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Washington Community College District 23

**Agenda**  
**Regular Meeting**  
**June 14, 2012**  
**Cascade Conference Room**  
**Snohomish Hall 304**  
**4:30 p.m.**

**Estimated Time (p.m.)**

- 4:30 **Call to Order and Introduction of Guests** – Dick Van Hollebeke
- 4:35 **Public Comments** (*2 min. each*) – Dick Van Hollebeke
- 4:45 **Approval of May 10, 2012 Meeting Minutes** – Dick Van Hollebeke  
**Next meeting:** Summer Study Session, August 23-24, 2012, Edmonds Conference Center
- 4:50 **Recognition of Service** – Dick Van Hollebeke
- Recognition of Retirees: Laurel Iverson (RN 12-6-1), Iordan Iordanov (RN 12-6-2), Mickey Hooten (RN 12-6-3), Michael Fitch (RN 12-6-4), Mary O’Brien (RN 12-6-5), David Chalif (RN 12-6-6), Penny Shively (RN 12-6-7), Gisela Dicklin (RN 12-6-8), Jackie Kulbel (RN 12-6-9), Nellie Caldito (RN 12-6-10), Silverio Caldito (RN 12-6-11)
- 5:30 **Old Business – Action**
- Approval of College Mission, Core Themes, and Values (RN 12-6-12) – Dr. Jean Hernandez
  - Approval of 2012-13 Associated Students’ Fees (RN 12-6-13) – Amy Nguyen and Wayne Anthony
  - Approval of 2012-13 Associated Students’ Operating Budget (RN 12-6-14) – Amy Nguyen and Wayne Anthony
  - Approval of 2012-13 College Operating Budget (RN 12-6-15) – Kevin McKay
  - Approval of 2012-13 International Contract Program (RN 12-6-16) – Marian Paananen
- 5:55 **Board Updates** (*2 min. each*)
- Faculty Representative – Margaret West
  - Classified Representative – Patti Pollardo
  - Student Representative – D’Artagnon Womack
- 6:05 **President’s Report** – Dr. Jean Hernandez
- 6:15 **Board Discussion** – Dick Van Hollebeke
- 6:40 **Adjournment**

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

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



## Board of Trustees

Washington Community College District 23

### Regular Meeting Minutes May 10, 2012

***DRAFT***

**Trustees Present:** Wayne Brown, Diana Clay, Quentin Powers, Dick Van Hollebeke

**Trustee Absent:** Emily Yim

**Others Present:** Sierra Alexander, Arlene Anderson, Wayne Anthony, Josh Armstrong, Mark Cassidy, Marty Cavalluzzi, David Cordell, Jennifer Delia, Jean Hernandez, Pat Huffman, Jennifer Inslee, Karen Johnson, Lauri Kram, Sarah Maki, Kevin McKay, Janet Mercer, Patty Michajla, Jim Mulik, Kelvin Nesvog, Amy Nguyen, Marian Paananen, Jan Peterson, George Smith, Carol Summers, Shirley Sutton, Anne Tran, Elizabeth Treadgold, Margaret West, Andy Williams, and D'Artagnon Womack

#### **Call to Order and Introduction of Guests – Dick Van Hollebeke**

The May 10, 2012 Board of Trustees meeting was called to order at 4:40 p.m. by Chair Dick Van Hollebeke.

#### **Public Comments**

No public comments

#### **Approval of Minutes**

Attachment A

**ACTION:** Trustee Clay moved and Trustee Brown seconded the approval of the April 12, 2012 meeting minutes.

***APPROVED***

#### **Next Meetings**

May 15, 2012, joint meeting with the Everett CC Board, 6:30 p.m., Everett Community College  
June 14, 2012, regular business meeting, 4:30 p.m.

#### **OLD BUSINESS - ACTION**

#### **Consideration of Professional Leave (RN 12-5-1) – Dr. Marty Cavalluzzi**

Attachment B

The Board of Trustees received background information at the April meeting regarding the request for two faculty members to be awarded one quarter each of professional leave during the 2012-13 academic year. Dr. Cavalluzzi supported the request for professional leave for Jan Peterson (Foundation funded) and Elizabeth Treadgold (State funded).

**ACTION:** Trustee Powers moved and Trustee Clay seconded the approval of Resolution No. 12-5-1.

***APPROVED***

## **NEW BUSINESS – FIRST CONSIDERATION**

### **Consideration of College Mission, Core Themes, and Values – Dr. Jean Hernandez**

#### Attachment C

Dr. Hernandez provided an explanation of the background work that has been involved in the process of developing the college mission statement. She asked for the Trustees to provide adjectives that could be incorporated into the document. Adjectives provided by the Board included: innovative, entrepreneurial, educational excellence, leading, exceling, portal/gateway.

The existing mission statement and philosophy statements were read followed by several comments and suggestions. The suggested verbiage will be considered by the core team to revise the statement that will then be sent out to the Board for their review. The Board will be asked to approve the revised mission statement at the June meeting.

### **Consideration of 2012-2013 Associated Students' Fees – Wayne Anthony and Amy Nguyen**

#### Attachment D

The 2012-2013 Associated Students' fees were presented by student government budget officer, Amy Nguyen. They have all been previously approved by their Executive Board. The fees include: Services and activities fee, student center maintenance and operation fee, assessment fee, technology fee, athletic field fee, bus pass user fee, and the sustainability fee. The Associated Students unanimously voted to recommend no fee increases for 2012-2013. Ms. Nguyen, highlighted each of the fees and asked that they be approved at the June Board meeting.

### **Consideration of 2012-2013 Associated Students' Operating Budget – Wayne Anthony and Amy Nguyen**

#### Attachment E

The 2012-2013 Associated Students' budget has been previously approved by the services and activities fees budget committee. The projected total is \$1,468,000. Several funding increases include:

- Information Center – 40%
- Service learning – 37%
- Leadership is You Conference – 35%
- Athletic administration – 25%
- Athletic scholarships – 25%
- Jazz band – 118%
- Music scholarships – 60%

New programs recognized and funded include: concert band, library programmer, student leader conference travel, Counseling and Resource Center, and vocal music program.

Discussion followed with Ms. Nguyen answering questions of the Trustees. Approval of the 2012-2013 Associated Students' budget will be requested at the June Board meeting.

### **Consideration of 2012-2013 College Operating Budget – Kevin McKay**

#### Attachment F

Kevin McKay, Vice President of Finance and Operations, provided the Board with the background information for their consideration and approval of the 2012-13 college operating budget. His presentation included an historical perspective of the budget cuts; fund balance (unallocated revenue); international shared funding; excess enrollment; critical needs; new building negotiations; COP debt service reserve; warehouse acquisition; and energy management projects.

Edmonds Community College is the least dependent on state funding out of all 34 community colleges in the state. This has been positively affected by our international program growth.

Balanced Operating Budget for FY 2012-2013

|                                     |                     |
|-------------------------------------|---------------------|
| State allocation                    | \$20,198,841        |
| Tuition and Fees                    | \$13,200,000        |
| Other revenue to support operations | \$11,902,959        |
| Total revenue                       | <u>\$45,301,800</u> |

Operating Expenditures \$45,301,800

The Board will be asked to approve the proposed 2012-2013 college operating budget at the June Board meeting.

**Consideration of 2012-2013 International Contract Program – Marian Paananen**

Attachment G

Marian Paananen, Director of Finance, explained the background of the requirement by the State Board for Community and Technical Colleges (SBCTC) for continuation of all community college International Contract programs. By July 1 of each year, each college seeking to continue its International Contract program must submit to the SBCTC at minimum, documents updating enrollment estimates, revenue projections and program budget estimates, as well as a currently approved district board resolution. The College has chosen to continue its International Contract program within the “shared funding” model provided by the SBCTC.

The Board will be asked to maintain the International Contract program, as contracted, at the June Board meeting.

**MONITORING REPORTS**

**Achieving the Dream – Karen Johnson, Jennifer Inslee and Jim Mulik**

Attachment H

The four-year Achieving the Dream (ATD) implement plan is due May 15. An update on the process, including the timeline over the past year, was provided. The College has honored the four ATD Guiding Principles: Committed Leadership; Use of Evidence to Improve Policies, Programs, and Services; Broad Engagement; and Systematic Institutional Improvement.

Trustee Brown questioned the low percentage graduation rate for black students. Karen Johnson replied that there will be a meeting held with the Black Student Union to address this issue. There is a gap in staffing, especially related to advising. The college administration will address the need to ramp up advising to retain students.

**Annual Enrollment Update – Dr. Marty Cavalluzzi and Pat Huffman**

Attachment I

Vice President Marty Cavalluzzi along with Pat Huffman, Institutional Researcher, highlighted a few of the tracked variables involving enrollment.

1. Headcount – Historical comparisons were shown over several years
2. FTEs (full-time equivalent students) – Colleges are given a state allocation compared to their number of FTEs. Components of the allocation were explained. Every year our college has had excess enrollment.
3. Student faculty ratio – in 2004 the College was asked by the Board of Trustees to keep the student faculty ratio at 24 to 1.

The pattern of enrollment for this year was shared. We are currently down in percentage numbers. However, Edmonds CC is doing well with the enrollment ratios compared to the other Five Star Consortium colleges and others.

Other enrollment factors: Four bus lines were dropped winter quarter; tuition keeps increasing; changing economy; changing financial aid rules.

Ms. Huffman reported on the “close completers” project that assists with students who are close to obtaining their degrees and certificates. The project helps to identify those students and keep them in school to be successful in their completion.

## **BOARD UPDATES**

### **Faculty Representative – Margaret West**

Attachment J

### **Classified Representative – Patti Pollardo**

No Report

### **Student Representative – D’Artagnon Womack**

Attachment K

### **President’s Report – Jean Hernandez**

Attachment L

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

1. Accreditation process update. Standard Two will be released out to the campus community soon. The Trustees will be sent the governance piece for their review.
2. Marketing efforts are ramping up again due to the current dip in enrollment. Vice President of College Relations and Marketing, Carol Summers, shared an assortment of the latest marketing publications.

### **Board Discussion – Dick Van Hollebeke**

- Trustee Van Hollebeke encouraged the other Trustees to attend the graduation ceremonies at the Monroe Corrections education facilities on June 12, 13, and 14.
- Dr. Hernandez participated on a STEM (Science, Technology, Engineering and Math) White House panel last month, encouraging young women and girls to pursue further education in these fields. Following, she participated in a recorded interview with Trustee Van Hollebeke regarding this panel. Mr. Van Hollebeke requested that DVDs of their interview, along with the White House panel, be sent out to local school districts to assist in marketing our college in the STEM fields.

### **Executive Session – Dick Van Hollebeke**

At 7:10 p.m. the Board of Trustees entered into executive session for the purpose of discussing labor negotiations and a personnel issue. No action was taken as a result of the executive session.

### **Adjournment**

The meeting was adjourned by Chair Dick Van Hollebeke at 7:50 p.m.

**ATTACHMENTS AVAILABLE UPON REQUEST**

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Dick Van Hollebeke, Chair

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Date Approved

ATTEST:

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Dr. Jean Hernandez, Secretary

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

**May 10, 2012**

Contract negotiations are underway on main campus. We are still struggling with calendar issues, but there is goodwill on both sides, and we are making some progress.

We are also beginning contract negotiations on behalf of the faculty from Corrections at Monroe Correctional Center. We have the same calendar issues, but again there seems to be a willingness to be flexible on both sides.

Thank you.

Margaret West  
President  
Local 4254  
Edmonds Community College Federation of Teachers

## ATTACHMENT K

### BOARD OF TRUSTEES

#### Monthly Meeting Report

### STUDENT GOVERNMENT

May 10, 2012

- **COMPLETED**
  - 04-21-2012 - **Project Homes Association Silent Auction:** Auction was a success. Most of the Student Government attended, as either guests or volunteers.
  - 4-27-2012 – **Academic Division Meeting:** Several Executive Board members attended Health and Human Services Division meeting. We presented on the projects we have in motion.
  - 5-10-2012 – **Spring Fest:** Huge celebration of the end of the year. We had barbeque, live music, and games. Luckily, the weather was with us this year.
  
- **IN PROGRESS**
  - **Executive Officer Recruitment:** We have initiated the replacement process. Our student government is a hiring process, so we are looking for qualified candidates. The priority deadline was May 04, but we will be accepting applications until the positions are filled.
  - **Executive Officer Replacement:** We have a vacancy on the Executive Board, and per our constitution, we must fill the vacancy by June 5<sup>th</sup>.
  - **Community Transit Contract Negotiations:** CT has gathered sufficient data to begin proposing contracts. We are seeking efficiencies wherever possible, and looking at multiple ride structures. It is possible that we will be making major changes to the current bus infrastructure.
  - **Foundation Dinner Plan:**
  - **Lactation Room:** We are looking for a place on campus to house a lactation room for students.
  
- **FUTURE**
  - 05-11-2012 – **Legislative Voice Summit:** The students will be represented at the summit by many of the Executive Board, as well as several students at large. We will be trying to move forward as white-paper issues “Maintenance of State Need Grants” and “Protected and Dedicated Funding for Community/Technical Colleges”
  - 05-16-2012 - **Awards Desert:** Student recognition desert. A lot of students volunteer to help the ASEdCC staff events. 3:00-5:00pm at Woodway 202.
  - 05-30-2012 – **NCore:** We are sending Executive Officer of Diversity Anne Tran with EdCC group to NCore diversity conference.
  - 06-01-2012 – **Making Learning Visible:** The many research projects throughout the school will be on display in a poster session in the Brier building. The natural sciences, as well as social science and humanities will have student representation.

D'Artagnon Womack, Executive Officer for Administrative Liaison ([ASEdCC\\_admin@email.edcc.edu](mailto:ASEdCC_admin@email.edcc.edu))





## Board of Trustees

Washington Community College District 23

## President's Report May 10, 2012

### ATTACHMENT L

#### President Jean Hernandez Activity Report: April 5 – May 3, 2012

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

1. **Foster Student Learning**

I continue with the accreditation follow up work and meeting with the strategic planning group on the development of the college's new mission, vision, core themes, and strategic plan. I also am involved in the work involving the Achieving the Dream implementation plan. I attended the statewide Information Technology Commission meeting in Wenatchee.

2. **Provide Access for Educational Opportunities**

I was honored to be selected to participate on a STEM panel at the White House involving three other women from across the country in discussing opportunities for young women in Science, Technology, Engineering and Math. Work continues with the Five Star Consortium presidents at the monthly president's WACTC meetings. I also continue to meet monthly with the presidents involved in aerospace training. I attended the Boeing – Edmonds CC retreat held on our campus.

3. **Support Student Success**

As a new member of the College Spark Board I attended a board meeting. I attended the Campus Compact president's meeting. I attended a four-day accreditation visit to Flathead Community College in Montana where I served as Chair of the committee. And, I attended the American Association of Community Colleges Annual Spring Convention in Orlando, Florida, where I was invited to participate on a National Science Foundation (NSF) panel.

4. **Provide a Positive Place to Work and Learn**

I attended the Edmonds CC Supervisory Training Kick-Off meeting providing a welcome. I participated in a Diversity Committee meeting. I presented several Bravo Awards at the monthly celebration honoring selected staff and faculty members nominated by their peers. I provided a welcome for the Cinco de Mayo event on campus.

5. **Support Community and Civic Engagement**

I attended the student-sponsored presentation of Secretary of State Sam Reed. I continue to attend the Rotary Club of Lynnwood meetings. I continue to meet regularly with Everett CC President David Beyer to remain in contact about our partnerships and discuss other educational opportunities and issues affecting South Snohomish County. I met with Sarah Bolton and Uriel Ybarra of Senator Patty Murray's office. The visit involved a tour of the WATR center and a meeting on campus with staff providing information on Achieving the Dream, the CATCH grant, Americorps, and the WATR Center. I attended the Edmonds Center for the Arts celebration of the upcoming season of performances. I attended an event in the Black Box Theater presented by the Black Student Union. I attended the graduation celebration for Leadership Snohomish County where our Vice President of Finance and Operations, Kevin McKay, was honored as a member of that class. I provided a welcome for the Communities of Color Coalition event held on our campus.

6. **Be Fiscally Accountable**

As the fiscal budget year comes to an end, I am involved in the development of the 2012-13 operating budget that the Board will approve in June. I continue to meet regularly with numerous donors to the College Foundation. Campus Open Forums are held several times a quarter to continue discussions of both the statewide and Edmonds CC budget status and maintain timely communication with the campus community.

**DATE: June 5, 2012**

**TO: President Jean Hernandez and Board of Trustees**

**FROM: Karen Johnson, James Mulik, and Jennifer Inslee, ATD Co-Chairs**

**SUBJECT: May 2012 Achieving the Dream Update**

### **Implementation Plan**

We are pleased to report that our ATD Implementation Plan was submitted on time and has been accepted by Achieving the Dream and College Spark Washington.

This 29 page plan describes the college's year-long process for identifying priority areas and designing targeted interventions that we believe will increase student retention, persistence, and success at Edmonds Community College. Marty Cavalluzzi shared the Implementation Plan with campus on June 3, 2012.

The full ATD Implementation Plan is located at this link:

<https://sites.google.com/a/email.edcc.edu/achieving-the-dream/final-atd-implementation-plan-may-15-2012>

### **Focus Groups**

Focus Groups were conducted by our trained facilitators with two additional groups of students:

- BSU – Black Student Union
- LASA – Latin American Students Association

Transcripts of these Focus Groups are currently being analyzed and will be summarized and shared in the form of forthcoming Campus Briefs.

### **Looking Ahead**

The ATD Core Team is hosting an Implementing ATD 2012-13 Stakeholders' Retreat on June 18. Our goals will be to discuss ways that individuals can participate in carrying out EdCC's Implementation Plan, to identify potential Intervention Strategy Team leaders, and to determine our next steps as we implement intervention pilots for Fall 2012.



## Board of Trustees

Washington Community College District 23

### Resolution No. 12-6-1

#### *RECOGNITION OF SERVICE*

WHEREAS, Laurel Iverson has been an exemplary and dedicated employee of Edmonds Community College for the past twelve years, serving the College, the community, and the State of Washington, and

WHEREAS, Laurel has made a strong contribution to the success of the College through her position in the Payroll Department, first as a Fiscal Tech and then as a Fiscal Specialist, and

WHEREAS, she has provided vital payroll expertise and excellent quality work, in an accurate and timely manner, and

WHEREAS, she has provided substantial support to her managers, co-workers, college employees and students, and

WHEREAS, she has worked with understanding, patience, a positive attitude, a strong work ethic, and a large measure of humor in all her duties, and

WHEREAS, the Board of Trustees has been advised that Laurel Iverson will conclude her career at Edmonds Community College effective January 31, 2012, to begin a new phase of her life, and

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

NOW, THEREFORE, BE IT RESOLVED that the Edmonds Community College Board of Trustees wishes Laurel many years of 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.

\_\_\_\_\_  
Dick Van Hollebeke, Chair

ATTEST:

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Dr. Jean Hernandez, Secretary



# Board of Trustees

Washington Community College District 23

## Resolution No. 12-6-2

### *RECOGNITION OF SERVICE*

WHEREAS, Jordan Iordanov has been an outstanding and dedicated employee of Edmonds Community College for the past twelve years, serving the College, the community, and the State of Washington, and

WHEREAS, Jordan has made a strong contribution to the success of the College through his tireless efforts in the Custodial Department, first as a Custodial 1 and then in 2008 as a Custodian 2, and has consistently made contributions beyond his job description, and

WHEREAS, Jordan is perhaps one of the most well known employees of the college and provides a wonderful example of positivity with his never ending responses of “Excellent!” and “ I will do it immediately”, and

WHEREAS, Jordan immigrated with his family to the United States from Bulgaria and has fully immersed himself in this country, and has not let the cultural or language barriers hinder his growth or outlook. He has used his intelligence, skill and positive attitude to overcome all of the obstacles in his path. He has shared his history and world experiences with those he has met which has helped us appreciate all that we have in this great country and to realize the importance of our place in the world, and

WHEREAS, the College has been fortunate to have such a fine and dedicated employee be a part of its organization, and he will be greatly missed on a professional and personal level, and

WHEREAS, the Board of Trustees has been advised that Jordan will conclude his career at Edmonds Community College effective April 30, 2012, to begin the next chapter of his life, and

WHEREAS, the Board of Trustees of Edmonds Community College commends Jordan on his efforts at this institution and extends its deep appreciation for his dedicated service,

NOW, THEREFORE, BE IT RESOLVED that the Edmonds Community College Board of Trustees wishes Jordan many years of happiness in his retirement years, and continued success in whatever new adventures he wishes to pursue.

\_\_\_\_\_  
Dick Van Hollebeke, Chair

ATTEST:

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Dr. Jean Hernandez, Secretary



# Board of Trustees

Washington Community College District 23

## Resolution No. 12-6-3

### *RECOGNITION OF SERVICE*

WHEREAS, Mickey Hooten has been a valuable and dedicated employee of Edmonds Community College for the past thirty-four years, serving the College, the community, and the State of Washington, and

WHEREAS, Mickey 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 registration area, she moved to employee status in 1978 working on transcript evaluations and other important roles in the registration area. She went on to administrative systems in 1985 in application security. In the 1990's her position continued to grow to include financial aid and the database authority role and in 2000 enterprise reporting was added. In 2002 she was promoted to IT Systems Specialist IV, a position she held until her departure from college service, and

WHEREAS, the wide range of positions she has held and the amount of knowledge she has amassed over the last 34 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, Mickey 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, every October 31st, the College will miss the amazing detail and energy Mickey brought to campus community-building around the Halloween holiday, from literal dungeons of decorated despair to thematically haunted hallways, Mickey's annual holiday treat to the campus was a big hit with our international students and many of her colleagues around campus, and

WHEREAS, the Board of Trustees has been advised that Mickey concluded her career at Edmonds Community College effective March 30, 2012 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 Mickey 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.

ATTEST:

\_\_\_\_\_  
Dick Van Hollebeke, Chair

\_\_\_\_\_  
Dr. Jean Hernandez, Secretary

\_\_\_\_\_  
Date Approved



## Board of Trustees

Washington Community College District 23

### Resolution No. 12-6-4

#### *RECOGNITION OF SERVICE*

WHEREAS, Michael F. Fitch has been a dedicated instructor in the Paralegal Department of Edmonds Community College for more than thirty-five years, serving the College, the community, and the State of Washington, and

WHEREAS, Michael Fitch has provided leadership and service to the college, developing the paralegal program into one of the premier programs in the Puget Sound region, and

WHEREAS, Michael Fitch served as department chair for many years, adding new courses, recruiting new instructors and purchasing new equipment to contribute to the success of the department, and

WHEREAS, Michael Fitch has been a leader in promoting a more diverse faculty at the College and served for many years as co-chair of the Committee for Instruction and Diversity, and

WHEREAS, Michael Fitch has been nationally prominent in the field of paralegal education, having served as president of the American Association for Paralegal Education (AAfPE), and

WHEREAS, Michael Fitch served on the American Bar Association Commission and on the ABA Standing Committee on Legal Assistants for many years, and

WHEREAS, Michael Fitch pioneered teaching Introduction to Law as a widely-viewed telecast distance-learning course resulting in increased enrollments in the Paralegal Program and the College, and

WHEREAS, Michael Fitch served as a mentor and advisor to full-time and part-time faculty members in the Paralegal Program, and

WHEREAS, Michael Fitch has worked with dedication, understanding, patience, positivity, a strong work ethic, and a large measure of humor in all duties, 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 that the Edmonds Community College Board of Trustees wishes Michael F. Fitch many years of happiness, travel and adventure and time with his family in his retirement years, and that he will have only good memories of his association with Edmonds Community College.

ATTEST:

\_\_\_\_\_  
Dr. Jean Hernandez, Secretary

\_\_\_\_\_  
Dick Van Hollebeke, Chair

\_\_\_\_\_  
Date Approved



# Board of Trustees

Washington Community College District 23

## Resolution No. 12-6-5

### *RECOGNITION OF SERVICE*

WHEREAS, Mary O'Brien, has been a dedicated instructor in the Chemistry Department of Edmonds Community College for forty years, serving the College, the community, and the State of Washington, and

WHEREAS, Mary 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, and developing curriculum for all areas in chemistry, and

WHEREAS, Mary wrote and managed the first National Science Foundation grant Edmonds Community College obtained in order to revamp the entire chemistry laboratory curriculum and create laboratory experiences for students reflecting what happens in actual labs used in industry and,

WHEREAS, Mary's tenure at the College has been marked by a dedication to mentoring and advising hundreds of students, many of whom still stay in contact with her and acknowledge the important role she played in their professional lives, and

WHEREAS, Mary has mentored dozens of part-time faculty in chemistry, many of whom became full-time faculty at various two- and four-year colleges in Washington state and other states in the nation, and

WHEREAS, the Board of Trustees has been advised that Mary O'Brien will conclude her career at Edmonds Community College effective July 2012, to begin a new phase of her life, and

WHEREAS, the Board of Trustees of Edmonds Community College acknowledges Mary O'Brien'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 Mary O'Brien happiness and adventure in her retirement years, and that she will have only good memories of her association with Edmonds Community College.

ATTEST:

\_\_\_\_\_  
Dick Van Hollebeke, Chair

\_\_\_\_\_  
Dr. Jean Hernandez, Secretary

\_\_\_\_\_  
Date Approved





**Board of Trustees**

Washington Community College District 23

**Resolution No. 12-6-6**

***RECOGNITION OF SERVICE***

WHEREAS, David Chalif has been a dedicated employee of Edmonds Community College since 1973, serving the College, the community, and the State of Washington, and

WHEREAS, David taught mathematics for the period of 24 years and helped transform the department from a small department with limited offerings to a large department with a comprehensive suite of course offerings, and

WHEREAS, David has served as the President of the Federation, the interim Math/Science Division Director in 1997, and the full-time Dean of Mathematics and Natural Sciences since 1999, and

WHEREAS, David has represented Edmonds Community College at the statewide Articulation and Transfer Council for many years, and

WHEREAS, David has made significant contributions to the Instructional Leadership group through his extensive knowledge of articulation, transfer, policy, degrees, certificates, the negotiated agreement, and other mission-critical topics, and

WHEREAS, David has contributed to the efficient operation of the college through his leadership and collaborative decision making, and

WHEREAS, David exemplified commitment to student success with leading numerous initiatives such as the Math Redesign, and

WHEREAS, David is known for baking incredible fruit pies, which the college hopes to receive more of, and

WHEREAS, the Board of Trustees of Edmonds Community College acknowledges David Chalif'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 Board of Trustees of Edmonds Community College does hereby commend and offer its most sincere appreciation to David Chalif, wishes him happiness and adventure in his retirement years, and hopes that he will have only good memories of his years, in a variety of positions, at Edmonds Community College.

ATTEST:

\_\_\_\_\_  
Dick Van Hollebeke, Chair

\_\_\_\_\_  
Dr. Jean Hernandez, Secretary

\_\_\_\_\_  
Date Approved



## Board of Trustees

Washington Community College District 23

### Resolution No. 12-6-7

#### *RECOGNITION OF SERVICE*

WHEREAS, Penny Shively has been a dedicated instructor in the Developmental Education Division of Edmonds Community College for thirty-one years, serving the College, the community, and the State of Washington, and

WHEREAS, Penny has provided leadership for Developmental Education, through teaching, developing curriculum, and chairing the Bridge Department, and through her work on student retention and assessment, and

WHEREAS, Penny has provided leadership for the College through her work on multiple committees and projects, especially enhancing the College's goals of diversity and coordinated studies, and

WHEREAS, Penny's tenure at the College has been marked by a dedication to her students through her extraordinary patience and competence teaching and mentoring them, and

WHEREAS, Penny has generously collaborated with her colleagues sharing her curriculum and her ideas for enhancing instruction, and

WHEREAS, the Board of Trustees of Edmonds Community College acknowledges Penny Shively'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 Penny Shively happiness and adventure in her retirement years, and that she will have only good memories of her years as an instructor at Edmonds Community College.

\_\_\_\_\_  
Dick Van Hollebeke, Chair

\_\_\_\_\_  
Date Approved

ATTEST:

\_\_\_\_\_  
Jean Hernandez, Secretary



## Board of Trustees

Washington Community College District 23

### Resolution No. 12-6-8

#### *RECOGNITION OF SERVICE*

WHEREAS, Gisela Dicklin has been a dedicated and much loved instructor for many years in the Business Information Technology department of Edmonds Community College, serving the college, the community and the State of Washington, and

WHEREAS, Gisela has provided leadership for her program as department chair and a lead instructor for accounting and other critical classes in that program, as well as being an innovator in the use of education technology for the College, through her work on multiple committees and projects, including serving as a Distance Learning faculty mentor, and

WHEREAS, Gisela has mentored and supported thousands of Edmonds Community College students through her classes, as well as by her example of professionalism, camaraderie, dedication, good humor, and personal integrity, and

WHEREAS, Gisela's tenure at the College has been marked by her dedication to the professionalism, leadership potential, and success of students at Edmonds Community College, and

WHEREAS, the Board of Trustees of Edmonds Community College acknowledges Gisela'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 Gisela Dicklin happiness and adventure in her retirement years, and that she will have only good memories of her years as an instructor at Edmonds Community College.

\_\_\_\_\_  
Dick Van Hollebeke, Chair

\_\_\_\_\_  
Date Approved

ATTEST:

\_\_\_\_\_  
Dr. Jean Hernandez, Secretary



## Board of Trustees

Washington Community College District 23

### Resolution No. 12-6-9

#### *RECOGNITION OF SERVICE*

WHEREAS, Jacqueline Kulbel has been a dedicated and much loved instructor for many years in the Business Information Technology department of Edmonds Community College, serving the College, the community, and the State of Washington, and

WHEREAS, Jackie has provided leadership for her program as department chair and a lead instructor for capstone and other critical classes in that program, and for the College, through her work on multiple committees and projects, and

WHEREAS, Jackie has mentored and supported thousands of Edmonds Community College students through her Business Communications, Business English and other communications and leadership classes, as well as by her example of professionalism, camaraderie, dedication, good humor, and personal integrity, and

WHEREAS, Jackie's tenure at the College has been marked by her dedication to the professionalism, leadership potential, and success of students at Edmonds Community College, and

WHEREAS, the Board of Trustees of Edmonds Community College acknowledges Jackie Kulbel'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 Jackie Kulbel happiness and adventure in her retirement years, and that she will have only good memories of her years as an instructor at Edmonds Community College.

\_\_\_\_\_  
Dick Van Hollebeke, Chair

\_\_\_\_\_  
Date Approved

ATTEST:

\_\_\_\_\_  
Dr. Jean Hernandez, Secretary



## Board of Trustees

Washington Community College District 23

### Resolution No. 12-6-10

#### *RECOGNITION OF SERVICE*

WHEREAS, Nellie Caldito, has been a dedicated instructor in the Adult Basic Education, General Education Diploma and English as a Second Language department of Edmonds Community College for more than twenty-five years, serving the College, the community, and the State of Washington, and

WHEREAS, Nellie has provided leadership for her program as a senior instructor, and for the College, through her work on multiple committees and projects, and

WHEREAS, Nellie has mentored and supported thousands of Edmonds Community College students through her ABE, GED, and ESL courses, and

WHEREAS, Nellie's tenure at the College has been marked by a dedication to the pursuit of knowledge for both students and staff at Edmonds Community College, and

WHEREAS, the Board of Trustees of Edmonds Community College acknowledges Nellie Caldito'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 Nellie Caldito happiness and adventure in her retirement years, and that she will have only good memories of her years as an instructor at Edmonds Community College.

\_\_\_\_\_  
Dick Van Hollebeke, Chair

\_\_\_\_\_  
Date Approved

ATTEST:

\_\_\_\_\_  
Jean Hernandez, Secretary



## Board of Trustees

Washington Community College District 23

### Resolution No. 12-6-11

#### *RECOGNITION OF SERVICE*

WHEREAS, Silverio Caldito, has been a dedicated instructor in the Horticulture department of Edmonds Community College for more than a year, serving the College, the community, and the State of Washington, and

WHEREAS, Silverio has provided leadership for his program as the sole vocational instructor at the Washington State Reformatory, and

WHEREAS, Silverio has mentored and supported hundreds of Edmonds Community College students through his Horticulture courses, and

WHEREAS, Silverio's time at the college has been marked by a dedication to imparting his Horticulture knowledge and expertise to students and staff at Edmonds Community College, and

WHEREAS, the Board of Trustees of Edmonds Community College acknowledges Silverio Caldito'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 Silverio Caldito happiness and adventure in his retirement years, and that he will have only good memories of his time as an instructor at Edmonds Community College.

\_\_\_\_\_  
Dick Van Hollebeke, Chair

\_\_\_\_\_  
Date Approved

ATTEST:

\_\_\_\_\_  
Dr. Jean Hernandez, Secretary

### Background

***CONSIDERATION OF REVISED  
MISSION STATEMENT, REVISED  
MISSION CORE THEMES, AND SET OF  
VALUES***

#### **Subject**

Board of Trustees second consideration of a revised mission statement, mission core themes, and values – and their associated language and policy changes. The first consideration was done at the May 10, 2012 meeting.

#### **Background**

During the past three years, the college community has worked on improving, better defining and documenting its integrated planning processes. Part of this work stemmed from an accreditation recommendation as a result of the comprehensive self study visit in Spring 2008. Another part of the work stemmed from the February 2010 changes to the Northwest Commission on Colleges and Universities' (NWCCU) accreditation process.

The college submitted its first accreditation report (i.e., Year One Report) under the new NWCCU standards in March 2011, and the college received three recommendations regarding (a) defining mission fulfillment and a corresponding acceptable threshold of mission fulfillment; (b) creating a stronger alignment of core themes to essential elements of the mission statement; and (c) better defining core theme objectives and revising performance indicators to measure the objectives.

In Spring 2011, soon after the Year One Report was submitted, a small group of college employees began meeting on a weekly basis to formulate a strategy to address noted deficiencies in the college's mission, core themes, and planning processes. This team recommended using Peter Senge's Learning Organization framework to move forward with the necessary work. Senge's work focuses on vision, mission, and values at the forefront of planning efforts.

The accreditation recommendations and the work of the small team were discussed at the Board retreat in August 2011, and the Board formally requested that the college move forward with a process to examine and revise the mission, core themes, and strategic plan for the college.

In September 2011, the college formally began addressing the accreditation recommendations and the Board request by discussing the items during Kick-Off Week and by asking employees to complete a mission and vision-related survey. 216 employees completed the survey, offering 110 mission-related and 421 vision-related comments.

In November 2011, the college's President reconstituted the Institutional Effectiveness Advisory Committee into a Planning Advisory Committee (PAC) with cross-college representation. The 35 members of the PAC are liaisons for their stakeholder groups, and the PAC has met 10 times (from

November 16, 2011 through May 2, 2012). One of these meetings was an open college forum that was attended by nearly 70 people.

In between committee meetings, the PAC members have called special meetings with their stakeholder groups to gather input and feedback into the mission, core themes, values, and planning development process. Since November 2011, more than 300 college employees and students and, collectively, more than 1,000 hours of effort have been devoted to the process.

The process, to date, has resulted in this formal, Board recommendation concerning (a) a revised mission statement and associated mission core themes and (b) a set of values to replace the existing philosophy statement. The recommended revised mission, core themes, and values are below:

**Mission Statement:**

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.

**Mission Core Themes:**

- Strengthen our diverse community
- Provide educational opportunities
- Help students access career opportunities
- Support student success
- Encourage innovation, service, and lifelong learning

**Values:**

**The Board, employees, and students of Edmonds Community College value ...**

**Collaboration and Communication**

- We promote respectful collaboration, communication, and interaction among students and employees.
- We develop and maintain a safe, healthy, and professional environment that fosters creativity, innovation, learning, and personal growth.

**Responsibility and Accountability**

- We manage our resources with efficiency and integrity to ensure the long-term health of the college.
- We infuse sustainable and transparent practices throughout all aspects of the college's operations and programs.

**Innovation and Creativity**

- We continuously seek opportunities to improve the quality of our lives, the college, our community, and the world.
- We explore, create, and evaluate in order to improve.

**Inclusion and Respect**

- We celebrate the individuality and uniqueness of our students and colleagues, as well as the diversity of our college, community, nation, and world.
- We require equity and mutual respect.



**1. Approval of a revised mission statement and mission core themes.**

The recommended changes to the mission statement and core themes stem from the recommendations received in response to the March 2011 Year One Accreditation Report. Approval of the revised mission statement and core themes will allow the college to have a foundation upon which further accreditation and planning work can be built, including defining objectives for each core theme and a threshold for mission fulfillment.

**2. Approval of the values to replace the existing Philosophy statement;**

The recommended change to values from philosophy is due to the need to highlight the importance of two former core themes that have been removed (due to accreditation suggestions by the Northwest Commission on Colleges and Universities' evaluation team) and to align the college values with the learning organization's framework, as recommended by Peter Senge's work. The recommended values not only include key aspects of the existing philosophy statement, but also include the two core themes that the evaluation team recommended removing: (a) positive place to work and learn and (b) be fiscally accountable.

**3. Approve updating Board Policies B 1.1 Mission and Philosophy and B 1.2 Core Themes and Strategic Directions.**

With approval of recommendations #1 and #2 above, two Board policies will need to be updated and renamed. It is recommended that Board Policy B.1.1. be renamed Mission, Core Themes, and Values and that Board Policy B.1.2 be renamed Vision and Strategic Directions. It should be noted that the next part of the planning process is designed to update the strategic directions and articulate a vision statement for the college, as no vision statement currently exists.

**Recommendation**

The College recommends the Edmonds Community College Board of Trustees approves adoption of the revised mission statement, adoption of the revised mission core themes, and adoption of the proposed set of values to replace existing philosophy statement. Furthermore, the College recommends updating Board Policies B 1.1 Mission and Philosophy and B 1.2 Core Themes and Strategic Directions with the appropriate content and to rename accordingly Board Policy B.1.1. Mission, Core Themes, and Values, and Board Policy B.1.2. Vision and Strategic Directions.



## Board of Trustees

Washington Community College District 23

### Resolution No. 12-6-12

***APPROVAL OF REVISED MISSION  
STATEMENT, REVISED MISSION  
CORE THEMES, SET OF VALUES, AND  
THEIR ASSOCIATED LANGUAGE  
CHANGES***

WHEREAS, the Board of Trustees reserves unto itself the final approval of the College's revised mission statement, revised mission core themes, set of values, and their associated language changes, and

WHEREAS, the new mission statement, core themes, values, and the associated language changes satisfy accreditation requirements,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves

1. The revised mission statement;
2. The revised set of core themes;
3. The set of values to replace the existing philosophy statement;
4. Updating Board Policies B.1.1 and B.1.2 to accurately reflect the changes in #1-#3 above.

\_\_\_\_\_  
Dick Van Hollebeke, Chair

\_\_\_\_\_  
Date Approved

ATTEST:

\_\_\_\_\_  
Dr. Jean Hernandez, Secretary



## Background

Washington Community College District 23

### Board of Trustees

*FISCAL YEAR 2012 - 2013  
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 Fee and voluntary self-assessed fees for Fiscal Year (FY) 2012-13.

#### 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 and approved by the Board of Trustees. The State Legislature has given authority to each college to determine local fees.

The Associated Students unanimously voted to recommend no fee increases for 2012-13. The recommendation is to keep the Services and Activities Fee, 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. This decision reflects the AEdCC Executive Board's desire to minimize, as much as possible, the burden of increasing tuition costs in 2012-13 along with increased fee costs associated with attending college.

## **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 2011-2012 | \$9.54/credit (credits 1-10) | \$5.10/credit (credits 11-18) |
| S&A Fee 2012-2013 | \$9.54/credit (credits 1-10) | \$5.10/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 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 2011-2012 | \$ .32/credit |
| Student Center M&O Fee 2012-2013 | \$ .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 2011-2012 | \$5.40/credit |
| Assessment Fee 2012-2013 | \$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 2011-2012 | \$2.40/credit |
| Technology Fee 2012-2013 | \$2.40/credit |

### Athletic Field Fee

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

|                              |               |
|------------------------------|---------------|
| Athletic Field Fee 2011-2012 | \$1.50/credit |
| Athletic Field Fee 2012-2013 | \$1.50/credit |

### Bus Pass User Fee

The Associated Students took action to assess students, who want a bus pass, a quarterly fee 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 2011-2012 \$15.00/quarter

Buss Pass User Fee 2012-2013 \$15.00/quarter

### Sustainability Fee

The Associated Students took action to assess themselves a Sustainability Fee. This fee began in 2011 to provide dedicated funding to enhance sustainability on campus. The fee provides funding for sustainability grants, funds student positions known as “green team,” and purchase supplies and materials to educate the campus community about sustainable practices.

Sustainability Fee 2011-2012 \$ .50/credit

Sustainability Fee 2012-2013 \$ .50/credit

### **Recommendation**

Board of Trustees approval of the proposed FY 2012-2013 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. 12-6-13

#### *ASEdCC TUITION AND FEE RATES FY 2012-2013*

**WHEREAS**, the Washington State Legislature adopted tuition and fee rates for Fiscal Year (FY) 2012-13, 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 2012-13, and

**WHEREAS**, the ASEdCC Executive Board has approved the following fees for FY 2012-13:

- S&A Fee \$9.54 per credit for credits 1-10 and \$5.10 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
- Sustainability Fee - \$0.50 per credit
- Bus Pass User Fee - \$15.00 per quarter

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees of Edmonds Community College approves the proposed FY 2012-13 S & A Fee, Assessment Fee, Technology Fee, Student Center Maintenance and Operation Fee, Athletic Field Fee, Sustainability Fee, and Bus Pass User Fee.

\_\_\_\_\_  
Dick Van Hollebeke, Chair

\_\_\_\_\_  
Date Approved

ATTEST:

\_\_\_\_\_  
Dr. Jean Hernandez, Secretary



## Background

Washington Community College District 23

### Board of Trustees

#### *FISCAL YEAR 2012-13 ASEDCC BUDGET*

#### Subject

Proposed ASEdCC Services and Activities Fee Budget for (FY) 2012-13.

#### Background

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

The following budget is submitted for consideration:

2012-13 Projected Revenue = **\$1,468,000**

Increased funding emphasis for the 2012-13 academic year are for the following programs:

- Funding for Information Center increases 40%  
Increased funding to support additional student staff to provide campus tours.
- Funding for Service Learning increases 37%  
Increased funding to support additional service-learning sponsored projects
- Funding for Leadership is You! Conference increases 35%  
Increased funding to enhance the quality of the student leadership conference.
- Funding for Athletic Administration increases 25%  
Increased funding for rising athletic insurance costs and to hire an athletic trainer for practices and athletic contests.
- Funding for Athletic Scholarships increases 25%  
Increased funding to support additional athletic scholarships.
- Funding for Jazz Band increases 118%  
Increased funding to support additional travel for the jazz ensemble to perform throughout the region. Funding to support guest artists to perform with Jazz Band on campus.
- Funding for Music Scholarships increases 60%  
Increased funding to support additional music scholarships.

New Programs Recognized and Funded:

- **Concert Band**  
Provides funding to support a Concert Band through the Music Department. Funding supports the purchase of music, guest clinicians and musicians and pay for program materials.
- **Library Programmer**  
Provides funding for a part-time hourly student to assist in gathering and analyzing students' surveys and focus groups to implement new library resources and services.
- **Student Leader Conference Travel**  
Provides funding for regional conference travel for student leaders who are not employed with the Office of Student Life.
- **Counseling and Resource Center**  
Provides funding to promote and expand the current services and resources available to students by developing, coordinating and implementing a wellness-programming component.
- **Vocal Music Program**  
Provides funding to increase students' awareness of various styles of music and vocalists by purchasing tickets to Seattle Opera, hiring performers and funding marketing materials.

**Recommendation**

Board of Trustees approval of the proposed FY 2012 -13 ASEdCC Services and Activities Fee budget as submitted.





## Board of Trustees

Washington Community College District 23

### Resolution No. 12-6-14

#### *2012-2013 AEdCC BUDGET*

**WHEREAS**, the AEdCC Services and Activities Fee Committee has developed the proposed AEdCC Fiscal Year (FY) 2012-13 Budget, and

**WHEREAS**, the AEdCC Executive Board has approved the budget based on the projected services and activities fee revenue for FY 2012-13 as estimated by the Business Office, and as stipulated in the AEdCC Financial Code, and

**WHEREAS**, the College administration has reviewed and approved FY 2012-13 AEdCC Budget,

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees of Edmonds Community College approves the FY 2012-13 AEdCC Budget.

\_\_\_\_\_  
Dick Van Hollebeke, Chair

\_\_\_\_\_  
Date Approved

ATTEST:

\_\_\_\_\_  
Dr. Jean Hernandez, Secretary



## Board of Trustees

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Washington Community College District 23

### Background

#### *2012-2013 COLLEGE OPERATING BUDGET*

##### **Subject**

Consideration of the 2012-13 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 higher education will receive no additional reductions to our allocation beyond those already planned for this second year of the biennium. Of these reductions, most are one-time reductions, with the expectation that those funds will be restored in the next biennium. This is the closest thing to good news we have received from the legislature in the past four years.

There are a few details in this year's allocation which remain to be sorted through, so the numbers we have at this point are subject to further change between now and June. Funding has been pulled from our base allocation for both the Student Achievement Initiative incentives and for targeted growth in STEM programs. Both have to be earned back by the College through processes that are not yet completely defined. Additionally, some targeted aerospace program funding has also been removed from this year's allocation and will be distributed back through a "competitive" process yet to be defined.

As of this writing, there also remains some question as to whether or not the State Board for Community and Technical Colleges will enact the 12% tuition increase that was promised for this second year of the biennium (3% of which is retained by the State Board to fund the migration from current legacy IT systems to a new platform). Any change to the planned tuition increase would have a significant effect on our College budget, since our strategies for bridging the \$3.3 million dollar cut already received this biennium were, in large part, based on tuition estimates for both years of the biennium. Depending on what the State Board does, we could be forced to make further changes from the budget presented today.

Enrollment has declined much more steeply this past year than we had modeled (though the College continues to exceed our allocation targets by almost 10%). Fortunately, strong enrollment in International programs and in Grants and Contract revenue, combined with conservative budgeting of projected revenue, have compensated for the 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 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 2012-2013 College operating budget presented at the June 2012 meeting of the Board of Trustees.



## Board of Trustees

Washington Community College District 23

### Resolution No. 12-6-15

#### *2012-2013 COLLEGE OPERATING BUDGET*

WHEREAS, it appears that higher education will receive no additional reductions in State allocations other than those already planned for the second year of the biennium, and of those reductions, most are one-time reductions that are expected to be restored in the next biennium, and

WHEREAS, the expected 12% tuition increase has been approved by the State Board, 9% of which will come to the College, will help mitigate the \$3.3 million dollar cut already received for this 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 2012-2013 operating budget for District 23, Edmonds Community College, as presented.

\_\_\_\_\_  
Dick Van Hollebeke, Chair

\_\_\_\_\_  
Date Approved

ATTEST:

\_\_\_\_\_  
Dr. Jean Hernandez, Secretary



### Background

#### *2012-2013 INTERNATIONAL CONTRACT PROGRAM*

#### Subject

Consideration of the 2012-2013 International Contract Program.

#### Background

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

1. Contract with third party that has been approved by the State Board staff and as to form by the College’s AAG and include the following:
  - a. Substantive action on the part of the contractor
  - b. Estimated number of students to be served and the fees to be charged
  - c. Budget demonstrating revenues from the program will cover the full cost of instruction including both direct and indirect costs
2. District board had to adopt a resolution stipulating that the International Contract 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 2012-2013 International Contract program at the June 2012 meeting of the Board of Trustees.



## Board of Trustees

Washington Community College District 23

### Resolution No. 12-6-16

#### *2012-2013 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 2012-2013, 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 2012-2013 International Contract program for District 23, Edmonds Community College.

\_\_\_\_\_  
Dick Van Hollebeke, Chair

\_\_\_\_\_  
Date Approved

ATTEST:

\_\_\_\_\_  
Dr. Jean Hernandez, Secretary



## Board of Trustees

Washington Community College District 23

## President's Report June 14, 2012

### President Jean Hernandez Activity Report: May 4 – June 7, 2012

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

1. **Foster Student Learning**

I continue to be involved in the work associated with the Achieving the Dream (ATD) implementation plan. ATD coach, Dr. Jacquee Belcher, recently met with me on campus for further direction and discussion of the plan. I'm also continuing with the accreditation follow up work as well as meeting with the strategic planning group on the development of the college's new mission, vision, core themes, and strategic plan.

2. **Provide Access for Educational Opportunities**

I recently toured our area Head Start facilities. I provided a welcome for the college Advisory Committee reception. I also provided a welcome for the annual Open House for high school students and their parents. I attended the monthly president's WACTC meeting. I also continue to meet monthly with the presidents involved in aerospace training. I joined our Board in a joint meeting with the Everett CC Board of Trustees to discuss aerospace industry training and employment and K-12 education partnerships. I attended the US Army War College National Security Seminar in Pennsylvania where nationally prominent speakers provided the discussion focus as they addressed international, domestic and defense issues.

3. **Support Student Success**

I provided a welcome for the "Expanding Your Horizons" event on campus, which is offered for high school girls to learn about jobs associated with an education in science, technology and math. I attended the annual Minority Achievers Program Recognition & Scholarship Banquet held at Mariner High School. I continue to be involved in campus Diversity Council meetings. I provided a welcome for the Natural Leader/Parent Mentor celebration. I remain active with the curriculum committee involved with the Latino Leadership Institute.

4. **Provide a Positive Place to Work and Learn**

I attended the annual Building Community Day, providing the morning welcome and presenting the service awards to faculty and staff. I provided the grand entry welcome for the annual Pow Wow event. I joined the members of President's Cabinet in the

second annual bowling match with the members of Student Government. The college administration won this year and the trophy is proudly displayed in the President's Office.

5. **Support Community and Civic Engagement**

I attended the YWCA luncheon at the Everett Comcast Arena where I provided an introduction of the keynote speaker, columnist Ellen Goodman. I continue to attend the Rotary Club of Lynnwood meetings. I continue to meet regularly with Everett CC President David Beyer to remain in contact about our partnerships and discuss other educational opportunities and issues affecting South Snohomish County. I attended meetings with the Economic Alliance of Snohomish County. I attended and provided a welcome to the annual retiree luncheon. I attended the Latino Gala event and the Pride Foundation scholarship breakfast. I provided a presentation about Edmonds Community College to the Mountlake Terrace City Council. I was invited to meet with the Port of Edmonds Commissioners Fred Gouge & David Preston and Port Executive Director, Bob McChesney, regarding Economic Development. A tour was also provided.

6. **Be Fiscally Accountable**

I have continued to be involved in the development of the 2012-13 operating budget that the Board will approve in June. I continue to meet regularly with numerous donors to the College Foundation, and attend regular Foundation Board meetings.