

Washington Community College District 23

AGENDA

Special Meeting
May 11, 2017
Gateway Hall 352
3:30 – 7:40 p.m.

Mission: Edmonds Community College strengthens our diverse community by helping students access educational and career opportunities in a supportive environment that encourages success, innovation, service and lifelong learning.

TAB

3:30 PM	<i>TENURE AND PERMANENT STATUS RECEPTION</i>		
	~ ~ ~ ~ ~		
4:30 PM	A. Call to Order	Carl Zapora	
4:32 PM	B. Introduction of Guests	Carl Zapora	
4:35 PM	C. Public Comments (2 min. each)	Carl Zapora	
4:45 PM	D. Approval of April 13, 2017 Meeting Minutes	Carl Zapora	1
4:48 PM	E. Next meeting: June 8, 2017, 4:30 p.m. (Diana Clay will Chair)		
	F. New Business – First Consideration		
4:50 PM	1. Consideration of 2017-2018 AEdCC Student Fees	Linh Tran	2
4:55 PM	2. Consideration of 2017-2018 AEdCC Budget	Linh Tran	3
5:05 PM	3. Consideration of 2017-2018 College Operating Budget	Kevin McKay	4
5:20 PM	4. Consideration of International Contract Program	Kevin McKay	5
5:25 PM	5. Consideration of New Curricula – Allied Health Education – AAS-T Degree	Dr. Charlie Crawford	6
5:28 PM	6. Consideration of New Curricula – Occupational Safety and Health Certificate	Dr. Charlie Crawford	7
5:31 PM	7. Consideration of Elimination of International Business ATA Degree	Dr. Charlie Crawford	8
5:35 PM	8. Consideration of Revised Mission and Core Themes	Dr. Jean Hernandez	9

Continued

**EDMONDS COMMUNITY COLLEGE
BOARD OF TRUSTEES – AGENDA
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5:50 PM	G. Monitoring Report 1. ctc-Link Update	Dr. Jean Hernandez, Kevin McKay, Ligia Cicos	
	H. Reports		
6:20 PM	1. Faculty Representative	Margaret West	
6:23 PM	2. Student Representative	Naol Debele	
6:26 PM	3. Classified Staff Representative	Patti Pollardo	
6:30 PM.	I. BREAK		
6:40 PM	J. Foundation Report	Diana Clay	10
6:45 PM	K. President’s Report	Dr. Jean Hernandez	11
6:50 PM	L. Presidential Search 1. Initial Discussion	Carl Zapora	
7:20 PM	M. Board Discussion	Carl Zapora	
7:40 PM	N. Adjournment	Carl Zapora	

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.

MINUTES**Regular Meeting
April 13, 2017*****DRAFT*****Trustees Present:** Lia Andrews, Dr. Tia Benson Tolle, Diana Clay, Quentin Powers, and Carl Zapora**Trustee Absent:** Emily Yim**Others Present:** Arlene Anderson, Danielle Carnes, David Cordell, Dr. Terry Cox, Dr. Charlie Crawford, Dennis Curran, Naol Debele, Dr. Tonya Drake, Lori Greenwood, Dr. Jean Hernandez, Leah Leggert, Kevin McKay, Patty Michajla, Jim Mulik, Frederick Pieters, Patti Pollardo, Joseph Roland, Eva Smith, Dr. Yvonne Terrell-Powell, Karen Townsend, Gabriela Vaisvila, and Margaret West**CALL TO ORDER AND INTRODUCTION OF GUESTS**

Carl Zapora, Board Chair, called the meeting to order at 4:32 p.m., welcomed those present, and asked for self-introductions.

PUBLIC COMMENTS

No public comments

APPROVAL OF MINUTES

Motion: Trustee Clay moved and Trustee Powers seconded the approval of the March 9, 2017, and March 17, 2017 meeting minutes.

Approved

NEXT MEETING

May 11, 2017, 4:30 p.m. A Tenure and Permanent Status reception will be held prior to the meeting from 3:30 – 4:30 p.m.

OLD BUSINESS - ACTION**Approval of Professional Leave for Tenured Faculty (Resolution No. 17-4-1) – Dr. Charlie Crawford**

Dr. Charlie Crawford, Executive Vice President of Instruction, recommended approval of professional leave for three tenured faculty: Erika Ferreri, Minh Carrico, and Niko Culevski.

Motion: Trustee Clay moved and Trustee Powers seconded the approval of Resolution No. 17-4-1.

Approved

Trustee Andrews abstained.

Approval of Professional Leave for Permanent Status Faculty (Resolution No. 17-4-2) – Dr. Charlie Crawford

Dr. Charlie Crawford recommended approval of professional leave for permanent status faculty member, Jan Peterson.

Motion: Trustee Clay moved and Trustee Powers seconded the approval of Resolution No. 17-4-2.

Approved

Trustee Andrews abstained.

Approval of 2017-2018 College Course Fee Schedule (Resolution No. 17-4-3) – Kevin McKay

Kevin McKay, Vice President for Finance and Operations, presented the 2017-2018 College Course Fee Schedule for approval. He explained a slight revision to the nursing lab fee that was presented at last month's meeting.

Motion: Trustee Clay moved and Trustee Andrews seconded the approval of Resolution No. 17-4-3.

Approved

STUDY SESSION

Student Success Metrics Update – Danielle Carnes

Danielle Carnes, Executive Director of Strategic Enrollment Management, provided an update on student success metrics. Several student focus groups met between February and April to discuss their experience at the College. Danielle shared those outcomes and highlighted areas of access, enrollments, progression and completion. Board discussion followed, including addressing student goals and objectives, and tracking peer and system averages. The August Board study session will include further discussion on student metrics.

Mission and Core Themes – Jim Mulik

Jim Mulik, Executive Director of Institutional Effectiveness and Strategic Planning, introduced three members of a campus Listening Team: Joseph Roland, Leah Leggert, and Karen Townsend. The listening team engaged the campus in a process to gather information regarding the review of the College's Mission and Core Themes. The review process has been in the works for two years.

The main discussion focus of the Listen Team was whether or not to change the mission. The Board previously discussed this last August when they completed the STEP and SWOT analyses. The main themes from that discussion: Support for community colleges, competition with online providers, and connections. The Board policy regarding the mission and core themes is to review them every seven years.

New Draft Mission: "Teaching | Learning | Community"

New Draft Core Themes: "Guided by innovation, equity, and inclusion, we are committed to: Academic Excellence, Student Success, Community Engagement"

The Trustees all commended the work completed in this process and were pleased with the final draft mission, stating that it is simple, memorable, inspirational, and speaks to the core of what we do.

Next steps:

- The draft Mission & Core Themes will be shared with as many divisions and departments as possible.
- Additional feedback will be received during a work session on Building Community Day, May 12.
- First consideration will be presented to the Board in May and final approval will take place in June.
- Summer and fall 2017: Indicators of Achievement review and beginning of new strategic planning cycle.

Quarterly Budget Update – Kevin McKay

Kevin McKay presented the quarterly update of the 2016-2017 operating budget. The College is comfortably on trend, spending against what was budgeted, and have over 35% of the budget left, as of March 31. Revenue projections are close to what was established. There should be some operational savings at the end of the year. The fund balance analysis and 2017-18 operating budget will be presented to the Board in May.

RECESS

At 5:53 p.m. Chair Zapora called a 10 minute recess.

At 6:03 p.m. the Chair Zapora resumed the meeting.

REPORTS

Student Representative – Naol Debele

Attachment A

Faculty Representative – Margaret West

Attachment B

Classified Staff Representative – Patti Pollardo

Attachment C

FOUNDATION REPORT – Diana Clay

Attachment D

PRESIDENT’S REPORT – Dr. Jean Hernandez

Attachment E

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

- The College has been approved to provide financial aid for our upcoming BAS students.
- Reminder of the accreditation visit. Monday, April 24, a breakfast will be held at 8:00 a.m. in Woodway Hall 202. The accreditation team chair will meet with the Trustees only at 9 a.m. The all-campus exit interview will take place on April 26 at 10:30 a.m. A link to the governance document will be sent to the Board. They have previously received hard copies of the report.
- President Hernandez read a letter to the Board officially announcing her retirement from the College effective December 31, 2017.

Trustee Comments regarding the President's retirement announcement:

Chair Zapora stated that the Trustees are authorized by state statutes to hire a new president and a request for proposals for an executive search process will be sent out. Two Trustees maximum may serve on the committee, including Chair Zapora. Trustees are to let him know if they are interested in serving on the search committee, which will be representative of the entire campus. Chair Zapora reported that there is strength in our administrative team, staff, faculty, unions, and student leadership. The College is in good shape.

Each Trustee provided comments and thanked President Hernandez for her service to the College.

BOARD DISCUSSION – Carl Zapora

- Trustee Benson Tolle shared a compliment from a Boeing manager regarding the College's culinary program during the recent Boeing Ethics Challenge held on the Edmonds CC campus.
- Trustee Zapora commented on the upcoming presidential transition and search. He wants the campus to know that the Trustees will make sure that the search will be a professional process and that the search committee will conduct a quality, open search. AAG, Arlene Anderson, added that she will provide the Board with presidential search information materials to assist in this process.
- Trustee Andrews commented on the student success metrics presentation earlier in the meeting. She took part in the focus groups and was impressed with the facilitators. She wants to see this continue to branch out.

ADJOURNMENT

The meeting was adjourned by Chair Carl Zapora at 6:42 p.m.

Mr. Carl Zapora, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

ATTACHMENT A
BOARD OF TRUSTEES
Monthly Meeting Report
STUDENT GOVERNMENT
April 13, 2017

Completed

- **Student of Color Conference (SOCC):**

Twenty students travelled to Yakima, WA to attend the SOCC. Four members of the Executive Board attended this leadership conference from April 07-09 2017.

- **Diversity Student Center Remodel:**

The bids for this project are in and the Executive Officer for Administrative Liaison, appointed by the Executive Board as the representative of this project for the Executive Board, has approved the decision to move forward with the lowest bid of \$534,500.00. Construction is anticipated to begin around May 1st.

- **EdCC Gala:**

All members of the Executive Board will attend the Edmonds Community College Foundation Gala Event.

In Progress

- **Services & Activities Fee Committee:**

The Executive Officer for Budget and Finance is the chair of this committee. The Committee is reviewing budget proposals and deciding next academic year budget for all 522 accounts.

- **Student Board of Trustee Screening Process:**

The Executive Board is advertising the Student Board of Trustee position on campus and the deadline for the applications has been extended to April 14th. We currently have three applicants and the Executive Board will know the final number of applicants after the next deadline.

- **Accreditation Evaluation:**

Open student meeting with the accreditation evaluation team will be held on 25 April 2017.

- **Executive Officers Selection committee:**

The Executive board Selection Committee will begin meeting to start the application process for the upcoming 2017-18 academic year.

Submitted by: Naol Debele, ASEdCC Administrative Liaison

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

April 13, 2017

Greetings:

My report today is quite brief.

Faculty, represented by the union, have three issues going through the grievance process.

The first issue has resulted in an arbitration hearing to be held On May 4th and 5th.

The second issue looks like it is on its way to resolution.

The third issue is in process at step 2, and we are all working hard to find a resolution so that it does not go to arbitration.

Another concern on campus is how to implement steps to decrease smoking – at least, it's a concern for the administration and the trustees but not so much for faculty. Some years ago in – I think – 2012 and 2013, meetings were held on campus to explore the feasibility of a smoking ban along with other ways to decrease smoking. Some of us went to those meetings, and the result was a letter submitted by the union, parts of which were incorporated into a report created by Sheryl Copeland among others.

Then the issue seemed to go up in smoke apart from the removal of a smoking kiosk near Alderwood hall which met with widespread approval.

However, now the issue seems to be re-emerging with yet another series of meetings. We have discussed the issue again at a recent union council meeting, and our conclusions are the same as before, namely:

There should be no outright ban;
Smoking cessation efforts should continue across campus;
The college should wait for the state to act.

Thank you.

Margaret West
President
Local 4254
Edmonds Community College Federation of Teachers

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

April 13, 2017

- Seamus Pietrie, WPEA Legislative Specialist, will be attending our Brown Bag meeting April 21st to update us on bills that passed, where the budget stands, etc. April 23rd is the last day allowed for the regular session of the Legislature under state constitution.

After the 94th day, only initiatives, alternatives to initiatives, budgets and matters necessary to implement budgets, matters that affect state revenue, messages pertaining to amendments, differences between the houses, and matters incident to the interim and closing of the session may be considered.

- This year the Summer Institute on Union Women is being held in Honolulu, Hawaii on June 28 through July 1. At our April Board of Directors meeting, we approved funding for four (4) women to attend this conference. Because of the expense involved, we will only be inviting women who are currently WPEA Shop Stewards for at least a year and a member for two (2) years. The candidates have to write a letter explaining why unions are important in the current economic climate; why they believe they are the best WPEA candidate to attend this conference; and how they think attendance at the conference will help them become a better WPEA Shop Steward. The selection will be made by two of our WPEA officers.

Upon their return, we are asking them to write a longer essay (and provide pictures, if possible) of what they experienced at the conference, what they learned, and how they foresee themselves putting this training into action in their workplace.

This is a great opportunity for those in attendance to meet union women from all over the country, to network and hear about their issues, and make new friends. I will look forward to reading their essays upon their return.

- Another lawsuit has been submitted to the Supreme Court by an individual who does not want to pay union dues to AFSME. It is very similar to the Friedrichs case from California that was basically put on hold when Judge Scalia passed away. WPEA feels strongly that the Court will rule in favor of these cases. How that will look, we don't know. Will it just be that new employees to a union company won't have to pay dues and won't be represented by that union; or, will a "window" be opened up at a set point and time for members to "unenroll" each year; or, will those who do not pay union dues still get to be represented by the union? At this point, no one knows what the exact outcome will be. All of the unions are going to have to work together to prevent Washington from becoming a "Right-to-Work" state like Wisconsin and classified employees becoming "at will" employees.

- On April 30th, the Washington State Labor Council, AFL-CIO will be hosting an event in celebration of the completion of the Jackson Street Workers' Mural that has been installed on their building. The project began in 2014 and the painting of the mural's panels began in Spring of 2016.

The mural depicts labor history through the stories of the working women and men in Washington. Its narrative describes the persistent struggle for economic, racial, and social justice that is labor's legacy in our state. The project shows pride, solidarity, and hope—and it also tells the truth. It shows the Chinese expulsion, the detainment of Japanese, the Everett and Centrailia Massacres, the segregation and desegregation of organized labor. The mural's final section depicts hopes and aspirations for the future.

Many artists were involved in painting the panels, and, yes, they are members of various unions. From the pictures I have seen, the mural is quite a sight!

- Frederick Pieters attended a meeting of the “Allied Unions Coalition” for Snohomish County on April 12th in Everett representing WPEA. The goal of the coalition is to collaborate and coordinate the different public sector union's efforts. During their discussions, they realized that many of their priorities are the same. The Coalition is state-wide, but broken into county groups to look to support local elected positions, as well as what affects the local area where most unions look at site issues.
- We are still working with HR to resolve employee issues, and we still have filed no grievances.

Respectfully submitted: Patti Pollardo, EdCC WPEA Chief Shop Steward
Frederick Pieters, EdCC WPEA Shop Steward

ATTACHMENT D
BOARD OF TRUSTEES
Monthly Meeting Report
FOUNDATION

April 13, 2017

- The EdCC Foundation recently gave out 7 Biella Foundation scholarships worth \$1,500 each for Spring quarter and we had 132 students apply for these scholarships. The winners had an average GPA of 3.9. In addition, we gave out 6 ‘Complete the Dream Scholarships ranging from \$800 to \$3,000 help students complete the educational journey here at EDCC. Our annual scholarship application deadline is tomorrow and we expect 400+ students to apply for these 175 scholarships and please consider being a volunteer reviewer this year!!!!!! We need more volunteers!!
- FanFare is May 17th from 5:30 to 7:00 pm and we be giving out our Vision, Mission, Volunteer of the Year and the Cornerstone awards this year so please join us for this fun reception.
- Foundation Auction/Gala. We have 25 sponsorships and 12 table captains to date and we’re expecting 375 guests on Saturday April 29th at the Future of Flight. Our goal is to raise \$255K for student success here at the college. Please join me in thanking Premera for stepping in being our title sponsor.
- May 31st the EdCC Alumni Association is hosting its 3rd social and networking event at the Cascadia Art Museum at 6:00 pm.

Submitted by: Diana Clay, Foundation Board Liaison

Washington Community College District 23

PRESIDENT'S REPORT
April 13, 2017

ATTACHMENT E
PRESIDENT JEAN HERNANDEZ
EVENT HIGHLIGHTS – MARCH 10 - APRIL 4, 2017

- March 13 – Emergency Response Tabletop exercise for Active Shooter with Lynnwood emergency responders, EdCC and City of Lynnwood PIOs, Edmonds Safety and Security team, and EdCC administrators. We made this as real as possible, including using Google Hangout to communicate and provided several media announcements.
- March 20-21 – Attended the Society for College and University Planning (SCUP) 2017 Pacific Regional Conference at University of Washington. Look a team of 9 EdCC administrators to learn more about SCUP's integrated planning model. There were great examples of colleges and universities working collaboratively with their local government agencies and industry partners.
- Tobacco-free campus meetings - one with Mike Averbuch, who is retired mental health specialist and willing to help us educate our campus community about ways to reduce stress and use resources for tobacco cessation. Our Tobacco-Free and Drug-Free Task Force also met to finalize the charter. We are still waiting to hear if we received the Verdant Health Commission grant that would be just under \$100,000.
- March 27 – President's Cabinet all-day retreat covered a number of key items: Review of a draft of the Mission and Core Themes; reaffirmed our commitment to an equity and inclusive culture and what are some of the areas we want to focus on; budget; staffing requests, and a review of the 10 year Master Plan—including some of the goals and challenges of achieving these goals.
- March 28 – Five Star Colleges and Seattle Colleges legislative luncheon in Olympia. Trustee Chair Zapora, VP Drake and student, Farheen Saleem also attended. We were joined by a number of legislators: Representatives Lillian Ortiz Self, Strom Petersen, Derek Standford, Cindy Ryu, June Robinson, and John Lovick. Senator Chase also joined us.
- April 3 – Community College Act of 1967 signing in Olympia. Signed by Governor Inslee to commemorate the 50th anniversary. Trustee Chair Zapora attended. It was a great opportunity to hear former Governor Dan Evans and his passion for community colleges.
- April 4 – Partner Lynnwood meeting at Edmonds CC. Broke into three groups to discuss: (a) Sustainability, (b) Economic Vitality, and (c) Innovation. Next steps are (1) work with Economic Alliance of Snohomish County to update the Small Business Guide, (2) have a small task force focus on resources to place on the Partner Lynnwood website and also in a brochure type format, including sharing all the opportunities in Lynnwood for economic growth, skilled workforce, housing, and other community services. We also talked at length about the impact to our community when Light Rail arrives and how we should start now to explore what services need to expand.

BACKGROUND**FISCAL YEAR 2017 - 2018
SERVICES & ACTIVITIES FEE
STUDENT CENTER M&O FEE
ASSESSMENT FEE
TECHNOLOGY FEE
SUSTAINABILITY FEE
BUS PASS USER FEE****Subject**

Proposed AEdCC Services and Activities and Self-Assessed local fees for Fiscal Year (FY) 2017-18.

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 six fees: the Services and Activities Fee and five local voluntary self-assessed fees. The Services and Activities Fee maximum is set by the State Board for Community and Technical Colleges and the five 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 following fees are changed for 2017-18: Student Assessment Fee (decreased \$.20/credit), Sustainability Fee (decreased \$.05/credit), and Student Center Maintenance and Operation Fee (increased \$.04/credit). All other fees remain the same for 2017-18.

Current AEdCC FeesServices and Activities (S&A) Fee

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

S&A Fee 2016-2017	\$10.58/credit (credits 1-10)	\$6.15/credit (credits 11-18)
S&A Fee 2017-2018	\$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 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 fund M&O for buildings constructed with Certificates of Participation (COP). This fee ensures a dedicated revenue source toward the operation of the student center. It has not been changed since FY 13-14. The current rate of \$.37/credit is not sufficient to cover the inflation cost in the last few years. Based on the projection from the Business Office, we are recommending a \$.04/credit increase to tackle the projected deficit.

Student Center M&O Fee 2016-2017	\$.37/credit
Student Center M&O Fee 2017-2018	\$.41/credit

Assessment Fee

The Associated Students took action to assess a fee to fund Brier Triton Student Center and subsidize the bus pass program with Community Transit. Based on a decrease in the Community Transit Service Contract for 2017-18, we are recommending a \$.20 /credit decrease for students.

Assessment Fee 2016-2017	\$5.50/credit
Assessment Fee 2017-2018	\$5.30/credit

Technology Fee

The Associated Students took action to assess a Technology Fee. The fee 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 2016-2017	\$2.40/credit
Technology Fee 2017-2018	\$2.40/credit

Sustainability Fee

The Associated Students took action to assess a Sustainability Fee. This fee began in fall quarter 2011 to provide dedicated funding to enhance sustainability on campus. The fee provides funding for the Campus Green Fund; funds student positions known as “Green Team,” and to educate the campus community about sustainability practices. Based on the surplus projected by the Business Office and the history of this fee’s fund balance in the last four years, we are recommending a \$.05/credit decrease.

Sustainability Fee 2016-2017	\$.50/credit
Sustainability Fee 2017-2018	\$.45/credit

Bus Pass User Fee

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

Bus Pass User Fee 2016-2017	\$26.00/quarter
Bus Pass User Fee 2017-2018	\$26.00/quarter

Recommendation

Board of Trustees approval of the proposed FY 2017-18 ASEdCC Services and Activities Fee, Student Center M&O Fee, Assessment Fee, Technology Fee, Sustainability Fee, Bus Pass User Fee as submitted at the June 8th, 2017 Board of Trustees meeting.

BACKGROUND**FISCAL YEAR 2017-18
ASEDCC BUDGET****Subject**

Proposed ASEDCC Services and Activities Fee Budget for Fiscal Year (FY) 2017-18.

Background

The ASEDCC budget development process is outlined in the ASEDCC Financial Code and RCW 28B.15.045. The ASEDCC Services and Activities (S & A) 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:

2017-18 Projected Revenue = **\$1,545,554**

The 2017-2018 S & A Fee Budget is increased \$129,615 as projected by the Business Office.

The S & A Fee Budget Committee requested Account Directors to submit their proposed budget based on their 2016-17 allocation. The committee reviewed all of the accounts and based on the input from the account directors, the following budgets have an increase:

- Childcare increased by 1%
- Athletic Scholarships increased by 84%
- Music Scholarship increased by 20%

The ASEDCC Executive Board also recognized the Tunnel of Intersections as a new subsidized program.

Recommendation

Board of Trustees approval of the proposed FY 2017-18 Services and Activities Fee budget at the June 8th, 2017 Board of Trustees meeting.

BACKGROUND**2017-18 College Operating Budget****Subject**

First consideration of the 2017-18 College Operating Budget.

Background

The State Legislature has not yet concluded their work and we do not yet have our allocations and provisos. While we have seen initial budget proposals from the Governor's Office, the Senate, and the House, they are far enough apart that it is difficult to draw any reliable conclusions about where funding for higher education will end up this year. In addition, the statewide system of community and technical colleges is in the process of making further adjustments to the method and formulas for distribution of the allocated funding to each of the 34 colleges in our system. As a result, at this time the College can only work with very preliminary estimates while planning for contingencies within the realm of reasonably possible.

At the same time, expenses have grown at an anticipated rate due primarily to salary increases and service, materials, and utility costs.

The initial budget presented today reflects these elements. Upon completion of the current legislative session(s) the College will adjust its final 2017-18 budget proposal as necessary for presentation, review, and approval, hopefully in time for the June Board of Trustees meeting or as soon thereafter as possible.

BACKGROUND**2017-18 International Contract Program****Subject**

Consideration of the 2017-18 International Contract Program

Background

In September of 2007 the SBCTC gave the colleges guidelines on how to continue or terminate its International Contract program. This resulted from requests made by several colleges intending to convert their international enrollments to state supported enrollments. The basis for these guidelines is provided by RCW 28B.50.140(17) and WAC 131-32-020 (1) which delineates a “shared funding” concept for colleges that opted to continue with their 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 that want to continue their International Contract program are required to:

1. Contract with a third party that has been approved by the State Board staff and by the college’s Assistant Attorney General, as to form, 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. A budget that demonstrates revenues from the program will cover the full cost of instruction including direct and indirect costs
2. The 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 the SBCTC a copy of the proposed contract District Board Resolution as described in item two above.

These steps were taken by the board in 2008.

By July 1 of each year beginning in 2009, colleges seeking to continue its International Contract program must submit to the SBCTC, at minimum, documents updating enrollment estimates, revenue projections and program budget estimates, as well as, the currently approved District Board Resolution as described above in item two.

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

Recommendation

Edmonds Community College recommends that the Board of Trustees adopt the resolution approving the 2017-18 International Contract program at the June 2017 Board of Trustees meeting.

BACKGROUND**APPROVAL OF NEW CURRICULA****Subject**

Board of Trustees consideration of the Allied Health Associate in Applied Science Transfer degree.

Background

The Allied Health AAS-T provides Allied Health students with a pathway to selective admission 2 year (i.e. radiology, surgical technologist, RN) programs in the health disciplines and 4 year BS and BAS degrees in the health disciplines alongside professional certificates that lead to employment in high demand Allied Health occupations.

Students will be able to select from a variety of Allied Health certificates – Acute Care Nursing Assistant, Pharmacy Technician, Clinical Laboratory Assistant, Care Navigation and Coordination and Patient Care Technician included as options within the degree. This degree requires successful completion of 94 credits.

Recommendation

Board of Trustees approval of the Allied Health Associate in Applied Science Transfer degree at the June 2017 meeting.

BACKGROUND**APPROVAL OF NEW CURRICULA****Subject**

Board of Trustees consideration of the Occupational Safety and Health certificate.

Background

The Occupational Safety and Health Certificate was developed as a pathway for students enrolled in the Occupational Safety and Health Apprenticeship Program or for students interested in broadening their professional skills and knowledge of the Occupational Safety and Health field. This certificate requires successful completion of a minimum of 40 credits.

Recommendation

Board of Trustees approval of the Occupational Safety and Health certificate at the June 2017 meeting.

BACKGROUND**INSTRUCTIONAL PROGRAM
PROPOSED FOR ELIMINATION****Subject**

Board of Trustees approval to eliminate the International Business Associate of Technical Arts degree.

Background

Background information for this proposal is attached. Listed below is one instructional program being submitted to the Board for their review and approval.

International Division**International Business**

1. International Business Associate of Technical Arts degree

Recommendation

Approval to eliminate the International Business Associate of Technical Arts degree instructional program at the June 2017 Board of Trustees meeting.

BOARD OF TRUSTEES

Program proposed for elimination May 2017

Subject

Board of Trustees approval to eliminate International Business Associate of Technical Arts degree.

Background

Below is one degree being submitted to the Board for their review and approval to eliminate.

INTERNATIONAL EDUCATION

International Business:

Title: International Business (249T) – 90 credits

Inactivation Requested YRQ: B231

Rationale: Low enrollment.

Number of Graduates/YRQ: None

FTES: None

Number Still in Program/YRQ: 3 as of 2013

Teach out Plan: Contacted students and verified accuracy of student intent; created teach out plan or updated student records.

Requested Board Action: Approval to eliminate May 2017

BACKGROUND

REVISED MISSION AND CORE THEMES

Subject

Board of Trustees first consideration of a revised mission and core themes – and their associated language and policy changes. A study session was conducted at the April 13, 2017 meeting.

Background

During the past three years, the college community has undergone an accreditation self evaluation process, which culminated in an accreditation Year Seven Report and an April 24-26, 2017 evaluation committee visit by the Northwest Commission on Colleges and Universities (NWCCU). During this self study process, a March 2017 workshop by the NWCCU, and a review of Board Policies (particularly policy BOT 6.0), the administration recognized that the college's existing mission and core themes were not well understood and that a formal review of mission and core themes would better position the college for the start of the next seven-year cycle and accreditation process. The college also is required to submit in spring 2018 a Year One report regarding its mission and core themes.

In June 2016, the college's management team completed a survey regarding possible changes to the college's mission and core themes. In August 2016, the Board of Trustees completed SWOT and STEP analyses, which revealed the need to better emphasize community connections and the national emphasis on community colleges; emerging teaching and learning strategies and competition; and partnerships and community connections. During fall quarter 2016 and winter quarter 2017 (September 2016-February 2017), a Listening Team comprised of two faculty members, one student, and three staff members conducted nearly 100 individual or small focus groups in order to obtain additional thoughts about the existing mission and core themes and to collect ideas for revisions to these items. In addition to the Listening Team's conversations, a survey was distributed to the college community so that anyone could provide additional input into the mission and core theme review process.

During February and March 2017, the Listening Team analyzed all of the qualitative feedback and worked with the college's Planning Group to develop the wording for a new mission and set of core themes.

Throughout March-May 2017, the suggested new mission and core themes were discussed at a number of divisions and departments of the college. At the May 12, 2017 Building Community Day, the mission and core themes will be shared with all employees attending.

The process has resulted in this formal Board recommendation concerning a revised mission and associated core themes. The recommended revised mission and core themes are below:

Mission:

Teaching | Learning | Community

Core Themes:

Guided by innovation, equity, and inclusion, we are committed to...

- Academic Excellence
- Student Success
- Community Engagement

The recommended changes to the mission and core themes will serve as the basis of the college's Year One accreditation report. In addition, approval of the revised mission 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. With approval of the new mission and core themes, Board policy BOT 6.0 will need to be updated.

Recommendation

The College recommends the Edmonds Community College Board of Trustees approves adoption of the revised mission and adoption of the revised core themes.

BOARD OF TRUSTEES

Monthly Meeting Report

FOUNDATION

May 11, 2017

- On Saturday, April 29th, at the 31st Annual Gala and the 50th Anniversary Celebration of EDCC, we raised a record high amount of \$300,096. The event was held at the Future of Flight with 370 attendees, which is up from the 230 guest list from last year, where the amount raised was \$212,000.
- FanFare, the Foundation's annual awards ceremony, will be held on Wednesday May 17th from 5:30 – 7:00 PM, in room 352 in Gateway Hall (all are invited)
- The Foundation's First annual Estate Planning Seminar will be held on May 25th at Woodway Town Center.
- The Foundation's new Director of Development is Rachel Quigley, and she started the position on Monday May 1st.
- Give Big Day is May 10th, for those who want to support the College on-line and our goal is to raise \$10,000.00.
- The Alumni Association is hosting their 3rd Annual networking event on June 1st at Cascadia Museum & Bridget's Bottle Shop from 5:00 to 7:00 PM

Submitted by: Diana Clay, Foundation Board Liaison

**PRESIDENT'S REPORT
May 11, 2017****PRESIDENT JEAN HERNANDEZ
EVENT HIGHLIGHTS – APRIL 14 – MAY 2, 2017**

- April 14 – I have very pleased that through Dr. Tia Benson Tolle's and Dr. Terry Cox's leadership we have reinstated the Boeing/Edmonds CC partnership meetings. I attend those meetings along with key faculty and staff members. Our goal is to enhance the opportunities for curriculum feedback, program/degree needs for Boeing, equipment requests, and scholarship opportunities. I have been impressed with the expanded opportunities for our College under Tia and Terry's facilitation of these discussions.
- April 24-26 – Our 7th Year Accreditation visit went very smoothly. We received draft recommendations and commendations from the 8-member evaluator team. I have heard from a number of our employees that often the evaluators were "wowed" by our innovative and strategic approach to student-centered programs. The fact that we received 7 commendations and 2 recommendations is very impressive. However, it is the Northwest Commission on Colleges and Universities Commissioners who meet in June 2017 who will decide the specific recommendations and commendations that we will receive. Therefore, I am not sharing at this time the specific information given to us by the Evaluation Chair.
- April 28 – Governor Inslee's visit to campus was an absolute highlight for our students who have never met with a governor and/or been able to share their person stories of academic success. In a matter of 45 minutes, we were able to have students on the State Need Grant, MESA program, and International/Immigrant/DREAMERS background meet and talk with Governor Inslee and Ms. Trudi Inslee. They were very compassionate and supportive of our students, and I so appreciate their presence on our campus. Trustees Zapora, Clay, Powers, and Andrews were able to attend.
- April 29 – The Foundation Gala hit several milestone this year. We had a record number of attendees: over 350, and we exceed our goal of \$255K and received over \$300K in donations. We are all so excited about celebrating our 50th Anniversary with such generous support from our community. Thank YOU to all of our student speakers, donors, Edmonds CC Foundation Staff, and volunteers. It was certainly a very special night.
- May 1 – Dr. Yvonne Terrell-Powell and I attended a Gates Foundation Town Hall where we heard Dr. John Friedman's research on economic mobility for 18-22 year olds. While the research was very interesting, we provided him with feedback about disaggregating the data to show gender and ethnicity more specifically. His research indicated that currently, the current generation of students only have a 50% chance of exceeding their parents' financial status. He

also had, what I considered some inaccurate information about community colleges, since our average age is closer to 30 years.

- May 2 – The Joint Board of Trustees/Edmonds School Board meeting was a great success. We had discussions on our Articulation Council, Foster Youth, and Student Metrics. In addition, we celebrated our 30th Anniversary of our Articulation with a signing ceremony and delicious cake. Our thanks to the Edmonds School District for hosting us.