



**BOARD OF TRUSTEES**

July 18, 2023  
REGULAR MEETING MINUTES

REGULAR SESSION - JACKSON CONFERENCE CENTER & VIRTUAL

5:00 p.m. PRELIMINARY MATTERS

**A. Call to Order**

Chair Jerry Martin called the regular meeting to order at 5:00 p.m.

**TRUSTEE ATTENDANCE**

Jerry Martin, <i>Chair</i>	Present
Kelly Shepherd, <i>Vice Chair</i>	Present
Toraya Miller	Present
Bob Bolerjack	Present
Dr. Betty Cobbs via Zoom	Present
Dr. Chemene Crawford President	Present

**B. Executive Session: 5:00-5:30 p.m.**

Chair Jerry Martin announced the board is going into executive session for 30 minutes for the purposes of RCW 42.30.110 (g): To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Board Chair Jerry Martin reconvened the board at 5:31 p.m. to the open regular meeting.

**C. President's Update:**

- Dr. Crawford thanked the trustees, meeting participants, administration, and staff in assisting in a smooth transition.
- She stated she met with the Leadership Team to establish 2 deliverables and discuss programs.
- She reported everyone is working diligently on enrollment and ensuring students find their classes and that fees are paid.
- An email to introduce herself was sent to campus.
- The email also contained what the first 90 days would look like with a heavy focus on enrollment and the budget.
- Dr. Crawford reported on attending the Everett Port Report with Trustee Bob Bolerjack. She stated this gave her the opportunity to meet community partners.
- She also attended The Space Summit at Blue Origin with Herman Calzadillas, Dean of the Advanced Manufacturing Training & Education Center (AMTEC). NASA staff members and representatives from Senator Maria Cantwell's office were also present.
- Dr. Crawford attended the WACTC President's retreat. There will be more information regarding the legislative agenda.

- She attended the American Association of Community Colleges (AACC) President's Academy in Toronto on federal grant funding for community colleges.
- Dr. Crawford stated the board retreat is planned for August 19.

**D. Reports from the Board:**

- Trustee Bob Bolerjack extended a warm welcome to Dr. Crawford. He stated he is looking forward to working with her. He said the Port Report is a reflection of the support and partnership Everett Community College has in the community.
- Trustee Dr. Betty Cobbs stated the board is delighted to have Dr. Crawford and she welcomes her also to Everett Community College. She stated she is working with Board Chair Jerry Martin on planning the Board Retreat that is scheduled for August 19.

**Accolades:**

- Chair Jerry Martin expressed on behalf of the board appreciation for the hard work of chairing our trustees to past chair, Toraya Miller, on doing a wonderful job for the board and Everett Community College.

**ACTION ITEMS**

**A. Approval of Minutes:** June 9, 2023, Special meeting  
June 20, 2023, Regular meeting

**Motion 1:** Dr. Betty Cobbs moved to approve; motion seconded: by Bob Bolerjack; motion was approved unanimously.

**B. Approval of Resolution 2023-07-01:** The Agreement between Everett Community College and the American Federation of Teachers Exempt, Local 6485, effective upon ratification.

Anna Sherry, Director of Exempt Staff, presented the Resolution, 2023-07-01 Agreement between Everett Community College and the American Federation of Teachers.

**Motion 2:** Toraya Miller moved to approve; motioned seconded: by Bob Bolerjack; motion was approved unanimously.

**C. Review and Take Action on Renewal of Probationary Candidate, Matt Lothyan.** Cathy Leaker, VP of Instruction, presented on the renewal of probationer Matt Lothyan, Accounting Instructor, Business and Applied Technology Division.

**Motion 3:** Bob Bolerjack moved to approve; motioned seconded: by Dr. Betty Cobbs; motion was approved unanimously.

**PUBLIC COMMENTS**

There were no individuals present or online at the time of Chair request who wished to make public comment.

## REPORTS TO THE BOARD

### I. Kelsey Lindstrom, Exempt Union Representative:

- Thanked the board for approving the contract.
- She also thanked the negotiating team.

### II. Anne Brackett, Faculty Senate Representative:

- Thanked the Board of Trustees for an open and transparent process in the presidential search.
- Stated Dr. John Hudson is hosting a summer reads of 3 books to engage in.
- Faculty Senate has welcomed several new division senators.
  - Sumita Singh, Chemistry
  - Vanessa DePuenta, Nursing
  - Sergio Brito Solorzano, Arts Learning Resources and Pathways
  - Jennifer Branch, Transitional Studies
- Top 5 survey topics: enrollment, program advising, workload equity, faculty cultural norms, and ctcLink.

Trustee Dr. Betty Cobbs thanked Anne and all members of the Presidential Search Committee.

### III. Stephanie Doyle, Classified Union Representative:

- Finding creative ideas on how to get contract information to employees and supervisors.
- Exploring the idea of attending Supervisor Round Table meetings quarterly to answer questions.
- Encouraged that performance evaluations are being completed.

### IV. Azrael Howell, Staff Senate Representative

- Exploring ways to disseminate information across campus.
- Arranged a sub-committee specifically of campus focused staff members.
- Possible staff survey on welcoming and retention efforts.

### V. Nlna Benedetti, Faculty Union Representative

#### In Addition:

Marla Simpson-Horn, Adjunct Faculty: Communications and Social Sciences Division  
Michael McFadden, Associate Faculty: Criminal Justice, joined via Zoom

- Presented on Low Enrollment Classes: Cost, Impact on Students, Instruction and Disruption.
- Providing classes retains staff members.
- Long term considerations: Capacity to expand & quality in retaining instructors.
- Maintain the instruction infrastructure to handle rebounding enrollment.
  - Additional comments:
    - Low enrollment classes are cancelled.
    - Can take a year to complete some courses.
    - Issues now are very problematic.
    - Board to take action to prevent such measures.

Trustee Bob Bolerjack stated, we're facing financial challenges. Dr. Crawford is working on a plan of greater transparency of the budget so everyone has an understanding of where we are and where we need to be.

Goal:

- o Thinking and moving in the right direction.
- o Work together to get our enrollment numbers up.

VI. Narjis Alshatee, ASB President

- Current project working on getting picnic tables for Index lawn.
- Hoping to open the amphitheater during the fall kick-off in September.
- Have the Senate more involved in diversity, equity, & inclusion and 20 more members.
- Have more mental health events.

VII. Chris Carson, new Director of Campus Safety and Emergency Management

- Stated he is making connections and providing support to staff members.
- Passionate about restorative justice in higher education.
- Hoping to integrate EvCC campus response for emergencies and security in serving our campus and community.
- Service oriented to provide help and assistance.

**INFORMATION HIGHLIGHTS**

**A. Budget Update:** Shelby Burke, VP of Finance

- On track with operating budget.
- Finishing up on all accounting final costs.
- Spending less than budgeted to account for decline in revenue.

**B. Enrollment Yield Update:** Laurie Franklin, VP of Student Services

Strategic Enrollment Management Goals:

- Improve financial aid prioritization/processing.
- Increase retention rates from quarter to quarter.
- Formulate a production schedule around important start and end of term dates.

**Adjournment:** Chair Jerry Martin adjourned the meeting at 7:07 p.m.

The next Board of Trustees meeting will be a Study Session held on October 17, 2023 at 5:00 p.m. in the Jackson Conference Center and on Zoom.

Jerry Martin  
Jerry Martin (Oct 16, 2023 07:01 PDT)

Jerry Martin, Chair  
Board of Trustees

Chemene Crawford

Dr. Chemene Crawford, Secretary  
Board of Trustees