



**BOARD OF TRUSTEES**

**Regular Meeting**

**Thursday, September 15, 2022 | 3:30pm – 6:30pm**

Washington Aerospace Training and Research Center: 3008 100th St SW, Everett, WA 98204  
Rooms 121.1 and 121.2

**AGENDA**

- 3:30pm **1. Call to Order** Chair Adrienne Wagner
- 3:32pm **2. Introduction of Guests** Chair Adrienne Wagner
- 3:37pm **3. Next Meeting** Chair Adrienne Wagner  
October 13, 2022, 3:30pm – Regular Meeting
- 3:40pm **4. Transforming Lives – Student Guest (5)** Dr. Amit Singh
- 3:45pm **5. Informational & Monitoring Reports** Jim Mulik
  - a. Accreditation and Comprehensive Planning
- 4:15pm **6. Old Business: Second Consideration and Final Action** Dr. Amit Singh
  - a. Approval of College Priorities for 2022-23  
**RESOLUTION #22-9-1**
- 4:30pm **7. New Business: First Consideration** Chair Adrienne Wagner
  - a. Consideration of Board Meeting Dates for 2023
- 4:35pm **8. Representative Reports** TBD
  - a. Student Representative (5)
  - b. Classified Staff Representative (5)
  - c. Faculty Representative (5)
- 4:50pm **9. President’s Report** Dr. Amit Singh
- 4:55pm **10. Break**
- 5:05pm **11. Foundation Report** Tom Bull [Page 8](#)

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- 5:10pm **12. Public Comment** Chair Adrienne Wagner  
To make a public comment, please submit it in writing to [publiccomment@edmonds.edu](mailto:publiccomment@edmonds.edu) no later than Wednesday, September 14, 2022, 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.
- 5:20pm **13. Board Discussion** Chair Adrienne Wagner  
a. Trustee Updates  
b. Other
- 5:45pm **14. Study Session: WATR Center Tour** Larry Cluphf
- 6:15pm **15. Executive Session** Chair Adrienne Wagner
- 6:30pm **16. Adjournment** Chair Adrienne Wagner

**Next Meeting: October 13, 2022 at 3:30pm**

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

## **BACKGROUND 2022-23 COLLEGE PRIORITIES**

### **Subject**

Board of Trustees approval of the 2022-23 College Priorities.

### **Background**

Within the context of the college's Comprehensive Planning Structure, there are 6 overarching goals. For 2022-23, 15 strategies<sup>1</sup> have been prioritized under these goals. These 15 strategies, which along with the 6 goals form the 2022-23 College Priorities, were developed by the President's Leadership Team with opportunity for input and feedback from the College Leadership Team and other stakeholders.

33 actions have been identified to impact the desired target lead metrics of the 15 strategies. Those action items are assigned across the college and are monitored at the departmental level as well as by the President's Leadership Team.

The college uses leading and lagging metrics to monitor progress on a set of identified targets. Strategic lead metrics have been established and actions have been identified to impact these metrics. Lead metrics then ultimately impact larger lag metrics, which are moved by the progress of strategies and show the impact of the overarching goals. This methodology of tying the college's Comprehensive Plan components horizontally as well as vertically, is key to the plan's success. Progress reports will be produced periodically for campus and the Board.

### **Recommendation**

The President's Leadership Team recommends the Edmonds College Board of Trustees approve the 2022-23 College Priorities, as they flow from the Comprehensive Plan Goals, as outlined on the following page.

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<sup>1</sup> After the August 2022 BOT meeting, the college added a 15th strategy for 2022-23. That strategy is 4E, and it is regarding accreditation.

# 2022-23 COLLEGE PRIORITIES

The 6 Goals and 15 Strategies listed below form the 2022-23 College Priorities

## OPERATIONAL PLAN

### GOAL 1: ACCESS

#### Strategies

- 1A: Increase New Student Applications and Conversion
- 1B: Implement Strategic Scheduling to Maximize Efficiency and Effectiveness
- 1C: Enhance Digital Capabilities to Increase Enrollment

### GOAL 2: SUCCESS

#### Strategies

- 2A: Fully Build the First Pillar of Guided Pathways - Clarify the Path
- 2B: Fully Build the Second Pillar of Guided Pathways - Getting Students on the Path
- 2C: Fully Build the Third Pillar of Guided Pathways - Keeping Students on the Path

### GOAL 3: COMMUNITY ENGAGEMENT

#### Strategies

- 3A: Expand awareness and storytelling about Access and Success at Edmonds College in the South Snohomish County community

### GOAL 4: CAPACITY AND OPERATIONAL EXCELLENCE

#### Strategies

- 4A: Optimize Key College Business Processes and Provide Training to Stakeholders
- 4B: Hire and Retain Diverse Employees
- 4C: Increase Student Success-related Data Awareness and Information Literacy at the College
- 4D: Comply with SB 5227 and SB 5194
- 4E: Stay in full compliance with the accreditation policies to improve effectiveness and fulfill college mission<sup>2</sup>

## INNOVATION PLAN

### GOAL 5: ENTREPRENEURIAL HUB

#### Strategies

- 5A: Leverage State and Federal Resources to Develop New Short-term Pathways in Manufacturing Industries
- 5B: Create Entrepreneurial Learning Opportunities

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<sup>2</sup> Strategy 4E was added to the Comprehensive Plan for 2022-2023 after the August BOT Study Session.

**Strategies**

6A: Meet the Milestones and Requirements for Year 3 of the Title III Grant to Support and Increase Student Success



**BOARD OF TRUSTEES  
SEPTEMBER 15, 2022**

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**RESOLUTION #22-9-1  
2022-23 COLLEGE PRIORITIES**

WHEREAS, the Board of Trustees reserves unto itself the final approval of the college's priorities for 2022-23; and

WHEREAS, the 6 goals and 14 strategies within the 2022-23 College Priorities were developed through the President's Leadership Team with opportunity for input and feedback from the College Leadership Team and other members of the College; and

WHEREAS, the entire Comprehensive Plan, including the 6 goals, 14 strategies and underlying 32 action steps were presented to the Board for consideration and discussion at the August 11-12, 2022 Study Session;

WHEREAS, an additional strategy was developed and added to the Comprehensive Plan in early September 2022 for a total of 6 goals and 15 strategies with 33 underlying action steps and are now reflected in the 2022-23 College Priorities;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the goals and strategies as presented at August 11-12, 2022 study session, and the September 15, 2022 meeting, as the 2022-23 College Priorities.

\_\_\_\_\_  
Adrienne Wagner, Chair

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

ATTEST:

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Dr. Amit B. Singh

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## BACKGROUND

### 2023 SCHEDULE OF BOARD OF TRUSTEES MEETINGS

#### Subject

To establish and approve the 2023 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 15, 2023 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. At this time, meetings are planned to take place in person. 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 2023, 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 2023 meeting schedule will be requested at the October 13, 2022 Board of Trustees meeting.

- February 16, 2023 - 3:30pm (this is the 3rd Thursday, due to ACCT Conference the week prior)
- March 9, 2023 - 3:30pm
- April 13, 2023 - 3:30pm
- May 11, 2023 - 2:30pm (earlier start time to accommodate a possible tenure reception)
- June 8, 2023 - 3:30pm
- August 10-11, 2023 - 8:00am – 5:00pm - Board Summer Study Session
- September 14, 2023 - 3:30pm
- October 19, 2023 - 3:30pm (this is the 3rd Thursday, due to the ACCT Conference the week prior)
- November 16, 2023 - 3:30pm (this is the 3rd Thursday, to allow for a full month between meetings)

## FOUNDATION REPORT

### FOUNDATION ACTIVITY

- The Foundation has engaged consultants to facilitate a strategic planning process scheduled to kick off in mid-September. The process will include 3 phases: Discovery and analysis; strategy development; and plan activation. The plan will be implemented mid- February 2023.
- This summer, the Foundation developed a 3-year marketing communication plan. The plan focuses on creating a consistent communication strategy to keep our multiple audiences aware of and engaged with the Foundation.
- The Foundation engaged a database consultant to provide guidance on organizing and updating existing records.
- The Foundation awarded 140 scholarship recipients for the 2022/23 academic year totaling \$250K.
- The Foundation approved a budget for FY 22-23. Forecasted expenses, including College support, will be \$1.3 million.
- The 2022 Faculty and staff awards, funded by the Foundation, were awarded at the Convocation. Congratulations to recipients:
  - Associated Faculty Award to Bridget Sutherland and Shari Arensen.
  - Echelbarger Sherman to Michelle Hubbard and Lori Hays
  - Barbara Patterson Exempt Employee to Beth Farley and Chris Russ
  - Sherman Classified Employee to Ulyana Pyzo
  - Innovation Leadership Award to Elisabeth Frederickson
- The Board of Trustees awarded the Excellence in Education Award to Judge Theresa Pouley.

### FUNDRAISING

- The Foundation experienced an extremely successful year raising *\$1.4 million* in 2021-2022.
- For 2022-2023, The Verdant Health Commission awarded the Foundation a \$240,000 second-year grant (of a 3-year renewable grant) for the CRC Mental Health Expansion project effective July 1, 2022.
- The INSPIRE 2023 fundraising event is set for April 22, 2023 at the Lynnwood Convention Center. Mark your calendars!
- The 2022 President's Circle reception will be held as a Gratitude Coffee and Dessert Reception on campus on November 1, 2022 where guests can pick up their gratitude boxes (or have them delivered the next day if not attending). The Foundation will resume the President's Circle annual event in 2023.