

**REVISED**

12:53 pm, Sep 09, 2020

WASHINGTON COMMUNITY COLLEGE DISTRICT 23

MISSION: TEACHING | LEARNING | COMMUNITY

**BOARD OF TRUSTEES****Regular Meeting****September 10, 2020 4:30pm**Remote Meeting via Zoom: <https://zoom.us/j/99686704260>**AGENDA**

- |        |   |   |
|--------|---|---|
| 4:30pm | <b>1. Call to Order</b>   | Chair Zapora  |
| 4:32pm | <b>2. Introduction of Guests</b>  | Chair Zapora  |
| 4:35pm | <b>3. Public Comment</b> (3 min. each)<br>To make a public comment, please submit it in writing to <a href="mailto:publiccomment@edcc.edu">publiccomment@edcc.edu</a> no later than Wednesday, September 9, at 5pm. Written comments should be no more than 300 words in length, include your name and affiliation with the college, and will be read into the record, time permitting. | Chair Zapora  |
| 4:45pm | <b>4. Approval of Meeting Minutes</b><br>pg. 3 June 11, 2020 – Regular Meeting<br>pg. 10 August 13-14, 2020 - Study Session   | Chair Zapora  |
| 4:47pm | <b>5. Next Meeting</b><br>October 8, 2020, 4:30pm – remote meeting via Zoom   | Chair Zapora  |
| 4:50pm | <b>6. Informational &amp; Monitoring Reports</b><br>a. TRiO Program<br>b. Food Pantry Update  | Dr. Yvonne Terrell-Powell<br>Christina Castorena  |
| 5:10pm | <b>7. Old Business: Second Consideration, Final Action</b><br>pg. 23 a. Approval of New Comprehensive Plan<br>RESOLUTION #20-9-1<br>pg. 27 b. Approval of 2020-21 College Priorities<br>RESOLUTION #20-9-2<br>pg. 30 c. Approval of Final College Operating Budget for 2020-21<br>RESOLUTION #20-9-3<br>pg. 32 d. Approval of Changes to WAC Traffic Rules<br>RESOLUTION #20-9-4        | James Mulik, Danielle Carnes<br>Dr. Amit Singh<br>Gregory Hinton, Dr. Amit Singh<br>Gregory Hinton, Jade Jeter-Hill |

- 5:35pm **8. New Business: First Consideration and Final Action Requested** Danielle Carnes  
 pg. 36 Approval of Naming: Multiple Hazel Miller Hall Spaces  
 RESOLUTION #20-9-5
- 5:40pm **9. New Business: First Consideration**  
 pg. 39 a. Consideration of Board Meeting Dates 2021 Chair Zapora  
 pg. 40 b. Consideration of Programs for Elimination Kim Chapman
- i. Business Information Technology - Office Supervision and Management Associate of Technical Arts Degree
  - ii. Business Management - Business Studies Certificate
  - iii. Business Management - E-Business Associate of Technical Arts
  - iv. Business Management - Global Business Certificate
  - v. Computer Information Systems - Server Administration Certificate
  - vi. Horticulture - Urban Agriculture Enterprises Certificate
  - vii. Horticulture - Urban Agriculture Systems Certificate
- 5:50pm **10. Representative Reports**
- a. Faculty Representative (5) Kay Latimer
  - b. Student Representative (5) Zambak Colak
  - c. Classified Staff Representative (5) Liz Meuth
- 6:05pm **11. Break**
- 6:15pm **12. Foundation Report** Danielle Carnes  
 pg. 44
- 6:20pm **13. President's Report** Dr. Amit Singh  
 pg. 45
- 6:25pm **14. Board Discussion** Chair Zapora
- a. Board Retreat (Follow-ups, survey results, etc.)
  - b. Recognition of Emily Yim
  - c. Trustee Updates
  - d. Trustee Vacancy
  - e. Other
- 6:55pm **15. Executive Session** Chair Zapora
- 7:30pm **16. Adjournment** Chair Zapora

**Next Meeting: October 8, 2020 – Regular Meeting and Study Session, location TBD**

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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.

Information for individuals with hearing or visual impairments can be provided when adequate notice is given to the Office of the President: Kristen.nyquist@edcc.edu




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## BOARD OF TRUSTEES

### Regular Meeting: June 11, 2020

Held via Zoom video conference call due to COVID-19

### Draft Minutes

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

**Trustees Excused:** None

**Others Present:** Arlene Anderson, Kay Latimer, Brenda Obonyo, Frederick Pieters, Danielle Carnes, Christina Castorena, Dr. Terry Cox, 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, noting that everyone is grappling with the killing of George Floyd and institutional racism, and shared that the Board would begin its business by putting forward two resolutions related to those issues.

#### INTRODUCTION OF GUESTS

Chair Yim asked those in attendance to introduce themselves and share their affiliation with the college.

#### PUBLIC COMMENTS

Chair Yim reminded guests of the College's Workplace Civility Policy, and asked that everyone adhere to the principals and values contained therein.

One comment had been received in writing, and Ms. NyQuist read that into the record as follows:

"My name is Mary Whitfield. I am faculty in the chemistry department and have been employed with the college since 2004.

I wish to make a statement about the recent termination of STEM advisor Nate Goodman and its impact on enrollment, retention and faculty/staff morale. As an institution we are a family, so the loss of a family member is always deeply felt. When this happens without adequate explanation, the impact is that much more acute, especially during this time when we are all on edge for a variety of reasons.

Recognizing that personnel matters are rightly confidential, we naturally still search for a way to make sense of what has happened. Finding none, we are left adrift and confused. Was it budget? Or something else? Who's next? Why was this so sudden? How is this strategic?

This has hit us hard. Literally within hours of Nate's termination there was a flood of testimonials from students and staff speaking to how he had changed lives. At our division meeting voices were cracking and

tears were flowing. Nate was much loved by students and staff alike, and his experience in STEM advising was crucial to our efforts to recruit and retain students.

Advisor turnover is high, so we have no idea why we let go of one of our best. As professionals we have lost a key tool that we need to do our jobs. Students have lost an essential resource. We have no idea how this resource can or will be replaced.

I thank you for taking the time to listen to these words, and for understanding the impact this is having across campus.”

### **APPROVAL OF MEETING MINUTES**

Chair Yim asked for a motion to approve the minutes from the May 7, 2020 regular meeting. Trustee Wagner made the motion, which was seconded by Trustee Webster. All Trustees voted in favor, with Trustee Benson Tolle abstaining, and the minutes were approved as presented.

***Approved***

### **NEXT MEETING**

The next meeting is the Summer Study Session scheduled for August 13-14, 2020.

### **BOARD RESOLUTIONS**

Chair Yim asked for comments prior to reading the resolutions on Commitment to Student Success for Black Students and Denouncing Xenophobia and Anti-Asian Sentiment Arising Due to Fears of the COVID-19 Pandemic and Affirming Edmonds College’s Commitment to the Well-Being and Safety of Asian-Pacific Islander Communities.

Trustee Webster shared some of his personal experience related to racism noting that the current events involving the murder of George Floyd have reopened old wounds. The institution (as differentiated from individuals) is complicit in systemic racism, and the knee of education is on the necks of Black students. We have the responsibility to move in a bold way to lift people out of poverty, to ensure access to healthcare, and to take the knee of the education system off the necks of Black students. Trustee Webster then asked that agenda items 8a-b (Approval of New Comprehensive Plan and Approval of New Vision Statement) be tabled so that the administration could incorporate the two Board resolutions related to racism into the plan and vision.

Chair Yim, Dr. Singh, and all other trustees thanked Trustee Webster for his important and heartfelt remarks.

Chair Yim read Board Resolution #20-6-1, Commitment to Student Success for Black Students, and asked for a motion to approve it, which was made by Trustee Wagner, and seconded by Trustee Benson Tolle. After some discussion, it was proposed that item (1) in the final paragraph of the resolution be amended to state: “Listen to the concerns expressed by Black students, staff, faculty and community members.” Chair Yim called for approval of the resolution including that amendment, which unanimously passed.

***Approved***

Chair Yim read Board Resolution #20-6-2, Denouncing Xenophobia and Anti-Asian Sentiment Arising Due to Fears of the COVID-19 Pandemic and Affirming Edmonds College’s Commitment to the Well-Being and Safety of Asian-Pacific Islander Communities. She asked for a motion to approve the resolution which was made by Trustee Webster and seconded by Trustee Benson Tolle. The motion passed unanimously.

***Approved***

### **INFORMATIONAL & MONITORING REPORTS**

#### **Covid-19 Innovations Analysis**

Danielle Carnes, Vice President of Innovation & Strategic Partnerships and Special Assistant to the President, reported that many innovations were implemented due to necessity because of COVID-19. She

shared a presentation on an opportunity matrix she had developed to organize and categorize the innovations in order to assess return on investment and subsequently prioritize certain action steps for continuation.

### **Makerspace PPE Prototypes**

David Voetmann, Program Manager, The Facility Makerspace, delivered a presentation outlining the COVID-19 Innovation Team's nimble response to the shortage of Personal Protective Equipment (PPE) due to the COVID-19 pandemic, including prototyping solutions in The Facility, our public makerspace. One product born of this project is the ED19 Durable Face Shield, intended for frontline health care workers. Ongoing, informal field tests are being performed in two area hospital emergency departments. In addition, Edmonds College's Washington Aerospace Training and Research Center partnered with Kass Tailored to produce more than 14,600 plastic face shields to bridge demand that Kass Tailored could not fill by itself.

### **OLD BUSINESS: SECOND CONSIDERATION & FINAL ACTION**

#### **Approval of New Comprehensive Plan and New Vision Statement**

In light of Trustee Webster's earlier request, Chair Yim asked for a motion to discuss the new Comprehensive Plan and Vision Statement, which Trustee Benson Tolle made, and Trustee Webster seconded. Trustee Webster then asked that the approval of the Comprehensive Plan and Vision Statement be postponed to give administration time to incorporate Board Resolutions #20-6-1 and #20-6-2 into the plan and statement.

Discussion followed on timing and the fact that while the plan could be reworked and brought back to the Board in September, the Board would only be asked to approve the framework and goals.

Chair Yim called for a vote to postpone the approval Board Resolution #20-6-3 and #20-6-4 relating to the New Comprehensive Plan and New Vision Statement, which was unanimously approved.

#### **Approval of the College Operating Budget for 2020-21**

Gregory Hinton, Vice President of Finance & Operations, reported on updates to the 2020-21 Operating Budget made since the last meeting, including a projected decrease in shared funding line of \$2.7M, with a possible overall shortfall of \$11.1M. He shared that the goal is to get to \$8M in savings over the next year, but because it is still unclear what the state will do in terms of funding, the budget the Board is being asked to approve is provisional until we know more about the state allocation. Chair Yim called for a motion to approve Board Resolution #20-6-5, Approval of Provisional College Operating Budget for 2020-21, which was made by Trustee Wagner and approved by Trustee Webster. The motion was unanimously approved.

***Approved***

#### **Approval of Associated Students Fees**

Vanessa Zelenović, Executive Officer for Budget and Finance for the Associated Students, reported that not much had changed with her agenda items from the original presentation in May, although it had been confirmed that the S&A fee would go up by 2.5%.

Chair Yim asked for a motion to approve Resolution #20-6-6 Approval of Associated Student Fees, which was made by Trustee Wagner and seconded by Trustee Webster. The motion unanimously passed.

***Approved***

**Approval of Associated Students Fee Budget**

Chair Yim asked for a motion to approve Resolution #20-6-7 Approval of Associated Student Fee Budget, which was made by Trustee Webster and seconded by Trustee Benson Tolle. The motion unanimously passed.

***Approved***

**Approval of BAS: Robotics and Artificial Intelligence**

Dr. Terry Cox, Vice President of Workforce Development and Training, asked for approval of the College's fourth Bachelor of Applied Science degree in Robotics and Artificial Intelligence, an interdisciplinary degree that will provide students with the knowledge and skills needed to design, implement, and analyze basic machine learning and embedded systems that run robotics and basic AI applications.

Chair Yim called for a motion to approve Resolution #20-6-8 Approval of a New Degree, Bachelor of Applied Science - Robotics and Artificial Intelligence. The motion was made, seconded and unanimously approved.

***Approved***

**BREAK**

At 6:08pm, Chair Yim adjourned the meeting for a 5-minute break. At 6:13pm, Chair Yim reconvened the meeting in open session.

**NEW BUSINESS: FIRST CONSIDERATION & REQUESTED FINAL ACTION****Approval of Associate Degree in Applied Science**

Dr. Charlie Crawford, Executive Vice President of Instruction, presented the background information on the new Associate in Applied Science (Limited Transfer Degree) Robotics and Automation Technology, noting that this professional-technical degree provides the basic foundation for robotics and automation technology professionals for students who are seeking to transfer into a 4-year Bachelor of Applied Science program in Robotics and Artificial Intelligence. He reported that this degree would be offered in the fall of 2020.

Chair Yim called for a motion to approve Board Resolution #20-6-9 Approval of a New Degree: Associate in Applied Science (Limited Transfer Degree) Robotics and Automation Technology. Vice Chair Zapora made the motion, and Trustee Webster seconded. The motion passed unanimously.

***Approved***

**Approval of Revision to ASEC Financial Code**

Benjamin Thompson, ASEC Executive Officer for Community Relations, reported that the Student Government had been working to update their financial code, but had only partially completed the project due to time constraints. The portion presented to the Board for their approval is time-sensitive due to the fact that the college administration was not able to fund the Assistant Director of the Center for Student Engagement and Leadership. The revision to the financial code allows for that position to be funded through S&A fees for up to three years.

Chair Yim called for a motion to approve Board Resolution #20-6-10 Approval of Revision to ASEC Financial Code, which was made by Vice Chair Zapora and seconded by Trustee Benson Tolle. The motion passed unanimously.

***Approved***

**Approval of International Contract Program**

Mr. Hinton presented background on the International Contract Program, which he noted was a standard annual approval since the program was self-supported and not funded through the state. Chair Yim called

for a motion to approve Board Resolution #20-6-11 Approval of International Contract Program, which was made by Trustee Webster and seconded by Vice Chair Zapora. The motion passed unanimously.

**Approved**

Chair Yim asked that the administrative team try to minimize the instances where first consideration and final action happen simultaneously.

**NEW BUSINESS: FIRST CONSIDERATION**

**BAS: Integrated Health Management**

Dr. Cox presented the background on a new Bachelor of Applied Science degree, in Integrated Health Management. The degree builds on the Allied Health Pathways 2-year degree, adding the business management component, which is where the labor market data indicates a need. More than 100 students are highly interested. When the program proposal is completed, the degree will come back before the Board for their approval.

**Consideration of Changes to WAC Traffic Rules**

Ms. Jeter-Hill, Director of Safety, Security and Emergency Preparedness, presented background information on making a change to the Washington Administrative Code relating to traffic rules on campus, which had not been updated since 2007, and which did not allow the administration to change things as needed because those items reside in the WAC, rather than local policies and procedures. Ms. Jeter-Hill noted that a public hearing would take place on August 6, and a resolution would be presented for the Board's approval in September.

**REPRESENTATIVE REPORTS**

Faculty Representative, Kay Latimer, gave her report.

Student Representative, Brenda Obonyo, gave her report.

Classified Staff Representative, Frederick Pieters, gave his report. [Attachment 1]

**FOUNDATION REPORT**

Mr. Thomas reported that the Foundation is committed to eliminating institutional racism and would incorporate principals to that effect in their next strategic plan. He noted that \$51.4K in COVID-19 relief had been distributed to students in need who didn't qualify for CARES Act funds. 100 meals were being delivered to students in Rainier Place twice a week via an arrangement with Chef Dane; the virtual 2020 Gala raised \$275K on its \$230K goal, thanks to many generous donors and sponsors, as well as the dedicated staff who did an excellent job. The Foundation is hoping to wrap up the Launch Campaign soon, with just \$40K to go on the \$2M goal.

**PRESIDENT'S REPORT**

Dr. Singh pointed to the written packet included in the meeting materials, and noted several items in addition: Administration is reaching out to all Black students to show support for them in this very trying time; Faculty Senate organized an online session for faculty, students, and staff alike, to discuss matters of racial equity; the College posted a new webpage on Black solidarity with a strong statement against racism; and departments are also making space for discussions.

**BOARD DISCUSSION**

Chair Yim, noting that the chairship ends June 30, and that the Board has a rotating schedule of officers, shared that the next chair would be Trustee Zapora, and the next Vice Chair would be Trustee Webster. She moved to elect Trustee Zapora as Chair and Trustee Webster as Vice Chair beginning July 1, and running through June 30, 2021. The motion was seconded by Trustee Bensone Tolle and was unanimously approved.

Chair Yim thanked the Board for the opportunity to serve as Chair.

Vice Chair Zapora thanked Dr. Singh, staff, and faculty for all they are doing to navigate through this time, and for the timely and clear communications.

**EXECUTIVE SESSION**

Chair Yim adjourned to an executive session at 7:01pm for 30 minutes to discuss a personnel matter, noting that when they returned they would deliberate on an item.

At 7:30pm, Chair Yim extended the executive session to 7:35pm.

At 7:35pm, Chair Yim reconvened in open session.

**PRESIDENTIAL EVALUATION & CONTRACT EXTENSION**

Chair Yim, noting that Dr. Singh had declined salary increases in the first two years of his contract, asked for a motion to extend the the President's current contract until July 1, 2025, add three additional weeks of vacation, effective immediately, for a total of eight (8) weeks of vacation per year, and increase vacation accumulation amount, effective immediately, to 320 hours per year, with an additional cash-out cap of 160 hours upon leaving the college. The motion was made by Trustee Wagner, and seconded by Trustee Webster. The motion unanimously passed.

***Approved***

**ADJOURNMENT**

The meeting was adjourned by Chair Yim at 7:47pm.

**Next Meeting:** The Summer Study Session will be held on August 13-14, 2020.

\_\_\_\_\_  
Emily Yim, Chair

\_\_\_\_\_  
Date Approved

ATTEST:

\_\_\_\_\_  
Dr. Amit B. Singh, Secretary



**BOARD OF TRUSTEES  
MEETING REPORT  
JUNE 11, 2020  
WPEA/UFCW LOCAL 365**

- 'In Solidarity' and 'Together we are Stronger' are terms that unions frequently use, during the insurmountable challenges we face, these words should be shared by everyone. We are all in this rowboat together and have a long way to go. We have to stand together, in solidarity, during this time. WPEA will stand vigilant to protect our members' rights per our contract and work that belongs in our bargaining unit, with an understanding of current conditions and flexible through collaborations and memorandums of understandings guiding us in solidarity through these difficult times.
- I wish to thank Dr. Singh for considering and implementing the classified employee shop steward's request that furloughs for members whose annual compensation is less than \$40,000 be exempt from the furlough.
- Each time WPEA or I have met with legislators from Olympia, we strongly emphasized what further cuts to higher education could mean. That traditionally when there is an increase in unemployment, we can see an increase in enrollment as students return to study to return to the workforce.

Respectfully submitted by  
Frederick Pieters,  
EC WPEA Shop Steward,  
WPEA VP District 7




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## BOARD OF TRUSTEES

### Meeting and Summer Study Session: August 13-14, 2020

Held via Zoom video conference call due to COVID-19

## Draft Minutes

### Thursday, August 13, 2020

**Trustees Present:** Carl Zapora, Chair; Wally Webster (joined at 1:30pm), Vice Chair; Athmar Al-Ghanim, Dr. Tia Benson Tolle, Adrienne Wagner

**Trustees Excused:** Emily Yim

**Others Present:** Danielle Carnes, Christina Castorena, Kim Chapman, Gregory Hinton, Kristen NyQuist, Jim Mulik, Mushka Rohani, Dr. Amit Singh, Eva Smith, Dr. Yvonne Terrell-Powell, and members of the campus community and public.

### CALL TO ORDER AND WELCOME

With four trustees present, Chair Zapora called the meeting to order at 8:45am, and welcomed everyone, including new student trustee, Athmar Al-Ghanim, who shared a little of her background as a way of introduction. Chair Zapora led introductions of the other participants on the Zoom call.

### PUBLIC COMMENTS

Public comments were received in writing and read into the record by Ms. NyQuist, as follows:

#### **From Terri Taylor, Associate Faculty Since 2008**

Dear Board of Trustees,

I am writing to ask your consideration of the reality for associate faculty as you continue to seek solutions to the college deficit. We have all been asked to sacrifice right now to address the college deficit. I am not certain if it is recognized that associate faculty have been sacrificing since enrollment dropped years ago, and I would like to paint a clearer picture of this sacrifice.

When enrollment drops, classes are cancelled. This reduces income for associate faculty, and often, it eliminates benefits including health insurance. Hourly, salaried, and tenured employees do not feel the financial impact when our enrollment decreases. Departments aren't reduced in size and increased in efficiency. What does immediately happen is that associate faculty lose classes and income, with a risk of losing benefits, too.

Presently, the furloughs implemented do not impact faculty. The decision to cancel classes in the summer and fall quarters does impact associate faculty in that we lose classes. Associate faculty may see a decrease in salary of 66%, rather than 10%, if we have two of our classes cancelled. Again, this can lead to a loss of benefits and health insurance. Associate faculty have been feeling the impact of low enrollment and the deficit for years. We are rarely compensated for all the work we do – be it in the recent work to move

classes online or the regular work we do in meeting with students outside of class without office hour pay. I ask the Board to seek a true understanding of our work, contributions, and sacrifices, with the hope that there will be fairness in your decisions.

**From: Claudia Levi, Faculty**

The \$1,440,000, Cares Act funds are not being allocated for faculty work performed. Cares Act money is there to pay for issues related to Covid-19. Faculty are the direct link to students and have put time and effort into converting classes, Spring, Summer, and Fall quarter, yet there is no direct compensation for their work.

Faculty have not been given any compensation for the Spring Scramble, yet faculty pulled it off to insure students received quality instruction. When negotiating for Cares Act funds, faculty has been asked to give up funds, COLAs, and take on greater class sizes – again, with no additional funding for the work performed.

Other colleges, (Bellevue and Seattle) have successfully worked with faculty to compensate them for their added workload to care for student success in the new online format. Edmonds hasn't given any of the Cares Act funds directly to full or associate faculty for the work they have performed and continue to do.

Faculty has in good faith done the work needed to make sure Edmonds College offers high quality online instruction to students, without first negotiating their fair share of the Cares Act funds. Now Dr. Singh is saying he will not give any of these funds directly to faculty for their work performed.

Dr. Singh and his administration have not partnered with faculty, but instead been negative and with little praise for the work done, instead wanting to take compensation away and asking faculty to teach a class for free, annually, to help balance the budgets. We rallied for students and administration is not rallying for us.

Administration needs to support faculty and that includes paying for their work. If we are not supported, our students will feel the deficit. Make us strong with the training we have done and with pay for our work out of the allocated Cares Act funds.

**From Mary Whitfield, Full-time Faculty since 2004**

My name is Mary Whitfield and I have been a full time faculty member since 2004. I am a member of the faculty senate and serve on the AFT bargaining team. I therefore take the fiscal health of the college very seriously.

I want to communicate to the board that the faculty are ready and willing to do their part to help the college weather this storm. To do this it is important that we work as partners with the administration, and exchange reasonable and serious proposals. At our most recent meeting we were asked to give up our COLA, teach a class for free AND take furlough days. This has set an unfortunate tone and further eroded faculty morale. Although we responded with a counter proposal, it was the administration team who cancelled all further negotiations.

We do sincerely feel the pain of our valued colleagues who are losing salary through furlough. But to be clear, the instructional side of the budget has made contributions to this crisis.

- Many Associate Faculty classes have been cut, resulting in a 33% - 100% salary cut for affected employees.
- We froze hiring for eight new faculty positions.
- Two full time faculty were let go and not rehired.
- At the end of spring quarter three faculty retired and another recently resigned to accept a position with higher pay and better growth opportunities.
- Professional leave was cancelled.

These represent real dollar savings to the college. FT faculty cannot be furloughed because we are front-line workers, just like nurses at hospitals, and we should not be made to feel guilty about this. We have contributed to this crisis and we will continue to do so, but we must recognize that each sector of the college will contribute in different ways. Thank you for your time.

**From: Gabrielle McIntosh, Faculty**

The health of Edmonds College does not depend solely on the state of its balance sheet. The faculty and staff that work at Edmonds College and their relationship with the administration are valuable assets that cannot and should not be ignored. Currently, this relationship is in disrepair. Faculty have been left out of meaningful shared governance and budgeting decisions and our commitment to students has been used against us.

Over spring break, faculty, on average, spent 42 hours transitioning their classes online and then an additional 110 hours over spring quarter. This amounts to over \$6000 in uncompensated labor for just one quarter. For this, we have received a half-hearted "faculty have worked hard" comment from Dr. Singh that was paired with suggestions from other administrators that faculty are not willing to do their part to share in the burden of the budget crisis.

A long-time faculty member shared an email with the Contract Action Team that had been sent to a Dean last December. It was so powerful — it filled me with sadness when I read it. This faculty member has been a community-builder and dedicated to helping students and our college. But last year they pulled back from at least one committee due to "The college's current dominant culture/climate of dismissive disregard for teachers." They stated "I have loved my college so long. My heart feels abandoned, bitter and betrayed." This faculty member was not alone in this feeling. Faculty morale is at a low and in crisis.

When Dr. Singh was hired, the BOT wanted a "team-building servant-leader." Please consider re-evaluating whether the tone and relationship that Dr. Singh has fostered with faculty is aligned with this vision and if it isn't, insist that he actively work to heal this relationship.

Thank you for your time.

**WAC REVISIONS 132Y-300 TITLE IX; 132Y-125 STUDENT CODE OF CONDUCT**

Mushka Rohani, Executive Director of Human Resources, and Christina Castorena, Vice President of Student Services, led a presentation on the proposed changes to the Washington Administrative Code (WAC) for Edmonds College relating to Title IX and the Student Code of Conduct. These changes flow from changes at the federal level, which happened in a compressed time frame, necessitating the College to use the emergency procedure in order to meet the federal deadline of August 14. The Washington State Assistant Attorney General for Education produced model code for both WAC titles, and the revisions presented were based upon that, and reviewed by AAG Arlene Anderson's office.

Ms. Rohani and Ms. Castorena explained that the approval via the emergency procedure is valid for only 120 day, and in the intervening 4 months, the College would work through the regular WAC change process to include a public hearing, and bring the resolution back to the Board of Trustees at a later date for their permanent adoption.

Chair Zapora asked for a motion to approve Board Resolution #20-8-1, which was made by Trustee Benson Tolle and seconded by Trustee Wagner. The vote was called and unanimously passed.

***Approved***

After that one item of business, Chair Zapora moved into the Summer Study Session.

### **FY20 ACCOMPLISHMENTS**

Dr. Singh and the President's Leadership Team members outlined key accomplishments on the seven Board-approved goals for the 2019-20 year:

- ctLink
- STEM & Nursing Building
- Comprehensive Plan
- Core Functions: Access, Success, Community Partnerships, Capacity and Operational Excellence
- Realignment: Matching Structure to Strategy
- Data Metrics and Dashboards
- 3-Year Strategic Budgeting Process

Chair Zapora and other trustees shared that they were impressed with the achievements of the past year despite the unprecedented challenges of COVID-19.

### **BREAK**

Chair Zapora adjourned to break at 10:12am.

Chair Zapora reconvened the study session at 10:30am

### **FINANCIAL REVIEW**

Gregory Hinton, Vice President of Finance & Operations, reporting on FY20 year-end financials stated that actual revenue was \$1.7M below budget and actual expenses were \$2.3M below budget, with an overall year-end result of \$576K in savings. Dr. Singh stated that based on early projections of international enrollment being down by at least \$1M, many savings measures were implemented early, and the positive overall result was significant and due to a lot of sacrifice across the college.

Mr. Hinton went over the budget projection for FY21, with operating revenue forecast at \$50M and expenses at \$61M with a target of bringing expenses down to \$53M. The current projected shortfall is \$11.1M, with \$8.1M of that being made up in expense reductions, for a target projected shortfall of \$3M.

Dr. Singh outlined where some of the savings will come from, and how far the college has to go to get to the \$8.1M. There was discussion around: what other colleges in the system are doing; the fact that this will be a multi-year issue due to the state allocation reductions; cash flow; changes and possible savings at the physical plant; and exercising caution and prudence in the face of many unknown factors.

### **BREAK**

Chair Zapora adjourned to break at 11:04am

Chair Zapora reconvened the study session at 11:30am.

### **DASHBOARDS: LEADING AND LAGGING INDICATORS**

James Mulik, Senior Executive Director of Institutional Effectiveness & Grants, delivered a presentation on the College's use of leading and lagging indicators, which include a few lagging indicators used in the accreditation process to measure mission fulfillment. These indicators are housed in dashboards that Mr. Mulik and his team have created, and targets are benchmarked against the top ten finalists for the Aspen Prize for Community College Excellence as well as a few peer institutions. Mr. Mulik showed specific examples pertaining to Quality Academic Programs and 1-year persistence and conversion rates, showing how each is built to incorporate student demographic data that can then be disaggregated to show the metrics of any particular student group.

Chair Zapora and other trustees expressed how impressed they were with the dashboards, the robustness of the data and how clearly it is organized.

### **LUNCH BREAK**

Chair Zapora adjourned to lunch at 12:20pm

Chair Zapora reconvened the study session at 1:30pm

### **EQUITY PLAN**

Dr. Singh opened the discussion on equity stating that bridging the performance gap for students of color had been a focus for the past two years, but a second area of work, becoming an anti-racist institution, was a recent and important addition.

Yvonne Terrell-Powell, Vice President of Equity and Inclusion, reported on what work had been done to date, including Board discussions and policy changes related to equity and inclusion, and a multitude of actions in response to the murder of George Floyd across all campus constituencies.

There was discussion about planning to make change, versus making actual change, as well as taking note of places in which there is pushback, as that is where some of the work resides.

Dr. Terrell-Powell led the Board through the equity strategies and actions that are woven throughout the Comprehensive Plan and slated for implementation in the current academic year.

There was a period of discussion in which Chair Zapora and Trustee Wagner asked about curriculum being reviewed through the lens of racial equity, and Chair Zapora asked that the formal program review item in the Comprehensive Plan include reviewing programs and curriculum for equitable content.

### **BREAK**

Chair Zapora adjourned to break at 2:32pm.

Chair Zapora reconvened the study session at 2:45pm.

### **CAPITAL PROJECTS UPDATE**

Stephanie Teachman, Executive Director, Facilities, Operations, and Capital Projects, and Mr. Hinton walked through the funding sources and requirements for capital projects, and the major, minor, and repair projects that were completed in the 2019-20 year as well as those in process. State funded capital projects for the 2019-21 biennium total \$52.6M. The capital budget repairs request for the 2021-23 state budget cycle is \$2.8M, and the capital budget for projects is just over \$40M. Ms. Teachman went over details pertaining to grounds crew, custodial and maintenance work. Chair Zapora asked that the Board have a conversation sometime in the fall regarding the condition, use and utilization of campus buildings, which Dr. Singh said could be added to a future agenda.

### **EDMONDS COLLEGE'S COMMITMENT TO ERADICATE UNCONSCIOUS RACISM AND INEQUALITY WRAP-UP**

Trustee Webster shared a work of art that he had commissioned, showing many figures in various activities around a wagon. He said that before he starts a project, he considers the various roles people can play: leading, pushing, giving direction, dragging feet (adding to the workload), or standing on the sidelines. He said that his intention with his following remarks were not to supersede the role of trustees or undermine the authority of administration, and not to indicate that "nothing is being done," but to raise issues related to Black students in the interest of their success.

Trustee Webster expressed the following: Edmonds College is uniquely situated to make a difference, to work together to make change; Black students are carrying the very heavy emotional and physical burden

of systemic racism; Harvard was founded 300 years before the first HBCU, when it was punishable by death for Black people to even read; Edmonds College has been planning since 1958, and it is now time to take action, to be a sanctuary for students of color, to create a place that is designed for them, where they know, without a doubt, that they belong.

Trustee Webster referred to a list of seven items suggested for action, stating that it cannot be the work of one or two people, that it will take the work of everyone to make real and lasting change. He shared his own experience going through the community college system and what it meant to have a mentor, and exhorted the trustees and administration alike to seek to make a real difference in the lives of students of color who are in the class of 2021.

The trustees engaged in a period of discussion where they thanked Trustee Webster for sharing his compelling call to action. Chair Zapora committed to working with Trustee Webster to keep the discussion alive at the Board level, and added that lessons about creating a welcoming and safe place for a population that needs care and protection might be learned from the Veterans Resource Center.

Dr. Singh also thanked Trustee Webster for his inspiring presentation, and agreed that it is time to move beyond planning and into the execution phase.

#### **ADJOURNMENT**

Chair Zapora thanked everyone for being a part of the meeting and at 4:04pm he adjourned the study session until 8:45am the next morning.

#### **Friday, August 14, 2020**

#### **WELCOME AND INTRODUCTION**

Chair Zapora called the study session to order and welcomed everyone in attendance. He led introductions of trustees, staff and others attending.

#### **PUBLIC COMMENTS**

Public comments were received in writing and read into the record by Ms. NyQuist, as follows:

#### **From Linda Carlson, Faculty, Intensive ESL, International Education Division**

I'm writing to you about what I see as a dismissive and disrespectful attitude on the part of Dr. Singh and his administration toward the faculty at Edmonds College.

In this time of crisis, there is an over-emphasis on budgetary management, and an under-emphasis on personnel management, specifically in the areas of communication, transparency, and respect for the faculty. Three examples are listed here:

- The administrative bargaining team has refused to consider compensation for the many extra hours faculty spent during Spring Break and Spring Quarter converting grounded courses to online courses, and supporting students in the online environment.
- Although he includes time at Town Halls for questions, Dr. Singh has rejected questions with the words "contract" or "mediation" in them, citing confidentiality mandates; however, the PERC mediator has assured us that no such mandates exist.
- Dr. Singh has refused two invitations to attend a faculty-led forum at which he would have an opportunity to answer questions about the budget and other concerns.

Dr. Singh's unwillingness to address faculty concerns is troubling to me. And the concurrent unwillingness of the administration to consider even symbolic compensation for the faculty's extra work (as the faculties

of at least four other area schools have been given) is also troubling. I believe that both are symptomatic of a bigger problem, a disregard for the faculty.

The greatest resource that the College has for retaining students and fostering their success consists of its advisors and faculty (and others who have face-to-face contact with students). Disregarding and devaluing the faculty is disregarding and disrespecting the students. While I'm sure that this is not Dr. Singh's nor his administration's intention, it is the message being sent to the campus community.

Thank you for reading this public comment, and for pondering its implications.

**From: Chuck Mueller submitted on behalf of an Associate Faculty who does not feel safe to make this statement themselves**

In the spring, we had one week during which we were not supposed to do any work and one week that we were to use to put our classes online. I had three different classes I had to put online in the spring. I used 7 - 8 hours every day of those two weeks — including weekends — to develop high-quality online classes that would be an appropriate substitute for my grounded classes. I received no compensation for any of that time.

I gave over 50 hours of my time to my classes, my students, and the college and was not compensated for any of that time. And then, to add insult to injury, I was assigned two fewer classes in the fall. I will need to find other work just to survive during a time when so few places (that are safe for people with health concerns) are hiring.

No compensation for my work, less work offered, AND on top of all of that, the college seeks to take the COLA from faculty as well.

It's hard to stay motivated to do my best when I am so clearly unappreciated. Not even underappreciated — there's clearly no appreciation for Associate Faculty at all! It's hard to want to be an active part of a community that does not value my contributions to it.

Instead of any appreciation for my commitment to students and their learning, I get my teaching load cut in half, my COLA taken, and told that my time is not worth recompense, that I am not worth compensating.

My work, my commitment to student learning and to the Edmonds community... none of it is worth compensating fairly.

**From: Susan Bohmer, Chair, Dept of Sociology**

Dear Board of Trustees,

Seattle Colleges offer 50% of base salary in their voluntary separation agreement to faculty who consider retiring early. At the last town hall meeting we were told that EdCC's offer was rejected because it was "too generous." Yet, I heard that the offer to us would have been less than 50% and closer to 25%.

I also understand that Seattle Colleges paid their faculty a stipend for having moved courses online in Winter and Spring.

In the spirit of equity and raising morale, will we consider what other colleges that are more generous with faculty are doing and will we use some of the money we received for COVID-related expenses to compensate faculty?

Thank you for your attention to these issues.



**From: Tiffany Ledford, Mathematics Department, on behalf of an associate faculty member who does not feel safe attaching their name.**

I want to know if the board is aware of the last proposal the administration made to the union, which included expecting full time faculty to volunteer to teach a class next year instead of being paid. I must be honest and say I was offended this was even part of the proposal.

As someone who teaches one class a quarter, I am very aware of budget constraints and know that all colleges are facing major funding issues and lower enrollment. We must all work *together* to get through this financial crisis.

Asking full time faculty to teach an extra class for free means laying off many associate faculty. This will have a devastating financial impact for the associate faculty who currently teach courses at Edmonds. It also shows complete disrespect for the work associate faculty do for the college.

In regards to faculty working for free, it is important to note that both full time and associate faculty already worked for free last Spring converting their face to face courses to online courses. As an online instructor I know the extra hours it takes to create an effective online course. It is especially challenging if you hadn't had any training yet, as most didn't going into Spring.

Our focus should be on increasing enrollment and looking for savings from areas that do not directly impact students. I am sure the utility bills have been significantly lower with basically no one on campus, for example.

Thank you for listening to my concerns and look forward to a response from the board to the issue of bargaining.

**From: Kay Latimer, AFT Local 4254 President**

I am saddened and dismayed that I need to write this statement.

The relationship of the College and the Faculty Union has hit an all-time low. The concept of shared governance has been replaced with contempt and open hostility on the part of some members of the administration.

In addition, I, along with many Faculty, have noticed several apparent contradictions between statements made by Dr. Singh and statements made by those who negotiate on behalf of the administration. For example, Dr. Singh has stated multiple times that everyone deserves and gets the COLA and yet that was at the top of the list of proposed concessions for Faculty by the College negotiators. Another proposal made by the administration's negotiators was that faculty teach a free class during the year. This would be illegal. Making outrageous proposals that we cannot possibly consider only damages this relationship further.

I am envious of other Colleges and their several pages of MOUs regarding the effects of COVID-19. We have none. Many Colleges were able to use some of their CAREs funds to support instruction by paying a token amount for all the additional hours that Faculty worked and in return their locals have agreed to concessions. There is no such give and take at this College.

The burden of instruction and supporting students always falls especially heavily on Faculty, and the best way of supporting students is to support Faculty.

Edmonds College is better than this.

**From: Jeannie Nieman on behalf of Associate Faculty**

Dear Board,

Edmonds College faculty is 70% Associate Faculty, yet we are paid a fraction of what full-time faculty are paid, and unlike staff, we lack the security of continuous employment. The amount of uncompensated time and work Associate Faculty have given to Edmonds College during this pandemic is astronomical.

One Associate Faculty “worked 80+ hour weeks for the entirety of spring quarter,” moving four different courses online. “The College administration has been starkly dismissive of my time and effort, both in word and compensation. It has been made clear that the College does not value the time I dedicate to our students. Certainly, the College does not value me.”

Another Associate Faculty worked 50 uncompensated hours before the spring quarter even began. “It’s hard to want to be an active part of a community that does not value my contributions to it. Instead of any sort of appreciation for my commitment to students and their learning, I got my teaching load cut in half and told that [apparently] my time is not worth paying me for. I am not worth compensating, my work, my commitment to student learning...none of it is worth compensating.”

These are two stories out of hundreds. Associate Faculty have worked for free and paid money out of pocket to teach, buying printers and upgrading their wifi and security to work from home. Other local colleges have compensated faculty for moving classes online, including Seattle Colleges, Bellevue, Green River, and more. When Edmonds College staff are furloughed, they are not even allowed to check their email, but the College has required Associate Faculty to work hundreds of uncompensated hours. Without Associate Faculty, the College would, quite literally, have ceased to function this spring. We, and our work, should be valued and compensated accordingly.

Sincerely full-time faculty who support our associate faculty who are one of the foundations of Edmonds community college.

**From: Emily Rio and an associate faculty who is nervous to share their name, but feels strongly about reaching out to share their thoughts**

It is saddening to know that we work at an institution where our adjunct colleagues are scared to put their name out for fear of retaliation and targeting. Imagine being in their position. I have and as a result I am sharing their message with you. Please see below.

Respectfully,  
Emily Rio

In yesterday’s town hall, Dr. Singh pointed out that exempt employees are looking at a 5%-10% furlough, suggesting that everyone at Edmonds College is “sharing the pain.” But I would ask the Board to consider that the 15% cut to classes hits associate faculty disproportionately in two ways:

- Most associate faculty are looking at a 33%-66% pay cut for the fall.
- Many associate faculty are at risk of losing their health insurance in the middle of a global health crisis.

If an Associate Faculty who normally teaches 15 credits loses one class, this isn’t a 10% pay cut but a 33% pay cut. Losing just one class cuts 33% of Associate Faculty income, which is far a larger burden than other faculty or staff.

With 10 years of experience teaching in college and university classrooms, I can only break the 50K mark in annual income if I teach more than a full load every quarter, and also teach summer classes. Yet, I am looking at a 15%-45% pay cut for the fall. This kind of uncertainty is nearly impossible to plan for, and adds enormously to the stress of these challenging times.

Finally, I want to emphasize that losing classes directly puts the health of our community at risk. Many Associate Faculty have lost two classes for the fall, which for many means they will have less than 10 credits. In other words, the College is taking away the health insurance of Associate Faculty in the middle of a global health pandemic.

The treatment of Associate Faculty is a systemic problem (unpaid committee work, unpaid office hours, and no guarantee of classes). In this light, I am asking the Board to consider how the budget cuts are disproportionately hurting us in terms of income and health benefits.

**From: Shari Arnesen, Senior Associate Faculty, on behalf of an associate faculty member who prefers to remain anonymous.**

I am an associate faculty member, and during spring quarter I spent a huge number of hours recording videos, rewriting assignments and adjusting assessments to fit the new online format for a class that had not previously been taught online.

Though not required to, I also scheduled MANY Zoom sessions where I met with students one-on-one or in small groups to help them with the content and understanding of the subject matter. Students were very appreciative of this, but unfortunately, the administration was not.

While many other colleges have paid stipends to their faculty for this work, Edmonds refuses to discuss it, saying "we have no money."

However, the college has access to additional funds through the CARES act, but Dr. Singh indicates that he hopes to use this money to decrease this year's deficit rather than pay faculty for work they have done. To further insult faculty, the administration has asked in bargaining sessions for faculty to forego the COLA, teach a class for free (full-time faculty) and increase class caps among other things.

Associate faculty are losing classes as cuts are being made, resulting in a 33 - 66% decrease in income in many cases. To ask that we give up our COLA or teach more students for the same pay is a slap in the face.

**RE-OPENING PLAN**

Jade Jeter-Hill, Director of Safety, Security, and Emergency Preparedness, delivered a presentation on how the college's re-opening plan was developed. The Phase 2 Task Force, composed of members from all campus constituencies, worked to put together a re-entry plan that includes weekly safety training, daily health screening, and contact tracing forms, as well as streamlined and trackable PPE and cleaning products ordering forms. Re-entry protocols have been developed including, individual class and department plan templates, space evaluation to ensure distancing, adjusting scheduling, and cleaning and sanitation. Signage to reinforce safety information has been ordered and all this information is being communicated with constituencies via email, the webpage, town hall meetings, and emergency alerts.

There was some discussion, and trustees thanked Ms. Jeter-Hill for her excellent work in managing through such a critical period with so many unknowns.

**DISCUSSION: EQUITY PLAN FOLLOW-UP**

As a continuation of the previous day's discussion on racial equity, trustees discussed the following:

- Bringing speakers from outside the college into Board meetings
- Trustees attending college events on equity and inclusion, when appropriate
- The importance of on-going trustee training
- The importance of scholarships for Black students, and the fact that the current program can be enhanced to be more robust

- Trustees asking budget-related questions to make sure funding is appropriately directed towards this work
- Are there groups like UNICEF and NAACP that we can partner with, and/or could leaders from these groups speak to the Board?
- Guarding against “boiling the ocean,” and prioritizing actions to help the Class of 2021
- How do we seek out, measure, and begin to change the silent, dominant culture? Host listening sessions?
- Students of Color are better served by specific targeted resources, rather than being overwhelmed with things that may or may not help
- Trustees should make time every time they come together for this topic.
- Trustees could have special meetings to do deep dives on this topic.
- Consider all seven actions in the plan put forth by Trustee Webster
- The importance of taking direct action soon

Chair Zapora suggested that as a next step, Dr. Singh, Trustee Webster and he would meet to put forth preliminary plans for how to keep the topic alive and move forward quickly.

Dr. Singh and several PLT members shared their takeaways from a visit to Georgia State University in January, where they learned about that institution’s focus on how their own actions might serve as barriers to success for students of color.

#### **BREAK**

Chair Zapora adjourned to break at 10:32am

Chair Zapora reconvened the study session at 11am.

#### **ctcLINK**

Eva Smith, Chief Information Officer, delivered a presentation on ctcLink, a single, centralized system to manage core operational functions of the College, that will be one of the main priorities for the College in the coming months. She shared:

- Background and scope of the project
- Who will be impacted
- The myriad ways that students will use the system
- Benefits to employees
- Benefits for the WACTC system
- Deployment groups and timeline
- Implementation process
- Change management principles used
- The master schedule, and it’s many components

There was a period of discussion including the transition period and the importance of supporting students through the transition.

#### **COMPREHENSIVE PLAN**

Dr. Singh shared that in the previous years, trustees had noted the ambitiousness of the annual goals, and this year, with ctcLink coming online, COVID, and reduction in resources and time, there was need to slow down the pace. He expressed concern that employees were stressed and stretched thin, and not able to take time off because of the amount of work. The current Comprehensive Plan had started out with 135 action items and it’s down to 45.

He invited Mr. Mulik, and Danielle Carnes, Vice President of Innovation & Strategic Partnerships and Special Assistant to the President, to walk through the plan, noting that the trustees would be asked to approve the goals at the September meeting,

Mr. Mulik and Ms. Carnes went through the architecture of the plan which consists of a left side, focusing on core functions and a right side focusing innovation. The innovation side of the plan incubates ideas that then make their way into the core functions of the College. The six goals are: Access, Success, Community Partnerships, Capacity and Operational Excellence; Entrepreneurial Hub, Anytime Anywhere.

#### **PRESENTATION OF PRIORITIES FOR FY21**

Moving into the presentation on the priorities for 2020-21, Mr. Mulik and Ms. Carnes detailed the 15 strategies and 42 action steps that reside under the six goals. They showed how the plan is underpinned by many other plans, such as those relating to Guided Pathways, Equity, and Outreach and Recruitment, as well as how the leading and lagging indicators cascade vertically and tie horizontally across the plan.

#### **LUNCH BREAK**

Chair Zapora adjourned to lunch at 12:30pm

Chair Zapora reconvened the study session at 1:30pm.

#### **CONTINUATION OF PRESENTATION OF PRIORITIES FOR FY21**

Mr. Mulik and Ms. Carnes walked through all the strategies and action steps contained in the plan, noting that some actions had been identified for future years as well.

Discussion followed. Trustee Wagner requested that large initiatives that have a plan of their own be noted, to help illustrate the scope of the plan. Chair Zapora said that it still looked to be a very ambitious year, and asked Dr. Singh to please communicate with the Board if things became unmanageable, and the trustees would support him in making the decision to take items off the plan as needed.

#### **BREAK**

Chair Zapora adjourned to break at 1:54pm

Chair Zapora reconvened the study session at 2:10pm.

#### **BOARD SELF-EVALUATION**

The Board discussed the results of the Board self-evaluation that all trustees had completed, focusing on those items that had been flagged for discussion and those that fell below the “satisfactory” threshold.

In particular the Board noted:

- A need to better understand how to be advocates in the community without stepping into operations
- A desire to support deeper College involvement in social issues in our community, not just on the business and economics side
- A desire to include current trustees in orientations for new Board members, so that learning opportunities are presented on an on-going basis, not just in the first year of service
- A need to ensure that program evaluation is robust

#### **WRAP-UP**

Chair Zapora thanked the trustees and Dr. Singh for a great two day retreat, and made special mention of Trustee Emily Yim and her contribution to the Board over the last 13 years.

#### **ADJOURNMENT**

Chair Zapora adjourned the student session at 3:30pm

**Next Meeting:** The next regular Board meeting will be held September 10, 2020 at 4:30pm via Zoom.

\_\_\_\_\_  
Carl Zapora, Chair

\_\_\_\_\_  
Date Approved

ATTEST:

\_\_\_\_\_  
Dr. Amit B. Singh, Secretary

**BOARD OF TRUSTEES  
September 10, 2020**

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**BACKGROUND  
NEW COMPREHENSIVE PLAN****Subject**

Board of Trustees approval of a new comprehensive plan.

**Background**

The college's last strategic plan was approved by the Board of Trustees in 2016, and ran from 2016-2018. In early 2018, the plan was extended for an additional year (through 2018-19) as the college transitioned to a new president. Continuing areas of focus for the College, such as access and success, were rolled forward into the 2018-2020 operational plan.

Development of the Comprehensive Planning Structure

During the July 2019 Board of Trustees Study Session, the Trustees discussed the new comprehensive planning structure. The comprehensive planning process has spanned the 2019-20 academic year, during which several events and opportunities for input were held, and formal updates along the way were provided to the Board of Trustees.

Throughout the process several [planning-related resources](#) were referenced and utilized. These included SWOT analyses; environmental scans; higher education trend reports, and local and regional data.

Over the course of the year, a comprehensive planning model was created; the college's Idea Lab was launched; and 417 ideas that were collected, sorted, and themed from 50+ meetings that were held with internal and external stakeholders; ideas were vetted by college leadership.

All of these efforts have resulted in a new comprehensive plan.

Highlights of External Community Input

Without exception during the community interviews, respondents conveyed a sincere appreciation for the college and its role in the region. Many specific examples of good work were cited, and interviewees also expressed strong support for the college and generally applauded the college's responsiveness and willingness to experiment.

External community members highlighted the following regional traits: optimism for South Snohomish County; equity and inclusive prosperity for all people in the community; collaborative spirit among entities within the area; and creativity and entrepreneurship to connect local innovators. These traits were considered in the development of the Comprehensive Plan.

Details of the College's Comprehensive Planning Structure

The college's comprehensive approach to planning integrates continuous improvements to existing functions (i.e., operational planning), and an intentional structure to challenge the status quo and lean into the future (i.e., innovation planning). The model is designed to include a broad range of participants and to weave long-term planning with annual operational planning, allowing the college to focus on meeting its mission while working toward realizing its vision.

Both sides of the comprehensive plan are continually refreshed each year, with some items rolling off and some coming on. This eliminates the need for a cumbersome 3 or 5 year life-cycle of a traditional strategic plan, making this a process lite alternative to its planning cousin of the past.

The operational plan is organized around the four overarching goals of Access, Success, Community Engagement, and Capacity/Operational Excellence. Each of these goals is underpinned by strategies and action items which are assigned across the college.

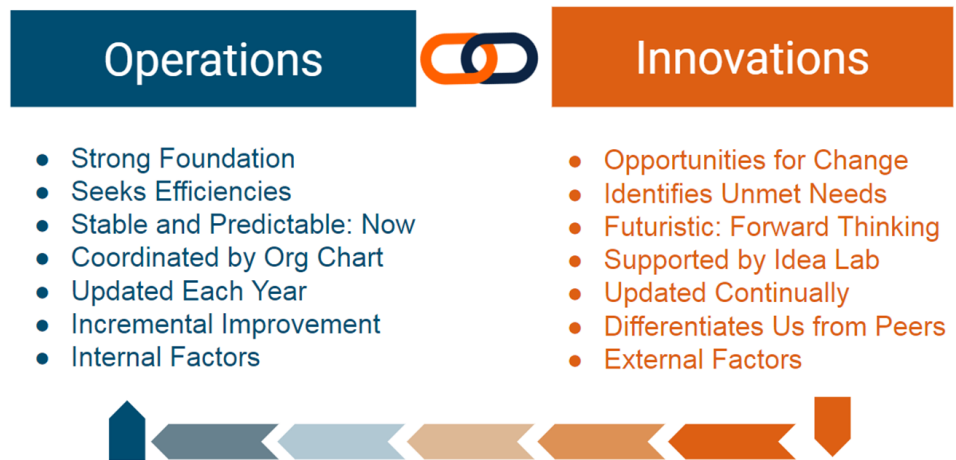
Updates on action items (which are implemented by employees within the various areas of the college) are regularly monitored by the President’s Leadership Team and reported out, both to the Trustees and to campus. The operational plan is refreshed each year, as completed items roll off and new ones are added.

Innovation Planning

Edmonds College innovative plan consists of bold goals selected to respond to unmet needs in the community: Entrepreneurial Hub and Anytime, Anywhere.

To assist with innovation planning, the college created an Idea Lab, which is designed to be a permanent structure at Edmonds to brainstorm, incubate, evaluate, and mobilize innovative solutions to create a change-ready and adaptive college. The Idea Lab began during the 2019-20 academic year, and focused its first cohort of employees on the creation of the innovation goals contained here.

Forward-thinking ideas for the innovation plan may come from a variety of sources, and once they are vetted, approved, and implemented, they inform the shorter-term operational plan as noted in the diagram below. In this way, the college’s innovation plan and operational plan are integrated.



**Recommendation**

The President’s Leadership Team recommends the Edmonds College Board of Trustees approve the new comprehensive plan structure and goals.



## Comprehensive Plan

4 Operational Plan Goals	2 Innovation Plan Goals
<p><b>Access:</b> The college Access goal aims to increase student and community access to college pathways. Increasing access to the college experience through outreach and marketing, high-quality academic programs, clear pathways; and student-centered course scheduling are included in this goal.</p> <p><b>Success:</b> Success for all students is a driving priority for Edmonds College. Establishing an inclusive learning environment requires equitable support structures, quality student success resources, and inescapable pathway communication to guide students to attain their academic goals.</p> <p><b>Community Engagement:</b> Edmonds College is committed to serving our community and partnering in creative and unique ways to solve problems, meet needs, and build futures. Investing in relationships with organizations, partners, and community leaders for shared outcomes is the intent of this goal.</p> <p><b>Capacity and Operational Excellence:</b> This goal aims to build institutional, individual and professional capacity for excellence through focus on identified leadership competencies. Intentional pursuit of process improvement, operational efficiencies, strategic use of resources, and customer obsession will also drive progress toward this goal.</p>	<p><b>Entrepreneurial Hub:</b> Edmonds College will create synergies among the business community, our racially diverse and immigrant communities, and our campus community by creating access and opportunity through an entrepreneurship hub.</p> <p><b>Anytime, Anywhere:</b> Edmonds College will commit to enhancing academic and service delivery to fit the modern student lifestyle: delivering personalized attention at mass scale.</p>



**BOARD OF TRUSTEES  
SEPTEMBER 10, 2020**

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**RESOLUTION #20-9-1  
NEW COMPREHENSIVE PLAN**

WHEREAS, the Board of Trustees reserves unto itself the final approval of College's comprehensive plan; and

WHEREAS, the new comprehensive plan replaces the previous 2016-2018 strategic plan, which the Board approved on January 21, 2016 via Resolution 16-2-1; and

WHEREAS, the goals of the comprehensive plan were developed through the College's leadership teams and the college's Idea Lab and with opportunity for input and feedback from all members of the College (both internally and externally); and

WHEREAS, the goals identified for this comprehensive plan are: Acces; Success; Community Engagement; Capacity and Operational Excellence; Entrepreneurial Hub; and Anytime, Anywhere;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the plan structure and goals as presented at the May 7, 2020 meeting, the August 13-14, 2020 study session, and September 10, 2020 meeting as the College's comprehensive plan.

\_\_\_\_\_  
Carl Zapora, Chair

Date Approved \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Dr. Amit B. Singh

## **BACKGROUND 2020-21 COLLEGE PRIORITIES**

### **Subject**

Board of Trustees approval of the 2020-21 College Priorities.

### **Background**

Within the context of the college's Comprehensive Planning Structure, there are 6 overarching goals. For 2020-21, 15 strategies have been prioritized under these goals. These 15 strategies, which form the 2020-21 College Priorities, were developed through the President's Leadership Team with opportunity for input and feedback from the College Leadership Team and other key leaders.

42 actions have been identified to impact the desired target metrics of the 15 strategies. Those action items are assigned across the college and are monitored at the departmental level as well as by the President's Leadership Team.

The College uses leading and lagging metrics to monitor progress on a set of identified targets. Strategic lead metrics have been established and actions have been identified to impact these metrics. Lead metrics then ultimately impact larger lag metrics, which are moved by the progress of strategies and show the impact of the overarching goals. This methodology of tying our Comprehensive Plan components horizontally as well as vertically, is key to the plan's success. Progress reports will be produced periodically for campus and the Board.

### **Recommendation**

The President's Leadership Team recommends the Edmonds College Board of Trustees approve the 2020-21 College Priorities, as they flow from the Comprehensive Plan Goals, as follows:

# 2020-21 COLLEGE PRIORITIES

The 15 strategies listed below form the 2020-21 College Priorities

## OPERATIONAL PLAN

### GOAL 1: ACCESS

#### Strategies

- 1A: Increase New Student Enrollments
- 1B: Offer Clear, Relevant Academic Programs
- 1C: Close Racial Equity Gaps Related to Access

### GOAL 2: SUCCESS

#### Strategies

- 2A: Ensure Learning for All Students
- 2B: Improve Progression and Completion for All Students, with an emphasis on Black, Latinx, and Indigenous student success

### GOAL 3: COMMUNITY ENGAGEMENT

#### Strategies

- 3A: Meet Employer and Community Needs through Programs and Services
- 3B: Advance Community Support for the Edmonds College Foundation

### GOAL 4: CAPACITY AND OPERATIONAL EXCELLENCE

#### Strategies

- 4A: Become an Anti-Racist Institution
- 4B: Ensure Fiscal Health and Stability
- 4C: Enhance Employee Recruitment and Retention
- 4D: Invest in Digital Transformation

## INNOVATION PLAN

### GOAL 5: ENTREPRENEURIAL HUB

#### Strategies

- 5A: Grow Public/Private Partnerships for Entrepreneurial Endeavors
- 5B: Create Entrepreneurial Learning Opportunities

### GOAL 6: ANYTIME, ANYWHERE

#### Strategies

- 6A: Increase Flexible Academic Delivery Options
- 6B: Deliver Technology Enhanced Services and Programs



**BOARD OF TRUSTEES  
SEPTEMBER 10, 2020**

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**RESOLUTION #20-9-2  
2020-21 COLLEGE PRIORITIES**

WHEREAS, the Board of Trustees reserves unto itself the final approval of the college's priorities for 2020-21; and

WHEREAS, the 6 goals and 15 strategies within the 2020-21 College Priorities were developed through the President's Leadership Team with opportunity for input and feedback from the College Leadership Team and other members of the College;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the goals and strategies as presented at the May 7, 2020 and September 10, 2020 meetings and at the August 13-14, 2020 study session as the 2020-21 College Priorities.

\_\_\_\_\_  
Carl Zapora, Chair

Date Approved \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Dr. Amit B. Singh



Washington Community College District 23

**BOARD OF TRUSTEES  
September 10, 2020**

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## **BACKGROUND COLLEGE OPERATING BUDGET 2020-21**

**Subject**

Second consideration and approval of the 2020-21 College Operating Budget.

**Background**

While the State Board for Community and Technical Colleges (SBCTC) has provided us with allocation for 2020-21, that allocation status is subject to further adjustments and reductions after the state legislature convenes. Budget reductions and fiscal uncertainty will be overarching themes as SBCTC has directed colleges to perform 15% reduction exercises with anticipated cuts to occur throughout the 2020-21 fiscal year, and some cuts potentially not realized until after January 1, 2021.

Working with the allocation from the State Board and our projections for decreased enrollment and tuition revenue for this coming fiscal year, the Business Office has put together a projected budget plan for 2020-21 with a shortfall of approximately \$10M.

Enrollment and tuition revenue are expected to decline due to COVID-19 with the most severe impacts involving our international students. To offset this, we have adopted a more rigorous and disciplined budgeting process that requires much more analysis that is granular by every budget authority across campus, and is intended to realize over \$6M through reduction of expenditures and one-time Federal aid that will allow for more precise alignment with the College's mission and goals on spending decisions.

The Business Office has put together a budget plan for 2020-21 with a balanced budget that includes the utilization of reserves of \$4M.

This fiscal year, 2020-21 will be a very challenging year for the College budget and will require careful management of resources to build upon the work accomplished in 2019-20.

The budget presented reflects all of these elements.

**Recommendation**

The President and the President's Leadership Team recommend that the Board of Trustees approve the final 2020-21 College Operating Budget as presented at the September 10, 2020 Board of Trustees meeting.



Washington Community College District 23

**BOARD OF TRUSTEES  
SEPTEMBER 10, 2020**

**RESOLUTION #20-9-3  
COLLEGE OPERATING BUDGET 2020-21**

WHEREAS, the State Board for Community and Technical Colleges (SBCTC) provided Edmonds College with an allocation for fiscal year 2020-21, which is anticipated to have planned reductions throughout the fiscal year, although the amount is uncertain; and

WHEREAS, the SBCTC has provided the allocation, but still has yet to determine several critical elements of reductions with the budget allocation process and formula, and likely will not until the state legislature convenes; and

WHEREAS, working with the state’s allocation and the College’s projection of decreased enrollment and tuition revenue for the coming fiscal year, the Business Office has put together a projected budget plan for 2020-21 with a shortfall of approximately \$10 million; and

WHEREAS, the college adopted a more rigorous and disciplined budgeting process that required much more analysis, and is more granular, from all budget authorities across campus; and

WHEREAS, The college expenditure reductions narrowed the gap of the current projected budget deficit with \$6 million reductions in expenditures and one-time Federal aid, and also the utilization of reserves in the amount of \$4 million; and

WHEREAS, there will be reductions in the state allocation between now and after the legislation convenes, and cuts could occur after January 1, 2021; and

WHEREAS, fiscal year 2020-21 will be very challenging for the college budget and will require careful management of resources to continue the work accomplished in 2020-21,

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees approves the 2020-21 Edmonds College Operating Budget as presented at the September 10, 2020 Board meeting and directs the college staff to make such adjustments as necessary throughout the year to maintain a balanced budget.

\_\_\_\_\_  
Carl Zapora, Chair

Date Approved \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Dr. Amit B. Singh, President

## **BACKGROUND REVISIONS TO WAC 132Y-100, TRAFFIC RULES**

**Subject**

Revisions to WAC 132Y-100, Traffic Rules.

**Background**

Washington Administrative Codes, or WACs, are administrative rules and regulations by which state agencies operate to execute the laws enacted by the Washington state legislature. State agencies may adopt, amend or repeal an administrative code by submitting a petition to the Code Revisor's Office in Olympia. If the petition is granted, the state agency must follow a multi-step process to proceed, including holding a public hearing to allow the public to comment on the recommended changes.

WAC 132Y-100, Traffic Rules, was last amended in 2007. Since that time, certain terms and procedures have changed and other terms need to be added or amended, therefore, it has been determined by the Director of Safety, Security and Emergency Management that revisions to WAC 132Y-100 are necessary.

Changing the WAC to outline the higher-level guidelines, and leaving the procedural details to reside in college policy, will allow for greater flexibility in updating department policies and procedures.

Therefore, in revising WAC 132Y-100, duplicates and extraneous words/phrases have been removed, changes in wording and necessary clauses have been added and some clauses have been amended. A summation of those changes are listed below:

- In Section 132Y-100-012, Special Permit was added. The Special Permit allows for parking in any legal parking space for those individuals who need immediate access to parking to conduct college business, where the need for a permit cannot be met by any other means.
- In Section 132Y-100-024, Right to Refuse Permit some language was added, which states that the college reserves the right to refuse the issuance of a parking permit, or to revoke any permit at any time, if actions resulting from such application or permission constitute present or imminent danger or unlawful activity.
- Rather than listing all the details related to the issuance of permits, the details were removed and instead the link to the college's URL was added to Section 132Y-100-028.
- In Section 132Y-100-072, "handicapped zone" has been changed to "disability parking".
- In Section 132Y-100-106, Fines, Penalties and Impounding, penalties for unpaid citations such as, withholding of degrees, transcripts, grades, refunds or credits has been removed, as the result of a change in the law. Other options for pursuing discipline for failure to comply with parking rules and further enforcement has been added, such as, "students may be referred to student conduct" and "employees may be referred for discipline to their supervisor or to Human Resources."
- In Section 132Y-100-108, Appeals for Fines, details have been removed and instead the offender is directed to the college policies at its website.

A copy of the complete WAC 132Y-100 changes is available upon request.

**Recommendation**

The Edmonds College President and the President's Leadership Team respectfully requests the Board of Trustees to consider and approve the changes to WAC 132Y-100, Traffic Rules, at its September 2020 meeting.





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## **Public Hearing - WAC 132Y-100 TRAFFIC RULES**

### **August 6, 2020**

Edmonds College - via Zoom video conference

**Present:** Gregory Hinton, Vice President of Finance and Operations; Jade Jeter-Hill, Director of Safety, Security and Emergency Preparedness; Kristen NyQuist, Executive Assistant to the President; Amber Marti, Executive Assistant to the Executive Director of HR; Cinda Lewis, Executive Assistant to the Vice President of Innovation and Strategic Partnerships

**Others Present:** Members of the staff and student body

#### **CALL TO ORDER AND WELCOME**

Mr. Hinton called the public hearing to order at 9:32am, and welcomed those present.

#### **CHANGES TO WAC 132Y-100 TRAFFIC RULES**

Ms. Jeter-Hill outlined the proposed changes to WAC 132Y-100, and opened the hearing for questions.

Mr. Syed Jamal, Edmonds College student, asked about the change to the WAC to remove the reference to foot propelled devices, stating that he had been told previously that he could not ride his scooter on campus. Ms. Jeter-Hill explained that the reference had been removed from the WAC, but added into the college policy. The new policy will state that foot propelled devices cannot be operated in pedestrian walkways. Mr. Jamal thanked her for the clarification.

At 9:40am, after five minutes with no comments, Mr. Hinton stated that the hearing would remain open for 10 more minutes to accommodate any latecomers.

#### **ADJOURNMENT**

After 15 minutes with no further guests or comments, Mr. Hinton adjourned the hearing at 9:55am.

#### **WRITTEN COMMENTS**

The public was allowed to submit comments in writing for one week prior to the hearing, up until the scheduled end of the hearing at 11am on August 6, 2020. One comment was received as follows:

From Joseph Duggan, Edmonds College staff member:

Not a deal-breaker, but I'd like to suggest changing "roller skates, roller blades" to 'roller skates, inline skates'. "Roller blades" could be confused with meaning a very specific brand of inline skate (RollerBlades), thus implying that other types of inline skates are OK.

And under WAC 132Y-100-003 Definitions, it looks to me like an electric powered scooter or an e-bike may slip through the cracks. Having a motor, they are not necessarily 'foot propelled', but they no longer appear to fit under the definition of 'Vehicle'. (Given what some of the other changes appear to be designed to address, I could see someone arguing that the pedals on their ebike are only being used to support their feet, not provide propulsion, and therefore do not fall under any area of the WAC).



Washington Community College District 23

**BOARD OF TRUSTEES  
SEPTEMBER 10, 2020****RESOLUTION #20-9-4  
TRAFFIC RULES WAC 132Y-100 REVISIONS**

WHEREAS, Washington Administrative Codes, or WACs, are administrative rules and regulations by which state agencies operate to execute the laws enacted by the Washington state legislature; and

WHEREAS, WAC 132Y-100, Traffic Rules, was last revised in 2007 and since that time, certain terms and procedures have changed and some clauses need to be added or amended, it has been determined by the Director of Safety, Security, and Emergency Management that revisions to WAC 132Y-100 are necessary; and

WHEREAS, WAC Rules require a lengthy and prescriptive process to change, which reduces flexibility in updating rules of operations as needs change for the campus community; and

WHEREAS, some of the WAC's previously listed ran contradictory to legal rules of enforcement; and

WHEREAS, in revising WAC 132Y-100, the following substantive changes were made:

- Section 132Y-100-012, a Special Permit is added to allow authorized individuals to park in any legal parking space when they have need of immediate access to parking to conduct college business, where the need for a permit cannot be met by any other means.
- In Section 132Y-100-024, Right to Refuse Permit. Language was added stating the college reserves the right to refuse issuance of a parking permit, or to revoke any permit at any time, if actions resulting from vehicle on campus constitute present or imminent danger or unlawful activity.
- Details related to the issuance of permits were removed and are now included in policy and procedure under Section 132Y-100-028.
- In Section 132Y-100-072, "handicapped zone" has been changed to "disability parking".
- Section 132Y-100-106 is changed to reflect new laws removing the use of transcript and registration withholding as a measure of enforcing collection of parking fines.
- In Section 132Y-100-108, Appeals for Fines, details have been moved to college policies.

WHEREAS, pursuant to the Code Reviser's process, a public hearing was held on August 6, 2020 to gather input from the community on these proposed changes; and

WHEREAS, the exact changes to the WAC 132Y-100 were reviewed and approved by the Assistant Attorney General's office,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the changes to Edmonds College WAC 132Y-100, Traffic Rules, at its September 10th Board meeting.

\_\_\_\_\_  
Carl Zapora, Chair

Date Approved \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Dr. Amit B. Singh

## **BACKGROUND**

### **Naming of Hazel Miller Hall Rooms, Offices, and STEM Faculty Wing**

#### **Subject**

The Edmonds College Foundation has launched a \$2 million STEM and Nursing campaign to raise funds for the new building, technology, programs, and scholarships.

#### **Background**

The Foundation Board of Directors, campaign steering committee, and Foundation staff are recommending that we offer building naming opportunities for our new Hazel Miller Hall to inspire those individuals, companies, and foundations that would appreciate this type of donor recognition for their \$10,000+ gifts of class rooms, conference rooms, labs, spaces, departments, programs, and buildings.

#### **Recommendations**

The Foundation recommends that we name the second floor northwest break out room the “Libby Lewis and Dave Traugott Break Out Room” in honor of Libby and Dave’s gift commitment of \$10,000.

The Foundation recommends that we name the first floor data room the “Dr. Amit B. and Rani Singh Data Room” in honor of the Singh’s gift commitment of \$20,000.

The Foundation recommends that we name the first floor associate faculty offices the “Jim and Karen Miller Associate Faculty Offices” after Karen’s late husband, Jim, in honor of Karen Miller and friends’ gift commitment of \$30,000.

The Foundation recommends that we name the second floor nursing classroom the “Steve and Jean Pennington Nursing Classroom” after Steve and Jean Pennington’s establishment of the Endowed STEM Scholarship fund with \$50,000.

The Foundation recommends that we name the second floor STEM Study Room room the “Jack Tawney and Megan Wood Harbor Square Athletic Club STEM Study Room” in honor of Jack Tawney’s gift commitment of \$50,000.

The Foundation recommends that we name the second floor STEM faculty wing the “Lico Family STEM Faculty Wing” in honor of the Lico Family’s gift commitment of \$100,000.

The Foundation recommends that we name the second and third floor study areas the “Associated Students of Edmonds College Study Area” after the Associated Students commitment of \$300,000.

For the sake of expediency, we respectfully ask the Board to take final action and approve the following resolution at first consideration, at the September 10, 2020 Board meeting.



Washington Community College District 23

## BOARD OF TRUSTEES September 10, 2020

### RESOLUTION #20-9-5 NAMING OF HAZEL MILLER HALL ROOMS, OFFICES, AND STEM FACULTY WING

WHEREAS, naming of facility structures such as conference rooms, classrooms, etc. may be named after a donor; and

WHEREAS, the President's Leadership Team has made a recommendation to offer building naming opportunities for the new Hazel Miller Hall as part of the \$2 million STEM and Nursing campaign; and

WHEREAS, the naming of the second floor northwest break out room recognizes the \$10,000 pledge of support by Libby Lewis and Dave Traugott (pending formal execution of the Gift and Naming Rights Agreement between EC Foundation, Libby Lewis, and Dave Traugott); and

WHEREAS, the naming of the first floor data room recognizes Dr. Amit B. and Rani Singh's pledge of \$20,000 support (pending formal execution of the Gift and Naming Rights Agreement between EC Foundation and the Singhs); and

WHEREAS, the naming of the first floor associate faculty offices recognizes the \$30,000 pledge of support by Karen Miller and friends in honor of Karen's late husband Jim (pending formal execution of the Gift and Naming Rights Agreement between EC Foundation and Karen Miller); and

WHEREAS, the naming of the second floor nursing classroom recognizes the \$50,000 Endowed STEM Scholarship gift by Steve and Jean Pennington; and

WHEREAS, the naming of the second floor STEM study room recognizes the \$50,000 pledge of support by Jack Tawney and Megan Wood, owners of Harbour Square Athletic Club, (pending formal execution of the Gift and Naming Rights Agreement between EC Foundation and Jack Tawney); and

WHEREAS, the naming of the second floor STEM faculty wing recognizes the Lico family's pledge of \$100,000 support (pending formal execution of the Gift and Naming Rights Agreement between EC Foundation and the Lico family representative, Maureen Lico); and

WHEREAS, the naming of the second and third floor study areas recognizes the \$300,000 pledge of support by Associated Student of Edmonds College (pending formal execution of the Gift and Naming Rights Agreement between EC Foundation and Associated Student Edmonds College),

NOW THEREFORE BE IT RESOLVED, The Edmonds College Board of Trustees grants authority to the college administration to name the second floor northwest break out room after Libby Lewis and Dave Traugott; to name the first floor data room after Dr. Amit B. and Rani Singh; to name the first floor associate faculty offices after Jim and Karen Miller; to name the second floor nursing classroom after Steve and Jean Pennington; to name the second floor STEM study room after Jack Tawney and Megan Wood; to designate the second floor STEM faculty wing as the "Lico Family STEM Faculty Wing"; and to name the second and third floor study areas after the Associated Students of Edmonds College.

\_\_\_\_\_  
Carl Zapora, Chair

Date Approved \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Dr. Amit B. Singh

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## BACKGROUND

### 2021 SCHEDULE OF BOARD OF TRUSTEES MEETINGS

#### Subject

To establish and approve the 2021 schedule of Edmonds Community College Board of Trustees meetings.

#### Background

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

If, over the course of the year, a meeting date or time must be changed, that change must be filed with the Code Reviser's office 20 days prior to the previously scheduled meeting, or the Board may opt to cancel the regular meeting and hold a special 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 BOT Bylaws, Section 2, Meetings, which states that "The Board of Trustees will hold a minimum of six regular meetings and four study sessions during the calendar year. The day of the month, time, and place for the regular meetings and study sessions shall be set at the first fall meeting," regularly scheduled meetings will generally be held on the second Thursday of the month with exceptions as needed. Each meeting date will be confirmed at the previous month's Board meeting.

Unless the Board of Trustees would like to revise the usual meeting time at the September 10, 2020 meeting, meetings are generally scheduled to begin at 4:30pm and last for three hours. Exceptions to this schedule are noted below.

Due to COVID-19, meetings will take place remotely, via Zoom, until it is safe to return to in-person meetings, as per Governor Inslee's State of Emergency Order and Proclamation 20-28. Meetings that are held in-person, will be held at Edmonds College, Gateway Hall 352, 6600 196th SW, Lynnwood, WA.

#### Recommendation

The Trustees are asked to review the following proposed schedule of Board of Trustees meeting dates for 2021, 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 2021 meeting schedule will be requested at the October 8, 2020 Board of Trustees meeting.

- February 18, 2021 - 4:30pm (this is the 3rd Thursday, due to ACCT Conference on the 2nd Thursday)
- March 11, 2021 - 4:30pm
- April 8, 2021 - 4:30pm
- May 13, 2021 - 3:30pm (this meeting begins earlier, to accommodate a possible tenure reception)
- June 10, 2021 - 4:30pm
- August 12-13, 2021 - 8:00 am – 5:00 pm
- September 9, 2021 - 4:30pm
- October 7, 2021 - 4:30pm (this is the 1st Thursday due to ACCT Conference on the 2nd Thursday)
- November 11, 2021 - 4:30pm

**BACKGROUND**  
**INSTRUCTIONAL PROGRAMS PROPOSED FOR ELIMINATION**

**Subject**

Board of Trustees approval to eliminate 7 instructional programs.

**Background**

Background information for this proposal is attached. Listed below are 7 instructional program eliminations being submitted to the Board for their review and approval.

**BUSINESS DIVISION**

Business Information Technology

1. Office Supervision and Management Associate of Technical Arts Degree

Business Management

2. Business Studies Certificate
3. E-Business Associate of Technical Arts
4. Global Business Certificate

Computer Information Systems

5. Server Administration Certificate

Horticulture

6. Urban Agriculture Enterprises Certificate
7. Urban Agriculture Systems Certificate

**Recommendation**

Approval to eliminate 7 instructional programs at the September 2020 Board of Trustees meeting.



## SUPPLEMENTAL INFORMATION

### INSTRUCTIONAL PROGRAMS PROPOSED FOR ELIMINATION

#### ELIMINATION REQUESTS

Programs requesting inactivation status are not brought forward to the 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, all from the Business Division, are requesting approval for immediate elimination.

Department	Business Information Technology
Program Name (Type)	Office Supervision and Management Associate of Technical Arts [Primary]
Educational Program Code/ Classification of Instructional Programs (EPC/CIP)	547W//52.0204
Credits	90
Effective YRQ	B904
Rationale	We have eliminated this degree because our advisory board stated that our two ATA degrees were extremely similar and it would be more impactful to combine the degrees into one pathway that had both names in the title -- Office Administration and Supervision. In 2017, it was noted that based on elective and requirement options, students could earn both degrees by taking the same classes.
Number of Graduates within last 4 quarters	1
Last YRQ any student graduated from this program	B902
Number students coded in this program in last 8 quarters	17
Anticipated Impact on Other College Programs	None

Department	Business Management
Program Name (Type)	Business Studies Certificate [Option]
Educational Program Code/ Classification of Instructional Programs (EPC/CIP)	502D//52.0201
Credits	50
Effective YRQ	B904
Rationale	This certificate is no longer relevant. We have more appropriate certificate offerings.
Number of Graduates within last 4 quarters	1
Last YRQ any student graduated from this program	B894
Number students coded in this program in last 8 quarters	11
Anticipated Impact on Other College Programs	None

Department	Business Management
Program Name (Type)	E-Business Associate of Technical Arts [Primary]
Educational Program Code/ Classification of Instructional Programs (EPC/CIP)	543C//52.0207
Credits	90
Effective YRQ	B904
Rationale	The E-Business ATA had very few graduates and a Business Management ATA is more appropriate for most students.
Number of Graduates within last 4 quarters	0
Last YRQ any student graduated from this program	B782
Number students coded in this program in last 8 quarters	10
Anticipated Impact on Other College Programs	There is no anticipated negative impact on students or other programs.

Department	Business Management
Program Name (Type)	Global Business Certificate [Option]
Educational Program Code/ Classification of Instructional Programs (EPC/CIP)	502C//52.0201
Credits	40
Effective YRQ	B904
Rationale	The Business Management department offers certificates that are better suited for the current business environment.
Number of Graduates within last 4 quarters	0
Last YRQ any student graduated from this program	B783
Number students coded in this program in last 8 quarters	3
Anticipated Impact on Other College Programs	International studies has been informed and there is no expected further impact.

Department	Computer Information Systems
Program Name (Type)	Server Administration Certificate [Option]
Educational Program Code/ Classification of Instructional Programs (EPC/CIP)	527D//11.0901
Credits	25
Effective YRQ	B904
Rationale	Current certificate will be retired. CIS 267, Exchange Server, a course offered at present in the certificate, will no longer be offered at EDC. The 3 remaining server courses will be included in a newly offered 15 credit CoC.
Number of Graduates within last 4 quarters	5
Last YRQ any student graduated from this program	B903
Number students coded in this program in last 8 quarters	5
Anticipated Impact on Other College Programs	This change will have minimal effect on other programs at the college. The remaining server courses will be taught at EDC, they will be a part of a new CoC, and they also are required for the Network Technology/Administration 2 year ATA.

Department	Horticulture
Program Name (Type)	Urban Agriculture Enterprises Certificate [Option]
Educational Program Code/ Classification of Instructional Programs (EPC/CIP)	150H//01.0605
Credits	29
Effective YRQ	B904
Rationale	Enrollment could not support 3 certificates in Urban Agriculture. Horticulture now has only one certificate in Urban Agriculture.
Number of Graduates within last 4 quarters	0
Last YRQ any student graduated from this program	B893
Number students coded in this program in last 8 quarters	1
Anticipated Impact on Other College Programs	No impact on other programs. The required courses for this program that were connected to other programs are still being offered.

Department	Horticulture
Program Name (Type)	Urban Agriculture Systems Certificate [Primary]
Educational Program Code/ Classification of Instructional Programs (EPC/CIP)	150K//01.0605
Credits	43
Effective YRQ	B904
Rationale	Enrollment did not support having 3 urban agriculture certificates. With the advice of the Horticulture Advisory Committee, there is one remaining urban agriculture certificate.
Number of Graduates within last 4 quarters	0
Last YRQ any student was coded in this program	B891
Number students coded in this program in last 8 quarters	8
Anticipated Impact on Other College Programs	No impact on other programs. Courses required for this certificate that are required for other programs are still offered.



Washington Community College District 23

## BOARD OF TRUSTEES September 10, 2020

### FOUNDATION REPORT

#### BOARD OF DIRECTORS

- The Foundation Board hosted a Board Orientation, welcoming seven new members - Brian Donaldson, Jeff Goodwin, Jeffrey King, Abraham Mathew, Mike McMurray, Michael Meeks, and Gabe Navaja to the Board of Directors.
- The new Strategic Planning committee held its first meeting on August 6th, co-facilitated by Vice President Danielle Carnes and Foundation Board Vice Chair Bob Terwilliger.

#### FOUNDATION ACTIVITY

- The Foundation continues to award COVID-19 emergency assistance for food, housing, utilities, transportation, and medical expenses each week. To date, \$65,292.84 in COVID-19 assistance has been awarded to 171 students.
- Additionally, the Foundation has provided another \$28,617.43 in regular Emergency Funding.
- Annual scholarships for the 2020-21 academic year were awarded to 138 students. Awards totalled \$257,625. Responding to students remotely, staff implemented and improved the online scholarship application and award processes.
- For Summer 2020, the Foundation awarded \$6,935.74 to seven students for the Complete the Dream Scholarship. The Fall Complete the Dream application closes on September 21st and students will be notified of the status of their application/award by October 5th.
- The 2020-2021 BAS Scholarship applications are currently being reviewed and are expected to be awarded by September 10th. The Foundation expects to award three scholarships of \$2,350 each, totalling \$7,050.

#### FUNDRAISING

- The 2020 "INSPIRE: Transformational Impact" Virtual Gala was a success, raising over \$275,000 for our general Student Success Fund. Expenses were significantly reduced, resulting in the highest Gala net profit ever. The virtual event included hosted virtual tables, a dessert dash, and an online auction. Key messaging about the Foundation's mission were executed through videos via the website, emails, and social media campaigns. Save the date for 2021 - April 24th. At this time, the committee is planning another virtual event due to of COVID-19.
- The Foundation received a \$10,000 grant for the Student Success Fund - with particular focus on emergency funding assistance due to COVID-19 - from the Safeway Albertsons Foundation.
- Over 46 campus and community members donated to the Pave the Way fund that Trustee Wally Webster started for Black and African American students. The fund currently has over \$8,500, and the first scholarship was awarded for the 2020-2021 academic year.

#### EQUITY and INCLUSION

- The staff and board are holding discussions and training around Diversity, Equity, and Inclusion and will be evaluating policies and procedures with an equity lens.

#### LAUNCH STEM AND NURSING CAMPAIGN UPDATE

- The campaign has been successfully completed with the latest \$100,000 commitment from Jim and Maureen Lico. Contributions to these efforts total \$2,095,000 to cover established campaign goals and campaign costs. September Ribbon Cutting Ceremony, including donor receptions and tours, have been postponed in light of COVID-19.

Submitted by: Danielle Carnes

**BOARD OF TRUSTEES  
September 10, 2020****PRESIDENT'S REPORT - September 2020****211 Call Center**

211 is a national collective of local call centers offering free and confidential access to community resources and local services such as utility assistance, food, housing, health, childcare, after school programs, eldercare, crisis intervention, and more. 211 is also a partner in our state's emergency management plan as well as many local and regional plans, and has the ability to mobilize statewide during times of disaster. Snohomish County, along with Skagit, Island, and Whatcom Counties, falls into the North Sound Region, which is administered by Volunteers of America Western Washington (VOAWW).

Over the last several months, I have been in talks with the CEO of VOAWW as well as the new superintendent of Verdant Health Commission about expanding 211 in Snohomish County. At a recent joint meeting, the three entities drafted a 211 partnership that will be formalized once the Verdant Board votes. This partnership will establish a 211 center on our campus. The Information and Referral Specialist will be funded by Verdant, employed by VOAWW, and hosted at the College. We hope to have this person in place in the next couple of months.

**Hazel Miller Hall (STEM & Nursing Building)**

We are nearing the completion of construction on Hazel Miller Hall. Temporary occupancy has been granted and we are waiting for the arrival of the permanent occupancy permit.



Work on the punch list continues, including touch-up painting, finishing work on access-controlled doors, regulating some lighting control issues, and replacing epoxy countertops in the science lab spaces. The furniture installation is complete, although that comes with punch list items as well. The science lab moved into the building in mid-August, and unpacking and set-up continues. Offices, Mesa, STEM



study, and Nursing moved in the last weekend of August and unpacking and set-up work immediately followed.

**Triton Court**

Student Housing Staff and students from Spencer and Sophie Courts moved into the new building at the end of August. Currently there are 31 students living in Triton Court, and about 40 new students will arrive in the next month. Occupancy is under 50%, but strategies are in place to fill it to the extent possible during this challenging time.



**Directed Self-Placement**

The College has moved to directed self-placement (DSP) for English placement tests. This means that a student's English placement is no longer determined by a test score. Instead, students can choose to take college-level composition or a preparatory writing class to build their skills and get ready for college composition. Students complete a questionnaire and based on their answers, a course is recommended. Sample materials from that course are provided to help the student either confirm that the recommendation is correct or choose a different course.

DSP improves accuracy of placements, addresses equity gaps in standardized testing, and increases student agency, self-efficacy, motivation, and understanding of the curriculum. (Running Start and International students are not eligible for DSP, and use other methods of placement testing.)