

The Board of Trustees of Everett Community College held a regular meeting on May 19, 2020 virtually using ZOOM.

Board Chair Dr. Betty Cobbs called the meeting to order at 5:05 p.m.

### **Briefing by the President**

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

Dr. Willis hosted a virtual Trojan Talk on May 8 where over 300 participants attended. The topics of the Trojan Talk were around the budget, COVID-19 and general concerns facing the college community at this time. Participants were able to submit questions during the talk and she provided answers at that end. She informed the Board there are Trojan Talks scheduled for June, July and August.

Dr. Willis informed the Board that she and her team continue to work diligently to move the college forward during this pandemic. The college has applied for two COVID-19 related grants: the NEH Grant of \$300,000 (which is CARES funded and intended to help mitigate potential job loss in the humanities); the Rise Prize, (a competition based, foundation grant of \$50,000 which is intended to assist students who are parents taking weekend colleges courses and need drop-in child care). We should hear back from them sometime in June on the status of our applications. Some of the CARES funds will be used for training faculty in on-line teaching via the college's Innovations Academy.

The college is adjusting and preparing to offer hybrid classes this fall in anticipation of continued COVID-19 quarantine and social distancing restrictions that may still be in place. EvCC's professional tech and health field courses have been allowed to re-open for face-to-face instructions with special social distancing guidelines; John Bonner and Timm Lovitt will be providing further information later in the agenda.

Dr. Willis reported that colleges have received notification from the Governor's office about a hiring freeze for state agencies. The hiring freeze at this time does not apply to higher education, but the Governor was specific to say the he would like for higher education to take a look at this. She stated that we have been looking at all positions, and this will be an ongoing process for the next 12 months. She also stated the Office of Financial Management sent out a reduction exercise for each college to submit on what they will do individually if required to cut their budget by 15%. She continued to tell the Board that the Washington Attorney General has filed a suit against DOE due to the exclusions that we received about international students, DACA and immigrant students. The first notification we received stated we had maximum flexibility toward those funds as grants to students who had a need based on Coronavirus and colleges closing abruptly or not closing, but going on line. Then a few days later received notice that these students were excluded.

### **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 Scott Wessel-Estes and Leanne Foster, Vice President John Bonner, Dean Timm Lovitt, Executive Director Shelby Burke, Faculty Senate Representative Karen Linton, Faculty Representative Mike VanQuickenborne, and faculty, staff, students, administrators, and community members.

### **Reports from the Board**

Trustee Bob Bolerjack commended the students for staying patient and positive through the difficult transition to online learning and financial difficulties. He also commended the faculty who are making the difficult transition to online teaching under the most difficult of circumstances. Bob stated that he thinks there is a future in online learning for the college, and applauds Dr. Willis for her initiative to use the Innovation Academy to enhance online training for faculty over the summer; as we really don't know how long we will be in this situation. He thanked Dr. Willis for looking positively to the future and creating a vision for the college, even in midst of this crisis. Bob also applauded the "can do" attitude that everyone is showing, and that we will do what we have to do, and we will get through this.

Trustee Mike Deller shared that as the previous Board Chair he realizes how much time is spent with the President staying apprised with what is going on at the college even under normal situations. He stated he knows it has to be challenging for Betty and Daria during this difficult time, and he thanked them for their leadership.

Trustee Jerry Martin stated he agrees with what has already been stated by his fellow trustees and is amazed at the leadership and the work that has been done. Everyone has had to change their lifestyles and the way they do business. He applauded everyone for the work they are doing, and reiterated how impressed he is with the adjustments they have had to make and the work that is being accomplished even though they are working from home. He continued that we need to remain flexible, and encouraged Dr. Willis to continue to stay strong and to remember that the Board has her back.

Trustee Toraya Miller gave a shout out to all the staff and faculty for all the work they have been doing during this difficult time. She thanked everyone who put the Board meeting together on ZOOM and facilitating it remotely. She stated she knows what it takes to get this done and appreciates everyone coming together to make this format happen. She also gave a shout out to Dr. Willis for her leadership in all of this and working things through with collaboration and making sure the engine keeps going; it is great to know that Dr. Willis is there and her strong leadership has been showing through. Toraya also thanked social media for the college's social media sites, she has been sharing some of the postings.

Trustee Betty Cobbs stated that she echoes the same comments that have been made by the other Trustees. She continued that the College has gone through a tremendous amount of change, and she applauds the leadership of Dr. Willis and her staff who have been burning the midnight oil to make things work at the College. Dr. Willis' team worked diligently to get the online programs available, and ensured there were proper safety measures in place as required during the pandemic. She also thanked the faculty for their courage for stepping up to teach in a different way. Betty reported that she had the honor of participating in the May Trojan Talk virtually. She stated there was a tremendous turn out, and she was very impressed with the ease at which Dr. Willis went through the different categories and areas that she reported out, and answered comments at the end; very commendable. Dr. Willis' efforts to communicate with and involve more people has been critical.

**Consent Agenda**

**MOTION 01-06-2020**

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

**General Public Comments**

Debbie Sarich offered words of appreciation to faculty, staff and administration through ZOOM comments.

**Reports to the Board**

**Student Representative**

Araceli Daza was not present

**Classified Representative**

Melissa Hart was not present

**Faculty Representative**

Board Chair Dr. Betty Cobbs informed the Board that tonight's meeting will be Mike's last meeting as the Faculty Union President. She thanked him for his representation of the faculty union.

Mike VanQuickenborne shared his appreciation for the leadership during these difficult last few months. He mentioned how he had commended Dr. Willis on her exemplary decision to move classes to online, and was the first to do so in the state at the last Board meeting, and how he feels that it benefits the whole community. Tonight, he acknowledged the nursing faculty who have shown great leadership, and were the first in the state to be approved to move required portions of their classes back to face-to-face with social distancing. He stated they are experts in this area and will be able to help all faculty (and the state) move back to face-to-face by leading the way in a safe manner.

Mike reported the union has just re-opened negotiations. They are discussing advising changes and salary. They have had productive negotiation sessions and have been able to work toward mutually desired outcomes. They hope to wrap up negotiations as expeditiously as possible, as the end of the academic year is approaching. Mike informed the Board that Nina Benedetti is unable to attend tonight's meeting, but she has been leading the negotiations the past few years and will be taking over as the President with his departure on June 1. He also reported that Susie Wilson will be the new VP of Negotiations and Shannon Affholter will be VP of Records and Elections.

In finishing, Mike shared he had a phone call with Dr. Willis yesterday where he told her that these are definitely dark times, but based on the college's past experiences, and with the excellent faculty, staff, and leadership here at the college, and the role that community colleges play, he expects enrollments to grow in the fall and things will bode well for the college.

**Faculty Senate Representative**

Karen Linton stated that faculty appreciate all the compliments they have received for stepping up-to-the-plate and working hard, and they are appreciative of our students as they have been understanding and sympathetic with the technical issues they have encountered. Karen also expressed that faculty are grateful for knowing in advance they will be teaching online in the fall, which allows them the opportunity to prepare.

Karen reported that her term as Faculty Senate President is up on June 15. The Faculty Senate will be meeting this coming Friday to vote, so the Board may be hearing from a new Faculty Senate

President next meeting. She stated the faculty appreciate having Dr. Willis here and value the atmosphere of shared governance that all are working towards.

**Review and Discuss Preliminary 2020-2021 General Fund Operating Budget**

Shelby Burke, Executive Director of Finance, reported on the 2020-2021 General Fund Operating Budget. She presented a draft of a three-month budget (July 2020-September 2020) until we can get a final state budget/state allocation and to see the prolonged effect of COVID-19 on our revenue and expenses.

Shelby shared a PowerPoint presentation that outlined the following:

3-month budget 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.

**Review of EvCC Return to Campus Protocols-Phase 1**

John Bonner, Interim Executive Vice President of Instruction and Student Services and Timm Lovitt, Interim Dean of Health Sciences and Public Safety gave a review of the EvCC Return to Campus Protocols-Phase 1 governing face-to-face instruction in courses that support essential industry sectors as identified by the State Board of Community and Technical Colleges.

Timm reported to the Board that EvCC served as a state leader in developing plans that allowed for the safe return of students to lab training. EvCC was the first in the state to have an innovation proposal approved by the Nursing Commission in response to the COVID-19 pandemic. This created the ability to substitute clinical hours with high-fidelity simulations for nursing students. The College's plan was shared widely throughout the state and heralded by the SBCTC and the Allied

Health Center of Excellence. Other community and technical colleges reached out to us to figure out how we did it. This was made possible by the tireless efforts of Jennifer Casperson, David Marcellus, Santiago Soto, Shannon Wilner, and our world class nursing and medical assisting faculty. EvCC was also the first in the state to have an approved plan that allowed students in Fire Science, Emergency Medical Services, and Medical Assisting to return to labs and continue their progression towards completion.

John shared that it took a great deal of work from folks across the campus led by Dr. Willis to create and move forward a really systematic process. He acknowledged the Incident Response Team who have been meeting, sometimes twice a day and on weekends, since COVID-19 began. John also acknowledged the great work Timm Lovitt and the Health Sciences area have done. The goal was not to be the first but to be safe and to get back as soon as we possibly could.

John presented the list of approved programs by locations as well as Phase 1 training, campus access and safety measure:

#### APPROVED PROGRAMS

##### 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)

#### TRAINING

##### Staff Training

- Training for faculty and staff will be held prior to returning to the program location, utilizing remote meeting technologies.
- Safety training will be conducted at all locations on the first day of returning to work/class and weekly thereafter.

##### Student Training

- Instructors will post building access and use protocols in their Canvas courses.
- Training for students will be held at the first scheduled lab session and weekly thereafter.

#### CAMPUS ACCESS

- Daily class attendance of all employees, students and visitors will be logged and retained for a minimum of four weeks.

- AMTEC, Aviation and Liberty Hall will each have a single point of access, with a check-in station for access approval, mask distribution, and health screening, including temperature checks for all employees, students and approved visitors.

#### SAFETY MEASURES

- A site-specific COVID-19 Supervisor at every location will monitor the health of employees and students and enforce the COVID-19 location safety plan. The supervisor will be available at all times during work and class activities.
- Social distancing of at least 6 feet of separation must be maintained by every person at all times. Breaks, lab activities and lunches must be taken in shifts.
- Face coverings must be worn in accordance with Washington Department of Health guidelines.
- Soap and running water will be provided at all locations for frequent handwashing. Disinfectants and cleaning supplies will be available and frequently replenished.
- Custodial staff will clean and disinfect high-touch surfaces and common areas throughout the day. Faculty, staff and students, once appropriately trained, will clean and disinfect work areas, tools and other instructional equipment.

Dr. Willis informed the Board that the state sent the Phase-1 Protocols to the college at 9pm on Friday night and the Leadership worked throughout the weekend to be able to have a plan in place on Monday.

#### Executive Session

At 6:02 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 6:32 p.m.

#### Adjournment

The meeting was adjourned by Board Chair Dr. Betty Cobbs at 6:32 p.m.

Dr. Betty J. Cobbs

Dr. Betty J. Cobbs (Jun 19, 2020 15:52 PDT)

Dr. Betty Cobbs, Chair  
Board of Trustees

Daria J Willis

Daria J Willis (Jun 19, 2020 16:27 PDT)

Dr. Daria J. Willis, Secretary  
Board of Trustees