



Washington Community College District 23

Agenda
Special Meeting
January 21, 2016
Gateway Hall 352
4:30 -7:30 p.m.

Mission: Edmonds Community College strengthens our diverse community by helping students access educational and career opportunities in a supportive environment that encourages success, innovation, service and lifelong learning.

- 4:30 PM A. Call to Order Quentin Powers
4:32 PM B. Introduction of Guests Quentin Powers
4:35 PM C. Public Comments (2 minutes each) Quentin Powers
4:45 PM D. Approval of Meeting Minutes: November 12, 2015 Quentin Powers 3
E. Next meeting: March 10, 2016, 4:30 p.m.
4:50 PM F. Old Business – Action
1. Approval of Revised Student Constitution (Resolution No. 16-1-1) Christina Castorena 12
4:55 PM G. New Business – Action
1. Approval of 2016-2018 Strategic Plan (Resolution No. 16-1-2) Dr. Jean Hernandez 24
5:15 PM H. New Business – First Consideration
1. Consideration of Bachelors of Applied Science Degree Dr. Terry Cox 25
2. Consideration of Program Elimination Dr. Charlie Crawford 26
3. Consideration of Tenure Dr. Charlie Crawford
4. Consideration of Continuing Probationary Status Dr. Charlie Crawford
5:50 PM I. Monitoring Reports
1. Foundation Update (10 min.) Brad Thomas
2. Access and Student Success Measures (30 min.) Jim Mulik and Danielle Carnes
3. Civil Rights Audit Update (10 min.) Michele Domingo
6:40 PM J. BREAK
6:50 PM K. Board Updates (2 minutes each)
1. Faculty Margaret West
2. Student Lia Andrews
3. Classified Staff Patti Pollardo

**EDMONDS COMMUNITY COLLEGE
WASHINGTON COMMUNITY COLLEGE DISTRICT 23
BOARD OF TRUSTEES – AGENDA
JANUARY 21, 2016
PAGE 2**

7:00 PM	L. President's Report	Dr. Jean Hernandez
7:10 PM	M. Board Discussion	Quentin Powers
7:30 PM	N. Adjournment	Quentin Powers

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 from the Executive Session may be taken, if necessary, as a result of items discussed in the Executive Session.

Edmonds Community College will schedule meetings in locations that are free of mobility barriers. Information for individuals with hearing or visual impairments can be provided when adequate notice is given to the Office of the President, 425-640-1516.



Board of Trustees

Washington Community College District 23

**Regular Meeting
Minutes
November 12, 2015**

DRAFT

Trustees Present: Omar Abdulla, Diana Clay, Quentin Powers, and Carl Zapora

Trustees Absent: Dr. Tia Benson Tolle and Emily Yim

Others Present: Arlene Anderson, Lia Andrews, Pat Averbek, Haley Benjamins, Hayden Bixby, David Breed, Gwynne Fowler Briggs, Christina Castorena, Kim Chapman, Dr. Terry Cox, Dr. Charlie Crawford, Chris Eaton, Dan Guerrero, Dr. Jean Hernandez, d’Elaine Johnson, Soowan Jung, Kevin McKay, Patty Michajla, Suzanne Moreau, Carol Morote, Guillermo Morote, Kathy Murphy, Lorraine Necaie, Patti Pollardo, Carey Schroyer, Jan Sherman, Vaughn Sherman, Alison W. Sing, Dick Van Hollebeke, Monda Van Hollebeke, Jean Van Hollebeke, Joe Van Hollebeke, Elise Van Hollebeke, David Van Hollebeke, Chelsea Van Hollebeke, Mark Van Hollebeke, Jadwiga Weyant, and Andy Williams

CALL TO ORDER AND INTRODUCTION OF GUESTS

Quentin Powers, Board Chair, called the meeting to order at 4:05 p.m., welcomed those present, and asked for self-introductions.

NEW BUSINESS – ACTION

Approval of Honorary Degree (Resolution No. 15-11-1) – Quentin Powers

Mr. Richard “Dick” Van Hollebeke, former Trustee, was presented with an Honorary Associates of Arts Degree. The degree will be presented formally to him at the June 11, 2016 commencement ceremony.

Action: It was moved and seconded to approve Resolution No. 15-11-1.

Approved

RECOGNITION OF TRUSTEE

Mr. Dick Van Hollebeke, Trustee at Edmonds Community College since 2005, was recognized for his ten years of serving as a College Trustee. Mr. Van Hollebeke previously served on the EdCC Foundation Board of Directors. Several family members, friends, and EdCC employees attended to honor him.

PUBLIC COMMENTS

Mr. Vaughn Sherman provided comments regarding Mr. Dick Van Hollebeke, praising him for his service to the College and community.

Ms. Kathy Murphy and Mr. Pat Averbek, both faculty members, spoke about the current faculty contract negotiations, and stated their disappointment by college funding decisions and low faculty salaries.

APPROVAL OF MINUTES

Attachment A

Motion: It was moved and seconded to approve the September 10, 2015 meeting minutes and the October 23, 2015 retreat minutes.

Approved

NEXT MEETING

January 21, 2016, 4:30 p.m.

OLD BUSINESS - APPROVAL

Approval of 2016 Board Meeting Dates (Resolution No. 15-11-2) – Quentin Powers

Attachment B

The 2016 Board of Trustees meeting dates were presented for approval. No further discussion.

Motion: It was moved and seconded to approve Resolution No. 15-11-2.

Approved

Approval of Program Elimination (Resolution No. 15-11-3) – Dr. Charlie Crawford

Attachment C

At the September 10, 2015 Board of Trustees meeting, Dr. Charlie Crawford presented a list of programs to be eliminated, including: 1. Emergency Communications Certificate (Health and Human Services), 2. Linux Security Specialist (STEM), and 3. Interactive Media (Corrections Education Department). At the request of the Board for further information, Dr. Crawford provided an explanation of why the decision was made to eliminate those programs.

Motion: It was moved and seconded to approve Resolution No. 15-11-3.

Approved

NEW BUSINESS – FIRST CONSIDERATION

Consideration of ASEdCC Constitution Amendment – Christina Castorena

Attachment D

Vice President of Student Services, Christina Castorena, presented a list of proposed amendments to the Associated Students of Edmonds Community College Constitution. The Board provided their feedback to the amendments and will be asked to approve the amended constitution at the January 21, 2016 meeting.

MONITORING REPORTS

Volunteers of America / 2-1-1 – Pat Morris, Senior Director of Behavioral Health, Volunteers of America

Attachment E

Pat Morris provided an overview of the services provided by the North Sound 2-1-1 program offered through Volunteers of America. This free, confidential, statewide system provides information, referrals and resources to callers. Emergency shelter, housing assistance, utility assistance, and food bank information are primary needs for the callers. It is encouraged to use this number rather than 9-1-1 for nonemergency situations. They have interns from EdCC working on the resource update in their

databank. There are seven different call centers within this statewide network. This system has a relationship with the Verdant Health Commission.

Emergency Preparedness – Dan Guerrero, Director of Safety, Security and Emergency Preparedness

Attachment F

Dan Guerrero presented an update on several incidents that have taken place over the past few weeks either involving the College or other schools throughout the area. He spoke of what the College is doing to be prepared for an active shooter and other emergency situations, including tabletop teaching exercises. National data was provided on active shooter profiles. Emergency preparedness challenges include the need for an emergency operations center and a family reunification center located on campus, media concerns, counseling, and patient tracking. Trustee Powers requested that Mr. Guerrero return to a future meeting to keep the Board advised.

BOARD UPDATES

Faculty Representative – Margaret West

No report.

Classified Staff Representative – Patti Pollardo

No report.

Student Representative – Lia Andrews

Attachment G

The meeting was adjourned by Chair Quentin Powers at 6:00 p.m.

SPECIAL MEETING

At 6:15 p.m., the Board entered into a joint study session with the Edmonds School District Board of Directors to discuss collaborative projects and partnerships. The meeting adjourned at 7:43 p.m.

EXECUTIVE SESSION

At 7:44 p.m., the Board entered into Executive Session for the purpose of discussing real estate. At 7:59 p.m., the Board returned to open session for the purpose of adjournment.

ADJOURNMENT

The meeting was adjourned by Chair Quentin Powers at 8:00 p.m.

ATTACHMENTS AVAILABLE UPON REQUEST

Mr. Quentin Powers, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

ATTACHMENT G

BOARD OF TRUSTEES

Monthly Meeting Report

STUDENT GOVERNMENT

November 12, 2015

COMPLETED

- **ASEdCC '15-'16 Goals Approved:** AsEdCC finalized our goal statements and organized committees to work on the following initiatives: Better Dining Options, Sustainability, Community Transit Contract, AsEdCC Promotion, AsEdCC Website, Wages, Enrollment, Community Partnership and Diversity.
- **9/18 - Student Leader Training:** Student-staff employees completed training which included Service-Learning, Sustainability, Safety and Security, and forms and budgeting. AsEdCC also completed Parliamentary Procedure training. Student Leaders participated in staff/faculty Convocation.
- **9/21-9/22 - Resource Fairs and Campus Connectors:** Student Leaders from the AsEdCC, Student Activities Board, Green Team, Diversity Student Center, Wellness Center, Service-Learning and other departments participated in Triton Welcome week by acting as Campus Connectors and running Resource Fair booth to inform new students about the resources on campus and escort them to where they need to go.
- **9/23 - President's Cabinet Meeting:** AsEdCC attended a meet & greet meeting with the President's Cabinet, formally being introduced to their counterparts.
- **9/18-11/6 - Meeting with Carl Zapora and George Kosovich:** The Committee for Better Dining Options met with Carl Zapora, CEO for the Verdant Health Commission and Kelli Cain to discuss our initiative for improving the nutrition and affordability of food on campus.
- **9/30 - Welcome Back BBQ:** Student Leaders participated in the Welcome Back BBQ sponsored by AsEdCC, signing a card to send to North Seattle College in solidarity.
- **10/6 - E-Board Meeting:** AsEdCC approved a funding request from the Merchants of Hope, a social and human services club, to attend the Co-Occuring Disorder Conference. The conference explores the co-occurring incidences of mental disorders and addiction.
- **10/8 - Black Box Lecture: Tim Wise:** Tim Wise, a prominent social justice advocate, lectured and held a workshop in the Black Box theatre on recognizing our roles in co-creating a fair and equitable society.
- **10/20 - E-Board Meeting:** AsEdCC approves funding to send up to 6 Officers to Legislative Academy.
- **10/20 - Club Fair:** AsEdCC participated in the campus Club Fair, promoting the officially chartered clubs for the quarter.
- **10/21 - Student Trustee Interviews and Materials Forwarded to Governor's Office:** Three members from AsEdCC, Wayne Anthony and Dick van Hollebeke formed the Student Trustee Hiring Committee. Interviews were held for potential candidates for the

Student Trustee position, and decisions on whose names to forward were made on the same day.

- **10/23-10/30 - Meeting with Architects:** Members of AsEdCC met with the architects who are aiding in the Triton Student Center Remodeling Project to discuss floor plans and budgeting.
- **10/23 - The Communication Assistant Hired:** The Communication Assistant Hiring Committee, upon reviewing applications and conducting interviews, made a final decision on a candidate and hired on the '15-'16 Communications Assistant. This position will aid in marketing and promoting the AsEdCC.
- **10/26 - AsEdCC Strategic Council Membership:** AsEdCC Members submitted forms to take part in the Strategic Councils.
- **10/30 - Halloween Dance Participation:** AsEdCC co-sponsored this Student Activities Board event, inviting students to dress up and attend a dance in Woodway. This event saw a much greater turnout from last year and was a success.
- **11/4 Cultural Conversations: Veterans Panel Discussion:** AsEdCC co-sponsored this event that hosted student veterans to answer questions from the audience about veteran culture and to promote greater understanding of the challenges that veterans face in higher education.
- **11/11 E-Board Meeting:** AsEdCC approved funding the 100,000 to the Triton Student Center Project to include the balcony.

IN PROGRESS

- **11/21 Legislative Academy** - Five AsEdCC Officers will have the chance to travel to Olympia for the Council of Unions and Student Programs (CUSP)'s Legislative Academy. Officers will get the chance to network with other student leaders in Washington State and receive education about the legislative process and how to engage with it.
- **Marketing Materials** - AsEdCC is deliberating on marketing materials to promote student awareness and participation with AsEdCC.
- **Developing Wage Criteria** - The Wages Committee is researching the job duties of all student-staff on campus to develop a wage criteria.
- **Veteran's Day Item Drive** - AsEdCC is sponsoring a month-long item drive for Veteran's Day. We have set up donation boxes, funded Veteran's Day pens, and produced promotional banners. On 11/21 Service-Learning crews will bring student volunteers to local grocery stores and encourage the community to donate items for homeless veterans.
- **UFS Budget:** AsEdCC will research how to accommodate visitors from University of the Free State from Bloemfontein, South Africa.
- **Used Book Bulletin Boards:** AsEdCC will research the costs of moving the Used Book Bulletin Boards in the Triton Student Center.

Submitted by: Lia Andrews, ASEdCC Administrative Liaison



**Special Meeting
Minutes
November 12, 2015**

**Edmonds Community College Board of Trustees
And
Edmonds School District Board of Directors
*DRAFT***

Present from Edmonds Community College Board of Trustees: Omar Abdulla, Diana Clay, Quentin Powers

Present from Edmonds Community College Staff: Danielle Carnes, Christina Castorena, Dr. Terry Cox, Dr. Charlie Crawford, Sy Ear, Dr. Jean Hernandez, Kevin McKay, Patty Michajla, Suzanne Moreau, Patti Pollardo

Present from Edmonds School District Board of Directors: Kory DeMun, Ann McMurray, April Nowak, Diana White

Present from Edmonds School District Staff: Dr. Nick Brossoit, Mark Madison, Stewart Mhyre, Dr. Patrick Murphy

The Edmonds Community College Board of Trustees and the Edmonds School District Board of Directors, along with administrative staff representatives listed above, met for a special joint study session to discuss collaborative partnerships. The meeting was called to order at 6:15 p.m.

Discussion items included:

- Capital projects
 - EdCC Master Facilities Plan
 - ESD Capital Facilities Plan for future buildings
 - Creative ideas for joint ventures
- Transition from Edmonds School District to Edmonds Community College
 - Articulation Council
 - Data sharing agreement between ESD and EdCC
 - Accuplacer vs. other options (Smarter Balanced Assessment)
 - Guided Pathways
 - Summer youth programs
 - Running Start
 - College in the High School
 - Tech Prep
 - TRiO Program at EdCC

Follow up:

- EdCC Trustee Diana Clay and ESD Board member Ann McMurray will serve on a joint facilities committee that will continue discussions on capital opportunities. Kevin McKay and Stewart Mhyre will pull together the joint committee and commence the meetings. Dr. Brossoit requested updates.
- On April 14, 2016, another joint study session will be held at the ESD boardroom. The agenda will include: Gap for Families, joint facilities committee report, and funding discussion provided by the EdCC Foundation, the ESD Foundation, and the Hazel Miller Foundation.

The meeting was adjourned at 7:43 p.m.

Mr. Quentin Powers, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

Background

ASEdCC CONSTITUTIONAL AMENDMENT PROPOSAL

Subject

Associated Students of Edmonds Community College (ASEdCC) Constitutional Amendment to allow:

1. Opening the eligibility to apply for Executive Officer positions to students whose first quarter at Edmonds Community College (EdCC) is spring quarter.
2. The Executive Board hears public comments from guests at the beginning of the Executive Board meetings.

Background

This proposal is following the designated process of the constitutional amendment and has already gone through the administrative review of the college in spring quarter 2015.

The ASEdCC Executive Board proposes a Constitutional Amendment to Article IV, Section 7 of the by-laws to the Constitution of ASEdCC. According to the current by-laws to the Constitution of ASEdCC, new students who come to our college in spring quarter cannot apply for the Executive Officer positions for the following academic year. Thus, students who come in spring quarter have to wait the entire year to be eligible to apply for Executive Officer positions. The Executive Board has considered the possibility of some qualified students' ineligibility for the Executive Officer positions due to their quarter of starting their studies at Edmonds Community College. Since the Executive Officers do not start their work until summer quarter finishes, the students who come in spring quarter will have had enough time to learn about the college when they start their work if they are selected to be an Executive Officer. Executive Officers receive training up to four weeks before fall quarter starts, and by the time fall quarter starts, students who have come during the previous spring quarter shall have learned much about EdCC. If there is a student who lacks knowledge about the college due to the student's short experience at Edmonds Community College, the Executive Officer Selection Committee will be able to make decisions accordingly. The Executive Board believes that the quality of an Executive Officer depends on the student's passion and involvement on campus, and not solely on the length of stay at EdCC.

The ASEdCC Executive Board proposes a Constitutional Amendment to Article VII, Section 6 of the by-laws to the Constitution of ASEdCC. According to the current by-laws to the Constitution of ASEdCC, guests at the Executive Board meetings have to wait until near the end of the meeting to make a public comment. This order of business prevents the Executive Board from hearing public comments on pending businesses that are on the agenda before the Executive Board makes a decision. The Executive Board expects that having the open floor at the beginning of the meeting will attract more guests to come to our meetings as they won't have to wait for the entire meeting until they have the opportunity to talk. This may be even more beneficial to students if the Executive Board meetings are scheduled in the late afternoon or in the evening due to the different class schedules of the Executive Officers and Assistants. In addition to having the open floor at the beginning of the Executive Board meetings, the Executive Board wishes to have guests introduce themselves before the open floor.

Recommendation

Board of Trustees approval of the ASEdCC Constitutional Amendment of changing the Article IV, Section 7 and Article VII, Section 6 of the by-laws to the Constitution of ASEdCC to the following:

Article IV, Section 7: To apply for an Executive Officer position, students must be enrolled in at least six (6) Edmonds Community College credits and have a minimum of 2.5 cumulative GPA or equivalent from Edmonds Community College or from the most recent institution attended.

Article VII, Section 6: The order of business for the Executive Board meetings shall be:

- A. Call to order
- B. Roll call
- C. Introduction of guest(s)
- D. Open floor
- E. Approval of minutes
- F. Correspondence
- G. Reports
- H. Unfinished business
- I. New business
- J. Announcements
- K. Adjournment



Board of Trustees

Washington Community College District 23

Resolution No. 16-1-1

**ASEdCC CONSTITUTIONAL
AMENDMENT PROPOSAL**

WHEREAS, the Constitution of the ASEdCC Article IX Section 1 allows for its amendment by ASEdCC Executive Board action, and

WHEREAS, the ASEdCC Executive Board has approved the amendments to Article IV Section 7 and Article VII Section 6 of the By-laws to the Constitution of the ASEdCC by the required two-thirds (2/3) majority vote of the members present at a duly constituted meeting in compliance with the procedures outlined in the By-laws to the Constitution of ASEdCC, and

WHEREAS, these amendments have been reviewed by the administration in compliance with the procedures outlined in the By-laws to the Constitution of ASEdCC, and

WHEREAS, these amendments have been recommended to the Board of Trustees for final approval,

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approves the constitutional amendments to Article IV Section 7, and Article VII Section 6 of the By-laws to the Constitution of the ASEdCC, as presented.

Mr. Quentin Powers, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

THE CONSTITUTION

Of the Associated Students of Edmonds Community College

PREAMBLE

We the students of Edmonds Community College announce our desire and intention to take an active and responsible role in our own educational, cultural, social and recreational development, to exhibit intelligence and concern by making meaningful contributions to the administrative process of the institution, and to unite in association under the direction of this constitution for the purpose of promoting, directing and financing student affairs.

ARTICLE I – RECOGNITION

Section 1: The Association shall now and hereafter be known as the Associated Students of Edmonds Community College (ASEdCC), and hereinafter referred to as the Association.

Section 2: The recognized student government body of the Association shall be known as the Executive Board.

Section 3: The Executive Board shall be the student government body sanctioned by the District 23 Board of Trustees for the administration of Association affairs.

ARTICLE II – AUTHORITY

Section 1: The Executive Board shall have the authority as granted by the Board of Trustees of Edmonds Community College to legislate, promote and regulate the affairs of the Association.

Section 2: This authority shall extend to all areas of student affairs as deemed necessary by the Executive Board, except where reserved by specific statute or regulation.

Section 3: Initial ratification of this constitution and by-laws shall be made through a vote of the Executive Board members. A simple majority of association members voting shall constitute ratification. If ratified by the members, this constitution and by-laws shall become effective July 1, 2006.

ARTICLE III – EXECUTIVE BOARD MEMBERS

Section 1: The selected officers of the Association shall be known as the Executive Officer for Administrative Liaison, Executive Officer for Budget and Finance, Executive Officer for Community Relations, Executive Officer for Student Relations, Executive Officer for Student Clubs, Executive Officer for Technology, Executive Officer for Academics and Executive Officer for Diversity.

Section 2: The Director for Student Programs shall be an Ex-Officio member of the Executive Board without voting privileges for the purpose of acting as Executive Board advisor.

Section 3: Members of the Executive Board must be members of the Association.

Section 4: These officials, and no others, shall hereinafter be known as the Executive Board.

ARTICLE IV – MEMBERSHIP

Section 1: All currently registered students at Edmonds Community College are eligible for membership in the Association.

Section 2: Membership in the Association shall grant specific rights, including the right to vote in all Association elections and other rights and privileges stated herein.

ARTICLE V – EXECUTIVE BOARD SELECTIONS

- Section 1: Executive Board members shall be selected through an application review process. The Selection Committee shall be comprised of: four student representatives, one faculty member appointed by the College Vice-President for Instruction, one administrator appointed by the College President and the Director for Student Programs.
- Section 2: The selection process shall take place during spring quarter.

ARTICLE VI– REVENUES

- Section 1: The Association shall have the authority to generate revenue through the collection of Services and Activities (S and A) fees, admission charges, fund raising programs, and other means deemed beneficial by the Executive Board, and regulate the same.
- Section 2: Once collected, Association funds shall come under the authority of the Executive Board.

ARTICLE VII – CONSTITUTIONAL INTERPRETATION

- Section 1: The Executive Board shall reserve the right to interpret this document and its by-laws.
- Section 2: Such interpretation shall be made through the adoption of a position statement.

ARTICLE VIII– INITIATIVE

- Section 1: Members of the Association shall have the right to initiate and implement legislation.
- Section 2: This shall take form through a fair process of voting conducted in a timely manner.

ARTICLE IX – AMENDMENTS

- Section 1: Amendments to this document shall be initiated by Executive Board action, by initiative or by administrative action in collaboration with the Executive Board.

BY-LAWS to the CONSTITUTION Of the Associated Students of Edmonds Community College

ARTICLE I – AUTHORITY

- Section 1: The Executive Board shall create and implement procedures and policies necessary in dealing with the affairs of the Association. The Executive Board shall make policy decisions about the Services and Activities(S and A) Budget and its administration, as outlined in the ASEdCC Financial Code.

ARTICLE II – DUTIES OF OFFICERS

Includes all Executive Officers:

- A. Promote the goals and objectives of the Executive Board.
- B. Chair weekly Executive Board meetings on a rotating basis with the other Executive Board members.
- C. Attend all Executive Board meetings as a voting member.
- D. Other than academic course work, make the Executive Board top priority.

- E. Perform other duties as assigned by the Director for Student Programs.
- F. Attend mandatory training and leadership development sessions/classes.
- G. Serve on College committees as assigned.
- H. Complete a program portfolio and quarterly reports.
- I. Adhere to all State laws and College policies, procedures and departmental guidelines.
- J. Be willing to work within the institution's internal procedures to voice concerns and resolve conflicts, should a conflict arise.
- K. Communicate well through spoken, written and electronic means of communication.
- L. Participate in a quarterly job evaluation process. If the officer does not meet minimum position requirements, the Director for Student Programs may establish a probationary period or terminate employment.
- M. Attend and represent the Executive Board at College events as assigned.
- N. Post and maintain regular office hours.
- O. Maintain records, reports and documents of business on file.
- P. Act as 522 account director liaison.

Section 1: The Executive Officer for Administrative Liaison shall:

- A. Serve as the primary student administrator for the Association.
- B. Serve as the liaison to the College administration and attend the Board of Trustees meetings as the student representative.
- C. Appoint students to all College and Board committees, with the exception of all tenure committees.
- D. Implement action on motions passed by the Executive Board.
- E. Represent students at President's Cabinet as directed by the Vice-President for Student Services.
- F. Meet as needed with the Vice-President for Student Services.

Section 2: The Executive Officer for Budget and Finance:

- A. Act as the financial manager of the Association.
- B. Act as the financial advisor to all programs financed by the Association.
- C. Monitor current records of all Association revenues and expenditures.
- D. Continually promote compliance with the ASEdCC Financial Code, the Revised Code of Washington and the regulations of the Office of Financial Management, State Board for Community and Technical Colleges and Edmonds Community College and report to the Executive Board known violations of these statutes and regulations.
- E. Maintain an accurate inventory of all Association property purchased during the fiscal year.
- F. Develop and chair the annual Services and Activities Fee budget allocation process.
- G. Make reports to the Executive Board, College administration and Board of Trustees upon request and/or as needed.
- H. Meet as needed with the Vice-President of Finance and Operations to discuss ASEdCC budgets and fees.

Section 3: The Executive Officer for Community Relations shall:

- A. Serve as the student representative on the College Legislative Action Committee.
- B. Serve as the student representative to the Commencement Committee.
- C. Serve as the student representative to the Arts, Culture and Civic Engagement Initiative Committee.
- D. Represent the Association at legislative functions such as testifying in Olympia.
- E. Coordinate on-campus voter registration and information.

- F. Chair the Elections Committee as needed.
- G. Draft Executive Board position statements as necessary.
- H. Attend the annual Legislative Academy and Voice Academy.
- I. Meet as needed with the Vice-President for College Relations and Advancement.

Section 4: The Executive Officer for Student Relations shall:

- A. Be responsible for student advocacy.
- B. Understand the Student Rights, Freedoms and Responsibilities in order to assist students in interpreting and using the document.
- C. Relay student concerns and problems to the Executive Board and the College administration.
- D. Develop student surveys and gather student input on issues affecting the Association and the student body.
- E. Provide advocacy for co-curricular, service learning and volunteer programs.

Section 5: The Executive Officer for Clubs shall:

- A. Work as an advocate for Clubs.
- B. *Serve on the planning committee for the annual awards program for the Association.*
- C. Provide Executive Board with reports on club activities and club chartering.
- D. Work with the Student Programs Advisor on the club chartering process.
- E. Understand the club chartering process and assist clubs in understanding policies and procedures related to club chartering and programs.
- F. Assist in club member recruitment and quarterly club fairs.
- G. Promote club and campus involvement at the quarterly club fairs.
- H. Attend club meetings and programs as assigned by the Student Programs Advisor.

Section 6: The Executive Officer for Technology shall:

- A. Develop and chair the annual Technology Fee Management Committee.
- B. Advocate for technology support and training for all students.
- C. Act as student representative on the Technology Advisory Committee.
- D. Meet as needed with the Executive Director for Information Technology.
- E. Responsible for representing ASEdCC in all digital signage operations and decisions.
- F. Responsible for understanding and operating TSC technology and mediation.
- G. Work with College Relations in managing EdCC web pages and social media sites.
- H. Responsible for monitoring and managing ASEdCC web pages and social media accounts.

Section 7: The Executive Officer for Academics shall:

- A. Represent students at Instructional Staff meetings as directed by the Vice-President for Instruction.
- B. Provide reports to and from Instructional Staff as directed by the Vice-President for Instruction.
- C. Appoint students to tenure committees in collaboration with the Vice-President for Instruction.
- D. Be responsible for coordinating/conducting class related surveys.
- E. Act as a student advocate for student or classroom issues.
- F. Serve on the Teaching and Learning Committee.
- G. Meet as needed with the Vice-President for Instruction.

- H. Work with academic division heads to coordinate quarterly visits by the Executive Board to each division.
- I. Responsible for coordinating the participation of the Executive Board at campus orientations and tours.

Section 8: The Executive Officer for Diversity shall:

- A. Support all campus wide diversity efforts.
- B. Serve on the Diversity Council.
- C. Meet as needed with the Vice President for International Student Services.
- D. Meet as needed with the Diversity Council chair.
- E. Meet as needed with the Diversity Student Center staff.

ARTICLE III – TERM OF OFFICE

Section 1: The term of office shall start the first day of summer quarter through the last day of spring quarter.

ARTICLE IV – CONDITION OF EXECUTIVE BOARD TENURE

Section 1: Each member of the Executive Board is responsible for fulfilling that member's job description.

Section 2: A signed Student Programs Expectations Agreement must be on file at the time the officer takes office.

Section 3: Each board member shall establish goals and timelines for achieving those goals and file copies with Director for Student Programs.

Section 4: The Director for Student Programs shall have the discretion to call quarterly evaluations, both to meet with individual Executive Board members or the Board as a whole for the purpose of evaluating job performance.

Section 5: Any Executive Board member not fulfilling her or his job description may receive a written request from the Director for Student Programs to amend the situation.

Section 6: The Director for Student Programs shall have the right to terminate employment.

Section 7: To apply for an Executive Officer position, students must be enrolled in at least six (6) Edmonds Community College credits and have a minimum of 2.5 cumulative GPA or equivalent from Edmonds Community College or from the most recent institution attended.

Section 8: To remain in office, all Executive Board members shall maintain successful progress towards their academic goals by completing at least six (6) credit hours per quarter, excluding summer quarter, and maintaining a grade point average of at least 2.50 each quarter.

Section 9: If at any time during his or her tenure a member of the Executive Board is unable to meet the quarterly academic requirement, at the discretion of the Director for Student Programs, he or she may be placed on a one time only academic probation status for one quarter.
(Amendment approved April 23, 2007)

Section 10: Selected officers may serve a maximum of 2 consecutive terms. Time served as an appointed officer filling a vacancy on the Executive Board is not included in this term limit.

ARTICLE V – EXECUTIVE BOARD RECALL

Section 1: Any member of the Association may initiate a recall against an Executive Board member.

Section 2: Such procedure shall be in accordance with ARTICE IX – Initiative.

ARTICLE VI – VACANCIES

Section 1: Any vacancies in the Executive Officer positions shall be filled by the Executive Board within 20 instructional days excluding holidays and breaks.

Section 2: The appointment shall be ratified by a two-thirds (2/3) vote in the affirmative by the Executive Board.

ARTICLE VII – MEETINGS

Section 1: Regular meetings of the Executive Board shall be held weekly during fall, winter and spring quarters.

Section 2: Special Executive Board meetings may be called as necessary.

Section 3: The Executive Board reserves the privilege of executive session when deemed appropriate by the chair, and in accordance with the Open Public Meetings Act, RCW 42.32.020.

Section 6: The order of business for the Executive Board meetings shall be:

- L. Call to order
- M. Roll call
- N. Introduction of guest(s)
- O. Open floor
- P. Approval of minutes
- Q. Correspondence
- R. Reports
- S. Unfinished business
- T. New business
- U. Announcements
- V. Adjournment

Section 7: Each member of the Executive Board, except the chair, shall exercise one vote. The chairperson shall cast a vote only in the event of a tie.

Section 8: No proxy votes shall be accepted.

Section 9: Five (5) members shall constitute a quorum.

Section 10: Unless otherwise specified in this document, all matters under consideration shall be ratified by a simple majority.

Section 11: Robert's Rules of Order, current edition, shall be the rules of the day.

ARTICLE VIII – ELECTIONS

Section 1: The Election Committee, under the chair of the Executive Officer for Community Relations, shall be responsible for coordinating elections and have the authority to develop necessary policy and regulations to effectively manage Association elections.

Section 2: The Election Committee shall be comprised of three (3) students appointed by the Executive Officer for Administrative Liaison and the Director for Student Programs as the advisor and non-voting member.

Section 3: Should any member of the Election Committee show a direct interest in the outcome of the election, the Executive Officer for Administrative Liaison shall appoint another member to the Committee.

Section 4: Only currently enrolled members of the Association shall be eligible to vote. Members shall cast only one (1) ballot.

Section 5: After the final closing of the polls, the Director for Student Programs and the chair of the Elections Committee shall validate the election results. A simple majority carries the vote.

Section 6: The election results shall become validated eight (8) calendar days after the completion of the election, assuming no complaint is filed. In the event of a complaint, the results shall be validated after eight (8) calendar days, or at the conclusion of the hearing on the complaint and all appeals, whichever is later.

Section 7: The Election Committee shall prepare for an election by preparing and posting publicity in such a manner as to ensure that Association members shall be informed.

Section 8: Association members implicated in tampering with the voting process shall be referred to the College discipline process.

ARTICLE IX- INITIATIVE

Section 1: Any member of the Association may initiate an article of legislation by:

- A. Presenting to the Executive Board a petition containing the signatures of Association members that in total exceed the numerical value of 5% of the current enrollment (headcount) for that quarter.
- B. Upon receipt of a valid petition, the Executive Board shall call an election of the Association not less than two (2) weeks and not more than four (4) weeks after presentation of the petition to the Executive Board at a regularly scheduled meeting.
- C. Notice of the initiative voting process shall be posted at various locations on campus and on the website for at least one (1) instructional week prior to an election.
- D. An initiative shall become policy upon receiving a simple majority of the votes cast in the affirmative. The total number of ballots cast must exceed the numerical value of 5% of the current enrollment (headcount) for that quarter to have a valid election.

ARTICLE X- REFERENDUM

Section 1: The Executive Board reserves the right to initiate a referendum.

Section 2: Such action shall pass out of the Executive Board by a two-thirds (2/3) affirmative vote.

Section 3: Referenda must be ratified by an election no sooner than two (2) weeks and no later than four (4) weeks after Executive Board approval. Referenda shall be posted at various locations on campus and on the website for at least one (1) week prior to an election.

Section 4: Referenda shall become policy only after receiving a simple majority of the votes cast by the Association in the affirmative. The total number of ballots cast must exceed the numerical value of 5% of the current enrollment (headcount) for that quarter to have a valid election.

ARTICLE XI- POSITION STATEMENT

Section 1: The Executive Board reserves the right to clarify and interpret documents and policies, answer complaints and establish Association positions on issues.

Section 2: The Executive Board shall issue a position statement when:

- A. A member of the Association makes a written request for clarification of any document, policy or procedure relating to student affairs.
- B. The Executive Board, through the passage of a motion, desires to take a position on an issue of importance to the Association or for clarification necessary for the maintenance of internal affairs.

Section 3: The procedure for adopting a position statement shall be as follows:

- A. The Executive Officer for Community Relations shall research the situation in depth and draft a preliminary position statement.
- B. Not more than two (2) weeks shall elapse during this drafting. No later than the first Executive Board meeting following the conclusion of the two (2) week draft period, the preliminary draft shall be presented.

- C. To be adopted, the draft must receive a two-thirds (2/3) affirmative vote of the Executive Board.
- D. Should a draft fail to pass, it shall be referred back to the Executive Officer for Community Relations for the purpose of revision. A revised draft shall be presented at the next Executive Board meeting.
- E. A position statement must be adopted within six (6) calendar weeks of the original request or motion.

Section 4: Approval of a position statement shall require a two-thirds (2/3) affirmative vote of the Executive Board.

ARTICLE XII- APPEALS PROCEDURE

Section 1: A member of the Association may appeal actions of the Executive Board only in the following instances:

- A. When a member of the Association is in the belief that the Executive Board is in violation of any applicable regulatory document.
- B. When a member of the Association is in the belief that an initiative or referendum vote was not conducted properly.
- C. When a former Executive Board member feels that action taken to terminate his/her tenure was unwarranted.

Section 2: Appeals shall be submitted to the Senior Associate Dean for Student Life and Development or his or her designee.

ARTICLE XIII- FINANCES

Section 1: All allocation, budgeting, and accounting procedures of the Association shall be in accordance with the AEdCC Financial Code, the Revised Code of Washington, and all applicable regulations of the office of Financial Management, the State Board for Community and Technical Colleges and Edmonds Community College.

ARTICLE XIV- INTERPRETATION

Section 1: The Executive Board shall reserve the right to interpret this document and its by-laws.

Section 2: Such interpretation shall occur through adoption of a position statement, as described in Article XI.

ARTICLE XV- OTHER REGULATORY DOCUMENTS

Section 1: Other documents which govern specific areas of student affairs are recognized and identified as:

- A. Student Rights, Freedoms and Responsibilities
- B. AEdCC Financial Code
- C. AEdCC Fiscal Year Budget
- D. The Revised Code of Washington
- E. The Washington Administrative Code

ARTICLE XVI- AMENDMENTS

Section 1: The Executive Board may approve amendments to the Constitution and By-laws by a two-thirds (2/3) majority vote of the members present at a duly constituted meeting. After

administrative review, approval of the changes shall be recommended to the Board of Trustees for final approval.

Section 2: Through passage of an initiative vote of the Association members as described in Article IX, members of the Association may approve amendments. After administrative review, approval of the changes shall be recommended to the Board of Trustees for final approval.

Section 3: In collaboration with the Executive Board, the administrative staff of the College may propose amendments to the Board of Trustees for final approval.

THIS CONSTITUTION AND BY-LAWS SHALL SUPERSEDE ANY AND ALL PREVIOUS DOCUMENTS OF SAID TITLE. Adopted by the Edmonds Community College District 23 Board of Trustees on January 17, 2006

Ratified by a vote of the Associated Students of Edmonds Community College February 22, 2006.

Amended April 2007

Amended June 2011

Amended January 2016

1/2016

Background

CONSIDERATION OF THE 2016-2018 STRATEGIC PLAN

Subject

Board of Trustees first and second consideration of a new strategic plan for the college, to replace the previous plan that was approved by the Board of Trustees on March 14, 2013 via Resolution 13-3-1.

Background

During the past three years, the college community has worked on implementing the 2013-2015 strategic plan. During that time, the college created strategic councils to assist with the implementation, and a report summarizing work on the 2013-2015 strategic plan was given to the Board of Trustees during its August 13, 2015 Special Meeting.

During the 2013-14 and 2014-2015 academic years members of the college community were invited to participate in internal and external environmental scan discussions to help inform the college's new facilities master plan and academic plan. In addition, during spring 2015, President Hernandez led the management team through a SWOT (strengths, weaknesses, opportunities, and threats) discussion. All of these events set the groundwork for the college's next strategic plan.

During fall 2015 convocation, President Hernandez stated three new strategic goals for the college to focus on over the next two academic years (2016-2017 and 2017-2018). Additionally, during fall 2015 quarter the college's strategic councils began discussing outcomes for each of the three, new strategic goals, and a set of outcomes was drafted during a November 24, 2015 combined strategic council meeting and sent to President's Cabinet for their input in early December 2015.

During the first two weeks of winter 2016 quarter, the draft outcomes for the three strategic goals were sent to both all strategic council members and to the entire college community. Input and feedback on the draft outcomes was collected via an online survey, and on January 13, 2016 President's Cabinet met to consider the input and feedback and draft the 2016-2018 strategic plan to be considered at the January 21, 2016 Board of Trustees meeting.

Recommendation

The College recommends the Edmonds Community College Board of Trustees approves adoption of the 2016-2018 strategic plan.

Edmonds Community College's 2016-2018 Strategic Plan

Goal #1 - Increasing Access to the College

Focusing on Strategic Enrollment Management (SEM) including, but not limited to, increasing state enrollments from high school students, Latino students, and into Science, Technology, Engineering, and Mathematics (STEM) fields and on educating our internal and external communities about our educational programs.

Outcome: Meet the college's state-funded full-time equivalent student (FTES) allocation each year.

Goal #2 - Supporting Student Progression

Focusing on student progression including, but not limited to creating seamless pathways for all educational programs of study; efficient and effective student advising for transfer and entry into the workforce; and identifying and implementing strategies to increase student retention and completion

Outcome: Implement a college-wide advising model for all degree and certificate seeking students.

Outcome: Implement guided pathways for the college's top enrolled programs.

Goal #3 - Improving the Student Experience at the College

Focusing on improving the student experience, including but not limited to, creating opportunities to get feedback from students regarding their entire experience; identifying and taking action to simplify processes for students; and ensuring a strong student voice in college participatory governance

Outcome: Gather, analyze, and respond to student feedback regarding their experiences at the college.



Board of Trustees

Washington Community College District 23

Resolution No. 16-1-2

APPROVAL OF THE 2016-2018 STRATEGIC PLAN

WHEREAS, the Board of Trustees reserves unto itself the final approval of college's 2016-2018 strategic plan, and

WHEREAS, the 2016-2018 strategic plan replaces the previous 2013-2015 strategic plan and which the Board approved on March 14, 2013 via Resolution 13-3-1, and

WHEREAS, the 2016-2018 strategic plan was developed through the college's strategic leadership councils and with opportunity for input and feedback from all members of the college.

NOW, THEREFORE BE IT RESOLVED the Board of Trustees approves the college's 2016-2018 strategic plan.

Mr. Quentin Powers, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

Background

BAS Development Approval

Subject

Bachelor of Applied Science degree development.

Background

The College is now starting the development of the first Bachelor of Applied Science (BAS) Degree at Edmonds Community College, and is ready to move forward with the SBCTC approval process as well as the NWCCU Substantive Change process that needs to accompany this work. The expected timeline for approval of a new BAS degree is about 18 months.

After soliciting both faculty and campus input, the first degree for development has been selected. The first step was to request input from professional and technical departments to determine which departments were interested in developing a BAS. Several indicated that they were, and then made their case for why we should develop a degree in their area. Next, we evaluated the readiness of the department based on faculty engagement, student demand for the program, and employer demand for graduates. We also held three open forums to get input on the idea of moving forward with a BAS degree from the rest of the campus. While there was some concern about funding and workload, there was not a single argument presented by anyone to say that EdCC should not offer BAS degrees.

The degree that rose to the top is a combined degree serving both Early Childhood Education (ECE) and Social and Health Services (SHS) graduates. The proposed title of the degree is Child, Youth, and Family Studies.

This selection is based upon reported input and known data (for example, we know that Head Start recently began requiring bachelor's degrees for all their teachers). The next steps will include a much deeper dive into the labor market data and surveying of students and employers. This information can be shared with the Board prior to the vote in March.

Recommendation

The College recommends that the Board of Trustees formally approve BAS Degree development, starting with a degree in Child, Youth, and Family Studies.



Washington Community College District 23

Background

***INSTRUCTIONAL PROGRAMS
PROPOSED FOR ELIMINATION***

Subject

Board of Trustees approval to eliminate three instructional programs.

Background

Background information for this proposal is attached. Listed below are three instructional programs being submitted to the Board for their review and approval.

CORRECTIONS

Corrections Department

1. Sustainable Horticulture
2. Construction Industry Training
3. Carpentry

Recommendation

Approval to eliminate three instructional programs at the March 2016 Board of Trustees meeting.

BOARD OF TRUSTEES

Programs proposed for elimination March 2016

CORRECTIONS EDUCATION

Title: Sustainable Horticulture (155W) – 46.5 credits

Inactivation Requested YRQ: B563

Rationale: When instructor resigned, DOC/SBCTC decided to fund a different program that has a greater connection to living wage employment opportunities

Number of Graduates/YRQ: 6 – 2014-2015

FTES: 5.0

Number Still in Program/YRQ: 11

Teach out Plan: None – all (11) currently enrolled will earn Pest Control COC (135M)

Requested Board Action: Approval to eliminate March 2016

Title: Construction Industry Training (759D) – 25 credits (Corrections site only)

Inactivation Requested YRQ: B563

Rationale: This program has not been offered in Corrections since before 2007. Should have been eliminated officially several years ago

Number of Graduates/YRQ: 6 – 2009-2010

FTES: ZERO

Number Still in Program/YRQ: ZERO

Teach out Plan: NONE

Requested Board Action: Approval to eliminate March 2016

Title: Carpentry (745c) – 63 credits

Inactivation Requested YRQ: B563

Rationale: Based on program location change, FTES for this program were directed to Building Maintenance Technology program to better meet needs of the fluid nature of this population

Number of Graduates/YRQ: 15

FTES: 3.1

Number Still in Program/YRQ: All students who were still in program were able to continue during B561 in order to complete certificate.

Teach out Plan: None – moved to Building Maintenance Technology program

Requested Board Action: Approval to eliminate March 2016