

**BOARD OF TRUSTEES**

**Meeting Agenda**

**Wednesday, November 8, 2017**

**Work Session – 1:00 – 2:00 pm, 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**

**December 13, 2017**

- I. Call to Order
- I. Work Session
  - “Babel”-ing about Student Success” – Faculty: Kaatje Kraft and Justin Ericksen; Janis Velazquez Farmer, , Associate Director for Registration; Brain Davidson, Workforce Retraining Coordinator & Passport Program Advisor; WCC Students: Louis Gutierrez and Shelby Greenlaw)
- II. Approval of Agenda, and Notice of Public Comment Time
- III. Introduction of New Employees and Transforming Lives Award Nominee
- IV. Consent Agenda Tab 1
  - a. Minutes of October 11, 2017 Board of Trustees Meeting (Attachment A)
- V. Action Item Tab 2
  - Proposed changes to Policy 615 Discrimination and Harassment (first reading, possible action) – Becky Rawlings, Executive Director for Human Resources
  - Proposed 2018-19 & 2019-20 Academic Calendar – Becky Rawlings, Executive for Human Resources
- VI. Report from the President
- VII. Reports Tab 3
  - ASWCC – Lauren Besthoff
  - 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
- VIII. Discussion / Items of the Board Tab 4
  - Proposed 2018 Board of Trustees Meeting Schedule
- IX. Executive Session\*
  - ... as provided in RCW42.30.140 (4)(a), to discuss collective bargaining...
  - to discuss with legal counsel representing the agency matters relating to agency enforcement actions
- X. Public Comment
- XI. 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 October 11, 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, October 11, 2017

2:00 p.m.

- ➔ **CALL TO ORDER** Vice Chair John Pedlow officially called the Board of Trustees meeting to order at 2:00 p.m. Present in addition to the chair were trustees Barbara Rofkar and Steve Adelstein, constituting a quorum. Trustee Tim Douglas was absent. Others present included President Kathi 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; Rob Olsen, Assistant Attorney General; and Rafeeka Kloke, Special Assistant to the President.

#### **ACTION TO ACCEPT AGENDA**

- ➔ Trustee Adelstein moved to approve the agenda with one change to remove “Executive Session” from the agenda. It was seconded by Trustee Rofkar and the **motion was approved.**
- ➔ Vice Chair Pedlow announced that there is a designated time for public comment on the agenda.

#### **INTRODUCTION OF ASWCC EXECUTIVE BOARD**

- ➔ Vice President Lewis introduced the 2017-18 ASWCC Executive Board:
- Lauren Besthoff, President (present)
  - Ian Ferrer, Executive Vice President
  - Enoch Bergeron, Vice President for Clubs
  - Claudia Johan, Vice President for Operations (present)
  - Sandra Ramirez, Vice President for Campus Advocacy
  - Eden Hottman-Nance, Vice President for Social and Educational Programming

- Vice President Lewis also introduced Kunbi Ajboye, Associate Director for Student Life and Development.

## STRATEGIC CONVERSATIONS

- CIS/Cybersecurity Program Updates – Corrinne Sande, Director for CIS Program
  - Corrine Sande provided an update on the CIS/Cybersecurity Program. Recent accomplishments included: In 2017, WCC was selected by the National Security Agency to lead efforts to improve and expand cybersecurity education nationwide as one of four Centers of Academic Excellence in Cyberdefense National Resource Centers. WCC began offering its first baccalaureate degree this fall, a bachelor of applied science degree in IT networking with courses mapped to National Security Agency cybersecurity knowledge units. The degree will also be offered online beginning fall 2017, thereby expanding capacity locally and nationwide.

## CONSENT AGENDA

- **Consent Agenda (Calendar)**
  - a. Minutes of the September 20, 2017 Board of Trustees Meeting (Attachment A)
  - b. Proposed 2017 Summer Graduates (Attachment B)

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

## ACTION ITEM

- **Proposed changes to Policy 620 Student Rights and Responsibilities – Luca Lewis, Vice President for Student Services**

Trustee Rofkar moved to approve the proposed changes to Policy 620 Student Rights and Responsibilities. It was seconded by Trustee Adelstein and the **motion was unanimously approved.**

## PRESIDENT'S REPORT

- Northwest Commission on Colleges and Universities (NWCCU) approved WCC's proposal for the addition of Associate of Science-Transfer/Major Related degree program in Engineering.
- Aspen Institute ranks WCC among the top nine community and technical colleges in Washington and among the top 150 in the nation, based on successful student outcomes. WCC is eligible to apply for the top prize of \$1 million.
- Enrollment report – Fall 2017 total FTE is down 0.3% from Fall 2016; state FTE is down 2.6%. International enrollment is down 11% at 283 students; online enrollment is up 16%; and hybrid enrollment is up 7%. Most two year colleges in the state are experiencing an increase in Running Start enrollment. Bellingham and Lynden school districts changed to a block schedule; WCC staff are helping students navigate the change.
- WCC continues to work in the area of health education. Cori Garcia Hansen and Kate Di Nitto are doing great work with AHECW. They led a working group discussion of the crucial and changing roles of allied health care personnel. In attendance were representatives from Washington State Medical Association, insurance providers, health professionals, state legislators and educators.
- Key topics of discussion at the recent Washington Community and Technical Colleges (WACTC) meeting included structure and decision making process for WACTC; enrollment; ctclink; and advocacy for a capital budget.
- WCC is hosting a joint cabinet meeting with Bellingham Technical College on October 17, 2017.
- WCC Foundation is hosting its Annual Donors Appreciation Breakfast on October 27, 2017.

## REPORTS

- **ASWCC** – Lauren Besthoff, President
  - Besthoff thanked everyone who attended the Welcome Back BBQ
  - Students have voted on a new name for WCC's mascot – "Finney Fin Dorsalini"
- **Administrative Services - Nate**
  - Student Housing RFQ is scheduled to be published next week and staff will spend

the following six weeks to review proposals and select a consultant.

- Colacurcio Brothers Construction extended their bid for the Learning Commons project for 30 days. The City of Bellingham provided a 180 day extension on the construction permit. However, if legislature does not pass a capital budget in the next 30 days, the project will need to be rebid.

### **DISCUSSION/TACTC/ITEMS OF THE BOARD**

#### **➤ 2017 ACCT Leadership Congress**

- Trustee Adelstein reported that he attended several good workshops at the conference. Interesting workshop topics included first amendment rights and barriers for students.

#### **➤ November Board of Trustees Meeting**

- The board meeting in November includes a work session and will begin at 1 pm.

### **PUBLIC COMMENT**

- Vice Chair Pedlow called for public comment. There was none.

### **ADJOURNMENT**

- There being no further business, the meeting was adjourned at 3:30 p.m.

## Memorandum

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

**From:** Becky Rawlings, Executive Director for Human Resources

**Date:** November 8, 2017

**RE:** Recommend Changes to Policy 615

### Overview

In accordance with our current Washington Administrative Code, the purpose of our discrimination and harassment policy is to prohibit discrimination and harassment based on several protected class for all members of the college community. The discrimination and harassment policy 615 was last amended by the Board of Trustees on November 21, 2013. Substantial changes in policy and practices at both the federal and state levels resulted in significant changes to Policy 615. Melissa Nelson, AAG, has given guidance and recommendations throughout this revision process.

### Change Highlights

1. Consolidate current Policy 615 and Procedure 730 to be one policy.
2. Alignment with the Violence Against Women Act, Campus SaVE Act, and the Student Rights and Responsibilities Policy 620 which was approved at the October 11, 2017 board meeting.
3. Added protected classes.
4. Clearer language and specific definitions throughout document.
5. Clarified language for the investigative procedure.
6. Added a Criminal Complaint section that includes names and contact information for local agencies.

### Recommendation

Move to approve the proposed revisions to Policy 615.

# POLICY

615

Page 1 of 9

TITLE: Discrimination and Harassment  
NUMBER: 615  
APPROVED BY THE BOARD OF TRUSTEES: 6/14/88  
AMENDED BY THE BOARD OF TRUSTEES: 11/21/13; 7/11/07

**Commented [BR1]:** A new template used  
Merging current policy 615 and procedure 730

## A. Introduction

Whatcom Community College recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, or honorably discharged veteran or military status, or the use of trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. Employees are also protected from discrimination for filing a whistleblower complaint with the Washington State Auditor.

**Commented [BR2]:** Highlighted wording was added since last adopted policy

**Commented [BR3]:** Highlighted wording was added since last adopted policy

## B. Definitions

**Complainant:** employee(s), applicant(s), student(s), or visitors(s) of Whatcom Community College who alleges that she or he has been subjected to discrimination or harassment due to his or her membership in a protected class.

**Complaint:** a description of facts that allege violation of the College's policy against discrimination or harassment.

**Consent:** knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact. A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct. Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

**Discrimination:** unfavorable treatment of a person based on that person's membership or perceived membership in a protected class. Harassment is a form of discrimination.

**Harassment:** a form of discrimination consisting of physical or verbal conduct that denigrates or shows hostility toward individuals because of their membership in a protected class or their perceived membership in a protected class. Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive



that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational and/or social programs and/or student housing. Petty slights, annoyances, offensive utterances, and isolated incidents (unless extremely serious) typically do not qualify as harassment. Examples of conduct that could rise to the level of discriminatory harassment include but are not limited to the following:

- Epithets, "jokes," ridicule, mockery or other offensive or derogatory conduct focused upon an individual's membership in a protected class.
- Verbal or physical threats of violence or physical contact directed towards an individual based upon their membership in a protected class.
- Making, posting, emailing, texting, or otherwise circulating demeaning or offensive pictures, cartoons, graffiti, notes or other materials that relate to race, ethnic origin, gender or any other protected class.

**Commented [BR4]:** Moved to definition section and more specific language. Is in current policy language.

**Protected Class:** persons who are protected under state or federal civil rights laws, including laws that prohibit discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or the use of a trained guide dog or service animal.

**Resolution:** the means by which the complaint is finally addressed. This may be accomplished through informal or formal processes, including counseling, mediation, or the formal imposition of discipline.

**Respondent:** person or persons who are members of the campus community who allegedly discriminated against or harassed another person or persons.

**Retaliation:** Harming, threatening, intimidating, coercing, or taking adverse action of any kind against a person because person reported an alleged violation of this policy or other college policy, provided information about an alleged violation, or participated as a witness or in any other capacity in an investigation or disciplinary proceeding.

**Sexual Harassment:** a form of discrimination consisting of unwelcome, gender-based verbal, written, electronic, and/or physical conduct. Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's gender. There are two types of sexual harassment:

**Hostile Environment Sexual Harassment** occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational and/or social programs and/or student housing.

**Quid Pro Quo Sexual Harassment** occurs when an individual in a position of real or perceived authority, conditions the receipt of a benefit upon granting of sexual favors.

Examples of conduct that may qualify as sexual harassment include:

- Persistent comments or questions of a sexual nature.

- A supervisor who gives an employee a raise in exchange for submitting to sexual advances.
- An instructor who promises a student a better grade in exchange for sexual favors.
- Sexually explicit statements, questions, jokes, or anecdotes.
- Unwelcome touching, patting, hugging, kissing, or brushing against an individual's body.
- Remarks of a sexual nature about an individual's clothing, body, or speculations about previous sexual experiences.
- Persistent, unwanted attempts to change a professional relationship to an amorous relationship.
- Direct or indirect propositions for sexual activity.
- Unwelcome letters, emails, texts, telephone calls, or other communications referring to or depicting sexual activities.

**Commented [BR5]:** Moved to definition section and more specific language. Is in current policy language.

**Sexual Violence:** "Sexual Violence" is a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.

**Nonconsensual sexual intercourse** is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

**Nonconsensual sexual contact** is any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

**Domestic violence** includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

**Dating violence** means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

**Stalking** means intentional and repeated harassment or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent.

## Complaint Procedure

Whatcom Community College has enacted policies prohibiting discrimination against, and harassment of members of protected classes. Any individual found to be in violation of this policy will be subject to disciplinary action up to and including dismissal from the College or from employment.

Any employee, student, applicant, or visitor who believes that he or she has been the subject of discrimination or harassment should report the incident or incidents to the College's Title IX / EEO Coordinator identified below. If the complaint is against that Coordinator, the complainant should report the matter to the president's office for referral to an alternate designee.

The College encourages the timely reporting of any incidents of discrimination or harassment. Complaints may be submitted in writing or verbally. For complainants who wish to submit a written complaint, a formal complaint form is available online at <http://www.whatcom.edu/home/showdocument?id=360>. Hardcopies of the complaint form are available in the Human Resource Office, Laidlaw Center (LDC) 235.

The following College official is designated to handle inquiries regarding this policy:

**Name:** Becky Rawlings  
**Title:** Executive Director for Human Resources, Title IX / EEO Coordinator  
**Office:** Laidlaw Center (LDC) 235  
**Contact:** [brawlings@whatcom.edu](mailto:brawlings@whatcom.edu)  
**Address:** 237 W. Kellogg Rd., Bellingham, WA 98226

**Commented [BR6]:** Removed redundancy language of naming all protected classes again.  
Has a better flow and easier to read  
No major language change - housekeeping

**Commented [BR7]:** Updated title

**Commented [BR8]:** Updated email address

### The Title IX / EEO Coordinator or designee:

- will accept all complaints and referrals from College employees, applicants, students, and visitors;
- will make determinations regarding how to handle requests by complainants for confidentiality;
- will keep accurate records of all complaints and referrals for the required time period;
- may conduct investigations or delegate and oversee investigations conducted by a designee;
- may impose interim remedial measures to protect parties during investigations of discrimination or harassment;
- will issue written findings and recommendations upon completion of an investigation; and
- may recommend specific corrective measures to stop, remediate, and prevent the recurrence of inappropriate conduct.

### C. Who May File a Complaint

Any employee, applicant, student, or visitor of Whatcom Community College may file a complaint. Complaints may be submitted in writing or verbally. The College encourages the timely reporting of any incidents of discrimination or harassment. For complainants who wish to submit a written complaint, a formal complaint form is available online at <http://www.whatcom.edu/home/showdocument?id=360>. Hardcopies of the complaint form are available at the Human Resource Office, Laidlaw Center (LDC) 235. Any person

submitting a discrimination complaint shall be provided with a written copy of the College's anti-discrimination policies and procedures.

**Commented [BR9]:** Made it easier to file a complaint ☺  
Added a link

## D. Confidentiality and Right to Privacy

Whatcom Community College will seek to protect the privacy of the complainant to the full extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as Whatcom Community College policies and procedures. Although Whatcom Community College will attempt to honor complainants' requests for confidentiality, it cannot guarantee complete confidentiality. Determinations regarding how to handle requests for confidentiality will be made by the Title IX / EEO Coordinator/designee.

1. **Confidentiality Requests and Sexual Violence Complaints:** The Title IX / EEO Coordinator/Designee will inform and obtain consent from the complainant before commencing an investigation into a sexual violence complaint. If a sexual violence complainant asks that his or her name not be revealed to the respondent or that the College not investigate the allegation, the Title IX / EEO Coordinator/Designee will inform the complainant that maintaining confidentiality may limit the College's ability to respond fully to the allegations and that retaliation by the respondent and/or others is prohibited. If the complainant still insists that his or her name not be disclosed or that the College not investigate, the Title IX / EEO Coordinator/designee will determine whether the College can honor the request and at the same time maintain a safe and non-discriminatory environment for all members of the College community, including the complainant. Factors to be weighed during this determination may include, but are not limited to:
  - a. the seriousness of the alleged sexual violence;
  - b. the age of the complainant;
  - c. whether the sexual violence was perpetrated with a weapon;
  - d. whether the respondent has a history of committing acts of sexual violence or violence or has been the subject of other sexual violence complaints;
  - e. whether the respondent threatened to commit additional acts of sexual violence against the complainant or others; and
  - f. whether relevant evidence can be obtained through other means (e.g., security cameras, other witnesses, physical evidence).

If the College is unable to honor a complainant's request for confidentiality, the Title IX / EEO Coordinator/Designee will notify the complainant of the decision and ensure that complainant's identity is disclosed only to the extent reasonably necessary to effectively conduct and complete the investigation.

If the College decides not to conduct an investigation or take disciplinary action because of a request for confidentiality, the Title IX / EEO Coordinator/Designee will evaluate whether other measures are available to limit the effects of the harassment and prevent its recurrence and implement such measures if reasonably feasible.

**Commented [BR10]:** New language – More specifics which reduces liability

## E. Investigation Procedure

Upon receiving a discrimination complaint, the College shall commence an impartial investigation. The Title IX / EEO Coordinator/Designee shall be responsible for overseeing all investigations. Investigations may be conducted by the Title IX / EEO Coordinator or his or her designee. If the investigation is assigned to

someone other than the Title IX /EEO Coordinator, the Title IX / EEO Coordinator/Designee shall inform the complainant and respondent(s) of the appointment of an investigator.

1. **Interim Measures:** The Title IX / EEO Coordinator/Designee may impose interim measures to protect the complainant and/or respondent pending the conclusion of the investigation. Interim measures may include, but are not limited to, imposition of no contact orders, rescheduling classes, temporary work reassignments, referrals for counseling or medical assistance, and imposition of summary discipline on the respondent consistent with the College's student conduct code or the College's employment policies and collective bargaining agreements.
2. **Investigation:** Complaints shall be thoroughly and impartially investigated. The investigation shall include, but is not limited to, interviewing the complainant and the respondent, relevant witnesses, and reviewing relevant documents. The investigation shall be concluded within a reasonable time, normally sixty days barring exigent circumstances. At the conclusion of the investigation, the investigator shall set forth his or her findings and recommendations in writing. If the investigator is a designee, the investigator shall send a copy of the findings and recommendations to the Title IX / EEO Coordinator/designee. The Title IX / EEO Coordinator/Designee shall consider the findings and recommendations and determine, based on a preponderance of the evidence, whether a violation of the discrimination and harassment policy occurred, and if so, what steps will be taken to resolve the complaint, remedy the effects on any victim(s), and prevent its recurrence. Possible remedial steps may include, but are not limited to, referral for voluntary training/counseling, development of a remediation plan, limited contact orders, and referral and recommendation for formal disciplinary action. Referrals for disciplinary action will be consistent with the Student Rights and Responsibilities Policy (WAC 132U-125) or college employment policies and collective bargaining agreements.
3. **Written Notice of Decision:** The Title IX / EEO Coordinator/Designee will provide each party and the appropriate student services administrator or appointing authority with written notice of the investigative findings and of actions taken or recommended to resolve the complaint, subject to the following limitations. The complainant shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint, if any, only to the extent that such findings, actions, or recommendations directly relate to the complainant, such as a finding that the complaint is or is not meritorious or a recommendation that the respondent not contact the complainant. The complainant may be notified generally that the matter has been referred for disciplinary action. The respondent shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint and shall be notified of referrals for disciplinary action. Both the complainant and the respondent are entitled to review any final findings, conclusions, and recommendations, subject to confidentiality requirements.
4. **Informal Dispute Resolution:** Informal dispute resolution processes, like mediation, may be used to resolve complaints, when appropriate. Informal dispute resolution shall not be used to resolve sexual discrimination complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence.
5. **Final Decision and/or Reconsideration:** Either the complainant or the respondent may seek reconsideration of the decision by the Title IX / EEO Coordinator/Designee. Requests for reconsideration shall be submitted in writing to the Title IX / EEO Coordinator/Designee within seven business days of

**Commented [BR11]:** Referencing the Student Rights and Responsibilities Policy that was approved by the Board in October.

receiving the decision. Requests must specify which portion of the decision should be reconsidered and the basis for reconsideration. If no request for reconsideration is received within seven business days, the decision becomes final. If a request for reconsideration is received, the College President or designee shall respond within fourteen business days. The President or designee shall either deny the request or, if the President or designee determines that the request for reconsideration has merit, issue an amended decision. Any amended decision is final and no further reconsideration is available.

**Commented [BR12]:** Process is the same, step-by-step spelled out and more specific language to make it easier to read.

## F. Publication of Anti-Discrimination Policies and Procedures

The policies and procedures regarding complaints of discrimination and harassment shall be published and distributed as determined by the president or president's designee. Any person who believes he or she has been subjected to discrimination in violation of College policy will be provided a copy of these policies and procedures.

**Commented [BR13]:** New Language

## G. Limits to Authority

Nothing in this procedure shall prevent the College President or designee from taking immediate disciplinary action in accordance with Whatcom Community College policies and procedures, and federal, state, and municipal rules and regulations.

## H. Non-Retaliation, Intimidation, and Coercion

Retaliation by, for, or against any participant (including complainant, respondent, witness, Title IX / EEO Coordinator/designee, or investigator) is expressly prohibited. Retaliatory action of any kind taken against individual(s) as a result of seeking redress under the applicable procedures or serving as a witness in a subsequent investigation or any resulting disciplinary proceedings is prohibited and is conduct subject to discipline. Any person who thinks he/she has been the victim of retaliation should contact the Title IX / EEO Coordinator/Designee immediately.

## I. Criminal Complaints

Discriminatory or harassing conduct may also be, or occur in conjunction with, criminal conduct. Criminal complaints may be filed with the following law enforcement authorities:

### Bellingham Police Department

505 Grand Ave, Bellingham, WA 98225  
(360) 778-8800 <https://www.cob.org/gov/dept/police>

### Blaine Public Safety Department

322 H St, Blaine, WA 98230  
(360) 332-6769 <http://www.ci.blaine.wa.us/171/Public-Safety>

### Everson Police Department

111 W Main St, Everson, WA 98247  
(360) 966 4212 <http://www.ci.everson.wa.us/police-department.html>

## **Ferndale Police Department**

2220 Main St, Ferndale, WA 98248

(360) 384 3390 <http://www.ferndalepd.org/>

## **Lynden Police Department**

203 19th St, Lynden, WA 98264

(360) 354 2828 <http://www.lyndenwa.org/departments/police/>

## **Sumas Police Department**

433 Cherry St, Sumas, WA 98295

(360) 988 5711 <http://www.sumaspolice.com/>

## **Western Washington University**

Department of Public Safety

516 High Street, Bellingham, WA 98225

(360) 650 3911 <http://www.wvu.edu/ps/police/index.shtml>

## **Whatcom County Sheriff's Office**

Public Safety Building

311 Grand Avenue, Bellingham, WA 98225

(360) 676 6650 <http://www.whatcomcounty.us/200/Sheriff>

The College will proceed with an investigation of harassment and discrimination complaints regardless of whether the underlying conduct is subject to civil criminal prosecution.

**Commented [BR14]:** Added specific language for local contacts.

## **J. Other Discrimination Complaint Options**

Discrimination complaints may also be filed with the following federal and state agencies:

Washington State Human Rights Commission at <http://www.hum.wa.gov/>

U.S. Dept. of Education Office for Civil Rights at <http://www2.ed.gov/about/offices/list/ocr/index.html>

Equal Employment Opportunity Commission at <http://www.eeoc.gov/>

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**Discrimination/Harassment  
Complaint Form**

This form is designed to assist you with filing a discrimination and/or harassment complaint. Please write clearly and focus on the alleged discriminatory and/or harassing conduct. The complaint should include as much information regarding the incident giving rise to the complaint as possible, including the location, date and time of the alleged incident(s); the name of the individual or group whom the complaint is against, if known; a description of the incident(s); and the remedy sought.

Name of filing the complaint: \_\_\_\_\_ Date: \_\_\_\_\_

DRAFT

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

You may use the base side of this sheet if needed. Please return this form to the Title IX/EEO Coordinator, LDC 235.



Academic Calendar 2018-2019 - DRAFT

1/20/2017

September 2018						
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 2018						
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			

November 2018						
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	

December 2018						
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April 2019						
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Fall Quarter 2018

- 1-3 Sep Labor Day Weekend - Closed
- 19-Sep All College Day - Closed
- 25-Sep Quarter Begins
- 10-12 Nov Veterans Day Weekend - Closed
- 21-Nov No Classes - College Open
- 22-25 Nov Thanksgiving Weekend - Closed
- 23-Nov Native Amer Heritage Day-Closed
- 14-Dec Quarter Ends
- 25-Dec Christmas Holiday - Closed

**55 Instructional Days**

Winter Quarter 2019

- 1-Jan New Years Holiday- Closed
- 3-Jan Quarter Begins
- 19-21 Jan Martin Luther King Jr. Weekend - Closed
- 16-18 Feb Presidents Day Weekend - Closed
- 19-Feb Professional Development Day Closed
- 22-Mar Quarter Ends

**54 Instructional Days**

Spring Quarter 2019

- 2-Apr Quarter Begins
- 25-27 May Memorial Day Weekend - Closed
- 14-Jun Quarter Ends

**53 Instructional Days**







Summer Quarter 2019

- 24-Jun Quarter Begins
- 4-Jul Independence Day - Closed
- 16-Aug Quarter Ends
- 31-Aug Labor Day Weekend - Closed

**39 Instructional Days**

**162 Total Instructional Days**

**170 Total Faculty Contract Days**

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

Academic Calendar 2019-2020 - DRAFT

1/20/2017

September 2019						
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October 2019						
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November 2019						
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December 2019						
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January 2020						
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March 2020						
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May 2020						
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August 2020						
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30	31					

Fall Quarter 2019

- 31 Aug-2 Sep Labor Day Weekend - Closed
- 18-Sep All College Day - Closed
- 24-Sep Quarter Begins
- 11-Oct No Classes - College Open
- 9-11 Nov Veterans Day Weekend - Closed
- 27-Nov No Classes - College Open
- 28 Nov-1 Dec Thanksgiving Weekend -Closed
- 29-Nov Native Amer Heritage Day-Closed
- 13-Dec Quarter Ends
- 25-Dec Christmas Holiday - Closed

**54 Instructional Days**

Winter Quarter 2020

- 1-Jan New Years Holiday- Closed
- 8-Jan Quarter Begins
- 18- 20 Jan Martin Luther King Jr. Weekend - Closed
- 15-17 Feb Presidents Day Weekend - Closed
- 18-Feb Professional Development Day - Closed
- 27-Mar Quarter Ends

**55 Instructional Days**

Spring Quarter 2020

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

**53 Instructional Days**

Summer Quarter 2020

- 29-Jun Quarter Begins
- 3-5 Jul Independence Day Weekend - Closed
- 21-Aug Quarter Ends

**39 Instructional Days**

**162 Total Instructional Days**

**170 Total Faculty Contract Days**



Quarter Begins



Quarter Ends



College Closed



No Classes - College Open



Faculty Work Day - No Classes



Employee Work Day - Closed

# Whatcom

## COMMUNITY COLLEGE

### Reports to the Board of Trustees November 8, 2017 Meeting

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

- **Finance** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
  - Whatcom hosted the fall BAR (Budget, Accounting and Reporting) Council meeting on October 18-20. Over 60 attendees from colleges around the state came to learn and to network.
  - Work continues on the 2016-17 financial statements, in preparation for the audit, scheduled in.
- **Facilities & Operations** (*5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
  - The WCC Institutional Master Plan (IMP) was approved by City Council on 10/23/17 and will be adopted into the City of Bellingham Comprehensive Plan.
  - The student housing [request for qualifications \(RFQ\) was posted](#) on 10/30/17. The process will span fall quarter with a selection of a design-build team on 12/21/17.
- **Emergency Preparedness, Safety & Security** (*5.3 Promote a safe environment for teaching, learning, and working*)
  - On October 10-12, WCC hosted a TEEX (Texas A&M Technical Engineering Extension Course) emergency preparedness training titled Managing Critical Incidents in Institutes of Higher Education. There were 27 participants with 17 representing WCC. The additional participants represented Bellingham Technical College, Bellevue College, Northwest Indian College and the City of Bellingham Police Department.
  - WCC hosted safety week October 16-19, which included tabling and information sharing by the Campus Safety and Security team as well as a panel forum with Bellingham Fire and Police Departments, and representatives from the American Red Cross.
  - On Thursday, October 19, WCC participated in the Great Washington Shake Out, which exercises Whatcom Alert (mass notification system) in an all-campus earthquake drill.
- **Bookstore** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human*)
  - Sales of digital course materials increased 12% this quarter over fall 2016.
  - The Bookstore has significantly expanded its selection of food and drink items. During September and October, sales in these two categories has expanded approximately 250% over the previous year. Students appreciate the new food options available at both The Bookstore and The Bay.

- **Technology** (5.1 Create and manage growth through fiscal, capital, technological and human resource development)
  - The Student Access Lab (SAL) is supporting a new art class that is using our 3D printers, along with the engineering and math classes.

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

- **K-12 Partnerships** (1.1 Improve student success in retention, completion, transfer, and employment, 2.3 Strengthen partnerships with K-12 and higher education institutions)
  - Members of K-12 Partnerships have been meeting with area K-12 administrators to create opportunities for students at both the high school and when students transition to WCC. To date, visits have occurred at Options High School, Bellingham High School, Lynden Christian High School, Meridian High School, and Ferndale High School. Themes emerging are centered around student readiness, College in the High School, and connections with systemically non-dominant groups.
  - K-12 Partnerships attended a collaborative event at Kulshan Middle School (KMS). Nathalia Hold, author of Rise of the Rocket Girls spoke to the entire KMS student body about persistence and passion.
- **Outreach** (1.3 Promote student access through quality services and resources, 2.3 Strengthen partnerships with K-12 and higher education institutions, 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes)
  - K-12 Partnerships, Financial Aid, Advising, and Outreach staff participated in ten (10) FAFSA/WASFA Completion Events at local high schools and WCC.
  - Outreach is hosting a Fall Preview Day at WCC on Friday, December 1, from 9:00am to 12:30pm for high school juniors and seniors. Outreach anticipates 200-250 students to attend.
  - As part of a community assessment regarding services for disengaged youth, the Outreach VISTA Americorps Member met with 13 individuals at community agencies and created a survey to be sent out to community service providers.
  - Outreach College Access Corps Member provided direct service and resources to Cordata Elementary School, Northwest Youth Services, and the North Cascade Institute. The program promotes college access by educating socio-economic disadvantaged youth on post-secondary options, financial aid, college applications, and more.
- **Financial Aid** (1.3 Promote student access through quality services and resources, 3.1 Ensure all students have access to campus resources that support educational success)
  - In October, WCC collaborated with local high schools and community organizations to market financial aid options to prospective students.
  - FAFSA/WASFA events were offered for all high schools in our area and included presentations on scholarships and other funding options.

- **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*)
  - A draft of the new academic progress procedures has been developed, and is currently being shared across campus to solicit input and feedback from the various stakeholders. Within the next few weeks, a final draft will be developed and presented to President’s Cabinet for final approval. The updated academic progress policy and procedures will offer a strong foundation for the development of student-centered interventions and much clearer student communication.
  - A new and improved early alert program was rolled out this quarter to the campus community. The updated early alert program was developed in collaboration with adjunct and full-time faculty. The early alert program now includes a mid-quarter survey to give faculty an additional opportunity. In the quarter to identify students who are struggling and connect them with the appropriate support services programs on campus. Additionally, the updated early alert program now includes more clearly defined flags to help faculty more easily identify the needs of students and connect them to appropriate student support services on campus.
  - The AIM program has hired and trained five student peer mentors. The five peer mentors are second year AIM students, who are now assuming leadership roles within the program. Currently, the peer mentor program is utilizing a decentralized approach to make the services more accessible to students and to create a more informal and student-centered peer mentoring experience. The peer mentors currently hold weekly drop-in hours in the library and in the student recreation center.
- **Access and Disability Services** (*3.1 Ensure all students have access to campus resources that support educational success, 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes*)
  - Currently, there are 396 students registered with the ADS Office.

Through the Financial Aid Office, ADS has posted a work-study position for support with converting textbooks to accessible formats, document conversion and general office support.

#### ➤ **Instruction—Ed Harri, Vice President**

- **Service Learning Program:** (*2.2 Create teaching and learning communities, 2.3 Strengthen partnerships with K-12 and higher education institutions*)
  - WCC’s Service Learning Program has collaborated with WWU’s Center for Service Learning in a campus/community program called Community Engagement Fellows. Designed to help local higher education faculty and community-based educators “nurture engaged citizens, serve the public, and improve our region and the planet,” small groups of participants from WWU, WCC, NWIC, BTC and local nonprofit and government agencies will meet regularly to discuss important aspects of effective community engagement. In addition, each Fellow will complete a

project during the 2017-18 academic year, such as developing a new course; re-designing an existing course, assignment or internship program; or writing a grant proposal for community-based research. Service Learning Coordinator, Kristine Smith, is facilitating a yearlong Faculty Education Workshop (FEW) for the 24 WCC faculty who are participating in the program this year.

- **STEM Programs:** *(2.5 Cultivate community awareness and support for the College, 4.1 Offer programs, services, and facilities that support college needs and market demands.)*
  - The STEM division celebrated I ♥ STEM month in October. WCC students, faculty and staff, and members of the community participated. Events included the Chuckanut Radio Hour, the Pickford’s presentation of “Science and Wonder,” and various opportunities to learn more about STEM fields.
  - WCC participated in the Lynden Kiwanis Math & Science Fair in October. Targeting elementary school children and families, the display spotlighted Whatcom’s STEM programs and the Area Health Education Center for Western Washington (AHECWW). Hands-on activities, including take-apart model eyes and a kidney filtration experiment, attracted 230 kids and 140 adults. AHECWW director Cori Garcia Hansen and a medical assisting program student volunteer represented the College.
- **Cybersecurity Center Dedication** *(2.5 Cultivate community awareness and support for the College, 4.1 Offer programs, services, and facilities that support College needs and market demands.)*
  - Whatcom’s Cybersecurity Center at Baker Hall was formally dedicated on October 11. WCC Board members, industry leaders, government officials, CIS/cybersecurity program faculty and students, and members of the community attended the dedication.
- **Industry Initiatives** *(2.5 Cultivate community awareness and support for the College, 2.6 Engage with business and industry to strengthen regional economic development, 4.1 Offer programs, services, and facilities that support college needs and market demands.)*
  - **Job Skills Training Projects:** Illustrating WCC’s potential for growing industry partnerships, WCC’s Community & Continuing Education has been awarded two SBCTC Job Skills Training grants totaling \$158,891 to cover instructional and administrative costs for providing customized job skills training for two local companies over the next two years.
  - **Participation in Technology Alliance Group (TAG) Tech Summit:** WCC and CyberWatch West were featured at the October 19 Bellingham Tech Summit. WCC CIS program graduates, currently employed at several prominent local companies, participated in two panel discussions on emerging cybersecurity issues and trends.
  - **Medical Assistant workforce pipeline:** On October 23, WCC and AHECWW staff and faculty convened a work group whose goal is to expand the medical assisting workforce pipeline in Whatcom County. Participants from PeaceHealth, Family Care Network, the Center of Excellence for Allied Health, SBCTC, Northwest Workforce Council, and the Washington Association of Community & Migrant Health Centers explored next steps in developing programs to train working adults, including those currently employed in rural health facilities, and ways to increase K-12 connections.
- **Assessment and Institutional Research (AIR):** *(4.6 Apply assessment and evaluation data to inform decisions.)*

- The AIR office is revising the enrollment and course success data for all programs and disciplines, and defining program cohorts for calculating graduation and retention rates. In addition, they are managing the new HEET grant, and evaluating the impact of all the HEET grants over the last 10 years in colleges across the state.
- **Learning Center:** *(1.2 Foster student learning through student-centered teaching and learning practices, 3.3 Increase services focused on supporting marginalized student populations to close the equity gap in student outcomes.)*
  - Last year the Math and Writing Centers had 2,616 student visits at this point in the quarter; this year has seen 3,030. This represents a 16% increase in student use, and demonstrates sustained growth in the Learning Center. Space constraints prove to be a challenge as growth continues, demonstrating the need for expansion of services into the larger, purpose built space in the Learning Commons.

### ➔ **Institutional Advancement – Sue Cole, Executive Director**

- **Foundation 5.2.1 – Increase external revenue sources through grants and Foundation fundraising.**
  - **Foundation News:**
    - The Foundation hosted its annual Donor Appreciation Breakfast and presented Excellence in Educational Giving awards to Dr. Russ Sherif, math professor at WCC; Susan and Deane Sandell, WCCF board member/alumnus; and Bob Winters, English and Film Studies professor and WCCF board member.
- **Communications, Marketing and Publications 3.1 – Increase College stature as a community and educational partner.**
  - Press Releases/Media Outreach and Resulting Media Coverage. Find college news at [whatcom.edu/news](http://whatcom.edu/news)
    - [Diverse Students Find Community at Simpson Intercultural Center](#), Whatcom Talk, 10/19/17
    - [El Periódico: Día de los Muertos coming up at WCC](#), Lynden Tribune, 10/18/17
    - [U.S. Bank awards two WCC cybersecurity students \\$2,500 scholarships](#), WCC press release, 10/17/17
    - [Six Washington community colleges up for \\$1 million Aspen Prize](#), Seattle Times, 10/16/17
    - [It's Trick or Treat Time at WCC](#), Whatcom Talk, 10/13/17
    - [ART — "PLUNGE" \(Justin Martin exhibit\)](#), Go Skagit, 10/12/17
    - [Kids' science and math expo at fairgrounds this Saturday](#), Lynden Tribune, 10/12/17
    - [WCC Voted Among Top 150 Community Colleges in US](#), The Chamber, 10/11/17
    - [7 Recommendations for Student Success Initiatives](#), Educause Review, 10/11/17
    - [Cybersecurity Dedication Ceremony](#), The Chamber, 9/27/17
    - [Whatcom Community College announces new Cyber Security Center opening](#), KGMI, 10/8/17 (also mentioned on air)

- [Washington's Running Start program a national standout, study says](#), Bellingham Herald, 10/7/17
- [Book Corner: AT VILLAGE BOOKS \(Chuckanut Radio Hour\)](#), Go Skagit, 10/1/17





**Proposed 2018 Meeting Schedule of  
The Board of Trustees**

**Second Wednesday of the Month (per WAC 132U-104)  
2:00 p.m. (unless otherwise noted with an \*)**

**Whatcom Community College  
Laidlaw Center Board Room (LDC 143), 237 W Kellogg Road  
Bellingham, WA 98226**

**Wednesday, January 17\***

**Wednesday, February 21\***

**Wednesday, March 14**

**Wednesday, April 11**

**Wednesday, May 9**

**Wednesday, June 13  
(6/15 commencement ceremony)**

**Thursday & Friday, August 9 & 10\* (Board Retreat)**

**Wednesday, September 12**

**Wednesday, October 10**

**Wednesday, November 14 (work session; start at 12 pm)\***

**Wednesday, December 5**