
Washington Community College District 23

Agenda
Regular Meeting and Study Session
February 10, 2011
Cascade Conference Room
Snohomish Hall 304
4:30 p.m.

Estimated Time (p.m.)

- 4:30 **Call to Order** – Dick Van Hollebeke
- 4:32 **Introduction of Guests** – Jean Hernandez
- 4:35 **Public Comments** – Dick Van Hollebeke
(Public comments will pertain to agenda items only – 2 min. each)
- 4:45 **Approval of Meeting Minutes: October 26, November 9, November 10, November 19, December 2, 2010, and January 22, 2011** – Dick Van Hollebeke
Next meeting: Regular meeting: March 10, 2011, 4:30 p.m.
- 4:50 **Old Business – Action**
- Approval of Emergency Services Coordinating Agency (ESCA) Mitigation Plan (RN 11-2-1) – Kevin McKay and Stan Linder
 - Approval of New Presidential Evaluation Instrument (RN 11-2-2) – Dick Van Hollebeke and Quentin Powers
- 5:00 **New Business – First Consideration**
- Consideration of Tenure/Permanent Status – Marty Cavalluzzi
 - Consideration of Baking ATA Degree – Marty Cavalluzzi
 - Consideration of 6600 Building Property Acquisition – Kevin McKay
- 5:30 **Executive Session** – Dick Van Hollebeke
- 5:40 **Monitoring Reports (10 min. each)**
- Foundation Update – Chris Marx
 - Five Star Consortium Update – Marty Cavalluzzi
- 6:00 **Board Updates (2 min. each)**
- Faculty Representative – Margaret West
 - Classified Representative – Patti Pollardo
 - Student Representative – Ean Olsen
- 6:10 **President’s Report** – Jean Hernandez
- 6:20 **STUDY SESSION**
- Legislative Activities – John Michaelson
 - Student Legislative Day – Ean Olsen
- 6:35 **Board Discussion** – Dick Van Hollebeke
- 7:00 **Executive Session** – Dick Van Hollebeke
- 7:15 **Adjournment**

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, and interpreters for deaf individuals and Braille or taped information for blind individuals can be provided when adequate notice is given to the Office of the President, 425-640-1516.

**Special Meeting
October 26, 2010
Minutes*****DRAFT***

The Board of Trustees of Edmonds Community College and Everett Community College met on October 26, 2010 at 4:30 p.m. at the Economic Development Council Conference Room, 728 – 134th Street SW, Suite 128, Everett, WA.

Present

Present for the meeting were Everett Community College trustees Betty Cobbs, Gene Chase, Gigi Burke, Tom Gaffney, and Edmonds Community College trustees Quentin Powers, Mauri Moore, and Dick Van Hollebeck. Also present were Everett Community College President David Beyer, Edmonds Community College President Jack Oharah, Recording Secretary Cheryl Blackburn, Everett CC staff members Sandra Fowler Hill, Christine Kerlin, Pat Sisneros, Jennifer Howard, John Bonner, John Olson, and Richard Cooper from the Everett Clinic

Increasing Education Attainment – National Center on Higher Education Management

Heather Bennett presented a PowerPoint presentation from the National Center for Higher Education Management Systems (NCHEMS) Increasing Education Attainment:

Goals, Metrics, & Strategic Finance:

- The Expectation
 - Maintain access – serving an increasing number of students
 - Improve success – increase overall attainment
 - Sustain quality – ensure learning and degree results appropriate to future needs
 - Maintain affordability to both students and the state
- The National Goal is:
 - Consistent with the goals specified in the 2008 HECB Strategic Master Plan
 - More ambitious than the Washington plan (would require production of \approx 100,000 AA & BA degrees rather than the target of 78,600)
- If Washington Were To:
 - Continue business as usual, hold tuition constant, State funding would have to increase 33.5% over the period from now until 2020
- Alternatively, if Washington Were To
 - Continue business as usual, hold state appropriations constant, tuition revenues would have to increase by
 - 25% at research universities
 - 32% at other 4-year universities
 - 68% at community colleges
- A Reality Facing Higher Education
 - Employment recovery lags fiscal recovery
 - State tax collections lag employment recovery
 - Funding for higher education lags state tax revenues recovery
- The Traditional Competitors for State Funding
 - K-12 Education

- Medicaid
- Corrections
- Transportation
- The New competition
 - Retirement
 - Health benefits
- Bottom Line
 - States can't afford to lag in their stock of educational (human) capital
 - States can't afford to create human capital in the amounts needed under the cost structure of business as usual
- Postponing Action is Not a Solution
 - The need for more graduates is not going to wait for the state economy to turn around
 - Increased state funding for higher education is unlikely to be forthcoming in the foreseeable future
 - State/Local Funding plus Tuition Revenue per FTE Student
All Institutions (Public)
- Approaches to Achieving Greater Productivity
 - Build cost-effective systems
 - Change the academic production function
 - Reduce demand each student places on the system
 - Reduce leaks in the pipeline
- Building Cost-Effective Systems
 - Align institutional capacity with stated priorities
 - Ensure collaboration among institutions
 - Make more efficient use of existing resources – do business as usual at less cost
 - Pay attention to benefit costs
 - Reengineer administrative and support functions
 - Purchasing and contracting
- Changing the Academic Production Function
 - Create programs of cost-effective size (elimination in some cases, collaboration in others)
 - Reengineer curricula
 - Reengineer course delivery
 - Emulate business models of new types of providers
 - Technology-based
 - Competency-based
- Reducing Demands Each Student Places on the System
 - Students come to college fully prepared (no remediation)
 - Accelerated learning
 - Reduced course options – in both general and majors
 - Cohort-based block programs
 - Minimize “rework”
 - Improve rates of course completion
 - Reduce credit hours to degree
 - Encourage use of prior learning assessment/”test out” options
 - Learning in the workplace/credit for experience
- Reducing Leaks in the Pipeline
 - Curricular Alignment

- K-12 to Higher Ed
- Community Colleges to 4-year
- Pay attention to student support – “case managers”
- Re-engage adults – particularly those who have tried college and didn’t complete a program
- Financial Aid incentives
- Early-warning systems
- Improved consumer information
- The Need for Multiple Strategies to Ensure Adequate Finances
 - Government (states and federal) can’t do this alone
 - Tuition increases can’t be expected to pay for this alone
 - Institutional cost cutting/productivity increases can’t do this alone
- The Good News:
 - Collectively, we know how to do this
 - The issue is one of will, not an absence of knowledge
 - Can be done by working smarter, not harder

Snohomish County Economic Development Council Project Concentrus Report

Tom Gaffney introduced Rick Cooper, Chief Executive Officer of the Everett Clinic. Rick explained that Project Concentrus is an initiative led by the Economic Development Council of Snohomish County, the Everett Area Chamber of Commerce, and South Snohomish County Chamber of Commerce to reinvent their systems for providing business services, advocacy and economic development programs for the purpose of increasing economic vitality across the County. There are four central purposes that guide Project Concentrus:

- Work together to grow the number and quality of jobs and increase family wages throughout the County
- Exert greater influence on public policy at all levels of government by speaking with a unified, inclusive voice for all of Snohomish County
- Enable both a deeper and wider network for business leaders to explore and put to work innovative solutions to the problems facing our County
- Become a respected, authoritative voice for Snohomish County on economic vitality

The Project Concentrus Executive Committee was formed by the CEO’s of the three organizations and their board chairs. The Oversight Committee was formed by the selected individuals from the three organizations’ boards and has been led by the consulting team, Donald T. Lanonne and Dr. Zara Larsen. They have met regularly to discuss issues and options for the future of the three organizations, studying best practices across the county and ultimately voting to pursue an integrated model. That recommendation was approved by all three organizations.

Next Steps:

- Transition Advisory Board to supervise the process and conduct legal review
- Communication team to interface with stakeholders and others
- Finance team to formulate a financial strategy and conduct financial due diligence for the transition of the new organization
- CEO Search team to identify the new CEO/Leader
- The new organization will be formed in the next 90-120 days

*Joint Board of Trustees Meeting
October 26, 2010
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Both Boards agreed to a joint resolution/letter to support this effort. President Beyer and President Oharah will work jointly to create a letter of support.

Meeting adjourned at 6:30 p.m.

Minutes prepared by Cheryl Blackburn, Executive Assistant to the President, Everett Community College.

Emily Yim, Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary



**Special Meeting
November 9, 2010
Minutes**

DRAFT

Trustees Present: Mauri Moore, Quentin Powers, Dick Van Hollebeke, Jeannette Wood and Emily Yim
Others Present: Arlene Anderson, Mark Cassidy, Marty Cavalluzzi, Joanna Goff, Patty Michajla, Kelvin Nesvog, Jack Oharah, Ean Olsen, and community members

Call to Order

The November 9, 2010 special meeting was called to order at 5:17 p.m. by Chair Emily Yim.

Introduction of Guests – Jack Oharah

Executive Session – Emily Yim

At 5:19 p.m. the Board entered into executive session for one hour the purpose of discussing a potential litigation matter with the Assistant Attorney General.

Open Session

At 6:20 p.m. the Board entered into open session.

Program Review Process – Marty Cavalluzzi

Attachment A

Marty Cavalluzzi shared data on how faculty and administrators analyze classes; the criteria that are used in new faculty positions; the criteria used to aid in the decision for a reduction in force (RIF) process; and putting a program on notice. This is an inclusive, participatory and transparent process.

Marty shared the criteria for prioritization of departments created jointly by faculty and administrators. These criteria were created to aid the President in making a decision in the event a RIF was necessary. He stressed that the faculty negotiated agreement does not require the use of these criteria; they were designed to inform the President and add to the other variables at the President's disposal if a decision to RIF was necessary. The agreement states that the President has the sole responsibility to decide the number of academic employees to be reduced in each RIF unit.

The intent of putting a program on notice is to notify a program that it is being put on notice, that there are areas of concern within the program, and allowing the program to create a strategic plan to improve, as well as demonstrate improvement. Four programs were put on notice for 2009-2010 – Drama, Music, Computer science and Geography. The evaluation is based on the percent of capacity and student-faculty ratio. Each program was put on notice and asked to take steps to create a strategic plan to increase their enrollment. This current year, after one year to increase enrollments, three of the programs are still below enrollment; the fourth program, Geography, was subject to a RIF by the President. The President has the sole responsibility of determining the RIF, considering all of the data and variables. The purpose behind

this is to create consistency, fairness, and inclusiveness so that the program can address the enrollment shortfall.

Dr. Cavalluzzi read the list of programs either currently on notice or that will be put on notice if enrollments do not increase. He also provided a list of what is being done in the instructional areas of other colleges in order to address the budget situation.

President Oharah advised the Trustees that the College is following a comprehensive process regarding addressing low enrollment programs and that other area colleges are also facing similar potential cuts.

Old Business – Action

Approval of Public Comment Procedure (Resolution No. 10-11-A) – Arlene Anderson

Attachment B

A draft of the Board Public Comment Procedure was presented. The policy integrates the civility and respect component in the public comment procedure. The policy focuses on the management of public comment delivery. Assistant Attorney General, Arlene Anderson, noted that this pertains to two separate issues and advised the Board to create a public comment policy outlining parameters separate from the civility piece. She provided the RCW pertaining to the disruption of public meetings.

Further discussion included suggestions of providing a sign in sheet upon entering the board meeting, and that the sheet will be turned into the Chair prior to the call to order; 2-3 minutes will be allowed per person; comments will pertain only to agenda items; assigning designated speakers; no redundancy; speakers will be expected to be civil and respectful and will be removed if order can't be restored; copies of materials can be provided by speakers to the Board.

It was decided that guidelines must be in place for tomorrow night's board meeting, November 10. One hour will be allocated at the beginning of the meeting for the Drama Department comments. An exception will be made for this meeting since the Drama Department is not listed as part of the meeting agenda. Since the policy can be modified at any time, the Board can approve it tonight temporarily and provide any revisions later, allowing the Board Chair more time to work with Mark Cassidy to create a policy capturing this discussion.

Mauri Moore moved to temporarily approve RN 10-11-A with the caveat that further revision will be made following tonight's discussion. Mark Cassidy and Chair Emily Yim will be authorized to develop a temporary policy. Dick Van Hollebeke seconded the motion.

Approved

Association of Community College Trustees (ACCT) Conference Review – Emily Yim and Mauri Moore

Tabled until the next board meeting.

Presidential Performance Evaluation Instrument – Dick Van Hollebeke

Dick Van Hollebeke distributed a draft presidential performance evaluation instrument for the Trustees to review in preparation for tomorrow's board meeting discussion.

Adjournment

The meeting was adjourned at 7:42 p.m. by Chair Emily Yim.

ATTACHMENTS AVAILABLE UPON REQUEST

Emily Yim, Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary



**Regular Meeting
November 10, 2010
Minutes**

DRAFT

Trustees Present: Mauri Moore, Quentin Powers, Dick Van Hollebeke, Jeannette Wood and Emily Yim
Others Present: Arlene Anderson, Mark Cassidy, Marty Cavalluzzi, David Cordell, Kevin McKay, John Michaelson, Patty Michajla, Elaine Oharah, Jack Oharah, Ean Olsen, Patti Pollardo, George Smith, Bill Toskey, Margaret West, faculty and staff members, alumni, community members and students

Call to Order – Emily Yim

The November 10, 2010 regular meeting of the Edmonds Community College Board of Trustees was called to order at 4:02 p.m. by Vice Chair Mauri Moore.

Public Comments – Emily Yim

Chair Emily Yim introduced the public comments portion of the meeting and explained the general parameters that have been set on the procedure. The guidelines include: One hour will be designated specifically for this meeting; speakers must sign the sheet-in sheet and comments be limited to two minutes; refrain from repetition by deferring to a designated speaker; the Board will listen to comments but will not engage in the conversation. Refrain from comments about specific faculty as there is a Board hearing scheduled for that purpose.

Thirty-five people signed in to provide comments on the drama program. Other previously received written documentation was distributed to the Trustees.

Recess – 10 minutes

Introduction of Guests – Jack Oharah

Approval of Minutes – Mauri Moore

Attachment A

Dick Van Hollebeke moved and Quentin Powers seconded the motion to approve the October 14, 2010 meeting minutes. Approved

Next Meeting: Regular meeting and Study Session, February 10, 2011, 4:30 p.m.

President's Report – Jack Oharah

Attachment B

In addition to information on the attached report, President Oharah reported that the College has decided to again this month postpone the request for Board action on the declaration of financial emergency. The College is continuing to work on alternative strategies and options to avoid this action. AFT President

Margaret West and Kevin McKay have been meeting to develop guidelines that can be implemented quickly. Faculty will be consulted and will vote on the appropriate strategies.

Jack Oharah reported on the latest budget cut figures. With no tax revenue there could be serious program cuts. There are a lot of unknowns pertaining to educational funding at this point and the College needs to be prepared to move forward.

Recognition of Service – Retiree Jack Oharah (RN 10-11-3) – Emily Yim

Attachment C

Chair Emily Yim read the resolution recognizing retiring President Jack Oharah for his 40 years as an educator, public servant, and community leader, including nearly 15 years of service to Edmonds Community College.

Old Business – Action

Approval of 2011 Board of Trustees Meeting Schedule (Resolution No. 10-11-1) – Emily Yim

Attachment D

*Quentin Powers moved and Mauri Moore seconded the approval of Resolution No. 10-11-1.
Approved*

Approval of Board Evaluation Instruments (Resolution No. 10-11-2) – Quentin Powers

Attachment E

Two Board evaluation instruments were presented to the Board on October 14 for first consideration. The instruments include an evaluation for the entire Board and an individual self-evaluation.

*Mauri Moore moved and Quentin Powers seconded the approval of Resolution No. 10-11-2.
Approved*

Amendment of Hearing Examiner Selection (October 14, 2010 Board meeting) to replace Frederick Rosenberry with Alan Krebs – Emily Yim and Arlene Anderson

Arlene Anderson presented a replacement for the hearing examiner for the February 2011 hearing involving a faculty member. The replacement is due to a scheduling issue.

Quentin Powers moved and Jeannette Wood seconded the approval of the replacement of the hearing examiner from Frederick Rosenberry with Alan Krebs.

Approved with one abstention

New Business – First Consideration

Consideration of New Presidential Evaluation Instrument – Dick Van Hollebeke

Attachment F

Dick Van Hollebeke presented two draft documents of the presidential evaluation instrument and provided an explanation of how the two documents will be used. There is also a possibility of conducting a 360 evaluation process involving the campus. This will be decided upon after the new president has been appointed. Discussion followed. The evaluation instrument will be revised and presented for approval at the February 10, 2011 Board meeting.

Monitoring Reports

2009-10 Draft Annual Performance Report – Jim Mulik and Pat Huffman

Attachment G

Jim Mulik and Pat Huffman provided an overview of the 2009-10 Institutional Performance Draft Report. The report includes college mission, philosophy, collegewide abilities, college core themes, strategic directions, performance indicators and targets. Following discussion, the Trustees indicated that more time would be necessary to review the booklet. The document will be released now as a draft report. It was suggested that it would be a good opportunity for the new president to review this early next year in a study session with the Board. A follow up discussion will be held at a later date.

Title III Update – Eva Smith

Eva Smith provided the goals around the Title III grant that was received in 2008. The grant was built around two areas identified as needing more work based on our recent accreditation/self study findings. Outcomes assessment and institutional effectiveness are the areas that were identified. The three areas focused on through the grant include: Comprehensive assessment plan, improved access to data, and provide professional development. Accomplishments were highlighted. Data and progress will be reported to the Board at a later date.

Jim Mulik explained the new ongoing accreditation process and the new SIMPLE Plan that was developed by the College this year.

Achieving the Dream – Rebecca Hartzler and Jim Mulik

Rebecca Hartzler explained the “Achieving the Dream” grant, which is a national program that focuses on student success. Edmonds CC is preparing a readiness proposal to apply. Previously it was invitation only to apply and it is now being opened up. Ten colleges in Washington State will apply. A response is expected by January. If selected, the first year will involve planning and researching data. The grant award is \$250K over four years.

Math/Science Hub Update – Rebecca Hartzler and David Chalif

Attachment H

One of the strategic directions listed under the College Core Theme 1: Foster Student Learning, is for Edmonds CC to become a hub of math, science, and engineering education and math/science teacher preparation. Marty Cavalluzzi noted that the Board’s decision to add this direction came five years ago and it has grown immensely over the years. David Chalif and Rebecca Hartzler highlighted various activities and events that are taking place in the area of Science, Technology, Engineering and Mathematics (STEM). The Trustees engaged in discussion focused specifically on mathematics classes.

Board Updates

- **Student Representative – Ean Olsen**
Attachment I
- **Faculty Representative – Margaret West**
Attachment J
- **Classified Representative – Patti Pollardo**
Attachment K

Board Discussion

Association of Community College Trustees (ACCT) Report – Mauri Moore and Emily Yim

Mauri Moore and Emily Yim attended the ACCT Fall Conference in Toronto. Summary information was provided about the conference that focused its theme on “completion”.

Board Liaisons – Emily Yim

Dick Van Hollebeke will serve as the legislative contact liaison to TACTC. Mauri Moore will serve on the TACTC Board of Directors, and Quentin Powers will serve as the Foundation liaison.

Board of Trustees Participation Oharah Scholarship Fund – Quentin Powers

The Foundation has asked for 100% participation by groups donating to the Jack and Elaine Oharah Endowed Scholarship fund. All five Trustees plan to donate to the scholarship.

Program Reduction – Mauri Moore

Mauri Moore will share a link with the other Trustees to the RCW that provides the rules pertaining to program reduction. Mauri urged the Board to take some initiative in this process. Mark Cassidy explained the RIF process for program reduction. The Trustees requested additional information on this process.

Executive Session

At 8:05 p.m. the Board entered into executive session for the purpose of discussing a personnel matter.

Adjournment

The meeting was adjourned at 8:28 p.m. by Chair Emily Yim.

ATTACHMENTS AVAILABLE UPON REQUEST

Emily Yim, Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary

**President's Report
November 10, 2010****ATTACHMENT B****JACK OHARAH**

Campus activities, events and meetings since October 7 include the following:

- October 8 – Provided a powerpoint presentation about the College to the Alderwood Terrace Rotary Club
- October 12 – Met with donor Jack McRae
- October 13 – Attended National Coming Out day ceremony in the campus courtyard
- October 13 – Attended Deborah Knutson's retirement celebration
- October 14 – Met with donors Gary and Joanne Nelson
- October 15 – Spoke to Freshman Experience class
- October 15 – Met with donors Bill and Carol Wood
- October 15 – Attended the banquet honoring long-time community college advocate and former SBCTC Director, John Terrey
- October 18 – Attended the Legislative Breakfast on our campus.
- October 19 – Lunch with donor Ken Reid
- October 19 – Distributed the awards at the monthly staff Bravo Award ceremony
- October 20 – Met with a delegation of principals and vice principals from Chinese high schools to discuss programs at Edmonds CC
- October 20 – Met with donors Mike and Wendy Popke
- October 20 – Met with donor Jim Carroll
- October 25 – Met with donor Dick Beresford
- October 26 – Attended the joint Board of Trustees meeting with Everett CC to discuss Snohomish County Economic Development
- November 4 – Met with David Cordell and visitors from France to discuss youth educational opportunities
- November 6 – Attended the Edmonds Center for the Arts benefit auction

BUSINESS DIVISION UPDATES – by Susan Loreen

- I'm working with the Economic Development sub-committee for the Edmonds Chamber of Commerce. We are launching a new program, 425Launch to help small businesses and entrepreneurs. Here is a press release KOMO picked up re: our November event: <http://edmonds.komonews.com/content/starting-new-business-chamber-wants-help>
- We are developing the following new courses/degrees:

- Degree in Baking (we now have a certificate)
- Sustainable Business Fundamentals (Business Management)
- A Project Management test preparation course for national certification
- Developing one-credit sustainability modules for Accounting and Event Planning
- Working with CAC, hosting three employer panels this quarter
- Began another series of courses and a \$200,000 contract with Tulalip Tribes
- In Food Services and Culinary Arts we are launching a campus-wide “name the cafeteria” project. We will give prizes for top three names and will adopt one as the new name of the cafeteria (Marketplace). In Culinary Arts our students (record enrollment) will choose a new name for the College Café. We are doing this because neither of our current names have been clear in depicting what we do and because we are working with Stephanie and Stan on better signage so this was a time to change the names.
- Completed the third cycle of our Culinary Garden program this fall. This Horticulture course teaches urban agricultural skills. The garden is located behind in RLH.
- Offered our first IBEST-Accounting course which was so well received we will add another one for Spring Quarter
- Launched the first BIM (Building Information Modeling) software class in Construction Management. This program is revolutionizing construction design and building across the country
- Received funding from Title III to continue with Quality Matters. Andy Williams will lead this project to get as many of our online courses QM certified as possible
- Offered five Energy Management courses for SEED grant students and will double our capacity for Winter Quarter
- Everyone working very hard on Simple Plan and Annual Schedule
- At Marty’s request, I put together a document about what we’re doing for entrepreneurs and small businesses in the community and I’m attaching it. It’s obviously broader than the month of October, but does speak to some of our activities in entrepreneurship

HEALTH AND HUMAN SERVICES DIVISION UPDATES - by Pat Copeland

- The Family Life Education Department continues to work closely with the Edmonds School District on a Gates Foundation Grant to bring pre-schools into close alignment with K-3. Preschool teachers have been doing training on development of fine motor skills and oral communication skills. A demonstration project is ongoing in the CFF. State-wide, the parent coops are developing parenting modules funded by the state board to be offered in the community as hybrid classes.
- Wednesday, Edmonds CC will host the first partners' meeting for the CATCH grant - Creating Access to Careers in Healthcare.

ATTACHMENT I
BOARD OF TRUSTEES
Monthly Meeting Report
Student Government
November 10, 2010

- Goals and corresponding committees have been approved. Committees have been working to prioritize sub goals, and accomplish low hanging fruit while preparing for the larger projects we will be working on.
- The Executive Board has approved conversion to paperless with multiple aspects of our office including portfolios and work logs.
- The Executive Board has approved funding for an athletics promotional program. We are advocating for more student participation in athletic events.
- The Executive Board has approved a starting fund of \$300 to register for the STARS (Sustainability Tracking and Rating System) Program through AASHE (Association for Advancement of Sustainability in Higher Education). I have presented fundraising plans to Save the Earth Club and The Sustainability Council to achieve the funding goal of \$900 for our membership.
- All three of our fall sports teams have made it into the NWAACC playoffs!
- On 10/23 I led a team of students, trail building, at the Gold Park Restoration Project for the national day of service.
- Garrett Landry, Executive Officer for Technology and I are heading into the editing phases for our video contest project with the National Wildlife Federation, which if one would provide the Association with \$1000 to continue environmental work on campus.
- Mor Lee Executive Officer for Community Relations and I spent this last weekend in Olympia at the Legislative Academy. The Academy is sponsored by the SBCTC, TACT and CUSP. Joselito Lopez, the president of the Latin American Student Association and Thuyvi Nguyen the Brown Bag Lecture Series Programmer accompanied us.
- College Wide Abilities Art Design Contest has had its date extended to November 19th.
- This week is Veteran's Awareness Week multiple activities are occurring.

Submitted by: Ean Olsen, Administrative Liaison

ATTACHMENT J

BOARD OF TRUSTEES

Monthly Meeting Report

AFT Local 4254 EdCC Faculty

November 10, 2010

Thank you for allowing this one-hour public comment period during which students and community members can air their concerns. It must be frustrating in some ways to see so many people who are upset with the college when you, the trustees, are doing the best you can in very difficult circumstances. Please continue with a short public comment period with perhaps a few minutes for open comment at the beginning of the time allotted. When the college is running smoothly as usual, there will probably be very little comment.

However, the Union's Executive Council has received many expressions of concern about issues that seem unable to be resolved through the college's usual channels. Some of these are the following:

1. The **theater** and the **drama program**. You have heard many very moving stories about the importance of the theater on campus. This is a major issue, but I doubt you still need convincing.
2. **Diversity**. This is also a major concern. The diversity office was moved and downsized, and the director's hours cut to part-time. Many faculty members have asked me to bring this to your attention as these actions do not square with the college's stated commitment to diversity.
3. **Civility**. Among the many emails and letters you have received is one from a part-time faculty member who has been told her services will not be needed spring quarter even though there are courses available for her to teach. No reason has been given. She seems to be a very effective teacher and makes a significant contribution to campus life. She has asked me to read her letter to you. (Read letter.) Faculty appreciate Mark Cassidy for having developed a civility code for the college and are hoping that a solution can be reached whereby faculty can be given a reason why courses aren't being given to them or why a separation from the college is necessary.

Submitted by: MARGARET WEST, President, AFT Local 4254

ATTACHMENT K

BOARD OF TRUSTEES

Monthly Meeting Report

WPEA/UFCW LOCAL 365

November 10, 2010

- There hasn't been a lot going on now that elections are over. Several of our members helped with campaigns and participated in the "Labor to Neighbor" program with the Washington State Labor Council.
- Many of the candidates we endorsed won their legislative or congressional positions. Now we will have to work closely with them to be sure they uphold their campaign promises to the citizens of our state and country. It is going to be quite a challenging session again. We look forward to working with our college to the best of our abilities for our students.
- When our union, as well as the majority of the unions, left the bargaining tables this summer, no new contracts had been finalized or agreed to. We knew that the Governor would call us back to the "tables" at some point, as she needed to submit her budget to OFM.
- Based on what was being offered over the summer, and knowing that healthcare would be going up, we sent out a survey card to all WPEA members to give them a chance to advise our bargaining teams whether they wanted to accept what was being offered by management, or go to impasse. The majority of our members advised us to go to impasse. So that is where WPEA and one other union are at right now—impasse. That will leave our current contract in effect through June 30, 2012, unless, of course, we are able to have an acceptable, new contract in place by June 30, 2011. We will begin working toward that again soon.
- We have a couple "sticky" employee issues we are working on. We (WPEA, HR and the employees) are hoping the investigations won't take too long, and that the outcomes will be fair and equitable. Sometimes it seems like everything hits at the same time. With the economy being the way it is, and with being asked to do more with less at work, I hope such issues do not become the norm. Still, the majority of the situations that arise are resolved before they become grievable.

Respectfully submitted by: Patti Pollardo, WPEA Chief Job Representative
Edmonds Community College Bargaining Unit



Special Meeting
November 19, 2010
Minutes

DRAFT

Trustees Present: Mauri Moore, Quentin Powers, Dick Van Hollebeke, Jeannette Wood and Emily Yim
Others Present: Arlene Anderson, Mark Cassidy, Michele Graves, Susanne Meslans, Patty Michajla, Ean Olsen, Patti Pollardo, and Margaret West

Call to Order – Emily Yim

The November 19, 2010 special meeting was called to order at 5:05 p.m. by Chair Emily Yim.

Executive Session – Emily Yim

At 5:08 p.m. the Board entered into executive session for the purpose of meeting with legal counsel and discussion of personnel matters.

Open Session

At 6:35 p.m. the Board entered into open session.

Reduction in Force Process – Emily Yim

Emily Yim reported that a new hearing examiner has been appointed for the reduction in force (RIF) process. The first possible date for the RIF hearing will be February 24 and 25, 2011. Following the hearing the recommendations will be submitted to the Board in 30 days, in late March for the final decision. It might be necessary for the Board to meet in a special session following the final decision.

Adjournment

The meeting was adjourned at 6:40 p.m. by Chair Emily Yim.

Emily Yim, Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

**Special Meeting
December 2, 2010
Minutes**

DRAFT

Trustees Present: Mauri Moore, Quentin Powers, Dick Van Hollebeke, Jeannette Wood and Emily Yim
Others Present: College employees, students, search committee members and community members

Call to Order – Emily Yim

The December 2, 2010 special meeting was called to order at 6:34 p.m. by Chair Emily Yim.

Personnel Action

Approval of Presidential Appointment – Resolution No. 10-12-1 – Emily Yim

Emily Yim read the resolution appointing Dr. Jean Hernandez as the next President of Edmonds Community College.

*Mauri Moore moved and Quentin Powers seconded the approval of Resolution No. 10-12-1.
Approved*

A formal reception honoring President Hernandez will be held in early 2011.

Adjournment

The meeting was adjourned at 6:42 p.m. by Chair Emily Yim.

Emily Yim, Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

**Retreat
January 22, 2011
Minutes**

DRAFT

Trustees Present: Mauri Moore, Quentin Powers, Dick Van Hollebeke, Jeannette Wood and Emily Yim
Others Present: Jean Hernandez and Patty Michajla

Call to Order – Emily Yim

Chair Emily Yim called the meeting to order at the Edmonds Conference Center at 9:00 a.m.

New Business – Action

Appointment of New Board Vice Chair – Emily Yim

Mauri Moore requested to step down from the vice chair position on the Board due to conflicting commitments. She recommended appointing Dick Van Hollebeke to serve in this capacity until the next Board officers are appointed in September 2011, at which time he will transition into the Chair position. Quentin Powers will serve as the vice chair beginning September 2011.

Mauri Moore moved and Quentin Powers seconded the appointment of Dick Van Hollebeke as the Board Vice Chair until the September 30, 2011 board meeting. Approved

Board Discussion

- President’s goals and timeline
- New Presidential Evaluation Instrument
- Update on President’s January activities

Executive Session

Adjournment

The meeting was adjourned at 2:25 p.m.

Emily Yim, Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

ADOPTION OF THE NORTH KING AND SOUTH SNOHOMISH COUNTIES REGIONAL MITIGATION PLAN

Subject

Approval of resolution for adoption of the North King and South Snohomish Counties Regional Mitigation Plan.

Background

The members of the Emergency Services Coordinating Agency (ESCA) have dealt with natural disasters on both a local and regional level. These natural disasters have included events such as; severe storms, (ice, wind, or snow), earthquake, flooding and wild land fires. In January of 1993 the King and Snohomish County area experienced a severe windstorm with winds gusting to more than 60 miles per hour. As a result 225,000 homes lost power for a week or more. In December of 2003 south King County experienced a windstorm of 80 mph where 180,000 lost power. In December of 2007 North King and South Snohomish Counties experienced severe flooding. On December 1st of that year, heavy snowfall of 6" was experienced. The following two days an entire month's worth of rain fell in the Puget Sound area with wind gusts of 80 mph. In 2001 the Nisqually earthquake caused only minor damage, but provided a firm reminder of the risk of earthquakes in our region. In each of these events, coordination and communication was vital to mitigate loss of life and property damage. Our local governments and special purpose districts are committed to mitigation against such natural disasters to the highest degree possible.

ESCA developed a Regional Mitigation Plan in 2004 that included the cities of Kenmore, Brier, Edmonds, Lynnwood, Mill Creek, Mountlake Terrace and Woodway, the Edmonds School district, Olympic View Water and Sewer District and the Port of Edmonds. In 2010, ESCA updated their plan to include the city of Lake Forest Park and Mukilteo and Edmonds Community College.

Edmonds Community College is located within the boundaries of the City of Lynnwood, approximately 15 miles north of Seattle. The campus encompasses a total of 51.7 acres of land and includes 31 buildings that have more than 600,000 square feet.

Edmonds Community College has an average of 10,700 students attending each quarter, with nearly 3,900 students attending full-time. The staff includes 141 full-time instructors, 320 part-time instructors and another 590 support staff. Additionally, the facility hosts a day care center

that provides services to an average of 110 children on a daily basis. The college also includes a diverse population of nearly 800 students from 45 countries.

Because the college provides both day and evening classes, and is frequently used as a meeting facility for community events it is quite likely that the college will be occupied when a natural disaster occurs.

These disasters include; drought, flood, earthquake, landslide, severe storms (wind, ice, snow), tsunamis, volcanoes, lava flows, lahars and wild fires.

Based on past experience, Edmonds Community has calculated its risk of natural disasters. The college is most at risk for severe storms, ranked at 50 (out of 80 points) with earthquake ranked at 35, fire 20 and volcanic eruption 16.

The Federal Emergency Management Agency (FEMA) requires that each local jurisdiction adopt a mitigation plan in order to minimize loss of life and property damage in the event of a natural disaster. A mitigation plan is a responsible and vital step to provide for public safety.

The goals of a mitigation plan are to: 1) Protect Life and Property, 2) Increase Public Awareness of risk associated with natural disasters, 3) Encourage Partnerships within jurisdictions to foster the establishment and implementation of mitigation strategies designed to benefit all jurisdictions within that partnership. 4) Provide Emergency and Critical Services, 5) Facilitate Continuity and Recovery to minimize service disruption and 6) Protect Natural Systems by restoring damaged environments.

Edmonds Community College backs these goals and concurs with their value to protect its community. FEMA has indicated that future mitigation grant monies will *not* be made available to jurisdictions without a current and adopted mitigation plan. Therefore, Edmonds Community College has signed on as a participant in the North King and South Snohomish Counties Regional Mitigation Plan.

Recommendation

The staff of Edmonds Community College recommends the Board of Trustees adopt the resolution approving the adoption of Edmonds Community College as a participant in the North King and South Snohomish Counties Regional Mitigation Plan.



Board of Trustees

Washington Community College District 23

Resolution No. 11-2-1

ADOPTION OF THE NORTH KING AND SOUTH SNOHOMISH COUNTIES REGIONAL MITIGATION PLAN

WHEREAS, the Federal Emergency Management Agency requires each local jurisdiction to adopt and have in place a Mitigation Plan in order to minimize loss of life, and recurring property damage; and

WHEREAS, the Federal Emergency Management Agency has indicated that future mitigation grant monies will not be made available to jurisdictions without a current and adopted Mitigation Plan; and

WHEREAS, mitigation planning is a logical and reasonable step in public safety as well as emergency management, response, and recovery; and

WHEREAS, Edmonds Community College recognizes the benefit and necessity of mitigation as well as regional planning and cooperation; and

WHEREAS, the Emergency Services Coordinating Agency developed and coordinated a Regional Plan in 2004 involving the Cities of Kenmore, Brier, Edmonds, Lynnwood, Mill Creek, Mountlake Terrace, and Woodway; and the Edmonds School District, Olympic View Water and Sewer District, and the Port of Edmonds; and

WHEREAS, the Emergency Services Coordinating Agency updated and coordinated a Regional Plan in 2010 involving the original jurisdictions from 2004, plus the addition of the Cities of Lake Forest Park, Mukilteo, and Woodway *and* Edmonds Community College; and

WHEREAS, this plan maintains consistency with existing emergency response plans, promotes regional cooperation, and meets the Federal Emergency Management Agency's requirements; and

WHEREAS, this Regional Mitigation Plan is made up of both regional and localized, jurisdiction-specific information; and

WHEREAS Edmonds Community College signed on as a participant for the Regional Mitigation Plan; and

WHEREAS, updates to the North King and South Snohomish Counties Regional Mitigation Plan are conducted on a five-year cycle and therefore, the Regional Plan is due for update; and

WHEREAS, Edmonds Community College is responsible only for funding and implementing those projects as funds are available and as specified under the Section III entitled *the Edmonds Community College*;

NOW, THEREFORE, BE IT RESOLVED that the Edmonds Community College Board of Trustees does hereby adopt the North King and South Snohomish Counties Regional Mitigation Plan Update.

PASSED by the Edmonds Community College Board of Trustees this _____ day of _____, 2011, and signed in authentication of its passage this _____ day of _____, 2011.

Emily Yim, Chair

ATTEST:

Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

Presidential Evaluation Instrument

Subject

Consideration of new presidential evaluation instrument

Background

The Board of Trustees has expressed a desire to create a new presidential evaluation instrument. Trustees Dick Van Hollebeke and Quentin Powers have examined several examples of other community colleges' evaluation instruments in an effort to create an evaluation that will meet the needs of the Edmonds Community College Board.

Two draft presidential evaluations were presented to the Board at the November 10, 2010 meeting with a request to review the instruments and be prepared for approval at the February 10, 2011 board meeting. Additional discussion and revisions took place at the January 22, 2011 board retreat, which resulted in one inclusive document.

Recommendation

Board of Trustees approval of the resolution to adopt the new presidential evaluation instrument.



Board of Trustees

Washington Community College District 23

Resolution No. 11-2-2

Presidential Evaluation Instrument

WHEREAS, The Edmonds Community College Board of Trustees has expressed a desire to create a new presidential evaluation instrument, and

WHEREAS, the Board has examined several other examples of community college presidential evaluation instruments to create an evaluation that will meet the needs of the Edmonds Community College Board, and

WHEREAS, a draft of the evaluation instrument was presented to the Board for review at the November 10, 2010 Board meeting, and

WHEREAS, additional discussion and revisions took place at the January 22, 2011 Board retreat,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College approves the presidential evaluation instrument.

Emily Yim, Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

CONSIDERATION OF TENURE

Subject

Consideration of tenure for

Lyn Eisenhour	ABE ESL, International Division
Erika Ferreri	Allied Health, Health & Human Services Division
Sophia Ju	Accounting, Business Division
Ross Monroe	Materials Science, Math & Science Division
Nicholas Sibicky	Digital Music, Humanities Division

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. Lyn Eisenhour, Erika Ferreri, Sophia Ju, Ross Monroe and Nicholas Sibicky have completed their probationary periods and are recommended for consideration of tenure.

Recommendation

Approval of tenure for Lyn Eisenhour, Erika Ferreri, Sophia Ju, Ross Monroe and Nicholas Sibicky be granted at the March 10, 2011 Board of Trustees meeting.



Board of Trustees

Washington Community College District 23

Background

APPROVAL OF NEW CURRICULA

Subject

Board of Trustees first consideration of the Baking ATA Degree.

Background

The Culinary Arts Department at Edmonds Community College is a responsive, rapidly growing department with strong ties to the hospitality industry in Snohomish and King Counties. The current Baking Certificate has been successful in terms of enrollment and jobs for students. With the growth in population and the expansion of the hospitality and tourism industries in Snohomish County, there is an increasing need for trained bakery professionals.

The emphasis on regional cooking and the sustainability movement have resulted in a greater demand for quality, locally produced baked goods. Therefore, in response to civic demand and student requests, the **91-credit Baking ATA Degree** was created. The ATA builds on content from the Baking Certificate with emphasis on specialty baking and pastry skills. The degree offers practical application in theoretical knowledge, professionalism, safety, sanitation, baking methods, creativity and an emphasis on meeting industry standards in baking. The degree will enhance and increase the employment options for our students as baking/pastry professionals in a variety of food service settings, including restaurants, hotels, resorts, catering businesses, independent bakeries/pastry shops, wholesale/retail markets and high volume bakeries.

According to the U.S. Bureau of Labor Statistics, baking and pastry arts professionals in fine restaurants require years of training and experience but they end up in high salary tiers. For students who want to go beyond an ATA Degree and earn a Bachelor's Degree, Edmonds now has a "direct AAS-T transfer" agreement with Central Washington University. Students can also transfer to the hospitality AAS-T degree program at South Seattle Community College.

Currently potential students must travel to either King or Whatcom County to obtain the desired training in this field, as there is not a certified baking program in Snohomish County.

Recommendation

Board of Trustees approval of the Baking ATA Degree at the March 2011 meeting.



Board of Trustees

Washington Community College District 23

Background

ACQUISITION OF 6600 BUILDING PROPERTY

Subject

Consideration of possible purchase of the 6600 Building (formerly, Beresford Building) by the College.

Background

The College vacated the Beresford building at the conclusion of the existing lease, in September 2009, in response to state budget reductions. Since that time program growth in Allied Health, new grant-funded programs, the pending relocation of the Center for Learning Connections program from Highline Community College to Edmonds Community College, and a growing need for additional computer labs, is creating a demand for additional growth space not currently available on campus. Central Washington University is also looking for additional space for program expansion on the Lynnwood campus.

At the same time, the college was recently approached by a local real estate services firm about the possibility of the college purchasing the 6600 Building (formerly named the Beresford Building). The building is available, though there are significant renovations needed to bring the building up to college standards.

The 6600 Building is located adjacent to College-owned parking property and the College-owned Monroe Hall property, and is located less than 10 minutes walk from the main campus. Acquisition of this property would also provide the college with 78 much-needed additional parking spaces.

The College could fund this acquisition from existing reserve funds without impacting the College's ability to address projected permanent budget cuts anticipated in the 2011-2013 biennium.

If the College can purchase the 6600 Building at a price reduction which reflects the real cost of renovations required, this would be a cost-effective way to acquire much-needed additional building space for the College.

Recommendation

The staff of Edmonds Community College recommends that the Board of Trustees adopt the resolution authorizing College administration to enter into formal negotiations for the possible purchase of the 6600 Building.



Board of Trustees

Washington Community College District 23

President's Report February 10, 2011

I absolutely love serving as President of Edmonds CC and have done my best to learn about the college and meet those responsible for making it such an outstanding institution. Here are some of the highlights from my first 40 days.

January 3 – Met with Ean Olson, my student government liaison, and faculty representative Margaret West my first day on the job. I also convened my first President's Cabinet meeting.

January 4 – Held an afternoon and an evening Welcome Back forum. The afternoon session was standing room only and the evening forum was also well attended.

January 5 – Had an early morning meeting with the executive board of the foundation and participated in a WACTC conference call late in the afternoon to discuss the governor's budget that was released earlier in the day. In between I had a series of meetings including a meeting with David Cordell and a special friend of the college, Mr. Nojima.

January 6 – David Beyer from Everett CC had lunch with me and discussed ways that our two institutions can work together.

January 7 – Met with Kathi Hiyane-Brown, President of Whatcom CC.

January 8 – Attended the first home conference games for our women's and men's basketball teams. The games were exciting – the women won and the men lost – and I met a number of college supporters, including several local Rotarians who are friends of the college.

January 10 – After a busy Monday, I had my first 10 p.m. meeting at Edmonds CC. I met with the evening custodial staff and brought them some treats as a thank-you for the valuable service they perform.

January 12 – Met with Margaret Badgley from CWU-Lynnwood and also attended a retirement party for President Sharon McGavick from Lake Washington Technical College.

January 13 – Attended the 39th Annual Economic Forecast Conference in Seattle.

January 14 – Attended a meeting with Boeing officials and then spent most of the day at an excellent Foundation planning retreat. The retreat was followed by an evening social at the home of Kim (chair of our auction committee) and Bryan Kerrick. I really appreciated getting to spend time with the foundation members, each of whom gives so much to the college.

January 18 – Provided opening remarks for the evening celebration of Martin Luther King at Meadowdale High School.

January 19 – Bill Toskey, John Michaelson, and I had breakfast with the executive board of the South Snohomish Chamber of Commerce. Later that day, I traveled to Everett to attend a board meeting of the Economic Development Council.

January 20 – Welcomed the Washington State Student Services Commission to our campus. We hosted the Commission's winter meeting, so I had the opportunity to see many old friends from student services. That evening, I had dinner with Marci Larsen, Superintendent of the Mukilteo School District.

January 21 – Marty and I had a breakfast meeting with David Beyer and Sandra Fowler-Hill, Marty's counterpart at Everett CC. That afternoon, I traveled to Everett for a radio interview and call-in show at KSER Public Radio.

January 22 – Had a very productive Saturday retreat with the BOT. That evening I provided welcoming remarks to the Minority Achievers Program (MAP) Gala Celebration at the Lynnwood Convention Center. I was very proud of the fact that Edmonds CC students, staff, and faculty filled almost three tables at the Gala.

January 24-25 – Attended WACTC and TACTC meetings in Olympia and helped other 5-Star Consortium colleges host a legislative reception that Monday night.

January 26 – Had lunch with donor d'Elaine Johnson at the College Café. This marked my third delicious meal – with many more to come - in the café. It's an ideal place to host visitors when they come to campus. In the afternoon, I met with David Kleisch, the economic development director for the city of Lynnwood.

January 27 – Attended my first Diversity Council meeting and was impressed with the number of activities related to diversity that are taking place on campus and in the community.

January 28 – Hosted a breakfast for employees with January birthdays. This monthly event will allow me to get to know our employees better and find out what is important to them. Later in the day I traveled to Everett to meet with K-12 superintendent Gary Cohn, visit the Employment Resource Center, and get the cook's tour of WATR. What a facility!

I'm not done yet...Friday afternoon ended with a conference call with the SBCTC Legislative Committee. I was asked to go to Olympia early the following week to testify, but declined due to a pre-scheduled meeting with community members.

January 31 – Had lunch with Sue Ambler from the Workforce Development Council.

February 1 – Had a series of on-campus meetings, including meetings with staff from ODET, finance and operations and security.

February 2 – Conducted an all-day retreat with President's Cabinet at the Edmonds Conference Center, followed by a dinner with Bill Christopher, an old friend and the recently retired president of Cascadia.

February 3 – Attended the weekly meeting of the Lynnwood Rotary meeting on campus. That evening I spoke at the annual Distinguished Alumni Reception. All of us should make an effort to attend this function. It's really rewarding to see the contributions our graduates make to their communities.

February 4 – Attended a 5-Star Consortium breakfast in Bothell. Later in the morning I toured Meadowdale Hall and attended a Visual Arts Department information session. In the afternoon I attended meetings with three different instructional divisions: Business, Math/Science, and Health & Human Services.

February 8 – Had lunch with Nick Brossoit, Edmonds K-12 superintendent, prior to President's Cabinet.

February 9 – Had breakfast with the Edmonds Day-breakers Rotary and lunch with the noon Edmonds club. I will meet with the Alderwood-Terrace Rotary on Friday.

February 10 – Had lunch with Chris Marx and Foundation Chair Steve Pennington and Chair-elect Jean Sittauer.

It's been a busy, challenging, and extremely rewarding 2011 as your president. I'm meeting many people, learning a lot, and eating very well. Sometimes you have to catch up with people over breakfast, lunch, or dinner. It's tough duty, but somebody has to do it!

So there you have it – a glimpse into my new life. I've enjoyed every moment thus far as your president. I knew that Edmonds CC was a great college, but it is better than I imagined. What a privilege it will be to lead us forward into an even more productive future. Thank you again for the opportunity to serve.