

BOARD OF TRUSTEES**Regular Meeting****September 12, 2019**

4:30pm, Gateway Hall 352

AGENDA

4:30pm	1. Call to Order	Trustee Yim
4:32pm	2. Introduction of Guests	Trustee Yim
	3. Public Comment (3 min. each)	Trustee Yim
4:40pm	4. Approval of Meeting Minutes	Trustee Yim
	a. June 13, 2019 - Regular Meeting	
	b. July 25-26, 2019 - Study Session	
	c. August 23, 2019 - Special Meeting	
4:44pm	5. Next Regular Meeting - October 10, 2019 at 4:30pm	
4:45pm	6. Informational & Monitoring Report	
	Foundation Leadership & STEM Campaign Presentation (10)	Brad Thomas
4:55pm	7. Old Business: Second Consideration	
	Approval of 2019/2020 Goals (15)	Dr. Amit Singh
	8. New Business: First Consideration	
5:10pm	a. 2020 Board Meeting Dates (5)	Trustee Yim
5:15pm	b. BAS in IT Application Development (5)	Dr. Charlie Crawford
	9. New Business: First Consideration & Action	
5:20pm	a. Review and Approval of Program Eliminations (15)	Dr. Charlie Crawford
	i. CIS: Desktop Support Specialist – Certificate (518C)	
	i. CLART: CLART And Food Service Mgmt – AAS-T – Transfer To JWU (850S)	
	ii. HSPTR: Business Studies – AAS-T – Transfer To JWU (277R)	
5:35pm	b. Review and Approval of SET Building COP (10)	Kevin McKay
5:45pm	c. Review and Approval of BOT 2.0 policy (10) and BOT 2.01pr updates	Kevin McKay
5:55pm	d. Review and Approval of Letter of Intent (10) for Community Transit	Kevin McKay

6:05pm	10. Break (10)	
6:15pm	11. Advisory Representative Reports	
	a. Faculty Representative (5)	Kay Latimer
	b. Student Representative (5)	Brenda Obonyo
	c. Classified Staff Representative	
6:25pm	12. Foundation Report (5)	Trustee Clay
6:30pm	13. President's Report (5)	Dr. Amit Singh
6:35pm	14. Board Discussion (15)	Trustee Yim
	a. BOT 17.0 - Board Stipend Policy and 2018 Resolution	
	b. Follow-up Items from July 25-26 Board Study Session	
6:50pm	15. Study Session	
	Strategic Planning (30)	Jeff Wagnitz
7:20pm	16. Executive Session, if needed (10)	Trustee Yim
7:30pm	17. Adjournment	Trustee Yim

Next Regular Meeting: October 10, 2019, 2019 at 4:30 p.m.

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.

BOARD OF TRUSTEES

Regular Meeting: June 13, 2019

Draft Minutes

Trustees Present: Dr. Tia Benson Tolle, Diana Clay, Angela Durham, Quentin Powers, Emily Yim

Others Present: Christina Castorena, Dr. Terry Cox, Dr. Charlie Crawford, Jessica Hanaumi, Kay Latimer, Kevin McKay, Jim Mulik, Frederick Pieters, Mushka Rohani, Mustapha Samateh, Dr. Amit Singh, Eva Smith, Dr. Yvonne Terrell-Powell, Brad Thomas

CALL TO ORDER

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

INTRODUCTION OF GUESTS

Wayne Anthony, Alison Cohen, Pat Copeland, Laura Daniali, Elisabeth Fredrickson, Jorge de la Torre, Casey King, Kristine Kobayashi, Qania Lihawa, Edward Samudra, Jackie Toteva, Andy Williams, Dr. Steve Woodard

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MEETING MINUTES

April 11, 2019 Regular Meeting

Motion: Trustee Clay moved the Board of Trustees approve the April 11, 2019, meeting minutes as presented. Trustee Powers seconded the motion. The Board approved the motion with Trustee Benson Tolle abstaining.

Approved

May 14, 2019 Special Meeting

Motion: Trustee Clay moved the Board of Trustees approve the May 14, 2019, meeting minutes as presented. Trustee Yim seconded the motion. The Board approved the motion with trustees Benson Tolle and Durham abstaining.

Approved

May 16, 2019 Regular Meeting

Motion: Trustee Clay moved the Board of Trustees approve the May 16, 2019, meeting minutes as presented. Trustee Yim seconded the motion. The Board approved the motion with trustees Benson Tolle and Powers abstaining.

Approved

INFORMATIONAL AND MONITORING REPORTS

Strategic Planning

Jim Mulik, Executive Director of Institutional Effectiveness and Planning, provided an overview of the strategic planning process and timeline.

OLD BUSINESS - ACTION

Approval of Professional Leave

Motion: Trustee Powers moved the Board of Trustees approve professional leave as presented. Trustee Yim seconded the motion. The Board approved the motion with Trustee Durham opposed.

Approved

ASEdCC Student Fees

Motion: Trustee Powers moved the Board of Trustees approve the 2019-20 ASEDCC Student Fees as presented. Trustee Clay seconded the motion. The Board approved the motion with Trustee Durham opposed.

Approved

ASEdCC Budget

Motion: Trustee Powers moved the Board of Trustees approve the 2019-20 ASEDCC Budget as presented. Trustee Durham seconded the motion. The Board unanimously approved the motion.

Approved

ASEdCC Amendment of the ASEDCC Constitution and Bylaws

Motion: Trustee Clay moved the Board of Trustees approve the ASEDCC amendment of the ASEDCC Constitution and Bylaws as presented. Trustee Powers seconded the motion. Discussion followed. The Board unanimously approved the motion.

Approved

2019-20 College Operating Budget

Motion: Trustee Clay moved the Board of Trustees approve the 2019-20 College Operating Budget as presented. Trustee Powers seconded the motion. The Board unanimously approved the motion.

Approved

International Contract Program

Motion: Trustee Yim moved the Board of Trustees approve the renewal of the international shared funding contract with the Edmonds CC Foundation as presented. Trustee Powers seconded the motion. The Board unanimously approved the motion.

Approved

Consideration of New Curricula - Computer Information Systems AAS-T Degree

Motion: Trustee Powers moved the Board of Trustees approve the Computer Information Systems AAS-T degree as presented. Trustee Clay seconded the motion. The Board approved the motion with trustees Benson Tolle and Durham abstaining.

Approved

Consideration of New Curricula - Web Application and Cloud Developer AAS-T Degree

Motion: Trustee Powers moved the Board of Trustees approve the Web Application and Cloud Developer AAS-T degree as presented. Trustee Clay seconded the motion. The Board unanimously approved the motion.

Approved

REPORTS

Faculty Representative Kay Latimer gave an update to the Board.

Student Representative Mustapha Samateh gave an update to the Board.

Classified Staff Representative Frederick Pieters gave an update to the Board.

FOUNDATION REPORT

Attachment A

PRESIDENT’S REPORT

Attachment B

BOARD DISCUSSION

Board Positions 2019-20

Trustee Powers resigning as of June 30, 2019.

Trustee Yim’s term extended through September 2020.

EXECUTIVE SESSION

The Board of Trustees went into executive session at 6:30 p.m. for approximately thirty minutes for the purpose of evaluation of a public employee and a personnel issue. The Board will reconvene at 7 p.m. solely to adjourn. No business will be conducted and no action taken.

ADJOURNMENT

The meeting was adjourned by Chair Benson Tolle at 7:02 p.m.

Next Meeting

The next regular Board meeting is Thursday, September 12, 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
Foundation Report
June 13, 2019

STEM CAMPAIGN UPDATE

- The Foundation hired Marie Shimada as the Major Gifts Officer. Marie will spend 90% of her time supporting the STEM campaign's fundraising efforts. We have also hired *Incite Consulting* as a campaign consultant. The campaign kickoff will be July 17 at the first campaign steering committee meeting. We are working on completing the Case For Support and will soon develop the campaign marketing material. We still are in need of five more STEM industry professionals/business leaders to join the campaign steering committee.

TRANSFORMING LIVES GALA

- The Foundation is getting close to securing a venue and date for the 2020 Gala. We are also in the process of recruiting the 2019-2020 Gala committee chair.

OTHER FUNDRAISING & FOUNDATION ACTIVITY

- The Foundation secured three new scholarships: one from a new Gala attendee, one from a long-time Foundation board member, and one from that board member's sister. These scholarships will provide support for a Native American student, a STEM student, and a Scriber Lake HS graduate.
- Lisa Carroll is the Foundation's new Director of Development. She will spend most of her time ensuring we continue our annual and major gift programs while we raise an additional \$500K per year for the STEM campaign.
- Our first Bequest campaign will be launched in the next week along with a 'Complete the Dream' direct appeal this month.
- This year's President's Club reception will be August 22 at the home of Dean and Carla Nichols in Woodway; please save the date.
- Whitney Cornell is our newest Foundation board member. Last year, Whitney volunteered her time leading our Branding project. She and her husband, Adam Cornell, have been long-time supporters of the college.
- The Foundation is awarding over 200 annual scholarships to high performing students this week.
- Maria Montalvo is our incoming board chair, Bob Terwilliger is our new vice-chair, Wendy Popke is our new treasurer, Libby Lewis will continue as board secretary, and Nick Echelbarger will serve on our Executive Committee as the former chair. The new term will begin July 1.

Submitted by: Diana Clay, Foundation Board Liaison

ATTACHMENT B
President's Report
June 13, 2019

EVENT HIGHLIGHTS MAY - JUNE 2019

- Center for Families Childcare celebrates demonstrating quality level of excellence, receiving a level 4 from the Department of Children, Youth and Families Early Achievers program. Early Achievers is the Washington State quality rating improvement system. They are recognized for specialization for interactions and environment, accreditation and professionalism. The teachers demonstrated quality improvements during a recent on-site assessment focused on the learning environment and interactions between teachers and children.
- National Science Foundation Grant - Dr. Robin Datta \$199,099: Under this grant Dr. Datta, in partnership with the University of Melbourne and the EvaluATE Center at the University of Western Michigan, will work with NSF-Advanced Technological Education Program Center Directors, Principal Investigators, and ATE-Evaluators at the ATE Annual Conference to pilot and refine a new Formative Assessment process for the evaluation of Professional Development.
- May 17, 2019 | 2-1-1 Call Center Tour
- May 22, 2019 | Meeting with the Consul General of South Korea
- May 22, 2019 | Economic Alliance Snohomish County Board Meeting
- May 23-24, 2019 | ACT Spring Conference in Walla Walla, WA
- May 29, 2019 | Washington Association for Better Schools (WABS) Showcase of Success at the Museum of Flight
- May 30, 2019 | Annual Celebration of Service Learning at Woodway Hall
- May 31, 2019 | TRiO End-of-Year Celebration at Woodway Hall
- June 1, 2019 | Latino Leadership Institute (LLI) Graduation at Gateway Hall
- June 1, 2019 | Dr. David Beyer's Retirement Celebration at the Everett Yacht Club
- June 3, 2019 | Meeting with the Consul General of Mexico
- June 4, 2019 | Phi Theta Kappa Ceremony
- June 5, 2019 | Washington State Reformatory Graduation, Monroe
- June 5, 2019 | Board of Trustees and Faculty Union Dinner at the College Cafe
- June 6, 2019 | Twin Rivers Unit Graduation
- June 6, 2016 | STAR Training Cohort #2 Graduation
- June 7, 2019 | Edmonds CC Commencement Ceremony at Angel of the Winds Arena

BOARD OF TRUSTEES

Special Meeting: August 23, 2019

Draft Minutes

Trustees Present: Emily Yim, Chair; Carl Zapora, Vice Chair; Diana Clay; Dr. Tia Benson Tolle

Trustees Excused: Stacie Horner

Others Present: Danielle Carnes, Kevin McKay, Kristen NyQuist, Mushka Rohani, Dr. Amit Singh, Wally Webster; members of EdCC faculty.

CALL TO ORDER AND WELCOME

Chair Yim called the summer study session to order at 8:59am, and welcomed those present.

INTRODUCTION OF GUESTS

Chair Yim asked each trustee, staff member, and guest to share their name.

PUBLIC COMMENT

At 9:02am, Chair Yim opened the public comment portion of the meeting, asking those interested in speaking to limit their comments to three minutes each.

Dyani Bartlett, faculty member, addressed the board stating that she was concerned about the short notice upon which the meeting had been called.

Deborah Clarke, faculty, addressed the board stating that she would like more information on how the President's evaluation is conducted.

Linda Carlson, faculty, addressed the board asking them to insist on fair and equitable pay for full- and part-time employees as it relates to labor negotiations, currently ongoing.

EXECUTIVE SESSION

At 9:06am, Chair Yim called an executive session for the purpose of continuing the discussion of personnel matters related to the President.

OPEN SESSION

At 9:53am the Board returned to open session.

Chair Yim thanked Dr. Singh for his patience in allowing the Board more time to complete his evaluation. She stated that the performance evaluation for the President had been completed, and shared that no action would be taken to increase compensation beyond the Washington State COLA.

ADJOURNMENT

Chair Yim asked for a motion to adjourn the meeting, which was made by Trustee Benson Tolle and seconded by Trustee Clay. The meeting was adjourned at 9:54am.

Next Meeting: The next regular Board meeting will be held September 12, 2019 at 4:30pm at Gateway Hall 352.

Emily Yim, Board Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

BOARD OF TRUSTEES

STUDY SESSION: July 25-26, 2019

Draft Minutes

July 25, 2019

Trustees Present: Emily Yim, Chair; Carl Zapora, Vice Chair; Diana Clay; Stacie Horner; Dr. Tia Benson Tolle

Trustees Excused: None

Others Present: Emily Benali, Danielle Carnes, Christina Castorena, Dr. Terry Cox, Dr. Charlie Crawford, Kevin McKay, Kristen NyQuist, Jim Mulik, Mushka Rohani, Dr. Amit Singh, Dr. Yvonne Terrell-Powell, Brad Thomas, Wally Webster

CALL TO ORDER AND WELCOME

Chair Yim called the summer study session to order at 8:30am, and welcomed those present. She reviewed the agenda, stating that the topic of the executive session scheduled for July 26 would be the evaluation of the President.

ICE BREAKER

Chair Yim led an ice breaker activity focused on connecting participants to the mission of the college.

GOALS FOR NEXT YEAR - Dr. Amit Singh, President

Dr. Singh presented proposed goals for 2019/2020, which included a continuation of the previous year's focus on access, success, community partnerships, and capacity/operational excellence, as well as ctLink, completion of the STEM & Nursing Building Campaign, new strategic plan, restructuring to match structure to strategies, a focus on metrics, and the creation of a three-year strategic budget.

The Board agreed to review the details and metrics of success for these goals at the September Board meeting and then vote to approve them.

EQUITY & INCLUSION - Dr. Yvonne Terrell-Powell, Vice President of Equity & Inclusion

Dr. Terrell-Powell gave a presentation on Student Success and Racial Equity, highlighting the actions already implemented, as well as goals for 2019/2020. She presented data specific to access and enrollment, progression, completion, and capacity/operational excellence with a focus on inclusive excellence.

Chair Yim led a discussion on ACCT's Equity Agenda topics, SBCTC's Equity & Inclusion Statement, and the need to explore adding equity language to EdCC's BOT Policy 14.0 - Student Success.

The Board agreed that refreshing the BOT Policy 14.0 was important, and that equity and inclusion should be a factor in every Board meeting, study session, and budget approval.

RECESS

The Board entered into recess at 10:37am for a 15-minute break.

The Board reconvened in open session at 10:52am.

GUIDED PATHWAYS Dr. Charlie Crawford, Executive Vice President of Instruction & Christina Castorena, Vice President of Student Services

Dr. Crawford and Ms. Castorena gave an overview of the accomplishments of Guided Pathways implementation in 2018/2019 in the four focus areas of: Clarifying the Paths, Helping Students Get on the Path, Helping Students Stay on the Path, and Ensuring Students Are Learning.

They outlined the next steps for Guided Pathways work as: Faculty Advising, Identify and Close Equity Gap, Create a Pathways Work Plan for SBTCT, and Establish Pathways Data Benchmarks.

Dr. Crawford and Ms. Castorena then presented Guided Pathways goals for 2019/2020 for each of EdCC's ten divisions: Instruction, Student Services, Workforce Development, Institutional Effectiveness, IT, Strategic Initiatives, Foundation, Human Resources, Finance & Operations, and Equity & Inclusion.

RECESS

The Board entered into recess at 12:00pm for lunch.

The Board reconvened in open session at 1:00pm.

HIRING PRACTICES - Mushka Rohani, Executive Director of Human Resources

Ms. Rohani presented goals for the Human Resources division for 2019/2020, including the creation of a new professional staff, internal, promotion, and temporary position hiring policy. She presented data related to diversity and equity, recruitment, talent management, and business agility, and outlined ways she would be working to implement process and policy improvements in these areas over the coming year.

STRATEGIC PLANNING DISCUSSION - Danielle Carnes, Executive Director of Strategic Initiatives and Innovation & Jim Mulik, Senior Executive Director of Institutional Effectiveness and Grants

Ms. Carnes and Mr. Mulik led a discussion on a proposed new vision statement for the college, gathering input from trustees. The BOT Policy 6.0 and Procedure 6.01pr will be updated with the new vision statement and brought to the Board for approval at the September meeting. Board members were asked to give any additional feedback on the vision statement to Ms. NyQuist in the intervening weeks.

Ms. Carnes and Mr. Mulik presented a process for the next iteration of strategic planning, which will be a new comprehensive planning model that links continuous improvement of core functions and operational planning with innovation goals, strategies and actions produced by the Idea Lab.

The planning process will take place over seven months with support from an external facilitator, and be presented for Board approval in March, 2020, with an implementation start date of July, 2020.

Ms. Carnes and Mr. Mulik then led an engaged discussion on the current position of EdCC, capturing input from the Board on strengths, weaknesses, opportunities and threats.

RECESS

The Board entered into recess at 2:55pm for a 10-minute break.

The Board reconvened in open session at 3:05pm.

BUDGET - Kevin McKay, Vice President of Finance & Operations

Mr. McKay gave a budget and capital projects presentation, stating that while the finance office was still in the process of closing the books for the year, there were no significant budget changes from what had been approved. As of May 31, 2019, there was \$33.4M in cash, comprised of \$17.2M in restricted funds, \$1.1M in auxiliary restricted funds, \$6.2M in committed fund balance reserve, and \$8.8M in the fund balance reserve, of which all but \$3.6M is committed to existing projects.

Mr. McKay then presented an overview of major capital projects, including the STEM & Nursing building. He shared that a \$2M Certificate of Participation (COP) would be presented for Board approval in September, and subsequently need approval from the SBTCT and the Treasury Department. The Board asked that the background and resolution for the COP be presented simultaneously.

ctcLINK - Eva Smith, Vice President of Information Technology & eLearning

Citing time constraints, Chair Yim postponed this agenda item to a future study session.

WRAP-UP

Chair Yim went over the big take-aways from the day, thanking the leadership team for their thorough presentations. She reminded the Board that the following day would be a session with Dr. Mary Spilde, involving the Board's self-evaluation and also the evaluation of the President.

ADJOURNMENT

Chair Yim adjourned the meeting at 4:17 p.m.

July 26, 2018

Trustees Present: Emily Yim, Chair; Carl Zapora, Vice Chair; Diana Clay; Dr. Tia Benson Tolle (present from 1:00pm - 2:40pm, via teleconference)

Trustees Excused: Stacie Horner

Others Present: Dr. Amit Singh, Kristen NyQuist, Dr. Mary Spilde, Consultant

INTRODUCTION AND WELCOME

Chair Yim called the session to order at 9:00am, and welcomed those present. She outlined the agenda for the day, stating that the scheduled time for goal setting follow-up would likely not be needed. She introduced Dr. Mary Spilde, who gave an overview of her background.

CONSULTANT PRESENTATION

Dr. Spilde shared that her goal in leading Board retreats is to move the needle on community college president tenure, which averages 3.8 years. Because transformational change takes longer, there is a need to improve trustee/president relationships to increase the time presidents are staying with their organizations.

She led an activity to contemplate and share the larger "why" behind each trustee's involvement with Edmonds Community College.

Ms. Spilde then led discussions and activities on the topics of:

- High Performing Boards
- Good Governance
- Board's Roles & Responsibilities
- President's Role
- The Board/President Relationship

- Division of Duties
- Communication
- Measures of a Successful Relationship
- Meeting the Test of Strategic Governance

RECESS

The Board entered into recess at 11:05am for a 15-minute break.
The Board reconvened in open session at 11:20am.

BOARD SELF-EVALUATION

Dr. Spilde and Chair Yim facilitated a review of the Board self-evaluation, which each trustee had completed prior to the meeting, paying particular attention to items that had been scored as needing improvement or discussion. Some items were marked for deletion, some were marked as needing edits to better reflect the role of the Board.

The Board agreed that they would explore the following items:

- Adding a review of the President’s contract to the annual evaluation process
- Building into the President’s evaluation the understanding that some goals are aspirational
- Adding a timeline or mid-year check-in with the President related to progress on goals
- Shortening the cycle for Board policy review from three years to two years
- Formally approving the President’s annual college goals
- Creating a policy that states the President can ask the Board to review any individual trustee’s request, if it rises to the level of significant work.

Chair Yim outlined the process for next steps, including that she and Trustee Benson Tolle would continue to update and align the Board and president’s self-evaluation forms, and also that Dr. Singh and Ms. NyQuist would begin to update the orientation process for new Board members, recognizing that the ACT conference in October would be focused on this topic.

LUNCH & OPEN DISCUSSION

The Board of Trustees held an open discussion during the lunch period.
It was agreed that the Board:

- Would review the Trustee Compensation policy BOT - 17.0
- Would like to establish important college events to attend over the course of the year
- Would like to have individual meetings/lunches with Dr. Singh during the year
- Would like to be involved in making suggestions for CEOs and community leaders for Dr. Singh to meet with

EXECUTIVE SESSION

The Board of Trustees entered into Executive Session at 1:00pm for 60-minutes for the purpose of discussing personnel evaluation. At 2:00pm, Chair Yim extended the executive session until 2:15pm. At 2:15pm, Chair Yim extended the executive session until 2:40pm.

The Board returned to open session at 2:40pm.

WRAP-UP

Chair Yim thanked the Board for their time and engagement during the 2-day retreat.

ADJOURNMENT

The meeting was adjourned by Chair Yim at 2:41pm.

Next Meeting: The next regular Board meeting will be held Thursday, September 12, 2019, at 4:30 p.m. at Gateway Hall 352.

Emily Yim, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

2019 – 2020 College Goals and Strategies: Summary Highlights

1 CTCLINK

Edmonds Community College will begin migration from our HP Legacy system to ctcLink in November 2019. Implementation will span the entire academic year in preparation for a Winter 2021 launch.

Strategies	Measurement
Participate in SBCTC common process workshops	SBCTC has set statewide milestones, deliverables, and success metrics for migration. Edmonds CC will meet or exceed all metrics.
Continue to clean our data for optimal data integrity in the migration	
Implement Organizational Change Management principles	
Streamline business processes in preparation for migration	

2 STEM AND NURSING BUILDING PREPARATION

Edmonds Community College Foundation will support our STEM and Nursing building construction, academic program development, scholarships, and technology to shape the future of STEM in Snohomish County through a comprehensive fundraising campaign.

Strategies	Measurement
Build long-term relationships and community investment in Edmonds CC students through the creation of a STEM steering committee consisting of industry, community, and college partners.	Consistent outreach to community and industry partners to raise awareness and provide opportunities for investment in the future growth of Edmonds CC.
Engage community investment for STEM and Nursing students through available grants, scholarships, and construction of the STEM and Nursing Building	The Edmonds CC Foundation and STEM steering committee has committed to raise \$2 million to support STEM and Nursing student success.
Raise community awareness of Edmonds CC growth through a year-long promotional campaign that includes our STEM and Nursing building and Triton Court residence hall.	Event collaboration, digital marketing, print marketing pieces will be developed.
Ensure a quality and premier student learning facility through the implementation of the campus facilities master plan with STEM building construction, data and server relocation and renovations for space recently vacated by STEM programs moving into their new building.	Clear and transparent communication with all stakeholders Project executive and management teams meets regularly to monitor progress and address issues for an on-time occupancy.

3 NEW STRATEGIC PLAN

Edmonds Community College is transforming the strategic planning process to include both an operational plan and an innovative plan where a small number of key initiatives will be selected to respond primarily to external factors and that uncover unmet needs in the community. This Comprehensive Plan will take the place of the traditional strategic plan.

Strategies	Measurement
Develop a new process-lite structure to identify strategic direction for the college that complements our operational planning process.	During Fall 2019 and Winter 2020, external and internal stakeholders will be engaged for input and signal identification for strategic futures. planning. A new comprehensive plan will be approved by the Board of Trustees by July 2020.
Launch Idea Lab for continuous innovation strategy generation	By the end of Fall 2019, Idea Lab will have submitted 3-5 innovation strategies to PLT for consideration. By July 2020, at least one new innovation strategy will be adopted by the college for implementation as part of the comprehensive plan.

4 CONTINUATION OF CORE FUNCTIONS

Goals and Strategies identified for our operational plan will continue for 2019-2020. With four broad operational goals of Access, Success, Community Partnerships, and Capacity/Operational Excellence, there are 27 identified strategies that contribute to the goals. These strategies and activities are updated each year and regular progress reports are shared with the campus and Board of Trustees.

For master document, [Access, Success, Community Partnerships, and Capacity/Operational Excellence](#)

5 RE-ALIGNMENT: MATCHING STRUCTURE TO STRATEGY

Innovation requires flat, adaptive, and nimble organizational structures that can respond quickly to the needs of our diverse community and a changing environment. In 2019-2020, we will be examining our organizational structure to look for synergies, alignments, and re-organization to match our identified strategies in support of our mission, core themes and vision of leading the future.

Strategies	Measurement
Utilize an outside-in approach to identify structural alignments through the lens of our student and community stakeholders	Shifts will be made in department and division structures that reflect strategic structural alignments. Organization charts will be updated by July 2020.
Conduct strategic mapping exercises with key leadership teams and the Idea Lab to collect input on optimal structural alignments	
Reduce hierarchical structures that lengthen time to execute strategies and decision making capacity	

6 DATA METRICS AND DASHBOARDS

Improving data literacy, adoption, and data-informed decision making will be a focus for 2019-2020 through clear and accessible metrics, data views and dashboards.

Strategies	Measurement
Increase the number of automated dashboards and data views that are accessible to college employees.	By June 2020, at least 10 additional data views and dashboards will be online.
Develop a lagging indicator online report for the tracking of progress toward goals	By December 2019, a Lagging Indicator report (aka, the Institutional Performance Report) will be online and will include links to relevant indicators.
Increase data awareness and information literacy throughout the college	By July 2020, at least 5 workshops on the use of dashboards and data views will be offered to college employees.

7 THREE-YEAR STRATEGIC BUDGETING

We will continue to increase strategic foresight in budget allocation, transparency, and clarity through an expanded three-year planning process that anticipates long-term fiscal responsibility.

Strategies	Measurement
Assemble a preliminary three-year strategic budget and planning tool, incorporating known impacts of the shift to PeopleSoft	By July 2020, the college will have a three-year budget proposal in place.
Work with budget managers to identify future budget needs 1-3 years in advance to strategically plan across fiscal years.	
Roll out year two of the new operating budget planning process	

BACKGROUND
2020 SCHEDULE OF BOARD OF TRUSTEES MEETINGS

Subject

To establish and approve the 2020 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 generally held on the second Thursday of the month or as established on the 2020 schedule of Board of Trustees meetings. Each meeting date will be confirmed at the previous month's Board meeting. If, over the course of the year, a meeting date or time must be changed, then the Board may opt to hold a *special* rather than a *regular* meeting. Any change to regular meetings will be communicated to the media and the Washington State Code Reviser's Office, as required by *RCW 42.30.075*.

In accordance with *Board Policy 1.0, Section 2, Meetings*, the Board of Trustees will hold a minimum of six regular meetings and four study sessions during the calendar year. All meetings are scheduled to begin at 4:30pm. The ending times are generally 7:30pm, but may vary. The May 14, 2020 meeting will begin at 3:30pm, with the Tenure Reception. The August 13-14, 2020 study session is scheduled from 8:00am – 5:00pm.

Recommendation

The Trustees are asked to review the following proposed schedule of Board of Trustees meeting dates for 2020, along with any other personal commitments they have throughout the year. Any conflicts can be presented to the Secretary of the Board.

Approval of the 2020 meeting schedule will be requested at the October 10, 2019 Board of Trustees meeting.

- February 20, 2020 - 4:30pm
- March 12, 2020 - 4:30pm
- April 9, 2020 - 4:30pm
- May 14, 2020 - 3:30pm
- June 11, 2020 - 4:30pm
- August 13-14, 2020 - 8:00 am – 5:00 pm
- September 10, 2020 - 4:30pm
- October 8, 2020 - 4:30pm
- November 19, 2020 - 4:30pm

BACKGROUND

APPROVAL OF NEW CURRICULA

Subject

Board of Trustees consideration of approval of the Information Technology Application Development Bachelor of Applied Science degree.

Background

The Information Technology Application Development Bachelor of Applied Science degree is an applied bachelor's degree specifically designed to build on professional-technical associate's degrees that provide workplace skills, such as the Associate in Applied Science-Transfer (AAS-T) degree. This Bachelor of Applied Science degree focuses on cultivating astute software developers that will be exposed and trained in software engineering, databases, data integration, mobile application programming, cloud computing, machine learning, emerging trends and applying this knowledge practically.

The Bachelor of Applied Science degree differs from other bachelor degrees as it incorporates prior work experience and more hands on learning. This BAS degree is awarded upon completion of a minimum of 180 credits as outlined.

Recommendation

Board of Trustees approval of the Information Technology Application Development Bachelor of Applied Science degree at the October 2019 meeting.

BACKGROUND

INSTRUCTIONAL PROGRAMS PROPOSED FOR ELIMINATION

Subject

Board of Trustees approval to eliminate three instructional programs.

Background

Background information for this proposal is attached. Listed below are three instructional program eliminations being submitted to the Board for their review and approval.

BUSINESS

Culinary Arts

1. Associate in Applied Science - T Degree Transfer to Bachelor of Applied Science in Culinary Arts and Food Service Management at Johnson & Wales University

Hospitality and Tourism

2. Associate in Applied Science - T Degree Transfer to Bachelor of Applied Science in Business Studies at Johnson and Wales University

SCIENCE, TECHNOLOGY AND MATHEMATICS DIVISION

Computer Information Systems

3. Desktop Support Specialist Certificate

Recommendation

Approval for consideration and elimination of three instructional programs at the September 2019 Board of Trustees meeting.

PROGRAM ELIMINATION BACKGROUND ATTACHMENT

Washington Community College District 23

Programs requesting inactivation status are not brought forward to Board of Trustees. Inactivation is a three year hiatus, at which time the instructional division decides to either eliminate altogether or reinstate; both processes require Board of Trustees consideration and approval.

PROGRAMS REQUESTING ELIMINATION

20 Credits or More Require Board of Trustees Consideration and Action

The following programs are requesting approval for immediate elimination.

BUSINESS DIVISION

Division	Business Division
Department	Culinary Arts
Program Name (Type)	Associate in Applied Science- T Degree Transfer to Bachelor of Applied Science in Culinary Arts and Food Service Management at Johnson & Wales University
Educational Program Code/ Classification of Instructional Programs (EPC/CIP)	850S/12.0503
Credits	118
Effective YRQ	Summer 2018
Rationale	Contract for articulation expired in August of 2018 and Johnson and Wales University changed their requirement for all articulation agreements, limiting them to only schools within a 70 mile radius of one of their campuses. The closest campus is in Denver, Colorado.
Number of Graduates/ Year/Quarter (YRQ)	None
FTES	None
Number Still in Program	None
Teach Out Required	There are no students enrolled in this program.

Division	Business Division
Department	Hospitality and Tourism
Program Name (Type)	Associate in Applied Science - T Degree Transfer to Bachelor of Applied Science in Business Studies at Johnson and Wales University
Educational Program Code/ Classification of Instructional Programs (EPC/CIP)	277R/52.1905
Credits	95
Effective YRQ	Summer 2018
Rationale	Contract for articulation expired in August of 2018 and Johnson and Wales University changed their requirement for all articulation agreements, limiting them to only schools within a 70 mile radius of one of their campuses. The closest campus is in Denver, Colorado.
Number of Graduates/ Year/Quarter (YRQ)	None
FTES	None
Number Still in Program	None
Teach Out Required	There are no students enrolled in this program.

SCIENCE, TECHNOLOGY AND MATHEMATICS DIVISION

Division	Science, Technology and Mathematics Division
Department	Computer Information Systems
Program Name (Type)	Desktop Support Specialist Certificate
Educational Program Code/ Classification of Instructional Programs (EPC/CIP)	518C/11.0601
Credits	30
Effective YRQ	Spring 2019
Rationale	Certificate is nearly identical to another certificate within the department. We are eliminating redundancies and requiring students to work toward the remaining certificate [Technology & Integration Support] which contains more credits, and will prepare students to be more successful in industry.
Number of Graduates/ Year/Quarter (YRQ)	987
FTES	Unknown
Number Still in Program	17
Teach Out Required	No. Every class taken in this certificate is also included in the remaining certificate [Technology & Integration Support].

RESOLUTION NO 19-9-1
APPROVAL OF PROGRAMS PROPOSED FOR ELIMINATION

WHEREAS, the Board of Trustees reserves unto itself the final approval to eliminate instructional programs, and

WHEREAS, the college is meeting educational needs of students in a timely manner by eliminating programs students are no longer participating in, and

WHEREAS, the college is keeping current with its degree and certificate program offerings.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves elimination of three instructional programs.

Emily Yim, Board Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh

BACKGROUND

STEM & Nursing (aka SET) Building COP

Subject

Consideration of an application for a \$2.0 million Certificate of Participation (COP) to assure complete funding of the STEM & Nursing Building currently under construction.

Background

Edmonds Community College is in the construction phase of a long-planned new building. Originally called the Science, Engineering, and Technology (SET) building, it is now referred to as the STEM & Nursing Building, and is scheduled for occupancy by late spring of 2020.

Knowing that delays in the state funding of the building (during the recent recession) and changing market conditions (post-recession) would result in the construction bids coming back higher than the funding provided by the State, the College set aside \$4M to address the expected shortfall. However, the lowest bid came in \$7M over the funding provided. In electing to move forward with the project despite this large funding shortfall, the College recognized that it would be necessary to request and obtain a COP from the State Treasurer's Office in order to ensure sufficient funds were in place during the second half of construction.

The College has been able to set aside an additional \$1M (originally slated for work on the recently purchased Elks property), and will need to apply for a \$2.0M COP. Annual debt service, even under a pessimistic scenario, should be no more than \$175k. This will be built into the operating budget moving forward until the College can set aside the additional funding to either pay off the COP or shift it to the COP Debt Service Reserve.

Recommendation

The staff of Edmonds Community College recommends that the Board of Trustees approve, at the September 2019 Board meeting, the resolution authorizing College staff to apply for a \$2.0 million Certificate of Participation for the completion of the STEM & Nursing Building.

RESOLUTION 19-9-2
Approval of Application for a \$2 Million Certificate of Participation

WHEREAS, Edmonds Community College is in the construction phase of the long-awaited STEM & Nursing Building, with occupancy scheduled for last spring 2020, and

WHEREAS, Construction bids for the building came in \$7M over the funding provided by the State for the building, and

WHEREAS, The College has been able to set aside \$5M of the needed funding through careful planning over the past few years, and

WHEREAS, The College needs to ensure funds are available to cover the remaining \$2M that will be required to complete building construction, and

WHEREAS, Edmonds Community College has investigated the debt service from a \$2M Certificate of Participation (COP) and has planned to adjust the operating budget to accommodate the debt service, and

WHEREAS, A COP is the only mechanism available to Colleges in Washington State for this kind of loan,

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees directs College staff to apply for and obtain a Certificate of Participation for the purpose of funding the completion of the STEM & Nursing Building.

Emily Yim, Board Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

BACKGROUND
Revision to Board Policy 2.0 & Procedure 2.01pr

Subject

Consideration of revisions to *Board Job Description Policy & Procedure* (Board 2.0 & 2.01pr) in support of revised FAO Policy 7.0 and FAO Procedure 7.01pr, *Naming Buildings Policy*.

Background

Edmonds Community College is in the construction phase of a long-planned new building. Originally called the Science, Engineering, and Technology (SET) building, it is now referred to as the STEM & Nursing Building, and is scheduled for occupancy by late spring of 2020.

The Edmonds Community College Foundation would like to be able to pursue naming rights for the new building, along with other structures and acknowledgeable entities, such as classroom, common areas, programs of study, and more. In order for this to happen, Edmonds Community College's Facilities and Operations (FAO) Policy 7.0 (*Naming Buildings Policy*) and its related FAO 7.01pr procedure were revised to include a process for naming rights, pending Board of Trustees (BOT) approval of a companion change that would also be required to Board Policy 2.0 and Board Procedure 2.01pr, *Board Job Description*.

The salient change in FAO Procedure 7.01pr which impacts BOT Policy and Procedure is this:

Authority

The building naming process, and the subsequent selection of building names, shall be coordinated by President's Leadership Team (PLT). PLT shall forward recommendations to the Board of Trustees, who shall have final approval of building name selection.

For facility structures and entities, PLT shall have final approval on name selection. The PLT shall advise the Board of Trustees of final name selection.

To clarify, this change does not affect the BOT's role as final authority for all building names, sponsored or otherwise. It is intended only to address the potential added workload and timing associated with naming rights assigned to other kinds of structures and acknowledgeable entities, such as classroom, common areas, programs of study, and more.

Recommendation

The staff of Edmonds Community College recommends that the Board of Trustees approve, at the September 2019 Board meeting, the resolution authorizing the proposed revisions to BOT Policy 2.0 and Procedure 2.01pr, *Board Job Description*.

RESOLUTION 19-9-3
Revision to Board Policy 2.0 & Procedure 2.01pr

WHEREAS, Edmonds Community College Foundation is seeking to offer naming rights for College buildings, structures, and other acknowledgeable entities, and

WHEREAS, President’s Leadership Team (PLT) has conditionally approved revisions to FAO Policy 7.0 (*Naming Buildings Policy*) and it’s companion FAO 7.01pr Procedure in order to allow for and to set forth the conditions for this new process, and

WHEREAS, The College Board of Trustees’ current policy BOT 2.0 (*Board Job Description*) and related procedure BOT 2.01pr establishes the Board of Trustees role as final authority for building naming, but does not make allowance for a sponsored naming rights process, nor does it speak to naming rights other than for buildings, and

WHEREAS, The proposed revision to BOT 2.0 and BOT 2.01pr ensures that the Board of Trustees will remain the final authority for all building naming, sponsored or otherwise, and

WHEREAS, The proposed revision to BOT 2.0 and BOT 2.01pr will allow for naming rights for buildings, structures, and acknowledgeable entities, as outlined in FAO 2.0 and FAO 2.01pr,

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approves the revised BOT 2.0 Policy and BOT 2.01pr Procedure (*Board Job Description*) as presented on this date.

Emily Yim, Board Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

BACKGROUND

Campus Transit Center Redesign & Swift Orange Line Terminus

Subject

Consideration of formal support for the proposed redesign by Community Transit (CY) of the campus Transit Center, to include the terminus, at the campus Transit Center, of the new Swift Orange Line.

Background

The current Edmonds Community College 10-year College Facilities Master Plan (FMP) shows plans for a potential relocation of the CT Transit Center, shifting it from a loop configuration in the middle of the eastern side of the campus to a curbside configuration along the eastern edge of campus (at the 200th St. entrance). While this option was desired by the campus, and CT was open to considering options for relocating the transit center on campus, there was no formal plan in place to accomplish this at the time the plan went to press.

Now, with work starting on CT's new Orange Line Swift service that will run up 196th St. to the new Lynnwood Light Rail Station (and beyond), and after further discussions between CT and the College, it has been decided that the best location for the Orange line's western terminus would be the Edmonds CC transit center. To accommodate this service and to help the College move this portion of the FMP forward, it has also been decided that a curbside station configuration would be the best option.

CT is in the process of securing federal funding to complete this project and their board of directors has seen and approved the Edmonds CC campus portion of the plans, pending all the necessary permits and review processes.

Edmonds CC will need to provide a long-term ground lease for the corner of campus property to be used for the curbside transit center. CT would then build the station, using their funds, on that site. Once the new transit center is operational, CT would then release all interest in the current transit center site, allowing the College to move forward with redevelopment of that area when funding to do so is available.

Since these plans will require approval of the College's local Board of Trustees as well as that of the SBCTC's Board of Trustees, at a minimum, this background and the related resolution are being brought before the Board for consideration and approval to move forward with detailed planning and to obtain the necessary State approval to enter into a long term lease for the property in question.

Recommendation

The staff of Edmonds Community College recommends that the Board of Trustees adopt, at the September 2019 Board meeting, the resolution authorizing College staff to move forward with detailed planning, in cooperation with Community Transit, and to obtain the necessary State approval(s) to enter into a long term lease for the property in question.

RESOLUTION 19-9-4
Approval of the Campus Transit Center Redesign
& Swift Orange Line Terminus

WHEREAS, Edmonds Community College and Community Transit have partnered for many years to provide substantial and reliable transit service to the Edmonds CC campus for students and employees, and

WHEREAS, the Edmonds CC transit center was built by Community Transit on College property leased to them, and

WHEREAS, the current Edmonds CC 10-year Facilities Master Plan identifies a relocation of the campus transit center and redesign of the old transit center to better accommodate campus parking as one of its goals, and

WHEREAS, the College Board of Trustees approved the current 10 year Facilities Master Plan at the time it was developed, and

WHEREAS, Community Transit has indicated to the College that redeveloping the campus transit center as proposed in the College's Facilities Master Plan is now a project they would like to undertake, and

WHEREAS, Doing so at this time would also allow Community Transit to make the new campus transit center the western terminus of the new Orange Line Swift route, and

WHEREAS, Having the Orange Line Swift route, which will service both the new Lynnwood Light Rail station and Alderwood Mall, terminate on our campus will be a huge benefit to employees, students, and potential students wishing to take courses on our campus, and

WHEREAS, Edmonds Community College needs the approval of the Board of Trustees in order to move forward with these plans,

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees directs College staff to seek the necessary additional State approvals and continue planning this relocation and redesign of the campus transit center as outlined in the College's 10-year Facility Master Plan.

ATTEST:

Emily Yim, Board Chair

Dr. Amit B. Singh, Secretary

Date Approved

FOUNDATION REPORT

STEM CAMPAIGN UPDATE

- The STEM & Nursing Campaign fundraising kickoff with 14 campaign steering committee members and College leadership at the Café on July 31st. Marie Shimada, Campaign Manager and Kari Anderson, Campaign consultant led both this meeting along with Dr. Singh. The following day we had a campaign training for the Foundation BOD's. We have completed our "Case For Support" document and campaign marketing piece along with campaign messaging led by our newest Foundation board member, Whitney Cornell. We have a total of 17 campaign steering committee members led by co-chair Wendy Popke and soon-to-be-determined 2nd co-chair. We are asking steering committee and Foundation board members to identify 4 potential campaign supporters so that we may begin meetings and building tours.

TRANSFORMING LIVES GALA

- The 2020 Foundation Transforming Lives Gala event will be Saturday, June 6th at the Seattle Hyatt Regency. Our co- chairs are Meg Rankin and Carol Christiansen. The Gala Committee kickoff meeting is September 26th at Point Edwards. We are also in the process of recruiting additional committee members. The 2020-2021 Gala will be held at the Lynnwood Convention Center.

OTHER FUNDRAISING & FOUNDATION ACTIVITY

- The 5th Annual President's Club reception was held August 22nd at the home of Dean and Carla Nichols in Woodway with 94 guests attending. Dr. Singh and Brad Thomas shared the vision of both the College and the Foundation to our most generous College donors.
- The 3rd Annual Legacy Society luncheon was held on August 7th at Point Edwards hosted by Carol Christensen with 15 guests in attendance.
- The Foundation has awarded 217 annual, 3 BAS and 4 Complete-the-Dream scholarships for the 2019-2020 school year. An additional two new scholarships have also been established (1 from a new Gala attendee and 1 from the son of a former faculty member).
- Maria Montalvo is our incoming board chair, Bob Terwilliger is our new vice-chair, Wendy Popke is our new treasurer, Libby Lewis will continue as board secretary, and Nick Echelbarger will serve on our Executive Committee as the former chair. The new term will begin July 1.
- Please join us on October 26th for our annual Scholarship Reception from 5:00 -6:30 pm in Woodway Hall 202.

Submitted by: Diana Clay

PRESIDENT'S REPORT

HIGHLIGHTS: JUNE - AUGUST 2019

News:

- EdCC's Michelle Platt was named the Post Secondary Champion for the state of Washington by ACT: [ACT College and Career Readiness Champions: Washington](#)
- At the end of July, we received news that SBTCT awarded EdCC an additional \$163,690, earmarked for our WorkFirst Work Study 2019-20 program. This brings the total of our earmark to \$257,520. The expansion of this program will help many students practice their skills and build their resumes, and help local employers find entry level workers.
- In August, OSSI awarded EdCC's EdCAP program a grant of \$56,000.
- Congratulations to Jennifer Matthews and the staff of the Black Box Theatre for a wonderful Summer Stock production of William Shakespeare's *A Midsummer Night's Dream*.
- Dr. Yvonne Terrell-Powell wrote a great OpEd for The Herald, regarding building community by uplifting all women. I encourage you to read it here: <https://www.heraldnet.com/opinion/commentary-building-community-by-uplifting-all-women/>

Meetings in the Community:

- 06/10/19 - Meeting with Bill Cooper, Growashington
- 06/10/19 - Meeting with Lindsey Echelbarger, EdCC Foundation
- 06/12/19 - Meeting with Angelique Leone, Community Foundation SnoCo
- 06/13/19 - State of the City Address, Mayor Smith of Lynnwood
- 06/14/19 - Mariner Community Campus - Final Phase 1 Mtg.
- 06/18/19 - CEO Roundtable, hosted by EdCC
- 06/18/19 - Lynnwood Chamber of Commerce Board Mtg.
- 06/20/19 - Meeting with Sarah Zabel - COO, Swedish Edmonds
- 06/24/19 - EdCC Foundation Luncheon for EdCC Retirees
- 06/25/19 - Meeting with Mayor Nicola Smith, Lynnwood
- 06/25/19 - Meeting with Bob Drewel, former Snohomish County Executive
- 06/26/19 - Believe Seattle AT&T Event
- 06/27/19 - Speak Engagement, Edmonds Chamber of Commerce
- 07/02/19 - Meeting with Susan Hempstead & Lois Langer Thompson, Sno-Isle Libraries
- 07/03/19 - Meeting with Robin Fenn, Superintendent, Verdant Health
- 07/04/19 - Edmonds Kind of Fourth Parade, EdCC Foundation
- 07/09/19 - Dr. Kris McDuffy, Superintendent, Edmonds School District

- 07/09/19 - Marcy Shimada, Director of Virginia Mason, Edmonds
- 07/10/19 - IMAGINE: A Better World, A Global Education Conference, AWS & Education Leaders
- 07/12/19 - Groundbreaking at Trinity Lutheran Church for Volunteers of America - Lynnwood Neighborhood Center
- 07/15/19 - Meeting with Aspen Institute, Institutional Transformation Assessment
- 07/16/19 - Joshua Dugan, Special Projects Director, Snohomish County Executive Office
- 07/16/19 - Lynnwood Chamber of Commerce Meeting
- 07/17/19 - Tour at Cocoon House in Everett with Joseph Alonzo
- 07/17/19 - Meeting with Farrell Fleming, Executive Director of the Edmonds Senior Center & Bob Rinehart - President at the Edmonds Senior Center
- 07/18/19 - Meeting with Cameron Caldwell, Legislative Aide to U.S. Senator Maria Cantwell
- 07/18/19 - Meeting with Jerry Weber, President, Bellevue College
- 07/24/19 - Meeting with Dr. Erica Liebelt, Exec. Director, WA Poison Center
- 07/24/19 - STEM Campaign Steering Committee Kickoff
- 07/31/19 - Attended WACTC Summer Retreat
- 08/03/19 - Gave welcome at Latino Expo, Latino Educational Training Institute
- 08/05/19 - University Beyond Bars Meeting, Monroe Correctional Complex
- 08/06/19 - Meeting with Mayor Smith & Dr. McDuffy, Lynnwood
- 08/06/19 - National Night Out neighborhood visits with Mayor Smith, Police Chief Davis, and Dr. McDuffy
- 08/08/19 - Meeting with Moe Salem, Business Development Manager, ATS Automation in Renton
- 08/08/19 - Snohomish County Aerospace Task Force Meeting in Everett; Dave Somers, County Exec.
- 08/13/19 - Meeting with Vanesa Guitierrez & Ginna Hernandez Rodriguez, Snohomish County Census Partnership
- 08/13/19 - Meeting with Matt Sigelman, CEO, Burning Glass Technologies
- 08/15/19 - Meeting with Daria Willis, President, Everett Community College
- 08/15/19 - Lynnwood Rotary Luncheon Event with Lt. Gov. Cyrus Habib
- 08/15/19 - Meeting with Lt. Gov. Cyrus Habib
- 08/16/19 - Meeting with U.S. Representative Suzan DelBene
- 08/16/19 - Attended EdCC Theatre Production of A Midsummer Night's Dream
- 08/20/19 - Dr. Amy Morrison, President of Lake Washington Institute of Technology
- 08/21/19 - Economic Alliance Snohomish County, Summer Networking Event
- 08/21/19 - CEO Roundtable Meeting
- 08/22/19 - President's Club Reception, EdCC Foundation Event
- 08/26/19 - Meeting with Ann Larson, U.S. Senator Murray's Office
- 08/27/19 - Donor Luncheon
- 08/28/19 - WATRC Tour with Chip Frohlich, Director, Advanced Production System, Boeing
- 08/28/19 - Meeting with Fluke Corporation leadership, Everett
- 08/28/19 - EASC Board of Trustees Meeting
- 08/28/19 - Prival Regional Panel Update, EASC

Board of Trustees Stipend

Policy Management

BOT 17.0 - Board of Trustees Stipend :

SUMMARY/SCOPE

Washington State Law and Office of Financial Management (OFM) policies authorize Edmonds Community College Board of Trustees members to receive compensation and/or reimbursement for meetings and associated travel expenses while conducting college business. This policy clarifies how board members will be compensated for meetings, and how board members will be reimbursed for travel.

DESCRIPTION

Classification

State Law divides boards, commissions, and councils into five classes for the purposes of compensation. As described in the State Administrative and Accounting Manual (SAAM) section 10.70.30, the Board of Trustees is classified as "other."

"other" – Any part-time board, commission, council, or committee not covered by RCW 43.03.230, 43.03.240, 43.03.250, or 43.03.265, but established by either the executive, legislative or judicial branch to participate in state government. These members have rulemaking authority, perform quasi-judicial functions, have responsibility for the administration or policy direction of a state agency or program, or perform regulatory or licensing functions with respect to a specific profession, occupation, business, or industry.

Compensation for Meetings

State law provides for members of boards, commissions, and councils serving without compensation to receive a special per diem rate (RCW 43.03.050) for time spent conducting official business. The Board of Trustees must determine whether or not its members will be compensated for attending meetings. At Edmonds Community College, the Board policy is that only the Student Trustee as defined in RCW 28B.50.102 shall receive compensation for attendance at Board meetings.

If the Student Trustee is currently receiving, or may receive in the future, financial aid, they are encouraged to meet with a Financial Aid Services Advisor to gain additional information as to whether it would be in their best interest as the Student Trustee to receive or decline the Board stipend.

Travel Reimbursement

The OFM articulates travel reimbursement policies and processes in its SAAM. All members of the Board of Trustees will receive reimbursement for travel on college business, the same as college employees.

Annual Review

At the June Board meeting of each year, the Board of Trustees will review the per diem rate for the coming academic year.

GLOSSARY TERMS

[Board of Trustee\(s\)](#)

RELATED POLICIES AND PROCEDURES

[BOT 17.01pr Board of Trustees Stipend: Procedure](#)

SOURCE INFORMATION

[RCW 43.03.050 Subsistence, lodging and refreshment, and per diem allowance for officials, employees, and members of boards, commissions, or committees.](#)

[RCW 43.03.230 Compensation of members of part-time boards and commissions—Class two groups \(as amended by 2011 c 5\).](#)

[RCW 43.03.240 Compensation of members of part-time boards and commissions—Class three groups \(as amended by 2011 c 5\).](#)

[RCW 43.03.250 Compensation of members of part-time boards and commissions—Class four groups \(as amended by 2011 c 5\).](#)

[RCW 43.03.265 Compensation of members of part-time boards and commissions—Class five groups \(as amended by 2011 c 5\).](#)

[RCW 28B.50.102 Boards of trustees—Student trustee.](#)

[State Administrative and Accounting Manual \(SAAM\) Section 10.70.30](#)

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2018-Mar 08 Adopted, Board Resolution 18-3-1

2018-Feb 01 Second Consideration

2017-Nov 14 Revised

2017-Oct 12 Rejected, Board Resolution 17-10-4

2017-Sep 14 First Consideration

Board of Trustees Stipend

Policy Management

BOT 17.01pr - Board of Trustees Stipend : Procedure

SUMMARY/SCOPE

Washington State Law and Office of Financial Management (OFM) policies authorize Edmonds Community College Board of Trustees members to receive compensation and/or reimbursement for meetings and associated travel expenses while conducting college business. This procedure clarifies how Board members will be compensated for meetings, and how Board members will be reimbursed for travel.

PROCEDURE DETAILS

Compensation for Meetings

Only the Student Trustee shall be eligible to receive a flat rate of \$125 for one regular or special meeting per month. The rate will be monitored annually by the accounting office and reviewed by the Board of Trustees at their June meeting.

The remaining Trustees, who are not receiving compensation for meetings, may be reimbursed for mileage for travel while conducting official business on behalf of the college.

To receive compensation for the Board regular or special meeting per month, the Student Trustee will be required to submit a Board of Trustees' timesheet provided by the Executive Assistant to the President. Payment will be issued by the President's Office through the payroll system because this compensation is subject to taxes and is reportable to the IRS.

Travel Reimbursement

A. If the travel does not include an overnight stay, each of the Trustees may receive:

1. Reimbursement for meals

a. Only reimbursement for meals not included in the meeting or conference will be allowed.

2. Reimbursement for mileage

a. Reimbursement for mileage will be requested by submitting total mileage, meeting/event title, date, location and any necessary receipts to the Executive Assistant to the President.

b. Payment for mileage reimbursement will be issued using a Travel Expense Voucher submitted by the Executive Assistant to the President to the Business Office.

c. Reimbursement for mileage and meals is not subject to payroll taxes.

B. If the travel requires an overnight stay, the reimbursement is not subject to payroll taxes:

1. Confirmation in writing from the Trustee of travel details is necessary for reimbursement.
2. The Executive Assistant to the President will complete a Travel Expense Voucher and submit to the Business Office all travel expenses (lodging, meals, mileage, etc.), along with all necessary receipts.

GLOSSARY TERMS

Board of Trustee(s)

RELATED POLICIES AND PROCEDURES

BOT 17.0 Board of Trustees Stipend

SOURCE INFORMATION

RCW 43.03.230 Compensation of members of part-time boards and commissions—Class two groups (as amended by 2011 c 5).

RCW 43.03.240 Compensation of members of part-time boards and commissions—Class three groups (as amended by 2011 c 5).

RCW 43.03.250 Compensation of members of part-time boards and commissions—Class four groups (as amended by 2011 c 5).

RCW 43.03.265 Compensation of members of part-time boards and commissions—Class five groups (as amended by 2011 c 5).

State Administrative and Accounting Manual (SAAM) Section 10.70.30 Boards, Commissions, or Committees

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2018-Mar 08 Adopted, Board Resolution 18-3-1

2018-Feb 01 Second Consideration

2017-Nov 14 Revised

2017-Oct 12 Rejected, Board Resolution 17-10-4

2017-Sep 14 First Consideration



BOARD OF TRUSTEES

Washington Community College District 23

RESOLUTION NO. 18-3-1
BOARD POLICY - STIPENDS

Whereas, Washington State law requires Colleges to identify the Board of Trustees' classification, how Board members will be compensated for meetings, and how Board members will be reimbursed for travel, and

Whereas, the Edmonds Community College Board of Trustees previously received a stipend for attending meetings, and

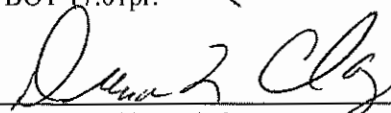
Whereas, in 2013 the Edmonds CC Board of Trustees discontinued receiving a monthly stipend for meeting attendance, but continued to maintain travel reimbursements for attending out of town conferences and meetings while conducting official business on behalf of the College, and

Whereas, the current Board requested a review of their options regarding a monthly meeting stipend, and

Whereas, the College administration is recommending only the Student Trustee to receive a stipend.

Whereas, the College administration has prepared a new Board Policy, BOT 17.0, and Procedure, BOT 17.01pr, to address the payment of a stipend;


NOW, THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees approves Board Policy BOT 17.0, and Procedure BOT 17.01pr.



Ms. Diana Clay, Chair

4-19-18

Date Approved

ATTEST:


Ms Christina Castorena, Secretary

FOLLOW-UP ITEMS FROM BOT RETREAT: JULY 25-26, 2019

President's 2019-2020 Goals

- Board wants to see detail that underpins these goals, especially how these goals will be measured. Dr. Singh to provide at September BOT meeting, and board will approve goals then.

Diversity, Equity & Inclusion

- Stretch goal: BOT sponsors DEI event.
- Explore refreshing BOT 14.0 policy to insert DEI commitment language from crafted with mission refresh.
- BOT would like to be aware of professional development opportunities in the area of DEI. (Kevin McKay suggested: <https://leadershipsc.org/apply>)

Institutional Effectiveness

- BOT Policy 6.0 and Procedure 6.01 related to Vision Statement will need to be updated once the Vision Statement is finalized
- BOT would like to see enrollment data showing: completed, still enrolled but elsewhere, and transfer students, which is a better picture of our success. They would like to see this data on a regular basis.

Finance & Operations

- Explore creating a policy guideline regarding a range of AEdCC funds allowed to sit in reserve.
- COP: Board will be asked to approve \$2M COP at September meeting.

Feedback Requested From Board

- Vision Statement (all)
- Board Evaluation Tool (Emily and Tia)

Additional Meetings

- President & Board members will have informal 1:1 meetings/lunches throughout year
- Schedule New Board Orientation before September board meeting for new trustees.

Policy Parking Lot

- Explore adding policy to review President's contract on an annual basis with evaluation
- Explore moving to 2-year BOT policy-review schedule
- Explore adding policy for President to ask that requests from individual board member that involve significant time or funds be reviewed and agreed to by the whole board.