



Agenda
Regular Meeting
May 9, 2013
Snohomish Hall 304A
4:30 p.m.

4:00 PM TENURE RECEPTION

BUSINESS MEETING

- | | | |
|---------|--|----------------------|
| 4:30 PM | A. Call to Order | Quentin Powers |
| | B. Introductions | |
| | Men's Basketball Team | George Smith |
| | Student Trustee Candidates | Wayne Anthony |
| | Other Guests | Quentin Powers |
| 4:45 PM | C. Public Comments (<i>two minutes each</i>) | Quentin Powers |
| 4:55 PM | D. Approval of Meeting Minutes: March 14, 2013
Next meeting: June 13, 2013, 4:30 p.m. | Quentin Powers |
| 5:00 PM | E. Old Business – Action | |
| | 1. Approval of Revised “Values Statements” (RN 13-5-1) | Dr. Jean Hernandez |
| | 2. Approval of Professional Leave (RN 13-5-2) | Dr. Marty Cavalluzzi |
| | 3. Approval of Extension of Probationary Status (RN 13-5-3) | Dr. Marty Cavalluzzi |
| 5:10 PM | F. Monitoring Report | |
| | 1. Budget and Funding – Kevin McKay | |
| 5:30 PM | G. New Business – First Consideration | |
| | 1. Consideration of Early Childhood Education Core Certificate | Dr. Marty Cavalluzzi |
| | 2. Consideration of Retail Management Certificate | Dr. Marty Cavalluzzi |
| | 3. Consideration of Aircraft Electronics Technician Certificate | Dr. Marty Cavalluzzi |
| | 4. Consideration of 2013-2014 International Contract Program | Marian Paananen |
| | 5. Consideration of 2013-2014 Student Fees | Tiffany William |
| | 6. Consideration of 2013-2014 Student Budget | Tiffany William |
| | 7. Consideration of 2013-2014 College Operating Budget | Kevin McKay |
| | 8. Consideration of 2013-2014 Course Fees | Kevin McKay |
| | 9. Consideration of Fee Waivers for Co-Curricular Program
Participants | George Smith |
| 6:20 PM | H. Monitoring Report | |
| | 1. Institutional Performance Report; Accreditation Indicators
of Achievement Draft Proposal | Jim Mulik |

**EDMONDS COMMUNITY COLLEGE
WASHINGTON COMMUNITY COLLEGE DISTRICT 23
BOARD OF TRUSTEES – AGENDA
MAY 9, 2013
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- | | | |
|---------|------------------------------|--------------------|
| 6:40 PM | I. Reports | |
| | 1. Student Representative | Ashley Smith |
| | 2. Classified Representative | Patti Pollardo |
| | 3. Faculty Representative | Margaret West |
| 6:50 PM | J. President's Report | Dr. Jean Hernandez |
| 7:00 PM | K. Board Discussion | Quentin Powers |
| 7:20 PM | L. Executive Session | Quentin Powers |
| 7:50 PM | M. Adjournment | |

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

Regular Meeting Minutes March 14, 2013

DRAFT

Trustees Present: Diana Clay, Quentin Powers, Dick Van Hollebeke, and Emily Yim

Others Present: Tiffany Adriani, Arlene Anderson, Wayne Anthony, Patrick Burnett, Mark Cassidy, Marty Cavalluzzi, David Cordell, Tonya Drake, Braulio Espinoza, Feven Haile, Jean Hernandez, Ryoko Janlie, John Jessop, Susan Loreen, Kevin McKay, Patty Michajla, Jim Mulik, Kelvin Nesvog, Patti Pollardo, Carie Schooley, George Smith, Andrew Smolen, Carol Summers, Margaret West, and Guillermo Zapata

CALL TO ORDER AND INTRODUCTIONS

Quentin Powers, Board Chair, called the meeting to order at 4:36 p.m., welcomed those present, and asked for self-introductions.

MONITORING REPORT

Update on Diversity and Equity Initiatives – Dr. Tonya Drake

Attachment A

Dr. Tonya Drake, Special Assistant to the President for Equity and Inclusion, provided an overview of the diversity and equity initiatives on the Edmonds CC campus. Her presentation included historical facts and data trends for students in all areas of diversity and showed increases in the categories of race and ethnicity, students with disabilities, and international students. They are in the process of mapping efforts through tracking, reports, and reviewing data to recognize gaps and opportunities.

The diversity/inclusion plan which is being drafted by the Diversity Council will connect the College's efforts through Achieving the Dream, Student Achievement Initiative, Accreditation, Strategic Plan, and Indicators of Achievement. These efforts will focus on access and equity initiatives, formal/informal curriculum, campus climate, learning and development which all lead back to the College's mission to strengthen our diverse community.

Trustee Powers requested that this information be presented on a regular basis and is interested in seeing how the data leads to student success. President Hernandez said that data will be reviewed at the August board retreat.

APPROVAL OF MINUTES

Attachment B

Motion: Trustee Clay moved and Trustee Van Hollebeke seconded the approval of the February 19, 2013 meeting minutes, without corrections.

Approved

NEXT MEETING

May 9, 2013, 4:30 p.m., Snohomish Hall 304. A tenure reception will be held from 4:00-4:20 p.m. prior to the meeting.

OLD BUSINESS – ACTION

Approval of New Vision Statement and Revised Strategic Plan (RN 13-3-1) – Dr. Jean Hernandez

Attachment C

President Hernandez provided a slight revision in the vision statement that was provided in the meeting packet. It now reads: “Transforming lives through exemplary, nationally recognized educational and career pathways.” The revised Strategic Plan helps the College become aligned for accreditation, and will be a three-year rolling plan. The trustees questioned how this is to be monitored. President Hernandez replied that President’s Cabinet will review the status on a quarterly basis. The board will receive written updates with a summary at the annual August retreat.

Motion: Trustee Van Hollebeke moved and Trustee Yim seconded the approval of Resolution No. 13-3-1.

Approved

Approval of Tenure (RN 13-3-2) – Dr. Marty Cavalluzzi

Attachment D

Dr. Cavalluzzi presented engineering faculty member, Patrick Burnett, for approval of tenure status. Mr. Burnett’s tenure packet was provided to the board at the March meeting for their consideration. The trustees each provided comments.

Motion: Trustee Clay moved and Trustee Van Hollebeke seconded the approval of Resolution No. 13-3-2.

Approved

Comments:

- AFT President, Margaret West, spoke about the need to increase all faculty salaries.
- Black Student Union President, Braulio Espinoza, stated that there are not enough advising hours for students being provided by part-time instructors, and that there is a salary inequity for part-time instructors.

Approval of Continuing Probationary Status (RN 13-3-3) – Dr. Marty Cavalluzzi

Attachment E

The Board of Trustees received the background information last month regarding the continuing probationary status for several faculty members. Discussion followed regarding the board’s request to receive more information about the tenure track faculty earlier in the three-year process. It was decided to discuss the tenure process further at the August retreat.

Motion: Trustee Van Hollebeke moved and Trustee Clay seconded the approval of Resolution No. 13-3-3.

Approved

NEW BUSINESS – FIRST CONSIDERATION

Consideration of Revised “Values Statements” – Dr. Jean Hernandez

Attachment F

At the February 2013 meeting it was requested by the board to revise the values statement approved by the Board at the June 2012 meeting to include the word “diversity” in the title and description. The revised statement is presented for board consideration. Dr. Hernandez recommended that changes of this type be considered on a three-year basis. The board will be asked to approve the revised value statements at the May meeting.

Consideration of Professional Leave – Dr. Marty Cavalluzzi

Attachment G

Dr. Cavalluzzi presented the 2013-2014 professional leave requests for four faculty members. They will be required to provide a report to the board upon their return. The board will be asked to approve the professional leave request at the May meeting.

Consideration of Extension of Probationary Status – Dr. Marty Cavalluzzi

Attachment H

Dr. Cavalluzzi presented the request for the extension of probationary status for Julie Drews. The board will be asked to approve the extension at the May meeting.

REPORTS

Student Representative – Guillermo Zapata

Attachment I

In addition to the attached report, the following discussion took place:

- Wayne Anthony provided an explanation of the process involving the Diversity Center expansion and that there are options under consideration by the committee. Mr. Anthony will present the decision to President's Cabinet in spring quarter. The board will be informed of that decision.
- The Edmonds CC men's basketball team placed second in the recent NWAAC tournament. Vice president George Smith attended the tournament and reported on the outcome. He will ask the coach and members of the team to attend the next board meeting to be recognized.

Classified Representative – Patti Pollardo

Attachment J

Faculty Representative – Margaret West

Attachment K

President's Report – Dr. Jean Hernandez

Attachment L

In addition to the attached report, President Hernandez provided the following comments:

- Dr. Hernandez learned today that an inmate student at the Monroe Correctional Complex finally passed his GED after trying for the past five years. The Corrections Education faculty and staff are very proud of his accomplishment.
- Members of the Summit Assistance Dogs, a non-profit group who trains dogs for individuals with disabilities, met on our campus today with Dr. Hernandez and other staff members. It was decided to provide dogs on our campus during mid-terms in Brier Hall for students to be able to de-stress. They have a partnership with the Monroe prison where the dogs receive basic training.

BOARD DISCUSSION

- The board discussed the name of a local business in the community that they would like to nominate for the TACTC annual community partner award. They decided to move forward on the nomination.
- The Association of Community College Trustees (ACCT) national conference will be held in Seattle at the Washington State Convention Center, October 2-5. Tacoma, Whatcom, and Seattle community colleges are hosting the conference. An Asian and Native American reception is being planned during the conference. The trustees involved in the hosting colleges, along with Trustee Yim, as an ACCT executive board member, are asking each host college, along with Edmonds CC, to donate \$1,000 for the event. The funds will need to be provided through a Foundation hosting account. The College will follow up with this request.
- The TACTC spring convention will be held May 16-17 at Swinomish Lodge. The focus will be on workforce development and technology. The trustees will be polled regarding attendance.

EXECUTIVE SESSION

At 6:28 p.m. the board entered into executive session. No action was taken during the executive session. The board entered into regular session at 7:15 p.m.

ADJOURNMENT

There being no further business, the March 14, 2013 meeting adjourned at 7:17 p.m.

ATTACHMENTS AVAILABLE UPON REQUEST

Quentin Powers, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

ATTACHMENT I
BOARD OF TRUSTEES
Monthly Meeting Report
Associated Students
March 14, 2013

- **Completed**

- Congratulations to the Men's Basketball team for finishing second at the NWAACC tournament. The Executive Board will officially recognize the team's accomplishments at an event being planned for the beginning of spring quarter Time and date are to be determined.
- Winnie Wong, Josh Armstrong, Wayne Anthony and I will leave for Washington D.C. on Friday to attend the annual American Student Association of Community Colleges National Student Advocacy Conference. Appointments have been made to meet with Representatives Rick Larsen and Susan Del Bene and Senator Patty Murray. We are still waiting for confirmation from Representative Jim McDermott and Senator Maria Cantwell.
- Board of Trustees Student position- I'm happy to report that the Board of Trustees student position application process has been reopened to adequately advertise the position, in order obtain a properly diversified applicant pool. Although this motion was passed through the executive board it was not done without inexcusably excessive difficulties. I think that this and the outright discriminatory remarks said in open executive session in regards to reopening the application process demonstrates the necessity of seeing to that not only the board of trustees student position, but also the executive board positions, are properly diversified.
- Diversity Center Expansion- As you are well aware, the pressing need for the expansion of the Diversity Center remains and unfortunately I have to report that only through an utter lack of any legitimate arguments , from circumvention of parliamentary procedure to outright violation of parliamentary procedure has the expansion been delayed. In addition to this it has been brought to my attention that almost all of the executive board has been collaborating together outside of executive board sessions to vote down the expansion of the diversity center to the game room. It has become blatantly clear that Diversity Center expansion cannot possibly receive a fair and impartial hearing from this terms executive board. It is because of this virtual breakdown of parliamentary procedure that I coming to you the Board of Trustees to grant or ensure that provisions are made to grant the administrative liaison one executive order per term which I will vehemently use to immediately begin the process to move the Diversity Center into the space where the game room is currently located or at least pass the recommendation off to the administration for possible unbiased and impartial survey and final determination to be completed when and if they deem it fit, to decide the fate of the Diversity Center. Adequate facilities will be made available for the new gameroom location, but whatever those facilities may be this expansion MUST speak to our commitment to diversity, equity, inclusion, and academic success in accordance with the colleges mission statement and what we all know to be just and true; recreation must be a second priority to Diversity, Equity, Inclusion, and academic success. I say this with the full acknowledgement that this may only be done by constitutional amendment but I think that it's important to start the conversation and see what exactly we can do to rid our executive sessions, and determinations, of discrimination.

Submitted by: Guillermo Zapata, ASEdCC Administrative Liaison

ATTACHMENT J

BOARD OF TRUSTEES

Monthly Meeting Report

WPEA/UFCW LOCAL 365

March 14, 2013

- Right now WPEA is busy working with the legislature in asking the legislators for their support with bills that are important to our members. Some of these bills include:
 1. Funding our contracts for 2013-2015.
 2. Protecting Pensions: Preventing efforts to destroy the Public Employee's Retirement System.
 3. Higher Education: Gaining a labor representative on community college boards.
 4. Funding Higher Education's needs—NO MORE CUTS!
 5. General Government gaining general law enforcement authority for Natural Resources Investigators.

- On Martin Luther King Jr. Day, our WPEA Higher Ed members participated in a Lobby Day in Olympia. We met with legislators on the Higher Ed Subcommittee. When it came to asking for support in funding our contracts, some of the newer legislators had no idea how the 3% Temporary Salary Reduction (TSR) happened. When I explained it to them—the bill started as six (6) pages with a 3% TSR “across the board” FOR STATE EMPLOYEE no matter what your position was and morphed into a 48-page document with page after page after page of “exceptions “ until it got down to just all “classified state employees” being stuck with the 3% TSR—they seemed rather upset with the inequity of the bill, especially when some union bargaining units took the 3% TSR both years of the contract.

We also discussed all of the areas previously mentioned in the first bulleted paragraph of this report, as well as the Bullying Bill that Representative Lias was going to submit again this year. The majority of the legislators we met with were very positive about supporting our bills. One individual, however, did not want to give us the time of day regarding the Bullying Bill as it was far less important than many other bills. On the whole, we felt that it was a good, productive day.

Our General Government bargaining units held their Lobby Day on Presidents Day in February and had a very positive experience, as well.

- WPEA is in the process of requesting nominations for five (5) members in good standing to attend our International's (UFCW—United Food and Commercial Workers) convention in Chicago this August. UFCW holds their conventions once every five (5) years. I was informed that I am one of the nominees. The ballots will be counted March 25th. We'll see how the results shake out March 26th.

- As usual, we continue to work with HR in dealing with our member's issues. Most times results are positive, but there are some members who end up before President Hernandez and hard decisions have to be made. We do appreciate all the opportunities given to our classified employees when such occasions arise.

Respectfully submitted by: Patti Pollardo, WPEA Chief Shop Steward, Edmonds Community College Bargaining Unit

ATTACHMENT K
BOARD OF TRUSTEES
Monthly Meeting Report
AFT Local 4254 EdCC Faculty
March 14, 2013

These faculty reports are becoming rather tedious, and I apologize for that. I think this is the second or third meeting where I've said that we are almost finished with our contract negotiations, and I am saying it again. The Federation was shooting for the end of the quarter, but that can't happen now. However, we are booking rooms for the early part of April for meetings of the membership to discuss the contract so that rather assumes we will be finished. I don't think when we started all this we were interested in setting records, but it looks as if we have – at least in terms of time taken to negotiate the contract, now almost a year.

And while it's not really news, it's worth noting that faculty are currently swamped with end-of-quarter work such as setting finals, grading, holding conferences, and prepping for next quarter.

It's also worth noting that faculty morale would be improved if we could improve salaries. We are in a situation known as salary compression where faculty are being hired in at salaries comparable to those of current faculty. This does nothing for morale.

Thank you.

Margaret West
President
Local 4254
Edmonds Community College Federation of Teachers



Board of Trustees

Washington Community College District 23

President's Report March 14, 2013

ATTACHMENT L

President Jean Hernandez Activity Report: – February 20 – March 7, 2013

Over the past two weeks, I have participated in the following activities, meetings, and events related to the five Core Themes of the College:

Strengthen our diverse community

I am involved in the Latino Leadership Institute which includes three counties' and four community and technical colleges' students. I attended and provided a welcome at the Black Box Theatre for the presentation by Author Jamie Ford of his book, "Hotel on the Corner of Bitter and Sweet" which was this year's "community read" book. I provided a welcome to the Female Entrepreneur Networking event held at the Black Box Theatre. I attended the Diversity Council retreat held on our campus led by Dr. Tonya Drake involving staff, faculty, and students. I attended the Latino Educational Achievement Project (LEAP) Awards Dinner in Tacoma. I also attended the Freedom Fund Awards Banquet for the NAACP at the Embassy Suites. I continue to work on the beginning of the campaign through our Foundation fundraising efforts to raise \$1M to support our student veterans. I met with Dan Van Arsdale of the Freedom School to discuss EdCC being a co-sponsor of this event.

Provide educational opportunities

I attended the annual Foundation Auction Gala which raised a record \$233,000 for our scholarship programs and Foundation activities.

Help students access career opportunities

I attended the STEM Saturday event "Spring into Science," hosted collaboratively by the STEM Departments at EdCC. This event invited community members and youth to get engaged with fun, interactive STEM activities, learn about STEM education and career opportunities, and gain exposure to resources available to them at EdCC. I also met with Dr. Blakely Tsurusaki to discuss STEM opportunities connected to the Washington Alliance for Better Schools (WABS).

Support student success

I continue with involvement in the monthly Student Success Council meetings as well as the Achieving the Dream Core team meetings.

Encourage innovation, service, and lifelong learning

I provided a presentation about EdCC to the Edmonds Daybreakers Rotary. I have been invited to become involved with the Imagine Edmonds Task Force whose focus is seeking ways to improve the health, wellness, education and the environment in the City of Edmonds. I attended the Snohomish County United Way Caring Celebration to join area business leaders, elected officials, and community members to hear about how United Way is advancing the common good, the results of the past year, and what lies ahead. I continue with involvement with the Lynnwood Rotary Club, Workforce Development Council Board, and the Economic Alliance of Snohomish County. I also continue to host local college donors.



Board of Trustees

Washington Community College District 23

Background

REVISED VALUES STATEMENT

Subject

Board of Trustees approval of revised values statement.

Background

In June 2012 the Board approved (a) a revised mission statement and associated core themes and (b) a set of values to replace the existing philosophy statement. The original values, approved June 2012, are listed below:

Collaboration and Communication
Responsibility and Accountability
Innovation and Creativity
Inclusion and Respect

In July 2012, the college hired The Alford Group to assist with the college's vision articulation and strategic planning process. During the Board meeting of February 19, 2013 while The Alford Group was discussing the new vision statement and revised strategic plan, the Board of Trustees engaged in a conversation about the "Inclusion and Respect" value and wanted to add the word "diversity" to both the title and within the description of that value statement. The new wording for the "Inclusion and Respect" value statement being presented for first consideration is included below:

Values: The Board, Employees, and Students of Our College Value...

Collaboration and Communication

- We promote respectful collaboration, communication, and interaction among students and employees.
- We develop and maintain a safe, healthy, and professional environment that fosters creativity, innovation, learning, and personal growth.

Responsibility and Accountability

- We manage our resources with efficiency and integrity to ensure the long-term health of the college.
- We infuse sustainable and transparent practices throughout all aspects of the college's operations and programs.

Innovation and Creativity

- We continuously seek opportunities to improve the quality of our lives, the college, our community, and the world.
- We explore, create, and evaluate in order to improve.

Diversity, Respect, and Inclusion

- We celebrate the individuality and diversity of our students and colleagues, as well as the diversity of our college, community, nation, and world.
- We require equity and mutual respect.

Recommendation

The College recommends the Edmonds Community College Board of Trustees approves the adoption of the revised values statement.



Board of Trustees

Washington Community College District 23

Resolution No. 13-5-1

REVISED VALUES STATEMENT

Whereas, the Board of Trustees wish to revise the “Inclusion and Respect” section of the Values Statement approved June 2012, and

Whereas, the new “Inclusion and Respect” section acknowledges the college’s commitment to valuing diversity, and

Whereas, the fourth value shall read “Diversity, Respect, and Inclusion” and be described as (1) “We celebrate the individuality and diversity of our students and colleagues, as well as the diversity of our college, community, nation, and world” and (2) We require equity and mutual respect.”

Now, therefore be it resolved, that the Edmonds Community College Board of Trustees approves the revised values statement.

Quentin Powers, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

PROFESSIONAL LEAVE REQUESTS FOR 2013-2014 ACADEMIC YEAR

Subject

Board of Trustees approval to grant faculty professional leave for the 2013-2014 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>
John Sanders	Two Quarters	.666
Marie Tran	Two Quarters	.666
Hayden Bixby	One Quarter	.333

Total Annualized FTEF 1.665

(Foundation funded)

<u>Faculty Member</u>	<u>Professional Leave Recommended</u>	<u>Foundation Funded</u>
Kelly Weibel	One Quarter	One Quarter

Recommendation

Approval of professional leave requests at the May 9, 2013 Board of Trustees meeting.



Board of Trustees

Washington Community College District 23

Resolution No. 13-5-2

PROFESSIONAL LEAVE REQUESTS FOR 2013-2014 ACADEMIC YEAR

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 2013-2014 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>
John Sanders	Two Quarters	.666
Marie Tran	Two Quarters	.666
Hayden Bixby	One Quarter	.333
<i>Total Annualized FTEF</i>		<i>1.665</i>

(Foundation funded)

<u>Faculty Member</u>	<u>Professional Leave Recommended</u>	<u>Foundation Funded</u>
Kelly Weibel	One Quarter	One Quarter

Quentin Powers, Chair

ATTEST:

Date Approved

Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

EXTENSION OF PROBATIONARY STATUS

Subject

Board of Trustees consideration of extension of probationary status for academic employee.

Background

The Board of Trustees is required to decide whether or not to approve a one quarter extension of probationary status based on recommendations presented by the end of winter quarter of the academic year. Faculty member under consideration for extension of probationary status is:

One Quarter Extension

Julie Drews, Adult Basic Education (International)

Recommendation

Board of Trustees approval of a one quarter extension of probationary status at the May 9, 2013 meeting.



Board of Trustees

Washington Community College District 23

Resolution No. 13-5-3

Extension of Probationary Status

WHEREAS, the College is authorized by RCW 28B to adopt rules and procedures into the collective bargaining agreement to implement the tenure statute for full-time, state-support faculty, and

WHEREAS, the statute and the collective bargaining agreement provide for extension of the probationary status under specified conditions, and

WHEREAS, the appointment review committee for instructor Julie Drews has made a formal written recommendation to extend the probationary status for one additional quarter, excluding summer quarter, in conformance with the requirements of the statute and collective bargaining agreement, and

WHEREAS, the committee has requested a one quarter extension to her probationary status due to her leave Winter Quarter 2013, and

WHEREAS, the probationary faculty member has provided her written consent to extension of the probationary status,

NOW THEREFORE BE IT RESOLVED, that the Edmonds Community College Board of Trustees approves extension of the probationary status for Julie Drews for one additional quarter, excluding summer quarter, through Spring Quarter 2015.

Quentin Powers, Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

APPROVAL OF NEW CURRICULA

Subject

Board of Trustees first consideration of the Early Childhood Education Certificate.

Background

The Early Childhood Education Department has a Core Certificate, an Intermediate Certificate, an ATA Degree and an AAS-T Degree. The Core Certificate is designed to provide the foundational learning necessary for preparing students for entry level career positions in early childhood (birth to eight years) settings and for providing the opportunity to continue their professional academic education. Coursework taken to complete the Core Certificate can be applied toward the Early Childhood Education Intermediate Certificate, 57 credits, the ATA degree, 90 credits, and the AAS-T degree, 90 credits.

This Certificate requires successful completion of a minimum of 47 credits as outlined on the reverse side. A minimum of 30 credits or one-third of the required credits, whichever is less, must have been received from Edmonds Community College. Students are required to maintain a minimum cumulative grade point average of 2.0 in all college-level courses.

Recommendation

Board of Trustees approval of the Early Childhood Education Certificate at the June 2013 meeting.



Board of Trustees

Washington Community College District 23

Background

APPROVAL OF NEW CURRICULA

Subject

Board of Trustees first consideration of the Retail Management Certificate.

Background

The Retail Management Certificate prepares individuals to manage a variety of retail sale operations or lines of merchandise. Students who complete the nine course Retail Management Certificate program will develop a clear sense of the scope of retail management. The program serves both entry-level job candidates and incumbent employees. The curriculum includes foundational courses in both written and oral communication, business math, human relations, and microcomputer applications. Students also complete specific business and management courses in accounting, management, marketing, retailing, and human resource management. Courses from the certificate may apply to the Business Management Associate of Technical Arts Degree and the Business Management Associate of Applied Science-T Degree.

This Certificate requires successful completion of a minimum of 45 credits as outlined. A minimum of 30 credits or one-third of the required credits, whichever is less, must be earned at Edmonds Community College. Students are required to maintain a minimum cumulative grade point average of 2.0 in all college-level courses.

Recommendation

Board of Trustees approval of the Retail Management Certificate at the June 2013 meeting.



Board of Trustees

Washington Community College District 23

Background

APPROVAL OF NEW CURRICULA

Subject

Board of Trustees first consideration of the Aircraft Electronics Technician Certificate.

Background

This program trains a student in electronic circuit analysis, functional testing and troubleshooting of complex linear and digital systems. Additional material specific to aircraft maintenance and manufacturing is included. This program is intended to prepare a student to take the National Center for Aerospace and Transportation Technologies (NCATT) Aircraft Electronics Technician Certification exam.

This certificate is awarded upon a student's completion of a minimum of 40 credits of Program Requirements as outlined. At least 12 credits must be earned at Edmonds Community College. Students are required to maintain a minimum cumulative grade point average of 2.0.

Recommendation

Board of Trustees approval of the Aircraft Electronics Technician Certificate at the June 2013 meeting.



Board of Trustees

Washington Community College District 23

Background

2013-2014 International Contract Program

Subject

Consideration of the 2013-2014 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 2013-2014 International Contract program at the June 2013 meeting of the Board of Trustees.



Background

Washington Community College District 23

Board of Trustees

***FISCAL YEAR 2013 - 2014
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 and voluntary self-assessed fees for Fiscal Year (FY) 2013-14.

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 voted to raise the Services and Activities Fee to the maximum allowed by the State Board, and to keep the Student Center Maintenance and Operation Fee, Assessment Fee, Technology Fee, Athletic Field Fee, Bus Pass User Fee and the Sustainability Fee at the current levels.

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 2012-2013	\$9.54/credit (credits 1-10)	\$5.10/credit (credits 11-18)
S&A Fee 2013-2014	\$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 2012-2013	\$.32/credit
Student Center M&O Fee 2013-2014	\$.32/credit

Assessment Fee

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

Assessment Fee 2012-2013	\$5.40/credit
Assessment Fee 2013-2014	\$5.40/credit

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 2012-2013	\$2.40/credit
Technology Fee 2013-2014	\$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 an artificial turf field where the current baseball field is. This fee is designed to be temporary in that it supports the capital construction costs and will end once the project is paid for.

Athletic Field Fee 2012-2013	\$1.50/credit
Athletic Field Fee 2013-2014	\$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 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 2012-2013	\$15.00/quarter
Buss Pass User Fee 2013-2014	\$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 grant opportunities; funds student positions known as "green team," and purchase supplies to educate the campus community about sustainability practices.

Sustainability Fee 2012-2013	\$.50/credit
Sustainability Fee 2013-2014	\$.50/credit

Recommendation

The Board of Trustees approves the proposed FY 2013-2014 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.



Background

Washington Community College District 23

Board of Trustees

FISCAL YEAR 2013-14 ASEDCC BUDGET

Subject

Proposed AEdCC Services and Activities Fee Budget for Fiscal Year (FY) 2013-14.

Background

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

The following budget is submitted for consideration:

2013-43 Projected Revenue = **\$1,466,476**

Increased funding emphasis for the 2013-14 academic year for the following programs:

- Funding for Student Technology Resource and Reference Center (START) increases 117%
Increased funding to support additional student staff to meet high service demand.
- Funding for Childcare increases 20%
Increased funding to support the program as requested.
- Funding for Learning Support Center increases 12%
Increased funding to support the higher demand for on-ground tutoring and e-tutoring.
- Funding for Music Scholarships increases 25%
Increased funding to support additional music scholarships.

Recommendation

The Board of Trustees approves the proposed FY 2013-14 AEdCC budget as submitted.



Board of Trustees

Washington Community College District 23

Background

2013-14 College Operating Budget

Subject

First consideration of the 2013-14 College Operating Budget.

Background

The current legislative session is still under way, heading into special session to continue working toward a final compromise budget. Early indications suggest this may be the first year in several which do not see additional reductions applied to college allocations. However, there are still proposals which would reduce tuition rates (and revenue), raise tuition rates (and revenue), allocate additional funds to our system (though with competing ideas as to how any new funds will be distributed among colleges), restore the one-time reductions from this past year, or not.

With so many moving pieces still unresolved, we can only create a preliminary budget based on the information we already know and making some assumptions about possible legislative budget decisions yet to be made. We must also model revenue projects for a number of different variables.

Because of this uncertainty, the numbers we have at this point are subject to further change between now and June.

Enrollment has continued to decline this past year, when compared to same quarters from the prior year (though the College continues to exceed our allocation targets). Fortunately, strong enrollment in International programs and in Grants and Contract revenue, combined with conservative budgeting of projected revenue, have compensated for an unexpected drop in excess enrollment revenue this past 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 years, combined with continued strong performance from our other revenue sources 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.

Upon completion of the current legislative budgeting process, the College will adjust our final 2013-14 budget proposal as necessary for presentation, review, and approval at the June Board of Trustees meeting.

Washington Community College District 23

Background

2013-14 College Fee Schedule

Subject

Consideration and Approval of the 2013-14 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 require Legislative approval.

Were this a typical year, the college would have increased all applicable fees by a percentage indexed to the OFM's annual fiscal growth rate, following these guidelines. This is not a typical year, however, and 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 tuitions increase the past two years and there remains no certainty that additional tuition increases may not be imposed in this next biennium. 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 2013-14 College Fee Schedule as presented.



Board of Trustees

Washington Community College District 23

Background

FEE WAIVERS FOR CO-CURRICULAR PROGRAM PARTICIPANTS

Subject

Proposal to increase the existing cap of 20 co-curricular fee waivers per quarter for eligible students (Resolution No. 05-9-2) to 50 per quarter.

Background

The 1999-2000 Legislature provided authorization to the State Board for Community and Technical Colleges to waive the non-resident portion of the operating fees. In turn, the State Board delegated to community college boards the authority to grant operation fee waivers outside the limits of RCW 28B.15.910. Waivers may be granted based on reasonable classes or categories of students, and may only be granted for all or a portion of the difference between the non-resident operating fee and the resident operating fee.

On June 17, 1999, the Edmonds Community College Board of Trustees, by Resolution 99-6-6, approved the Non-Resident Operating Fee Waiver for out of state distance learners who are United States citizens. The Board of Trustees broadened this waiver authority to include persons granted “permanent resident” status by the U.S. Immigration and Naturalization Service at their June 2000 meeting.

In May 2001 the College presented a proposal to the Board of Trustees to waive the non-resident operating fee portion of tuition for up to 20 students per quarter who are classified as non-residents of the State of Washington and who participate in our co-curricular programs, including music, athletics, performing arts, literary programs, leadership, etc.

The waiver has been administered by the Dean of Student Life and the Dean for Enrollment and Financial Services after a co-curricular advisor approves participation and eligibility in their program. In order for a student to be eligible for the co-curricular waiver they must enroll in complete a minimum 12 credits with a minimum of a 2.0 GPA each quarter. Waiver recipients are subject to a satisfactory academic progress policy similar to financial aid recipients.

The addition of on-campus housing has provided the opportunity for more students to come from out of state to Edmonds Community College. Many of these students have skills and talents to share and develop in the college’s co-curricular programs. The co-curricular waiver program provides a vehicle to recruit and retain students who otherwise would not be able to attend EdCC because of the prohibitive out of state tuition cost.

Recommendation

It is recommended that the Edmonds Community College Board of Trustees approves lifting the cap of 20 co-curricular fee waivers per quarter for eligible students.



Board of Trustees

Washington Community College District 23

President's Report May 9, 2013

President Jean Hernandez Activity Report: – March 15 – May 1, 2013

Over the past several weeks, I have participated in the following activities, meetings, and events related to the five Core Themes of the College:

Strengthen our diverse community

I traveled with Vice President David Cordell to Tokyo, Kyoto, Osaka (Japan); Hanoi (Vietnam), and Hong Kong (China). Our purpose for visiting these countries was to continue to strengthen our international education relations. In Japan, I gave a welcome to the Freshman Class of 2013 from Trajal's Hospitality and Tourism College and Bridal Coordination College. Trajal is our oldest international education partnership at 27 years, and we currently have 67 Trajal students studying at Edmonds Community College for the next 11 months. Our Vietnamese partner, Capstone, arranged for us to meet with four students from the most prestigious and oldest private high school in Hanoi to review their science presentations that will be given at an international competition event in Arizona in May 2013. We also met with members of the Hanoi Department of Education and Training (DoET) and were interviewed by Hanoi Television to share with them information about our international education programs. In Hong Kong, we met with the CEOs of Litz Agency who is our largest international partner and has an 18 year history with Edmonds Community College.

Provide educational opportunities

During our Asia trip, Vice President Cordell and I gave presentations about Edmonds Community College educational opportunities at Tran Phu High School and Wellspring School in Hanoi. We also had 15 attendees at a two-hour information session arranged by Capstone. The parents who attended were most interested in our high school completion program.

The President's Advisory Committee met and they received an update on the latest activities at the college. I met with our local legislators while in Olympia to discuss supporting our educational needs.

Help students access career opportunities

I attended a kick-off briefing and celebration for the recently announced \$1.8M award for the WATR Center in support of the aviation industry in our region. Edmonds is one of five colleges across the country participating in the National Aviation Consortium, funded through the Department of Labor Trade Adjustment Assistance Community College Career Training (TAACCCT) grant program. I continue to attend the monthly Presidents' aerospace committee meetings. I provided a welcome for the National Fabrication Lab Network (Fab Lab) who met in Monroe Hall.

Support student success

I continue with involvement in the monthly Student Success Council meetings. I met with the Achieving the Dream coaches who visited our campus in early April. I attended the Northwest Higher Education Coalition meeting. The coalition is a group of nine members representing Western Washington University and 2-year community and technical colleges focusing on partnership opportunities. I attended the All-Washington Academic Team ceremony in Olympia where two Edmonds CC students were recognized, along with their statewide fellow recipients, for their academic excellence.

Encourage innovation, service, and lifelong learning

I continue with involvement with the Lynnwood Rotary Club, Workforce Development Council Board, United Way of Snohomish County, and the Economic Alliance of Snohomish County. I also continue to host local college donors. I joined Trustee Diana Clay in Olympia as she went before the Senate Committee and received her senate confirmation.