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Washington Community College District 23

**Agenda**  
**Special Meeting**  
**November 9, 2010**  
**Cascade Conference Room**  
**Snohomish Hall 304**  
**5:15 p.m.**

**Estimated Time (p.m.)**

- 5:15      **Call to Order** – Emily Yim
- 5:17      **Introduction of Guests** – Jack Oharah
- 5:20      **Executive Session** – Emily Yim
- 6:00      **Open Session**
- Program Review Process – Marty Cavalluzzi
- 6:30      **Old Business – Action**
- Approval of Public Comment Procedure (RN 10-11-A) – Arlene Anderson
- 6:40      Association of Community College Trustees (ACCT) Update – Mauri Moore and Emily Yim
- 6:50      **Adjournment**

*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, and interpreters for deaf individuals and Braille or taped information for blind individuals can be provided when adequate notice is given to the Office of the President, 425-640-1516.*



## Board of Trustees

Washington Community College District 23

## Background

### *APPROVAL OF NEW BOARD POLICY*

#### **Subject**

Consideration and approval of new Board Policy *B 3.7, Trustees' Civility and Respect Policy*.

#### **Background**

The Board of Trustees of Edmonds Community College is governed by a group of twenty Board Policies grouped in three primary categories: *Mission and Strategic Directions, Board-Institution Linkage, and Board Planning and Operations*. Periodically, the Board reviews these policies to ensure they continue to reflect current Board practices, as well as reflect any revisions adopted by the Board. The Board may also approve the addition of a new policy at any time, when the Board believes a new policy is advisable to address a matter not yet covered by existing Board Policies.

The Board has not yet adopted a written operational policy to specify the Board's expectations for conducting Trustees meetings with civility and respect, *and* to define a process whereby members of the College community may address the Trustees during meetings. The Trustees and college staff feel such a Board Policy is appropriate, constructive, and necessary. It is critical to establish a clear process to allow for submission of public comments during Trustees meetings. Trustees would like to welcome members of the College community to speak publicly during a defined *Public Comment* period or submit written comments to the Trustees in lieu of making a public statement. The Board also wishes to formally add a *Public Comment* period to each Trustee meeting agenda as a standard agenda item in the future.

In April 2009, Edmonds Community College adopted a College Policy to specify how every member of the College community is expected to work and learn together, and address one another in the workplace (*C 6.5.800, Workplace Civility and Respect*). The Trustees wish to adopt a similar Board Policy to define their expectations for mutual respect and civility between all parties in attendance at Trustees meetings, *and* to define a process whereby the Trustees can receive either oral or written statements from members of the College community.

College staff have drafted *B 3.7, Trustees' Civility and Respect Policy* for review, discussion, and approval by the Board of Trustees.

#### **Recommendation**

The staff of Edmonds Community College recommends the Board of Trustees adopt the resolution approving new Board Policy *B 3.7* at the November 10, 2010 meeting.

## B 3.7

Trustees' Civility  
and Respect Policy

## PURPOSE/BACKGROUND:

As part of its Mission and Goals, Edmonds Community College has committed to the following:

**Edmonds Community College will provide a friendly and supportive environment characterized by civility, mutual respect, and inclusiveness where students, faculty, and staff are helped to achieve their goals.**

The Board of Trustees hereby adopts a mirror policy of the College's to insure that its meetings and actions reflect that which the campus expects of all its employees. Maintaining a culture of respect and civility in its meetings is key to that focus and goal

**DIGNITY AND RESPECT STANDARDS FOR TRUSTEES AND MEMBERS OF THE EDMONDS COMMUNITY COLLEGE COMMUNITY**

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

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

- Screaming or yelling.
- Sarcasm with an apparent intent to humiliate.
- Arrogance or condescending behaviors or comments.
- Insubordination.
- Retaliatory actions.

### B 3.7

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- Use of email, behaviors, or comments that publicly offend, degrade, or humiliate members of the college community.

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

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

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

#### PRESENTATION GUIDELINES FOR TRUSTEE MEETINGS

- Presenters may not promote or oppose any candidate for public office or any ballot proposition.
- Presenters may not use this time to advertise.
- Speakers who disturb the orderly conduct of the meeting may forfeit their right to address the Board and be asked to leave the Trustee meeting.
- Meetings will be conducted in accord with the Board of Trustees Bylaws, Edmonds Community College (Board Policy B.3.2).

#### **PUBLIC COMMENT PROCESS:**

##### TO SPEAK AT A REGULAR TRUSTEE MEETING:

- The Public Comment period is reserved for testimony on items listed on the agenda.
- Individuals shall write their names on the sign-in sheet on the table at the entrance of the Trustee meeting room no later than fifteen (15) minutes prior to the beginning of the Trustee meeting. The Board Chair will allocate an appropriate amount of time for the Public Comment agenda item.
- Individuals shall identify on the sign-in sheet their affiliation with the College, whether or not they support or oppose an agenda item, and declare whether they wish to speak or not speak during the public forum.
- Individuals should not duplicate public statements previously given, in order to insure as many individuals as practicable have an opportunity to give comments to the Trustees.
- Based upon the number of individuals who have signed up to speak, the Board Chair will allocate the amount of time for Public Comment, and will announce the duration of the Public Comment period at each meeting at the beginning of the meeting.

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- Comments should be limited to three (3) minutes per speaker, unless otherwise announced by the Board Chair.
- Speakers may address the Trustees once during the Public Comment period.
- The Board Chair or presiding officer will begin the Public Comment period by calling names from the sign-in sheet. An individual who wishes to speak and who did not place his or her name on the sign-in sheet may approach the podium after those who have signed up have spoken. The Board Chair shall determine if any more individuals may offer public comment at this time.
- Each individual shall approach the podium and identify his or her affiliation with the College (e.g. whether a student, staff, faculty, or community member) and state his or her position with respect to topic(s) on the agenda to be addressed. Individuals shall address all remarks to the Trustees as a whole.
- Individual speakers or individuals who have signed up not to speak but are in support of or opposed to an agenda item should also provide the Trustees with written comments or materials (7 copies).



## Board of Trustees

Washington Community College District 23

### Resolution No. 10-11-A

#### *APPROVAL OF NEW BOARD POLICY*

WHEREAS, the Board of Trustees of Edmonds Community College is governed by a group of twenty Board Policies grouped in three primary categories: *Mission and Strategic Directions, Board-Institution Linkage, and Board Planning and Operations, and*

WHEREAS, periodically the Board reviews these policies to ensure they continue to reflect current Board practices, as well as reflect any revisions adopted by the Board, and

WHEREAS, the Board may also approve the addition of a new policy when the Board believes a new policy is advisable to address a matter not yet covered by existing Board Policies, and

WHEREAS, the Board wishes to adopt a new written operational policy to specify the Board's expectations for conducting Trustees meetings with civility and respect, *and* to define a process whereby members of the College community may address the Trustees during meetings either orally by public statement or by submitting a written statement, and

WHEREAS, the Board wishes to formally add a *Public Comment* period to each Trustee meeting agenda as a standard agenda item in the future, and

WHEREAS, College staff have submitted new Board Policy *B 3.7, Trustees' Civility and Respect Policy* for review and approval by the Board of Trustees,

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees approves new Board Policy *B 3.7, Trustees' Civility and Respect Policy*.

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Emily Yim, Chair

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Date Approved

ATTEST:

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Jack Oharah, Secretary