



Washington Community College District 23  
Lynnwood, Washington

**Agenda**  
**Regular Meeting**  
**May 8, 2014**  
**Gateway Hall 352**  
**4:30 p.m.**  
**(3:30 p.m. Tenure Reception)**

*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.*

**3:30 PM TENURE RECEPTION**

- |         |   |                        |
|---------|---|------------------------|
| 4:30 PM | A. Call to Order  | Clay                   |
|         | B. Introductions  | Clay                   |
| 4:35 PM | C. Public Comments  | Clay                   |
| 4:45 PM | D. Monitoring Reports   |                        |
|         | 1. Indicators of Achievement                                    | Mulik                  |
|         | 2. Achieving the Dream  | Schubert,<br>Kobayashi |
| 5:15 PM | E. Approval of Meeting Minutes: April 10, 2014                  | Clay                   |
|         | F. Next meeting: June 12, 2014, 4:30 p.m.                       |                        |
| 5:20 PM | G. Old Business – Action  |                        |
|         | 1. Approval of Board Policy Revisions, B 3.2, B 3.3 (RN 14-5-1) | Cassidy                |
|         | 2. Approval of 2014-2015 College Fee Schedule (RN 14-5-2)       | McKay                  |
|         | 3. Approval of Professional Leave (RN 14-5-3)                   | Hernandez              |
| 5:30 PM | H. New Business – First Consideration                           |                        |
|         | 1. Consideration of 2014-2015 AEdCC Student Fees                | Chummun                |
|         | 2. Consideration of 2014-2015 AEdCC Budget                      | Chummun                |
|         | 3. Consideration of 2014-2015 College Operating Budget          | McKay                  |
|         | 4. Consideration of International Contract Program              | Paananen               |
|         | 5. Consideration of Continuing Probationary Status              | Hernandez              |
| 6:00 PM | I. Reports  |                        |
|         | 1. Student Representative                                       | Gonzalez               |
|         | 2. Classified Staff Representative                              | Pollardo               |
|         | 3. Faculty Representative                                       | West                   |

**EDMONDS COMMUNITY COLLEGE  
WASHINGTON COMMUNITY COLLEGE DISTRICT 23  
BOARD OF TRUSTEES – AGENDA  
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6:10 PM	J. Foundation Report	Clay
6:15 PM	K. President’s Report	Hernandez
6:25 PM	L. Board Discussion	Clay
6:50 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

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Washington Community College District 23

**Regular Meeting  
Minutes  
April 10, 2014**

***DRAFT***

Trustees Present: Diana Clay, John Jessop, Dick Van Hollebeke, and Emily Yim

Trustees Absent: Quentin Powers and Carl Zapora

Others Present: Arlene Anderson, Mark Cassidy, Christina Castorena, David Cordell, Ann Garnsey-Harter, Jackie Gonzalez, Dr. Jean Hernandez, Susan Loreen, Kevin McKay, Tom McLaughlin, Patty Michajla, Gail Miulli, Anh Phan, Linh Phan, Patti Pollardo, Carol Summers, Margaret West

### **CALL TO ORDER AND INTRODUCTION OF GUESTS**

Diana Clay, Board Chair, called the April 10, 2014 meeting to order at 4:36 p.m., welcomed those present, and asked for self-introductions.

### **PUBLIC COMMENTS**

No public comments

### **COMMUNITY CONVERSATION**

#### **Center for Advanced Manufacturing Puget Sound (CAMPS) – Tom McLaughlin**

Tom McLaughlin, the Executive Director of the Center for Advanced Manufacturing Puget Sound (CAMPS), provided an overview of the program. Workforce has continued to be a driving force behind this six-year-old program. The overall mission of CAMPS is to assist with the success of Washington State manufacturers. CAMPS focuses on a collaborative model. Their vision is to be a catalyst and form strategic alliances. It is industry driven and focuses on K-12/Higher Education and the military. The five categories of CAMPS include: Access to innovation; supply chain development; pre-quality service providers; workforce development; and access funding resources.

### **APPROVAL OF MINUTES**

Attachment A

Motion: Trustee Yim moved and Trustee Van Hollebeke seconded the approval of the March 5, 2014 meeting minutes.

***Approved***

### **NEXT MEETING**

The next meeting of the Board of Trustees will be held on May 8, 4:30 p.m., Gateway Hall 352. A reception for newly tenured faculty will be held from 3:30-4:30 p.m.

### **NEW BUSINESS FIRST CONSIDERATION**

#### **Consideration of Board Policy Revisions (B 3.2, B 3.3) – Mark Cassidy**

Attachment B

Vice President Mark Cassidy presented Board Policies B 3.2 and B 3.3 with revisions resulting from the Board's initial discussion at the February 18 meeting. The Board had no further revisions to Policy B 3.2.

Trustee Jessop raised a question regarding the language in B 3.3 pertaining to the Board's approval of litigation. Arlene Anderson, AAG, will follow up with a minor language revision that will be presented at the May meeting.

The Board will be asked to approve Board Policies B 3.2 and B 3.3 at the May 8 Board meeting.

#### **Consideration of 2014-2015 College Fee Schedule – Dr. Jean Hernandez**

Attachment C

Dr. Hernandez presented the 2014-2015 college fee schedule. The College's intent is to not raise fees unless necessary to address the cost of doing business. Trustee Van Hollebeke voiced a concern about raising fees and asked if the Foundation could assist with the extra cost rather than assessing a fee increase. President Hernandez asked Vice President Summers to approach the Foundation about broadening the GED funding. The assistance was requested to assist low income students.

The Board will be asked to approve the 2014-2015 College Fee Schedule at the May 8 Board meeting.

#### **Consideration of Professional Leave – Gail Miulli**

Attachment D

Gail Miulli, Interim Executive Vice President of Instruction, provided the following faculty members requesting professional leave for the 2014-2015 academic year: Dr. Jenny McFarland, two quarters; Greg Van Belle, two quarters; Claudia Levi, one quarter; and Peter Martin, one quarter (Foundation funded).

All professional leave recipients are required to provide the Board with a one-page written summary of their leave experience at the end of the quarter following their leave.

The Board will be asked to approve the professional leave at the May 8 Board meeting.

### **REPORTS**

#### **Student Representative – Jackie Gonzalez**

No report

#### **Classified Representative – Patti Pollardo**

Attachment E

#### **Faculty Representative – Margaret West**

No report

#### **FOUNDATION REPORT – Diana Clay**

- Trustee Clay reported that the revenue was down this year for the Foundation Auction & Gala. She stated that this may possibly be due in part to the capital campaign that is also in process.
- The Foundation received a \$7K donation from the Lynnwood Rotary Club to be used for scholarships. These funds are part of the quid pro quo to use the Edmonds CC facilities for their weekly meetings.
- The Foundation has received \$780K to date in donations for the Boots to Books and Beyond campaign.
- The Foundation accountant, Linda Krouse, is retiring from the college as of June 30.

#### **PRESIDENT'S REPORT – Dr. Jean Hernandez**

Attachment F

In addition to the attached report:

- Dr. Hernandez met with Erin McCallum, President of Washington First Robotics, who is interested in getting some synergy in Snohomish County and expanding Washington First Robotics presence. A meeting will be scheduled with Ms. McCallum and members of the Washington Alliance for Better Schools, community leaders, and industry partners, to discuss programs offered by First Robotics. Patrick Burnett is working with Mountlake Terrace High School on robotics.
- Dr. Hernandez attended the American Association of Community Colleges conference in Washington, DC and participated on a panel regarding financial aid cohort default rates. Edmonds CC is one of nine pilot schools, and the research is based on identifying strategies that help decrease the cohort default rates for student loans. A report will be out next month that will hopefully be beneficial in assisting all colleges.
- Dr. Hernandez shared a letter from Rep. Suzan DelBene and her colleagues that supported reinstating eligibility for “ability-to-benefit” (ATB) for students in the federal Pell Grant program and other forms of student aid. The letter urges that this eligibility be reinstated for students without a high school diploma or GED in the FY 2015.
- Dr. Hernandez joined Trustee Van Hollebeke, Vice President Susan Loreen, and WATR Center Director, Larry Cluphf, in a meeting and tour at Uni-Energy Technologies. The company produces large batteries and employs 50 people. They are working to increase it to 100 employees.

### **BOARD POLICY REVIEW – Mark Cassidy**

#### **Board Policy Review – B 3.5; B 3.6; B 3.7**

Attachment G

The Board discussed policies B 3.5, B 3.6 and B 3.7 and decided that there were no changes necessary which would require Board approval.

### **BOARD DISCUSSION – Diana Clay**

1. The revised 2013-2014 Board goals were reviewed. The Board decided to add the language “other volunteer activities” to the participation documentation sheet.
2. The Board discussed pursuing the nomination of a proposal for a presentation regarding the veterans fundraising campaign to be presented at the October ACCT Leadership Congress in Chicago. The Trustees decided to pursue submitting the nomination and will invite a member of the campaign to attend as a presenter along with Chair Clay.
3. The Board discussed submitting a regional ACCT award nomination. There are five award categories. Trustee Yim suggested submitting a nomination for the Diversity and Equity award. The nominations are due June 16. Vice President Summers will assist with the nomination process.
4. The TACTC Spring Conference will be held in Yakima May 15-16. Trustees Clay and Van Hollebeke will attend along with President Hernandez.
5. Vice President Castorena reported on the status of the student trustee application process that will close on April 18. A screening process will then take place by the selection committee comprised of Trustee Yim, student government officers, a student at large, an administrator, and the advisor to the executive board. There will be three to five candidates interviewed and the committee will recommend three names to the Governor’s Office for appointment. Approximately 8-12 applications have been received.
6. Graduation ceremonies will take place on Friday, June 13, at Comcast arena. Trustees are to arrive at 6:15 p.m. to prepare for the 7:30 p.m. ceremony. All six Trustees will attend.

7. Trustees Clay and Van Hollebeke joined President Hernandez at the WATR Center for a meeting with Scott Hamilton, who is an aeronautical analyst. A PowerPoint presentation was viewed on the aerospace movement. Mr. Hamilton wants us to think about a pilot training which we may pursue jointly with Everett CC and the County.
8. The Foundation Fanfare event will take place on April 17. The awards to be presented will include: The Mission Award, presented to David and Ruth Arista; the Vision Award, presented to Premera; the Distinguished Alumni Award, presented to Tom Lampkin; and the Excellence in Education Award, presented to Melissa Newell.
9. Trustee Van Hollebeke requested a discussion regarding campus safety. The College has a “See Something, Say Something” campaign, and a Behavioral Intervention Team (BIT) and the CARE Team, which implements campus education and awareness. These assistance resources are available for all students. There is an online reporting form that is used to assist in establishing patterns. A campus email went out to share the information with all staff and faculty, and a webpage was created. An orientation will be held for part-time faculty in the fall to share critical information. The College also has an emergency management coordinator.

**ADJOURNMENT**

The meeting was adjourned by Chair Diana Clay at 6:58 p.m.

ATTACHMENTS AVAILABLE UPON REQUEST

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Ms. Diana Clay, Chair

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Date Approved

ATTEST:

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Dr. Jean Hernandez, Secretary

**ATTACHMENT E**  
**BOARD OF TRUSTEES**  
**Monthly Meeting Report**  
**WPEA/UFCW LOCAL 365**

**April 10, 2014**

- It seems like this legislative session was an unproductive one. WPEA's President (Dave Shiel), Organizing and Research Specialist (Jason Holland) and Organizing and Legislative Specialist (Luke Barbour) attended legislative sessions, and testified at some, on behalf of all members with regard to bills that we supported, as well as bills that would have been harmful to us. We were glad to hear that SB5851 re pensions had little support and never made it out of committee. We were also glad to hear the same thing about SB5935, which is the "Right-to-Work" legislation.

Some legislators felt the most exciting new bill introduced this session was HB2743—Taxpayer Protection Act. This bill would protect taxpayers and the public from unnecessary and inefficient outsourcing of public employee work. This bill has many provisions to keep it as fair and equitable as possible. Although HB2743 was successful in the House, it failed to move in the Senate. I'm sure there will be a "next time" for this bill.

Efforts to introduce supplemental contract bargaining (HB1084) did not see any movement after being introduced. This bill would make the collective bargaining process more efficient and responsive to the needs of employees in individual state agencies.

I am sure we will see a lot of the bills back next session, and probably even more. We will just have to work harder to be successful at garnering support (or no support) with them.

- WPEA's focus will now turn to collective bargaining, and to the November elections. I have been asked to be on the negotiating team to represent our members at EdCC. It would be an honor to do so, but I have no dates yet to look at, and with our office still being "in limbo", I probably won't be able to participate again. We will have to work hard to find another individual then who will be able to commit to the bargaining, as I really want our college represented at the table this time!
- Thanks to the Combined Fund Drive, it was easy for state employees to contribute to the OSO Mudslide Relief Campaign. WPEA sent out the same information from the Combined Fund Drive we received through the college. According to reports, over \$7,000.00 was donated or pledged by state workers on the first day of the on-going relief efforts. We are hoping to have a competition between bargaining units for the most contributions to the fund no matter how it is donated. We need to keep all of the people impacted by this horrific act of nature in our prayers and continue to help them in any way we can.

- We have been working with HR on some tough cases lately. We just completed two investigations. Sometimes it seems like the cases go on a little too long, but it is a good feeling to have HR work with us and our employees to make things as fair and equitable as possible within our contract and the WAC's.

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





## Board of Trustees

Washington Community College District 23

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## President's Report April 10, 2014

### ATTACHMENT F

#### 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 12<sup>th</sup>.

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.



## Board of Trustees

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Washington Community College District 23

### Background

#### *AMENDMENTS TO SELECTED BOARD POLICIES*

#### **Subject**

Consideration and approval of amendments to 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.

Board Policies B 3.2 and B 3.3 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.

As a result of these reviews, the appropriate changes have been incorporated into the two Board Policies to reflect changes discussed during prior meetings of the Board of Trustees.

Copies of the final drafts of these policies are provided with this background statement.

#### **Recommendation**

The staff of Edmonds Community College recommends the Board approve the amendments to Board Policies B 3.2 and B 3.3 at the May 8, 2014 meeting.



## Board of Trustees

Washington Community College District 23

### Resolution No. 14-5-1

#### *Amendments to Board Policies B 3.2 and B 3.3*

WHEREAS, 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, and

WHEREAS, the Board has discussed and reviewed proposed amendments to Board Policies B 3.2 and B 3.3 presented for review at the February 18, 2014 meeting, and first consideration at the April 10, 2014 meeting, and

WHEREAS, the appropriate changes are incorporated into the two Board Policies to reflect changes discussed during prior meetings,

NOW THEREFORE BE IT RESOLVED, that the Edmonds Community College Board of Trustees approves the amendments to Board B 3.2 and B 3.3 as presented.

\_\_\_\_\_  
Ms. Diana Clay, Chair

\_\_\_\_\_  
Date Approved

**ATTEST:**

\_\_\_\_\_  
Dr. Jean Hernandez, Secretary

## 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

## Resolution No. 14-5-2

### *COLLEGE FEE SCHEDULE*

WHEREAS, the State legislature has eliminated the normal constraints on college course fees imposed by Initiatives 601 and 960, giving colleges the ability to manage fees without pre-determined limits; stating that colleges may now set fees "...by amounts judged reasonable and necessary by the trustees," and

WHEREAS, according to Initiative 601 (passed in 1993), "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," and "fiscal growth factor" means the average of the sum of inflation and population change for each of the prior ten fiscal years, and

WHEREAS, in a normal year, all College fees would be increased by an amount of indexed to the State's fiscal growth rate, and

WHEREAS, as a result of several years of significant tuition rates increases, and

WHEREAS, Edmonds Community College is working hard to minimize the impact of higher course fees on students at this difficult time, the College is recommending **no increase this year** for most applicable fees (with a few specific noted exceptions), and

WHEREAS, a few program and course fees are being recommended for increases greater than where additional revenue is needed to continue offering specific services and courses, and

WHEREAS, there are a few new courses for which the appropriate and applicable fees would normally be created, the College is also recommending these new fees be established,

NOW, THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees hereby approves the increase in course fees as indicate above.

\_\_\_\_\_  
Ms. Diana Clay, Chair

\_\_\_\_\_  
Date Approved

ATTEST:

\_\_\_\_\_  
Dr. Jean Hernandez, Secretary



# 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
<b>Total Annualized FTEF</b>		<b>1.665</b>

(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.



# Board of Trustees

Washington Community College District 23

## Resolution No. 14-5-3

### 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 2014-2015 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>
Jenny McFarland	Two Quarters	.666
Greg Van Belle	Two Quarters	.666
Claudia Levi	One Quarter	.333
<b>Total Annualized FTEF</b>		<b>1.665</b>

(Foundation funded)

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

\_\_\_\_\_  
Ms. Diana Clay, Chair

ATTEST:

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Dr. Jean Hernandez, Secretary





## Board of Trustees

Washington Community College District 23

### Background

*FISCAL YEAR 2014 - 2015*  
*SERVICES & ACTIVITIES FEE*  
*STUDENT CENTER M & O FEE*  
*ASSESSMENT FEE*  
*TECHNOLOGY FEE*  
*ATHLETIC FIELD FEE*  
*BUS PASS USER FEE*  
*SUSTAINABILITY FEE*

### Subject

Proposed AEdCC Services and Activities fees for Fiscal Year (FY) 2014-15.

### Background

The AEdCC budget development process is outlined in the AEdCC Financial Code and RCW 28B.15.045. The AEdCC Executive Board is responsible for determining fee levels within the guidelines that the State Legislature and the State Board of Community and Technical Colleges have set.

The following fees are submitted for consideration:

The Associated Students recommend to the Board of Trustees fee levels for the following seven fees. The Services and Activities Fee and six local voluntary self-assessed fees. The Services and Activities Fee maximum is set by the State Board for Community and Technical Colleges and the six local voluntary self-assessed fees are set by the Associated Students Executive Board. The State Legislature has given authority to each college to determine local fees.

The Associated Students Executive Board voted to raise the Student Center Maintenance & Operation fee to reflect the increase as proposed by the College and the Assessment Fee to continue providing Community Transit local bus service. All the other fees remained unchanged for 2014-15.

## **Current AEdCC Fees**

### Services and Activities (S&A) Fee

The Services and Activities Fee is included as part of tuition a student pays.

S&A Fee 2013-2014	\$10.58/credit (credits 1-10)	\$6.15/credit (credits 11-18)
S&A Fee 2014-2015	\$10.58/credit (credits 1-10)	\$6.15/credit (credits 11-18)

### Student Center Maintenance and Operation (M&O) Fee

The Associated Students took action to assess themselves a Student Center M&O Fee. The fee was instituted in 2005-06 to support a dedicated fund for the M&O of the student center. Currently, the State does not automatically fund M&O of buildings constructed with Certificates of Participation (COP). This fee ensures a dedicated revenue source toward the operation of the student center.

Student Center M&O Fee 2013-2014	\$ .32/credit
Student Center M&O Fee 2014-2015	<b>\$ .37/credit</b>

### Assessment Fee

The Associated Students took action to assess themselves a fee to fund Brier Triton Student Center and subsidize the bus pass program with Community Transit.

Assessment Fee 2013-2014	\$5.40/credit
Assessment Fee 2014-2015	<b>\$5.50/credit</b>

### Technology Fee

The Associated Students took action to assess themselves a Technology Fee. It is used to fund staff positions to support the operation of the open computer labs and fund technology related projects through the Technology Investment Management Committee (TIMC).

Technology Fee 2013-2014	\$2.40/credit
Technology Fee 2014-2015	\$2.40/credit

### Athletic Field Fee

The Associated Students took action to assess themselves an Athletic Field Fee. This fee began in summer quarter 2010 to support the construction of Triton Field. This fee is designed to be temporary in that it supports the capital construction loan repayment and will end once the project is paid for.

Athletic Field Fee 2013-2014	\$1.50/credit
Athletic Field Fee 2014-2015	\$1.50/credit

### Bus Pass User Fee

The Associated Students took action to assess students who want a bus pass a quarterly fee. This user fee began in summer quarter 2010 to help subsidize the bus contract with Community Transit. Contract costs require that all students who use this service pay a small fee to receive free local bus service

Buss Pass User Fee 2013-2014 \$15.00/quarter  
Buss Pass User Fee 2014-2015 \$15.00/quarter

Sustainability Fee

The Associated Students took action to assess themselves a Sustainability Fee. This fee began in fall quarter 2011 to provide dedicated funding to enhance sustainability on campus. The fee provides funding for the Campus Green Fund; funds student positions known as “Green Team,” and purchase supplies to educate the campus community about sustainability practices.

Sustainability Fee 2013-2014	\$ .50/credit
Sustainability Fee 2014-2015	\$ .50/credit

**Recommendation**

The Board of Trustees approve the proposed FY 2014-2015 ASEdCC Services and Activities Fee, Student Center M&O Fee, Assessment Fee, Technology Fee, Athletic Field Fee, Bus Pass User Fee and Sustainability Fee as submitted.



## Board of Trustees

Washington Community College District 23

### Background

#### *FISCAL YEAR 2014-15 ASEDCC BUDGET*

#### Subject

Proposed ASEdCC Services and Activities Fee Budget for (FY) 2014-15.

#### Background

The ASEdCC budget development process is outlined in the ASEdCC Financial Code and RCW 28B.15.045. The ASEdCC Service and Activity Fee Committee has balanced the proposed budget following the process, timeline and guidelines contained in the ASEdCC Financial Code.

The following budget is submitted for consideration:

2014-15 Projected Revenue = **\$1,652,176**

Increased funding emphasis for the 2014-15 academic year for the following programs:

- Funding for Front Desk for Center for Student Engagement & Leadership increases 68%  
Increased funding to support additional student staff to meet high service demand.
- Funding for Learning Support Center increases 12%  
Increased funding to support the program as requested and increased usage.
- Funding for Diversity Student Center (DSC) increases 24%  
Increased funding to support program as requested.
- Funding for Service Learning increases 54%  
Increased funding to support Peer Advocate positions

#### New Programs Funded

- 1) Pow Wow
- 2) Lactation Room
- 3) International Peer Assistant

#### Recommendation

The Board of Trustees approves the proposed FY 2014 -15 ASEdCC budget as submitted.



## Board of Trustees

Washington Community College District 23

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### Background

#### *2014-15 College Operating Budget*

#### **Subject**

Consideration of the 2014-15 College Operating Budget.

#### **Background**

The current legislative session is now complete, with a few last-minute budget-related details still to be parsed for distribution by the State Board for Community and Technical Colleges (SBCTC). It appears that our college system will receive only minor technical reductions to our allocation for this second year of the biennium.

There are a few details in this year's allocation which we have yet to receive from the State Board through, so the numbers we have at this point are subject to further change between now and June.

No tuition increase is included in this year's budget, which was expected given the guidance from the legislature at the start of the biennium.

Enrollment has continued to decline this past year though at a slower pace than we have seen over the past two years (the college continues to exceed our allocation targets). The college is making a focused effort on increasing enrollment for this coming academic year, with targeted marketing and student completion campaigns. For the purposes of modeling a conservative budget forecast, however, we will continue to assume no additional enrollment growth.

Fortunately, strong enrollment in the International Program and in grants and contracts revenue, combined with conservative budgeting of projected revenue, have compensated for the unexpected drop in excess enrollment revenue this past year and appear strong into the coming year. Consequently, while the specific mix of these other revenue sources budgeted for this next year will shift a bit, we still feel confident that Other Revenue in Support of the Operating Budget remains solid. This has been, and continues to be, a significant competitive advantage for our college.

The budget actions that the college has taken in the last several of years, combined with continued strong performance from our other revenue sources and relatively few additional allocation reductions received for this year, have positioned the college well to meet this year's budgeting challenge. The college will budget as much revenue from tuition, excess enrollment, grants and contracts, and international shared funding as appears to be reliably sustainable, while conservatively modeling enrollment projections to include a further 5% decline this next year.

#### **Recommendation**

The staff of Edmonds Community College recommends that the Board of Trustees adopt the resolution approving the 2014-2015 College operating budget to be presented at the June 2014 meeting of the Board of Trustees.



## Board of Trustees

Washington Community College District 23

### Background

#### *2014-2015 International Contract Program*

#### Subject

Consideration of the 2014-2015 International Contract Program

#### Background

In September 2007, SBCTC gave the Colleges guidelines on how to continue or terminate the international contract program. This resulted from requests made by several colleges intending to convert their international contract enrollments to state supported enrollments. The basis for these guidelines is provided by RCW 28B.50.140 (17) and WAC 131-32-020(1) that delineates a “shared funding” concept for colleges who opted to continue with the international contract program. Other existing provisions of State Board policy (Sections 4.70.30 and 5.90.50) for International Contract programs remain unchanged. Thus, Colleges who continue its International Contract program were required to:

1. Contract with third party that has been approved by the State Board staff and as to form by the college’s AAG and include the following.
  - a. Substantive action on the part of the contractor
  - b. Estimated number of students to be served and the fees to be charged
  - c. Budget demonstrating revenues from the program will cover the full cost of instruction including both direct and indirect costs
2. District board had to adopt a resolution stipulating that the International Contract program would be supporting additional courses that would otherwise not be offered within current state funding levels.
3. By July 1, 2008, each college seeking to continue an International Contract program had to submit to SBCTC a copy of the proposed contract district board resolution as described in 2 above.

These steps were taken by the board in 2008.

By July 1 of each year beginning in 2009, each college seeking to continue its International Contract program must submit to SBCTC at minimum, documents updating enrollment estimates, revenue projections and program budget estimates as well as a currently approved district board resolution as described in 2 above.

The College has chosen to continue its International Contract program within the “shared funding” model provided by SBCTC; and will continue with its existing contract with the Edmonds Community College Foundation for these services. A draft of the enrollment and budget estimates are available upon request.

#### Recommendation

The staff of Edmonds Community College recommends that the Board of Trustees adopt the resolution approving the 2014-2015 International Contract program at the June 2014 meeting of the Board of Trustees.



## Board of Trustees

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Washington Community College District 23

### Background

#### CONSIDERATION OF CONTINUING PROBATIONARY STATUS

#### Subject

Board of Trustees consideration of renewal or non-renewal of probationary appointment for an academic employee.

#### Background

In May 2013, the Board of Trustees granted a faculty member a one-quarter extension of probationary status. This extension places the faculty member on a different probationary approval schedule.

The Board of Trustees is required to decide whether or not to renew a probationary appointment based on a recommendation presented by the beginning of May 2014. The faculty member under consideration for probationary appointment renewal is:

#### Third year Appointment

Julie Drews Palomino, Adult Basic Education (International)

#### Recommendation

Information is presented to the Board of Trustees for their review and consideration. Recommendation is that the Board of Trustees renews the third year appointment at the June 12, 2014 meeting.

## President's Report May 8, 2014

### President Jean Hernandez Event Highlights for April 2014

The first-ever Foundation “*FANFARE*” event was held in April. Several community members were recognized including: The Mission Award – presented to David and Ruth Arista; The Vision Award – presented to Premera Blue Cross; The Distinguished Alumni Award – presented to Tom Lampkin, former student who went on to a professional baseball career including the Seattle Mariners; and the Excellence in Education Award – presented to Melissa Newell.

I attended the presentation by the family of Henrietta Lacks as part of the Edmonds CC Community Read: *The Immortal Life of Henrietta Lacks*. Henrietta Lacks was a poor black woman who died of cervical cancer in 1951. A few months before her death, a doctor cut out a small sample of her cancer cells, which became the first and most important line of human cells ever to survive and multiply indefinitely in the laboratory environment. Her cells have helped scientists make some of the most important advances in modern medical history—but they were taken without her knowledge and without her permission. HeLa cells have now lived outside Henrietta’s body longer than they lived inside it, and they are still helping researchers learn about human disease and develop treatments for cancer and countless other diseases.

I have been meeting with local city mayors. Mayor Jerry Smith of Mountlake Terrace and his wife met with me. Mayor Smith has been instrumental in getting several of our bus route re-established for fall quarter 2014. He also is interested in doing more partnering with the college through our service learning program. I also met with Mayor Jennifer Gregerson of Mukilteo. She is very supportive of Edmonds Community College and has already visited the WATR Center. She also agreed to attend the Edmonds Community College YWCA table for their annual luncheon.

I attended the NAACP Youth Competition event and was asked to be one of the speakers for this event. Scholarships are given to the highest scoring students. Many of the youth presenting are from the Edmonds School District.

Susan Loreen, Gail Miulli, Ed Sargent, and I attended the Gates Foundation’s 3-day convening session on Competency Based Education (CBE). Once again it was confirmed that Edmonds Community College is leading the charge to be student centered and innovative. We also learned a great deal from our colleagues who attended from other Washington colleges and from four other states.