

BOARD OF TRUSTEES**Regular Meeting**

Monday, April 13, 2020 4:30pm

Via Zoom Video Conference Call

Link to join meeting: <https://zoom.us/j/958685920>**AGENDA**

- | | | |
|--------|---|---|
| 4:30pm | 1. Call to Order | Chair Yim |
| 4:32pm | 2. Introduction of Guests | Chair Yim |
| 4:35pm | 3. Public Comment
To have your comment read by the Chair, please submit it in writing to publiccomment@edcc.edu no later than Friday, April 10 at 5pm. Written comments should be no more than 300 words in length. | Chair Yim |
| 4:45pm | 4. Approval of Meeting Minutes
March 12, 2020 – Regular Meeting
March 18, 2020 – Special Meeting | Chair Yim |
| 4:47pm | 5. Next Meeting
May 7, 2020 – Regular Board Meeting, Location TBD | Chair Yim |
| 4:50pm | 6. Informational & Monitoring Report
COVID-19 Response | Dr. Amit Singh |
| 5:30pm | 7. Old Business: Second Consideration, Final Action
a. College Name Change
RESOLUTION #20-4-1
b. Revision to BOT 9.01pr Procedure RESOLUTION #20-4-2 | Danielle Carnes
Chair Yim |
| 5:40pm | 8. New Business: First Consideration
a. Candidates for Tenure Status
b. Consideration of Refugee Waiver | Dr. Charlie Crawford
Gregory Hinton |
| 6:00pm | 9. Representative Reports
a. Faculty Representative
b. Student Representative
c. Classified Staff Representative | Kay Latimer
Brenda Obonyo
Elizabeth Mueth |

6:15pm	10. Break	
6:25pm	11. Foundation Report	Brad Thomas
6:30pm	12. President's Report	Dr. Amit Singh
6:35pm	13. Board Discussion	Chair Yim
	a. Board Nominations	
	b. Other	
6:45pm	14. Executive Session	Chair Yim
7:15pm	15. Adjournment	Chair Yim

Next Regular Meeting: May 7, 2020 at 3:30pm – Location, TBD

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: March 12, 2020

Edmonds Community College, Gateway Hall 352

Draft Minutes

ATTENDANCE

Trustees Present: Emily Yim, Chair; Carl Zapora, Vice Chair; Adrienne Wagner; Wally Webster

Trustees Present via Teleconference: Dr. Tia Benson Tolle

Trustees Excused: None

Others Present: Arlene Anderson, Kay Latimer, Danielle Carnes, Christina Castorena, Dr. Charlie Crawford, Gregory Hinton, Kristen NyQuist, Jim Mulik, Mushka Rohani, Dr. Amit Singh, Eva Smith, Dr. Yvonne Terrell-Powell, Brad Thomas, and members of the staff, faculty and student body.

CALL TO ORDER AND WELCOME

Chair Yim called the meeting to order at 4:30pm, and welcomed those present.

INTRODUCTION OF GUESTS

Chair Yim asked each attendee to share their name and affiliation with the college.

PUBLIC COMMENTS

No public comments were made.

AMENDMENT OF AGENDA

Chair Yim changed the order of the agenda to move the study session on the topic of COVID-19 preparedness to the top of the meeting.

APPROVAL OF MEETING MINUTES

Chair Yim asked for a motion to approve the minutes from the February 20, 2020 regular Board meeting. Vice Chair Zapora made the motion, which Trustee Wagner seconded. The motion unanimously passed.

Approved

NEXT MEETINGS

The next regular meeting of the Edmonds Community College Board of Trustees is scheduled for Monday, April 13, at 4:30pm, a change from the originally published date.

The regular meeting for May will take place on May 7, 2020 at 3:30pm, also a change from the originally published date.

STUDY SESSION

Dr. Singh and members of the President's Leadership Team reported on actions taken related to COVID-19 preparedness over the previous weeks including: moving student services online, cancelling large events

and rentals, streaming athletic events rather than having spectators, putting plans in place for student housing, making preparations to move classes and tutoring online, placing 168 new hand sanitizer dispensers throughout campus, deep cleaning and sanitizing high-touch surfaces each night, appointing a single point-of-contact to work directly with the Snohomish County Health Department, crafting messaging to employees and students, developing resource lists and webpages, creating signage for campus, fielding inquiries from the press, finding alternate work for those who need to work from home, taking inventory of all computer devices, deploying a lending library for ChromeBooks and wifi hotspots, standing up virtual call centers and remote help desks, and procuring and disseminating software licenses for remote work platforms.

The Board of Trustees engaged in a period of question and answer, and also commended Dr. Singh and the staff for their work, for being flexible with students and for efforts to find remote work for employees. Trustee Benson Tolle encouraged everyone to seek and share best practices with other institutions as everyone navigates this challenging time.

INFORMATIONAL & MONITORING REPORTS

Starfish/Triton Connect

Dr. Steve Woodard gave a presentation on Triton Connect, an interactive advising and communication tool that helps students successfully stay on their educational path. Embedded in Canvas, Triton Connect connects students with academic advising and also faculty advisors, and has an early alert system where faculty can intervene with students who need assistance and send kudos to students who are doing well. Since the beginning of the current academic year, over 6,000 advising appointments have been scheduled.

Building Opening Celebration Marketing Plans

Marisa Pierce gave a presentation on the communication plan and marketing strategies for the opening celebration of the new STEM and Nursing Building and Triton Court. She outlined the key messages and strategies, as well as the variety of media and print materials, the dedicated website, and the plan for the day of celebration, scheduled for September 17.

OLD BUSINESS: SECOND CONSIDERATION, FINAL ACTION

Approval of Candidates for Tenure

The Board invited the following candidates for tenure to discuss their tenure websites, and to hear feedback from the trustees on their materials: Erin Davidson, Communications Studies; Brandon Dietrich, Chemistry; William Hamp, Engineering; Mark Seely, Psychology. The trustees thanked each candidate, remarking on the strengths they bring to the college.

Chair Yim asked for a motion to approve Resolution #20-3-1 granting tenure to Erin Davison, Brandon Dietrich, William Hamp, and Mark Seely. Trustee Webster made the motion, Trustee Benson Tolle seconded, and the resolution was unanimously passed. Chair Yim congratulated the newly tenured professors, reminding them of the tenure celebration scheduled for May 7.

Approved

Approval of Candidates for Continuing Tenure Probationary Status

Dr. Crawford presented a recommendation to renew tenure probationary status for Lauriel Elsa-Gordon, Lorraine Brooks, Monica James, and Dan Moore.

Chair Yim asked for a motion to approve Resolution #20-3-2, to renew the tenure probationary contracts of the faculty members listed above. Trustee Wagner made the motion, Trustee Webster seconded, and the motion unanimously passed.

Approved

Approval of Candidates for Continuing Permanent Status Probationary Status

Dr. Crawford presented a recommendation to renew permanent status probationary status for Nancy Nelson, Dean Schlegel, and Roberto Figueroa.

Chair Yim asked for a motion to approve Resolution #20-3-3 to renew the permanent status probationary contracts of the faculty members listed above. Trustee Webster made the motion, Trustee Benson Tolle seconded, and the motion unanimously passed.

Approved

BREAK

At 6:03pm, Chair Yim adjourned the meeting for a 10-minute break. At 6:13pm, Chair Yim reconvened the meeting in open session.

NEW BUSINESS: FIRST CONSIDERATION AND REQUESTED FINAL ACTION

STEM and Nursing Building Naming

Brad Thomas presented a recommendation to name the new STEM and Nursing Building “Hazel Miller Hall,” in recognition of the \$1.5M gift from the Hazel Miller Foundation. Due to construction timelines and donor considerations, it was requested that the Board of Trustees take final action to approve the naming.

Chair Yim asked for a motion to approve Resolution #20-3-4, approving the naming of the new building. The motion was made by Vice Chair Zapora, seconded by Trustee Benson Tolle, and unanimously passed.

Approved

NEW BUSINESS: FIRST CONSIDERATION

College Name Change

Danielle Carnes presented a recommendation to change the college name to Edmonds College, to better serve stakeholders, to more accurately reflect the fact that 4-year BAS degrees are offered, and to help with international enrollments. There was discussion on what the process had been for gathering input from across the campus and the importance of allowing many voices to be a part of the discussion.

Revision to BOT 9.0 Policy and Procedure

Chair Yim presented a proposal to change the rating scale outlined in BOT 9.01pr, the procedure for conducting the presidential performance review. She and Trustee Benson Tolle had been working to streamline the process and to move to a 3-point rating scale. The Board discussed the scale and designations, and Chair Yim said she would continue to work on the language and bring further suggestions back to the Board for approval.

REPRESENTATIVE REPORTS

Christina Castorena read ASEdCC President, Brenda Obonyo’s report, as submitted in her absence.

[Attachment 1]

Classified Staff Representative, Elizabeth Mueth, was not in attendance.

Faculty Representative, Kay Latimer, gave her report outlining issues related to the faculty union.

FOUNDATION REPORT

Brad Thomas reported on recent activity for the Edmonds CC Foundation. The annual Gala is scheduled for June 6th, and has reached \$83.5K on a sponsorship goal of \$175K. A decision will be made in the near future regarding going forward with an in-person event; The \$1.5M Hazel Miller Foundation gift was announced publicly at the February 25th campaign reception; ATV, a college vendor, recently gave \$10K

toward the STEM and Nursing Building campaign after touring the building; STEM tours are tentatively scheduled for prospective donors, pending developments in the coronavirus situation.

PRESIDENT’S REPORT

Dr. Singh referred to his written report on COVID-19 preparedness, included in the meeting packet, and expressed his thanks to the whole team who have been working so hard to keep everyone safe and to move operations online.

BOARD DISCUSSION

Chair Yim shared that the Board would conduct the first part of the presidential performance review in executive session at the May 7 Board meeting, and that a report would be produced for the Board two weeks prior to the meeting.

Vice Chair Zapora reported that the ACT Board of Directors had voted earlier that day to not hold an in-person conference in May, as was to be hosted by Edmonds CC. Instead, they will hold sessions for participants online. Vice Chair Zapora thanked those who had been involved in conference preparation.

EXECUTIVE SESSION

At 6:52pm, Chair Yim adjourned the meeting to executive session for 18 minutes to discuss personnel matters.

At 7:10pm, Chair Yim reconvened the meeting in open session.

ADJOURNMENT

The meeting was adjourned by Chair Yim at 7:11pm.

Next Meeting: The next regular Board meeting will be held Monday, April 13, 2020 at 4:30pm.

Emily Yim, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

BOARD OF TRUSTEES
STUDENT GOVERNMENT
Monthly Meeting Report
March 12, 2020

1. **ASACC Conference.** The student Government cancelled the advocacy trip to Washington DC trip scheduled for March 13th to March 17th due to the Covid-19 outbreak.
2. S&A budget Committee is still meeting and deliberating on the preliminary budget for the year 2020-21.
3. The process of filing the vacant position of the executive officer for diversity is underway.

Prepared by:

Brenda Obonyo

Executive officer for Administration.

BOARD OF TRUSTEES

Special Meeting: March 18, 2020

Edmonds Community College, Gateway Hall 352

Draft Minutes

ATTENDANCE

Trustees Present via teleconference: Emily Yim, Chair; Carl Zapora, Vice Chair; Dr. Tia Benson Tolle, Adrienne Wagner, Wally Webster

Trustees Excused: None

Others Present: Assistant Attorney General, Arlene Anderson, Dr. Charlie Crawford, Kristen NyQuist, Mushka Rohani, Dr. Amit Singh, and Casey King.

CALL TO ORDER AND WELCOME

Chair Yim called the meeting to order at 4:00pm, and welcomed those present.

INTRODUCTION OF GUESTS

Chair Yim asked each attendee to share their name and affiliation with the college.

PUBLIC COMMENTS

No public comments were made.

EXECUTIVE SESSION

At 4:02pm, Chair Yim adjourned the meeting to executive session for 30-minutes to discuss a personnel matter.

At 4:32pm, Chair Yim reconvened the meeting in open session.

APPROVAL OF THE FACULTY COLLECTIVE BARGAINING AGREEMENT

Chair Yim asked for a motion to approve Resolution #20-3-5, which was made by Vice Chair Zapora, seconded by Trustee Benson Tolle, and unanimously passed.

ADJOURNMENT

The meeting was adjourned by Chair Yim at 4:35pm.

Next Meeting: The next regular Board meeting will be held Monday, April 13, 2020 via video conference.

Emily Yim, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

BACKGROUND

College Name Change

Subject

Consideration of renaming the college from Edmonds Community College to Edmonds College.

Background

The college has been exploring a name change from Edmonds Community College to Edmonds College. We believe becoming Edmonds College would better serve our external stakeholders: students, employers, industry, and our community. As with any change of this magnitude, the college has been seeking input from all of our valued partners, staff, faculty, students, organizations, and community members. The college is deeply committed to the community in which we serve and this will not change.

Our mission is Teaching | Learning | Community

With our intentional investment in the development of Bachelor of Applied Science degrees, we have now become and are accredited by the Northwest Commission on Colleges and Universities (NWCCU) as a four-year degree granting institution. The college currently offers one Bachelor of Applied Science (BAS) degree, with two others approved for offering. Additionally, a fourth BAS has received its initial approval from the State Board, and the college is also exploring another BAS degree in the Health Sciences field. Culturally, “community college” most often refers to colleges awarding two-year degrees and certificates. Changing the college name to release the word “community” allows for a more comprehensive and inclusive understanding of what we offer. In the SBCTC, there are only 10 remaining community colleges that still have “community” in their title. 19 of the 29 community colleges (5 colleges in the CTC system of 34 are technical colleges that have “technical” in their names as opposed to “community”) have already shifted accordingly as they’ve added BAS degrees to their offerings.

As employers and industry seek a higher-skilled workforce, students need advanced training that has not previously been available. Until recently, a professional-technical degree was considered a terminal degree within the trades--there was not an option to continue mastery of work. With the launch of the Bachelor of Applied Science degree, a four-year pathway for professional-technical fields was created that had never existed. It serves students seeking next level growth and it serves employers looking for more highly-skilled employees.

Our students have supported the transition to becoming Edmonds College. They have shared examples of having to justify their community college experience and learning because of negative stigma as less-than, or second-choice. They were eager to be able to say they go to Edmonds College, or they graduated from Edmonds College. While we have all worked tirelessly to challenge these stigmas, we must also acknowledge that they still do damage in various ways.

Internationally, there is much confusion about the concept of community colleges. It is a uniquely American educational system, and is also incorrectly perceived to be less legitimate than colleges and universities.

The words “community college” are less understood globally and make it more difficult to market internationally. In fact, some countries do not transfer in credit from community colleges. With Edmonds CC supporting the third largest international student population in Washington CTCs, we must take international perception under serious consideration.

The name change will also allow the college to stay relevant. Edmonds will be the 20th out of 29 community colleges in Washington to drop “community” from its name.

Recommendation

Approval to officially rename the college from Edmonds Community College to Edmonds College.

RESOLUTION #20-4-1
COLLEGE NAME CHANGE

WHEREAS, We believe becoming Edmonds College would better serve our external stakeholders: students, employers, industry, and our community, and

WHEREAS, Changing the college name to release the word “community” allows for a more comprehensive and inclusive understanding of what we offer, and

WHEREAS, With our intentional growing investment in the development of Bachelor of Applied Science degrees, we have now become and are accredited as a four-year offering institution, and

WHEREAS, It serves students seeking next level growth and it serves employers looking for more highly-skilled employees, and

WHEREAS, Our students have strongly supported the transition to becoming Edmonds College, and

WHEREAS, The term “community college” is less understood globally and makes it more difficult to market internationally, and

WHEREAS, With Edmonds CC supporting the third largest international student population in Washington CTCs, we must take international perception under serious consideration, and

WHEREAS, The name change will also allow the college to stay relevant; Edmonds will be the 20th out of the 29 community colleges in Washington to drop “community” from its name.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves changing the official name of the college from Edmonds Community College to Edmonds College and authorizes the college President and his appointees to initiate and execute all the necessary steps to complete the name change process.

Emily Yim, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh

BOT 9.01pr - President's Performance Evaluation: Procedure

SUMMARY/SCOPE

This procedure describes the presidential performance evaluation process.

PROCEDURE DETAILS

Unless otherwise determined by the Board, the President's performance will be discussed in executive session at the June Board meeting. Annual goals are mutually agreed upon by the President and Board that align with the college's Mission, Vision, Core Themes, Strategic Objectives, Strategic Plan, and Values.

Both the President and Trustees (with the exception of the Student Trustee) will complete the Presidential Performance Evaluation form at least two weeks prior to the date of conducting the appraisal. The Board of Trustees may revise this form prior to implementing the next performance cycle.

The Presidential Performance Evaluation will:

- Have a rating scale of 1 – ~~3-5~~. A comment is required for any “needs improvement.” or ~~“unsatisfactory” rating.~~
 - ~~5 – Excellent (Substantially Exceeds Expectations)~~
 - ~~4 – Good (Above Minimum Expectations)~~
 - ~~3 – Acceptable (Meets Expectations)~~
 - ~~2 – Needs Improvement (Below Expectations)~~
 - ~~1 – Unsatisfactory~~
- ~~N – Not applicable or not observed~~
 - (3) Exceeds Expectations** (Is making an exceptional, significant contribution.)
 - (2) Meets Expectations** (Is a steady, consistent, dependable performer - carries out duties in a fully responsible and effective manner.)
 - (1) Needs Improvement** (Still working towards expectations and goals.)
- The Presidential Performance Evaluation will use the following broad areas to evaluate the President.
 - Relations with Board
 - Relations with Constituents
 - Budget and Financial Management
 - Personal Leadership Skills

At the sole discretion of the Board, other evaluations may occur at any time.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 9.0 President's Performance Evaluation](#)

SOURCE INFORMATION

(was) B 2.3 Performance Appraisal and Compensation of the President

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 consulting with the Board of Trustees Chair on changes made.

REVIEW HISTORY

2020-Apr 13 Amended, Board Resolution 20-4-2

2017-Mar 09 Amended, Board Resolution 17-3-6

2014-Feb 18 Amended, Board Resolution 14-2-1

2001-May Approved B 2.3

RESOLUTION #20-4-2
APPROVAL OF REVISIONS TO BOARD PROCEDURE BOT 9.01pr -
PRESIDENT’S PERFORMANCE EVALUATION

WHEREAS, the Edmonds Community College Board of Trustees evaluates the performance of the President on an annual basis; and

WHEREAS, the process for that evaluation is outlined in BOT Procedure 9.01pr - President’s Performance Evaluation; and

WHEREAS, at the July 2019 study session the Board decided to review the presidential evaluation forms and process and update them as appropriate;

NOW, THEREFORE, BE IT RESOLVED that the Edmonds Community College Board of Trustees has approved the changes to BOT Procedure 9.01pr - President’s Performance Evaluation, as presented on April 13, 2020.

Emily Yim, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh

BACKGROUND
CONSIDERATION OF TENURE**Subject**

Consideration of tenure for

Patrick Kolanda	Construction Management (Business)
Mika McAfee	Social Human Services/Family Life Education (Health & Human Services)

Background

The Board of Trustees is required to consider the award or denial of tenure following a probationary period not to exceed nine (9) consecutive quarters, excluding summer quarters and approved leaves of absence. Patrick Kolanda and Mika McAfee have completed their probationary period, and are recommended for consideration of tenure status.

Recommendation

Consideration of tenure for Patrick Kolanda and Mika McAfee at the April 2020 Board of Trustees meeting.

ELECTRONIC TENURE PACKETS

Our tenure candidates have all submitted electronic tenure packets this year. These are Google Sites with navigation that will guide you through the required sections of their tenure portfolios.

Please click on the names below to review the packets.

[Patrick Kolanda - Construction Management \(Business Division\)](#)

[Mika McAfee - Social Human Services/Family Life Education \(Health & Human Services\)](#)

BACKGROUND REFUGEE WAIVER

Subject

First consideration for waiver of non-resident tuition differential for refugees, their spouses and dependents.

Background

As per RCW 28B.15.014(3), Community and Technical Colleges may waive all, or a portion of, the non-resident tuition differential for refugees, their spouses and dependents, if the refugee is:

- On parole status (allowed into the United State for humanitarian reasons);
- Has received an immigrant visa;
- Has applied for United States citizenship

The non-resident differential is the difference between resident tuition (operating and building fees) and non-resident tuition (operating and building fees).

Recommendation

Edmonds Community College recommends that the Board of Trustees adopt the resolution approving of the Refugee Waiver at the May 7, 2020 Board of Trustees meeting.



BOARD OF TRUSTEES
Monthly Report
EDMONDS CC FOUNDATION
April 13, 2020

FUNDRAISING & FOUNDATION ACTIVITY

- The Foundation has provided our students with \$5,536 in COVID-19 emergency assistance in the week of March 30-April 3 to 15 students for food, utilities, and rent. We are expecting as many as 20 additional emergency assistance requests this week. The additional, \$10,000 provided by the Foundation board of directors will be depleted by the time of this trustee meeting. We are applying for additional support from public and private foundations because Dr. Singh's original request for \$50,000 is mostly going to be spot on for what our student need is for the COVID-19 crisis.

- We've received 393 number of annual scholarship applications for next year.

TRANSFORMING LIVES GALA

- The 2020 "INSPIRE: Transformational Impact" Gala committee will be a virtual event this year targeting the first week of June. We have 24 corporate sponsors renewed to-date for a total of \$100,500 on our way to our revised goal of \$125,000. This year's gala will culminate with stream event on Saturday, June 6th hosted by our emcee Kevin Joyce and a super cool prize will to given to the table captain with the most guests who make a donation to our Gala. We will have an online live auction the week leading up the streaming event and a super fun Gala victory celebration on campus later this summer for sponsors, table captains and donors.

STEM CAMPAIGN UPDATE

- Thanks to many generous Launch campaign donor commitments, including Dr. Singh and Trustee Zopora, we have raised \$1.93 million to date. We are only \$70,000 away from our \$2 million goal. We have put a hold on the campaign until the COVID-19 crisis subsides.

- Thank you for approving the name of the new STEM & Nursing building last month as Hazel Miller Hall. We will be forever thankful to Maria Montalvo (Foundation board chair and Hazel Miller Foundation board member), Diana White, Pat Shields, Leigh Bennett, Renee McRae, Dick Ellis, and Jack Loos with the Hazel Miller Foundation for their \$1.5 million gift. Their gift pushes EdCC towards completing the best in class STEM and Nursing learning environment.

- We are hosting our first virtual building tours with Dr. Singh, Paul Hollie from Premera, and Barbara & Pat Fahey at noon on April 7, and April 14.

- Foundation board members who have given to date include Bob Terwilliger & friends, Whitney Cornell, Janette Turner, Maria Montalvo, Wendy Popke, Libby Lewis, Doug Fair, Meg Rankin, John Sanchez, Jack Tawney and Steve Pennington In addition, we have campaign gifts from Angelique Leone, Jean Hernandez, Jean Sittauer & Fred Gouge, Steve Carter, Dave Wescott, and Virginia Mayer & Tom Westover.

Submitted by: Brad Thomas, Executive Director

PRESIDENT'S REPORT

COVID-19 Response

Information Gathering and Decision Making

- The COVID-19 Team, consisting of the President's Leadership Team and additional employees from HR, the Public Information Office, and Safety, Security and Emergency Preparedness (SSEP), meets daily to strategize and debrief
- Dr. Singh participates in WACTC/State Board calls, 3 times per week
- Dr. Singh (if schedule permits) and Marisa Pierce, Director of Marketing and PIO, watch Governor Inslee's addresses
- Jade Jeter-Hill, Director of SSEP, is the single point of contact for the Health Department, and is in close communication with them
- Danielle Carnes, VP Innovation and Strategic Partnerships, is coordinating a cross-functional team to model possible scenarios for summer and fall enrollment and draft contingency plans for those scenarios

Classes and Events

- Spring Quarter has been postponed one week to give faculty time to prepare to teach courses online
- All classes, including Community Education, will be 100% online for Spring Quarter with a few exceptions
- Accreditation mid-cycle review visit, scheduled for April 23-24, will take place virtually
- Building Community Day, scheduled for May 8, will change in scope and move to virtual sessions
- The Foundation's Gala, scheduled for June 6, will become an online event
- Commencement will not take place in person; a plan for recognizing 2020 graduates is being developed

Operations

- All operations have been moved online as much as possible. Security, custodial, services for homeless and hungry students, and some IT and financial functions are still taking place on campus
- Student placement testing for Math and English is taking place online
- The IT team has 350+ Chromebooks for lending to employees and students as well as 50 WiFi devices on back-order for lending to students who need them. A process for equipment requests, distribution, and remote support is in place
- IT has moved to a virtual help desk with drop-in appointments available 11-hours a day, Monday-Thursday
- An [Employee Resource website](#) for working remotely has been developed and deployed
- A [Student Resource website](#) for online learning has been developed and deployed
- Faculty resources for online teaching have been developed and deployed
- Construction: our STEM and Nursing Building, Triton Court, and one Head Start facility have been deemed essential projects by the state, so construction will continue on an accelerated timeline
- The Finance Department is tracking all COVID-19 related expenses, including employee time

Community Contributions

- The SSEP office and the Nursing division found surplus N95 masks, gowns and nitrile gloves. These items were donated to Swedish Edmonds
- The SSEP office also donated 2,000 ear-loop masks to the staff at Providence Hospice Care Center
- The Facility Makerspace is working with local entrepreneurs to prototype different Personal Protective Equipment (PPE)