

The Board of Trustees of Everett Community College met on December 17, 2008 at 5:00 p.m. in the Olympus Board Room at Everett Community College.

President's Update

- Louise Stanton-Maston, Director of the Everett Area Chamber awarded Dottie Krzyzanoski with a special recognition award for her outstanding contribution as a member of their Board of Directors. Dottie will continue to serve on the Finance Committee for the Chamber.

International Program Update

International Director Visakan Ganeson provided the Board with an update from a 30 day recruitment trip to four countries promoting Everett Community College from September 22 to October 21 as part of the international initiative efforts.

Visakan attended the AACC fairs in Jakarta and Surabaya in Indonesia then travelled to Ho Chi Minh City and Ha Noi in Vietnam followed by Seoul in Korea. He later visited and negotiated agreements with agents in Korea, Vietnam and Hong Kong. A total of 18 agreements were negotiated and will be signed over the next few weeks. Seminars were also conducted in Danang, Ho Chi Minh City and Ha Noi located in Vietnam and Hong Kong.

A clear observation across all these markets is the lack of visibility and name recognition for Everett Community College. Other community colleges in the state of Washington such as Green River, Shoreline, Highline, Edmonds and Skagit Valley College (with the exception of Indonesia) have had more than a 10 year lead in these markets. They all have name recognition in these markets; the exception being Skagit Valley College in Indonesia where it does not have name recognition. Therefore, potential students and parents prefer to go with a known entity meaning a familiar community college rather than an unknown entity. There is however a way to bridge this gap by working with agents. The exception is with Indonesia where the agents are not willing to promote Everett Community College at this time. Indonesia will take a longer term commitment to enter and break into this market.

In order to provide agents an incentive to promote Everett Community College, "premium agreements" were developed to get their attention. These agreements were very well received by the agents especially in the saturated markets of Korea and Hong Kong. Many agents plan on sending us students based on the history and credibility of the director as stated by them and it is also clear that they want to send student initially to "test" and learn more about Everett Community College based on the feedback provided by their students. Many agents have already started promoting us ahead of receiving their official agreements.

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Another clear observation is that Everett Community College needs to do a much better job of “telling its story” to the rest of the world. Too many good accomplishments by students, staff and faculty members are kept within this campus community. Facility upgrades, improvements and new construction is also not widely known. It is time to tell the Everett Community College story to the rest of the world.

He also included updates on some of the recent accomplishments that have been done in the department as well:

- Completed 15 agreements to partners in Vietnam, Hong Kong, Korea, Japan and China
- Decreased turnaround time for the issuance and mailing of I-20s from 3 weeks to 2-3 days
- Identified Boeing on the Colleges main promotional material to show association to EvCC
- Developed and inserted the new PowerPoint on the international website
- Able to accept scanned documents now as part of the I-20 application process
- Instituted procedures to accept students into the high school completion program
- Identified a new office space for the international student advisor to allow for private and confidential discussions with students
- Added new e-mail for international admissions
- Completed an articulation agreement with Human International Universities Consortium I Japan for the transfer of credit to EvCC

Roll Call

Present for the meeting were trustees Tom Gaffney, James Shipman, and Gene Chase. Chair Nancy Truitt Pierce participated by conference call. Also present were President David Beyer, Assistant Attorney General Scott Majors Recording Secretary Cheryl Blackburn, Faculty Representative Tom Gaskin, Classified Representative Manja Schultz, and 7 faculty, staff, administrators and students.

Approval of Minutes

Vice Chair James Shipman asked if there were any corrections, additions or deletions to the minutes from the November 19, 2008 Board meeting.

MOTION 01-12-2008

Gene Chase moved for approval of the minutes from the November 19, 2008 Board meeting. Tom Gaffney seconded the motion and the motion passed unanimously.

Reports

Student Representation

No Student Report

Classified Representative

Manja Schultz reported that they are anxiously awaiting Governor Gregoire's budget outlook and though the forecast looks grim it is important to work together as a college community and encourage innovative ideas and solutions. She thanked President Beyer for his continued support and willingness to gather input from all levels and his commitment to keep a very open and informative budget process. Classified staff would like this process to be a fair one and that the balancing of the budget will not be done by just cutting classified staff position or loading each worker with an excess of additional duties.

Faculty Representative

Tom Gaskin reported that he has been meeting with the Contract Administration Committee and that they have established a new calendar that will be coming to the Board at a future meeting for approval. The AFT is gearing up to start a letter writing campaign during this legislative session as well as sending opinions to newspapers on the value of the community college system indicating we are the solution, not the problem.

Review and Adopt Institutional Research Board Policy Statement

Craig Lewis, Dean of Communication and Social Sciences presented that it is the policy of the Board of Trustees, in regard to the use of human subjects, to protect the rights, well-being and privacy of individuals; to ensure an optimal learning environment; foster scholarly inquiry and protect the interests of Everett Community College.

This policy addresses research using human subjects conducted on the campus of Everett Community College and off-campus research using human subjects conducted by employees or students of Everett Community College in the conduct of their official duties. This policy is limited to *research* using human subjects and does not apply to human participation in classroom activities, demonstrations or activities of daily living, whether on-campus or off-campus and it does not apply to the use of live non-human (plant, animal) subjects.

MOTION 02-12-2008

Tom Gaffney moved that the Board of Trustees adopt the Institutional Research Board Policy Statement. Gene Chase seconded the motion and the motion passed unanimously.

Review and adopt Shared Leave Policy

Jennifer Howard, Associate VP of Human Resources presented to the Board that the current shared leave policy does not align with the new law in the area of domestic violence victim leave and leave for those volunteering with agencies involved in national or regional emergencies/natural disasters. The revision includes aspects of the new law and aligns with the WFSE bargaining agreement for 2009-2011.

MOTION 03-12-2008 Gene Chase moved that the Board of Trustees adopt the Shared Leave Policy. Tom Gaffney seconded the motion and the motion passed unanimously.

Review the General Fund Operating Budget Report for Fiscal Year 2008-09

Tom Harker, Interim VP of Administration reported to the Board that overall revenue is up and expenditures are down. Currently we are on target for this year including the 4.1% cut directed by the State Board.

Board Discussion/Response to State Budget Reductions

Due to the current weather conditions this item will be deferred to the January 2009 Board meeting.

Adjourn

Meeting adjourned at 6:00 p.m.

James Shipman, Vice Chair
Board of Trustees

David N. Beyer, Secretary
Board of Trustees