

Washington Community College District 23

AGENDA

Regular Meeting
November 14, 2017
Gateway Hall 352
4:30 – 7:40 p.m.

TEACHING | LEARNING | COMMUNITY

			<u>TAB</u>
4:30 PM	A. Call to Order	Diana Clay	
4:32 PM	B. Introduction of Guests	Diana Clay	
4:37 PM	C. Public Comments	Diana Clay	
4:45 PM	D. Community Conversation		
	1. Dr. Marci Larsen, Superintendent, Mukilteo School District		
5:05 PM	E. Approval of Minutes	Diana Clay	
	1. October 12, 2017 – Regular Meeting		1
	2. October 12, 2017 – Study Session with Edmonds School District Board of Directors		2
	3. October 23, 2017 – Special Meeting		3
	F. Next meeting: February 1, 2018, 4:30 p.m.	Diana Clay	
5:10 PM	G. Old Business – Action		
	1. Approval of 2018 Meeting Dates (Resolution No. 17-11-1)	Diana Clay	4
	2. Approval of Board Policy Revisions: BOT 1.0, 2.0, 3.0, 4.0, 5.0, 6.0, 8.0 (Resolution No. 17-11-2)	Dr. Jean Hernandez	5
	3. Approval of WAC: Use of College Facilities for First Amendment Activities (Resolution No. 17-11-3)	Christina Castorena and Kevin McKay	6
5:20 PM	H. Executive Session		
	Old Business – Action – <i>Continued</i>		
	4. Approval of Interim President	Diana Clay	

**EDMONDS COMMUNITY COLLEGE
BOARD OF TRUSTEES – AGENDA
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5:35 PM	I. New Business – Action		
	1. Approval of Lynnwood Golf Course Lease (Resolution No. 17-11-4)	Kevin McKay	7
5:45 PM	J. New Business – First Consideration		
	1. Consideration of Proposed Updates to Public Records WAC	Dennis Curran	8
	2. Consideration of New Board Policy BOT 17.0 and Procedure BOT 17.01pr	Diana Clay	9
6:00 PM	K. Reports		
	1. Faculty Representative	Margaret West	
	2. Classified Staff Representative	Frederick Pieters	
	3. Student Representative	Mustapha Samateh	
6:10 PM	L. Monitoring Reports		
	1. Workforce Development & Training Update	Dr. Terry Cox	
6:30 PM	M. Break		
6:40 PM	N. Monitoring Reports – <i>Continued</i>		
	2. Guided Pathways Presentation	Dr. Charlie Crawford and Christina Castorena	
	3. Quarterly Operating Budget Update	Kevin McKay	
7:10 PM	O. Foundation Report	Diana Clay	10
7:15 PM	P. President’s Report	Dr. Jean Hernandez	11
7:20 PM	Q. Presidential Search Update	Dennis Curran	
7:25 PM	R. Board Discussion	Diana Clay	
7:40 PM	S. Adjournment	Diana Clay	

Times are estimates only and subject to change.

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

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

MINUTES**Regular Meeting
October 12, 2017*****DRAFT*****Trustees Present:** Diana Clay, Naol Debele, Quentin Powers, Emily Yim, and Carl Zapora**Trustee Absent:** Dr. Tia Benson Tolle**Others Present:** Arlene Anderson, Lia Andrews, Danielle Carnes, Christina Castorena, David Cordell, Dr. Terry Cox, Dr. Charlie Crawford, Dennis Curran, Maria French, Dr. Jean Hernandez, Kevin McKay, Patty Michajla, Jim Mulik, Mustapha Samateh, Dr. Yvonne Terrell-Powell, Tina Rajabi, Jasmine Torres-Germack, Nomin Tumennast, and Margaret West**CALL TO ORDER AND INTRODUCTION OF GUESTS**

Diana Clay, Board Chair, called the meeting to order at 4:31 p.m., welcomed those present, and asked for self-introductions.

PUBLIC COMMENTS

No public comments.

APPROVAL OF MINUTES

The minutes from the September 14, 2017 and October 2, 2017 Board of Trustees meetings were presented for approval.

Motion: Trustee Powers moved and Trustee Debele seconded the approval of the September 14, 2017 meeting minutes and the October 2, 2017 meeting minutes.

Approved

NEXT MEETING

November 14, 4:30 p.m., Gateway Hall 352.

OLD BUSINESS – ACTION**Approval of Associate in Computer Science Direct Transfer Agreement/Major Related Program (Resolution No. 17-10-3) – Dr. Charlie Crawford**

Dr. Charlie Crawford presented the Associate in Computer Science Direct Transfer Agreement/Major Related Program at the September 14 meeting for first consideration of approval. No further discussion.

Motion: Trustee Powers moved and Trustee Yim seconded the approval of Resolution No. 17-10-3.

Approved

Approval of New Board Policy BOT 17.0 and Procedure BOT 17.01 pr (Resolution No. 17-10-4) – Diana Clay

The payment of a Board stipend was introduced at the September Board meeting. President Hernandez provided further explanation regarding a draft policy that will adopt the payment of the Board stipend. AAG Arlene Anderson stated that since no existing Board policy is in place, it is encouraged to have the Board adopt such policy to address Board stipends. Trustees are able to opt out of the stipend.

Motion: Trustee Zapora moved and Trustee Debele seconded the approval of Resolution No. 17-10-4.

Five of the six Trustees were in attendance for the vote. Three voted “yes” and two voted “no.”

Motion failed

Without four votes to constitute a majority vote, Board Policy BOT 17.0 and BOT 17.01pr did not pass. President Hernandez will discuss this policy with Trustee Benson Tolle, who was not present for the vote, to understand her position on the policy. Further discussion will take place at the November 14th meeting.

Approval of Presidential Search Profile (Resolution No. 17-10-5) – Dennis Curran

Dennis Curran distributed a revised presidential search profile for consideration and explained all of the revisions. The Board and staff provided input about the profile. The profile will be updated with the suggested edits.

Motion: Trustee Zapora moved and Trustee Powers seconded the approval of Resolution No. 17-10-5, subject to the minor revisions to the Presidential Search Profile.

Trustee Debele abstained.

Approved

NEW BUSINESS – FIRST CONSIDERATION

Board Policy Review – Dr. Jean Hernandez

This past year, the Board decided to review their policies every three years, one-third of them at each October meeting for first review, with approval at each November meeting. This year, the first one-third of the newly revised Board Policies was reviewed: BOT 1.0, 2.0, 3.0, 4.0, 5.0, 6.0. They also reviewed BOT 8.0 at this meeting as a slight revision needed to be made this year. President Hernandez pointed out minor revisions to BOT 6.0 and 8.01pr. No further Board discussion.

The Board will be asked to approve these Board Policies at the November 14, 2017 meeting.

REPORTS

Faculty Representative – Margaret West

Attachment A

Classified Staff Representative – Frederick Pieters

No Report

Student Representative – Mustapha Samateh

Attachment B

MONITORING REPORT

Jim Mulik, Executive Director of Institutional Effectiveness and Strategic Planning, provided an overview of the annual Institutional Performance Report for 2016-17. Since the time that the indicators were first utilized (in 2012), 12 of the 16 indicators of achievement reflect no change to the status of those measures; four others had slight changes. The College is still meeting and fulfilling its mission. The college has one recommendation, from the spring 2017 accreditation visit, that involves working on core theme planning and then appropriately measuring those plans.

The tentative timeline for completing core theme planning and the development of appropriate indicators was presented. An update on this work will be presented to the Board at the February 1, 2018 meeting. Two reports about these topics are due to the NWCCU by March 1, 2018.

FOUNDATION REPORT – Diana Clay

Attachment C

PRESIDENT’S REPORT – Dr. Jean Hernandez

Attachment D

In addition to the attached report, Dr. Hernandez provided a brief update on the ctcLink project.

PRESIDENTIAL SEARCH UPDATE – Dennis Curran

Dennis Curran, Associate VP of Human Resources, presented the draft Presidential Profile. He also shared the advertising plan as presented by the search firm, AGB. The Board was in approval of the profile and the advertising plan following minor revisions.

RECESS

The Board entered into a recess at 6:21 p.m. by Chair Diana Clay to participate in a special joint meeting with the Edmonds School Board of Directors, Superintendent, and administrative staff (separate minutes).

At 8:10 p.m. the Board resumed their earlier business meeting.

PRESIDENTIAL SEARCH UPDATE – continued – Dennis Curran

Mr. Curran resumed the earlier discussion regarding the Presidential Search.

Interim President Position

The Interim President position was discussed. Two individuals from the College are interested in the position. The Board decided to schedule a special meeting in the next 2-3 weeks to interview the two internal candidates in an executive session. No action will be taken on that date. The Board will vote on the interim president during an open session at the November 14th Board meeting.

Interim President Job Description

The Board reviewed the Interim President Job Description and provided comments. They were asked to email their edits to Dennis Curran, who will revise it and send it out to the Board showing the tracked changes.

Letter from Edmonds CC Foundation

A letter from the Edmonds CC Foundation that was sent to the co-chairs of the search committee, Quentin Powers and Emily Yim, was reviewed. The Foundation is requesting that the Committee has more representation from the Foundation and local business leaders.

Following discussion, the Board decided to pursue adding more members to the committee. The newly added members would need to complete the Cultural Proficiency in the Hiring Process training that has previously been provided to the existing members. Trustee Clay, Board liaison to the Foundation, will follow up with the Foundation regarding the additional Foundation Board members. The Board will finalize these extra committee members' names on the same day the Board meets to interview the two candidates for the interim president position.

ADJOURNMENT

The meeting was adjourned by Chair Diana Clay at 8:39 p.m.

Ms. Diana Clay, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

ATTACHMENT A
BOARD OF TRUSTEES
Monthly Meeting Report
AFT Local 4254 EdCC Faculty

October 12, 2017

Greetings:

To begin with our annual dinner to be attended by the college president, the trustees, and the union's council, it appears that the planned November 1 date will not work. The new plan is to move the event to winter quarter and for President Hernandez to attend as a guest.

Next we are happy to report that the tenure situation from last year – the one that none of us will ever forget- is progressing well with the new committee.

Yesterday, the 11th, we had a long Contract Administration Committee (CAC) meeting. There were multiple issues to discuss even though it is so early in the quarter, but the administrators and faculty worked well together to either resolve the concerns or decide on a way forward.

In general, the quarter has begun well.

Thank you.

Margaret West
President
Local 4254
Edmonds Community College Federation of Teachers

ATTACHMENT B
BOARD OF TRUSTEES
Monthly Meeting Report
STUDENT GOVERNMENT

October 12, 2017

Completed

Executive Board Meeting,

Edmonds Community College Foundation's 5K Walk and Run

- **09/22** The Executive Board funded the annual Edmonds Community College Foundation 5K Walk and Run as a sponsor.

Created a position statement to clarify Article VI, Section 1 of the ASEdCC Constitution By-law:

- **09/22** The Executive Board has approved a position statement to better clarify Article VI, Section 1 of the ASEdCC Constitution By-law, after concerns were proposed about the hiring period for any vacancy in the Executive Board.

“Any vacancies in the Executive Officer positions shall be filled by the Executive Board within 20 instructional days excluding holidays, breaks and Summer Quarters.”

Triton Student Center Grand Reopening

- **10/04** The Executive Board attended the event, and Mustapha Samateh the Executive Officer for Administrative Liaison gave an opening remark on behalf of Student Government.
- The Reflection room in the new Center for Student Cultural Diversity and Inclusion is named after Dr. Jean Hernandez, and June Vethanaygam the Executive Officer for Diversity officially dedicated the room to her during the event.

In Progress

Executive Board Vacant Positions

- The positions for the Executive Officers for Student Relations and Community Relations are currently vacant. The Executive Board has until 10/16/17 to hire new officers for the two positions. The Assistant to the Executive Board is also vacant and the selection process is in progress.
- The Executive Board opened applications for all three positions on September 25th and closed them on October 9th. The hiring committees have reviewed the applications and conducted interviews. The Executive Board will have a special meeting on Monday, October 16th to make the final decision.

Submitted by: Mustapha Samateh, ASEdCC Administrative Liaison

ATTACHMENT C

BOARD OF TRUSTEES

Monthly Meeting Report

FOUNDATION

October 12, 2017

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

Submitted by: Diana Clay, Foundation Board Liaison

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

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

MINUTES**Special Meeting
October 12, 2017****Board of Trustees
and
Edmonds School District Board of Directors*****DRAFT*****Edmonds Community College**

Trustees present: Diana Clay, Naol Debele, Quentin Powers, Emily Yim, and Carl Zapora
Others present: Danielle Carnes, Christina Castorena, Dr. Terry Cox, Dr. Charlie Crawford, Dennis Curran, Dr. Jean Hernandez, Kevin McKay, Patty Michajla, Jim Mulik, Dr. Yvonne Terrell-Powell

Edmonds School District

School Board members present: Carin Chase, Gary Noble and Diana White
Others present: Rob Baumgartner, Dr. Anthony Craig, Justin Irish, Yubi Lojewski, Mark Madison, Olachi Mbara, Dr. Kris McDuffy, Stewart Mhyre, Jean Mirabel, Greg Schwab

Call to Order – Diana Clay

The special meeting of the Edmonds Community College Board of Trustees and the Edmonds School District Board of Directors was called to order at 6:45 p.m. by Edmonds CC Board Chair Diana Clay.

Welcome, Introductions and Updates – Dr. Jean Hernandez and Dr. Kris McDuffy

Dr. Jean Hernandez, President of Edmonds Community College, welcomed everyone and provided brief updates. An environmental scan regarding students was completed. The College is looking at the idea of providing a food pantry. Due to increased student mental health issues, an assistant director of counseling has been added to increase support. The remodel of the new Student Diversity Center has been completed. Edmonds CC is now tobacco free beginning this fall. The College is committed to a safe and inclusive campus.

Dr. Kris McDuffy, Superintendent of Edmonds School District, also provided brief updates from the Edmonds School District (ESD) including the partnership model between the ESD and the College. The “ESD at a glance” pamphlets were distributed which highlight the District’s four areas of commitment. There will be upcoming school tours with the Superintendent, and all are invited to join.

Student Metrics – Danielle Carnes

Danielle Carnes provided a student metrics presentation including demographic statistics about the ESD students who attend Edmonds CC.

Articulation Council Update – Dr. Charlie Crawford and Mark Madison

Dr. Charlie Crawford and Mark Madison each provided updates on the Articulation Council, which has now been in existence for 30 years. The first meeting of the school year was held this morning. Both the College and the District want to engage faculty more. They identified institutional priorities and identified needs around which they can work together including Pathways, dual enrollment, and transitions. They want to continue relationship building and sharing of data.

College in the High School Update – Greg Schwab

Greg Schwab reported on the College in the High School program noting that this fall there have been changes to the state WAC which allows the courses to be shared. They are working on changes on how they credit College in the High School courses, hoping to involve more students.

Tech Prep – Mark Madison

Mark Madison provided a Tech Prep update. This past year, a decision was made to dissolve the independent Edmonds Consortium and join the Northeast Tech Prep College Connections Consortium. Edmonds is officially involved with that, which will make it easier to operate with one consortium. They are in the process of looking at existing articulation agreements.

Equity/Family Engagement Update – Justin Irish

Justin Irish provided an update on the Race and Equity Policy and Family Engagement Policy that they have been working on over the past three years. If the Race and Equity Policy is approved, all policies will run through this policy, which provides equitable access and removes predictability of success and failure that currently correlates with race or any social/cultural factor.

SET Building Update – Kevin McKay

No capital budget has been approved in the state legislature, so the SET building is on hold for now.

Capital Projects Update – Stewart Mhyre

Stewart Mhyre provided updates on several ESD school construction and/or remodel projects involving Madrona K-8, Lynnwood Elementary, Mountlake Terrace Elementary, and Spruce Elementary. Long range enrollment projects will be studied. The Facilities and Bond Committee will commence in March to study their current inventory looking at needs and capacity. They

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will go to the School Board in spring of 2019 with a recommendation, and then it will go to the voters in 2020.

Bachelor of Applied Science (BAS) Update – Dr. Terry Cox

Dr. Terry Cox provided information on the new Bachelor of Applied Science Degree in Child, Youth and Family Studies at Edmonds Community College. 18 students have started in this program. The average age is 41, and almost all are working full time.

Presidential Search Update – Dennis Curran

Dennis Curran provided an update on the presidential search process at the College. The search committee has been formed, and they have received the Cultural Proficiency in the Hiring Process training. A position announcement will go live in the next couple of days. The first list of candidate names will be announced in December, and then 3-4 finalists will be brought on campus to interview and

participate in community open forums. The decision is expected to be made by early March. An interim president will be named in November, and will begin in January and serve until the new president will begin, which will hopefully be no later than July 1, 2018. Trustees Emily Yim and Quentin Powers are the Search Committee co-chairs. Justin Irish of the Edmonds School District is a member of the Search Committee.

Adjournment

The meeting was adjourned by Chair Diana Clay at 7:58 p.m.

Ms. Diana Clay, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

MINUTES**Special Meeting
October 23, 2017*****DRAFT***

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

Others Present: Christina Castorena, Dr. Charlie Crawford, Dennis Curran, Dr. Jean Hernandez, and Patty Michajla

CALL TO ORDER AND INTRODUCTION OF GUESTS

Diana Clay, Board Chair, called the meeting to order at 5:08p.m., welcomed those present, and asked for self-introductions.

EXECUTIVE SESSION

At 5:09 p.m. the Board entered into Executive Session.

At 6:42 p.m. the Board entered into Open Session.

NEW BUSINESS – ACTION**Approval of Additional Members to the Presidential Search Committee – Dennis Curran**

The Board discussed the addition of three members to the existing Presidential Search Committee.

Motion: Trustee Benson Tolle moved and Trustee Powers seconded the approval of adding Nick Echelbarger, Wendy Popke and Marilla Sargent as members of the Presidential Search Committee. Trustee Zapora moved to amend the motion that the approval will be pending the candidates' availability to attend all of the committee meetings.

Trustee Debele abstained.

Approved

Salary Range for President – Dennis Curran

Dennis Curran reported that a salary range needs to be established for the incoming president that will be provided in the position announcement. He has completed a study of comparable college incoming presidents' salaries. Edmonds CC wants to remain competitive in this process. The Trustees discussed various ranges.

Motion: Trustee Zapora moved and Trustee Powers seconded that the salary range be established at \$225,000-\$275,000.

Trustee Debele abstained.

Approved

ADJOURNMENT

The meeting was adjourned by Chair Diana Clay at 7:08 p.m.

Ms. Diana Clay, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

BACKGROUND**2018 SCHEDULE OF BOARD
OF TRUSTEES MEETINGS****Subject**

To establish and approve the 2018 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 2018 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 2018 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 10 meeting will begin at 3:30 p.m. with the Tenure Reception. The August 16 and 17 study session is scheduled from 8:00 a.m. – 5:00 p.m.

Recommendation

The Trustees are asked to review the 2018 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 14, 2017 Board of Trustees meeting when approval will be requested.

February 1, 2018

March 8, 2018

April 19, 2018

May 10, 2018 (3:30 pm)

June 14, 2018

August 16 & 17, 2018 (8:00 am – 5:00 pm)

September 13, 2018

October 11, 2018

November 8, 2018

Washington Community College District 23

Resolution NO. 17-11-1
**2018 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 BOT 1.0, Board of Trustees Bylaws, Section 2, Meetings*, the Board 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 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 Board of Trustees of Edmonds Community College adopts the following schedule for its 2018 meetings, and directs the President or designee to file this schedule in the Washington State Code Reviser’s Office.

2018 Edmonds Community College Board of Trustees Meeting Schedule

January – NO MEETING			
February 1	Thursday	4:30 p.m.	Study Session & Regular Meeting
March 8	Thursday	4:30 p.m.	Regular Meeting
April 19	Thursday	4:30 p.m.	Study Session & Regular Meeting
May 10	Thursday	3:30 p.m.	Regular Meeting
June 14	Thursday	4:30 p.m.	Regular Meeting
July – NO MEETING			
August 16 & 17	Thursday & Friday	8:00 a.m.	Study Session
September 13	Thursday	4:30 p.m.	Regular Meeting
October 11	Thursday	4:30 p.m.	Study Session
November 8	Thursday	4:30 p.m.	Regular Meeting
December – NO MEETING			

ATTEST:

 Ms. Diana Clay, Chair

 Dr. Jean Hernandez, Secretary

 Date Approved

BACKGROUND

BOARD POLICY REVIEW

Subject

Review of selected Board Policies.

Background

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

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

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

[BOT 6.0 and 8.0 are being reviewed now due to changes that need to be approved by the Board this current year.]

Copies of the policies are provided with this background statement.

Recommendation

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

Washington Community College District 23

RESOLUTION NO. 17-11-2**BOARD POLICY REVIEW**

Whereas, all of the Edmonds Community College Board of Trustees Policies were reviewed over the 2016-2017 academic year in an effort to make sure they were aligned with the language requirements of accreditation and that they reflected current practices; and

Whereas, during 2017 all of the Board Policies have been renumbered and some renamed or combined, and, as appropriate, will include procedures; and

Whereas, the Board of Trustees has decided to review all of the revised Board policies every three years by splitting the policies into thirds with one-third being reviewed each fall; and

Whereas, the College administration presented Policies BOT 1.0, BOT 2.0, BOT 3.0, BOT 4.0, BOT 5.0 BOT 6.0 and BOT 8.0, with accompanying procedures, at the October 12, 2017 meeting for first review;

NOW, THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees approves Resolution No. 17-11-2 approving the above-named policies and their accompanying procedures.

Ms. Diana Clay, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

BACKGROUND**USE OF COLLEGE FACILITIES
FOR FIRST AMENDMENT ACTIVITIES – WAC (132Y-136)****Subject**

Use of College Facilities for First Amendment Activities WAC 132Y-136

Background

Edmonds Community College is a public institution whose primary mission is to provide higher education to the people of Washington state and, as such, its facilities are primarily reserved for educational use, including, instruction, research, public assembly of college groups and student and staff activities that are directly related to the educational mission of the College.

As a public institution the College sees itself also as a forum for public assembly for the purpose of constitutionally protected free speech. Therefore, the College intends to open its campus to non-college groups for public assembly to the extent that its usage does not conflict with the rights of college groups or disrupt the educational process.

The Use of College Facilities for First Amendment Activities WAC will set forth the procedures and controls for use of the College facilities for both College and non-College groups.

Recommendation

Approval of the Use of Facilities for First Amendment Activities WAC 132Y-136 as submitted at the November 14, 2017 Board of Trustees meeting.

Resolution NO. 17-11-3**USE OF COLLEGE FACILITIES
FOR FIRST AMENDMENT ACTIVITIES – WAC (132Y-136)**

WHEREAS, Edmonds Community College is a public institution whose primary mission is to provide higher education to the people of Washington State and, as such, its facilities are primarily reserved for educational use, including, instruction, research, public assembly of college groups and student and staff activities that are directly related to the educational mission of the College, and

WHEREAS, as a public institution the College considers itself a forum for public assembly for the purpose of constitutionally protected free speech. Therefore, the College intends to open its campus to non-college groups for public assembly to the extent that its usage does not conflict with the rights of college groups or disrupt the educational process, and

WHEREAS, WAC 132Y-136 has been created outlining this usage and, once approved, will be added to the Washington Administrative Code. The College held a public hearing on October 27, 2017 to allow members of the public to comment on the WAC,

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees approves the Use of Facilities for First Amendment Activities WAC 132Y-136, as submitted.

Ms. Diana Clay, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

BACKGROUND**CITY OF LYNNWOOD
GOLF COURSE LEASE AGREEMENT****Subject**

City of Lynnwood Golf Course Lease Agreement with Edmonds Community College

Background

On March 26, 1991 the State Board for Community and Technical Colleges, on behalf of Edmonds Community College, entered into an agreement with the City of Lynnwood to allow for the formation of a Municipal Golf Course. That agreement, in the form of a contract, outlined the terms and conditions for a partnership-like arrangement between the City and the College that was originally envisioned to be a major source of revenue for both parties.

Much of the language in the original contract is vague and open to broad interpretation. Over the years this has been a source of confusion and, at times, tension between the City and the College.

Approximately a year ago it was decided by both parties that a new lease should be drawn up to capture both the commitments and the intent of the original contract but also to put the arrangement into a more traditional ground lease format. After much work by both parties, including a thorough review by legal counsel for both the College and the City, a new lease has been drafted and agreed to.

This lease is being presented to the Lynnwood City Council in November of 2017 for ratification and is simultaneously being presented to the College Board of Trustees for consideration and approval.

Recommendation

The administration of the College recommends that the Board of Trustees adopt the resolution approving the new Lynnwood Golf Course lease agreement between Edmonds Community College and the City of Lynnwood at its November 2017 meeting.

Washington Community College District 23

Resolution NO. 17-11-4**CITY OF LYNNWOOD
GOLF COURSE LEASE AGREEMENT**

WHEREAS, on March 26, 1991 the State Board for Community and Technical Colleges, on behalf of Edmonds Community College, entered into an agreement with the City of Lynnwood to allow for the formation of a Municipal Golf Course. That agreement, in the form of a contract, set out the terms and conditions for a partnership-like arrangement between the City and the College that was originally envisioned to be a major source of revenue for both parties, and

WHEREAS, much of the language in the original contract was vague and open to broad interpretation, which created confusion and, at times, tension between the City and the College, and

WHEREAS, approximately a year ago it was decided by both parties that a new lease should be drawn up to both capture the commitments and intent of the original contract but to also put the arrangement into a more traditional ground lease form of agreement, and

WHEREAS, after much work by both parties, including thorough review by legal counsel, for both the College and the City, a new lease was drafted and agreed to, and

WHEREAS, the newly revised lease is being presented to the Lynnwood City Council in November of 2017 for ratification and is simultaneously being presented to the College Board of Trustees for consideration and approval,

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees approves the Lynnwood Golf Course 2017 lease agreement between Edmonds Community College and the City of Lynnwood at its November 2017 meeting.

Ms. Diana Clay, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

BACKGROUND**FIRST CONSIDERATION OF
UPDATES TO THE PUBLIC RECORDS
SECTION OF THE COLLEGE WAC (132Y-320)****Subject**

Review of proposed updates to the public records section of the Edmonds Community College WAC 132Y-320.

Background

Recent changes in Washington State public records laws and college procedures around public records requests necessitate updates to the public records section of the Edmonds Community College WAC 132Y-320. The existing language in WAC 132Y-320 dates back to June 6, 1989.

Proposed updates to 132Y-320 WAC - Public Records will:

- Enable the college to adopt the new fee schedule set out in the Washington State Public Records Act (RCW 42.56) allowing agencies to charge for providing digital copies of responsive records. Prior to the passage of this legislation, agencies could only impose a fee for hard copies of records.
- Correct outdated information regarding college procedures around public records requests, including the availability of a new online form, electronic options for delivery of responsive records and notification of affected parties.
- Enable the college public records officer of record to officially appoint a designee.
- Correct references to laws no longer in effect.

Proposed updates to 132Y-320 WAC are submitted to the Board for first consideration. Any changes directed by the Board will be incorporated into a subsequent draft proposal to be reviewed by the Board during the February 1, 2018 meeting. Upon approval by the Board, updates to 132Y-320 will be presented in a public hearing to be held in early 2018.

Recommendation

Review and recommend necessary changes to proposed updates to WAC 132Y-320.

Washington Community College District 23

BACKGROUND

BOARD POLICY – STIPENDS

Subject

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

Background

Washington State law requires colleges to identify the Board of Trustees' classification, and how they may be compensated for meetings, and/or reimbursed for travel, based on the District's specific Board Policy.

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

At the September 14, 2017 meeting, the Board reviewed the following options: Payment of a current flat rate stipend for attending either one (1) or two (2) regular or special board meetings per month, or the current per diem rate for Snohomish County for attending either one (1) or two (2) regular or special board meetings per month.

At the October 12, 2017 meeting, The Board voted on the payment of the per diem rate and the motion failed. It was decided to readdress the stipend discussion at the November 14, 2017 meeting.

College administration is now recommending the following options:

- (1) All members of the Board of Trustees are eligible to receive the flat rate of \$125 as compensation for one regular or special meeting per month. Each Trustee will decide whether or not to receive the stipend. To receive the funds, the appropriate forms must be completed and submitted to the Sr. Executive Assistant to the President for submission to the Business Office.

- (2) Only the Student Trustee is eligible to receive compensation for attending one regular or special session Board meeting per month at the flat rate of \$125 per meeting. To receive the funds, the appropriate forms must be completed and submitted to the Sr. Executive Assistant to the President for submission to the Business Office.

- (3) No Trustee stipend paid.

Recommendation

Approval of the attached Board of Trustees' Policy, BOT 17.0, and Procedure, BOT 17.01 pr.

DRAFT

BOARD OF TRUSTEES POLICY – BOARD OF TRUSTEES STIPEND

Edmonds Community College
WA State Community College District 23

BOT 17.0 – BOARD OF TRUSTEES STIPEND

SUMMARY/SCOPE

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

DESCRIPTION

Classification

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

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

Compensation for Meetings

To be discussed at the November 14, 2017 meeting.

Travel Reimbursement

The Office of Financial Management (OFM) articulates travel reimbursement policies and processes in its State Administrative & Accounting Manual (SAAM). Members of the Board of Trustees will receive reimbursement for travel on College business, the same as college employees.

Annual Review

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

RELEVANT LAWS AND OTHER RESOURCES

RCW 43.03

State Administrative & Accounting Manual (SAAM) Section 10.70

GLOSSARY TERMS

Board of Trustee(s)

RELATED POLICIES AND PROCEDURES

New Policy

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

REVIEW PERIOD

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

REVIEW HISTORY

2017 – November 14 – First Consideration

2017 - October 12 – Board Resolution No. 17-10-4 – (motion failed)

2017 - September 14

DRAFT

BOARD OF TRUSTEES STIPEND

Edmonds Community College
WA State Community College District 23

BOT 17.01pr – BOARD OF TRUSTEES STIPEND: PROCEDURE

SUMMARY/SCOPE

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

DESCRIPTION

Compensation for Meetings

To be discussed at the November 14, 2017 meeting.

Travel Reimbursement

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

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

RELEVANT LAWS AND OTHER RESOURCES

RCW 43.03.230, 43.03.240, 43.03.250, 43.03.265

State Administrative & Accounting Manual (SAAM) Section 10.70.30

GLOSSARY TERMS

Board of Trustee(s)

RELATED POLICIES AND PROCEDURES

New Policy

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

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REVIEW HISTORY

2017 – November 14 – First Consideration

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

2017 – September 14

BOARD OF TRUSTEES

Monthly Meeting Report

EDMONDS CC FOUNDATION

November 14, 2017

- The second annual 5K Walk and Run that was held on Saturday, October 28th here at Edmonds CC and it was a huge success. Vivacity was our title sponsor, they had 2 corporate teams, and Premera had a team as well. We had 12 additional corporate sponsors and 41 teams. We raised \$54,000 from sponsorships, teams & individual registrations with 325 participants.
- The 32nd annual Edmonds CC Gala is May 5, 2018 at the Seattle Grand Hyatt Hotel in Seattle. The Gala committee, chaired by Diana Clay and Foundation staff are hard at work securing corporate sponsorships. Our event goals are to raise \$335,000, have 375 attendees and \$90,000 in corporate sponsorships.
- The Foundation's Leadership Campaign has raised \$31,399 thanks to generous Foundation board members, trustees and community members, which is a \$10,000 increase over last year's campaign. The funds help support essential needs to assist EdCC students with scholarships, emergency funds, innovation grants and learning support programs.
- The Foundation's third annual Scholarship dinner will take place on Saturday, February 3rd at Nick and Caitlin Echelbarger Woodway home.
- The Foundation's annual board retreat is scheduled for Friday, January 12, 2018.
- Please consider joining Premera who recently committed \$2,500 and host of community members, retirees, foundation board members, faculty and staff in making a special gift to the Hernandez-Foy second Chance Endowed Scholarship. Our goal is to raise \$25,000 by Jean's retirement party on December 7, 2017.

Submitted by: Diana Clay, Foundation Board Liaison

PRESIDENT'S REPORT
NOVEMBER 14, 2017**PRESIDENT JEAN HERNANDEZ**
EVENT HIGHLIGHTS OCTOBER 15 – NOVEMBER 4, 2017

- October 15-18 – Attended the Grantmakers for Education Conference in Washington DC as a member of the College Spark Board of Trustees. The Conference is only for grant funders, so groups such as Kresge Foundation, Gates Foundation, and Lumina Foundation staff were in attendance. Topics covered were collective impact, addressing homelessness, review of case studies of organizations going through substantive changes, and more.
- The College is having conversations about beginning a Food Truck certificate through our Culinary Arts program and purchasing a Food Truck for the program, including using the Food Truck to provide food service for evening students on campus. Several meetings have been held with faculty, community members, and administrators.
- October 21 – Attended the Rotary-Noon Club and Rotary Daybreakers Club joint Gala. Both Dr. Tonya Drake and Brad Thomas, respectively, are members of these Rotary Clubs. It was a great event and opportunity to support our community.
- October 25 – Attended the SEM summit held on campus and facilitated by Danielle Carnes. This was a great opportunity for employees of the college to experience a data-driven exercise that resulted in recommending “stretch” goals for our Strategic Enrollment Management Plan. Approximately, 45 employees participated.
- October 28 – Attended the “Bridging the Gap” breakfast at the University of Washington where I received the UW Multicultural Alumni Partnership (MAP) Distinguished Alumni Award. It was an honor to be recognized by the University of Washington.
- October 28 – Along with Dr. Yvonne Terrell-Powell, attended the Tulalip Tribes’ “Raising Hands” 10-year anniversary fundraising gala event. This event brings hundreds of community organizations together that have received funding from the Tulalip Tribes, including a great “thank you” dinner as their guests.
- October 30 – President’s Cabinet and Associated Student of Edmonds Community College (ASEdCC) held their annual competition. This year instead of a bowling or billiards competition, they participated in an “Escape Routes” activity. Once again, President’s Cabinet took home the trophy! A dinner was held for everyone at Applebee’s.

- October 31 – Final President’s Advisory Committee meeting was held. Dr. Yvonne Terrell-Powell attended and provided information regarding the Equity and Inclusion office’s programs and future initiatives. President Hernandez asked the Committee for feedback on advice for the new president, which Patty Michajla will document and have available when the next president is hired.
- November 1 – Attended the 5th Annual Veteran’s Day celebration in the BlackBox Theatre. We had great attendance. President Hernandez also announced that Director of the Veterans Resource Center, Chris Szarek, and Captain Tristan from the University of Washington are working on the creation of a ROTC transfer program for EdCC students. More to come...
- November 3 – Attended a joint meeting with the Everett School District Superintendent, Dr. Gary Cohn, and his staff, along with members of the Edmonds CC staff to discuss educational programs, student metrics, and additional new partnerships that bring Everett Public Schools students to Edmonds Community College.
- November 4 – Attended the Goodwill’s annual Glitter Gala. Goodwill has been an important partner for the college in offering pre-college and ESL classes. President Hernandez had the opportunity to sit at a table with 3 other community and technical college presidents from our system.