

Washington Community College District 23

AGENDA

Special Meeting
May 15, 2018
Gateway Hall 352
3:30 – 7:15 p.m.

MISSION: TEACHING | LEARNING | COMMUNITY

TAB

3:30 PM	<i>TENURE AND PERMANENT STATUS RECEPTION</i>		
~ ~ ~ ~ ~			
4:30 PM	A. Call to Order	Diana Clay	
4:32 PM	B. Introduction of Guests	Diana Clay	
4:35 PM	C. Public Comments (<i>2 min. each</i>)	Diana Clay	
4:45 PM	D. Approval of April 19, 2018 Meeting Minutes	Diana Clay	1
4:48 PM	E. Next meeting: May 17, 2018, 12:00 – 5:00 p.m. Study Session		
4:50 PM	F. Old Business – Action		
	1. Approval of Professional Leave - Permanent Status Faculty	Dr. Charlie Crawford	2
	G. New Business – First Consideration		
4:55 PM	1. Consideration of 2018-2019 AEdCC Student Fees	Nomin Tumennast	3
5:00 PM	2. Consideration of 2018-2019 AEdCC Budget	Nomin Tumennast	4
5:05 PM	3. Consideration of 2018 – 2019 Triton Field Fee	Nomin Tumennast	5
5:10 PM	4. Consideration of 2018-2019 College Operating Budget	Kevin McKay	6
5:20 PM	5. Consideration of International Contract Program	Kevin McKay	7
5:30 PM	6. Consideration of Program Eliminations	Dr. Charlie Crawford	8
5:40 PM	7. Consideration of New Curricula – Paralegal AAS-T	Dr. Charlie Crawford	9
5:45 PM	8. Consideration of Revised Mission Fulfillment (BOT Policy 7.0 & 7.01pr)	Jim Mulik	10

Continued

**EDMONDS COMMUNITY COLLEGE
BOARD OF TRUSTEES – AGENDA
MAY 11, 2017
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6:00 PM	H. BREAK		
6:10 PM	I. Study Session		
	1. Annual Ethics Training	Dennis Curran	11
	J. Reports		
6:30 PM	1. Faculty Representative	Margaret West	
6:35 PM	2. Student Representative	Mustapha Samateh	
6:40 PM	3. Classified Staff Representative	Frederick Pieters	
6:45 PM	K. Foundation Report	Diana Clay	12
6:50 PM	L. President’s Report	Christina Castorena	13
6:55 PM	M. Board Discussion	Diana Clay	
7:15 PM	N. Adjournment	Diana Clay	

Times are estimates only and subject to change.

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

Edmonds Community College will schedule meetings in locations that are free of mobility barriers. Information for individuals with hearing or visual impairments can be provided when adequate notice is given to the Office of the President, 425-640-1516.

Washington Community College District 23

**Minutes
Regular Meeting
April 19, 2018**

DRAFT

Trustees Present: Diana Clay, Naol Debele, Quentin Powers, Dr. Tia Benson Tolle & Emily Yim

Trustees Absent: Carl Zapora

Others Present: Arlene Anderson, Emily Benali, Nadescha Bunje, Danielle Carnes, Christina Castorena, David Cordell, Terry Cox, Dr. Charlie Crawford, Dennis Curran, Sy Ear, Maria French, Tina Rajabi, Dr. Yvonne Terrell-Powell, Mustapha Samateh, Margaret West and Assefa Woldegebreal.

CALL TO ORDER AND INTRODUCTION OF GUESTS

Diana Clay, Board Chair, called the meeting to order at 4:34 p.m. in Gateway 352, welcomed those present, and asked for self-introductions.

PUBLIC COMMENTS

No public comments

APPROVAL OF MINUTES

Motion: Trustee Benson Tolle moved and Trustee Powers seconded to approve the March 2nd meeting minutes with corrections.

Aye: Trustee Benson Tolle, Clay, Debele and Powers

Nay: None

Approved

Motion: Trustee Debele moved and Trustee Powers seconded to approve the March 8th meeting minutes with corrections.

Aye: Trustee Clay, Debele and Powers

Nay: None

Abstention: Trustee Benson Tolle

Approved

NEXT MEETING

May 15, 2018, 3:30 p.m. Tenure & Permanent Status Reception. Board meeting will start at 4:30 p.m. in Gateway 352.

OLD BUSINESS - ACTION

Recommendation to approve Professional Leave (Resolution 18-4-1) – Dr. Charlie Crawford

Dr. Charlie Crawford, Executive Vice President for Instruction, recommended the approval of professional leave for tenured faculty members: Steve Hailey, three quarters; Robin Datta, one quarter; and Jennifer Inslee, one quarter.

Motion: Trustee Powers moved and Trustee Benson Tolle seconded to approve professional leave for the three faculty members (RN 18-4-1).

Aye: Trustees Benson Tolle, Clay & Powers

Nay: None

Abstention: Trustee Debele

Approved

Recommendation to Approve Financial Statements Audit (Resolution No. 18-4-2) – Janie Barnett

Janie Barnett, Director of Finance, recommended the approval of the 2016 - 2017 financial statements audit. The board discussed editing the background page. The last sentence in the fifth paragraph was revised:

Original: “The audit resulted in no audit findings or management letter items.”

Revision: “The audit resulted in no audit findings.”

Motion: Trustee Powers moved and Trustee Benson Tolle seconded to approve the financial statements audit for 2016 – 2017. (RN 18-4-2)

Aye: Benson Tolle, Clay, Debele and Powers

Nay: None

Approved

NEW BUSINESS – FIRST CONSIDERATION

Consideration of Professional Leave for Permanent Faculty– Dr. Charlie Crawford

Dr. Charlie Crawford presented the request for professional leave for Kelly Weibel to have leave for one quarter. Summary of her leave plan will be shared with the Board and presented for approval at the May 15, 2018 meeting.

PRESIDENTIAL SEARCH COMMITTEE RECOGNITION – Quentin Powers

The presidential search committee was co-chaired by Trustees Powers and Yim. Trustee Powers thanked all committee members for their dedication and hard work in reviewing presidential candidates. Committee members were presented with letters of thanks and gifts of appreciation.

BREAK

At 5:00 p.m. The Board recessed for a ten-minute break.

At 5:15 p.m. The Board returned to open session.

MONITORING REPORT

Enrollment Update – Danielle Carnes

Danielle Carnes, Executive Director of Strategic Enrollment Management, shared an update on State FTE's and enrollment strategies at the college.

REPORTS

Faculty Representative – Margaret West

Attachment A

Classified Staff Representative – Frederick Pieters

Attachment B

Student Representative – Mustapha Samateh

Attachment C

STUDY SESSION – PRESIDENTIAL TRANSITION PLANNING

The Board reviewed two proposals from facilitators to guide the board in transition planning with Dr. Singh. Dr. Mary Spilde & Dr. Jill A. Wakefield. Backgrounds on both facilitators were presented to the Trustees. The Board discussed having two half-day work sessions with a facilitator; one in May and one in August with Dr. Singh.

Motion: Trustee Powers moved to hire Dr. Jill A. Wakefield as the facilitator and Trustee Yim seconded.

Aye: Trustee Benson Tolle, Clay, Debele, Powers and Yim

Nay: None

The Board then discussed dates for first facilitator training and narrowed it down to May 17th or May 18th. It was decided that if those dates don't work for Dr. Wakefield, then an alternate date will be considered and/or reach out to Dr. Mary Spilde as an alternate.

FOUNDATION REPORT – Diana Clay

Attachment D

In addition to the foundation report, the board discussed the following:

- The possibility of the Foundation pursuing funding for a promise campaign

PRESIDENT'S REPORT – Christina Castorena

Attachment E

In addition to the attached President's report, Interim President Castorena discussed the following:

- Dr. Drake has accepted a position as Chancellor for WGU. Terry Cox will be assisting in the interim
- Discussed meeting on May 1st with Edmonds School District and recommended to the board to move this meeting to the fall when Dr. Singh has arrived; Trustees agreed.
- David Cordell is retiring on June 29th and Dr. Crawford will be assisting in the interim
- ACCT Conference: Diana, Carl, Quentin and Emily will be attending
- Permanent food pantry opened on campus to provide food to students and staff in need

- Building Community Day – Trustee Powers will be representing the Board
- Student led walkout on April 20th regarding gun control

EXECUTIVE SESSION – Diana Clay

The Board Plan went into executive session at 6:43 p.m. to select an Excellence in Education award winner. Executive session should last for fifteen minutes, until 7:03 p.m.

Executive session started at 6:43 pm

At 7:08 pm the Board returned to open session.

BOARD DISCUSSION – Diana Clay

- Board members discussed the ACCT Conference in the fall and the possibility of submitting a proposal to present. Christina Castorena is working with Dr. Yvonne Terrell-Powell on a proposal and will be completed by May 4th
- Student Trustee Search Committee on May 1st from 2:30 – 5 PM – Diana will represent the Board of Trustees

ADJOURNMENT

The meeting was adjourned by Board Chair, Diana Clay, at 7:22 PM

ATTEST:

Ms. Diana Clay, Chair

Christina Castorena, Secretary

Date Approved

ATTACHMENT A
BOARD OF TRUSTEES
Meeting Report
AFT Local 4254 EdCC Faculty
April 19, 2018

Greetings:

There are three main items this month.

First, no one in the college community wants to go through the problem with the tenure process that occurred last year. Fortunately that particular situation is now resolved. However, to lessen the likelihood of problems in the future, a committee was formed under the leadership of Susanne Meslans to overhaul the Tenure Resource Guide. The committee has met several times and is now in phase two of the project during which Susanne will revise the guide. The result will be reviewed by faculty with the goal of being available to tenure committees this fall.

Second, the union is offering ten scholarships of \$30 each to associate faculty to encourage participation in Building Community Day on May 11th.

Third, the union is always looking to involve faculty in both union and college activities; consequently, we are hosting an event at Hop Jacks in May. This event will be mostly social but with a business component.

Thank you.

Margaret West
President
Local 4254
Edmonds Community College Federation of Teachers

ATTACHMENT B
BOARD OF TRUSTEES
04/19/18
MONTHLY MEETING REPORT
WPEA/UFCW LOCAL 365

- I am pleased to say that my report will be short.
- Not to say everything is lovely and perfect, I am pleased to announce we continue to come to a resolution and have not yet had any grievance in some time.
- WPEA has worked with EdCC HR and security department to develop a new security 'Standard Operation Procedure' handbook. We believe this will not only be a benefit to our members but help secure campus.
- Couple Senate Bills we have been watching,
 - SB6229: New employee orientation, (30 minutes w/ in first 90 days). We are pleased that EdmondsCC has already been head of this bill with new employee orientation thanks to the dedication of our HR department and college leadership.
 - SB6079: This is one we are sorry that did not pass. Exempting Public Employees Birthdates from PRA.

Respectfully submitted by
Frederick Pieters,
EdCC WPEA Chief Shop Steward,
WPEA VP District 7

ATTACHMENT C

BOARD OF TRUSTEES

Monthly Meeting Report

STUDENT GOVERNMENT

April 19th, 2018

Completed

Executive Board Meeting

- **ASACC Advocacy Conference:** The Associated Students attended the Advocacy Conference in Washington DC. Executive Officers met with the Offices of Senator Patty Murray, Senator Maria Cantwell, and Congressman Rick Larsen to advocate for Pell Grant funding, DACA/ Dreamers and Reauthorization of the Higher Education Act.
- **Phone Charging Stations:** The Executive Board funded the amount of [\$8,500.00] to purchase and install Public Phone Charging Stations to six buildings on campus.
- **Leadership Scholarship:** The Executive Board successfully implemented its goal for Leadership Scholarship. The Board allocated funds to award ten students who have demonstrated leadership in the Campus and Community, in reward for participation.
- **NCORE Conference:** The Executive Board allocated funds for four students to represent Edmonds Community College at the National Conference on Race and Ethnicity in New Orleans, Louisiana.

In Progress

- **2018/2019 Executive Officer Selection Process:** The application for the 2018/2019 Executive Board positions is now closed. The Selection Committee will meet in the week of April 23rd to start reviewing applications.
 - The selection committee consists of the following:
 - Two AEdCC Executive Officers
 - Two Student Representatives
 - One Faculty
 - One Administrator (Staff or directors, dean, etc)
 - Advisor to AEdCC Executive Board

Submitted by: Mustapha Samateh AEdCC Administrative Liaison

ATTACHMENT D
BOARD OF TRUSTEES
Monthly Meeting Report
EDMONDS CC FOUNDATION

April 6, 2018

- The 32nd Annual Edmonds CC “Completing The Dream” Gala is May 5, 2018 at the Seattle Grand Hyatt Hotel. The Gala committee is chaired by Diana Clay and we need your help reaching our goal of \$335,000 by attending the event and giving as generously as possible. We’ve raised \$85,000 in sponsorships heading towards our goal of \$90,000 and we have a Fund-A-Need (raise the paddle) goal of \$150,000 so please consider stepping up to the next level this year’s event.
- The Foundation’s 2nd Annual Estate Planning seminar was on Tuesday, April 3rd here in Gateway Hall with 44 CRI members, donors, Foundation board members, Legacy Society and community members. Bill Dolan from US Bank and Aaron McFarland from Moss Adams were our seminar speakers and the participant feedback has been very positive so please consider leaving Edmonds CC Foundation in your estate plans this year.
- The Foundation’s scholarship application for 2018-19 was started by more than a thousand students and completed by 613 students, which is an 38% increase over last year. We have 80 volunteer scholarship reviewers scoring these applications in the month of April and we’ll award more than 200 annual scholarships in the middle of May.
- The Foundation is collaborating with the College in doing a feasibility study early this summer to determine if both the College and the Foundation are ready to take on a multi-year combined SET Building and Promise campaign ranging between \$5-\$10 million.

Submitted by: Diana Clay, Foundation Board Liaison

ATTACHMENT E**INTERIM PRESIDENT CHRISTINA CASTORENA
EVENT HIGHLIGHTS FEBRUARY 23, 2018 – APRIL 6, 2018**

- February 28 – Tunnel of Intersections
- March 7 – AFT/BOT Dinner at College Café
- March 10 – NAACP Annual Freedom Fund Gala
- March 16 – Edmonds School District Foundation Breakfast
- March 21 – Economic Alliance Snohomish County. Snohomish County Executive, Dave Somers, presented an annual update on the growth and change in the County.
- March 21 – Snohomish County Aerospace Task Force. Led by Snohomish County Executive, Dave Somers to discuss opportunities of Boeings new plans to hold a mid-market airplane, the 797.
- March 22 – All Washington Scholars Reception. Two of our students, Naol Debele and Jessica Howard, were awarded as Washington State's top scholars in the All Washington Academic Team.
- March 31 – Fortaleciendo Identidades – First of a four-part conference series on campus for Latino students and the community.



BOARD OF TRUSTEES

Washington Community College District 23

RESOLUTION NO. 18-5-1

***PROFESSIONAL LEAVE REQUESTS FOR
2018-2019 ACADEMIC YEAR – PERMANENT
STATUS FACULTY***

WHEREAS, the Board of Trustees of Edmonds Community College District 23 has a policy for consideration and granting of professional leaves for faculty, and

WHEREAS, the Board of Trustees has received a ranked list from the Professional Leave Committee for faculty who have requested leave for the 2018-2019 academic year, and

WHEREAS, the Board of Trustees is committed to the continued professional growth of the Edmonds Community College faculty even in difficult financial times, and

WHEREAS, the recipients of professional leave must submit a one-page, written summary to the Board of Trustees at the end of the quarter following their leave (excluding summer quarter).

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College awards professional leave for the following faculty:

(Foundation funded programs)

<u>Faculty Member</u>	<u>Professional Leave Recommended</u>	<u>Annualized FTEF</u>
Kelly Weibel	One Quarter	.333

Ms. Diana Clay, Chair

Date Approved

ATTEST:

Christina Castorena, Secretary

BACKGROUND

*FISCAL YEAR 2018 - 2019
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) 2018-19.

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. All fees remain the same for 2018-19.

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 2017-2018	\$10.81/credit (credits 1-10)	\$6.29/credit (credits 11-18)
S&A Fee 2018-2019	\$10.81/credit (credits 1-10)	\$6.29/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.

Student Center M&O Fee 2017-2018	\$.41/credit
Student Center M&O Fee 2018-2019	\$.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.

Assessment Fee 2017-2018	\$5.30/credit
Assessment Fee 2018-2019	\$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 2017-2018	\$2.40/credit
Technology Fee 2018-2019	\$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.

Sustainability Fee 2017-2018	\$.45/credit
Sustainability Fee 2018-2019	\$.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 2017-2018	\$26.00/quarter
Bus Pass User Fee 2018-2019	\$26.00/quarter

Recommendation

Board of Trustees approval of the proposed FY 2018-19 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 14th, 2018 Board of Trustees meeting.

Washington Community College District 23

BACKGROUND

FISCAL YEAR 2018-19 ASEdCC BUDGET

Subject

Proposed ASEdCC Services and Activities Fee Budget for Fiscal Year (FY) 2018-19.

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:

2018-19 Projected Revenue = **\$1,450,000**

The 2018-19 S&A Fee Revenue **decreased by \$95,554** as projected by the Business Office.

The S&A Fee Budget Committee developed the budget through thorough review of all accounts and based on input from the account directors and administrative review.

The following budgets have the most significant changes:

- Advising Resource Center decreased by \$13,559.
- Student Technology Advice and Resource Team decreased by \$14,608.
- Clubs decreased by \$9,534.
- Residential Life Program increased by \$5,800.
- Childcare increased by \$12,715.
- Learning Support Center increased by \$4,123.

The ASEdCC Executive Board also recognized the STEM Study Room as a new recognized program and received funding from the Services and Activities Fee Budget Committee of \$21,581.

Recommendation

Board of Trustees approval of the proposed FY 2018-19 Services and Activities Fee budget at the June 14th, 2018 Board of Trustees meeting.

BACKGROUND***FISCAL YEAR 2018-19
NEW PROPOSED FEE
TRITON FIELD FEE*****Subject**

Proposed ASEdCC Triton Field Fee for (FY) 2018-19.

Background

The ASEdCC Executive Board took action to assess students a Triton Field Fee effective fall quarter 2018. The fee will go towards the maintenance, safety, and improvements for Triton Field. Further, the fee will help increase general student and club access, to the field and recreational opportunities.

The turf should be replaced approximately every ten years and it is currently in its eighth year of life. The cost of the turf replacement is approximately \$800,000. This is a significant unfunded future expense. The Triton Field Fee is needed to cover this expense.

Additional projects, proposals, or purchases for Athletic Facilities that are not related to Triton Field can be presented to and must be approved by the ASEdCC Executive Board.

The ASEdCC Executive Officer for Budget and Finance will monitor the usage of the fee and will receive required end of quarter reports from the EdCC Athletic Director. Additionally, the Athletic Director will give a report to the ASEdCC Executive Board yearly.

A fee of \$7 per quarter will be charged to enrolled students. An approximate annual revenue projection will be provided at the May 15th, 2018 Board of Trustees meeting. The fee will terminate on June 30th, 2024. The ASEdCC Executive Board will review and determine if there is further need for the Triton Field Fee.

Recommendation

Approval of the proposed ASEdCC Triton Field Fee for (FY) 2018-19 at the June 14th, 2018 Board of Trustees meeting.

Washington Community College District 23

BACKGROUND

2018-19 College Operating Budget

Subject

First consideration of the 2018-19 College Operating Budget.

Background

While the State Board for Community and Technical Colleges has provided us with a preliminary allocation for 2018-2019, that allocation is still in draft status and subject to further adjustments before being finalized.

Budgeted expenses have grown, primarily due to salary increases and service, materials, and utility cost increases, with the year over year growth being kept to roughly 2%.

Working with the draft allocation along with our estimates for year end and our projections for enrollment-driven revenue for this coming fiscal year, the Business Office has put together a preliminary budget plan for 2018-2019.

The initial budget presented today reflects these elements. Upon receipt of the final 2018-2019 allocation from the SBCTC the College will adjust its final 2018-19 budget proposal as necessary for presentation, review, and approval at the June 2018 Board of Trustees meeting

BACKGROUND*2018-19 International Contract Program***Subject**

Consideration of the 2018-19 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 that 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 2018-19 International Contract program at the June 2018 Board of Trustees meeting.

BACKGROUND***INSTRUCTIONAL PROGRAMS
PROPOSED FOR ELIMINATION*****Subject**

Board of Trustees approval to eliminate 16 instructional programs.

Background

Background information for this proposal is attached. Listed below are 16 instructional program eliminations being submitted to the Board for their review and approval.

BUSINESS DIVISIONConstruction Industry Training

1. Certificate

Energy Management

2. Energy Management - Associate of Applied Science-T Degree - Transfer to Bachelor of Applied Science in Administrative Management at Central Washington University
3. Associate of Technical Arts

Horticulture

4. Landscape Management and Installation Associate of Applied Science-T Degree – Transfer to Bachelor of Applied Science in Administrative Management at Central Washington University
5. Landscape Management and Installation Specialization Associate of Technical Arts Degree
6. Ornamental Horticulture – Landscape and Restoration Horticulture Associate in Applied Science-T Degree – Transfer to Bachelor of Applied Science in Administrative Management at Central Washington University
7. Ornamental Horticulture – Landscape Design Associate of Applied Science-T Degree – Transfer to Bachelor of Applied Science in Administrative Management at Central Washington University
8. Ornamental Horticulture – Nursery/Greenhouse Associate of Applied Science-T Degree to Bachelor of Applied Science in Administrative Management at Central Washington University

Hospitality

9. Business Management Transfer to Washington State University Associate in Arts Degree
10. Business Specialization ATA

HEALTH AND HUMAN SERVICES DIVISION

Allied Health Education

11. Health Unit Coordinator Certificate

Early Childhood Education

12. Associate in Arts Degree Early Childhood Elementary Education Central Washington University
13. Associate in Arts and Sciences Degree Option 1 School of Education Seattle Pacific University

Fire Office Degree

14. Associate in Applied Science Transfer
15. Certificate

SCIENCE, TECHNOLOGY AND MATHEMATICS DIVISION

Computer Information Systems

16. Database Information Technology ATA

Recommendation

Approval to eliminate 16 instructional programs at the June 2018 Board of Trustees meeting.

PROGRAMS REQUESTING ELIMINATION

20 Credits or More Require Board of Trustees Consideration and Action

The following programs are requesting approval for immediate elimination.

BUSINESS DIVISION

Division	Business Division
Department	Construction Industry Training
Program Name (Type)	Certificate
EPC/CIP	759C/46.9998
Credits	25
Effective YRQ	Spring 2018 (B784) for elimination
Rationale	Insufficient Participation
Number of Graduates/ YRQ	1 graduate Fall 2017 (B782)
FTES	None.
Number Still in Program	None.
Teach Out Required	There are no students enrolled in this program.

Division	Business Division
Department	Energy Management
Program Name (Type)	Energy Management - Associate of Applied Science-T Degree - Transfer to Bachelor of Applied Science in Administrative Management at Central Washington University
EPC/CIP	674Y/15.0503
Credits	106
Effective YRQ	Spring 2018 (B784) for elimination
Rationale	Insufficient Participation
Number of Graduates/ YRQ	1 graduate Spring 2014 (B344)
FTES	Unknown
Number Still in Program	1
Teach Out Required	The one student with this program declared has already earned the ATA. The additional 10 credits needed to earn the AAS-T are general education classes and available.

Division	Business Division
Department	Energy Management
Program Name (Type)	Associate of Technical Arts
EPC/CIP	674T/15.0503
Credits	96
Effective YRQ	Spring 2018 (B784) for elimination
Rationale	Insufficient Participation
Number of Graduates/ YRQ	1 graduate Winter 2016 (B563)
FTES	Unknown
Number Still in Program	None.
Teach Out Required	There are no students enrolled in this program.



INSTRUCTIONAL PROGRAMS REVIEW – 20 Credits or More
EDMONDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING Spring 2018

REV: 5.8.2018

Division	Business Division
Department	Horticulture
Program Name (Type)	Landscape Management and Installation Associate of Applied Science-T Degree - Transfer to Bachelor of Applied Science in Administrative Management at Central Washington University
EPC/CIP	150X/01.0605
Credits	100.5
Effective YRQ	Spring 2018 (B784) for elimination
Rationale	Scheduled for elimination, insufficient enrollment.
Number of Graduates/ YRQ	1 graduate Spring 2014 (B344)
FTES	Unknown
Number Still in Program	None.
Teach Out Required	There are no students enrolled in this program.

Division	Business Division
Department	Horticulture
Program Name (Type)	Landscape Management and Installation Specialization Associate of Technical Arts Degree
EPC/CIP	150W/01.0605
Credits	96
Effective YRQ	Spring 2018 (B784) for elimination
Rationale	Scheduled for elimination, insufficient enrollment
Number of Graduates/ YRQ	1 graduate Fall 2013 (B342)
FTES	Unknown
Number Still in Program	None.
Teach Out Required	There are no students enrolled in this program.

Division	Business Division
Department	Horticulture
Program Name (Type)	Ornamental Horticulture – Landscape and Restoration Horticulture Associate in Applied Science-T Degree – Transfer to Bachelor of Applied Science in Administrative Management at Central Washington University
EPC/CIP	1351/01.0601
Credits	104.5
Effective YRQ	Spring 2018 (B784) for elimination
Rationale	Inactivated 2015-2016; insufficient enrollment.
Number of Graduates/YRQ	Unknown
FTES	Unknown
Number Still in Program	None.
Teach Out Required	There are no students enrolled in this program.



INSTRUCTIONAL PROGRAMS REVIEW – 20 Credits or More
EDMONDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING Spring 2018

REV: 5.8.2018

Division	Business Division
Department	Horticulture
Program Name (Type)	Ornamental Horticulture – Landscape Design Associate of Applied Science-T Degree – Transfer to Bachelor of Applied Science in Administrative Management at Central Washington University
EPC/CIP	150V/01.0605
Credits	106
Effective YRQ	Spring 2018 (B784) for elimination
Rationale	Program was inactivated in Spring 2016, insufficient enrollment.
Number of Graduates/YRQ	None.
FTES	Unknown
Number Still in Program	None.
Teach Out Required	There are no students enrolled in this program.

Division	Business Division
Department	Horticulture
Program Name (Type)	Ornamental Horticulture – Nursery/Greenhouse Associate of Applied Science-T Degree to Bachelor of Applied Science in Administrative Management at Central Washington University
EPC/CIP	155X/10.0606
Credits	96
Effective YRQ	Spring 2018 (B784) for elimination
Rationale	Program was inactivated in Spring 2016, insufficient enrollment.
Number of Graduates	1
FTES	Unknown
Number Still in Program	1
Teach Out Required	Department will determine what the one declared student needs to complete the appropriate program.

Division	Business Division
Department	Hospitality
Program Name (Type)	Business Management Transfer to Washington State University Associate in Arts Degree
EPC/CIP	WUHO/24.0101
Credits	100
Effective YRQ	Spring 2018 (B784) for elimination
Rationale	As WSU will only accept one of our program courses as a requirement and one as an elective, there is very little benefit to our program or our students in completing this degree as opposed to a standard DTA.
Number of Graduates	1
FTES	5
Number Still in Program	9
Teach Out Required	None - All courses will continue to be available, as they are offered on other degrees and certificates in the department.

Division	Business Division
Department	Hospitality
Program Name (Type)	Business Specialization ATA
EPC/CIP	502Z/52.0201
Credits	108
Effective YRQ	Spring 2018 (B784) for elimination
Rationale	Program was merged with another ATA program (Hospitality and Tourism - Entrepreneurship and Management Associate of Technical Arts Degree)
Number of Graduates	1
FTES	Unknown
Number Still in Program	None.
Teach Out Required	There are no students enrolled in this program.

TOTAL FOR BUSINESS DIVISION: 10

LEGEND:

CIP – CLASSIFICATION OF INSTRUCTIONAL PROGRAMS

EPC – EDUCATIONAL PROGRAM CODE

FTES – FULL/TIME EQUIVALENT STUDENTS

YRQ – YEAR/QUARTER

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

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

Background

The Paralegal Associate in Applied Science - Transfer Degree is approved by the American Bar Association and is designed for students who seek advancement in their careers and/or wish to pursue a two- or four-year degree. This degree requires successful completion of 90 credits as outlined in the program proposal.

The Paralegal Associate in Applied Science - Transfer Degree is designed to provide quality paralegal education to students who have not earned a bachelor's degree, or who will not earn a bachelor's degree while enrolled in this degree program. The legal coursework for this degree is equivalent to the legal coursework required for the Advanced Paralegal Certificate.

Recommendation

Board of Trustees approval of the Paralegal Associate in Applied Science Transfer degree at the June 2018 meeting.

BACKGROUND***CONSIDERATION OF REVISED
MISSION FULFILLMENT
DEFINITION*****Subject**

Board of Trustees second consideration of a revised mission fulfillment definition – and its associated language and policy changes. The first consideration was done at the May 15, 2018 meeting.

Background

The college's most recent, seven-year, 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), revealed that the college's 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 accreditation process. That next process requires the college to submit in fall 2018 a Year One report regarding its mission and core themes and a fall 2018 Ad Hoc report regarding Recommendation 1 from the spring 2017 self-evaluation visit:

While the evaluation committee recognizes that the College has a strong commitment to continuous improvement, and is creating a strong culture of evidence, the committee recommends that core theme planning be defined by the collection of appropriately defined data that are analyzed and used to evaluate the accomplishment of core theme objectives and the achievement of the intended outcomes (Standard 3.B.3).

A July 10, 2017 NWCCU Action Letter indicated that, “the Commission finds that Recommendation 1 of the Spring 2017 Year Seven Peer-Evaluation Report is an area where Edmonds Community College is substantially in compliance with Commission criteria for accreditation, but in need of improvement.”

The college was not surprised by this finding. In fact, while the college's spring 2017 accreditation Year Seven Self-Evaluation process was coming to a close during the 2016-17 academic year, the college conducted an in-depth review of its mission and core themes. This work was to be carried out during the seventh year of the accreditation process so that the college would be well positioned and prepared for its next Year One mission and core theme review.

The mission and core theme review process was led by a “Listening Team,” which was comprised of two faculty members; one student; two classified employees; and two exempt employees. The extensive and inclusive process resulted in more streamlined, revised language for the mission and set of core themes for the college:

2017 Edmonds CC's Mission

Teaching | Learning | Community

2017 Edmonds CC's Mission Core Themes

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

- Academic Excellence
- Student Success
- Community Engagement

The college's Board of Trustees approved the revised mission and core theme language on June 8, 2017, and the NWCCU approved the revised language on August 21, 2017.

With the revised mission and core themes in place, the college's Planning Group collected input via a college-wide survey, at core theme-related open forums, and during meetings with particular stakeholder groups at the college. This process led to the development of a list of core theme objectives and Indicators of Achievement that state minimum levels of acceptable performance for the college.

Once a list of possible core theme objectives and indicators were compiled, the Planning Group worked with various stakeholder groups at the college to better articulate specific plans for each core theme. During this work, the concepts of "Leading Indicators" and "Lagging Indicators" were utilized.

During spring 2018, the college's Planning Group discussed the core theme plans, revised mission fulfillment definition, and proposed Indicators of Achievement with various individuals and groups at the college and at the May 11, 2018 Building Community Day.

The process has resulted in this formal Board recommendation concerning a revised definition of mission fulfillment:

Mission Fulfillment is defined as all Indicators of Achievement falling at or above the "Mission Fulfillment Threshold" level.

This proposed change will be reflected in Board Policy BOT 7.0 and Board Procedure BOT 7.01pr.

The recommended changes to the mission fulfillment definition will serve as the basis of the college's Year One and Ad Hoc accreditation reports. In addition, approval of the revised mission fulfillment definition will allow the college to have a better foundation upon which further accreditation and planning work can be built. With approval of the revised mission fulfillment definition, Board Policy BOT 7.0 and Board Procedure BOT 7.01pr will need to be updated.

Recommendation

The College recommends the Edmonds Community College Board of Trustees approves adoption of the revised mission fulfillment definition. Furthermore, the College recommends updating Board Policy BOT 7.0 and Board Procedure BOT 7.01pr with the appropriate content.



EDMONDS
COMMUNITY COLLEGE

EDMONDS CC POLICIES ON HARASSMENT AND ETHICS

Dennis Curran

VP, HR

May 2018



Overview

- Annual requirement for Accreditation
- Edmonds Harassment and Non-discrimination policy
- State Ethics Rules

NON-DISCRIMINATION & HARASSMENT POLICY



Harassment & Non-discrimination Policy

- WAC Policy 132Y-300
 - <http://apps.leg.wa.gov/wac/default.aspx?cite=132Y-300&full=true>
- Definition: unwelcome/unauthorized incidents and/or patterns of speech or conduct that are:
 - Pervasive/persistent;
 - Based on an association with a protected class;
 - The respondent knows it will have the effect of making the college environment hostile, intimidating, or demeaning to the complainant; and
 - Renders the environment hostile, demeaning or intimidating



Harassment & Non-discrimination Policy (cont)

- Protected classes: a group of individuals who are protected under state or federal laws, including laws that prohibit discrimination on the basis of age, citizenship, color, creed, disability, gender identity or expression, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, use of service animal, or veteran/military status
- Policy also prohibits sexual harassment (Title IX)



Harassment & Non-discrimination Policy (cont)

- Definition: a form of sex discrimination; defined as unwelcome advances, requests or other unwelcome conduct of a sexual nature
- Examples of sexual harassment:
 - Persistent comments or questions of a sexual nature
 - A supervisor who gives an employee a raise in exchange for submitting to sexual advances
 - An instructor who promises a student a better grade in exchange for sexual favors
 - Sexually explicit statements, questions, jokes, or anecdotes
 - Unwelcome touching, patting, hugging, kissing, or brushing against an individual's body
 - Remarks of a sexual nature about an individual's clothing, body, or speculations about previous sexual experiences
 - Persistent, unwanted attempts to change a professional relationship to an amorous relationship
 - Direct or indirect propositions for sexual activity
 - Unwelcome letters, e-mails, texts, telephone calls, or other communications referring to or depicting sexual activities



General Information

- Policy posted on Title IX web-page and state WAC site
- Proactive approach to “spreading the word”
 - Meet with various campus groups
 - Publish information in syllabus, discuss in class, and provide training opportunities for students and employees
- Employees are “responsible officials”



STATE ETHICS





EDMONDS
COMMUNITY COLLEGE

Ethics

- RCW 42.52, *Ethics In Public Service*, governs ethics policy
- BOT and all employees must adhere to state ethics guidelines
- Primary purpose: public office may not be used for personal gain/private advantage
- State ethics board clarifies situations and rules on ethical issues...can levy fines for offenders
 - <http://www.Ethics.wa.gov>



Ethics (cont)

- Key tenets to be aware of:
 - State officials/employees can't accept gifts over \$50 in a single calendar year from a single entity
 - May not use official position or state resources to secure special privileges for self or others
 - May not use state resources to advocate for a political campaign or activity
 - Ethics violations are related to the employee/official, rather than the college

QUESTIONS?

BOARD OF TRUSTEES

Monthly Meeting Report

EDMONDS CC FOUNDATION

May 7, 2018

- The 32nd Annual Edmonds CC “Completing The Dream” Gala on Saturday, May 5th at the Seattle Grant Hyatt Hotel and chaired by Diana Clay, was a huge success. We surpassed our goal of \$335,000 by raising \$340,000 with 325 guests: \$95,000 in sponsorships and “raise-the-paddle” hit its goal of \$150,000 because all the generous donors in the room including 3 at the end who gave an additional \$5,000 to get us to our goal.
- The Foundation’s 80 scholarship application scoring volunteers have read and scored all 613 applications and we will be awarding 300 scholarships for next year late next week.
- The Foundation is partnering with the College in doing a feasibility study this summer to determine if both the College and the Foundation are ready to take on a multi-year combined SET Building, Promise and/or Endowment campaign ranging between \$5-\$10 million.
- The 2017/18 President’s Club (\$1,000 + annual donors) reception is scheduled for Wednesday, August 15th from 5:30 to 8:00 pm at Wendy & Mike Popke’s Woodway home.

Submitted by: Diana Clay, Foundation Board Liaison

PRESIDENT'S REPORT**INTERIM PRESIDENT CHRISTINA CASTORENA
EVENT HIGHLIGHTS APRIL 7, 2018 – MAY 7, 2018**

- April 13 – Biotech Summit Cascadia College
- April 17 – Attended a meeting and discussion hosted by the Lynnwood Mayor Nicola Smith, on South Snohomish County housing opportunities for “at risk” populations
- April 18 – YWCA Inspire Luncheon
- April 18 – Snohomish County Aerospace Task Force Meeting
- April 26 – President’s Academy Luncheon – discussed five dimensions of equity
- April 28 – May 1st- AACC Annual Convention
- May 4-5th – Annual Powwow Event