



Washington Community College District 23
Lynnwood, Washington

Agenda
Regular Meeting
June 12, 2014
Gateway Hall 352
4:30 – 8:20 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.

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|---------|---|--------------------------------|
| 4:30 PM | A. Call to Order | Diana Clay |
| 4:32 PM | B. Recognition of Retirees | Diana Clay |
| 5:10 PM | C. Introductions | Diana Clay |
| 5:15 PM | D. Public Comments | Diana Clay |
| 5:25 PM | E. Approval of Meeting Minutes: May 8, 2014, May 21, 2014, & May 29, 2014
Next meeting: Summer Retreat
August 6, 1:00 p.m. – 5:00 p.m.
August 7, 8:00 a.m. – 5:00 p.m. | Diana Clay |
| 5:30 PM | F. Old Business – Action | |
| | 1. Approval of 2014-2015 ASEdCC Student Fees (RN 14-6-1) | Girish Chummun |
| | 2. Approval of 2014-2015 ASEdCC Budget (RN 14-6-2) | Girish Chummun |
| | 3. Approval of 2014-2015 Budget (RN 14-6-3) | Kevin McKay |
| | 4. Approval of International Contract Program (RN 14-6-4) | Marian Paananen |
| | 5. Approval of Continuing Probationary Status (RN 14-6-5) | Gail Miulli |
| 5:40 PM | G. New Business – First Consideration | |
| | 1. Consideration of Early Childhood Education Certificate of Specialization, Family Child Care | Gail Miulli |
| | 2. Consideration of Early Childhood Education Certificate of Specialization, School Age Care | Gail Miulli |
| | 3. Consideration of Program Elimination | Gail Miulli |
| 5:55 PM | H. Monitoring Report | |
| | 1. Strategic Planning Councils Update | Dr. Jean Hernandez & Jim Mulik |
| 6:15 PM | I. Study Session | |
| | 1. WAC – Student Code of Conduct | Dr. Alicia Lewis |

**EDMONDS COMMUNITY COLLEGE
WASHINGTON COMMUNITY COLLEGE DISTRICT 23
BOARD OF TRUSTEES – AGENDA
JUNE 12, 2014
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6:35 PM	J. Reports	
	1. Student Representative	Jackie Gonzalez
	2. Classified Staff Representative	Patti Pollardo
	3. Faculty Representative	Margaret West
6:45 PM	K. Foundation Report	Diana Clay
6:50 PM	L. President's Report	Dr. Jean Hernandez
7:00 PM	M. Board Discussion	Diana Clay
7:15 PM	N. Executive Session	Diana Clay
8:20 PM	O. Adjournment	Diana Clay

Times are estimates only and subject to change.

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

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



Board of Trustees

Regular Meeting Minutes May 8, 2014

DRAFT

Trustees Present: Diana Clay, John Jessop, Quentin Powers, Dick Van Hollebeke, Emily Yim, and Carl Zapora

Others Present: Arlene Anderson, Wayne Anthony, Chris Bell, Christina Castorena, Girish Chummun, Pat Copeland, David Cordell, Dr. Tonya Drake, Ginger Gibbs, Jackie Gonzalez, Dr. Jean Hernandez, Jennifer Inslee, Christine Kobayashi, Susan Loreen, Kevin McKay, Patty Michajla, Suzanne Moreau, Jim Mulik, Kathy Murphy, Kelvin Nesvog, Melissa Newell, Marian Paananen, Patti Pollardo, Lisa Schubert, Carol Summers, Margaret West, and Student Government officers.

CALL TO ORDER AND INTRODUCTION OF GUESTS

Diana Clay, Board Chair, called the meeting to order at 4:32 p.m., welcomed those present, and asked for self-introductions.

PUBLIC COMMENTS

No public comments.

MONITORING REPORTS

Indicators of Achievement – Jim Mulik

Jim Mulik, Director of Evaluation and Assessment, provided a presentation on the summary of the College's 16 Indicators of Achievement. The indicator targets are based on the College's five Core Themes. The baselines were set last year and have now been updated. Jim added that the College's accreditation visit took place in March and that our official status will be reported in July. No concerns were raised in the team's draft report. An in-depth institutional performance report will be provided at the August Board retreat.

Achieving the Dream – Lisa Schubert and Christine Kobayashi

Faculty members, Lisa Schubert and Christine Kobayashi, provided a presentation that they had given at the February Achieving the Dream Conference in Florida entitled, "*Increasing Student Success in English Using Faculty Learning Communities.*" The goal of their "pipeline analysis" is to identify and fix the leaks: 1. as students don't enroll in the pre-college course they tested into; 2. as they enroll but don't pass the pre-college course; 3. as they pass the pre-college course but don't enroll in the next course in the sequence; or, 4. as they enroll but don't pass the next course. It was explained that the pipeline analysis is complicated as it is not a singular pipeline leading to language proficiency, reading scores, writing scores, and certificate or degree requirements. The one year accomplishments include a greater awareness of what is and what is not working; piloting 10-credit course links in Bridge and EAP; and faculty commitment to increase student success.

APPROVAL OF MINUTES

Attachment A

Motion: Trustee Van Hollebeke moved and Trustee Yim seconded the approval of the April 10, 2014 meeting minutes. Trustee Powers abstained.

Approved

NEXT MEETING

June 12, 4:30 p.m., Gateway Hall 352

OLD BUSINESS - ACTION

Approval of Board Policy Revisions, B 3.2, B 3.3 (Resolution No. 14-5-1) – Suzanne Moreau

Attachment B

The Trustees reviewed Board Policies B 3.2 and B 3.3 at the April 10th Board meeting, and provided a few minor suggestions. The policies were revised and presented for approval. No further discussion.

Motion: Trustee Jessop moved and Trustee Van Hollebeke seconded the approval of Resolution No. 14-5-1.

Approved

Approval of 2014-2015 College Fee Schedule (Resolution No. 14-5-2) – Kevin McKay

Attachment C

The 2014-2015 College Fee Schedule was presented at the April 10th Board meeting. No further discussion or revisions.

Motion: Trustee Jessop moved and Trustee Powers seconded the approval of Resolution No. 14-5-2.

Approved

Approval of Professional Leave (Resolution No. 14-5-3) – Dr. Jean Hernandez

Attachment D

At the April 10th Board meeting, the following faculty members were presented for consideration of professional leave during the 2014-2015 academic year: Jenny McFarland (two quarters), Greg Van Belle (two quarters), Claudia Levi (one quarter), and Peter Martin (one quarter). No further discussion.

Motion: Trustee Van Hollebeke moved and Trustee Yim seconded the approval of Resolution No. 14-5-3.

Approved

NEW BUSINESS FIRST CONSIDERATION

Consideration of 2014-2015 AEdCC Student Fees – Girish Chummun

Attachment E

Girish Chummun, AEdCC budget officer, presented the 2014-2015 student fees for consideration of approval. Brief discussion followed. The Board will be asked to approve the 2014-2015 student fees at the June 12th meeting.

Consideration of 2014-2015 AEdCC Budget – Girish Chummun

Attachment F

Girish Chummun, presented the 2014-2015 student budget for consideration of approval. Mr. Chummun provided an explanation for the increase from last year in certain line items, including increased funding for front desk support, the Learning Support Center, the Diversity Student Center, and for Service Learning. Three new budget items include: lactation room, international peer assistants, and Pow Wow. The Board will be asked to approve the 2014-2015 student budget at the June 12th meeting.

Consideration of 2014-2015 College Operating Budget – Kevin McKay

Attachment G

Kevin McKay, Vice President of Finance and Operations, presented the 2014-2015 College Operating Budget for first consideration. His presentation included: Fund balance analysis; COP debt service reserve analysis; the three major elements of the operating budget; and the final balanced budget.

The ending 2013-2014 fund balance is \$4,685,893. The current COP debt service reserve is \$7,943,543, and the future total debt service reserve shortfall is (\$3,623,490). Mr. McKay explained the various funding sources for the composition of the 2014-2015 college operating budget which totals \$49,255,769.

The Board will be asked to approve the 2014-2015 College Operating Budget at the June 12th meeting.

Consideration of International Contract Program – Marian Paananen

Attachment H

The State Board for Community and Technical Colleges (SBCTC) set guidelines in 2007 for how the colleges can continue or terminate their International Contract programs. Colleges who continue their programs are required to contract with a third party approved by the SBCTC and the College's Assistant Attorney General. By July 1 of each year, the College must submit an approved resolution stipulating that the International Contract program will be supporting additional courses that would otherwise not be offered within current state funding levels. The College has chosen to continue its International Contract program within the "shared funding" model provided by the SBCTC, and will continue with its existing contract with the EdCC Foundation for these services.

The Board will be asked to adopt the resolution approving the 2014-2015 International Contract program at the June 12th meeting.

Consideration of Continuing Probationary Status – Dr. Jean Hernandez

Attachment I

Julie Drews Palomino was granted a one-quarter extension of probationary status in May 2013 which puts her on a different probationary approval schedule. The Board will be asked to approve the continuation of her status at the June 12th meeting. Information will be sent to the Board prior to that meeting.

REPORTS

Student Representative – Jackie Gonzalez

Attachment J

Classified Representative – Patti Pollardo

No Report

Faculty Representative – Margaret West

Attachment K (April report)

Attachment L (May report)

FOUNDATION REPORT – Diana Clay

- The auction gross revenue was \$198,251 which is down from the last two years.
- The "Boots to Books and Beyond" campaign has reached \$791K. The goal is \$1M, and they feel confident they will reach their goal.
- The Foundation meets six times per year. When they meet next Tuesday, they will reassess their schedule and approve it at their summer retreat.
- The Memorial Day ceremony on campus will be held on May 21 at 10:00 a.m. in the Black Box Theatre. It will include a keynote speaker, a bagpipe procession, and a wreath-laying ceremony.

- The Cornerstone event honoring Dean Echelbarger will take place on June 25 in Gateway Hall 352.
- There will be a President’s Club event held on August 14 at the home of Dean and Carla Nichols. A minimum of \$1K in annual donations will allow the donor to belong to this club.

PRESIDENT’S REPORT – Dr. Jean Hernandez

Attachment M

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

- Building Community Day will be held on May 9. The Excellence in Education Award will be presented to Melissa Newell.
- The 29th annual Pow Wow event was held last weekend. There was a great turnout for the event which had the theme of “Honoring Veterans: Past, Present, and Future.”
- There will be a Native American canoe sendoff in Bellingham on Sunday, June 22. A group of EdCC students will be able to participate in this activity.
- This week we submitted our request for the aerospace FTEs. We are asking for 35 FTEs for the engineering transfer program and 30 FTEs for the engineering technology program. The funding will be used to increase and expand those programs.
- President Hernandez pointed out the new “Edmonds Community College” sign that has been mounted in the entry of the Gateway boardroom. The sign was created by students enrolled at the WATR Center using laser cutters.

BOARD DISCUSSION – Diana Clay

- The President’s evaluation will be sent to the Trustees next week with a request to complete them and return prior to the June Board meeting.
- Nominations will be submitted to the Association of Community College Trustees (ACCT) for the October conference in Chicago. A program proposal will be submitted for a presentation on the Veterans Resource Center. The Board will nominate their professional board staff member and the College’s Equity and Inclusion efforts.
- Trustee Van Hollebeke encouraged the Trustees not attending the TACTC meeting to complete a proxy voting form for the statewide officer selection for next year.
- Trustee Yim spoke about the Washington Alliance for Better Schools STEM program celebration. Teachers attended and showcased their work. Trustee Yim wanted to recognize Edmonds CC for their involvement in partnering in this K-12 program.
- Trustee Yim will attend the ACCT Board retreat in July in New York. She is participating on an ad hoc committee regarding goals. She recently shared the EdCC Trustees’ goals with that national organization, and they are now working to base their goals on our model.
- Trustee Jessop will attend The National Conference on Race and Ethnicity (NCORE) at the end of May in Indianapolis.

ADJOURNMENT

The meeting was adjourned by Chair Diana Clay at 7:09 p.m.

ATTACHMENTS AVAILABLE UPON REQUEST

ATTEST:

Dr. Jean Hernandez, Secretary

Ms. Diana Clay, Chair

Date Approved

ATTACHMENT J

BOARD OF TRUSTEES

Monthly Meeting Report

STUDENT GOVERNMENT

May 8, 2014

- Student Government attended the ASACC conference on March 14th through the 18th where they had the opportunity to represent students' voice on legislative issues.
- After a well-deserved spring break, the board kick-off spring quarter with the quarterly events such as the Triton Jump Start, Welcome Back Booth, and Textbook Exchange Fair.
- The end of the school cycle is almost here, therefore, student government is encouraging all students to apply for next year's positions in Student Government, as well as to other leadership positions on campus.
- Executive Officers, with the help of Dr. Tonya Drake, and Ksenia Koon , are ready to start the second week of school with College Civics Week events to promote civic engagement.
- Some of the main projects in process by far this quarter are: Adopt a Compostable Bin project, and Charging Stations.
- This month, Student Government created a hiring committee for Student Trustee for the next academic year. Student Government would again like to thank the President and the Board of Trustees for having this position available for student representation. The hiring committee consisted of Trustee Emily Yim, Carol Summers, Executive Officer for diversity, Feven Haille, Wayne Anthony, director of CSEL, Student at large Marari Rosas, and Jackie Gonzalez. They culled applications and interviewed four students for the position. They decided, to move the following students forward for Governor Inslee decision to appoint: Max Chen, Girish Chummun, and Anh Phan.
- We are also in the hiring process for our next Student Government Board. So far, we have received a total of 18 applications for the 8 positions, by the priority deadline. Interviews will begin this week. We hope to choose candidates that best represent our diverse and dynamic student population
- Student Government has initiated an Oso Strong Donation Campaign for the Cascade Valley Hospital Foundation, with donations currently passing the \$500 mark. We appreciate all the contributions from students, staff, and faculty. We are still working towards our goal of \$5000. We are also giving out Oso Strong Cause Bands.
- Student Government has had a long list of goals to accomplish this year, one being the expansion of the Diversity Student Center to better represent and serve the diverse student population that is EdCC. Student Government. We have recently met with an architect to

give us some options. Since the Student Union Building has outgrown its space for some time, Student Government have had to make some tough decisions as to location, size, and what might have to shrink in order to provide a space that the DSC needs in order to serve this population. Additionally, we are moving forward with Sustainability Goals with the installation of water bottle refilling faucets in the Student Union Building, and with installations of portable device charging stations to support technology on campus.

- Student Government have agreed to fund 8 students attendance at the National Conference on Race and Ethnicity which will take place in Indiana, Illinois during May 27th-31st.
- Student Government recently helped fund student positions in order to increase services at the Advising and Resource center for the remainder of the academic year.
- We also approved funding the deficit that the Project Home Event incurred due to low turnout, so they can continue to support those students whose residence is at risk or who are homeless.
- Additionally, we financially supported the Trio Program by funding student members commencement costs, as well as gown rentals for students who are in financial need so they might not have to miss this memorable event. Being fiscally responsible, Trio will be reusing the gowns for students needing them next year.
- Student Government attended the annual Voice Academy Conference last weekend to further the states student government white paper issues. This year, our concerns that we moved forward were Tuition rates and spiraling textbook costs.
- The Student Executive Board is looking forward to meeting with presidents cabinet on June 2nd in a joint meeting, and sharing important matters that concern Student Government.
- And finally, we are looking forward to our Annual President's Cabinet/Student Government Bowling Challenge on June 5th. The Executive board is confident that we will bring the trophy back this year.

ATTACHMENT K

BOARD OF TRUSTEES

Monthly Meeting Report

AFT Local 4254 EdCC Faculty

April 10, 2014

My reports are becoming boring. The Federation suspects that the College is deliberately keeping faculty so busy that no one has the energy to make trouble.

So again I have to say that generally all is calm and quiet. However, we may get a bit livelier because there are two issues out there that could develop into grievances or Unfair Labor Practices. The trick to avoiding these kinds of actions is for the College and the Federation to talk about the issues early and often, and we are doing that.

One task that the Federation's Council is interested in taking on is a review of the College's policies that particularly affect faculty. The Council wants to ensure that the processes associated with those policies are both clear and easily available to faculty. The Council has yet to make a start on this however.

Finally, the Council had a wonderful dinner on March 5th with the trustees and President Hernandez. We are all looking forward to next year's dinner when it will be on your dime and taste even better!

Thank you.

Margaret West

President

Local 4254

Edmonds Community College Federation of Teachers

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

May 8, 2014

I think it's all good this month at least from the Federation's point of view.

We are encouraging the College to offer more adjunct faculty greater job security by increasing the number of faculty receiving assurance of employment and affiliate status. We won't know if we have been successful until the nearer to the end of the quarter.

Building Community Day is tomorrow, and the union is offering \$25 stipends to adjunct faculty who attend the whole day. It was suggested at our recent Council meeting that we ask the College to match our stipends next year. We will follow up.

Finally, 7 faculty from Edmonds will be attending the biggest AFT Washington event of the year next Friday and Saturday at the Seattle Center. This event includes a book fair, and free books will be given to children participating in reading circles. A special invitation has been issued to low income families.

Thank you.

Margaret West
President
Local 4254
Edmonds Community College Federation of Teachers

President's Report May 8, 2014

ATTACHMENT M President Jean Hernandez Event Highlights for April 2014

The first-ever Foundation “*FANFARE*” event was held in April. Several community members were recognized including: The Mission Award – presented to David and Ruth Arista; The Vision Award – presented to Premera Blue Cross; The Distinguished Alumni Award – presented to Tom Lampkin, former student who went on to a professional baseball career including the Seattle Mariners; and the Excellence in Education Award – presented to Melissa Newell.

I attended the presentation by the family of Henrietta Lacks as part of the Edmonds CC Community Read: *The Immortal Life of Henrietta Lacks*. Henrietta Lacks was a poor black woman who died of cervical cancer in 1951. A few months before her death, a doctor cut out a small sample of her cancer cells, which became the first and most important line of human cells ever to survive and multiply indefinitely in the laboratory environment. Her cells have helped scientists make some of the most important advances in modern medical history—but they were taken without her knowledge and without her permission. HeLa cells have now lived outside Henrietta’s body longer than they lived inside it, and they are still helping researchers learn about human disease and develop treatments for cancer and countless other diseases.

I have been meeting with local city mayors. Mayor Jerry Smith of Mountlake Terrace and his wife met with me. Mayor Smith has been instrumental in getting several of our bus route re-established for fall quarter 2014. He also is interested in doing more partnering with the college through our service learning program. I also met with Mayor Jennifer Gregerson of Mukilteo. She is very supportive of Edmonds Community College and has already visited the WATR Center. She also agreed to attend the Edmonds Community College YWCA table for their annual luncheon.

I attended the NAACP Youth Competition event and was asked to be one of the speakers for this event. Scholarships are given to the highest scoring students. Many of the youth presenting are from the Edmonds School District.

Susan Loreen, Gail Miulli, Ed Sargent, and I attended the Gates Foundation’s 3-day convening session on Competency Based Education (CBE). Once again it was confirmed that Edmonds Community College is leading the charge to be student centered and innovative. We also learned a great deal from our colleagues who attended from other Washington colleges and from four other states.



Board of Trustees

Washington Community College District 23

**Special Meeting
Minutes
May 21, 2014**

DRAFT

Trustees Present: Diana Clay, John Jessop, Dick Van Hollebeke, and Carl Zapora
Others Present: Dr. Jean Hernandez, Kevin McKay, Patty Michajla

CALL TO ORDER

Diana Clay, Board Chair, called the meeting to order at 9:17 a.m.

NEW BUSINESS – Action

**Approval of Capital Project Funding – Kevin McKay
(Attachment A)**

Capital projects that are over \$1M are required to receive State Board approval. Mr. Kevin McKay, Vice President of Finance and Operations, presented three capital projects in need of funding that must be submitted to the State Board by May 23.

The projects include:

1. Gateway Hall – Second floor entrance, corner lot sign, landscaping, parking project (est. \$1.2M)
2. Gateway Hall – Complete replacement of the building’s HVAC systems and window replacement (est. \$2M)
3. Snohomish Hall – Third floor remodel to create a new International Student Services center (est. \$3M)

Motion: Trustee Jessop moved and Trustee Zapora seconded the approval of Resolution No. 14-5-4.
Approved

ADJOURNMENT

The meeting was adjourned by Chair Diana Clay at 9:48 a.m.

ATTACHMENTS AVAILABLE UPON REQUEST

Ms. Diana Clay, Chair

ATTEST:

Date Approved

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

**Special Meeting
Minutes
May 29, 2014**

DRAFT

Trustees Present: Diana Clay, Dick Van Hollebeke, Carl Zapora, and John Jessop (via telephone)
Others Present: Dr. Jean Hernandez and Kevin McKay

CALL TO ORDER

Diana Clay, Board Chair, called the meeting to order at 7:33 a.m.

EXECUTIVE SESSION

At 7:34 a.m. the Board entered into executive session for the purpose of discussing real estate. At 8:08 a.m. the Board entered into regular session.

NEW BUSINESS – Action

Consideration and Approval of Department of Enterprise Services Negotiating Property Acquisition on Behalf of College (Resolution No. 14-5-5) – Kevin McKay
(Attachment A)

Mr. Kevin McKay, Vice President of Finance and Operations, provided information to the Trustees regarding the acquisition of a parcel of property adjacent to the College that will meet the criteria of establishing additional parking to meet the City code necessary for the construction of the new Science, Engineering, and Technology building by 2017.

Motion: Trustee Zapora moved and Trustee Van Hollebeke seconded the approval of Resolution No. 14-5-5.

Approved

ADJOURNMENT

The meeting was adjourned by Chair Diana Clay at 8:09 a.m.

ATTACHMENT AVAILABLE UPON REQUEST

Ms. Diana Clay, Chair

ATTEST:

Date Approved

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

*FISCAL YEAR 2014 - 2015
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) 2014-15.

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 Executive Board voted to raise the Student Center Maintenance & Operation fee to reflect the increase as proposed by the College and the Assessment Fee to continue providing Community Transit local bus service. All the other fees remained unchanged for 2014-15.

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 2013-2014 \$10.58/credit (credits 1-10) \$6.15/credit (credits 11-18)

S&A Fee 2014-2015 \$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 2013-2014 \$.32/credit
Student Center M&O Fee 2014-2015 **\$.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 2013-2014 \$5.40/credit
Assessment Fee 2014-2015 **\$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 2013-2014 \$2.40/credit
Technology Fee 2014-2015 \$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 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 2013-2014	\$1.50/credit
Athletic Field Fee 2014-2015	\$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 2013-2014	\$15.00/quarter
Buss Pass User Fee 2014-2015	\$15.00/quarter

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 2013-2014	\$.50/credit
Sustainability Fee 2014-2015	\$.50/credit

Recommendation

The Board of Trustees approve the proposed FY 2014-2015 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. 14-6-1

*ASEdCC
TUITION AND FEE RATES FY 2014-15*

WHEREAS, the Washington State Legislature adopted tuition and fee rates for Fiscal Year (FY) 2014-15, 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 2014-15, and

WHEREAS, the ASEdCC Executive Board has approved the following fees for FY 2014-15:

- S&A Fee for credits 1-10 \$10.58 per credit
- and for credits 11-18 \$6.15 per credit
- Technology Fee \$2.40 per credit
- Assessment Fee \$5.50 per credit
- Student Center Maintenance and Operation Fee \$0.32 per credit
- Athletic Field Fee \$1.50 per credit
- Bus Pass User Fee \$15.00 per quarter
- Sustainability Fee \$0.50 per credit

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College approves the proposed FY 2014-15 S & A Fee, Assessment Fee, Technology Fee, Student Center Maintenance and Operation Fee, Athletic Field Fee, Bus Pass User Fee and Sustainability Fee.

Ms. Diana Clay, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

FISCAL YEAR 2014-15 ASEDCC BUDGET

Subject

Proposed ASEDCC Services and Activities Fee Budget for (FY) 2014-15.

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:

2014-15 Projected Revenue = **\$1,652,176**

Increased funding emphasis for the 2014-15 academic year for the following programs:

- Funding for Front Desk for Center for Student Engagement & Leadership increases 68%
Increased funding to support additional student staff to meet high service demand.
- Funding for Learning Support Center increases 12%
Increased funding to support the program as requested and increased usage.
- Funding for Diversity Student Center (DSC) increases 24%
Increased funding to support program as requested.
- Funding for Service Learning increases 54%
Increased funding to support Peer Advocate positions

New Programs Funded

- 1) Pow Wow
- 2) Lactation Room
- 3) International Peer Assistant

Recommendation

The Board of Trustees approves the proposed FY 2014 -15 ASEDCC budget as submitted.



Board of Trustees

Washington Community College District 23

Resolution No. 14-6-2

2014-15 AEdCC BUDGET

WHEREAS, the AEdCC Services and Activities Fee Committee has developed the proposed AEdCC Fiscal Year (FY) 2014-15 Budget, and

WHEREAS, the AEdCC Executive Board has approved the budget based on the projected services and activities fee revenue for FY 2014-15 as estimated by the Business Office, and as stipulated in the AEdCC Financial Code, and

WHEREAS, the College administration has reviewed and approved FY 2014-15 AEdCC Budget,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College approve the FY 2014-15 AEdCC Budget.

Ms. Diana Clay, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

2014-15 College Operating Budget

Subject

Consideration of the 2014-15 College Operating Budget.

Background

The current legislative session is now complete, with a few last-minute budget-related details still to be parsed for distribution by the State Board for Community and Technical Colleges (SBCTC). It appears that our college system will receive only minor technical reductions to our allocation for this second year of the biennium.

There are a few details in this year's allocation which we have yet to receive from the State Board through, so the numbers we have at this point are subject to further change between now and June.

No tuition increase is included in this year's budget, which was expected given the guidance from the legislature at the start of the biennium.

Enrollment has continued to decline this past year though at a slower pace than we have seen over the past two years (the college continues to exceed our allocation targets). The college is making a focused effort on increasing enrollment for this coming academic year, with targeted marketing and student completion campaigns. For the purposes of modeling a conservative budget forecast, however, we will continue to assume no additional enrollment growth.

Fortunately, strong enrollment in the International Program and in grants and contracts revenue, combined with conservative budgeting of projected revenue, have compensated for the unexpected drop in excess enrollment revenue this past year and appear strong into the coming year. 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 of years, combined with continued strong performance from our other revenue sources and relatively few additional allocation reductions received for this year, have positioned the college well to meet this year's budgeting challenge. The college will budget as much revenue from tuition, excess enrollment, grants and contracts, and international shared funding as appears to be reliably sustainable, while conservatively modeling enrollment projections to include a further 5% decline this next year.

Recommendation

The staff of Edmonds Community College recommends that the Board of Trustees adopt the resolution approving the 2014-15 College operating budget to be presented at the June 2014 meeting of the Board of Trustees.



Board of Trustees

Washington Community College District 23

Resolution No. 14-6-3

2014-2015 COLLEGE OPERATING BUDGET

WHEREAS, the current legislative session is now complete, with a few last-minute budget-related details still to be parsed for distribution by the State Board for Community and Technical Colleges (SBCTC), and

WHEREAS, it appears that our college system will receive only minor technical reductions to our allocation for this second year of the biennium, and

WHEREAS, no tuition increase is included in this year's budget, which was expected given the guidance from the legislature at the start of the biennium, and

WHEREAS, enrollment has declined more than originally predicted by our models, (although the College continues to exceed its allocation targets by a considerable margin), and

WHEREAS, continuing strong enrollment in the International program and Grants and Contracts revenue have compensated for the unexpected drop in excess enrollment revenue this past year, and

WHEREAS, the budget actions the College has taken in the last several years and the strong performance from other revenue sources combined with the relatively few additional allocation reductions has positioned the College to meet its budgeting challenge this year,

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approves the 2014- 2015 operating budget for District 23, Edmonds Community College, as presented and directs College staff to make such adjustments as are necessary to maintain a balanced budget.

Ms. Diana Clay, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Background

2014-2015 International Contract Program

Subject

Consideration of the 2014-2015 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 2014-2015 International Contract program at the June 2014 meeting of the Board of Trustees.



Board of Trustees

Washington Community College District 23

Resolution No. 14-6-4

2014-2015 INTERNATIONAL CONTRACT PROGRAM

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 program with the Edmonds Community College Foundation, and

WHEREAS, the contract stipulates the fees and the number of international student enrollment for 2014-2015, and

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

WHEREAS, the budget for the international contract program 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 2014-2015 international contract program for District 23, Edmonds Community College.

Ms. Diana Clay, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

CONSIDERATION OF CONTINUING PROBATIONARY STATUS

Subject

Board of Trustees consideration of renewal or non-renewal of probationary appointment for an academic employee.

Background

In May 2013, the Board of Trustees granted a faculty member a one-quarter extension of probationary status. This extension places the faculty member on a different probationary approval schedule.

The Board of Trustees is required to decide whether or not to renew a probationary appointment based on a recommendation presented by the beginning of May 2014. The faculty member under consideration for probationary appointment renewal is:

Third Year Appointment

Julie Drews Palomino, Adult Basic Education (International)

Recommendation

Information is presented to the Board of Trustees for their review and consideration. Recommendation is that the Board of Trustees renews the third year appointment at the June 12, 2014 meeting.



Board of Trustees

Washington Community College District 23

Resolution No. 14-6-5

CONTINUING PROBATIONARY STATUS

WHEREAS, faculty hired by Edmonds Community College serve a probationary period prior to being considered for tenure and permanent status, and

WHEREAS, the faculty-board agreement requires that the recommendation for renewal or non-renewal of these probationary appointments must occur by the end of winter quarter of each academic year, except when the faculty member has received an approved extension of probationary status,

WHEREAS, the respective appointment review committee has met their responsibility under the negotiated agreement to review the appointment of the name below and have recommended to the College administration, and

WHEREAS, the administration concurs with the recommendation of the appointment review committee,

NOW THEREFORE BE IT RESOLVED THAT Edmonds Community College Board of Trustees renews the probationary contract for the following faculty:

Third Year Appointment

Julie Drews Palomino, Adult Basic Education (International)

Ms. Diana Clay, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

APPROVAL OF NEW CURRICULA

Subject

Board of Trustees first consideration of the State Short Early Childhood Education Certificate of Specialization - Family Child Care (statewide).

Background

The EdCC Early Childhood Education Department has the ECE Initial Certificate, available as a stackable certificate. This stackable certificate is a 20 credit short Certificate of Specialization that combines the 12 credits of the ECE Initial Certificate and 8 credits of specialization in a selected topic. This applies toward the ECE State Certificate (47 credits), an ECE Intermediate Certificate (57 credits), an ECE ATA Degree (90 credits) and an ECE AAS-T Degree (90 credits). The ECE-State Certificate is designed to provide the core learning necessary for preparing students for entry level career positions in early childhood (birth to eight years) settings and for providing the opportunity to continue their professional academic education.

This certificate requires successful completion of a minimum of **20** credits as outlined. A minimum of 30 credits or one-third of the required credits, whichever is less, must have been received from Edmonds Community College. Students are required to maintain a minimum cumulative grade point average of **2.0** in all college level courses.

Recommendation

Board of Trustees approval of the State Short Early Childhood Education Certificate of Specialization - Family Child Care (statewide) at the August 2014 meeting.



Board of Trustees

Washington Community College District 23

Background

APPROVAL OF NEW CURRICULA

Subject

Board of Trustees first consideration of the State Short Early Childhood Education Certificate of Specialization – School Age Care (statewide).

Background

The EdCC Early Childhood Education Department has the ECE Initial Certificate, available as a stackable certificate. This stackable certificate is a 20 credit short Certificate of Specialization that combines the 12 credits of the ECE Initial Certificate and 8 credits of specialization in a selected topic. This applies toward the ECE State Certificate (47 credits), an ECE Intermediate Certificate (57 credits), an ECE ATA Degree (90 credits) and an ECE AAS-T Degree (90 credits). The ECE State Certificate is designed to provide the core learning necessary for preparing students for entry level career positions in early childhood (birth to eight years) settings and for providing the opportunity to continue their professional academic education.

This certificate requires successful completion of a minimum of **20** credits as outlined. A minimum of 30 credits or one-third of the required credits, whichever is less, must have been received from Edmonds Community College. Students are required to maintain a minimum cumulative grade point average of **2.0** in all college level courses.

Recommendation

Board of Trustees approval of the State Short Early Childhood Education Certificate of Specialization – School Age Care (statewide) at the August 2014 meeting.



Board of Trustees

Washington Community College District 23

Background

INSTRUCTIONAL PROGRAMS PROPOSED FOR ELIMINATION

Subject

Board of Trustees approval to eliminate seven instructional programs.

Background

Background Information for this proposal is attached. Listed below are seven instructional programs being submitted to the Board for their review and approval.

BUSINESS DIVISION

Business Management Department

1. Business Management Fundamentals Certificate
2. Fashion/Retail Merchandizing Certificate

Horticulture Department

3. Business Specialization Associate of Technical Arts Degree

Hospitality and Tourism Department

4. Lodging Management Certificate

HUMANITIES

Visual Communications Department

5. Computer Game Development Associate of Technical Arts Degree
6. Web Development Associate of Technical Arts Degree
7. Video Production Associate of Technical Arts Degree

Recommendation

Approval to eliminate seven instructional programs at the August 2014 Board of Trustees meeting.

BOARD OF TRUSTEES

Programs Proposed for Elimination June 2014

Subject

Board of Trustees approval to eliminate seven instructional programs

Background

Below are three certificates and four associate of technical arts degrees being submitted to the Board for their review and approval.

BUSINESS DIVISION

Business Management Department:

1. Business Management Fundamentals Certificate (35 CR) (5021)

Background:

- Elimination Requested: Summer 2014
- Rationale: Program was inactivated by department summer 2011. It was very similar to other certificates being offered, but not as rigorous. The adviser approval requirement in this certificate was confusing for students and caused problems in graduation process.
- Number of Graduates: 1 – A892 – Fall 2008
- FTES: zero
- Number Still in Program: 1
- Teach Out: 1 student identified with this intent code; subsequently changed programs
- Requested Board Action: Approval to Eliminate Summer 2014

2. Fashion/Retail Merchandizing Certificate (35 CR) (210C)

Background:

- Elimination Requested: Summer 2014
- Rationale: No enrollment; no recent graduates
- Number of Graduates: 5 – 9124 – Spring 1992
- FTES: Spring 2000: .800 FTEs
- Number Still in Program: 1
- Teach Out: None – attempted contact, student unavailable
- Requested Board Action: Approval to Eliminate Summer 2014

Horticulture Department:

3. Business Specialization Associate of Technical Arts (90 CR) (135T)

Background:

- Elimination Requested: Summer 2014
- Rationale: No enrollment; no recent graduates
- Number of Graduates: 5 – A014 – Spring 2001
- FTES: .800 – A904 – Spring 2010

- Number Still in Program: 1
- Teach Out: contact attempted; not available. No subsequent teach out possible
- Requested Board Action: Approval to Eliminate Summer 2014

Hospitality and Tourism Department:

4. Lodging Management Certificate (44 CR) (269C)

Background:

- Elimination Requested: Summer 2014
- Rationale: Certificate was created at request and need of International Student Services department; never used. No Interest.
- Number of Graduates: none
- FTES: zero
- Number Still in Program: none
- Teach Out: none needed
- Requested Board Action: Approval to Eliminate Summer 2014

HUMANITIES DIVISION

Visual Communications Department:

5. Computer Game Development ATA (120 CR) (504A)

Background:

- Elimination Requested: Summer 2014
- Rationale: This program will no longer be included as an area of specialization within the 524T VISCO ATA degree program.
- Number of Graduates: none
- FTES: zero
- Number Still in Program: 4 students
- Teach Out: Students still coded for this program will be advised by the VISCO department of his/her options
- Requested Board Action: Approval to Eliminate Summer 2014

6. Web Development ATA (120 CR) (507B)

Background:

- Elimination Requested: Summer 2014
- Rationale: This program will no longer be included as an area of specialization within the 524T VISCO ATA degree program.
- Number of Graduates: none
- FTES: zero
- Number Still in Program: 1
- Teach Out: Student still coded for this program will be advised by the VISCO department of his/her options
- Requested Board Action: Approval to Eliminate Summer 2014

7. Video Production ATA (118 CR) (739A)

Background:

- Elimination Requested: Summer 2014
- Rationale: This program will no longer be included as an area of specialization within the 524T VISCO ATA degree program.
- Number of Graduates: 1 – A782 – Fall 2007
- FTES: zero
- Number Still in Program: 1
- Teach Out: Student still coded for this program will be advised by the VISCO department of his/her options
- Requested Board Action: Approval to Eliminate Summer 2014



Board of Trustees

Washington Community College District 23

President's Report June 12, 2014

President Jean Hernandez Event Highlights for May 2014

I joined Trustees Diana Clay and Dick Van Hollebeke at the TACTC Spring Convention in Yakima, May 15-16. During this meeting, Dick was elected to the nominations committee. Some of the topics covered were charter schools, tenure, Governor's key higher education initiatives, and the election of officers for next year.

The College held a Veteran's Memorial Celebration on May 21. A large number of community members attended and participated in the event. Michael Reagen was the keynote speaker and gave a great talk on why a veteran should "stand up" during Memorial Day ceremonies to honor those who have fallen and cannot be present. The event included a wreath-laying ceremony at the "Boots to Books" monument in the courtyard.

The College hosted the monthly WACTC presidents meeting on our campus, May 29-30. The president's academy focused on capital requests for 2017-2019, with Rep. Hans Dunshee offering his perspective on the next legislative session. The Business Officers from each community and technical college were invited to this academy. During committee sessions, Representatives Ross Hunter and Hans Zeiger, along with Senator David Frocke met with the Legislative and Public Information Committee which I chair and expressed their appreciation and support of the work being done by the community and technical colleges.

I met with Snohomish County Executive John Lovick and Dr. David Beyer to discuss the role of community colleges in Snohomish County; Mr. Lovick's view of the needs of the County; K-12 education, and the Aerospace FTES for expanded enrollments. In addition, we asked County Exec Lovick about the need for training more pilots and using Paine Field airport to conduct such training—he said he would get back to us since he needed to discuss with others at the airport.

I provided a welcome on for the National Aviation Consortium Peer to Peer meeting. This event involves the WATR staff in a Department of Labor grant that we received about 18 months ago to expand the WATR curriculum model across the USA.