



**Board of Trustees  
Annual Summer Study Session  
& Special Meeting  
August 13, 2015  
Gateway Hall 352  
8:00 a.m. – 5:00 p.m.  
5:30 – 8:30 p.m. (Social/Dinner)**

**AGENDA**

8:00 – 8:15 AM	<i>BREAKFAST</i>		
8:15 – 8:17 AM	A. Call to order and Introduction of Guests	Emily Yim	
	<b>BUSINESS MEETING</b>		
8:17 – 8:20 AM	B. Approval of June 11, 2015 and June 30, 2015 Meeting Minutes	Emily Yim	4 & 11
8:20 – 8:25 AM	C. Old Business – Action 1. Approval of Music and Audio Production Certificate (RN 15-8-1)	Dr. Charlie Crawford	13
8:25 – 8:35 AM	D. New Business – Action 1. Review and Approval of Financial Statement (RN 15-8-2)	Kevin McKay	15
8:35 – 8:55 AM	E. Executive Session	Emily Yim	
8:55 AM	F. Adjourn Business Meeting	Emily Yim	
8:55 – 9:45 AM	G. High Level Analysis of Budget and Staffing Next Five Years – Impact Considerations	Kevin McKay & Suzanne Moreau	
9:45 – 10:00 AM	H. <i>BREAK</i>		
10:00 – 11:30 AM	I. Achieving the Dream Metrics and Evaluation Report & Institutional Performance Report (Strategic Councils / Mission Fulfillment / Indicators)	Jim Mulik & Dr. Jean Hernandez	
11:30 – 12:00 PM	J. ctcLink Implementation - Change Readiness Assessment	Ligia Cicos	
12:15 – 12:30 PM	K. <i>LUNCH</i>		

*Board of Trustees  
Study Session Agenda  
August 13, 2015  
Page 2 of 2*

12:30 – 1:45 PM	L. Strategic Enrollment Management	Dr. Tonya Drake, Dr. Charlie Crawford, Christina Castorena, & Pat Huffman
1:45 – 2:45 PM	M. Board Self-Assessment	Emily Yim
2:45 – 3:00 PM	N. <i>BREAK</i>	
3:00 – 4:00 PM	O. Board Discussion <ul style="list-style-type: none"><li>• October Retreat Agenda &amp; Facilitator</li><li>• Trustee position vacancy</li><li>• New Student Trustee Orientation (<i>if appointed</i>)</li></ul>	Emily Yim
4:00 – 5:00 PM	P. Tour of Lynnwood Hall First Floor & Testing Center	Christina Castorena
5:00 PM	Q. Adjournment	Emily Yim
5:00 – 8:30 PM	R. Travel / Social / Dinner at Anthony’s Restaurant	Trustees & Spouses, President Hernandez

*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.*

# BUSINESS MEETING



**Board of Trustees**

Washington Community College District 23

**Regular Meeting  
Minutes  
June 11, 2015**

***DRAFT***

**Trustees Present:** Girish Chummun, Diana Clay, Quentin Powers, Dick Van Hollebeke, Emily Yim, and Carl Zapora  
**Others Present:** Arlene Anderson, Lia Andrews, Wayne Anthony, Christina Castorena, David Cordell, Michele Domingo, Dr. Tonya Drake, Richard Forester, Dr. Jean Hernandez, Karen Johnson, Pakawat Maneechaemsai, Pat Marks, Peter Martin, Kevin McKay, Patty Michajla, Amanda Mims, Gail Miulli, Suzanne Moreau, Jeanne Ren, Del Smith, Nicola Smith, and Abby Zhang

**CALL TO ORDER AND INTRODUCTION OF GUESTS**

Emily Yim, Board Chair, called the meeting to order at 4:34 p.m., welcomed those present, and asked for self-introductions.

**RECOGNITION OF RETIREES**

The following faculty and staff were recognized for their retirement during the 2014-2015 academic year: Del Smith, Pat Marks, Karen Johnson, and Peter Martin.

**PUBLIC COMMENTS**

Wayne Anthony introduced three of the four student candidates for the 2015-2016 Student Trustee position. They each spoke briefly about their desire to serve as a student trustee. Mr. Anthony also recognized Trustees Van Hollebeke and Powers for serving on the selection committee.

Lia Andrews, the 2015-2016 ASEdCC Administrative Liaison, introduced herself and expressed her interest in serving on the student government team. Lia will provide the monthly student report at next year’s Board meetings.

**APPROVAL OF MINUTES**

Attachment A

Motion: Trustee Clay moved and Trustee Chummun seconded the approval of the May 19, 2015 meeting minutes.

Trustee Zapora requested a slight revision to the sentence referring to Trustee Van Hollebeke’s request to keep “community” in Edmonds Community College’s name. A revision will be made to the sentence: “The other Trustees agreed they don’t want to change it.” The revised sentence will read: “Several Trustees commented that they prefer not to change the name.”

*Approved, as amended*

**NEXT MEETING**

Summer Study Session – August 13, 2015, 8:00 a.m. – 5:00 p.m., Gateway Hall 352. A dinner will take place in the evening.

**OLD BUSINESS - ACTION**

**Approval of 2015-2016 AEdCC Student Fees – Resolution No. 15-6-1 – Vy Do**

Attachment B

Vy Do, AEdCC budget officer, presented the 2015-2016 student fees at the May 19 meeting. No further discussion.

**Action:** Trustee Powers moved and Trustee Clay seconded the approval of Resolution No. 15-6-1.

*Approved*

**Approval of 2015-2016 AEdCC Budget – Resolution No. 15-6-2 – Vy Do**

Attachment C

Vy Do presented the 2015-2016 AEdCC Budget at the May 19 meeting. No further discussion.

**Action:** Trustee Powers moved and Trustee Clay seconded the approval of Resolution No. 15-6-2.

*Approved*

**Approval of 2015-2016 College Operating Budget – Resolution No. 15-6-3 – Kevin McKay**

Attachment D

Vice President of Finance and Operations, Kevin McKay, stated that as of this date the legislature has not achieved or released a state budget for fiscal year 2015-16. In the meantime, a preliminary 2015-2016 operating budget was created based on what we do know and by modeling most-likely scenarios for the coming year. If there is no approved state budget by June 30th, the College will continue to operate without interruption by using local funds until such time as a state budget is formally adopted.

If the legislature does release an approved budget before June 30<sup>th</sup>, the College will make any necessary adjustments to align with our allocation from that budget and will present a formal budget to the Board for approval.

*Approval tabled*

**Approval of International Contract Program – Resolution No. 15-6-4 – Marian Paananen**

Attachment E

Marian Paananen presented the annual request for approval of the International Contract Program at the May 19 meeting. No further discussion.

**Action:** Trustee Chummun moved and Trustee Powers seconded the approval of Resolution No. 15-6-4.

*Approved*

**NEW BUSINESS FIRST CONSIDERATION**

**Consideration of Music and Audio Production Certificate – Gail Miulli**

Attachment F

Gail Miulli, Interim Executive Vice President of Instruction, presented the Music and Audio Production Certificate for first consideration. Brief discussion followed. The Board will review the request and be asked to approve the certificate at the August 13 study session and special meeting.

**MONITORING REPORTS**

**Achieving the Dream Evaluators – Dr. Jean Hernandez**

Tabled – To be discussed at the August Board study session

**Draft Allocation Funding Model – Dr. Jean Hernandez**

Attachment G

President Jean Hernandez presented an update on the proposed new State Funding Allocation Model which will be discussed at the June 22 State Board for Community and Technical Colleges (SBCTC) meeting. She presented the WACTC approved recommendations. While there is a need to move forward and address inequities among the 34 community and technical colleges, the College feels that there are some parts of the model that need further study. The skills gap report does not address the needs of emerging industries. It would be recommended that the SBCTC consider requesting additional information where the model would either weigh all FTES at a 1.0 or a model that uses 1.0 for all Workforce FTES.

**BREAK**

At 6:13 p.m. the Board recessed for a break.

At 6:25 p.m. the Board returned to open session.

**BOARD UPDATES**

**Classified Staff Representative – Patti Pollardo**

No report

**Student Representative – Abby Zhang**

Attachment H

**Faculty Representative – Margaret West**

Attachment I

**FOUNDATION REPORT – Diana Clay**

- There will be a Foundation retreat held on July 17.
- The Foundation hired a new Director of Development, Andrea Potter, who will begin on July 8.
- The Grants Committee approved over \$31K in grant funding.
- Trustee Van Hollebeke commended Trustee Clay for her continued work on the Foundation Board in addition to serving as a Trustee.

**PRESIDENT’S REPORT – Dr. Jean Hernandez**

Attachment J

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

- Commencement will be held tomorrow night, June 12, at Xfinity Arena in Everett.
- Dr. Hernandez and Trustees Van Hollebeke, Zapora and Clay will attend the Correctional facilities graduation ceremonies in Monroe next week.
- A Korean delegation visited the WATR Center this past Monday to discuss educational partnerships.
- Dr. Charlie Crawford, the new Executive Vice President of Instruction, will begin July 1.
- Dr. Terry Cox, the new Vice President of Workforce Development and Training, will begin on August 1.

**BOARD DISCUSSION – Emily Yim**

- The Trustees recognized Student Trustee, Girish Chummun, for serving as a Student Trustee during the 2014-2015 academic year. He was thanked for his service and provided with well-wishes for his future. In turn,

Girish thanked the other Trustees, the College, and the community for the support shown to him during his years at Edmonds CC. He plans to return to this area to continue his education.

- The Trustees discussed suggested agenda items for the August 13 Board Study Session. The revised topic list will be sent to the Board for further consideration. An additional Board retreat will be scheduled in the fall for in-depth discussion.

**EXECUTIVE SESSION**

At 7:11 p.m. the Board entered into Executive Session for the purpose of discussing real estate and the performance of a public employee. No action was taken as a result of the executive session.

At 9:23 p.m. the Board entered into open session.

**ADJOURNMENT**

The meeting was adjourned by Chair Emily Yim at 9:24 p.m.

ATTACHMENTS AVAILABLE UPON REQUEST

\_\_\_\_\_  
Emily Yim, Chair

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

ATTEST:

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

**ATTACHMENT H**  
**BOARD OF TRUSTEES**  
**Monthly Meeting Report**  
**Student Government**  
**June 11, 2015**

**Completed**

- 05/28/2015 Student Government has approved the attached “Transfer Report Pricing Method” for the 2015-16 Community Transit/Edmonds Community College contract. The approved contract price is \$896,139.17 divided into 12 monthly payments effective July 1, 2015 through June 30<sup>th</sup>, 2016.
- 06/05/2015 Student Government had a meeting with Stephanie Teachman and the architect talking about the construction plan for Diversity Student Center. The project schedule is attached.
- 06/05/2015 The next Executive Board Team has been selected and all the successful candidates have accepted the offer.

Academics: Soohwan Jung

Administrative Liaison: Lia Andrews

Budget and Finance: Kevin Wibowo

Clubs: Scott Tan

Community Relations: Pakawat Maneechaemsai

Diversity: Sandra Haddix

Student Relations: Lora Liao

Technology: Kevin Monsanto

Assistant: Andrew Prom

Communications Assistant: Seokyoung Lee

**In Progress**

- We are currently in the process of working on the community transit alternative plans.

**Submitted by Abby Zhang, Executive Officer for Administrative Liaison**



**ATTACHMENT I**  
**BOARD OF TRUSTEES**  
**Monthly Meeting Report**  
**AFT Local 4254 EdCC Faculty**  
**June 11, 2015**

I should begin with a detail I left out of the May report. As you know Building Community Day in early May was a great success. The faculty union contributed to coffee and morning refreshments and hosted an information table. These efforts were all very well received, and we plan to assist at future college events.

In other news, contract negotiations are continuing for the main campus. Progress is slow, but the energy in the room is good. Negotiations for the faculty at Corrections have now also begun. These negotiations seem more difficult than in 2012, but we are persevering. The teams plan to meet during the summer even though faculty are not under contract.

Finally, the union held an all faculty meeting last week. Of course the focus was on the progress of the contract negotiations, and we had a lively discussion.

Thank you.

Margaret West  
President  
Local 4254  
Edmonds Community College Federation of Teachers

### President's Report June 11, 2015

#### ATTACHMENT J

##### PRESIDENT JEAN HERNANDEZ EVENT HIGHLIGHTS MAY 20-JUNE 18, 2015

- I have been actively involved with student events as we come to the close of this academic year. I attended and provided a welcome at each of the following events: Associated Students of EdCC (ASEdCC) Awards Ceremony, PROM Night, TRiO graduation event, and Phi Theta Kappa Induction Ceremony.
- The May 21<sup>st</sup> Fanfare event, hosted by our Foundation, was a great success!! We were pleased to honor Vaughn Sherman with the Cornerstone Award, and recognize John and Meg Rankin, Verdant Community Wellness Center, and David Breed.
- We were honored to receive the Ozzie Greene Leadership Award at the NAACP, Snohomish County Chapter at their Day of Honor for our work with Veterans and the completion of our \$1,000,000 Boots to Books and Beyond Campaign.
- June is a busy month with interviews taking place for two vice president positions. The VP of Workforce Development & Training, and the VP of College Relations, Advancement and Resource Development.
- Several commencement ceremonies will be taking place this month. First, our annual EdCC Commencement will be held on Friday, June 12, at Xfinity Arena. We anticipate several hundred of the more than 2,000 graduates to walk at the ceremonies. This is a very special event where family, friends, and the college community celebrate the great accomplishments of our students. Then the following week I will join some of the Trustees and community members at our four graduation ceremonies that will take place at the Correctional Complex in Monroe.



## Board of Trustees

Washington Community College District 23

### Special Meeting Minutes June 30, 2015

### *DRAFT*

Trustees Present: Diana Clay, Quentin Powers, Dick Van Hollebeke, Emily Yim, and Carl Zapora  
Others Present: Kari Hanson (via telephone), Jana Hartman, Dr. Jean Hernandez (via telephone), Kevin McKay, and Patty Michajla

#### **CALL TO ORDER**

Trustee Emily Yim, Board Chair, called the meeting to order at 8:04 a.m.

#### **OLD BUSINESS – ACTION**

##### **Approval of 2015-2016 College Operating Budget (Resolution No. 15-6-3) – Kevin McKay**

Vice President Kevin McKay reported that the state legislature approved a preliminary budget last night, although the State Board for Community and Technical Colleges has not had time yet to review it.

Mr. McKay reported that the 2015-2016 operating budget figures presented today to the Board are the same figures as presented to them in May. The resolution asks to approve the budget “as presented,” but following discussion it was decided to be revised to read: “subject to further change.” Trustee Powers requested to see the final budget figures in August.

**Motion:** Trustee Van Hollebeke moved and Trustee Clay seconded the motion to approve Resolution No. 15-6-3, as amended.

*Approved*

#### **BOARD DISCUSSION**

- The three-year faculty contract would have ended today, June 30, but instead the faculty union has decided on extending it by six months, December 31, 2015 to provide more time to conclude their negotiations process. Discussion followed. President Hernandez will sign the extension of the contract. Vice President McKay will share the Trustees’ feedback with the administrative bargaining team.
- The Board reviewed and discussed the 2015-2016 President’s Goals which focus on student success and creating a positive campus climate. They provided complimentary responses about the goals.
- The Board discussed possible candidates for the upcoming open trustee position in September.

#### **EXECUTIVE SESSION**

At 8:33 a.m. the Board entered into executive session to discuss real estate and potential litigation.

At 9:04 a.m. the Board entered into open session.

*Board of Trustees  
Special Meeting  
June 30, 2015  
Page 2 of 2*

**ADJOURNMENT**

The meeting was adjourned by Chair Trustee Yim at 9:07 a.m.

\_\_\_\_\_  
Ms. Emily Yim, Chair

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

ATTEST:

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

## Background

### *APPROVAL OF NEW CURRICULA*

#### **Subject**

Board of Trustees first consideration of the Music and Audio Production Certificate.

#### **Background**

The Music and Audio Production Certificate provides students with professional technical skills in audio recording, sound editing, mixing, critical listening, and sound design as well as musical skills such as arranging, composing, harmony, sight-signing, and performance. Students may also take elective courses to develop other concentrated technical areas, such as computer programing, electrical engineering, or video/media production.

This program ensures that students have experience working with state-of-the-art equipment and be familiar with current trends in the associated industries. This certificate requires a successful completion of a minimum of **41 credits** outlined.

#### **Recommendation**

Board of Trustees approval of the Music and Audio Production Certificate at the August 2015 meeting.



## Board of Trustees

Washington Community College District 23

### Resolution No. 15-8-1

#### *APPROVAL OF NEW CURRICULA*

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

WHEREAS, the new education program has been developed to satisfy industry requirements designated for the Music and Audio Production Certificate.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the granting of the Music and Audio Production Certificate.

\_\_\_\_\_  
Ms. Emily Yim, Chair

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

ATTEST:

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



## Board of Trustees

---

Washington Community College District 23

### BACKGROUND

#### *2013-2014 Audited Financial Statement*

##### Subject

Board review and approval of the independently audited 2013-2014 annual financial statement for Edmonds Community College

##### Background

Recent changes in the Northwest Commission on Community Colleges & Universities (NWCCU)'s interpretation regarding the nature of audited annual financial statements required by colleges in order to maintain their accreditation standard have resulted in all community and technical colleges in Washington State to produce a different format of annual financial statement than has traditionally been used.

In the past all State colleges' financial data was rolled up to the State Board for Community and Technical Colleges (SBCTC) and the State Auditor's Office (SAO) audited the financial reporting of the entire CTC system.

The NWCCU now requires that each college produce their own independent annual financial statement in accordance with generally accepted accounting principles. Each annual financial statement is to be independently audited and the audited statement is to be approved by the Board of Trustees. Edmonds Community College has produced a stand-alone annual financial statement, and presented those statements to the Board of Trustees each year, but those statements have not been independently audited in the past.

The College completed their first independently audited financial statement for the 2013-2014 fiscal year this past February. The SAO completed their audit of the statement in May of this year and held an exit interview with College officials on June 15th, 2015.

The resulting opinion of the State Auditor's office was, "...based on our audit and the report of other auditors, the financial statements referred to above present fairly, in all material respects, the financial position of the business type activities and the aggregate discretely presented component units of the Edmonds Community College, as of June 30, 2014, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America."

It is this audited financial statement for fiscal year 2013-2014 that the College presents to the Board of Trustees for formal approval.

##### Recommendation

The staff of Edmonds Community College recommends that the Board of Trustees adopts the resolution approving the independently audited 2013-2014 annual financial statement.



## Board of Trustees

Washington Community College District 23

### Resolution No. 15-8-2

#### *2013-2014 Audited Financial Statement*

WHEREAS, the Northwest Commission on Community Colleges and Universities (NWCCU) is the accrediting body for Edmonds Community College, and

WHEREAS, the NWCCU requires that the College produce an annual financial statement which has been independently audited and formally approved by its Board of Trustees, and

WHEREAS, the College completed a 2013-2014 annual statement which was then independently audited by the State Auditor’s Office (SAO) with an exit interview on June 15th, 2015, and

WHEREAS, the SAO’s opinion on their audit states, “In our opinion, based on our audit and the report of other auditors, the financial statements referred to above present fairly, in all material respects, the financial position of the business type activities and the aggregate discretely presented component units of the Edmonds Community College, as of June 30, 2014, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America,” and

WHEREAS, the College has presented the independently audited 2013-2014 annual financial statement to the Board of Trustees,

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees formally approves the 2013-2014 audited annual financial statement.

\_\_\_\_\_  
Ms. Emily Yim, Chair

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

ATTEST:

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



# STUDY SESSION

## **NEXT FIVE YEARS**

### **President's Cabinet Retreat Discussion July 28, 2015**

#### **2015-2016**

- Creation of New College Brand
- Accreditation Planning
- WIOA Implementation
- Policy Updates Completed
- ctcLink Clean up
- Strategic Enrollment Management (SEM) Plan Implemented
- Program Review Implemented
- Creation of Staff Succession Plan
- Strategic Planning / Governance
- New Faculty Senate
- Fiberoptics/Network 3.0 upgrade
- Facilities
  - Lease Space CE/CRI
  - Elks Lodge Purchase
  - Diversity Center Remodel
- Dreamer Project
- Implement Campus Cleary

#### **2016-2017**

- Accreditation Visit (April 2017)
- 50<sup>th</sup> Anniversary
- Staff Succession Continues
- ctcLink Cleanup Continues
- Science, Engineering, Technology (SET) Building – begin construction
  - Duplexes demolished
- New Funding Sources
  - TRiO – Veterans grant
  - AANAPISI grant
- Creation of Bachelor's of Applied Science (BAS)

- New FTES funding model Implemented
- New Funding Sources
  - Guided Pathways Grant
- Instructional Models
  - Pathways online
  - Other modalities
- Veterans @ 375+
- Strong Advising Model
- At or above 5,139 FTES

### **2017-2018**

- ctcLink Implemented
- SET Construction Continues & Occupancy
- Strong Re-entry Program (BFET & WorkFirst)
- 3% increase – over 5,139 FTES
- Bus loop lease terminated / new drop off entrance
- Bachelor's of Applied Science (BAS) offered
- Begin work on next accreditation cycle with year one

### **2018-2020**

- New Gym
- New Student Services building / location
- New Community Center (Creative Retirement Institute & Continuing Education)
- Veterans @ 500+

## SEE ATTACHMENTS

1. STUDENT ACHIEVEMENT INITIATIVE (SAI) DATA ANALYSIS
2. ASSESSMENT REPORT - REGARDING THE 2012-2015 STRATEGIC PLAN AND THE FIRST TWO YEARS OF THE STRATEGIC PLANNING COUNCILS
3. INSTITUTIONAL PERFORMANCE REPORT- 2014-2015 BENCHMARK REPORT