

Washington Community College District 23

Agenda
Regular Meeting
November 12, 2009
Cascade Conference Room
Snohomish Hall 304
4:30 p.m.

Estimated Time (p.m.)

- 4:30 **Call to Order** – Jeannette Wood
Introduction of Guests – Jack Oharah
- 4:35 **Signing of the Partners for Veteran Supportive Campuses Certificate** – First Mike Gregoire and John Lee, Director, Washington Department of Veterans Affairs
- 4:45 **STUDY SESSION**
- **Key Performance Indicators** – Jim Mulik and Pat Huffman
 - **Accreditation Update** – Marty Cavalluzzi
- 5:35 **Approval of September 28, 2009 Meeting Minutes** – Jeannette Wood
Next meeting: February 11, 2010
- 5:40 **Old Business – Action**
- Approval of 2010 Board of Trustees Meeting Schedule (RN 09-11-1) – Jeannette Wood
- 5:45 **New Business – Action**
- Approval of Aerospace MOU with Everett Community College (RN 09-11-2) – Jack Oharah
- 5:55 **New Business – First Consideration**
- Consideration of Name Change for Triton Union Building (TUB) – Kevin McKay
 - COP for Lynnwood/Warehouse Property – Informational – Kevin McKay
- 6:10 **Visioning Update**
- Textbooks – Kevin McKay and Kelvin Nesvog
- 6:25 **Monitoring Report**
- Diversity Update – Shirley Sutton
- 6:40 **Program Spotlight** – Marty Cavalluzzi
- IBEST Program – Mauri Moore and Daniel Brown
 - Art and Visual Communications – Joan Penney
- 7:05 **Board Updates (Two minutes each)**
- Student Representative – Azan Jacobs
 - Classified Representative – Patti Pollardo
 - Faculty Representative – Margaret West
- 7:15 **President’s Report** – Jack Oharah
- 7:25 **Board Discussion** – Jeannette Wood
- 7:45 **Executive Session** – Jeannette Wood
- Review the Performance of a Public Employee
- 8:15 **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.

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**EDMONDS COMMUNITY COLLEGE
BOARD OF TRUSTEES
Special Meeting Minutes
September 28, 2009 – 4:30 p.m.
Cascade Conference Room
Snohomish Hall 304**

DRAFT

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

Others Present: Wayne Anthony, Charles Ardary, Mark Cassidy, Marty Cavalluzzi, David Chalif, David Cordell, Cathy Costa, Michael Fitch, Cynthia Gockley, Tammy Herreid, Azan Jacobs, Joyce Kruithof, Scott Majors, Anne Martin, Chris Marx Kevin McKay, Susanne Meslans, John Michaelson, Patty Michajla, Jerrilee Mosier, Jack Oharah, Marian Paananen, Patti Pollardo, Rae Ellen Reas, Sandra Schroeder, John Scott, George Smith, Kelly Roberts Weibel, Margaret West, Marcia Woodard, Student Government executive officers, Triton Review editors

AGENDA	DISCUSSION	ACTION TAKEN	FOLLOW UP/DEADLINES
Call to Order and Introduction of Guests	The September 28, 2009 special meeting of the Board of Trustees was called to order by Chair Quentin Powers at 4:34 p.m.		
Introduction of 2009-10 Student Government Officers – Wayne Anthony	2009-10 student government officers were introduced including: Azan Jacobs, Ka Hyeon Lee, Whitney Anderson, Eddie Amintohir, Nicole Wilson, Mohibullah Syed, and Thao Nu Phuong Nguyen. Joyce Wong was absent.		
APPROVAL OF MINUTES and NEXT MEETING		Mauri Moore moved and Dick Van Hollebeke seconded the approval of the June 11, 2009 regular meeting minutes. Approved	Next meeting: November 12, 2009 Dick Van Hollebeke will be absent. Jeannette Wood will take over as Board Chair for the coming year.
NEW BUSINESS – ACTION			
Recognition of Retirees (Resolutions No. 09-9-1, 09-9-2, 09-9-3) – Marty Cavalluzzi Attachments B, C, and D	Recent retirees were recognized including, Mary Pat Dennis-Andre, Jerry Huri and Charles Ardary. Marty Cavalluzzi read the resolutions honoring the three faculty members.		
Reading of Public Employment Relations Commission (PERC) Ruling – Mark Cassidy Attachment E	Pursuant to an order issued by the Washington Public Employment Relations Commission (PERC), Mark Cassidy, Vice President of Human Resources, read the order of the ruling, AFT Edmonds v. Community College District 23. Case 22084-U-08-5624. As a result of Edmonds Community College’s decision to not offer a quarterly employment contract to Ms. Margaret West in the spring of 2008, the faculty union filed an unfair labor practice charge. Ms. West was and is the President of the Faculty Union, AFT Local 4254. The Washington Public Employment Relations Commission conducted a hearing in		Copies of the September 28, 2009 meeting minutes will be forwarded to the PERC compliance officer.

	<p>which all parties presented evidence and arguments. The Commission ruled that Edmonds Community College committed an unfair labor practice in violation of the State's collective bargaining laws.</p> <p>The PERC ruling for this case was posted on the Edmonds Community College campus for a period of 60 days beginning July 24, 2009.</p>		
NEW BUSINESS – FIRST CONSIDERATION			
<p>Consideration of Energy Services Company (ESCO) Project (Resolution No. 09-9-4) – Kevin McKay Attachment F</p>	<p>As part of the campus sustainability initiative, Edmonds Community College contracted with an Energy Services Company (ESCO), working in partnership with the State General Administration (GA) office, to conduct a preliminary greenhouse gas emissions inventory and self-funding facility improvement plan. This facility improvement plan has now been presented to the College, has been favorably reviewed by the GA office, had the estimated energy savings calculations verified by both Snohomish PUD and Washington Energy Services, and been reviewed by the College Business Office.</p> <p>Kevin McKay outlined the goals, values, specific elements and benefits of the ESCO plan. The project will cost \$2,007,000 via state Certificate of Participation (COP). It is anticipated that the project timeline will be approximately six months from start to finish and should not cause any disruption to our students. Jack Oharah stated that the college administration is in approval of moving forward with the project which was first presented to the Trustees at the August study session.</p>	<p>Dick Van Hollebeke moved and Mauri Moore seconded the approval of Resolution No. 09-9-4.</p> <p>Approved</p>	<p>The Board requested that Kevin McKay provide a report to them when the project is completed. Follow up status reports will be provided over the first couple of years. Trane Company will conduct an annual audit and guarantee the project every year.</p>
<p>Consideration of 2010 Board of Trustees Meeting Schedule – Quentin Powers Attachment G</p>	<p>The 2010 schedule of Board of Trustees meetings was presented for first consideration. Board approval will be requested at the November 12, 2009 meeting.</p>		
MONITORING REPORTS			
<p>Financial Aid Update – George Smith and Rae Ellen Reas Attachment H</p>	<p>Rae Ellen Reas, Associate Dean for Enrollment and Student Financial Services, provided an update on the new financial aid software system. The statewide Financial Aid Management (FAM) system was implemented in January</p>		

	<p>2009. Since that time the College has struggled with decreased functionality, manual workarounds, system downtime, numerous upgrades, an inability to comply with federal and state regulations regarding disbursement of funds and reporting requirements, and slow responses to support requests.</p> <p>There have been record numbers of students resulting in increased financial aid activity. The staff has been working many overtime hours, and numerous delays of payments have been offered. There is no immediate long-term solution. The State Board says there is not any money in the system to address this problem at the current time. The College is keeping the Financial Aid office fully staffed and doing everything to not affect students negatively. This new centralized system will be monitored carefully and the College will follow up on the software licensing issue.</p>		
<p>Student Housing Financing Update – Kevin McKay</p>	<p>Kevin McKay met with the project partners for Rainier Place student housing to review a series of recommended funding options. Key Bank has been underperforming and their rating has dropped. The project partners are currently losing money which will not be sustainable over time. Options include finding another bank to write the letter of credit, or finding another bank to complete a direct buy-out, with or without keeping the existing Key Bank letter of credit. Kevin’s recommendation is that they consider a direct buy-out with another bank. An RFP will go out in the next few weeks. Key Bank is still not willing to negotiate or participate in any conversations.</p>		
<p>Planning for the Future/ Visioning – Jack Oharah Attachment I</p>	<p>An outcome of discussion at the summer Board study session was the generation of a list of future visioning ideas which was shared with the Trustees. It was suggested that the Trustees prioritize the issues on the list for more immediate discussion so that a plan can be developed for the remainder of the year. Each meeting could have time established on the agenda for this discussion.</p> <p>Kevin McKay and Marty Cavalluzzi led a discussion regarding the textbook issue, including electronic textbooks, free textbooks, and textbook rental. Dick Van Hollebeke suggested that our faculty be addressed in an effort to assist</p>		<p>Jack Oharah asked that everyone review the list of items for visioning for the future. The textbook issue will continue to be researched over the next couple of months and a report will be provided at the November 12 board meeting on how the College is addressing this issue.</p>

	with recognizing how they create adverse burdens on our students when they frequently change textbooks. Mauri Moore suggested that the faculty might report on how they can change the overall cost that students must pay for their classes.		
PROGRAM SPOTLIGHT			
Adult Basic Education/ English as a Second Language (ABE/ESL) Program – Joyce Kruithof Attachment J	<p>As of today, the ABE/ESL headcount is 1,261. The College typically serves between 1,300 and 1,400 students quarterly or 2,200 per year, which is a 20% increase over the past three years. Students represent 47 countries of origin; 60% female and 40% male; and the age range is 18-82.</p> <p>The volunteer literacy program involves one part-time coordinator who has recruited over 40 volunteers from the community to work in the labs and with students. These trained volunteers serve two hours each week. Many ABE/ESL students are transitioning into college-level courses which is one of the goals of the program, and this transition rate is increasing.</p>		
QUARTERLY LIAISON REPORTS			
TACTC – Mauri Moore	<p>Mauri Moore shared the draft agenda of the October 1 TACTC Fall Conference. The theme for this year is “Trustees in Action”. The trustees will be asked for feedback on the mission study recommendations. Mauri also shared the State Board draft policy for advocacy and requested that they name a board member to the State Legislative Action Committee.</p> <p>Jack Oharah is the Chair of the WACTC Operating Budget Committee, and later this week the presidents will discuss the legislative agenda. The system is looking at three biennia in order to recoup the money that was lost. The message is that we need to stop the erosion of our budgets and our top priorities must include restoring funding so that we can better serve students.</p> <p>Mauri and Dick have been selected to provide an example presentation at that TACTC meeting of how trustees can be in action locally to address community groups (e.g. service clubs) on what they can do to assist.</p>		

<p>Foundation – Chris Marx</p>	<p>Chris Marx, Foundation Executive Director, provided highlights of current Foundation activities. The Foundation has worked this year on a new strategic plan resulting in a new mission statement and the adoption of a vision statement. The three primary areas of focus for the strategic plan include: Increase fundraising and broadening donor base; increase the impact of our programs to support students, faculty and staff; and to strengthen the Foundation board.</p> <p>The recent annual Foundation golf tournament was a successful event raising \$42,000.</p> <p>Mauri Moore expressed her thanks to the members of the Foundation board and asked if there is anything that the Trustees can do to assist and support them, such as advocacy roles and assisting with training sessions.</p> <p>Outreach to alumni began about two years ago but due to staffing reductions this function is not currently one of the major activities of the Foundation office. It is included in their five-year plan.</p>		<p>Dick Van Hollebeke requested that Diana Clay attend a board meeting to talk about the Foundation. Mauri Moore requested that the Trustees send thank you notes to the outgoing Foundation board members.</p>
<p>BOARD UPDATES</p>	<p>Faculty Representative – Margaret West – Attachment K Student Representative – Azan Jacobs – Attachment L Classified Representative – Patti Pollardo – Attachment M</p>		
<p>PRESIDENT’S REPORT – Jack Oharah Attachment N</p>	<p>The President’s report included updates on the aerospace training center, (specifically a recent trip to Wichita’s aerospace training center), parking, H1N1 influenza preparedness plan, resident apartments, significant enrollment increase, financial aid software issue, meeting with regional K-12 superintendents, allied health move, land acquisition, and HECB system design.</p>		<p>Mauri Moore requested that another meeting be scheduled with the Edmonds School Board.</p>
<p>BOARD DISCUSSION</p>	<p>Aerospace Training Center – Jerrilee Mosier, Vice President, Workforce Development and Training Jerrilee provided background information in preparation for the September 29th joint Board meeting with the Everett Board of Trustees to discuss the Aerospace Training Center. She compiled and shared several documents to assist the Trustees with this discussion, including the partnership agreement, the memo of understanding, a timeline of</p>		

	activities, funding, and correspondence.		
PRESENTATION OF GAVEL PLAQUE AND ADJOURNMENT	Vice Chair, Jeannette Wood, presented outgoing Chair, Quentin Powers, a gavel plaque in appreciation of his one-year term as Chair of the Board of Trustees. Jeannette will serve as Chair through September 2010. There being no further business, Chair Quentin Powers adjourned the meeting at 7:50 p.m.		

(NOTE: Attachments available upon request)

Jeannette Wood, Chair

Date Approved

ATTEST:

Jack Oharah, Secretary

ATTACHMENT K

BOARD OF TRUSTEES

FEDERATION OF TEACHERS LOCAL 4254

September 28, 2009

- Mark Cassidy, VP for HR, read the ruling from PERC. The College has now completed its obligations under the PERC ruling regarding the Unfair Labor Practice filed by the Federation in 2008. While the Federation appreciates the College's timely compliance, the situation that led to the ruling should never have occurred, and the Federation hopes that there will not be a need to resort to this kind of action again.
- *The Best Practices for Part-time Faculty 2005* handout was distributed to the trustees along with the Resolution passed by SBCTC on December 1, 2005. A committee is being formed that will assess the College's progress in improving working conditions for its part-time faculty.
- Four departments, specifically computer science, drama, geography, and music, have been told they need to demonstrate improved effectiveness or face possible closure. The prospect of these closures is creating a lot of concern among faculty across campus. The Federation is working so that Edmonds can be one of the colleges that avoids a RIF or cancellation of programs. This is a goal on which we can all agree.

Submitted by: Margaret West, President

ATTACHMENT L
BOARD OF TRUSTEES
STUDENT GOVERNMENT

September 28, 2009

- Gift bags
Give-aways: Triton Review, Triton Student Center Grand Opening T-Shirts, Executive Board Brochure, Student Handbook and Planner, Fall 2009 Student Events Calendar, Student Clubs Information, Brown Bag Lecture flyers featuring Dan Savage.
- Triton Leadership Team Training from Monday August 24th to Friday September 18th 2009.
 - Constitution and Position Papers
 - Ice Breaker Exercises
 - Student Programs and Triton Leadership Structure
 - Expectations and Agreements
 - Camp Brotherhood
 - Team building exercises with Jennifer
 - Mt. Vernon Ropes Course
 - Introductions to the President's Cabinet and Deans
 - Technology Overview with Michelle
 - Campus resources (Amazing Race 2009)
 - 522 funded programs
 - Service Learning
 - Introduction to Service and Activity Fees and Budget
 - Appreciating Diversity with Eric Davis, Jennifer and Diana
 - Student Population Overview with Pat Huffman
 - Orientation Training with Lew Latimer
 - Programmer Board Departs for Wenatchee Leadership Conference
 - Job Shadowing
 - Individual Work Time
 - Orientation
 - Parliamentary Procedure
 - Training Overview and Leadership Development Plan
- Welcome and Orientation for Student Success on Tuesday September 15th 2009.
- Welcome Back Booth on Monday September 21st and Tuesday September 22nd 2009.
 - 522 funded program information. Free student handbooks, event calendars, doughnuts, coffee and cookies.
 - Served over 4500 students over the 2 day event.

- Triton Student Center Grand Opening on Thursday September 24th 2009.
 - From 11:00 a.m. to 8:00 p.m. Free food music and giveaways.
- Welcome Back Barbeque on Wednesday September 30th 2009.
 - 11:30 a.m. to 2:00 p.m. in the courtyard outside Lynnwood hall.
- Executive Board Meetings
- ASEdCC Executive Board core covenants
 - Communication
 - Professional Behavior
 - Respect
 - Work Ethic
 - Cooperation
 - Responsibility
- ASEdCC Executive Board goals

Submitted by: Azan Jacobs, Administrative Liaison

ATTACHMENT M

BOARD OF TRUSTEES

WPEA/UFCW LOCAL 365

September 28, 2009

- Our union has gone through some reorganizing. Greg Parker, President of WPEA/UFCW Local 365, looked at every position in the organization to see if there were any positions that could be eliminated to help with any budget issues that may occur. The positions that have been eliminated include Office Coordinator, Organizing Department and our Legislative Director and his assistant. A new position was created, Executive Assistant to the President. The responsibilities of the Office Coordinator have been divided amongst the other office staff, organizing responsibilities will be handled by some Staff Reps and the new Executive Assistant (omm'A Givens).
- President Parker and his Executive Assistant have taken over the legislative responsibilities. They have already met with some legislators to let them know of the changes at WPEA and lay some ground work for the next session. President Parker is particularly interested in making everyone aware of I-1033 and the far-reaching affects it will have on many important programs if passed.

This process was discussed at our June Executive Board meeting and the final decisions were brought forward at our August Executive Board meeting. It is too early for us to tell if this new structure will work better for our members or not.

- WPEA is in the process of planning our Annual Member Meeting that will take place November 7 in Tumwater at the Olympic Flight Museum. It is an all-day event where our members will bring forward nominations for the next contract negotiating teams, recommendations for contract additions/deletions, recommendations for proceeding with our legislative slate, etc. Of course, there will be fun things going on in between all of the business.
- WPEA is working together with other unions in a food drive to help those members who have lost their jobs because of the economy. So far WPEA members have contributed 1,557 pounds to this cause. The food is taken to food banks throughout Washington and is available to all union members. We are hoping that this will help those individuals with the greatest need. Anyone can contribute. I have a few grocery bags at my office if anyone is interested. I will be taking what I have to our Everett office Friday to be distributed accordingly.
- We also have created a survey for our members to complete to let WPEA know how they are doing; advise them of areas that need improvement; how they would like to get more involved; and many other questions. The survey is online at WPEA's website and is also included in our quarterly magazine. I am anxious to find out what our members have to say about their union.

- I am pleased to have four more of our members advise me they would like to go through the Job Rep training so they can help our members with contractual issues. I will make arrangements with our WPEA staff to hold a Job Rep training soon.
- We have had several member issues that we have dealt with, and some that are on-going. For the most part, we are able to resolve the situations before going to arbitration. Although things don't always work out the way one would hope, it is a good feeling when you know every avenue has been pursued by the union and administration for as favorable an outcome as possible.

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



Board of Trustees

Washington Community College District 23

Background

2010 SCHEDULE OF BOARD OF TRUSTEES MEETINGS

Subject

To establish and approve the 2010 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 2010 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 2010 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 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 attached 2010 schedule of Board of Trustees meeting dates, along with any other personal commitments they have throughout the year. Any conflicts will be presented and discussed at the November 12, 2009, Board of Trustees meeting when approval will be requested.



Board of Trustees

Washington Community College District 23

Resolution No. 09-11-1

2010 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 2010 meetings, and directs the President or designee to file this schedule in the Washington State Code Reviser’s Office.

2010 Edmonds Community College Board of Trustees Meeting Schedule

January – NO MEETING			
February 11	Thursday	4:30 p.m.	Study Session & Regular Meeting
March 11	Thursday	4:30 p.m.	Regular Meeting
April 8	Thursday	4:30 p.m.	Study Session & Regular Meeting
May 13	Thursday	4:30 p.m.	Regular Meeting
June 18	Friday	4:00 p.m.	Special Meeting
July – NO MEETING			
August 19 & 20	Thursday & Friday	All Day	Summer Study Session
September 9	Thursday	4:30 p.m.	Regular Meeting
October 14	Thursday	4:30 p.m.	Study Session
November 11	Thursday	4:30 p.m.	Regular Meeting
December – NO MEETING			

Jeannette Wood, Chair

Date Approved

ATTEST:

Jack Oharah, Secretary



Board of Trustees

Washington Community College District 23

Background

TRITON UNION BUILDING NAME CHANGE PROPOSAL

Subject

Consideration and Approval for name change for the Triton Union Building to Woodway Hall.

Background

The Triton Union Building, located on the Edmonds Community College campus, has been used as the Student Union Center since its construction in 1991. With the completion of the new Triton Student Center, located in the former Brier/Woodway complex, student activities are now being conducted in that Center, making the Triton Union Building title no longer applicable.

With the reconstruction of the Triton Student Center, the name Woodway has been dropped, leaving it available to re-name the Triton Union Center, Woodway Hall.

Other names were considered, such as Glacier Hall, Olympic Hall or Scriber Hall. Scriber Hall was eliminated as an option, after the confusion that was caused by naming the CWU building Snoqualmie Hall when there was already a building on campus that started with an "S", Snohomish Hall. So naming another building a name that starts with an "S" is not desirable.

Each building is assigned a three character abbreviation to be used in the college computer systems. A new abbreviation will be needed for Woodway other than WDY, as WDY has been stored in all the college's databases and would create confusion in the historical records. Some other options are WAY , WOO and WOD.

The name change will also require updating campus signage and directories, at a cost of no more than \$8,000.

Recommendation

Edmonds Community College recommends that the Board of Trustees adopt this resolution by approving the Triton Union Building name change to Woodway Hall.