



BOARD OF TRUSTEES
Regular Meeting
November 19, 2020 4:30pm
Remote Meeting via Zoom: <https://us02web.zoom.us/j/82576272235>

AGENDA

- | | | |
|--------|---|--|
| 4:30pm | 1. Call to Order | Chair Zapora |
| 4:32pm | 2. Introduction of Guests | Chair Zapora |
| 4:35pm | 3. Public Comment (3 min. each)
To make a public comment, please submit it in writing to publiccomment@edcc.edu no later than Wednesday, November 18, 2020, at 5pm. Written comments should be no more than 300 words in length, include your name and affiliation with the college, and will be read into the record, time permitting. | Chair Zapora |
| 4:45pm | 4. Approval of Meeting Minutes
October 8, 2020 – Regular Meeting | Chair Zapora |
| 4:47pm | 5. Next Meeting
February 18, 2021, at 3:30pm | Chair Zapora |
| 4:50pm | 6. Informational & Monitoring Reports
a. Institutional Monitoring Report (10 mins)
b. Q1 Budget Update (10 mins)
c. DEI Report from Faculty Senate (15 mins) | James Mulik
Greg Hinton
David Breed,
Johnetta Moore, Melody
Schneider, Ann Paulson |
| 5:25pm | 7. Old Business: Second Consideration, Final Action
Approval of revisions to 1/3 Board Policies and Procedures
i. BOT 7.0, 7.01pr: Board Monitoring and Planning
ii. BOT 8.0, 8.01pr: General Executive Expectations and Authority
iii. BOT 9.0, 9.01pr: President’s Evaluation Procedure
iv. BOT 10.0, 10.01pr: Compensation and Benefits
RESOLUTION #20-11-1 | Chair Zapora |
| 5:35pm | 8. New Business: First Consideration and Final Action Requested
a. Approval of Changes to WAC: Title IX, Student Code of Conduct
RESOLUTION #20-11-2
b. Approval of Naming for Hazel Miller Hall Spaces
RESOLUTION #20-11-3 | Mushka Rohani, Christina
Castorena
Danielle Carnes |

5:45pm	9. Representative Reports	
	a. Faculty Representative (5)	Kay Latimer
	b. Student Representative (5)	TBD
	c. Classified Staff Representative (5)	Liz Mueth
6:00pm	10. Break	
6:10pm	11. Foundation Report	Danielle Carnes
	pg. 35	
6:15pm	12. President's Report	Dr. Amit Singh
	pg. 36	
6:20pm	13. Board Discussion	Chair Zapora
	a. Trustee Updates	
	b. Trustee DEI Committee Update	
	c. Other	
6:30pm	14. Study Session: Head Start	Ginger Williams
7:00pm	15. Executive Session	Chair Zapora
7:30pm	16. Adjournment	Chair Zapora

Next Meeting: February 18, 3:30pm – Regular meeting

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.

Information for individuals with hearing or visual impairments can be provided when adequate notice is given to the Office of the President: Kristen.nyquist@edcc.edu

BOARD OF TRUSTEES

Regular Meeting: October 8, 2020

Held via Zoom video conference call due to COVID-19

Draft Minutes

Trustees Present: Carl Zapora, Chair; Wally Webster, Vice Chair; Athmar al-Ghanim; Dr. Tia Benson Tolle (joined at 5:00pm); Emily Yim

Trustees Excused: Adrienne Wagner

Others Present: Arlene Anderson, Kay Latimer, Zambak Colak, Elizabeth Mueth, Danielle Carnes, Christina Castorena, Kim Chapman, Gregory Hinton, Kristen NyQuist, Jim Mulik, Mushka Rohani, Dr. Amit Singh, Eva Smith, Dr. Yvonne Terrell-Powell, and members of the campus community and public.

CALL TO ORDER

Chair Zapora called the meeting to order at 4:30pm.

INTRODUCTIONS

Chair Zapora led introductions of the trustees, and Dr. Singh led introductions of the other participants on the Zoom call.

PUBLIC COMMENTS

No public comments were received.

APPROVAL OF MEETING MINUTES

Chair Zapora called for a motion to approve the minutes from the September 10, 2020 meeting. Trustee Yim made the motion, which was seconded by Vice Chair Webster. The minutes were approved as presented.

Approved

NEXT MEETING

The next regular meeting of the Board of Trustees is scheduled for November 19, 2020 at 4:30pm.

INFORMATIONAL & MONITORING REPORTS

Facilities and Property Update

Gregory Hinton, Vice President of Finance and Operations, and Stephanie Teachman, Executive Director of Facilities and Capital Projects, presented an update on campus facilities and properties, which included scores on the condition of each building, as determined by the Facilities Condition Survey, administered every biennium. This process scores the condition of twenty building systems and operating characteristics, and looks to prioritize repair urgency for state repairs funding and provide an overall facility rating. The average score of Edmonds' facilities is 227, which falls into the "adequate" category. Mr. Hinton and Ms. Teachman reported on other campus features as well, including parking, Triton Field, the Golf Course, and a leased warehouse.

OLD BUSINESS: SECOND CONSIDERATION AND FINAL ACTION

2021 Board Meeting Dates

Chair Zapora presented dates for 2021 Board meetings for second consideration, stating that a survey of the Board had revealed trustees would like regular meetings to start at 3:30pm. He called for a motion to approve Resolution #20-10-1, approving the Board Meeting dates for 2021. The motion was made by Trustee Al-Ghanim, seconded by Vice Chair Webster, and unanimously approved.

Approved

Programs for Elimination

Kim Chapman, Interim Vice President of Instruction, outlined seven programs presented for elimination. These inactive professional-technical degrees are:

- Office Supervision and Management Associate of Technical Arts Degree
- Business Studies Certificate
- E-Business Associate of Technical Arts
- Global Business Certificate
- Server Administration Certificate
- Urban Agriculture Enterprises Certificate
- Urban Agriculture Systems Certificate

Chair Zapora called for a motion to approve Resolution #20-10-2, approving the elimination of the programs listed above, which was made by Vice Chair Webster, seconded by Trustee Al-Ghanim, and unanimously approved.

Approved

NEW BUSINESS: FIRST CONSIDERATION AND FINAL ACTION REQUESTED

Naming of Hazel Miller Hall Rooms

Danielle Carnes, Vice President of Innovation and Strategic Partnerships, presented background information on a naming rights opportunity secured through the Edmonds College Foundation. The Foundation recommended that the first floor southeast nursing simulation rooms be named in recognition of Sarah K. Carter's \$30,000 donation to the Launch Campaign.

Chair Zapora called for a motion to approve Resolution#20-10-3, which was made by Trustee Yim, and seconded by Vice Chair Webster. After some discussion, Chair Zapora called the vote and the motion unanimously passed.

Approved

At this point, Trustee Dr. Benson Tolle joined the meeting.

NEW BUSINESS: FIRST CONSIDERATION

Board Policies and Procedures

Chair Zapora and Dr. Singh presented four Board policies and their accompanying procedures for review. Suggested changes, mainly to align policies and procedures with the current practices and terminology of comprehensive planning, were explained in the meeting materials and shown in redline. Chair Zapora noted that they would be presented for second consideration and approval at the next meeting.

REPRESENTATIVE REPORTS

Faculty Representative, Kay Latimer, gave her report. [Attachment 1]

Student Representative Zambak Colak gave her report.

Classified Staff Representative Liz Mueth gave her report. [Attachment 2]

BREAK

At 5:15pm, Chair Zapora adjourned the meeting for a 10-minute break. At 5:25pm, Chair Zapora reconvened the meeting in open session.

FOUNDATION REPORT

Ms. Carnes reported on recent Foundation activity, including strategic planning efforts, analysis of COVID-19's effects on philanthropy, disbursing \$75K to students, and a goal to raise an additional \$25K to support students. Ms. Carnes shared the Foundation's Leadership Campaign goal to raise \$60K from Board members, trustees, and community leaders, for the Student Success Fund. She encouraged the Board to consider making a gift.

PRESIDENT'S REPORT

Dr. Singh reported that fall quarter enrollment was down about 12.5%, which is about average for the CTC system. Meeting students' technology needs had been a major focus, and the scarcity of equipment made it concerning. However, 543 laptops were distributed and there is currently no one on the waiting list. The 2-1-1 center has officially been approved and we will soon have a 2-1-1 operator on campus working the same hours as the Food Pantry. ctclink is now in its critical phase, where all employees are creating new job descriptions and taking training. Dr. Singh thanked employees for working so hard on this project in addition to their regular work.

He reported that recently the college had been awarded a Title III grant of \$2.2M. Eva Smith, Chief Information Officer, shared some details of the grant, which is intended to support long-term change. The ePathways work called out in the grant application supports our Anytime, Anywhere goal of online programs and flexible modality. Dr. Singh noted that this has the potential to be a game-changer for Edmonds College.

BOARD DISCUSSION

Trustee Updates

Chair Zapora led a discussion in which each trustee shared individual updates.

Approval of DEI Trustee Committee Job Description

Chair Zapora presented a draft job description for the DEI Trustee Committee, the formation of which had been approved at the September Board meeting. He called for a motion to approve Resolution #20-10-4, which was made by Trustee Al-Ghanim and seconded by Trustee Benson Tolle.

There was a period of discussion about the role of the committee being to advise the Board, and taking care to not duplicate the work being done by college staff, but rather to work in synergy with what is already being done. An error was identified in the "Scope of Work" heading in the document, which will be amended to read, "Scope of Work for the Trustee Diversity, Equity and Inclusion Committee."

Chair Zapora called the vote to approve Resolution #20-10-4, which was unanimously approved.

Approved

BREAK

At 6:07pm, Chair Zapora adjourned the meeting for an 8-minute break. At 6:15pm, Chair Zapora reconvened the meeting in open session.

STUDY SESSION - DIVERSITY, EQUITY AND INCLUSION

Dr. Yvonne Terrell-Powell, and other members of the President's Leadership Team gave a presentation on the DEI strategies and actions contained in the Comprehensive Plan that have been prioritized for 2020-21.

Dr. Terrell-Powell shared the background of Edmonds College's current DEI work, starting with the State Board for Community and Technical College's Leading with Racial Equity Vision Statement, and moving into the following:

- Northwest Commission on College and Universities (NWCCU) -- New Accreditation Standards Focusing on Equity and Closing Achievement Gaps
- Edmonds College Leadership Support of Black Lives Matter and addressing institutional barriers and racism
- Edmonds College Board of Trustees Race-Related Proclamations
- Edmonds College Comprehensive Plan 2020-21 - Integration of Equity & Inclusion Strategies and Goals and Closing Racial Equity Gaps
- Faculty Senate:
 - Developed the Faculty Senate Equity and Inclusion Ad hoc Committee with a focus on becoming an anti-racist institution
 - Offered Summer Anti-Racist Teach-in for Campus Community
 - Developed a 2020-21 Work Plan (shared with President and Leadership Team)
 - Faculty Development (Culturally Relevant Teaching, Inclusive syllabus, BLM series, etc.)
- Convocation: President Again States the College's Commitment to Equity & Inclusion and BLM
- Campus Professional Development (Becoming An Anti-Racist Institution, Cognitive Errors, A Sense of Belonging)
- Student Engagement (Diverse Student Clubs and Affinity Groups)
- Message from VPE & I to Campus Community: Remember Their Names & College's Continued Commitment to Address Institutional Barriers and Racism
- Women of Color and Men of Color Support & Listening Groups for Employees

Dr. Terrell-Powell and other PLT members then shared the many DEI strategies and actions identified across all six overarching goals of the Comprehensive Plan and prioritized for 2020-21. They shared sample data points to show the actions are measured.

There was discussion on:

- The potential to overlook certain groups who may have increased need, when lumping several categories of races and/or ethnicities into one group, such as Asian
- The desire to look at comparison data for the college district, rather than just the city, and also to have headcounts as well as percentages
- The focus on Black, Latinx, and Indigenous groups rather than all BIPOC
- The art and science behind target setting, and the possibility of setting a range rather than a specific number, and also the importance of narrowing the gaps in student success
- The desire on the part of the Board to attend anti-racist training workshops

The trustees thanked the leadership team members for their work, and validated the way that the DEI work is interwoven in actionable ways throughout the Comprehensive Plan.

EXECUTIVE SESSION

At 7:20pm, Chair Zapora called an executive session to discuss personnel and real estate, for 15 minutes.

At 7:30pm, Ms. NyQuist announced on behalf of Chair Zapora that the executive session would be extended until 7:40pm.

At 7:41pm, Chair Zapora reconvened the meeting in open session.

ADJOURNMENT

Chair Zapora asked for a motion to adjourn the meeting, which was made by Trustee Benson Tolle and seconded by Vice Chair Webster. The meeting was adjourned at 7:42pm

Next Meeting: The next regular Board meeting will be held on November 19, 2020 at 4:30pm

Carl Zapora, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

**BOARD OF TRUSTEES
Meeting Report
AFT Local 4254 EC Faculty
October 8, 2020**

- Thank you to the administration's negotiating team for a swift mediation right before the fall quarter started. The result was Full Time Faculty taking five furlough days in fall and \$50K in professional development funds in exchange for \$200K to be distributed to Faculty for the conversion to online classes during spring quarter.
- We will be negotiating the high demand money starting next week.
- We have several different issues that are grievances or potential grievances at this time.

Kay Latimer
President, AFT Local 4524

BOARD OF TRUSTEES
October 8th, 2020 Meeting Report
WPEA/UFCW Local 365

- WPEA and the state (OFM) have not come to an agreement regarding the new contract for 21-23. Typically by this time of the year we have a signed contract and have voted on it.
- The state is trying to take control of agencies' rights to make financial decisions. This means that Edmonds would lose the ability to make decisions that are best for their employees. In particular, we are concerned about additional furloughs when the college has already implemented a plan that works for them.
- Employees are stressed and anxious about if there will be continued furloughs and the ramifications on top of workload and changes that are coming with CTCLink.

Respectfully submitted by:

Liz Mueth, EdCC WPEA Chief Shop Steward

BACKGROUND

Board Policy & Procedure Review: BOT 7.0, 7.01pr; BOT 8.0, 8.01pr; BOT 9.0, 9.01pr, BOT 10.0, 10.01pr

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).

The following policies and procedures represent the second set of a 3-year cycle, with the first portion being reviewed in 2019, and the third portion being reviewed in 2021.

Overview

Board Policies and Procedures 7, 8, 9, and 10 have been reviewed by staff and Assistant Attorney General Arlene Anderson, and proposed changes are outlined in the summary table following this page, and exact changes are shown in “redline” on the policies and procedures themselves.

Recommendation

The college administration recommends that the Board review the proposed changes and provide feedback; BOT Policies and Procedures 7, 8, 9, and 10, will be brought back to the Board for approval at the November 19, 2020 meeting.

BOARD POLICY REVIEW

November 19, 2020

Executive Summary		
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 7.0 Board Monitoring and Planning	<ul style="list-style-type: none"> Update language to reflect our move away from a 3-year Strategic Plan to a continuous Comprehensive Planning model Clarification that the Board approves and monitors the progress of the Comprehensive Plan via annual College Priorities (made up of Goals and Strategies of the Comprehensive Plan) and outlines the timing of the progress reports to the Board 	<p>These changes reflect our new practices and terminology stemming from our new Comprehensive Planning model.</p> <p>These updates clarify which portions of the Comprehensive Plan the Board will be asked to approve, seeking to clearly delineate strategy (Board) from operations (administration).</p>
BOT Procedure 7.01pr Board Monitoring and Planning Procedure	<p>These changes:</p> <ul style="list-style-type: none"> Reflect the current Comprehensive Plan (as noted above) Outline the timing of Board approval of College priorities Outline the timing of reports to the Board on the progress of the College priorities; Clarify the role of the Board in approving Goals within the Comprehensive Planning framework. 	<p>These changes clarify Board oversight through specific timing of approvals and reports, and better define Board-approved strategic direction (Goals), administration-led operations (Strategies, Actions), and the College Priorities that are the basis for the President’s annual performance evaluation (Goals, Strategies, and their Leading/ Lagging Indicators)</p> <p>Further, these changes connect this policy/procedure, which outlines the Board’s role in planning and monitoring, to BOT Policy 9.0 - President’s Performance Evaluation, which specifies the timing of reports on college progress to the Board.</p>
BOT Policy 8.0 General Executive Expectations and Authority	NO CHANGES IDENTIFIED	
BOT Procedure 8.01pr General Executive Expectations and Authority Procedure	<ul style="list-style-type: none"> Update language to reflect the move to a Comprehensive Planning model. Clarify in item #4 that budgeting is tied to the Comprehensive Plan, but achieved through its own strategic process 	These changes reflect our current processes of program and performance review as well as budgeting as tied to the Comprehensive Plan

Executive Summary - continued

POLICY/PROCEDURE UNDER REVIEW	CHANGES RECOMMENDED	RATIONALE
BOT Policy 9.0 President's Performance Evaluation	<ul style="list-style-type: none"> ● Update language to reflect the move to a Comprehensive Planning model. ● Clarify that the President's evaluation is based upon board-approved college priorities which are derived from the Comprehensive Plan ● State that a report on the progress of the college priorities will be given to the Board prior to their review of the President 	<p>These changes provide more specificity related to what the president's performance will be evaluated on, and outline the administration's responsibility to furnish a progress report on the college priorities to aid the Board in their evaluation.</p>
BOT Procedure 9.01pr President's Performance Evaluation Procedure	<ul style="list-style-type: none"> ● Update language to reflect the move to a Comprehensive Planning model. 	<p>This reflects the new terminology of our Comprehensive Plan</p>
BOT Policy 10.0 Compensation and Benefits	<p>NO CHANGES IDENTIFIED</p>	
BOT Policy 10.01pr Compensation and Benefits Procedure	<p>NO CHANGES IDENTIFIED</p>	

BOT 7.0 - Board Monitoring and Planning

SUMMARY/SCOPE

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

DESCRIPTION

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

The Board of Trustees will review and approve the annual college priorities, derived from the college's Comprehensive Plan, and receive a report on the progress of those priorities, at least twice a year. ~~in conjunction with the Strategic Plan.~~

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

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

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 7.01pr Board Monitoring and Planning: Procedure](#)

SOURCE INFORMATION

(was) B 1.2 Monitoring and Planning

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

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

2020-Nov 19, XXX XXX

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

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

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

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

2001-May Approved B 1.2

BOT 7.01pr - Board Monitoring and Planning - Procedure

SUMMARY/SCOPE

Procedure for meeting Board Policy 7.0 Board Monitoring and Planning

PROCEDURE DETAILS

~~The Board of Trustees initially approved a framework for measuring Mission Fulfillment at their August 2013 Board Retreat. That framework was revised at the June 2018 Board meeting.~~

The Office of the President will develop and track an annual cycle of Board policy review, as well as informational and monitoring reports to be included on Board meeting agendas throughout the year.

The Board of Trustees approved the Comprehensive Planning framework in September 2020. The Comprehensive Plan is made up of Goals, Strategies and Actions. The Comprehensive Plan is refreshed on a continual basis, and any new Goals will be presented to the Board for approval. The Strategies underpinning the Goals are refreshed on an annual basis.

~~Each year during the summer Board Study Session, the college presents the Annual Institutional Performance Report that includes an update on all Indicators of Achievement. The Institutional Performance Report lists the Strategic Plan's prior year's goals, including the achievement of the measurable outcomes or a plan for those outcomes that were not met, to the Board of Trustees. In addition, for those Indicators not met, the college also must prepare a plan that is presented to the Board.~~

Once a year, at a time determined by the President and Chair of the Board, the college will present Goals and Strategies (along with their lagging and leading indicators), that are prioritized for the coming year. These college priorities will be presented for approval at a subsequent meeting of the Board.

The Office of the President will produce a progress report on the agreed college priorities, at least twice per year, one instance of which will coincide with the President's annual performance review.

These progress reports will include specific outcomes as measured through Leading and Lagging Indicators, as well as a summary of the data analysis.

~~The Core Themes and Strategic Objectives guide the college in the development of strategies and measurable outcomes for the ensuing year. The Strategic Councils and SIMPLE Plan annual reports will summarize the analysis of data, resources requested, and how these resources or changes resulted in continuous improvement and achievement of Mission Fulfillment.~~

~~The Board receives annual progress reports on the Strategic Plan. Additionally, the Comprehensive Strategic Plan will be presented by the President's Leadership Team to the Board for reviewed and updated at least once every three (3) years by the Board and approval whenever changes are recommended at the Goal level. »~~

GLOSSARY TERMS

Board of Trustees(s)

RELATED POLICIES AND PROCEDURES

BOT 7.0 Board Monitoring and Planning

BOT 9.0 President's Performance Evaluation

SOURCE INFORMATION

(was) B 1.2 Monitoring and Planning

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

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

REVIEW PERIOD

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

REVIEW HISTORY

2020-Nov 19 XXX XXX

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

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

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

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

2001-May Approved B 1.2

SUMMARY/SCOPE

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

DESCRIPTION

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

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

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

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

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

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

SOURCE INFORMATION

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

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

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

2020-Nov 19 XXX XXX

2017-Nov 02 Reviewed, Board Resolution 17-11-2
2017-Mar 09 Amended, Board Resolution 17-3-6
2013-Nov 21 Amended B 2.1, Board Resolution 13-11-2
2013-Nov 21 Amended B 2.2, Board Resolution 13-11-2
2001-May Approved B 2.1
2001-May Approved B 2.2

BOT 8.01pr - General Executive Expectations and Authority - Procedure

SUMMARY/SCOPE

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

DESCRIPTION

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

PROCEDURE DETAILS

General Executive Expectations are defined as:

1. The President will give a high priority to community involvement and will ensure that college programs, services, needs, and accomplishments are clearly communicated to community members and stakeholders.
2. The President shall ensure that students and prospective students are provided a safe, respectful, responsive environment, and that careful attention is given to matters of confidentiality and privacy.
3. Interactions with employees, volunteers, and the public shall be civil, equitable, responsive, and dignified, characterized by open and clear communications.
4. Budgeting shall clearly reflect Board-established performance goals for the President (which are derived from the Comprehensive Plan), shall demonstrate fiscal prudence, high ethical and legal standards, and shall be accomplished through a ~~derived from an institution-wide strategic planning process. from a~~ strategic budgeting process.
5. Actual financial conditions shall reflect sound financial management and clear support of the college's governance process for resource and allocation capacity.
6. The President shall at all times keep the Board fully informed of significant issues affecting the college, including but not limited to concerns related to the performance of personnel, budgetary problems, over- and under-enrollment of students, or the reputation of the institution.
7. Assets will be protected and adequately maintained.
8. Compensation and benefits for employees, consultants, and contract workers will be administered in a fair and consistent manner and shall reflect fiscal integrity and sensitivity to public image.
9. Labor relations shall be conducted with integrity and negotiated agreements and other personnel rules and regulations shall be clearly communicated to employees and fairly administered.
10. ~~The college Program Review process designates specific programs and services which are evaluated on a three-year cycle.~~ Through program and performance review processes, college divisions create new strategies and actions to support the college's goals. Each academic department will undergo a comprehensive program review at least every three years. The college implements a Comprehensive Strategic Plan that serves as is the institutional effectiveness and continuous

improvement process for the college. College divisions complete operational plans via the college's SIMPLE Plan process and framework. ¶

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

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

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

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

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

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

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

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

SOURCE INFORMATION

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

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

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

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

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

2020-Nov 19 XXX XXX

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

2017-Jun 26 Amended by President's Cabinet

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

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

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

2001-May Approved B 2.1

2001-May Approved B 2.2

BOT 9.0 - President's Performance Evaluation

SUMMARY/SCOPE

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

DESCRIPTION

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

The President's performance will be based on mutually agreed ~~to annual goals~~ college priorities (as derived from the Comprehensive Plan) and the Presidential Performance Evaluation form. A progress report on the annual college priorities will be given to the Board in advance of the President's performance evaluation. The purpose of monitoring is to determine the degree to which Board policies are being fulfilled. The Board will consider any revision to the President's contract of employment in an open meeting subsequent to the performance evaluation.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

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

BOT 7.01pr Board Monitoring and Planning: Procedure

SOURCE INFORMATION

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

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

2020-Nov 19 XXX XXX

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

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

2001-May Approved B 2.3

SUMMARY/SCOPE

This procedure describes the presidential performance evaluation process.

PROCEDURE DETAILS

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

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

Have a rating scale of 1 – 3. A comment is required for any “needs improvement” rating.

(3) Exceeds Expectations (Is making an exceptional, significant contribution.)

(2) Meets Expectations (Is a steady, consistent, dependable performer - carries out duties in a fully responsible and effective manner.)

(1) Needs Improvement (Still working towards expectations and goals.)

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

- Relations with Board
- Relations with Constituents
- Budget and Financial Management
- Personal Leadership Skills
- At the sole discretion of the Board, other evaluations may occur at any time.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

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

BOT 7.01pr Board Monitoring and Planning: Procedure

SOURCE INFORMATION

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

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

2020-Nov 19 XXX XXX

2020-Apr 11, Amended, Board Resolution 20-4-2

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

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

2001-May Approved B 2.3

BOT 10.0 - Compensation and Benefits

SUMMARY/SCOPE

The Board of Trustees delegates to the President the authority to determine compensation and benefits for Edmonds College employees.

DESCRIPTION

With respect to employment, compensation and benefits to employees, consultants, and contract workers, the President will ensure fiscal integrity and sensitivity to public image.

Accordingly, the President will:

1. Not change his/her own compensation and benefits.
2. Refrain from promising or implying permanent or guaranteed employment.
3. Honor and uphold all collective bargaining agreements.
4. Honor negotiated contracts with vendors and/or consultants.
5. Recognize non-bargaining unit employees through an equitable compensation plan.
6. Foster continuous professional development.
7. Seek fair, consistent, and competitive compensation and benefits for all employees.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 10.01pr Compensation and Benefits: Procedure](#)

SOURCE INFORMATION

(was) B 2.5 Compensation and Benefits

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

2020-Nov 19 XXX XXX

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

2014-Feb 18 Amended for Numbering Change to B 2.5

2002-Aug 01 Amended for Name Change

2001-May Approved B 2.6

SUMMARY/SCOPE

This procedure provides the framework for implementing Board policy BOT 10.0 Compensation and Benefits.

PROCEDURE DETAILS

The President will ensure fiscal integrity of the BOT 10.0 Compensation and Benefits policy by:

1. Any compensation or benefits changes to the President's contract will be voted on by the Board of Trustees in an open session Board meeting. The Executive Director of Human Resources is authorized to work directly with the Board of Trustees to discuss and implement those changes to the President's employment contract.
2. Having college policies in place that address the employment process and provide training for all supervisors through the Office of Human Resources.
3. Listing all employee benefits on the Human Resources website, as well as providing each newly hired permanent employee with a letter that states her/his annual compensation and terms of employment if less than 100% full-time. The Executive Director of Human Resources or designee will review the placement of all permanent employees on their respective compensation schedules.
4. Ensure the Office of Human Resources oversees all relationships with the college's bargaining units and maintains ongoing communication.
5. All members of the President's Leadership Team will work with their respective supervisors to ensure they are following the collective bargaining agreements for their respective employees.
6. Appointing the Vice President for Finance and Operations to ensure all contracts are in compliance with state and federal laws and regulations.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 10.0 Compensation and Benefits](#)

SOURCE INFORMATION

(was) B 2.5 Compensation and Benefits

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

2020-Nov 19 XXX XXX

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

2014-Feb 18 Amended for Numbering Change to B 2.5

2002-Aug 01 Amended for Name Change

2001-May Approved B 2.6



Washington Community College District 23

**BOARD OF TRUSTEES
November 19, 2020**

**RESOLUTION #20-11-1
APPROVAL OF BOARD POLICIES AND PROCEDURES
BOT 7.0, 7.01pr; BOT 8.0, 8.01pr; BOT 9.0, 9.01pr, BOT 10.0, 10.01pr**

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

WHEREAS, the College administration presented policies BOT 7.0 - Board Monitoring and Planning, BOT 8.0 - General Executive Expectations and Authority, BOT 9.0 President’s Performance Evaluation, and BOT 10.0 - Compensation and Benefits and the accompanying procedures to the Board for first consideration at the October 8, 2020 meeting; and

WHEREAS, the College administration also presented suggested changes to the aforementioned policies and procedures for the purposes of clarity and consistency, and to reflect the new terminology and practices around Comprehensive Planning;

NOW, THEREFORE, BE IT RESOLVED that the Edmonds College Board of Trustees has approved the above-named policies and accompanying procedures with changes as presented on October 8, 2020 and again on November 19, 2020.

Carl Zapora, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh

BACKGROUND

WASHINGTON ADMINISTRATIVE CODE CHANGES: 132Y-300 - TITLE IX; 132Y-125 - STUDENT CODE OF CONDUCT

Subject

Revisions to the Washington Administrative Code (WAC) regarding 132Y-300 Title IX and 132Y-125 Student Code of Conduct, as necessitated by new Federal policy.

Background

The Washington Administrative Code (WAC) refers to the administrative rules and regulations by which state agencies operate to execute the laws enacted by the Legislature. The WAC codifies the regulations and arranges them by subject or agency. Edmonds College's WAC resides under [Title 132Y](#).

On May 7, 2020, The U.S. Department of Education released regulations governing campus sexual assault under Title IX. Colleges and universities were required to update their policies and procedures in order to comply with the regulations by August 14th, 2020. On August 13th, 2020, the Edmonds College Board of Trustees approved an Emergency Rule-Making Order via Resolution #20-8-1, to make necessary changes to the WACs governing Title IX and Student Code of Conduct. Under Washington State law, any changes that are approved through the Emergency Rule-Making Order last 120 days, which in this case would be December 12, 2020. To make these WAC changes permanent, Edmonds College held a public hearing on November 10, 2020, as required by state law. The notes from that hearing immediately follow this document. Considering the public's input, the Board of Trustees is now being asked to consider these changes for permanent rule-making.

The proposed changes to Edmonds College's WAC 132Y-300 Title IX and 132Y-125 Student Code of Conduct were provided by the Assistant Attorney General of the Education Division, ensuring compliance with State and Federal Law. These changes are outlined in the documents following this background statement.

Because the new Federal Title IX regulations apply to both students and employees, these sections are being presented together. The Title IX WAC-132Y-300 applies to students and employees of Edmonds College, and the Student Code of Conduct WAC-132Y-125 applies only to students.

Summary of proposed changes is as follows:

Title IX WAC-132Y-300

- Eliminates the preamble
- Includes a Statement of Policy
- Includes information about procedures including filing a complaint, confidentiality and right to privacy, publication of nondiscrimination and harassment policy and procedures, limits to authority, and policies against retaliation, intimidation, and coercion
- Eliminates the section on complaint content

Student Code of Conduct WAC-132Y-125

- Updates the college name to Edmonds College
- Includes required and suggested edits and format changes from the system model code in several sections of the Student Code of Conduct (authority, statement of rights, student misconduct, statement of jurisdiction, definitions, initiation of disciplinary action, appeal from disciplinary action, brief adjudicative proceedings - initial hearing, brief adjudicative proceedings - review of an initial decision, and summary suspension)

- Eliminates Supplemental Sexual Misconduct Procedures
- Includes the new required Supplemental Title IX Student Conduct Procedures: order of precedence, prohibited conduct under Title IX, Title IX jurisdiction, initiation of discipline, pre-hearing procedures, rights of parties, evidence, initial order, and appeals

In order to update the Student Code of Conduct and Title IX policies that reflect current state and federal laws, attorneys representing the Washington State CTC System drafted a Model Student Conduct Code for schools to adopt as-is or to customize to address the needs of their respective diverse student populations. Additionally, addressed in the Model Student Code is language around Title IX. Edmonds College took the recommendations as presented by the Assistant Attorney General of the Education Division.

Recommendation

It is recommended that Edmonds College Board of Trustees adopt Resolution #20-11-2 approving the permanent changes to Edmonds College Washington Administrative Code 132Y-300 and 132Y-125 at the November 19, 2020 Board of Trustees meeting, which will comply with the 120-day deadline to make these changes permanent.

PUBLIC HEARING - WAC 132Y-300 TITLE IX, 132Y-125 STUDENT CODE OF CONDUCT

November 10, 2020, 4:00pm

Edmonds College - via Zoom video conference

Present: Christina Castorena, Vice President of Student Services; Mushka Rohani, Executive Director of Human Resources; Jorge de la Torre, Dean, Student Engagement; Casey King, Director of Human Resources; Kristen NyQuist, Executive Assistant to the President; Amber Marti, Executive Assistant to the Executive Director of HR

CALL TO ORDER AND WELCOME

Ms. Castorena called the public hearing to order at 4:00pm, and welcomed the staff members who were present.

CHANGES TO WAC 132Y-100 TRAFFIC RULES

Ms. Castorena stated that the purpose of the hearing was to take public comment on proposed changes to WAC 132Y-300 and 132Y-125, as necessitated by changes to Title IX policy at the federal level.

As no members of the public were present, Ms. Castorena reserved her summary statement of the proposed changes.

At 4:15pm, with no members of the public present, Ms. Castorena stated that the hearing would remain open for 10 more minutes to accommodate any latecomers.

ADJOURNMENT

After waiting for a total of 25 minutes with no members of the public joining the meeting, Ms. Castorena adjourned the hearing at 4:25pm

WRITTEN COMMENTS

The public was allowed to submit comments in writing for one week prior to the hearing, up until the scheduled start of the hearing at 4:00pm on November 10, 2020. No written comments were received.



Washington Community College District 23

BOARD OF TRUSTEES
November 19, 2020

RESOLUTION #20-11-2
APPROVAL OF WASHINGTON ADMINISTRATIVE CODE CHANGES:
132Y-300 - TITLE IX; 132Y-125 - STUDENT CODE OF CONDUCT

WHEREAS, the U.S. Department of Education revised regulations governing campus sexual assault under Title IX, the law prohibiting sex discrimination at federally funded institutions; and

WHEREAS, Washington Administrative Code (WAC) is a source of primary law in Washington State and in order to clarify, apply or enforce state laws, state agencies may propose and adopt a rule, sometimes referred to as a regulation, known as the Washington Administrative Code (WAC); and

WHEREAS, the Washington State Attorney General's office supplied language for changes to WAC 132Y-300 and WAC 132Y-125; and

WHEREAS, the substantive changes to WAC 132Y-300 and WAC 132Y-125 are as follows:

Title IX WAC-132Y-300

- Eliminates the preamble
- Includes a Statement of Policy
- Includes information about procedures including filing a complaint, confidentiality and right to privacy, publication of nondiscrimination and harassment policy and procedures, limits to authority, and policies against retaliation, intimidation, and coercion
- Eliminates the section on complaint content

Student Code of Conduct WAC-132Y-125

- Updates the college name to Edmonds College
- Includes required and suggested edits and format changes from the system model code in several sections of the Student Code of Conduct (authority, statement of rights, student misconduct, statement of jurisdiction, definitions, initiation of disciplinary action, appeal from disciplinary action, brief adjudicative proceedings - initial hearing, brief adjudicative proceedings - review of an initial decision, and summary suspension)
- Eliminates Supplemental Sexual Misconduct Procedures
- Includes the new required Supplemental Title IX Student Conduct Procedures: order of precedence, prohibited conduct under Title IX, Title IX jurisdiction, initiation of discipline, pre-hearing procedures, rights of parties, evidence, initial order, and appeals; and

WHEREAS, To comply with Federal Title IX policy by the deadline of August 14th, an emergency-rule making was approved by Edmonds College Board of Trustees, bringing the college into compliance with Title IX policy for 120 days, ending December 12, 2020; and

WHEREAS, to permanently comply with Federal Title IX policy, the permanent rule-making policy must be approved by the Board of Trustees; and

WHEREAS, in order to adopt permanent rule changes, Edmonds College must hold a public hearing on the matter; and

WHEREAS, on November 10, 2020 the college held a public hearing on the proposed changes to WAC 132Y-300 and 132Y-125, the notes of which have been distributed to the Board of Trustees;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees hereby approves the proposed changes to 132Y-300 and 132Y-125 of the Washington Administrative Code, as presented at the November 19, 2020 Board meeting.

Carl Zapora, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh



Washington Community College District 23

**BOARD OF TRUSTEES
November 19, 2020**

BACKGROUND

Naming of Hazel Miller Hall Rooms, Offices, and STEM Faculty Wing

Subject

The Edmonds College 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 Hazel Miller Hall to inspire those individuals, companies, and foundations that would appreciate this type of donor recognition for their \$10,000+ gifts of class rooms, conference rooms, labs, spaces, departments, programs, and buildings.

Recommendations

The Foundation recommends that we name the third floor northeast faculty and staff lounge the “Dick and Pam Beresford Staff Lounge” in honor of Dick and Pam’s gift commitment of \$10,000.

The Foundation recommends that we name the third floor math classroom the “Pat and Barb Fahey Family Foundation Math Classroom” after Pat and Barb Fahey’s gift commitment of \$25,000.

The Foundation recommends that we name the first floor physics classroom the “Dr. Ginny Mayer and Thomas Westover Physics Classroom” after Dr. Ginny Mayer and Thomas Westover’s establishment of the Endowed STEM Scholarship fund with \$50,000.

The Foundation recommends that we name the first floor northwest small project lab the “John and Kristin Sanchez Fairway Mortgage Small Project Lab” in honor of John and Kristin Sanchez’s gift commitment of \$25,000.

For the sake of expediency, we respectfully ask the Board to take final action and approve the following resolution at first consideration, at the November 19, 2020 Board meeting.



Washington Community College District 23

**BOARD OF TRUSTEES
NOVEMBER 19, 2020**

**RESOLUTION #20-11-3
NAMING OF HAZEL MILLER HALL ROOMS,
OFFICES, AND CLASSROOMS**

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 Hazel Miller Hall as part of the \$2 million STEM and Nursing campaign; and

WHEREAS, the naming of the third floor northeast staff lounge recognizes the \$10,000 pledge of support by Dick and Pam Beresford (pending formal execution of the Gift and Naming Rights Agreement between EC Foundation and the Beresford’s); and

WHEREAS, the naming of the third floor math classroom recognizes Pat and Barb Fahey’s pledge of \$25,000 support (pending formal execution of the Gift and Naming Rights Agreement between EC Foundation and the Fahey’s); and

WHEREAS, the naming of the first floor physics classroom recognizes the \$50,000 Endowed STEM Scholarship gift by Dr. Ginny Mayer and Thomas Westover; and

WHEREAS, the naming of the first floor northwest small project lab recognizes the \$25,000 pledge of support by John and Kristin Sanchez, Fairway Mortgage (pending formal execution of the Gift and Naming Rights Agreement between EC Foundation and the Sanchez’s); and

NOW THEREFORE BE IT RESOLVED, The Edmonds College Board of Trustees grants authority to the college administration to name the third floor northeast staff lounge after Dick and Pam Beresford; to name the third floor math classroom after Pat and Barb Fahey Family Foundation; to name the first floor physics classroom after Dr. Ginny Mayer and Thomas Westover; and to name the first floor northwest small project labs after John and Kristin Sanchez, Fairway Mortgage.

Carl Zapora, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh



Washington Community College District 23

BOARD OF TRUSTEES November 19, 2020

FOUNDATION REPORT

BOARD OF DIRECTORS

- The Foundation is pleased to welcome our newest board member, student Shayne Strey. Shayne is the Executive Officer for Community Relations for the Associated Student Executive Board of Edmonds College and is a business transfer student.
- The Foundation Strategic Planning Committee will review and discuss the first draft of our strategic goals at the November committee meeting.
- The Finance Committee is working with our new Finance Director, Rich Heine, to prepare for the annual audit.
- The Board Operations Committee is planning a February impact reception for prospective 2021-2022 board members.
- The Foundation's annual board retreat is scheduled for Friday, January 15, 2021.

FOUNDATION ACTIVITY

- The Foundation's COVID-19 emergency assistance funds ran out the second week in October. Brad Thomas provided the Associated Student Executive Board with a report on how their \$50,000 investment spring quarter helped 135 students during the pandemic with food, gas, rent, utilities, medical, and other living expenses. The Executive Board voted to give the Foundation an additional \$40,000 to meet the increasing student needs for this year. It is a wonderful example of our Edmonds College student leaders investing in students who are struggling in these challenging times.

FUNDRAISING

- The 2020 Fall Leadership Campaign is in full swing! Foundation Board of Directors have pledged \$30,000 toward the \$60,000 goal for the new Student Success unrestricted fund. This month we will be connecting with college leadership, and we will enter the public phase connecting with community leaders.
- The 2021 "INSPIRE: Transformational Impact" Virtual Gala will take place April 21– April 24 with a goal of raising \$300,000 for Student Success.
- Verdant Health agreed to continue funding their food insecurity grant through winter quarter. The grant provides 100 meals each week, the majority prepared by the Culinary Arts Department, for our food insecure students in the residence halls and those using the Food Pantry.

LAUNCH STEM AND NURSING CAMPAIGN UPDATE

- Recent grants from the Norcliffe Foundation and the Everett Clinic Foundation brought the LAUNCH Campaign total to our goal of \$2,100,000.
- The October 20th Launch Campaign Victory Celebration via Zoom was attended by 50 campus and community supporters. It included dynamic discussion with many questions from donors and remarks from Dr. Singh, Brad Thomas, and campaign co-chairs Wendy Popke and Dr. Steven Carter.
- We are so grateful to the Hazel Miller Foundation for their lead \$1.5 million gift and for all our community members who gave so generously.

Submitted by: Brad Thomas

**BOARD OF TRUSTEES
November 19, 2020**

PRESIDENT'S REPORT - November 2020**ASEC Donation to the Foundation**

The Edmonds College Foundation met with the Associated Students of Edmonds College (ASEC) Executive Board to brief them on the impact of their spring quarter gift of \$50K, which had helped 135 students. The ASEC Executive Board then voted to approve a \$40K gift to further help their fellow students in need. We are all inspired by and grateful for their generosity and care for those who are struggling in this time.

Meetings with Legislators

From mid-October and continuing through mid-November, I am meeting with the state and federal legislators who represent our district to thank them for their support during this tough time, discuss upcoming legislation, and to tell the story of the work that our employees do every day, helping retrain workers, getting students connected to educational pathways, and making a difference in the lives of the most vulnerable in our community. As we head into the new legislative session, I will remain in contact with our elected officials at the city, county, state and federal level to advocate for our priorities.

Triton Taste is Up and Running

Triton Taste, the food truck for the Culinary Arts Department, is once again open for business. Culinary students are serving lunch from 11am-1pm on Wednesdays and Thursdays, in varying locations around the city. The food is excellent, and it's a quick, safe way to support the culinary program while enjoying a delicious lunch. You can find Triton Taste's menu, location, and hours [here under the Food Truck tab](#).

Successful Drive-up Flu Shot Clinic

In the last two weeks of October, our Organizational Development and Employee Training (ODET) Department partnered with Verdant Health Commission and Seattle Visiting Nurse Association to provide a free, drive-thru influenza vaccination clinic for employees and students of the college, as well as any member of the community who wanted to be immunized prior to the onset of flu season. The process was convenient and smooth, and 650 people from the campus and community participated, a 138% increase from 2019. 278 of those who received free vaccinations were uninsured. We are grateful for our partners at Verdant and Seattle Visiting Nurse Association for helping us contribute to the health of our community.

Alderwood Hall Roofing Project

The roof repair project taking place in Alderwood Hall has been smooth so far. The main roof deck work is almost done and the metal roofing over the stair towers is currently underway. The weather, along with the need for minor hazardous material removal, has slowed things down but we are still on track to complete the \$738K project by the end of the month.