

The Board of Trustees of Everett Community College met on November 17, 2009 at 5:15 p.m. in the Olympus Board Room at Everett Community College.

Briefing by the President

- **Budget**
David presented the General Fund Operating Budget report for the current fiscal year through October 31, 2009. Enrollments are up and tuition and state revenue are on target.

- **Corporate and Continuing Education**
An update was given on Corporate and Continuing Education which included some of the highlights from the past year:
 - SuperHost Training Scholarships
 - Boeing: Major changes in LTP funding effective January 1, 2010.
 - Boeing: New Opportunities with IAM/Boeing Joint Programs
 - TYEE Aircraft - delivering training on Blueprint Reading, Workplace Communications, and Shop Math
 - Fluke Corporation - first training contract with Fluke (MS Excel)
 - Washington Aerospace Training and Research Center - working with EdCC staff in identifying training needs and opportunities for aerospace companies in Snohomish County
 - Lean Office: Order-to-Cash Audit—New Kaizen workshop on office processes to identify wastes and streamline service
 - Six Sigma Green Belt Certificate—New hands-on skills training and prepares participants to test for green belt
 - Front-line Supervisory Training (2-day)—For new and existing supervisors
 - BPI Building Analyst (Weatherization) Certification—New - 5 day intensive training for Green jobs

- **Student Retention and Completion**
The Student Achievement Initiative is a new performance funding system for community and technical colleges. Its purposes are to both improve public accountability by more accurately describing what students achieve from enrolling in our colleges each year, and to provide incentives through financial rewards to colleges for increasing the levels of achievement attained by their students. It represents a shift from funding entirely for enrollment inputs to also funding meaningful outcomes. The four categories of Achievement Measures are:
 - Building towards college level skills (basic skills gains, passing precollege writing or math)
 - First year retention (earning 15 then 30 college level credits)
 - Completing college level math (passing math courses required for either technical or academic associate degrees)
 - Completions (degrees, certificates, apprenticeship training)

Board of Trustees
November 17, 2009
Board Meeting
Page 2

This past year EvCC funded seven projects that made a difference with Student Achievement funding:

- Faculty training on CASAS (Darrell Mihara)
- Math 078 promotion - ALEKS software (Michael Nivens)
- Supplemental Instruction in Biology majors classes (Rene Kratz and Sharon Wellman)
- Increasing degree completers (Christine Kerlin, Judy Thomas, Sydnie Tran, Linda Baca, Bobbie Nelson)
- Targeting undecided students to attend "Choosing a College Major" Workshop (Gina Myers)
- "Healthy Brains" workshop for faculty (Darrell Mihara)
- Math 141, Math 081/091 study groups (Sharon Wellman)

As a result of our efforts, we will receive additional funding this year to support student achievement.

- Financial Aid

David Beyer gave an update on some of the steps that Financial Aid has taken in order to process more financial aid files:

1. Extended processing time to evaluate financial aid files
 - a. limiting our customer service hours to Mondays and Tuesdays
 - b. evaluating files with uninterrupted time Wednesdays through Fridays
 - c. implemented for the month of November, and re-evaluated in December
2. Phone availability and limiting voice mail
 - a. Phone calls are answered in the order received and turning off the voice mail capability for our main line has created efficient response to students.
3. Delay implementation of the Multi-Function Device (new printer) until at least January 2010
 - a. Each file requires a multitude of printing for file processing and audit controls. Training and utilization of the MFD at this time would further delay the process.

The Financial Aid Office has been able to answer each call and in-person requests in a timely manner. The staff has processed over 300 files with the protected time of just this first week.

Board of Trustees
November 17, 2009
Board Meeting
Page 3

Roll Call

Present for the meeting were trustees Tom Gaffney, Nancy Truitt Pierce, Gene Chase, Betty Cobbs and Chair James Shipman. Also present were President David Beyer, Assistant Attorney General Scott Majors Recording Secretary Cheryl Blackburn, Faculty Representative Tom Gaskin, Classified Representative Max Phipps, Student Representative Brent Thompson and 10 faculty, staff, administrators and students.

Consent Agenda

MOTION 01-11-2009

Tom Gaffney moved for approval of:

- Revised minutes from the September 29, 2009 joint Board meeting
- Minutes from the October 21, 2009 Board Meeting

Gene Chase seconded the motion and the motion passed unanimously.

Reports to the Board

Faculty Representative

Tom Gaskin reported that Philosophy in the Dark started on November 16th and goes through November 20th and is a free philosophical film festival. He commented on student success and retention and was not a fan of the program where schools have to meet their target. The plan doesn't give consideration if a school is in a low income area or take into account the support services that are needed to succeed.

Classified Staff Representative

No classified staff representative was present but they asked that the following statement be included in the minutes.

Classified staff are all working extremely hard these days with the increased demand placed on them due to increased enrollment. They are all very concerned with the upcoming legislative session and the increasing likelihood of more budget cuts during this fiscal years. The revenue forecasts' continue to be less than optimistic with the latest report suggesting another 2 billion behind.

Board of Trustees
November 17, 2009
Board Meeting
Page 4

Student Representative

Brent Thompson reported that all the vice presidents are working hard on their responsibilities and will be finalizing their goals at their meeting on Friday. The E-Tech Committee will be having their first meeting this week and the Café Bistro Design Committee started meeting this month and will have two more meetings prior to sending the final drawings to the architect. They have four students participating in College Council and their Programs Board looking forward to starting the artist and lecture series. Cross Country finished up with the women's team finishing first in their division and the men's team finishing second in their division.

Accreditation Update

Sandra Fowler-Hill, Vice President for Instruction reported to the Board that over this past year we have examined our mission, goals, operations, and achievements. We will be reviewed in April 2010 by a team of 12 peer evaluators from other states in the region. They will provide us with commendations for our accomplishments and recommendations for improvement. Then, in the summer of 2010, the Commission will make a determination of our accreditation.

Update/Review of the College's Mission Statement

Christine Kerlin, Vice President of the University Center and Strategic Planning presented that during the last Strategic Planning process, several questions were raised about the opportunity to also review our Mission Statement, which was developed and approved in 1995, and then reviewed again and approved in 2001. There is no strong sentiment that our Mission Statement is inaccurate or inappropriate, but it seems timely to evaluate it once again to see how our Mission is faring in this "climate of change". Furthermore, the process of self study in preparation for an accreditation visit is a good time to review the College's Mission to assure that we are on track.

Memo of Understanding with Edmonds Community College

President Beyer presented that at a joint meeting on September 29, 2009 EvCC Chair James Shipman and EdCC Chair Quentin Powers directed Presidents David Beyer and Jack Oharah to draft up a joint memorandum of understanding that both boards will review and adopt. The MOU should include agreed upon conditions and circumstances for cooperative ventures within each other's district and statements by the Board(s) that acknowledges district boundaries and each institution's state priorities (strategic plan) and approved annual allocation of resources. Process should be identified for offering programs, services, activities within each other's district that include concurrence between institutions. Timelines and informing each institution in a timely manner should also be included.

MOTION 02-11-2009

Tom Gaffney moved to approve the Memo of Understanding as written with Edmonds Community College subject to Edmonds Community College agreeing to the letter and timeline from Charlie Earl dated December 10, 2009. Betty Cobbs seconded the motion and the motion passed with a vote of three to two.

Board of Trustees
November 17, 2009
Board Meeting
Page 5

Executive Session

At 7:30 Chair James Shipman adjourned into executive session to discuss property personnel issues. He stated that no action would be taken.

.

Adjourn

Meeting adjourned at 8:30

James Shipman, Chair
Board of Trustees

David N. Beyer, Secretary
Board of Trustees