



Washington Community College District 23

Agenda
Special Meeting
February 5, 2015
Gateway Hall 352
4:30 p.m.

Mission: Edmonds Community College strengthens our diverse community by helping students access educational and career opportunities in a supportive environment that encourages success, innovation, service and lifelong learning.

- 4:30 PM A. Call to Order Emily Yim
4:32 PM B. Introduction of Guests Emily Yim
1. Introduction of Transforming Lives Award Nominees Emily Yim
4:40 PM C. Executive Session Emily Yim
4:50 PM D. Public Comments (2 minutes each) Emily Yim
5:00 PM E. Approval of Meeting Minutes: November 3, 2014 Emily Yim 2
F. Next meeting: March 5, 2015, 4:30 p.m.
5:05 PM G. New Business – First Consideration
1. Consideration of Tenure and Permanent Status Gail Miulli 10
2. Consideration of Continuing Probationary Status Gail Miulli 11
3. Consideration of 2015-2016 Fee Requests Marian Paananen 12
4. Consideration of Acute Care Nursing Certificate Gail Miulli 13
5:35 PM H. Board Updates
1. Faculty Margaret West
2. Student TBD
3. Classified Staff Patti Pollardo
5:45 PM I. Foundation Report Diana Clay
5:55 PM J. BREAK
6:00 PM K. Board Discussion Emily Yim
6:30 PM L. Adjournment Emily Yim

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.



## Board of Trustees

Washington Community College District 23

**Regular Meeting  
Minutes  
November 3, 2014**

***DRAFT***

**Trustees Present:** Girish Chummun, Diana Clay, Quentin Powers, Dick Van Hollebeke, Emily Yim, and Carl Zapora

**Others Present:** Arlene Anderson, Max Chen, Christina Castorena, David Cordell, Dr. Tonya Drake, Arlene Fisher, Dr. Jean Hernandez, Susan Loreen, Kevin McKay, Patty Michajla, Gail Miulli, Suzanne Moreau, Patti Pollardo, Ed Sargent, Jerry Smith, Zamzam Hufane, and Soohwan Jung

### **CALL TO ORDER AND INTRODUCTION OF GUESTS**

Emily Yim, Board Chair, called the meeting to order at 4:34 p.m., welcomed those present, and asked for self-introductions.

### **PUBLIC COMMENTS**

No public comments

### **COMMUNITY CONVERSATION**

Mr. Jerry Smith, Mayor of the City of Mountlake Terrace, and Ms. Arlene Fisher, City Manager, provided updates about Mountlake Terrace. Discussion included transportation services/light rail transit; partnering with the College to bring more value to the area, including hiring engineering student interns for their storm water management program and student volunteers for their large parks and recreation program. Discussion also included the Senior Center; bicycle path; golf course feasibility; acquisition of federal grants; Main Street funding project; and emerging businesses.

### **APPROVAL OF MINUTES**

Attachment A

**Motion:** Trustee Clay moved and Trustee Chummun seconded the approval of the October 9, 2014 meeting minutes.

*Approved*

### **NEXT MEETING**

February 5, 2015, 4:30 p.m., Gateway Hall 352.

### **OLD BUSINESS - ACTION**

#### **Approval of Foundation Contract Revisions (Resolution No. 14-11-1) – Dr. Tonya Drake**

Attachment B

The Foundation Agreement with Edmonds Community College was discussed at the October 9th Board of Trustees meeting. Due to several suggested revisions at that meeting, it was decided to table the approval of the document until the November 3<sup>rd</sup> meeting, after those revisions could be made.

**Motion:** Trustee Chummun moved and Trustee Clay seconded the motion to approve Resolution No. 14-11-1.

Discussion:

1. Trustee Powers suggested that the resolution be revised to reflect that the contract will be “reviewed annually” versus stating “and updated as needed.” Resolution No. 14-11-1 will be revised to reflect this suggested change so that it will be compatible with the contract verbiage.
2. Trustee Powers referred to Article II – Sections C, D, and E, and requested that an annual report be provided for the Board of Trustees. The Contract states that the Foundation is annually audited, and Trustee Powers would like to have a specified time noted for this audit to take place. Trustee Clay reported that it is typically done at the end of the calendar year. However, due to staff turnover in the Foundation this year, it might be spring when this particular audit is completed.
3. Trustee Powers referred to Article III, Section G – Annual Review. He suggested inserting the word “to” before “ensure.” This revision will be made.

*Approved*

**Approval of 2015 Board of Trustees Schedule (Resolution No. 14-11-2) – Emily Yim**

Attachment C

The Board reviewed the 2015 meeting schedule at the October board meeting. No further discussion.

**Motion:** Trustee Van Hollebeke moved and Trustee Powers seconded the approval of Resolution No. 14-11-2.

*Approved*

**NEW BUSINESS – ACTION**

**Approval of Program Elimination (Resolution No. 14-11-3) – Gail Miulli**

Attachment D

Vice President Gail Miulli presented the Associate in Elementary Education Direct Transfer Agreement/Major Related Program that will be eliminated due to the removal of this program at the State Board level.

**Motion:** Trustee Powers moved and Trustee Zapora seconded the approval of Resolution No. 14-11-3.

*Approved*

**Approval of Permanent Status (Resolution No. 14-11-4) – Gail Miulli**

Attachment E

Vice President Miulli presented the request for approval of permanent status for David Beckman, Corrections faculty member in the carpentry program. Copies of Mr. Beckman’s permanent status packet were previously provided to the Board. The Trustees each provided favorable comments about the packet and their appreciation of his good work.

**Motion:** Trustee Clay moved and Trustee Powers seconded the approval of Resolution No. 14-11-4.

*Approved*

Student Trustee Chummun abstained.

A reception to honor all newly tenured and permanent status faculty during the 2014-2015 academic year will be held prior to the May 19<sup>th</sup> Board of Trustees meeting.

## **Approval of Competency Based Education NWCCU (Resolution No. 14-11-5) – Susan Loreen**

Attachment F

Vice President Susan Loreen presented the Competency Based Education, Northwest Commission on Colleges and Universities (NWCCU) for consideration and approval. Through a \$3 million Department of Labor grant received in 2012, Edmonds Community College designed and implemented a successful competency-based learning program in Information Technology. EdCC would like to expand competency-based education programs and will be submitting a letter to the NWCCU. The expansion will include developing new courses, certificates and degrees.

**Motion:** Trustee Van Hollebeke moved and Trustee Clay seconded the approval of Resolution No. 14-11-5.

*Approved*

## **MONITORING REPORT**

### **Capital Projects Update – Kevin McKay**

Attachment G

Vice President Kevin McKay provided an update on the College's major capital projects.

- Ten-year facility master plan
- Civil rights audit for ADA compliance
- Science, Engineering and Technology (SET) building (future STEM building)
- Snohomish Hall third floor remodel
- New college sign on the corner of 196<sup>th</sup> and 68<sup>th</sup>
- New entrance on the second floor of Gateway Hall
- Roundabout construction at the intersection of 68<sup>th</sup> and 204<sup>th</sup>
- Several upcoming summer projects (Paving driving range, digging construction hole for SET building, physical plant roof, duplexes removed, sewer line)
- Punching 204<sup>th</sup> Street through to connect with Highway 99
- The remaining two ESCO projects and all "punch lists" will be wrapped up

## **BOARD UPDATES**

### **Faculty Representative – Margaret West**

No Report

### **Student Representative – Max Chen**

Attachment H

In addition to the attached Student Government report, the following discussion took place:

- The College needs to provide more assistance to the homeless student population. President Hernandez stated that the College could send a quarterly email out regarding resources that are in place. At one point the College has had approximately 200 self-identified homeless students. The Trustees recommended addressing this topic at a future study session, including the identification of resources for these students.
- Trustee Zapora requested that a study session be held on how to support students other than through traditional ways. The Verdant Health Commission uses the "211" system which is now offered 24/7. He would like to bring all of the community resources together to train and orient all staff about what is offered.

## **Classified Representative – Patti Pollardo**

Attachment I

### **FOUNDATION REPORT – Diana Clay**

- The final numbers have been received on the Foundation golf tournament. They netted \$16,179, which is down somewhat from last year. There were fewer sponsors.
- Upcoming events:
  - November 6 – “Breakfast of Champions” scholarship breakfast, 7:30 a.m., Woodway Hall 202.
  - November 10 – Veteran’s campaign celebration, 5:00 p.m., Edmonds Center for the Arts.

### **PRESIDENT’S REPORT – Dr. Jean Hernandez**

Attachment J

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

- The Student Government officers awarded Trustee Girish Chummun the Executive Officer of the Year 2013-2014 award.
- Marie Tran’s professional leave report was distributed to the Board.
- A recent editorial in the Everett Herald was shared.
- A STEM haunted house was held on Halloween in Monroe Hall.
- Dr. Hernandez attended the 239<sup>th</sup> birthday of the US Army Corps.
- Dr. Hernandez and Trustee Van Hollebeke attended the NEW workshop today at North Seattle College. Bob Drewel and Senator Maralyn Chase attended.

### **BOARD DISCUSSION – Emily Yim**

- The Trustees discussed highlights from the recent Association of Community College Trustees (ACCT) Leadership Congress in Chicago. The various offerings made this one of the best conferences they have attended. The keynote speaker, Chuck Underwood, was impressive, and the Trustees approached him about coming to the EdCC campus to hold a workshop on generational strategies. Trustee Zapora may also offer to have Verdant Health partner with the College to bring Mr. Underwood to the area.
- Trustee Van Hollebeke would like to have the Governor’s Office consider appointing the statewide community college trustees to serve on a third five-year term on their boards. Trustee Powers suggested obtaining the national data on term limits to be able to share with our Trustees.
- Trustees were asked to inform the President’s Office whenever they plan to be on campus attending an event or meeting.
- Trustee Zapora requested adding a break to long board meetings.

### **EXECUTIVE SESSION**

At 6:50 p.m. the Board entered into executive session for the purpose of discussing real estate and potential litigation. No action was taken as a result of the executive session.

At 7:28 p.m. the Board entered into open session.

### **BOARD DISCUSSION – Continued – Emily Yim**

- Mr. Chester Curtis was nominated for the TACTC Transforming Lives Award. He will be honored at the TACTC Winter Conference at a dinner held on January 28, 2015, along with the other statewide nominees. The Board decided to invite the other EdCC nominees to the February 5, 2015 Board meeting.

- The Board will engage in a deeper conversation regarding their recent ACCT meeting outcome during a study session this year.
- The Board will include a discussion on Board development and direction at an upcoming meeting.

**ADJOURNMENT**

The meeting was adjourned by Chair Emily Yim at 7:41 p.m.

ATTACHMENTS AVAILABLE UPON REQUEST

---

Ms. Emily Yim, Chair

---

Date Approved

ATTEST:

---

Dr. Jean Hernandez, Secretary

**ATTACHMENT H**  
**BOARD OF TRUSTEES**  
**Monthly Meeting Report**  
**Student Government**  
**November 3, 2014**

**COMPLETED**

- o 10-14-2014 – **Academic Initiative forum:** The Executive Board attended the Academic Initiative forum to discuss ideas and plans for the new facilities master plan. We talked to two architects regarding the students’ perspective of what the college does well and what we need improvement on.
- o 10-17-2014 – **Reception for “From the Edge of Understanding”:** Feven Haile, Melissa Newell, and Steven Oliver gave a warm reception. The reception included musical performances, food, and community artwork displayed along with the collaborative installations by Melissa Newell.
- o 10-22-2014 – **Campus Sustainability Day Celebration:** Students engaged the resource tables, speakers, and Green Team on the Campus Sustainability Day Celebration. The ASEdCC Bee Keeping Club was handing out samples and students learned about the bee hive from the Campus Community Garden.
- o 10-24-2014 – **Student Math League Exam:** Soohwan Jung, Executive Officer for Student Relations, participated in the Student Math League Exam. This exam has large participation by students and will be administered in winter quarter as well.

**IN PROGRESS**

- o **Student Council:** Students have been meeting with Max Chen, Executive Officer for Administrative Liaison, regarding idea generation and participation to support the Executive Board with their goals. This unofficial group of students is being called the Student Council. After visits from other community college, we have expressed interest in forming a “Student Senate” that is similar to Everett Community College’s Student Senate.
- o **New Triton Student Center:** The Executive Board is scheduling tours and visits to local community and technical colleges to gain a better understanding of how to serve students with a student center. Everett Community College, Cascadia Community College, University of Washington Bellevue, and Shoreline Community College. We will be meeting with an architect to continue working on plans for the new Triton Student Center.
- o **Athletics:** Evan Zhang (Men’s Soccer), Nathan White (Men’s Soccer), Carly Reese (Volleyball), Carly Sims (Volleyball), and Riley Stewart (Volleyball) have been recognized as EdCC’s NWAC All-Academic members.

**Submitted by: Max Chen, Executive Officer for Administrative Liaison**

**ATTACHMENT I**

**BOARD OF TRUSTEES**

**Monthly Meeting Report**

**WPEA/UFCW LOCAL 365**

**November 3, 2014**

- As I am sure you are all aware, we finally finished contract negotiations and our members have ratified the 2015-2017 contract. It was definitely another very frustrating process. Management praises you in one hand and insults you in the other. Sometimes we feel like they forget that we are there to do good faith bargaining, not regressive bargaining. But we are finished, and now it is up to the legislature to pass our economic package we came to agreement on with Management.
- WPEA had officer elections over the summer. The new officers will take reign January 1, 2014 for three years. Our new President is Kent Stanford (Department of Natural Resources), Mark Baca is Secretary-Treasurer (Department of Revenue), and Fawn Hacker (WPEA Member Coordinator) was re-elected as our WPEA Recorder. Many of the Vice President positions have the same people as the previous three years as no one ran against them. I am back as District 7's Vice President. There are some VP vacancies that will be filled once the new officers are in place. I am excited about working with everyone to get our union back to the way it was and get our members involved and participating once again.
- Our current union President and his legislative employees have been busy meeting new candidates running for legislative positions and interviewing them and then worked with our Executive Board to decide whether to endorse them or not. They also put together statistics on legislators voting records to know how supportive they have been for labor's issues/bills. This information should be helpful during this election. Some members have been helping with campaigns and will be very anxious for the results. It is always exciting when your candidate wins! After everyone is in place, we will figure out how best to work with the legislature to get bills through and hope they will approve our contract. Again, we hope the college will let us know how we can help with their issues so we can work it altogether.

Respectfully submitted by: Patti Pollardo, WPEA Chief Shop Steward  
Edmonds Community College Bargaining Unit



## President's Report November 3, 2014

### ATTACHMENT J

#### PRESIDENT JEAN HERNANDEZ

#### EVENT HIGHLIGHTS FOR OCTOBER 10 – 21

- I joined Dr. Tonya Drake, interim Vice President of College Relations, for a meeting with the Everett Herald Editorial Board. Josh O'Connor and Jon Bauer met us, along with Dr. David Beyer and Jon Olson. I was very pleased to have an opinion editorial written on higher education this month after our visit.
- I introduced Dr. Jim Gaudino, CWU President, to Joe McIlwain, Executive Director of the Edmonds Center for the Arts, so that they could discuss future partnerships with Central Washington University. In addition, Dr. Gaudino met with d'Elaine Johnson to learn more about her art and explore the possibility of CWU hosting an art show of Ms. Johnson's art work.
- Several events have been taking place as the Veterans fundraising campaign draws nears the end. A fundraising social was held at the home of Mike and Wendy Popke, and two campus informational/fundraising events were held at the Veteran's Resource Center for college employees – coffee and cookies with the President, and wine and cheese with the President. We have received very strong support from our local American Legion and Veterans of Foreign Wars organizations.
- I joined Gail Miulli, interim Executive Vice President of Instruction, and Kristyn Whisman, Dean of Corrections Education, out at the Monroe Correctional Complex for three classroom visits and conversations with the students following lunch with the Corrections division faculty and staff.
- We continue to strengthen our partnership with the Economic Alliance of Snohomish County (EASC). Edmonds Community College hosted a joint South Snohomish County reception for business and government leaders with EASC. Over 70 guests attended. In addition, Dr. Drake and I attended the Economic Alliance of Snohomish County's Public Officials Reception and were pleased to see a number of City, County, Port, and Washington Representatives and Senators, as well as Congressional leaders there.



Background

CONSIDERATION OF TENURE AND PERMANENT STATUS

Subject

Consideration of tenure for

Dusty (Edward) Brannan	High School Completion (Pre-College)
Christine Kobayashi	English for Academic Purposes (International)
Tiffany Ledford	Mathematics (STEM)
Jonathan Miller	Biology (Science, Technology, Engineering & Math Division)
Jeff Owens	Chemistry (Science, Technology, Engineering & Math Division)
Lisa Schubert	Bridge (Pre-College)

Consideration of permanent status for

Simone Dunlap	Intensive English as a Second Language (International)
---------------	--

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. Dusty Brannan, Christine Kobayashi, Tiffany Ledford, Jonathan Miller, Jeff Owens, and Lisa Schubert have completed their probationary period and are recommended for consideration of tenure. Simone Dunlap has completed her probationary period and is recommended for consideration of permanent status.

Recommendation

Approval of tenure for Dusty Brannan, Christine Kobayashi, Tiffany Ledford, Jonathan Miller, Jeff Owens, and Lisa Schubert, and approval of permanent status for Simone Dunlap at the March 2015 Board of Trustees meeting.



Background

CONSIDERATION OF CONTINUING PROBATIONARY STATUS

Subject

Board of Trustees consideration of renewal or non-renewal of 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 under consideration for probationary appointment renewal are:

Second Year Appointments

- Michael Andrew, Computer Information Science (Science, Technology Engineering & Mathematics [STEM])
Jennifer Baldwin, Diversity Studies (Humanities & Social Sciences)
Haley Benjamins Library (Learning Resources)
Stephanie Bostwick, Engineering (STEM)
Nicholas Buker, Chemistry (STEM)
Emily D'Souza (Fissel), Intensive ESL (International)
Kevin Fogarty, Culinary Arts (Business)
Ruth Harris-Barnett, English (Humanities & Social Sciences)
Brent Leithauser, Allied Health (Health & Human Services)
Jeremy Matthews, Adult Basic Education (Pre-College)
John Sherman, English for Academic Purposes (International)
Kathleen Simonton, History (Humanities & Social Sciences)
Daniel White, Paralegal (Health & Human Services)

Third Year Appointments

- Deborah Clarke, English for Academic Purposes (International)
Karen Fenner, ABE/ESL (International)
Kari Guedea, Business Information Technology (Business)
Scott Haddock, Paralegal (Health & Human Services)
Patrick Rolland, Intensive ESL (International)
Heather Walsh, Chemistry (STEM)
Barbara Whalen, Adult Basic Education (Pre-College)

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 probationary appointments at their March 2015 meeting.

## Background

### *2015-16 College Fee Schedule*

#### **Subject**

Consideration and Approval of the 2015-16 College Fee Schedule.

#### **Background**

A change brought about by the legislative state budget-building process was the elimination of the caps and constraints on course fees imposed by Initiative 601 and the Legislative approval process imposed by Initiative 960. In their place, colleges now have the ability to manage fees with no specific limits. The language specifically states that colleges may now set fees, “. . .by amounts judged reasonable and necessary by the trustees.”

Traditionally, in response to I-960, the college would allow all applicable fees to increase by a percentage indexed to the OFM’s annual fiscal growth rate following applicable guidelines. However, because students have experienced double-digit tuition increases over the past few years, the college feels this is a bad time to increase fees to students except where absolutely necessary.

Consequently, the college is once again recommending no across-the-board increase of applicable fees, with one specific exception. By electing not to raise most course/program/service fees the college is attempting to minimize further impacts to students (except where specifically necessary) while they are contending with large tuition increases.

There is one specific course fee being recommended for increase, CHEM & 110 Lab Fee, see attached. This is a specific situation where additional service/course revenue is needed to continue offering this specific course. Because the fee covers more than direct materials recovery, Board approval is needed for this increase.

#### **Recommendation**

The administration of Edmonds Community College recommends that the Board of Trustees adopts the resolution approving the 2015-16 College Fee Schedule, as presented.

## Background

### *APPROVAL OF NEW CURRICULA*

#### **Subject**

Board of Trustees consideration of the Acute Care Nursing Assistant Certificate.

#### **Background**

The Acute Care Nursing Assistant Certificate is an expansion of the current Nursing Assistant certificate of completion offered at Edmonds Community College. The proposed certificate program offers students training in the basic functions of the nursing assistant and meets the state requirements for licensure as an NA-C while adding training in functions such as point of care testing and wound care more traditionally seen in the acute care environment under the supervision of a Registered Nurse.

The program will include **15 credits** of health care core curriculum including both Healthcare Provider CPR and HIV/AIDS training, classroom and skills lab instruction in basic and acute care functions of the nursing assistant and on site practicums in both the long term and acute care environments.

#### **Recommendation**

Board of Trustees approval of the Acute Care Nursing Assistant Certificate at the March 2015 meeting.