
Washington Community College District 23

Agenda
Regular Meeting & Study Session
April 14, 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:** March 10, 2011 – Dick Van Hollebeke
Next Meeting: May 12, 2011, 3:15 p.m. *(NOTE EARLY START TIME)*
(Tenure Reception, 3:30 -4:30 p.m.)
- 4:50 **New Business – First Consideration**
- Consideration of Board Policy on Approval of Program Elimination – Dick Van Hollebeke
 - Consideration of Tenure Status – Marty Cavalluzzi
- 5:05 **Board Updates (2 min. each)**
- Faculty Representative – Margaret West
 - Classified Representative – Patti Pollardo
 - Student Representative – Ean Olsen
- 5:15 **President’s Report** – Jean Hernandez
- 5:25 **STUDY SESSION**
- Institutional Performance Report, Title III, Student Achievement Initiative (aka Momentum Points), and ACCT Governance Institute for Student Success Strategies – Jim Mulik, Beth Nichols, Pat Huffman, and Jean Hernandez
- 6:30 **Board Discussion** – Dick Van Hollebeke
- 7:00 **Executive Session** – Dick Van Hollebeke
- 7:30 **Open Session**
- Update and Discussion on Status of 6600 Building – Kevin McKay
- 7:45 **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

Regular Meeting Minutes March 10, 2011

DRAFT

Trustees Present: Mauri Moore, Quentin Powers, Dick Van Hollebeke, Jeannette Wood and Emily Yim
Others Present: Arlene Anderson, Mark Cassidy, Anne Castle, Marty Cavalluzzi, David Chalif, Larry Cluphf, Pat Copeland, David Cordell, Lyn Eisenhour, Erika Ferreri, Jean Hernandez, Sophia Ju, Susan Loreen, Barbara Maly, Kevin McKay, Janet Mercer, John Michaelson, Patty Michajla, Ross Monroe, Lisa Neumann, Ean Olsen, Marian Paananen, Joan Penney, Kathy Roach, Nicholas Sibicky, Nicola Smith, Bill Toskey, Margaret West and Andy Williams

CALL TO ORDER AND INTRODUCTION OF GUESTS

The March 10, 2011 Board of Trustees meeting was called to order at 4:35 p.m. by Chair Emily Yim.

PUBLIC COMMENTS

There were no public comments presented.

APPROVAL OF MINUTES

Attachment A

Dick Van Hollebeke moved and Mauri Moore seconded the approval of the February 10, 2011 meeting minutes.

Approved

NEXT MEETING

April 14, 2011, 4:30 p.m.

SPECIAL PRESENTATIONS

Recognition of Washington Aerospace Training and Research Center for Bellwether Award – Bill Toskey

The Washington Aerospace Training and Research Center (WATR) was recently presented with the Bellwether Award, which is a national recognition for community college innovative programs. Cyndi Schaeffer, Executive Director, and Larry Cluphf, Director of Operations, were recognized by the Board of Trustees and President Hernandez for receiving this distinguished award.

Recognition of Center for Families' Child Care and Head Start Programs (RN 11-3-1) – Nicola Smith

Attachment B

The Center for Families' accreditation process for both the Child Care and Head Start programs spanned over three years. The Board of Trustees and President Hernandez recognized all of the staff members for their time and efforts in meeting all of the accreditation standards.

MONITORING REPORT

Budget Status – Kevin McKay

Attachment C

Vice President Kevin McKay presented the 2011-13 budget planning status noting that the College is looking at three scenarios for cuts: a 3% permanent salary reduction for all employees taken in one year; suspend PERS/TERS Plan 1 COLA; and cap state funding for TIAA/CREF at 6%.

The College is still in the early stages of budget planning and will continue to:

- Model tuition and other revenue sources with realistic assumptions
- Plan to budget as much as is sustainable to address as much of the reduction as possible
- Begin to address most-critical needs
- Look at strategic reductions rather than across-the-board cuts

President Hernandez added that each vice president has been asked to provide their top three critical needs requests by early May.

OLD BUSINESS - ACTION

Approval of Tenure Status – Marty Cavalluzzi

Vice President Marty Cavalluzzi introduced five faculty members: Lyn Eisenhower, Erika Ferreri, Sophia Ju, Ross Monroe, and Nicholas Sibicky, for approval of tenure status. Each faculty member provided a brief overview of their teaching experience and the Trustees presented comments and questions.

EXECUTIVE SESSION

At 6:05 p.m. the Board entered into executive session.

OPEN SESSION

At 6:25 p.m. the Board entered into open session.

Approval of Tenure Status – continued – (RN 11-3-2) – Marty Cavalluzzi

Attachment D

*Mauri Moore moved and Dick Van Hollebeke seconded the approval of Resolution No. 11-3-2.
Approved*

Chair Emily Yim provided comments on behalf of the Board of Trustees regarding the granting of tenure during the current budget situation. The Board is very concerned about the current economic and financial climate in our state. President Hernandez has the Board's full support in ensuring the College remains financially healthy.

Approval of Baking ATA Degree (RN 11-3-3) – Marty Cavalluzzi

Attachment E

The Baking ATA degree was initially presented at the February Board meeting. No further discussion.

*Mauri Moore moved and Quentin Powers seconded the approval of Resolution No. 11-3-3.
Approved*

NEW BUSINESS - ACTION

Consideration & Approval of Continuing Probationary Status (RN 11-3-4) – Marty Cavalluzzi

Attachment F

Vice President Marty Cavalluzzi presented the following faculty candidates for second year appointments for continuing probationary status: Patrick Burnett, Bryan Tinsley, Kristyn Whisman, and Karna Williams. There are no third year appointments.

*Dick Van Hollebeke moved and Quentin Powers seconded the approval of Resolution No. 11-3-4.
Approved*

BOARD UPDATES

- **Faculty Representative – Margaret West**
Attachment G
- **Classified Representative – Patti Pollardo**
No Report
- **Student Representative – Ean Olsen**
Attachment H

President’s Report – Jean Hernandez

Attachment I

Additional highlights to attached report:

- Edmonds Community College was one of ten colleges in Washington State to become an “Achieving the Dream College”. The College will receive \$250K over a four-year period to focus on student success.
- The Foundation Auction last week was a successful event.
- Edmonds and Everett Community Colleges are hosting a celebration on March 21 at Paine Field to congratulate the Boeing Company for the tanker contract.
- President Hernandez provided her proposed performance review timeline: June 2011 – Initial performance review; August 2011 – Establish 2011-12 goals with Board of Trustees; March 2012 – 360 degree campuswide survey; June 2012 – Annual performance review.

BOARD DISCUSSION

TACTC Legislative Action Committee Update – Mauri Moore

Trustee Mauri Moore reported on the legislative session. Some highlights include:

- TACTC is requesting that the trustees contact legislators to emphasize the importance of keeping the educational funding cuts at a minimum.
- TACTC will no longer oppose students serving on boards of trustees. This decision must still be approved by the legislature.
- The faculty increments bill is scheduled for a hearing on March 16.

- TACTC will continue to oppose the WSU branch campus in Everett taking the place of the current University Center located at Everett Community College. The Trustees were encouraged to contact local legislators about this action.
- TACTC supports House Bill 1909 (Innovation Account/ERP).

EXECUTIVE SESSION

At 7:10 p.m. the Board entered into executive session.

OPEN SESSION

At 8:34 p.m. the Board entered into open session.

AJOURNMENT

The meeting was adjourned by Chair Emily Yim at 8:35 p.m.

ATTACHMENTS AVAILABLE UPON REQUEST

Emily Yim, Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary

ATTACHMENT G

BOARD OF TRUSTEES

Monthly Meeting Report

March 10, 2011

AFT Local 4254 EdCC Faculty

It appears as if we have reached a settlement on the longstanding grievances and unfair labor practices arising from the actions of the administration in the Drama department.

We understand that the union and the administration have reached agreement on the issues concerning the faculty member involved. However, the many concerns underpinning and leading to those grievances remain and are likely to re-emerge in the future unless we communicate and collaborate more effectively. In addition, some issues arose in the hearing itself, and those also will need to be dealt with.

Moreover, there are two groups that seem to have been forgotten: students and community members. Representatives of both groups came to four trustees' meetings, packing the room on two occasions. What are they thinking now?

The students have lost a department that was very important to them, and for many, provided an anchor as they made their way through college. The community members, along with many of the students, have been left wondering what happened to the tens of thousands of dollars they contributed to support the drama program just three or four years ago. What message does the college have for them?

We all understand that the college did not deliberately intend to defraud the community, but many contributors feel as if money was solicited under false pretences, and those feelings and beliefs need to be addressed by the trustees.

The union's executive council urges you to consider the damage to the college's reputation and to its credibility. The council's most important question is this: what are you, the trustees, going to do to repair the loss of confidence felt by the college's most ardent supporters?

Submitted by: Margaret West, President, Local 4254, Edmonds Community College Federation of Teachers

ATTACHMENT H
Board of Trustees
Monthly Meeting Report
March 10, 2011
Student Government

Campus Events

- **Past**
 - 2/25 – 32nd Annual International Night with 487 in attendance
 - 3/4 – Heart and Grace event
- **Future**
 - 4/4-5 Welcome Back Booth
 - 4/5-6 The 4th Textbook Trading Fair
 - 4/28 Sam Reed will be visiting campus to talk about Civic Engagement

Community Involvement

- The Executive Board attended the Project Home Dinner
- Student Five Star Consortium Meeting
 - Shelf to Shelf Book Drive
 - Exchanging Best Practices
 - Next meeting to be hosted by Cascadia
- The Executive Board volunteered at the Foundation Auction and contributed to the auction with a basket that carried the theme of diversity

Board Decisions

- Board approved funding to send ASL interpreters to Italy for a very passionate student going on our study abroad trip for spring quarter.
- Triton Leadership Team will be going on a high ropes course during spring break.
- Service Learning has been selected as the top concern of the association to discuss at national level during the ASACC conference. Funding for programs such as Americorps has inspired many members of the association to become involved in their communities. We will also be discussing Pell Grant funding, direct loan grace period extension and the DREAM Act.

Submitted by: Ean Olsen, Administrative Liaison



Board of Trustees

Washington Community College District 23

President's Report March 10, 2011

ATTACHMENT I

February is our shortest month, but certainly not short on activity. There is much going on at Edmonds Community College, and virtually all of it is good. My schedule remains busy and productive as I continue to learn and lead. Let me share with you some of my February highlights.

Several themes emerged from my activities this month and none more pronounced than community involvement, which speaks to one of our core themes and is a personal goal of mine. The first full week in February, I attended meetings at 4 local Rotary clubs in a 4-day span, including two in one day. I also met – often dined - with several friends of the college, including Dick Beresford, Gary and Cheryl Arford, Steve Pennington, and Jean Sittauer. The Minority Achievers Program Gala I attended in January led to a meeting later in the week with Scott Washburn, President of YMCA of Snohomish County. He is anxious for us to take a more active part in the MAP program, something we will look to do. I also met this month with other community dignitaries such as Nick Brossoit, Carl and Cheryl Zapora, Chris and Jack Loos.

A second theme this month was advocacy, which led me to Washington D.C., along with Board of Trustees members, Emily Yim and Mauri Moore, to meet with our federal legislators and attend the Community College National Legislative Summit. I particularly enjoyed meeting with our legislators and look forward to building relationships with Maria Cantwell, Patty Murray, Jay Inslee, Rick Larsen, and their respective teams. An additional treat was the opportunity to meet with Celeste Boyd from the National Science Foundation. We love the NSF, and they are obviously fond of us or they wouldn't continue giving us so much funding. We will continue to nurture this relationship and expect to earn many more NSF grants.

My legislative advocacy continued back home in Washington State. During February I met with Snohomish County Commissioner Aaron Reardon and Sally Hintz, a key aide for Maria Cantwell. While in Olympia for WACTC meetings on February 24-25, I had individual appointments with Senators Paull Shin and Rosemary McAuliffe, and Representatives Hans Dunshee, Derek Stanford, Luis Moscoso, and Phyllis Kenney. I will continue to work with legislators on budget issues as we seek much-needed funding and budget flexibility during these difficult times.

February took me not only to the East Coast but also to the West Coast. Nine of us from the college attended the League for Innovation Conference in San Diego. Five members of our team gave presentations on two different topics. This college is right at home in a conference about innovation.

*President's Report to the Board
March 10, 2011*

A couple of student-driven events on my calendar merit special mention this month: the second annual fund-raising dinner for homeless students and the 32nd annual International Night. The homeless student fund-raiser featured a fashion show and a great dinner provided by our culinary program. Approximately 100 people attended and several thousand dollars were raised for homeless students, a good effort for such a new event.

With a 30-year head start on our homeless project, International Night has taken on epic proportions. It has outgrown its traditional home in Woodway Hall, so for the first time International Night took place at the Edmonds Center for the Arts. If ever there was a “must-see” event, this is it. What a tribute to our international program, which embodies nearly 1,600 students from 70 countries.

Making Edmonds Community College a positive place to work was another of our core goals on display last month. Since the last board meeting we held our February birthday breakfast. It was well attended and much appreciated. These breakfasts provide me with a great opportunity to get to know our staff better. Also in February we had ceremonies to honor BRAVO recipients and our Employee of the Month. I presented 38 Bravo awards to 36 different recipients. Remember that you receive a BRAVO award when nominated by a colleague. We are doing something right when so many commendations for exemplary work are generated. The Employee of the Month Award went to Noah Cheek, Coordinator for Residential Life Education. Noah has been extraordinary in his first year at the college and should be very proud of this award.

Also meriting mention are two other special events. First, the annual Foundation Auction continues to amaze. I'd like to thank Chris Marx, her staff, the Foundation members, and all of you who attended for making the auction such a success. Second, I was so pleased with the February 23 reception introducing me to the community. Despite the uncooperative weather, we had good attendance and a great opportunity to interact with community friends and the campus family.

As you can see, February was action-filled, and I've just scratched the surface with this report. I had many other interactions with WACTC and the other presidents, the 5-Star Consortium, college groups, and the community. The themes of community involvement and advocacy in its many forms will continue in March. Maintaining a positive working environment will also remain a key objective. We will focus on our budget challenges and other forms of institutional planning. I look forward to meeting these challenges and moving the college forward. March will be another good month at Edmonds Community College. I'm glad to be here.

Submitted by: President Jean Hernandez



Board of Trustees

Washington Community College District 23

Background

REVISION TO BOARD POLICY B 3.3 BOARD JOB DESCRIPTION

Subject

Proposed revision to Board Policy B 3.3, Board Job Description.

Background

The Board of Trustees is considering revisions to the following two duties outlined in Board Policy B 3.3, Board Job Description:

1. To change the number of credits from “16” to “20” in the duty of “*Approve all new degrees and certificate programs of “20” or more credits, and which require approval by the State Board for Community and Technical Colleges*”
2. To add the duty: “*Approve discontinuation of all degrees and certificate programs of 20 or more credits, and which required approval by the State Board for Community and Technical Colleges*”

A copy of the proposed revision to Board Policy B 3.3 is attached for the Board’s consideration.

Recommendation

Board of Trustees approval of the proposed revision to Board Policy B 3.3 as submitted.

B 3.3**BOARD JOB
DESCRIPTION**

In addition to any duties imposed by the laws of the state of Washington, and the rules and regulations of the State Board for Community and Technical Colleges, the job of the Board is to represent the citizens of College District #23 in determining and demanding appropriate organizational performance. The Board will concentrate its efforts on the following:

1. The link between the College and the citizens, educational institutions, governmental agencies, business and industry, and other community, state, and federal organizations.
2. Written governing policies which, at the broadest levels, address:
 - Mission and Strategic Direction
 - Board-Institution Linkage
 - Board Planning and Operations
3. The assurance of Presidential performance.
4. A link between the Board and the College Foundation Board for maintaining communication and providing coordination between the two Boards.
5. The Board will also retain and perform the following non-delegable duties:
 - Grant or deny tenure or permanent status to faculty
 - Approve sabbatical leaves for faculty
 - Adopt the annual College budget
 - Establish tuition rates
 - Approve negotiated master agreements with faculty and classified staff
 - Approve the contract between the College and the Foundation
 - Hire, evaluate, set the terms of employment, renew or dismiss the President
 - Dismiss tenured or permanent faculty. Terminate probationary faculty prior to contract expiration
 - Approve any litigation initiated by the College
 - Approve indemnification of any College official or employee named in a lawsuit

- Approve all new degrees and certificate programs of 20 or more credits, and which require approval by the State Board for Community and Technical Colleges
- Approve discontinuation of all degrees and certificate programs of 20 or more credits, and which required approval by the State Board for Community and Technical Colleges
- Approve naming of buildings, places, landscaping
- Select honorary degree recipients



Board of Trustees

Washington Community College District 23

Background

CONSIDERATION OF TENURE

Subject

Consideration of tenure for

Kim Haines

Business Information Technology, Business 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. Kim Haines has completed her probationary period and is recommended for consideration of tenure.

Recommendation

Approval of tenure for Kim Haines at the May 2011 Board of Trustees meeting.



Board of Trustees

Washington Community College District 23

President's Report April 14, 2011

The end of March marked the completion of my first academic term at Edmonds Community College. Winter quarter was action-filled from beginning to end. It is the precursor of a spring quarter that will be filled with even more action and two major challenges: enrollment management and budget development. Let me speak to those two challenges, then move on to some of my activities this month.

We've been blessed – some might argue cursed in this time of shrinking budgets – with record enrollment recently, but those days may be over. Beginning with winter quarter of 2009, our state FTES increased more than 8% for seven consecutive quarters when compared to the corresponding quarter a year earlier. During four of those quarters, the enrollment gain was more than 13%. This fall our growth was less than 2%, and our winter enrollment actually declined by 2%. The additional revenue generated by excess enrollments will diminish or disappear in the near future. We will make the necessary adjustments, but it won't be easy.

There's nothing blessed about budget development because our state allotment continues to shrink. The budget picture will be much clearer by the end of April, but this much we know: reductions will be significant. Employee salaries and benefits will likely suffer, and even conservative estimates reduce our state allotment by more than 10% each year of the new biennium. Students will see a double-digit rise in tuition. It isn't a pretty picture, but we will continue to serve our students well.

Our budget issues have deepened my commitment to legislative advocacy. I attended two Saturday town hall meetings with legislators last month. The meeting on March 12 with Representative Ryu and Senator Chase drew approximately 200 citizens. A key message from each legislator was the need to hear from the people. Now is the time to advocate for community colleges, whether you are a college president, a student, or a concerned citizen. We are asking for worker retraining funding, regulatory relief, support on some key bills, and little else.

Other noteworthy legislative activities included two trips to Olympia. On March 23, I represented WACTC in legislative hearings. On April 1, a college delegation consisting mostly of Foundation members met separately with eight legislators. Special thanks go out to Karen Miller, Vaughn Sherman, and Steve Pennington for giving an entire day to our cause. I couldn't have asked for better advocates for Edmonds Community College. Largely because of their presence, most legislators gave us more than the allotted time and engaged us in meaningful discussions. I'm hopeful these conversations will result in a better budget for us. If not, we were still able to strengthen some important relationships that will help us in the future.

March allowed me to continue broadening and deepening relationships in the community. During the month, I met with:

- Troy McClelland, CEO of Economic Alliance Snohomish County, the organization created by the merger of the Everett/South Snohomish County Chambers and the Economic Development Council
- The Japanese Consulate
- The Premera Blue Cross local leadership team
- Everett CC President David Beyer
- The Edmonds City Council
- A number of donors and friends of the college

March also brought various opportunities to interact with partners and peers.

- Edmonds CC co-hosted with Everett CC a reception for Boeing in celebration of the tanker contract.
- While attending the WACTC meeting in Olympia, I attended the luncheon honoring the All-Washington Academic Team. Edmonds CC was ably represented on the team by Amadou Barrow and Alexei Sherhov. You can read about these two outstanding scholars at this link:

<http://www.edcc.edu/news/news.php?newsID=1678>

- I had the opportunity to visit our educational staff at the Monroe Correctional Complex. Our people there are doing a terrific job under difficult circumstances. By helping the inmates become more skilled and better educated, these dynamic educators contribute great social value to the local economy.
- In early April I attended the American Association of Community Colleges (AACCC) Annual Convention in New Orleans where I also participated in a new CEO workshop.

It's been a great first quarter at Edmonds Community College, but we have much work ahead of us before the end of the school year. I look forward to the challenges and want to thank you for supporting my efforts.

Submitted by: President Jean Hernandez