

Washington Community College District 23

AGENDA

Regular Meeting
September 8, 2016
Gateway Hall 352
4:30 – 7:30 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.

4:30 PM	A. Call to Order	Quentin Powers	
4:32 PM	B. Introduction of Guests	Quentin Powers	
4:37 PM	C. Public Comments	Quentin Powers	
4:45 PM	D. Approval of Meeting Minutes	Quentin Powers	
	1. June 9, 2016		3
	2. June 29, 2016		13
	3. August 18, 2016		15
	E. Next meeting: October 13, 2016		
	4:30 p.m., Business Meeting		
	5:30 p.m., Joint Meeting with Edmonds School Board		
4:50 PM	F. Old Business – Action		
	1. Approval of Revised Board Policy B 3.3 (Resolution No. 16-9-1)	Dr. Jean Hernandez	21
4:55 PM	G. New Business – First Consideration		
	1. Consideration of Revised Board Policy B 1.2	Dr. Jean Hernandez	22
5:05 PM	H. Report		
	1. Classified Staff Representative	Patti Pollardo	
5:10 PM	I. Foundation Report	Diana Clay	
5:15 PM	J. President’s Report	Dr. Jean Hernandez	24
5:25 PM	K. Monitoring Reports		
	1. College Logo	Dr. Tonya Drake	
	2. NWCCU Governance – Standard 2.A	Dr. Jean Hernandez	
	3. Proposal for Additional Student Housing	Christina Castorena	26

**EDMONDS COMMUNITY COLLEGE
BOARD OF TRUSTEES – AGENDA
SEPTEMBER 8, 2016
PAGE 2**

- | | | |
|---------|------------------------------|------------------------------------|
| 6:05 PM | L. Break | |
| 6:15 PM | M. Board Discussion | |
| | 1. Board Self-Assessments | Quentin Powers |
| | 2. Tobacco Policy Discussion | Dr. Warren Brown &
Pat Sisneros |
| 7:10 PM | N. Executive Session | Quentin Powers |
| 7:30 PM | O. Adjournment | Quentin Powers |

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
June 9, 2016***DRAFT***

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

Others Present: Arlene Anderson, Lia Andrews, Wayne Anthony, Christina Castorena, David Cordell, Dr. Terry Cox, Dr. Charlie Crawford, Michele Domingo, Dr. Tonya Drake, Nanci Froemming, Roxie Harte, Dr. Jean Hernandez, Kevin McKay, Patty Michajla, Lorraine Necaie, Melissa Newell, Marian Paananen, Patti Pollardo, Susan Rubio, Elizabeth Treadgold, Kendra Wanzenried, Margaret West, and Kevin Wibowo

CALL TO ORDER AND INTRODUCTION OF GUESTS

Quentin Powers, Board Chair, called the meeting to order at 4:44 p.m., welcomed those present, and asked for self-introductions.

RECOGNITION OF RETIREES

The retirees were recognized for their years of service. The retirees' respective vice presidents presented certificates and provided comments. The retirees included: Elizabeth Treadgold, Roxie Harte, Lorraine Necaie, Melissa Newell, Susan Rubio, Marian Paananen, Kendra Wanzenried, and Nanci Froemming.

RECESS

At 5:15 p.m. the Board entered into a recess.

Chair Trustee Powers called the meeting back to order at 5:38 p.m.

PUBLIC COMMENTS

No comments

APPROVAL OF MINUTES

Attachment A

Motion: Trustee Clay moved and Trustee Yim seconded the approval of the May 17, 2016 meeting minutes, as amended.

Trustee Powers abstained.

Approved

NEXT MEETING

August 17, 6:00 – 8:30 p.m. – Board Dinner, location to be determined

August 18, 7:30 a.m. – 5:00 p.m., Study Session, Gateway Hall 352

MONITORING REPORT

Overview of Open Government Responsibilities – Arlene Anderson

Attachment B

Arlene Anderson, Assistant Attorney General, provided a review of the Open Government Trainings Act, which became effective July 1, 2014 and requires regular training on the requirements of:

- Open Public Meetings Act – RCW 42.30
- Public Records Act – RCW 42.56
- Records Retention – RCW 40.14

The purpose of the Open Government Trainings Act is for risk management and to provide increased knowledge and understanding of the open government requirements. The new law requires refresher training every four years. More information is available on their website:

<http://www.atg.wa.gov/opengovernmenttraining.aspx>

Public Records and the Open Public Meetings Act (OPMA) were discussed with AAG Anderson providing guidance on parameters regarding email, phone calls, written materials, and texts. Student Government is also required to receive the training on Public Records and OPMA. Ms. Anderson noted that the Board has completed their required refresher training of the Open Public Meetings Act on this date.

OLD BUSINESS –ACTION

Approval of 2016-2017 ASEdCC Student Fees (RN 16-6-1) – Kevin Wibowo

Attachment C

Kevin Wibowo, ASEdCC Executive Officer for Budget and Finance, presented the 2016-2017 ASEdCC student fees for first consideration at the May 17th Board meeting. No further discussion.

Motion: Trustee Clay moved and Trustee Benson Tolle seconded the approval of Resolution No. 16-6-1.

Approved

Approval of 2016-2017 ASEdCC Budget (RN 16-6-2) – Kevin Wibowo

Attachment D

Kevin Wibowo presented the 2016-2017 ASEdCC budget for first consideration at the May 17th Board meeting. No further discussion.

Motion: Trustee Yim moved and Trustee Abdulla seconded the approval of Resolution No. 16-6-2.

Approved

Approval of International Contract Program (RN 16-6-3) – Kevin McKay

Attachment E

Kevin McKay, Vice President of Finance and Operations, presented the International Contract Program for first consideration at the May 17th Board meeting. No further discussion.

Motion: Trustee Clay moved and Student Trustee Abdulla seconded the approval of Resolution No. 16-6-3.

Approved

Approval of Student Success Policy (RN 16-6-4) – Dr. Jean Hernandez

Attachment F

President Jean Hernandez presented the Student Success Policy for consideration at the May 17th Board meeting. This policy reinforces the College’s commitment from the top (Board of Trustees) that Edmonds Community College is focused on student success. The Board will be presented both quarterly or annual student metrics as monitoring reports.

Motion: Trustee Yim moved and Trustee Clay seconded the approval of Resolution No. 16-6-4.

Approved

Approval of 2016-2017 College Operating Budget (RN 16-6-5) – Kevin McKay

Attachment G

Kevin McKay, Vice President of Finance and Operations, presented the 2016-2017 College Operating Budget. The new state allocation, tuition revenue, and other revenue sources were presented, that support the 2016-2017 budget total of \$55,245,749. Due to the new state allocation model and the Health Care Authority settlement, the College did have to reduce expenses, where possible, to provide a balanced budget. Mr. McKay does not anticipate any significant change to that figure. At the August study session, the Board will be provided with additional information about the fund balance, commitments, five-year forecast, and new state funding allocation.

Motion: Trustee Clay moved, as amended, and Trustee Zapora seconded the approval of Resolution No. 16-6-5.

Approved

NEW BUSINESS – ACTION

Consideration and Approval of Associate in Music Direct Transfer Agreement (DTA)/Major Ready Program (MRP) Degree (RN16-6-6) – Dr. Charlie Crawford

Attachment H

Dr. Charlie Crawford, Executive Vice President of Instruction, presented an Associate in Music Direct Transfer Agree (DTA) Major Ready Program (MRP) Degree. This pathway is applicable to students planning to prepare for upper division bachelor’s degree majors in music and is designed for students wishing to transfer.

Motion: Trustee Clay moved and Trustee Yim seconded the approval of Resolution No. 16-6-6.

Approved

Consideration of Statewide Computer Science Direct Transfer Agreement (DTA)/Major Ready Program (MRP) Degree – Dr. Charlie Crawford

Tabled. This degree is not ready yet for Board approval and will be presented at a future meeting.

REPORTS

Classified Staff Representative – Patti Pollardo

Attachment I

Faculty Representative – Margaret West

Attachment J

Student Representative – Lia Andrews

Attachment K

In addition to the attached report, Ms. Andrews presented a PowerPoint on the past year's goals addressed by Student Government.

FOUNDATION REPORT – Diana Clay

- In recognition of the College's 50th Anniversary, next year's Foundation Gala will be held at the Museum of Flight on April 29, 2017.
- A financial audit was completed on the Foundation, and there were several recommendations. They have met with the auditor and have a plan of action.
- The 5K walk/run will be held on November 19.

PRESIDENT'S REPORT – Dr. Jean Hernandez

Attachment L

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

- Last night, both President Hernandez and Dr. Charlie Crawford were inducted into the Alpha Alpha Lambda chapter as honorary members of Phi Theta Kappa.
- President Hernandez shared photographs of the new college sign that will be placed near the new roundabout on 68th Avenue.
- A brochure about the Strategic Enrollment Management (SEM) plan was shared.

BOARD DISCUSSION – Carl Zapora

- The Board discussed ideas for agenda topics for the August 18th study session.
- Trustee Zapora spoke of attending the grand opening of the new WorkSource Center in Lynnwood. He commended President Hernandez and others for their encouragement of this Center being located in our area.
- Trustee Zapora referred to the Open Public Meetings Act (OPMA) training received this evening by AAG Arlene Anderson, and suggested that the College host an OPMA training every year on our campus. Several other multiple government entities also need to receive this same training, and our College would be a great location to offer that training. Trustee Yim would like to have a policy or protocol for our trustees that they all agree on their methods of communication in order to make sure they continue to comply with the OPMA. She suggested that a policy be drafted for the Board. Trustee Benson Tolle suggested that they begin each year with this training as a refresher.
- Trustee Zapora praised the Associated Students of Edmonds Community College (ASEdCC) and noted that the "Healthier Foods" presentation was well done. He also suggested that the Board have further discussions on the College's smoking policy. The August study session will include a discussion on the smoking policy. Trustee Zapora wants to be able to have the College offer support for people to quit smoking.
- Student Trustee Omar Abdulla was publicly recognized for his service as a Student Trustee.

RECESS

At 7:50 p.m. the Board recessed.

EXECUTIVE SESSION

At 8:00 p.m. the Board entered into Executive Session for the purpose of discussing the performance of a public employee. Action will be taken following the Executive Session.

At 8:35 p.m. Trustee Benson Tolle left the meeting.

At 8:36 p.m. the Board returned to open session.

OPEN SESSION

Approval of Professional Development Leave – Quentin Powers

President Hernandez requested 18 days of professional development leave during the summer and early fall of 2016. She will focus on several projects, including, preparing for the College’s Spring 2017 seven-year comprehensive visit by the Northwest Commission on Colleges and Universities (NWCCU).

Motion: Trustee Yim moved and Trustee Clay seconded the motion to approve 18 days of professional development leave for President Jean Hernandez during summer and early fall 2016.

Approved

The Board will schedule a special meeting on Wednesday, June 29, 2016, 3:00-4:30 p.m. that will include an Executive Session to discuss the performance of a public employee.

ADJOURNMENT

The meeting was adjourned by Chair Quentin Powers at 8:39 p.m.

ATTACHMENTS AVAILABLE UPON REQUEST

Mr. Quentin Powers, Chair

ATTEST:

Date Approved

Dr. Jean Hernandez, Secretary

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

June 9, 2016

- I would like to again thank President Hernandez and the Board of Trustees for inviting WPEA leadership (President Kent Stanford, Contract Administrator Lane Hatfield, Staff Representative Patrick Neville, and me) to dinner on May 25th. It was so nice to visit with everyone and get to know each other. It was a very informative and enjoyable evening. We look forward to continuing our relationship with all of you, and working on projects and issues down the road. Next time it will be on WPEA!
- On June 3, 2016, one of our members attended the court hearing in Thurston County Superior Court where Judge Mary Sue Wilson ruled on the preliminary injunction filed by WPEA (and several other unions) barring the release of the full name, date of birth, and work email addresses of classified employees. Judge Wilson decided to prevent the release of our member's names and birthdates. However, the Court did rule to allow the release of member's work email addresses.

WPEA appealed the ruling, but the appeal was rejected by the Court of Appeals on Monday (June 6th) morning. The lists of email addresses will be delivered to the Freedom Foundation beginning Monday, June 6, 2016. There will be another hearing in July to make the injunction permanent.

In the meantime, WPEA is still encouraging our members to contact Jamie Lund at the Freedom Foundation to continue to let him know they do not want to be contacted by them. We are definitely advising our members not to respond to any emails they might receive at work from this organization—to just delete them and advise me if they receive one.

- Our Head Start program received their new five-year grant! We are so excited about that. Kudos to Dana Connolly and her team for all the hard work they put into the grant process. HR and WPEA are working with her on the new program—what jobs from the previous grant no longer exist, which ones can move across to the new program, and what new positions will be open for hiring. The new program affects 9 employees whose positions have gone away. We are working carefully with all parties to be sure we advise all employees affected of what is available to them, as well as to all Head Start employees, under the new program. We are hoping the transition to this new model will go well, and will be another great educational program to help children and their parents learn and be successful.

Respectfully submitted by: Patti Pollardo, WPEA Chief Shop Steward
Edmonds Community College Bargaining Unit

ATTACHMENT J
BOARD OF TRUSTEES
Monthly Meeting Report
AFT Local 4254 EdCC Faculty

June 9, 2016

Greetings:

The Executive Council will finish editing and revising the new contract soon including revising the index, a task which is long overdue.

The Council has begun offering stipends to part-time (now called associate) faculty) to encourage participation in college activities. We offered stipends for Building Community Day that were very well received. Each recipient wrote a short report, and they all had valuable impressions and insights. I am passing this information on for use in future events.

The Council is also offering 30 stipends of \$30.00 each to associate faculty to attend the all-instruction meeting during Return Week. The meeting is followed by the traditional union lunch that includes a meeting of the faculty, hence it is a day packed full of useful information about current issues at the college. We announced the stipends a few days ago, and ten faculty have already expressed interest.

Finally, we are serving students to the best of our ability as always and looking forward to the break. And of course we wish all of you a good summer.

Thank you.

Margaret West
President
Local 4254
Edmonds Community College Federation of Teachers

ATTACHMENT K
BOARD OF TRUSTEES
Monthly Meeting Report
Student Government
June 9, 2016

Executive Board Meetings:

5/24/16 – Allocated \$2500 to the EdCC Foundation Walk & Run event as Gold Sponsors.

5/31/16 - Approved 2016-17 TIMC allocations, allocated \$16,843 to the purchase of 25 new computers for CSEL student-staff

6/7/16 – Refused to allocate \$103,795.92 in outstanding costs to the repair of Triton Field press box due to lack of notice or consultation, allocated \$6514 to help Center for Families deficit

Submitted by: Lia Andrews, Executive Officer for Administrative Liaison

**PRESIDENT'S REPORT
JUNE 9, 2016****ATTACHMENT L****PRESIDENT JEAN HERNANDEZ
EVENT HIGHLIGHTS MAY - JUNE 2016**

I represented the College at the following events that took place since the last board meeting, May 17, 2016:

- Leadership Snohomish County Graduation – I am proud to say that we had two employees Dr. Terry Cox with Workforce Development and Training and David Voogd from Information Technology complete the Leadership Snohomish year long training program, and Elijah Hall from Campus Safety and Security participate in the emerging leaders program. We were very proud to have all 3 employees recognized for their completion of this very important countywide leadership opportunity.
- LLI Graduation – Six of our Latino/a students complete the Latino Leadership Institute that is hosted by the Latino Education and Training Institute. This is our fourth year to participate. We have seen about a third of the students who participate each year go on to become active in leadership opportunities at the college by serving on student government, leadership roles in student clubs, and/or working for the Center for Student Engagement & Leadership or the Student Diversity Center. Our student get to meet Latino/a leaders at the county and state level and also have to complete a volunteer project at a local high school or middle school to encourage other Latino/a students to consider attending college. I'm proud to say our students for the last 4 years have done their volunteer project at College Place Middle School on the west side of our Lynnwood Golf Course. Several of these students and past students also volunteered their time as ambassadors at our first Latino Family Night in May.
- WSU Everett Graduation – I attended the first inaugural commencement of Washington State University North Puget Sound Everett because two years ago it was WSU who partnered with our engineering program and gave our students their first opportunity to complete their bachelor's in Electrical and Mechanical Engineering through a seamless articulation process. The engineering program at WSU NPS Everett is about 50% Edmonds Community College students. We are very proud of this achievement for our students.
- Title IX Conference – Edmonds Community College hosted the Northwest Title IX conference on our campus. Approximately twenty-five EdCC employees attended. Over 100 participants joined us from K-20 organizations and government agencies from our region. Title IX is under the jurisdiction of the Department of Justice and the Office of Civil Rights. Very valuable information was shared at this conference.

- Memorial Day Celebration – The Black Box Theatre was at full capacity for our third annual Memorial Day Celebration. The theme was honoring our World War II veterans. I was personally touched when I was presented with a United State Flag and my Father’s WWII medals encased in a wooden box. In addition, they gave me a binder that described my Father’s role in the WWII campaign. The planning committee honored me with these great gifts that my family I will always treasure. I especially want to thank the many individuals who made this happen: Mr. Steve Pennington, Dr. Bill Keppler, Mr. Chris Szarek, Rep. Rick Larsen, Mr. Mike Schanche, Ms. Gloria Elliott, Ms. Teresa Linn, Ms. Jean Pennington, and the many students of our Veterans Resource Center. To the many veterans who also attended our ceremony, I wish to express my gratitude for their continued support of our College and our Veterans Resource Center. We are truly blessed to belong to this great community.
- WPEA/Board Dinner at Anthony’s – A new tradition was started this May when our Board of Trustees and Washington Public Employees Association (our classified staff union) met for dinner. It was a great opportunity to get to know each other and share our common values about supporting our classified employees and keeping communications open and transparent. Patti Pollardo, Kent Stanford, Lane Hatfield, and Patrick Neville joined Trustees Zapora, Clay, Yim, and Benson Tolle, along with me, for a very productive dinner.
- Showcase of Success, Washington Alliance for Better Schools (WABS), with Emily Yim – Trustee Zapora and I attended Trustee Yim’s annual Showcase of Success that highlighted the many wonderful ways our K-20 system and industry are partnering. Several hundred individuals were in attendance, and we had the opportunity to walk about the room and hear from a number of teachers how they are making learning much more relevant for their students. The three videos also were very moving as we heard personal stories of success. Another high point was recognizing the Natural Leaders program that WABS has continued to promote.
- STEM Magical Mash-Up – Another packed house at our Black Box Theatre for the Magical Mash-Up!! Faculty members Heather Walsh and Pat Burnett had their chemistry and engineering students complete their Capstone Class Project by presenting a STEM related presentation to the audience in the Theatre. It was a wild and crazy night as small children learned about STEM and responded to questions from the faculty and students, got to come up and touch some of the “product” that those chemical reactions generated, AND got to take home some t-shirts. It was wonderful to see a number of our EdCC faculty and staff with their family and friends in the audience.

MINUTES**Special Meeting
June 29, 2016*****DRAFT***

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

Others Present: Dr. Jean Hernandez and Patty Michajla

CALL TO ORDER AND INTRODUCTION OF GUESTS

Quentin Powers, Board Chair, called the special meeting to order at 3:06 p.m. and asked for self-introductions.

EXECUTIVE SESSION

At 3:12 p.m. the Board entered into Executive Session to discuss the performance of a public employee and to discuss the performance evaluation of a public employee.

The Board returned to the open special meeting at 4:39 p.m.

BUSINESS MEETING**Approval of President's 2015-2016 Performance Evaluation – Quentin Powers**

Motion: Trustee Zapora moved and Trustee Benson Tolle seconded the motion to approve the President's 2015-2016 Performance Evaluation.

Approved

Approval of President's 1.8% Cost of Living Allocation (COLA) (RN 16-6-A) – Quentin Powers

Attachment A

The Board discussed the request of President Hernandez to receive a 1.8% Cost of Living Allocation (COLA), effective July 1, 2016.

Motion: Trustee Zapora moved and Trustee Benson Tolle seconded the motion to approve Resolution No. 16-6-A.

Approved

Discussion: Trustee Zapora asked about a merit increase in the President's salary in the future. He wants the Board to check on the salary annually and requested that further discussion take place at a future meeting.

BOARD DISCUSSION

The Board received information about the upcoming October 5-8 ACCT Leadership Congress in New Orleans, LA.

ADJOURNMENT

The meeting was adjourned at 4:45 p.m. by Chair Quentin Powers.

ATTACHMENT AVAILABLE UPON REQUEST

Mr. Quentin Powers, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

MINUTES**Special Meeting
August 18, 2016*****DRAFT***

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

Others Present: Danielle Carnes, Christina Castorena, Larry Cluphf, David Cordell, Dr. Terry Cox, Dr. Charlie Crawford, Dennis Curran, Michele Domingo, Dr. Tonya Drake, Joe Duggan, Laurie Greenwood, Dr. Jean Hernandez, Merritt Hicks, Pat Huffman, Jennifer Inslee, Kevin McKay, Patty Michajla, and Jan Strand

CALL TO ORDER AND INTRODUCTION OF GUESTS

Quentin Powers, Board Chair, called the Business Meeting to order at 8:00 a.m., welcomed those present, and asked for self-introductions.

PUBLIC COMMENTS

No public comments.

NEW BUSINESS - ACTION**Approval of Institutional Performance Indicators – Resolution No. 16-8-1 – Dr. Tonya Drake
Attachment A**

Dr. Tonya Drake presented the Institutional Performance Indicators for approval. Due to the accreditation timeline, the Board was asked to both review and approve the document on this date. The Board engaged in conversation regarding the importance of metrics.

Motion: Trustee Clay moved and Trustee Benson Tolle seconded the approval of Resolution No. 16-8-1.

Approved

NEW BUSINESS FIRST CONSIDERATION**Consideration of 10-Year Facilities Master Plan – Kevin McKay
Attachment B**

The College is required by the State Board for Community and Technical Colleges to prepare a 10-year Master Plan. Kevin McKay, Vice President of Finance and Operations, presented the campus map explaining the visionary depiction of the campus. The plan has been shared with the campus and will be further reviewed this fall. It will then be brought back to the Board in either October or November for final review and approval.

**Consideration of Black Box Theatre Proposed Name Change – Dr. Terry Cox
Attachment C**

Dr. Terry Cox, Vice President of Workforce Development and Training, presented a proposal to change the name of the Black Box Theatre. “Black Box” is a theater type, and seven other Black Boxes exist in the surrounding area, causing confusion. An organized committee has unanimously selected the name of “Triton Theater.”

The Board engaged in conversation about building names and suggested a naming opportunity to recognize a possible substantial donation to the College. The President will discuss the Board’s proposal with the Executive Director of the Foundation. The College has a process and policy for naming buildings. The Board agreed that they support renaming the theater. The President will provide updated information to the Board at either the September or October Board meeting after discussing the donation possibility for naming rights with the Foundation.

Consideration of Revised Board Policy B 3.3 – Dr. Jean Hernandez
Attachment D

Present Hernandez, under the advisement of AAG Arlene Anderson, provided a proposed revision to Board Policy B 3.3, Board Job Description. Upon review, the College recognized that two areas of authority of the Board were not clearly described in this policy.

In practice, the College has been presenting the Board of Trustees with all real estate matters, but a specific dollar threshold was not codified within this Board Policy. The second area was adding a dollar threshold to acknowledge at what point the Board of Trustees must give approval before a litigation agreement may be settled. These revisions are made to clarify roles, responsibilities, and respective lines of authority for the Board of Trustees and the President.

The Board discussed their desire to continue to discuss all real estate acquisitions and litigations during special executive sessions. President Hernandez will revise the policy wording to add that the Board will be advised quarterly of all litigation settlements regardless of amounts.

The Board will be asked to approve the revised Board Policy B 3.3 in September.

BOARD UPDATES

Tobacco Policy Discussion – Dr. Jean Hernandez
Attachment E

President Hernandez presented the latest options for the Board to consider regarding tobacco usage on the Edmonds CC campus. During the 2013-2014 academic year, a task force was formed to research the College becoming a tobacco-free campus. A survey focusing on options to reduce tobacco use resulted in low respondents. Also, the results were closely divided between becoming tobacco-free or status quo. Due to staff changes, the task force lost some momentum with gaps in the conversations, and there was a delay in bargaining the impact with the faculty and classified unions.

President’s Cabinet has reviewed the three options below and recommend that the Board consider Option 2, which would leave a limited number of “designated smoking areas” on campus and enforce a policy of only smoking in those designated places. In addition, it is recommended that workshops be provided encouraging smoking cessation starting fall quarter 2016.

Options:

1. Tobacco-free campus
2. Limit smoking only to “designated smoking areas” with all other parts of campus tobacco free
3. No changes to current smoking policy

Discussion included: Impact on International students, Contract Administration Committee input; area community colleges who have gone tobacco-free; inviting the Snohomish County Health District and two area colleges who have gone tobacco-free to address the Board on their processes; inviting AAG Arlene Anderson to discuss the Board's role.

Following discussion, it was decided that the Board would like to hear more information about the issue, and recommended inviting representatives from other colleges who have become tobacco-free and Dr. Gary Goldbaum of the Snohomish County Health District to attend either the September or October Board meeting to provide a presentation and engage in further discussion. AAG Arlene Anderson will be asked to provide clarity on the Board's authority. The Board's goal is to make a policy decision on whether or not Edmonds CC becomes tobacco-free, and the path to how they arrive there will be an inclusive process. At the end of the October meeting, the Board will provide their input and recommendation of how they want to move forward with the tobacco policy.

NWCCU Letter of Acceptance of Financial Statement – Dr. Jean Hernandez

Attachment F

President Hernandez shared a letter received by the Northwest Commission on Colleges and Universities reporting that Edmonds CC is now in compliance with Standard 2.F.7 cited in Recommendation 1 of the Spring 2014 Year Three Peer-Evaluation Report.

President's 2016-2017 Draft Goals – Dr. Jean Hernandez

Attachment G

The Board reviewed President Hernandez' 2016-2017 draft goals. A slight revision will include the addition of listing how the President will continue to offer opportunities for employees and students to meet with her via birthday coffee receptions and quarterly open campus forums.

ADJOURNMENT

The business meeting was adjourned by Chair Quentin Powers at 9:27 a.m.

ATTACHMENTS AVAILABLE UPON REQUEST

Mr. Quentin Powers, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

BACKGROUND**APPROVAL OF REVISED
BOARD POLICY B 3.3****Subject**

Board Policy 3.3 Revisions

Background

Upon review of Board Policy 3.3 - Board Job Description, the College recognized that two areas of authority for the Board were not clearly described in this document.

In practice, the College has been presenting the Board of Trustees with all real estate matters, but a specific dollar threshold was not codified within this Board Policy. The second area was adding a dollar threshold to acknowledge at what point the Board of Trustees must give approval before a litigation agreement may be settled. These revisions are made to clarify roles, responsibilities, and respective lines of authority for the Board of Trustees and the President.

Therefore, to address the lack of a statement on the Board of Trustees authority and threshold for real estate property and to add a threshold level on the settlement of litigation matters, Board Policy 3.3 has been revised and is submitted to the Board for its review and consideration. (See attachment)

Recommendation

The College recommends that the Board of Trustees approves the revisions made to Board Policy 3.3 – Board Job Description.

B 3.3**BOARD JOB DESCRIPTION**

In addition to any duties imposed by the laws of the state of Washington, and the rules and regulations of the State Board for Community and Technical Colleges, the job of the Board is to represent the citizens of College District #23 in determining and demanding appropriate organizational performance. The Board will concentrate its efforts on the following:

1. The link between the College and the citizens, educational institutions, governmental agencies, business and industry, and other community, state, and federal organizations.
2. Written governing policies which, at the broadest levels, address:
 - Mission and Strategic Direction
 - Board-Institution Linkage
 - Board Planning and Operations
3. The assurance of Presidential performance.
4. A link between the Board and the College Foundation Board for maintaining communication and providing coordination between the two Boards. The relationship between the Board and College Foundation Board shall be reviewed a minimum of every three (3) years, and as time permits annually at the Board's yearly retreat.
5. The entire Board will also retain and perform the following non-delegable duties:
 - Adopt the annual College budget.
 - Establish tuition rates.
 - Approve the contract between the College and the Foundation.
 - Approve all litigation settlements above \$150,000*.
 - Authorize every sale or purchase of real property, and every lease of real property.
 - Approve all new degrees and certificate programs of 20 or more credits, and which require approval by the State Board for Community and Technical Colleges.
 - Approve discontinuation of all degrees and

certificate programs of 20 or more credits, and which required approval by the State for Community and Technical Colleges.

- Approve naming of buildings, places, landscaping.
- Select honorary degree recipients.

6. The Board, with the exception of the Student Trustee**, also will retain and perform the following non-delegable duties:

- Grant or deny tenure or permanent status to faculty.
- Approve negotiated master agreements with faculty and classified staff.
- Hire, evaluate, set the terms of employment, renew or dismiss the President.
- Dismiss tenured or permanent faculty.
- Terminate probationary faculty prior to contract expiration.
- Approve indemnification of any College official or employee named in a lawsuit.
- Approve sabbatical leaves for faculty.

* Approve any litigation initiated by the College, with the exception of litigation relating to personnel matters as outlined in RCW 28B.50.102.

** *RCW 28B.50.102, Boards of trustees—Student trustee, states in part:*

(2) A student appointed under this section shall excuse himself or herself from participation or voting on matters relating to the hiring, discipline, or tenure of faculty members and personnel or any other matters pertaining to collective bargaining agreements.

BOT 3.3 – 5/01
Revised 9/15/06 by Board Resolution 06-9-1
Minor Edit 12/8/06
Revised 5/12/11 by Board Resolution 11-5-2
Revised 5/8/14 by Board Resolution 14-5-1
Revised 9/8/16 by Board Resolution 16-9-1

RESOLUTION NO. 16-9-1**APPROVAL OF REVISED
BOARD POLICY B 3.3**

WHEREAS, the College wishes to clarify the Board of Trustees role, responsibilities, and authority;

WHEREAS, the College wants to define the President's lines of authority; and

WHEREAS, by revising Board Policy B 3.3 as set forth in the attached document, the College makes it clear to all parties when matters must be brought before the Board of Trustees for approval.

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approves the revisions to Board Policy B 3.3 – Board Job Description.

Mr. Quentin Powers, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

BACKGROUND**CONSIDERATION OF
REVISED BOARD POLICY
B 1.2****Subject**

Consideration of Revisions to Board Policy 1.2 – Monitoring and Planning.

Background

In preparation for the College's Seven Year Comprehensive Accreditation visit, the College staff has been reviewing Board and College Policies. It was noted that Board Policy 1.2 – Monitoring and Planning, which established an expectation that all Board Policies would be reviewed every year, might be a little too ambitious.

In order to have a more reasonable timeline for the Board of Trustees to review all Board Policies, Board Policy 1.2 is being revised so that the Board must now review all Board Policies at least once every three years. The College will continue to review and prepare each Board Policy with recommendations, if needed, and include those policies in the Board packet prior to the meeting. During the Board meeting when each policy is reviewed for first consideration, feedback will be collected from Board members, and additional revisions, if necessary, will be made. College staff will make requested changes. At the second Board meeting following the Board's first consideration, the Board will vote on a resolution to approve any major revisions. Minor changes will be brought to the Board of Trustees as information items.

Recommendation

The College recommends that the Board of Trustees approves the revisions made to Board Policy 1.2 – Monitoring and Planning at the October 13 Board meeting.

B 1.2**MONITORING AND
PLANNING**

Central to the college-wide strategic and SIMPLE planning processes, the Board will review and, if necessary, modify the College's Mission, Core Themes, and Strategic Goals. These Goals and Core Themes will guide the College in the development of strategies and measureable outcomes for the ensuing year.

Annually, the President will provide the Institutional Performance Report on the prior year's goals, including the achievement of the measureable outcomes or a plan for those outcomes that were not met, to the Board of Trustees.

While any policy may be monitored at any time, a schedule of monitoring reports and policy discussions will be developed in conjunction with the Strategic Goals and Core Themes.

The schedule for policy and regulation review should occur at least once every three years.

**PRESIDENT'S REPORT
SEPTEMBER 8, 2016****PRESIDENT JEAN HERNANDEZ
EVENT HIGHLIGHTS JUNE - AUGUST 2016**

- June 10th was a highlight as we congratulated about 350 of our 2,200 students who attended the graduation ceremony at Xfinity Arena and received diplomas, certificates, and/or degrees. It also was a special honor to have former Trustee Dick Van Hollebeke receive an Associate of Arts degree from the Board of Trustees.
- Edmonds 4th of July Parade –The College kicked-off its 50th year anniversary by having a group of about 30 employees and students walk in the parade. I was honored that Chuck Olson Chevrolet provided us with a beautiful convertible for this event.
- Tribal canoe journey – Under the guidance of Dr. Tom Murphy, approximately 15 students and half a dozen employees paddled in the annual Tribal Canoe Journey this year. In addition, the Center for Service Learning assisted with another 20-30 volunteers who helped with clean-up during breakfast and dinner, getting camping gear to each landing site, and assisting elders and others where needed. I was honored to see our students and employees at the Tulalip Tribes landing and launch. I also was invited to participate in their reflections time and learned that this experience is life changing for our students, faculty, and staff.
- Heritage Club and President's Club events – The Foundation hosted its first Heritage Club luncheon since I have served as president. Carol Christiansen, a President's Club member and retired EdCC employee, hosted us in her Condo's large conference center. We had ten guests attend. The President's Club annual reception was held in the home of Wendy and Mike Popke. I was pleased to have about 85 guests attend. It was a perfect evening with a view of the Puget Sound and mountains. Everyone had a great time. We are so fortunate to have supporters like Carol, Wendy, and Mike who are willing to share their space and time with us.
- Community is our Middle Name: A Taste of Edmonds – Edmonds CC was one of the sponsors of A Taste of Edmonds this year. We had over 30 employees volunteer their time to greet guests to our booth and tell them about the many educational programs and resources at the College. We also hosted the Latino Expo's sixth annual event in our parking lot just outside of Snohomish Hall, and I was asked to give a welcome along with Council Member Shannon Sessions, Congressman Rick Larsen, and Rep. Luis Moscoso. Over 350 community members visited the campus, and over 30 vendors set up booths, covering such areas as sustainable food, health vitals, educational opportunities at EdCC and the universities, and great cultural dancing. NAACP of Snohomish County also hosted their Ubuntu celebration in Woodway 202. Unfortunately, I was unable to attend; however, Michele Domingo and Barbie-Danielle Decarlo attended and represented the College.

- Launching of “The Facility – Maker Space” – VP of Workforce, Dr. Terry Cox and David Voertman arranged a great community reception and tour of The Facility this summer. Along with myself, we had Rep. Strom Peterson, County Executive Dave Summers, and Mayor Dave Earling give welcome remarks to the 70+ attendees. The energy in Monroe Hall was electrifying.
- Professional Development work – I continue to work on the College’s accreditation report for our Sever Year Comprehensive visit. I have completed my review of Standards 1, 2, and 3 and have a little more to go on Standard 4. I plan to complete my review of Standard 5 by the end of September. I also have had very good discussions on policies with Christina Castorena and Dr. Charlie Crawford. I very much appreciate the Board of Trustees support in letting me have this time to get a really good first read on the draft that our Strategic Council members, Accreditation Steering Committee, Jim Mulik, Liz Murata, Kathy Murphy, and President’s Cabinet have been writing over the last year.

Edmonds Housing and Residence Life Future Demand and Needs



CURRENT SUMMARY:

EdCC has offered housing for our students for 40 years. We house approximately 300 students each quarter in 3 Residence Halls:

Rainier Place (182 beds)

Sophie Court (52 beds)

Spencer Court (53 beds)

These 300 students represent approximately \$600K in tuition a quarter (\$1.8K/AY). To date housing has served 5,000 students in our Res Halls.

Homestays

We house approximately 450 students in local EdCC Host Families. Homestay is full Fall through Spring, and about 50% full summer. These 450 students represent approximately \$1.3K in tuition a quarter (\$4.1/AY). To date homestay has served over 30,000 students.

VALUE OF HOUSING:

- The residential life program is a vital part of our college mission.
- Housing options bring a diverse population to EdCC that may not have enrolled (out of state, international, athletes, financial aid).
- Housing enhances learning with innovative and comprehensive educational opportunities and services.
- Housing provides a friendly, supportive and safe living environment.
- Housing promotes equity and inclusion, especially for financial aid and homeless students.
- Housing supports growth of student leaders through RAs, IMs, RHA and weekly programs for all housing students.

CHALLENGE:

We Need More Beds

- The demand for residential housing has continued to grow (wait list each quarter).
- Demand for housing in area is growing too.
- Spencer Court was just a temporary solution – not appropriate for student housing.
- We must increase housing availability in order to keep our current market share of international and domestic students.
- The International underage high school completion program is increasing in numbers. Residential housing is needed in order to host the students in a safe location as another option to host family placement.
- Housing staff receive requests from local students/families for housing alternatives, especially from students on financial aid.

NEED:

- In order to keep EdCC's market share we need more access to college housing. Additionally, the goal is to increase our international and domestic student numbers which drives the need for more beds.
- EdCC turned away 100 applicants in Fall 2015, and each quarter we turn about 20 away.
- ISS reports that many students didn't apply/enroll at EdCC because housing was full.

- We need to move students in Spencer Court to be closer to campus (this was to be a temporary solution).

COMPETITION:

- Everett opens new housing Fall 2016 with 120 beds
- Shoreline looking to build
- Bellevue looking to build

POSSIBLE SOLUTION:

Pursue lease contract with a residence hall or apartment developer

- We would seek to secure 100-200 more beds to meet current and future housing needs.
- We would move 50 students from Spencer Court into this new facility and end our contract with Spencer Court.
- We could enroll more International and domestic out of area and out of state students.
- More housing would bring more full time students to EdCC.

COST ANALYSIS (SUMMARY):

Projections:

Rent and Other Income:	\$1,922,582
Fixed Operating Expenses:	\$1,898,581
Contribution to College Operating Budget:	\$24,001