

Washington Community College District 23

AGENDA

Regular Meeting
October 12, 2017
Gateway Hall 352
4:30 – 6:15 p.m. – Business Meeting
6:30 – 8:00 p.m. – Joint Meeting with Edmonds School Board

TEACHING | LEARNING | COMMUNITY

			<u>TAB</u>
4:30 PM	A. Call to Order	Diana Clay	
4:32 PM	B. Introduction of Guests	Diana Clay	
4:37 PM	C. Public Comments	Diana Clay	
4:45 PM	D. Approval of Minutes	Diana Clay	
	1. September 14, 2017		1
	2. October 2, 2017		2
	E. Next meeting: November 14, 2017, 4:30 p.m.		
4:47 PM	F. Old Business – Action		
	1. Approval of Associate in Computer Science Direct Transfer Degree/Major Related Program (Resolution No. 17-10-3)	Dr. Charlie Crawford	3
	2. Approval of New Board Policy BOT 17.0 and Procedure BOT 17.01pr (Resolution No. 17-10-4)	Diana Clay	4
	3. Approval of Presidential Search Profile (Resolution No. 17-10-5)	Dennis Curran	5
4:55 PM	G. New Business – First Consideration		
	1. Board Policy Review: BOT 1.0, 2.0, 3.0, 4.0, 5.0, 6.0, 8.0	Dr. Jean Hernandez	6
5:05 PM	H. Reports		
	1. Faculty Representative	Margaret West	
	2. Classified Staff Representative	Frederick Pieters	
	3. Student Representative	Mustapha Samateh	
5:15 PM	I. Monitoring Report		
	1. 2016-17 Institutional Performance Report	Jim Mulik	7

**EDMONDS COMMUNITY COLLEGE
BOARD OF TRUSTEES – AGENDA
SEPTEMBER 12, 2017
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5:35 PM	J. Foundation Report	Diana Clay	8
5:45 PM	K. President’s Report	Dr. Jean Hernandez	9
5:55 PM	L. Presidential Search Update	Dennis Curran	
6:05 PM	M. Board Discussion	Diana Clay	
6:15 PM	N. Adjournment	Diana Clay	

RECESS

6:30 – 8:00 PM Joint meeting with the Edmonds School Board of Directors
(*separate agenda*)

Times are estimates only and subject to change.

The Board of Trustees may convene to an Executive Session to discuss matters covered under RCW 42.30.110. Action from the Executive Session may be taken, if necessary, as a result of items discussed in the Executive Session.

Edmonds Community College will schedule meetings in locations that are free of mobility barriers. Information for individuals with hearing or visual impairments can be provided when adequate notice is given to the Office of the President, 425-640-1516.

MINUTES**Regular Meeting
September 14, 2017*****DRAFT***

Trustees Present: Dr. Tia Benson Tolle, Diana Clay, Naol Debele, Quentin Powers, Emily Yim, and Carl Zapora

Others Present: Arlene Anderson, Wayne Anthony, Nadescha Bunje, Christina Castorena, David Cordell, Dr. Terry Cox, Dr. Charlie Crawford, Dennis Curran, Dr. Tonya Drake, Dr. Jean Hernandez, Dr. Ernest Johnson, Jeremy Matthews, Patty Michajla, Frederick Pieters, Mustapha Samateh, Eva Smith, Dr. Yvonne Terrell-Powell, and Margaret West

CALL TO ORDER AND INTRODUCTION OF GUESTS

Diana Clay, Board Chair, called the meeting to order at 4:42 p.m., welcomed those present, and asked for self-introductions.

PUBLIC COMMENTS

No public comments.

APPROVAL OF MINUTES

The minutes from the following meetings were presented for approval: June 15, 2017, June 30, 2017, July 19, 2017, and August 16-17, 2017.

Motion: Trustee Debele moved and Trustee Powers seconded the approval of the June 15, 2017 meeting minutes.

Approved

Motion: Trustee Zapora moved and Trustee Debele seconded the approval of the June 30, 2017 meeting minutes, as revised.

Trustee Powers abstained.

Approved

Motion: Trustee Zapora moved and Trustee Powers seconded the approval of the July 19, 2017 meeting minutes.

Approved

Motion: Trustee Debele moved and Trustee Powers seconded the approval of the August 16-17, 2017 meeting minutes.

Approved

NEXT MEETING

October 12, 4:30 p.m., business meeting; 6:30 p.m. joint meeting with the Edmonds School Board of Directors.

REPORTS

Faculty Representative – Margaret West

Attachment A

Classified Staff Representative – Frederick Pieters

Attachment B

Student Representative – Mustapha Samateh

Attachment C

NEW BUSINESS – FIRST CONSIDERATION

Consideration of 2018 Board Meeting Schedule – Diana Clay

The Board reviewed the 2018 draft meeting schedule. The February 8 meeting will be moved to February 1. An additional day, August 17, will be added to the August 16 summer study session.

The Board will be asked to approve the 2018 meeting dates at the November 14 Board meeting.

Consideration of Associate in Computer Science Direct Transfer Agreement/Major Related Program – Dr. Charlie Crawford

Dr. Charlie Crawford, Executive Vice President for Instruction, presented the Associate in Computer Science Direct Transfer Agreement/Major Related Program for first consideration of approval. He provided a brief explanation about the program.

The Board will be asked to approve the Associate in Computer Science Direct Transfer Agreement/Major Related Program at the October 12 Board meeting.

Consideration of New Board Policy – Dr. Jean Hernandez

In 2013 the State Board for Community and Technical Colleges indicated that Trustees should not be paid stipends for meeting attendance. In 2014 the Attorney General's Office reversed that decision, allowing individual college districts to determine whether or not to pay board stipends. The Edmonds CC Board had requested that the College review options for the payment of stipends. President Hernandez explained various scenarios of payment. Discussion followed involving the review of a draft policy that will adopt the payment of a board stipend.

College staff will revise the stipend policy per discussion, and the Board will vote on the new policy at the October 12 Board meeting.

Board Policy Revision – Dr. Jean Hernandez

President Hernandez explained an extra sentence that has been added to Board Procedure BOT 2.01pr related to the tenure process. Informational only. No Board action required.

PRESIDENTIAL SEARCH UPDATE

Dennis Curran, Associate Vice President of Human Resources, provided an update on the presidential search. He provided a draft of a “Charge to the Edmonds Community College Presidential Search Committee.” The Board reviewed the draft and provided some minor revisions, including having regular monthly updates at the Board meetings.

The Board will vote on the revised “Charge to the Edmonds Community College Presidential Search Committee” at the October 2 Special Board meeting.

BOARD TRAINING

Cultural Proficiency in the Hiring Process – Dr. Yvonne Terrell-Powell and Dr. Ernest Johnson

Dr. Yvonne Terrell-Powell, Associate Vice President of Equity and Inclusion, and Dr. Ernest Johnson, Professor of Multi-Cultural Studies in the Equity and Social Justice program at Shoreline Community College, and adjunct faculty in the American Ethnic Studies department at UW, presented a training in Cultural Proficiency in the Hiring Process. The session was held to enhance awareness and cultivate the skill to apply knowledge of unconscious bias and typical individual cognitive errors and organizational dysfunction, and their negative impact on different stages of the screen/hiring/retention process. They spoke about gaining an understanding of the Multicultural Competency Interviewing Rubric (MCIR) and Multicultural Competency Organizational Development (MCO) in order to structure and align the hiring process for senior administrators with targeted outcomes.

BREAK

At 6:45 p.m. the Board recessed for a break.

At 6:55 p.m. the Board returned to open session.

BOARD TRAINING – Continued

The Cultural Proficiency training continued with the presentation of “Potential Cognitive and Organizational Errors Across the 16 Steps of a Comprehensive Hiring Process – Best Practices.”

The Board engaged in discussion regarding the training, noting that it was advantageous and that it would be beneficial to include this training as an onboarding process.

BREAK

At 8:00 p.m. the Board recessed for a break.

At 8:12 p.m. the Board returned to open session.

PRESIDENTIAL SEARCH UPDATE – Continued

Dennis Curran provided the timeline of the Presidential Search including upcoming key dates. The Board received a draft of the Presidential Search Announcement that was prepared by the College’s marketing team. Melissa Trotter is the new AGB search consultant who will be working with the Search Committee. Trustee Zapora has decided to step down as the Chair of the Presidential Search Committee.

The roles and responsibilities of the Search Chair were discussed and the Trustees each spoke about their preferences as to filling the Chair position, whether it should be one or two trustees and whether or not they should be voting members of the Committee. Following discussion, the resulting motion was made:

Motion: Trustee Benson Tolle moved to appoint Trustees Emily Yim and Quentin Powers as non-voting Co-Chairs of the Presidential Search Committee. Trustee Zapora seconded the motion.

Trustee Debele abstained.

Approved

Discussion followed regarding names of potential committee members from the community.

The Board will hold a special meeting on October 2 to decide on the committee members from the campus, students, and community.

INTERIM PRESIDENT – Dennis Curran

The Board held an initial discussion regarding the interim president position, including whether the individual should be an internal or external candidate, and whether to appoint or interview, request resumes, cover letters, etc.

The Board decided to select an internal candidate from the vice presidents for the interim position. Mr. Curran will follow up by discussing the position with each of the vice presidents to determine their individual interests. He will report back to the Board at the October 2 meeting regarding potential interim candidates.

The Board will decide on the interim president at the November 14 Board meeting.

FOUNDATION REPORT – Diana Clay

Attachment D

In addition to the attached report, Trustee Clay reported that it will be announced at the December 7 retirement reception for President Hernandez, that an endowed scholarship will be established in the Hernandez-Foy family name to honor Dr. Hernandez for her years of service as President.

PRESIDENT’S REPORT – Dr. Jean Hernandez

Attachment E

ADJOURNMENT

The meeting was adjourned by Chair Diana Clay at 9:50 p.m.

Ms. Diana Clay, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

ATTACHMENT A
BOARD OF TRUSTEES
Monthly Meeting Report
AFT Local 4254 EdCC Faculty
September 14, 2017

Greetings:

The quarter does not formally begin for instruction until Monday, so this report will be short.

The full-time faculty members are back this week for return week. Many associate faculty also attended some of the return week events, but of course attendance for those faculty is voluntary.

The all-instructional meeting this morning went well and concluded with a game which was not only instructive and worth doing but actually fun.

Attendance is always good at the union lunch, but the turnout at today's lunch was exceptionally high, and faculty seemed in good spirits. The small, but welcome, pay increase from the legislature may have played a part in boosting the general mood.

On we go...

Thank you.

Margaret West
President
Local 4254
Edmonds Community College Federation of Teachers

ATTACHMENT B
BOARD OF TRUSTEES
Monthly Meeting Report
WPEA/UFCW LOCAL 365
September 14, 2017

- Not have much to report as we are getting ready for Fall Quarter.
- Of course, we cannot completely be without friction though I wish to thank the HR department for working with us, together of all the issues we have encountered thus far have come to a resolution and have not gone to arbitration.
- Over the summer I have accepted the appointment to Patti Pallardo's seat on the WPEA executive board until the end of her term, the end of this year when I will be running for election to this position.
- The statewide reclass of the classified IT departments. I do not have much information myself about this yet. I do now that WPEA has filed a demand to bargain with the state regarding it.
- WPEA has several agencies that have IT departments with them so I do not know how this would affect our college at this time.

**Submitted by: Frederick Pieters, WPEA Vice President District 7, Chief Shop Steward Edmonds
CC**

ATTACHMENT C
BOARD OF TRUSTEES
Monthly Meeting Report
STUDENT GOVERNMENT

September 14, 2017

Completed

2017 / 2018 Executive Board

- Mustapha Samateh – Executive Officer For Administrative Liaison
- Maria French – Executive Officer for Academics
- Nomin Tumennast – Executive Officer for Budget and Finance
- Verena Girgis – Executive Officer for Clubs
- Sydney Lawrence - Executive Officer for Community Relations
- Keerthi Vethanayagam – Executive Officer for Diversity
- Mina Otgonbold – Executive Officer for Technology
- Vacant – Executive Officer for Student Relations
- Vacant – Assistant to the Executive Board
- Amanda Tedjawinata – Communication Assistant

The Executive Board have completed a two weeks Job Training.

In Progress

- Executive Officer for Student Relations and Assistance to the Executive Board Vacancy

The Executive Board will be meeting on the first week of fall Quarter to discuss the hiring process of the two vacant positions

Submitted by: Mustapha Samateh AEdCC Administrative Liaison

ATTACHMENT D
BOARD OF TRUSTEES
Monthly Meeting Report
FOUNDATION
September 14, 2017

- The Foundation is focusing on three major things right now. First, celebrating valued partners, sharing stories of lives transformed, and engaging the community to support student success.
- The Foundation held the fourth annual President's Club Reception at Mike and Wendy Popke's home in Woodway on Tuesday, August 15th with more than 100 donors and sponsors in attendance. Wendy Popke welcomed everyone, Naol Debele shared his story about being a Foundation scholarship recipient, and Jean Hernandez provided a College update.
- The Foundation has launched a new quarterly e-newsletter as well as updated the Foundation website content, and is in undergoing a marketing and branding analysis project with the help of volunteer and expert, Whitney Cornell.
- Launching mid-September is the Leadership Giving Campaign with a goal to raise \$30,000 through support from our Board of Directors, Board of Trustees, major donors, and community members. To further engage our campus partners, the Foundation is hosting the 1st annual Edmonds CC Philanthropy Partnership Lunch on October 2nd to inform, connect, and inspire.
- The 2nd Annual 5K Walk and Run is slated for Saturday, October 28th. Last year we raised \$43,000 with 400 paid participants and this year's goals are to raise \$50,000 and have 500 participants. Vivacity is our returning Title sponsor, Community Transit and the Herald are our returning Gold sponsors, Carter Subaru is our returning Silver sponsor along with Servpro, Cheesemonger Table, and Lynnwood Honda as additional sponsors to-date. We have six teams recruited so far with goal of having 30 teams in addition to our sponsor teams.
- A special thanks to Doug Fair for being the Foundation board chair for the last 2 years and a thank you to Nick Echelbarger, who is the Foundation's new board chair. Maria Montalvo is our new vice-chair, Libby Lewis is our new secretary and Dean Nichols is our new Treasurer.

Submitted by: Diana Clay, Foundation Board Liaison

ATTACHMENT E**PRESIDENT JEAN HERNANDEZ
EVENT HIGHLIGHTS JULY – AUGUST 2017**

- July 4 – In was an “Edmonds Kind of Day” when I got to serve as the Edmonds Parade Grand Marshal. It was an amazing experience to have so many individuals hollering your name and whistling as our car drove by them in the parade. I strongly recommend you say “YES” if you are ever asked to be a Grand Marshal.
- July 15 – Participated in the Creative Retirement Institute’s Summer Social. Approximately 60+ members attended. CRI is a great voluntary organization that is affiliated with our College, and their membership continues to grow. They will be celebrating their 25th anniversary in a few years.
- July 17 – Futurist Rebecca Ryan did a skype presentation with the Management Group; approximately 60 directors, deans, and vice presidents participated with me in the professional development opportunity. She talked about our current environment experiencing a number of disruptors and that we would continue to see the escalation of disruptors for the next quarter or so. She also suggested we spend more time thinking about what the future of higher education and the impact to Edmonds CC and our communities.
- July 22-24 – A number of students and employees participated in the 2017 Tribal Canoe Journey. I was invited to meet to their landing at Fidalgo Bay, Anacortes where the Samish Indian Nation lives. Drs. Charlie Crawford and Terry Cox and I were all recognized and honored by the Samish Nation for our commitment to Native American heritage and support of the Tribal Canoe Journey.
- July 27 – The Edmonds Community College Foundation held its annual d’Elaine Johnson Art Reception and invited a number of faculty and staff from the College. In addition, Karen Hanan, CEO of the Washington State Arts Commission attended and received a personal tour of d’Elaine’s art gallery. Minh Carrico and Audi Asef (faculty) are working with Karen to bring her to campus to lecture in Audi’s art class.
- August 12 – Participated in both the Woodway Town Fest with the help of a CRI volunteer and the Cascadia Art Museum gala and auction. Also in attendance at the Cascadia Art Museum gala were Trustee Carl Zapora, Dr. Tonya Drake, and Mary Heffernan Tester.
- August 15 – Five Star President’s meeting with WSU President, Dr. Kirk Schulz and WSU Chancellor North Puget Sound, Dr. Paul Pitre. President Schulz is very committed to working with our CTC system and our colleges to provide strong pathways for our students. We also

discussed educational opportunities at the WSU – Everett campus. In addition, participated in the ribbon cutting ceremony for WSU North Puget Sound Everett's new building. I was joined by Student Trustee Naol Debele.

- August 17 – Student Trustee Naol Debele, Dr. Terry Cox, Anne Penny, and I attended the Economic Alliance of Snohomish County's annual summer networking reception.
- August 24 – Received the Community Partnership for Transition Solutions (CPTS) Exceptional Leadership Award (Education and Advocacy Leader and Innovator) in support of prison to college programs. I also had the honor of introducing Dr. Ana Mari Cauce, President of the University of Washington at my noon Rotary Club of Lynnwood. Naol Debele, Wayne Anthony, Christina Castorena, and Drs. Yvonne Terrell-Powell, Terry Cox, Tonya Drake and I were in attendance.

MINUTES**Special Meeting
October 2, 2017*****DRAFT***

Trustees Present: Diana Clay, Naol Debele, Quentin Powers, Emily Yim, and Carl Zapora

Trustee Absent: Dr. Tia Benson Tolle

Others Present: Dr. Terry Cox, Dennis Curran, Dr. Jean Hernandez, Patty Michajla, Dr. Yvonne Terrell Powell, and Keerthi Vethanayagam

CALL TO ORDER AND INTRODUCTION OF GUESTS

Diana Clay, Board Chair, called the meeting to order at 9:00 a.m., welcomed those present, and asked for self-introductions.

OLD BUSINESS – ACTION**Approval of Charge to Presidential Search Committee (Resolution No. 17-10-1) – Diana Clay**

The “Charge to the Presidential Search Committee” was first presented to the Board at the October 12 meeting. Minor revisions were made following that discussion, and it was presented again today for final approval. The Charge will be presented to the Presidential Search Committee on October 4, when they hold their first meeting.

Motion: Trustee Powers moved and Trustee Zapora seconded the approval of Resolution No. 17-10-1.

Trustee Debele abstained.

Approved

NEW BUSINESS – ACTION**Approval of Presidential Search Committee Membership (Resolution No. 17-10-2) – Dennis Curran**

Dennis Curran, Associate Vice President of Human Resources, presented a complete list of the names that were submitted, either by nomination or self, for membership on the Presidential Search Committee. He read through the names, and Board discussion followed. The Board indicated their desire for a diverse membership that would be inclusive of campus departments, gender and ethnicity. Following discussion, the Board voted on the membership.

Motion: Trustee Powers moved and Trustee Yim seconded the approval of the following Edmonds CC employees, one student, and four community members to serve on the Presidential Search Committee.

Staff and faculty: Barbie-Danielle DeCarlo, Frederick Pieters, Jorge de la Torre, Deann Leoni,

DawnMoon Jacques, Dr. Robin Datta, Dr. Terry Cox

Student: Lacy Richmeier

Community Members: Steve Pennington, Wally Webster, Justin Irish and Corbitt Loch

Trustee Debele abstained.

Approved

Motion: Trustee Zapora moved and Trustee Yim seconded the approval of Resolution No. 17-10-2.

Trustee Debele abstained.

Approved

A non-voting monitor will also be appointed to the Search Committee. The Board will not be required to vote on the monitor. There will be three non-voting members of the committee: the monitor and the two co-chairs, Trustees Yim and Powers. AVP Dennis Curran will also be a non-voting member. All will attend the committee meetings.

Interim President Discussion – Dennis Curran

The Board discussed the interim president position. They decided at the last Board meeting to select a current vice president serving on President's Cabinet to serve as the interim president as opposed to appointing an off-campus interim. They unanimously decided that it would be a conflict of interest to have the interim president also be a candidate applying for the permanent position.

Motion: Trustee Powers moved and Trustee Yim seconded the motion that the appointed interim president not be a candidate for the position.

Trustee Debele abstained.

Approved

Dennis Curran stated that he previously discussed the interim position individually with each vice president to determine if any of them would be interested in applying for the presidential position. Several vice presidents indicated their interest to Mr. Curran in serving as the interim president.

Mr. Curran will reach out to the vice presidents and request copies of their resumes. The Board will review the resumes of the candidates interested in the interim presidency first, then interview them, and make their decision at the November Board meeting.

The interim president will need to adhere to the President's job description and take full responsibility and authority of the position.

Trustee Zapora recommended that the interim president not take on managing two jobs at the same time but rather have a plan for carrying out their former responsibilities, backfilling their position. The interim president will most likely serve 3-6 months in the position.

President Hernandez will create a draft of the "Interim President's Roles and Responsibilities" for the October 12 Board meeting.

The Board read and discussed the list of "Desired Presidential Attributes" from the Presidential Profile, which was compiled from the Board's previous discussion, campus forums, and other campus group meetings. Following the Board's input, Mr. Curran will revise the document in preparation for the first Presidential Search Committee meeting on October 4. The Board will approve the list of Desired Presidential Attributes at the October 12 Board meeting.

The Board also discussed the list of “Presidential Leadership Priorities.” Mr. Curran will revise the document per the Board’s suggestions.

ADJOURNMENT

The meeting was adjourned by Chair Diana Clay at 10:26 a.m.

Ms. Diana Clay, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

BACKGROUND**APPROVAL OF NEW CURRICULA****Subject**

Board of Trustees consideration of the Associate in Computer Science Direct Transfer Agreement Major Related Program (DTA/MRP) degree.

Background

The Associate in Computer Science DTA/MRP degree is an agreement between selected public and private baccalaureate institutions offering a computer science program and Washington State community and technical colleges.

The Associate in Computer Science DTA/MRP degree consists of a minimum of 93 credits. This pathway is applicable to students planning to prepare for upper division bachelor's degree majors in computer science and is designed for students wishing to transfer.

The Associate in Computer Science DTA/MRP degree is designed to transfer to most Bachelor of Science degrees at four-year colleges and universities in Washington State.

DTA degrees provide students:

- Priority consideration in the admissions for most humanities and social science majors to public universities ahead of students without a degree.
- Completion of lower division general education requirements.
- Credit for all courses completed within the DTA up to and in some cases beyond 90 credits.
- Opportunity to explore several fields of study through the category of up to 30 credits of elective courses.
- Opportunity to complete prerequisites for a future major.

Recommendation

Approval of the Associate in Computer Science Direct Transfer Agreement Major Related Program degree at the October 2017 meeting.

Resolution NO. 17-10-3**APPROVAL OF NEW CURRICULA**

WHEREAS, the Board of Trustees reserves unto itself the final approval of departmental curricula and degree and certificate requirements, and

WHEREAS, the new education program has been developed to satisfy industry requirements designated for the Associate in Computer Science Direct Transfer Agreement Major Related Program degree;

NOW THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees approves the granting of the Associate in Computer Science Direct Transfer Agreement Major Related Program degree.

Ms. Diana Clay, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

BACKGROUND

BOARD POLICY – STIPENDS

Subject

Consideration of a new Board Policy addressing the payment of stipends for meeting attendance.

Background

Washington State law requires Colleges to identify the Board of Trustees' classification, how Board members will be compensated for meetings, and how Board members will be reimbursed for travel.

State Law divides boards, commissions, and councils into five classes for the purposes of compensation. As described in the State Administrative & Accounting Manual (SAAM) section 10.70.30, the Board of Trustees is classified as "other."

"other" – Any part-time board, commission, council, or committee not covered by RCW 43.03.230, 43.03.240, 43.03.250, or 43.03.265, but established by either the executive, legislative or judicial branch to participate in state government. These members have rulemaking authority, perform quasi-judicial functions, have responsibility for the administration or policy direction of a state agency or program, or perform regulatory or licensing functions with respect to a specific profession, occupation, business, or industry.

The Edmonds Community College Board of Trustees previously received a stipend for attending one regular or special monthly Board meeting. In 2013, the State Board for Community and Technical Colleges indicated that the stipend should not be paid to Trustees. Then in 2014 the Attorney General's Office reversed that decision, allowing individual college districts to determine whether or not to pay board stipends. Therefore, the Edmonds CC Board in 2013 was erroneously informed that they could not receive a monthly stipend for meeting attendance, but continued to maintain travel reimbursements for attending out of town conferences and meetings. Recently, the current Board became aware of the Attorney General's reversed opinion and would like to review all of their options regarding the monthly meeting attendance stipend.

At the September 14 meeting, the Board reviewed following options: Payment of a current flat rate stipend for attending either one (1) or two (2) regular or special board meetings per month, or the current per diem rate for Snohomish County for attending either one (1) or two (2) regular or special board meetings per month. College administration is recommending using the current per diem rate for Snohomish County for attending up to two (2) regular or special board meetings per month.

Recommendation

Approval of the attached Board of Trustees' new Policy, BOT 17.0, and Procedure, BOT 17.01 pr, for stipends to be paid for meeting attendance.

DRAFT

BOARD OF TRUSTEES POLICY – BOARD OF TRUSTEES STIPEND

Edmonds Community College
WA State Community College District 23

BOT 17.0 – BOARD OF TRUSTEES STIPEND

SUMMARY/SCOPE

Washington State law requires Edmonds Community College to identify the Board of Trustees' classification, how board members will be compensated for meetings, and how board members will be reimbursed for travel.

DESCRIPTION

Classification

State Law divides boards, commissions, and councils into five classes for the purposes of compensation. As described in the State Administrative & Accounting Manual (SAAM) section 10.70.30, the Board of Trustees is classified as “other.”

“other” – Any part-time board, commission, council, or committee not covered by RCW 43.03.230, 43.03.240, 43.03.250, or 43.03.265, but established by either the executive, legislative or judicial branch to participate in state government. These members have rulemaking authority, perform quasi-judicial functions, have responsibility for the administration or policy direction of a state agency or program, or perform regulatory or licensing functions with respect to a specific profession, occupation, business, or industry.

Compensation for Meetings

State law provides for members of boards, commissions, and councils serving without compensation to receive a special per diem rate (RCW 43.03.050) for time spent conducting official business. The Office of Financial Management (OFM) articulates travel reimbursement policies and processes in its State Administrative & Accounting Manual (SAAM). No mileage will be paid for local meetings and no other compensation will be given for other board related business outside of allowable travel expenses.

The Student Trustee shall also be eligible to receive this stipend. However, if the Student Trustee is currently receiving, or may receive in the future, financial aid, they would be encouraged to meet with a Financial Aid Services Advisor to gain additional information as to whether it would be in the best interest of the Student Trustee to receive or decline the Board stipend.

Travel Reimbursement

Members of the Board of Trustees will receive reimbursement for travel on College business, the same as college employees.

Annual Review

At the June Board meeting of each year, the Board of Trustees will review the per diem rate for the coming academic year.

RELEVANT LAWS AND OTHER RESOURCES

RCW 43.03

State Administrative & Accounting Manual (SAAM) Section 10.70

GLOSSARY TERMS

Board of Trustee(s)

RELATED POLICIES AND PROCEDURES

New Policy

CONTENT OWNER. The primary responsibility for this policy belongs to:

College President, Secretary to the Board of Trustees

REVIEW PERIOD

Three years. Requires President's recommendation to the Board of Trustees.

REVIEW HISTORY

2017 - October 12 – Board Resolution No. 17-10-4

2017 - September 14

DRAFT

BOARD OF TRUSTEES STIPEND

Edmonds Community College
WA State Community College District 23

BOT 17.01pr – BOARD OF TRUSTEES STIPEND: PROCEDURE

SUMMARY/SCOPE

Washington State law requires Edmonds Community College to identify the Board of Trustees' classification, how board members will be compensated for meetings, and how board members will be reimbursed for travel.

DESCRIPTION

Compensation for Meetings

Members of the Board of Trustees are allowed the current local per diem rate when attending meetings to conduct board business. The rate will be monitored annually by the accounting office and reviewed by the Board of Trustees at their June meeting. The Board will be paid the current local per diem rate for up to two (2) regular or special meetings per month.

When conducting a Presidential search, Trustees serving on the Presidential Search Committee will be paid in addition to regular or special meetings the current local per diem rate for up to two (2) committee meetings per month.

No other compensation will be provided to board members for time spent conducting official business on behalf of the college.

No mileage will be paid for local meetings.

Compensation for meetings will be requested by submitting a Board of Trustees' timesheet provided by the Senior Executive Assistant to the President. Payment will be issued by the President's Office through the payroll system because this compensation is subject to taxes and is reportable to the IRS.

Travel Reimbursement

- A. If the travel does not include overnight stay
 1. Reimbursement for meals
 - a. Reimbursement for meals not included in the meeting or conference will not be allowed.
 2. Reimbursement for mileage
 - a. Reimbursement for mileage will be requested by submitting total mileage, meeting/event title, date, location and any necessary receipts to the Senior Executive Assistant to the President.

- b. Payment for mileage reimbursement will be issued using a Travel Expense Voucher submitted by the Senior Executive Assistant to the President to the Business Office.
- B. If the Travel requires an overnight stay, the reimbursement is not subject to payroll taxes
- 1. Confirmation in writing from the Trustee of travel details is necessary for reimbursement.
 - 2. The Senior Executive Assistant to the President will complete a Travel Expense Voucher and submit to the Business Office all travel expenses (lodging, meals, mileage, etc.), along with all necessary receipts.

RELEVANT LAWS AND OTHER RESOURCES

RCW 43.03.230, 43.03.240, 43.03.250, 43.03.265

State Administrative & Accounting Manual (SAAM) Section 10.70.30

GLOSSARY TERMS

Board of Trustee(s)

RELATED POLICIES AND PROCEDURES

New Policy

CONTENT OWNER. The primary responsibility for this policy belongs to:
College President, Secretary to the Board of Trustees

REVIEW PERIOD

Three years. Requires President's recommendation to the Board of Trustees.

REVIEW HISTORY

2017 – October 12 – Board Resolution 17-10-4

2017 – September 14

Washington Community College District 23

RESOLUTION NO. 17-10-4**BOARD POLICY - STIPENDS**

Whereas, Washington State law requires Colleges to identify the Board of Trustees' classification, how Board members will be compensated for meetings, and how Board members will be reimbursed for travel, and

Whereas, the Edmonds Community College Board of Trustees previously received a stipend for attending meetings, and

Whereas, in 2013, the State Board for Community and Technical Colleges indicated that stipends should not be paid to Trustees for meeting attendance, and in 2014 the Attorney General's Office reversed that decision allowing individual college districts to determine whether or not to pay Board stipends, and

Whereas, in 2013 the Edmonds CC Board of Trustees discontinued receiving a monthly stipend for meeting attendance, but continued to maintain travel reimbursements for attending out of town conferences and meetings, and

Whereas, the current Board requested a review of their options regarding a monthly meeting stipend, and

Whereas, the College administration is recommending using the current per diem rate for Snohomish County for Trustees attending up to two (2) regular or special board meetings per month, and

Whereas, the College administration has prepared a new Board Policy, BOT 17.0, and Procedure, BOT 17.01pr, to adopt the stipend payment;

NOW, THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees approves Board Policy BOT 17.0, and Procedure BOT 17.01pr.

Ms. Diana Clay, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

BACKGROUND**APPROVAL OF THE
PRESIDENTIAL PROFILE FOR THE
PRESIDENTIAL SEARCH****Subject**

Approval of the Profile for the Presidential Search

Background

Dr. Jean Hernandez, President Edmonds Community College, is retiring effective December 31, 2017. The College is conducting an extensive search for its next President. The search announcement launched by AGB consulting will include a Presidential Profile that explains the position requirements to prospective applicants. The Profile includes information on the College and surrounding area, as well as a list of desired characteristics of the next president. The Profile also provides a list of priorities for the next President.

The Profile was reviewed by the Board during its September 14, 2017 and October 2, 2017 meetings. The Board directed some changes to the Profile, which were incorporated. The search committee also reviewed the Profile and made some recommendations for improvement.

The Presidential Profile is returned for final approval by the Board of Trustees. Upon approval of the Profile, the world-wide search will be launched.

Recommendation

Approval of the Presidential Profile at the October 12, 2017 Board of Trustees meeting.

Washington Community College District 23

Resolution No. 17-10-5

APPROVAL OF PRESIDENTIAL PROFILE

Whereas, Edmonds Community College is convening a search to find the next College President,
and

Whereas, the Board of Trustees, with the help of AGB Consulting and input from the College and
local community, drafted a Presidential Profile to inform potential applicants about the College and its
priorities, and

Whereas, the Board of Trustees reviewed the Presidential Profile at the October 12, 2017 Board
of Trustees meeting;

NOW, THEREFORE BE IT RESOLVED that the Edmonds Community College Board of
Trustees approves the attached Presidential Profile.

Ms. Diana Clay, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

BACKGROUND**REVIEW OF SELECTED
BOARD POLICIES****Subject**

Review of selected Board Policies.

Background

All of the Board Policies were reviewed over the 2016-17 academic year in an effort to make sure they were aligned with the language requirements of accreditation and that they reflected current practices. All policies have been renumbered and some renamed or combined. As appropriate, each policy will include procedures. The Board recently decided to split all of the Board policies into thirds, and one-third will be reviewed each fall. Therefore, all Board Policies will be reviewed every three years.

The following policies are presented at the October meeting for review:

BOT 6.0 and 8.0 are being reviewed now due to changes that need to be approved by the Board.

BOT 1.0 – Board of Trustees Bylaws
BOT 2.0 – Board Job Description
BOT 3.0 – Board Member Code of Ethics
BOT 4.0 – Philosophy of Governance
BOT 5.0 – Board Civility and Respect
BOT 6.0 – Mission Statement, Vision, Core Themes, and Values
BOT 8.0 – General Executive Expectations and Authority

Copies of the policies are provided with this background statement.

Recommendation

Board review of the above listed Board Policies with approval at the November 14, 2017 Board meeting.

LINK TO THE FULL

INSTITUTIONAL PERFORMANCE REPORT

<http://www.edcc.edu/research/documents/report-16-17.pdf>

BOARD OF TRUSTEES

Monthly Meeting Report

FOUNDATION

October 12, 2017

- The second annual 5K Walk and Run that is scheduled for Saturday, October 28th here at Edmonds CC is progressing really well. We currently have 13 corporate sponsors and 35 teams. We have \$47,850 in sponsor, team & individual registration fees to-date and we're well on our way to blast through our \$50,000 goal. We have a goal of 40 teams so it is not too late to form your team today. Eighty percent of the participants will walk the beautiful course which goes around the Lynnwood golf course then winds through our campus passing a half dozen student vignettes, including tasty treats from our culinary department and wild demonstrations from our engineering department. This is not your typical 5K Walk and Run! Come enjoy the wonderfully fun Triton spirit with students, staff, faculty, sponsors and hundreds of community members all supporting student success.
- We are in the final stages of selecting a venue for our 32nd annual Gala.
- We awarded three Complete The Dream scholarships for Fall quarter totaling \$6,640.
- Whitney Cornell, wife of Foundation board member Adam Cornell, is in the midst of completing a branding project for the Foundation, which will aid us in strengthening our messaging to community members and donors.
- The Foundation's Leadership Campaign is off to a strong start with a dozen gifts from Foundation board members and college administrators totaling \$10,000 in pledges. This annual campaign has an overall goal of raising \$30,000 for essential support needed to assist EdCC students and learning support programs.
- The first annual Philanthropy Partnership lunch is taking place this Monday, October 2nd at the College Café with a goal to improve our campus funding partnerships. Our goal is to help educate, inspire and motivate our on-campus funding partners to help us increase the Foundations visibility and volunteer engagement.
- The Foundation's preliminary revenue from contributions and special events totaled \$874,702.71 for fiscal year 2016-2017. That is an increase of \$191,887.17 over the previous fiscal year.

Submitted by: Diana Clay, Foundation Board Liaison

PRESIDENT'S REPORT**OCTOBER 12, 2017****PRESIDENT JEAN HERNANDEZ
EVENT HIGHLIGHTS SEPTEMBER 15 – OCTOBER 7, 2017**

- On September 15th, I attended our first Core Theme conversation that was led by Jim Mulik and Joe Duggan. We focused on “Community Engagement” and brainstormed ideas for Indicators of Achievement.
- The Kim Foundation for Education Homelessness was held on September 16th and I was asked to share my perspective on the value of education in transforming lives.
- Mike Meeks invited me to be his guest at the Edmonds Center for the Arts gala on September 23rd. I also attended Mike’s Dinner and Movies event, that he bid on at our Edmonds CC’s Gala, on October 4th. I so appreciate friends like Mike Meeks inviting me to these social events and getting to connect with more community members.
- September 24-28 – Attended the ACCT Leadership Congress in Las Vegas, along with Trustees Clay and Yim. Trustee Yim was honored as the new Chair of ACCT and had a great turnout for her reception at the conference. Letters were submitted by Governor Jay Inslee and Senator Patty Murray congratulating Trustee Yim.
- On October 2, over 30 Edmonds CC employees attended a philanthropy lunch hosted by the Foundation at the College Café. The energy in the room was electrifying. Each person shared how the Foundation has impacted student lives in their respective areas and/or across the campus. The Foundation staff did an excellent job of sharing all the wonderful activities supported by the Foundation and its donors.
- Attended and provided remarks at the grand re-opening of the new Triton Diversity Student Center. After several years of planning and getting through the City’s permitting process, I am proud to announce that our new Diversity Student Center and Game Room remodels have been completed. The funding for this remodel was jointly shared between the Associated Students of Edmonds Community College (ASEdCC) and the College.
- I serve on the Board of Boys and Girls Club of Snohomish County and attended their annual Gala on October 7th. It was held at the Tulalip Resort, and I sat with my Rotary Club of Lynnwood fellow members. It was a fabulous event!