
Washington Community College District 23

Agenda
Regular Meeting and Study Session
February 9, 2012
Cascade Conference Room
Snohomish Hall 304A
4:30 p.m.

Estimated Time (p.m.)

- 4:30 **Call to Order and Introduction of Guests** – Dick Van Hollebeke
- 4:35 **Public Comments** – Dick Van Hollebeke
(Public comments are limited to two minutes each)
- 4:45 **Approval of Meeting Minutes:** November 10, 2011 – Dick Van Hollebeke
Next meeting: Regular meeting: March 8, 2012, 4:30 p.m.
- 4:47 **Old Business – Action**
- Approval of Student Publications Code (RN 12-2-1) – Dick Van Hollebeke
- 5:05 **New Business – First Consideration**
- Consideration of Continuing Probationary Status – Marty Cavalluzzi
- 5:15 **Monitoring Reports (10 min. each)**
- Mission, Vision and Strategic Planning Committee Update – Jim Mulik
 - Guidelines for Facility Rentals – Jean Hernandez
- 5:35 **Board Updates (2 min. each)**
- Faculty Representative – Margaret West
 - Classified Representative – Patti Pollardo
 - Student Representative – D’Artagnon Womack
- 5:45 **President’s Report** – Jean Hernandez
- Accreditation Update
- 6:00 **STUDY SESSION**
- Washington State Ethics Code Laws – Arlene Anderson
- 6:30 **Board Discussion** – Dick Van Hollebeke
- 6:40 **President’s Feedback to the Board of Trustees** – Jean Hernandez
- 7:10 **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 November 10, 2011

DRAFT

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

Trustees Absent: Wayne Brown and Diana Clay

Others Present: Arlene Anderson, Mark Cassidy, Marty Cavalluzzi, Michele Graves, Rob Harrill, Jean Hernandez, Tasha King, Susan Loreen, Kevin McKay, John Michaelson, George Smith, Margaret West and D'Artagnon Womack

Call to Order – Dick Van Hollebeke

Chair Dick Van Hollebeke called the November 10, 2011 Board of Trustees meeting to order at 5:15 p.m., welcomed those present, and asked for self-introductions.

Public Comments

No public comments

Approval of Minutes

Attachments A and B

ACTION: Trustee Powers moved and Trustee Yim seconded the approval of the September 8 and October 6, 2011 meeting minutes.

APPROVED

Next Meeting

The Trustees will hold a special meeting on November 17, 2011, at 5:30 p.m., to hold a new Trustee orientation. No regular business will be conducted. The next scheduled regular meeting will be held February 9, 2012, 4:30 p.m. The Trustees discussed scheduling a special executive session in late January to discuss the 360 evaluation of the President. Mark Cassidy will assist in compiling an anonymous survey for the campus to evaluate the President in early January.

OLD BUSINESS – Action

Approval of 2012 Board of Trustees Meeting Schedule (RN 11-11-1) – Dick Van Hollebeke

Attachment C

The Trustees previously received the 2012 meeting schedule for their review. No further discussion.

ACTION: Quentin Powers moved and Emily Yim seconded the motion to approve Resolution 11-11-1.

APPROVED

NEW BUSINESS – Action

Approval of President's Assessment Instrument (RN 11-11-2) – Dick Van Hollebeke

Attachment D

The Trustees previously discussed what they would recommend to be included in the President's evaluation of the Board. The draft of that evaluation was reviewed and discussed. The Board would be evaluated as a whole, not individually.

Trustee Yim recommended that any item on the instrument receiving a score below 4 should include a conversation, discussion and recommendations, rather than documentation. The draft instrument will reflect this information.

ACTION: Trustee Powers moved and Trustee Yim seconded the approval of Resolution No. 11-11-2. APPROVED

NEW BUSINESS – First Consideration

Consideration of Student Publications Code – Rob Harrill

Attachment E

Rob Harrill presented the Student Publications Code for first consideration by the Board. The intent of the document is to implement a support structure for all student publications that will assist in increasing the quality and viability of the publications. The Code involves two sections: The Publications Board and the *Triton Review*. Other colleges' publication codes were evaluated during the formulation of this document. The Board will be asked to approve the Student Publications Code at the February 9, 2012 meeting.

MONITORING REPORT

Community College Survey of Student Engagement (CCSSE) Update – Jim Mulik

Attachment F

Jim Mulik, institutional researcher, provided an update on the Community College Survey of Student Engagement (CCSSE). This survey is provided through a Title III grant and is run through the University of Texas, Austin. It is administrated every two years.

- CCSSE is designed to be used as:
 - a benchmarking instrument — establishing national norms on educational practice and performance by community and technical colleges
 - a diagnostic tool — identifying areas in which a college can enhance students' educational experiences
 - a monitoring device — documenting and improving institutional effectiveness over time
- Possible applications of CESSE at Edmonds: Using the data during faculty non-instructional days, campus-wide presentations, and Board meetings to discuss perceptions of the data and similarities/differences in what faculty experience compared with what students have reported.
- CCSSE results will be used to set outcomes and goals as part of instructional, operational, and committee SIMPLE Plans; and as Indicators of Achievement for mission fulfillment (and accreditation) purposes.

Summary following Board discussion: This information will assist with informed decisions involving Achieving the Dream, accreditation, and development of the key indicators and the College's core themes. The intent is to use the next six months to start departmental discussions on strategies.

Board Updates

- **Faculty Representative – Margaret West**
Attachment G
- **Student Representative – D’Artagnon Womack**
Attachment H
- **Classified Representative – Patti Pollardo**
No Report

President’s Report – Jean Hernandez

Attachment I

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

- Dr. Hernandez returned last night from attending the Council for Resource Development (CRD) Executive Institute for Fundraising Leadership in Washington DC. The group learned how to establish projects for major gift donations and how to work with college trustees on resource development projects.
- The message received at the CRD conference is to encourage involvement by the Board of Trustees with the Foundation Board to develop a strong relationship between the two boards. The Trustees are invited to attend the Annual Foundation Gala Auction on February 25. The Board is also encouraged to participate in the Annual Campus Giving Campaign. They were asked to respond soon individually to President Hernandez regarding their commitment. A President’s reception will be held for anyone donating at least \$1,000 during the year.
- President Hernandez reported on the meetings she attended last week in Washington DC with Senator Cantwell, and legislative assistants from the offices of Rep. Larsen, Rep. Inslee, and Sen. Murray. There is a lot of concern about the budget situation.
- An open campus forum will be held on December 5. Budget information will be highlighted. Anticipated cuts for community colleges are still uncertain so conversations will be ongoing.
- The Five Star Consortium has postponed the signing of the Memorandum of Understanding and the signing date will be publicized when known. There will be a press release.

Board Discussion

- Today was the dedication of the new campus Veteran’s Resource Center. Trustee Van Hollebeke noted his admiration of our campus embracing the veterans and is appreciative of this important resource located on our campus to assist returning veterans as they transition back into society.
- The 2011-2012 board meeting matrix was reviewed. Updates by the Strategic Planning Committee will be presented to the Board throughout the year.
- Trustees Van Hollebeke and Yim attended the TACTC Fall Conference on October 18. Trustee Yim participated in leading a panel discussion on new trustee orientation, major issues, and new trustee selection. Trustee Van Hollebeke participated in a discussion on Board rules and regulations, budget related staff layoffs, and tenure process.
- A dinner was held recently on our campus involving the Boards, Presidents and select administrative staff of both Central Washington University and Edmonds CC that resulted in a constructive collaborative conversation. An interview on the campus TV station of CWU President Gaudino and President Hernandez by Trustee Van Hollebeke will be scheduled to discuss collaborative partnerships. Future opportunities between the two institutions will be researched. Trustee Van Hollebeke and President Hernandez recently wrote an editorial for *The Herald* newspaper focusing on STEM opportunities. Dr. Hernandez will also encourage Dr.

Gaudino to accompany her to Olympia to visit with legislators on addressing the importance of university centers.

- Trustee Van Hollebeke encouraged trustee participation working with the legislators on solutions for community colleges. President Hernandez will have the Office of the Vice President of College Relations organize individual legislative meetings that the Trustees can join, if possible.
- Trustee Yim requested that a list of events requiring or encouraging trustee participation be highlighted so that they can prioritize their level of involvement. Trustee Powers requested all critical events pertaining to potential trustee involvement be publicized several weeks or months in advanced for their calendar purposes.
- Trustee Van Hollebeke noted the importance of meeting with neighboring institutions on collaborations. Joint meetings will be scheduled with both the Edmonds School Board and the Everett CC Board of Trustees. Joint programs and collaborations will be discussed and a possible social time will be included.
- Trustee Powers addressed the Trustees' participation in a group donation for the Foundation auction. Auction gift baskets will be assembled using money donated by the Trustees, an amount to be determined.
- The Association of Community College Trustees (ACCT) National Legislative Summit will be held in Washington DC February 13-16. Trustee Yim encouraged the two new trustees to attend the New Trustee Orientation. It was decided to send all five trustees to the National Legislative Summit, if they are able to attend. President Hernandez will travel to Washington DC at that time to visit legislators but will not attend the conference. She will encourage student government to pay for one or two students to attend. Trustee Yim suggested showcasing one of our student programs, such as the success of our student government model.

Executive Session

At 7:25 p.m. the Board entered into executive session for the purpose of discussing a personnel matter and property acquisition. No action was taken as a result of the executive session.

Adjournment

The meeting was adjourned at 9:04 p.m. by Chair Dick Van Hollebeke.

ATTACHMENTS AVAILABLE UPON REQUEST

Dick Van Hollebeke, Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary

ATTACHMENT G
BOARD OF TRUSTEES
Monthly Meeting Report
AFT Local 4254 EdCC Faculty
November 10, 2011

Faculty have been concerned about their lack of involvement in the preliminary drafts of the annual academic calendar. At the recent Contract Administration Committee (CAC) meeting, faculty and administration worked to resolve some of the issues concerning faculty. Great progress was made. The Committee resolved to look into the feasibility of developing a calendar for three years in the future with faculty representatives involved in the discussions from the beginning.

The union council has been hearing complaints from faculty about an apparent increase in workload, particularly in assignments only peripherally related to teaching. To test how widespread these concerns are, we sent out 3 questions asking for yes/no answers. Almost 130 responses were received within 3 days – a huge response. We will tabulate the results to share later.

The annual trustees/council dinner will be on February 1, 2012 at 5:30 p.m. in the College Café.

Margaret West
President
Local 4254
Edmonds Community College Federation of Teachers

ATTACHMENT H

BOARD OF TRUSTEES

Monthly Meeting Report

Associated Students of Edmonds Community College

November 10, 2011

- Associated Students of Edmonds Community College Executive Board goals
 - Available online (<http://www.edcc.edu/stulife/government>)
 - Generally:
 - Promote student success and retention
 - Propose legislation in student's interest
 - Improve technology access
 - Make campus and facilities accessible
 - Promote sustainability
 - Increase intercollegiate relations
 - Operate openly and transparently and get student input
 - Specifically:
 - The Community Transit bus contract is a large concern
 - Textbook prices are hurdles we can overcome
 - Promote campus programs and events
 - Meet student governors from other schools
 - Hold open forums and "State of Association" addresses

Report

- Halloween Dance was 10/28/2011
 - Mickey Hooten, in the Information Technology Department, donated a U-haul truck worth of Halloween decorations
 -
- Faculty Divisions Presentations
 - We presented to Developing Education division 11/4/11
 - We will be presenting to Humanities and Social Sciences division, 11/18/11
- Brown Bag Lectures
 - We hosted Tricia Rose, Stephen Bezruchka
 - Upcoming: Winter quarter speakers are already on the schedule
- Clubs
 - Several returning, such as LASA, Rainbow, Hip Hop, and Ping Pong
 - Several new, such as UGR and Law
 - Club Fair was successful
- "Save Student Aid" online Petition

- Tuesday 11/8/11 and Wednesday 11/9/11, we passed out fliers and helped people sign the petition against the budget cuts to national student aid
- Voter Registration Drive
 - Helped 15 students become registered voters
- Sports
 - Women's Soccer did well, making it to playoffs yesterday
 - Triton Field is open, and has played their first soccer games
- Legislative Academy
 - 4 Executive Officers will be attending. (The rally is designed to teach student leaders about legislative process and Community College rolls in legislation)
- 5-star Student Consortium
 - Consists of student government officers from each of the 5-star schools
 - We will be meeting at legislative academy. We will discuss budget, white paper, club advisors, CT contract
- Lactation Room
 - Currently discussing a pump/feeding room. Could meet the needs of an estimated 40-200 students quarterly.

Submitted by: D'Artagnon Womack, Executive Officer for Administrative Liaison
(ASEdCC_admin@email.edcc.edu)



Board of Trustees

Washington Community College District 23

President's Report November 10, 2011

ATTACHMENT I

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 gave 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 Liias 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 I 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.



Board of Trustees

Washington Community College District 23

Background

CONSIDERATION OF STUDENT PUBLICATIONS CODE

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.



Board of Trustees

Washington Community College District 23

Resolution No. 12-2-1

Student Publications Code

WHEREAS, in accordance with WAC 132P-33-110 Student Publications, Presidents Cabinet has adopted the revised Student Publications Code, and

WHEREAS, *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, and

WHEREAS, this code 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;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College adopts the Student Publications Code.

Dick Van Hollebeke, Chair

Date Approved

ATTEST:

Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

CONSIDERATION OF CONTINUING PROBATIONARY STATUS

Subject

Board of Trustees consideration of renewal or non-renewal of probationary appointments for academic employees.

Background

The Board of Trustees is required to decide whether to renew probationary appointments based on recommendations presented by the end of winter quarter of the academic year. Faculty under consideration for probationary appointment renewal are:

Second Year Appointments

Sandra Arnold, Early Childhood Ed (main campus)
Tom Fleming, Physics (main campus)
Meryl Geffner, Librarian (main campus)
Steve Hailey, Computer Information Systems (main campus)
Doug Owen, Mathematics (main campus)

Third Year Appointments

Patrick Burnett, Engineering (main campus)
Bryan Tinsley, Computer Science Tech (Corrections)
Karna Williams, Basic Skills (Corrections)

Kristyn Whisman, Basic Skills (Corrections)

(3rd year appointment postponed due to alternate assignment of interim dean at Corrections)

Recommendation

Information is presented to the Board of Trustees for their review and consideration. Recommendation is that the Board of Trustees renews the second and third year probationary appointments at their March 2012 meeting.

**DRAFT Edmonds Community College
Guidelines for Establishing Facilities Rental Fee Level**

College Regulation

C.6.4.100 R101

I. Waiver of Fees. Any waiver of fees, or portion of fees, must be granted in writing by the President or his/her designee and must state the basis on which the waiver is granted. In order to be considered for a waiver of fees, the activity or event must benefit the college and/or be of general community interest and not organized as a profit-making venture

Amended 5/30/06

.....

Edmonds Community College (EdCC) administers its renting of available space, including the rules and corresponding rental rates, through the Scheduling Coordinator's Office, pursuant to WAC 132Y-136-204 and College Regulation C.6.4.100 R101. The Scheduling Coordinator's Office is located in the Office of the Executive Vice President for Instruction (Snohomish Hall, 3rd Floor).

The College has a strong interest in promoting and facilitating frequent meetings and association of community members on the campus through youth and adults in workshops, study, recreation, the arts, and other community purposes. The college uses a four-pronged test to establish its rental fee rate: (1) facilities being rented must be surplus; (2) their rental must not interfere with continued use of non-rented facilities for college use; (3) college must retain the right to terminate the rental agreement and retake possession within a reasonably short period of time if, and when, the facility is again needed for college purposes; and (4) a reasonable rental charge, either in money or something equivalent in value, is imposed for the use of the space that fully compensates the college for its costs and expenses.

EdCC has three levels of rental fees for the use of facilities on the college campus. Renters must abide by the language in the rental contract and must meet the "renter" responsibilities listed in the college's rental contract. The fees and criteria for meeting each level are explained below. For Levels I and II, each renter must pay the rental fees established for the respective level. An additional cost which applies to all three levels includes the following services: a minimum fee for actual costs accrued due to custodial staff setting-up and cleaning-up, security staff opening doors and patrolling the area around the event, and any audio media equipment and/or audio media technician requested. These fees will be provided in writing.

Level I – Use of Facilities by the General Public

Any member of the public may use those facilities that are available for rent and pay the appropriate fees for Level I.

Level II – Use of Facilities by Recognized Non-profit 501(c)3 Organizations

Any officially recognized 501(c)3 organization may use those facilities that are available for rent at the non-profit rate and pay the appropriate fees for Level II. A copy of their 501(c)3 form must be submitted to the room scheduler at least 5 work days prior to the scheduled event.

Level III – Use of Facilities by a Group or Organization Requesting a Reduction of Fees

In order to request any change in the fee(s) assessed at Levels I and II, an individual or organization must request in writing to the President on their business letterhead the reduction, stating why, and how this group's presence on campus will benefit the College. This request must be received at least one month in advance of the event. The President may grant a request for reduced fees, when a clear benefit to the College can be demonstrated. A group needs to submit a new request for anything not related to the original request form. The granting of a reduction in fees comes into effect only by the President's choice, and only applies to one event occurrence, or pre-set series of occurrences per year.

In their written request, they must indicate how the group or organization **meet two or more of the criteria** listed below under numbers 1 – 9. However, there is no guarantee that any of the rental fees will be waived. As a state-supported college, no public money or property shall be appropriated for or applied to any religious workshop, exercise or instruction, or the support of any religious establishment.

Criteria:

1. Edmonds Community College is the "primary sponsor" of the event by having an EdCC employee serve as the chair of the committee, or EdCC is responsible for bringing the other community members together.
2. Edmonds Community College serves as a co-sponsor of an event with a local community organization(s) which could result in the participants (e.g., youth, veterans, students with disabilities, low income adults, etc.) becoming students at EdCC.
3. Renter purchases food from an EdCC food services department.

4. The renter confirms that EdCC President or designee has agreed to welcome guests at the event.
5. The renter agrees to allow the college to set up an information table or booth with literature on Edmonds Community College at the event at no cost to the college, OR the renter agrees to advertise and market EdCC educational programs at its event through printed programs, brochures, or other literature that is approved by the college at no cost, including its website. The College Relations and Advancement office will provide the renter with the appropriate literature or marketing information.
6. When a non-profit organization has a primary focus on higher education as part of its mission and agrees to have a member of EdCC come speak to its organization on a quarterly basis about the programs and services offered at EdCC, the rental fee may be waived. President will designate EdCC speaker.
7. Edmonds Community College will honor a formal Memorandum of Understanding that was established prior to January 1, 2011 under the former administration that has specific language regarding the waiving of rental fees to the organization.

Exemption: Edmonds Community College state-funded programs, departments, and student clubs are exempt from paying rental fees unless agreed to in writing prior to the event. This does include the Edmonds Community College Foundation.



Board of Trustees

Washington Community College District 23

President's Report February 9, 2012

President Jean Hernandez Activity Report: November 14, 2011 – February 1, 2012

Since the November 10, 2011 meeting of the Board of Trustees I have participated in the following activities, meetings and events related to the six Core Themes of the College.

1. **Foster Student Learning**

I continue working with the strategic planning group on the development of the college's new mission and vision statement.

2. **Provide Access for Educational Opportunities**

I attended several meetings/events related to Boeing and aerospace training. One meeting was to discuss developing a pipeline in five skills areas: manufacturing, composites, chemical, metallurgy and assembly. Another meeting was with Dr. David Brock, the new Boeing executive focal liaison for Edmonds CC. Additional Boeing management staff and Edmonds CC staff also participated in this discussion. I also met with Dixie Simmons of Workforce Education and Charlie Earl, Executive Director of the State Board for Community & Technical Colleges. The president's aerospace group met via ITV for a conversation about our aerospace training needs. I met with Senator Patty Murray and two area college presidents and economic development directors to discuss the direction of aerospace in Snohomish County. I attended the Snohomish County Economic Alliance meeting to participate in an aerospace discussion regarding the Washington State Partnership – Accenture.

I continue to be involved in the Five Star Consortium meetings with Lake Washington Institute of Technology, Shoreline, Cascadia and Everett Community Colleges. We are working on finalizing the Memorandum of Understanding between the five colleges. I attended an event involving the Economic Alliance of Snohomish County in the discussion "Competing for Tomorrow." I met with the Tulalip Tribe to discuss program offerings, funding and partnerships;

3. **Support Student Success**

Achieving the Dream coaches, Dr. Jacquee Belcher and Dr. Lynda Villanueva, met with the Board of Trustees and me during the November new board orientation meeting. I attended the annual TACTC Winter Conference and new trustee orientation in Olympia.

4. **Provide a Positive Place to Work and Learn**

President's Cabinet held a diversity retreat at the Edmonds Conference Center facilitated by Dr. Ronda Coats. Campus forums were held to inform the campus of the state of the campus, provide budget updates, and to provide an opportunity for the college community to ask questions and provide comments. I met with the Diversity Council and discussed Dr. Coats recommendations

on diversity. I joined the Trustees at the annual Board/Federation of Teachers dinner at the College Café. I provided a welcome to new staff and faculty at the New Employee Orientation;

5. **Support Community and Civic Engagement**

I continually meet with local legislators both in Olympia and here in the Lynnwood area to discuss the needs and legislative priorities of our college and the statewide system. I also was asked to speak at the students' legislative rally in Olympia. I held the first quarterly President's Advisory Committee breakfast meeting with eight community members attending. Dr. Tom Murphy led a presentation on Service Learning projects and Americorps.

Fundraising events and celebrations that I attended included: the Swedish Fund-A-Need fundraiser and the Minority Achievers Program (MAP) Gala. Other community events included: the Airport Holiday Open House at the Future of Flight; the Korean American Day Celebration in Seattle; and the Distinguished Alumni Celebration honoring three Edmonds CC alumni.

Other community and collaborative meetings included: A community leader event at the Lynnwood Convention Center with Verdant Health Commission; met with the Edmonds Police Chief, Al Compaan; met with Jean Hales of the Economic Alliance of Snohomish County; attended the Edmonds Daybreakers Rotary Club (guest); the Lynnwood Rotary Club weekly meetings (member); met with the President of the Leadership Institute of Seattle, Dr. Sheldon Drogin; Edmonds School District Superintendent Dr. Nick Brossoit; met with several area community college presidents: Gary Oertli, Dr. Eric Murray, and Dr. David Beyer, as well as 4-year presidents: Dr. Michael Young (UW), Dr. Lee Gorsuch (City University), Dr. Paul Pitre (special assistant-WSU); Dr. Bruce Shepard (WWU); Attended the joint Board of Trustees meeting with the Edmonds School District Board, Superintendent and staff.

Welcomes provided on campus and throughout the community included: The Danish Student short-term program graduation; the Hospitality and Tourism College (HTC) graduation; and the Everett CC Leadership Academy group that was hosted on our campus. Attended the Martin Luther King, Jr. celebration at the Lynnwood Convention Center featuring speaker Van Jones.

6. **Be Fiscally Accountable**

I have met with numerous donors to the College Foundation. Campus forums have been held to discuss the statewide and Edmonds CC budget situation, keeping staff and faculty informed. I am discussing the budget at President's Cabinet and meeting individually with the Vice Presidents to discuss areas within their budgets that can be trimmed. I attended the all-day Foundation Board retreat.