



BOARD OF TRUSTEES
Regular Meeting & Study Session

May 13, 2021 3:30pm

Remote Meeting via Zoom: <https://us02web.zoom.us/j/83991001939>

AGENDA

- | | | |
|--------|--|---|
| 3:30pm | 1. Call to Order | Chair Carl Zapora |
| 3:32pm | 2. Introduction of Guests | Chair Carl Zapora |
| 3:35pm | 3. Public Comment (3 min. each)
To make a public comment, please submit it in writing to publiccomment@edcc.edu no later than Wednesday, May 12, 2021, 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 Carl Zapora |
| 3:45pm | 4. Approval of Meeting Minutes
a. April 8, 2021 - Regular Meeting pg 3
b. April 21, 2021 - Special Study Session with Edmonds School District Board pg 14 | Chair Carl Zapora |
| 3:47pm | 5. Next Meeting
June 10, 2021 at 3:30pm – Regular Meeting | Chair Carl Zapora |
| 3:50pm | 6. Informational & Monitoring Reports
ctcLink Update | Eva Smith |
| 4:00pm | 7. Old Business: Second Consideration and Final Action
a. Approval of Candidate for Permanent Status pg 20
RESOLUTION #21-5-1 pg 22
b. Approval of Professional Leave pg 23
RESOLUTION #21-5-2 pg 24 | Kim Chapman
Kim Chapman |
| 4:10pm | 8. New Business: First Consideration and Final Action Requested
a. Approval of Community Transit Real Estate Purchase and Sale Agreement pg 25
RESOLUTION #21-5-3 pg 32
b. Approval of Employee Indemnification pg 34
RESOLUTION #21-5-4 pg 35 | Mushka Rohani
Dr. Amit Singh |
| 4:25pm | 9. New Business: First Consideration
a. Consideration of Associated Students Fees pg 36
b. Consideration of Associated Students S&A Fee Budget pg 39
c. Consideration of ASEC Financial Code Revisions pg 42
d. Consideration of International Contract Program pg 66
e. Consideration of College Operating Budget pg 67 | Leticia Tirtokuncoro
Leticia Tirtokuncoro
Jiyeon Song
Dr. Yvonne Terrell-Powell
Dr. Amit Singh, James Mulik |

- 4:50pm **10. Representative Reports**
a. Faculty Representative (5)
b. Student Representative (5)
c. Classified Staff Representative (5)
Kay Latimer
Shayne Strey
Liz Mueth
- 5:05pm **11. Break**
- 5:15pm **12. Foundation Report** [pg 68](#)
Danielle Carnes
- 5:20pm **13. President's Report** [pg 69](#)
Dr. Amit Singh
- 5:25pm **14. Board Discussion**
a. Trustee Updates
b. Trustee DEI Committee Update
c. Other
Chair Carl Zapora
- 5:35pm **15. Study Session: Monroe Corrections Program**
Christina Castorena, Kristen Morgan
- 6:00pm **16. Executive Session**
Chair Carl Zapora
- 6:30pm **17. Adjournment**
Chair Carl Zapora

**Next Meeting:
June 10, 2021, 3:30pm – Regular Meeting & Study Session**

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: April 8, 2021

Held via Zoom video conference due to COVID-19

Draft Minutes

Trustees Present: Carl Zapora, Chair; Wally Webster, Vice Chair; Dave Earling; Athmar Al-Ghanim, Student Trustee; Adrienne Wagner;

Trustees Excused: Dr. Tia Benson Tolle

Others Present: Arlene Anderson, Margaret West, Shayne Strey, Elizabeth Mueth, Danielle Carnes, Christina Castorena, Kim Chapman, Gregory Hinton, Kristen NyQuist, 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 3:32pm, and welcomed those present. He reminded attendees to remain on mute and asked that trustees mute themselves unless speaking, in order to preserve the sound quality of the online meeting.

INTRODUCTIONS

Chair Zapora led introductions of the trustees; Dr. Singh led introductions of the President's Leadership Team.

PUBLIC COMMENTS

Chair Zapora noted that two public comments had been received, and reminded the meeting guests that public comments allow the Board to hear from the public, but are not typically an opportunity for dialogue. Ms. NyQuist read the unedited comments into the record in the order received. [Attachment 1]

APPROVAL OF MEETING MINUTES

Chair Zapora asked for a motion to approve the minutes from the March 11, 2021 meeting, which was made by Trustee Earling and seconded by Trustee Wagner. The minutes were unanimously approved as presented.

Approved

NEXT MEETING

A special joint study session with the Edmonds School District Board of Directors is scheduled for April 21, 2021 at 6:30pm. The next regular meeting of the Board is scheduled for May 13, 2021 at 3:30pm.

INFORMATIONAL & MONITORING REPORTS

Faculty Senate Council DEI Committee Update

Johnetta Moore, Melody Schneider and David Breed, leadership of the Faculty Senate DEI Committee, gave an update on the highlights of their work so far this year, and the plans in place for spring quarter, as follows:

Highlights:

- Anti-Racist Teaching work at Division Meetings continues once a month.
- Worked with faculty at the Monroe Corrections facilities to develop anti-racist teaching practices.
- Collected data on racial/ethnic makeup of Associate and Full-Time faculty at colleges in the SBCTC system.
- Conducted a survey with Department Chairs across campus regarding current practices for hiring associate faculty.
- Drafted a plan to address recruiting, hiring and retaining faculty of color.
- Anti-Racist Faculty Ally group began meeting.
- Presented work to PLT and to Deans.

Plans for Spring Quarter:

Continue supporting faculty

- Offering workshops at Building Community Day.
- Continue working with Divisions on Anti Racist Teaching practices.
- Continue working with the Ally group.
- Continue working with faculty at Monroe.

Work on hiring a diverse associate faculty

- Beginning work with Associate Faculty hiring team, which includes committee members, deans, and department heads to identify and implement anti-racist hiring and retention practices.

Preparing for the future

- Evaluate the impact of the work on faculty practice. Faculty self-evaluation and student feedback.
- Develop a Google site that documents the work.
- Prepare a resolution for the Faculty Senate to create a permanent standing committee for Equity and Inclusion.
- Identify the next steps for that committee to set them up for success.

Standing Committee managing the work

- Measure impact on students' experience.
- Expand connection to all sectors of the college.
- Continued support from the college administration is crucial. This work in the past has faded away. For the college's commitment to equity to stand, the work needs to be institutionalized.
- Ultimately, the work creates an environment in which students are affirmed, supported and choose Edmonds.

The Trustees thanked Ms. Moore, Ms. Schneider and Mr. Breed for their work and diligence in making sure that progress was measured and results were documented and institutionalized.

Marketing and Communications Update

Marisa Pierce, Director of Marketing and Public Information, gave an update on the activities of her department, including:

- The scope of work: 400+ projects since July 2020; 73 open projects

- College Communications: ctcLink; COVID-19 messaging for employees and students; Anti-racism efforts; media preferences survey; social media guide, policy and procedure for college; media relations
- College Marketing Campaigns: Continue with Confidence; Move Forward
- Direct Mail: Triton Quarterly; Welcome Postcards
- Awards Received: 1 National Paragon Award; 7 District Medallion Awards
- Program Marketing: Supporting outreach efforts; Reinvent Yourself Campaign; Continue with Confidence billboards for Spring Quarter; Video assets; several campaigns in the works for Summer and Fall Quarters for 2021
- Website: seven new or re-designed sites; Guided Pathways program pages
- Future Initiatives: CRM software integration; digital acceptance packages; ad campaigns on the Link Light Rail; website redesign.

The trustees and Dr. Singh thanked Ms. Pierce for an excellent presentation.

OLD BUSINESS: SECOND CONSIDERATION AND FINAL ACTION

Approval of Candidates for Continuing Tenure Probationary Status

Kim Chapman, Interim Vice President of Instruction, presented the candidates for Continuing Tenure Probationary Status: Lori Hays (Biology) and Allison Obourn (Computer Science), both second year appointments, and Lauriel Elsa-Gordon (Children Youth and Family Studies), a third year appointment. Chair Zapora asked for a motion to approve Resolution #21-4-1, which was made by Trustee Wagner and seconded by Vice Chair Webster. The motion passed unanimously, with Trustee Al-Ghanim abstaining.

Approved

Approval of Candidates for Continuing Permanent Status Probationary Status

Ms. Chapman presented the candidates for Continuing Permanent Status Probationary Status: Nancy Nelson (Adult Basic Education) and Dean Schlegel (Construction Trades Apprenticeship Preparation), both third year appointments in Corrections Education. Chair Zapora asked for a motion to approve Resolution #21-4-2, which was made by Vice Chair Webster and seconded by Trustee Earling. The motion passed unanimously, with Trustee Al-Ghanim abstaining.

NEW BUSINESS: FIRST CONSIDERATION

Consideration of Candidate for Permanent Status

Ms. Chapman presented candidate Robert Figueroa for consideration for Permanent Status, noting the link to his electronic portfolio included in the meeting materials. She shared his bio, and noted that he will join the trustees at the May Board meeting to discuss his portfolio in advance of their vote.

Consideration of Professional Leave

Ms. Chapman presented four faculty members for consideration for professional leave, a program provided for in the AFT collective bargaining agreement. She noted that because professional leave was not provided in the 2020-21 academic year due to the college’s financial position, the names from that round of applicants were now being put forth by the Professional Leave Committee, for the upcoming academic year as follows:

Faculty Member	Professional Leave	Recommended Annualized FTEF
Lisa Schubert	Two Quarters	.666
Ann Paulson	One Quarter	.333
Heather Walsh	One Quarter	.333
David Adams	One Quarter	.333

REPRESENTATIVE REPORTS

Faculty Representative Margaret West, filling in for Kay Latimer, gave her report. [Attachment 2]

Student Representative Shayne Strey gave her report. [Attachment 3]

Classified Staff Representative Liz Mueth gave her report. [Attachment 4]

BREAK

At 4:33pm, Chair Zapora adjourned the meeting for a 12-minute break. At 4:45pm he reconvened the meeting in an open session.

FOUNDATION REPORT

Danielle Carnes, Vice President of Innovation and Strategic Partnerships, reported on recent Foundation activity, including: interviews for the Executive Director position will commence soon; scholarship applications for 2021-22 are being reviewed by 65 reviewers; to-date, eight Complete the Dream scholarships have been awarded; trustees and community members are encouraged to register for the Foundation Gala; a generous donation of \$125K was received from the West family to fund the West Family LPN nursing scholarships; the Hazel Miller Foundation made a \$25K grant for student success grants and scholarships.

PRESIDENT'S REPORT

Dr. Singh reported that enrollments have been down across the whole CTC system for a year. Our enrollment was down 14% in the fall and 12% in winter. It was feared that spring might be down as much as 35%, but due to a huge effort by many across the college who came together to help students gain access to ctcLink and navigate the new enrollment process, it's looking like we will be about 11% down. Drops for non-payment have not been made yet, in an effort to allow students as much time as possible to figure out the ctcLink system. When they occur, it's possible enrollment might be down by 15%.

We are working with Snohomish County to have a ballot box installed on campus. This will be finished before the next election.

Expanding Your Horizons, a STEM summit for girls grades 8-12, took place on March 24, and featured astronaut and scientist Dr. Karen Brun as the keynote speaker.

Some employees have expressed an interest in being able to work on campus. The Re-entry Task Force put together some safe, socially-distanced group spaces as well as a few individual spaces that are now open for those who need a quiet place to work.

Vice Chair Webster thanked Dr. Singh for his recent Op-ed condemning acts of racism directed at Asian American and Pacific Islander members of our community here and across the nation.

BOARD DISCUSSION**Trustee Updates**

Chair Zapora opened the floor for any updates from trustees. Trustee Earling thanked Dr. Singh for his frequent communication with the Board, and praised the placement of the ballot dropbox on campus.

Trustee DEI Committee Update

Trustee Wagner shared her perspective on the tension with DEI work that it can't be just one person's job and it also can't be everyone's job because everyone's job is no one's job. In order to be successful, it has to be cultural, and layered throughout the organization. She expressed encouragement that the college has taken a multi-layered, pervasive approach with faculty, staff, students, Board and leadership members involved, as this will be how the work becomes lasting and palpable to students.

Other

Dr. Singh shared that earmarks, special district-based congressional funding opportunities, have been reinstated for next year. We recently heard about the opportunity to apply for funding from our federal officials and wrote proposals for the Advanced Manufacturing Skills Center and the Center for Innovation and Entrepreneurship. He thanked Ms. Carnes and her team for their hard work on the proposals, which have been submitted to Representative Rick Larsen, and will be submitted to Senators Murray and Cantwell. He said that he would like to submit a letter of support from the Board of Trustees. The Board indicated its general support for such a letter.

Chair Zapora reminded the trustees of the April 15 deadline to file their F1 Financial Disclosure with the Public Disclosure Commission.

STUDY SESSION - Title III: ePathways Grant Update

Eva Smith, Chief Information Officer, introduced Elisabeth Frederickson who serves as the Activities Director for the Title III Grant, which she helped write the application for in 2019. Ms. Frederickson shared a slide presentation, which included the following:

Overview: Five-year federal grant; \$2.2 million; Improving access and success through digital transformation

Three Main Activities:

- 1) Develop intentionally designed online programs: select 5 degree and 15 certificate programs to develop as fully online pathways
- 2) Increase the quality of online instruction: enhance quality through an Online Teaching Institute and a sustainable and scalable course quality review process
- 3) Develop and integrate technology-enabled services: Technology-Enabled Student Services: Redesign college website for improved navigation and search functions. Leverage technology to enhance student services for online students.

Next Steps: Hire Instructional Designer; Hire EdTech Integration Specialist; Evaluate and adjust measurable objectives and performance indicators; Launch Online Teaching institute and Course Review process

Communication to Campus will be done through instructional division roadshows, committee/ council meetings (Faculty Senate), ePathways Google site, and quarterly progress updates.

After a brief discussion, Dr. Singh and Chair Zapora thanked Ms. Frederickson for her work on this exciting initiative.

EXECUTIVE SESSION

At 5:32pm, Chair Zapora called an executive session to discuss personnel matters and potential litigation for 30 minutes. At 5:52pm, Ms. NyQuist extended the executive session on behalf of Chair Zapora to 5:56pm.

At 5:56pm, Chair Zapora reconvened the meeting in an open session.

ADJOURNMENT

The meeting was adjourned by Chair Zapora at 5:56pm.

Next Meeting: The next regular Board meeting will be held May 13, 2021 at 3:30pm.

Carl Zapora, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

BOARD OF TRUSTEES MEETING: April 8, 2021
PUBLIC COMMENTS

FROM: Kevin Fogarty, Tenured Faculty, Culinary Arts Department

As many are still quarantining at home, in semi-isolation, the students, faculty and staff of the Culinary Arts and Baking and Pastry Arts have been on campus, committed to a time when we can collectively find "normal operations" again. A few hands on programs, plus Facilities, Custodial, Student Housing, the Food Pantry, and Print and Mail, have been here, keeping the place lived in, foreseeing the day when we welcome everyone back!

And how have we been managing? In the Culinary and Baking programs, we are doing just what restaurants and bakeries are doing out in the community. We made a pivot. Just like restaurants, we offered "heat and eat" meals -- 1500 meals to the Food Pantry and Student Housing (thank you Verdant Health Commission!). We searched for the best and most environmentally friendly way to package. We adjusted expectations (ours and our customer's). And we are still cooking technically challenging dishes and creating exciting flavors -- just like the bakeshops and fine dining restaurants you know and love.

Our students got something extra for staying with the project during Covid closures: exposure to new methods and best practices. From styles of cuisine, to different retail models and new ideas about what makes a sellable meal, our students learned what it takes to run a restaurant in the face of obstacles. True to life and fabulous!

While society is awaiting the return of the new normal, the Culinary Arts program is hotly anticipating the economic recovery of the industry - we hope to see student interest in our program return to its historical peaks. We are ready to move forward!

Thank you for continuing to support our College's programs.

FROM: Maxwell Chen, Former Student

Edmonds College is stealing money from it's students. On April 13th the Edmonds College Board of Trustees unanimously passed the Comprehensive Fee to "Restructure Admissions fee (\$35) and completion fee (\$40) to a per credit comprehensive fee at \$1.30/credit" active Summer 2017. This Comprehensive Fee replaced the previous "one-time non-refundable" Admissions Fee of \$35 and the optional Completion Fee of \$40, later this new fee was renamed the Student Services Fee.

The Student Services Fee pays for "placement, registration, and transcription", according to an email sent by Sy Savora on January 18th 2017, retrieved from public records. Also retrieved from public records, we have Edmonds College staff documents planning on how much would need to be charged by the Comprehensive Fee to cover the average revenue generated from the combined Admissions and Completion Fee. This planning document shows Comprehensive Fee was intended replace the Admissions and Completion Fee.

Combining these two fees into the Student Services Fee the college is breaching their admissions contract for those students who enrolled prior to Summer 2017 and who are taking or planning to take classes during or after Summer 2017.

Also, the college is committing fraud by forcing students to pay for the Completion Fee. The Completion Fee is an optional fee, where the student may choose to pay for the Completion Fee for services rendered related to completion of their degree or certificate.

The college must immediately remove the Student Services Fee, or the college may be subject to a Class Action Lawsuit. I suggest the college immediately remove the Student Services Fee to avoid the Class Action Lawsuit and send an email to all students who have enrolled since Summer 2017 to collect their refund of any and all monies paid toward the Student Services Fee.



Edmonds College Federation of Teachers

AFT LOCAL 4254

LOCAL No. 4254

BOARD OF TRUSTEES
Meeting Report
April 8, 2021

This meeting is so early in the quarter that very little has changed for faculty since the last report. We still have too many issues on the table with too few signs of resolution.

However, spring is here, and we are looking forward to the warmer weather. Also the pandemic appears to be receding, and of course that's major.

Also on the bright side, the Federation and administration are still talking, so we can be positive and hope to resolve at least some of the issues by the summer. I know we can all agree on that!

BOARD OF TRUSTEES
Monthly Meeting Report
STUDENT GOVERNMENT
April 8, 2021

ASEC Spring Quarter to-do List:

- Student Trustee Hiring Process
- Student Government Hiring
- Student Government Assistance Hiring
- Financial Code Review
- S&A Fee Budget
- Childcare Agreement Re-evaluation
- Technology Investment Committee

**BOARD OF TRUSTEES MEETING REPORT
April 8th, 2021
WPEA/UFCW LOCAL 365**

- Employees are still staying very busy with converting to ctclink. There is a lot to learn with ctclink. Staff is still feeling overwhelmed navigating the change and impacts of ctclink, but it is very encouraging to see employees working together to resolve issues and learn from one another.
- Union membership is also concerned about the potential impacts ctclink will cause - be it changing job duties, re-organization, or valued employees leaving due to exhaustion. I would encourage the college to swiftly fill positions as they become vacant.
- We are happy that the college has announced and implemented the state's Proclamation 20-05, issued February 29, 2020, that allows employees paid leave to receive their COVID-19 vaccine. It is a great way to help ensure all employees stay as safe as can be.

Respectfully submitted by
Liz Mueth
EC WPEA Chief Shop Steward



BOARD OF TRUSTEES

Special Joint Study Session with Edmonds School District Board of Directors

April 21, 2021 | 6:30pm

Held via Zoom video conference due to COVID-19

Draft Minutes

Edmonds College Trustees Present: Wally Webster, Vice Chair; Dave Earling; Athmar Al-Ghanim, Student Trustee; Adrienne Wagner

Edmonds College Trustees Excused: Carl Zapora, Chair; Dr. Tia Benson Tolle

Edmonds School District Board Members Present: Dr. Deborah Kilgore, President; Dr. Nancy Katims, Vice President; Carin Chase; Ann McMurray; Gary Nobles

Edmonds School District Board Members Excused: None

Others Present: Dr. Amit Singh, Dr. Gustavo Balderas, Danielle Carnes, Christina Castorena, Kim Chapman, Kristen NyQuist, Jim Mulik, Mushka Rohani, Eva Smith, Dr. Yvonne Terrell-Powell, Mark Madison, Dr. Rob Baumgartner, Dr. Victor Vergara, Greg Schwab, Dana Geaslen, Dr. Helen Joung, Harmony Weinberg, Allison Kaufman, and members of the college and school district community and public.

CALL TO ORDER

Vice Chair Webster, serving as Chair in trustee Zapora's absence, called the special joint study session to order at 6:30pm, and welcomed those present.

INTRODUCTIONS

Vice Chair Webster led introductions of the Edmonds College (EC) Board of Trustees. Dr. Singh led introductions of the Edmonds College leadership team. Dr. Gustavo Balderas led introductions of the Edmonds School District (ESD) Board of Directors and leadership team.

GENERAL UPDATES

Edmonds College

Dr. Singh, Edmonds College President, presented general updates, including the following:

- The college's new name reflects the 4-year Bachelor of Applied Science degrees offered
- The new STEM and Nursing building, Hazel Miller Hall, is open; the MESA program is aimed at improving diversity in STEM programs; the STEM study room features free drop-in tutoring and equipment
- Community Transit's new *Swift* Orange Line is planned with a terminus on the campus, slated for opening in 2024
- Two BAS degrees are currently offered. Two more are approved and scheduled for future offering. An additional BAS program is in development
- Triton Court, the new 220-bed student dorm is now open
- The college has moved to a new enterprise system called ctLink

Edmonds School District

Dr. Balderas, Edmonds School District Superintendent, presented general updates as follows:

- ESD is in stage 4 of re-entry where students from all grades who have chosen to attend in-person school have returned to the classroom at least part-time.
- Summer learning opportunities are being planned for this summer and next, as “learning recovery” time.
- The district hopes to have everyone back on campus full-time in the fall, if possible. Plans are being made for both 3-feet and 6-feet rules, There is hope of vaccines being available for middle and high school students.

Dr. Balderas thanked the community, district staff, and Board for their patience, resiliency, and leadership during this time.

ACADEMIC PLAN EXTENSION

Dr. Singh and Dr. Balderas shared the intention of continuing the two institutions’ work together to extend educational pathways into the K-12 system. Research shows that if students have a clear pathway, they will be more successful, and having aligned pathways between ESD and EC will make a seamless transition for students who wish to stay in their local community after highschool.

COMPREHENSIVE & STRATEGIC PLAN UPDATES**Edmonds College**

James Mulik, Senior Executive Director for Institutional Effectiveness and Grants, outlined the college’s Comprehensive Plan.

- It’s an ambidextrous approach with the “left” side of the model dealing with core functions and the “right” side of the model dealing with innovations
- The plan was based on analysis from input gathered from across the campus and the community.
- EC launched an Idea Lab to train staff and faculty in innovation
- The plan consists of six goals 15 strategies and 42 actions, all re-examined in the context of equity and inclusion
- The plan is not built on a defined three- or five-year timeline, but instead is continually refreshed.

Edmonds School District

Dr. Balderas shared that the district’s strategic plan is still being developed and will be presented to the Board in the near future, with the hopes of being able to showcase it at the next joint study session.

- The three pillars are equity, engagement and excellence
- Equity goal: Educational excellence with equitable access and outcomes for every student
- Engagement goal: Engage with our students, families, staff and community to cultivate safe and welcoming school environments where all learners thrive
- Excellence goal: Challenge and support each student to reach their highest potential, with academic growth made every year
- ESD has 53% students of color and 129 languages spoken. It is not the Edmonds “of old” and requires new strategies to ensure the success of all students

DUAL ENROLLMENT PROGRAMS

Danielle Carnes, EC’s Vice President of Innovation and Strategic Partnerships, Kim Chapman, EC’s Interim Vice President of Instruction, and Mark Madison, ESD’s Director of Career and College Readiness/CTE, gave an update on the following dual enrollment programs, which all support the goal of “every student graduating from high school with some college credit.”

Running Start

- Running Start is for anyone, and challenges the “college material” mindset
- Parents save money, students save time, and those who graduate with college credits are more likely to continue with college after high school

College in the High School

- EC’s College in the High School (CHS) program is nationally accredited. 37 teachers from ESD have been hired and trained, and they serve 1,013 students.
- CHS costs \$215 for a 5-credit class
- ESD has allocated \$43K for CHS scholarships

CTE Dual Credit

- This is the largest dual credit program
- CTE helps students get connected to clear, meaningful educational pathways that lead to successful career opportunities
- Key pathways include: Allied Health, Engineering Technology, Computer Information Systems, Culinary Arts

T-Mobile Partnership

- EC and ESD collaborated with T-Mobile's Technology Career Acceleration Program to pioneer the first T-Mobile High School Internship Program in the nation
- Students earn a postsecondary full-stack developer certification from Edmonds College and concurrent dual credit applicable toward interlocal high school graduation requirements
- Students gain real world immersive hands-on industry experience with one of T-Mobile's many skilled engineers for college credit
- Student internships embedded within the curriculum prepare students for a competitive edge toward a full-time Junior Engineer position with T-Mobile
- What used to take a 4-year degree now can be accomplished in 1.5 years, and leads to a living-wage job.

EdCAP ESSA GRANT & SCHOOL IMPROVEMENT PLANNING

Ms. Chapman, Mr. Madison, and Dr. Rob Baumgartner, ESD’s Executive Director of Student Learning, shared information about the EdCAP Every Student Success Act (ESSA) Grant:

- EC’s EdCAP program serves students who departed high school without a diploma
- EdCAP received \$104K in funding to focus on:
 - Working with CEE (Center for Educational Effectiveness) to create a comprehensive data dashboard that collates data across ESD and EC institutional research systems, enabling us to more accurately establish benchmarks and measure progress
 - Implementing trauma-informed pedagogy and a Multi-Tiered System of Support (MTSS) to foster student success
 - Interventions for increasing student persistence and retention
- EC and ESD are working together to share information and provide the needed support for these students as they transition from the K-12 system into high school completion programs at the college.

EQUITY & INCLUSION WORK**Edmonds College**

Dr. Yvonne Terrell-Powell, Vice President of Equity, Inclusion, and Belonging, presented highlights of the college’s DEI work:

- The college is committed to leading with racial equity and becoming an anti-racist institution

- An intentional commitment to bridging performance racial equity gap through:
 - Comprehensive Plan
 - Guided Pathways
 - Equity & Inclusion Professional Development
 - Faculty Senate Campus-wide Teach-in & Faculty Development Trainings
- Providing Resources
 - Food Pantry
 - Scholarships: Pave the Way and Sueña en Grande! Dream Big Scholarship!
 - CARES Act Funding
 - Chromebooks for students
 - 211 Center (VOAWW & Verdant)
 - Designated BIPOC & 1st Generation Funding for BIPOC
- Policy Changes
 - Developing mandatory equity training policy
 - Developing courses to support mandatory training
- Bias Response Team
- Programs
 - Center for Student Cultural Diversity and Inclusion (CSCDI)
 - Mathematic, Engineering, Science and Achievement (MESA)
 - TRIO
- Access and Success
 - Support messages to campus community and students
 - Calling Campaign
 - 1st Generation-Forward Designation
 - Latino Family Night - working with ESD to serve Latino Families
 - Expanding Your Horizons - STEM summit for girls grades 8-12
 - Acing College - dedicated support in the high school to help with college applications

Edmonds School District

Dr. Victor Vergara, Executive Director of Equity and Student Success, presented the District's Equity Goals and outlined the equity lens and framework through which the work has been done.

Goal 1: Ensure a positive School Culture & Climate

- Review and identify gaps and improve systems of school and district climate

Goal 2: Ensure a safe, inclusive and equitable school community

- Regular review of discipline and suspension data to reduce disparities in referrals, suspensions and expulsions
- Assess and improve facilities, hallways and classrooms to ensure they are welcoming and inclusive
- School staff is trained on evidence based strategies to address bullying and harassment
- Provide information and training for parents on bullying and harassment
- Ensure a welcoming school community for district personnel & Community

Goal 3: Respect and value diversity

- Cultural celebrations and monthly recognitions and learning

- Expand Diversity and Equity awareness activities

Goal 4: Empower all students to achieve excellence

- Provide leadership opportunities to ALL students, especially marginalized students
- Develop opportunities for cross-cultural conversations for students
- Provide training for students on social justice, cultural awareness, responsiveness, and understanding
- Establish a District/School-level Peer Mentoring Program for students

Goal 5: Strengthen connections and collaboration/partnerships with English Language Learners and their families/communities

- Opportunities and structures for ELL families to learn about their children's schooling
- Work collaboratively with other organizations that provide resources to families to broaden our collective impact

Goal 6: Close the Academic Achievement Gap

- Identify and implement instructional strategies and supports needed to improve academic outcomes for English Language Learners
- Identify and implement instructional strategies and supports needed to improve academic outcomes for MKV students
- Provide additional learning opportunities for students who are not at grade level during the day, after school, and during the summer
- Ensure that data on academic achievement gaps are shared with building principals and school staff to make sure that proper supports are provided to students and staff

Goal 7: Develop a diverse and inclusive curriculum

- Review existing curriculum materials for bias to ensure multicultural perspectives
- Research and purchase needed multicultural inclusive, culturally responsive curriculum materials
- Provide access to ethnic studies course to ALL students

Goal 8: Recruit and retain diverse and culturally competent administrators, teacher, and staff

- Develop/refine a hiring process for all hiring departments to meet the district-wide goal of culturally competent administrators, teachers and staff
- Develop a long-term recruitment plan and promotional tools to attract diverse and culturally competent candidates
- Increase percentage of administrators, teachers and staff of color based on Edmonds School District student demographics
- Develop/refine mentoring programs to support new teachers and leaders
- Provide professional development and support of building administrators for retention of diverse teachers and staff
- Provide specific support efforts for administrators, teachers and staff of color

Goal 9: Training and Professional Development

- Create a professional development plan for diversity, equity and inclusion for ALL Edmonds School District staff
- Provide a professional development plan in teaching English Learners to ALL Edmonds school teachers and staff

Goal 10: Strengthen Parent and Community Partnerships

- Improve Family and Community Engagement

WRAP-UP

There was a brief period of discussion, after which Dr. Singh and Dr. Balderas thanked everyone for their attendance and participation.

Vice Chair Webster thanked the Edmonds School District Board and staff for their good work and partnership with the college.

ADJOURNMENT

At 8:00pm, Vice Chair Webster adjourned the meeting.

Wallace Webster II, Vice Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary



Washington Community College District 23

**BOARD OF TRUSTEES
May 13, 2021**

BACKGROUND CONSIDERATION OF PERMANENT STATUS

Subject

Consideration of permanent status for:

[Roberto Figueroa](#) **Adult Basic Education (Corrections)**

Background

The Board of Trustees is required to consider the award or denial of permanent status following a probationary period not to exceed (9) consecutive quarters, excluding summer quarters and approved leaves of absence.

Roberto Figueroa has successfully completed his three-year probationary period. The Appointment Review Committee and Administration recommend approval of permanent status.

The candidate has submitted an electronic portfolio this year. This is a Google Site with navigation that will guide you through the required sections of the permanent status portfolio.

Please click on the name above to review the packet.

Recommendation

The administration recommends that the Board of Trustees consider permanent status for Roberto Figueroa at the April 8, 2021 meeting and approve permanent status for this faculty member at the May 13, 2021 meeting.



Washington Community College District 23

**BOARD OF TRUSTEES
MAY 13, 2021**

BIOGRAPHY PERMANENT STATUS

Roberto Figueroa

Roberto Figueroa has been employed by Edmonds College since Fall quarter, 2018 as associate faculty, and then as permanent faculty in 2019 as a Basic Skills Instructor at the Monroe Corrections Complex in Monroe, WA. Prior to that, he taught pre-college writing and Associate of Arts electives and various college courses, as well as Basic Skills and ESL for Walla Walla Community College, inside Coyote Ridge Corrections Center (CRCC) in Eastern Washington from 2009 to 2018. From 2003 to 2009, he taught pre-college and college-level English classes, ESL, and both English and Spanish GED at Columbia Basin College, Pasco, WA.

Roberto Figueroa earned his English Master's Degree from the University of Hawai'i at Mānoa (2002), where he also earned two bachelors, in English (1994) and in Education (Language Arts, 1996) with practicums at the University of Hawaii Teaching Lab School, and at Bernice Pauahi Bishop's Kamehameha Schools (Kapālama High School) in Oahu, Hawaii. He taught for Chaminade International University, as well as served as Test Examiner for US Navy College, Pearl Harbor, Hawaii. Currently, he teaches GED and High School+ at the Minimum Security Unit (MSU), as well as pre-college writing and basic skills/GED at Twin River Unit (TRU) at Monroe Corrections Complex.



Washington Community College District 23

**BOARD OF TRUSTEES
May 13, 2021**

**RESOLUTION #21-5-1
APPROVAL OF PERMANENT STATUS**

Subject

Consideration of permanent status for:

Roberto Figueroa Adult Basic Education (Corrections)

WHEREAS, the appointment review committee has met their responsibility under the law and the negotiated agreement to review the appointment of the above-named; and

WHEREAS, the appointment review committee has recommended that permanent status be granted for Roberto Figueroa;

NOW THEREFORE BE IT RESOLVED that Edmonds College Board of Trustees grants permanent status to Roberto Figueroa and welcomes him to a permanent faculty position at Edmonds College.

Carl Zapora, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh



Washington Community College District 23

**BOARD OF TRUSTEES
MAY 13, 2021**

**BACKGROUND
PROFESSIONAL LEAVE REQUESTS FOR 2021-2022 ACADEMIC YEAR**

Subject

Board of Trustees approval to grant faculty professional leave for the 2021-2022 academic year is requested.

Background

The negotiated agreement between the Board of Trustees of Washington Community College District 23 and the Edmonds College Federation of Teachers, Local 4254 AFT, AFL/CIO, specifies the process whereby the Board of Trustees may consider and grant professional leave to eligible faculty up to a maximum of four percent of the state-funded FTEF.

The Federation appointed a Professional Leave Committee to review and rank eligible faculty’s professional leave proposals for the Board’s consideration. The agreement states that each professional leave recipient will receive 85 percent of the employee’s step placement during the period of time he or she is on professional leave.

<u>Faculty Member</u>	<u>Professional Leave</u>	<u>Recommended Annualized FTEF</u>
Lisa Schubert	Two Quarters	.666
Ann Paulson	One Quarter	.333
Heather Walsh	One Quarter	.333
David Adams	One Quarter	.333

Recommendation

Information is presented to the Board of Trustees for their review and consideration. The administration recommends that the Board of Trustees approve the professional leave requests at the May 13, 2021 Board of Trustees meeting.



Washington Community College District 23

**BOARD OF TRUSTEES
May 13, 2021**

**RESOLUTION #21-5-2
PROFESSIONAL LEAVE REQUESTS FOR 2021-2022 ACADEMIC YEAR**

WHEREAS, the Board of Trustees of Edmonds College District 23 has a policy for consideration and granting of professional leaves for faculty, and

WHEREAS, the Board of Trustees has received a ranked list from the Professional Leave Committee for faculty who have requested leave for the 2021-2022 academic year, and

WHEREAS, the Board of Trustees is committed to the continued professional growth of the Edmonds College faculty even in difficult financial times, and

WHEREAS, the recipients of professional leave must submit a one-page, written summary to the Board of Trustees at the end of the quarter following their leave (excluding summer quarter).

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds College awards professional leave for the following faculty:

<u>Faculty Member</u>	<u>Professional Leave</u>	<u>Recommended Annualized FTEF</u>
Lisa Schubert	Two Quarters	.666
Ann Paulson	One Quarter	.333
Heather Walsh	One Quarter	.333
David Adams	One Quarter	.333

Carl Zapora, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh



Washington Community College District 23

BOARD OF TRUSTEES
May 13, 2021

BACKGROUND

COMMUNITY TRANSIT REAL ESTATE PURCHASE AND SALE AGREEMENT

Subject

Consideration to provide Community Transit use of a portion of the College premises, to include the terminus, at the campus Transit Center, of the new Swift Orange Line.

Background

Community Transit has previously implemented two Swift Bus Rapid Transit (BRT) Lines in Snohomish County:

- (1) Blue Line - which provides service in Lynnwood and runs along the Highway 99 corridor;
- (2) Green Line which provides connectivity between the Seaway Transit Center and Canyon Park Park & Ride.

Community Transit currently has planned implementation for a new east-west Swift BRT Line, the Orange Line, to connect Edmonds College to the future Lynnwood City Center Station and further east to McCollum Park Park & Ride. The implementation of the Community Transit east-west Swift BRT Orange Line will require construction and installation of a new transit center on the Edmonds College campus.

A new transit center on the College campus will increase Community Transit's operating efficiency. Improvements to Community Transit's service will benefit the College, its employees, students, and visitors. It will improve traffic flow along 68th Avenue West and on the College campus, and reduce conflicts between pedestrian and vehicular traffic.

Although the Transit Center Operating Agreement contains standard boilerplate language for the construction and installation of a new transit center, certain elements of the agreement warrant further explanation.

Easements

The agreement includes two easements which will be awarded to Sound Transit in perpetuity. The first easement is for a permanent right of way and the second easement is for the permanent placement of utility lines. In the context of contract law, the term "in perpetuity" essentially means "forever" and will be in effect for an unlimited duration. The permanent right of way easement consists of 9,916 square feet, the permanent utility easement consists of 6,615 square feet. The agreement also includes a temporary construction easement while the new transit center is being constructed and installed. The temporary construction easement consists of 127,784 square feet, located at 20000 68th Ave W, Lynnwood, WA, 98036. The total purchase price for the easements is \$643,100.

The College will retain ownership of the property. Sound Transit is essentially only purchasing the right to use the property as outlined in the agreement.

Right of Way Easement

The permanent right of way easement consists of 9,916 square feet (see diagram below). If approved, Edmonds College will provide a perpetuity ground lease for the corner of campus property to be used for the curbside transit center. Community Transit will build the station, using their funds, on that site. Once the new transit center is operational, Community Transit will then release all interest in the current transit center site, allowing the College to move forward with redevelopment of that area which will gain the college 23,000 square feet for parking (see diagram below) when funding to do so is available.

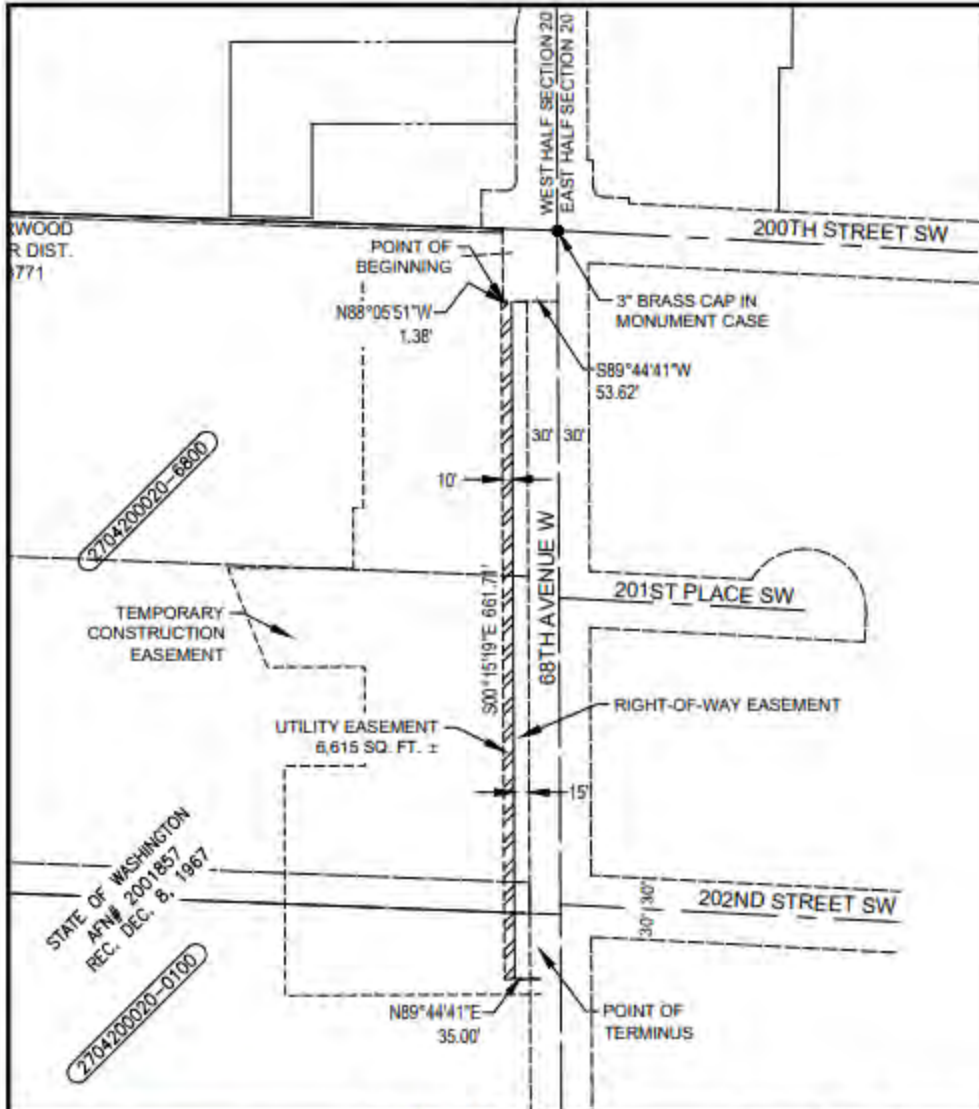
Per Edmonds College Board Policy 2.0 - Job Description, the Board of Trustees must authorize every lease of real property, and therefore, this agreement requires approval of the College's local Board of Trustees.

Per the Operating Agreement Between Community Transit and Edmonds College, Edmonds College agrees to maintain the grounds and landscaping on the premises. Community Transit, at its own expense and cost, shall clean and keep good repair of the fixtures on the premises.

Community Transit has agreed to reduce the Ed Pass/Orca Pass billing to the College in the amount of \$65,160 annually, as consideration for reserving this property for transit-specific Transit Center Operating Agreement uses.

Recommendation

Community Transit must have this contract in place before they can receive the funding allocation from the State, in June. Due to this time constraint, the administration respectfully recommends that the Board of Trustees adopt the resolution authorizing the Edmonds College President to enter into the Lease Agreement with Community Transit as presented at first consideration at the May 13, 2021 meeting.



Otak



Hammond Baker Partner
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EXHIBIT C

UTILITY EASEMENT



SWIFT ORANGE LINE

68TH AVENUE W & 201ST PLACE SW

Page 6 of (6) Pages



32880H

Project No.
 EdmondsCC.dwg
 Drawing No.



Site - Campus Organization

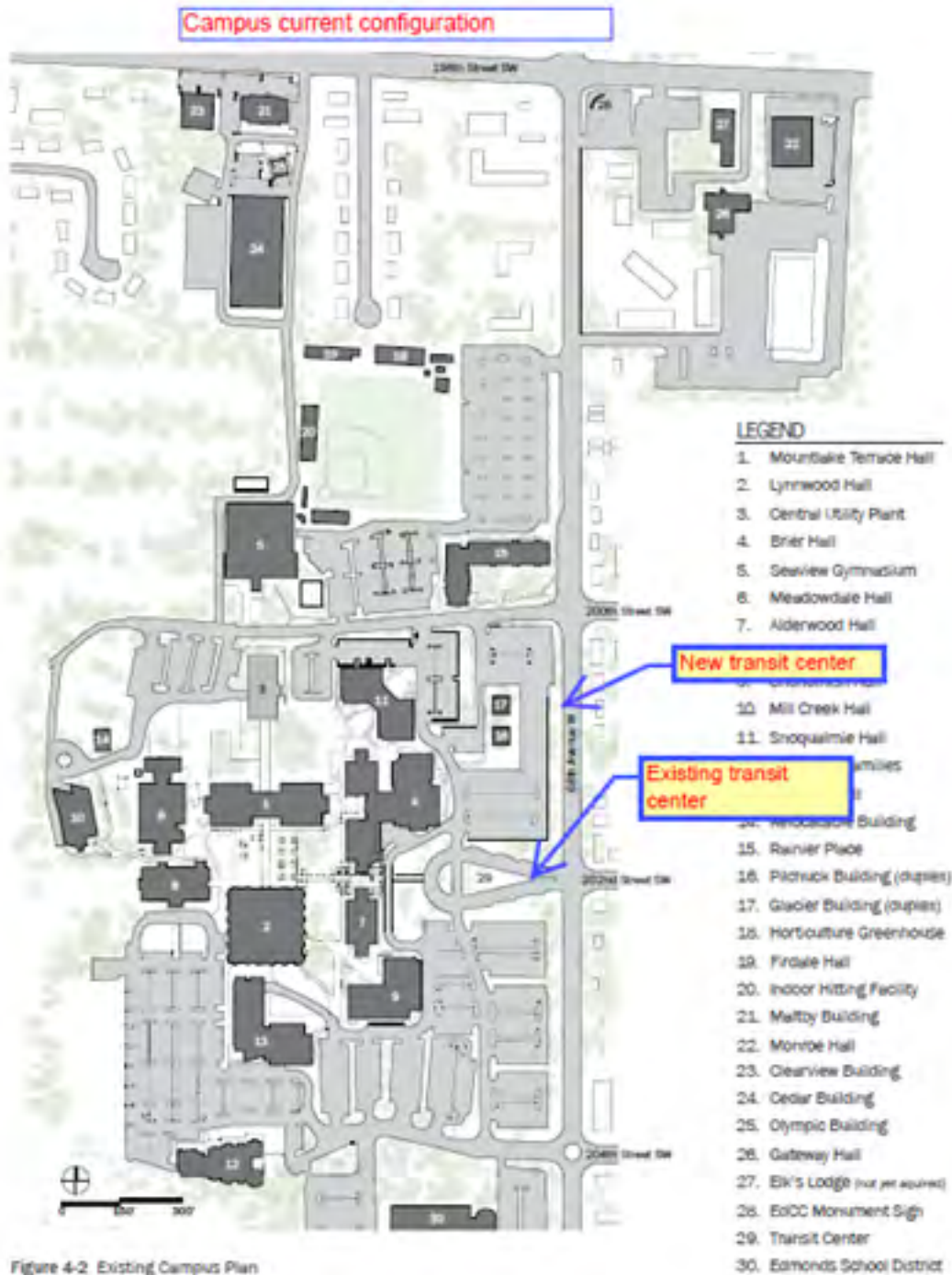
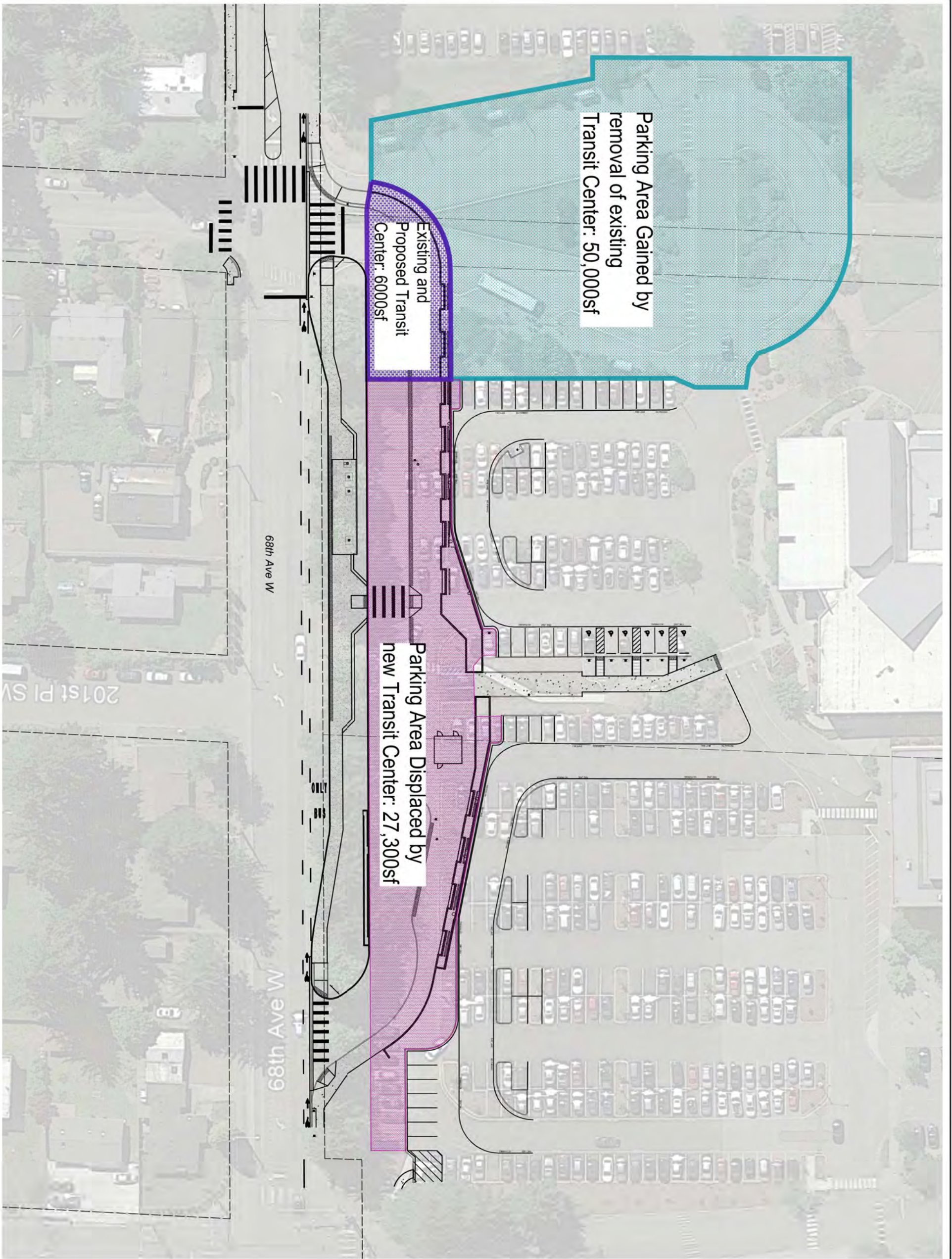




Figure 1-1. 10-Year Campus Development Plan - Facilities and Site



68th Ave W

68th Ave W

201st Pl SW

Existing and Proposed Transit Center: 60000sf

Parking Area Gained by removal of existing Transit Center: 50,000sf

Parking Area Displaced by new Transit Center: 27,300sf



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 PROJECT NUMBER
 DRAWING NO. OF 540
 SHEET 5 OF 540

PRELIMINARY

DESIGNER	DRAWN BY	CHECKED BY		
XXX	XXX	XXX		
NO.	REVISION COMMENTS	BY	REVIEW	DATE



Washington Community College District 23

BOARD OF TRUSTEES
May 13, 2021

RESOLUTION #21-5-3
APPROVAL OF COMMUNITY TRANSIT REAL ESTATE
PURCHASE AND SALE AGREEMENT

WHEREAS, Edmonds College and Community Transit have partnered for many years to provide substantial and reliable transit service to the Edmonds College campus for students and employees; and

WHEREAS, the current Edmonds College transit center was built by Community Transit on College property leased to them; and

WHEREAS, the current Board-approved Edmonds College 10-year Facilities Master Plan identifies a relocation of the campus transit center and redesign of the old transit center to better accommodate campus parking as one of its goals; and

WHEREAS, having the Swift Orange Line route, which will service both the new Lynnwood Light Rail station and Alderwood Mall, terminate on our campus will be a benefit to employees, students, and potential students wishing to take courses on our campus; and

WHEREAS, a new transit center will improve traffic flow along 68th Avenue West and on the College campus and reduce conflicts between pedestrian and vehicular traffic; and

WHEREAS, on September 12, 2019, the Board of Trustees approved the resolution authorizing College staff to move forward with detailed planning, in cooperation with Community Transit, and to obtain the necessary State approval(s) to enter into a long-term lease for the property in question; and

WHEREAS, according to Board Policy 2.0, Job Description, the entire Board retains and performs the non-delegable duty of authorizing every sale or purchase of real property and every lease of real property; and

WHEREAS, Edmonds College and Community Transit have agreed that Community Transit will pay Edmonds College \$643,100 for a 9,916 square foot permanent right of way easement, a 6,615 square foot permanent utility easement and a 127,784 square foot temporary construction easement; and

WHEREAS, Community Transit agrees to reduce the EdPass billing to the College to an amount of \$65,160 annually as consideration for reserving this property for transit-specific Transit Center Operating Agreement uses; and

WHEREAS, the offer outlined in the operating agreement and the addendum shall terminate if not accepted by Edmonds College on or before June 1, 2021;

NOW, THEREFORE BE IT RESOLVED THAT the Edmonds College Board of Trustees authorizes the College President to enter into the purchase and sale of permanent easement and temporary construction easement Agreement with Community Transit as presented at the May 13, 2021 Board meeting.

Carl Zapora, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh



Washington Community College District 23

**BOARD OF TRUSTEES
MAY 13, 2021**

**BACKGROUND
INDEMNIFICATION OF EMPLOYEES****Subject**

Employee Indemnification by the Washington State Attorney General's Office

Background

State employees who have been named in a lawsuit are entitled to request the Washington State Attorney General's Office to defend them. The Attorney General generally grants approval for representation to employees who were acting within the scope of their job duties. The scope and terms of the Attorney General's Office representation are governed by RCW 4.92, and RCW 28B.10.842 and a fully-executed *Request for Individual Defense by the Attorney General* written agreement.

The Edmonds College Federation of Teachers (AFT) and faculty member Jeremy Matthews have filed a lawsuit alleging Breach of Contract, Violations of RCW 28B.52.073, Violation of the Washington Law Against Discrimination, and Intentional Infliction of Emotional Distress. The law suit names the College and, separately, the following College employees:

- Amit Singh, President
- Mojgan (Mushka) Rohani, Executive Director of Human Resources
- Casey King, Director of Human Resources
- Alison Cohen, Dean of Pre-College Division

Dr. Amit Singh, Mushka Rohani, Casey King, and Alison Cohen have each completed and submitted the required form requesting defense by the Attorney General's Office.

The next step in the process is for the Board of Trustees to act on a resolution approving indemnification of Dr. Amit Singh, Mushka Rohani, Casey King, and Alison Cohen. That resolution is before the Board for action in this meeting.

Recommendation

The staff of Edmonds College recommends the Board of Trustees adopt the resolution approving employee indemnification by the Washington State Attorney General's Office as requested.



Washington Community College District 23

**BOARD OF TRUSTEES
MAY 13, 2021**

**RESOLUTION #21-5-4
RESOLUTION AUTHORIZING INDEMNIFICATION**

WHEREAS, a legal action, as designated below, has been commenced involving this institution of higher education; and

WHEREAS, the officers and employees of the institution designated below have requested the Board to authorize their defense under RCW 28B.10.842; and

WHEREAS, the Board has made a determination that such designated individuals were acting in the performance of their duties and in good faith;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds College hereby specifically finds that the individuals designated below acted within the scope of their authority and in good faith with regard to the conduct alleged by the Plaintiffs to be wrongful, and the Board specifically authorizes their defense and approves their indemnification by the State pursuant to RCW 28B.10.842.

Done in Open Meeting by the Board of Trustees this ____ day of May, 2021.

BOARD OF TRUSTEES
Edmonds College

By: _____
Carl Zapora, Chair

Title of Action: Edmonds College Federation of Teachers, AFT Local 4254, and Jeremy Matthews, Plaintiffs, vs. The Board of Trustees of Washington State Community College District 23, Edmonds College, Amit B. Singh, Mojgan Rohani, Casey King, and Alison Cohen, Defendants.

Cause No.: 21-2-01869-31, Washington State Superior Court, County of Snohomish.

Individuals Indemnified:

Amit B. Singh	Alison Cohen
Mojgan (Mushka) Rohani	Casey King

I, the below-named Assistant Attorney General assigned to the College, have reviewed the facts and circumstances involving the request for indemnification and I concur in the determination by the Board of Trustees.

Dated this ____ day of May, 2021.

Arlene Anderson, Assistant Attorney General



Washington Community College District 23

**BOARD OF TRUSTEES
May 13, 2021**

**BACKGROUND
FISCAL YEAR 2021 - 2022
SERVICES & ACTIVITIES FEE
STUDENT CENTER M&O FEE
ASSESSMENT FEE
TECHNOLOGY FEE
SUSTAINABILITY FEE
TRITON FIELD FEE
BUS PASS USER FEE**

Subject

Proposed ASEC Services and Activities and Self-Assessed local fees for Fiscal Year (FY) 2021-22.

Background

The ASEC budget development process is outlined in the ASEC Financial Code and RCW 28B.15.045. The ASEC Executive Board is responsible for determining fee levels within the guidelines that the State Legislature and the State Board of Community and Technical Colleges have set. The following fees are submitted for consideration.

The Associated Students recommend to the Board of Trustees fee levels for the following six fees: the Services and Activities Fee and five local voluntary self-assessed fees. The Services and Activities Fee maximum is set by the State Board for Community and Technical Colleges, and the five local voluntary self-assessed fees are set by the Associated Students Executive Board. The State Legislature has given authority to each college to determine local fees. The ASEC Executive Board voted to decrease the Assessment Fee by 17.5% due to a significant reduction in the use of the bus pass program due to the pandemic and most college services and instruction being conducted online. The ASEC Executive Board voted to increase the Student Center Maintenance and Operations (M&O) Fee by 59% due to increasing costs. The Triton Student Center was not built with state funds and ASEC is required to pay for the M&O of the building through this local assessed fee. Other self-assessed local fees remain the same for 2021-22.

Current ASEC Fees

Services and Activities (S&A) Fee

The Services and Activities Fee is included as part of the tuition a student pays.

S&A Fee 2020-2021	\$11.62/credit (credits 1-10)	\$6.75/credit (credits 11-18)
S&A Fee 2021-2022	\$11.62/credit (credits 1-10)	\$6.75/credit (credits 11-18)

Assessment Fee

The Associated Students took action to assess a fee to fund Brier Triton Student Center and subsidize the bus pass program with Community Transit.

Assessment Fee 2020-2021	\$5.30/credit
Assessment Fee 2021-2022	\$4.37/credit (Decrease of 0.93/credit - 17.5%)

Technology Fee

The Associated Students took action to assess a Technology Fee. The fee is used to fund staff positions to support the operation of the open computer labs and fund technology-related projects through the Technology Investment Management Committee (TIMC).

Technology Fee 2020-2021	\$2.40/credit
Technology Fee 2021-2022	\$2.40/credit

Student Center Maintenance and Operation (M&O) Fee

The Associated Students took action to assess a Student Center M&O Fee. The fee was instituted in 2005-06 to support a dedicated fund for the M&O of the student center. Currently, the State does not fund M&O for buildings constructed with Certificates of Participation (COP). This fee ensures a dedicated revenue source for the operation of the student center. It has not been changed since FY 17-18.

Student Center M&O Fee 2020-2021	\$0.41/credit
Student Center M&O Fee 2021-2022	\$0.65/credit (Increase of \$0.24/credit - 59%)

Sustainability Fee

The Associated Students took action to assess a Sustainability Fee. This fee began in the fall quarter of 2011 to provide dedicated funding to enhance sustainability on campus. The fee provides funding for the Campus Green Fund; funds student positions known as "Green Team," and to educate the campus community about sustainability practices.

Sustainability Fee 2020-2021	\$0.45/credit
Sustainability Fee 2021-2022	\$0.45/credit

Triton Field Fee

The Associated Student Executive Board took action to assess the Triton Field Fee beginning fall quarter 2019. The purpose of the fee is to provide dedicated funding for ongoing maintenance, field improvements, and turf replacement.

Triton Field Fee 2020-2021	\$0.75/credit
Triton Field Fee 2021-2022	\$0.75/credit

Bus Pass User Fee

The Associated Students took action to assess students who want a bus pass a quarterly user fee. This user fee began in the summer quarter of 2010 to help subsidize the bus contract with Community Transit. Contract costs require that all students who use this service pay a small fee to receive free local bus service.

Bus Pass User Fee 2020-2021	\$26.00/quarter
Bus Pass User Fee 2021-2022	\$26.00/quarter

Recommendation

The ASEC Executive Board recommends that the Board of Trustees approve the proposed FY 2021-22 ASEC Services and Activities Fee, Assessment Fee, Technology Fee, Student Center M&O Fee, Sustainability Fee, Bus Pass User Fee as submitted at the June 10, 2021 Board of Trustees meeting.



Washington Community College District 23

BOARD OF TRUSTEES
May 13, 2021

BACKGROUND
FISCAL YEAR 2021-22
ASEC SERVICES AND ACTIVITIES FEE BUDGET

Subject

Proposed ASEC Services and Activities Fee Budget for (FY) 2021-22.

Background

The ASEC budget development process is outlined in the ASEC Financial Code and RCW 28B.15.045. The ASEC Services and Activities (S&A) Fee Budget Committee has balanced the proposed budget following the process, timeline, and guidelines contained in the ASEC Financial Code.

The following budget is submitted for consideration:

2020-21 Projected Revenue = **\$1,399,728**

Fund Balance Allocation = **\$294,726**

The 2020-21 S & A Fee Budget Committee developed the budget based on account directors' proposals, preliminary balance hearings, and administrative review. The committee reviewed all accounts and analyzed each budget request thoroughly using a variety of approaches in allocating the budgets. This includes the account directors' input at the budget hearings, written applications, presentations, review of current year's expenditures, and clear explanation and rationale of the items requested.

The Associated Students of Edmonds College approved the transfer of \$294,726.00 from the ASEC fund balance for the 2021-22 S & A Fee Budget.

The ASEC Executive Board recognized the following program as a new recognized program. Subsequently, the 2021-22 S & A Fee Budget Committee funded the program.

- Food Pantry at \$40,000

The following budgets have the most significant changes:

- 3 programs not requesting funding for this year: Tunnel of Intersections, Vocal Music Program, and Jazz festival.
- Project Home increased by 50% (From \$10,000 to \$15,000.)
- MESA Scholarships increased by 85% (From \$8,900 to \$16,444.)
- Career Action Center Events decreased by 33% (From \$16,559 to \$11,065.)
- Triton Calendars decreased by 54% (From \$7,061 to \$3,220.)
- Concert Band increased by 14% (From \$4,980 to \$5,700.)
- Office of International Programs increased by 16% (From \$7,784 to \$9,024.)
- STEM Study Room increased by 77% (From \$31,974 to \$56,593.)

- New funding: ASEC Position Statement Funding CSEL Staff - Item approved by the previous ASEC Executive Board (\$100,000/year through FY 2023.)

Recommendation

The S&A Fee Budget Committee recommends that the Board of Trustees approve the proposed FY 2021-22 ASEC Services and Activities Fee Budget as submitted at the June 10, 2021 Board of Trustees meeting.

2021-22 ASEC Services and Activities Fee Budget

Account Number	Program Title	2020-21 Preliminary	2021-22 Preliminary	Percent Increase	Difference
8020	Game Room	\$23,149	\$23,976	4%	\$827
8023	Ethics Challenge	\$1,682	\$1,700	1%	\$18
8021	Rocketry	\$5,000	\$5,000	0%	\$0
8024	Tunnel of Intersections	\$1,100	\$0	-100%	-\$1,100
8050	CSEL Welcome Desk	\$29,166	\$27,348	-6%	-\$1,818
8110	ASEC Executive Board	\$78,695	\$79,782	1%	\$1,087
8116	Student Math League Contest	\$390	\$355	-9%	-\$35
8117	Legislative Action	\$935	\$935	0%	\$0
8140	Student Leadership Training	\$10,523	\$10,739	2%	\$216
8145	Student Leader Conference Travel	\$1,650	\$1,650	0%	\$0
8210	Student Activities Supervision	\$75,509	\$80,069	6%	\$4,560
8215	Intramural Programmer	\$7,780	\$7,709	-1%	-\$71
8220	Triton Talks	\$19,400	\$19,500	1%	\$100
8235	Student Technology Advice and Resource Team	\$28,158	\$27,921	-1%	-\$237
8240	Student Activities Programming	\$29,341	\$30,885	5%	\$1,544
8280	Commencement	\$20,711	\$20,261	-2%	-\$450
8285	Awards Dessert	\$5,482	\$5,600	2%	\$118
8292	Services for Students with Disabilities	\$20,626	\$22,700	10%	\$2,074
8305	International Mentors	\$5,340	\$5,670	6%	\$330
8311	STEM Conference	\$8,644	\$9,500	10%	\$856
8313	Center for Service Learning	\$24,913	\$22,899	-8%	-\$2,014
8315	Residential Life Program	\$33,400	\$33,400	0%	\$0
8325	Art Gallery	\$6,298	\$5,788	-8%	-\$510
8330	Childcare	\$199,589	\$199,589	0%	\$0
8335	Wellness and Health Promotion	\$3,408	\$3,108	-9%	-\$300
8340	Learning Support Center	\$95,903	\$91,570	-5%	-\$4,333
8360	Center for Student Cultural Diversity and Inclusion	\$38,717	\$38,453	-1%	-\$264
8365	Pow Wow	\$2,950	\$2,950	0%	\$0
8370	Project Home	\$10,000	\$15,000	50%	\$10,000
8377	MESA Scholarships	\$8,900	\$16,444	85%	\$7,544
8405	Career Action Center Events	\$16,559	\$11,065	-33%	-\$5,494
8408	Leadership is You! Conference	\$7,100	\$6,500	-8%	-\$600
8410	Clubs	\$41,063	\$41,322	1%	\$259
8610	Student Newspaper: The Triton Review	\$17,432	\$17,592	1%	\$160
8620	Triton Calendars	\$7,061	\$3,220	-54%	-\$3,841
8630	Between the Lines	\$6,703	\$6,369	-5%	-\$334
8640	Publicity	\$9,527	\$9,827	3%	\$300
8660	Printing	\$955	\$955	0%	\$0
8670	Digital Signage	\$6,202	\$6,291	1%	\$89
8680	Black Box Theatre	\$6,500	\$6,500	0%	\$0
8690	NCCWSL	\$4,105	\$4,105	0%	\$0
8705	Athletic Grants-in-Aid/Athletic Grants-in-Aid	\$48,000	\$48,000	0%	\$0
8710	Athletic Administration	\$95,008	\$99,682	5%	\$4,674
8711	Athletic Official Fees	\$35,495	\$35,495	0%	\$0
8712	Post-Season Travel	\$5,000	\$5,000	0%	\$0
8713	Athletic Travel	\$85,554	\$85,554	0%	\$0
8714	Athletic Uniform Schedule	\$6,640	\$6,640	0%	\$0
8720	Men's Soccer	\$1,000	\$1,000	0%	\$0
8725	Women's Soccer	\$1,000	\$1,000	0%	\$0
8730	Men's Basketball	\$1,000	\$1,000	0%	\$0
8740	Baseball	\$2,000	\$2,000	0%	\$0
8750	Volleyball	\$2,543	\$2,545	0%	\$2
8760	Women's Basketball	\$1,000	\$1,000	0%	\$0
8770	Softball	\$1,000	\$1,000	0%	\$0
8795	Athletic Facilities	\$12,450	\$12,450	0%	\$0
8800	Vocal Music Program	\$2,342	\$0	-100%	-\$2,342
8805	Concert Band	\$4,980	\$5,700	14%	\$720
8810	Jazz Band	\$9,360	\$9,360	0%	\$0
8820	Soundsation	\$10,790	\$10,265	-5%	-\$525
8830	Jazz Festival	\$0	\$0	N/A	\$0
8850	Symphonic Choir	\$7,635	\$7,435	-3%	-\$200
8855	Music Licensing	\$5,768	\$6,366	10%	\$598
8860	Music Programmer	\$6,424	\$6,515	1%	\$91
8865	Music Scholarships	\$13,580	\$12,600	-7%	-\$980
8870	ISS Programmer	\$7,787	\$9,024	16%	\$1,237
8871	STEM Study Room	\$31,974	\$56,593	77%	\$24,619
8872	Pre College Peer Mentoring	\$5,868	\$5,908	1%	\$40
8873	Women's Cross Country	\$1,581	\$1,581	0%	\$0
8874	Men's Cross Country	\$1,581	\$1,581	0%	\$0
New	Food Pantry	-	\$40,000	N/A	\$40,000
8010	ASEC Position Statement Funding CSEL Staff	-	\$100,000		
8940	Building Fund	\$100,000	\$100,000		
8920	Unallocated Reserve	\$102,666	\$94,913		
	Totals	\$1,530,591	\$1,694,454	11%	\$163,863

*New recognized and subsidized program

BACKGROUND

Financial Code

Subject

Proposed amendments to the Associated Students of Edmonds College Financial Code

Background

The Associated Students of Edmonds College (ASEC) Financial Code has been under review by the ASEC Executive Board to bring the existing Financial Code up-to-date with current nomenclature, operating practices. A large part of the work was done in revising club practices and operating procedures to better support underrepresented student populations. The intent is to create greater involvement in student organizations and a greater sense of campus community.

<ASEC Financial Code>

- Name changes regarding positions listed in Financial Code
- Removal of unnecessary statements that no longer exist: Petty Cash Fund, Contract Procedures
- Grammatical changes to the writing of "S&A"
- Change in campus project reserve fund guidelines
- Definition added for "Capital Projects"
- Additional statements for clearer understanding: Philosophy of Fund Use
- Apply gender-neutral pronouns to the entire document

<Guidelines for Chartered Student Organization>

- Name change from club to Student Organization
- Definition of Affinity Group
- Changes to student organization chartered policy
 - 2 members to charter at first, instead of 5
 - At least 5 members by the end of 11 academic weeks
- Student organizations are allowed to remain active for the summer quarter
 - Half funding on the summer quarter
- Student activities programmers are able to serve as student officers in clubs.
- Apply gender-neutral pronouns to the entire document

Recommendation

The ASEC Executive Board recommends that the Board of Trustees approve the proposed ASEC Financial Code Amendments as submitted at the June 10, 2021 Board of Trustees meeting.



EDMONDS COLLEGE

ASSOCIATED STUDENTS

ASEC Financial Code

Effective July 01, 2021

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ASEC FINANCIAL CODE

Chapter 28 and other related chapters of the Revised Code for Washington relating to education state that all fees and all other income which the Trustees are authorized to impose shall be deposited as the Trustees may direct. Such sums of money shall be subject to the budgetary and audit provisions of law applicable to state agencies.

The service and activities fee, including special assessed fees and other revenues collected by Edmonds College for the Associated Students of Edmonds College (ASEC) are for the benefit of the entire student body. The Board of Trustees has authorized these funds to be used for the purpose of financing the various programs of the ASEC. The authority for administering the Code and the budgeting and control of expenditures of ASEC funds has been delegated by the Trustees to the President of the College, to the Dean for Student Success/Student Development and to the ~~Director, Center for Student Engagement & Leadership~~ [The Primary Administrator for Student Programs](#)

This Code supersedes all previous codes and procedures.

DEFINITIONS

As used in this Financial Code the following words and phrases shall mean:

1. "ASEC" means the Associated Students of Edmonds College.
2. "ASEC Executive Board" is the representative governing body recognized by the District 23 Board of Trustees for students at Edmonds College.
3. "Account Directors" are persons employed by the college who have sub-program account responsibilities.
4. "Board" is the Board of Trustees of Edmonds College, State of Washington.
5. "Campus Project Reserve" is the account containing the remaining unencumbered balances from the student services and activities fee monies at the end of the fiscal year. Any expenditure of other local funds for a capital purpose (i.e., to acquire, construct or improve real property).
6. "Capital Projects" [As defined by state board policy 6.10 "Each capital improvement project as an action affecting educational facilities. Projects include purchases of real property, new construction, replacements, renovations, remodels, major repairs, land acquisitions and site improvements.](#)

7. "College" refers to Edmonds College.
8. "College facilities" means any or all real and personal property owned or operated by the college and including all building and appurtenances affixed thereon or attached thereto.
9. ~~Director, Center for Student Engagement & Leadership~~ "The Primary Administrator for Student Programs" is that person whose responsibilities and budget authority include the management of all student programs accounts.
10. "District 23" refers to Edmonds College, State of Washington.
11. "Fiscal Year" is that calendar period from July 1 through June 30.
12. "President" is the duly appointed chief executive officer of Edmonds College, State of Washington, or in ~~his / her~~ their absence, the acting chief executive officer.
13. "Services and Activities Fee", known as "the S&A Fee", are **additional charges** incorporated into general tuition charged to most students registering at Edmonds College.
14. "State Board" refers to the State Board for Community and Technical Colleges, State of Washington.
15. "Student" is any person who is enrolled for classes.
16. "Student Programs and Activities" are functions recognized by the ASEC Executive Board, formally authorized by the Board of Trustees, and operated under regulations and procedures officially adopted by the Board. 16. "Special Assessment Fees" are those fees that the ASEC imposes for specific, stated purposes. Examples of this are; Technology Fee, Assessment Fee, Student Center Maintenance and Operation Fee, Triton Field Fee, Sustainability Fee, and Bus Pass User Fee.

BY LAWS

ARTICLE I: CODE JURISDICTION

Section 1: PURPOSE

The purpose of this financial code is to carry out the provisions indicated in the preamble **of the ASEC constitution**, while at the same time providing effective administration of student programs and activities.

Section 2: OBJECTIVE

To administer the raising and spending of funds by the Associated Students of Edmonds College (ASEC).

Section 3: ACCOUNT FORMATION

There are hereby created revenue and expenditure accounts into which shall be placed service and activities fees and revenues received through the operation of such programs subsidized by such fees and contributions.

Section 4: ACCOUNT JURISDICTION

These accounts shall be under the jurisdiction of the ASEC Executive Board. ~~Director, Center for Student Engagement & Leadership~~ **The Primary Administrator for Student Programs** shall have budget authority to manage account expenditures and see that this Code, Edmonds College policies and state regulations for state funds are enforced.

Section 5: REGULATIONS GOVERNING USE OF FUNDS

All funds collected and expended in conjunction with student programs and activities are subject to the policies, regulations, and procedures of this Financial Code, Edmonds College Board of Trustees, the State Board for Community and Technical Colleges, the Budget and Accounting Act of 1959 (RCW 43.88) and appropriate state law.

Section 6: RECORDING AND REPORTING RESPONSIBILITY

It shall be the responsibility of the ~~Vice-President of Finance and Operations~~ **Vice-President of Finance, Grants, and Institutional Effectiveness**, under the direction of the College President, to maintain proper recording of financial transactions of monies covered by this Code, and to provide current financial information on the status of the accounts to the ASEC Executive Board, ~~the Director, Center for Student Engagement & Leadership~~ **The Primary Administrator for Student Programs** and ~~the Senior Associate Dean for Student Life and Development~~ **Dean for Student Success/Student Engagement**.

Section 7: PHILOSOPHY OF FUND USE

Monies in accounts under the jurisdiction of this Code are to be used, according to the state guidelines for expenditures of services and activities fees, for but not limited to:

- A. Social events, seminars, workshops, retreats, and conferences; student governmental organizations, professional consulting fees; clubs and societies; musical, dramatic, artistic and forensic presentations of an extracurricular nature; student publications and other mass media activities; tutorial services; day care centers; intramural and intercollegiate sports.
- B. Equipment, supplies and materials required for the operation of student programs and activities.
- C. Travel and per diem for students and professional staff members participating in student programs and activities.

- D. Premiums for liability and casualty insurance coverage for students serving in official capacities or participating in such programs and activities.
- E. Dues for institutional memberships in recognized student governmental or activities organizations, provided that the legality of such expenditures is first established in consultation with the legal advisor of the college.
- F. Salaries and compensation to students.
- G. With the expressed prior approval of the State Board and, when required, approval of the appropriate legislative body, services and activities fee revenue may be used to acquire real property, fund capital projects, and as matching funds for such purposes.
- H. Food and refreshments for student attendees at approved student programs as incidental thereof. Examples include: graduation ceremonies, vocational certificate awards programs, scholarship convocations or receptions, student activity or club meetings, student awards, student work sessions, new student orientations, honor society initiations, scholarship donors receptions, etc.
- I. Food and beverages may be provided at an “open house” hosted by a student club aimed at promoting awareness of that club’s activities on campus, provided the club provides the college students who attend that open house with written or oral information about the club’s function and mission.
- J. Partial subsidization of a student food bank or food pantry operations, provided that the food bank benefits are served for students.

Limitations:

- A. Salaries of professional employees in tenurable positions, administrative exempt personnel, permanent classified, civil service employees and stipended employees should not be paid from service and activities fee revenue.

Exceptions:

- Revenue collected through the Technology Fee may be expended only on staff salaries, benefits and other operating expenses related to technology to a yearly maximum of \$225,000 unless the ASEC Executive Board by a two thirds majority vote approves additional funding. Any approval of additional funding shall be reflected within the TIMC.
- All monies allocated to the childcare program may be expended on staff salaries, benefits and other operating expenses.
- Money allocated to fund the position of assistant director as well as part time employees of the Center for Student Engagement and Leadership is

a permissible use of S&A fees. (Amended June 2020)

- B. Services and activities fees should not be used to fund programs, personnel, facilities equipment and maintenance covered within the State Board allocation model.
- C. Free meals and/or lodging for anyone without consideration and with a donative intent.
- D. Gifts of appreciation or concern for anyone (farewell gifts, flowers for bereavement etc.) unless in return for participation or as an award for which one has competed and won.
- E. Tips or gratuities for services rendered by anyone unless authorized by the Office of financial management.
- F. Meals, lodging, coffee hours, receptions, or teas for a guest entertainer, lecturer, etc., unless required by the contract made for their services.
- G. Promotional hosting. Promotional hosting entails offering gifts to others in hopes of attracting their business or favorable public relations. For example, paying for complimentary tickets or admissions as a gift or for public relations purposes. Promotional hosting may also include paying for refreshments for prospective students at an event intended to bring potential students to campus to learn about the educational offerings of the college.

Those in charge of a student program or activity may determine how monies are to be spent so long as the expenditure is not an improper expenditure of public funds or contrary to sound financial practice and within the policies and requirements of the College, the State statutes, and the Killian Guidelines.

Section 8: CODE CONSONANCE

It is the expectation that all provisions in the Financial Code be followed. In the event an account director is found to be in violation of the Code, he/she they shall be issued an informational memo from the ASEC Executive Board stating the provision of the Code in violation. Any subsequent similar violation shall be filed as a grievance with ~~the Director, Center for Student Engagement & Leadership~~ The Primary Administrator for Student Programs/~~the Senior Associate Dean for Student Life and Development~~ Dean for Student Success/Student Engagement with the recommendation that the account director act in consonance with the Code or be relieved of his/her/their account responsibilities.

Section 9: AMENDMENT PROCEDURES

Proposed amendments to this Financial Code may be submitted to the ASEC Executive Board and read at any regularly scheduled meeting. The proposed amendment may be

voted upon at any regularly scheduled meeting following the first reading so long as the time elapsed between the first reading and voting does not exceed one month. Amendments will be certified as passed when a majority of the ASEC Executive Board members, sitting in quorum, vote in the affirmative. After administrative review, the proposed amendment will then be forwarded for approval to the Edmonds College Board of Trustees. Approved amendments shall be returned to the ASEC Executive Board for insertion into the copy of the Edmonds College ASEC Financial Code.

Section 10: OPERATIONAL DIRECTIVES

In the event a situation arises requiring immediate attention not covered by this Code, at least two (2) ASEC Executive Officers and ~~the Director, Center for Student Engagement & Leadership~~ **The Primary Administrator for Student Programs** shall meet and determine a temporary operational directive.

Section 11: CODE LIMITATIONS

Should any member of the associated students become aware that an article, section, or part of this code is contrary to State statutes or Board rules or regulations. Inoperable articles, sections or parts may be changed with a majority vote of the ASEC Executive Board to bring the Code into consonance with the State Statutes of Board Regulation.

ARTICLE II: BUDGET MANAGEMENT

Section 1: BUDGET

The ASEC Executive Board shall be responsible for administering the current fiscal year budget. Items related to financial matters and requiring action shall be submitted in writing. Decisions shall be made at the discretion of the ASEC Executive Board.

Section 2: ELIGIBILITY FOR ASEC SUBSIDY

To be recognized as eligible for ASEC funding, any member of the campus community shall complete Recognition for Subsidy ~~form~~ request and submit it to the ASEC Executive Officer for Budget and Finance or ~~the Director for Student Programs~~ **the Primary Administrator for Student Programs** as prescribed in Article III, Section 3B. Upon receipt of ASEC approval, the person initiating the request, or ~~his/her~~ **their** designee, shall become eligible to request funds during ASEC budgeting for the next fiscal year.

Section 3: PROGRAM ALLOCATIONS

Allocations to ASEC subsidized programs shall be determined by the **S&A** Fee Budget Committee during fiscal year budget development (Article III, Section 3).

Section 4: SPECIAL ACCOUNTS

A. Unallocated Reserve Fund:

As a regular part of budgeting, an account of funds of no less than 5% of the revenue estimate shall be maintained in contingency. The account is held to provide a security fund for the revenue estimate and to fund special projects and/or events that were unforeseen during budgetary planning. Monies in this account are under the jurisdiction of the ASEC Executive Board and may be released by a majority vote and approval of the ~~Director for Student Programs or his/her designee. In the case that the Director for Student Programs~~ the Primary Administrator for Student Programs does not approve the release of funds, the ASEC Executive Board, upon consideration of ~~his/her~~their reasoning for doing so, may approve the release of funds with a two thirds vote.

B. Enterprise Account:

An enterprise account shall be available for special projects or events which have the capacity to generate revenue. Money from this account shall be used to finance materials, services, or other costs related to production of the project or event. Any revenue generated from the project is to be credited to the account of the requestor and is subject to the rules and regulations governing use of state funds. Should the project or event be unsuccessful in generating revenue, the deficit balance will be carried forward at the end of the fiscal year.

C. Campus Project Reserve Fund:

All unencumbered ASEC funds, except club fundraised and matched funds, at the end of the fiscal year shall revert into the Campus Project Reserve. Monies accumulated in the fund shall be used for major repair, replacement and/or purchase of equipment determined by the ASEC Executive Board to be to the benefit of the Associated Students of Edmonds College. Monies shall be released from the Campus Project Reserve fund for expenditures less than 5% of its current balance by a majority vote of the ASEC Executive Board and upon the approval of ~~the Director, Center for Student Engagement & Leadership~~The Primary Administrator for Student Programs or ~~his/her~~their designee.

Expenditures from the campus project reserve fund greater than 5% of its current balance shall be reviewed by the PLT, if requested by ASEC, and is released with the approval by a two -thirds vote of the ASEC Executive Board.

For additional funding, in the case that the unallocated reserve fund falls below 5% of its starting balance, the ASEC Executive Board may approve, with a two thirds vote, the transfer of up to 5% of the current balance of the Campus Project Reserve Fund to the Unallocated Reserve Fund once per year unless the Campus Project Reserve Fund has a total balance below one million dollars.

D. Club Accounts:

A general club account shall be maintained by the ASEC for the purpose of assisting clubs in their fundraising efforts. ~~Clubs shall be eligible to receive a quarterly allowance upon demonstrating active status.~~ In addition, club revenue

may be matched by ASEC funds, the amount of which shall not exceed the maximum as established in the Guidelines for Chartered Student Clubs. Revenue earned by clubs and ASEC matching funds shall be kept in trust by the college in that club's account. This money shall revert to the ASEC general fund only if the club has been inactive for one fiscal year.

Section 5: ACCOUNT MANAGEMENT

Funds collected or revenue produced by or through ASEC student programs for fee collections shall be deposited with and expended through the Business Office of Edmonds College.

A. Deposits:

Monies collected as the result of any student program or activity shall be deposited by the appropriate financial manager for the specific account at the end of the day or, if after hours, on the next working day.

B. Expenditures:

No disbursement from any accounts is made except by checks prepared by the Business Office, Community College District 23, or college P-card. Requests for expenditures are to be made on the appropriate College form.

~~C. Petty Cash Fund:~~

~~With Business Office approval, a petty cash fund shall be maintained by the Student Programs Financial Manager for 522 accounts. Disbursement from the fund will be governed by current college policy for petty cash funds.~~

D. Expenditure Restrictions:

Service and Activities Fees, known as "S&A Fees", and associated revenue are governed by state law and College policy. The following specialized restrictions are by no means exhaustive, but rather common occurrences requiring recognition:

1. Contract Procedures:

Any expenditure of ASEC funds involving a contract ~~less than \$3000.00~~ must receive prior approval from ~~the Director of the Center for Student Engagement and Leadership for Student Programs~~ **the Primary Administrator for Student Programs**. ~~The responsibility and authority to finalize all contracts over \$3000.00 resides with the Vice President of Finance and Operations. Any written contracts made without prior approval are invalid and may not be paid from public funds.~~ Any written contracts made without prior approval may be invalid and may not be paid from public funds. All contracts must follow State law and college policy.

2. Recognition and Award Procedures:

ASEC funds may be used to purchase awards for individuals, as long as such awards are personal to the recipient (have intrinsic sentimental or personal value) and reasonable under the circumstances (generally not for more than nominal monetary value) and are not monetary awards.

3. Awards Ceremony:

The ASEC shall host **and fund only** one annual awards ceremony for the purpose of recognizing students who have **performed meritoriously** participated in ~~an ASEC sponsored~~ a recognized S&A Fee funded program. ~~The Director of the Center for Student Engagement and Leadership for Student Programs~~ The Primary Administrator for Student Programs shall be responsible for ensuring the awards ceremony is held each year.

4. Travel Procedures:

ASEC funds may be used for travel by members of a subsidized program only when the travel is for official business and is generally related to the entire student body. Individuals traveling alone may not exceed the recognized college rate of per diem. The ASEC Executive Board may establish guidelines for travel.

ARTICLE III: FISCAL YEAR BUDGET DEVELOPMENT

Section 1: SERVICES AND ACTIVITIES FEE BUDGET COMMITTEE

- A. The **S&A** Fee Budget Committee is responsible for the development of an ASEC budget that represents diverse student interests. Service and Activities Fee Revenue estimates of all student fees shall be submitted by the college Business Office to the ASEC Executive Officer for Budget and Finance. This estimated value will be used as the target income amount when developing the budget for the next fiscal year.
- B. The **S&A** Fee Budget Committee shall be composed of: The Executive Officer for Budget and Finance acting as chair, one additional Executive Board Officer chosen by the Board, two at large students, one faculty member appointed by the Vice-President for Instruction, and one administrator appointed by the Vice-President for Student Services.

Section 2: REVENUE ESTIMATE PROCEDURES:

Several ASEC subsidized programs have the capability to generate revenue. In order to encourage these programs to produce revenue and augment basic ASEC funding, the following revenue estimate procedure shall be followed:

- A. At the time of fiscal budget development each account director shall present the anticipated revenue for the upcoming fiscal year for ~~his/her~~their programs.
- B. The S&A Fee Budget Committee, using the program's revenue history and the account director's estimates, shall determine a basic amount of revenue expected to be produced by the program. This anticipated revenue shall be an estimate and shall be included in the program's allotment.

Section 3: BUDGET ALLOCATION PROCEDURES:

- A. During Fall Quarter, account directors may be requested to and /or have the opportunity to meet with the ASEC Executive Officer for Budget and Finance to present program philosophy, goals, and interests.
- B. At the beginning of winter quarter, the ASEC Executive Officer for Budget and Finance shall provide opportunities for members of the campus community to apply for recognition as a subsidized program (Article II, Section 2B). Prior to the initiation of the S&A Fee Budget Committee deliberations, the Executive Board shall evaluate all currently funded programs, and the requests for new programs. The Executive Board shall determine which programs shall be eligible for funding and shall provide that information to the S&A Fee Budget Committee.
- C. By January 31, the ASEC Executive Officer for Budget and Finance will present a Budget Process timeline and a procedures document to the Executive Board for approval.
- D. The S&A Fee Budget Committee shall invite each account director to present ~~his/her~~their budget to the budget committee.
 - 1. The S&A Fee Budget Committee may determine the amount of time allocated for presentation and subsequent discussion.
 - 2. These sessions shall be advertised by the ASEC Executive Officer for Budget and Finance and be open to members of the campus community.
- E. After hearing program requests, the S&A Fee Budget Committee shall meet to prepare a balanced budget.
- F. When a preliminary balance has been established, the ASEC Executive Officer for Budget and Finance will schedule a preliminary balance hearing in order to provide account directors and any member of the campus community an opportunity to express viewpoints regarding the proposed ASEC Budget.
- G. The ASEC Executive Officer for Budget and Finance shall distribute the balanced

budget to ~~the Director, Center for Student Engagement & Leadership~~ the Primary Administrator for Student Programs, the Dean for Student Success/Student Engagement and the Vice President for Student Services for administrative review.

- H. The Dean for Student Success/Student Engagement shall provide the administration response to the S&A Fee Budget Committee in a timely manner to allow adequate consideration, prior to the S&A Fee Budget Committee's adoption of the budget. The response shall outline areas of differences between the S&A Fee Budget Committee recommendations and the budget recommendations of the college administration.
- I. Upon receiving the budget recommendation of the administration, the S&A Fee Budget Committee shall convene to adopt the ASEC budget. Adoption requires a majority affirmative vote by the S&A Fee Budget Committee sitting in quorum.
- J. If no differences exist in the proposals of the S&A Fee Budget Committee and the administration, the proposed budget shall be formally printed and codified bearing the signatures of the S&A Fee Budget Committee. The formally adopted budget shall be submitted to the Board of Trustees for first consideration at their May meeting. Final consideration of the budget will be made at the June meeting.
- K. If a dispute exists between the proposals of the S&A Fee Budget Committee and the administration, the disputing parties will meet to resolve their differences. These differences should be resolved no later than 2 weeks prior to the May Board of Trustees meeting. If the dispute cannot be resolved, two budgets will be presented to the Board of Trustees at the May meeting – one by the S&A Fee Budget Committee and one by the administration.
- L. The Board of Trustees may take action on those portions of the proposed Services and Activities Fee budget that are not in dispute.
- M. After the ASEC S&A Fee budget is formally presented to the Board of Trustees, the Trustees will have final authority in accordance with state law.
- N. Upon the adoption by the Board of Trustees, the ASEC budget shall become effective for the fiscal year.
- O. With the exception of any funds needed for bond covenant obligations, once the budget for expending services and activities fees is approved by the governing board, funds shall not be shifted from funds budgeted for associated students or departmentally related categories or the reserve fund until the administration provides written justification to the S&A Fee Committee and the governing board, and the governing board and the S&A Fee Committee give their express approval.

- P. In the event of a dispute or disputes involving the services and activities fee committee recommendations, the college administration shall meet with the services and activities fee committee in a good faith effort to resolve such dispute or disputes prior to ~~submittal~~submission of final recommendations to the governing board.

If said dispute is not resolved within fourteen days, a dispute resolution committee shall be convened by the chair of the services and activities fee committee within fourteen days.

The dispute resolution committee shall be selected as follows: the college administration shall appoint two non voting advisory members, the governing board shall appoint three voting members, and the S & A fee committee each will have a vote, and one student representing the S & A fee committee who will chair the dispute resolution committee and be nonvoting. The committee shall meet in good faith, and settle by vote any and all disputes. In the event of a tie vote, the chair of the dispute resolution committee shall vote to settle the dispute.

The Board of Trustees may take action on those portions of the services and activities fee budget not in accordance with the customary budget approval timeline established by the board. The Board of Trustees shall consider the results, if any, of the dispute resolution committee and shall take action.

- Q. The S&A Fee Budget Committee shall meet with the Executive Board to explain the newly adopted budget.
- R. The incoming ASEC Executive Board shall administer the budget as approved by the Board of Trustees.
- S. July 1 - June 30: The adopted budget shall be in effect.

Section 4: ASEC BUDGET DOCUMENT:

The following format shall be used for the ASEC budget document.

- A. Title Page: Contents shall include logo, year, and title.
- B. Signature Page: Contents shall include the authorizing signatures of the S&A Fee Budget Committee, ~~the Director, Center for Student Engagement & Leadership~~ the Primary Administrator for Student Programs, The Dean for Student Success/Student Engagement, College President and Chairperson of the Board of Trustees.
- C. Summary Page: Contents shall include revenue estimates by source and program allocations.

- D. Fund Allocations: Contents shall include code account, allocations, special proviso or contingencies for each subsidized program.

ARTICLE IV: ADMISSION CHARGES

Section 1: IDENTIFICATION CARD

Validated student identification cards issued by the college will be used as verification of student status for admission to campus events or receipt of free or reduced rate services.

Section 2: ADMISSION PRICE PROCEDURES

- A. Admission prices shall be set in line with policies established by the S&A Fee Budget Committee or the ASEC Executive Board.
- B. For all ASEC campus events where there is an admission charge, tickets may be issued and controlled by ~~the Director for Student Programs~~ the Primary Administrator for Student Programs or ~~his/her~~their designee. Sale of tickets is the responsibility of the subprogram account director.
- C. Account directors shall be responsible for the number of complimentary passes for each event. The number of complimentary passes shall be set in line with policies established by the S&A Fee Budget Committee or the ASEC Executive Board. ~~A list of complimentary passes issued for each event must be compiled. Copies of the list must be included with the~~ Ticket inventory control documents ~~must be~~ maintained by the account director or ~~his/her~~their designee.

GUIDELINES FOR CHARTERED STUDENT CLUB ORGANIZATIONS

ARTICLE I: NAME

The name of this group shall be Chartered Student Clubs Organization.

ARTICLE II: DEFINITIONS

For the purposes of these Guidelines for Chartered Student Clubs, the following terms apply:

- A. **Student Organization** - a group of Edmonds College students under the definitions of Club and Affinity Group
- B. **Club** - a group of Edmonds College students that is collectively organized based on a mutual interest, hobby, religiously and politically affiliated, or instructional program whereby the primary outcome of club functions and activities relates to benefiting the common interest of clubstudent members, or provides general welfare for the entire student body.

Has finished the initial chartering process as regulated from the Center for Student Engagement and Leadership and has submitted to the Center, each quarter, the necessary documents to charter and remain in status.
- C. **Affinity Group** – A group of Edmonds College students that is collectively organized based on a shared racial/ethnic, sexual orientation or gender, or social affiliation whereby the primary outcome of the student group's functions and activities is to promote, celebrate, and advocate in the interests of the members, inclusion, and diversity.
- D. **ClubStudent Officer** – a clubstudent member who is responsible for providing all aspects of leadership for the clubstudent organization and responsible for maintaining contact with the CSEL Club Team.
- E. **Advisor** – a staff or faculty member of Edmonds College who holds primary responsibility to advise the clubstudent members.
- F. **Co-Advisor** – staff, faculty or community member who assists the advisor.
- G. **ClubStudent Member** – a student currently registered for classes in the quarter for which any clubstudent organization requirement is mandated.

H. **Active Club-Student Organization** – a club and affinity group that hosts events to the ~~e~~clubstudent members or to the entire student body at least once per quarter.

Exception: A student organization with two members must have five members at the end of 11 academic weeks, from the first day of the student organization is chartered and extended through quarters, to maintain active status.

I. **Non-Active Club-Student Organization** – a club and affinity group that has existed within the last academic year and is not chartered.

J. **State Funds** – funding received from tuition paid by students into the ASEC S&A Fee accounts

K. **Activities** – organized events that ~~e~~clubstudent officers and advisors agree to sponsor and that may require the expenditure of time and/or money.

L. **Community Member** – a person who is not a student, faculty members, or the other employee who works under Edmonds College.

M. **Quarter** – a quarter(or academic quarter) is defined as a beginning on the first day of any Edmonds College academic quarter through the day prior to the beginning of the succeeding quarter.

ARTICLE III: PURPOSE

Students shall be free to organize and join ~~e~~clubstudent organizations to promote their common interests, provided such ~~e~~clubstudent organizations are not in conflict with relevant laws and the College's regulations, policies or procedures. Chartered Student ~~C~~lubsOrganizations shall be open to students of Edmonds College. ~~C~~lubStudent Organization charters may state that community members are allowed as participants, community members may not serve as club initiators or as ~~e~~clubstudent officers.

ARTICLE IV: MEMBERSHIP

Student initiators seeking recognition through the chartering process as managed by ~~the Director, Center for Student Engagement & Leadership~~the Primary Administrator for Student Programs or ~~his/her~~their designee will adhere to the following:

A. Submitting a membership roster that lists the names and contact information of ~~five~~ students enrolled for the quarter in which the charter is completed. The

student initiator will provide ~~Student Programs~~ with a photocopy of each member's school identification card ~~with a current quarter sticker~~; a copy of the student's class schedule is acceptable.

- B. ~~ClubStudent~~ officer(s) and advisor(s) may have ~~clubstudent~~ organization exclusive events with prior approval from the CSEL Club team.
- C. The quarterly membership roster should maintain a simple majority of Edmonds College students.
- D. Maintaining contact between ~~clubstudent~~ members and the CSEL Club team, the role of which is outlined in the Clubs Handbook.
- E. Designating at least two ~~clubstudent~~ members to complete ~~clubstudent~~ officer training.

ARTICLE V: RECOGNITION

Any group seeking recognition as an ASEC funded ~~clubstudent~~ organization should submit to the CSEL Club Team a ~~clubstudent~~ organization charter packet containing the following information:

- A. Statement of purpose outlining why students are forming the ~~clubstudent~~ organization.
- B. Constitution, outline of structure, or organizational pattern of decision making.
- C. Statement of financial structure determining how ~~clubstudent~~ organizations funds are to be spent.
- D. Outline of activities to be sponsored by the ~~clubstudent~~ organization.
- E. Name and signature of one student initiator.
- F. Name and signature of one Edmonds College faculty or staff advisor who will complete the annual training.
- G. Names, signatures and copies of current ID cards or class schedules of five currently enrolled students interested in chartering the club.
- H. Names of two officers or members who will attend ~~the annual club~~ a student officer training.

After this complete documentation is received and reviewed, and officer and advisor training has been verified by the Club Administration Team, the ~~clubstudent~~ organization

shall be chartered and receive notification of such charter from the Clubs Programmer.

Clubs Student Organizations shall be chartered for fall, winter, spring, and summer quarters. Chartering shall be terminated for all **clubstudent organizations** on the final day of spring quarter. If **clubstudent organizations** have unfinished business that extends after the day of termination, that business will be administered by the Center for Student Engagement and Leadership.

Limitation: Summer quarter charter status is only granted for clubs **that have been chartered in fall, winter, or spring quarters**, and also finished the priority chartering process for the next academic year as determined by CSEL. To receive funding, all chartering processes must be completed by the seventh week of the quarter, except for summer quarter, for which chartering is sought.

Section 1: Eligibility of Religiously and/or Politically Affiliated Clubs

In addition to the policies and procedures of these general guidelines, religiously and politically affiliated clubs must adhere to the following guidelines:

- A. Religiously **and/or politically** affiliated clubs are defined as **these** clubs recognized under the provisions of Article III whose purposes include, or who intend to conduct, religious worship, **political** exercise or instruction as part of their regular activities.
- B. No state funds may be allocated or appropriated for use by religiously affiliated clubs for the purpose of exercising religious worship, exercise or instruction.
- C. Politically affiliated clubs can be recognized as long as their purpose does not involve financial support of a specific candidate or a partisan cause and the group's expenditures are consistent with all applicable College policies and procedures, and State law.
- D. No chartered student club shall use any College facilities, supplies, equipment or State funds to solicit on behalf of any political party, candidate, initiative or referendum, or partisan cause.

Section 2: Privileges of Chartered Student **Clubs Organization**

- A. The right to use the name of Edmonds College in connection with their own.
- B. The right to apply for and utilize funds as outlined in the ASEC Financial Code.
- C. The right to use College facilities in accordance with College scheduling policies and State laws.
- D. The right to publish and post information about the **clubstudent organization** in

accordance with College posting and signage policies.

ARTICLE VI: CHARTERED STUDENT **CLUB** ORGANIZATION SUPPORT

Section 1: Administrative Support

Student Activities Board in Center for Student Engagement and Leadership shall assist students to charter **club** student organizations, communicate with **club** student officers and/or advisors on a regular basis, provide **club** student officers with information related to the operation of their **club** student organizations, train officers, members and advisors and generally fulfill responsibilities on behalf of **clubs** student organization as outlined in the job description and duties on file with ~~the Director, Center for Student Engagement & Leadership~~ the Primary Administrator for Student Programs or ~~his/her~~ their designee.

Section 2: **Club** Student Organization Advisor

- A. The advisor or co-advisor is responsible to assist club members in the accomplishment of the club's goals, paying special attention to the club's mission statement.
- B. Advisors and co-advisors may advise a maximum of two clubs during an academic year.
- C. The student initiator is responsible for finding a staff or faculty member to serve as the volunteer club advisor.
- D. A club must have a college advisor before they establish a co-advisor. Community members may serve as co-advisors. Advisors and co-advisors are responsible for adhering to the advisor requirements as outlined in the Advisor Manual, on file with ~~the Director of Student Programs~~ the Primary Administrator for Student Programs or ~~his/her~~ their designee.

ARTICLE VII: **CLUB** STUDENT ORGANIZATION FINANCIAL PROCEDURES

Section 1:

A general fund for Chartered Student **Clubs** Organizations shall be maintained in the ASEC S&A Fee annual budget. Such funds shall be administered by ~~the Director for Student Programs~~ the Primary Administrator for Student Programs, or ~~his/her~~ their designee.

Section 2:

An account will be established for each **club** student organization at the time of

chartering. The **clubstudent organization** will be credited with the established quarterly operating allocation, except for the summer quarter **where only half of the fund in fall, winter, and spring quarters is offered**, as determined in the ASEC S&A Fee budget. A **club's student organization's** active members, advisors, and/or co-advisors are responsible for depositing with the Student Programs office all revenue within one day of receipt by the **clubstudent organizations**.

Section 3:

All monies collected in the name of the **clubstudent organization** must be held in trust by the College in a **clubstudent organization** account. All **clubstudent organization** expenditures must be made from this account.

Section 4:

Purchasing, fundraising, expending, and depositing procedures for all **club-student organization** funds shall be in accordance with the ASEC Financial Code, Edmonds College policies and procedures and State law.

Section 5:

Each successive quarter after charter, a **clubstudent organization** shall be eligible for a quarterly operating allocation when the following documentation is submitted before the last day of classes of the quarter in which the **clubstudent organization** has been active:

- A. A written report including the quarterly activities sponsored by the **clubstudent organizations**. **ClubStudent Organizations** must sponsor a minimum of one activity **or meeting** per month to be considered active.
- B. An active member list of at least five members **at the end of 11 academic weeks**.

Section 6:

Any chartered **clubstudent organization** is encouraged to engage in revenue raising activities to assist with **clubstudent organization** sponsored activities. The ASEC agrees to match **clubstudent organization** fundraised revenue on a dollar per dollar basis, up to the maximum as outlined in the ASEC S&A Fee annual budget.

All fundraising activities are to follow all College policies and procedures as outlined in the Officer Handbook on file with ~~the Director of Student Programs~~ **the Primary Administrator for Student Programs** or ~~his/her~~ **their** designee.

Section 7:

At the end of a fiscal year, any fundraised revenue and any ASEC matching funds shall be carried over into the **clubstudent organization's** account- for use by the **clubstudent organizations** for the next fiscal year. Any money remaining from the quarterly operating allocation shall revert to the ASEC account.

Section 8:

If a student does not initiate, through the **eclubstudent organizations** chartering process, the same **eclubstudent organizations** at any time during the subsequent chartering year, as defined through the statement of purpose in the original **eclub's student organization's** charter, that **eclub's student organization's** account shall be liquidated and the funds shall revert to the general ASEC Club account.

ARTICLE VIII: GENERAL OPERATING PROCEDURES

Section 1:

Any Edmonds College students interested in chartering a **eclubstudent organization** may do so, beginning the first day of **any academic quarter, except for Summer quarter if they meet the requirement that is written in Article 5, no. 8, Limitation.**

Section 2:

It shall be the responsibility of the **eclubstudent officers** or designated **eclubstudent** members to maintain ongoing communication with Student Programs by sending advance notification and receiving approval of all **eclubstudent organizations** sponsored meetings, events, programs, or activities.

Section 3:

It shall be the responsibility of the **eclubstudent** officers or **eclubstudent organization** designee to complete an end of quarter report, due to Student Programs on the last day of classes, to ensure receipt of successive quarter funding, as outlined in Article VII, Section 5.

Section 4:

Any **eclubstudent organization** which has not submitted a report (Article VII, Section 5) at the end of each successive quarter following charter shall be considered inactive and shall **lose** all privileges as outlined in Article V Section 2 until all requirements have been met.

Section 5:

In the event a **eclub student organization** violates provision(s) of the ASEC governing documents or College processes or policy, the following process shall be followed:

- A. ~~The Director of Student Programs~~ **The Primary Administrator for Student Programs** or **his/her/their** designee shall send written notification to the club Advisor and designated **eclubstudent** officer, outlining the alleged violation and process for addressing the alleged violation.
- B. The **eclubstudent organization** charter shall be revoked if it is determined the club advisor, **eclubstudent** officer or member violated ASEC governing documents. A **eclubstudent organization** may appeal that decision in writing to the ASEC Executive Board.

Section 6:

A student may serve as an officer in a maximum of two clubs. No ASEC Executive Officer ~~or Student Activities Programmer~~ may serve as a ~~club~~student officer.



Washington Community College District 23

BOARD OF TRUSTEES
May 13, 2021

BACKGROUND
2021-22 INTERNATIONAL CONTRACT PROGRAM**Subject**

Consideration of the 2021-22 International Contract Program.

Background

In September of 2007 the SBCTC gave the colleges guidelines on how to continue or terminate its International Contract Program. This resulted from requests made by several colleges intending to convert their international enrollments to state supported enrollments. The basis for these guidelines is provided in [RCW 28B.50.140\(17\)](#) and [WAC 131-32-020 \(1\)](#) which delineates a “shared funding” concept for colleges that opted to continue with their International Contract Program. Other existing provisions are provided in the SBCTC policy manual (Sections [4.70.30](#), 5.30.40 and 5.80.30).

Therefore, colleges that wished to continue their International Contract Program were required to:

1. Contract with a third party that had been approved by the State Board staff and by the college’s Assistant Attorney General, as to form, and include the following:
 - a. Substantive action on the part of the contractor
 - b. Estimated number of students to be served and the fees to be charged
 - c. A budget that demonstrates revenues from the program that will cover the full cost of instruction including direct and indirect costs.
2. Submit to the SBCTC, at minimum, documents updating enrollment estimates, revenue projections and program budget estimates.

Edmonds College has chosen to continue its International Contract Program within the “sharing funding” model provided by the SBCTC and will continue its existing contract with the EC Foundation for these services.

A draft of the enrollment and budget estimates are available upon request.

Recommendation

Edmonds College recommends that the Board of Trustees adopt the resolution approving the 2021-22 International Contract Program at the June 10, 2021 Board of Trustees meeting.

BACKGROUND 2021-22 COLLEGE OPERATING BUDGET

Subject

First consideration of the 2021-22 College Operating Budget.

Background

While the State Board for Community and Technical Colleges has provided the College with a projected allocation for 2021-22, that allocation is still in draft status and subject to further adjustments before being finalized.

Working with the draft allocation from the State Board, along with our estimates for year-end and our projections for enrollment-driven revenue for this coming fiscal year, the Business Office has put together a projected budget plan for 2021-2022, with a shortfall of \$5.6M. While our past three years of revenue forecast have been quite accurate, , it is much more difficult to forecast certain revenue lines at this time.

This past year has been extremely challenging for the College budget, and 2021-22 will also require careful management of resources.

While it is possible that there may be changes in the initial state allocation between now and when it is released, no major adjustments are expected at this time. Upon receipt of the final 2021-22 allocation from the State Board, the College will adjust its final 2021-22 budget proposal (as necessary) for presentation, review, and approval at the June 2021 Board of Trustees meeting.

As part of first consideration, the initial budget presented reflects all of the aforementioned elements .

Recommendation

The President and the President's Leadership Team recommend that the Board of Trustees approve the 2021-22 College Operating Budget, as presented at the June 10, 2021 Board of Trustees meeting.



Washington Community College District 23

BOARD OF TRUSTEES May 13, 2021

FOUNDATION REPORT

LEADERSHIP TRANSITION

- The ED Search Committee has unfortunately concluded that the pool of candidates was not strong enough to continue with the search. While we have failed the search, we are in conversations with a non-profit executive search firm to place a full-time interim ED to assist with the nearterm transition while we reassess the position requirements and relaunch a search.
- The Foundation is maturing and grappling with the growing pains of becoming a professional and sophisticated operation with the capacity to grow alongside a college that is heading into the future. We want to ensure that we hire the right leader for this post-pandemic and rapidly changing world.

BOARD OF DIRECTORS

- College-Foundation Agreement: We are near the end of our negotiations and edits to the College-Foundation agreement and attachment documents.
- Committee Work
 - Finance: Our IRS 990 has been submitted for 2019-2020 and the total revenue reported was \$3,561,184. This reflects our \$2.1M capital campaign for Hazel Miller Hall.
 - Board Operations: This last year, the BOD brought on 6 new board members, and in our next cohort beginning on July 1, we will be bringing on 6 more community members to begin their two year term. This strategic approach to board growth will allow for succession planning, leadership development, and long term stability.
 - Development: Our development team has been working toward a goal to focus on bringing in more unrestricted funds than restricted so that we can better respond to the college's needs as they emerge.

FOUNDATION ACTIVITY

- We have completed the review phase for the annual scholarship cycle. Students are now being matched with scholarships. Awarding will be completed by the end of June.
- The Summer 2021 Complete the Dream Application will open the week of May 24th.
- Thanks to the gift from Associated Students, the Foundation has been able to provide \$38,208.00 in Emergency Assistance for FY21. Applications continue to come in at a steady pace.
- The budget process has begun, and our finance director continues to clean up fiscal issues and align fund balances appropriately. The Foundation has successfully made its leap to a forward budgeting model so that monies raised this year will go toward expenses next year.

FUNDRAISING

- The 2021 INSPIRE Gala: As of April 28th, we have raised \$251,000 in Student Success Funds. Continuing the trend with virtual Galas, we introduced many new donors to the college and welcomed first time gifts both large and small.
- **We are inspired!** We had 100% Board of Trustees participation in this year's INSPIRE Gala, and the Foundation is very thankful for the support. Thank you to the Board of Trustees, the Foundation Board of Directors, and the campus community for not just participating in this event, but promoting it, hosting parties, giving generously, encouraging neighbors, and being wonderful ambassadors for the College. During a tough COVID year with economic and social challenges, our employees, student leaders, and leadership shined especially bright to support our students.
- We are grateful for Nicole Galipau, an alumna, a faculty member and Foundation board member who chaired this year's GALA. Our auction items went quickly this year, many closing out at double the value. The hot ticket item was the food truck entry, and we were able to provide the runner up a second food truck experience for an additional gift.
- Virtual parties generated great momentum! We had 17 hosted parties compared to the 6 in 2020. Hosts were very engaged in reaching deep into their networks to invite new donors to participate. One host invited over 180 attendees to his event. Another had a guest who participated (and donated) from Malaysia. The average party size was about 20 people in attendance.
- The Foundation participated in Washington's statewide fundraising campaign, known as GiveBIG. It occurred May 4 and 5.
- Donor recognition signs have been installed in Hazel Miller Hall. We look forward to inviting donors to tour the building once it is safe to do so.

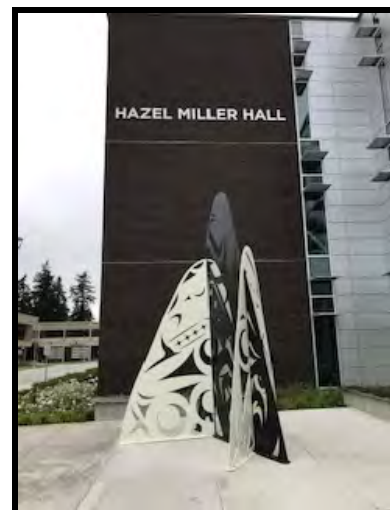
Submitted by: Danielle Carnes

**BOARD OF TRUSTEES
May 13, 2021****PRESIDENT'S REPORT****New Art Installation - Hazel Miller Hall**

I am delighted to share the new metal sculpture commissioned for the front of Hazel Miller Hall. The work, entitled "Family," is by Tulalip artist James Madison, who describes it in the following artist statement:



Orca whales/(black fish) and Salish sea salmon need human help. "We need to take care of them and do what's necessary by them. If they're gone off of this earth then so are we." Art work depicts me and my two boys represented as the Orca playing, hunting, learning family traditions. Always together, always a team.

**Washington Legislative Session**

The 2021 legislative session (105 days) wrapped up on April 25th. It was a productive session with a lot of hard work done by the CTC system and college trustees, advocating for the needs of our students. We were very pleased that the design phase of our important capital project, Triton Learning Commons, was funded at \$3.6M. Many thanks to the legislators in both the House and the Senate who represent our service area. They have been great partners in bringing resources to our students. And a special thanks to our trustees who understand the importance and power of Board advocacy and are willing to reach out to lawmakers.

Meeting with Senator Maria Cantwell's Office

Senator Maria Cantwell's office approached us for a meeting to learn more about our professional-technical programs that might influence their policy positions. Larry Cluphf, Danielle Carnes and I met with Richard-Duane Chambers, David Martin, and Cameron Caldwell from the Senator's office. We had a great discussion on our work with the aerospace industry at the WATR Center, including the fact that the Center is set up is like a factory floor, mimicking real-life work shifts, which gives students the opportunity to develop soft skills as well as technical skills. We discussed our community's need and our readiness to expand and diversify the WATR Center into the Advanced Manufacturing Skills Center, adding other industries like Maritime and AI-Robotics to the existing model that has been so successful. Tom Downes, our Federal funding consultant also joined us for the call.

Edmonds College Foundation Gala

I hosted an INSPIRE Gala "party" on April 22. It was wonderful to see everyone and to gather together to support students through the Foundation. Special thanks to the creative and tireless Foundation staff, under the direction of Danielle Carnes, and led by Lisa Carroll, who made the second virtual Gala a success. Following are some highlights from my event:

- 23 community leaders, BOT members, Foundation Board members, major donors attended, including our very first graduate from Edmonds Community College in 1969, Jean Eastman-Swenson.
- It was wonderful to see our community partners from Community Transit, Verdant Health, Chef Dane Catering, and the Latino Education and Training Institute
- Total raised from this group is more than \$22,000, to-date. Thank you!
- We had a great time with some Edmonds College trivia, and Jean Eastman-Swenson added some of her own questions from her time in the first graduating class, and increased the excitement by donating additional dollars per question answered to nearly double her contribution.
- Special guest appearance from LeVar Burton through Cameo, a site that coordinates celebrity messages, that highlighted the good work going on at the college and included an ask for donations and support for the Edmonds College Foundation.
- I was also able to attend several other parties as a brief guest, including the Fortive party, the President's Leadership Team Party, and two Foundation Board members' parties.

The college extends much gratitude to all our generous donors, who make serving our students possible.

Student Employee Vaccination Day

I am very pleased that we were able to work with the Seattle Visiting Nurses Association to offer a dedicated vaccination day to students, employees, and their family and friends. We offered a total of 500 appointments on May 1, 2021. I stopped by on Saturday to say thanks to the vaccination team members.