social Justice Learning Institute graduation. Attendees at the Transfer Outcomes/Guided Pathway worked with their counterparts at WWU to identify areas in which they could be better partners in helping transfer students.
- **Student Success and Retention** (*1.1 Increase student achievement in transfer and career preparation. 1.2 Increase academic support for students, 2.5 Increase professional development opportunities for faculty and staff*)
 - The Title III CAD leadership team is organizing a one-day summer planning session on July 13, 2017 at Bellingham Technical College to reflect on the work of the past two years and formulate an action plan for the remaining three years of the grant.
 - Work began to improve the Whatcom WAVE New Student Orientation with the goal of making the student experience more interactive and student-centered. The team is looking to hire and train faculty and students to be co-facilitators (POD Leaders) to facilitate guided conversations to help students explore their strengths and what it means for them to be WCC students.
 - The team is piloting a program this summer to re-engage students who left WCC prior to completing their program of study. Specifically, the team is focusing the outreach on students who are within a quarter or two of completing their degree and have been away from the college for less than a year. The goal of the pilot program is to re-engage and support students to complete their degree.
- **Veteran's Services** (*1.1 Increase student achievement in transfer and career preparation, 1.2 Increase academic support for students, 1.3 Increase access for diverse and nontraditional*)

student populations, 3.4 Strengthen sustainability practices on-campus and in local and global arenas, 4.3 Increase access for underrepresented populations)

- Whatcom's BAS-IT degree has been fully approved for VA funding. This process began on March 5, 2016 and was approved on June 19, 2017. Veteran's Services are working with the VA to restructure WCC's certification system now that WCC is a bachelor's granting institution within the VA system. This process should be completed before Fall 2017.
- **Access and Disability Services** *(1.3 Increase access for diverse and nontraditional student populations)*
 - In Spring 2017, Access and Disability Services serviced 363 students – a 9.66% increase over Spring 2016.
 - During the 2016-2017 academic year, 102 students that used Access and Disability Services attained 104 degrees/certificates.

➔ **Instruction—Ed Harri, Vice President**

- **Health Programs – Hospital Employee Education and Training (HEET 9) projects:** *(1.2 Increase academic support for students, 1.3 Increase access for diverse and nontraditional student populations, 1.4 Introduce new opportunities for student learning and engagement, 3.1 Increase College stature as a community and educational partner, 3.2 Lead collaborative efforts with other educational institutions, 5.2 Diversify and secure funding/resources from external sources)*
 - **HEET 9 – Nursing Assistant** – This 2016-17 project was designed to provide education opportunities to SEIU healthcare union members at St. Joseph PeaceHealth Medical Center (dietary aides, environmental services, housekeepers, transporters, and nurse assistants). Members were eligible to receive funds for books, childcare, and transportation. In spring 2017, WCC contracted with Bellingham Technical College (BTC) to provide student navigation services as well. HEET 9 funding also covered the cost of developing five new courses in acute care.
This project expects to receive continuation funding under the 2017-18 HEET 10 grant, and will formally expand its scope to include nursing students, again bringing on BTC as a partner.
 - **HEET 9 – Chemical Dependency Professional (CDP)** – In partnership with Spokane Falls Community College (SFCC), Compass Health, the North Sound Behavioral Health Organization, and SEIU 1199NW, 45 students in the north sound region enrolled in this 15-credit fast-track program designed as alternative CDP training to Licensed Mental Health professionals. SFCC served 24 and WCC served 21 students, covering the cost of books, certification exams, student navigation services, and instruction. HEET 9 also funded the creation of a new CDP certificate, and new CDP and Behavioral Health 2-

- year degree programs at WCC. Whatcom expects to receive continuation funding under the 2017-18 HEET 10 grant to develop the curriculum for launch in fall 2018 (assuming internal, SBCTC, and Northwest Commission approvals).
- **Community and Continuing Education:** *(1.4 Introduce new opportunities for student learning and engagement; 3.1 Increase College stature as a community and educational partner)*
 - Local company SPIE has contracted with CCE to provide 56 hours of Microsoft Office employee training in July - October 2017.
 - Kids' College 2017 began June 26. To date, enrollment levels appear to be maintaining the 2016 levels, which were up 100% over the previous year.
 - WCC hosted the 7th annual Chuckanut Writers Conference on June 23-24, 2017. More than 130 writers from across the US and Canada attended.
 - **Intercultural Center:** *(1.4 Introduce new opportunities for student learning and engagement, 4.3 Increase access for under-represented populations)*
 - Stone Soup – For the past few years, the Intercultural Center has hosted a brown bag/potluck lunch every Wednesday for students, faculty, and staff to get to know each other and engage in conversation about a variety of issues. Recent topics have included religious diversity, Asian and Pacific Islander history, gender diversity, “women’s work,” undocumented people in our communities and at WCC, and Dia de los Muertos, to name a few. Everyone on campus is invited; ten to twenty WCC students, faculty, and staff typically attend the gatherings.

➔ **Foundation and College Advancement – Sue Cole, Executive Director**

- **Foundation 5.2.1 – Increase external revenue sources through grants and Foundation fundraising.**
 - **Fundraising Progress Update:**
 - Draft reports show that we received 9 gifts and pledges totaling \$23,100 for the month of June. Fiscal year to date as of June 27, 2017, we have received \$1,644,065 in gifts and pledges.
 - **Foundation News:**
 - [WCCF hosted a dedication ceremony for the W. Robert Simpson Intercultural Center.](#)
 - [With support from Bob Winters, WCCF presented special interest tours of campus to donors.](#)
- **Community Affairs 5.2.1 – Increase external revenue sources through grants and Foundation fundraising. 3.1 Increase College stature as a community and educational partner; 3.3 Be an active partner in economic development**
 - [WCCF will present a final report on campaign feasibility to the study committee on June 10.](#)

- Press Releases/Media Outreach and Resulting Media Coverage. Find college news at whatcom.edu/news
 - [NSA Names Whatcom as One of Four Centers of Academic Excellence in Cyberdefense National Resource Centers](#), Whatcom Talk, 6/24/17
 - [WCC Celebrates 50th with Special Tour de Whatcom Route](#), Whatcom Talk, 6/24/17
 - [NSA names WCC as Center of Academic Excellence in Cyberdefense National Resource Center](#), The Chamber, 6/22/17
 - [Cybersecurity is hot, and these Washington colleges teach it](#), Seattle Times, 6/22/17
 - [Whatcom Community College Partners with UW to Improve Health Care for Rural and Urban Underserved Communities](#), Whatcom Talk, 6/22/17
 - [WCC partners with UW to improve health care for rural and urban underserved communities](#), The Chamber, 6/19/17
 - [Learn about Food, Wine and Wellness at Community Food Co-op's Healthy Connections Classes](#), Whatcom Talk, 6/19/17
 - [PHS grad Stewart Conn gets basketball scholarship](#), KFSK.org, 6/9/17
 - [Skagit Valley Herald Boys' Soccer Player of the Year: Adrian Vasquez](#), Go Skagit, 6/7/17
 - [Have a high school or college grad to celebrate? Here are Whatcom County's ceremonies](#), Bellingham Herald, 6/5/17
 - [Advance Your Skills at the Chuckanut Writers Conference](#), Whatcom Talk, 6/2/17