

**BOARD OF TRUSTEES****Regular Meeting****Thursday, June 12, 2025**

Meeting: 3:30pm – 7:30pm

**In Person:** Gateway Hall, Room 352, 6600 196<sup>th</sup> Street SW, Lynnwood, WA**Zoom:** <https://us02web.zoom.us/j/83740695369>**Join by telephone:** (253) 215-8782 | **Meeting ID:** 837 4069 5369**AGENDA**

- |                   |  |                   |
|-------------------|--|-------------------|
| 3:30pm            | <b>1. Call to Order</b>  | Chair Carl Zapora |
| 3:31pm            | <b>2. Land Acknowledgement</b>   |                   |
| 3:33pm            | <b>3. Introduction of Guests</b>   | Chair Carl Zapora |
| 3:35pm            | <b>4. Approval of Meeting Minutes</b>  | Chair Carl Zapora |
| page 4<br>page 11 | <ul style="list-style-type: none"><li>• May 8, 2025 – Regular Meeting</li><li>• May 20, 2025 – Joint Study Session with Edmonds School District Board</li></ul>  |                   |
| 3:38pm            | <b>5. Next Meeting</b>   | Chair Carl Zapora |
|                   | <ul style="list-style-type: none"><li>• August 21, 2025 – Summer Retreat</li><li>• September 18, 2025 – Regular Meeting</li></ul>  |                   |
| 3:40pm            | <b>6. Transforming Lives</b>   |                   |
|                   | <ul style="list-style-type: none"><li>• Ciara Inovejas</li><li>• Josiah Pierre</li></ul>   |                   |
| 3:50pm            | <b>7. Informational and Monitoring Reports</b>   |                   |
|                   | <ul style="list-style-type: none"><li>• College in the High School</li></ul>   | Dr. Travis Nelson |
| 4:00pm            | <b>8. Public Comment</b>   | Chair Carl Zapora |
|                   | 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, June 11, 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. |                   |
| 4:10pm            | <b>9. President's Report</b>   | Dr. Amit Singh    |

- 4:20pm **10. New Business: First Consideration & Final Action Requested**
- page 14  
page 16
- a. FY23 Audit Presentation (20) James Mulik, Jeff Ball of Davis Farr  
Consideration and Approval of FY23 Financial Statements  
**RESOLUTION #25-6-1**
- page 18  
page 30
- b. Consideration and Approval of Agreement between Tom Bull, Dr. Amit Singh  
Edmonds College and Edmonds College Foundation (10)  
**RESOLUTION #25-6-2**
- page 31  
page 34
- c. Consideration and Approval of Continuing Tenure Dr. Kim Chapman  
Probationary Status  
**RESOLUTION #25-6-3**
- page 35  
page 42
- d. Consideration and Approval of Trustee Stipend Chair Carl Zapora  
BOT 17.0, 17.01pr – Board of Trustees Stipend Policy and Procedure  
**RESOLUTION #25-6-4**
- 5:10pm **11. Break (10)**
- 5:20pm **12. Old Business: Second Consideration and Final Action**
- page 43  
page 44
- a. Approval of FY26 Operating Budget James Mulik  
**RESOLUTION #25-6-5**
- page 45  
page 50
- b. Approval of ASEC FY26 Fee Budget Hasan Mahmood  
**RESOLUTION #25-6-6**
- page 51  
page 53
- c. Approval of Tenure Status Dr. Kim Chapman  
**RESOLUTION #25-6-7**
- page 54
- d. Approval of 1/3 Board Policies and Procedures Dr. Amit Singh
- BOT 1.0, 1.01pr – Board of Trustee Bylaws
  - BOT 2.0, 2.01pr– Board Job Description
  - 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
- page 84 **RESOLUTION #25-6-8**
- 5:50pm **13. Representative Reports**
- a. Student Government Representative (5) Ruth Nakigozi
- b. Classified Staff Representative (5) Lia Andrews
- c. Faculty Representative (5) Scott Haddock
- 6:05pm **14. Foundation Report (5)** page 85 Tom Bull
- 6:10pm **15. Break (5)**
- 6:15pm **16. Board DEI Committee Report (5)** Trustee Wally Webster,  
Vice Chair Courtney Wooten

6:20pm	<b>17. Board Action and Discussion</b> <ul style="list-style-type: none"> <li>a. Election of Officers 2025-26 <ul style="list-style-type: none"> <li>• Chair - Dr. Courtney Wooten</li> <li>• Vice Chair - Wally Webster, II</li> <li>• Treasurer - James Mulik</li> </ul> </li> <li>b. Recognition of Outgoing Student Trustee</li> <li>c. ACT Conference Debrief</li> <li>d. Trustee Updates</li> <li>e. Other</li> </ul>	Chair Carl Zapora
6:35pm	<b>18. Study Session – Marketing Update</b>	Karen Magarelli
7:00pm	<b>19. Executive Session (30)</b>	Chair Carl Zapora
7:30pm	<b>20. Adjournment</b>	Chair Carl Zapora

### Next Regular Meeting: September 18, 2025

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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: May 8, 2025**

Time: 4:00pm - 6:30pm

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

Virtual Participation via Zoom

### **Draft Minutes**

**Trustees Present:** Carl Zapora, Chair; Dave Earling; Adrienne Wagner; Wally Webster

**Trustees Absent:** Courtney Wooten, Vice Chair; Tasnim Tayiba

#### **Others Present:**

Dr. Amit Singh, President  
Arlene Anderson, Assistant Attorney General  
Ruth Nakigozi, Associated Students of Edmonds College  
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

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 4:00pm, 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 April 10, 2025 meeting, which was made by Trustee Wagner, seconded by Trustee Earling, and unanimously approved.

#### **NEXT MEETING**

The next meeting is scheduled for Thursday, June 12, 2025 at 3:30pm.

## **TRANSFORMING LIVES**

Two student officers with the Associated Students of Edmonds College (ASEC) shared their college experiences.

Katelyn Thomas, ASEC Executive Officer for Community Relations, shared that she is a first generation Running Start student who chose Edmonds College and Running Start because it was a great financial decision that also left her with enough free time to work as a page in the Washington State House of Representatives. She applied for a position with ASEC Student Government doubting that she would be chosen, but has been glad to serve as an officer on the team that has become like a family to her. She said she feels she has a much deeper understanding of the college and the community because of her role. She plans to study architectural design at the University of Washington in Seattle.

Sal Kakar, ASEC Executive Officer for Technology, joined Edmonds College as a Running Start student in 2023, the son of parents who met at Edmonds College. He said he felt overwhelmed at first, but being a part of student government has helped him grow so much. He also felt overwhelmed by the application process to transfer to a university, but professors helped with letters of recommendation and through student government he has been empowered with leadership skills and critical thinking. He will attend New York University to study math and economics before moving on to a law degree.

The trustees thanked Ms. Thomas and Mr. Kakar for sharing their experiences and congratulated them on their achievements.

## **INFORMATIONAL & MONITORING REPORTS**

### **FY25 Operating Budget - Q3 Update**

James Mulik, Vice President for Finance, Grants, and Institutional Effectiveness, reported on the third quarter revenue and expense results.

Expenses: Personnel expenses through the third quarter are up \$2.5M over the same period last year. Of that, salaries are up \$2.1M or \$2.5M if the one-time payment for classified students in 2023-24 is not counted. Of that \$2.5M, \$1.4M represents COLA, including about \$500K for associate faculty. Expenses shown as a percentage of budget year-to-date, show that financial aid is awarding aid earlier in the year as compared to last year, which is an improvement.

Revenue: Tuition revenue is estimated to be \$11.4M at year-end, \$1.5M more than the prior year. Growth in non-resident tuition revenue has been about 30% over the previous year. International net revenue is expected to come in at \$2.7M for the year.

Trustee Webster asked Mr. Mulik to provide the Board with revenue actuals at the quarterly updates.

The Board thanked Mr. Mulik for his report.

### **Faculty Senate Council Update**

Dr. Rachel Wade, President of the Faculty Senate, was invited by Dr. Singh to deliver an update on their work this year.

She outlined the Faculty Senate's purpose and scope as providing a forum for faculty to communicate and collaborate with one another, the administration, and college governance bodies, representing the views of the faculty to the administration through Edmonds College governance bodies, participating in the formation of college policies on academic and professional matters, equitably representing the faculty on

academic and professional matters, and valuing all voices and disciplines with equitable consideration and to place students and student learning at the center of all that it does.

Dr. Wade shared the current year priorities:

- Faculty capacity: she noted the ratio of full-time faculty to associate faculty (currently 40/60) as a component of faculty capacity. 50% of FT faculty serve as department heads; 80% serve on appointment review committees; others serve on committees and workgroups, as club advisors, and as grant PIs
- Campus community: faculty helped organize, lead, and develop many community building activities this past year
- Class schedule and start time review: faculty are leading the review to discover when people are on campus, what meeting time formats are most popular, and how a sense of community might be created during the day - including the possibility of having a shared lunch time.
- Improving participatory governance: faculty are participating in a work group with administrators to consider shared values and the process for improving participatory governance
- Administering the biennial Faculty Senate survey: the survey has been distributed and data will be shared with campus.

Dr. Wade reported that Faculty Senate President elections for the 2025-2027 biennium would be taking place.

There was a period of discussion about how and when faculty review curriculum and student success data.

Dr. Singh shared that Dr. Wade is also a commanding officer in the U.S. Navy Reserve. The trustees thanked her for her service and for her report.

#### **PUBLIC COMMENTS**

No public comments were received in writing nor given in person.

#### **PRESIDENT'S REPORT**

Dr. Singh shared that the college had recently held its annual Building Community Day for faculty and staff to come together and learn together. He thanked the committee who planned the event and also those who attended.

#### **NEW BUSINESS: FIRST CONSIDERATION**

##### **Consideration of FY26 Operating Budget**

Dr. Singh and Jim Mulik presented a draft operating budget for FY26, pointing out that Governor Ferguson had not signed the state's budget yet, so things could still change.

Mr. Mulik presented slides showing proposed revenue from sources other than the state allocation, totaling \$28.4M, including growth in tuition, growth in Running Start, a slight decline in shared funding (international), and remaining flat in the other revenue sources line. Mr. Mulik and Dr. Singh provided the rationale behind each of the numbers, and explained that while non-state allocation is not quite back to pre-covid levels, it is much improved from the lowest point after covid hit.

When these non-state revenues are combined with a \$43.2M estimated state allocation, total operating revenue comes to \$71.6M, up \$3.2M from the current year.

Mr. Mulik then reported on the expense budgeting process, which went three rounds over 10 weeks, and included many people across the college including the budget advisory committee. Projected expenses for

FY26 are \$71.58M, an increase of \$2.2M over the current year, bringing the FY26 operating budget bottom line to a projected surplus of \$21.7K.

Dr. Singh reported that in order to maintain financial stability, he and the leadership team had been paying attention to revenue, being aggressive with enrollment efforts, and keeping a close eye on expenses. A balanced budget was a real achievement in this environment. He noted several headwinds the college is facing including federal funding streams, the new State Board for Community and Technical Colleges funding formula, international enrollment, and policies regarding Pell grants. He noted the need to build additional capacity into the budget in terms of a larger safety net to be able to protect services for students in a time when so many things are uncertain.

The trustees thanked Dr. Singh and Mr. Mulik for the presentation. Chair Zapora requested that at the net meeting's budget presentation, proposed actuals be included for the current year expenses.

### **Consideration of ASEC FY26 Fee Budget**

Hasan Mahmood, ASEC Executive Officer for Finance and Budget, presented the S&A Fee Budget for FY26. He outlined the process and timeline, which spanned nearly four months during which multiple meetings with funding applicants and hearings with account directors were held.

The goal was to promote equitable, student-centered funding and uphold integrity, transparency, and fairness. He went over the lines where funding was decreased from last year, including those items the committee felt were the responsibility of the college to fund, such as commencement, the Learning Support Center, STEM Study Room, and supplemental insurance costs for athletics. He pointed out the lines that received increases, including ASEC leadership conference, athletics, student clubs, and the student activities Board.

The trustees thanked Mr. Mahmood for his presentation. Dr. Singh noted that while it's up to the ASEC budgeting committee to make the decisions what to recommend or not to the Board of Trustees, the athletics supplemental insurance is an expense allowed to be funded by S&A fees per the so-called "Killian Guidelines," and has been funded for the last thirteen years.

### **Consideration of Tenure Status**

Dr. Kim Chapman, Vice President of Instruction, presented one candidate for tenure status, Dr. Yiren Yue, faculty member in the Biology department. Dr. Chapman noted that Dr. Yue is a strong candidate, recommended by her appointment review committee, who would be joining the Board at the June meeting for a brief discussion before a vote was taken.

### **Review of ½ Board Policies**

Chair Zapora presented the slate of Board policies for review, noting that most changes fell into the category of clarification or clean-up. He asked that any questions be directed to Dr. Singh prior to the next meeting. Trustee Wagner asked about Policy BOT 6.0 and the original 7-year interval to do an in-depth review of the college's mission, and there was brief discussion on what the criteria might be that would trigger a review if the policy changed the mission review to an as-appropriate timeframe.

### **BREAK**

At 5:20pm, Chair Zapora adjourned the meeting to a 10-minute break, returning at 5:30pm.

At 5:30pm, Chair Zapora reconvened the meeting in open session.

## REPRESENTATIVE REPORTS

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

- The Executive Board approved the Service & Activities Fee committee's proposed budget in their meeting on May 7, with a unanimous vote of support.
- The Executive Board ratified the appointment of a student and faculty representative for the Textbook Affordability Committee.
- The Technology Investment Management Committee meetings are underway to review departmental requests for technology funding, with the aim to finish the deliberations by May 30.
- Applications for new student government positions have officially opened, and will close on May 9.
- Student Government attended the Foundation Gala and were glad to be part of this initiative that makes educational opportunities more accessible.
- The Health and Wellness Survey provided insights into the increased need for healthcare products at the college. A Simplicheck vending machine is expected to be on campus in the third week of June.
- Student government members attended Voice Academy where they collaborated with student leaders from across Washington to share information on common issues like textbook affordability and food insecurity.
- The Executive Officer of Diversity is planning an event to celebrate Edmonds College diversity where student clubs will perform songs, dances, or poems that showcase their culture. The event will be held on May 20 at 11:30am.

**WPEA Representative** - In her absence, Lia Andrews submitted a report that was read into the record as follows:

### Legislative Action & Higher Ed Contract Status

- The ratified collective bargaining agreement for our classified staff is currently unfunded in the proposed state budget. Our classified staff have endured years of inadequate wage increases. Our rejection of an initial offer and the subsequent delays in bargaining, largely due to OFM's actions, should not result in our workers being penalized.
- Despite OFM's obstruction, WPEA secured ratification of a contract in early April. Now, the state is citing the timing of this ratification to withhold crucial funding. This is a direct affront to our dedicated employees.
- If the governor signs the budget as it is currently written, WPEA Higher Education, General Government, and Highline College members will not have ratified/funded agreements on July 1, 2025 and we will enter a 3rd year of the terms of the current contract. Those terms and conditions will not include the COLAs or targeted class increases.
- We ask that the Board:
  - Directly lobby the Governor and state legislators for the full inclusion of our classified staff contract funding in the final budget.
  - Emphasize the critical importance of our classified staff to Edmonds College and the immense impact of defunding our negotiated agreement.

**AFT Representative** - no report was given.

## FOUNDATION REPORT

Tom Bull, Executive Director of the Edmonds College Foundation, delivered his report as follows:

- \$500K has been raised year-to-date, with an increase in individual giving, mirroring national trends.
- \$260K on a \$300K goal was raised at the Inspire gala with attendance exceeding its goal. \$19K was raised in the Dessert Dash alone. Next year's event will be held on April 25, 2026 at the Lynnwood Events Center.



- Kickstarter grant applications are being reviewed, and awards will be announced in 2 weeks.
- The College/Foundation agreement is up for renewal and will be presented to the Board at the June Board meeting.
- Verdant just awarded a \$25K grant for the college's food pantry. Several other foundations and corporations have shown high levels of interest in funding the college.

Mr. Bull, in response to a question asked at the last Board meeting, reported that student success data shows that Edmonds College students who receive scholarships stay longer and do better. Trustee Webster asked how many students who receive scholarships complete their credential, and Dr. Singh asked Mr. Bull to work with the college's Institutional Research team to get that information.

#### **BOARD DEI COMMITTEE REPORT**

Trustee Webster reported that he and Vice Chair Wooten had been working on the committee description with the intent of updating it. They would be meeting with Dr. Singh to go over their proposed changes.

#### **BOARD DISCUSSION**

Chair Zapora opened the floor for general updates from the trustees.

Trustee Wagner shared that she'd been a presenter at the recent Leadership Snohomish County Step Up Conference, along with Vice Chair Wooten, which multiple EC employees attended. Leadership Snohomish County had also wrapped up their last class for their Signature series, where EC employee Jake Slade had been a participant.

Trustee Webster shared that lots of positive feedback was given about the Foundation's Inspire gala event at the recent Public Facilities District Board meeting.

Trustee Earling shared that the Edmonds School District is facing significant financial challenges, and asked everyone to pay attention to that important issue.

Chair Zapora thanked the EC catering staff for the wonderful food at the meeting. He also thanked the Dean of STEM, Dr. Carey Schroyer, for her recent presentation on AI in elections at the Edmonds Civic Roundtable, noting that many people in the community are being positively impacted by the college. He will be attending the ACT Conference in Spokane and will report on that at the June meeting. He will also be attending the upcoming National Institute of Nonprofit News conference.

#### **EXECUTIVE SESSION**

Chair Zapora reported no need for an executive session.

#### **ADJOURNMENT**

The meeting was adjourned by Chair Zapora at 6:01pm.

**Next Meeting:** The next regular Board meeting will be held Thursday, June 12, 2025 at 3:30pm.

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Carl Zapora, Chair

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Date Approved

ATTEST:

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Dr. Amit B. Singh, Secretary

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## **BOARD OF TRUSTEES**

### **Special Joint Study Session with Edmonds School District Board**

**May 20, 2025 | 5:15pm**

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

## **Draft Minutes**

**Edmonds College Trustees Present:** Carl Zapora, Chair; Dr. Courtney Wooten, Vice Chair; Dave Earling; Adrienne Wagner; Wally Webster; Tasnim Tayiba, Student Trustee

**Edmonds College Trustees Excused:** None

**Edmonds School District Board Members Present:** Nancy Katims, President; Carin Chase, Vice President & Legislative Rep; Keith Smith; Hawk Cramer; Thom Garrard

**Edmonds School District Board Members Excused:** None

### **Others Present:**

Dr. Amit Singh, President, Edmonds College

Dr. Rebecca Miner, Superintendent, Edmonds School District

Leadership team members from Edmonds College and Edmonds School District

Various members of the community

### **CALL TO ORDER**

Chair Zapora called the meeting to order at 5:15pm, and welcomed those present.

### **LAND ACKNOWLEDGEMENT**

Trustee Wagner read the Land Acknowledgement.

### **WELCOME & INTRODUCTIONS**

Chair Zapora led introductions around the table.

Dr. Singh and Dr. Miner shared brief comments regarding the college's and school district's shared commitment to the community, noting the productive ways the two entities are working well together at all levels. They shared a photo of the Cedar Way Night basketball game they had attended together in February. The coaches of the Edmonds College men's basketball team are both employees of the Edmonds School District. Team members volunteered at Cedar Way elementary school for "Triton Day" and played basketball with students at recess. Students and their families were then able to attend the Triton game for free on February 8, 2025.

### **LIMITLESS LEARNING INITIATIVE**

Mark Madison, Dr. Kim Chapman, and Dr. Mari Acob-Nash presented an update on the Limitless Learning grant, awarded by the Gates Foundation to address the downward trend of students going on to receive training after high school. The team working on this between Edmonds College, Edmonds School District

and the ESD Foundation is focusing on increasing post-HS enrollment of our graduates the year after high school, and increasing FAFSA completion rates. The 4-year grant is now in its second year.

Strategies targeting all high school students included:

- Summer 2024 FAFSA and College Application Support
- Increased FAFSA and College Application Support during school year
- Increased focus on College Awareness and Visits

Strategies specific to Scriber Lake High School students included:

- August 2024 SLHS Faculty Workshop
- Established a Career Choices class for students to explore career and college options through research, speakers and field trips to industry and college training programs.
- Working closely with Edmonds College staff to provide FAFSA support and information to students and families through quarterly meetings.
- For every class, have students explore jobs and careers related to the course subject matter. Includes lessons, field trips and guest speakers.
- Include visits to Edmonds College campus as part of quarterly entry class.

Strategies specific to Hispanic/Latino students included:

- Hispanic/Latino FAFSA Information Night Events
- “Avanzando” College Focused Event at Edmonds College

Data for the first year of implementation (2024-25) for both FAFSA completion and post-secondary enrollment is encouraging.

### **RUNNING START UPDATE**

Nell Colyn, Director of Running Start for Edmonds College, delivered an update on the program, including the following data points:

- Running Start enrollment for Edmonds School District students for the current school year is 947 students.
- Course pass rates show Running Start students doing better compared to the college as a whole.
- 61% of Running Start students attend part time; 39% attend full time.
- The most common courses taken are English, history, and finance.
- Academic Transfer DTA is the most common degree earned.
- The Running Start student population who receive free/reduced price lunch closely aligns with the district student population - meaning the Running Start program is representative of the student economic demographics.
- There is great overlap between students who participate in Running Start and another dual enrollment program, College in the High School, which can benefit the student in terms of their progress toward a degree.

### **STUDENT VOICES - RUNNING START**

Two Running Start students, Vivian Guillen and Christina Abdelmalak, were invited to share their experience with the dual enrollment program.

### **ARTICULATION COUNCIL UPDATE**

Dr. Acob-Nash and Mr. Madison delivered an update on the Articulation Council’s work, noting that it has mostly consisted of presentations to the council on Running start, Limitless Learning, College in the High School, and events. It was determined at the last council meeting that the format needs to be refreshed to

focus on the seamless transition from high school to college, and how data sharing and activities can assist with that goal.

#### **CAREER LAUNCH UPDATE**

Mr. Madison and Dr. Chapman gave an update on the Career Launch program, which initially focused on computer science through the partnership with T-Mobile. That partnership, involving paid internships and a full stack developer certificate, has ended due to T-Mobile's budget reductions. Edmonds School District and Edmonds College are currently working on creating a modified computer science career launch model, and working to build an employer base for paid internships. Additionally, Edmonds School District and Edmonds College faculty are currently working to create an Edmonds College Horticulture microcredential certificate that can be articulated with the Edmonds School District's Horticulture program and earned by students while in the Edmonds School District program. This model would include a paid internship with local employers upon completion of the certificate program.

#### **CLOSING COMMENTS**

Chair Zapora invited Dr. Singh, Dr. Miner, and Dr. Katims to offer closing remarks.

Dr. Miner expressed her appreciation for the student-centered meeting and thanked the Running Start students for attending and sharing their experiences.

Dr. Singh noted that Edmonds College doesn't select winners, but rather creates winners, and that effort takes a village, such as the partnership with Edmonds School District.

Dr. Katims shared that collaborations and partnerships are key, and that each of the school district and college staff are working to make the transition from high school to college more comfortable for the students.

Chair Zapora noted that it takes intention to work together well and remain focused on what's best for the students. He thanked Dr. Singh and Dr. Miner as well as the leadership teams, faculty, and teachers of the two institutions for their work.

#### **ADJOURNMENT**

Chair Zapora adjourned the meeting at 6:30pm.

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Carl Zapora, Chair

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Date Approved

ATTEST:

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Dr. Amit B. Singh, Secretary

## **BACKGROUND**

### **2022-2023 AUDITED FINANCIAL STATEMENTS**

**Subject**

Board review and approval of the independently audited 2022-2023 annual financial statements for Edmonds College

**Background**

The Northwest Commission on Community Colleges and Universities (NWCCU) requires all Community and Technical Colleges to have audited annual financial statements in order to maintain their accreditation status.

The College has completed its financial statements audit for the 2022-2023 fiscal year. Davis Farr (a CPA firm) completed their independent audit of the financial statements, and the exit interview with the Board and college officials will take place on June 12, 2025.

Davis Farr's opinion is that the, "financial statements present fairly, in all material respects, the respective financial position of the business-type activities and the aggregate discretely presented component unit of the College as of June 30, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Davis Farr identified two uncorrected misstatements in the financial statements in relation to unreconciled variances between the General Ledger to the detailed sub-ledgers for Accounts Receivable in the amount of \$113,618 and for Accounts Payable in the amount of \$258,366. The effect of these misstatements in the current and prior periods as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Davis Farr also identified two findings, with associated recommendations: (1) untimely bank reconciliations and (2) incomplete full year-end reconciliation between General Ledger and its subledgers. More specifically, Davis Farr:

1. Recommends that the College continue to work through the backlog of months with unperformed bank reconciliations until all months from July 1, 2020, through the present have been performed.
2. Recommend that the College continue its efforts to reconcile the General Ledger with the subledgers for both Accounts Receivable and Accounts Payable to ensure accuracy and completeness of financial records

These recommendations are due to limitations surrounding ctclink reporting and documentation.

The College provided a written response to Davis Farr's findings, which Davis Farr has accepted, and which are summarized as follows:

1. Edmonds College acknowledges the importance of a robust internal control environment and takes the identified weakness in its financial reporting controls very seriously. In January of 2025, the College's bank reconciliation procedure was finalized. Significant progress has been made on the backlog of reconciliations, largely thanks to collaboration with the State Board for Community and Technical Colleges (SBCTC) and members of the state system's Budget, Accounting and Reporting (BAR) council, which led to the development of new subledger reports. The College anticipates becoming current with its bank-to-book reconciliations before the next Financial Statement Audit.
2. Edmonds College acknowledges the critical importance of fully reconciling the Accounts Receivable (AR) and Accounts Payable (AP) subledgers to the General Ledger for accurate financial reporting. To address this, the college has hired additional resources to assist with the reconciliation work and to tackle the backlog that accumulated after the ctcLink implementation. Furthermore, recent advancements in training and sub-ledger reports developed by the State Board for Community and Technical Colleges (SBCTC) have significantly enabled the college to make substantial progress in these reconciliations.

Edmonds College presents the audited financial statements for fiscal year 2022-2023 to the Board of Trustees for formal approval.

### **Recommendation**

The President recommends that the Board of Trustees adopt the resolution approving the independently audited 2022-2023 annual financial statements.

**RESOLUTION #25-6-1**  
**APPROVAL OF THE 2022-2023 AUDITED FINANCIAL STATEMENTS**

WHEREAS, the Northwest Commission on Community Colleges and Universities (NWCCU) is the accrediting body for Edmonds College; and

WHEREAS, the NWCCU requires, for each year of operation, the College to undergo an annual, independent financial audit by professionally qualified personnel in accordance with generally accepted auditing standards and requires that results from the audit, including findings and management letter recommendations, are considered annually in an appropriate and comprehensive manner by the administration and the governing board; and

WHEREAS, the College completed the 2022-2023 annual financial statements which were then independently audited by Davis Farr (a CPA firm), and presented to the Edmonds College Board of Trustees on June 12, 2025; and

WHEREAS, Davis Farr's opinion is that, "the financial statements present fairly, in all material respects, the respective financial position of the business-type activities and the aggregate discretely presented component unit of the College as of June 30, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

WHEREAS, Davis Farr identified two uncorrected misstatements in the financial statements in relation to unreconciled variances between the General Ledger to the detailed sub-ledgers for Accounts Receivable in the amount of \$113,618 and for Accounts Payable in the amount of \$258,366. The effect of these misstatements in the current and prior periods as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

WHEREAS, Davis Farr identified two findings, with associated recommendations: (1) untimely bank reconciliations and (2) incomplete full year-end reconciliation between General Ledger and its subledgers. More specifically, Davis Farr:

1. Recommends that the College continue to work through the backlog of months with unperformed bank reconciliations until all months from July 1, 2020, through the present have been performed.
2. Recommend that the College continue its efforts to reconcile the General Ledger with the subledgers for both Accounts Receivable and Accounts Payable to ensure accuracy and completeness of financial records

WHEREAS, the College provided a written response to Davis Farr's findings, which Davis Farr has accepted; and



WHEREAS, Davis Farr and the College have presented the independently audited 2022-2023 annual financial statements to the Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approves the 2022-2023 audited annual financial statements for Edmonds College.

\_\_\_\_\_  
Carl Zapora, Chair

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

ATTEST:

\_\_\_\_\_  
Dr. Amit B. Singh

## **BACKGROUND**

### **Revised Edmonds College / Edmonds College Foundation Agreement**

**Subject:**

Consideration of Revised Edmonds College / Edmonds College Foundation Agreement for the Period of July 1, 2025 – June 30, 2029

**Background:**

Edmonds College and the Edmonds College Foundation are legally independent entities that collaborate to advance student success and institutional priorities. The College/Foundation Agreement outlines the expectations, roles, and responsibilities that govern how both organizations work together for mutual benefit, operational clarity, and strategic alignment.

The agreement is reviewed and updated every four years to reflect current practices, streamline operations, and maintain institutional cohesion. The current version, covering the period of July 1, 2021, to June 30, 2025, is now under review for renewal and revision.

Revisions to the agreement were informed by discussions involving the Foundation Board Chair and Vice Chair, the College President, and the Foundation Executive Director. The College's Assistant Attorney General (AAG) has also reviewed the proposed updates and offered legal guidance. All parties had the opportunity to provide feedback and recommendations.

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**Executive Summary of Proposed Updates:****1. In-Kind College Support and Calculation**

Edmonds College will continue to provide up to \$350,000 in support to the Foundation, with flexibility for adjustment upon mutual agreement. Support includes:

- Up to 60% of Foundation staff salaries and benefits, capped at \$300,000 annually
- Approximately \$50,000 annually in office space, equipment, and College-provided staff support and services

Both parties will continue to review the in-kind contribution calculation, Foundation accomplishments, balance sheet, and audit results annually.

**2. Annual Financial Audit**

The College and the Foundation will continue to equally share the cost of the Foundation's annual independent audit. Although Washington State does not require an independent audit unless a nonprofit exceeds \$3 million in average annual gross revenue over the prior three years, the Edmonds College Foundation voluntarily conducts an annual audit. With over \$1 million in annual operating expenses, the Foundation recognizes the value of transparency, fiscal integrity, and adherence to nonprofit best practices.

This audit also supports the College's own state-mandated financial reporting process, as the Foundation's financial data is included in the College's broader audit requirements.

To reflect this shared benefit, Edmonds College and the Foundation will continue to equally share the cost of the Foundation's annual independent audit—reinforcing mutual accountability and collaborative stewardship.

3. **Executive Director Supervision and Evaluation (Revised)**

The revised agreement clarifies the reporting and evaluation structure for the Foundation Executive Director:

- The Executive Director will report directly to the President of Edmonds College, with input provided by the Foundation Board Chair.
- The President of the College will retain sole authority over hiring and termination decisions.
- The Foundation Board will no longer participate in the formal supervision or co-management of performance evaluations, though the Board Chair will provide annual performance feedback to the President on behalf of the Board.
- Foundation representation on Executive Director hiring committees remains in place.

4. **Clarified Roles, Responsibilities, and Processes**

The revised agreement affirms ongoing collaboration and support in areas such, human resources, marketing communications, accounting and fiduciary responsibility, strategic goal setting, and operational efficiency.

The purpose of these clarifications was to resolve areas of misunderstanding and to ensure the Foundation Board has a clear and meaningful role in contributing to the organization's success.

5. **Midterm Review Clause (New)**

A new provision has been added allowing for renegotiation of the support percentage allocation during the 2027–2028 fiscal year, ensuring continued alignment with institutional needs and financial realities.

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**Summary of Substantive Changes:**

- **Page 5, bullet 5:** Clarifies that the Foundation Executive Director is supervised by the College President, with input from the Foundation Board Chair.
- **Page 7, bullet 2:** Updates language to confirm equal cost-sharing of the Foundation's annual independent audit.
- **Page 9, bullet 8:** Adds a new provision allowing for renegotiation of the support allocation during FY 2027–2028.

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**Recommendation:**

To ensure a seamless transition into the new fiscal year and to support strategic continuity, we respectfully request that the Edmonds College Board of Trustees take final action and approve the revised agreement at its first consideration during the June 12, 2025, Board of Trustees meeting.



## AGREEMENT BETWEEN

### EDMONDS COLLEGE FOUNDATION AND EDMONDS COLLEGE

This Agreement is entered into by and between **Edmonds College** (College), an agency of the State of Washington, and **Edmonds College Foundation** (Foundation), a 501(C)3 nonprofit organization operating in the State of Washington.

The Administrator for each of the parties shall be the contact person for all communications.

Administrator for EDMONDS COLLEGE FOUNDATION is:	Administrator for EDMONDS COLLEGE is:
Foundation Board Chair 20000 68 <sup>th</sup> Ave. W, Lynwood, WA 98036	<del>Vice-College</del> President/ <del>Designee for</del> <del>Innovation and</del> <del>Strategic Partnerships</del> 20000 68 <sup>th</sup> Ave. W, Lynwood, WA 98036

## PREAMBLE

**Edmonds College** is one of 34 public community and technical colleges in Washington that is funded through the state legislature and is subject to the laws of the ~~S~~state ~~Revised Codes~~ of Washington, including, but not limited to, RCW 28B.50, RCW 39.26, and RCW 42.52.

The **Edmonds College Foundation** is a nonprofit corporation governed by the laws of the State of Washington including, but not limited to, Chapter RCW 24.03, RCW 19.09, RCW 11.110, and 43.09 and the requirements for tax-exempt entities under the Federal Internal Revenue Code, including ~~its~~26 USC Section ~~-~~501(c)(3).

The Foundation is empowered by the College to solicit and receive contributions, grants, gifts, and property, among other things, in the name and on behalf of the College and make contributions, grants, gifts, and transfers of property to the College.

As a public state entity receiving a large portion of operating funds through state tax dollars, Colleges are closely governed by appropriate financial Revised Code of Washington laws (RCWs). To do business with Edmonds College is to do business with the State of Washington, and Colleges are governed by the same fiscal (RCW 39.26) and ethical (RCW 42.52) responsibilities to taxpayers as the state.

All employees of Edmonds College are also employees of the ~~S~~state of Washington. Per RCW 42.52.150,

Washington State employees cannot accept gifts or donations of any kind in excess of \$50, subject to certain statutory conditions. While the College as an entity is legally permitted to accept gifts, bequests, or property from private sources per RCW 28B.50.140(8), there may be circumstances when directing a gift or bequest to a the tax exempt organization~~status of a 501(c)(3) non-profit organization~~ would yield the best charitable return to the College.

Edmonds College seeks to actively raise funds for programs, students, facilities, faculty, and staff that further the mission of the College. The Edmonds College Foundation with tax exempt status pursuant to 26 USC Section 501(c)3 status is best suited to garner both positive community connection and appropriately steward financial investments to benefit Edmonds College and its students, faculty, and staff.

~~The Edmonds College Foundation is a nonprofit corporation governed by the laws of the State of Washington through RCW 24.03 and holds status under Section 501(c)(3) of the Internal Revenue Code. The Article III of the Foundation's -Articles of Incorporation set forth in Article III states~~ the purpose of the Edmonds College Foundation is ~~"to operate exclusively for the purposes of promoting, supporting, maintaining, developing, increasing, and extending educational offerings and the pursuit thereof at Edmonds [Community] College. Its mission is to advance "the mission of Edmonds College by engaging our community, inspiring charitable contributions, and stewarding resources to amplify student success."~~ support access, success, and excellence for students, faculty, and staff at Edmonds College. The Foundation is empowered by the College to solicit and receive contributions, grants, gifts, and property, among other things, in the name and on behalf of the College and make contributions, grants, gifts and transfers of property to the College.

The Foundation and the College recognize that close collaboration and cooperation are~~is~~ necessary ~~to~~ (a) to appropriately serve the educational mission and priorities of the College; and (b) to avoid competition for funds or unproductive duplication of effort.

The Foundation and the College shall exchange information that will help the Foundation in selecting those activities and programs that ~~will~~ advance the mission of the College. The College recognizes the Foundation's efforts in that regard and that the goals of the Foundation and its fundraising activities are aligned with the mission of the College.

Therefore, it is the purpose of this Agreement to establish the responsibilities and obligations of each party ~~to authorities that will~~ foster a collaborative relationship under which the College and the Foundation can~~will~~ work together for mutual benefit and maximum collective impact.

## AGREEMENT

### SECTION I: FOUNDATION RESPONSIBILITIES

The Edmonds College Foundation will:

1. Expend its best efforts ~~to seek~~ to accrue gifts, grants, conveyances, devises, and bequests of

money and real and personal property for the exclusive benefit of the college, its students, faculty, staff, and facilities or for payment of necessary and reasonable administrative expenses of the Foundation.

2.    Tender to the College all gifts and donations it may receive wherein the College is designated as recipient, and properly account    and be responsible for all donations which designate the Foundation as recipient;
3.    Make contributions, grants, gifts, loans, and transfers or leases of property, both real and personal, either outright or in trust, to or for the benefit of the College, its students, faculty, staff, and facilities.

#### GIFT MANAGEMENT

1. The Edmonds College Foundation will:

1.    Design and implement programs and procedures to solicit and receive money and property and also to acquire such property by purchase, lease, exchange, or otherwise, to further the purposes of the Foundation which benefit the College, its students, faculty, staff, and facilities;
2.    Accept, hold, administer, invest, and disburse such funds and properties of any kind or character as from time to time may be given to it, in accordance with the terms of such gift, provided, however, that any restricted or conditional gift which in any way obligates the College shall not be accepted by the Foundation without the prior consent of the College President or other College official specifically delegated with authority to approve such gifts on behalf of the College.

#### COLLEGE AS EXCLUSIVE BENEFICIARY

Use all assets and earnings of the Foundation for the exclusive benefit of the College, its students, faculty, staff, and facilities or for payment of necessary and reasonable administrative expenses of the Foundation. No part of such assets and earnings shall accrue to the benefit of any director, officer, member, or employee of the Foundation or any other individual, except for appropriate payment of reasonable compensation for services actually rendered or reimbursement of reasonable expenses necessarily incurred.

#### SECTION II: COLLEGE RESPONSIBILITIES

##### OVERALL IN-KIND SUPPORT

The Edmonds College will provide:

1.    Provide the Foundation with up \$300,000 annually for staff salaries and benefits, and approximately \$50,000 annually in office space, equipment, and in-kind staff support and

~~services to \$300,000-\$350,000 in annual support to the Foundation, as well as in-kind support not to exceed \$50,000 for operational costs,~~ which can be modified subject to mutual approval, with the expectation that dollars raised by the Foundation in support of the College will be in excess of the provided support. These supports include but are not limited to:

- a. Office space, including utilities, use of office furniture, file cabinets, consumable office supplies, computers, copy machines, printers, postage, telephone service and associated equipment, audio-visual equipment, and any necessary Wi-Fi and internet capabilities as well as any hardware and software required to operate within the College's network and systems. All resources are considered state resources. ~~and are~~
  - b. Provide the Foundation with office space, including utilities, and warehouse space for temporary storage of donated materials and equipment, and any other necessary physical space needed for Foundation operations, including space for special events;
2. Provide the Foundation with access to ~~s~~Staff and professional support from college offices providing services such as payroll and benefits, human resources, grants, institutional research, financial aid, print and mail center, marketing and public information, business office, and the Office of the President.
  - a. Marketing and media: The Foundation can pursue third-party support for creative services, social media and digital and print marketing campaigns, provided that graphics and communication styles will be complimentary to the Edmonds College branding guidelines while reflecting the Edmonds College Foundation's unique brand. The College marketing and public information team will provide support to the Foundation through the creation of an annual marketing plan, press releases, content creation, communication editing, and for strategic advice to execute effective campaigns with the support of a marketing agency relationship. The Foundation will also be included in College marketing and outreach in a similar manner to other departments and programs to ensure a uniform and collaborative approach to outreach and marketing to community at large and to students, faculty, and staff of the College.
3. The in-kind support financial calculation and total provided to the Foundation from the College will be recorded by the Foundation's Finance Director ~~of the Foundation~~ throughout the year. This calculation shall be reviewed by the College President or designee, vice president, and Foundation Board Chair and vice chair annually by June 30<sup>th</sup>. Any changes to the calculation must be approved through an ~~addendum~~ to this agreement.
4. Reimbursement ~~to the~~by College for Foundation-related salary and operational costs should be in line with an agreed upon calculation method set forth in writing and reviewed annually by June 30<sup>th</sup> each year by the President's designee and the Foundation's Financial Director. Funds shall be transferred quarterly monthly to the College for regular accounting, with Foundation Board approval.
5. The President of Edmonds College shall serve as the sole supervisor of the Foundation Executive

Director. The Chair of the Edmonds College Foundation Board may provide input and feedback, particularly on matters related to strategic direction and alignment of the Foundation. The Edmonds College President and the Foundation Board Chair Board of Directors shall serve as joint supervisors to the Foundation Executive Director, except that with the hiring and termination decisions shall be being the sole responsibility of the President of the College, with input from the Vice President for Innovation and Strategic Partnerships at the College and the Chair of the Board of the Edmonds College Foundation Board Chair.

### SECTION III: COLLEGE AND FOUNDATION RESPONSIBILITIES .

#### ACCOUNTABILITY IN HUMAN RESOURCE MANAGEMENT: EXECUTIVE DIRECTOR AND STAFF

1. ~~1.~~ Employees necessary to administer and ~~perform~~operate the daily operations of the Foundation will be employees of the College and entitled to all benefits and employee services provided by the ~~College~~. Foundation staff, being College employees, shall conduct themselves in accordance with the College's operational policies and procedures. ~~as determined by College policies and procedures.~~
2. Individuals whose job responsibilities and time are allocated to services for ~~to~~ the Foundation shall be full-time College employees and their salaries will be paid by the College. ~~in accordance with mutually agreed upon standard operating procedures.~~
3. The Foundation ~~E~~executive Director will align Foundation staff time with Foundation ~~priorities~~.  
—Any activities required of Foundation employees to support the College, including planning, funds management, attendance, or participation in College department events, fundraisers, or activities will be considered in relation to meeting the goals, metrics, and expectations of the executive director and the Foundation. Events, trainings, and meetings that require all College employees to attend by directive of the College ~~P~~president will include Foundation staff.
4. In accordance with ~~Edmonds~~ College hiring policies and regulations, hiring of College employees who will provide significant support to the ~~Edmonds College~~ Foundation will be accomplished through a collaborative hiring process between the Edmonds College and the ~~Edmonds College~~ Foundation that will include at least one representative from the Foundation on the hiring committee. The Foundation ~~B~~board of ~~D~~directors must approve and designate funds for positions prior to offering a position to a candidate.
5. The hiring, supervision, and termination of the ~~E~~executive Director of the Foundation shall be the responsibility of the College ~~P~~president, with input from the Foundation ~~Board Chair~~executive committee and the Vice President for Innovation and Strategic Planning. ~~The Foundation Board Chair executive committee of the Foundation board~~ is authorized to recommend performance improvement plans or termination of the ~~E~~executive Director to the College President ~~and/or Vice President for Innovation and Strategic Partnerships~~. All employment related decisions must



adhere ~~to-with~~ laws and regulations applicable to state employees.

6. ~~The Foundation Board Chair executive committee and the College Vice pPresident or designee for Innovation and Strategic Partnership shall collaborate in the annual performance review process for the executive director and in the development and approval of any and all annual goals, performance improvement plans, and salary decisions. Employment-related decisions shall must be in accordance with the annual evaluation cycle for College employees and comply with the College's human resources policies and procedures. In addition, The Eexecutive Ddirector shall be held accountable to the expectations set forth in this Agreement.~~
7. It shall be the responsibility of the Eexecutive Ddirector, ~~in general,~~ to supervise and conduct all activities and operations of the Foundation, subject to the control, advice, and consent of the Foundation Bboard of Ddirectors and the ~~supervising~~ College vice-President ~~or designee~~. The Eexecutive Ddirector- shall keep the Foundation Bboard informed, freely consult with them in relation to all activities of the Foundation, and ensure that all orders and/or resolutions of the Foundation Bboard are carried out ~~to the effect as~~ intended. The Eexecutive Ddirector shall be empowered to act, speak for, or otherwise represent the Foundation outside of meetings of the Foundation Bboard. The- Foundation Bboard and ~~the~~ College are jointly responsible for determining the organizational structure of the Foundation, and all positions must be approved by the Board and the College prior to hir~~ing~~. The Eexecutive Ddirector shall coordinate and recommend the hiring and firing of all Foundation personnel, in accordance with Edmonds College policies and procedures. The ~~executive committee of the~~ Foundation Bboard Chair of directors shall ~~receive~~~~have~~ prior notification and ~~an opportunity for~~ input on hiring- decisions. The Eexecutive Ddirector shall be responsible for keeping the Eexecutive Ccommittee of the Foundation timely informed regarding staff performance concerns and any personnel policy and procedure updates.

## ACCOUNTING AND FIDUCIARY RESPONSIBILITY

1. ~~1.~~—The Eexecutive Ddirector is authorized to contract, receive, deposit, disburse, and account for all funds of the Foundation; to execute in the name of the Foundation all contracts and other documents authorized either generally or specifically by the Foundation Bboard to be executed by the Foundation, and to negotiate any and all material business transactions of the Foundation in accordance with policies and procedures approved by the Foundation Bboard. All accounting and fiduciary responsibilities carried out by the executive director must be approved by ~~the~~ Foundation Bboard through the annual budget process and quarterly financial reviews. The Eexecutive Ddirector -shall not establish banking and investment accounts, or transfers- of funds, without the express -permission of the Foundation Bboard.
2. The Ffinance Ddirector for the Foundation shall perform all accounting and fiscal functions, and

the Foundation ~~B~~board of directors has the authority and responsibility to review and approve any financial transactions on the part of the Foundation, ~~if~~ in accordance with the ~~Board Foundation~~ approved annual budget. The operating procedures that govern payments and in-kind donations to and from the College must be reviewed and approved by the College and the Foundation ~~Board of Directors~~ ~~B~~board of directors. The College will provide administrative support from its finance team in the event that any information outside of Foundation-required accounting is requested, ~~and~~ ~~I~~the College agrees to pay ~~for 50% of~~ for 50% of the costs associated with an annual independent audit of the Foundation. The Foundation agrees to cooperate by with providing necessary access and information for the audit to be performed

3. The College will assign appropriate staff to work with the ~~E~~executive ~~C~~committee of the Foundation to review the expenses of the Foundation ~~E~~executive ~~D~~irector on an ad hoc basis to ensure that operating costs and other expenses are in accordance with College policy and Foundation expectations.
4. Each fiscal year (July 1 through June 30), the Foundation ~~B~~board of directors shall complete a budget by July 1 ~~of each year~~ showing all anticipated transactions and services under this Agreement for the upcoming fiscal year, including all space and equipment, supplies, personnel, and other services the College is expecteds to provide to the Foundation. The Board ~~of the Foundation~~ will review and approve the proposed budget.

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5. The College will be responsible for 60% of all Foundation staff salaries and benefits each year, subject to a current maximum of \$300,000. In addition, the College will contribute approximately \$50,000 annually toward office space, equipment, and in-kind staff support and services. The value of in-kind staff support and services will be estimated by the College each year and reviewed with the Foundation during an annual assessment of this calculation, to be completed on or before June 30. In the spirit of collaboration, the College will make every effort to maximize its contributions to meet the \$50,000 annual support commitment to the Foundation.

~~The maximum value of all space and equipment, supplies, personnel, and other services that the College provides to the Foundation totals \$350,000.00 annually, an amount that can be modified subject to mutual written approval and addendum to this agreement. Furthermore, the amount as well as the percentage allocation set forth above below, are subject to renegotiation during the 2027-2028 fiscal year with any change to be implemented beginning on July 1, 2028. If the Foundation wishes to renegotiate these provisions, it will give written notice to the President or designee no later than November 1, 2027.~~ The College will regularly keep track of the space and equipment, supplies, personnel, and other services it is providing to assure that this maximum amount is not being exceeded. The ~~F~~finance ~~D~~irector will ~~annually~~ prepare, and the ~~College P~~resident and the Foundation Board Chairs of the Foundation and the College and/or their designees will annually review a post-closing summary of the transactions between their two parties.

The College is authorized to support Foundation operations—including salaries, benefits, office supplies, office space, and other resources—because the Foundation exists solely to benefit the College. This support includes up to \$300,000 annually for staff salaries and benefits, and approximately \$50,000 annually in office space, equipment, and in-kind staff support and services. This investment is justified as long as the Foundation provides a demonstrated net benefit to the College each year—exceeding the College’s total contribution—through fundraising, grants, and other tangible support. To maintain this partnership, the Foundation must show annually that it delivers greater value to the College than the total support it receives.~~The College is authorized to fund salaries, benefits, office supplies, office space, etc., in exchange for a net benefit from the Foundation, which means the Foundation exceeds the in-kind investment in the form of fundraising dollars, grants, and other tangible support. The Foundation exists for the sole benefit of the College and will provide demonstrated net and sole benefit to the College each year sufficient to justify the College support. The College will be responsible for 60% of all Foundation staff salaries and benefits each year (subject to a current maximum amount of \$300,000), as well as approximately \$50,000 each year toward office space, equipment, and in-kind staff and services from the College. The in-kind staff and services provided by the College will be estimated by the College each year and reviewed with the Foundation during an annual assessment of this calculation on or before June 30<sup>th</sup> each year. In the spirit of collaboration, the College will do its best to maximize its support to meet the \$50,000 support of the Foundation.~~

6. The Foundation shall annually confirm in writing to the College: (1) that it has fully complied with its obligations to expend its best efforts ~~to seek~~ to accrue gifts, grants, donations, and endowments for the benefit of the College, its students, faculty, staff, and facilities; and (2) that it has used all assets and earnings of the Foundation for the exclusive benefit ~~of the~~ College and/or the payment of necessary and reasonable administrative expenses of the Foundation. For this purpose, the Foundation will share with the College its accomplishments for the preceding year and its ~~end-of~~ end-of-year balance sheet.
7. The Foundation is a separate entity from the College, but the College is a state institution of higher education and must be audited by a reputable independent Certified Public Accountant designated by the College. As a separate entity, the Foundation is not subject to the state’s audit requirements. However, in order to support the auditing requirements of the College, the Foundation agrees to shall be annually audited annually by a reputable independent Certified Public Accountant designated by the College and acceptable to the Foundation with costs split evenly between the College and the Foundation.
8. The Foundation shall permit the president of the College President, or the president's designee to inspect and/or copy all Foundation books, accounts, and records at all reasonable times in order to determine compliance with the commitments made in this Agreement.

#### OTHER AGREEMENTS

1. ~~1.~~ Independent Capacity: At all times and for all purposes of this Agreement, each party shall act in an independent capacity and not as an agent or representative of the other party.
2. No Indemnification: Each party shall be responsible for ~~the its own~~ actions and inactions ~~of itself~~ and its ~~own~~ officers, employees, and agents acting within the scope of their authority.
3. No Assignment: This Agreement is not assignable by either party, in whole or in part.
4. Governing Law and Disputes: This Agreement shall be governed by the laws of the State of Washington. Before instituting any legal action hereunder, the College President and Foundation Board Chair or their designees ~~a party, through its president,~~ shall ~~meet with the president of the other party~~ and attempt in good faith to resolve the disagreement. Venue of any action ~~hereunder~~ shall be in Snohomish County Superior Court.
5. Entire Agreement: This constitutes the entire agreement of the parties, including all oral understandings, on the subject of their general and overall relationship. In addition, the parties may enter into other stand-alone agreements on specific subjects. All such agreements shall be in writing and signed by the parties.
6. Modification: No alteration or modification of any term of this Agreement shall be valid unless made in writing, signed by the parties and approved as to form by the Attorney General or designee.
7. Articles of Incorporation: The Foundation may not merge, consolidate, or change the Foundation's Article of Incorporation, without ~~the~~ written agreement from the College.
8. Effective Date and Duration Clause: This Agreement shall be effective once both parties have signed. This Agreement shall be reviewed ~~on~~ every two ~~four~~ years by the president/chair or designees of the College and Foundation. Unless the bi-annual review results in changes to this Agreement, the Agreement shall be renewed by the respective parties at least every four (4) years, ~~and~~ preferably prior to the beginning of a new biennium, and an updated Agreement shall be signed by both parties. Therefore, this current Agreement shall end on June 30, 202~~9~~5, and require a new Agreement be signed between the College and the Foundation.
9. Termination: This Agreement may be terminated by either party only at the end of a State fiscal biennium upon at least ninety (90) days written notice to the other party ~~given at least ninety (90) days in advance~~. However, this Agreement or a successor overall agreement with the College shall be necessary for the Foundation to operate.

This agreement is effective July 1, 202~~5~~1 and will continue until cancelled by ninety (90) days written notice by either party or until June 30, 2029, whichever occurs first.

AGREED TO AND SIGNED BY:

EDMONDS COLLEGE FOUNDATION

31 August 2021

Brian Donaldson~~Maria Montalvo~~  
Chair, Edmonds College Foundation Board of Directors

Date

EDMONDS COLLEGE

June 10, 2021

Carl Zapora~~Dave Earling~~  
Chair, Board of Trustees

Date

ATTORNEY GENERAL'S OFFICE APPROVED AS TO FORM:

9-7-21

Arlene Anderson  
Assistant Attorney General for Edmonds College

Date

**RESOLUTION #25-6-2**  
**APPROVAL OF THE REVISED FOUNDATION–COLLEGE AGREEMENT**

WHEREAS, Edmonds College is one of 34 public community and technical colleges in Washington, governed by state law and committed to advancing educational access and success for students; and

WHEREAS, the Edmonds College Foundation is a separate 501(c)(3) nonprofit organization established to support the mission of Edmonds College by engaging the community, inspiring charitable contributions, and stewarding resources to benefit students, faculty, and staff; and

WHEREAS, the partnership between Edmonds College and the Edmonds College Foundation is essential for ensuring philanthropic support, community engagement, and aligned stewardship of private resources for public benefit; and

WHEREAS, the College and Foundation have jointly reviewed and updated the Foundation–College Agreement to clarify roles and responsibilities, ensure legal and regulatory compliance, establish shared expectations for financial oversight, personnel structure, and in-kind support, and reaffirm a commitment to transparency, collaboration, and mutual benefit; and

WHEREAS, the revised Agreement has been approved by the Edmonds College Foundation Board of Directors and recommended to the College for approval and implementation;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Edmonds College hereby approves the revised Foundation–College Agreement, effective July 1, 2025, and authorizes the President of the College to execute said Agreement on behalf of Edmonds College.

\_\_\_\_\_  
Carl Zapora, Chair

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

ATTEST:

\_\_\_\_\_  
Dr. Amit B. Singh

## **BACKGROUND**

### **CONSIDERATION OF CONTINUING TENURE PROBATIONARY STATUS**

**Subject**

Board of Trustee consideration of renewal or non-renewal of tenure probationary appointments for academic employees.

**Background**

The Board of Trustees is required to decide whether or not to renew probationary appointments based on recommendations presented by the end of the 7th quarter of the probationary appointment.

According to *Article 4.1.1 - Tenure* in the Faculty Collective Bargaining Agreement, the purpose of tenure is to protect academic employee employment rights and academic employee involvement in the establishment and protection of these rights, and to define a reasonable and orderly process for the appointment of academic employees to tenure status and for the non-renewal of probationary academic employees. This Article follows the definitions and conditions set out in RCW 28B.50.850 through 28B.50.869 for faculty tenure as it now exists or is hereafter amended.

Additionally, as outlined in *Article 4.2.6 - Duties and Responsibilities* in the Faculty Collective Bargaining Agreement, the general duty and responsibility of the Appointment Review Committees shall be to evaluate the probationers, to advise them of their strengths and weaknesses, and to develop with them programs to overcome their deficiencies. The evaluation process shall place primary importance upon the probationer's effectiveness in the appointment. The Appointment Review Committee shall be responsible for making a recommendation, in accordance with the procedures in Sections 4.2.11 and 4.3.2 as to whether the probationer shall be granted tenure, be given an additional probationary year, or be terminated by the non-renewal of his/her probationary status.

The Appointment Review Committees for both of the probationers listed below have evaluated them and recommended to the President that they be granted renewal of their probationary appointments.

**Second Year Appointment**

Penny Watridge (Nursing)

**First Year Appointment**

Charlene Lugli (Computer Science)

**Recommendation**

Information is presented to the Board of Trustees for their review and consideration. The administration recommends that the Board of Trustees renew the first and second year probationary appointments at the June 12, 2025 meeting.

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## **BIOGRAPHY**

### **FIRST YEAR TENURE TRACK PROBATIONER**

#### ***Charlene Lugli - Computer Science***

Charlene holds a Master of Science in Computer Science from the Georgia Institute of Technology, specializing in machine learning and computer graphics and a Bachelors of Computer Science.

Charlene brings a wealth of relevant industry experience in software engineering, with a strong focus on machine learning and user interface development. Their career has included significant roles at industry-leading companies like Riot Games and Google.

At Riot Games, Charlene contributed to the development of player-facing features powered by machine learning models highlighting her ability to leverage AI to enhance user experiences.

During their tenure at Google, Charlene worked on a variety of projects, including the maintenance and improvement of the UI framework for products used by over 1 billion users. This role showcased their expertise in designing and implementing intuitive and scalable user interfaces. Additionally, they contributed to the development of software for optimizing resource delivery to Google's Data Centers, showcasing their technical proficiency in infrastructure and systems engineering.



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## **BIOGRAPHY**

### **SECOND YEAR TENURE TRACK PROBATIONER**

***Penny Watridge - Nursing***

Penny Watridge holds a Nursing degree from the Royal Isle Wight School of Nursing and a diploma in counseling from the Portsmouth College of Health Sciences in the UK. She has a BSN from Bellevue College and an MSN from Western Governors University. She is board certified in Medical Surgical Nursing, Care Coordination and Transition Management, and Infection Control. Penny's clinical nursing experience ranges from women's health to care coordination, to primary care.

Prior to her full-time tenure track appointment in Fall 2023, Penny taught part time at Edmonds in our nursing assistant program and other allied health courses starting in 2021. She is currently teaching clinical and lab courses in our new curriculum. She is working to support our pre-nursing and nursing students as the faculty advisor of the Student Nurses Organization and has been an active member on the committee planning our Health Care Fair.

**RESOLUTION #26-6-3**  
**APPROVAL OF CONTINUING TENURE PROBATIONARY STATUS**

**Second Year Appointment**

Penny Watridge (Nursing)

**First Year Appointment**

Charlene Lugli (Computer Science)

WHEREAS, faculty hired by Edmonds College serve a probationary period prior to being considered for tenure status; and

WHEREAS, the faculty-Board agreement requires that the recommendation for renewal or non-renewal of these probationary appointments must occur by the end of the probationer's 3rd and 5th quarter of each academic year of the probationer's appointment; and

WHEREAS, the respective appointment review committees have met their responsibility under the negotiated agreement to review the appointments of those named above and recommend renewal of the tenure probationary contracts of Charlene Lugli and Penny Watridge;

NOW THEREFORE BE IT RESOLVED THAT the Edmonds College Board of Trustees renews the tenure probationary contracts of Charlene Lugli and Penny Watridge.

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Carl Zapora, ChairDate Approved 

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ATTEST:

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Dr. Amit B. Singh

## **BACKGROUND**

### **BOT 17.0, 17.01pr - Board of Trustees Travel and Meeting Stipend Policy and Procedure**

#### **SUBJECT**

Board of Trustees Meeting Stipends and Travel Reimbursements

#### **BACKGROUND**

##### **Meeting Stipend**

The Legislature in [RCW 43.03](#) allows for certain Boards, commissions and councils to be compensated for certain activities including official business such as meeting attendance, and directs the Office of Financial Management (OFM) to set the term of the compensation according to the classification of the Board, commission or council, which it does in its State Administrative and Accounting Manual (SAAM) in section 10.70.30, where the local Boards in the Community and Technical College system are classified as “other.”

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

As such, any Board in the “other category” is permitted to receive a stipend for time spent conducting official business as outlined in section [10.70.30 b Option 1](#). The OFM stipulates the maximum allowable amount of that stipend, which is calculated on the maximum allowable per diem lodging, meal, and incidental rates for the area the college is located in, which are also set by the OFM on an annual basis each October.

In 2017, the Edmonds College Board of Trustees wrote Board Policy 17.0 - *Board of Trustees Stipend* such that only the Student Trustee was eligible to receive a stipend for meeting attendance.

Over the past year, data has been gathered from twenty-nine other colleges across the system regarding their trustee stipend policies. Twenty-seven of those colleges provide a stipend to their trustees for meeting attendance. The amounts vary based on per diem rates for their location and other factors.

The college administration, recognizing that the Board of Trustees as a volunteer body plays an essential role in the success of the college and also that Board service can present a financial hardship on trustees, feels it is a matter of fairness and respect to offer the Board a stipend as allowed by law for their meeting attendance.

The maximum allowable stipend is set by the Washington State Office of Financial Management (OFM) based on the lodging and meal per diem rates in the area, as set forth in the State Administrative and Accounting Manual. At this time, the maximum allowable lodging, meals and incidental per diem rate for Snohomish County is \$199.

The college proposes that the Board receive a \$199 stipend for attendance at any regular or special meeting or Board retreat. If a trustee would prefer not to receive the stipend for any reason, they may decline it.

As per the OFM, stipends are subject to payroll taxes and must be processed through ctcLink with an A20-AE form.

Each October, when new per diem rates are published by OFM, the Board of Trustees meeting stipend amount will be adjusted to reflect the maximum allowable lodging, meals, and incidental per diem rate for Snohomish County, and reported to the Board. OFM's per diem rates are effective October 1 through the following September 30.

### **Travel Reimbursements**

In addition to stipends for meeting attendance, Policy 17.0 - *Board of Trustees Stipend* states that trustees, while in travel status on college business may be reimbursed travel related expenses such as mileage, airfare, lodging, and meals, as allowed by law. The Board of Trustees will receive reimbursement for travel on college business, the same as college employees, as stipulated in the SAAM.

Language was added into Procedure 17.01pr - *Board of Trustees Stipend* regarding the documentation needed and ctcLink processes performed before and after travel periods.

The OFM articulates travel reimbursement regulations, processes, and rates in the SAAM, and per diem rates are set each October and run through the following September.

### **Policy Name**

The policy and procedure set BOT 17.0, 17.01pr is currently named *Board of Trustees Stipend*. The OFM requires an internal travel policy for any agency using the provisions of OFM's SAAM [10.70.30.b Option 1](#) to remunerate trustees for meeting attendance. As such, the policy and procedure set BOT 17.0, 17.01pr has been renamed *Board of Trustees Travel and Meeting Stipend*, to clarify that this policy and procedure cover both travel and the meeting stipend.

### **RECOMMENDATION**

The college administration recommends that the Board approve the changes proposed to BOT 17.0 and 17.01pr - *Board of Trustees Travel and Meeting Stipend* to allow all trustees to receive a stipend for meeting attendance, as presented at the June 12, 2025 Board of Trustees meeting.

## BOT 17.0 - Board of Trustees Travel and Meeting Stipend :

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### SUMMARY/SCOPE

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

### DESCRIPTION

#### Classification

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

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

#### Compensation for Meetings

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

The meeting stipend amount shall be calculated in accordance with OFM’s SAAM 10.70.30.b Option 1, and the amount shall be set by the Board of Trustees up to the maximum allowable per diem rates for Snohomish County, and published in BOT 17.01pr - Board of Trustees Travel and Meeting Stipend Procedure at least every three years during the regular review of this policy.

All trustees shall have the option at each stipend-eligible meeting or event they attend to decline receiving the stipend, and shall note that on the A20-AE form or in writing to the Director of Planning and Operations in the Office of the President.

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

#### Travel Reimbursement

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

#### Annual ~~Per Diem Adjustment and Review~~ ~~Review~~

~~In October, once the new per diem rate tables are published by OFM, the Office of the President will adjust the meeting stipend allowance to reflect the new maximum allowable rate. At the October/June Board meeting of each year, the President will report to the Board of Trustees will review the OFM's per diem rates, which are in effect through the following September. for the coming academic year.~~

#### GLOSSARY TERMS

Board of Trustee(s)

#### RELATED POLICIES AND PROCEDURES

BOT 17.01pr Board of Trustees ~~Travel and Meeting~~ Stipend: Procedure

#### SOURCE INFORMATION

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

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

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

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

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

RCW 28B.50.102 Boards of trustees—Student trustee.

State Administrative and Accounting Manual (SAAM) Section 10.70.30

OFM Washington Per Diem Rate Tables

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

2025-June 12 Amended, Board Resolution XX-XX-X

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

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

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

2018-Feb 01 Second Consideration

2017-Nov 14 Revised

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

2017-Sep 14 First Consideration

## BOT 17.01pr - Board of Trustees **Travel and Meeting** Stipend : Procedure

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### SUMMARY/SCOPE

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

### PROCEDURE DETAILS

#### Compensation for Meetings

As allowed by the Office of Financial Management and stipulated in the State Administrative and Accounting Manual 10.70.20b Option 1, trustees ~~Only the Student Trustee~~ shall be eligible to receive a stipend ~~flat rate of \$150 for their attendance at any one regular or special meeting or retreat. per month, with the exception of the summer retreat, for which trustees the Student Trustee will be eligible to receive the stipend amount for each day of the retreat.~~ The rate will be calculated based on the maximum allowable hotel and meal per diem rates for Snohomish County, which are published annually by the OFM in October, and which shall be reported ~~monitored annually by the accounting office and reviewed by to~~ the Board of Trustees at their ~~October June~~ meeting.

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

To receive compensation ~~for the Board regular or special meeting per month,~~ the ~~trustee~~ Student Trustee will be required to ~~sign and submit an A20-AE Travel Expense Voucher submit a Board of Trustees' timesheet~~ provided by the Director of Planning and Operations in the Office of the President. Payment will be issued by the President's Office through the payroll system because this compensation is subject to taxes and is reportable to the IRS.

#### Travel Reimbursement

As allowed by the OFM's State Accounting and Administrative Manual 10.70.20.b Option 2, all trustee travel for the purpose of college business shall be reimbursed at the same rates as regular state officials and employees, unless otherwise provided in statute.

All travel where reimbursement of expenses is sought must be pre-approved by the President and a Travel Authorization must be submitted via ctcLink by the Office of the President in advance of the first travel date.

All necessary receipts and travel documentation must be given to the Office of the President within two weeks of the completion of travel, or otherwise arranged in writing.

The Office of the President will complete a Travel Reimbursement form in ctcLink to include all reimbursable travel expenses (airfare, lodging, meals, mileage, etc.), along with all necessary receipts, after which payment will be made to the trustee.

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

1. Reimbursement for meals

- a. Only meals that fall within meal periods where the trustee is in official travel status may be reimbursed.
- b. Only reimbursement will only be allowed for meals not included as part of the in-the meeting or conference will be allowed.

2. Reimbursement for mileage

- a. Reimbursement for mileage will be requested by submitting total mileage, meeting/event title, date, location, and any necessary receipts to the Director of Planning and Operations in the Office of Executive Assistant to the President.
- b. Payment for mileage reimbursement will be issued after an expense form is submitted in ctcLink using a Travel Expense Voucher submitted by the Executive Assistant to the President to the Business Office.
- c. Reimbursement for mileage and meals is not subject to payroll taxes.

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

1. Confirmation in writing from the Trustee of travel details is necessary for reimbursement.
2. Travel arrangements must be made in consultation with the Office of the President to ensure necessary documentation and compliance with OFM travel regulations.  
The Executive Assistant to the President will complete a Travel Expense Voucher and submit to the Business Office all travel expenses (lodging, meals, mileage, etc.), along with all necessary receipts.

## GLOSSARY TERMS

Board of Trustee(s)

## RELATED POLICIES AND PROCEDURES

BOT 17.0 Board of Trustees Travel and Meeting Stipend

## SOURCE INFORMATION

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

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

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

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

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



OFM Washington Per Diem Rate Tables

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

2025-June 12 Amended, Board Resolution XX-XX-X

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

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

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

2018-Feb 01 Second Consideration

2017-Nov 14 Revised

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

2017-Sep 14 First Consideration

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**RESOLUTION #25-6-4**  
**APPROVAL OF BOARD POLICY AND PROCEDURE**  
**17.0, 17.01pr - Board of Trustees Travel and Meeting Stipend**

WHEREAS, the Edmonds College Board of Trustees regularly reviews its Board policies to ensure alignment with state and federal regulations, governance best practices, accreditation requirements, and current practices; and

WHEREAS, in the past, Edmonds College has not remunerated its trustees for meeting attendance, except the Student Trustee; and

WHEREAS, Community and Technical College Boards of Trustees are volunteers who are allowed to receive a stipend for meeting attendance as outlined in the Office of Financial Management's State Administrative and Accounting Manual in section 10.70.30.b Option 1; and

WHEREAS, the college recognizes that Board participation may represent a financial burden; and

WHEREAS, the college values a diverse range of perspectives on the Board and is an institution committed to accessibility; and

WHEREAS, a 2025 survey of Washington Community and Technical Colleges showed that at least twenty-seven of the thirty Boards of Trustees are compensated for meeting attendance as allowed by state statute; and

WHEREAS, it is the desire of the college administration to allow all trustees to receive a stipend for meeting attendance; and

WHEREAS, all proposed changes to BOT 17.0 and 17.01pr - *Board of Trustees Meeting and Travel Stipend* were reviewed by the college's assistant attorney general;

NOW, THEREFORE, BE IT RESOLVED that the Edmonds College Board of Trustees has approved the changes proposed to BOT 17.0 and 17.01pr - *Board of Trustees Travel and Meeting Stipend* as presented at the June 12, 2025 meeting.

\_\_\_\_\_  
Carl Zapora, Chair

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

ATTEST:

\_\_\_\_\_  
Dr. Amit B. Singh

## **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.

**RESOLUTION #25-6-5  
2025-26 COLLEGE OPERATING BUDGET**

WHEREAS, the State Board for Community and Technical Colleges has provided the College with an updated allocation projection for 2025-26;

WHEREAS, working with the adjusted allocation, along with our estimates for year-end and projections for enrollment-driven revenue for this coming fiscal year, the Business Office has put together a budget plan for 2025-26; and

WHEREAS, the initial budget presented to the Board of Trustees reflects these elements;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approves the 2025-26 operating budget for Edmonds College as presented at the May 8, 2025 and June 12, 2025 meetings, and directs the College staff to make adjustments and take efforts as necessary to minimize any anticipated deficit.

\_\_\_\_\_  
Carl Zapora, Chair

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

ATTEST:

\_\_\_\_\_  
Dr. Amit B. Singh

**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

**RESOLUTION #25-6-6  
APPROVAL OF ASEC SERVICES AND ACTIVITIES FEE BUDGET  
FY 2025-26**

WHEREAS, the Associated Students of Edmonds College (ASEC) Services and Activities Fee Budget Committee has developed the proposed ASEC Services and Activities Fee Fiscal Year (FY) 2025-26 Budget based on the projected Services and Activities Fee revenue for FY 2025-26 as provided by the Business Office; and

WHEREAS, in accordance with the ASEC Financial Code, the College administration has reviewed and approved the FY 2025-26 ASEC Services and Activities Fee Budget; and

WHEREAS, the ASEC Executive Board has approved the FY 2025-26 ASEC Services and Activities Fee Budget with a vote of 6-0-1 at the May 7, 2025 Executive Board meeting;

NOW, THEREFORE BE IT RESOLVED that the Edmonds College Board of Trustees approves the FY 2025-26 ASEC Services and Activities Fee Budget, as presented on May 8, 2025, and again at the June 12, 2025 meeting.

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Carl Zapora, Chair

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

ATTEST:

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Dr. Amit B. Singh

## **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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## **RESOLUTION #25-6-7 APPROVAL OF TENURE**

Yiren Yue (Biology)

WHEREAS, the State Legislature, in RCW 28B.50.850, has vested the authority and non-delegable duty of granting faculty tenure to the Board of Trustees; and

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

WHEREAS, the appointment review committee has recommended that tenure status be granted to Yiren Yue;

WHEREAS, Yiren Yue provided an electronic tenure packet to the Board for their consideration;

NOW THEREFORE BE IT RESOLVED that Edmonds College Board of Trustees grants tenure status to Yiren Yue and welcomes her to a tenured faculty position at Edmonds College.

\_\_\_\_\_  
Carl Zapora, Chair

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

ATTEST:

\_\_\_\_\_  
Dr. Amit B. Singh

## **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

**BOARD OF TRUSTEES**  
**June 12, 2025**

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**RESOLUTION #25-6-8**  
**APPROVAL OF BOARD POLICIES AND PROCEDURES**  
**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**

WHEREAS, the Edmonds College Board of Trustees reviews one third of the Board policies each year to ensure alignment with state and federal regulations, governance best practices, accreditation requirements, and current practices; and

WHEREAS, Edmonds College administration presented policies and procedures BOT 1.0, 1.01pr – Board of Trustee Bylaws, BOT 2.0, 2.01pr – Board Job Description, 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 to the Board for first consideration at the May 8, 2025 meeting; and

WHEREAS, the College administration also presented suggested changes to the aforementioned policies and procedures for the purposes of clarity and consistency in general, and specifically to reflect the appropriate timing of certain board actions, to update which officers are appointed annually, to update when agenda items must be submitted for inclusion as well as who makes that decision, to clarify that presenters and commenters are asked to adhere to civility standards, and that reflect that the Board will endorse rather than establish tuition rates; and

WHEREAS, all proposed changes were reviewed by the college’s assistant attorney general;

NOW, THEREFORE, BE IT RESOLVED that the Edmonds College Board of Trustees has approved the above-named policies and accompanying procedures including the changes proposed on May 8, 2025, and again at the June 12, 2025 meeting.

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Carl Zapora, ChairDate Approved 

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ATTEST:

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Dr. Amit B. Singh

## FOUNDATION REPORT

### Fundraising Update as of May 30, 2025

As of May 30, 2025, the Edmonds College Foundation has raised a total of **\$747,565** from **1,747 donors**. This includes \$277,000 generated from the recent Inspire event through sponsorships, table purchases, individual gifts, and auction proceeds—and we are still counting.

I want to especially highlight the incredible contributions of our Culinary Arts program, including the Culinary Arts Food Truck, which provided the hors d'oeuvres, and the always-popular **Dessert Dash**, which alone raised over **\$19,000**. The Dessert Dash has become a signature part of the event—something our guests look forward to year after year.

Individual giving continues to show strong momentum, totaling **\$228,231** to date—an increase over last year's total of **\$190,902** at this same point in time.

Of the total funds raised so far, approximately **\$355,000 is restricted** for specific purposes, including scholarships, departmental initiatives, and emergency support for students—underscoring our donors' continued commitment to student success and programmatic excellence.

Based on current projections, the Foundation is on track to meet or exceed its year-end fundraising goal of **\$964,200**.

### Kickstarter Grant Update

The Foundation's Impactful Kickstarter Grant program experienced a record-breaking year, receiving **32 submissions**—more than double the number received last year. The Foundation's **Program Committee awarded 30 grants**, distributing a total of **\$30,000, with \$20,000 directed toward innovative campus projects and \$10,000 supporting food and hospitality-related initiatives**. In the food and hospitality category, **\$8,000 was awarded across five projects**, with individual grants ranging from \$500 to \$2,000. For **general and innovation-focused projects**, **\$17,950** was distributed among **eight departments**, with individual awards ranging from \$500 to \$3,000. These investments are designed to spark creativity, support student success, and foster ideas that align with the College's mission and values.

### Budget update

The Edmonds College Foundation Board has approved the FY 25-26 budget, totaling **\$1,101,933** in expenses, representing a **4% increase** over the previous fiscal year. The approved budget is supported by projected revenues of **\$392,000 in unrestricted funds and \$766,000 in restricted funds**. This balanced approach allows the Foundation to continue advancing its mission through strategic investments in scholarships, student success programs, and operational support, while maintaining a focus on long-term financial sustainability.

### Scholarship Update

The Edmonds College Foundation, in partnership with the College, has awarded scholarships to **97 students, totaling \$331,628** in tuition support for the current academic year. These awards represent a continued commitment to removing financial barriers and empowering students to achieve their educational goals. In addition, six students received funding through the **Complete the Dream Scholarship, totaling \$10,500**. This targeted scholarship supports students who are within one or two quarters of completing their degree or certificate but are at risk of stopping out due to financial hardship.

Looking ahead, the next application cycle for the Complete the Dream Scholarship is now open for summer, providing another opportunity to help students cross the finish line. The Foundation remains focused on expanding access, improving retention, and ensuring that students can persist through to graduation.

#### **College/Foundation Agreement Update**

The Foundation has been actively working in partnership with college leadership to review and revise the College/Foundation Agreement to better reflect the evolving needs and priorities of both organizations. After a thorough review of the proposed changes, the Foundation Board voted on Thursday, May 22, to approve the updated agreement. The revised document is now in the hands of the College and is awaiting final approval by college leadership and the Board of Trustees. This collaborative effort marks a significant step forward in strengthening the alignment between the Foundation and Edmonds College, positioning both entities for enhanced coordination, transparency, and long-term success.

#### **Board Operations Update**

The Foundation Board held its final meeting of the fiscal year on Thursday, May 22, hosted at the WATR Center. The meeting began with a guided tour of the facility, and board members were highly impressed by the innovative programs and the strong leadership demonstrated by Matt Poischbeg and his team. The visit offered valuable insight into one of the College's key workforce initiatives and underscored the importance of continued Foundation support.

The Board will resume its regular meetings in September, with the year kicking off with a special wine fundraising event on September 11. More details will be shared in the coming months, and we look forward to another year of impactful engagement and progress.