



EDMONDS COLLEGE FOUNDATION

BOARD OF DIRECTORS MEETING AGENDA

Monday October 7, 2024 | 4:30 - 6:00 PM

Hazel Miller Hall - Room 209

Time	Item	Lead	Attachment	Action
4:30	I. Call to Order	<i>Brian Donaldson</i>	N/A	N/A
4:30	II. Welcome and Introduction <ul style="list-style-type: none">a. New Board membersb. Board of Trustees - Adrienne Wagnerc. Fortive - Bernard Morrisd. Student Government	<i>Brian Donaldson</i>	Attachment	Information
4:35	III. Guest Speaker: Kristi Lagrutta Workforce Development & Training Analyzing Labor Market Data to Stay Relevant	<i>Brian Donaldson</i>	N/A	Information
4:50	IV. Consent Agenda	<i>Brian Donaldson</i>	Minutes Policies	Approval
4:55	V. Executive Director Report	<i>Tom Bull</i>	N/A	Information & Updates
5:05	VI. Program Committee	<i>Nicole Galipeau & Tom Bull</i>	N/A	Information & Updates
5:15	VII. Development Committee	<i>Sherri Anderson & Tom Peterson</i>	N/A	Information & Updates
5:25	VIII. Inspire Committee	<i>Sherri Anderson, Tom Bull, Sasha Rubashka</i>	N/A	Information & Updates
5:35	IX. Finance Committee	<i>Jeff King & Ryan Davis</i>	Management Report	Information & Updates
5:45	X. Board Operations Committee	<i>Abraham Mathew & Tom Bull</i>	Policies & Orientation	Information & Updates
6:00	XI. Adjourn	<i>Brian Donaldson</i>	N/A	N/A



EDMONDS COLLEGE FOUNDATION

New Member's Brief Bio

Sashank Kalokhe—Sashank comes highly recommended by current board member Abraham Matthews who has known Sashank for over 15 years. Sashank was educated in India and the United States and has held high level positions in Premier Blue Cross and Kaiser Permanente among other positions. He has management and business experience that will be valuable to our board. In addition, he has board experience as a volunteer with an organization serving patients transitioning to post-hospital care. He is also passionately supportive of educational access for everyone and recognizes the value of education in social advancement and fostering a holistic worldview.

John Pribble—John is highly recommended for our board by current board member Steve Carter. John has extensive management experience in pharmaceuticals and clinical drug development. He has experience as a volunteer with several organizations including youth sports, church, school, community and service.

Oliver Whitehead—Oliver comes to us by way of Brian Donaldson and is highly recommended by him for membership on our board. Oliver is the COO of Prime Electric. In addition to extensive business experience, Oliver serves on several boards, including University of Washington Construction Industry Advisory Council and Puget Sound Electrical Apprenticeship and Training Committee.

Megan Wood—Was referred to us and highly recommended by Mike Meeks. Megan is a long-time resident of Edmonds and involved with the community through her employment at Harbor Square Athletic Club, Holy Rosary Church, and St. Luke's School. She has experience as a volunteer for the Edmonds Arts Festival and on the procurement committees for Holy Rosary and the Edmonds Center for the Arts. She is also a member of the Cougs First Board which is a business network for WSU alums and friends.



Adrienne Wagner

Appointment term: October 2, 2023 - September 30, 2028

Edmonds College Board of Trustees

Career Notes:

Adrienne Wagner is the Executive Director of Leadership Launch, and is also a leadership and executive coach for established and rising leaders on their personal and professional development, change management, inclusive leadership practices, and combating burnout and career fatigue. She is passionate about helping clients achieve sustainability in careers that align with their values and strengths.

Prior to launching her own coaching practice and consulting business, Adrienne was a Regional Vice President of Quality and Patient Safety for Optum Pacific Northwest (The Everett Clinic and The Polyclinic). In addition to nearly two decades of leadership and management experience, she has served on boards of directors for America's Physician Groups, and Leadership Snohomish County. She has been a fellow of the American College of Healthcare Executives since 2011 and was a Thomas Dolan Executive Diversity Scholar in 2021.

Education:

Adrienne acquired her training as a leadership and executive coach at Teleos Leadership Institute and is an Associate Certified Coach through the International Coaching Federation (ICF). She holds a Bachelor of Arts in Philosophy and Classical Civilizations as well as a Master of Health Services Administration degree from the University of Michigan.



Bernard Morris

Bernard Morris is currently serving as the VP of Commercial Growth, at Fortive Corp in Everett, WA. In this role, Bernard supports the Fortive OpCos in accelerating and increasing their commercial success using the Fortive Business System (FBS). Bernard helps transform the commercial practices and organizations of the OpCos to accelerate organic growth and partners with OpCo Presidents and commercial leaders to set the FBS agenda and focus areas to drive the deployment of best practices.

Bernard has more than 20 years of experience in sales and customer service, with experience in hardware and software sales, capital, and subscription services, and selling into various segments including Industrial, Government, Power, Test & Measurement, and Healthcare. Bernard has a proven track record of consistently delivering strong growth under budget. He has demonstrated an ability to build and develop high-performing worldwide sales teams and have experience with direct and distribution go-to-market sales strategies across the Americas, Europe, and Asia.

Bernard's qualifications include a degree in Electrical/Electronic Engineering from Dunstable College of Further Education in Dunstable, England.

**Edmonds College Foundation
Board Meeting Minutes
Date: May 14, 2024
Time: 4:30 PM – 6:00 PM
Location: Gateway Hall
Facilitator: Bob Terwilliger, Board Chair**

Present: Abraham Mathew; Steve Carter; Steve Pennington; Jennifer Myers; Maria Montalvo; Nicole Galipeau; Bob Terwilliger; Sherri Anderson; Brian Donaldson; Whitney Rivera; Jeff King; Libby Lewis; Linda Krese; Mike Meeks

Absent: Doug Fair; Kirsten Paust; Mel Sheldon

Staff: Tom Bull; Ryan Davis; Mary McLaughlin; Tom Peterson

1. Call to Order & Review of Agenda (4:30 PM)

Lead: Bob Terwilliger

Bob Terwilliger called the meeting to order at 4:30 PM and reviewed the agenda with the board. There were no changes to the agenda.

Action: None

2. Mission Moment (4:31 PM)

Lead: Bob Terwilliger

Bob Terwilliger shared a brief mission moment, highlighting recent achievements that align with the organization's mission.

Action: Information only

3. Consent Agenda (4:45 PM)

Lead: Bob Terwilliger

The consent agenda included:

- Approval of Board Meeting minutes
- Slate of Officers
- Policies Document
- List of new Board Prospects (Megan Wood; Shashank Kalokhe; John Pribble; Oliver Whitehead)

Attachments: Minutes, Slate of Officers, Policies Document, List of New Board Members

Action:

- Motion to approve the consent agenda was made and seconded.
- **Result:** The consent agenda was unanimously approved.

4. Finance & Audit Committee (4:50 PM)

Lead: Jeff King & Ryan Davis

Jeff King and Ryan Davis presented:

- Audit Report
- Finance & Management Report
- Investment Management/RFP Update
- Budget Discussion

Attachments: Management Report, Meeting Notes

Action:

- The Audit Report and Finance & Management Report were reviewed and approved.
- Budget discussion was held, and the board approved moving forward with the proposed budget for the next fiscal year.

5. Program Update (5:10 PM)

Lead: Nicole Galipeau & Tom Bull

Nicole Galipeau and Tom Bull provided updates on:

- Impactful Grant Program
- Scholarship Program

Attachments: Meeting Notes

Action: Information and discussion. No action required.

6. Development Committee (5:20 PM)

Lead: Brian Donaldson & Tom Peterson

Brian Donaldson and Tom Peterson discussed:

- YTD Fundraising Results
- Plan for Next Fiscal Year

Attachments: Meeting Notes

Action: Information and discussion. Change in the current year Fiscal Year End goal was updated and approved. Fiscal year goals for 24/25 approved.

7. Inspire Event (5:30 PM)

Lead: Sherri Anderson, Mary McLaughlin, & Tom Bull
Updates were provided on the current results of the Inspire event.

Action: Information and discussion. No action required.

8. Board Operations (5:40 PM)

Lead: Linda Krese, Abraham Mathew, & Tom Bull
Discussion covered:

- Updating Bylaws and Policies
- New Membership Recruitment

Attachments: Bylaw Changes, Meeting Notes

Action: Information and discussion. No action required.

9. Executive Director Update (5:50 PM)

Lead: Tom Bull
Tom Bull provided updates on:

- Board Meeting Dates for the new fiscal year
- Committee Reports
- Rosters
- Board Reunion

Action: Information and updates. No action required.

10. Adjournment (6:00 PM)

Lead: Bob Terwilliger
The meeting was adjourned at 6:00 PM.

MEMORANDUM

TO: ECF BOARD MEMBERS

FROM: LINDA KRESE, CHAIR BOARD OPERATIONS COMMITTEE

SUBJECT: PROPOSED REVISIONS TO ECF POLICIES E001, E002, AND E003

DATE: SEPTEMBER 23, 2024

CC: TOM BULL, SASHA RUBASHKA

Attached please find both a red line version and a clean version of proposed amendments to the ECF Policies E001 through E003. This is part of our continuing goal of reviewing the Foundations Bylaws and Policies. These proposed revisions were approved by the Board Operations Committee at its September 17th meeting and the Executive Committee at its September 23rd meeting.

The name of the Audit and Policy Committee has been updated to Finance, Audit and Policy Committee because those committees were previously combined into one by the Foundation Board. Most of the remaining suggested revisions are for grammar, typos, etc. or to make our written policies more consistent with our actual practices. If the Board Operations Committee approves these revisions, I will forward them to the Executive Committee for consideration at its next meeting.

Thank you for your time in reviewing these proposed revisions.

Policy #: E001

CONFIDENTIALITY POLICY FORM

BOD APPROVED:
TBD JANUARY 14, 2022

CONFIDENTIALITY POLICY FORM

It is the policy of the Foundation that volunteers and employees of the Foundation may not disclose, divulge, or make accessible confidential information belonging to or obtained through their affiliation with the Foundation, to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom the Foundation has authorized disclosure. Confidential information includes personal identifying information such as names, addresses, student academic records and donation amounts.

Volunteers and employees shall use confidential information solely for the purpose of performing services as a volunteer or employee for the Foundation. This includes, but is not limited to, information concerning donors to the Foundation and students applying for Foundation scholarships.

Each volunteer and employee shall sign a Confidentiality Statement as set forth below.

This policy is not intended to prevent disclosure where disclosure is required by law.

Confidentiality Statement:

I understand that in the course of my activities with the Edmonds College Foundation, I may have access to documents, data or other information that may be of a personal or private nature. Further, I understand that such information is to be considered confidential whether or not it is labeled or identified as "confidential". I acknowledge that the confidentiality of such information is to be scrupulously protected.

I hereby acknowledge and will abide by the above confidentiality statement.

Print Name

Signature

Date Signed

This policy was approved by the Board of Directors at their regular meeting on **TBD JANUARY 14, 2022 and supersedes the previous policy approved on January 14, 2022.**

Jennifer Myers
Secretary
Edmonds College Foundation Board of Directors

Policy #: E002

SUSPECTED MISCONDUCT

BOD APPROVED:
JANUARY 14, 2022TBD

A. Introduction

The purpose of this document is to communicate the policy of Edmonds College Foundation regarding actions to be taken with respect to suspected misconduct committed, encountered, or observed by board members, employees and volunteers of ~~Edmonds College~~the Foundation.

Like all organizations, ~~Edmonds College~~the Foundation faces risks associated with fraud, abuse, and other forms of misconduct. The impact of misconduct may include, but not be limited to:

- 1) Financial losses and liabilities
- 2) Loss of current and future revenue and donors
- 3) Negative publicity and damage to the Foundation's good public image
- 4) Loss of employees and difficulty in attracting new personnel
- 5) Deterioration of employee morale
- 6) Harm to the Foundation's relationships with donors, vendors, bankers, and sub-contractors
- 7) Litigation and related costs of inventions, etc.

The Foundation is committed to establishing and maintaining a work environment of the highest ethical standards. Achievement of this goal requires the cooperation and assistance of every board member, employee, and volunteer, at all levels of the Foundation.

B. Definitions

For the purpose of this policy, misconduct includes, but is not limited to:

- 1) Actions that violate the Foundation's Code of Conduct or other accounting and financial policies.
- 2) Fraud, as defined to include, but not be limited to:

- e) Theft, embezzlement, or other misappropriation of assets (including assets of or intended for the Organization ~~Foundation~~, as well as those of our customers, subcontractors, vendors, contractors, suppliers, and others with whom the ~~Organization Foundation~~ has a business relationship).
 - f) Intentional misstatements in the ~~Organization Foundation~~'s records, including intentional misstatements of accounting records or financial statements.
 - g) Authorizing or receiving payment for goods not received or services not performed.
 - h) Authorizing or receiving payments for hours not worked.
 - i) Forgery or alteration of documents, including but not limited to checks, time sheets, contacts, purchase orders, and receiving reports.
- 3) Forgery or alteration of checks, bank drafts, documents or other records (including electronic records).
 - 4) Destruction, alteration, mutilation, or concealment of any document or record with the intent to obstruct or influence an investigation, or in relation to or contemplation of any such investigation, carried out by a department or agency of the ~~f~~Federal government or by representatives of the Foundation in connection with this policy.
 - 5) Disclosure to any external party of proprietary information or confidential personal information obtained in connection with service to or employment by the Foundation.
 - 6) Unauthorized personal or other inappropriate (non-business) use of the Foundation's equipment, assets, services, personnel or other resources.
 - 7) Acts that violate federal, state, or local laws.
 - 8) Accepting or seeking anything of material value from contractors, vendors or persons providing goods or services to ~~Edmonds College the~~ Foundation. Exception: gifts less than \$75.
 - 9) Impropriety ~~of in~~ the handling or reporting of money ~~or f~~ financial transactions.
 - ~~10) Failure to report known instances of misconduct in accordance with the reporting responsibilities described herein.~~

It is the policy of Edmonds College Foundation to prohibit each of the preceding acts of misconduct on the part of ~~the~~ Foundation's board members, employees, volunteers and others responsible for carrying out the Foundation's activities.

C. Reporting Responsibilities

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It is the responsibility of every board member, employee, officer, and volunteer to immediately report suspected misconduct to the Executive Director, Finance Director, Chair of the Finance, Audit and Policy Committee, or Chair of the Board of Directors.

Any individual receiving a report of suspected misconduct, must immediately report such acts to the Chair of the Finance, Audit and Policy Committee or the Chair of the Board of Directors.

D. Whistleblower Protection

Any reprisal against a reporting individual because of that individual, in good faith, reporting a suspected act of misconduct in accordance with this policy, or providing to a law enforcement officer any truthful information relating to the commission or possible commission of a federal offense, is prohibited and will, in turn, be considered an act of misconduct subject to the disciplinary procedures described herein.

E. Investigative Responsibilities

Proper handling of allegations is imperative. Due to the sensitive nature of suspected misconduct, employees should not, under any circumstances, perform any investigative procedures.

The Finance, Audit and Policy Committee and the Foundation Executive Director have the primary responsibility for investigating suspected misconduct involving employees below the Executive Director. Because Foundation staff, including the Executive Director, are legally employed by Edmonds College, the Finance, Audit and Policy Committee and Executive Director must notify the Human Resources Department of the College immediately to coordinate this investigation. The investigation may then be conducted exclusively by the College; in conjunction with the Foundation; or the Foundation may be asked to follow all policies and regulations as outlined in College Policy C6.3.107 "Procedures for Reporting State Employee Misconduct" as established by the State Employee Whistleblower Act under RCW Code 42.40.

The Finance, Audit and Policy Committee has the primary responsibility for investigating suspected misconduct involving the Executive Director and board members.

Investigation into suspected misconduct will be performed without regard to the suspected individual's position, length of service, or relationship with the Foundation.

In fulfilling its investigative responsibilities, the Finance, Audit and Policy Committee shall have the authority to seek the advice and/or contract for the services of outside firms, including but not limited to law firms, CPA firms, forensic accountants and investigators, etc.

Properly designated members of the investigative team (as authorized by the Finance, Audit and Policy Committee) shall have free and unrestricted access to all Foundation's records and premises, whether owned or rented, at all times. They shall also have the authority to examine, copy and remove all or any portion of the contents (in paper or electronic form) of filing cabinets, storage facilities, desks, credenzas and computers without prior knowledge or consent of any individual who might use or have custody of

any such items or facilities when it is within the scope of an investigation into suspected misconduct or related follow-up procedures.

Neither the existence nor the status or results of investigations into suspected misconduct shall be disclosed or discussed with any individual other than those who the Finance, Audit and Policy Committee determines to have a legitimate need to know in order to perform their duties and fulfill their responsibilities effectively.

F. Protection of Records – Federal Matters

It is ~~the Edmonds College~~ Foundation's policy to prohibit the knowing destruction, alteration, mutilation, or concealment of any record, document, or tangible object with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States government, or in relation to or contemplation of any such matter or case.

Violations of this policy will be considered violations of the Foundation's Code of Conduct and subject to the investigative, reporting, and disclosure procedures described earlier in this Policy on ~~s~~Suspected ~~m~~Misconduct.

G. Disciplinary Action

Based on the results of investigations into allegations of misconduct, disciplinary action may be taken against violators. Disciplinary action shall be coordinated with appropriate representatives from the Edmonds College Human Resources Department for employee misconduct. The Finance, Audit and Policy Committee and Executive Committee of the Board of Directors will coordinate disciplinary action for members of the Board of Directors.

The seriousness of misconduct will be considered in determining appropriate disciplinary action, which may include:

- 1) Reprimand
- 2) Probation
- 3) Suspension
- 4) Demotion
- 5) Termination
- 6) Reimbursement of losses or damages
- 7) Referral for criminal prosecution or civil action

This listing of possible disciplinary actions is for informational purposes only and does not bind the Foundation to follow any particular policy or procedure.

H. Confidentiality

All information received regarding suspected misconduct is to be kept confidential. Any director or employee who suspects dishonest or fraudulent activity will notify the Executive Director or the Finance, Audit and Policy Committee Chair immediately and should not attempt to personally conduct investigations or interviews/interrogations

related to any suspected fraudulent act.

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is underway. Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect ~~the Edmonds College~~ Foundation from potential civil liability.

A board member, employee or volunteer who discovers or suspects fraudulent activity may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual(s), their attorney or representative(s), or any other inquirer should be directed to the Finance, Audit and Policy Committee or legal counsel. No information concerning the status of an investigation will be given out. The proper response to any inquiry is "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation", "the crime", "the fraud", "the forgery", "the misappropriation", or any other specific reference.

The reporting individual should be informed of the following:

- 1) Do not contact the suspected individual in an effort to determine facts or demand restitution.
- 2) Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Edmonds College Foundation legal counsel or the Finance, Audit and Policy Committee Chair.

J.I. Disclosure to Outside Parties

Allegations of and information related to allegations of suspected misconduct shall not be disclosed to third parties except under the provisions described in this policy (such as disclosure to outside investigators hired by the Foundation to aid in an investigation).

However, all known frauds involving the Executive Director, Finance Director or members of the Board of Directors, shall be disclosed by the Finance, Audit and Policy Committee Chair to the Foundation's external auditors.

K.J. Adoption

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

Libby Lewis Jennifer Myer
Secretary
Edmonds College Foundation Board of Directors

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Policy #: E003

RECORDS RETENTION

BOD APPROVED:
TBD JANUARY 14, 2022

A. Introduction

~~The Edmonds College~~ Foundation recognizes that the efficient and secure management of its records is necessary to support the Foundation's core functions, contribute to the effective overall management of the Foundation, and to comply with its legal and regulatory obligations. The State of Washington Records Committee's General Retention Schedule for Washington's Community & Technical College System (~~last revision 9/1998~~) and the AICPA Document Retention and Destruction Policy (~~2015~~) serve as guidelines. Longer retention requirements take precedence.

Therefore, the Foundation will retain records as required by law and destroy them when appropriate. Contained within this policy is a Records Retention Schedule, detailing the specific retention and archiving requirements for each type of record. This table will be updated as needed based on changes in legal requirements.

B. Records Retention Oversight

Oversight of the retention, archiving and destruction of records for the Foundation rests with the Executive Director, with specific management delegated to:

- 1) Foundation Finance Director will have oversight responsibility for records pertaining to:
 - a) Audit
 - b) Banking
 - c) Financial Statements and Records
 - d) Taxes: Federal and state reports and filings
 - e) Insurance
 - f) Plant, Property and Equipment
 - g) Contracts & Grants
 - h) Correspondence, Legal
 - i) Corporate Structure, Activities, Policies and Procedures
 - j) Fixed Assets
- 2) Program Coordinator will have oversight responsibility for records pertaining to:
 - a) Donor Records ~~and~~ correspondence
 - b) Meeting minutes for Board of Directors and committees
 - c) Correspondence
 - d) Grants and Assistance to the College and students

C. Retention and Archiving

Whether maintained electronically or in hard copy, the Foundation will maintain a log indicating the location of all retained and archived records. The log will be updated to record the date and initials of the individual authorizing the destruction. Unless otherwise noted in the Records Retention Schedule, records will be archived by fiscal year.

1) Electronic Files

When possible, records shall be retained and archived in electronic format. The staff is charged with the development and maintenance of procedures by which electronic files are archived and identified for destruction.

Databases storing information from Foundation operations such as accounting, donor records, scholarship applications and awards, and special events shall follow the retention schedules as outlined on the Records Retention Schedule.

2) Hard Copy Files

At a minimum, the most recently completed fiscal year of hard copy files will be archived within the Foundation's offices. Records older than one year that must be moved off site will be stored in the Archived Records Building at the Edmonds College, using the Edmonds College Archive label.

D. Records Retention Summary

Records Type/Name	Records Description	Retention Requirements/	Retention Oversight
		Disposition	
Audit	Audit reports: supporting papers, year-end adjustments, PBC items	Permanently	Finance Director
Banking	Bank Account Records: account applications, any correspondence, signature authorities	Permanently	Finance Director
	Bank Reconciliations & Statements	7 years	Finance Director
	Investment Accounts: statements, trade notifications, internal allocation schedules, fund make-up records	7 years	Finance Director
Financials	Accounts payable sub-ledgers/schedules, monthly	7 years	Finance Director
	Accounts Receivable sub-ledgers/schedules, monthly	7 years	Finance Director
	Check Register, monthly	7 years	Finance Director

	Financial Statements, audited	Permanently	Finance Director
Records Type/Name	Records Description	Retention Requirements/ Disposition	Retention Oversight
	Financial statements, monthly internal (P&L, BS, Cash flow, Trial Balance)	7 years	Finance Director
	General Ledger, monthly	7 years	Finance Director
	Journal Vouchers	7 years	Finance Director
	Payroll records & summaries, allocation schedules	7 years	Finance Director
	Transaction reports (A/P, A/R, Cash Receipts with duplicate deposit slips)	7 years	Finance Director
	Vendor files (containing check stub & invoices)	7 years	Finance Director
Contracts, Grants	Expired Applications, award letters, reports, and any other documents for grants received by the Foundation and long-term contracts of any kind that have an expiration date.	7 years from the ending date of the grant or contract	Finance Director
	No Expiration Date Applications, award letters, reports and any other documents for grants received by the Foundation and long-term contracts of any kind with no expiration date	Permanently	Finance Director
	Fully executed lease & rental agreements, loan agreements	7 years	Finance Director
	RFPs, RFQs	7 years	Finance Director
	Records pertaining to the purchase & disposition of real property, all sales transaction documentation	Permanently	Finance Director
Correspondence	General, with customers & vendors (e.g. contracts, payments etc.)	2 years	Finance Director
	Legal and important matters	Permanently	Finance Director

Records Type/Name	Records Description	Retention Requirements/ Disposition	Retention Oversight
Corporate Organizational records	Articles of Incorporation	Permanently	Finance Director
	By-Laws Tax Exemption documents including application and IRS Determination	<i>(any modifications, along with acknowledgment letters from state and federal governments are to be maintained)</i>	
	Policies: editable files, signed PDFs	Permanently	Finance Director
Donor	Gift instruments (any documentation recording the donor's intent or restriction in purpose or time), scholarship agreements,	Permanently	Program Manager
	Donor Correspondence, reports to donors	Permanently	Program Manager
	Donor database	Permanently	Program Manager
Employment Documents	Applications, personnel files, performance reviews, payroll records	Subject to retention schedule for Edmonds College	EDCC Human Resources
Fixed (Capital) Assets	Capital purchase receipts, description	Permanently	Finance Director
	Depreciation schedules	Permanently	Finance Director
Insurance	Policies (expired)	Permanently	Finance Director
	Accident reports, claims and the policies under which they occurred	Permanently	Finance Director

Records Type/Name	Records Description	Retention Requirements/ Disposition	Retention Oversight
Board Operations	Board of Directors	Permanently	Program Manager
	Executive Committee		
	All other standing committees		
	Sub-committees		
	- Minutes of meetings <u>are</u> usually the most accurate record of institutional history		
	By-Laws, Board and Committee Charters, Board Resolutions	Permanently	Program Manager
Scholarships, Grants, Program Support	Applications	3 years	Program Manager
	Recipient Information, yearly summary reports (<i>includes names, address and contact information</i>)	Permanently	Program Manager
	Selection Committee Records, including selection criteria and documentation regarding process	3 years	Program Manager
	Award documents	3 years	Program Manager
Special Events	Donor database, registration records	Permanently	Program Manager
Taxes & Information Returns	State of Washington annual registrations	Permanently	Finance Director
	IRS Form 990 and 990T, 1099-MISC filings (<i>includes all working documents and backup information</i>)		

E. Adoption

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

~~Libby Lewis~~ Jennifer Myers

Secretary

Edmonds College Foundation Board of Directors

Policy #: E001

CONFIDENTIALITY POLICY FORM

BOD APPROVED: TBD

CONFIDENTIALITY POLICY FORM

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I hereby acknowledge and will abide by the above confidentiality statement.

Print Name

Signature

Date Signed

This policy was approved by the Board of Directors at their regular meeting on TBD and supersedes the previous policy approved on .

Jennifer Myers
Secretary
Edmonds College Foundation Board of Directors

A. Introduction

The purpose of this document is to communicate the policy of Edmonds College Foundation regarding actions to be taken with respect to suspected misconduct committed, encountered, or observed by board members, employees and volunteers of the Foundation.

Like all organizations, the Foundation faces risks associated with fraud, abuse and other forms of misconduct. The impact of misconduct may include, but not be limited to:

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others with whom the Foundation has a business relationship).

- f) Intentional misstatements in the Foundation's records, including intentional misstatements of accounting records or financial statements.
 - g) Authorizing or receiving payment for goods not received or services not performed.
 - h) Authorizing or receiving payments for hours not worked.
 - i) Forgery or alteration of documents, including but not limited to checks, time sheets, contacts, purchase orders, and receiving reports.
- 3) Forgery or alteration of checks, bank drafts, documents or other records (including electronic records).
 - 4) Destruction, alteration, mutilation, or concealment of any document or record with the intent to obstruct or influence an investigation, or in relation to or contemplation of any such investigation, carried out by a department or agency of the federal government or by representatives of the Foundation in connection with this policy.
 - 5) Disclosure to any external party of proprietary information or confidential personal information obtained in connection with service to or employment by the Foundation.
 - 6) Unauthorized personal or other inappropriate (non-business) use of the Foundation's equipment, assets, services, personnel or other resources.
 - 7) Acts that violate federal, state, or local laws.
 - 8) Accepting or seeking anything of material value from contractors, vendors or persons providing goods or services to the Foundation. Exception: gifts less than \$75.
 - 9) Impropriety in the handling or reporting of money or financial transactions.

Failure to report known instances of misconduct in accordance with the reporting responsibilities described herein. It is the policy of Edmonds College Foundation to prohibit each of the preceding acts of misconduct on the part of the Foundation's board members, employees, volunteers and others responsible for carrying out the Foundation's activities.

C. Reporting Responsibilities

It is the responsibility of every board member, employee, officer and volunteer to immediately report suspected misconduct to the Executive Director, Finance Director, Chair of the Finance, Audit and Policy Committee, or Chair of the Board of Directors.

Any individual receiving a report of suspected misconduct, must immediately report such acts to the Chair of the Finance, Audit and Policy Committee or the Chair of the Board of Directors.

D. Whistleblower Protection

Any reprisal against a reporting individual because of that individual, in good faith, reporting a suspected act of misconduct in accordance with this policy, or providing to a law enforcement officer any truthful information relating to the commission or possible commission of a federal offense, is prohibited and will, in turn, be considered an act of misconduct subject to the disciplinary procedures described herein.

E. Investigative Responsibilities

Proper handling of allegations is imperative. Due to the sensitive nature of suspected misconduct, employees should not, under any circumstances, perform any investigative procedures.

The Finance, Audit and Policy Committee and the Foundation Executive Director have the primary responsibility for investigating suspected misconduct involving employees below the Executive Director. Because Foundation staff, including the Executive Director, are legally employed by Edmonds College, the Finance, Audit and Policy Committee and Executive Director must notify the Human Resources Department of the College immediately to coordinate this investigation. The investigation may then be conducted exclusively by the College; in conjunction with the Foundation; or the Foundation may be asked to follow all policies and regulations as outlined in College Policy C6.3.107 "Procedures for Reporting State Employee Misconduct" as established by the State Employee Whistleblower Act under RCW Code 42.40.

The Finance, Audit and Policy Committee has the primary responsibility for investigating suspected misconduct involving the Executive Director and board members.

Investigation into suspected misconduct will be performed without regard to the suspected individual's position, length of service, or relationship with the Foundation.

In fulfilling its investigative responsibilities, the Finance, Audit and Policy Committee shall have the authority to seek the advice and/or contract for the services of outside firms, including but not limited to law firms, CPA firms, forensic accountants and investigators, etc.

Properly designated members of the investigative team (as authorized by the Finance, Audit and Policy Committee) shall have free and unrestricted access to all Foundation records and premises, whether owned or rented, at all times. They shall also have the authority to examine, copy and remove all or any portion of the contents (in paper or electronic form) of filing cabinets, storage facilities, desks, credenzas and computers without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of an investigation into suspected misconduct or related follow-up procedures.

Neither the existence nor the status or results of investigations into suspected misconduct shall be disclosed or discussed with any individual other than those who the Finance, Audit and Policy Committee determines to have a legitimate need to know in order to perform their duties and fulfill their responsibilities effectively.

F. Protection of Records – Federal Matters

It is the Foundation's policy to prohibit the knowing destruction, alteration, mutilation or concealment of any record, document or tangible object with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States government, or in relation to or contemplation of any such matter or case.

Violations of this policy will be considered violations of the Foundation's Code of Conduct and subject to the investigative, reporting, and disclosure procedures described earlier in this Policy on suspected misconduct.

G. Disciplinary Action

Based on the results of investigations into allegations of misconduct, disciplinary action may be taken against violators. Disciplinary action shall be coordinated with appropriate representatives from the Edmonds College Human Resources Department for employee misconduct. The Finance, Audit and Policy Committee and Executive Committee of the Board of Directors will coordinate disciplinary action for members of the Board of Directors.

The seriousness of misconduct will be considered in determining appropriate disciplinary action, which may include:

- 1) Reprimand
- 2) Probation
- 3) Suspension
- 4) Demotion
- 5) Termination
- 6) Reimbursement of losses or damages
- 7) Referral for criminal prosecution or civil action

This listing of possible disciplinary actions is for informational purposes only and does not bind the Foundation to follow any particular policy or procedure.

H. Confidentiality

All information received regarding suspected misconduct is to be kept confidential. Any director or employee who suspects dishonest or fraudulent activity will notify the Executive Director or the Finance, Audit and Policy Committee Chair immediately and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act.

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an

investigation is underway. Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the Foundation from potential civil liability.

A board member, employee or volunteer who discovers or suspects fraudulent activity may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual(s), their attorney or representative(s), or any other inquirer should be directed to the Finance, Audit and Policy Committee or legal counsel. No information concerning the status of an investigation will be given out. The proper response to any inquiry is "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation", "the crime", "the fraud", "the forgery", "the misappropriation", or any other specific reference.

The reporting individual should be informed of the following:

- 1) Do not contact the suspected individual in an effort to determine facts or demand restitution.
- 2) Do not discuss the case, facts, suspicions or allegations with anyone unless specifically asked to do so by the Edmonds College Foundation legal counsel or the Finance, Audit and Policy Committee Chair.

I. Disclosure to Outside Parties

Allegations of and information related to allegations of suspected misconduct shall not be disclosed to third parties except under the provisions described in this policy (such as disclosure to outside investigators hired by the Foundation to aid in an investigation).

However, all known frauds involving the Executive Director, Finance Director or members of the Board of Directors, shall be disclosed by the Finance, Audit and Policy Committee Chair to the Foundation's external auditors.

J. Adoption

This policy was approved by the Board of Directors on TBD and supersedes the previous policy approved on .

Jennifer Myer
Secretary Edmonds College Foundation Board of
Directors

A. Introduction

The Foundation recognizes that the efficient and secure management of its records is necessary to support the Foundation's core functions, contribute to the effective overall management of the Foundation and to comply with its legal and regulatory obligations. The State of Washington Records Committee's General Retention Schedule for Washington's Community & Technical College System)and the AICPA Document Retention and Destruction Policy serve as guidelines. Longer retention requirements take precedence.

Therefore, the Foundation will retain records as required by law and destroy them when appropriate. Contained within this policy is a Records Retention Schedule, detailing the specific retention and archiving requirements for each type of record. This table will be updated as needed based on changes in legal requirements.

B. Records Retention Oversight

Oversight of the retention, archiving and destruction of records for the Foundation rests with the Executive Director, with specific management delegated to:

- 1) Foundation Finance Director will have oversight responsibility for records pertaining to:
 - a) Audit
 - b) Banking
 - c) Financial Statements and Records
 - d) Taxes: Federal and state reports and filings
 - e) Insurance
 - f) Plant, Property and Equipment
 - g) Contracts & Grants
 - h) Correspondence, Legal
 - i) Corporate Structure, Activities, Policies and Procedures
 - j) Fixed Assets
- 2) Program Coordinator will have oversight responsibility for records pertaining to:
 - a) Donor Records and correspondence
 - b) Meeting minutes for Board of Directors and committees
 - c) Correspondence
 - d) Grants and Assistance to the College and students

C. Retention and Archiving

Whether maintained electronically or in hard copy, the Foundation will maintain a log indicating the location of all retained and archived records. The log will be updated to record the date and initials of the individual authorizing the destruction. Unless otherwise noted in the Records Retention Schedule, records will be archived by fiscal year.

1) Electronic Files

When possible, records shall be retained and archived in electronic format. The staff is charged with the development and maintenance of procedures by which electronic files are archived and identified for destruction.

Databases storing information from Foundation operations such as accounting, donor records, scholarship applications and awards, and special events shall follow the retention schedules as outlined on the Records Retention Schedule.

2) Hard Copy Files

At a minimum, the most recently completed fiscal year of hard copy files will be archived within the Foundation's offices. Records older than one year that must be moved off site will be stored in the Archived Records Building at the Edmonds College, using the Edmonds College Archive label.

D. Records Retention Summary

Records Type/Name	Records Description	Retention Requirements/ Disposition	Retention Oversight
Audit	Audit reports: supporting papers, year-end adjustments, PBC items	Permanently	Finance Director
Banking	Bank Account Records: account applications, any correspondence, signature authorities	Permanently	Finance Director
	Bank Reconciliations & Statements	7 years	Finance Director
	Investment Accounts: statements, trade notifications, internal allocation schedules, fund make-up records	7 years	Finance Director
Financials	Accounts payable sub-ledgers/schedules, monthly	7 years	Finance Director
	Accounts Receivable sub-ledgers/schedules, monthly	7 years	Finance Director
	Check Register, monthly	7 years	Finance Director

	Financial Statements, audited	Permanently	Finance Director
Records Type/Name	Records Description	Retention Requirements/ Disposition	Retention Oversight
	Financial statements, monthly internal (P&L, BS, Cash flow, Trial Balance)	7 years	Finance Director
	General Ledger, monthly	7 years	Finance Director
	Journal Vouchers	7 years	Finance Director
	Payroll records & summaries, allocation schedules	7 years	Finance Director
	Transaction reports (A/P, A/R, Cash Receipts with duplicate deposit slips)	7 years	Finance Director
	Vendor files (containing check stub & invoices)	7 years	Finance Director
Contracts, Grants	Expired Applications, award letters, reports, and any other documents for grants received by the Foundation and long-term contracts of any kind that have an expiration date.	7 years from the ending date of the grant or contract	Finance Director
	No Expiration Date Applications, award letters, reports and any other documents for grants received by the Foundation and long-term contracts of any kind with no expiration date	Permanently	Finance Director
	Fully executed lease & rental agreements, loan agreements	7 years	Finance Director
	RFPs, RFQs	7 years	Finance Director
	Records pertaining to the purchase & disposition of real property, all sales transaction documentation	Permanently	Finance Director
Correspondence	General, with customers & vendors (e.g. contracts, payments etc.)	2 years	Finance Director
	Legal and important matters	Permanently	Finance Director

Records Type/Name	Records Description	Retention Requirements/ Disposition	Retention Oversight
Corporate Organizational records	Articles of Incorporation By-Laws Tax Exemption documents including application and IRS Determination	Permanently <i>(any modifications, along with acknowledgment letters from state and federal governments are to be maintained)</i>	Finance Director
	Policies: editable files, signed PDFs	Permanently	Finance Director
Donor	Gift instruments (any documentation recording the donor's intent or restriction in purpose or time), scholarship agreements,	Permanently	Program Manager
	Donor Correspondence, reports to donors	Permanently	Program Manager
	Donor database	Permanently	Program Manager
Employment Documents	Applications, personnel files, performance reviews, payroll records	Subject to retention schedule for Edmonds College	EDCC Human Resources
Fixed (Capital) Assets	Capital purchase receipts, description	Permanently	Finance Director
	Depreciation schedules	Permanently	Finance Director
Insurance	Policies (expired)	Permanently	Finance Director
	Accident reports, claims and the policies under which they occurred	Permanently	Finance Director

Records Type/Name	Records Description	Retention Requirements/ Disposition	Retention Oversight
Board Operations	Board of Directors Executive Committee All other standing committees Sub-committees <i>- Minutes of meetings are usually the most accurate record of institutional history</i>	Permanently	Program Manager
	By-Laws, Board and Committee Charters, Board Resolutions	Permanently	Program Manager
Scholarships, Grants, Program Support	Applications	3 years	Program Manager
	Recipient Information, yearly summary reports <i>(includes names, address and contact information)</i>	Permanently	Program Manager
	Selection Committee Records, including selection criteria and documentation regarding process	3 years	Program Manager
	Award documents	3 years	Program Manager
Special Events	Donor database, registration records	Permanently	Program Manager
Taxes & Information Returns	State of Washington annual registrations IRS Form 990 and 990T, 1099-MISC filings <i>(includes all working documents and backup information)</i>	Permanently	Finance Director

E. Adoption

This policy was approved by the Board of Directors on TBD and supersedes the previous policy approved on .

Jennifer Myers
Secretary
Edmonds College Foundation Board of Directors



EDMONDS COLLEGE FOUNDATION

[INSERT] COMMITTEE REPORT

Last Updated By:

Date:

Edmonds College Foundation Board Committee Name:

Please share the committee's recent successes and achievements:



Please share the committee's upcoming plans and events:



Please share any opportunities and requests for involvement/actions from ECF Board:



Please share any other relevant points of information:

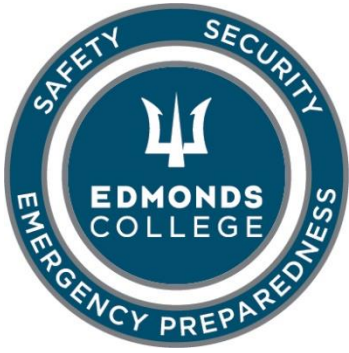


**STATEMENT OF FINANCIAL POSITION
AS OF Jun 30, 2024**

		July 2023 - June 2024			July 2022 - June 2023			% CHANGE
	Preliminary	Unrestricted	Donor Restricted	TOTAL	Unrestricted	Donor Restricted	TOTAL	
1	Cash							
2	Heritage Bank Checking	(138,271)	139,144	873	(225,479)	716,442	490,963	
3	Flourish	286,976	392,020	678,996	501,342	0	501,342	
4	Heritage Bank Money Mkt	(102,647)	122,999	20,352	2,115	122,999	125,113	
5	Bank of WA Money Mkt Acct 330002189			0			0	
6	Petty Cash			0			0	
7	1st Financial NW 3-mo Money Market	591,970	62,423	654,393	580,685	62,423	643,108	
8	Total Cash	638,027	716,586	1,354,613	858,663	901,863	1,760,526	-23%
9								
10	Investments							
11	1st Financial NW 30 mo Certificate of Deposit	0	0	0	0	0	0	
12	US BANK DEPOSITORY	100	0	100	100	0	100	
13	US Bank Foundation Investments	1,305,536	4,683,310	5,988,846	1,127,389	4,253,767	5,381,155	
14	US Bank Title3 Investments	0	1,151,985	1,151,985	0	1,034,819	1,034,819	
15	Life Insurance Policy CSV Oharah	0	0	0	0	0	0	
16	McCollum Trust-Bank of America Acct	0	516,647	516,647	0	478,927	478,927	
17	Johnson Remainder Trust Fidelity	0	467,479	467,479	0	467,479	467,479	
18	Gift Cards Donated to Fnd	64	0	64	64	0	64	
19	Total Investments	1,305,700	6,819,420	8,125,120	1,127,553	6,234,992	7,362,545	10%
20	Accounts Receivable							
21	Pledges Receivable	0	0	0	5,000	0	5,000	
22	Accounts Receivable	5,388	1,254	6,642	38,854	11,000	49,854	
23	Accts Receivable - Other	2,561	0	2,561	2,561	0	2,561	
24	Allowance for Doubtful Accounts	(2,427)	(7,010)	(9,437)	(2,427)	(7,010)	(9,437)	
25	Long-Term Pledges Receivable	(2,084)	150,192	148,108	0	155,192	155,192	
26	Discount on Long-Term Pledges	0	(3,203)	(3,203)	0	(3,203)	(3,203)	
27	Total Accounts Receivable	3,438	141,233	144,671	43,988	155,979	199,968	-28%
28								
29	Total Prepaid Expenses	3,597	0	3,597	3,597	0	3,597	0%
30								
31	Fixed Assets							
32	Equipment/Computer Software	18,568	0	18,568	18,568	0	18,568	
33	Accumulated Depreciation	(18,568)	0	(18,568)	(18,568)	0	(18,568)	
34	Total Fixed Assets	0	0	0	0	0	0	0%
35								
36	Total Assets	1,950,762	7,677,239	9,628,001	2,033,801	7,292,834	9,326,635	3%
37								
38								
39	Liabilities							
40	Total Accounts Payable	40,518	11,965	52,483	88,092	5,378	93,470	
41	Deferred Grant Revenue (Verdant)	0	0	0	0	51,621	51,621	
42	Total Liabilities	40,518	11,965	52,483	88,092	56,999	145,091	-64%
43	Net Assets							
44	Beginning of Year	1,945,709	7,235,835	9,181,545	1,870,592	6,552,733	8,423,325	
45	Total Beginning of Year	1,945,709	7,235,835	9,181,545	1,870,592	6,552,733	8,423,325	
46	Current year Change							
47	Current Year Net Asset Changes	(35,456)	429,438	393,983	75,116	683,102	758,218	
48	Total Net Assets	1,910,254	7,665,274	9,575,527	1,945,708	7,235,835	9,181,543	
49								
50	Total Liabilities and Net Assets	1,950,771	7,677,239	9,628,010	2,033,800	7,292,834	9,326,634	3%

STATEMENT OF ACTIVITIES
June 30, 2024

	July 2023 - June 2024			July 2022 - June 2023			% CHANGE
	Unrestricted	Donor- Restricted	TOTAL	Unrestricted	Donor- Restricted	TOTAL	
Preliminary							
1 Revenue							
2 Operating Income							
3 Contributions (Individuals)	88,641	120,244	208,885	101,140	611,730	712,870	-71%
4 Contributions (Corporations)	19,605	97,176	116,780	10,545	79,923	90,468	29%
5 Contributions (Grants)	37,626	99,548	137,173	9,612	297,180	306,792	-55%
6 Contributions (Corporate Matching Gifts)	7,648	0	7,648	3,763	145	3,907	96%
7 Contributions (Clubs and Associations)	660	15,600	16,260	900	31,800	32,700	-50%
8 Contributions (Foundations)	5,207	320,287	325,494	18,611	119,016	137,627	137%
9 ESTIMATED Contributions (In Kind College Compensation &	144,000		144,000	143,945		143,945	0%
10 ESTIMATED Contributions (In-Kind Services and	3,500		3,500	3,500		3,500	0%
11 Contributions (Stock converted to Cash)			0	4,029	1,000	5,029	-100%
12 Special Event Revenues	148,440		148,440	287,569		287,569	-48%
13 Inter-Fund Transfer/Restriction Modification	38,636	(38,636)	0	31,946	(31,946)	0	
14 Miscellaneous Income	3,399		3,399	2,920		2,920	16%
15 Total Operating Income	497,361	614,218	1,111,580	618,478	1,108,848	1,727,327	-36%
16 Investment Income							
17 Total Interest & Dividends	79,688	169,199	248,886	30,805	117,406	148,211	68%
18 Realized Gain(Loss) on Investments	22,517	88,107	110,623	9,552	50,548	60,100	84%
19 Unrealized Gain(Loss) on Investments	87,525	373,515	461,040	52,692	271,147	323,839	42%
20 Earnings on Trust Funds (rev srs 903)	0	16,658	16,658	17,057	0	17,057	-2%
21 Change in Value of Trust Funds		37,719	37,719		80,912	80,912	-53%
22 Total Investment Income	189,729	685,197	874,926	110,105	520,013	630,118	39%
23 Total Revenue	687,090	1,299,416	1,986,506	728,583	1,628,861	2,357,444	-16%
24 Expenses							
25 Total Personnel Expenses	156,464	0	156,464	150,720	0	150,720	4%
26 Total Fees	231,347	45,960	272,352	143,542	45,697	189,239	44%
27 Total Donor Cultivation Expenses	7,899	0	7,899	10,580	0	10,580	-25%
28 Total Special Event Costs	92,073	0	92,073	82,296	392	82,688	11%
29 Total Administrative Expenses	63,225	1,768	64,992	48,544	3,283	51,749	26%
30 Community Partnerships	4,658	0	4,658	6,530	0	6,530	-29%
31 Total Operating Expenses	546,702	47,728	594,430	435,436	49,372	635,451	-6%
32 College Support			0			0	
33 Hosting Hospitality	21,429	0	21,429	17,408	0	17,408	23%
34 Grant distributions	(22,642)	57,859	35,217	42,000	64,733	106,733	-67%
35 Scholarship distributions	0	352,952	352,952	(20,338)	281,034	260,696	35%
36 Emergency Fund Distributions	500	58,075	58,575	500	15,267	15,767	272%
37 Awards Distributions	250	4,500	4,750	0	4,985	4,985	-5%
38 College Program Transfers	7,368	348,863	356,231	19,140	530,368	549,508	-35%
39 College Hospitality Support	12,475	0	12,475	8,601	0	8,601	45%
40 Total College Support	19,380	822,249	841,629	67,311	896,386	963,698	-13%
41 Total Expenses	722,546	869,977	1,436,059	653,467	945,759	1,599,148	-10%
42 Net Income (Loss)	(35,456)	429,438	550,447	75,116	683,102	758,296	-27%



**VISITOR
PARKING PERMIT**

DATE VALID: 10/7/24

AUTHORIZED BY: Jennifer Cornell

DEPARTMENT:

FOUNDATION
-Board Meeting

**Please place this visitor permit on the driver's side
dashboard face up and clearly visible.**

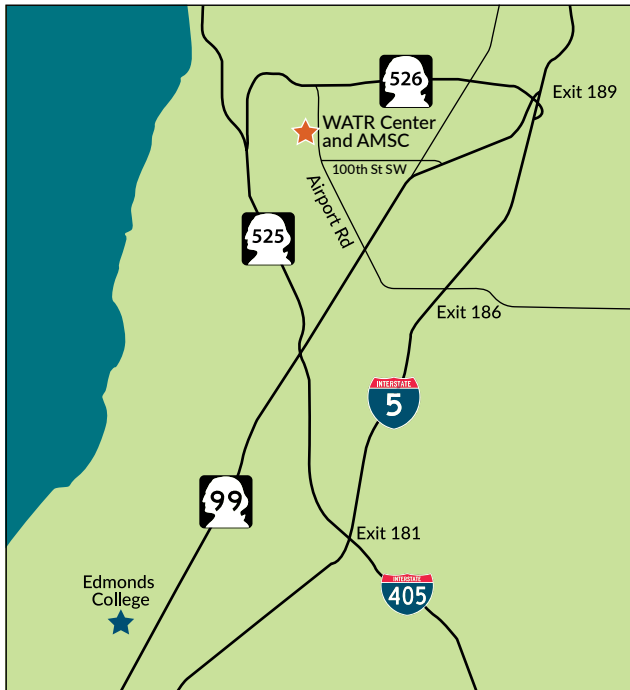
PASS IS VALID FOR (1) DAY

Security cell phone: 425-754-0154

NOTE - Please refrain from parking in the following areas:

- **Golf Parking (Lot Q)**
- **Disabled Parking Space
(unless you have a valid State Disabled
Parking Permit/License Plate visible)**
- **Fire Lanes**
- **Loading Zones**

VISIT US HERE, TOO



Washington Aerospace Training and Research (WATR) Center

Paine Field, 3008 100th St. SW, Everett, WA 98204
425.640.1840 | edmonds.edu/WATR

Advanced Manufacturing Skills Center (AMSC)

Paine Field, 3008 100th St. SW, Everett, WA 98204
425.640.1840 | amsc.edmonds.edu

Tobacco and Smoke-free Campus



Edmonds College is tobacco and smoke-free. Please refer to the college's Tobacco and Smoke-free college policy and procedure to learn more. Find resources and more: edmonds.edu/tobacco-free.

Get the latest info about our campus, ways to get here, and where to park at edmonds.edu/campus.

FIND OUT MORE

INSPIRING EXCELLENCE. EVERY DAY.

Level up your skills, switch careers, or get a head start toward university through our degree and career pathways. We offer four bachelor of applied science degrees, 66 associate degrees, and 111 professional certificates in 30 programs of study. Take classes when and where it suits you: day, evening, weekend, and online.

TAKE A TOUR IN ENGLISH

Group tours and STEM-focused tours are also available. Sign up at edmonds.edu/tour.

CHAT WITH US ON ZOOM

Connect with Advising, Enrollment Services, Financial Aid, Housing and Residence Life, and more at edmonds.edu/tritonlive.



EDMONDS COLLEGE

Edmonds College

20000 68th Ave. W | Lynnwood, WA 98036
edmonds.edu/getstarted | 425.640.1459

Campus Security: 425.754.0154

Campus Operator:

Phone: 425.640.1459 (Press 0) | Text: 425.243.0867

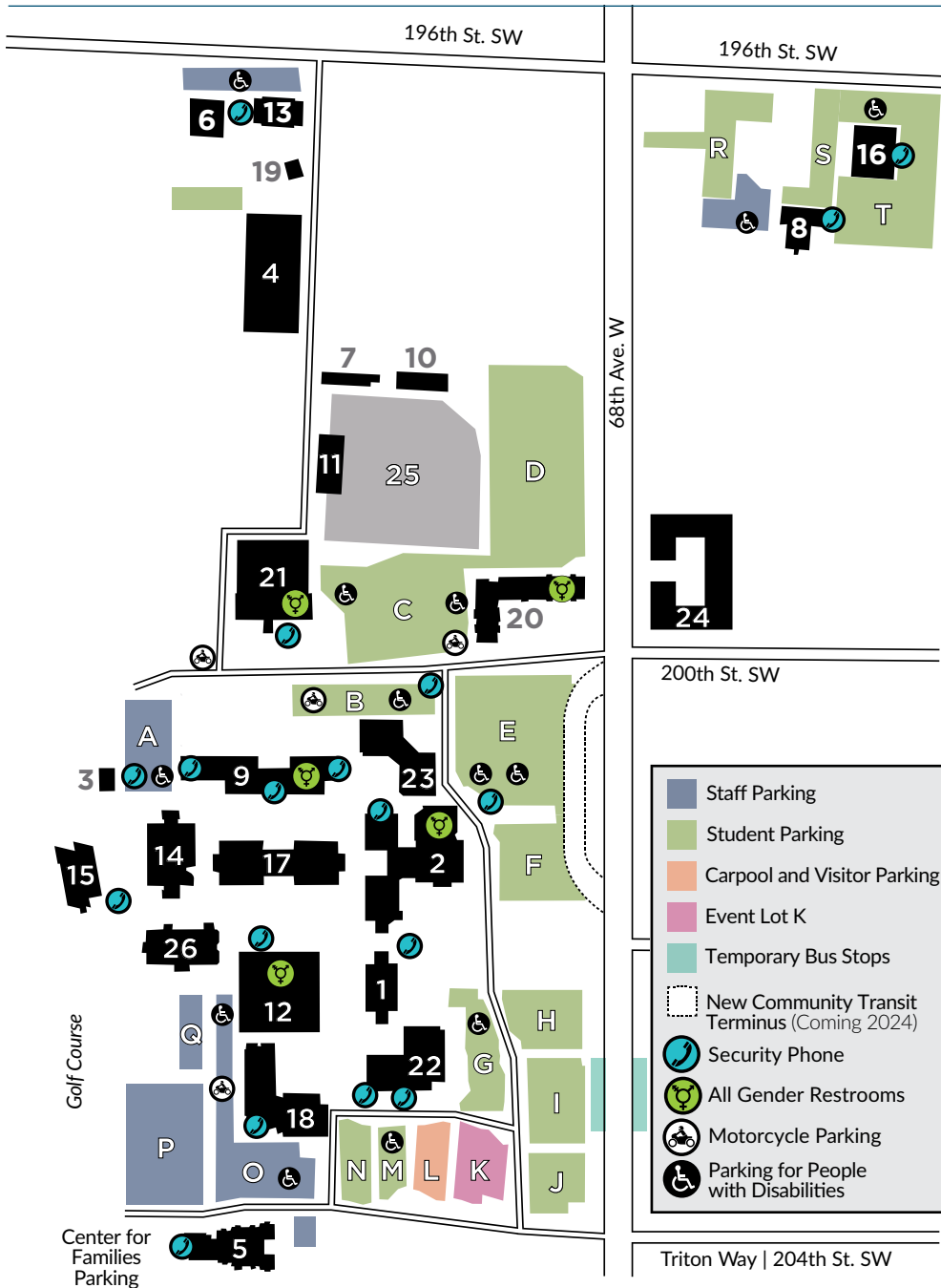
Edmonds College does not discriminate on the basis of race; color; religion; national origin; sex; disability; sexual orientation; age; citizenship, marital, or veteran status; or genetic information in its programs and activities. The nondiscrimination language is available in multiple languages at edmonds.edu/nondiscrimination. 24-25-027

WELCOME TO OUR CAMPUS!



EDMONDS COLLEGE

CAMPUS MAP



1 | Alderwood Hall (ALD)

- College in the High School
- Computer Labs
- EdPass Office
- Faculty Offices
- Humanities and Social Sciences Division

2 | Brier Hall (BRI)

- Bookstore
- Center for Student Cultural Diversity and Inclusion
- Center for Student Engagement and Leadership
- College Café
- Culinary Arts Department
- Faculty Offices
- Lactation Room
- Science Labs
- Triton Game Room
- Triton Student Center

3 | Campus Community Farm and Cultural Kitchen

4 | Cedar Building (CDR)

- Central Receiving Grounds

5 | Center for Families (CFF)

- Child Care
- Cooperative Preschool
- Head Start Classroom
- Parent Education Classes

6 | Clearview Building (CLA)

- Business Office
- Human Resources

7 | Firdale Hall (FIR)

- Horticulture Office

8 | Gateway Hall (GWY)

- Administration Offices
- Edmonds College Foundation
- Marketing and Public Information
- National Resource Center for Materials Technology Education
- Next Steps Program
- Office of the President
- Outreach and Recruitment
- VP for Innovation and Strategic Partnerships
- WorkFirst/BFET

9 | Hazel Miller Hall (HZZ)

- Engineering Labs
- Faculty Offices
- MESA Center
- Nursing and Allied Health Departments
- Science, Technology, Engineering, and Mathematics (STEM) Division
- Science Labs
- STEM Study Room
- Welcome Back Center

10 | Horticulture Greenhouse (HGH)

11 | Indoor Hitting Facility (IHF)

12 | Lynnwood Hall (LYN)

- Advising
- Art Gallery
- Cashier's Office
- Computer Labs
- Enrollment/Admissions/Registration
- Financial Aid Services
- Library
- Running Start
- START (Student Technology Advice and Resource Team)
- Technology Resource Center
- Veterans Resource Center
- VP for Student Services
- Wellness Center

13 | Maltby Building (MAB)

- Community Education
- Creative Retirement Institute
- Facilities Office

14 | Meadowdale Hall (MDL)

- Faculty Offices
- Visual Arts Department
- Visual Media Services

15 | Mill Creek Hall (MIC)

- Digital Music Labs
- Faculty Offices
- Music Department
- Recording Studio

16 | Monroe Hall (MON)

- Center for Innovation and Entrepreneurship
- Engineering Technology Lab

17 | Mountlake Terrace Hall (MLT)

- Career Action Center
- Counseling and Resource Center
- Print and Mail Center
- Science Lab
- Services for Students with Disabilities
- Testing and Assessment Services
- TRiO Student Support Services
- Triton Espresso
- Worker Retraining/WorkSource

18 | Mukilteo Hall (MUK)

- Adult High School, Bridge, College and Career Prep, EdCAP, GED®, High School Completion, HS+, I-BEST
- Black Box Theatre
- ELA (English Language Acquisition) Advising
- International Education Division
- Learning Support Center
- Math Center
- Precollege Education Division

19 | Olympic Building (OLY)

- Triton Student Resource Hub (Food Pantry, Community Resource Advocate, Emergency Funding)

20 | Rainier Place

- Housing Office
- Student Housing

21 | Seaview Hall (SEA)

- Athletics
- Faculty Offices
- Fitness Center
- Gymnasium
- PE and Health Departments

22 | Snohomish Hall (SNH)

- Business Division
- Computer Labs
- Engineering Technology Lab
- Equity and Inclusion
- Faculty Offices
- Health and Human Services Division
- Office of International Programs
- VP for Instruction

23 | Snoqualmie Hall (SQL)

- Central Washington University

24 | Triton Court (TCT)

- Student Housing

25 | Triton Field (PLY)

26 | Woodway Hall (WWY)

- Faculty Offices
- Safety, Security, and Emergency Preparedness

On-Campus Eats



Check our services at edmonds.edu/campus-eats

- College Café (Brier Hall 105)
- Triton Espresso (Mountlake Terrace Hall lobby)