



Washington Community College District 23
Lynnwood, Washington

Agenda
Regular Meeting
April 10, 2014
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.

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|---------|--|------------|
| 4:30 PM | A. Call to Order | Clay |
| | B. Introductions | Clay |
| 4:35 PM | C. Public Comments | Clay |
| 4:45 PM | D. Community Conversation | |
| | 1. Center for Advanced Manufacturing Puget Sound (CAMPS) | McLaughlin |
| 5:10 PM | E. Approval of Meeting Minutes: March 5, 2014 | Clay |
| | F. Next meeting: May 8, 2014, 4:30 p.m.
Tenure Reception – 3:30-4:30 p.m. | |
| 5:15 PM | G. New Business – First Consideration | |
| | 1. Consideration of Board Policy Revisions: B 3.2, B 3.3 | Cassidy |
| | 2. Consideration of 2014-2015 College Fee Schedule | McKay |
| | 3. Consideration of Professional Leave | Miulli |
| 5:30 PM | H. Reports | |
| | 1. Student Representative | Gonzalez |
| | 2. Classified Staff Representative | Pollardo |
| | 3. Faculty Representative | West |
| 5:40 PM | I. Foundation Report | Clay |
| 5:50 PM | J. President’s Report | Hernandez |
| 6:00 PM | K. Board Policy Review | Cassidy |
| | B 3.5; B 3.6; B 3.7 | |

**EDMONDS COMMUNITY COLLEGE
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6:15 PM	L. Board Discussion	Clay
6:45 PM	M. Adjournment	Clay

Times are estimates only and subject to change.

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

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



Board of Trustees

Washington Community College District 23

**Special Meeting
Minutes
March 5, 2014**

DRAFT

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

Others Present: Arlene Anderson, Sandy Arnold, Mark Cassidy, Christina Castorena, Max Chen, Pat Copeland, David Cordell, Richard Davis, Dr. Tonya Drake, Gloria Felicia, Karen Fenner, Meryl Geffner, Jackie Gonzalez, Steve Hailey, Dr. Jean Hernandez, Maria Kelly, Lauri Kram, Kay Latimer, Susan Loreen, Kevin McKay, Susanne Meslans, Patty Michajla, Gail Miulli, Johnetta Moore, Connie Schatz, Dr. Elliot Stern, Carol Summers, Karen Townsend, Marcos Valle, Dr. Rachel Wade

CALL TO ORDER AND INTRODUCTION OF GUESTS

Diana Clay, Board Chair, called the meeting to order at 3:35 p.m., welcomed those present, and asked for self-introductions.

PUBLIC COMMENTS

Dr. Rachel Wade reported that tenure candidate, Dr. Tom Fleming, was unable to attend the meeting as he was out of town on college-related business.

APPROVAL OF MINUTES

Attachment A

Motion: Trustee Yim moved and Trustee Jessop seconded the approval of the February 18, 2014 meeting minutes.

Approved

NEXT MEETING

April 10, 2014, 4:30 p.m., Gateway Hall 352.

EXECUTIVE SESSION

At 3:39 p.m. the Board entered into executive session to discuss personnel. No action was taken as a result of the executive session.

At 3:53 p.m. the Board entered into regular session.

OLD BUSINESS - ACTION

Approval of Tenure (RN 14-3-1) – Gail Miulli

Attachment B

Gail Miulli, Interim Executive Vice President of Instruction, recommended approval of tenure for five faculty members: Sandy Arnold, Dr. Tom Fleming, Meryl Geffner, Steve Hailey, and Doug Owen. The Trustees provided brief favorable comments regarding the tenure packets prepared by the faculty members.

Action: Trustee Powers moved and Trustee Yim seconded the approval of Resolution No. 14-3-1. Trustee Jessop abstained.

Approved

A campuswide reception honoring the five newly tenured faculty members will be held on May 8, 2014, 3:30-4:30 p.m. in Gateway 352.

Approval of Continuing Probationary Status (RN 14-3-2) – Gail Miulli

Attachment C

Vice President Miulli requested approval of continuing the probationary status of the second and third year faculty members stating that their appointment review committees all recommended that they remain in their probationary status.

Action: Trustee Van Hollebeke moved and Trustee Yim seconded the approval of Resolution No. 14-3-2. Trustee Jessop abstained.

Approved

Approval of Sustainable Agriculture Education Certificates (RN 14-3-3; RN 14-3-4; RN 14-3-5) – Gail Miulli

Attachments D, E, F

The Board previously received information on three Sustainable Agriculture Education certificates at the February 18th meeting. The certificates include: 1. Sustainable Agriculture Education – Urban Agriculture Systems Certificate: Crop Production Certificate; 2. Sustainable Agriculture Education – Urban Agriculture Systems Certificate; 3. Sustainable Agriculture Education – Urban Agriculture: Whole Systems Certificate. No further discussion.

Action: Trustee Van Hollebeke moved and Trustee Yim seconded the approval of Resolutions No. 14-3-3; 14-3-4; and 14-3-5.

Approved

NEW BUSINESS FIRST CONSIDERATION

Consideration of 2014-2015 College Fee Schedule – Kevin McKay

Deferred until the April 10, 2014 meeting.

REPORTS

Student Representative – Jackie Gonzalez

Attachment G

Classified Staff Representative – Patti Pollardo

No Report

Faculty Representative – Margaret West

No Report

FOUNDATION REPORT – Diana Clay

- The Foundation Auction Gala was a successful event. The revenue numbers are not available yet.
- The \$1M Veterans Campaign is well underway. They are \$225K away from their goal.

PRESIDENT'S REPORT – Dr. Jean Hernandez

President Hernandez reported on the following:

- The accreditation third year visit took place this week concluding with the exit interview this morning. The following draft, paraphrased commendations and recommendations were received:
 - Commendations:
 1. The evaluators commended the institution's faculty, staff, and administrators for our passionate belief and support of students.
 2. Commended the library faculty and staff for their creativity and dedication that supports student success and use of assessment data to improve services.
 3. Commended faculty for their focus on high impact pedagogy and practices, such as service learning and undergraduate research.
 4. Commended the institution for implementation of innovative workforce, international, and continuing education programs that serve our diverse community.
 - Recommendations:
 1. Recommended the college undergo an external financial audit.
 2. Recommended the college improve its systems to consistently inform part-time faculty about college processes and policies, and consistently integrate part-time faculty into academic processes, including the teaching and assessment of student learning outcomes.
 3. Recommended the college clarify the relationship between the College-Wide Abilities, Program Learning Outcomes, and the Course Learning Outcomes.
 - Discussion on recommendations:
 1. Financial Audit. A statewide audit schedule will be established according to the accreditation visits by the State Board for Community and Technical Colleges. Vice President McKay noted that there will be staffing needs systemwide to carry out the audit process.
 2. Part-time faculty. The College needs to be doing more for our part-time faculty around orienting them and understanding the student learning outcomes. We will continue to look at best practices.
 3. College-wide abilities, program learning outcomes, and course learning outcomes. We need to look at how we communicate and present the information.
 - Dr. Hernandez will receive a draft report from the Chair of the Team to review and correct for "errors of fact" in the next few weeks. Then the Chair will submit her report to the NWCCU Commissioners by early May. The NWCCU Commissioners will assign two Commissioners to meet via teleconference with the Chair and President Hernandez to discuss any questions they may have. The Commissioners will then vote during their summer meeting in July, and the College will receive a letter in August with the final Commendations, Recommendations, and the final report.
 - The external financial audit topic will be discussed at the August Board retreat.
- The seven-year accreditation report is due spring 2017. Dr. Hernandez and staff members will attend an accreditation workshop hosted by the Commission on March 6th at Sea-Tac.
- Twenty-one EdCC staff and faculty members attended the Achieving the Dream Conference in Orlando, Florida last week. Four of our faculty members were presenters. Edmonds is being encouraged to become a leader college, and we will apply for this status next year.

- A Federal review of the Head Start program will take place on campus next Monday. President's Cabinet is the designated governing body of the Head Start program.

BOARD DISCUSSION – Diana Clay

- The Board discussed the current faculty tenure process. Trustee Van Hollebeke read the appointment review process for granting tenure for faculty outlined in the faculty union negotiated agreement and asked that the trustees receive more extensive background information earlier in the process. President Hernandez pointed out that several years ago the trustees requested not to receive all of the paperwork but rather a recommendation by the tenure committees and Executive Vice President of Instruction. The Trustees do have the right to review all documents about the probationers if they so wish to enter into that level of involvement.

Following discussion, it was decided that the first two years of the probationary process is more of an administrative duty and not a governance duty involving the Trustees at that level. Only those probationary faculty who are moved through the process will be considered for approval of tenure. The Board decided to continue with the past practice of presenting written recommendations provided by the appointment review committee chairs, and summary paragraphs prepared on each probationary faculty member by the Executive Vice President of Instruction, including an overall recommendation.

- Vice President Christina Castorena announced that President Hernandez received the Oscar Eason, Jr. Community Service Award presented by the NAACP of Snohomish County at a celebration dinner on March 1.

ADJOURNMENT

The meeting was adjourned by Chair Diana Clay at 5:03 p.m.

ATTACHMENTS AVAILABLE UPON REQUEST

Ms. Diana Clay, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

ATTACHMENT G
BOARD OF TRUSTEES
Monthly Meeting Report
STUDENT GOVERNMENT

March 5, 2014

- Student government was glad to be part of the accreditation meetings and breakfast, where they had the opportunity to share with the accreditation team our perspective on Edmonds community college.
- As always the board helped support the PowWow this year. This event provides cultural awareness for all Edmonds Community College students, employees, and our community, and for this year specifically, the powwow will support veterans.
 - Date: Friday, May 2nd – Sunday, May 4th 2014
- The men's basketball team finish 6th in the Northwest Athletic Association of Community Colleges (NWAACC) basketball tournament. Coach Kyle Gray and team had another outstanding finish to the basketball season.
- International Night was held last Friday with great success. There could not be a more beautiful way to display the amazing diversity we have in our college
- The executive board also created a new grant for clubs where they are require to do a community service project. This grant was created with the intention of getting our clubs members involved in our campus and community.
- Last Month on Feb. 7th the board took students to the student Legislative Rally where we could express our needs. One of the needs expressed to our legislators was related to the Washington's new version of the DREAM act where undocumented students will have equal access to the state need grant. This is a historical event that will impact a number of students in higher education including Edmonds Community College.
- CSEL gave Students the opportunity to celebrate women's history with yester speaker Traciana Grace at the blackbox, and with tomorrows event called" I got the power" from 11:20-1:30.
- Next Friday we leave to Washington D.C. We already have appointments with Senator Murray, and Representative Larsen's team. We also are arranging a tour around the white house. In addition we are working on the materials that as students we wish to communicate with our congressman.

Submitted by: Jacqueline Gonzalez, Executive Officer for Community Relations



Board of Trustees

Washington Community College District 23

Background

CONSIDERATION OF SELECTED BOARD POLICIES

Subject

Consideration of Board Policies B 3.2 and B 3.3.

Background

The Board of Trustees is reviewing all Board Policies on an annual basis in an effort to ensure they are aligned with the language requirements of accreditation and reflect current practices. The following policies are being presented for first consideration at the April 10, 2014 meeting:

B 3.2 Board of Trustees Bylaws

B 3.3 Board Job Description

These two Board Policies were first reviewed, along with additional Board Policies, at the Board meeting on February 18, 2014. As a result of the first review, President Hernandez and the Board of Trustees recommended making amendments to these policies, returning them for first consideration at the April 10, 2014 meeting of the Board of Trustees. Those proposed amendments are now included in these two Board Policies for first consideration.

Recommendation

The staff of Edmonds Community College recommends the Board consider the proposed amendments to Board Policies B 3.2 and B 3.3, with final approval at the May 8, 2014 meeting.

Background

2014-15 College Fee Schedule

Subject

Consideration and approval of the 2014-15 College Fee Schedule.

Background

One recent 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.”

[Initiative 601](#) (I-601) was passed by the voters of Washington in 1993 and states, "No fee may increase in any fiscal year by a percentage in excess of the fiscal growth factor for that fiscal year without prior legislative approval." According to the initiative, "fiscal growth factor" means the average of the sum of inflation and population change for each of the prior three fiscal years. The fiscal growth factor is calculated by the state Office of Financial Management. However, beginning with the 2007-09 biennium the fiscal growth factor is the average growth in state personal income for the prior ten fiscal years.

Initiative 960 (I-960), also passed by the voters of Washington in 1997, amended I-601 to the extent that any new fees or increases to the fees subject to I-601 required Legislative approval.

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 these guidelines. After the last several years of budget cuts and tuition increases, however, the college has taken the following considerations into account when establishing its recommendations for fee increases for the 2013-2014 academic year,

- College operations have been impacted by the cumulative budget cuts imposed by the state. While every effort has been made to absorb these cuts in ways which do not impact student access and support, there is still a very real impact to many campus programs and services.
- Raising fees is one way to help offset some of the impact of the state's budget cuts to the colleges and providing this mechanism is, in fact, the reason the legislature has eliminated the fee caps previously imposed by Initiative 601.

- One impact of Initiative 601 has been retarding fee revenue when compared to inflation, resulting in many course/program fees which no longer generate sufficient additional revenue to cover the special costs of offering certain courses and services. This has had a negative impact on the college budget for several years.
- Students have recently experienced double-digit tuition increases in the past few years. This is a bad time to increase fees to students except where absolutely necessary.

As a result of these considerations, the college is recommending no across-the-board increase of applicable fees, with some specific exceptions. By electing to not 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.

Several program and course fees are being recommended for increases. These are specific situations where additional service or course revenue is needed to continue offering specific services and courses. Every effort has been made to keep these exception fee increases to a deemed-essential minimum.

In addition, there are a few new courses which require fees. It is normal college operating procedure to create appropriate course fees for new courses which have special costs associated with them.

Ultimately, the goal is to specifically target those few fees which need to be raised in order to sustain courses or services and to add fees to new courses which have additional costs in keeping with other similar courses.

Recommendation

The administration of Edmonds Community College recommends that the Board of Trustees adopt the resolution approving the 2014-15 College Fee Schedule as presented.



Board of Trustees

Washington Community College District 23

Background

PROFESSIONAL LEAVE REQUESTS FOR 2014-2015 ACADEMIC YEAR

Subject

Board of Trustees approval to grant faculty professional leave for the 2014-2015 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>
Jenny McFarland	Two Quarters	.666
Greg Van Belle	Two Quarters	.666
Claudia Levi	One Quarter	.333
Total Annualized FTEF		1.665

(Foundation funded)

<u>Faculty Member</u>	<u>Professional Leave Recommended</u>	<u>Foundation Funded</u>
Peter Martin	One Quarter	One Quarter

Recommendation

Approval of professional leave request for professional leave requests at the May 8, 2014 Board of Trustees meeting.

TO: Dr. Jean Hernandez
 FROM: Gail Miulli
 DATE: March 28, 2014
 SUBJECT: Professional Leave Recommendations for the 2014-2015 Academic Year

Based on the recommendations of the Professional Leave Committee and review of the materials, I support professional leaves for the 2014-2015 academic year for the following faculty members:

(State supported programs)

<u>Faculty Member</u>	<u>Professional Leave Recommended</u>	<u>Annualized FTEF</u>
Jenny McFarland	Two Quarters	.666
Greg Van Belle	Two Quarters	.666
Claudia Levi	One Quarter	.333

Total Annualized FTEF ***1.665***

(Foundation funded)

<u>Faculty Member</u>	<u>Professional Leave Recommended</u>	<u>Foundation Funded</u>
Peter Martin	One Quarter	One Quarter

Jenny McFarland, Biology Instructor hired September 1997. Two quarters of professional leave recommended allowing Jenny to focus on and dedicate time to two projects: (1) core concepts and conceptual assessment in physiology (CAP) education, which is a long-term, continuing effort began in 2007, and (2) the continuing work of the PULSE project nationally, and the NW PULSE fellows regional workshops in particular. The PULSE (partnership for undergraduate life science education) project began in fall 2012 [see <http://www.pulsecommunity.org/page/about>]. Both of these projects are important to her long-term plans at EdCC and to EdCC, local, regional and national efforts in biology and physiology undergraduate education. Both projects strengthen the biology department and our student-centered, conceptually based approach to teaching and learning. Jenny's proposal builds on work that she has been doing with colleagues across the U.S. on local and national issues. The initiatives she intends to work on certainly address very important issues in higher-education.

Greg Van Belle, English Instructor hired September 1997. Two quarters of professional leave recommended providing Greg the opportunities related to participate and mentor in screenwriting and movie production. He has forged relationships with several people in both Hollywood and New Zealand who have introduced him to the world of script writing, creative consulting, and film development. Through these relationships and partnerships, Greg intends to spend time as an apprentice on a television production project and work with a storyboard artist and writer. He intends to develop his own creative energy, and to create and implement a comprehensive program in screenwriting and film production at Edmonds Community College. He believes the Humanities division and the English department specifically will benefit greatly from what he learns and infuses into such a program. Greg will validate and improve his writing and teaching skills, with the aim of bringing a higher level of expertise and hands-on experience to students who are interested in writing for film and new media.

Claudia Levi, Business Management Instructor hired September 2002. One quarter of professional leave recommended providing Claudia time to research other education providers throughout the Pacific Northwest and other areas currently offering certificates, two-year and four-year degrees in Project Management. She plans to conduct personal interviews and make site visits with the program directors and analyze the identified programs to better understand national trends and developments in project management education. All of the programs targeted will be Project Management Institute Registered Education Providers (PMI REP). This proposal also focuses on building relationships with other PMI REP providers in order to learn about the best practices they are implementing for student success. This will help Claudia better understand how to create and improve EDCC programs from certificate to degree programs. Claudia also intends to interview project management alumni and identify key tools used in their careers.

Peter Martin, Intensive English as a Second Language Instructor hired June 1987. One quarter of professional leave recommended providing Peter time to continue the work he has been involved with through the Washington Center Faculty Learning Community, as well as his own personal and longtime interest in and practice of meditation, one of a number of forms of contemplative/reflective practice. Peter intends to further explore and work to develop a contemplative/reflective pedagogy that will support and strengthen the instructional offerings of Edmonds Community College involving 1) research and evaluation, building on much work that has already been done, 2) writing and presentation of a curriculum planning model, and 3) implementation of the curriculum planning model.



Board of Trustees

Washington Community College District 23

President's Report April 10, 2014

President Jean Hernandez Event Highlights for March/April 2014

The Head Start federal review team met with President's Cabinet on March 10. The review team also met with parents, staff, and instructors in Head Start and Early Head Start programs. Dana Connolly, director of Head Start and Early Head Start, should be recognized for her leadership in preparing our college for this visit.

I attended the Summit Assistance Dogs graduation in Monroe on March 12. Summit Assistance Dogs has brought 6-8 of their dogs on campus for De-stress Days, allowing our students to pet and talk with the dogs and "forget their worries" during finals week. A De-stress Day was held on campus on March 12th.

I attended United Way of Snohomish County's Community Caring Celebration on March 12. In attendance were several President's Cabinet members, other staff, and two students representing our college.

I joined Trustees Van Hollebeke and Clay at a meeting at the WATR Center with Scott Hamilton, of the Leeham Company, to discuss aerospace trends and future growth areas for aerospace that might fit into short-term certificates and two-year degrees. We distributed his PowerPoint presentation and report to all Trustees and President's Cabinet via email.

I attended the All Washington Academic Team ceremony in Olympia where two Edmonds CC students, Khe Tran La Bach and Sumaya Ifland, were among those honored. Each college nominates up to two student through our Phi Theta Kappa chapter, and scholarships were given to both women for being EdCC's two finalists. The student and I also took a picture with Lt. Governor Brad Owen who presented Khe and Sumaya with their medallions.