

Washington Community College District 23

**AGENDA**

**Regular Meeting  
 & Study Session  
 October 13, 2016  
 Gateway Hall 352  
 4:00 – 5:25 p.m.**

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

- |         |                                                                                     |                    |    |
|---------|-------------------------------------------------------------------------------------|--------------------|----|
| 4:00 PM | A. Call to Order                                                                    | Carl Zapora        |    |
| 4:02 PM | B. Introduction of Guests                                                           | Carl Zapora        |    |
| 4:05 PM | C. Public Comments                                                                  | Carl Zapora        |    |
| 4:10 PM | D. Approval of Meeting Minutes – September 8, 2016                                  | Carl Zapora        | 2  |
|         | E. Next meeting: November 10, 2016, 4:30 p.m.                                       |                    |    |
| 4:13 PM | F. Old Business – Action                                                            |                    |    |
|         | 1. Approval of Revised Board Policy B 1.2 and Board Procedure B 1.2 PR (RN 16-10-1) | Dr. Jean Hernandez | 11 |
| 4:16 PM | G. New Business – Action                                                            |                    |    |
|         | 1. Approval of Financial Statement Report July 2014 – June 2015 (RN 16-10-2)        | Marian Paananen    | 13 |
| 4:23 PM | H. New Business – First Consideration                                               |                    |    |
|         | 1. Consideration of 2017 Board of Trustees Meeting Schedule                         | Carl Zapora        | 14 |
| 4:25 PM | I. Study Session                                                                    |                    |    |
|         | 1. Tobacco Survey Results (15 min.)                                                 | Jim Mulik          |    |
|         | 2. Tobacco Free Conversation (45 min.)                                              | Dr. Gary Goldbaum  |    |
| 5:25 PM | J. Adjournment                                                                      |                    |    |

**5:30 – 6:15 PM – SPECIAL MEETING WITH THE EDMONDS SCHOOL DISTRICT BOARD OF DIRECTORS – SEPARATE AGENDA**

*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.*

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Washington Community College District 23

**MINUTES****Regular Meeting  
September 8, 2016*****DRAFT***

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

Trustee Absent: Emily Yim

Others Present: Arlene Anderson, Dr. Warren Brown, Christina Castorena, David Cordell, Dr. Terry Cox, Dr. Charlie Crawford, Michele Domingo, Dr. Tonya Drake, Dr. Jean Hernandez, Kevin McKay, Patty Michajla, Suzanne Moreau, Frederick Pieters, Pat Sisneros, and Margaret West

**CALL TO ORDER AND INTRODUCTION OF GUESTS**

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

**PUBLIC COMMENTS**

No public comments

**APPROVAL OF MINUTES**

Attachment A

**Motion:** Trustee Clay moved, as amended, and Trustee Zapora seconded the approval of the June 9, 2016, June 29, 2016, and August 18, 2016 meeting minutes.

*Approved*

The June 9, 2016 minutes will be amended under the Foundation report to correct the location of the April 29, 2017 Foundation Auction & Gala as the Future of Flight Aviation Center in Everett.

**NEXT MEETING**

At the September 8, 2016 meeting the following was recorded: October 13, 4:30 p.m., Gateway Hall 352. The Edmonds School Board of Directors will meet with the Board of Trustees at 5:30 - 6:15 p.m. After the September 8, 2016 meeting, it was decided to start the October 13 Board meeting at 4:00 p.m.

**OLD BUSINESS – ACTION****Approval of Board Policy B 3.3 – Resolution No. 16-9-1 – Dr. Jean Hernandez**

Attachment B

President Hernandez presented Board Policy B 3.3, Board Job Description, for first consideration at the August 18, 2016 study session. The Policy was reviewed with one final revision to be added. Under No. 5, the 4<sup>th</sup> bullet will include the following sentence: “The Board will be updated at least once every six (6) months regarding all litigation matters.”

**Motion:** Trustee Clay moved, as amended, and Trustee Zapora seconded the approval of Resolution No. 16-9-1.

*Approved*

### **NEW BUSINESS – FIRST CONSIDERATION**

#### **Consideration of Revised Board Policy B 1.2 – Dr. Jean Hernandez**

Attachment C

President Hernandez presented Board Policy B 1.2, Monitoring and Planning, with minor edits for first consideration. During the August 18, 2016 Board study session, the Board decided to revise the Policy to reflect that the Board Policies would be reviewed once every three years instead of every year. This year, the Board will continue with the practice of reviewing all of their policies this year in preparation for the college's Seven Year Comprehensive accreditation visit. Beginning the next academic year, 2017-2018, they will review one-third of the policies each academic year.

Board Policy B 1.2 will be brought back for approval at the October 13 Board meeting.

### **BOARD UPDATES**

#### **Classified Representative – Frederick Pieters**

- Acknowledged Patti Pollardo's dedication to the WPEA membership and expressed his appreciation.
- Announced Patti was hoping to return to work soon.

#### **Faculty Representative – Margaret West**

- Announced faculty are currently off contract but would be returning to campus the week of September 12, 2016.

#### **FOUNDATION REPORT – Diana Clay**

- The Foundation Executive Committee met this morning and the full Foundation Board will meet next week.
- The Foundation is still without a permanent accountant. A temporary accountant is currently in the position and working to update their financial records.
- The 5K Walk or Run will be held on November 19 on the Edmonds CC campus.
- The Foundation Gala and Auction will be held at the Future of Flight Aviation Center in Everett and will celebrate the College's 50<sup>th</sup> anniversary. They hope to get up to 300 people in attendance at this larger venue.

#### **PRESIDENT'S REPORT – Dr. Jean Hernandez**

Attachment D

- The College Convocation will be held on September 12 in Woodway Hall 202. Trustee Zapora will provide the welcome on behalf of the Board. The keynote speaker is Dr. Terrell Strayhorn, a professor at The Ohio State University. Breakout sessions will take place in the afternoon focusing on our upcoming accreditation process as well as our integrated planning process.
- The 50<sup>th</sup> Anniversary VIP reception will be held in Snoqualmie Hall lobby from 4:00-5:00 p.m. on September 16. The main event will take place from 4:00-9:00 p.m. on Triton Field with music and food.

- If the Trustees would like to receive an Edmonds CC EdPass, they can be instructed on that process.
- Former Trustee, Dick Van Hollebeke, along with Dan Dootson and Dr. Tonya Drake, have been involved with recording interviews with various people to commemorate the 50<sup>th</sup> Anniversary by sharing our history with the community.

## **MONITORING REPORTS**

### **College Logo – Dr. Tonya Drake**

Attachment E

Dr. Tonya Drake, Vice President of College Relations and Advancement, provided a presentation on the new Edmonds CC logo, which is being launched this fall. The College has had the same logo for over thirty years, and it was decided that a new refresh and rebrand needed to take place. A decision for this upgrade was made as part of the College's 50<sup>th</sup> anniversary celebration. RedRokk, a digital creative agency, was selected by the committee to assist with determining the rebranding of the new logo, athletic logo, and mascot. The year-long process included input from focus groups.

The Board unanimously endorsed the new college logo and mascot selected by college staff. Trustee Zapora asked if the College should have U.S. trademark protection. Dr. Drake will follow up with the trademark legalities with AAG Arlene Anderson.

### **Northwest Commission on Colleges and Universities (NWCCU) Governance Standard 2.A – Dr. Jean Hernandez**

Attachment F

President Hernandez first presented the NWCCU Governance Standard 2.A at the August 18 study session for initial conversation. She again presented it to continue with any additional input or questions. The Board was in agreement with Standard 2.A. This standard will be addressed with the Board by the accreditation evaluators during the April 2017 accreditation visit.

### **Proposal for Additional Student Housing – Christina Castorena**

Christina Castorena, Vice President of Student Services, began with the background on student housing which has been provided at Edmonds CC for over 40 years. 300 students are housed in either residence halls or the homestay program. The College is currently addressing the need for additional student housing.

Kevin McKay, Vice President of Finance and Operations, explained how the College would pursue negotiating a lease and how the facility would be operated and managed. This is currently informational for the Board that the College is looking into the additional housing. A request will be brought back to the Board for a formal approval. Staff will continue to investigate options.

## **EXECUTIVE SESSION**

At 5:34 p.m. the Board entered into executive session to discuss the performance of a public employee. No action was taken as a result of the Executive Session.

The Board returned to open session at 6:21 p.m.

## **BOARD DISCUSSION – Quentin Powers**

### **Tobacco Policy – Dr. Warren Brown and Pat Sisneros**

Dr. Warren Brown, President of North Seattle College, and Pat Sisneros, Vice President of College Services at Everett Community College, provided information on how each of their colleges transitioned into becoming tobacco free. They spoke about the challenges and successes of their processes. Discussion included: Effects on students, including International and veterans; campus surveys; open forums; negotiations and discussions with unions; King and Snohomish Health District involvement; fines for infractions; impact on neighborhoods; smoking cessation programs; Trustee involvement; providing a WAC; and marketing opportunities.

Margaret West, Faculty Union President, indicated that the Faculty Union Executive Board has discussed the tobacco issue for five or six years. The Union wants the Board to know that they are opposed to completely banning smoking on campus. The general consensus from the Faculty Union is to not ban smoking but use designated areas. The Council requested that their feelings be noted at this meeting by Ms. West. She indicated that the Union did not bargain the tobacco issue in recent negotiations.

Trustee Powers summarized the information provided by the two represented colleges by stating that both of them went through a process of surveying their campuses to become tobacco free; used a period of time to move in that direction; and that while a policy was used by Everett, North Seattle established a charter and asked all employees and students to take ownership and inform others that North Seattle is a tobacco free campus.

Arlene Anderson, Assistant Attorney General, stated that it's the Board's authority to make the decision to go either route. The policy would have to be bargained as it could be viewed as a working condition. The WAC process would be time-consuming and could take over a year. The Board has the authority to adopt any policy and would need to discuss the impact. They may want to establish a process of how to arrive at a goal of becoming tobacco free. Ms. Anderson added that neighborhood feedback on the impact does need to be included in the hearings process.

The Board will include additional conversations on the tobacco free topic at the October 13 Board study session. Dr. Gary Goldbaum, Director of the Snohomish Health District, will attend to provide information and answer questions.

**Board 2015-2016 Self-Assessments – Quentin Powers**

Attachment G

The Board reviewed and discussed their annual 2015-2016 self-assessments.

**Recognition of Outgoing Board Chair – Carl Zapora**

On behalf of the Board, Vice Chair Zapora recognized the leadership of Chair Quentin Powers during the past year. Trustee Powers' Chair role will end on September 30, 2016. Trustee Zapora will serve as Board Chair October 1, 2016 – September 30, 2017. Trustee Diana Clay will serve as the new Vice Chair.

**ADJOURNMENT**

The meeting was adjourned by Chair Quentin Powers at 7:36 p.m.

ATTACHMENTS AVAILABLE UPON REQUEST

ATTEST:

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

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Mr. Quentin Powers, Chair

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

**PRESIDENT'S REPORT  
SEPTEMBER 8, 2016****ATTACHMENT D****PRESIDENT JEAN HERNANDEZ  
EVENT HIGHLIGHTS JUNE - AUGUST 2016**

- June 10<sup>th</sup> was a highlight as we congratulated about 350 of our 2,200 students who attended the graduation ceremony at Xfinity Arena and received diplomas, certificates, and/or degrees. It also was a special honor to have former Trustee Dick Van Hollebeke receive an Associate of Arts degree from the Board of Trustees.
- Edmonds 4<sup>th</sup> of July Parade –The College kicked-off its 50<sup>th</sup> year anniversary by having a group of about 30 employees and students walk in the parade. I was honored that Chuck Olson Chevrolet provided us with a beautiful convertible for this event.
- Tribal canoe journey – Under the guidance of Dr. Tom Murphy, approximately 15 students and half a dozen employees paddled in the annual Tribal Canoe Journey this year. In addition, the Center for Service Learning assisted with another 20-30 volunteers who helped with clean-up during breakfast and dinner, getting camping gear to each landing site, and assisting elders and others where needed. I was honored to see our students and employees at the Tulalip Tribes landing and launch. I also was invited to participate in their reflections time and learned that this experience is life changing for our students, faculty, and staff.
- Heritage Club and President's Club events – The Foundation hosted its first Heritage Club luncheon since I have served as president. Carol Christiansen, a President's Club member and retired EdCC employee, hosted us in her Condo's large conference center. We had ten guests attend. The President's Club annual reception was held in the home of Wendy and Mike Popke. I was pleased to have about 85 guests attend. It was a perfect evening with a view of the Puget Sound and mountains. Everyone had a great time. We are so fortunate to have supporters like Carol, Wendy, and Mike who are willing to share their space and time with us.
- Community is our Middle Name: A Taste of Edmonds – Edmonds CC was one of the sponsors of A Taste of Edmonds this year. We had over 30 employees volunteer their time to greet guests to our booth and tell them about the many educational programs and resources at the College. We also hosted the Latino Expo's sixth annual event in our parking lot just outside of Snohomish Hall, and I was asked to give a welcome along with Council Member Shannon Sessions, Congressman Rick Larsen, and Rep. Luis Moscoso. Over 350 community members visited the campus, and over 30 vendors set up booths, covering such areas as sustainable food, health vitals, educational opportunities at EdCC and the universities, and great cultural dancing. NAACP of Snohomish County also hosted their Ubuntu celebration in Woodway 202. Unfortunately, I was unable to attend; however, Michele Domingo and Barbie-Danielle Decarlo attended and represented the College.

- Launching of “The Facility – Maker Space” – VP of Workforce, Dr. Terry Cox and David Voertman arranged a great community reception and tour of The Facility this summer. Along with myself, we had Rep. Strom Peterson, County Executive Dave Summers, and Mayor Dave Earling give welcome remarks to the 70+ attendees. The energy in Monroe Hall was electrifying.
- Professional Development work – I continue to work on the College’s accreditation report for our Sever Year Comprehensive visit. I have completed my review of Standards 1, 2, and 3 and have a little more to go on Standard 4. I plan to complete my review of Standard 5 by the end of September. I also have had very good discussions on policies with Christina Castorena and Dr. Charlie Crawford. I very much appreciate the Board of Trustees support in letting me have this time to get a really good first read on the draft that our Strategic Council members, Accreditation Steering Committee, Jim Mulik, Liz Murata, Kathy Murphy, and President’s Cabinet have been writing over the last year.

**BACKGROUND****APPROVAL OF REVISED  
BOARD POLICY B 1.2 &  
BOARD PROCEDURE B 1.2 PR****Subject**

Approval of Revisions to Board Policy B 1.2 and Board Procedure B 1.2 PR – Monitoring and Planning

**Background**

In preparation for the College's Seven Year Comprehensive Accreditation visit, the College staff has been reviewing Board and College Policies and Procedures. It was noted that Board Policy B 1.2 – Monitoring and Planning, which established an expectation that all Board Policies would be reviewed every year, might be too ambitious.

The Board of Trustees reviewed Board Policy B 1.2 at the August 18, 2016 Board study session, and requested a revision to reflect that Board Policies will be reviewed at least once every three years, instead of every year. This establishes a more reasonable timeline for the regular review of all Board Policies.

During the remaining months of the current academic year, the Board will review all of the Board Policies, then beginning with academic year 2017-2018, will review one-third of the policies each year.

Board Policy B 1.2 was presented for first consideration at the September 8, 2016 Board meeting, reflecting the requested revision. Board Procedure B 1.2 PR is the result of splitting the content in Board Policy B 1.2 into actual policy language and procedural action that is to be taken by the Board or College. This is the first time the Board has seen Board Procedure B 1.2 PR in this format, although a high percentage of the language came from the Board Policy B 1.2.

Board Policy B 1.2 and Board Procedure B 1.2 PR are returned for final approval by the Board of Trustees.

**Recommendation**

Approval of Board Policy B 1.2 at the October 13, 2016 Board of Trustees meeting.



**B 1.2****MONITORING AND  
PLANNING**

While any policy may be monitored at any time, a schedule of monitoring reports and policy discussions will be developed in conjunction with the Strategic Plan. The schedule for policy review should occur at least once every three years.

Mission Fulfillment is defined as Indicators of Achievement falling within the Green or Yellow Zone, and no more than two (2) indicators falling in the Red Zone..

Central to the college-wide Strategic and SIMPLE planning processes, the Board will review and, if necessary, modify the College's Mission, Vision, Core Themes, Strategic Objectives, and Strategic Goals.

BOT 1.3 – 5/01

BOT 1.1 – 8/12 First Consideration

Amended – 9/13/12, Resolution No. 12-9-3

Amended 11/21/13, Resolution No. 13-11-2

Amended 10/13/16, Resolution No. 16-10-1

**B 1.2 PR****MONITORING AND  
PLANNING**

The Board of Trustees initially approved the framework for measuring Mission Fulfillment at their August 2013 Board Retreat. At the end of Spring Quarter of each year, the College will present an update on all Indicators of Achievement to the Board. For those Indicators not met, the College must prepare a plan that is presented to the Board.

These Core Themes, Objectives, and Goals will guide the College in the development of strategies and measureable outcomes for the ensuing year. The Strategic Councils and SIMPLE Plan annual reports will summarize the analysis of data, resources requested, and how these resources or changes resulted in continuous improvement and achievement of Mission Fulfillment.

Annually, the President will provide the Institutional Performance Report that lists the Strategic Plan's prior year's goals, including the achievement of the measureable outcomes or a plan for those outcomes that were not met, to the Board of Trustees.

The Board will receive annual progress reports on the Strategic Plan. The Strategic Plan will be reviewed and updated at least once every three (3) years by the Board.

BOT 1.3 – 5/01  
BOT 1.1 – 8/12 First Consideration  
Amended – 9/13/12, Resolution No. 12-9-3  
Amended 11/21/13, Resolution No. 13-11-2  
Amended 10/13/16, Resolution No. 16-10-1

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Washington Community College District 23

**Resolution No. 16-10-1**

**APPROVAL OF REVISED  
BOARD POLICY B 1.2 &  
BOARD PROCEDURE B 1.2 PR**

Whereas, the Board of Trustees reviewed Board Policy B 1.2 at the August 18, 2016 Board study session, and requested a revision to reflect that Board Policies will be reviewed at least once every three years, instead of every year, and

Whereas, the College is reviewing all Board and College Policies to ensure that the policy language is separated from the “action” piece which are the procedures to be completed, and this action keeps a large percentage of the original language in these two documents, and

Whereas, Board Policy B 1.2 and Board Procedure B 1.2 PR are being brought before the Board as one item, and

Whereas, during the remaining months of the current academic year, the Board will review all of the Board Policies and Board Procedures, then beginning with academic year 2017-2018, will review one-third of the policies and procedures each year, and

Whereas, Board Policy B 1.2 was presented for first consideration at the September 8, 2016 Board meeting, reflecting the requested revision, and

Whereas, Board Policy B 1.2 and Board Procedure B 1.2 PR are presented for final approval by the Board of Trustees;

NOW, THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees approves Board Policy B 1.2 and Board Procedure B 1.2 PR.

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Mr. Carl Zapora, Chair

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

ATTEST:

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

**BACKGROUND****2014-15 Annual Financial Statement****Subject**

Board review and approval of the independently audited 2014-2015 annual financial statement for Edmonds Community College.

**Background**

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

In the past all State colleges' financial data was rolled up to the State Board for Community and Technical Colleges (SBCTC) and submitted to the Office of Financial Management (OFM). The State Auditor's Office (SAO) then audited the financial reporting of the entire state.

The NWCCU now requires that each college produce their own independent annual financial statement in accordance with generally accepted accounting principles. Each annual financial statement is to be independently audited and the audited statement is to be approved by the Board of Trustees.

The College completed their independently audited financial statement for the 2014-2015 fiscal year this past spring. The SAO completed their audit of the statement in September of this year and held an exit interview with College officials on September 28th, 2016.

The resulting opinion of the State Auditor's office was, "...the financial statements referred to above fairly present, in all material respects, the respective financial position of the business type activities and the aggregate discretely presented component units of the Edmonds Community College, as of June 30, 2015, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America." The audit resulted in no audit findings or management letter items.

It is this audited financial statement for fiscal year 2014-2015 that the College presents to the Board of Trustees for formal approval.

**Recommendation**

The staff of Edmonds Community College recommends that the Board of Trustees adopt the resolution approving the independently audited 2014-2015 annual financial statement.

**Resolution No. 16-10-2****2014-2015 Audited Financial Statement**

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

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

WHEREAS, the College completed a 2014-2015 annual statement which was then independently audited by the State Auditor's Office (SAO) with an exit interview on September 28th, 2016, and

WHEREAS, the SAO's opinion on their audit states, "In our opinion, the financial statements referred to above fairly present, in all material respects, the respective financial position of the business type activities and the aggregate discretely presented component units of the Edmonds Community College, as of June 30, 2015, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America," and

WHEREAS, the College has presented the independently audited 2014-2015 annual financial statement to the Board of Trustees,

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees formally approves the 2014-2015 audited annual financial statement.

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Mr. Carl Zapora, Chair

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Date Approved

ATTEST:

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Dr. Jean Hernandez, Secretary

**BACKGROUND****2017 SCHEDULE OF BOARD  
OF TRUSTEES MEETINGS****Subject**

To establish and approve the 2017 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 2017 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 2017 meeting schedule is chosen, then the Board will hold a *special* rather than a *regular* meeting. Any change to the schedule will be communicated to the media and the Washington State Code Reviser's Office.

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

**Recommendation**

The Trustees are asked to review the 2017 schedule of Board of Trustees meeting dates, along with any other personal commitments they have throughout the year. Any conflicts will be presented and discussed at the November 10, 2016, Board of Trustees meeting when approval will be requested.

**February 9, 2017**

**March 9, 2017**

**April 13, 2017**

**May 11, 2017**

**June 8, 2017**

**August 17, 2017**

**September 14, 2017**

**October 12, 2017**

**November 9, 2017**