



Washington Community College District 23
Lynnwood, Washington

Agenda
Study Session
April 2, 2015
Mukilteo Hall 210
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
- B. Introduction of Guests Emily Yim
- 4:35 PM C. Public Comments (3 minutes each) Emily Yim
- 4:45 PM D. Approval of Meeting Minutes: March 5, 2015 Emily Yim
- E. Next meeting: Tuesday, May 19, 2015
 - 3:15-3:30 p.m. – Business Meeting – Approval of Tenure
 - 3:30-4:30 p.m. – Tenure/Permanent Status Reception
 - 4:30 p.m. – Meeting
- 4:50 PM F. Old Business – Approval
 - 1. Approval of Professional Leave (RN 15-4-1) Gail Miulli
- 4:55 PM G. New Business – First Consideration
 - 1. Consideration of Tenure Status Gail Miulli
- 5:00 PM H. Study Session
 - 1. Innovation at EdCC: The Evolution of Pre-College Math Dr. Elliot Stern & Dr. Pat Averbek
 - 2. Foundation Strategic Plan Dr. Tonya Drake & Brad Thomas
- 6:00 PM *BREAK*
- 6:10 PM 3. Board of Trustees Appointments Emily Yim
- 6:40 PM I. 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.*



DRAFT

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

Others Present: Arlene Anderson, Mark Cassidy, Christina Castorena, Scott Cockrum, David Cordell, Chuck Cox, Michele Domingo, Dr. Tonya Drake, Emily Fissel, Simone Frazier, Jean Hernandez, Karen Johnson, David Kleitsch, Christine Kobayoshi, Susan Loreen, Karen Manser, Kevin McKay, Patty Michajla, Gail Miulli, Julie Moore, Dr. Jeff Owens, Patti Pollardo, Loren Simmonds, Mayor Nicola Smith, Lynn Sordel, Emma Thibert, Margaret West, and Abby Zhang

CALL TO ORDER AND INTRODUCTION OF GUESTS

Emily Yim, Board Chair, called the meeting to order at 4:31p.m., welcomed those present, and asked for self-introductions.

PUBLIC COMMENTS

No public comments

COMMUNITY CONVERSATION

City of Lynnwood – Mayor Nicola Smith

Attachment A

Mayor Nicola Smith provided an overview of the City of Lynnwood that included updates on the City’s Community Vision, 2014 major accomplishments, hiring of a new fire chief, launch of the Lynnwood farmers’ market, and new bike lane grant awarded from the Verdant Health Commission. Major accomplishments completed include improved traffic management, interurban trail, and construction of 33rd Place West which will be the site of a new Costco.

The Mayor included information regarding legislative engagement, support for local veterans, available internships, local and regional partnerships, ribbon cuttings at the newly remodeled City Hall and Verdant Health Center. Mayor Smith holds open citizen engagement sessions each Wednesday afternoon, 4-5 p.m. Her State of the City address will be held on Tuesday June 2, at 8:00 a.m.

David Kleitch, Director of Economic Development, provided updates on several projects that are in process or recently completed. Projects highlighted: Lynnwood City Center, Edmonds School District property, city center senior apartments, new Costco, byway loop around the mall, 196th Street improvements, and remodels.

Lynn Sordel, Director of Parks, Recreation and Cultural Arts, provided an overview of the Lynnwood Municipal Golf Course. The golf course had a good year in 2014 as operations were taken over by Premier Golf. Their net income exceeded the budget by over \$10,000. Their overall operating costs have been reduced by 23%, resulting in a net income of just under \$550,000, minus city expenses. The College has assisted by providing extra parking for golfers during the summer months.

Karen Mancer, Deputy Chief of Police, provided a status of the Lynnwood Police Department, including crime rate statistics and partnerships. She highlighted several activities involving the department with the community.

Scott Cockrum, Lynnwood Fire Chief, provided a status of the Lynnwood Fire Department. He indicated that ESL students from EdCC provide translating for them. Chief Cockrum thanked the Verdant Health Commission for their participation and support. The Department is reaching out to the community with their resources.

Loren Simmonds, President of the Lynnwood City Council, noted the improvement in city government due to the leadership of the new Mayor Nicola Smith. He reported on a few key positions that are going to be filled, and stated that they are working on the traffic issues throughout the City.

APPROVAL OF MINUTES

Attachment B

Motion: Trustee Van Hollebeke moved and Trustee Clay seconded the approval of the February 5, 2015 meeting minutes.

Approved

NEXT MEETING

April 2, 2015, 4:30 p.m., Mukilteo Hall 210

EXECUTIVE SESSION

At 5:20 p.m. the Board entered into executive session for the purpose of discussing personnel issues. No action was taken as a result of the executive session.

At 5:31 p.m. the Board returned to open session.

OLD BUSINESS – ACTION

Approval of Tenure Status (RN 15-3-1) – Gail Miulli

Attachment C

At the February Board meeting, Interim Vice President of Instruction, Gail Miulli, presented the following faculty members for consideration of tenure and permanent status.

Tenure Status: Dusty (Edward) Brannan, Christine Kobayashi, Tiffany Ledford, Dr. Jonathan Miller, Dr. Jeff Owens, and Lisa Schubert.

Permanent Status: Simone Dunlap

Each candidate spoke for a few moments about themselves and the Trustees provided comments regarding the candidates' portfolios.

Action: Trustee Powers moved and Trustee Clay seconded the approval of Resolution No. 15-3-1.

Approved

Student Trustee Chummun abstained.

Approval of Continuing Probationary Status (RN15-3-2) – Gail Miulli

Attachment D

At the February Board meeting, Vice President Miulli presented the following probationary appointments of faculty members for consideration of continuing their probationary status. No further discussion.

Second year appointments: Michael Andrew, Jennifer Baldwin, Haley Benjamins, Stephanie Bostwick, Nicholas Buker, Emily D'Souza-Fissel, Kevin Fogarty, Ruth Harris-Barnett, Brent Leithauser, Jeremy Matthews, John Sherman, Kathleen Simonton, and Daniel White

Third year appointments: Deborah Clarke, Karen Fenner, Kari Guedea, Scott Haddock, Patrick Rolland, Heather Walsh, and Barbara Whalen

Action: Trustee Clay moved and Trustee Van Hollebeke seconded the approval of Resolution No. 15-3-2.

Approved

Student Trustee Chummun abstained.

Approval of 2015-2016 Fee Requests (RN 15-3-3) – Kevin McKay

Attachment E

The 2015-2016 fee requests were presented at the February Board meeting. The College is recommending no across-the-board increase of applicable course/program/service fees for 2015-2016 with one specific exception. The specific course fee being recommended for an increase is the CHEM@110 lab fee. This is a specific situation where additional service/course revenue is needed to continue offering this course.

Action: Trustee Van Hollebeke moved and Trustee Chummun seconded the approval of Resolution No. 15-3-3.

Approved

Approval of Acute Care Nursing Certificate (RN 15-3-4) – Gail Miulli

Attachment F

Vice President Miulli presented the Acute Care Nursing Assistant Certificate for the Board's consideration of approval at the February Board meeting. The Acute Care Nursing Certificate is an expansion of the current Nursing Assistant certificate of completion offered at the 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.

Action: Trustee Powers moved and Trustee Van Hollebeke seconded the approval of Resolution No. 15-3-4.

Approved

NEW BUSINESS – First Consideration

Consideration of Professional Leave – Gail Miulli

Attachment G

Vice President Gail Miulli presented the request for professional leave for the 2015-2016 academic year for four faculty members. The Professional Leave Committee has recommended approval of their leave requests. The faculty requesting leave include: Tom Murphy, one quarter; Nick Sibicky, two quarters; Mary Whitfield, two quarters; and Theordora Doromal, one quarter.

The Board will be asked to approve the professional leave requests at the April 2 Board meeting.

BOARD UPDATES

Faculty Representative – Margaret West

Attachment H

Student Representative – Abby Zhang

Attachment I

In addition to the attached report, it was reported that next year's Chair of the Board of Trustees, Quentin Powers, will serve on the selection committee for the student trustee position that will open this spring. Student trustee appointments are for one year, July 1 – June 30.

Classified Representative – Patti Pollardo

No report

BREAK

At 6:15 p.m. the Board recessed for a 10 minute break. At 6:23 p.m. the Board returned to open session.

STUDY SESSION

Conflict of Interest Training – Arlene Anderson

Tabled

FOUNDATION REPORT – Diana Clay

- The annual auction is the current major focus of the Foundation. The Trustees decided on the donation of a large wine basket. Trustee Clay will work with Ruth Arista on compiling a basket. Trustee Chummun added that last year the students donated and volunteered at the auction. Trustee Clay will review last year's student donation. The chef will be Bobby Moore, the Barking Frog Restaurant executive chef.
- Trustee Van Hollebeke suggested using the EdCC Culinary Arts chefs for the upcoming 50th year anniversary celebration.
- A new Assistant Director of the Foundation will be hired soon.
- David Jaffe will join the Foundation Board.

PRESIDENT'S REPORT – Dr. Jean Hernandez

Attachment J

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

- Dr. Hernandez reported on her recent professional development trip in Washington DC. She will showcase her final report with the Trustees, the campus, and the other community college presidents when she receives approval from Deputy Assistant Secretary for Community Colleges, Mark Mitsui, at the Department of Education.
- Dr. Hernandez reviewed some concerns from the outcome of the recent State Auditor's financial audit of the College, which are being addressed. The financial statement audit will be implemented by April 1.
- There is a call for proposals for the October 2015 ACCT Leadership Congress in San Diego. The Board will submit suggestions before the May 1 due date.
- International Night, held on February 28, was a successful event.
- The presidents at the state level are working on the state reallocation model which will be finalized at their summer retreat and implemented in 2016. They are also discussing the handling of funds from International FTEs.
- President Hernandez, Vice President McKay, Trustee Van Hollebeke, and the architect for the Science Engineering and Technology (SET) Building, Walter Schacht, are scheduling a meeting

with Representative Hans Dunshee (Chair of the Capital Committee) to discuss funding more of community and technical colleges capital requests. Last week, Dr. Hernandez traveled to Olympia to distribute information to Representatives Peterson, Ryu, and Senator Liaas about support for the capital requests. Following the Dunshee meeting, additional meetings will be scheduled with other legislators.

BOARD DISCUSSION – Emily Yim

- On March 26th, Edmonds CC will be showcased along with other community colleges at an open house for the legislators in Olympia. Trustee Zapora will attend. EdCC students will present on the Sustainable Agriculture Education (SAGE) program.
- The Board reviewed draft language prepared by Interim Vice President of College Relations, Dr. Tonya Drake regarding the Board’s process pertaining to open public comments at Board meetings. AAG Arlene Anderson will review the language on taking action pertaining to open public comments and will follow up on clarification.
- The Trustees reviewed the process they plan to take with regard to the upcoming vacancy on the Board. President Hernandez will confer with her President’s Advisory Committee to solicit names of potential candidates. A discussion will take place during the April 2 Board study session. Trustee Zapora will prepare a background assessment that each of the trustees will complete.

EXECUTIVE SESSION

At 7:23 p.m. the Board entered into executive session for the purpose of discussing real estate. No action was taken as a result of the executive session. At 7:54 p.m. the Board returned to open session.

OPEN SESSION

The Board reviewed their current budget status and discussed upcoming conference attendance.

ADJOURNMENT

The meeting was adjourned by Chair Emily Yim at 8:01 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
AFT Local 4254 EdCC Faculty
March 5, 2015

We are making moves towards negotiations as the contract expires on June 30th. The faculty negotiations team meets this Friday for a general discussion. The administration team may join us. Scheduling meetings may be a problem, but we are confident we can work it out.

The union's council meetings are held the first and third Wednesdays of the month. Lately we've been scheduling guests, and these discussions have proved very popular. Christina Castorena has been to talk about the BIT process, Ed Sargent to talk about PACE, and Melody Schneider and Kimberly Lothyan to talk about Faculty Development. Aspects of these topics will be discussed in negotiations.

Thank you.

Margaret West
President
Local 4254
Edmonds Community College Federation of Teachers

ATTACHMENT I
BOARD OF TRUSTEES
Monthly Meeting Report
Student Government
March 5, 2015

Completed

- 02/18/2015 American Student Association of Community Colleges: 6 officers, communications assistant and two students – Angelina Yeremeyeva and Zachary Ott from political science department were funded to go to ASACC Conference departing on Friday March 13th and coming back on Monday March 16th.
- 02/19/2015 Board of Trustee Student Representative: The Student Trustee application for year 2015-2016 was open on February 19th and all the documents need to be submitted to Student Government by April 17th. Interviews will be scheduled between April 20th and 24th.
- 02/25/2015 University of Free State Student Leadership Summit: Student Government recognized this unique opportunity to send students to the conference with the University of Free State in South Africa and valued this as a life changing opportunity for students. Student Government funded 7 students in total to attend the conference including their airfare, meal, incidentals and travel insurance.
- 03/02/2015 Technology Investment Management Committee: Five officers attended a PC meeting discussing about the possibility of increasing the technology fee.
- 03/04/2015 Diversity Student Center Expansion (DSC): Student Government had a meeting with the architect on February 10th talking about the floor plan and provided a public comment session on February 25th for students and staff to give their inputs on this issue. The finalized recommendation floor plan – concept No.9 was approved by Student Government on March 4th. Student Government will present to the PC on March 9th.
- 03/04/2015 Services and Activities Fee Budget Committee: Max Chen and Taylor Parks were appointed as student representative on the committee.

In Progress

- Triton Student Center Expansion (TSC): Student Government met with the architect on February 26th discussing about the TSC expansion for the master plan and is now working on creating the floor plan.

Submitted by Abby Zhang, Executive Officer for Administrative Liaison

President's Report March 5, 2015

ATTACHMENT J

PRESIDENT JEAN HERNANDEZ EVENT HIGHLIGHTS FOR NOVEMBER – FEBRUARY, 2015

- One of the highlights of this year has been reaching our Boots to Books and Beyond Veterans campaign goal of \$1,000,000. We started our public campaign in August 2014 and still needed to collect just under \$160,000. The Campaign Steering Committee members, our director of the Veterans Resource Center, and myself held numerous meetings whereby we explained the purpose of our campaign and how it would benefit our student veterans and their families. With the support of our external community, our employees, and our student government we reached our goal on December 31, 2014.
- As a member of the American Association for Community Colleges (AACC) Economic and Workforce Commission, I attended our fall meeting in Washington, D.C., November 2014.
- Our college has been experiencing change in multiple ways—employees retiring or leaving for other positions, our focus on data-driven decisions, the implementation of ctcLink, new employees joining Edmonds CC, and more. These changes can be stressful, so we invited Dr. Cyndi Schaeffer (formerly the executive director of our Employee Resource Center (ERC) and also overseeing the WATR center) to conduct a four-hour Organizational Change workshop with members of our management group in December 2014. This group includes all supervisors at the director and higher level, so that they could learn about ways to work with their employees in addressing change and finding ways to acknowledge the positive benefits. Dr. Schaeffer continues to work with different departments at the college.
- Our Strategic Councils who oversee the implementation of our Strategic Plan have been attending meetings with our Accreditation Steering Committee to review the accreditation standards for assessment and evaluation, including those standards that focus on Mission Fulfillment. These conversations are helping all of us to readjust our documentation that aligns our continuous cycle of assessment with our allocation of resources. In addition, each Council has been asked to conduct a mid-year assessment this quarter.
- We were very pleased to have Mr. Chuck Underwood spend two days in January 2015 at Edmonds Community College presenting workshops on Generational Strategies. He presented a faculty session focused on the classroom dynamics, a general session for all employees on co-worker relations and recruitment, a session with College Relations and Student Services personnel that discussed recruitment of students, and a de-brief session with President's Cabinet. He gave us numerous compliments because of the positive environment he felt we have created at EdCC.
- In January 2015, Governor Jay Inslee hosted the 34 community and technical college presidents at the Governor's mansion. I had the pleasure and honor of sitting at a table with First Lady Trudy Inslee. Governor Inslee shared his thoughts on the budget and the need for increased revenue and took a few questions from the presidents.



Board of Trustees

Washington Community College District 23

Background

PROFESSIONAL LEAVE REQUESTS FOR 2015-2016 ACADEMIC YEAR

Subject

Board of Trustees approval to grant faculty professional leave for the 2015-2016 academic year is requested.

Background

The negotiated agreement between the Board of Trustees of Washington Community College District 23 and the Edmonds Community College Federation of Teachers, Local 4254 AFT, AFL/CIO, specifies the process whereby the Board of Trustees may consider and grant professional leave to eligible faculty up to a maximum of four percent of the state-funded FTEF. The Federation appointed a Professional Leave Committee to review and rank eligible faculties' professional leave proposals for the Board's consideration.

The agreement states that each professional leave recipient will receive 85 percent of the employee's step placement during the period of time he or she is on professional leave.

(State supported programs)

<u>Faculty Member</u>	<u>Professional Leave Recommended</u>	<u>Annualized FTEF</u>
Tom Murphy	One Quarter	.333
Nick Sibicky	Two Quarters	.666
Mary Whitfield	Two Quarters	.666
Total Annualized FTEF		1.665

(Foundation funded)

<u>Faculty Member</u>	<u>Professional Leave Recommended</u>	<u>Foundation Funded</u>
Theodora Doromal	One Quarter	One Quarter

Recommendation

Approval of professional leave request for professional leave requests at the April 2, 2015 Board of Trustees meeting.



Board of Trustees

Washington Community College District 23

Resolution No. 15-4-1

PROFESSIONAL LEAVE REQUEST

WHEREAS, the Board of Trustees of Edmonds Community College District 23 has a policy for consideration and granting of professional leaves for faculty, and

WHEREAS, the Board of Trustees has received a ranked list from the Professional Leave Committee for faculty who have requested leave for the 2015-2016 academic year, and

WHEREAS, the Board of Trustees is committed to the continued professional growth of the Edmonds Community College faculty even in difficult financial times, and

WHEREAS, the recipients of professional leave must submit a one-page, written summary to the Board of Trustees at the end of the quarter following their leave (excluding summer quarter).

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College awards professional leave for the following faculty:

(State supported programs)

<u>Faculty Member</u>	<u>Professional Leave Recommended</u>	<u>Annualized FTEF</u>
Tom Murphy	One Quarter	.333
Nick Sibicky	Two Quarters	.666
Mary Whitfield	Two Quarters	.666

Total Annualized FTEF ***1.665***

(Foundation funded)

<u>Faculty Member</u>	<u>Professional Leave Recommended</u>	<u>Foundation Funded</u>
Theodora Doromal	One Quarter	One Quarter

ATTEST:

Ms. Emily Yim, Chair

Dr. Jean Hernandez, Secretary

Date Approved



Board of Trustees

Washington Community College District 23

Background

CONSIDERATION OF TENURE

Subject

Consideration of tenure for

Julie Palomino

Adult Basic Education (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. Julie Palomino is recommended for consideration of tenure.

Recommendation

Approval of tenure for Julie Palomino at the May 2015 Board of Trustees meeting.