



Washington Community College District 23
Lynnwood, Washington

Agenda
Special Meeting
May 19, 2015
Gateway Hall 352
3:15 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	Emily Yim	
	B. Introduction of Guests		
3:16 PM	C. Executive Session	Emily Yim	
3:22 PM	D. Old Business – Approval		
	1. Approval of Tenure Status (RN 15-5-1)	Gail Miulli	4
3:30 PM	<i>RECESS</i>		
3:30 PM	<i>TENURE RECEPTION</i>		
4:30 PM	E. Call to Order	Emily Yim	
4:35 PM	F. Public Comments	Emily Yim	
4:45 PM	G. Approval of Meeting Minutes		
	1. April 2, 2015	Emily Yim	5
	2. April 30, 2015	Emily Yim	7
	H. Next meeting: June 11, 2015, 4:30 p.m.		
4:50 PM	I. Old Business – Approval		
	1. Approval of Student Code of Conduct WAC Changes (RN 15-5-2)	Christina Castorena	9
4:55 PM	J. New Business – Approval		
	1. Approval of Nondiscrimination and Harassment Policy WAC Changes (RN 15-5-3)	Suzanne Moreau	11
5:05 PM	K. New Business – First Consideration		
	1. Consideration of 2015-2016 ASEdCC Student Fees	Vy Do	12
	2. Consideration of 2015-2016 ASEdCC Budget	Vy Do	15

**EDMONDS COMMUNITY COLLEGE
 WASHINGTON COMMUNITY COLLEGE DISTRICT 23
 BOARD OF TRUSTEES – AGENDA
 MAY19, 2015
 PAGE 2**

	3. Consideration of 2015-2016 College Operating Budget	Kevin McKay	16
	4. Consideration of International Contract Program	Marian Paananen	17
5:40 PM	L. Board Updates		
	1. Faculty Representative	Margaret West	
	2. Student Representative	Abby Zhang	
	3. Classified Staff Representative	Patti Pollardo	
5:50 PM	M. Foundation Report	Diana Clay	
6:00 PM	RECESS		
6:10 PM	N. President’s Report	Dr. Jean Hernandez	
6:20 PM	O. Board Discussion	Emily Yim	
6:40 PM	P. Adjournment	Emily Yim	

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

CONSIDERATION OF TENURE

Subject

Consideration of tenure for

Julie Palomino Drews

Adult Basic Education (International)

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. Julie Palomino is recommended for consideration of tenure.

Recommendation

Approval of tenure for Julie Palomino Drews at the May 2015 Board of Trustees meeting.



Board of Trustees

Washington Community College District 23

Resolution No. 15-5-1

APPROVAL OF TENURE

Consideration of tenure for

Julie PalominoDrews

Adult Basic Education (International)

WHEREAS, the appointment review committees have 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 Julie Palomino Drews be granted tenure.

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

ATTEST:

Ms. Emily Yim, Chair

Dr. Jean Hernandez, Secretary

Date Approved



Board of Trustees

Washington Community College District 23

**Special Meeting
& Study Session
Minutes
April 2, 2015**

DRAFT

Trustees Present: Girish Chummun, Diana Clay, Dick Van Hollebeke, Emily Yim, and Carl Zapora

Trustee Absent: Quentin Powers

Others Present: Dr. Pat Averbeck, Ron Boerger, Christina Castorena, Michele Domingo, Theodora Doromal, Dr. Tonya Drake, Dr. Jean Hernandez, Soohwan Jung, Tiffany Ledford, Susan Loreen, Patty Michajla, Gail Miulli, Dr. Elliot Stern, Brad Thomas, and Abby Zhang

CALL TO ORDER AND INTRODUCTION OF GUESTS

Emily Yim, Board Chair, called the April 2, 2015 meeting to order at 4:32 p.m., welcomed those present, and asked for self-introductions.

PUBLIC COMMENTS

No public comments

APPROVAL OF MINUTES

Attachment A

Motion: Trustee Van Hollebeke moved and Trustee Zapora seconded the approval of the March 5, 2015 meeting minutes.

Approved

Trustee Zapora requested a revision to reflect the correct title of “Verdant Community Wellness Center” on the first page. The minutes will be amended.

NEXT MEETING

May 19, 2015, 3:15 p.m., Gateway Hall 352

OLD BUSINESS – ACTION

Approval of Professional Leave (RN 15-4-1) – Gail Miulli

Attachment B

Interim Vice President of Instruction, Gail Miulli, presented the professional leave candidates at the March 5th meeting and expressed her recommendation for approval of their leave requests. No further discussion.

Action: Trustee Van Hollebeke moved and Trustee Zapora seconded the approval of Resolution No. 15-4-1.

Approved

NEW BUSINESS – First Consideration

Consideration of Tenure – Gail Miulli

Attachment C

VP Gail Miulli presented Julie Palomino Drews’ tenure status recommendation for the Board’s consideration. The Trustees received the tenure packet and will be asked to approve her tenure status at the May 19 meeting.

STUDY SESSION

Innovation at EdCC: The Evolution of Pre-College Math – Dr. Elliot Stern, Dr. Pat Averbeck and Tiffany Ledford

Attachment D

Dr. Elliot Stern, Dr. Pat Averbeck, and Tiffany Ledford provided an overview on pre-college math and the transition math project.

Foundation Strategic Plan – Brad Thomas and Dr. Tonya Drake

Attachment E

Brad Thomas, Executive Director of the Foundation and Dr. Tonya Drake, Interim Vice President of College Relations, presented the Foundation’s Strategic Plan, explaining the new vision and mission of the Foundation.

Board of Trustees Appointments – Emily Yim

Trustee Van Hollebeke will complete his second term on September 30, 2015. The Board will be submitting three names later this summer to the Governor’s office for his consideration of a new appointment to the Board. The Board reviewed a list of recommended candidates and the people they decided upon will be contacted to see if they are interested in being nominated for the vacant board position. The finalists will be invited to attend the May Board meeting.

BOARD DISCUSSION

President Jean Hernandez provided an update on the proposed Science Engineering and Technology (SET) Building. The College is hoping that the Governor/legislature will return the construction of that building to the capital projects list for funding during this biennium as it was recently dropped off that list.

ADJOURNMENT

The meeting was adjourned by Chair Emily Yim at 7:15 p.m.

ATTACHMENTS AVAILABLE UPON REQUEST

Ms. Emily Yim, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

**Special Meeting
Minutes
April 30, 2015**

DRAFT

Trustees Present: Diana Clay, Dick Van Hollebeke, Carl Zapora, and Quentin Powers (via telephone)
Trustees Absent: Girish Chummun and Emily Yim
Others Present: Arlene Anderson (via telephone), Kari Hanson, Dr. Jean Hernandez, Lucy MacNeil, and Patty Michajla

CALL TO ORDER

President Jean Hernandez, President, called the meeting to order at 11:08 a.m.

EXECUTIVE SESSION

At 11:09 a.m. the Board entered into executive session to discuss potential litigation.

At 11:40 a.m. the Board entered into open session.

BOARD DISCUSSION

The Board discussed a list of potential candidates for consideration of the trustee position that will become available in October when the term of Trustee Van Hollebeke will end. The Board decided on four individuals who have expressed interest. A letter from Chair Emily Yim will be sent to the potential candidates explaining the application process.

ADJOURNMENT

The meeting was adjourned by President Hernandez at 12:19 p.m.

Ms. Emily Yim, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

Student Code of Conduct WAC Changes

Subject: Student Code of Conduct – Hearing Procedures – Washington Administrative Code (WAC) Changes

Background: In order to establish an updated Student Code of Conduct that reflects current state and federal laws, attorneys representing the Washington State CTC System drafted a Model Student Conduct Code for schools to adopt as is or to customize to address the needs of their respective diverse student populations. Additionally, addressed in the Model Student Code is language around marijuana use, sale and possession on campus or on campus owned or controlled properties. A college committee comprised of strategic stakeholders met over a one-year period to review and modify the Model Student Code and is recommending that Edmonds Community College adopt the new Student Code of Conduct – Hearing Procedures WAC's to replace the existing Disciplinary Procedures WAC's which were last changed in 1994. The new WAC's were vetted to various constituencies on campus (student leaders, Instructional Leadership, President's Cabinet, Student Services Leadership Team, campus forum, etc.) for input and feedback. An open public hearing took place on April 10, 2015. There were no comments or statements in opposition of the new WAC's at the hearing.

The proposed new Student Code of Conduct – Hearing Procedures WAC accomplishes the following: 1) Establishes a 21st Century-based Student Code of Conduct; 2) Streamlines policies and procedures; 3) Provides clearer language in addressing inappropriate behaviors and behavioral expectations; and 4) Strengthens the due process and outcomes for students.

Recommendation

Approval of the Student Code of Conduct – Hearing Procedures WAC Changes at the May 19, 2015 Board of Trustees meeting.



Board of Trustees

Washington Community College District 23

Resolution No. 15-5-2

Student Code of Conduct WAC Changes

WHEREAS, the Washington State CTC System drafted a Model Student Conduct Code for schools to adopt as is or to customize to address the needs of their respective diverse student populations, and

WHEREAS, addressed in the Model Student Code is language around marijuana use, sale and possession on campus or on campus owned or controlled properties, and

WHEREAS, a college committee comprised of strategic stakeholders met over a one-year period to review and modify the Model Student Code and is recommending that Edmonds Community College adopt the new Student Code of Conduct/Hearing Procedure Washington Administrative Code (WAC) to replace the existing Disciplinary Procedures WAC which was last changed in 1994, and

WHEREAS, the new WAC was vetted to various constituencies on campus (student leaders, Instructional Leadership, President’s Cabinet, Student Services Leadership Team, campus forum, etc.) for input and feedback, and

WHEREAS, an open public hearing took place on April 10, 2015 at which there were no comments or statements in opposition of the new WAC at the hearing, and

WHEREAS, the new Student Code of Conduct/Hearing Procedure WAC accomplishes the following: establishes a 21st Century-based Student Code of Conduct; streamlines policies and procedures; provides clearer language in addressing inappropriate behaviors and behavioral expectations; and strengthens the due process and outcomes for students;

NOW, THEREFORE BE IT RESOLVED, that the Edmonds Community College Board of Trustees hereby approves the Student Code of Conduct /Hearing Procedures WAC changes as indicated above.

Ms. Emily Yim, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

Background

Nondiscrimination and Harassment Policy WAC Changes

Subject

Nondiscrimination and Harassment Policy – Washington Administrative Code (WAC) Changes

Background

The existing 132Y-300 WAC, Grievance Procedure for Sex Discrimination, has not been updated by Edmonds Community College since 1989. Updating is needed for the WAC to reflect best practices and proper legal language that reflects current state and federal laws, including compliance with Title IX and the Violence Against Women Reauthorization Act (VAWA). Attorneys representing the Washington State Community and Technical College system drafted a sample WAC for colleges to adopt as written or customize to address the needs of their respective campus populations.

The proposed new WAC for Edmonds Community College accomplishes the following: (1) updates protections for students and employees from discrimination and harassment; (2) clarifies complaint and appeal procedures for investigations; and (3) conforms to recent federal mandates for compliance under Title IX. In addition, centralizing investigatory and disciplinary functions provides more consistency in the process. Clarifying specific prohibited conduct provides better accountability and notification to students and employees. The changed procedures and appeal rights better comply with Title IX and VAWA requirements.

The new proposed WAC was vetted to various constituencies across the College to gather input and feedback. In addition, an open public meeting was held Friday, April 10, 2015, to gather public input regarding approval and adoption of this WAC, as well as for the proposed new WAC for the Student Code of Conduct-Hearing Procedures. Several college employees and one local media representative attended the hearing. A few questions were asked and answered, providing clarification; however, none of the parties in attendance requested revision or amendment to the proposed WAC changes.

Following approval and adoption of the proposed WAC code changes by the Board of Trustees, the College administration will file all required documentation with the Washington State Code Reviser's Office to finalize the WAC code changes as drafted and presented for public comment and Board adoption. The WAC changes are expected to take effect July 1, 2015.

Recommendation

Approval of the Nondiscrimination and Harassment Policy WAC Changes at the May 19, 2015, Board of Trustees meeting.



Board of Trustees

Washington Community College District 23

Resolution No. 15-5-3

Nondiscrimination and Harassment Policy WAC Changes

WHEREAS, the existing 132Y-300 WAC, Grievance Procedure for Sex Discrimination, has not been updated by Edmonds Community College since 1989, and

WHEREAS, updating is needed to incorporate best practices and proper legal language that reflects current state and federal laws, including compliance with Title IX and the Violence Against Women Reauthorization Act (VAWA), and

WHEREAS, the proposed new WAC for Edmonds Community College updates protections for students and employees from discrimination and harassment, clarifies complaint and appeal procedures for investigations, and conforms to recent federal mandates for compliance under Title IX, and

WHEREAS, the proposed WAC was vetted to various constituencies across the College to gather input and feedback, and an open public meeting was held Friday, April 10, 2015 to gather public input regarding approval and adoption of this WAC,

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College approves the new Nondiscrimination and Harassment Policy, WAC 132Y-300, as presented to the Board of Trustees for consideration, and directs the College President to file all required documentation with the Washington State Code Reviser’s Office to finalize the WAC changes to take effect July 1, 2015.

Ms. Emily Yim, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Background

*FISCAL YEAR 2015 - 2016
SERVICES & ACTIVITIES FEE
STUDENT CENTER M & O FEE
ASSESSMENT FEE
TECHNOLOGY FEE
SUSTAINABILITY FEE
ATHLETIC FIELD FEE
BUS PASS USER FEE*

Subject

Proposed ASEdCC Services and Activities and Self-Assessed local fees for Fiscal Year (FY) 2015-16.

Background

The ASEdCC budget development process is outlined in the ASEdCC Financial Code and RCW 28B.15.045. The ASEdCC 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 2015-16.

Current ASEdCC Fees

Services and Activities (S&A) Fee

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

S&A Fee 2014-2015	\$10.58/credit (credits 1-10)	\$6.15/credit (credits 11-18)
S&A Fee 2015-2016	\$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 2014-2015	\$.37/credit
Student Center M&O Fee 2015-2016	\$.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 2014-2015	\$5.50/credit
Assessment Fee 2015-2016	\$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 2014-2015	\$2.40/credit
Technology Fee 2015-2016	\$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 2014-2015	\$.50/credit
Sustainability Fee 2015-2016	\$.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 2014-2015	\$1.50/credit
Athletic Field Fee 2015-2016	\$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

Buss Pass User Fee 2014-2015	\$15.00/quarter
Buss Pass User Fee 2015-2016	\$15.00/quarter

Recommendation

The Board of Trustees approval of the proposed FY 2015-16 AEdCC Services and Activities Fee, Student Center M&O Fee, Assessment Fee, Technology Fee, Sustainability Fee, Athletic Field Fee, Bus Pass User Fee and as submitted at the June 11, 2015 Board of Trustees meeting.



Background

FISCAL YEAR 2015-16 ASEDCC BUDGET

Subject

Proposed ASEdCC Services and Activities Fee Budget for (FY) 2015-16.

Background

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

2015-16 Projected Revenue = **\$1,648,897**

Increased funding emphasis for the 2015-16 academic year for the following programs:

- Funding for Childcare increases 9%
Increased funding to cover potential state mandated cost of living increases and increased operational costs.
- Funding for Student Technology Advice and Resource Team increases 11%
Increased funding for student staff wages.
- Funding for Diversity Student Center (DSC) increases 20%
Increased funding for staff training and funding more students to attend the Students of Color Conference.
- Funding for Clubs increases 26%
Increased funding to provide additional club chartering funding.
- Funding for Music Scholarship increases 37%
Increased funding to provide more opportunities to participate in co-curricular music groups.
- Funding for Art Gallery increases 81%
Increased funding to cover additional Art Gallery exhibits and programs.

New Programs Funded

- 1) Instructional Related Project Grant
- 2) Triton Jumpstart Orientation

Recommendation

The Board of Trustees approval of the proposed FY 2015-16 Services and Activities Fee budget at the June 11, 2015 Board of Trustees meeting.



Washington Community College District 23

Background

2015-16 College Operating Budget

Subject

First consideration of the 2015-16 College Operating Budget.

Background

The current legislative session is still under way, heading into special session(s) to continue working toward a final compromise budget. Early indications suggest there will be no tuition increase this year and so far, I see no *major* changes to the operating budget allocation. However, there are still bills in play that could have some impact, for good or bad, and until this is fully played out we will not have solid numbers with which to work.

With so many moving pieces still unresolved, we can only create a preliminary budget based on the information we already have and make some assumptions about possible legislative budget decisions yet to be made.

Because of this uncertainty, the numbers we have at this point are subject to further change between now and June 2015.

Enrollment has continued to decline this past year, when compared to the prior year, and our College is now just below our allocation targets. This does not have an immediate effect on our state allocation, but is a trend we are monitoring and addressing through a strategic enrollment management committee who is developing our college outreach plan. 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. Consequently, while the specific mix of these other revenue sources budgeted for this next year will shift a bit, we still feel confident that Other Revenue in Support of the Operating Budget remains solid. This has been, and continues to be, a significant competitive advantage for our college.

The budget actions that the College has taken in the last several years, combined with continued strong performance from our other revenue sources, have positioned the College to meet this year's budgeting challenge, based on what we know so far. The College will budget as much revenue from tuition, grants and contracts, and international shared funding as appears to be reliably sustainable, while conservatively modeling enrollment projections to include a further possible 3-5% decline this next year.

Upon completion of the current legislative budgeting process, the College will adjust our final 2015-16 budget proposal as necessary for presentation, review, and approval at the June Board of Trustees meeting.

Background

2015-2016 International Contract Program

Subject

Consideration of the 2015-2016 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 2015-2016 International Contract program at the June 2015 meeting of the Board of Trustees.