

The Board of Trustees of Everett Community College held a regular meeting on July 20, 2021 in the Jackson Conference Center. The meeting was also streamed live using Zoom.

Board Chair Toraya Miller called the meeting to order at 5:00 p.m.

Briefing by the President

Dr. Willis introduced Joe Whalen, the new Vice President of Human Resources to the Board. Dr. Willis shared that the college is gearing up for ctcLink and that summer quarter classes started last week. She highlighted the phenomenal work being done by both Shelby Burke for budget and Lindsey Frallic for Title III and that they both would be presenting to the board at tonight's meeting.

Roll call

Present for the meeting were Trustees, Toraya Miller, Bob Bolerjack, Jerry Martin, Mike Deller and Dr. Betty Cobbs who participated virtually. Also present were President Dr. Daria Willis, Executive Assistant to the President Rita Belvill, Assistant Attorney General Sarah King, Shelby Burke, Pat Sisneros, Laurie Franklin, Joe Whalen, Lindsey Frallic, as well as faculty, staff, and administrators who joined virtually to view the meeting via Livestream.

Reports from the Board

Toraya Miller reported that she and Dr. Willis attended the Washington State Association of College Trustees (ACT) meeting this morning where Dr. Betty Cobbs was recognized as the Trustee of the Year and congratulated her for this honor. Betty was also recognized for her great presentation "The not so secret ingredients for successful trustees and boards" and Toraya was able to experience firsthand the successful transition from BoT member to Board Chair. Betty shared that it was an honor to be featured and there was wonderful feedback about the work that is being done at Everett Community College.

Consent Agenda

MOTION 01-07-2021 Trustee Bob Bolerjack moved for approval of the minutes from the June 22, 2021 Board of Trustees meeting as presented. Trustee Jerry Martin seconded the motion and the motion passed unanimously.

MOTION 02-07-2021 Trustee Mike Deller moved for approval of the minutes from the July 7, 2021 Board of Trustees special meeting as presented. Trustee Jerry Martin seconded the motion and the motion passed unanimously.

Action Items

A. Review and take action on 2021-2022 General Fund Operating Budget

Shelby Burke, Vice President of Budget and Finance shared with the Board a PowerPoint presentation. Shelby reported that the revenues and expenditures are balanced at \$70,471,203 for the 2021-2022 fiscal year operating budget.

Changes to the budget for 2021-2022 include:

1. Estimating the state allocation to be at a 5% reduction of a \$1.8 million decrease in comparison to our actual final allocation for FY 20/21.
2. The state approved a 2.8% tuition increase but we are expecting an overall 5% FTE decline in tuition revenue for the year.
3. Proposing a 3% increase in most course fees (depending on financial need) and an overall increase in student fees of \$300,000 or 10%.
4. Estimating a \$146,000 or 3.5% FTE decrease in running start contract revenue.
5. Estimating a \$1.3 million or 40% decrease in self-support revenue for the year.
6. Estimating \$400,000 in College in the High School revenue, this is a new contract revenue stream for the college.
7. Budgeting the use of reserves at \$1,000,00 which qualifies as emergency funding to balance the budget.
8. Estimating a \$430,000 or 31% decrease in other revenue related to rental income.
9. Salaries and benefits have been reduced by \$1.2 million or 3% in salaries and wages and \$900,000 or 6% in benefits.
10. Estimating an increase to our grants or student related expenses by 24% or \$670,000.
11. Goods and services have been reduced by \$1.5 million.
12. Personal service contracts have been reduced by \$190,000 or 80%.
13. Debt service is calculated at an increase of \$450,000 or 20% due to our upcoming COP (loan) payments.
14. Cost recoveries are reduced by \$145,000 or 47%.
15. Travel has been increased by \$25,000 or 23%.

It is recommended that the Board approve the proposed operating budget for fiscal year 20/21.

Board Comments

Huge shout out from Board Chair, Toraya Miller to Shelby and the budget office for doing an amazing job. Dr. Willis echoed the sentiment and gave high praises and appreciation to Shelby and her team for their great work during these unprecedented and challenging times. Mike Deller gave compliments to Shelby Burke and everyone who assisted with the budget process. He recognized EvCC for doing a great job with prudent fiscal management resulting in the college being in a better position than many other intuitions.

MOTION 03-07-2021

Trustee Jerry Martin moved that the Board of Trustees approve the 2021-2022 General Fund Operating Budget as presented. Trustee Bob Bolerjack seconded the motion and the motion passed unanimously.

General Public Comments

There were no general public comments.

Reports to the Board

Exempt Union Representative

Kelsey Lindstrom was not in attendance.

Faculty Representative

Nina Benedetti was not in attendance

Faculty Senate Representative

Mike Nevins was not in attendance

Classified Union Representative

Stephanie Doyle was not in attendance

Student Senate Representative

Baydaa Alshatee was not in attendance

Student Success

A. EvCC Title III Application –

Lindsey Fralic, Grants Director, shared a PowerPoint presentation with the Board. The presentation focused on the Title III Strengthening Institutions Program \$2.25 million grant application entitled: Supporting Economic Mobility for Non-Traditional Students (October 1, 2021 – September 30, 2026). The highlights included:

An overview of the grant parameters

- A description of the process used to identify sustainable strategies that will address academic, institutional management, and financial stability challenges for the college within the context of those parameters.
 - A snapshot of 3-year completion rates for fall-term starts. Data was disaggregated by race/ethnicity, students with dependents, students ages 25 or older, historically underserved by race/ethnicity, Pell-eligibility, and pre-college academic needs indicating significant gaps between populations.
 - A snapshot of enrollment indicating that enrollment of students with dependents, students 25 years and older, students with financial aid, and students with any pre-college academic need has declined at a greater rate than enrollments as a whole.
 - The goals to be addressed by the grant:
 - o Improve the rate at which students transition from pre-college coursework to college-level coursework
 - o Respond to the needs of non-traditional students using mechanisms to support flexible and accelerated learning
 - o Develop a coordinated approach to resource access and distribution
- Specific activities tied to meeting the goals:

1. Establish a consolidated, online, and on-site family-friendly Student Resource Center to ensure that students have fast, simple, and personalized access to financial support and resources, both ongoing and on an emergency basis;
2. Expand, coordinate and promote Prior Learning Assessment through an equity-minded lens in order to recognize the assets that non-traditional students bring to the college;
3. Create flexibility in scheduling and course taking to respond to needs of non-traditional learners including more core coursework offered online, in the evenings, and on the weekends;
4. Expand navigation services for students transitioning from developmental coursework to college-level degree Pathways;
5. Establish an integrated Career and Experiential Learning Center to democratize access to career development and exploration including internships, curricular/co-curricular career learning, service-learning, and undergraduate research opportunities.
6. Expand supplemental instruction (IBEST)
7. Expand and scale corequisite instruction
8. Setting aside \$345,000 in matching funding to help increase gifts made to the EvCC Foundation endowment, resulting in additional scholarships and emergency funding.
 - A description of resulting, anticipated, five-year outcomes ending September 30, 2026 (baselines are pre-pandemic):
 1. Increase the percentage of degree-seeking students completing within 3 years from a 2016-17 baseline of 27.8% to 32%. From 19% to 24% for HU
 2. Increase the percentage of degree-seeking students retained from fall-to-spring from a 2018-19 baseline of 71.7% to 77%. From 69% to 74% for HU.
 3. Increase the percentage of degree-seeking students retained from fall-to-fall quarter from a 2018-19 baseline of 55% to 60%. From 52% to 56% for HU.
 4. Increase the percentage of degree-seeking students earning at least 15 credits in their first year from a 2018-19 baseline of 67% to 72%. From 59% to 64% for HU.
 - An overview of process objectives leading to these outcomes (i.e. % enrolling in IBEST and corequisite Math and English courses, receiving grant aid, knowing how to apply for aid, transitioning from pre-college to college level coursework, applying and receiving PLA, pathways offering career connected learning, using career exploration services, enrollment in courses with internships or experiential learning attributes)
 - A discussion about how implementing activities and meeting objectives supports operational budget stability
 - An outline of planned expenditures
 - The plan for operationalizing 3 positions by the end of the grant period by moving a percentage of the expense on to operational or other budgets beginning in Year 3.

Executive Session

At 6:25 p.m., Board Chair Toraya Miller thanked everyone for coming and shared the Board will convene into an Executive Session to review personnel matters. She shared that the Executive Session will end at 7:25 p.m. No action will be taken. The Regular Board Meeting will reconvene following the executive session.

At 7:25 Board Chair Toraya Miller reconvened the Regular Meeting.

Contract Addendum for President-Board Approval

MOTION 04-07-2021

Trustee Bob Bolerjack moved that the Board of Trustees approve the contract addendum. Trustee Jerry Martin seconded the motion and the motion passed unanimously.

Adjourn

The meeting was adjourned by Board Chair Toraya Miller at 7:26 p.m.

Toraya Miller

Toraya Miller, Chair
Board of Trustees


Daria Willis (Sep 23, 2021 16:54 PDT)

Daria J. Willis, Secretary
Board of Trustees