

Washington Community College District 23

Agenda
Regular Meeting
June 10, 2010
Cascade Conference Room
Snohomish Hall 304
4:30 p.m.
REVISED

Estimated Time (p.m.)

- 4:30 **Call to Order and Introduction of Guests** – Jeannette Wood
- 4:35 **New Business – Action**
- Approval of Appointment of Susan Loreen to Presidential Search Committee – Mark Cassidy
 - Approval of Presidential Profile – Dr. Don Hunter
- 4:45 **Approval of May 13, 2010 Meeting Minutes** – Jeannette Wood
Next meeting: Summer Study Session, August 19-20, 2010, Edmonds Conference Center.
- 4:50 **Presentation of 2010 Excellence in Education Award to Beth Nichols** – Jeannette Wood
- 5:00 **Old Business – Action**
- Approval of New Student Fees (RN 10-6-1) – Whitney Anderson
 - Approval of Associated Students’ Revised Financial Code (RN 10-6-2) – Whitney Anderson
 - Approval of 2010-11 Associated Students’ Fees (RN 10-6-3) – Whitney Anderson
 - Approval of 2010-11 Associated Students’ Budget (RN 10-6-4) – Whitney Anderson
 - Approval of 2010-11 College Operating Budget (RN 10-6-5) – Kevin McKay
 - Approval of 2010-11 International Contract Programs (RN 10-6-6) – Kevin McKay
 - Approval of 2010-11 Revised Tuition and Fee Waiver Schedule (RN 10-6-7) – George Smith
 - Approval of 2010-11 College Fee Schedule (RN 10-6-8) – Kevin McKay
- 5:40 **New Business – Action**
- Approval of Philosophy Statement, SIMPLE Plan, and Two New College Core Themes (RN 10-6-9) – Marty Cavalluzzi and Jim Mulik
- 6:00 **Board Updates (Two minutes each)**
- Student Representative – Azan Jacobs
 - Classified Representative – Patti Pollardo
 - Faculty Representative – Margaret West
- 6:10 **Monitoring Report**
- Financial Aid Update – Rae Ellen Reas
- 6:25 **Board Policy Discussion** – Mark Cassidy and Emily Yim
- 6:35 **President’s Report** – Jack Oharah
- 6:45 **Board Discussion** – Jeannette Wood
- 7:00 **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
May 13, 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: Albee Abigania, Erica Almeda, Arlene Anderson, Whitney Anderson, Wayne Anthony, Barb Barrett, Paul Bladek, Walt Bubelis, Mark Cassidy, Marty Cavalluzzi, Chandler Clifton, Pat Copeland, David Cordell, Barbara Counsellor, Becky Engstrom, Michael Fitch, Barbara Haas, Faimous Harrison, Azan Jacobs, Marie Johnson, Christina Knorr, Jackie Kulbel, Judy LeBlanc, Ka Hyeon Lee, Deann Leoni, Oswaldo Lucca, Barbara Maly, Kevin McKay, Janet Mercer, John Michaelson, Patty Michajla, Jerrilee Mosier, Lorraine Necaie, Teri Odegard, Jack Oharah, Marian Paananen, Joan Penney, Patti Pollardo, Rod Schein, George Smith, Nicola Smith, Lark Stewart, Margaret West, Nicole Wilson, Joyce Wong, Cathy Woods

AGENDA	DISCUSSION	ACTION TAKEN	FOLLOW UP/DEADLINES
Call to Order and Introduction of Guests	The May 13, 2010 regular meeting of the Board of Trustees was called to order by Chair Jeannette Wood at 4:30 p.m.		
Letter to the Board of Trustees – Michael Fitch Attachment A	Michael Fitch, faculty member, presented a letter to the Board of Trustees expressing faculty requests regarding the Presidential Search Committee faculty inclusion, diversity of membership, and search timeline.		
APPROVAL OF MINUTES Attachment B and NEXT MEETING		Dick Van Hollebeke moved and Mauri Moore seconded the approval of the April 8, 14, 22, and May 4, 2010 meeting minutes. Approved	Next meeting: June 10, 2010, 4:30 p.m.
NEW BUSINESS – ACTION			
Recognition of Retirees – Marty Cavalluzzi Attachment C	The following retiring faculty members were recognized: Judy LeBlanc, Resolution No. 10-5-1; Joyce Kruithof, Resolution No. 10-5-2; Chandler Clifton, Resolution No. 10-5-3; Walt Bubelis, Resolution No. 10-5-4; and Rod Schein, Resolution No. 10-5-5.		
Approval of Emergency Management AAS-T Degree (RN 10-5-6) – Marty Cavalluzzi Attachment D	Pat Copeland, Lark Stewart and Cathy Woods provided an explanation of the Emergency Management AAS-T Degree which was developed due to the high demand in this field. This degree will articulate to several four-year institutions.	Dick Van Hollebeke moved and Mauri Moore seconded the approval of Resolution No. 10-5-6 Approved	

Recognition of Dr. Jerrilee Mosier, Vice President of Workforce Development and Training	President Jack Oharah acknowledged Jerrilee Mosier, Vice President of Workforce Development and Training, as the newly named Chancellor of Ivy Tech Community College – Northeast, in Fort Wayne, Indiana. Dr. Mosier will begin her new position July 1 after 12 years at Edmonds CC. A celebration of Jerrilee’s many accomplishments will be held on May 25.		
NEW BUSINESS – FIRST CONSIDERATION			
Consideration of New Student Fees – Whitney Anderson Attachment E	<p>Two new student fees were introduced. The athletic field fee of \$1.50 per credit will go toward funding an artificial field turf. The approximate cost of the project is \$1.5M. The fee will begin summer quarter 2010 and continue until the project is funded. The new field will benefit intercollegiate programs, instructional opportunities, and student and community access.</p> <p>The bus pass user fee of \$15 per quarter will help to offset the increase in cost with Community Transit due to an increase in student ridership by 51% as well as an increase in bus fare. The College wants to continue to increase bus ridership due to the lack of student parking.</p>		The two new fees will be presented for approval at the June Board meeting.
Consideration of Associated Students’ Revised Financial Code – Whitney Anderson Attachment F	The current Student Financial Code has been in effect since 1984 and is now outdated. It needs to become aligned with the 2006 revisions to the student constitution. Copies of the new Financial Code were distributed and major changes were explained.		The Revised Financial Code will be presented for approval at the June Board meeting.
Consideration of 2010-11 Associated Students’ Fees – Whitney Anderson Attachment G	The 2010-11 Associated Students’ fee revisions were provided, including: Services and Activities fee, Assessment Fee, Technology Fee, Student Center Maintenance and Operation Fee, and the new Athletic Field Fee and Bus Pass User Fee.		The 2010-11 Associated Students’ fees will be presented for approval at the June Board meeting.
Consideration of 2010-11 Associated Students’ budget – Whitney Anderson Attachment H	The 2010-11 Associated Students’ Budget was presented with an explanation of specific areas including: Childcare, Diversity programs, Residential Life program, Learning Support Center, athletic and music scholarships. New programs to fund include: Black Box Theatre rental, digital signage, new Diversity Student Center, etiquette lunch, peer		The 2010-11 Associated Students’ budget will be presented for approval at the June Board meeting.

	to peer used books, and athletic uniform schedule.		
Consideration of 2010-11 College Operating Budget – Kevin McKay Attachment I	<p>A powerpoint explanation of the preliminary 2010-11 College Operating Budget was provided. The College's allocation reduction from the State Board was just under \$1.8M. It is anticipated that the College will end the year with \$5.8M in unbudgeted revenue coming from additional International and excess enrollment that will be applied to the fund balance. An additional \$1.2M in part time faculty expenses is projected for this year. Fund balance strategies were explained.</p> <p>The projected total operating budget for 2010-11 is \$44,849,005. The College will be looking at acquiring increased grants and contracts, and other self support revenues. The College will finish the 2009-10 year in good shape with strong excess enrollment.</p>		The final 2010-11 College Operating Budget will be presented for approval at the June Board meeting. More information will be available at that time.
Consideration of 2010-11 International Contract Programs – Kevin McKay and Marian Paananen Attachment J	By July 1 of each year, the colleges seeking to continue their International Contract programs must submit to the State Board documents updating enrollment estimates, revenue projections and program estimates, as well as a currently approved district board resolution.		More information on the International Contract Programs budget will be available at the June Board meeting when it will be presented for approval.
Consideration of 2010-11 Revised Tuition and Fee Waiver Schedule – George Smith & Barbara Counsellor Attachment K	The 2010-11 Revised Tuition and Fee Waiver Schedule was presented with two requested changes pertaining to a child or spouse of disabled or POW/MIA or deceased eligible veterans/National Guard, and to senior citizens.		The tuition and fee waiver schedule will be presented for approval at the June Board meeting.
Consideration of 2010-11 College Fee Schedule – Kevin McKay Attachment L	The 2010-11 College Fee Schedule was presented with a brief explanation of revisions. The College is recommending no fee increase for applicable fees for the 2010-11 academic year, with some specific exceptions. The College does not want to further impact students any more than necessary while they must contend with large tuition increases.		The fee schedule will be presented for approval at the June Board meeting.
QUARTERLY REPORT	TACTC – Mauri Moore Mauri Moore provided an update on the State Board mission study recommendations. 17 of the State's community and technical colleges are involved, and Edmonds CC is responding by involvement in the Five Star Consortium. Labor union representatives at the local levels are encouraged		

	<p>to be involved and it is requested that one Edmonds trustee be assigned to meet with other trustees from the Five Star Consortium. Legislation will take place in July and concrete plans should be known by the first of August. The vice presidents are working with their counterparts.</p> <p>Mauri distributed five questions to the other trustees regarding the mission study that will be asked of the trustees at the TACTC Convention in Wenatchee next week. Conference sessions will include board professional development and presidential evaluations. The keynote speaker will focus on diversity and trustee awards will be presented.</p> <p>Mauri will chair the TACTC statewide organization next year.</p>		
BOARD UPDATES	<ul style="list-style-type: none"> • Student Representative – Whitney Anderson for Azan Jacobs – Attachment M • Classified Representative – Patti Pollardo – Attachment N • Faculty Representative – Margaret West – Reported earlier in the meeting by Michael Fitch – Attachment A 		
BOARD POLICY REVIEW – Mark Cassidy and Emily Yim Attachment O	<p>Board of Trustees policies B2.8 – Communication and Counsel to the Board, and B2.9 – Emergency Executive Succession, were reviewed. All Board policies will be reviewed in depth during the August study session.</p>		
PRESIDENT’S REPORT – Jack Oharah	<p>See Attachment P</p>		
BOARD DISCUSSION	<ul style="list-style-type: none"> • The grand opening of the Washington Aerospace Training and Research Center at Paine Field will take place on June 3, at 10 a.m. Several dignitaries, including the Governor, will be in attendance. • The Board of Trustees participated in the May 7th Building Community Day by assisting during the luncheon and providing words of gratitude to college staff and faculty for their extra efforts during this difficult budget time. • Search Committee Discussion – The Trustees requested marketing videos to assist the off campus 		

	<p>search committee members in preparation for the process. The committee will be co-chaired by Trustees, Dick Van Hollebeke and Jeannette Wood as ex-officio members. An announcement will be sent out soon to the committee regarding the search process.</p> <ul style="list-style-type: none"> • An Institutional Effectiveness update and discussion will be provided at the June Board meeting and the Trustees will be asked to approve two new goals. • An update was provided on the negotiations with the City of Lynnwood involving the warehouse lease. 		
ADJOURNMENT	There being no further business, Chair Jeannette Wood adjourned the meeting at 7:05 p.m.		

(NOTE: Attachments available upon request)

Jeannette P. Wood, Chair

Date Approved

ATTEST:

Jack Oharah, Secretary

ATTACHMENT M
BOARD OF TRUSTEES
Monthly Meeting Report
Student Government

May 13, 2010

- From April 22nd – 24th approximately 25 Edmonds Community College Students attended the 20th Annual Students of Color Conference in Yakima.
- The Executive Board is in the process of hiring Executive Officers for the 2010 - 2011 academic year. There are 34 applications.
- Executive Officers, Ka Hyeon Lee and Azan Jacobs were selected to serve on the Edmonds Community College Presidential Search Committee.
- On May 13th the Executive Board will present the proposed Financial Code, 2010 – 2011 budget allocations, current fees and new fees to the Board of Trustees for first consideration.
- On May 13th – 15th and 20th – 22nd the Drama Department will sponsor the stage version of the cult classic musical film; The Rocky Horror Show in the Black Box Theater at 7:30 p.m. There will be a matinee show on May 16th at 2:00 p.m.
- On May 18th the Lecture Series will sponsor a Brown Bag Lecture in the Black Box Theater featuring Salome Thomas-El an avid supporter of education.
- On May 19th at 3:00 p.m. the Office of Student Life is sponsoring the Annual Awards Dessert in TUB 202.
- The Office of Student Life is sponsoring our annual Springfest on May 26th in the courtyard in front of Lynnwood Hall.
- On June 8th the Center for Service Learning is sponsoring the Celebration of Service Learning. It will be held in the Triton Union Building from 6:00 – 8:00 p.m.
- The Triton baseball team is currently ranked # 1 in the Northern Region this season.
- The Executive Board approved a proposal to fund a new multi-purpose athletic turf field by assessing a \$1.50 fee per credit.

Submitted by: Azan Jacobs, Administrative Liaison

ATTACHMENT N
BOARD OF TRUSTEES
Monthly Meeting Report
WPEA/UFCW LOCAL 365

May 13, 2010

- Since the legislative session has ended, things have quieted down a bit. We are in the process of going over the legislators voting records to help determine who we will endorse for the next legislative session and election. We are encouraging all bargaining unit members to bring forward any recommendations they may have to help in this process.
- Saturday, May 15, 2010, our union president and other Executive Board members will be attending the annual COPE (Committee on Political Education) Convention in Seattle. It is sponsored by the Washington State Labor Council, and is attended by other union representatives affiliated with the WSLC. Discussions regarding ballot measures and endorsement considerations for congressional, judicial, state legislative races and statewide races occur at this convention. It can even end with voting on these considerations for endorsement. In our current climate, I believe this will be an interesting day! As always, I look forward to working with you on legislative issues and always appreciate the Board's input.
- WPEA and our members are continuing to work with the college and HR on the changes being made and/or recommended by various programs (i.e. Head Start, Center for Families, etc.) due to the budget reductions. Tomorrow I will be attending Head Start's "roll out" of their program plan changes to their employees. I know these employees are aware of the budget reductions and understand that changes have to be made. Even though the changes will impact them, the changes being made were given a lot of thought and consideration and seem very equitable.
- So far in May, employee issues have eased up. With the exception of one situation, most of the issues from April have had helpful resolutions as an outcome. Hopefully, none of them will become issues again.

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



Board of Trustees

Washington Community College District 23

President's Report May 13, 2010

ATTACHMENT P

I led, participated in, or attended the following meetings and activities since April 14.

- Provided a welcome and attended a lunch with Danish college presidents group visiting our campus
- Provided a welcome to the Washington Academic Advisory Coalition
- Attended the American Association of Community Colleges (AACC) National Spring Convention in Seattle; participated on a discussion panel regarding NSF Grants
- Attended the Center of Excellence Advisory Committee meeting at Paine Field
- Provided a welcome for the Leading to Succeed alumni group for network and training planning
- Attended the Economic Development Council board meeting
- Attended the April 22 Board of Trustees study session to assist with discussion of the presidential search process
- Attended a special WACTC Executive Committee meeting at Pierce College in Puyallup
- Participated in several campus budget forums
- Attended the monthly WACTC presidents' meeting at Seattle Central CC, including a special executive committee session in conjunction with the State Board to discuss the Mission Study Implementation
- Met with the ESD Superintendent, Nick Brossoit, and staff members to discuss the College Promise Outreach program
- Participated in the Center of Excellence evaluation process at Paine Field
- Attended the State Board for Community and Technical Colleges meeting at Walla Walla Community College in my role as Chair of the WACTC Operating Budget Committee

- Upcoming scheduled events:
 - Building Community Day/Employee Recognition Luncheon welcome & participation
 - Meeting with ESD Superintendent Nick Brossoit and staff to discuss the math testing program

Additional recent meetings, events and activities reported through the Instructional Leadership Team:

- Rae-Ellen Reas will meet with Instructional Leadership soon to discuss the pilot closure of the 1st floor of Lynnwood Hall (except Advising) beginning Wednesday, May 12th.
- The 2010 annual Pow Wow was held last weekend.
- The Humanities Social Sciences Divisions are working on the final shoot of transfer promotional video.
- The new, smaller version of our summer and fall quarterly schedules has been distributed.
- Rod Halverson's area is working on creating Personnel Action Forms (PAFs) in Liquid Office, and hopes to have something available in the next couple of weeks.
- The Strategic Enrollment Management (SEM) Transitions Committee, chaired by Joyce Kruthof, is collaborating with WorkFirst and is offering a transitions class for special populations.
- The Allied Health Department is piloting a new certificate with stimulus funds. Two students have been offered jobs prior to their completion of the certificate. Beginning hourly wage: \$17-\$19 per hour
- The Energy Management, Horticulture, and Construction Industry Trades Department's are leveraging each other's programs by combining marketing and certificate and degree requirements.
- Kudos to Alison Pugh who has submitted three grant proposals and all three have been approved!
- The Advising website has been redesigned.
- The Foundation awarded Stephanie Wiegand and crew a grant to develop podcasts of the advising workshops.
- The faculty advising calendars will migrate to SharePoint soon
- Degree Audit update: Waiting for one piece to be completed this quarter; Will begin building 2010-11 requirement sheets this summer.
- Requests for videotaping and visual communications help is increasing.
- Summer and fall schedules out; all classes roomed; requirement sheets on the web

- Received a State Department, multi-state grant. Most of the students will come this summer. Countries involved include, but are not limited to: Kenya and Costa Rica. In all, twenty students from countries not normally represented at Edmonds will participate in this project. A great asset to diversity at Edmonds.
- This is the second year of the State Department Egyptian student grant.
- A committee of Math faculty members will begin researching developmental math redesign and will present a proposal to the full Math Department during Kick Off Week in September.
- Completions in Correction's vocational programs are up 10-15%.
- GED completions are higher than they have been in the past ten years.
- Our Corrections program is slated to receive an additional 40 FTEs next year.
- The Institutional Effectiveness "SIMPLE" plan (**S**trategic **I**nformed **M**easurable **P**rocess **L**eading to **E**ffectiveness) is nearing completion.
- The 2nd Annual Manufacturing Education and Training Exchange was held on our campus. Fourteen, high-school teams presented projects that demonstrate the application of STEM (Science Technology Engineering and Math).



Board of Trustees

Washington Community College District 23

Background

*CONSIDERATION OF NEW ASEDCC ASSESSED FEES
ATHLETIC FIELD FEE
BUS PASS USER FEE*

Subject

Board of Trustees first consideration of Associated Students of Edmonds Community College new Athletic Field Fee and Bus Pass User Fee.

Background

Athletic Field Fee

In 2009 work was completed on the installation of lighting for the baseball field at Edmonds Community College. This project enhanced the use of the field for our intercollegiate baseball team and the community. Included in the project was design and architectural work for redoing our natural turf field to an artificial turf multi sport field. Currently, our intercollegiate men's and women's soccer and softball teams practice and play their home games at off-campus facilities. Field and weather conditions minimize the use of the field for general student activities and community use. The benefits of changing the field from natural to artificial turf are:

1. Our intercollegiate soccer and softball programs will practice and play their home games on campus which reduces travel time and encourages students to support their athletic teams.
2. Provide greater instructional access and course offerings for students.
3. Provide access to student intramural and recreational activities.
4. Provide year round access for the community to rent the facility.

The approximate capital cost of project is 1.5 million dollars with the Associated Students Executive Board taking action to assess students a fee of \$1.50 per credit to fund the project. The fee, if approved, will be collected beginning summer quarter with a complete project financing plan to be agreed upon by the college and the ASEdCC. The intent of the ASEdCC is for the fee to end upon repayment of the construction project.

Bus Pass User Fee

In 1999 the ASEdCC began offering a free bus pass to all EdCC students for local bus service on Community Transit. The program has been hugely successful in providing access to campus and the community for our students who do not have transportation while reducing the number of vehicles parking on campus and supporting the college's sustainability initiatives.

The college's contract costs with Community Transit have risen from \$140,000 in 1999 to \$527,000 for 2009-10. The contract cost is based on the number of rider trips and the trip fare. Both of these have increased and from 2007 to 2010 EdCC bus ridership has increased 51%.

The bus contract with Community Transit has been subsidized through the Assessment Fee which most students pay as part of the tuition and fee structure. The ASEdCC determined the current fee structure to

support the bus program was not sustainable and through a series of open hearings and surveys received input from students and staff on proposed alternatives.

Based on that input, the AEdCC Executive Board voted to raise the Assessment Fee and assess a \$15.00 per quarter Bus User Fee to those that receive a bus pass. This model will provide funding to sustain the program as it currently is.

Recommendation

The Associated Students of Edmonds Community College recommend the Edmonds Community College Board of Trustees approve the Athletic Field Fee and Bus Pass User Fee.



Board of Trustees

Washington Community College District 23

Resolution No. 10-6-1

***NEW ASEdCC ASSESSED FEES
ATHLETIC FIELD FEE
BUS PASS USER FEE***

WHEREAS, the ASEdCC Executive Board strives to provide quality services in support of student success, and

WHEREAS, the ASEdCC Executive Board believes the construction of a new artificial turf field will benefit students and the overall Edmonds Community College campus, and

WHEREAS, the ASEdCC Executive Board proposes the Athletic Field Fee, a temporary fee of \$1.50 per credit until the project is paid for, and

WHEREAS, the ASEdCC Executive Board strongly advocates that the subsidized bus program provides a valuable service to the students of Edmonds Community College, helps mitigate the parking issue, and is a sustainable practice, and

WHEREAS, the ASEdCC Executive Board believes that the users of the bus program should pay a nominal fee for the service, and

WHEREAS, the ASEdCC propose the Bus Pass User Fee, be \$15 per quarter for students who use the bus program,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College approves the proposed Athletic Field Fee and Bus Pass User Fee.

Jeannette P. Wood, Chair

Date Approved

ATTEST:

Jack Oharah, Secretary



Board of Trustees

Washington Community College District 23

Background

CONSIDERATION OF ASEdCC REVISED FINANCIAL CODE

Subject

Board of Trustees first consideration of Associated Students of Edmonds Community College revised Financial Code.

Background

The Washington State Legislature recognizes in Chapter 28 of the Revised Code for Washington that institutional governing boards of higher education are authorized to collect fees and expend funds. The Services and Activities Fee and other revenues collected by Edmonds Community College for the ASEdCC are for the benefit of the entire student body and the Edmonds Community College Board of Trustees has authorized these funds to be used for the purpose of financing the various programs of the ASEdCC. The authority for administering the Code and the budgeting and control of expenditures for ASEdCC funds has been delegated by the Trustees to the President of the College, to the Vice President of Student Services and to the Director for Student Programs.

The current Financial Code has been in effect since 1984 when it was last amended by the Board of Trustees upon recommendation by the ASEdCC. In the ensuing 26 years changes in practice, regulations and laws have made parts of the Code obsolete. In addition, provisions of the revised ASEdCC Constitution, which was adopted in July 2006, are in conflict with the current Code. Review and revision of the document was done by successive ASEdCC Executive Boards beginning in 2007 and has undergone multiple drafts and reviews by college administration. Many of the proposed changes are minor in nature which reflect changes in operational practice. The changes listed below however are substantive and do reflect major areas of change in the Code.

Major Changes

1. Exception to Limitations - Article 1, Section 7
This exception allows professional staff salaries to be paid for the operation and support of technology on campus (computer labs) up to a maximum of \$225,000 per year. The dollar amount may be amended with a 2/3 approval by the Executive Board.

All funding allocated to the Childcare Program may be expended on staff salaries, benefits and other operating expenses.

2. Removal of ASEdCC Budget Committee as the budget decision making committee - Article 3, Section 1
Budget decisions are now made by the ASEdCC Executive Board with the exception of the annual ASEdCC operating budget which will be drafted by Services and Activities Fee Budget Committee.

3. Establishes the process of program allocations and the authority of the Services and Activities Fee Budget Committee - Article 3, Section 3
4. Establishes the membership of the Services and Activities Fee Budget Committee - Article 3, Section 1B
The committee is comprised of 4 students, 2 of whom are current Executive Officers (includes the Officer for Budget and Finance as chair) and 2 students at large, 1 faculty member and 1 administrator. The Director for Student Programs sits on the committee in an advisory capacity.
5. Changed language to not have specific dates for the budget process - Article 3, Section 3C
This provides more timeline flexibility to the Services and Activities Fee Budget Committee to develop a yearly process that meets the needs of the campus budget process.
6. Guidelines for Chartered Student Clubs - Article 1 - 8
Changed the following items to reflect current practices.
These include:
 1. Clubs can only be chartered fall, winter and spring quarters.
 2. Clubs can receive funding only if chartered by the 7th week of the quarter.
 3. Removed specific dollar amounts for funding chartered clubs. This decision is made by the Services and Activities Fee Budget Committee on an annual basis.

Recommendation

The Associated Students of Edmonds Community College recommend the Edmonds Community College Board of Trustees approve changes to the ASEdCC Financial Code.



Board of Trustees

Washington Community College District 23

Resolution No. 10-6-2

ASEdCC REVISED FINANCIAL CODE

WHEREAS, the Revised Code for Washington, Chapter 28 recognizes that institutional governing boards of higher education are authorized to collect fees and expend funds, and

WHEREAS, the ASEdCC Financial Code as approved by the Board of Trustees has authorized these funds to be used for the purpose of financing the various programs of the ASEdCC, and

WHEREAS, the current Financial Code was last amended by the Board of Trustees in 1984, and

WHEREAS, the provisions of the ASEdCC Constitution, adopted in 2006 are in conflict with the current code, and

WHEREAS, the changes in state regulations and laws have made parts of the Financial Code obsolete, and

WHEREAS, the revised Financial Code was reviewed and approved by the ASEdCC Executive Board and college administration,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College approves the revised ASEdCC Financial Code, effective July 1, 2010.

Jeannette P. Wood, Chair

Date Approved

ATTEST:

Jack Oharah, Secretary



Background

Washington Community College District 23

Board of Trustees

*FISCAL YEAR 2010-11
SERVICES & ACTIVITIES FEE
ASSESSMENT FEE
TECHNOLOGY FEE
STUDENT CENTER M & O FEE
ATHLETIC FIELD FEE
BUS PASS USER FEE*

Subject

Proposed AEdCC Services and Activities fees for Fiscal Year (FY) 2010-11.

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 Associated Students voted to raise the Services and Activities Fee to the maximum allowed, raised the Assessment Fee to pay for increased bus contract costs, kept the Technology Fee and Student Center Maintenance and Operation Fee at the current levels and approved two new fees, Athletic Field Fee and the Bus Pass Fee.

The Athletic Field Fee will pay for placing artificial turf on the current baseball field. This will allow for multiple athletic and intramural uses. By making the current field artificial turf, both men's and women's intercollegiate soccer programs and the softball program will be able to practice and play their home games at Edmonds Community College. The field will also be available for intramural, student activities and instructional use.

The Bus Pass User Fee will be charged only to students who will use the bus. Bus contract costs and ridership have far outpaced the ability to pay all of the costs from the Assessment Fee. The new fee will subsidize the contract costs and continue the bus program for all students.

Services and Activities Fee

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

Services and Activities Fee 2009-10	\$7.60/credit (credits 1-10)	\$3.00/credit (credits 11-18)
Services and Activities Fee 2010-11	\$8.60/credit (credits 1-10)	\$4.20/credit (credits 11-18)

Assessment Fee

The Associated Students took action to assess themselves a fee to fund the Brier Triton Student Center and subsidizes bus pass program with Community Transit.

Assessment Fee 2009-10	\$2.45/credit
Assessment Fee 2010-11	\$5.40/credit

Technology Fee

The Associated Students took action to assess themselves a Technology Fee. It 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.

Technology Fee 2009-10	\$2.40/credit
Technology Fee 2010-11	\$2.40/credit

Student Center Maintenance and Operation (M & O) Fee

The Associated Students took action to assess themselves a Student Center M & O Fee. The fee was instituted in 2005-06 to support a dedicated fund for the M & O of the new student center. Currently, the State does not automatically fund M & O of buildings constructed with Certificates of Participation (COP). This fee ensures a dedicated revenue source toward the operation of the new student center.

Student Center M & O Fee 2009-10	.27/credit
Student Center M & O Fee 2010-11	.27/credit

Athletic Field Fee

The Associated Student took action to assess themselves an Athletic Field Fee. This fee will begin summer quarter 2010 to support the construction of an artificial turf field where the current baseball field is. This fee is designed to be temporary in that it supports the capital construction costs and will end once the project is paid for.

Athletic Field Fee 2010-11	\$1.50/credit
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Bus Pass User Fee

The Associated Students took action to assess students who want a bus pass a quarterly fee. This user fee will be assessed beginning summer quarter 2010 to subsidize the bus contract with Community Transit. Increased ridership and contract costs require that all students who use this service pay a small fee to receive free local bus service.

Bus Pass User Fee 2010-11	\$15.00/quarter
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Recommendation

The Board of Trustees approve the proposed FY 2010-11 ASeDCC Services and Activities Fee, Assessment Fee, Technology Fee, Student Center M & O Fee, Athletic Field Fee and Bus Pass User Fee as submitted.



Board of Trustees

Washington Community College District 23

Resolution No. 10-6-3

ASEdCC TUITION AND FEE RATES FY 2010-11

WHEREAS, the Washington State Legislature adopted tuition and fee rates for Fiscal Year (FY) 2010-11, 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 2010-11, and

WHEREAS, the ASEdCC Executive Board has approved the following fees for FY 2010-11:

- S&A Fee \$8.60 per credit for credits 1-10 and \$3.00 per credit for credits 11-18
- Technology Fee \$2.40 per credit
- Assessment Fee \$5.40 per credit
- Student Center Maintenance and Operation Fee \$0.27 per credit
- Athletic Field Fee \$1.50 per credit
- Bus Pass User Fee \$15.00 per quarter

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College approves the proposed FY 2010-11 S & A Fee, Assessment Fee, Technology Fee, Student Center Maintenance and Operation Fee, Athletic Field Fee and Bus Pass User Fee.

Jeannette P. Wood, Chair

Date Approved

ATTEST:

Jack Oharah, Secretary



Background

Washington Community College District 23

Board of Trustees

FISCAL YEAR 2010-11 ASEDCC BUDGET

Subject

Proposed ASEDCC Services and Activities Fee Budget for (FY) 2010-11.

Background

The ASEDCC budget development process is outlined in the ASEDCC Financial Code and RCW 28B.15.045. The ASEDCC Service and Activity Fee Committee has balanced the proposed budget following the process, timeline and guidelines outlined in the ASEDCC Financial Code.

The following budget is submitted for consideration:

2010-11 Projected Revenue = **\$1,312,000**

Increased funding emphasis for the 2010-11 academic year are for the following programs:

- Funding for Learning Support Center increases 24 %

Increased funding to support additional hours for tutoring.

- Funding for Childcare increases by 65%

Provides more support for operational costs.

- Funding for overall diversity programs, increases by 34%

Provides program and operational support for Diversity Affairs and the new Student Diversity Center.

- Residential Life budget increases by 69%

Increased funding to accommodate expanded programming and staffing to support students in Rainier Place.

- Music Scholarships budget increases by 100%

Provides the Music Department more funding to recognize outstanding student talent in vocal and instrumental jazz and provide an incentive in recruiting students to EdCC

- Athletic Scholarships budget increases by 33%

Increase funding that reflects tuition increases for 2010-11 for athletes.

New Programs Recognized and Funded

- Black Box Theatre Rental

This program will subsidize the rental costs for all 522 programs that use the Black Box Theatre.

- Digital Signage

Provides funding for a part-time hourly student to develop messaging content for digital displays in the Triton Student Center and Mountlake Terrace Hall.

- **Etiquette Lunch**

Provides funding for students to attend etiquette lunch program sponsored by Business Division.

- **Peer-to Peer Used Books**

Funding for a part-time hourly student to manage online student-to-student used textbook exchange.

- **Athletic Uniform Schedule**

Provides funding to purchase uniforms for intercollegiate athletic teams on a rotational schedule.

Recommendation

That the Board of Trustees approves the proposed FY 2010-11 AEdCC budget as submitted.



Board of Trustees

Washington Community College District 23

Resolution No. 10-6-4

2010-11 AEdCC BUDGET

WHEREAS, the AEdCC Services and Activities Fee Committee has developed the proposed AEdCC Fiscal Year (FY) 2010-11 Budget, and

WHEREAS, the AEdCC Executive Board has approved the budget based on the projected services and activities fee revenue for FY 2010-11 as estimated by the Business Office, and as stipulated in the AEdCC Financial Code, and

WHEREAS, the College administration has reviewed and approved FY 2010-11 AEdCC Budget,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College approves the FY 2010-11 AEdCC Budget.

Jeannette P. Wood, Chair

Date Approved

ATTEST:

Jack Oharah, Secretary



Board of Trustees

Washington Community College District 23

Background

2010-2011 College Operating Budget

Subject

Consideration of the 2010-2011 College Operating Budget.

Background

The legislative session for 2010-2011 is now mostly complete, with a few last-minute budget-related details still to be parsed for distribution by the State Board for Community and Technical Colleges (SBCTC). With the State again facing an unprecedented budget shortfall, the Washington State Community and Technical are facing additional significant reductions in the state allocation which comprises the majority of our budget revenue.

This year's legislative budgeting process has necessarily taken longer than in previous years and we are still awaiting our initial operating budget allocation from the State Board for Community and Technical Colleges. The State Board has analyzed the numbers in the current state budget proposal and, while they acknowledge those numbers could shift slightly in the coming days, were able to provide the colleges with a draft initial allocation for this new biennium.

Edmonds share of the system budget cuts for the coming year (2010-2011) year is \$1,775,255 according to the draft initial allocation from the State Board. This is a permanent reduction in our state allocation on top of the permanent reductions of \$1.9 million this year (2009-2010) and \$1.2 million the year before (2008-2009).

It is widely believed that the additional cuts for next biennium are likely to occur and that those reductions may be every bit as severe as those seen this biennium. Consequently the College is moving to use one-time unbudgeted revenue, received this year because of the record breaking enrollment and continuing strong international program enrollment, to increase the College fund balance reserve by at least another million dollars (to \$3.2 million, or more) and to set aside dedicated funds for debt servicing (projected at a minimum of \$3.4 million) as a means of creating additional ongoing operating budget relief.

Some operating budget details are still being worked through and some of the numbers presented in this background are based on preliminary information from the State Board. It is possible that some of these numbers will change between now and the June Board of Trustees meeting. Any changes will be reflected in the final College operating budget presented to the Board for approval.

BUDGET DEVELOPMENT for FISCAL YEAR 2009-2010

SBCTC Operating Budget Allocation (estimated)	
Base Budget Allocation (April 2010 SBCTC estimate)	\$25,502,180
Allocation Reduction (April 2010 SBCTC estimate)	(\$1,467,464)
Mandated Compensation Reduction	(\$263,681)
Financial Aid System Code Purchase Contribution	(\$5,753)
Student Achievement Initiative Contribution	(\$38,357)
Earmarked Funding Added to Base Allocation:	
Health Insurance Rate Increase	\$964,307
Maintenance & Repair Shift from Capital	\$521,400
Opportunity Grants (new one-time funds)	\$36,900
Worker Retraining Variable	\$291,261
+ Worker Retraining New One-Time Funds	\$516,432
PERS Rate Adjustment	\$1,780
Projected Operating Allocation from SBCTC	\$26,059,005

Budget Development Process

Knowing that budget cuts were coming, but not being certain of size of the cuts, the college began planning for a reduced initial operating budget. Establishing core values against which all budget cut decisions would be measured was the first step in this year's budget development process. Those values are:

- Remember who we are and who we serve
- Minimize impacts on student access and support
- Minimize impacts on employee base
- Ensure open communication and feedback (transparency)
- Generate additional revenue
- Look at all funds

Employee input was solicited regarding how best to achieve necessary budget savings while still meeting our commitment to students, employees, and our community. Drawing on this campus-wide input, President's Cabinet has identified and prioritized a wide range of options through which the campus will achieve the necessary savings and options for raising additional revenue to offset a portion of the allocation cuts. These options are not without negative impact to the college.

The College continues to provide opportunity for all college faculty and staff to be involved and informed during this budget process. Campus budget forums took place during late April and early May, and the budget development process, the rationale for the decisions made, and the challenge of balancing the budget with these unprecedented cuts were shared at those forums. New budget information is shared out with all campus community members via email as it comes in.

Recommendation

The staff of Edmonds Community College recommends that the Board of Trustees adopt the resolution approving the 2010-2011 College operating budget presented at the June 2010 meeting of the Board of Trustees.



Board of Trustees

Washington Community College District 23

Resolution No. 10-6-5

2010-2011 COLLEGE OPERATING BUDGET

WHEREAS, the College developed the 2010-2011 operating budget based on the reduced allocation received from the State Board for Community and Technical Colleges, and

WHEREAS the 2010-2011 allocation includes authority for the State Board to increase student tuition by an average of 7% for the 2010-2011 academic year, and

WHEREAS the 2010-2011 College operating budget raises the minimum fund balance reserve to be maintained by the College to \$3.2 million, to better prepare the college for additional budget challenges in the coming biennium, and

WHEREAS the 2010-2011 College operating budget establishes a COP (Certificate of Participation) Debt Service Reserve account, funded with \$3.4 million to cover the remaining debt obligation for the Maltby/Clearview and Mill Creek COPs, with the understanding that as additional unbudgeted fund balance reserves are realized during the 2010-2011 fiscal year, the amount in this reserve will be increased to cover other existing COPs as well, as an integral part of college budget for this and future years, and to mitigate permanent reductions in the state allocation, and

WHEREAS the 2010-2011 allocation supports the College’s current budget levels as adjusted by the President’s Cabinet, and

WHEREAS the State Board for Community and Technical Colleges adopted the 2010-2011 system budget allocation on May 7, 2010, and

WHEREAS college staff have balanced the budget to meet the available funding level, final adjustments have been made by the President’s Cabinet, and college staff are prepared to present the balanced budget document for 2010-2011 to the Board of Trustees,

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approves the 2010-2011 operating budget for District 23, Edmonds Community College, as balanced.

Jeannette P. Wood, Chair

Date Approved

ATTEST:

Jack Oharah, Secretary

Background

2010-2011 International Contract Programs

Subject

Consideration of the 2010-2011 International Contract Programs.

Background

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

1. Contract with third party that has been approved by the State Board staff and as to form by the college’s AAG 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. Budget demonstrating revenues from the program will cover the full cost of instruction including both direct and indirect costs
2. District board had to adopt a resolution stipulating that the International Contract programs 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 SBCTC a copy of the proposed contract district board resolution as described in 2 above.

These steps were taken by the board in 2008.

By July 1 of each year the colleges seeking to continue its International Contract programs must submit to SBCTC at minimum, documents updating enrollment estimates, revenue projections and program budget estimates as well as a currently approved district board resolution as described in 2 above.

The College has chosen to continue its International Contract programs within the “shared funding” model provided by SBCTC; and will continue with its existing contract with the

Edmonds Community College Foundation for these services. A draft of the enrollment and budget estimates are available upon request.

Recommendation

The staff of Edmonds Community College recommends that the Board of Trustees adopt the resolution approving the 2010-2011 International Contract Programs at the June 2010 meeting of the Board of Trustees.

Edmonds Community College Foundation's International Program Contract
 Report of Current and Projected New Year Budget

	Fiscal Year 2009/2010 In-Process	Fiscal Year 2010/2011 Projection
Revenue from fees	\$7,000,000	\$7,000,000
Budget:		
Direct expenses:		
Salaries	(\$625,000)	(700,000)
Benefits	(184,300)	(203,000)
Agents Fees	(350,000)	(400,000)
Marketing	(200,000)	(230,000)
Student Activities Support	(24,000)	(24,000)
Techical Support	(12,000)	(12,000)
Warehouse Acquisition Reserve	(304,700)	(1,781,000)
Residential Housing Support	(150,000)	(300,000)
Misc. Other	0	0
Indirect distributions:		
Instruction	(\$2,423,000)	(\$1,432,000)
Academic Support	(100,000)	(60,000)
Library	(140,000)	(82,000)
Student Services	(387,000)	(229,000)
Institutional Support	(727,000)	(429,000)
Plant Maintenance & Operations	(623,000)	(368,000)
Critical Needs	(750,000)	(750,000)
Total Budgeted	(\$7,000,000)	(\$7,000,000)
FTE's Supported (annualized)	871	850



Board of Trustees

Washington Community College District 23

Resolution No. 10-6-6

2010-2011 INTERNATIONAL CONTRACT PROGRAMS

WHEREAS, the College offers courses and programs for international students as provided by RCW 28B.50.140 (17) and WAC 131-32-020(1), and

WHEREAS, the College contracts its international contract programs with the Edmonds Community College Foundation, and

WHEREAS, the contract stipulates the fees and the number of international student enrollment for 2010-2011, and

WHEREAS, the contract has been approved by the State Board for Community and Technical Colleges, and

WHEREAS, the budget for the international contract programs covers both direct and indirect costs, and

WHEREAS, the courses and programs covered by these costs could not be offered within the allocation provided by the State to the College,

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approves the 2010-2011 international contract programs for District 23, Edmonds Community College.

Jeannette P. Wood, Chair

Date Approved

ATTEST:

Jack Oharah, Secretary



Board of Trustees

Washington Community College District 23

Background

2010-2011 TUITION AND FEE WAIVER SCHEDULE

Subject

Proposal to revise the College's Tuition and Fee Waiver schedule for the 2010 -2011 academic year due to tuition and fee increases mandated by the Washington State Legislature.

Background

Tuition and fee waivers are authorized by the Washington State Legislature to provide discounts or full relief from the standard tuition rates. These waivers have a direct impact on the amount of funds colleges collect to support their educational offerings. Several categories of waivers are discretionary. The State Board and colleges are allowed the option of granting waivers, and the total amount of operating fee revenue waived by the community college system is limited to 35% of total gross operating fee revenue.

An advisory committee, with representation from Student Services, Financial Aid and the Business Office was formed to review the existing Tuition and Fee Waiver Schedule with a mandate to:

- Adjust all tuition and fee waivers to reflect the 7% tuition increase
- Eliminate waivers that are no longer offered or meet their original intent

The proposed 2010 – 2011 Tuition and Fee Waiver Schedule is attached.

Recommendation

It is recommended that the Edmonds Community College Board of Trustees approve the revised Tuition and Fee Waiver Schedule for the 2010 - 2011 academic year at the June 2010 Board meeting.



Board of Trustees

Washington Community College District 23

Resolution No. 10-6-7

TUITION AND FEE WAIVER SCHEDULE

WHEREAS, the College has made the appropriate revisions to the Tuition and Fee Waiver schedule for the 2010-2011 academic year due to tuition and fee increases mandated by the Washington State Legislature.

WHEREAS, the Board of Trustees has reviewed the College's Tuition and Fee Waiver Schedule,

NOW, THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees approves the attached Tuition and Fee Waiver Schedule effective Fall quarter 2010.

Jeannette P. Wood, Chair

Date Approved

ATTEST:

Jack Oharah, Secretary



Background

2010-2011 College Fee Schedule

Subject

Consideration and Approval of the 2010-2011 College Fee Schedule.

Background

One of the changes from last year's 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 can 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."

Initiative 601 (I-601) was passed by the voters of Washington in 1993 and states, "No fee may increase in any fiscal year by a percentage in excess of the fiscal growth factor for that fiscal year without prior legislative approval." According to the initiative, "fiscal growth factor" means the average of the sum of inflation and population change for each of the prior three fiscal years. The fiscal growth factor is calculated by the state Office of Financial Management. However, beginning with the 2007-09 biennium, the fiscal growth factor is the average growth in state personal income for the prior ten fiscal years.

In previous years, college fees (course, program, and general fees) have been raised by a percentage indexed to a fiscal growth rate provided by the State Board for Community and Technical Colleges, using the growth factor calculation described above. This year's fiscal growth rate, as provided in an email from the State Board to the colleges on May 6, 2009, is 5.20%.

Were this a typical year, the college would have increased all applicable fees to increase by 5.2% following these guidelines. This is not a typical year, however, and the college has taken the following considerations into account when establishing its recommendations for fee increases for the 2010-2011 academic year:

- College operations have been impacted by the \$4.9 million budget cuts imposed by the state (total from three fiscal years of allocation reductions). While every effort has been made to absorb these cuts in ways which do not impact student access and support, there is still a very real impact to many campus programs and services.
- At the same time students are struggling with a 14% tuition increase across the current biennium, on top of the other financial challenges many students are experiencing during this economic downturn. This is a bad time to increase fees to students except where absolutely necessary.
- Record-breaking enrollment, while adding to the servicing challenge for college employees, is also generating unusually high fee account revenue. While it is true that there are more students to serve from those fee accounts, the College feels this growth revenue can help sustain most current fee levels for this next year.
- There are a small number of applicable fees which need to be adjusted, which can be addressed individually without requiring fee increases across the board.

As a result of these considerations, the College is recommending no fee increase for applicable fees for the 2010-2011 academic year, with some specific exceptions. The college does not want to further impact students any more than absolutely necessary while they are also having to contend with large tuition increases.

Recommendation

The staff of Edmonds Community College recommends that the Board of Trustees adopt the resolution approving the 2010-2011 College Fee Schedule as presented.



Board of Trustees

Washington Community College District 23

Resolution No. 10-6-8

COLLEGE FEE SCHEDULE

WHEREAS, the State legislature has eliminated the normal constraints on college course fees imposed by Initiatives 601 and 960, giving colleges the ability to manage fees without pre-determined limits; stating that colleges may now set fees "...by amounts judged reasonable and necessary by the trustees," and

WHEREAS, according to Initiative 601 (passed in 1993), "No fee may increase in any fiscal year by a percentage in excess of the fiscal growth factor for that fiscal year without prior legislative approval," and "fiscal growth factor" means the average of the sum of inflation and population change for each of the prior ten fiscal years, and

WHEREAS, this year's fiscal growth rate, as provided by the State Board of Community and Technical Colleges, is 5.20%, which would, in a normal year, be the amount by which applicable fees would be increased, and

WHEREAS, as a result of an unprecedented state budget shortfall, tuition rates have increased by 14% over this biennium, and

WHEREAS, Edmonds Community College is working hard to minimize the impact of higher course fees on students at this difficult time, the college is recommending **no increase this year** for most applicable fees (with a few specific noted exceptions), and

WHEREAS, a few program and course fees are being recommended for increases greater than where additional revenue is needed to continue offering specific services and courses, and

WHEREAS, there are a few new courses for which the appropriate and applicable fees would normally be created, the college is also recommending these new fees be established,

NOW, THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees hereby approves the increase in course fees as indicated above.

Jeannette P. Wood, Chair

Date Approved

ATTEST:

Jack Oharah, Secretary



Board of Trustees

Washington Community College District 23

Background

CONSIDERATION OF NEW INTEGRATED PLANNING DOCUMENT; A NAME CHANGE FROM COLLEGE WIDE GOALS TO CORE THEMES; ADDITION OF TWO NEW CORE THEMES; AND ADDITION TO TWO WORDS TO THE COLLEGE'S PHILOSOPHY

Subject

Board of Trustees second consideration of a new integrated planning document and its associated language changes, as first discussed at the November 12, 2009 meeting.

Background

1. Approval of a new integrated planning document called the SIMPLE Plan.

During the past two years, the college community has worked on improving, better defining and documenting its integrated planning processes. Part of this work stemmed from an accreditation recommendation as a result of the comprehensive Self Study visit in Spring 2008. Another part of the work stemmed from recent changes in the Northwest Commission on Colleges and Universities' accreditation process. The work of the Institutional Effectiveness Advisory Committee has resulted in a formal, written plan that standardizes unit-level planning throughout the college. The plan will be implemented in the Fall of 2010.

2. Approval of the name change from "college-wide goals" to "core themes".

The recommended name change from "college wide goals" to "core themes" is due to new nomenclature that the Northwest Commission on Colleges and Universities (NWCCU) introduced in February 2010. The college will be expected to have widespread understanding of this new terminology before the college submits its next accreditation report in March 2011. The change to "core themes" aligns with the new nomenclature of the NWCCU.

3. Approval of the addition of two new core themes: (1) Foster Student Learning and (2) Support Community and Civic Engagement;

Adding two new "core themes" will strengthen our evaluation processes (outlined in the SIMPLE plan) by allowing us to align strategies and outcomes related to student learning and community and civic engagement. These two core themes allow the college to better quantify activities the college is already engaged in.

4. Approval of the addition of the words “community engagement” to the college’s Philosophy Statement.

The addition of “community engagement” to the college’s philosophy statement is recommended as shown below:

“Edmonds Community College is a community of learners, which upholds integrity and high educational standards and affirms the value of **community engagement**, lifelong learning, and sustainability. We strive to serve the needs of the individual and honor diversity of culture, ethnicity and thought. We see education as a collaborative process, valuing innovation, change and accountability.”

The SIMPLE Plan

Edmonds Community College’s integrated planning document has been named the SIMPLE Plan, with SIMPLE standing for: **S**trategic, **I**nformed, **M**easurable **P**rocess **L**eading to **E**ffectiveness. The plan is a systematic, cyclical, on-going, assessment of processes to ensure each area of the College is effectively meeting the needs of the students and advancing the mission of the institution. It is a self-assessment process by which college areas celebrate and document their accomplishments; formally state their annual goals and associated plans; and articulate perceived changes to enhance their efficiency and effectiveness. This is accomplished through internal reflection and scanning of the external environment.

The process is designed to assist faculty, staff, and administrators across the campus with refining college services and better supporting students. Therefore, the process leads to changes that continually improve the institution by allowing it to adjust to changing needs.

Since the SIMPLE Plan aligns department, unit, and committee goals with the college’s mission statement, core themes, and key performance indicators it provides an ongoing assessment and review of student learning and services provided for students. More specifically, the SIMPLE Plan provides college’s areas with a template of questions to guide meaningful reflection about who they are, where they want to be, and how they are going to get there. The questions are completed over the course of an academic year, and they allow faculty, staff, and committees to answer what they do; how well they do it; and what they believe needs to be changed. The products of this process provide fundamental information for college-wide decision-making and resource allocation. Therefore, the SIMPLE Plan has been designed to provide a common framework to generate information that is useful for each area of the college.

The SIMPLE Plan is not a new process. Rather, it utilizes the college’s existing annual goal setting procedures. In the past, various college areas have referred to this process by different names, such as “program review,” “department self studies,” “5-year effectiveness plan,” and “institutional effectiveness.” The new name, SIMPLE Plan, has been used to emphasize the point that the process is simple to follow; that college areas have already been informally following this process; and that the results will be used to strengthen college areas and to inform decision making at the college.

Recommendation

The Vice President for College Relations and the Vice President for Instruction recommend the Edmonds Community College Board of Trustees approve adoption of the SIMPLE Plan; the name change from “college wide goals” to “core themes”; the addition of two new core themes: (1) Foster Student Learning and (2) Support Community and Civic Engagement; and the addition of the words “community engagement” to the college’s Philosophy statement.



Board of Trustees

Washington Community College District 23

Resolution No. 10-6-9

*NEW INTEGRATED PLANNING DOCUMENT,
ITS ASSOCIATED LANGUAGE CHANGES,
AND TWO NEW CORE THEMES*

WHEREAS, the Board of Trustees reserves unto itself the final approval of the College's planning documents, and

WHEREAS, the new integrated planning document named the SIMPLE Plan (Strategic, Informed and Measurable Process Leading to Effectiveness) and its associated language changes satisfy accreditation requirements,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves:

1. The SIMPLE Plan document;
2. The name change from "college-wide goals" to "core themes";
3. The addition of two new core themes: (1) Foster Student Learning and (2) Support Community and Civic Engagement;
4. The addition of the words "community engagement" to the college's Philosophy Statement.

Jeannette P. Wood, Chair

Date Approved

ATTEST:

Jack Oharah, Secretary



Board of Trustees

Washington Community College District 23

President's Report June 10, 2010

Campus activities, events and meetings since May 13 include the following:

- Our U.S. Department of State Community College Initiative programs have been renewed this year and we will see our next group of students arriving for summer and fall quarters.
- Our initial \$1.4 million grant funded 32 students from Egypt who will complete their programs this August.
- We received \$500,000 to bring an additional 14 Egyptian students for this fall quarter for one year professional degrees.
- The most recent grant was for \$2.2 million to bring 38 students from Brazil, Cameroon, Costa Rica, India, Indonesia, Ghana, Kenya, Pakistan, Panama, South Africa, and Turkey to study beginning this summer and fall for one year professional degrees.
- Edmonds is the lead college coordinating the programs and submitting the grants on behalf of Edmonds, Whatcom and Spokane colleges for this year, and Edmonds, Whatcom and Pierce colleges next year. The total of the awards is \$4.1 million over a three year period. This consortium, led by Edmonds, is one of only three in the U.S. to receive State Department funding for its community college initiative programs.
- Enrollments in ABE ESL are staying at all time highs...to further support our students, Nancy Strom, our Volunteer Literacy Coordinator applied for and received \$2400 from the college Foundation to provide further training for our volunteer literacy assistants, who help in classrooms and in one-on-one tutoring with ESL and basic skills students. It's a great way to involve our campus and community in helping our students.
- The Professional Technical Advisory Board Reception was held at the Edmonds Conference Center on May 12th. We had over 155 individuals attending, with 80 from community agencies or industry who serve on our numerous advisory committees.
- Steve Rodgers, current national President of SAMPE (Society for the Advancement of Material and Process Engineering) and Clark Johnson (recently retired aerospace, was a past International SAMPE President, and currently is leading a Foundation activity for SAMPE that has as its focus education) visited the Materials Science program in Monroe Hall on Wednesday, May 19th after the international SAMPE meeting held in Seattle.
- Tia Benson Tolle, Director of the Materials Science Directorate for the U.S. Air Force, Wright Patterson Air Force Base in Dayton, Ohio visited the materials science program in Monroe Hall and toured the new Washington Aerospace Training and Research Center on Friday, May 21st.
- The Grand Opening of the Washington Aerospace Training and Research Center took place on June 3rd at 10:00. Speakers included Aaron Reardon, Snohomish County Executive; Governor Gregoire; Senator Lisa Brown from Spokane; Rep. Frank Chopp

from Seattle; Norma Clayton, Director, Boeing Learning Training and Development, St. Louis; Larry Loftis, Vice President General Manager 777 and the Everett Site Leader; John Theisen, President and CEO Orion; Mayor Ray Stephanson, City of Everett; Dr. Jack Oharah, President, Edmonds Community College.

- Completed a very comprehensive technology infrastructure inventory/survey for the HB1946 - mandated Technology Transformation Taskforce, submitted on a very short timeline.
- Mediated and re-mediated 19 new classrooms (12 in the newly remodeled Meadowdale Hall).
- Implementation completed of new higher-capacity campus wireless network for students & employees.
- Helpdesk has responded to 13,000 phone calls and 9,500 email requests from campus employees so far this year.
- Print & Mail Center (PMC) received Outstanding Staff Award for their support of Office of Student Life.
- PMC now uses 100% recycled paper, in support of campus sustainability commitment.
- Digital Store Front electronic print job submission is now fully implemented and functional.
- Finalized an interlocal agreement with Edmonds School District to use our Print Center, cost savings to both organizations result from pooling resources and we see increased revenue from new business.
- College store deposits (through 5/31) are up \$249,597 and bankcard sales are up \$142,836.
- Textbook rental program launched with first participating faculty. That first class rented 13 books spring quarter, saving students over \$1,200. More to come!
- Bookstore working with faculty on multi-quarter book adoptions to improve textbook buy-back program and availability of used textbooks for students.
- On Wednesday, May 26, the annual campus Spring Festival was held with live music, games and food.
- Registration for Summer and Fall quarters began on Thursday, May 27, and we already exceed last year's headcount for summer quarter by 20%.
- Over the Memorial Day weekend the Triton baseball team competed in the conference championships at Lower Columbia College in Longview.
- TRIO End of Year celebration was held on Friday June 4. 150 Trio students were recognized for their academic achievement and special awards.
- Developmental Education Division: The Learning Support Center has served 4138 students this academic year (up 9% from last year and up 27% from 07-08)
 - 1670 students tutored in math (14% increase from last year and 25% increase from 07-08)
 - 1190 students served in the Writing Center (5% increase from last year and 39% increase from 07-08)

- 90 EdCAP students on track to earn a high school diploma this year
- Edmonds School District is accepting our High School Completion program culminating project for Running Start students
- Basic Skills and ESL successfully implemented CASAS e-testing for our state mandated assessment system
- Corrections has a total of 129 GED graduates with a few more testing waiting for test results, 125 vocational program completions, and 68 vocational level completions! All categories are up from last year. The FTE target for next year is up 35 from this year. Everyone is invited to the Corrections graduations the week of June 14.
- The Library is offering the Open Until Midnight service <http://www.edcc.edu/library/extendedhours.php> with free coffee, tea and snacks funded by Student Government, on Monday and Tuesday, June 14-15.
- May 27-28 – Attended the monthly WACTC Presidents' meeting in Moses Lake. Chaired the Operating Budget Committee and participated in the Presidents' Aerospace meeting and Five Star Consortium meeting.
- June 2 – Attended the Veteran's monument dedication in our campus courtyard.
- June 4 – Welcomed the 2010 Latino Leadership Census project students' celebration.
- June 4 – Welcomed the TRiO students' year end celebration.
- June 7 – Toured the new Lynnwood High School with members of our President's Cabinet followed by our cabinet meeting at the school.
- June 9 – Visited the Monroe Correctional Complex.