
Washington Community College District 23

Agenda
Regular Meeting
May 13, 2010
Cascade Conference Room
Snohomish Hall 304
4:30 p.m.

Estimated Time (p.m.)

3:30–4:30 Tenure Reception

- 4:30 **Call to Order and Introduction of Guests** – Jeannette Wood
- 4:35 **Approval of April 8, April 14, April 22, and May 4, 2010 Meeting Minutes** – Jeannette Wood
Next meeting: June 10, 2010, 4:30 p.m.
- 4:40 **New Business – Action**
- Recognition of Retirees: Judy LeBlanc (RN 10-5-1), Joyce Kruithof (RN 10-5-2), Chandler Clifton (RN 10-5-3), Walt Bubelis (RN 10-5-4), Rod Schein (RN 10-5-5) – Jeannette Wood
 - Approval of Emergency Management AAS-T Degree (RN 10-5-6) – Marty Cavalluzzi
- 5:05 **New Business – First Consideration**
- Consideration of New Student Fees – Whitney Anderson and Wayne Anthony
 - Consideration of Associated Students’ Revised Financial Code – Whitney Anderson and Wayne Anthony
 - Consideration of 2010-11 Associated Students’ Fees – Whitney Anderson and Wayne Anthony
 - Consideration of 2010-11 Associated Students’ Budget – Whitney Anderson and Wayne Anthony
 - Consideration of 2010-11 College Operating Budget – Kevin McKay
 - Consideration of 2010-11 International Contract Programs – Marian Paananen and Kevin McKay
 - Consideration of 2010-11 Revised Tuition and Fee Waiver Schedule – Barbara Counsellor and George Smith
 - Consideration of 2010-11 College Fee Schedule – Kevin McKay
- 6:10 **Quarterly Report**
- TACTC – Mauri Moore
- 6:20 **Board Updates (Two minutes each)**
- Student Representative – Azan Jacobs
 - Classified Representative – Patti Pollardo
 - Faculty Representative – Margaret West
- 6:30 **Board Policy Discussion** – Mark Cassidy and Emily Yim
- 6:40 **President’s Report** – Jack Oharah
- 6:50 **Board Discussion** – Jeannette Wood
- 7:15 **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

STUDY SESSION April 8, 2010

DRAFT

CALL TO ORDER

The Edmonds Community College Board of Trustees special study session was called to order by Chair Jeannette Wood at 4:10 p.m. in Snohomish Hall 304A.

QUORUM

Trustees present: Mauri Moore, Dick Van Hollebeke, Jeannette Wood and Emily Yim

Trustee absent: Quentin Powers

Others present: Mark Cassidy, John Michaelson, Patty Michajla, Jack Oharah and Margaret West

STUDY SESSION

The Board of Trustees met to discuss the presidential search process led by Mark Cassidy, Vice President of Human Resources. Discussion included:

- Powerpoint presentation on the elements of a presidential search, including institutional analysis and profile development, candidate recruitment, candidate evaluation, and selection of the new president (*Powerpoint available upon request*)
- Update on the search process at Edmonds Community College
- Search process timeline (tentative)
- Search Committee: Appointment and scope of work
- External search consultant vs. internal executive search

ACTION

No action was taken as a result of the study session.

ADJOURNMENT

Chair Jeannette Wood adjourned the study session at 5:11 p.m.

Jeannette P. Wood, Chair

Date Approved

ATTEST:

Jack, Oharah, Secretary

**EDMONDS COMMUNITY COLLEGE
BOARD OF TRUSTEES
Regular Meeting Minutes
April 14, 2010 – 4:30 p.m.
Cascade Conference Room
Snohomish Hall 304**

DRAFT

Trustees Present: Mauri Moore, Quentin Powers, Dick Van Hollebeke, Jeannette Wood and Emily Yim

Others Present: Arlene Anderson, Mark Cassidy, Marty Cavalluzzi, David Cordell, Azan Jacobs, Ka Hyeon Lee, Chris Marx, Kevin McKay, John Michaelson, Patty Michajla, Jack Oharah, Marian Paananen, George Smith, and Margaret West

AGENDA	DISCUSSION	ACTION TAKEN	FOLLOW UP/DEADLINES
Call to Order and Introduction of Guests	The April 14, 2010 regular meeting of the Board of Trustees was called to order by Chair Jeannette Wood at 4:34 p.m.		
APPROVAL OF MINUTES (Attachment A) and NEXT MEETING		Dick Van Hollebeke moved and Quentin Powers seconded the approval of the March 11, 2010 regular meeting minutes. Approved	Next meeting: May 13, 2010, 4:30 p.m.
OLD BUSINESS – ACTION			
Approval of Continuing Probationary Status (RN 10-4-1) – Marty Cavalluzzi (Attachment B)	Marty Cavalluzzi presented the faculty names to the Board on March 11 for first consideration of continuing probationary status. Following that meeting he sent a summary background to the Trustees explaining the qualifications of each probationer.	Dick Van Hollebeke moved and Emily Yim seconded the approval of Resolution No. 10-4-1. Approved	
Approval of AFT Faculty Contract Extension (RN 10-4-2) – Mark Cassidy (Attachment C)	Mark Cassidy presented information on March 11 to the Board regarding the AFT Faculty Contract Extension which changes the expiration date from June 30, 2010 to June 30, 2011. No further discussion.	Quentin Powers moved and Dick Van Hollebeke seconded the approval of Resolution No. 10-4-2. Approved	
QUARTERLY REPORT	FOUNDATION – Chris Marx, Executive Director The Foundation Board is revitalized, engaged, focused, and is moving forward in a positive direction. Chris Marx reported on highlights including recognition of two recent distinguished alumni award recipients; the Employee Giving Campaign which resulted in doubling the participation rate and the amount for this year - \$22K; Strategic plan update; Fundraising opportunities and results involving the Title III grant; securing new board members; staff reorganization; building relationships with existing donors; and major gift initiatives.		

	<p>Chris asked everyone to join her in thanking Chris Loos for her contribution to the Foundation as she is retiring from the Board after several years of service.</p> <p>The annual Foundation auction will take place on April 24th in Triton Union Building.</p>		
BOARD UPDATES	<p>Student Representative – Azan Jacobs – Attachment D</p> <p>Classified Representative – Patti Pollardo – Attachment E</p> <p>Faculty Representative – Margaret West – Attachment F</p>		
PRESIDENT’S REPORT – Jack Oharah	Attachment G		
BOARD POLICY REVIEW – Mark Cassidy & Emily Yim (Attachment H)	<p>Mark Cassidy led the Trustees through an overview of three Board policies: Philosophy of Governance (B3.1), Board of Trustees Bylaws (B3.2), and Board Job Description (B3.3). All Board policies will be discussed at the August retreat.</p>		
BOARD DISCUSSION	<ul style="list-style-type: none"> • Presidential Search Update – Mark Cassidy 833 participants have responded to the presidential search questionnaire regarding the presidential profile. Student participation has been enormous. This information will be provided to the Search Committee to assist in creating the framework for the presidential profile. Several nominations have been submitted to serve on the Presidential Search Committee, including: 17 community members, 4 students, 16 faculty, and 19 staff. Ten search consulting firms have submitted applications as of today’s deadline. • Mauri Moore noted that she would like to get to know the faculty who are involved in the tenure track process prior to the end of their probationary period. Jack Oharah explained the reasoning behind how the process is handled. • Mauri Moore referenced a recent letter sent to the Trustees by Chair Jeannette Wood. Mauri wanted to clarify that she feels that the Trustees are to continue 		<p>Following discussion, the Trustees decided to schedule a special study session on April 22 at 5:00 p.m. to discuss the number of people to serve on the search committee, the composite of groups represented on the committee, and the possibility of selecting the committee members. Discussion will also include narrowing down the list of which search consulting firms will be interviewed.</p>

	<p>to carry out their fiduciary duties in addition to the presidential search. Mauri also wants to view all of the College Policies to compare how they dovetail with the Board Policies. Mauri also requested to receive a status report on the Financial Aid situation. More information will be known about the Financial Aid software system by the June Board meeting when a report will be provided.</p> <ul style="list-style-type: none"> • Quentin Powers requested further information and discussion on electronic mail communication parameters for the Board of Trustees under the Open Public Meetings Act. He reminded everyone that the protocol should be that all Board communication must go through the Board Chair or through the President's Office so this act is not breached. Arlene Anderson, AAG, explained that one email sent to all Board members is permissible, yet a response to all of any sort would constitute a discussion and would be a violation. That email would be discoverable and disclosable under a public request. Specifically it is not a problem but can lead to problems. In an effort to not place the Trustees at a disadvantage when they can't respond to all, the Board agreed that they must continue to go through the Chair or the President's Office to send out the responses. This has been the College protocol for many years to adhere to the Open Public Meetings Act. 		
<p>STUDY SESSION (Attachment I)</p>	<p>BUDGET AND FUNDING – Kevin McKay Kevin McKay provided a Powerpoint presentation on the status of the budget. Jack Oharah noted that additional information will be known regarding the budget in May and the Board will receive another update at the May 13 Board meeting when the FY 2010-11 college operating budget will be presented for first consideration of approval. The campus will receive budget information through public forums over the next few weeks.</p> <p>Even during this budget crisis, the College has preserved the core functions to maintain student success. More college employees have taken on additional work with less help and funding. This situation is anticipated to persist indefinitely.</p>		

	Dick Van Hollebeke asked if there is a way that the Trustees can recognize the staff and faculty for their extra work during this time. Following discussion, the Trustees decided to send a letter to the campus noting their thanks and appreciation.		
EXECUTIVE SESSION	At 6:58 p.m. the Board entered into Executive Session for the purpose of discussing personnel issues, the presidential search process, and the selection of the Excellence in Education Award recipient. The Executive Session was adjourned at 7:13 p.m.		
OLD BUSINESS – ACTION			
Approval of the Presidential Search Process (RN 10-4-3) – Mark Cassidy (Attachment J)	No further discussion following the Executive Session.	Quentin Powers moved and Mauri Moore seconded the approval of Resolution No. 10-4-3. Approved	
ADJOURNMENT	There being no further business, the Board of Trustees adjourned the meeting at 7:15 p.m.		

(NOTE: Attachments available upon request)

Jeannette P. Wood, Chair

Date Approved

ATTEST:

Jack Oharah, Secretary

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ATTACHMENT D

BOARD OF TRUSTEES

Monthly Meeting Report

Student Government

April 14, 2010

- The Hip Hop Club hosted their second showcase Hip Hop Ology (H2O) on March 13th.
- On March 20th, Project Home hosted “A Night to Remember”; a fundraiser for homeless students at Edmonds Community College. The Executive Board purchased 3 tables at the event and made a \$750 allocation to the program.
- The Executive Board is in the process of recruiting candidates for the 2010 - 2011 academic year. The goal is 75 applicants.
- The Office of Student Life, Diversity Affairs and the Diversity Student Center sponsored the Heart and Grace Reception on March 12th and Diversity Affairs sponsored the Women’s Symposium on March 13th.
- Azan Jacobs represented the Association at the Spring Quarter Welcome and Orientation for Student Success on April 1st.
- The Office of Student Life sponsored the quarterly Welcome Back Booths on April 5th - 6th. Approximately 1,773 students were served.
- The Executive Board held their 1st meeting of the quarter from 8:00 – 10:00 p.m. on April 8th. In this meeting the Board approved to increase Services and Activities Fees to the maximum permitted by regulation. Executive Officers will be scheduling meetings with their counterparts to discuss the student fees for the next fiscal year. The Associated Students budget and fees will be presented for consideration at the May Board of Trustees meeting.
- The Executive Board nominated 4 Executive Officers to serve on the Presidential Search Committee.
- The Services and Activities Fee Committee met on April 9th and 10th to establish the 2010 – 2011 522 budget allocations. Account directors will be given the opportunity to comment or ask questions at an open hearing on April 15th from 4:00 – 5:30 p.m.
- On April 14th Secretary of State, Sam Reed attended Edmonds Community College’s College Civics Day event sponsored by the Associated Students and the Office of Student Life. The event included a lunch for students with Sam Reed from 12:00 – 1:00 p.m. in the college café and a general question and answer session from 1:30 – 2:30 p.m. in the Triton Student Center lobby.
- Ka Hyeon Lee, Executive Officer for Community Relations, attended the Student Voice Academy at Clover Park Technical College April 9th – 10th. The academy is sponsored by the Council for Union and Student Programs and the State Board for Community and Technical Colleges and provides the venue for student leaders from the 2-year system to develop their legislative agenda for the 2011 legislative session.

- The Executive Board approved funding options for childcare and the Center for Families. A position paper regarding the decision will be passed at the Thursday, April 15th Executive Board meeting.
- International Student Services will be sponsoring Edmonds Community College students to compete in the Washington Dragon Boat Festival on April 25th in Olympia from 9:00 – 4:00 p.m.
- On May 13th – 15th and 20th – 24th the Drama Department will sponsor the stage version of the cult classic musical film; The Rocky Horror Show.
- On May 18th the Lecture Series will sponsor a Brown Bag Lecture in the Black Box Theater featuring Salome Thomas-El an avid supporter of education.
- The Office of Student Life is sponsoring our annual Springfest on May 26th.

Submitted by: Azan Jacobs, Administrative Liaison

ATTACHMENT E

BOARD OF TRUSTEES

Monthly Meeting Report

WPEA/UFCW LOCAL 365

April 14, 2010

- Things have not been very busy lately, other than our members still contacting their legislators to remind them again to please support/oppose bills that affect our state employees, colleges and government agencies. It appears that we might not have been as successful in some areas as we would have hoped. We will have to wait to see the final budget and figure out how we all can work together on implementing it as fair and equitable as possible.
- Tomorrow we will have a union Brown Bag meeting and will be going over some of the information we have on bills that passed. The Furlough Bill will be part of our discussion. I would appreciate it if the Board of Trustees could give me some input on any plans you might have in place (and that you are able to divulge at this point) that would help our classified employees work through this. Please don't hesitate to call me (425-640-1785) or email me at pjpollardo@gmail.com with your input. Your input is always welcome, no matter what the topic or circumstances.
- This weekend is our WPEA Executive Board meeting, so I will finally get to meet Dolly Garcia and find out her role in our organization. We will be examining our budget as well.
- Lou Baker, WPEA Contract Administrator, is working on our proposals for negotiating our contract. So far, our General Government table has been given negotiating dates, but we are still waiting to hear from Tina at Department of Labor Relations for dates for our Community College table. We have some really good negotiating team members and are up to the challenge we know we will be facing. Yes, I am going to be negotiating with them on behalf of our EdCC members. It's going to be tough, but we are determined to work hard for our members.
- We seem to be having more and more issues coming forward from our classified employees. We are working closely with HR to resolve them before they get to a more difficult level.

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

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

April 14, 2010

At a previous meeting, we discussed the “efficiencies” bill (SB 6359) that was passing through the legislature. I drew the trustees’ attention to faculty concerns about the introduction of bills having an impact on higher education without any input from faculty. The “efficiencies” bill and the “5 Star Consortium” draft are both good examples.

The final version of the efficiencies bill contains language to the effect that stakeholders such as unions and their representatives must be involved in decisions relating to college consolidation plans and cost-cutting moves that affect faculty. The language was included only after strenuous effort by faculty groups and the education unions.

However, faculty found out about the “5 Star Consortium” draft almost by accident when an administrator at another college gave a copy to the union’s president. This is not to accuse the administration at this college or any other of deliberately excluding faculty, but if proposals can reach draft stage without any faculty input, faculty and their unions are not being consulted soon enough. We trust the college administration will soon put out information about the consortium and invite participation by faculty in compliance with SB 6359.

Submitted by: Margaret West, President, AFT Local 4254

President's Report April 14, 2010

ATTACHMENT G

I led, participated in, or attended the following meetings and activities since March 11.

- Traveled with David Cordell and Saerom Han to Korea to visit Kemyung College in Daegou, Korea. We have a partnership with Kemyung College and three students from there are attending Edmonds CC.
- Attended the “Leading to Succeed” program. (see link for program information)
<http://odet.edcc.edu/PROGRAMS%20AND%20SERVICES/default.php#Leading>
- Received an update on our developing Institutional Effectiveness program. Beth Nichols and Jim Mulik are working to complete the model by June 1.
- Attended the WACTC presidents’ meeting. Participated in or led discussions on the 2011-13 budget development for the SBCTC, Center of Excellence for Aerospace and developing necessary system information to use on the local level.
 - Attended the All-Washington Academic Team awards ceremony. Edmonds had two outstanding students receiving awards.
 - Attended with other CC presidents a meeting with the Governor to discuss current legislative issues.
- Met with housing staff to discuss rules of conduct in our housing services
- Attended an Economic Development Summit hosted by the Snohomish County Council.
- Met with a group of private industry folks, our facilities group, and our professional technical administrators to discuss expanding into alternative energy uses at Edmonds Community College.
- Additionally, I have been speaking at local Rotary clubs and having a student attend and speak also. We are continuing to have great support from our community.

- Also, Meadowdale Hall is completed and classes are being held there. It is a very well done remodel and will serve well as our art complex.
- Update on the Five Star Consortium. Student Services vice presidents from the five colleges are meeting to determine how to develop a common admissions process. The vice presidents of Instruction are looking at developing common residency requirements. The vice presidents of Community Relations and Advancement are meeting to discuss how to publicize and market consortium programs, services and activities.

Upcoming meetings and events:

- Meeting with Pete Gustaf, former President of the Wichita Area Technical College, involving the Aerospace Training Center.
- New Employee Orientation – President’s welcome
- Parent Mentor Cohort Graduation – President’s welcome

ADDENDUM
PRESIDENT'S REPORT
APRIL 14, 2010

- The legislature has approved
 - \$1.75M to the State Board to contract with the Aerospace Training and Research Center to support industry identified training.
- We have received
 - \$500,000 of a \$5M energy grant emanating from Centralia COE for energy.
 - Approval from the State Board for modularizing curriculum certificates for the Aerospace Training and Research Center.
- Four of our journalism students won first place in the Society of Professional Journalism Regional Mark of Excellence competition. They will move on to national competition.
- We have met with City of Lynnwood staff to craft a proposal for purchasing the warehouse building adjacent to our North Campus Complex.
- Our math faculty held a math advising night for parents and students from the Edmonds School District. Approximately 240 people attended the session which included testing, evaluation and advising to advance in their math skills.
- One of Edmonds Community College students was selected to participate in the National Community College Aerospace Scholars program at NASA's Johnson Space Center in Houston, Texas.
- EdCap, our high school reentry program, has an approximate 28% increase in enrollment this year. Our program has reorganized to retain a higher percentage of students, graduate a higher percentage of students, and have a greater percentage of students pass the WASL.
- Our Basic Skills program has been selected as one of the programs for a best practices review. This selection is based on our performance in the Student Achievement Initiative.
- A Fund for the Improvement of Post Secondary Education (FIPSE) grant has been received by the Computer Information systems (CIS) Department. This grant will be used to compress our certificate programs in order to improve time to degree (certificate).
- We have implemented an online prerequisite program, an online catalog, and reduced the size of our quarterly schedules.
- We have 200 candidates on a waiting list for ABE/ESL. We are working on ways to serve more students with the same number of staff.

*Addendum – President’s Report
April 14, 2010*

- Our Business and Technology Department has received \$720,000 of grants to develop, market and place students in our Energy Management Program.
- Online course enrollment has grown by 6%, hybrid course enrollment is up 24%.
- Our Allied Health program has a waiting list for all courses. We are working on a grant with several colleges to increase capacity through partnerships and articulation agreements.
- Our library is serving 2,500 students per day. They are expanding our e-reference capacity and developing a laptop lending program.
- Edmonds Community College now has a student chapter of the High Technology Crime Investigation Association. Enrollment is open for Edmonds CC students that are currently enrolled in a 2 year program majoring in computer science; forensics, criminal justice, law enforcement, corrections, accounting, auditing, or a similar program of study with a minimum Grade Point Average of 3.5 GPA in their major or a 3.0 GPA Overall.

Student members will be able to take advantage of educational seminars and training dealing with high technology crime that will feature recognized experts in the field from both the private sector as well as local, state, and federal law enforcement.

This is the first student chapter to be formed on the west coast, and will be the fourth student chapter formed worldwide. The Washington State HTCIA chapter will be sponsoring. For more information, students can access the following URL:
http://www.wahtcia.org/EdCC_Student_Chapter.htm



Board of Trustees

Washington Community College District 23

STUDY SESSION
April 22, 2010

DRAFT

CALL TO ORDER

The Edmonds Community College Board of Trustees special study session was called to order by Chair Jeannette Wood at 5:10 p.m. in Snohomish Hall 304A.

QUORUM

Trustees present: Mauri Moore, Quentin Powers, Dick Van Hollebeke, Jeannette Wood and Emily Yim
Others present: Mark Cassidy, Patty Michajla, Jack Oharah and Vaughn Sherman

STUDY SESSION

Faculty and Staff Recognition

The Board of Trustees reviewed a draft letter of appreciation that the Trustees will send to all faculty and staff thanking them for their hard work during difficult budget times.

Mauri Moore moved and Dick Van Hollebeke seconded the motion to approve the letter.

Approved

Participation in Building Community Day

Dick Van Hollebeke encouraged the Trustees to participate in the May 7th Building Community Day by showing a presence, particularly during the Employee Recognition luncheon. The Trustees decided that they would like to assist in some capacity during the luncheon as a way to show faculty and staff their appreciation for all of their extra efforts. The Excellence in Education award will be announced during the luncheon.

EXECUTIVE SESSION

At 5:25 p.m. the Board of Trustees entered into Executive Session to discuss:

- Presidential search process: Discussion of the Search Committee members and of search consulting firms.

OPEN SESSION

At 7:25 p.m. the Board of Trustees returned to open session.

Approval of Search Committee

Mauri Moore moved and Dick Van Hollebeke seconded the approval of the names selected for the Presidential Search Committee expressing their thanks to everyone who applied.

APPROVED

Approval of three Search Consultant Firms for Consideration

Quentin Powers moved and Mauri Moore seconded the approval of the three consulting firms to be interviewed for selection: Storbeck/Pimentel and Associates; National Search and Consulting; RPA, Inc.

APPROVED

Board of Trustees Study Session
April 22, 2010
Page 2 of 2

ADJOURNMENT

Chair Jeannette Wood adjourned the study session at 7:50 p.m.

Jeannette P. Wood, Chair

Date Approved

ATTEST:

Jack, Oharah, Secretary



Board of Trustees

Washington Community College District 23

STUDY SESSION
May 4, 2010

DRAFT

CALL TO ORDER

The Edmonds Community College Board of Trustees special study session was called to order by Chair Jeannette Wood at 3:15 p.m. in Clearview Building 121.

QUORUM

Trustees present: Mauri Moore, Quentin Powers, Dick Van Hollebeke, and Jeannette Wood

Trustee absent: Emily Yim

Others present: Cathie Agor, Mark Cassidy, and Patty Michajla

STUDY SESSION

Vendor presentations and interviews via telephone and video conference

- Storbeck/Pimentel and Associates – Sharon Tanabe, Partner
- National Search and Consulting – Dr. Don Hunter, President
- RPA, Inc. – Richard Allen, President

EXECUTIVE SESSION

At 5:35 p.m. the Board of Trustees entered into Executive Session to discuss:

- Consideration of Contract Issues
- Search Committee Discussion

OPEN SESSION

At 6:20 p.m. the Board of Trustees returned to open session.

Approval of Presidential Search Consultant Firm

Mark Cassidy requested a motion, subject to reference checks, of awarding National Search and Consulting as the firm to head up the presidential search.

Quentin Powers moved and Dick Van Hollebeke seconded the motion to approve the selection of National Search and Consulting, subject to reference checks.

APPROVED

Approval of Finalized Presidential Search Committee

Mauri Moore moved and Dick Van Hollebeke seconded the approval of the finalized Presidential Search Committee. The committee members are: Sue Ambler, Minh Carrico, Marty Cavalluzzi, Dave Earling, Bob Fuller, Mary Hale, Azan Jacobs, Ka Hyeon Lee, Barbara Maly, Kevin McKay, Patty Michajla, Tom Murphy, Steve Pennington, Alison Sing, Shirley Sutton, Wally Webster, and Mike Yocom.

APPROVED

ADJOURNMENT

Chair Jeannette Wood adjourned the study session at 6:25 p.m.

Jeannette P. Wood, Chair

Date Approved

ATTEST:

Jack, Oharah, Secretary



Board of Trustees

Washington Community College District 23

Resolution No. 10-5-1

Recognition of Service

WHEREAS, Judy LeBlanc has been a dedicated parent educator and instructor in the Family Life Education Department for the last ten years, after serving as an instructor at other colleges in the Seattle area before coming to Edmonds Community College, and

WHEREAS, Judy has provided leadership for her department for many years, as both department chair and mentor for countless parents and faculty teaching in the program, and

WHEREAS, Judy has supported parents in the college's infant-toddler classes and the Preschool Cooperative Education program in the community, through her excellent observation skills of parents and young children, her gentle and caring approach and good humor, and her creation of a positive, classroom experience for both parents and children, and

WHEREAS, Judy's teaching has been focused on helping parents to nurture healthy children by modeling how to be respectful of the individual growth and development of their children, while supporting their personal growth as parents and as individuals, and

WHEREAS, Judy has served the college and community on numerous committees and community projects that reflect her dedication and support for parents and family education, and

WHEREAS, Edmonds Community College recognizes Judy Le Blanc's leadership and dedication to family education as an instructor and member of the college community, and sincerely thanks Judy for her years of service and her contributions to the college and its students,

NOW BE IT THEREFORE RESOLVED that the Edmonds Community College Board of Trustees recognizes that Judy LeBlanc is leaving her role as a parent educator at the college and wishes her the opportunity to pursue her own goals and passions such as hiking, boating and travelling and hopes she finds time with family and friends – and her brand-new grandson – to relax and enjoy her well-deserved retirement.

Jeannette P. Wood, Chair

Date Approved

ATTEST:

Jack Oharah, Secretary



Board of Trustees

Washington Community College District 23

Resolution No. 10-5-2

Recognition of Service

Whereas, Joyce Kruithof has been a member of the Edmonds Community College faculty since 1978 and has played a major role in the development of the ABE ESL program, in which she has served as Department Head since 1994, and

Whereas, Joyce Kruithof has taught in all of the ESL programs offered by the college and was involved in the development of the English for Academic Purposes program and has even taught beginning Japanese in the Humanities Division, and

Whereas, Joyce Kruithof has sustained the ABE ESL program as it has grown from 200 students to 1300 students annually, and has helped the faculty and staff develop new curriculum, and has been instrumental in creating an advising office, a tutoring program, and has led the department in meeting the challenges of increased reporting and accountability, and

Whereas, Joyce Kruithof has mentored over 100 faculty to provide excellence in serving our students, in particular our immigrant and refugee population, and has personally guided and assisted thousands of students individually, therefore affecting their lives in a positive way;

NOW, THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees wishes Joyce Kruithof many years of fulfillment and happiness in her retirement years, and that she will hold only fond memories of her tenure at Edmonds Community College.

Jeannette P. Wood, Chair

Date Approved

ATTEST:

Jack Oharah, Secretary



Board of Trustees

Washington Community College District 23

Resolution No. 10-5-3

RECOGNITION OF SERVICE

WHEREAS, Edmonds Community College has grown and prospered through the talented and dedicated employees who have made contributions in many unique and caring ways, and

WHEREAS, Chandler Clifton has been an exceptional faculty member of Edmonds Community College for 20 years serving as a full-time member of the Bridge Department in the Developmental Education Division, and

WHEREAS, Chandler Clifton has been an ambassador for the Bridge Department and Developmental Education Division, serving as chair for many years with legendary charm and competence, and

WHEREAS, Chandler Clifton will be remembered by his students for his fairness, unfailing patience, respect, and good humor, and

WHEREAS, Chandler Clifton was a part-time instructor for six years prior to his tenure track appointment, and

WHEREAS, Chandler Clifton has been recognized by his peers by winning the 2006 Northwest Association for Developmental Education Educator of the Year Award, and

WHEREAS, Chandler Clifton has been recognized by the institution through receipt of the 2002-2003 Echelbarger-Sherman Excellence in Teaching Award, and

WHEREAS, Chandler Clifton has been a team player by serving on countless tenure, accreditation, hiring search, contract, and standing committees, and

WHEREAS, Chandler Clifton has served as a model of fairness, good humor, and genuine enjoyment of his varied roles at Edmonds Community College, and

WHEREAS, Chandler Clifton, a campus pioneer in Coordinated Studies with Power Learning where he taught Steven Covey’s “Seven Habits of Highly Effective People,” has created an enormous reserve in his campus “Emotional Bank Account,” and

WHEREAS, Chandler Clifton has transcended the confines of the role of instructor, member of a particular department and division to symbolize the Edmonds community;

NOW, THEREFORE BE IT RESOLVED THAT the Edmonds Community College Board of Trustees wishes Chandler Clifton many years of fulfillment and happiness in his retirement years, and that he will hold only fond memories of his tenure at Edmonds Community College.

Jeannette P. Wood, Chair

ATTEST:

Date Approved

Jack Oharah, Secretary



Board of Trustees

Washington Community College District 23

Resolution No. 10-5-4

WHEREAS, Edmonds Community College has grown and prospered through the skilled and dedicated employees who have made contributions in many unique ways, and

WHEREAS, Walt Bubelis has been a devoted employee of Edmonds Community College for forty-one years serving the College, the community and the State of Washington, and

WHEREAS, Walt Bubelis has made a strong contribution to the academic excellence of the College through his position as a full-time faculty member in the Horticulture Department, teaching, advising, serving as department chair and developing courses in all areas Horticulture, and

WHEREAS, Walt Bubelis was the founding faculty member of the Horticulture Department and played a pivotal role in developing the curriculum, program structure, and especially the value of excellence in the Horticulture program, and

WHEREAS, Walt Bubelis was instrumental in securing and maintaining a quality Greenhouse for the Horticulture program that enhances courses, serves as an important science lab and also produces plants for the college grounds and community plant sales, and

WHEREAS, Walt Bubelis helped create the undisputed premiere Horticulture program in the Pacific Northwest (listed in several magazines as such) and taught hundreds of students who have gone on to develop their own award-winning businesses (winning major awards every year at the Seattle Flower and Garden Show as well as many other venues), and who have gone on to become leaders in the Horticulture field (Walt's ex-students have served as leaders of all of the major Horticulture professional organizations), and

WHEREAS, Walt Bubelis has been a pioneer in advising students and supporting student success through the development of a structured, student-centered advising and communication plan that provides consistent one-on-one advising and academic planning for all prospective and current Horticulture students, and

WHEREAS, Walt Bubelis has legions of students who have stayed in touch with him and continue to acknowledge the important role he played in their professional lives, and

WHEREAS, the Board of Trustees has been advised that Walt Bubelis will conclude his career at Edmonds Community College effective June, 2010, to begin a new phase of his life, and

WHEREAS, the Board of Trustees of Edmonds Community College wishes to acknowledge his retirement with deep appreciation for her dedicated service,

NOW THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees wishes Walt Bubelis many years of happiness and adventure in his retirement years, and that he will take with him many good memories of his association with Edmonds Community College.

ATTEST:

Jack Oharah, Secretary

Jeannette P. Wood, Chair

Date Approved



Board of Trustees

Washington Community College District 23

Resolution No. 10-5-5

Recognition of Service

WHEREAS, Edmonds Community College has grown and prospered through the skilled and dedicated employees who have made contributions in many unique ways, and

WHEREAS, Rod Schein has been a devoted employee of Edmonds Community College for thirty-nine years serving the College, the community and the State of Washington, and

WHEREAS, Rod Schein has made an invaluable contribution to the academic excellence of the College through his position as a full-time faculty member in the Computers, Electronics and Networks Department, teaching and developing courses in electronics and robotics technology, and

WHEREAS, Rod Schein developed key relationships with local high schools and technical companies to ensure the integrity of the programs in the Computers, Electronics and Networks Department, and

WHEREAS, Rod Schein has been an instructional leader and pioneer in developing new approaches to teaching technology and has been an inspiration for thousands of Edmonds Community College students, and

WHEREAS, the Board of Trustees has been advised that Rod Schein will conclude his career at Edmonds Community College effective June, 2010, to begin a new phase of his life, and

WHEREAS, the Board of Trustees of Edmonds Community College wishes to acknowledge his retirement with deep appreciation for his dedicated service,

NOW THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees wishes Rod Schein many years of happiness and adventure in his retirement years, and that he will take with him many good memories of his association with Edmonds Community College.

Jeannette P. Wood, Chair

Date Approved

ATTEST:

Jack Oharah, Secretary

Background**APPROVAL OF NEW CURRICULA****Subject**

Board of Trustees first consideration of the Emergency Management AAS-T Degree.

Background

The Emergency Management Program was developed due to the high demand for trained professionals in this field. This two-year online degree program provides education and training for individuals currently working in the field and for students desiring to work in Emergency Planning and Preparedness, Business Continuity, Disaster Response and Recovery, Occupational Safety and Health, and Emergency Operation Centers.

This Associate in Applied Science-T (AAS-T) in Emergency Management is a 99-102 credit professional technical degree with a core of general education courses commonly accepted in transfer. In general, professional-technical degrees are not designed for transfer to other colleges or universities. This degree will articulate to several four-year institutions, including CWU/ITAM program, TESC, Antioch and University of Phoenix.

Recommendation

Board of Trustees approval of the Emergency Management AAS-T Degree at the May 13, 2010, meeting.



Board of Trustees

Washington Community College District 23

Resolution No. 10-5-6

APPROVAL OF NEW CURRICULA

WHEREAS, the Board of Trustees reserves unto itself the final approval of departmental curricula and degree and certificate requirements, and

WHEREAS, the new education program has been developed to satisfy industry requirements designated for an **AAS-T Degree in Emergency Management and Business Continuity**.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the granting of an **Emergency Management and Business Continuity AAS-T Degree**.

Jeannette P. Wood, Chair

Date Approved

ATTEST:

Jack Oharah, Secretary



Board of Trustees

Washington Community College District 23

Background

*CONSIDERATION OF NEW ASEDCC ASSESSED FEES
ATHLETIC FIELD FEE
BUS PASS USER FEE*

Subject

Board of Trustees first consideration of Associated Students of Edmonds Community College new Athletic Field Fee and Bus Pass User Fee.

Background

Athletic Field Fee

In 2009 work was completed on the installation of lighting for the baseball field at Edmonds Community College. This project enhanced the use of the field for our intercollegiate baseball team and the community. Included in the project was design and architectural work for redoing our natural turf field to an artificial turf multi sport field. Currently, our intercollegiate men's and women's soccer and softball teams practice and play their home games at off-campus facilities. Field and weather conditions minimize the use of the field for general student activities and community use. The benefits of changing the field from natural to artificial turf are:

1. Our intercollegiate soccer and softball programs will practice and play their home games on campus which reduces travel time and encourages students to support their athletic teams.
2. Provide greater instructional access and course offerings for students.
3. Provide access to student intramural and recreational activities.
4. Provide year round access for the community to rent the facility.

The approximate capital cost of project is 1.5 million dollars with the Associated Students Executive Board taking action to assess students a fee of \$1.50 per credit to fund the project. The fee, if approved, will be collected beginning summer quarter with a complete project financing plan to be agreed upon by the college and the ASEDCC. The intent of the ASEDCC is for the fee to end upon repayment of the construction project.

Bus Pass User Fee

In 1999 the ASEDCC began offering a free bus pass to all EdCC students for local bus service on Community Transit. The program has been hugely successful in providing access to campus and the community for our students who do not have transportation while reducing the number of vehicles parking on campus and supporting the college's sustainability initiatives.

The college's contract costs with Community Transit have risen from \$140,000 in 1999 to \$527,000 for 2009-10. The contract cost is based on the number of rider trips and the trip fare. Both of these have increased and from 2007 to 2010 EdCC bus ridership has increased 51%.

The bus contract with Community Transit has been subsidized through the Assessment Fee which most students pay as part of the tuition and fee structure. The ASEdCC determined the current fee structure to support the bus program was not sustainable and through a series of open hearings and surveys received input from students and staff on proposed alternatives.

Based on that input, the ASEdCC Executive Board voted to raise the Assessment Fee and assess a \$15.00 per quarter Bus User Fee to those that receive a bus pass. This model will provide funding to sustain the program as it currently is.

Recommendation

The Associated Students of Edmonds Community College recommend the Edmonds Community College Board of Trustees approve the Athletic Field Fee and Bus Pass User Fee.



Board of Trustees

Washington Community College District 23

Background

CONSIDERATION OF ASEdCC REVISED FINANCIAL CODE

Subject

Board of Trustees first consideration of Associated Students of Edmonds Community College revised Financial Code.

Background

The Washington State Legislature recognizes in Chapter 28 of the Revised Code for Washington that institutional governing boards of higher education are authorized to collect fees and expend funds. The Services and Activities Fee and other revenues collected by Edmonds Community College for the ASEdCC are for the benefit of the entire student body and the Edmonds Community College Board of Trustees has authorized these funds to be used for the purpose of financing the various programs of the ASEdCC. The authority for administering the Code and the budgeting and control of expenditures for ASEdCC funds has been delegated by the Trustees to the President of the College, to the Vice President of Student Services and to the Director for Student Programs.

The current Financial Code has been in effect since 1984 when it was last amended by the Board of Trustees upon recommendation by the ASEdCC. In the ensuing 26 years changes in practice, regulations and laws have made parts of the Code obsolete. In addition, provisions of the revised ASEdCC Constitution, which was adopted in July 2006, are in conflict with the current Code. Review and revision of the document was done by successive ASEdCC Executive Boards beginning in 2007 and has undergone multiple drafts and reviews by college administration. Many of the proposed changes are minor in nature which reflect changes in operational practice. The changes listed below however are substantive and do reflect major areas of change in the Code.

Major Changes

1. Exception to Limitations - Article 1, Section 7
This exception allows professional staff salaries to be paid for the operation and support of technology on campus (computer labs) up to a maximum of \$225,000 per year. The dollar amount may be amended with a 2/3 approval by the Executive Board.

All funding allocated to the Childcare Program may be expended on staff salaries, benefits and other operating expenses.

2. Removal of ASEdCC Budget Committee as the budget decision making committee - Article 3, Section 1
Budget decisions are now made by the ASEdCC Executive Board with the exception of the annual ASEdCC operating budget which will be drafted by Services and Activities Fee Budget Committee.

3. Establishes the process of program allocations and the authority of the Services and Activities Fee Budget Committee - Article 3, Section 3
4. Establishes the membership of the Services and Activities Fee Budget Committee - Article 3, Section 1B
The committee is comprised of 4 students, 2 of whom are current Executive Officers (includes the Officer for Budget and Finance as chair) and 2 students at large, 1 faculty member and 1 administrator. The Director for Student Programs sits on the committee in an advisory capacity.
5. Changed language to not have specific dates for the budget process - Article 3, Section 3C
This provides more timeline flexibility to the Services and Activities Fee Budget Committee to develop a yearly process that meets the needs of the campus budget process.
6. Guidelines for Chartered Student Clubs - Article 1 - 8
Changed the following items to reflect current practices.
These include:
 1. Clubs can only be chartered fall, winter and spring quarters.
 2. Clubs can receive funding only if chartered by the 7th week of the quarter.
 3. Removed specific dollar amounts for funding chartered clubs. This decision is made by the Services and Activities Fee Budget Committee on an annual basis.

Recommendation

The Associated Students of Edmonds Community College recommend the Edmonds Community College Board of Trustees approve changes to the ASEdCC Financial Code.



Background

Washington Community College District 23

Board of Trustees

FISCAL YEAR 2010-11
SERVICES & ACTIVITIES FEE
ASSESSMENT FEE
TECHNOLOGY FEE
STUDENT CENTER M & O FEE
ATHLETIC FIELD FEE
BUS PASS USER FEE

Subject

Proposed AEdCC Services and Activities fees for Fiscal Year (FY) 2010-11.

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 Associated Students voted to raise the Services and Activities Fee to the maximum allowed, raised the Assessment Fee to pay for increased bus contract costs, kept the Technology Fee and Student Center Maintenance and Operation Fee at the current levels and approved two new fees, Athletic Field Fee and the Bus Pass Fee.

The Athletic Field Fee will pay for placing artificial turf on the current baseball field. This will allow for multiple athletic and intramural uses. By making the current field artificial turf, both men's and women's intercollegiate soccer programs and the softball program will be able to practice and play their home games at Edmonds Community College. The field will also be available for intramural, student activities and instructional use.

The Bus Pass User Fee will be charged only to students who will use the bus. Bus contract costs and ridership have far outpaced the ability to pay all of the costs from the Assessment Fee. The new fee will subsidize the contract costs and continue the bus program for all students.

Services and Activities Fee

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

Services and Activities Fee 2009-10	\$7.60/credit (credits 1-10)	\$3.00/credit (credits 11-18)
Services and Activities Fee 2010-11	\$8.60/credit (credits 1-10)	\$4.20/credit (credits 11-18)

Assessment Fee

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

Assessment Fee 2009-10	\$2.45/credit
Assessment Fee 2010-11	\$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.

Technology Fee 2009-10	\$2.40/credit
Technology Fee 2010-11	\$2.40/credit

Student Center Maintenance and Operation (M & O) Fee

The Associated Students took action to assess themselves a Student Center M & O Fee. The fee was instituted in 2005-06 to support a dedicated fund for the M & O of the new 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 new student center.

Student Center M & O Fee 2009-10	.27/credit
Student Center M & O Fee 2010-11	.27/credit

Athletic Field Fee

The Associated Student took action to assess themselves an Athletic Field Fee. This fee will begin summer quarter 2010 to support the construction of an artificial turf field where the current baseball field is. This fee is designed to be temporary in that it supports the capital construction costs and will end once the project is paid for.

Athletic Field Fee 2010-11	\$1.50/credit
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Bus Pass User Fee

The Associated Students took action to assess students who want a bus pass a quarterly fee. This user fee will be assessed beginning summer quarter 2010 to subsidize the bus contract with Community Transit. Increased ridership and contract costs require that all students who use this service pay a small fee to receive free local bus service.

Bus Pass User Fee 2010-11	\$15.00/quarter
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Recommendation

The Board of Trustees approve the proposed FY 2010-11 ASEdCC Services and Activities Fee, Assessment Fee, Technology Fee, Student Center M & O Fee, Athletic Field Fee and Bus Pass User Fee as submitted.



Background

Washington Community College District 23

Board of Trustees

FISCAL YEAR 2010-11 ASEDCC BUDGET

Subject

Proposed ASEdCC Services and Activities Fee Budget for (FY) 2010-11.

Background

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

The following budget is submitted for consideration:

2010-11 Projected Revenue = **\$1,312,000**

Increased funding emphasis for the 2010-11 academic year are for the following programs:

- Funding for Learning Support Center increases 24 %
Increased funding to support additional hours for tutoring.
- Funding for Childcare increases by 65%
Provides more support for operational costs.
- Funding for overall diversity programs, increases by 34%
Provides program and operational support for Diversity Affairs and the new Student Diversity Center.
- Residential Life budget increases by 69%
Increased funding to accommodate expanded programming and staffing to support students in Rainier Place.
- Music Scholarships budget increases by 100%
Provides the Music Department more funding to recognize outstanding student talent in vocal and instrumental jazz and provide an incentive in recruiting students to EdCC
- Athletic Scholarships budget increases by 33%
Increase funding that reflects tuition increases for 2010-11 for athletes.

New Programs Recognized and Funded

- Black Box Theatre Rental
This program will subsidize the rental costs for all 522 programs that use the Black Box Theatre.
- Digital Signage
Provides funding for a part-time hourly student to develop messaging content for digital displays in the Triton Student Center and Mountlake Terrace Hall.

- **Etiquette Lunch**

Provides funding for students to attend etiquette lunch program sponsored by Business Division.

- **Peer-to Peer Used Books**

Funding for a part-time hourly student to manage online student-to-student used textbook exchange.

- **Athletic Uniform Schedule**

Provides funding to purchase uniforms for intercollegiate athletic teams on a rotational schedule.

Recommendation

That the Board of Trustees approves the proposed FY 2010-11 AEdCC budget as submitted.



Board of Trustees

Washington Community College District 23

Background

2010-2011 College Operating Budget

Subject

Consideration of the 2010-2011 College Operating Budget.

Background

The legislative session for 2010-2011 is now mostly 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). With the State again facing an unprecedented budget shortfall, the Washington State Community and Technical are facing additional significant reductions in the state allocation which comprises the majority of our budget revenue.

This year's legislative budgeting process has necessarily taken longer than in previous years and we are still awaiting our initial operating budget allocation from the State Board for Community and Technical Colleges. The State Board has analyzed the numbers in the current state budget proposal and, while they acknowledge those numbers could shift slightly in the coming days, were able to provide the colleges with a draft initial allocation for this new biennium.

Edmonds share of the system budget cuts for the coming year (2010-2011) year is \$1,775,255 according to the draft initial allocation from the State Board. This is a permanent reduction in our state allocation on top of the permanent reductions of \$1.9 million this year (2009-2010) and \$1.2 million the year before (2008-2009).

It is widely believed that the additional cuts for next biennium are likely to occur and that those reductions may be every bit as severe as those seen this biennium. Consequently the College is moving to use one-time unbudgeted revenue, received this year because of the record breaking enrollment and continuing strong international program enrollment, to increase the College fund balance reserve by at least another million dollars (to \$3.2 million, or more) and to set aside dedicated funds for debt servicing (projected at a minimum of \$3.4 million) as a means of creating additional ongoing operating budget relief.

Some operating budget details are still being worked through and some of the numbers presented in this background are based on preliminary information from the State Board. It is possible that some of these numbers will change between now and the June Board of Trustees meeting. Any changes will be reflected in the final College operating budget presented to the Board for approval.

BUDGET DEVELOPMENT for FISCAL YEAR 2009-2010

SBCTC Operating Budget Allocation (estimated)	
Base Budget Allocation (April 2010 SBCTC estimate)	\$25,502,180
Allocation Reduction (April 2010 SBCTC estimate)	(\$1,467,464)
Mandated Compensation Reduction	(\$263,681)
Financial Aid System Code Purchase Contribution	(\$5,753)
Student Achievement Initiative Contribution	(\$38,357)
Earmarked Funding Added to Base Allocation:	
Health Insurance Rate Increase	\$964,307
Maintenance & Repair Shift from Capital	\$521,400
Opportunity Grants (new one-time funds)	\$36,900
Worker Retraining Variable	\$291,261
+ Worker Retraining New One-Time Funds	\$516,432
PERS Rate Adjustment	\$1,780
Projected Operating Allocation from SBCTC	\$26,059,005

Budget Development Process

Knowing that budget cuts were coming, but not being certain of size of the cuts, the college began planning for a reduced initial operating budget. Establishing core values against which all budget cut decisions would be measured was the first step in this year's budget development process. Those values are:

- Remember who we are and who we serve
- Minimize impacts on student access and support
- Minimize impacts on employee base
- Ensure open communication and feedback (transparency)
- Generate additional revenue
- Look at all funds

Employee input was solicited regarding how best to achieve necessary budget savings while still meeting our commitment to students, employees, and our community. Drawing on this campus-wide input, President's Cabinet has identified and prioritized a wide range of options through which the campus will achieve the necessary savings and options for raising additional revenue to offset a portion of the allocation cuts. These options are not without negative impact to the college.

The College continues to provide opportunity for all college faculty and staff to be involved and informed during this budget process. Campus budget forums took place during late April and early May, and the budget development process, the rationale for the decisions made, and the challenge of balancing the budget with these unprecedented cuts were shared at those forums. New budget information is shared out with all campus community members via email as it comes in.

Recommendation

The staff of Edmonds Community College recommends that the Board of Trustees adopt the resolution approving the 2010-2011 College operating budget presented at the June 2010 meeting of the Board of Trustees.

Background

2010-2011 International Contract Programs

Subject

Consideration of the 2010-2011 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 programs 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 the colleges seeking to continue its International Contract programs 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 programs 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 2010-2011 International Contract programs at the June 2010 meeting of the Board of Trustees



Board of Trustees

Washington Community College District 23

Background

2010-2011 TUITION AND FEE WAIVER SCHEDULE

Subject

Proposal to revise the College's Tuition and Fee Waiver schedule for the 2010 -2011 academic year due to tuition and fee increases mandated by the Washington State Legislature.

Background

Tuition and fee waivers are authorized by the Washington State Legislature to provide discounts or full relief from the standard tuition rates. These waivers have a direct impact on the amount of funds colleges collect to support their educational offerings. Several categories of waivers are discretionary. The State Board and colleges are allowed the option of granting waivers, and the total amount of operating fee revenue waived by the community college system is limited to 35% of total gross operating fee revenue.

An advisory committee, with representation from Student Services, Financial Aid and the Business Office was formed to review the existing Tuition and Fee Waiver Schedule with a mandate to:

- Adjust all tuition and fee waivers to reflect the 7% tuition increase
- Eliminate waivers that are no longer offered or meet their original intent

The proposed 2010 – 2011 Tuition and Fee Waiver Schedule is attached.

Recommendation

It is recommended that the Edmonds Community College Board of Trustees approve the revised Tuition and Fee Waiver Schedule for the 2010 - 2011 academic year at the June 2010 Board meeting.



Washington Community College District 23

Board of Trustees

Background

2010-2011 College Fee Schedule

Subject

Consideration and Approval of the 2010-2011 College Fee Schedule.

Background

One of the changes from last year's legislative state budget-building process was the elimination of the caps and constraints on course fees imposed by Initiative 601 and the Legislative approval process imposed by Initiative 960. In their place, colleges now can manage fees with no specific limits. The language specifically states that colleges may now set fees, ". . . by amounts judged reasonable and necessary by the trustees."

Initiative 601 (I-601) was passed by the voters of Washington in 1993 and states, "No fee may increase in any fiscal year by a percentage in excess of the fiscal growth factor for that fiscal year without prior legislative approval." According to the initiative, "fiscal growth factor" means the average of the sum of inflation and population change for each of the prior three fiscal years. The fiscal growth factor is calculated by the state Office of Financial Management. However, beginning with the 2007-09 biennium, the fiscal growth factor is the average growth in state personal income for the prior ten fiscal years.

In previous years, college fees (course, program, and general fees) have been raised by a percentage indexed to a fiscal growth rate provided by the State Board for Community and Technical Colleges, using the growth factor calculation described above. This year's fiscal growth rate, as provided in an email from the State Board to the colleges on May 6, 2009, is 5.20%.

Were this a typical year, the college would have increased all applicable fees to increase by 5.2% following these guidelines. This is not a typical year, however, and the college has taken the following considerations into account when establishing its recommendations for fee increases for the 2010-2011 academic year:

- College operations have been impacted by the \$4.9 million budget cuts imposed by the state (total from three fiscal years of allocation reductions). While every effort has been made to absorb these cuts in ways which do not impact student access and support, there is still a very real impact to many campus programs and services.
- At the same time students are struggling with a 14% tuition increase across the current biennium, on top of the other financial challenges many students are experiencing during this economic downturn. This is a bad time to increase fees to students except where absolutely necessary.
- Record-breaking enrollment, while adding to the servicing challenge for college employees, is also generating unusually high fee account revenue. While it is true that there are more students to serve from those fee accounts, the College feels this growth revenue can help sustain most current fee levels for this next year.
- There are a small number of applicable fees which need to be adjusted, which can be addressed individually without requiring fee increases across the board.

As a result of these considerations, the College is recommending no fee increase for applicable fees for the 2010-2011 academic year, with some specific exceptions. The college does not want to further impact students any more than absolutely necessary while they are also having to contend with large tuition increases.

Recommendation

The staff of Edmonds Community College recommends that the Board of Trustees adopt the resolution approving the 2010-2011 College Fee Schedule as presented.



Board of Trustees

Washington Community College District 23

President's Report May 13, 2010

I led, participated in, or attended the following meetings and activities since April 14.

- Provided a welcome and attended a lunch with Danish student group and two presidents visiting our campus
- Provided a welcome to the Washington Academic Advisory Coalition
- Attended the American Association of Community Colleges (AACC) National Spring Convention in Seattle; participated on a discussion panel regarding NSF Grants
- Attended the Center of Excellence Advisory Committee meeting at Paine Field
- Provided a welcome for the Leading to Succeed alumni group for network and training planning
- Attended the Economic Development Council board meeting
- Attended the April 22 Board of Trustees study session to assist with discussion of the presidential search process
- Attended a special WACTC Executive Committee meeting at Pierce College in Puyallup
- Participated in several campus budget forums
- Attended the monthly WACTC presidents' meeting at Seattle Central CC, including a special executive committee session in conjunction with the State Board to discuss the Mission Study Implementation
- Met with the ESD Superintendent, Nick Brossoit, and staff members to discuss the College Promise Outreach program
- Participated in the Center of Excellence evaluation process at Paine Field
- Attended the State Board for Community and Technical Colleges meeting at Walla Walla Community College in my role as Chair of the WACTC Operating Budget Committee

- Upcoming scheduled events:
 - Building Community Day/Employee Recognition Luncheon welcome & participation
 - Meeting with ESD Superintendent Nick Brossoit and staff to discuss the math testing program

Additional recent meetings, events and activities reported through the Instructional Leadership Team:

- Rae-Ellen Reas will meet with Instructional Leadership soon to discuss the pilot closure of the 1st floor of Lynnwood Hall (except Advising) beginning Wednesday, May 12th.
- The 2010 annual Pow Wow was held last weekend.
- The Humanities Social Sciences Divisions are working on the final shoot of transfer promotional video.
- The new, smaller version of our summer and fall quarterly schedules has been distributed.
- Rod Halverson's area is working on creating Personnel Action Forms (PAFs) in Liquid Office, and hopes to have something available in the next couple of weeks.
- The Strategic Enrollment Management (SEM) Transitions Committee, chaired by Joyce Kruthof, is collaborating with WorkFirst and is offering a transitions class for special populations.
- The Allied Health Department is piloting a new certificate with stimulus funds. Two students have been offered jobs prior to their completion of the certificate. Beginning hourly wage: \$17-\$19 per hour
- The Energy Management, Horticulture, and Construction Industry Trades Department's are leveraging each other's programs by combining marketing and certificate and degree requirements.
- Kudos to Alison Pugh who has submitted three grant proposals and all three have been approved!
- The Advising website has been redesigned.
- The Foundation awarded Stephanie Wiegand and crew a grant to develop podcasts of the advising workshops.
- The faculty advising calendars will migrate to SharePoint soon
- Degree Audit update: Waiting for one piece to be completed this quarter; Will begin building 2010-11 requirement sheets this summer.
- Requests for videotaping and visual communications help is increasing.
- Summer and fall schedules out; all classes roomed; requirement sheets on the web

- Received a State Department, multi-state grant. Most of the students will come this summer. Countries involved include, but are not limited to: Kenya and Costa Rica. In all, twenty students from countries not normally represented at Edmonds will participate in this project. A great asset to diversity at Edmonds.
- This is the second year of the State Department Egyptian student grant.
- A committee of Math faculty members will begin researching developmental math redesign and will present a proposal to the full Math Department during Kick Off Week in September.
- Completions in Correction's vocational programs are up 10-15%.
- GED completions are higher than they have been in the past ten years.
- Our Corrections program is slated to receive an additional 40 FTEs next year.
- The Institutional Effectiveness "SIMPLE" plan (**S**trategic **I**nformed **M**easurable **P**rocess **L**eading to **E**ffectiveness) is nearing completion.
- The 2nd Annual Manufacturing Education and Training Exchange was held on our campus. Fourteen, high-school teams presented projects that demonstrate the application of STEM (Science Technology Engineering and Math).