

The Board of Trustees of Everett Community College met on November 21, 2017 at 5:00 p.m. in the Jackson Center Senate Room at Everett Community College.

Open Public Meeting

Chair of the Board of Trustees Mike Deller called the hearing to order. This hearing is for public input on revisions to the Student Code of Conduct. Rebecca Lamboley explained the revisions. With updated federal guidance, this Student Code of Conduct was revised to ensure compliance and transparency.

Public Comments

Mike VanQuickenborne thanked the Board for the opportunity for the public to give input.

At 5:07pm, Board Chair Mike Deller called the meeting to order.

Briefing by the President

President David Beyer welcomed everyone to the meeting and wished everyone a Happy Thanksgiving. As in previous meetings, faculty members are at the meeting to talk about their programs and work at Everett Community College. President Beyer introduced the Dean of Arts and Learning Resources Jeanne Leader and Andrew Wahl, faculty member in the Journalism and Media Communication Department. Dean Jeanne Leader turned over the presentation to Andrew Wahl to discuss the Journalism and Media Communications program. Andrew also introduced John Yeager, Editor of *The Clipper*. *The Clipper's* format has moved to a monthly news magazine to engage readers across all age groups and is also online.

Andrew commented that this program is already a Guided Pathways program, starting with recruitment. EvCC curriculum has been completely updated and rebranded to take advantage of a growing job market and partnership with WSU's Integrated Strategic Communication (WSU-ISC) program in Everett. There is strong growth in both the number of and salaries for media communication jobs. An estimated 14,000 jobs in strategic communication are expected in Washington State in 2020. The EvCC program provides an essential foundation for a variety of media communication jobs. Many of these jobs provide strong salaries and levels of job satisfaction. Recruiting efforts include guest lectures at feeder high schools and regional student-journalism conferences, high-school class visits to EvCC, the College in the High School program, and an annual Journalism and Media Communication Conference at EvCC in December. Marketing is co-branded with WSU-ISC. Currently we are working with feeder high schools with journalism or media-communications programs including Arlington, Everett, Glacier Peak, Lake Stevens, Marysville, Mountlake Terrace, Snohomish and Stanwood. In the EvCC program, students receive intensive, hands-on advising and mentorship from the program adviser. Most also participate in *The Clipper*, a student-led learning experience that prepares participants to thrive in professional media-communication jobs. Several students also intern. The program currently has a graduation rate of 64%, and 36% of all students in the program have gone on to WSU-ISC. Students also transfer to WSU Pullman, UW, UW Bothell, WWU and other 4-year institutions.

Andrew mentioned that WSU is looking to double the size of their program in the next five years and he would like to double the size of our program too. He commented that resources will be needed in the future to keep the program going. They would need additional faculty hours which will allow him to keep the momentum going for growth.

Roll call

Chair Mike Deller called the meeting to order. Present for the meeting were Trustees Bob Bolerjack, Betty Cobbs, Mike Deller, and Toraya Miller. Also present were President David Beyer, Recording Secretary Melissa Geraghty, Assistant Attorney General Roslyn Sterling, Student Representatives Meagan King and Tina Te, Classified Representative Debra Sarich, Faculty Representative Mike VanQuickenborne, Faculty Council Representative Steven Tobias, and faculty, staff, students and administrators.

Reports from the Board

Trustee Betty Cobbs reported she attended the Fall ACT conference representing the Board. It was a good conference and gave trustees important messaging to have when talking with legislators in Olympia. Also conveyed was the importance of our student voices and that legislators really listen to our students. So, we need to make sure students have a presence in Olympia sharing the impact of how community colleges are changing their lives.

President Beyer mentioned that Trustee Cobbs was recognized at the meeting with a standing ovation for her 10 years of service as a college trustee.

Trustee Toraya Miller reported the accreditation 7-year visit was outstanding. Kudos to all the staff who made the visit smooth and well-run.

Trustee Mike Deller reported that on October 13 he attended the Leadership Snohomish County event with President Beyer and EvCC staff. AAG Roslyn Sterling was the keynote speaker and did a great job.

Board Retreat Report

Trustee Deller reported on the Board retreat. During the retreat, the Board discussed strategic planning; reviewed Board priorities and decided they will continue with the board priorities from last year which are still relevant; reviewed their board self-assessment; and reviewed the President, who received well-deserved high marks. There were good presentations from VP Staff on SEM, the environmental scan, the 5 dimensions of equity, and accreditation.

In October, he and President Beyer attended the ACCT annual leadership conference. One good session concentrated on developing a good and cohesive board with a focus on communication, training and development, clear and coherent bylaws, and strategic thinking.

He commented on the accreditation visit and how Heather, the accreditation team, faculty and staff are a great example of teamwork. He read the commendations:

EvCC is to be commended for their commitment to, and sustained engagement in, systems thinking and cross functional collaboration as an identified institutional core competency through the intentional integration of the three pillars of Strategic Enrollment Management, Guided Pathways, and Equity, i.e., "The Everett Way".

EvCC is to be commended for their development of strategic networks and partnerships to advance institutional innovation, strengthen student learning, and drive workforce and economic vitality in the region.

EvCC is to be commended for their dedication to inclusion and social justice by focusing on eliminating internal gaps through the implementation of the five dimensions of equity, extending their positive influence from the campus into the community.

He then read the recommendations:

The evaluation committee recommends EvCC review and implement a technology update and replacement plan to ensure its technological infrastructure is adequate to support its operations, programs, and services.

The evaluation committee recognizes the progress EvCC has made in systematic collection of its data as indicators of achievement of its core theme objectives. However, the evaluation committee recommends the college continue to improve and refine meaningful and appropriate core theme indicators of achievement.

Well done!

Before the meeting today, he, President Beyer and Trustee Bob Bolerjack visited Student LIFE to see their renovated offices which were great!

Consent Agenda

MOTION 01-11-2017 Bob Bolerjack moved for approval of the consent agenda. Toraya Miller seconded the motion and the motion passed unanimously.

Reports to the Board

Student Representative

Tina Te reported to the Board they are adapting to their newly remodeled Student LIFE offices. They have been busy. The Turkey Trot raised 124 donations and \$98 for the food pantry. They signed a contract with Volunteers of America to partner to stock the food pantry and it's great to have outside community connections. Clubs are actively participating in getting donations and students are interested in helping with the food pantry. There are currently 30 clubs with another 10 in the process of activating. All clubs are planning a variety of events for students. They have a full Senate with 31 students and are happy to have some on the waitlist. Students are coming up with ideas and initiatives which they hope to implement next quarter. She mentioned our athletic teams are doing well and there is a basketball game tonight at the Fitness Center.

Faculty Representative

Mike VanQuickenborne thanked the Board for keeping the meeting going quickly and smoothly. He reported that he takes notes at each meeting to report out to faculty who are unable to attend. He wants to make sure faculty know to sign up on the participation sheet at the Board meetings so they

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are able to offer comments during the meeting. This might be a way to encourage them to come. Since the Board meeting in September, AFT has met with the college and a mediator and progress has been made. He looks forward to going forward as mediation continues into the new year.

Faculty Council Representative

Steven Tobias reported to the Board that faculty forum met last week. They have been discussing that their bylaws need to be updated as a lot has changed in the seven years since the forum was established. The faculty forum voted to revise their bylaws and also voted to form a committee to revise the bylaws. They are setting meetings for winter quarter and hope to have a vote in the spring.

Board Chair Deller asked how often the faculty forum meets. Steven reported they meet once or twice each quarter and typically have between 20-30 faculty members at the meetings. They have discussed making it possible to share opinions and vote electronically as there are a lot of faculty who are not on campus regularly.

Classified Representative

Debra Sarich introduced herself to the Board as the classified represented. She was co-chair with Dan Murphy. She is in the TRIO program and has been with the college almost 17 years. Since September, the union has been working on getting 100% of union cards filled out for all classified employees. They are asking if classified staff are still interested and want to be part of the union. At EvCC, we have 35% of union cards filled out and are one of the colleges with higher completion numbers for filling out the cards. They will talk with staff who have not filled out cards on reasons for not doing so. As they begin the bargaining and proposals for the 2019-2021 contracts, she requested the Board's support. Trustee Bolerjack commented that when talking to legislators, we are very supportive of our staff.

Review and Take Action on Student Code of Conduct

Rebecca Lamboley, Title IX Coordinator, presented to the Board the Student Code of Conduct, which consists of all policies and procedures that apply to EvCC students. It was revised for three key reasons:

1. To update Title IX policy and proceedings to incorporate update federal guidance and increase transparency;
2. To update due process proceedings to ensure compliance with updated interpretation of the Administrative Procedure Act under state law; and
3. To implement the model Student Code of Conduct as developed by the Attorney General's office.

Timeline:

- November 21, 2017
 - Public Comment for the board's consideration prior to vote.
 - Board vote to approve the updated Student Code of Conduct.
- Upon Board approval, there is a required 30-day waiting period following which the approved draft becomes effective.

The Board of Trustees reviewed these revisions during the July 17, 2017 board meeting. No changes have been made to this Student Code of Conduct since the Board's review at that time. Implementing

the updated Student Code of Conduct will ensure campus compliance with federal and state regulations, thus mitigating liability to the institution.

MOTION 02-11-2017 Bob Bolerjack moved that the Board of Trustees approve the Student Code of Conduct. Toraya Miller seconded the motion and the motion passed unanimously.

Review and Take Action on Accessible Technology and Media Policy

Jeanne Leader, Dean of Arts & Learning Resources, presented to the Board that in late 2016, the Washington State Office of the Chief Information Officer adopted Policy 188 (subsequently revised May 2017); around the same time, SBCTC added its own Accessible Technology Policy to the SBCTC Policy Manual, Section 30.20.30B. Along with existing federal and state laws, including the Americans with Disabilities Act, RCW 28B.10.912, and RCW 49.60, these new policies require colleges to provide “appropriate, effective, and integrated access to technology for students, employees, and the external community.” In particular, Policy 188 requires that all state agencies immediately adopt and publish an institutional accessibility policy.

As part of efforts to comply with Policy 188, members of EvCC’s Accessible Technology and Digital Media Committee have drafted a policy that we now present for review and approval. This draft reflects both the formal requirements and the intent of relevant federal and state laws, as well as both state policies referenced above. The deadline set by Policy 188 for agencies to adopt their own accessibility policies was June 30, 2017.

The Board reviewed this draft at the meeting on September 19, 2017. No changes have been made to this policy since that review. The questions raised at that meeting have been answered by our Assistant Attorney General and it was determined that this policy does not apply to student media.

If adopted, this policy will have the effect of improving the accessibility of information technology and digital media at the College. It will require the College to develop procedures for ensuring that information technology, electronic media, and web resources procured, developed, or used at the College meet state-mandated accessibility standards. It will also require the College to develop a process for receiving and responding to accessibility-related complaints.

MOTION 03-11-2017 Betty Cobbs moved that the Board of Trustees approve the Accessible Technology and Media Policy. Bob Bolerjack seconded the motion and the motion passed unanimously.

Update: Committee Review and Recommendations

This topic has been postponed to be on the agenda for the meeting on January 16, 2018 as the update is Campus Master Plan Committee Update: Review and Recommendations.

Student Success Report – Guided Pathways/Advising

Andre Guzman, Associate Dean of Advising, presented to the Board the Guided Pathways advising process mapping developed by the Advising/First Year Experience Subcommittee. Andre presented two of the four pillars of Guided Pathways, which are (1) Getting Students on the Path and (2) Keeping Students on the Path until they achieve their educational goals. A clearly mapped, intrusive

advising process will facilitate students choosing the right pathway and staying the course, with planned interactions at regular intervals to ensure students are making progress and assist with pathway changes or additional supports as needed. By applying the Five Dimensions of Equity to the Guided Pathways Advising Model, the college will address Aspiration, Access, Achievement, Economic Progress, and Engagement as core functions of this critical student service process.

A robust advising model comprised of orientation, entry advising, College 101, program faculty advising, and early alert will ensure that students have the guidance and resources they need to earn credentials and/or transfer or secure family wage employment in their chosen field.

The advisors are Jessica Cain, Diana Jaramillo, Terry Paull, Tawny Townsend, Jason Pfau, Ariana Stafford, Mikaela Karter, and Beatriz Rodriguez, and each advisor will be connected to a pathway.

Jessica Cain commented that advisors hope to help smooth out the experience for students and they hope to work closely with faculty to support faculty in developing systems and transfer work.

Andre commented that this is a change process, and involves teamwork across campus. They are grateful for the support from the Board and President Beyer. Student success comes down to relationships with community partners and with students, and this starts with entry advisors. The work starts now!

Accreditation: Report on Visitation

Heather Bennett reported to the Board on the NWCCU Year Seven Self-Study Site Visit. On October 23-25, 2017, EvCC hosted a team of seven evaluators from NWCCU to assess the college's compliance with accreditation standards, including resolution of outstanding recommendations and fulfillment of our mission through accomplishment of the five self-identified core themes of Student Success, Innovation and Leadership, Community Connections and Partnerships, Cultural Pluralism and Global Readiness, and Resource Stewardship as defined through establish objectives and indicators. At their exit meeting with the campus, the evaluation team shared their draft commendations and recommendations, which will be written into the formal report and shared with the college in November. The college will have an opportunity to respond to any errors of fact before the report is considered by the Commission at their meeting in January 2018.

We have received a draft version of the report from the evaluation committee chair. It is still in confidential status and we are reviewing it to respond to errors of facts. Once the report is approved, it will be sent to campus in an email and posted on our website.

Review of Board of Trustees Bylaws

Jennifer Howard presented to the Board for their first review a draft of the Board of Trustees Bylaws. The three policy drafts – Bylaws, Statement of Authority, and Delegated Authority – are based on RCW 28B.50.140. The policies describe the authority of the board, including board authority that has been delegated. Having these policies will ensure uniformity of policy formats, simplify public access to board bylaws, and increase transparency of process and authority. They are in a policy format to align with other college policies. Upon approval, the policies will be posted with other policies on the college's public web page.

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Executive Session

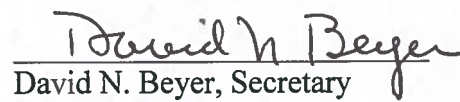
The Board will adjourn into an Executive Session to discuss with legal counsel legal issues related to personnel issues and potential land acquisition. No action will be taken. Executive Session will conclude at 8:00pm. The Board meeting will adjourn immediately thereafter.

Adjourn

Meeting adjourned at 8:00 p.m.



Mike Deller, Chair
Board of Trustees



David N. Beyer, Secretary
Board of Trustees