

Agenda
Regular Meeting
June 9, 2011
Cascade Conference Room
Snohomish Hall 304A
4:30 p.m.

Estimated Time (p.m.)

- 4:30 **Call to Order** – Emily Yim
- 4:32 **Introduction of Guests** – Emily Yim
- 4:35 **Public Comments** – Emily Yim
- Individuals may sign in for public comment limited to three minutes each
- 4:45 **Approval of May 12, 2011 Meeting Minutes** – Emily Yim
Next meeting: Summer Study Session, August 18-19, 2011, Edmonds Conference Center
- 4:50 **New Business – Action**
- Recognition of Retiree: Misha Cain (RN 11-6-1) – Emily Yim
- 5:00 **New Business – First Consideration**
- Consideration of Professional Leave – Marty Cavalluzzi
 - Consideration of 2011-12 College Operating Budget – Kevin McKay
- 5:15 **Old Business – Action**
- Approval of New Student Fee (RN 11-6-2) – Thao “Tee” Nguyen and Wayne Anthony
 - Approval of 2011-12 Associated Students’ Fees (RN 11-6-3) – Tee Nguyen and Wayne Anthony
 - Approval of 2011-12 Associated Students’ Budget (RN 11-6-4) – Tee Nguyen and Wayne Anthony
 - Approval of Amendments to Student Constitution (RN 11-6-5) – Ean Olsen, Mor Lee and Wayne Anthony
 - Approval of 2011-12 International Contract Programs (RN 11-6-6) – Kevin McKay
 - Approval of 2011-12 College Fee Schedule (RN 11-6-7) – Kevin McKay
- 5:35 **Monitoring Reports**
- Governance Institute for Student Success Update – Jim Mulik and Jean Hernandez
 - Economic Impact Study Presentation – Jean Hernandez
- 6:00 **Board Updates (Two minutes each)**
- Faculty Representative – Margaret West
 - Classified Representative – Patti Pollardo
 - Student Representative – Ean Olsen
- 6:10 **President’s Report** – Jean Hernandez
- 6:20 **Board Discussion** – Emily Yim
- 6:30 **Executive Session** – Emily Yim
- 7:05 **Adjournment**

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

Edmonds Community College will schedule meetings in locations that are free of mobility barriers, and interpreters for deaf individuals and Braille or taped information for blind individuals can be provided when adequate notice is given to the Office of the President, 425-640-1516.



Board of Trustees

Special Meeting Minutes May 12, 2011

DRAFT

Trustees Present: Mauri Moore, Quentin Powers, Dick Van Hollebeke, Jeannette Wood and Emily Yim
Others Present: Arlene Anderson, Mark Cassidy, Marty Cavalluzzi, David Cordell, Barbara Counsellor, Jean Hernandez, John Michaelson, Patty Michajla, Ean Olsen, Marian Paananen, George Smith, Bill Toskey and Margaret West

Call to Order and Introduction of Guests – Emily Yim

The meeting was called to order by Chair Emily Yim at 3:20 p.m.

OLD BUSINESS - ACTION

Approval of Tenure Status for Kim Haines (RN 11-5-1) – Emily Yim

Attachment A

Marty Cavalluzzi, Vice President of Instruction, introduced Kim Haines, instructor in the Business Information Technology Department, requesting approval of tenure status. The Trustees provided favorable comments regarding the tenure packet submitted by Ms. Haines.

ACTION: Quentin Powers moved and Mauri Moore seconded the approval of Resolution No. 11-5-1. Approved

Recess

At 3:37 p.m. the Board recessed for 50 minutes for a reception honoring six newly tenured faculty members.

Open Session

At 4:30 p.m. Trustee Yim called the meeting to order.

Public Comments

None

Approval of Minutes

Attachment B

ACTION: Dick Van Hollebeke moved and Mauri Moore seconded the approval of the April 14, 2011 regular meeting minutes.

Approved

Next Meetings

June 1, 2011, 5:30 p.m., joint meeting with Everett Community College Trustees

June 9, 2011, 4:30 p.m. regular meeting

OLD BUSINESS – ACTION - continued

Approval of Board Policy B 3.3 Revisions (RN 11-5-2) – Emily Yim

Attachment C

The revisions to Board Policy B 3.3 were provided at the April 14 Board meeting. The revisions pertain to approval of programs over 20 credits and also the discontinuation of programs over 20 credits.

ACTION: Mr. Powers moved and Mr. Van Hollebeke seconded the approval of Resolution No. 11-5-2. Approved

Approval of Board Policy B 3.7 Revisions (RN 11-5-3) – Emily Yim

Attachment D

The revision to Board Policy B 3.7 was provided at the April 14 Board meeting. The revision pertains to the addition of the public comment portion of board meetings not being restricted to agenda items only.

ACTION: Mr. Van Hollebeke moved and Mr. Powers seconded the approval of Resolution No. 11-5-3. Approved

NEW BUSINESS - ACTION

Recognition of Retirees: Al Briggs (RN 11-5-4), and Barbara Vandelac (RN 11-5-5) – Emily Yim

Attachments E and F

Dr. Cavalluzzi read the resolutions recognizing newly retired employees, Al Briggs, Athletic Department, and Barbara Vandelac, Business Office.

NEW BUSINESS – FIRST CONSIDERATION

Consideration of New Student Fee – Thao “Tee” Nguyen and Wayne Anthony

Attachment G

Student Government Executive Officer for Budget and Finance, Thao “Tee” Nguyen, presented the new Sustainability Fee for consideration. The purpose of the Sustainability Fee is to promote and educate the campus community on sustainable practices and create a more environmentally conscious college. The fee will be administered by the ASEdCC Executive Board in conjunction with the College’s Sustainability Council. Students will be assessed a fee of \$.50 per credit. The Board will be asked to approve the fee at the June 9th Board meeting.

Consideration of 2011-12 Associated Students’ Fees – Tee Nguyen

Attachment H

Tee Nguyen provided background information on the proposed 2011-12 Associated Students’ fees, including: Services and Activities, Student Center M & O, Assessment, Technology, Athletic Field, Bus Pass User, and Sustainability fees. The Board will be asked to approve the fees at the June 9th Board meeting.

Consideration of 2011-12 Associated Students’ Budget – Tee Nguyen

Attachment I

Tee Nguyen presented the 2011-12 Associated Students’ Budget for consideration. The projected revenue for 2011-12 is \$1,317,000. Increased funding will be allowed for Students with Disabilities, Learning Support Center, Diversity Student Center, and Career Pathways Presentation. New programs recognized

and funded include Leadership is You Conference, Intramural program, and Student Technology Resource and Reference Center. The Board will be asked to approve the 2011-12 student budget at the June 9th Board meeting.

Consideration of Amendments to Student Constitution – Ean Olsen and Mor Lee

Attachment J

Student Government Executive Officers, Ean Olsen and Mor Lee, provided the Board with copies of the 2006 Student Constitution and explained the minor amendments. The amendments pertain to format and language changes and additional responsibilities of some of the executive officer positions. The Board will be asked to approve the amended Student Constitution at the June 9th Board meeting.

Consideration of 2011-12 International Contract Programs – Marian Paananen

Attachment K

The State Board for Community and Technical Colleges began the International Contract Programs in 2007. By July 1 of each year the colleges seeking to continue their International Contract programs must submit to the State Board all documentation as described in the attached background. The Board will be asked to approve the 2011-12 International Contract Programs at the June 9th Board meeting.

Consideration of 2011-12 College Fee Schedule – Barbara Counsellor

Attachments L and M

The 2011-12 College Fee Schedule was presented for consideration. The College is anticipating an impact of a \$4 million state-imposed budget cut. Raising fees is one way to help offset some of the impact of these budget cuts on programs and services. Students are now facing a 12% tuition increase over each of the next two years, in addition to other financial challenges. This is a difficult time to increase fees to students except where absolutely necessary. As a result, the College is recommending no increase of all applicable fees with some specific exceptions. Discussion took place regarding a \$10 fee per each credit card transaction. The Trustees requested to receive further information on this particular credit card transaction fee when they are asked to approve all fees at the June 9th Board meeting.

Consideration of Real Estate Matter – Marian Paananen

Attachment N

In June 2009 the College purchased .57 acres of vacant land from the Edmonds Community College Foundation located at 6728 – 196th Street SW in Lynnwood, WA. The lot is located on the corner of 196th Street and 68th Avenue. In April 2011 a potential buyer contacted the College to express interest in purchasing the property. College administration recommends that the Board of Trustees further explore this potential land transaction to determine if it is worth value to the College to sell the property at this time.

Executive Session

At 5:30 p.m. the Board entered into executive session for the purpose of discussing a real estate matter with legal counsel.

Open Session

At 5:43 p.m. the Board returned into open session.

NEW BUSINESS – FIRST CONSIDERATION (continued)

Consideration of Real Estate Matter (RN 11-5-6) – continued – Marian Paananen

ACTION: Trustee Moore moved and Trustee Powers seconded the motion to approve Resolution No. 11-5-6, to further explore the sale of the corner property located at 196th Street and 68th Avenue. Approved

BOARD UPDATES

Faculty Representative – Margaret West

Attachment O

Classified Representative – Patti Pollardo

No Report

Student Representative – Ean Olsen

Attachment P

President's Report – Jean Hernandez

Attachment Q

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

- The current status of the Board of Trustees' budget was provided. President Hernandez will continue to provide quarterly trustee budget status updates.
- College budget update: Due to attrition of staff positions and the state-imposed hiring freeze, only instructional or safety position hiring can occur. Jean has asked President's Cabinet to look at their areas to see how positions can be shifted that will assist in budget savings but without any permanent employees being laid off. The anticipated proposed budget cuts from the Governor will be approximately \$3.7M to \$4M. Using International and excess enrollment dollars to compensate for the cuts, the College will still come up short, approximately \$350,000-400,000. Instruction will be asked to make an approximate \$200,000 cut, involving tightening up low enrolled classes.
- Legislative update: The legislators are still in session so there continue to be a lot of unknowns. Trustee Van Hollebeke spoke about the Trustee Legislative Action Committee (LAC). Their most recent report includes information on SB 5182, eliminating the HEC Board as of July 2012 and establishing a new higher education board. The LAC has responded to this decision indicating their displeasure that the members of the new council have been named before a legislative task force has defined the roles and responsibilities of the new council.

BOARD DISCUSSION

Mauri Moore

- Trustee Moore addressed the faculty tenure process. She recommended that the Trustees address the process of how the probationers are questioned and the types of questions that are asked. Ms. Moore would like to further explore the tenure process. Some of the Trustees requested more time to interact with the candidates earlier in the process. They would like to receive a brief overview

of how the current process is handled with suggestions on how it can be refined. There is interest in hearing about how other colleges approve tenure. The Trustees decided to further discuss the tenure process at the August retreat.

Emily Yim

- The Trustees discussed the Boardroom configuration. Future meetings will include only half of the room used with the dividing wall closed. It is still undecided whether the Board will include any representatives seated at the table with them. The President and Assistant Attorney General will be seated at the table. The June meeting set up will be a trial configuration with possible revisions for future meetings.
- Since the Trustees have decided to no longer provide refreshments at future board meetings to assist in budget savings, only coffee, water and sodas will be provided.
- Four of the trustees will be able to attend the Foundation Board reception on July 29. Further details will be sent to the Trustees closer to the date.

EXECUTIVE SESSION

At 6:30 p.m. the Board entered into executive session to discuss a personnel matter with legal counsel. No action was taken as a result of the executive session.

ADJOURNMENT

The meeting was adjourned at 8:25 p.m.

ATTACHMENTS AVAILABLE UPON REQUEST

Emily Yim, Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary

ATTACHMENT O
Board of Trustees
Monthly Meeting Report
May 12, 2011
AFT Local 4254 EdCC Faculty

This month's meeting is one of those rare times where there is not a lot to report from the faculty. Everyone seems to be working hard and looking forward to June and better weather. And of course we are all waiting on the legislature to come to some conclusions about the budget.

Thank you.

Margaret West
President
Local 4254
Edmonds Community College Federation of Teachers

ATTACHMENT P
Board of Trustees
Monthly Meeting Report
May 12, 2011
Student Government

Past Campus Events

- Earth Month Events
 - Trashion Show
 - Julia Butterfly Hill
 - Earth Day Fair
 - Grand Opening of Gold Park Ethno-Botanical Garden
- 4/26 – Blood Drive
- 4/28 – Casual Conversation with Sam Reed
- 4/28 – Cirque De Club Fair
- 4/28 – Vet Connection
- 5/4 – Locks of Love
- 5/5 – Cinco de Mayo
- 5-6-8 – Pow Wow

Community Involvement

- 4/20 – I met with Senator Shin and Representative Liias to discuss the student voice and cuts to education.
- 4/23 – Community Relations Officer Mor Lee and Technology Officer Garrett Landry and other students helped prepare a Multicultural Dinner for the Arfords which they purchased at the Foundation’s Auction.
- 4/29 – I was interviewed by Karen Erickson for her show “Seeing Green” on KSER. The focus of the interview was student driven initiatives such as the sustainability fee that is pending approval.
- 5/6-7 Ten students including members of the Executive Board, Event Programming Board and three student volunteers attended the Legislative Voice Academy at Clover Park Technical College. Students from all over the Washington CTC system come together and define their top legislative priorities for the following academic year. The document with the five positions, called The White Paper, will be released after review in the coming weeks.

- 5/10 – Diversity Officer Azan Jacobs, Community Relations Officer Mor Lee and myself attended a diversity focused lecture with Dr. Michael Eric Dyson. He spoke on the power of diversity in Seattle and around the nation. He also spoke about President Obama’s politics, Osama Bin Laden and popular culture.

Board Decisions

- The Board and faculty have teamed up to do a bike collection on campus for the Village Bicycle Project (VBP). VBP is a non-profit that sends bikes to Africa and sells them at discounted rates. The reason they are sold is to make sure that the market is not flooded for local vendors. We will be collecting bikes through the end of the year and have invited the Student Five Star Consortium and Bellvue College to work on this project.
- The Executive Board has begun the selection process for a new Executive Board and will conduct interviews after the May 13th application deadline.
- Niklaus Sugiri has been named the Executive Officer for Academics for the remainder of the year.

Upcoming Events

- 5/25 – Springfest
- 5/13 – Drag Show
- 5/31 – Java with Jean & Ean

Submitted by: Ean Olsen, Administrative Liaison



Board of Trustees

Washington Community College District 23

President's Report May 12, 2011

ATTACHMENT Q

April signifies a new beginning in the sense that it brings us to spring quarter. We certainly didn't get the same feeling of closure with the legislature and the budget. As expected, a special session was necessary and budget challenges continue to be significant. We'll discuss budget more at the board meeting, but let me give you some of the recent developments, as well as some of my activities from the last few weeks.

Budget concerns featured prominently at the WACTC meeting in late April. A 3% salary reduction appears in both the Senate and the House budgets. The reductions will be determined differently according to employment group. For example, cuts may be mandated for each classified employee, but salary savings from attrition will ease the cuts to exempt and faculty salaries. My feeling is that salary cuts should be applied more equitably. We'll have discussions on this issue as we continue to build our budget. Mandatory furloughs may be added to the salary reductions for all groups. The furloughs will be proportionately longer for those with higher salaries.

Tuition costs will rise, and students can expect an 11-13% increase each year of the biennium. To adjust to increased costs, some fees will need to adjust. Our message to the legislators now is as simple as 1-2-3. First, don't impose further cuts; second, give us maximum flexibility with our minimal budgets; finally, allow us to implement the cuts over 2 years rather than in the first year of the biennium as proposed by the Senate.

A brief update on enrollment: it continues to flatten out, and flat enrollment limits our ability to deal with cuts to our state allotment. The trend we saw winter quarter – a slight increase in headcount accompanied by a slight (2%) decrease in FTE's – is recurring this spring. Predictably, the student-faculty ratio was down slightly winter quarter to 23.4:1, which is right at the system average. We are continuing our vigilance in strategically monitoring low enrolled classes and cutting sections as needed.

We are fortunate that international student enrollment continues to be robust, a tribute to David Cordell and his staff. David made a trip to China in late April and returned encouraged at the contact we are establishing there. The potential for partnerships, exchanges, and articulation agreements in China is extraordinary, and Edmonds CC is leading the way. Our recruiting efforts continue in other parts of the world as we expand one of the top community college international student programs in the country.

Another of our outstanding programs is the Head Start program ably led by Dana Connolly. We just completed an extensive audit of the program – a seven-member review team visited us for several days in April. Two of the auditors spent more than an hour with us at President's Cabinet, and it's obvious that Dana and her team have done an outstanding job serving 540 youngsters this year.

I also am pleased to share Kayla Heard's story. She was recently featured on KING 5 TV as the youngest WSU graduate ever. She began higher education at Edmonds CC and graduated in 2009. It was great fun sending her a congratulatory note, and it's nice to get some publicity for the great job we do with our students. Read more about Kayla:

<http://www.edmondssphere.blogspot.com/>

Edmonds CC continues to be recognized as a leader in our field. We're very excited about receiving the prestigious and highly competitive Relationships in Science Education grant from the National Science Foundation (these grants are rarely awarded to community colleges). It is a \$1 million five-year grant that will give our STEM students additional support to get Associate of Science degrees. This grant involved collaboration from our full-time STEM faculty, all of whom signed the grant. We feel that it will further develop our STEM culture and truly make us a STEM hub. Kudos to David Chalif and his outstanding faculty!

Let me continue to highlight some of my meetings and activities this month:

- Lunch and/or meetings with community leaders such as Joe McIalwain (Edmonds Center for the Arts), Loren Simmons (Lynnwood City Council), and Bob Drewell (Puget Sound Regional Council)
- Attended/presented/welcomed at campus events such as Building Communities Day, Employee Recognition Luncheon, Achieving the Dream Readiness Assessment Forum, the Pow Wow, two all-staff budget forums, and faculty forums.
- Community outreach activities that included a Port of Edmonds tour, a Women of Color Luncheon, the YWCA "Inspire" Luncheon, the annual PRIDE retreat, and a Washington Indian Association Conference sponsored by the Tulalip tribe.
- National activities that included the Community College Virtual Symposium, a presentation on Western Governor's University by Mike Manning, and visits with Morna Foy from Wisconsin Technical College system who is visiting to learn more about our grant-writing activities and budget management strategies.
- Attended WACTC, and met with David Beyer to continue building our partnership.
- My most important activity this past month may have been making a hospital visit to our 3 international students who were seriously injured in a car wreck. They will recover but the accident was quite traumatic for them and their families.

I am still on a steep learning curve as I continue to meet people internally and in our community. Edmonds Community College is a great place to be.

Submitted by: Jean Hernandez, President



Board of Trustees

Washington Community College District 23

Resolution No. 11-6-1

Recognition of Service

WHEREAS, Michael (Misha) L. Cain, has been a dedicated employee of Edmonds Community College for more than 22 years, serving the College, the community, and the State of Washington, and

WHEREAS, Misha taught English at the Edmonds Community College Kobe, Japan campus, and

WHEREAS, Misha moved into Student Services and held the position of Registrar at the Edmonds Community College Kobe, Japan campus, and

WHEREAS, Misha, after the Kobe campus closed, worked at the Edmonds Community College main campus in Financial Aid, and

WHEREAS, Misha was a full-time instructor in ABE/GED and computer classes for the period of nine years in the area of Corrections, and

WHEREAS, Misha spent the last four years providing leadership as the Dean of Corrections Education, and

WHEREAS, Misha has a self-proclaimed specialty of “bean counting,” and

WHEREAS, Misha has always emphasized finding a balance between work and having a life outside of work, which was always much appreciated by the people who worked with him, and

WHEREAS, Misha continuously challenged faculty and staff of Corrections with the question, “What is corrections education?” and always emphasizing the importance of the work done at Corrections and how different it was from the work that takes place on the main campus, and

WHEREAS, Misha has been the best role model for life-long learning by taking advantage of the “space available” educational opportunities available to Edmonds Community College employees by literally taking at least one class per quarter at Edmonds Community College, and

WHEREAS, Misha has earned four certificates in the areas of Microcomputer Application Support, Network Security Specialist, Digital Forensics, Advanced Paralegal, and

WHEREAS, the Board of Trustees of Edmonds Community College acknowledges Misha Cain’s retirement with deep appreciation for his dedicated service and for his contributions to the college and its students,

NOW, THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees wishes Misha Cain many years of happiness and adventure in his retirement years, and that he will have only good memories of his years, in a variety of positions, at Edmonds Community College.

ATTEST:

Jean Hernandez, Secretary

Emily Yim, Chair

Date Approved



Background

PROFESSIONAL LEAVE REQUESTS FOR 2011-2012 ACADEMIC YEAR

Subject

Board of Trustees approval to grant faculty professional leave for the 2011-2012 academic year is requested.

Background

The negotiated agreement between the Board of Trustees of Washington Community College District 23 and the Edmonds Community College Federation of Teachers, Local 4254 AFT, AFL/CIO, specifies the process whereby the Board of Trustees may consider and grant professional leave to eligible faculty up to a maximum of four percent of the state-funded FTEF. The Federation appointed a Professional Leave Committee to review and rank eligible faculties' professional leave proposals for the Board's consideration.

The agreement states that each professional leave recipient will receive 85 percent of the employee's step placement during the period of time he or she is on professional leave.

(state supported programs)

<u>Faculty Member</u>	<u>Professional Leave Recommended</u>	<u>Annualized FTEF</u>
Ann Paulson	One Quarter	.333
<i>Total Annualized FTEF</i>		<i>.333</i>

Recommendation

Board of Trustees approval of professional leave request for Ann Paulson.

An update on the consideration of the 2011-12 College Operating Budget will be discussed at the June 9, 2011 meeting.

No background materials are provided in this packet.



Background

Washington Community College District 23

Board of Trustees

FISCAL YEAR 2011-12 *ASEdCC SUSTAINABILITY FEE*

Subject

Proposed ASEdCC Sustainability Fee for (FY) 2011-12.

Background

The ASEdCC Executive Board took action to assess students a Sustainability Fee effective fall quarter 2011. The purpose of the Sustainability Fee is to promote and educate the campus community on sustainable practices and create a more environmentally conscious college. The fee will be administered by the ASEdCC Executive Board in conjunction with the college's Sustainability Council. This fee will provide funding for the following programs:

- Sustainability Tracking and Rating System (STARS)
STARS is a program that provides institutions of higher education with tools to measure their sustainability through economic, diversity, academic, and environmental diversity on campus. It was developed by the Association for Advancement of Sustainability in Higher Education (AASHE).
- Grant Funding
Grant funding will be available to the campus community to develop proposals that fit the parameters of sustainability as interpreted by the Sustainability Fee Committee (SFC). The Committee will consist of 2 executive officers, 2 students at large, 2 faculty members, and 1 staff member.
- Educational Materials
Education materials will be placed around campus to enhance awareness of sustainability issues and demonstrate what Edmonds Community College is doing to address environmental topics and sustainable practices.
- Supplies and Transportation
The Sustainability Fee will provide funding for the implementation of programs and events and fund sustainability related trainings.
- Food Services Subsidy
Funding will provide sustainable and healthy options in the cafeteria, including eliminating all Styrofoam containers and support the use of more compostable materials and cutlery.
- Green Team
The Green Team will function as student campus environmentalists that will provide training and information on sustainable practices at various campus events.

A fee of \$ 0.50 per credit will be charged with an approximate budget of \$100,000, which will be allocated to:

- Sustainability Tracking and Rating System (STARS) \$ 1,900
- Grant Funding \$ 50,000
- Educational Materials \$ 2,500
- Supplies and Transportation \$ 5,000
- Food Services Subsidy \$ 20,600
- Green Team \$ 20,000

Recommendation

Board of Trustees approval of the proposed FY 2011 -12 ASEdCC Sustainability Fee as submitted.



Board of Trustees

Washington Community College District 23

Resolution No. 11-6-2

NEW ASEDCC ASSESSED FEE SUSTAINABILITY FEE

WHEREAS, the ASEDCC Executive Board strives to provide quality services in support of student success, and

WHEREAS, the ASEDCC Executive Board strongly advocates promoting and educating the campus community on sustainable practices and creating a more environmentally conscious college, and

WHEREAS, the ASEDCC Executive Board proposes the Sustainability Fee, at \$0.50 per credit,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College approves the proposed Sustainability Fee.

Emily Yim, Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary



Background

Washington Community College District 23

Board of Trustees

FISCAL YEAR 2011 - 2012
SERVICES & ACTIVITIES FEE
STUDENT CENTER M & O FEE
ASSESSMENT FEE
TECHNOLOGY FEE
ATHLETIC FIELD FEE
BUS PASS USER FEE
SUSTAINABILITY FEE

Subject

Proposed ASEdCC Services and Activities fees for Fiscal Year (FY) 2011-12.

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.

The Associated Students voted to raise the Services and Activities Fee to the maximum allowed and raised the Student Center Maintenance and Operation Fee. Kept the Assessment Fee, Technology Fee, Athletic Field Fee and the Bus Pass User Fee at the current levels and approved a new Sustainability 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 2010-2011	\$8.60/credit (credits 1-10)	\$4.20/credit (credits 11-18)
S&A Fee 2011-2012	\$9.20/credit (credits 1-10)	\$4.50/credit (credits 11-18)
	(estimated \$0.60/credit increase)	(estimated \$.30/credit increase)

Student Center Maintenance and Operation (M&O) fee

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

Student Center M&O Fee 2010-2011	\$.27/credit
Student Center M&O Fee 2011-2012	\$.32/credit (\$.05 increase)

Assessment Fee

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

Assessment Fee 2010-2011	\$5.40/credit
Assessment Fee 2011-2012	\$5.40/credit

Technology Fee

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

Technology Fee 2010-2011	\$2.40/credit
Technology Fee 2011-2012	\$2.40/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 an artificial turf field where the current baseball field is. This fee is designed to be temporary in that it supports the capital construction costs and will end once the project is paid for.

Athletic Field Fee 2010-2011	\$1.50/credit
Athletic Field Fee 2011-2012	\$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 subsidize the bus contract with Community Transit. Increased ridership and contract costs require that all students who use this service pay a small fee to receive free local bus service

Buss Pass User Fee 2010-2011	\$15.00/quarter
Buss Pass User Fee 2011-2012	\$15.00/quarter

New AEdCC Fee

Sustainability Fee

The Associated Students took action to assess themselves a Sustainability Fee. This fee will begin in fall quarter 2011 to provide dedicated funding to enhance sustainability on campus. This fee will provide funding for grant opportunities, create new student part-time jobs known as “green team,” and purchase supplies to educate the campus community about sustainability practices.

Sustainability Fee 2011-2012 \$.50/credit

Recommendation

Board of Trustees approval of the proposed FY 2011-2012 AEdCC Services and Activities Fee, Student Center M&O Fee, Assessment Fee, Technology Fee, Athletic Field Fee, Bus Pass User Fee and Sustainability Fee as submitted.



Board of Trustees

Washington Community College District 23

Resolution No. 11-6-3

ASEdCC
TUITION AND FEE RATES FY 2011-12

WHEREAS, the Washington State Legislature adopted tuition and fee rates for Fiscal Year (FY) 2011-12, and

WHEREAS, the Board of Trustees of Community College District 23, possesses the authority to set the Services and Activities Fee (S&A Fee) portion of the tuition and fee rate for FY 2011-12, and

WHEREAS, the ASEdCC Executive Board has approved the following fees for FY 2011-12:

- S&A Fee \$9.20 per credit for credits 1-10 and \$4.50 per credit for credits 11-18
- Technology Fee - \$2.40 per credit
- Assessment Fee - \$5.40 per credit
- Student Center Maintenance and Operation Fee - \$0.27 per credit
- Athletic Field Fee - \$1.50 per credit
- Sustainability Fee - \$0.50 per credit
- Bus Pass User Fee - \$15.00 per quarter

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College approves the proposed FY 2011-12 S & A Fee, Assessment Fee, Technology Fee, Student Center Maintenance and Operation Fee, Athletic Field Fee, Sustainability Fee and Bus Pass User Fee.

Emily Yim, Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary



Background

Washington Community College District 23

Board of Trustees

FISCAL YEAR 2011-12 ASEDCC BUDGET

Subject

Proposed ASEdCC Services and Activities Fee Budget for (FY) 2011-12

Background

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

The following budget is submitted for consideration:

2011-12 Projected Revenue = **\$1,317,000**

Increased funding emphasis for the 2011-12 academic year are for the following programs:

- Funding for Students with Disabilities increases 41%
Increased funding to support hours for tutoring for students with disabilities
- Funding for Learning Support Center increases 29%
Increased funding to support online tutoring and additional hours for on-ground tutoring
- Funding for Diversity Student Center increases 82%
Increased funding to support extended open hours of the Diversity Student Center and support additional events that were previously funded in the Diversity Affairs budget.
- Funding for Career Pathways Presentation increases 49%
Increased funding to support additional events and a part-time hourly student to plan events

New Programs Recognized and Funded:

- Leadership is You Conference
Provides funding for a student leadership conference on campus
- Intramural Program
Provides funding for a part-time hourly student and funding to plan intramural events on the new multisport complex
- Student Technology Resource and Reference Center
Provides funding for part-time hourly students working in the proposed Student Technology Resource and Reference Center

Recommendation

Board of Trustees approval of the proposed FY 2011 -12 ASEdCC budget as submitted



Board of Trustees

Washington Community College District 23

Resolution No. 11-6-4

ASEdCC BUDGET FY 2011-2012

WHEREAS, the ASEdCC Services and Activities Fee Committee has developed the proposed ASEdCC Fiscal Year (FY) 2011-2012 Budget, and

WHEREAS, the ASEdCC Executive Board has approved the budget based on the projected services and activities fee revenue for FY 2011-2012 as estimated by the Business Office, and as stipulated in the ASEdCC Financial Code, and

WHEREAS, the College administration has reviewed and approved FY 2011-2012 ASEdCC Budget,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College approves the FY 2011-2012 ASEdCC Budget.

Emily Yim, Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary



Background

Washington Community College District 23

Board of Trustees

ASEdCC Constitution and By-Laws Amendments

Subject

Associated Students of Edmonds Community College (ASEdCC) amendments to the ASEdCC Constitution and By-Laws

Background

The Constitution and By-Laws of the Associated Students of Edmonds Community College adopted in 2006 provides in Article IX the process to amend the document. The Constitution and By-Laws was first amended in April 2007 and the ASEdCC Executive Board is proposing to amend the document to more accurately reflect the operation of the ASEdCC. The amended document contains format and language changes and additional responsibilities to some of the Executive Officer positions.

Proposed Amendments

1. Article I, section 2: “governing body” change to; “student government”
2. Article I, section 3: “sole governing” change to; “student government”
3. Article II, section 3: “association members” change to; “Executive Board”
4. By-Laws: Article II: Add
A – P Duties of officers.
5. By-Laws: Article II, section 3: Add
“Voice Academy” to job description H
6. By-Laws: Article II, section 6: Add
 - E. Responsible for representing ASEdCC in all digital signage operations and decisions.
 - F. Responsible for understanding and operating TSC technology and mediation.
 - G. Work with College Relations in managing EdCC web pages and social media sites.
 - H. Responsible for monitoring and managing ASEdCC web pages and social media accounts.

7. By-Laws: Article II, section 7: Add
 - H. Work with academic division heads to coordinate quarterly visits by the Executive Board to each division.
 - I. Responsible for coordination the participation of the Executive Board at campus orientations and tours

8. By-Laws: Article II, section 8: Add
 - C. Meet as needed with the Vice President for International Student Services.
 - D. Meet as needed with the Diversity Council chair
 - E. Meet as needed with the Diversity Student Center staff.

9. By-Laws: Article III, Section 1: “the term of office shall be August 15th of the year selected, though June 15th of the following year.” Change to; “The term of office shall start first day of Summer quarter through the last day of Spring quarter. “

10. By-Laws: Article VI: “Any vacancies in the Executive Officer positions shall be filled by the Executive Board within three (3) weeks of the time vacancy.” Change to; “Any vacancies in the Executive Officer positions shall be filled by the Executive Board within 20 instructional days excluding holidays and breaks.”

Recommendation

Board of Trustees approval of the amendments to AEdCC Constitution and By-Laws as submitted



Board of Trustees

Washington Community College District 23

Resolution No. 11-6-5

ASEdCC Constitution and By-Laws Amendments

WHEREAS, the ASEdCC Constitution and By-Laws took effect July 1, 2006 and amended in April 2007, and

WHEREAS, the ASEdCC Constitution states in Article II, Section 1: The Executive Board shall have the authority as granted by the Board of Trustees of Edmonds Community College to legislate, promote and regulate affairs of the Association, and

WHEREAS, the ASEdCC Constitution states in Article II, Section 2: This authority shall extend to all areas of student affairs as deemed necessary by the Executive Board, except where reserved by specific statute or regulation, and

WHEREAS, the ASEdCC Constitution By-laws state in Article XVI – that the Executive Board may approve amendments to the Constitution and By-laws, and

WHEREAS, after administrative review, approval of the changes shall be recommended to the Board of Trustees for final approval, and

WHEREAS, the amendments to the ASEdCC Constitution and By-Laws more accurately reflect the operation of ASEdCC affairs, and

WHEREAS, the amendments to the ASEdCC Constitution and By-Laws contains format and language changes and changes to some Executive Officer positions,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College approves the proposed amendments to the ASEdCC Constitution and By-Laws.

Emily Yim, Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary



Background

2011-2012 International Contract Programs

Subject

Consideration of the 2011-2012 International Contract Programs

Background

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

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

These steps were taken by the board in 2008.

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

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

Recommendation

The staff of Edmonds Community College recommends that the Board of Trustees adopts the resolution approving the 2011-2012 International Contract programs at the June 2011 meeting of the Board of Trustees.



Board of Trustees

Washington Community College District 23

Resolution No. 11-6-6

2011-2012 INTERNATIONAL CONTRACT PROGRAMS

WHEREAS, the College offers courses and programs for international students as provided by RCW 28B.50.140(17) and WAC 131-32-020(1), and

WHEREAS, the College contracts its international contract programs with the Edmonds Community College Foundation, and

WHEREAS, the contract stipulates the fees and the number of international student enrollment for 2011-2012, and

WHEREAS, the contract has been approved by the State Board for Community and Technical Colleges, and

WHEREAS, the budget for the international contract programs covers both direct and indirect costs, and

WHEREAS, the courses and programs covered by these costs could not be offered within the allocation provided by the State to the College,

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approves the 2011-2012 international contract programs for District 23, Edmonds Community College.

Emily Yim, Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary

Washington Community College District 23

Background

2011-2012 College Fee Schedule

Subject

Consideration and approval of the 2011-2012 College Fee Schedule

Background

One of the changes brought about during the 09-10 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.”

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

Initiative 960 (I-960), also passed by the voters of Washington in 1997, amended I-601 to the extent that any new fees or increases to the fees subject to I-601 require Legislative approval.

In previous years, college fees (course, program, and general fees) have been raised by a percentage indexed to a fiscal growth rate provided by the State Board for Community and Technical Colleges, using the growth factor calculation described above. Were this a typical year, the college would have increased all applicable fees by a percentage below or up to the amount calculated following these guidelines.

This is an atypical year, however, and the college has taken the following considerations into account when establishing its recommendations for fee increases for the 2011-2012 academic year:

- College operations is anticipating an impact of a \$4 million budget cut imposed by the state. While every effort has been made to absorb this cut in ways which do not impact student access and support, there is still a very real impact to many campus programs and services.
- Raising fees is one way to help offset some of the impact of the state's budget cuts to the colleges and providing this mechanism is, in fact, the reason the legislature has eliminated the fee caps previously imposed by Initiative 601.

- Students are now facing a 12% tuition increase over each of the next two years, on top of the other financial challenges many students are experiencing during this economic downturn. This is a bad time to increase fees to students except where absolutely necessary.

As a result of these considerations, the college is recommending no increase of all applicable fees with some specific exceptions. The college does not want to further impact students any more than absolutely necessary while they are also contending with large tuition increases.

Several program and course fees are being recommended for an increase. These are specific situations where additional service or course revenue is needed to continue offering specific services and courses. Every effort has been made to keep these exception fee increases to a deemed-essential minimum.

In addition, there are a few new courses which require fees. It is normal college operating procedure to create appropriate course fees for new courses which have special costs associated with them.

Ultimately, the goal is to minimize or not increase most applicable college fees and to specifically target those few fees which truly need to be increased in order to sustain courses or services, and to add fees to new courses which have additional costs, in keeping with other similar courses.

Recommendation

The staff of Edmonds Community College recommends that the Board of Trustees adopts the resolution approving the 2011-2012 College Fee Schedule as presented.



Board of Trustees

Washington Community College District 23

Resolution No. 11-6-7

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 without pre-determined 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, the State's college system fiscal growth rate, as provided by the State Board of Community and Technical Colleges in a normal year, would be the amount by which applicable fees would be increased, and

WHEREAS, as a result of an unprecedented state budget shortfall, tuition rates will increase by 12% between this year and next and

WHEREAS, Edmonds Community College is working hard to minimize the impact of higher course fees on students at this difficult time, the college is recommending no increase for most applicable fees (with a few specific noted exceptions), and

WHEREAS, this will not address all under-funded program needs but will at least keep most current course/program/service fee revenue steady in the face of college budget cuts, and

WHEREAS, a few program and course fees are being recommended for increases in order to continue offering specific services and courses,

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

Emily Yim, Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

President's Report June 9, 2011

The Governor and the legislature have finally agreed upon a budget. The good news is that the cuts aren't as drastic as we once feared. The bad news is that we consider a state budget reduction of approximately \$4 million to be good news. The details of the budget are still being analyzed. We will emerge from budget development in better shape than most, if not all, of our colleagues. There will be no employee lay-offs; but our salaries and benefits will suffer. Health care will cost more and employer contributions to retirement will be reduced. There will be some form of salary reduction, and furloughs will not be required but may be used as a means of meeting salary reduction mandates.

The budget picture will come into focus as we approach the end of the month. Our students will suffer along with us, as they will be paying 12% more each year of the biennium in tuition. Our conservative budget-making is again paying dividends. For example, the College will receive more revenue this year from excess enrollment and our international student services program than we budgeted. This obviously helps as we grapple with reductions to our allocation. I'm extremely proud of the way our employees continue to respond to our challenges. Their "can do" attitude and ongoing commitment to students are exemplary.

Our FTE enrollment continues to lag 2-3% below where it was last spring, even though the student headcount is up slightly. Keep in mind that last spring produced record enrollment. The student-faculty ratio continues at just over 24:1, which means we are managing enrollment well. My thanks go to Marty Cavalluzzi and the instructional deans for their excellent management and decision-making.

I hardly know where to begin with regard to my events and activities of the past 30 days. Here's a snapshot of what I've been doing in key strategic areas:

COMMUNITY OUTREACH:

- Attended the Women of Color Empowerment Luncheon in Seattle
- Participated in a strategic planning group with the YMCA
- Met with local business officials to strategize about ways to increase medical device research and develop activities in Snohomish County
- Met twice with Everett CC president David Beyer for breakfast
- Spent a wonderful evening at the MLK Jr. Dream Scholarship Banquet (the foundation started by Jan Lind-Sherman and Vaughn Sherman)
- Was interviewed by Katie Murdock of the Everett Herald on the effects of budget reductions
- Gave presentations on the college at two local Rotary Clubs
- Attended the Western Governors University signing ceremony. Jean Floten is leaving Bellevue College to become the first president of WGU – Washington.

CAMPUS-RELATED ACTIVITIES:

- Attended Spring Fest, the annual student springtime celebration
- Participated in FEMA training
- Attended the annual Retirement Luncheon for former Edmonds CC employees
- Toured the Center for Families and read to the youngest members of our college community
- Held a “Java with Jean and Ean” open forum to meet students and address student issues
- Attended numerous campus year-end celebrations, including the Phi Theta Kappa Induction Ceremony, the Center for Service Learning Celebration, and the Student Awards Dessert

REGIONAL/NATIONAL/INTERNATIONAL ACTIVITIES

- Along with David Cordell, hosted a delegation from France as we seek to expand partnership opportunities in Europe
- Met with some Russian University visitors interested in how we provide education. This group has a particular interest in our Materials Science program.
- Attended the Annual Federal Issues Update Luncheon with Jay Inslee
- Attended WACTC at Olympic CC
- Hosted Everett CC delegation in a joint board meeting
- Had several meetings with business leaders from entities such as NAACP, Boeing and the aerospace industry, and Mujeres of the Northwest

On a sad note, I attended a ceremony on Sunday, May 15, celebrating the life of Ken Nakano. Ken worked as a consultant with our International Student Services program and helped us build relationships and contacts in Asia. He was a valued friend of the College who lost his life in the earthquake/tsunami in Japan. He will be greatly missed.

In closing, let me say that the College and all its employees continue to perform admirably in the face of great challenges. Each day I'm more appreciative of Edmonds Community College, and all that we do for students. Speaking of students, I hope each of you will be able to attend the June 17 commencement ceremonies. There is nothing better than celebrating student success.

Submitted by: Jean Hernandez, President