

Washington Community College District 23

**Agenda
Special Meeting
September 13, 2010
Cascade Conference Room
Snohomish Hall 304
4:30 p.m.**

Estimated Time (p.m.)

- 4:30 **Call to Order** – Jeannette Wood
 Introduction of Guests – Jack Oharah
 Introduction of 2010-11 Student Government Officers – Wayne Anthony
- 4:40 **Approval of June 10, 2010 Meeting Minutes** – Jeannette Wood
 Next meeting: October 14, 2010
- 4:45 **New Business – First Consideration**
- Consideration of 2011 Board of Trustees Meeting Schedule – Jeannette Wood
 - Declaration of Financial Exigency – Kevin McKay
- 5:00 **New Business – Action**
- Fund Balance Commitments for Debt Service (RN 10-9-1) – Kevin McKay
 - Election of Board Officers – Jeannette Wood
- 5:30 **Liaison Reports (quarterly)**
- Edmonds/Everett Liaison Meeting – Dick Van Hollebeke and Quentin Powers
- 5:40 **Board Updates (Two minutes each)**
- Student Representative – Ean Olsen
 - Classified Representative – Patti Pollardo
 - Faculty Representative – Margaret West
- 5:50 **President’s Report** – Jack Oharah
- 6:00 **Presidential Search Update** – Mark Cassidy
- 6:15 **Board Discussion** – Jeannette Wood
- 6:30 **Executive Session** – Jeannette Wood
- 7:15 **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
 June 10, 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: Arlene Anderson, Whitney Anderson, Wayne Anthony, Mark Cassidy, Marty Cavalluzzi, David Cordell, Barbara Counsellor, Faimous Harrison, Cindy Hough, Don Hunter, Azan Jacobs, Lauri Kram, Ka Hyeon Lee, Mor Lee, Kevin McKay, John Michaelson, Patty Michajla, Jim Mulik, Kelvin Nesvog, Beth Nichols, Jack Oharah, Ean Olsen, Marian Paananen, Patti Pollardo, Rae Ellen Reas, Chris Reid, George Smith, Nicola Smith, Joyce Wang, Margaret West, Nicole Wilson, David Wong

AGENDA	DISCUSSION	ACTION TAKEN	FOLLOW UP/DEADLINES
Call to Order and Introduction of Guests	The June 10, 2010 regular meeting of the Board of Trustees was called to order by Chair Jeannette Wood at 4:30 p.m. The newly elected 2010-11 student government officers were introduced.		
NEW BUSINESS – ACTION			
Approval of Appointment to Presidential Search Committee – Mark Cassidy	Due to the resignation of a member of the Presidential Search Committee, the Board was requested to approve the nomination of Susan Loreen to the Committee.	Mauri Moore moved and Quentin Powers seconded the approval of appointing Susan Loreen to the Presidential Search Committee. Approved	
Approval of Presidential Profile – Dr. Don Hunter Attachment A	The first Presidential Search Committee meeting took place this morning. Discussion included the role of the search committee, search timeline, presidential profile development, confidentiality, and diversity issues.	Mauri Moore moved and Quentin Powers seconded the approval of the Presidential Profile. Approved	The position opening will be advertised beginning June 14.
Approval of Trustee Appointments to Presidential Search Committee – Mark Cassidy	The Search Committee, chaired by two trustees, consists of 17 members representing all areas of the College, plus the outside community. It is anticipated to close the search process early to mid-October which will enable all faculty and staff to participate in the process that will include open campus forums. The final decision will be made in mid-October. Mauri Moore requested that a motion be made to designate Trustees Dick Van Hollebeke and Jeannette Wood, the Co-chairs of the Presidential Search Committee, as voting members of the committee. Dr. Hunter noted that the applications belong to the entire Board and that they all can	Mauri Moore moved and Quentin Powers seconded the appointment of Dick Van Hollebeke and Jeannette Wood as Co-Chairs of the Search Committee with voting rights. Approved	

	<p>review them after signing a confidentiality form.</p> <p>The committee understands and recognizes the importance of diversity and believes that it is addressed adequately in the presidential profile.</p>		
APPROVAL OF MINUTES and NEXT MEETING Attachment B		Dick Van Hollebeke moved and Mauri Moore seconded the approval of the May 13, 2010 regular meeting minutes. Approved	Next meeting: August 19-20, 2010 Study Session
2010 Excellence in Education Award Presentation – Jeannette Wood	The 2010 Excellence in Education Award was presented to Beth Nichols, Director of Grants and Research.		
OLD BUSINESS – ACTION			
Approval of New Student Fees (RN 10-6-1) – Whitney Anderson Attachment C	The list of new student fees was presented last month for first consideration. No further questions.	Dick Van Hollebeke moved and Quentin Powers seconded the approval of Resolution No. 10-6-1. Approved	
Approval of Associated Students’ Revised Financial Code (RN 10-6-2) – Whitney Anderson Attachment D	The Associated Students’ Revised Financial Code was presented last month for first consideration. No further discussion.	Dick Van Hollebeke moved and Quentin Powers seconded the approval of Resolution No. 10-6-2. Approved	
Approval of 2010-11 Associated Students’ Fees (RN 10-6-3) – Whitney Anderson Attachment E	The 2010-11 Associated Students’ Fees were presented last month for first consideration. No further discussion.	Dick Van Hollebeke moved and Quentin Powers seconded the approval of Resolution No. 10-6-3. Approved	
Approval of 2010-11 Associated Students’ Budget (RN 10-6-4) – Whitney Anderson Attachment F	The 2010-11 Associated Students’ Budget was presented last month for first consideration. No further discussion.	Dick Van Hollebeke moved and Quentin Powers seconded the approval of Resolution No. 10-6-4. Approved	
Approval of 2010-11 College Operating Budget (RN 10-6-	Kevin McKay provided revised information since the May 13 Board budget presentation. The projected fund balance	Mauri Moore moved and Dick Van Hollebeke seconded the	

<p>5) – Kevin McKay Attachment G</p>	<p>increase is \$4.8M. Fund balance strategies were discussed. The tuition estimate for next year is \$9.5M, which is conservative. The 2009-10 budget will finish with strong excess enrollment which will be used to mitigate further cuts. The college financials remain strong and position Edmonds CC better than most in these tough times. The anticipated permanent allocation reduction, adjusted for tuition, will be at least 15% over 2.5 years. Enrollment is projected to increase slightly more in 2010-11. Existing cuts and impacts have the College stretched very thin which impacts services. A balanced 2010-11 operating budget of \$44,849,005 was presented for approval.</p>	<p>approval of Resolution No. 10-6-5. Approved</p>	
<p>Approval of 2010-11 International Contract Programs (RN 10-6-6) – Kevin McKay Attachment H</p>	<p>The 2010-11 International Contract Programs were presented last month for first consideration. No further discussion.</p>	<p>Dick Van Hollebeke moved and Mauri Moore seconded the approval of Resolution No. 10-6-6. Approved</p>	
<p>Approval of 2010-11 Revised Tuition and Fee Waiver Schedule (RN 10-6-7) – George Smith Attachment I</p>	<p>The 2010-11 Revised Tuition and Fee Waiver Schedule was presented last month for first consideration. No further discussion.</p>	<p>Dick Van Hollebeke moved and Mauri Moore seconded the approval of Resolution No. 10-6-7. Approved</p>	
<p>Approval of 2010-11 College Fee Schedule (RN 10-6-8) – Kevin McKay Attachment J</p>	<p>The 2010-11 College Fee Schedule was presented last month for first consideration. The College is recommending no fee increases.</p>	<p>Mauri Moore moved and Dick Van Hollebeke seconded the approval of Resolution No. 10-6-8. Approved</p>	
<p>NEW BUSINESS – ACTION</p>			
<p>Approval of Philosophy Statement, SIMPLE Plan, and Two New College Core Themes (RN 10-6-9) – Marty Cavalluzzi & Jim Mulik Attachment K</p>	<p>Marty Cavalluzzi provided a brief historical background on the self-study process completed by the College approximately three years ago.</p> <p>Jim Mulik explained the SIMPLE (Strategic, Informed, Measurable Process Leading to Effectiveness) Plan, which is a culmination of the efforts of the self-study process. One of the major revisions in this plan is to change the words “college-wide goals” to “core themes”. This name change is due to accreditation changes. The document addresses key</p>	<p>Mauri Moore moved and Dick Van Hollebeke seconded the approval of Resolution No. 10-6-9. Approved</p>	<p>The SIMPLE Plan will be rolled out during the kick-off week of fall quarter in September.</p> <p>Mauri Moore suggested that the Board reevaluate their own goals at the upcoming retreat.</p>

	<p>performance indicators and strategic directions.</p> <p>The SIMPLE Plan is a cyclical process with goals set in the fall and accomplishments reported in the spring. Jack Oharah noted that during the August board retreat the trustees will receive a report on the key indicators and will continue to receive this information on an annual basis. The overall process has gone from a five-year inclusive process to a more comprehensive three-year process.</p>		
BOARD UPDATES			
	<p>Student Representative – Azan Jacobs – Attachment L Classified Representative – Patti Pollardo – Attachment M Faculty Representative – Margaret West – Attachment N</p> <p>Jack Oharah responded to a letter presented by the faculty union concerning the Five Star Consortium and stated that there are two separate issues during this formative stage: the Consortium itself and the legislation. The unions will be included.</p>		
MONITORING REPORT			
	<p>Financial Aid Update – Rae Ellen Reas Attachment O</p> <p>Rae Ellen Reas provided an update on the Financial Aid software problems. The Information Technology department has been working hard to address the issues, and there has been some improvement with efficiencies. It remains difficult to use and requires many manual processes.</p> <p>There has been a 60% increase in processing applications and currently a 3-4 month wait for the students to receive their funds. This issue has resulted in overtime work hours and decreased morale for staff, and stress for students being turned away.</p> <p>Strategies that have been implemented to assist the problem: student portal to view awards; online service request process; call center system phone hours; limited office hours of operation; delays of payment; streamlined process for Worker Retraining students; additional student employees; part-time permanent employees elevated to full-time.</p>		<p>To view the Financial Aid status visit the webpage: www.edcc.edu/finaid</p>

BOARD POLICY REVIEW – Mark Cassidy and Emily Yim Attachment P	Four Board Policies were reviewed: B 2.4, Budgeting; B 2.5, Fiscal Accountability; B 2.6, Compensation and Benefits; and B 2.7, Asset Protection		A comprehensive policy review will take place during the August Board study session.
PRESIDENT’S REPORT – Jack Oharah Attachment Q	The President’s report was distributed. Additional discussion: Five Star Consortium; Washington Aerospace Training & Resource Center grand opening; graduation ceremonies at the Monroe Correctional Complex; WACTC Operating Budget Committee Chair report		
BOARD DISCUSSION			
	TACTC - Mauri Moore Mauri Moore and Dick Van Hollebeke attended the TACTC Spring Conference in May in Wenatchee. Two packets were distributed to the trustees regarding president and board evaluations. Mauri requested that the trustees view all of the materials on the TACTC website: http://www.sbctc.edu/public/t_index.aspx She will also forward additional information to the trustees.		If further discussion is necessary regarding the materials, the trustees can visit individually with the president. If further group discussion is needed, it can take place during the August Board study session.
ADJOURNMENT	There being no further business, Chair Jeannette Wood adjourned the meeting at 7:23 p.m.		

(NOTE: Attachments available upon request)

Jeannette P. Wood, Chair

Date Approved

ATTEST:

Jack Oharah, Secretary

ATTACHMENT L

BOARD OF TRUSTEES

Monthly Meeting Report

Student Government

June 10, 2010

- The Executive Board has finalized the Executive Officer selections for the 2010 - 2011 academic year. There were 38 applicants and 28 interviews. Outgoing Officers met with incoming Officers on June 9th for introductions and to schedule individual job shadowing.
- The Executive Board is in the process of negotiating next year's bus contract with Community Transit, on May 17th the Board met with Community Transit representative Kate Tourtellot.
- The Executive Board finalized their selection for the position of Assistant to the Board. This will be formally approved on June 10th.
- The Executive Board is in the process of discussing ATM options.
- The Executive Board is in the process of implementing a unified data collection system for all 522 accounts. This will collect qualitative and quantitative data to help the Officers make educated decisions regarding future budget allocations.
- On May 19th the Office of Student Life sponsored the Annual Awards Dessert in TUB 202.
- The Office of Student Life is sponsored our annual Springfest on May 26th in the courtyard.
- On June 8th the Center for Service Learning sponsored the Celebration of Service Learning.
- Ka Hyeon Lee and Azan Jacobs attended the first Presidential Search Committee meeting on June 10th 2010.
- On Friday, June 11th the event Musaic will be held in the Blackbox Theater.
- On Saturday, June 12th the EdCC Hip-Hop Club will be hosting its 3rd showcase: The Roots.
- On Sunday, June 13th EdCC Commencement at the Edmonds School District Stadium, in Woodway.
- On Monday, June 14th the Symphonic Choir will have a concert at Trinity Lutheran Church at 7:30 p.m.

- The Executive Board will sponsor a Textbook Exchange Fair on June 17th and 18th in from 10:00 am – 3:00 pm in Brier Hall.
- Baseball participated in the NWAACC Championship Tournament May 27th -31st at Lower Columbia College.

Submitted by: Azan Jacobs, Administrative Liaison

ATTACHMENT M

BOARD OF TRUSTEES

Monthly Meeting Report

WPEA/UFCW LOCAL 365

June 10, 2010

- Saturday, May 15, 2010, our union President (Greg Parker), Secretary-Treasurer (Earl Kales), Julie Bishop (Skagit Valley CC), and I attended the annual COPE (Committee on Political Education) Convention in Seattle on behalf of all of our WPEA members. It was sponsored by the Washington State Labor Council. Some of the congressional and supreme court candidates in attendance got up and addressed all of us, and there were quite a few of the legislative candidates walking around amongst us handing out their literature and talking to us until it was time to start the business of the day.

There were many people in attendance from just about every union. We were definitely surrounded by a “sea of colors”! We were there for nearly 12 hours voting on congressional and statewide endorsements, as well as initiatives and referendums to support or oppose. It was interesting to hear the pros and cons of why a candidate should or shouldn’t be endorsed. Things got a little rowdy a couple times, but, on the whole, it was a well-run event.

We then took these endorsements back to our Executive Board meeting last weekend to finalize the list, and to decide if our endorsements would have any funds attached to the endorsement. WPEA added Adam Kline, Kris Lytton, and Frank Chopp to the list. You can view WPEA’s list of legislators and initiatives we support/don’t support at their website wpea.org. It is updated frequently.

Julie and I were glad that we had the opportunity to attend this convention and experience the machinations of the other unions.

- At our June Executive Board meeting we also discussed working on strategic planning for our union to set some more goals, review our mission statement to see if we are fulfilling our missions, etc. Once we have an idea of what areas we want to start with, we will be seeking help and suggestions from all WPEA members.
- Monday, June 7, was our first day of contract negotiations for Higher Ed. We went over all of our proposals with the management team explaining our intentions of the changes to the contract articles we made. We all know there is no money, and benefits are being worked on through committee, so there are “placeholders” in those articles.

Our next day of negotiations will be June 21 at Highline Community College. At this session, management will go over their proposals with us. We hope that things do not get bogged down, and that our contract will be negotiated in good faith. Even though things seemed to go well Monday, the next session should give us a better sense of the direction of these negotiations.

The rest of the bargaining dates for Higher Ed are July 12-14, August 10-12, and August 23-25. September 13 has been set aside in case we need the date. To get everything finished and information sessions set up with our members, we are hoping that it won't take any longer than August 25. As usual, we have to have the contract negotiated and ratified in time to get it to the Governor by October 1, 2010.

- On July 31, 2010, we will be conducting Job Rep training here for those classified employees who have graciously volunteered for the resulting position. I am hoping to introduce them to everyone at our fall kick-off week event. There will be future training sessions for those members who aren't able to attend this session. I am very excited about this as I know these individuals will be great Job Reps, and, most definitely, very helpful to our members.
- We are coming up against problems with tempers between employees due to stress and demands being made. Linda Fryant and I are working on a Newsletter and will be incorporating College Policy C6.5.600 (Workplace Civility and Respect) and our contract Article 3 (Workplace Behavior) in it. We will be working with HR on these situations so that we will be on the same page for our members.

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

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

June 10, 2010

I distributed a packet containing copies of the Five Star Consortium MOU and the “Efficiencies” bill (ESSB 6359) along with Directions for the Implementation of ESSB 6359 and a letter to President Oharah and the trustees from the union’s Executive Council.

On behalf of the Executive Council, I read the letter aloud. The letter essentially expressed concerns that the president had gone ahead to sign the MOU, which approves various efficiencies of programs and services, without consulting the union as specifically instructed to do by the legislature. I reminded the president and the trustees that I had brought up the same subject at the April meeting, but since then no attempt had been made to involve the union.

Submitted by: Margaret West, AFT President

President's Report June 10, 2010

ATTACHMENT Q

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.



Board of Trustees

Washington Community College District 23

Background

2011 SCHEDULE OF BOARD OF TRUSTEES MEETINGS

Subject

To establish and approve the 2011 schedule of Edmonds Community College Board of Trustees meetings.

Background

In compliance with *RCW 42.30.075*, it is necessary that the Edmonds Community College Board of Trustees adopt a meeting schedule to be kept on file in the Office of the Code Reviser in Olympia.

Regularly scheduled meetings are held on the second Thursday of the month or as established on the 2011 schedule of Board of Trustees meetings. Each meeting date will be confirmed at the previous month's Board meeting. If a date or time other than what is listed on the 2011 meeting schedule is chosen, then the Board will hold a *special* rather than a *regular* meeting. Any change to the schedule will be communicated to the media and Washington State Code Reviser's Office.

In accordance with *Board Policy B 3.2, Board of Trustees Bylaws, Section 2.1. Meetings*, the Board of Trustees will hold a minimum of six regular meetings and four study sessions during the calendar year.

Recommendation

The Trustees are asked to review the attached resolution listing the 2011 schedule of Board of Trustees meeting dates, along with any other personal commitments they have throughout the year. Any conflicts will be presented and discussed at the November 10, 2010, Board of Trustees meeting when approval will be requested.



Board of Trustees

Washington Community College District 23

Resolution No. 10-11-1

2011 Schedule of Board of Trustees Meetings

(TO BE APPROVED NOVEMBER 10, 2010)

WHEREAS, in compliance with RCW 42.30.075, it is necessary that the Edmonds Community College Board of Trustees adopt a meeting schedule to be kept on file in the Office of the Code Reviser in Olympia, and

WHEREAS, in accordance with Board Policy B 3.2, Board of Trustees Bylaws, Section 2.1, Meetings, the Board will hold a minimum of six regular or special meetings during the calendar year. Additional regular or special meetings may be held when requested by the Chairperson of the Board or by a majority of the Trustees, and

WHEREAS, the Board of Trustees has determined that four special study sessions will be held during each calendar year where no action will be taken;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College adopts the following schedule for its 2011 meetings, and directs the President or designee to file this schedule in the Washington State Code Reviser’s Office.

2011 Edmonds Community College Board of Trustees Meeting Schedule

Table with 4 columns: Date, Day, Time, Meeting Type. Rows include January (NO MEETING), February 10 (Study Session), March 10 (Regular Meeting), April 14 (Study Session & Regular Meeting), May 12 (Regular Meeting), June 9 (Regular Meeting), July (NO MEETING), August 18 & 19 (Summer Study Session), September 8 (Regular Meeting), October 13 (Study Session), November 10 (Regular Meeting), December (NO MEETING).

Emily Yim, Chair

Date Approved

ATTEST:

Jack Oharah, Secretary



Board of Trustees

Washington Community College District 23

Background

Declaration of Financial Exigency

Subject

Consideration of formally making a declaration of financial exigency.

Background

RCW 28B.50.873 provides an expedited layoff process applicable to tenure track faculty for use during a financial emergency. The State Board has authority to declare a financial emergency if there is:

- A reduction of allotments by the Governor
- A reduction of appropriated funds by action of the legislature
 - Within a biennium (adjusted for inflation); or
 - from one biennium to the next

The expedited process provides for limited appeal, consolidated hearings (if requested) and 60 day timeline from notice to hearing conclusion, for layoff of tenured/probationary faculty.

Given the unprecedented reduction in the state allocation to the community and technical college system this (2009-2011) biennium, the State Board did declare a financial emergency, authorizing individual colleges to follow suit. Edmonds has so far been able to avail ourselves of solutions to mitigate our portion of the system budget cuts without having to take this course of action.

However, with an additional mid-year allocation cut estimated at just over \$1 million for this fiscal year and facing a projected additional cut of as much as 10% (an additional \$2.6 million) in the first year of the coming (2011-2013) biennium, and with a great deal of uncertainty beyond the first year of the biennium, Edmonds is going to need a great deal of flexibility to find ways to mitigate the coming budget reductions.

By the end of this fiscal year (2010-2011), Edmonds will have taken over \$5.9 million in cuts to our state allocation, amounting to 22% of our state funding. This is no longer a matter of weathering a few difficult years, but now represents a fundamental change in the way we are funded as a state agency and will require a similarly fundamental change in the way we operate as a college.

The State Board has indicated they will again declare a financial emergency for the 2011-2013 biennium and many (of not most) colleges are likely to follow suit, of necessity. It is the opinion

of college leadership that Edmonds should also declare a financial emergency in order to ensure we have as many tools at our disposal as possible as we plan for the coming reductions to our operating budget.

We remain fully committed to the set of values which have been consistently used throughout these difficult times and decisions:

- Remember who we are and who we serve
- Minimize impact on student access/support
- Minimize impact on employees
- Ensure open communication and feedback (process transparency)
- Generate additional revenue as a first resort
- Look at all funds

As such, we do not take this step lightly. However, we believe it is entirely possible that reductions in staffing beyond normal attrition or early retirement may be required, depending on the nature and size of the coming budget cuts, and the college needs to be positioned to take those actions deemed necessary to best mitigate the coming budget reductions.

Recommendation

The staff of Edmonds Community College recommends that the Board of Trustees adopt the resolution authorizing the formal declaration of financial exigency.



Board of Trustees

Washington Community College District 23

Background

Fund Balance Commitments for Debt Service

Subject

Consideration of incorporating Minimum Fund Balance Commitments to College Debt Service Reserve.

Background

The College budget, as approved by the Board of Trustees, at the June 6, 2010 Board meeting, formally established:

- A COP (Certificate of Participation) Debt Service Reserve, initially funded with \$3.4 million, to cover the remaining debt obligation for the Maltby/Clearview and Mill Creek building 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
- Increased the minimum fund balance reserve from \$2.2 million to \$3.2 million, to better prepare the college for additional budget challenges in the coming biennium

The State Board has recently advised colleges to prepare now for additional mid-year budget cuts from the state, and all indications show further cuts coming in the 2011-2013 biennium.

It therefore becomes important to shift additional fund balance reserves into the COP Debt Service Reserve in amounts sufficient to cover remaining COP debt service obligations in order to provide additional operating budget relief this year.

At the same time, the growth of funds in the Debt Service Reserve can effectively meet the needs of having a minimum fund balance reserve. The Debt Service Reserve funds can be borrowed by the College for short-term emergency needs providing those funds are repaid in time to ensure all debt service payments can be made each year. The College should, in such cases, borrow those funds and pay an interest rate equivalent to the prevailing interest rate those funds can make if invested.

Therefore, applying the current \$3.2 million designated as the College Minimum Fund Balance Reserve to the COP Debt Service Reserve would allow the college to better meet current budget needs while also ensuring the College maintains access to funds for short-term emergency needs.

Recommendation

The staff of Edmonds Community College recommends that the Board of Trustees adopt the resolution authorizing the application of Minimum Fund Balance Reserve funds to the COP Debt Service Reserve as outlined in the resolution.



Board of Trustees

Washington Community College District 23

Resolution No. 10-9-1

FUND BALANCE COMMITMENTS FOR DEBT SERVICE

WHEREAS the 2010-2011 College operating budget, approved by the Board of Trustees on June 10, 2010, established a COP (Certificate of Participation) Debt Service Reserve account, initially 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 College operating budget also raised 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 College has been told to prepare for additional significant reductions in our state allocation both in this current 2010-2011 budget year as well as in the coming 2011-2013 biennium, and

WHEREAS the College seeks to increase the amount of uncommitted fund balance dedicated to remaining COP debt service obligation in order to provide long-term relief to the operating budget as a specific strategy to help mitigate current and coming state revenue reductions, and

WHEREAS the funds in the COP Debt Service Reserve account could be drawn on by the College for emergency short-term needs, and

WHEREAS any such short-term use of COP Debt Service Reserve account funds will require the College to borrow the funds at the prevailing interest rate those funds would otherwise be earning, and

WHEREAS it is better use of the college fund balance to apply the minimum fund balance reserve to the COP Debt Service Reserve account in order to meet both needs as outlined above,

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approves the incorporation of the funds currently designated as Minimum Fund Balance Reserve (approximately \$3.2 million) in to the COP Debt Service Reserve Fund in order to provide additional operating budget debt service relief, and the available balance of the COP Debt Service Reserve fund to also serve as the College minimum fund balance reserve as outlined above.

Jeannette Wood, Chair

Date Approved

ATTEST:

Jack Oharah, Secretary

**Edmonds Community College
Board of Trustees
Election of Board Officers and Committee Assignments 2010-11**

APPOINTMENT TERM	2010	2011	2012	2013	2014	2015
Mauri Moore				9/30		
Quentin Powers					9/30	
Dick Van Hollebeke	9/30 – up for reappointment					9/30
Jeannette Wood		9/30				
Emily Yim			9/30			
BOARD OFFICERS	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Mauri Moore	Vice Chair	Chair				Vice Chair
Quentin Powers			Vice Chair	Chair		
Dick Van Hollebeke		Vice Chair	Chair			
Jeannette Wood				Vice Chair	Chair	
Emily Yim	Chair				Vice Chair	Chair
Jack Oharah / President	Secretary	Secretary	Secretary	Secretary	Secretary	Secretary
COMMITTEE ASSIGNMENTS	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Foundation Liaison	Mauri Moore and Dick Van Hollebeke					
TACTC Legislative Committee and Legislative Contact Team	Jeannette Wood					
TACTC Board of Directors	Quentin Powers					



Board of Trustees

Washington Community College District 23

President's Report September 13, 2010

Campus activities, events and meetings since June 10 include the following:

- June 13 – Attended the annual Commencement ceremony at Edmonds Stadium
- June 15 – Attended the Washington State Reformatory graduation at Monroe
- June 17 – Attended a meeting at the Snohomish County Executive's office to discuss CERB (Community Economic Revitalization Board) grants
- July 13 – Attended the Foundation Board meeting
- July 28 – Provided a welcome for the China Institute of Industrial Relations group visiting our campus from Beijing
- July 28-30 – Attended the WACTC summer meeting at Pierce College, Steilacoom
- July 30 – Participated in the "Par 4 Kids" Golf Tournament in a networking activity
- August 4 – Met with members of the Student Services Leadership Team to discuss the budget
- Interviewed three candidate finalists for the Vice President of Finance and Operations position
- August 10 – Attended an aerospace event in Kent involving Frank Chopp
- August 13 – Attended event at the Washington Aerospace Training and Research Center involving a representative from the Governor's office and Department of Commerce.
- August 18 – Participated in the quarterly liaison meeting involving two Edmonds trustees and two Everett CC trustees and their president. The meeting was held at the Aerospace Training Center at Paine Field.
- August 19-20 – Attended the annual Board of Trustees summer study session
- August 23 – Participated in the annual Dave Stern Memorial Golf Classic in a networking capacity for the College and established a contact with Swedish Hospital.

- August 24 – Attended the Five Star Consortium presidents' meeting at Cascadia CC. A decision was made to plan for a regional grant.
- August 24 – Provided a welcome to the Opportunity Grant students at their end of the quarter event.
- August 25 – Attended the EDC's Networking event at the Future of Flight.
- August 25 – Bill Toskey met with representatives from Jay Inslee's office to discuss a \$1M earmark.
- September 7-10 – Meeting with Dr. Jerrilee Mosier, Chancellor of Ivy Tech Community College to discuss potential opportunities involving Edmonds CC and Ivy Tech.
- Edmonds Career Access Program (EdCap) summer enrollment was twice last summer's total and the college is on target to equal or exceed last Fall's enrollment. They are hoping to hire a new EdCAP case manager this week to help with the increased amount of students. This program is for out-of-school youth between ages 16 and 21. The goal is to complete a high school diploma and begin work in a professional/technical area.
- Energy Management classes for Fall Quarter are all full and second sections have been added for all but one class.
- Energy students are going to work with the City of Lynnwood and City of Edmonds on an energy audit grant and will shadow auditors to learn more about the process.
- Culinary Arts is full for Fall Quarter with a waiting list of 15 students. The baking program has 18 students and since this is a cohort program, it's almost full too.
- Another new program, Event Planning, is really taking off with very high enrollment this quarter.
- Our Big Three: Accounting, Management and BSTEC have very high enrollment and high s/f ratios (average 27/1) and will continue to grow. We have added new classes in the last few days.
- We received a \$10,000 grant from the State Board to launch a Sustainable Business program. We will start in Business Management developing a Sustainable Business course.

- Claudia Levi is in Lille, France with 15 students on a study abroad program she helped organize.
- We are getting ready to launch "Quality Matters" an online course rubric. We piloted the program last year and want to move it out to all divisions now to get as many courses as possible Quality Matters certified. Andy Williams is the lead on this project and is a Certified Master Reviewer for Quality Matters. This rigorous program ensures all online courses are structured to meet minimum requirements and ensure they are set up for success.