



**EDMONDS COLLEGE
FOUNDATION**

BOARD OPERATIONS COMMITTEE AGENDA

April 16, 2024 | 4:30 - 5:30 p.m.

Agenda Items

1. Board Recruitment discussion
 - a. Review candidates of documents
 - i. Shashank Kalokhe
 - ii. John Pribble
 - iii. Oliver White
 - iv. Megan Wood
 - b. Next steps
 - i. Orientation
 - ii. Summer social
2. Future discussion
 - a. Policy Manual review - this will be an ongoing process



EDMONDS COLLEGE FOUNDATION

Application for Board Service

Applicant Information

Name: Shashank Kalokhe

Business/Organization: currently not employed

Title:

Home City: Edmonds

Work City:

Preferred Phone:

Alternative Phone:

Circle: cell | work | home

Circle: cell | work | home

Preferred Email:

Alternative Email:

shashank.kalokhe@gmail.com

Professional / Business / Volunteer affiliations and/or membership in other organizations:
none

Areas of Experience, Talent, or Leadership

<ul style="list-style-type: none">• Administration / Management• Strategy / Strategic Planning• Organizational Design• Accounting / Audit / Policy• Diversity, Equity and Inclusion• Understanding Community Needs• Community Connections / Coalition-Building	<ul style="list-style-type: none">• Investments / Estate Planning• Legal / Law• Marketing / Public Relations• Real Estate / Construction• Fundraising / Grant Writing• Technology• Education
<ul style="list-style-type: none">• Other:	

Past Experience with Edmonds College or Edmonds College Foundation

Edmonds College	Edmonds College Foundation
<ul style="list-style-type: none">• Alumna/us / former student <i>Years attended:</i>• Employee <i>Department / years:</i>• Other <i>Please specify: none</i>	<ul style="list-style-type: none">• Donor• Committee Member• Special Event Attendee• Other <i>Please specify: none</i>

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Supplemental Questions

Please take the space you need to answer the following questions for the committee's consideration of your application.

- **The Edmonds College Foundation believes that education has the power to transform lives. Transforming individual lives has the amplified effect of transforming our community. How have you seen or experienced the transformational impact of education – in your own life, the lives of others, at Edmonds College, or elsewhere?** My personal life has been transformed by access to good basic education and through the years access to university education in India and US. Higher education in India allowed me to access higher education in the health care administration management field in the US through immigration, which in turn, through networking and other means, allowed me to advance my career and raise a well adjusted family unit with my wife and two children. Going back three generations, education has been the sole reason and launching pad for my family achieving social advancement, holistic worldview-based learning and financial security.
- **After reading the “reflections” page provided as part of the prospective board member materials, why is the Edmonds College Foundation the right cause for you, and why is now the right time for you to serve on the board? How do you hope board service will deepen your connection to the organization? What do you hope to gain from your service, and what do you hope to offer the organization through your service?** I am most interested in learning and contributing in ways that education can become real-world relevant for students and our community at large, and become more affordable and measurably contribute to realizing the needs of all segments of our community.

Please describe your connection to the community, your professional background, and any relevant volunteer experience, including prior nonprofit board service, and any nonprofit board leadership positions you hold or held. You may also attach a resume and/or link to your LinkedIn profile to supplement your response. I have already separately provided a copy of my resume. I had held a board leadership position many years back that was related to governance of an organization involved in serving the needs to patients in need of post-hospitalization "transitional health care" and care in skilled nursing facilities. As mentioned below, I have a personal passion for keeping the needs of the patient at the center. I am a strong advocate for supporting patient and care system integration to optimize their interaction across the continuum of care and realize the the best possible value in the patient/health care provider/health care insurer relationship.

- **Please feel free to add anything else that will help the committee to understand your interest and capacity for serving on the board.**

Based on the list of committees provided, I have a strong interest in being a participant on the Program Committee.

Time Commitment

Board meetings are generally held every other month (beginning in July) on the second Tuesday of the month from 4:30 to 6:00. Do you have any standing commitments that create a scheduling conflict?

None at this time, and will bake this schedule into my calendar so there is no conflict in the future.

Board members are required to serve on at least one standing committee. Generally, committees meet for one hour in the months alternate board meetings. Please indicate your availability for committee service. Once elected to the board, you will work with the Executive Director to find the committee assignment that best aligns with your skills, interests, and availability.

I'm open to any day between 2 and 5 pm.

Monday

• 7am-9am	• 9am-12pm	• 12pm-2pm	• 2pm-5pm	• 5pm-6pm
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Tuesday

• 7am-9am	• 9am-12pm	• 12pm-2pm	• 2pm-5pm	• 5pm-6pm
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Wednesday

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Thursday

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Friday

• 7am-9am	• 9am-12pm	• 12pm-2pm	• 2pm-5pm	• 5pm-6pm
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Please add any additional comments on your availability to attend board and/or committee meetings:

What other volunteer commitments to you currently have?

None at this time.

Biographical Information

So that the board can understand your personal and professional background, and your connection to the community and Edmonds College, please provide a short biographical narrative (approx. 150 words).

As my resume indicates, I have served in the healthcare administrative management role for well over 20 years. Outside of the core work of negotiating complex agreements between care delivery systems and health care insurers, the common thread in my career, whether working on the health insurance company space or in the health care delivery space, has been a personal passion for keeping the needs of the patient at the center. I am a strong advocate for supporting patient and care system integration to optimize their interaction across the continuum of care and realize the best possible value in the patient/health care provider/health care insurer relationship.

Thank you for your interest in serving on the Edmonds College Foundation board. Please return this completed form to foundation@edmonds.edu

SHASHANK KALOKHE PhD, MBA

shashank.kalokhe@gmail.com | 206-422-2620

HEALTHCARE BUSINESS STRATEGY LEADER

Seasoned healthcare executive with full scope of expertise in advancing sustainable business strategies of insurers and integrated care delivery systems for all lines of business. Highly skilled in driving community-based network solutions for population care management. Demonstrated ability to organize and oversee value-based agreements between care delivery systems and purchasers/insurers. Proficient in analyzing claims and clinical data to achieve critical contractual milestones at patient, population, and purchaser/insurer levels.

SKILLS

Healthcare Provider-Insurer Strategy and Relationship Management | Value-Based Performance Target Management | Provider Network Strategy Development | Healthcare Contract Negotiation | ACO (Accountable Care Organization) Management | Healthcare Financial Management

ACCOMPLISHMENTS

Director, Provider Network Management

Premera Blue Cross, Mountlake Terrace, WA (April 2020 – February 2024):

- Managed a large, complex portfolio of provider systems and ACO (Accountable Care Organizations) contractual relationships for Premera Blue Cross across Washington state, representing \$1B in annual revenue that included unit costs and value-based performance targets.

Director, Provider Contracting

Permanente Medical Group and Kaiser Foundation Health Plan of Washington, Renton, WA (April 2017 – March 2020)

- Advanced provider network strategy for Kaiser Permanente of Washington by meeting established unit cost trends and quality improvement goals in commercial and Medicare Advantage lines of business via a portfolio of approx. 4,500 professional, facility and ancillary services provider agreements.
- Oversaw vendor agreements and physician call coverage agreements and facilitated multiple innovative contracting initiatives to drive affordability of care for members.

Associate Administrator of Value Based Contracting and Coordinated Care; Director of Health Plan Contracting; Manager of Managed Care Operations (August 1996 – February 2017)

- Established payer agreements and accountable care strategy to increase penetration of performance-based essentiality of The Everett Clinic.

- Launched spectrum of agreements with Medicare Advantage HMO (15,000 lives) and Medicaid HMO (17,000 lives) health plans covering terms ranging from gainsharing to two-sided risk and global risk with full care management delegation.
- Developed total cost of care trend based ACO agreements with commercial insurers and Providence-Boeing Accountable Healthcare Organization (total 40,000 lives).
- Implemented significant learnings from five-year agreement with CMS related to Physician Group Practice (PGP) demonstration project to enhance coordination between Part A and Part B services (10,000 lives).

LEADERSHIP ROLES IN BUSINESS MODEL AND CARE DELIVERY IMPROVEMENT

- Co-chaired Premera Blue Cross' value-based workgroup for oversight committee.
- Chair contracting committee, The Everett Clinic; Co-chair care coordination committee; Administrative dyad partner with Medical Director of Care Coordination for management of care coordination department; Project owner of Providence Boeing ACO committee, Enterprise Referral Management subcommittee and Medicare Advantage Contracting/Funding sub-committee.
- Managed operations of Medical Partners Northwest LLC, a management services organization (MSO) providing managed care capitation risk contracting, provider network development, referral and care management, financial settlement and fund pool and service utilization reporting and member services support to participating medical groups, covering approximately 70,000 commercial, Medicare and Medicaid managed care HMO lives.
- Presented at CMS-sponsored ACO accelerated development learning sessions, and conferences sponsored by MGMA, AMGA and GPIN.

EDUCATION

Master of Business Administration in Healthcare Management | Boston University, Boston, MA
Doctor of Philosophy in Biophysics | Mumbai (Bombay) University, India

John P. Pribble, Pharm.D.

6656 Waterton Circle
Mukilteo, WA 98275
Telephone: 425 232 6717
Email: pribblej534@gmail.com

SUMMARY

- Pharmaceutical industry professional with over 35 years of experience across multiple product types (medical devices, small molecules, monoclonal antibodies, recombinant proteins, and cell-based therapies), regions (US, EU, Canada, and ROW), and therapeutic areas (dermatology, infectious disease, acute inflammatory diseases, hematology, and oncology) in start-up, mid-size, and global biopharma companies.
- Extensive experience in Drug Development (medical director and program/project leader for products pre-IND through Phase IV, NDA/BLA/MAA submissions, and labeling negotiations), Program Management (product development team leader and alliance management), Medical Affairs (pre-launch through late-stage life-cycle), Biometrics, Regulatory Affairs, Global Safety and Surveillance, and Business Development.
- Effective and proven leader of both departments and high performing teams.

EXPERIENCE

BRISTOL-MYERS SQUIBB / JUNO THERAPEUTICS (a Celgene Company), Seattle, WA

Senior Director, Liso-cel Program Lead, Clinical Scientist, Cellular Therapy August 2020 - Present

- Responsible for supervision of personnel and oversight/contribution to strategy, clinical trial execution, and regulatory submissions and approvals for liso-cel [BREYANZI (lisocabtagene maraleucel), CD19 targeting chimeric antigen receptor modified T cells] global clinical development program across multiple indications including aggressive B-cell non-Hodgkin, mantle cell lymphoma, follicular lymphoma, chronic lymphocytic leukemia, and pediatric acute lymphoblastic leukemia.

Director, Liso-cel Team Lead Clinical Scientist, Cellular Therapy November 2019 - August 2020

- Responsible for supervision, oversight, and coordination of personnel and conduct of BREYANZI clinical trials in aggressive B-cell non-Hodgkin lymphoma and mantle cell lymphoma.
- Supported integration and coordination of activities and processes across clinical trials.

Director, Liso-cel Principal Clinical Scientist, Cellular Therapy September 2018 - November 2019

- Responsible for execution of Phase 2 trial with BREYANZI in patients with aggressive B-cell non-Hodgkin lymphoma who are not transplant eligible.
- Responsibilities included collaborating with the Clinical Research Physician (CRP) in making study-specific recommendations and serving as the medical/scientific expert to study team; serving as the protocol expert for internal and external audiences; leading the development of study documents; participating in study site selection and start-up activities; performing comprehensive clinical data review and analysis; working cross-functionally with study team members to ensure study goals are met; and communicating study progress to senior leadership.

MALLINCKRODT PHARMACEUTICALS, Seattle, WA February 2016 - June 2018

Vice President, Global Medical Director, Hemostat Solutions

- Functioned as global medical director [RECOTHROM (recombinant human thrombin), PREVELEAK (surgical sealant), RAPLIXA (fibrin sealant)] for medical and commercial business unit and evaluation of companies/products for potential acquisition or licensure.
- Served as hemostasis global medical and scientific expert in meetings with internal and external customers (including FDA and EMA), line extension/lifecycle management strategy development, and business development-related initiatives.

THE MEDICINES COMPANY, Seattle, WA February 2013 - February 2016

Vice President, Global Medical Affairs, Surgery and Perioperative Care Global Innovation Group

- Responsible for providing medical and scientific support [RECOTHROM (recombinant human thrombin), PREVELEAK (surgical sealant), RAPLIXA (fibrin sealant)] for global commercial business unit and evaluation of companies/products for potential acquisition or licensure.
- Served as hemostasis global medical and scientific expert in meetings with internal and external customers (including potential partners, FDA, and EMA) and line extension/lifecycle management strategy development.

ZYMOGENETICS, INC. (Acquired by Bristol-Myers Squibb), Seattle, WA

Vice President, Medical Affairs

2007 - 2013

- Led a multidisciplinary department (inclusive of medical education, information, communication, medical director, and medical science liaison personnel).
- Led Biometrics, Regulatory Affairs, and Global Safety and Surveillance departments (2009 - 2010).
- Chairman of Institutional Animal Use (2012 - 2013) and Clinical Protocol Review (2009 - 2010) Committees.
- Developed strategy and served as RECOTHROM medical expert in meetings and labeling negotiations with multiple regulatory agencies (FDA, EMA, and Health Canada) and liaison with partner (Bayer).
- Participated in multiple biosurgery portfolio assessments (RECOTHROM line extensions and product acquisitions) with go/no-go recommendations to executive management.

Senior Director, Program Management

2004 - 2007

- Led the product development team responsible for completion of the RECOTHROM Phase III trial and compilation and submission of electronic BLA.
- Served as medical expert in meetings and clinical development negotiations with FDA.
- Prepared RECOTHROM program annual budgets with analysis to support quarterly projections.
- Communicated project progress to executive management and generated program-related content for quarterly Board of Director meetings, corporate long-range plans, and annual operating plans.

ICOS CORPORATION (Acquired by Eli Lilly and Company), Bothell, WA

Director, Clinical Research

2001 - 2004

- Responsible for strategy, design, and execution of CIALIS (tadalafil) studies required post-approval and life cycle management planning.
- Served as liaison between Medical Affairs and Marketing to assist in the communication of CIALIS product attributes to physicians and allied healthcare professionals during sponsored symposia.

Associate Director, Clinical Research

1997 - 2001

- Served as medical director responsible for clinical development of two product candidates from pre-IND through Phase II (IC14 [anti-CD14 monoclonal antibody] for the treatment of community-acquired pneumonia and sepsis) and Phase III (PAFASE [recombinant human platelet-activating factor acetylhydrolase] for the treatment of severe sepsis, prevention of acute respiratory distress syndrome) and prevention of pancreatitis after ERCP.
- Responsibilities included serving as medical liaison with partner (PAFASE, Suntry); preparation of development plans, timelines, budgets, protocols, and clinical investigator brochures; identification of investigators; oversight of clinical research personnel and vendors; conduct of Phase I-III domestic and multinational trials; participation in regulatory interactions (US, EMA, Canada, and ROW); authoring of clinical study reports, manuscripts, and clinical sections of periodic reports and regulatory agency submissions; and formation and oversight of consultant panels and data review committees.

ISIS PHARMACEUTICALS, Carlsbad, CA

1994 - 1997

Director, Drug Development and Product Development Team Leader

- Developed strategies, budgets, and timelines; served as medical director; and led multi-disciplinary product development teams pre-IND through Phase I in oncology (ISIS 3521 and ISIS 5132) and HIV (ISIS 5320).
- Represented products and projects to corporate partner (Novartis) and FDA.
- Responsible for obtaining funding from NIH to support the early development of ISIS 5320.

SYNERGEN, INC. (Acquired by Amgen), Boulder, CO

Director, Sepsis Clinical Research

1993 - 1994

Associate Director, Clinical Research

1990 - 1993

- Served as medical director for development of products in severe sepsis (recombinant human interleukin-1 receptor antagonist) and wound healing (recombinant human basic fibroblast growth factor) from pre-IND through Phase III, including completion of two large multi-national trials.
- Completed Phase I study of secretory leukocyte protease inhibitor in cystic fibrosis in collaboration with NHLBI.
- Responsibilities included preparation of development plans, timelines, budgets, protocols, clinical investigator brochures; identification of investigators; oversight of clinical research personnel and contract research organizations; conduct of Phase I-III trials; participation in regulatory interactions (FDA and EMA); authoring of clinical study reports and manuscripts; and formation and oversight of consultant panels and data review committees.

MARION MERRELL DOW, INC. / MARION LABORATORIES, INC., Kansas City, MO

Clinical Research Scientist

1989 - 1990

Clinical Research Associate

1987 - 1989

- Held positions of increasing responsibility in clinical research across multiple therapeutic areas including cardiovascular (diltiazem / hydrochlorothiazide), wound care (potassium sucrose octasulfate and silver sulfadiazine dressing), and gastrointestinal (potassium sucrose octasulfate).
- Gained broad experience in the development of small molecules and medical devices, including IND and NDA submissions.

Clinical Pharmacist, Truman Medical Center, Department of Emergency Health Services, Kansas City, MO

1985 - 1987

- Provided patient care and clinical pharmacy services.
- Contributed to training of clinical pharmacy and emergency medicine residents.

EDUCATION AND TRAINING

Fellowship in Emergency Medicine, Truman Medical Center, Kansas City, MO
Clinical Pharmacy Residency, University of Utah and Affiliated Hospitals, Salt Lake City, UT
Pharm.D., University of Utah, Salt Lake City, UT
B.S. Pharmacy, Washington State University, Pullman, WA

SELECTED PUBLICATIONS

<https://pubmed.ncbi.nlm.nih.gov/?term=pribble+JP>

LINKEDIN PROFILE

www.linkedin.com/pub/john-pribble/3/a34/299

Biography for John P. Pribble, Pharm.D.

John Pribble is a pharmaceutical industry professional with over 35 years of experience across multiple product types, regions, and therapeutic areas in start-up, mid-size, and global biopharma companies. During his career, he has held leadership positions in clinical drug development, program management, and medical affairs and been responsible for programs that span the entire product life cycle. Locally, John has worked for ICOS Corporation, ZymoGenetics, Inc., Celgene Corporation, and Bristol Myers Squibb where he is currently employed as a Sr. Director in Global Drug Development.

John received his Bachelor of Science in Pharmacy from Washington State University, Doctor of Pharmacy from the University of Utah, and completed a clinical pharmacy residency at the University of Utah in Salt Lake City, UT and fellowship in emergency medicine at Truman Medical Center in Kansas City, MO.



When not working, John enjoys golfing, hiking, wine collecting, and spending time at the beach and lake with his wife Erin, children, and grandchildren. John has served as a leader and volunteer in several different settings including youth sports, church, school, community, and service organizations.



OLIVER WHITEHEAD

Oliver has 24 years of experience in the industry with extensive knowledge of both electrical and data systems. He is a principal and became PRIME's COO in 2020, after spending several years leading one of PRIME's most successful operational groups as a Group Executive. He is highly involved within the community, serving on the Puget Sound NECA Board, UW Construction Industry Advisory Council, and PSEJATC Trustee Board. Oliver leads by example, encouraging a collaborative, QA/QC minded, safety conscious culture.

CONTACT

-  425.460.4634
-  owhitehead@primee.com

COMMITTEE ENAGEMENT

NECA Puget Sound Board Member
SINCE 2020

University of Washington
Construction Industry Advisory
Council Member
SINCE 2021

Puget Sound Electrical Joint
Apprenticeship and Training
Committee (PSEJATC) Trusee
Board Member
SINCE 2023

EDUCATION

- Western Colorado University
Bachelor of Arts

WORK EXPERIENCE

CHIEF OPERATING OFFICER / PRINCIPAL

Prime Electric

2020 - PRESENT

- Responsible for all PRIME Operations in the PNW, promoting safety and value
- Develop and maintain a positive company culture
- Works closely with executive leadership team to align operational strategies with company goals

GROUP EXECUTIVE

Prime Electric

2013 - 2020

- Provide strategic oversight for multiple large project and in-plant construction groups, ensuring alignment with company goals
- Lead day-to-day operations, including planning and resource management, to meet project deadlines and budgets
- Maintain strong client and stakeholder relationships, resolving issues promptly for project success

GROUP PRESIDENT

Sasco

2008-2013

- Develop and execute strategic plans for in-plant groups, aligning with overall company objectives and market trends
- Oversee all aspects of the group's operations, including project execution, resource allocation, and budget management, to ensure efficiency and profitability
- Drive growth by identifying new business opportunities, cultivating client relationships, and expanding the company's market presence in the electrical construction sector



Application for Board Service

Applicant Information

Name: Megan Wood	
Business/Organization: Harbor Square Athletic Club	Title: Manager
Home City: Edmonds	Work City: Edmonds
Preferred Phone: 206-715-3600 <i>Circle:</i> cell work home	Alternative Phone: <i>Circle:</i> cell work home
Preferred Email: woodmegan@comcast.net	Alternative Email: Megan@harborsquare.com
Professional / Business / Volunteer affiliations and/or membership in other organizations: ECA Procurement committee, Cougs first Board Member	

Areas of Experience, Talent, or Leadership

<ul style="list-style-type: none"> • Administration / Management • Strategy / Strategic Planning • Organizational Design • Accounting / Audit / Policy • Diversity, Equity and Inclusion • Understanding Community Needs • Community Connections / Coalition-Building 	<ul style="list-style-type: none"> • Investments / Estate Planning • Legal / Law • Marketing / Public Relations • Real Estate / Construction • Fundraising / Grant Writing • Technology • Education
<ul style="list-style-type: none"> • Other: 	

Past Experience with Edmonds College or Edmonds College Foundation

Edmonds College	Edmonds College Foundation
<ul style="list-style-type: none"> • Alumna/us / former student <i>Years attended:</i> • Employee <i>Department / years:</i> • Other <i>Please specify:</i> 	<ul style="list-style-type: none"> • Donor • Committee Member • Special Event Attendee • Other <i>Please specify:</i>

Supplemental Questions

Please take the space you need to answer the following questions for the committee's consideration of your application.

- 1. The Edmonds College Foundation believes that education has the power to transform lives. Transforming individual lives has the amplified effect of transforming our community. How have you seen or experienced the transformational impact of education – in your own life, the lives of others, at Edmonds College, or elsewhere?**

I have always believe in Education. In My line of work I educate people on living healy lives and how their bodies move.

- 2. After reading the “reflections” page provided as part of the prospective board member materials, why is the Edmonds College Foundation the right cause for you, and why is now the right time for you to serve on the board? How do you hope board service will deepen your connection to the organization? What do you hope to gain from your service, and what do you hope to offer the organization through your service?**

My Parents and My Brother have been on the board. I was always taught the importance of education and how it can change lives. I love what the board stands for.

3. Please describe your connection to the community, your professional background, and any relevant volunteer experience, including prior nonprofit board service, and any nonprofit board leadership positions you hold or held. You may also attach a resume and/or link to your LinkedIn profile to supplement your response.

I have worked at Harbor Square since 1987. Been a member of the Holy Rosary church and the St Lukes church when my Children attended there. I have volunteered for the Edmonds Arts Festival. I have been on the procurement committee for Holy Rosary and am currently on the procurement committee for the ECA. I am a new board member on the Cougs First board.

4. Please feel free to add anything else that will help the committee to understand your interest and capacity for serving on the board.

Time Commitment

Board meetings are generally held every other month (beginning in July) on the second Tuesday of the month from 4:30 to 6:00. Do you have any standing commitments that create a scheduling conflict?

Board members are required to serve on at least one standing committee. Generally, committees meet for one hour in the months alternate board meetings. Please indicate your availability for committee service. Once elected to the board, you will work with the Executive Director to find the committee assignment that best aligns with your skills, interests, and availability.

Monday

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Friday

• 7am-9am	• 9am-12pm	• 12pm-2pm	• 2pm-5pm	• 5pm-6pm
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Please add any additional comments on your availability to attend board and/or committee meetings:

What other volunteer commitments to you currently have?

Biographical Information

So that the board can understand your personal and professional background, and your connection to the community and Edmonds College, please provide a short biographical narrative (approx. 150 words).

Thank you for your interest in serving on the Edmonds College Foundation board. Please return this completed form to foundation@edmonds.edu

Megan was born and raised in Edmonds. Her parents Ross and Jeannette wood were very involved in the community and taught her to be as well. She attended Holy Rosary School, Blanchet High School, and Washington State University.

Megan has been working at Harbor Square Athletic Club since 1987. Her background lies primarily in sports conditioning, injury prevention and rehabilitation. She worked with WSU sports teams throughout college, physical therapy clinics post college, and with our local high schools. She is a Certified CPR Instructor and trains all the employees at Harbor Square. She is a strong believer in “move better, feel better, look better” at any ability level.

She has been On The Edmonds Center for the Arts Procurement Committee for the last 5 years.

She was appointed to the Cougs First Board.

MEMORANDUM

TO: ECF EXECUTIVE COMMITTEE MEMBERS

FROM: LINDA KRESE, CHAIR BOARD OPERATIONS COMMITTEE

SUBJECT: PROPOSED REVISIONS TO ECF POLICIES B001, B002, B003, AND B004

DATE: FEBRUARY 14, 2024

CC: TOM BULL

Attached please find both a red line version and a clean version of proposed amendments to the ECF Policies B001 through B004 and a copy of the new Strategic Plan. The Board Operations Committee approved these proposed revisions for submission to the Executive Committee to consider putting on the agenda for the next ECF Board meeting. The Board Operations Committee is reviewing the entire ECF Policy Manual to see if any revisions should be considered. In order to keep this from becoming burdensome, we are breaking it into chunks. For that reason, we are only addressing Policies B001, B002, B003, and B004 at this time. We expect to finish the rest of the manual at the next two meetings of the Board.

The biggest proposed revision is the first paragraph of Policy B001 which is the ECF mission statement. We adopted a new mission statement as part of the Strategic Plan, so that language has been substituted for the prior mission statement.

Most of the remaining suggested revisions are for grammar, typos, etc. or to make our written policies more consistent with our actual practices. Other revisions reflect that we combined the Audit Committee with the Policy and Finance Committee and that the College no longer has a Vice President for Innovation and Strategic Partnerships.

If the Executive Committee approves of these revisions, we hope this can be put on the agenda for the next full board meeting in March. As stated above, we plan to have additional revisions for your consideration at the next two meetings of the Executive Committee. We then plan to review all of the policies at least biannually or more often if circumstances arise that call for review.

Thank you for your time in reviewing these proposed revisions.

Mission
The Edmonds College Foundation advances the mission of Edmonds College by engaging our community, inspiring charitable contributions, and stewarding resources to amplify student success

Strategic Lens
Diversity, Equity, and Inclusion will inform and shape all our strategic work

Core Values

Connection: We foster meaningful relationships with one another, our donors, and the College

Stewardship: We invest and safeguard the funds entrusted to us

Equity: We are committed to removing barriers to ensure everyone has what they need to succeed

Inclusion: We value and purposefully engage with people of all identities, backgrounds, and perspectives

Care: Our purpose comes from a deep sense of responsibility to others

Curiosity: We consistently seek creative ways to improve

Position
The Edmonds College Foundation is the charitable organization that supports Edmonds College. The Foundation connects the community to its College and is driven by the belief that lives and our community can be transformed through the power of education.

The Foundation is supported by a diverse group of people and organizations—individuals, companies, and foundations—all of whom value the College as a unique community asset. We are dedicated to transformational impact and give voice to our community's belief that every educational and career goal has value, and together we can contribute to the betterment, diversity, and enrichment of the community.

OBJECTIVE 1:
Cultivate a Culture of Philanthropy

OBJECTIVE 2:
Enhance Our Organizational Capacity

OBJECTIVE 3:
Elevate our Integration with the College to Optimize Profile and Impact

INDICATORS

- Increase in new donors over annually-determined benchmark
- Increase in donor retention over annually-determined benchmark

INDICATORS

- Year-over-year growth in percentage of staff time dedicated to fundraising
- Year-over-year growth of score on Board self-evaluation
- Reach full staffing, according to Staffing Plan

INDICATORS

- Growth in total funds raised over annually-determined benchmark
- Year-over-year increase in incremental funds raised by ambassadors

STRATEGIES

- Develop a sustainable approach for increasing donor giving that includes staffing, technology, and partnerships
- Create a culture of philanthropy across our community of critical stakeholders including Board members, the College, and community entities

STRATEGIES

- Strengthen and engage our Board through evaluation of Board composition, roles, and expectations and through effective recruitment, retention, and training programs
- Create and execute a staffing plan to fulfill our strategic Objectives for the next three years
- Identify and execute opportunities to reduce program load and free staff capacity for fundraising

STRATEGIES

- Engage the College President, the Board of Trustees, PLT, and Deans as ambassadors for the Foundation
- Collaborate with Marketing to identify key philanthropy and impact messaging that leverages the College and charitable giving
- Develop a College Philanthropy Toolkit that details how to talk about the College and student success
- Have a seat at the table for annual Comprehensive Planning for the College

A. Mission Statement

The Edmonds College Foundation ~~supports access, success, and excellence for students, faculty, and staff at Edmonds College~~ advances the mission of Edmonds College by engaging our community, inspiring charitable contributions, and stewarding resources to amplify student success.

B. Roles

Members of the Edmonds College Foundation Board of Directors provide guidance and insight toward the development of the Foundation's policies and operations and assist in the cultivation of resources that enable the Foundation to enhance College programs. They are committed to Edmonds College as one of the most important institutions in South Snohomish County and embrace an overall goal of promoting a standard of excellence in the delivery of resources to the College and its students. Board members are advocates for the College and serve as liaisons between the College and the community, promoting the activities of the College and Foundation.

C. Membership

1) Residence

Members may reside anywhere – within or outside of the College's service area – as long as they can meaningfully contribute to and meet expectations of board service.

2) Terms of Service and Service Dates

New members join once each year at the start of the fiscal year in July for a three-year term of service. New members commence orientation in their first month of service.

3) Membership Renewal and Leaving the Board

Prior to the end of a member's term, the member's participation will be reviewed by the Chair of the Board and the Executive Director of the Foundation. ~~Together,~~ the member, the Board Chair or the Board Chair's designee, and the Executive Director will meet to discuss the potential for renewed service or retirement from the board.

The Chair of the Board Operations Committee will conduct an exit interview with board members within 30 days of their departure from the board.

D. Responsibilities

1) Governance

Utilizing the guidance of the Edmonds College Foundation's mission, bylaws and the College-Foundation Agreement, the Board works together to provide leadership in

the Foundation's governance. Board members contribute to governance of the organization in several ways:

- a) Review and accept the mission of Edmonds College and the Edmonds College Foundation as the guiding principles of service on the Board of Directors;
- b) Apply their personal knowledge and expertise toward the advancement of the Foundation's mission and that of Edmonds College;
- c) Suggest changes to the Foundation's by-laws, policies and procedures, annual goals, operational budgets, etc., that might improve its capacity to fulfill its mission;
- d) Remain abreast of the educational needs of the community and other factors that might impact the operations of the foundation.

2) Time

- a) **Board meetings and annual retreat:** Board meetings take place five times per year, as scheduled by the Chair. The dates of the meetings shall be set by the Chair by May 31st of each year for the following fiscal year. In addition to the regular meetings of the Board, the Chair, in its discretion, may set an extended planning retreat. The Chair shall give at least three month's notice of the date of the extended planning retreat if one is set. Members are expected to attend meetings having reviewed meeting materials in advance and prepared to participate. Absence from more than two meetings per year may result in review by the Board Operations Committee.
- b) **Committee Service:** Members must serve on at least one standing committee of the Board. Committees meet five times per year. Standing committees shall meet in alternate months from the Board meetings. The exact date shall be set by the chair for each committee, but should be scheduled sufficiently in advance of Executive Committee meetings to provide reports to the Executive Committee. Members are expected to attend meetings having reviewed meeting materials in advance and prepared to participate. All members, especially first-year board members, are encouraged to serve as a reader of scholarship applications.
- c) **New Members/New Member Stewardship:** Upon joining the board, new members will be assigned a peer mentor for their first year of service to help orient them to the processes and current priorities of the Foundation. When asked to serve as mentors, existing members are asked to be proactive in their outreach to their mentee, and to make themselves available to their mentee as needed.
- d) **College and Foundation Events:** Attend College and Foundation events such as fundraisers, impact receptions, board trainings, college festivities, etc.

- e) **Community Cultivation:** Cultivate peers in the community, make introductions, and work with the Foundation staff to solicit gifts. Annually, host or assist in the development and execution of at least one impact event intended to steward existing supporters and cultivate new supporters, or foster board teamwork. Assist in the recruitment of new board members.

3) Give and Get

The Edmonds College Foundation relies on Bboard members as a cornerstone of its financial strength and sustainability. The Foundation should be one of each Bboard members' top charitable commitments. Each member's annual giving and participation in special fundraising campaigns should reflect this commitment. In addition to providing stability to the organization's finances, members' example in this area makes it more likely that other donors and grant makers will also support the Foundation.

Board Members are expected to make an annual unrestricted gift that meaningfully reflects their commitment to the college and their capacity to give. The member, working together with the Foundation's staff and Development Committee, will develop a plan for achieving their annual fundraising goal which can include their personal gift as well cultivating and obtaining gifts from others.

E. Board and Committee Leadership

The bBoard is led by officers (Chair, Vice Chair, Secretary, and Treasurer) whose terms of service, roles and duties are outlined in the Foundation's bylaws. At the end of the Board Chair's two-year term of service, it is the expectation that the Vice Chair assumes the role of Cchair for a new two-year term of service.

The standing committees, as outlined in the bylaws, include:

<ul style="list-style-type: none"> ● Audit and Policy ● Board Operations ● Development 	<ul style="list-style-type: none"> ● Executive ● Finance, <u>Audit and Policy</u> ● Program
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Each standing committee is led by a Chair and a Vice Chair. The selection of committee Chairs and Vice Chairs is at the discretion of the Chair and the Vice Chair of the Board as outlined in the Foundation's bylaws. Either the Chair or Vice Chair of each committee should be willing to serve as an officer of the Board if asked. Committee Chairs and the Vice Chair positions will be reviewed every year.

The Executive Committee is comprised of the officers of the Board, the immediate past Board Chair, and the Chairs of the standing committees as outlined in the bylaws (committee Vice Chairs are encouraged to also attend Executive Committee meetings). The Chair of the Board chairs the Executive Committee and shall establish the meeting schedule for the Executive Committee which shall meet at least five times per year.

All committee meetings are open to all members of the Board.

F.
F. Expectations

Board members can expect to devote a minimum of four hours per month to Foundation activities. Members who step into leadership roles at the officer, committee, sub-committee, or ad-hoc committee level can expect to spend additional time managing Foundation business.

Members can also expect to experience the joy of philanthropy and the reward of making a positive contribution to the continued success and growth of Edmonds College, and to the many students who benefit from the Foundation's support.

G. Biannual Review

This policy will be reviewed biannually by the Board Operations Committee

H. Adoption

This policy was approved by the Board of Directors on ~~TBD~~ _____ and supersedes the policy previously approved on May 9th, 2023.

~~Libby Lewis~~ Jennifer Myers
Secretary
Edmonds College Foundation Board of Directors

A. Mission Statement

The Edmonds College Foundation advances the mission of Edmonds College by engaging our community, inspiring charitable contributions, and stewarding resources to amplify student success.

B. Roles

Members of the Edmonds College Foundation Board of Directors provide guidance and insight toward the development of the Foundation's policies and operations and assist in the cultivation of resources that enable the Foundation to enhance College programs. They are committed to Edmonds College as one of the most important institutions in South Snohomish County and embrace an overall goal of promoting a standard of excellence in the delivery of resources to the College and its students. Board members are advocates for the College and serve as liaisons between the College and the community, promoting the activities of the College and Foundation.

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- a) Review and accept the mission of Edmonds College and the Edmonds College Foundation as the guiding principles of service on the Board of Directors;
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The Board is led by officers (Chair, Vice Chair, Secretary and Treasurer) whose terms of service, roles and duties are outlined in the Foundation's bylaws. At the end of the Board Chair's two-year term of service, it is the expectation that the Vice Chair assumes the role of Chair for a new two-year term of service.

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--	---

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All committee meetings are open to all members of the Board.

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Board members can expect to devote a minimum of four hours per month to Foundation activities. Members who step into leadership roles at the officer, committee, sub-committee,

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Members can also expect to experience the joy of philanthropy and the reward of making a positive contribution to the continued success and growth of Edmonds College, and to the many students who benefit from the Foundation's support.

G. Biannual Review

This policy will be reviewed biannually by the Board Operations Committee

H. Adoption

This policy was approved by the Board of Directors on _____ and supersedes the policy previously approved on May 9th, 2023.

Jennifer Myers
Secretary
Edmonds College Foundation Board of Directors

A. Introduction

Unethical, immoral, and illegal actions or the appearance of unethical, immoral or illegal actions will not be tolerated under any circumstances. The policies and reputation of the Edmonds College Foundation depend to a large extent on the commitment and compliance by all Foundation board members and employees with the following considerations.

B. Ethical Practices

Each board member and employee must apply their own sense of personal ethics, which should extend beyond compliance with applicable laws and regulations in business situations, to govern behavior where no existing regulation provides a guideline. It is each board member and employee's responsibility to apply common sense in business decisions where specific rules do not provide answers or guidance.

In determining whether a contemplated actions is in compliance with this standard ~~in~~ specific situations, board members and employees should ask themselves the following questions:

- 1) Is my action legal?
- 2) Is my action ethical?
- 3) Does my action comply with Foundation policy?
- 4) Am I sure my action does not appear inappropriate?
- 5) Am I sure that I would not be embarrassed or compromised if my action became known within the Foundation or publicly?
- 6) Am I sure that my action meets my personal code of ethics and behavior?
- 7) Would I feel comfortable defending my actions in the press?

Each board member and employee should be able to answer "yes" to all these questions before taking action.

The Executive Committee is responsible for the activities of the Board of Directors. The Executive Director is responsible for the activities of the staff. Board members and management must weigh carefully all courses of action suggested in ethical as well as economic terms, and base their final decisions on the guidelines provided by this policy as well as their personal sense of right and wrong.

C. Compliance with Laws, Regulations, and Organization Policies

Edmonds College Foundation does not tolerate the willful or knowing violation of any ~~f~~Federal, state, or local law by a board member or employee. The Foundation does not tolerate the disregard or circumvention of Edmonds College Foundation policies or involvement in unscrupulous dealings. Board members and employees should not attempt to accomplish by indirect means, through agents or intermediaries, that which is directly forbidden.

Compliance with the provisions of this policy is one of the standards by which the performance of directors and employees will be measured.

D. Biannual Review

This policy will be reviewed biannually by the Board Operations Committee

D. E. Adoption

This policy was approved by the Board of Directors on ~~TBD~~JANUARY 14, 2022 and supersedes the previous policy approved on ~~May 14th, 2019~~ JANUARY 14, 2022.

Libby LewisJennifer Myers

Secretary

Edmonds College Foundation Board of Directors

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D. Biannual Review

This policy will be reviewed biannually by the Board Operations Committee.

E. Adoption

This policy was approved by the Board of Directors on _____ and supersedes the previous policy approved on JANUARY 14, 2022.

Jennifer Myers
Secretary
Edmonds College Foundation Board of Directors

Policy #: B003

CONFLICTS OF INTEREST

BOD APPROVED:
TBD JANUARY 14, 2022

A. Introduction

In the course of business and decision-making, situations may arise in which an Edmonds College Foundation board member or employee has a conflict of interest, or in which the process of making a decision may create ~~thean~~ appearance of a conflict of interest.

All board members and employees have an obligation to:

- 1) Avoid conflicts of interest, or the appearance of conflicts, between their personal interests and those of the Foundation;
- 2) Disclose any real, apparent, or potential conflicts of interest to the Board Chair or Vice Chair, and
- 3) Refrain from participation in any decisions or matters that involve a conflict of interest or the appearance of a conflict.

B. What Constitutes a Conflict of Interest

A conflict of interest arises when a board member or employee involved in making a decision is in the position to benefit, directly or indirectly, from their dealings with the Foundation or person or entity conducting business with the Foundation.

Examples of conflicts of interest include, but are not limited to, situations in which a board member or employee of the Foundation:

- 1) Negotiates or approves a contract, purchase, or lease on behalf of the Foundation and has direct or indirect interest in, or receives personal benefit from, the Foundation or individual providing the goods or services;
- 2) Employs or approves the employment of, on behalf of the Foundation, a person who is an immediate family member of the director or employee;
- 3) Uses the Foundation's facilities, other assets, employees, or other resources for personal gain; and
- 4) Receives a substantial gift from a vendor, if the board member or employee is responsible for initiating or approving purchases from that vendor.

Interests are considered reportable as a possible conflict under this policy if they exceed one-percent of the ownership interest or profits ~~of interests in~~ a business or partnership. Indirect interests include those interests held by any relative or entity in which a board member or employee has any financial interest or expectancy.

C. Disclosure Requirements

The first step in addressing conflicts of interest is disclosure. A board member or employee who believes ~~that~~ they may be perceived as having a conflict of interest in a discussion or decision must immediately disclose that conflict to the Chair or Vice Chair. Most concerns about conflicts of interest may be resolved and appropriately addressed through prompt and complete disclosure.

In furtherance of that objective, the Foundation has adopted the following requirements:

- 1) On an annual basis, all board members and employees shall make a written disclosure to the Executive Director and the Chair of the Finance, Audit and Policy Committee of all potential or actual conflicts on the Conflict of Interest Disclosure Statement (see Policy B004);
- 2) Prior to the preparation of the disclosure statements, the ~~accounting department~~ Executive Director shall distribute to the persons identified in the preceding step a list of all vendors with whom the Foundation has transacted business at any time during the preceding year, along with a copy of the disclosure statement;
- 3) The Executive Director shall review all forms completed by employees, and the Finance, Audit and Policy Committee shall review all forms completed by board members and the Executive Director and determine appropriate resolution in accordance with the next section of this policy.

D. Resolution of Conflicts of Interest

All real, apparent, or potential conflicts of interest shall be disclosed to the Finance, Audit and Policy Committee and the Executive Director of the Foundation.

The Finance, Audit and Policy Committee shall be responsible for making all decisions concerning resolutions of conflicts involving board members and the Executive Director. Should the conflict involve a member of the Finance, Audit and Policy Committee other than the Chair of the Finance, Audit and Policy Committee, the Chair shall be responsible for making all decisions concerning resolutions of conflicts involving the Finance, Audit and Policy Committee member. Should the conflict involve the Chair of the Finance, Audit and Policy Committee, the Chair of the Board shall be responsible for making all decisions concerning resolutions of the conflict.

Because Foundation staff, including the Executive Director, are employed by Edmonds College, the Finance, Audit and Policy Committee and Executive Director must notify the Human Resources Department of the College immediately regarding conflicts involving employees. Resolution ~~will may then~~ be conducted exclusively by the College; with input

~~from the Foundation provided by the Board Chair or designee, in conjunction with the Foundation; or the Foundation may be asked to follow all policy and regulations as outlined in College Policy C6.3.104 "Conflict of Ethical Conduct".~~

A board member or employee may appeal a determination that an actual, apparent, or potential conflict of interest exists. The appeal must be directed to the Chair of the Board. Appeals must be made within 30 days of the initial determination. Resolution of the appeal shall be made by majority vote of the full Board of Directors. Board members who are the subject of the appeal, or who have a conflict of interest with respect to the subject of the appeal, shall abstain from participating in discussing or voting on the resolution, unless their discussion is requested by the remaining members of the board.

E. Violations of This Policy

Given the importance of resolving conflicts of interest, violations of this policy, including failure to disclose conflicts of interest, may result in termination of a board member. Violations by the Executive Director or an employee will be reported to the ~~VP of Innovation and Strategic Partnerships for Edmonds College~~ President or designee.

F. Disciplinary Action

Failure to comply with the standards contained in this policy ~~may~~ will result in disciplinary action that may include; reprimand, suspension, termination, referral for criminal prosecution, and/or reimbursement to the Foundation or ~~other injured party to the government~~, for any loss or damage resulting from the violation. As with all matters involving disciplinary action, principles of fairness will apply. Any employee charged with a violation of this policy will be afforded an opportunity to explain their actions before disciplinary action is taken.

Disciplinary action will be taken:

- 1) Against any board member or employee who authorizes or participates directly in actions that are a violation of this policy;
- 2) Against any board member or employee who has deliberately failed to report a violation or deliberately withheld relevant and material information concerning a violation of this policy; and;
- 3) Against any board member, or employee who attempts to retaliate, directly or indirectly, or encourages others to do so, against any board member or employee who reports a violation of this policy.

G. Biannual review

This policy will be reviewed biannually by the Board Operations Committee.

G. H. Adoption

This policy was approved by the Board of Directors on ~~TBD~~JANUARY 14, 2022 and supersedes the previous policy approved on ~~May 14th, 2019~~ JANUARY 14, 2022.

~~Libby Lewis~~Jennifer Myers
Secretary
Edmonds College Foundation Board of Directors

A. Introduction

In the course of business and decision-making, situations may arise in which an Edmonds College Foundation board member or employee has a conflict of interest or in which the process of making a decision may create the appearance of a conflict of interest.

All board members and employees have an obligation to:

- 1) Avoid conflicts of interest, or the appearance of conflicts, between their personal interests and those of the Foundation;
- 2) Disclose any real, apparent, or potential conflicts of interest to the Board Chair or Vice Chair; and
- 3) Refrain from participation in any decisions or matters that involve a conflict of interest or the appearance of a conflict.

B. What Constitutes a Conflict of Interest

A conflict of interest arises when a board member or employee involved in making a decision is in the position to benefit, directly or indirectly, from their dealings with the Foundation or person or entity conducting business with the Foundation.

Examples of conflicts of interest include, but are not limited to, situations in which a board member or employee of the Foundation:

- 1) Negotiates or approves a contract, purchase or lease on behalf of the Foundation and has direct or indirect interest in, or receives personal benefit from, the Foundation or individual providing the goods or services;
- 2) Employs or approves the employment of, on behalf of the Foundation, a person who is an immediate family member of the director or employee;
- 3) Uses the Foundation's facilities, other assets, employees, or other resources for personal gain; and
- 4) Receives a substantial gift from a vendor, if the board member or employee is responsible for initiating or approving purchases from that vendor.

Interests are considered reportable as a possible conflict under this policy if they exceed one-percent of the ownership interest or profits of a business or partnership. Indirect

interests include those interests held by any relative or entity in which a board member or employee has any financial interest or expectancy.

C. Disclosure Requirements

The first step in addressing conflicts of interest is disclosure. A board member or employee who believes they may be perceived as having a conflict of interest in a discussion or decision must immediately disclose that conflict to the Chair or Vice Chair. Most concerns about conflicts of interest may be resolved and appropriately addressed through prompt and complete disclosure.

In furtherance of that objective, the Foundation has adopted the following requirements:

- 1) On an annual basis, all board members and employees shall make a written disclosure to the Executive Director and the Chair of the Finance, Audit and Policy Committee of all potential or actual conflicts on the Conflict of Interest Disclosure Statement (see Policy B004);
- 2) Prior to the preparation of the disclosure statements, the Executive Director shall distribute to the persons identified in the preceding step a list of all vendors with whom the Foundation has transacted business at any time during the preceding year, along with a copy of the disclosure statement;
- 3) The Executive Director shall review all forms completed by employees and the Finance, Audit and Policy Committee shall review all forms completed by board members and the Executive Director and determine appropriate resolution in accordance with the next section of this policy.

D. Resolution of Conflicts of Interest

All real, apparent, or potential conflicts of interest shall be disclosed to the Finance, Audit and Policy Committee and the Executive Director of the Foundation.

The Finance, Audit and Policy Committee shall be responsible for making all decisions concerning resolutions of conflicts involving board members and the Executive Director. Should the conflict involve a member of the Finance, Audit and Policy Committee other than the Chair of the Finance, Audit and Policy Committee, the Chair shall be responsible for making all decisions concerning resolutions of conflicts involving the Finance, Audit and Policy Committee member. Should the conflict involve the Chair of the Finance, Audit and Policy Committee, the Chair of the Board shall be responsible for making all decisions concerning resolutions of the conflict.

Because Foundation staff, including the Executive Director, are employed by Edmonds College, the Finance, Audit and Policy Committee and Executive Director must notify the Human Resources Department of the College immediately regarding conflicts involving employees. Resolution will be conducted by the College; with input from the Foundation provided by the Board Chair or designee.

A board member or employee may appeal a determination that an actual, apparent, or potential conflict of interest exists. The appeal must be directed to the Chair of the Board. Appeals must be made within 30 days of the initial determination. Resolution of the appeal shall be made by majority vote of the full Board of Directors. Board members who are the subject of the appeal, or who have a conflict of interest with respect to the subject of the appeal, shall abstain from participating in discussing or voting on the resolution, unless their discussion is requested by the remaining members of the board.

E. Violations of This Policy

Given the importance of resolving conflicts of interest, violations of this policy, including failure to disclose conflicts of interest, may result in termination of a board member. Violations by the Executive Director or an employee will be reported to the President or designee.

F. Disciplinary Action

Failure to comply with the standards contained in this policy may result in disciplinary action that may include: reprimand, suspension, termination, referral for criminal prosecution and/or reimbursement to the Foundation or other injured party for any loss or damage resulting from the violation. As with all matters involving disciplinary action, principles of fairness will apply. Any employee charged with a violation of this policy will be afforded an opportunity to explain their actions before disciplinary action is taken.

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- 1) Against any board member or employee who authorizes or participates directly in actions that are a violation of this policy;
- 2) Against any board member or employee who has deliberately failed to report a violation or deliberately withheld relevant and material information concerning a violation of this policy; and
- 3) Against any board member, or employee who attempts to retaliate, directly or indirectly, or encourages others to do so, against any board member or employee who reports a violation of this policy.

G. Biannual review

This policy will be reviewed biannually by the Board Operations Committee.

H. Adoption

This policy was approved by the Board of Directors on _____ and
supersedes the previous policy approved on JANUARY 14, 2022.

Jennifer Myers
Secretary
Edmonds College Foundation Board of Directors

Policy #: B004

CONFLICTS OF INTEREST DISCLOSURE STATEMENT

BOD APPROVED:
~~TBD~~ JANUARY 14, 2022

CONFLICT OF INTEREST DISCLOSURE STATEMENT

It is the policy of Edmonds College Foundation that no member of the Board of Directors or staff shall, in the course of business; create a real, apparent or potential conflict of interest. A copy of the policy and a list of the Foundation's vendors and contractors have been provided to assist you in completing this disclosure statement.

No member of the Edmonds College Foundation Board of Directors or staff shall derive any personal profit or gain, directly or indirectly, by reason of their participation with the Foundation. Each individual shall disclose to the Foundation any personal interest which he or she may have in any matter pending before the Foundation and shall refrain from participation in any decision on such matter.

At this time, I am a member of the Board of Directors or an employee of the following organizations:

~~Now this is to certify that I~~ certify, except as described below, that I am not now and have not been or at any time during the past year ~~have been~~:

- A. A participant, directly, or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier or other party; doing business with Edmonds College Foundation which has resulted or could result in personal benefit to me.

- B. A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the Edmonds College Foundation.

Any exceptions ~~of to~~ A1 or B2 above are stated below with a full description of the transactions and the interest, whether direct or indirect, which I have (or have had during the past year) with the persons or organizations having transactions with Edmonds College Foundation.

Signed at
(city and state):

Date:

Print Name

Signature

Date Signed

Policy #: B004

CONFLICTS OF INTEREST DISCLOSURE STATEMENT

BOD APPROVED: TBD

CONFLICT OF INTEREST DISCLOSURE STATEMENT

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No member of the Edmonds College Foundation Board of Directors or staff shall derive any personal profit or gain, directly or indirectly, by reason of their participation with the Foundation. Each individual shall disclose to the Foundation any personal interest which he or she may have in any matter pending before the Foundation and shall refrain from participation in any decision on such matter.

At this time, I am a member of the Board of Directors or an employee of the following organizations:

I certify, except as described below, that I am not now and have not been at any time during the past year:

- A. A participant, directly, or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier or other party doing business with Edmonds College Foundation which has resulted or could result in personal benefit to me.

- B. A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the Edmonds College Foundation.

Any exceptions to A or B above are stated below with a full description of the transactions and the interest, whether direct or indirect, which I have (or have had during the past year) with the persons or organizations having transactions with Edmonds College Foundation.

Signed at

(City and State)

Print Name

Date

Signature