Agenda
Regular Meeting
September 12, 2013
Snohomish Hall 304
4:30 p.m.

4:30 PM	A. Call to Order B. Introduction of Guests	Quentin Powers
4:35 PM	C. Public Comments *(two minutes each)*	Quentin Powers
4:45 PM	D. Community Conversation	
	1. Edmonds School District	Dr. Nick Brossoit and Dr. Patrick Murphy
	2. Foundation – Veteran's Campaign Update	Carol Summers

5:25 PM	E. Approval of Meeting Minutes: June 13, 2013; June 27, 2013;
	   August 22-23, 2013
	   Next meeting: October 10, 2013, 4:30 p.m.
		Quentin Powers

5:30 PM	F. Executive Session	Quentin Powers
5:40 PM	G. Old Business – Action	
	1. Approval of Academic Freedom Policy B1.4 (RN 13-9-1)	Mark Cassidy
	2. Approval of Mission Fulfillment Definition (RN 13-9-2)	Dr. Jean Hernandez
	3. Approval of Strategic Plan (RN 13-9-3)	Dr. Jean Hernandez
	4. Approval of Programs for Elimination (RN 13-9-4)	Dr. Jean Hernandez
6:00 PM	H. New Business – Action	
	1. Approval of Parking Acquisition	Kevin McKay
6:05 PM	I. Monitoring Reports	
	1. Budget Update	Kevin McKay
	2. Student Health and Wellness Grant	Dr. Alicia Lewis
6:35 PM	J. Policy Review	
	1. B1.1; B1.2; B1.3; B2.1	Quentin Powers

7:00 PM	K.	Board Updates	
		1. Student Representative	Jackie Gonzalez
		2. Classified Representative	Patti Pollardo
		3. Faculty Representative	Margaret West
7:10 PM	L.	President's Report	Dr. Jean Hernandez
7:20 PM	M.	Foundation Liaison Report	Diana Clay
7:30 PM	N.	Board Discussion	Quentin Powers
		1. Recognition Award	
		2. Revised Presidential Performance Evaluation Form	
		3. President's 2013-2014 Goals	
		4. Legislative Plan	
		5. Board Evaluation by President	
		6. Board Budget	
		7. Election of Officers	
8:40 PM	O.	Executive Session	Quentin Powers
8:50 PM	P.	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.

EDMONDS COMMUNITY COLLEGE

Washington Community College District 23

Board of Trustees

**Regular Meeting
Minutes
June 13, 2013**

DRAFT

Trustees Present: Diana Clay, Quentin Powers, Dick Van Hollebeke, and Emily Yim
Others Present: Wayne Anthony, Mark Cassidy, Suzanne Clark, Pat Copeland, David Cordell, Cathy
Costa, Chuck Cox, Dr. Tonya Drake, Braulio Espinoza, Carol Fish, Polly Hankin, Dr. Jean Hernandez,
Cinda Lewis, Susan Loreen, Barbara Maly, Kevin McKay, Jim O'Donnell, Marian Paananen, Ann
Paulson, Joan Penney, Ashley Smith, George Smith, Nicola Smith, Carol Summers, Shirley Sutton, Jan
Tucker, Hermien Watkins, Tom Watkins, Jan West, Margaret West, Kristyn Whisman, Tiffany William,
Andy Williams, Winnie Wong

CALL TO ORDER AND INTRODUCTIONS
Quentin Powers, Board Chair, called the meeting to order at 4:42 p.m., welcomed those present, and
asked for self-introductions.

PUBLIC COMMENTS
No public comments

APPROVAL OF MINUTES
Attachment A
Motion: Trustee Clay moved and Trustee Van Hollebeke seconded the approval of the May 9, 2013
meeting minutes, without corrections.
Approved

NEXT MEETING
Board of Trustees annual retreat, August 22, Edmonds Conference Center; August 23, Washington
Aerospace Training and Research (WATR) Center

RECOGNITION OF SERVICE
In recognition of retiring employees, resolutions were read for the following individuals: Paul Ancona
(RN 13-6-1); Carol Fish (RN 13-6-2); Polly Hankin (RN 13-6-3); Hans Landel (RN 13-6-4); Barbara
Maly (RN 13-6-5); Jim O'Donnell (RN 13-6-6); Shirley Sutton (RN 13-6-7); Tom Watkins (RN 13-6-8);
and Suzanne Clark (RN 13-6-9).

OLD BUSINESS – ACTION

Approval of Early Childhood Education Core Certificate (RN 13-6-10) – Pat Copeland
Attachment B
The Early Childhood Education Core Certificate was presented at the May board meeting for
consideration of approval. No further discussion.

Motion: Trustee Van Hollebeke moved and Trustee Clay seconded the approval of Resolution No. 13-6-
10.
Approved

Consideration of Retail Management Certificate (RN 13-6-11) – Andy Williams
Attachment C
The Retail Management Certificate was presented at the May board meeting for consideration of approval. No further discussion.

Motion: Trustee Van Hollebeke moved and Trustee Clay seconded the approval of Resolution No. 13-6-11.
Approved

Consideration of Aircraft Electronics Technician Certificate (RN 13-6-12) – Janet West
Attachment D
The Aircraft Electronics Technician Certificate was presented at the May board meeting for consideration of approval. No further discussion.

Motion: Trustee Clay moved and Trustee Van Hollebeke seconded the approval of Resolution No. 13-6-12.
Approved

Consideration of 2013-2014 International Contract Program (RN 13-6-13) – Marian Paananen
Attachment E
The 2013-2014 International Contract program was presented at the May board meeting for consideration of approval. No further discussion.

Motion: Trustee Clay moved and Trustee Van Hollebeke seconded the approval of Resolution No. 13-6-13.
Approved

Consideration of 2013-2014 Student Fees (RN 13-6-14) – Tiffany William
Attachment F
Tiffany William, ASEdCC Budget Officer, provided the list of 2013-2014 student fees including the following: services and activities; student center M&O; assessment; technology; athletic field, bus pass user; and sustainability. The board previously reviewed the fees at the May board meeting. No changes or further discussion.

Motion: Trustee Clay moved and Trustee Yim seconded the approval of Resolution No. 13-6-14.
Approved

Consideration of 2013-2014 Student Budget (RN 13-6-15) – Tiffany William
Attachment G
Tiffany William presented the 2013-2014 student budget for consideration of approval at the May board meeting. No changes or further discussion.

Motion: Trustee Clay moved and Trustee Yim seconded the approval of Resolution No. 13-6-15.
Approved

EXECUTIVE SESSION

The board entered into executive session for 10 minutes to discuss labor relations. No action was taken as a result of the executive session.

Consideration of 2013-2014 Preliminary College Operating Budget (RN 13-6-16) – Kevin McKay
Attachment H
Vice President McKay presented the 2013-2014 preliminary college operating budget at the May board meeting. There are no changes at this time. The College is still waiting for final budget numbers from the state. Trustee Powers indicated that this resolution gives the College authority to adjust the budget according to the final statewide budget.

Motion: Trustee Clay moved and Trustee Van Hollebeke seconded the approval of Resolution No. 13-6-16.
Approved

Consideration of 2013-2014 Course Fees (RN 13-6-17) – Kevin McKay
Attachment I
The 2013-2014 course fees were presented for consideration of approval at the May board meeting. Discussion took place regarding concerns about the high school completion testing fee. The Foundation has increased their budget in order to assist with this fee.

Motion: Trustee Van Hollebeke moved and Trustee Clay seconded the approval of Resolution No. 13-6-17.
Approved

Consideration of Fee Waivers for Co-Curricular Program Participants (RN 13-6-18) – George Smith
Attachment J
The fee waivers for co-curricular program participants was presented for consideration of approval at the May board meeting. No further discussion.

Motion: Trustee Clay moved and Trustee Van Hollebeke seconded the approval of Resolution No. 13-6-18.
Approved

NEW BUSINESS – ACTION

Parenting Education Tuition Waiver (RN 13-6-19) – Pat Copeland
Attachment K
Pat Copeland presented a request to establish a parenting education waiver for low income students. This primarily affects Head Start, the Family Life Education (FLED) co-ops, and the Center for Families programs serving low income families under the Department of Social and Human Services. The board is being asked to allow a three year flat waiver fee, keeping it at a $60 per credit fee.

Motion: Trustee Van Hollebeke moved and Trustee Clay seconded the approval of Resolution No. 13-6-19.
Approved

Edmonds Community College Faculty Negotiated Collective Bargaining Agreement (RN 13-6-20) – Mark Cassidy
Attachment L
Vice President Cassidy provided an overview of the recently negotiated collective bargaining agreement for the faculty. Faculty approved the agreement earlier this week.

Motion: Trustee Van Hollebeke moved and Trustee Clay seconded the approval of Resolution No. 13-6-20.
Approved

The contract will be reviewed to make sure it is ready for signatures. A signing ceremony will be held at a later date.

MONITORING REPORT

Instructional Program Inventory Update – Dr. Jean Hernandez
President Hernandez will provide the instructional program inventory update at the August 22 Board of Trustees retreat.

REPORTS

Student Representative – Ashley Smith
Attachment M

Classified Representative – Patti Pollardo
No Report

Faculty Representative – Margaret West
Attachment N

PRESIDENT'S REPORT – Dr. Jean Hernandez
Attachment O
In addition to the attached report, President Hernandez reported on the following:
- Dr. Hernandez attended the Tulalip Tribes carpentry program graduation and the Phi Theta Kappa induction ceremony.
- Dr. Hernandez recently participated in a quarterly videotaping of Edmonds CC highlights.
- Ms. Gail Miulli will serve as the interim Executive Vice President of Instruction for six months.

BOARD DISCUSSION – Quentin Powers
- The Trustees and President Hernandez will meet at 9:00 a.m. on August 23 at the WATR Center for a tour and brief presentation.
- The Board will be polled for agenda items for the retreat.
- Beginning in spring 2014, the College will now hold one inclusive retirement reception for all retirees of that academic year. Funds for the event will come from either the college Foundation or the President's discretionary fund. This will help to alleviate holding several retirement celebrations that must be paid out of personal funds. The celebration will be held in June.
- Trustee Van Hollebeke acknowledged the upcoming retirement of Vice President George Smith. He congratulated Mr. Smith on his 34 years of service to the College and recent induction into the NWAAC Hall of Fame. A retirement celebration will be held on campus August 28, 3-5 p.m.

EXECUTIVE SESSION
At 6:15 p.m. the Board entered into executive session to discuss real estate and the performance of a public employee.

At 7:50 p.m. the Board entered into regular open session.

Trustee Powers announced that there is an addendum to the President's contract. Each year by November 25th the President may request a cash-out of up to six weeks of accrued vacation leave. The request will be in writing to the Board of Trustees Chair with a copy to the Vice President of Human Resources who will process the request through the payroll office. The monetary compensation will be included in her December 25th salary payment. No further discussion.

Motion: Trustee Van Hollebeke moved and Trustee Yim seconded the approval of the addendum to the President's contract.
Approved

As a result of discussion during the executive session, the President was asked to prepare more details to her goals with measurable outcomes. The Board and President will explore a quarterly discussion of issues related to her goals. President Hernandez will prepare a list of detailed goals by the August Board retreat.

ADJOURNMENT
There being no further business, the June 13, 2013 meeting was adjourned at 7:52 p.m.

ATTACHMENTS AVAILABLE UPON REQUEST

Quentin Powers, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

ATTACHMENT M
BOARD OF TRUSTEES
Monthly Meeting Report
<u>Associated Students</u>
June 13, 2013

1. The Campus Green Fund Committee completed its work and was represented by student government officers Winnie Wong, Executive Officer for Community Relations and myself. The decision making process was difficult however all the projects selected will add benefit to the campus.

2. Commencement is tomorrow and we will have approximately 400 students participating in the commencement ceremony along with 88 faculty and staff at Comcast Arena in Everett. Congratulations to all of the graduates.

3. Jackie Gonzalez, Community Relations officer and I helped select next year's Triton Review Editor-in-Chief as part of the Publications Board.

4. The 2013-14 Executive Board has been selected and are looking forward to beginning their new positions and serving students beginning fall quarter.

<u>Submitted by: Ashley Smith, Executive Officer for Administrative Liaison</u>

ATTACHMENT N

BOARD OF TRUSTEES

Monthly Meeting Report

<u>AFT Local 4254 EdCC Faculty</u>

June 13, 2013

I do not have a report today.

However, I do have one simple hope that we will make an effort in future to treat each other with courtesy and respect. This past year, we have not done as well as we could have done

Thank you.

Margaret West
President
Local 4254
Edmonds Community College Federation of Teachers

**President's Report
June 13, 2013**

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

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

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

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

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

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

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

Board of Trustees

**Executive Session
& Special Meeting
Minutes
June 27, 2013**

VIA TELECONFERENCE

DRAFT

Trustees Present: Quentin Powers, Dick Van Hollebeke, and Emily Yim
Others Present: Dr. Jean Hernandez and Kevin McKay

CALL TO ORDER AND ROLL CALL

Quentin Powers, Board Chair, called the meeting to order at 5:07 p.m. via teleconference in Snohomish Hall 306.

EXECUTIVE SESSION

At 5:08 p.m. the board entered into executive session to discuss real estate. No action was taken as a result of the executive session.

SPECIAL MEETING

At 5:16 p.m. the board entered into a special meeting.

- **Approval of Energy Service Company (ESCO) Project (RN 13-6-21)**
  (Attachment A)
  Edmonds Community College has just been awarded $1.9 million requested in order to move forward on identified ESCO projects. The facility improvement plan includes central plant and campus wide upgrades to the campus cooling system, HVAC upgrades, air handling system upgrades and lighting upgrades.

  Motion: Trustee Yim moved and Trustee Van Hollebeke seconded the approval of Resolution No. 13-6-21.
  Approved

- **Approval of Property Agreement with City of Lynnwood (RN 13-6-22)**
  (Attachment B)
  The City of Lynnwood is preparing to connect 204th Street east to Highway 99. The plan includes a traffic management roundabout on 68th and 204th to better facilitate movement into and out of campus. The City has obtained a federal grant that will cover most of the project costs. As a component of the project, the City is required to reimburse the College the fair market value for a small slice of college property that is needed to install the roundabout. Since the project budget is short by a relatively small amount, the City has requested that the College eliminate the reimbursement for the required roundabout, either by donation or some other means.

The Board was asked to delegate authority to the President or her designee(s) to negotiate a mutually agreeable arrangement with the City, assuring that any exchange of property must be equal to or greater in value to the College and the State.

Motion: Trustee Van Hollebeke moved and Trustee Yim seconded the approval of Resolution No. 13-6-22.
Approved

EXECUTIVE SESSION
At 5:18 p.m. the Board entered into executive session to discuss real estate. No action was taken as a result of the executive session.

The Board entered into open session at 5:25 p.m. for the purpose of adjournment.

ADJOURNMENT
There being no further business, the June 27, 2013 special meeting was adjourned at 5:26 p.m.

ATTACHMENTS AVAILABLE UPON REQUEST

_____
Quentin Powers, Chair

_____
Date Approved

ATTEST:

_____
Dr. Jean Hernandez, Secretary

DRAFT

Trustees Present: Diana Clay, John Jessop, Quentin Powers, Dick Van Hollebeke, and Emily Yim
Others Present: Mark Cassidy, David Cordell, Dr. Tonya Drake, Dr. Jean Hernandez, Jennifer Inslee, Karen Johnson, Adam LeMieux, Susan Loreen, Kevin McKay, Patty Michajla, Gail Miulli, Jim Mulik, Melissa Newell, George Smith, Carol Summers, and Congressman Rick Larsen

CALL TO ORDER AND INTRODUCTIONS
The study session was called to order at 8:33 a.m. by Chair Quentin Powers. Self-introductions were provided.

STUDY SESSION

Indicators of Achievement/Mission Fulfillment Update – Dr. Jean Hernandez and Jim Mulik
(Attachment A)
President Jean Hernandez and Jim Mulik, Director of Evaluation and Assessment, presented the latest draft of the options to be considered for the Indicators of Achievement/Mission Fulfillment as part of the accreditation requirements set forth by the Northwest Commission on Colleges and Universities (NWCCU). The Board discussed the two options presented for consideration of the Mission Fulfillment, and the 16 Indicators of Achievement in preparation for approval at the September 12 board meeting. It was requested by the board to receive quarterly updates on the Indicators of Achievement.

Student Success Data Update – Dr. Tonya Drake
(Attachment B)
Dr. Tonya Drake spoke about equity and inclusion/student success information using data through the Governance Institute for Student Success (GISS). Dr. Drake shared an equity and inclusion student success report that will also be shared with the college community. The Diversity Council has a new mission and vision statement.

Achieving the Dream Update – Karen Johnson and Jennifer Inslee
(Attachment C)
Karen Johnson and Jennifer Inslee presented an update on Achieving the Dream. Discussion included the new student orientation process and faculty & academic advising.

Accreditation Report – Dr. Jean Hernandez and Jim Mulik
(attachment D)
President Hernandez provided the board with the accreditation report focusing on the area related to governance. The full 130-page report will be shared with the board at a later date and will also be sent to

the Northwest Commission on Colleges and Universities. The accreditation team will continue to work on the report as it is finalized for the evaluators' visit in spring 2014.

Campus Climate Survey – Dr. Jean Hernandez and Jim Mulik
(Attachment E)
Dr. Hernandez has asked all of the vice presidents to determine what themes they are seeing throughout the campus climate survey and then meet with employees in their areas to address concerns. Jim Mulik provided highlights of the survey and discussion followed. The survey will continue to be conducted every two years.

Tenure Process – Gail Miulli and Dr. Jean Hernandez
(Attachment F)
Gail Miulli, Interim Executive Vice President of Instruction, shared the tenure process information, including the faculty bargaining agreement. Board discussion followed.

BUSINESS MEETING

NEW BUSINESS – FIRST CONSIDERATION

Consideration of Academic Freedom Policy – Mark Cassidy
(Attachment G)
Vice President Cassidy presented the Academic Freedom Policy for first consideration. One of the requests during the current accreditation process is that the board adopts a policy that supports academic freedom for all faculty, staff, and students. The board will be asked to approve the Academic Freedom Policy at the September 12 board meeting.

Consideration of Mission Fulfillment Definition – Dr. Jean Hernandez
(Attachment H)
The board discussed the draft of the Mission Fulfillment definition and provided input. A modified document with 16 indicators will be presented to the board for approval at the September 12 board meeting. President's Cabinet will review the Mission Fulfillment/Indicators of Achievement on a quarterly basis. The board will review the final report in the spring prior to the accreditation visit in April 2014.

Consideration of SIMPLE Plan – Dr. Jean Hernandez
(Attachment I)
Dr. Hernandez explained the Strategic Plan vs. SIMPLE Plan. The SIMPLE Plan is at the department level, and the Strategic Plan at the college level. The board discussed the plan and provided input. The plan will be revised and presented at the September 12 board meeting for approval.

Consideration of Instructional Programs for Elimination – Dr. Jean Hernandez
(Attachment J)
President Hernandez presented a list of instructional programs that have been eliminated along with the explanation for elimination. Periodic updates will be provided to the board. The board will be asked to approve the proposed list for program elimination at the September 12 board meeting.

NEW BUSINESS – ACTION

Approval of Emeritus Status (RN 13-8-1) – Mark Cassidy
(Attachment K)
Vice President Mark Cassidy presented the Emeritus Status policy for both first consideration and approval. He listed the benefits offered by the policy.

Motion: Trustee Clay moved and Trustee Van Hollebeke seconded the approval of Resolution No. 13-8-1.
Approved

Recognition of Service (RN 13-8-2) – Quentin Powers
(Attachment L)
George Smith, Vice President of Student Services, will be retiring from Edmonds Community College as of September 13, 2013. The board of trustees recognized him for his 34 years of service to the college through the presentation of Resolution No. 13-8-2. President Hernandez announced that Mr. Smith is the first recipient of Emeritus Status at Edmonds Community College.

Approval of 2013-2015 WPEA Collective Bargaining Agreement (RN 13-8-3) – Mark Cassidy
(Attachment M)
Vice President Cassidy presented the Washington Public Employees Association 2013-2015 Collective Bargaining Agreement for approval.

Motion: Trustee Yim moved and Trustee Clay seconded the approval of Resolution No. 13-8-3.
Trustee Jessop abstained.
Approved

BOARD DISCUSSION

Board Self-Assessments
The Board reviewed and discussed their combined self-assessment and individual self-assessments.

EXECUTIVE SESSION
At 5:03 p.m. the Board entered into executive session. At 5:39 p.m. the Board entered into open session for the purpose of adjournment.

ADJOURNMENT
The August 22, 2013 meeting was adjourned by Chair Quentin Powers at 5:40 p.m.

Friday, August 23, 2013
Washington Aerospace Training and Research Center (WATR)

STUDY SESSION
The study session was called to order at 8:35 a.m. by Chair Quentin Powers.

Present: Trustees Diana Clay, Quentin Powers, Dick Van Hollebeke and John Jessop
Others Present: Dr. Jean Hernandez, Susan Loreen, Gail Miulli and Larry Cluphf

The Board of Trustees met at the Washington Aerospace Training and Research Center to tour the facility and engage in a discussion regarding educational programs in the aerospace industry.

The study session also included an orientation for the new student trustee, John Jessop.

<u>ADJOURNMENT</u>
The August 23, 2013 study session was adjourned at 12:05 p.m. by Chair Quentin Powers.

ATTACHMENTS AVAILABLE UPON REQUEST

                                                                _____
Quentin Powers, Chair

_____
Date Approved

ATTEST:

_____
Dr. Jean Hernandez, Secretary

Background

ACADEMIC FREEDOM POLICY

SUBJECT

Campus-wide policy in support of Academic Freedom

BACKGROUND

There exist three specific criterion that concern campus-wide "academic freedom." These criterion are to be assessed during the course of our upcoming accreditation visit in the Spring of 2014. Specifically:

2.A.27 The institution publishes and adheres to policies, approved by its governing board, regarding academic freedom and responsibility that protect its constituencies from inappropriate internal and external influences, pressures, and harassment.

2.A.28 Within the context of its mission, core themes, and values, the institution defines and actively promotes an environment that supports independent thought in the pursuit and dissemination of knowledge. It affirms the freedom of faculty, staff, administrators, and students to share their scholarship and reasoned conclusions with others. While the institution and individuals within the institution may hold to a particular personal, social, or religious philosophy, its constituencies are intellectually free to examine thought, reason, and perspectives of truth. Moreover, they allow others the freedom to do the same.

2.A.29 Individuals with teaching responsibilities present scholarship fairly, accurately, and objectively. Derivative scholarship acknowledges the source of intellectual property, and personal views, beliefs, and opinions are identified as such.
Our labor agreement with our faculty union---which is approved by the governing board-- contractually protects academic freedom for our faculty in the classroom:

ARTICLE III: WORKING CONDITIONS

3.1.1 The Purpose of Academic Freedom. A major purpose of community college education is to share with students the scholarly, imaginative, and scientific efforts that have been made toward understanding our human condition and our world. Informed and critical students will be more able to act responsibly as citizens to make choices in their own lives, and to attempt solutions for problems of the future than uninformed, uncritical followers. The purpose of academic freedom is to ensure this intellectual development of students.

3.1.2 Implementation of Academic Freedom. Fully aware of their obligations under the laws of the land and under contracts and duly negotiated agreements with the College and, as

applicable, Department of Corrections' rules and regulations, academic employees are guaranteed the following freedoms:

a.   Academic employees are free to exercise all their constitutional rights without institutional censorship, discipline, or other interference.

b.   As scholars and specialists, academic employees are free to conduct research and to publish its results.

c.   As professionals in their respective disciplines, academic employees are free to select the content and methods through which they discharge their responsibilities. They are free to select textbooks, resource persons, and other materials required to carry out their assigned responsibilities consistent with departmental standards and reasonable financial restrictions determined by the College. Corrections employees must abide by the security restrictions established at each DOC institution.

d.   Academic employees may not be required to release information about students other than those grades and official records required by the appropriate College record-keeping office or when otherwise required by law.

e.   This enumeration shall not be construed to deny or to disparage other rights and freedoms retained by academic employees.

Indirectly Our Civility and Respect policy create an institutional "norm" with regards to how people are to be treated in the workplace and in the classroom.

...Each individual at Edmonds Community College (College) shall be treated in a respectful manner with civility. In maintaining an environment of collegiality and respect, College members will treat all members of the community with honesty, respect and courtesy; each individual shall have regard for the dignity and needs of the people with whom they work and those they supervise. College members are reminded that freedom of expression comes with a responsibility to respect the rights and reputations of others and to treat all with civility...(C.6.5.600)

Beyond the faculty contractual provision and our civility and respect policy, there is no clear definition or articulation of our institutional support of the exercise of academic freedom by faculty, students, and staff. The proposed policy below attempts to address this deficiency.

A recent survey conducted during the 2013 Building Community Day reveals, what in-part our climate survey confirmed, that "Academic Freedom" for faculty is more widely understood than it is for other employees.

RECOMMENDATION
Board of Trustees adoption of a policy that makes a campus-wide commitment to the exercise of academic freedom by our faculty, students, and staff.

Board of Trustees

Resolution No. 13-9-1

ACADEMIC FREEDOM POLICY

WHEREAS, the President and President's Cabinet have reviewed and have recommended the adoption of the Edmonds Community College Policy Statement in Support of Academic Freedom; and

WHEREAS, the Board of Trustees of Edmonds Community College affirms that institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole. The common good depends upon the free search for truth and its exposition; and

WHEREAS, academic freedom is essential to these purposes and applies to all disciplines. Freedom in research is fundamental to the advancement of truth. Academic freedom in all disciplines is fundamental for the protection of the rights of the faculty, staff and our students. "Academic Freedom" carries with it rights and responsibilities, regardless of employment status; and

WHEREAS, the purpose of an academic community is to freely question, criticize, worry, discuss ideals, and to provide the forum to seek a better way toward human aspiration and fulfillment;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College hereby adopts the statement that makes the exercise of academic freedom a campus-wide principle.

_____

Quentin Powers, Chair

_____

Date Approved

ATTEST:

_____

Dr. Jean Hernandez, Secretary

EDMONDS COMMUNITY COLLEGE

Board of Trustees

Background

**MISSION FULFILLMENT
DEFINITION**

Subject

Northwest Commission on Colleges and Universities – Definition of Mission Fulfillment.

Background

Since the Board approved the college's new mission statement, core themes, and objectives, the college's Institutional Effectiveness Committee has worked to identify meaningful, assessable, and verifiable indicators of achievement that form the basis for evaluating accomplishment of the objectives of the college's core themes. This is a requirement of the Northwest Commission on Colleges and Universities (NWCCU).

The college must define mission fulfillment in the context of its purpose, characteristics, and expectations. Guided by that definition, the college must articulate institutional accomplishments or outcomes, known as indicators of achievement that represent an acceptable threshold or extent of mission fulfillment. These, too, are the requirements of the NWCCU.

President's Cabinet has reviewed and accepted sixteen indicators of achievement which were presented to the Board of Trustees on August 22 as an information item. Each of the proposed indicators has targets that were established after looking at multiple years of data, and a rationale for the importance of each indicator has been articulated. The targets represent minimal levels of acceptable performance for each indicator.

The Board of Trustees is asked to approve a definition for Mission Fulfillment that is defined as: Mission fulfillment is achieves when 14 or more of the indicators are at the yellow light or green light levels (i.e., no more than two indicators are at the red light level).

Green Light -> Demonstrates Outcome/Meets Indicator at Medium/High Level (e.g., High Passing Level)

Yellow Light -> Demonstrates Outcome/Meets Indicator at Low/Minimal Level (e.g., Passing Level)

Red Light -> Does Not Demonstrate Outcome/Meet Indicator (e.g., Below Passing Level).

Acceptable thresholds for green, yellow, and red levels will be established for each indicator.

Recommendation

Board of Trustees approves the definition of mission fulfillment described above.

EDMONDS COMMUNITY COLLEGE

Board of Trustees

Washington Community College District 23

RESOLUTION No. 13-9-2

MISSION FULFILLMENT DEFINITION

WHEREAS, the Board approved the college's new mission statement, core themes, and objectives last year, and

WHEREAS, the college must define mission fulfillment in the context of its purpose, characteristics, and expectations. and

WHEREAS, the college must articulate institutional accomplishments or outcomes, known as indicators of achievement that represent an acceptable threshold or extent of mission fulfillment. and

WHEREAS, President's Cabinet has reviewed and accepted sixteen indicators of achievement, and

WHEREAS, each of the proposed indicators has targets that were established after looking at multiple years of data, and

WHEREAS, a rationale for the importance of each indicator has been articulated, and

WHEREAS, mission fulfillment is defined as: achievement of 14 or more of the indicators are at the yellow light or green light levels (i.e., no more than two indicators are at the red light level).

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College hereby adopts the proposed Mission Fulfillment Definition.

_____

Quentin Powers, Chair

_____

Date Approved

ATTEST:

_____

Dr. Jean Hernandez, Secretary

Board of Trustees

Background

REVISIONS TO THE COLLEGE'S STRATEGIC PLAN AND SIMPLE PLAN PROCESSES

Subject

Revisions to the strategic and integrated planning process that was approved in June 2010 and known as the SIMPLE Plan.

Background

In June 2010 the Board approved the original integrated planning process known as the SIMPLE Plan. Since that time the college has implemented the SIMPLE Plan twice. Both times, however, the process proved to be cumbersome – mainly due to the lack of a strategic plan by which to inform and drive an evaluative, institutional effectiveness plan for the college. Now that the college has a strategic plan in place, there is a need to review and build on the SIMPLE Plan process that began in 2010.

The SIMPLE Plan, June 2010 – June 2013

On an annual basis Edmonds Community College implemented its strategic plan through a process that outlined its goals, strategies, and/or plans that relate to the college's Core Themes, Objectives, and Strategic Goals – all of which were mapped to the college's Mission Statement and definition of Mission Fulfillment. This process was referred to as the SIMPLE Plan, with SIMPLE standing for **S**trategic, **I**nformed, **M**easurable **P**rocess **L**eading to **E**ffectiveness.

The SIMPLE Plan provided a systematic structure at the department or unit level rather than at the institutional level.

The Strategic Plan versus the SIMPLE Plan

Moving forward, the SIMPLE Plan will continue to focus at the departmental or unit level while the new Strategic Plan process builds on the SIMPLE Plan goals of a "strategic, informed, measureable process leading to effectiveness" and elevates the Strategic Plan process to the institution level by flowing across divisions with broad constituency groups participating in each Strategic Planning Council.

Recommendation

Board of Trustees approve revisions to the Strategic Plan and SIMPLE Plan processes at the September 2013 Board meeting.

Implementation of the Strategic Plan & the SIMPLE Plan

(SIMPLE: **S**trategic, **I**nformed, **M**easurable **P**rocess **L**eading to **E**ffectiveness)

Spring 2010

(Approved by the President's Cabinet, June 1, 2010)
(Approved by the Board of Trustees, June 10, 2010)

Summer 2013

(Approved by the President's Cabinet, August 12, 2013)
(Approved by the Board of Trustees, September 12, 2013)

The Strategic Plan

On a regular cycle Edmonds Community College implements its Strategic Plan through a process that outlines its goals, strategies, and/or plans that relate to the college's Core Themes, Objectives, and Strategic Goals – all of which are mapped to the college's Mission Statement and definition of Mission Fulfillment. This process, which is led by a strategic planning council assigned to each core theme, is built on a foundation that was initiated in June 2010 known as the SIMPLE Plan (**s**trategic, **i**nformed, **m**easurable **p**rocess **l**eading to **e**ffectiveness).

The Strategic Plan provides an ongoing assessment and review of the college's performance in support of its students. Therefore, the process is intended to result in changes and continual improvements at Edmonds Community College.
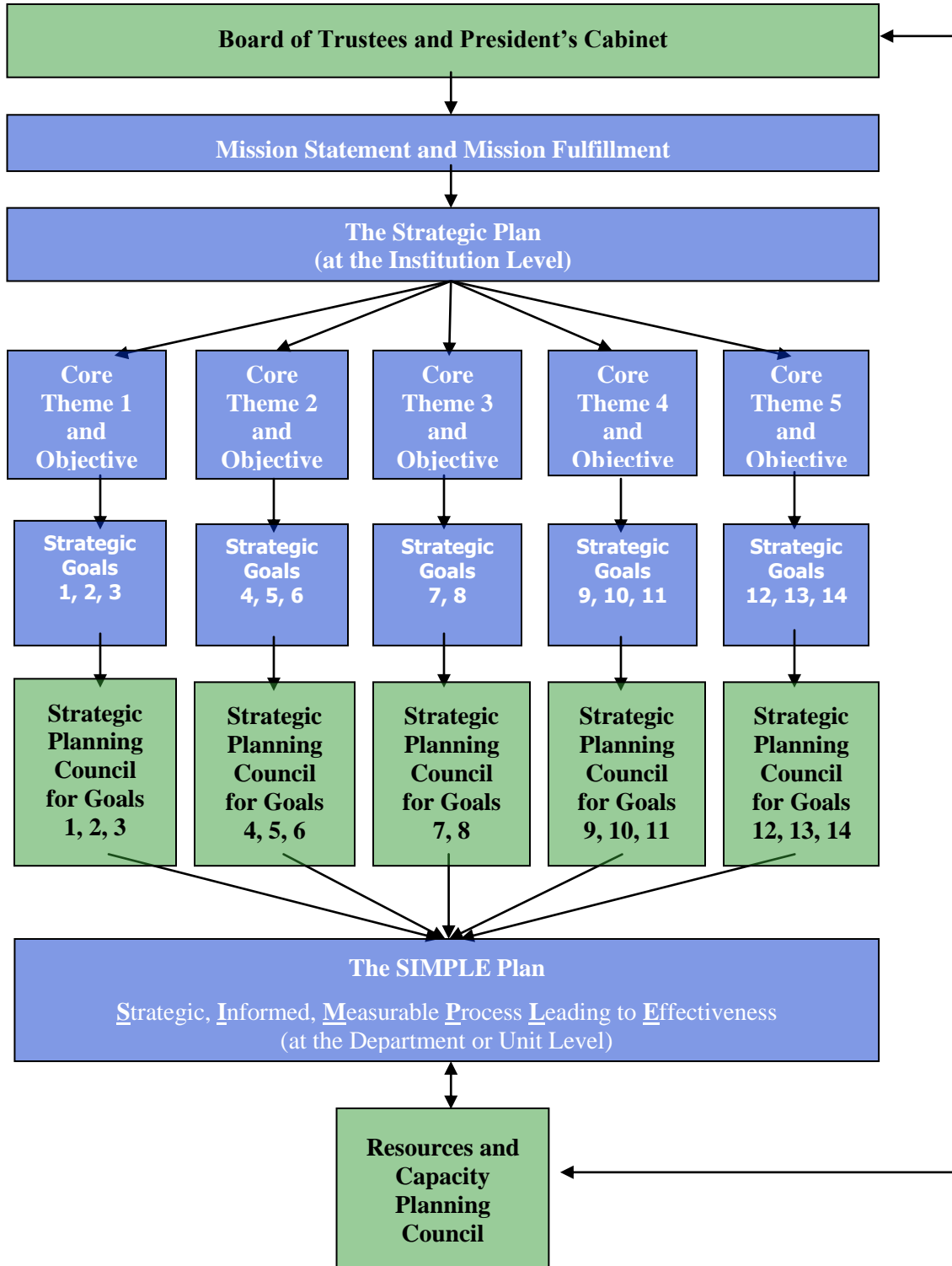

The SIMPLE Plan

The SIMPLE Plan is a systematic, cyclical, on-going, assessment of strategies and processes at the department or unit level to ensure the college's operational areas are effectively meeting the needs of the students and advancing the mission of the institution. A SIMPLE Plan template is provided for instructional and operational areas of the college to assist them in establishing their goals, outcomes/benchmarks, and relevant data.

Working to Make Edmonds Community College an Exemplary Institution

The Strategic Plan and SIMPLE Plan processes are accomplished through data-informed decisions, internal reflection, and scanning of the external environment. The products of these two processes provide fundamental information for college-wide decision-making and resource allocation. In addition, the two processes are designed to assist the college in maintaining high standards of achievement that support student success for ALL students.

The diagram below illustrates the relationships among the college's Mission Statement; Core Themes and Objectives; Strategic Goals; and Planning and Governance Structures at Edmonds Community College.

Board of Trustees and President's Cabinet

Mission Statement and Mission Fulfillment

**The Strategic Plan
(at the Institution Level)**

Core Theme 1 and Objective	Core Theme 2 and Objective	Core Theme 3 and Objective	Core Theme 4 and Objective	Core Theme 5 and Objective
Strategic Goals 1, 2, 3	Strategic Goals 4, 5, 6	Strategic Goals 7, 8	Strategic Goals 9, 10, 11	Strategic Goals 12, 13, 14
Strategic Planning Council for Goals 1, 2, 3	Strategic Planning Council for Goals 4, 5, 6	Strategic Planning Council for Goals 7, 8	Strategic Planning Council for Goals 9, 10, 11	Strategic Planning Council for Goals 12, 13, 14

The SIMPLE Plan

Strategic, **I**nformed, **M**easurable **P**rocess **L**eading to **E**ffectiveness
(at the Department or Unit Level)

Resources and Capacity Planning Council

LEGEND

Governance Structure	Mission Fulfillment and Strategic & SIMPLE Plans

RESOLUTION NO. 13-9-3

STRATEGIC PLAN and
SIMPLE PLAN PROCESSES

WHEREAS, the Board approved the college's new strategic plan last year, and

WHEREAS, on a regular cycle Edmonds Community College implements its strategic plan through a process that outlines its goals, strategies, and/or plans that relate to the college's Core Themes, Objectives, and Strategic Goals – all of which are mapped to the college's Mission Statement and definition of Mission Fulfillment, and

WHEREAS, the Strategic Plan process is built on a foundation that was initiated in June 2010 known as the SIMPLE Plan (**s**trategic, **i**nformed, **m**easurable **p**rocess **l**eading to **e**ffectiveness), and

WHEREAS, the SIMPLE Plan remains a systematic, cyclical, on-going, assessment of strategies and processes at the department or unit level to ensure the college's operational areas are effectively meeting the needs of the students and advancing the mission of the institution, and

WHEREAS, the Strategic Plan and SIMPLE Plan processes are accomplished through data-informed decisions, internal reflection, and scanning of the external environment, and

WHEREAS, these two processes are designed to assist the college in maintaining high standards of achievement that support student success for ALL students, and

WHEREAS, the products of these processes provide fundamental information for college-wide decision-making and resource allocation;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College hereby adopts the proposed Strategic Plan and SIMPLE Plan processes for implementation Fall 2013.

Quentin Powers, Chair

ATTEST: Date Approved

Dr. Jean Hernandez, Secretary

Board of Trustees

Background

PROGRAMS PROPOSED FOR ELIMINATION

Subject
Board of Trustees approval to eliminate 16 instructional programs.

Background
Background Information for this proposal is attached. Listed below are the 16
certificates/degrees being submitted to the Board for their review and approval.

BUSINESS DIVISION

Business Information Technology Department
1. Business Information Technology- MIT Medical Transcriptions Certificate

Horticulture Department
2. Horticulture- Business Specialization Associate of Technical Arts Degree

Hospitality and Tourism Department
3. Hospitality and Tourism Express Certificate

Business Technology Department
4. Office Tech Software Specialist Associate of Technical Arts Degree

CORRECTIONS EDUCATION DIVISION

8. Information Technology Certificate
9. Microsoft Office Excel/Access Certificate
10. Microsoft Word/PowerPoint Certificate
11. Microsoft Office Level I Certificate
12. Microsoft Office Level II Certificate
13. Computer Services Technology Certificate
14. Energy Systems Technology Certificate

HEALTH AND HUMAN SERVICES DIVISION

Allied Health Department
18. Practical Nursing Certificate (W/Lake Washington Institute of Technology)

Social and Human Services Department
19. Activities Assistant Certificate
20. Vocation Rehab Tech Certificate
21. Case Management Certificate

MATH AND SCIENCE DIVISION

Chemistry Department
23. Chemistry- Chemical Lab Technician Associate of Technical Arts Degree

_____

NOTE: The numbers listed are to assist the reader in finding the appropriate section in the attached document, which provides the corresponding details and information.

Recommendation
Approval to eliminate 16 instructional programs at the September 2013 Board of Trustees meeting.

Resolution No. 13-9-4

APPROVAL OF PROGRAMS
PROPOSED FOR ELIMINATION

WHEREAS, the Board of Trustees reserves unto itself the final approval to eliminate instructional programs, and

WHEREAS, the college is meeting educational needs of students in a timely manner by eliminating programs students are no longer participating in, and

WHEREAS, the college is keeping current with its degree and certificate program offerings

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves elimination of 16 instructional programs.

_____
Quentin Powers, Chair

_____
Date Approved

ATTEST:

_____
Jean Hernandez, Secretary

PROGRAMS PLACED ON INACTIVE STATUS
Requires Board of Trustees Consideration and Action
The following programs were placed on inactive status in previous years, or the division asked for immediate elimination. The SBCTC (State Board for Community and Technical Colleges) provides for professional technical programs to request that their specific program be placed on inactive status for up to three years, with the option to reinstate before those three years are up.

The programs listed below are ready to be presented to the Edmonds Community College Board of Trustees for their review and approval. (With board approval, our records will both align with current board policy and become up to date with all requests for inactivation, then elimination.)

This list includes both professional-technical and transfer programs.

BUSINESS DIVISION
Business Information Technology Department
1. Business Information Technology- MIT Medical Transcriptions Certificate (42 CR) (565H)
- Inactivation Requested: Fall 2009
- Rationale: Industry need for transcription is declining due to EMR. Clinics and hospitals are re-defining how they use their transcriptionists. A few are becoming proofreaders/editors of the electronic files – others are moving to other administrative support roles. Also, Everett Community College has a certified program, which may be taken
- Number of Graduates: 1 (last - Spring 2009)
- FTES: 1.067 as of Fall 2013
- Number Still in Program: 1 current as of Fall 2013
- Teach out: Contact student(s) and verify accuracy of student intent; create teach out plan or update student record
- Board Action: Eliminate August 2013

Horticulture Department
2. Horticulture- Business Specialization Associate of Technical Arts Degree (90 CR) (135T)
- Inactivation Requested: Summer 2010
- Rationale: Hardly used in all the years of its existence; only two people used it. We will direct people to the Business Management Project Management Certificate instead
- Number of Graduates: 5 (last - Spring 1992)
- FTES: .800 as of Spring 2010
- Number Still in Program: 1 former as of Spring 2010
- Teach out: Contact student(s) and verify accuracy of student intent; create teach out plan or update student record(s)
- Board Action: Eliminate August 2013

<u>Hospitality and Tourism Department</u>
3. Hospitality and Tourism Express Certificate (33 CR) (277D)
- Inactivation Requested: Summer 2010
- Rationale: Program has only one start quarter and has minimal graduate rates. Two-quarter program negatively impacts spring classes with prerequisites
- Number of Graduates: 1 (last - Summer 2011)
- FTES: 1.400 as of Spring 2011
- Number Still in Program: 2 former as of Spring 2011
- Teach out: Contact student(s) and verify accuracy of student intent; create teach out plan or update student record(s)
- Board Action: Eliminate August 2013

<u>Business Technology Department</u>
4. Office Tech Software Specialist Associate of Technical Arts Degree (92 CR) (559U)
- Inactivation Requested: Summer 2009
- Rationale: The department didn't think this Specialization track was necessary so merged the program back into an overall Office Technology ATA
- Number of Graduates: 1 (last - Winter 2011)
- FTES: .267 as of Fall 2011
- Number Still in Program: 1 current as of Fall 2011
- Teach out: none needed. All courses still available or have reasonable substitution options
- Board Action: Eliminate August 2013

<u>Hospitality and Tourism Department</u>
5. Lodging Management Certificate (44 CR) (269C)
- Inactivation Requested: Spring 2012
- Rationale: We worked extensively with industry in the creation of this certificate, but the lodging business has a long standing practice of hiring entry-level employees with no previous training (and really low wages), so it was very challenging to get buy-in from potential students. One of the classes we developed for this certificate (HSPTR 258 - Lodging Management) has been retained and we are using it successfully in multiple degrees. No students enrolled in this program
- Number of Graduates: Zero
- FTES: .333 as of Spring 2011
- Number Still in Program: 1 former as of Spring 2011
- Teach out: Contact student(s) and verify accuracy of student intent; create teach out plan or update student record(s)
- Board Action: Eliminate June 2015

<u>Business Management Department</u>
6. Business Management – Management Fundamentals Certificate (35 CR) (5021)
- Inactivation Requested: Summer 2012
- Rationale: Similar to other certificates offered that meet the same needs; adviser approval process is confusing for students and causes problems with graduation process
- Number of Graduates: 3 (last - Spring 2009)
- FTES: .333 as of Fall 2013
- Number Still in Program: 1 former as of Fall 2013
- Teach out: Contact student(s) and verify accuracy of student intent; create teach out plan or update student record(s)
- Board Action: Eliminate June 2014

7. Business Management – Retail Merchandising Certificate (35 CR) (210C)
- Inactivation Requested: August/September 2013
- Rationale: Although enrollments in these classes have been steady at about 20 students, the department has limited budget and has decided to focus on programs with more growth potential
- Number of Graduates:1 (last - Fall 2012)
- FTES: 1.533 as of Fall 2013
- Number Still in Program: 2 current as of Fall 2013
- Teach out:
  - For students who had just started: We gave students a 3-quarter notice that the program was going to be eliminated. Students who were in their first quarter were advised to continue their program at another college, or transition into our management program
  - For students who had already made significant progress: A number of classes required or optional for the program continue to be taught by the department because they are utilized for other degrees. Students who had only these courses left were able to stay on and graduate
  - For students who were somewhere in between: We substituted classes for a few students, and also allowed students to take additional classes at other colleges and transfer those back to complete the certificate
- Board Action: Eliminate June 2015

CORRECTIONS EDUCATION DIVISION
Corrections students do not have prof-tech intent codes; usually basic skills coding. Teach out not possible as students move from facility to facility without warning

8. Information Technology Certificate (37 Credits) (518F)
- Elimination Requested: August 2013
- Rationale: discontinued per Department of Corrections
- Teach out: none needed
- Board Action: Eliminate August 2013

9. Microsoft Office Excel/Access Certificate (22 Credits) (518K)
- Elimination Requested: August 2013
- Rationale: discontinued per Department of Corrections
- Teach out: none needed
- Board Action: Eliminate August 2013

10. Microsoft Word/PowerPoint Certificate (21 Credits) (518L)
- Elimination Requested: August 2013
- Rationale: discontinued per Department of Corrections
- Teach out: none needed
- Board Action: Eliminate August 2013

11. Microsoft Office Level I Certificate (20 Credits) (518N)
- Elimination Requested: August 2013
- Rationale: discontinued per Department of Corrections
- Teach out: none needed
- Board Action: Eliminate August 2013

12. Microsoft Office Level II Certificate (20 Credits) (518M)
- Elimination Requested: August 2013
- Rationale: discontinued per Department of Corrections
- Teach out: none needed
- Board Action: Eliminate August 2013

13. Computer Services Technology Certificate (49 CR) (630L)
- Elimination Requested: August 2013
- Rationale: discontinued per Department of Corrections
- Teach out: none needed
- Board Action: Eliminate: August 2013

14. Energy Systems Technology Certificate (79 CR) (703A)
- Elimination Requested: August 2013
- Rationale: discontinued per Department of Corrections
- Teach out: none needed
- Board Action: Eliminate August 2013

HEALTH AND HUMAN SERVICES DIVISION
Fire Officer Degree Department
15. Fire Officer Certificate (32 CR) (829C)
- Inactivation Requested: Summer 2012
- Rationale: Lack of sufficient enrollment for self-support program at this time
- Number of Graduates: 1 (last - Winter 2007)
- FTES: .667 as of Fall 2012
- Number Still in Program: 1 current as of Fall 2012
- Teach out: students are currently taking classes; they can receive certificate at Everett CC
- Board Action: Eliminate June 2015

16. Fire Officer Degree (96 CR) (829W)
- Inactivation Requested: Summer 2012
- Rationale: Lack of sufficient enrollment for self-support program at this time
- Number of Graduates: 1 (last - Winter 2012)
- FTES: .333 as of Summer 2013
- Number Still in Program: 1 current as of Summer 2013
- Teach out: students are currently taking classes; they can receive degree at Everett CC
- Board Action: Eliminate June 2015

Emergency Management Department
17. Emergency Communications Certificate (90 CR) (536C)
- Inactivation Requested: Summer 2012
- Rationale: There is not a demonstrated need in the community for this training at this time. Employers are doing their own training in the public and private sectors
- Number of Graduates: 1 (last - Winter 2001)
- FTES: 1.000 as of Spring 2007
- Number Still in Program: 1 former as of Spring 2007
- Teach out: Contact student(s) and verify accuracy of student intent; create teach out plan or update student record(s)
- Board Action: Eliminate June 2015

Allied Health Department

18. Practical Nursing Certificate (W/Lake Washington Institute of Technology) (67 CR) (32D)
- Elimination Requested: Spring 2011; eliminated by LWIT: Spring 2011
- Rationale: Satellite program with LWIT; closed by LWIT
- Number of Graduates: Zero
- FTES: 4.267 as of Fall 2013
- Number Still in Program: 7 current as of Fall 2013; 1 former as of Fall 2013
- Teach out: Students were transferred to LWIT as of summer 2011 and completed their course work there. The last few students graduated fall quarter Lake Washington. Department to contact current students with this degree intent and verify accuracy of information; create teach out plan or update student record(s)
- Board Action: Eliminate August 2013

Social and Human Services Department

19. Activities Assistant Certificate (47 CR) (349C)
- Inactivation Requested: Summer 2009
- Removed from SBCTC Inventory: January 2013
- Rationale: Merged into different certificate: Senior Services
- Number of Graduates: 1 (last - Summer 2010)
- FTES: .800 as of Spring 2010
- Number Still in Program: 1 former as of Spring 2010
- Teach out: Contact student(s) and verify accuracy of student intent; create teach out plan or update student record(s)
- Board Action: Eliminate August 2013

20. Vocation Rehab Tech Certificate (44 CR) (410C)
- Inactivation Requested: Summer 2009
- Removed from SBCTC Inventory: January 2013
- Rationale: no students since before 2006
- Number of Graduates: 1 (last - Winter 2008)
- FTES: 1.733 as of Spring 2009
- Number Still in Program: 4 former as of Spring 2009
- Teach out: Contact student(s) and verify accuracy of student intent; create teach out plan or update student record(s)
- Board Action: Eliminate August 2013

21. Case Management Certificate (42 CR) (434C)
- Inactivation Requested: Summer 2009
- Removed from SBCTC Inventory: January 2013
- Rationale: no students since before 2006
- Number of Graduates: 1 (last - Summer 2010)
- FTES: .133 as of Summer 2013
- Number Still in Program: 1 former as of Summer 2013
- Teach out: Contact student(s) and verify accuracy of student intent; create teach out plan or update student record
- Board Action: Eliminate August 2013

INTERNATIONAL DIVISION

22. International Business Associate of Technical Arts Degree (90 CR) (249T)
- Inactivation Requested: Spring 2013
- Rationale: Low Enrollment
- Number of Graduates: 1 (last - Spring 2013)
- FTES: 2.130 as of Fall 2013
- Number Still in Program: 3 current as of Fall 2013
- Teach out: Contact student(s) and verify accuracy of student intent; create teach out plan or update student record
- Board Action: Eliminate June 2016

MATH AND SCIENCE DIVISION

Chemistry Department

23. Chemistry- Chemical Lab Technician Associate of Technical Arts Degree (90 CR) (609T)
- Inactivation Requested: Spring 2010
- Rationale: Chemistry Instrumentation classes stored; degree no longer applicable
- Number of Graduates: 2 (last - Summer 2006)
- FTES: .867 as of Summer 2012
- Number Still in Program: 1 former as of Summer 2012
- Teach out: Contact student(s) and verify accuracy of student intent; create teach out plan or update student record(s)
- Board Action: Eliminate August 2013

Computer Information Systems Department

24. Database Information Technologies Associate of Technical Arts Degree (96 CR) (503T)
- Inactivation Requested: Winter 2012
- Rationale: The Database program has not had sustained enrollments. The required classes are not being offered for 2012-2013. We hope to reinstate the ATA for the 2013-2014 academic year
- Number of Graduates: 3 (last - Summer 2012)
- FTES: .067 as of Summer 2013
- Number Still in Program: 1 current as of Summer 2013
- Teach out: Contact student(s) and verify accuracy of student intent; create teach out plan or update student record
- Board Action: Eliminate March 2015

25. Linux Security Specialist Certificate (30 CR) (515M)
- Inactivation Status: Spring 2012
- Rationale: The Linux program has not had sustained enrollments. Over half of the classes on the certificate are not being offered for 2012-2013. We hope to reinstate the certificate for the 2013-2014 academic year
- Number of Graduates: 1 (last - Spring 2011)
- FTES: .667 as of Fall 2013
- Number Still in Program: 1 current as of Fall 2013
- Teach out: Contact student(s) and verify accuracy of student intent; create teach out plan or update student record
- Board Action: Eliminate June 2015

PROGRAM REQUESTING REINSTATEMENT

The following program has requested reinstatement on Edmonds Community College's program inventory.

BUSINESS DIVISION
Business Department
E-Business Associate of Technical Arts Degree (90 CR) primary program (543C)
- Prior Inactivation Requested: Summer 2012
- Reinstatement Requested: Summer 2013
- FTES: 1.667
- Number Still in Program: 2 current as of Fall 2013)
- Number of Graduates: 2 (last - Winter 2013)
- Reason: Error on part of faculty to eliminate; had to resubmit all paperwork to SBCTC to activate this program again. Reinstate August 2013
- Board Action: None required.

THE FOLLOWING PROGRAMS WERE PREVIOUSLY APPROVED BY EdCC BOARD OF TRUSTEES

This section is informational only.

Since May 2011, the following programs were added to the college's catalog and to the SBCTC program inventory:
- Computers, Electronics and Networks – Aircraft Electronic Technician Certificate (40 Credits), approved by Board of Trustees, June 2013
- Business Management – Retail Management Certificate (45 Credits), approved by Board of Trustees, June 2013
- Culinary Arts – Baking Associate of Technical Arts Degree (98 Credits), approved by Board of Trustees, March 2011
- Early Childhood Education – State Certificate (47 Credits), approved by Board of Trustees June 2013
- Emergency Management and Business Continuity Associate in Applied Science Transfer Degree (95-99 Credits), approved by Board of Trustees, March 2010
- Nursing – Nursing Education Program Practical Nurse Certificate (72 Credits), approved by Board of Trustees, November 2012
- Allied Health Education – Pharmacy Technician Associate of Applied Science Transfer Degree (96 Credits), approved by Board of Trustees, November 2012

INFORMATIONAL ONLY – POSSIBLE FUTURE PROGRAMMING

The process for these programs will include review and approval through the Curriculum Committee, Instructional Leadership, President's Cabinet, Board of Trustees and the Northwest Commission on Colleges and Universities. Discussions and processes for program development have started for the following programs:

CORRECTIONS EDUCATION DIVISION
Building Maintenance Technology Certificate (20 CR)
This is a state-mandated program

MATH AND SCIENCE DIVISION
Materials Science Department
Quality, Manufacturing and Electronics Certificate (28 CR)
Description: This hands-on program is designed to give students the skill sets and knowledge to effectively operate in a manufacturing environment. The certificate is comprised entirely of classes from the I-BEST program, allowing students to improve their math and writing skills while earning the certificate. It also serves as an indication of the satisfactory completion of the first year of the Manufacturing and Materials Technology ATA degree.

Mechanics and Materials Certificate (25 CR)
Description: The Mechanics and Materials Certificate provides an understanding of the basics of materials science (including metals, plastics, ceramics, composites), and how mechanical forces affect structures. These classes can be used as part of the requirements for the Materials Science Technology AAS-T or the Manufacturing and Materials Technology ATA degree.

HUMANITIES DIVISION
Visual Communications Department
Graphic Design Certificate (43 CR)
Description: Introduction to design principles and technical knowledge that are associated with print and web projects. Develop and produce a variety of content that will build a portfolio by utilizing the industry standard tools of Adobe Creative Suite on an Apple platform. The required courses for this one year certificate can also be applied to the Visual Communications two-year ATA degree.

Web Design Certificate (42 CR)
Description: Introduction to producing content driven websites including the visual aspects of developing an effective user interface (UI) while learning the programming language for enhancing the user experience (UX) designs. The required courses for this one year certificate can also be applied to; either the Visual Communications or Web Development two-year ATA degree.

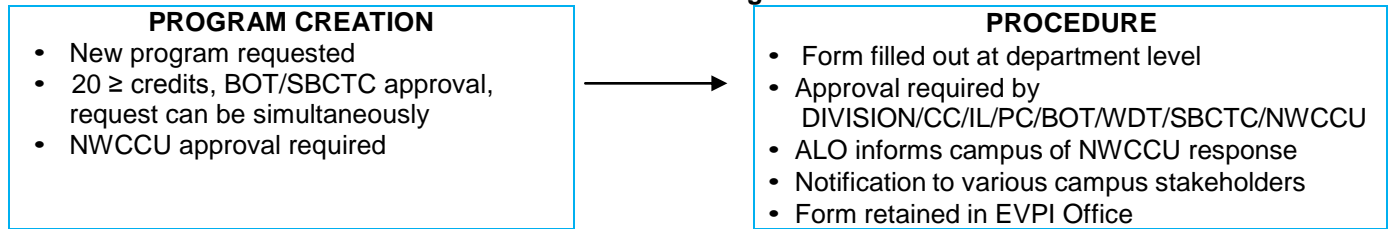NOTE: Effective 2013-2014 Academic year a process has been created and documented to proactively act on upcoming request(s) for new or eliminated status, which will give the Board of Trustees adequate time for consideration and action.
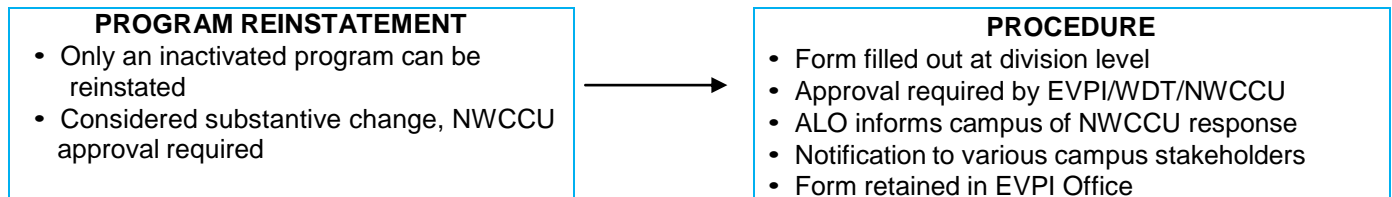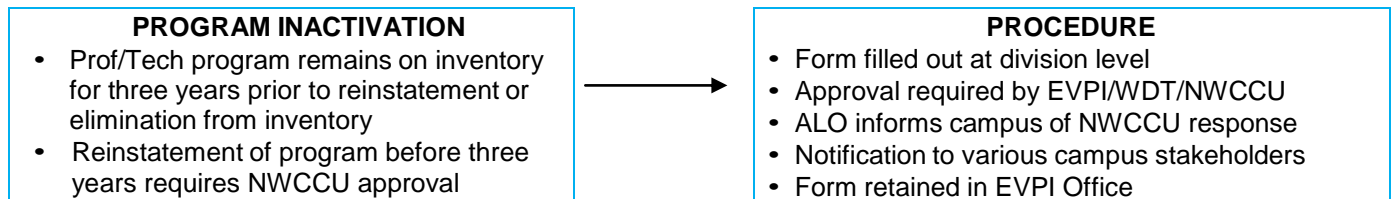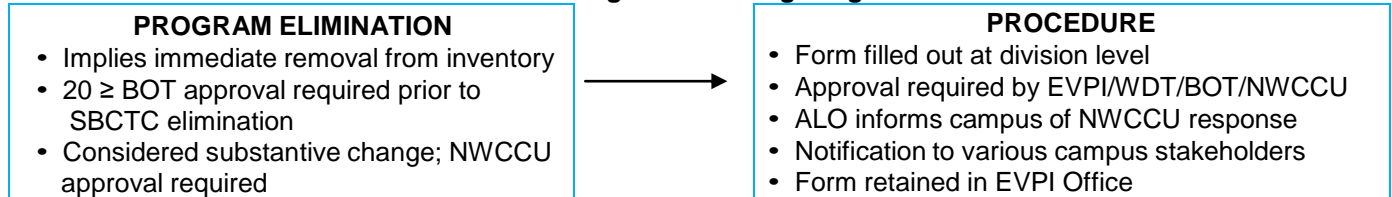
Future Teach-Out Procedure
- Identify current students in program
- Contact students and confirm accuracy of intent
- Create teach-out plan or update student record in HP

Edmonds Community College
August 2013

Procedure for New Programs

PROGRAM CREATION	PROCEDURE
• New program requested • 20 ≥ credits, BOT/SBCTC approval, request can be simultaneously • NWCCU approval required	• Form filled out at department level • Approval required by DIVISION/CC/IL/PC/BOT/WDT/SBCTC/NWCCU • ALO informs campus of NWCCU response • Notification to various campus stakeholders • Form retained in EVPI Office

Procedure for Changes to Existing Programs

PROGRAM ELIMINATION	PROCEDURE
• Implies immediate removal from inventory • 20 ≥ BOT approval required prior to SBCTC elimination • Considered substantive change; NWCCU approval required	• Form filled out at division level • Approval required by EVPI/WDT/BOT/NWCCU • ALO informs campus of NWCCU response • Notification to various campus stakeholders • Form retained in EVPI Office

PROGRAM INACTIVATION	PROCEDURE
• Prof/Tech program remains on inventory for three years prior to reinstatement or elimination from inventory • Reinstatement of program before three years requires NWCCU approval	• Form filled out at division level • Approval required by EVPI/WDT/NWCCU • ALO informs campus of NWCCU response • Notification to various campus stakeholders • Form retained in EVPI Office

PROGRAM REINSTATEMENT	PROCEDURE
• Only an inactivated program can be reinstated • Considered substantive change, NWCCU approval required	• Form filled out at division level • Approval required by EVPI/WDT/NWCCU • ALO informs campus of NWCCU response • Notification to various campus stakeholders • Form retained in EVPI Office

WORKFLOW

1. Paperwork begins at division level;
2. Route to Instructional Program Manager (IPM);
3. Signature from EVPI; Signature from VP-WDT if appropriate; may also go to CC for information;
4. EVPI takes request to PC for approval as needed;
5. President adds to BOT agenda;
6. IPM notifies WDT/ALO after BOT approval;
7. WDT office notifies SBCTC; ALO notifies NWCCU of BOT approval:
8. SBCTC notifies WDT of approval/recommendations; NWCCU notifies ALO of approval/recommendations;
9. ALO, IPM, and WDT notify various campus stakeholders;
10. IPM updates HP, Curriculog/Acalog, logs paperwork in EVPI office.

ALO – Accreditation Liaison Officer
BOT – Board of Trustees
CC – Curriculum Committee
ELIMINATION – Inactivation for NWCCU
EVPI – Executive Vice President for Instruction (Office)
INACTIVATION – Suspension for NWCCU
IPM – Instructional Program Manager
NWCCU – Northwest Commission on Colleges and Universities
PC – President's Cabinet
SBCTC – State Board for Community and Technical Colleges
WDT – Workforce Development and Training (Office)

EDMONDS COMMUNITY COLLEGE

Board of Trustees

Washington Community College District 23

**President's Report
September 12, 2013**

President Jean Hernandez
Activity Report: June – August, 2013

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

Strengthen our diverse community

I attended a roundtable involving Sen. Patty Murray to discuss opportunities for veteran students. I have been involved in several other efforts involving the veterans campaign. I have been involved in the planning committee for the Asian American/Native American reception to be held in conjunction with the October ACCT Leadership Congress in Seattle. I provided a welcome for the 2013 Boeing Supplier Diversity Aerospace Symposium on our campus. I attended the 10th annual Feiria Latina (i.e., Latino Fair) event held on our campus. I attended the 50th Anniversary celebration of the MLK March on Washington. I attended with three other Edmonds CC colleagues a tour of the Lighthouse for the Blind, which is an organization that provides educational and other opportunities for sight and hearing impaired individuals.

Provide educational opportunities

I attended the graduation ceremonies at the Monroe Correctional Complex. I attended the College Spark Board of Trustees meeting. I attended the Foundation Board of Directors Retreat. I attended the open house of the new Central Washington University downtown Seattle office.

Help students access career opportunities

I provided a welcome for a Boeing/EdCC retreat held on our campus. I met with Everett CC President David Beyer and our respective public information officers regarding an upcoming joint op-ed in the Everett Herald. I met with Snohomish County Executive John Lovick who has been invited to attend and speak at our September 17th Convocation.

Support student success

As Vice President George Smith is transitioning into retirement, I have been working closely with him on temporary changes in his area until the new vice president is hired. I have met with our Achieving the Dream co-chairs and discussed Edmonds CC's new initiatives for 2013-2014.

Encourage innovation, service, and lifelong learning

I participated in the Edmonds CC booth at the Bite of Edmonds. I continue to meet with college donors and participate on several local boards.

2013-2014 Goals
Jean Hernandez

Strengthen our diverse community

- Continue to work closely with the Special Assistant and the Diversity Council to implement a college-wide diversity plan.
  - o The Diversity Plan will be created and implemented this year.

- Continue to recruit and retain a diverse student body and workforce.
  - o Place more advertisements in ethnic minority newspapers and other social media.
  - o Increase our visibility with veterans by attending veteran-specific events in the county and at the various military bases.
  - o Provide a welcoming environment for our students with disabilities by increasing staffing levels in Services for Students with Disabilities Office and adding more ADA tables and chairs in the classrooms.

- Increase the number of community partnerships and joint program offerings at EdCC that reflect our diverse community.
  - o Increase number of community groups hosting events at EdCC and provide a welcome from me or a designee to convey our commitment to our community and partnerships.
  - o Attend at least three community events (e.g., Economic Alliance of Snohomish County, Workforce Snohomish, United Way of Snohomish County, Rotary Club of Lynnwood, etc.) each month.
  - o Work with vice presidents for instruction and workforce training to enhance our educational partnerships with industry, K-12, and higher education institutions.

Provide educational opportunities

- Ensure EdCC is a leader in offering excellent educational pathways, by working with government and industry partners and addressing the skills gap in our service area.
  - o Work with faculty and vice presidents for instruction and workforce training to create high demand, high wage certificate and degree programs.
  - o Compete for state and national grants and contracts that will keep Edmonds CC on the cutting edge and developing programs to meet the skills gaps in our community.

- Certify ongoing assessments of our courses, certificates, and degrees are occurring on a regular basis.

- o Work with the Executive Vice President for Instruction to ensure we meet the Strategic Goal listed in our SIMPLE Plan that addresses this goal.
- In close consultation with the Executive Vice President for Instruction, the Vice President for Workforce Development and Training, and the Vice President for Finance and Operations seek innovative ways to deliver a broad choice of degrees and certificates through competency-based training, online, and other new methods.
  - o Continue to seek non-state revenue sources to support innovative programs and delivery modes.

Help students access career opportunities

- Encourage opportunities on campus that prepare students for their job search.
- Solicit industry and community partners who are willing to participate on the Technical Advisory Committees, in mock interviews, and in listing their openings with the college.
- Support service learning and internship opportunities for all students.

Support student success

- Recommend policies to the Board of Trustees that validates EdCC's commitment to student success.
- Ensure the implementation of the CARE Team and relevant threat assessment training is provided across the college community.
- Seek innovative initiatives to implement at EdCC that support student success (e.g., professional training, mandatory orientation and advising, etc.)

Encourage innovation, service, and lifelong learning

- Support and advocate for a culture that embraces innovation and an entrepreneurial attitude for addressing current challenges.
- Continue to work with each member of President's Cabinet and have him/her become active in at least one of our community organizations so as to increase the visibility for the college.
- Create opportunities for and encourage "college teams" to work together on innovative programs and activities through external grants, Student Success Council grants, and EdCC Foundation grants.

2013-14
Government Relations/Public Affairs Plan
Highlights

Goals

- Key local, state and federal elected and public officials are aware of Edmonds Community College's impact on the community as well as its areas of leadership/excellence
- Edmonds CC stands out from the crowd of community colleges due to its strategic, well-prepared approach to advocacy
- Elected and public officials consider Edmonds CC as a key city, county, and state stakeholder and resource in higher education policy development and decision-making
- Edmonds CC is "at the table" at city, county, state, and federal events on topics of greatest impact and concern to the college

Strategies

1. Maintain regular communications with key elected and public officials

    Tactics:

    - Prioritize local and legislative officials for contact
      - Develop outreach teams
        Tier 1 contacts: President and trustees – starts with Tier 1 contacts
        Tier 2 contacts: VP College Relations, Foundation Advocacy Committee, and students – starts with Tier 2 contacts
        Tier 3 contacts: Assigned as visits are completed

Tier 1 SnoCo Contacts	District	Committee Assignment/EdCC District
Sen. Rosemary McAuliffe	Dist 1	Higher Ed
Rep. Mike Sells	Dist 38	Higher Ed
Rep. Elizabeth Scott	Dist 39	Capital Budget, Higher Ed
Rep. Hans Dunshee	Dist 44	Capital Budget (chair), Appropriations
Rep. Derek Stanford	Dist 1	Capital Budget (vice chair)
Rep. Ruth Kagi	Dist 32	Appropriations
Rep. John McCoy	Dist 38	Appropriations
Rep. Mary Helen Roberts	Dist 21	EdCC District
Rep. Marko Liias	Dist 21	EdCC District
Sen. Paull Shin	Dist 21	EdCC District

Tier 2 SnoCo Contacts	District	
Senate Democrats have minority status which means no committee leadership		
Sen. Maralyn Chase	Dist 32	
Sen. Nick Harper	Dist 38	
Sen. Kirk Pearson	Dist 39	
Sen. Steve Hobbs	Dist 44	

Tier 3 SnoCo Contacts   District

Rep. Luis Moscoso   Dist 1
Rep. Cindy Ryu   Dist 32
Rep. Dan Kristiansen   Dist 39
Rep. Mike Hope   Dist 44

Outreach Schedule

State	Home office visits	Summer/early fall 2013
	Olympia visits	TACTC/WACTC
		Jan 19-21, 2014
		60 day session begins Jan 13
	Olympia visits (cont'd)	WACTC
		Feb. 20-21, 2014
Federal	Home office visits/campus	Summer/early fall 2013
	CRD* Oct. 5-9, 2013	Senate in session
	ACCT Feb. 10-13, 2014	Second session calendar not available

*Council for Resource Development, AACC division

- Utilize campus events as opportunities to cultivate and inform officials
  - January   5-star Consortium legislative reception
  - February   Student government civics week
  - April   Foundation 'excellence' reception
  - June   Commencement
  - August   Campus event hosted by Foundation Advocacy Committee
  - Sept/Oct   Candidate and issues forums

- Consistently send visit follow-up communications

- Develop annual and issue–specific key messages that are utilized by all college representatives;

- Create a series of "themed" collateral materials prior to beginning of legislative session and throughout session as needed

- Selectively utilize cable TV interviews/programming to engage officials

- Send officials copies/links to articles or other materials of special interest to them and/or that demonstrate Edmonds CC's value to the community or excellence

2. Better utilize campus community and college supporters to advocate on behalf of the College.

   Tactics:

   - Prioritize contacts and utilize resources strategically
     - Work cooperatively with SBCTC and 5-Star Consortium to ensure a united front on shared local and statewide issues and optimize results

   - Re-establish campus Legislative Action Committee

   - Provide college advocates with current Federal and State contact information, issues, priorities, messages and other resources

   - Develop annual and issue–specific key messages that are utilized by all college representatives

   - Create a series of "themed" collateral materials prior to beginning of legislative session and throughout session as needed

   - Develop system for distributing "breaking news" to all college advocates

3. Engage the public in issues of importance to higher education and students

   Tactics:

   - Develop public affairs pages in new college web site

   - Develop and schedule a series of op eds

   - Selectively utilize cable TV programming to highlight issues and the value of Edmonds CC to the community

   - Partner with Everett CC and/or 5-star consortium to implement statewide public relations campaign in North King and Snohomish Counties

President's Feedback to the Board of Trustees

September 12, 2013

Using a 1 to 5 scale where:
- 1 – Poor
- 2 – Weak
- 3 – Adequate
- 4 – Good
- 5 – Outstanding/Excellent
- 6 – Not Apply/Not Available

To be conducted during the February Board of Trustees meeting. Any score below 4 will include documentation to support the rating.	RATING
Board Members…	
1. Know the essential information that board members need to know to protect the College and themselves from such a personal liability.	4 – The four continuing Board members are very seasoned and have attended ethics workshops and other workshops through TACTC and WACTC to remain current on issues facing board members. We have a new Student Trustees and are waiting for the appointment of a fifth Board member, so both individuals will need time to learn about the Trustee's role and responsibilities.
2. Share information with each other; no surprises rule.	4 – I feel a better effort could be made to keep the chair in the loop when Board members have concerns, such as the time it has taken to get vacant Board positions appointed.
3. Have a clear understanding of their roles in making policy and avoid having Trustees involved in the management of the college.	4 – I appreciated the conversation during the Board Retreat on how much the Board should be involved in certain things (e.g., Strategic Planning and Vision Statement). I think it is helpful for the Board to discuss their role as a policy governing body.
4. Are not a "rubber stamp" Board.	5 – Each individual is great about asking questions and ensuring clear understanding, when needed, before taking action.

To be conducted during the February Board of Trustees meeting. Any score below 4 will include documentation to support the rating.	RATING
5. Create policies that support student success and completion agendas for Edmonds Community College.	4 – The college is still testing several pilot projects on student success, so I don't think we are ready to create policies. However, I do feel the Board is very supportive of the work being done to help our students reach their goals.
6. Conducts its self assessment on an annual basis.	5 – The Board has a very open and honest conversation when they conduct their evaluations of themselves and the Board, as a whole.
7. Conducts an evaluation of the President on an annual basis.	5 – The Board provides me with clear and specific feedback during my evaluation. I feel very well supported by the Board.
8. Attend at least one college event per quarter outside of the regular Board activities.	5 – Appreciate everyone's support of college, community, and Foundation events.
9. Attend at least one professional development activity per year.	4 – Diana and Dick are very active in TACTC. Emily serves on the ACCT Board and Diana and Dick attend ACCT conferences. It has been hard for Quentin to attend due to his work schedule.
10. Are actively engaged and participate in Board activities.	5 – Very positive and enthusiastic engagement.
11. Support and encourage strategic planning and outcomes based assessments.	5 – This past year we completed our Strategic Plan and Vision Statement. This was a huge milestone for the college and will provide us with the needed direction for the next two to three years. The Board is very metrics-centric and appreciates data.
12. Use data-informed decision making practices.	4 – Board understands data-informed decision making. I need to provide more data on an ongoing basis for Board members.
13. Participate in commencement ceremonies.	5 – You are very supportive of our commencement activities, including Monroe Corrections Education.
14. Actively involved in supporting the Foundation and fundraising for the college.	4 – Would like to have 100% BOT participation at the Foundation Gala. Last year we did get 100% BOT participation for Annual Giving Campaign.
15. Developed with the President accountability measures and	5 – Presented accountability measures to Board for Strategic Plan

To be conducted during the February Board of Trustees meeting. Any score below 4 will include documentation to support the rating.	RATING
benchmarks for quality improvement.	at their August 2013 Retreat.
16. Keep President informed and clarify purpose before meeting with faculty and staff at the college.	4 – This past year has been much better. Always good to remind Board members about letting me know when you are going to be on campus, meeting with staff or attending an event. OK to let Patty know—don't have to tell me directly.
17. Participate in legislative visits that focus on the needs of Edmonds Community College.	4 – Many of you indicated a desire to participate in legislative visits, so we have created a Legislative Plan that will include you both during the fall and winter quarters.
18. The Chair manages the Board meetings by keeping on schedule and facilitating effective meetings.	5 – Well done.
19. Support and respect the Chair.	5 – Great camaraderie among BOT and very supportive of Chair.
20. Can ask questions and have open conversations without anyone (Board or President) feeling threatened.	5 – Feel we have a great trusting, collaborative relationship. I feel very comfortable receiving your feedback/input and asking questions of Board members.