



Washington Community College District 23
Lynnwood, Washington

Agenda
Special Meeting
May 17, 2016
Gateway Hall 352
3:15 – 6:40 p.m.

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

3:15 PM	A. Call to Order & Introduction of Guests	Carl Zapora	
3:17 PM	B. Executive Session	Carl Zapora	
3:25 PM	C. Old Business – Action		
	1. Approval of Tenure Status (RN 16-5-1)	Dr. Charlie Crawford	4
3:30 PM	<i>RECESS</i>		
3:30 PM	<i>TENURE RECEPTION</i>		
4:30 PM	D. Call to Order	Carl Zapora	
4:32 PM	E. Public Comments	Carl Zapora	
4:42 PM	F. Recognition of 30-year Partnership with Trajal Hospitality College	Dr. Jean Hernandez	
5:00 PM	G. Approval of April 14, 2016 and April 22, 2016 Meeting Minutes	Carl Zapora	5, 8
	H. Next meeting: June 9, 2016, 4:30 p.m.		
5:05 PM	I. Old Business – Action		
	1. Approval of 2016-2017 Fees (RN 16-5-2)	Kevin McKay	11
5:10 PM	J. New Business – Action		
	1. Approval of Faculty Collective Bargaining Agreement (RN 16-5-3)	Dr. Jean Hernandez	13
5:20 PM	K. New Business – First Consideration		
	1. Consideration of Student Success Policy	Dr. Jean Hernandez	14
	2. Consideration of 2016-2017 ASEdCC Student Fees	Kevin Wibowo	17
	3. Consideration of 2016-2017 ASEdCC Budget	Kevin Wibowo	19

**EDMONDS COMMUNITY COLLEGE
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	4. Consideration of 2016-2017 College Operating Budget	Kevin McKay	20
	5. Consideration of International Contract Program	Kevin McKay	21
6:10 PM	L. Board Updates		
	1. Faculty Representative	Margaret West	
	2. Student Representative	Lia Andrews	
	3. Classified Staff Representative	Patti Pollardo	
6:20 PM	M. Foundation Report	Diana Clay	
6:25 PM	N. President’s Report	Dr. Jean Hernandez	22
6:30 PM	O. Board Discussion	Carl Zapora	
6:40 PM	P. Adjournment	Carl Zapora	

Times are estimates only and subject to change.

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

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



Board of Trustees

Washington Community College District 23

Background

APPROVAL OF TENURE

Subject

Approval of tenure for

Karen Fenner

Adult Basic Education/ESL

Background

The Board of Trustees is required to consider the award or denial of tenure following a probationary period not to exceed nine (9) consecutive quarters, excluding summer quarters and approved leaves of absence. Karen Fenner has completed her probationary period and is recommended for consideration of tenure status.

Recommendation

Approval of tenure for Karen Fenner at the May 2016 Board of Trustees meeting.



Board of Trustees

Washington Community College District 23

Resolution No. 16-5-1

APPROVAL OF TENURE

Approval of tenure for

Karen Fenner

Adult Basic Education/ESL

WHEREAS, the appointment review committee has met their responsibilities under the law and the negotiated agreement to review the appointment of the above-named and have recommended that tenure be granted, and

WHEREAS, the administration has received the recommendation of the appointment review committee and recommends Karen Fenner be granted tenure,

NOW THEREFORE BE IT RESOLVED that Edmonds Community College Board of Trustees grants tenure to Karen Fenner and welcomes her to a permanent faculty position at Edmonds Community College.

Mr. Carl Zapora, Vice Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

**Regular Meeting
Minutes
April 14, 2016**

DRAFT

Trustees Present: Omar Abdulla, Diana Clay, Quentin Powers

Trustees Absent: Dr. Tia Benson Tolle, Emily Yim, Carl Zapora

Others Present: Christina Castorena, David Cordell, Dr. Terry Cox, Dr. Charlie Crawford, Michele Domingo, Dr. Tonya Drake, Dr. Jean Hernandez, Jade Jeter-Hill, Kevin McKay, Patty Michajla

CALL TO ORDER AND INTRODUCTION OF GUESTS

Quentin Powers, Board Chair, called the meeting to order at 4:34 p.m., welcomed those present, and asked for self-introductions.

PUBLIC COMMENTS

No comments

APPROVAL OF MINUTES

Attachment A

Motion: It was moved and seconded to approve the March 10, 2016 meeting minutes.

Approved

NEXT MEETING

May 17, 3:15 p.m., Gateway Hall 352

OLD BUSINESS –ACTION

Approval of Professional Leave – Resolution No. 16-4-1 – Dr. Charlie Crawford

Attachment B

Dr. Charlie Crawford presented professional leave requests for four faculty members for the 2016-17 academic year. They include: Dr. Patrick Averbeck, two quarters; Nancy Kennedy, two quarters; Dr. Rachel Wade, one quarter; and Cathleen Costa, one quarter. The professional leave committee has recommended that these leave requests be awarded. A one-page written summary must be provided to the Board of Trustees at the end of the quarter following their leave. The Trustees also expressed interest in having the faculty attend a board meeting to provide an oral presentation, if they would like to share their experience in person.

Motion: It was moved and seconded to approve Resolution No. 16-4-1.

Approved

Student Trustee Omar Abdulla abstained.

NEW BUSINESS – ACTION

Approval of Letter of Support for College Spark Grant – Dr. Charlie Crawford

Attachment C

Dr. Charlie Crawford presented a letter of support for the Board of Trustees to support the College's application and participation in the College Spark Washington Guided Pathways Initiative. The Trustees discussed the letter and were in support of this application for a five year grant.

Motion: It was moved and seconded to approve the letter to be submitted in support of the College Spark Washington Guided Pathways initiative.

Approved

NEW BUSINESS – FIRST CONSIDERATION

Consideration of Tenure Status – Dr. Charlie Crawford

Attachment D

Dr. Charlie Crawford presented tenure portfolios to the Board for Karen Fenner, faculty candidate for tenure status in Adult Basic Education/ESL. The Board will be asked to approve tenure status at the May 17 Board meeting.

Consideration of 2016-2017 Fees – Kevin McKay

Attachment E

Kevin McKay presented three 2016-2017 fees for first consideration. The fees include: Music lesson fee to cover the cost of the instructor (\$52.20 per session); Cisco lab fee (\$100); and the "over 18 credits tuition surcharge" (waiver for culinary arts students). They are still researching this third fee, which may be removed from the list in May. If it remains on the list, further discussion will take place at the May meeting.

The Board will be asked to approve the fees at the May Board meeting.

STUDY SESSION

Emergency Preparedness & Clery Act Compliancy – Jade Jeter-Hill

Attachment F

Jade Jeter-Hill, Emergency Preparedness Manager and Clery Compliance Officer, provided an update on the Security Office activities and a presentation on compliance with the Clery Act.

Security Office updates:

- Additional lighting has been added across campus.
- Talk-a-phones have been installed with more to be installed over the summer.
- The mass notification speaker system will be completed in the remainder of the buildings this summer.

Clery Act Compliance and Geography:

- The Clery Act requires institutions of higher education receiving federal student financial aid to report specific crime statistics on campus and provide safety and crime information to members of the campus community. The law requires colleges to deliver timely warnings and emergency notifications, and publish an annual security and fire report, including information about crime statistics, security, emergency preparedness, and sexual assault prevention programs on campus.

- In 2005, Congress tied the Clery Act, Title IX, and the Violence Against Women Act together for compliance.
- Clery reports and crime statistics are posted on the college website for one year.
<http://www.edcc.edu/safety/clery-act/>

EXECUTIVE SESSION

At 5:34 p.m., the Board entered into executive session for the purpose of discussing personnel and real estate. No action was taken as a result of the Executive Session. The Board returned to open session at 5:45 p.m.

ADJOURNMENT

The meeting was adjourned by Chair Quentin Powers at 5:46 p.m.

ATTACHMENTS AVAILABLE UPON REQUEST

Mr. Carl Zapora, Vice Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

**Special Meeting
Minutes
April 22, 2016**

DRAFT

Trustees Present: Diana Clay, Carl Zapora, Dr. Tia Benson Tolle (via phone), and Quentin Powers (via phone)

Trustees Absent: Omar Abdulla and Emily Yim

Others Present: Dr. Charlie Crawford (via phone), Dr. Jean Hernandez, Kevin McKay, Patty Michajla, and Marian Paananen

CALL TO ORDER AND INTRODUCTION OF GUESTS

Carl Zapora, Vice Chair, called the meeting to order at 7:30 a.m. and asked for self-introductions.

EXECUTIVE SESSION

At 7:31 a.m. the Board entered into Executive Session to discuss labor relations. No action was taken as a result of the Executive Session. The Board returned to open session at 7:43 a.m.

BOARD DISCUSSION

Attachment A

Budget Update – Kevin McKay and Marian Paananen

Kevin McKay, Vice President of Finance and Operations, presented an overview of the summary of the status of the 2016-2017 budget prediction. Anticipated revenue and expenses were highlighted in preparation of the upcoming development of the 2016-2017 operating budget. Discussion also included the impact of the faculty negotiated agreement pertaining to salaries over the next five years, and the fund balance total.

The College is working to eliminate the gap between revenue and expenses in order to present a balanced budget for the Board of Trustees to approve in June. One challenge is that the State Board will not vote on the allocations until May which will result in receiving information later than usual. The budget will be finalized over the next four to six weeks. Adjustments will need to be made, and since there is little room to adjust the revenue side, most of the modifications will be done on the expense side.

Vice President McKay will present a balanced budget for first consideration at the May 17 meeting.

ADJOURNMENT

Trustee Clay moved to adjourn the meeting and Trustee Benson Tolle seconded the motion. The meeting was adjourned at 8:12 a.m.

ATTACHMENT AVAILABLE UPON REQUEST

ATTEST:

Mr. Carl Zapora, Vice Chair

Dr. Jean Hernandez, Secretary

Date Approved



Background

2016-17 College Course Fee Schedule

Subject

Consideration of the 2016-17 College Course Fee Schedule.

Background

A change brought about by the legislative state budget-building process was the elimination of the caps and constraints on course fees imposed by Initiative 601 and the Legislative approval process imposed by Initiative 960. In their place, colleges now have the ability to manage fees with no specific limits. The language specifically states that colleges may now set fees, “. . .by amounts judged reasonable and necessary by the trustees.”

Traditionally, in response to I-960, the college would allow all applicable fees to increase by a percentage indexed to the OFM’s annual fiscal growth rate following applicable guidelines. However, because students have experienced double-digit tuition increases over the past few years, the college feels this is a bad time to increase fees to students except where absolutely necessary.

Consequently, the college is once again recommending no across-the-board increase of applicable fees while bringing forward only three specific fee changes (one decrease and two increases, see attached schedule of fee changes). By electing not to raise most course/program/service fees the college is attempting to minimize further impacts to students (except where specifically necessary).

Recommendation

The administration of Edmonds Community College recommends that the Board of Trustees adopts the resolution approving the 2016-17 College Fee Schedule, as presented.

2016-17 Fee Proposal

Board of Trustees Meeting, May 17, 2016

Fee Title	Current (15-16)	Proposed (16-17)	Reason
Music lessons fee	\$49.50/session	\$52.20/session	Increase instructor pay to \$40 per session in order to remain competitive with industry standards for private instruction. Session fee includes salary/benefit costs and indirect college costs.
Cisco lab fee	\$139.40/class	\$100.00/class	The change reflects the fact that we are now running the classes more quarters and with better enrollment than in the past. In addition, the cost of equipment has decreased over the past five years.
IESL lab fee*	\$23.00/quarter	\$25.00/quarter	To cover increased lab support costs of the class; still competitive with other area colleges.

*Added since last month



Board of Trustees

Washington Community College District 23

Resolution No. 16-5-2

Approval of College Fee Schedule

WHEREAS, the State legislature has eliminated the normal constraints on college course fees imposed by Initiative 601, giving colleges the ability to manage fees with no specific limits; stating that colleges may now set fees "...by amounts judged reasonable and necessary by the trustees," and

WHEREAS, according to Initiative 601 (passed in 1993), "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," and "fiscal growth factor" means the average of the sum of inflation and population change for each of the prior ten fiscal years, and

WHEREAS, in a typical year, the College would have increased all applicable fees by a percentage indexed to the OFM's annual fiscal growth rate, and

WHEREAS, Edmonds Community College wishing to minimize the financial impact on its students, will not administer "across the board" fee increases this year. Some select fees will be increased to cover additional costs for those courses that require it, as noted in the attachment.

NOW, THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees hereby approves the increase in course fees as indicated above.

Mr. Carl Zapora, Vice Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary



Background

Approval of the Faculty Collective Bargaining Agreement

Subject

Approval of the Edmonds Community College and Edmonds Community College Federation of Teachers Collective Bargaining Agreement.

Background

Edmonds Community College and the Edmonds Community College Federation of Teachers, Local 4254, AFT, AFT-Washington, AFL/CIO reopened the master agreement for bargaining on April 20, 2015.

The bargaining teams met from April 20, 2015 through the beginning of December 2015, and negotiated the changes that now comprise the 2016-2019 Collective Bargaining Agreement (CBA). In December 2015, the administration team submitted a request for mediation to the Washington State Public Employment Relations Commission (PERC) to assist with mediating the final terms of the CBA, including addressing changes to the compensation structure for faculty. PERC assigned a mediator who met with both teams, beginning in January 2016. The mediator and the negotiating teams completed the terms of the final tentative CBA on March 11, 2016.

Attached is a summary of the substantive changes in the CBA. The summary was presented to the AFT Council for review, then to all faculty for review and consideration. The AFT membership ratified the contract on Monday, May 9, 2016.

The Federation Negotiations Team was represented by: Margaret West, Cathleen Costa, Karen Townsend, Kay Latimer, Scott Haddock, and Mary Whitfield.

The Administrative Negotiations Team included: Suzanne Moreau, Dr. Charlie Crawford, Kevin McKay, Dr. Carey Schroyer, Kristyn Whisman, Theodora Doromal, David Beckman, and Rodney Pond.

Once approved by the Board of Trustees, the contract would be in effect from July 1, 2016 to June 30, 2019.

Recommendation

Board of Trustees' approval of the Collective Bargaining Agreement at the May 17, 2016 meeting.



Board of Trustees

Washington Community College District 23

Resolution No. 16-5-3

Approval of Faculty Collective Bargaining Agreement

WHEREAS, the College is authorized by RCW 28B to meet, confer, bargain in good faith, and execute a written agreement with respect to those personnel matters over which the appointing authority may lawfully exercise discretion, and

WHEREAS, the College recognizes the Edmonds Community College Federation of Teachers, Local 4254, AFT, AFT-Washington, AFL/CIO as the sole and exclusive representative of all academic employees in the bargaining unit, and

WHEREAS, the College and the Federation agree that it has been and will continue to be in their mutual interest and purpose to promote systematic and effective employee-management cooperation, fair and reasonable working conditions, and effective methods for prompt adjustment of differences, misunderstandings, and disputes, and

WHEREAS, the College and the Federation have met, conferred, bargained in good faith, and reached agreement on all matters over which the appointing authority of management may lawfully bargain,

NOW THEREFORE BE IT RESOLVED, that the Edmonds Community College Board of Trustees approves the Collective Bargaining Agreement entered into this 17th day of May, 2016, with the contract becoming effective July 1, 2016 to June 30, 2019.

Mr. Carl Zapora, Vice Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

Consideration of Student Success Policy

Subject

Consideration of Student Success Policy

Background

Edmonds Community College received a College Spark Washington grant in 2011 that gave the college the designation of an Achieving the Dream College. For four years the College conducted a review of its policies, structures, services, and processes with a focus on how to improve student success and completion at the College. Many changes were made during this time to improve the new student advising and orientation process. In addition, faculty became a strong partner with student services staff to welcome students to our College through the Triton Jumpstart Orientation program.

Faculty also participated in professional development opportunities that address how to engage students in the classroom and how to encourage them outside of the classroom. The New Teacher Academy was born. The College also analyzed progression rates of students and selected 40 areas to create the High Enrollment, Low Completion (HELIC) classes. Faculty in these disciplines worked together to see how they could remove barriers for students. Many of those classes have since been removed from the HELIC list, and students are experiencing greater persistence rates.

As a result of these changes that were based on data-informed decision-making, the College has seen stronger progression results and increased graduation rates for our students. This Student Success Policy reinforces the College's commitment from the top (Board of Trustees) that Edmonds Community College is focused on student success.

Recommendation

The College administration requests approval by the Board of Trustees of the Student Success Policy at the June 9, 2016 meeting.

Board Policy Student Success Policy

DRAFT

Name:

Student Success Policy

Summary/Scope:

The Board of Trustees of Edmonds Community College affirms that all students are entitled to educational opportunities that support the students' educational and career goals and that student success is a shared responsibility across the college. The Board of Trustees will advance student success by:

1. Advocating for public policies that align resources with student success goals, initiatives, and support services.
2. Requiring the College to implement policies to support student success.
3. Expecting the College to engage in evidence-based institutional improvement.

Our mission, values, strategic plan, policies and budget decisions will reflect convictions about the importance of success and equity for all students. In summary, this Board policy is designed to ensure that Board and College policies and actions facilitate practices that support students' success.

Description:

Edmonds Community College measures its success by the success of its students. The college's student success efforts focus on promoting continual improvements in programs, services, and students' overall college experiences. Specifically, the Board takes four actions to advance student success.

1. Advocating for public policies that align resources with student success goals, initiatives, and support services.

State and national discussions and policies have required higher education to dramatically shift focus to student learning and completion of students' educational goals. These increased calls for accountability have required colleges to become more informed about and responsible for improving student success. In addition, the focus on student progression and completion is challenging colleges to carefully consider the quality of the learning experience both inside and outside of the classroom. As a result, the Board of Trustees will communicate with its constituencies, legislators, and other public policy makers about the College's goals and will advocate public policy decisions and resource allocations that support student success.

2. Requiring the College to implement policies to support student success.

Effective student success policies and procedures reflect an institution-wide commitment and broad participation (involving faculty, staff, administration, students, and the Board) to improve student educational and learning outcomes for students

across all groups. The Board of Trustees requires the College to identify, publicize, and implement college policies and procedures that shape student success.

3. Expecting the College to engage in evidence-based institutional improvement.

The success of Edmonds Community College is measured by the success of its students. The Board requires the College to:

- Promote collaboration across the organization and among various groups, by achieving consensus on the measures of student success, and by stressing that student success is everyone's shared responsibility;
- Collect and publish a variety of indicators on college performance, particularly related to equity in students' academic performance and completion;
- Use disaggregated student progress data (qualitative and quantitative) and cohort tracking to foster inquiry and improve programs, teaching, and learning; and
- Engage in open and transparent conversations regarding data and information related to student success.

Student Outcomes: Student outcomes include individual student's educational goals, successful course completion, retention, persistence, certificate/degree attainment, transfer, and employment. Diversity goals address gaps in student outcomes across populations particularly among low-income students, students of color, students with disabilities, veterans, and their peers.



Background

*FISCAL YEAR 2016 - 2017
SERVICES & ACTIVITIES FEE
STUDENT CENTER M & O FEE
ASSESSMENT FEE
TECHNOLOGY FEE
SUSTAINABILITY FEE
ATHLETIC FIELD FEE
BUS PASS USER FEE*

Subject

Proposed AEdCC Services and Activities and Self-Assessed local fees for Fiscal Year (FY) 2016-17.

Background

The AEdCC budget development process is outlined in the AEdCC Financial Code and RCW 28B.15.045. The AEdCC Executive Board is responsible for determining fee levels within the guidelines that the State Legislature and the State Board of Community and Technical Colleges have set. The following fees are submitted for consideration:

The Associated Students recommend to the Board of Trustees fee levels for the following seven fees. The Services and Activities Fee and six local voluntary self-assessed fees. The Services and Activities Fee maximum is set by the State Board for Community and Technical Colleges and the six local voluntary self-assessed fees are set by the Associated Students Executive Board. The State Legislature has given authority to each college to determine local fees. All fees are unchanged for 2016-17, with the exception of the Bus Pass User Fee.

Current AEdCC Fees

Services and Activities (S&A) Fee

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

S&A Fee 2015-2016	\$10.58/credit (credits 1-10)	\$6.15/credit (credits 11-18)
S&A Fee 2016-2017	\$10.58/credit (credits 1-10)	\$6.15/credit (credits 11-18)

Student Center Maintenance and Operation (M&O) Fee

The Associated Students took action to assess themselves a Student Center M&O Fee. The fee was instituted in 2005-06 to support a dedicated fund for the M&O of the student center. Currently, the State does not automatically fund M&O of buildings constructed with Certificates of Participation (COP). This fee ensures a dedicated revenue source toward the operation of the student center.

Student Center M&O Fee 2015-2016	\$.37/credit
Student Center M&O Fee 2016-2017	\$.37/credit

Assessment Fee

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

Assessment Fee 2015-2016	\$5.50/credit
Assessment Fee 2016-2017	\$5.50/credit

Technology Fee

The Associated Students took action to assess themselves a Technology Fee. It is used to fund staff positions to support the operation of the open computer labs and fund technology related projects through the Technology Investment Management Committee (TIMC).

Technology Fee 2015-2016	\$2.40/credit
Technology Fee 2016-2017	\$2.40/credit

Sustainability Fee

The Associated Students took action to assess themselves a Sustainability Fee. This fee began in fall quarter 2011 to provide dedicated funding to enhance sustainability on campus. The fee provides funding for the Campus Green Fund; funds student positions known as “Green Team,” and purchase supplies to educate the campus community about sustainability practices.

Sustainability Fee 2015-2016	\$.50/credit
Sustainability Fee 2016-2017	\$.50/credit

Athletic Field Fee

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

Athletic Field Fee 2015-2016	\$1.50/credit
Athletic Field Fee 2016-2017	\$1.50/credit

Bus Pass User Fee

The Associated Students took action to assess students who want a bus pass a quarterly fee. This user fee began in summer quarter 2010 to 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. Based on an increase in the Community Transit Service Contract, we are recommending an \$11.00 /quarter increase for students receiving the bus pass.

Bus Pass User Fee 2015-2016	\$15.00/quarter
Bus Pass User Fee 2016-2017	\$26.00/quarter

Recommendation

The Board of Trustees approve the proposed FY 2016-17 ASEDCC Services and Activities Fee, Student Center M&O Fee, Assessment Fee, Technology Fee, Sustainability Fee, Athletic Field Fee, Bus Pass User Fee as submitted at the June 9th, 2016 Board of Trustees meeting.



Board of Trustees

Washington Community College District 23

Background

FISCAL YEAR 2016-17 ASEDCC BUDGET

Subject

Proposed ASEdCC Services and Activities Fee Budget for (FY) 2016-17.

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:

2016-17 Projected Revenue = **\$1,415,939**

The 2016-2017 S & A Fee Budget was reduced by \$232,958 because of reduced revenues as projected by the Business Office.

The S & A Fee Budget Committee requested Account Directors to reduce their proposed budget by 17% with the exception of the following budgets:

- Childcare increased by 1%
- Learning Support Center no decrease
- Athletic Scholarships no decrease
- Athletic Travel/Per Diem no decrease
- Student Math League Exam decreased by 2%
- Athletic Administration decreased by 14%
- Advising Resource Center decreased by 18%
- Digital Signage decreased by 18%
- International Student Services Programmer decreased by 18%
- Athletic Post-Season Travel decreased by 50%
- Instructionally Related Project Grants decreased by 70%

Recommendation

The Board of Trustees approve the proposed FY 2016-17 Services and Activities Fee budget at the June 9th, 2016 Board of Trustees meeting.

Background

2016-17 College Operating Budget

Subject

First consideration of the 2016-17 College Operating Budget.

Background

The current legislative session has now concluded and legislative allocations and provisos have been made public. However, the statewide system of community and technical colleges is in the process of implementing sweeping changes to the method and formulas for distribution of the allocated funding to each of the 34 colleges in our system. Until the State Board for Community and Technical Colleges formally votes, currently scheduled to take place in June, on the various pieces of the new allocation model, State Board staff cannot produce and distribute final allocation numbers.

The College has been working with the numbers and modeling tools provided to date by the State Board, though the numbers continue to change with every minor tweak and adjustment to the model (sometimes daily) as State Board staff continue to fine tune the new allocation system.

The new allocation model is an attempt to rebase the value of FTEs across the system and to “fix” decades of one-off adjustments to the allocation formula that were made for various historical special situations and fluctuations throughout the system. Because of the way FTEs have been funded over time, larger and newer colleges like Edmonds suffer the largest reductions under the new model. Over the last several weeks the model has shown a total impact (allocation reduction) to Edmonds CC ranging from \$2.1m to \$1.4m. This lack of certainty makes it difficult to do anything other than use a conservative take on the most-likely numbers with which to assemble the initial budget presented to the Board of Trustees.

Enrollment has continued to decline again this past year, though that decline has now slowed considerably. The College is estimated to achieve 90% of our allocation target enrollment this year. This does not have an immediate effect on our state allocation, but is a trend that could result in a reduced allocation should we remain below target for several years running. Fortunately, strong enrollment in International programs and in Grants and Contract revenue, combined with conservative budgeting of projected revenue, have compensated for reduced tuition and excess enrollment revenue to date. The College has, however, now incorporated as much revenue as is reliably available into meeting the current operating budget. Further adjustments will now require addressing expenditures, to the extent necessary, to bring the budget into balance.

The initial budget presented today reflects these elements. Upon completion of the State Board for Community & Technical Colleges system allocation process, the College will adjust our final 2016-17 budget proposal as necessary for presentation, review, and approval at the June Board of Trustees meeting or as soon thereafter as possible should the state allocation not be released in time for the scheduled June Board meeting.

Background

2016-2017 International Contract Program

Subject

Consideration of the 2016-2017 International Contract Program

Background

In September 2007, SBCTC gave the Colleges guidelines on how to continue or terminate the international contract program. This resulted from requests made by several colleges intending to convert their international contract enrollments to state supported enrollments. The basis for these guidelines is provided by RCW 28B.50.140 (17) and WAC 131-32-020(1) that delineates a “shared funding” concept for colleges who opted to continue with the international contract program. Other existing provisions of State Board policy (Sections 4.70.30 and 5.90.50) for International Contract programs remain unchanged. Thus, Colleges who continue its International Contract program were required to:

1. Contract with third party that has been approved by the State Board staff and as to form by the college’s AAG and include the following.
 - a. Substantive action on the part of the contractor
 - b. Estimated number of students to be served and the fees to be charged
 - c. Budget demonstrating revenues from the program will cover the full cost of instruction including both direct and indirect costs
2. District board had to adopt a resolution stipulating that the International Contract program would be supporting additional courses that would otherwise not be offered within current state funding levels.
3. By July 1, 2008, each college seeking to continue an International Contract program had to submit to SBCTC a copy of the proposed contract district board resolution as described in 2 above.

These steps were taken by the board in 2008.

By July 1 of each year beginning in 2009, each college seeking to continue its International Contract program must submit to SBCTC at minimum, documents updating enrollment estimates, revenue projections and program budget estimates as well as a currently approved district board resolution as described in 2 above.

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

Recommendation

The staff of Edmonds Community College recommends that the Board of Trustees adopt the resolution approving the 2016-2017 International Contract program at the June 2016 meeting of the Board of Trustees.

President's Report May 17, 2016

PRESIDENT JEAN HERNANDEZ EVENT HIGHLIGHTS APRIL-MAY 2016

- April Showers bring Spring Triton Jumpstart! I was very pleased to see about 150 students attend our new student orientation this quarter. Of course, this was a great success because of all the faculty, staff, students, and Bookstore employees who helped make this a very special half-day event for our new students. I also enjoyed getting to meet a number of the students and support their success by serving them pizza.
- I met with about 80 faculty members, as a guest of the Faculty Senate, to discuss the role of participatory governance on our campus. I also shared my hope for the Faculty Senate to become the voice of our faculty on matters of pedagogy, student success culture, and curriculum development. We also held our first quarterly meeting with the Faculty Senate Council (the leadership group for the Faculty Senate) and President's Cabinet.
- The Queer Coalition invited me to attend one of their planning meetings for our GLBTQIA Open Forum. I also attend a portion of the forum—our panelists did an outstanding job sharing their own personal stories and providing rich data of how important it is for our Queer community to be celebrated, included, and respected. The Queer Coalition also will offer Safe Zone training on our campus on an ongoing basis.
- Former Board of Trustee, Dick Van Hollebeke, asked me to moderate a Lifelong Learning panel for his CAFÉ event that was a huge success. Our presentation included speakers from Creative Retirement Institute, Washington State University, and University of Washington. We had a great turnout of about 60 participants.
- We held our first Latino Family Open House and packed Woodway Hall 202! We estimated about 200 family members participated, and the program was offered in both English and Spanish. Accolades to Betty Koteles, one of our Pre-College adjunct faculty who provided great leadership and outreach in the Latino community. At least 3 employees presented their materials in Spanish and did not need a translator...I was very impressed with the support and excitement in the room. The most questions centered about financial services for undocumented students and Running Start.
- We held our 31st Pow Wow in May and had a great turn out. The Drummers and Dancers allowed us all to appreciate and celebrate Native American culture. As part of the festivities, we have administrators and students welcome our guests and emphasize Edmonds Community College's commitment to diversity, equity, and inclusion. I also want to thank our Pow Wow Committee for their hard work in advance of and during the Pow Wow; they are the ones doing the heavy lifting!