

The Board of Trustees of Everett Community College met on June 18, 2013 at 5:00 p.m. in the Jackson Senate Room at Everett Community College.

### **Presidents update**

#### College Advancement Update:

- Increase in press releases and strong relationships with Herald, Snohomish County Business Journal, KING 5 and occasional visits from KOMO.
- Class schedule redesign has resulted in savings
- In the process of Web page redesign
- Upgraded and simplified our messages, created Trojan cutout for use in high schools, implemented our new ad campaign (bus ads, online social media sites like Facebook and Pandora), and our movie ad hits theaters in late June.
- Lots of interaction and comments posted on our Facebook page

#### Administration Update

- Grants and Contracts office moved to Accounting for improved reporting
- Created Logistics Department
- Payroll services for EvCC are now provided by Bellevue College and we have changed to paperless payroll
- Alignment with NACUBO standards to standardize the budget program has been completed
- Since June 2011, classified staff has increased 12%, tenure track faculty 91% and exempt staff 11%
- There are now over 140 employer jobs posted on the Job Center website
- There is a Financial Aid project underway to create a pay card system for students
- In 2014, EvCC will host the annual Statewide Classified Staff Training Conference

#### College Services Update

- Completion of three capital projects – Cosmetology remodel, CCEC remodel and Liberty Hall
- IT focusing on enhancing our computers where the processing power resides in the server and is no longer in the desktop
- Grounds staff continues to do an outstanding job keeping the campus looking great and our Custodial crew continues to do the same with our buildings
- College began webcasting basketball and baseball this year
- The College successfully transitioned to a tobacco-free campus
- A solution for AMTEC was developed and implemented after a ten year process
- The College transitioned to Barnes and Noble as the bookstore operator

#### CCEC Update

- Institutional re-organization – breaking out aerospace and advanced manufacturing programs and aligning them with CCEC
- Advanced Manufacturing Training and Education Center (AMTEC) approval
- National Science Foundation grant of \$888,000 to fund program, faculty, equipment, etc.
- Air Washington/DOL grant – completing second year of the grant

- Aerospace Special Projects: Composites – awarded \$362,000 to purchase equipment to develop new composite lab for AMTEC, hire addition faculty and develop curriculum
- Machining Lab – set up temporary machining in Hangar 3 at Aviation School to train machinists
- Completed the GIA Grant
- Created a new position (Employment Solutions Manager) to lead effort to transition students from training into industry jobs
- Developed and launched Bachelor of Management in Organizational Excellence degree for Boeing
- Developed and launched a partnership with Cascadia Community College to operate continuing education in their service area
- Finalizing a year-long supplementary accreditation application with the National Alliance of Concurrent Enrollment Partnerships for College in the High School

#### Resource and Development Update

- Have hired 2.5 full time grant writers to keep up with the increase in grants
- Significant new grants include Title III Strengthening Institutional Grant, and \$888,000 ATE Grant
- Emerging grants include CCAMPIS, Engineering Tech/Consortium and Smart Grid/Consortium
- Hired a Institutional Research Director
- Organization of a Strategic Plan Performance Committee
- Held two community engagement events to discuss our Strategic Plan

#### Instruction and Student Services Update:

##### Arts and Learning Services Division:

- Published a new version of “Vibrations” - EvCC Literary Journal
- Converting course management system from Angel to Canvas
- The annual instructional retreat brought together 74 employees together for an intensive focus on ideas that inspire and move us to action

##### Basic Skills and Developmental Education Division

- Developed partnership with Abt Associations to implement a study that determines the effectiveness of IBEST programs

##### Business, North and East County Division:

- Partnered with Bellevue College on the DOL Grant for CIS
- Doubled growth of East County Campus
- Growth at Cosmetology and expansion of program in the evenings and Saturdays

##### Communication and Social Science Division:

- The Early Childhood Education Program collaborated with East Liaoning University, China and signed a Memorandum of Understanding for program coordination
- Several faculty published books

Enrollment and Financial Services Division:

- Q-Flow installed to create a take a ticket system for Enrollment Services, Cashiering, Financial Aid and Educational Planning Services
- Students of Color Career Conference hosted 1600 students
- Running Start had biggest enrollment with close to 1000 heads

Health and Sciences and Public Safety Division:

- Opened Liberty Hall
- Added 70 RN-to-BSN positions on campus
- Created Health Professions Service Center as the one-stop center for allied health students

International Programs

- Enrollment is at 302 students enrolled from 25 difference countries. This is the fifth year of continuous growth.

Office of Student services and Instruction

- Hired 15 new fulltime faculty for 2013-14
- Completed the Third Year Report for Northwest Commission of Colleges and Universities
- Hosted the first ever Student Conduct Institute for Washington State
- Created Information Center
- First Honors Program graduates
- Implemented first Innovations Academy and Inquiry Workshop

Student Development Division

- Developed a robust Student Ambassador Program
- Implemented entry advising components of the Start to Finish Initiative
- Developed and created curriculum for a two credit College Success class

University Center of North Puget Sound

- Expanded local degree pathways for place-bound students
- Eight partners offering over 25 bachelors and masters degrees

**Roll call:**

Chair Betty Cobbs called the meeting to order. Present for the meeting were trustees Bob Bolerjack, Gigi Burke, Janet Kusler, James Shipman and Chair Betty Cobbs. Also present were President David Beyer, Assistant Attorney General Scott Majors, Recording Secretary Cheryl Blackburn, Student Representative Teresa Weldon and eight faculty, staff, students and administrators.

**Report from the Board**

Board Chair Betty Cobbs reported she attended both the ribbon cutting ceremony for Liberty Hall and the blessing of Providence Clinic. Both events were well attended and provided a nice way to open the clinic for service. This year's graduation was the first one for trustee Bob Bolerjack who described it as an unbelievable culmination, very moving and nonstop positive emotions. The Board also commented on how lovely the grounds look and how it is starting to look more like a university campus.

**Consent Agenda**

**MOTION 01-06-2013**

Janet Kusler moved for approval of the minutes from May 13, 2013.  
Gigi Burke seconded the motion and the motion passed unanimously.

## **Reports to the Board**

### **Student Representative**

Teresa reported that the Executive Council for next year will be:

- Katie Rogers, ASB President
- Megan Brewer, VP of Administration
- Jennifer Ho, VP of Budget and Finance
- Kyle Millett, VP of Public Relations and Student Involvement
- Xin Xin Shang, VP of Clubs and Student Initiatives

She also reported that the second annual drive in movie event on May 24, 2013 was a huge success with over 150 cars. Teresa let the Board know how much she appreciated working with the Board this past year and the Board thanked her for her great leadership and service to the College.

### **Faculty Representative**

No Report

### **Classified representative**

No Report

### **Faculty Council Representative**

No Report

## **Student Success Report**

Heather Bennett, Executive Director Institutional Effectiveness and Resource Development reviewed with the Board the 2013 Annual Reflection that was submitted to Achieving the Dream and our funder, College Spark Washington, which covered the following items:

- A statement of EvCC's progress in improving student success and completion
- Analysis of the results of the Principles Assessment survey
- Baseline general student success data, including disaggregated data
- Baseline data and progress descriptions for individual intervention that directly serve students

Because 2012-13 was the initial year of implementation, outcomes were measured in terms of retention. In the future, we will be able to track completions and Student Achievement points earned by students participating in each intervention.

## **Foundation Status Report**

John Olson, VP President of College Advancement provided an update on the activities of the Everett Community College Foundation which included:

1. Board of Directors profile
2. Summary of major fundraising activities
3. Major Gifts Campaign
4. Planned Giving
5. Development Director position

### **Institutional Climate Survey Report**

Everett community college periodically conducts campus climate surveys among staff and students. Previously staff surveys were taken in 2003, 2008, and 2010. Student surveys were conducted in 2001, 2007, and 2010, with another planned for Fall 2013. Our campus climate surveys investigate two dimensions of campus climate. The first concerns the degree to which the campus is a tolerant and welcoming place for employees from diverse ethnicities, genders, religions and other statuses. The second concerns job satisfaction and relations between employees and their supervisors. These data are used to inform human resources and other college policies.

The 2013 climate survey had the largest number of respondents (372) and the highest response rate (39.7% of all employees and 62.4% of full time employees) of any climate survey at EvCC.

The findings indicate that overall campus climate has remained stable for nearly a decade. Seventy-two percent (72%) of respondents report very positive or somewhat positive overall experiences at EvCC. Similar numbers were found in 2010 (71%), 2008 (73%) and 2003 (76%).

### **Approve Resolution 2013-06-01 – Continuation of the 2012-13 S&A Fees Budget**

Due to the Washington State Legislature who is unable to produce a state operating budget at the close of its special extended session on June 11, 2013, and has been granted an additional thirty (30) day special session extension, the Board of Trustees is unable to adopt the 2013-14 S&A Fees Budget.

Resolution 2013-06-01 Continuation of the 2012-2013 S&A Fees Budget allows spending to continue on and after July 1, 2013 at a level not to exceed the same level as approved by the Board in 2012-2013.

**MOTION 02-06-2013** Bob Bolerjack moved for approval of Resolution 2013-06-01 – Continuation of the 2012-13 S&A Fees Budget. Gigi Burke seconded the motion and the motion passed unanimously.

### **Approve Continuing Resolution 2013-06-02 to extend AFT Contract**

Jennifer Howard, Vice President of Administration presented that Everett Community College and the AFT have agreed to extend the Collective Bargaining Agreement by and between Everett Community College and the American Federation of Teachers, Local 1873, which expires June 30, 2013, maintain the status quo beginning July 1, 2013 through September 30, 2013. Memoranda of Understanding and Letters of Agreement dated on or after July 1, 2008, are included in this extension. Monthly Contract Administration meetings are held to assure that matters affecting AFT members are administered in accord with the Agreement, and to review areas needing clarification.

**MOTION 03-06-2013** Janet Kusler moved for approval of Resolution 2013-06-02 to extend the AFT Contract. Gigi Burke seconded the motion and the motion passed unanimously.

**Approve Resolution 2013-06-03 – Continuation of the 2012-13 Operating Budget**

Jennifer Howard, Vice President of Administrative Services presented to the Board that due to the Washington State Legislature who is unable to produce a state operating budget at the close of its special extended session on June 11, 2013, and has been granted an additional thirty (30) day special session extension, the Board of Trustees is unable to adopt the 2013-14 General Fund Operating Budget.

Resolution 2013-06-03 Continuation of the 2012-2013 Operating Budget allows the President to continue to expend local operating funds on and after July 1, 2013 at a level not to exceed the same level as approved by the Board in 2012-2013.

**MOTION 04-06-2013** Gigi Burke moved for approval of Resolution 2013-06-03 Continuation of the 2012-13 Operating Budget. Janet Kusler seconded the motion and the motion passed unanimously.

**Election of Board Officers**

Elections shall be held for chair and vice-chairperson with a term of two years.

**MOTION 05-06-2013** Bob Bolerjack moved to elect Gigi Burke as Chair and Janet Kusler as Vice Chair. Betty Cobs seconded the motion and the motion passed unanimously.

**Approval of Changes to the Board of Trustees By-Laws**

Changes to the Board of Trustee By-Laws are proposed as follows:

Current Language: The Board of Trustees meets once a month. Special meetings may be requested by the Chairperson of the Board or by a majority of the members of the Board.

*New Language: The Board of Trustees will hold a minimum of ten meetings per year which will consist of open Board meetings and Board study sessions*

**MOTION 06-06-2013** Gigi Burke moved to approve changes to the Board of Trustee By-Laws as presented. Janet Kusler seconded the motion and the motion passed unanimously.

**Approve Board meeting dates for 2013-2014**

Approval of the Board meeting dates for 2013-2014 enables Board members, staff and the community to plan appropriately for the coming years. All Board meetings will begin at 5:00 p.m. July 16, 2013, September 17, 2013, October 15, 2013, November 19, 2013, January 21, 2014, February 18, 2014, March 18, 2014, April 15, 2014, May 20, 2014 and June 17, 2014.

**MOTION 07-06-2013** Bob Bolerjack moved to approve the Board meeting dates for 2013-2014. Janet Kusler seconded the motion and the motion passed unanimously.

**Approval of Degrees**

Sandra Fowler-Hill, Vice President of Instruction and Student Services presented that the college's accreditation requires that all degrees, certificates, and diplomas offered by the college are approved by the Board of Trustees. The following new and revised degrees and certificates were approved by Instructional Council in 2012-2013.

- Aerospace: Aerospace Design – CATIA v5 Certificate
- Aerospace Fabrication and Welding: Aerospace Fabrication and Welding Certificate
- Composites: Aerospace Composite Technician Certificate
- Fire Science: AAS-T in Fire Science
- Manufacturing: Manufacturing Pre-Employment Certificate
- Welding: Entry Level Welder Certificate

**MOTION 08-06-2013** Gigi Burke moved for approval of the new and revised degrees and certificates that were approved by Instruction Council in 2012-13. Bob Bolerjack seconded the motion and the motion passed unanimously.

**Executive Session**

At 7:25 p.m. Chair Betty Cobbs adjourned into executive session to discuss personnel issues. She stated that no action would be taken

**Adjourn**

Meeting adjourned at 7:55 p.m.

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Gigi Burke, Chair  
Board of Trustees

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David N. Beyer, Secretary  
Board of Trustees