

BOARD OF TRUSTEES**Regular Meeting****October 10, 2019, 4:30****Gateway Hall 352****AGENDA**

- | | | | |
|--------|---|----------|--|
| 4:30pm | 1. Call to Order | | Chair Yim |
| 4:32pm | 2. Introduction of Guests | | Chair Yim |
| 4:35pm | 3. Public Comment (3 min. each) | | Chair Yim |
| 4:44pm | 4. Approval of Meeting Minutes | | Chair Yim |
| | a. September 12, 2019 - Regular Meeting | (pg. 3) | |
| 4:45pm | 5. Next Meeting | | Chair Yim |
| | a. October 29, 2019 at 6:30pm:
Joint meeting with Edmonds School District Board of Directors | | |
| | b. November 14, 2019 at 4:30pm:
Regular Board Meeting, Gateway 352 | | |
| 4:50pm | 6. Informational & Monitoring Report
College Success Course | | Elisabeth Frederickson,
Kim Chapman |
| 5:10pm | 7. Old Business: Second Consideration, Final Action | | |
| | a. Approval of 2019/2020 Board Meeting Dates
Resolution #19-10-1 | (pg. 10) | Chair Yim |
| | b. Approval of BOT 17.0 and 17.01pr – Board of Trustees Stipend
Resolution #19-10-2 | (pg. 11) | Chair Yim |
| | c. Approval of BOT 2.01pr – Board Job Description
Resolution #19-10-3 | (pg. 16) | Kevin McKay |
| | d. Approval of Naming of Classroom
Resolution #19-10-4 | (pg. 17) | Brad Thomas |

- 5:35pm 8. **New Business: First Consideration**
- a. Annual Review of 1/3 Board Policies and Procedures (pg. 19) Chair Yim
 - i. BOT 1.0, 1.01pr – Bylaws
 - ii. BOT 3.0, 3.01pr – Board Member Code of Ethics
 - iii. BOT 4.0, 4.01pr – Board Philosophy of Governance
 - iv. BOT 5.0, 5.01pr – Board Civility and Respect
 - b. Update to BOT 14.0 policy, 14.01pr – Student Success (pg. 37) Dr. Yvonne Terrell-Powell
 - c. New BAS: Advanced Materials and Manufacturing – Engineering Technology (AMMET) (pg. 42) Dr. Charlie Crawford
- 5:50pm 9. **Representative Reports**
- a. Faculty Representative Kay Latimer
 - b. Student Representative Brenda Obonyo
 - c. Classified Staff Representative Frederick Pieters
- 6:05pm 10. **Break**
- 6:15pm 11. **Foundation Report** (pg. 43) Trustee Clay
- 6:20pm 12. **President’s Report** (pg. 44) Dr. Amit Singh
- 6:25pm 13. **Board Discussion** Chair Yim
- a. Recognition of Trustee Clay’s Contributions
 - b. New Board Orientation Process (pg. 45)
 - i. Orientation “Road Map”
 - ii. Board Mentoring
- 6:35pm 14. **Study Session**
- a. ctclink update Eva Smith, Ligia Cicos
- 7:15pm 15. **Executive Session** Chair Yim
- 7:30pm 16. **Adjournment** Chair Yim

Next Meeting: October 29, 2019 at 6:30pm
Joint meeting with Edmonds School District Board

Next Regular Meeting: November 14, 2019 at 4:30pm
Gateway Hall 352

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

Regular Meeting: September 12, 2019

Edmonds Community College, Gateway Hall 352

Draft Minutes

Trustees Present: Emily Yim, Chair; Carl Zapora, Vice Chair; Diana Clay; Stacie Horner; Dr. Tia Benson Tolle

Trustees Excused: None

Others Present: Kay Latimer, Brenda Obonyo, Danielle Carnes, Christina Castorena, Dr. Charlie Crawford, Kevin McKay, Kristen NyQuist, Jim Mulik, Mushka Rohani, Dr. Amit Singh, Dr. Yvonne Terrell-Powell, Brad Thomas, Wally Webster, and members of the staff, faculty and student body.

CALL TO ORDER AND WELCOME

Chair Yim called the meeting to order at 4:30pm, and welcomed those present.

INTRODUCTION OF GUESTS

Chair Yim asked each person to share their name and title.

PUBLIC COMMENT

No public comments were made.

APPROVAL OF MEETING MINUTES

Chair Yim asked for a motion to approve the minutes from the June 13, 2019 meeting. Trustee Clay made a motion, which Vice Chair Zapora seconded. Vice Chair Zapora asked that the location of the meeting be added to the minutes as well as the names of trustees who were excused from the meeting.

Chair Yim called for the June 13, 2019 minutes to be approved with those amendments, which the Board unanimously approved.

Approved

Chair Yim asked for a motion to approve the minutes from the July 25-26, 2019 Study Session. Trustee Clay made the motion, which Vice Chair Zapora seconded. Vice Chair Zapora asked that the location of the meeting be added to the minutes.

Chair Yim called for the July 25-26, 2019 minutes to be approved with that amendment, which the Board unanimously approved.

Approved

Chair Yim asked for a motion to approve the minutes from the August 23, 2019 Special Meeting. Trustee Clay made the motion which Vice Chair Zapora seconded. Vice Chair Zapora asked that the location of the meeting be added to the minutes.

Chair Yim called for the August 23, 2019 minutes to be approved with that amendment, which the Board unanimously approved.

Approved

NEXT REGULAR MEETING

Chair Yim announced that the next Board meeting will take place on October 10, 2019, at 4:30pm.

INFORMATIONAL & MONITORING REPORT

Mr. Thomas, Executive Director of the Edmonds Community College Foundation, reported on funding earmarked for the 2019-2020 school year for scholarships, emergency funding assistance, innovative programs, and existing programs. He gave an update on the progress of the Foundation's leadership campaign, and shared information about Launch: The STEM and Nursing Building Campaign related to the building construction, the various funding sources, and naming opportunities.

OLD BUSINESS

Approval of 2019-2020 Goals

As had been requested at the July Summer Study Session, Dr. Singh presented the strategies and metrics underpinning the 2019-2020 college goals: ctcLink, STEM & Nursing Building preparation, new strategic plan, continuation of core functions, realignment: matching structure to strategy, data metrics and dashboards, and three-year strategic budgeting.

Chair Yim thanked Dr. Singh for the very well laid-out information and called for a motion to approve the 2019-2020 goals as summarized in his presentation. Trustee Clay moved to approve the 2019-2020 goal summary. Trustee Benson Tolle seconded the motion, which the Board unanimously approved.

Approved

NEW BUSINESS

Consideration of 2020 Meeting Dates

Chair Yim asked the Board of review the proposed meeting dates as presented in the packet, and consult their calendars in advance of the next meeting, when the dates will be presented for approval.

Consideration of BAS in IT Application Development

Dr. Crawford presented a new Bachelor of Applied Science in Information Technology Application Development degree (BAS ITAD) for the Board of Trustees consideration. The SBCTC has approved EdCC to offer the BAS ITAD, and the curriculum has been developed. The degree has been approved by the President's Leadership Team, and once it is approved by the Board, it will be sent to the NWACC for accreditation.

After some discussion, the Board agreed that it was ready to approve the BAS ITAD. Chair Yim asked for a motion to approve the new Bachelor of Applied Science in Information Technology Application Development degree, which Trustee Clay made and Trustee Benson Tolle seconded. The motion passed unanimously. A resolution was subsequently assigned as Resolution 19-9-5.

Approved

Consideration & Approval of Program Eliminations

Dr. Crawford presented three programs for elimination for the Board's consideration and approval:

- CIS: Desktop Support Specialist - Certificate (518C)
- CLART: CLART and Food Service Management - AAS-T -- Transfer to JWU (850S)
- HSPTR: Business Studies - AAS-T -- Transfer to JWU (277R)

The CIS certificate is a program with no one enrolled and nearly identical to another certificate offered. The other two AAS transfer degrees were offered in partnership with Johnson Wales University, which has since decided not to accept the transfer of these degrees/articulation.

There was discussion on the partnership with Johnson Wales University as well as how EdCC reviews and streamlines its degree and certificate offerings to students.

Chair Yim called for a motion to approve Resolution 19-9-1, Approval of Programs Proposed for Elimination. Vice Chair Zapora made the motion, which Trustee Benson Tolle seconded and the Board unanimously approved.

Approved

Consideration & Approval of SET Building Certificate of Participation (COP)

Mr. McKay outlined the need to apply for a COP from the State Treasurer's Office in the amount of \$2M, in order to finance the remainder of the SET Building construction prior to the Foundation completion of the fundraising campaign, noting that the annual debt service of the COP would be approximately \$175K.

Chair Yim called for a motion to approve Resolution 19-9-2, Approval of Application for a \$2 Million Certificate of Participation, which Vice Chair Zapora made, and Trustee Clay seconded. After discussion of the COP's terms, the motion unanimously passed.

Approved

Consideration & Approval of Updates to BOT 2.0 Policy and 2.01pr Procedure

Mr. McKay, noting that the Board in its BOT Policy 2.0 retains the right to approve EdCC building names, pointed out that the Foundation and EdCC are interested in offering naming rights at a certain donation threshold. It was recommended that the Board retain the right to name buildings, but allow other space and entity names to be approved by the President's Leadership Team.

Chair Yim asked for a motion to approve Resolution 19-9-3 Revision to Board Policy 2.0 & Procedure 2.01, which Trustee Clay made, and Trustee Benson Tolle seconded. After discussion, the Board requested that more information be brought to the October meeting for further consideration, and Chair Yim tabled the motion.

Motion Tabled

Consideration & Approval of Letter of Intent for Community Transit

Mr. McKay shared Community Transit and EdCC's desire to have the college campus serve as the western terminus for Community Transit's new Swift Orange Line, designed as a light-rail-connector line. This project would ultimately require EdCC to provide a long-term ground lease to Community Transit among other things, and would necessitate approval from the EdCC Board as well as the SBCTC.

Mr. McKay recommended that the Board approve Resolution 19-9-4 to authorize EdCC staff to move forward with detailed planning in cooperation with Community Transit, and obtain the necessary state approvals to enter into a long-term lease for the property in question.

Chair Yim called for a motion to approve Resolution 19-9-4, Approval of Campus Transit Center Redesign and Swift Orange Line Terminus, which Vice Chair Zapora made, Trustee Clay seconded and the Board unanimously passed.

Approved

Break

At 5:38pm, Chair Yim called a 12-minute recess. Chair Yim reconvened the meeting at 5:50pm

ADVISORY REPRESENTATIVE REPORTS**Faculty Representative**

Ms. Latimer gave her report to the Board as outlined in Attachment 1.

Student Representative

Ms. Obonyo introduced members of the AEdCC Executive Board and delivered her report to the Board as outlined in Attachment 2.

Classified Staff Representative

There was no report Classified Staff report.

FOUNDATION REPORT

Trustee Clay went over the Foundation report as included in the meeting materials, noting the Foundation is working to raise funds for the STEM & Nursing Building. She outlined several upcoming Foundation events, including the Transforming Lives Gala on June 6th, and the October 24th Scholarship Reception which she encouraged the Board to attend.

PRESIDENT'S REPORT

Dr. Singh went over his report as included in the meeting materials, noting several achievements by staff and outlining his meetings with community members that had taken place since the last regular Board meeting.

BOARD DISCUSSION

Chair Yim led a discussion of BOT Policy 17.0 concerning stipends for the Board, which had last been reviewed and approved in April 2018, and which outlined that nonstudent trustees would receive reimbursements for travel, but only the student trustee would receive a stipend for attending Board meetings. Trustee Zapora noted that April 2018 resolution, Resolution #18-3-1, approving Board of Trustees Stipend, refers to travel reimbursements for "out-of-town" travel.

Chair Yim asked that a resolution to approve BOT 17.0 and 17.0pr without further changes be brought back at the October meeting, and noted that the phrase "out-of-town" as included in the current resolution language should be struck.

Chair Yim led a discussion of the Summer Study Session retreat held in July, noting the follow-up items as listed in the meeting materials. The Board asked that timeframes be put around some of the follow-up items. Trustee Benson Tolle and Chair Yim reported on their work to research best practices in Board and President evaluation tools, and their subsequent decisions to update the tools currently in use. The updates to those tools will be shared with Dr. Singh and then shared with the Board.

STUDY SESSION - COMPREHENSIVE PLANNING

Ms. Carnes and Mr. Mulik presented information on EdCC's comprehensive planning process where they:

- Introduced the planning team, including Dr. Jeff Wagnitz
- Outlined which decisions will go to the Board

- Reiterated the concept of a bi-lateral plan which incorporates mission (core functions) and vision (innovations)
- Shared the timeline for the completion of the process
- Shared the overarching questions being asked of the Board, the college campus, and community leaders, the input from which will inform the plan

Mr. Mulik and Ms. Carnes shared what Board input was captured at the Summer Study Session, and asked if there was anything further the Board wanted to note.

Hearing none, they led a discussion and recorded feedback on the following question: What are the unmet community needs and/or emerging opportunities/innovations that the college could possibly address?

EXECUTIVE SESSION

At 6:36pm, Chair Yim called a 10-minute executive session to discuss personnel and real estate matters. Chair Yim reconvened the meeting in open session at 6:46pm.

ADJOURNMENT

The meeting was adjourned by Chair Yim at 6:46pm.

Next Meeting: The next regular Board meeting will be held on October 10, 2019 at 4:30pm at Gateway Hall 352.

Emily Yim, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

MINUTES ATTACHMENT 1

**BOARD OF TRUSTEES
Meeting Report
AFT Local 4254 EdCC Faculty
September 12, 2019**

Greetings:

There are just a few items this month.

The Pre-College grievance went to mediation in early August and after nine hours of mediation we were unable to reach a settlement. Now it is scheduled to go to arbitration. This same issue was submitted as an Unfair Labor Practice to PERC and was recently accepted as a case.

Our Performance Evaluation grievance is close to being wrapped up in the next few weeks. A couple of issues that were unresolved in spring may be heading the grievance route.

Although we bargained during summer quarter we are not finished. Good progress has been made in a number of areas, however compensation is the sticking point. Although Corrections is a part of the main contract it is bargained separately. Due to multiple administrative changes Corrections bargaining has not even begun. Faculty are frustrated that negotiations are ongoing and that they are working without a contract. The administration declined to sign a contract extension, which we consider disrespectful and discourteous. Other than a lot of red shirts I am not sure how the faculty will express their frustrations this quarter.

Thank you.

Kay Latimer
President, Local 4254

MINUTES ATTACHMENT 2

**BOARD OF TRUSTEES
Meeting Report
Student Government
September 12, 2019**

- Training. The Associated students training started on the 3rd of September 2019. Mr. Wayne Anthony conducted the training.
- Introduction of the student Government team. The student representative formally introduced The Associated Students to the Board of Trustees.

Submitted by:
Brenda Obonyo,
ASEdCC Executive Officer for Administration

RESOLUTION NO. 19-10-01
2020 SCHEDULE OF BOARD 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 filed with the Office of the Washington State Code Reviser in Olympia prior to January 1;

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

NOW, THEREFORE, BE IT RESOLVED that the Edmonds Community College Board of Trustees adopts the following schedule for its 2020 meetings, and directs the President or designee to file this schedule with the Office of the Washington State Code Reviser.

January	NO MEETING			
February 20, 2020		Thursday	4:30 pm	Study Session & Regular Meeting
March 12, 2020		Thursday	4:30 pm	Study Session & Regular Meeting
April 9, 2020		Thursday	4:30 pm	Study Session & Regular Meeting
May 14, 2020		Thursday	3:30 pm	Regular Meeting
June 11, 2020		Thursday	4:30 pm	Study Session & Regular Meeting
July	NO MEETING			
August 13-14, 2020		Thursday, Friday	8:00 am	Study Session
September 10, 2020		Thursday	4:30 pm	Study Session & Regular Meeting
October 8, 2020		Thursday	4:30 pm	Study Session & Regular Meeting
November 19, 2020		Thursday	4:30 pm	Study Session & Regular Meeting
December	NO MEETING			

 Emily Yim, Chair

 Date Approved

ATTEST:

 Dr. Amit B. Singh, Secretary

RESOLUTION NO. 19-10-2
APPROVAL OF BOARD STIPEND POLICY 17.0 and PROCEDURE 17.01pr

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

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

WHEREAS, in 2013 the Edmonds CC Board of Trustees discontinued receiving a monthly stipend for meeting attendance, but continued to maintain travel reimbursements for attending conferences and meetings while conducting official business on behalf of the College, and

WHEREAS, the current Board Policy, BOT 17.0 and Procedure 17.01pr provide that only the Student Trustee is to receive a stipend, and

WHEREAS, the current Board requested a review of Board Policy BOT 17.0, and Procedure BOT 17.01pr, and had no updates,

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

Emily Yim, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh, Secretary

SUMMARY/SCOPE

The Board Job Description establishes the duties imposed by the laws of the State of Washington and the rules and regulations of the State Board for Community and Technical Colleges.

DESCRIPTION

The Edmonds Community College Board of Trustees shall represent the citizens of College District 23 in determining and demanding appropriate organizational performance.

The Board will concentrate its efforts on the following:

1. The link between the college and the citizens, educational institutions, governmental agencies, business and industry, and other community, state, and federal organizations.
2. Written governing policies which, at the broadest levels, address:
 - Mission and Strategic Direction
 - Board Roles and Responsibilities
 - Board Planning and Operations
3. The assurance of monitoring and evaluating Presidential performance.
4. The assurance of monitoring and conducting an evaluation of its own performance.
5. A link between the Board of Trustees and the college Foundation Board of Directors for maintaining communication and providing coordination between the two Boards.
6. The entire Board also will retain and perform the following non-delegable duties:
 - Adopt the annual college budget.
 - Establish tuition rates.
 - Approve the contract between the college and the Foundation.
 - Approve all litigation settlements above \$150,000.00*.
 - Authorize every sale or purchase of real property, and every lease of real property.
 - Approve all new degrees and certificate programs of 20 or more credits, and which require approval by the State Board for Community and Technical Colleges.
 - Approve discontinuation of all degrees and certificate programs of 20 or more credits, and which require approval by the State Board for Community and Technical Colleges.
 - Approve naming of buildings.
 - Select honorary degree recipients.
7. The Board, with the exception of the Student Trustee**, also will retain and perform the following non-delegable duties:
 - Grant or deny tenure or permanent status to faculty.
 - Approve negotiated collective bargaining agreements with faculty and classified staff.
 - Hire, evaluate, set the terms of employment, renew, or dismiss the President.
 - Dismiss tenured or permanent faculty.
 - Terminate probationary faculty prior to contract expiration.
 - Approve indemnification of any college official or employee named in a lawsuit.
 - Approve professional development leaves for faculty.

8. Chair's Role – The role of the Chair is described in this section.

The Chair assures the integrity of the Board's process and occasionally represents the Board to outside parties. The Chair is the Board's only spokesperson other than in rare and specifically authorized instances.

- The Chair assures that the Board functions in a manner consistent with its own rules and those legitimately imposed upon it from the State of Washington and the State Board for Community and Technical Colleges.
- The authority of the Chair consists of making decisions that fall within the topics covered by Board policies.
- In the absence of the Chair, the Vice Chair will assume the responsibilities of the Chair.

* Approve any litigation initiated by the college, with the exception of litigation relating to personnel matters as outlined in RCW 28B.50.102.

** RCW 28B.50.102, Boards of trustees—Student trustee, states in part:

(2) A student appointed under this section shall excuse himself or herself from participation or voting on matters relating to the hiring, discipline, or tenure of faculty members and personnel or any other matters pertaining to collective bargaining agreements.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 2.01pr Board Job Description: Procedure](#)

SOURCE INFORMATION

(was) B 3.3 Board Job Description

(was) B 3.4 Chairperson's Role

[RCW 28B.50.102 Boards of trustees—Student trustee.](#)

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2019-Oct XX Approved, Board Resolution XX-XX-X

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

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

2016-Sep 08 Revised, Board Resolution 16-9-1

2014-May 08 Revised, Board Resolution 14-5-1

2011-May 12 Revised, Board Resolution 11-5-2

2006-Dec 08 Revised

2006-Sep 15 Revised, Board Resolution 06-9-1

2001-May Approved B 3.4

2001-May Approved B 3.3

BOT 2.01pr - Board Job Description: Procedure

SUMMARY/SCOPE

The Board Job Description establishes the duties imposed by the laws of the State of Washington and the rules and regulations of the State Board for Community and Technical Colleges.

DESCRIPTION

Procedure for Board policy BOT 2.0 Board Job Description, and role of Chair.

PROCEDURE DETAILS

The Board of Trustees will conduct both individual and Board evaluations on an annual basis, prior to October 1 of each year.

The contract that establishes the formal relationship between the Board of Trustees and college Foundation Board of Directors shall be reviewed a minimum of once every three (3) years, and as time permits annually at the Board's yearly summer study session.

The Board will complete the tenure review and approval of tenure track probationers prior to the end of her/his eighth quarter in the tenure track process. An annual summary will be provided from the Executive Vice President for Instruction to the Board on the progress of the probationers. The Board may meet in Executive Session to make inquiries of, including but not limited to, administrators, Appointment Review Committee, and/or probationer. If a probationer's Appointment Review Committee wishes to request a fourth year in the tenure track process for the probationer, the Board of Trustees may consider this request per RCW 28B.50.852.

The President shall provide quarterly updates to the Board if there are pending litigation matters.

All collective bargaining agreements shall be reviewed by the assigned Assistant Attorney General prior to being presented to the Board of Trustees for their review and approval.

Building names, including those for other structures and acknowledgeable entities, will be recommended to the Board by the President's Leadership Team (PLT)

~~The procedures and recommending process for the naming of buildings, places and landscapes will be detailed in FAO 7.01pr. The process will include a recommendation from President's Leadership Team to the Board of Trustees for their review and approval.~~

Chair's Role

This procedure establishes the specific duties and expectations for the individual serving as Board Chair. Duties include:

- Preside at each regular or special meeting of the Board of Trustees; sign all official documents recording the actions of the Board; review the agenda prepared for each meeting; retain full rights to make motions, participate in discussion, and vote.
- Act as the primary link between the President and the Board. Confer with the President between Board meetings and communicate with other Board members, as necessary.
- Represent the Board to outside parties in announcing board-approved positions.
- Ensure that the Board conducts an annual performance appraisal of the President.
- Ensure that the Board performs monitoring processes and an annual evaluation of its own performance.

Expectations include:

- Meeting content will focus on those issues which, according to Board policy, clearly belong to the Board to decide or examine.
- Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and relevant.

GLOSSARY TERMS

Board of Trustee(s)

RELATED POLICIES AND PROCEDURES

BOT 2.0 Board Job Description

FAO 7.01pr Naming Buildings, Structures and Acknowledgeable Entities: Procedure

SOURCE INFORMATION

(was) B 3.3 Board Job Description

(was) B 3.4 Chairperson's Role

RCW 28B.50.852 Faculty tenure—Rules and regulations—Award of faculty tenure—Maximum probationary period.

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

Three years. Requires ~~President's recommendation to the Board of Trustees. President consulting with the Board of Trustees Chair on changes made.~~ *

*See procedure change recommended in Agenda item 8a, PACKET page 20

REVIEW HISTORY

2019-Oct XX Approved, Board Resolution XX-XX-X

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

2017-Sep 14 Revised

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

2016-Sep 08 Revised, Board Resolution 16-9-1

2014-May 08 Revised, Board Resolution 14-5-1

2011-May 12 Revised, Board Resolution 11-5-2

2006-Dec 08 Revised

2006-Sep 15 Revised, Board Resolution 06-9-1

2001-May Approved B 3.3

2001-May Approved B 3.4

RESOLUTION NO. 19-10-3
Revision to Board Procedure 2.01pr

WHEREAS, Edmonds Community College Foundation is seeking to offer naming rights for College buildings, structures and acknowledgeable entities, and

WHEREAS, the College Board of Trustees' current policy BOT 2.0 Board Job Description, and procedure BOT 2.01pr establishes the Board of Trustees' role as the final authority for naming of buildings, but does not reference the naming rights for structures or entities other than buildings, and

WHEREAS, the proposed revisions to BOT 2.01pr will allow for naming rights for buildings, structures and acknowledgeable entities,

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees approved the revisions to BOT procedure 2.01pr as presented on this date.

Emily Yim, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh

BACKGROUND

Naming of Engineering Classroom

Subject

The Edmonds CC Foundation has launched a \$2 million STEM and Nursing campaign to raise funds for the new building, technology, programs and scholarships.

Background

The Foundation board of directors, campaign steering committee and Foundation staff are recommending that we offer building naming opportunities for our new STEM & Nursing building to inspire those individuals, companies and Foundations that would appreciate this type of donor recognition for their \$50,000+ gifts of class rooms, conference rooms, labs, spaces, departments, programs and buildings.

Recommendation

Staff recommends that the Board of Trustees approves Resolution 19-10-4, designating a classroom in the STEM & Nursing Building as the "Louise Leone Engineering Classroom," after Louise Leone, late mother of Angelique Leone and mother-in-law to Ron Fronheise, WATR Center faculty, for their family's gift commitment of \$50,000.

RESOLUTION 19-10-4
NAMING OF CLASSROOM

WHEREAS, naming of facility structures such as conference rooms, classrooms, etc. may be named after a donor, and

WHEREAS, the President's Leadership Team has made a recommendation to offer building naming opportunities for the new STEM & Nursing Building as part of the \$2 million STEM and Nursing campaign and,

WHEREAS, the naming of the first engineering classroom recognizes the family of Louise Leone's \$50,000 pledge of support (and pending format execution of the donor agreement between EDCC Foundation and the family),

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the following designation, "The Louise Leone Engineering Classroom" for the STEM & Nursing Building opening in Summer, 2020.

Emily Yim, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh

BACKGROUND

Board Policy & Procedure Review: BOT 1.0, 1.01pr, BOT 3.0, 3.01pr, BOT 4.0, 4.01pr, BOT 5.0, 5.01pr

Background

In 2017, the Board agreed to review its policies and procedures every three years, with one third being reviewed each year (Resolution 17-11-2).

But due to a wholesale review of every policy, also in 2017, the natural timing of reviewing $\frac{1}{3}$ of the Board's policies and procedures each year was thrown off cycle.

The following policies and procedures represent the first review period of a new cycle, with the second portion being reviewed in 2020, and the third portion being reviewed in 2021.

Overview

Board Policies and Procedures 1, 3, 4, and 5 have been reviewed by staff, and proposed changes are outlined in the summary table following this page, and then also noted in redline on the policies and procedures themselves.

Please note: Policy/Procedure BOT 2.0, BOT 14.0, and BOT 17.0 will be reviewed under separate items on the agenda. The changes proposed to these three policies are in response to requests from the Board at the July Summer Study Session and the September 12, 2019 Board meeting.

Recommendation

The staff recommends that the Board review the proposed changes and provide feedback, so that any needed revisions to BOT Policies/Procedures 1, 3, 4, 5 can be brought back to the Board for approval at the November 14, 2019 meeting.

	POLICY/PROCEDURE UNDER REVIEW	CHANGES RECOMMENDED	RATIONALE
	All Procedures (and to be applied to future review of other procedures)	Change "Review Period" language in Procedures to conform to the requirements of Policies.	This will bring the review requirements for policies and procedures into alignment and clarify that the Board retains the authority to approve both.
	BOT Policy 1.0 Bylaws	No changes suggested other than to highlight the issue of the quorum number.	The quorum is currently 3, which matches the voting majority for a 5-member board, but not for a 6-member board. As it stands, the current quorum isn't enough to transact business. The quorum number (3) is mandated in the RCW. If the Board and AAG would like to pursue changing the quorum to 4 (to reflect the larger board size because of the added student trustee), a separate process for approaching the State would be identified.
	BOT Procedure 1.01pr Bylaws Procedure	Add language from BOT Procedure 5.01pr, regarding presentation and public comment guidelines for BOT meetings. Change "Review Period" requirements as stated above.	The language currently in BOT 5.01pr is procedural in nature and naturally fits at the end of BOT Procedure 1.01pr, rather than in 5.01pr, which is about civility and respect. Conform "Review Period."
	BOT Policy 3.0 Code of Ethics	No changes suggested.	
	BOT Procedure 3.01pr Code of Ethics Procedure	Add language about OPMA training schedule as required by RCW 42.30.205, location of online training, and tracking of training completion. Change "Review Period" requirements as stated above.	The OPMA is referenced in BOT Policy 3.0, but is not included in the procedure.
	BOT Policy 4.0 Philosophy of Governance	No changes suggested.	
	BOT Procedure 4.01pr Philosophy of Governance Procedure	No changes suggested, other than to change "Review Period" requirements as stated above.	
	BOT Policy 5.0 Board Civility and Respect	Clarify Board's policy by removing references to students/employees.	Current policy statement is confusing and includes multiple mixed references to students and employees (not Board members).
	BOT Procedure 5.01pr Board Civility and Respect Procedure	Remove duplicative language in first paragraph; End procedure after "above" in 5th paragraph; move "Presentation Guidelines for Trustee Meetings" section into BOT Procedure 1.01pr. Change "Review Period" requirements as stated above.	This will clarify the policy by keeping it focused on civility and respect standards, moving the presentation procedural items into the meeting procedure section of BOT 5.01pr.

BOT 1.0 - Board of Trustees Bylaws :

SUMMARY/SCOPE

The Board of Trustees Bylaws establish the role and scope of the Trustee's position.

DESCRIPTION

The Edmonds Community College Board of Trustees shall follow the laws of the State of Washington, including the rules and regulations of the State Board for Community and Technical Colleges.

SECTION 1. OFFICERS AND DUTIES

The Edmonds Community College Board of Trustees shall have the following officer positions: Chair, Vice Chair, Secretary, and Treasurer.

The Chair shall preside at each regular or special meeting of the Board of Trustees, sign all legal documents recording actions of the Board, and review the agenda prepared for each meeting of the Board.

The Vice Chair shall act as Chair of the Board of Trustees in the absence of the Chair.

The President of the community college district shall serve as Secretary of the Board of Trustees. The Secretary shall keep the official seal of the Board and maintain all records of meetings and other official actions of the Board.

The Board of Trustees shall appoint as Treasurer the Edmonds Community College Vice President for Finance and Operations to serve as the financial officer of the Board (RCW 28B.50.142).

Legal authority is vested in the Board of Trustees and may be exercised only by formal action of the Board taken in regular or special meetings. No individual member of the Board may act on behalf of the Board unless specifically instructed by action of the Board.

SECTION 2. MEETINGS

The Board of Trustees shall hold a minimum of six (6) regular meetings and four (4) study sessions each year. The day of the month, time, and place for the regular meetings and study sessions shall be set at the first fall meeting.

The Board of Trustees may convene as a committee of the whole in executive session whenever it is deemed necessary and in the interest of the district for the purpose of discussing matters permitted by the Open Public Meetings Act (RCW 42.30.110).

Three (3) members of the Board of Trustees shall constitute a quorum and no action shall be taken by less than a majority of the Board members (RCW 28B.50.130).

Meetings of the Board of Trustees shall be held in accordance with RCW 42.30.030, Meetings Declared Open and Public.

SECTION 3. OFFICE

The Board of Trustees shall maintain an office at 6600 196th Street Southwest, Lynnwood, Washington, where all regular meetings shall be held unless otherwise announced and all records, minutes, and the official college seal shall be kept. The mailing address is 20000 68th Avenue West, Lynnwood, Washington 98036.

SECTION 4. PARLIAMENTARY AUTHORITY

In questions of parliamentary procedure, the actions and meetings of the Board of Trustees shall be conducted according to the most recent revision of Robert's Rules of Order, unless specified otherwise by state law, rules and regulations of the State Board for Community and Technical Colleges, or these bylaws.

SECTION 5. ADVISORY REPRESENTATIVES TO THE BOARD OF TRUSTEES

The Board of Trustees hereby establishes the position of advisory representative to the Board of Trustees, hereinafter referred to as "advisory representative." There shall be three (3) advisory representatives selected by their respective associations as follows:

- A. The representative of the faculty union.
- B. The representative of the Associated Students of Edmonds Community College.
- C. The representative of the classified union.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 1.01pr Board of Trustees Bylaws: Procedure](#)

SOURCE INFORMATION

(was) B 3.2 Board of Trustees Bylaws

[RCW 28B.50.142 Treasurer of board-Duties-Bond.](#)

[RCW 42.30.110 Executive sessions.](#)

[RCW 28B.50.130 Boards of trustees-Bylaws, rules, and regulations-Chair and vice chair-Terms-Quorum.](#)

[RCW 42.30.030 Meetings declared open and public.](#)

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2017-Nov 02 Reviewed, Board Resolution 17-11-2
2017-Feb 09 Revised, Board Resolution 17-2-1
2014-May 08 Revised, Board Resolution 14-5-1
2007-Jan 11 Revised
2002-Sep 19 Revised
2002-Aug Approved B 3.2

BOT 1.01pr - Board of Trustees Bylaws : Procedure

SUMMARY/SCOPE

Procedure for addressing the Board of Trustees Bylaws policy.

DESCRIPTION

The Edmonds Community College Board of Trustees shall follow these procedures as they apply to the officers role and duties, meetings, office, and advisory representatives.

PROCEDURE DETAILS

At the June regular Board of Trustees meeting the Board shall elect from its membership a Chair and Vice Chair, each to serve for one (1) year, beginning July 1st, until their successors are appointed or qualified. The Student Trustee is not considered for an officer position due to his/her one-year term.

The Chair shall, while presiding at official meetings, have full rights of making motions, discussion, and vote.

The Secretary may appoint an appropriate staff member to act as recording secretary for all regular and special meetings of the Board. The Secretary of the Board shall serve as Chair, without privilege of vote, in any regular meeting of the Board conducted in the absence of the Chair and Vice Chair. The Secretary shall also be responsible for Board correspondence, compiling the agenda of meetings, and distributing the minutes of the meeting and related reports. The Secretary of the Board, or designee, shall attend all regular and special meetings of the Board and official minutes must be kept of all such meetings.

At any regular meeting, the Board may, by majority vote, cancel the next regular meeting. Additional regular or special meetings may be held when requested by the Chair of the Board or by a majority of the trustees. No official business shall be conducted by the Board except during regular or special meetings held at a preannounced date, time, and place.

Information and materials pertinent to the agenda of all regular meetings of the Board of Trustees shall be sent to all trustees prior to each meeting. Any matters of business or correspondence must be received by the Secretary of the Board by 12:00 noon, eight (8) business days before the meeting, in order to be included on the agenda. A matter of urgent business received later may be included on the agenda if it is a matter of emergency in the judgment of the Chair. All materials to be considered by the Board must be submitted in sufficient quantities to provide each trustee and the Secretary with appropriate, legible copies.

All business transacted in official Board of Trustee meetings shall be recorded in minutes, marked with the Community College District 23 seal, and filed for reference in the office of the Board.

Voting at regular meetings of the Board of Trustees shall be by voice. A roll call vote may be requested by any trustee for purposes of the record.

The Board of Trustees' office shall be open during all normal business hours to any resident taxpayer of the State of Washington. Correspondence or other business for the Board shall be sent to the Secretary of the Board whose mailing address is 20000 68th Avenue West, Lynnwood, WA 98036 or is physically located in Gateway Hall, Room 301.

Advisory representatives may attend all regular and special meetings of the Board of Trustees and shall participate in these meetings of the Board of Trustees with voice but without vote. All such participation shall be in person and the right of such participation may be exercised by the organization's designated proxy. If a vacancy occurs in a position of advisory representative, the respective organization shall select a successor for the balance of the term in which the vacancy occurs. All items for discussion proposed by advisory representatives shall be placed on the agenda in advance of meetings through the Office of the President in accordance with Board policies and college regulations.

Individuals giving presentations or making public comments at Trustee meetings shall conform to the Civility and Respect Standards described in BOT 5.0 and BOT 5.01pr, and shall adhere to the guidelines below:

Presentation Guidelines for Trustee Meetings:

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

Public Comment Process:

To speak at a regular trustee meeting:

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

- Each individual shall approach the podium and identify his or her affiliation with the college (e.g. whether a student, employee, or community member) and state his or her position with respect to the topic(s) to be addressed. Individuals shall address all remarks to the Trustees as a whole.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 1.0 Board of Trustees Bylaws](#)

SOURCE INFORMATION

(was) B 3.2 Board of Trustees Bylaws

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

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)
Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

Three years. ~~Requires President consulting with the Board of Trustees Chair on changes made.~~ Requires President's recommendation to the Board of Trustees.

REVIEW HISTORY

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

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

2014-May 08 Revised, Board Resolution 14-5-1

2007-Jan 11 Revised

2002-Sep 19 Revised

2002-Aug Approved B 3.2

SUMMARY/SCOPE

The Board Member Code of Ethics policy establishes the expectations imposed by the provisions of the Ethics in Public Service Law and the Board of Trustees' commitment to follow ethical, businesslike, and lawful conduct.

DESCRIPTION

The Edmonds Community College Board of Trustees shall ensure they are in compliance with the following:

1. Members must represent un-conflicted loyalty to the people of College District 23. Accountability to employees, other organizations, and any personal interest as a consumer must be superseded by the interests of Edmonds Community College while acting as a college Trustee.
2. Members must avoid a conflict of interest(s) with respect to their fiduciary and policy-making responsibility.
3. Members will observe the provisions of the Washington Open Public Meetings Act (RCW 42.30.030).
4. Board members will not attempt to exercise individual authority over the organization.
5. Members will respect the confidentiality appropriate to issues of a sensitive nature, in particular, maintain strict confidentiality of all and any matters discussed in executive session.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 3.01pr Board Member Code of Ethics: Procedure](#)

SOURCE INFORMATION

(was) B 3.6 Board Members Code of Ethics

[RCW 42.30.030 Meetings declared open and public.](#)

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

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

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

2007-Jan 11 Amended

2001-May Approved B 3.6

BOT 3.01pr - Board Member Code of Ethics : Procedure

SUMMARY/SCOPE

The Board Member Code of Ethics establishes the duties imposed by the laws of the State of Washington and the State Board for Community and Technical Colleges.

DESCRIPTION

Procedure for Board policy BOT 3.0 Board Member Code of Ethics.

PROCEDURE DETAILS

Board Members will fully comply with the Washington State Executive Ethics Board's Washington State Ethics Law, RCW 42.52, Ethics in Public Service.

Board Members will fully comply with the Open Public Meetings Act training as required by RCW 42.30.205, which outlines a schedule for compliance training that can be accessed on the [Washington State Attorney General's website](#). Completion of Board Member's OPMA training will be managed and tracked by the Secretary of the Board working in consultation with the Assistant Attorney General.

Members' interaction with the President must recognize the lack of authority vested in individuals except when explicitly board-authorized. Members' interaction with the public, press, or other entities must recognize the same limitation and the inability of any Board Member to speak for the Board.

Board Members will neither encourage nor report individual judgments of President or staff performance.

Members seeking information will make requests directly through the President. The President will use discretion in informing Board Chair or other Board Members about the request and/or response.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 3.0 Board Member Code of Ethics](#)

SOURCE INFORMATION

(was) B 3.6 Board Members Code of Ethics

[RCW 42.52 Ethics in Public Service.](#)

[RCW 42.30.205 Training](#)

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

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

Three years. ~~Requires President's recommendation to the Board of Trustees. Requires President consulting with the Board of Trustees Chair on changes made.~~

REVIEW HISTORY

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

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

2007-Jan 11 Amended

2001-May Approved B 3.6

SUMMARY/SCOPE

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

DESCRIPTION

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

The Board of Trustees shall ensure:

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

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

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

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

SOURCE INFORMATION

(was) B 3.1 Board Philosophy of Governance

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

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

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

2001-May Approved B 3.1

BOT 4.01pr - Board Philosophy of Governance : Procedure

SUMMARY/SCOPE

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

DESCRIPTION

Procedure for Board policy BOT 4.0 Board Philosophy of Governance.

PROCEDURE DETAILS

The Board will:

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

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 4.0 Board Philosophy of Governance](#)

SOURCE INFORMATION

(was) B 3.1 Philosophy of Governance

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

Three years. Requires President's recommendation to the Board of Trustees. ~~Requires President consulting with the Board of Trustees Chair on changes made.~~

REVIEW HISTORY

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

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

2001-May Approved B 3.1

BOT 5.0 - Board Civility and Respect :

SUMMARY/SCOPE

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

DESCRIPTION

The Board of Trustees supports the Edmonds Community College Workplace Civility and Respect policy (HR 6.0, 6.01pr), and is committed to the following:

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

¶

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

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

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

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

[HR 6.0, 6.01pr Workplace Civility and Respect](#)

SOURCE INFORMATION

(was) B 3.7 Trustees' Civility and Respect Policy

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

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

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

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

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

BOT 5.01pr - Board Civility and Respect : Procedure

SUMMARY/SCOPE

Procedure for Board policy BOT 5.0 Board Civility and Respect.

DESCRIPTION

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

PROCEDURE DETAILS

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

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

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

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

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

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

~~Presentation Guidelines for Trustee Meetings:~~ ¶

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

¶

~~Public Comment Process:~~ ¶

~~To speak at a regular trustee meeting:~~ ¶

- ~~● The Public Comment period is reserved for testimony from the audience.~~ ¶

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

¶¶

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 5.0 Board Civility and Respect](#)

[BOT 1.0 Board of Trustees Bylaws](#)

SOURCE INFORMATION

(was) B 3.7 Trustees' Civility and Respect Policy

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

Three years. ~~Requires President's recommendation to the Board of Trustees. Requires President consulting with the Board of Trustees Chair on changes made.~~

REVIEW HISTORY

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

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

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

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

BACKGROUND
BOT 14.0 & BOT 14.01pr**Subject**

Consideration of the REVISED Board of Trustees' Policy, BOT 14.0, and Procedure, BOT 14.01pr. regarding Equity, Inclusion and Student Success.

Background

At the July 25, 2019 study session, the Board of Trustees discussed equity and inclusion with a focus on racial equity and student success. The BOT suggested revisions to BOT 14.0 and 14.01pr to incorporate language that supported their commitment to equity and success for all students.

Dr. Yvonne Terrell-Powell, Vice President for Equity and Inclusion and Christina Castorena, Vice President for Student Services, made revisions to the policy and procedure; including language from the Washington State Board for Community and Technical Colleges (SBCTC) Diversity/Equity vision statement.

Recommendation

Approval of the attached REVISED Board of Trustees' Policy, BOT 14.0, and Procedure, BOT 14.01pr at the November 14, 2019 Board of Trustees meeting.

BOT 14.0 - Equity, Inclusion and Student Success :

SUMMARY/SCOPE

~~The college fully supports all students being successful in achieving their educational goals.~~

The Board of Trustees of Edmonds Community College endorses the SBCTC Equity/Diversity vision statement adopted June 2019, “Leading with racial equity, our colleges maximize student potential and transform lives within a culture of belonging that advances racial, economic and social justice in service to our diverse communities.” The Board of Trustees acknowledges that leading with racial equity encompasses a commitment to dismantling structural policies and practices that produce inequities and hinders student success. Leading with racial equity also requires a commitment to providing equity-minded leadership that calls for the establishment of new policies and practices that build institutional capacity and create a culture of inclusion that upholds the College’s commitment to equity, inclusion and student success for all of our students.

DESCRIPTION

The Board of Trustees of Edmonds Community College affirms that equity, inclusion and student success are an intentional and shared responsibility across the college and that the college provides ~~all students are entitled to~~ comprehensive educational opportunities and resources that support our diverse students' educational and career goals and ~~that student success is a shared responsibility across the college.~~—creates a just and inclusive society for all.

The college’s Mission, Vision, ~~Core Themes, Strategic Objectives, Strategic Plan~~, Values, plans, and budget decisions will reflect the college’s commitment ~~convictions to the about the importance of~~ success and equity for all students. In summary, this Board policy is designed to ensure that Board and college policies and ~~actions facilitate~~ practices address racial inequities and advance a culture that supports student success for all.

1. Advocating for public policies that align resources with student success goals, initiatives, and support services.

- State and national discussions and policies have required higher education to dramatically shift its focus to student learning, closing equity gaps, and completion of students’ educational goals.
- Actively consider the quality of the learning experience both inside and outside of the classroom.
- ~~In addition, the focus on student progression and completion is challenging colleges to carefully consider the quality of the learning experience both inside and outside of the classroom.~~

2. Requiring the college to implement policies **and practices** to support student success.
 - Effective student success policies and procedures reflect an institution-wide commitment and broad participation (involving faculty, staff, administration, students, and the Board) to improve student educational and learning outcomes for students across all groups **and close equity gaps**.
3. Expecting the college to engage in evidence-based institutional improvement.
 - The success of Edmonds Community College is measured by the success of its students. The Board requires the college's student success efforts to focus on **the success of all students which includes closing equity gaps and** promoting continual improvements in programs, services, and students' overall college experiences.

GLOSSARY TERMS

Board of Trustee(s)

RELATED POLICIES AND PROCEDURES

BOT 14.01pr Student Success: Procedure

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2019 XX XX Revised

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

2016-Jun 09 Approved

BOT 14.01pr - Equity, Inclusion and Student Success : Procedure

SUMMARY/SCOPE

This procedure explains the process for implementing Board policy BOT 14.0 **Equity, Inclusion and Student Success**.

DESCRIPTION

The Board and President work collaboratively **to lead with racial equity** and advance student success **for all**.

PROCEDURE DETAILS

1. Advocating for public policies that align resources with student success goals, initiatives, and support services.

- Edmonds Community College will continue to be accountable to staying informed about and responsible for improving student success, **closing equity gaps, and completion of students' educational goals**.
- The Board of Trustees will communicate with its constituencies, legislators, and other public policy makers about the college's goals and will advocate for public policy decisions and resource allocations that support student success.

2. Requiring the college to implement policies **and practices** to support student success, **closing equity gaps, and completion of students' educational goals**.

- The Board of Trustees requires the college to identify, publicize, and implement college policies and practices that shape student success.

3. Expecting the college to engage in evidence-based institutional improvement.

- Promote collaboration across the organization and among various groups, ~~by achieving consensus on the measures of student success is encouraging cross departmental engagement,~~ **emphasizing our commitment to addressing racial inequities as a community and owning everyone's our shared responsibility to support student success for all**.
- Collect and publish a variety of indicators on college performance, particularly related to **closing equity gaps** in students' academic performance, **retention**, and completion;

- Use disaggregated student progress data (qualitative and quantitative) and cohort tracking to foster inquiry and improve programs, teaching and learning, **services, and student engagement**;
- Engage in open and transparent conversations regarding data and information related to student success **and closing equity gaps**.

The college is directed to establish measurable student metrics: individual student’s educational goals, successful course completion, retention, persistence, certificate/degree attainment, transfer, and employment. **Diversity-Equity** goals address gaps in student outcomes across populations, **such as particularly among low-income students, first generation students, students of color, etc. students with disabilities, veterans, LGBTQ+, sex/gender, other underrepresented groups and their peers.**

GLOSSARY TERMS

Board of Trustee(s)

RELATED POLICIES AND PROCEDURES

BOT 14.0 Student Success

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2019 - Sept 26 Revised

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

2016-Jun 09 Approved

BACKGROUND

Advanced Materials and Manufacturing Engineering Technology: Bachelors of Applied Science (AMMET-BAS)

Subject: EdCC is leaning into the future and working directly with the manufacturing industry to create a new, innovative Bachelor's Degree in Advanced Materials and Manufacturing Engineering Technology (AMMET-BAS).

Background: The use of composites in aerospace is well established; however, the educational sector has been slow to create pathways that develop skills in this arena even though manufacturing continues to be a significant regional employer. The new AMMET-BAS program will meet this need and help supply the regional manufacturing workforce by providing an interdisciplinary degree that supports the industry now and in the future. The AMMET-BAS degree will build on EdCC's existing two year transfer degree (AAS-T) in Materials Science and provide higher level instruction related to design, advanced materials (emphasizing composites), materials engineering, materials production processes, and quality control. Students will gain a broad understanding of materials chemistry and physics and learn how different elements react when 'mixed' to create new material applications. As a Bachelor's of Applied Science, it will emphasize the practical skills and knowledge employees need to be successful in the manufacturing sector and provide pathways to graduate degrees.

Program Need: Traditional labor market data was used to determine industry trends, staffing patterns and expected changes in manufacturing employment levels in the Seattle metropolitan area. Regional job postings, advanced micro labor market analytics, and conversations with key employers were utilized to identify desired employee skills, and to determine how employee demand is changing in terms of future jobs, skills, and hiring preferences. Supply was gauged mostly by recent trends in completions of students from existing programs of study generally thought to prepare them with the knowledge and skills identified by the research. The data did not identify a single job title with all of the desired skills. Employers usually sought graduates of engineering programs (most often manufacturing engineer) or similar programs, primarily due to a lack of bachelor level graduates specific to advanced composites and manufacturing. Follow up conversations with key employers in both King and Snohomish County confirmed the need for a specialized, four year BAS in Advanced Materials and Manufacturing Engineering Technology to supply the regional manufacturing industry now and in the future. The college is working closely with Boeing and EdCC's Engineering Technology Advisory committee to develop curriculum that supports industry needs.

Recommendation: Board of Trustees review of the Advanced Materials and Manufacturing Engineering Technology Bachelor of Applied Science degree at the October 2019 meeting, and approval at the November 14, 2019 meeting.



BOARD OF TRUSTEES
EdCC Foundation Monthly Report
October 10, 2019

FUNDRAISING & FOUNDATION ACTIVITY

- The 2019 Foundation Leadership Campaign is our annual major gifts appeal where we ask all of our Foundation board members, Board of Trustees and community leaders to invest in our region's future leaders. We have a goal of raising \$61,000 from 38 community and corporate leaders and last year our average gift was \$1,500. A huge thank-you to Trustee Webster for being our first trustee to give this year and special thanks to Dr. Amit Singh and the following Foundation Board Members - Bob Terwilliger, Doug Fair, Libby Lewis, Maria Montalvo, Nicole Galipeau, Sara Carter, and Whitney Cornell – for their contributions to this year's campaign.
- The Foundation has awarded 217 annual, 3 BAS and 4 complete the dream scholarships and secured three new scholarships this year. We have also begun creating both an LGBTQ and a African American scholarships.
- One of the Foundation's most significant events is our annual Scholarship Reception which is coming up on Thursday, October 24th from 5-6:30 p.m. in Woodway 202. This is a great event to invite your family, friends and business associates too! There is no cost to attend and guests will have the opportunity to meet 100 of Edmonds CC outstanding students who are also Foundation scholarship recipients.

TRANSFORMING LIVES GALA

- We kicked off the 2020 "Transforming Lives" Gala on Wednesday, September 25th at Point Edwards with both Gala committee members and sponsors in attendance, led by our co- chairs Meg Rankin and Carol Christianson. We had 3 sponsors renew their sponsorship at that meeting, which brings us to a current total of 7 corporate out of the 44 sponsors needed this year. We are also in the process of recruiting additional committee members. This year's gala will be Saturday, June 6th at the Regency Seattle Hyatt.

STEM CAMPAIGN UPDATE

- We have confirmed Dr. Steve Carter, Director of Global Alliances for Juno Therapeutics (a Celgene Company), as our second co-chair and along with Wendy Popke, Foundation board member and co-owner of Lynnwood Honda. They are helping lead our 19-member campaign steering committee. Marie Shimada, the Campaign Manager and Whitney Cornell, Foundation board member, have created our campaign brand and messaging material that will aid us in campaign donor meetings. We are focused on scheduling donor meetings and building tours with donors who have the potential of giving \$25,000+ gift commitments during the quiet phase of the campaign (August 2019-May 2020).

Submitted by: Brad Thomas, Executive Director

PRESIDENT'S REPORT

HIGHLIGHTS: September 2019

PLT Retreat

The President's Leadership Team held an all-day retreat on September 5. The agenda included strengths-based leadership training by Chris Hudyma, a presentation and discussion on potential facility space usage once the STEM & Nursing Building opens, and a Change Management training session by Ligia Cicos.

Convocation

Convocation was held at Edmonds Center for the Arts on September 16 for EdCC employees. It was great to see many Board members there. Following a breakfast meet and greet, we heard from Maizy Brown, Chair Yim, Frederick Pieters, Kay Latimer, David Breed, and the EdCC Foundation, as well as presentations from the President and each member of the President's leadership team on accomplishments from 2018/2019 and goals for 2019/2020.

Start of Fall Quarter

Fall Quarter kicked off on Monday, September 23. There was a robust presence of leadership and staff on campus welcoming students and helping them navigate to the right place. Congratulations to Christina Castorena and the Student Services division, Jade Jeter-Hill and the Safety, Security and Emergency Preparedness team, and to everyone across campus who worked so hard to make sure EdCC was well-prepared to meet the needs of new and returning students.

WATR Center Bravo! Celebration

On September 24 we held a Bravo! Celebration at the WATR Center to recognize the achievements of the employees who have done such a great job under the direction of Larry Cluphf. ODET provided certificates and Bravo! mugs which we presented to the thirty employees who had a banner year in 2018-2019.

The following achievements were recognized in remarks made by Dr. Singh and Dr. Terry Cox:

- 402 WATR Certificates awarded in Core, Assembly Mechanic, Electrical Assembly, Tooling, Composites and Quality Assurance
- The Business Training Center (BTC) developed 8 new courses and served an additional 50 students.
- 722 Boeing 777x workers were trained, over triple the number of people trained in 2017-2018
- New Boeing contracts were negotiated, adding an additional 25 courses.
- WATR Center was named "Prime" (first to teach) for several mandatory classes for new and current Boeing employees.

Of Note: Recent Meetings in the Community

- Verdant Health Commission Board President, Deana Knutsen, September 4
- Snohomish County Council Chair, Terry Ryan, September 13
- Snohomish County Councilmember, Stephanie Wright, September 17
- Everett School Superintendent, Dr. Ian Saltzman, September 18
- Aerospace Task Force Meeting, Convened by Snohomish County Executive, Dave Somers, September 18

BOARD DISCUSSION

New Board Orientation and Mentoring

Orientation Process for New Board Members

At the July 2019 Study Session, the Board identified the need for a more robust orientation process for new trustees.

A set of orientation materials was created and presented to new and incoming trustees on September 5, and then shared with them electronically. Chair Yim, Dr. Singh, and AAG Anderson were involved in the presentation.

Additionally, the following “road map” and approximate timing of orientation events for a trustee’s first year were identified:

<u>Event</u>	<u>Timing</u>
Board Study Session	Summer
3-hour Orientation Session with the Chair, President, and AAG	September
Two 2-hour sessions with PLT members	November, December
Campus Tour with President	Fall
Mentor Assignment	See details below
ACT New Board Member Orientation	TBD by ACT

Mentoring

Understanding that mentoring is an important and effective way to help new trustees acclimate to the Board and gain the organizational knowledge needed to exercise their duties, the Board Chair recommends that new trustees be paired with an experienced trustee who can serve as a mentor in the first year of their term.

The Chair recommends that mentor assignments be determined by the Chair, working in coordination with the Board.

The Chair recommends that mentor assignments be made by October 1st for all new trustees beginning a 5-year term, and in a similar manner for new trustees who are filling an unexpired vacancy.

Broadly, the goal of the mentor/mentee relationship is to leverage institutional and individual learning, and create a welcoming environment where new trustees feel they have individualized assistance in their onboarding and education.

This can be achieved through:

- Regular communication outside Board meetings to impart institutional knowledge, to go over meeting materials and answer questions pertaining to upcoming meetings and to debrief recent meetings;
- Accompanying new trustees to events and conferences, making introductions, and helping to get the new trustee engaged in pertinent and beneficial discussions at the college and community college system level.