

The Board of Trustees of Everett Community College held a regular meeting on July 28, 2020 virtually through ZOOM.

Board Chair Dr. Betty Cobbs called the meeting to order at 5:00 p.m.

Briefing by the President:

Dr. Willis introduced Dean Laurie Franklin who gave a presentation on the CARES Act Funding to the Board via PowerPoint.

The presentation included an update of CARES Act awarding and distribution to students for Spring and Summer 2020. EvCC received a total allocation of \$3.3 million that is comprised of two types of funding: Direct grants to student \$1.7 million and Institutional financial assistance \$1.6 million. The criteria for the student grants are:

- Must be disbursed by the end of Winter 2021
- Must meet Department of Education guidelines (Eligible for Title IV (FAFSA) funding; Be currently enrolled; Be making satisfactory academic progress; Reason must be related to the change in campus operations due to COVID-19

The award is \$750 per student per quarter and students may apply more than once. In Spring quarter 2020 the college had 1439 applicants, 931 were denied, 499 were awarded for the amount of \$350,660.45. In Summer quarter 2020 we had 136 applicants, 60 were denied, 76 were awarded the amount of \$54,516.00. The main reason for the large number of denials was the lack of clarity by the Department of Education of eligibility requirements (citizenship, program of study, student's reasons for application).

Laurie read some heartwarming testimonials to the Board and finished up with other services and resources that are being offered through the food pantry and food services, EvCC Foundation and the Financial Aid Office.

Dr. Willis shared the following college updates with the Board:

Dr. Willis welcomed Cathy Leaker, new Vice President of Instruction and Robert Hill, new Vice President of Student Services who started on July 1st. Dr. Willis informed the Board that they have come into the fold and have added to the leadership team. They both moved here from out-of-state and have had to get to know an entirely new campus remotely. It's a different dynamic for them and she has a lot of respect for what they are experiencing, and knows they'll be successful at EvCC. Dr. Willis also announced our new Associate Vice President for Diversity, Equity and Inclusion, Dr. Phyllis Esposito. Dr. Esposito will be starting on August 1st and the Board will hopefully have an opportunity to meet her at the September board meeting.

Dr. Willis thanked Melissa Hart and Karen Linton for their service in their leadership roles for classified staff and as Faculty Senate President over the last year. She informed the Board that Max Phipps, who is the WFC Local 1020 Classified President and Mike Nevins, the new Faculty Senate President will be reporting to the Board later in the meeting.

Roll call:

Virtually present for the meeting were Trustees, Toraya Miller, Bob Bolerjack, Jerry Martin, Dr. Betty Cobbs and Mike Deller. Also present were President Daria Willis, Executive Assistants to the President Jeri Pourchot and Rita Belvill, Vice Presidents Cathy Leaker, Sue Williamson and Pat Sisneros, Interim Associate Vice President Shelby Burke, Director of Equal Opportunity and Title IX Program Erin Carr, Dean of Enrollment Services and Student Financial Services Laurie Franklin, Executive Director of Information Technology Tim Rager, Assistant Attorney General Leanne Foster, Student Representative Hannah Williams, Faculty Senate Representative Mike Nevins, Faculty Representative Nina Benedetti, and faculty, staff, students, administrators, and community members.

Reports from the Board:

On behalf of the Board of Trustees, Dr. Betty Cobbs read the Board's statement on Social Justice. The statement will be sent out to the campus community and posted on the Board's webpage.

Trustee Dr. Cobbs also shared that she attended the last Trojan Talk and was impressed with how many people attend the event virtually. She stated the audience has the opportunity to participate by asking questions and the panelist answer them. The last Trojan Talk was about the budget and job security; which is serious content and not easy topics. The session had lots of questions and actually ran over- time in order for all the questions to have an opportunity to be answered. Betty encouraged anyone who has not attended one of the Trojan Talks to do so, as they are exciting and an eye-opening experience to see how the information is shared, and how it supports shared governance. She thanked Dr. Willis for using this platform to expand communication in our college.

Trustee Bob Bolerjack reported that each year the President and Trustees arrange meetings with key members of our state legislative delegation locally. This year Dr. Willis, former ASB President Araceli Daza, and he have had some very good meetings over the last couple of weeks. They met with representatives from the 38th district, which encompasses most of Everett, the 21st district which encompasses South Everett, and the 44th district which encompasses Lake Stevens and parts of Snohomish. He stated that Dr. Willis did a great job of explaining to them two key things:

- How proactive every community college was in responding to the COVID-19 crisis, especially on behalf of student, faculty and staff
- How the colleges and students will be impacted by the 15-20% budget cut.

The conversations presented how severe things will be and requested that if there had to be cuts that they make them as minimal as possible. Bob continued that Araceli of course stole the show as she talked about her personal story, the challenges students face, and the opportunities community college affords them. She also talked about COVID-19 and budget cuts from a student's perspective. The legislators were very interested in what she had to say and asked her many follow-up questions.

Trustee Mike Deller commented on Dr. Willis' recent blog, which was a reflection on her first year as president. He stated that her thoughts in her blog were a great reminder of the everyday challenges of being a CEO, and the recall through her reflections of the last year show what a great job she has done. He went on to say that being a new CEO in normal times is challenging; but throw in a pandemic, nationwide protest of social injustice, and budgetary challenges! He thanked her for her vulnerability, her toughness and her leadership. He finished with stating, "It's going to get better!"

Consent Agenda:

MOTION 01-07-2020 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 Academic Calendar 2021-2022

Cathy Leaker, Vice President of Instruction, presented to the Board the Academic Calendar 2021-2022.

In accordance with Article 16.4 in the Agreement By and Between the Board of Trustees of Everett Community College and AFT Everett Higher Education Local 1873, AFT, AFL/CIO the College and the Faculty have agreed to the annual calendar for the 2021-22 academic calendar. Cathy also stated they hope to work on and present a three-year calendar in the future.

MOTION 02-07-2020 Trustee Jerry Martin moved that the Board of Trustees approve the Academic Calendar for 2021-2022 as presented. Bob Bolerjack seconded the motion and the motion passed unanimously.

B. Review and take action on Resolution 2020-07-01: Delegating Authority to the President to Administer WAC Rule 132E-122-010 through 400 Code Rule Change

Sue Williams, Interim Vice President of HR and Erin Carr, Director of Equal Opportunity and Title IX Program presented to the Board Resolution 2020-07-01: Delegating Authority to the President to Administer WAC Rule 132E-122-010 through 400 Code Rule Change.

Erin informed the Board of Trustees that by this resolution it specifically delegates to Daria J. Willis, President of Everett Community College, the authority and responsibility, express or implied, to administer Washington Administrative Code rule change relating to WAC 132E-122-010 through 400 by December 1, 2020. Erin shared some summary information on the reason for the changes to the code rules. She also stated that the state historically allows at least eight months to implement new regulations, but the new Title IX rule provides an implementation date of August 14, 2020, allowing us only 90 days to develop the complex infrastructure required. Due to the atypical, and expedited nature of this process, the need to forward two separate resolutions delegating authority to the president to approve and submit the code changes. Erin thanked Sue Williamson, Dr. Robert Hill and Leanne Foster for their assistance in the revisions.

MOTION 03-07-2020 Trustee Toraya Miller moved that the Board of Trustees approve Resolution 2020-07-01: Delegating Authority to the President to Administer WAC Rule 132E-122-010 through 400 Code Rule Change as presented. Trustee Jerry Martin seconded the motion and the motion passed unanimously.

C. Review and take action on Resolution 2020-07-02: Authorizing the President to Approve Title IX and Non-Title IX Sexual Harassment Policies

Sue Williams, Interim Vice President of HR and Erin Carr, Director of Equal Opportunity and Title IX Program presented to the Board Resolution 2020-07-02: Authorizing the President to Approve Title IX and Non-Title IX Sexual Harassment Policies.

Erin informed the Board of Trustees that by this resolution it specifically delegates to Daria J. Willis, President of Everett Community College, the authority and responsibility, express or implied, to approve Title IX and Non-Title IX Sexual Harassment Policies. Erin shared some summary information on the reason for the changes to the code rules. She also stated that the state historically allows at least eight months to implement new regulations, but the new Title IX rule provides an implementation date of August 14, 2020, allowing us only 90 days to develop the complex infrastructure required. Due to the atypical, an expedited nature of this process, the need to forward two separate resolutions delegating authority to the president to approve and submit the code changes. Erin thanked Sue Williamson, Dr. Robert Hill and Leanne Foster for their assistance in the revisions.

MOTION 04-07-2020 Trustee Jerry Martin moved that the Board of Trustees approve Resolution 2020-07-02: Authorizing the President to Approve Title IX and Non-Title IX Sexual Harassment Policies as presented. Trustee Toraya Miller seconded the motion and the motion passed unanimously.

D. Review and take action on Student Fee Increase

Cathy Leaker, Vice President of Instruction, presented to the Board the Student Fee Increase.

Cathy informed the Board that the Business and Applied Technology division offers Microsoft Office Specialist certification exams for students enrolled in business technology. The college purchases site licenses for practice exams and certification exams that are used in each of the five courses. The cost is passed along to students using a class fee. This allows students to use financial aid to cover the cost of the exams, and they do not need to purchase them online using personal financial resources.

The cost for a student to purchase a practice exam for an individual course is \$78, and the cost of the certification exam is \$90.

Prior to the 2019-20 academic year the site licenses were purchased with grant funding before changing to the class fee model. A year-end review determined that the initial fee of \$28 (now \$28.84) is insufficient to cover the cost of the site licenses. The division proposes increasing the class fee to \$40.

Students will pay a higher-class fee, but continue to have access to exams at a lower cost than they could obtain purchasing them individually. The division will accrue sufficient fee revenue to support the purchase of the site licenses

MOTION 05-07-2020 Trustee Bob Bolerjack moved that the Board of Trustees the Student Fee Increase as presented. Trustee Toraya Miller seconded the motion and the motion passed unanimously.

E. Review and take action on Resolution 2020-07-03: Authorizing the President to Enter into a Real Estate Purchase and Sales Agreement

Pat Sisneros, Vice President of College Services presented to the Board Resolution 2020-07-03: Authorizing the President to Enter into a Real Estate Purchase and Sales Agreement.

Pat shared with the Board that Resolution 2020-07-03 requests the Board to consider and approve a resolution that authorizes the College President to enter into a Real Estate Purchase and Sale Agreement with the property owner at 1216 Broadway in order to support future instructional programs and/or parking facilities. Pat shared with the Board that EvCC was authorized by the Washington State Legislature to borrow money for property acquisition in the 2019-2020 capital budget. The college would like to take advantage of this property opportunity in the area now while we have the available funding and before the property became too expensive in the future. This will allow us to expand our campus and support serving more students in the future as recommended in our Master Plan that was adopted in 2018.

MOTION 06-07-2020 Trustee Mike Deller moved that the Board of Trustees approve Resolution 2020-07-03: Authorizing the President to Enter into a Real Estate Purchase and Sales Agreement as presented. Trustee Jerry Martin seconded the motion and the motion passed unanimously.

General Public Comments:

There were no general public comments.

Reports to the Board:

Student Senate Representative

Hannah Williams shared with the Board that the student ambassadors are remotely giving tours of the campus to students while still following safety protocols. Students taking the virtual tour can use the chat box feature to comment and questions during the tour, and the student ambassador will be able to respond to them and their questions while still proceeding to give the tour.

The food pantry continues to provide food by appointment for students and employees in need during the campus closure. Hannah reported that they were just awarded \$5,000 by the Student Civic Leadership Fellowship Grant, and they look forward to utilizing those funds for staffing the Pantry with student staff.

Exempt Union Representative

Kelsey Lindstrom was not in attendance

Classified Union Representative

Max Phipps shared with the Board that he is the President of the Washington Federation of State Employees local 1020, and gave a background on how they are geographically divided in the union. His local represents 19 different state agencies in Snohomish County which equates to about 728 employees, and of that 728, 315 of them work at EvCC. He expressed his gratitude for the honesty and transparency Dr. Willis has been giving them, and the information she has been able to share. He continued that there have been a lot of comments about people freaking out over the impending budget cuts and layoffs, but this should not be coming as a big surprise as he has been telling people

this for months. He expressed that this is likely going to be one of the worst recessions we in our lifetimes have ever seen, and it's going to be some time before it's resolved.

He informed the Board they start bargaining on their next contract next week with the Office of Financial Management and the representatives of the 12 community colleges in their bargaining coalition. He will keep the Board updated as much as he can. He also stated that the Union has been advocating for some tax structural changes in the state for a long time. Washington State of all 50 states has the most regressive tax structure in the nation; those that can afford it least, pay the most in taxes. He asked that when the Board and President are having conversations with legislators, ask them to take a look at this tax structure and to change this structure in Washington State to something that is more equitable to everyone.

Faculty Senate Representative

Mike Nevins shared that he is back after eight years when he started his first term as Senate President which was called the Faculty Forum back then. Mike gave the Board information on his background and that he is excited to be in the position and to represent faculty on campus and in shared governance. The faculty senate will have their first meeting in September and will be able to report out at the September Board meeting.

Faculty Representative

Nina Benedetti thanked the Board for approving the 2021-2022 Academic Calendar. She shared that she talked with Congressman Rick Larsen a couple of weeks ago in a meeting with other educators about issues concerning EvCC and the college's budget.

She informed the Board that at the last Trojan Talk it was mentioned class caps on most classes would be raised to 30 to help the college save money. The Union has issues with this decision, as they feel this is a speed-up of their work. They also feel that this is completely unfair to the students as they will most likely receive less one-on-one time with their instructors in the class; attention they deserve. Nina stated studies show that a lower-class size increases retention and decreases attrition. If the college truly cares about the students and keeping them, they should reconsider this blanket move, especially without getting feedback from the faculty, who are already overworked and will now be expected to increase their workload. Nina shared some stats on different courses and curriculum that she feels supports the faculty's stand that this cap is neither fair nor equitable.

Nina also shared another concern that came up at the Trojan Talk that was presented by Pat Sisneros. This is the acquisition of more property on Broadway. Pat had informed the audience the college needed to move on the Broadway property because there isn't a lot of property in our area to acquire. Some faculty asked questions at the Trojan Talk as to why the college is moving forward with the purchase of property when people are losing their jobs? Nina stated that Pat's response to the questions didn't help alleviate their concerns. Nina asked the Board for clarification on this topic. She asked them to take into consideration that the college went into negotiations to acquire this property when the needs of the college were different (deliverance of instruction and the need for space) than it is now due to COVID. She went on to state that many companies are downsizing their space, not acquiring. Also, if this is borrowed money from the legislature, it will have to be paid back. The college needs to look at how we will be serving students in the future.

Informational:

Review of Twelve-Month Budget

Shelby Burke, Interim Associate Vice President of Finance gave a PowerPoint presentation of the Twelve-Month Budget to the Board.

Shelby informed the Board that the college's estimated deficit is \$9 million. This is estimated from a \$6 million reduction estimated in our state allocation and \$3 million more in excess expenses for items that are not covered or not fully funded by the state allocation.

In order to balance this budget, we are anticipating furloughs/reductions in hours for employees, personnel reductions, freezing vacant positions, reductions to non-payroll expenses, program reductions, increases to class capacities, and class section reductions.

They will be finalizing these reduction proposals, communicating the changes to campus, creating timelines for the reductions, working with the unions on the personnel reductions, and recalculating expenses and revenues, in order to finalize the budget and bring it back to the board at the September meeting for approval.

Mid-Cycle Evaluation and Long-Range Technology Plan

Heather Bennett, Vice President of Institutional Effectiveness and Strategic Development and Tim Rager, Executive Director of Information Technology, shared with the Board the Mid-Cycle Accreditation Report and the Technology Strategic plan. They will request Board approval of these two documents in August, Prior to the submission date of August 31, 2020.

Heather and Tim informed the Board that the Mid-Cycle Evaluation and Technology Strategic Plan documents, once approved by the Board, will be submitted to the Northwest Commission on Colleges and Universities on August 31, 2020 in preparation for the Mid-Cycle Evaluation visit on October 5-6, 2020

EvCC's Mid-Cycle Evaluation for the Northwest Commission on Colleges and Universities addresses the 2020 Accreditation Standards, with a close focus on institutional effectiveness toward mission fulfillment, student achievement, and programmatic assessment related to student learning. This report is intended to provide an opportunity for formative assessment of the college's continuous improvement efforts that will lead to a successful Year Seven Evaluation in Fall 2024.

In October 2017, EvCC received the following recommendations related to its Year Seven Peer Evaluation:

The Commission recommends that the institution:

1. Review and implement a technology update and replacement plan to ensure its technological infrastructure is adequate to support its operations, programs, and services (Standard 2.G.8).
2. Continue to improve and refine the core theme indicators of achievement pertaining to Core Theme 5 to increase their meaningfulness and appropriateness (Standard 4.A.1).

The required follow up for these recommendations is a response in an Addendum to the college's Mid-Cycle Evaluation, scheduled for October 5-6, 2020. To resolve Recommendation #1, a cross-functional team has developed a Technology Strategic Plan that includes the required technology update and replacement plan, as well as contingency processes to ensure the college can creatively and flexibly maintain the lifecycle replacement of these essential resources even in years of budgetary constraint. The response to Recommendation #2 references the new 2020 Accreditation Standards, which no longer require Core Themes. The indicators of achievement for EvCC's former

Core Theme 5, Resource Stewardship, are now aligned with the accreditation standards themselves, rather than being institutionally defined.

Executive Session

At 6:30 p.m., Board Chair Dr. Betty Cobbs thanked everyone for coming and shared the Board will convene into an executive session to discuss personnel items. The Board will reconvene into open session in 45 minutes at 7:15pm.

At 7:15, Board Chair Dr. Betty Cobbs reconvened into open session to extend the executive session for 10 minutes and stated the Board would reconvene at 7:25pm.

The Board reconvened in open session at 7:25 p.m. Board Chair Dr. Betty Cobbs shared the Board of Trustees has deliberated regarding the modification and updating of the existing language of employment contract with Dr. Daria J. Willis as President of Everett Community College. The amendment to the President’s employment contract clarifies legislative approved increases in leave, evaluation, and contract extension. Board Chair Dr. Betty Cobbs asked for a motion to approve the modification and updating of the existing language as discussed in Dr. Willis’ employment contract.

MOTION 12-03-2020 Trustee Jerry Martin moved that the Board of Trustees approve the modification and updating of the existing language in Dr. Willis’ employment contract as discussed. Trustee Bob Bolerjack seconded the motion and the motion passed unanimously.

Adjourn

The meeting was adjourned by Board Chair Dr. Betty Cobbs at 7:28 p.m.

Dr. Betty J. Cobbs

Dr. Betty Cobbs, Chair
Board of Trustees



Daria Willis (Oct 23, 2020 09:05 PDT)

Dr. Daria J. Willis, Secretary
Board of Trustees