

**BOARD OF TRUSTEES****Regular Meeting****Thursday, May 8, 2025**

Meeting: 4:00pm – 6:30pm

**In Person:** Gateway Hall, Room 352, 6600 196<sup>th</sup> Street SW, Lynnwood, WA**Zoom:** <https://us02web.zoom.us/j/84587612967>**Join by telephone:** (253) 215-8782 | **Meeting ID:** 845 8761 2967**AGENDA**

- |                                   |  |                                |
|-----------------------------------|--|--------------------------------|
| 4:00pm                            | <b>1. Call to Order</b>  | Chair Carl Zapora              |
| 4:01pm                            | <b>2. Land Acknowledgement</b>   |                                |
| 4:03pm                            | <b>3. Introduction of Guests</b>   | Chair Carl Zapora              |
| 4:05pm<br><a href="#">page 3</a>  | <b>4. Approval of Meeting Minutes</b><br>April 10, 2025  | Chair Carl Zapora              |
| 4:07pm                            | <b>5. Next Meeting</b><br>June 12, 2025 - 3:30pm   | Chair Carl Zapora              |
| 4:10pm                            | <b>6. Transforming Lives – Student Government Members</b> <ul style="list-style-type: none"><li>• Katelyn Thomas (5)</li><li>• Sal Kakar (5)</li></ul>   |                                |
| 4:20pm<br><a href="#">page 11</a> | <b>7. Informational and Monitoring Reports</b> <ul style="list-style-type: none"><li>a. FY25 Operating Budget – Q3 Update (10)</li><li>b. Faculty Senate Council Update (10)</li></ul>   | James Mulik<br>Dr. Rachel Wade |
| 4:40pm                            | <b>8. Public Comment</b><br>To make a public comment, you may submit it in writing to <a href="mailto:publiccomment@edmonds.edu">publiccomment@edmonds.edu</a> no later than Wednesday, May 7, 2025, 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. Public comments may also be made in person at the meeting. All virtual participants who wish to make a public comment should submit one in writing as outlined above. | Chair Carl Zapora              |
| 4:50pm                            | <b>9. President's Report</b>   | Dr. Amit Singh                 |

5:00pm	<b>10. New Business: First Consideration</b>	
<a href="#">page 13</a>	a. Consideration of FY26 Operating Budget	James Mulik
<a href="#">page 14</a>	b. Consideration of ASEC FY26 Fee Budget	Hasan Mahmood
<a href="#">page 19</a>	c. Consideration of Tenure Status	Dr. Kim Chapman
<a href="#">page 21</a>	d. Review of 1/3 Board Policies	Chair Carl Zapora
	i. BOT 1.0, 1.01pr – Board of Trustee Bylaws	
	ii. BOT 2.0, 2.01pr– Board Job Description	
	iii. BOT 6.0, 6.01pr – Mission, Vision, Core Themes, and Values	
	iv. BOT 11.0, 11.01pr – Board Treasurer and Fiscal Accountability	
	v. BOT 12.0, 12.01pr – Communication and Counsel to the Board	
	vi. BOT 13.0 – Emergency Executive Succession	
	vii. BOT 15.0 – Academic Freedom	
	viii. BOT 16.0. 16.01pr – Emeritus Status	
5:30pm	<b>11. Break (10)</b>	
5:40pm	<b>12. Representative Reports</b>	
	a. Student Government Representative (5)	Ruth Nakigozi
	b. Classified Staff Representative (5)	Lia Andrews
	c. Faculty Representative (5)	Scott Haddock
5:55pm	<b>13. Foundation Report (5)</b> <a href="#">page 51</a>	Tom Bull
6:00pm	<b>14. Board DEI Committee Report (5)</b>	Trustee Wally Webster, Vice Chair Courtney Wooten
6:05pm	<b>15. Board Discussion</b>	Chair Carl Zapora
	a. Trustee Updates	
	b. Other	
6:20pm	<b>16. Executive Session (10)</b>	Chair Carl Zapora
6:30pm	<b>17. Adjournment</b>	Chair Carl Zapora

**Next Regular Meeting: June 12, 2025 at 3:30pm**

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Times are estimates only and subject to change.

The Board of Trustees may convene to an Executive Session to discuss matters covered under RCW 42.30.110. Action may be taken, if necessary, as a result of items discussed in the Executive Session.

Information for individuals with hearing or visual impairments can be provided when adequate notice is given to the Office of the President: [kristen.nyquist@edmonds.edu](mailto:kristen.nyquist@edmonds.edu)

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## **BOARD OF TRUSTEES**

### **Regular Meeting: April 10, 2025**

Location: Edmonds College, Gateway Hall 352: 6600 196th Street SW, Lynnwood, WA

Virtual Participation via Zoom

### **Draft Minutes**

**Trustees Present:** Carl Zapora, Chair; Courtney Wooten (attending via Zoom), Vice Chair; Dave Earling; Tasnim Tayiba; Adrienne Wagner; Wally Webster

**Trustees Absent:** None

#### **Others Present:**

Dr. Amit Singh, President  
Arlene Anderson, Assistant Attorney General  
Scott Haddock, Faculty Union Representative  
Ruth Nakigozi, Associated Students of Edmonds College Representative  
Emily Villata, Classified Staff Union Representative  
Dr. Mari Acob-Nash, Vice President for Enrollment and Student Services  
Tom Bull, Executive Director of the Edmonds College Foundation  
Dr. Kim Chapman, Vice President for Instruction

Karen Magarelli, Chief Marketing Officer, PIO, & Special Assistant to the President  
Suzanne Moreau, Vice President for Human Resources  
Jim Mulik, Vice President for Finance, Grants, and Institutional Effectiveness  
Kristen NyQuist, Director of Planning and Operations  
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 Zapora called the meeting to order at 3:30pm, and welcomed those present.

#### **LAND ACKNOWLEDGEMENT**

Trustee Wagner read the Land Acknowledgement

#### **INTRODUCTIONS**

Chair Zapora led introductions of the trustees; Dr. Singh led introductions of the leadership team, assistant attorney general, and representatives.

#### **APPROVAL OF MEETING MINUTES**

Chair Zapora asked for a motion to approve the minutes from the March 13, 2025 meeting, which was made by Trustee Earling, seconded by Trustee Wagner, and unanimously approved.

**Approved**

#### **NEXT MEETING**

The next regular meeting will take place on Thursday, May 8, 2025 at 4:00pm.

## **TRANSFORMING LIVES**

Dr. Singh shared that each year Washington Campus Coalition for the Public Good hosts Student Civic Leadership Awards, where each college involved (public and private universities and community/technical colleges) select two winners of the President's Civic Leadership Awards and those recipients are forwarded to the Governor who selects one winner for the Governor's Student Civic Leadership Award from each of the three institution types.

Mayelli Ayala was selected as one of Dr. Singh's President's Civic Leadership Awards. Dr. Mari Acob-Nash read from the award letter that Dr. Singh wrote, noting Ms. Ayala's pursuit of a Biology DTA so that she can study dentistry. Ms. Ayala has served as an ambassador with MESA (mathematics, engineering, science achievement), performing 300 hours of service putting together internships. She answered students' questions about the program with the goal of helping them believe in themselves and their potential. She's also a resident advisor at Triton Court, one of Edmonds College's dorms, and puts together social programs to help residents find a sense of connectedness. She holds a leadership position in the Latinx Student Association and helped to put together an event for Dia de los Muertos, where she had the opportunity to share her Aztec-Mexican culture.

Ms. Ayala is also working as a tutor with the Services for Students with Disabilities (SSD) program as well as TRIO. At SSD she tutors students with disabilities, trying to be visible so more students connect with the services they need to be successful. She's made many friends on campus through her involvement. Sharing her experiences, and tips for self-motivation with others is something she enjoys and sees value in.

Her contributions to our campus community are multifaceted and impactful, and her story serves as a testament to the power of resilience, support, and the pursuit of one's dreams.

The Board applauded Ms. Ayala's achievements.

Cricket Vincent, a recent graduate of the EC paralegal program, was selected as the other recipient of Dr. Singh's President's Civic Leadership Award, and was also honored as the Governor's award winner for the community and technical college system. Ms. Vincent was selected for her involvement with the EC Legal Services Clinic produced in partnership with Snohomish County. Ms. Vincent was in attendance and shared her story with the Board.

She served four years in the United States Navy, where she saw many abuses of power and suffered an assault. After she was discharged, she didn't leave her house for 2 years due to the trauma of it. Eventually she decided to enroll in the EC paralegal program so that she could help give voice to those who feel powerless. In 2023, she volunteered to be part of the free Legal Services Clinic the college put on in partnership with Snohomish County Legal Services. The clinic's purpose is to provide free legal advice on housing issues to low-income residents of Snohomish County. She became the volunteer coordinator, facilitating the work of the lawyers as well as the student paralegals involved. She then rebuilt the training program for the paralegal students to streamline the work being done at the clinic, and it became a 30-hour creditable class. Ms. Vincent is now working as a paralegal for the Stillaguamish Tribe of Indians, and expressed her gratitude for all that she received from Edmonds College - an American Bar Association-approved paralegal degree, the opportunity to help advance the legal clinic, and a role in the EC Law Association.

The Trustees expressed their admiration for Ms. Vincent's persistence in achieving her goals and also her inspiring dedication to helping others achieve theirs.

## **PUBLIC COMMENTS**

No public comments were received in writing or given in person.

Chari Zapora noted that the President's Report would be moved later in the agenda, occurring after the representative reports.

## **OLD BUSINESS: SECOND CONSIDERATION AND FINAL ACTION**

### **Approval of New Degree Program: Licensed Practical Nursing to Associate in Nursing Direct Transfer Agreement/Major Related Pathway**

Dr. Singh, noting the Board's authority to approve new programs, stated that this program is much needed, and provides a way for students in our LPN program to build on those credentials while working at the same time.

Chair Zapora called for a motion to approve Resolution #25-4-1, which was made by Trustee Webster, seconded by Trustee Earling, and unanimously approved.

**Approved**

### **Approval of New Degree Program: Behavioral Health Support Specialist Bachelor of Applied Science**

Dr. Singh stated that this new program was possible because the state had changed regulations to allow behavioral health workers to be licensed with this 4-year degree as the need in the state is so great.

Chair Zapora called for a motion to approve Resolution #25-4-2, which was made by Trustee Wagner, seconded by Trustee Earling, and unanimously approved.

**Approved**

### **Approval of Professional Leave**

Dr. Singh noted that faculty who are granted sabbaticals work on things that benefit their students and the college. Procedurally, the faculty union forms a committee that reviews faculty applications and forwards a selection on to the President. If there is funding available, the President recommends those names to the Board.

Chair Zapora asked for a motion to approve Resolution #25-4-3, which was made by Trustee Wagner, seconded by Trustee Webster, and approved with Trustee Tayiba abstaining.

**Approved**

### **Approval of ASEC Fees**

Dr. Singh stated that the Associated Students of Edmonds College (ASEC) Services & Activities Fee rate maximum is tied to the tuition rate. He pointed to the materials in the packet that outlined the presentation from last month by the Executive Officer for Finance and Budget, Hasan Mahmood.

Chair Zapora called for a motion to approve Resolution #25-4-4, which was made by Trustee Earling, seconded by Trustee Wagner, and unanimously approved.

**Approved**

### **Endorsement of 2025-26 Tuition Rates**

Dr. Singh stated that because the state gives authority to set tuition rates to the State Board for Technical Colleges (SBCTC) in conjunction with the Office of Financial Management, the Edmonds College Board of Trustees is being asked to endorse the 2025-26 tuition rates previously approved by the SBCTC.

He outlined Pell and Washington College Grant award amounts at different income levels, noting that in some cases, students may receive funding in excess of tuition costs. There was a brief discussion on the possible tax implications in those cases.

Chari Zapora called for a motion to approve Resolution #25-4-5, which was made by Trustee Earling, seconded by Trustee Wagner and unanimously approved.

**Approved**

#### **Approval of Continuing Tenure Probationary Status**

Dr. Kim Chapman presented the faculty moving along the tenure track from first to second year, and from second to third year, as recommended by their Appointment Review Committees.

Chair Zapora called for a motion to approve Resolution #25-4-6, which was made by Trustee Wagner, seconded by Trustee Earling and unanimously approved.

**Approved**

#### **REPRESENTATIVE REPORTS**

**ASEC Representative** - Ruth Nakigozi, Executive Officer for Administration reported the following:

- The Executive Officers for Diversity and Academics will represent the student government on the Campus Green Fund Committee.
- The Services & Activities Fee Committee has finished presentations and has started deliberations. They will present their recommended budget to the Board of Trustees in May.
- The Executive Officer for Academics created an accessibility survey and an application form for student representatives for the Textbook Affordability committee.
- Applications for new student government positions have officially opened.
- The Executive Officer for Diversity is planning an event for Celebrate Diversity Month and plans to highlight various identities including religion, sexual orientation, and ability.
- Student government is looking forward to attending the EC Foundation gala.
- The Dean for Student Engagement and Support, Lisa Neumann and Ms. Nakigozi have been working on expanding access to medical services through providing health and wellness care products to students, including Simplicheck vending machines. A Health & Wellness Survey has also been issued to students.
- Student Government would like to express concern over the invitation extended to the U.S. Customs & Border Protection to attend the upcoming Spring Job Fair on April 16. They feel that this invitation goes against Edmonds College's policy of providing a safe academic environment for the students. The presence of such entities can foster fear and unease, hindering student involvement in school activities, and they urge administrators to reconsider this decision.

Dr. Singh responded to Ms. Nakigozi's last point, stating that the job fair is put on in partnership with the City of Lynnwood and WorkSource Snohomish, who advertise to get employers to attend. We cannot select, as a state institution, who attends if they have open positions that they would like to recruit students to fill, and as long as they are a legitimate business or entity.

**AFT Representative** - Scott Haddock, AFT President reported the following:

The often unseen work that faculty are doing at this college every single day needs to be recognized. Each day faculty are showing up and continuing to pour energy, care, and expertise into their work with students. Morale is fragile, and still students are being seen, supported, and challenged to grow, due to our faculty. Associate faculty carry large portions of the teaching load with the same care, commitment, and excellence, but with limited job security and compensation. The work of teaching is transformational, and

not easily captured in data. When a faculty member helps a student believe in themselves, that work—the human core of education—is where true student success begins. Faculty are holding the mission together with sustained action. As we face a hostile political climate, severe funding cuts, and widespread basic needs insecurity among our students, our college’s greatest asset is the people. Our faculty—full-time and associate alike—are doing some of the hardest, most meaningful work in public education today.

**WPEA Representative** - Emily Villata, WPEA Shop Steward, reported that the WPEA contract had been ratified on April 3, 2025, with a 3% increase in the first year and a 2% increase in the second year. The Office of Financial Management (OFM), through tactics seen as stalling and threatening, had given WPEA the option of choosing marginal gains for their members or no gains at all. Ms. Villata asked why the college was paying OFM to represent them at the bargaining table. She said that WPEA is encouraging members to reach out to legislators.

#### **BREAK**

At 4:17pm, Chair Zopora adjourned the meeting for a 10-minute break, returning to open session at 4:27pm. At 4:27pm, Chair Zopora reconvened the meeting in open session.

#### **OLD BUSINESS: SECOND CONSIDERATION AND FINAL ACTION**

##### **Approval of Tenure**

Dr. Singh introduced the agenda item, approval of tenure, noting that Board Policy 2.0 reserves for the Board the right to grant, deny or remove tenure to faculty, and today it was about granting tenure.

Dean Allison Cohen introduced tenure candidate Rachel Phillips, who teaches in the college and career preparation department. Ms. Phillips discussed some of the highlights of her time at Edmonds College and the trustees commented on her tenure portfolio and thanked her for her work.

Chair Zopora called for a motion to grant tenure to Rachel Phillips, which was made by Trustee Earling, seconded by Trustee Webster and approved with Trustee Tayiba abstaining.

##### **Approved**

Dean Nicole Galipeau introduced tenure candidate Leslie Rossman, who teaches in the communications studies department. Dr. Rossman discussed some of the highlights of their time at Edmonds College and the trustees commented on their tenure portfolio and thanked them for their work.

Chair Zopora called for a motion to grant tenure to Leslie Rossman, which was made by Trustee Wagner, seconded by Trustee Webster, and approved with Trustee Tayiba abstaining.

##### **Approved**

Dean Galipeau introduced tenure candidate Hsinmai (May) Lin, who teaches in the English department. Dr. Lin discussed some of the highlights of her time at Edmonds College and the trustees commented on her tenure portfolio and thanked her for her work.

Chair Zopora called for a motion to grant tenure to Hsinmai (May) Lin, which was made by Trustee Webster, seconded by Trustee Wagner, and approved with Trustee Tayiba abstaining.

##### **Approved**

Dean Galipeau introduced tenure candidate Allison Kuklok, who teaches in the philosophy department. Dr. Kuklok discussed some of the highlights of her time at Edmonds College and the trustees commented on her tenure portfolio and thanked her for her work.

Chair Zapora called for a motion to grant tenure to Allison Kuklok, which was made by Trustee Earling, seconded by Trustee Wagner, and approved with Trustee Tayiba abstaining.

**Approved**

Dean Karen Townsend introduced tenure candidate Ted Chen, who teaches in the paralegal department. Mr. Chen discussed some of the highlights of his time at Edmonds College and the trustees commented on his tenure portfolio and thanked him for his work.

Chair Zapora called for a motion to grant tenure to Ted Chen, which was made by Trustee Wagner, seconded by Trustee Webster, and approved with Trustee Tayiba abstaining.

**Approved**

Dean Townsend introduced tenure candidate Roxanne Green, who teaches in the social and human services department. Dr. Green discussed some of the highlights of her time at Edmonds College and the trustees commented on her tenure portfolio and thanked her for her work.

Chair Zapora called for a motion to grant tenure to Roxanne Green, which was made by Trustee Earling, seconded by Trustee Webster, and approved with Trustee Tayiba abstaining.

**Approved**

Dean Christine Kobayashi introduced tenure candidate Jaehan Park, who teaches in the English Language Acquisition department. Dr. Park discussed some of the highlights of his time at Edmonds College and the trustees commented on his tenure portfolio and thanked him for his work.

Chair Zapora called for a motion to grant tenure to Jaehan Park, which was made by Trustee Earling, seconded by Trustee Webster, and approved with Trustee Tayiba abstaining.

**Approved**

Dean Carey Schroyer introduced tenure candidate Uzair Muhammad, who teaches in the math department. Mr. Muhammad discussed some of the highlights of his time at Edmonds College and the trustees commented on his tenure portfolio and thanked him for his work.

Chair Zapora called for a motion to grant tenure to Uzair Muhammad, which was made by Trustee Wagner, seconded by Trustee Earling, and approved with Trustee Tayiba abstaining.

**Approved**

Dean Schroyer introduced tenure candidate Pablo Pedrosa Diaz, who teaches in the Advanced Manufacturing and Materials Engineering Technology program. Mr. Pedrosa Diaz discussed some of the highlights of his time at Edmonds College and the trustees commented on his tenure portfolio and thanked him for his work.

Chair Zapora called for a motion to grant tenure to Pablo Pedrosa Diaz, which was made by Trustee Webster, seconded by Trustee Wagner, and approved with Trustee Tayiba abstaining.

**Approved**

Dean Vernon Hawkins introduced tenure candidate Frank Kadwell, who teaches in the Information Technology Application Development program. Dr. Kadwell discussed some of the highlights of his time at Edmonds College and the trustees commented on his tenure portfolio and thanked him for his work.



Chair Zapora called for a motion to grant tenure to Frank Kadwell, which was made by Trustee Earling, seconded by Trustee Webster, and approved with Trustee Tayiba abstaining.

**Approved**

The trustees remarked on the incredible breadth of talent in the tenure candidates, noting how impressed they were with each. Chair Zapora thanked the deans and also the faculty who served on the Appointment Review Committees for each of the ten tenure candidates.

Chair Zapora asked for a motion to approve Resolution #25-4-7, which was made by Trustee Wagner, seconded by Trustee Webster and approved with Trustee Tayiba abstaining.

**Approved**

**PRESIDENT'S REPORT**

Dr. Singh reported that Spring Quarter had begun on April 7th and enrollment is up across almost every category.

He and two colleagues along with Trustee Wagner had recently traveled to Brazil as part of an effort to diversify international enrollment - a long term investment. He shared several photos from the trip. There, he signed an MOU with Hayek Global College in Brasília for a 2+2 partnership, where students will attend 2 years at Hayek Global College and then 2 years at Edmonds College. After Brasília, they traveled to São Paulo, where they met with EC's Brazilian agent, and attended several high school recruitment fairs where they met with prospective students and parents. Former EC student Vinicius Armucho attended one of the events and served as a translator.

Trustee Wagner shared that she was grateful for the opportunity to go and had returned with a lot of respect for the hard work that Dr. Singh and the Office of International Program (OIP) staff do every day. The college has a value proposition that is impactful, which made it easy to talk to students about.

Dr. Singh thanked the OIP staff for their help in making it a very productive trip.

**FOUNDATION REPORT**

Tom Bull, Executive Director of the Edmonds College Foundation reported that year-to-date the Foundation has raised \$500K from 1,300 donors and may not meet its \$1.2M goal. Inspire, the annual gala fundraiser, is doing well and is expected to meet its attendance goal. The Kickstarter Grant drew 32 applications and the Foundation will award a total of \$30K to the projects it chooses from those applications. Annual scholarship applications closed on March 30 and received 233 applications, reflecting strong interest in scholarship support. Trustee Webster inquired how many students were able to complete their degrees due to Foundation support. Mr. Bull said he would look into that data.

**BOARD DEI COMMITTEE UPDATE**

No report was given.

**BOARD DISCUSSION**

Chair Zapora opened the floor for updates from the trustees.

Trustee Tayiba noted that this is her last quarter and she is working with student government and OIP on Optional Practical Training (OPT) opportunities - an immigration program that allows international students on an F-1 visa to gain practical experience in the United States, working in their field of study, while remaining in valid student status.

Trustee Webster shared that he had attended the recent Lynnwood Chamber of Commerce meeting where EC employee Dennis Gibb had shared his story of military service, a career in finance where he committed crimes, his subsequent incarceration, and now working to help those coming out of the criminal justice system to reintegrate through education and job training.

Trustee Zapora shared that he and Dr. Singh and other trustees had traveled to Olympia twice over the course of the legislative session to meet with legislators about multiple issues. Advocacy is hard work, but so important.

#### **EXECUTIVE SESSION**

At 6:08pm, Chair Zapora called an executive session for 10 minutes, returning at 6:18pm.

Chair Zapora reconvened the meeting in open session at 6:18pm, noting that no action had been taken in executive session.

#### **ADJOURNMENT**

With no further business, Chair Zapora adjourned the meeting at 6:18pm.

**Next Meeting:** The next regular Board meeting will be held May 8, 2025 at 4:00pm.

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Carl Zapora, Chair

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Date Approved

ATTEST:

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Dr. Amit B. Singh, Secretary

## BOARD MEETING

May 8, 2025

## Q3 Operating Budget Update

## QUARTER 3 EXPENSES

*As \$ spent*

July - March (Quarter 3)	FY2019-20	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25
Salaries	25,688,183	23,809,006	24,274,645	26,239,333	29,225,917	31,338,487
Benefits	9,014,152	8,648,882	8,161,625	9,503,178	10,042,215	10,572,651
Goods and Services	5,257,835	3,237,599	3,856,156	4,380,548	5,456,455	5,281,832
Financial Aid	750,687	739,293	847,211	732,340	811,617	813,118
<b>Total</b>	<b>40,710,856</b>	<b>36,434,779</b>	<b>37,139,638</b>	<b>40,855,399</b>	<b>45,536,203</b>	<b>48,006,088</b>

*As percentage of budget*

July - March (Quarter 3)	FY2019-20	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25
Salaries	75%	64%	64%	67%	72%	71%
Benefits	74%	68%	61%	82%	73%	73%
Goods and Services	58%	31%	37%	41%	49%	53%
Financial Aid	88%	81%	89%	57%	84%	82%
<b>Total</b>	<b>72%</b>	<b>59%</b>	<b>59%</b>	<b>65%</b>	<b>68%</b>	<b>69%</b>

## QUARTER 3 REVENUE

Fiscal Quarter 3: Revenue for General Tuition

\$14,000,000  
\$12,000,000  
\$10,000,000  
\$8,000,000  
\$6,000,000  
\$4,000,000  
\$2,000,000  
\$-

	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
General Tuition	\$8,716,467	\$11,871,227	\$8,036,185	\$9,330,557	\$10,011,343	\$11,511,642

Fiscal Quarter 3: Net Revenue for Shared Funding

\$7,000,000  
\$6,000,000  
\$5,000,000  
\$4,000,000  
\$3,000,000  
\$2,000,000  
\$1,000,000  
\$-

	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Shared Funding	\$6,166,289	\$3,683,879	\$3,120,270	\$3,421,413	\$3,035,018	\$3,505,601

## **BACKGROUND 2025-26 COLLEGE OPERATING BUDGET**

**Subject**

First consideration of the 2025-26 College Operating Budget.

**Background**

While the State Board for Community and Technical Colleges has provided the College with a projected allocation for 2025-26, that allocation is still in draft status and subject to further adjustments before being finalized.

Working with the draft allocation from the State Board, along with our estimates for year-end and our projections for enrollment-driven revenue for this coming fiscal year, the Business Office has put together a projected budget plan for 2025-2026, with a *shortfall/surplus* of about \$\_\_\_\_\_.

The past few years have been extremely challenging for the College budget, and 2025-26 will require continued, careful management of resources. While prior to COVID-19, our revenue forecasts were quite accurate, it has been much more difficult to forecast certain revenue lines at this time.

It is possible that there may be changes in the initial state allocation between now and when the final allocation is approved and released. Upon receipt of the final 2025-26 allocation from the State Board, the College will adjust its final 2025-26 budget proposal (as necessary) for presentation, review, and approval at the June 2025 Board of Trustees meeting.

The initial budget presented reflects all of the aforementioned elements.

**Recommendation**

The President and the President's Leadership Team recommend that the Board of Trustees approve the 2025-26 College Operating Budget, first presented at the May 8, 2025 Board of Trustees meeting, with the understanding that changes may be made prior to the second consideration at the June 12, 2025 meeting based upon new information received regarding the state allocation.

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**BACKGROUND  
FISCAL YEAR 2025 - 2026  
SERVICES & ACTIVITIES FEE BUDGET**

**Subject**

Proposed Associated Students of Edmonds College (ASEC) Services and Activities Fee Budget for (FY) 2025-26.

**Background**

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

**The following budget is submitted for consideration:**

**Total S&A Fee Budget= \$2,025,809**

**2025-26 S&A Fee Projected Revenue as of 3/2024 = \$1,523,068**

**Fund Balance Allocation = \$502,741**

The 2025-26 S&A Fee Budget Committee developed the budget based on account directors' proposals, preliminary balance hearings, and administrative review. The committee reviewed all accounts and analyzed each budget request thoroughly using a variety of approaches in allocating the budgets. This includes written applications, student testimonials about the impact of these programs, the account directors' budget hearings presentations, and the rationale used by the account directors for the items requested. The S&A Fee Committee analyzed the budget with the philosophy to fund as many requests as possible, since last year there were major cuts made to the S&A funded programs, this year's committee's goal was to give back to those programs, given that the revenue had increased from last year.

The committee was committed to promoting fairness and transparency in programs across the board. Clear guidelines were established to ensure a fair and just process. Despite increases to minimum wage and other costs, the committee was determined to reduce the budget deficit.

This year's ASEC Executive Board approved to renew the position statement for the Center For Families for a further two years, covering up to 18% of all operational expenses, amounting to \$201,277 per year, reflected in the budget. This position statement is to be reviewed before 2027-2028 fiscal year.

The ASEC Board also approved to renew the position statement for Center for Student Engagement and Leadership (CSEL) Staff salaries for the next three years, amounting to \$341,334 per year. This amount is

reflected in the S&A Fee budget. The funding supports the salaries of multiple CSEL positions, including the Director of CSEL, Center for Student Cultural Diversity and Inclusion Program Specialist 3, and the CSEL Program Manager.

The S&A Committee firmly believes that academic support services, such as the Learning Support Center, Services for Students with Disabilities and STEM Study Room, should be funded through the college's operational budget. While the committee recognizes the importance of these programs to students, it maintains that the responsibility for funding academic support should not fall on Services & Activities fees. The committee's decision was to incrementally decrease academic tutoring funding until it is incorporated into the college's operating budget. The committee did increase funding for the Learning Support Center and STEM Study Room for the 2025-26 year, however, they did not fund the full amount requested. The Services for Students with Disabilities tutoring budget was decreased by \$7,733.

#### **The most notable changes in the 2025-26 budget:**

##### **Budget Increases:**

- The **Executive Board** received an additional \$27,772 in funding, in order to increase their weekly hours to 19 in accordance with their workloads and input from this year's officers.
- **Student Leadership** received an extra \$4,732 in funding for next year so that more students can attend the Student Leadership Conference in September.
  - Council of Unions and Student Programs ( CUSP ) Student Leadership Conference is an annual training event in September for new and returning student leaders across the state to get together, share their ideas, and learn more about how student government and student leadership works. Last year CSEL was able to take 10 students to this conference; the increased funding allows 20 students to be able to attend this conference.
- **Athletics** received increased funding for various programs:
  - Recreation: Increased by \$20,554, with the bulk of the funding allocated to weight room equipment repair. Athletics staff and students showed great concern for the current state of the weight room where most equipment is not up to standards.
  - Post-Season Travel: One of the most significant achievements of being an athlete is to qualify for championships with your team. This budget includes an increase because the S&A Committee felt that if athletes are good enough to play for trophies and titles, they should be provided adequate support to travel, eat, and sleep comfortably.
  - Individual Athletic Teams (New Budget): In previous years the Athletics department would request funds for each and every team, which meant 9 different account codes, 9 different budgets. This year we recommended that Athletics request a universal team budget in order to streamline accounting and more easily move funds around.
  - Scholarships: The S&A Committee increased scholarship funding by \$27,000 from last year. Athletics initially requested to fund \$50,000 for athletic scholarships but the S&A Committee was adamant to increase the amount to show support to our athletes.

- **Student Activities Board** received an additional \$59,647 in funding to support the high volume of events organized and the associated expenses. This budget now also includes a formerly-separate budget called Student Events which accounts for much of the increase.
- **Student Organizations:** The committee recognizes that clubs play a vital role in enhancing student life. Currently, nearly 60 clubs are active on campus, including the Chess Club, Accounting Club, Cambodian Club, and many others. In recognition of their impact, the committee is proud to have increased funding to further support these organizations.
- The committee also decided to fund a new student position:
  - Athletics and CSEL requested to transition the **Triton Mascot** role from a volunteer position to a paid student position. This change is intended to recognize the time, effort, and commitment required to represent the college at various events, and to encourage greater consistency and student participation.

### **Budget Decreases**

- **Commencement:** The committee elected to fund refreshments, printing, supplies, and speaker fees for Commencement. The committee opted not to fund basic equipment costs of the event such as AV equipment, staging, and HVAC equipment. The committee felt that Commencement is an academic ceremony held annually and not an extracurricular student program. Thus it should not be funded entirely by S&A fees.
- **Supplemental Insurance for Athletics:** The committee increased funding for almost every category Athletics requested. Out of the \$566,071 athletics requested, the S&A committee allocated \$487,950 making Athletics our biggest recipient of S&A monies. However, we declined to fund the \$45,000 for supplemental insurance. While it may be permissible to fund insurance with student fees, we did not feel that burden should fall on students. This expense is more aligned with the college operations budget and not services and activities fees because it is a legal obligation of the college to provide insurance to athletes.
- The committee declined to fund the **Leadership is You!** and **Legislative Action** programs. As these events have not consistently occurred annually in recent years, the committee determined that they do not meet the criteria for regular funding. Should students express interest in these events, the committee recommends that funding be requested through the Unallocated Reserve, subject to the approval of the sitting Executive Board at that time.

### **Recommendation**

The S&A Fee Budget Committee recommends that the Board of Trustees approve the proposed FY 2025-26 ASEC Services and Activities Fee Budget as submitted, at the June 12th, 2025 Board of Trustees meeting.





EDMONDS COLLEGE

ASSOCIATED STUDENTS

## 2025-26 Services and Activities Fee Budget

Program	2024-25	2025-2026	Percent Change	Difference
Game Room	\$28,609	\$33,933	19%	\$5,324
CSEL Welcome Desk	\$28,444	\$29,313	3%	\$869
Executive Board	\$84,856	\$112,628	33%	\$27,772
Legislative Action	\$675	\$0	-100%	-\$675
Student Leadership	\$10,739	\$15,471	44%	\$4,732
Student Activities Board	\$88,207	\$147,854	68%	\$59,647
CSEL Professional Staff	\$200,000	\$341,334	71%	\$141,334
Athletic Recreation	\$8,008	\$28,562	257%	\$20,554
Triton Talks	\$19,500	\$19,250	-1%	-\$250
START	\$26,804	\$24,948	-7%	-\$1,856
Student Events	\$23,050		-100%	-\$23,050
Food Pantry	\$22,068	\$26,474	20%	\$4,406
Commencement	\$20,245	\$9,000	-56%	-\$11,245
Awards Dessert	\$5,600	\$5,400	-4%	-\$200
SSD	\$24,006	\$16,273	-32%	-\$7,733
Residence Life - Homestay	\$9,442	\$9,792	4%	\$350
Service Learning	\$18,539	\$12,978	-30%	-\$5,561
Residence Life - Res Halls	\$33,400	\$46,224	38%	\$12,824
Visual Arts Event Programmer	\$4,177	\$4,313	3%	\$136
Childcare	\$194,725	\$201,227	3%	\$6,502
Wellness Center	\$3,000	\$3,000	0%	\$0
Learning Support Center	\$75,487	\$85,680	14%	\$10,193
CSCDI	\$56,486	\$63,810	13%	\$7,324
MESA Activities	\$17,000	\$17,500	3%	\$500
Career Action Center Events	\$4,500	\$4,000	-11%	-\$500
Leadership is You Conf.	\$6,500	\$0	-	-
Student Organizations	\$32,955	\$49,067	49%	\$16,112
Triton Review Newspaper	\$11,282	\$16,706	48%	\$5,424
Software and Social Media	\$1,216	\$1,350	11%	\$134
Publicity and Resource Room	\$9,355	\$8,960	-4%	-\$395
Printing	\$1,000		-100%	-\$1,000
Digital Signage	\$8,221		-100%	-\$8,221
Black Box Theatre	\$19,205	\$19,205	0%	\$0
Individual Athletic Teams	New Chartstring	\$34,824		
Athletic Scholarships	\$48,000	\$75,000	56%	\$27,000
Athletic Administration	\$111,809	\$112,512	1%	\$703
Athletic Officials	\$43,000	\$50,000	16%	\$7,000
Post-Season Travel	\$5,000	\$30,000	500%	\$25,000
Athletic Travel	\$106,809	\$110,000	3%	\$3,191
Uniform Schedule	\$6,640	\$10,000	51%	\$3,360

Program	2024-25	2025-2026	Percent Change	Difference
Men's Soccer	\$1,000		-100%	-\$1,000
Women's Soccer	\$1,000		-100%	-\$1,000
Men's Basketball	\$1,000		-100%	-\$1,000
Baseball	\$2,000		-100%	-\$2,000
Volleyball	\$2,500		-100%	-\$2,500
Women's Basketball	\$1,000		-100%	-\$1,000
Softball	\$1,000		-100%	-\$1,000
Athletic Facilities	\$12,450	\$27,000	117%	\$14,550
Concert Band	\$5,400		-100%	-\$5,400
Jazz & Salsa Band	\$6,180	\$11,300	83%	\$5,120
Soundsation	\$10,930	\$10,930	0%	\$0
Symphonic Choir	\$7,496	\$10,930	46%	\$3,434
Music Licensing	\$6,100	\$6,100	0%	\$0
Music Programmer	\$8,462	\$8,836	4%	\$374
Music Scholarships	\$12,500	\$14,250	14%	\$1,750
OIP Programmer	\$12,991	\$13,566	4%	\$575
STEM Study Room	\$43,551	\$47,625	9%	\$4,074
Women's Cross Country	\$1,581		-100%	-\$1,581
Men's Cross Country	\$1,581		-100%	-\$1,581
Bee Program	\$3,419	\$2,677	-22%	-\$742
CSEL Staff	\$125,000		0%	\$0
Triton Mascot	New Student Position	\$10,052		
Triton Student Center Operations Assistant		\$9,300		
Building Fund	\$75,000		-100%	-\$75,000
Healthcare Transfer Center	New Chartstring	\$500		
Unallocated Reserve	\$67,330	\$76,155	13%	\$8,825
Totals	\$1,828,030	\$2,025,809	11%	\$197,779

Transferred into new account - Individual Athletic Teams

No funds requested

## **BACKGROUND CONSIDERATION OF TENURE**

### **Subject**

Consideration of tenure for: [Yiren Yue](#), Biology

### **Background**

Per BOT Policy 2.0 - Job Description, the Board of Trustees, with the exception of the Student Trustee, retains the non-delegable duty of granting or denying tenure to faculty. Per the collective bargaining agreement with the American Federation of Teachers, the Board is required to consider the award or denial of tenure following a probationary period not to exceed nine (9) consecutive quarters, excluding summer quarters and approved leaves of absence.

Yiren Yue has successfully completed her three-year probationary period. The Appointment Review Committee and administration recommend approval of tenure status.

Dr. Yue has submitted an electronic tenure packet. This is a Google Site with navigation that will guide you through the required sections of her tenure portfolio.

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

### **Recommendation**

The administration recommends that the Board of Trustees consider tenure for Yiren Yue at the May 8, 2025 meeting and approve tenure for this faculty member at the June 12, 2025 meeting.

### **Tenure Candidate Bio: Yiren Yue, Biology**

Dr. Yiren Yue obtained a B.S. in Food Science and Engineering from Beijing Forestry University in China and a Ph.D. in Food Science at the University of Massachusetts. As a researcher, she co-authored several publications; investigated food-based bioactives for disease prevention and treatment associated with obesity and aging; developed an invertebrate in vivo model system for anti-obesity and anti-aging agents screening, and evaluated the effects of environmental pollutants on obesity development and reproductive health. Before joining EC as a tenure track faculty, she was working in the pharmaceutical company and was an instructor and a research mentor during her tenure at the University of Massachusetts (Amherst). Yiren's passion for food science and her commitment to student success are evident in the way she interacts with students and prepares curriculum to engage students in the learning process.

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## **BACKGROUND**

### **Board Policy & Procedure Review:**

**BOT 1.0, 1.01pr, BOT 2.0, 2.01pr, BOT 6.0, 6.01pr, BOT 11.0, 11.01pr,  
BOT 12.0, 12.01pr, BOT 13.0, BOT 15.0, BOT 16.0. 16.01pr**

#### **Background**

The Board of Trustees is a policy governance Board that leads, directs, and inspires the organization through the careful establishment of broad written policies. The Board currently has 17 policies, most of which are accompanied by a procedure. They are published on the Edmonds College website [here](#).

#### **Taxonomy**

Board policies are designated by BOT followed by the number and name of the policy. Procedures that accompany the policy are designated with the same prefix, followed by “.01pr,” e.g. BOT 1.0 - Bylaws and BOT 1.01pr - Bylaws Procedure.

#### **Review**

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

The following policies and procedures represent the third set of the current 3-year cycle:

- BOT 6.0, 6.01pr – Mission, Vision, Core Themes, and Values
- BOT 11.0, 11.01pr – Board Treasurer and Fiscal Accountability
- BOT 12.0, 12.01pr – Communication and Counsel to the Board
- BOT 13.0 – Emergency Executive Succession
- BOT 15.0 – Academic Freedom
- BOT 16.0. 16.01pr – Emeritus Status

There are two additional policy and procedure sets being brought forth with suggested changes:

- BOT 1.0, 1.01pr – Board of Trustee Bylaws
- BOT 2.0, 2.01pr – Board Job Description

#### **Overview**

The policies and procedures listed above were reviewed by the President’s Office, and changes proposed by the President’s Office were reviewed by the Board Chair, and the Assistant Attorney General. Proposed changes are explained in the executive 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, 6, 11, 12, 13, 15, and 16, will be brought back to the Board for approval at the June 12, 2025 meeting.

## Executive Summary

POLICY/PROCEDURE UNDER REVIEW	CHANGES RECOMMENDED	RATIONALE
<b>BOT 1.0 - Board of Trustees Bylaws</b>	<ol style="list-style-type: none"> <li>1) Update the timing of the Board's approval of its own yearly meeting schedule</li> <li>2) Add building name of Board office/meeting space</li> </ol>	<ol style="list-style-type: none"> <li>1) This change recognizes that the Board approves items in a two-month cycle</li> <li>2) Increase public awareness of location</li> </ol>
<b>BOT 1.01pr – Board of Trustee Bylaws Procedure</b>	<ol style="list-style-type: none"> <li>1) Add Treasurer to the officers appointed annually</li> <li>2) Require any items to be included on agenda to be received 14 days prior to the meeting</li> <li>3) Require any discussion items proposed by advisory representatives to be requested at least 14 days prior to meeting; these items are added to agenda at discretion of Chair with President.</li> <li>4) Request rather than require that all presenters and public commenters conform to College's Civility and Respect standards</li> <li>5) Change sign-up timing requirements and clarify process in-person Public Comments</li> </ol>	<ol style="list-style-type: none"> <li>1) Brings this Procedure into compliance with Policy 1.0, Section 1, <i>Officers and Duties</i></li> <li>2) Allows staff sufficient time to prepare agenda and materials prior to the meeting</li> <li>3) Allows staff sufficient time to prepare agenda and materials prior to the meeting and grants Chair with President authority to approve the request (which may have timing implications, etc.)</li> <li>4) Remove possible conflict with First Amendment rights</li> <li>5) Allow more time for guests to sign up for in-person Public Comments</li> </ol>
<b>BOT 2.0 – Board Job Description</b>	<ol style="list-style-type: none"> <li>1) Change Board action on tuition rates from "Establish" to "Endorse"</li> </ol>	<ol style="list-style-type: none"> <li>1) Conform with state statute which gives authority to establish rates to OFM and State Board</li> </ol>
<b>BOT 2.01pr – Board Job Description Procedure</b>	No changes recommended	
<b>BOT 6.0 - Mission, Vision, Core Themes, and Values</b>	<ol style="list-style-type: none"> <li>1) Remove mandatory 7-year in-depth, college-wide review of Mission, Vision, Core Themes and Values - moving to a more flexible, as-needed timeline</li> </ol>	<ol style="list-style-type: none"> <li>1) It would be unusual for the mission, vision, and values of the institution to change every 7 years. The in-depth, college-wide review requires a lot of time and resources; a more flexible, as-needed timeline will be a better use of those resources</li> </ol>
<b>BOT 6.01pr - Mission, Vision, Core Themes, and Values Procedure</b>	<ol style="list-style-type: none"> <li>1) Remove mandatory 7-year in-depth, college-wide review of Mission, Vision, Core Themes and Values - moving to a more flexible, as-needed timeline</li> </ol>	<ol style="list-style-type: none"> <li>1) The in-depth, college-wide review requires a lot of time and resources; a more flexible, as needed timeline will be a better use of those resources</li> </ol>

## Executive Summary

POLICY/PROCEDURE UNDER REVIEW	CHANGES RECOMMENDED	RATIONALE
<b>BOT 11.0 – Board Treasurer and Fiscal Accountability</b>	No changes recommended	
<b>BOT 11.01pr – Board Treasurer and Fiscal Accountability Procedure</b>	1) Change item 5 under Asset Protection to make clear that even though the President may delegate authority to others to enter into contracts, the President retains the responsibility to ensure they meet the provisions laid out in item 5 2) Change the timing of the debt management update from “Summer Study Session” to annual	1) Give the President flexibility to have others sign contracts, while retaining responsibility for asset protection  2) This preserves the annual aspect of the update, but gives more flexibility as to when it will occur
<b>BOT 12.0 – Communication and Counsel to the Board</b>	No changes recommended	
<b>BOT 12.01pr – Communication and Counsel to the Board Procedure</b>	No changes recommended	
<b>BOT 13.0 – Emergency Executive Succession</b>	No changes recommended	
<b>BOT 15.0 – Academic Freedom</b>	No changes recommended	
<b>BOT 16.0 – Emeritus Status</b>	No changes recommended	
<b>BOT 16.01pr – Emeritus Status Procedure</b>	No changes recommended	



## **BOT 1.0 - Board of Trustees Bylaws**

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### **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 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 **considered set** at the first fall meeting, **and approved at the following 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 **in Gateway Hall** 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

### REVIEW PERIOD

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

## REVIEW HISTORY

2022-Nov 10 Revised, Board Resolution 22-11-2  
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**

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### **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 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 Board shall also reconfirm the appointment of the Vice President for Finance as the Treasurer.**

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, **fourteen (14) ~~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 requested placed on the agenda in advance of meetings through the Office of the President at least 14 business days prior to the meeting and placed on the agenda at the discretion of the Chair in consultation with the President, and in accordance with Board policies and college regulations.

Individuals giving presentations or making public comments at Trustee meetings should 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 **in-person** 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 5:00 pm 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

## REVIEW PERIOD

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

## REVIEW HISTORY

2022-Nov 10, Revised, Board Resolution 22-11-2  
 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 :

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### 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.
  - **Endorse/Establish** tuition rates **approved by the State Board for Community and Technical Colleges.**
  - 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

## REVIEW PERIOD

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



#### REVIEW HISTORY

2022-Nov 10 Reviewed, Board Resolution 22-11-2  
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**

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### **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 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 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.
- 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

## REVIEW PERIOD

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

## REVIEW HISTORY

2022-Nov 10 Revised, Board Resolution 22-11-2

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

2006-Dec 08 Revised

2006-Sep 15 Revised, Board Resolution 06-9-1

2001-May Approved B 3.3

2001-May Approved B 3.4

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

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### **SUMMARY/SCOPE**

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

### **DESCRIPTION**

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

**MISSION:** Teaching|Learning|Community

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

### **CORE THEMES**

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

- Academic Excellence
- Student Success
- Community Engagement

### **VALUES**

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

#### **Collaboration and Communication**

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

#### **Responsibility and Accountability**

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

#### **Innovation and Creativity**

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

#### **Diversity, Respect, and Inclusion**

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

The Board may determine that an in-depth review of the Mission, Vision, Core Themes, and Values is needed, and direct the President to conduct it at a mutually agreed upon time, as appropriate in the lifecycle of the institution. ~~will be conducted at least once every seven (7) years.~~

## GLOSSARY TERMS

Board of Trustee(s)

## RELATED POLICIES AND PROCEDURES

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

## SOURCE INFORMATION

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

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

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

## REVIEW PERIOD

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

## REVIEW HISTORY

2021-Nov 10 Revised, Board Resolution 21-11-3  
2017-Nov 02 Reviewed, Board Resolution 17-11-2  
2017-Feb 09 Revised, Board Resolution 17-2-1  
2014-Feb 18 Reviewed  
2013-Nov 21 Amended, Board Resolution 13-11-2  
2013-May 09 Amended, Board Resolution 13-5-1  
2012-Sep 09 Amended, Board Resolution 12-9-3  
2012-Aug First Consideration of B 1.1  
2010-Jun 09 Amended, Board Resolution 10-6-9  
2007-Jan 11 Amended  
2001-May Approved B 1.1 (and B 1.2)

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

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### **SUMMARY/SCOPE**

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

### **DESCRIPTION**

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

### **PROCEDURE DETAILS**

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

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

### **GLOSSARY TERMS**

Board of Trustee(s)

### **RELATED POLICIES AND PROCEDURES**

BOT 6.0 Mission, Vision, Core Themes, and Values

### **SOURCE INFORMATION**

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

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

### **REVIEW PERIOD**

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

### **REVIEW HISTORY**

2021-Nov 10 Revised, Board Resolution 21-11-3  
2017-Nov 02 Reviewed, Board Resolution 17-11-2  
2017-Feb 09 Revised, Board Resolution 17-2-1  
2014-Feb 18 Reviewed  
2013-Nov 21 Amended, Board Resolution 13-11-2  
2013-May 09 Amended, Board Resolution 13-5-1  
2012-Sep 13 Amended, Board Resolution 12-9-3  
2012-Aug First Consideration of B 1.1  
2010-Jun 09 Amended, Board Resolution 10-6-9  
2007-Jan 11 Amended  
2001-May Approved B1.1 (and B 1.2)

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

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### **SUMMARY/SCOPE**

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

### **DESCRIPTION**

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

### **ASSET PROTECTION**

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

### **DEBT MANAGEMENT**

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

### **CASH AND INVESTMENT MANAGEMENT**

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

### **GLOSSARY TERMS**

Board of Trustee(s)

### **RELATED POLICIES AND PROCEDURES**

BOT 11.01pr Board Treasurer and Fiscal Accountability: Procedures

### **SOURCE INFORMATION**

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

RCW 28B.50.140 (6) Boards of Trustees - Powers and duties.

RCW 39.94 Financing Contracts.

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

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

## REVIEW PERIOD

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

## REVIEW HISTORY

2021-Nov 10 Revised, Board Resolution 21-11-3

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

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

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

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

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

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

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

2002-Aug 01 Amended B 2.7 for Name Change

2001-May Approved B 2.4 - B 2.9



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

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### **SUMMARY/SCOPE**

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

### **DESCRIPTION**

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

### **PROCEDURE DETAILS**

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

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

### **ASSET PROTECTION**

The President will:

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

### **DEBT MANAGEMENT**

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

### **CASH AND INVESTMENT MANAGEMENT**

The Vice President for Finance or designee shall invest college funds and is responsible for the college's investment program. The Vice President for Finance or designee will take necessary actions to ensure the prudent investment of college funds. The Vice President for Finance or

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

#### GLOSSARY TERMS

Board of Trustee(s)

#### RELATED POLICIES AND PROCEDURES

BOT 11.0 Board Treasurer and Fiscal Accountability

#### SOURCE INFORMATION

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

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

#### REVIEW PERIOD

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

#### REVIEW HISTORY

2021-Nov 10 Revised, Board Resolution 21-11-3

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

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

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

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

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

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

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

2002-Aug 01 Amended B 2.7 for Name Change

2001-May Approved B 2.4 - B 2.9

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

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### **SUMMARY/SCOPE**

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

### **DESCRIPTION**

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

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

### **GLOSSARY TERMS**

Board of Trustee(s)

### **RELATED POLICIES AND PROCEDURES**

BOT 12.01pr Communication and Counsel to the Board: Procedure

### **SOURCE INFORMATION**

RCW 42.30.080 Special meetings.

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

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

### **REVIEW PERIOD**

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

### **REVIEW HISTORY**

2021-Nov 10 Revised, Board Resolution 21-11-3

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

2014-Feb 18 Amended for Numbering Change to B 2.8

2002-Aug 01 Amended for Name Change

2001-May Approved B 2.7

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

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### **SUMMARY/SCOPE**

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

### **DESCRIPTION**

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

### **PROCEDURE DETAILS**

The President will:

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

### **GLOSSARY TERMS**

Board of Trustee(s)

### **RELATED POLICIES AND PROCEDURES**

BOT 12.0 Communication and Counsel to the Board

### **SOURCE INFORMATION**

(was) B 2.7 Communication and Counsel to the Board

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

### **REVIEW PERIOD**

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

## REVIEW HISTORY

2021-Nov 10 Revised, Board Resolution 21-11-3

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

2014-Feb 18 Amended for Numbering Change to B 2.8

2001-Aug 01 Amended for Name Change

2001-May Approved BOT 2.7

## **BOT 13.0 - Emergency Executive Succession**

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### **SUMMARY/SCOPE**

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

### **DESCRIPTION**

In order to protect the Board from sudden loss of chief executive services, the President will ensure that members of the staff are familiar with Board and chief executive issues and processes.

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

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

### **GLOSSARY TERMS**

Board of Trustee(s)

### **SOURCE INFORMATION**

(was) B 2.8 Emergency Executive Succession

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

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

### **REVIEW PERIOD**

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

### **REVIEW HISTORY**

2021-Nov 10 Revised, Board Resolution 21-11-3

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

2014-Feb 18 Amended for Administrative Title and Numbering Change to B 2.8

2007-Jan 11 Amended

2001-May Approved B 2.9

## **BOT 15.0 - Academic Freedom**

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### **SUMMARY/SCOPE**

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

### **DESCRIPTION**

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

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

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

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

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

### **GLOSSARY TERMS**

Board of Trustee(s)

### **SOURCE INFORMATION**

(was) B 1.3 Academic Freedom

RCW 28B.50.020 Purpose.

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

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

### **REVIEW PERIOD**

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

## REVIEW HISTORY

2021-Nov 10 Reviewed, Board Resolution 21-11-3

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

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

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



## **BOT 16.0 - Emeritus Status**

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### **SUMMARY/SCOPE**

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

### **DESCRIPTION**

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

#### **Benefits of Emeritus Status**

All emeriti shall be accorded the following privileges:

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

### **GLOSSARY TERMS**

Board of Trustee(s)

### **RELATED POLICIES AND PROCEDURES**

BOT 16.01pr Emeritus Status: Procedure

### **SOURCE INFORMATION**

(was) B 2.11 Emeritus Status

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

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

### **REVIEW PERIOD**

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

### **REVIEW HISTORY**

2021-Nov 10 Revised, Board Resolution 21-11-3

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

2014-Feb 18 Amended for Numbering Change to B 2.11

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

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

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### **SUMMARY/SCOPE**

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

### **DESCRIPTION**

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

### **PROCEDURE DETAILS**

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

Specific criteria for a positive recommendation for emeritus status will largely be vested in the department or office, based upon those activities that it values as expressed through the unit standards.

However, all candidates for emeritus status must meet at least the following general guidelines:

1. The individual must have been employed by Edmonds College for a period of no less than ten (10) years; exceptions to this requirement may be made by the Board of Trustees.
2. The individual must have maintained a record of excellence in the performance of his/her duties, service to the college, and demonstrated the college's Mission, Vision, Core Themes, Values, and Comprehensive Plan.

### **GLOSSARY TERMS**

Board of Trustee(s)

### **RELATED POLICIES AND PROCEDURES**

BOT 16.0 Emeritus Status

### **SOURCE INFORMATION**

(was) B 2.11 Emeritus Status

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

### **REVIEW PERIOD**

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

### **REVIEW HISTORY**

2021-Nov 10 Revised, Board Resolution 21-11-3

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

2014-Feb 18 Amended for Numbering Change to B 2.12

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

## **FOUNDATION REPORT**

### **Fundraising Results**

As of April 25, 2025, the Edmonds College Foundation has received \$506,049 in contributions from 1,417 donors. Individual giving stands at \$209,737, surpassing last year's total of \$172,873 at this time. Individual contributions continue to grow at a faster pace compared to the previous year. Notably, the Foundation is still collecting on the STEM campaign, with two significant gifts totaling \$71,688 recently received.

For the upcoming Inspire event, as of April 25, sponsorships and table purchases have brought in \$77,540. This total does not yet include individual donations. Additionally, the silent auction launched strongly, raising over \$7,800 within the first four days.

### **Kickstarter Grant Update**

The Foundation's Impactful Kickstarter Grant program has officially closed its application cycle with a record-breaking 32 submissions—doubling last year's number. This year, the Foundation will award a total of \$30,000: \$20,000 for innovative campus projects and \$10,000 earmarked for initiatives addressing food insecurity. Grant requests exceeded \$77,000, demonstrating high demand and engagement across campus. The grant review committee will meet on Wednesday, May 7, to finalize award decisions.

### **Faculty and Staff Awards**

Several prestigious awards will launch in May to honor outstanding contributions within our campus community. The Associate Faculty Professional Development Award, Sherman Classified Excellence Award, and Barbara Patterson Exempt Employee Award are coordinated through the Foundation, with nominations gathered and selections made by the Deans and/or the President's Leadership Team (PLT). Awardees will receive official letters and certificates, with formal recognition taking place during Convocation in September. These awards not only highlight individual excellence but also provide valuable professional development funding to foster continued growth and innovation across the college.

### **College Agreement Update**

The Foundation is actively working in partnership with college leadership to review and update the College/Foundation Agreement. This critical process involves a thorough review of current terms, identifying areas for revision, and ensuring the agreement reflects the evolving needs and priorities of both the Foundation and Edmonds College. Once the draft is finalized, it will be presented to the Board of Trustees for consideration. Our goal is to strengthen the alignment between the Foundation and the College, positioning both organizations for future success and deeper collaboration.

### **Follow up on request regarding scholarship success data**

At the last Board of Trustees meeting, there was a request for follow-up data on how our scholarship recipients are performing. Below is the updated information that was originally shared in October. It highlights how our Foundation scholarship students are excelling in both persistence and academic success compared to the overall student population.

- Our scholarship recipients are outperforming the general student population in both persistence and academic success.
  - For example, 100% of Fall 2023 scholarship recipients returned for Winter, and 83% continued into Spring—compared to overall college rates of 77% and 69%, respectively. While it's still too early to know how many from Fall 2023 will return in Fall 2024.
  - Academically, the impact is even clearer: 92% of classes taken by Fall 2023 scholarship recipients were passed with a grade of C or better, compared to just 82% for all students.
  - These numbers show that our scholarships are not only helping students stay enrolled but also supporting their academic success.