
Washington Community College District 23

Agenda
Regular Meeting
June 13, 2013
Snohomish Hall 304A
4:30 p.m.

- | | | |
|---------|---|--------------------|
| 4:30 PM | A. Call to Order and Introduction of Guests | Quentin Powers |
| 4:35 PM | B. Public Comments (<i>two minutes each</i>) | Quentin Powers |
| 4:45 PM | C. Approval of Meeting Minutes: May 9, 2013 | Quentin Powers |
| | D. Next meeting: August 22-23, 2013 – Summer Retreat | |
| 4:47 PM | E. Recognition of Service – Retirees
Paul Ancona (RN 13-6-1); Carol Fish (RN 13-6-2); Polly Hankin (RN 13-6-3); Hans Landel (RN 13-6-4); Barbara Maly (RN 13-6-5); Jim O’Donnell (RN 13-6-6); Shirley Sutton (RN 13-6-7); Tom Watkins (RN 13-6-8); and Suzanne Clark (RN 13-6-9) | Quentin Powers |
| 5:20 PM | F. Old Business – Action | |
| | 1. Approval of Early Childhood Education Core Certificate (RN 13-6-10) | Pat Copeland |
| | 2. Approval of Retail Management Certificate (RN 13-6-11) | Andy Williams |
| | 3. Approval of Aircraft Electronics Technician Certificate (RN 13-6-12) | Janet West |
| | 4. Approval of 2013-2014 International Contract Program (RN 13-6-13) | Marian Paananen |
| | 5. Approval of 2013-2014 Student Fees (RN 13-6-14) | Tiffany William |
| | 6. Approval of 2013-2014 Student Budget (RN 13-6-15) | Tiffany William |
| | 7. Approval of 2013-2014 Preliminary College Operating Budget (RN 13-6-16) | Kevin McKay |
| | 8. Approval of 2013-2014 Course Fees (RN 13-6-17) | Kevin McKay |
| | 9. Approval of Fee Waivers for Co-Curricular Program Participants (RN 13-6-18) | George Smith |
| 6:00 PM | G. New Business – Action | |
| | 1. Parenting Education Tuition Waiver (RN 13-6-19) | Pat Copeland |
| 6:10 PM | H. Monitoring Report | |
| | 1. Instructional Program Inventory Update | Dr. Jean Hernandez |

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WASHINGTON COMMUNITY COLLEGE DISTRICT 23
BOARD OF TRUSTEES – AGENDA
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- | | | |
|---------|------------------------------|--------------------|
| 6:25 PM | I. Board Updates | |
| | 1. Student Representative | Ashley Smith |
| | 2. Classified Representative | Patti Pollardo |
| | 3. Faculty Representative | Margaret West |
| 6:35 PM | J. President's Report | Dr. Jean Hernandez |
| 6:45 PM | K. Board Discussion | Quentin Powers |
| 7:00 PM | L. Executive Session | Quentin Powers |
| 7:40 PM | M. Adjournment | |

Times are estimates only and subject to change.

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

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



Board of Trustees

Washington Community College District 23

Regular Meeting Minutes May 9, 2013

DRAFT

Trustees Present: Diana Clay, Quentin Powers, Dick Van Hollebeke, and Emily Yim
Others Present: Arlene Anderson, Wayne Anthony, Hayden Bixby, Mark Cassidy, Marty Cavalluzzi, Pat Copeland, David Cordell, Tonya Drake, Kevin Fogerty, Nancy Garland, Jean Hernandez, John Jessop, Susan Loreen, Kevin McKay, Patty Michajla, Jim Mulik, Kathy Murphy, Melissa Newell, Marian Paananen, Linda Pendergraft, Patti Pollardo, Nick Sibicky, Ashley Smith, George Smith, Nicola Smith, Carol Summers, Marie Tran, Margaret West, Tiffany William, Andy Williams and the men's basketball team and coaches

CALL TO ORDER AND INTRODUCTIONS

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

The men's basketball team and coaches, Kyle Gray and Ron Newton, were introduced by vice president George Smith. The team placed second in the March Regional NWAACC basketball tournament.

Two of the three candidates, Linda Pendergraft and John Jessop, for the student position on the board of trustees were introduced, followed by self-introductions of the remaining meeting guests.

PUBLIC COMMENTS

No public comments

APPROVAL OF MINUTES

Attachment A

Motion: Trustee Clay moved and Trustee Yim seconded the approval of the March 14, 2013 meeting minutes, without corrections.

Approved

NEXT MEETING

June 13, 2013, 4:30 p.m.

OLD BUSINESS – ACTION

Approval of Revised “Values Statements’ (Resolution No. 13-5-1) – Dr. Jean Hernandez

Attachment B

At the request of the board, the addition of the word “diversity” will be added to one of the College's value statements. The board previously approved the new value statements in June 2012, but during the discussion of the new vision statement and revised strategic plan at the February 19, 2013 board meeting, it was decided to revise the “Inclusion and Respect” value statement with the insertion of the word “diversity” so that it will now become “Diversity, Inclusion and Respect.”

Motion: Trustee Van Hollebeke moved and Trustee Yim seconded the approval of Resolution Number 13-5-1.

Approved

Approval of Professional Leave (Resolution No. 13-5-2) – Dr. Marty Cavalluzzi

Attachment C

Vice President Cavalluzzi presented the faculty members requesting professional leave for 2013-2014.

They include:

State funded

John Sanders – Two quarters

Marie Tran – Two quarters

Hayden Bixby – One quarter

Foundation funded

Kelly Weibel – One quarter

Motion: Trustee Van Hollebeke moved and Trustee Clay seconded the approval of Resolution Number 13-5-2.

Approved

Approval of Extension of Probationary Status (Resolution No. 13-5-3) – Dr. Marty Cavalluzzi

Attachment D

Vice President Cavalluzzi presented a request for a one-quarter extension of probationary status for a faculty member.

Motion: Trustee Van Hollebeke moved and Trustee Clay seconded the approval of Resolution Number 13-5-3.

Approved

MONITORING REPORT

Budget and Funding – Kevin McKay

Attachment E

Vice president Kevin McKay reported that since the legislature is still in session, the final budget information is still unclear. Figures are based on anticipations and assumptions at this point. He reminded the board that all budget decisions are made on the College's mission-based values. Mr. McKay provided a fund balance analysis; an explanation of the Certificate of Participation (COP) debt service reserve; and presented the preliminary 2013-2014 operating budget figures for first consideration of approval by the board (listed under New Business – First Consideration).

NEW BUSINESS – FIRST CONSIDERATION

Consideration of Early Childhood Education Core Certificate – Dr. Marty Cavalluzzi

Attachment F

Ms. Pat Copeland, Dean of Health and Human Services Division, provided background information on the Early Childhood Education Core Certificate. The certificate is designed to provide the foundational learning necessary for preparing students for entry level career positions in early childhood settings and for providing the opportunity to continue their professional academic education. The board will be asked to approve the certificate at the June meeting.

Consideration of Retail Management Certificate – Dr. Marty Cavalluzzi

Attachment G

Mr. Andy Williams, Dean of Business Division, provided background information on the Retail Management Certificate, which prepares individuals to manage a variety of retail sale operations or lines of merchandise. The grocery store chains have approached community colleges requesting that this certificate be offered. The board will be asked to approve the certificate at the June meeting.

Consideration of Aircraft Electronics Technician Certificate – Dr. Marty Cavalluzzi

Attachment H

Vice President Susan Loreen provided background information on the Aircraft Electronics Technician Certificate. This program trains a student in electronic circuit analysis, functional testing, and troubleshooting of complex linear and digital systems. The program provides credentialing as it prepares a student to take the National Center for Aerospace and Transportation Technologies Aircraft Electronic Technician Certification exam. The board will be asked to approve the certificate at the June meeting.

Consideration of 2013-2014 International Contract Program – Marian Paananen

Attachment I

By July 1 of each year, colleges seeking to continue their International Contract programs must submit to the State Board for Community College, at minimum, documents updating enrollment estimates, revenue projections, and program budget estimates, as well as a currently approved district board resolution. This contract program is within the “shared funding” model provided by the State Board. The College will continue with its existing contract with the Edmonds Community College Foundation for these services. This year there were 1,023 international FTEs which is greater than ever before. The College plans to keep it at this level over the next few years. The board will be asked to approve the 2013-2014 International Contract program at the June meeting.

Consideration of 2013-2014 Student Fees – Tiffany William

Attachment J

Ms. Tiffany William, ASEdCC Budget Officer, provided the list of 2013-2014 student fees including the following: services and activities; student center Maintenance and Operations (M&O); assessment; technology; athletic field, bus pass user; and sustainability. She explained the reasons for the increases or why no increases were made. The board will be asked to approve the 2013-2014 student fees at the June board meeting.

Consideration of 2013-2014 Student Budget – Tiffany William

Attachment K

Ms. Tiffany William presented the 2013-2014 student budget and read the five guiding principles that are used in the budget preparation process. Increased funding for the 2013-2014 includes the following programs:

1. Student Technology Resource and Reference Center (START) – 117%
2. Childcare – 20%
3. Learning Support Center – 12%
4. Music scholarships – 25%

The board will be asked to approve the 2013-2014 student budget at the June board meeting.

Consideration of 2013-2014 College Operating Budget – Kevin McKay

Attachment L

Vice President Kevin McKay reported that the College is not planning to see a reduction in our base budget allocation from the State Board. We are assuming a 3% tuition increase through the legislature at

this date. Mr. McKay reported on other revenue sources to support operations. The preliminary 2013-2014 balanced budget is \$47,291,117.

Upon completion of the current legislative budgeting process, the College will adjust the final 2013-2014 preliminary budget proposal, as necessary, for approval. The College is hoping to have the final numbers from the State by the June 13th board meeting when the request for approval will be made. If not, the board will be asked to approve a preliminary budget, and a special meeting will then be scheduled later for approval of the 2013-2014 operating budget.

Consideration of 2013-2014 Course Fees – Kevin McKay

Attachment M and N

Vice President McKay presented the 2013-2014 course and miscellaneous fees. Overall, the College is recommending no across the board increase of applicable fees, with some specific exceptions due to increases in cost. By electing to not raise most course/program/service fees, the College is attempting to minimize further impacts to students (except where specifically necessary) while they are contending with large tuition increases. The board will be asked to approve the 2013-2014 course fees at the June meeting.

Consideration of Fee Waivers for Co-Curricular Program Participants – George Smith

Attachment O

Vice President George Smith presented the historical background information on fee waivers for co-curricular program participants. The request is that the current cap of 20 students per quarter who are classified as non-residents of the State of Washington and who participate in our co-curricular programs, including music, athletics, performing arts, literary programs, leadership, etc., be revised to 50 students per quarter. The board will be asked to approve the fee waivers for co-curricular program participants at the June meeting.

MONITORING REPORT

Institutional Performance Report; Accreditation Indicators of Achievement Draft Proposal – Jim Mulik and Dr. Jean Hernandez

Attachment P

Mr. Jim Mulik, Director of Evaluation and Assessment, provided highlights about the Institutional Performance Report. He stated that the College will move to an online report in the future. The board will spend more time discussing the statistics at the August retreat.

President Hernandez presented the latest draft proposal of the accreditation's indicators of achievement for evaluating Mission fulfillment, stating that the College has been going through assessment with Title III, Achieving the Dream, and accreditation. Three overlapping areas include mission fulfillment, the strategic plan (aligned with the SIMPLE Plan), and operations. The board will be updated on a quarterly basis. More information will be available on the momentum points at the August retreat, including additional metrics. The final document on Mission fulfillment will be presented to the board at the retreat for first consideration of approval.

REPORTS

Student Representative – Ashley Smith

Attachment Q

Classified Representative – Patti Pollardo

Attachment R

Faculty Representative – Margaret West
Attachment S

PRESIDENT’S REPORT – Dr. Jean Hernandez
Attachment T

In addition to the attached report, President Hernandez provided the following statements:

- Dr. Marty Cavalluzzi, Executive Vice President for Instruction, has accepted the presidency at Pierce Community College – Puyallup.
- Building Community Day will be held May 10. Everyone is encouraged to attend.
- The CARE team (Consultation, Assessment, Resources, Education) held a threat assessment training today with 30 employees and two facilitators. The College is working on a comprehensive behavior intervention plan.

BOARD DISCUSSION – Quentin Powers

- A joint meeting with the Central Washington University board of trustees will be scheduled during fall quarter.
- Trustee Yim will be unable to attend the second day of the August retreat. Therefore, the bulk of the retreat discussion will take place on Thursday with a light agenda on Friday. A dinner will be held on Thursday evening. A possible tour of the WATR Center may be arranged on Friday.
- The president’s evaluation will take place during the June 13 executive session.
- Trustee Van Hollebeke encouraged the trustees to attend the October 2-5, 2013 Association of Community College Trustees (ACCT) National Leadership Congress at the Washington State Convention Center. He also announced that the statewide TACTC Fall meeting will also take place during the ACCT conference on the opening day.

EXECUTIVE SESSION

At 7:10 pm the board entered into executive session to discuss real estate and labor relations. No action was taken as a result of the executive session.

ADJOURNMENT

There being no further business, the May 9, 2013 meeting was adjourned at 8:39 p.m.

ATTACHMENTS AVAILABLE UPON REQUEST

Quentin Powers, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

ATTACHMENT Q

BOARD OF TRUSTEES

Monthly Meeting Report

STUDENT GOVERNMENT

May 9, 2013

- The two executive positions have been filled. Executive Officer for Administration Liaison, yours truly, and Executive Officer for Student Relations was filled by Jacqueline Gonzalez. We both are so excited to have this opportunity to work in Student Government.
- Spring Fest will be happening next week **May 15th from 11:00 AM - 4:00 PM in the Courtyard. It's our annual campus event featuring live music, food, games and festivities!**
- Our Edmonds men's baseball is making it to the playoffs this year. Currently in second place in the Northern Region. They are 13-7.
- There are 2 Government Officers that are on the Campus Green Fund Committee. Executive Officer for Community Relations, Winnie Wong, and yours truly. Our first meeting went well on Wednesday and we are having another one next Friday.

Submitted by: Ashley Smith, Administrative Liaison

ATTACHMENT R

BOARD OF TRUSTEES

Monthly Meeting Report

WPEA/UFCW LOCAL 365

May 9, 2013

- In March's BOT report, I mentioned that nominations were in motion to elect five (5) WPEA members in good standing to attend our International's (UFCW) convention in August. Well, on March 26th the ballots were counted and the names announced to all WPEA bargaining unit members. Although I was nominated, I was not elected. The members who were elected and will be joining WPEA President Dave Shiel and Secretary-Treasurer Peggy Davis in Chicago are:

Amy Waite – Clark College

Christ Thomson – Dept. of Natural Resources

Cynthia Dominik – Fort Vancouver Library

Fawn Hacker – WPEA Membership Coordinator & Executive Board Recorder

Kent Stanford – Dept. of Natural Resources

I do not know all of these individuals, but I am very happy that these members will have this great opportunity to see how our International union works and be able to network with other union members in attendance from across the U.S. Everyone will be looking forward to their reports when they return.

- Through persistence, WPEA was able to convince eight (8) of the thirteen (13) community colleges with classified employees represented by WPEA to come up with ways to help mitigate the 3% TSR. WPEA President Shiel, as well as classified employees here at Edmonds Community College, want to thank President Hernandez, Mark Cassidy and the Board of Trustees for allowing us to use 40 hours of overtime by taking Skillsoft courses online after we finish our normal work hours. I would hope that all classified employees avail of this opportunity to add to their skills and knowledge, and help with their finances.
- In a conversation with President Shiel yesterday, he advised me that while the attacks on pension and health care are still continuing, it appears that both the House and Senate budgets include funding for state employee contracts. We are definitely thankful to see the 3% TSR go away, as well as the addition of Step M to the salary schedule.
- We are still working together with Mark Cassidy and Marty Cavaluzzi on replacement of the staff break room in Mountlake Terrace Hall. We are waiting to arrange a meeting with all parties involved to discuss a couple other alternatives for the Green Team relocation. Mark is supposed to give us some dates to choose from so we can come to a final agreement on the situation ASAP. This has definitely been a "sticky wicket", as we have a grievance ready to go again for improper handling of this to begin with.

Respectfully submitted by: Patti Pollardo, WPEA Chief Shop Steward
Edmonds Community College Bargaining Unit

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

May 9, 2013

We have a few last minute tweaks to make to the changes in the new contract for the period 2012 - 2015, but we have effectively concluded contract negotiations. I think this is a relief for everyone. At the last Executive Council meeting, Council members voted to recommend approval of the contract changes.

To help faculty understand the changes to the contract, the faculty negotiating team has held 2 membership meetings and has been fielding questions via email and in person.

Our hope is that the ratification ballots will go out to faculty later this month.

In other news, the college sent 10 delegates to AFT Washington's Convention. This was the largest contingent of delegates in AFT's colleges in Washington.

Finally, AFT Washington's new president is Karen Strickland. The current president, Sandra Schroeder, retires at the end of this month.

Thank you.

Margaret West
President
Local 4254
Edmonds Community College Federation of Teachers



Board of Trustees

Washington Community College District 23

President's Report May 9, 2013

ATTACHMENT T

President Jean Hernandez Activity Report: – March 15 – May 1, 2013

Over the past several weeks, I have participated in the following activities, meetings, and events related to the five Core Themes of the College:

Strengthen our diverse community

I traveled with Vice President David Cordell to Tokyo, Kyoto, Osaka (Japan); Hanoi (Vietnam), and Hong Kong (China). Our purpose for visiting these countries was to continue to strengthen our international education relations. In Japan, I gave a welcome to the Freshman Class of 2013 from Trajal's Hospitality and Tourism College and Bridal Coordination College. Trajal is our oldest international education partnership at 27 years, and we currently have 67 Trajal students studying at Edmonds Community College for the next 11 months. Our Vietnamese partner, Capstone, arranged for us to meet with four students from the most prestigious and oldest private high school in Hanoi to review their science presentations that will be given at an international competition event in Arizona in May 2013. We also met with members of the Hanoi Department of Education and Training (DoET) and were interviewed by Hanoi Television to share with them information about our international education programs. In Hong Kong, we met with the CEOs of Litz Agency who is our largest international partner and has an 18 year history with Edmonds Community College.

Provide educational opportunities

During our Asia trip, Vice President Cordell and I gave presentations about Edmonds Community College educational opportunities at Tran Phu High School and Wellspring School in Hanoi. We also had 15 attendees at a two-hour information session arranged by Capstone. The parents who attended were most interested in our high school completion program.

The President's Advisory Committee met and they received an update on the latest activities at the college. I met with our local legislators while in Olympia to discuss supporting our educational needs.

Help students access career opportunities

I attended a kick-off briefing and celebration for the recently announced \$1.8M award for the WATR Center in support of the aviation industry in our region. Edmonds is one of five colleges

across the country participating in the National Aviation Consortium, funded through the Department of Labor Trade Adjustment Assistance Community College Career Training (TAACCCT) grant program. I continue to attend the monthly Presidents' aerospace committee meetings. I provided a welcome for the National Fabrication Lab Network (Fab Lab) who met in Monroe Hall.

Support student success

I continue with involvement in the monthly Student Success Council meetings. I met with the Achieving the Dream coaches who visited our campus in early April. I attended the Northwest Higher Education Coalition meeting. The coalition is a group of nine members representing Western Washington University and 2-year community and technical colleges focusing on partnership opportunities. I attended the All-Washington Academic Team ceremony in Olympia where two Edmonds CC students were recognized, along with their statewide fellow recipients, for their academic excellence.

Encourage innovation, service, and lifelong learning

I continue with involvement with the Lynnwood Rotary Club, Workforce Development Council Board, United Way of Snohomish County, and the Economic Alliance of Snohomish County. I also continue to host local college donors. I joined Trustee Diana Clay in Olympia as she went before the Senate Committee and received her senate confirmation.



Board of Trustees

Washington Community College District 23

Resolution No. 13-6-1

RECOGNITION OF SERVICE

WHEREAS, Paul Ancona has been a dedicated instructor in the Social and Human Services Department of Edmonds Community College since 1974 as a part time instructor and as a full time instructor starting in 1976, serving the College, the community, and the State of Washington, and

WHEREAS, Paul has provided leadership and service to the College, through his contribution and work on many committees and projects at the College, and through his work with community and state projects and grants, and

WHEREAS Paul Ancona has provided leadership for the Alcohol and Chemical Dependency and Social and Human Services programs as department chair for many years, developing new courses and programs, recruiting and hiring new instructors and working with advisory board members, to support the success of students in the department, and

WHEREAS, Paul has mentored numerous Edmonds Community College students, through advising and internship supervision, in support of their goals and careers in the human services and ACD fields, and

WHEREAS, Paul has demonstrated a sincere commitment to the College, students and staff, always with a wry New York sense of humor in his interactions and in his teaching, and

WHEREAS, the Board of Trustees of Edmonds Community College wishes to acknowledge his retirement with deep appreciation for his dedicated service,

NOW, THEREFORE BE IT RESOLVED, in recognition of Paul Ancona’s many years of service as faculty and all of his contributions to the College and its students, the Edmonds Community College’s Board of Trustees offers him their best wishes for his new endeavors with friends and family in his retirement.

Quentin Powers, Chair

ATTEST:

Date Approved

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Resolution No. 13-6-2

RECOGNITION OF SERVICE

WHEREAS, Carol Fish has been a valuable and dedicated employee of Edmonds Community College for the past thirty-one years, serving the College, the community, and the State of Washington, and

WHEREAS, Carol has served in many positions at the college and grew in knowledge and expertise with each expanding role. Starting out as a student worker in the Center for Families area, she moved to employee status in 1982 working in the Testing Center and administering GED testing in the prison. She went on to Saturday testing including SAT, Insurance Testing and Real Estate License Testing. Additionally Carol worked in SSD, Registration, Counseling and Health and Human Services. In the 1990's her position continued to grow to include registering students in classes, processing graduation applications at Twin Rivers and student advising which Carol expressed was a highlight because of the direct contact with students. In 1997 she took on the role of Testing Center Manager.

WHEREAS, the wide range of positions she has held and the amount of knowledge she has amassed over the last 31 years made her a major contributor to the college's many years of success in the field of higher education and her absence will be greatly felt, and

WHEREAS, Carol has been a highly dedicated employee and further showed this dedication by devoting most of her last months here at the college meticulously documenting her systems and practices so that her successor would have a more seamless transition, and

WHEREAS, the Board of Trustees has been advised that Carol will conclude her career at Edmonds Community College effective August 30, 2013 to begin the next chapter of her life, and the Board of Trustees of Edmonds Community College wishes to acknowledge her retirement with deep appreciation for her long career of dedicated service,

NOW, THEREFORE, BE IT RESOLVED that the Edmonds Community College Board of Trustees wishes Carol happiness and adventure in her retirement years, and that she will look back on her career at Edmonds Community College with pride and fond memories.

Quentin Powers, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Resolution No. 13-6-3

RECOGNITION OF SERVICE

WHEREAS, Polly Hankin has been a dedicated and much loved instructor in the Horticulture Department of Edmonds Community College since 1993, serving the College, the community, and the State of Washington, and

WHEREAS, Polly has provided leadership and creativity for her program and made a superb contribution to the academic excellence of the College through her position as a full-time faculty member, teaching, advising, serving on many college committees, serving as department chair for many years, and developing curriculum for all areas of horticulture, and

WHEREAS, Polly developed a completely new program in Landscape Design, and redesigned and developed many of the garden areas on the Edmonds Community College campus, including the Memorial Garden and the Mountlake Terrace Hall Shade Garden, and

WHEREAS, Polly’s tenure at the College has been marked by a dedication to mentoring and advising hundreds of students, sharing her expertise as well as her professionalism, camaraderie, good humor and personal integrity, and

WHEREAS, Polly has mentored dozens of part-time faculty and staff and has served as an outstanding ambassador for the Horticulture Department and Edmonds Community College through extensive public presentations and local networking, and

WHEREAS, the Board of Trustees has been advised that Polly Hankin will conclude her career at Edmonds Community College effective July 2013, to begin a new phase of her life, and

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

NOW, THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees wishes Polly Hankin many years of happiness and adventure in her retirement years, and that she will have only good memories of her association with Edmonds Community College.

ATTEST:

Quentin Powers, Chair

Dr. Jean Hernandez, Secretary

Date Approved



Board of Trustees

Washington Community College District 23

Resolution No. 13-6-4

RECOGNITION OF SERVICE

WHEREAS, Hans Landel has exhibited a passion for and commitment to the Biology Department of Edmonds Community College for 12 years, serving as a full-time instructor for the department, the College, the community, and the State of Washington, and

WHEREAS, Hans has made a strong contribution to the academic excellence of the College through his position as a full-time faculty member, teaching, serving on many college committees, showing leadership by serving as department chair for a year, and

WHEREAS, Hans has shown innovation in development of Biology curricula, has served on several committees focusing on student retention and success and on sustainability initiatives, and

WHEREAS, Hans has worked successfully with members of other departments to make Biology accessible to many students, has brought life and excitement to classes by taking students out of the traditional classroom to the Puget Sound and Cascade mountains, and

WHEREAS, Hans has mentored numerous part-time Biology faculty and advised many students in Biology, and

WHEREAS, Hans played an instrumental role in contributing to the Pre-Design Phase of the Science Engineering and Technology building, and

WHEREAS, Hans has been a kind, thoughtful, energetic and humorous member of the Biology Department, the division and the college, and

WHEREAS, the Board of Trustees has been advised that Hans Landel will conclude his career at Edmonds Community College effective the end of spring quarter 2013, to begin a new phase of his life, and

WHEREAS, the Board of Trustees of Edmonds Community College acknowledges Hans Landel'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 Hans Landel many years of happiness and adventure in his retirement years, and that he will have only good memories of his association with Edmonds Community College.

ATTEST:

Quentin Powers, Chair

Dr. Jean Hernandez, Secretary

Date Approved



Board of Trustees

Washington Community College District 23

Resolution No. 13-6-5

RECOGNITION OF SERVICE

WHEREAS, Barbara Maly, has been a dedicated instructor in the Mathematics Department of Edmonds Community College for forty years, serving the College, the community, and the State of Washington, and

WHEREAS, Barbara has provided leadership for her program and made a strong contribution to the academic excellence of the College through her position as a full-time faculty member, teaching, advising, serving on many college committees, serving as department chair for many years, serving as the first liaison to the “College in the High School Mathematics Program”, and developing curriculum for all areas in mathematics, including developing curriculum and serving as administrator for the first main-frame computer available to students, and

WHEREAS, Barbara has mentored dozens of part-time faculty in mathematics, and

WHEREAS, Barbara served as Treasurer and President of the Edmonds Community College Federation of Teachers, Local 4254, and,

WHEREAS, the Board of Trustees has been advised that Barbara Maly will conclude her career at Edmonds Community College effective the end of spring quarter 2013, to begin a new phase of her life, and

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

NOW, THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees wishes Barbara Maly many years of happiness and adventure in her retirement years, and that she will have only good memories of her association with Edmonds Community College.

Quentin Powers, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Resolution No. 13-6-6

RECOGNITION OF SERVICE

WHEREAS, Jim O'Donnell has been a dedicated instructor for the English Department of Edmonds Community College for 34 years, serving the College, the community, and the State of Washington, and

WHEREAS, Jim has provided leadership for his program and has contributed extensively to the academic excellence of the College by advising hundreds students and teaching nearly 5,000 students, mostly in composition courses, and

WHEREAS, Jim has actively supported students outside the classroom in multiple ways, including serving as a Multicultural-Services Mentor, a Student-Leadership Mentor, a Member of the President's Task Force on ESL Preparation Testing and Placement, a member of the Experiential Learning Committee, and the director of the Grandpeople's Writing Exchange (an intergenerational writing project), and

WHEREAS, Jim been a model of collegiality by mentoring his colleagues with grace, patience, and good humor; by creating learning communities with other instructors; by serving as a liaison for each of EdCC's composition levels; by helping to negotiate three contract re-openers, and by serving the AFT Local in many other ways, including as the E-Council Secretary, as an At-Large E-Council member, as an alternate and active member of the Grade Change committee, and as a member of the Academic Calendar committee, and

WHEREAS, Jim has contributed exuberantly to the Lynnwood Municipal golf course by playing often, shooting three holes-in-one, and building a legendary reputation as the Irish golfer to beat, and

WHEREAS, Jim has actively contributed to his profession by sharing his insights and wisdom via conference presentations, guest lectures, and publications, and

WHEREAS, the Board of Trustees has been advised that Jim O'Donnell will conclude his career at Edmonds Community College effective July 2013, to begin a new phase of his life, and acknowledges his 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 Jim O'Donnell many years of happiness and adventure in his retirement years and hopes that Jim will have only good memories of his association with Edmonds Community College.

ATTEST:

Quentin Powers, Chair

Dr. Jean Hernandez, Secretary

Date Approved



Board of Trustees

Washington Community College District 23

Resolution No. 13-6-7

RECOGNITION OF SERVICE

WHEREAS, Tom Watkins, has been a dedicated instructor for the Development Education Department of Edmonds Community College and the Corrections Division for Twenty One years, serving the College, the Department of Corrections, the community, and the State of Washington, and

WHEREAS, Tom has provided leadership for his program and made a strong contribution to the academic excellence of the College through his position as a full-time faculty member, teaching, advising, serving on many college committees to include; Academic Standards, Permanent Status, Academic Advisory, AFT State and Executive Council Local #4254 and the Curriculum Committee, and

WHEREAS, Tom worked with the Summer Youth program as well as volunteered with the Disabled Student Center, and

WHEREAS, Tom’s tenure at the College has been marked by a dedication to mentoring and advising hundreds of students, many of whom have acknowledged the important role he played in their success, and

WHEREAS, Tom has mentored dozens of ABE/GED/ESL faculty, many of whom since moved on or retired, and

WHEREAS, the Board of Trustees has been advised that Tom Watkins will conclude his career at Edmonds Community College effective September 2013, to begin a new phase of his life, and

WHEREAS, the Board of Trustees of Edmonds Community College acknowledges Tom Watkins’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 Tom many years of happiness and adventure in his retirement years, and that he will have only good memories of his association with Edmonds Community College.

Quentin Powers, Chair

ATTEST:

Date Approved

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Resolution No. 13-6-8

RECOGNITION OF SERVICE

WHEREAS, Shirley Sutton has been a dedicated employee of Edmonds Community College for over 12 years, serving the College, the citizens of District 23, and the State of Washington, and

WHEREAS, Shirley Sutton has exemplified the example of “community” in community college by making invaluable contributions to the success of the Multicultural Services and Diversity efforts in the District, at the College, and for our students and employees, and

WHEREAS, Shirley Sutton has been a valuable mentor to students, has been a problem solver and calming influence, advocate for social justice, and an important resource to every division and department of the College, at both on-campus and off-campus locations, and

WHEREAS, Shirley Sutton has been an effective and important liaison within our local community, with other colleges and agencies of the State of Washington with respect to organizing and sharing efforts designed to advocate and celebrate our cultural diversity, and in developing networking opportunities for local businesses, and

WHEREAS, Shirley Sutton’s energy in directing the efforts at our College and with the City of Lynnwood for the annual multicultural celebration of Martin Luther King, Jr. Day, which has had thousands attend and been acclaimed by all as an outstanding achievement and gift to the community, and is a manifestation of helping all to achieve Dr. King’s dream of social equality and justice, and

WHEREAS, the Board of Trustees has been advised that Shirley Sutton concluded her career at Edmonds Community College effective January 31, 2013 to begin a new chapter of her life, and

WHEREAS, the Board wishes to acknowledge her retirement with sincere gratitude for her dedicated years of service,

NOW, THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees wishes Shirley Sutton many years of fulfillment and happiness in her retirement years, and hope she will hold only fond memories of her tenure at Edmonds Community College.

ATTEST:

Quentin Power, Chair

Dr. Jean Hernandez, Secretary

Date Approved



Board of Trustees

Washington Community College District 23

Resolution No. 13-6-9

RECOGNITION OF SERVICE

WHEREAS, Suzanne Clark, has been a dedicated Administrative Assistant at Edmonds Community College for 33 years, serving the College, the community, and the State of Washington, and

WHEREAS, Suzanne has been a repository of college administrative knowledge and procedures that has served faculty, students and administrators alike and

WHEREAS, Suzanne has maintained a professional attitude and sense of humor while surviving a FBI investigation, a crazed school shooter, one disgraced boss and a felonious College President and

WHEREAS, Suzanne’s service at the College has been marked by a dedication to mentoring and training numerous new employees and maintaining a flexibility in attitude and workload and

WHEREAS, Suzanne has consistently lifted the spirits of her Division coworkers with gifts of saltwater taffy upon her return from seaside visits, provided invaluable advice to bring ailing office plant life back from the edge, and brought her shopping expertise to bear, returning from Bookstore expeditions with many delightful gizmos and colorful supplies for staff use and

WHEREAS, Suzanne has shown unfailing kindness and interest in the wellbeing of her fellow college workers and

WHEREAS, the Board of Trustees has been advised that Suzanne Clark will conclude her career at Edmonds Community College effective July 1, 2013, to begin a new phase of her life, and

WHEREAS, the Board of Trustees of Edmonds Community College acknowledges Suzanne Clark’s retirement with deep appreciation for her dedicated service and for her contributions to the college and its community,

NOW, THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees wishes Suzanne Clark many years of happiness and adventure in her retirement years, and that she will have only good memories of her association with Edmonds Community College.

ATTEST:

Quentin Powers, Chair

Jean Hernandez, Secretary

Date Approved



Board of Trustees

Washington Community College District 23

Background

APPROVAL OF NEW CURRICULA

Subject

Board of Trustees first consideration of the Early Childhood Education Certificate.

Background

The Early Childhood Education Department has a Core Certificate, an Intermediate Certificate, an ATA Degree and an AAS-T Degree. The Core Certificate is designed to provide the foundational 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. Coursework taken to complete the Core Certificate can be applied toward the Early Childhood Education Intermediate Certificate, 57 credits, the ATA degree, 90 credits, and the AAS-T degree, 90 credits.

This Certificate requires successful completion of a minimum of 47 credits as outlined on the reverse side. 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 Early Childhood Education Certificate at the June 2013 meeting.



Board of Trustees

Washington Community College District 23

Resolution No. 13-6-10

APPROVAL OF NEW CURRICULA

WHEREAS, the Board of Trustees reserves unto itself the final approval of departmental curricula and degree and certificate requirements, and

WHEREAS, the new education program has been developed to satisfy industry requirements designated for the Early Childhood Education Certificate,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the granting of the Early Childhood Education Certificate.

Quentin Powers, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

Background

APPROVAL OF NEW CURRICULA

Subject

Board of Trustees first consideration of the Retail Management Certificate.

Background

The Retail Management Certificate prepares individuals to manage a variety of retail sale operations or lines of merchandise. Students who complete the nine course Retail Management Certificate program will develop a clear sense of the scope of retail management. The program serves both entry-level job candidates and incumbent employees. The curriculum includes foundational courses in both written and oral communication, business math, human relations, and microcomputer applications. Students also complete specific business and management courses in accounting, management, marketing, retailing, and human resource management. Courses from the certificate may apply to the Business Management Associate of Technical Arts Degree and the Business Management Associate of Applied Science-T Degree.

This Certificate requires successful completion of a minimum of 45 credits as outlined. A minimum of 30 credits or one-third of the required credits, whichever is less, must be earned at 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 Retail Management Certificate at the June 2013 meeting.



Board of Trustees

Washington Community College District 23

Resolution No. 13-6-11

APPROVAL OF NEW CURRICULA

WHEREAS, the Board of Trustees reserves unto itself the final approval of departmental curricula and degree and certificate requirements, and

WHEREAS, the new education program has been developed to satisfy industry requirements designated for the Retail Management Certificate,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the granting of the Retail Management Certificate.

Quentin Powers, 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 Aircraft Electronics Technician Certificate.

Background

This program trains a student in electronic circuit analysis, functional testing and troubleshooting of complex linear and digital systems. Additional material specific to aircraft maintenance and manufacturing is included. This program is intended to prepare a student to take the National Center for Aerospace and Transportation Technologies (NCATT) Aircraft Electronics Technician Certification exam.

This certificate is awarded upon a student's completion of a minimum of 40 credits of Program Requirements as outlined. At least 12 credits must be earned at Edmonds Community College. Students are required to maintain a minimum cumulative grade point average of 2.0.

Recommendation

Board of Trustees approval of the Aircraft Electronics Technician Certificate at the June 2013 meeting.



Board of Trustees

Washington Community College District 23

Resolution No. 13-6-12

APPROVAL OF NEW CURRICULA

WHEREAS, the Board of Trustees reserves unto itself the final approval of departmental curricula and degree and certificate requirements, and

WHEREAS, the new education program has been developed to satisfy industry requirements designated for the Aircraft Electronics Technician Certificate,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the granting of the Aircraft Electronics Technician Certificate.

Quentin Powers, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Background

2013-2014 International Contract Program

Subject

Consideration of the 2013-2014 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 2013-2014 International Contract program at the June 2013 meeting of the Board of Trustees.



Board of Trustees

Washington Community College District 23

Resolution No. 13-6-13

2013-2014 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 2013-2014, 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 2013-2014 international contract program for District 23, Edmonds Community College.

Quentin Powers, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

*FISCAL YEAR 2013 - 2014
SERVICES & ACTIVITIES FEE
STUDENT CENTER M & O FEE
ASSESSMENT FEE
TECHNOLOGY FEE
ATHLETIC FIELD FEE
BUS PASS USER FEE
SUSTAINABILITY FEE*

Subject

Proposed AEdCC Services and Activities fees and voluntary self-assessed fees for Fiscal Year (FY) 2013-14.

Background

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

The following fees are submitted for consideration:

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

The Associated Students voted to raise the Services and Activities Fee to the maximum allowed by the State Board, and to keep the Student Center Maintenance and Operation Fee, Assessment Fee, Technology Fee, Athletic Field Fee, Bus Pass User Fee and the Sustainability Fee at the current levels.

Current ASEdCC Fees

Services and Activities (S&A) Fee

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

S&A Fee 2012-2013	\$9.54/credit (credits 1-10)	\$5.10/credit (credits 11-18)
S&A Fee 2013-2014	\$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 2012-2013	\$.32/credit
Student Center M&O Fee 2013-2014	\$.32/credit

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 2012-2013	\$5.40/credit
Assessment Fee 2013-2014	\$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 2012-2013	\$2.40/credit
Technology Fee 2013-2014	\$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 2012-2013	\$1.50/credit
Athletic Field Fee 2013-2014	\$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. Contract costs require that all students who use this service pay a small fee to receive free local bus service.

Buss Pass User Fee 2012-2013	\$15.00/quarter
Buss Pass User Fee 2013-2014	\$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 grant opportunities; funds student positions known as “green team,” and purchase supplies to educate the campus community about sustainability practices.

Sustainability Fee 2012-2013	\$.50/credit
Sustainability Fee 2013-2014	\$.50/credit

Recommendation

The Board of Trustees approves the proposed FY 2013-2014 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. 13-6-14

ASEdCC TUITION AND FEE RATES FY 2013-14

WHEREAS, the Washington State Legislature sets the maximum tuition and fee rates for the fiscal year, 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 2013-14, and

WHEREAS, the ASEdCC Executive Board has approved the following fees for FY 2013-14:

- S&A Fee \$10.58 per credit for credits 1-10 and \$6.15 per credit for credits 11-18
- Technology Fee \$2.40 per credit
- Assessment Fee \$5.40 per credit
- Student Center Maintenance and Operation Fee \$0.32 per credit
- Athletic Field Fee \$1.50 per credit
- Bus Pass User Fee \$15.00 per quarter
- Sustainability Fee \$.50 per credit

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College approves the proposed FY 2013-14 S & A Fee, Assessment Fee, Technology Fee, Student Center Maintenance and Operation Fee, Athletic Field Fee, Bus Pass User Fee, and Sustainability Fee.

Quentin Powers, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

FISCAL YEAR 2013-14 ASEDCC BUDGET

Subject

Proposed ASEdCC Services and Activities Fee Budget for Fiscal Year (FY) 2013-14.

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:

2013-14 Projected Revenue = **\$1,466,476**

Increased funding emphasis for the 2013-14 academic year for the following programs:

- Funding for Student Technology Resource and Reference Center (START) increases 117%
Increased funding to support additional student staff to meet high service demand.
- Funding for Childcare increases 20%
Increased funding to support the program as requested.
- Funding for Learning Support Center increases 12%
Increased funding to support the higher demand for on-ground tutoring and e-tutoring.
- Funding for Music Scholarships increases 25%
Increased funding to support additional music scholarships.

Recommendation

The Board of Trustees approves the proposed FY 2013-14 ASEdCC budget as submitted.



Board of Trustees

Washington Community College District 23

Resolution No. 13-6-15

2013-14 ASEdCC BUDGET

WHEREAS, the ASEdCC Services and Activities Fee Committee has developed the proposed ASEdCC Fiscal Year (FY) 2013-14 Budget, and

WHEREAS, the ASEdCC Executive Board has approved the budget based on the projected services and activities fee revenue for FY 2013-14 as estimated by the Business Office, and as stipulated in the ASEdCC Financial Code, and

WHEREAS, the College administration has reviewed and approved FY 2013-14 ASEdCC Budget,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College approves the FY 2013-14 ASEdCC Budget.

Quentin Powers, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

2013-14 College Operating Budget

Subject

First consideration of the 2013-14 College Operating Budget.

Background

The current legislative session is still under way, heading into special session to continue working toward a final compromise budget. Early indications suggest this may be the first year in several which do not see additional reductions applied to college allocations. However, there are still proposals which would reduce tuition rates (and revenue), raise tuition rates (and revenue), allocate additional funds to our system (though with competing ideas as to how any new funds will be distributed among colleges), restore the one-time reductions from this past year, or not.

With so many moving pieces still unresolved, we can only create a preliminary budget based on the information we already know and making some assumptions about possible legislative budget decisions yet to be made. We must also model revenue projects for a number of different variables.

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

Enrollment has continued to decline this past year, when compared to same quarters from the prior year (though the College continues to exceed our allocation targets). Fortunately, strong enrollment in International programs and in Grants and Contract revenue, combined with conservative budgeting of projected revenue, have compensated for an unexpected drop in excess enrollment revenue this past 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 years, combined with continued strong performance from our other revenue sources 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.

Upon completion of the current legislative budgeting process, the College will adjust our final 2013-14 budget proposal as necessary for presentation, review, and approval at the June 13th Board of Trustees meeting. **Resolution No. 13-6-16 will be presented at the June meeting.**

Background

2013-14 College Fee Schedule

Subject

Consideration and Approval of the 2013-14 College Fee Schedule.

Background

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

[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.

Were this a typical year, the college would have increased all applicable fees by a percentage indexed to the OFM's annual fiscal growth rate, following these guidelines. This is not a typical year, however, and the college has taken the following considerations into account when establishing its recommendations for fee increases for the 2013-2014 academic year:

- College operations have been impacted by the cumulative budget cuts imposed by the state. While every effort has been made to absorb these cuts 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.
- One impact of Initiative 601 has been retarding fee revenue when compared to inflation, resulting in many course/program fees which no longer generate sufficient additional revenue to cover the special costs of offering certain courses and services. This has had a negative impact on the college budget for several years.

- Students have recently experienced double-digit tuitions increase the past two years and there remains no certainty that additional tuition increases may not be imposed in this next biennium. 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 across-the-board increase of applicable fees, with some specific exceptions. By electing to not raise most course/program/service fees the college is attempting to minimize further impacts to students (except where specifically necessary) while they are contending with large tuition increases.

Several program and course fees are being recommended for increases. 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 specifically target those few fees which need to be raised 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 administration of Edmonds Community College recommends that the Board of Trustees adopt the resolution approving the 2013-14 College Fee Schedule as presented.



Board of Trustees

Washington Community College District 23

Resolution No. 13-6-17

COLLEGE FEE SCHEDULE 2013-14

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

WHEREAS, according to Initiative 601 (passed in 1993), "No fee may increase in any fiscal year by a percentage in excess of the fiscal growth factor for that fiscal year without prior legislative approval," and "fiscal growth factor" means the average of the sum of inflation and population change for each of the prior ten fiscal years, and

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

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

NOW, THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees hereby approves the increase in course fees for the 2013-14 fiscal year as indicated above.

Quentin Powers, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

FEE WAIVERS FOR CO-CURRICULAR PROGRAM PARTICIPANTS

Subject

Proposal to increase the existing cap of 20 co-curricular fee waivers per quarter for eligible students (Resolution 05-9-2) to 50 per quarter.

Background

The 1999-2000 Legislature provided authorization to the State Board for Community and Technical Colleges to waive the non-resident portion of the operating fees. In turn, the State Board delegated to community college boards the authority to grant operation fee waivers outside the limits of RCW 28B.15.910. Waivers may be granted based on reasonable classes or categories of students, and may only be granted for all or a portion of the difference between the non-resident operating fee and the resident operating fee.

On June 17, 1999, the Edmonds Community College Board of Trustees, by Resolution 99-6-6, approved the Non-Resident Operating Fee Waiver for out of state distance learners who are United States citizens. The Board of Trustees broadened this waiver authority to include persons granted “permanent resident” status by the U.S. Immigration and Naturalization Service at their June 2000 meeting.

In May 2001 the College presented a proposal to the Board of Trustees to waive the non-resident operating fee portion of tuition for up to 20 students per quarter who are classified as non-residents of the State of Washington and who participate in our co-curricular programs, including music, athletics, performing arts, literary programs, leadership, etc.

The waiver has been administered by the Dean of Student Life and the Dean for Enrollment and Financial Services after a co-curricular advisor approves participation and eligibility in their program. In order for a student to be eligible for the co-curricular waiver they must enroll in complete a minimum 12 credits with a minimum of a 2.0 GPA each quarter. Waiver recipients are subject to a satisfactory academic progress policy similar to financial aid recipients.

The addition of on-campus housing has provided the opportunity for more students to come from out of state to Edmonds Community College. Many of these students have skills and talents to share and develop in the college’s co-curricular programs. The co-curricular waiver program provides a vehicle to recruit and retain students who otherwise would not be able to attend EdCC because of the prohibitive out of state tuition cost.

Recommendation

It is recommended that the Edmonds Community College Board of Trustees approves lifting the cap of 20 co-curricular fee waivers per quarter for eligible students (Resolution No. 05-9-2) to 50 per quarter.



Board of Trustees

Washington Community College District 23

Resolution No. 13-6-18

FEE WAIVERS FOR CO-CURRICULAR PROGRAM PARTICIPANTS-LIFT 20 PER QUARTER CAP

WHEREAS, the Edmonds Community College Board of Trustees approved the Nonresident Operating Fee Waiver for the Co-Curricular Program Participants who are United States citizens or persons granted "permanent resident" status by the U.S. Immigration and Naturalization Service (Resolution 05-9-2), and

WHEREAS, the college recognizes the diversity of talent that out of state students bring to co-curricular programs, and

WHEREAS, the college supports efforts that contribute to student engagement and co-curricular participation,

NOW THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees approves increasing the existing cap of 20 co-curricular fee waivers per quarter for eligible students to 50 per quarter.

Quentin Powers, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

Parenting Education Waiver

Subject

Recommendation to establish a parenting education waiver for low income students.

Background

Since July 2012, colleges have had the authority to determine the waiver for parenting education classes. For most FLED classes assigned to non-profit cooperative preschools, the waiver will be adjusted each year for three years, based on the Edmonds Community College 2012 policy change. However, the three year schedule of waiver adjustments will have a significant impact on programs serving low income students, such as Head Start and the Center for Families Childcare. Without some proactive measures, the department will not be able to serve as many students and will have a significant loss in FTEs.

The Family Life Education Department (FLED) instructional assignments to Head Start will be impacted by both changes in the tuition waiver and recent Head Start budget reductions. Head Start staff have determined that funding available in their budget for tuition/credits for Head Start families will be significantly reduced. Obviously, this will have a significant impact on the number of students enrolled for FLED credits. The Center for Families Director has also expressed concern that the scheduled changes in the waiver will not be covered by her funding from Department of Social and Human Services (DSHS).

Head Start funds and state DSHS funds, which are available for low income student enrollment in parenting classes, will not increase to cover annual tuition increases and the three year schedule for the parenting education waiver. Many low income parents at the Center for Families and Head Start parents may not be served unless the college can address this issue. The Family Life Education Department can continue to serve some low income students if the waiver for low income students is set for three years at the current \$16 per credit. The Family Life Education department will present to President's Cabinet its criteria for evaluating and determining if a parent is low-income (e.g., on welfare, unemployed, etc.) prior to July 1, 2013.

In addition, the Family Life Education department has been meeting to discuss different ways to provide parenting education. Instructors and staff will continue to work with students in all parenting programs to assess resources needed to design a model of instruction that can support student learning and success within the reduced budget allocations and waiver changes.

Recommendation

Approval of the parenting education waiver for low income parents at the June 13, 2013 Board of Trustees meeting.



Board of Trustees

Washington Community College District 23

Resolution No. 13-6-19

Parenting Education Waiver

Whereas, the Board of Trustees approved Resolution No. 12-7-1 Tuition Waiver for Parenting Classes for District 23, Edmonds Community College, which established tuition waiver reductions for the next three years, and

Whereas, the Family Life Education Department program works with identified low income populations, who will be negatively impacted by changes in the tuition waiver and future tuition increases, and

Whereas, the Board of Trustees wishes to establish a parent education waiver for these special low income populations,

Now, therefore be it resolved, that the Edmonds Community College Board of Trustees approves a general tuition rate of \$16 per credit for the next three years for special low income populations enrolled in specific parenting education classes.

Quentin Powers, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

President's Report June 13, 2013

President Jean Hernandez Activity Report: – May 10 – June 5, 2013

Over the past month, I have participated in the following activities, meetings, and events related to the five Core Themes of the College:

Strengthen our diverse community

I attended the Martin Luther King, Jr. Foundation dinner sponsored by Vaughn and Jan Sherman. I provided a welcome and participated in our annual Building Community Day activities. I attended the NAACP prayer breakfast. I joined the Latino Leadership Institute “Champions of Diversity” students for dinner. I met with the College Place Middle School Latino students to discuss goal-setting and motivation. I also attended the Latino Leadership Institute’s graduation ceremonies in Mount Vernon with our five students.

Provide educational opportunities

I have been working with Trustee Van Hollebeke, Vice President Summers, and Dan Dootson, Director of Visual Media Services, on expanding the Edmonds CC “brand” via cable TV. I met with the director and staff from the Monroe Correctional Complex to thank them for their great work at Monroe and to stay in contact with our employees from Corrections since they have very limited access to events at our Lynnwood campus.

Help students access career opportunities

I provided a welcome for the annual college open house held on our campus for area students. I met with ESD Superintendent, Dr. Nick Brossoit, to discuss partnerships and the “Expanding Your Horizons” program. I attended the welcome reception for Josh O’Conner, the new Daily Herald publisher.

Support student success

I continue my involvement in the monthly Student Success Council meetings. I attended the spring quarter mentor celebration with our TRIO and AmeriCorps students and the workforce technical advisory committees reception. I attended the Phi Theta Kappa induction ceremony, and also the commencement ceremonies at Western Governors University.

Encourage innovation, service, and lifelong learning

I joined the trustees at the annual TACTC spring conference held at the Swinomish Lodge. I continue with involvement with the Lynnwood Rotary Club, Workforce Development Council Board, United Way of Snohomish County, and the Economic Alliance of Snohomish County. I also continue to host local college donors. Along with thirty plus Edmonds Community College employees, I am participating in “Six Weeks to a Healthier You.” Our Human Resources staff organized the Celebration of Food Festival at the Lynnwood Convention Center, where I provided a welcome and met many of our partner organizations.