
Washington Community College District 23

Agenda
Special Meeting
November 1, 2012
Cascade Conference Room
Snohomish Hall 304
4:30 p.m.

Estimated Time (p.m.)

- 4:30 **Call to Order** – Quentin Powers
- 4:32 **Introduction of Guests** – Quentin Powers
- 4:35 **Public Comments** – Quentin Powers
- 4:45 **Community Conversation** – Quentin Powers
- Economic Alliance of Snohomish County – Troy McClelland
- 5:15 **Approval of September 13, 2012 Meeting Minutes** – Quentin Powers
Next meeting: January 24, 2013
- 5:20 **Old Business – Action**
- Approval of Pharmacy Technician AAS-T Degree (RN 12-11-1) – Dr. Marty Cavalluzzi
 - Approval of Practical Nurse Certificate (RN 12-11-2) – Dr. Marty Cavalluzzi
 - Approval of 2013 Board of Trustees Meeting Schedule (RN 12-11-3) – Quentin Powers
 - Approval of Student Member on Board of Trustees (RN 12-11-4) – George Smith
- 5:40 **New Business – Action**
- Consideration and Approval of Music Lesson Fee Increase (RN 12-11-5) – Dr. Marty Cavalluzzi
- 5:50 **Board Updates (Two minutes each)**
- Classified Representative – Patti Pollardo
 - Student Representative – Guillermo Zapata
 - Faculty Representative – Margaret West
- 6:00 **President’s Report** – Dr. Jean Hernandez
- 6:10 **Monitoring Report**
- Annual Financial Report – Kevin McKay and Marian Paananen
 - Bookstore Update – Kevin McKay
- 6:40 **Board Discussion** – Quentin Powers
- 7:00 **Executive Session** – Quentin Powers
- 7:20 **Study Session**
- College Master Plan – Kevin McKay
- 8:00 **Adjournment**

The Board of Trustees may convene to an Executive Session to discuss matters covered under RCW 42.30.110. Action from the Executive Session may be taken, if necessary, as a result of items discussed in the Executive Session.

Edmonds Community College will schedule meetings in locations that are free of mobility barriers. Interpreters for deaf individuals and recorded information for blind individuals can be provided when adequate notice is given to the Office of the President, 425-640-1516.

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Board of Trustees

Regular Meeting

Minutes

September 13, 2012

DRAFT

Trustees Present: Diana Clay, Quentin Powers, Dick Van Hollebeke, and Emily Yim

Trustee Absent: Wayne Brown

Others Present: Tiffany Adriani, Arlene Anderson, Wayne Anthony, Joshua Armstrong, Van AuBuchon, Mark Cassidy, Marty Cavalluzzi, David Cordell, Barbara Counsellor, Jennifer Delia, Bill Franz, Jean Hernandez, Ted Hikel, Royoko Janlie, David Kleitch, Orson Lin, Susan Loreen, Dave Maxon, Kevin McKay, Patty Michajla, Marian Paananen, Patti Pollardo, Nettie Rothstein, Peter Schmidt, Isaac Seavello, George Smith, Lynn Sordel, Carol Summers, Margaret West, Tiffany William, Guillermo Zapata, Leticia Zapata, and Memito Zapata

Call to Order and Introduction of Guests

The meeting was called to order at 4:36 p.m. by Chair Dick Van Hollebeke followed by self-introductions.

Public Comments

- Vice President George Smith read a letter from a former international student, Mohammed Tamimi, who returned to campus with his family recently to thank the College for his Edmonds CC experience in 1989. He has two children who are now attending EdCC.
- Mr. Ted Hikel, spoke of his concern regarding the traffic redesign on 68th Avenue at 204th Street stating that the potential roundabout traffic circle may cause a danger for pedestrian traffic and create congestion.

City of Lynnwood - City/College Partnership Plans – Lynn Sordel and Bill Franz

Lynn Sordel, Director of Lynnwood Parks, Recreation, and Cultural Arts Department, provided an overview of the Lynnwood Golf Course and the five-year business plan. The City and College have just completed a 20-year partnership involving the golf course and are retiring the \$5.2 million bond. The 30-year lease agreement for 45 acres was discussed.

Competitive challenges: No significant improvements or investments; no hitting area; inadequate parking; poor entry/accessibility; limited concessions; inadequate cart storage; inadequate maintenance building. These many challenges affect their ability to generate revenue.

Strengths: Good management team; relationship with the College and customers; marketing plan

Key steps in implementation plan: Hitting area; parking reconfiguration; entry access; concessions; cart storage; maintenance building.

The City is committed to eliminating the current debt and they want to build back the reserves. They also plan to continue working with EdCC on the golf course parking and hitting areas.

Bill Franz, Director of Lynnwood Public Works Department, spoke about the 204th Street improvements, a project that has been in the works with college staff since 2005. The College paid \$5K toward a preliminary study on the project which would connect Hwy. 99 with 68th Avenue via 204th Street. This project will open up a front door to the College and relieve traffic congestion. It is included in both the City and College master plans. Bike lanes and improved sidewalks will be implemented, and Community Transit will be incorporated into the plan. Traffic signals and a four-way stop were also researched for this intersection.

Estimated project cost: \$3.81 million. The City was awarded grants that eliminated a cost for the College. The construction will begin this winter with completion planned for spring 2014. A few concerns were voiced regarding pedestrians crossing the roundabout and the location of the current bus turnaround.

Recognition of Service

Barbara Counsellor, a valued employee since 1969, was recognized and honored for her years of service upon her recent retirement. VP of Finance and Operations, Kevin McKay, read Resolution No. 12-9-1 in recognition of Ms. Counsellor.

Board Updates

Veterans Update – Dr. Peter Schmidt, Project Director, Veterans Training Support Center

(Attachment A)

Dr. Peter Schmidt, Project Director of the Veterans Training Support Center (VTSC), presented the issues affecting returning veterans as they transition out of the military. Issues: Homelessness; treating invisible wounds/suicide; orthopedic issues; burden of death; killing and destruction; unemployment rate; transition from military to civilian life.

A video was presented about veterans' suicide statistics. Dr. Schmidt explained the work that is done through the VTSC to assist returning veterans and also to prepare higher education faculty and staff. He presented everyone with traditional veteran's "challenge coins" which are symbols of appreciation and praise.

Edmonds CC/Everett CC Initiatives Update – Susan Loreen and Dr. Jean Hernandez

(Attachment B)

The Edmonds CC and Everett CC Boards of Trustees requested that planning take place to identify joint projects and activities in the workforce area for both colleges. Vice President Susan Loreen and John Bonner from Everett CC were charged with developing a plan. The tentative project goals involve work around a workforce training/education planning framework, supporting the aerospace industry, and identifying additional partnerships and collaborations to advance each institution's educational mission.

Initial activities were highlighted, including work on aerospace training facilities and programs, and improvement of Science, Technology, Engineering and Math (STEM) education through work with the Washington Alliance for Better Schools.

Approval of Minutes

(Attachment C)

Motion: Trustee Clay moved and Trustee Yim seconded the approval of the August 23 and 24, 2012 special meeting minutes.

Approved

Next Meeting

The next meeting will be held on November 1, 2012, at 4:30 p.m.

Old Business – Action

Approval of GED Testing Fee Increase (RN 12-9-2) – George Smith

(Attachment D)

The GED testing fee increase was presented at the August 23 Board meeting. Trustee Clay will meet with the Foundation Board regarding potential funds to be available through the Foundation to assist students with this increase. Trustee Yim requested that the College convey the availability of funds via outreach and communication to students in multiple languages.

Motion: Trustee Clay moved and Trustee Powers seconded the approval of Resolution No. 12-9-2.

Approved

Approval of Board Policy Revisions (RN 12-9-3) – Mark Cassidy

(Attachment E)

Board Policies B1.1 and B1.3 were discussed during the August 23 Board meeting. President Hernandez noted that the core themes were added to Policy B1.1 since it was first presented last month. No further discussion.

Motion: Trustee Yim moved and Trustee Powers seconded the approval of Resolution No. 12-9-3.

Approved

Approval of Building Names (RN 12-9-4) – Carol Summers

(Attachment F)

The list of proposed building names for five campus buildings was presented at the August 23 Board meeting. No further discussion.

Motion: Trustee Powers moved and Trustee Yim seconded the approval of Resolution No. 12-9-4.

Approved

New Business – First Consideration

Consideration of Pharmacy Technician AAS-T Degree – Dr. Marty Cavalluzzi

(Attachment G)

Pat Copeland, Dean of Health and Human Services, presented the Pharmacy Technician AAS-T Degree for first consideration. She provided a background on the two-year degree that is designed for students who want to transfer to the Bachelor of Applied Science in Administrative Management at Central Washington University. The Board will be asked to approve the degree on November 1.

Consideration of Practical Nurse Certificate – Dr. Marty Cavalluzzi

(Attachment H)

Kyra McCoy, Interim Director of Nursing, presented the Practical Nurse Certificate for first consideration. The program prepares individuals to become Licensed Practical Nurses. The State Board has conditionally approved the program depending on the approval of the Nursing Commission. The College anticipates admission into the program to begin spring quarter. The Board will be asked to approve the certificate on November 1.

Consideration of 2013 Board of Trustees Meeting Schedule – Dick Van Hollebeke

(Attachment I)

The 2013 Board of Trustees meeting schedule was presented for first consideration. The Trustees were asked to review the dates and note any conflicts with their personal calendars. The meeting schedule will be presented for approval on November 1.

Consideration of Student Member on Board of Trustees – George Smith

(Attachment J)

Vice President Smith presented the background information regarding the consideration of including a student voting member on the Board of Trustees. The Board was provided a list of requirements to have a voting student representative on the Board as outlined in RCW 28.50.100 Sec. 3. The position would begin on July 1 and end on June 30 of each year. The Board will be asked to approve the student representative position on November 1.

Board Updates

Student Representative – Guillermo Zapata

(Attachment K)

Classified Representative – Patti Pollardo

(Attachment L)

Faculty Representative – Margaret West

No Report

President’s Report – Dr. Jean Hernandez

(Attachment M)

In addition to the attached President’s report, Dr. Hernandez provided the following comments:

- Dr. David Woodall, President of Lake Washington Institute of Technology, recently passed away suddenly and the public memorial for him will be held at the end of September.
- Dr. Hernandez has been appointed to American Association of Community Colleges’ Workforce Development Commission.
- Trustee Yim, Executive Director of the Washington alliance for Better Schools, moderated an event on our campus, “Preparing Our Children for the 21st Century Economy” which was sponsored in partnership by the Workforce Development Council of Snohomish County and the Economic Alliance of Snohomish County.
- Convocation will be held on September 17 at the Edmonds Center for the Arts at 8:00 a.m.
- A collegewide strategic planning meeting will be held on September 19.

Board Discussion

Election of 2012-2013 Board of Trustees Officers – Dick Van Hollebeke

(Attachment N)

The Board Chair and Vice Chair positions rotate annually, October 1 – September 30.

Motion: Trustee Yim moved and Trustee Van Hollebeke seconded the nomination of Quentin Powers as Board Chair and Diana Clay as Vice Chair.

Approved

A plaque was presented to Trustee Van Hollebeke for his year serving as Chair, and the members of the Board thanked him for his service.

Executive Session

At 6:59 p.m. the Board entered into executive session with legal counsel for the purpose of discussing potential litigation. No action was taken as a result of the executive session.

Adjournment

The meeting was adjourned at 7:30 p.m. by Chair Dick Van Hollebeke.

ATTACHMENTS AVAILABLE UPON REQUEST

Quentin Powers, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

ATTACHMENT K
BOARD OF TRUSTEES
MONTHLY MEETING REPORT
ASSOCIATED STUDENTS

September 13, 2012

- **COMPLETED**

- **Student leadership training** : Student leadership training was successfully completed by all participants which includes the Executive Board, Program Board and the Green Team.
Lactation room: Lactation room has been unanimously approved for trial period and a hospital grade pump is being provided by WIC of Snohomish County. Brier room # 246 is designated for this usage. The official grand opening of the lactation room is on Oct 3rd from 12:30 to 1:30 pm, and will include snacks and refreshments.

- **IN PROGRESS**

- 10-4th-**Welcome Back Barbeque**: Welcome back barbeque is scheduled and will include music, food and festivities.
- 10-3rd-**Lactation Room Grand Opening**: Lactation room grand opening will include refreshments and a representative from Molina will be attending to distribute goodies for mothers.
- 10-5th-**National Coming Out Day**: We will be having guest speakers, music, refreshments in the courtyard from 11:00am to 1:00pm

Submitted by: Guillermo Zapata, Executive Officer for Administrative Liaison

ATTACHMENT L

BOARD OF TRUSTEES

Monthly Meeting Report

WPEA/UFCW LOCAL 365

September 13, 2012

- As I am sure you are aware, contract negotiations for our 2013-2015 Classified Contract have not gone well. The State/Management team cancelled several negotiation dates and they are doing “regressive bargaining”. A mediator was even called in! At this point, we are at “crunch time” trying to get a fair and equitable contract negotiated so we can get it out to our members to ratify, and then get to the Governor by October 1, 2012, so she can put the economic parts in her budget and pass it on to the legislature. I was afraid I was going to be advising you we were contemplating going to “impasse” again, but just a few minutes ago, I was advised that we now have a negotiated contract to send out to our members for ratification. (Whew!)
- What is not in the contract is “Health Care”. This is still being negotiated. As a result, whatever is finally negotiated and accepted will be added to the 2013-2015 Contract as a “MOU”. All our members are hoping it will remain the same as we have now or at least not be a huge increase. We just can’t afford to keep going in the hole EVERY YEAR!
- WPEA and the College have been trying to work together on the Request For Proposal (RFP) to outsource the College Bookstore. Once the RFP is accepted, it will be sent out to vendors, and those interested in sending a proposal will have until October 21st (I believe) to submit them to the college. A committee will be formed to review all proposals and come up with viable recommendations. Once a vendor is selected, the college is hoping to have everything in place by Spring 2013.
- In the meantime, WPEA will continue to work with HR on helping find positions for the classified employees who will be losing their jobs. We are not happy about this at all in the way it was handled, but we do understand the reasons why EdCC (as well as some other colleges) made this decision.
- We are still working with Mark Cassidy and President Hernandez regarding mitigating the 3% TSR for classified employees, now that the Labor Relations Office and Office of Financial Management have given us permission to bargain this part of the contract. It would have been nice to negotiate doing away with the 3% TSR altogether, but we realize that can’t happen, so we are hoping to come up with a “win-win” solution that will help alleviate some of the reduction in pay our classified employees have taken. Once this has been negotiated, Jean and/or Mark will make an announcement explaining what has been decided and how it will work.
- We have had some difficult situations come up lately, and difficult decisions to make, but it seems like things are starting to calm down a little with employee issues. (Hope I am not “jinxing” us by saying that!) Right now, EdCC members have a temporary WPEA Staff Rep for our region (Steven Sloniker) while WPEA advertises and then interviews for a permanent

Northwest Region Staff Rep. I hope WPEA finds someone just as talented as Steve is because he is easy to work with in my position as a Shop Steward, and in the relationship we have with the college and HR.

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



**President's Report
September 13, 2012**

**ATTACHMENT M
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.



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

Resolution No. 12-11-1

APPROVAL OF NEW CURRICULA

WHEREAS, the Board of Trustees reserves unto itself the final approval of departmental curricula and degree and certificate requirements, and

WHEREAS, the new education program has been developed to satisfy industry requirements designated for a Pharmacy Technician Associate of Applied Science Transfer Degree.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the granting of a Pharmacy Technician Associate of Applied Science Transfer Degree.

Quentin Powers, 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 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 in hospitals, long-term care facilities, clinics, doctors' offices and home care agencies.

Recommendation

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



Board of Trustees

Washington Community College District 23

Resolution No. 12-11-2

APPROVAL OF NEW CURRICULA

WHEREAS, the Board of Trustees reserves unto itself the final approval of departmental curricula and degree and certificate requirements, and

WHEREAS, the new education program has been developed to satisfy industry requirements designated for the Practical Nurse Certificate.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the granting of the Practical Nurse Certificate.

Quentin Powers, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



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.

January 24, 2013
February 19, 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



Board of Trustees

Washington Community College District 23

Resolution No. 12-11-3

2013 Schedule of Board of Trustees Meetings

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 2013 meetings, and directs the President or designee to file this schedule in the Washington State Code Reviser’s Office.

2013 Edmonds Community College Board of Trustees Meeting Schedule

January 24	Thursday	4:30 p.m.	Study Session
February 19	Tuesday	4:30 p.m.	Special Meeting
March 14	Thursday	4:30 p.m.	Regular Meeting
April 11	Thursday	4:30 p.m.	Study Session & Regular Meeting
May 9	Thursday	4:30 p.m.	Regular Meeting
June 13	Thursday	4:30 p.m.	Regular Meeting
July – NO MEETING			
August 22 & 23	Thursday & Friday	All Day	Summer Study Session
September 12	Thursday	4:30 p.m.	Regular Meeting
October 10	Thursday	4:30 p.m.	Study Session
November 14	Thursday	4:30 p.m.	Regular Meeting
December – NO MEETING			

Quentin Powers, Chair

ATTEST:

Date Approved

Dr. Jean Hernandez, Secretary



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

Resolution No. 12-11-4

Voting Student Member Board of Trustees

WHEREAS, in the 2012 legislative session substitute Senate Bill 5217 passed amending RCW 28B. 50.100 allowing for the appointment of student members to Community College Boards of Trustees, and

WHEREAS, the Board of Trustees for each college district, by majority vote may establish a sixth trustee that shall be filled by a student, and

WHEREAS, the Associated Students of Edmonds Community College support the appointment of a student representative to the Edmonds Community College Board of Trustees, and

WHEREAS, the Edmonds Community College Board of Trustees believes the student perspective brings the Board closer to the community, provides greater depth in Board deliberations and a conduit for students to voice their ideas and concerns, and

WHEREAS, the College in collaboration with the Associated Students will establish a process to forward a list of at least 3 candidates to the Governor for consideration,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College approves adding a sixth trustee to be filled by a student effective July 1, 2013.

Quentin Powers, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary



Board of Trustees

Washington Community College District 23

Background

Music Lesson Fee Increase

Subject

Consideration and approval of a fee increase for Music 150 and 250 classes.

Background

The Music Department has been offering private music lessons for various instruments for the last two years. The addition of lessons was needed in order to make our Music Degree fully rounded for the requirements our majors will need to meet and perform to when transferring to four-year institutions. At the beginning of these offerings, in working with the Business Office, it was believed that fees had been set at a level that would cover the costs, minimize the financial impact to students, and serve the music degree-seeking majors with the needed training. Since the beginning, it has been found that the set fee was not covering the costs and this account was running into debt. After review this summer with the Business Office of the funding issues around lessons, it was agreed to put in place a number of practices that would help to improve the management of these accounts with minimal impact to our students. Lessons for one quarter involve 10 weeks of one-hour, private instruction, ending with a required performance recital.

In order to cover administrative fees for account management, the cost of the lessons needed to be raised from \$456.39 to \$495.00. It is believed that the \$38.00 increase will help to cover the situations listed below.

- By raising this fee, payments will be covered for part-time instructors who were not notified by students that they had dropped the lessons, or that did not show up for the lessons. Other scenarios showed that students had only paid for 5 lessons instead of 10 but kept taking the lessons.
- There is a new check-in system with the part-time faculty and the Music Department hourly staff to make sure students produce payment receipts from registration BEFORE any lessons are given. A receipt in hand is needed as the bookkeeping system cannot update or respond quickly enough to send payment reports to the Music Department.
- The Music Department has also worked with Registration to not return all lesson fees to the student in the case of a medical withdrawal so that private lesson faculty will still get paid for services rendered. Private lessons do not have the same buffers for paying staff that classes do.

Recommendation

Approval of a student music lesson fee increase for Music 150 and 250 classes from \$456.39 to \$495.00, effective Spring Quarter 2013.



Board of Trustees

Washington Community College District 23

Resolution No. 12-11-5

Music Lesson Fee Increase

WHEREAS, the Music Department has been offering private music lessons for various instruments for the last two years. The addition of lessons was needed in order to make our Music Degree fully rounded for the requirements our majors will need to meet and perform to when transferring to four-year institutions, and

WHEREAS, at the beginning of these offerings, in working with the Business Office, it was believed that fees had been set at a level that would cover the costs, minimize the financial impact to students, and serve the music degree-seeking majors with the needed training, and

WHEREAS, since the beginning, it has been found that the set fee was not covering the costs and this account was running into debt. After review with the Business Office, it was agreed to put in place a number of practices that would help to improve the management of these accounts with minimal impact to our students, and

WHEREAS, in order to cover administrative fees for account management, the cost of the lessons needed to be raised from \$456.39 to \$495.00, and

WHEREAS, by raising this fee by \$38, payments will be covered for part-time instructors who were not notified by students that they had dropped the lessons, did not show up for the lessons, or had only paid for a portion of their lessons, and

WHEREAS, there is a new check-in system with the part-time faculty and the Music Department hourly staff to make sure students produce payment receipts from Registration BEFORE any lessons are given, and

WHEREAS, the Music Department has also worked with Registration to not return all lesson fees to the student in the case of a medical withdrawal so that private lesson faculty will still get paid for services,

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees approves a student music lesson fee increase for Music 150 and 250 classes from \$456.39 to \$495.00, effective Spring Quarter 2013.

ATTEST:

Quentin Powers, Chair

Dr. Jean Hernandez, Secretary

Date Approved



Board of Trustees

Washington Community College District 23

President's Report November 1, 2012

President Jean Hernandez Activity Report: September 7 – October 26, 2012

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

Strengthen our diverse community

The recruitment process for the new position of Special Assistant to the President for Equity and Inclusion is nearing the closing date. Forums and interviews will take place over the next few months with January 2013 as the anticipated starting date for the successful candidate. I continue involvement in the Latino Leadership planning group, and I attended the Latinos of Snohomish County event in Everett. I met with Senator Paull Shin, Vice President David Cordell, and Chinese international guests, to discuss potential international student exchanges.

Provide educational opportunities

I was involved with the annual Foundation golf tournament. I attended the College Spark Board Meeting. I continue to meet with college donors cultivating friendships and support for the College. I was a recent speaker at both the Lynnwood City Council and the Edmonds Chamber of Commerce sharing with them the opportunities that EdCC provides for our community. I attended the Service Delivery and Youth Council Committee meeting (associated through the Workforce Development Council of Snohomish County). I met with Senator Maralyn Chase to update her on activities at Edmonds Community College.

Help students access career opportunities

I attended a meeting involving the presidents of CWU, Everett CC, and the Economic Alliance of Snohomish County, to discuss partnerships and opportunities involving engineering programs. A follow up meeting was held with CWU counterparts, and Trustees Van Hollebeke and Brown, for further discussion. I continue with monthly meetings with the Aerospace Presidents Committee.

Support student success

We held the first meeting of the newly formed "Student Success Council" and will continue to have planning meetings. I continue to be involved as the liaison for the WACTC presidents Planning and Research Committee and as vice chair of the Legislative and Public Information Committee. I attended the Association of Community College Trustees Annual Leadership

Congress along with Trustees Van Hollebeke and Yim in Boston where our college was selected to provide a presentation regarding the WATR Center: “Leveraging Student Success through Partnerships, Innovation, Financial Reality and Evidence.” That presentation was nominated for the 2013 Bellwether Award through the Community Colleges Futures Assembly. I met with the Achieving the Dream coaches who spent two days on our campus in mid-October. I attended the TACTC Governance Institute for Student Success (GISS) Training along with Trustees Clay and Van Hollebeke for additional follow up training.

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 YMCA Board. I also continue to host local college donors at breakfast and lunch meetings. I attended the recent Leadership Snohomish County new participants event, and I attended the Economic Alliance of Snohomish County Public Officials Reception.