

Washington Community College District 23

**Agenda
Regular Meeting
September 13, 2012
Cascade Conference Room
Snohomish Hall 304A
4:30 p.m.**

Estimated Time (p.m.)

- 4:30 **Call to Order and Introductions** – Dick Van Hollebeke
- 4:35 **Introduction of Student Government Officers** – Wayne Anthony
- 4:45 **Public Comments** – Dick Van Hollebeke
- 4:55 **Board Discussion** – Dick Van Hollebeke
- City of Lynnwood – City/College Partnership Plans – Lynn Sordel and Bill Franz
- 5:40 **Recognition of Service** – Dick Van Hollebeke
- Recognition of Retiree, Barbara Counsellor (RN 12-9-1) – Kevin McKay
- 5:50 **Board Updates**
- Veteran’s Update – Peter Schmidt
 - Edmonds CC/Everett CC Initiatives Update – Susan Loreen & Dr. Jean Hernandez
- 6:10 **Approval of August 23-24, 2012 Special Meeting Minutes** – Dick Van Hollebeke
- Next meeting:** November 1, 2012, 4:30 p.m.
- 6:15 **Old Business – Action**
- Approval of GED Testing Fees (RN 12-9-2) – George Smith
 - Approval of Board Policy Revisions (RN 12-9-3) – Mark Cassidy
 - Approval of Building Names (RN 12-9-4) – Carol Summers
- 6:30 **New Business – First Consideration**
- Consideration of Pharmacy Technician AAS-T Degree – Dr. Marty Cavalluzzi
 - Consideration of Practical Nurse Certificate – Dr. Marty Cavalluzzi
 - Consideration of 2013 Board of Trustees Meeting Schedule – Dick Van Hollebeke
 - Consideration of Student Member on Board of Trustees – George Smith
- 6:55 **Board Updates (Two minutes each)**
- Student Representative – Guillermo Zapata
 - Classified Representative – Patti Pollardo
 - Faculty Representative – Margaret West
- 7:05 **President’s Report** – Jean Hernandez
- 7:15 **Board Discussion** – Dick Van Hollebeke
- Election of 2012-2013 Board Officers – Dick Van Hollebeke
- 7:25 **Executive Session** – Dick Van Hollebeke
- 7:35 **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.



Board of Trustees

Washington Community College District 23

Resolution No. 12-9-1

RECOGNITION OF SERVICE

WHEREAS, Barbara Counsellor started her career with the yet-to-become Edmonds Community College as a switchboard operator for the College District 5 at Paine Field in 1969 at the tender age of 21. At this same time she was also attending Everett Community College as an accounting student and eventually began working for them in their Cashier's Office. When the district split in 1981, Edmonds Community College was created and Barbara came to work in the new College's Accounting Office. She continued working on her AA degree in accounting at Edmonds and became one of the College's first graduates. With this accomplishment, Barbara became both the first high school graduate and the first college graduate in her family, and

WHEREAS, during her tenure here, Barbara has been able to adapt to the many changes that have occurred over the past 43 years. It is this adaptability that has helped her see the College through its inception, its many struggles, opportunities, and served under all its seven Presidents, and

WHEREAS, Barbara became the Manager of Accounting in 1985, a position she has held for the past 27 years. During this time she served the College with integrity, optimism, knowledge and perseverance, throughout many personnel, technological and ideological changes, causing her to learn to, "Be flexible, because things are always changing, and you have to change with it!"

WHEREAS, Barbara leaves a lengthy legacy of best-practices and procedures developed over many years and implemented to help the College run more efficiently for staff and more smoothly for students, and

WHEREAS, Barbara has "enjoyed working with everyone" and "feels this is a wonderful place to work", and her presence here has made it enjoyable and wonderful for all those who have known and worked with her, and

WHEREAS, the Board of Trustees has been advised that Barbara Counsellor will conclude her 43 year career at Edmonds Community College effective September 7th to begin a new phase of her life,

NOW, THEREFORE, BE IT RESOLVED that the Edmonds Community College Board of Trustees wishes to acknowledge Barbara on her retirement with deep appreciation for her long tenure of dedicated service and wishes her all the best in her new life.

Dick Van Hollebeke, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Study Session August 23 & 24, 2012

DRAFT

CALL TO ORDER

The Edmonds Community College Board of Trustees annual summer study session was called to order at the Edmonds Conference Center on August 23 at 8:30 a.m., and on the Edmonds CC campus in Brier Hall 244 on August 24 at 8:05 a.m., by Chair Dick Van Hollebeke.

QUORUM

August 23 – Trustees present: Wayne Brown, Diana Clay, Quentin Powers, Dick Van Hollebeke, and Emily Yim

August 23 – Others present: Mark Cassidy, Marty Cavalluzzi, David Cordell, Jean Hernandez, Pat Huffman, Jennifer Inslee, Karen Johnson, Susan Loreen, Kevin McKay, Patty Michajla, Jim Mulik, Karen Rotko-Wynn, George Smith, and Carol Summers

August 24 – Trustees present: Wayne Brown, Diana Clay, Quentin Powers, Dick Van Hollebeke, and Emily Yim

August 24 – Others present: Jean Hernandez, Kevin McKay, Patty Michajla and George Smith

STUDY SESSION

The study session included the following discussion topics: Strategic Planning update; Joint aerospace and K-12 projects with Everett CC; Student Achievement Initiative; Key Performance Indicators; Achieving the Dream; Enrollment update; Programs, Degrees and Certificates update; Board self-assessment; President’s evaluation and 2012-2013 goals; the 2012-13 Board meeting schedule; Updates on the Science, Engineering and Technology (SET) building and campus master plan; Emergency preparedness update; and a campus tour.

BUSINESS MEETINGS

Business meetings were held on both August 23 and August 24. Separate minutes.

ACTION

No action was taken by the Board of Trustees.

ADJOURNMENT

Chair Dick Van Hollebeke adjourned the study session at 5:15 p.m. on August 23, and at 12:18 p.m. on August 24, 2012.

Dick Van Hollebeke, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Regular Meeting Minutes August 23, 2012

DRAFT

Trustees Present: Wayne Brown, Diana Clay, Quentin Powers, Dick Van Hollebeke, and Emily Yim
Others Present: Mark Cassidy, Marty Cavalluzzi, David Cordell, Jean Hernandez, Pat Huffman, Jennifer Inslee, Karen Johnson, Susan Loreen, Kevin McKay, Patty Michajla, Jim Mulik, Karen Rotko-Wynn, George Smith, Carol Summers

Call to Order

The August 23, 2012 special meeting was called to order at 8:33 a.m. by Chair Dick Van Hollebeke.

Approval of Minutes

(Attachments A, B, C)

Trustee Clay moved and Trustee Powers seconded the motion to approve the May 15, 2012, June 14, 2012, and July 19, 2012 meeting minutes.

Approved

Next Meeting

September 13, 2012, 4:30 p.m.

NEW BUSINESS – FIRST CONSIDERATION

Consideration of GED Testing Fees – George Smith

(Attachment D)

Vice President George Smith distributed an update regarding a recommendation to increase the fee from \$75 to \$150 for the GED Test that would be implemented on October 1, 2012. The fee will continue when the current 5-test battery is replaced by a 4-test battery in January 2014. The implementation date allows colleges/testing centers time to communicate changes to stakeholders and update forms and processes prior to the January 2014 required changes. The students are receiving an alert about the increase. Trustee Clay noted that she would inform the Foundation Board to see if they could provide scholarship assistance to the students.

The Trustees will be asked to approve the fee increase at the September 13, 2012 Board meeting.

Consideration of Board Policy Revisions – Mark Cassidy

(Attachment E)

Due to recent revisions with the College's Mission Statement, Core Themes, and Values, the Board must review the related Board Policies for revisions to reflect those changes. College staff recommends editing Board Policy B1.1 to reflect the appropriate changes, and B1.3 to clarify the monitoring timeline for cyclical policy and regulation review.

Discussion followed about how often the policies should be reviewed. It was decided to review the Board policies annually to be completed by the time of the August retreat. The current policy states “review should occur every three years” and it will be revised to say “review should occur annually.”

Consideration of Building Names – Carol Summers

(Attachment F)

A committee reviewed a comprehensive list of 65 names within the Edmonds CC service area. By tradition, the College has named campus buildings after local cities, communities, and neighborhoods within the District 23 service area as well as landmarks within Snohomish County and the Puget Sound area.

Discussion took place with Trustee Van Hollebeke requesting that Edmonds Hall be used. Trustee Brown suggested “Boeing Hall” for the upcoming SET building if a sizeable donation could be received that aligned with the College’s naming rights policy. Vice President Summers noted that a donation of four million dollars or 60% of construction costs by a donor could provide naming rights.

The Board will be asked to approve the building names at the September Board meeting.

MONITORING REPORTS

SIMPLE (Strategic, Informed, Measurable Process Leading to Effectiveness) Plan Update – Jim Mulik

(Attachment G)

Dr. Hernandez reported that additional work will be done on the SIMPLE Plan at the President’s Cabinet level to further revise. Our assessment process will be documented for accreditation purposes. The Board approved the original SIMPLE Plan in 2010, but it will be revised for approval next spring.

The tentative plan timeline includes a simplified plan to be kicked off in the fall. First consideration of Board approval is planned for February with approval in March.

Strategic Plan and Vision Statement – Jim Mulik

This past spring a committee of college staff worked on the College Mission Statement that was brought to the Board in June 2012 for approval. The committee is currently working on the vision process and strategic plan. The Alford Group has been engaged by the College as consultants in the process.

Strategic Plan Update – Karen Rotko-Wynn, Consultant, Alford Group

(Attachment H)

Karen Rotko-Wynn provided an update of the work that the Alford Group consultants have done to date on the strategic planning process. The new name of the campus core team working on this plan is the “Strategic Planning Task Force.” The Alford Group has held meetings with the team and with President’s Cabinet which included a SWOT analysis. An overview of the four-phase timeline was shared with the expectations between June 2012 and February 2013, with the Board of Trustees receiving an update in January 2013.

Ms. Rotko-Wynn shared the roles and responsibilities of the three strategic planning groups (Strategic Planning Task Force, work groups, and external advisory committee). She noted that there will be more specifics of what the work groups will be working on and also shared some of the results of the recent SWOT analysis.

The Alford Group will participate in an all-campus strategic planning discussion on September 19, 9:00 a.m. – 12:00 noon, in Woodway 202. The Board of Trustees and Foundation Board members are encouraged to attend this discussion. The Board does not have a regular scheduled meeting in January 2013 but has been asked by the Alford Group to possibly hold a study session in January for continued discussion.

BOARD DISCUSSION

Board 2011-12 Performance Evaluation – Dick Van Hollebeke

(Attachment I)

The Board of Trustees reviewed their 2011-12 performance evaluation. A suggestion was made to invite representatives from community organizations to attend the monthly Board meetings to discuss connections with the College and other community issues. It was also suggested that it would also be beneficial to have the Board members provide presentations out in the community to inform outside organizations about the College.

President Hernandez commented that it is valuable for the Board to complete the President’s performance evaluation in June rather than August so that her goals can be in place over the summer for the vice presidents to be able to view as they prepare their own annual goals.

It was suggested to provide trustee mentors for any new trustees and also to schedule periodic one-on-one informational meetings with trustees and vice presidents.

Executive Session

At 1:00 p.m. the Board of Trustees entered into executive session. At 1:25 p.m. the Board entered into open session.

Adjournment

The meeting was adjourned at 1:25 p.m. by Chair Dick Van Hollebeke.

ATTACHMENTS AVAILABLE UPON REQUEST

Dick Van Hollebeke, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Special Meeting Minutes August 24, 2012

DRAFT

Trustees Present: Wayne Brown, Diana Clay, Quentin Powers, Dick Van Hollebeke and Emily Yim
Others Present: Jean Hernandez, Kevin McKay, Patty Michajla and George Smith

The August 24, 2012 special meeting was called to order at 8:04 a.m. by Chair Dick Van Hollebeke.

Executive Session

At 8:05 a.m. the Board entered into executive session to discuss the performance of a public employee.

At 9:08 a.m. the Board entered into open session.

President's 2012-2013 Goals – Dick Van Hollebeke (Attachment A)

The Board reviewed the 2012-2013 President's Goals with President Hernandez. The goals include:

1. Strengthen our diverse community
2. Provide educational opportunities
3. Help students access career opportunities
4. Support student success
5. Encourage innovation, service, and lifelong learning

Motion: Trustee Yim moved and Trustee Clay seconded the motion to approve the President's 2012-2013 Goals.
Approved

Adjournment

The meeting was adjourned by Chair Dick Van Hollebeke at 10:04 a.m.

Dick Van Hollebeke, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

ATTACHMENT A

2012-2013 Draft Goals Jean Hernandez

Strengthen our diverse community

- Hire a Special Assistant to the President for Equity and Inclusion.
- Work closely with the Special Assistant and the Diversity Council to implement a college-wide strategic diversity plan that addresses—increasing cultural competency across the campus, recruiting and retaining of more diverse student body and workforce.
- Encourage and create a strong presence of diversity initiatives at EdCC through speakers at the Black Box Theater, professional development opportunities, and community events held on campus.

Provide educational opportunities

- Ensure EdCC is a leader in offering excellent educational pathways, including addressing the skills gap in our service area.
- Certify ongoing assessments of our courses, certificates, and degrees are occurring on a regular basis.
- In close consultation with the Executive Vice President for Instruction, the Vice President for Workforce Development and Training, and the Vice President for Finance and Operations seek innovative ways to deliver a broad choice of degrees and certificates, such as competency based curriculum in partnership with Western Governors' University – Washington.

Help students access career opportunities

- Encourage opportunities on campus that prepare students for their job search.
- Solicit industry and community partners who are willing to participate in mock interviews and to list their current openings with the college.
- Support service learning and internship opportunities for all students.

Support student success

- Recommend policies to the Board of Trustees that validates EdCC commitment to student success.
- Actively participate in the Student Success Council.
- Seek innovative initiatives to implement at EdCC that support student success (e.g., Zero Week, mandatory orientation and advising, etc.)

Encourage innovation, service, and lifelong learning

- Support and advocate for a culture that embraces innovation and an entrepreneurial attitude for addressing current challenges.
- Ask each President Cabinet to become an active member of one of our community organizations that increase the visibility for the college and to participate in at least one city- or county-wide type activity each quarter.
- Seek ways to involve EdCC employees in professional development activities that support our core themes.



Board of Trustees

Washington Community College District 23

Background

General Education Development (GED) Testing Fee Increase

Subject

Proposed General Education Development (GED) Testing Fee Increase

Background

The GED Testing Service is now a joint venture between the American Council on Education and for profit Pearson Publishing. As a result of this joint venture, the 2014 series of GED tests will be delivered in a computer-based format. In order to be approved to administer the new series in January 2014, testing centers must transition to a computer-based version of the current tests prior to the release of the new 2014 tests. This requires testing centers to have computers that are compatible with the computer-based tests, approved desks and/or dividers, an electronic signature pad, and digital cameras.

The State Board for Community and Technical Colleges authorized a new fee of \$150 for the increased cost of the complete battery of GED tests, staff and infrastructure as recommended by the GED Advisory Group. The \$150 fee will continue when the current 5-test battery is replaced by a 4-test battery in January 2014.

The new fee implementation date will be October 1, 2012. This implementation date allows colleges/testing centers time to communicate changes to stakeholders and update forms and processes prior to the January 2014 required changes.

Recommendation

Board of Trustees approval of the General Education Development (GED) Testing Fee of \$150 at the September 13, 2012 Board of Trustees meeting.



Board of Trustees

Washington Community College District 23

Resolution No. 12-9-2

General Education Development (GED) Testing Fee Increase

WHEREAS, the GED Testing Service is now a joint venture between the American Council on Education and for profit Pearson Publishing and is directing Testing Centers to transition to a computer-based version of the current tests prior to the release of the new 2014 tests, and

WHEREAS, the State Board for Community and Technical Colleges authorized a new fee of \$150 for the increased cost of the complete battery of GED tests, staff and infrastructure as recommended by the GED Advisory Group, and

WHEREAS, the October 1, 2012 implementation date allows colleges/testing centers time to communicate changes to stakeholders and update forms and processes prior to the January 2014 required changes,

NOW, THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees hereby approves the increase for GED testing as indicated above.

Dick Van Hollebeke, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

REVISIONS TO BOARD POLICIES B1.1 AND B1.3

Subject

Consideration of revisions to selected Board Policies.

Background

The Board of Trustees of Edmonds Community College is governed by a group of twenty-one Board Policies grouped in three primary categories: *Mission and Strategic Directions, Board-Institution Linkage, and Board Planning and Operations*. Periodically, the Board reviews these policies to ensure they continue to reflect current Board practices, as well as reflect any revisions adopted by the Board.

Due to recent revisions with the College's current Mission Statement, Core Themes and Values, it is appropriate for the Board to review related Board Policies for possible revisions to reflect those changes. College staff recommends editing selected Board Policies to address the revision of the Mission Statement and replacing the Philosophy Statement with Values Statements (B 1.1); and clarifying the monitoring timeline for cyclical policy and regulation review (B 1.3).

Recommendation

The staff of Edmonds Community College recommends that the Board of Trustees review the amendments to Board Policies B 1.1 and B 1.3 at the August 23, 2012 meeting and approve them at the September 13, 2012 meeting.

B 1.1**MISSION, CORE THEMES,
AND VALUES****MISSION STATEMENT**

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.

CORE THEMES

Strengthen our diverse community

Provide educational opportunities

Help students access career opportunities

Support student success

Encourage innovation, service, and lifelong learning

VALUES

The Board, Employees, and Students of Our College Value...

Collaboration and Communication

- We promote respectful collaboration, communication, and interaction among students and employees.
- We develop and maintain a safe, healthy, and professional environment that fosters creativity, innovation, learning, and personal growth.

Responsibility and Accountability

- We manage our resources with efficiency and integrity to ensure the long-term health of the college.
- We infuse sustainable and transparent practices throughout all aspects of the college's operations and programs.

Innovation and Creativity

- We continuously seek opportunities to improve the quality of our lives, the college, our community, and the world.

- We explore, create, and evaluate in order to improve.

Inclusion and Respect

- We celebrate the individuality and uniqueness of our students and colleagues, as well as the diversity of our college, community, nation, and world.
- We require equity and mutual respect.

BOT 1.1 – 5/01

Amended 01/11/07

Amended 6/9/10, Resolution No. 10-6-9

BOT 1.1 – 8/12 First Consideration

Amended 9/13/12, Resolution No. 12-9-3

B 1.3**GOALS: ESTABLISHMENT
AND MONITORING**

Central to the college-wide strategic planning process, each year the Board will review and, if necessary, modify College Strategic Directions. These Directions will guide the President in development of goals and an action plan for the ensuing year.

Annually the President will provide a report on accomplishments and progress on the prior year's goals 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 directions.

The schedule for policy and regulation review should occur annually.



Board of Trustees

Washington Community College District 23

Resolution No. 12-9-3

REVISIONS TO BOARD POLICIES B 1.1 AND B 1.3

WHEREAS, the Board of Trustees of Edmonds Community College is governed by a group of twenty-one Board Policies grouped in three primary categories: *Mission and Strategic Directions, Board-Institution Linkage, and Board Planning and Operations*, and

WHEREAS, periodically the Board reviews these policies to ensure they continue to reflect current Board practices, as well as reflect any revisions adopted by the Board, and

WHEREAS, recent revisions have occurred to the College's current Mission Statement, Core Themes and Values, making it appropriate for the Board to review related Board Policies for possible revisions to reflect those changes, and

WHEREAS, College staff recommends editing selected Board Policies to address the revision of the Mission Statement and replacing the Philosophy Statement with Values Statements (B 1.1); and clarifying the monitoring timeline for cyclical policy and regulation review (B 1.3), and

WHEREAS, the Board reviewed the proposed amendments to Board Policies B 1.1 and B 1.3 at the August 23, 2012 meeting,

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the amendments to Board Policies B 1.1 and B 1.3 as recommended by College staff.

Dick Van Hollebeke, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

NAMING OF BUILDINGS

Subject

Consideration of naming of the buildings currently known as the Beresford Building, the Horticulture Building, North Campus Complex Buildings C and E (the latter being known as the warehouse), and the North and South duplexes.

Background

By tradition, Edmonds Community College has named campus buildings after cities, communities, and neighborhoods within the District 23 service area as well as locations of college programs or landmarks within Snohomish County or the Puget Sound area. Currently, building names include: Alderwood, Brier, Clearview, Lynnwood, Maltby, Meadowdale, Mill Creek, Monroe, Mountlake Terrace, Mukilteo, Rainier, Seaview, Snohomish, Snoqualmie, and Woodway.

In addition, facilities that include instructional activities are deemed “halls” and those that house administrative activities are deemed “buildings”.

Naming buildings can and should bring value to the college with regards to connecting to the community, district, or state; address our core mission and/or have a historical contribution. Additionally, consideration may be given to the purpose or use of the building.

Pursuant to Policy 6.6.400, the Facility Names Committee has reviewed and made recommendations to the President regarding the naming of certain campus buildings.

Recommendation

The President recommends that the Board of Trustees consider the following designations for unnamed buildings:

Beresford Building – Gateway Hall

Horticulture – Firdale Hall

North Campus Complex C – Olympic Building

North Campus Complex E (warehouse) – Cedar Building

North and South duplexes – Glacier Building and Pilchuck Building respectively



Board of Trustees

Washington Community College District 23

Resolution No. 12-9-4

NAMING OF BUILDINGS

WHEREAS, by tradition, Edmonds Community College has named campus buildings after cities, communities, and neighborhoods within the District 23 service area as well as locations of college programs or landmarks within Snohomish County or the Puget Sound area, and

WHEREAS, currently the major campus building names include: Alderwood, Brier, Clearview, Lynnwood, Maltby, Meadowdale, Mill Creek, Monroe, Mountlake Terrace, Mukilteo, Rainier, Seaview, Snohomish, Snoqualmie, and Woodway, and

WHEREAS, naming buildings can and should bring value to the college with regards to connecting to the community, district, or state; address our core mission; have a historical contribution and/or relate to the purpose or use of the building, and

WHEREAS, the buildings currently known as the Beresford Building, the Horticulture Building, North Campus Complex Buildings C and E, and the North and South duplexes have not been named,

NOW THEREFORE BE IT RESOLVED, that the Edmonds Community College Board of Trustees approves the following designations:

- Beresford Building – Gateway Hall
- Horticulture – Firdale Hall
- North Campus Complex C – Olympic Building
- North Campus Complex E – Cedar Building
- North and South duplexes – Glacier Building and Pilchuck Building respectively

Dick Van Hollebeke, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

APPROVAL OF NEW CURRICULA

Subject

Board of Trustees first consideration of the Pharmacy Technician Associate of Applied Science Transfer Degree.

Background

The Allied Health Education Pharmacy Technician Associate of Applied Science-Transfer Degree is designed for students who want to transfer to the Bachelor's of Applied Science in Administrative Management at Central Washington University. This AAS-T degree requires successful completion of a minimum of 96 credits, with a 2.5 minimum cumulative grade point average to be considered for admission to Central.

On completion of the core requirement courses, students will be eligible for licensure as a Pharmacy Technician in Washington State. As a part of this process, students must pass the National Certification Exam.

This degree will allow students to update existing knowledge and skills and/or acquire up-to-date technical and managerial skills. The degree requires students to work with an Allied Health adviser to select those courses which will help them achieve their educational and career goals.

Recommendation

Board of Trustees approval of the Pharmacy Technician Associate of Applied Science Transfer Degree at the November 1, 2012 meeting.



Board of Trustees

Washington Community College District 23

Background

APPROVAL OF NEW CURRICULA

Subject

Board of Trustees first consideration of the Practical Nurse Certificate.

Background

This program, by application only, prepares individuals to become Licensed Practical Nurses. Throughout the program, students integrate experience caring for patients in acute care hospitals, long-term care facilities and community agencies.

The certificate requires successful completion of 72 credits, maintaining a minimum cumulative grade point average of 2.00 in all college-level courses and a minimum grade of 3.0 in each NURS course.

Graduates receive a certificate of proficiency in Practical Nursing. After graduation, individuals must take and pass the N-CLEX PN examination to be licensed by the State as a Practical Nurse. Licensed graduates qualify for employment as entry level staff I hospitals, long-term care faculties, clinics, doctors' offices and home care agencies.

Recommendation

Board of Trustees approval of the Practical Nurse Certificate at their November 1, 2012 meeting.



Board of Trustees

Washington Community College District 23

Background

2013 SCHEDULE OF BOARD OF TRUSTEES MEETINGS

Subject

To establish and approve the 2013 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 2013 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 2013 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 the 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 2013 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 1, 2012, Board of Trustees meeting when approval will be requested. The months of January and February each have two dates listed. The Trustees are asked to select one date for each of those two months and respond to the President's Office with their preferred meeting dates prior to November 1, 2012.

January 17 or 24, 2013

February 19 or 20, 2013

March 14, 2013

April 11, 2013

May 9, 2013

June 13, 2013

August 22-23, 2013 (Retreat)

September 12, 2013

October 10, 2013

November 14, 2013



Background

Washington Community College District 23

Board of Trustees

VOTING STUDENT MEMBER BOARD OF TRUSTEES

Subject

Approval of a voting student member on the Edmonds Community College Board of Trustees.

Background

In the 2012 legislative session substitute Senate Bill 5217 was passed amending RCW 28B. 50.100 allowing for the appointment of student members to Community College Board of Trustees.

The legislature finds that decisions made by governing boards of each respective institution greatly impact the lives of students and that student participation in the decision-making process can provide insight into the impacts of actions by trustees that are not always measurable through reports and statistics. Students are on campus every day using services and experiencing aspects of the institution that board members may only see on paper, providing a unique and valuable perspective that should not be overlooked.

The student perspective at community college also brings the board closer to their community. Student populations at community colleges are the most diverse of any institution of higher education in the state. Being on campus and in class every day, students are exposed to a more diverse group than any member of the board representing any one group of the community.

The requirements to have a voting student representative on the Board of Trustees as outlined in RCW 28.50.100 Sec. 3. are;

- 1 . Boards of trustees for each college district, by majority vote, may establish a sixth trustee that shall be filled by a student.
- 2 . The governor shall select each student member from a list of candidates, of at least three and not more than five, submitted by the associated student governments or their equivalent of the college district.
- 3 . The student member shall hold his or her office for a term of one year, beginning July 1st and ending June 30th, or until the student member's successor is appointed and qualified, whichever is later.
- 4 . The student member shall be a full-time student (12 or more credits) in good standing at a college within the college district at the time of appointment and throughout the student's term.
- 5 . If the student member fails to be enrolled at the college full-time or forfeits his or her academic standing, the student member is disqualified and a new student member must be appointed.
- 6 . 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.

Since the inception of the selection process of the Associated Students of Edmonds Community College (ASEdCC) Executive Board in 2006, Edmonds Community College has built a tradition of collaboration between the Executive Board, senior administration and Board of Trustees. Currently, the ASEdCC Administrative Liaison reports regularly at the Board of Trustees meetings on the goals and actions of the ASEdCC Executive Board and the Budget and Finance Officer presents the fiscal year Services and Activities Fee Budget and fee structure to the Board of Trustees for approval.

The ASEdCC Executive Board which had advocated for the legislation took action on this matter by adopting a Position Paper on June 6, 2012 “recommending that the Board of Trustees approve the inclusion of a student-at-large as a sixth member.”

Recommendation

That the Board of Trustees approves the addition of a voting student member on the Edmonds Community College Board of Trustees effective July 1, 2013.



Board of Trustees

Washington Community College District 23

President's Report September 13, 2012

President Jean Hernandez Activity Report: June 15 – September 6, 2012

Over the summer I have participated in the following activities, meetings and events related to the five Core Themes of the College:

Strengthen our diverse community

I have been involved in community Latino Leadership planning meetings that have taken place on our campus. I met with a group of teachers visiting from China and also with the President of the Trajal Hospitality and Tourism College visiting from Japan. I attended the Latina Fair held on our campus. The new position of Special Assistant to the President for Equity and Inclusion is being formalized and recruitment for the position will take place in the fall with the start date of January 2013.

Provide educational opportunities

The quarterly President's Advisory Committee met and received a STEM presentation. Good conversation resulted from that presentation regarding opportunities for our students. The first President's Club reception was held to kick off this new group of college donors. I attended the College Spark Board Meeting and a roundtable hosted by the Seattle Community College District, with Dr. Jill Biden being the keynote speaker. I attended the Foundation Board retreat. A group met on our campus with local legislators and/or their assistants to discuss opportunities for our students. I attended the Edmonds School District Foundation Dinner. I continue to meet with college donors cultivating friendships and support for the College. I participated in the Workforce Development Council of Snohomish County's Service Delivery and Youth Council meeting at the WATR Center.

Help students access career opportunities

I attended the WATR Center facility expansion ribbon cutting celebration. I attended a meeting involving Senator Patty Murray, who visited our campus in Monroe Hall to discuss our materials science and composites courses related to the aerospace industry. I attended meetings involving the Economic Alliance of Snohomish County regarding aerospace and a summer networking event, both at Paine Field.

Support student success

I attended the annual Edmonds CC Commencement at Comcast Arena which was another successful event celebrating the accomplishments of our students. I provided a welcome for the Family Support Forum. I attended a retreat implementing the Achieving the Dream initiative. A re-entry meeting involving Snohomish and King County groups met on our campus to discuss working to assist people

released from prison and transition back into society. I attended the Northwest Higher Education Consortium meeting at Western Washington University.

Encourage innovation, service, and lifelong learning

I continue to meet regularly with the Workforce Development Council Board, the Economic Alliance of Snohomish County, and the Lynnwood Rotary Club. I have encouraged the college vice presidents to become engaged in similar community organization memberships on behalf of the College to be visible out in the community. I attended a breakfast with Lynnwood City Council member Van AuBochon, and attended a United Way – Spirit of Snohomish County breakfast at Tulalip Casino.