

AGENDA

Regular Meeting & Study Session
October 18, 2018
Gateway Hall 352
4:30 – 8:00 p.m.

MISSION: TEACHING | LEARNING | COMMUNITY

		Page
4:30 PM	A. Call to Order	Dr. Tia Benson Tolle
4:32 PM	B. Introduction of Guests	Dr. Tia Benson Tolle
4:35 PM	C. Public Comment (2 min. each)	Dr. Tia Benson Tolle
4:45 PM	D. Approval of September 13, 2018 Meeting Minutes	Dr. Tia Benson Tolle 3
	E. Next meetings	Dr. Tia Benson Tolle
	1. November 15, 2018, 4:30 p.m. - Regular Business Meeting	
	2. November 29, 2018, 5:30 p.m. - Special Joint Meeting with Edmonds School District	
4:50 PM	F. Informational and Monitoring Reports	
	1. Edmonds CC - State Enrollment Comparison	Danielle Carnes
	2. 2018-20 Goals and Strategies	Danielle Carnes
5:10 PM	G. Old Business	
	Review of 2019 Board Meeting Dates (Second Consideration)	Dr. Tia Benson Tolle 14
5:20 PM	H. New Business – First Consideration	
	1. Consideration of 2019-20 Triton Field Fee	Zasar Jongpermwattanapol 16
	2. Review of Board Policies	Dr. Amit Singh 19
	a. BOT 4.0, 4.01pr - Board Philosophy of Governance; Procedure	
	b. BOT 5.0, 5.01pr - Board Civility and Respect; Procedure	
	c. BOT 7.0, 7.01pr - Board Monitoring and Planning; Procedure	
	d. BOT 8.0, 8.01pr - General Executive Expectations and Authority; Procedure	
	e. BOT 9.0, 9.01pr - President’s Performance Evaluation; Procedure	

Continued

6:00 PM	I. Representative Reports		
	1. Faculty Representative	Kay Latimer	
	2. Student Representative	Dawson Shinnors	
	3. Classified Staff Representative	Frederick Pieters	
6:15 PM	J. Foundation Report	Diana Clay	40
6:25 PM	K. President's Report	Dr. Amit Singh	41
6:35 PM	L. Board Discussion	Dr. Tia Benson Tolle	43
	1. Board Self-Assessment		
	2. ACCT Leadership Congress Voting Delegate		
	3. Other		
6:55 PM	<i>BREAK</i>		
	M. Study Session		
7:00 PM	1. Emergency Management Preparedness	Jade Jeter-Hill	
7:40 PM	2. Marketing	Marisa Pierce	
8:00 PM	N. Adjournment	Dr. Tia Benson Tolle	

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.

Washington Community College District 23

DRAFT MINUTES**Regular Meeting
September 13, 2018**

Trustees Present: Dr. Tia Benson Tolle, Diana Clay, Angela Durham, Quentin Powers, Emily Yim, Carl Zapora

Others Present: Arlene Anderson, Danielle Carnes, Christina Castorena, Dr. Terry Cox, Dr. Charlie Crawford, Dennis Curran, Jessica Hanaumi, Kay Latimer, Kevin McKay, Liz Mueth, Jim Mulik, Dr. Amit Singh, Eva Smith, Dr. Yvonne Terrell-Powell, Brad Thomas

CALL TO ORDER

Dr. Benson Tolle called the meeting to order at 4:30 p.m. and welcomed those present.

INTRODUCTION OF GUESTS

Wanda Billingsly, Nadescha Bunje, Kim Chapman, Allison Cohen, Pat Copeland, Saovra Ear, Elizabeth Frederickson, Kristine Kobayashi, Tricia Lovely, Pat Copeland, Jennifer Patterson, Carey Schroyer, Andy Williams, Steve Woodard

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF JUNE 14, 2018 MEETING MINUTES

Motion: Trustee Clay moved the Board of Trustees approve the June 14, 2018 meeting minutes as presented. Trustee Yim seconded the motion. The Board unanimously approved the motion.

Approved

APPROVAL OF AUGUST 16-17, 2018 MEETING MINUTES

Motion: Trustee Clay moved the Board of Trustees approve the August 16-17, 2018 meeting minutes as presented. Trustee Yim seconded the motion. Trustee Zapora abstained.

Approved

OLD BUSINESS - ACTION

Approval of New Curricula - Hospitality and Tourism Associate in Applied Science Transfer Degree (RN 18-9-1)

Motion: Trustee Zapora moved the Board of Trustees approve Resolution 18-9-1 as presented. Trustee Powers seconded the motion. The Board unanimously approved the motion.

Approved

Approval of New Curricula - Culinary Arts Associate in Applied Science Transfer Degree (RN 18-9-2)

Motion: Trustee Clay moved the Board of Trustees approve Resolution 18-9-2 as presented. Trustee Zapora seconded the motion. The Board unanimously approved the motion.

Approved

Approval of New Curricula - Culinary Arts Mobile Food Entrepreneur Certificate (RN 18-9-3)

Motion: Trustee Clay moved the Board of Trustees approve Resolution 18-9-3 as presented. Trustee Powers seconded the motion. Discussion followed. The Board unanimously approved the motion.

Approved

The Board requested staff bring forward data regarding demand for the program.

Approval of New Curricula - culinary Arts Mobile Food Cooking Certificate (RN 18-9-4)

Motion: Trustee Clay moved the Board of Trustees approve Resolution 18-9-4 as presented. Trustee Powers seconded the motion. The Board unanimously approved the motion.

Approved

Approval of Public Records WAC (RN 18-9-5)

Motion: Trustee Clay moved the Board of Trustees approve Resolution 18-9-5 as presented. Trustee Benson Tolle seconded the motion. Discussion followed. The Board unanimously approved the motion.

Approved

NEW BUSINESS - FIRST CONSIDERATION

Consideration of 2019 Board Meeting Schedule

The Board reviewed proposed dates for 2019 regular meetings for approval at the November 15, 2018 meeting.

REPORTS

Faculty Representative

Attachment A

Student Representative

There was no student representative present.

Classified Staff Representative

Attachment B

FOUNDATION REPORT

Attachment C

PRESIDENT'S REPORT

In addition to the attached President's Report (*Attachment D*), Dr. Singh highlighted the 2019 Convocation held September 10, 2018 at the *Edmonds Center for the Arts*.

The Board requested staff provide additional detail regarding options *B* and *C* for SET Building funding as well as a reference menu for naming rights.

BOARD DISCUSSION

Special Meeting - Joint meeting with Edmonds School District

The Board selected November 29, 2018 for a special joint meeting with the *Edmonds School District*.

Board Self-Assessment

The Board requested staff provide copies of current presidential and board evaluation tools to Trustee Powers.

Other

Trustee Zapora provided information regarding the *Washington State Association of College Trustees (ACT)* fall, winter, and spring conferences.

The Board discussed the possibility of building in *ACT* and *Association of Community College Trustees (ACCT)* updates to the agenda.

Trustee Yim highlighted the upcoming *ACCT* fall conference to include a presentation with Dr. Yvonne Terrell-Powell and Christina Castorena.

ADJOURNMENT

The meeting was adjourned by Chair Tia Benson Tolle at 5:56 p.m.

Next Meeting

The next regular Board meeting will be held Thursday, October 18, 2018, at 4:30 p.m. at Gateway Hall 352.

Dr. Tia Benson Tolle, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

ATTACHMENT A

**BOARD OF TRUSTEES
September 13, 2018 Meeting Report
AFT Local 4254 EdCC Faculty**

Greetings:

There are just a few items this month.

- The return week AFT local 4254 faculty lunch was well attended, with about 80 faculty.
- Our next Faculty Happy Hour is scheduled for October 25, time and place to be determined.
- Since the Janus Decision on June 27, we have had three faculty resign their membership. The good news is that we have had 19 faculty sign up for membership. Our local expects minimal losses due to the elimination of fee payers.

Thank you.

Kay Latimer
President, Local 4254

ATTACHMENT B

BOARD OF TRUSTEES September 13, 2018 Meeting Report WPEA/UFCW Local 365

- We do not have much to report. We continue to encourage good-working and respectful relationships between managers and their employees. We continue to foster a strong relationship between the Union and Human Resources and are hopeful that this relationship continues with the new Director of Human Resources.
- We are incredibly disappointed in the Supreme Court's decision in Janus vs. AFSCME, but we are encouraged by our local chapter and will continue our commitment and efforts to our members. We know our strength is in our wonderful members. Our numbers are maintaining above 90%, and we have increased numbers at our brown bag lunches. We are even increasing the number of members interested in becoming shop stewards.
- We have an energetic new WPEA Union representative, Abbie Zulock.
- We are still in the bargaining process with the state for our new contract but are hopeful that they see the need to increase salaries to stay competitive with inflation and current job market. We are dedicated employees and hope that the state will see the value in our work.
- Pending contract agreement, WPEA is hosting a Voting Day celebration on September 25th in SNH 338. Our new union representative will be on campus to answer any questions, assist with technical issues using the electronic voting system, and to celebrate our ability to participate in our democratic right.
- WPEA members are organizing a team to participate in the Foundation's 5k Walk/Run. We are excited to continue to support the students, college, and one another.

Respectfully submitted by:
Liz Mueth, EdCC WPEA Shop Steward

ATTACHMENT C

BOARD OF TRUSTEES September 13, 2018 Meeting Report Edmonds CC Foundation

- The Foundation has awarded 193 annual scholarships plus 47 for *Complete the Dream*, department-designated, and donor-designated scholarships for the 2018/19 school year. Our goal is to provide 250 scholarships to EdCC students this year.
- *The Alford Group* is performing a feasibility study this summer and fall, which includes interviewing 35 Board members, donors, and community leaders to determine the College's and the Foundation's capacity for doing a multi-year, combined SET Building/Promise Scholarship campaign ranging between \$5M-\$10M.
- This summer's President's Club reception was a huge success on Wednesday, August 15, 2018 at Wendy and Mike Popke's Woodway home, where we thanked our annual \$1,000+ individual and corporate donors.
- The 2nd Legacy Society luncheon was Tuesday, July 31, 2018 at Point Edwards Charter Club, and was hosted by Carol Christianson, Foundation Gala and Planned Giving committee member.
- Will you please help us help students via the 3rd Annual Leadership Campaign? Our goal is to raise \$41,000 from 40 donors that include both the Board of Trustees and the Foundation Board of Directors from September 1 - October 15, 2018. Please join me in giving a significant gift (between \$500 - \$5,000) to help transform the lives of EdCC students.
- The 3rd Annual Edmonds CC 5K Walk and Run is Saturday, October 13, 2018 at 9:00 a.m., so put a team together of your family and friends to help raise funds for both athletic and general scholarships.
- The 1st Annual Scholarship Reception will be Wednesday, November 14, 2018 from 5:30 to 7:00 p.m. in Woodway Hall. Please help us celebrate our scholarship donors and student recipients.
- The 33rd Annual Edmonds CC Foundation Gala is tentatively scheduled for Saturday, April 13, 2019 at the *Seattle Grand Hyatt Hotel*. Goals for our 2019 event include filling the room with 350 attendees and raising \$400K. Save the Date!

Submitted by:

Diana Clay, Foundation Board Liaison

PRESIDENT'S REPORT**ATTACHMENT D****DR. AMIT B. SINGH
EVENT HIGHLIGHTS JULY – SEPTEMBER 2018**

- Fall Enrollment Outreach - During Summer quarter nearly 100 colleagues completed over 2800 calls in an effort to reach out to students enrolled but not yet registered for Fall quarter. A recent enrollment update showed a gain of over 1,300 State FTEs since EdCC initiated campus-wide conversion strategies in combination with ongoing practices and procedures. The last phase included a text message to those students not reached via a phone call and a follow-up conversation between Lynnwood Hall advisors and students requesting additional information or assistance.
- TRIO Grant Award 2018-19 - TRIO will receive a 4.25% (\$10,369.00) increase from the 2017-18 award amount. The increase from the original grant amount is (\$23,253.00) for a total of \$254,354.00 for the year. In order to receive the additional funding, the number of students served will increase from 160 to 167.
- Department of Justice Office of Violence Against Women Campus Grant - EdCC was awarded the Department of Justice Office of Violence Against Women Campus grant. This grant continues efforts from a 2015-2018 grant of the same name that funded the Healthy Relationships Team at the EdCC Wellness Center. This grant is also a collaboration with Green River College, which EdCC has committed to mentoring as a peer institution as a sexual violence program is put in place for the first time. EdCC partnered with Green River College throughout the grant development process and will continue to work closely on this new endeavor. The budget is \$550,000 over 3 years, split between the two colleges.
- 2018 Rising Star Award - Laura Daniali, Communications Consultant, was selected by a unanimous vote of the National Council for Marketing and Public Relations (NCMPR) executive committee as the 2018 Rising Star Award recipient for District 7. NCMPR is “an organization that connects marketing and public relations professionals at community and technical colleges across the U.S. and Canada.” District 7 includes the community, technical and junior colleges in Alaska, Idaho, Montana, Oregon and Washington, as well as the Canadian provinces of Alberta, British Columbia and Saskatchewan. This award is a result of Laura’s commitment to students and the college, dedication to her work. Laura is now a candidate for the national Rising Star Award and received a stipend to attend the national conference in March.

Continued

- Meetings on Campus - Getting to know Edmonds Community College has been a priority since my arrival on June 25 this year. As part of that process, I toured, met with staff, and received information regarding departments across campus with the respective vice presidents, and toured the WATR Center and Monroe Correctional Complex programs. I met with the Academic Deans to share with them my expectations. Now that the Fall quarter has started, I look forward to the opportunity to meet even more faculty, students, and staff. I have established a satellite office on the third floor of Snohomish Hall in room 309 of the International Student Services department in order to provide a more convenient, central meeting location.
- Town Hall Forums - August 1, 2018 marked the first set of Town Hall forums at the Black Box Theatre. As we move ahead, I will hold one or two of these forums each quarter in an effort to share campus updates face-to-face with faculty and staff and to keep the lines of communication open. Planning for the next series of Town Halls is currently underway.
- Latino Expo 2018 - I was honored to provide the welcome for the 2018 Latino Expo on campus August 4, 2018. With the theme of Celebrating Community and Diversity, the event featured local vendors, Latin American cuisine, and arts and crafts. I also had the opportunity to meet with Tom Laing and Rosario Reyes, as they shared the work Latino Educational Training Institute (LETI) does in partnership with Edmonds Community College.
- Economic Alliance Snohomish County (EASC) - I was recently invited to join EASC as a member of its Board of Trustees. This board meets quarterly, and I am pleased that Edmonds Community College has a voice at this table. I will also be participating as a member of the EASC STEM Network Executive Leadership Team.
- SET Building Groundbreaking - All are welcome on September 12, 2018, 3:30 - 5:00 p.m. to join in celebration of groundbreaking for the new SET Building. City of Lynnwood Mayor Nicola Smith, members of the college Board of Trustees, and other dignitaries will be present. Light refreshments will be served.
- The Aspen Institute - As a former Aspen Presidential Fellow, I have been invited to participate in a site visit to evaluate Indian River State College as a finalist for selection of the prestigious Aspen Prize for Community College Excellence. Specifically, I will assess qualitative practice and leadership in light of student success data and community context. Travel and meals are covered by the Aspen Institute through a grant from the Mellon Foundation.
- Meetings with External Stakeholders - In addition to on-campus tours and meetings, I have also met with leaders of community organizations, elected officials, school district superintendents, and members of the local media. (*List Attached*)

MEETINGS WITH EXTERNAL STAKEHOLDERS

COMMUNITY ORGANIZATIONS

07/31/18 - Greg Urban, Edmonds Chamber of Commerce President/CEO
08/02/18 - Patrick Pierce, Economic Alliance of Snohomish County (EASC) President/CEO
08/08/18 - Tour of Everett Boeing Facility (including 777x Composite Wing Center)
08/09/18 - Rosario Reyes, Latino Education Training Institute (LETI) Founder/CEO
08/09/18 - Linda Jones, Lynnwood Chamber of Commerce President/CEO
08/13/18 - Julie Martin, Mukilteo Chamber of Commerce President/CEO
08/20/18 - Kathy Coffey, Leadership Snohomish County (LSC) Executive Director
08/23/18 - Erin Monroe, Workforce Snohomish CEO
08/28/18 - Kandace Barnes, Snohomish STEM Network Director
09/04/18 - Emmett Heath, Community Transit CEO
09/04/18 - Dr. David Beyer, Everett Community College President
Scheduled - Jeffrey Roe, President/CEO; Cecily Hall, Senior VP Employee Experience, Premera Blue Cross
Scheduled - Sarah Zabel, COO; Jean Doerge, Nurse Executive; Kathryn McCune, HR Business Partner,
Swedish Edmonds
Scheduled - Paul Hollie, Premera Social Impact

ELECTED OFFICIALS - MUNICIPAL

07/12/18 - Mayor Jennifer Gregerson, Mayor of Mukilteo
07/17/18 - Mayor Dave Earling, City of Edmonds
07/18/18 - Mayor Nicola Smith, City of Lynnwood
09/05/18 - Mayor Jerry Smith and City Manager Scott Hugill, City of Mountlake Terrace
09/13/18 - Mayor Bob Colinas, City of Brier
Scheduled - Mayor Carla Nichols, Town of Woodway
TBD - Mayor Pam Pruitt and Interim City Manager Bob Stowe, City of Mill Creek

ELECTED OFFICIALS - COUNTY

08/21/18 - Snohomish County Executive Dave Somers
Scheduled - Snohomish County Councilmember Nate Nehring, District 1 Representative

ELECTED OFFICIALS - STATE

08/20/18 - State Senator Maralyn Chase
08/20/18 - State Representative Strom Peterson
08/21/18 - State Representative Derek Stanford
08/23/18 - State Representative Lillian Ortiz-Self
08/28/18 - State Representative June Robinson
08/29/18 - State Senator Marko Liias
08/29/18 - State Representative Mike Sells
08/29/18 - State Senator John McCoy
09/12/18 - State Representative Shelley Kloba
Scheduled - State Representative Cindy Ryu
Scheduled - State Representative Mark Harmsworth
Scheduled - Staff, Office of Governor Jay Inslee

MEETINGS WITH EXTERNAL STAKEHOLDERS (CONT'D)

ELECTED OFFICIALS - FEDERAL

08/08/18 - Yazmin Mehdi and Zach Carstensen, Office of U.S. Congresswoman Pramila Jayapal
08/09/18 - Ann Seabott (Everett) and Evan Schatz (D.C.), Office of U.S. Senator Patty Murray
08/30/18 - U.S. Congressman Rick Larsen at WATRC
09/20/18 - U.S. Congressman Rick Larsen

MEDIA

07/18/18 - Janice Podsada, The Daily Herald
08/23/18 - Teresa Wippel, My Edmonds News Founder and Publisher
09/06/18 - Don & Karen Connaway, The Woodway Influence Magazine
09/07/18 - Josh O'Connor, Everett Herald
TBD - Assunta Ng, NW Asian Weekly Publisher

POLICE DEPARTMENT

08/07/18 - National Night Out with Mayor Nicola Smith, Lynnwood Police Chief Tom Davis

SCHOOL DISTRICT SUPERINTENDENTS

07/30/18 - Dr. Kris McDuffy, Edmonds School District Superintendent
Scheduled - Dr. Gary Cohn, Everett Public Schools Superintendent
Scheduled - Dr. Marci Larsen, Mukilteo School District Superintendent

ADDITIONAL

08/09/18 - Dr. Jean Hernandez, Former EdCC President
Scheduled - Sadayoshi Nojima, Trajal Hospitality College Executive Director
TBD - Suzan LeVine, Employment Security Administration Commissioner

EVENTS

08/16/18 - EASC Summer Networking event
08/25/18 - Cascadia Art Museum Gala
10/20/18 - Edmonds Center for the Arts (ECA) Gala & Auction
08/15/18 - CEO Roundtable with Mayor David Earling, Swedish Edmonds COO Sarah Zabel, Mountlake Terrace City Manager Scott Hugill, and Snohomish County Council Member Stephanie Wright

SPEAKING ENGAGEMENTS

07/13/18 - College Overview, Association of Community College Trustees (ACCT) Board of Directors
Dinner at EdCC with ACCT Chair/EdCC Trustee Emily Yim; Mayor Nicola Smith and David Kleitsch, Economic Development Director, City of Lynnwood
08/04/18 - Welcome Address, Latino Expo 2018, EdCC
08/09/18 - Guest Speaker, Lynnwood Rotary
TBD - Guest Speaker, Edmonds Daybreakers Rotary
TBD - Guest Speaker, Alderwood Terrace Rotary
TBD - Guest Speaker, Rotary Club of Edmonds

SET Building Funding Options

- A. **The current plan.** The roughly \$7M gap between state funding and estimated construction cost will be covered through a combination of local dollars set aside (\$4M currently dedicated to this) and funding raised by the Foundation's capital campaign (targeting \$4M). Any additional year-end savings over the next couple of years will also be applied to the local fund reserve to further shorten the gap. State dollars are always spent first and should take us through most of the 18-24 months of the construction phase before we need to start drawing on local dollars.
- B. **In the event the Foundation is not able** to raise the full capital campaign dollars planned, the College has the option to borrow from the COP Debt Service Reserve, with BOT approval, the additional amount needed to complete the project. This has the effect of giving the College and/or Foundation an extra 2-3 years to cover the shortfall before the Debt Service Reserve has to be repaid to cover College debt service remaining.
- C. Alternatively, the College can **apply for a Certificate Of Participation (COP)** from the State for the amount needed to complete the project. This is a bond-backed Treasury instrument that works like a loan, to be paid back over 10-20 years. This would add roughly \$300K/year in debt service (15-year schedule, \$3.5M COP) the college would need to cover either out of the operating budget or through the COP Debt Service Reserve (which would then need to be increased over the next couple of years to fully fund that loan).

BACKGROUND***2019 SCHEDULE OF BOARD
OF TRUSTEES MEETINGS*****Subject**

To establish and approve the 2019 schedule of Edmonds Community College Board of Trustees meetings.

Background

In compliance with *RCW 42.30.075*, it is necessary that the Edmonds Community College Board of Trustees adopt a meeting schedule to be kept on file in the Office of the Code Reviser in Olympia.

Regularly scheduled meetings are held on the second Thursday of the month or as established on the 2019 schedule of Board of Trustees meetings. Each meeting date will be confirmed at the previous month's Board meeting. If a date or time other than what is listed on the 2019 meeting schedule is chosen, then the Board will hold a *special* rather than a *regular* meeting. Any change to the schedule will be communicated to the media and the Washington State Code Reviser's Office.

In accordance with *Board Policy 1.0, Section 2, Meetings*, the Board of Trustees will hold a minimum of six regular meetings and four study sessions during the calendar year. All meetings are scheduled to begin at 4:30 p.m. The ending times will vary. The May 16, 2019 meeting will begin at 3:30 p.m. with the Tenure Reception. The August 15-16, 2019 study session is scheduled from 8:00 a.m. – 5:00 p.m.

Recommendation

The Trustees are asked to review the 2019 schedule of Board of Trustees meeting dates for discussion at the October 18, 2019 Board of Trustees meeting. Approval will be requested at the November 15, 2018 Board of Trustees meeting.

February 7, 2019

March 14, 2019

April 11, 2019

May 16, 2019 (3:30 pm)

June 13, 2019

August 15-16, 2019 (8:00 am – 5:00 pm)

September 12, 2019

October 10, 2019

November 7, 2019

Washington Community College District 23

DRAFT RESOLUTION NO. 18-11-X
2019 SCHEDULE OF BOARD OF TRUSTEES MEETINGS

WHEREAS, in compliance with *RCW 42.30.075*, it is necessary that the Edmonds Community College Board of Trustees adopt a meeting schedule to be kept on file in the Office of the Washington State Code Reviser in Olympia;

WHEREAS, in accordance with *Board Policy BOT 1.0, Board of Trustees Bylaws, Section 2, Meetings*, the Edmonds Community College Board of Trustees will hold a minimum of six regular meetings during the calendar year. Additional regular or special meetings may be held when requested by the Chairperson of the Board or by a majority of the Trustees; and

WHEREAS, the Edmonds Community College Board of Trustees has determined that four study sessions will be held during each calendar year where no action will be taken;

NOW, THEREFORE, BE IT RESOLVED that the Edmonds Community College Board of Trustees adopts the following schedule for its 2019 meetings, and directs the President or designee to file this schedule in the Office of the Washington State Code Reviser.

January	NO MEETING			
February 7, 2019		Thursday	4:30 p.m.	Study Session & Regular Meeting
March 14, 2019		Thursday	4:30 p.m.	Study Session & Regular Meeting
April 11, 2019		Thursday	4:30 p.m.	Study Session & Regular Meeting
May 16, 2019		Thursday	3:30 p.m.	Study Session & Regular Meeting
June 13, 2019		Thursday	4:30 p.m.	Study Session & Regular Meeting
July	NO MEETING			
August 15-16, 2019		Thursday, Friday	8:00 a.m.	Study Session
September 12, 2019		Thursday	4:30 p.m.	Study Session & Regular Meeting
October 10, 2019		Thursday	4:30 p.m.	Study Session & Regular Meeting
November 7, 2019		Thursday	4:30 p.m.	Study Session & Regular Meeting
December	NO MEETING			

 Dr. Tia Benson Tolle, Chair

 Date Approved

ATTEST:

 Dr. Amit B. Singh, Secretary

BACKGROUND***FISCAL YEAR 2019-20 NEW PROPOSED FEE
ASEDCC TRITON FIELD FEE*****Subject**

Proposed ASEDCC Triton Field Fee for (FY) 2019-20

Background

The Associated Students of Edmonds Community College (ASEdCC) Executive Board, in partnership with the Edmonds Community College (EdCC) Athletic Department, proposed to convert the grass baseball field to a multi-purpose artificial turf field. The ASEDCC Executive Board approved funding the 1.4 million dollar project by implementing a \$1.50 per credit Athletic Field Fee beginning fall 2010, and when the construction loan was repaid (summer 2016), the fee automatically sunset.

Field maintenance is supported, in part, by rental revenue and ASEDCC funding. However, a dedicated fund for ongoing maintenance and operations currently does not exist. Originally, the intent was for the facility rental budget to be the revenue source for upgrades and repairs, however, those funds are currently utilized in full for light stanchion debt service, electric bills, staffing expenses, and other expenses put in place after approval of the Athletic Field Fee.

The most significant cost of maintenance is turf replacement, which, depending on use, is recommended every 10 -12 years. Without dedicated funding, maintenance of Triton Field relies heavily on community rentals, resulting in less availability for intercollegiate athletic, instructional, and general student use - all priorities highlighted by the 2011 ASEDCC Executive Board. Implementation of the proposed Triton Field Fee will cover maintenance costs and allow the opportunity for increased student usage of the field.

Based on this year's revenue projection, a \$0.75 per credit fee will generate approximately \$174,000 in revenue for maintenance, safety, and improvements for Triton Field and facilitate increased availability for general student and athletic use of the facilities.

- A maximum of \$40,000 will be used for rental revenue loss required to maintain minimum operation.
- A minimum of \$100,000 each fiscal year, along with remaining funds, will be allocated to a dedicated reserve account for complete turf replacement.

Current Triton Field Athletic Facility Usage Per Quarter

	Fall	Winter	Spring	Summer
Athletic Usage:	60%	45%	45%	30%
Student Usage:	0%	5%	25%	0%
Rental Usage:	25%	25%	25%	60%
Instructional Usage:	15%	25%	5%	10%
Total:	100%	100%	100%	100%

Proposed Triton Field Athletic Facility Usage Per Quarter

	Fall	Winter	Spring	Summer
Athletic Usage:	60%	45%	45%	30%
Student Usage:	15%	20%	40%	20%
Rental Usage:	10%	10%	10%	40%
Instructional Usage:	15%	25%	5%	10%
Total:	100%	100%	100%	100%

If the proposed fee is approved, the Athletic Director will provide a proposed budget annually for review by the ASEdCC Executive Board; monitor usage of the revenue; provide end-of quarter reports to the ASEdCC Executive Officer for Budget and Finance; provide a report to the ASEdCC Executive Board every spring quarter; and ensure that the general student body, through advertising/marketing, is aware of the facility and the ability to schedule college-sponsored events and programs.

In addition, a committee, chaired by the ASEdCC Executive Officer for Budget and Finance, will evaluate continued need for the fee every three years.

Recommendation

Approval of the proposed ASEdCC Triton Field Fee, effective fall quarter 2019, for (FY) 2019-20 at the November 15, 2018 Board of Trustees meeting.

Washington Community College District 23

DRAFT RESOLUTION NO. 18-11-X***ASEDCC TRITON FIELD FEE***

WHEREAS, the Edmonds Community College Board of Trustees has the authority to set and approve all fees;

WHEREAS, the ASEdCC Executive Board has the authority under the ASEdCC Financial Code to approve “Special Assessment Fees” on students;

WHEREAS, the ASEdCC Executive Board has determined that Triton Field needs dedicated funding for ongoing maintenance, safety and improvements, including turf replacement;

WHEREAS, the ASEdCC Executive Board wants to increase general student access and athletic usage of athletic facilities for recreational opportunities; and

WHEREAS, a \$0.75 per credit fee will be assessed to students for the above purposes;

NOW, THEREFORE, BE IT RESOLVED that the Edmonds Community College Board of Trustees approves the Triton Field Fee effective for fiscal year 2019-20.

Dr. Tia Benson Tolle, Chair

ATTEST:

Date Approved

Dr. Amit B. Singh, Secretary

BACKGROUND***BOARD POLICY REVIEW*****Subject**

Review of selected Board Policies.

Background

Each year one third of the Board Policies are reviewed in order to ensure alignment with the language requirements of accreditation and reflection of current practices. The first review takes place in October with approval in November.

The following policies are presented for review:

BOT 4.0, 4.01pr - Board Philosophy of Governance; Procedure

BOT 5.0, 5.01pr - Board Civility and Respect; Procedure

BOT 7.0, 7.01pr -Board Monitoring and Planning; Procedure

BOT 8.0, 8.01pr - General Executive Expectations and Authority; Procedure

BOT 9.0, 9.01pr - President's Performance Evaluation; Procedure

Redlined copies of the policies with suggested changes, if any, are provided with this background statement.

Recommendation

Approval of policies listed above at the November 15, 2018 Board of Trustees meeting.

BOT 4.0 - Board Philosophy of Governance :

SUMMARY/SCOPE

The Edmonds Community College Board Philosophy of Governance policy establishes the governance model followed by the Trustees.

DESCRIPTION

The Board of Trustees, on behalf of the citizens of College District 23, shall follow a governance model that ensures fiduciary oversight and accountability of Edmonds Community College's human, physical, and fiscal resources.

The Board of Trustees shall ensure:

The fulfillment of the college's Mission ~~within the guidelines of the college Philosophy~~ by means of the financial and human resources available; promotion of appropriate activities, conditions, and decisions; scrupulous self-monitoring of its processes and performances; and assuring compliance with all applicable state and federal statutes.

A governance model that emphasizes a future-oriented, outward vision rather than internal preoccupation; ensuring openness to diverse points of view; encouragement of an equitable and inclusive culture; strategic leadership rather than administrative detail; clear distinction of Board and President roles; collective rather than individual decisions; and proactivity rather than reactivity.

GLOSSARY TERMS

[Board of Trustee\(s\)](#)

RELATED POLICIES AND PROCEDURES

[BOT 4.01pr Board Philosophy of Governance: Procedure](#)

SOURCE INFORMATION

(was) B 3.1 Board Philosophy of Governance

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

President's Office, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

President's Office, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2017-Nov 02 Reviewed, Board Resolution 17-11-2

2017-Feb 09 Revised, Board Resolution 17-2-1

2001-May Approved B 3.1

No changes suggested.

Board Philosophy of Governance

Policy Management

BOT 4.01pr - Board Philosophy of Governance : Procedure

SUMMARY/SCOPE

The Board Philosophy of Governance establishes the expectations of how the Board will govern in one voice and ensure accountability of Edmonds Community College.

DESCRIPTION

Procedure for Board policy BOT 4.0 Board Philosophy of Governance.

PROCEDURE DETAILS

The Board will:

1. Deliberate in many voices, but govern in one policy.
2. Lead, direct, and inspire the organization through the careful establishment of broad written policies reflecting the Board's values and perspectives. The Board's major policy focus will be on the intended long-term impacts outside the operating organization, not on the administrative or programmatic means of attaining those effects.
3. Enforce upon itself the discipline needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policy making principles, respect of roles, and ensuring the continuity of governance capability.
4. Monitor and discuss the Board's process and performance at least once each year. Self-monitoring will include comparison of Board activity and discipline to Board policies.
5. Board development will include orientation of new members in the Board's governance process and discussion of process improvement at least once per year during the Board evaluation process. In addition, new Board members will be invited to attend the Association of College Trustees (ACT) New Trustee Orientation.

GLOSSARY TERMS

[Board of Trustee\(s\)](#)

RELATED POLICIES AND PROCEDURES

[BOT 4.0 Board Philosophy of Governance](#)

SOURCE INFORMATION

(was) B 3.1 Philosophy of Governance

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

President's Office, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

President's Office, Secretary of the Board of Trustees

REVIEW PERIOD

Three years. Requires President consulting with the Board of Trustees Chair on changes made.

REVIEW HISTORY

2017-Nov 02 Reviewed, Board Resolution 17-11-2

2016-Sep 08 Revised, Board Resolution 17-2-1

2001-May Approved B 3.1

BOT 5.0 - Board Civility and Respect :

SUMMARY/SCOPE

The Edmonds Community College Board of Trustees is committed to a climate of civility, mutual respect, and inclusiveness.

DESCRIPTION

The Board of Trustees is committed to the following:

Edmonds Community College will provide a friendly and supportive environment characterized by civility, mutual respect, and inclusiveness where students and employees are assisted and supported in achieving their educational and work-related goals.

The Board of Trustees hereby adopts this policy, which mirrors the college's policy, [HR 6.0](#), to insure that its meetings and actions reflect the campus expectations that all its students and employees shall maintain a culture of respect and civility.

Each Edmonds Community College Trustee shall be treated in a respectful, civil, and professional manner. In maintaining an environment of collegiality and respect, Trustees will treat all members of the Board and college community with honesty, respect, and courtesy. Trustees acknowledge that freedom of expression comes with a responsibility to respect the rights and reputations of others and to treat all with civility.

GLOSSARY TERMS

[Board of Trustee\(s\)](#)

RELATED POLICIES AND PROCEDURES

[BOT 5.01pr Board Civility and Respect Procedure](#)

[HR 6.0 Workplace Civility and Respect](#)

SOURCE INFORMATION

(was) B 3.7 Trustees' Civility and Respect Policy

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

President's Office, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

President's Office, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2017-Nov 11 Reviewed, Board Resolution 17-11-2

2017-Feb 02 Revised, Board Resolution 17-2-1

2011-May 12 Revised, Board Resolution 11-5-3

HR 6.0 - Workplace Civility and Respect :

SUMMARY/SCOPE

Edmonds Community College is committed to a culture of civility and will establish procedures to facilitate a culture of respect.

Maintaining a culture of respect and civility in the workplace is key to a successful work and classroom environment. A culture of civility and respect improves morale and fosters productivity and enhances learning.

On the other hand, disrespect can become a barrier to effective communication, coaching, and productivity and manifests itself in both verbal and non-verbal abuse. In more severe cases, it may result in employee turnover, student withdrawals, reduced morale, diminished loyalty, and physiological impacts such as headaches, depression, and increased absenteeism.

DESCRIPTION

College members will treat all members of the community with honesty, respect and courtesy; each individual shall have regard for the dignity and needs of the people with whom they work and supervise. This applies to all interpersonal interactions, written and verbal communications and in cyberspace and social media networks. The College is committed to expecting respectful and civil behavior from all employees at work and in the classroom; we require each employee to support this commitment.

Managers and supervisors are responsible for ensuring the workplace and classroom are free of disrespectful behavior, abusive treatment, and harassment within their respective work areas.

RELATED POLICIES AND PROCEDURES

[HR 6.01pr Workplace Civility and Respect Procedures](#)

SOURCE INFORMATION

(was) C 6.5.600 Workplace Civility and Respect Policy

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

Associate Vice President for Human Resources

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Associate Vice President for Human Resources

REVIEW PERIOD

Three years

REVIEW HISTORY

2017-Jan 09 Approved by President's Cabinet

2009-Apr 20 Approved by President's Cabinet

No changes suggested.

Board Civility and Respect

Policy Management

BOT 5.01pr - Board Civility and Respect : Procedure

SUMMARY/SCOPE

Procedure for Board policy BOT 5.0 Board Civility and Respect.

DESCRIPTION

This procedure establishes the expectations of how the Board will conduct its meetings and interactions with students, employees, and community members.

PROCEDURE DETAILS

Civility and Respect Standards for Trustees and Members of the Edmonds CC Community:

Trustees or speakers before the Board will not engage in behavior which embarrasses, intimidates, humiliates, or offends others---or which a reasonable person would find embarrassing, offensive, or humiliating. Honest feedback on agenda items can be communicated in a manner that maintains the dignity of the individual yet identifies serious concerns with performance or conduct. Examples of inappropriate behaviors may include but are not limited to:

- Screaming or yelling.
- Sarcasm with an apparent intent to humiliate.
- Arrogance or condescending behaviors or comments.
- Insubordination.
- Retaliatory actions.
- Use of email, behaviors, or comments that publicly offend, degrade, or humiliate members of the college community.

Trustees are expected to display and engage in respectful and collaborative behavior, including but not limited to:

- Supporting a decision once it has been made and moving forward.
- Listening attentively and seeking to understand one another's perspectives.
- Providing adequate information prior to Trustee meetings – no "blind-siding."
- Refraining from interrupting a speaker.

Individuals giving presentations or making public comments at Trustee meetings shall conform to the Civility and Respect Standards described above and shall adhere to the guidelines below:

Presentation Guidelines for Trustee Meetings:

- Presenters may not promote or oppose any candidate for public office or any ballot proposition.
- Presenters may not use this time to advertise.
- Speakers who disturb the orderly conduct of the meeting may forfeit their right to address the Board and be asked to leave the Trustee meeting.
- Meetings will be conducted in accord with Edmonds Community College's Board policy BOT 1.0 - Board of Trustees Bylaws.

Public Comment Process:

To speak at a regular trustee meeting:

- The Public Comment period is reserved for testimony from the audience.
- Individuals shall write their names on the sign-in sheet on the table at the entrance of the boardroom no later than fifteen (15) minutes prior to the beginning of the Trustee meeting. The Board Chair will allocate an appropriate amount of time for the Public Comment agenda item.
- Individuals shall identify on the sign-in sheet their affiliation with the college, list the topic they will address, and declare whether they wish to speak or not speak during the public forum.
- Individuals should not duplicate public statements previously given, in order to ensure as many individuals as possible have an opportunity to give comments to the Trustees.
- Based upon the number of individuals who have signed up to speak, the Board Chair will allocate the amount of time for Public Comment, and will announce the duration of the Public Comment period at each meeting at the beginning of the meeting.
- Comments should be limited to three (3) minutes per speaker, unless otherwise announced by the Board Chair.
- Speakers may address the Trustees once during the Public Comment period, unless otherwise indicated by the Board Chair.
- The Board Chair or presiding officer will begin the Public Comment period by calling names from the sign-in sheet. An individual who wishes to speak and who did not place his or her name on the sign-in sheet may approach the podium after those who have signed up have spoken. The Board Chair shall determine if any more individuals may offer public comment at this time.
- Each individual shall approach the podium and identify his or her affiliation with the college (e.g. whether a student, employee, or community member) and state his or her position with respect to the topic(s) to be addressed. Individuals shall address all remarks to the Trustees as a whole.

GLOSSARY TERMS

[Board of Trustee\(s\)](#)

RELATED POLICIES AND PROCEDURES

[BOT 5.0 Board Civility and Respect](#)

[BOT 1.0 Board of Trustees Bylaws](#)

SOURCE INFORMATION

(was) B 3.7 Trustees' Civility and Respect Policy

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

President's Office, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

President's Office, Secretary of the Board of Trustees

REVIEW PERIOD

Three years. Requires President consulting with the Board of Trustees Chair on changes made.

REVIEW HISTORY

2017-Nov 02 Reviewed, Board Resolution 17-11-2

2017-Feb 09 Revised, Board Resolution 17-2-1

2011-May 12 Revised, Board Resolution 11-5-3

2010-Nov 09 Approved, Board Resolution 10-11-A

BOT 7.0 - Board Monitoring and Planning :

SUMMARY/SCOPE

The Edmonds Community College Board of Trustees maintains a schedule of monitoring reports and policy discussion that support Mission Fulfillment and the Strategic Plan.

DESCRIPTION

Board policies may be monitored at any time although a schedule for policy review should occur at least once every three (3) years. An annual schedule of monitoring reports and policy discussions will be developed in conjunction with the Strategic Plan.

Mission Fulfillment is defined as all Indicators of Achievement falling at or above the "Mission Fulfillment Threshold" level.

Operational

Central to the college-wide Strategic and ~~SIMPLE~~ planning processes, the Board will review and, if necessary, modify the college's Mission, Vision, Core Themes, Strategic Objectives, and Values.

GLOSSARY TERMS

Board of Trustee(s)

RELATED POLICIES AND PROCEDURES

BOT 7.01pr Board Monitoring and Planning: Procedure

SOURCE INFORMATION

(was) B 1.2 Monitoring and Planning

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

President's Office, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

President's Office, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2018-June 14 Amended by Board Resolution 18-6-7

2016-Oct 13 Amended by Board Resolution 16-10-1

2013-Nov 21 Amended by Board Resolution 13-11-2

2012-Sep 13 Amended by Board Resolution 12-9-3

2001-May Approved B 1.2

Board Monitoring and Planning: Procedure

Policy Management

BOT 7.01pr - Board Monitoring and Planning: Procedure : Procedure

SUMMARY/SCOPE

Procedure for meeting Board Policy 7.0 Board Monitoring and Planning

PROCEDURE DETAILS

The Board of Trustees initially approved a framework for measuring Mission Fulfillment at their August 2013 Board Retreat. That framework was revised at the June 2018 Board meeting. Each year during the summer Board Study Session, the college presents the Annual Institutional Performance Report that includes an update on all mission Indicators of Achievement and : ~~The Institutional Performance Report~~ lists the Strategic Plan's prior year's goals, including the achievement of the measurable outcomes ~~or a plan for those outcomes that were not met, to the Board of Trustees. In addition, for those Indicators or outcomes~~ not met, the college also must prepare a plan that is presented to the Board.

The Mission Core Themes and Strategic Plan Objectives are to guide the college in the development of strategies and measurable outcomes for the ensuing year(s). ~~the Strategic Councils and SIMPLE Plan annual reports will summarize the analysis of data; The college analyzes the data and information, allocates resources requested, and assesses how these resources or and related~~ changes resulted in continuous improvement and achievement of Mission Fulfillment.

~~The Board receives annual progress reports on the Strategic Plan.~~ The Strategic Plan will be reviewed and updated at least once every three (3) years by the Board.

GLOSSARY TERMS

Board of Trustees(s)

RELATED POLICIES AND PROCEDURES

BOT 7.0 Board Monitoring and Planning

SOURCE INFORMATION

(was) B 1.2 Monitoring and Planning

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

President's Office, Secretary to the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

President's Office, Secretary to the Board of Trustees

REVIEW PERIOD

Three years. Requires President consulting with the Board of Trustees Chair on changes made.

REVIEW HISTORY

2018-June 14 Amended by Resolution 18-6-7

2016-Oct 13 Amended by Resolution 16-10-1

2013-Nov 21 Amended by Board Resolution 13-11-2

2012-Sep 13 Amended by Board Resolution 12-9-3

2001-May Approved B 1.2

No changes suggested.

General Executive Expectations and Authority

Policy Management

BOT 8.0 - General Executive Expectations and Authority :

SUMMARY/SCOPE

The Edmonds Community College Board of Trustees delegates to the President general executive responsibilities and authorities to administer College District 23.

DESCRIPTION

The Board of Trustees of Community College District 23 delegates to the President the responsibility and authority to administer the District consistent with the laws of the State of Washington and policies adopted by the Board of Trustees. The Board of Trustees, in consultation with the President, develops, formulates, and adopts Board policies of the institution. The President, as the chief executive officer, carries out these policies.

The President shall act on behalf of the Board of Trustees in any and all matters, which concern the administrative functions of the college, including serving as appointing authority for all faculty, classified, and exempt employees of the college. Any authority delegated by the Board is through the President, so that the President is held accountable and responsible for all employee performance.

The President shall ensure that all college practices, activities, decisions, and organizational circumstances conform to prudent, legal, ethical, and commonly accepted business and professional standards. The President will ensure that all laws of the State of Washington, rules and regulations of the State Board for Community and Technical Colleges, and all relevant federal statutes are upheld as they relate to college operations.

Decisions or instructions of the Board acting as a body are binding on the President. In the case of individual Board members requesting information or assistance, the President shall exercise judgment regarding whether compliance is reasonable in terms of staff time, funds, or disruption of programs or services. The President will consult with the Board Chair if additional information or direction is needed.

GLOSSARY TERMS

[Board of Trustee\(s\)](#)

RELATED POLICIES AND PROCEDURES

[BOT 8.01pr General Executive Expectations and Authority: Procedure](#)

SOURCE INFORMATION

(was) B 2.1 General Executive Expectations and B 2.2 Authority and Expectations of the President

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

President's Office, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

President's Office, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2017-Nov 02 Reviewed, Board Resolution 17-11-2

2017-Mar 09 Amended, Board Resolution 17-3-6

2013-Nov 21 Amended B 2.1, Board Resolution 13-11-2

2013-Nov 21 Amended B 2.2, Board Resolution 13-11-2

2001-May Approved B 2.1

2001-May Approved B 2.2

General Executive Expectations and Authority

Policy Management

BOT 8.01pr - General Executive Expectations and Authority : Procedure

SUMMARY/SCOPE

This procedure describes the general duties and responsibilities of the President as authorized by the Board of Trustees.

DESCRIPTION

The President shall be responsible for organizing all of the functions of College District 23 in an effective and efficient manner that is consistent with the college's Mission, Vision, Core Themes, Strategic Objectives, Strategic Plan, and Values.

PROCEDURE DETAILS

General Executive Expectations are defined as:

1. The President will give a high priority to community involvement and will ensure that college programs, services, needs, and accomplishments are clearly communicated to community members and stakeholders.
2. The President shall ensure that students and prospective students are provided a safe, respectful, responsive environment, and that careful attention is given to matters of confidentiality and privacy.
3. Interactions with employees, volunteers, and the public shall be civil, equitable, responsive, and dignified, characterized by open and clear communications.
4. Budgeting shall clearly reflect Board-established performance goals for the President, shall demonstrate fiscal prudence, high ethical and legal standards, and shall be derived from an institution wide strategic planning process.
5. Actual financial conditions shall reflect sound financial management and clear support of the college's governance process for resource and allocation capacity.
6. The President shall at all times keep the Board fully informed of significant issues affecting the college, including but not limited to concerns related to the performance of personnel, budgetary problems, over- and under-enrollment of students, or the reputation of the institution.
7. Assets will be protected and adequately maintained.
8. Compensation and benefits for employees, consultants, and contract workers will be administered in a fair and consistent manner and shall reflect fiscal integrity and sensitivity to public image.
9. Labor relations shall be conducted with integrity and negotiated agreements and other personnel rules and regulations shall be clearly communicated to employees and fairly administered.

10. The college Program Review process designates specific programs and services which are evaluated on a three-year cycle. The college implements a Strategic Plan that is the institutional effectiveness process for the college. College divisions complete operational plans via the college's ~~SIMPLE Plan process and framework.~~ **annual and strategic goals.**

11. The President is authorized to receive and administer such gifts, conveyances, devices, and bequests of real and personal property from private sources on behalf of District 23. These gifts, conveyances, and bequests as may be received in trust or otherwise, when the terms and conditions will aid in moving forward the Mission and Strategic Plan of the college and will not cause a substantial continuing commitment by the District.

12. The President is responsible for formulating and implementing regulations to administer the policies of the Board. At the operational level the President has administrative authority over all matters affecting the college, including authority to delegate administrative authority to ensure uninterrupted college operations.

13. The President is authorized to establish administrative procedures, make decisions, take actions, establish practices, and develop activities in support of Board established directions.

14. The Board of Trustees of Edmonds Community College is authorized to award tuition waivers up to one-fourth of the total revenue received under the three percent tuition waiver program as approved by RCW 28B.15.740. The Board of Trustees delegates to the President the authority to administer these tuition waiver programs.

15. The Board of Trustees delegates to the President authority to offer educational services on a contractual basis and set fees for ungraded courses, non-credit courses and short courses that are consistent with the rules and regulations of the State Board for Community and Technical Colleges.

16. Other duties as assigned by the Board of Trustees.

GLOSSARY TERMS

[Board of Trustee\(s\)](#)

RELATED POLICIES AND PROCEDURES

[BOT 8.0 General Executive Expectations and Authority](#)

SOURCE INFORMATION

(was) B 2.1 General Executive Expectations and B 2.2 Authority and Expectations of the President

(was) C 3.3.100 Delegation of Contracted Authority for Educational Services, C 6.2.303 Delegation of Authority fo Set Fees, C 6.2.304 Tuition Waiver Program for Students, C 6.2.304 Tuition and Fees Waiver for the Unemployed and Underemployed

[RCW 28B.15.740 Limitation on total tuition and fee waivers.](#)

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

President's Office, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

President's Office, Secretary of the Board of Trustees

REVIEW PERIOD

Three years. Requires President consulting with the Board of Trustees Chair on changes made.

REVIEW HISTORY

2017-Nov 02 Reviewed, Board Resolution 17-11-2

2017-Jun 26 Amended by President's Cabinet

2017-Mar 9 Amended, Board Resolution 17-3-6

2013-Nov 21 Amended B 2.1, Board Resolution 13-11-2

2013-Nov 21 Amended B 2.2, Board Resolution 13-11-2

2001-May Approved B 2.1

2001-May Approved B 2.2

No changes suggested.

President's Performance Evaluation

Policy Management

BOT 9.0 - President's Performance Evaluation :

SUMMARY/SCOPE

The Edmonds Community College Board of Trustees conducts an annual review of the President's performance.

DESCRIPTION

Appraising presidential performance is synonymous with monitoring organizational performance against Board policies on Mission, Vision, Core Themes, Strategic Objectives, Strategic Plan, and Values.

The President's performance will be based on mutually agreed to annual goals and the Presidential Performance Evaluation form. The purpose of monitoring is to determine the degree to which Board policies are being fulfilled. The Board will consider any revision to the President's contract of employment in an open meeting subsequent to the performance evaluation.

GLOSSARY TERMS

Board of Trustee(s)

RELATED POLICIES AND PROCEDURES

[BOT 9.01pr President's Performance Evaluation: Procedure](#)

SOURCE INFORMATION

(was) B 2.3 Performance Appraisal and Compensation of the President

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

President's Office, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

President's Office, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2017-Mar 09 Amended by Board Resolution 17-3-6

2014-Feb 18 Amended by Board Resolution 14-2-1

2001-May Approved B 2.3

No changes suggested.

President's Performance Evaluation

Policy Management

BOT 9.01pr - President's Performance Evaluation : Procedure

SUMMARY/SCOPE

This procedure describes the presidential performance evaluation process.

PROCEDURE DETAILS

Unless otherwise determined by the Board, the President's performance will be discussed in executive session at the June Board meeting. Annual goals are mutually agreed upon by the President and Board that align with the college's Mission, Vision, Core Themes, Strategic Objectives, Strategic Plan, and Values.

Both the President and Trustees (with the exception of the Student Trustee) will complete the Presidential Performance Evaluation form at least two weeks prior to the date of conducting the appraisal. The Board of Trustees may revise this form prior to implementing the next performance cycle. The Presidential Performance Evaluation will:

- Have a rating scale of 1 – 5. A comment is required for any "needs improvement" or "unsatisfactory" rating.

5 – Excellent (Substantially Exceeds Expectations)

4 – Good (Above Minimum Expectations)

3 – Acceptable (Meets Expectations)

2 – Needs Improvement (Below Expectations)

1 – Unsatisfactory

N – Not applicable or not observed

- The Presidential Performance Evaluation will use the following broad areas to evaluate the President.

Relations with Board

Relations with Constituents

Budget and Financial Management

Personal Leadership Skills

At the sole discretion of the Board, other evaluations may occur at any time.

GLOSSARY TERMS

Board of Trustee(s)

RELATED POLICIES AND PROCEDURES

[BOT 9.0 President's Performance Evaluation](#)

SOURCE INFORMATION

(was) B 2.3 Performance Appraisal and Compensation of the President

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

President's Office, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

President's Office, Secretary of the Board of Trustees

REVIEW PERIOD

Three years. Requires President consulting with the Board of Trustees Chair on changes made.

REVIEW HISTORY

2017-Mar 09 Amended by Board Resolution 17-3-6

2014-Feb 18 Amended by Board Resolution 14-2-1

2001-May Approved B 2.3

Washington Community College District 23

DRAFT RESOLUTION NO. 18-11-X***BOARD POLICY REVIEW***

WHEREAS, the Edmonds Community College Board of Trustees reviews one third of the Board policies each fall to ensure alignment with the language requirements of accreditation and reflection of current practices; and

WHEREAS, the College administration presented policies BOT 4.0, 4.01pr - Board Philosophy of Governance BOT 5.0, 5.01pr - Board Civility and Respect; BOT 7.0, 7.01pr -Board Monitoring and Planning; BOT 8.0, 8.01pr - General Executive Expectations and Authority; BOT 9.0, 9.01pr - President's Performance Evaluation with accompanying procedures at the October 18, 2018 meeting for first review;

NOW, THEREFORE, BE IT RESOLVED that the Edmonds Community College Board of Trustees approves Resolution No. 18-11-X approving the above-named policies and accompanying procedures.

Dr. Tia Benson Tolle, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

BOARD OF TRUSTEES
October 18, 2018 Meeting Report
Edmonds CC Foundation

- *The Alford Group* will complete interviews of 35 Foundation board members, Edmonds CC Trustees, donors, and community leaders in an effort to complete the feasibility study by early November. The Steering Committee will then meet December 6, 2018 to hear the final report. The purpose of these interviews is to research the opportunity to launch a future multi-year combined SET Building and Promise Scholarship campaign ranging between \$5M - \$10M.
- The 2nd Annual Philanthropy Partnership lunch was September 27, 2018 at the college. EdCC campus donors and beneficiaries joined the Foundation to be inspired. In addition, guests at the event helped create new strategies on how to market the Foundation to students, staff, and faculty.
- Thank you to Trustee Yim and Trustee Clay for helping the Foundation garner \$32,400 from the first 18 EdCC leaders. The Foundation is well on its way to reaching the \$41,000 goal with 30 donors from the Board of Trustees, Foundation board of directors and community members. Please consider joining us in giving a significant gift (\$500 - \$5,000) by October 30, 2018 to help transform the lives of EdCC students.
- The 3rd Annual Edmonds CC 5K Walk and Run is Saturday, October 13, 2018 at 9:00 a.m. There the Foundation will raise \$30,000 for both athletic and general scholarships.
- The new Scholarship Reception will be November 14, 2018 from 5:30 to 7:00 p.m. in Woodway Hall. Please join the Foundation in celebrating both our scholarship donors and our student recipients.
- The *Students First* campus giving campaign will run January 15 through February 7, 2018. The committee set a goal of raising \$35,000, including 13% giving from our staff and faculty.
- The 33rd Annual Edmonds CC Foundation Gala is confirmed for Saturday, April 13, 2019 at the *Seattle Grand Hyatt Hotel*. Goals for the 2019 gala include filling the room with 350 guests and surpassing our fundraising goal of \$400K. Please save the date!

Submitted by:
Diana Clay, Foundation Board Liaison

PRESIDENT'S REPORT**DR. AMIT B. SINGH**
EVENT HIGHLIGHTS SEPTEMBER – OCTOBER 2018

- Triton Jumpstart - September 15, 2018 I attended a Triton Jumpstart event in Brier Hall. Triton Jumpstart is an orientation experience for the campus community during which new students are able to connect with faculty, staff, fellow students, and all that Edmonds Community College has to offer for student success. Orientation includes a campus tour, small group activities and learning about the programs, services, and resources the college has to offer. The goal is to provide students with a dynamic and meaningful experience as well as create opportunities to connect their strengths to the overall development of their academic success.
- Employee Softball - The First Annual Fall Employee Softball Game was held September 14, 2018 at Triton Field. The weather held up beautifully, and 25 employees participated. The Spring Employee Softball Game is scheduled for Building Community Day May 10, 2019.
- Snohomish STEM Summit - The STEM Summit took place September 27, 2018, with the theme of *Impact and ROI of industry engagement on our local future workforce*. Trustee Yim attended the event, and I provided introductory remarks and panel moderation for the discussion *How we connect with students and the personal results we see*, featuring panelists Robb Andrade, Branch General Manager, Siemens; Eric Conley, President, Industrial Group, Fluke Corporation; Tim Jewett, Dykeman; and Pam Valdez, Vice President for Air Force Services, Boeing. Edmonds CC also had a table at this event staffed by Inez Lolohea, Outreach Specialist.
- Foundation Philanthropy Lunch - The September 27, 2018 lunch hosted at the College Cafe was for faculty and staff who are philanthropic partners with the Foundation. This means they receive funding for their programs or departments through the Foundation, or they give through the Campus Giving Campaign. The Foundation Philanthropy Lunch is a chance for us to come together to say thank you, align how we will support our students this coming year, and share updates on the Foundation.
- Lynnwood Police Department - September 28, 2018, I participated in a ride-along with an on-duty patrol officer for a portion of his shift. Although uneventful, I enjoyed the opportunity to see more of the City of Lynnwood and to connect with a civil servant in the local community.
- Community Welcome Reception - The college hosted a campus welcome reception in July for those who were on campus during the summer to attend, and next month I will have an opportunity to meet and greet members of the community. The Community Welcome Reception is scheduled for November 5, 2018 from 4:00 - 6:00 p.m. at the Lynnwood Convention Center.

continued

- CASE Conference - In light of the possible capital campaign, I was invited to attend the Council for Advancement and Support of Education (CASE) Conference for Community College Advancement October 3-5, 2018, an annual meeting for professionals who work toward the advancement of community colleges. My attendance was made possible courtesy of the Edmonds Community College Foundation, members of which also attended the conference.
- BRAVO Awards - A reception honoring 30 BRAVO Award recipients took place on October 9, 2018 in Gateway 352. The BRAVO Award is an opportunity for colleagues to recognize each other for excellence and a job well done. Nomination required a short paragraph with specific, meaningful examples of why the individual should be recognized.
- Legislative Forum - October 9, 2018 at the Black Box Theatre, candidates from District 21 and 32 attended a legislative forum hosted by the college hosted and the Snohomish County Forum Coalition. We formed the coalition with the *League of Women Voters of Snohomish County*, *Sno-Isle Libraries*, *American Association of University Women*, *Snohomish County NAACP*, *Snohomish County Elections and Voter Registration*, and *HeraldMedia*.
- 13th Annual Aerospace Summit - The theme of the October 10, 2018 summit at the Lynnwood Convention Center was *Being Bold in the Age of Innovation*. The audience heard inspiring words from the *Alaska Airlines* Chief Operating Officer as well as Bob Smith, CEO of *Blue Origin*.
- Fall Student Success Institute, October 10, 2018 in Seattle; Erin Davidson, Danielle Carnes, and Jennifer Inslee, Edmonds CC, presented *Integrating student Voices - how one college listened to and integrated students into the redesign process*. Learning agenda themes for the event included math pathways, holistic student support structures, adaptive leadership and change management, student engagement in the classroom, student voice integration, and team time.
- STAR Certification - The first cohort of Supervisor Training for Achieving Results (STAR) kickoff was October 11, 2018. This group will complete 40 hours of training and includes both new and experienced supervisors.
- @EdmondsCCPrez - As part of my communication strategy for both the campus and off-campus communities, I am working in conjunction with the marketing team to strategically and purposefully manage a *Twitter* account. Marisa Pierce, Director of Marketing and Public Information, will share more about this and other avenues of communication the college is utilizing to share information during the study session on October 18, 2018.
- Per Board Procedure BOT 7.01pr - Board Monitoring and Planning: Procedure, the college annually creates an annual Institutional Performance Report, the contents of which were presented to the Board at its summer study session and are now online. The 2017-18 Institutional Performance Report measures mission fulfillment and evaluates progress on the strategic plan. Please let me know if you have any questions.

DATE: September 17, 2018

TO: Edmonds Community College
ACCT Voting Member Board Chair

FROM: J. Noah Brown, ACCT President and CEO

SUBJECT: VOTING DELEGATE NOTIFICATION FOR THE ACCT LEADERSHIP CONGRESS

According to our records, the board of Edmonds Community College is entitled to **1 vote(s)** during the Annual ACCT Leadership Congress, October 24-27, 2018 at the New York Marriott Marquis Hotel.

Your college should determine the voting delegate(s) and the alternate(s) for your institution.

Eligibility requirements for voting delegate(s) include:

- ✓ Fiscal year 2019 ACCT membership dues MUST have been received and verified at the time of Congress registration. Please disregard if you have remitted your dues renewal payment.
- ✓ Only voting members of governing boards may serve as voting delegates (i.e. student trustees, and "trustee emeritus" are typically non-voting trustees, and therefore may not serve as voting delegates).
- ✓ Voting delegates must sign in and receive their voting delegate credentials at the ACCT Voting Delegate Desk, which will be located near the Congress Registration Desk on the following days:
 - Wednesday, October 24th, between 7:30 a.m. and 6:00 p.m.
 - Thursday, October 25th, between 7:00 a.m. and 5:00 p.m.
 - Friday, October 26th, between 8:30 a.m. and 10:30 a.m. (Note: Voting Delegate Desk will be in the Senate Room only on this day).

Please Note the Following:

- **Ballots will be distributed only to registered voting delegates during the Regional Caucuses and Senate Meeting.**
- **Voting Delegate(s) will need to be determined by your Board Chair before approaching the Voting Delegate desk to register. ACCT staff can NOT be involved in the selection of ANY Voting Delegate(s.)**

Enclosed is the 2018 Fall *Advisor*, which contains information on the Regional Caucuses and Meetings and the Senate Meeting. The *Advisor* also lists the candidates for Regional Directors, Directors-at-Large, and the Diversity Committee.

Finally, if you have not had the opportunity to register for this year's Congress, I hope you will take the time to do so. Please register online at www.acct.org or contact ACCT's office at (866) 895-2228 for registration information.

Thank you for your attention to this important matter. I look forward to seeing you in New York!

Enclosure
cc: Chancellor/President