

Washington Community College District 23

AGENDA

Regular Meeting
September 13, 2018
Gateway Hall 352
4:30 – 6:30 p.m.

MISSION: TEACHING | LEARNING | COMMUNITY

			<u>PAGE</u>
4:30 PM	A. Call to Order	Dr. Tia Benson Tolle	
4:32 PM	B. Introduction of Guests	Dr. Tia Benson Tolle	
4:35 PM	C. Public Comments (<i>2 min. each</i>)	Dr. Tia Benson Tolle	
4:45 PM	D. Approval of June 14, 2018 Meeting Minutes	Dr. Tia Benson Tolle	3
	E. Approval of August 16-17, 2018 Meeting Minutes	Dr. Tia Benson Tolle	14
	F. Next meeting: Business Meeting October 18, 2018, 4:30 p.m.		
	G. Old Business – Action		
4:50 PM	1. Approval of New Curricula - Hospitality and Tourism Associate in Applied Science Transfer Degree (RN 18-9-1)	Dr. Charlie Crawford	18
4:55 PM	2. Approval of New Curricula - Culinary Arts Associate in Applied Science Transfer Degree (RN 18-9-2)	Dr. Charlie Crawford	20
5:00 PM	3. Approval of New Curricula - Culinary Arts Mobile Food Entrepreneur Certificate (RN 18-9-3)	Dr. Charlie Crawford	22
5:05 PM	4. Approval of New Curricula - Culinary Arts Mobile Food Cooking Certificate (RN 18-9-4)	Dr. Charlie Crawford	24
5:10 PM	5. Approval of Public Records WAC (RN 18-9-5)	Dennis Curran	26
	H. New Business – First Consideration		
5:20 PM	1. Consideration of 2019 Board Meeting Schedule	Dr. Tia Benson Tolle	34

Continued

	I. Reports		
5:40 PM	1. Faculty Representative	Kay Latimer	
5:45 PM	2. Student Representative	Dawson Shinnars	
5:50 PM	3. Classified Staff Representative	Frederick Pieters	
5:55PM	J. Foundation Report	Diana Clay	37
6:00 PM	K. President's Report	Dr. Amit Singh	38
6:10 PM	L. Board Discussion	Dr. Tia Benson Tolle	
	1. Special Meeting - Joint meeting with Edmonds School District		44
	2. Board Self-Assessment		
6:30 PM	M. Adjournment	Dr. Tia Benson Tolle	

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.

Washington Community College District 23

Minutes
Regular Meeting
June 14, 2018

DRAFT

Trustees Present: Diana Clay, Naol Debele, Quentin Powers, Emily Yim & Carl Zapora

Trustees Absent: Dr. Tia Benson Tolle

Others Present: Lin Andrews, Emily Benali, Christina Castorena, David Cordell, Terry Cox, Dr. Charlie Crawford, Dennis Curran, Verona Girgis, Jessica Hanaumi, Kay Latimer, Kevin McKay, Frederick Pieters, Dr. Yvonne Terrell-Powell, Mustapha Samateh, Dawson Shinnars, Eva Smith, Nomin Tumennast

CALL TO ORDER AND INTRODUCTION OF GUESTS

Diana Clay, Board Chair, called the meeting to order at 4:34 p.m. in Gateway 352, welcomed those present, and asked for self-introductions.

PUBLIC COMMENTS

No public comments

STUDY SESSION

ctcLink Update – Ligia Cicos

Ligia Cicos, Director of Organizational Change and Project Management, presented updates on ctcLink. Edmonds CC is part of deployment group four (with seven other colleges), with an expected start date of Fall 2019 and anticipate to go live in Fall 2020. Governance groups comprised of college and State Board participation have recently been put in place to assist in a successful rollout process. 474 Edmonds CC process maps have been created and have been posted to a Google Site. This business transformation is the most significant change initiative on campus. Board discussed streamlining, managing change management and budgeting surrounding the rollout.

Preliminary Community Transit Proposal Update – Kevin McKay

Kevin McKay, Vice President for Finance and Operations, presented possible expansion for the Community Transit Swift line. The route, which runs every ten minutes, would add a line off 196th ST and 68th, behind the Edmonds CC sign. The board expressed support and discussed how this could increase access to the college and position us well for the light rail.

APPROVAL OF MINUTES

Motion: Trustee Debele moved and Trustee Yim seconded to approve the May 15, 2018 meeting minutes.

Aye: Trustee Clay, Debele, Powers, Yim & Zapora

Nay: None

Approved

Motion: Trustee Zapora moved and Trustee Yim seconded to approve the May 17, 2018 meeting minutes.

Aye: Trustee Clay, Debele, Powers, Yim & Zapora

Nay: None

Approved

NEXT MEETING

August 16 & August 17, 2018, Summer Study Session, 8:00 a.m. – 5:00 p.m., Gateway 352

OLD BUSINESS - ACTION

Recommendation to approve ASEdCC Student Fees (RN 18-6-1) – Nomin Tumennast

Nomin Tumennast, Student Government Executive Officer of Budgeting and Finance, presented Student Fees for 2018 – 2019 approval.

Motion: Trustee Quentin moved and Trustee Yim seconded to approve RN 18-6-1.

Aye: Trustee Clay, Debele, Powers, Yim & Zapora

Nay: None

Approved

Recommendation to approve ASEdCC Budget (RN 18-6-2) – Nomin Tumennast

Nomin Tumennast presented the request for the Student Government budget for 2018 – 2019 approval.

Motion: Trustee Yim moved and Trustee Debele seconded to approve RN 18-6-2.

Aye: Trustee Clay, Debele, Powers, Yim & Zapora

Nay: None

Approved

Recommendation to approve 2018 – 2019 College Operating Budget (RN 18-6-3)– Kevin McKay

Kevin McKay, Vice President of Finance and Operations, presented the 2018 – 2019 operating budget for approval. Kevin gave an update to trustees regarding the State Board recalculating the original proposal, which changed the original fiscal budget for Edmonds CC. A handout was distributed to show the operating budget comparisons to include the revisions as well as comparing budgeted vs. actual tuition expenses for the last five years. The board discussed the effect enrollment has on budget as well as how to close the gap.

Motion: Trustee Zapora moved and Trustee Yim seconded to approve RN 18-6-3.

Aye: Trustee Clay, Debele, Powers, Yim & Zapora

Nay: None

Approved

Recommendation to approve International Contract Program (RN 18-6-4) – Kevin McKay

Kevin McKay presented the 2018- 2019 International Contract program for approval.

Motion: Trustee Yim moved and Trustee Zapora seconded to approve RN 18-6-4.

Aye: Trustee Clay, Debele, Powers, Yim & Zapora

Nay: None

Approved

Recommendation to approve 16 Program Eliminations (RN 18-6-5) – Dr. Charlie Crawford

Dr. Charlie Crawford, Executive Vice President for Instruction, presented the approval for 16 instructional programs to be eliminated.

Motion: Trustee Zapora moved and Trustee Powers seconded to approve RN 18-6-5.

Aye: Trustee Clay, Debele, Powers, Yim & Zapora

Nay: None

Approved

Recommendation to approve New Curricula (RN 18-6-6) – Dr. Charlie Crawford

Dr. Charlie Crawford presented the approval for the Paralegal Associate in Applied Science Transfer degree. The degree requires successful completion of 90 credits outlined in the proposal.

Motion: Trustee Powers moved and Trustee Debele seconded to approve RN 18-6-6.

Aye: Trustee Clay, Debele, Powers, Yim & Zapora

Nay: None

Approved

Recommendation to approve Revised Mission Fulfillment (RN 18-6-7) – Jim Mulik

Jim Mulik, Executive Director of Institutional Effectiveness and Strategic Planning, presented the recommendation of approval of revisions to the mission fulfillment definition.

Motion: Trustee Zapora moved and Trustee Powers seconded to approve RN 18-6-7.

Aye: Trustee Clay, Debele, Powers, Yim & Zapora

Nay: None

Approved

NEW BUSINESS – FIRST CONSIDERATION

Consideration of New Curricula – Culinary Arts Mobile Food Certificate – Dr. Charlie Crawford

Dr. Charlie Crawford presented the proposal for a 75-credit certificate designed to give students hands-on experience in a mobile food truck setting.

Consideration of New Curricula – Hospitality and Tourism Associate in Applied Science Transfer Degree – Dr. Charlie Crawford

Dr. Charlie Crawford presented the proposal for the 90-credit transfer degree to Bachelor of Applied Science in Business Studies at Johnson and Wales University.

Consideration of New Curricula – Culinary Arts Associate in Applied Science Transfer Degree – Dr. Charlie Crawford

Dr. Charlie Crawford presented the proposal for the Culinary Arts Associate in Applied Science Transfer Degree to Bachelor of Science in Culinary Arts and Food Service Management at Johnson & Wales University.

Consideration of New Curricula – Culinary Arts Mobile Food Cooking Certificate – Dr. Charlie Crawford

Dr. Charlie Crawford presented the proposal for the Culinary Arts Mobile Food Cooking Certificate.

BREAK

At 6:18 p.m. the board recessed for a ten-minute break.

At 6:30 p.m. the board returned to open session.

REPORTS

Faculty Representative – Kay Latimer

Attachment A

Student Representative – Mustapha Samateh

Attachment B

Classified Staff Representative – Frederick Pieters

Attachment C

FOUNDATION REPORT – Diana Clay

Attachment D

PRESIDENT’S REPORT – Christina Castorena

Attachment E

- In addition to the attached President’s report, Interim President Castorena discussed the following:
- Commencement was last Friday, with over 470 students walking
- Over 300 graduated from Monroe Correctional Facilities
 - First time for graduates to receive Phi Theta Kappa
 - Governor Inslee visited and toured on May 31st
- EdCC Students contributed 17,900 hours of community service this year
- New Student Trustee should be announced soon. Waiting to hear from Governor Inslee.
- Christina thanked trustees for their support during interim process
- Presented David Cordell with a card from the board celebrating his upcoming retirement

EXECUTIVE SESSION – Diana Clay

At 7:02 p.m. the board went into executive session to discuss a follow-up with facilitator Dr. Jill Wakefield, update with Kevin McKay on dorm lease and discuss board rotation and meetings for next year. Executive session is expected to last until 7:45 p.m.

At 7:27 p.m. the board came back to open session. The dorm lease with Kevin McKay was the only item discussed as the other items will be discussed in open session.

BOARD DISCUSSION – Diana Clay

- The board called Dr. Wakefield to discuss the priorities, goals and objectives for Dr. Singh and discussed the agenda for the second study session on August 17, 2018.
- Meeting matrix and board rotation schedules were reviewed and discussed
- Christina reviewed the accomplishments during her six months in the interim role and the preparation for onboarding Dr. Singh
- Carl discussed attending WACTC meeting and bills that are currently under review

ADJOURNMENT

The meeting was adjourned by Board Chair, Diana Clay, at 8:28 p.m.

Diana Clay, Chair

Date Approved

ATTEST:

Christina Castorena, Secretary

ATTACHMENT A

BOARD OF TRUSTEES June 14, 2018 Meeting Report AFT Local 4254 EdCC Faculty

Greetings:

There are several items this month.

- Margaret West and Kay Latimer will both be attending to Union issues this summer as the transition of presidential duties progresses.
- Our Local held an election of new Federation Officers. They will serve from now until June of 2020. The entire list is on the following page.
- A second faculty social event was held at The Cask and Trotter. Although not as well attended as the first, the conversations were quite informative.
- We are still working on the issue of some office hours for corrections faculty and hope to resolve it this summer.
- We are still anxiously awaiting the Supreme Court's Janus decision, which will most likely prohibit fee payers. Consequently the Union will try to raise our visibility and increase efforts to recruit members.

Thank you.

Kay Latimer
President, Local 4254

2018 NEW FEDERATION OFFICERS

President	Kay Latimer
Vice President for Membership	Claudia Levi
Vice President for Communication	Jeremy Matthews
Vice President for Associate Faculty	Jody Bockheim, Marcia Woodard
Vice President for Faculty Outreach	Dusty Brannan, Jeannie Nieman
Vice President for Grievance	Linda Carlson, Margaret West
Vice President for Contracted Programs	Dawn Moon Jaques, Melissa McKay
Vice President for Finance	Peter VanderWeyst

ATTACHMENT B

BOARD OF TRUSTEES June 14, 2018 Meeting Report Student Government

2018 Completed Executive Board Meeting

- Child Care Budget. The Executive Board approved the Childcare Budget Proposal of \$175,844 for the 2018 - 2019 academic year.
- Community Transit Contract. The Executive approved the Community Transit Contract for the student bus pass.
- Triton Field Maintenance Fee Resolution. The Executive Board unanimously approved to introduce a Triton Field fee. The fee's main purpose will be to fund the maintenance, safety, and improvements for Triton Field. The second priority of the fee will be to increase general student and athletic usage of athletic facilities for recreational opportunities. The proposal of this fee will be presented to the Board of Trustees for first consideration in October 2018.
- 2018 - 2019 Student Government Officers Selected. The Selection Committee have completed the selection process for the 2018 - 2019 Student Government Executive Officers.
 1. Executive Officer for Administrative Liaison - Dawson Shinnars
 2. Executive Officer for Budget and Finance - Suchansinee Jongpermwattanpol
 3. Executive Officer for Community Relations - Loren Everhart
 4. Executive Officer for Student Relations - Edward Samudra
 5. Executive Officer for Clubs - Marc Payne
 6. Executive for Technology - Kevin Long
 7. Executive Officer for Academics - Alice Duong
 8. Executive Officer for Diversity - Jasmine Banks

Submitted by: Mustapha Samateh AEdCC Administrative Liaison

ATTACHMENT C

BOARD OF TRUSTEES June 14, 2018 Meeting Report WPEA/UFCW Local 365

- As I have in the past, I am pleased there is not much to report. Like all families, we are not perfect, but of any of the issues we have had have come to a resolution without having to go through grievances or any formal policies.
- As any Public Employee Union, we are watching the Janus vs. ASFCME Supreme Court case very closely. If the court should overturn the 1977 *Abood vs. Detroit Board of Education* decision, WPEA and other public unions will have to become more visible, and blue WPEA shirts among members will be more noticeable.
- The WPEA Summer barbeque will be next week; this is our second annual event and an excellent way to build a community for classified staff.
- President Standford of WPEA has requested scheduling the annual dinner with the Edmonds CC Board of Trustees and the College President. We are looking forward to Dr. Singh coming on board and settling in.
- The Freedom Foundation has made another public request of the college for classified employees' information, as this time their applications do not include personal information such as birthdates. WPEA will not oppose the request.

Respectfully submitted by:

Frederick Pieters, EdCC WPEA Chief Shop Steward, WPEA VP District 7

ATTACHMENT D

BOARD OF TRUSTEES June 14, 2018 Meeting Report Edmonds CC Foundation

- The 33rd annual Edmonds CC Foundation Gala is tentatively scheduled for Saturday, April 27, 2019 at the *Seattle Grand Hyatt Hotel*. Goals for our 2019 event include filling the room with 350 attendees and raising \$400K, with \$125,000 in corporate sponsorships and \$200,000 in raise-the-paddle gift commitments. New highlights for the event include a fun after-party and no live auction. Please Save the Date! Thank you for your generous support of EdCC students via the 2018 Gala.
- The Foundation is in the process of awarding 265 annual scholarships for the 2018/19 school year this week. For the first time in 20 years, our goal is to provide 300 annual, department designated, and *Complete the Dream* scholarships for students who have outstanding academic and community service records along with proof of financial need.
- The Foundation hired *The Alford Group* to perform a feasibility study this summer to determine if both the College and the Foundation are ready to take on a multi-year combined SET Building/Promise Scholarship and/or Endowment campaign ranging between \$5M-\$10M.
- This summer's President's Club (\$1,000+ annual donors) reception is scheduled for Wednesday, August 15, 2018 from 5:30 to 8:00 p.m. at Wendy and Mike Popke's Woodway home. We hope to see all of our generous staff, Trustees, and volunteer leaders there to celebrate the power of philanthropy has on transforming students' lives.
- The 2nd Legacy Society luncheon is scheduled for Tuesday, July 31, 2018 at *Point Edwards Charter Club* and will be hosted by Foundation Gala and Planned Giving committee member Carol Christianson.

Submitted by: Diana Clay, Foundation Board Liaison

ATTACHMENT E
INTERIM PRESIDENT CHRISTINA CASTORENA
EVENT HIGHLIGHTS MAY 5, 2018 – June 5, 2018

- May 5 – The 32nd Annual Foundation Gala hosted at the *Seattle Grand Hyatt Hotel*. Huge success that surpassed our goal of \$335,000 and raised \$340,000.
- May 11 - Building Community Day. Trustee Powers presented the Excellence in Education award to Karen Townsend, and a special video welcome from Dr. Amit Singh was shown.
- May 15 - Latino Cultural Awareness in Brier Lobby
- June 1 - Aerospace President's Meeting
- June 1 – TRiO End of Year Celebration
- June 2 – Latino Leadership Institute Graduation. Senator Maralyn Chase gave closing remarks.
- June 4 – Edmonds School District 3rd Annual Latinx Senior Celebration hosted by Edmonds Community College.

MINUTES**Study Session
August 16-17, 2018*****DRAFT*****AUGUST 16, 2018**

Trustees Present: Dr. Tia Benson Tolle, Diana Clay, Angela Durham, Quentin Powers, Emily Yim
Others Present: Danielle Carnes, Christina Castorena, Dr. Terry Cox, Dr. Charlie Crawford, Dennis Curran, Jessica Hanaumi, Craig Kerr, Kevin McKay, Jim Mulik, Linda Pendergraft, Dr. Amit Singh, Dr. Yvonne Terrell-Powell, Brad Thomas

INTRODUCTION AND WELCOME

Dr. Benson Tolle called the summer study session to order at 9:31 a.m. and welcomed those present.

Dr. Benson Tolle amended the agenda to include a 10:30 a.m. break.

ELECTION OF OFFICERS

Motion: Trustee Clay moved the Board of Trustees elect the officers for 2018-19 as presented. Trustee Powers seconded the motion. The Board unanimously approved the motion.

- Chair - Dr. Tia Benson Tolle
- Vice Chair - Emily Yim

Approved

2018 BOARD MEETING SCHEDULE

The Board of Trustees revised the 2018 Board meeting schedule to hold the October regular meeting and study session on October 18, 2018 and the November regular meeting on November 15, 2018.

COLLEGE UPDATE AND PRIORITIES

Dr. Singh presented a summary of expectations related to increasing capacity and operational excellence with regard to architecture, leadership, culture, innovation, communication, resources, participatory governance, execution, and customer service.

RECESS

The Board entered into recess at 10:30 a.m. for a 30-minute break.

The Board reconvened in open session at 11:01 a.m.

CORE FUNCTIONS AND GAPS

Members of the President's Cabinet presented an overview of individual departmental structures, functions, and existing gaps followed by Q&A with the Board.

- Instruction & International Education - Dr. Charlie Crawford

COLLEGE UPDATE AND PRIORITIES - CONTINUED

Dr. Amit Singh presented a draft set of goals for 2018-2019.

- Work on gaps
- Increase capacity and operational excellence
- Focus on enrollment/access
- Strengthen diversity & bridge gaps
- Engage the community/build partnerships
- Fundraise through the Foundation
- Improve budget process and stabilize college finances/implement three-year strategic budget
- Initiate and finish new Strategic Plan
- Continue to work on Guided Pathways

RECESS

The Board entered into recess at 11:51 a.m. for lunch.

The Board reconvened in open session at 12:30 p.m.

CORE FUNCTIONS AND GAPS - CONTINUED

Members of the President's Cabinet presented an overview of individual departmental structures, functions, and existing gaps followed by Q&A with the Board.

- Student Services - Christina Castorena
- Workforce Development & Training - Dr. Terry Cox
- Finance & Operations - Kevin McKay
- Equity & Inclusion - Dr. Yvonne Terrell-Powell

RECESS

The Board entered into recess at 2:25 p.m.

The Board reconvened in open session at 2:30 p.m.

CORE FUNCTIONS AND GAPS - CONTINUED

Members of the President's Cabinet presented an overview of individual departmental structures, functions, and existing gaps followed by Q&A with the Board.

- Strategic Initiatives - Danielle Carnes
- Foundation - Brad Thomas
- Institutional Effectiveness & Strategic Planning - Jim Mulik
- Human Resources - Dennis Curran

RECESS

The Board entered into recess at 3:27 p.m.

The Board reconvened in open session at 3:35 p.m.

STRATEGIC PLAN UPDATE

Jim Mulik provided an update regarding the 2016 - 2019 Strategic Plan.

Submitting core theme plan September 14, 2018

Mr. Mulik highlighted the increase in FTE from 3.3 to 7.1% as enrollment strategies have been implemented. The Board requested copies of the Student Voices information sheet included in the presentation.

WRAP-UP

Dr. Benson Tolle thanked the presenters for sharing a baseline for core functions and gaps. The Board suggested an overview and Q&A for all divisions take place annually during the summer study session.

ADJOURNMENT

The meeting was adjourned by Chair Tia Benson Tolle at 4:24 p.m.

AUGUST 17, 2018

Trustees Present: Dr. Tia Benson Tolle, Diana Clay, Angela Durham, Quentin Powers, Emily Yim

Others Present: Lia Andrews, Danielle Carnes, Christina Castorena, Dr. Terry Cox, Dr. Charlie Crawford, Jessica Hanaumi, Kevin McKay, Jim Mulik, Tina Rajabi, Dr. Amit Singh, Dr. Yvonne Terrell-Powell, Brad Thomas, Dr. Jill Wakefield

INTRODUCTION AND WELCOME

Dr. Benson Tolle, Board Chair, called the study session to order at 7:58 a.m. and welcomed those present.

Dr. Benson Tolle revised the agenda to include an Executive Session for the purpose of discussing the performance of a public employee.

Dr. Benson Tolle provided a review of the August 16, 2018 study session topics.

BOARD/PRESIDENT RELATIONSHIP

Dr. Wakefield facilitated an exercise during which Board members shared their paths leading to involvement with Edmonds Community College.

Dr. Wakefield led discussions regarding outcomes of the May 17, 2018 Board of Trustees study session, review of the Board's and President's goals for 2018-19, and the presidential evaluation process.

Via group discussion, the Board and Dr. Singh agreed to revise the strategic planning goal to "prepare for new strategic planning process for 2020" as the gap analysis provides a short-term plan and to allow focus on action for the first year. The Board also suggested creating a timeline to accompany the gap analysis.

Members of the Board agreed that the current presidential evaluation tool, although thorough, is not meeting expectations. Trustee Quentin Powers will provide a draft update of the evaluation forms to the Board at the September 13, 2018 Board meeting for review and discussion. The Board agreed to use the new evaluation tool in June 2019.

The Board reviewed the status of the transition plan.

Dr. Wakefield facilitated an exercise during which Board members brainstormed and prioritized possible connections with local and national leaders and organizations to support the President.

EXECUTIVE SESSION

The Board of Trustees entered into Executive Session at 10:50 a.m. for 20 minutes for the purpose of discussing a personnel issue.

OPEN SESSION

The Board of Trustees returned to open session at 11:11 a.m. No action was taken.

GOAL SETTING

Dr. Benson Tolle stated that the goals of the Board and the President are well-synergized and that the Board is supportive of the President and Cabinet as a team.

Dr. Singh will organize revised goals into categories of access, success, capacity, and community engagement with expanded detail and timeline information to provide to the Board at the September 13, 2018 regular meeting.

- Work on gaps
- Increase capacity and operational excellence
- Focus on enrollment/access
- Strengthen diversity & bridge gaps
- Engage the community/build partnerships
- Fundraise through the Foundation
- Improve budget process and stabilize college finances/implement three-year strategic budget
- Prepare for new strategic planning process for 2020
- Continue to work on Guided Pathways

WRAP-UP

Dr. Benson Tolle thanked the members of the President’s Cabinet for their attendance and presentations.

ADJOURNMENT

The meeting was adjourned by Chair Tia Benson Tolle at 1:15 p.m.

Next Meeting

The next regular Board meeting will be held Thursday, September 13, 2018, at 4:30 p.m. at Gateway Hall 352.

Dr. Tia Benson Tolle, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

Washington Community College District 23

RESOLUTION NO. 18-9-1***APPROVAL OF NEW CURRICULA***

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

WHEREAS, the new education program has been developed to satisfy industry requirements designated for the Hospitality and Tourism Associate in Applied Science Transfer Degree to Bachelor of Applied Science in Business Studies at Johnson and Wales University.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the granting of the Hospitality and Tourism Associate in Applied Science Transfer Degree to Bachelor of Applied Science in Business Studies at Johnson and Wales University.

Dr. Tia Benson Tolle, Chair

ATTEST:

Date Approved

Dr. Amit B. Singh, Secretary

BACKGROUND***APPROVAL OF NEW CURRICULA*****Subject**

Board of Trustees consideration of the Hospitality and Tourism Associate in Applied Science Transfer Degree to Bachelor of Applied Science in Business Studies at Johnson and Wales University

Background

The Hospitality and Tourism Associate of Applied Science Transfer Degree is a program designed for students entering the hospitality industry or changing careers and who are interested in earning a Bachelor's degree in Business Studies at Johnson and Wales University. This degree requires successful completion of a minimum of 90 credits.

Recommendation

Board of Trustees approval of the Hospitality and Tourism Associate in Applied Science Transfer Degree to Bachelor of Applied Science in Business Studies at Johnson and Wales University at the September 2018 meeting.

Washington Community College District 23

RESOLUTION NO. 18-9-2***APPROVAL OF NEW CURRICULA***

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

WHEREAS, the new education program has been developed to satisfy industry requirements designated for the Culinary Arts Associate in Applied Science Transfer Degree to Bachelor of Science in Culinary Arts and Food Service Management at Johnson & Wales University.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the granting of the Culinary Arts Associate in Applied Science Transfer Degree to Bachelor of Science in Culinary Arts and Food Service Management at Johnson & Wales University.

Dr. Tia Benson Tolle, Chair

ATTEST:

Date Approved

Dr. Amit B. Singh, Secretary

BACKGROUND***APPROVAL OF NEW CURRICULA*****Subject**

Board of Trustees consideration of the Culinary Arts Associate in Applied Science Transfer Degree to Bachelor of Science in Culinary Arts and Food Service Management at Johnson & Wales University

Background

The Culinary Arts Associate in Applied Science Transfer Degree is a program designed for students entering the hospitality industry or changing careers and who are interested in earning a bachelor's degree in Culinary Arts and Food Service Management at Johnson and Wales University. This degree requires successful completion of a minimum of 118 credits.

Recommendation

Board of Trustees approval of the Culinary Arts Associate in Applied Science Transfer Degree to Bachelor of Science in Culinary Arts and Food Service Management at Johnson & Wales University at the September 2018 meeting.

Washington Community College District 23

RESOLUTION NO. 18-9-3***APPROVAL OF NEW CURRICULA***

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

WHEREAS, the new education program has been developed to satisfy industry requirements designated for the Culinary Arts Mobile Food Entrepreneur Certificate.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the granting of the Culinary Arts Mobile Food Entrepreneur Certificate.

Dr. Tia Benson Tolle, Chair

ATTEST:

Date Approved

Dr. Amit B. Singh, Secretary

Washington Community College District 23

BACKGROUND***APPROVAL OF NEW CURRICULA*****Subject**

Board of Trustees consideration of the Culinary Arts Mobile Food Entrepreneur Certificate

Background

The Culinary Arts Mobile Food Entrepreneur Certificate is designed to give students hands-on experience in a mobile food truck setting. This certificate provides students with entry level culinary skills and knowledge to start their own mobile food truck business. This certificate requires successful completion of a minimum of 75 credits.

Recommendation

Board of Trustees approval of the Culinary Arts Mobile Food Entrepreneur Certificate at the September 2018 meeting.

Washington Community College District 23

RESOLUTION NO. 18-9-4***APPROVAL OF NEW CURRICULA***

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

WHEREAS, the new education program has been developed to satisfy industry requirements designated for the Culinary Arts Mobile Food Cooking Certificate.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the granting of the Culinary Arts Mobile Food Cooking Certificate.

Dr. Tia Benson Tolle, Chair

ATTEST:

Date Approved

Dr. Amit B. Singh, Secretary

Washington Community College District 23

BACKGROUND***APPROVAL OF NEW CURRICULA*****Subject**

Board of Trustees consideration of the Culinary Arts Mobile Food Cooking Certificate

Background

Culinary Arts Mobile Food Cooking Certificate provides students with entry-level culinary skills and knowledge. This certificate is designed to give students hands-on experience in a mobile food truck setting. This certificate requires successful completion of a minimum of 41 credits.

Recommendation

Board of Trustees approval of the Culinary Arts Mobile Food Cooking Certificate at the September 2018 meeting.

Washington Community College District 23

RESOLUTION NO. 18-9-5***APPROVAL OF REVISED
WAC 132Y-320 PUBLIC RECORDS POLICY***

WHEREAS, the College is updating WAC 132Y-320 Public Records Policy to align the code with recent updates in the Public Records Act concerning fees for providing copies of public records and to update the rule to reflect current college policies and procedures around public records requests.

NOW, THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees approves the above-named revisions to WAC 132Y-320 Public Records Policy.

Dr. Tia Benson Tolle, Chair

ATTEST:

Date Approved

Dr. Amit B. Singh, Secretary

BACKGROUND***APPROVAL OF REVISED WAC
132Y-320
PUBLIC RECORDS POLICY*****Subject**

Approval of proposed updates to the public records section of the Edmonds Community College Washington Administrative Code (WAC: 132Y-320). *Document attached (OTS-9624.2)*

Background

Recent changes in Washington State public records laws and college procedures around public records requests necessitate updates to the public records section of the Edmonds Community College WAC (132Y-320). The existing language in WAC 132Y-320 dates back to June 6, 1989.

The process to update the WAC is complete, with the exception of BOT approval and the final step to codify the new WAC after BOT approval. A public hearing was held and no major concerns were voiced.

Updates to 132Y-320 WAC - Public Records will:

- Enable the college to adopt the new fee schedule set out in the Washington State Public Records Act (RCW 42.56) allowing agencies to charge for providing digital copies of responsive records and for IT expertise required to pull records. Prior to the passage of this legislation, agencies could only impose a fee for hard copies of records.
- Correct outdated information regarding college procedures around public records requests, including the availability of a new online form, electronic options for delivery of responsive records and notification of affected parties.
- Enable the college public records officer of record to officially appoint a designee.
- Correct references to laws no longer in effect.

Recommendation

Approval of Resolution 18-9-5 at the September 13, 2018 Board of Trustees meeting.

AMENDATORY SECTION (Amending WSR 89-12-057, filed 6/6/89)

WAC 132Y-320-010 Purpose. The purpose of this chapter shall be to ensure compliance by Community College District No. 23 with the provisions of chapter ~~((42.17))~~ 42.56 RCW, commonly called ~~((Initiative No. 276, and in particular with RCW 42.17.250-42.17.340 of that act dealing with public records))~~ the Public Records Act.

AMENDATORY SECTION (Amending WSR 89-12-057, filed 6/6/89)

WAC 132Y-320-020 Definitions. (1) "Public records" include any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.

(2) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.

(3) "Community College District No. 23" is an agency organized by statute pursuant to RCW 28B.50.040 and shall hereinafter be referred to as the "district." Where appropriate, the term district also refers to the board of trustees and employees of the district.

AMENDATORY SECTION (Amending WSR 89-12-057, filed 6/6/89)

WAC 132Y-320-040 Operations and procedures. The district is established under RCW 28B.50.040 to implement the educational purposes established by RCW 28B.50.020. The college district is operated under the supervision and control of a board of trustees. The board of trustees is made up of ~~((five))~~ six members ~~((, each))~~ of whom five are appointed by the governor to a term of five years. The trustees exercise the powers and duties granted them under RCW 28B.50.140. The sixth trustee, also appointed by the governor, is a student who serves a one-year term.

AMENDATORY SECTION (Amending WSR 89-12-057, filed 6/6/89)

WAC 132Y-320-050 Public records available. (1) All public records of the district, as defined in WAC 132Y-320-020, are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by RCW ~~((42.17.310))~~ 42.56.210

through 42.56.470 and WAC 132Y-320-100((7)) Exemptions. Records may be reviewed in person at the district office during regular office hours at no charge. Fees for providing copies of records may apply, in accordance with WAC 132Y-320-090.

(2) Requestors seeking to review records in person are asked to contact the public records officer by email, phone, or mail to schedule an appointment. Contact information for the public records officer is as follows:

Public Records Officer
Edmonds Community College
20000 68th Avenue West
Lynnwood, WA 98036
425-640-1400
records@edcc.edu

(3) The regular business hours of the public records office are from 9:00 a.m. to noon and from 1:00 p.m. to 5:00 p.m., Monday through Friday, excluding legal holidays and college closures.

AMENDATORY SECTION (Amending WSR 89-12-057, filed 6/6/89)

WAC 132Y-320-060 Public records officer. The district's public records shall be in the charge of the public records officer designated by the college president. The person so designated shall be located in the administrative offices of the district. That person may in turn designate persons in the administrative office to implement this section. The public records officer and their designee(s) shall be responsible for the following: The implementation of the district's rules and regulations regarding release of public records, coordinating the staff of the district in this regard, and generally ~~((insuring))~~ ensuring compliance by the staff with the public records disclosure requirements of chapter ~~((42.17))~~ 42.56 RCW.

The public records officer will also be responsible for providing full access to public records made available for inspection, for protecting the records from damage or disorganization, and for preventing excessive interference with essential college functions. Public records made available for inspection may not be damaged or altered in any way or removed from the office without the permission of the public records officer.

AMENDATORY SECTION (Amending WSR 89-12-057, filed 6/6/89)

WAC 132Y-320-080 Requests for public records. ~~((In accordance with requirements of chapter 42.17 RCW that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied, or copies of such records may be obtained by members of the public upon compliance with the following procedures:~~

~~((1) A request shall be made in writing upon a form prescribed by the district which shall be available at its administrative office.))~~

(1) The public records officer or their designee will provide the fullest assistance to any member of the public requesting to inspect the records of the district. However, a person seeking records must make a specific request for identifiable records and must clearly state that the inquiry is a public records request. The district is under no legal obligation to create a new record to satisfy a records request.

(2) The district encourages requestors to use the public records request form made available by the public records office on the district's web site at www.edcc.edu. The form (~~shall~~) may be submitted online, by email, mail, fax, or presented to the public records officer, or to any member of the district's staff if the public records officer is not available, at the administrative offices of the district during customary office hours. If a request is made verbally, and the requestor has provided an email or mailing address, the public records officer will follow up with an email or letter confirming receipt of the request.

At a minimum, the request (~~shall~~), regardless of how it is submitted, should include the following information:

(a) The name of the person requesting the record;

(b) The mailing address, email address, or phone number of the person requesting the record;

(c) The time of day and calendar date on which the request was made;

(~~e~~) (d) The nature of the request;

(~~d~~) If the matter requested is referenced within the current index maintained by the records officer, a reference to the requested record as it is described in such current index;

(~~e~~) If the requested matter is not identifiable by reference to the district's current index, an appropriate description of the record requested.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer or staff member to whom the request is made to assist the member of the public in appropriately identifying the public record requested.) (e) A description of the specific record requested;

(f) The manner in which the requestor would like to review the records.

(3) The public records officer or their designee will take action on a request for public records in as timely a manner as possible. In accordance with RCW 42.56.520, the requestor will receive a response within five days of receipt of the request by the district. If the request cannot be completed within five days, the public records officer will provide a reasonable time estimate for a complete response to the request. If the request is particularly large or complex, resulting in a large number of responsive documents and/or requiring significant redaction, the public records officer and the requestor may enter into an agreement by which the records are made available in installments at specified intervals.

(4) If the requestor fails to respond within thirty days to a request from the public records officer for clarification of all or part of the public records request, the request or part of the request requiring clarification will be considered withdrawn and no further action will be taken.

(5) The requestor must claim or review the assembled records within thirty days of receiving notification that the records are available for inspection or copying. If the requestor or a representa-

tive of the requestor fails to claim or review the records within the thirty-day period or make other arrangements, the district will close the request and refile the assembled records.

NEW SECTION

WAC 132Y-320-085 Fees. (1) In accordance with RCW 42.56.070(7) and 42.56.120, the district may charge fees for providing copies of public records. The district has determined that calculating the actual costs for providing copies would be unduly burdensome. This determination is based on the large number of factors involved in calculating the actual cost and the frequency with which these factors change. The district does not currently have accurate data regarding these factors, nor does it have the resources or appropriated funds to conduct an actual cost study. The district cannot divert resources away from other critical district programs in order to perform such a cost study. Additionally, such a study would likely need to be repeated on a regular basis. Therefore, the district adopts the schedule of fees provided in RCW 42.56.120(2).

(2) No fee shall be charged for the inspection of public records, however, in some cases the district will charge a fee for providing copies of public records. These fees are summarized in the fee schedule available on the district's web site at www.edcc.edu.

These charges represent the amount necessary to reimburse the district for its actual costs incident to such copying and/or electronic document preparation. Additionally, the district may impose a customized service charge to cover its costs if the request requires the use of IT expertise to prepare data compilations or if such customized access services are not used by the agency for other business purposes. The district may require a ten percent deposit in advance if the fee for producing copies of responsive records will exceed one hundred dollars. All fees must be paid by credit or debit card, money order, cashier's check or cash in advance. The charges above may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request.

Upon request, the district will provide a summary of the applicable charges before any copies are made and the requestor may revise the request to reduce the number of copies to be made and reduce the applicable charges.

(3) If the requestor fails to pay fees incurred for copying by the specified payment date, the district will close the request. In such a case, the requestor will receive notification at least ten business days in advance that the request will be closed for nonpayment.

AMENDATORY SECTION (Amending WSR 89-12-057, filed 6/6/89)

WAC 132Y-320-100 Exemptions. (1) The district reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 132Y-320-080 is exempt under the provisions of chapter ((42.17)) 42.56 RCW.

~~((2))~~ In addition, documents are exempt from disclosure if any other statute exempts or prohibits disclosure. Requestors should be aware that some statutes outside the Public Records Act restrict the availability of some documents held by Community College District No. 23 for inspection and copying.

(2) Pursuant to RCW ~~((42.17.310))~~ 42.56.210, the district also reserves the right to ~~((delete))~~ redact identifying details when it makes available or publishes any public record in any cases when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter ~~((42.17))~~ 42.56 RCW and/or other applicable statutes. The public records officer or their designee will fully justify such ~~((deletion))~~ redaction in writing.

(3) All denials of requests for public records ~~((must))~~ will be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld.

AMENDATORY SECTION (Amending WSR 89-12-057, filed 6/6/89)

WAC 132Y-320-110 Review of denials of public records requests.

(1) Any person who objects to the denial of a request for a public record may petition for prompt review of such decision by tendering a written request for review within ten business days. The written request shall specifically refer to the written statement by the public records officer or ~~((other staff member))~~ their designee which constituted or accompanied the denial.

(2) Immediately after receiving a written request for review of a decision denying a public record, the public records officer or ~~((other staff member denying the request))~~ their designee shall refer ~~((it))~~ the request for review to the president of the college. The president or ~~((his))~~ their designee shall ~~((immediately))~~ consider the matter and either affirm or reverse such denial or consult with the attorney general to review the denial. In any case, the request shall be returned with a final decision within ~~((two))~~ five business days following ~~((the original denial.~~

~~((3) Administrative remedies shall not be considered exhausted until the district has returned the petition with a decision or until the close of the second business day following denial of inspection, whichever occurs first))~~ receipt of the appeal by the district. The time for review of the denial may be extended by mutual agreement of the district and the requestor.

NEW SECTION

WAC 132Y-320-135 Notification of affected persons. If the requested record is not exempt from release under WAC 132Y-320-100 and contains information which could identify an individual or agency, the district may notify the individual or agency thus identified that release of the record has been requested. In such cases the district's initial response to the request will allow a reasonable time for the

identified individual or agency to seek court protection from release of the record.

NEW SECTION

The following sections of the Washington Administrative Code are decodified and recodified as follows:

Old WAC Number	New WAC Number
132Y-320-080	132Y-320-075
132Y-320-100	132Y-320-095
132Y-320-110	132Y-320-105
132Y-320-130	132Y-320-125

REPEALER

The following sections of the Washington Administrative Code are repealed:

WAC 132Y-320-070	Office hours.
WAC 132Y-320-090	Copying.
WAC 132Y-320-120	Protection of public records.
WAC 132Y-320-990	Appendix A—Request for public record to Community College District No. 23.

BACKGROUND***2019 SCHEDULE OF BOARD
OF TRUSTEES MEETINGS*****Subject**

To establish and approve the 2019 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 2019 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 2019 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 1.0, Section 2, Meetings*, the Board of Trustees will hold a minimum of six regular meetings and four study sessions during the calendar year. All meetings are scheduled to begin at 4:30 p.m. The ending times will vary. The May 16, 2019 meeting will begin at 3:30 p.m. with the Tenure Reception. The August 15-16, 2019 study session is scheduled from 8:00 a.m. – 5:00 p.m.

Recommendation

The Trustees are asked to review the 2019 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 October 10, 2019 Board of Trustees meeting. Approval will be requested at the November 7, 2018 Board of Trustees meeting.

February 7, 2019

March 14, 2019

April 11, 2019

May 16, 2019 (3:30 pm)

June 13, 2019

August 15-16, 2019 (8:00 am – 5:00 pm)

September 12, 2019

October 10, 2019

November 7, 2019

BOARD OF TRUSTEES
MEETING DATES 2019 - DRAFT
 Second Thursday of the Month - 4:30 p.m.
**Adjusted Date*

DATE	MEETING	AGENDA
NO JANUARY MEETING		
*February 7, 2019	STUDY SESSION & REGULAR MEETING	Study Session Topic(s): Regular Meeting Old Business – Approval New Business – First Consideration <ul style="list-style-type: none"> ● Consideration of Tenure Status ● Consideration of Permanent Status ● Consideration of Probationary Tenure Status ● Consideration of Probationary Permanent Status ● I-960 Fees
March 14, 2019	REGULAR MEETING	Community Conversation: Old Business – Action <ul style="list-style-type: none"> ● Approval of Tenure Status ● Approval of Permanent Status ● Approval of Continuing Probationary Tenure Status ● Approval of Continuing Probationary Permanent Status New Business – First Consideration <ul style="list-style-type: none"> ● Consideration of Professional Leave ● Consideration of 2019-2020 Fees Monitoring Report <ul style="list-style-type: none"> ● Quarterly Operating Budget Update
April 11, 2019	STUDY SESSION & REGULAR MEETING	Study Session Topic(s): Old Business – Action <ul style="list-style-type: none"> ● Approval of Professional Leave ● Approval of 2019-20 Fees New Business – First Consideration
*May 16, 2019 3:30 pm	REGULAR MEETING	3:30 - 4:30 p.m. TENURE & PERMANENT STATUS RECEPTION 4:30 p.m. Regular meeting begins Old Business – Action New Business – First Consideration <ul style="list-style-type: none"> ● Consideration of Associated Students Budget ● Consideration of Associated Students Fees ● Consideration of College Operating Budget Monitoring Report:

June 13, 2019	REGULAR MEETING	<p>Old Business – Action</p> <ul style="list-style-type: none"> ● Approval of Associated Students Budget ● Approval of Associated Students Fees ● Approval of College Operating Budget ● Approval of International Contract Program <p>New Business – First Consideration</p> <ul style="list-style-type: none"> ● <p>Executive Session</p> <ul style="list-style-type: none"> ● Review performance of public employee <p>Board officer rotation/meeting matrix/conference participation</p>
NO JULY MEETING		
*August 15-16, 2019	SUMMER STUDY SESSION	<ul style="list-style-type: none"> ● Board Self-Evaluation
September 12, 2019	REGULAR MEETING	
October 10, 2019	STUDY SESSION & REGULAR MEETING	
*November 7, 2019	REGULAR MEETING	
NO DECEMBER MEETING		

The Board of Trustees will hold a minimum of 6 regular meetings and 4 study sessions throughout the year.

January or February	Regular Meeting & Study Session
March	Regular Meeting
April	Study Session & Regular Meeting (brief/no reports)
May	Regular Meeting
June	Regular Meeting
July	No meeting
August	All-day Study Session (one or two days)
September	Regular Meeting
October	Study Session & Regular Meeting (brief/no reports)
November	Regular Meeting
December	No meeting

BOARD OF TRUSTEES
September 13, 2018 Meeting Report
Edmonds CC Foundation

- The Foundation has awarded 193 annual scholarships plus 47 for *Complete the Dream*, department-designated, and donor-designated scholarships for the 2018/19 school year. Our goal is to provide 250 scholarships to EdCC students this year.
- *The Alford Group* is performing a feasibility study this summer and fall, which includes interviewing 35 Board members, donors, and community leaders to determine the College's and the Foundation's capacity for doing a multi-year, combined SET Building/Promise Scholarship campaign ranging between \$5M-\$10M.
- This summer's President's Club reception was a huge success on Wednesday, August 15, 2018 at Wendy and Mike Popke's Woodway home, where we thanked our annual \$1,000+ individual and corporate donors.
- The 2nd Legacy Society luncheon was Tuesday, July 31, 2018 at Point Edwards Charter Club, and was hosted by Carol Christianson, Foundation Gala and Planned Giving committee member.
- Will you please help us help students via the 3rd Annual Leadership Campaign? Our goal is to raise \$41,000 from 40 donors that include both the Board of Trustees and the Foundation Board of Directors from September 1 - October 15, 2018. Please join me in giving a significant gift (between \$500 - \$5,000) to help transform the lives of EdCC students.
- The 3rd Annual Edmonds CC 5K Walk and Run is Saturday, October 13, 2018 at 9:00 a.m., so put a team together of your family and friends to help raise funds for both athletic and general scholarships.
- The 1st Annual Scholarship Reception will be Wednesday, November 14, 2018 from 5:30 to 7:00 p.m. in Woodway Hall. Please help us celebrate our scholarship donors and student recipients.
- The 33rd Annual Edmonds CC Foundation Gala is tentatively scheduled for Saturday, April 13, 2019 at the *Seattle Grand Hyatt Hotel*. Goals for our 2019 event include filling the room with 350 attendees and raising \$400K. Save the Date!

Submitted by: Diana Clay, Foundation Board Liaison

DR. AMIT B. SINGH
EVENT HIGHLIGHTS JULY – SEPTEMBER 2018

- Fall Enrollment Outreach - During Summer quarter nearly 100 colleagues completed over 2800 calls in an effort to reach out to students enrolled but not yet registered for Fall quarter. A recent enrollment update showed a gain of over 240 State FTEs since EdCC initiated campus-wide conversion strategies in combination with ongoing practices and procedures. The last phase included a text message to those students not reached via a phone call and a follow-up conversation between Lynnwood Hall advisors and students requesting additional information or assistance.
- TRIO Grant Award 2018-19 - TRIO will receive a 4.25% (\$10,369.00) increase from the 2017-18 award amount. The increase from the original grant amount is (\$23,253.00) for a total of \$254,354.00 for the year. In order to receive the additional funding, the number of students served will increase from 160 to 167.
- Department of Justice Office of Violence Against Women Campus Grant - EdCC was awarded the Department of Justice Office of Violence Against Women Campus grant. This grant continues efforts from a 2015-2018 grant of the same name that funded the Healthy Relationships Team at the EdCC Wellness Center. This grant is also a collaboration with Green River College, which EdCC has committed to mentoring as a peer institution as a sexual violence program is put in place for the first time. EdCC partnered with Green River College throughout the grant development process and will continue to work closely on this new endeavor. The budget is \$550,000 over 3 years, split between the two colleges.
- 2018 Rising Star Award - Laura Daniali, Communications Consultant, was selected by a unanimous vote of the National Council for Marketing and Public Relations (NCMPR) executive committee as the 2018 Rising Star Award recipient for District 7. NCMPR is “an organization that connects marketing and public relations professionals at community and technical colleges across the U.S. and Canada.” District 7 includes the community, technical and junior colleges in Alaska, Idaho, Montana, Oregon and Washington, as well as the Canadian provinces of Alberta, British Columbia and Saskatchewan. This award is a result of Laura’s commitment to students and the college, dedication to her work. Laura is now a candidate for the national Rising Star Award and received a stipend to attend the national conference in March.

- Meetings on Campus - Getting to know Edmonds Community College has been a priority since my arrival on June 25 this year. As part of that process, I toured, met with staff, and received information regarding departments across campus with the respective vice presidents, and toured the WATR Center and Monroe Correctional Complex programs. I met with the Academic Deans to share with them my expectations. Now that the Fall quarter has started, I look forward to the opportunity to meet even more faculty, students, and staff. I have established a satellite office on the third floor of Snohomish Hall in room 309 of the International Student Services department in order to provide a more convenient, central meeting location.
- Town Hall Forums - August 1, 2018 marked the first set of Town Hall forums at the Black Box Theatre. As we move ahead, I will hold one or two of these forums each quarter in an effort to share campus updates face-to-face with faculty and staff and to keep the lines of communication open. Planning for the next series of Town Halls is currently underway.
- Latino Expo 2018 - I was honored to provide the welcome for the 2018 Latino Expo on campus August 4, 2018. With the theme of Celebrating Community and Diversity, the event featured local vendors, Latin American cuisine, and arts and crafts. I also had the opportunity to meet with Tom Laing and Rosario Reyes, as they shared the work Latino Educational Training Institute (LETI) does in partnership with Edmonds Community College.
- Economic Alliance Snohomish County (EASC) - I was recently invited to join EASC as a member of its Board of Trustees. This board meets quarterly, and I am pleased that Edmonds Community College has a voice at this table. I will also be participating as a member of the EASC STEM Network Executive Leadership Team.
- SET Building Groundbreaking - All are welcome on September 12, 2018, 3:30 - 5:00 p.m. to join in celebration of groundbreaking for the new SET Building. City of Lynnwood Mayor Nicola Smith, members of the college Board of Trustees, and other dignitaries will be present. Light refreshments will be served.
- The Aspen Institute - As a former Aspen Presidential Fellow, I have been invited to participate in a site visit to evaluate Indian River State College as a finalist for selection of the prestigious Aspen Prize for Community College Excellence. Specifically, I will assess qualitative practice and leadership in light of student success data and community context. Travel and meals are covered by the Aspen Institute through a grant from the Mellon Foundation.
- Meetings with External Stakeholders - In addition to on-campus tours and meetings, I have also met with leaders of community organizations, elected officials, school district superintendents, and members of the local media. (*Attachment 1*)
- SET Building Funding Options - At the August 17, 2018 Study Session, the Board of Trustees requested an outline of possible funding options for SET Building construction costs. (*Attachment 2*)
- 2018-2019 Goals - At the August 17, 2018 Study Session, the Board of Trustees requested an outline of categorized goals. (*Attachment 3*)

MEETINGS WITH EXTERNAL STAKEHOLDERS

COMMUNITY ORGANIZATIONS

07/31/18 - Greg Urban, Edmonds Chamber of Commerce President/CEO
08/02/18 - Patrick Pierce, Economic Alliance of Snohomish County (EASC) President/CEO
08/08/18 - Tour of Everett Boeing Facility (including 777x Composite Wing Center)
08/09/18 - Rosario Reyes, Latino Education Training Institute (LETI) Founder/CEO
08/09/18 - Linda Jones, Lynnwood Chamber of Commerce President/CEO
08/13/18 - Julie Martin, Mukilteo Chamber of Commerce President/CEO
08/20/18 - Kathy Coffey, Leadership Snohomish County (LSC) Executive Director
08/23/18 - Erin Monroe, Workforce Snohomish CEO
08/28/18 - Kandace Barnes, Snohomish STEM Network Director
09/04/18 - Emmett Heath, Community Transit CEO
09/04/18 - Dr. David Beyer, Everett Community College President
Scheduled - Jeffrey Roe, President/CEO; Cecily Hall, Senior VP Employee Experience, Premera Blue Cross
Scheduled - Sarah Zabel, COO; Jean Doerge, Nurse Executive; Kathryn McCune, HR, Swedish Edmonds
Scheduled - Paul Hollie, Premera Social Impact

ELECTED OFFICIALS - MUNICIPAL

07/12/18 - Mayor Jennifer Gregerson, Mayor of Mukilteo
07/17/18 - Mayor Dave Earling, City of Edmonds
07/18/18 - Mayor Nicola Smith, City of Lynnwood
09/05/18 - Mayor Jerry Smith and City Manager Scott Hugill, City of Mountlake Terrace
09/13/18 - Mayor Bob Colinas, City of Brier
Scheduled - Mayor Carla Nichols, Town of Woodway
TBD - Mayor Pam Pruitt and Interim City Manager Bob Stowe, City of Mill Creek

ELECTED OFFICIALS - COUNTY

08/21/18 - Snohomish County Executive Dave Somers
Scheduled - Snohomish County Councilmember Nate Nehring, District 1 Representative

ELECTED OFFICIALS - STATE

08/20/18 - State Senator Maralyn Chase
08/20/18 - State Representative Strom Peterson
08/21/18 - State Representative Derek Stanford
08/23/18 - State Representative Lillian Ortiz-Self
08/28/18 - State Representative June Robinson
08/29/18 - State Senator Marko Liias
08/29/18 - State Representative Mike Sells
08/29/18 - State Senator John McCoy
09/12/18 - State Representative Shelley Kloba
Scheduled - State Representative Cindy Ryu
Scheduled - State Representative Mark Harmsworth

MEETINGS WITH EXTERNAL STAKEHOLDERS (CONT'D)

Scheduled - Staff, Office of Governor Jay Inslee

ELECTED OFFICIALS - FEDERAL

08/08/18 - Yazmin Mehdi and Zach Carstensen, Office of U.S. Congresswoman Pramila Jayapal

08/09/18 - Ann Seabott (Everett) and Evan Schatz (D.C.), Office of U.S. Senator Patty Murray

08/30/18 - U.S. Congressman Rick Larsen at WATRC

09/20/18 - U.S. Congressman Rick Larsen

MEDIA

07/18/18 - Janice Podsada, The Daily Herald

08/23/18 - Teresa Wippel, My Edmonds News Founder and Publisher

09/06/18 - Don & Karen Connaway, The Woodway Influence Magazine

09/07/18 - Josh O'Connor, Everett Herald

TBD - Assunta Ng, NW Asian Weekly Publisher

POLICE DEPARTMENT

08/07/18 - National Night Out with Mayor Nicola Smith, Lynnwood Police Chief Tom Davis

SCHOOL DISTRICT SUPERINTENDENTS

07/30/18 - Dr. Kris McDuffy, Edmonds School District Superintendent

Scheduled - Dr. Gary Cohn, Everett Public Schools Superintendent

Scheduled - Dr. Marci Larsen, Mukilteo School District Superintendent

ADDITIONAL

08/09/18 - Dr. Jean Hernandez, Former EdCC President

Scheduled - Sadayoshi Nojima, Trajal Hospitality College Executive Director

TBD - Suzan LeVine, Employment Security Administration Commissioner

EVENTS

08/16/18 - EASC Summer Networking event

08/25/18 - Cascadia Art Museum Gala

10/20/18 - Edmonds Center for the Arts (ECA) Gala & Auction

08/15/18 - CEO Roundtable with Mayor David Earling, Swedish Edmonds COO Sarah Zabel, Mountlake Terrace City Manager Scott Hugill, and Snohomish County Council Member Stephanie Wright

SPEAKING ENGAGEMENTS

07/13/18 - College Overview, Association of Community College Trustees (ACCT) Board of Directors
Dinner at EdCC with ACCT Chair/EdCC Trustee Emily Yim; Mayor Nicola Smith and David Kleitsch, Economic Development Director, City of Lynnwood

08/04/18 - Welcome Address, Latino Expo 2018, EdCC

08/09/18 - Guest Speaker, Lynnwood Rotary

TBD - Guest Speaker, Edmonds Daybreakers Rotary

TBD - Guest Speaker, Alderwood Terrace Rotary

SET BUILDING FUNDING OPTIONS

- A. **The current plan.** The roughly \$7M gap between state funding and estimated construction cost will be covered through a combination of local dollars set aside (\$4M currently dedicated to this) and funding raised by the Foundation's capital campaign (targeting \$4M). Any additional year-end savings over the next couple of years will also be applied to the local fund reserve to further shorten the gap. State dollars are always spent first and should take us through most of the 18-24 months of the construction phase before we need to start drawing on local dollars.
- B. **In the event the Foundation is not able** to raise the full capital campaign dollars planned, the College has the option to borrow from the COP Debt Service Reserve, with BOT approval, the additional amount needed to complete the project. This has the effect of giving the College and/or Foundation an extra 2-3 years to cover the shortfall before the Debt Service Reserve has to be repaid to cover College debt service remaining.
- C. Alternatively, the College can **apply for a Certificate Of Participation (COP)** from the State for the amount needed to complete the project. This is a bond-backed Treasury instrument that works like a loan, to be paid back over 10-20 years. This would add roughly \$300K/year in debt service (15-year schedule, \$3.5M COP) the college would need to cover either out of the operating budget or through the COP Debt Service Reserve (which would then need to be increased over the next couple of years to fully fund that loan).

2018-2019 GOALS

ACCESS

- Address the gaps related to “Access” as identified by the PC members and selected as goals
- Continue to execute the Strategic Enrollment Management plan to stabilize and grow enrollment
- Create lead and lag metrics for all the Access related goals

SUCCESS

- Address the gaps related to “Success” as identified by the PC members and selected as goals
- Continue to execute the Guided Pathway related goals that apply to “Success” goals
- Create lead and lag metrics for all the Success related goals

COMMUNITY PARTNERSHIPS

- Develop new partnerships with business and industry and non-profit entities
- Strengthen the existing partnerships with business and industry, K-12, four-year schools, and non-profit organizations

CAPACITY AND OPERATIONAL EXCELLENCE

- Work on the following as they relate to capacity and operational excellence
 - Policies/Processes/Systems
 - Leadership
 - Resources – Financial/Physical/Human
 - Culture
 - Shared/Participatory Governance
 - Communication
 - Innovation
 - Customer Service

STRATEGIC PLAN

- Prepare for new strategic planning process for 2020

BACKGROUND

***FALL 2018 JOINT MEETING
WITH EDMONDS SCHOOL
DISTRICT BOARD OF DIRECTORS***

Subject

To schedule the fall joint meeting with the Edmonds School District Board of Directors

Background

Twice each year, the Edmonds Community College Board of Trustees and Edmonds School District Board of Directors hold a joint special meeting. Typically, Edmonds Community College hosts the fall meeting, and the Edmonds School District hosts the meeting in the spring.

Recommendation

The Trustees are asked to review and select a date for the special joint meeting at the September 13, 2018 Regular meeting.

November 1, 2018 - 5:30 p.m.

November 6, 2018 - 5:30 p.m. (Election Day)

November 29, 2018 - 5:30 p.m.