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Washington Community College District 23

**Agenda  
Study Session  
October 6, 2011  
Cascade Conference Room  
Snohomish Hall 304A  
4:15 p.m.**

**Estimated Time (p.m.)**

- 4:15      **Call to Order** – Dick Van Hollebeke
- 4:16      **Introductions** – Dick Van Hollebeke
- Introduction of new Student Government officers – Nicola Smith
- 4:25      **Public Comments** – Dick Van Hollebeke
- Individuals may sign in for public comment limited to three minutes each
- 4:35      **Approval of September 8, 2011 Meeting Minutes** – Dick Van Hollebeke  
**Next meeting:** November 10, 2011, 4:30 p.m.

**STUDY SESSION**

- 4:40      **Central Washington University** – Discussion – Jean Hernandez and Marty Cavalluzzi
- 5:05      **Mission Statement Progress** – Jean Hernandez and Marty Cavalluzzi
- Alignment of mission, strategic plan and core themes
- 5:30      **Achieving the Dream** – Jean Hernandez
- 5:35      **Board Discussion** – Dick Van Hollebeke
- 5:45      **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

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### Regular Meeting Minutes September 8, 2011

***DRAFT***

Trustees Present: Mauri Moore, Quentin Powers, Dick Van Hollebeke, and Emily Yim  
Others Present: Arlene Anderson, Mark Cassidy, David Cordell, Michele Graves, Jean Hernandez, Karen Johnson, Susan Loreen, Chris Marx, Kevin McKay, Patty Michajla, Marian Paananen, Patti Pollardo, and Nicola Smith

#### **Call to Order – Dick Van Hollebeke**

Chair Dick Van Hollebeke called the September 8, 2011 Board of Trustees meeting to order at 4:34 p.m., welcomed those present, and asked for self-introductions.

#### **Public Comments**

No public comments

#### **Approval of Minutes**

*Attachment A*

Trustee Moore moved and Trustee Yim seconded the approval of the August 18-19, 2011 special meeting minutes.

**Approved**

#### **Upcoming Events**

Fall Kick-Off event, September 14, 8:30-11:30 a.m.

Dinner with Achieving the Dream coaches, September 14, 6:00 p.m.

#### **Next Meeting**

October 6, 2011, 4:15 p.m.

### **NEW BUSINESS – FIRST CONSIDERATION**

#### **Consideration of 2012 Board of Trustees Meeting Schedule – Dick Van Hollebeke**

*Attachment B*

The 2012 Board of Trustees meeting schedule was distributed and the Trustees were asked to review the dates and be prepared to approve it at the November 10<sup>th</sup> meeting. It was decided at the August Board retreat to focus this year's meetings on student success through the two initiatives: Achieving the Dream and the Governance Institute for Student Success.

#### **Operating Budget Update – Kevin McKay and Marian Paananen**

The operating budget was approved in June by the Board. The budget projections were based on a 5% drop in enrollment. Vice President Kevin McKay will keep the Trustees informed of anything that would significantly affect the budget. The Governor's budget information recently came out and they are anticipating a double dip recession. The September budget forecast will be worse than anticipated and the November forecast even worse. The Governor has asked the colleges to look at additional 5% and 10% reductions. The College will be strategizing for deeper cuts.

## **Annual Financial Report – Marian Paananen**

### *Attachment C*

Marian Paananen presented the Annual Financial Report for July 1, 2010 – June 30, 2011. The Trustees reviewed the report and discussion followed.

The State's continuing financial crisis led to an additional mid-year budget reduction resulting in a permanent \$991K decrease in the College's state allocation. The College was able to generate additional revenue to support the operating budget, combined with expense reductions, while maintaining a fund balance reserve of \$3.2M. A second mid-year state allocation reduction was imposed resulting in a local revenue decrease in the amount of \$503K. The operating budget closed with a \$28K deficit. College enrollment continued to remain strong, passing last year's record-breaking numbers by 500 FTEs. The resulting additional revenue helped the College to adequately cover the additional expenses. Total assets of the College exceeded total liabilities by \$104.2M.

## **Focus and Board Goals for 2011-12 Student Success – Dick Van Hollebeke**

### *Attachment D*

Trustee Van Hollebeke led the Board through the list of seven Board Goals supporting student success that were developed at the August retreat.

1. **Guiding the college mission/vision** – Ongoing development
2. **Focused Agenda** – The Board's new focus is on student success and completion. All agenda items will support these goals.
3. **Review other board governance models** – The governance models of other community colleges will be examined.
4. **Orientation** – At the August retreat it was discussed that there will be two open positions on the Board of Trustees. Trustee Jeannette Wood will complete her five-year term on September 30 and will not request reappointment. In addition, Trustee Mauri Moore is moving out of the area and has submitted her resignation effective September 15. There have been at least five applicants who have submitted their applications to the Governor's Office for the two open positions. An orientation manual has been created and the existing Trustees will serve as mentors to the new Trustees.
5. **Professional development** – New Trustees will be encouraged to attend regional and national conferences and trainings.
6. **Board/President Mutual review** – The Trustees will review the President and she will review them as well.
7. **Board outreach** – Two broadcasts per month are planned to be produced through Dan Dootson interviewing board members to inform the community about the College. The College has applied for a grant through the Hazel Miller Foundation for funding to assist in this project. The Trustees will speak to community service clubs and include students and/or the President in those presentations. The Board would like to be more supportive and visible at campus activities. Joint meetings with other colleges will also be planned.

## **Board Updates**

### **Student Representative – D'Artagnon Womack**

No Report

### **Classified Representative – Patti Pollardo**

*Attachment E*

### **Faculty Representative – Margaret West**

No Report

## Monitoring Report

### **Foundation Update – Chris Marx**

Chris Marx, Executive Director of the Edmonds CC Foundation, provided an update.

- Foundation Auction – Last spring the auction grossed \$180,000, and netted \$150,000. They were down in sponsorships this year but were able to profit in other areas.
- The Foundation golf tournament will take place tomorrow, September 9, at the Everett Golf and Country Club.
- Two issues surrounding the Black Box Theater: Last spring the College was approached by community members requesting reimbursement for seats that they had donated for the Black Box Theater a few years ago. Also, a citizen complaint had been received from the State Auditor’s office regarding misuse of funds. The Foundation Board examined the refund requests in July and decided against providing the refunds. That money was donated three years ago and has since been spent to purchase the theater equipment. The Foundation has worked on this issue with the Business Office and state auditors. Marketing and other communications materials were reviewed in the process to determine how the funds were to be designated. There is a full understanding of where the money was spent. The auditors ultimately found there was no merit to the complaint. The Foundation Board made their decision following the auditors’ feedback. The Board felt a commitment to listen to what the donors had to say and looked at all factors prior to their decision. Ms. Marx and Foundation Board members composed a letter to the donors to respond about the Board’s intent. There has been no response from those donors.
- Long time college friend and supporter, d’Elaine Johnson, has promised her estate to the Foundation. The estate involves a large collection of artwork, including 800+ paintings, and a decision will need to be made on where to locate that large collection. Conversations have taken place with President Hernandez, staff members, and Ms. Johnson regarding her wishes about what will happen to her artwork once the Foundation becomes the custodian. Conversations are also being initiated with both Central Washington University and the University of Washington regarding partnership opportunities with the possibility of sharing that responsibility to keep her artwork alive.
- 2010-11 year-end budget report. The audit is currently in process. The year ended strong. Investments have turned around and are performing well.
- Scholarships (*Attachment F*). The total percentage of the Foundation operating budget directed to these programs is 60%, and they fund about 35% of the scholarship applicants. The Foundation is working to support student success. They are working on ways to track scholarship recipients, completion rates, etc. The “Complete the Dream” scholarship is designed for students who are almost done and need assistance for their final quarter to finish. International student need has been examined.
- The Foundation awarded \$12.2K in emergency funds and \$27K in grants this past year, plus the numerous annual faculty and staff awards.
- The Foundation Scholarship Breakfast will take place on October 5 at 7:30 a.m. in Woodway 202.

### **President’s Report – Jean Hernandez**

#### *Attachment G*

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

- The College is supporting the Board to go “paperless” and is considering providing iPads for the Trustees to use during the monthly board meetings. They would be used for the sole purpose of college business and would be kept at the College. A Google meeting site could be set up for the Board and there would be a level of training involved. The cost regarding the use of a digital device vs. paper has to be determined over time. AAG Arlene Anderson addressed a public records issue that could result from the use of these devices. Trustee Van Hollebeke said the Board would take the iPad purchase under advisement.
- Achieving the Dream (ATD) core team recently met and identified gatekeeper courses. There are 41 classes that have low passing rates for students. The first year ATD plan was also reviewed and submitted.
- The Board reviewed their monthly operating budget status.

## **Board Discussion**

### **Dick Van Hollebeke**

- The Board will be waiting to hear from the Governor's Office regarding the appointment of two new Trustees to fill the vacancies.
- Trustee Van Hollebeke reminded the Trustees about attending the Fall Kick-Off event on September 14.
- A dinner for the Trustees, President, and selected administrators will be held with the Central Washington University Trustees, President, and administrators following the October 6<sup>th</sup> Board meeting. Programs and partnership opportunities will be discussed during this social event. The CWU Board will meet the following day, October 7, on the Edmonds CC campus.
- On behalf of the Board, Trustee Van Hollebeke presented Trustee Moore with flowers in gratitude and recognition of her years of service on the Board of Trustees.
- Trustee Van Hollebeke suggested reaching out to Washington State University to congratulate them and welcome their new branch campus to the area. A possible social gathering was suggested.

### **Adjournment**

The meeting was adjourned at 6:55 p.m. by Chair Dick Van Hollebeke.

ATTACHMENTS AVAILABLE UPON REQUEST

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Dick Van Hollebeke, Chair

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Date Approved

ATTEST:

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Jean Hernandez, Secretary

**ATTACHMENT E**  
**BOARD OF TRUSTEES**  
**Monthly Meeting Report**  
**WPEA/UFCW LOCAL 365**  
**September 8, 2011**

- WPEA has been busy with regard to Initiative 1183—Liquor Privatization. They have been trying to educate the public at various fairs around the state. They have secured booth space at the Puyallup Fair and members from different bargaining units will be manning the booth handing out flyers and asking everyone to vote “no” on this initiative. We all know it will be on the ballot in November again since COSTCO has submitted enough signatures to make that happen. This is in spite of the fact that Washington has said “no” to this same thing twice already. I will be volunteering my time on the weekends. It will be interesting to see how our efforts are received by the fair-goers.
- Ballots to elect new WPEA officers have gone out, and we should know by next Tuesday (9/13/11) who the new President, Secretary-Treasurer, Recorder, District 3 Vice President and District 7 Vice President will be. Those were the contested races. Vice Presidents for Districts 2, 4, 5, 6 and 11 were uncontested races, so we already know who will hold those positions. Once the election results are announced, WPEA will have to select individuals to hold the Vice President positions for Districts 1, 8, 9 and 10, as there was a “glitch” in the nomination process and no one ran for those positions. I will be sure to let you know the results when we next meet.
- Dr. Hernandez has held two forums for classified employees this week to explain processes for desk audits/reclassifications and how the college decides to open positions externally vs. internally. Mark Cassidy was there to help clarify things.

Jean also discussed the college policy on workplace civility and respect and gave some good examples of improper behavior and how to go about dealing with such occurrences. The examples and explanations were helpful, as it seemed like some employees had a better idea of the options available in dealing with harassing and disrespectful behaviors in their workplace. Although we discuss this policy and our contract articles at our Brown Bag meetings, sometimes it takes just the right approach for the information to hit home.

- And, of course, Dr. Hernandez discussed the 3% salary reduction that may be implemented for classified employees beginning July 2012. Right now, the community colleges under WPEA who bargain directly with the Governor (her representative) are still operating under our 2009-2011 contract because we are still at impasse with our 2011-2013 contract. As a result, many questions and scenarios have come up that need to be looked into in order to proceed wisely. WPEA will be working closely with the college to be sure all our “i’s are dotted, and every “t” is crossed” so that everything passed by the legislature is dealt with correctly. It is hard to believe that next spring will be the beginning of negotiating the 2013-2015 contract. And that thought even poses a question I’ll be asking Lou Baker, our WPEA Contract Administrator. Hopefully, I’ll have an answer by the next BOT meeting.
- Things have quieted down a little with employee issues. Some of the resolutions to previous situations ended sadly, but I hope those involved can learn from the problems and know what not to do in the future, and perhaps, even “grow” with the knowledge.

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



## Board of Trustees

Washington Community College District 23

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### President's Report September 8, 2011

#### ATTACHMENT G

September is already upon us and summer, such as it was, seems just a memory. We have much to be thankful for as we busily prepare for a new academic year. We will again have our challenges, but I suspect they will be overshadowed by our accomplishments and the success of our students. Here's what's been happening this summer:

***Our annual board retreat merits special mention.*** Let me begin by thanking you for your participation in our August retreat. I was particularly pleased with the positive, collaborative tone we set for next year. The enthusiasm and spirit of cooperation on display will serve us well as we grapple with issues such as balancing the budget, meeting accreditation recommendations, implementing Achieving The Dream, and, most importantly, serving our students. Many thanks to Jim Mulik and Pat Huffman for providing much needed data and the vice presidents for their role in making our retreat so successful.

Wasn't it great to see so many prospective board members at our retreat on Thursday? Several of the candidates gave up an entire work day just to find out how a successful community college works. Their attendance was an added benefit to an already excellent retreat.

***Finalizing the budget*** is a top priority. As you know, we are in good shape compared to the our CTC colleagues around the state but still must prepare for a mid-year budget cut of 5% - 10% - a cut that could get worse if state revenue collections continue to lag. I remain confident that we can meet the mandated 3% salary savings without taking drastic measures. We are also on track to meet my stated goal to not lay off employees this year. Several other Washington CTC's haven't been as fortunate.

***Enrollment*** was lower enrollment summer quarter, down 9% in FTE's and 2% in headcount compared to last year. Part of this can be attributed to managing our enrollment for budgetary purposes. The summer student/faculty ratio was just over 24:1, so we are managing enrollment effectively.

Fall enrollment is down about 2% in FTE's but up 1% in headcount compared to our enrollment at a comparable time a year ago. Our budget projections are based on a 5% decline in enrollment, so I'm comfortable with our enrollment right now.

***Construction of the new athletic*** facility is on schedule. Turf should be installed by mid-September, and the field should be ready for play by mid-October. Another major summer project is getting the Beresford building up to code and prepared for the start of fall quarter. The building will be ready on time. The facilities team is also heavily involved in emergency response planning, another important priority for the upcoming year.

**Activities and events** continue to fill up my calendar. We have fewer students in the summer but that doesn't mean we aren't busy. Here is a look at some of my varied activities just since the board retreat:

***Met with these individuals:***

- Barbara Earl, President of BETS Consulting and local civic leader and Rotarian
- Margaret Badgley, Assistant to the Provost for University Centers and Community College Relations for Central Washington University
- Earl Gibbons, Vice Provost for Extended Education at Western Washington University
- Marci Larson, Superintendent of the Mukilteo School District

***Participated in these events:***

- Discussions with some of our legislators, lunch, and a tour of our redesigned math classes. Six legislators and/or aides came to campus for the event.
- Roll-out networking event for Economic Alliance Snohomish County
- YMCA Donor Appreciation Reception and YMCA new board member orientation
- 5-Star Consortium meeting
- Practical Nursing Pinning Graduation Ceremony
- Graduation Ceremony for our Community College Initiative Grant recipients (20 students from countries in Asia, Africa, and Latin America were honored)
- The Latino Business Fair on Saturday, August 27 (I gave a welcome and worked in a booth)
- Two planning meetings related to our Achieve the Dream project. One of the meetings involved ATD team members from Yakima CC, Tacoma CC, and Highline CC.
- CTC Link update (video conference)
- CRI Retirement Luncheon
- Classified Staff Open Forum
- Veteran's Club annual fund-raiser

In closing, let me say that despite the continuing economic uncertainty, I approach fall quarter with a great deal of optimism. Our staff and faculty are meeting every challenge and continue to help make our students successful. All things considered, morale remains high. The "can-do" spirit that has been at the core of our existence for years is alive and well. This next year will test us in many ways as we strive to improve on our standard of excellence, but I'm confident that we will continue to grow and flourish.

**Dr. Jean Hernandez, President**