

Washington Community College District 23

**AGENDA**

**Regular Meeting**  
**November 10, 2016**  
**Gateway Hall 352**  
**4:30 – 8:00 p.m.**

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

4:30 PM	A. Call to Order	Carl Zapora	
4:32 PM	B. Introduction of Guests	Carl Zapora	
4:37 PM	C. Community Conversation		
	1. Dr. Paul Pitre, Chancellor, WSU North Puget Sound		
5:00 PM	D. Public Comments (2 min. each)	Carl Zapora	
5:10 PM	E. Approval of Meeting Minutes	Carl Zapora	
	1. October 13, 2016 – Study Session		3
	2. October 13, 2016 – Special Meeting with Edmonds School District Board of Directors		6
	F. Next meeting: February 9, 2017, 4:30 p.m.		
5:15 PM	G. Old Business – Action		
	1. Approval of 2017 Board Meeting Dates (Resolution No. 16-11-1)	Carl Zapora	9
5:20 PM	H. New Business – First Consideration		
	1. Consideration of Board Policy Revisions BOT 1.0, 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7	Dr. Jean Hernandez	10
5:40 PM	I. Reports		
	1. Student Representative	Nathan MacDuff	
	2. Faculty Representative	Margaret West	
	3. Classified Staff Representative	Patti Pollardo	
5:50 PM	J. Foundation Report	Diana Clay	
5:55 PM	K. President’s Report	Dr. Jean Hernandez	37
6:05 PM	L. Break		

**EDMONDS COMMUNITY COLLEGE  
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6:15 PM	M. Board Discussion		
	1. Tobacco-free Discussion (60 min.)	Carl Zapora	
	2. STEP / SWOT Analysis Follow-up (45 min.)	Dr. Tonya Drake	38
8:00 PM	N. Adjournment	Carl Zapora	

*Times are estimates only and subject to change.*

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

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

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Washington Community College District 23

**MINUTES****Regular Meeting  
& Study Session  
October 13, 2016**

***DRAFT***

**Trustees Present:** Lia Andrews, Diana Clay, Quentin Powers, and Carl Zapora

**Trustees Absent:** Dr. Tia Benson Tolle and Emily Yim

**Others Present:** Thomas Common, David Cordell, Dr. Terry Cox, Dr. Charlie Crawford, Dennis Curran, Michele Domingo, Dr. Tonya Drake, Dr. Sy Ear, Dr. Gary Goldbaum, Dr. Jean Hernandez, Nathan MacDuff, Patty Michajla, Jim Mulik, Marian Paananen, and Linh Tran

**CALL TO ORDER AND INTRODUCTION OF GUESTS**

Carl Zapora, Board Chair, called the meeting to order at 4:04 p.m., welcomed those present, and asked for self-introductions.

**PUBLIC COMMENTS**

Nathan MacDuff thanked the College for removing the smoking section from outside of Alderwood Hall. He also stated that, as a smoker, he is not in favor of the campus becoming tobacco-free.

Thomas Common, Editor-in-Chief of the Triton Review, provided comments and statistics that a campus tobacco-free environment will disenfranchise low income and poor students.

**APPROVAL OF MINUTES**

Attachment A

Motion: Trustee Clay moved and Trustee Powers seconded the approval of the September 8, 2016 meeting minutes.

*Approved*

**NEXT MEETING**

November 10, 2016, 4:30 p.m.

**OLD BUSINESS - ACTION**

**Approval of Revised Board Policy B 1.2 and Board Procedure B 1.2 PR (RN 16-10-1) – Dr. Jean Hernandez**

Attachment B

President Jean Hernandez presented revised Board Policy B1.2 and Board Procedure B1.2 PR, Monitoring and Planning, explaining the new format that includes an accompanying procedure to the policy, when appropriate. A minor punctuation correction was recommended.

Motion: Trustee Clay moved and Trustee Andrews seconded the motion to approve Resolution No. 16-10-1, as revised.

*Approved*

### **NEW BUSINESS – ACTION**

#### **Approval of Financial Statement Report July 2014-June 2015 (RN 16-10-2) – Marian Paananen Attachment C**

Marian Paananen, Emeritus Director of Finance, presented the 2014-2015 Financial Statement for Board approval. The fiscal statements were finalized by the auditors, and there were no findings in the audit. The Board review and approval of this document is a requirement for accreditation. Trustee Zapora attended the recent audit exit interview and provided his comments and praise to the staff for the excellent outcome. The Board received copies of the report.

Motion: Trustee Powers moved and Trustee Clay seconded the motion to approve Resolution No. 16-10-2.

*Approved*

### **NEW BUSINESS – FIRST CONSIDERATION**

#### **Consideration of 2017 Board of Trustees Meeting Schedule – Carl Zapora**

Attachment D

The Board was presented with the 2017 meeting dates for first consideration. They were asked to review the dates that will again be presented on November 10 for approval.

### **STUDY SESSION**

#### **Tobacco Survey Results – Jim Mulik, Executive Director of Institutional Effectiveness and Strategic Planning**

Attachment E

Jim Mulik presented the results of the campus tobacco survey that were finalized last week. He highlighted a few of the results and led a discussion. Comments were provided regarding whether to increase the smoking areas, decrease them, or remove altogether. There were more than 1,000 comments provided in the survey results which will be shared with the campus. President Hernandez spoke about the three campus forums that she provided this fall regarding the tobacco issue. Forum comments included inclusiveness, non-discrimination, and the cultural aspect of smoking. Dr. Hernandez added that there are currently two smoking cessation workshops offered on campus this quarter, free of charge.

#### **Tobacco-Free Conversation – Dr. Gary Goldbaum, Executive Director and CEO of the Snohomish Health District**

Dr. Gary Goldbaum provided statistical information on nicotine addiction and led a discussion with the Board and administrative staff regarding the consideration of becoming a tobacco-free campus. He provided his reasons for his recommendation of becoming tobacco-free, including the obligation to assure that our friends, family, students and employees have an opportunity to live a healthy life. Dr. Goldbaum indicated that tobacco targets the most vulnerable, lower income, and less educated population. He said

that our college has a mission to prepare our students for the workforce of tomorrow which is largely smoke-free. He stated that the majority of students don't smoke and don't want to be exposed to smoke. By normalizing the behavior, he said it facilitates the initiation of smoking to our most vulnerable population; that we need to exhibit norms on our campus, and have a responsibility beyond our students. He stated that tobacco represents the leading underlying preventable cause of death. The Health District is committed to assist the College in the smoke-free process.

Board discussion included:

- Smoking cessation comments: The Edmonds CC employee assistance and wellness programs can be involved in the cessation effort. If students are residents of the US, they can get access to insurance and Medicaid, if they qualify, to assist with cessation efforts. All insurance programs are required to offer smoking cessation benefits.
- A student provided remarks about his struggles to quit smoking and the high cost of cessation efforts.
- Dr. Goldbaum reported that the Health District staff worked with another community college in their smoke-free process. They could provide resources and hold community meetings.
- Trustee Clay asked if a grant could be provided, possibly through Verdant Health Commission to assist with providing the alternative products for smoking cessation. Trustee Zapora replied that if the College and Health District initiated a smoking cessation program and requested the funds to implement a plan, Verdant Health Commission could not guarantee funding at this point but would assist in this effort. Trustee Zapora spoke about the many other areas that Verdant supports programming for the College and surrounding community.

#### **BOARD DISCUSSION**

- Trustee Clay will host the annual Board of Trustees holiday dinner at her home on December 10.

#### **ADJOURNMENT**

The meeting was adjourned by Chair Carl Zapora at 5:13 p.m.

ATTACHMENTS AVAILABLE UPON REQUEST

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Mr. Carl Zapora, Chair

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Date Approved

ATTEST:

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Dr. Jean Hernandez, Secretary

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Washington Community College District 23

**MINUTES****Special Meeting  
October 13, 2016*****DRAFT*****Edmonds Community College Board of Trustees  
And  
Edmonds School District Board of Directors**

**Present from Edmonds Community College Board of Trustees:** Lia Andrews, Diana Clay, Quentin Powers and Carl Zapora

**Present from Edmonds Community College Staff:** Danielle Carnes, David Cordell, Dr. Terry Cox, Dr. Charlie Crawford, Dennis Curran, Michele Domingo, Dr. Tonya Drake, Dr. Sy Ear, Dr. Jean Hernandez, Patty Michajla, and Stephanie Teachman

**Present from Edmonds School District Board of Directors:** Carin Chase, Ann McMurray, Gary Noble, Susan Phillips, and Diana White

**Present from Edmonds School District Staff:** Justin Irish, Mark Madison, Dr. Kristine McDuffy, Stewart Mhyre, Jean Mirabal, and Dr. Patrick Murphy

**CALL TO ORDER AND INTRODUCTION OF GUESTS**

The Edmonds Community College Board of Trustees and the Edmonds School District Board of Directors, along with administrative staff representatives, met for a special joint study session to provide updates and to discuss collaborative partnerships. The meeting was called to order at 5:30 p.m.

**STUDY SESSION DISCUSSION**

- Dr. Kristine McDuffy, Superintendent of Edmonds School District, was introduced and recognized in her new role. Dr. McDuffy was recently honored as one of Edmonds Community College's Distinguished Alumni.
- Stephanie Teachman, Director of Facilities and Capital Projects at Edmonds CC, provided an overview of the new College Master Plan, and updates on the new Science, Engineering and Technology (SET) Building that is planned for construction soon. The College has also recently purchased the Lynnwood Elks Lodge building adjacent to campus.

- Stewart Mhyre, Executive Director of Business and Operations at Edmonds School District, spoke about the ESD transportation maintenance facility, and other remodeling and replacement projects taking place with various schools within the District.
- Dr. Charlie Crawford, Executive Vice President of Instruction at Edmonds CC, and Mark Madison, Director of STEM and Career & College Readiness at ESD, provided an update on the Articulation Council. Discussion included demographics, increasing college access, dual enrollment agreements, student advising, recruitment and Guided Pathways.

**ADJOURNMENT**

The meeting was adjourned by Edmonds CC Board Chair Carl Zapora at 6:19 p.m.

ATTACHMENTS AVAILABLE UPON REQUEST

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Mr. Carl Zapora, Chair

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Date Approved

ATTEST:

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

**BACKGROUND****2017 SCHEDULE OF BOARD  
OF TRUSTEES MEETINGS****Subject**

To establish and approve the 2017 schedule of Edmonds Community College Board of Trustees meetings.

**Background**

In compliance with *RCW 42.30.075*, it is necessary that the Edmonds Community College Board of Trustees adopt a meeting schedule to be kept on file in the Office of the Code Reviser in Olympia.

Regularly scheduled meetings are held on the second Thursday of the month or as established on the 2017 schedule of Board of Trustees meetings. Each meeting date will be confirmed at the previous month's Board meeting. If a date or time other than what is listed on the 2017 meeting schedule is chosen, then the Board will hold a *special* rather than a *regular* meeting. Any change to the schedule will be communicated to the media and the Washington State Code Reviser's Office.

In accordance with new *Board Policy 1.0, Section 2, Meetings (former Board Policy B 3.2, Board of Trustees Bylaws, Section 2.1. Meetings)*, the Board of Trustees will hold a minimum of six regular meetings and four study sessions during the calendar year.

**Recommendation**

The Trustees are asked to review the 2017 schedule of Board of Trustees meeting dates, along with any other personal commitments they have throughout the year. Any conflicts will be presented and discussed at the November 10, 2016, Board of Trustees meeting when approval will be requested.

(All meetings are scheduled to begin at 4:30 p.m. The ending times will vary. The May 11 meeting will begin at 3:30 pm with the Tenure Reception. The August 17 study session is scheduled from 8:00 a.m. – 5:00 p.m.)

**February 9, 2017**  
**March 9, 2017**  
**April 13, 2017**  
**May 11, 2017 (3:30 pm)**  
**June 8, 2017**  
**August 17, 2017 (8:00 am – 5:00 pm)**  
**September 14, 2017**  
**October 12, 2017**  
**November 9, 2017**



Washington Community College District 23

**Resolution NO. 16-11-1**
**2017 Schedule of Board of Trustees Meetings**

**WHEREAS**, in compliance with *RCW 42.30.075*, it is necessary that the Edmonds Community College Board of Trustees adopt a meeting schedule to be kept on file in the Office of the Code Reviser in Olympia, and

**WHEREAS**, in accordance with new *Board Policy 1.0, Board of Trustees Bylaws, Section 2, Meetings (former Board Policy B 3.2, Board of Trustees Bylaws, Section 2.1, Meetings)*, the Board will hold a minimum of six regular or special meetings during the calendar year. Additional regular or special meetings may be held when requested by the Chairperson of the Board or by a majority of the Trustees, and

**WHEREAS**, the Board of Trustees has determined that four study sessions will be held during each calendar year where no action will be taken;

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees of Edmonds Community College adopts the following schedule for its 2017 meetings, and directs the President or designee to file this schedule in the Washington State Code Reviser’s Office.

**2017 Edmonds Community College Board of Trustees Meeting Schedule**

January – <b>NO MEETING</b>			
February 9	Thursday	4:30 p.m.	Study Session & Regular Meeting
March 9	Thursday	4:30 p.m.	Regular Meeting
April 13	Thursday	4:30 p.m.	Study Session & Regular Meeting
May 11	Thursday	3:30 p.m.	Regular Meeting
June 8	Thursday	4:30 p.m.	Regular Meeting
July – <b>NO MEETING</b>			
August 17	Thursday	8:00 a.m.	Summer Study Session
September 14	Thursday	4:30 p.m.	Regular Meeting
October 12	Thursday	4:30 p.m.	Study Session
November 9	Thursday	4:30 p.m.	Regular Meeting
December – <b>NO MEETING</b>			

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 Mr. Carl Zapora, Chair

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 Date Approved

ATTEST:

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 Dr. Jean Hernandez, Secretary

**BACKGROUND****AMENDMENTS TO SELECTED  
BOARD POLICIES****Subject**

Consideration of amendments to Board Policies.

**Background**

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

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

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

All policies will be renumbered and some renamed; as appropriate, each policy will include procedures. The following policies will be presented at the November 10, 2016 meeting:

- BOT 1.0 – Board of Trustees Bylaws (Former B 3.2)
- BOT 1.1 – Board Job Description (Former B 3.3) – *Approved September 8, 2016*
- BOT 1.2 – Board Member Code of Ethics (Former B 3.6)
- BOT 1.3 – Philosophy of Governance (Former B 3.1)
- BOT 1.4 – Trustees' Civility and Respect (Former B 3.7)
- BOT 1.5 – Chairperson's Role (Former B 3.4)
- BOT 1.6 – Mission Statement, Vision Statement, Core Themes, Strategic Objectives and Values (Former B 1.1)
- BOT 1.7 – Monitoring and Planning (Former B 1.2) – *Approved October 13, 2016*

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

**Recommendation**

The staff of Edmonds Community College recommends the Board review the above named policies. Any revisions will be completed and presented to the Board for its approval at the February 9, 2017 meeting.

1.1	Board Job Description	B 3.3	Board Job Description	Sep-16
1.2	Board Member Code of Ethics	B 3.6	Board Member Code of Ethics	Feb-17
1.3	Philosophy of Governance	B 3.1	Philosophy of Governance	Feb-17
1.4	Trustees' Civility and Respect	B 3.7	Trustees' Civility and Respect Policy	Feb-17
NA	Evaluation and Monitoring of Board Processes	B 3.5	Evaluation and Monitoring of Board Processes	incorporate w/ BOT 1.1
1.5	Chairperson's Role	B 3.4	Chairperson's Role	Feb-17
1.6	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
1.7	Monitoring and Planning	B 1.2	Monitoring and Planning	Oct-16
1.8	General Executive Expectations	B 2.1	General Executive Expectations	Mar-17
1.9	Authority and Expectations of the President	B 2.2	Authority and Expectations of the President	Mar-17
1.10	Performance Appraisal and Compensation of the President	B 2.3	Performance Appraisal and Compensation of the President	Mar-17
1.11	Compensation and Benefits for Employees and Other Contractual Agreements	B 2.5	Compensation and Benefits	Mar-17
1.12	Board Treasurer, Budgeting, and Fiscal Accountability	B 2.4	Board Treasurer, Budgeting, and Fiscal Accountability	Mar-17
1.13	Asset Protection	B 2.6	Asset Protection	Mar-17
1.14	Communication and Counsel to the Board	B 2.7	Communication and Counsel to the Board	Mar-17
1.15	Emergency Executive Succession	B 2.8	Emergency Executive Succession	Mar-17
1.16	Student Success	unassigned	Student Success	Mar-17
1.17	Academic Freedom	B 1.3	Academic Freedom Policy	Mar-17
1.18	Debt Management	B 2.9	Debt Management	Mar-17
1.19	Cash and Investment Management	B 2.10	Cash and Investment Management	Mar-17
1.20	Emeritus Status	B 2.11	Emeritus Status	Mar-17

# **BOARD OF TRUSTEES POLICY - BYLAWS**

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

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

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### *SUMMARY/SCOPE*

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

### *DESCRIPTION*

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

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

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

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

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

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

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

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

### **SECTION 2. MEETINGS**

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

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

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

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

### SECTION 3. OFFICE

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

### SECTION 4. PARLIAMENTARY AUTHORITY

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

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

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

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

### *GLOSSARY TERMS*

Board of Trustee(s)

### *RELATED POLICIES AND PROCEDURES*

(was) B 3.2

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

### *REVIEW PERIOD*

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

### *REVIEW HISTORY*

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

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

Revised 1/11/07

Revised 9/19/02

BOT 3.2 – 8/02

# **BOARD OF TRUSTEES PROCEDURE - BYLAWS**

**Edmonds Community College**

**WA State Community College District 23**

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

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### *SUMMARY/SCOPE*

Procedure for addressing the Board of Trustees Bylaws policy.

### *DESCRIPTION*

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

### *PROCEDURE DETAILS*

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

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

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

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

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

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

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

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

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

#### *GLOSSARY TERMS*

Board of Trustee(s)

#### *RELATED POLICIES AND PROCEDURES*

(was) B 3.2

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

College President

#### *REVIEW PERIOD*

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

#### *REVIEW HISTORY*

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

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

Revised 1/11/07

Revised 9/19/02

BOT 3.2 – 8/02

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

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

### **BOT 1.1 – BOARD JOB DESCRIPTION**

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#### *SUMMARY/SCOPE*

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

#### *DESCRIPTION*

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

The Board will concentrate its efforts on the following:

1. The link between the College and the citizens, educational institutions, governmental agencies, business and industry, and other community, state, and federal organizations.
2. Written governing policies which, at the broadest levels, address:
  - Mission and Strategic Direction
  - Board Roles and Responsibilities
  - Board Planning and Operations
3. The assurance of monitoring and evaluating Presidential performance.
4. The assurance of monitoring and conducting an evaluation of its own performance.
5. A link between the Board of Trustees and the College Foundation Board of Directors for maintaining communication and providing coordination between the two Boards.
6. The entire Board also will retain and perform the following non-delegable duties:
  - Adopt the annual College budget.
  - Establish tuition rates.
  - Approve the contract between the College and the Foundation.
  - Approve all litigation settlements above \$150,000\*.
  - Authorize every sale or purchase of real property, and every lease of real property.
  - Approve all new degrees and certificate programs of 20 or more credits, and which require approval by the State Board for Community and Technical Colleges.
  - Approve discontinuation of all degrees and certificate programs of 20 or more credits, and which required approval by the State Board for Community and Technical Colleges.
  - Approve naming of buildings, places, landscaping.
  - Select honorary degree recipients.



7. The Board, with the exception of the Student Trustee\*\*, also will retain and perform the following non-delegable duties:
- Grant or deny tenure or permanent status to faculty.
  - Approve negotiated collective bargaining agreements with faculty and classified staff.
  - Hire, evaluate, set the terms of employment, renew or dismiss the President.
  - Dismiss tenured or permanent faculty.
  - Terminate probationary faculty prior to contract expiration.
  - Approve indemnification of any College official or employee named in a lawsuit.
  - Approve professional development leaves for faculty.

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

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

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

**GLOSSARY TERMS**

Board of Trustee(s)

**RELATED POLICIES AND PROCEDURES**

(was) B 3.3

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

**REVIEW PERIOD**

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

**REVIEW HISTORY**

Revised 9/8/16 by Board Resolution 16-9-1  
Revised 5/8/14 by Board Resolution 14-5-1  
Revised 5/12/11 by Board Resolution 11-5-2  
Minor Edit 12/8/06  
Revised 9/15/06 by Board Resolution 06-9-1  
BOT 3.3 – 5/01

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

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

### **BOT 1.1 pr – BOARD JOB DESCRIPTION**

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#### *SUMMARY/SCOPE*

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

#### *DESCRIPTION*

Procedure for Board Policy 1.1 Board Job Description.

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

The contract that establishes the formal relationship between the Board of Trustees and College Foundation Board of Directors shall be reviewed a minimum of once every three (3) years, and as time permits annually at the Board's yearly summer study session.

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

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

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

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

#### *GLOSSARY TERMS*

Board of Trustee(s)

#### *RELATED POLICIES AND PROCEDURES*

(was) B 3.3

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

#### *REVIEW PERIOD*

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

*REVIEW HISTORY*

Revised 9/8/16 by Board Resolution 16-9-1  
Revised 5/8/14 by Board Resolution 14-5-1  
Revised 5/12/11 by Board Resolution 11-5-2  
Minor Edit 12/8/06  
Revised 9/15/06 by Board Resolution 06-9-1  
BOT 3.3 – 5/01

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

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

### **BOT 1.2 – BOARD MEMBER CODE OF ETHICS**

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#### *SUMMARY/SCOPE*

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

#### *DESCRIPTION*

The Edmonds Community College Board of Trustees shall concentrate its efforts on the following:

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

#### *GLOSSARY TERMS*

Board of Trustee(s)

#### *RELATED POLICIES AND PROCEDURES*

(was) B 3.6

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

#### *REVIEW PERIOD*

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

#### *REVIEW HISTORY*

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

Amended 01/11/07

BOT 3.6 – 5/01

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

Edmonds Community College  
WA State Community College District 23

### **BOT 1.2 pr – BOARD MEMBER CODE OF ETHICS**

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#### *SUMMARY/SCOPE*

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

#### *DESCRIPTION*

Procedure for Board Policy 1.2 Board Members Code of Ethics.

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

Members' interaction with the President must recognize the lack of authority vested in individuals except when explicitly board-authorized. Members' interaction with the public, press, or other entities must recognize the same limitation and the inability of any Board Member to speak for the Board.

Board Members will neither encourage nor report individual judgments of President or staff performance.

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

#### *GLOSSARY TERMS*

Board of Trustee(s)

#### *RELATED POLICIES AND PROCEDURES*

(was) B 3.6

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

College President

#### *REVIEW PERIOD*

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

#### *REVIEW HISTORY*

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

Amended 01/11/07

BOT 3.6 – 5/01

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

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

### **BOT 1.3 – BOARD PHILOSOPHY OF GOVERNANCE**

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#### *SUMMARY/SCOPE*

The Edmonds Community College Board Philosophy of Governance Policy established the governance model followed by the Trustees.

#### *DESCRIPTION*

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

The Board of Trustees shall ensure:

The fulfillment of the College's Mission within the guidelines of the College Philosophy by means of the financial and human resources available; promotion of appropriate activities, conditions, and decisions; scrupulous self-monitoring of its processes and performances; and assuring compliance with all applicable state and federal statutes.

A governance model that emphasizes a future-oriented, outward vision rather than internal preoccupation; ensuring openness to diverse points of view; encouragement of an equitable and inclusive culture; strategic leadership rather than administrative detail; clear distinction of Board and President roles; collective rather than individual decisions; and proactivity rather than reactivity.

#### *GLOSSARY TERMS*

Board of Trustee(s)

#### *RELATED POLICIES AND PROCEDURES*

(was) B 3.1

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

College President

#### *REVIEW PERIOD*

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

#### *REVIEW HISTORY*

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

BOT 3.1 – 5/01

# BOARD OF TRUSTEES PROCEDURE - PHILOSOPHY OF GOVERNANCE

Edmonds Community College  
WA State Community College District 23

## BOT 1.3 pr – BOARD PHILOSOPHY OF GOVERNANCE

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### *SUMMARY/SCOPE*

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

### *DESCRIPTION*

Procedure for Board Policy 1.3 Board Philosophy of Governance.

The Board will:

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

### *GLOSSARY TERMS*

Board of Trustee(s)

### *RELATED POLICIES AND PROCEDURES*

(was) B 3.1

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

### *REVIEW PERIOD*

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

### *REVIEW HISTORY*

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



# BOARD OF TRUSTEES POLICY - CIVILITY AND RESPECT

Edmonds Community College  
WA State Community College District 23

## BOT 1.4 – BOARD CIVILITY AND RESPECT

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### *SUMMARY/SCOPE*

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

### *DESCRIPTION*

The Board of Trustees is committed to the following:

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

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

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

### *GLOSSARY TERMS*

Board of Trustee(s)

### *RELATED POLICIES AND PROCEDURES*

(was) B 3.7

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

### *REVIEW PERIOD*

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

### *REVIEW HISTORY*

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

Revised 05/12/11 by Board Resolution 11-5-3

Approved 11/9/10 by Board Resolution 10-11-A

# BOARD OF TRUSTEES PROCEDURE - CIVILITY AND RESPECT POLICY

Edmonds Community College  
WA State Community College District 23

## BOT 1.4 pr – BOARD CIVILITY AND RESPECT

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### *SUMMARY/SCOPE*

The Procedure for Board Policy 1.4 Civility and Respect.

### *DESCRIPTION*

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

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

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

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

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

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

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

#### *Presentation Guidelines for Trustee Meetings*

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

### *Public Comment Process:*

To speak at a regular trustee meeting:

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

### *GLOSSARY TERMS*

Board of Trustee(s)

### *RELATED POLICIES AND PROCEDURES*

(was) B 3.7

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

College President

### *REVIEW PERIOD*

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

### *REVIEW HISTORY*

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

Revised 05/12/11 by Board Resolution 11-5-3

Approved 11/9/10 by Board Resolution 10-11-A

## **BOARD OF TRUSTEES POLICY - CHAIR'S ROLE**

Edmonds Community College  
WA State Community College District 23

### **BOT 1.5 – CHAIR'S ROLE**

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#### *SUMMARY/SCOPE*

The Chair assures the integrity of the Board's process and occasionally represents the Board to outside parties.

#### *DESCRIPTION*

The Chair is the Board's only spokesperson other than in rare and specifically authorized instances.

1. The Chair assures that the Board functions in a manner consistent with its own rules and those legitimately imposed upon it from the State of Washington and the State Board for Community and Technical Colleges.
2. The authority of the Chair consists of making decisions that fall within the topics covered by Board Policies.
3. In the absence of the Chair, the Vice Chair will assume the responsibilities of the Chair.

#### *GLOSSARY TERMS*

Board of Trustee(s)

#### *RELATED POLICIES AND PROCEDURES*

(was) B 3.4

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

#### *REVIEW PERIOD*

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

#### *REVIEW HISTORY*

Revised 2/9/17 by Board Resolution 17-2-??  
BOT 3.4 – 05/01

## BOARD OF TRUSTEES PROCEDURE - CHAIR'S ROLE

Edmonds Community College  
WA State Community College District 23

### BOT 1.5 pr – CHAIR'S ROLE

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#### *SUMMARY/SCOPE*

The Procedure for Board Policy 1.5 Chair's Role.

#### *DESCRIPTION*

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

Duties include:

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

Expectations include:

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

#### *GLOSSARY TERMS*

Board of Trustee(s)

#### *RELATED POLICIES AND PROCEDURES*

(was) B 3.7

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

#### *REVIEW PERIOD*

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

#### *REVIEW HISTORY*

Revised 2/9/17 by Board Resolution 17-2-??  
BOT 3.4 – 05/01

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

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

## **BOT 1.6 – MISSION STATEMENT, VISION STATEMENT, CORE THEMES, STRATEGIC OBJECTIVES, AND VALUES**

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### *SUMMARY/SCOPE*

The Edmonds Community College Board of Trustees maintains and supports the College's Mission Statement, Vision Statement, Core Themes, Strategic Objectives, and Values.

### *DESCRIPTION*

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

### **MISSION STATEMENT**

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

### **VISION STATEMENT**

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

### **CORE THEMES**

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

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

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

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

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

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

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

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

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

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

### **VALUES**

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

#### **Collaboration and Communication**

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

#### **Responsibility and Accountability**

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

#### **Innovation and Creativity**

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

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

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

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

### *GLOSSARY TERMS*

Board of Trustee(s)

### *RELATED POLICIES AND PROCEDURES*

(was) B 1.1

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

### *REVIEW PERIOD*

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

### *REVIEW HISTORY*

Revised 2/9/17 by Board Resolution 17-2-??  
Amended 11/21/13, Resolution No. 13-11-2  
Amended 5/9/13, Resolution No. 13-5-1  
Amended 9/13/12, Resolution No. 12-9-3  
BOT 1.1 – 8/12 First Consideration  
Amended 6/9/10, Resolution No. 10-6-9  
Amended 01/11/07  
BOT 1.1 (and 1.2) – 5/01



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

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

## **BOT 1.6 pr – MISSION STATEMENT, VISION STATEMENT, CORE THEMES, STRATEGIC OBJECTIVES, AND VALUES**

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### *SUMMARY/SCOPE*

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

### *DESCRIPTION*

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

The College may use Councils, employee/representative bodies, or a steering committee/task force to ensure broad participation by students and employees. In addition, the College will invite external community feedback. Other means of gathering input may include surveys or focus groups.

The draft statements will be reviewed and recommended by President's Cabinet to the Board of Trustees for their review and feedback. As the governing body for the College, the Board of Trustees approval is required before changes can be implemented.

### *GLOSSARY TERMS*

Board of Trustee(s)

### *RELATED POLICIES AND PROCEDURES*

(was) B 1.1

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

College President

### *REVIEW PERIOD*

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

### *REVIEW HISTORY*

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

Reviewed 2/18/14

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

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

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

BOT 1.1 – 8/12 First Consideration

Amended 6/9/10 by Board Resolution 10-6-9

Amended 01/11/07  
BOT 1.1 (and 1.2) – 5/01

## **BOARD OF TRUSTEES POLICY – MONITORING AND PLANNING**

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

### **BOT 1.7 – BOARD MONITORING AND PLANNING**

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#### *SUMMARY/SCOPE*

The Edmonds Community College Board of Trustees maintains a schedule of monitoring reports and policy discussion that support Mission Fulfillment and the Strategic Plan.

#### *DESCRIPTION*

Board Policies may be monitored at any time although a schedule for policy review should occur at least once every three years. An annual schedule of monitoring reports and policy discussions will be developed in conjunction with the Strategic Plan.

Mission Fulfillment is defined as Indicators of Achievement falling within the Green or Yellow Zone, and no more than two (2) indicators falling in the Red Zone.

Central to the college-wide Strategic and SIMPLE planning processes, the Board will review and, if necessary, modify the College's Mission Statement, Vision Statement, Core Themes, Strategic Objectives, and/or Values.

#### *GLOSSARY TERMS*

Board of Trustee(s)

#### *RELATED POLICIES AND PROCEDURES*

(was) B 1.2

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

#### *REVIEW PERIOD*

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

#### *REVIEW HISTORY*

Amended 10/13/16 by Board Resolution 16-10-1  
Amended 11/21/13 by Board Resolution 13-11-2  
Amended 9/13/12 by Board Resolution 12-9-3  
BOT 1.3 – 5/01

## **BOARD OF TRUSTEES PROCEDURE – MONITORING AND PLANNING**

Edmonds Community College  
WA State Community College District 23

### **BOT 1.7 pr – BOARD MONITORING AND PLANNING**

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#### *SUMMARY/SCOPE*

Procedure for meeting Board Policy 1.6 Board Monitoring and Planning.

#### *DESCRIPTION*

The Board of Trustees initially approved the framework for measuring Mission Fulfillment at their August 2013 Board Retreat. Each year during the summer Board Study Session, the College presents the Annual Institutional Performance Report that includes an update on all Indicators of Achievement. The Institutional Performance Report lists the Strategic Plan's prior year's goals, including the achievement of the measureable outcomes or a plan for those outcomes that were not met, to the Board of Trustees. In addition, for those Indicators not met, the College also must prepare a plan that is presented to the Board.

The Core Themes and Strategic Objectives guide the College in the development of strategies and measureable outcomes for the ensuing year. The Strategic Councils and SIMPLE Plan annual reports will summarize the analysis of data, resources requested, and how these resources or changes resulted in continuous improvement and achievement of Mission Fulfillment.

The Board receives annual progress reports on the Strategic Plan. The Strategic Plan will be reviewed and updated at least once every three (3) years by the Board.

#### *GLOSSARY TERMS*

Board of Trustee(s)

#### *RELATED POLICIES AND PROCEDURES*

(was) B 1.2

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

College President

#### *REVIEW PERIOD*

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

#### *REVIEW HISTORY*

Amended 10/13/16 by Board Resolution 16-10-1

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

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

BOT 1.3 – 5/01

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

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

# EDMONDS COMMUNITY COLLEGE

STEP Analysis: The purpose of this exercise was to analyze external factors including social, technology, economic, and political both within the context of higher education as well as the broader external factors. The STEP was completed by the Board of Trustees on August 18, 2016 at the retreat.

S

**SOCIAL**  
Changes in social patterns, values, ethics, and public opinion.

- Population demographics are changing and becoming more diverse.
- Millennial generation will bring major changes and expectations for higher education including different values, work ethics, and skill sets.
- Public opinion is rising for community colleges.
- Return on investment for a higher education degree is being questioned with student debt burden increasing.
- Experiencing a learning paradigm shift with need to be agile and respond to rapid change.

T

**TECHNOLOGY**  
Changes in technology, innovations, social media, and global communications.

- Access to information is becoming easier, faster, and is free.
- Connectivity is expected and old technology is not tolerated and becomes off-putting.
- The college must approach technology needs with a mindset of learning on smartphones, online classes, Massive Open Online Courses (MOOC), and adapting to Millennials who utilize technology differently.
- STEM fields will become increasingly important and employers will need a workforce that is competent in using technology.
- The college should consider an IT master plan to ensure we are keeping up with the pace of change in technology and address the potential for reducing the physical space needed for in-person learning.

E

**ECONOMIC**  
Changes in financial factors including tuition, and micro/macro revenues and expenses.

- There is dwindling state funding for community colleges and the capacity to increase funding the future is questionable.
- Low and middle income families are facing financial challenges with the slow recovery from the great recession, increased healthcare costs, and cost of living increases.
- The costs of college are rising with significant increases in student indebtedness, yet job prospects are limited and may not be in the industry associated with the student's degree.
- Global competition is increasing, including outsourcing of jobs such as call centers and technical support.
- Globalization is impacting the economy, workforce, and higher education.
- Performance-based funding is trending across the country and is supported by the state system - coupled with a new state allocation model that creates uncertainty for college budget planning.
- New emerging models of education are competing with the traditional higher education models including for-profits, MOOC's, industry in-house training, and accelerated learning models.

P

**POLITICAL**  
Changes in legislations, regulations, mandates, laws, and elected officials.

- Federal political changes will impact higher education including America's Promise (free tuition for community colleges) healthcare, compliance regulations, and Higher Education Act.
- Need for support and advocacy for investing in higher education. "Camelot moment for our community college system."
- The outcome of the U.S. Presidential and legislative elections will also have an impact on higher education.
- State legislature is going through challenges/changes and will be focused on resolving K-12 funding due to the McCleary case.

# EDMONDS COMMUNITY COLLEGE

SWOT Analysis: The purpose of this exercise was to analyze factors internal to the college (strengths and weaknesses) and factors external to the college (opportunities and threats) to help guide the strategic planning process. The SWOT was completed by the Board of Trustees on August 18, 2016 at the retreat.

S

W

O

T

## STRENGTHS

## WEAKNESSES

## OPPORTUNITIES

## THREATS

Internal advantages compared to the competition and factors that will help make use of opportunities, contribute to achievement of goals, and lessen the impact of external threats.

Internal disadvantages compared to the competition and factors that will lessen the ability to pursue opportunities and achievement of goals, and contribute to the impact of external threats.

External trends that should be taken advantage of including factors that will reduce costs, improve our processes, and increase volume and variety of outputs.

External threats that may cause a negative impact including factors that will cause increase costs, reduce effectiveness, and market disruptors.

- Exceptional employees who are passionate and committed to student success
- Strong presidential and executive leadership
- Innovative, resourceful, and entrepreneurial spirit
- Known as being nimble and able to adjust to business needs
- Strong alignment with local industry needs including aerospace and technology
- Commitment to diversity, equity, and inclusion
- Program strengths include undergraduate research, WATR Center, service learning, and International Education

- Funding challenges and instability of state allocation model
- Moving at governmental speed - bureaucratic processes make change slow and cumbersome
- College budget has a lot of fixed costs which may make the college less able to be agile and nimble
- Lack political clout and access
- Need for more partnerships in community and be less internally focused
- Infrastructure concerns including old technology, parking, facilities, and staffing levels
- More marketing of Edmonds CC's strengths
- Ease of navigation in terms of advising and no mandatory orientation
- Policies and rules around financial aid are not clear

- "Camelot moment for our community college system" Perception and public support for CC's is rising
- Capitalize on America's Promise to make CC tuition free for students
- Tremendous return on investment
- Expand programs to meet shifting employer needs including STEM, WATR Center, and small business
- Need for more partnerships including ESD/MSD, Town and Gown, and community support
- Leverage technology including online learning, virtual reality, and social media
- Continue to be innovative and be a leader at the forefront of change
- Think global, act local
- Meet the needs of an increasingly diverse population

- Continued decreases in state funding and legislative focus on resolving McCleary case for K-12 funding
- Lack of affordability for students - indebtedness
- Traditional learning is not keeping pace with emerging and competing education models including technology, virtual learning, and artificial intelligence
- Any major industry changes in our region such as Boeing expansions or layoffs
- Globalization
- Mental health concerns are on the rise with decreasing public support for services
- Increasingly litigious society - legal cases, public records requests, lawsuits
- Increased competition for students including EVCC, SCC, UW, and for-profits

Internal

External