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**TITLE:** Formway Exceptional Faculty Awards Trust Fund Procedure  
**NUMBER:** 740 (Replacing 430, 4051, 4052)  
**AUTHORIZED BY PRESIDENT:** July 1991 & February 6, 2001  
**REVISED BY PRESIDENT:** November 16, 2011; March 17, 2025

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## Definition

In 1990, the Legislature enacted RCW 28B.50.835 to authorize the creation of public-private partnership funds to support exceptional faculty development in community and technical colleges.

Established in accordance with this statutory authority in 1991, the Exceptional Faculty Awards Trust Fund is a permanent fund consisting of one-half donated funds and one-half matching funds from the state General Fund, from which only interest may be spent. The Whatcom Community College Foundation (Foundation) and the College share in the investment of the fund, but the proceeds are managed and distributed entirely by the College. As least annually, the Foundation conveys the interest generated by its investments to the College for the provision of faculty awards.

## Purpose

The Whatcom Community College Exceptional Faculty Awards Trust Fund is an endowment fund held in trust specifically for use in accordance with WAC 131-16-450.

The purpose of the Exceptional Faculty Awards Trust Fund is to foster effective teaching and faculty development opportunities consistent with the authority granted by RCW 28B.50.835 and the companion regulations promulgated by the State Board of Community and Technical Colleges, WAC 131-16-450.

Proceeds from the Exceptional Faculty Awards Trust Fund may be used to support faculty development opportunities as outlined in the Procedures below.

## Procedures

1. All funds generated by and through this program shall be credited to the college district's Exceptional Faculty Awards Trust Fund, from which only the earnings of such funds may be expended for the purpose of the program.
2. The proceeds from the endowment fund shall be used to pay expenses for faculty awards, which may include:
  - a. In-service training.
  - b. Temporary substitute or replacement costs directly associated with faculty development programs, conferences, travel, publication, and dissemination of exemplary projects.
  - c. Expenses associated with the holder's program area.
3. Only full or part-time academic employees under RCW 28B.52.020(2) (teachers, counselors, librarians, or department heads) are eligible for awards under this program.

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4. The amount of individual awards and the recipient(s) shall be determined by the College President or designee within the funds available.
    - a. Full-time faculty members will be credited the amount approved by the President or designee for professional development opportunities under this procedure and related board policy.
      - i. It is anticipated that, each year, funds will be credited to individual professional development accounts.
      - ii. Because the availability of funds depends on investment returns, the amounts credited may vary year to year.
      - iii. The amount credited each year will remain in the full-time faculty member's professional development account until they are used.
      - iv. Accumulated funds may be used in full or in part.
      - v. Funds may accumulate as long as the faculty member is employed at Whatcom Community College.
      - vi. Upon termination of employment, any funds that have accumulated but not been used will revert to the pool.
    - b. Adjunct faculty members may apply for Formway Funds up to the amount approved by the President or designee.
      - i. Available proceeds from the Exceptional Faculty Trust Fund shall be determined annually in the spring quarter to administer in the subsequent fiscal year.
      - ii. Because the availability of funds depends on investment returns and remaining proceeds from the current year, the funding amount provided for this purpose may vary year to year.
  5. To access these professional development funds:
    - a. Full-time and adjunct faculty members must complete the "Use of Formway Funds Form" and submit the completed form to their department chair and dean for review and approval.
      - i. Any professional development opportunity that the faculty member, department chair, and dean agree upon that will enhance the faculty member's professional development is assumed appropriate (e.g., educational travel, course work, conferences, dues, subscriptions, etc.)
      - ii. An approved form shall be submitted to the Business Office and the appropriate procedures for purchasing and/or travel shall be followed by the faculty member.
      - iii. Equipment purchases may be funded if they directly support professional development opportunities for faculty. Equipment-related purchases:
        1. will be considered personal property of the faculty member and are not state property and therefore will not be inventoried with state tags;
        2. are not supported by WCC's IT Department, nor are they purchased through the IT Department;
        3. will not be networked directly to campus systems, although remote access may be available;

4. must follow established college purchasing procedures;
5. will be taxed as a form of compensation and reflected appropriately in faculty members' pay notices.
6. To the extent possible and allowable by state and federal law, the College will pre-pay the requested professional development expenses such as memberships, conference fees, and airline travel rather than expect the individual faculty member to advance such costs.
7. While prior approval is preferred, if the faculty member should have an unexpected professional development opportunity, an award request for reimbursement of expenses may be considered after the fact.
8. To receive reimbursement, the faculty member must submit an expense report with appropriate supporting documentation.