
Washington Community College District 23

Agenda
Regular Meeting
November 10, 2011
Cascade Conference Room
Snohomish Hall 304A
4:30 p.m.

4:30-5:00 RECEPTION
Recognition of Service – Trustee Jeannette Wood

Estimated Time (p.m.)

- 5:00 **Call to Order** – Dick Van Hollebeke
- 5:02 **Introduction of Guests** – Dick Van Hollebeke
- 5:05 **Public Comments** – Dick Van Hollebeke
- Individuals may sign in for public comment limited to three minutes each
- 5:15 **Approval of September 8, 2011, and October 6, 2011 Meeting Minutes** – Dick Van Hollebeke
Next meetings: November 17, 2011, 4:30 p.m. – New Trustee Orientation
February 9, 2012, 4:30 p.m. – Regular Meeting
- 5:20 **Old Business – Action**
- Approval of 2012 Board of Trustees Meeting Schedule (RN 11-11-1) – Dick Van Hollebeke
- 5:25 **New Business – Action**
- Board and President Evaluations (RN 11-11-2) – Dick Van Hollebeke
- 5:35 **New Business – First Consideration**
- Consideration of Student Publications Code – Rob Harrill
- 5:45 **Monitoring Report**
- Center for Community College Student Engagement (CCSSE) Update – Jim Mulik
- 6:15 **Board Updates (Two minutes each)**
- Faculty Representative – Margaret West
 - Classified Representative – Patti Pollardo
 - Student Representative – D’Artagnon Womack
- 6:25 **President’s Report** – Jean Hernandez
- 6:35 **Board Discussion** – Dick Van Hollebeke
- Meeting Matrix
 - TACTC Report – October 18 Conference – Dick Van Hollebeke and Emily Yim
 - CWU Dinner – October 6 Conversation Follow up – Dick Van Hollebeke
 - Meeting with Other Trustees and School Boards (Everett CC, Shoreline CC, Everett School Board, Edmonds School Board, Mukilteo School Board); Five Star Consortium Colleges
- 7:15 **Executive Session** – Dick Van Hollebeke
- 7:45 **Adjournment**

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, and interpreters for deaf individuals and Braille or taped information for blind individuals can be provided when adequate notice is given to the Office of the President, 425-640-1516.



Board of Trustees

Regular Meeting Minutes September 8, 2011

DRAFT

Trustees Present: Mauri Moore, Quentin Powers, Dick Van Hollebeke, and Emily Yim

Others Present: Arlene Anderson, Mark Cassidy, David Cordell, Michele Graves, Jean Hernandez, Karen Johnson, Susan Loreen, Chris Marx, Kevin McKay, Patty Michajla, Marian Paananen, Patti Pollardo, and Nicola Smith

Call to Order – Dick Van Hollebeke

Chair Dick Van Hollebeke called the September 8, 2011 Board of Trustees meeting to order at 4:34 p.m., welcomed those present, and asked for self-introductions.

Public Comments

No public comments

Approval of Minutes

Attachment A

Trustee Moore moved and Trustee Yim seconded the approval of the August 18-19, 2011 special meeting minutes.

Approved

Upcoming Events

Fall Kick-Off event, September 14, 8:30-11:30 a.m.

Dinner with Achieving the Dream coaches, September 14, 6:00 p.m.

Next Meeting

October 6, 2011, 4:15 p.m.

NEW BUSINESS – FIRST CONSIDERATION

Consideration of 2012 Board of Trustees Meeting Schedule – Dick Van Hollebeke

Attachment B

The 2012 Board of Trustees meeting schedule was distributed and the Trustees were asked to review the dates and be prepared to approve it at the November 10th meeting. It was decided at the August Board retreat to focus this year's meetings on student success through the two initiatives: Achieving the Dream and the Governance Institute for Student Success.

Operating Budget Update – Kevin McKay and Marian Paananen

The operating budget was approved in June by the Board. The budget projections were based on a 5% drop in enrollment. Vice President Kevin McKay will keep the Trustees informed of anything that would significantly affect the budget. The Governor's budget information recently came out and they are anticipating a double dip recession. The September budget forecast will be worse than anticipated and the

November forecast even worse. The Governor has asked the colleges to look at additional 5% and 10% reductions. The College will be strategizing for deeper cuts.

Annual Financial Report – Marian Paananen

Attachment C

Marian Paananen presented the Annual Financial Report for July 1, 2010 – June 30, 2011. The Trustees reviewed the report and discussion followed.

The State's continuing financial crisis led to an additional mid-year budget reduction resulting in a permanent \$991K decrease in the College's state allocation. The College was able to generate additional revenue to support the operating budget, combined with expense reductions, while maintaining a fund balance reserve of \$3.2M. A second mid-year state allocation reduction was imposed resulting in a local revenue decrease in the amount of \$503K. The operating budget closed with a \$28K deficit. College enrollment continued to remain strong, passing last year's record-breaking numbers by 500 FTEs. The resulting additional revenue helped the College to adequately cover the additional expenses. Total assets of the College exceeded total liabilities by \$104.2M.

Focus and Board Goals for 2011-12 Student Success – Dick Van Hollebeke

Attachment D

Trustee Van Hollebeke led the Board through the list of seven Board Goals supporting student success that were developed at the August retreat.

1. **Guiding the college mission/vision** – Ongoing development
2. **Focused Agenda** – The Board's new focus is on student success and completion. All agenda items will support these goals.
3. **Review other board governance models** – The governance models of other community colleges will be examined.
4. **Orientation** – At the August retreat it was discussed that there will be two open positions on the Board of Trustees. Trustee Jeannette Wood will complete her five-year term on September 30 and will not request reappointment. In addition, Trustee Mauri Moore is moving out of the area and has submitted her resignation effective September 15. There have been at least five applicants who have submitted their applications to the Governor's Office for the two open positions. An orientation manual has been created and the existing Trustees will serve as mentors to the new Trustees.
5. **Professional development** – New Trustees will be encouraged to attend regional and national conferences and trainings.
6. **Board/President Mutual review** – The Trustees will review the President and she will review them as well.
7. **Board outreach** – Two broadcasts per month are planned to be produced through Dan Dootson interviewing board members to inform the community about the College. The College has applied for a grant through the Hazel Miller Foundation for funding to assist in this project. The Trustees will speak to community service clubs and include students and/or the President in those presentations. The Board would like to be more supportive and visible at campus activities. Joint meetings with other colleges will also be planned.

Board Updates

Student Representative – D'Artagnon Womack

No Report

Classified Representative – Patti Pollardo

Attachment E

Faculty Representative – Margaret West
No Report

Monitoring Report

Foundation Update – Chris Marx

Chris Marx, Executive Director of the Edmonds CC Foundation, provided an update.

- Foundation Auction – Last spring the auction grossed \$180,000, and netted \$150,000. They were down in sponsorships this year but were able to profit in other areas.
- The Foundation golf tournament will take place tomorrow, September 9, at the Everett Golf and Country Club.
- Two issues surrounding the Black Box Theater: Last spring the College was approached by community members requesting reimbursement for seats that they had donated for the Black Box Theater a few years ago. Also, a citizen complaint had been received from the State Auditor's office regarding misuse of funds. The Foundation Board examined the refund requests in July and decided against providing the refunds. That money was donated three years ago and has since been spent to purchase the theater equipment. The Foundation has worked on this issue with the Business Office and state auditors. Marketing and other communications materials were reviewed in the process to determine how the funds were to be designated. There is a full understanding of where the money was spent. The auditors ultimately found there was no merit to the complaint. The Foundation Board made their decision following the auditors' feedback. The Board felt a commitment to listen to what the donors had to say and looked at all factors prior to their decision. Ms. Marx and Foundation Board members composed a letter to the donors to respond about the Board's intent. There has been no response from those donors.
- Long time college friend and supporter, d'Elaine Johnson, has promised her estate to the Foundation. The estate involves a large collection of artwork, including 800+ paintings, and a decision will need to be made on where to locate that large collection. Conversations have taken place with President Hernandez, staff members, and Ms. Johnson regarding her wishes about what will happen to her artwork once the Foundation becomes the custodian. Conversations are also being initiated with both Central Washington University and the University of Washington regarding partnership opportunities with the possibility of sharing that responsibility to keep her artwork alive.
- 2010-11 year-end budget report. The audit is currently in process. The year ended strong. Investments have turned around and are performing well.
- Scholarships (*Attachment F*). The total percentage of the Foundation operating budget directed to these programs is 60%, and they fund about 35% of the scholarship applicants. The Foundation is working to support student success. They are working on ways to track scholarship recipients, completion rates, etc. The "Complete the Dream" scholarship is designed for students who are almost done and need assistance for their final quarter to finish. International student need has been examined.
- The Foundation awarded \$12.2K in emergency funds and \$27K in grants this past year, plus the numerous annual faculty and staff awards.
- The Foundation Scholarship Breakfast will take place on October 5 at 7:30 a.m. in Woodway 202.

President's Report – Jean Hernandez

Attachment G

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

- The College is supporting the Board to go “paperless” and is considering providing iPads for the Trustees to use during the monthly board meetings. They would be used for the sole purpose of college business and would be kept at the College. A Google meeting site could be set up for the Board and there would be a level of training involved. The cost regarding the use of a digital device vs. paper has to be determined over time. AAG Arlene Anderson addressed a public records issue that could result from the use of these devices. Trustee Van Hollebeke said the Board would take the iPad purchase under advisement.
- Achieving the Dream (ATD) core team recently met and identified gatekeeper courses. There are 41 classes that have low passing rates for students. The first year ATD plan was also reviewed and submitted.
- The Board reviewed their monthly operating budget status.

Board Discussion

Dick Van Hollebeke

- The Board will be waiting to hear from the Governor’s Office regarding the appointment of two new Trustees to fill the vacancies.
- Trustee Van Hollebeke reminded the Trustees about attending the Fall Kick-Off event on September 14.
- A dinner for the Trustees, President, and selected administrators will be held with the Central Washington University Trustees, President, and administrators following the October 6th Board meeting. Programs and partnership opportunities will be discussed during this social event. The CWU Board will meet the following day, October 7, on the Edmonds CC campus.
- On behalf of the Board, Trustee Van Hollebeke presented Trustee Moore with flowers in gratitude and recognition of her years of service on the Board of Trustees.
- Trustee Van Hollebeke suggested reaching out to Washington State University to congratulate them and welcome their new branch campus to the area. A possible social gathering was suggested.

Adjournment

The meeting was adjourned at 6:55 p.m. by Chair Dick Van Hollebeke.

ATTACHMENTS AVAILABLE UPON REQUEST

Dick Van Hollebeke, Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary

ATTACHMENT E
BOARD OF TRUSTEES
Monthly Meeting Report
WPEA/UFCW LOCAL 365

September 8, 2011

- WPEA has been busy with regard to Initiative 1183—Liquor Privatization. They have been trying to educate the public at various fairs around the state. They have secured booth space at the Puyallup Fair and members from different bargaining units will be manning the booth handing out flyers and asking everyone to vote “no” on this initiative. We all know it will be on the ballot in November again since COSTCO has submitted enough signatures to make that happen. This is in spite of the fact that Washington has said “no” to this same thing twice already. I will be volunteering my time on the weekends. It will be interesting to see how our efforts are received by the fair-goers.
- Ballots to elect new WPEA officers have gone out, and we should know by next Tuesday (9/13/11) who the new President, Secretary-Treasurer, Recorder, District 3 Vice President and District 7 Vice President will be. Those were the contested races. Vice Presidents for Districts 2, 4, 5, 6 and 11 were uncontested races, so we already know who will hold those positions. Once the election results are announced, WPEA will have to select individuals to hold the Vice President positions for Districts 1, 8, 9 and 10, as there was a “glitch” in the nomination process and no one ran for those positions. I will be sure to let you know the results when we next meet.
- Dr. Hernandez has held two forums for classified employees this week to explain processes for desk audits/reclassifications and how the college decides to open positions externally vs. internally. Mark Cassidy was there to help clarify things.

Jean also discussed the college policy on workplace civility and respect and gave some good examples of improper behavior and how to go about dealing with such occurrences. The examples and explanations were helpful, as it seemed like some employees had a better idea of the options available in dealing with harassing and disrespectful behaviors in their workplace. Although we discuss this policy and our contract articles at our Brown Bag meetings, sometimes it takes just the right approach for the information to hit home.

- And, of course, Dr. Hernandez discussed the 3% salary reduction that may be implemented for classified employees beginning July 2012. Right now, the community colleges under WPEA who bargain directly with the Governor (her representative) are still operating under our 2009-2011 contract because we are still at impasse with our 2011-2013 contract. As a result, many questions and scenarios have come up that need to be looked into in order to proceed wisely. WPEA will be working closely with the college to be sure all our “i’s are dotted, and every “t” is crossed” so that everything passed by the legislature is dealt with correctly. It is hard to believe that next spring will be the beginning of negotiating the 2013-2015 contract. And that thought even poses a question I’ll be asking Lou Baker, our WPEA Contract Administrator. Hopefully, I’ll have an answer by the next BOT meeting.

- Things have quieted down a little with employee issues. Some of the resolutions to previous situations ended sadly, but I hope those involved can learn from the problems and know what not to do in the future, and perhaps, even “grow” with the knowledge.

Respectfully submitted by: Patti Pollardo, WPEA Chief Job Representative
Edmonds Community College Bargaining Unit



Board of Trustees

Washington Community College District 23

President's Report September 8, 2011

ATTACHMENT G

September is already upon us and summer, such as it was, seems just a memory. We have much to be thankful for as we busily prepare for a new academic year. We will again have our challenges, but I suspect they will be overshadowed by our accomplishments and the success of our students. Here's what's been happening this summer:

Our annual board retreat merits special mention. Let me begin by thanking you for your participation in our August retreat. I was particularly pleased with the positive, collaborative tone we set for next year. The enthusiasm and spirit of cooperation on display will serve us well as we grapple with issues such as balancing the budget, meeting accreditation recommendations, implementing Achieving The Dream, and, most importantly, serving our students. Many thanks to Jim Mulik and Pat Huffman for providing much needed data and the vice presidents for their role in making our retreat so successful.

Wasn't it great to see so many prospective board members at our retreat on Thursday? Several of the candidates gave up an entire work day just to find out how a successful community college works. Their attendance was an added benefit to an already excellent retreat.

Finalizing the budget is a top priority. As you know, we are in good shape compared to our CTC colleagues around the state but still must prepare for a mid-year budget cut of 5% - 10% - a cut that could get worse if state revenue collections continue to lag. I remain confident that we can meet the mandated 3% salary savings without taking drastic measures. We are also on track to meet my stated goal to not lay off employees this year. Several other Washington CTC's haven't been as fortunate.

Enrollment was lower enrollment summer quarter, down 9% in FTE's and 2% in headcount compared to last year. Part of this can be attributed to managing our enrollment for budgetary purposes. The summer student/faculty ratio was just over 24:1, so we are managing enrollment effectively.

Fall enrollment is down about 2% in FTE's but up 1% in headcount compared to our enrollment at a comparable time a year ago. Our budget projections are based on a 5% decline in enrollment, so I'm comfortable with our enrollment right now.

Construction of the new athletic facility is on schedule. Turf should be installed by mid-September, and the field should be ready for play by mid-October. Another major summer

project is getting the Beresford building up to code and prepared for the start of fall quarter. The building will be ready on time. The facilities team is also heavily involved in emergency response planning, another important priority for the upcoming year.

Activities and events continue to fill up my calendar. We have fewer students in the summer but that doesn't mean we aren't busy. Here is a look at some of my varied activities just since the board retreat:

Met with these individuals:

- Barbara Earl, President of BETS Consulting and local civic leader and Rotarian
- Margaret Badgley, Assistant to the Provost for University Centers and Community College Relations for Central Washington University
- Earl Gibbons, Vice Provost for Extended Education at Western Washington University
- Marci Larson, Superintendent of the Mukilteo School District

Participated in these events:

- Discussions with some of our legislators, lunch, and a tour of our redesigned math classes. Six legislators and/or aides came to campus for the event.
- Roll-out networking event for Economic Alliance Snohomish County
- YMCA Donor Appreciation Reception and YMCA new board member orientation
- 5-Star Consortium meeting
- Practical Nursing Pinning Graduation Ceremony
- Graduation Ceremony for our Community College Initiative Grant recipients (20 students from countries in Asia, Africa, and Latin America were honored)
- The Latino Business Fair on Saturday, August 27 (I gave a welcome and worked in a booth)
- Two planning meetings related to our Achieve the Dream project. One of the meetings involved ATD team members from Yakima CC, Tacoma CC, and Highline CC.
- CTC Link update (video conference)
- CRI Retirement Luncheon
- Classified Staff Open Forum
- Veteran's Club annual fund-raiser

In closing, let me say that despite the continuing economic uncertainty, I approach fall quarter with a great deal of optimism. Our staff and faculty are meeting every challenge and continue to help make our students successful. All things considered, morale remains high. The "can-do" spirit that has been at the core of our existence for years is alive and well. This next year will test us in many ways as we strive to improve on our standard of excellence, but I'm confident that we will continue to grow and flourish.

Dr. Jean Hernandez, President



Board of Trustees

Washington Community College District 23

Regular Meeting Minutes October 6, 2011

DRAFT

Trustees Present: Wayne Brown, Diana Clay, Quentin Powers, and Dick Van Hollebeke

Trustee Absent: Emily Yim

Others Present: Mark Cassidy, Marty Cavalluzzi, David Cordell, Jean Hernandez, Kevin McKay, John Michaelson, Patty Michajla, George Smith, Nicola Smith, and D'Artagnon Womack

Call to Order

The October 6, 2011 regular meeting of the Board of Trustees was called to order by Chair Dick Van Hollebeke at 4:20 p.m.

Introduction of Guests

Two new trustees, Diana Clay and Wayne Brown, were introduced. Both were appointed by Governor Gregoire on October 4, 2011.

Introduction of 2011-12 Student Government Executive Board – Nicola Smith

The 2011-12 Student Government Executive Board includes: Niklaus Sugiri, Academics; D'Artagnon Womack, Administrative Liaison; Amy Nguyen, Budget and Finance; Charles Lavalley, Clubs; Max Carsen, Community Relations; Anne Tran, Diversity; Jennifer Delia, Student Relations, Josh Armstrong, Technology. Each officer provided a self-introduction and information about their educational goals.

Public Comments

No comments

Approval of Minutes

Approval of the September 8, 2011 meeting minutes was deferred to November 10, 2011.

Next Meeting

February 9, 2012, 4:30 p.m.

STUDY SESSION

Central Washington University – Jean Hernandez and Marty Cavalluzzi

(Attachment A)

President Hernandez and Dr. Cavalluzzi presented information on joint programs and other opportunities available with the partnership between Edmonds CC and Central Washington University (CWU). This longstanding partnership was established in 1975. A dual admission is offered between the schools which will soon include the Ellensburg campus.

There is a desire to increase awareness about the CWU four-year degrees available on the Edmonds CC campus. To assist in this effort, President Hernandez suggested inviting CWU President, Jim Gaudino, to visit area schools, service clubs, etc. Trustee Van Hollebeke added that the campus has recently begun the production of a TV interview program series called “Edmonds Community College Today” that airs twice monthly on a local station. Dr. Gaudino could be invited to be interviewed on this program to discuss joint opportunities.

It was suggested to encourage our students early on to receive counseling to alert them on of this four-year opportunity available on our campus. President Hernandez reported that this is publicized in the community presentations that are provided to area service clubs, city councils, etc., and that the College will continue to publicize this partnership.

Edmonds CC provides many opportunities for the CWU students including the residence hall, cafeteria, library, and child care center.

A joint dinner will be held later this evening for the Trustees, two Presidents, and staff members of CWU and Edmonds CC.

Mission Statement Progress – Jean Hernandez and Marty Cavalluzzi

(powerpoint) Attachment B

At the August Board retreat, discussion began about aligning the mission statement, strategic plan and core themes. The Strategic Planning Core Team consists of Marty Cavalluzzi, Kevin McKay, Jim Mulik, Melissa Newell, Beth Nichols, and Eva Smith. The team has begun working on the revision.

This is the first of periodic updates that will be provided to the Trustees. Vice President Cavalluzzi presented a powerpoint including the background on this process. The last revision was completed in June 2006. Due to the mandate from the Northwest Commission on Colleges and Universities, the College recommends a year-long review of our Mission, Philosophy, and the corresponding Core Themes (and, subsequently, our Key Performance Indicators). It is further recommended that the College develop a vision statement during this year-long process. Vice President McKay explained the process of how work on the mission fulfillment (operational assessment) will be used to create the vision (aspirational planning).

The strategic planning goals in order to improve institutional effectiveness include:

- Revisit the mission, vision and strategic directions of the College
- Align Core Themes with the mission, vision and strategic directions
- Revisit measures of institutional performance (key performance indicators)
- Address the accreditation recommendations and requirements

Proposed Timeline:

- Six months of strategic planning
- Three months revisiting and aligning indicators of achievement and metrics
- President’s Cabinet and Board of Trustees approval in June 2012 (This date may be extended to allow for extra time to complete the work.)

A status update will be provided at the next Board of Trustees meeting, February 9, 2012.

Achieving the Dream (ATD) – Jean Hernandez

- Edmonds CC has been awarded a \$240K grant over four years to become an “Achieving the Dream” college. We are one of ten Washington State community colleges.

- The focus this first year will be primarily data analysis.
- Karen Johnson and Jennifer Inslee are the ATD co-chairs. They have been meeting with faculty and will hold a day-long planning training for student focus facilitators.
- The two coaches are Dr. Jacquee Belcher and Lynda Villeneuve. The Board and Dr. Hernandez have met with them in June and September and will meet again later this year.
- The process will involve campuswide participation.

BOARD DISCUSSION

Dick Van Hollebeke

- A new trustee orientation meeting will be held in November. The existing trustees will work with the new trustees on a mentoring basis. The new trustees were encouraged to attend both statewide and national trustee meetings. Dr. Hernandez and Vice President McKay will advise them about the annual budget process.
- Trustee Van Hollebeke will host a holiday dinner at his home for the Trustees, President, spouses and partners, in early December.

Jean Hernandez

- The monthly status of the Board of Trustees operating budget was presented and discussed.
- The Five Star Consortium is working on efficiencies between the five community and technical colleges. The Presidents met last week and they are now ready to roll out some of the initiatives. There will be a signing of a formal Memorandum of Understanding and a media blast announcing the initiatives.
- The state’s budget situation was addressed at last week’s statewide presidents’ meeting. The colleges were initially preparing for a 5-10% cut, but have just learned from the Governor’s office that it could be as much as a 23-29% cut. Strategies need to be put in place. A special legislative session will be held at the end of November. More budget information will be available following that session.

Adjournment

The meeting was adjourned at 5:45 p.m. by Chair Dick Van Hollebeke.

ATTACHMENTS AVAILABLE UPON REQUEST

Dick Van Hollebeke, Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

2012 SCHEDULE OF BOARD OF TRUSTEES MEETINGS

Subject

To establish and approve the 2012 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 2012 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 2012 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 2012 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, 2011, Board of Trustees meeting when approval will be requested.

February 9, 2012
March 8, 2012
April 12, 2012
May 10, 2012
June 14, 2012
August 23-24, 2012 (Retreat)
September 13, 2012
October 11, 2012
November 8, 2012



Board of Trustees

Washington Community College District 23

Resolution No. 11-11-1

2012 Schedule of Board of Trustees Meetings

WHEREAS, 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, and

WHEREAS, in accordance with Board *Policy B 3.2, Board of Trustees Bylaws, Section 2.1, Meetings*, the Board will hold a minimum of six regular or special meetings during the calendar year. Additional regular or special meetings may be held when requested by the Chairperson of the Board or by a majority of the Trustees, and

WHEREAS, the Board of Trustees has determined that four special study sessions will be held during each calendar year where no action will be taken;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College adopts the following schedule for its 2012 meetings, and directs the President or designee to file this schedule in the Washington State Code Reviser’s Office.

2012 Edmonds Community College Board of Trustees Meeting Schedule

January – NO MEETING			
February 9	Thursday	4:30 p.m.	Study Session
March 8	Thursday	4:30 p.m.	Regular Meeting
April 12	Thursday	4:30 p.m.	Study Session & Regular Meeting
May 10	Thursday	4:30 p.m.	Regular Meeting
June 14	Thursday	4:30 p.m.	Regular Meeting
July – NO MEETING			
August 23 & 24	Thursday & Friday	All Day	Summer Study Session
September 13	Thursday	4:30 p.m.	Regular Meeting
October 11	Thursday	4:30 p.m.	Study Session
November 8	Thursday	4:30 p.m.	Regular Meeting
December – NO MEETING			

Dick Van Hollebeke, Chair

ATTEST:

Date Approved

Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

President's Assessment Instrument for Feedback to the Board of Trustees

Subject

Consideration of a new presidential assessment instrument that will provide feedback to the Board of Trustees.

Background

At the August 2011 Board Retreat, the Board of Trustees asked President Hernandez to share her perspective on Board-President relations and Board roles and responsibilities. President Hernandez expressed a desire to create a new presidential assessment instrument to assist in measuring her feedback for the Board of Trustees.

The draft of this new evaluation instrument is being presented for both first consideration and approval at the November 10, 2011 Board meeting so that it will be finalized and ready for implementation at the next regular Board of Trustees meeting, February 9, 2012.

Recommendation

Board of Trustees consideration and approval of Resolution No. 11-11-2 to adopt the new President's Assessment Instrument for feedback to the Board of Trustees.



Board of Trustees

Washington Community College District 23

Resolution No. 11-11-2

*President's Assessment
Instrument for Feedback
to the Board of Trustees*

WHEREAS, the President of Edmonds Community College has expressed a desire to create a new President's evaluation instrument to provide feedback to the Board of Trustees, and

WHEREAS, the Board has also expressed a desire for the creation of this evaluation instrument, and

WHEREAS, the President is requesting that the Board of Trustees reviews the instrument for both first consideration and approval at the November 10, 2011 meeting so that it will be finalized for implementation when the Board next meets on February 9, 2012;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the President's Assessment Instrument for Feedback to the Board of Trustees.

Dick Van Hollebeke, Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary

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**President’s Feedback to the Board of Trustees
November 10, 2011**

DRAFT

Using a 1 to 5 scale where:

- 1 – Poor
- 2 – Weak
- 3 – Adequate
- 4 – Good
- 5 – Outstanding/Excellent
- 6 – Not Apply/Not Available

To be conducted during the February Board of Trustees meeting in Executive Session. Any score below 4 will include documentation to support the rating.	RATING
<i>Board Members...</i>	
1. Know the essential information that board members need to know to protect the College and themselves from such a personal liability.	
2. Share information with each other; no surprises rule.	
3. Have a clear understanding of their roles in making policy and avoid having Trustees involved in the management of the college.	
4. Are not a “rubber stamp” Board.	
5. Create policies that support student success and completion agendas for Edmonds Community College.	
6. Conducts its self assessment on an annual basis.	
7. Conducts an evaluation of the President on an annual basis.	
8. Attend at least one college event per quarter outside of the regular Board activities.	
9. Attend at least one professional development activity per year.	
10. Are actively engaged and participate in Board activities.	
11. Support and encourage strategic planning and outcomes based assessments.	
12. Use data-informed decision making practices.	
13. Participate in commencement ceremonies.	
14. Actively involved in supporting the Foundation and fundraising for the college.	
15. Developed with the President accountability measures and benchmarks for quality improvement.	
16. Keep President informed and clarify purpose before meeting with faculty and staff at the college.	

To be conducted during the February Board of Trustees meeting in Executive Session. Any score below 4 will include documentation to support the rating.	RATING
17. Participate in legislative visits that focus on the needs of Edmonds Community College.	
18. The Chair manages the Board meetings by keeping on schedule and facilitating effective meetings.	
19. Support and respect the Chair.	
20. Can ask questions and have open conversations without anyone (Board or President) feeling threatened.	



Board of Trustees

Washington Community College District 23

Background

Subject

To approve the Student Publications Board Code Governing Student Media.

Background

This code, adopted as policy by the Edmonds Community College President's Cabinet, exists to protect students' freedom to deal with ideas and to express opinions in student media without fear of censorship, as well as to provide advisory assistance to help student media achieve success in serving the students of Edmonds Community College in accordance with WAC 132P-33-110 Student Publications.

The Triton Review, along with all other student media, falls under the purview of the Edmonds Community College Board of Trustees, which has the authority and responsibility to determine broad policies and procedures that govern student programs and activities.

Recommendation

The Trustees are asked to review the Student Publications Code. Approval of the Student Publications Code will be requested at the February 9, 2012 Board of Trustees meeting.

Student Publications Board Edmonds Community College

November 2011

Code Governing Student Media

For explanatory material, please see documents and citations at www.splc.org and www.spj.org/ethicscode.asp

Preamble

This code, adopted as policy by the Edmonds Community College President's Cabinet, exists to protect students' freedom to deal with ideas and to express opinions in student media without fear of censorship, as well as to provide advisory assistance to help student media achieve success in serving the students of Edmonds Community College.

Part I: The Publications Board

Publications Board Bylaws

1. The Student Publications Board shall consist of the following voting members:
 - One representative designated by the President of Edmonds Community College
 - One representative designated by the Senior Associate Dean of Student Life and Development
 - The faculty adviser to *The Triton Review*
 - The editor-in-chief of *The Triton Review*
 - One student staffer of *The Triton Review*
 - One representative of the Edmonds Community College Student Government Executive Board
 - One student at large, to be selected by the Student Government Executive Board.
 - One outside communications professional, preferably a working member of the news media.
2. The adviser of *The Triton Review* shall serve as chair of the board and, as such, is responsible for calling meetings.
3. The primary purpose of the board is to be a support service for student media. For example, the quarterly board meetings exist to provide a forum for student media staff members to share ideas, provide inspiration, and seek advice on such matters as policy and procedure, and to stimulate innovation.

The board may also provide advice to ensure that sufficient process, policy and procedure exists for the routine operation of the student media and to make recommendations that will assist in the resolution of crises not resolvable by the editors, staff members or

adviser of a publication. However, the board will strictly avoid placing itself between the publication and the campus community that the publication serves.

After reviewing the facts of an issue, the board may issue, upon simple majority vote of the membership, a formal recommendation to the editor, staff and/or adviser of a publication, as well as to college administrators or other committees or agencies of the college. All such recommendations should record the number of votes and how members voted. Such recommendations are non-binding and no actions based on those recommendations can run contrary to the First Amendment rights of student media or their role as public forums.

4. The Student Publications Board shall meet at least once a quarter during the fall, winter and spring quarters, but may meet more often if needed. Meetings of the board shall be open to all interested parties. A quorum shall be necessary to conduct business and consists of a simple majority of the membership of voting members as defined in bylaw No. 1.
5. The above bylaws shall govern how the Student Publications Board operates in relation to all student media within the purview of the Board, whether those media are in print, digital, or other forms. The board has no powers beyond those granted to it in this document.

Publications Board Policies

1. Students working on student publications at Edmonds Community College shall have rights guaranteed by the First Amendment and its interpretation by the courts to speak, write, publish and distribute their sentiments freely on all subjects and shall be free from censorship and prior review or approval.
2. Edmonds Community College provides equal opportunity in education and in employment in accordance with state and federal law. The college prohibits discrimination against any person due to race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, Vietnam-era or disabled veteran status, or the presence of any disability. As such, no student media shall discriminate on the basis of any of the factors listed above.
3. Edmonds Community College shall make no rule, policy or regulation that abridges the First Amendment freedoms of student media. College officials, faculty, staff or agencies shall neither directly nor indirectly prohibit protected speech on the basis of the views expressed. Edmonds Community College prohibits any college official from coercing, disciplining or imposing sanctions against any student media staff member or student media adviser on the basis of the protected content of any student media, or taking other actions that attempt to control or manipulate content. Moreover, college officials shall not withhold funding from any student media based on the content of that media, if that content is protected by the First Amendment and these bylaws.

4. The student government of Edmonds Community College and its representatives are subject to the same restraints against infringement of student expression as are the school and its administrators.
5. Student editors and managers shall be free to develop their own editorial policies regarding news coverage and content without interference by the college or its administrators, faculty, staff or agencies.
6. Students working for student media shall bear the legal and financial responsibility for what they publish, broadcast or otherwise distribute.
7. No expression made by students in the exercise of free speech or free press shall be deemed to be an expression of school policy. Neither Edmonds Community College nor its administrators, faculty, staff or agencies, nor Edmonds student government officials can be held responsible in any civil or criminal action for any expression made or published by students unless such officials have interfered with or altered the content of the student expression.
8. Neither Edmonds Community College and its administrators, faculty, staff or agencies nor Edmonds student government officials can interfere with the distribution of constitutionally protected student media, nor confiscate such media, nor prohibit lawful advertising in student media.
9. No student media that falls under the purview of the Student Publications Board shall publish, broadcast or otherwise distribute material that is not protected by the First Amendment and its interpretation by the courts, such as material defined by the state or federal courts as libelous, obscene, or defamatory, or material that constitutes a invasion of privacy, or material that infringes on protected copyrights.

Part II: Specific Student Media

The Triton Review

Overview: The Newspaper and the College

As stated on its nameplate, *The Triton Review* has been an independent student voice since 1973. As such, editorial decision-making lies with the paid student staff. As an academic institution, the college is committed to freedom of speech and thought and recognizes the importance of a free press. The college does not impose content nor does it attempt to exercise prior restraint on what goes into the paper.

The newspaper, in turn, recognizes the responsibility that goes with the position it holds in the campus community and strives to adhere to sound journalistic practices. Staff members have

been trained for their roles and use the ethical guidelines promoted by the Society of Professional Journalists. They meet regularly with a faculty adviser who provides coaching, mentoring, advice and instruction. As an agent of the college, the adviser does not make decisions on editorial content. That function lies within the purview of the student staff.

Policies

1. *The Triton Review*, along with all other student media, falls under the purview of the Edmonds Community College Board of Trustees, which has the authority and responsibility to determine broad policies and procedures that govern student programs and activities.
2. Edmonds Community College officially recognizes *The Triton Review* as a designated public forum for students of Edmonds Community College.
3. *The Triton Review* will operate under the following purpose statement:

The Triton Review is the independent student newspaper of Edmonds Community College. As such, the newspaper's primary purposes are to (1) serve the campus community by fostering a free, open and responsible discussion of issues relevant to the college, and (2) to provide journalistic training and experience for newspaper staff and students. *The Triton Review* strives to publish material that educates, informs and serves the college's diverse campus community.

4. Students working on *The Triton Review* will strive to adhere to and operate under the principles defined by the Code of Ethics of the Society of Professional Journalists.
5. Any student enrolled at Edmonds Community College is eligible to contribute to *The Triton Review*; paid staffers are subject to the rules that govern student employment at the college. Editors at *The Triton Review* must be enrolled in at least six (6) credit hours at Edmonds Community College throughout their appointment.
6. *The Triton Review* shall be free from censorship and advance approval of copy by the Student Publications Board, the college and its administrators, faculty, staff and agencies, and Edmonds student government officials.
7. An editor of *The Triton Review* shall be subject to removal by the Student Publication Board before the end of his or her term of appointment only by a majority vote of the board and only based on one of the following grounds:
 - Publishing material that is determined by a court of law not to be protected by the First Amendment, such as libelous, obscene or defamatory material, or that which constitutes an invasion of privacy, or which infringes on protected copyrights.
 - Work-related misconduct which represents an egregious breach of public trust or violation of applicable state or local laws; or neglect of duty, including failure to

publish the newspaper in a timely manner, failure to attain a level of technical quality reasonably expected of a community college newspaper, or failure to perform his or her duties as defined in *The Triton Review Staff Handbook and Style Manual*.

8. Editorial and advertising positions on *The Triton Review* are appointed during the summer before the academic year by the faculty adviser in consultation with the outgoing staff. The Student Publications Board may consult in the selection of the editor-in-chief. Some positions will be paid as student employees as determined by college guidelines that govern student employment and by budget agreement with the Edmonds student government.

WAC 132P-33-110

Student publications.

The college recognizes the fact that student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and institutional authorities and of formulating opinion on various issues on the campus and in the college community at large. They may also serve as a means of journalistic and/or creative expression.

The college, as the publisher of student publications, must bear the legal responsibility for the contents of the publications.

Students shall have freedom to deal with any ideas and to express any opinions in the student publications without fear of their censorship. Editors and managers of student publications are protected from arbitrary suspension and removal. Only for proper and stated causes, as outlined in the statement of purpose or philosophy adopted for each student publication, should editors and managers be subject to removal and then by orderly and prescribed procedures.

At the same time, student editors and managers are charged with corollary responsibilities to be governed by the canons of responsible journalism, including the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.



Board of Trustees

Washington Community College District 23

President's Report November 10, 2011

President Jean Hernandez Activity Report: September 8 – November 9, 2011

Sept. 9th – The Edmonds Community College Foundation has a very successful Golf Tournament. We had over 20 teams of four and raised over \$7,000 for scholarships. Once again Mr. Gary Arford, CEO of Comprehensive Wealth Management, was our key sponsor of this event and gave a very inspirational speech about the value of education in changing one's life.

Week of Sept. 12th – The week started with welcomes to our new International Students and their parents. Later in the week, the Fall 2011 Kick-off event was hosted by Dr. Marty Cavalluzzi and Mr. George Smith which celebrates the start of our academic year. Unfortunately, I missed all the Fall Kick-off activities because I was ill with a kidney stone. I also heard the lunch barbeque was a great success as several 100 employees enjoyed seeing old friends and making new friends.

Week of Sept. 19th – I began the week by joining numerous administrators in welcoming our athletes back to campus and encouraging them to use the many support services available to them. I attended my first Workforce Development Council of Snohomish County Board meeting. The week ended with a quick stop at the hospital to have my kidney stone “blasted” and then several days of rest at home. Due to my medical situation, Vice President George Smith and Dean Nicola Smith attended the Snohomish County Sports Commission – Hall of Fame Banquet without me, and Vice President Susan Loreen and Ms. Jennifer Matthews attended the Edmonds Center 4 the Arts' Arts Crush Gala Auction. I am very grateful to all of the staff that took on additional duties so that Edmonds could be well represented at these community events.

Week of Sept. 26th – I attended our Associated Students of Edmonds Community College “welcome back” barbeque for students. There was a great turnout of students which allowed me to visit informally with a number of students. About half a dozen employees of the college spent their evening watch the movie, Contagion, thinking it might give us some good ideas of what “not to do” in an epidemic situation—instead, I think the movie made us all a bit more cautious about being around individuals who are coughing and realizing how easily germs are spread. We held the September Birthday Breakfast which give me the opportunity to connect with employees in a more personal setting and share updates about the college with them. While attending the Washington Association of Community and Technical Colleges (WACTC) president's meeting, the 5 Star Consortium presidents met to continue finalizing our next steps and discussed signing a memorandum of understanding between the five of us. Vice President John Michaelson gave the welcome at an event coordinated by Dr. Rosa Maria Graziani. Dr. Graziani, an active member in our Peruvian community, raised scholarship funds for our Latino students by having an internationally known guitarist perform on campus.

Week of Oct. 3rd – Vice President Susan Loreen and I gave a 45-minute presentation to the Lynnwood City Council. We had a great dialogue and discussed the value of a community college education. It was very validating to learn that each council member had a personal connection to a community college. Ms. Lark Stewart, who coordinates the Emergency Management certificate and degree program as well as Edmonds Community College's Emergency Preparedness training, asked me to videotape welcome and closing messages for our EdCC emergency resource videotape. The tape has already been distributed to the college community. I was invited by Superintendent Gary Cohen to visit Evergreen Middle School and Cascade High School. I met with 13 students and had wonderful conversations with them about college and the educational programs offered at Edmonds Community College. I had a great opportunity to meet with Mr. Frank DeMiero, a former Edmonds Community College faculty member who created our Music department and then served as an administrator, and learned more about the history of our great college and the many activities Mr. DeMiero has brought to local communities. As you will recall, our Board of Trustees, Vice Presidents Marty Cavalluzzi and George Smith, Ms. Patty Michajla, and I had a wonderful dinner with Central Washington University's Board of Trustees, President Gaudino, and administrators. This allowed us to get to know each other and discuss ways to continue to strengthen our partnership and increase offerings at our University Center. I attended our first Creating Access to Careers in Healthcare (CATCH) graduation. This is a grant directed by Mr. John House and in partnership with Everett Community College, Workforce Development Council of Snohomish County, and numerous other community agencies. We had 11 graduates from Edmonds Community College and 11 graduates from Everett Community College, along with a great turnout of family, children, and friends. I took time to enjoy lunch with donors and held meetings with Washington State University and Everett Community College. The American Association of University Women invited me to be their speaker at their monthly meeting. It was exciting to see our women's soccer team win against Whatcom Community College, and our men's soccer team, unfortunately, had a tough loss—both games were at the Meadowdale High School. The good news is that on Oct. 29th we dedicated our new Athletic Field and both soccer teams won their games.

Week of Oct. 10th – I met Representative Marko Lias and updated him on programs and services available through EdCC and our STEM initiative. I gave a brief speech at “Coming Out Day” and was joined by Trustee Chair Dick Van Hollebeke in letting our GLBTQ students know they are always welcome at Edmonds Community College. I was honored to meet with Tulalip Board of Director's member, Mr. Don Hatch, Jr. at the Tulalip Construction program site. I was joined by Ms. Maureen Hoban who works with the Tulalip Education Center, Mr. Mark Newland who is the construction faculty member, and Ms. Wendy Sallis who is the staff person for the construction program. I attended my first YMCA Board of Trustees meeting and learned a great deal more about the many outstanding summer programs of the Y. I attended the Women's Volleyball game and, am sorry to say, did not bring them good luck. I left for North Carolina to attend the 3-day National Educators Workshop which was hosted by Dr. Mel Cossette and her staff through Edmonds' National Resource Center for Materials Technology Education Center. NEW is a collaborative partnership with North Carolina Agriculture and Technical State University, offering workshops for teachers in K-12 and faculty at both community colleges and universities. It was a great learning experience and an opportunity to build more partnerships with NCAT and Guilford Technical Community College.

Week of Oct. 17th – I returned from the National Educators Workshop very excited about nanotechnology and material science curriculum and 3-D color printers. There are so many opportunities for Edmonds Community College to be a leader in our nation as we develop further programs. We held

our second Expanding Your Horizons Planning Committee which is chaired by Ms. Jeanette Delaney and has a number of community and Edmonds Public Schools members. Expanding Your Horizons is a half day event on our campus that is focused on getting more high school girls excited about pursuing STEM educational and career pathways. I enjoyed lunch with donors. My week ended with 20+ College Park Middle School students visiting with me and learning about the life of a president. It was a wonderful group of very excited and interested students. These students are participating in the YMCA's Minority Achievers Program. Over the weekend I joined students and community members in the Black Box Theater to watch a fabulous Flamenco Dance Troupe: 3 Glorias and then stayed for the late night improv comedy group. Our Black Box Theater continues to bring new programs and events to our campus for students and community members to enjoy.

Week of Oct. 24th – Trustee Chair Dick Van Hollebeke, Vice President Susan Loreen, and Ms. Cyndi Schaeffer, and I attended Senator Maria Cantwell's US Senate Committee Hearing on Aerospace. Ms. Schaeffer also was a panelist and spoke before the Senator. It was a very informative morning. Under the leadership of Vice President Susan Loreen, I attended our first Business Roundtable which focused on the healthcare industry. Employers, faculty, and administrators met to discuss current trends and needs for the healthcare industry, as well as how to increase Edmonds Community College's partnerships with our participants. I had a very exciting meeting with Dr. Tom Murphy, one of his Americorps interns, representatives from the City of Mukilteo and Snohomish County Executive's office to discuss an opportunity for our students, under Dr. Murphy's leadership, to participate in a Japanese archeological site in the City of Mukilteo. Details are still being discussed. However, we are hopeful that our students may have the opportunity to dig at this site beginning in summer 2012. I ended my week by attending the Faculty and Staff of Color Conference where I heard excellent speakers and gathered information on Clark College's Bias-based Incident protocols and Everett Community College's Teachers for the Future program.

Week of Oct. 31st – I was invited by Trustee Quentin Powers to attend the American Jewish Committee's Human Relations Award 2011 banquet where Mr. Gubby Barlow, CEO and President of Premera Blue Cross was honored as the recipient of this award. It was an inspirational evening and am so honored to have been invited to this special event. Along with Vice President Susan Loreen, Dr. Mel Cossette, Ms. Cyndi Schaeffer, and Mr. Larry Clufph, I attended the Advanced Materials for Transport Aircraft Structures (AMTAS) conference. Edmonds Community College is the only community college who is a part of this consortium which is led by the University of Washington and was funded with federal dollars through the FAA and support from Senator Cantwell. Ms. Marie Tran, one of our faculty, has a long history of support an orphanage in Vietnam and working the Peace Trees to bring positive changes to the many individuals in Vietnam who have been the victims of landmines and food shortages. I attended the Peace Trees luncheon and was very please to find that Edmonds Community College represented four tables of college faculty and staff, as well as friends of Marie's and the college. I attended the WACTC meeting at North Seattle Community College, including meetings of the presidents who have correctional programs and presidents who have aerospace programs. The main topic of concern was budget reductions.

Week of Nov. 7th – I traveled to Washington, DC with Vice President Susan Loreen, Ms. Beth Nichols, and Ms. Chris Marx to attend the Council for Resource Development's Executive Institute for Fundraising Leadership. In addition, we visited with staff from the following offices—Senator Cantwell, Senator Murray, Representative Larsen, and Representative Inslee.