

The Board of Trustees of Everett Community College held a special meeting on March 17, 2020 in the Jackson Conference Center Wilderness Room at Everett Community College and virtually through ZOOM.

Board Chair Betty Cobbs called the meeting to order at 5:07 p.m. She welcomed new Board of Trustee member Jerry Martin.

Briefing by the President

President Willis welcomed everyone and presented to the Board updates from the Leadership Team on actions that have been taken to navigate the college, staff and students through the COVID-19 pandemic and follow the Governor's guidelines.

Dr. Willis reported many questions have been coming in asking her how clean is the college, and what is being used to clean it. Daria informed the Board that Pat Sisneros and his team are doing an outstanding job keeping the high-touch points clean using the recommended cleaning products for this situation. This includes but not limited to doorknobs, railings, keyboards, desks, tables, all horizontal surfaces, light switches, telephones, bleachers, windows, etc. Dr. Willis met with the custodial staff the other night and thanked them for their hard work and for being the frontline defense for the college.

John Olson's team, under the direction of Katherine Schiffner, are responsible for all information and notifications that have been going out and keeping the website updated. They have been working around the clock to keep information accurate and available through all sources, including social media. The college's social media accounts are being monitored, and questions answered as quickly as possible. John Olson is the point person for tracking all reports of possible COVID-19 exposure. Currently we have 45 possible exposures and 2 students who have tested positive. John reaches out to the students, staff and community to gather information and responds to these reports.

John Olson, Katherine Schiffner, Denise Gregory-Wyatt, John Bonner, Pat Sisneros, Charles Macklin, and Dr. Willis have been working with the Snohomish Health District when we receive a report of testing positive for the virus, and take guidance from them. Dr. Willis informed the Board that we are not medical professionals, we do not investigate reported cases, and due to HIPPA and FERPA regulations we do not give out information on any possible cases of COVID-19 infection. Snohomish Health District will contact individuals who may have been exposed.

John Bonner's team in Instruction and Student Services has also been working around the clock on what to do with classes. This is finals week and the whole goal was to allow the students to be able to finish their courses and stay safe. The college has mostly transitioned to remote services. The face-to-face classes that are remaining are technical or lab-based, and are being administered with strict social distancing guidelines. CCEC is still moving forward using social distancing, and non-credit courses moved to on-line. Dr. Willis thanked all the deans for their hard work.

Heather Bennett's team is working remotely and are still going out for grants and working diligently to bring in money to the college. EvCC is scheduled for an accreditation visit in October, and we will need to continue to prepare for the visit. Heather's team is working on our Accreditation Draft Report

which is due in August. Heather remains in contact with NWACC updating them on the colleges shifting modes of course delivery.

Kesia Cenicerros' team is working on virtual student clusters to assist in building a collective motivation while students remain working virtually. We have some concerns and are watching retention numbers while students work remotely. This system allows us to connect with them as they are moving into a virtual setting using different mediums. Kesia's team is also working with the equity toolkit out of USC. They are identifying how many faculty and staff can take that training by the end of this academic year or beginning of next academic year.

Denise Gregory-Wyatt's team has been extremely responsive in working with the unions on the college's response to COVID-19. They have been keeping them informed and aware that the health and safety of the campus and our employees is a top priority. Working remotely for some positions can be a challenge, so Denise and her team have put together a series of trainings. This allows employees the opportunity to take trainings that they find difficult to do during a regular work week. These trainings caught the attention of the State, who have sent it out to other colleges to consider for their employees.

Shelby and Denise are working on identifying new expenditures and created budget lines to track expenses accrued from this COVID-19 situation. Hopefully the college will be able to receive some of the money back from the State and Federal governments.

Visakan Ganeson's team has been working with issues regarding international students attending the college. We have 25 arriving this month from various countries such as Korea, Japan, Thailand and China. EvCC's stance is, as long as they are not banned, we will accept them at our college. He is also working with housing and letting the international students know we have a place for them and we are here for them. Dr. Willis recognized Governor Inslee's advocacy to keep our residence halls open for students.

Mary Kaye Bredeson, executive director for the center of excellence for aerospace & advanced materials manufacturing, and her team, works with all of the colleges, but reports in to EvCC, has suspended all travel, and continues to do their work virtually.

Dr. Willis finished with saying that her focus through all of this has been transparent communication by sending out as much information as we can when we receive it. She will continue to keep the Board informed, and thanked her team for their dedication and hard work.

Roll call

Present for the meeting were Trustees, Toraya Miller, Bob Bolerjack, Jerry Martin, Betty Cobbs and Mike Deller by phone. Also present were President Daria Willis, Recording Secretary and Senior Executive Assistant to the President and Board of Trustees Jeri Pourchot, Executive Assistant to the President Rita Belvill, Vice Presidents John Bonner, Pat Sisneros and Denise Gregory-Wyatt. Virtually present were, Assistant Attorney General Scott Wessel-Estes, Student Representative, Araceli Daza, Faculty Senate Representative Karen Linton, Faculty Representative Mike VanQuickenborne, and faculty, staff, students, administrators, and community members.

Reports from the Board

Trustee Bob Bolerjack thanked Dr. Willis, her leadership team, college staff, and students for rolling with the punches. He stated that this is a serious time, and it is very hard for him, as a Trustee, to see the college take such hard hits. He realizes that the budget will take some hits as well; but, we are coming into this strong when it comes to our enrollment numbers and budget, and he is optimistic that we will be ok when this is over. Bob also stated that the college needs to take precautions and tighten the budget. Bob welcomed Jerry Martin to the Board. He has met with him a couple of times since Jerry's appointment to the Board, and looks forward to working with him.

Trustee Toraya Miller stated that she echoes Trustee Bolerjack's report. She appreciates Dr. Willis' outreach and keeping the Board aware of what is happening. She feels gratitude for the seriousness that has been taken to challenge through these times, and being informed through the process. She also welcomed Jerry Martin to the Board and noted that she has worked with Jerry in the past on the Foundation Board and looks forward to the opportunity to work with him again.

Trustee Mike Deller reported that he has been receiving questions from the community asking what is going on at the college during the COVID-19 situation. He stated that due to Daria and her team, and the impeccable information they have been sending out each step of the way, he feels comfortable with being able to confidently answer these questions. Mike also welcomed Jerry Martin to the Board. He has known Jerry for quite a few years and had the opportunity to work with him on the presidential search last year. He stated he looks forward to working with him at EvCC. Mike sent out a welcome to the audience who are attending virtually. Mike also acknowledged the passing of former foundation member Sharon Johnson, who played an important role at EvCC.

Trustee Jerry Martin thanked everyone for allowing him the privilege of being a trustee on the Board. He reported that the welcoming support he has received from the college has been outstanding. Jerry gave kudos to Dr. Willis and shared that his preview of her recognizing her team not only in good times but in tough times like she just did, is a sign of a great leader. He looks forward to working with everyone in the years to come.

Trustee Betty Cobbs stated that she echoes the words of her fellow trustees, and that these are unprecedented times. She thanked Dr. Willis for her leadership through these difficult times, and how tremendous it is in how she brought together her team for student and staff safety and keeping the college working. The speed at which Dr. Willis and her team brought together on-line learning, is a testament to how great Dr. Willis and her team is at multi-tasking while keeping the college vision in mind. Dr. Cobbs gave praise to everyone, and stated that this shows what a great institution EvCC is for our students and community.

Consent Agenda

MOTION 01-03-2020

Trustee Toraya Miller moved for approval of the consent agenda. Trustee Bob Bolerjack seconded the motion and the motion passed unanimously.

Action Items

A. Review and take action on Tenure Recommendations for third year tenure track faculty

John Bonner, interim executive vice president of instruction and student services, presented to the Board:

Per Section 8.70 of the faculty contract:

A. The appointing authority shall provide for the award of faculty tenure following a probationary period not to exceed nine (9) consecutive quarters, excluding Summer Quarters and approved leaves of absence.

1. Provided, the appointing authority may award or withhold tenure at any time, after it has given reasonable consideration to the joint recommendations of the appropriate review committee and the College President.
2. The probationer shall be deemed to have been awarded tenure if no official notice is sent to the probationer by the last day of the probationer's eighth probationary quarter.
3. The probationary period may extend in accordance with RCW 28B.50.852.

Probationers recommended for tenure by appointment review committees:

Ken Ackerman, Mechatronics
Frederick Dooley, Biology
Karl Fulton, Welding
Sharon Moore, Transitional Studies
Dennis Skarr, Computer Information Systems
Julian Trujilo, Mathematic
Eva Wangia, Nursing

- MOTION 02-03-2020** Trustee Bob Bolerjack moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Appointment Review Committee and College President, grant tenure to Ken Ackerman. Trustee Toraya Miller seconded the motion and the motion passed unanimously.
- MOTION 03-03-2020** Trustee Toraya Miller moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Appointment Review Committee and College President, grant tenure to Fredrick Dooley. Trustee Jerry Martin seconded the motion and the motion passed unanimously.
- MOTION 04-03-2020** Trustee Jerry Martin moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Appointment Review Committee and College President, grant tenure to Karl Fulton. Trustee Bob Bolerjack seconded the motion and the motion passed unanimously.
- MOTION 05-03-2020** Trustee Mike Deller moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Appointment Review Committee and College President, grant tenure to Sharon Moore. Trustee Jerry Martin seconded the motion and the motion passed unanimously.

MOTION 06-03-2020 Trustee Bob Bolerjack moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Appointment Review Committee and College President, grant tenure to Dennis Skarr Trustee Toraya Miller seconded the motion and the motion passed unanimously.

MOTION 07-03-2020 Trustee Toraya Miller moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Appointment Review Committee and College President, grant tenure to Julian Trujilo Trustee Bob Bolerjack seconded the motion and the motion passed unanimously.

MOTION 08-03-2020 Trustee Jerry Martin moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Appointment Review Committee and College President, grant tenure to Eva Wangia. Trustee Mike Deller seconded the motion and the motion passed unanimously.

B. Review and take action on probationary contract for second year tenure track faculty

John Bonner, interim executive vice president of instruction and student services, presented to the Board:

Per Section 8.70 of the faculty contract:

A. The appointing authority shall provide for the award of faculty tenure following a probationary period not to exceed nine (9) consecutive quarters, excluding Summer Quarters and approved leaves of absence.

1. Provided, the appointing authority may award or withhold tenure at any time, after it has given reasonable consideration to the joint recommendations of the appropriate review committee and the College President.
2. The probationer shall be deemed to have been awarded tenure if no official notice is sent to the probationer by the last day of the probationer's eighth probationary quarter.
3. The probationary period may extend in accordance with RCW 28B.50.852.

Probationers recommended for contract renewal by appointment review committees:

Raylene Alexander, Aviation
Eihab El Radie, Computer Science
Jeff Fennell, Biology
Dana Harker, English
Kristina Jipson, English
Kimberly Lothyan, Business
Omar Marquez, Sociology
Steven Tobias, English
Allison Werling, TRIO

MOTION 09-03-2020 Trustee Toraya Miller moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Appointment Review Committee and College President, renew the probationary contracts for the second year probationers Raylene Alexander, Eihab El Radie, Jeff Fennell, Dana Harker, Kristina Jipson,

Kimberly Lothyan, Omar Marquez, Steven Tobias, Allison Werling. Trustee Mike Deller seconded the motion and the motion passed unanimously.

C. Review and take action on probationary contract for first year tenure track faculty

John Bonner, interim executive vice president of instruction and student services, presented to the Board:

Per Section 8.70 of the faculty contract:

A. The appointing authority shall provide for the award of faculty tenure following a probationary period not to exceed nine (9) consecutive quarters, excluding Summer Quarters and approved leaves of absence.

1. Provided, the appointing authority may award or withhold tenure at any time, after it has given reasonable consideration to the joint recommendations of the appropriate review committee and the College President.
2. The probationer shall be deemed to have been awarded tenure if no official notice is sent to the probationer by the last day of the probationer's eighth probationary quarter.
3. The probationary period may extend in accordance with RCW 28B.50.852.

Probationers recommended for contract renewal by appointment review committees:

Darin Chase, Machining
Rashi Goyal, Computer Science
Paula Krock, Education
Ryan Musinelli, Computer Information Systems
Tara Murphy, Cosmetology
Jacob Nanfito, Transitional Studies
Jennifer Olson, Biology
Amber Samaniego, Medical Assisting
Lijiao Serven, Transitional Studies

MOTION 10-03-2020

Trustee Jerry Martin moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Appointment Review Committee and College President, renew the probationary contracts for the first year probationers Darin Chase, Rashi Goyal, Paula Krock, Ryan Musinelli, Tara Murphy, Jacob Nanfito, Jennifer Olson, Amber Samaniego, Lijiao Serven. Trustee Bob Bolerjack seconded the motion and the motion passed unanimously.

D. Review and take action on AY 2020-21 Faculty Professional leave (Sabbatical) Request

John Bonner, interim executive vice president of instruction and student services, presented to the Board for approval applications for professional leave for the academic year 2020-2021. Denise Gregory-Wyatt, vice president of administrative services, addressed the Board and informed them last year they approved Beth Peterson a one quarter sabbatical for Winter 2020. Beth, due to college staffing needs, and no fault of her own, was unable to take the approved sabbatical. Denise also stated due to budget limitations for the 2020-2021 fiscal year, she is recommending the Board approve a total of three sabbatical quarters. This would require the Board to approve one quarter for Tawny Townsend instead of two quarters, and grant Beth Peterson an extension of her sabbatical request to be taken in Winter 2021.

Name	Proposal	Leave Period
Kerry Schwab	Redesign and rename the department's reading and study skills courses to integrate Reading Apprenticeship activities and the 5 Dimensions of equity	Fall 2020
Tawny Townsend	conduct a qualitative study examining the stop-out experiences of part-time and fluidly enrolled, low-income, first-generation students pursuing transfer degrees at Everett Community College	Fall 2020 Winter 2021
Beth Peterson (Supplemented)	Theater Department Structural Review	Winter 2021

Board Chair Betty Cobbs shared during the Audit Committee Meeting, they confirmed there are sufficient funds for the faculty professional leave requests, with the requested amendment from Denise Gregory-Wyatt for a total of three total quarters, and suggested that the Board approve and fund.

MOTION 10-03-2020 Trustee Bob Bolerjack moved that the Board of Trustees approve a total of three quarter sabbatical requests as amended. Trustee Jerry Miller seconded the motion and the motion passed unanimously.

E. Review and take action on the Final Financial Report: July 1, 2018-June 30, 2019

Shelby Burke, executive director of finance, presented (virtually) to the Board the final Financial Report for July 1, 2018-June 30, 2019. This report was presented to the President and Board Audit Committee representatives on Wednesday, March 4, 2020 by the Washington State Auditors Office. The final report has now been issued by the State Auditor's Office for the fiscal year 2019 (year end June 30, 19) including the management discussion and analysis, auditor's report, the financial statements, and the accompanying notes and required supplementary information to the financial statements.

MOTION 11-03-2020 Trustee Bob Bolerjack moved that the Board of Trustees approve the Final Financial Report for July 1, 2019-June 30, 2019. Trustee Jerry Martin seconded the motion and the motion passed unanimously.

Reports to the Board

Student Senate Representative

Araceli Daza welcomed new Trustee Jerry Martin to the Board of Trustees, and acknowledged the instructors and staff for their hard work at shifting classes to an online format.

Araceli shared that the ASB had a "Snack & Chat share out" at Paine Field where they learned about the aviation program and had the opportunity to talk with students who have classes there. The students brought up concerns that the Wi-Fi is spotty at times, the vending machines need to be updated, and they would like a better way to print instead of plugging and unplugging the printer wire on 3 different computers. Araceli reported that she worked with Dr. Willis and others on campus to address these issues. She also shared that the ASB took pizzas to AMTEC where they spoke to the students and informed them of the Foundation Scholarship opportunity that is coming up.

Araceli informed the Board that prior to the senate meeting last Friday, the ASB Executive Council met to figure out what they could do for students who weren't able to come to campus for the senate meeting. They tried Google Hangouts, but found out it wasn't available to students. They worked with IT and were able to get students access to it in less than a day.

In senate meetings they approved \$1,990 for the Aviation Maintenance club trip. This allows three students the opportunity to attend the Women in Aviation conference in Lake Buena Vista, Florida in March. They also approved a \$5,992 budget for the STEM club to send four students from EvCC who are working with 24 students from WSU Everett to attend the Collegiate Wind competition in Denver, Colorado in May/June. They will present their Wind Energy Turbine Project that they have been working on for over a year. They approved \$3,375 for a proposal to purchase a very large graduation banner. They also approved \$3000 for D&E's Fiesta Night Event on May 7th. The event is to enhance awareness about intersectionality and identity.

Araceli reported that due to the campus closure, Student LIFE has set up satellite Food Pantry location in both housing buildings for housing students only. Student LIFE staff are also assisting students/employees by appointment with access the main Food Pantry in Whitehorse Hall. They are accepting Food Pantry donation by appointment. Shopping trips were done last week at Costco, Winco, and Walmart.

Araceli shared that the ASB is investigating ways to hold the different student government meetings virtually. Student Life Staff, Student Ambassadors, and other student leaders will be assisting with texting and calling campaigns for the next few weeks to assist new and current student in being successful during the Spring Quarter. She also reported that the in athletics, the women and men teams made it to the NWAC Basketball tournament, but unfortunately neither team were able to play their games before the tournament was cancelled, not once, but twice! They are very proud of both teams for a great season. NWAC has also decided to cancel all spring sport contests, although scrimmages and practices may be able to resume around April 27.

Classified Union Representative

Melissa Hart was not in attendance.

Faculty Representative

Mike VanQuickenborne welcomed Jerry to the Board of Trustees and informed him that this is not the typical Board of Trustees meeting experience.

Mike reported that he has been in communication with Dr. Willis about the COVID-19 situation since the news broke about a student at Jackson HS who was diagnosed with the virus. The union leadership has been invited to participate in the college's response to the crisis since the beginning. He recognized Dr. Willis' decisive action to close the campus and move classes online before any other college in the state had done so. He stated he was appreciative of this move as it helps keep the health of our students, faculty, staff and the community a high priority. With the changes to online, faculty have been adapting their classes as quickly as possible to serve the students to the end of the quarter. The faculty are preparing to begin spring quarter online, and he expressed his appreciation that the college has decided to give faculty the first week to make necessary changes to their courses in order to provide students with the best online experience as possible.

Faculty Senate Representative

Karen Linton reported that faculty are concerned with the impact that all of the sudden changes have had on students. She acknowledged that some faculty are technologically savvy, and there are some who are not as much. Some faculty have decided not to teach next quarter because the transition to online teaching is too difficult. She also mentioned that there are online classes that are supposed to cap at 25 students, but some classes have more than the cap enrolled in them. She stated going over the cap will contribute to a less than ideal experience for students next quarter.

General Public Comments

There were no general public comments.

Executive Session

At 6:33 p.m., Board Chair Betty Cobbs thanked everyone for coming and shared the Board will take a 5-minute recess and then convene into an Executive Session to consider the selection of a site or the acquisition of real estate and to discuss with legal counsel current litigation. She shared the Executive Session will conclude at 7:00 p.m. and the Board will reconvene into Open Session.

The Board reconvened in Open Session at 7:00 p.m.

MOTION 12-03-2020

Trustee Bob Bolerjack moved that the Board of Trustees approve President Daria Willis to enter into negotiations to purchase property at 1216 Broadway Ave. Trustee Jerry Martin seconded the motion and the motion passed unanimously.

Adjourn

The meeting was adjourned by Board Chair Betty Cobbs at 7:05 p.m.

Betty J. Cobbs

Betty J. Cobbs (May 21, 2020 05:34 PDT)

Betty Cobbs, Chair
Board of Trustees

D. Willis

Daria Willis (May 21, 2020 06:40 PDT)

Daria J. Willis, Secretary
Board of Trustees