

Washington Community College District 23

**AGENDA**

**Regular Meeting  
 & Study Session  
 April 13, 2017  
 Gateway Hall 352  
 4:30 – 7:00 p.m.**

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

**TAB**

4:30 PM	A. Call to Order	Carl Zapora	
4:32 PM	B. Introduction of Guests	Carl Zapora	
4:35 PM	C. Public Comments (2 min. each)	Carl Zapora	
4:45 PM	D. Approval of Meeting Minutes	Carl Zapora	
	1. March 9, 2017		1
	2. March 17, 2017		2
	E. Next meeting: May 11, 2017		
	Tenure/Permanent Status Reception – 3:30 – 4:30 p.m.		
	Meeting – 4:30 p.m.		
4:50 PM	F. Old Business – Action		
	1. Approval of Professional Leave for Tenured Faculty (RN 17-4-1)	Dr. Charlie Crawford	3
	2. Approval of Professional Leave for Permanent Status Faculty (RN 17-4-2)	Dr. Charlie Crawford	4
	3. Approval of 2017-2018 College Course Fee Schedule (RN 17-4-3)	Kevin McKay	5
5:00 PM	G. Study Session		
	1. Metrics Update	Danielle Carnes and Jim Mulik	
	2. Mission and Core Themes	Jim Mulik	6
	3. Quarterly Budget Update	Kevin McKay	7
6:10 PM	H. Reports		
	1. Student Representative	Naol Debele	
	2. Faculty Representative	Margaret West	
	3. Classified Staff Representative	Patti Pollardo	

*Continued*

**EDMONDS COMMUNITY COLLEGE  
BOARD OF TRUSTEES – AGENDA  
APRIL 13, 2017  
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6:20 PM	I. Foundation Report	Diana Clay	
6:25 PM	J. BREAK		
6:35 PM	K. President’s Report	Dr. Jean Hernandez	8
6:45 PM	L. Board Discussion	Carl Zapora	
7:00 PM	M. Adjournment	Carl Zapora	

*Times are estimates only and subject to change.*

*The Board of Trustees may convene to an Executive Session to discuss matters covered under RCW 42.30.110. Action from the Executive Session may be taken, if necessary, as a result of items discussed in the Executive Session.*

*Edmonds Community College will schedule meetings in locations that are free of mobility barriers. Information for individuals with hearing or visual impairments can be provided when adequate notice is given to the Office of the President, 425-640-1516.*

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Washington Community College District 23

**MINUTES****Regular Meeting  
March 9, 2017*****DRAFT***

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

**Others Present:** Arlene Anderson, Mike Andrew, Jennifer Baldwin, Haley Benjamins, Jody Bockheim, Larry Breslauer, Christina Castorena, Kim Chapman, David Cordell, Cathy Costa, Dr. Terry Cox, Dennis Curran, Dr. Tonya Drake, Erika Ferreri, Emily Fissel, Kevin Fogerty, Dan Guerrero, Dr. Ruth Harris-Barnett, Dr. Jean Hernandez, Scott Hugill, Jennifer Inslee, Kay Latimer, Dr. Brent Leithauser, Jeremy Matthews, Susanne Meslans, Patty Michajla, Ross Monroe, Kathy Murphy, Dr. Tom Murphy, Jan Peterson, Frederick Pieters, Patti Pollardo, Connie Schacht, Dr. Carey Schroyer, John Sherman, Dr. Kathleen Simonton, Geni Teague, Ruth Voetmann, Margaret West, Daniel White, and Andy Williams

**CALL TO ORDER AND INTRODUCTION OF GUESTS**

Carl Zapora, Board Chair, called the meeting to order at 4:35 p.m., welcomed those present, and asked for self-introductions.

**COMMUNITY CONVERSATION****City of Mountlake Terrace – City Manager, Scott Hugill**

Scott Hugill, City Manager of Mountlake Terrace, provided a brief overview of the City including: Affordable housing, transit, employment, partnerships, and current projects taking place.

**PUBLIC COMMENTS**

Kay Latimer, Larry Breslauer, Susanne Meslans, Dusty Brannan, and Jody Bockheim all spoke in support of Jeremy Matthews, who has been recommended by his appointment review committee for denial of tenure.

Jeremy Matthews spoke on his own behalf for seeking approval of tenure.

**Quorum and Voting Language – Arlene Anderson, Assistant Attorney General**

Arlene Anderson explained the rules for a quorum and vote.

**Quorum:** The number of Trustees required to hold a meeting. Three Trustees need to be present for action items.

**Voting rules:** When a majority vote is required, four Trustees must vote if the Student Trustee can vote. Three votes are required if the Student Trustee can't vote.

### **APPROVAL OF MINUTES**

Motion: Trustee Yim moved and Trustee Clay seconded the approval of the February 9, 2017 meeting minutes.

*Approved*

### **NEXT MEETING**

April 13, 2017, 4:30 p.m.

### **OLD BUSINESS - ACTION**

President Jean Hernandez explained the tenure process including the State statute regarding tenure and the section in the faculty negotiated agreement.

### **Recommendation to Approve Tenure (Resolution No. 17-3-1) – David Cordell**

Vice President of International Education, David Cordell, introduced the candidates for approval of tenure. The candidates came forward to be recognized individually.

**Motion:** Trustee Clay moved and Trustee Yim seconded the approval of tenure for Michael Andrew (RN 17-3-1).

Aye: Trustees Benson Tolle, Clay, Powers, Yim, and Zapora

Nay: None

Abstention: Trustee Andrews

*Approved*

**Motion:** Trustee Benson Tolle moved and Trustee Clay seconded the approval of tenure for Jennifer Baldwin (RN 17-3-1).

Aye: Trustees Benson Tolle, Clay, Powers, Yim, and Zapora

Nay: None

Abstention: Trustee Andrews

*Approved*

**Motion:** Trustee Powers moved and Trustee Yim seconded the approval of tenure for Haley Benjamins (RN 17-3-1).

Aye: Trustees Benson Tolle, Clay, Powers, Yim, and Zapora

Nay: None

Abstention: Trustee Andrews

*Approved*

**Motion:** Trustee Clay moved and Trustee Powers seconded the approval of tenure for Kevin Fogerty (RN 17-3-1).

Aye: Trustees Benson Tolle, Clay, Powers, Yim, and Zapora

Nay: None

Abstention: Trustee Andrews

***Approved***

**Motion:** Trustee Clay moved and Trustee Benson Tolle seconded the approval of tenure for Dr. Ruth Harris-Barnett (RN 17-3-1).

Aye: Trustees Benson Tolle, Clay, Powers, Yim, and Zapora

Nay: None

Abstention: Trustee Andrews

***Approved***

**Motion:** Trustee Yim moved and Trustee Clay seconded the approval of tenure for Dr. Brent Leithauser (RN 17-3-1).

Aye: Trustees Benson Tolle, Clay, Powers, Yim, and Zapora

Nay: None

Abstention: Trustee Andrews

***Approved***

**Motion:** Trustee Clay moved and Trustee Benson Tolle seconded the approval of tenure for John Sherman (RN 17-3-1).

Aye: Trustees Benson Tolle, Clay, Powers, Yim, and Zapora

Nay: None

Abstention: Trustee Andrews

***Approved***

**Motion:** Trustee Benson Tolle moved and Trustee Clay seconded the approval of tenure for Dr. Kathleen Simonton (RN 17-3-1).

Aye: Trustees Benson Tolle, Clay, Powers, Yim, and Zapora

Nay: None

Abstention: Trustee Andrews

***Approved***

**Motion:** Trustee Yim moved and Trustee Powers seconded the approval of tenure for Daniel White (RN 17-3-1).

Aye: Trustees Benson Tolle, Clay, Powers, Yim, and Zapora

Nay: None

Abstention: Trustee Andrews

***Approved***

**Recommendation to Deny Tenure (Resolution No. 17-3-2) – David Cordell**

David Cordell presented the recommendation by the Appointment Review Committee for Jeremy Matthews to deny tenure.

**Motion:** Trustee Powers moved and Trustee Yim seconded the motion to approve Resolution No. 17-3-2.

Board Discussion:

- Trustee Zapora invited Mr. Matthews to provide his perception of why he thought his Appointment Review Committee recommended to deny tenure. Mr. Matthews provided his comments including a timeline of what transpired.
- Trustee Clay spoke of the positive letters from students on behalf of Mr. Matthews.
- Trustee Yim spoke about the process and asked Mr. Matthews if it could have been different. Jeremy spoke of his concerns about the process of the committee.
- Trustee Powers stated that this process has been confusing, a struggle, concerning and troubling.
- Chair Zapora spoke about the concerning items provided by the Appointment Review Committee. He asked Jeremy to speak to the committee's comments regarding his work. Mr. Matthews responded to the committee's negative comments and doesn't understand their conclusion to deny tenure. He would like a fourth year, but his committee does not recommend a fourth year.

President Hernandez stated that the Board will need to make a decision by Friday, March 17. She offered to work with the Appointment Review Committee to discuss the possibility of granting a one-year extension. However, the decision to recommend a fourth year must be made by the committee and the improvement plan accepted by the probationer. Tenure would be a default if not granted or denied by next Friday, March 17, which is the end of the cycle.

Margaret West, Faculty Union President, spoke about Jeremy's outstanding teaching and service.

**Motion Withdrawn to Approve Resolution No. 17-3-2:** Trustee Powers withdrew the motion on the table.

**Motion:** Trustee Benson Tolle moved and Trustee Clay seconded the motion that the Board of Trustees direct President Hernandez to meet with the Appointment Review Committee to discuss consideration of a one-year extension for the probationer, Jeremy Matthews.

Aye: Trustees Benson Tolle, Clay, Powers, Yim, and Zapora

Nay: None

Abstention: Trustee Andrews

***Approved***

Trustee Zapora will work with President Hernandez on the need to schedule a special Board of Trustees meeting during next week, March 13-17, 2017.

**Recommendation to Approve Permanent Status (Resolution No. 17-3-3) – David Cordell**

David Cordell presented Emily Fissel for approval of permanent status.

**Motion:** Trustee Clay moved and Trustee Benson Tolle seconded the approval of permanent status for Emily Fissel.

Aye: Trustees Benson Tolle, Clay, Powers, Yim, and Zapora  
Nay: None  
Abstention: Trustee Andrews

*Approved*

**Recommendation to Approve Continuing Tenure Probationary Status (Resolution No. 17-3-4) – David Cordell**

David Cordell presented the recommendation for continuing tenure probationary status for both the second and third year appointments, including:

Second year appointments: Dyani Bartlett, John Baumgartner, Michelle Behan, Dr. Timothy Burdick, Nicole Galipeau, Terri Golazewski, Tucker Howie, Theresa Pouley, Catharine Robinweiler, Gwen Schlichta, and Stacey Schwartz

Third year appointments: Audineh Asaf, Stephanie Bevans, Christina Coiro, Mark Einfeld, Daniel Griesbach, Louis Ho, Gabrielle McIntosh, Geoffrey McKeown, Chuck Mueller, and Linda Zuvich

**Motion:** Trustee Clay moved and Trustee Benson Tolle seconded the approval of continuing tenure probationary status (RN 17-3-4).

Aye: Trustees Benson Tolle, Clay, Powers, Yim, and Zapora  
Nay: None  
Abstention: Trustee Andrews

*Approved*

**Recommendation to Approve Continuing Permanent Probationary Status (Resolution No. 17-3-5) – David Cordell**

David Cordell presented the recommendation for continuing permanent probationary status for two third year probationers: Linda Carlson and Ruth Voetman.

**Motion:** Trustee Clay moved and Trustee Yim seconded the approval of continuing permanent probationary status (RN 17-3-5).

Aye: Trustees Benson Tolle, Clay, Powers, Yim, and Zapora  
Nay: None  
Abstention: Trustee Andrews

*Approved*

Chair Zapora announced that a reception will be held in honor of the newly tenured and permanent status faculty on May 11, from 3:30-4:30 p.m., in Gateway Hall 352.

**Recommendation to Approve Board Policies (Resolution No. 17-3-6) – Dr. Jean Hernandez**

Dr. Hernandez presented a set of Board policies and accompanying procedures for approval: BOT 8.0, 9.0, 10.0, 11.0, 12.0, 13.0, 14.0, 15.0, and 16.0. The Board received an explanation of minor suggested changes that had been made following the February 9 discussion when the policies and procedures were first introduced.

**Motion:** Trustee Benson Tolle moved and Trustee Clay seconded the approval of Board Policies BOT 8.0, 9.0, 10.0, 11.0, 12.0, 13.0, 14.0, 15.0 and 16.0, and accompanying procedures (RN 17-3-6).

*Approved*

## **NEW BUSINESS FIRST CONSIDERATION**

### **Consideration of Professional Leave for Tenured Faculty – David Cordell**

David Cordell presented the request for professional leave for tenured faculty members for the 2017-2018 academic year. Faculty members: Erika Ferreri, two quarters; Minh Carrico, two quarters; and Niko Culevski, one quarter.

Summaries of their leave plans will be shared with the Board by March 17. The Board will be asked to approve the professional leave requests at the April 13, 2017 meeting.

### **Consideration of Professional Leave for Permanent Status Faculty – David Cordell**

David Cordell presented the request for professional leave for a permanent status faculty member: Jan Peterson, one quarter. This leave will be Foundation funded. A summary of her leave plan will be shared by March 17. The Board will be asked to approve the professional leave request at the April 13, 2017 meeting.

### **Consideration of 2017-2018 College Course Fee Schedule – Geni Teague**

Geni Teague, Director of Accounting, presented the 2017-2018 College Course Fee Schedule for consideration. Fees:

- BAS application fee – \$25.00 to offset costs associated with the application process
- Nursing Lab Fee – Increase of \$160.00 for clinical lab courses
- Comprehensive Fee – Restructure Admissions fee (\$35) and completion fee (\$40) to a per credit comprehensive fee at \$1.30/credit

The Board discussed fee increases, noting that there are substantial increases in the fee schedule when the fees aren't raised continuously. Trustee Powers suggested adding minimal increases each year to avoid the significant increases for students.

The Board will be asked to approve 2017-2018 college course fee schedule at the April 13 meeting.

## **BREAK**

At 6:37 p.m. the Board recessed for a break.

At 6:48 p.m. the Board returned to open session.

## **REPORTS**

### **Student Representative – Naol Debele**

Attachment A

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

No Report



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

Attachment B

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

Trustee Clay, introduced Brad Thomas, Foundation Executive Director; Doug Fair, Foundation Board Chair; and Tom Mesaros of the Alford Group.

Mr. Fair and Mr. Mesaros both discussed outcomes from a recent Foundation Board retreat. They plan to align the Foundation's goals and mission and vision more closely with the College's. They discussed the Foundation priorities, possible campaign options, and five established goals.

Following, was a discussion regarding the culture of growing philanthropy. Dr. Hernandez, Nick Echelbarger, Brad Thomas and Dr. Tonya Drake, met recently to discuss proposals for increasing integration between the Foundation and College. A lunch was also held with Rick Steves regarding partnering. They are developing synergy between faculty, staff and the Foundation office – "Friend-raising." There can be opportunities to tie giving to the Foundation to the College's specific initiatives. They encouraged everyone to attend the April 29<sup>th</sup> Foundation Auction/Gala.

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

Attachment C

In addition to the attached President's report, Dr. Hernandez discussed the following:

- Two meetings regarding a tobacco-free campus have taken place with the task force. They recommend going tobacco-free in the fall of 2017. They are looking at the charter from North Seattle CC that is not punitive. Dr. Hernandez will meet with both the AFT and WPEA leadership to discuss the impact. They will also look at the Student Code of Conduct information.
- Students are building a cedar canoe on our campus and hope to have the carving completed by the end of this month. It will be painted at the Native American Youth Conference.
- The Accreditation report was distributed. The Trustees were asked to be familiar with Standards 3, 4 and 5.
- A committee is working on the naming process for the SET Building and will provide a recommendation to the Board later in the spring. A policy revision for naming of buildings is in process and may include an option for donor building naming rights.
- President Hernandez invited VP Christina Castorena to comment on the Time, Place and Manner Policy, which addresses the use of college facilities for First Amendment purposes. The CTC system has developed a model code for the 34 colleges to establish parameters around a policy for people in our community to use college resources for free speech activities. VP Castorena and VP Kevin McKay created a draft policy which has been shared with AAG, Arlene Anderson. The policy will go through a campus vetting process and then a WAC process.

### **BOARD DISCUSSION – Carl Zapora**

- Trustees Yim, Clay, Andrews, and Zapora joined President Hernandez at the Association of Community College Trustees National Legislative Summit in Washington DC in February. They met with legislators Rick Larsen, Suzan Del Bene, Pramila Jayapal, Patty Murray, and Maria Cantwell. The Trustees who attended provided comments about their experience.
- On February 28, President Hernandez and Trustee Zapora attended a State Board for Community and Technical Colleges (SBCTC) legislative open house in Olympia. The Edmonds CC culinary arts students provided desserts for the event.
- On April 3, Trustees Zapora and Clay will join President Hernandez in Olympia for the signing by Governor Inslee of the Community College Act of 1967, which will commemorate the 50<sup>th</sup> anniversary.

- Update on senate vote: Trustees Zapora, Powers and Clay are all in Rules. They are waiting to hear about when Trustee Andrews will testify.
- The Board discussed DACA students on the Edmonds CC campus. Representative Rick Larsen met with our DACA students on campus this week. There is an atmosphere of concern and students are still fearful. The College is reassuring students that Edmonds is a welcoming place. VP David Cordell provided an overview of what the International Education office is doing to assist our International students.

**EXECUTIVE SESSION**

At 7:33 p.m. the Board entered into Executive Session for the purpose of discussing real estate. No action was taken as a result of the Executive Session.

At 8:22 p.m. the Board resumed the business meeting for the purpose of adjournment.

**ADJOURNMENT**

**Motion:** Trustee Clay moved and Trustee Powers seconded the adjournment of the meeting.

The meeting was adjourned by Chair Carl Zapora at 8:23 p.m.

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Mr. Carl Zapora, Chair

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Date Approved

ATTEST:

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Dr. Jean Hernandez, Secretary

**ATTACHMENT A**  
**BOARD OF TRUSTEES**  
**Monthly Meeting Report**  
**STUDENT GOVERNMENT**  
**March 9, 2017**

**Completed**

- **Executive Board Meeting,**
  - **Diversity Student Center Project:** The Executive Board has received a timeline of the dates for the construction of the new Diversity Student Center.
  - **American Student Association of Community College National Advocacy Conference (ASACC):** The Executive Board will send one Executive Officer Naol Debele, Executive Officer for Administrative Liaison, and Center for Student Engagement and Leadership Director Wayne Anthony to attend the ASACC National Advocacy Conference on March 11-14 2017.
  - **North West Student Leadership Conference (NWSLC):** Two Executive Board Officers Linh Tran, Executive Officer for Budget and Finance, and Naol Debele, Executive Officer for Administrative Liaison, attended the Leadership Conference. The conference consisted of workshops consisting Social Justice, Leading Effective Meetings, Backward Planning Techniques and various others.
- **Ethics Challenge:** The Executive Board completed first place in the Ethics Challenge.
- **New Executive Officer for Student Relation has been Selected:** The Executive Board selected Gabriela Vaišvila as the Executive Officer for Student Relation position.

**In Progress**

- **Services & Activities Fee Committee:** The Executive Officer for Budget and Finance will chair this committee. The Committee is reviewing budget proposals and discussing the 2017/18 Budget allocation for all 522 accounts..
- **Student Board of Trustee Screening Process:** The Executive Board is advertising the Student Board of Trustee Position on campus and the deadline for the applications is March 17, 2017.

**Submitted by: Naol Debele, ASeCC Administrative Liaison**

**ATTACHMENT B**  
**BOARD OF TRUSTEES**  
**MONTHLY MEETING REPORT**  
**WPEA/UFCW LOCAL 365**  
**March 9, 2017**

- There isn't a lot to report today. Seamus, our Legislative Specialist, has been busy on the "Hill" following bills that are important to us and testifying at hearings. Bills had to be voted on by their house of origin by March 8<sup>th</sup> to continue through the process. We are watching SB5550 regarding Higher Ed contracting out. This bill opens a number of state services at Institutions of Higher Education to contracting out and privatization. This bill passed both the Labor and Ways and Means committees. It is now in Rules.

SB5545—Opening Contract Bargaining to the press, the public and the Freedom Foundation passed both the Labor and Ways and Means Committees and is now in Rules. I believe the majority of the Unions bargaining with the State do not want to see this pass.

We should have a report from Seamus in a few weeks as to how all the bills fared at session end. The next report we will anxiously await is the budget.

- WPEA and HR are just about ready to meet with classified employees who have been impacted by the Liquid Office errors. We want to make sure they understand exactly what happened and what their options are in correcting the situation.
- Frederick Pieters reported on the leadership training he attended at the Washington State Labor Education and Research Center on the South Seattle College campus. He not only learned about leadership skills, but how important it is to know the history of things so that the same mistakes are not made—for unions and organizations to continue to grow and become strong.
- We have resolved some employee issues, continue to work on others, and have not filed any grievances as of today.

Respectfully submitted by: Patti Pollardo, EdCC WPEA Chief Shop Steward

**PRESIDENT'S REPORT  
March 9, 2017****ATTACHMENT C****PRESIDENT JEAN HERNANDEZ  
EVENT HIGHLIGHTS FEBRUARY – MARCH 2017**

- ACCT National Legislative Summit, Washington DC. I attended this conference with Trustees Zapora, Clay, Yim, and Andrews. We had excellent speakers and were pleased to visit with our Congressional delegation: Senators Patty Murray and Maria Cantwell, Representatives Rick Larsen, Suzan DelBene, and Pramila Jayapal. We focused on expanding PELL benefits for students to 12 months and increase the number of quarters; reauthorization of the Higher Education Act; passing the Perkins Act; and sharing the stories of our Muslim and DACA students.
- Achieving the Dream, San Francisco – I attended with nine other Edmonds Community College faculty and staff. I also attended the one day Presidents' Colloquium that explored how to a Collective Impact model to bring all stakeholders together to address education concerns. Other speakers at the DREAM 2017 conference addressed the importance of education for economic mobility, trust, new technology products, and removing of barriers.
- Verdant Healthier Community Conference, February 27, at the Lynnwood Convention Center. I was able to enjoy the morning session of this conference that started with Dr. Tony Iton who shared his research on how one's zip code is a more precise indicator of a person's economic status than their DNA. Then I attended two workshops—one on depression and the second on the prevention of opioids addictions.
- Legislative Open House, Olympia, February 28. Trustee Zapora and I attended this event, along with our Culinary Arts Pastry instructor Karen Jenkins and one of her students. They served these amazing cream puffs. Our Pastry program was one of 8 workforce programs showcased at this event to represent the great career opportunities offered by our community and technical colleges.

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Washington Community College District 23

**MINUTES****Special Meeting  
March 17, 2017*****DRAFT***

**Trustees Present:** Lia Andrews, Diana Clay, Quentin Powers, and Carl Zapora

**Trustees via Telephone:** Dr. Tia Benson Tolle and Emily Yim

**Assistant Attorney General via Telephone:** Arlene Anderson

**Others Present:** Dusty Brannan, Larry Breslauer, Linda Carlson, Meg Connelly, Dr. Charlie Crawford, Dennis Curran, Dr. Jean Hernandez, Kay Latimer, Dr. Brent Leithauser, Jeremy Matthews, Susanne Meslans, Patty Michajla, Ross Monroe, Suzanne Moreau, Jan Morgan, Frederick Pieters, Lisa Schubert, and Margaret West

**CALL TO ORDER AND INTRODUCTION OF GUESTS**

Carl Zapora, Board Chair, called the meeting to order at 7:12 a.m., welcomed those present, and asked for self-introductions.

**PUBLIC COMMENTS**

Dusty Brannan, faculty member – Spoke in support of Jeremy Matthews; Thanked the Board for making an unbiased decision; Distributed Jeremy's response to the committee's concerns (copies to be shared with the off-site Trustees participating via telephone); Mr. Brannan feels that this is an injustice and Mr. Matthews is being bullied. The committee used Mr. Brannan's own words against Jeremy Matthews.

Kay Latimer, faculty member – Spoke about a grievance, stating that the faculty union can't grieve the committee's decision, but they can grieve the process. She feels that the committee's decision was based on personal animosity. Faculty have expressed concern about circumventing the tenure process.

Susanne Meslans, faculty member – Spoke in support of Jeremy Matthews. Ms. Meslans thanked the Board for their effort, concern and thought put into this process.

Margaret West, AFT President – Stated that unless tenure is granted, this will head to arbitration. Jeremy was gutsy to be in attendance. She said this will be difficult for the Board to deny tenure, but they have the power. The faculty union can't find a reason why tenure is not granted. She asked the Board to do the right thing.

Lisa Schubert, faculty member – Congratulated and acknowledged Jeremy on his contributions and successes at the College and read off a list of his accomplishments.

## **OLD BUSINESS - ACTION**

### **Recommendation to Deny Tenure (Resolution No. 17-3-A) – Carl Zapora, Chair**

Chair Carl Zapora presented the recommendation from the Appointment Review Committee to deny tenure for Mr. Jeremy Matthews. He reported that this order of business was a continuation of the March 9 Board meeting, and that a motion and a second would be needed to take action on the recommendation of the Committee. He explained how the discussion/comments and vote would be conducted. Chair Zapora stated that he would call on the Trustees in alphabetical order to provide comments. Following those comments, he would once again call on the five Trustees in alphabetical order for their vote. The student Trustee would be able to provide comments but cannot vote on personnel matters.

**Motion:** Trustee Clay moved and Trustee Powers seconded the motion to approve denial of tenure – Resolution No. 17-3-A.

Trustee Comments:

Trustee Benson Tolle: Recognizes the difficult discussion and decision. Tenure is an important aspect in higher education. It is a process that all who engage in academia respect and understand the importance. It's a very challenging situation.

Trustee Clay: Agreed with Trustee Benson Tolle's comments. All of the packets and contributions were good. Jeremy's packet was positive from his colleagues and his students. This is a very challenging position for the Board.

Trustee Powers: Has given this a lot of thought. It's hard to unravel where the problem lies – whether it's with the individual, or as part of the process with the committee. We have been asked as Trustees to put our faith in this process over time.

Trustee Yim: Agrees with her colleagues. She wants it conveyed that whatever the decision, that it doesn't send a message either way. She has heard about the concerns from the Appointment Review Committee. She recognizes after seeing this process for many years that it is a good process that has been working well with tremendous people tenured in the past. Trustee Yim recognizes the hard work of all tenure committees, but Trustees are entrusted to make the final decision.

Student Trustee Andrews: As a student Trustee, she has not been made privy to the tenure materials as she is not able to vote. She benefitted greatly from programs like the pre-college program. It makes the discussion even more difficult and also wonders if this might affect people in the pre-college program.

Trustee Zapora: Thanked several groups: The Trustees, for taking this difficult decision seriously; Staff, who did a commendable job of compiling the information; Margaret West and the Faculty Union for their work; and Jeremy Matthews for the work on his tenure packet, and for attending the two Board meetings, recognizing the difficulty of doing so.

Trustee Zapora reported that on March 15, 2017 he met with President Hernandez, Executive Vice President Crawford, and the Appointment Review Committee, including: David Breed, Allison Cohen, Amanda Mims-Brinkley, Ross Monroe, and Chair Melody Schneider.

At that meeting, the Committee was asked if they would recommend extending Mr. Matthews' appointment for one year. The Committee responded that they had previously had that discussion after

they voted to deny tenure by a 3-2 vote. The Committee had previously voted 5-0 for not recommending an extension for one year. The Committee was asked at this meeting if they would reconsider. The five members of the Committee once again all recommended unanimously not extending the appointment for one more year. They respected and spoke favorably about each other, and were very collegial and supportive of their decision. Chair Zapora informed the Committee that the Board was not second-guessing their decision, that they respected their work, and wanted them to know they would not have to come before the Board to explain their decision. Chair Zapora stated that the decision of tenure is a big investment of time and energy on the part of the institution.

Chair Zapora read Resolution No. 17-3-A, Recommendation to Deny Tenure, and called for the vote.

Trustee Benson Tolle: Aye  
Trustee Clay: Nay  
Trustee Powers: Aye  
Trustee Yim: Nay  
Trustee Zapora: Aye  
Student Trustee Andrews: Abstained

*Approved*

**ADJOURNMENT**

Trustee Clay moved and Trustee Powers seconded the motion to adjourn the meeting.

The meeting was adjourned by Chair Carl Zapora at 7:45 a.m.

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Mr. Carl Zapora, Chair

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Date Approved

ATTEST:

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Dr. Jean Hernandez, Secretary



**BACKGROUND*****PROFESSIONAL LEAVE REQUESTS FOR  
2017-2018 ACADEMIC YEAR –  
TENURED FACULTY*****Subject**

Board of Trustees approval to grant faculty professional leave for the 2017-2018 academic year is requested.

**Background**

The negotiated agreement between the Board of Trustees of Washington Community College District 23 and the Edmonds Community College Federation of Teachers, Local 4254 AFT, AFL/CIO, specifies the process whereby the Board of Trustees may consider and grant professional leave to eligible faculty up to a maximum of four percent of the state-funded FTEF. The Federation appointed a Professional Leave Committee to review and rank eligible faculties' professional leave proposals for the Board's consideration.

The agreement states that each professional leave recipient will receive 85 percent of the employee's step placement during the period of time he or she is on professional leave.

(State supported programs)

<u>Faculty Member</u>	<u>Professional Leave Recommended</u>	<u>Annualized FTEF</u>
Erika Ferreri	Two Quarters	.666
Minh Carrico	Two Quarters	.666
Niko Culevski	One Quarter	.333

**Recommendation**

Approval of professional leave requests at the April 2017 Board of Trustees meeting.



**BOARD OF TRUSTEES**

Washington Community College District 23

**Resolution No. 17-4-1**

***PROFESSIONAL LEAVE REQUESTS FOR  
2017-2018 ACADEMIC YEAR – TENURED  
FACULTY***

WHEREAS, the Board of Trustees of Edmonds Community College District 23 has a policy for consideration and granting of professional leaves for faculty, and

WHEREAS, the Board of Trustees has received a ranked list from the Professional Leave Committee for faculty who have requested leave for the 2017-2018 academic year, and

WHEREAS, the Board of Trustees is committed to the continued professional growth of the Edmonds Community College faculty even in difficult financial times, and

WHEREAS, the recipients of professional leave must submit a one-page, written summary to the Board of Trustees at the end of the quarter following their leave (excluding summer quarter).

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College awards professional leave for the following faculty:

(State supported programs)

<u>Faculty Member</u>	<u>Professional Leave Recommended</u>	<u>Annualized FTEF</u>
Erika Ferreri	Two Quarters	.666
Minh Carrico	Two Quarters	.666
Niko Culevski	One Quarter	.333

\_\_\_\_\_  
Mr. Carl Zapora, Chair

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

ATTEST:

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

TO: Dr. Jean Hernandez, President

FROM: Dr. Charlie Crawford, Executive Vice President for Instruction

DATE: March 16, 2017

SUBJECT: Professional Leave Recommendations for the 2017-18 Academic Year

Based on the recommendations from the Professional Leave Committee and my review of their applications, I support and recommend professional leave for the following faculty during the 2017-18 academic year:

<u>Faculty Member</u>	<u>Leave Recommended</u>	<u>Annualized FTEF</u>
Erika Ferreri*	Two Quarters	.666
Minh Carrico*	Two Quarters	.666
Niko Culevski*	One Quarter	.333
Jan Peterson**	One Quarter	.333

\* Faculty in a state-supported program

\*\* Faculty in a self-support program. Professional leave is Foundation-funded.

**Erika Ferreri.** Erika is an allied health instructor who has taught at Edmonds since 2006. She has not taken professional leave previously. Two quarters of professional leave are recommended for Erika to study holistic healthcare. As part of her professional leave, Erika will volunteer with multiple State of Alaska Native traditional tribal healers and community-based medical clinics via the Southcentral Alaska Native Tribal Health Consortium. Erika believes that after her professional leave she will have increased her capacity to enrich the learning experiences of her students. Erika writes in her application:

This is due to not only the exponential increase of my knowledge base within the field of lab sciences and new age Holistic Healthcare processes, but also my position as a teacher will be more effective. I will be better poised to understand and expressively respond to students with different communicative measures in terms of coursework related to the varied cultural populations to which Edmonds Community College is proud to serve.

**Minh Carrico.** Minh is an art instructor who has taught at Edmonds since 2007. He has not taken professional leave previously. Two quarter of professional leave are recommended for Minh. Minh is a working artist, and during his professional leave, he will engage in a number of professional development activities ranging from technical training, art production, service learning projects, and networking events related to his work.

Minh writes in his application:

I was hired by the college for my photography and graphic design industry knowledge in relations to the Visual Communications ATA Degree. I attribute my 16 years of field

experience with the daily practice of owning my own business. After nearly 10 years with the college, my creative aptitude, technical skills and community engagement needs to be redeveloped. There is limited time during the academic year to conduct in-depth research and develop projects within my field during which many creative projects operate over several months and sometime year long time frames. In addition, my daily role on campus limits my interaction with off campus community leaders and organizations.

This professional leave will provide the necessary time to re-engage within my career as a professional artist. During my professional leave, I will dedicate a significant amount of my time toward the curating, producing and manufacturing of a number of visual art projects for exhibition and publication. I also plan to enroll in courses to advance my technical knowledge within industry standards for computer and software applications required for me to teach my students. Lastly, the time off campus will provide sufficient time in developing community relationships with the goal for future collaborations.

**Niko Culevski.** Niko is a computer science instructor who has taught at Edmonds since 2000. He has not taken professional leave previously. One quarter of professional leave is recommended for Niko to continue his association with Beijing Jiaotong University in Beijing, China.

Niko writes in his application:

The benefits from such an adventure transcend personal goals of teaching at EdCC with renewed sense of energy and accomplishment. I believe this undertaking will be indispensable in strengthening our association with BJTU. Furthermore, the resulting research will benefit Edmonds Community College as the newly developed course will become available to our students as well.

**Jan Peterson.** Jan is an intensive ESL instructor who has taught at Edmonds since 1986. She has previously taken professional leave in 2004 and 2013. One quarter of professional leave is recommended for Jan to study the Chinese educational experience through the eyes of our international students.

Jan writes:

I would love to learn much more about the Chinese educational experience, the reasons for this Chinese enthusiasm for a US education, and the Chinese language. Of course, China is a huge diverse country, but there are probably national trends and values that are generally true. My goals are to better understand our Chinese students and to find teaching techniques to help these students succeed in my classes, our program, and at EdCC. I hope to share any valuable insights with my colleagues in the Intensive ESL Program and other interested EdCC faculty.

During her professional leave, Jan will study Mandarin and conduct interviews, focus groups, and/or surveys of EdCC students from China. Jan would like to capture our Chinese students' I'd like to capture our current Chinese students' "expectations and experiences at EdCC."

**BACKGROUND*****PROFESSIONAL LEAVE REQUESTS FOR  
2017-2018 ACADEMIC YEAR –  
PERMANENT STATUS FACULTY*****Subject**

Board of Trustees approval to grant faculty professional leave for the 2017-2018 academic year is requested.

**Background**

The negotiated agreement between the Board of Trustees of Washington Community College District 23 and the Edmonds Community College Federation of Teachers, Local 4254 AFT, AFL/CIO, specifies the process whereby the Board of Trustees may consider and grant professional leave to eligible faculty up to a maximum of four percent of the state-funded FTEF. The Federation appointed a Professional Leave Committee to review and rank eligible faculties' professional leave proposals for the Board's consideration.

The agreement states that each professional leave recipient will receive 85 percent of the employee's step placement during the period of time he or she is on professional leave.

(Foundation funded)

<u>Faculty Member</u>	<u>Professional Leave Recommended</u>	<u>Annualized FTEF</u>
Jan Peterson	One Quarter	.333

**Recommendation**

Approval of professional leave request at the April 2017 Board of Trustees meeting.

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Washington Community College District 23

**Resolution No. 17-4-2*****PROFESSIONAL LEAVE REQUESTS FOR  
2017-2018 ACADEMIC YEAR – PERMANENT  
STATUS FACULTY***

WHEREAS, the Board of Trustees of Edmonds Community College District 23 has a policy for consideration and granting of professional leaves for faculty, and

WHEREAS, the Board of Trustees has received a ranked list from the Professional Leave Committee for faculty who have requested leave for the 2017-2018 academic year, and

WHEREAS, the Board of Trustees is committed to the continued professional growth of the Edmonds Community College faculty even in difficult financial times, and

WHEREAS, the recipients of professional leave must submit a one-page, written summary to the Board of Trustees at the end of the quarter following their leave (excluding summer quarter).

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College awards professional leave for the following faculty:

(Foundation funded programs)

<u>Faculty Member</u>	<u>Professional Leave Recommended</u>	<u>Annualized FTEF</u>
Jan Peterson	One Quarter	.333

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Mr. Carl Zapora, Chair

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Date Approved

ATTEST:

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Dr. Jean Hernandez, Secretary

**BACKGROUND*****2017-18 COLLEGE COURSE FEE SCHEDULE*****Subject**

Consideration and Approval of the 2017-18 College Course Fee Schedule.

**Background**

A change brought about by the legislative state budget-building process was the elimination of the caps and constraints on course fees imposed by Initiative 601 and the Legislative approval process imposed by Initiative 960. In their place, colleges now have the ability to manage fees with no specific limits. The language specifically states that colleges may now set fees, “. . .by amounts judged reasonable and necessary by the trustees.”

In compliance with I-960, the college could increase all applicable fees by a percentage according to the OFM’s annual fiscal growth rate and by following applicable guidelines. For the past several years the college has not used this option because of the already high tuition rates that the students were experiencing; which were necessary due to the economic downturn in the state.

While the Legislature has reduced tuition rates a bit during this past biennium, the cost of tuition for many of our students remains a significant challenge and the College is, therefore, not recommending an “across the board” increase of fees, as much as the additional revenue would be beneficial. Instead, we are presenting to the Board only a few specific fee adjustments for the reasons given in each case:

1. A new application fee for the new BAS Degree program
2. An added Nursing Lab fee to cover materials and lab course assistants
3. Replacing Admissions and Completion fees with a single Comprehensive fee.

All other College and program fees covered by I-960 will remain unchanged.

**Recommendation**

The administration of Edmonds Community College recommends that the Board of Trustees adopt the resolution approving the 2017-18 College Fee Schedule as presented.

**Resolution NO. 17-4-3*****2017-18 COLLEGE COURSE FEE SCHEDULE***

WHEREAS, the change brought about by the legislative state budget-building process was the elimination of the caps and constraints on course fees imposed by Initiative 601 and the Legislative approval process imposed by Initiative 960. In their place, colleges now have the ability to manage fees with no specific limits. The language specifically states that colleges may now set fees, “. . .by amounts judged reasonable and necessary by the trustees”, and

WHEREAS, in compliance with I-960, the College could increase all applicable fees by a percentage according to the OFM’s annual fiscal growth rate and by following applicable guidelines. For the past several years the College has not used this option because of the already high tuition rates that the students were experiencing, which were necessary due to the economic downturn in the state, and

WHEREAS, while the Legislature has reduced tuition rates a bit during this past biennium, the cost of tuition for many of our students remains a significant challenge and the College is, therefore, not recommending an “across the board” increase of fees, as much as the additional revenue would be beneficial, and

WHEREAS, instead, we are presenting to the Board only a few specific fee adjustments for the reasons given in each case:

1. A new application fee for the new BAS Degree program
2. An added Nursing Lab fee to cover materials and lab course assistants
3. Replacing Admissions and Completion fees with a single Comprehensive fee.

WHEREAS, all other College and program fees covered by I-960 will remain unchanged,

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approves the resolution for the 2017-18 College Course Fee Schedule, as presented.

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Mr. Carl Zapora, Chair

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Date Approved

ATTEST:

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Dr. Jean Hernandez, Secretary



## 2017-18 I-960 CLASS AND MISCELLANEOUS STUDENT FEES

FEE TITLE	CURRENT 2016-17	PROPOSED 2017-18	REASON/NOTES
BAS Application Fee	\$0	\$25.00	Funds will be used to offset costs associated with the application process
Nursing Lab Fee	\$0	\$160.00	This is a new course fee of \$160.00 for Clinical lab courses, NURS 123, 124 and 128 only. The department surveyed other colleges in Washington state and this fee increase is in line with what the other colleges are charging for Nursing Lab assistants. This fee would cover the lab assistants costs and supplies for the practicums. <i>(This is separate from the \$70.20 course fee and will be assigned its own fee code which shall be attached to those 3 courses only.)</i>
Comprehensive Fee	Admissions fee - \$35 Completion fee - \$40	\$1.30 per credit	Proposal to restructure Admissions fee (\$35) and Completion fee (\$40) to a per credit basis, called a Comprehensive fee. \$1.30 per credit. This will increase access to the college and increase completion rates for degrees and certificates.

**PRESIDENT'S REPORT  
April 13, 2017****PRESIDENT JEAN HERNANDEZ  
EVENT HIGHLIGHTS – MARCH 10 - APRIL 4, 2017**

- March 13 – Emergency Response Tabletop exercise for Active Shooter with Lynnwood emergency responders, EdCC and City of Lynnwood PIOs, Edmonds Safety and Security team, and EdCC administrators. We made this as real as possible, including using Google Hangout to communicate and provided several media announcements.
- March 20-21 – Attended the Society for College and University Planning (SCUP) 2017 Pacific Regional Conference at University of Washington. Look a team of 9 EdCC administrators to learn more about SCUP's integrated planning model. There were great examples of colleges and universities working collaboratively with their local government agencies and industry partners.
- Tobacco-free campus meetings - one with Mike Averbuch, who is retired mental health specialist and willing to help us educate our campus community about ways to reduce stress and use resources for tobacco cessation. Our Tobacco-Free and Drug-Free Task Force also met to finalize the charter. We are still waiting to hear if we received the Verdant Health Commission grant that would be just under \$100,000.
- March 27 – President's Cabinet all-day retreat covered a number of key items: Review of a draft of the Mission and Core Themes; reaffirmed our commitment to an equity and inclusive culture and what are some of the areas we want to focus on; budget; staffing requests, and a review of the 10 year Master Plan—including some of the goals and challenges of achieving these goals.
- March 28 – Five Star Colleges and Seattle Colleges legislative luncheon in Olympia. Trustee Chair Zapora, VP Drake and student, Farheen Saleem also attended. We were joined by a number of legislators: Representatives Lillian Ortiz Self, Strom Petersen, Derek Standford, Cindy Ryu, June Robinson, and John Lovick. Senator Chase also joined us.
- April 3 – Community College Act of 1967 signing in Olympia. Signed by Governor Inslee to commemorate the 50<sup>th</sup> anniversary. Trustee Chair Zapora attended. It was a great opportunity to hear former Governor Dan Evans and his passion for community colleges.
- April 4 – Partner Lynnwood meeting at Edmonds CC. Broke into three groups to discuss: (a) Sustainability, (b) Economic Vitality, and (c) Innovation. Next steps are (1) work with Economic Alliance of Snohomish County to update the Small Business Guide, (2) have a small task force focus on resources to place on the Partner Lynnwood website and also in a brochure type format, including sharing all the opportunities in Lynnwood for economic growth, skilled workforce, housing, and other community services. We also talked at length about the impact to our community when Light Rail arrives and how we should start now to explore what services need to expand.