



BOARD OF TRUSTEES

Regular Meeting

Thursday, October 13, 2022, 2021 Meeting:
 4:15pm – 6:40pm
 Gateway Hall, Room 352
 6600 196th Street SW, Lynnwood, WA

AGENDA

- | | | |
|--------|--|-----------------------|
| 4:15pm | 1. Call to Order | Chair Adrienne Wagner |
| 4:17pm | 2. Introduction of Guests | Chair Adrienne Wagner |
| 4:20pm | 3. Approval of Meeting Minutes
page 3
page 12 | Chair Adrienne Wagner |
| | June 10, 2022 - Regular Meeting
September 15, 2022 - Regular Meeting | |
| 4:24pm | 4. Next Meeting
Thursday, November 10, 2022 3:30pm – Regular Meeting | Chair Adrienne Wagner |
| 4:25pm | 5. Transforming Lives – Student Guests (10) | Dr. Amit Singh |
| 4:35pm | 6. Informational & Monitoring Reports
a. Accountability Audit (20) | State Auditor |
| 4:55pm | 7. Old Business: Second Consideration and Final Action
page 17
page 18 | Chair Adrienne Wagner |
| | Approval Board Meeting Dates for 2023
RESOLUTION #22-10-1 | |
| 5:00pm | 8. First Consideration
a. Consideration of Permanent Status: Melissa McKay | Kim Chapman |
| 5:05pm | b. Review of 1/3 Board Policies and Procedures
i. BOT 1.0, 1.01pr: Board of Trustees Bylaws
ii. BOT 2.0, 2.01pr: Board Job Description
iii. BOT 3.0, 3.01pr: Board Member Code of Ethics
iv. BOT 4.0, 4.01pr: Board Philosophy of Governance
v. BOT 5.0, 5.01pr: Board Civility and Respect
vi. BOT 14.0, 14.01pr: Equity, Inclusion, and Student Success
vii. BOT 17.0, 17.01pr: Board of Trustees Stipend | Chair Adrienne Wagner |

- 5:35pm **Representative Reports**
c. Student Representative (5) TBD
d. Classified Staff Representative (5) Lia Andrews
e. Faculty Representative (5) Scott Haddock
- 5:50pm **9. Break**
- 5:55pm **10. Public Comment** Chair Adrienne Wagner
To make a public comment, please submit it in writing
to publiccomment@edcc.edu no later than Wednesday, October 12, 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.
- 6:05pm **11. Foundation Report** [page 51](#) Tom Bull
- 6:10pm **12. President's Report** Dr. Amit Singh
- 6:15pm **13. Board Discussion** Chair Adrienne Wagner
a. Trustee Updates
b. Other
- 6:25pm **14. Executive Session** Chair Adrienne Wagner
- 6:40pm **15. Adjournment** Chair Adrienne Wagner

Next Meeting:
Wednesday, November 10, 2022, 3:30pm – Regular Meeting

Times are estimates only and subject to change.

The Board of Trustees may convene to an Executive Session to discuss matters covered under RCW 42.30.110. Action 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



BOARD OF TRUSTEES

Regular Meeting: June 9, 2022

Location: Held via Zoom video conference due to COVID-19

Draft Minutes

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

Trustees Excused: None

Others Present:

Dr. Amit Singh, President
 Sara King, Assistant Attorney General
 Scott Haddock, Faculty Union Representative
 Puneet Birk, Associated Students of Edmonds College Representative
 Lia Andrews, Classified Staff Union Representative
 Danielle Carnes, Vice President for Innovation and Strategic Partnerships
 Christina Castorena, Vice President for Student Engagement and College Initiatives

Kim Chapman, Vice President for Instruction
 Dr. Tina Hart, Interim Vice President for Enrollment and Student Services
 Kristen NyQuist, Director of Planning and Operations
 Jim Mulik, Vice President for Finance, Grants, and Institutional Effectiveness
 Eva Smith, Chief Information Officer
 Dr. Yvonne Terrell-Powell, Vice President for Equity, Inclusion and Belonging
 Various members of the campus community and public

CALL TO ORDER

Chair Webster called the meeting to order at 3:30pm, and welcomed those present.

INTRODUCTIONS

Chair Webster led introductions of the trustees; Dr. Singh led introductions of the leadership team.

APPROVAL OF MEETING MINUTES

Chair Webster asked for a motion to approve the minutes from the May 12, 2022 meeting, which was made by Trustee Zapora and seconded by Vice Chair Wagner. Trustee Zapora noted that there were some mathematical miscalculations on page 4, under “Significant Changes” in the Associated Students’ budget presentation. Ms. NyQuist noted a request from an employee to use the correct term “therapy dog” on page 5 in the ASEC Representative Report. With these two corrections, Chair Webster called the vote and the minutes were approved as amended.

Approved as Amended

NEXT MEETING

Summer Study Session: August 11-12, 2022

TRANSFORMING LIVES

Dr. Singh introduced EC student Anna Fridell, who will serve as the commencement speaker for the class of 2022. Ms. Fridell shared her story of coming to Edmonds College in 2020 as a softball player, when there

were not many opportunities for student athletes elsewhere due to the pandemic. She found EC to be a close-knit community and felt supported in her classes and her sport. The college also gave her a reason to continue on when experiencing a hard time in her personal life. She is now headed to Central Washington University to major in Communications: Media and Journalism. She thanked the college for giving students a safe and successful experience.

INFORMATIONAL & MONITORING REPORTS

Dr. Singh invited Jade Jeter-Hill, Director of Safety, Security and Emergency Preparedness, to give an update on her department's activities.

Ms. Jeter-Hill outlined the scale of the department's work:

- 54 acres and in 26 buildings, across ~ 2300 parking spaces
- Utilizing fire and life safety systems
- Monitoring and testing 22 Fire Alarm panels and over 2100 devices
- Maintaining 320 fire extinguishers
- 32 burglar alarms across 12 buildings
- 81 cameras to maintain situational awareness
- 24 Automatic External Defibrillators (AED)
- 8 Drug Overdose Response Cabinets - keeping Narcan stocked and up to date
- Physical and electronic lock access for every door on campus
- 176 exteriors and hundreds of interiors

She presented some of the major initiatives:

- Pandemic response plans campus-wide and by department
- Ransomware attack prevention and mitigation - in partnership with IT
- Armed intruder/aggressor plans and drills
- Developing "Campus Wide Accident Prevention Plan"
- Report safety concerns to Facilities, Grounds, Maintenance and Custodial
- Covid-related tasks

Recent and on-going steps taken to improve safety:

- Full-Time-All-The-Time staffing model - 12 officers, 2 Assistant Directors, 1 Director
- Contract to monitor and update cameras
- Stand up drills developed and deployed with Security Officers
- Staging security vehicles for higher visibility as crime deterrent
- Uniformed management team to provide more security visibility
- LPD driving through campus when coming to Cedar building
- Staggering shifts with all FT team = coverage during shift change
- Camera Refresh Plan
- Lock and Key Updates

Future Improvement Plans Include:

- Safety-focused minor capital projects
- Collaboration with IT and our Marketing and Public Relations Team to update and enhance emergency communications systems
- Seeking ways to further secure rooms

There was some discussion on safety for the Golf Course and in housing. The trustees thanked Ms. Jeter-Hill for her presentation.

OLD BUSINESS: SECOND CONSIDERATION AND FINAL ACTION

Approval of ASEC Budget

Shinhae Hwang, Executive Officer for Finance and Budget, presented the ASEC budget for the Board’s approval. There was discussion on the fund balance, and Ms. Hwang stated she is working with the VP of Finance to research policy samples. There was also discussion on how the fee rates might prevent students from registering, and how ASEC can communicate the range of financial resources available to students.

Chair Webster call for a motion to approve Resolution #22-6-1, which was made by Trustee Zapora, seconded by Trustee Earling, and unanimously approved.

Approved

Approval of ASEC Fees

Ms. Hwang presented the ASEC fee rate for the Board’s approval. The S&A Fee will be \$12.25 per credit for credits 1-10. Aside from this increase, all other fees remain the same.

Chair Webster called for a motion to approve Resolution #22-6-2, which was made by Trustee Earling, seconded by Trustee Zapora and unanimously approved.

Approved

Approval of the FY23 Annual Operating Budget

Dr. Singh and Jim Mulik, Vice President of Finance, presented the FY23 operating budget for second consideration, noting a minor change since it was presented at the last meeting to reflect the revenue and expenditure increase of \$228K due to a change in the state allocation, most of which is earmarked. The proposed bottom line, showing a possible shortfall of \$2.5M, did not change from the first presentation of the budget.

There was discussion on year-end actuals, balance sheets, and making changes to the budget as new information is received from the state.

Chair Webster asked for a motion to approve Resolution #22-6-3, which was made by Trustee Zapora, seconded by Trustee Benson Tolle and unanimously approved.

Approved

REPRESENTATIVE REPORTS

ASEC Report: Ms. NyQuist read the report into the record for Puneet Birk, who could not be in attendance:

- Student government successfully submitted 2 names for the BOT student trustee position and both completed their interviews
- The recommendation letter to Governor Inslee for the BOT student trustee was submitted on May 25th so decisions will be coming out soon
- Right now student government is working on getting the next officer team together and with 14 applications, interviews will be starting soon
- They are also continuing to look at proposals which are now focused more on next year’s projects and adjusting the bus fee that ASEC implemented for students to accommodate the changes that will be made by Community Transit next fall, such as the free riding system for those who are 19 years old and younger, and the regional passport addition
- The Executive Board discussed with the President's Leadership team the fact that there was an overcharge of a fee this past year, which the student government is now trying to find a solution for. This could mean possible refunds or other solutions. Tomorrow Puneet Birk, Jim Mulik, Wayne Anthony, and Shinhae Hwang will meet to discuss this further.
- Other than this, the student government will continue their support in committees and projects.

WPEA Report: Lia Andrews reported that Liz Mueth has officially stepped down from the WPEA role. Fred Pieters will serve as interim shop steward. Employees remain concerned about workload and staffing shortages. She noted the recent departure of the Director of Organizational Development and Employee Training, a position that the WPEA feels is integral to employee morale, and advocates to maintain. She thanked college employees for their work in the past year and stated that after the fiscal year end, classified employees would receive a one-time payment of \$2,000 and a 3.25% COLA for FY22. Negotiations between WPEA and the state have begun for the 2023-25 collective bargaining agreement.

AFT Report: Scott Haddock, AFT President, echoed Ms. Andrew's remarks about the Director of Organizational Development and Employee Training, and noted that as the AFT moves towards contract negotiations with the administration, he would be meeting regularly with President Singh, the Vice President for Instruction and the Contract Administration Committee. He thanked the faculty members who are involved in the Executive Council; he congratulated those faculty members who retired this year, and those faculty members who are involved in the Contract Administration Committee.

PRESIDENT'S REPORT

Dr. Singh reported that he is inviting all state and federal elected officials in our service area to campus to see the places and programs that they have expressed interest in. He noted that the construction for the new Community Transit terminal on campus is underway, and though many trees have been removed, they will eventually be replanted. Commencement will be held on Friday, June 17, and currently there are 200 students signed up to attend.

BREAK

At 4:57pm, Chair Webster adjourned the meeting to a break for 8 minutes. At 5:05pm, Chair Webster reconvened the meeting in open session.

FOUNDATION REPORT

Danielle Carnes, Vice President for Innovation and Strategic Partnerships, reported on recent Foundation activity, including the end of Maria Montalvo's term as chair of the Foundation Board. Ms. Montalvo has been instrumental in several large gifts as well as updating the college/Foundation agreement. She will remain on the Board as a director. Bob Terwilliger will step into the role of Chair. Rich Heine, the Director of Finance, is also leaving the college and a search for his replacement will get underway. The scholarship matching process has been completed and now the Complete The Dream applications process has opened. The next Foundation Gala will take place on April 22, 2023, at the Lynnwood Convention Center.

PUBLIC COMMENTS

Chair Webster noted that three public comments had been received. Ms. NyQuist read them in the record [Attachment 1].

BOARD DISCUSSION

Chair Webster opened the floor for trustee updates.

Trustee Earling shared that he had attended his first EC Foundation Board meeting.

Vice Chair Wagner shared her experience attending the recent ACT conference, and the pleasure of hearing Erin Jones, author of *Bridges to Heal US: Stories and Strategies for Racial Healing*, speak. She noted that June is an important month when it comes to equity, celebrating both Pride and Juneteenth, but pointed out that the celebrations speak to overcoming a lot of struggle and pain.

Trustee Zapora thanked Ms. Jeter-Hill for her presentation on the Safety, Security and Emergency Preparedness activities. He reported that he had the chance to tour the Triton Student Resource Hub with Dr. Singh, which is a terrific asset to our college and our students.

Chair Webster relayed a conversation he'd had in the community where a student had attended the college for two quarters and found upon looking at her transcript that because the classes were 99-level, she did not receive college credit for them. He said that he was very bothered by this and is keenly interested in understanding how we define and measure student success. He would like to discuss the topic at the summer study session.

DEI REPORT

Trustee Zapora reported that at the end of May, he and Chair Webster had toured the Centralia College campus to see the diversity clock tower. He shared some photos of the tower, and said that he would like to see the college erect a similar monument to the champions of diversity. He proposed that the trustees discuss the concept at the summer study session and research it in the coming year.

STUDENT TRUSTEE STIPEND REVIEW

Board Policy and Procedure 17.0, 17.01pr, regarding the stipend for the student trustee, were presented for annual review. After some discussion, Chair Webster moved to approve BOT 17.0 and 17.01pr without changes. The motion was seconded by Trustee Zapora and unanimously approved.

Approved

ELECTION OF OFFICERS

Chair Webster, noting the practice to rotate trustees through the officer positions, stated that starting July 1, current Vice Chair Adrienne Wagner would become Chair and Trustee Earling would move into the Vice Chair role. He opened the floor for discussion and hearing none, called for a motion to approve Adrienne Wagner as Chair and Dave Earling as Vice Chair, which was made by Trustee Benson Tolle and seconded by Trustee Zapora, and approved.

Approved

RECOGNITION OF OUTGOING CHAIR

Vice Chair Wagner led a period of recognition for Chair Webster. The trustees thanked him for his open style of leadership, his dedication to students, and his caring and passionate way of fighting for the things he believes in. Dr. Singh thanked Chair Webster for an excellent and fun year of working together, and presented him with a plaque. Chair Webster thanked the trustees, Dr. Singh, and Ms. NyQuist and for their support and assistance during his year as Chair.

STUDY SESSION

Christina Castorena, VP for Student Engagement and College Initiatives introduced Craig Kerr, Director of Services for Students with Disabilities (SSD). Mr. Kerr presented information on his department's work.

The SSD team is led by Mr. Kerr and includes Ruben Alatorre, Mike Dopps, and Angie Carranza. He noted the laws that govern, guide, serve as the foundation, and set legal mandates for the policies and practices of SSD, which were put in place to safeguard the rights of people with disabilities. SSD serves not only to comply with these laws but to provide equal access to create a level playing field for students with disabilities.

The SSD team provides accommodations to hundreds of students annually (roughly 750 pre-pandemic; about 400 in 2020-21). The accommodations are for visible and invisible disabilities as well as temporary disabilities like injuries. The student initiates contact with the SSD office, which has a culture of caring and

individualized help. The SSD center has study and testing rooms, and EC is the only college in the state that offers 1:1 tutoring for students with disabilities. Once a student initiates contact, three types of information are used to determine accommodations: Student Self-Reporting, Interaction and Observation, and Information from External or 3rd Parties.

The following accommodations may be offered:

- American Sign Language Interpreter
- Audio Recorder
- Closed or Open Captions
- Ergonomic Equipment for the Classroom
- Extended Test Time
- eBooks
- Flexible Due Date
- Note-Taker
- Reduced Distraction and Quiet Environment for Testing
- SmartPen
- Speech-to-Text
- Text-to-Speech

The SSD office also offers support to employees who interact with the SSD students including guidance on how to work with students with disabilities.

In March of 2020, his team launched SSD Mobile, an online platform to help students with disabilities who were learning remotely be able to quickly and easily request accommodations. Data is also being logged, processes are automated and it's now easy to see the scope of services that students are receiving across the college. Additionally, Mr. Allatore and his team produced 382 ASL interpretation videos in the previous quarter alone.

Mr. Kerr shared data showing the impact of the accommodations provided on class completion rates (students connected to SSD complete at the same or slightly higher rates than the general populations of students), and persistence rates (students connected to SSD persist at higher rates than the general populations of students).

Mr. Kerr ended his presentation with a testimonial from a student who said, "To walk in a world full of ableism and ignorance, as well as every other bigoted and prejudiced views, is incredibly difficult. However, being in SSD is like coming up for air after holding your breath for too long: it's invigorating, and as the relief washes over you, you know that no matter what you face next, you have a support system that is there for you; you have a team full of people who have your back. SSD reminds me on a regular basis that I am not alone, and that my presence is an asset to the world we all live in, and the future we strive to create for every single individual."

The trustees thanked Mr. Kerr for his presentation and for his and his team's work with our students, which is profoundly needed and so impressive.

EXECUTIVE SESSION

At 6:20pm, Chair Webster called a 15-minute executive session to discuss personnel, litigation and real estate matters, returning to open session at 6:35pm.

At 6:36pm Chair Webster reconvened the meeting in open session.

ADJOURNMENT

With no further business, Chair Webster adjourned the meeting at 6:36pm.

Next Meeting: The summer study session will be held on August 11-12, 2022.

Wally Webster II, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

PUBLIC COMMENTS - Board of Trustees Meeting, June 9, 2022

From: Dr. Pat Averbek, Edmonds College Mathematics Faculty

I would like to publicly thank the Edmonds College Foundation for their fundraising efforts with regards to the Hazel Miller Building. I have enjoyed teaching in the building; it has allowed the opportunity for many teacher-student interactions that spontaneously happen within various student work spaces.

I used to feel isolated with my math classes scattered across the campus; now, in this wonderful building I truly feel part of the growing STEM community.

Your support is much appreciated.

From: Susanne Meslans, English Faculty Since 1991

To the Edmonds College Board of Trustees and President Singh,

On May 25, Dr. Singh emailed the campus community about the school shooting in Uvalde, Texas. Dr. Singh ended his moving message with this declaration: "Edmonds College remains committed to providing all students, employees, and community members with a safe place to learn, work, and come together."

As we all know, the people slaughtered in Texas were students and teachers in a classroom.

I find myself wondering, as I have in the past when these horrors have taken place at so many other schools, what I would do if gunfire occurred near the room in which my class was meeting. The quickest move would be to lock the door to prevent the attacker from entering the room.

However, unless things have changed—and I acknowledge that they might have in the two years since I have taught on campus—it is not possible to lock classroom doors from the inside in some buildings, such as Mountlake Terrace. Perhaps this is the case for all rooms that have card-operated electronic locks.

We all fervently hope an active shooter never comes to Edmonds College, but we should prepare as best we can.

If measures have already been taken to address this, I am grateful. If not, on behalf of the college community, I respectfully request that the college leadership take the necessary steps to see that inside locking mechanisms are installed on all classroom doors before classes begin in September.

Sincerely,
Susanne Meslans

From: Elmo Cooper, Instructional Technician, Business Division

Dear Board of Trustees:

It is with a heavy heart that I am writing this letter to express my hurt and confusion by the recent decision regarding my 21-year employment at Edmonds College. Although I have a valid medical exemption for the current vaccine mandate and have successfully completed my work remotely, I was informed by HR that the college has chosen to suddenly discontinue this arrangement/accommodation.

This is in contrast to decisions made in other areas on campus. On May 26, HR proposed a transfer to a Custodian 2 position that would be five days a week, fully present on campus with accommodations (masks and social distancing). This contradicts a recent meeting with me where HR indicated that masking is not an acceptable accommodation because it provides insufficient risk reduction.

Even with heroic efforts by colleagues to take on additional workloads, services to students will be degraded by a less experienced replacement. This will certainly affect enrollment.

Negative impacts to students could be avoided by allowing me to continue my position remotely or on campus with similar accommodations applied to Custodian 2 position. I am willing to take a rapid COVID test before coming to campus as well.

Why accommodate one job and not the other? Same school. Why varying accommodations? At Edmonds, accommodations have been made for unvaccinated full-time faculty as well as the custodian.

Other colleges (Bellevue, Pierce, and Shoreline) allow individuals to keep their positions while allowing accommodations for their approved exemptions. From Shoreline Community College Coronavirus Update page under the Campus Access section: "Non-vaccinated students or employees will be allowed on campus only if they have claimed an eligible vaccination exemption."

While each institution creates its own rules and regulations, this demonstrates having an approved exemption does not necessarily preclude campus access for work or study.



BOARD OF TRUSTEES

Regular Meeting: September 15, 2022

Location: Washington Aerospace Training and Research Center, 3008 100th St. SW, Everett, WA 98204

Draft Minutes

Trustees Present: Adrienne Wagner, Chair; Shinhae Hwang; Wally Webster; Carl Zapora

Trustees Excused: Dave Earling, Vice Chair

Others Present:

Dr. Amit Singh, President

Sara King, Assistant Attorney General

Danielle Carnes, Vice President for Innovation and Strategic Partnerships

Jorge de la Torre, Interim Associate Vice President for Student Engagement

Kim Chapman, Vice President for Instruction

Dr. Tina Hart, Interim Vice President for Enrollment and Student Services

Jim Mulik, Vice President for Finance, Grants, and Institutional Effectiveness

Eva Smith, Chief Information Officer

Dr. Yvonne Terrell-Powell, Vice President for Equity, Inclusion and Belonging

Raquel Ruedas, EA to VPSS

Various members of the campus community and public

CALL TO ORDER

Chair Wagner called the meeting to order at 3:30 pm, and welcomed those present.

INTRODUCTIONS

Chair Wagner led introductions of the trustees; Dr. Singh led introductions of the leadership team.

NEXT MEETING

The next regular meeting will be held on October 13, 2022 at 3:30 pm.

TRANSFORMING LIVES - STUDENT GUESTS

The meeting took place at the Washington Aerospace Training Center, which houses the college's Construction pre-Apprenticeship Program, as well as other 12-week industry training certificates. Former EC students Ben Yang and Erick Hernandez talked about how the programs they took helped them to get good jobs within a few weeks of completing their studies and training.

Mr. Yang graduated from the Composites program 2 weeks ago and has been hired by Boeing. He shared that the program has great instructors.

Mr. Hernandez went through the Construction Pre-apprenticeship Program. He applied to different unions and was hired by the Carpenter's Union. He found that testing that he had to do to join the union had been

taught by the EC program. He has been working for Skanska, a contractor for Sound Transit, on an overpass project.

There was discussion on training programs preparing students for multiple trades, the cost and return on investment of the 12-week certificate programs, and job prospects once the students graduate.

INFORMATIONAL & MONITORING REPORTS

Accreditation and Comprehensive Plan

Dr. Singh introduced Jim Mulik, Vice President for Finance, Grants and Institutional Effectiveness and Accreditation Liaison Officer. Mr. Mulik gave an overview on the process of Accreditation by the Northwest Commission on Colleges and Universities (NWCCU), and the Comprehensive Planning at Edmonds College.

The accreditation process is a 7-year cycle that includes a mid-cycle report during year 3, a review of the policies, regulations and finances in year 6, and a self-evaluation report in year 7. There may also be additional reports requested or required by the commission.

Currently the commission has 23 Eligibility Requirements and two Standards:

Standard One - Student Success, and Institutional Mission and Effectiveness (Includes 18 substandards)

Standard Two - Governance, Resources, and Capacity (Includes 29 substandards)

Mr. Mulik presented some context for the Comprehensive Plan, noting that our plan contains Goals, Strategies, Lag Metrics, Actions and Lead Metrics. The NWCCU requires that each institution decide on their metrics and demonstrate that the plans and goals are being performed.

OLD BUSINESS: SECOND CONSIDERATION AND FINAL ACTION

Approval of College Priorities for 2022-23

Dr. Singh asked the Leadership Team to present the priorities for this academic year, as follows:

Goal 1: Access

- Increase New Student Enrollments
- Implement Strategic Scheduling to Maximize Efficiency and Effectiveness
- Enhance Digital Capabilities to Increase Enrollment

Goal 2: Success

- Fully Build the First Pillar of Guided Pathways - Clarify the Path
- Fully Build the Second Pillar of Guided Pathways - Getting Students on the Path
- Fully Build the Third Pillar of Guided Pathways - Keeping Students on the Path

Goal 3: Community Engagement

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

Goal 4: Capacity and Operational Excellence

- Optimize Key College Business Processes and Provide Training to Stakeholders
- Hire and Retain Diverse Employees
- Increase Student Success-related Data Awareness and Information Literacy at the College
- Comply with SB 5227 SB 5194
- Stay in full compliance with the accreditation policies to improve effectiveness and fulfill college mission

Goal 5: Entrepreneurial Hub

- Leverage State and Federal Resources to Develop New Short-term Pathways in Manufacturing Industries.
- Create Entrepreneurial Learning Opportunities

Goal 6: Anytime, Anywhere

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

Chair Wagner asked for a motion to approve Resolution #22-9-1, which Trustee Zapora made. There was discussion on metrics and data, and the timing of reporting. Trustee Webster requested some items that Dr. Singh said he would work to provide when they become available and as time permits.

Chair Wagner called the vote, and Resolution #22-9-1 was unanimously approved.

Approved

NEW BUSINESS: FIRST CONSIDERATION

Consideration of Board Meeting Dates for 2023

Chair Wagner presented the proposed 2023 meeting schedule and asked the trustees to review for approval at the October 13, 2022 meeting.

REPRESENTATIVE REPORTS

Student Representative

In the last two weeks of September 2022, the Executive Board has been through training such as Equity Training, Smart Goals, and Promoting, Marketing & Recruiting Training. In addition, the Executive Board participated actively in Enroll Edmonds Day and assisted students with finding resources, registration, and more. They also participated in the International Programs Resource Fair, and welcomed our new fellow students and introduced them to student government and available opportunities to get involved.

The Executive Board also is going to start interviews for two vacant positions, including the Executive Officer for Administration. The Student government is working hard and constantly to make an environment for our fellow students to study with peace of mind., and hope to work cooperatively with the leadership team, instructors, and staff to address the needs of fellow students.

Classified Staff Representative

Not in attendance

Faculty Representative

Not in attendance

FOUNDATION REPORT

Tom Bull, Executive Director of the EC Foundation reported that the Foundation awarded scholarships to 140 recipients for the 22/23 academic year for a total of \$250K; the foundation has some work to do to follow up with students after they get the scholarships, to track the impact of the award. The 2022 Faculty and Staff awards, funded by the Foundation, were awarded at Convocation - congratulations to the winners.

2021-2022 was a successful year, with \$1.4M raised. The Verdant Health commission has awarded \$240,000 for the CRC Mental Health Expansion Project.

The INSPIRE 2023 fundraising event is set for April 22, 2023 at the Lynnwood Convention Center, and the 2022 reception for donors will be held on campus on November 1st, 2022.

PRESIDENT'S REPORT

The new term starts on Monday Sept. 19th, student enrollment is currently 1.7% up from last year. The statewide enrollment numbers have declined about 40% in the last 8 years or so. We are going through challenging times, and it is very difficult to manage the budget in this environment, although we have done a great job managing it.

The CTC presidents statewide and the state board have agreed on the priorities for the next biennium and will push for an increase of 6.5% per year for faculty and exempt employees. The classified staff manage their own negotiations with the state.

In terms of capital projects, The State Board has \$1.7B in funding requests, and EC is 19th on the list.

PUBLIC COMMENTS

No public comment was received for this meeting. The submission of public comments online will be allowed for future meetings.

BOARD DISCUSSION

Trustee Updates

Trustee Zapora reminded the others about the Nov. 17-18 ACT Legislative Action Committee and Fall Conference meetings. Trustee Zapora made a suggestion to install a DEI monument or memorial on campus; he recommended that the administration do the research on what type of monument it should be, the budget, and the involvement of the community. He suggested that the research should be done this year and the project implemented next year.

Trustee Webster expressed his regard for Edmonds College, which he linked to a big bus transporting students on differing routes. The community college system recognizes students' needs and helps them to succeed.

Trustee Wagner informed that she is currently experiencing many changes in life, including her career, and is taking time for personal transitions.

Trustee Hwang thanked the team for the hard work and dedication to our students.

STUDY SESSION

Larry Cluph, Executive Director, and Sheila Dersham, Associate Director of the Washington Aerospace Training and Research Center led the meeting attendees on a tour of the WATR Center.

EXECUTIVE SESSION

At 6:13pm, Chair Wagner called an executive session for 15 minutes, returning at 6:28pm, to discuss personnel matters. At 6:28pm Chair Wagner reconvened the meeting in open session.

ADJOURNMENT

As the Board had no more business to discuss, the meeting was adjourned by Chair Wagner at 6:29 pm.

Next Meeting: The next regular Board meeting will be held on October 13th, 2022 at 3:30 pm.

Adrienne Wagner, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

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 is 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)



Washington Community College District 23

**BOARD OF TRUSTEES
October 13, 2022**

**RESOLUTION #22-10-01
2023 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 2023 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 16, 2023	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
March 9, 2023	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
April 13, 2023	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
May 11, 2023	Thursday	2:30 pm	6:30pm	Regular Meeting
June 8, 2023	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
July - No meeting				
August 10-11, 2023	Thursday, Friday	8:00 am	5:00pm	Study Session
September 14, 2023	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
October 19, 2023	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
November 16, 2023	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
December - No meeting				

Adrienne Wagner, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

BACKGROUND
CONSIDERATION OF PERMANENT STATUS

Subject

Consideration of permanent status for:

[Melissa McKay](#), Business Management (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.

Melissa McKay has successfully completed her 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.

To view the site

Please click on the name above or visit sites.google.com/edmonds.edu/melissa-mckay-portfolio

Recommendation

The administration recommends that the Board of Trustees consider permanent status for Melissa McKay at the October 2022 meeting and approve permanent status for this faculty member at the November 10, 2022 meeting.



Washington Community College District 23

**BOARD OF TRUSTEES
OCTOBER 13, 2022**

PERMANENT STATUS BIOGRAPHY

Melissa McKay, Corrections Education

After eighteen years in corporate America, I had the great good fortune to be laid off from the banking industry due to a merger. This gave me the opportunity to return to school full time to complete my education. I had returned to school, taking evening and online classes while working, pursuing an Associate Degree in Accounting from Edmonds Community College. This was my opportunity to switch gears and prepare for a career in the sciences. I earned my transfer degree from Edmonds in 2002, a BS in Oceanography from the University of Washington in 2004. After earning a MS in Environmental Sciences and Policy from Johns Hopkins University in 2006, finding a science position was difficult. My big break came when my good friend, Andy Williams, asked if I would like to teach Business Math online. This is how I found my true calling in teaching adults, and I joined Edmonds Community College as an Instructor, for the Business Division in 2007. In 2015, I earned my BS in Accounting from Western Governors University, and had the good fortune to fill in on an emergency basis at the prison campus at Monroe Correctional Complex for the Spring quarter in 2015. This is where I have found my work home to be, teaching adults, many from disadvantaged backgrounds, and watching the benefits of education transform lives. Everyone should have work that they love to do, and I have certainly found mine.



BOARD OF TRUSTEES
October 13, 2022

BACKGROUND

Board Policy & Procedure Review:
BOT 1.0, 1.01pr, 2.0, 2.01pr, 3.0, 3.01pr, 4.0, 4.01pr, 5.0, 5.01pr,
14.0, 14.01pr, 17.0, 17.01pr

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 first set of a new 3-year cycle, with all Board policies and procedures being reviewed in 2019, 2020, and 2021.

Overview

Board Policies and Procedures 1, 2, 3, 4, 5, 14, and 17 have been reviewed by staff and Assistant Attorney General Sara King. 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 1, 2, 3, 4, 5, 14, and 17 will be brought back to the Board for approval at the November 10, 2022 meeting.



BOARD POLICY AND PROCEDURE REVIEW

Executive Summary			
	POLICY/PROCEDURE UNDER REVIEW	CHANGES RECOMMENDED	RATIONALE
	BOT 1.0: Board of Trustees Bylaws Policy	<ol style="list-style-type: none"> 1. Update title of VP of Finance to reflect separation of Operations from the role 	<ol style="list-style-type: none"> 1. Aligning policy with current title
	BOT 1.01pr: Board of Trustees Bylaws Procedure	<ol style="list-style-type: none"> 1. Change officer terms to begin September 1st, reflecting Board discussion at Summer Study Session 2. Add provision to allow advisory representatives to attend meetings virtually when the option is made available 3. Add provision to allow for public comments to be submitted in writing prior to the meeting 	<ol style="list-style-type: none"> 1. Changing the term start date allows current chair and vice chair to preside over the Summer Study Session, rather than having a brand new Chair and Vice Chair take on that duty as the first action in their terms 2. The pandemic has necessitated meetings to be held virtually at times; this will bring the policy current with practice 3. Allowing for public comments to be submitted in writing as well as in person broadens access and brings our policy current with the practice started during the pandemic
	BOT 2.0: Board Job Description Policy	No changes recommended	
	BOT 2.01pr: Board Job Description Procedure	<ol style="list-style-type: none"> 1. Update title of VP of Instruction to reflect current title 2. Reserve the authority to recommend building names to the Board for the President 3. Remove the Board Chair duty of acting as primary link between the President and Board 	<ol style="list-style-type: none"> 1. Aligning policy with current title 2. The President, being the Board's only employee, should make the recommendation for building naming to them 3. This change allows for the President to build relationships directly with all trustees
	BOT 3.0: Board Member Code of Ethics Policy	No changes recommended	

	BOT 3.01pr: Board Member Code of Ethics Procedure	No changes recommended	
	BOT 4.0: Board Philosophy of Governance Policy	No changes recommended	
	BOT 4.01pr: Board Philosophy of Governance Procedure	No changes recommended	
	BOT 5.0: Board Civility and Respect Policy	No changes recommended	
	BOT 5.01pr: Board Civility and Respect Procedure	No changes recommended	
	BOT 14.0: Equity, Inclusion, and Student Success Policy	No changes recommended	Major revision three years ago
	BOT 14.01pr: Equity, Inclusion, and Student Success Procedure	No changes recommended	Major revision three years ago
	BOT 17.0: Board of Trustees Stipend Policy	Administration has no comment	
	BOT 17.01pr: Board of Trustees Stipend Procedure	<ol style="list-style-type: none"> 1. Raise the meeting stipend for the student trustee to \$150.00 2. Allow the student trustee to receive a stipend payment for each day of the summer study session 3. Update the title for the Director of Planning and Operations 	<ol style="list-style-type: none"> 1. No adjustment has been made for several years, and raising the amount by \$25 reflects the general increase in costs associated with meeting attendance 2. The summer study session is typically two full days. This change attempts to account for the difference in burden between a regular 3-hour meeting and a 16-hour retreat 3. Aligning policy with current title

BOT 1.0 - Board of Trustees Bylaws :

SUMMARY/SCOPE

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

DESCRIPTION

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

SECTION 1. OFFICERS AND DUTIES

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

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

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

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

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

SECTION 2. MEETINGS

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

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

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

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

SECTION 3. OFFICE

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

SECTION 4. PARLIAMENTARY AUTHORITY

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

SECTION 5. ADVISORY REPRESENTATIVES TO THE BOARD OF TRUSTEES

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

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

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

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

SOURCE INFORMATION

(was) B 3.2 Board of Trustees Bylaws

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

[RCW 42.30.110 Executive sessions.](#)

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

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

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

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

REVIEW PERIOD

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

REVIEW HISTORY

2019-Nov 14 Reviewed, Board Resolution 19-11-1

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

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

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

2007-Jan 11 Revised

2002-Sep 19 Revised

2002-Aug Approved B 3.2

BOT 1.01pr - Board of Trustees Bylaws : Procedure

SUMMARY/SCOPE

Procedure for addressing the Board of Trustees Bylaws policy.

DESCRIPTION

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

PROCEDURE DETAILS

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

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

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

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

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

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

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

The Board of Trustees' office shall be open during all normal business hours to any resident taxpayer of the State of Washington. Correspondence or other business for the Board shall be

sent to the Secretary of the Board whose mailing address is 20000 68th Avenue West, Lynnwood, WA 98036 or is physically located in Gateway Hall, Room 301.

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

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

Presentation Guidelines for Trustee Meetings:

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

Public Comment Process:

To speak at a regular Trustee meeting:

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

signed up have spoken. The Board Chair shall determine if any more individuals may offer public comment at this time.

- Each individual shall approach the podium and identify his or her affiliation with the college (e.g. whether a student, employee, or community member) and state his or her position with respect to the topic(s) to be addressed. Individuals shall address all remarks to the Trustees as a whole.
- The Board, at its discretion, may also offer the opportunity to submit public comments in writing by 5:00pm the day before the scheduled meeting, which would be read into the record in the order received, time permitting.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 1.0 Board of Trustees Bylaws](#)

[BOT 5.0 Board Civility and Respect](#)

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

SOURCE INFORMATION

(was) B 3.2 Board of Trustees Bylaws

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

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

REVIEW PERIOD

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

REVIEW HISTORY

2019-Nov 14 Revised, Board Resolution 19-11-1
2017-Nov 02 Reviewed, Board Resolution 17-11-2
2017-Feb 09 Revised, Board Resolution 17-2-1
2014-May 08 Revised, Board Resolution 14-5-1
2007-Jan 11 Revised
2002-Sep 19 Revised
2002-Aug Approved B 3.2

BOT 2.0 - Board Job Description :

SUMMARY/SCOPE

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

DESCRIPTION

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

The Board will concentrate its efforts on the following:

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

- Approve professional development leaves for faculty.

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

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

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

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

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

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

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

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

SOURCE INFORMATION

(was) B 3.3 Board Job Description

(was) B 3.4 Chairperson's Role

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

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

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2019-Oct 10 Reviewed, Board Resolution 19-10-3

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

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

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

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

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

2006-Dec 08 Revised
2006-Sep 15 Revised, Board Resolution 06-9-1
2001-May Approved B 3.4
2001-May Approved B 3.3

BOT 2.01pr - Board Job Description : Procedure

SUMMARY/SCOPE

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

DESCRIPTION

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

PROCEDURE DETAILS

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

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

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

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

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

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

Chair's Role

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

Duties include:

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

- Ensure that the Board performs monitoring processes and an annual evaluation of its own performance.

Expectations include:

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

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 2.0 Board Job Description](#)

SOURCE INFORMATION

(was) B 3.3 Board Job Description

(was) B 3.4 Chairperson's Role

[RCW 28B.50.852 Faculty tenure—Rules and regulations—Award of faculty tenure—Maximum probationary period.](#)

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

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

REVIEW PERIOD

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

REVIEW HISTORY

2019-Oct 10 Revised, Board Resolution 19-10-3

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

2017-Sep 14 Revised

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

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

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

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

BOT 3.0 - Board Member Code of Ethics :

SUMMARY/SCOPE

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

DESCRIPTION

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

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

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

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

SOURCE INFORMATION

(was) B 3.6 Board Members Code of Ethics

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

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

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2019-Nov 14 Reviewed, Board Resolution 19-11-1

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

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

2007-Jan 11 Amended

2001-May Approved B 3.6

BOT 3.01pr - Board Member Code of Ethics : Procedure

SUMMARY/SCOPE

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

DESCRIPTION

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

PROCEDURE DETAILS

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

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

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

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

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

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

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

SOURCE INFORMATION

(was) B 3.6 Board Members Code of Ethics

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

[RCW 42.30.205 Training](#)

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

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2019-Nov 14 Revised, Board Resolution 19-11-1

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

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

2007-Jan 11 Amended

2001-May Approved B 3.6

BOT 4.0 - Board Philosophy of Governance :

SUMMARY/SCOPE

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

DESCRIPTION

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

The Board of Trustees shall ensure:

- The fulfillment of the college's Mission within the guidelines of the college Philosophy by means of the financial and human resources available; promotion of appropriate activities, conditions, and decisions; scrupulous self-monitoring of its processes and performances; and assuring compliance with all applicable state and federal statutes.
- A governance model that emphasizes a future-oriented, outward vision rather than internal preoccupation; ensuring openness to diverse points of view; encouragement of an equitable and inclusive culture; strategic leadership rather than administrative detail; clear distinction of Board and President roles; collective rather than individual decisions; and proactivity rather than reactivity.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

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

SOURCE INFORMATION

(was) B 3.1 Board Philosophy of Governance

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2019-Nov 14 Reviewed, Board Resolution 19-11-1

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

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

2001-May Approved B 3.1

BOT 4.01pr - Board Philosophy of Governance : Procedure

SUMMARY/SCOPE

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

DESCRIPTION

Procedure for Board policy BOT 4.0 Board Philosophy of Governance.

PROCEDURE DETAILS

The Board will:

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

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 4.0 Board Philosophy of Governance](#)

SOURCE INFORMATION

(was) B 3.1 Philosophy of Governance

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

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

REVIEW PERIOD

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

REVIEW HISTORY

2019-Nov 14 Revised, Board Resolution 19-11-1

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

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

2001-May Approved B 3.1

BOT 5.0 - Board Civility and Respect :

SUMMARY/SCOPE

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

DESCRIPTION

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

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

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

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

[HR 6.0 Workplace Civility and Respect Policy](#)

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

SOURCE INFORMATION

(was) B 3.7 Trustees' Civility and Respect Policy

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2019-Nov 14 Revised, Board Resolution 19-11-1

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

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

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

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

BOT 5.01pr - Board Civility and Respect : Procedure

SUMMARY/SCOPE

Procedure for Board policy BOT 5.0 Board Civility and Respect.

DESCRIPTION

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

PROCEDURE DETAILS

Civility and Respect Standards for Trustees and Members of the Edmonds College Community: Trustees or speakers before the Board will not engage in behavior which a reasonable person would find embarrassing, offensive, or humiliating. Honest feedback on agenda items can be communicated in a manner that maintains the dignity of the individual yet identifies serious concerns with performance or conduct. Examples of inappropriate behaviors may include but are not limited to:

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

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

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

Individuals giving presentations or making public comments at Trustee meetings shall conform to the Civility and Respect Standards described above.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 5.0 Board Civility and Respect](#)

[BOT 1.0 Board of Trustees Bylaws](#)

SOURCE INFORMATION

(was) B 3.7 Trustees' Civility and Respect Policy

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

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2019-Nov 14 Revised, Board Resolution 19-11-1

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

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

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

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

BOT 14.0 - Equity, Inclusion, and Student Success :

SUMMARY/SCOPE

The Board of Trustees of Edmonds College endorses the SBCTC Equity/Diversity vision statement adopted June 2019, “Leading with racial equity, our colleges maximize student potential and transform lives within a culture of belonging that advances racial, social, and economic justice in service to our diverse communities.”

The Board of Trustees acknowledges that leading with racial equity encompasses a commitment to dismantling structural policies and practices that produce inequities and hinder student success. Leading with racial equity also requires a commitment to providing equity-minded leadership that calls for the establishment of new policies and practices that build institutional capacity and create a culture of inclusion that upholds the college’s commitment to equity, inclusion, compassion, and student success for all of our students.

DESCRIPTION

The Board of Trustees of Edmonds College affirms that equity, inclusion, and student success are an intentional and shared responsibility across the college. The college will strive to provide comprehensive educational opportunities and resources that support our diverse students’ educational and career goals and to create a just and inclusive society for all.

The college’s Mission, Vision, Values, plans, and budget decisions should reflect the college’s commitment to the success and equity for all students. In summary, this Board policy is designed to ensure that Board and college policies and practices address racial inequities and advance a culture that supports student success for all.

1. Advocating for public policies that align resources with student success goals, initiatives, and support services.
 - State and national discussions and policies have required higher education to dramatically shift its focus to student learning, closing equity gaps, and completion of students’ educational goals.
 - Actively consider the quality of the learning experience both inside and outside of the classroom.
2. Requiring the college to implement policies and practices to support student success.
 - Effective student success policies and procedures reflect an institution-wide commitment and broad participation (involving faculty, staff, administration, students, and the Board) to improve student educational and learning outcomes for students across all groups and close equity gaps.
3. Expecting the college to engage in evidence-based institutional improvement.
 - The success of Edmonds College is measured by the success of its students. The Board requires the college’s student success efforts to focus on the success of all students which includes closing equity gaps and promoting continual improvements in programs, services, and students’ overall college experiences.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 14.01pr Student Success: Procedure](#)

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

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

REVIEW PERIOD

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

REVIEW HISTORY

2019-Nov 14 Revised, Board Resolution 19-11-2

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

2016-Jun 09 Approved

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

SUMMARY/SCOPE

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

DESCRIPTION

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

PROCEDURE DETAILS

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

2. Requiring the college to implement policies and practices to support student success, closing equity gaps, and completion of students' educational goals.
 - The Board of Trustees requires the college to identify, publicize, and implement college policies and procedures that shape student success.

3. Expecting the college to engage in evidence-based institutional improvement.
 - Promote collaboration across the organization and among various groups, by encouraging cross-departmental engagement, emphasizing our commitment to addressing racial inequities as a community, and owning our shared responsibility to support student success for all;
 - Collect and publish a variety of indicators on college performance, particularly related to closing equity gaps in students' academic performance, retention, and completion;
 - Use disaggregated student progress data (qualitative and quantitative) and cohort tracking to foster inquiry and improve programs, teaching, learning, services, and student engagement; and
 - Engage in open and transparent conversations regarding data and information related to student success and closing equity gaps.

The college is directed to establish measurable student metrics: individual student's educational goals, successful course completion, retention, persistence, certificate/degree attainment, transfer, and employment. Equity goals address gaps in student outcomes across populations such as low-income students, first-generation students, students of color, and other underrepresented groups.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

BOT 14.0 Student Success

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

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

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

REVIEW HISTORY
2019-Nov 14 Revised, Board Resolution 19-11-2
2017-Mar 09 Amended, Board Resolution 17-3-6
2016-Jun 09 Approved

BOT 17.0 - Board of Trustees Stipend :

SUMMARY/SCOPE

Washington State Law and Office of Financial Management (OFM) policies authorize Edmonds College Board of Trustees members to receive compensation and/or reimbursement for meetings and associated travel expenses while conducting college business. This policy clarifies how Board members will be compensated for meetings, and how Board members will be reimbursed for travel.

DESCRIPTION

Classification

State Law divides boards, commissions, and councils into five classes for the purposes of compensation. As described in the State Administrative and Accounting Manual (SAAM) section 10.70.30, the Board of Trustees is classified as “other.”

“other” – Any part-time board, commission, council, or committee not covered by RCW 43.03.230, 43.03.240, 43.03.250, or 43.03.265, but established by either the executive, legislative or judicial branch to participate in state government. These members have rulemaking authority, perform quasi-judicial functions, have responsibility for the administration or policy direction of a state agency or program, or perform regulatory or licensing functions with respect to a specific profession, occupation, business, or industry.

Compensation for Meetings

State law provides for members of boards, commissions, and councils serving without compensation to receive a special per diem rate (RCW 43.03.050) for time spent conducting official business. The Board of Trustees must determine whether or not its members will be compensated for attending meetings. At Edmonds College, the Board policy is that only the Student Trustee as defined in RCW 28B.50.102 shall receive compensation for attendance at Board meetings.

If the Student Trustee is currently receiving, or may receive in the future, financial aid, they are encouraged to meet with a Financial Aid Services Advisor to gain additional information as to whether it would be in their best interest as the Student Trustee to receive or decline the Board stipend.

Travel Reimbursement

The OFM articulates travel reimbursement policies and processes in its SAAM. All members of the Board of Trustees will receive reimbursement for travel on college business, the same as college employees.

Annual Review

At the June Board meeting of each year, the Board of Trustees will review the per diem rate for the coming academic year.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 17.01pr Board of Trustees Stipend: Procedure](#)

SOURCE INFORMATION

[RCW 43.03.050 Subsistence, lodging and refreshment, and per diem allowance for officials, employees, and members of boards, commissions, or committees.](#)

[RCW 43.03.230 Compensation of members of part-time boards and commissions—Class two groups \(as amended by 2011 c 5\).](#)

[RCW 43.03.240 Compensation of members of part-time boards and commissions—Class three groups \(as amended by 2011 c 5\).](#)

[RCW 43.03.250 Compensation of members of part-time boards and commissions—Class four groups \(as amended by 2011 c 5\).](#)

[RCW 43.03.265 Compensation of members of part-time boards and commissions—Class five groups \(as amended by 2011 c 5\).](#)

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

[State Administrative and Accounting Manual \(SAAM\) Section 10.70.30](#)

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

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

REVIEW PERIOD

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

REVIEW HISTORY

2019-Oct 10 Reviewed, Board Resolution 19-10-2

2018-Mar 08 Adopted, Board Resolution 18-3-1

2018-Feb 01 Second Consideration

2017-Nov 14 Revised

2017-Oct 12 Rejected, Board Resolution 17-10-4

2017-Sep 14 First Consideration

BOT 17.01pr - Board of Trustees Stipend : Procedure

SUMMARY/SCOPE

Washington State Law and Office of Financial Management (OFM) policies authorize Edmonds College Board of Trustees members to receive compensation and/or reimbursement for meetings and associated travel expenses while conducting college business. This procedure clarifies how Board members will be compensated for meetings, and how Board members will be reimbursed for travel.

PROCEDURE DETAILS

Compensation for Meetings

Only the Student Trustee shall be eligible to receive a flat rate of \$150~~425~~ for one regular or special meeting per month, **with the exception of the summer retreat, for which the Student Trustee will be eligible to receive the stipend amount for each day of the retreat.** The rate will be monitored annually by the accounting office and reviewed by the Board of Trustees at their June meeting.

The remaining Trustees, who are not receiving compensation for meetings, may be reimbursed for mileage for travel while conducting official business on behalf of the college.

To receive compensation for the Board regular or special meeting per month, the Student Trustee will be required to submit a Board of Trustees' timesheet provided by the **Director of Planning and Operations in the Office of Executive Assistant to the President.** Payment will be issued by the President's Office through the payroll system because this compensation is subject to taxes and is reportable to the IRS.

Travel Reimbursement

A. If the travel does not include an overnight stay, each of the Trustees may receive:

1. Reimbursement for meals

a. Only reimbursement for meals not included in the meeting or conference will be allowed.

2. Reimbursement for mileage

a. Reimbursement for mileage will be requested by submitting total mileage, meeting/event title, date, location, and any necessary receipts to the Executive Assistant to the President.

b. Payment for mileage reimbursement will be issued using a Travel Expense Voucher submitted by the Executive Assistant to the President to the Business Office.

c. Reimbursement for mileage and meals is not subject to payroll taxes.

B. If the travel requires an overnight stay, the reimbursement is not subject to payroll taxes:

1. Confirmation in writing from the Trustee of travel details is necessary for reimbursement.

2. The **Executive Assistant to the President** will complete a Travel Expense Voucher and submit to the Business Office all travel expenses (lodging, meals, mileage, etc.), along with all necessary receipts.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 17.0 Board of Trustees Stipend](#)

SOURCE INFORMATION

[RCW 43.03.230 Compensation of members of part-time boards and commissions—Class two groups \(as amended by 2011 c 5\).](#)

[RCW 43.03.240 Compensation of members of part-time boards and commissions—Class three groups \(as amended by 2011 c 5\).](#)

[RCW 43.03.250 Compensation of members of part-time boards and commissions—Class four groups \(as amended by 2011 c 5\).](#)

[RCW 43.03.265 Compensation of members of part-time boards and commissions—Class five groups \(as amended by 2011 c 5\).](#)

[State Administrative and Accounting Manual \(SAAM\) Section 10.70.30 Boards, Commissions, or Committees](#)

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

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

REVIEW PERIOD

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

REVIEW HISTORY

2019-Oct 10 Reviewed, Board Resolution 19-10-2

2018-Mar 08 Adopted, Board Resolution 18-3-1

2018-Feb 01 Second Consideration

2017-Nov 14 Revised

2017-Oct 12 Rejected, Board Resolution 17-10-4

2017-Sep 14 First Consideration



Washington Community College District 23

BOARD OF TRUSTEES October 13, 2022

FOUNDATION REPORT

FOUNDATION ACTIVITY

- The Foundation has been working with a marketing consultant to develop a comprehensive marketing plan which will include an End of Year Report, Quarterly reports, student stories and donor stories. The End of Year report is expected to be released mid-October.
- Tom Bull has hired a strategic planning consultant. The strategic planning will start in October with interviews and surveys and will be completed in November with some strategic work sessions. The plan will be presented to the Board and enacted at the February board retreat.
- Dr. Singh, Tom Bull, and Lisa Carroll will be hosting monthly tours of the Triton Student Resource Hub for board members, donors, and community partners to highlight the value of this resource on student success.
- The quarterly Complete the Dream application will open Oct. 17.
- The Foundation FY22 audit has started and is being conducted by Vine Dahlen.

FUNDRAISING

- Fortive has been confirmed as a 2023 INSPIRE Title Sponsorship. Boeing and Molina have also confirmed their sponsorships for the April 22, 2023 INSPIRE.
- President's Circle Gratitude Reception - November 1st Gateway Hall 352 - 4pm.
- The Foundation has contracted with a database consultant who has provided a 12-month plan for cleaning up our database records, assigning specific staff roles for the database, and improved systems and metrics for donor management, prospecting and reporting.

DONOR HIGHLIGHTS

- Elaine Hall secured \$10,000 from the Kloke Family for Complete the Dream scholarships. The Klokes have also committed to a 2-year scholarship (covering tuition, books, and fees) for the 2023-2024 school year.
- Jane Pendergreass is the widow of ELA (english language acquisition) faculty member, Dr. Marcos Valle. Family, friends, and campus colleagues have been donating in his memory since he passed. The fund balance is close to \$6000. This week Deans Kobayashi and Nicole Galipeau and Lisa Carroll met with Jane to talk about impact and where the family would like to direct the donations. They decided they would like us to purchase quarterly book vouchers for ELA students (similar to the O'Leary program). They are also Funding the start of a lending library for ELA students.

STUDENT HIGHLIGHT

Chester Gao is a Cree Construction Endowed Donor recipient and Construction Management student at Edmonds College, and his journey started before he even came to the United States. Chester worked as a sales manager at an open software company in China for most of his adult life. His true passion existed elsewhere — in construction and any position where he could build things and work creatively.

Chester knew that if he wanted to pursue his dreams and make a real career change he would have to go somewhere else — and that’s why he and his wife left China for Seattle, Washington. His interest in construction management led him to Edmonds College. Though he was first worried he would be too old to start afresh, when he started at Edmonds, Chester was happy to see that the students’ ages varied, and that he was hardly the oldest student in his class. No one ever asked him about why he wanted to make a career change either, Chester noted. “They encouraged me to keep going the way that I liked.”



When Chester got the email notifying him that he was selected as a Cree Construction Endowed Donor recipient, he could hardly believe it. “Very luckily, I got the scholarship. I never thought I’d get one – as an immigrant here I haven’t made a contribution to [American] society yet and didn’t feel qualified.”

Addressing the donors of his scholarship, Chester said: **“I’d like to thank you. This money means a lot, it comes at exactly the right time. This will really help me a lot and encourage me to concentrate more on my studies. In the future if I have the chance I will do the same thing as you and donate a scholarship to Edmonds for students like me.”**

This scholarship means that he can reduce his hours as an Amazon driver this upcoming fall and focus on his studies, getting him much closer to his goal of finishing his Construction Management degree and Building Inspections Certificate.