

The Board of Trustees of Everett Community College held a regular meeting on June 16, 2020 virtually using ZOOM.

Board Chair Dr. Betty Cobbs called the meeting to order at 5:02 p.m.

Briefing by the President

Dr. Willis introduced Debbie Sarich and Lea Wasson who gave a brief biography on Kyra Shelton and Jessica Kupcake, the All Washington Academic Team nominees for EvCC, to the Board. Jessica was unable to attend the meeting, but Kyra was in attendance virtually, and shared with the Board her journey as a volunteer for City Council candidates, as a College in the High School student, and helping her mom survive breast cancer. She stated that as she was growing up she saw loved ones struggle with mental illness as a result of trauma, which led her to a transfer to UW, where she plans to obtain her Doctorate in Psychology and Neuroscience and become a court appointed mental health therapist.

Dr. Willis introduced Vice President John Olson who gave a brief biography on Kayliegh Perdue and Raymond Haug, the President's Student Civic Leader Winners (previously known as The Student Serving Washington Awards) for EvCC, to the Board. Kayliegh was unable to attend the meeting, but Raymond was in attendance virtually, and shared with the Board his journey coming from a prison background and going directly to EvCC, where he has attended for the past four years. He also shared that he felt out of place for awhile in the college setting, but after being selected for an EvCC Foundation Scholarship and giving a speech at the Foundation Benefit Breakfast, he found acceptance as people started coming up to him, introducing themselves, offering him their business cards and support.

Since then, Raymond has taken people up on their offers of support to make a difference, and has been working with John Olson to reach out to different individuals and companies such as City Council Members and Fair Housing to address the issue of rental and lease discrimination for individuals with criminal backgrounds. They are working on a bill that would fit different cities in Snohomish County. He has also been working with other groups to provide food for YMCA children and after school programs, and goes down to the Mission every other Sunday and helps feed the hungry.

Board members and Dr. Willis congratulated the nominees and winners, and expressed gratitude for the students' amazing stories and dedication to society and those in need.

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

Dr. Willis stated that we are marking the end of the spring quarter, and thanked all the faculty and staff for the hard work they did to provide the best possible education and educational experience for students during this challenging year. As we mark the end of 2019-2020, we will celebrate the graduates in a virtual Graduation Ceremony. This could not happen if it weren't for the dedication and labor of love from Jenn Rhodes, students, faculty and staff working tirelessly to make it a beautiful and celebratory experience for all our graduates.

Dr. Willis recognized The Clipper, the college's student newspaper, for victoriously coming home with 21 awards at the Pacific Northwest Association of Journalism for Educators. They brought home two big awards; *The Best Two Years Student Website* and *The Best Two Years Student News Print Publication*. She stated she had the opportunity to virtually meet with those students last week to congratulate them, and they have done an absolutely fantastic job covering all of the latest and greatest stories.

Dr. Willis updated the Board that EvCC has been named a finalist for this year's inaugural Rise Prize Award. The Rise Prize goes to institutions currently working on a direct impact initiative for student parents. There is a total of 1.5 million dollars in awards that will be distributed. We applied for the early stage category, and that would give us a \$50,000 award. We envision the creation of a "Weekend College" that will offer a cohort level support model with drop-in childcare for our student parents. There were over 300 applications nationwide, and there are 26 finalists. Among those 26 finalists, only four are community colleges, and we are the only one in Washington State. The official pitch call is at the end of June where the team will virtually sit before a panel of judges and tell them why we are so great and are able to do this. She stated how proud she is of our team and our grant writers who have been working on this.

Roll call

Board Chair Dr. Betty Cobbs called the meeting to order. Present virtually for the meeting were Trustees, Toraya Miller, Bob Bolerjack, Jerry Martin, Mike Deller and Dr. Betty Cobbs. Also present virtually were President Daria Willis, Executive Assistants to the President Jeri Pourchot and Rita Belvill, Assistant Attorney General Leanne Foster, Vice Presidents John Bonner and Sue Williamson, Interim Associate Vice President of Finance, Shelby Burke, Student Representative Araceli Daza, Faculty Representative Nina Benedetti, Exempt Union Representative Kelsey Lindstrom and faculty, staff, students, administrators, and community members.

Reports from the Board

Trustee Mike Deller shared that he understands these are hard times and it is difficult living by ZOOM, but he enjoys the interaction with his fellow trustees and everyone else who shows up to the Board meetings. He stated that these are also difficult times with institutional racism and he knows that as a college we are, "getting there," but it is time to go even further; ask questions of what is working and what isn't working, where have we fallen short, and what have we learned in the last month and in the last five years since we started the Five Dimensions of Equity™? What can we do to get to the Five Dimensions of Equity 2.0 and 3.0? We have a lot more work to do.

Trustee Bob Bolerjack thanked Dr. Willis for her comments about social justice and her leadership. He mentioned how Dr. Willis had spoken at the *Black Lives Matter* event in downtown Everett and he appreciated having *Black Lives Matter* on the front page of the website for a few days. He stated that having a president that takes that kind of leadership stand on an issue is important, and is exactly what our college should be doing. He also mentioned that he just finished reading *White Fragility* by Robin D'Angelo. The author actually worked at Everett Community College back in the mid-90s where she was the head of the Teen Parent Program that we had back then. Bob recommends the book as it asks the reader to do some deep reflection. He learned that he is not as progressive as he thought he was.

Trustee Betty Cobbs stated that she is very proud to be associated with Everett Community College. The college not only talks the talk about social justice, equity and inclusion, but she believes that it really is walking the walk in regards to the Five Dimensions of Equity™. She agreed with Trustee

Deller that the college is looking to expand to the next level and engage more faculty, staff and students in the work. It's really all about systemic change, starting at the ground level, and making sure that all of the things we talk about are evident in our practice.

Betty also thanked Dr. Willis for her leadership and for making a very prominent statement for our college. We are up front and on top of things, and she appreciates that. She went on to acknowledge and congratulate the college for the awards that Dr. Willis spoke about in her update. Betty stated that these are all really good things that are going on at our college, even though we're at a time where bad things are happening in our community.

Consent Agenda

MOTION 01-06-2020 Trustee Bob Bolerjack moved for approval of the May 19, 2020 minutes as presented. Trustee Jerry Martin seconded the motion and the motion passed unanimously.

Action Items

Review and Take Action on Off-cycle 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 tenure by appointment review committee:

Susan Shirley, Nursing

MOTION 02-06-2020 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 probationer Susan Shirley. Trustee Bob Bolerjack seconded the motion and the motion passed unanimously.

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Probationers recommended for tenure by appointment review committee:

Hannah Sharp, Nursing

MOTION 03-06-2020 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, renew the probationary contracts for the second-year probationer Hannah Sharp. Trustee Toraya Miller seconded the motion and the motion passed unanimously.

Review and Take Action on 2020-2021 Three Month General Fund Operating Budget

Shelby Burke, Interim Associate Vice President of Finance, presented the 2020-2021 Three Month General Fund Operating Budget to the Board.

Approval of a 3-month operating budget for July 2020 to September 2020 will give us more time to prepare and adopt a full 2020-2021 budget. Once we receive a final state budget/state allocation and see the prolonged effects of COVID-19 on our revenue and expenses we can prepare a full year budget. She will come back at a future board meeting to ask approval for the full 2020-2021 budget once we are able to do so.

This 3-month budget is balanced at \$16,342,414 in revenue and expenses and includes:

1. Estimating the state allocation to be at the 19-20 level with a 30% reduction.
2. Estimating a 2.5% tuition rate increase approved by the State but expecting a 15% enrollment decline.
3. Proposed increase in student fees of 3% and estimating a 15% decline in enrollment.
4. Estimating running start contract revenue for the 3 months at the Spring 2020 estimated billing.
5. Estimating a 2.5% rate increase for self-support programs but expecting a 15% enrollment decline.
6. Estimating other revenue (rent and interest income) to be comparable to actuals collected from September of 2019.
7. Estimating use of fund balance at ¼ of the approved amount. The approved amount includes the 2nd year of the negotiated salary increases for faculty, and CTC link maintenance.
8. Estimating international education contract revenue at the level received September of 2019.
9. Salaries and benefits are estimated by assuming the 20-21 preliminary budget for salaries and then pro rating those salaries for 3 months. These include a 3% COLA added to all classified and exempt positions and a 2.8% COLA added to faculty positions as approved by the State.
10. Goods & services, travel, and equipment have been estimated at minimum spending.
11. Personal service contracts and grants to students are estimated according to September 2019 actuals.

12. Debt service is calculated at no cost for the 3 months since payments are not due in that time frame.
13. Cost recoveries are estimated at ¼ of the 2020-21 estimated amount.

MOTION 04-06-2020 Trustee Mike Deller moved that the Board of Trustees approve a motion to adopt the 2019-2020 Three-month General Fund Operating Budget as presented. Trustee Toraya Miller seconded the motion and the motion passed unanimously.

Review and Take Action on Resolution 2020-06-16: Designation of Signature Authority

Shelby Burke, Interim Associate Vice President of Finance, presented Resolution 2020-06-16: Designation of Signature Authority to the Board.

The adoption of Resolution 2020-06-16: Designation of Signature Authority approves signatories for college depository accounts and Treasury Management Services. With the resignation of Denise Gregory Wyatt, the approval of the Resolution will:

1. remove Denise Gregory Wyatt as an authorized signatory for depository transactions, and
2. remove Denise Gregory Wyatt to act on behalf of Everett Community College in all actions taken regarding Treasury Management Services.

In accordance with previous board action, two signatories are required on any order to the depository. Those two signatories are to be the following, Daria Willis, President, and Shelby Burke, Interim Associate Vice President of Finance.

MOTION 05-06-2020 Trustee Mike Deller moved for approval of Resolution 2020-06-16: Designation of Signature Authority as presented. Trustee Toraya Miller seconded the motion and the motion passed unanimously.

Review and Take Action on 2020-2021 Board Meeting Dates

Dr. Daria Willis, College President, presented to the Board proposed meeting dates for July 2020-June 2021.

MOTION 06-06-2020 Trustee Toraya Miller moved for approval of the 2020-2021 Board Meeting Dates as presented. Trustee Bob Bolerjack seconded the motion and the motion passed unanimously.

Review and Take Action on 2020-2021 Housing Rates

Mike Bowers, Director of Housing, presented to the Board the proposed 2020-2021 Academic Year Housing Rates.

Housing is seeking approval of increased room rates for the 2020-21 academic year. Overall, the rates represent an increase of approximately 5% from the 2019-20 rates. These increases are necessary to keep up with costs (such as lease and utility increases). The rates are comparable to other community colleges in the area (such as Shoreline and Edmonds). Setting these rates will help Housing maximize revenue and minimize deficits, particularly during the COVID- 19 pandemic.

MOTION 07-06-2020 Trustee Bob Bolerjack moved for approval of the 2020-2021 Academic Year Housing Rates as presented. Trustee Mike Deller seconded the motion and the motion passed unanimously.

Review and Take Action on 2020-2021 Proposed Student Services and Activities Fee Budget

Miquel Ruscha, ASB Vice President of Budget and Jenn Rhodes, Associate Dean of Student LIFE, presented the 2020-2021 Proposed Student Services and Activities Fee Budget to the Board.

Miquel presented a PowerPoint presentation that included:

1. S & A Fee Budget Committee membership, timeline, and goals
2. The proposed S & A Fee rate increase
3. S & A Fee Revenue & Fund Balance History
4. S & A Fee Budget Comparison (2018-19 through 2020-21)
5. S & A Fee Proposed Budget Allocation 2020-21

The S & A Fee Budget Committee has proposed, the Student Senate has approved, and Dr. Willis has reviewed the S & A Fee budget for 2020-21. The budget committee is requesting a 2% increase in the S & A Fee rate. The fee would increase from \$11.06 to \$11.33 per credit (.27 cent increase per credit).

The S & A Fee Budget is funded by the Services & Activities Fee, which are part of the tuition and fees paid by most students each quarter. Each year the S & A Fee Budget Committee, which consists of representatives from students, faculty and administration, with the majority of the membership being students, establishes budget priorities for the next year and proposes budget allocations to the ASB Senate for approval

The funds from the S & A Fee Budget support programs and services for students including athletics, student government, student clubs, student leader wages, and co-curricular activities and events for the campus community. The budget also supports instructional and student resources such as the Clipper (student newspaper), Drop-In Tutoring, Theatre, the Early Learning Center, Bridges Leadership Academy, and the Diversity & Equity Center.

The proposed budget allows the ASB to achieve their goals in the following ways:

- Funds the required pay/benefits increases due to minimum wage adjustments and union contractual obligations.
- Increases the budget for moving the annual commencement ceremony to Angel of the Winds Arena.
- Provides increased funding in the Contingency budget for unforeseen expenses and new projects.

- Ensures continued support of the robust co-curricular opportunities available at EvCC.

MOTION 08-06-2020 Trustee Jerry Martin moved for approval of the 2020-2021 Proposed Student Services and Activities Fee Budget as presented. Trustee Toraya Miller seconded the motion and the motion passed unanimously.

Review and Take Action on AFT Revised Contract: Student Advising Model

John Bonner, Interim Executive Vice President of Instruction and Student Services, presented the AFT Revised Contract: Student Advising Model to the Board.

The Board is being asked to approve the amended AFT Contract language for changes to the Student Advising model and related changes in faculty responsibility, professional opportunities and compensation. Sections to be amended include:

Article 14: Faculty Responsibilities
Article 15: Professional Opportunities
Appendix B: Other Payment Schedules

College funds will support professional opportunities and faculty compensation salary related to additional advising duties.

The revised Student Advising model will allow students to access timely advising services, select class schedules personalized to their field of studies, and improve student outcomes through completion of certificates and degrees.

MOTION 09-06-2020 Trustee Mike Deller moved for approval of the AFT Revised Contract: Student Advising Model as presented. Trustee Jerry Martin seconded the motion and the motion passed unanimously.

General Public Comments

No comments were presented

Reports to the Board

Student Representative

Araceli Daza shared with the Board the following ASB activities:

Town Hall:

Normally ASB would have a table set up for snack and chat where students can walk up to a table and get a snack from the ASB Senators in hopes of informing them what is happening around campus. Due to COVID-19, they switched it to being a town hall where people clicked on a zoom link so they could talk to the senators on how this quarter is going. Next time they will advertise sooner in hopes of getting a bigger turnout

Food Pantry:

There were a total of 53 appointments since campus has closed. Which is an average about 6 appointments per week. This number does not include visits to the two satellite food pantry locations located in housing. They are seeing an increase on Wednesdays, which is primarily due to VOA also being on campus in the parking lot giving out food as well. The Amazon Wish List has been a huge

help in keeping the food pantry stocked. The food pantry team would like to say how grateful they are for the employee and community support they have received.

ARC Committees:

ARC Committees are finished for the year. The ASB has been thanking students for serving on the ARC Committees and are looking to see how many spots will need to have representation next year.

Awards Gala

The Awards Gala is usually an in-person ceremony. But, again, due to COVID-19 this was done virtually. Awards have been mailed so people can record a video if they chose to do so in order to be featured on the Awards Gala website. The Individuals who won this year are:

- **Andrew Wahl - Advisor of the Year** (Journalism & Media Communication Dept., The Clipper)
- **Jacob Nanfite - Faculty of the Year** (Transitional Studies Division - HS Completion)
- **Hannah Lovett - Staff of the Year** (eLearning)
- **Vuong Vu - Distinguished Student Service Award** (BRIDGES Transition Center)
- **Dulce Estrada - Distinguished Student Service Award** (Diversity & Equity Center)
- **Araceli Daza - Outstanding Student Leader** (ASB President and all the other incredible things I'm not sure how you have time for)
- **Community Kitchen Club - Club/Organization of the Year**
- **Raquel Parada Giacomán - Club Member of the Year** (International Club, BRIDGES Cultural Club, Conversation Pals)
- **New Year's Super Smash ESports Tournament Super Showcase - Event of the Year** (Trojan Activities Board)

Programs Board:

The Programs Board is changing their name for next year to TAB which stands for Trojan Activities Board. In January the Programs Board had their first esports tournament. They had about 115 people in attendance and it was voted the Event of the Year by the Student Body! They also had various events throughout the week. They had to switch the formats around quickly because everything they had done in the past were in person. Even though the programs could not be done in person, they wanted to continue to have the events so that students would have something to look forward to. Some of the events they had were:

- **Motivational Mondays:** Provides tips for maintaining a positive perspective even through tough times. Students learn how to market themselves and work on their resume writing skills. There were 5 events held, where approximately 70 students attended virtually. There have been over 400 views on the Student LIFE Facebook page
- **Trojan Trivia Thursdays:** Kahoot game on various topics: Disney, Harry Potter, superheroes, video games, etc. Four Kahoot games were held virtually, where approximately 20 students attended each time.
- **Sung Beats:** Virtual Beat-boxing was held last month on the 20th.
- **DIY Saturdays:** Do it yourself tutorials were posted on the EvCC Life Instagram Page. The topics were:
May 30th -DIY Skincare Routine: 303 Views
June 6th -DIY Up-cycling Old Clothing: 227 View

June 13th- DIY Redesigning Your Furniture: 150 Views
(Views go up daily)

Graduation: Due to COVID-19, this years' graduation will be conducted virtually. There were 1100 slides for marching order. Students can have a picture presented if they want along with a quote, and the degree they earned. About 600 graduation packets were mailed out to students. Each packet contained the diploma cover, trojan sticker, program, flyer to pose with, confetti, and a tassel for a graduation gift. People who use the hashtag EvCCGrad2020 on social media can see other people's postings.

Trojan Twitter Tuesday: EvCC's Trojan mascot, Chase, and publicity intern, Ashlynnne, had been working on posting weekly updates on how the mascot was doing during quarantine as well as giving advice through posting pictures and videos on the EvCC Life Twitter account. Some of the things the Trojan Mascot was doing while in quarantine include: playing Jenga, video games, playing guitar, reading, working out, and skateboarding.

Student LIFE Ambassadors: Have been working on hosting virtual campus tours for students that are interested in EvCC. They have also been assisting with texting and calling campaigns for new and incoming students.

ASB Senate: The ASB Senate was involved in the following:

- Held committee meetings for the senate to focus on various topics and issues on campus.
- Met with John Bonner to discuss student concerns about parking tickets and appeal processes.
- Resource committee met with the Job Center to discuss ways to improve their format to help students trying to find jobs.
- Campus Improvement committee worked with Pat Sisneros to update signage on the campus to help make the International Office more visible and easier for students to find. The changes range from adding directional signage, updating the web page, and adding large lettering on the side of the building.
- Senate approved \$267,981 in funding proposals

The ASB Senate is very proud of everything they have been able to do while working and studying remotely.

Tonight is Araceli's last report to the Board. Araceli introduced the new ASB President, Hannah Williams. Hannah addressed the Board and told them a little bit about herself.

Classified Representative

Melissa Hart was not present

Exempt Union Representative

Kelsey Lindstrom shared with the Board that tonight is her first Board report and that she does not have much to report out at this time. She took a few minutes to introduce herself and stated she looks forward to representing the Exempt Union at Board meetings.

Faculty Representative

Nina Benedetti shared with the Board a little bit about herself and her experience on the Executive Council. She also recognized faculty who have retired or passed away this last year. Nina acknowledged John Bonner, Sue Williamson, Shelby Burke and her team who negotiated to get the

Student Advising model, and thanked the Board for approving it.

Faculty Senate Representative
Karen Linton was not present

Review of EvCC Plan-Phase 2

John Bonner, Interim Executive Vice President of Instruction and Student Services shared with the Board the EvCC Return to Campus Protocols-Phase 2. Governing face-to-face instruction in courses that support Essential Industry sectors as identified by the State Board of Community and Technical Colleges.

The list of approved programs by Location:

Aviation (Air Transportation)

- Aviation Maintenance
- Avionics

AMTEC (Critical Manufacturing)

- Composites
- Engineering Technology
- Mechatronics
- Precision Machining
- Pre-employment (Manufacturing)
- Welding/Fabrication

Liberty Hall

- Emergency Medical Services (Emergency Services)
- Firefighter Academy (Emergency Services)
- Medical Assisting (Health Care/Public Health)
- Nursing (Health Care/Public Health)
- Phlebotomy Technician (Health Care/Public Health)

Shuksan

- Information Technology
- Science Labs that are part of a workforce pathway

Cosmetology (Marysville)

- Hair Design
- Cosmetology

Corporate and Continuing Education Center

- CCEC workforce programs delivered on-site at companies

Protocols from Phase 1 largely remain in effect (Training, Campus Access, Safety Measures). There are a few key exceptions:

1. Able to deliver training without keeping 6 feet of social distancing in order to complete required competencies, such as drawing blood. There is a strict process for approving these exceptions.
2. The employer is required to provide facial covering to employees.
3. Employees, students, and others must wear facial coverings on campus, unless they are working alone.

Board of Trustees Meeting Minutes
June 16, 2020


Executive Session

At 6:57 p.m., Board Chair Dr. Betty Cobbs thanked everyone for coming and shared that the Board will convene into an Executive Session to discuss personnel items and that no action would be taken. She shared the Executive Session will continue for approximately 30 minutes and the Board meeting will immediately adjourn thereafter.


The Board reconvened in Open Session at 7:27 p.m.

Adjournment

The meeting was adjourned by Board Chair Dr. Betty Cobbs at 7:27 p.m.


Betty J. Cobbs (Aug 3, 2020 22:08 PDT)

Dr. Betty Cobbs, Chair
Board of Trustees


Daria J Willis (Aug 4, 2020 12:04 PDT)

Dr. Daria J. Willis, Secretary
Board of Trustees