
Washington Community College District 23

Agenda
Regular Meeting
May 10, 2012
Cascade Conference Room
Snohomish Hall 304
4:30 p.m.

Estimated Time (p.m.)

- 4:30 **Call to Order and Introduction of Guests** – Dick Van Hollebeke
- 4:35 **Public Comments** – Dick Van Hollebeke
(Public comments are limited to two minutes each)
- 4:45 **Approval of Meeting Minutes:** April 12, 2012 – Dick Van Hollebeke
Next Meetings: May 15, 2012, 4:30 p.m. WATR tour; 6:30 p.m. meeting with Everett CC Board of Trustees; June 14, 2012, 4:30 p.m.
- 4:50 **Old Business – Action**
- Consideration of Professional Leave (RN 12-5-1) – Dr. Marty Cavalluzzi
- 4:55 **New Business – First Consideration**
- Consideration of College Mission, Core Themes, and Values – Dr. Jean Hernandez
 - Consideration of 2012-13 Associated Students’ Fees – Wayne Anthony and Amy Nguyen
 - Consideration of 2012-13 Associated Students’ Operating Budget – Wayne Anthony and Amy Nguyen
 - Consideration of 2012-13 College Operating Budget – Kevin McKay
 - Consideration of 2012-13 International Contract Programs – Marian Paananen
- 6:10 **Monitoring Reports** (10 min. each)
- Achieving the Dream Update – Jennifer Inslee, Karen Johnson and Jim Mulik
 - Annual Enrollment Update – Dr. Marty Cavalluzzi and Pat Huffman
- 6:35 **Board Updates** (2 min. each)
- Faculty Representative – Margaret West
 - Classified Representative – Patti Pollardo
 - Student Representative – D’Artagnon Womack
- 6:45 **President’s Report** – Dr. Jean Hernandez
- 6:55 **Board Discussion** – Dick Van Hollebeke
- 7:15 **Executive Session** – Dick Van Hollebeke
- 7:40 **Adjournment**

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

Edmonds Community College will schedule meetings in locations that are free of mobility barriers, and interpreters for deaf individuals and Braille or taped information for blind individuals can be provided when adequate notice is given to the Office of the President, 425-640-1516.



Board of Trustees

Washington Community College District 23

Regular Meeting Minutes April 12, 2012

DRAFT

Trustees Present: Wayne Brown, Diana Clay, Quentin Powers, Dick Van Hollebeke, and Emily Yim
Others Present: Arlene Anderson, Wayne Anthony, Keith Bouldin, Mark Cassidy, Pat Copeland, David Cordell, Jean Hernandez, Jennifer Inslee, Karen Johnson, Lauri Kram, Susan Loreen, Sarah Maki, Chris Marx, Kevin McKay, Janet Mercer, Patty Michajla, Johnetta Moore, Jim Mulik, Kelvin Nesvog, Melissa Newell, Amy Nguyen, Ann Paulson, Joan Penney, Anne Penny, Patti Pollardo, Melody Schneider, Eva Smith, George Smith, Niklaus Sugiri, Carol Summers, Shirley Sutton, Lynda Villanueva, Margaret West, Stephanie Wiegand, Andy Williams, and D'Artagnon Womack

Call to Order and Introduction of Guests – Dick Van Hollebeke

The April 12, 2012 Board of Trustees meeting was called to order by Chair Dick Van Hollebeke at 4:37 p.m. Self-introductions were provided.

Public Comments

No public comments.

STUDY SESSION

Achieving the Dream – Dr. Lynda Villanueva

Dr. Lynda Villanueva provided an update on the Achieving the Dream (ATD) process. The College is nearing the end of year one and the faculty, staff and administrators have been engaged in this process of viewing data to look at achievement gaps, to develop a culture of evidence, and broadly engage stakeholders. The draft of the proposal is ready to be submitted. Priority areas have been identified as well as interventions to address reducing achievement gaps.

Trustees have an opportunity to demonstrate and sustain this commitment to student success to look at the evidence and see whether policies need to be implemented or changed in order to scale up interventions or ensure that students are receiving the proper services to be more successful. 92 percent of part-time students do not receive their degrees and this failure rate is unacceptable. ATD is the largest national movement to help community college students succeed. Dr. Villanueva applauded the Edmonds effort to achieve student success.

The core team will provide a one page monthly update for the Board for them to see the interventions and accomplishments. The Governance Institute for Student Success will provide the Board with a lot of information on ATD.

Mission and Core Themes – Jim Mulik

Attachment A

An open campus forum was held on April 9th with approximately 70 people participating to provide their input on the work being done on the draft of the mission statement, core themes and core values. The

outcome of that discussion was presented to the Board of Trustees by representatives of the Planning Action Committee (PAC).

Jim Mulik asked the Board to review the feedback, and to discuss and provide their input for him to take back to the committee for further work. Upcoming committee meetings will be held on April 18 and May 2. On the May 4th Building Community Day the recommendations will be finalized and reported. That recommendation will be presented to the Board for first consideration at the May 10 Board meeting.

BUSINESS MEETING

Approval of Minutes

Attachment B

Trustee Clay moved and Trustee Yim seconded the motion to approve the March 8, 2012 meeting minutes.

APPROVED

Next Meetings

- May 4, 2012, 11:30 a.m. Building Community Day, Recognition Event and Barbeque
- May 10, 2012, 4:30 p.m.
- May 15, 2012, 6:30 p.m. Meeting with Everett CC Board of Trustees. (It was suggested to meet at 4:30 p.m. at the Paine Field locations for a brief study session and tour prior to traveling to the Everett CC campus for the joint meeting.)

NEW BUSINESS – FIRST CONSIDERATION

Consideration of Professional Leave – Dr. Jean Hernandez

Attachment C

Dr. Hernandez provided the background information on the two candidates requesting professional leave. Elizabeth Treadgold is requesting one quarter of state-funded leave, and Jan Peterson is requesting one quarter of Foundation-funded leave. The Professional Leave Committee and Dr. Hernandez support both candidates.

According to Board practice on professional leave, all leave recipients must submit a one-page, written summary to the Board of Trustees at the end of the quarter following their leave. The Board also requests receiving an oral presentation during a Board meeting to hear the outcome of the leave experience and contribution to the College.

Approval of professional leave will be requested at the May 10th Board meeting.

Monitoring Report

Foundation Update – Chris Marx

Attachment D

1. Five year data analysis of auction – Gross revenues have decreased over time and the net revenues look good. Sponsorships have increased. The number of auction items has decreased but revenue has increased. Attendance has increased by 13 percent and they are working on growing the audience. Expenses have decreased dramatically due in part to moving the auction to the college campus. This event is extremely successful.

2. **Strategic Plan** – The Strategic Plan was adopted in 2009. A strategic plan scorecard was shared outlining goals, objectives, targets, status, resources, and next steps.
3. **Fundraising initiatives** – The Foundation is continuing to refine and enhance their signature events. In an effort to generate more interest, the annual golf tournament will be held this year at the Seattle Golf Club in September. They are developing a diverse annual giving program. The board is beginning to talk about their next campaign. There will now be a President’s Club giving group. People who give a minimum of \$1,000 per year will be included in that club. They are working to build this community of supporters for the college. The launch of the President’s Giving Club will begin in May and an event will take place on June 21 at the home of Dean and Carla Nichols, 6-8 p.m. The Trustees were invited to attend this event.

Board Updates

Faculty Representative – Margaret West

Attachment E

Classified Representative – Patti Pollardo

Attachment F

Student Representative – D’Artagnon Womack

Attachment G

President’s Report – Dr. Jean Hernandez

Attachment H

In addition to the attached report, President Hernandez reported on the following:

- Dr. Hernandez has been invited to participate on a STEM panel discussion at the White House on April 24. A press release will be sent out.
- A small number of CWU students have been taking drama classes. Six to eight Edmonds CC students are taking drama classes each quarter. A production with our own drama students will take place during fall quarter in the Black Box Theater.

Board Discussion – Dick Van Hollebeke

- Tours will be arranged for the Trustees to visit the main campus, Paine Field, and the corrections education facilities in Monroe. The Paine Field tour will be coordinated with the May 15 Board meeting at Everett Community College. The Trustees will first tour the Paine Field facilities at 4:30 p.m. and then proceed to the Everett CC campus for the 6:30 p.m. meeting. The Trustees will be asked to attend the Monroe Correctional facilities graduations in June and will be able to view the facilities at that time. The main campus tour will be held in August.
- A DVD was sent to the Trustees of Mr. Van Hollebeke’s recent interview with Dr. Hernandez and Dr. Gaudino, CWU President. Dr. Hernandez spoke to Dr. Gaudino today regarding moving the aeronautical engineering degree to the CWU university center on our campus. He will have one of his staff as well as industry partners contact Vice President Susan Loreen.
- Trustee Van Hollebeke spoke about education being the key to our area industry needs. Skilled workers are retiring in aerospace and healthcare fields.
- Trustee Van Hollebeke shared photos that he took of the main entrance to the college campus. Since this is the transit center entrance where cars are not allowed, there are “do not enter” and “wrong way” signs at that entrance. Mr. Van Hollebeke would like to have the college look into moving the transit center so that the main entrance will look more inviting to visitors and students.

Executive Session – Dick Van Hollebeke

At 7:35 p.m. the Board of Trustees entered into executive session for the purpose of the selection of the Excellence in Education Award recipient.

Adjournment

The meeting was adjourned by Chair Dick Van Hollebeke at 7:46 p.m.

ATTACHMENTS AVAILABLE UPON REQUEST

Dick Van Hollebeke, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

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

April 12, 2012

The Council has discussed the tentative arrangements for the visit to the Council meeting of the two trustees, Emily Yim and Wayne Brown. They are very welcome, but the only doubt is that we would not be able to give them sufficient time for their visit to be worthwhile. Another suggestion we have is for our annual joint dinner to be early in the fall this year rather than in winter 2013. (The trustees seemed to indicate that this suggestion was acceptable.)

Melody Schneider has accepted the position of Commencement Coordinator for this year's graduation ceremony. This is very good news.

Our major endeavor over the last month has been preparing for contract negotiations. In an effort to free up faculty for the research underpinning negotiations as well as the actual negotiations process at the table, the Council has approved up to 1/3rd release time for the faculty team of Mike Fitch, Chuck Cox, and Kelly Weibel. (I'm on the team too, but the Council didn't give me anything!) We hope the release time will enable us to complete negotiations by the middle of June. This target may be a challenge because it's impossible to keep 7 people at the table in the face of conflicting commitments, but we are doing our best.

Mark Cassidy and I began the Interest Based Bargaining process early by exchanging drafts of ground rules and establishing a tentative schedule. The union team has met three times and plans to meet weekly separately from the joint negotiations to ensure we are ready.

Our first meeting with the administration team will be tomorrow when we will exchange ground rules and opening statements and also confirm the calendar. Next Tuesday, we will exchange issue lists, and then we are off on what we hope will be a rewarding experience.

Briefly in other news, the AFTWA's May Convention has attracted a lot of interest this year. We are sending 13 faculty to be delegates – about twice the number we usually send. We suspect the location of Ocean Shores has something to do with it.

Submitted by:

Margaret West
President
Local 4254
Edmonds Community College Federation of Teachers

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

April 12, 2012

- On March 30, 2012, our WPEA President, Dave Shiel, wrote a letter to Diane Leigh, Director of OFM, demanding to bargain the 3% Temporary Salary Reduction (TSR). On that same day, he sent letters to all the pertinent officials at government agencies, and all the college presidents with bargaining units under WPEA advising them of this same thing and asking them if they will direct the Labor Relations Office (LRO) to accept our demand to negotiate the TSR prior to implementation July 1, 2012. In this letter, Dave also asked the agency officials and college presidents if they implement the TSR on July 1, 2012, will they impose the reduction fairly on all employee groups, including administrative, exempt, faculty, and non-represented classified employees? We will hope in our case that President Hernandez will work with WPEA toward the goal of eliminating, adjusting, or mitigating the effects of the TSR on our members. This is all new territory in collective bargaining, so it will be interesting to see how we reach an equitable outcome with this situation.
- We are gearing up for negotiating our next contract for 2013-2015. Dave Shiel has hired Antonia (Toni) Bohan to be our union's Lead Negotiator. She has negotiated many contracts and has a strong union background. Amanda Hacker will be assisting her, just as she did Lou Baker when we negotiated our last contract. Accordingly, there will also be a Bargaining Advisory Team (BAT) from which members will be selected to be on the Bargaining Table Team (BTT). There will be one member from each college on the BTT to help negotiate the contract. The members on the BAT will be reviewing and revising all contract proposals brought forward by WPEA members, and will then pass them on to the members on the BTT. Our business will be conducted through several conference calls, and then actual days of meetings negotiating with the State/Management team. This is a very different team arrangement so it will be interesting to see how it all goes. I believe the actual negotiating will begin in May.

Again, we will have to have the contract negotiated and ratified by our members so we can have everything to the Governor by October 1, 2012. I am sure we will be told there is no money again. We will just hope Management won't be in another "take away" mood. Morale is already at an all-time low no matter what position you hold or where you work. Any more drastic cuts will be devastating!

- Seamus Walsh Petrie, our WPEA Legislative Director, sent out questionnaires to legislative candidates running for office and seeking the union's endorsement. There is a list on our WPEA website of the candidates who returned the questionnaires and their responses for our members to access. The candidates requesting our endorsement include individuals for the State Auditor position, Secretary of State, and from Legislative Districts 1, 3, 11, 17, 22, 23, 27, 29, 30, 35, 46, 48 and 49. I have read a couple responses thus far and believe they will give me a better picture of how they

helped us (or will help us) so that I can make an informed recommendation as to whether or not we should endorse them.

- We have been dealing with some pretty tough situations with employees. I want to take this opportunity to thank President Hernandez and Mark Cassidy for all of their help and support in making their decisions and working with us. I truly appreciate and respect the relationship we have, as do our members.

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

ATTACHMENT G
BOARD OF TRUSTEES
Monthly Meeting Report
ASSOCIATED STUDENTS

April 12, 2012

• **COMPLETED**

- 4-10-2012 – **Sam Reed Brownbag Lecture:** As part of our College Civics Week, Secretary of State Sam Reed spoke for about an hour about how rewarding and accessible public service can be.
- 4-06-2012 – **Academic Division Meeting:** Several Executive Board members attended the Developing Education division meeting. We presented on the projects we have in motion.
- 3-16-2012 thru 3-20-2012 – **ASACC conference in WA DC:** Max Carsen and I attended the conference. Workshops included ASEdCC branding, federal activism, and legislative issues that impact community colleges. We met with Representatives Jim McDermott and Rick Larsen and shared our concerns.

• **IN PROGRESS**

- **Service and Activities Fee Budget Committee** has reviewed budget requests and made preliminary allocations. I am very optimistic about next year's services and activities.
- **TIMC and Campus Green Fund Budget Committees:** The two student-funded project committees are under way. We're looking forward to technology improvements and sustainable projects.
- **Executive Officer Recruitment:** We have initiated the replacement process. Our student government is a hiring process, so we are looking for qualified candidates.
- **Community Transit Contract Negotiations:** CT has gathered sufficient data to begin proposing contracts. We are seeking efficiencies wherever possible, and looking at multiple ride structures.

• **FUTURE**

- 04-13-2012 - **Disability Education Seminar:** Disability awareness event for students.
- 04-15-2012 – **Home Baseball Game:** 1:00pm at Triton Field.
- 04-17-2012 – **Home Softball Game:** 3:00pm at Triton Field.
- 04-21-2012 - **Project Homes Association Silent Auction:** Project Homes helps students who would otherwise be homeless. We purchased several tables and will be attending as volunteers and guests. Seats are still available: \$60/person.

- 04-26-2012 - **Club Fair:** Many clubs will recruit and strut their stuff. 10:00am-2:00pm. Barbeque!
- 05-16-2012 - **Awards Desert:** Student recognition desert. A lot of students volunteer to help the AEdCC staff events. 3:00-5:00pm at Woodway 202.
- 05-30-2012 – **NCcore:** We are sending Executive Officer of Diversity Anne Tran with EdCC group to NCcore diversity conference.

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

**President's Report
April 12, 2012****ATTACHMENT H****President Jean Hernandez
Activity Report: March 1 – April 4, 2012**

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

1. Foster Student Learning

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

2. Provide Access for Educational Opportunities

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

3. Support Student Success

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

construction industry students at Tulalip. I presented “Bravo” Awards to the staff members of the Washington Aerospace Training & Research (WATR) Center and the Employment Resource Center (ERC) for their excellent efforts.

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

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

5. **Support Community and Civic Engagement**

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

6. **Be Fiscally Accountable**

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



Board of Trustees

Washington Community College District 23

Background

PROFESSIONAL LEAVE REQUESTS FOR 2012-2013 ACADEMIC YEAR

Subject

Board of Trustees approval to grant faculty professional leave for the 2012-2013 academic year is requested.

Background

The negotiated agreement between the Board of Trustees of Washington Community College District 23 and the Edmonds Community College Federation of Teachers, Local 4254 AFT, AFL/CIO, specifies the process whereby the Board of Trustees may consider and grant professional leave to eligible faculty up to a maximum of four percent of the state-funded FTEF. The Federation appointed a Professional Leave Committee to review and rank eligible faculties' professional leave proposals for the Board's consideration.

The agreement states that each professional leave recipient will receive 85 percent of the employee's step placement during the period of time he or she is on professional leave.

(State supported programs)

<u>Faculty Member</u>	<u>Professional Leave Recommended</u>	<u>Annualized FTEF</u>
Elizabeth Treadgold	One quarter	.333
<i>Total Annualized FTEF</i>		.333

(Foundation funded)

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

Recommendation

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



Board of Trustees

Washington Community College District 23

Resolution No. 12-5-1

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 2012-2013 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>
Elizabeth Treadgold	One quarter	.333

<i>Total Annualized FTEF</i>		.333
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(Foundation funded)

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

Dick Van Hollebeke, Chair

ATTEST:

Date Approved

Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

CONSIDERATION OF REVISED MISSION STATEMENT, REVISED MISSION CORE THEMES, AND SET OF VALUES

Subject

Board of Trustees first consideration of a revised mission statement, mission core themes, and values – and their associated language and policy changes.

Background

During the past three years, the college community has worked on improving, better defining and documenting its integrated planning processes. Part of this work stemmed from an accreditation recommendation as a result of the comprehensive Self Study visit in Spring 2008. Another part of the work stemmed from the February 2010 changes to the Northwest Commission on Colleges and Universities' (NWCCU) accreditation process.

The college submitted its first accreditation report (i.e., Year One Report) under the new NWCCU standards in March 2011, and the college received three recommendations regarding (a) defining mission fulfillment and a corresponding acceptable threshold of mission fulfillment; (b) creating a stronger alignment of core themes to essential elements of the mission statement; and (c) better defining core theme objectives and revising performance indicators to measure the objectives.

In Spring 2011, soon after the Year One Report was submitted, a small group of college employees began meeting on a weekly basis to formulate a strategy to address noted deficiencies in the college's mission, core themes, and planning processes. This team recommended using Peter Senge's Learning Organization framework to move forward with the necessary work. Senge's work focuses on vision, mission, and values at the forefront of planning efforts.

The accreditation recommendations and the work of the small team were discussed at the Board retreat in August 2011, and the Board formally requested that the college move forward with a process to examine and revise the mission, core themes, and strategic plan for the college.

In September 2011, the college formally began addressing the accreditation recommendations and the Board request by discussing the items during Kick-Off week and by asking employees to complete a mission and vision-related survey. 216 employees completed the survey, offering 110 mission-related and 421 vision-related comments.

In November 2011, the college's President reconstituted the Institutional Effectiveness Advisory Committee into a Planning Advisory Committee (PAC) with cross-college representation. The 35 members of the PAC are liaisons for their stakeholder groups, and the PAC has met 10 times (from November 16, 2011 through May 2, 2012). One of these meetings was an open college forum that was attended by nearly 70 people.

In between committee meetings, the PAC members have called special meetings with their stakeholder groups to gather input and feedback into the mission, core themes, values, and planning development process. Since November 2011, more than 300 college employees and students and, collectively, more than 1,000 hours of effort have been devoted to the process.

The process, to date, has resulted in this formal, Board recommendation concerning (a) a revised mission statement and associated mission core themes and (b) a set of values to replace the existing Philosophy statement. The recommended revised mission, core themes, and values are below:

Mission Statement:

We strengthen our diverse community by helping students access educational and career opportunities in a supportive environment that encourages success, innovation, service, and lifelong learning.

Mission Core Themes:

- Provide access to educational and career opportunities
- Support student success
- Foster lifelong learning
- Respond to community needs

Values:

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.

Inclusion and Respect

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

1. Approval of a revised mission statement and mission core themes.

The recommended changes to the mission statement and core themes stem from the recommendations received in response to the March 2011 Year One accreditation report. Approval of the revised mission statement and core themes will allow the college to have a foundation upon which further accreditation and planning work can be built, including defining objectives for each core theme and a threshold for mission fulfillment.

2. Approval of the values to replace the existing Philosophy statement;

The recommended change to values from Philosophy is due to the need to highlight the importance of two former core themes that have been removed (due to accreditation suggestions by the Northwest Commission on Colleges and Universities' evaluation team) and to align the college values with the learning organization's framework, as recommended by Peter Senge's work. The recommended values not only include key aspects of the existing Philosophy statement, but also include the two core themes that the evaluation team recommended removing: (a) positive place to work and learn and (b) be fiscally accountable.

3. Approve updating Board Policies B 1.1 Mission and Philosophy and B 1.2 Core Themes and Strategic Directions.

With approval of recommendations #1 and #2 above, two Board policies will need to be updated and renamed. It is recommended that Board Policy B.1.1. be renamed Mission, Core Themes, and Values and that Board Policy B.1.2 be renamed Vision and Strategic Directions. It should be noted that the next part of the planning process is designed to update the strategic directions and articulate a vision statement for the college, as no vision statement currently exists.

Recommendation

The College recommends the Edmonds Community College Board of Trustees approves adoption of the revised mission statement, adoption of the revised mission core themes, and adoption of the proposed set of values to replace existing Philosophy statement. Furthermore, the College recommends updating Board Policies B 1.1 Mission and Philosophy and B 1.2 Core Themes and Strategic Directions with the appropriate content and to rename accordingly Board Policy B.1.1. Mission, Core Themes, and Values, and Board Policy B.1.2. Vision and Strategic Directions.



Background

Washington Community College District 23

Board of Trustees

*FISCAL YEAR 2012 - 2013
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 Fee and voluntary self-assessed fees for Fiscal Year (FY) 2012-13.

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 and approved by the Board of Trustees. The State Legislature has given authority to each college to determine local fees.

The Associated Students unanimously voted to recommend no fee increases for 2012-13. The recommendation is to keep the Services and Activities Fee, 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. This decision reflects the AEdCC Executive Board's

desire to minimize, as much as possible, the burden of increasing tuition costs in 2012-13 along with increased fee costs associated with attending college.

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 2011-2012 \$9.54/credit (credits 1-10) \$5.10/credit (credits 11-18)

S&A Fee 2012-2013 \$9.54/credit (credits 1-10) \$5.10/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 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 2011-2012 \$.32/credit

Student Center M&O Fee 2012-2013 \$.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 2011-2012 \$5.40/credit

Assessment Fee 2012-2013 \$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 2011-2012 \$2.40/credit

Technology Fee 2012-2013 \$2.40/credit

Athletic Field Fee

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

Athletic Field Fee 2011-2012	\$1.50/credit
Athletic Field Fee 2012-2013	\$1.50/credit

Bus Pass User Fee

The Associated Students took action to assess students, who want a bus pass, a quarterly fee 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 2011-2012	\$15.00/quarter
Buss Pass User Fee 2012-2013	\$15.00/quarter

Sustainability Fee

The Associated Students took action to assess themselves a Sustainability Fee. This fee began in 2011 to provide dedicated funding to enhance sustainability on campus. The fee provides funding for sustainability grants, funds student positions known as “green team,” and purchase supplies and materials to educate the campus community about sustainable practices.

Sustainability Fee 2011-2012	\$.50/credit
Sustainability Fee 2012-2013	\$.50/credit

Recommendation

Board of Trustees approval of the proposed FY 2012-2013 AEdCC 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.

2012-2013 AEdCC Services & Activities Fee Budget

No.	Account Number	Program Title	2011-2012 Allocation	2012-2013 Allocations
1	2020	Game Room	17,574.00	19,402.00
2	2050	Front Desk	26,243.00	17,765.00
3	2110	AEdCC Executive Board	66,974.00	69,768.00
4	2116	Program/Event Refreshment Support	435.00	440.00
5	2117	Legislative Action	1,430.00	1,995.00
6	2140	Student Leadership Training	23,139.00	25,220.00
7	2210	Student Activities Supervision	69,494.00	72,302.00
8	2215	Intramural Programmer	9,271.00	9,271.00
9	2220	Lecture Series	35,500.00	35,500.00
10	2225	Information Center	26,902.00	32,565.00
11	2235	Student Technology Resource and Reference Center	4,275.00	17,580.00
12	2240	Student Activities Programming	44,500.00	44,750.00
13	2280	Commencement	21,827.00	21,512.00
14	2285	Awards Dessert	4,200.00	5,370.00
15	2292	Students with Disabilities	24,441.00	27,806.00
16	2310	Internship Fair	1,600.00	1,800.00
17	2311	Edmonds Career Access Program	900.00	900.00
18	2312	Orientation Support	12,150.00	0.00
19	2313	Service Learning	15,069.00	20,613.00
20	2315	Residential Life Program	32,800.00	33,500.00
21	2325	Art Gallery	8,429.00	8,649.00
22	2330	Childcare	119,917.00	119,539.00
23	2340	Learning Support Center	63,800.00	63,800.00
24	2360	Diversity Student Center	31,423.00	35,371.00
25	2404	Career Pathways Presentation	13,466.00	14,054.00
26	2405	Career Fair/Specialized Hiring Events	4,680.00	4,680.00
27	2408	Leadership is You! Conference	6,500.00	8,750.00
28	2410	Clubs	38,139.00	39,570.00
29	2610	Student Newspaper	21,600.00	18,600.00
30	2620	Triton Calendars	20,150.00	16,250.00
31	2630	Between the Lines	15,000.00	15,000.00
32	2640	Publicity	9,694.00	8,295.00
33	2660	Printing	2,000.00	3,450.00
34	2670	Digital Signage	6,899.00	7,623.00

35	2680	Black Box Theatre	15,000.00	15,015.00
36	2705	Athletic Scholarships	20,000.00	25,000.00
37	2710	Athletic Administration	76,250.00	95,500.00
38	2712	Post-Season Travel	10,000.00	10,000.00
39	2713	Athletic Travel/Per Diem	50,000.00	50,000.00
40	2714	Uniform Schedule	6,500.00	6,500.00
41	2720	Men's Soccer	6,500.00	6,500.00
42	2725	Women's Soccer	6,500.00	6,500.00
43	2730	Men's Basketball	6,500.00	6,500.00
44	2740	Baseball	9,500.00	9,500.00
45	2750	Volleyball	6,500.00	6,500.00
46	2760	Women's Basketball	6,500.00	6,500.00
47	2770	Softball	6,500.00	6,500.00
48	2790	Athletic Transportation	35,000.00	35,000.00
49	2795	Athletic Facilities	15,000.00	15,000.00
50	2810	Jazz Band	6,450.00	14,050.00
51	2820	Soundsation	13,550.00	16,100.00
52	2830	Jazz Festival	11,750.00	11,150.00
53	2850	Symphonic Choir	13,150.00	13,850.00
54	2855	Music Licensing for EdCC	6,400.00	6,400.00
55	2860	Music Programmer	7,166.00	7,535.00
56	2865	Music Scholarships	5,000.00	8,000.00
57	2870	ISS Programmer	7,166.00	7,385.00
58	2920	Unallocated Reserve	69,697.00	135,897.00
59	2940	Building Funding	100,000.00	100,000.00
New Programs				
60		Concert Band		6,000.00
61		Library Programmer		606.00
62		Student Leader Conference Travel		6,000.00
63		Counseling and Resource Center		10,222.00
64		Vocal Music Program		2,600.00
Total			1,317,000.00	1,468,000.00
Projected Revenue for 2012-2013 academic year				1,468,000.00



Background

Washington Community College District 23

Board of Trustees

FISCAL YEAR 2012-13 ASEDCC BUDGET

Subject

Proposed ASEdCC Services and Activities Fee Budget for (FY) 2012-13.

Background

The ASEdCC budget development process is outlined in the ASEdCC Financial Code and RCW 28B.15.045. The ASEdCC Services and Activities Fee Budget 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:

2012-13 Projected Revenue = **\$1,468,000**

Increased funding emphasis for the 2012-13 academic year are for the following programs:

- Funding for Information Center increases 40%
Increased funding to support additional student staff to provide campus tours.
- Funding for Service Learning increases 37%
Increased funding to support additional service-learning sponsored projects
- Funding for Leadership is You! Conference increases 35%
Increased funding to enhance the quality of the student leadership conference.
- Funding for Athletic Administration increases 25%
Increased funding for rising athletic insurance costs and to hire an athletic trainer for practices and athletic contests.
- Funding for Athletic Scholarships increases 25%
Increased funding to support additional athletic scholarships.
- Funding for Jazz Band increases 118%
Increased funding to support additional travel for the jazz ensemble to perform throughout the region. Funding to support guest artists to perform with Jazz Band on campus.
- Funding for Music Scholarships increases 60%
Increased funding to support additional music scholarships.

New Programs Recognized and Funded:

- **Concert Band**
Provides funding to support a Concert Band through the Music Department. Funding supports the purchase of music, guest clinicians and musicians and pay for program materials.
- **Library Programmer**
Provides funding for a part-time hourly student to assist in gathering and analyzing students' surveys and focus groups to implement new library resources and services.
- **Student Leader Conference Travel**
Provides funding for regional conference travel for student leaders who are not employed with the Office of Student Life.
- **Counseling and Resource Center**
Provides funding to promote and expand the current services and resources available to students by developing, coordinating and implementing a wellness-programming component.
- **Vocal Music Program**
Provides funding to increase students' awareness of various styles of music and vocalists by purchasing tickets to Seattle Opera, hiring performers and funding marketing materials.

Recommendation

Board of Trustees approval of the proposed FY 2012 -13 ASEdCC Services and Activities Fee budget as submitted.



Board of Trustees

Washington Community College District 23

Background

2012-13 College Operating Budget

Subject

Consideration of the 2012-13 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 higher education will receive no additional reductions to our allocation beyond those already planned for this second year of the biennium. Of these reductions, most are one-time reductions, with the expectation that those funds will be restored in the next biennium. This is the closest thing to good news we have received from the legislature in the past four years.

There are a few details in this year's allocation which remain to be sorted through, so the numbers we have at this point are subject to further change between now and June. Funding has been pulled from our base allocation for both the Student Achievement Initiative incentives and for targeted growth in STEM programs. Both have to be earned back by the College through processes that are not yet completely defined. Additionally, some targeted aerospace program funding has also been removed from this year's allocation and will be distributed back through a "competitive" process yet to be defined.

As of this writing, there also remains some question as to whether or not the State Board for Community and Technical Colleges will enact the 12% tuition increase that was promised for this second year of the biennium (3% of which is retained by the State Board to fund the migration from current legacy IT systems to a new platform). Any change to the planned tuition increase would have a significant effect on our College budget, since our strategies for bridging the \$3.3 million dollar cut already received this biennium were, in large part, based on tuition estimates for both years of the biennium. Depending on what the State Board does, we could be forced to make further changes from the budget presented today.

Enrollment has declined much more steeply this past year than we had modeled (though the College continues to exceed our allocation targets by almost 10%). Fortunately, strong enrollment in International programs and in Grants and Contract revenue, combined with conservative budgeting of projected revenue, have compensated for the 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 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 2012-2013 College operating budget presented at the June 2012 meeting of the Board of Trustees.



2012-2013 International Contract Programs

Subject

Consideration of the 2012-2013 International Contract Programs.

Background

In September 2007, SBCTC gave the Colleges guidelines on how to continue or terminate international contract programs. 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 programs. 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 programs 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 2012-2013 International Contract program at the June 2012 meeting of the Board of Trustees.



Board of Trustees

Washington Community College District 23

President's Report May 10, 2012

President Jean Hernandez Activity Report: April 5 – May 3, 2012

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

1. **Foster Student Learning**

I continue with the accreditation follow up work and meeting with the strategic planning group on the development of the college's new mission, vision, core themes, and strategic plan. I also am involved in the work involving the Achieving the Dream implementation plan. I attended the statewide Information Technology Commission meeting in Wenatchee.

2. **Provide Access for Educational Opportunities**

I was honored to be selected to participate on a STEM panel at the White House involving three other women from across the country in discussing opportunities for young women in Science, Technology, Engineering and Math. Work continues with the Five Star Consortium presidents at the monthly president's WACTC meetings. I also continue to meet monthly with the presidents involved in aerospace training. I attended the Boeing – Edmonds CC retreat held on our campus.

3. **Support Student Success**

As a new member of the College Spark Board I attended a board meeting. I attended the Campus Compact president's meeting. I attended a four-day accreditation visit to Flathead Community College in Montana where I served as Chair of the committee. And, I attended the American Association of Community Colleges Annual Spring Convention in Orlando, Florida, where I was invited to participate on a National Science Foundation (NSF) panel.

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

I attended the Edmonds CC Supervisory Training Kick-Off meeting providing a welcome. I participated in a Diversity Committee meeting. I presented several Bravo Awards at the monthly celebration honoring selected staff and faculty members nominated by their peers. I provided a welcome for the Cinco de Mayo event on campus.

5. **Support Community and Civic Engagement**

I attended the student-sponsored presentation of Secretary of State Sam Reed. I continue to attend the Rotary Club of Lynnwood meetings. I continue to meet regularly with Everett CC President David Beyer to remain in contact about our partnerships and discuss other educational opportunities and issues affecting South Snohomish County. I met with Sarah Bolton and Uriel Ybarra of Senator Patty Murray's office. The visit involved a tour of the WATR center and a meeting on campus with staff providing information on Achieving the Dream, the CATCH grant, Americorps, and the WATR Center. I attended the Edmonds Center for the Arts celebration of the upcoming season of performances. I attended an event in the Black Box Theater presented by the Black Student Union. I attended the graduation celebration for Leadership Snohomish County where our Vice President of Finance and Operations, Kevin McKay, was honored as a member of that class. I provided a welcome for the Communities of Color Coalition event held on our campus.

6. **Be Fiscally Accountable**

As the fiscal budget year comes to an end, I am involved in the development of the 2012-13 operating budget that the Board will approve in June. I continue to meet regularly with numerous donors to the College Foundation. Campus Open Forums are held several times a quarter to continue discussions of both the statewide and Edmonds CC budget status and maintain timely communication with the campus community.