

AGENDA

Tenure Reception & Regular Meeting
May 16, 2019
Gateway Hall 352
3:30 - 7:30 p.m.

MISSION: TEACHING | LEARNING | COMMUNITY

3:30 PM	<i>Tenure Reception</i>	
4:30 PM	A. Call to Order	Dr. Tia Benson Tolle
	B. Introduction of Guests	Dr. Tia Benson Tolle
	C. Public Comment (2 min. each)	Dr. Tia Benson Tolle
	D. Approval of Meeting Minutes April 11, 2019 Regular Meeting	Dr. Tia Benson Tolle p.3
	E. Next meeting - June 13, 2019 at 4:30 p.m.	
4:45 PM	F. Informational and Monitoring Reports Internal Communication	Danielle Carnes, Eva Smith
5:00 PM	G. Old Business – Action Approval of Professional Leave	Dr. Charlie Crawford p.15
5:05 PM	H. New Business – First Consideration	
	1. ASEdCC	
	a. Student Fees	Zasar Jongpermwattanapol p.19
	b. Budget	Zasar Jongpermwattanapol p.22
	c. Amendment of the ASEdCC Constitution and Bylaws	Mustapha Samateh, Kevin West p.25
	2. 2019-20 College Operating Budget	Kevin McKay
	3. International Contract Program	Kevin McKay
	4. Consideration of New Curricula	Dr. Charlie Crawford
	a. Computer Information Systems AAS-T Degree	p.40
	b. Web Application and Cloud Developer AAS-T Degree	p.42

5:30 PM	I. Representative Reports		
	1. Faculty Representative		Kay Latimer
	2. Student Representative		Mustapha Samateh
	3. Classified Staff Representative		Frederick Pieters
5:50 PM	J. Foundation Report		Diana Clay p.44
6:00 PM	K. President's Report		Dr. Amit Singh p.45
6:10 PM	L. Board Discussion		Dr. Tia Benson Tolle
6:20 PM	M. Executive Session (If Necessary)		Dr. Tia Benson Tolle
6:30 PM	N. Adjournment		Dr. Tia Benson Tolle

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.

DRAFT MINUTES**Regular Meeting
April 11, 2019**

Trustees Present: Diana Clay, Angela Durham, Quentin Powers, Emily Yim

Others Present: Arlene Anderson, Danielle Carnes, Dr. Terry Cox, Dr. Charlie Crawford, Jessica Hanaumi, Kay Latimer, Liz Mueth, Jim Mulik, Mustapha Samateh, Dr. Amit Singh, Eva Smith, Brad Thomas

CALL TO ORDER

Vice Chair Yim called the meeting to order at 4:31 p.m. and welcomed those present.

INTRODUCTION OF GUESTS

Wayne Anthony, Dr. Wanda Billingsly, Luke Botzheim, Alison Cohen, Pat Copeland, Loren Everhart, Elisabeth Fredrickson, Jorge de la Torre, Casey King, Kristine Kobayashi, Qania Lihawa, Jennifer Patterson, Marisa Pierce, Tina Rajabi, Edward Samudra, Jackie Toteva, Andy Williams, Dr. Steve Woodard

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MEETING MINUTESMarch 14, 2019 Regular Meeting

Motion: Trustee Clay moved the Board of Trustees approve the March 14, 2019, meeting minutes as presented. Trustee Powers seconded the motion. The Board approved the motion with Trustee Yim abstaining.

Approved

April 2, 2019 Special Meeting

Motion: Trustee Clay moved the Board of Trustees approve the April 2, 2019, meeting minutes as presented. Trustee Powers seconded the motion. The Board unanimously approved the motion.

Approved

INFORMATIONAL AND MONITORING REPORTS

SET Building Update

Kevin McKay, Vice President of Finance and Operations, shared photographs of the current structure and noted the project is on time and within the budget.

Triton Court Update

Luke Botzheim, Housing, provided an update of housing and residential life.

Triton Court is scheduled to open Fall 2020.

NEW BUSINESS - FIRST CONSIDERATION

Consideration of Professional Leave

Dr. Charlie Crawford, Executive Vice President for Instruction, presented the recommendation for consideration of professional leave for Hayden Bixby and Dr. Thomas Murphy.

REPORTS

Faculty Representative

Attachment A

Student Representative

Attachment B

Legislative Update

Attachment C

Classified Staff Representative

Attachment D

FOUNDATION REPORT

Attachment E

PRESIDENT'S REPORT

In addition to the President's Report (*Attachment F*), Dr. Singh highlighted:

- *NCMPR Silver Paragon* award received by Edmonds CC marketing team for the Student Resource Guide
- *NCMPR Rising Star* award received by Laura Daniali, communications specialist

BOARD DISCUSSION

The Board discussed options for onboarding and training for new trustees including conferences, in-house training, and mentorship.

Trustee Powers announced his resignation from the Board of Trustees as of June 30, 2019.

The Board recommended holding a special meeting to discuss succession planning.

The Board recognized Trustee Emily Yim for her role as Chair of ACCT for 2018-19.

EXECUTIVE SESSION

Assistant Attorney General Arlene Anderson recommended action not be taken on any personnel issues without a quorum of four regular Board members as a best practice.

STUDY SESSION

State Funding Formula

Dr. Amit Singh, Jim Mulik, and Kevin McKay presented an overview of the current state funding formula, which included a breakdown of the total model allocation, Edmonds CC share of weighted FTE funding, and information regarding the Student Achievement Initiative.

The Board suggested following up with more information at the August 2019 study session.

Other

Dr. Charlie Crawford congratulated Jennifer Patterson on her new position as the State Librarian for Oregon.

ADJOURNMENT

The meeting was adjourned by Vice Chair Yim at 6:19 p.m.

Next Meeting

The next regular Board meeting is Thursday, May 16, 2019, at 4:30 p.m. in Gateway Hall 352.

Dr. Tia Benson Tolle, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

ATTACHMENT A

**BOARD OF TRUSTEES
April 11, 2019 Meeting Report
AFT Local 4254 EdCC Faculty**

Greetings:

There are just a few items this month.

- There is one current ULP and one grievance headed for arbitration.
- The state wide AFT walkout is Tuesday April 16, 2019. Local 4254 has chosen not to join the walkout for two reasons. Last quarter there were too many canceled classes and students are better served by Faculty staying in class. Also contract negotiations have just begun. Faculty will show support by wearing our red shirts and providing information on the ROC campaign.
- The joint AFT Executive Council and BOT dinner is June 5, at 5:30 in the College Café.

Thank you.

Submitted by:

Kay Latimer, President, Local 4254

ATTACHMENT B
BOARD OF TRUSTEES
April 11, 2019 Meeting Report
Student Government

Completed

Executive Board Meeting

- Textbooks Affordability & Accessibility: The Associated Students hosted a Textbook Exchange Fair during the first week of spring quarter to provide students with cheaper textbook options and free textbook resources on campus.
- Triton Court: The Executive Board allocated \$806,590 from the Associated Students reserve balance to fund students furniture for the new Triton Court dorm.
- State Need Grant: On March 24 the Associated Students joined the Washington Student Engagement Network and student leaders from the Community & Technical Colleges system to educate legislators the importance of fully funding the State Need Grant. 180 students attended the advocacy day, and 45 meetings were held with legislators.

In Progress

- 2019/2020 Student Trustee Application Process: The Associated Students is currently accepting Student Trustee Applications. Application deadline is slated for April 12.

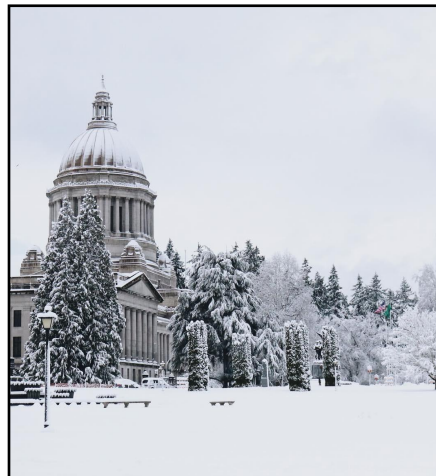
Submitted by:

Mustapha Samateh ASEdCC Administrative Liaison

ATTACHMENT C

Legislative Internship

Washington State Board for
Community & Technical Colleges



Internship Period: Winter Quarter 19

Faculty Sponsor:
Robin Datta

CUPS Advisor:
Wayne Anthony

Academic Credit Class
Political Science 298

Responsibilities

Advocate on behalf of CTC students, in collaboration with Washington Community & Technical Colleges Student Association.

Track legislation impacting Community and Technical College students and the SBCTC.

Attend relevant legislative committee hearings.

Participate in Community and Technical College system meetings as directed, i.e. legislative briefing etc.

Responsibilities

Collaborate with relevant stakeholder groups to accomplish legislative goals.

Regularly share progress with Washington Community Technical Colleges Student Association leadership, other system partners.

Develop and contribute a weekly blog regarding legislative activities germane to student interest, in coordination with the SBCTC Communications department.

Attend and provide weekly legislative reports at the weekly scheduled Washington Community Technical Colleges Student Association leadership meetings.

Collaboratively work/support with the SBCTC Legislative director.

New Hope For Previously Incarcerated Students

HB 1041 (New Hope Act) would promote reintegration of former prison inmates. This bill will eliminate certain conviction records when requirements are met, preventing future discrimination in social service applications. This bill would ensure students in the community and technical college system would have a fair chance and overall access to higher education by keeping the same standard.

Textbook Affordability & OERs

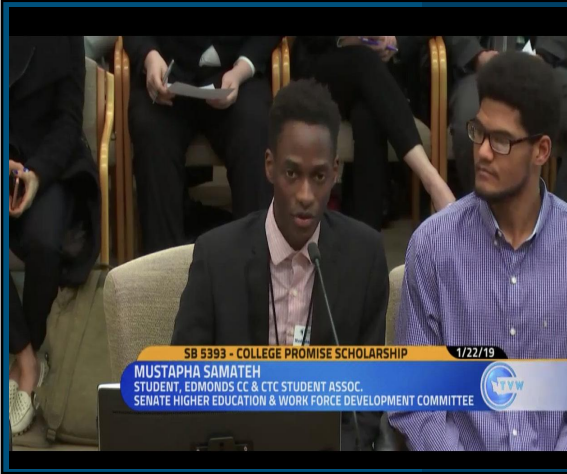
HB 1702 would mandate colleges on ctcLink to specify which classes offer "low-cost" course material. "Low-cost" course material is defined as under \$50, according to a 2017-19 statewide student lead survey that had over 10,000 participants.

College Affordability

SB 5393 (Washington College Promise Scholarship) represent students' dream: Community and technical college would be free for all eligible resident students of Washington state. This bill will fully fund the State Need Grant

Food Insecurity

HB 1893 would address food insecurity among community and technical college students and the steps colleges take to help students overcome food insecurity. It would provide emergency funds to college campuses with the intention of reaching out to students directly who may need support for basic needs (such as food, transportation, etc.)



Testifying on the Senate Committee on Higher Education & Workforce Development.



Thank You



Mustapha Samateh

ATTACHMENT D
BOARD OF TRUSTEES
April 11, 2019 Meeting Report
WPEA/UFCW 365

- We do not have much to report. We continue to encourage good-working and respectful relationships between managers and their employees. We continue to foster a strong relationship between the Union and Human Resources and hope that continues when a new Executive Director is chosen.
- We will be starting to organize our Summer BBQ for classified members which will be attended by our WPEA president Keith Stanford and our Union Representative, Heather Kafton.
- We continue to support our classified staff and encourage their involvement with the union.

Respectfully submitted by:

Liz Mueth, EdCC WPEA Chief Shop Steward

ATTACHMENT E
BOARD OF TRUSTEES
April 11, 2019 Meeting Report
Edmonds CC Foundation

STEM CAMPAIGN UPDATE

- The Foundation is close to finishing the Case for Support for the STEM Campaign to raise \$2 million over 4 years for the new STEM building, its technology needs, STEM scholarships, and programs. The first STEM Campaign committee members have been recruited and include Diana Clay, Dick Beresford, Wendy Popke, and others. The hiring of a new Major Gifts Officer to support our campaign fundraising efforts is in process, and the first campaign meeting will be July 17, 2019.

GALA – APRIL 13, 2019 | GRAND HYATT SEATTLE HOTEL

- **The Foundation has met its goal, securing \$125,000 in Gala sponsorships, and 325 guests will be attending the 33rd annual Transforming Lives Gala on Saturday.** We are grateful to *Premera* for stepping up their investment to \$20,000 as our Presenting Sponsor. Thank you also to Dr. Tia Benson Tolle for assisting with the *Boeing* sponsorship and to Diana Clay for sponsoring a table.
- The event goal is to raise \$400,000, and new this year is a “Trips and Sips” \$25 raffle during the reception for a chance to win one of seven fantastic baskets. The Foundation is also hosting a fun after party featuring the Edmonds CC Jazz Band, a cash bar, coffee bar, and a dance floor, so please plan to join us for this year’s Gala.

OTHER FUNDRAISING

- After the Gala, the Foundation’s two primary fundraising activities will be writing 4-5 grant proposals for private and corporate foundations and meeting with as many major donors and prospects as possible before the end of the fiscal year on June 30.
- The Foundation plans to submit a \$600K Behavioral Health funding proposal to *Premera* by April 11.
- The first Bequest campaign is in the works for this spring along with a couple of direct appeals before the end of this fiscal year.
- This year’s President’s Club reception will be mid-August at the home of a Foundation Board Member.
- John Sanchez, owner of *Fairway Independent Mortgage Corporation* in Lynnwood, is the Foundation’s newest board member.

Submitted by: Diana Clay, Foundation Board Liaison

Submitted by:
Diana Clay, Foundation Board Liaison

ATTACHMENT F
April 11, 2019 Meeting
President's Report

- 2019 All-WA Academic Team Ceremony | March 21
Lazarus Hart was named to the All-Washington Academic Team, a group of top scholars from community and technical colleges in Washington state. Mr. Hart received a medallion and was honored by Governor Jay Inslee. I attended this event along with Trustee Zadora and Dr. Robin Datta.
- National Award | March 25
At the National Council for Marketing and Public Relations (NCMPR) National Conference in San Antonio, Laura Daniali, communications specialist of Edmonds CC's marketing and public information office, was named the 2019 National Rising Star. This award "recognizes newcomers who have demonstrated special creativity or ability in marketing and PR and show evidence of a promising future in the field."
- NCMPR Paragon Award | March 25
Edmonds CC earned a silver Paragon in the Brochure-Booklet category for its Student Resource Guide, a 20-page campus resource designed to connect prospective and current students with the resources they need. Paragon Awards "recognize outstanding achievement in design and communication at community and technical colleges."
- Governor Jay Inslee | March 29
Governor Inslee toured the Edmonds CC Engineering Technology lab and met with faculty as well as students and alumni pursuing STEM degrees and careers. Governor Inslee later tweeted, "It was great to see career-connected learning in action and hear about their current projects. All WA students should have multiple pathways to quality education and career training."
- Everett Community College | March 8
A cohort of staff from the Everett CC Leadership Academy met with Dr. Singh to learn more about his career, leadership philosophies, and opportunities and challenges for the CTC system. The discussion was followed by a tour of Rainier Place and the Veterans Resource Center.
- *Washington Alliance for Better Schools* (WABS) Corporate Advisory Council | March 12
The council met to gather input regarding regional programs in partnership with the school districts to strengthen understanding of STEM fields and career pathways for all students as well as a pilot regional STEM internship program for high school students. I attended this meeting at the invitation of Trustee Yim.
- Snohomish STEM Network | March 13
- Foundation for Edmonds School District | March 15
- Expanding Your Horizons | March 19
The seventh annual Expanding Your Horizons conference welcomed close to 500 students from five school districts. Penelope Ramirez, Boeing engineer, presented the keynote. The conference

was comprised of a series of workshops for students in grades 8 - 12 who are interested in science, technology, engineering, and math.

- EASC Snohomish County Update | March 20
- Swift Green Line Opening Celebration | March 24
- Hero's Cafe | March 26
Hero's Cafe is a monthly gathering for all veterans to focus on fostering positive outreach, interaction, and welfare in the community. I attended last month at Verdant with Mayor Nicola Smith.
- Washington State Department of Commerce | March 29
I met with Julia Terlinchamp of the Washington State Department of Commerce. Ms. Terlinchamp is the Sector Lead for Governor Inslee and the Director of Life Science & Global Health Development.
- Town Hall | April 2

BACKGROUND***PROFESSIONAL LEAVE
REQUESTS FOR 2019-2020 ACADEMIC
YEAR*****Subject**

Board of Trustees approval to grant faculty professional leave for the 2019-2020 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.

<u>Faculty Member</u>	<u>Professional Leave</u>	<u>Recommended Annualized FTEF</u>
Hayden Bixby	Three Quarters.	.999
Thomas Murphy, PhD	Two Quarters	.666

Recommendation

Approval of professional leave requests at the May 16, 2019, Board of Trustees meeting.

Professional Leave Requests - Application Excerpts

Thomas Murphy, PhD, Anthropology

My action plan for Professional Leave for fall 2019 and winter 2020 is to complete a book manuscript, *Hauntings and Holocausts: Settler Colonialism and the Book of Mormon*. The book is a revision and expansion of my doctoral dissertation in anthropology, "Imagining Lamanites: Native Americans and the Book of Mormon," from the U. of Washington (2003). After a break of more than a decade from that work I have been working intermittently on the manuscript for the past couple of years. Completion will require a dedicated period of time that could be provided by a sabbatical.

Decolonization methods and theories have laid the foundation for my approach to instruction and student learning. Early in my teaching career I began a series of innovations in pedagogy that would culminate in the creation of the Learn and Serve Environmental Anthropology Field (LEAF) School and the Center for Service-Learning at Edmonds Community College in 2006 and 2007. The LEAF School, as a partnership with Coast Salish tribal communities, aims to use Indigenous methodology and pedagogy to change power relations in higher education. The Center for Service-Learning provides support for faculty and students to engage in meaningful service and research that achieves learning objectives and meets needs defined by the community, including tribal communities.

The college makes a commitment to diversity and community-engagement in our mission and core values. The proposed book manuscript strengthens that commitment by critically examining the process by which identity has been shaped in marginalized communities over the past seven generations. In recent years, though, these once marginal communities are coming to the forefront. Tribal governments have grown to become some of the largest employers in Snohomish County and the state of Washington. Our students need to be prepared to work with and for Indigenous communities. Mormons have emerged on the international scene by hosting the 2002 Winter Olympics in Salt Lake City and are now prominent players in national politics. The Mitt Romney campaign for President of the United States in 2012 created what the media has called a "Mormon moment." Romney's embrace of neoliberal capitalism, the LDS Church's political endeavors to prevent same-sex persons from marrying, its overwhelming one-party membership and its continued resistance to equal rights for women illustrates the depth to which Mormonism itself has been colonized by the very same political party that led the nineteenth century assault on this faith tradition. My work, and that of my colleagues, in decolonizing Mormonism from the inside has important ramifications for understanding diversity in the today's complex world.

Professional Leave Requests - Application Excerpts (continued)

Hayden Bixby, English

I am requesting up to three quarters of leave in order to pursue two areas of professional and personal development that intersect and reinforce each other. One element focuses on redesigning my Canvas classes to incorporate contemporary best practices, as well as campus initiatives including, but not limited to, Service Learning and Global Engagement. The other element is to immerse myself more fully in community and international non-profit work so that I become more knowledgeable about the opportunities and resources available to students as these issues are incorporated more explicitly in my online courses.

I was one of the earliest EdCC adopters of Blackboard, prior to the College officially beginning its push for online and hybrid teaching. When the College developed its online offerings, I consistently took advantage of the development opportunities to improve my courses.

A decade or so later, most of my teaching is conducted online now, and I regularly update my Canvas courses to reflect ongoing training. But most of those updates have to occur in addition and simultaneous to my full time teaching load. I would benefit from some designated time in which to learn contemporary best practices and revamp my courses accordingly.

Further, renovating my courses to explicitly incorporate elements of Service Learning, Guided Pathways, College Success, Global Engagement, and Advising will give me the opportunity to become more knowledgeable about and proficient with those campus services that are also undergoing significant renovation.

My ability to incorporate Service Learning and Global Engagement elements, in particular, in a way that will be meaningful to students will be strengthened by the community involvement component of my proposal, since I will be participating fully in the same kind of work I will be asking them to consider.

RESOLUTION 19-05-01***PROFESSIONAL LEAVE REQUESTS
FOR 2019-2020 ACADEMIC YEAR***

WHEREAS, the Board of Trustees of Edmonds Community College District 23 has a policy for consideration and granting of professional leave for faculty;

WHEREAS, the Board of Trustees has received a ranked list from the Professional Leave Committee for faculty who have requested leave for the 2019-2020 academic year;

WHEREAS, the Board of Trustees is committed to the continued professional growth of the Edmonds Community College faculty even in difficult financial times; and

WHEREAS, the recipients of professional leave must submit a one-page, written summary to the Board of Trustees at the end of the quarter following their leave (excluding summer quarter).

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Edmonds Community College awards professional leave for the following faculty:

<u>Faculty Member</u>	<u>Professional Leave</u>	<u>Recommended Annualized FTEF</u>
Hayden Bixby	Three Quarters	.999
Thomas Murphy, PhD	Two Quarters	.666

Dr. Tia Benson Tolle, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

BACKGROUND

FISCAL YEAR 2019 - 2020
SERVICES & ACTIVITIES FEE
STUDENT CENTER M&O FEE
ASSESSMENT FEE
TECHNOLOGY FEE
SUSTAINABILITY FEE
BUS PASS USER FEE

Subject

Proposed AEdCC Services and Activities and Self-Assessed local fees for Fiscal Year (FY) 2019-20.

Background

The AEdCC budget development process is outlined in the AEdCC Financial Code and RCW 28B.15.045. The AEdCC Executive Board is responsible for determining fee levels within the guidelines that the State Legislature and the State Board of Community and Technical Colleges have set. The following fees are submitted for consideration.

The Associated Students recommend to the Board of Trustees fee levels for the following six fees: the Services and Activities Fee and five local voluntary self-assessed fees. The Services and Activities Fee maximum is set by the State Board for Community and Technical Colleges and the five local voluntary self-assessed fees are set by the Associated Students Executive Board. The State Legislature has given authority to each college to determine local fees. The AEdCC Executive Board voted to keep self-assessed local fees the same for 2019-20.

Current AEdCC Fees
Services and Activities (S&A) Fee

The Services and Activities Fee is included as part of tuition a student pays.

S&A Fee 2018-2019	\$11.06/credit (credits 1-10)	\$6.43/credit (credits 11-18)
S&A Fee 2019-2020	To Be Determined	To Be Determined

Assessment Fee

The Associated Students took action to assess a fee to fund Brier Triton Student Center and subsidize the bus pass program with Community Transit.

Assessment Fee 2018-2019	\$5.30/credit
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Assessment Fee 2019-2020 \$5.30/credit

Technology Fee

The Associated Students took action to assess a Technology Fee. The fee is used to fund staff positions to support the operation of the open computer labs and fund technology related projects through the Technology Investment Management Committee (TIMC).

Technology Fee 2018-2019 \$2.40/credit

Technology Fee 2019-2020 \$2.40/credit

Student Center Maintenance and Operation (M&O) Fee

The Associated Students took action to assess a Student Center M&O Fee. The fee was instituted in 2005-06 to support a dedicated fund for the M&O of the student center. Currently, the State does not fund M&O for buildings constructed with Certificates of Participation (COP). This fee ensures a dedicated revenue source toward the operation of the student center. It has not been changed since FY 17-18.

Student Center M&O Fee 2018-2019 \$.41/credit

Student Center M&O Fee 2019-2020 \$.41/credit

Sustainability Fee

The Associated Students took action to assess a Sustainability Fee. This fee began in fall quarter 2011 to provide dedicated funding to enhance sustainability on campus. The fee provides funding for the Campus Green Fund; funds student positions known as “Green Team,” and to educate the campus community about sustainability practices.

Sustainability Fee 2018-2019 \$.45/credit

Sustainability Fee 2019-2020 \$.45/credit

Bus Pass User Fee

The Associated Students took action to assess students who want a bus pass a quarterly user fee. This user fee began in summer quarter 2010 to help subsidize the bus contract with Community Transit. Contract costs require that all students who use this service pay a small fee to receive free local bus service.

Bus Pass User Fee 2018-2019 \$26.00/quarter

Bus Pass User Fee 2019-2020 \$26.00/quarter

Recommendation

The Board of Trustees approve the proposed FY 2019-20 ASEdCC Services and Activities Fee, Assessment Fee, Technology Fee, Student Center M&O Fee, Sustainability Fee, Bus Pass User Fee as submitted at the June 13, 2019, Board of Trustees meeting.

DRAFT RESOLUTION***ASEdCC SERVICES AND ACTIVITIES
SELF-ASSESSED FEE RATES FY 2019-20***

WHEREAS, the State Board for Community and Technical Colleges set the tuition and fee rates for Fiscal Year (FY) 2019-20;

WHEREAS, the Board of Trustees of Community College District 23, possesses the authority to set the Services and Activities Fee (S&A Fee) portion of the tuition and fee rate for FY 2019-20; and

WHEREAS, the ASEdCC Executive Board has approved the following fees for FY 2019-20:

- | | |
|--|----------------------|
| ● S&A Fee for credits 1-10 | \$11.06 per credit |
| ● S&A Fee for credits 11-18 | \$6.43 per credit |
| ● Assessment Fee | \$5.30 per credit |
| ● Technology Fee | \$2.40 per credit |
| ● Student Center Maintenance and Operation Fee | \$0.41 per credit |
| ● Sustainability Fee | \$0.45 per credit |
| ● Bus Pass User Fee | \$26.00 per quarter. |

NOW, THEREFORE BE IT RESOLVED, that the Edmonds Community College Board of Trustees approves the proposed FY 2019-20 S & A Fee, Assessment Fee, Technology Fee, Student Center Maintenance and Operation Fee, Sustainability Fee, and Bus Pass User Fee.

Dr. Tia Benson Tolle, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

BACKGROUND***FISCAL YEAR 2019-20***
ASEdCC SERVICES AND ACTIVITIES FEE BUDGET**Subject**

Proposed ASEdCC Services and Activities Fee Budget for (FY) 2019-20.

Background

The ASEdCC budget development process is outlined in the ASEdCC Financial Code and RCW 28B.15.045. The ASEdCC Services and Activities (S & A) Fee Budget Committee has balanced the proposed budget following the process, timeline and guidelines contained in the ASEdCC Financial Code.

The following budget is submitted for consideration:

2019-20 Projected Revenue = **\$1,430,000**

The 2019-2020 S & A Fee Revenue **decreased by \$20,000** as projected by the Business Office.

The 2019-20 S & A Fee Budget Committee developed the budget based on account directors proposals, preliminary balance hearings, and administrative review. The committee reviewed all accounts using a three-year analytical report on account expenditures and developed the following principles:

- Overall S & A fee funded conference travel decreased by 50% from 2018-19 allocation
- An suggested maximum for a speaker/performer is \$4,000
- Funded new training hours for employees to accounts that originally do not have funds allocated for training: 2 hours per employee per quarter
 - Accounts affected are Game Room, Welcome Desk, and Student Activities Supervision
- No new line items or additions to line items except for mandatory increases (e.g. minimum wage) and increases that reflect current practices (e.g. arena rental cost)
- No uniforms/T-shirts (with the exception of Athletics)
- Reduced funds from the accounts that showed consistent underspending of budgets for 2 or more years

The ASEdCC Executive Board recognized the following programs as a new recognized program. Subsequently, the 2019-20 S & A Fee Budget Committee funded the programs at the stated level.

- Pre College Peer Mentoring at \$5,748
- Women's Cross Country at \$2,050
- Men's Cross Country at \$2,050

The following budgets have the most significant changes:

- Advising Resource Center decreased by 100% (\$15,270)
- Center for Student Cultural Diversity and Inclusion decreased by 26% (\$11,635)

Recommendation

The Board of Trustees approve the proposed FY 2019-20 Services and Activities Fee budget at the June 13, 2019, Board of Trustees meeting.

DRAFT RESOLUTION***ASEdCC SERVICES AND
ACTIVITIES FEE BUDGET
FY 2019-20***

WHEREAS, the ASEdCC Services and Activities Fee Budget Committee has developed the proposed ASEdCC Services and Activities Fee Fiscal Year (FY) 2019-20 Budget;

WHEREAS, the ASEdCC Executive Board has approved the budget based on the projected Services and Activities Fee revenue for FY 2019-20 as estimated by the Business Office, and stipulated in the ASEdCC Financial Code; and

WHEREAS, the College administration has reviewed and approved the FY 2019-20 ASEdCC Services and Activities Fee Budget.

NOW, THEREFORE BE IT RESOLVED, that the Edmonds Community College Board of Trustees approves the FY 2019-20 ASEdCC Services and Activities Fee Budget.

Dr. Tia Benson Tolle, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

BACKGROUND***ASEDCC AMENDMENT OF THE ASEDCC CONSTITUTION
AND BYLAWS*****Subject**

Proposal to amend the Constitution and By-laws of the Associated Students of Edmonds Community College effective July 1st, 2019.

Background

During winter quarter 2019, the Associated Students Executive Board created a policy and procedure committee to review and update the constitution of the ASEDCC. The last revision was in 2006 and it was felt that the current document was outdated especially with the duties of Executive Officers, and procedures of Executive Board's business.

The policy and procedure committee met multiple times and based on Executive Officers input, a draft amendment was created which proposed some changes. These changes included clarifying or updating Executive Officer positions descriptions.

Amendments to the constitution requires two-thirds (2/3) majority vote of the Executive Board, Administrative Review, and approval from the Board of Trustees.

This version of the constitution builds on their concepts and ideas by implementing a structure that provides more collaboration and communication between college administration initiatives and student leaders.

Philosophy and Vision

Involvement of students in positions of leadership should be embraced by the College as important not only as a learning experience but to bring the student voice and perspective at all levels of college governance. Student leaders should be aligned with supporting the College's mission and goals and also reaching out to the student body to determine programmatic and service needs and be the representative voice.

Major Changes

The officer positions have been updated by changing position descriptions that update job duties to meet the current atmosphere, practices, and expectations of our campus and students. Executive Board meeting procedures have been updated to be more inclusive and convenient for board members and our students.

Article V -Executive Board Selections

Article V Section 1 call for four (4) student representatives to serve on the selection committee, but does not specify how those student representatives will be chosen. Section 2 has been added to this article to clarify the appointment process for the student representatives.

Executive Board Positions

Positions: The officer position titles were established to indicate the area of responsibility that each person has and that mirrors college administrative areas.

Student Representative Appointment Process: The Executive Officer for Administrative Liaison and the Executive Officer for Academics have the authority to appoint students to all College, Executive Board, and tenure committees. The proposed amendment states that the Executive Board may overrule any appointments made by the Executive Officer for Administrative Liaison and the Executive Officer for Academics by a majority vote.

Executive Officer for Administrative Liaison: This position serves as the primary administrator for the Associated Students, and is the liaison to the college administration. The original constitution states for the position to meet with the Vice President for Student Services. The proposed amendment asks for the Administrative Liaison to meet with the President of the College. The past and current Administrative Liaison have met with the college president. The title of this position is amended to state “The Executive Officer for Administration.”

Executive Officer for Budget and Finance: This position acts as the financial manager and advisor of the Association and monitors current records of all Association revenues and expenditures. Sub-section “H” has been revised to state that the Executive Officer for Budget and Finance shall “meet as needed with the Vice-President of Finance and Operations.”

Executive Officer for Community Relations: This position servers at the legislative liaison for the Associated Students. The proposed amendment asks for this position to meet as needed with the legislative liaison for the college, so that they can have some insight on the college’s legislative agenda.

Executive Officer for Student Relations: This position serves as the point of contact to the student body, and brings student concerns to the Executive Board. The proposed amendment asks for this position to meet as needed with the Vice President for Student Services.

Executive Officer for Student Clubs: This position serves as the clubs representative in the Executive Board. Sub-section “I” has been added to state that this position shall monitor club web pages.

Executive Officer for Technology: This position is responsible for advocating for adequate & accessible technology on campus for the student body. Technical terms have been updated in the position and job description to meet the current terms of the college.

Executive Officer for Academics: This position serve as the student liaison with the instructional side of the college. Technical terms have been updated in the position and job description to meet the current terms of the college

Executive Officer for Diversity: This position is responsible for advocating and promoting all aspects for diversity on campus relating to student affairs. The position and job description has been expanded to be more specific and reflective of the work of the Associated Students.

Pronouns

All pronouns mentioned in the ASEdCC Constitution & Bylaws have been changed to be neutral and more inclusive. (For example, “his or hers” is replaced with “their”). The Associated Students acknowledges the mission of the college in regards to aspects of diversity and inclusion.

Article III - Term of Office

Section 1 of this article has been amended to better clarify the term of office for Executive Officers. The proposed amendments ask for the term of Officers to start and end with the fiscal academic year.

Article IV - Condition of Executive Board Tenure

Section 11 is added to this article to clarify that Student Government Officers shall not serve as a member of the Edmonds Community College Board of Trustees simultaneously. The Associated Students believe that student leadership roles aside from student government should be accessible for the student body to participate.

Article VI - Vacancies

Section 1 of this article has been amended to state that “vacancies in the Executive Board shall be filled within 25 instructional days, instead of 20 instructional days, excluding holidays, breaks and summer quarter.” Executive Officers work up to 16 hours per week, thus 20 instructional days is challenging for the the Board to fill a vacant position.

Article VII - Meetings

Section 4 of this article has been amended to add “Board Discussion” in the order of business for Executive Board meetings. This added portion will allow board members to discuss internal and external matters of the associated students, that may not be included on the agenda. Section 7, 8 & 9 have been amended to address Executive Board meeting quorum, online, and committee meetings.

Article XI - Position Statement

Section 4 of this article has been amended to allow the Executive Board to decertify position statements when they are no longer relevant.

At a Special Executive Board meeting on April 2019, the above constitutional Amendments were approved. In addition a motion was approved to request the support of the Board of Trustees in implementing the approved constitutional amendments.

Recommendation

It is recommended that the Edmonds Community College Board of Trustees approve the proposed amendments to the Constitution of the Associated Students of Edmonds Community College.

THE CONSTITUTION

Of the Associated Students of Edmonds Community College

PREAMBLE

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

ARTICLE I – RECOGNITION

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

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

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

ARTICLE II – AUTHORITY

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

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

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

ARTICLE III – EXECUTIVE BOARD MEMBERS

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

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

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

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

ARTICLE IV – MEMBERSHIP

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

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

ARTICLE V – EXECUTIVE BOARD SELECTIONS

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

Section 2: Student Representatives:

- A. The student members of the selection committee shall be comprised of four (4) students with no more than two standing Executive Officers.
- B. The Executive Board shall select its representatives at an Executive Board meeting, and the Executive Officer for Administration shall appoint student body representatives which shall be ratified by the Executive Board.

Section ~~2~~ 3: The selection process shall take place during spring quarter.

ARTICLE VI– REVENUES

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

Section 2: Once collected, Association funds shall come under the authority of the Executive Board.

ARTICLE VII – CONSTITUTIONAL INTERPRETATION

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

Section 2: Such interpretation shall be made through the adoption of a position statement.

ARTICLE VIII– INITIATIVE

Section 1: Members of the Association shall have the right to initiate and implement legislation.

Section 2: This shall take form through a fair process of voting conducted in a timely manner.

ARTICLE IX – AMENDMENTS

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

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

ARTICLE I – AUTHORITY

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

ARTICLE II – DUTIES OF OFFICERS

Includes all Executive Officers:

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

Section 1: The Executive Officer for ~~Administrative Liaison~~ Administration shall:

- A. Serve as the primary ~~student~~ administrator for student government and represents the Association to official functions of the college.
- B. Serve as the liaison to the College administration and attend the Board of Trustees meetings as the student representative.

- C. Appoint students to all College and Executive Board committees, with the exception of all tenure committees; the Executive Board may overrule any appointments made by the Executive Officer for Administration by a majority vote.
- D. Implement action on motions passed by the Executive Board.
- E. Represent students at President's Cabinet Leadership Team as directed by the Vice-President for Student Services President of the College or their designee.
- F. Meet as needed with the Vice-President for Student Services President of the College or their designee.

Section 2: The Executive Officer for Budget and Finance shall:

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

Section 3: The Executive Officer for Community Relations shall:

- A. Serve as the student representative on the College Legislative Action Committee.
- B. Serve as the student representative to the Commencement Committee.
- C. Serve as the student representative to the Arts, Culture and Civic Engagement Initiative Committee.
- D. Represent the Association at legislative functions such as testifying in Olympia.
- E. Coordinate on-campus voter registration and information.
- F. Chair the Elections Committee as needed.
- G. Draft Executive Board position statements as necessary.
- H. Attend the annual Legislative Academy and Voice Academy legislative regional or national advocacy meetings and conferences with the approval of the Executive Board.
- I. Meet as needed with the Vice-President for College Relations and Advancement legislative liaison for the College or their designee.

Section 4: The Executive Officer for Student Relations shall:

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

Section 5: The Executive Officer for Clubs shall:

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

Section 6: The Executive Officer for Technology shall:

- A. Develop and chair the annual ~~Technology Fee Management Committee~~ Technology Investment Management Committee.
- B. Act as a student representative on ~~the Technology Advisory Committee~~ any technology committee regarding student affairs.
- C. Advocate for technology support and training for all students.
- D. Meet as needed with the ~~Executive Director for Information Technology~~ Chief Administrator for Technology or their designee .
- E. Responsible for representing ASEdCC in all digital signage operations and decisions.
- F. Responsible for understanding and operating TSC technology and mediation.
- G. Work with ~~College Relations~~ College's Marketing Department in managing EdCC web pages and social media sites.
- H. Responsible for monitoring and managing ASEdCC web pages ~~and social media accounts~~.

Section 7: The Executive Officer for Academics shall:

- A. Represent students at Instructional Staff meetings as directed by the Vice-President for Instruction.

- B. Provide reports to and from Instructional Staff as directed by the Vice-President for Instruction.
- C. Appoint students to tenure committees in collaboration with the Vice-President for Instruction; ~~the Executive Board may overrule any appointments made by the Executive Officer for Administration by a majority vote.~~
- D. Be responsible for coordinating/conducting class related surveys.
- E. Act as a student advocate for student or classroom issues.
- F. Serve on ~~the Teaching and Learning Committee~~ any academic committee regarding student affairs.
- G. Meet as needed with the ~~Vice-President for Instruction~~ Chief Administrator for Instruction or their designee.
- H. Work with academic division heads to coordinate quarterly visits by the Executive Board to each division.
- ~~I. Responsible for coordinating the participation of the Executive Board at campus orientations and tours.~~

Section 8: The Executive Officer for Diversity shall:

- A. Support ~~all~~ campus wide diversity efforts.
- B. Serve on the Diversity Council ~~and diversity committees~~ as the Student Government Representative.
- C. Meet as needed with the ~~Vice President for International Student Services~~ Chief Administrator for Equity and Inclusion or their designee.
- ~~D. Meet as needed with the Diversity Council chair.~~
- E. Meet as needed with the ~~Diversity Student Center~~ Center for Student Cultural Diversity and Inclusion staff.
- F. Collaborates with the Center for Student Cultural Diversity & Inclusion in promoting Multicultural Life and Programs on campus.

ARTICLE III – TERM OF OFFICE

Section 1: The term of office shall start ~~on the first day of summer quarter~~ the fiscal academic year ~~through~~ and shall end on the last day of ~~spring quarter~~ the fiscal academic year.

ARTICLE IV – CONDITION OF EXECUTIVE BOARD TENURE

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

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

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

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

- Section 5: Any Executive Board member not fulfilling ~~her or his~~ their job description may receive a written request from the ~~Director for Student Programs~~ Primary Administrator for Student Programs to amend the situation.
- Section 6: The ~~Director for Student Programs~~ Primary Administrator for Student Programs shall have the right to terminate employment.
- Section 7: To apply for an Executive Officer position, students must be enrolled in at least six (6) Edmonds Community College credits and have a minimum of 2.5 cumulative GPA or equivalent from Edmonds Community College or from the most recent institution attended.
- Section 8: To remain in office, all Executive Board members shall maintain successful progress towards their academic goals by completing at least six (6) credit hours per quarter, excluding summer quarter, and maintaining a grade point average of at least 2.50 each quarter; **additionally all officers must be in good standing.**
- Section 9: If at any time during ~~his or her~~ their tenure a member of the Executive Board is unable to meet the quarterly academic requirement, at the discretion of the ~~Director for Student Programs~~ Administrator for Student Programs, ~~he or she~~ they may be placed on a one time only academic probation status for one quarter. (Amendment approved April 23, 2007)
- Section 10: Selected officers may serve a maximum of 2 consecutive terms. Time served as an appointed officer filling a vacancy on the Executive Board is not included in this term limit.
- Section 11: An ASEdCC Executive Officer shall not simultaneously serve as a member of the Edmonds Community College Board of Trustees.**

ARTICLE V – EXECUTIVE BOARD RECALL

- Section 1: Any member of the Association may initiate a recall against an Executive Board member.
- Section 2: Such procedure shall be in accordance with ~~ARTICE~~ ARTICLE IX – Initiative.

ARTICLE VI – VACANCIES

- Section 1: Any vacancies in the Executive Officer positions shall be filled by the Executive Board within ~~20~~ 25 instructional days excluding holidays ~~and~~, breaks, **and summer quarter.**
- Section 2: The appointment shall be ratified by a two-thirds (2/3) vote in the affirmative by the Executive Board.

ARTICLE VII – MEETINGS

- Section 1: Regular meetings of the Executive Board shall be held ~~weekly~~ during fall, winter and spring quarters.
- Section 2: Special Executive Board meetings may be called as necessary.
- Section 3: The Executive Board reserves the privilege of executive session when deemed appropriate by the chair, and in accordance with the Open Public Meetings Act, RCW 42.32.020.
- Section ~~6~~ 4: The order of business for the Executive Board meetings shall be:
- A. Call to order
 - B. Roll call
 - C. Introduction of guest(s)

- D. Open floor
- E. Approval of minutes
- F. Correspondence
- G. Reports
- H. Unfinished business
- I. New business
- J. Board Discussion
- K. Announcements
- L. Adjournment

(Amended 1-21-2016)

(Amended TBD)

Section 7 5: Each member of the Executive Board, except the chair, shall exercise one vote. The chairperson shall cast a vote only in the event of a tie.

Section 8 6: No proxy votes shall be accepted.

Section 9 7: ~~Five (5) members~~ A simple majority of Executive Officers in office shall constitute a quorum.

Section 8: Online meetings may only be held with the approval of the chair only if a physical quorum is present.

Section 9: Executive Board committee meetings shall follow the Washington Open Public Meetings Act

Section 10 9: Unless otherwise specified in this document, all matters under consideration shall be ratified by a simple majority.

Section 11 10: Robert's Rules of Order, current edition, shall be the rules of the day.

ARTICLE VIII – ELECTIONS

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

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

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

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

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

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

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

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

ARTICLE IX – INITIATIVE

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

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

ARTICLE X – REFERENDUM

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

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

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

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

ARTICLE XI – POSITION STATEMENT

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

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

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

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

- A. The Executive Officer for Community Relations and [the Executive Officer for Administration](#) shall research the situation in depth and draft a preliminary position statement.
- B. Not more than two (2) weeks shall elapse during this drafting. No later than the first Executive Board meeting following the conclusion of the two (2) week draft period, the preliminary draft shall be presented.
- C. To be adopted, the draft must receive a two-thirds (2/3) affirmative vote of the Executive Board.
- D. Should a draft fail to pass, it shall be referred back to the Executive Officer for Community Relations for the purpose of revision. A revised draft shall be presented at the next Executive Board meeting.
- E. A position statement must be adopted within six (6) calendar weeks of the original request or motion.

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

ARTICLE XII – APPEALS PROCEDURE

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

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

Section 2: Appeals shall be submitted to the Senior Associate Dean for Student [Life and Development Success/Student Engagement](#) or [his-or-her](#) [their](#) designee.

ARTICLE XIII – FINANCES

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

ARTICLE XIV – INTERPRETATION

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

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

ARTICLE XV – OTHER REGULATORY DOCUMENTS

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

- A. Student Rights, Freedoms and Responsibilities

- B. AEdCC Financial Code
- C. AEdCC Fiscal Year Budget
- D. ~~The~~ Revised Code of Washington
- E. ~~The~~ Washington Administrative Code
- F. Killian Outline

ARTICLE XVI – AMENDMENTS

Section 1: The Executive Board may approve amendments to the Constitution and By-laws by a two-thirds (2/3) majority vote of the members present at a duly constituted meeting. After administrative review, approval of the changes shall be recommended to the Board of Trustees for final approval.

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

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

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

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

Amended April 2007

Amended June 2011

Amended January 2016

Amended (TBD) 2019

~~1/2016~~ (TBD)/2019

DRAFT RESOLUTION***ASEDCC AMENDMENT OF THE ASEDCC CONSTITUTION
AND BYLAWS***

WHEREAS, the ASEDCC Policy and Procedure Committee has developed the proposed amendments to the Associated Students Constitution and Bylaws;

WHEREAS, the ASEDCC Executive Board has unanimously approved the amendments to the Associated Students Constitution and Bylaws, and

WHEREAS, the College administration has reviewed and approved the amendments to the Associated Students Constitution and Bylaws.

NOW, THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees approves the proposed amendments to the Associated Students Constitution and Bylaws; effective July 1, 2019.

Dr. Tia Benson Tolle, Chair

Date Approved

ATTEST:

Dr. Amit Singh, Secretary

BACKGROUND***APPROVAL OF NEW CURRICULA*****Subject**

Board of Trustees consideration of the Computer Information Systems AAS-T Degree

Background

This broad-based curriculum produces skilled people who can move into a wide range of information technology careers. Our base curriculum includes: an introduction to computing, an in-depth view of systems analysis and design, enterprise architecture, database theory and design, Web development, and programming using Visual Basic and Java.

Recommendation

Board of Trustees approval of the Computer Information Systems AAS-T Degree at the June 2019 meeting.

Washington Community College District 23

DRAFT RESOLUTION***APPROVAL OF NEW CURRICULA***

WHEREAS, the Board of Trustees reserves unto itself the final approval of departmental curricula and degree and certificate requirements; and

WHEREAS, the new education program has been developed to satisfy industry requirements designated for the Computer Information Systems AAS-T Degree.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approves the granting of the Computer Information Systems AAS-T Degree.

Dr. Tia Benson Tolle, Chair

Date Approved

ATTEST:

Dr. Amit Singh, Secretary

BACKGROUND***APPROVAL OF NEW CURRICULA*****Subject**

Board of Trustees consideration of the Web Application and Cloud Developer AAS-T Degree

Background

This broad-based and comprehensive curriculum teaches the skills students need to enter a wide range of web development and design careers. The curriculum emphasizes a cross-discipline approach to both the current and emerging technologies being used on the internet and teaches students how to create cutting-edge websites that are both functional and aesthetically pleasing. This degree will help individuals prepare for employment in web development and administration, web programming, and Cloud application development.

Recommendation

Board of Trustees approval of the Web Application and Cloud Developer AAS-T Degree at the June 2019 meeting.

Washington Community College District 23

DRAFT RESOLUTION

APPROVAL OF NEW CURRICULA

WHEREAS, the Board of Trustees reserves unto itself the final approval of departmental curricula and degree and certificate requirements; and

WHEREAS, the new education program has been developed to satisfy industry requirements designated for the Web Application and Cloud Developer AAS-T Degree.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approves the granting of the Web Application and Cloud Developer AAS-T Degree.

Dr. Tia Benson Tolle, Chair

Date Approved

ATTEST:

Dr. Amit Singh, Secretary



BOARD OF TRUSTEES
May 16, 2019 Meeting Report

STEM CAMPAIGN UPDATE

- The Foundation is close to finalizing the STEM Campaign budget, hiring a campaign consultant, and continues to recruit STEM Campaign committee members. We are in the process of hiring a new Major Gifts Officer to support campaign fundraising efforts, and the first campaign meeting will be on July 17.

TRANSFORMING LIVES GALA

- The Foundation raised more than \$360,000 with 350 guests attending the 33rd annual Gala on Saturday, April 13. The Foundation is grateful to *Premera* for stepping up its investment to \$20,000 as our Presenting Sponsor. Thank you also to Dr. Tia Benson Tolle for assisting with the *Boeing* sponsorship and Diana Clay for sponsoring a table.
- Kevin Joyce, the Master of Ceremonies and Auctioneer, started the evening off singing, and the reception this year included a “Trips and Sips” raffle featuring seven live auction style packages to win. The Edmonds Jazz and Salsa band played at the new afterparty, and Mustapha Samateh did a great job being our featured student speaker.
- The post-event summary report indicated that 58% of the guests were first time attendees.

OTHER FUNDRAISING

- The Foundation’s two primary fundraising activities this spring include writing 4-5 grant proposals for private and corporate foundations in addition to meeting with as 40 major donors in order to finish the fiscal year strong.
- Our first Bequest campaign is in the works for this spring along with a couple of direct appeals before the end of this fiscal year.
- This year’s President’s Club reception will be mid-August at the home of Dean and Carla Nichols in Woodway.

Submitted by: Diana Clay, Foundation Board Liaison

DR. AMIT B. SINGH
EVENT HIGHLIGHTS APRIL - MAY 2019

- Edmonds CC has received accreditation from NACEP for our College in the High School program is a big accomplishment for which Pam Lemay and Edmonds CC faculty who oversee the instruction worked incredibly hard. Congratulations to all for all of your hard work.
- April 4, 2019 | Recording with Peter Harvey, Lynnwood Chamber of Commerce at the Black Box Theatre
- April 8, 2019 | Achieving the Dream Coach visit - Data Sharing with the College Leadership Team
- April 10, 2019 | Edmonds CC Honors Ceremony in Woodway 202 for students with GPAs of 3.5 and above.
- April 11, 2019 | Economic Alliance Snohomish County's 25 Years at Naval Station Everett event
- April 12, 2019 | CTCLDA Spring Conference at South Seattle College
- April 13, 2019 | Edmonds CC Foundation Gala
- April 14-16, 2019 | AACC Convention in Orlando, FL
- April 17, 2019 | Aspen Strategic Finance Forum in Orlando, FL
- April 18, 2019 | Miss Libby's reading time at the Center for Families
- April 18, 2019 | Joint event with the Lynnwood and Mill Creek chambers of commerce
- April 23, 2019 | College Leadership Team kickoff meeting
- April 23, 2019 | Mukilteo Schools Special Board meeting
- April 30, 2019 | Washington Alliance for Better Schools and T-Mobile - student internships
- May 2, 2019 | Edmonds CC and Everett School District College Transition Team meeting
- May 2, 2019 | Board of Trustees and Classified Union annual dinner
- May 3, 2019 | Mariner Community Campus stakeholder meeting
- May 4, 2019 | 34th Annual Powwow Event at Seaview Gym
- May 7, 2019 | Leadership Snohomish County - Lunch with a Leader hosted at Gateway Hall