

Washington Community College District 23

AGENDA

Regular Meeting
March 9, 2017
Gateway Hall 352
4:30 – 7:30 p.m.

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

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. City of Mountlake Terrace Mayor Jerry Smith & City Manager, Scott Hugill	Carl Zapora	1
4:55 PM	D. Public Comments (2 min. each)	Carl Zapora	
5:10 PM	E. Approval of Meeting Minutes 1. February 9, 2017	Carl Zapora	2
	F. Next meeting: April 13, 2017, 4:30 p.m.		
5:15 PM	G. Old Business – Action		
	1. Recommendation to approve Tenure Status (RN 17-3-1)	David Cordell	3
	2. Recommendation to deny Tenure Status (RN 17-3-2)	David Cordell	4
	3. Recommendation to approve Permanent Status (RN 17-3-3)	David Cordell	5
	4. Recommendation to approve Continuing Tenure Probationary Status (RN 17-3-4)	David Cordell	6
	5. Recommendation to approve Continuing Permanent Probationary Status (RN 17-3-5)	David Cordell	7
	6. Recommendation to approve Board Policies BOT 8.0, 9.0, 10.0, 11.0, 12.0, 13.0, 14.0, 15.0, 16.0 (RN 17-3-6)	Dr. Jean Hernandez	8

Continued

**EDMONDS COMMUNITY COLLEGE
BOARD OF TRUSTEES – AGENDA
MARCH 9, 2017
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6:15 PM	H. New Business – First Consideration		
	1. Consideration of Professional Leave for Tenured Faculty	David Cordell	9
	2. Consideration of Professional Leave for Permanent Status Faculty	David Cordell	10
	3. Consideration of 2017-2018 Fees	Kevin McKay	11
6:30 PM	I. BREAK		
6:40 PM	J. Reports		
	1. Student Representative	Naol Debele	
	2. Faculty Representative	Margaret West	
	3. Classified Staff Representative	Patti Pollardo	
6:50 PM	K. Foundation Report	Diana Clay	
6:55 PM	L. President’s Report	Dr. Jean Hernandez	12
7:00 PM	M. Board Discussion	Carl Zapora	
7:15 PM	N. Executive Session	Carl Zapora	
	1. Real Estate Discussion		
7:30 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.

Washington Community College District 23

Minutes
Regular Meeting
February 9, 2017

DRAFT

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

Others Present: Arlene Anderson, Dusty Brannan, Dr. Gary Cohn, Dr. Charlie Crawford, Dennis Curran, Nam Hoai Dang, Naol Debele, Tri Do, Dr. Tonya Drake, Maria French, Dan Guerrero, Dr. Jean Hernandez, Mary Heffernan, Karen Johnson, Susanne Meslans, Ross Monroe, Liz Payne, Frederick Pieters, Patti Pollardo, Stephanie Rothfuss, Lisa Schubert, Dr. Peter Scott, and Margaret West

CALL TO ORDER AND INTRODUCTION OF GUESTS

Carl Zapora, Board Chair, called the meeting to order at 4:32 p.m., welcomed those present, and asked for self-introductions.

COMMUNITY CONVERSATION

Dr. Gary Cohn, Superintendent, Everett School District

Dr. Cohn provided an overview of the Everett School District, highlighting strategic priorities and areas of success. Discussion included: STEM (Science, Technology, Engineering & Math), career pathways, graduation rates, college and career readiness, Naviance program, and partnerships with area colleges, including Edmonds CC. Dr. Cohn was recently named the 2017 Washington State Superintendent of the Year.

PUBLIC COMMENTS

Faculty members, Lisa Schubert, Dusty Brannan, Ross Monroe, Stephanie Rothfuss, and former Dean, Karen Johnson, each provided comments regarding their concern of the Tenure Committee's decision to recommend denial of tenure to a faculty member.

APPROVAL OF MINUTES

Motion: Trustee Clay moved and Trustee Yim seconded the approval of the November 10, 2016 meeting minutes.

Approved

NEXT MEETING

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

OLD BUSINESS – ACTION

Approval of Board Policies (RN 17-2-1) – Dr. Jean Hernandez

The Board Policy numbering system has been revised. Board Policies, BOT 1.0, 2.0, 3.0, 4.0, 5.0, and 6.0, were reviewed for final consideration and approval. Following discussion, the Board decided to revise the “content owner” verbiage on each policy. They will read: *“The primary responsibility for this policy belongs to: College President, Secretary to the Board of Trustees.”* They currently list the content owner as *“College President.”*

Also suggested, was a minor word revision to BOT 3.0. Under “Description” the words *“concentrate its efforts on”* will be revised to *“ensure they are in compliance with.”*

Motion: Trustee Powers moved and Trustee Yim seconded the approval of Resolution No. 17-2-1, as revised.

Approved

NEW BUSINESS – FIRST CONSIDERATION

Consideration of Tenure Status – Dr. Charlie Crawford

Dr. Charlie Crawford, Executive Vice President for Instruction, presented the recommendation for the following nine faculty members for consideration of tenure status: Michael Andrew, Jennifer Baldwin, Haley Benjamins, Kevin Fogarty, Ruth Harris-Barnett, Dr. Brent Leithauser, John Sherman, Kathleen Simonton, and Daniel White. Tenure portfolios were distributed for the Trustees for their review prior to the March meeting.

The Board will be asked to approve tenure status at the March 9, 2017 meeting.

Consideration of Recommendation to Deny Tenure Status – Dr. Charlie Crawford

Dr. Charlie Crawford presented the recommendation by the Tenure Committee for Jeremy Matthews to deny tenure.

The Board will be asked to deny tenure for Jeremy Matthews at the March 9, 2017 meeting.

Consideration of Permanent Status – Dr. Charlie Crawford

Dr. Charlie Crawford presented the recommendation for consideration of permanent status for Emily Fissel. Ms. Fissel’s portfolio was distributed to the Trustees for their review prior to the March meeting.

The Board will be asked to approve permanent status at the March 9, 2017 meeting.

Consideration of Continuing Tenure Track Probationary Appointments – Dr. Charlie Crawford

Dr. Charlie Crawford presented the second and third year tenure track probationary faculty members for consideration of continuing renewal of their probationary appointments. Brief biographies were distributed.

Second year appointments: Dyani Bartlett, John Baumgartner, Michelle Behan, Dr. Timothy Burdick, Nicole Galipeau, Terri Glazewski, Tucker Howie, Theresa Pouley, Catharine Robinweiler, Gwen Schlichta, and Stacy Schwartz.

Third year appointments: Audineh Asaf, Stephanie Bevans, Christina Coiro, Mark Einfeld, Daniel Griesbach, Louis Ho, Gabrielle McIntosh, Geoffrey McKeown, Chuck Mueller, and Linda Zuvich.

The Board will be asked to approve continuing tenure track probationary appointments at the March 9, 2017 meeting.

Consideration of Continuing Permanent Status Probationary Appointments – Dr. Charlie Crawford

Dr. Charlie Crawford presented the third year permanent status probationary faculty members for consideration of continuing renewal of their probationary appointments. There were no second year appointments presented this year.

Third year appointments: Linda Carlson and Ruth Voetmann

The Board will be asked to approve continuing permanent status probationary appointments at the March 9, 2017 meeting.

Consideration of Board Policy Revisions – Dr. Jean Hernandez

President Hernandez presented the remainder of the revised Board Policies for first consideration. Policies BOT 8.0, 9.0, 10.0, 11.0, 12.0, 13.0, 14.0, 15.0, and 16.0. [Note: BOT 7.0 was approved October 2016.] All Board Policies were reviewed prior to the meeting by AAG Arlene Anderson. Some policies have been combined and most of them include accompanying procedures.

Discussion included suggestions of minor editing of verbiage, including:

- 8.01pr – General Executive Expectations and Authority. “Strategic Councils” and “SIMPLE Plan” will either be defined or assigned a generic term.
- 9.0 – President’s Performance Evaluation. The Board will discuss further in August. The rating level may need to be more streamlined, possibly reflecting three ratings rather than five.
- 11.0 – Board Treasurer and Fiscal Accountability. Debt management and cash investment management. It was requested that VP of Finance and Operations, Kevin McKay, provide an annual high level report. The procedure will be updated to reflect the addition of the Board being provided with this report annually, or when requested.
- 14.01pr – Title correction will be made to the procedure.

The suggested minor revisions will be made to the policies and accompanying procedures. The Board will be asked to approve the above policies at the March 9, 2017 meeting.

BOARD UPDATES

Student Representative – Naol Debele

Attachment A

Faculty Representative – Margaret West

Attachment B

Classified Representative – Patti Pollardo

Attachment C

FOUNDATION REPORT – Diana Clay

Trustee Clay provided the following updates for the Foundation:

- The financial audit will be completed in approximately two weeks. Questions have been addressed and all funds are accounted for and reassigned into the proper categories. A new accountant will be hired soon.
- The Director of Development position will be posted soon as the previous director has recently resigned.
- A planned giving seminar will be held on March 22.
- A registration link will go live next week for the April 29th Foundation Auction and Gala to be held at the Future of Flight at Paine Field. A block of rooms has been set aside at a nearby hotel.

PRESIDENT’S REPORT – Dr. Jean Hernandez

Attachment D

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

- President Hernandez distributed honey samples that were produced by the College’s bee hives. 40-50 pounds of honey are produced from each hive. Trustee Andrews provided additional information about the College’s honey bee farm.
- This week, the College received a letter from the Northwest Commission on Colleges and Universities with notification that the BAS degree in early childhood development may be offered in Fall 2017. The College will move forward and begin the first cohort in Fall 2017. The BAS degree will be in candidacy status; after one year the Commission will decide if the degree will be accredited, which would be backdated to Fall 2017. Dr. Hernandez congratulated and praised all involved in this effort, and recognized the key individuals responsible for the creation of this degree: Dr. Terry Cox, Pat Copeland, Karen Townsend, and Connie Schatz.

STUDY SESSION

“Red” Indicator of Achievement – Dr. Jean Hernandez

President Hernandez led a discussion regarding the “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 an annual institutional performance report. 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 this time, the College is meeting all of its Indicators of Achievement except for one: Indicator of Achievement 3.1 – Satisfaction with Career Counseling . Dr. Hernandez provided an assessment of the status of this Indicator, which has been trending downward. Dr. Hernandez shared the current improvements that have already been made over the last few years. .

The Indicators of Achievement report will be included in the 2017 Accreditation report.

Legislative Discussion – Dr. Tonya Drake

Dr. Tonya Drake, Vice President of College Relations and Advancement provided an overview of the College’s legislative priorities. Discussion included:

- High level state priorities
 - Capital budget, operating budget, Associate Degree Education (Corrections Education)
 - Trustees Clay and Zapora, as well as Foundation Board members, have joined President Hernandez and Dr. Drake in visiting state legislators in Olympia to discuss the College’s priorities.
- Federal priorities

- Support the Pell Grant program, invest in education and workforce training, reauthorize the Higher Education Act, support DACA students, reauthorize the Perkins Act, support students and institutions through the tax code
- The Board will be traveling to Washington DC in mid-February to attend the Association of Community College Trustees National Legislative Summit. During their visit, they will meet with legislators to share priorities.
- Executive orders – impact to our campus. We are working on messages to our students that they are safe and welcome here.
- The Board will watch for opportunities to attend campus events and remain supportive.

BREAK

At 6:36 p.m. the Board entered into a break. At 6:46 p.m. the Board reconvened to open session.

Harassment and Non-discrimination Policy and Ethics – Dennis Curran

Dennis Curran, Associate Vice President of Human Resources, provided a presentation on the Edmonds CC policies on harassment and non-discrimination, and ethics in state government.

- This information is an annual requirement for accreditation
- Non-discrimination policy – WAC 132Y-300. The policy addresses several protected classes, groups of individuals who are protected under state or federal laws, including sexual harassment (Title IX).
- The College is taking a proactive approach, meeting with various campus groups and publishing information in syllabi, class discussion, and providing training opportunities for students and employees.
- Ethics – RCW 42.52. The Board and all employees must adhere to state ethics guidelines. The state ethics board information: <http://www.ethics.wa.gov>

BOARD DISCUSSION – Carl Zapora

The Board discussed the following items:

- Review of Board 2017 meeting dates, including upcoming possible topics of conversation and business items.
- Review of upcoming events and activities.
- Accreditation visit will be April 24-26, 2017. The Board will be invited to a breakfast & meeting on April 24. More information to follow on time and location.
- Excellence in Education Award 2017 discussion.
- Board Policy review schedule for accreditation.
- Senate Confirmation hearings in Olympia. Trustees Clay, Zapora and Powers will attend on either February 20 or March 9.
- The Board will receive calendar invitations to all upcoming board meetings and other events and conferences.

ADJOURNMENT

The meeting was adjourned by Chair Carl Zapora at 7:31p.m.

ATTEST:

Mr. Carl Zapora, Chair

Dr. Jean Hernandez, Secretary

Date Approved

ATTACHMENT A
BOARD OF TRUSTEES
Monthly Meeting Report
STUDENT GOVERNMENT

February 9, 2017

Completed

- **Executive Board Meeting,**
 - **Edmonds Foundation's 5K Walk and Run,**
 - **01/06** The Executive Board funded the annual Edmonds Community College 5K Walk and Run as a Gold Sponsor.
 - **Funding request for printing service in Diversity Student Center**
 - **01/06** The Executive Board has funded the total amount of Two Thousand Seven Hundred sixty Dollars [\$2760.00]
 - **Edmonds Community College Website**
 - **01/27** The Executive Board allocated funding the amount of Seven-Thousand Dollars [\$7,000.00] for the request to redesign the Edmonds Community College main Website
 - **Diversity Student Center Project**
 - **01/27** The Executive Board has decided that in the Triton Student Center Remodel, Capital Project Manager have the authority to go forth with the necessary legal and build code and that the Brier building project be split into two projects: 1a. Diversity for Student Center and Game Room 1b. Deck and lattice, as long as the college will not pull out \$500,000.00 commitment
- **National Day of Service,**
 - **01/13** Over 100 students including two Executive Board members attended and volunteered during the National Day of Service program held at Gold Park.
- **Ethics Challenge**
 - **01/13** The Executive Board will compete at the Ethics Challenge on February 16th.
- **Breakfast With Champions**
 - **01/18** Two Executive Officers spoke at the event..
- **Leadership Is You Conference,**
 - **01/27** Center for Student Engagement and Leadership, International Student Services, Central Washington University-Lynnwood Student Life, and Housing funded this successful event, and 151 Students signed up for the event.
- **Legislative Advocacy Day,**
 - **01/27** Two Executive Officers, a Political Science student and CSEL Director Wayne Anthony attended the Advocacy Day. The meetings were mainly concerned with the Science Engineering Technology Building for Edmonds Community College campus. Meetings were held with Senator Maralyn Chase, Senator Marko Lias, and Representative Ruth Kagi.
- **New Executive Officer for Administrative Liaison Appointed,**
 - **01/31** The Executive Board appointed Naol Debele for the Executive Officer for Administrative Liaison position.

In Progress

- **American Student Association of Community College National Advocacy Conference**
 - **01/06** The Executive Board will send one Executive Officer to attend the ASACC National Advocacy Conference.
- **Technology Investment Management Committee**
 - **01/13** The Executive Officer for Technology will chair this committee and student volunteers are needed.
- **Services & Activities Fee Committee**
 - **01/13** The Executive Officer for Budget and Finance will chair this committee. The Executive Officer for Administrative Liaison, and Administrator representative Danielle Carnes, Executive Director for Strategic Enrollment, had been selected to serve on the S&A committee. Student Volunteers are needed and will be selected to serve on the committee.
- **Edmonds Foundation Gala**
 - **01/31** The Executive Board has discussed funding the Gala Event which will take place in April.
- **Executive Officer for Student Relations Vacancy,**
 - **01/31** The Executive Officer for Student Relations is currently vacant due to the appointment of the prior Executive Officer being appointed and moved to the Administrative Liaison. The Executive Board has until 01/03/17 to hire a new Executive officer for Student Relations.
- **Student Board of Trustee Screening Process,**
 - **01/31** The Executive Board approved on the 2017 Student Member Board of Trustees Proposed selection process timeline. Three Executive Officers and one trustee will serve on the committee.

Submitted by: Naol Debele, ASEdCC Administrative Liaison

ATTACHMENT B
BOARD OF TRUSTEES
Monthly Meeting Report
AFT LOCAL 4254 EdCC FACULTY

February 9, 2017

As you know, I try to keep these reports positive, and some of you are even kind enough to laugh at my jokes!

However, today we have a very serious matter to report, and I can't joke.

Among the tenure packets for the "first consideration" of tenure candidates, you have the packet of one candidate, Jeremy Matthews, whose committee has recommended denial of tenure.

This is obviously not the time or place to argue the case, but I can tell you, and as you have already heard tonight, faculty are outraged and distressed by the majority decision of this committee. This decision has especially sent shock waves through the first and second year candidates for tenure. Jeremy's skills were unquestioned during the first two years of his tenure candidacy. Suddenly in the third year, questions have been raised, and while all the accusations have been refuted by Jeremy himself along with the many letters in his packet written by deans, faculty, and students, the decision for denial has still been made.

As trustees, you have been put in a very difficult position, a position that we cannot remember occurring before. Normally the tenure committee has done the hard work with a candidate before the third year when trustees receive a packet. The major hope of faculty is that you read the packet even more carefully than you normally would, and you will see incongruities that cannot be allowed to stand.

It will of course be all too easy to defer to the committee. Forgive me for being candid, but if you do defer to the committee, it will be the most unjust act that you have ever done.

The Federation has filed a grievance, but we are working hard to resolve this issue now. No one wants the time and expense of the grievance process and arbitration.

I have other faculty activities on which to report, but they will keep until next time.

Thank you.

Margaret West
President
Local 4254
Edmonds Community College Federation of Teachers

ATTACHMENT C
BOARD OF TRUSTEES
MONTHLY MEETING REPORT
WPEA/UFCW LOCAL 365

February 9, 2017

- Our WPEA leadership is looking forward to our May 18th dinner with the Board of Trustees and Jean. We really enjoyed meeting everyone last year and getting to know you all better.
- WPEA is getting ready for office elections. They will take place during the summer. We are looking into having an outside organization that specializes in elections run them this time. New officers will take office January 1, 2018 for a term of three (3) years.
- Our WPEA Scholarship Committee is gearing up to post the application and procedures for this year's scholarships. We give away 8-\$500 scholarships, 2-\$1,500 scholarships, and 1-\$3,000 scholarship each year. I am on this committee and it isn't an easy decision to make when there are so many good applicants. What is nice about these scholarships is that they extend to the member and their families.
- The college received another records request from an individual. WPEA still has an injunction against the Freedom Foundation because they wanted our dates of birth. We are waiting for another court date which we hope will provide a final ruling regarding the release of state employee's birth dates. The current request asks for all kinds of information on state employees, but since the gentleman backed off on requesting our birth dates, WPEA did not file another injunction. Bills are being proposed in this legislative session to amend the Public Disclosure Law to prevent the future release of personal information pertaining to the state's employees. We hope these proposed bills will pass.
- Frederick Pieters, our newest Shop Steward, met with HR today to clarify the recent closure of hours due to the snow—how employees account for their time. He made good recommendations and suggested that HR create a list of essential employees to help in processing time during college closures due to inclement weather, etc .
- WPEA has put a survey on their website asking members what they would do with a 2% COLA, and what would they like to tell their legislators. WPEA will pass this information to the legislature. We also encourage our members to contact their individual District Representatives and Senators and ask for their support in funding our contracts.
- We are still working on member issues. That I am aware of, no grievances have been filed to this point.

Respectfully submitted by: Patti Pollardo, WPEA Chief Shop Steward

**PRESIDENT'S REPORT
FEBRUARY 9, 2017****ATTACHMENT D****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.

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.



BOARD OF TRUSTEES

Washington Community College District 23

RESOLUTION NO. 17-3-1

CONSIDERATION OF TENURE

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)

WHEREAS, the appointment review committees have met their responsibilities under the law and the negotiated agreement to review the appointments of the above-named and have recommended that tenure be granted, and

WHEREAS, the administration has received the recommendation of the appointment review committees and recommends for Michael Andrew, Jennifer Baldwin, Haley Benjamins, Kevin Fogarty, Ruth Harris-Barnett, Brent Leithauser, John Sherman, Kathleen Simonton, and Daniel White be granted tenure.

NOW THEREFORE BE IT RESOLVED that Edmonds Community College Board of Trustees grants tenure to Michael Andrew, Jennifer Baldwin, Haley Benjamins, Kevin Fogarty, Ruth Harris-Barnett, Brent Leithauser, John Sherman, Kathleen Simonton, and Daniel White and welcomes them to permanent faculty positions at Edmonds Community College.

ATTEST:

Dr. Jean Hernandez, Secretary

Mr. Carl Zapora, Chair

Date Approved

BACKGROUND***CONSIDERATION OF
RECOMMENDATION TO DENY
TENURE STATUS*****Subject**

Consider denial 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 he be denied tenure.

Recommendation

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

Washington Community College District 23

RESOLUTION NO. 17-3-2***CONSIDERATION OF
RECOMMENDATION TO DENY
TENURE STATUS***

Consider denial of tenure for

Jeremy Matthews

Adult Basic Education (Pre-College)

WHEREAS, the appointment review committees have met their responsibilities under the law and the negotiated agreement to review the appointment of the above-named and have recommended that tenure be denied, and

WHEREAS, the administration has received the recommendation of the appointment review committee and recommends for Jeremy Matthews to be denied tenure.

NOW THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees denies tenure to Jeremy Matthews.

Mr. Carl Zapora, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

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.

Washington Community College District 23

RESOLUTION NO. 17-3-3***CONSIDERATION OF PERMANENT STATUS***

Consideration of permanent status for

Emily Fissel

Intensive English as a Second Language (International)

WHEREAS, the appointment review committee has met their responsibilities under the law and the negotiated agreement to review the appointments of the above-named and have recommended that permanent status be granted, and

WHEREAS, the administration has received the recommendation of the appointment review committee and recommends for Emily Fissel to be granted permanent status,

NOW THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees grants permanent status to Emily Fissel and welcomes her to permanent faculty positions at Edmonds Community College.

ATTEST:

Dr. Jean Hernandez, Secretary

Mr. Carl Zapora, Chair

Date Approved

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.

Washington Community College District 23

RESOLUTION NO. 17-3-4***CONSIDERATION OF CONTINUING
TENURE PROBATIONARY STATUS***

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

WHEREAS, the faculty-board agreement requires that the recommendation for renewal or non-renewal of these probationary appointments must occur by the end of winter quarter of each academic year, and

WHEREAS, the respective appointment review committees have met their responsibility under the negotiated agreement to review the appointments of those named below and have made recommendations to the College administration, and

WHEREAS, the administration concurs with the recommendation of these appointment review committees,

NOW THEREFORE BE IT RESOLVED THAT the Edmonds Community College Board of Trustees renews the probationary contracts of the following faculty:

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)

ATTEST:

Dr. Jean Hernandez, Secretary

Mr. Carl Zapora, Chair

Date Approved

Washington Community College District 23

***FIRST YEAR PROBATIONER BIOGRAPHIES
TENURE TRACK***

Dyani Bartlett – ABE-ESL

Dyani has taught as an Associate Faculty member in the ABE ESL program at Edmonds since 2011. She started teaching Level 1 as a volunteer when first hired and has moved on to teach most levels and to also serve as the Co-Chair of the Department. Prior to joining Edmonds she worked as a substitute teacher in both the Everett and Mukilteo School Districts.

Dyani has an MA in TESOL from Seattle Pacific University and a BS in Biology Composite Teaching from Weber State University, Utah. In the department she has been engaged in working with colleagues on department wide goals and efforts to meet new state requirements that involve incorporating technology and math in all classes and assuring that the curriculum prepares students for transition to college and careers.

John Baumgartner – English

John has a Master's in 19th Century English Literature from Indiana University and Bachelor's in English from St. Martin's University. He has been associate faculty at Edmonds since 2006 and during that time he has taught composition successfully at all levels ranging from pre-college to advanced writing; he has demonstrated his ability to teach effectively to all students no matter their background or skill level.

John has been a vital and active member of the English department over the last 10 years. He has contributed to many major English department projects and curricular revisions. He promotes Service Learning and Honors curriculum in his classes.

When reflecting on his teaching methodology and style, he wrote that he is, “learner-centered, highly interactive, and socially dynamic, both in face-to-face classes and online. My approach emphasizes how issues of language, representation, and writing are intimately connected to real-life practices and problems. My teaching emphasizes cultural diversity and the perspectives of traditionally disadvantaged groups, and it invites students to consider how their own everyday practices and assumptions relate to larger cultural discourses of gender, race, class, sexuality, and imperialism.”

Michelle Behan - Adult Basic Education/GED/High School 21+

Michelle is in her first year as probationary faculty in the Pre-College Division. She has taught twelve different courses within the ABE, Bridge, and English departments on campus. Michelle is focused on student success and retention strategies and creating clear pathways for students, particularly students who start at the pre-college level.

Michelle is invested in the college community: she is a Faculty Senate Council member, a facilitator for Triton Jumpstart, a member of the I-BEST Management and Instructional Committees, the co-advisor for the Running Club, the ABE Co-Department Head, a Small Group Instructional Diagnosis (SGID) facilitator, a host family for prospective international students, and a Degree Pathways Curriculum Task Force Faculty Representative. She has also served on the Student Success Strategic Council and Change

Committee for the Pre-College Division Action Plan, and she led the Guided Pathways Mini Grant research project about EdCC's Academic I-BEST program.

Allison Cohen, Pre-College Dean, has said Michelle "has clearly distinguished herself as an exemplary instructor." Karen Kephart, an EdCC student, has said, "I am in my 60s so going back to a class...was a little worrisome at first but Michelle was so warm, welcoming, and helpful not only to me but to all of the students in her class, that my worries soon dissipated...Because of the influence Michelle had on my life, I now have the courage to continue my path of education."

Michelle earned a Bachelor of Arts from DePaul University and a Master of Arts from the University of Illinois at Chicago. Prior to coming to EdCC, she taught English for ten years at a technical college and a Title I high school.

Dr. Timothy Burdick – Social Human Services

Dr. Timothy Burdick earned his doctorate from the University of Birmingham in the UK and his Masters in Psychology from Eastern Washington University. He is licensed in Washington State as a Chemical Dependency Professional and a Licensed Mental Health Counselor. He is also a Nationally Certified Counselor through the National Board for Certified Counselors. Timothy brings a background in addiction counseling, post-secondary teaching, and mental health treatment to the department.

During his first year as full-time tenure track faculty in the Social and Human Services Department, he has taught course work primarily in the addiction studies area, including SHS 104 - Introduction to Addiction, SHS 103 - Introduction to Human Services, SHS 226 - Addiction Youth/Family, SHS 229 - Addiction Counseling and Relapse and SHS 222 - Pharmacology. Timothy brings extensive work experience as an instructor and a background both in the counseling and the chemical dependency field. He represents the college at statewide meeting of the Washington State Consortium of Addiction Studies Educators (WACASE) and serves on Strategic Council #2 (Provide Educational Opportunities).

Nicole Galipeau - High School Completion

Nicole was an EdCC alumna before completing her Bachelor's Degree in Anthropology from University of Washington and her Masters of Education from Western Washington University. After completing school, she immediately began teaching in the ABE department at EdCC. After teaching adult literacy and GED classes, she gradually moved into the Bridge Department and taught reading. Working as an associate faculty during the early days of the High School Completion Program, she contributed to the development of the original EdCAP courses and found her place teaching social studies classes to International High school, EdCAP, ABE and HS 21+ students. She created our world civilizations course and co-wrote our two current issues textbooks. She's currently working with colleagues on a new edition and e-book version of our current issues course texts.

On her own time, she co-created two non-profit foundations. The first being a family foundation she ran with her sisters that provided grants for other 501c3s benefiting women and children. The other was an education foundation that worked with low income, first generation college bound 4th, 5th and 6th graders and their parents. She has taught at EdCC for over 16 years and considers the Pre-College division her second family. One of her favorite EdCC memories was winning the 2002 EdCC Foundation Golf Tournament with her Dad, husband and EdCC colleague.

Terri Glazewski – Allied Health

Terri Glazewski, RN, MSN, earned her master's in nursing from Seattle Pacific University in Seattle and her bachelor's in nursing from Florida Atlantic University. In addition to working on completion of her first year as tenure track faculty in the Allied Health department, Terri also assumed shared department head duties within the Allied Health Department. Her teaching load includes AHE 116 Introduction to

Healthcare, AHE 162 Basic Patient Care Skills (CNA), AHE 132 Emergency Room Technician and CPR/First Aide instruction.

Terri serves as the trainer for faculty teaching American Heart Association first aid courses here at the college. Terri also teaches in the nursing program. Terri worked as a clinic nurse at Swedish Heart and Vascular Clinic before coming to the college and works on call at Swedish during breaks. She is currently serving on the Emergency Preparedness Committee, Strategic Council 3 and several high school advisory committees and is part of the Teaching Academy.

Tucker Howie, PhD – Engineering

Tucker has been teaching at Edmonds Community College as a part-time faculty for 2 years in the engineering and engineering technology departments. His education includes a B.S., M.S., and Ph.D. in materials science and engineering and a B.S. in mechanical engineering all from the University of Washington. For his Ph.D. Tucker researched developing methods to locate and quantify early stages of heat damage in carbon fiber composite materials. He also has research experience with smart materials such as shape memory alloys and shape memory polymers. Some of his interests include computer aided design and 3D printing, composite materials, smart materials, green energy and sustainable design, and working on various art projects.

Theresa Pouley – Paralegal

Judge Theresa Pouley, J.D., earned her law degree from Wayne State University Law School and her undergraduate degree from Gonzaga University. Theresa has taught for the paralegal department for many years and brings a level of professional legal experience and expertise to the classroom, particularly in the areas of Native American Law and in her judicial perspective. She has worked as a Chief Tribal Judge for the Lummi and Tulalip Tribes, served on the Indian Law and Order Commission and received numerous awards for her development of innovative justice program and her dedication to tribal justice issues.

She has redeveloped the American Indian Law course this year and taught a range of required and elective courses including Legal 200 Introduction to Law, Legal 205 Civil Procedures, Legal 210 Legal Research and Writing, and Legal 214 Legal Ethics. Theresa is on Strategic Council 2, serves as an advisor for the Student Law Association and continues to do contract work tribal appellate courts.

Stacey Schwartz - Culinary Arts

Stacey has been teaching in the Culinary Arts Department for the last 2 years as a full time instructor and has now begun her third year as a tenure track full time instructor. Previously, Stacey taught and worked in the culinary department as an Instructional Tech for almost five years. She is an alumna of the EdCC Culinary Arts program and earned her Bachelor's in Hospitality Management at South Seattle College. Her professional background is rooted in restaurants as a cook and later on as a General Manager, Multi-Unit Manager and an Executive Chef.

Stacey is committed to her students and is passionate about helping students gain employment in their chosen genre of the industry. She is driven to stay current in her field and continues to look for ways to strengthen our students learning experiences.

Gwen Schlichta, PhD – Biology

Gwen has extensive experience as a lecturer, supervisor, and mentor to undergraduate students. In addition, she has participated in curriculum design for a wide-variety of courses in Biology, Ecology, and Entomology in the United States and at the University of Neuchâtel.

Gwen's research project at the University of Neuchâtel explored the effects of plant chemistry on plant-herbivore interactions and the consequences of toxic secondary plant compounds on the population

structure of a seed beetle and its parasitoid using genetic techniques. Her work abroad and in the United States has helped her to develop the skills needed to work successfully with a diverse community of students and highlighted the importance of effectively integrating technology and collaborative learning into the biology classroom/laboratory.

Gwen is committed to student success and she has received multiple awards for excellent teaching. Gwen's experience, dedication, and enthusiasm for teaching will help students succeed in the Biology Department at Edmonds Community College.

***SECOND YEAR PROBATIONER BIOGRAPHIES
TENURE TRACK*****Audineh Asaf - Art**

Audineh (Audi) Asaf is an Edmonds Community College alumna who earned her BA in Interdisciplinary Visual Art at the University of Washington and MFA in Interdisciplinary Art from Goddard College. She has been continuously employed at Edmonds CC since 2004, starting as a staff member, and then teaching part time for the Visual Arts department. Audi served as a temporary full time instructor in 2014-2015, and was hired as a probationary tenure-track faculty member for the 2015-16 academic year.

This year, she has assumed several department duties including working with the department's budgets, developing new courses, and cultivating community partnerships. She has been involved in a number of events to support student and college success including organizing a student & alumni art exhibit, participating in a Guided Pathways proposal, planning for Building Community Day and participating in the college Open House.

As an interdisciplinary artist, Audi has the ability to teach a range of studio classes including drawing, painting, design, and sculpture. Audi also teaches online classes such as art history and art appreciation. Audineh is a dedicated member of the campus community who strives to inspire students and help them achieve their educational and professional goals.

Stephanie Bevans - Business Technology

Stephanie Bevans received her Master's in Teaching from Seattle University and worked as a high school teacher in the Edmonds School District for several years before making the transition to higher education. Stephanie is entering her 4th year at Edmonds Community College teaching for the Business Information Technology Department. She completed a temporary, full-time position before earning a tenure-track position in September. The courses she teaches include Computer Fundamentals, Word, PowerPoint, Business English, and Career Management. She also manages and teaches all courses taught through the Technology Skills Center. Stephanie's dedication to staying current with technology and hiring trends inspired her to co-create four new proficiency-based software courses linked to Microsoft certifications. These courses have been highly successful, and in less than one year almost 100 BSTEC students have earned a certification from Microsoft. Stephanie has been a New Student Orientation Faculty Facilitator for the past two years, and serves on the Strategic Council that addresses access to career opportunities.

Christina Coiro - Social and Human Services

Christina has a master's degree in psychology and is a licensed mental health counselor and certified Chemical Dependency Professional. She is in her second year as probationary faculty in the Social and Human Services department in the Health and Human Services Division. She has experience in chemical dependency, mental health services, family and youth services, as well as a strong background in counseling and work with ABE/ESL populations.

Christina is currently teaching both online and grounded classes for the department, including SHS 114 - Counseling Skills, FSS - 175 Introduction to Family Support, SHS 185 - Human Growth and

Development, SHS 117 - Crisis Intervention, and SHS 230 Pre-Practicum. She supports development of the Family Support Studies certificate and degree programs and is now part of the I-BEST Parent Mentor team.

Christina has developed a CANVAS platform, called PAL for “Professional Addiction Landing” as a resource for addiction studies students. She is the advisor for Merchants of Hope, the club for all SHS/FSS students. Christina is serving on the following college committees: Faculty Development Committee, Listening Project, Strategic Council 3, Student Conduct Committee and the Career Action Center Advisory Committee.

Mark Einfeld - Computer Information Science

Mark is in his second year as a probationary tenure-track faculty member in the CIS department. He obtained his BA in Biblical Studies from Azusa Pacific University in 1999, and later earned an MSc in Information Technology from the University of Liverpool in 2010. He worked in the IT industry for five years, and he holds many industry recognized professional certifications. Along with the industry experience, Mark has taught in higher education for the past seven years.

Prior to EdCC, he taught for four years at Lake Washington Institute of Technology in the computer networking department as a full time adjunct. Mark has been an active member of the CIS Marketing Committee since he started at EdCC, with his contributions resulting in many students enrolling at the college. He is actively working on increasing internship opportunities for our students via the CIS Advisory Committee. In his downtime he cherishes spending time with his wife and kids, voraciously reading books, and hiking in the Cascades.

Daniel Griesbach, PhD - Bridge Department

Daniel Griesbach joined the Bridge department in 2014 after teaching in the English department at Edmonds Community College (2009-2014) and in the Interdisciplinary Writing Program and English department at the University of Washington (2002-2009). Daniel’s current work aims to support the success of students who start in pre-college education by incorporating into his courses the high-impact practices of learning communities, service-learning, and undergraduate research. This has included partnering with faculty in Anthropology and, through our Academic I-BEST program, Business Management, to link his reading and writing skills courses to content courses in different areas of study.

He also regularly combines reading and writing instruction with civic-engagement and undergraduate research projects, in which his students have recorded oral histories for local community partners (including Nikkei Manor and Washington State Parks), contributed to the development of local, environmentally sustainable food sources on and off-campus, and partnered with our Triton Jumpstart program to research the impact of our college’s new student orientation.

Daniel is a faculty leader in service-learning at Edmonds Community College, a member of the Faculty Facilitator Training team for Triton Jumpstart, and the Pre-College division representative to the Degree Pathways Curriculum Taskforce. He chairs the planning committee for “Tunnel of Intersections,” a project of our Diversity, Equity, and Inclusion Council, of which he is also a council member. Daniel holds a BA in Literature and Politics from the University of California at Santa Cruz and an MA and PhD in English from the University of Washington. For his work at Edmonds Community College, Daniel has been recognized with the MESA Apple Polisher Award, New Service-Learning Faculty of the Year, and honored faculty partner of the Edmonds Community College Cultural Kitchen.

Louis Ho – Computer Information Systems

Louis Ho earned a Bachelor of Science in Electrical Engineering and a Master of Science in Electrical Engineering from University of Washington majoring in digital computer application. He has worked in

the electronics and computer industry for over 20 years developing electronic communication and control devices and systems. He has over 10 years of teaching experience in computer and information technology in bachelor and associate degree programs, and also as a teaching assistant at the University of Washington.

He joined the Computer Information Systems department in Fall 2014 as full-time (temporary) faculty and tenure-track faculty in Fall 2015. He has been an instructor and advisor for web application developer and database degrees and certificates in Computer Information Systems department, and he also teaches computer programming courses in Computer Science department. Louis has been active in Teachers' Academy and curriculum development at Edmonds Community College. He has a number of industry recognized certifications in Information Security, including CompTIA A+, Network+, Security+, Microsoft MTA, CIW JavaScript Specialist, CIW Site Development Associate.

Gabrielle McIntosh - Mathematics

Gabrielle has taught for EdCC as both an adjunct faculty during 2001-2013 and under a FT temporary contract from 2013-2014. After earning a Bachelor's in Mathematics at WWU and Master's in Mathematics from New Mexico State, she began her career by teaching for five years at New Mexico State University. In the years she spent on a FT temporary contract at EdCC, she has become a lead person in the Mathematics Department for coordinating the business pre-calculus/calculus sequence to ensure consistency in teaching curricula and in assessment of students' learning and success. She has taught many of the pre-college and college level math courses offered at EdCC. She developed a Placement Prep Workshop to help students achieve higher placement and to improve their skills before entering a math program. Gabrielle has been constantly refining her teaching. She has been able to establish close rapport with her students every quarter.

Geoffrey McKeown - Adult Basic Education/ESL

Geoff McKeown has been teaching in the ABE ESL department as an adjunct faculty member since 2007, and held a temporary full time position in the department for one year in 2014-15. He received a Master's degree in Teaching English to Speakers of Other Languages (MA TESOL) from Seattle Pacific University in 2007 and holds a Bachelor's degree in European Studies-Russia, also from SPU. He has taught in all levels of ABE ESL except Level 1, and has also taught in the Computer Lab and Grammar and Writing Lab of the program.

Prior to working at Edmonds he taught ESL to international students at American Cultural Exchange in Seattle and also did private tutoring. Geoff has taken an intensive Russian class at the University of Washington and studied Spanish; this experience has helped to inform his understanding of the language learning process from a student perspective. He is also active in the ABE ESL program's work to contextualize its curriculum and incorporate new learning standards adopted by the Washington State Board of Community and Technical Colleges.

Chuck Mueller - Physics, Engineering

Chuck Mueller joined the Edmonds Community College faculty as an Engineering & Physics Instructor in September 2015. Chuck has a Master's degree in Materials Science & Engineering and a Master of Education degree with a specialization in Math, Science, and Engineering Education from the University of Illinois in Urbana-Champaign. Before coming to Edmonds Community College, Chuck taught physics as tenured faculty at Lake Land College in Mattoon, IL and as adjunct faculty at Parkland College in Champaign, IL, where he won an Outstanding Part-Time Faculty Member Award.

Chuck has developed two new courses for Edmonds Community College (ENGR 111: Introduction to Modeling and Analysis and ENGR 201: Materials Science for Engineers) and is currently teaching the

Engineering Physics sequence. He is committed to using flipped classrooms and active learning to guide students in their explorations of the physical world.

Catharine Robinweiler – Nursing

Catharine "Cat" Robinweiler received her BSN from the University of Washington School of Nursing in 2009. Cat's medical experience prior to obtaining her Nursing Degree included work as a CNA and Nurse Technician in the Neuro ICU at Harborview Medical Center (HMC) in Seattle, WA, as well as several years volunteering in the Burn ICU at HMC. Cat's first nursing job was as an RN in the Psychiatric ICU at HMC, where she gained excellent experience working with very acutely mentally ill patients. Cat transitioned back into Medical Surgical Nursing in 2012 after a move to Providence Regional Medical Center in Everett, WA, (PRMCE) where she worked as a full-time RN and relief Charge RN on Night Shift.

Cat had always enjoyed teaching student nurses, as well as mentoring and teaching new nursing employees in each of her nursing jobs. As a result, she accepted the opportunity of a part-time Faculty position at Edmonds Community College in January 2015 while continuing to work per diem as a Medical Surgical RN at PRMCE.

In January 2016 Cat decided to focus solely on teaching nursing and accepted the offer of a full-time Tenure Track position as Nursing Faculty at Edmonds Community College. She is very much enjoying the opportunity to teach our EDCC Practical Nursing Students in a more formal capacity and is currently teaching Nursing Foundations, Nursing Communication, Nursing Assessment Clinical and Lab, Medication Pass Lab, Pharmacology, Mental Health Nursing Clinical and Lab, Medical Surgical I and II Clinical, and the Senior Preceptorship Capstone Clinical.

Linda Zuvich - Computer Science

Linda Zuvich, our new Computer Science faculty member, comes to us from Everett Community College after a decade of teaching and work as the IT specialist for software systems in the library. She originally taught Physics but switched to teaching Computer Science when Everett decided to revive its CS program several years ago. This switch lead Linda to discover that Computer Science was what she really wanted to teach for the rest of her career. She holds dual baccalaureate degrees in Computer Science and Physics and a Masters in Physics, and she is currently working on a second Masters in Software Engineering. Linda Zuvich brings cross-disciplinary perspectives to our students and is already integrating software engineering principles into our existing curriculum. She has also revived our Android app development program, creating a completely new, up-to-date curriculum for our existing CS240 course with an eye toward expanding the program in the near future. She is also looking forward to collaborating with other STEM disciplines to address the Computer Science needs of engineering and science students.

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.

Washington Community College District 23

RESOLUTION NO. 17-3-5***CONSIDERATION OF CONTINUING
PERMANENT PROBATIONARY STATUS***

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

WHEREAS, the faculty-board agreement requires that the recommendation for renewal or non-renewal of these probationary appointments must occur by the end of winter quarter of each academic year, and

WHEREAS, the respective appointment review committees have met their responsibility under the negotiated agreement to review the appointments of those named below and have made recommendations to the College administration, and

WHEREAS, the administration concurs with the recommendation of these appointment review committees,

NOW THEREFORE BE IT RESOLVED THAT the Edmonds Community College Board of Trustees renews the probationary contracts of the following faculty:

Third Year Appointments

Linda Carlson Intensive ESL (International)

Ruth Voetmann, Intensive ESL (International)

Mr. Carl Zapora, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

***SECOND YEAR PROBATIONER BIOGRAPHIES
PERMANENT STATUS***

Linda Carlson - Intensive ESL

Linda has taught in the program since 1996 and last year held a temporary FT position in the department. She has taught all skill areas and all levels in the Intensive ESL Program, and has also been a level leader, providing curriculum coordination guidance to other faculty members.

Prior to joining Edmonds, Linda taught ESL at North Seattle Community College, and was an ESL assistant at Ballard Family Center. She has also volunteered at Literacy Source in Seattle, where she assisted with office administration and substitute taught ESL. Linda received a Master's in Teaching ESL from Seattle Pacific University in 2002, and holds a BA in Political Science from the University of Washington.

Ruth Voetmann - Intensive ESL

Ruth has a B. A. in International Affairs from the University of Puget Sound, and a M.Ed. in Curriculum Development from the University of Washington. Ruth taught as an adjunct at EdCC from 1990 to 2001, when she left to work in the world of ESL publishing, first as a regional textbook representative for Pearson ESL, and then as a textbook Development Editor for the Azar ESL Grammar Series.

In 2013, Ruth returned to where her heart is—the classroom—again in Intensive ESL as an adjunct, and was hired for her Permanent Status position in Fall 2015. Ruth has continued her focus on teaching pronunciation skills and she is also becoming an SGID facilitator this year. In addition, she has worked with other faculty in the department to incorporate the new online student evaluation system into department.

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 approval:

- 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 approves BOT Policies 8.0, 9.0, 10.0, 11.0, 12.0, 13.0, 14.0, 15.0, and 16.0 at the March 9, 2017 meeting, Resolution 17-3-6.

BOARD OF TRUSTEES POLICY – GENERAL EXECUTIVE EXPECTATIONS & AUTHORITY

Edmonds Community College
WA State Community College District 23

BOT 8.0 – GENERAL EXECUTIVE EXPECTATIONS & AUTHORITY

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, Secretary to the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

Amended 3/9/17 by Board Resolution 17-3-6

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

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 College's governance process for resource and allocation capacity.
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, Secretary to the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

Amended 3/9/17 by Board Resolution 17-3-6

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

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, Secretary to the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

Amended 3/9/17 by Board Resolution 17-3-6

Amended 2/18/14 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

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, Secretary to the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

Amended 3/9/17 by Board Resolution 17-3-6

Amended 2/18/14 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

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, Secretary to the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

Amended 3/9/17 by Board Resolution 17-3-6
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

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, Secretary to the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

Amended 3/9/17 by Board Resolution 17-3-6

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

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, Secretary to the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

Amended 3/9/17 by Board Resolution 17-3-6

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

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. The Vice President for Finance and Operations shall provide annual updates to the Board at the summer study session, as well as when requested by the Board.

CASH AND INVESTMENT MANAGEMENT

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

GLOSSARY TERMS

Board of Trustee(s)

RELATED POLICIES AND PROCEDURES

(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, Secretary to the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

Amended 3/9/17 by Board Resolution 17-3-6

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

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, Secretary to the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

Amended 3/9/17 by Board Resolution 17-3-6
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

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, Secretary to the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

Amended 3/9/17 by Board Resolution 17-3-6
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

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, Secretary to the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

Amended 3/9/17 by Board Resolution 17-3-6

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

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, Secretary to the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

Amended 3/9/17 by Board Resolution 17-3-6

Approved 6/9/16

BOARD OF TRUSTEES PROCEDURE – STUDENT SUCCESS

Edmonds Community College
WA State Community College District 23

BOT 14.01 pr – STUDENT SUCCESS

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, Secretary to the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

Amended 3/9/17 by Board Resolution 17-3-6

Approved 6/9/16

BOARD OF TRUSTEES POLICY – ACADEMIC FREEDOM

Edmonds Community College
WA State Community College District 23

BOT 15.0 – ACADEMIC FREEDOM

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, Secretary to the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

Amended 3/9/17 by Board Resolution 17-3-6

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 16.0 – EMERITUS STATUS

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, Secretary to the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

Amended 3/9/17 by Board Resolution 17-3-6

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

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, Secretary to the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

Amended 3/9/17 by Board Resolution 17-3-6

Amended for Numbering Change, 2/18/14

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

New Policy #	Title of Board Policy	Former Policy #	Description of the Board Policy	Last Update Reviewed
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

Resolution No. 17-3-6***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 8.0, BOT 9.0, BOT 10.0, BOT 11.0, BOT 12.0, BOT 13.0, BOT 14.0, BOT 15.0 and BOT 16.0, along with the accompanying procedures, at the February 9, 2017 Board of Trustees meeting;

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

Mr. Carl Zapora, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

BACKGROUND***PROFESSIONAL LEAVE REQUESTS FOR
2017-2018 ACADEMIC YEAR –
TENURED FACULTY*****Subject**

Board of Trustees approval to grant faculty professional leave for the 2017-2018 academic year is requested.

Background

The negotiated agreement between the Board of Trustees of Washington Community College District 23 and the Edmonds Community College Federation of Teachers, Local 4254 AFT, AFL/CIO, specifies the process whereby the Board of Trustees may consider and grant professional leave to eligible faculty up to a maximum of four percent of the state-funded FTEF. The Federation appointed a Professional Leave Committee to review and rank eligible faculties' professional leave proposals for the Board's consideration.

The agreement states that each professional leave recipient will receive 85 percent of the employee's step placement during the period of time he or she is on professional leave.

(State supported programs)

<u>Faculty Member</u>	<u>Professional Leave Recommended</u>	<u>Annualized FTEF</u>
Erika Ferreri	Two Quarters	.666
Minh Carrico	Two Quarters	.666
Niko Culevski	One Quarter	.333

Recommendation

Approval of professional leave requests at the April 2017 Board of Trustees meeting.

BACKGROUND***PROFESSIONAL LEAVE REQUESTS FOR
2017-2018 ACADEMIC YEAR –
PERMANENT STATUS FACULTY*****Subject**

Board of Trustees approval to grant faculty professional leave for the 2017-2018 academic year is requested.

Background

The negotiated agreement between the Board of Trustees of Washington Community College District 23 and the Edmonds Community College Federation of Teachers, Local 4254 AFT, AFL/CIO, specifies the process whereby the Board of Trustees may consider and grant professional leave to eligible faculty up to a maximum of four percent of the state-funded FTEF. The Federation appointed a Professional Leave Committee to review and rank eligible faculties' professional leave proposals for the Board's consideration.

The agreement states that each professional leave recipient will receive 85 percent of the employee's step placement during the period of time he or she is on professional leave.

(Foundation funded)

<u>Faculty Member</u>	<u>Professional Leave Recommended</u>	<u>Annualized FTEF</u>
Jan Peterson	One Quarter	.333

Recommendation

Approval of professional leave request at the April 2017 Board of Trustees meeting.

TAB 11

Consideration of 2017-2018 Fees

To be sent later

Not available at the
time of packet distribution

**PRESIDENT'S REPORT
March 9, 2017****PRESIDENT JEAN HERNANDEZ
EVENT HIGHLIGHTS FEBRUARY – MARCH 2017**

- ACCT National Legislative Summit, Washington DC. I attended this conference with Trustees Zapora, Clay, Yim, and Andrews. We had excellent speakers and were pleased to visit with our Congressional delegation: Senators Patty Murray and Maria Cantwell, Representatives Rick Larsen, Suzan DelBene, and Pramila Jayapal. We focused on expanding PELL benefits for students to 12 months and increase the number of quarters; reauthorization of the Higher Education Act; passing the Perkins Act; and sharing the stories of our Muslim and DACA students.
- Achieving the Dream, San Francisco – I attended with nine other Edmonds Community College faculty and staff. I also attended the one day Presidents' Colloquium that explored how to a Collective Impact model to bring all stakeholders together to address education concerns. Other speakers at the DREAM 2017 conference addressed the importance of education for economic mobility, trust, new technology products, and removing of barriers.
- Verdant Healthier Community Conference, February 27, at the Lynnwood Convention Center. I was able to enjoy the morning session of this conference that started with Dr. Tony Iton who shared his research on how one's zip code is a more precise indicator of a person's economic status than their DNA. Then I attended two workshops—one on depression and the second on the prevention of opioids addictions.
- Legislative Open House, Olympia, February 28. Trustee Zapora and I attended this event, along with our Culinary Arts Pastry instructor Karen Jenkins and one of her students. They served these amazing cream puffs. Our Pastry program was one of 8 workforce programs showcased at this event to represent the great career opportunities offered by our community and technical colleges.