

AGENDA**Special Meeting
June 15, 2017
Gateway Hall 301
8:30 – 9:00 a.m.**

Mission: Edmonds Community College strengthens our diverse community by helping students access educational and career opportunities in a supportive environment that encourages success, innovation, service and lifelong learning.

	<u>PAGE</u>
8:30 AM A. Call to Order	Carl Zapora
8:32 AM B. Introduction of Guests	Carl Zapora
8:35 AM C. Approval of Minutes 1. Approval of June 8, 2017 Meeting Minutes	Carl Zapora 2
8:40 AM D. Board Discussion	Carl Zapora
9:00 AM E. Adjournment	Carl Zapora

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.

MINUTES**Regular Meeting
June 8, 2017*****DRAFT***

Trustees Present: Lia Andrews, Dr. Tia Benson Tolle, Diana Clay, and Quentin Powers

Trustees Absent: Emily Yim and Carl Zapora

Others Present: Arlene Anderson, Wayne Anthony, George Babcock, David Breed, Christina Castorena, David Cordell, Dr. Terry Cox, Dr. Charlie Crawford, Dennis Curran, Naol Debele, Barbie Danielle DeCarlo, Tri Do, Maria French, Dr. Jean Hernandez, Leah Leggett, Dr. Brent Leithauser, Bonnie Lewman, Kevin McKay, Susanne Meslans, Patty Michajla, Jim Mulik, Matt Nguyen, Marian Paananen, Ann Paulson, Frederick Pieters, Eva Smith, Natcha Sriwongthai, Dr. Yvonne Terrell-Powell, Jasmine Torres-Germack, Linh Tran, and Margaret West

CALL TO ORDER AND INTRODUCTION OF GUESTS

Diana Clay, Board Vice Chair, called the meeting to order at 4:36 p.m., welcomed those present, and asked for self-introductions.

RECOGNITION OF RETIREE

Bonnie Lewman was recognized for her retirement following 37 ½ years of service to the College.

RECESS

At 4:41 p.m. the Board recessed for a retirement reception.

At 5:02 p.m. the Board entered into open session.

PUBLIC COMMENTS

The following faculty spoke of their request to consider additional faculty representation on the Presidential Search Committee: Susanne Meslans, David Breed, Ann Paulson, Dr. Brent Leithauser, and Jasmine Torres Germack.

APPROVAL OF MINUTES

Motion: Trustee Benson Tolle moved and Trustee Powers seconded the approval of the May 11, 2017 meeting minutes.

Approved

NEXT MEETING

August 17, 8:00 a.m. – 5:00 p.m., Study Session

OLD BUSINESS – ACTION

Approval of 2017-2018 ASEdCC Student Fees (Resolution No. 17-6-1) – Linh Tran

Linh Tran, ASEdCC Executive Officer for Budget and Finance, presented the 2017-2018 fees for consideration at the May 11 Board meeting, including: Services and Activities fee; Student Center M & O fee; Assessment fee; technology fee; sustainability fee; and bus pass user fee. The following fees are changed for 2017-2018: Student Assessment Fee (decreased \$.02/credit), Sustainability Fee (decreased \$.05/credit), and Student Center Maintenance and Operation Fee (increased \$.04/credit). All other fees remain the same for 2017-2018.

Motion: Trustee Powers moved and Trustee Andrews seconded the approval of Resolution No. 17-6-1.

Approved

Approval of 2017-2018 ASEdCC Budget (Resolution No. 17-6-2) – Linh Tran

Linh Tran presented the 2017-2018 ASEdCC budget of \$1,545,554 at the May 11 Board meeting. The following budgets have increased: Childcare (1%), Athletic scholarships (84%), and music scholarships (20%).

Motion: Trustee Powers moved and Trustee Benson Tolle seconded the approval of Resolution No. 17-6-2.

Approved

Approval of 2017-2018 College Operating Budget (Resolution No. 17-6-3) – Kevin McKay

Kevin McKay, Vice President for Finance and Operations, presented an update on the 2017-2018 college operating budget, although is not ready at this time for approval due to the extended session of the State Legislature. Mr. McKay highlighted fund balance commitments, COP debt service reserve, state allocation, tuition and other revenue funding sources.

President Hernandez stated that the College has made a commitment to use local funds to keep the College open through July 21, 2017. The College will remain open for summer quarter classes. A resolution to approve the 2017-2018 operating budget will be presented for approval at a special Board meeting on June 30, 2017, or at a later date, if the State Legislature has not provided a state budget by the 30th.

Resolution No. 17-6-3 was not approved at this time.

Approval of 2017-2018 International Contract Program (Resolution No. 17-6-4) – Kevin McKay

Kevin McKay presented the 2017-2018 International Contract Program for continuation of operating within the shared funding model provided by the SBCTC, and will continue its existing contract with the Edmonds CC Foundation for these services. No further discussion.

Motion: Trustee Powers moved and Trustee Benson Tolle seconded the motion to approve Resolution No. 17-6-4.

Approved

Approval of New Curricula – Allied Health Education – AAS-T Degree (Resolution No. 17-6-5) – Dr. Charlie Crawford

Dr. Charlie Crawford, Executive Vice President for Instruction, presented the Allied Health Associate in Applied Science Transfer degree for approval.

Motion: Trustee Powers moved and Trustee Benson Tolle seconded the approval of Resolution No. 17-6-5.

Approved

Approval of New Curricula – Occupational Safety and Health Certificate (Resolution No. 17-6-6) – Dr. Charlie Crawford

Dr. Charlie Crawford presented the Occupational Safety and Health Certificate for approval.

Motion: Trustee Benson Tolle moved and Trustee Andrews seconded the approval of Resolution No 17-6-6.

Approved

Approval of Elimination of International Business ATA Degree (Resolution No. 17-6-7) – Dr. Charlie Crawford

Dr. Crawford presented the elimination of the International Business ATA degree, which was inactivated due to low enrollment.

Motion: Trustee Benson Tolle moved and Trustee Powers seconded the approval of Resolution No. 17-6-7.

Approved

Approval of Revised Mission and Core Themes (Resolution No. 17-6-8) – Dr. Jean Hernandez
President Hernandez reported that the new Mission and Core Themes were presented at the May 12 Building Community Day. Several additional meetings have been held with the listening team throughout the campus with staff, faculty, and students to gain their perspective on the recommended changes. Since the revision was first presented at the May 11 Board meeting, the words “global perspective” were inserted into the Core Themes. The Board concurred that they liked the concise new mission, commended the process, and recognized the hard work that went into the final document.

Motion: Trustee Andrews moved and Trustee Powers seconded the approval of Resolution No. 17-6-8.

Approved

NEW BUSINESS - ACTION

2015-16 Financial Statements Audit Report (Resolution No. 17-6-9) – Kevin McKay

Kevin McKay presented the 2015-2016 Financial Statements Audit Report for approval. The exit interview with the auditors was held earlier this week with no material findings. The full Annual Financial Report was presented to the Board.

Motion: Trustee Powers moved and Trustee Benson Tolle seconded the approval of Resolution No. 17-6-9.

Approved

STUDY SESSION

College Facilities Use Policy – Kevin McKay and Christina Castorena

Kevin McKay and Christina Castorena presented the draft College Facilities Use Policy, which will provide use of college facilities for first amendment purposes. The College doesn't currently have a policy in place, only an informal process. It will be in the best interest of the College to implement a more formal policy for both college and non-college groups to use the campus for first amendment purposes.

Next steps:

- The policy will need to be filed with the Washington Administrative Code (WAC) with timelines to be followed for the code filing.
- The policy will be presented for first consideration at the June 30 special board meeting.
- A public hearing will be held in early October for people to provide comment on the policy with any changes to be made as a result of the hearing.
- Following the public hearing, it will be brought back to the Board for final approval in November.
- After the WAC is in place, it will most likely be winter quarter before it is implemented.

REPORTS

Faculty Representative – Margaret West

Attachment A

Student Representative – Naol Debele

Attachment B

Classified Staff Representative – Frederick Pieters

Attachment C

RECESS

At 6:24 p.m. the Board entered into recess.

At 6:35 p.m. the Board returned to open session.

FOUNDATION REPORT – Diana Clay

Attachment D

PRESIDENT'S REPORT – Dr. Jean Hernandez

Attachment E

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

- Commencement ceremonies will be held tomorrow, June 9, at 7:30 p.m. at Xfinity Arena in Everett. Trustees are to arrive by 6:15 p.m. to prepare.
- President Hernandez and Jim Mulik will attend the Northwest Commission on Colleges and Universities (NWCCU) meeting on June 21 to present the College's accreditation report to the commissioners. The outcome of this visit will be available around the middle of July.
- President Hernandez has reviewed guidelines of the Emergency Operations Plan (EOP). If the College has a level 3 emergency and needs to fully activate our emergency center, the Board would be on standby for meetings. The Board will receive a copy of the EOP.

HUMAN RESOURCES REPORT – Dennis Curran

Presidential Search

- Dennis Curran, AVP of Human Resources, provided an update on the presidential search process. They have been working on data collection and the RFP. Bids are due next week. Screening and scoring will take place to narrow down to the top three firms to come to campus for presentations for the Board of Trustees at a special meeting on July 19. A survey was sent out to community members. Discussion followed regarding the search committee make-up and appropriate stakeholder representation. An application is being created for interested participants.

Job Postings

- The Board received the College’s current job recruitment schedule.

BOARD DISCUSSION

- Chair Zapora has suggested to change the Board Chair position to begin on July 1 each year rather than September 30. President Hernandez read the section of Board Policy BOT 1.01 PR that pertains to the Board Chair position beginning date. It was suggested that the timing would be good for the new chair to begin prior to the annual August study session to set the coming year by leading that agenda. Vice Chair Clay is willing to begin the Chair position early, on July 1. The Board policy will be updated and presented in August as an information item to reflect the change in leadership transition date.
- Trustee Lia Andrews was presented with a certificate of appreciation, card and gift as appreciation for her year of serving as a Student Trustee.
- The Board officer rotation schedule was shared and will be revised to reflect the new Chair rotation keeping in mind to have longer serving trustees rotating into the Chair and Vice Chair roles.
- Trustee Powers requested that the Board receive updates of security reports as an awareness of the types of events that are taking place. The other Trustees agreed they would like to receive updates from Security or through President Hernandez. They are all signed up to receive Triton Alerts.

ADJOURNMENT

The meeting was adjourned by Vice Chair Diana Clay at 7:17 p.m.

ATTEST:

Ms. Diana Clay, Vice Chair

Dr. Jean Hernandez, Secretary

Date Approved

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

June 8, 2017

Greetings:

Faculty Representation on Presidential Search Committee. As you have heard from the speakers earlier, faculty are requesting representation at least proportional to their numbers on campus in order that the various constituent groups may be fairly represented.

Smoke-Free Campus. The Federation accepts that the campus will become smoke-free. However, the Executive Council requests that smoking cessation efforts be expanded and that the method of encouraging employees to stop smoking be persuasive rather than punitive.

Grievance. The three issues we are currently dealing with are in various stages of resolution.

Title IX. Several issues and concerns are arising in connection with Title IX. The Federation is working with HR in an effort to streamline the process.

ArRc stands for Appointment Review REVIEW Committee. This committee was formed to review the processes connected with the tenure committees. The committee is handling many suggestions for improving the tenure procedures – suggestions that will improve the process for the candidates, the committees, and for the college as a whole.

Thank you.

Margaret West
President
Local 4254
Edmonds Community College Federation of Teachers

ATTACHMENT B
BOARD OF TRUSTEES
Monthly Meeting Report
STUDENT GOVERNMENT

June 08, 2017

Completed

- **Executive Board Current Approvals:**
 - **Bike-rack Security camera:** The Executive board funded \$5000.00 to instal a security camera to better moniter bike thefts that occur.
 - **Green-Team funding Request:** The Executive board has approved the budget request for the sustainability fees.
 - **Created the position statement to clarify Article 5, Section 1 of the ASEdCC Constitution:** The Executive board has approved a position statement to better clarify Article 5 Section 1 of the ASEdCC Constitution after concerns were proposed.

“... - with no more than two (2) standing executive officers - ...

”

“Additionally, one of the members appointed to the committee shall serve as chair. We declare that the Executive Board Selection Committee exists to act on behalf of the ASEdCC Executive Board.”
 - **Commencement funding request :** The Executive board has approved funding request for commencement for the amount of \$3000.00.
 - **Associate Director of the Diversity Student Center:** The request to have a professional staff, Associate Director of the Diversity Student Center, to be paid from S&A fees has been withdrawn.
 - **Recognizing the Stars Annual Awards Desert:** The Executive Board awarded Honorary Triton Reward.

- **Student Board of Trustee:**

The current Executive Officer for Administrative Liaison has been appointed as the next student trustee from July 1, 2017 to June 30, 2018.

- **Executive Officers Selection committee:**

The Executive officer selection committee has completed the interview process and will be meeting to finalize decisions.

Submitted by: Naol Debele, AEdCC Administrative Liaison

ATTACHMENT C
BOARD OF TRUSTEES
Monthly Meeting Report
WPEA/UFCW LOCAL 365

June 8, 2017

- I put together a short report as Patti Pollardo normally will do this for us. Patti Pollardo passed away on Sunday June 4th. I have a lot to learn in a short amount of time.
- Patti told me last year that she was planning to step down from the chief shop steward position and her WPEA board position in August of 2017, this year. I was shadowing her work to eventually take over from her; I did not expect it to be so soon.
- Proud to say, working with Patti and past cases with our college we do normally come to resolution before any action is required, not saying there was not any. I look forward to have a similar relationship with the college in the future.
- WPEA Shop stewards were already planning our quarterly member meeting on June 21st with WPEA staff coming to serve BBQ lunch to our members. We will be holding the meeting in honor/memory for Patti Pallardo.
- We have met with Dr. Hernandez regarding the smoking policy that we will be meeting regarding a final draft on June 16th.
- At this point we still have not heard from any of the 8 WPEA members that were still receiving paper check for payroll that will not be required to choose direct deposit or debit card. We do not think we will have a problem with the changeover.
- The big issue at the moment that members have been asking me about is what will happen on July 1st if the state does not have a budget. Also what is the college's contingency plan as the letter that was posted by the SBCT was not clear on each individual college. (Dr. Hernandez pointed out that the administration has an email detailing the plan in the event there is no budget signed and was waiting until after a scheduled meeting between WPEA, HR and Kevin McKay on 06/13/2017.)
- As I am new I do not know what the impact will be on our collective bargaining agreement, will it continue, will we work without a contract? I was invited to the WPEA board meeting on 06/10/2017 where I was going to ask these questions.

Submitted by: Frederick Pieters, WPEA Chief Shop Steward

ATTACHMENT D

BOARD OF TRUSTEES

Monthly Meeting Report

EdCC FOUNDATION

June 8, 2017

- **Wine & Wills**, the Foundation's first Estate Planning seminar, took place on Thursday, May 25. The event was led by Eric J. Fahlman, Estate Planning attorney from Fahlman Olson & Little, PLLC and Aaron McFarland, CFP, AIF from Moss Adams LLP. Their presentation was about leaving a legacy through wills, trusts, estate plans, and more to children, grandchildren, and favorite charities while fulfilling long-term financial goals. Nick Echelbarger, Planned Giving Chair & Foundation Vice Chair, and Rachel Quigley, the Foundation's new Director of Development, did a great job organizing this wonderful event at Woodway Town Hall. At the conclusion of the event, one attendee indicated she intends to join the Heritage Club (which is comprised of EdCC Foundation supporters who include Edmonds CC in their estate plans). More than half of the seminar involved an active Q & A session with great interaction between the guests and presenters.
- **FanFare**, the Foundation's annual community awards event, which was created four years ago to recognize companies, individuals, and foundations for helping the Foundation transform the lives of students, took place on Wednesday, May 17. This year's awardees include: Mission Award - Lynnwood Honda, Vision Award - Hazel Miller Foundation, Distinguished Alumni Award - Rob Thompson (recently retired Sr. VP of Operations for Nintendo), Excellence in Education Award - Pat Huffman, Cornerstone Lifetime Achievement Award - Dick Van Hollebeke, and Volunteer of the Year Award - Jean Pennington.
- **The 31st Annual Gala & 50th Anniversary Celebration**, the Foundation's premiere annual fundraising event, took place on Saturday, April 29, 2017 at the Future of Flight in Mukilteo. 370 guests attended the event and \$310,000 was raised for student success here at EdCC. A huge thank you to Premera for being our title sponsor and to the generosity of our sponsors, table hosts, and donors who contributed to both the live auction and the Fund-A-Need.
- **Foundation Scholarships**, which awards several scholarships annually, is currently underway, with 40 Foundation volunteers currently wrapping up their review of more than 350 scholarship applications. The Foundation is planning to award more than 170 annual scholarships by June 15th to students in need at Edmonds Community College.
- **President Cabinet Reception will be either the first or second Wednesday evening in August.**

Submitted by: Diana Clay, Foundation Board Liaison

**PRESIDENT'S REPORT
June 8, 2017****ATTACHMENT E****PRESIDENT JEAN HERNANDEZ
EVENT HIGHLIGHTS – MAY 12 – JUNE 1, 2017**

- May 12 – Building Community Day (BCD). We had a large participation in our BCD 2017. For the first time, individuals who had 20 or more years of service to the College were able to select their own award (e.g., sweatshirt, gift card, etc.). The workshops that were offered throughout the day by our very own employees addressed a variety of topics from the tobacco-free initiative to Guy Code 2.0 to Interrupting Micro-aggressions. The day ended with an ice cream social and music at Brier Hall!
- May 16 – YWCA luncheon. As a Board member of the YWCA of Seattle, King County, and Snohomish County, I was very pleased to host a number of individuals at my table including Board Chair Carl Zapora and his wife, Cheryl Foster; Toraya Miller, Board of Trustee of Everett Community College; Wendy Popke, a member of our EdCC Foundation Board, and Dr. Paul Pitre, Chancellor for the WSU Puget Sound Campus.
- May 16-17 – Achieving the Dream coaches visit. Our 2 AtD Coaches spent two days at the College meeting with faculty and administrators. Their focus was on student success but they also gave us feedback on how to strengthen our work on Degree Pathways. They plan to return in the fall to provide added support to our College.
- May 17 – Fanfare. Our annual Fanfare was a great success. In particular, Dick Van Hollebeke, former Board of Trustees and EdCC Foundation Board of Directors, received the highest award from the Foundation, the Cornerstone Award. It is very hard to surprise, Dick, but this time he was truly taken by surprise and also very honored.
- May 18 – WPEA / Board of Trustees dinner at Anthony's. Trustees Carl Zapora, Diana Clay, Emily Yim, and Quentin Powers met with WPEA members: Patti Pollardo, Frederick Pieters, George Babcock, Kent Stanford (state President), and Lane Hatfield (state Contact Administrator). This was a great opportunity for the Board of Trustees and WPEA members to get to know each other and connect. It was a lovely evening.