



Washington Community College District 23
Lynnwood, Washington

Agenda
Regular Meeting
September 10, 2015
Gateway Hall 352
4:30 – 6:40 p.m.

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

4:30 PM	A. Call to Order	Quentin Powers	
4:32 PM	B. Introduction of Guests	Quentin Powers	
4:37 PM	C. Public Comments	Quentin Powers	
4:45 PM	D. Approval of August 13, 2015 Meeting Minutes Next meeting: Board Retreat, October 23, 2015	Quentin Powers	2
4:50 PM	E. New Business – First Consideration		
	1. Consideration of 2016 Board Meeting Dates	Quentin Powers	6
	2. Consideration of Program Elimination	Dr. Charlie Crawford	7
5:00 PM	F. Monitoring Report		
	1. Master Plan Update	Kevin McKay	
6:00 PM	G. Board Updates		
	1. Classified Staff Representative	Patti Pollardo	
	2. Student Representative	Lia Andrews	
6:10 PM	H. Foundation Report	Diana Clay	
6:15 PM	I. President’s Report	Dr. Jean Hernandez	9
6:20 PM	J. Board Discussion	Quentin Powers	
6:30 PM	K. Executive Session	Quentin Powers	
6:40 PM	L. Adjournment	Quentin Powers	

Times are estimates only and subject to change.

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

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



Board of Trustees

Washington Community College District 23

**Special Meeting
Minutes
August 13, 2015**

DRAFT

Trustees Present: Diana Clay, Quentin Powers, Dick Van Hollebeke, Emily Yim, and Carl Zapora
Others Present: Christina Castorena, Ligia Cicos, David Cordell, Dr. Terry Cox, Dr. Charlie Crawford, Dr. Tonya Drake, Dr. Jean Hernandez, Pat Huffman, Kevin McKay, Patty Michajla, Suzanne Moreau, Jim Mulik, and Marian Paananen

CALL TO ORDER AND INTRODUCTION OF GUESTS

Emily Yim, Board Chair, called the meeting to order at 8:15 a.m., welcomed those present, and asked for self-introductions.

APPROVAL OF MINUTES

Attachments A & B

Motion: It was moved and seconded to approve the June 11, 2015, and June 30, 2015, meeting minutes.

Approved – as amended

NEXT MEETING

September 10, 2015, 4:30 p.m.

OLD BUSINESS - ACTION

Approval of Music and Audio Production Certificate (Resolution No. 15-8-1) – Dr. Charlie Crawford

Attachment C

The Music and Audio Production Certificate was presented at the June 11 Board meeting. No further discussion.

Motion: It was moved and seconded to approve Resolution No. 15-8-1.

Approved

NEW BUSINESS – ACTION

Approval of 2013-2014 Audited Financial Statement (Resolution No. 15-8-2) – Kevin McKay

Attachment D

Kevin McKay, Vice President of Finance and Operations, presented the 2013-2014 Audited Financial Statement for consideration and approval.

Motion: It was moved and seconded to approve Resolution No. 15-8-2.

Approved

EXECUTIVE SESSION

At 8:30 a.m. the Board entered into Executive Session for the purpose of discussing potential litigation. At 9:10 a.m. the Board entered into open session to adjourn the business meeting and begin the study session.

STUDY SESSION

High Level Analysis of Budgeting and Staffing / Next Five Years – Impact Considerations – Kevin McKay and Suzanne Moreau

Attachment E

Vice President Kevin McKay, and Human Resources Interim Executive Director, Suzanne Moreau, provided an analysis of budgeting and staffing with impact considerations. Kevin spoke of the uncertainty, allocation model impact, shared funding, and reshaped education. Suzanne highlighted compliance trainings, staffing and compensation. Kevin also reported briefly on the new ctcLink system that will be coming on board statewide and the campus infrastructure.

BREAK

At 10:10 a.m. the Board recessed for a break. At 10:15 a.m. the Board resumed the study session.

Achieving the Dream Metrics and Evaluation Report & Institutional Performance Report (Strategic Councils / Mission Fulfillment / Indicators) – Jim Mulik and Dr. Jean Hernandez

Attachment F

President Hernandez and Jim Mulik, Director of Evaluation and Assessment/Accreditation Liaison Officer, presented an overview of the Achieving the Dream (ATD) metrics and evaluation report and the Institutional Performance Report. Discussion included:

- The College is working on high enrollment/low completion students and more engagement with the students.
- When the Board meets in October, they will receive disaggregated data and a timeline around the ATD process. They will also discuss developing a policy around student success. Another ATD update will be provided to the Board in January 2016.
- Update on the Strategic Plan. The College is evaluating its goals – not starting over with the goals, but refreshing and resetting, as the goals were not aligned with the indicators.

BREAK

At 11:10 a.m. the Board recessed for a break. At 11:21 a.m. the Board resumed the study session.

ctcLink Implementation – Change Readiness Assessment – Ligia Cicos

Attachment G

Ligia Cicos, Director of Change Management and ctcLink project, provided an overview of the ctcLink project. A timeline was provided for this statewide initiative. Edmonds CC is scheduled to go live in 2017. Ligia explained that the staff who will be working on the project will be trained and then return as subject matter experts to train their peers. They are working on strategies to backfill roles during implementation. Ligia will be working with all staff on change to assist them. The College must remain

operational during implementation, as there will be an impact on employees. The change readiness assessment is to identify challenges and opportunities, and to build awareness.

At 12:05 p.m. the Board recessed for lunch. At 12:30 p.m. the Board resumed the study session.

Strategic Enrollment Management – Dr. Tonya Drake, Dr. Charlie Crawford, and Christina Castorena

Attachment H

Dr. Tonya Drake, Vice President of College Relations, Dr. Charlie Crawford, Executive Vice President of Instruction and Christina Castorena, Vice President of Student Services, provided an update on the College's Strategic Enrollment Management (SEM) efforts. Discussion included: Edmonds CC student data, enrollment trends, marketing and outreach, and Instructional and Student Services initiatives. Graphs were shared of the various enrollment data. Each vice president shared the strategies and initiatives in their areas that will assist in the SEM efforts.

BREAK

At 1:55 p.m. the Board recessed for a break. At 2:00 p.m. the Board resumed the study session.

Board Self-Assessment – Emily Yim

Attachment I

The Board discussed their individual and group annual self-assessments. Discussion outcome included:

- **Meetings:** Timed agendas are helpful; Allow extra time to be flexible; Interactive presentations are preferred; Manage presentations to allow for more discussion time, and offer less topics to allow more time for each one. Some of the trustees requested a longer session for their annual retreat to engage in more in-depth discussions.
- **Policy role and direction:** The Board will receive updates on Student Achievement Initiative metrics after the last evaluation report is completed; in addition, quarterly or halfway through the year reports on graduation, persistence and retention rates. The Board will periodically review student satisfaction via shared data. CCSSE (Community College Survey of Student Engagement) results can be presented by Jim Mulik.
- **Community relations:** The Trustees requested that they be invited out into the community to meet with industry leaders and service groups. They would like to be informed about any upcoming educational meetings, advisory groups, etc. The legislative advocacy group includes the Foundation Board and will also include the Trustees in those efforts.

The Board will discuss their goals when they meet with the facilitator at their October retreat. Goals discussed: Improve community outreach, Legislative advocacy and support, Regional and community education and awareness, Foundation support

The Board will revise their self-assessment form for next year.

BOARD DISCUSSION

- The Board discussed the draft agenda for the upcoming facilitated October 23rd Board retreat. Suggestions included: Expectations of the retreat, vision, mission, core themes, goals & priorities, community needs, education trends, review management group's SWOT analysis, and develop a draft student success policy. They reviewed a draft agenda that will be revised following today's discussion.
- The Board discussed the upcoming vacancy on the Board and potential candidates for the position.

ADJOURNMENT

The meeting was adjourned by Chair Emily Yim at 4:32 p.m. The Board traveled across campus for a building tour.

Tour of Lynnwood Hall First Floor & Testing Center – Christina Castorena

The Board was provided with a tour of the remodeled area of the first floor of Lynnwood Hall and the Testing Center in Mountlake Terrace Hall. The tour concluded at 5:10 p.m.

ATTACHMENTS AVAILABLE UPON REQUEST

Ms. Emily Yim, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

2016 SCHEDULE OF BOARD OF TRUSTEES MEETINGS

Subject

To establish and approve the 2016 schedule of Edmonds Community College Board of Trustees meetings.

Background

In compliance with *RCW 42.30.075*, it is necessary that the Edmonds Community College Board of Trustees adopt a meeting schedule to be kept on file in the Office of the Code Reviser in Olympia.

Regularly scheduled meetings are held on the second Thursday of the month or as established on the 2016 schedule of Board of Trustees meetings. Each meeting date will be confirmed at the previous month's Board meeting. If a date or time other than what is listed on the 2016 meeting schedule is chosen, then the Board will hold a *special* rather than a *regular* meeting. Any change to the schedule will be communicated to the media and the Washington State Code Reviser's Office.

In accordance with *Board Policy B 3.2, Board of Trustees Bylaws, Section 2.1. Meetings*, the Board of Trustees will hold a minimum of six regular meetings and four study sessions during the calendar year.

Recommendation

The Trustees are asked to review the 2016 schedule of Board of Trustees meeting dates, along with any other personal commitments they have throughout the year. Any conflicts will be presented and discussed at the November 12, 2015, Board of Trustees meeting when approval will be requested.

February 4, 2016

March 10, 2016

April 14, 2016

May 12, 2016

June 9, 2016

August 11, 2016

September 8, 2016

October 13, 2016

November 10, 2016



Background

***INSTRUCTIONAL PROGRAMS
PROPOSED FOR ELIMINATION***

Subject

Board of Trustees approval to eliminate three instructional programs.

Background

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

HEALTH AND HUMAN SERVICES

Emergency Communications Department

1. Emergency Communications Certificate

SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS

Computer Information Services Department

1. Linux Security Specialist

CORRECTIONS EDUCATION

Corrections Education Department

1. Interactive Media

Recommendation

Approval to eliminate three instructional programs at the November 2015 Board of Trustees meeting.

BOARD OF TRUSTEES

Programs Proposed for Elimination November 2015

Subject

Board of Trustees approval to eliminate three instructional programs

Background

Below are three certificates being submitted to the Board for their review and approval.

HEALTH & HUMAN SERVICES DIVISION

Emergency Communications Department:

- Title: Emergency Communications Certificate
- Inactivation Requested YRQ: B562
- Rationale: These courses have not been offered in 10 years.
- Number of Graduates/YRQ: ZERO
- FTES/YRQ: ZERO
- Number Still in Program/YRQ: ZERO
- Teach out Plan: NONE REQUIRED
- Requested Board Action: Approval to Eliminate Fall 2015

SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS DIVISION

Computer Information Services Department:

- Title: Linux Security Specialist Certificate
- Inactivation Requested YRQ: B671
- Rationale: The Linux program has not had sustained enrollments. Classes on this certificate have not been offered for several years.
- Number of Graduates/YRQ: 1, B014
- FTES/YRQ: 1.000, B014
- Number Still in Program/YRQ: ZERO
- Teach out Plan: NONE REQUIRED
- Requested Board Action: Approval to Eliminate Summer 2016

CORRECTIONS EDUCATION

Corrections Education Department:

- Title: Interactive Media Certificate
- Inactivation Requested YRQ: B562
- Rationale: These courses have not been offered in 10 years; SBCTC is retiring
- Number of Graduates/YRQ: 1, B454
- FTES/YRQ: 1.000, B454
- Number Still in Program/YRQ: ZERO
- Teach out Plan: NONE REQUIRED
- Requested Board Action: Approval to Eliminate Fall 2015

President's Report September 10, 2015

PRESIDENT JEAN HERNANDEZ EVENT HIGHLIGHTS JUNE-AUGUST 2015

- In June, I attended my second session of a two-day “Undoing Racism” workshop that was hosted on our campus. Trustee Chair Emily Yim also attended. We had about 30 employees from the College participate and have very rich conversations about diversity, race, and equity. We are planning to offer another session later this quarter.
- At the end of June, I traveled to San Diego to participate on a panel at the STEM Solutions Conference that is hosted by U.S. News & World Report. Approximately 40 individuals attended our session. I had the opportunity to share work EdCC has done through Achieving the Dream; Math Modules and pathways; Competency Based Education; Math, Engineering, and Science Achievers (MESA), and the Snohomish County STEM Network. It was an honor to be asked to present at this conference at a national level.
- In July, I attended the annual WACTC summer retreat in Winthrop. Our agenda covered Capital Projects for this coming year, of which our Science, Engineering, and Technology Building is included; 2016 legislative session; 2015 legislative action, including the reduced tuition, cost of living raises for employees, dual enrollment, and veterans; and further discussion of the new allocation model.
- The President’s Club reception was a huge success with around 100 individuals attending. The reception was held on August 12 at the home of Dean and Mayor Carla Nichols. It was a great opportunity to thank and celebrate the contributions of our donors at the \$1,000 level or higher. An added treat was a musical band whose members were Edmonds Community College students, and they were fabulous!!
- Fifteen Edmonds Community College employees and I participated in a three-day FEMA emergency planning training for higher education that was hosted on our campus. Not only did we learn a lot, we also had the opportunity to review our own Emergency Operations Plan (developed in 2011) and see where we needed to update, but also experience two days of “hands-on” table top experiences that addressed a fire, student protest, and possible terror threat to an imaginary college in the mid-west. It was a very positive experience, and we all learned more about Incident Command System (ICS) and the Emergency Operations Center (EOC) which are protocols used by Fire and Law Enforcement, as well as our campus, for handling any type of emergency or large group event.