

**BOARD OF TRUSTEES****Regular Meeting****Thursday, May 14, 2026**

Meeting: 4:00pm – 6:30pm

**In Person:** Gateway Hall, Room 352, 6600 196<sup>th</sup> Street SW, Lynnwood, WA**Zoom:** <https://us02web.zoom.us/j/86029239011>**Join by telephone:** (253) 215-8782 | **Meeting ID:** 860 2923 9011**AGENDA**

1. 4:00pm **Call to Order** Chair Courtney Wooten
2. 4:01pm **Land Acknowledgement**
3. 4:03pm **Introductions of Board and Leadership Team** Chair Courtney Wooten
4. 4:05pm **Approval of Meeting Minutes** Chair Courtney Wooten  
April 9, 2026 - Regular Meeting
5. 4:08pm **Next Meetings** Chair Courtney Wooten
  - a. May 19, 2026, 5:00pm – Joint Study Session with Edmonds School District Board
  - b. June 16, 2026, 3:30pm – Regular Meeting
6. 4:10pm **Transforming Lives**
7. 4:20pm **Public Comment** Chair Courtney Wooten  
To make a public comment, you may submit it in writing to [publiccomment@edmonds.edu](mailto:publiccomment@edmonds.edu) no later than Wednesday, May 13, 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.
8. 4:30pm **Representative Reports**
  - a. Student Government Representative (5 mins) Tiffany Mphepo
  - b. Classified Staff Representative (5 mins) Lia Andrews
  - c. Faculty Representative (5 mins) Scott Haddock
9. 4:45pm **Informational and Monitoring Reports**
  - a. FY26 Operating Budget - Q3 Update James Mulik
  - b. Head Start 5-year Grant Submission Dr. Kim Chapman

10. 5:00pm	<b>Foundation Report</b>	Lillian Sherman
11. 5:05pm	<b>President’s Report</b>	Dr. Amit Singh
12. 5:15pm	<b>Break</b>	
13. 5:25pm	<b>Old Business: Second Consideration and Final Action</b> Approval of Student Government Budget Revisions FY26 <b>RESOLUTION #26-5-1</b>	Dr. Indra Paola Peláez
14. 5:30pm	<b>New Business: First Consideration</b>	
	a. Consideration of Tenure	Dr. Kim Chapman
	b. Consideration of Programs for Elimination	Dr. Kim Chapman
	c. Consideration of Student Government Fee Budget FY27	Afnan Ali
	d. Consideration of FY27 Operating Budget	James Mulik
	e. Review of 1/3 Board Policies and Procedures	Chair Courtney Wooten
	i. BOT 3.0, 3.01pr - Board Member Code of Ethics	
	ii. BOT 4.0, 4.01pr - Board Philosophy of Governance	
	iii. BOT 5.0, 5.01pr - Board Civility and Respect	
	iv. BOT 14.0, 14.01pr - Equity, Inclusion, and Student Success	
15. 6:00pm	<b>Board Discussion</b>	Chair Courtney Wooten
	a. Trustee Updates	
	b. ACT Conference Update	
	c. Other	
16. 6:15pm	<b>Executive Session</b>	Chair Courtney Wooten
17. 6:30pm	<b>Adjournment</b>	Chair Courtney Wooten

**Next Regular Meeting:** June 16, 2026, 3:30pm – Regular Meeting

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Times are estimates only and subject to change.

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

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

## **BOARD OF TRUSTEES**

### **Regular Meeting: April 9, 2026**

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

Virtual Participation via Zoom

### **Draft Minutes**

**Trustees Present:** Dr. Courtney Wooten, Chair; Wally Webster, Vice Chair; Dave Earling; Kayla Linadi; Adrienne Wagner; Carl Zopora

**Trustees Absent:** None

#### **Others Present:**

Dr. Amit Singh, President

Sara King, Assistant Attorney General

Lia Andrews, Classified Staff Union Representative

Scott Haddock, Faculty Union Representative

Tiffany Mphepo, Associated Students of Edmonds College Representative

Dr. Kim Chapman, Vice President for Instruction

Karen Magarelli, Vice President for Strategic Marketing, Grants & Foundation - PIO & Special Assistant to the President

Suzanne Moreau, Vice President for Human Resources

Jim Mulik, Vice President for Finance and Institutional Effectiveness

Kristen NyQuist, Director of Planning and Operations

Dr. Indra Paola Peláez, Vice President for Enrollment and Student Services

Lillian Sherman, Executive Director of the Edmonds College Foundation

Eva Smith, Chief Information Officer

Dr. Yvonne Terrell-Powell, Vice President for Student Success, Belonging, and Global Engagement

Various members of the campus community and public

#### **CALL TO ORDER**

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

#### **LAND ACKNOWLEDGEMENT**

Trustee Wagner read the Land Acknowledgement.

#### **INTRODUCTIONS**

Chair Wooten led introductions of the Board. Dr. Singh led introductions of the President's Leadership Team, AAG, and Advisory Representatives.

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

Chair Wooten asked for a motion to approve the minutes from the March 12, 2026 meeting, which was made by Trustee Zopora and seconded by Trustee Earling. The minutes were unanimously approved as presented.

**Approved**

## **NEXT MEETING**

Chair Wooten announced that the next meeting would be held on May 14, 2026 at 4:00pm.

## **TRANSFORMING LIVES**

Vernon Hawkins, Dean of the School of Business, Entrepreneurship and Professional Education, introduced Culinary faculty Kevin Fogarty, Karen Jenkins, and Bonnie Lyons. Mr Fogarty introduced two culinary students, Caden Fremming and Olivia Dugas.

Caden shared their story as a recent graduate of the culinary program. They joined the program in 2024 and made many close friends. Classes were diverse and they learned many different techniques, which they now use in their job at Vinbero, a wine bar in Edmonds. They were hired as a result of the restaurant leadership making a presentation at the college, after which Caden followed up and reached out to them. Caden developed a love of baking and cooking as a child, working in the kitchen with their dad. One big draw to attend Edmonds College was the fact that both culinary and baking programs were offered.

Olivia Dugas recently graduated from the baking program and now works at Edmonds Bakery, making cakes. Her goal is to become a pastry chef and one day open her own bakery. Olivia was a student in the baking and pastry program at Sno-Isle TECH while in high school, and discovered the Edmonds College program during a field trip. Her instructors Chef Bonnie and Chef Karen were welcoming and open, making it a place where students can learn without fear of making mistakes, and also learn the business side of the culinary arts too.

The Board congratulated Caden and Olivia on their successes and thanked them for sharing the stories of their educational journeys.

## **PUBLIC COMMENTS**

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

## **REPRESENTATIVE REPORTS**

### **Associated Students of Edmonds College (ASEC) Representative Report**

Tiffany Mphepo, Executive Officer for Administration, reported on recent Student Government's activities as follows:

#### Spring Quarter Preparation

- Weekly meetings will be held on Wednesdays
- Coordination of quarterly classroom visits has begun, which are an important opportunity to engage students directly and share the purpose of Student Government.
- The hiring process for the next cohort of student leaders will begin soon

#### Washington D.C.

Student Government spent four days in Washington, D.C., representing Edmonds College and sharing student experiences directly with federal lawmakers. Meeting with Senator Maria Cantwell, Senator Patty Murray's staff, Representative Rick Larsen, and Representative Suzan DelBene gave them the chance to speak honestly about what students at Edmonds are facing and why federal support matters. They advocated for the College for All Act to strengthen and expand the Pell Grant, the PROSPECT Act to ensure student parents have access to affordable child care, and the Keep STEM Talent Act to support international students pursuing advanced STEM degrees. Beyond the policy work, the trip was deeply educational and helped gain a clearer understanding of how federal decisions shape our lives. Ms. Mphepo shared that the experience shaped not only how she understands advocacy, but also how she sees her own potential to lead and make an impact.

## **WPEA Representative Report**

Lia Andrews, Chief Shop Steward, gave the WPEA update, as follows:

Key changes in the 2025-2027 Collective Bargaining Agreement include:

- 3% general wage increase in the first year and a 2% increase in the second year.
- A new \$18 starting wage will be established for all salary ranges
- Eligible members will receive retroactive compensation for the period of July 1, 2025, through June 30, 2026, during the second half of July 2026.
- Expanded Leave Provisions:
  - The four-month waiting period for using Personal Leave Days has been removed.
  - Bereavement leave now includes the loss of a pregnancy and certain individuals residing in the employee's home.
  - New leave categories have been added for vaccinations during declared emergencies and for those displaced by wildfires.
- Specific job classifications requiring Personal Protective Equipment (PPE) will now receive a footwear allowance of up to \$225 each biennium.

The WPEA Executive Board passed two significant resolutions formally showing support for the Washington State Investment Board to divest from companies that facilitate genocide, apartheid, or crimes against humanity, and solidarity with immigrant communities, which includes commitment to ongoing training for leadership and staff, supporting protective legislation, and opposing the expansion of carceral immigration systems.

Two active labor relations investigations are underway and the WPEA remains committed to ensuring due process, contract adherence, and fair representation for their members, who are increasingly called upon to serve the college through various committees. Additionally, WPEA is preparing for the upcoming meeting with the NWCCU accreditation evaluator, to explore the question "How and how well is administration listening for employee input?" WPEA recognizes the necessity of staff inclusion and appreciates being invited to the table, however, workload constraints and a lack of consistent support from supervisors to step away from daily duties for governance work make finding participants challenging. Effective participatory governance requires that staff have both the operational capacity and the psychological safety to participate in work that strengthens our campus without fear of falling behind or facing professional friction.

## **AFT Representative Report**

Scott Haddock, AFT Local President, shared that contract negotiations are on-going and that some proposals have been exchanged. The negotiating teams will meet again on April 21 to give their financial proposals.

## **FOUNDATION REPORT**

Lillian Sherman, Executive Director of the Edmonds College Foundation, reported on the following Foundation activities: The INSPIRE gala is sixteen days away, and while it's a sold out event, there are other ways people can participate, including an online auction. The Foundation has received 41 kick starter and hospitality applications, along with nearly 400 scholarship applications that are now under review. The Foundation Board has been working on a "Safe Harbor" emergency funding campaign and want to increase their ability to provide funding support.

Trustee Earling complimented the Foundation on the recent mailer that had been sent out.

## **PRESIDENT'S REPORT**

Chair Wooten moved this item of the agenda to take place after the old business items.

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

### **Approval of Tenure**

Dr. Singh introduced the agenda item, approval of tenure, noting that Board Policy 2.0 reserves for the Board the right to grant, deny or remove tenure to faculty. Chair Wooten noted that after each tenure presentation, the Board would vote on the individual candidate; at the end of the eight tenure presentations, she would call for a motion to approve Resolution #26-4-1, which would be voted on by all trustees with the exception of Student Trustee Linadi.

Dean Allison Cohen introduced tenure candidate Lily Fox, who teaches in the high school completion department. Ms. Fox discussed some of the highlights of her time at Edmonds College and the trustees commented on her tenure portfolio and thanked her for her work.

Chair Wooten called for a motion to grant tenure to Lily Fox, which was made by Vice Chair Webster, seconded by Trustee Zapora and unanimously approved.

### **Approved**

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

Chair Wooten called for a motion to grant tenure to Dr. Nina Kunimoto, which was made by Trustee Wagner, seconded by Vice Chair Wally Webster and unanimously approved.

### **Approved**

Dean Karen Townsend introduced tenure candidate Jennifer Casperson, who teaches in the Nursing program. Ms. Casperson discussed some of the highlights of her time at Edmonds College and the trustees commented on her tenure portfolio and thanked her for her work.

Chair Wooten called for a motion to grant tenure to Jennifer Casperson, which was made by Trustee Earling, seconded by Trustee Zapora and unanimously approved.

### **Approved**

Dean Christine Kobayashi introduced tenure candidate Jackie Sheppard, who teaches in the English Language Acquisition department. Ms. Sheppard discussed some of the highlights of her time at Edmonds College and the trustees commented on her tenure portfolio and thanked her for her work.

Chair Wooten called for a motion to grant tenure to Jackie Sheppard, which was made by Vice Chair Wally Webster, seconded by Trustee Earling and unanimously approved.

### **Approved**

Dr. Carey Schroyer introduced tenure candidate Dr. Julio Garibay, who teaches in the Computer Science department. Dr. Garibay discussed some of the highlights of his time at Edmonds College and the trustees commented on his tenure portfolio and thanked him for his work.

Chair Wooten called for a motion to grant tenure to Dr. Julio Garibay, which was made by Vice Chair Wally Webster, seconded by Trustee Wagner and unanimously approved.

## **Approved**

Dean Vernon Hawkins introduced tenure candidate Anna Truss, who teaches in the Computer Information Systems department. Ms. Truss discussed some of the highlights of her time at Edmonds College and the trustees commented on her tenure portfolio and thanked her for her work.

Chair Wooten called for a motion to grant tenure to Anna Truss, which was made by Vice Chair Wally Webster, seconded by Trustee Earling and unanimously approved.

## **Approved**

Dean Vernon Hawkins introduced tenure candidate Dr. Yoon Han, who teaches in the Accounting program. Dr. Han discussed some of the highlights of his time at Edmonds College and the trustees commented on his tenure portfolio and thanked him for his work.

Chair Wooten called for a motion to grant tenure to Dr. Yoon Han, which was made by Trustee Zapora, seconded by Trustee Earling and unanimously approved.

## **Approved**

Jennifer Patterson, Interim Associate Dean of Library and Learning Resources introduced tenure candidate Sarah Gray, who is the Systems and Collection Librarian. Ms. Gray discussed some of the highlights of her time at Edmonds College and the trustees commented on her tenure portfolio and thanked her for her work.

Chair Wooten called for a motion to grant tenure to Sarah Gray, which was made by Trustee Earling, seconded by Vice Chair Webster, and unanimously approved.

## **Approved**

Chair Wooten called for a motion to approve Resolution #26-4-1, Approval of Tenure, which was made by Trustee Wagner, seconded by Vice Chair Wally Webster, and unanimously approved.

## **Approved**

## **BREAK**

At 5:24pm, Chair Wooten adjourned the meeting for a 10-minute break, returning at 5:34pm.

At 5:34pm, Chair Wooten reconvened the meeting in open session.

## **OLD BUSINESS: SECOND CONSIDERATION AND FINAL ACTION (continued)**

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

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

Chair Wooten called for a motion to approve Resolution #26-4-2, which was made by Trustee Zapora, seconded by Trustee Earling, and unanimously approved.

## **Approved**

### **Approval of Professional Leave**

Dr. Singh introduced the item, making note of the recommendation process for the five candidates under consideration. Chair Wooten asked for a motion to approve Resolution #26-4-3, which was made by Trustee Wagner, seconded by Vice Chair Webster, and unanimously approved.

## **Approved**

## **PRESIDENT'S REPORT**

Dr. Singh reported that while the international market is tough right now, the college is finding pockets of opportunity. ACCT chose Edmonds College as one of three institutions to join the US/India Partnership Lab. We will be partnering with a school in India on Robotics and AI. Additionally, some time ago Dr. Singh participated on a panel hosted by Technology Alliance in Seattle. Administrators from CollegesWales were in the audience and reached out about a partnership. They recently visited Edmonds College, and Dr. Singh has been invited to visit them in Cardiff. Also, he will be returning to Japan to finalize agreements with two universities there.

Dr. Singh went on to report that the State budget has been approved. Funding is going to be "flat," which means we will get a similar amount to last year. However, the flat funding includes 79% of the state's share of COLA, and when adjusting for that, funding is down. When they mandate increases without funding them, it creates a gap in the budget. Additionally, about 25% of the funding we get from the state is restricted, Proviso and earmarks, for certain uses. While the budget certainly could have been worse, the State had a \$72M funding gap in higher education to make up, so they have used the building fee, a portion of tuition dollars, to make up that amount. The catch is that the building fee is an estimate based on enrollment, rather than a guaranteed number, so the funding gap may not be settled.

Dr. Singh shared that this would be Eva Smith's last Board meeting, due to her upcoming retirement from her position as Chief Technology and Innovation Officer. Over 25 years she has served the college as a faculty member and then administrative leader. The Board thanked Ms. Smith for her contributions and wished her well in her retirement.

## **NEW BUSINESS: FIRST CONSIDERATION**

### **Consideration of Student Government Budget Revisions FY26**

Dr. Singh presented Student Government budget revisions for consideration, noting that once the Board approves the annual budget, any revisions to budget lines, including transfers within those lines, come back to the Board for approval. He noted four revisions outlined in the materials that would be presented for approval at the next meeting.

## **BOARD DISCUSSION**

Chair Wooten opened the floor for updates from the trustees.

- Trustee Wagner shared that Leadership Snohomish County's Step Up conference would be held in two weeks. She thanked Edmonds College for their sponsorship, and noted a kick-off event that would be open to all, regardless of participation in the conference.
- Vice Chair Webster proposed that the college create a community calendar which would include events from all organizations across the community, so that scheduling conflicts could be avoided.
- Trustee Zopora thanked the advisory representatives for their thoughtful reports, and thanked the tenure review committees for their work with tenure track faculty, and congratulated all candidates who had been awarded tenure earlier in the meeting.
- Trustee Earling also congratulated newly tenured faculty, and noted the hard work done to manage the budget of the college, which has remained stable in these financially challenging times.
- Trustee Linadi shared that the Indonesian association she is involved with, Permias Nasional, just held its biggest event of the season, concluding months of fundraising and other work on her part. She also has been accepted to her first-choice university, where she intends to study criminology.

**STUDY SESSION**

**Idea Lab - Building a Culture of Innovation at Edmonds College**

Dr. Singh introduced Eva Smith, Elisabeth Fredrickson, and Debbie Kuhlmann, who gave a presentation on the Idea Lab, as follows:

- The Idea Lab is a cross-functional, cohort-based employee learning community and “think tank,” focused on building skills that strengthen Edmonds College’s organization-wide capabilities for innovation. It was established in 2019 and has graduated over 70 people to-date, five of whom have become facilitators.
- The Idea Lab incubates ideas that are integrated into the innovation side of the Comprehensive Plan.
- Participants, who are recruited in the fall for an 18-week cohort, learn about:
  - Foresight: Anticipating what could happen next based on current trajectories
  - Systems thinking: A framework for understanding complex problems by recognizing repeating patterns and structures at play in any situation, while challenging our mental models to find leverage points for lasting change
  - Problem/opportunity definition: Recognizing different perspectives; identifying root causes, and breaking through assumptions by brainstorming
  - Ideation: Moving ideas from a “cool thought” to a prototype using logic models
  - Experimentation: Proof of concept testing
  - Implementing change: Ideas are pitched to the leadership team that get implemented via the Comprehensive Plan

The Board of Trustees engaged in a period of discussion about the Idea Lab and thanked the presenters for their work and the wonderful presentation.

**EXECUTIVE SESSION**

At 6:23pm, Chair Wooten adjourned the meeting to a 15-minute executive session to discuss personnel matters, returning at 6:38pm. She noted that the Board would not be taking action as a result of the session.

At 6:38pm, Chair Wooten reconvened the meeting in open session.

**ADJOURNMENT**

With no further business, the meeting was adjourned by Chair Wooten at 6:38pm.

\_\_\_\_\_  
Dr. Courtney Wooten, Chair

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

ATTEST:

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

### Q3 Budget Update

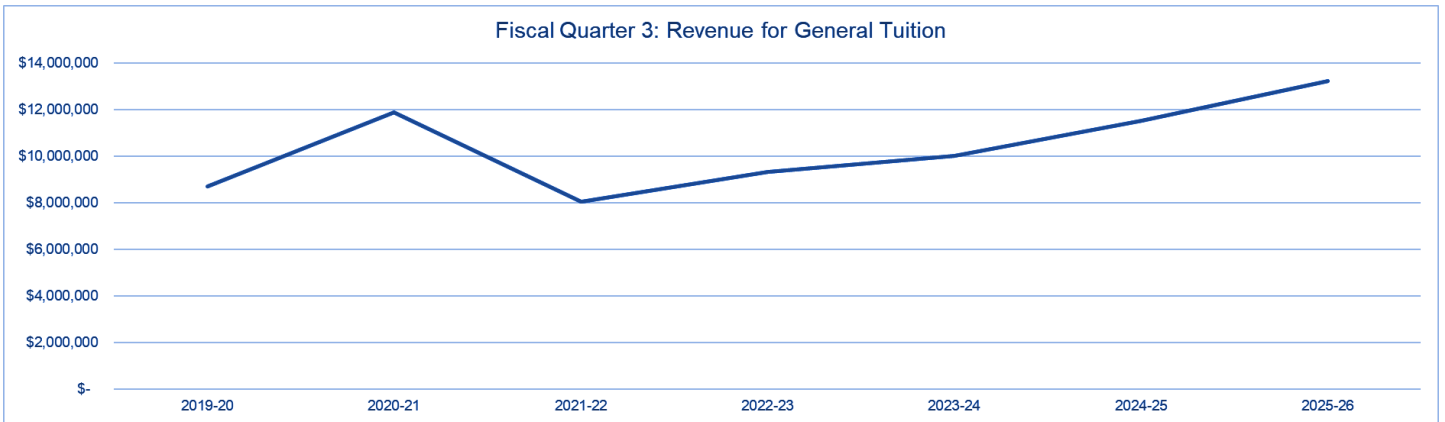
#### Details of Quarter 3 Expenses (as % of budget)

July - March (Q3)	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26
Salaries	64%	64%	67%	72%	71%	74%
Benefits	68%	61%	82%	73%	73%	78%
Goods and Services	31%	37%	41%	49%	53%	57%
Financial Aid	81%	89%	57%	84%	82%	87%
<b>Total</b>	<b>59%</b>	<b>59%</b>	<b>65%</b>	<b>68%</b>	<b>69%</b>	<b>73%</b>

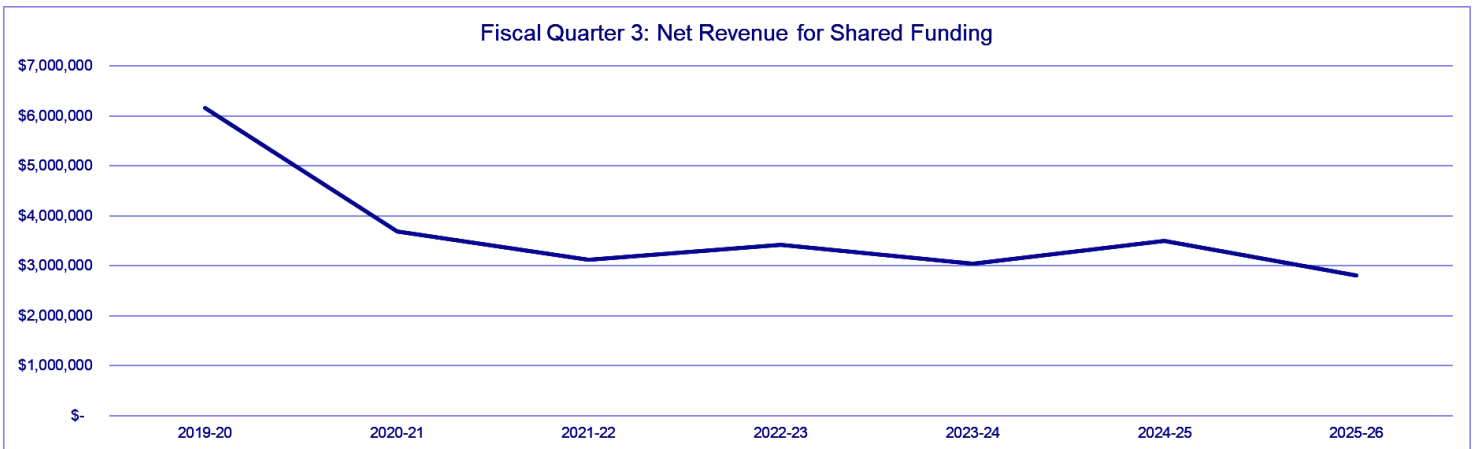
#### Details of Quarter 3 Expenses (as \$ spent)

July - March (Q3)	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26
Salaries	23,809,006	24,274,645	26,239,333	29,225,917	31,338,487	33,949,793
Benefits	8,648,882	8,161,625	9,503,178	10,042,215	10,572,651	11,733,581
Goods and Services	3,237,599	3,856,156	4,380,548	5,456,455	5,281,832	5,426,409
Financial Aid	739,293	847,211	732,340	811,617	813,118	860,725
<b>Total</b>	<b>36,434,779</b>	<b>37,139,638</b>	<b>40,855,399</b>	<b>45,536,203</b>	<b>48,006,088</b>	<b>51,970,508</b>

## College Operating Revenue: Tuition



## College Operating Revenue: Shared Funding (International)





## **EDMONDS COLLEGE FOUNDATION REPORT**

### **Fundraising Update**

As of April 30, 2026 we have raised **\$1,969,875** from **406 donors**. This total does not include any of the proceeds from Inspire, which totaled over \$300,000!

### **Introduction of SAFE Harbor Campaign**

The Edmonds College Foundation is excited to announce the launch of SAFE Harbor, a new campaign focused on sustaining and amplifying emergency support services on the Edmonds College campus. Through a combination of foundation and corporate grants, in-kind community partnerships, and individual donations, SAFE Harbor will raise \$1.3 million over the next two years; these funds will go towards the renovation of the Triton Student Resource Hub and expand the capacity of the Hub's food pantry and emergency grants office. We introduced the campaign to our donors at our INSPIRE Gala, and will launch a formal ask to our donors just ahead of commencement in June. To invigorate SAFE Harbor's launch, the Associated Students of Edmonds College have generously committed \$250,000 to the campaign, which will be used as a match for individual donations. For more information, please reach out to the Foundation's Assistant Director of Development, Katie McKenna, or visit the SAFE Harbor webpage.

### **Board Update**

The Foundation Board will meet on June 2 for our final meeting of the year in the nursing lab in Hazel Miller Hall. We will be taking a moment to honor the first cohort of the LPN to RN Bridge program. We will also be voting on two new board members and continuing on our intentional recruiting strategy for new members in the coming year. Over the summer, the Executive Committee will start the planning process to start the next Academic year with clear goals and priorities.

### **Scholarship Update**

Our Foundation Annual Scholarships closed on March 29th and have been reviewed. We are starting the awarding process this month. We expect to award over \$300,000.

### **Kickstarter & Hospitality Update**

We received over 40 Kickstarter and Hospitality grants for the 26-27 school year. We are undergoing system improvements and implemented a new review process and rubrics this year to create better processes, transparency and communication. We are starting the award process this month.

### **Finance Update**

FY27 budget proposal is almost complete and will be ready for presentation at the next Board meeting on June 2nd. Financial performance during FY26 has been very strong all year and that continues to be the case. We have received some extraordinary gifts this year and that has bolstered our restricted and endowed funds significantly. The success of our Inspire Gala event should help improve the unrestricted revenue and overall expenses continue to be lower than last year. We expect to finish the current fiscal year with all those results still in place.

**INSPIRE in Black & White raised \$300,000 for the Student Success Fund!**

We had an amazing time at our gala with 350 guests and volunteers in attendance. We fully met or exceeded our goals in all categories due to the coming together of numerous partners, sponsors, donors, and campus departments. In addition to our many generous donors, we want to extend a heartfelt thank you to Culinary Arts/Pastry Arts, Marketing, Music and Horticulture for their contributions and celebrate the amazing program showcase.

**Save the Date for Fall Reception Fundraiser on Campus - Triton Heroes!** *Friday, October 16, 2026 | Brier Hall*

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## **BACKGROUND STUDENT GOVERNMENT BUDGET REVISIONS**

**Subject**

First consideration of Student Government Approved Budget Revisions.

**Background**

Per [RCW 28B.15.045](#), services and activities fees are paid by students as part of their tuition, for the express purpose of funding student services and programs. The Financial Code of the Associated Students of Edmonds College (ASEC) lays out the process for how the collected funds are allocated, which is done via a fee budget developed each year by the ASEC Services & Activities (S&A) Fee Committee. Any monies collected that are not spent go into a fund reserve.

Per [RCW 28B.15.045](#), the S&A Fee Budget is approved by the Board of Trustees based on recommendations from the S&A Fee Committee, as first approved by the administration.

At its June 10, 2025 meeting, the Board of Trustees approved the current year S&A Fee Budget totalling approximately \$2M, of which approximately \$1.5M was funded by this year's S&A fees, and approximately \$500K was funded from the Campus Project Reserve Fund, which held \$2.1M as of July 1, 2025.

While ASEC presents its annual Services and Activities Fee budget to the Board of Trustees for approval each year, at times the Board-approved budget requires revisions.

RCW 28B.15.045 allows for budget revisions, but mandates that the administration provide written justification to both the S&A Fee Committee and the Board of Trustees, both of whom must give their express approval.

The following budget revisions for the 2025-26 year, presented here for the Board of Trustees' approval, are proposed by the ASEC Executive Board, having been previously approved by the S&A Fee Committee.

**NOTE:** The list below was updated after the April 9, 2026 Board of Trustees meeting, to include further revisions approved by the ASEC Executive Board, per their process, which allows for budget revisions to be proposed throughout the year. The items added since the Board of Trustees' first consideration are marked as "new," and numbered as 4, 5, and 6 below.

**Proposed Revisions to Approved 2025-26 Fee Budget:****1. Resident Assistants Budget Line**

- **Increase in Funding:** \$8,472 (from \$46,224 to \$54,696)
- **Rationale:** The Housing department requested an additional \$8,472 to cover rent fees for four Resident Assistants, which was originally underbudgeted. ASEC Executive Board approved this request at their February 24, 2026 meeting.
- **Funding Source:** Existing unallocated reserve fund budget line (\$76,155 in FY26 budget)

## 2. Concert Band Budget Line

- **New Funding:** \$6,150
- **Rationale:** Concert band faculty requested funding to cover sheet music, rental for quarterly concerts, and equipment transportation costs, along with faculty guest artist fees. No funds were allocated to the Concert Band in the original FY26 Budget. ASEC Executive Board approved this request at their October 1, 2025 meeting.
- **Funding Source:** Existing unallocated reserve fund budget line (\$76,155 in FY26 budget)

## 3. ASEC Executive Board Budget Line

- **Increase in Funding:** \$20,590 (from \$112,628 to \$133,218)
- **Rationale:** Covering travel costs for a student delegation to visit Washington D.C. to meet with legislators. ASEC Executive Board approved this request at their January 27, 2026 meeting.
- **Funding Source:** Existing unallocated reserve fund budget line (\$76,155 in FY26 budget)

## 4. NEW: Triton Tech Rov Budget Line

- **New Funding:** \$12,450
- **Rationale:** Covering travel expenses for 5 students and 1 faculty advisor to attend the MATE ROV Competition in Newfoundland in June 2026. ASEC Executive Board approved this request at their April 15, 2026 meeting.
- **Funding Source:** Existing unallocated reserve fund budget line (\$76,155 in FY26 budget)

## 5. NEW: ASEC Executive Board Budget Line

- **New Funding:** \$900
- **Rationale:** Catering expenses for student Game Social Event. ASEC Executive Board approved this request at their April 15, 2026 meeting.
- **Funding Source:** Existing unallocated reserve fund budget line (\$76,155 in FY26 budget)

## 6. NEW: ASEC Executive Board Budget Line

- **New Funding:** \$400
- **Rationale:** Funds for food and beverages for ASEC Spring Retreat. ASEC Executive Board approved this request at their April 29, 2026 meeting.
- **Funding Source:** Existing unallocated reserve fund budget line (\$76,155 in FY26 budget)

### New Reserve-funded Request

## 7. Rainier Place Furniture Replacement

- **New Funding:** \$450,993
- **Rationale:** Housing staff requested \$450,993 to replace furniture and countertops in Rainier Place that were in significant disrepair. ASEC Executive Board approved this request at their October 8, 2025 meeting.
- **Funding Source:** Campus Project Reserve Fund

### **Recommendation**

The administration recommends that the Board of Trustees approve the S&A Fee Budget revisions listed above, first presented at the April 9, 2026 Board of Trustees meeting, along with the S&A Fee Budget revisions listed above that were added since, at the May 14, 2026 meeting.

**RESOLUTION #26-5-1  
Student Government Budget Revisions 2025-26**

**WHEREAS**, per [RCW 28B.15.045](#), Services and Activities (S&A) fees are paid by students for the express purpose of funding student services and programs, with the Board of Trustees maintaining authority over the approval of the S&A Fee Budget; and

**WHEREAS**, the Board of Trustees previously approved the 2025-26 S&A Fee Budget on June 10, 2025, totaling approximately \$2M; and

**WHEREAS**, the Associated Students of Edmonds College (ASEC) Executive Board and the S&A Fee Committee have approved allocations from the unreserved allocation budget line (\$76,155 in FY26 budget) to address emerging student needs, including underbudgeted Resident Assistant rent fees, new funding for the Concert Band, student delegation travel to Washington D.C., catering for a student social event, catering for the ASEC spring retreat, and competition travel for the Triton Tech ROV team; and

**WHEREAS**, a significant request for \$450,993 from the Campus Project Reserve Fund has been proposed to replace furniture and countertops in Rainier Place to ensure student housing remains in good repair; and

**WHEREAS**, the administration has reviewed these requests and finds them to be in compliance with the Financial Code of the Associated Students of Edmonds College and state mandates;

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees of Edmonds College hereby approves the proposed budget revisions for the 2025-26 Services and Activities Fee Budget as presented, authorizing the allocation of funds from the Unallocated Reserve and the Campus Project Reserve Fund to support these student-led initiatives and facilities improvements.

\_\_\_\_\_  
Dr. Courtney Wooten, Chair

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

ATTEST:

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

## **BACKGROUND CONSIDERATION OF TENURE**

### **Subject**

Consideration of tenure for: [Penny Watridge](#), Nursing

### **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.

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

The tenure candidate has submitted an electronic tenure packet this year, with navigation that will guide you through the required sections of her tenure portfolio. **Please click on the name above to review the packet.**

### **Recommendation**

The administration recommends that the Board of Trustees consider tenure for Penny Watridge at the May 14, 2026 meeting and approve tenure for this faculty member at the June 16, 2026 meeting.

## **Tenure Candidate Bio: 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, nursing, and allied health students as the faculty advisor of the Nursing and Premed Club and a Success Coach at the Healthcare Transfer Center, as well as an active member on the committee planning our Health Care Fair.

**BACKGROUND  
CONSIDERATION OF INSTRUCTIONAL PROGRAMS PROPOSED FOR  
ELIMINATION FOR 2026-2027**

**Subject**

Board of Trustees consideration of and approval to eliminate one instructional program.

**Background**

Programs of 20 credits or more require Board approval. Listed below is the instructional program elimination being submitted to the Board for their consideration.

Program Requested for Elimination: Business Information Technology - Advanced Office and Communications Certificate

**Program Elimination**

**Effective:** 2026-2027 Academic Year

**School:** School of Business, Entrepreneurship, and Professional Education

**Program:** Business Information Technology - Advanced Office and Communications Certificate

**Credits:** 40

**Effective Year/Quarter:** Summer 2026

**PlanStack/CIP Code (Classification of Instructional Programs):** PLAN/STACK - OMSAKC20 CIP - 520204

**Total Graduates:** 127

**Students in Planstack:** 16

**Graduates in the Last 4 Quarters:** 1

**Last Graduate:** Winter 25

**Rationale:** Overlaps with other high enrollment programs

**Impact:** None

**Recommendation**

The administration of Edmonds College recommends that the Board of Trustees consider the proposed program elimination at the May 14, 2026 meeting and approve the elimination as presented at the June 16, 2026 meeting.

## **BACKGROUND**

### **FISCAL YEAR 2026-2027 SERVICES & ACTIVITIES FEE BUDGET**

#### **Subject**

Proposed Associated Students of Edmonds College (ASEC) Services and Activities Fee Budget for (FY) 2026-27.

#### **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 in accordance with the process, timeline, and guidelines outlined in the ASEC Financial Code.

The ASEC Executive Board voted to approve the final budget as presented by the chair of the S&A Committee, with a vote of 6-0-2 at their April 29, 2026 Executive Board meeting.

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

**Total S&A Fee Budget= \$2,196,159**

**2026-27 S&A Fee Projected Revenue as of 4/2026 = \$1,751,816**

**Campus Project Reserve Allocation = \$444,343**

The 2026-27 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 to allocate 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. Given that the revenue has increased from the previous year, the S&A Fee Committee analyzed the budget with the philosophy to fund as many requests as possible.

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.

The S&A Committee abided by the ASEC Executive Board's position statement for the Center for Families, 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 the 2027-2028 fiscal year.

The ASEC Executive Board also approved amendments to the position statement for Center for Student Engagement and Leadership (CSEL) Staff salaries for the next two years, amounting to \$388,628 per year. This amount was also approved by the S&A Fee Committee. The amendment included a salary increase for the CSEL Fiscal technician, as well as supporting the salaries of multiple CSEL positions, including the Director of CSEL, Associate Director of CSEL, and the Community & Belonging Center Program Specialist.

### **The most notable changes in the 2026-27 budget:**

- Athletics received increased funding for various programs:
  - The Athletics travel budget was increased by \$30,000 to better accommodate meal expenses for student-athletes.
  - Post-season travel received an increase of \$21,735 to accommodate Athletic Travel during the postseason
  - Athletics administration received an additional \$22,770 to support expanded administrative responsibilities and related operational needs.
- The ASEC Executive Board received its own funding for programming and travel.
- Student Technology Advice and Resource Team (START), the student-led resource focused on helping students understand college-provided technology, received reduced funding, as the committee firmly believes that IT tech support should be supported through the college's operating budget and/or technology fees rather than the S&A fee.
- Music programs received funding for operating costs; however, faculty guest performance fees were not funded by the committee.
- Overall, the committee funded student employee positions and increased payroll allocations to account for the minimum wage adjustment across numerous programs, including instructional and tutoring services such as the Learning Support Center and STEM Study Room.

### **Recommendation**

The S&A Fee Budget Committee recommends that the Board of Trustees approve the proposed FY 2026-27 Services and Activities Fee Budget as submitted, at the June 16, 2026, Board of Trustees meeting.



## Preliminary Budget S&A Fee Budget 2026-2027

Account	Program	2026-2027	Percent Change	Difference
80200	Game Room	\$33,744	-1%	-\$189
80500	CSEL Outreach & Operations	\$21,728	-30%	-\$7,585
81100	Executive Board	\$160,701	35%	\$48,073
81400	Student Leadership	\$17,119	10%	\$1,648
82100	Student Activities Board	\$179,148	19%	\$31,294
82110	CSEL Professional Staff	\$388,628	13%	\$47,294
82150	Athletic Recreation	\$28,939	1%	\$377
82350	Student Technology Advice & Resource Team	\$16,240	-42%	-\$8,708
82520	Food Pantry	\$30,581	14%	\$4,107
82800	Commencement	\$10,050	11%	\$1,050
82850	Awards Dessert	\$4,800	12%	\$600
83050	Residence Life - Homestay	\$8,771	-11%	-\$1,021
83130	Service Learning	\$15,580	18%	\$2,602
83150	Residence Life - Res Halls	\$67,290	37%	\$21,066
83250	Visual Arts Event Programmer	\$3,748	-14%	-\$565
83300	Childcare	\$201,227	0%	\$0
New	Wellness Vending Machine	\$8,700	N/A	N/A
83350	Wellness Center	\$2,650	-12%	-\$350
83400	Learning Support Center	\$92,090	7%	\$6,410
83600	Community & Belonging Center	\$57,157	-11%	-\$6,653
83770	MESA	\$16,200	-8%	-\$1,300
84050	Career Action Center Events	\$2,500	-46%	-\$1,500
84100	Student Organizations	\$49,170	1%	\$103
86100	Triton Review Newspaper	\$8,310	-67%	-\$8,396
86400	Publicity and Resource Room	\$12,505	33%	\$3,545
86800	Black Box Theatre	\$15,096	-24%	-\$4,109
87050	Athletic Scholarships	\$75,000	0%	\$0
87100	Athletic Administration	\$135,282	18%	\$22,770
87110	Athletic Officials	\$56,000	11%	\$6,000
87120	Post-Season Travel	\$51,735	53%	\$21,735
87130	Athletic Travel	\$140,000	24%	\$30,000



EDMONDS COLLEGE

ASSOCIATED STUDENTS

<b>Account</b>	<b>Program</b>	<b>2026-2027</b>	<b>Percent Change</b>	<b>Difference</b>
87140	Uniform Schedule	<b>\$10,000</b>	0%	\$0
87950	Athletic Facilities	<b>\$27,000</b>	0%	\$0
88050	Concert Band	<b>\$5,250</b>	N/A	N/A
88100	Jazz & Salsa Band	<b>\$6,250</b>	-58%	\$5,050
88200	Soundsation	<b>\$10,550</b>	-4%	-\$380
88500	Symphonic Choir	<b>\$10,550</b>	-4%	-\$380
87555	Individual Athletic Teams	<b>\$32,000</b>	-8%	-\$2,824
88600	Music Programmer	<b>\$11,278</b>	24%	\$2,442
88650	Music Scholarships	<b>\$14,250</b>	0%	\$0
88700	OIP Programmer	<b>\$16,151</b>	17%	\$2,585
88710	STEM Study Room	<b>\$51,397</b>	8%	\$3,772
88760	Bee Program	<b>\$3,334</b>	22%	\$657
89200	Unallocated Reserve	<b>\$87,460</b>	14%	\$11,305
	<b>Totals</b>	<b>\$2,196,159</b>	8%	<b>\$170,350</b>

## **BACKGROUND 2026-2027 COLLEGE OPERATING BUDGET**

### **Subject**

First consideration of the 2026-2027 College Operating Budget.

### **Background**

While the State Board for Community and Technical Colleges has provided the College with a projected allocation for 2026-2027, 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 2026-2027, with a shortfall of about \$779,225.

The past few years have been extremely challenging for the College budget, and 2026-2027 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 2026-2027 allocation from the State Board, the College will adjust its final 2026-2027 budget proposal (as necessary) for presentation, review, and approval at the June 2026 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 2026-2027 College Operating Budget, first presented at the May 14, 2026 Board of Trustees meeting, with the understanding that changes may be made prior to the second consideration at the June 16, 2026 meeting based upon new information received regarding the state allocation.

## **BACKGROUND**

### **Board Policy and Procedure Review: BOT 3.0, 3.01pr, BOT 4.0, 4.01pr, BOT 5.0, 5.01pr, BOT 14.0, 14.01pr**

#### **Subject**

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](#).

#### **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.

#### **Background**

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 first set of the current 3-year cycle:

- BOT 3.0, 3.01pr - Board Member Code of Ethics
- BOT 4.0, 4.01pr - Board Philosophy of Governance
- BOT 5.0, 5.01pr - Board Civility and Respect
- BOT 14.0, 14.01pr - Equity, Inclusion, and Student Success

#### **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 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 3, 4, 5, and 14, will be brought back to the Board for approval at the June 16, 2026 meeting.

## **Executive Summary: Board Policy and Procedure Review**

The following Board policies and procedures are due for regularly scheduled review, according to the college's 3-year review process for Board policies and procedures.

Below is an outline of the changes proposed for each, along with the rationale for the change.

### **BOT 3.0 - Board Member Code of Ethics - Policy**

No changes proposed

### **BOT 3.01pr - Board Member Code of Ethics - Procedure**

No changes proposed

### **BOT 4.0 - Board Philosophy of Governance - Policy**

No changes proposed

### **BOT 4.01pr - Board Philosophy of Governance - Procedure**

- CHANGE: Item 5, proposed change to the last sentence, to clarify that new Board members will be invited to attend the ACT New Trustee Orientation including the Student Trustee, if the orientation is scheduled in the first half of their 1-year term.
  - RATIONALE: The ACT New Board Orientation used to be scheduled in the fall, or at the latest in January. However, recently it has been scheduled in May, which is just one month prior to the end of the term for the student trustee. This change clarifies that the student trustee will be included in the invitation if the scheduling makes sense relative to the end of their term.

### **BOT 5.0 - Board Civility and Respect - Policy**

No changes proposed

### **BOT 5.01pr - Board Civility and Respect - Procedure**

- CHANGE: Last sentence of the procedure - requesting rather than requiring those giving presentations or public comments to conform to the Civility and Respect standards.
  - RATIONALE: this change removes a possible conflict with First Amendment rights; also conforms procedure language with updated language in BOT 1.01pr - Board of Trustees Bylaws Procedure.

**BOT 14.0 - Equity, Inclusion, and Student Success - Policy**

- CHANGE: Numbered items 1-3 are removed, as they duplicate language in the procedure. Instead, those items are summarized and inserted as simplified bullet points, leaving the detail to the procedure.
  - RATIONALE: This change clarifies the four expectations as policy, but leaves the details of those items for the procedure.

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

- CHANGE: The content and intent of the procedure has been left intact, however there are multiple suggestions for removal and recategorizing items in the procedure.
  - RATIONALE: These clarifications simplify the document by removing duplicative items; conforms verb tenses, and make clear what the four expectations outlined in the policy entail.

# **BOT 3.0 - Board Member Code of Ethics: Policy**

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## **SUMMARY/SCOPE**

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

## **DESCRIPTION**

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

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

## **GLOSSARY TERMS**

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

## **RELATED POLICIES AND PROCEDURES**

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

## **SOURCE INFORMATION**

(was) B 3.6 Board Members Code of Ethics

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

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

Office of the President, Secretary of the Board of Trustees

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

Office of the President, Secretary of the Board of Trustees

## **REVIEW PERIOD**

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

## **REVIEW HISTORY**

2022-Nov 10 Reviewed, 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

2007-Jan 11 Amended

2001-May Approved B 3.6

# **BOT 3.01pr - Board Member Code of Ethics: Procedure**

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## **SUMMARY/SCOPE**

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

## **DESCRIPTION**

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

## **PROCEDURE DETAILS**

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

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

Members' interaction with the President must recognize the lack of authority vested in individuals except when explicitly board-authorized. Members' interaction with the public, press, or other entities must recognize the same limitation and the inability of any Board Member to speak for the Board. Board Members will neither encourage nor report individual judgments of President or staff performance.

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

## **GLOSSARY TERMS**

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

## **RELATED POLICIES AND PROCEDURES**

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

## **SOURCE INFORMATION**

(was) B 3.6 Board Members Code of Ethics

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

[RCW 42.30.205 Training](#)

## **CONTENT OWNER.**

The primary responsibility for this policy belongs to:

Office of the President, Secretary of the Board of Trustees

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

Office of the President, Secretary of the Board of Trustees

**REVIEW PERIOD**

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

**REVIEW HISTORY**

2022-Nov 10 Reviewed, 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

2007-Jan 11 Revised

2001-May Approved B 3.6

## **BOT 4.0 - Board Philosophy of Governance: Policy**

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### **SUMMARY/SCOPE**

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

### **DESCRIPTION**

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

The Board of Trustees shall ensure:

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

### **GLOSSARY TERMS**

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

### **RELATED POLICIES AND PROCEDURES**

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

### **SOURCE INFORMATION**

(was) B 3.1 Board Philosophy of Governance

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

Office of the President, Secretary of the Board of Trustees

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

Office of the President, Secretary of the Board of Trustees

### **REVIEW PERIOD**

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

**REVIEW HISTORY**

2022-Nov 10 Reviewed, 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

2001-May Approved B 3.1

# BOT 4.01pr - Board Philosophy of Governance: Procedure

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## SUMMARY/SCOPE

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

## DESCRIPTION

Procedure for Board policy BOT 4.0 Board Philosophy of Governance.

## PROCEDURE DETAILS

The Board will:

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

## GLOSSARY TERMS

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

## RELATED POLICIES AND PROCEDURES

[BOT 4.0 Board Philosophy of Governance](#)

## SOURCE INFORMATION

(was) B 3.1 Philosophy of Governance

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

Office of the President, Secretary of the Board of Trustees

## PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

**REVIEW PERIOD**

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

**REVIEW HISTORY**

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

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

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

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

2001-May Approved B 3.1

# **BOT 5.0 - Board Civility and Respect: Policy**

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## **SUMMARY/SCOPE**

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

## **DESCRIPTION**

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

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

## **GLOSSARY TERMS**

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

## **RELATED POLICIES AND PROCEDURES**

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

[HR 6.0 Workplace Civility and Respect](#)

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

## **SOURCE INFORMATION**

(was) B 3.7 Trustees' Civility and Respect Policy

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

Office of the President, Secretary of the Board of Trustees

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

Office of the President, Secretary of the Board of Trustees

## **REVIEW PERIOD**

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

## **REVIEW HISTORY**

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

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

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

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

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

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

# **BOT 5.01pr - Board Civility and Respect: Procedure**

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## **SUMMARY/SCOPE**

Procedure for Board policy BOT 5.0 Board Civility and Respect.

## **DESCRIPTION**

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

## **PROCEDURE DETAILS**

Civility and Respect Standards for Trustees and Members of the Edmonds College Community:

Trustees or speakers before the Board will not engage in behavior which a reasonable person would find embarrassing, offensive, or humiliating. Honest feedback on agenda items can be communicated in a manner that maintains the dignity of the individual yet identifies serious concerns with performance or conduct.

Examples of inappropriate behaviors may include but are not limited to:

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

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

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

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

## **GLOSSARY TERMS**

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

## **RELATED POLICIES AND PROCEDURES**

[BOT 1.0 Board of Trustees Bylaws](#)

[BOT 5.0 Board Civility and Respect](#)

**SOURCE INFORMATION**

(was) B 3.7 Trustees' Civility and Respect Policy

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

Office of the President, Secretary of the Board of Trustees

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

Office of the President, Secretary of the Board of Trustees

**REVIEW PERIOD**

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

**REVIEW HISTORY**

2022-Nov 10 Reviewed, 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

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

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

## BOT 14.0 - Equity, Inclusion, and Student Success: Policy

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### SUMMARY/SCOPE

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

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

### DESCRIPTION

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

The college's Mission, Vision, Values, plans, and budget decisions should reflect the college's commitment to the success and equity for all students.

~~In summary, t~~This Board policy is designed to ensure that Board and college policies and practices address racial inequities and advance a culture that supports student success for all.

- The Board will advocate for public policy decisions and resource allocations that support student success.
  - The Board requires the college to implement policies and practices to support: student success, closing equity gaps, and completion of students' educational goals.
  - The Board expects the college to engage in evidence-based institutional improvement.
  - The college is directed to establish measurable student metrics.
1. ~~Advocating for public policies that align resources with student success goals, initiatives, and support services.~~
    - a. ~~State and national discussions and policies have required higher education to dramatically shift its focus to student learning, closing equity gaps, and completion of students' educational goals.~~
    - b. ~~Actively consider the quality of the learning experience both inside and outside of the classroom.~~
  2. ~~Requiring the college to implement policies and practices to support student success.~~

- ~~a. Effective student success policies and procedures reflect an institution-wide commitment and broad participation (involving faculty, staff, administration, students, and the Board) to improve student educational and learning outcomes for students across all groups and close equity gaps.¶¶~~
- ~~3. Expecting the college to engage in evidence-based institutional improvement.¶¶~~
  - ~~a. The success of Edmonds College is measured by the success of its students. The Board requires the college's student success efforts to focus on the success of all students which includes closing equity gaps and promoting continual improvements in programs, services, and students' overall college experiences.¶¶~~

## **GLOSSARY TERMS**

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

## **RELATED POLICIES AND PROCEDURES**

[BOT 14.01pr Equity, Inclusion, and Student Success Procedure](#)

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

Office of the President, Secretary of the Board of Trustees

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

Office of the President, Secretary of the Board of Trustees

## **REVIEW PERIOD**

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

## **REVIEW HISTORY**

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

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

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

2016-Jun 09 Approved

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

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## SUMMARY/SCOPE

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

## DESCRIPTION

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

## PROCEDURE DETAILS

1. ~~Advocating for public policies that align resources with student success goals, initiatives, and support services:~~

~~Edmonds College will continue to be accountable for staying informed about and responsible for improving student success, closing equity gaps, and completion of students' educational goals.~~

The Board of Trustees will communicate with its constituencies, legislators, and other public policymakers about the college's goals and will advocate public policy decisions and resource allocations that support student success.

2. ~~Requiring~~ The Board of Trustees requires the college to implement policies and practices to support student success, closing equity gaps, and completion of students' educational goals. ~~The Board of Trustees requires the college to identify, publicize, and implement college policies and procedures that shape student success.~~ As such, Edmonds College will continue to be accountable for staying informed about and responsible for improving student success, closing equity gaps, and completion of students' educational goals.

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

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

**GLOSSARY TERMS**

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

**RELATED POLICIES AND PROCEDURES**

[BOT 14.0 Equity, Inclusion, and Student Success](#)

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

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