



Washington Community College District 23  
Lynnwood, Washington

**Agenda**  
**Regular Meeting**  
**November 12, 2015**  
**Gateway Hall 352**  
**4:00 – 7:30 p.m.**

*Mission: Edmonds Community College strengthens our diverse community by helping students access educational and career opportunities in a supportive environment that encourages success, innovation, service and lifelong learning.*

|         |                                                                                           |                      |      |
|---------|-------------------------------------------------------------------------------------------|----------------------|------|
| 4:00 PM | A. Call to Order                                                                          | Quentin Powers       |      |
| 4:02 PM | B. Introduction of Guests                                                                 | Quentin Powers       |      |
| 4:05 PM | C. Recognition of Trustee Dick Van Hollebeke                                              | Quentin Powers       |      |
| 4:40 PM | D. Public Comments                                                                        | Quentin Powers       |      |
| 4:45 PM | E. Approval of September 10, 2015 Meeting Minutes<br>And October 23, 2015 Retreat Minutes | Quentin Powers       | 3, 7 |
|         | F. Next meeting: January 21, 2016, 4:30 p.m.                                              |                      |      |
| 4:50 PM | G. Old Business – Approval                                                                |                      |      |
|         | 1. Approval of 2016 Board Meeting Dates<br>(RN 15-11-2)                                   | Quentin Powers       | 10   |
|         | 2. Approval of Program Elimination (RN 15-11-3)                                           | Dr. Charlie Crawford | 13   |
| 4:55 PM | H. New Business – First Consideration                                                     |                      |      |
|         | 1. Consideration of AEdCC Constitution<br>Amendment                                       | Christina Castorena  | 14   |
| 5:00 PM | I. Monitoring Reports                                                                     |                      |      |
|         | 1. Volunteers of America / 2-1-1                                                          | Pat Morris           |      |
|         | 2. Emergency Preparedness                                                                 | Dan Guerrero         |      |
| 5:35 PM | J. Board Updates                                                                          |                      |      |
|         | 1. Faculty Representative                                                                 | Margaret West        |      |
|         | 2. Classified Staff Representative                                                        | Patti Pollardo       |      |
|         | 3. Student Representative                                                                 | Lia Andrews          |      |
| 5:45 PM | K. Board Discussion                                                                       | Quentin Powers       |      |

**EDMONDS COMMUNITY COLLEGE  
WASHINGTON COMMUNITY COLLEGE DISTRICT 23  
BOARD OF TRUSTEES – AGENDA  
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5:50 PM L. Adjournment

Quentin Powers

*BREAK*

6:00 PM **MEETING WITH EDMONDS SCHOOL DISTRICT 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.*



## Board of Trustees

Washington Community College District 23

### Regular Meeting Minutes September 10, 2015

***DRAFT***

Trustees Present: Diana Clay, Quentin Powers, Dick Van Hollebeke, and Carl Zapora  
Others present: Arlene Anderson, Lia Andrews, Cima Malek-Aslani, Christina Castorena, Dr. Terry Cox, Dr. Charlie Crawford, Dr. Tonya Drake, Suzanne Gilbert, Dr. Jean Hernandez, Kevin McKay, Patty Michajla, Suzanne Moreau, Walter Schacht, and Stephanie Teachman

#### **CALL TO ORDER AND INTRODUCTION OF GUESTS**

Quentin Powers, Vice Chair, called the meeting to order at 4:34 p.m., welcomed those present, and asked for self-introductions.

#### **PUBLIC COMMENTS**

No public comments

#### **APPROVAL OF MINUTES**

Attachment A

Motion: It was moved and seconded to approve the August 13, 2015 meeting minutes.

*Approved*

#### **NEXT MEETING**

Board Retreat – October 23, 12:45 p.m., at the home of Trustee Dick Van Hollebeke

#### **NEW BUSINESS FIRST CONSIDERATION**

##### **Consideration of 2016 Board Meeting Dates – Quentin Powers**

Attachment B

The Board discussed the proposed 2016 meeting schedule. The February meeting date will be rescheduled to take place in late January. The Board will be polled regarding a possible date. The 2016 meeting schedule will be revised and the Board will be asked to approve the schedule at the November 12 Board meeting.

##### **Consideration of Program Elimination – Dr. Charlie Crawford**

Attachment C

Dr. Charlie Crawford, Executive Vice President of Instruction, presented three programs for consideration of elimination: Emergency Communications Certificate; Linux Security Specialist Certificate; and Interactive Media Certificate (at Monroe Correctional Complex).

One of the Trustees requested additional clarity on why the Interactive Media Certificate at the Monroe Correctional Complex was recommended for elimination.

More information will be provided at the November 12 meeting when the Board will be asked to approve the program elimination recommendations.

### **MONITORING REPORT**

#### **Campus Master Plan Update – Kevin McKay, Walter Schacht, and Cima Malek-Aslani**

Attachment D

A Campus Master Plan update was provided by Mr. Kevin McKay, Vice President of Finance and Operations, and the members of the Schacht-Aslani Architects, Mr. Walter Schacht and Ms. Cima Malek-Aslani. They provided an overview of the planning process, academic initiatives, program and facility needs, site needs, ten-year capital plan, and the long-range plan. Trustee Van Hollebeke serves on the Master Plan Committee.

### **REPORTS**

#### **Student Representative – Lia Andrews**

Attachment E

In addition to the attached Student Government report, the following discussion took place:

- In response to one of the students' 2015-2016 goals focusing on healthy food options offered at Brier Grill, Trustee Zapora suggested that the Verdant Health Commission might be able to assist with researching the healthy food options. A meeting will be arranged for Lia Andrews to meet with Trustee Zapora for further discussion.
- Trustee Powers suggested that the process for the selection of the new student trustee begin earlier in the year.

#### **Classified Representative – Patti Pollardo**

No Report

#### **Faculty Representative – Margaret West**

No Report

#### **FOUNDATION REPORT – Diana Clay**

- The Foundation's new annual plan outlines their three-year strategic goals.
- The Board is invited to attend the Foundation scholarship breakfast, "Breakfast of Champions" on November 5, at 7:30-8:45 a.m. to recognize scholarship recipients and donors. They are inviting 200 donors this year.
- The goal of the annual fundraising plan is to raise \$50K on campus, and then an additional \$50K from the community.
- There will no longer be an annual Foundation golf tournament. Instead, a 5K walk will be held.

#### **PRESIDENT'S REPORT – Dr. Jean Hernandez**

Attachment F

In addition to the attached report, President Hernandez reported on the following:

- The North Sound Church purchased the Edmonds Conference Center. The Creative Retirement Institute staff will remain in the building for the next couple of months and continue holding their classes there during fall quarter.
- President Obama went public yesterday about the College Promise Initiative.

- Dr. Hernandez met with the new leadership of Community Transit this summer. They are looking at considering a new SWIFT route near the College, and we are hoping that the schedule is convenient for our students.
- President Hernandez will leave this Sunday for Washington DC to attend a White House Summit on Asian American and Pacific Islanders.

**BOARD DISCUSSION – Quentin Powers**

- The Board will be polled to determine this year’s Association of College Trustees (ACT) primary and secondary Legislative Action Committee representatives.
- The Board discussed the upcoming October retreat.

**EXECUTIVE SESSION**

At 6:33 p.m. the Board entered into Executive Session for the purpose of discussing real estate. At 6:39 p.m. the Board returned to open session for the purpose of adjournment.

**ADJOURNMENT**

The meeting was adjourned by Vice Chair Quentin Powers at 6:39 p.m.

ATTACHMENTS AVAILABLE UPON REQUEST

\_\_\_\_\_  
Quentin Powers, Chair

\_\_\_\_\_  
Date Approved

ATTEST:

\_\_\_\_\_  
Dr. Jean Hernandez, Secretary

**ATTACHMENT E**  
**BOARD OF TRUSTEES**  
**Monthly Meeting Report**  
**STUDENT GOVERNMENT**

**September 10, 2015**

- 2015-2016 AEdCC staff undergoing training
- Approved the Communications Assistant Position for '15-'16 year
- Reviewed previous years applications for Communications Assistant
- Starting outreach to faculty/staff for recommendations for Student Trustee position
- Finalized plans for hiring process for Communications Assistant and Student Trustee position
- Reviewing goals for the '15-'16 year
- Participating in new student orientation as part of Triton Jumpstart

Submitted by: Lia Andrews, AEdCC Administrative Liaison



**Retreat  
Minutes  
October 23, 2015**

***DRAFT***

**Trustees Present:** Diana Clay, Quentin Powers, Dick Van Hollebeke, Emily Yim, and Carl Zapora  
**Others Present:** Dr. Terry Cox, Dr. Charlie Crawford, Dr. Jean Hernandez, Cindy Hough, and Patty Michajla

The Board of Trustees met for a retreat beginning at 1:13 p.m. on October 23, 2015, at the home of Trustee Dick Van Hollebeke, Edmonds, Washington. The retreat was led by facilitator Cindy Hough.

**SETTING RETREAT EXPECTATIONS**

Cindy Hough, who facilitated the retreat, generated a conversation with the Trustees asking them to think about their trusteeship and to explain why they wanted to be Trustees. Their common core value of student access and success unites them as Board members. They were asked to take that common value to set their goals.

**OPERATIONAL INITIATIVES**

President Hernandez presented several initiatives for discussion. The College's 2015-2017 goals and priorities were presented, including the Strategic Plan timeline. Three major priorities rolled out at Convocation included: 1. Increase access, 2. Enhance Persistence rates for students, 3. Improve student experience.

National and State Higher Education Trends and Disruptors were also discussed. President Hernandez reported on several topics: Workforce Innovation Opportunity Act (WIOA), Guided Pathways, Competency Based Education, Campus Safety (update to be provided at November board meeting), College Promise, and open source books.

Dr. Terry Cox provided a brief overview on Bachelor of Applied Science (BAS) four-year degrees.

**BOARD CONVERSATION**

The Board discussed populations served by the college; aligning the College's goals to meet the community's needs; and data points that are needed to inform the Board in decision-making.

**BOARD GOALS**

The Board reviewed their 2014-2015 goals. Discussion followed on their draft 2015-2016 goals which include:

1. Improve community outreach
2. Foundation support
3. Legislative advocacy and support
4. Regional and community education and awareness
5. College Promise

**STUDENT SUCCESS POLICY DRAFT – Dr. Jean Hernandez**

Attachment A

President Hernandez presented a draft of the Student Success Policy and indicated that it has not been vetted yet with President’s Cabinet or the college community. She will share the draft with the campus community through various forums. The College will need Board approval on the final policy.

**SUMMARY AND NEXT STEPS**

The Board summarized their discussion and decided upon next steps. Another retreat will be held in six months. The agenda will include: SWOT analysis so that the Board can analyze enterprise risk, who/what is our competition, and creation of a business plan to address those opportunities and threats. In addition, the Board would like to have a joint meeting with student government. Cindy Hough will provide the written outcome of the retreat.

At 5:05 p.m. the Business Meeting was called to order.

**BUSINESS MEETING**

**NEW BUSINESS – ACTION**

**Approval of the Sale of the Edmonds Conference Center (Resolution No. 15-10-1) – Dr. Jean Hernandez**

Attachment B

The Board discussed the sale of the Edmonds Conference Center, located at 201 4<sup>th</sup> Avenue, N., in Edmonds, for \$2.4M, fair market value, to the North Sound Church.

**Action:** It was moved by Trustee Van Hollebeke and seconded by Trustee Zapora to approve Resolution 15-10-1.

*Approved*

**Approval of Purchase of the Lynnwood Elk’s Club Building (Resolution No. 15-10-2) – Dr. Jean Hernandez**

Attachment C

The Board discussed the purchase by the College of the Lynnwood Elk’s Club Building located at 6620 196<sup>th</sup> Street SW, adjacent to the campus, for \$1.65M, fair market value.

**Action:** It was moved by Trustee Van Hollebeke and seconded by Trustee Zapora to approve Resolution No. 15-10-2.

*Approved*

**ADJOURNMENT**

The meeting was adjourned by Chair Quentin Powers at 5:10 p.m.

ATTACHMENTS AVAILABLE UPON REQUEST

ATTEST:

\_\_\_\_\_  
Quentin Powers, Chair

\_\_\_\_\_  
Dr. Jean Hernandez, Secretary

\_\_\_\_\_  
Date Approved





## Board of Trustees

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Washington Community College District 23

### Background

## 2016 SCHEDULE OF BOARD OF TRUSTEES MEETINGS

### Subject

To establish and approve the 2016 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 2016 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 2016 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 B 3.2, Board of Trustees Bylaws, Section 2.1. Meetings*, the Board of Trustees will hold a minimum of six regular meetings and four study sessions during the calendar year.

### Recommendation

The Trustees are asked to review the 2016 schedule of Board of Trustees meeting dates, along with any other personal commitments they have throughout the year. Any conflicts will be presented and discussed at the November 12, 2015, Board of Trustees meeting when approval will be requested.

**January 21, 2016**  
**March 10, 2016**  
**April 14, 2016**  
**May 19, 2016**  
**June 9, 2016**  
**August 11, 2016**  
**September 8, 2016**  
**October 13, 2016**  
**November 10, 2016**



# Board of Trustees

Washington Community College District 23

## Resolution No. 15-11-2

### 2016 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 Code Reviser in Olympia, and

**WHEREAS**, in accordance with Board *Policy B 3.2, Board of Trustees Bylaws, Section 2.1, Meetings*, the Board will hold a minimum of six regular or special 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 Board of Trustees has determined that four special study sessions will be held during each calendar year where no action will be taken;

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees of Edmonds Community College adopts the following schedule for its 2016 meetings, and directs the President or designee to file this schedule in the Washington State Code Reviser’s Office.

#### 2016 Edmonds Community College Board of Trustees Meeting Schedule

|                              |          |           |                                 |
|------------------------------|----------|-----------|---------------------------------|
| January 21                   | Thursday | 4:30 p.m. | Study Session & Regular Meeting |
| February – <b>NO MEETING</b> |          |           |                                 |
| March 10                     | Thursday | 4:30 p.m. | Regular Meeting                 |
| April 14                     | Thursday | 4:30 p.m. | Study Session & Regular Meeting |
| May 19                       | Thursday | 4:30 p.m. | Regular Meeting                 |
| June 9                       | Thursday | 4:30 p.m. | Regular Meeting                 |
| July – <b>NO MEETING</b>     |          |           |                                 |
| August 11                    | Thursday | 8:00 a.m. | Summer Study Session            |
| September 8                  | Thursday | 4:30 p.m. | Regular Meeting                 |
| October 13                   | Thursday | 4:30 p.m. | Study Session                   |
| November 10                  | Thursday | 4:30 p.m. | Regular Meeting                 |
| December – <b>NO MEETING</b> |          |           |                                 |

\_\_\_\_\_  
Mr. Quentin Powers, Chair

ATTEST:

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Dr. Jean Hernandez, Secretary



## Board of Trustees

Washington Community College District 23

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### Background

## INSTRUCTIONAL PROGRAMS PROPOSED FOR ELIMINATION

### Subject

Board of Trustees approval to eliminate three instructional programs.

### Background

Background Information for this proposal is attached. Listed below are three instructional programs being submitted to the Board for their review and approval.

#### **HEALTH AND HUMAN SERVICES**

##### Emergency Communications Department

1. Emergency Communications Certificate

#### **SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS**

##### Computer Information Services Department

1. Linux Security Specialist

#### **CORRECTIONS EDUCATION**

##### Corrections Education Department

1. Interactive Media

### Recommendation

Approval to eliminate three instructional programs at the November 2015 Board of Trustees meeting.

## **BOARD OF TRUSTEES**

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Programs Proposed for Elimination November 2015

### **Subject**

Board of Trustees approval to eliminate three instructional programs

### **Background**

Below are three certificates being submitted to the Board for their review and approval.

### **HEALTH & HUMAN SERVICES DIVISION**

#### Emergency Communications Department:

- Title: Emergency Communications Certificate
- Inactivation Requested YRQ: B562
- Rationale: These courses have not been offered in 10 years.
- Number of Graduates/YRQ: ZERO
- FTES/YRQ: ZERO
- Number Still in Program/YRQ: ZERO
- Teach out Plan: NONE REQUIRED
- Requested Board Action: Approval to Eliminate Fall 2015

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### **SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS DIVISION**

#### Computer Information Services Department:

- Title: Linux Security Specialist Certificate
- Inactivation Requested YRQ: B671
- Rationale: The Linux program has not had sustained enrollments. Classes on this certificate have not been offered for several years.
- Number of Graduates/YRQ: 1, B014
- FTES/YRQ: 1.000, B014
- Number Still in Program/YRQ: ZERO
- Teach out Plan: NONE REQUIRED
- Requested Board Action: Approval to Eliminate Summer 2016

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### **CORRECTIONS EDUCATION**

#### Corrections Education Department:

- Title: Interactive Media Certificate
- Inactivation Requested YRQ: B562
- Rationale: Instructor retired, SBCTC/DOC agreed to introduce different program into the Twin Rivers Unit where IAM was offered. There is no funding for IAM for FY16.
- Number of Graduates/YRQ: B454
- FTES/YRQ: 1.000, B454
- Number Still in Program/YRQ: ZERO
- Teach out Plan: NONE REQUIRED
- Requested Board Action: Approval to Eliminate Fall 2015



# Board of Trustees

Washington Community College District 23

## Resolution No. 15-11-3

### INSTRUCTIONAL PROGRAMS PROPOSED FOR ELIMINATION

WHEREAS, the Board of Trustees reserves unto itself the final approval to eliminate instructional programs, and

WHEREAS, the College is meeting educational needs of students in a timely manner by eliminating programs students are no longer participating in, and

WHEREAS, the College is keeping current with its degree and certificate program offerings,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves elimination of three instructional programs:

HEALTH AND HUMAN SERVICES

Emergency Communications Department

1. Emergency Communications Certificate

SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS

Computer Information Services Department

1. Linux Security Specialist

CORRECTIONS EDUCATION

Corrections Education Department

1. Interactive Media

\_\_\_\_\_  
Mr. Quentin Powers, Chair

\_\_\_\_\_  
Date Approved

ATTEST:

\_\_\_\_\_  
Dr. Jean Hernandez, Secretary

## Background

### ASEdCC CONSTITUTIONAL AMENDMENT PROPOSAL

#### Subject

Associated Students of Edmonds Community College (ASEdCC) Constitutional Amendment to allow:

1. Opening the eligibility to apply for Executive Officer positions to students whose first quarter at Edmonds Community College (EdCC) is spring quarter.
2. The Executive Board hears public comments from guests at the beginning of the Executive Board meetings.

#### Background

This proposal is following the designated process of the constitutional amendment and has already gone through the administrative review of the college in spring quarter 2015.

The ASEdCC Executive Board proposes a Constitutional Amendment to Article IV, Section 7 of the by-laws to the Constitution of ASEdCC. According to the current by-laws to the Constitution of ASEdCC, new students who come to our college in spring quarter cannot apply for the Executive Officer positions for the following academic year. Thus, students who come in spring quarter have to wait the entire year to be eligible to apply for Executive Officer positions. The Executive Board has considered the possibility of some qualified students' ineligibility for the Executive Officer positions due to their quarter of starting their studies at Edmonds Community College. Since the Executive Officers do not start their work until summer quarter finishes, the students who come in spring quarter will have had enough time to learn about the college when they start their work if they are selected to be an Executive Officer. Executive Officers receive training up to four weeks before fall quarter starts, and by the time fall quarter starts, students who have come during the previous spring quarter shall have learned much about EdCC. If there is a student who lacks knowledge about the college due to the student's short experience at Edmonds Community College, the Executive Officer Selection Committee will be able to make decisions accordingly. The Executive Board believes that the quality of an Executive Officer depends on the student's passion and involvement on campus, and not solely on the length of stay at EdCC.

The ASEdCC Executive Board proposes a Constitutional Amendment to Article VII, Section 6 of the by-laws to the Constitution of ASEdCC. According to the current by-laws to the Constitution of ASEdCC, guests at the Executive Board meetings have to wait until near the end of the meeting to make a public comment. This order of business prevents the Executive Board from hearing public comments on pending businesses that are on the agenda before the Executive Board makes a decision. The Executive Board expects that having the open floor at the beginning of the meeting will attract more guests to come to our meetings as they won't have to wait for the entire meeting until they have the opportunity to talk. This may be even more beneficial to students if the Executive Board meetings are scheduled in the late afternoon or in the evening due to the different class schedules of the Executive Officers and Assistants. In addition to having the open floor at the beginning of the Executive Board meetings, the Executive Board wishes to have guests introduce themselves before the open floor.

**Recommendation**

Board of Trustees approval of the ASEdCC Constitutional Amendment of changing the Article IV, Section 7 and Article VII, Section 6 of the by-laws to the Constitution of ASEdCC to the following:

**Article IV, Section 7:** To apply for an Executive Officer position, students must be enrolled in at least six (6) Edmonds Community College credits and have a minimum of 2.5 cumulative GPA or equivalent from Edmonds Community College or from the most recent institution attended.

**Article VII, Section 6:** The order of business for the Executive Board meetings shall be:

- A. Call to order
- B. Roll call
- C. Introduction of guest(s)
- D. Open floor
- E. Approval of minutes
- F. Correspondence
- G. Reports
- H. Unfinished business
- I. New business
- J. Announcements
- K. Adjournment

# **THE CONSTITUTION**

## **Of the Associated Students of Edmonds Community College**

### **PREAMBLE**

We the students of Edmonds Community College announce our desire and intention to take an active and responsible role in our own educational, cultural, social and recreational development, to exhibit intelligence and concern by making meaningful contributions to the administrative process of the institution, and to unite in association under the direction of this constitution for the purpose of promoting, directing and financing student affairs.

### **ARTICLE I – RECOGNITION**

Section 1: The Association shall now and hereafter be known as the Associated Students of Edmonds Community College (ASEdCC), and hereinafter referred to as the Association.

Section 2: The recognized student government body of the Association shall be known as the Executive Board.

Section 3: The Executive Board shall be the student government body sanctioned by the District 23 Board of Trustees for the administration of Association affairs.

### **ARTICLE II – AUTHORITY**

Section 1: The Executive Board shall have the authority as granted by the Board of Trustees of Edmonds Community College to legislate, promote and regulate the affairs of the Association.

Section 2: This authority shall extend to all areas of student affairs as deemed necessary by the Executive Board, except where reserved by specific statute or regulation.

Section 3: Initial ratification of this constitution and by-laws shall be made through a vote of the Executive Board members. A simple majority of association members voting shall constitute ratification. If ratified by the members, this constitution and by-laws shall become effective July 1, 2006.

### **ARTICLE III – EXECUTIVE BOARD MEMBERS**

Section 1: The selected officers of the Association shall be known as the Executive Officer for Administrative Liaison, Executive Officer for Budget and Finance, Executive Officer for Community Relations, Executive Officer for Student Relations, Executive Officer for Student Clubs, Executive Officer for Technology, Executive Officer for Academics and Executive Officer for Diversity.

Section 2: The Director for Student Programs shall be an Ex-Officio member of the Executive Board without voting privileges for the purpose of acting as Executive Board advisor.

Section 3: Members of the Executive Board must be members of the Association.

Section 4: These officials, and no others, shall hereinafter be known as the Executive Board.

### **ARTICLE IV – MEMBERSHIP**

Section 1: All currently registered students at Edmonds Community College are eligible for membership in the Association.

Section 2: Membership in the Association shall grant specific rights, including the right to vote in all Association elections and other rights and privileges stated herein.



## ARTICLE V – EXECUTIVE BOARD SELECTIONS

- Section 1: Executive Board members shall be selected through an application review process. The Selection Committee shall be comprised of: four student representatives, one faculty member appointed by the College Vice-President for Instruction, one administrator appointed by the College President and the Director for Student Programs.
- Section 2: The selection process shall take place during spring quarter.

## ARTICLE VI– REVENUES

- Section 1: The Association shall have the authority to generate revenue through the collection of Services and Activities (S and A) fees, admission charges, fund raising programs, and other means deemed beneficial by the Executive Board, and regulate the same.
- Section 2: Once collected, Association funds shall come under the authority of the Executive Board.

## ARTICLE VII – CONSTITUTIONAL INTERPRETATION

- Section 1: The Executive Board shall reserve the right to interpret this document and its by-laws.
- Section 2: Such interpretation shall be made through the adoption of a position statement.

## ARTICLE VIII– INITIATIVE

- Section 1: Members of the Association shall have the right to initiate and implement legislation.
- Section 2: This shall take form through a fair process of voting conducted in a timely manner.

## ARTICLE IX – AMENDMENTS

- Section 1: Amendments to this document shall be initiated by Executive Board action, by initiative or by administrative action in collaboration with the Executive Board.

# **BY-LAWS to the CONSTITUTION**

## **Of the Associated Students of Edmonds Community College**

### ARTICLE I – AUTHORITY

- Section 1: The Executive Board shall create and implement procedures and policies necessary in dealing with the affairs of the Association. The Executive Board shall make policy decisions about the Services and Activities(S and A) Budget and its administration, as outlined in the ASEdCC Financial Code.

### ARTICLE II – DUTIES OF OFFICERS

Includes all Executive Officers:

- A. Promote the goals and objectives of the Executive Board.
- B. Chair weekly Executive Board meetings on a rotating basis with the other Executive Board members.
- C. Attend all Executive Board meetings as a voting member.
- D. Other than academic course work, make the Executive Board top priority.

- E. Perform other duties as assigned by the Director for Student Programs.
- F. Attend mandatory training and leadership development sessions/classes.
- G. Serve on College committees as assigned.
- H. Complete a program portfolio and quarterly reports.
- I. Adhere to all State laws and College policies, procedures and departmental guidelines.
- J. Be willing to work within the institution's internal procedures to voice concerns and resolve conflicts, should a conflict arise.
- K. Communicate well through spoken, written and electronic means of communication.
- L. Participate in a quarterly job evaluation process. If the officer does not meet minimum position requirements, the Director for Student Programs may establish a probationary period or terminate employment.
- M. Attend and represent the Executive Board at College events as assigned.
- N. Post and maintain regular office hours.
- O. Maintain records, reports and documents of business on file.
- P. Act as 522 account director liaison.

Section 1: The Executive Officer for Administrative Liaison shall:

- A. Serve as the primary student administrator for the Association.
- B. Serve as the liaison to the College administration and attend the Board of Trustees meetings as the student representative.
- C. Appoint students to all College and Board committees, with the exception of all tenure committees.
- D. Implement action on motions passed by the Executive Board.
- E. Represent students at President's Cabinet as directed by the Vice-President for Student Services.
- F. Meet as needed with the Vice-President for Student Services.

Section 2: The Executive Officer for Budget and Finance:

- A. Act as the financial manager of the Association.
- B. Act as the financial advisor to all programs financed by the Association.
- C. Monitor current records of all Association revenues and expenditures.
- D. Continually promote compliance with the ASEdCC Financial Code, the Revised Code of Washington and the regulations of the Office of Financial Management, State Board for Community and Technical Colleges and Edmonds Community College and report to the Executive Board known violations of these statutes and regulations.
- E. Maintain an accurate inventory of all Association property purchased during the fiscal year.
- F. Develop and chair the annual Services and Activities Fee budget allocation process.
- G. Make reports to the Executive Board, College administration and Board of Trustees upon request and/or as needed.
- H. Meet as needed with the Vice-President of Finance and Operations to discuss ASEdCC budgets and fees.

Section 3: The Executive Officer for Community Relations shall:

- A. Serve as the student representative on the College Legislative Action Committee.
- B. Serve as the student representative to the Commencement Committee.
- C. Serve as the student representative to the Arts, Culture and Civic Engagement Initiative Committee.
- D. Represent the Association at legislative functions such as testifying in Olympia.
- E. Coordinate on-campus voter registration and information.

- F. Chair the Elections Committee as needed.
- G. Draft Executive Board position statements as necessary.
- H. Attend the annual Legislative Academy and Voice Academy.
- I. Meet as needed with the Vice-President for College Relations and Advancement.

Section 4: The Executive Officer for Student Relations shall:

- A. Be responsible for student advocacy.
- B. Understand the Student Rights, Freedoms and Responsibilities in order to assist students in interpreting and using the document.
- C. Relay student concerns and problems to the Executive Board and the College administration.
- D. Develop student surveys and gather student input on issues affecting the Association and the student body.
- E. Provide advocacy for co-curricular, service learning and volunteer programs.

Section 5: The Executive Officer for Clubs shall:

- A. Work as an advocate for Clubs.
- B. *Serve on the planning committee for the annual awards program for the Association.*
- C. Provide Executive Board with reports on club activities and club chartering.
- D. Work with the Student Programs Advisor on the club chartering process.
- E. Understand the club chartering process and assist clubs in understanding policies and procedures related to club chartering and programs.
- F. Assist in club member recruitment and quarterly club fairs.
- G. Promote club and campus involvement at the quarterly club fairs.
- H. Attend club meetings and programs as assigned by the Student Programs Advisor.

Section 6: The Executive Officer for Technology shall:

- A. Develop and chair the annual Technology Fee Management Committee.
- B. Advocate for technology support and training for all students.
- C. Act as student representative on the Technology Advisory Committee.
- D. Meet as needed with the Executive Director for Information Technology.
- E. Responsible for representing ASEdCC in all digital signage operations and decisions.
- F. Responsible for understanding and operating TSC technology and mediation.
- G. Work with College Relations in managing EdCC web pages and social media sites.
- H. Responsible for monitoring and managing ASEdCC web pages and social media accounts.

Section 7: The Executive Officer for Academics shall:

- A. Represent students at Instructional Staff meetings as directed by the Vice-President for Instruction.
- B. Provide reports to and from Instructional Staff as directed by the Vice-President for Instruction.
- C. Appoint students to tenure committees in collaboration with the Vice-President for Instruction.
- D. Be responsible for coordinating/conducting class related surveys.
- E. Act as a student advocate for student or classroom issues.
- F. Serve on the Teaching and Learning Committee.
- G. Meet as needed with the Vice-President for Instruction.

- H. Work with academic division heads to coordinate quarterly visits by the Executive Board to each division.
- I. Responsible for coordinating the participation of the Executive Board at campus orientations and tours.

Section 8: The Executive Officer for Diversity shall:

- A. Support all campus wide diversity efforts.
- B. Serve on the Diversity Council.
- C. Meet as needed with the Vice President for International Student Services.
- D. Meet as needed with the Diversity Council chair.
- E. Meet as needed with the Diversity Student Center staff.

### ARTICLE III – TERM OF OFFICE

Section 1: The term of office shall start the first day of summer quarter through the last day of spring quarter.

### ARTICLE IV – CONDITION OF EXECUTIVE BOARD TENURE

Section 1: Each member of the Executive Board is responsible for fulfilling that member’s job description.

Section 2: A signed Student Programs Expectations Agreement must be on file at the time the officer takes office.

Section 3: Each board member shall establish goals and timelines for achieving those goals and file copies with Director for Student Programs.

Section 4: The Director for Student Programs shall have the discretion to call quarterly evaluations, both to meet with individual Executive Board members or the Board as a whole for the purpose of evaluating job performance.

Section 5: Any Executive Board member not fulfilling her or his job description may receive a written request from the Director for Student Programs to amend the situation.

Section 6: The Director for Student Programs shall have the right to terminate employment.

Section 7: ~~Students must have a minimum 2.5 cumulative GPA and at least six (6) Edmonds Community College credits to apply for an Executive Board position.~~ To apply for an Executive Officer position, students must be enrolled in at least six (6) Edmonds Community College credits and have a minimum of 2.5 cumulative GPA or equivalent from Edmonds Community College or from the most recent institution attended.

Section 8: To remain in office, all Executive Board members shall maintain successful progress towards their academic goals by completing at least six (6) credit hours per quarter, excluding summer quarter, and maintaining a grade point average of at least 2.50 each quarter.

Section 9: If at any time during his or her tenure a member of the Executive Board is unable to meet the quarterly academic requirement, at the discretion of the Director for Student Programs, he or she may be placed on a one time only academic probation status for one quarter.  
(Amendment approved April 23, 2007)

Section 10: Selected officers may serve a maximum of 2 consecutive terms. Time served as an appointed officer filling a vacancy on the Executive Board is not included in this term limit.

### ARTICLE V – EXECUTIVE BOARD RECALL

Section 1: Any member of the Association may initiate a recall against an Executive Board member.

Section 2: Such procedure shall be in accordance with ARTICE IX – Initiative.

## ARTICLE VI – VACANCIES

Section 1: Any vacancies in the Executive Officer positions shall be filled by the Executive Board within 20 instructional days excluding holidays and breaks.

Section 2: The appointment shall be ratified by a two-thirds (2/3) vote in the affirmative by the Executive Board.

## ARTICLE VII – MEETINGS

Section 1: Regular meetings of the Executive Board shall be held weekly during fall, winter and spring quarters.

Section 2: Special Executive Board meetings may be called as necessary.

Section 3: The Executive Board reserves the privilege of executive session when deemed appropriate by the chair, and in accordance with the Open Public Meetings Act, RCW 42.32.020.

Section 6: The order of business for the Executive Board meetings shall be:

- ~~A. Call to order~~
- ~~B. Roll call~~
- ~~C. Approval of minutes~~
- ~~D. Correspondence~~
- ~~E. Reports~~
- ~~F. Unfinished business~~
- ~~G. New business~~
- ~~H. Open floor~~
- ~~I. Announcements~~
- ~~J. Adjournment~~

- L. Call to order
- M. Roll call
- N. Introduction of guest(s)
- O. Open floor
- P. Approval of minutes
- Q. Correspondence
- R. Reports
- S. Unfinished business
- T. New business
- U. Announcements
- V. Adjournment

Section 7: Each member of the Executive Board, except the chair, shall exercise one vote. The chairperson shall cast a vote only in the event of a tie.

Section 8: No proxy votes shall be accepted.

Section 9: Five (5) members shall constitute a quorum.

Section 10: Unless otherwise specified in this document, all matters under consideration shall be ratified by a simple majority.

Section 11: Robert's Rules of Order, current edition, shall be the rules of the day.

## ARTICLE VIII – ELECTIONS

Section 1: The Election Committee, under the chair of the Executive Officer for Community Relations, shall be responsible for coordinating elections and have the authority to develop necessary policy and regulations to effectively manage Association elections.

- Section 2: The Election Committee shall be comprised of three (3) students appointed by the Executive Officer for Administrative Liaison and the Director for Student Programs as the advisor and non-voting member.
- Section 3: Should any member of the Election Committee show a direct interest in the outcome of the election, the Executive Officer for Administrative Liaison shall appoint another member to the Committee.
- Section 4: Only currently enrolled members of the Association shall be eligible to vote. Members shall cast only one (1) ballot.
- Section 5: After the final closing of the polls, the Director for Student Programs and the chair of the Elections Committee shall validate the election results. A simple majority carries the vote.
- Section 6: The election results shall become validated eight (8) calendar days after the completion of the election, assuming no complaint is filed. In the event of a complaint, the results shall be validated after eight (8) calendar days, or at the conclusion of the hearing on the complaint and all appeals, whichever is later.
- Section 7: The Election Committee shall prepare for an election by preparing and posting publicity in such a manner as to ensure that Association members shall be informed.
- Section 8: Association members implicated in tampering with the voting process shall be referred to the College discipline process.

#### ARTICLE IX- INITIATIVE

- Section 1: Any member of the Association may initiate an article of legislation by:
- A. Presenting to the Executive Board a petition containing the signatures of Association members that in total exceed the numerical value of 5% of the current enrollment (headcount) for that quarter.
  - B. Upon receipt of a valid petition, the Executive Board shall call an election of the Association not less than two (2) weeks and not more than four (4) weeks after presentation of the petition to the Executive Board at a regularly scheduled meeting.
  - C. Notice of the initiative voting process shall be posted at various locations on campus and on the website for at least one (1) instructional week prior to an election.
  - D. An initiative shall become policy upon receiving a simple majority of the votes cast in the affirmative. The total number of ballots cast must exceed the numerical value of 5% of the current enrollment (headcount) for that quarter to have a valid election.

#### ARTICLE X- REFERENDUM

- Section 1: The Executive Board reserves the right to initiate a referendum.
- Section 2: Such action shall pass out of the Executive Board by a two-thirds (2/3) affirmative vote.
- Section 3: Referenda must be ratified by an election no sooner than two (2) weeks and no later than four (4) weeks after Executive Board approval. Referenda shall be posted at various locations on campus and on the website for at least one (1) week prior to an election.
- Section 4: Referenda shall become policy only after receiving a simple majority of the votes cast by the Association in the affirmative. The total number of ballots cast must exceed the numerical value of 5% of the current enrollment (headcount) for that quarter to have a valid election.

#### ARTICLE XI- POSITION STATEMENT

- Section 1: The Executive Board reserves the right to clarify and interpret documents and policies, answer complaints and establish Association positions on issues.
- Section 2: The Executive Board shall issue a position statement when:
- A. A member of the Association makes a written request for clarification of any document, policy or procedure relating to student affairs.

- B. The Executive Board, through the passage of a motion, desires to take a position on an issue of importance to the Association or for clarification necessary for the maintenance of internal affairs.

Section 3: The procedure for adopting a position statement shall be as follows:

- A. The Executive Officer for Community Relations shall research the situation in depth and draft a preliminary position statement.
- B. Not more than two (2) weeks shall elapse during this drafting. No later than the first Executive Board meeting following the conclusion of the two (2) week draft period, the preliminary draft shall be presented.
- C. To be adopted, the draft must receive a two-thirds (2/3) affirmative vote of the Executive Board.
- D. Should a draft fail to pass, it shall be referred back to the Executive Officer for Community Relations for the purpose of revision. A revised draft shall be presented at the next Executive Board meeting.
- E. A position statement must be adopted within six (6) calendar weeks of the original request or motion.

Section 4: Approval of a position statement shall require a two-thirds (2/3) affirmative vote of the Executive Board.

## ARTICLE XII- APPEALS PROCEDURE

Section 1: A member of the Association may appeal actions of the Executive Board only in the following instances:

- A. When a member of the Association is in the belief that the Executive Board is in violation of any applicable regulatory document.
- B. When a member of the Association is in the belief that an initiative or referendum vote was not conducted properly.
- C. When a former Executive Board member feels that action taken to terminate his/her tenure was unwarranted.

Section 2: Appeals shall be submitted to the Senior Associate Dean for Student Life and Development or his or her designee.

## ARTICLE XIII- FINANCES

Section 1: All allocation, budgeting, and accounting procedures of the Association shall be in accordance with the AEdCC Financial Code, the Revised Code of Washington, and all applicable regulations of the office of Financial Management, the State Board for Community and Technical Colleges and Edmonds Community College.

## ARTICLE XIV- INTERPRETATION

Section 1: The Executive Board shall reserve the right to interpret this document and its by-laws.

Section 2: Such interpretation shall occur through adoption of a position statement, as described in Article XI.

## ARTICLE XV- OTHER REGULATORY DOCUMENTS

Section 1: Other documents which govern specific areas of student affairs are recognized and identified as:

- A. Student Rights, Freedoms and Responsibilities
- B. AEdCC Financial Code

- C. AEdCC Fiscal Year Budget
- D. The Revised Code of Washington
- E. The Washington Administrative Code

## ARTICLE XVI- AMENDMENTS

Section 1: The Executive Board may approve amendments to the Constitution and By-laws by a two-thirds (2/3) majority vote of the members present at a duly constituted meeting. After administrative review, approval of the changes shall be recommended to the Board of Trustees for final approval.

Section 2: Through passage of an initiative vote of the Association members as described in Article IX, members of the Association may approve amendments. After administrative review, approval of the changes shall be recommended to the Board of Trustees for final approval.

Section 3: In collaboration with the Executive Board, the administrative staff of the College may propose amendments to the Board of Trustees for final approval.

THIS CONSTITUTION AND BY-LAWS SHALL SUPERSEDE ANY AND ALL PREVIOUS DOCUMENTS OF SAID TITLE. Adopted by the Edmonds Community College District 23 Board of Trustees on January 17, 2006

Ratified by a vote of the Associated Students of Edmonds Community College February 22, 2006.

Amended April 2007

Amended June 2011