

**BOARD OF TRUSTEES****Regular Meeting**

Thursday, October 7, 2021, 2021 | 3:30pm – 6:30pm

Remote Meeting via Zoom

Zoom Link: <https://us02web.zoom.us/j/88230364391>

Dial-in: (253) 215-8782 | Meeting ID: 882 3036 4391

**AGENDA**

- |        |  |  |
|--------|--|--|
| 3:30pm | <b>1. Call to Order</b>  | Chair Wally Webster  |
| 3:32pm | <b>2. Introduction of Guests</b>   | Chair Wally Webster  |
| 3:35pm | <b>3. Public Comment</b><br>To make a public comment, please submit it in writing to <a href="mailto:publiccomment@edcc.edu">publiccomment@edcc.edu</a> no later than Wednesday, October 6, 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 Wally Webster  |
| 3:45pm | <b>4. Approval of Meeting Minutes</b><br><a href="#">page 3</a> September 9, 2021 - Regular Meeting  | Chair Wally Webster  |
| 3:47pm | <b>5. Next Meeting</b><br>Wednesday, November 10, 2021 3:30pm – Regular Meeting  | Chair Wally Webster  |
| 3:50pm | <b>6. Board of Trustees Special Presentation</b>   | Chair Wally Webster  |
| 4:20pm | <b>7. Informational &amp; Monitoring Reports</b><br>Pre-College Division Update  | Allison Cohen  |
| 4:40pm | <b>8. Old Business: Second Consideration and Final Action</b><br><a href="#">page 12</a><br><a href="#">page 13</a><br>a. Approval Board Meeting Dates for 2022<br><b>RESOLUTION #21-10-1</b>  | Chair Wally Webster  |
| 4:45pm | <b>9. First Consideration</b><br><a href="#">page 14</a><br><a href="#">page 17</a><br><a href="#">page 18</a><br><a href="#">page 19</a><br>a. Consideration of Lease Amendment – Golf Course<br>b. Consideration of Hazel Miller Hall Space Naming<br>c. Consideration of Faculty for Permanent Status<br>d. Review of 1/3 Board Policies and Procedures<br>i. BOT 6.0, 6.01pr: Mission, Vision, Core Themes and Values<br>ii. BOT 11.0, 11.01pr: Board Treasurer and Fiscal Accountability<br>iii. BOT 12.0, 12.01pr: Communication and Counsel to the Board<br>iv. BOT 13.0: Emergency Executive Succession<br>v. BOT 15.0: Academic Freedom<br>vi. BOT 16.0, 16.01pr: Emeritus Status | Mushka Rohani<br>Danielle Carnes<br>Kim Chapman<br>Chair Wally Webster |

5:05pm	<b>10. Representative Reports</b> <ul style="list-style-type: none"><li>a. Student Representative (5)</li><li>b. Classified Staff Representative (5)</li><li>c. Faculty Representative (5)</li></ul>	Puneet Birk Liz Mueth Kay Latimer
5:20pm	<b>11. Break</b>	
5:30pm	<b>12. Foundation Report</b> <a href="#">page 36</a>	Danielle Carnes
5:35pm	<b>13. President's Report</b> <a href="#">page 38</a>	Dr. Amit Singh
5:40pm	<b>14. Board Discussion</b> <ul style="list-style-type: none"><li>a. Trustee Updates</li><li>b. DEI Committee</li><li>c. Other</li></ul>	Chair Wally Webster
6:00pm	<b>15. Executive Session</b>	Chair Wally Webster
6:30pm	<b>16. Adjournment</b>	Chair Wally Webster

**Next Meeting:**  
**Wednesday, November 10, 2021, 3:30pm – Regular Meeting**

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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 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](mailto:Kristen.nyquist@edcc.edu)



## BOARD OF TRUSTEES

### Regular Meeting: September 9, 2021

Held via Zoom video conference due to COVID-19

## Draft Minutes

**Trustees Present:** Wally Webster, Chair; Adrienne Wagner, Vice Chair; Dave Earling; Dr. Tia Benson Tolle; Carl Zapora

**Trustees Excused:** None

### Others Present:

Dr. Amit Singh, President  
 Arlene Anderson, Assistant Attorney General  
 Kay Latimer, Faculty Union Representative  
 Puneet Birk, Associated Students of Edmonds College Representative  
 Elizabeth Mueth, Classified Staff Union Representative  
 Danielle Carnes, Vice President of Innovation and Strategic Partnerships  
 Christina Castorena, Vice President of Student Success  
 Kim Chapman, Interim Vice President of Instruction

Kristen NyQuist, Director of Planning and Operations  
 Jim Mulik, Vice President of Finance, Grants, and Institutional Effectiveness  
 Mushka Rohani, Vice President of Human Resources and Operations  
 Eva Smith, Chief Information Officer  
 Dr. Yvonne Terrell-Powell, Vice President of Equity, Inclusion, and Belonging

Various members of the campus community and public.

### CALL TO ORDER

With a quorum present, Chair Webster called the meeting to order at 3:30pm, and welcomed those in attendance. He noted that Trustee Benson Tolle would be joining the meeting later.

### INTRODUCTIONS

Chair Webster welcomed Ms. Puneet Birk, the new Executive Officer for Administration for the Associated Students of Edmonds College. He led the introductions of the Trustees. Dr. Singh led the introductions of the leadership team and also welcomed new employees Karen Magarelli, Director of Marketing and Public Information Officer, Claire Murata, Associate Dean of Library Services, and Vernon Hawkins, Dean of Business, Continuing Education, and Workforce Development.

### PUBLIC COMMENTS

Chair Webster noted that one public comment had been received. Ms. NyQuist read the unedited comment into the record. [Attachment 1]

### AGENDA AMENDMENT

Chair Webster proposed amending the agenda so that item 9 was moved before item 8. The Board concurred.

**APPROVAL OF MEETING MINUTES**

Chair Webster asked for a motion to approve the minutes from June 10, 2021, which was made by Trustee Zapora and seconded by Vice Chair Wagner. The minutes were approved as presented.

**Approved**

Chair Webster asked for a motion to approve the minutes from the August 12-13, 2021 summer study session, which was made by Vice Chair Wagner and seconded by Trustee Earling. The minutes were approved as presented.

**Approved**

**NEXT MEETING**

The next regular meeting of the Board will be held on Thursday, October 7, 2021 at 3:30pm.

**INFORMATIONAL & MONITORING REPORTS****2020-21 Major College Issues and Activities**

Dr. Singh noted that the previous academic year had been unique in many ways, and that the leadership team had spent much of its time working on issues that fell outside the formal college goals. The Board had expressed interest in hearing about those items.

Dr. Singh and members of the leadership team presented the following projects:

**COVID-19 Response**

Dr. Singh reported that a COVID Response Team had been formed in March 2020, and had met daily for several months. The team has met continuously through the pandemic and still meets twice a week.

Jade Jeter Hill, Director of Safety, Security and Emergency Preparedness, reported on the following items:

- Convened a multi-participant Task Force to gather input from across campus
- Built plans for re-entry including:
  - branded safety and directional signage
  - systems for tracking activity on campus
  - detailed safety plans for anyone on campus
  - a schedule of activity shared and used by facilities and custodial
  - a system for ordering PPE
  - a reporting system used in contact tracing
- Trained four contact tracers
- Worked closely with the college PIO on messaging
- Worked closely with the Snohomish Department of Health
- Developed a rapid response plan to respond to any reported cases and limit further exposure

Mushka Rohani, Vice President of HR and Operations, reported her team's involvement as follows:

- Moved all eligible employees to remote work
- HR team worked on campus through the entire period to ensure safety of confidential information
- Became the first college in the state to be part of the SharedWork program, which provided unemployment benefits to furloughed employees
- Dealt with 950 false unemployment claims due to stolen identities at the state level
- Led a project updating every job description across campus
- Recruited 139 positions in the middle of remote operations
- Brought payroll function back in-house from Bellevue College
- Led the creation and implementation of the HCM pillar in ctLink, becoming the first pillar to stabilize

- Supported employees' mental wellness with weekly meditation and yoga classes
- Offered a drive-thru flu shot clinic that served 450

### **COVID Communications**

Danielle Carnes reported that the uncertainty of COVID made communication all the more important. The team aimed to be consistent, clear, concise, timely, and have all the messaging posted on a central webpage, in multiple languages, complete with FAQs. In addition, the team:

- Monitored all the press conferences held by Governor Inslee
- Developed a system of crafting communications for employees, then students, then posting them publicly
- Sent a media advisory every time there was a substantial shift in policy or practice
- Dr. Singh held regular Town Hall meetings and used them to address concerns across the employee pool, as well as to gather feedback on how people were feeling about certain topics. The feedback then informed decisions.
- Smartsheet technology was used to design a tracking tool for employee attestations and contact tracing

### **ctcLink**

Eva Smith reported some of the additional tasks required, outside of getting the college live on ctcLink:

- Providing continuous front-line support and training to students for logins, enrollment, and all other aspects of self-service
- Trouble-shooting the online payment function
- Dealing with data conversion issues
- Managing the new security roles for employees across the college
- Providing training for all employees
- Developing peer-to-peer training groups (community of practice)
- Helping employees move from paper processes to automated workflows

### **Racial Injustice**

Dr. Yvonne Terrell-Powell reported that while bridging the performance gap has been a focus for the college relating to racial equity, it's not been the only work being done as the murders of George Floyd, Brionna Taylor, and Ahmaud Arbery had a huge impact on People of Color. The following actions took place:

- Leadership immediately took a strong public stance against bias and racism
- The organization set a goal of becoming an anti-racist institution
- Listening sessions were held across campus to hear how the events were impacting students and staff
- Faculty Senate Council led a teach-in, created an ad-hoc and now permanent DEI committee
- A BLM webpage was created listing many resources
- A message from the President was sent out regarding #StopAsianHate and the deaths of so many First Nations children.
- Dr. Terrell-Powell held many one-to-one meetings with minoritized individuals, as well as led sessions on racial battle fatigue and "Take Care" workshops
- Women of Color and Men of Color groups were started
- Allison Cohen created space with RealTalk
- The DEI Council is reconstituted
- An anti-bias policy assessment tool is being created
- A mentorship program for Black men has been created
- Student Services led a "checking in" calling campaign for Black students

**Budget**

James Mulik outlined the impact that the pandemic and the resulting economic uncertainty had on the budget, which necessitated preemptory expense reductions across the college and near continuous monitoring of funding decisions at the state level. Additionally, the move to ctcLink did not come with a budget tracking tool, so during the last half of the 2020-21 academic year the finance staff had to develop systems and creative work-arounds in order to perform their job functions.

Dr. Singh added that the year began under the assumption that there would be a \$10.5M deficit due to the anticipated state allocation reduction, and the campus as a whole had to keep adapting. Employees (non-teaching) were originally furloughed for 24 days, although that ended up being just 9 days, and the shared sacrifice across campus had the intended impact - the fact that we did not have a budget deficit was due to the effort of so many.

The Board commended Dr. Singh, the leadership team, and faculty and staff for a remarkable outcome in a very trying year, and expressed their gratitude for their perseverance in such challenging circumstances.

**OLD BUSINESS: SECOND CONSIDERATION AND FINAL ACTION****Approval of 2021-22 College Priorities**

Dr. Singh and members of the leadership team presented the 2021-22 College Priorities, comprising the six goals and 18 strategies in the Comprehensive Plan identified for focus in the coming year, as had been presented at the August 12, 2021 Board summer study session.

Trustee Zopora made a motion to approve Resolution #21-9-1, approving the goals and strategies identified as the college priorities for 2021-22, which Trustee Earling seconded. The motion was unanimously approved.

**Approved****REPRESENTATIVE REPORTS**

Associated Students Representative Puneet Birk gave her report [Attachment 2]

Classified Staff Representative Liz Mueth gave her report [Attachment 3]

Faculty Union Representative Kay Latimer gave her report [Attachment 4]

**NEW BUSINESS: FIRST CONSIDERATION****2022 Regular Board Meeting Dates**

Chair Webster went over the proposed meeting dates for the 2022 calendar year, and asked trustees to check their calendars and let Ms. NyQuist know, prior to the October 7 Board meeting, if they have any conflicts with the dates.

**BREAK**

At 5:04pm, Chair Webster adjourned the meeting for an 11-minute break.

At 5:15pm, Chair Webster reconvened the meeting in open session.

**FOUNDATION REPORT**

Danielle Carnes gave the Foundation Report, noting that interim Executive Director, Jeff Lewis, was making progress on operational changes, priority setting, and fundraising capacity building. In addition, the Foundation Board has hired a search firm to facilitate the search for a permanent ED, with the expectation of a successful hire before the end of the calendar year. Complete the Dream scholarships have been awarded; the Pave the Way scholarship appeal raised over \$7K for the coming year; the Edmonds City Council approved a 3-year, \$325K grant for Edmonds residents who want to retrain/reskill as students at Edmonds College; and the 2022 Gala will be held at the Lynnwood Convention Center on April 9.

**PRESIDENT’S REPORT**

Dr. Singh reported that the primary focus most recently had been to reopen campus safely to employees and students. He thanked the faculty and staff for their efforts to that end. He reported that he and the leadership team had recently responded to a Faculty Senate survey of questions to make sure faculty had all the information they needed in this time transition back to campus. He had also met with Classified Staff leadership to make sure their questions were answered as well.

**BOARD DISCUSSION**

**Trustee Updates** - Chair Webster opened the floor for updates from the trustees. Vice Chair Wagner shared that it’s a very busy time in the healthcare sector, and that the best tool we have right now for managing COVID-19 is vaccines; Trustee Zapora offered a welcome to all new Edmonds College employees and shared his enthusiasm for the work being done in the area of mental wellness for staff and students, and also the new Welcome Center for students. Trustee Earling encouraged everyone to focus on how we want to come out of this challenging time and not be distracted by the social divisions. Chair Webster remarked that the college could have been a superspreader site, but instead handled the safety side of the pandemic extremely well. He mentioned that his work with Lynnwood’s sister city project may present opportunities to collaborate.

At 5:30pm, Trustee Tia Benson Tolle joined the meeting.

**DEI Committee** - There was no DEI Committee update.

**Board Representation** - Chair Webster shared two opportunities for Board representation:

- ACT’s Legislative Action Committee - Edmonds College Board can appoint a representative to the LAC, which does advocacy work at the state level.
- Edmonds College Foundation Board - The Foundation Board of Directors would like to have a liaison from the Board of Trustees.

He asked for anyone interested in either position to let him know.

**EXECUTIVE SESSION**

At 5:33pm, Chair Webster adjourned the meeting to an executive session to discuss personnel issues for 57 minutes, returning at 6:00pm.

At 6:30pm, Chair Webster reconvened the meeting in open session.

**ADJOURNMENT**

The meeting was adjourned by Chair Webster at 6:31pm.

**Next Meeting:** The next regular Board meeting will be held October 7, 2021 at 3:30pm

\_\_\_\_\_  
Wallace Webster II, Chair

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

ATTEST: \_\_\_\_\_  
Dr. Amit B. Singh

**ATTACHMENT 1****PUBLIC COMMENT - BOARD OF TRUSTEES MEETING  
September 9, 2021**

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From: Kevin Stewart, former Dean of Business

Board of Trustees:

On behalf of those unable to speak for themselves, I, Kevin Stewart, current (yet soon to be previous dean - on my own volition), respectfully feel compelled to advocate for those not formally represented before the board. Unlike faculty senate, faculty union, and classified union representation, mid-level administrators (exempt) are at the expense of executive level administration.

As such, since inception of my employment, a culture of fear exists within the institution. Edmonds College will continue to decline under Dr. Singh's leadership.

The college is at the verge of brinkmanship - financially, culturally, and from an enrollment perspective. Many of the delirious decisions on the horizon cannot and will not be resolved by the "Wizard of Oz" alone - self-efficacy, human agency, and leadership play a significant role in infamous "performance indicators" traditionally professed before BoT. ctclink? We expressed that. Enrollment? We expressed that. Modality? We expressed that. . .

While I respect the tough position any campus executive may hold, communication is non-existent as well as collaboration; communication is so bad I personally feel remiss to not express my concerns as I escape to a more collaborative academic environment.

As a Texan, I cannot help but remind myself of an infamous quote by Sam Houston: "Texas has yet to learn submission to any oppression, come from source it may."

Given I care deeply for students, faculty, and staff, I kindly ask BoT to not renew Dr. Singh's contract.

Otherwise, given 10-20% of colleges are expected to close within two years due to financial insolvency, I respectfully ask - on behalf of Snohomish County - to address the elephant behind the curtain.

Nevertheless, a parking ticket may suffice if that alone isn't indicative of one's mens rea and modus operandi.



**ATTACHMENT 2**

**BOARD OF TRUSTEES  
MEETING REPORT  
September 9th, 2021  
Associated Students of Edmonds College**

- As of right now there is only one officially appointed executive officer which is myself, for Administrative Liaison, while we are making progress on boarding more officers there are some obstacles such as Social Security numbers for our international candidates.
- Friday, September 10th and Monday the 13th, will be days in which myself and Wayne Anthony, director Center for Student Engagement and Leadership will be holding all interested candidates in interviews for their desired positions.
- Training has started for those officers who are fully onboarded, and those who are not are awaiting paperwork approval from HR. As soon as they are approved the following training will begin.
  - CtcLink Training: 9.2 Peoplesoft Fundamentals, CS100 Student Self-Service, ES100 Employee Self-Service
  - Compliance Training

Respectfully Submitted,  
Puneet Birk  
Executive Officer for Administration

**ATTACHMENT 3****BOARD OF TRUSTEES MEETING REPORT****September 9th, 2021****WPEA/UFCW LOCAL 365**

- Welcome back and as always, I appreciate the opportunity to speak to the board. Unfortunately not a lot has changed since I last talked to you all in June. I have to commend Kevin Stewart for speaking up and it is unfortunate that this only could occur after he has left the college. He is speaking the thoughts of many employees on campus. I acknowledge that the last year and a half has been exponentially challenging however these issues existed before the pandemic and have just been compounded over time. I believe that many college leaders are not as effective as they could be due to the fear of losing their employment. I have spoken about how the change in leadership, specifically the sudden departure of Charlie Crawford, Terry Cox, and Gregory Hinton, have had significant reverberations to the college community. I think that Kevin's comment speaks directly to these impacts. Fear stymies innovation, team-work, and forward progress.
- The Edmonds chapter of WPEA strongly tries to work with college leadership and often does not bring issues forward to the board attempting to work through issues with leadership, however for the last few reports, I have been telling you how employees are struggling to meet the daily demands of the job while not having the tools and support necessary to accomplish the simplest of tasks while also remaining student centered.
- Again, I will reiterate that morale is very low at the college. Classified staff are feeling pulled in many directions - coming back to campus, keeping up with the state and college requirements, the general uncertainty at the college on top of juggling personal obligations. Many long-time classified staff have left the college. We are trying to do our best and meet the needs of the college, even though many areas are considerably understaffed. We need to invest in human capital and the campus community. This is difficult for me to admit, but unfortunately, I currently have a hard time recommending Edmonds College as an employer.

Respectfully submitted by  
Liz Mueth  
EC WPEA Chief Shop Steward



Edmonds College Federation of Teachers

AFT LOCAL 4254

**ATTACHMENT 4**

BOARD OF TRUSTEES  
Meeting Report  
AFT Local 4254 Edmonds College Faculty  
September 9, 2021

Welcome back to the 2021-2022 school year. I have just a few issues to discuss.

- Louis Ho was a tenured CIS Instructor and his passing on September 5, is a great loss to this college. Not only was he a wonderful instructor, but he also served on the AFT Executive Council as Vice President of Technology and was a staunch supporter of our Union and its principles. We are greatly saddened by his passing and our thoughts and prayers go out to his family.
- Local 4254 acknowledge the removal of the philosophical exemption to the vaccine mandate for students.
- I would like to take this opportunity to acknowledge and agree with Kevin Stewart's letter to the board. The union is disappointed and dismayed by Dr. Singh's leadership. We have expressed this dissatisfaction to Marco Lias, and anyone else outside that college that will listen. The article in the Herald about Dr. Singh is an embarrassment to the college. Administrators live in fear of losing their jobs and shared governance is a joke on this campus. Think about the four VP level administrators that have been fired in the last year. Why was Gregory Hinton fired, when he was hired under Dr. Singh's watch? Many employees have dealt with this toxic culture by leaving. Even Mushka acknowledged mass resignations. Institutional knowledge is just walking out the door. I have heard many great initiatives today, but you need to fix what you have and that starts with effective leadership.

Kay Latimer  
President, AFT Local 4254

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## BACKGROUND

### 2022 SCHEDULE OF BOARD OF TRUSTEES MEETINGS

#### Subject

To establish and approve the 2022 schedule of Edmonds College Board of Trustees meetings.

#### Background

In compliance with RCW 42.30.075, it is necessary that the Edmonds College Board of Trustees adopt a meeting schedule to be kept on file in the Office of the Code Reviser in Olympia.

In accordance with Board Policy 1.0 BOT Bylaws, Section 2, Meetings, which states that “The Board of Trustees will hold a minimum of six regular meetings and four study sessions during the calendar year. The day of the month, time, and place for the regular meetings and study sessions shall be set at the first fall meeting,” regularly scheduled meetings will generally be held on the second Thursday of the month with exceptions as needed. Each meeting date will be confirmed at the previous month’s Board meeting.

Unless the Board of Trustees would like to revise the usual meeting time at the September 9, 2021 meeting, meetings are generally scheduled to begin at 3:30pm and last for three hours. Exceptions to this schedule are noted below.

Meeting location will be dependent upon COVID-19 guidance from state and local officials, as well as the College administration determination if in-person meetings can be held safely. The location for in-person meetings will generally be Edmonds College, Gateway Hall 352, 6600 196th SW, Lynnwood, WA, unless otherwise noted. Meetings that are held remotely will take place via Zoom. The location of the meeting will be noted on the agenda which is posted on the website in advance of the meeting.

#### Recommendation

The Trustees are asked to review the following proposed schedule of Board of Trustees meeting dates for 2022, along with any other personal commitments they have throughout the year. Any conflicts can be presented to the Secretary of the Board.

Approval of the 2022 meeting schedule will be requested at the October 7, 2021 Board of Trustees meeting.

- February 17, 2022 - 3:30pm (this is the 3rd Thursday, due to ACCT Conference on the 2nd Thursday)
- March 10, 2022 - 3:30pm
- April 14, 2022 - 3:30pm
- May 12, 2022 - 2:30pm (earlier start time to accommodate a possible tenure reception)
- June 9, 2022 - 3:30pm
- August 11-12, 2022 - 8:00am – 5:00pm - Board Summer Study Session
- September 15, 2022 - 3:30pm (this is the 3rd Thursday, which allows for a full month between meetings)
- October 13, 2022 - 3:30pm
- November 10, 2022 - 3:30pm



Washington Community College District 23

**BOARD OF TRUSTEES  
October 7, 2021**

**RESOLUTION #21-10-01  
2022 SCHEDULE OF BOARD MEETINGS**

WHEREAS, in compliance with *RCW 42.30.075*, it is necessary that the Edmonds College Board of Trustees adopt a meeting schedule to be filed with the Office of the Washington State Code Reviser in Olympia prior to January 1; and

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

NOW, THEREFORE, BE IT RESOLVED that the Edmonds College Board of Trustees adopts the following schedule for its 2022 meetings, and directs the President or designee to file this schedule with the Office of the Washington State Code Reviser.

MONTH	DAY	START TIME	END TIME	MEETING TYPE
January - No meeting				
February 17, 2022	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
March 10, 2022	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
April 14, 2022	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
May 12, 2021	Thursday	<b>2:30 pm</b>	6:30pm	Regular Meeting
June 9, 2021	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
July - No meeting				
August 11-12, 2022	Thursday, Friday	8:00 am	5:00pm	Study Session
September 15, 2022	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
October 13, 2022	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
November 10, 2022	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
December - No meeting				

\_\_\_\_\_  
Wally Webster II, Chair

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

ATTEST:

\_\_\_\_\_  
Dr. Amit B. Singh, Secretary



Washington Community College District 23

**BOARD OF TRUSTEES**  
**October 7, 2021**

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## **BACKGROUND**

### **Lease Addendum with City of Lynnwood**

#### **Subject**

Proposed addendum to lease with the City of Lynnwood to include the use of Room 120 in Woodway Hall.

#### **Background**

According to Board Policy BOT 2.0 - Board Job Description, the Board of Trustees retains the right to approve every lease of real property.

The City of Lynnwood currently leases space from Edmonds College including golf course grounds, parking areas, and part of Woodway Hall for golf course operations including a pro-shop, restrooms, shower, and locker rooms. The City of Lynnwood has formally requested permission to add Woodway Hall, Room 120, which would allow for a reservations center for the golf course. Room 120 in Woodway Hall is not currently in use, and is surrounded by other space leased by the City of Lynnwood.

The City of Lynnwood is responsible for all utilities and all other services required for the operations of the reservation center.

Edmonds College is not increasing the rental amount paid by the City of Lynnwood, for the use of this additional 281 square foot space.

Further, it is agreed that upon termination of the lease, the City of Lynnwood would be responsible to return the rooms to their original condition.

#### **Recommendation**

Edmonds College recommends that the Board of Trustees approve the lease addendum with the City of Lynnwood at the November 10, 2021 Board of Trustees meeting.

**Addendum #1**

**Lease between State of Washington Edmonds College and City of Lynnwood**

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THIS ADDENDUM is made as of the \_\_\_\_ day of \_\_\_\_\_, 2021 (“Addendum Date”), between State of Washington Edmonds Community College (“College”), whose address is 20000 68<sup>th</sup> Ave W, Lynnwood, WA 98036, for its executors, administrators, successors, and assigns, hereinafter called the Lessor, and the City of Lynnwood, a municipal corporation hereinafter called the Lessee.

WHEREAS, the Lessor and Lessee deem it to be in the best public interest to enter into this Addendum to the Lease entered into by the Lessor and Lessee on the 7 day of December 2017.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performances contained herein, IT IS MUTUALLY AGREED AS FOLLOWS:

- 1. Pursuant to Section 1.2 of the Lease, Lessor and Lessee agree to add Room 120 in the Woodway Hall Building for use in golf course operations, including but not limited to: the operations of a Reservation Center. Once occupied by the Lessee, this additional space described will become part of the leased space referenced in section 1.2 of the Lease.
- 2. UTILITIES – Reservation Center (Room 120). When the Lessee occupies the additional spaced, the Lessee shall be responsible for all utilities related to operations of the Reservation Center. Pursuant to Section 5.2 Utilities – Food and Beverage Operation, utilities for Room 120 will be moved to the new meter(s) at the expense of the Lessee.
- 3. Lessee is responsible for all other services required for the operations of the Reservation Center including, but not limited to, telephone, cable, security system, Wi-Fi or any other service installed by the Lessee.

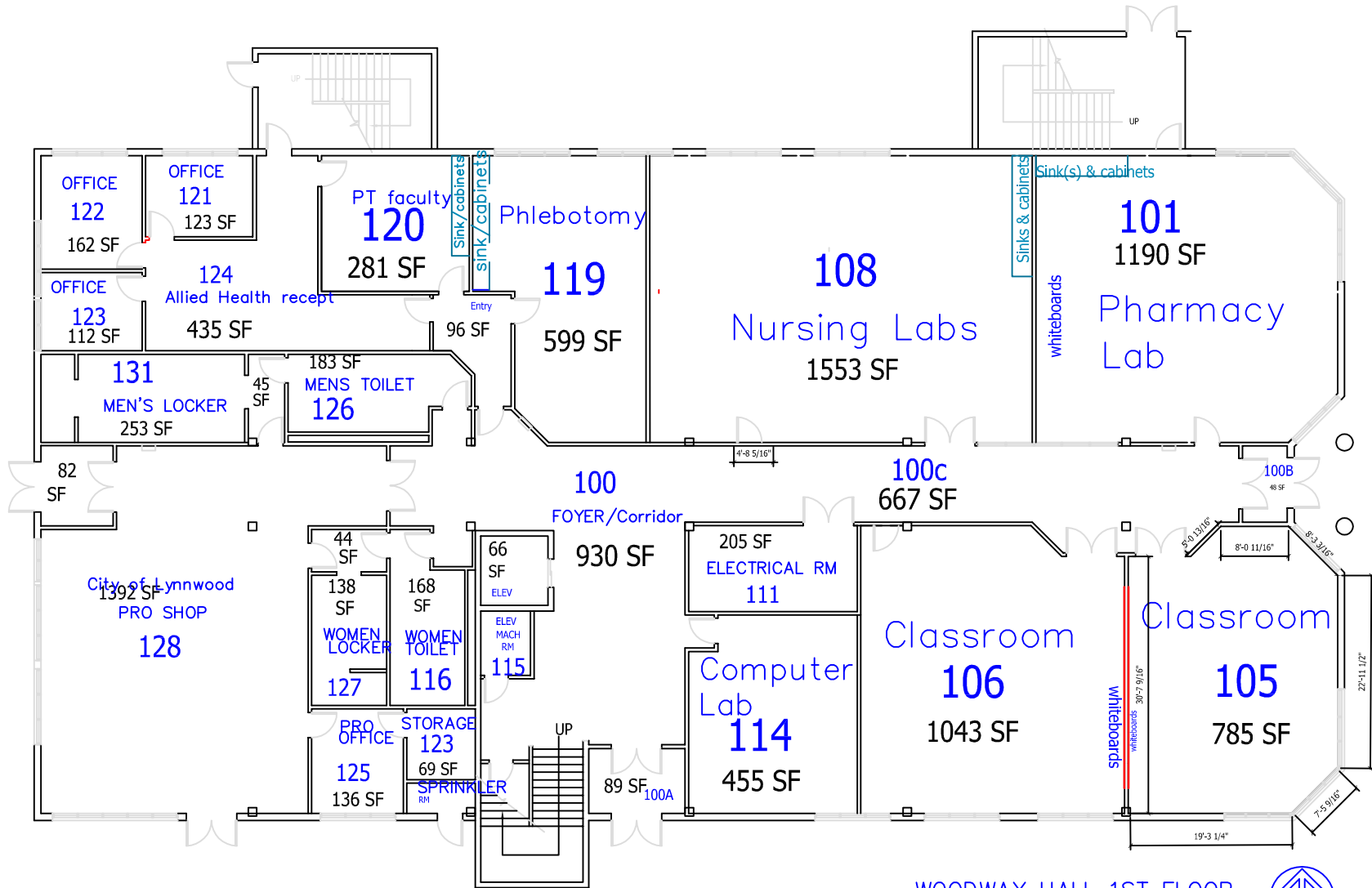
ALL other terms and conditions of the Lease shall apply and include the addition of the space as outlined in this Addendum and shall remain in effect, unless terminated, renewed, or extended in accordance with the provisions of the Lease.

IN WITNESS WHEREOF, the College and the City have executed this Addendum as of the date first written above.

State of Washington  
By: \_\_\_\_\_  
Printed Name:  
Title:  
Date: \_\_\_\_\_

City of Lynnwood  
By: \_\_\_\_\_  
Printed Name: Nicola Smith  
Title: Mayor  
Date: \_\_\_\_\_

# Exhibit A



WOODWAY HALL 1ST FLOOR







**BOARD OF TRUSTEES**  
**October 7, 2021**

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## **BACKGROUND**

### **Naming of Hazel Miller Hall South Entrance**

#### **Subject**

The Edmonds College Foundation launched a \$2M STEM and Nursing campaign to raise funds for the new building, technology, programs, and scholarships in FYs 2019-2021.

#### **Background**

The President's Leadership Team, with the approval of the Board of Trustees, has recommended building naming opportunities of class rooms, conference rooms, labs, departments, programs and other spaces in Hazel Miller Hall, to inspire those individuals, companies and foundations that would appreciate this type of donor recognition for their gifts.

#### **Recommendation**

The EC Foundation led the LAUNCH campaign in raising \$2.1M that included the namesake gift from the Hazel Miller Foundation. The individual members of the EC Foundation Board of Directors collectively gave \$275K to the campaign, \$250K of which has already been recognized through naming rights approved by the Board of Trustees. Naming the South Entrance to Hazel Miller Hall, currently unnamed, would recognize the final \$25K in gifts from individual Foundation Board members and countless hours of fundraising for the LAUNCH campaign.

The President's Leadership Team recommends that the South Entrance to Hazel Miller Hall be named in recognition of the Foundation Board of Director's \$25K donation and their overall contribution to the success of the LAUNCH campaign.

The President's Leadership Team recommends that the Board of Trustees consider granting authority to name the Hazel Miller Hall South Entrance in recognition of the EC Foundation Board of Directors at the October 7, 2021 meeting, and approve it at the November 10, 2021 meeting.



Washington Community College District 23

**BOARD OF TRUSTEES**  
**October 7, 2021**

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## **BACKGROUND**

### **CONSIDERATION OF PERMANENT STATUS**

#### **Subject**

Consideration of permanent status for:

[Nancy Nelson](#) **Adult Basic Education (Corrections)**

[Dean Schlegel](#) **Construction Trades Apprenticeship Preparation (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.

Nancy Nelson and Dean Schlegel have successfully completed their three-year probationary period. The Appointment Review Committee and Administration recommend approval of permanent status.

The candidates have submitted electronic portfolios this year. These are Google Sites with navigation that will guide you through the required sections of the permanent status portfolios.

**Please click on the name above to review the packet.**

#### **Recommendation**

The administration recommends that the Board of Trustees consider permanent status for Nancy Nelson and Dean Schlegel at the October 7, 2021 meeting and approve permanent status for these faculty members at the November 10, 2021 meeting.



**BOARD OF TRUSTEES  
October 7, 2021**

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**BACKGROUND**

**Board Policy & Procedure Review:**

**BOT 6.0, 6.01pr, 11.0, 11.01pr, 12.0, 12.01pr, 13.0, 15.0, 16.0, 16.01pr**

**Background**

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

The following policies and procedures represent the third set of a 3-year cycle, with the first portion being reviewed in 2019, and the second portion being reviewed in 2020.

**Overview**

Board Policies and Procedures 6, 11, 12, 13, 15, and 16 have been reviewed by staff and Assistant Attorney General Arlene Anderson, and proposed changes are outlined in the summary table following this page, and exact changes are shown in “redline” on the policies and procedures themselves.

**Recommendation**

The college administration recommends that the Board review the proposed changes and provide feedback; Board Policies and Procedures 6, 11, 12, 13, 15, and 16, will be brought back to the Board for approval at the November 10, 2021 meeting.



## BOARD POLICY AND PROCEDURE REVIEW

<b>Executive Summary</b>			
	<b>POLICY/PROCEDURE UNDER REVIEW</b>	<b>CHANGES RECOMMENDED</b>	<b>RATIONALE</b>
1	<b>BOT Policy 6.0 Mission, Vision, Core Themes, and Values</b>	<ul style="list-style-type: none"> <li>● Change “Review Period” language to conform with other policies</li> </ul>	This clarifies that the Board retains the authority to approve this policy.
2	<b>BOT Procedure 6.01pr Mission, Vision, Core Themes, and Value</b>	<ul style="list-style-type: none"> <li>● Change “Review Period” language, to conform to other policies and procedures</li> </ul>	This brings the review requirements for policies and procedures into alignment (a process started two years ago) and clarifies that the Board retains the authority to approve both policies and procedures.
3	<b>BOT Policy 11.0 Board Treasurer and Fiscal Accountability</b>	<ul style="list-style-type: none"> <li>● Update language to reflect VP Finance position title</li> <li>● Update language to reflect our current Comprehensive Planning model</li> <li>● Decouple budget planning from strategic planning processes, which are done on a much more infrequent basis.</li> </ul>	These changes more simply state the title of the VP of Finance (which may have other areas of responsibility at any given time), reflect our new practices and terminology stemming from our new Comprehensive Planning model, and decouple the annual budgeting process from the strategic planning process because the timing of those two is not the same.
4	<b>BOT Procedure 11.01pr Board Treasurer and Fiscal Accountability</b>	<ul style="list-style-type: none"> <li>● Update language to reflect VP Finance position title</li> <li>● Update language to reflect our current Comprehensive Planning model</li> <li>● Change “Review Period” language, to conform to other policies and procedures (as noted above in line 2)</li> </ul>	These changes more simply state the title of the VP of Finance (which may have other areas of responsibility at any given time), reflect our new practices and terminology stemming from our new Comprehensive Planning model, and clarify that planning assumptions are part of revenue and expense projections

<b>Executive Summary - continued</b>			
	<b>POLICY/PROCEDURE UNDER REVIEW</b>	<b>CHANGES RECOMMENDED</b>	<b>RATIONALE</b>
5	<b>BOT Policy 12.0 Communication and Counsel to the Board</b>	<ul style="list-style-type: none"> <li>● Update sentence structure and list formatting for clarity</li> <li>● Add language clarifying that the President may contact trustees on behalf of and at the request of the Chair to disseminate information</li> <li>● Add language that the President will develop an individual relationship with each trustee</li> </ul>	<p>The formatting changes make it easier for the reader to know what the intention of the policy is.</p> <p>The added language clarifies that the President will disseminate information to all trustees to keep the informed as appropriate, will serve as the conduit for information sharing from the Board Chair, as the OPMA allows, and will also cultivate individual relationships with each trustee.</p> <p>This is in contrast to the existing language which could be interpreted that the President could not reach out to the trustees unless directed by the Chair.</p>
6	<b>BOT Procedure 12.01pr Communication and Counsel to the Board</b>	<ul style="list-style-type: none"> <li>● Change “Review Period” language, as outlined in line 2 above</li> </ul>	
7	<b>BOT Policy 13.0 Emergency Executive Succession</b> (No Accompanying Procedure)	<ul style="list-style-type: none"> <li>● Change emergency executive successor selection timing to an annual selection of two leadership team members who could be called on to fill in for the President in case of emergency</li> <li>● Change process so that the names of the PLT members identified are presented to the Board by the President in a meeting, rather than identified by title in a policy that remains in place until changed.</li> </ul>	<p>These changes allow for a clear line of emergency succession that is based upon the most appropriate leadership team member at any given time, rather than an ex-officio position that does not account for extenuating factors such as length of tenure.</p>
8	<b>BOT Policy 15.0 Academic Freedom</b> (No Accompanying Procedure)	NO CHANGES IDENTIFIED	

<p>9</p>	<p><b>BOT Policy 16.0 Emeritus Status</b></p>	<ul style="list-style-type: none"> <li>● Remove provision to allow those with emeritus status to retain college Google Accounts and internet access</li> </ul>	<p>In a Google environment, a Google account is the “key” to much more than email, including:</p> <ul style="list-style-type: none"> <li>● access to college data via file sharing</li> <li>● ability to send communications to the entire campus</li> </ul> <p>Having emeritus recipients retain college accounts also subjects their files and correspondence (whether personal or not) to the Open Public Records Act.</p>
<p>10</p>	<p><b>BOT Procedure 16.01pr Emeritus Status</b></p>	<ul style="list-style-type: none"> <li>● Update title language to allow for all members of the President’s Leadership Team, not just those with the title of Vice President</li> <li>● Update language to reflect our current Comprehensive Planning model</li> <li>● Change “Review Period” language, as outlined in line 2 above</li> </ul>	<p>These changes clarify that all members of the President’s Leadership Team (not just VPs ) can participate in the process, and also reflect our new practices and terminology stemming from our new Comprehensive Planning model</p>

## **BOT 6.0 - Mission, Vision, Core Themes, and Values :**

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### SUMMARY/SCOPE

The Edmonds College Board of Trustees supports the college's Mission, Vision, Core Themes, and Values. As the governing body for the college, the Board of Trustees approval is required before changes can be implemented.

### DESCRIPTION

The current Mission, Vision, Core Themes, and Values are as follows:

### MISSION

Teaching | Learning | Community

### VISION

Transforming lives through exemplary, nationally recognized educational and career pathways.

### CORE THEMES

Guided by innovation, equity, inclusion, and a global perspective, we are committed to...

- Academic Excellence
- Student Success
- Community Engagement

### VALUES

The Board, employees, and students of our college value...

#### Collaboration and Communication

- We promote respectful collaboration, communication, and interaction among students and employees.
- We develop and maintain a safe, healthy, and professional environment that fosters creativity, innovation, learning, and personal growth.

#### Responsibility and Accountability

- We manage our resources with efficiency and integrity to ensure the long-term health of the college.
- We infuse sustainable and transparent practices throughout all aspects of the college's operations and programs.

#### Innovation and Creativity

- We continuously seek opportunities to improve the quality of our lives, the college, our community, and the world.
- We explore, create, and evaluate in order to improve.

#### Diversity, Respect, and Inclusion

- We celebrate the individuality and diversity of our students and colleagues, as well as the diversity of our college, community, nation, and world.
- We require equity and mutual respect.

An in-depth review of the Mission, Vision, Core Themes, and Values will be conducted at least once every seven (7) years.

### GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 6.01pr Mission, Vision, Core Themes, and Values: Procedure](#)

SOURCE INFORMATION

(was) B 1.1 Mission Statement, Vision Statement, Core Themes, Strategic Objectives, and Values

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

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

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

2014-Feb 18 Reviewed

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

2013-May 09 Amended, Board Resolution 13-5-1

2012-Sep 09 Amended, Board Resolution 12-9-3

2012-Aug First Consideration of B 1.1

2010-Jun 09 Amended, Board Resolution 10-6-9

2007-Jan 11 Amended

2001-May Approved B 1.1 (and B 1.2)

**BOT 6.01pr - Mission, Vision, Core Themes, and Values : Procedure**

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SUMMARY/SCOPE

Procedure for Board policy BOT 6.0 for updating and revising the Mission, Vision, Core Themes, and Values.

DESCRIPTION

At least once every seven (7) years, the Board of Trustees will direct the President to conduct an in-depth review of the college's Mission, Vision, Core Themes, and Values.

PROCEDURE DETAILS

The President will ask the Office of Planning, Research, and Assessment to assist with college-wide engagement.

The college may use employee/representative bodies, or a steering committee/task force to ensure broad participation by students and employees. In addition, the college will invite external community feedback. Other means of gathering input may include surveys or focus groups. The draft statements will be reviewed and recommended by President's Leadership Team to the Board of Trustees for their review and feedback.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 6.0 Mission, Vision, Core Themes, and Values](#)



SOURCE INFORMATION

(was) B 1.1 Mission Statement, Vision Statement, Core Themes, Strategic Objectives, and Values

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

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

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

2014-Feb 18 Reviewed

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

2013-May 09 Amended, Board Resolution 13-5-1

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

2012-Aug First Consideration of B 1.1

2010-Jun 09 Amended, Board Resolution 10-6-9

2007-Jan 11 Amended

2001-May Approved B1.1 (and B 1.2)

**BOT 11.0 - Board Treasurer and Fiscal Accountability :**

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SUMMARY/SCOPE

The Board of Trustees maintains fiduciary responsibility for Edmonds College District 23, and the President and Vice President for Finance and Operations ensure fiscal operations are in compliance with state and federal laws and regulations.

DESCRIPTION

The President maintains full authority for all operations of the college, and the Vice President for Finance and Operations serves as the Treasurer of the Board of Trustees. The Treasurer shall submit a quarterly report of the operating budget to the Board on a quarterly basis. The budgeting process for any fiscal year shall clearly reflect the college's Mission, Vision, Core Themes, Strategic Objectives, Strategic Plan, and Values, and Comprehensive Plan; be fiscally sound; and be derived from an institution-wide strategic planning process.

ASSET PROTECTION

The Board delegates to the President the authority to ensure that assets of the college are protected, adequately maintained, and free from unnecessary risk.

DEBT MANAGEMENT

Edmonds College may incur debt in accordance with RCW 28B.50.140 (6) and RCW 39.94. The college debt shall be effectively managed to ensure adequate resources are available to meet debt service requirements of short-term and long-term indebtedness.

#### CASH AND INVESTMENT MANAGEMENT

Edmonds College shall invest funds in a manner which provides maximum security with the highest investment return, while meeting the daily cash flow demands of the college and conforming to all state laws governing the investment of public funds.

#### GLOSSARY TERMS

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

#### RELATED POLICIES AND PROCEDURES

[BOT 11.01pr Board Treasurer and Fiscal Accountability: Procedures](#)

#### SOURCE INFORMATION

(was) B 2.4 Board Treasurer and Fiscal Accountability, B 2.6 Asset Protection, B 2.10 Debt Management, and B 2.11 Cash and Investment Management

[RCW 28B.50.140 \(6\) Boards of trustees - Powers and duties.](#)

[RCW 39.94 Financing Contracts.](#)

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

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

#### REVIEW PERIOD

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

#### REVIEW HISTORY

2017-Mar 09 Amended to combine B 2.9 and B 2.10 with BOT 11.0, Board Resolution 17-3-6

2017-Mar 09 Amended to combine B 2.6 with B 2.4; renamed and changed to BOT 11.0, Board Resolution 17-3-6

2014-Feb 18 Amended to move B 2.7 to B 2.6, B 2.8 to B 2.7, B 2.9 to B 2.8, B 2.10 to B 2.9, and B 2.11 to B 2.10

2014-Feb 18 Amended to combine B 2.5 with B 2.4 and rename, Board Resolution 14-2-1

2014-Feb 18 Amended to combine B 2.6 with B 2.5

2008-Sep 11 Approved B 2.11, Board Resolution 08-9-2

2008-Sep 11 Approved B 2.10, Board Resolution 08-9-1

2002-Aug 01 Amended B 2.7 for Name Change

2001-May Approved B 2.4 - B 2.9

## BOT 11.01pr - Board Treasurer and Fiscal Accountability : Procedure

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### SUMMARY/SCOPE

This procedure explains the process for implementing Board policy BOT 11.0 Board Treasurer and Fiscal Accountability.

### DESCRIPTION

With respect to the actual, ongoing condition of the college's financial health, the President will ensure that the institution is proceeding in accordance with the college's Mission, Vision, Core Themes, ~~Strategic Objectives, Strategic Plan, and Values~~, and ~~Comprehensive Plan~~. On a quarterly basis, the Vice President for Finance ~~and Operations~~ shall provide the Board with a quarterly update of the college's operating ~~ingions~~ budget.

### PROCEDURE DETAILS

The President is held accountable by the Board of Trustees that the budget:

1. Contains sufficient information, as determined by the Board, to develop credible projections of revenues and expenses, ~~which includes along with~~ reasonable planning assumptions.
2. Maintains an operational reserve.
3. Ensures fiscal soundness for future years.

### ASSET PROTECTION

The President will:

1. Minimize exposure of the organization, its Board, and its staff from claims of liability.
2. Receive, process, and disburse funds under controls, which are sufficient to meet the State Auditor's standards.
3. Protect the organization's intellectual property, information, and files from loss or significant damage.
4. Inform the Board, at a minimum quarterly basis, of:
  - A. Any pending litigation.
  - B. Any settlement agreement.
5. Enter into contracts that are aligned with the college's Mission, Vision, Core Themes, ~~Strategic Objectives, Strategic Plan, and Values~~, and ~~Comprehensive Plan~~, as well as fiscally sound and in compliance with state and federal laws and regulations.
6. Safeguard the college's public image and credibility.

### DEBT MANAGEMENT

The college shall not incur debt or borrow money which will cause the aggregate debt contracted by the college to exceed that amount for which payments of principal and interest in any fiscal year would require the college to expend more than seven percent (7%) of the average general operating revenues for the three (3) immediately preceding fiscal years. The Vice President for Finance ~~and Operations~~ shall provide annual updates to the Board at the summer study session, as well as when requested by the Board.

### CASH AND INVESTMENT MANAGEMENT

The Vice President for Finance ~~and Operations~~ or designee shall invest college funds and is responsible for the college's investment program. The Vice President for Finance ~~and Operations~~ or designee will

take necessary actions to ensure the prudent investment of college funds. The Vice President for Finance ~~and Operations~~ or designee shall provide periodic reports to the President. The Vice President for Finance ~~and Operations~~ shall present an annual report that provides an accurate and meaningful representation of the investment portfolio and provides analysis as proof of compliance with this policy. Should any significant changes occur, the Vice President for Finance ~~and Operations~~, through the President, will ensure that the Chair of the Board is apprised of the situation.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 11.0 Board Treasurer and Fiscal Accountability](#)

SOURCE INFORMATION

(was) B 2.4 Budgeting, B 2.6 Compensation and Benefits, B 2.10 Debt Management, and B 2.11 Cash and Investment Management

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2017-Mar 09 Amended to combine B 2.9 and B 2.10 with BOT 11.0, Board Resolution 17-3-6

2017-Mar 09 Amended to combine B 2.6 with B 2.4; renamed and changed to BOT 11.0, Board Resolution 17-3-6

2014-Feb 18 Amended to move B 2.7 to B 2.6, B 2.8 to B 2.7, B 2.9 to B 2.8, B 2.10 to B 2.9, and B 2.11 to B 2.10

2014-Feb 18 Amended to combine B 2.5 with B 2.4 and rename, Board Resolution 14-2-1

2014-Feb 18 Amended to combine B 2.6 with B 2.5

2008-Sep 11 Approved B 2.11, Board Resolution 08-9-2

2008-Sep 11 Approved B 2.10, Board Resolution 08-9-1

2002-Aug 01 Amended B 2.7 for Name Change

2001-May Approved B 2.4 - B 2.9

## BOT 12.0 - Communication and Counsel to the Board :

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### SUMMARY/SCOPE

The President has the duty to keep the Board of Trustees informed and provide counsel on key issues.

### DESCRIPTION

With respect to providing information and counsel to the Board, the President: ~~will have~~

- ~~Has~~ the duty to ensure that the Board remains informed, ~~and to. R r~~ report in a timely manner any actual or anticipated noncompliance with any policy of the Board.
- ~~Functions as the primary college communication link to the Board, keeping the Board as a whole informed as appropriate.~~
- ~~At the request of the Board Chair may contact other Board members on behalf of the Chair to inform them of key issues, as allowed by the Open Public Meetings Act (RCW 42.30.080)~~
- ~~In accordance with good governance best practice, will develop a productive relationship with each trustee to the best of his/her ability.~~

~~Deal with the Board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the Board. If concerns arise between an individual Board member and the President, the President shall seek the advice of the Board Chair.¶~~

~~¶~~

~~Function as the primary college communication link through the Board Chair to the Board. At the Board Chair's request, the President may contact other Board members to inform them of key issues in compliance with the Open Public Meetings Act (RCW 42.30.080).¶~~

### GLOSSARY TERMS

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

### RELATED POLICIES AND PROCEDURES

[BOT 12.01pr Communication and Counsel to the Board: Procedure](#)

### SOURCE INFORMATION

[RCW 42.30.080 Special meetings.](#)

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

### REVIEW PERIOD

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

#### REVIEW HISTORY

2017-Mar 09 Amended to change to BOT 12.0, Board Resolution 17-3-6

2014-Feb 18 Amended for Numbering Change to B 2.8

2002-Aug 01 Amended for Name Change

2001-May Approved B 2.7

## **BOT 12.01pr - Communication and Counsel to the Board : Procedure**

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#### SUMMARY/SCOPE

This procedure explains the process for implementing Board policy BOT 12.0 Communication and Counsel to the Board.

#### DESCRIPTION

The President has an obligation to ensure that the Board of Trustees is kept informed of critical issues and the overall operation of the college.

#### PROCEDURE DETAILS

The President will:

1. Provide the Board with a President's Report at each Board business meeting.
2. Ensure the Board is aware of relevant trends, anticipated adverse media coverage, significant external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.
3. Submit monitoring data requested by the Board in a clear, timely, and accurate fashion, directly addressing provisions of the Board policies being monitored.
4. Upon specific request of the Board, engage as many staff and external points of view, issues, and options as needed for fully informed Board choices.
5. Advise the Board if, in the President's opinion, the Board is not in compliance with its own policies, particularly in the case of Board behaviors that may be detrimental to the working relationship between the Board and the President.
6. Provide a mechanism for official Board communication, including monthly informational packets as part of the regularly scheduled Board of Trustees meeting.

#### GLOSSARY TERMS

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

#### RELATED POLICIES AND PROCEDURES

[BOT 12.0 Communication and Counsel to the Board](#)

#### SOURCE INFORMATION

(was) B 2.7 Communication and Counsel to the Board

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

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

REVIEW PERIOD

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

REVIEW HISTORY

2017-Mar 09 Amended to change to BOT 12.0, Board Resolution 17-3-6

2014-Feb 18 Amended for Numbering Change to B 2.8

2001-Aug 01 Amended for Name Change

2001-May Approved BOT 2.7

**BOT 13.0 - Emergency Executive Succession :**

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SUMMARY/SCOPE

Should the President be suddenly unable to perform her/his duties, an emergency executive succession plan will be activated.

DESCRIPTION

In order to protect the Board from sudden loss of chief executive services, the President will ensure that members of the staff are familiar with Board and chief executive issues and processes. ~~In an emergency, the Executive Vice President for Instruction will be responsible for assuming the duties of Acting President until the Board takes action to approve a longer term successor. Should the Executive Vice President for Instruction be unable to perform these duties, then the Vice President for Finance and Operations will serve as Acting President.~~

Each year, generally at the September Board meeting, the President will identify and present to the Board the name and title of the most appropriate member of the President's Leadership Team who, in an emergency, would be responsible for assuming the duties of Acting President until the Board took action to approve a longer-term successor. At the same time, the President will present the name and title of a secondary President's Leadership Team member who could step in as Acting President if the primary person named was unable to perform the duties.

In the event of personnel changes in either of the two named roles, the President will present updated names to the Board as soon as possible, but no later than the next regular meeting of the Board of Trustees.

GLOSSARY TERMS

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

SOURCE INFORMATION

(was) B 2.8 Emergency Executive Succession

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

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

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

REVIEW HISTORY  
2017-Mar 09 Amended, Board Resolution 17-3-6  
2014-Feb 18 Amended for Administrative Title and Numbering Change to B 2.8  
2007-Jan 11 Amended  
2001-May Approved B 2.9

## **BOT 15.0 - Academic Freedom :**

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SUMMARY/SCOPE  
Academic freedom is essential for the free search of truth and its exposition.

DESCRIPTION  
The Board of Trustees of Edmonds College affirms that it adheres to RCW 28B.50.020. Institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole. The common good depends upon the free search for truth and its exposition.

Academic freedom is essential to these purposes and applies to all disciplines. Freedom in research is fundamental to the advancement of truth. Academic freedom in all disciplines is fundamental for the protection of the rights of the faculty, staff, and students.

Academic freedom carries with it rights and responsibilities, regardless of employment status. Employees and students must remain civil and respectful, even when on opposite sides of an issue. The purpose of an academic community is to freely question, criticize, worry, discuss ideals, and to provide the forum to seek a better way toward human aspiration and fulfillment.

Academic freedom is essential for the maintenance of excellence in education, and moreover, exists so that society may have benefits of objective and independent criticism. Academic freedom is essential to allow the pursuit and examination of honest answers to scientific, social, and artistic questions that might otherwise be withheld for fear of offending an influential social group or transient social attitude.

Accordingly, there shall be no adverse consequences to employment status (promotion, demotion, and/or retention) as a result of discussions and expressions protected by academic freedom.

GLOSSARY TERMS



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

SOURCE INFORMATION

(was) B 1.3 Academic Freedom

[RCW 28B.50.020 Purpose.](#)

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2017-Mar 09 Amended to BOT 15.0, Board Resolution 17-3-6

2013-Nov 21 Amended for Numbering Change to B 1.3, Board Resolution 13-11-2

2013-Sep 12 Adopted B 1.4, Board Resolution 13-9-1

**BOT 16.0 - Emeritus Status :**

SUMMARY/SCOPE

The college may confer emeritus status to an employee who is retiring from Edmonds College.

DESCRIPTION

Emeritus status may be granted to a college employee upon retirement because he/she displayed meritorious, exemplary performance during his/her employment at the college and has been nominated per this policy. The emeritus title is conferred upon the approval of the President; in the case of the President, the Board of Trustees confers this status.

Benefits of Emeritus Status

All emeriti shall be accorded the following privileges:

1. Possession of a free campus staff parking permit to be issued and verified by Campus Security;
2. Same library borrowing privileges as current employees;
3. Access to campus recreational and social facilities;
4. Complimentary or reduced-priced admission to cultural and athletic events, at the discretion of the sponsoring group;
5. Invitations to participate in selected department and/or college functions;
6. Attendance at public college functions and celebrations affirming the academic mission of the college, such as commencement;
7. Receive Edmonds College mailings;
8. ~~Will automatically retain their computer account(s), which includes email and internet access.~~

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 16.01pr Emeritus Status: Procedure](#)

SOURCE INFORMATION

(was) B 2.11 Emeritus Status

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2017-Mar 09 Amended to BOT 16.0, Board Resolution 17-3-6

2014-Feb 18 Amended for Numbering Change to B 2.11

2013-Aug 22 Adopted B 2.12, Board Resolution 13-8-1

**BOT 16.01pr - Emeritus Status : Procedure**

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SUMMARY/SCOPE

This procedure explains the process for implementing Board policy BOT 16.0 Emeritus Status.

DESCRIPTION

Emeritus status is granted upon approval by the Edmonds College President (Board of Trustees if granting emeritus status to the President) and upon retirement from Edmonds College.

PROCEDURE DETAILS

Initial review of a request for emeritus status originates in the appropriate department or office. The department administrator makes a recommendation to the appropriate ~~Vice President~~ **member of the President’s Leadership Team**. The **President’s Leadership Team member** ~~Vice President~~ for each area makes an independent recommendation to the President. For Vice Presidents, the President will originate such action, as deemed appropriate.

Specific criteria for a positive recommendation for emeritus status will largely be vested in the department or office, based upon those activities that it values as expressed through the unit standards. However, all candidates for emeritus status must meet at least the following general guidelines:

1. The individual must have been employed by Edmonds College for a period of no less than ten (10) years; exceptions to this requirement may be made by the Board of Trustees.

2. The individual must have maintained a record of excellence in the performance of his/her duties, service to the college, and demonstrated the college's Mission, Vision, Core Themes, ~~Strategic Objectives, Strategic Plan, and Values, and Comprehensive Plan.~~

#### GLOSSARY TERMS

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

#### RELATED POLICIES AND PROCEDURES

[BOT 16.0 Emeritus Status](#)

#### SOURCE INFORMATION

(was) B 2.11 Emeritus Status

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

#### PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

#### REVIEW PERIOD

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

#### REVIEW HISTORY

2017-Mar 09 Amended to BOT 16.01pr, Board Resolution 17-3-6

2014-Feb 18 Amended for Numbering Change to B 2.12

2013-Aug 22 Adopted, Board Resolution 13-8-1

## FOUNDATION REPORT

### EXECUTIVE

- The Foundation has hired Valtas, an executive search and interim placement firm, to conduct the search process for our new Executive Director. The candidate profile has been completed, the position will be posted and candidate outreach will take place in the coming weeks.

### BOARD OF DIRECTORS & COMMITTEES

- On September 23<sup>rd</sup>, the Foundation's newest board members toured campus. The highlight of the tour was an impromptu demonstration of the nursing simulation suite in Hazel Miller Hall by Director of Nursing, Kyra McCoy. Thank you to all the staff who helped to welcome our newest board members!

### FOUNDATION ACTIVITY

- Faculty and staff awards, funded by the Foundation, were awarded at Convocation. Congratulations to recipients
  - Olena Grosul (Accounting), Sherman Classified Excellence Award
  - Thu Ha (Accounting), Sherman Classified Excellence Award
  - Jade Jeter-Hill (Safety, Security and Emergency Preparedness), Barbara Patterson Exempt Employee Award
  - Jody Daniels (Math), Associate Faculty Award
  - Rachel Phillips (College and Career Prep/Pre College), Associate Faculty Award
  - Haley Benjamins (Librarian - Learning Resources Division), Echelbarger Sherman Excellence in Education Faculty Award
  - Jonathan Miller (Biology - STEM Division), Echelbarger Sherman Excellence in Education Faculty Award
  - Nick Sibicky (Music - Humanities Social Science Division), Echelbarger Sherman Excellence in Education Faculty Award
- The Board of Trustees awarded the prestigious Excellence in Education award to librarian Johnetta Moore.
- The Foundation awarded \$2,897 in Complete the Dream Funding for Fall 2021. The Complete the Dream scholarship helps students who are in their last quarter at Edmonds College who have experienced an unexpected and unforeseeable financial hardship that would make it impossible to graduate.

**FUNDRAISING**

- The 2021 Fall Leadership Campaign kicked off this month with a goal of raising \$70,000. The Foundation Board of Directors, along with campus and community leaders, are encouraged to support our Student Success fund that provides scholarships, emergency funds, and support for impactful programs.
- INSPIRE 2022 our annual benefit for Student Success is set for April 9, 2022. The committee is chaired again this year by tenured faculty member and Foundation Board member, Nicole Galipeau. Confirmed sponsors to date include: The Boeing Company, Building Innovations, Comprehensive Wealth Management, First Financial NW Bank, GESA Credit Union, TFS Advisors, U.S. Bank Wealth Management, Steve and Jean Pennington.

Submitted by: Danielle Carnes

**BOARD OF TRUSTEES  
October 7, 2021**

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**PRESIDENT'S REPORT****Fall Quarter**

We started Fall quarter with a campus-wide virtual Convocation event on September 13. Many thanks to Chair Webster for his remarks on behalf of the Board including presenting the Excellence in Education award. We ended the event by congratulating the following winners of this year's awards, which are generously funded by the Edmonds College Foundation:

**Echelbarger/Sherman Faculty Award:** Dr. Jonathan Miller, Haley Benjamins, Nick Sabicky

**Associate Faculty Professional Development Award:** Jody Daniels, Rachel Phillips

**Barbara Patterson Exempt Employee Award:** Jade Jeter-Hill

**Sherman Classified Excellence Award:** Thu Ha and Olena Grosul

**Excellence in Education Award:** Johnetta Moore

On Monday, September 20, we welcomed students back to campus for the first day of classes. Staff and faculty volunteers were on hand to help them get to the right place, finalize their schedules, and take care of last-minute administrative items. Triton Espresso is now open from 8am - 2pm each day in Mountlake Terrace Hall, and offers an expanded menu; IT has a large help center set up in Snohomish Hall, where they are working hard to get our students set up for success.

I've spoken with many people across campus, including faculty, staff, and students, and the general feeling is that things are going well and it's wonderful to be back. The leadership team and I are noting the feedback we are receiving and meeting frequently to discuss appropriate changes based on what we are hearing.

It's not an easy task to re-open campus and bring employees back to in-person operations. I appreciate everyone's patience, understanding, and willingness to collaborate to find solutions so that we could re-open safely and successfully.

**STEM & MESA Kick-Off Event**

On Friday, September 24, The STEM department held an open house for their students, faculty, and staff, to introduce students to all the available resources that will help them succeed in STEM. I attended along with over 60 students who were able to meet club representatives, STEM faculty for advising, STEM tutors and mentors, and EC student alumni. Along with snacks and games, the students were treated to lab demos with faculty, and provided with STEM program information. It was wonderful to meet these students and see the excellent services provided by Dr. Carey Schroyer and her team.

**Aspen Institute**

As an alumnus of the Aspen Institute's Rising President's Fellowship, I have remained involved with their College Excellence Program. Currently I am assisting consultants from JP Morgan Chase who are helping the Aspen Institute develop a recommendation for revenue and funding optimization for their network of colleges. Aspen's College Excellence Program aims to "advance higher education practices and leadership that significantly improve student learning, completion, and employment after college - especially for the growing population of students of color and low-income students on American campuses." I have provided my feedback on a few other projects in the last year or so.

**Harper College Leadership Academy (Chicago, Illinois)**

I was invited to participate as a panelist for Harper College's President's Leadership Academy's kick-off session, "Leading Through Uncertain Times," which took place on September 15th. The panel of four college presidents discussed the greatest successes and challenges of leading through COVID 19, racial unrest, and environmental crises; how each of us promote economic and racial justice on our campus; how we inspire leadership at all levels to bring about change needed to serve students well, and what strategies begun in the pandemic will be carried forward once the public health crises subsides.

It was an interesting conversation that I felt well-prepared for because of the excellent work done by our college over the last 18 months. It's gratifying to be able to share the good outcomes we've had and help others develop as future college leaders.

After the panel discussion, I hosted a breakout session on the topic of "caring for the whole student," sharing what steps Edmonds College has taken to address students' basic needs.

**EASC Business Resiliency Forum**

I'm pleased to be participating in the Economic Alliance Snohomish County's Business Resiliency Forum on November 3, 2021, as part of a panel discussion on the topic of "Talent Shaping our Workforce."