

**AGENDA**

**Regular Meeting  
 & Study Session  
 February 9, 2017  
 Gateway Hall 352  
 4:30 – 7:50 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.*

**TAB**

4:30 PM	A. Call to Order	Carl Zapora	
4:32 PM	B. Introduction of Guests	Carl Zapora	
4:35 PM	C. Community Conversation 1. Dr. Gary Cohn, Superintendent, Everett School District	Carl Zapora	1
4:55 PM	D. Public Comments (2 min. each)	Carl Zapora	
5:05 PM	E. Approval of Meeting Minutes 1. November 10, 2016	Carl Zapora	2
	F. Next meeting: March 9, 2017, 4:30 p.m.		
5:10 PM	G. Old Business – Action 1. Approval of Board Policies (Resolution No. 17-2-1) BOT 1.0, 2.0, 3.0, 4.0, 5.0, 6.0	Dr. Jean Hernandez	3
5:25 PM	H. New Business – First Consideration 1. Consideration of Recommendation for Tenure Status 2. Consideration of Recommendation to Deny Tenure Status 3. Consideration of Recommendation for Permanent Status 4. Consideration of Recommendation for Continuing Tenure Probationary Status 5. Consideration of Recommendation for Continuing Permanent Probationary Status	Dr. Charlie Crawford	4 5 6 7 8

*Continued*

**EDMONDS COMMUNITY COLLEGE  
BOARD OF TRUSTEES – AGENDA  
FEBRUARY 9, 2017  
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	6. Consideration of Board Policies BOT 8.0, 9.0, 10.0, 11.0, 12.0, 13.0, 14.0, 15.0, 16.0	Dr. Jean Hernandez	9
6:10 PM	I. Reports		
	1. Student Representative	Naol Debele	
	2. Faculty Representative	Margaret West	
	3. Classified Staff Representative	Patti Pollardo	
6:20 PM	J. Foundation Report	Diana Clay	
6:25 PM	K. President’s Report	Dr. Jean Hernandez	10
6:35 PM	L. Break		
6:45 PM	M. Study Session		
	1. “Red” Indicators of Achievement	Dr. Jean Hernandez	11
	2. Legislative Discussion	Dr. Tonya Drake	12
	3. Ethics and Anti-harassment Policy	Dennis Curran	13
7:30 PM	N. Board Discussion	Carl Zapora	
	1. Review of Board Meeting Calendar & Events	Dr. Jean Hernandez	14
	2. Board Policy Review Schedule	Dr. Jean Hernandez	15
7:50 PM	O. Adjournment	Carl Zapora	

*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.*

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Washington Community College District 23

**Regular Meeting  
November 10, 2016**

***DRAFT***

Trustees Present: Lia Andrews, Dr. Tia Benson Tolle, Diana Clay, Quentin Powers, Emily Yim and Carl Zapora

Others Present: Arlene Anderson, Wayne Anthony, John Baumgartner, David Breed, Christina Castorena, Pat Copeland, David Cordell, Dr. Terry Cox, Dr. Charlie Crawford, Dennis Curran, Nam Hoai Dang, Nancy Dick, Tri Do, Dr. Tonya Drake, Maria French, Dr. Jean Hernandez, Nathan MacDuff, Kevin McKay, Patty Michajla, Kathy Murphy, Allison Paytosh, Dr. Paul Pitre, Patti Pollardo, Melody Schneider, and Margaret West

**CALL TO ORDER AND INTRODUCTION OF GUESTS**

Carl Zapora, Board Chair, called the meeting to order at 4:34 p.m., welcomed those present, and asked for self-introductions.

**COMMUNITY CONVERSATION**

**Dr. Paul Pitre, Chancellor, WSU North Puget Sound**

Dr. Paul Pitre presented an overview of Washington State University North Puget Sound, located in Everett. Following his presentation, discussion with the Board included program offerings, internship opportunities, and the upcoming regional WSU medical school.

**PUBLIC COMMENTS**

Melody Schneider, faculty member, voiced concerns regarding the recent failed candidate search for the Associated Vice President for Equity and Inclusion (AVPEI).

David Breed, Faculty Senate Chair, also voiced concerns on behalf of the Faculty Senate Council regarding the failed AVPEI candidate search.

President Jean Hernandez thanked them for their comments and reported that the position is important and will be reopened.

Chair Carl Zapora also thanked them for their comments and said that the Board is committed as well to filling the AVPEI position.

**APPROVAL OF MINUTES**

Attachment A

**Motion:** Trustee Clay moved and Trustee Powers seconded the approval of the October 13, 2016 meeting minutes. Trustees Yim and Benson Tolle abstained.

*Approved*

**Motion:** Trustee Powers moved and Trustee Clay seconded the approval of the October 13, 2016 minutes of the joint meeting with the Edmonds School District Board of Directors. Trustees Yim and Benson Tolle abstained.

*Approved*

**NEXT MEETING**

February 9, 2017, 4:30 p.m., Gateway Hall 352

**OLD BUSINESS – ACTION**

**Approval of 2017 Board Meeting Dates (RN 16-11-1) – Carl Zapora**

Attachment B

The 2017 Board meeting dates were presented at the October meeting for review. No further discussion.

**Motion:** Trustee Clay moved, and Trustee Yim seconded the approval of Resolution No. 16-11-1.

*Approved*

**NEW BUSINESS – FIRST CONSIDERATION**

**Consideration of Board Policy Revisions – Dr. Jean Hernandez**

Attachment C

President Jean Hernandez presented the first segment of the newly revised Board Policies and Procedures, including: B 1.0, B 1.0pr, B 1.1, B 1.1pr, B1.2, B 1.2pr, B 1.3, B 1.3pr, B 1.4, B 1.4pr, B 1.5, B 1.5pr, B 1.6, B 1.6pr, B 1.7, B 1.7pr. The former policies are now listed in a new format along with a revised numbering system.

A crosswalk was presented that explains the new policy number as it relates to the former policy number. The policies now have accompanying procedures, where appropriate. Dr. Hernandez provided explanations of revisions that were made to the former policies as well as condensing some of them to eliminate redundancy. The Board reviewed and provided minor suggestions. It was suggested to allow the Board more time for a broader conversation on Board Philosophy of Governance during their annual August study session.

The above listed Board Policies and Procedures will be revised, as suggested, and presented for final approval at the February 9, 2017 Board meeting.

**BOARD UPDATES**

**Student Representative – Nathan MacDuff**

Attachment D

**Faculty Representative – Margaret West**

Attachment E

**Classified Representative – Patti Pollardo**

Attachment F

### **FOUNDATION REPORT – Diana Clay**

- The Foundation continues to have a temporary accountant in place, and a search is being conducting for a permanent accountant.
- The Foundation Auction and Gala will be held on April 29, 2017 at the Future of Flight at Paine Field.

### **PRESIDENT’S REPORT – Dr. Jean Hernandez**

#### Attachment G

In addition to the attached report, President Hernandez reported on the following:

- Due to the recent national election results, it has been a difficult week for some students. President Hernandez plans to email a letter to campus to assure our students that the College will continue to provide a safe, inclusive environment for all students and employees. Information will be shared regarding available resources. A second letter, signed by the President and Board of Trustees, will be sent via email to our International Students stating that we will maintain a civil and respectful environment, and support our commitment to our values. Dr. Hernandez will also meet with Deferred Action for Childhood Arrivals (DACA) students to address concerns.
- The College’s policy for naming buildings is undergoing revision. A committee is working with the Foundation on possible naming opportunities for the Black Box Theatre. More work needs to be completed before a naming recommendation can be brought to the Board.

### **BOARD DISCUSSION – Carl Zapora**

#### **Tobacco-Free Discussion**

The Board engaged in a conversation regarding the campus becoming tobacco-free. It was announced that there would be no action taken at this meeting, but conversation only.

President Hernandez shared a 1999 campus smoking regulation. She recommended that the College continue to enforce this existing policy & regulation, and then make a decision in January 2018 to look at implementation of a tobacco-free campus by fall of 2018. The campus will focus on tobacco cessation workshops and other opportunities for support, and will enforce the use of existing smoking zones. A future policy will include employees, as the current policy only relates to students.

Vice President for Finance and Operations, Kevin McKay, reported that the College is enforcing the current policy to use the smoking areas only. No fines or citations are given, but warnings only by Security.

Trustee Zapora suggested that the College put together its best effort to encourage the campus to stop smoking over the next year, including offering smoking cessation classes; monitoring and enforcing its current policy with a soft approach; and that the Board establish a goal of becoming smoke-free in Fall 2018. Everyone would work over the course of the next year to move toward that goal. The Board will review in January 2018 when they may, or may not, adopt a tobacco-free policy.

The Trustees each provided comments on how they want to proceed with this process. Following the conversation, President Hernandez summarized the recommendation as follows:

- The College will focus over the next 12 months on cessation efforts and monitoring the designated smoking areas; provide education for our campus; and move forward with a Charter, similar to what was established by North Seattle College.
- In Fall 2017 post tobacco-free signs. Conversations of becoming tobacco-free throughout campus between Fall 2017 and the start of Fall 2018.

- Hold conversations with both the classified and AFT unions. Advertise and communicate clearly. No punitive action for smoking infractions, but warnings only from Security.
- Fall of 2018 become a tobacco-free campus.
- Update the policy and draft a charter.
- No Board action at this time.

**BREAK**

At 6:49 p.m. the Board entered into a break.

At 7:03 p.m. the Board returned to open session.

**STEP/SWOT Analysis – Dr. Tonya Drake**

Attachment H

Dr. Tonya Drake presented the results of the Board’s STEP/SWOT analysis that they completed at the August 18 study session. The STEP (Social, Technology, Economic & Political) analysis was an exercise to analyze external factors within the context of higher education as well as the broader external factors. The SWOT (Strengths, Weaknesses, Opportunities & Threats) analysis was to analyze factors internal to the College as well as external to help guide the strategic planning process. It was suggested that further discussion could be held following the February ACCT National Legislative Summit to revisit some of the key points.

**Letter to Campus Community – Dr. Jean Hernandez**

A letter signed by President Hernandez and the Board of Trustees will be sent to the campus community addressing the administration’s commitment to maintaining a respectful and inclusive environment, as well as the College’s commitment to diversity.

**EXECUTIVE SESSION**

At 7:43 p.m. the Board entered into executive session to discuss the performance of a public employee. No action was taken as a result of the Executive Session.

At 7:58 p.m. the Board entered into open session.

**ADJOURNMENT**

The meeting was adjourned by Chair Carl Zapora at 7:59 p.m.

ATTACHMENTS AVAILABLE UPON REQUEST

\_\_\_\_\_  
Mr. Carl Zapora, Chair

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

ATTEST:

\_\_\_\_\_  
Dr. Jean Hernandez, Secretary

**ATTACHMENT D**  
**BOARD OF TRUSTEES**  
**MONTHLY MEETING REPORT**  
**STUDENT GOVERNMENT**

**NOVEMBER 10, 2016**

- **11/09/2016** – Executive board hires 3 new employees. Nathan MacDuff Executive Officer for Administrative Liaison, Mathew Ngwyen Communication assistant, Noal Debele Executive Officer for Student Relations.
- **11/02/2016** – Jazz Band’s Cuba trip executive board is supporting the Cuba trip with \$6,000.
- **10/28/2016** – Halloween Dance was a great success with 224 students in attendance
- **10/26/2016** – Executive board funds part-time employee for King Triton suit, with the hope of being able to have King Triton at more events.
- **10/19/2016** – Edcc Foundation’s 5K Walk and Run previous board voted to support a team of 10 the cost is \$2,500. The board and fellow students are excited to take part in the event.

**Submitted by: (Nathan MacDuff) AEdCC Administrative Liaison**

**ATTACHMENT E**  
**BOARD OF TRUSTEES**  
**MONTHLY MEETING REPORT**  
**AFT LOCAL 4254 EdCC FACULTY**  
**NOVEMBER 10, 2016**

Greetings:

As you know, the Federation and the College negotiated a new contract for 2016 – 2019. The changes are being implemented and apparently going smoothly. We are particularly pleased that we now have a new Associate (part-time) Faculty status called Senior Associate. Eighteen Senior Associate Status positions have been awarded. This is an encouraging beginning, and we appreciate the unfailing support of EVPI Charlie Crawford.

As you also know, we recently experienced a failed search for an important administrative position. The Federation hopes that the concerns raised earlier tonight will resonate with the College and the Board and that steps will be taken to correct the situation.

Finally, let me make one comment about the smoking policy. The Federation would like to remind the trustees that changes to the smoking policy affect working conditions and that changes to working conditions must be negotiated with the union. That has not happened. The issue is not whether or not smoking is a health issue, but the procedure by which changes are made.

A really final note. We have not arranged our annual dinner with the trustees. Stay tuned. We will do that soon.

Thank you.

Margaret West  
President  
Local 4254  
Edmonds Community College Federation of Teachers



**ATTACHMENT F**  
**BOARD OF TRUSTEES**  
**Monthly Meeting Report**  
**WPEA/UFCW LOCAL 365**  
**NOVEMBER 10, 2016**

- We finally finished negotiating our contract, and it has been ratified by our members. I was unable to finish negotiating our contract due to health issues, but I had every confidence in our team that they would give 110% to the task for all our Higher Ed members. I understand it got a little contentious towards the end. As usual, we had to wait to finalize our economic package until we knew what WFSE accepted. We honestly didn't think we would get any COLA's at all, but in the end we will get 2% July 2, 2017, 2% July 1, 2018 and 2% January 1, 2019. Now we need to strategize to convince the legislators to approve the funding for our contract. On November 19, we will start working on that as we celebrate our successes with our contract at an Appreciation Dinner.
- Although the ballot count is continuing, WPEA is pleased that several of the candidates we endorsed won their races. Our Legislative Director, Seamus Pietrie, worked diligently for our members in keeping us apprised of the interviews he was doing with candidates so any member who wanted to could participate in the process. Then Seamus brought the recommendations to our Executive Board to review and approve (or not). Seamus is a real go-getter and we feel fortunate to have him on our team.
- We just got through dealing with records requests from The Freedom Foundation and now here comes Practigov doing a public records request for information on grievance records. WPEA does not know much about this group, but was able to secure a temporary restraining order on this request. You can rest assured that our Union President, Kent Stanford, and company, will be watching this closely.
- HR has been working with WPEA on the Leave Balance Reconciliations from our previous payroll system (Liquid Office) and is just about complete. We are all so glad that we now have the TLR System (Time & Leave Reporting), as all of our leave balances are always current. A big "thank you" goes to everyone involved in making this transition happen.
- We are working on several employee issues with Suzanne Moreau (and Gene Blahado in some cases) and hope to bring them to a resolution soon. So far, no grievances have been filed.

Respectfully submitted by: Patti Pollardo, WPEA Chief Shop Steward

**PRESIDENT'S REPORT  
NOVEMBER 10, 2016****ATTACHMENT H****PRESIDENT JEAN HERNANDEZ  
EVENT HIGHLIGHTS SEPTEMBER – OCTOBER 2016**

- Our 2016 Convocation was a huge success. Dr. Terrell Strayhorn was a keynote speaker and inspired us to seek ways to demonstrate to our students that they belong here and to set high expectations for them, and watch them meet and exceed our expectations.
- The College and Foundation hosted the 50<sup>th</sup> Anniversary VIP Reception. Over 125 guests joined us for this event. Carol Christiansen provided the leadership for planning this event and served as our mistress of ceremonies. Thank you to all of our guest speakers—Karen Miller, Mayor Nicola Smith, Trustee Chair Carl Zapora. The celebration continued on to the athletic field where approximately 300 college employees, students, and community members joined us for great music and food. Our master of ceremonies for this event was Don Wick, the first student body president of Edmonds Community College. What a great night of fun and festivities!
- Town and Gown—Mayor Nicola Smith and I have hosted a planning meeting to discuss ways that the City, local industry, and the college can ensure Lynnwood serves as a model community for living, learning, and enjoying economic vitality. We will continue to meet every two months and have invited other members of our community to join us.
- The BAS degree completed the first phase of the approval process when the SBCTC Board of Trustees granted Edmonds Community College its approval to offer a BAS degree in Child, Youth, and Family Studies. Next step is to submit a report to the Northwest Commission on Colleges and Universities (NWCCU) requesting permission to be in candidate status so that we may offer the BAS degree beginning in fall quarter 2017.
- I completed my professional development work on the Accreditation report and continue to update the Board policies listed in the NWCCU exhibit list.
- I joined Trustees Chair Carl Zapora, Vice Chair Diana Clay, Emily Yim, Quentin Powers, and Lia Andrews for the ACCT conference in New Orleans the first week of October. I attended sessions on campus safety, higher education act, and legal issues in higher education.

- I am working with the Edmonds School District and several community members on a Foster Youth Task Force. Our goal is to find ways to support Foster Youth in our community and work with the Edmonds School District to provide them with an educational path to Edmonds Community College. Part of our purpose is to seek grant funds that will provide Foster Youth with additional transitional support from high school to college.

<b>New Policy #</b>	<b>Title of Board Policy</b>	<b>Former Policy #</b>	<b>Description of the Board Policy</b>	<b>Last Update Reviewed</b>
BOT 1.0	Board of Trustees Bylaws	B 3.2	Board of Trustees Bylaws	Feb-17
BOT 2.0	Board Job Description	B 3.3	Board Job Description	Feb-17
BOT 3.0	Board Member Code of Ethics	B 3.6	Board Member Code of Ethics	Feb-17
BOT 4.0	Philosophy of Governance	B 3.1	Philosophy of Governance	Feb-17
BOT 5.0	Board Civility and Respect	B 3.7	Board Civility and Respect Policy	Feb-17
NA	Evaluation and Monitoring of Board Processes (incorporate w/BOT 2.0)	B 3.5	Evaluation and Monitoring of Board Processes	Feb-17
NA	Chair's Role (incorporate w/BOT 2.0)	B 3.4	Chair's Role	Feb-17
BOT 6.0	Mission Statement, Vision Statement, Core Themes, Strategic Objectives, and Values	B 1.1	Mission Statement, Vision Statement, Core Themes, Strategic Objectives, and Values	Feb-17
BOT 7.0	Monitoring and Planning	B 1.2	Monitoring and Planning	Oct-16
BOT 8.0	General Executive Expectations and Authority	B 2.1	General Executive Expectations and Authority	Mar-17
NA	Authority and Expectations of the President (incorporate with BOT 8.0)	B 2.2	Authority and Expectations of the President	Mar-17
BOT 9.0	Performance Appraisal and Compensation of the President	B 2.3	Performance Appraisal and Compensation of the President	Mar-17
BOT 10.0	Compensation and Benefits	B 2.5	Compensation and Benefits	Mar-17
BOT 11.0	Board Treasurer and Fiscal Accountability	B 2.4	Board Treasurer and Fiscal Accountability	Mar-17
NA	Asset Protection (incorporate w/BOT 11.0)	B 2.6	Asset Protection	Mar-17
BOT 12.0	Communication and Counsel to the Board	B 2.7	Communication and Counsel to the Board	Mar-17
BOT 13.0	Emergency Executive Succession	B 2.8	Emergency Executive Succession	Mar-17
BOT 14.0	Student Success	unassigned	Student Success	Mar-17

BOT 15.0	Academic Freedom	B 1.3	Academic Freedom Policy	Mar-17
NA	Debt Management (incorporate w/BOT 11.0)	B 2.9	Debt Management	Mar-17
NA	Cash and Investment Management (incorporate w/BOT 11.0)	B 2.10	Cash and Investment Management	Mar-17
BOT 16.0	Emeritus Status	B 2.11	Emeritus Status	Mar-17

Washington Community College District 23

## **BACKGROUND**

### **AMENDMENTS TO SELECTED BOARD POLICIES**

#### **Subject**

Approval of amendments to Board Policies.

#### **Background**

In 2013, the Board of Trustees decided to review all Board Policies on an annual basis in an effort to ensure they are aligned with the language requirements of accreditation and reflect current practices.

During the August 18, 2016 Board study session, the Board decided to revise Policy B.1.2, Monitoring and Planning, to reflect that the Board Policies would be reviewed once every three years instead of every year. The Board will continue with the practice of reviewing all of their policies this year in preparation for the college's Seven Year Comprehensive accreditation visit. Beginning the next academic year, 2017-2018, they will review one-third of the policies each academic year.

Two of the Board Policies were reviewed in late 2016. Six of the policies were reviewed at the November 10, 2016 Board meeting for first consideration, and the remaining Board Policies will be reviewed at the February 9, 2017 Board meeting for first consideration. Any action on the policies introduced in November will be taken at the February 2017 meeting, and any action on the policies introduced in February will be taken at the March 9, 2017 meeting.

All policies have been renumbered and some renamed or combined; as appropriate, each policy will include procedures. The following policies were presented at the November 10, 2016 meeting for first consideration and were subsequently renumbered following that meeting:

- BOT 1.0 – Board of Trustees Bylaws (Former B 3.2)
- BOT 2.0 – Board Job Description (Former B 3.3, BOT 1.1)
- BOT 3.0 – Board Member Code of Ethics (Former B 3.6, BOT 1.2)
- BOT 4.0 – Philosophy of Governance (Former B 3.1, BOT 1.3)
- BOT 5.0 – Board Civility and Respect (Former B 3.7, BOT 1.4)
- NA – Chairperson's Role (Former B 3.4, BOT 1.5 – combined with BOT 2.0)
- BOT 6.0 – Mission Statement, Vision Statement, Core Themes, Strategic Objectives and Values  
(Former B 1.1, BOT 1.6)

BOT 7.0 – Monitoring and Planning (Former B 1.2, BOT 1.7) – *Approved October 13, 2016*

Copies of the final policies are provided with this background statement. In addition, a Board Policy Crosswalk is included.

#### **Recommendation**

The staff of Edmonds Community College recommends the Board approve BOT Policies 1.0, 2.0, 3.0, 4.0, 5.0, and 6.0 at the February 9, 2017 meeting, Resolution No. 17-2-1.

# **BOARD OF TRUSTEES POLICY - BYLAWS**

**Edmonds Community College**

**WA State Community College District 23**

## **BOT 1.0 – BOARD OF TRUSTEES BYLAWS**

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### *SUMMARY/SCOPE*

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

### *DESCRIPTION*

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

### **SECTION 1. OFFICERS AND DUTIES**

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

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

The Vice Chair shall act as Chair of the Board of Trustees in the absence of the Chair.

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

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

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

### **SECTION 2. MEETINGS**

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

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

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

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

### SECTION 3. OFFICE

The Board of Trustees shall maintain an office at 20000 - 68th Avenue West, Lynnwood, Washington 98036, where all regular meetings shall be held unless otherwise announced and all records, minutes, and the official College seal shall be kept.

### SECTION 4. PARLIAMENTARY AUTHORITY

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

### SECTION 5. ADVISORY REPRESENTATIVES TO THE BOARD OF TRUSTEES

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

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

### *GLOSSARY TERMS*

Board of Trustee(s)

### *RELATED POLICIES AND PROCEDURES*

(was) B 3.2

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

### *REVIEW PERIOD*

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

### *REVIEW HISTORY*



Revised 02/09/2017 by Board Resolution 17-2-1

Revised 5/8/14 by Board Resolution 14-5-1

Revised 1/11/07

Revised 9/19/02

BOT 3.2 – 8/02

# **BOARD OF TRUSTEES PROCEDURE - BYLAWS**

**Edmonds Community College**

**WA State Community College District 23**

## **BOT 1.01 pr – BOARD OF TRUSTEES BYLAWS**

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### *SUMMARY/SCOPE*

Procedure for addressing the Board of Trustees Bylaws policy.

### *DESCRIPTION*

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

### *PROCEDURE DETAILS*

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

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

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

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

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

must be submitted in sufficient quantities to provide each trustee and the Secretary with appropriate, legible copies.

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

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

The Board of Trustees' office shall be open during all normal business hours to any resident taxpayer of the State of Washington. Correspondence or other business for the Board shall be sent to the Secretary of the Board whose mailing address is 20000 68<sup>th</sup> Ave. W., Lynnwood, WA 98036 or is physically located in Gateway Hall, Room 301.

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

#### *GLOSSARY TERMS*

Board of Trustee(s)

#### *RELATED POLICIES AND PROCEDURES*

(was) B 3.2

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

College President

#### *REVIEW PERIOD*

Three years. Requires President consulting with Board of Trustees Chair on changes made.

#### *REVIEW HISTORY*

Revised 02/09/2017 by Board Resolution 17-2-1

Revised 5/8/14 by Board Resolution 14-5-1

Revised 1/11/07

Revised 9/19/02

BOT 3.2 – 8/02

## **BOARD OF TRUSTEES POLICY - JOB DESCRIPTION**

**Edmonds Community College  
WA State Community College District 23**

### **BOT 2.0 – BOARD JOB DESCRIPTION**

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#### *SUMMARY/SCOPE*

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

#### *DESCRIPTION*

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

The Board will concentrate its efforts on the following:

1. The link between the College and the citizens, educational institutions, governmental agencies, business and industry, and other community, state, and federal organizations.
2. Written governing policies which, at the broadest levels, address:
  - Mission and Strategic Direction
  - Board Roles and Responsibilities
  - Board Planning and Operations
3. The assurance of monitoring and evaluating Presidential performance.
4. The assurance of monitoring and conducting an evaluation of its own performance.
5. A link between the Board of Trustees and the College Foundation Board of Directors for maintaining communication and providing coordination between the two Boards.
6. The entire Board also will retain and perform the following non-delegable duties:
  - Adopt the annual College budget.
  - Establish tuition rates.
  - Approve the contract between the College and the Foundation.
  - Approve all litigation settlements above \$150,000\*.
  - Authorize every sale or purchase of real property, and every lease of real property.

- Approve all new degrees and certificate programs of 20 or more credits, and which require approval by the State Board for Community and Technical Colleges.
  - Approve discontinuation of all degrees and certificate programs of 20 or more credits, and which required approval by the State Board for Community and Technical Colleges.
  - Approve naming of buildings, places, landscaping.
  - Select honorary degree recipients.
7. The Board, with the exception of the Student Trustee\*\*, also will retain and perform the following non-delegable duties:
- Grant or deny tenure or permanent status to faculty.
  - Approve negotiated collective bargaining agreements with faculty and classified staff.
  - Hire, evaluate, set the terms of employment, renew or dismiss the President.
  - Dismiss tenured or permanent faculty.
  - Terminate probationary faculty prior to contract expiration.
  - Approve indemnification of any College official or employee named in a lawsuit.
  - Approve professional development leaves for faculty.
8. Chair's Role – The role of the Chair is described in this section. The Chair assures the integrity of the Board's process and occasionally represents the Board to outside parties. The Chair is the Board's only spokesperson other than in rare and specifically authorized instances.
1. The Chair assures that the Board functions in a manner consistent with its own rules and those legitimately imposed upon it from the State of Washington and the State Board for Community and Technical Colleges.
  2. The authority of the Chair consists of making decisions that fall within the topics covered by Board Policies.
  3. In the absence of the Chair, the Vice Chair will assume the responsibilities of the Chair.

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

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

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

## GLOSSARY TERMS

Board of Trustee(s)

*RELATED POLICIES AND PROCEDURES*

was B 3.3 (Job Description); was B 3.4 (Chair's Role)

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

*REVIEW PERIOD*

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

*REVIEW HISTORY*

Revised 2/9/17 by Board Resolution 17-2-1

Revised 9/8/16 by Board Resolution 16-9-1

Revised 5/8/14 by Board Resolution 14-5-1

Revised 5/12/11 by Board Resolution 11-5-2

Minor Edit 12/8/06

Revised 9/15/06 by Board Resolution 06-9-1

BOT 3.3 – 5/01

BOT 3.4 – 5/01

## BOARD OF TRUSTEES PROCEDURE - JOB DESCRIPTION

Edmonds Community College  
WA State Community College District 23

### BOT 2.01 pr – BOARD JOB DESCRIPTION

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#### *SUMMARY/SCOPE*

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

#### *DESCRIPTION*

Procedure for Board Policy 2.0 Board Job Description and role of Chair

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

The contract that establishes the formal relationship between the Board of Trustees and College Foundation Board of Directors shall be reviewed a minimum of once every three (3) years, and as time permits annually at the Board's yearly summer study session. An annual summary will be provided from the Executive Vice President of Instruction to the Board on the progress of the probationers.

**The Board will complete the tenure review and approval of tenure track probationers prior to the end of her/his eight quarter in the tenure track process. If a probationer's academic review committee wishes to request a fourth year in the tenure track process for the probationer, the Board of Trustees may consider this request per RCW 28B.50.852.**

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

All Collective Bargaining Agreements shall be reviewed by the assigned Assistant Attorney General prior to being presented to the Board of Trustees for their review and approval.

The procedures and recommending process for the naming of buildings, places, and landscapes will be detailed in College Policy # C 6.6.400. The process will include a recommendation from President's Cabinet to the Board of Trustees for their review and approval.

## Chair's Role

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

Duties include:

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

Expectations include:

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

## *GLOSSARY TERMS*

Board of Trustee(s)

## *RELATED POLICIES AND PROCEDURES*

was B 3.3 (Job Description); was B 3.4 (Chair's Role)

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

## *REVIEW PERIOD*

Three years. Requires President consulting with Board of Trustees Chair on changes made.

## *REVIEW HISTORY*

Revised 2/9/17 by Board Resolution 17-2-1

Revised 9/8/16 by Board Resolution 16-9-1

Revised 5/8/14 by Board Resolution 14-5-1

Revised 5/12/11 by Board Resolution 11-5-2

Minor Edit 12/8/06

Revised 9/15/06 by Board Resolution 06-9-1

BOT 3.3 – 5/01

BOT 3.4 – 5/01



## **BOARD OF TRUSTEES POLICY - CODE OF ETHICS**

Edmonds Community College  
WA State Community College District 23

### **BOT 3.0 – BOARD MEMBER CODE OF ETHICS**

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#### *SUMMARY/SCOPE*

The Board Member Code of Ethics Policy established 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 Community College Board of Trustees shall concentrate its efforts on 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 Community 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*

(was) B 3.6

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

#### *REVIEW PERIOD*

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

*REVIEW HISTORY*

Revised 2/9/17 by Board Resolution 17-2-1

Amended 01/11/07

BOT 3.6 – 5/01

## **BOARD OF TRUSTEES PROCEDURE - CODE OF ETHICS**

Edmonds Community College  
WA State Community College District 23

### **BOT 3.01 pr – BOARD MEMBER CODE OF ETHICS**

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#### *SUMMARY/SCOPE*

The Board Member Code of Ethics established 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 3.0 Board Members Code of Ethics.

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

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 Board Chair or other Board Members about the request and/or response.

#### *GLOSSARY TERMS*

Board of Trustee(s)

#### *RELATED POLICIES AND PROCEDURES*

(was) B 3.6

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

#### *REVIEW PERIOD*

Three years. Requires President consulting with Board of Trustees Chair on changes made.

#### *REVIEW HISTORY*

Revised 2/9/17 by Board Resolution 17-2-1  
Amended 01/11/07

BOT 3.6 – 5/01

# BOARD OF TRUSTEES POLICY - PHILOSOPHY OF GOVERNANCE

Edmonds Community College  
WA State Community College District 23

## BOT 4.0 – BOARD PHILOSOPHY OF GOVERNANCE

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### *SUMMARY/SCOPE*

The Edmonds Community College Board Philosophy of Governance Policy established 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 Community 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*

(was) B 3.1

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

### *REVIEW PERIOD*

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

### *REVIEW HISTORY*

Revised 2/9/17 by Board Resolution 17-2-1  
BOT 3.1 – 5/01

## **BOARD OF TRUSTEES PROCEDURE - PHILOSOPHY OF GOVERNANCE**

Edmonds Community College

WA State Community College District 23

### **BOT 4.01 pr – BOARD PHILOSOPHY OF GOVERNANCE**

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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 Community College.

#### *DESCRIPTION*

Procedure for Board Policy 4.0 Board Philosophy of Governance.

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, policy making principles, respect of roles, and ensuring the continuity of governance capability.
4. Monitor and discuss the Board's process and performance at least once each year. Self-monitoring will include comparison of board activity and discipline to Board Policies.
5. Board development will include orientation of new members in the Board's governance process and discussion of process improvement at least once per year during the Board evaluation process. In addition, new Board members will be invited to attend the Association of College Trustees (ACT) New Trustee Orientation.

#### *GLOSSARY TERMS*

Board of Trustee(s)

#### *RELATED POLICIES AND PROCEDURES*

(was) B 3.1

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

*REVIEW PERIOD*

Three years. Requires President consulting with Board of Trustees Chair on changes made.

*REVIEW HISTORY*

Revised 9/8/16 by Board Resolution 17-2-1  
BOT 3.1 – 5/01

# BOARD OF TRUSTEES POLICY - CIVILITY AND RESPECT

Edmonds Community College  
WA State Community College District 23

## BOT 5.0 – BOARD CIVILITY AND RESPECT

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### *SUMMARY/SCOPE*

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

### *DESCRIPTION*

The Board of Trustees is committed to the following:

*Edmonds Community College will provide a friendly and supportive environment characterized by civility, mutual respect, and inclusiveness where students and employees are assisted and supported in achieving their educational and work-related goals.*

The Board of Trustees hereby adopts this policy, which mirrors the College's policy, to insure that its meetings and actions reflect the campus expectations that all its students and employees shall maintain a culture of respect and civility.

Each Edmonds Community 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*

(was) B 3.7

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

### *REVIEW PERIOD*

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

### *REVIEW HISTORY*

Revised 2/9/17 by Board Resolution 17-2-1  
Revised 05/12/11 by Board Resolution 11-5-3  
Approved 11/9/10 by Board Resolution 10-11-A

# BOARD OF TRUSTEES PROCEDURE - CIVILITY AND RESPECT POLICY

Edmonds Community College  
WA State Community College District 23

## BOT 5.01 pr – BOARD CIVILITY AND RESPECT

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### *SUMMARY/SCOPE*

The Procedure for Board Policy 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.

### *Civility and Respect Standards for Trustees & Members of the Edmonds CC Community*

Trustees or speakers before the Board will not engage in behavior which embarrasses, intimidates, humiliates, or offends others---or which a reasonable person would find embarrassing, offensive, or humiliating. Honest feedback on agenda items can be communicated in a manner that maintains the dignity of the individual yet identifies serious concerns with performance or conduct. Examples of inappropriate behaviors may include but are not limited to:

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

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

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

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

### *Presentation Guidelines for Trustee Meetings*



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

*Public Comment Process:*

To speak at a regular trustee meeting:

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

*GLOSSARY TERMS*

Board of Trustee(s)

*RELATED POLICIES AND PROCEDURES*

(was) B 3.7

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

*REVIEW PERIOD*

Three years. Requires President consulting with Board of Trustees Chair on changes made.

*REVIEW HISTORY*

Revised 2/9/17 by Board Resolution 17-2-1  
Revised 05/12/11 by Board Resolution 11-5-3  
Approved 11/9/10 by Board Resolution 10-11-A

# **BOARD OF TRUSTEES POLICY – MISSION STATEMENT, VISION STATEMENT, CORE THEMES, STRATEGIC OBJECTIVES, AND VALUES**

Edmonds Community College  
WA State Community College District 23

## **BOT 6.0 – MISSION STATEMENT, VISION STATEMENT, CORE THEMES, STRATEGIC OBJECTIVES, AND VALUES**

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### *SUMMARY/SCOPE*

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

### *DESCRIPTION*

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

### **MISSION STATEMENT**

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.

### **VISION STATEMENT**

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

### **CORE THEMES**

#### **1) Strengthen our Diverse Community**

Strategic Objective: Edmonds Community College provides programs, resources, services, and learning environments, which reflect and strengthen individuals and groups in our diverse global community.

#### **2) Provide Educational Opportunities**

Strategic Objective: Edmonds Community College provides programs, resources, services, and learning environments that enable individuals to achieve their unique educational goals.

#### **3) Help Students Access Career Opportunities**

Strategic Objective: Edmonds Community College provides programs, resources, services, and environments that enable individuals to improve their career readiness and advancement.

#### **4) Support Student Success**

Strategic Objective: Edmonds Community College provides programs, resources, services, and learning environments that increase achievement and reduce achievement gaps for all students.

#### **5) Encourage Innovation, Service, and Lifelong Learning**

Strategic Objective: Edmonds Community College provides programs, resources, services, and learning environments that foster innovation, sustainability, service, and lifelong learning.

### **VALUES**

The Board, Employees, and Students of Our College Value...

#### **Collaboration and Communication**

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

#### **Responsibility and Accountability**

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

#### **Innovation and Creativity**

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

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

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

An in-depth review of the Mission Statement, Vision Statement, Core Themes, Strategic Objectives, and Values will be conducted at least once every seven years.

*GLOSSARY TERMS*

Board of Trustee(s)

*RELATED POLICIES AND PROCEDURES*

(was) B 1.1

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

*REVIEW PERIOD*

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

*REVIEW HISTORY*

Revised 2/9/17 by Board Resolution 17-2-1

Amended 11/21/13, Resolution No. 13-11-2

Amended 5/9/13, Resolution No. 13-5-1

Amended 9/13/12, Resolution No. 12-9-3

BOT 1.1 – 8/12 First Consideration

Amended 6/9/10, Resolution No. 10-6-9

Amended 01/11/07

BOT 1.1 (and 1.2) – 5/01

# **BOARD OF TRUSTEES PROCEDURE – MISSION STATEMENT, VISION STATEMENT, CORE THEMES, STRATEGIC OBJECTIVES, AND VALUES**

Edmonds Community College  
WA State Community College District 23

BOT 6.01 pr – MISSION STATEMENT, VISION STATEMENT, CORE THEMES, STRATEGIC OBJECTIVES, AND VALUES

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## *SUMMARY/SCOPE*

Procedure for Board Policy 6.0 for updating and revising the Mission Statement, Vision Statement, Core Themes, Strategic Objectives, and Values.

## *DESCRIPTION*

At least once every seven years, the Board of Trustees will direct the President to conduct an in-depth review of the College's Mission Statement, Vision Statement, Core Themes, Strategic Objectives, and Values. The President will ask the Office of Planning, Research, and Assessment to assist with college-wide engagement.

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

## *GLOSSARY TERMS*

Board of Trustee(s)

## *RELATED POLICIES AND PROCEDURES*

(was) B 1.1

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

## *REVIEW PERIOD*

Three years. Requires President consulting with Board of Trustees Chair on changes made.

## *REVIEW HISTORY*

Revised 2/9/17 by Board Resolution 17-2-1

Reviewed 2/18/14

Amended 11/21/13 by Board Resolution 13-11-2

Amended 5/9/13 by Board Resolution 13-5-1

Amended 9/13/12 by Board Resolution 12-9-3

BOT 1.1 – 8/12 First Consideration  
Amended 6/9/10 by Board Resolution 10-6-9  
Amended 01/11/07  
BOT 1.1 (and 1.2) – 5/01

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Washington Community College District 23

**Resolution No. 17-2-1****APPROVAL OF REVISED  
BOARD POLICIES**

Whereas, the College is reviewing all Board and College Policies to ensure that the *policy* language is separated from the “action” piece which are the *procedures* to be completed, and this action keeps a large percentage of the original language in these two documents, and

Whereas, the Board of Trustees reviewed Board Policies BOT 1.0, BOT 2.0, BOT 3.0, BOT 4.0, BOT 5.0, and BOT 6.0, along with the accompanying procedures, at the November 10, 2016 Board of Trustees meeting, and

Whereas, subsequent to the November 10, 2016 meeting, the policies were renumbered and are now presented in the new numbering sequence;

NOW, THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees approves the above-named Board Policies and the accompanying procedures.

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Mr. Carl Zapora, Chair

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Date Approved

ATTEST:

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Dr. Jean Hernandez, Secretary



**BACKGROUND*****CONSIDERATION OF TENURE*****Subject***Consideration of tenure for*

Michael Andrew	Computer Information Systems (STEM)
Jennifer Baldwin	Diversity Studies (Humanities & Social Sciences)
Haley Benjamins	Learning Resources
Kevin Fogarty	Culinary Arts (Business)
Ruth Harris-Barnett	English (Humanities & Social Sciences)
Brent Leithauser	Allied Health (Health & Human Services)
John Sherman	English for Academic Purposes (International)
Kathleen Simonton	History (Humanities & Social Sciences)
Daniel White	Paralegal (Health & Human Services)

**Background**

The Board of Trustees 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. Michael Andrew, Jennifer Baldwin, Haley Benjamins, Kevin Fogarty, Ruth Harris-Barnett, Brent Leithauser, John Sherman, Kathleen Simonton, and Daniel White have completed their probationary period, and are recommended for consideration of tenure status by their Appointment Review Committees.

**Recommendation**

Consideration of tenure for Michael Andrew, Jennifer Baldwin, Haley Benjamins, Kevin Fogarty, Ruth Harris-Barnett, Brent Leithauser, John Sherman, Kathleen Simonton, and Daniel White at the March 2017 Board of Trustees meeting.

**BACKGROUND*****CONSIDERATION OF TENURE*****Subject**

*Consideration of tenure for*

Jeremy Matthews

Adult Basic Education (Pre-College)

**Background**

The Board of Trustees 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. Jeremy Matthews has completed his probationary period, but his Appointment Review Committee has recommended by a vote of 3-2 that Jeremy not be awarded tenure status.

**Recommendation**

Consideration of tenure for Jeremy Matthews at the March 2017 Board of Trustees meeting.

**BACKGROUND*****CONSIDERATION OF PERMANENT  
STATUS*****Subject**

*Consideration of permanent status for*

Emily Fissel

Intensive English as a Second Language (International)

**Background**

The Board of Trustees is required to consider the award or denial of permanent status following a probationary period not to exceed nine (9) consecutive quarters, excluding summer quarters and approved leaves of absence. Emily Fissel has completed her probationary period and is recommended for consideration of permanent status by her Appointment Review Committee

**Recommendation**

Consideration of approval of permanent status for Emily Fissel at the March 2017 Board of Trustees meeting.

**BACKGROUND*****CONSIDERATION OF CONTINUING  
TENURE PROBATIONARY STATUS*****Subject**

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

**Background**

The Board of Trustees is required to decide whether or not to renew probationary appointments based on recommendations presented by the end of winter quarter of the academic year. Faculty members under consideration for probationary appointment renewal of tenure are:

**Second Year Appointments**

Dyani Bartlett, Adult Basic Education/ESL (International)  
John Baumgartner, English (Humanities & Social Sciences)  
Michelle Behan, Adult Basic Education (Pre-College)  
Dr. Timothy Burdick, Social Human Services (Health & Human Services)  
Nicole Galipeau, High School Completion (Pre-College)  
Terri Glazewski, Allied Health (Health & Human Services)  
Tucker Howie, Engineering (STEM)  
Theresa Pouley, Paralegal (Health & Human Services)  
Catharine Robinweiler (Health & Human Services)  
Gwen Schlichta, Biology (STEM)  
Stacey Schwartz, Culinary Arts, (Business)

**Third Year Appointments**

Audineh Asaf, Art/Studio Art (Humanities & Social Sciences)  
Stephanie Bevans, Business Information Technology (Business)  
Christina Coiro, Social and Human Services (Health & Human Services)  
Mark Einfeld, Computer Information Systems (STEM)  
Daniel Griesbach, Bridge (Pre-College)  
Louis Ho, Computer Information Systems (STEM)  
Gabrielle McIntosh, Mathematics (STEM)  
Geoffrey McKeown, Adult Basic Education/ESL (International)  
Chuck Mueller, Physics and Engineering (STEM)  
Linda Zuvich, Computer Science (STEM)

**Recommendation**

Information is presented to the Board of Trustees for their review and consideration. Recommendation is that the Board of Trustees renews the second and third year tenure probationary appointments at their March 2017 meeting.

**BACKGROUND*****CONSIDERATION OF CONTINUING  
PERMANENT PROBATIONARY STATUS*****Subject**

Board of Trustees consideration of renewal or non-renewal of permanent status probationary appointments for academic employees.

**Background**

The Board of Trustees is required to decide whether or not to renew probationary appointments based on recommendations presented by the end of winter quarter of the academic year. Faculty members under consideration for probationary appointment renewal of permanent status are:

**Third Year Appointments**

Linda Carlson Intensive ESL (International)

Ruth Voetmann, Intensive ESL (International)

**Recommendation**

Information is presented to the Board of Trustees for their review and consideration. Recommendation is that the Board of Trustees renews third year permanent status probationary appointments at their March 2017 meeting.

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Washington Community College District 23

## **BACKGROUND**

### **AMENDMENTS TO SELECTED BOARD POLICIES**

#### **Subject**

Consideration of amendments to Board Policies.

#### **Background**

The Board of Trustees is reviewing all remaining Board Policies to be in compliance with the three-year review cycle.

All policies have been renumbered and some renamed or combined; as appropriate, each policy will include procedures. The following policies are presented for first consideration:

- BOT 8.0 – General Executive Expectations and Authority (Former B 2.1, B 2.2)
- BOT 9.0 – Performance Appraisal and Compensation of the President (Former B 2.3)
- BOT 10.0 – Compensation and Benefits (Former B 2.5)
- BOT 11.0 – Board Treasurer and Fiscal Accountability (Former B 2.4, B 2.6, B 2.9, B 2.10)
- BOT 12.0 – Communication and Counsel to the Board (Former B 2.7)
- BOT 13.0 – Emergency Executive Session (Former B 2.8)
- BOT 14.0 – Student Success (Formerly unassigned)
- BOT 15.0 – Academic Freedom (Former B 1.3)
- BOT 16.0 – Emeritus Status (former B 2.11)

Copies of the final policies are provided with this background statement. In addition, a Board Policy Crosswalk is included.

#### **Recommendation**

The staff of Edmonds Community College recommends that the Board considers BOT Policies 8.0, 9.0, 10.0, 11.0, 12.0, 13.0, 14.0, 15.0, and 16.0 at the February 9, 2017 meeting, and approves them at the March 9, 2017 meeting.

# **BOARD OF TRUSTEES POLICY – GENERAL EXECUTIVE EXPECTATIONS & AUTHORITY**

Edmonds Community College  
WA State Community College District 23

## **BOT 8.0 – GENERAL EXECUTIVE EXPECTATIONS & AUTHORITY**

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### *SUMMARY/SCOPE*

The Edmonds Community College Board of Trustees delegates to the President general executive responsibilities and authorities to administer the District.

### *DESCRIPTION*

The Board of Trustees of Community College District 23 delegates to the President the responsibility and authority to administer the District consistent with the laws of the State of Washington and policies adopted by the Board of Trustees. The Board of Trustees, in consultation with the President, develops, formulates, and adopts policies of the institution. The President, as the chief executive officer, carries out these policies.

The President shall act on behalf of the Board of Trustees in any and all matters, which concern the *administrative* functions of the College, including serving as appointing authority for all faculty, classified, and exempt employees of the College. Any authority delegated by the Board is through the President, so that the President is held accountable and responsible for all employee performance.

The President shall ensure that all College practices, activities, decisions, and organizational circumstances conform to prudent, legal, ethical, and commonly accepted business and professional standards. The President will ensure that all laws of the State of Washington, rules and regulations of the State Board for Community and Technical Colleges, and all relevant federal statutes are upheld as they relate to College operations.

Decisions or instructions of the Board acting as a body are binding on the President. In the case of individual Board members requesting information or assistance, the President shall exercise judgment regarding whether compliance is reasonable in terms of staff time, funds, or disruption of programs or services. The President will consult with the Board Chair if additional information or direction is needed.

### *GLOSSARY TERMS*

Board of Trustee(s)

### *RELATED POLICIES AND PROCEDURES*

(was) B 2.1 and B 2.2

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

*REVIEW PERIOD*

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

*REVIEW HISTORY*

BOT 2.1

Amended 11/21/13 by Board Resolution 13-11-2

BOT 2.1 - 5/01

BOT 2.2

Amended 11/21/13 by Board Resolution 13-11-2

BOT 2.2 – 5/01



# **BOARD OF TRUSTEES PROCEDURE – GENERAL EXECUTIVE EXPECTATIONS & AUTHORITY**

**Edmonds Community College  
WA State Community College District 23**

## **BOT 8.01 pr – GENERAL EXECUTIVE EXPECTATIONS & AUTHORITY**

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### *SUMMARY/SCOPE*

This procedure describes the general duties and responsibilities of the President as authorized by the Board of Trustees.

### *DESCRIPTION*

The President shall be responsible for organizing all of the functions of College District 23 in an effective and efficient manner that is consistent with the College's Mission, Vision, Core Themes, Strategic Objectives, Strategic Plan, and Values. General Executive Expectations are defined as:

1. The President will give a high priority to community involvement and will ensure that College programs, services, needs, and accomplishments are clearly communicated to community members and stakeholders.
2. The President shall ensure that students and prospective students are provided a safe, respectful, responsive environment, and that careful attention is given to matters of confidentiality and privacy.
3. Interactions with employees, volunteers, and the public shall be civil, equitable, responsive, and dignified, characterized by open and clear communications.
4. Budgeting shall clearly reflect Board-established performance goals for the President, shall demonstrate fiscal prudence, high ethical and legal standards, and shall be derived from an institution wide strategic planning process.
5. Actual financial conditions shall reflect sound financial management and clear support of the Strategic Council and SIMPLE Plan resource and allocation capacity processes.
6. Information and advice to the Board will be accurate, complete, and timely.
7. Assets will be protected and adequately maintained.
8. Compensation and benefits for employees, consultants, and contract workers will be administered in a fair and consistent manner and shall reflect fiscal integrity and sensitivity to public image.

9. Labor relations shall be conducted with integrity and negotiated agreements and other personnel rules and regulations shall be clearly communicated to employees and fairly administered.
10. The College Program Review process designates specific programs and services which are evaluated on a three-year cycle. The College implements a strategic plan that is the institutional effectiveness process for the College. College divisions complete operational plans via the College's SIMPLE Plan process and framework.
11. The President is authorized to receive and administer such gifts, conveyances, devices, and bequests of real and personal property from private sources on behalf of District 23. These gifts, conveyances, and bequests as may be received in trust or otherwise when the terms and conditions will aid in moving forward the Mission and Strategic Plan of the College and will not cause a substantial continuing commitment by the District.
12. The President is responsible for formulating and implementing regulations to administer the policies of the Board. At the operational level the President has administrative authority over all matters affecting the College, including authority to delegate administrative authority to ensure uninterrupted College operations.
13. The President is authorized to establish administrative procedures, make decisions, take actions, establish practices, and develop activities in support of Board established directions.
14. Other duties as assigned by the Board of Trustees.

#### *GLOSSARY TERMS*

Board of Trustee(s)

#### *RELATED POLICIES AND PROCEDURES*

(was) B 2.1 and 2.2

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

#### *REVIEW PERIOD*

Three years. Requires President consulting with Board of Trustees Chair on changes made.

#### *REVIEW HISTORY*

BOT 2.1

Amended 11/21/13 by Board Resolution 13-11-2

BOT 2.1 - 5/01

BOT 2.2  
Amended 11/21/13 by Board Resolution 13-11-2  
BOT 2.2 - 5/01

# **BOARD OF TRUSTEES POLICY – PRESIDENT’S PERFORMANCE EVALUATION**

Edmonds Community College  
WA State Community College District 23

## **BOT 9.0 – PRESIDENT’S PERFORMANCE EVALUATION**

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### *SUMMARY/SCOPE*

The Edmonds Community College Board of Trustees conducts an annual review of the President’s performance.

### *DESCRIPTION*

Appraising presidential performance is synonymous with monitoring organizational performance against Board policies on Mission, Vision, Core Themes, Strategic Objectives, Strategic Plan, and Values.

The President’s performance will be based on mutually agreed to annual goals and the Presidential Performance Evaluation form. The purpose of monitoring is to determine the degree to which Board policies are being fulfilled. The Board will consider any revision to the President’s contract of employment in an open meeting subsequent to the performance evaluation.

### *GLOSSARY TERMS*

Board of Trustee(s)

### *RELATED POLICIES AND PROCEDURES*

(was) B 2.3

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

### *REVIEW PERIOD*

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

### *REVIEW HISTORY*

Amended 2/18/16 by Board Resolution 14-2-1  
BOT 2.3 - 5/01

# BOARD OF TRUSTEES PROCEDURE – PRESIDENT’S PERFORMANCE EVALUATION

Edmonds Community College  
WA State Community College District 23

## BOT 9.01 pr – PRESIDENT’S PERFORMANCE EVALUATION

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### *SUMMARY/SCOPE*

This procedure describes the presidential performance evaluation process.

### *DESCRIPTION*

Unless otherwise determined by the Board, the President’s performance will be discussed in executive session at the June Board meeting. Annual goals are mutually agreed upon by the President and Board that align with the College’s Mission, Vision, Core Themes, Strategic Objectives, Strategic Plan, and Values.

Both the President and Trustees (with the exception of the Student Trustee) will complete the Presidential Performance Evaluation form at least two weeks prior to the date of conducting the appraisal. The Board of Trustees may revise this form prior to implementing the next performance cycle. The Presidential Performance Evaluation will:

- Have a rating scale of 1 – 5. A comment is required for any “needs improvement” or “unsatisfactory” rating.
  - 5 – Excellent (Substantially Exceeds Expectations)
  - 4 – Good (Above Minimum Expectations)
  - 3 – Acceptable (Meets Expectations)
  - 2 – Needs Improvement (Below Expectations)
  - 1 – Unsatisfactory
  - N – Not applicable or not observed
- The Presidential Performance Evaluation will use the following broad areas to evaluate the President.
  - Relations with Board
  - Relations with Constituents
  - Budget and Financial Management
  - Personal Leadership Skills

At the sole discretion of the Board, other evaluations may occur at any time.

### *GLOSSARY TERMS*

Board of Trustee(s)

*RELATED POLICIES AND PROCEDURES*

(was) B 2.3

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

*REVIEW PERIOD*

Three years. Requires President consulting with Board of Trustees Chair on changes made.

*REVIEW HISTORY*

Amended 2/18/16 by Board Resolution 14-2-1  
BOT 2.3 – 5/01

## **BOARD OF TRUSTEES POLICY – COMPENSATION & BENEFITS**

Edmonds Community College  
WA State Community College District 23

### **BOT 10.0 – COMPENSATION & BENEFITS**

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#### *SUMMARY/SCOPE*

The Board of Trustees delegates to the President the authority to determine compensation and benefits for Edmonds Community College employees.

#### *DESCRIPTION*

With respect to employment, compensation and benefits to employees, consultants, and contract workers, the President will ensure fiscal integrity and sensitivity to public image.

Accordingly, the President will:

1. Not change his/her own compensation and benefits.
2. Refrain from promising or implying permanent or guaranteed employment.
3. Honor and uphold all Collective Bargaining Agreements.
4. Honor negotiated contracts with vendors and/or consultants.
5. Recognize non-bargaining unit employees through an equitable compensation plan.
6. Foster continuous professional development.
7. Seek fair, consistent and competitive compensation and benefits for all employees.

#### *GLOSSARY TERMS*

Board of Trustee(s)

#### *RELATED POLICIES AND PROCEDURES*

(was) B 2.5

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

#### *REVIEW PERIOD*

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

*REVIEW HISTORY*

Amended for Numbering Change, 2/18/14

Amended for Name Change, 8/1/02

BOT 2.6 - 5/01



## **BOARD OF TRUSTEES PROCEDURE – COMPENSATION & BENEFITS**

Edmonds Community College  
WA State Community College District 23

### **BOT 10.01 pr – COMPENSATION & BENEFITS**

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#### *SUMMARY/SCOPE*

This procedure provides the framework for implementing Board Policy 10.0 - Compensation and Benefits.

#### *DESCRIPTION*

The President will ensure fiscal integrity of the BOT 10.0 - Compensation and Benefits policy by:

1. Any compensation or benefits changes to the President's contract will be voted on by the Board of Trustees in an open session Board meeting. The Associate Vice President for Human Resources is authorized to work directly with the Board of Trustees to discuss and implement those changes to the President's employment contract.
2. Having College Policies in place that address the employment process and provide training for all supervisors through the Office of Human Resources Office.
3. Listing all employee benefits on the Human Resources website, as well as providing each newly hired permanent employee with a letter that states her/his annual compensation and terms of employment if less than 100% full-time. The Associate Vice President for Human Resources or designee will review the placement of all permanent employees on their respective compensation schedules.
4. Ensure the Office of Human Resources oversees all relationships with the College's bargaining units and maintains ongoing communication.
5. All Vice Presidents will work with their respective supervisors to ensure they are following the Collective Bargaining Agreements for their respective employees.
6. Appointing the Vice President for Finance and Operations to ensure all contracts are in compliance with state and federal laws and regulations.

#### *GLOSSARY TERMS*

Board of Trustee(s)

#### *RELATED POLICIES AND PROCEDURES*

(was) B 2.5

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

*REVIEW PERIOD*

Three years. Requires President consulting with Board of Trustees Chair on changes made.

*REVIEW HISTORY*

Amended for Numbering Change, 2/18/14

Amended for Name Change, 8/1/02

BOT 2.6 – 5/01

# **BOARD OF TRUSTEES POLICY – BOARD TREASURER & FISCAL ACCOUNTABILITY**

**Edmonds Community College  
WA State Community College District 23**

## **BOT 11.0 – BOARD TREASURER & FISCAL ACCOUNTABILITY**

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### *SUMMARY/SCOPE*

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

### *DESCRIPTION*

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

### **ASSET PROTECTION**

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

### **DEBT MANAGEMENT**

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

### **CASH AND INVESTMENT MANAGEMENT**

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

### *GLOSSARY TERMS*

Board of Trustee(s)

### *RELATED POLICIES AND PROCEDURES*

(was) B 2.4, 2.6, 2.9, and 2.10

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

*REVIEW PERIOD*

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

*REVIEW HISTORY*

BOT 11.0

Amended for numbering change and combined with Board Policies BOT 2.6, 2.9, 2.10  
2/9/17

BOT 2.4

Amended and combined with Board Policy B 2.5, 2/18/14, Resolution 14-2-1  
for Numbering Change, 2/18/14

BOT 2.4 - 5/01

BOT 2.6

Amended for Numbering Change, 2/18/14

Amended for Name Change, 8/1/02

BOT 2.7 – 5/01

BOT 2.9

Amended for Numbering Change, 2/18/14

Approved Board Policy B 2.9, 9/11/08, Resolution 08-9-1

BOT 2.10

Amended for Numbering Change, 2/18/14

Approved Board Policy B 2.10, 9/11/08, Resolution 08-9-2

# **BOARD OF TRUSTEES PROCEDURE – BOARD TREASURER & FISCAL ACCOUNTABILITY**

**Edmonds Community College  
WA State Community College District 23**

## **BOT 11.01 pr – BOARD TREASURER & FISCAL ACCOUNTABILITY**

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### *SUMMARY/SCOPE*

This procedure explains the process for implementing Board Policy 11.0 – Board Treasurer and Fiscal Accountability.

### *DESCRIPTION*

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

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

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

### *ASSET PROTECTION*

The President will:

1. Minimize exposure of the organization, its Board, and its staff from claims of liability.
2. Receive, process, and disburse funds under controls, which are sufficient to meet the State Auditor's standards.
3. Protect the organization's intellectual property, information, and files from loss or significant damage.
4. Inform the Board, at a minimum on a quarterly basis, of:
  - A. Any pending litigation.

- B. Any settlement agreement.
- 5. Enter into contracts that are aligned with the College's Mission, Vision, Core Themes, Strategic Objectives, Strategic Plan, and Values, as well as fiscally sound and in compliance with state and federal laws and regulations.
- 6. Safeguard the College's public image and credibility.

## DEBT MANAGEMENT

The College shall not incur debt or borrow money which will cause the aggregate debt contracted by the College to exceed that amount for which payments of principal and interest in any fiscal year would require the College to expend more than seven percent (7%) of the average general operating revenues for the three (3) immediately preceding fiscal years.

## CASH AND INVESTMENT MANAGEMENT

The Vice President for Finance and Operations or designee shall invest College funds and is responsible for the College's investment program. The Vice President for Finance and Operations or designee will take necessary actions to ensure the prudent investment of College funds. The Vice President for Finance and Operations or designee shall provide periodic reports to the President. The report shall provide an accurate and meaningful representation of the investment portfolio and provide analysis as proof of compliance with this policy.

## GLOSSARY TERMS

Board of Trustee(s)

## RELATED POLICIES AND PROCEDURES

(was) B 2.4, B 2.6, B 2.9, and B 2.10

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

## REVIEW PERIOD

Three years. Requires President consulting with Board of Trustees Chair on changes made.

## REVIEW HISTORY

BOT 11.0

Amended for numbering change and combined with former BOT 2.4, 2.6, 2.9, 2.10

BOT 2.4

Amended and combined with Board Policy B 2.5, 2/18/14, Resolution 14-2-1 for Numbering Change, 2/18/14

BOT 2.4 - 5/01

BOT 2.6

Amended for Numbering Change, 2/18/14

Amended for Name Change, 8/1/02

BOT 2.7 – 5/01

BOT 2.9

Amended for Numbering Change, 2/18/14

Approved Board Policy B 2.9, 9/11/08, Resolution 08-9-1

BOT 2.10

Amended for Numbering Change, 2/18/14

Approved Board Policy B 2.10, 9/11/08, Resolution 08-9-2

## **BOARD OF TRUSTEES POLICY – COMMUNICATION & COUNSEL TO THE BOARD**

Edmonds Community College  
WA State Community College District 23

### **BOT 12.0 – COMMUNICATION & COUNSEL TO THE BOARD**

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#### *SUMMARY/SCOPE*

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

#### *DESCRIPTION*

With respect to providing information and counsel to the Board, the President will have the duty to ensure that the Board remains informed. Report in a timely manner an actual or anticipated noncompliance with any policy of the Board.

Deal with the Board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the Board. If concerns arise between an individual Board member and the President, the President shall seek the advice of the Board Chair.

Function as the primary College communication link through the Board Chair to the Board. At the Board Chair's request, the President may contact other Board members to inform them of key issues in compliance with the Open Public Meetings Act (RCW 42.30.080).

#### *GLOSSARY TERMS*

Board of Trustee(s)

#### *RELATED POLICIES AND PROCEDURES*

(was) B 2.7

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

College President

#### *REVIEW PERIOD*

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

#### *REVIEW HISTORY*

Amended for Numbering Change, 2/18/14

Amended for Name Change, 8/1/02

BOT 2.8 - 5/01



# **BOARD OF TRUSTEES PROCEDURE – COMMUNICATION & COUNSEL TO THE BOARD**

Edmonds Community College  
WA State Community College District 23

BOT 12.01 pr – COMMUNICATION & COUNSEL TO THE BOARD

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## *SUMMARY/SCOPE*

This procedure explains the process for implementing Board Policy 12.0 – Communication and Counsel to the Board.

## *DESCRIPTION*

The President has an obligation to ensure that the Board of Trustees is kept informed of critical issues and the overall operation of the College. Accordingly, the President will:

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

## *GLOSSARY TERMS*

Board of Trustee(s)

## *RELATED POLICIES AND PROCEDURES*

(was) B 2.7

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

*REVIEW PERIOD*

Three years. Requires President consulting with Board of Trustees Chair on changes made.

*REVIEW HISTORY*

Amended for Numbering Change, 2/18/14

Amended for Name Change, 8/1/02

BOT 2.8 - 5/01

## **BOARD OF TRUSTEES POLICY – EMERGENCY EXECUTIVE SUCCESSION**

Edmonds Community College  
WA State Community College District 23

### **BOT 13.0 – EMERGENCY EXECUTIVE SUCCESSION**

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#### *SUMMARY/SCOPE*

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

#### *DESCRIPTION*

In order to protect the Board from sudden loss of chief executive services, the President will ensure that members of the staff are familiar with Board and chief executive issues and processes. In an emergency, the Executive Vice President for Instruction will be responsible for assuming the duties of Acting President until the Board takes action to approve a longer-term successor. Should the Executive Vice President for Instruction be unable to perform these duties, then the Vice President for Finance and Operations will serve as Acting President.

#### *GLOSSARY TERMS*

Board of Trustee(s)

#### *RELATED POLICIES AND PROCEDURES*

(was) B 2.7

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

#### *REVIEW PERIOD*

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

#### *REVIEW HISTORY*

Amended for Administrative Title and Numbering Change, 2/18/14  
Amended, 1/11/07  
BOT 2.9 - 5/01

## **BOARD OF TRUSTEES POLICY – STUDENT SUCCESS**

Edmonds Community College  
WA State Community College District 23

### **BOT 14.0 – STUDENT SUCCESS**

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#### *SUMMARY/SCOPE*

The College fully supports all students being successful in achieving their educational goals.

#### *DESCRIPTION*

The Board of Trustees of Edmonds Community College affirms that all students are entitled to educational opportunities that support the students' educational and career goals and that student success is a shared responsibility across the college.

The College's Mission, Vision, Core Themes, Strategic Objectives, Strategic Plan, Values, and budget decisions will reflect the College's convictions about the importance of success and equity for all students. In summary, this Board policy is designed to ensure that Board and College policies and actions facilitate practices that support students' success.

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

#### *GLOSSARY TERMS*

Board of Trustee(s)

*RELATED POLICIES AND PROCEDURES*

(was) Not apply.

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

*REVIEW PERIOD*

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

*REVIEW HISTORY*

Approved 6/9/16

# BOARD OF TRUSTEES PROCEDURE – COMMUNICATION & COUNSEL TO THE BOARD

Edmonds Community College  
WA State Community College District 23

## BOT 14.01 pr – COMMUNICATION & COUNSEL TO THE BOARD

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### *SUMMARY/SCOPE*

This procedure explains the process for implementing Board Policy 14.0 – Student Success.

### *DESCRIPTION*

The Board and President work collaboratively to advance student success.

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

- Edmonds Community College will continue to be accountable to staying informed about and responsible for improving student success.
- The Board of Trustees will communicate with its constituencies, legislators, and other public policy makers about the College's goals and will advocate public policy decisions and resource allocations that support student success.

*2. Requiring the College to implement policies to support student success.*

- The Board of Trustees requires the College to identify, publicize, and implement college policies and procedures that shape student success.

*3. Expecting the College to engage in evidence-based institutional improvement.*

- Promote collaboration across the organization and among various groups, by achieving consensus on the measures of student success, and by stressing that student success is everyone's shared responsibility;
- Collect and publish a variety of indicators on college performance, particularly related to equity in students' academic performance and completion;
- Use disaggregated student progress data (qualitative and quantitative) and cohort tracking to foster inquiry and improve programs, teaching, and learning; and
- Engage in open and transparent conversations regarding data and information related to student success.
- The College is directed to establish measureable student metrics: individual student's educational goals, successful course completion, retention, persistence, certificate/degree attainment, transfer, and employment. Diversity

goals address gaps in student outcomes across populations particularly among low-income students, students of color, students with disabilities, veterans, and their peers.

*GLOSSARY TERMS*

Board of Trustee(s)

*RELATED POLICIES AND PROCEDURES*

(was) Not apply.

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

College President

*REVIEW PERIOD*

Three years. Requires President consulting with Board of Trustees Chair on changes made.

*REVIEW HISTORY*

Approved 6/9/16

## **BOARD OF TRUSTEES POLICY – ACADEMIC FREEDOM**

Edmonds Community College  
WA State Community College District 23

### **BOT 15.0 – ACADEMIC FREEDOM**

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#### *SUMMARY/SCOPE*

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

#### *DESCRIPTION*

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

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

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

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

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

#### *GLOSSARY TERMS*

Board of Trustee(s)

#### *RELATED POLICIES AND PROCEDURES*

(was) B 1.3

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



College President

*REVIEW PERIOD*

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

*REVIEW HISTORY*

Amended for Numbering Change, 11/21/13, Resolution 13-11-2

Adopted 9/12/13, Resolution 13-9-1

## **BOARD OF TRUSTEES POLICY – EMERITUS STATUS**

Edmonds Community College  
WA State Community College District 23

### **BOT 16 – EMERITUS STATUS**

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#### *SUMMARY/SCOPE*

The College may confer Emeritus Status to an employee who is retiring from Edmonds Community College.

#### *DESCRIPTION*

Emeritus status may be granted to a College employee upon retirement because he/she displayed meritorious, exemplary performance during his/her employment at the College and has been nominated per this policy. The emeritus title is conferred upon the approval of the President; in the case of the President, the Board of Trustees confers this status. Statutory Authority is granted to the Board through RCW 28B.50.140.

#### Benefits of Emeritus Status

All emeriti shall be accorded the following privileges:

1. Possession of a free campus staff parking permit to be issued and verified by Campus Security;
2. Same library borrowing privileges as current employees;
3. Access to campus recreational and social facilities;
4. Complimentary or reduced-priced admission to cultural and athletic events, at the discretion of the sponsoring group;
5. Invitations to participate in selected department and/or College functions;
6. Attendance at public College functions and celebrations affirming the academic mission of the College, such as commencement;
7. Receive Edmonds Community College mailings;
8. Will automatically retain their computer account(s), which includes E-mail and Internet access.

*GLOSSARY TERMS*

Board of Trustee(s)

*RELATED POLICIES AND PROCEDURES*

(was) B 2.11 and B 2.12

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

*REVIEW PERIOD*

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

*REVIEW HISTORY*

Amended for Numbering Change, 2/18/14

Adopted 8/22/13, Resolution 13-8-1

## **BOARD OF TRUSTEES PROCEDURE – EMERITUS STATUS**

Edmonds Community College  
WA State Community College District 23

### **BOT 16.01 pr – EMERITUS STATUS**

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#### *SUMMARY/SCOPE*

This procedure explains the process for implementing Board Policy 16.0 – Emeritus Status.

#### *DESCRIPTION*

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

Specific criteria for a positive recommendation for emeritus status will largely be vested in the department or office, based upon those activities that it values as expressed through the unit standards. However, all candidates for emeritus status must meet at least the following general guidelines:

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

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

#### *GLOSSARY TERMS*

Board of Trustee(s)

#### *RELATED POLICIES AND PROCEDURES*

(was) B 2.11 and B 2.12

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

#### *REVIEW PERIOD*

Three years. Requires President consulting with Board of Trustees Chair on changes made.

*REVIEW HISTORY*

Amended for Numbering Change, 2/18/14

Adopted 8/22/13, Resolution 13-8-1

**PRESIDENT'S REPORT  
FEBRUARY 9, 2017****PRESIDENT JEAN HERNANDEZ  
EVENT HIGHLIGHTS NOVEMBER 2016 – FEBRUARY 2017**

- Nov. 15 – Mock accreditation team visit; three colleagues well versed in accreditation standards conducted the visit that assisted us on our continual work on accreditation
- Dec. 6 – Partnership Lynnwood (formerly known as Town and Gown) meeting – Edmonds CC and the City of Lynnwood and additional industry and non-profit groups continue to meet every 2 months to create more events that are supported by multiple partners.
- Jan. 6 – Dr. Tonya Drake and I traveled to Olympia and met with John Aultman, Governor Inslee's Education Staff person and with Amy Anderson, Association of Washington Businesses Vice President. We had great conversations and share our legislative requests for this biennium.
- Jan. 7 – The Latino Leadership Initiative (LLI) that is managed by Latino Education & Training Institute (LETI) and has students from Edmonds, Everett, and Skagit Community Colleges as participants, held its annual kick-off event. This is LETI's fifth cohort, and 3 Edmonds CC alums of the program attended the day's activities.
- Jan. 17 – The SBCTC staff asked me to testify on HB 1129 in Olympia. This is the Prison Education bill that asked for authority to offer up to a two-year transfer or workforce degree at the corrections institutions, like Monroe Correctional Complex. There is no monetary ask on this bill.
- Jan. 19 – Dr. Tonya Drake and I met with Senator Marko Liias and Senator Guy Palumbo. Our goal was to share our legislative agenda with each and ask for their support.
- Jan. 20 – Dennis Curran and I were part of a Joint Base Lewis McChord (JBLM) Educators Tour that had about 40 participants. We were greeted by General Lanza, had a number of briefings about the base, toured their simulation facilities, had a close-up look at some of their artillery equipment, watched 2 military dog demonstrations, and ended our day at General Lanza's home for a reception. It was a very informative day.
- Jan. 30 – Trajal Hospitality Tourism College held its annual graduation ceremony. David Cordell, Dr. Charlie Crawford, and other members of President's Cabinet joined us for the celebration.

## “RED” INDICATOR OF ACHIEVEMENT REPORT

To evaluate Edmonds CC’s progress toward meeting the core theme objectives and fulfilling the institutional mission, the strategic councils and institutional researchers systematically analyze indicator data and capture the results in annual [institutional performance reports](http://www.edcc.edu/research/performance-reports.html) (<http://www.edcc.edu/research/performance-reports.html>). In addition to tracking institutional progress, the evaluation cycles also help campus members identify new strategies and activities to further support the core themes.

At the current time, the college is not meeting only one of its Indicators of Achievement. An assessment of the current status of this indicator and improvements that the college has already made in this area are below:

### Indicator of Achievement 3.1 Satisfaction with Career Counseling

The college offers programs and services to assist students with transitioning into post-college careers. Comparison with a national cohort allows the college to monitor its outcomes with respect to national levels of performance. Responses to the CCSSE questions reflect the students’ awareness of, participation in, and satisfaction with career counseling activities and services.

Indicator	Target	Baseline Year	Current Status
Indicator 3.1: Satisfaction with Career Counseling  Measurement: As measured by Community College Survey of Student Engagement, the college will be no lower than 5 valid percentage points below the CCSSE cohort group and have at least 70% of valid respondents answer "Somewhat" or "Very" to the question: "How satisfied are you with the following service at this college - Career counselling?"	yellow: 70%-74% and/or -5% to 0% difference;  green: 75%+ and/or 0%+ difference	74.9%  and -2.1% difference  MET	72.7%  and -5.8% difference  NOT MET This indicator has been trending downward from the yellow threshold level into the red level.

**Overall Analysis:** Between 2009 and 2015, this indicator went from a high in 2011 of 80.7% to a low in 2015 of 72.7%. This drop has not jeopardized the college’s mission fulfillment status but is still a cause for concern. Employment rates for the college’s Professional-Technical graduates have been strong, which suggests that, when accessed, career counseling services can be effective. The college is looking at other options (aside from CCSSE) for evaluating and improving the services and the students’ satisfaction levels.

Toward that end, Strategic Council 3 inventoried the college’s strategies for meeting Core Theme 3’s objectives and for supporting related goals in the college’s 2012-15 Strategic Plan. In that review, Council 3 found that only Professional Technical and Worker Retraining students were directed to the career oriented services. Increased awareness of and use of the services will likely lead to larger and broader sample sizes for surveys and other assessments.

Moreover, feedback from a broader range of students will help to improve career counseling efforts.

Council 3 has identified other opportunities for promoting career oriented services and programs. In 2015, the college broadened one of the General Education Requirement categories to include career preparation courses (e.g., Exploring Careers in STEM, and Career Planning in Computer Science). Also, the federal Workforce Innovation Opportunity Act (WIOA) strongly emphasizes employment preparation and career counseling services for students in Adult Basic Education programs. Council 3 anticipates collaborating with Pre-College faculty and with the Career Action Center to address that mandate.

#### **Factors Contributing to Indicator 3.1 Trends and Related Matters:**

- Indicator 3.1 peaked in 2011, during the economic downturn, when the college had a higher number of Worker Retraining students, who were required to get career counseling/advising. As the economy improved, the Worker Retraining enrollments dropped.
- The Student Services and Workforce Development divisions have experienced a lot of administrative and staff turnover, which has interrupted in-process initiatives and strategies. (See 4.B.1 for improvements made to address these identified issues.)

#### **Assessment Results for Core Theme 3: Access Career Opportunities**

In reviewing and analyzing Indicators of Achievement, Strategic Council 3 determined that Indicator 3.1 is difficult to evaluate, partly because of variations in approaches to career counseling. Council 3 is working on making its indicators more inclusive and on developing ways to more proactively engage stakeholders, including students, faculty, and staff, in conversations about Core Theme 3's goals. The council plans to use such discussions to help identify data sources that could more effectively inform and drive strategic decisions.

#### **Indicator of Achievement 3.1 Satisfaction with Career Counseling**

Strategic Council 3 has come to realize that the college's career-counseling services and career-related departments use significantly different terminology and need to be more consistent in their messaging to students and faculty.

Additional evidence-based recommendations for improvements include the following:

- Establish more consistency and coordination across Career and Academic Advising, Career Action Center, and the Counseling and Resource Center. (The college has used to workforce development funds to better train its Academic Advisors to provide career information, and these employees' titles have been changed to Career and Academic Advisors.)
- Coordinate career-counseling activities with the Pre-College Division's efforts to align with the WIOA, which emphasizes career-planning and placement.
- Capitalize on the career-opportunity connections created by Guided Pathway efforts:
  - Encourage more collaborations among professional-technical and transfer faculty to enhance their understanding of each other's curricula and to help transfer faculty understand the career-preparation elements of Guided Pathways.
  - Offer transfer students the kind of career information that professional-technical students receive.
- Survey students at different points in time, after they have accessed career-counseling resources and services.
- Better educate students about what career counseling encompasses.



### **Additional Actions in Support of this Indicator**

In response to stringent state and federal data-tracking and evaluation requirements, as well as continually changing employment conditions, the Workforce Development division and instructional departments have well-established systems for evaluating outcomes and goals for career-oriented programs and services. These areas also use SIMPLE Plans, Program Reviews, industry trends, community needs, and employment data to assess progress toward program outcomes and to identify new opportunities and goals.

Since the college's indicator that measures career counseling is the only indicator below the acceptable threshold level, Council 3 has been working to determine if the college's career-planning services are sufficiently integrated with each other and with Core Theme 3's goals. Those discussions have also focused on ways to improve the services' structures and to clarify the methods for assessing the services' outcomes, such as through a [career path diagram](https://drive.google.com/file/d/0B2hJLYDy-C8ZYWd1ZVYwdG9sbkk/view) (<https://drive.google.com/file/d/0B2hJLYDy-C8ZYWd1ZVYwdG9sbkk/view>) or mobile application that students can use.

To support a 2012-15 Strategic Plan goal for using community partnerships to help students transition into careers, Strategic Council 3 implemented a [pilot project to develop career-oriented modules](https://docs.google.com/a/email.edcc.edu/viewer?a=v&pid=sites&srcid=ZW1haWwuZWRjYy5lZHV8c3RyYXRIZ2ljLXBsYW4tdGVtcGxhdGV8Z3g6Njl0YmU0YzFIZmNiOWRjNw) (<https://docs.google.com/a/email.edcc.edu/viewer?a=v&pid=sites&srcid=ZW1haWwuZWRjYy5lZHV8c3RyYXRIZ2ljLXBsYW4tdGVtcGxhdGV8Z3g6Njl0YmU0YzFIZmNiOWRjNw>) for professional technical and transfer students. The pilot was funded by workforce education resources. Even though at the end of the pilot the results were mixed, Council 3 requested additional funds from RAC to continue the project, but RAC denied the request because the project was not well-vetted by the instructional divisions. Moreover, it would have been implemented in the middle of the academic year, when multiple, previously-planned projects were already underway. RAC's decision demonstrates oversight and planning at a governance-body level. The decision also serves as an example of the occasional challenges of connecting strategic and operational plans. As the integrated planning and evaluation cycles evolve, so does the college's awareness of the potential misalignments. That understanding also points the way to improvement strategies.

## **BOARD OF TRUSTEES**

MEETING DATES 2017

Second Thursday of Month - 4:30 p.m.

DATE	MEETING	<b>AGENDA</b>
January 2017		<b>NO JANUARY MEETING</b>
February 9, 2017	REGULAR MEETING AND STUDY SESSION	<p>Community Conversation</p> <ul style="list-style-type: none"> <li>• Dr. Gary Cohn, Superintendent, Everett School District</li> </ul> <p>Old Business – Action</p> <ul style="list-style-type: none"> <li>• Approval of Board Policy Revisions (Bot 1.0 – 6.0)</li> </ul> <p>New Business – First Consideration</p> <ul style="list-style-type: none"> <li>• Consideration of Tenure Status</li> <li>• Consideration of Permanent Status</li> <li>• Consideration of Probationary Tenure Status</li> <li>• Consideration of Probationary Permanent Status</li> <li>• Consideration of Board Policies (Bot 8.0 – 16.0)</li> </ul> <p>Study Session</p> <ul style="list-style-type: none"> <li>• “Red” Indicators of Achievement – Jean Hernandez</li> <li>• Legislative Update – Tonya Drake</li> <li>• Ethics and Anti-harassment Policy – Dennis Curran</li> </ul> <p>Board Discussion</p> <ul style="list-style-type: none"> <li>• 2017 Board Calendar Review</li> <li>• Board Policy Review Schedule</li> </ul>
March 9, 2017	REGULAR MEETING	<p>Community Conversation</p> <ul style="list-style-type: none"> <li>• Scott Hugill &amp; Jerry Smith, City of Mountlake Terrace <i>(tentative)</i></li> </ul> <p>Old Business – Action</p> <ul style="list-style-type: none"> <li>• Approval of Tenure &amp; Permanent Status</li> <li>• Approval of Continuing Probationary Status</li> <li>• Approval of Board Policies (B 1.8 – B 1.16)</li> </ul> <p>New Business – First Consideration</p> <ul style="list-style-type: none"> <li>• Consideration of Professional Leave</li> <li>• Consideration of 2017-2018 Fees</li> </ul>
April 13, 2017	STUDY SESSION & BRIEF REGULAR MEETING	<p>Community Conversation</p> <ul style="list-style-type: none"> <li>• Dr. Marci Larsen, Sup. Mukilteo School District <i>(tentative)</i></li> </ul> <p>Old Business – Approval</p> <ul style="list-style-type: none"> <li>• Approval of Professional Leave</li> <li>• Approval of 2017-2018 Fees</li> </ul> <p>New Business – First Consideration</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Study Session</p> <ul style="list-style-type: none"> <li>• Metrics Update – Jim Mulik and Danielle Carnes</li> </ul>

		<ul style="list-style-type: none"> <li>• Quarterly Budget &amp; Funding Update – Kevin McKay</li> <li>•</li> </ul>
May 2, 2017 [Tuesday]	SPECIAL MEETING	<p>Joint special meeting with the Edmonds School District Board of Directors 6:30-8:30 p.m. Edmonds School District Boardroom</p>
May 11, 2017	REGULAR MEETING <b><u>3:30 p.m.</u></b>	<p><b>(3:30-4:30 p.m. – TENURE &amp; PERMANENT STATUS RECEPTION)</b>  <b>4:30 p.m. – Regular meeting begins</b>  Old Business – Action</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>New Business – First Consideration</p> <ul style="list-style-type: none"> <li>• Consideration of College Operating Budget</li> <li>• Consideration of Associated Students Budget</li> <li>• Consideration of Associated Students Fees</li> <li>• Consideration of International Contract Program</li> <li>•</li> </ul> <p>Monitoring Report:</p> <ul style="list-style-type: none"> <li>•</li> </ul>
June 8, 2017	REGULAR MEETING	<p>4:30 p.m. Recognition of Retirees 5:00 p.m. Business meeting begins Old Business – Action</p> <ul style="list-style-type: none"> <li>• Approval of College Operating Budget</li> <li>• Approval of Associated Students Budget</li> <li>• Approval of Associated Students Fees</li> <li>• Approval of International Contract Program</li> </ul> <p>New Business – First Consideration</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Executive Session</p> <ul style="list-style-type: none"> <li>• Review performance of public employee</li> </ul>
July 2017		<b>NO JULY MEETING</b>
August 18, 2017	STUDY SESSION	<p>8:00 a.m. – 5:00 p.m. – All-day Study Session TOPICS:</p> <ul style="list-style-type: none"> <li>• Institutional Performance Indicators</li> <li>• Board Annual Evaluations – 2016-2017</li> <li>• Quarterly Operating Budget Update</li> <li>•</li> </ul>
September 14, 2017	REGULAR MEETING	<p>Community Conversation</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Old Business – Action</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>New Business – First Consideration</p> <ul style="list-style-type: none"> <li>• Consideration of 2018 Board Meeting Dates</li> <li>• Review of 1/3 of Board Policies</li> </ul> <p>Monitoring Report</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Board Discussion</p> <ul style="list-style-type: none"> <li>• Review 2017-2018 Board Calendar</li> </ul>
October 12, 2017	STUDY	Study Session

	SESSION & REGULAR MEETING	Topic(s): <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul> Regular Meeting Old Business – Action <ul style="list-style-type: none"> <li>• Approval of 1/3 of Board Policies</li> </ul> New Business – First Consideration <ul style="list-style-type: none"> <li>•</li> </ul>
November 9, 2017	REGULAR MEETING	Community Conversation <ul style="list-style-type: none"> <li>•</li> </ul> Old Business <ul style="list-style-type: none"> <li>• Approval of 2018 Board Meeting Dates</li> </ul> Monitoring Report <ul style="list-style-type: none"> <li>• Quarterly Operating Budget Update</li> </ul>
December 2017		<b>NO DECEMBER MEETING</b>

**The Board of Trustees will hold a minimum of 6 regular meetings and 4 study sessions throughout the year.**

January or February – Regular Meeting & Study Session  
March – Regular Meeting  
April – Study Session & Regular Meeting (brief/no reports)  
May – Regular Meeting  
June – Regular Meeting  
July – No meeting  
August – All-day Study Session  
September – Regular Meeting  
October – Study Session & Regular Meeting (brief/no reports)  
November – Regular Meeting  
December – No meeting

**Board of Trustees  
Upcoming Events  
2017**

DATE	EVENT	TIME/LOCATION	ATTENDANCE
January	<b>NO JANUARY BOARD MEETING</b>		
January 23-24	ACT Winter Conference	Red Lion Olympia Jan. 23 – New Trustee Orientation & Transforming Lives Award Dinner	Carl, Diana & Emily attending (Tonya Drake attending for Jean)
February 9	<b>Study Session &amp; Regular Meeting</b>	Gateway Hall 352	<b>Attendance Required</b>
February 13-16	ACCT National Legislative Summit	Washington DC	Carl, Diana, Emily, Lia and Jean attending
February 24	International Night	7:00-9:00 p.m. Edmonds Center for the Arts	Attend if interested
March 9	<b>Board of Trustees Meeting</b>	4:30 p.m. Gateway Hall 352	<b>Attendance Required</b>
April 13	<b>Study Session &amp; Regular Meeting</b>	4:30 p.m. Gateway Hall 352	<b>Attendance Required</b>
April 24-26	<b>Accreditation Visit</b>	April 24 or 25 Breakfast meeting with the evaluators – Board only Time & Location TBD	<b>Attendance Preferred if available</b>
April 29	Foundation Auction & Gala	5:30 p.m. (exact time TBD) Future of Flight Aviation Center, Everett	<b>Attendance preferred</b>
May 2	<b>Joint ESD/Board Meeting</b>	6:30 – 8:30 p.m. <b>ESD Board Room</b>	<b>Attendance Required</b>
May 11	<b>Board of Trustees Meeting</b>	<b>3:30-4:30 p.m.</b> – Tenure and Permanent Status Reception 4:30 p.m. – Meeting begins Gateway Hall 352	<b>Attendance Required</b>

May 12	Building Community Day	Woodway 202 (Excellence in Education Award will be presented at the morning campus meeting.) Morning Time TBD	Attend if available. Board Chair, or designee, to present Excellence in Education Awd.
May 25-26	ACT Spring Conference	Big Bend Community College, Moses Lake	Carl, Diana and Tia attending
June 8	<b>Board of Trustees Meeting</b>	4:30 p.m. Gateway Hall 352	<b>Attendance Required</b>
June 9	<b>Commencement</b>	Xfinity Arena, Everett 7:30 p.m. Arrive 6:15 p.m. to prepare	<b>Attendance Required</b>
July	<b>NO JULY BOARD MEETING</b>		
August 17	<b>Board Dinner</b>	Time and location TBD Evening before retreat	<b>Attendance Preferred</b>
August 18	<b>Study Session</b>	Location TBD 8:00 a.m. – 5:00 p.m.	<b>Attendance Required</b>
September 11	Convocation	8:00 – 11:00 a.m. Location TBD	Attend, if available
September 14	<b>Board of Trustees Meeting</b>	4:30 p.m. Gateway Hall 352	<b>Attendance Required</b>
October 12	<b>Study Session &amp; Regular Meeting</b>	4:30 p.m. Gateway Hall 352	<b>Attendance Required</b>
November 9	<b>Board of Trustees Meeting</b>	4:30 p.m. Gateway Hall 352	<b>Attendance Required</b>
December	<b>NO DECEMBER BOARD MEETING</b>		

For more information about college news and events, visit: <http://www.edcc.edu/news/>



**BOARD OF TRUSTEES**

**BOARD POLICY REVIEW SCHEDULE  
2017-2020**

2017-2018		2018-2019		2019-2020	
<b>September</b>	<b>Consideration</b>	<b>September</b>	<b>Consideration</b>	<b>September</b>	<b>Consideration</b>
	BOT 1.0		BOT 6.0		BOT 11.0
	BOT 2.0		BOT 7.0		BOT 12.0
	BOT 3.0		BOT 8.0		BOT 13.0
	BOT 4.0		BOT 9.0		BOT 14.0
	BOT 5.0		BOT 10.0		BOT 15.0
					BOT 16.0
<b>October</b>	<b>Approval</b>	<b>October</b>	<b>Approval</b>	<b>October</b>	<b>Approval</b>
	BOT 1.0		BOT 6.0		BOT 11.0
	BOT 2.0		BOT 7.0		BOT 12.0
	BOT 3.0		BOT 8.0		BOT 13.0
	BOT 4.0		BOT 9.0		BOT 14.0
	BOT 5.0		BOT 10.0		BOT 15.0
					BOT 16.0