

AGENDA

Regular Meeting
February 1, 2018
Gateway Hall 352
4:30 – 6:15 p.m.

TEACHING | LEARNING | COMMUNITY
TAB

4:30 PM	A. Call to Order	Diana Clay	
4:32 PM	B. Introduction of Guests	Diana Clay	
4:37 PM	C. Public Comments	Diana Clay	
4:45 PM	D. Approval of Minutes	Diana Clay	
	1. November 14, 2017 – Regular Meeting		1
	2. December 7, 2017 – Special Meeting		2
	3. December 11, 2017 – Special Meeting		3
	E. Next meeting: March 8, 2018, 4:30 p.m.	Diana Clay	
4:50 PM	F. New Business – First Consideration		
	1. Consideration of New Board Policy BOT 17.0 and Procedure BOT 17.01pr	Diana Clay	4
	2. Consideration of Tenure Status	Dr. Charlie Crawford	5
	3. Consideration of Permanent Status	Dr. Charlie Crawford	6
	4. Consideration of Probationary Extension	Dr. Charlie Crawford	7
	5. Consideration of Continuing Tenure Probationary Status	Dr. Charlie Crawford	8
	6. Consideration of Mental Health Technician Certificate	Dr. Charlie Crawford	9
	7. Consideration of I-960 Fees	Kevin McKay	
5:15 PM	G. Monitoring Reports		
	1. Grants Updates	Dr. Tonya Drake & Cat Carothers	10
	2. Accreditation Year One Reports	Jim Mulik	
5:35 PM	H. Reports		
	1. Faculty Representative	Margaret West	
	2. Classified Staff Representative	Frederick Pieters	
	3. Student Representative	Mustapha Samateh	

EDMONDS COMMUNITY COLLEGE
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5:45 PM	I. Foundation Report	Diana Clay	11
5:50 PM	J. President's Report	Christina Castorena	12
5:55 PM	K. Board Discussion	Diana Clay	
6:15 PM	L. Adjournment	Diana Clay	

Times are estimates only and subject to change.

The Board of Trustees may convene to an Executive Session to discuss matters covered under RCW 42.30.110. Action from the Executive Session may be taken, if necessary, as a result of items discussed in the Executive Session.

Edmonds Community College will schedule meetings in locations that are free of mobility barriers. Information for individuals with hearing or visual impairments can be provided when adequate notice is given to the Office of the President, 425-640-1516.

MINUTES**Regular Meeting
November 14, 2017*****DRAFT***

Trustees Present: Dr. Tia Benson Tolle, Diana Clay, Naol Debele, Quentin Powers, and Carl Zapora

Trustee Absent: Emily Yim

Others Present: Arlene Anderson, Qasim Anjum, George Babcock, Michelle Behan, Nadescha Bunje, Michelle Campbell, Christina Castorena, Max Chen, David Cordell, Dr. Terry Cox, Dr. Charlie Crawford, Dennis Curran, Maria French, Pat Haggerty, Dr. Jean Hernandez, Dr. Marci Larsen, Tricia Lovely, Kevin McKay, Patty Michajla, Toan Nguyen, Mina Otgonbold, Mustapha Samateh, Dr. Yvonne Terrell-Powell, Jasmine Torres-Germack, Nomin Tumennast, and Margaret West

CALL TO ORDER AND INTRODUCTION OF GUESTS

Diana Clay, Board Chair, called the meeting to order at 4:32 p.m., welcomed those present, and asked for self-introductions.

PUBLIC COMMENTS

Max Chen, student, provided comments regarding international students holding positions on the student government executive board and the Board of Trustees.

COMMUNITY CONVERSATION

Dr. Marci Larsen, Superintendent, Mukilteo School District, provided information regarding the school district including their newly adopted equity policy, demographic information, and partnerships with Edmonds CC involving Sno Isle Tech Skills Center, Running Start, Tech Prep, and composites and materials science.

APPROVAL OF MINUTES

The minutes from the October 12, 2017 regular meeting, October 12, 2017 special meeting, and October 23, 2017 regular meeting were presented for approval.

Motion: Trustee Debele moved and Trustee Powers seconded the approval of the October 12, 2017 regular meeting minutes.

Trustee Benson Tolle abstained.

Approved

Motion: Trustee Powers moved and Trustee Debele seconded the approval of the October 12, 2017 special meeting minutes of the Edmonds CC joint meeting with the with the Edmonds School District Board of Directors.

Trustee Benson Tolle abstained.

Approved

Motion: Trustee Debele moved and Trustee Powers seconded the approval of the October 23, 2017 special meeting minutes.

Approved

NEXT MEETING

February 1, 2018, 4:30 p.m., Gateway Hall 352.

OLD BUSINESS – ACTION

Approval of 2018 Board of Trustees Meeting Dates (Resolution 17-11-1) – Diana Clay

The 2018 Board of Trustees meeting dates were first presented on October 12 for consideration. Trustee Zapora reported that the ACT Spring Conference has been scheduled for May 10-11, 2018 in Vancouver, Washington. It was decided to determine an alternate date for the May 10 meeting.

Motion: Trustee Benson Tolle moved and Trustee Debele seconded the approval of Resolution No. 17-11-1, with an alternate date to be decided for the May 2018 meeting.

Approved

Approval of Board Policy Revisions (Resolution No. 17-11-2) – Dr. Jean Hernandez

The following Board policies, and accompanying procedures, were presented at the October 12 meeting: BOT 1.0, BOT 2.0, BOT 3.0, BOT 4.0, BOT 5.0, BOT 6.0, and BOT 8.0. No further discussion.

Motion: Trustee Powers moved and Trustee Zapora seconded the approval of Resolution No. 17-11-2.

Approved

Approval of WAC: Use of College Facilities for First Amendment Activities (Resolution No. 17-11-3) – Christina Castorena and Kevin McKay

The first consideration for approval of the WAC for Use of College Facilities for First Amendment Activities was brought to the Board in June 2017. Further work was done to create a policy for the college campus usage for first amendment purposes. A required public hearing was held on October 27, 2017 resulting in no negative comments regarding the WAC.

Motion: Trustee Benson Tolle moved and Trustee Debele seconded the approval of Resolution No. 17-11-3.

Approved

EXECUTIVE SESSION

At 5:24 p.m. the Board entered into Executive Session.

At 5:46 p.m. the Board returned to Open Session.

OLD BUSINESS – ACTION – Continued

Approval of Interim President – Diana Clay

Motion: Trustee Zapora moved and Trustee Benson Tolle seconded the motion to appoint Vice President of Student Services, Christina Castorena, as the Interim President, effective January 1, 2018 subject to contract negotiation.

Trustee Debele abstained.

Approved

NEW BUSINESS – ACTION

Approval of Lynnwood Golf Course Lease (Resolution No. 17-11-4) – Kevin McKay

Kevin McKay presented the Lynnwood Golf Course lease for approval. AAG Arlene Anderson has provided much input on this process. The Lynnwood City Council approved the lease at their November 13 meeting.

Motion: Trustee Benson Tolle moved and Trustee Zapora seconded the approval of Resolution No. 17-11-4.

Approved

NEW BUSINESS – FIRST CONSIDERATION

Consideration of Proposed Updates to Public Records WAC – Dennis Curran

Dennis Curran provided the proposed updates to the public records WAC which has not been revised since the late 1980s. The WAC allows a new fee schedule to be included to charge for requesting electronic public records. The public hearing date for the proposed updates will take place during February or March, or later. The Board will be asked to approve the updates to the Public Records WAC after the hearing is held.

Consideration of New Board Policy BOT 17.0 and Procedure BOT 17.01pr – Diana Clay

The Board continued discussion on the creation of new Board Policy BOT 17.0 and Procedure BOT 17.01pr which pertains to a stipend for board meeting attendance. The Board was asked if they would each speak to the three options: 1. All Trustees receive the stipend; 2. Only the student receive the stipend; 3. No Trustees receive the stipend. Arlene Anderson, AAG, reported that the State policy is outlined in the WAC. The purpose of the Board policy will be to provide clarity and Ms. Anderson recommended that the Board adopt a policy.

Following discussion, the Board was unable to arrive at a conclusion. Another draft of the policy will be brought back for further discussion at the February 1, 2018 meeting with possible action to be taken at the March 8, 2018 meeting.

REPORTS

Faculty Representative – Margaret West

Attachment A

Classified Staff Representative – George Babcock

Attachment B

Student Representative – Mustapha Samateh

Attachment C

MONITORING REPORTS

Workforce Development and Training Update – Dr. Terry Cox

Dr. Terry Cox provided an update on Workforce Development and Training including: Healthy eating options on campus; the new BAS Degree in Child, Youth and Family Studies; the WATR Center; community education; The Facility – Makerspace; apprenticeship partnerships; BAS Exploration; food trucks on campus; partnerships; supporting student success; and the County Economic Impact Study.

Guided Pathways Presentation – Dr. Charlie Crawford and Christina Castorena

Christina Castorena and Dr. Charlie Crawford provided a presentation on Guided Pathways. Highlights included the establishment of a steering committee last year; the creation of vision and goals; taskforce recommendations; World Café and ICAT

Next steps include the creation of implementation plans for recommendations; Development of KPIs for student success; Implementation of Hobson's Starfish; Online orientation going live in Winter 2018; and the five focus areas.

Quarterly Operating Budget Update – Kevin McKay

Kevin McKay provided a quarterly update on the operating budget as of September 30, 2017. Expenses and revenue figures were shared, including information on enrollment numbers. Statewide FTE enrollments have declined.

FOUNDATION REPORT – Diana Clay

Attachment D

PRESIDENT’S REPORT – Dr. Jean Hernandez

Attachment E

In addition to the attached report, Dr. Hernandez reported on the following:

- Dr. Hernandez has asked Dr. Yvonne Terrell-Powell to create a food pantry for our students.
- An update was provided on the ctcLink project including a hand-out showing the timeline. The WACTC Presidents will be discussing the shortfall. Edmonds CC is in group 4. They want to make sure the pilot schools are ready. It is anticipated that Edmonds CC will come on board in October 2019.
- Dr. Hernandez thanked the Board for all their work during her tenure as president. In recognition of her upcoming retirement on December 31, 2017, the Board of Trustees presented Dr. Hernandez with an engraved glass artpiece in gratitude for her seven years of service as President of Edmonds Community College.
- Dr. Hernandez asked Vice President of Student Services, Christina Castorena, to provide an explanation of the renaming of the Student Comprehensive Fee to the Student Services Fee. Ms. Castorena stated that the justification for the comprehensive fee (passed at the April 2017 Board of Trustees meeting) was a restructuring of the admissions and graduation fees. There is a need to clarify that the comprehensive fee is not a matter of combining the admissions and graduation fee together, but eliminating these fees to reduce barriers to access and completion for students. The fee charged is for services that all students use (placement, registration, and transcription). To avoid future confusion, the College is renaming the comprehensive fee to a student services fee to accurately reflect the purpose of the fee.

PRESIDENTIAL SEARCH UPDATE – Dennis Curran

- Three additional community members have been appointed to the Presidential Search Committee including Wendy Popke, Nick Echelbarger and Marilla Sargent.
- The Search Committee will meet on November 20 and will review the applications. On December 11 they will meet and will vote during the public portion of the meeting on the individuals who will be interviewed on January 18 and 19. Following those interviews, the Search Committee will present the Board with their final candidates who will be interviewed in February.
- Applications are due by December 1.

ADJOURNMENT

The meeting was adjourned by Chair Diana Clay at 7:57 p.m.

Ms. Diana Clay, Chair

Date Approved

ATTEST:

Ms. Christina Castorena, Secretary

ATTACHMENT A
BOARD OF TRUSTEES
Monthly Meeting Report
AFT Local 4254 EdCC Faculty
November 14, 2017

Greetings:

First, Dennis Curran, VP for HR, insists that I tell you the relations between HR and the Federation are outstanding.

Actually, the good relations between us are prompted by the tone set by President Hernandez.

In other news, the hiring process for an Associate Dean is underway. This position will have supporting Associate Faculty as a primary responsibility. The interviews have been completed, and the forums will be taking place on Monday.

We are still working on a date for the annual trustees/union dinner next quarter.

Thank you.

Margaret West
President
Local 4254
Edmonds Community College Federation of Teachers

ATTACHMENT B
BOARD OF TRUSTEES
MONTHLY MEETING REPORT
WPEA/UFCW LOCAL 365

November 14, 2017

- There isn't a lot to report today.
- We can see the light at the end of the tunnel that is Liquid Office for classified employees. It has been long and complicated to look at each case individually. We wish to thank EdCC HR department for their flexibility gathering additional documents for members, reviewing errors dating back to 2011 and coming to a resolution.
- Public Sector Win. You may recall that just a few months ago WPEA and several other public sector unions filed for a court injunction to block the state from releasing personal information (Including Birthdates) to an outside group. Washington State Court of Appeals upheld the block to release the personal information. WPEA expect this case to continue to the state Supreme Court.
- WPEA Officer Election Update
 - President – TBD
 - Vice President District 7 – Frederick Pieters
- Janus vs. AFSCME
 - US Supreme Court
 - Expected that it will be heard early next year
 - If the Supreme Court rules in favor of this case, it will significantly change the current landscape of public sector unions.
 - WPEA and all public unions are watching this situation very closely.
- We have resolved some employee issues, continue to work on others, and have not filed any grievances as of today.

Respectfully submitted by George Babcock, EdCC WPEA Shop Steward

ATTACHMENT C

BOARD OF TRUSTEES

Monthly Meeting Report

STUDENT GOVERNMENT

November 14, 2017

Completed

Executive Board Meeting

- **New Executive Officers and Assistant Appointed:** The Executive Board appointed Qasim Anjum as the Executive Officer for Community Relations, Vu Pham as the Executive Officer for Students Relations, and Quan Trung Nghiem as the Assistant to the Executive Board.
- **Bike-rack Security Camera:** The Executive Board funded \$6000.00 to install a security camera to better monitor bike thefts that occur in the Courtyard.
- **522 Account Budgeting Assistant:** The Executive Board has approved to fund \$2132.00 to hire a student staff that will examine the 522 accounts.
- **Additional Student Staff in Center for Student Cultural Diversity and Inclusion:** The Executive Board approved to fund \$4830.00 for an additional student staff in the center.
- **Free Printing Service in the Center for Student Cultural Diversity and Inclusion.** The Executive Board approved to fund \$1035.00 to offer free printing to students that volunteer for the Center.
- **Funding Request for Window Shade:** The Executive Board approved to fund \$1160.00 to purchase a window shade in the Center for Student Cultural Diversity and Inclusion.
- **National Association of Campus Activities:** Three Executive Officers and three Student Programmers attended the NACA Leadership Conference in Reno, Nevada.
- **Bee Club Fund Request:** The Executive Board approved to Fund \$2600.00 for the Bee Club to attend the Washington Oregon Higher Education Sustainability Conference.

In Progress

- **Legislative Academy:** The Executive Board will send four Executive Officers to attend the Legislative Academy in Olympia.

Summited by: Mustapha Samateh ASEdCC Administrative Liaison

ATTACHMENT D

BOARD OF TRUSTEES

Monthly Meeting Report

EDMONDS CC FOUNDATION

November 14, 2017

- The second annual 5K Walk and Run that was held on Saturday, October 28th here at Edmonds CC and it was a huge success. Vivacity was our title sponsor, they had 2 corporate teams, and Premera had a team as well. We had 12 additional corporate sponsors and 41 teams. We raised \$54,000 from sponsorships, teams & individual registrations with 325 participants.
- The 32nd annual Edmonds CC Gala is May 5, 2018 at the Seattle Grand Hyatt Hotel in Seattle. The Gala committee, chaired by Diana Clay and Foundation staff are hard at work securing corporate sponsorships. Our event goals are to raise \$335,000, have 375 attendees and \$90,000 in corporate sponsorships.
- The Foundation's Leadership Campaign has raised \$31,399 thanks to generous Foundation board members, trustees and community members, which is a \$10,000 increase over last year's campaign. The funds help support essential needs to assist EdCC students with scholarships, emergency funds, innovation grants and learning support programs.
- The Foundation's third annual Scholarship dinner will take place on Saturday, February 3rd at Nick and Caitlin Echelbarger Woodway home.
- The Foundation's annual board retreat is scheduled for Friday, January 12, 2018.
- Please consider joining Premera who recently committed \$2,500 and host of community members, retirees, foundation board members, faculty and staff in making a special gift to the Hernandez-Foy second Chance Endowed Scholarship. Our goal is to raise \$25,000 by Jean's retirement party on December 7, 2017.

Submitted by: Diana Clay, Foundation Board Liaison

PRESIDENT'S REPORT**NOVEMBER 14, 2017****ATTACHMENT E****PRESIDENT JEAN HERNANDEZ
EVENT HIGHLIGHTS OCTOBER 15 – NOVEMBER 4, 2017**

- October 15-18 – Attended the Grantmakers for Education Conference in Washington DC as a member of the College Spark Board of Trustees. The Conference is only for grant funders, so groups such as Kresge Foundation, Gates Foundation, and Lumina Foundation staff were in attendance. Topics covered were collective impact, addressing homelessness, review of case studies of organizations going through substantive changes, and more.
- The College is having conversations about beginning a Food Truck certificate through our Culinary Arts program and purchasing a Food Truck for the program, including using the Food Truck to provide food service for evening students on campus. Several meetings have been held with faculty, community members, and administrators.
- October 21 – Attended the Rotary-Noon Club and Rotary Daybreakers Club joint Gala. Both Dr. Tonya Drake and Brad Thomas, respectively, are members of these Rotary Clubs. It was a great event and opportunity to support our community.
- October 25 – Attended the SEM summit held on campus and facilitated by Danielle Carnes. This was a great opportunity for employees of the college to experience a data-driven exercise that resulted in recommending “stretch” goals for our Strategic Enrollment Management Plan. Approximately, 45 employees participated.
- October 28 – Attended the “Bridging the Gap” breakfast at the University of Washington where I received the UW Multicultural Alumni Partnership (MAP) Distinguished Alumni Award. It was an honor to be recognized by the University of Washington.
- October 28 – Along with Dr. Yvonne Terrell-Powell, attended the Tulalip Tribes’ “Raising Hands” 10-year anniversary fundraising gala event. This event brings hundreds of community organizations together that have received funding from the Tulalip Tribes, including a great “thank you” dinner as their guests.
- October 30 – President’s Cabinet and Associated Student of Edmonds Community College (ASEdCC) held their annual competition. This year instead of a bowling or billiards competition, they participated in an “Escape Routes” activity. Once again, President’s Cabinet took home the trophy! A dinner was held for everyone at Applebee’s.
- October 31 – Final President’s Advisory Committee meeting was held. Dr. Yvonne Terrell-Powell attended and provided information regarding the Equity and Inclusion office’s programs and future

initiatives. President Hernandez asked the Committee for feedback on advice for the new president, which Patty Michajla will document and have available when the next president is hired.

- November 1 – Attended the 5th Annual Veteran’s Day celebration in the BlackBox Theatre. We had great attendance. President Hernandez also announced that Director of the Veterans Resource Center, Chris Szarek, and Captain Tristan from the University of Washington are working on the creation of a ROTC transfer program for EdCC students. More to come...
- November 3 – Attended a joint meeting with the Everett School District Superintendent, Dr. Gary Cohn, and his staff, along with members of the Edmonds CC staff to discuss educational programs, student metrics, and additional new partnerships that bring Everett Public Schools students to Edmonds Community College.
- November 4 – Attended the Goodwill’s annual Glitter Gala. Goodwill has been an important partner for the college in offering pre-college and ESL classes. President Hernandez had the opportunity to sit at a table with 3 other community and technical college presidents from our system.

MINUTES**Special Meeting
December 7, 2017*****DRAFT*****Trustees Present:** Diana Clay, Naol Debele, Quentin Powers, Emily Yim, and Carl Zapora**Trustee Absent:** Dr. Tia Benson Tolle**Others Present:** Arnie Alanis, Gloria Alanis, Christina Castorena, Dennis Curran, Erin Foy, Dr. Jean Hernandez, and Patty Michajla**CALL TO ORDER**

Diana Clay, Board Chair, called the meeting to order at 4:47 p.m. in Woodway Hall 202.

NEW BUSINESS – ACTION**Approval of Emeritus President Status – Diana Clay****Motion:** Trustee Zapora moved and Trustee Debele seconded the approval of Emeritus President Status for President Jean Hernandez.*Approved***Approval of Interim President Contract – Diana Clay****Motion:** Trustee Zapora moved and Trustee Powers seconded the approval of the Interim President Contract for Christina Castorena.

Trustee Debele abstained.

*Approved***ADJOURNMENT**

The meeting was adjourned by Chair Diana Clay at 4:56 p.m.

ATTEST:

Ms. Diana Clay, Chair

Christina Castorena, Secretary

Date Approved

MINUTES

**Special Meeting
Presidential Search Committee
December 11, 2017
Gateway Hall 352
1:00 p.m. – 5:30 p.m.**

DRAFT

Trustees Present: Quentin Powers and Emily Yim

Others Present: Nadescha Bunje, Terry Cox, Dennis Curran, Robin Datta, Barbie-Danielle DeCarlo, Jorge De La Torre, Nick Echelbarger, Justin Irish, Dawn Moon Jacques, Deann Leoni, Corbitt Loch, Patty Michajla, Steve Pennington, Frederick Pieters, Wendy Popke, Marilla Sargent, Yvonne Terrell-Powell, Marie Tran, Wally Webster, and AGB Consultants Laird Desmond and Melissa Trotta

CALL TO ORDER AND INTRODUCTION OF GUESTS

Trustee Emily Yim, Presidential Search Committee Co-Chair, called the meeting to order at 1:21 p.m., welcomed those present, and asked for self-introductions. She announced that the committee would be narrowing down the candidate pool during the meeting. There were 46 candidates who applied for the position. Trustee Quentin Powers and Committee Co-Chair, also welcomed everyone and stated that the candidate pool is strong.

NEW BUSINESS – ACTION

Explanation of Search Process – Dennis Curran

Dennis Curran, Vice President of Human Resources, explained the voting process.

- During the executive session they would be discussing the candidates individually, but before doing so they would need to decide on the number of candidates to consider to be interviewed, depending on the cut points: 12, 19, or 26 candidates
- During the open public session following the executive session, there would be a vote on each candidate. They would vote “yes” to interview a candidate by a showing of hands.
- January 18 and 19 would be the initial interview dates.
- Following the January interviews, the Board of Trustees would receive that candidate list and vote in a special session on which candidates would be brought back as finalists.
- One or two days will be arranged for those interviews with four to five interviews per day.
- Conversation included whether the committee would discuss 12, 19, or 26 candidates during the executive session. Following discussion, everyone agreed with discussing 19 candidates.

EXECUTIVE SESSION

At 1:49 p.m. the Presidential Search Committee entered into Executive Session

At 4:38 p.m. the committee returned to open session.

NEW BUSINESS – ACTION

Approval of Presidential Candidates to be Interviewed on January 18 and 19, 2018 – Emily Yim and Quentin Powers

Co-Chair Quentin Powers reported that the committee discussed 19 candidates during the executive session. They would like to reduce the pool to 10 candidates with 2 alternates. A vote will be taken on the top 12 candidates, of which the top 10 would be interviewed in January, and the 11th and 12th would serve as alternates. They will tally all 19 candidates and take the top 12. If there is a tie there may need to be a re-vote.

Motion: Trustee Quentin Powers moved that the committee will go through the voting process to select the top 10 candidates, plus 2 alternates. Trustee Emily Yim seconded the motion.

The AGB consultants led the selection process by listing the 19 candidates by number only. No names were used during the discussion. The committee was instructed to vote on the top 19 candidates and that the top 10 would be selected with 2 alternates. The vote resulted in identifying the top 9 candidates, including by number: #2, #3, #11, #16, #22, #31, #32, #33, #34. There was a tie between three candidates for the 10th position. Following another vote to break the tie, the 10th candidate selected was candidate #9. The alternates would be candidates # 40 and #27, in that order.

The next meeting on January 17, 2018 will be to discuss references and assign interview questions. Everyone was asked to review the questions and send additional questions to Dennis. The committee will receive an interview schedule prior to the January 18 & 19 interview dates. The questions will be published on the secure site ahead of time in order to get feedback from the committee. AGB needs to finalize the questions in time for the committee to have time to review.

Dennis asked for volunteers to complete the reference checks from listed references. Guidelines on reference questions will be offered. Candidates will be contacted prior to any reference calls to ask their permission to make the calls. Those who volunteered: Terry Cox, Robin Datta, Jorge de la Torre, Nick Echelbarger, Steve Pennington, Wendy Popke, Corbitt Loch, and Barbie-Danielle DeCarlo.

Dennis also asked for volunteers to review the question set and potential bullet point answers. Those who volunteered: Terry Cox, Barbie-Danielle DeCarlo, Robin Datta, Justin Irish, Corbitt Loch, Steve Pennington, Wally Webster and Marie Tran.

ADJOURNMENT

The meeting was adjourned by committee Co-chair Emily Yim at 5:25 p.m.

ATTEST:

Ms. Diana Clay, Chair

Christina Castorena, Secretary

Date Approved

BACKGROUND**BOARD POLICY – STIPENDS****Subject**

Consideration of a new Board Policy addressing the payment of stipends for meeting attendance.

Background

Washington State law requires colleges to identify the Board of Trustees' classification, and how they may be compensated for meetings, and/or reimbursed for travel, based on the District's specific Board Policy.

The Edmonds Community College Board of Trustees previously received a stipend for attending one regular or special monthly Board meeting. In 2013, the State Board for Community and Technical Colleges indicated that the stipend should not be paid to Trustees. Then in 2014 the Attorney General's Office reversed that decision, allowing individual college districts to determine whether or not to pay board stipends. Therefore, the Edmonds CC Board in 2013 was erroneously informed that they could not receive a monthly stipend for meeting attendance, but continued to maintain travel reimbursements for attending out of town conferences and meetings. Recently, the current Board became aware of the Attorney General's reversed opinion and requested reviewing all of their options regarding the monthly meeting attendance stipend.

At the September 14, 2017 meeting, the Board reviewed the following options: Payment of a current flat rate stipend for attending either one (1) or two (2) regular or special board meetings per month, or the current per diem rate for Snohomish County for attending either one (1) or two (2) regular or special board meetings per month.

At the October 12, 2017 meeting, The Board voted on the payment of the per diem rate and the motion failed. It was decided to readdress the stipend discussion at the November 14, 2017 meeting.

At the November 14, 2017 meeting, The Board was asked to consider three options:

- (1) All members of the Board of Trustees are eligible to receive the flat rate of \$125 as compensation for one regular or special meeting per month. Each Trustee will decide whether or not to receive the stipend.
- (2) Only the Student Trustee is eligible to receive compensation for attending one regular or special session Board meeting per month at the flat rate of \$125.
- (3) No Trustee stipend paid.

The Board was unable to arrive at a conclusion and decided to discuss the policy and procedure further at the February 1, 2018 meeting.

Recommendation

Consideration of the attached REVISED Board of Trustees' Policy, BOT 17.0, and Procedure, BOT 17.01 pr. which allows only the Student Trustee to receive a flat rate of \$125 for attending one regular or special meeting per month.

DRAFT

BOARD OF TRUSTEES POLICY – BOARD OF TRUSTEES STIPEND

Edmonds Community College
WA State Community College District 23

BOT 17.0 – BOARD OF TRUSTEES STIPEND

SUMMARY/SCOPE

Washington State Law and Office of Financial Management (OFM) policies authorize Edmonds Community College Board of Trustees members to receive compensation and/or reimbursement for meetings and associated travel expenses while conducting college business. This policy clarifies how board members will be compensated for meetings, and how board members will be reimbursed for travel.

DESCRIPTION

Classification

State Law divides boards, commissions, and councils into five classes for the purposes of compensation. As described in the State Administrative & Accounting Manual (SAAM) section 10.70.30, the Board of Trustees is classified as “other.”

“other” – Any part-time board, commission, council, or committee not covered by RCW 43.03.230, 43.03.240, 43.03.250, or 43.03.265, but established by either the executive, legislative or judicial branch to participate in state government. These members have rulemaking authority, perform quasi-judicial functions, have responsibility for the administration or policy direction of a state agency or program, or perform regulatory or licensing functions with respect to a specific profession, occupation, business, or industry.

Compensation for Meetings

State law provides for members of boards, commissions, and councils serving without compensation to receive a special per diem rate (RCW 43.03.050) for time spent conducting official business. The Board of Trustees must determine whether or not its members will be compensated for attending meetings. At Edmonds Community College, the Board Policy is that only the Student Trustee as defined in RCW 28B.50.102 shall receive compensation for attendance at board meetings.

If the Student Trustee is currently receiving, or may receive in the future, financial aid, they are encouraged to meet with a Financial Aid Services Advisor to gain additional information as to whether it would be in their best interest as the Student Trustee to receive or decline the Board stipend.

Travel Reimbursement

The Office of Financial Management (OFM) articulates travel reimbursement policies and processes in its State Administrative & Accounting Manual (SAAM). All members of the Board of Trustees will receive reimbursement for travel on College business, the same as college employees.

Annual Review

At the June Board meeting of each year, the Board of Trustees will review the per diem rate for the coming academic year.

RELEVANT LAWS AND OTHER RESOURCES

GLOSSARY TERMS

Board of Trustee(s)

RELATED POLICIES AND PROCEDURES

New Policy

CONTENT OWNER. The primary responsibility for this policy belongs to:
College President, Secretary to the Board of Trustees

REVIEW PERIOD

Three years. Requires President's recommendation to the Board of Trustees.

REVIEW HISTORY

2017 – November 14 – First Consideration

2017 - October 12 – Board Resolution No. 17-10-4 – (motion failed)

2017 - September 14

DRAFT

BOARD OF TRUSTEES STIPEND

Edmonds Community College
WA State Community College District 23

BOT 17.01pr – BOARD OF TRUSTEES STIPEND: PROCEDURE

SUMMARY/SCOPE

Washington State Law and Office of Financial Management (OFM) policies authorize Edmonds Community College Board of Trustees members to receive compensation and/or reimbursement for meetings and associated travel expenses while conducting college business. This procedure clarifies how board members will be compensated for meetings, and how board members will be reimbursed for travel.

DESCRIPTION

Compensation for Meetings

Only the Student Trustee shall be eligible to receive a flat rate of \$125 for one regular or special meeting per month. The rate will be monitored annually by the accounting office and reviewed by the Board of Trustees at their June meeting.

The remaining Board of Trustees, who are not receiving compensation for meetings, may be reimbursed for mileage for time spent conducting official business on behalf of the college.

To receive compensation for the Board regular or special meeting per month, the Student Trustee will be required to submit a Board of Trustees' timesheet provided by the Senior Executive Assistant to the President. Payment will be issued by the President's Office through the payroll system because this compensation is subject to taxes and is reportable to the IRS.

Travel Reimbursement

- A. If the travel does not include overnight stay, each of the Board of Trustees may receive:
 1. Reimbursement for meals
 - a. Reimbursement for meals not included in the meeting or conference will be allowed.
 2. Reimbursement for mileage
 - a. Reimbursement for mileage will be requested by submitting total mileage, meeting/event title, date, location and any necessary receipts to the Senior Executive Assistant to the President.
 - b. Payment for mileage reimbursement will be issued using a Travel Expense Voucher submitted by the Senior Executive Assistant to the President to the Business Office.
 - c. Reimbursement for mileage and meals is not subject to payroll taxes
- B. If the Travel requires an overnight stay, the reimbursement is not subject to payroll taxes:
 1. Confirmation in writing from the Trustee of travel details is necessary for reimbursement.
 2. The Senior Executive Assistant to the President will complete a Travel Expense Voucher and submit to the Business Office all travel expenses (lodging, meals, mileage, etc.), along with all necessary receipts.

RELEVANT LAWS AND OTHER RESOURCES

RCW 43.03.230, 43.03.240, 43.03.250, 43.03.265

GLOSSARY TERMS

Board of Trustee(s)

RELATED POLICIES AND PROCEDURES

New Policy

CONTENT OWNER. The primary responsibility for this policy belongs to:

College President, Secretary to the Board of Trustees

REVIEW PERIOD

Three years. Requires President's recommendation to the Board of Trustees.

REVIEW HISTORY

2017 – November 14 – First Consideration

2017 – October 12 – Board Resolution 17-10-4

2017 – September 14

BACKGROUND***CONSIDERATION OF TENURE*****Subject**

Consideration of tenure for

Audineh Asaf	Art/Studio Art (Humanities & Social Sciences)
Stephanie Bevans	Business Information Technology (Business)
Christina Coiro	Social and Human Services (Health & Human Services)
Mark Einfeld	Computer Information Systems (STEM)
Daniel Griesbach	Bridge (Pre-College)
Jeremy Matthews	Adult Basic Education (Pre-College)
Gabrielle McIntosh	Mathematics (STEM)
Geoffrey McKeown	Adult Basic Education/ESL (International)
Chuck Mueller	Physics and Engineering (STEM)
Linda Zuvich	Computer Science (STEM)

Background

The Board of Trustees is required to consider the award or denial of tenure following a probationary period not to exceed nine (9) consecutive quarters, excluding summer quarters and approved leaves of absence. Audineh Asaf, Stephanie Bevans, Christina Coiro, Mark Einfeld, Daniel Griesbach, Jeremy Matthews, Gabrielle McIntosh, Geoffrey McKeown, Chuck Mueller and Linda Zuvich have completed their probationary period, and are recommended for consideration of tenure status.

Recommendation

Consideration of tenure for Audineh Asaf, Stephanie Bevans, Christina Coiro, Mark Einfeld, Daniel Griesbach, Jeremy Matthews, Gabrielle McIntosh, Geoffrey McKeown, Chuck Mueller and Linda Zuvich at the March 2018 Board of Trustees meeting.

BACKGROUND***CONSIDERATION OF PERMANENT STATUS*****Subject**

Consideration of permanent status for

Linda Carlson
Ruth Voetmann

Intensive English as a Second Language (International)
Intensive English as a Second Language (International)

Background

The Board of Trustees is required to consider the award or denial of permanent status following a probationary period not to exceed nine (9) consecutive quarters, excluding summer quarters and approved leaves of absence. Linda Carlson and Ruth Voetmann have completed their probationary period and are recommended for consideration of permanent status.

Recommendation

Consideration of permanent status for Linda Carlson and Ruth Voetmann at the March 2018 Board of Trustees meeting.

BACKGROUND***EXTENSION OF PROBATIONARY PERIOD*****Subject**

Consideration of extension of probationary period for:

Louis Ho

Computer Information Systems (STEM)

Background

The Board of Trustees is required to consider the award or denial of tenure following a probationary period not to exceed nine (9) consecutive quarters, excluding summer quarters and approved leaves of absence. However, In accordance with section B.4.3.2 of the Negotiated Agreement,

Upon formal recommendation of the review committee and with the written consent of the probationary faculty member, the Appointing Authority may extend its probationary period for one (1) , two (2), or three (3) quarters, excluding Summer Quarter, beyond the maximum probationary period established herein. No such extension shall be made, however, unless the review committee's recommendation is based on its belief that the probationary faculty member needs additional time to satisfactorily complete a professional improvement plan already in progress and on the committee's further belief that the probationary faculty member will complete the plan satisfactorily. At the conclusion of any such extension, the Appointing Authority may award permanent status unless the probationary faculty member has, in the judgment of the committee, failed to complete the professional improvement plan satisfactorily.

Recommendation

The review committee recommends with the written consent of the probationary faculty member that the probationary period for consideration of tenure for Louis Ho be extended for three quarters at the March 2018 Board of Trustees meeting.

BACKGROUND***CONSIDERATION OF CONTINUING
TENURE PROBATIONARY STATUS*****Subject**

Board of Trustees consideration of renewal or non-renewal of tenure probationary appointments for academic employees.

Background

The Board of Trustees is required to decide whether or not to renew probationary appointments based on recommendations presented by the end of winter quarter of the academic year. Faculty members under consideration for probationary appointment renewal of tenure are:

Second Year Appointments

Erin Davison, Communication Studies (Humanities & Social Sciences)
Brandon Dietrich, Chemistry (STEM)
Sheryl Gilmore, Physical Education (Health & Human Services)
William Hamp, Engineering (STEM)
Barbara Martinez-Griego, Child, Youth & Family Studies (Health & Human Services)
Mika McAfee, Social Human Services/Family Life Education (Health & Human Services)
Mark Seely, Psychology (Humanities & Social Sciences)

Third Year Appointments

Dyani Bartlett, Adult Basic Education/ESL (International)
John Baumgartner, English (Humanities & Social Sciences)
Michelle Behan, Adult Basic Education (Pre-College)
Dr. Timothy Burdick, Social Human Services (Health & Human Services)
Nicole Galipeau, High School Completion (Pre-College)
Terri Glazewski, Allied Health (Health & Human Services)
Tucker Howie, Engineering (STEM)
Theresa Pouley, Paralegal (Health & Human Services)
Catharine Robinweiler, Nursing (Health & Human Services)
Gwen Schlichta, Biology (STEM)
Stacey Schwartz, Culinary Arts, (Business)

Extension of Probationary Status

Louis Ho, Computer Information Systems (STEM)

Recommendation

Information is presented to the Board of Trustees for their review and consideration. Recommendation is that the Board of Trustees renews the second and third year tenure probationary appointments at their March 2018 meeting.

BACKGROUND***APPROVAL OF NEW CURRICULA*****Subject**

Board of Trustees consideration of the Mental Health Technician certificate.

Background

This program of study provides the foundation, knowledge, and skills to effectively work with individuals in behavioral healthcare environments. The program allows students to attain entry level employment in settings such as hospitals, group homes, dementia facilities and other programs where monitoring of behavioral health is required. This certificate requires successful completion of a minimum of 41 credits.

Recommendation

Board of Trustees approval of the Mental Health Technician certificate at the March 2018 meeting

EDMONDS COMMUNITY COLLEGE GRANTS DEVELOPMENT REPORT FEBRUARY 2018

Current Active Grants

NATIONAL SCIENCE FOUNDATION

Advanced Technological Education (ATE) / National Resource Center for Materials Technology Education (MatEdU) (Ongoing)
Active 7/14-8/18, Award \$1,600,000, PI Cossette

Advanced Technological Education (ATE) / Technician Education in Additive Manufacturing and Materials (TEAMM) (Ongoing)
Active 7/16-6/19, Award \$800,000, PI Cossette

Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM) / Relationships in Science Education (RISE) (Ongoing)
Active 10/11-9/16 (no-cost-extension to 9/18), Award \$999,997, PI Leoni

U.S. DEPARTMENT OF EDUCATION

Child Care Access Means Parents in School Program (CCAMPIS) (New)
Active 10/17-9/21, Award \$60,740, PI Neumann

TRiO Student Support Services (Ongoing)
Active 9/15-8/20, Award \$1,500,000, PI

U.S. DEPARTMENT OF JUSTICE

Office on Violence Against Women OVW Fiscal Year 2015, Grant to Reduce Sexual Assault, Domestic Violence, Dating Violence and Stalking on Campus Program (Ongoing)
Active 7/15-6/18, Award \$300,000, PI Burwell

U.S. HEALTH AND HUMAN SERVICES

Innovations in Creating Access to Careers in Healthcare (I-CATCH) (Ongoing)
Active 10/15-9/20, Award \$15,000,000, PI Thompson

Snohomish County Head Start and Early Head Start (Ongoing)
Active 6/16-5/21, Award \$5,504,712, PI Copeland
U.S. DEPARTMENT OF LABOR, EMPLOYMENT AND TRAINING ADMINISTRATION

American Apprenticeship Initiative / Partnership for Advanced Technology Apprenticeships in Manufacturing and Marine Engineering (PATAM2) (Ongoing)
Active 10/15-9/20, Award \$140,000, PI Copeland

PRIVATE FUNDING

Entrepreneurs Across the Curriculum (New)
Funder: Herbert B Jones Foundation
Active 7/17-2/19, Award \$69,000, PI Cox

The Edmonds Sessions High School Music Workshop (Pending)
Funder: Hubbard Family Foundation/Edmonds Arts Festival Foundation
Active 3/18-2/19, Award \$1,000, PI Sibicky

Emergency Scholarship Funds (New)
Funder: McKinstry Family Foundation
Active FY17/18, Award \$10,000, PI Thomas

South Africa Project (New)
Funder: Rick Steve's Diversity Grant
Active FY17/18, Award \$5,000, PI Du Bois

WA STATE DEPARTMENT OF SOCIAL AND HEALTH SERVICES

Pre-Employment Transition Services Project (New)
Active 4/18-3/20, Award \$516,960, PI Cohen

WASHINGTON STATE BOARD FOR COMMUNITY & TECHNICAL COLLEGES

Aerospace Apprenticeship FTES (Ongoing)
Active FY17/18, Award \$18,063, PI Crawford

Basic Education for Adults & ESL (Competitive Renewal)
Active FY17/18, Award \$350,000, PI Cohen

Basic Food Employment and Training Grant (Ongoing)
Active FY17/18, Award \$627,653, PI Strand
Correctional Education Grant (Ongoing)
Active FY17/18, Award \$1,700,003, PI Billingsly

Early Achievers Grant (Ongoing)
Active FY17/18, Award \$116,200, PI Schatz

Perkins Plan (Ongoing)
Active FY17/18, Award \$261,203, PI Cox

Perkins Innovation Project (Ongoing)
Active FY17/18, Award \$14,950, PI Cox

Worker Retraining Program (Ongoing)
Active FY17/18, Award \$1,346,073, PI Cox

Perkins Leadership Block Grant (Ongoing)
Active FY17/18, Award \$3,700, PI Cox

WorkFirst Delivery Agreement (Ongoing)
Active FY17/18, Award \$582,421, PI Strand

Grants Not Awarded

ASPIRE Challenge (competition cancelled), *Funder: Challenge.gov*, Requested \$10,000, PI Strand
CyberCorps Scholarships for Service, *Funder: National Science Foundation*, Requested \$164,000, PI Hailey
Guided Pathways, *Funder: College Spark*, Requested \$500,000, PIs Crawford & Castorena
Veterans Resource Center Gap Funds, *Funder: Newman's Own Foundation*, Requested \$50,000, PI Szarek
Tobacco Cessation Support on Campus, *Funder: Verdant Health Commission*, Requested \$40,000, PI Hernandez
Paralegal Tribal Clinic, *Funder: AccessLex*, Requested \$61,000, PI Haddock
Veterans Resource Center Gap Funds, *Funder: Albertsons Foundation*, Requested \$10,000, PI Szarek
Seamless Transfer Pathways, *Funder: Dell*, Requested \$0, PI Crawford
Reentry-Financial Capacity & Assets Course, *Funder: WA State Department of Commerce, WA State Commerce*
Requested \$10,000, PI Strand
2017-20 I-BEST Development and Expansion Allocation Application, *Funder: Washington State Board For
Community & Technical Colleges*, Requested \$350,000, PI Cohen
2017-2018 Workforce Development Program, *Funder: Washington State Board For Community & Technical
Colleges*
Requested \$150,000, PI Cox
ESD/LETI Whole Families Program, *Funder: United Way of Snohomish County*, Requested \$10,000, PI Copeland

Grant Applications Currently In Process

Formative Assessment Systems for the ATE Network,
Funder: National Science Foundation
Anticipated Request \$150,000, PI Datta

Anticipated Request \$300,000, PI Cossette

Community Leadership to Increase Participation of
Latinos in STEM, *Funder: National Science
Foundation*

OVW Fiscal Year 2018, Grant to Reduce Sexual
Assault, Domestic Violence, Dating Violence and
Stalking on Campus Program, *Funder: U.S.
Department of Justice*, Anticipated Request
\$300,000, PI Burwell

Key Grants Planned for 2018

Asian American and Native American Pacific Islander-
Serving Institutions Program, *Funder U.S.
Department of Education*, Anticipated Request Up to
\$1,750,000

Funder U.S. Department of Education, Anticipated
Request Up to \$3,500,000

Upward Bound Math-Science, *Funder U.S.
Department of Education*, Anticipated Request
\$250,000-\$380,000

Improving Undergraduate STEM Education:
Education and Human Resources, *Funder National
Science Foundation*, Anticipated Request \$300,000

Gaining Early Awareness and Readiness for
Undergraduate Programs (Consortium Project),

Facilitating Research at Primarily Undergraduate
Institutions, *Funder National Science Foundation*,
Anticipated Request \$100,000-\$600,000

BOARD OF TRUSTEES

Monthly Meeting Report

EDMONDS CC FOUNDATION

January 19, 2018

- The 32nd annual Edmonds CC “Completing The Dream” Gala is May 5, 2018 at the Seattle Grand Hyatt Hotel. The Gala committee, chaired by Diana Clay, and Foundation staff are hard at work securing corporate sponsorships and we have \$35,000 in sponsorship commitments with a goal of \$90,000. Would each board of trustee please consider either being a corporate sponsor (like Diana Clay and Tia Benson Tolle) or purchasing a table, which cost \$1,750 for a table of 10 guest? Our event goals are to raise \$335,000 and have 350 attendees.
- The Foundation and 72 donors help raise \$39,011 for the Hernandez-Foy Second Chance Endowed Scholarship. Thank you for those you who gave so generously.
- The Campus Giving Campaign kicked off on January 16th with a hot chocolate cart strolling around campus giving out free hot chocolate with our campaign giving forms. We have had 13 employees who enrolled in payroll deductions for the first time and 7 employees who increased what they were already giving in our first 4 days. Our campaign goal is to increase the number of campus donors by 25% (from 100 to 125 donors) so we are generating \$30,000 from our staff and faculty.
- The Foundation’s third annual Scholarship Dinner is Saturday, February 3rd at Nick and Caitlin Echelbarger Woodway home with a goal of raising \$25,000 for student scholarships.
- The Foundation’s annual board retreat was Friday, January 12th at the Edmonds City Hall. The retreat theme was ‘How to raise a million dollars a year, year after year’. Danielle Carnes and Erin Davison provided us with a presentation on the Educational Environmental Scan and Student Voices. George Frasier, Green River College Foundation Executive Director presented on how they raise a million dollars a year without doing any fundraising events. Whitney Cornell and Rachel Quigley presented the new Foundation’s branding project findings and they had do an exercise to guide us in telling the EdCC Foundation story in 1-2 minutes. We spent the remainder of the day reviewing our 2018-19 Philanthropic Plan and selecting our top 10 priorities that will aid us in reaching a million dollars next year for the first time.
- The Foundation is collaborating with the College in doing a feasibility study early this summer to determine if we are ready to take on a multiyear combined SET Building and Promise campaign ranging between \$5-\$10 million.

Submitted by: Diana Clay, Foundation Board Liaison

PRESIDENT'S REPORT**FEBRUARY 01, 2018****INTERIM PRESIDENT CHRISTINA CASTORENA
EVENT HIGHLIGHTS JANUARY 01 – JANUARY 21, 2018**

- January 3 - Attended the Economic Alliance Snohomish County Legislative Kick-off Breakfast held at WSU Everett. The event included a panel of legislators who spoke on legislative priorities.
- January 4 - Attended the Lynnwood Rotary meeting held in the Gateway Hall Board Room as a guest of Wayne Anthony, Director of the Center for Student Engagement and Leadership. The guest luncheon speaker was Senator Maralyn Chase.
- January 4 - Participated in a Washington State Manufacturing Institute Meeting hosted by Senator Maralyn Chase to explore the possibility of creating a manufacturing institute in Snohomish County.
- January 6 - Attended the Latino Leadership Initiative Kick-off in Woodway Hall 202. Ten students from Edmonds CC are participating in this institute this year.
- January 11 - Attended the Edmonds CC Annual MLK Jr., Community Event at the Black Box Theatre. This year's speaker was Hall of Fame inductee and former Seattle Supersonics basketball player Spencer Haywood.
- January 11 - Attended the Edmonds Center for the Arts Community & Cultural Development Reception hosted by the ECA's Inclusion & Accessibility Committee.
- January 12 - Attended the Edmonds CC Foundation Annual Board Retreat at the Edmonds City Hall.
- January 14 - Attended the Greater Everett MLK Celebration at the Bethany Christian Assembly in Everett. The keynote speaker was Judy Hoff, Author, Founder and CEO of Hoff Foundation.
- January 18 - Visited our Monroe Corrections Complex (MCC) with Dr. Charlie Crawford, EVPI for Instruction, and was given a tour lead by Dr. Wanda Billingsly, Dean of Education at MCC.