

Washington Community College District 23

AGENDA

Regular Meeting
June 8, 2017
Gateway Hall 352
4:30 – 7:40 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.

			<u>TAB</u>
4:30 PM	A. Call to Order	Diana Clay	
4:32 PM	B. Introduction of Guests	Diana Clay	
4:35 PM	C. Recognition of Retirees	Diana Clay	
4:40 PM	D. Recess Retiree Reception		
5:00 PM	E. Call to Order	Diana Clay	
5:01 PM	F. Public Comments (2 min. each)	Diana Clay	
5:10 PM	G. Approval of May 11, 2017 Meeting Minutes	Diana Clay	1
5:12 PM	H. Next meeting: Summer Study Session Dinner: August 16, 5:30 – 8:00 p.m. Study Session: August 17, 8:00 a.m. – 5:00 p.m.		
	I. Old Business – Action		
5:15 PM	1. Approval of 2017-2018 AEdCC Student Fees (RN 17-6-1)	Linh Tran	2
5:20 PM	2. Approval of 2017-2018 AEdCC Budget (RN 17-6-2)	Linh Tran	3
5:25 PM	3. Approval of 2017-2018 College Operating Budget (RN 17-6-3)	Kevin McKay	4
5:35 PM	4. Approval of International Contract Program (RN 17-6-4)	Kevin McKay	5
5:40 PM	5. Approval of New Curricula – Allied Health Education – AAS-T Degree (RN 17-6-5)	Dr. Charlie Crawford	6
5:43 PM	6. Approval of New Curricula – Occupational Safety and Health Certificate (RN 17-6-6)	Dr. Charlie Crawford	7

Continued

**EDMONDS COMMUNITY COLLEGE
BOARD OF TRUSTEES – AGENDA
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TAB

5:46 PM	7. Approval of Elimination of International Business ATA Degree (RN 17-6-7)	Dr. Charlie Crawford	8
5:50 PM	8. Approval of Revised Mission and Core Themes (RN 17-6-8)	Dr. Jean Hernandez	9
6:05 PM	J. New Business – Action 1. 2015-16 Financial Statements Audit Report (RN 17-6-9)	Kevin McKay	10
6:15 PM	K. Study Session 1. College Facilities Use Policy	Kevin McKay & Christina Castorena	11
	L. Reports		
6:25 PM	1. Faculty Representative	Margaret West	
6:28 PM	2. Student Representative	Naol Debele	
6:31 PM	3. Classified Staff Representative	Patti Pollardo	
6:34 PM	M. BREAK		
6:45 PM	N. Foundation Report	Diana Clay	12
6:50 PM	O. President’s Report	Dr. Jean Hernandez	13
6:55 PM	P. Human Resources Report 1. Presidential Search 2. Job Postings	Dennis Curran	14
7:20 PM	Q. Board Discussion	Diana Clay	
7:40 PM	R. Adjournment	Diana Clay	

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.

MINUTES

**Regular Meeting
May 11, 2017**

DRAFT

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

Others Present: Arlene Anderson, Wayne Anthony, Diana Bustos, Danielle Carnes, Ligia Cicos, Pat Copeland, David Cordell, Dr. Terry Cox, Dr. Charlie Crawford, Dennis Curran, Naol Debele, Dr. Tonya Drake, Thomas Fairchild, Maria French, Dr. Jean Hernandez, Craig Kerr, Leah Leggett, Kevin McKay, Susanne Meslans, Patty Michajla, Jim Mulik, Patti Pollardo, Jeramiah Roland, Dr. Yvonne Terrell-Powell, Linh Tran, Marcos Valle, and Margaret West

CALL TO ORDER AND INTRODUCTION OF GUESTS

Carl Zapora, Board Chair, called the meeting to order at 3:36 p.m., welcomed those present, and asked for self-introductions.

RECESS

At 3:45 p.m. the Board recessed for a reception honoring the newly tenured and permanent status faculty.

At 4:33 p.m. the Board entered into open session.

PUBLIC COMMENTS

Craig Kerr – Spoke about the upcoming presidential search and asked the Board to make diversity a priority.

Jeramiah Roland – Spoke about the presidential search and also requested the Board consider placing a strong emphasis on diversity in that process.

APPROVAL OF MINUTES

Motion: Trustee Clay moved and Trustee Benson Tolle seconded the approval of the April 13, 2017 meeting minutes. A minor wording revision was suggested.

Approved - as revised

NEXT MEETING

June 8, 2017, 4:30 p.m.

NEW BUSINESS – First Consideration

Consideration of 2017-2018 AEdCC Student Fees – Linh Tran

Linh Tran presented the AEdCC 2017-2018 fees for consideration, including: Services and Activities fee; Student Center M & O fee; Assessment fee; Technology fee; Sustainability fee; and Bus Pass User fee. The following fees are changed for 2017-2018: Student Assessment Fee (decreased \$.02/credit), Sustainability fee (decreased \$.05/credit), and Student Center Maintenance and Operation fee (increased \$.04/credit). All other fees remain the same for 2017-2018.

The Board will be asked to approve the 2017-2018 AEdCC student fees at the June 8, 2017 meeting.

Consideration of 2017-2018 AEdCC Budget – Linh Tran

Linh Tran presented the 2017-2018 AEdCC budget: \$1,545,554. The following budgets have increased: Childcare (1%), Athletic scholarships (84%), and music scholarships (20%).

The Board will be asked to approve the 2017-2018 AEdCC budget at the June 8, 2017 meeting.

Consideration of 2017-2018 College Operating Budget – Kevin McKay

Kevin McKay, Vice President for Finance and Operations, reported that the State Legislature has not yet concluded their work, and the College does not yet have its allocations and provisos. It is still difficult to draw any reliable conclusions about where funding for higher education will end up this year. As a result, at this time the College can only work with very preliminary estimates while planning for contingencies. Board discussion followed.

Upon completion of the current legislative session(s), the College will adjust its final 2017-2018 budget proposal as necessary for presentation and review by the Board in June.

Consideration of 2017-18 International Contract Program – Kevin McKay

Edmonds CC continues to operate its International Contract program within the “shared funding” model provided by the SBCTC and will continue its existing contract with the Edmonds CC Foundation for these services.

The Board will be asked to approve the 2017-18 International Contract Program at the June 8, 2017 meeting.

Consideration of New Curricula – Allied Health Education – AAS-T Degree – Dr. Charlie Crawford

Dr. Charlie Crawford presented the Allied Health Education AAS-T Degree for first consideration. This transfer degree provides the Allied Health students with pathways to programs in various health disciplines.

The Board will be asked to approve this degree at the June 8, 2017 meeting.

Consideration of New Curricula – Occupational Safety and Health Certificate – Dr. Charlie Crawford

Dr. Charlie Crawford presented the Occupational Safety and Health Certificate for first consideration. This 40-credit certificate is an apprenticeship program.

The Board will be asked to approve this certificate at the June 8, 2017 meeting.

Consideration of Elimination of International Business ATA Degree – Dr. Charlie Crawford

Dr. Crawford presented the elimination of the International Business ATA degree. He explained that the primary rationale for elimination is due to low enrollment over the past few years. The existing students will have a completion plan.

The Board will be asked to approve the elimination of the International Business ATA Degree at the June 8, 2017 meeting.

Consideration of Revised Mission and Core Themes – Dr. Jean Hernandez

President Jean Hernandez presented the revised College Mission and Core Themes for first consideration. At last month's meeting, a study session was held to discuss the process that has been completed over the past several months to arrive at the new Mission and Core Themes.

Mission: "Teaching | Learning | Community"

Core Themes: "Guided by innovation, equity, and inclusion, we are committed to..."

- Academic Excellence
- Student Success
- Community Engagement

Board discussion followed. The listening team engaged over the last several months with all employee groups and students across campus to gather their feedback. Further discussion will take place during the May 12 Building Community Day event when President Hernandez will share the document and ask for more campus feedback, as well as several additional department meetings.

The Board will be asked to approve the revised Mission and Core Themes at the June 8, 2017 meeting.

RECESS

At 5:50 p.m. the Board entered into recess.

At 6:00 p.m. the Board returned to open session.

MONITORING REPORT

ctcLink Update – Ligia Cicos

Ligia Cicos, Project and Organizational Change Manager, provided an update on the ctcLink project. Board discussion followed, including: Wave one pilot colleges' implementation; vendor;

new governance board for ctcLink; project implementation schedule; business processes implementation; workshops for grants management; and addressing concerns.

Trustee Powers requested that ctcLink be a regular agenda item at future Board meetings. A status update will be provided next at the October 2017 meeting.

Trustee Zapora requested regular updates on the status of the system project; what is coming up for Edmonds; and any updates on the lawsuit with the State Board.

REPORTS

- **Faculty Representative – Margaret West**
Attachment A
- **Student Representative – Linh Tran for Naol Debele**
Attachment B
- **Classified Staff Representative – Patti Pollardo**
No Report

FOUNDATION REPORT – Diana Clay

Attachment C

PRESIDENT’S REPORT – Dr. Jean Hernandez

Attachment D

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

- The State Auditor’s Office will be scheduling their exit interview. The Board will be invited to attend.
- The President’s performance evaluation will be completed at the August study session.
- The recent Pow Wow event was very successful. Representative Rick Larsen and Dr. Kris McDuffy, Edmonds School District Superintendent, both provided welcomes.
- A letter was shared from the Northwest Commission on Colleges and Universities regarding accreditation.
- Building Community Day will be held tomorrow, May 12. Awards will be presented in the morning, including the Board’s Excellence in Education Award. Workshops will be held in the afternoon.
- It is not known when the legislators will finish their session. Our hope is by June 30. We have commitments contractually. Our commitment is that we will have summer quarter no matter what the legislature does. Local funds will be used if needed to cover our budget for at least three weeks. Unions will be kept in the loop.

PRESIDENTIAL SEARCH – Carl Zapora

Trustee Zapora led a conversation regarding the upcoming presidential search. Discussion included: Appointment of the Search Committee Chair; Dennis Curran, Associate VP of Human Resources, will serve as the lead staff member to oversee the search; The Board will make the final selection upon recommendations by the Search Committee.

Dennis Curran provided a search timeline checklist with information regarding the major steps of the process. Early in the process, a letter will be sent to community partners, and a presidential survey will be developed and disseminated to campus and the community. A request for proposals (RFP), reviewed by the AAG, will go out soon. The Board discussed the search committee make up. The preferred end date would be December 31, 2017, although it could possibly extend into early 2018 with an interim president appointed, if necessary.

Motion:

Vice Chair Clay requested a motion to appoint Chair Carl Zapora as the Chair of the Presidential Search Committee. Trustee Yim moved and Trustee Benson Tolle seconded that Trustee Zapora be appointed as the Chair of the Presidential Search Committee.

Approved

Trustee Zapora abstained and requested that all of the other Trustees serve as vice chairs of the Search Committee in his absence.

BOARD DISCUSSION

- Trustee Powers requested that the Board receive regular updates on the process of the presidential search. The President's Office will forward any updates to the Board.

ADJOURNMENT

The meeting was adjourned by Chair Carl Zapora at 7:55 p.m.

Ms. Diana Clay, Vice Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

ATTACHMENT A
BOARD OF TRUSTEES
Monthly Meeting Report
AFT Local 4254 EdCC Faculty
May 11, 2017

Greetings:

The Federation is making progress on the three issues I reported last month.

1. **Faculty dismissal from Corrections.** A two-day arbitration was concluded last Friday. Now we wait as the attorneys write their briefs.
2. **Associate faculty** issue regarding rehire after medical leave. We are experiencing a delay, but we are hopeful the issue is being resolved.
3. **Denial of Tenure.** You are all familiar with this one. The Administration and the Federation have been working extremely hard on this complicated issue. The result has been a way forward that both sides feel will be positive for the entire college and the faculty member. The Federation is very happy about that.

Smoking. The federation is going to meet with President Hernandez and Dennis Curran, VP for HR, to discuss a “tobacco-free campus.” My guess is we will arrive at a solution where the campus will be tobacco free, but the solution will be sufficiently soft around the edges that faculty still feeling doubtful about a ban will be happy too. We will see.

Annual dinner. You may remember that it was the Federation’s turn to pay for dinner this year. In fact, we had a date scheduled, but various incidents forced a cancellation. Our idea now is that we pay for next year’s dinner and arrange a date in fall so that we can couple the event with a farewell to President Hernandez.

Thank you.

Margaret West
President
Local 4254
Edmonds Community College Federation of Teachers

ATTACHMENT B
BOARD OF TRUSTEES
Monthly Meeting Report
STUDENT GOVERNMENT
May 11, 2017

Completed

- **Executive Officers Fees per Credit:**

The Executive Officers have agreed on the current fee rates with changes to rates

- **Services & Activities Fee Committee:**

The Executive Officer for Budget and Finance is the chair of this committee. The Committee has reviewed and approved all budget proposals for the fiscal year 2017/18 for all 522 accounts.

- **Student Board of Trustee Screening Process:**

The Student Board of Trustee Hiring Committee has selected three candidates and candidates have been transferred to the governor's office for interview.

- **Executive Officers Selection committee:**

The Executive board Selection Committee has ended the priority application deadline and the committee will begin meeting to start the screening process for Executive Officers for the upcoming 2017-18 academic year.

- **Voice Academy**

The Executive Officers for Community Relations and Student Relations along with CSEL Director Wayne Anthony participated in the Legislative Voice Academy.

- **Spring Club Fair**

ASEdCC Officers participated in quarterly club fair. The program helps promote clubs and difference student programs on campus.

In Progress

- **International Civic Day**

The Executive Officers have agreed and will be funding a civics day to help students display their countries political systems and civic engagements, and appreciate the diversity on campus.

- **Recognizing the Stars Annual Awards Desert**

The Executive Board will recognize individuals at the Annual Awards Desert.

- **Powwow**

Some Executive Officers attended this year's 32nd Powwow.

Submitted by: Naol Debele, ASEdCC Administrative Liaison

ATTACHMENT C
BOARD OF TRUSTEES

Monthly Meeting Report

FOUNDATION

May 11, 2017

- On Saturday, April 29th, at the 31st Annual Gala and the 50th Anniversary Celebration of EDCC, we raised a record high amount of \$300,096. The event was held at the Future of Flight with 370 attendees, which is up from the 230 guest list from last year, where the amount raised was \$212,000.
- FanFare, the Foundation's annual awards ceremony, will be held on Wednesday May 17th from 5:30 – 7:00 PM, in room 352 in Gateway Hall (all are invited)
- The Foundation's First annual Estate Planning Seminar will be held on May 25th at Woodway Town Center.
- The Foundation's new Director of Development is Rachel Quigley, and she started the position on Monday May 1st.
- Give Big Day is May 10th, for those who want to support the College on-line and our goal is to raise \$10,000.00.
- The Alumni Association is hosting their 3rd Annual networking event on June 1st at Cascadia Museum & Bridget's Bottle Shop from 5:00 to 7:00 PM

Submitted by: Diana Clay, Foundation Board Liaison

**PRESIDENT'S REPORT
May 11, 2017****ATTACHMENT D****PRESIDENT JEAN HERNANDEZ
EVENT HIGHLIGHTS – APRIL 14 – MAY 2, 2017**

- April 14 – I have very pleased that through Dr. Tia Benson Tolle's and Dr. Terry Cox's leadership we have reinstated the Boeing/Edmonds CC partnership meetings. I attend those meetings along with key faculty and staff members. Our goal is to enhance the opportunities for curriculum feedback, program/degree needs for Boeing, equipment requests, and scholarship opportunities. I have been impressed with the expanded opportunities for our College under Tia and Terry's facilitation of these discussions.
- April 24-26 – Our 7th Year Accreditation visit went very smoothly. We received draft recommendations and commendations from the 8-member evaluator team. I have heard from a number of our employees that often the evaluators were "wowed" by our innovative and strategic approach to student-centered programs. The fact that we received 7 commendations and 2 recommendations is very impressive. However, it is the Northwest Commission on Colleges and Universities Commissioners who meet in June 2017 who will decide the specific recommendations and commendations that we will receive. Therefore, I am not sharing at this time the specific information given to us by the Evaluation Chair.
- April 28 – Governor Inslee's visit to campus was an absolute highlight for our students who have never met with a governor and/or been able to share their person stories of academic success. In a matter of 45 minutes, we were able to have students on the State Need Grant, MESA program, and International/Immigrant/DREAMERS background meet and talk with Governor Inslee and Ms. Trudi Inslee. They were very compassionate and supportive of our students, and I so appreciate their presence on our campus. Trustees Zapora, Clay, Powers, and Andrews were able to attend.
- April 29 – The Foundation Gala hit several milestone this year. We had a record number of attendees: over 350, and we exceed our goal of \$255K and received over \$300K in donations. We are all so excited about celebrating our 50th Anniversary with such generous support from our community. Thank YOU to all of our student speakers, donors, Edmonds CC Foundation Staff, and volunteers. It was certainly a very special night.
- May 1 – Dr. Yvonne Terrell-Powell and I attended a Gates Foundation Town Hall where we heard Dr. John Friedman's research on economic mobility for 18-22 year olds. While the research was very interesting, we provided him with feedback about disaggregating the data to show gender and ethnicity more specifically. His research indicated that currently, the current generation of students only have a 50% chance of exceeding their parents' financial status. He

also had, what I considered some inaccurate information about community colleges, since our average age is closer to 30 years.

- May 2 – The Joint Board of Trustees/Edmonds School Board meeting was a great success. We had discussions on our Articulation Council, Foster Youth, and Student Metrics. In addition, we celebrated our 30th Anniversary of our Articulation with a signing ceremony and delicious cake. Our thanks to the Edmonds School District for hosting us.

BACKGROUND**FISCAL YEAR 2017 - 2018
SERVICES & ACTIVITIES FEE
STUDENT CENTER M&O FEE
ASSESSMENT FEE
TECHNOLOGY FEE
SUSTAINABILITY FEE
BUS PASS USER FEE****Subject**

Proposed AEdCC Services and Activities and Self-Assessed local fees for Fiscal Year (FY) 2017-18.

Background

The AEdCC budget development process is outlined in the AEdCC Financial Code and RCW 28B.15.045. The AEdCC Executive Board is responsible for determining fee levels within the guidelines that the State Legislature and the State Board of Community and Technical Colleges have set. The following fees are submitted for consideration.

The Associated Students recommend to the Board of Trustees fee levels for the following six fees: the Services and Activities Fee and five local voluntary self-assessed fees. The Services and Activities Fee maximum is set by the State Board for Community and Technical Colleges and the five local voluntary self-assessed fees are set by the Associated Students Executive Board. The State Legislature has given authority to each college to determine local fees. The following fees are changed for 2017-18: Student Assessment Fee (decreased \$.20/credit), Sustainability Fee (decreased \$.05/credit), and Student Center Maintenance and Operation Fee (increased \$.04/credit). All other fees remain the same for 2017-18.

Current AEdCC FeesServices and Activities (S&A) Fee

The Services and Activities Fee is included as part of tuition a student pays.

S&A Fee 2016-2017	\$10.58/credit (credits 1-10)	\$6.15/credit (credits 11-18)
S&A Fee 2017-2018	\$10.58/credit (credits 1-10)	\$6.15/credit (credits 11-18)

Student Center Maintenance and Operation (M&O) Fee

The Associated Students took action to assess a Student Center M&O Fee. The fee was instituted in 2005-06 to support a dedicated fund for the M&O of the student center. Currently, the State does not fund M&O for buildings constructed with Certificates of Participation (COP). This fee ensures a dedicated revenue source toward the operation of the student center. It has not been changed since FY 13-14. The current rate of \$.37/credit is not sufficient to cover the inflation cost in the last few years. Based on the projection from the Business Office, we are recommending a \$.04/credit increase to tackle the projected deficit.

Student Center M&O Fee 2016-2017	\$.37/credit
Student Center M&O Fee 2017-2018	\$.41/credit

Assessment Fee

The Associated Students took action to assess a fee to fund Brier Triton Student Center and subsidize the bus pass program with Community Transit. Based on a decrease in the Community Transit Service Contract for 2017-18, we are recommending a \$.20 /credit decrease for students.

Assessment Fee 2016-2017	\$5.50/credit
Assessment Fee 2017-2018	\$5.30/credit

Technology Fee

The Associated Students took action to assess a Technology Fee. The fee is used to fund staff positions to support the operation of the open computer labs and fund technology related projects through the Technology Investment Management Committee (TIMC).

Technology Fee 2016-2017	\$2.40/credit
Technology Fee 2017-2018	\$2.40/credit

Sustainability Fee

The Associated Students took action to assess a Sustainability Fee. This fee began in fall quarter 2011 to provide dedicated funding to enhance sustainability on campus. The fee provides funding for the Campus Green Fund; funds student positions known as “Green Team,” and to educate the campus community about sustainability practices. Based on the surplus projected by the Business Office and the history of this fee’s fund balance in the last four years, we are recommending a \$.05/credit decrease.

Sustainability Fee 2016-2017	\$.50/credit
Sustainability Fee 2017-2018	\$.45/credit

Bus Pass User Fee

The Associated Students took action to assess students who want a bus pass a quarterly user fee. This user fee began in summer quarter 2010 to help subsidize the bus contract with Community Transit. Contract costs require that all students who use this service pay a small fee to receive free local bus service.

Bus Pass User Fee 2016-2017	\$26.00/quarter
Bus Pass User Fee 2017-2018	\$26.00/quarter

Recommendation

Board of Trustees approval of the proposed FY 2017-18 ASEdCC Services and Activities Fee, Student Center M&O Fee, Assessment Fee, Technology Fee, Sustainability Fee, Bus Pass User Fee as submitted at the June 8th, 2017 Board of Trustees meeting.

Washington Community College District 23

RESOLUTION NO. 17-6-1**ASEdCC SERVICES & ACTIVITIES and
SELF-ASSESSED FEE RATES FY 2017-18**

WHEREAS, the State Board for Community and Technical Colleges set the tuition and fee rates for Fiscal Year (FY) 2017-18, and

WHEREAS, the Board of Trustees of Community College District 23, possesses the authority to set the Services and Activities Fee (S&A Fee) portion of the tuition and fee rate for FY 2017-18, and

WHEREAS, the ASEdCC Executive Board has approved the following fees for FY 2017-18:

- | | |
|--|---------------------|
| • S&A Fee for credits 1-10 | \$10.58 per credit |
| and for credits 11-18 | \$6.15 per credit |
| • Technology Fee | \$2.40 per credit |
| • Assessment Fee | \$5.30 per credit |
| • Student Center Maintenance and Operation Fee | \$0.41 per credit |
| • Bus Pass User Fee | \$26.00 per quarter |
| • Sustainability Fee | \$0.45 per credit |

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College approves the proposed FY 2017-18 S & A Fee, Assessment Fee, Technology Fee, Student Center Maintenance and Operation Fee, Bus Pass User Fee and Sustainability Fee.

Ms. Diana Clay, Vice Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

BACKGROUND**FISCAL YEAR 2017-18
ASEDCC BUDGET****Subject**

Proposed ASEDCC Services and Activities Fee Budget for Fiscal Year (FY) 2017-18.

Background

The ASEDCC budget development process is outlined in the ASEDCC Financial Code and RCW 28B.15.045. The ASEDCC Services and Activities (S & A) Fee Budget Committee has balanced the proposed budget following the process, timeline and guidelines contained in the ASEDCC Financial Code.

The following budget is submitted for consideration:

2017-18 Projected Revenue = **\$1,545,554**

The 2017-2018 S & A Fee Budget is increased \$129,615 as projected by the Business Office.

The S & A Fee Budget Committee requested Account Directors to submit their proposed budget based on their 2016-17 allocation. The committee reviewed all of the accounts and based on the input from the account directors, the following budgets have an increase:

- Childcare increased by 1%
- Athletic Scholarships increased by 84%
- Music Scholarship increased by 20%

The ASEDCC Executive Board also recognized the Tunnel of Intersections as a new subsidized program.

Recommendation

Board of Trustees approval of the proposed FY 2017-18 Services and Activities Fee budget at the June 8th, 2017 Board of Trustees meeting.

Washington Community College District 23

RESOLUTION NO. 17-6-2**ASEdCC SERVICES AND
ACTIVITIES FEE BUDGET
FY 2017-18**

WHEREAS, the ASEdCC Services and Activities Fee Budget Committee has developed the proposed ASEdCC Services and Activities Fee Fiscal Year (FY) 2017-18 Budget, and

WHEREAS, the ASEdCC Executive Board has approved the budget based on the projected Services and Activities Fee revenue for FY 2017-18 as estimated by the Business Office, and as stipulated in the ASEdCC Financial Code, and

WHEREAS, the College administration has reviewed and approved the FY 2017-18 ASEdCC Services and Activities Fee Budget,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College approves the FY 2017-18 ASEdCC Services and Activities Fee Budget.

Ms. Diana Clay, Vice Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

BACKGROUND**2017-18 COLLEGE OPERATING BUDGET****Subject**

Consideration of the 2017-18 College Operating Budget.

Background

The current legislative session is still under way, heading into special session(s) to continue working toward a final compromise budget.

With so many moving pieces still unresolved, we can only create a preliminary budget based on the information we already have and make some assumptions about possible legislative budget decisions yet to be made.

Because of this uncertainty, the numbers we have at this point are subject to further change between now and June 2017.

The budget actions that the College has taken in the last several years, combined with continued strong performance from our other revenue sources, have positioned the College to meet this year's budgeting challenges, based on what we know so far. The College will budget as much revenue from tuition, grants and contracts, and international shared funding as appears to be reliably sustainable, while conservatively modeling enrollment projections.

Upon completion of the current legislative budgeting process, the College will adjust our final 2017-18 budget proposal as necessary for presentation, review, and approval at the June Board of Trustees meeting.

Washington Community College District 23

RESOLUTION NO. 17-6-3
2017-18 OPERATING BUDGET

Whereas, as of this time, the State Legislature has not completed their work on the state's budget for higher education, so the college does not know what its allocations and provisos will be for the upcoming fiscal year, 2017-18, and

Whereas, the college has seen initial budget proposals from the Governor's Office, the senate, and the house; however, they are too far apart to draw any reliable conclusions about the funding for higher education for the upcoming year, and

Whereas, the statewide system of community and technical colleges is in the process of making further adjustments to the method and formulas for distribution of the allocated funding to each of the 34 colleges in our system. As a result, at this time, the college can only work with preliminary estimates while planning for contingencies, as is reasonably possible, and

Whereas, additionally, expenses have grown at an anticipated rate primarily due to salary increases and service, materials, and utility costs, and

Whereas, the initial budget presented today reflects these elements. Upon completion of the current legislative session(s), the College will adjust its final 2017-18 budget proposal as necessary for presentation, review, and approval by the Board at a later special session.

THEREFORE, LET IT BE RESOLVED that the Board of Trustees approves the 2017-18 preliminary operating budget for Edmonds Community College, as presented, and directs the College staff to make adjustments as necessary to maintain a balanced budget.

Ms. Diana Clay, Vice Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

BACKGROUND**2017-18 INTERNATIONAL CONTRACT PROGRAM****Subject**

Consideration of the 2017-18 International Contract Program

Background

In September of 2007 the SBCTC gave the colleges guidelines on how to continue or terminate its International Contract program. This resulted from requests made by several colleges intending to convert their international enrollments to state supported enrollments. The basis for these guidelines is provided by RCW 28B.50.140(17) and WAC 131-32-020 (1) which delineates a “shared funding” concept for colleges that opted to continue with their International Contract program. Other existing provisions of State Board policy (Sections 4.70.30 and 5.90.50) for International Contract programs remain unchanged. Thus, colleges that want to continue their International Contract program are required to:

1. Contract with a third party that has been approved by the State Board staff and by the college’s Assistant Attorney General, as to form, and include the following:
 - a. Substantive action on the part of the contractor
 - b. Estimated number of students to be served and the fees to be charged
 - c. A budget that demonstrates revenues from the program will cover the full cost of instruction including direct and indirect costs
2. The district board had to adopt a resolution stipulating that the International Contract program would be supporting additional courses that would otherwise not be offered within current state funding levels.
3. By July 1, 2008, each college seeking to continue an International Contract program had to submit to the SBCTC a copy of the proposed contract District Board Resolution as described in item two above.

These steps were taken by the board in 2008.

By July 1 of each year beginning in 2009, colleges seeking to continue its International Contract program must submit to the SBCTC, at minimum, documents updating enrollment estimates, revenue projections and program budget estimates, as well as, the currently approved District Board Resolution as described above in item two.

Edmonds Community College has chosen to continue its International Contract program within the “shared funding” model provided by the SBCTC and will continue its existing contract with the EdCC Foundation for these services. A draft of the enrollment and budget estimates are available upon request.

Recommendation

Edmonds Community College recommends that the Board of Trustees adopt the resolution approving the 2017-18 International Contract program at the June 2017 Board of Trustees meeting.

RESOLUTION NO. 17-6-4**2017-18 INTERNATIONAL CONTRACT PROGRAM**

WHEREAS, in September of 2007 the SBCTC gave colleges a set of guidelines to follow in order to either continue or to terminate its International Contract Program. The basis for these guidelines is provided in RCW 28B.50.140 (17) and WAC 131-32-020 (1) which delineates a “shared funding” concept, and

WHEREAS, those colleges wishing to continue its International Contract Program are required to follow the guidelines listed in the International Contracts Program background that was presented to the Board of Trustees in May of 2017, and

WHEREAS, by July 1 of each year beginning in 2009, colleges seeking to continue its International Contract Program must submit to the SBCTC updated enrollment estimates, revenue projections and program budget estimates, as well as, the currently approved District Board Resolution, and

WHEREAS, Edmonds CC has chosen to continue its International Contract Program within the “shared funding” model provided by the SBCTC and will continue its existing contract with the EdCC Foundation for these services,

NOW, THEREFORE LET IT BE RESOLVED that Edmonds Community College requests that the Board of Trustees approve the 2017-18 International Contract Program for District 23, Edmonds Community College.

Ms. Diana Clay, Vice Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

BACKGROUND**APPROVAL OF NEW CURRICULA****Subject**

Board of Trustees consideration of the Allied Health Associate in Applied Science Transfer degree.

Background

The Allied Health AAS-T provides Allied Health students with a pathway to selective admission 2 year (i.e. radiology, surgical technologist, RN) programs in the health disciplines and 4 year BS and BAS degrees in the health disciplines alongside professional certificates that lead to employment in high demand Allied Health occupations.

Students will be able to select from a variety of Allied Health certificates – Acute Care Nursing Assistant, Pharmacy Technician, Clinical Laboratory Assistant, Care Navigation and Coordination and Patient Care Technician included as options within the degree. This degree requires successful completion of 94 credits.

Recommendation

Board of Trustees approval of the Allied Health Associate in Applied Science Transfer degree at the June 2017 meeting.

Washington Community College District 23

RESOLUTION NO. 17-6-5**APPROVAL OF NEW CURRICULA**

WHEREAS, the Board of Trustees reserves unto itself the final approval of departmental curricula and degree and certificate requirements, and

WHEREAS, the new education program has been developed to satisfy industry requirements designated for the Allied Health Associate in Applied Science Transfer degree,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the granting of the Allied Health Associate in Applied Science Transfer degree.

Ms. Diana Clay, Vice Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

BACKGROUND**APPROVAL OF NEW CURRICULA****Subject**

Board of Trustees consideration of the Occupational Safety and Health certificate.

Background

The Occupational Safety and Health Certificate was developed as a pathway for students enrolled in the Occupational Safety and Health Apprenticeship Program or for students interested in broadening their professional skills and knowledge of the Occupational Safety and Health field. This certificate requires successful completion of a minimum of 40 credits.

Recommendation

Board of Trustees approval of the Occupational Safety and Health certificate at the June 2017 meeting.

Washington Community College District 23

RESOLUTION NO. 17-6-6**APPROVAL OF NEW CURRICULA**

WHEREAS, the Board of Trustees reserves unto itself the final approval of departmental curricula and degree and certificate requirements, and

WHEREAS, the new education program has been developed to satisfy industry requirements designated for the Occupational Safety and Health certificate,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the granting of the Occupational Safety and Health certificate.

Ms. Diana Clay, Vice Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

BACKGROUND**INSTRUCTIONAL PROGRAM
PROPOSED FOR ELIMINATION****Subject**

Board of Trustees approval to eliminate the International Business Associate of Technical Arts degree.

Background

Background information for this proposal is attached. Listed below is one instructional program being submitted to the Board for their review and approval.

International Division**International Business**

1. International Business Associate of Technical Arts degree

Recommendation

Approval to eliminate the International Business Associate of Technical Arts degree instructional program at the June 2017 Board of Trustees meeting.

BOARD OF TRUSTEES

Program proposed for elimination May 2017

Subject

Board of Trustees approval to eliminate International Business Associate of Technical Arts degree.

Background

Below is one degree being submitted to the Board for their review and approval to eliminate.

INTERNATIONAL EDUCATION

International Business:

Title: International Business (249T) – 90 credits

Inactivation Requested YRQ: B231

Rationale: Low enrollment.

Number of Graduates/YRQ: None

FTES: None

Number Still in Program/YRQ: 3 as of 2013

Teach out Plan: Contacted students and verified accuracy of student intent; created teach out plan or updated student records.

Requested Board Action: Approval to eliminate May 2017

Washington Community College District 23

RESOLUTION NO. 17-6-7**APPROVAL OF PROGRAM
PROPOSED FOR ELIMINATION**

WHEREAS, the Board of Trustees reserves unto itself the final approval to eliminate instructional programs, and

WHEREAS, the college is meeting educational needs of students in a timely manner by eliminating programs students are no longer participating in, and

WHEREAS, the college is keeping current with its degree and certificate program offerings,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves elimination of the International Business Associate of Technical Arts degree.

Ms. Diana Clay, Vice Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

BACKGROUND

CONSIDERATION OF REVISED MISSION AND REVISED MISSION CORE THEMES

Subject

Board of Trustees second consideration of a revised mission and mission core themes – and their associated language and policy changes. The first consideration was done at the May 8, 2017 meeting.

Background

During the past three years, the college community has undergone an accreditation self evaluation process, which culminated in an accreditation Year Seven Report and an April 24-26, 2017 evaluation committee visit by the Northwest Commission on Colleges and Universities (NWCCU). During this self study process, a March 2017 workshop by the NWCCU, and a review of Board Policies (particularly policy BOT 6.0), it was revealed that the college's existing mission and core themes were not well understood and that a formal review of mission and core themes would better position the college for the start of the next accreditation process, which will require the college to submit in spring 2018 a Year One report regarding its mission and core themes.

In June 2016, the college's management team completed a survey regarding possible changes to the college's mission and core themes. In August 2016, the Board of Trustees completed SWOT and STEP analyses, which revealed the need to better emphasize community connections and the national emphasis on community colleges; emerging teaching and learning strategies and competition; and partnerships and community connections. During fall quarter 2016 and winter quarter 2017 (September 2016-February 2017), a Listening Team comprised of two faculty members, one student, and three staff members conducted nearly 100 individual or small focus groups in order to obtain additional thoughts about the existing mission and core themes and to collect ideas for revisions to these items. In addition to the Listening Team's conversations, a survey was distributed to the college community so that anyone could provide additional input into the mission and core theme review process.

During February and March 2017, the Listening Team analyzed all of the qualitative feedback and worked with the college's Planning Group to develop the wording for a new mission and set of core themes.

Throughout March-May 2017, the suggested new mission and core themes were discussed at the various divisions of the college and at the May 12, 2017 Building Community Day.

The process has resulted in this formal Board recommendation concerning a revised mission and associated mission core themes. The recommended revised mission and core themes are below:

Mission:

Teaching | Learning | Community

Mission Core Themes:

Guided by innovation, equity, inclusion, and a global perspective we are committed to...

- Academic Excellence
- Student Success
- Community Engagement

The recommended changes to the mission and core themes will serve as the basis of the college's Year One accreditation report. In addition, approval of the revised mission and core themes will allow the college to have a foundation upon which further accreditation and planning work can be built, including defining objectives for each core theme and a threshold for mission fulfillment. With approval of the new mission and core themes, Board policy BOT 6.0 will need to be updated.

Recommendation

The College recommends the Edmonds Community College Board of Trustees approves adoption of the revised mission and adoption of the revised mission core themes. Furthermore, the College recommends updating Board Policy BOT 6.0 with the appropriate content.

OUR MISSION

Teaching | Learning | Community

OUR CORE THEMES

Guided by innovation, equity, inclusion, and a global perspective, we are committed to...

- Academic Excellence
- Student Success
- Community Engagement

Washington Community College District 23

RESOLUTION NO. 17-6-8**APPROVAL OF REVISED MISSION, CORE THEMES, AND THEIR ASSOCIATED LANGUAGE CHANGES**

WHEREAS, the Board of Trustees reserves unto itself the final approval of college's revised mission, revised mission core themes, and their associated language changes, and

WHEREAS, the new mission, core themes, and the associated language changes satisfy accreditation requirements,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves

1. The revised mission;
2. The revised set of core themes;
3. Updating Board Policies BOT 6.0 to accurately reflect the changes in #1 and #2 above.

Ms. Diana Clay, Vice Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

BACKGROUND**2015-16 FINANCIAL STATEMENTS AUDIT REPORT****Subject**

Board review and approval of the independently audited 2015-2016 annual financial statements for Edmonds Community College.

Background

The Northwest Commission on Community Colleges and Universities (NWCCU) requires all Community and Technical Colleges to have audited annual financial statements in order to maintain their accreditation status.

In the past all State colleges' financial data was rolled up to the State Board for Community and Technical Colleges (SBCTC) and submitted to the Office of Financial Management (OFM). The State Auditor's Office (SAO) then audited the financial reporting of the entire state.

Beginning in fiscal year 2013-14, the college has produced its annual financial statements in accordance with generally accepted accounting principles. These annual financial statements are independently audited and then the audited financial statements are reviewed and approved by the Board of Trustees.

The College has completed its financial statements audit for the 2015-2016 fiscal year. The SAO completed their independent audit of the financial statements and held an exit interview with college officials on June 6, 2017.

The resulting opinion of the State Auditor's Office is that the financial statements (referred to above) fairly present, in all material respects, the respective financial position of the business type activities and the aggregate discretely presented component units of Edmonds Community College, as of June 30, 2016, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America. The audit resulted in no audit findings or management letter items.

Edmonds Community College presents the audited financial statements for fiscal year 2015-16 to the Board of Trustees for formal approval.

Recommendation

The staff of Edmonds Community College recommends that the Board of Trustees adopt the resolution approving the independently audited 2015-2016 annual financial statements.

RESOLUTION NO. 17-6-9**2015-2016 FINANCIAL STATEMENTS AUDIT REPORT**

WHEREAS, the Northwest Commission on Community Colleges and Universities (NWCCU) is the accrediting body for Edmonds Community College, and

WHEREAS, the NWCCU requires the College to produce annual financial statements that have been independently audited and formally approved by its Board of Trustees, and

WHEREAS, the College completed the 2015-2016 annual financial statements which were then independently audited by the State Auditor's Office (SAO) with an exit interview on June 6, 2017, and

WHEREAS, the SAO's opinion on their audit states, the financial statements (referred to above) fairly present, in all material respects, the respective financial position of the business type activities and the aggregate discretely presented component units of Edmonds Community College, as of June 30, 2016, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America, and

WHEREAS, the College has presented the independently audited 2015-2016 annual financial statements to the Board of Trustees,

NOW, THEREFORE, LET IT BE RESOLVED that the Board of Trustees formally approves the 2015-2016 annual financial statements audit report for Edmonds Community College.

Ms. Diana Clay, Vice Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

BOARD OF TRUSTEES

Monthly Meeting Report

EdCC FOUNDATION

June 8, 2017

- **Wine & Wills**, the Foundation's first Estate Planning seminar, took place on Thursday, May 25. The event was led by Eric J. Fahlman, Estate Planning attorney from Fahlman Olson & Little, PLLC and Aaron McFarland, CFP, AIF from Moss Adams LLP. Their presentation was about leaving a legacy through wills, trusts, estate plans, and more to children, grandchildren, and favorite charities while fulfilling long-term financial goals. Nick Echelbarger, Planned Giving Chair & Foundation Vice Chair, and Rachel Quigley, the Foundation's new Director of Development, did a great job organizing this wonderful event at Woodway Town Hall. At the conclusion of the event, one attendee indicated she intends to join the Heritage Club (which is comprised of EdCC Foundation supporters who include Edmonds CC in their estate plans). More than half of the seminar involved an active Q & A session with great interaction between the guests and presenters.
- **FanFare**, the Foundation's annual community awards event, which was created four years ago to recognize companies, individuals, and foundations for helping the Foundation transform the lives of students, took place on Wednesday, May 17. This year's awardees include: Mission Award - Lynnwood Honda, Vision Award - Hazel Miller Foundation, Distinguished Alumni Award - Rob Thompson (recently retired Sr. VP of Operations for Nintendo), Excellence in Education Award - Pat Huffman, Cornerstone Lifetime Achievement Award - Dick Van Hollebeke, and Volunteer of the Year Award - Jean Pennington.
- **The 31st Annual Gala & 50th Anniversary Celebration**, the Foundation's premiere annual fundraising event, took place on Saturday, April 29, 2017 at the Future of Flight in Mukilteo. 370 guests attended the event and \$310,000 was raised for student success here at EdCC. A huge thank you to Premera for being our title sponsor and to the generosity of our sponsors, table hosts, and donors who contributed to both the live auction and the Fund-A-Need.
- **Foundation Scholarships**, which awards several scholarships annually, is currently underway, with 40 Foundation volunteers currently wrapping up their review of more than 350 scholarship applications. The Foundation is planning to award more than 170 annual scholarships by June 15th to students in need at Edmonds Community College.
- **President Cabinet Reception will be either the first or second Wednesday evening in August.**

Submitted by: Diana Clay, Foundation Board Liaison

**PRESIDENT'S REPORT
June 8, 2017****PRESIDENT JEAN HERNANDEZ
EVENT HIGHLIGHTS – MAY 12 – JUNE 1, 2017**

- May 12 – Building Community Day (BCD). We had a large participation in our BCD 2017. For the first time, individuals who had 20 or more years of service to the College were able to select their own award (e.g., sweatshirt, gift card, etc.). The workshops that were offered throughout the day by our very own employees addressed a variety of topics from the tobacco-free initiative to Guy Code 2.0 to Interrupting Micro-aggressions. The day ended with an ice cream social and music at Brier Hall!
- May 16 – YWCA luncheon. As a Board member of the YWCA of Seattle, King County, and Snohomish County, I was very pleased to host a number of individuals at my table including Board Chair Carl Zapora and his wife, Cheryl Foster; Toraya Miller, Board of Trustee of Everett Community College; Wendy Popke, a member of our EdCC Foundation Board, and Dr. Paul Pitre, Chancellor for the WSU Puget Sound Campus.
- May 16-17 – Achieving the Dream coaches visit. Our 2 AtD Coaches spent two days at the College meeting with faculty and administrators. Their focus was on student success but they also gave us feedback on how to strengthen our work on Degree Pathways. They plan to return in the fall to provide added support to our College.
- May 17 – Fanfare. Our annual Fanfare was a great success. In particular, Dick Van Hollebeke, former Board of Trustees and EdCC Foundation Board of Directors, received the highest award from the Foundation, the Cornerstone Award. It is very hard to surprise, Dick, but this time he was truly taken by surprise and also very honored.
- May 18 – WPEA / Board of Trustees dinner at Anthony's. Trustees Carl Zapora, Diana Clay, Emily Yim, and Quentin Powers met with WPEA members: Patti Pollardo, Frederick Pieters, George Babcock, Kent Stanford (state President), and Lane Hatfield (state Contact Administrator). This was a great opportunity for the Board of Trustees and WPEA members to get to know each other and connect. It was a lovely evening.