
Washington Community College District 23

Agenda
Special Meeting & Study Session
April 14, 2010
Cascade Conference Room
Snohomish Hall 304
4:30 p.m.

Estimated Time (p.m.)

- 4:30 **Call to Order** – Jeannette Wood
- 4:35 **Introduction of Guests** – Jack Oharah
- 4:45 **Approval of March 11, 2010 Meeting Minutes** – Jeannette Wood
Next meeting: Thursday, May 13, 2010, 4:30 p.m. (Tenure Reception, 3:30 p.m.)
- 4:50 **Old Business – Action**
- Approval of Continuing Probationary Status (RN 10-4-1) – Marty Cavalluzzi
 - Approval of AFT Faculty Contract Extension (RN 10-4-2) – Mark Cassidy
- 5:00 **Quarterly Report**
- Foundation – Chris Marx
- 5:10 **Board Updates (*Two minutes each*)**
- Student Representative – Azan Jacobs
 - Classified Representative – Patti Pollardo
 - Faculty Representative – Margaret West
- 5:20 **President’s Report** – Jack Oharah
- 5:30 **Board Policy Review** – Mark Cassidy and Emily Yim
- 5:50 **Board Discussion** – Jeannette Wood
- 6:00 **STUDY SESSION**
- Budget and Funding – Kevin McKay
- 6:30 **Executive Session** – Jeannette Wood
- 7:15 **Old Business – Action**
- Approval of Presidential Search Process (RN 10-4-3) – Mark Cassidy
- 7:30 **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.

**EDMONDS COMMUNITY COLLEGE
BOARD OF TRUSTEES
Regular Meeting Minutes
March 11, 2010 – 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: Paul Ancona, Arlene Anderson, Minh Carrico, Mark Cassidy, Marty Cavalluzzi, Chandler Clifton, David Cordell, Michelle Domingo, Christine Eaton, Judy Forth, Jennifer Inslee, Azan Jacobs, Dave Lang, Ka Hyeon Lee, Deanne Leoni, Tui Lindsey, Connie Lockwood, Melissa Mackay, Sarah Maki, Barbara Maly, Kevin McKay, Susanne Meslans, John Michaelson, Patty Michajla, Jerrilee Mosier, Kathy Murphy, Melissa Newell, Teri Odegard, Jack Oharah, Joan Penney, Patti Pollardo, Melody Schneider, Penny Shively, George Smith, Valerie Topacio, Margaret West, Jadwiga Weyant, Hanifa Yahiaoui

AGENDA	DISCUSSION	ACTION TAKEN	FOLLOW UP/DEADLINES
Call to Order and Introduction of Guests	The March 11, 2010 regular meeting of the Board of Trustees was called to order by Chair Jeannette Wood at 4:35 p.m.		
Approval of Minutes and Next Meeting Attachment A		Dick Van Hollebeke moved and Mauri Moore seconded the approval of the February 11, 2010 regular meeting minutes. Approved	Next meeting: April 14, 2010, 4:30 p.m.
OLD BUSINESS – ACTION			
Approval of Tenure Status (RN 10-3-1) – Marty Cavalluzzi Attachment B	Marty Cavalluzzi introduced five faculty probationers requesting tenure status, including Minh Carrico, Christine Eaton, Tui Lindsey, Connie Lockwood, and Hanifa Yahiaoui. Each probationer provided answers to comments and questions from the Trustees.	Emily Yim moved and Mauri Moore seconded the approval of Resolution No. 10-3-1. Approved	
Blanket Approval of AAS-T Degrees (RN 10-3-2) – Jerrilee Mosier Attachment C	First consideration for the blanket approval of AAS-T degrees was presented at the February 11 th Board meeting. This approval will allow the College to develop professional technical degrees on an ongoing rapid basis with an annual report provided to the Board at the end of each year.	Dick Van Hollebeke moved and Quentin Powers seconded the approval of Resolution No. 10-3-2. Approved	
NEW BUSINESS – FIRST CONSIDERATION			
Consideration of Continuing Probationary Status – Marty Cavalluzzi Attachment D	Marty Cavalluzzi provided a brief overview of the three-year faculty tenure process and presented six names for consideration of continuing probationary status. Mauri Moore requested that the Board receive information about the probationers earlier in the process. Jack Oharah suggested adding the tenure process discussion to the August Board study session agenda.		Board approval will be requested at the April 14 meeting. Marty will provide a written background on each of the probationers. The tenure process discussion will be added to the August Board study session.

<p>QUARTERLY LIAISON REPORT</p>	<p>Everett/Edmonds CC Liaisons – Quentin Powers and Dick Van Hollebeke Quentin Powers, Dick Van Hollebeke and Jack Oharah attended a joint meeting with members of the Everett Board of Trustees and President on February 23. The two colleges met to look at broader collaboration opportunities. Topics addressed included the Five Star Consortium, math testing program, Center of Excellence, Washington Aerospace Training and Research Center, and legislative issues. It was a cordial, collaborative meeting where several discussion points were raised. The working relationship with Everett CC, as well as with the other regional colleges and school districts, is currently positive and moving forward. We are committed to helping each other be successful and remove barriers for students.</p>		
<p>BOARD UPDATES</p>	<p>Student Representative – Azan Jacobs – Attachment E Classified Representative – Patti Pollardo – Attachment F Faculty Representative – Margaret West – Attachment G</p>		
<p>PRESIDENT’S REPORT – Jack Oharah</p>	<p>Attachment H</p>		
<p>BOARD POLICY REVIEW</p>	<p>Emily Yim provided an overview on the Board Policy review process whereby each of the Board policies will be discussed prior to the August Board study session. The purpose of this exercise is to refresh the trustees about each policy. Mark Cassidy explained a brief history of what has transpired since 2001 when the Board accepted the policy governance model. He recommended that the Trustees take notes during the brief monthly discussions in preparation for a more in-depth discussion at the retreat.</p> <p>Policies highlighted at this meeting: B 3.6 – Board Members Code of Ethics; B 3.5 – Evaluation and Monitoring of Board Processes; and B 3.4 – Chairperson’s Role.</p>		<p>The Trustees were encouraged to submit any suggestions or questions to the Board Chair. Responses will be shared with the entire Board via the President’s Office. They were also encouraged to read the policy governance book by John Carver, “<i>A New Vision of Board Leadership: Governing the Community College</i>”.</p> <p>Mauri Moore noted that the TACTC Education Committee has planned a detailed policy governance session at the May 20-21 TACTC spring convention.</p>
<p>BOARD DISCUSSION</p>	<ul style="list-style-type: none"> • Olympia legislative meeting – Feb. 23. Dick Van Hollebeke highlighted the legislative meetings in Olympia attended by six people. The legislators were receptive to the visit. There may be a possible follow up visit in April including members of the Foundation Board. 		

	<ul style="list-style-type: none"> • Foundation Board meetings – The Foundation Board will meet every other month beginning in the fall. • President’s Retirement – Dick Van Hollebeke publicly acknowledged President Jack Oharah regarding his announcement this week of his retirement at the end of 2010. President Oharah requested that due to time constraints at this meeting that further discussion regarding his upcoming retirement be addressed at a future board meeting. • TACTC Spring Convention – Mauri Moore noted that the newly formed Five Star Consortium will be discussed at the TACTC spring convention in May. • Foundation Auction – All trustees are encouraged to attend this year’s Foundation Auction on April 24th in the Triton Union Building at 6:00 p.m. 		
EXECUTIVE SESSION	At 6:20 p.m. the Board entered into Executive Session for 40 minutes for the purpose of addressing personnel issues and property acquisition. No action was taken. The Executive Session was adjourned at 7:00 p.m.		
ADJOURNMENT	There being no further business, the Board of Trustees adjourned the regular meeting at 7:02 p.m.		

(NOTE: Attachments available upon request)

Jeannette Wood, Chair

Date Approved

ATTEST:

Jack Oharah, Secretary

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ATTACHMENT E
BOARD OF TRUSTEES
Monthly Meeting Report
March 11, 2010
Student Government

- The Executive Board, the College Bookstore and faculty representatives developed a pilot textbook rental program. This program will offer students the Art 100 textbook at 35% of the original price and will begin in spring 2010.
- On February 15th the Associated Students provided transportation and lunch for Edmonds Community College students to attend a legislative rally in Olympia. Students had the opportunity to discuss issues such as possible financial aid cuts and tuition increases with state legislators. Students who could not attend were able to write letters that were hand delivered.
- On February 18th the Office of Student Life, Diversity Student Center, Services for Students with Disabilities, Organizational Development & Employee Training and Central Washington University sponsored a Veterans Education Forum. This event featured a practitioner and campus panel who discussed issues related to the transition between being a veteran to pursuing a college education.
- On February 23rd the Executive Board selected Shirley Ka Wing Lau and Sarah Landsberg to serve as student representatives on the Service and Activity Fee Committee. The Board also selected Azan Jacobs, Executive Officer for Administrative Liaison to serve on the committee.
- On February 24th Azan Jacobs visited Olympia with Board of Trustee members: Jeanette Wood, Emily Yim and Dick Van Hollebeke and Vice Presidents: John Michaelson and Marty Cavalluzzi.
- The play Nickel and Dimed, sponsored by the Theatre Department ran from February 18th to February 21st and from February 25th to February 28th.
- The International Night event sponsored by International Student Services, Housing and the Office of Student Life was on February 26th. Approximately 375 people attended and it was a great show.
- On March 4th the Community Transit Board of Directors approved the proposed cuts to Community Transit's Sunday service and major holiday service. The Board of Directors also approved a fair increase of 25 cents. This will impact our future contract with Community Transit.
- The Jazz Fest, sponsored by the Music Department was from March 4th to March 6th. Approximately 1,200 people were served.
- The Edmonds Community College Lady Tritons attended the North West Athletic Association of Community Colleges (NWAACC) Championships for the first time since 2005. The Lady Tritons lost to Centralia Community College on March 6th and to Umpqua Community College on March 7th. Coach Jennifer Schooler

- was named the Northern Region Coach of the Year and Whitney Anderson was named the second team All-NWAACC.
- On Tuesday, March 9th the Executive Board approved the 2009 – 2010 Executive Board budget values and principles which will be used by the Service and Activity Fee Committee.
 - On Saturday, March 13th at 7:30 p.m. the Hip Hop Club showcase: H20 will be at the Triton Student Center. The event will have 20 performances and will be free with a suggested contribution of \$10.
 - On Saturday, March 20th at 6:00 p.m. Project Home will be hosting a fundraiser for homeless students at Edmonds Community College. The event is called “A Night to Remember”. The Associated Students of Edmonds Community College will be attending this event and donating a total \$1650.
 - The Executive Board approved funding for childcare and the Center for Families for 2010 – 2011. The funding model provides 17% of the Center’s total operating budget.
 - College Civics Day will be on Wednesday, April 14th at Edmonds Community College. The event will involve a lunch with Secretary of State, Sam Reed, from 12:00 p.m. – 1:00 p.m. and a question and answer session with local legislators from 1:30 p.m. – 2:30 p.m.

Submitted by: Azan Jacobs, Administrative Liaison

ATTACHMENT F

BOARD OF TRUSTEES

Monthly Meeting Report

March 11, 2010

WPEA/UFCW LOCAL 365

- A lot of WPEA bargaining unit members have been, and still are, busy contacting their senators and representatives and asking them to support/oppose specific bills that are on WPEA's radar. According to WPEA's Executive Assistant, omm'A Givens, it appears that SBB6503 (Furlough bill) is dead. The \$48 million has been incorporated into the budget, and it sounds like each agency and institution will have the opportunity to create their own plans to incorporate their specific budget dollar amounts in their reduction plans. I know that President Oharah has been working on a plan (with input from valued board members and college community), and we will look forward to the plan being "rolled out".
- Our WPEA President, Greg Parker, created a new position in the organization and hired Dolly Garcia to fill the position. Her title is Organizational Plans Manager, and she started March 1, 2010. Some of you may know her, or may have heard her name. Some of the positions she has held with the state include 6-1/2 years as Labor Relations Manager with the Department of Revenue, and was a mediator for the Department of Personnel for nearly 7 years. She has held several other positions throughout her career and has accomplished a lot in each position. She retired from state service last month and agreed to work for WPEA when she was approached by President Parker. Although we have not been apprised of her exact job responsibilities yet, I know that Dolly will bring strengths to our organization. She has a thorough knowledge of state government, expertise in the laws and regulations governing personnel management, an extensive background in negotiations and conflict resolution, a network or professional contacts within state government, just to name a few. It will be interesting to meet her again, and to see how the position works for her and WPEA.
- Michael Grigsby, Linda Fryant (our WPEA Staff Rep for EdCC) and I held a meeting with employees from one of the departments on campus to explain the college policy on Workplace Civility and Respect, as well as our classified contract article on Workplace Behavior (Article 3). We wanted to make the employees aware of this information and give them tools to help them work together better. I believe that "eyes were opened"; and we are hoping that they will be working as the "well-oiled team" they have always been performing

quality work. We might conduct this presentation for other departments in the future, or as needed.

- There are several classified employees we are helping with issues and are trying to work things out in their best interests and at the lowest level.

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

ATTACHMENT G
BOARD OF TRUSTEES
Monthly Meeting Report
March 11, 2010
AFT Local 4254 EdCC Faculty

Faculty are working extremely hard, and there is a great deal of discussion on campus about how to cope with the increased number of students both on campus and in each class. Faculty agreed to the increased caps but hope they will be temporary. They are also looking at ways to vary the caps from course to course so that faculty teaching the developmental classes are not unduly burdened. How to improve efficiency is a hot topic on campus.

Submitted by: Margaret West, President, AFT Local 4254



**President's Report
March 11, 2010**

ATTACHMENT H

I led, participated in, or attended the following meetings and activities since February 11.

- WACTC Presidents' meeting in Olympia
- Liaison meeting with our trustees and Everett CC trustees
- Two local Rotary clubs meetings as a presenter
- Economic Development Council board meeting
- EdLab Group Board of directors meeting
- Superintendents meeting (involving superintendents from 14 local districts) in Mukilteo
- Meeting of the Five Star Consortium
- A variety of meetings in Olympia related to WACTC assignments and activities
- The Edmonds CC drama presentation: "*Nickel and Dimed*"
- International Night
- Foundation Board meeting

Accomplishments/Action

- Successfully passed two motions at WACTC concerning providing more flexibility at the local community college level in managing enrollments.
- Assisted in developing a memorandum of understanding for the Five Star Consortium. Discussed assigning tasks around common admissions, general education requirements, and residency requirements.
- Determined pilot project for math testing for high school juniors.



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 or not 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

N/A

Third Year Appointments

Lyn Eisenhour, ABE, ESL
Erika Ferreri, Allied Health
Kim Haines, BSTEC
Sophia Ju, Accounting
Ross Monroe, Materials Science
Nicholas Sibicky, Digital Music-
Audio Engineering

Recommendation

Information is presented to the Board of Trustees for their review and consideration. Recommendation is that the Board of Trustees renews the third year probationary appointments at the April 2010 meeting.



Board of Trustees

Washington Community College District 23

Resolution No. 10-4-1

CONTINUING PROBATIONARY STATUS

WHEREAS, faculty hired by Edmonds Community College serve a probationary period prior to being considered for tenure and permanent status, and

WHEREAS, the faculty-board agreement requires that the recommendation for renewal or non-renewal of these probationary appointments must occur by the end of winter quarter of each academic year, and

WHEREAS, the respective appointment review committees have met their responsibility under the negotiated agreement to review the appointments of those named below and have made recommendations to the College administration, and

WHEREAS, the administration concurs with the recommendation of these appointment review committees,

NOW THEREFORE BE IT RESOLVED THAT the Edmonds Community College Board of Trustees renews the probationary contracts of the following faculty:

Third Year Appointments

Lyn Eisenhour, ABE, ESL

Erika Ferreri, Allied Health

Kim Haines, BSTEC

Sophia Ju, Accounting

Ross Monroe, Materials Science

Nicholas Sibicky, Digital Music-Audio Engineering

Jeannette Wood, Chair

Date Approved

ATTEST:

Jack Oharah, Secretary



Board of Trustees

Washington Community College District 23

Background

Approval of AFT Faculty Contract Extension

Subject

Approval of AFT Faculty Contract Extension to June 30, 2011.

Background

Article 11.9 of the current *Collective Bargaining Agreement* between the Board of Trustees of Washington Community College District #23, Edmonds Community College, and the Edmonds Community College Federation of Teachers, Local 4254 AFT, AFL/CIO, expires on June 30, 2010.

Per previous discussion and a request received from the AFT Local 4254, the Board of Trustees of Washington Community College District #23 and the Edmonds Community College Federation of Teachers both agree it is in the best interest of the College and AFT to extend the duration of the current *Collective Bargaining Agreement* for an additional twelve (12) months.

Recommendation

The Board of Trustees of Edmonds Community College approve and authorize the Chair of the Board and the appropriate Administrators of the College to execute a written amendment to the *Collective Bargaining Agreement* (through a *Memorandum of Understanding*) to extend all the terms of the Agreement through June 30, 2011, as submitted in Resolution No. 10-4-2.

MEMORANDUM OF UNDERSTANDING BETWEEN
EDMONDS COMMUNITY COLLEGE
AND
THE EDMONDS COMMUNITY COLLEGE FEDERATION OF TEACHERS,
LOCAL 4254, AFT, AFL/CIO

REGARDING THE EXTENSION OF THE CURRENT AGREEMENT TO JUNE 30, 2011

This *Memorandum of Understanding* confirms the following understanding reached between Edmonds Community College and the Edmonds Community College Federation of Teachers regarding the extension of the current Collective Bargaining Agreement.

The current Agreement, which has an expiration date of June 30, 2010, is extended through June 30, 2011.

This *Memorandum of Understanding* is effective July 1, 2010.

Jack Oharah, President
Edmonds Community College

April 14, 2010 *
Date

Margaret West, President
The Edmonds Community College Federation of Teachers

April 14, 2010 *
Date

** Originals are on file in the office of the Vice President for Human Resources, Edmonds Community College, and the office of The Edmonds Community College Federation of Teachers.*



Board of Trustees

Washington Community College District 23

Resolution No. 10-4-2

AFT Faculty Contract Extension

WHEREAS, Article 11.9 of the *Collective Bargaining Agreement* between the Board of Trustees of Washington Community College District #23, Edmonds Community College, and the Edmonds Community College Federation of Teachers, Local 4254 AFT, AFL/CIO, expires on June 30, 2010; and

WHEREAS, per previous discussion and a request received from the AFT Local 4254, the Board of Trustees of Washington Community College District #23 and the Edmonds Community College Federation of Teachers both agree it is in the best interest of the College and AFT to extend the duration of this *Collective Bargaining Agreement* for an additional twelve (12) months;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Edmonds Community College approves and authorizes the Chair of the Board and the appropriate Administrators of the College to execute a written amendment to the *Collective Bargaining Agreement* (through a *Memorandum of Understanding*) to extend all the terms of the Agreement through June 30, 2011.

Jeannette Wood, Chair

Date Approved

ATTEST:

Jack Oharah, Secretary



Board of Trustees

Washington Community College District 23

President's Report April 14, 2010

I led, participated in, or attended the following meetings and activities since March 11.

- Traveled with David Cordell and Saerom Han to Korea to visit Kemyung College in Daegou, Korea. We have a partnership with Kemyung College and three students from there are attending Edmonds CC.
- Attended the “Leading to Succeed” program. (see link for program information) <http://odet.edcc.edu/PROGRAMS%20AND%20SERVICES/default.php#Leading>
- Received an update on our developing Institutional Effectiveness program. Beth Nichols and Jim Mulik are working to complete the model by June 1.
- Attended the WACTC presidents’ meeting. Participated in or led discussions on the 2011-13 budget development for the SBCTC, Center of Excellence for Aerospace and developing necessary system information to use on the local level.
 - Attended the All-Washington Academic Team awards ceremony. Edmonds had two outstanding students receiving awards.
 - Attended with other CC presidents a meeting with the Governor to discuss current legislative issues.
- Met with housing staff to discuss rules of conduct in our housing services
- Attended an Economic Development Summit hosted by the Snohomish County Council.
- Met with a group of private industry folks, our facilities group, and our professional technical administrators to discuss expanding into alternative energy uses at Edmonds Community College.
- Additionally, I have been speaking at local Rotary clubs and having a student attend and speak also. We are continuing to have great support from our community.

- Also, Meadowdale Hall is completed and classes are being held there. It is a very well done remodel and will serve well as our art complex.
- Update on the Five Star Consortium. Student Services vice presidents from the five colleges are meeting to determine how to develop a common admissions process. The vice presidents of Instruction are looking at developing common residency requirements. The vice presidents of Community Relations and Advancement are meeting to discuss how to publicize and market consortium programs, services and activities.

Upcoming meetings and events:

- Meeting with Pete Gustaf, former President of the Wichita Area Technical College, involving the Aerospace Training Center.
- New Employee Orientation – President’s welcome
- Parent Mentor Cohort Graduation – President’s welcome

ADDENDUM
PRESIDENT'S REPORT
APRIL 14, 2010

- The legislature has approved
 - \$1.75M to the State Board to contract with the Aerospace Training and Research Center to support industry identified training.
- We have received
 - \$500,000 of a \$5M energy grant emanating from Centralia COE for energy.
 - Approval from the State Board for modularizing curriculum certificates for the Aerospace Training and Research Center.
- Four of our journalism students won first place in the Society of Professional Journalism Regional Mark of Excellence competition. They will move on to national competition.
- We have met with City of Lynnwood staff to craft a proposal for purchasing the warehouse building adjacent to our North Campus Complex.
- Our math faculty held a math advising night for parents and students from the Edmonds School District. Approximately 240 people attended the session which included testing, evaluation and advising to advance in their math skills.
- One of Edmonds Community College students was selected to participate in the National Community College Aerospace Scholars program at NASA's Johnson Space Center in Houston, Texas.
- EdCap, our high school reentry program, has an approximate 28% increase in enrollment this year. Our program has reorganized to retain a higher percentage of students, graduate a higher percentage of students, and have a greater percentage of students pass the WASL.
- Our Basic Skills program has been selected as one of the programs for a best practices review. This selection is based on our performance in the Student Achievement Initiative.
- A Fund for the Improvement of Post Secondary Education (FIPSE) grant has been received by the Computer Information systems (CIS) Department. This grant will be used to compress our certificate programs in order to improve time to degree (certificate).

Addendum – President's Report
April 14, 2010

- We have implemented an online prerequisite program, an online catalog, and reduced the size of our quarterly schedules.
- We have 200 candidates on a waiting list for ABE/ESL. We are working on ways to serve more students with the same number of staff.
- Our Business and Technology Department has received \$720,000 of grants to develop, market and place students in our Energy Management Program.
- Online course enrollment has grown by 6%, hybrid course enrollment is up 24%.
- Our Allied Health program has a waiting list for all courses. We are working on a grant with several colleges to increase capacity through partnerships and articulation agreements.
- Our library is serving 2,500 students per day. They are expanding our e-reference capacity and developing a laptop lending program.
- Edmonds Community College now has a student chapter of the High Technology Crime Investigation Association. Enrollment is open for Edmonds CC students that are currently enrolled in a 2 year program majoring in computer science; forensics, criminal justice, law enforcement, corrections, accounting, auditing, or a similar program of study with a minimum Grade Point Average of 3.5 GPA in their major or a 3.0 GPA Overall.

Student members will be able to take advantage of educational seminars and training dealing with high technology crime that will feature recognized experts in the field from both the private sector as well as local, state, and federal law enforcement.

This is the first student chapter to be formed on the west coast, and will be the fourth student chapter formed worldwide. The Washington State HTCIA chapter will be sponsoring. For more information, students can access the following URL:
http://www.wahtcia.org/EdCC_Student_Chapter.htm



Board of Trustees

Washington Community College District 23

Background

Presidential Search Process

Subject

Approval of the proposed Edmonds Community College Presidential Search Process.

Background

Presidential Search Committee Selection Process: The Board of Trustees of Edmonds Community College has requested nominations be made for Trustee consideration for appointment to the Presidential Search Committee that will be screening applicants to replace President Jack Oharah upon his retirement. Through use of the internet, nomination forms are being submitted to the College for consideration from all constituent groups. Resolution 10-4-3 will formally ratify the Board's approval of this process to secure constituent recommendations for appointment to the Presidential Search Committee.

Personal Services Contract for a Presidential Search Executive Consultant Firm: The Board of Trustees wishes to employ an executive consultant firm through the execution of a *Personal Services Contract* to assist the Presidential Search Committee and to identify and recruit applicants best suited to this position. In order to enter into a *Personal Services Contract* with an executive consultant firm, according to the state-wide budgetary restrictions currently in effect, Edmonds Community College must apply for a formal exemption through the Office of Financial Management. Resolution 10-4-3 will formally ratify the Board's approval for the appropriate College Administrators to apply for the necessary formal exemption from the Office of Financial Management to enter into a *Personal Services Contract* with an executive consultant firm to be selected from submissions through a formal *Request for Proposal (RFP)* process.

Study Session for Board of Trustees: A special study session was led by Mark Cassidy, Vice President for Human Resources, for the Board of Trustees on April 8, 2010, where the complete details of both the proposed Presidential Search Committee selection process, AND the process required to enter into a *Personal Services Contract* for a Presidential Search executive consultant firm were presented.

Recommendation

The Board of Trustees of Edmonds Community College adopt Resolution No. 10-4-3, which (1) affirms the process for soliciting nominations to the Presidential Search Committee from College constituencies for Trustee consideration and appointment, (2) approves the role of and charge to the Presidential Search Committee as outlined in the April 8, 2010 Board Study Session, and (3) authorizes the College to file for an exemption from the State Office of Financial Management for the purpose of entering into a *Personal Services Contract* with an external search consultant for the executive recruitment and screening of candidates for the position of Edmonds Community College President.



Board of Trustees

Washington Community College District 23

Resolution No. 10-4-3

Presidential Search Process

WHEREAS, the Board of Trustees has designated the Vice President for Human Resources of Edmonds Community College to coordinate the Presidential Search effort at the College; and

WHEREAS, a special study session was led by Mark Cassidy, Vice President for Human Resources, for the Board of Trustees on April 8, 2010, where the complete details of the proposed Presidential Search Committee selection process, the scope of work of the Presidential Search Committee, and the process required to enter into a *Personal Services Contract* for a Presidential Search executive consultant firm were presented;

NOW, THEREFORE, BE IT RESOLVED that:

- (1) The Board of Trustees affirms the process for soliciting nominations to the Presidential Search Committee from College constituencies for Trustee consideration and appointment; and
- (2) The Board of Trustees approve the role of and charge to the Presidential Search Committee as outlined in the April 8, 2010 Board Study Session; and
- (3) The Board of Trustees authorizes the College to file for an exemption from the State Office of Financial Management for the purpose of entering into a *Personal Services Contract* with an external search consultant for the executive recruitment and screening of candidates for the position of Edmonds Community College President.

Jeannette Wood, Chair

Date Approved

ATTEST:

Jack Oharah, Secretary