
Washington Community College District 23

Agenda
Regular Meeting & Study Session
April 12, 2012
Cascade Conference Room
Snohomish Hall 304
4:30 p.m.

Estimated Time (p.m.)

- 4:30 **Call to Order and Introduction of Guests** – Dick Van Hollebeke
- 4:35 **Public Comments** – Dick Van Hollebeke
(Public comments are limited to two minutes each)
- 4:45 **STUDY SESSION**
- Mission and Core Themes Discussion – Jim Mulik
 - Achieving the Dream – Dr. Jacquee Belcher and Dr. Lynda Villanueva
- 6:15 **Approval of Meeting Minutes:** March 8, 2012 – Dick Van Hollebeke
Next Meeting: May 10, 2012, 4:30 p.m.; May 15, 2012, 6:00 p.m. (meeting with Everett CC Board of Trustees)
- 6:20 **New Business – First Consideration**
- Consideration of Professional Leave – Dr. Jean Hernandez
- 6:30 **Monitoring Report**
- Foundation Update – Chris Marx
- 6:50 **Board Updates (2 min. each)**
- Faculty Representative – Margaret West
 - Classified Representative – Patti Pollardo
 - Student Representative – D’Artagnon Womack
- 7:00 **President’s Report** – Dr. Jean Hernandez
- Budget Update
- 7:10 **Board Discussion** – Dick Van Hollebeke
- 7:30 **Executive Session** – Dick Van Hollebeke
- 7:50 **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.



Board of Trustees

Washington Community College District 23

Minutes March 8, 2012

DRAFT

Trustees Present: Wayne Brown, Diana Clay, Quentin Powers, Dick Van Hollebeke, and Emily Yim
Others Present: Arlene Anderson, Mark Cassidy, Marty Cavalluzzi, David Cordell, Jean Hernandez, Jennifer Inslee, Karen Johnson, Tasha King, Jim Mulik, Kelvin Nesvog, Patti Pollardo, George Smith, Carol Summers, Margaret West, and D'Artagnon Womack

Call to Order and Introduction of Guests – Dick Van Hollebeke

Dick Van Hollebeke, Board Chair, called the March 8, 2012 meeting to order at 4:35 p.m., welcomed those present, and asked for self-introductions.

Public Comments

No public comments

Approval of Minutes

Attachment A

MOTION: Trustee Clay moved and Trustee Powers seconded the approval of the January 30, 2012 and February 9, 2012 meeting minutes.

APPROVED

Next Meeting

April 12, 2012, 4:30 p.m.

OLD BUSINESS – Action

Approval of Continuing Probationary Status (RN 12-3-1) – Marty Cavalluzzi

Attachment B

The Trustees were presented with the list of candidates for continuing probationary status on February 9 for first consideration. Those candidates include: Second year Tenure-track faculty: Sandra Arnold, Tom Fleming, Meryl Geffner, Steve Hailey, and Doug Owen. Third year Tenure-track faculty: Patrick Burnett. Third year Permanent Status faculty: Bryan Tinsley and Karna Williams. Dr. Cavalluzzi requested approval of the continuing probationary status for these faculty members.

ACTION: Trustee Yim moved and Trustee Clay seconded the approval of Resolution No. 12-3-1.

APPROVED

Approval of Student Publications Code (RN 12-3-2) – Dick Van Hollebeke

Attachment C

The Student Publications Code was presented to the Board for approval at the February 9, 2012 meeting, but a discrepancy was discovered in the language that required a minor revision. The Assistant Attorney General was consulted and the appropriate changes were made.

ACTION: Trustee Powers moved and Trustee Clay seconded the approval of Resolution No. 12-3-2. APPROVED

NEW BUSINESS – Action

Consideration and Approval of 2012-13 Fees (RN 12-3-3) – Jean Hernandez

Attachment D

There will be no fee increases at this time although the Vice President for Student Services is still evaluating the Testing Center's fee structure. One fee in the music lab will decrease which does not require Board approval. Resolution No. 12-3-3 will be revised to omit the words "other than a few noted exceptions for specific and necessary fees" in the final "whereas" paragraph.

ACTION: Trustee Brown moved and Trustee Yim seconded the approval of Resolution No. 12-3-3 as revised.

APPROVED

MONITORING REPORTS

Mission and Core Themes Update – Jim Mulik

Attachment E

Jim Mulik presented a PowerPoint and noted that the last accreditation visit recommended that Edmonds Community College provide both a definition of mission fulfillment and a corresponding acceptable threshold of mission fulfillment. The College's core themes should collectively encompass the mission statement, and the core themes should also appear in the mission statement so that alignment among the two is evident. The College should revise objectives to represent the institutional level of accomplishment of an essential element of the mission statement rather than as supporting activities or processes. The performance indicators should then be revisited to determine which existing measures support the revised objectives and which measures should be altered or eliminated.

Mr. Mulik explained the immediate accreditation work (year 1 report) and the follow up work for the years 5 and 7 reports. A possible method for the planning framework was discussed. Mission suggestions, core value suggestions, and vision required actions were all provided. A timeline for the first process (of mission, core themes, and core values) from now through the August Board retreat was presented. Discussion followed, including:

Regarding Mission, Core Themes, and Core Values:

- Ensuring that students are involved in the process
- Suggested edits to the mission statement to consider, such as removing the words "dynamic needs" and use "educational pursuits," and adding the word "serve." The Board will be presented a final mission, core themes, and core values proposal for its first consideration at its May 10th meeting.

Regarding Vision and Strategic Planning:

- Recommendation: Engage an external consultant to lead the process; gather information from the community; and keep us on track.

- In developing a vision, look at the mission core themes first and then develop strategies of how to get there. The vision and strategic plan should be aligned with the mission, core themes, and objectives.
- The new accreditation standards have defined the terminology to be used.

The April 12 Board meeting will involve further discussion of the draft mission statement, core themes and core values. The Planning Advisory Committee (PAC) members have been invited to attend the April 12th Board meeting to discuss the work and obtain additional input and feedback from the Board.

Achieving the Dream – Jim Mulik, Karen Johnson and Jennifer Inslee

Attachment F

Jim Mulik (Institutional Researcher), Karen Johnson (Instructional Dean), and Jennifer Inslee (English faculty) presented an update on the Achieving the Dream (ATD) initiative. The initiative began on the Edmonds CC campus in June 2011. The four Student Achievement Initiative areas include: Building towards college-level skills, first year retention, completing college-level math, and completions of degrees, certificates and apprenticeship training.

The ATD efforts and College Spark funding may be used to increase student success in any student achievement initiative momentum point area, but must include a focus in at least two of three student outcomes: 1. Decreasing the number of students required to take developmental courses through placement test prep, high school partnerships featuring early placement testing and related interventions, or other strategies designed to help students avoid remediation and test into college-level courses; 2. Increasing the number of students who progress to college-level courses (and ultimately, earn a degree or credential) after taking adult basic or developmental courses; 3. Increasing the number of students who earn 15 and 30 college credits.

Goals: Increase the retention, persistence, and graduation rates of students; Attend to the needs of students-at-risk; Pursue equity for all students.

Identified priorities: Mandatory orientation and advising; required college success course; professional development.

Next steps: Draft a 4-year implementation plan by April 30; gather additional input and feedback from across the campus. The ATD coaches will return to campus April 11-12 and will attend the April 12 Board of Trustees meeting.

BOARD UPDATES

Faculty Representative – Margaret West

Attachment G

- Following the Federation report, Trustee Yim requested that both she and Trustee Brown attend an upcoming meeting with the EdCC's faculty union Executive Board since they were not able to attend the recent Board/Federation dinner. Ms. West will send a list of upcoming Federation meetings to the President's Office.

Student Representative – D'Artagnon Womack

Attachment H

- Following the student government report, the Trustees requested additional information on the transit contract. An update will be provided at the April Board meeting.

Classified Representative – Patti Pollardo

No Report

President’s Report – Dr. Jean Hernandez

Attachment I

In addition to the attached President’s report, Dr. Hernandez provided additional highlights of activities.

- The College now owns the Beresford Building.
- The Foundation Auction Gala was a successful event raising just under \$200,000.
- Trustees Yim and Van Hollebeke joined President Hernandez for a meeting with the Department of State in Washington DC last month. The Department of State shared a number of ways that EdCC could expand its International Education program. The College is working on expanding its faculty exchange program and study abroad opportunities for our students.
- Last month, ten Brazilian delegates visited the campus and focused on our Materials Science program. Edmonds CC will probably receive a contract with them. Kudos to our International Education and Material Sciences programs for their work in this effort.
- Dr. Hernandez has been appointed to the College Spark Board of Trustees.
- An ethics survey was recently completed on our campus. Dr. Hernandez will follow up with ethics officer, VP Kevin McKay, on addressing the outcome areas needing attention.
- The Five Star Consortium presidents signed the Memo of Understanding on February 23. Everything will be in place by June 2012. The Five Start Consortium meeting involving the Trustees will take place either during the spring or fall statewide TACTC meeting. Trustee Yim recommended including the area school superintendents in a meeting. A consortium website is under construction through Cascadia CC.

Board Discussion – Dick Van Hollebeke

- The Trustees who attended the Association of Community College Trustees (ACCT) Legislative Summit in Washington DC last month each shared their perspectives of that event.
- Dr. Hernandez and Trustee Van Hollebeke recently participated in an interview with CWU President James Gaudino. This recording will be aired on our local TV station in an effort to market the opportunities available involving the two schools. As part of the interview series, on March 14 interviews will be conducted by Mr. Van Hollebeke with Carl Zapora and Joe Piscatella to discuss the “Healthier You” initiative. Also, three Edmonds students will be interviewed later that day.

Adjournment

The meeting was adjourned at 6:31 p.m. by Chair Dick Van Hollebeke.

ATTACHMENTS AVAILABLE UPON REQUEST

Dick Van Hollebeke, Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary

ATTACHMENT G
BOARD OF TRUSTEES
Monthly Meeting Report
AFT Local 4254 EdCC Faculty

March 8, 2012

Classes end next week, so faculty have been focused on finishing the quarter. Some of us are realizing that we are not as caught up after the “big snow” as we thought we were; consequently, we are allowing students extra time to complete assignments through finals week.

Our other preoccupation has been the upcoming negotiations. We have a tentative date in very early April for refresher training in Interest Based Bargaining, and we are ranking issues for the discussions. So far, so good.

Margaret West
President
Local 4254
Edmonds Community College Federation of Teachers

ATTACHMENT H
BOARD OF TRUSTEES
Monthly Meeting Report
Student Government

March 8, 2012

- **COMPLETED**
 - 2-29-2012 - State of the Association Address: Polled students on many topics (Bus Route, parking, tuition, recycling, advocacy) Still compiling results.
 - 2-23-2012 – Met with Community Transit contacts to gather ridership data from Fall 2011.

- **IN PROGRESS**
 - Service and Activities Fee Budget Committee is hearing from account directors. Our budget balancing will begin April 3.

- **FUTURE**
 - Leadership is You! Conference this Friday. Opportunity for 150 students from around the school to attend leadership workshops.
 - Boys baseball team is playing Saturday
 - Max and I will be flying to Washington DC March 16 to attend the ASACC conference there.
 - College Civics week. 4-09-12 through 4-13-12. **Sam Reed** special guest, Brown Bag Lecture 4-10-12, 12:00pm at the Black Box Theatre. Please let me know if you would like to attend and I will arrange seating.

Submitted by: D'Artagnon Womack, Executive Officer for Administrative Liaison
(ASEdCC_admin@email.edcc.edu)



Board of Trustees

Washington Community College District 23

President's Report March 8, 2012

ATTACHMENT I

President Jean Hernandez Activity Report: February 1-29, 2012

Over the past month I have participated in the following activities, meetings and events related to the six Core Themes of the College.

1. **Foster Student Learning**

I continue working with the strategic planning group on the development of the college's new mission, vision, core themes, and strategic plan. In my role as a member of the Technology Committee of the WACTC President's group, I attended the two-day State Information Technology Commission meeting at Tacoma Community College.

2. **Provide Access for Educational Opportunities**

Work continues with the Five Star Consortium. The Memorandum of Understanding was presented and signed during the February 23rd WACTC Presidents' meeting in Olympia. I continue to work with our "Expanding Your Horizons" committee that is being led by Edmonds Community College and includes other community representation, such as Edmonds School District and the American Association of University Women – Edmonds Chapter. The program is designed for high school girls and to encourage them to seek a career path in a STEM field(s). I met with Dr. William Keppler, Brigadier General (ret.) and other staff members for a discussion on educational opportunities for veterans, their spouses and children. A follow-up meeting was held with a task force regarding a 2 + 2 opportunity partnering with Western Governors University.

On February 10 Trustee Chair Van Hollebeke interviewed Dr. Jim Gaudino, President of Central Washington University, and me in a discussion regarding opportunities and partnerships between the two institutions. Following the recorded interview that will be aired on a local TV station, a meeting took place including staff members and trustees from both schools for continued conversation regarding the four-year opportunities here on our campus.

Involvement continues in our aerospace training program. I attended the aerospace presidents' meeting in conjunction with the February WACTC presidents' meeting. Legislators have expressed interest in touring the WATR Center at Paine Field. A Boeing retreat was held on our campus with three Boeing representatives and ten EdCC employees to share ideas about how to enhance our partnership with Boeing and the

college. There will be a follow up meeting to review the items discussed and determine which ones should have priority.

I hosted a meeting on our campus for the King - Snohomish County Re-entry Coalition which assists prisoners transitioning into society once they are released; approximately twenty-five agency representatives attended the meeting.

3. **Support Student Success**

I met with Achieving the Dream (ATD) coach, Dr. Lynda Villanueva, who visited our campus again in early February. I also attended an ATD President's meeting in Dallas, Texas, in conjunction with a national ATD conference. Work continues throughout the campus with the ATD initiative with numerous core team meetings.

I have been invited to become a board member of the College Spark Washington program. College Spark funds programs that help low-income students become college-ready and earn their degrees. Grants are provided to organizations and institutions throughout the State of Washington that assist low-income students to improve their academic achievement, prepare for college life and graduate. College Spark is also one of the primary funders of Washington State's Achieving the Dream initiative.

The principals of College Park Middle School and College Park Elementary School and J. J. Frank with the YMCA Minority Achievers Program (MAP) met with me on our campus to discuss future partnerships with MAP and EdCC.

I traveled with four Trustees to Washington, DC while they attended the Association of Community College Trustees (ACCT) Legislative Summit. They also joined me in meeting with several legislators on the hill, including Rep. Rick Larsen, Rep. Jay Inslee, and Senators Patty Murray and Maria Cantwell. In addition, we attended a meeting with John Sedlins, Chief of the Humphrey Fellowships and Institutional Linkages Branch, which handles the Community College Initiative (CCI) Program for the State Department's Bureau of Educational and Cultural Affairs (ECA). Also attending were program officers representing ECA's Gilman Program, Fulbright programs of interest to community colleges, and a grant competition that will focus on capacity building for study abroad.

I participated in an all-day training workshop with the Northwest Commission on Colleges and Universities for accreditation chairs.

The highlight for me this month was the opportunity to receive an invitation to attend President Obama's speech at the Everett Boeing plant. I was even fortunate enough to be able to shake the President's hand! It was an amazing experience to hear his inspirational speech in person.

4. **Provide a Positive Place to Work and Learn**

I continue to attend the Diversity Council meetings and discuss the campus climate with them. We also are beginning to address some of the ideas presented by Dr. Rhonda Coats

from our President's Cabinet Retreat on diversity. I attended International Night after hosting a reception earlier in the evening at the Edmonds Conference Center for local dignitaries attending this event. I also participated in the "Trashy Tuesday Campus Clean up" event where I joined students and staff members in the rain to pick up trash and beautify our campus. I attended a women's and men's basketball game where Edmonds' women's team lost after an early lead, and the men's team won with a strong finish. I presented "Bravo Awards" to staff and faculty members at a recognition ceremony. Joe Piscatella, a best-selling author, and Carl Zapora, Verdant Health Commission CEO, were invited to campus as guest speakers to discuss health and wellness opportunities for our campus.

5. **Support Community and Civic Engagement**

I attended board meetings for the YMCA and Workforce Development Council of Snohomish County. I met with Mukilteo Mayor Joe Marine to discuss ways to partner with the City of Mukilteo and learn more about local employers. I continue to meet with legislators in Olympia and locally to discuss the needs and legislative priorities of our college and the statewide system.

I attended the Edmonds CC Foundation's annual Gala Auction on February 25 which proved to be yet again a successful evening of fundraising and social networking with our good friends and supporters of the College.

I provided a welcome for a visiting group of ten delegates from Brazil hosted by our Office of International Student Services led by Vice President David Cordell. I provided a welcome for the annual Heart and Grace reception in the library.

6. **Be Fiscally Accountable**

I continue to meet regularly with numerous donors to the College Foundation. Budget forums are scheduled every few weeks in an effort to continue discussions of both the statewide and Edmonds CC budget status. I work closely with all of the vice presidents on budget issues, and I strive to keep staff and faculty and students informed about these issues affecting our college.



Board of Trustees

Washington Community College District 23

Background

PROFESSIONAL LEAVE REQUESTS FOR 2012-2013 ACADEMIC YEAR

Subject

Board of Trustees approval to grant faculty professional leave for the 2012-2013 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>
Elizabeth Treadgold	One quarter	.333
<i>Total Annualized FTEF</i>		.333

(Foundation funded)

<u>Faculty Member</u>	<u>Professional Leave Recommended</u>	<u>Foundation Funded</u>
Jan Peterson	One quarter	One quarter

Recommendation

Approval of professional leave requests at the May 2012 Board of Trustees meeting.



InterOffice Memo

To: President Jean Hernandez, Board of Trustees
From: Mary Whitfield, Chair, Professional Leave Committee
Date: April 2, 2012
Subject: Professional Leave Recommendations for 2012 - 13

The members of the Professional Leave Committee (2012-2013) have met, read the three applications submitted, and deliberated on their merits. The Committee's recommendation is for the Board to award one quarter of leave to Elizabeth Treadgold, a faculty member in ABE/ESL. We also recommend that one quarter of foundation-funded leave be awarded to Jan Peterson, from the IESL division. Both candidates produced accomplished proposals, and we believe the professional leave award will benefit their personal growth, professional life, and Edmonds Community College.

Elizabeth proposes to explore ways to make ESL-specific professional development opportunities available to the ABE ESL department teachers (and possibly Intensive ESL and EAP teachers). She will use video recordings, "skill buddies" and small group sessions where teachers can share effective techniques. Jan Peterson plans independent research following up on the "Brain Rules" reading that was part of a college study group a few years ago. She also plans to familiarize herself with current research on ESL students with disabilities.

Both proposals are attached for your review. I am available for further questions should you have any.

The committee appreciates that the college remains committed to professional leaves during the current budget crisis, and hopes that this commitment will continue in the coming years.

CC: Marty Cavalluzzi



Board of Trustees

Washington Community College District 23

President's Report April 12, 2012

President Jean Hernandez Activity Report: March 1 – April 4, 2012

Over the past month I have participated in the following activities, meetings and events related to the six Core Themes of the College.

1. **Foster Student Learning**

I continue with the accreditation follow up work and meeting with the strategic planning group on the development of the college's new mission, vision, core themes, and strategic plan. I also am involved in the work involving the Achieving the Dream implementation plan. I attended the STEM (Science, Technology, Engineering and Math) Saturday Festival, which was a day-long opportunity for kids from public schools to experience STEM in a fun and exciting way and learn about careers in STEM.

2. **Provide Access for Educational Opportunities**

Work continues with the Five Star Consortium presidents at the monthly president's WACTC meetings. I also continue to meet monthly with the presidents involved in aerospace training. I met with staff members to discuss the programming for our cable TV station. Several upcoming interviews are in the works. I attend regular planning meetings for the "Expanding Your Horizons" all-day event that will take place on our campus on May 4th. The Expanding Your Horizons conferences nurture girls' interest in science, technology, engineering, and math courses to encourage them to consider careers in STEM careers. I met with Jean Floten, President of Western Governors University (WGU) and others to discuss a 2+2 program. I met with UW President Michael Young and other community college presidents surrounding the UW-Bothell campus to brief President Young on issues we face and discuss ways that we can collaborate effectively for our students. I attended the College Spark orientation as a new member of that Board of Trustees.

3. **Support Student Success**

I attended the annual All Washington Academic Team ceremony in Olympia where students from across the state were honored by Governor Gregoire for their academic achievements. The two Edmonds students honored were Abdoukarim Drammeh and Siyu Lu. I provided congratulatory remarks for the CATCH (Creating Access to Careers in Healthcare) student recognition ceremony. I attended the graduation ceremony for construction industry students at Tulalip. I presented "Bravo" Awards to the staff

members of the Washington Aerospace Training & Research (WATR) Center and the Employment Resource Center (ERC) for their excellent efforts.

4. **Provide a Positive Place to Work and Learn**

I remain active in the Latino Leadership Committee that meets on our campus and is now transitioning into a 3-county, 5- community and technical college consortium to offer a leadership program focused more broadly on students from diverse backgrounds. Through a campus-wide email I have encouraged our employees to participate in “Six Weeks to a Healthier You” program through Verdant Health Commission.

5. **Support Community and Civic Engagement**

I continue to attend the Rotary Club of Lynnwood meetings and served as the key note speaker recently by presenting “Gateway to Educational Pathways” which highlights Edmonds Community College’s excellent programs and grant initiatives. I also attended the Lynnwood Daybreakers Rotary auction, Senior Services of Snohomish County fundraiser, and a United Way dinner event. I attended board meetings for the YMCA and Workforce Development Council of Snohomish County. I meet regularly with Everett CC President David Beyer to remain in contact about our partnerships and discuss other educational opportunities and issues affecting South Snohomish County. I met with ESD Superintendent Dr. Nick Brossoit. I attended the Creative Retirement Institute annual luncheon to provide a welcome and visit with these friends of the college. The second President’s Advisory Committee meeting was held with 10 community members attending. They heard a presentation on our Achieving the Dream initiative presented by Jennifer Inslee. Valuable feedback was received following that presentation. I continue to meet with legislative staff members. Those meetings have included Patty Murray’s assistant, Uriel Ybarra, and Maria Cantwell’s assistant, Sally Hintz. I attended a birthday recognition event held in our library for long-time Foundation supporter, d’Elaine Johnson. I met with Edmonds Mayor Dave Earling to discuss ways we can collaborate.

6. **Be Fiscally Accountable**

I continue to meet regularly with numerous donors to the College Foundation. Campus Open Forums are held several times a quarter to continue discussions of both the statewide and Edmonds CC budget status and maintain timely communication with the campus community. I work closely with all of the vice presidents on budget issues, and I strive to keep staff and faculty and students informed about these issues affecting our college. I met with the Construction Management program accreditation evaluators during their evaluation of this college program. President’s Cabinet held a retreat to discuss staffing and facilities.