



WASHINGTON COMMUNITY COLLEGE DISTRICT 23

MISSION: TEACHING | LEARNING | COMMUNITY

**BOARD OF TRUSTEES****Regular Meeting****October 8, 2020 4:30pm**Remote Meeting via Zoom: <https://us02web.zoom.us/j/81398255837>**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, October 7, 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>September 10, 2020 – Regular Meeting   | Chair Zapora                       |
| 4:47pm | <b>5. Next Meeting</b><br>November 19, 2020, 4:30pm – remote meeting via Zoom   | Chair Zapora                       |
| 4:50pm | <b>6. Informational &amp; Monitoring Reports</b><br>Facilities and Property Update  | Gregory Hinton, Stephanie Teachman |
| 5:05pm | <b>7. Old Business: Second Consideration, Final Action</b><br>a. Approval of Board Meeting Dates 2021<br>RESOLUTION #20-10-1<br>b. Approval of Programs for Elimination<br>RESOLUTION #20-10-2  | Chair Zapora<br><br>Kim Chapman    |
| 5:15pm | <b>8. New Business: First Consideration and Final Action Requested</b><br>Approval of Naming Space in Hazel Miller Hall<br>RESOLUTION #20-10-3  | Danielle Carnes                    |

- 5:20pm **9. New Business: First Consideration**  
 Annual Review of 1/3 Board Policies and Procedures Chair Zapora  
 i. BOT 7.0, 7.01pr: Board Monitoring and Planning  
 ii. BOT 8.0, 8.01pr: General Executive Expectations and Authority  
 iii. BOT 9.0, 9.01pr: President’s Evaluation Procedure  
 iv. BOT 10.0, 10.01pr: Compensation and Benefits
- 5:30pm **10. Representative Reports**  
 a. Faculty Representative (5) Kay Latimer  
 b. Student Representative (5) Zambak Colak  
 c. Classified Staff Representative (5) Liz Mueth
- 5:45pm **11. Break**
- 5:55pm **12. Foundation Report** Danielle Carnes
- 6:00pm **13. President’s Report** Dr. Amit Singh
- 6:05pm **14. Board Discussion & Committee Approval** Chair Zapora  
 a. Trustee Comments and Updates  
 b. Approval of DEI Trustee Committee Job Description  
 RESOLUTION #20-10-4  
 c. Other
- 6:15pm **15. Study Session: Diversity, Equity, and Inclusion** Dr. Yvonne Terrell-Powell, et al
- 7:15pm **16. Executive Session** Chair Zapora
- 7:30pm **17. Adjournment** Chair Zapora

**Next Meeting:**

**November 19, 2020, 4:30pm – Regular meeting held remotely via Zoom**

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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: September 10, 2020**

Held via Zoom video conference call due to COVID-19

### **Draft Minutes**

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

**Trustees Excused:** None

**Others Present:** Arlene Anderson, Zambak Colak, Elizabeth Mueth, 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**

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

#### **INTRODUCTION OF GUESTS**

Chair Zapora led introductions of the trustees, and Dr. Singh led introductions of the other participants on the Zoom call.

#### **PUBLIC COMMENTS**

No public comments were received.

#### **APPROVAL OF MINUTES**

##### **Minutes from June 11, 2020**

Chair Zapora called for a motion to approve the minutes from the June 11, 2020 meeting. Trustee Yim made the motion, which Trustee Wagner seconded. Chair Zapora asked that two corrections (page 2 - "Wagner"; page 7 "Benson") be made. Chair Zapora called the vote to approve the minutes as amended, which passed unanimously.

***Approved as Amended***

##### **Minutes from August 13-14, 2020**

Chair Zapora called for a motion to approve the minutes from the August 13-14, 2020 meeting and study session. Trustee Wagner made the motion, which Vice Chair Webster seconded. Chair Zapora asked that two corrections (page 6 - add time of call to order; page 11 UNICEF corrected to UNCF) be made. Chair Zapora called the vote to approve the minutes as amended, which passed, with Trustee Yim abstaining.

***Approved as Amended***

#### **NEXT MEETING**

The next regular meeting of the Board of Trustees is scheduled for October 8, 2020 at 4:30pm.

**INFORMATIONAL & MONITORING REPORTS****TRIO Student Support Services**

Dr. Yvonne Terrell-Powell, Vice President of Equity and Inclusion, gave an informational report to the Board on the TRIO Student Support Services (SSS) program, a federal grant, funded by the Department of Education (DOE). Edmonds College recently received a new 5-year, \$1.8M grant. The purpose of the SSS program is to increase the postsecondary persistence and graduation rates of low-income students, first-generation college students, and students with disabilities. Dr. Terrell-Powell went over the DOE's goals and the associated metrics for this program, which Edmonds College has met or exceeded. She outlined the wrap-around services offered to TRIO recipients as well as scholarship assistance.

Trustees engaged in a period of Q & A, and it was suggested that following up on the university graduation rates of Edmonds College TRIO recipients who have transferred would be a good idea.

**Food Pantry Update**

Christina Castorena, Vice President of Student Services, gave an informational report on the Edmonds College Food Pantry, which was started by Dr. Terrell-Powell and Dr. Jorge de la Torre in 2017. The Food Pantry partners with the Lynnwood Food Bank, the City of Lynnwood, Verdant Health Commission, Chef Dane, The Salvation Army, Volunteers of America Western Washington, Edmonds College Foundation, and others. The Food Pantry serves about 1,000 students and employees each quarter, and when COVID-19 hit, the pantry was moved to Seaview Gym, so that social distancing could be achieved, and so that students in need of shower facilities and/or wifi services could get those needs met as well. Ms. Castorena reported that Food Pantry hours would be increasing in the fall to serve more people.

Trustees engaged in a period of Q & A where the Food Pantry's possible effect on our RealCollege Survey results was discussed.

**OLD BUSINESS: SECOND CONSIDERATION, FINAL ACTION****Approval of Comprehensive Plan**

James Mulik, Senior Executive Director of Institutional Effectiveness and Grants, presented the Comprehensive Plan for second consideration and approval. He gave a brief review of how the plan was researched and structured. The six overarching goals for the plan are: Access, Success, Community Engagement, Capacity and Operational Excellence, Entrepreneurial Hub, and Anytime, Anywhere.

Chair Zapora asked for a motion to approve Resolution #20-9-1, approving the Comprehensive Plan structure and goals. Trustee Yim made the motion, which Trustee Benson Tolle seconded. The motion was unanimously approved.

***Approved***

**Approval of 2020-21 College Priorities**

Dr. Singh presented the 2020-21 college priorities, comprising the 15 strategies in the Comprehensive Plan, which have been identified for focus this year, noting the added complications of limited budgets and the time and resources that must be dedicated to ctLink, which will be the college's top priority at least through March 2021. Equity and Guided Pathways will also be main priorities for the coming year. He noted that COVID response planning and budget management are taking up a lot of staff time even though they are not part of the official list of priorities. Mr. Mulik added that because all the priorities are components of the Comprehensive Plan, they are all tied to metrics that can be disaggregated.

Dr. Singh stated that the plan for the year is aggressive, but he is striving for a balanced approach so that everything moves forward.

There was discussion with Vice Chair Webster on his desire to have input on where the college is headed with respect to equity, and it was decided that he would have a dedicated meeting with staff regarding the metrics related to the college's goals and strategies.

Chair Zapora asked for a motion to approve Resolution #20-9-2, approving the goals and strategies identified as the college priorities for 2020-21. Trustee Wagner made the motion, which was seconded by Trustee Yim, and unanimously approved.

***Approved***

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

Dr. Singh reported that a revised budget was being presented for approval because there had been so many unknowns in June, when the provisional budget had been presented and approved. He went over the differences from the budget approved in June, noting which revenue and expense lines had changed and why, and also noting that while a 15% reduction in state revenue has been budgeted, the exact number won't be known until the legislature convenes in January 2021. Between \$51.7M in anticipated revenue and \$61.6M in anticipated expenses, the budget has an initial projected shortfall of about \$10M, with \$6M recovered through expense reductions and help through a federal stimulus package, and the remaining \$4M funded from the college reserves.

Chair Zapora acknowledged how difficult this situation is, and said that the use of \$4M from reserves for the operating budget is not something that the trustees or the president take lightly. Vice Chair Webster pointed out that there will likely be additional shortfall from the lower-than-anticipated occupancy of Triton Court. Dr. Singh agreed that this could be an added shortfall of up to \$1M, and said that throughout the coming year, budget revisions would be presented to the Board once the state allocation was known, and other sources of revenue and expense were actualized.

Chair Zapora called for a motion to approve Resolution #20-9-3, approving the college budget as presented on September 10, 2020 and directing the administration to make adjustments as necessary throughout the year to maintain a balanced budget. Vice Chair Webster made the motion, which was seconded by Trustee Benson Tolle, and unanimously passed.

***Approved***

#### **Approval of Changes to Washington Administrative Code - Traffic Rules**

Jade Jeter-Hill, Director of Safety, Security and Emergency Preparedness, presented the background for changing the Washington Administrative Code on Traffic Rules, outlining the reasons for doing so, which were listed in the background document, and noting that a public hearing had been held.

Chair Zapora asked for a motion to approve Resolution #20-9-4 approving revisions to the Washington Administrative Code 132Y-100 on Traffic Rules. The motion was made by Vice Chair Webster and seconded by Trustee Wagner, and unanimously passed.

***Approved***

#### **NEW BUSINESS: FIRST CONSIDERATION AND FINAL ACTION REQUESTED**

##### **Naming of Multiple Spaces in Hazel Miller Hall**

Danielle Carnes, Vice President of Innovation and Strategic Partnerships, presented the background on the request to approve Resolution #20-9-5, approving the naming of seven areas in Hazel Miller Hall. The naming opportunities had been offered to donors Libby Lewis and Dave Traugott, Dr. Amit B. and Rani Singh, Karen Miller and friends, Steve and Jean Pennington, Jack Tawney and Megan Wood, the Lico family, and the Associated Students of Edmonds College, in recognition of their financial support of the *Launch - Powered by You* campaign. Chair Zapora noted the generosity of the donors and then asked for a motion to

approve Resolution #20-9-5, which was made by Trustee Yim and seconded by Vice Chair Webster. The motion unanimously passed.

**Approved**

**NEW BUSINESS: FIRST CONSIDERATION**

**2021 Board Meeting Dates**

Chair Zapora presented proposed dates for Board of Trustees meetings for the 2021 calendar year, asking trustees to check their personal and professional calendars for conflicts. He then led a discussion about meeting start times, and it was determined that most trustees would prefer a 3:30pm start time. Chair Zapora asked that any further thoughts on dates and times be sent to Ms. NyQuist before the October 8 Board meeting.

**Programs for Elimination**

Kim Chapman, Interim Vice President of Instruction, presented background on seven programs slated for elimination. The programs are all professional-technical degrees and certificates from the Business Division, and information about the degree, the number of students coded into the program in the last 8 quarters, and the rationale for the decision to eliminate was included in the background information.

There was some discussion about the process for program elimination as well as the fact that these programs do not represent dedicated classes, but rather codes for programs of study.

**REPRESENTATIVE REPORTS**

Student Representative Zambak Colak gave her report. [Attachment 1]

Classified Staff Representative Liz Mueth gave her report.

**BREAK**

At 6:10pm, Chair Zapora adjourned the meeting for a 10-minute break. At 6:20pm, Chair Zapora reconvened the meeting in open session.

**FOUNDATION REPORT**

Ms. Carnes reported on recent Foundation activity, which included bringing on seven new members to the Board of Directors, launching a strategic planning process, distributing \$65K of COVID-related emergency aid to 171 students, and \$257K in scholarships to 138 students. The 2020 virtual Gala brought in \$275K, and the Gala for 2021 is scheduled for April 24, 2021. The Pave The Way scholarship for African American students, founded by Vice Chair Webster, has \$8.5K in the fund and the first recipients were awarded this fall.

**PRESIDENT'S REPORT**

Dr. Singh reported that faculty has moved away from standardized placements tests, going now with directed self placements for English. He noted that this is often an equity issue, and congratulated the faculty for finding a different way for students to test into English courses.

He reported on the two new buildings. Triton Court, the new residence hall, is beautiful but due to COVID is only at 40% occupancy. The Hazel Miller Hall permanent certificate of occupancy has been received, and Dr. Singh shared some photos of the interior of the Hall.

He reported on a new partnership with Verdant Health Commission and Volunteers of America Western Washington (VOAWW) that will put a 2-1-1 operator on Edmonds Campus. The operator will be trained and employed by VOAWW and funded by Verdant. 2-1-1 connects those in need to a wide range of services in the local area.

Dr. Singh reminded the Board that Fall Quarter begins September 21, and Convocation, which they are invited to attend, takes place on Monday, September 14 at 9am.

**BOARD DISCUSSION**

Chair Zapora went over the results from the recent trustee survey on Board satisfaction and effectiveness of the Summer Study Session retreat.

Chair Zapora went over items identified for follow-up from the August 13-14 Study Session, as follows:

**Requests of Administration:**

- Formal academic program review to include reviewing programs and curriculum for equitable content
- Future presentation to the Board on the condition, use, and utilization of campus buildings and property
- That large initiatives in the Comprehensive Plan that have a plan of their own be noted to help illustrate the scope of the plan

**The Board noted for itself:**

- 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 review/evaluation is robust
- A commitment to keeping the topic of racial equity alive at each meeting

**RECOGNITION OF TRUSTEE EMILY YIM**

Chair Zapora, recognizing that Trustee Yim is coming to the end of her term on the Board, made remarks thanking her for her 13 years of service, and noting her leadership in governance, building partnerships, and championing racial equity in education.

Dr. Singh thanked Trustee Yim for her partnership over the years and read remarks from ACCT CEO J. Noah Brown, submitted in recognition of Trustee Yim’s participation in that organization, including the period of time she chaired their Board:

“On behalf of the ACCT Board, staff and the entire membership, I want to congratulate Emily on her distinguished career as a community college trustee. During her time on the ACCT Board, Emily championed the success of our students, many of whom are not “traditional students”, and urged her fellow trustees to work equally hard to support them as well as all other students.

As Chair, Emily encouraged the Association members to focus on K-12 partners, industry, and nonprofit and community groups necessary to creating the support structures so vital to moving the success needle.

Emily is both a symbol of and activist for the importance of diversity and inclusion. She served as the first Asian American Chair of ACCT, and lives those same values in everything she does and advocates for locally and nationally.

She is a strong proponent of community college governance, as evidenced by her leadership in ACCT and Edmonds Community College, and has shared her knowledge and passion freely with other colleagues and boards seeking to improve the practice of effective governance.

It was a privilege to work with Emily, to travel with her, to see her in action, and witness the impact of her leadership. In a word, she is trusteeship at its finest.”

Trustee Yim was presented with an engraved plaque as a token of appreciation for all her years of service on the Edmonds College Board of Trustees.

### **Trustee Updates**

Chair Zapora led a discussion in which each trustee shared individual updates.

### **Trustee Vacancy**

Chair Zapora reported that Trustee Yim will remain on the Board until her vacancy is filled by the Governor, which should happen soon.

### **Diversity, Equity and Inclusion Committee**

Chair Zapora reported that in order to keep the discussion of racial equity alive at the Board level, he would like to appoint a committee of two trustees to help lead through diversity, equity, and inclusion challenges from the Board perspective.

Chair Zapora asked for a motion to approve the formation of the committee, with Vice Chair Webster and Trustee Wagner as members. Trustee Yim made the motion, which Trustee Al-Ghanim seconded.

There was some discussion to clarify that the committee would be advisory, and Trustee Yim recommended that a charter be drafted to clarify the purpose and goals of the committee, and to be sure the committee stays within the bounds of the Board’s governance role. She also said that she had some materials that might be helpful, that she would be glad to share. Chair Zapora asked that a charter be brought to the October meeting where a study session on the topic would be held.

Chair Zapora called the vote, which passed unanimously.

***Approved***

### **EXECUTIVE SESSION**

At 7:10pm, Chair Zapora adjourned the meeting to an executive session for 30 minutes for the purpose of discussing personnel matters, noting the possibility of action taken upon their return.

At 7:40pm, Ms. NyQuist announced on behalf of Chair Zapora that the executive session would be extended to 7:50pm.

At 7:55pm, Chair Zapora reconvened the meeting in open session, stating that no action would be taken.

### **ADJOURNMENT**

Chair Zapora asked for a motion to adjourn the meeting, which was made by Vice Chair Webster, and seconded by Trustee Benson Tolle. The motion unanimously passed and the meeting was adjourned at 7:57pm.

**Next Meeting:** The next regular Board meeting will be held October 8, 2020 - at 4:30pm.



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Carl Zapora, Chair

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Date Approved

ATTEST:

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Dr. Amit B. Singh, Secretary

**ATTACHMENT 1**

**BOARD OF TRUSTEES  
MEETING REPORT  
SEPTEMBER 10, 2020  
STUDENT GOVERNMENT**

As this was my first formal meeting as the Executive Officer for Administration at Edmonds College, I briefly introduced myself and my overall view for this academic year.

“Hello, my name is Zambak Colak and I am the Executive Officer for Administration this academic year. Born and raised in New York, I am the child of Turkish immigrants. I am currently in my second year studying civil engineering with the intention of transferring to the University of Washington - Seattle. I aim to work on both bridges and tiny homes throughout my career. As the Executive Officer this year, I want to provide to others what I have gained in my time at Edmonds, that is a community and sense of belonging. Through the MESA and RiSE programs, I was able to find like minded individuals with life experiences similar to my own. By providing increased availability and variety through programming and activities, I want to be a support system for our student body to be heard.”

Prepared by:  
Zambak Colak  
Executive Officer for Administration

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## BACKGROUND

### 2021 SCHEDULE OF BOARD OF TRUSTEES MEETINGS

**Subject**

To establish and approve the 2021 schedule of Edmonds 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.

At the September 10, 2020 meeting, the Board of Trustees discussed revising the usual meeting time from a start time of 4:30pm, to a start time of 3:30pm. Meetings generally 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 approve the following 2021 meeting schedule at the October 8, 2020 meeting:

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



Washington Community College District 23

**BOARD OF TRUSTEES  
October 8, 2020**

**RESOLUTION #20-10-01  
2021 SCHEDULE OF BOARD MEETINGS**

WHEREAS, in compliance with *RCW 42.30.075*, it is necessary that the Edmonds College Board of Trustees adopt a meeting schedule to be filed with the Office of the Washington State Code Reviser in Olympia prior to January 1; and

WHEREAS, in accordance with *Board Policy BOT 1.0, Board of Trustees Bylaws, Section 2, Meetings*, the Edmonds College Board of Trustees will hold a minimum of six regular meetings during the calendar year. Additional regular or special meetings may be held when requested by the Chairperson of the Board or by a majority of the Trustees;

NOW, THEREFORE, BE IT RESOLVED that the Edmonds College Board of Trustees adopts the following schedule for its 2021 meetings, and directs the President or designee to file this schedule with the Office of the Washington State Code Reviser.

MONTH	DAY	START TIME	END TIME	MEETING TYPE
January - No meeting				
February 18, 2021	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
March 11, 2021	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
April 8, 2021	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
May 13, 2021	Thursday	2:30 pm	6:30pm	Regular Meeting
June 10, 2021	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
July - No meeting				
August 12-13, 2021	Thursday, Friday	8:00 am	5:00pm	Study Session
September 9, 2021	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
October 7, 2021	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
November 11, 2021	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
December - No meeting				

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

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Date Approved

ATTEST:

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Dr. Amit B. Singh, Secretary



Washington Community College District 23

**BOARD OF TRUSTEES**  
**October 8, 2020**

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## **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 October 8, 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  
OCTOBER 8, 2020**

**RESOLUTION #20-10-2  
INSTRUCTIONAL PROGRAMS PROPOSED FOR ELIMINATION**

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

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

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

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves elimination of the following seven instructional programs:

- Business Information Technology
  1. Office Supervision and Management Associate of Technical Arts

- 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

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

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

ATTEST:

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



Washington Community College District 23

**BOARD OF TRUSTEES  
October 8, 2020**

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## **BACKGROUND**

### **Naming of Hazel Miller Hall Rooms**

#### **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 the first floor southeast nursing simulation rooms be named the "Sara K. Carter Nursing Simulation Suite" in honor of Sara Carter's gift commitment of \$30,000.

For the sake of expediency, we respectfully ask the Board to take final action and approve the following resolution at first consideration, at the October 8, 2020 Board meeting.



Washington Community College District 23

**BOARD OF TRUSTEES  
October 8, 2020**

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**RESOLUTION #20-10-3  
NAMING OF HAZEL MILLER HALL ROOMS**

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

WHEREAS, the naming of the first floor southeast nursing simulation rooms recognizes the \$30,000 pledge of support by Sara K. Carter (pending formal execution of the Gift and Naming Rights Agreement between EC Foundation and Sara K. Carter),

NOW THEREFORE BE IT RESOLVED, The Edmonds College Board of Trustees grants authority to the college administration to name the first floor southeast nursing simulation rooms after Sara K. Carter for the Hazel Miller Hall.

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

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

ATTEST:

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



**BOARD OF TRUSTEES  
October 8, 2020**

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**BACKGROUND**

**Board Policy & Procedure Review:  
BOT 7.0, 7.01pr; BOT 8.0, 8.01pr; BOT 9.0, 9.01pr, BOT 10.0, 10.01pr**

**Background**

In 2017, the Board agreed to review its policies and procedures every three years, with one third being reviewed each year (Resolution #17-11-2).

The following policies and procedures represent the second set of a 3-year cycle, with the first portion being reviewed in 2019, and the third portion being reviewed in 2021.

**Overview**

Board Policies and Procedures 7, 8, 9, and 10 have been reviewed by staff and Assistant Attorney General Arlene Anderson, and proposed changes are outlined in the summary table following this page, and exact changes are shown in "redline" on the policies and procedures themselves.

**Recommendation**

The college administration recommends that the Board review the proposed changes and provide feedback; BOT Policies and Procedures 7, 8, 9, and 10, will be brought back to the Board for approval at the November 19, 2020 meeting.

**BOARD POLICY REVIEW**

**October 8, 2020**

<b>Executive Summary</b>		
<b>POLICY/PROCEDURE UNDER REVIEW</b>	<b>CHANGES RECOMMENDED</b>	<b>RATIONALE</b>
<b>All Procedures</b> (and to be applied to future review of other procedures)	Change “Review Period” language in Procedures to conform to the requirements of Policies.	This will bring the review requirements for policies and procedures into alignment and clarify that the Board retains the authority to approve both.
<b>BOT Policy 7.0 Board Monitoring and Planning</b>	<ul style="list-style-type: none"> <li>Update language to reflect our move away from a 3-year Strategic Plan to a continuous Comprehensive Planning model</li> <li>Clarification that the Board approves and monitors the progress of the Comprehensive Plan via annual College Priorities (made up of Goals and Strategies of the Comprehensive Plan) and outlines the timing of the progress reports to the Board</li> </ul>	<p>These changes reflect our new practices and terminology stemming from our new Comprehensive Planning model.</p> <p>These updates clarify which portions of the Comprehensive Plan the Board will be asked to approve, seeking to clearly delineate strategy (Board) from operations (administration).</p>
<b>BOT Procedure 7.01pr Board Monitoring and Planning Procedure</b>	<p>These changes:</p> <ul style="list-style-type: none"> <li>Reflect the current Comprehensive Plan (as noted above)</li> <li>Outline the timing of Board approval of College priorities</li> <li>Outline the timing of reports to the Board on the progress of the College priorities;</li> <li>Clarify the role of the Board in approving Goals within the Comprehensive Planning framework.</li> </ul>	<p>These changes clarify Board oversight through specific timing of approvals and reports, and better define Board-approved strategic direction (Goals), administration-led operations (Strategies, Actions), and the College Priorities that are the basis for the President’s annual performance evaluation (Goals, Strategies, and their Leading/ Lagging Indicators)</p> <p>Further, these changes connect this policy/procedure, which outlines the Board’s role in planning and monitoring, to BOT Policy 9.0 - President’s Performance Evaluation, which specifies the timing of reports on college progress to the Board.</p>
<b>BOT Policy 8.0 General Executive Expectations and Authority</b>	NO CHANGES IDENTIFIED	
<b>BOT Procedure 8.01pr General Executive Expectations and Authority Procedure</b>	<ul style="list-style-type: none"> <li>Update language to reflect the move to a Comprehensive Planning model.</li> <li>Clarify in item #4 that budgeting is tied to the Comprehensive Plan, but achieved through its own strategic process</li> </ul>	These changes reflect our current processes of program and performance review as well as budgeting as tied to the Comprehensive Plan

**Executive Summary - continued**

POLICY/PROCEDURE UNDER REVIEW	CHANGES RECOMMENDED	RATIONALE
<b>BOT Policy 9.0 President’s Performance Evaluation</b>	<ul style="list-style-type: none"> <li>● Update language to reflect the move to a Comprehensive Planning model.</li> <li>● Clarify that the President’s evaluation is based upon board-approved college priorities which are derived from the Comprehensive Plan</li> <li>● State that a report on the progress of the college priorities will be given to the Board prior to their review of the President</li> </ul>	<p>These changes provide more specificity related to what the president’s performance will be evaluated on, and outline the administration’s responsibility to furnish a progress report on the college priorities to aid the Board in their evaluation.</p>
<b>BOT Procedure 9.01pr President’s Performance Evaluation Procedure</b>	<ul style="list-style-type: none"> <li>● Update language to reflect the move to a Comprehensive Planning model.</li> </ul>	<p>This reflects the new terminology of our Comprehensive Plan</p>
<b>BOT Policy 10.0 Compensation and Benefits</b>	<p>NO CHANGES IDENTIFIED</p>	
<b>BOT Policy 10.01pr Compensation and Benefits Procedure</b>	<p>NO CHANGES IDENTIFIED</p>	

## BOT 7.0 - Board Monitoring and Planning

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### SUMMARY/SCOPE

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

### DESCRIPTION

Board policies may be monitored at any time although a schedule for policy review should occur at least once every three (3) years. An annual schedule of monitoring reports and policy discussions will be developed by the Office of the President.

The Board of Trustees will review and approve the annual college priorities, derived from the college's Comprehensive Plan, and receive a report on the progress of those priorities, at least twice a year. ~~in conjunction with the Strategic Plan.~~

Mission Fulfillment is defined as all ~~Lagging Indicators~~Indicators of Achievement falling at or above the ~~meeting or exceeding the~~ "Mission Fulfillment Threshold" level.

Central to the college-wide ~~Comprehensive Planning processes~~ Strategic and ~~SIMPLE planning processes~~, the Board will review and, if necessary, modify the college's Mission, Vision, ~~Core Themes,~~ Strategic Objectives, and Values, and Goals.

### GLOSSARY TERMS

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

### RELATED POLICIES AND PROCEDURES

[BOT 7.01pr Board Monitoring and Planning: Procedure](#)

### SOURCE INFORMATION

(was) B 1.2 Monitoring and Planning

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

### REVIEW PERIOD

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

### REVIEW HISTORY

2020-Nov 19, XXX XXX

2018-June 14 Amended, Board Resolution 18-6-7

2016-Oct 13 Amended, Board Resolution 16-10-1

2013-Nov 21 Amended, Board Resolution 13-11-2

2012-Sep 13 Amended, Board Resolution 12-9-3

2001-May Approved B 1.2

## BOT 7.01pr - Board Monitoring and Planning - Procedure

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### SUMMARY/SCOPE

Procedure for meeting Board Policy 7.0 Board Monitoring and Planning

### PROCEDURE DETAILS

~~The Board of Trustees initially approved a framework for measuring Mission Fulfillment at their August 2013 Board Retreat. That framework was revised at the June 2018 Board meeting.~~

The Office of the President will develop and track an annual cycle of Board policy review, as well as informational and monitoring reports to be included on Board meeting agendas throughout the year.

The Board of Trustees approved the Comprehensive Planning framework in September 2020. The Comprehensive Plan is made up of Goals, Strategies and Actions. The Comprehensive Plan is refreshed on a continual basis, and any new Goals will be presented to the Board for approval. The Strategies underpinning the Goals are refreshed on an annual basis.

~~Each year during the summer Board Study Session, the college presents the Annual Institutional Performance Report that includes an update on all Indicators of Achievement. The Institutional Performance Report lists the Strategic Plan's prior year's goals, including the achievement of the measurable outcomes or a plan for those outcomes that were not met, to the Board of Trustees. In addition, for those Indicators not met, the college also must prepare a plan that is presented to the Board.~~

Once a year, at a time determined by the President and Chair of the Board, the college will present Goals and Strategies (along with their lagging and leading indicators), that are prioritized for the coming year. These college priorities will be presented for approval at a subsequent meeting of the Board.

The Office of the President will produce a progress report on the agreed college priorities, at least twice per year, one instance of which will coincide with the President's annual performance review.

These progress reports will include specific outcomes as measured through Leading and Lagging Indicators, as well as a summary of the data analysis.

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

~~The Board receives annual progress reports on the Strategic Plan. Additionally, The Comprehensive Strategic Plan will be presented by the President's Leadership Team to the Board for reviewed and updated at least once every three (3) years by the Board and approval whenever changes are recommended at the Goal level. »~~

### GLOSSARY TERMS

Board of Trustees(s)

### RELATED POLICIES AND PROCEDURES

BOT 7.0 Board Monitoring and Planning

BOT 9.0 President's Performance Evaluation



SOURCE INFORMATION

(was) B 1.2 Monitoring and Planning

CONTENT OWNER. The primary responsibility for this policy belongs to:  
President's Office, Secretary to the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)  
President's Office, Secretary to the Board of Trustees

REVIEW PERIOD

Three years. ~~Requires President consulting with the Board of Trustees Chair on changes made.~~  
Requires President's recommendation to the Board of Trustees.

REVIEW HISTORY

2020-Nov 19 XXX XXX

2018-June 14 Amended by Resolution 18-6-7

2016-Oct 13 Amended by Resolution 16-10-1

2013-Nov 21 Amended by Board Resolution 13-11-2

2012-Sep 13 Amended by Board Resolution 12-9-3

2001-May Approved B 1.2

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**SUMMARY/SCOPE**

The Edmonds College Board of Trustees delegates to the President general executive responsibilities and authorities to administer College District 23.

**DESCRIPTION**

The Board of Trustees of Community College District 23 delegates to the President the responsibility and authority to administer the District consistent with the laws of the State of Washington and policies adopted by the Board of Trustees. The Board of Trustees, in consultation with the President, develops, formulates, and adopts Board policies of the institution. The President, as the chief executive officer, carries out these policies.

The President shall act on behalf of the Board of Trustees in any and all matters, which concern the administrative functions of the college, including serving as appointing authority for all faculty, classified, and exempt employees of the college. Any authority delegated by the Board is through the President, so that the President is held accountable and responsible for all employee performance.

The President shall ensure that all college practices, activities, decisions, and organizational circumstances conform to prudent, legal, ethical, and commonly accepted business and professional standards. The President will ensure that all laws of the State of Washington, rules and regulations of the State Board for Community and Technical Colleges, and all relevant federal statutes are upheld as they relate to college operations.

Decisions or instructions of the Board acting as a body are binding on the President. In the case of individual Board members requesting information or assistance, the President shall exercise judgment regarding whether compliance is reasonable in terms of staff time, funds, or disruption of programs or services. The President will consult with the Board Chair if additional information or direction is needed.

**GLOSSARY TERMS**

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

**RELATED POLICIES AND PROCEDURES**

[BOT 8.01pr General Executive Expectations and Authority: Procedure](#)

**SOURCE INFORMATION**

(was) B 2.1 General Executive Expectations and B 2.2 Authority and Expectations of the President

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

Office of the President, Secretary of the Board of Trustees

**PRIMARY CONTENT CONTRIBUTOR (Director/Dean)**

Office of the President, Secretary of the Board of Trustees

**REVIEW PERIOD**

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

**REVIEW HISTORY**

2020-Nov 19 XXX XXX

2017-Nov 02 Reviewed, Board Resolution 17-11-2  
2017-Mar 09 Amended, Board Resolution 17-3-6  
2013-Nov 21 Amended B 2.1, Board Resolution 13-11-2  
2013-Nov 21 Amended B 2.2, Board Resolution 13-11-2  
2001-May Approved B 2.1  
2001-May Approved B 2.2

## BOT 8.01pr - General Executive Expectations and Authority - Procedure

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### SUMMARY/SCOPE

This procedure describes the general duties and responsibilities of the President as authorized by the Board of Trustees.

### DESCRIPTION

The President shall be responsible for organizing all of the functions of College District 23 in an effective and efficient manner that is consistent with the college's Mission, Vision, Values, and Comprehensive Plan ~~Core Themes, Strategic Objectives, Strategic Plan, and Values.~~

### PROCEDURE DETAILS

General Executive Expectations are defined as:

1. The President will give a high priority to community involvement and will ensure that college programs, services, needs, and accomplishments are clearly communicated to community members and stakeholders.
2. The President shall ensure that students and prospective students are provided a safe, respectful, responsive environment, and that careful attention is given to matters of confidentiality and privacy.
3. Interactions with employees, volunteers, and the public shall be civil, equitable, responsive, and dignified, characterized by open and clear communications.
4. Budgeting shall clearly reflect Board-established performance goals for the President (which are derived from the Comprehensive Plan), shall demonstrate fiscal prudence, high ethical and legal standards, and shall be accomplished through a ~~derived from an institution-wide strategic planning process. from a~~ strategic budgeting process.
5. Actual financial conditions shall reflect sound financial management and clear support of the college's governance process for resource and allocation capacity.
6. The President shall at all times keep the Board fully informed of significant issues affecting the college, including but not limited to concerns related to the performance of personnel, budgetary problems, over- and under-enrollment of students, or the reputation of the institution.
7. Assets will be protected and adequately maintained.
8. Compensation and benefits for employees, consultants, and contract workers will be administered in a fair and consistent manner and shall reflect fiscal integrity and sensitivity to public image.
9. Labor relations shall be conducted with integrity and negotiated agreements and other personnel rules and regulations shall be clearly communicated to employees and fairly administered.
10. ~~The college Program Review process designates specific programs and services which are evaluated on a three-year cycle.~~ Through program and performance review processes, college divisions create new strategies and actions to support the college's goals. Each academic department will undergo a comprehensive program review at least every three years. The college implements a Comprehensive Strategic Plan that serves as is the institutional effectiveness and continuous

improvement process for the college. College divisions complete operational plans via the college's SIMPLE Plan process and framework. ¶

11. The President is authorized to receive and administer such gifts, conveyances, devices, and bequests of real and personal property from private sources on behalf of District 23. These gifts, conveyances, and bequests as may be received in trust or otherwise, when the terms and conditions will aid in moving forward the Mission and Strategic Plan of the college and will not cause a substantial continuing commitment by the District.

12. The President is responsible for formulating and implementing regulations to administer the policies of the Board. At the operational level the President has administrative authority over all matters affecting the college, including authority to delegate administrative authority to ensure uninterrupted college operations.

13. The President is authorized to establish administrative procedures, make decisions, take actions, establish practices, and develop activities in support of Board established directions.

14. The Board of Trustees of Edmonds College is authorized to award tuition waivers up to one-fourth of the total revenue received under the three percent tuition waiver program as approved by RCW 28B.15.740. The Board of Trustees delegates to the President the authority to administer these tuition waiver programs.

15. The Board of Trustees delegates to the President authority to offer educational services on a contractual basis and set fees for ungraded courses, non-credit courses and short courses that are consistent with the rules and regulations of the State Board for Community and Technical Colleges.

16. Other duties as assigned by the Board of Trustees.

#### GLOSSARY TERMS

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

#### RELATED POLICIES AND PROCEDURES

[BOT 8.0 General Executive Expectations and Authority](#)

#### SOURCE INFORMATION

(was) B 2.1 General Executive Expectations and B 2.2 Authority and Expectations of the President  
(was) C 3.3.100 Delegation of Contracted Authority for Educational Services, C 6.2.303 Delegation of Authority to Set Fees, C 6.2.304 Tuition Waiver Program for Students, and C 6.2.304 Tuition and Fees Waiver for the Unemployed and Underemployed  
[RCW 28B.15.740 Limitation on total tuition and fee waivers.](#)

CONTENT OWNER. The primary responsibility for this policy belongs to:  
Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)  
Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

Three years. ~~Requires President consulting with the Board of Trustees Chair on changes made.~~ Requires President's recommendation to the Board of Trustees.

REVIEW HISTORY

2020-Nov 19 XXX XXX

2017-Nov 02 Reviewed, Board Resolution 17-11-2

2017-Jun 26 Amended by President's Cabinet

2017-Mar 9 Amended, Board Resolution 17-3-6

2013-Nov 21 Amended B 2.1, Board Resolution 13-11-2

2013-Nov 21 Amended B 2.2, Board Resolution 13-11-2

2001-May Approved B 2.1

2001-May Approved B 2.2

## BOT 9.0 - President's Performance Evaluation

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### SUMMARY/SCOPE

The Edmonds College Board of Trustees conducts an annual review of the President's performance.

### DESCRIPTION

Appraising presidential performance is synonymous with monitoring organizational performance against Board policies on Mission, Vision, ~~Core Themes, Strategic Objectives, Strategic Plan, and Values~~, and ~~Comprehensive Plan~~.

The President's performance will be based on mutually agreed ~~to annual goals~~ college priorities (as derived from the Comprehensive Plan) and the Presidential Performance Evaluation form. A progress report on the annual college priorities will be given to the Board in advance of the President's performance evaluation. The purpose of monitoring is to determine the degree to which Board policies are being fulfilled. The Board will consider any revision to the President's contract of employment in an open meeting subsequent to the performance evaluation.

### GLOSSARY TERMS

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

### RELATED POLICIES AND PROCEDURES

[BOT 9.01pr President's Performance Evaluation: Procedure](#)

BOT 7.01pr Board Monitoring and Planning: Procedure

### SOURCE INFORMATION

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

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

### REVIEW PERIOD

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

### REVIEW HISTORY

2020-Nov 19 XXX XXX

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

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

2001-May Approved B 2.3

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SUMMARY/SCOPE

This procedure describes the presidential performance evaluation process.

PROCEDURE DETAILS

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

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

Have a rating scale of 1 – 3. A comment is required for any “needs improvement” rating.

**(3) Exceeds Expectations** (Is making an exceptional, significant contribution.)

**(2) Meets Expectations** (Is a steady, consistent, dependable performer - carries out duties in a fully responsible and effective manner.)

**(1) Needs Improvement** (Still working towards expectations and goals.)

The Presidential Performance Evaluation will use the following broad areas to evaluate the President.

- Relations with Board
- Relations with Constituents
- Budget and Financial Management
- Personal Leadership Skills
- At the sole discretion of the Board, other evaluations may occur at any time.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

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

BOT 7.01pr Board Monitoring and Planning: Procedure

SOURCE INFORMATION

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

CONTENT OWNER. The primary responsibility for this policy belongs to:  
Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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



REVIEW HISTORY

2020-Nov 19 XXX XXX

2020-Apr 11, Amended, Board Resolution 20-4-2

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

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

2001-May Approved B 2.3

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## SUMMARY/SCOPE

The Board of Trustees delegates to the President the authority to determine compensation and benefits for Edmonds College employees.

## DESCRIPTION

With respect to employment, compensation and benefits to employees, consultants, and contract workers, the President will ensure fiscal integrity and sensitivity to public image.

Accordingly, the President will:

1. Not change his/her own compensation and benefits.
2. Refrain from promising or implying permanent or guaranteed employment.
3. Honor and uphold all collective bargaining agreements.
4. Honor negotiated contracts with vendors and/or consultants.
5. Recognize non-bargaining unit employees through an equitable compensation plan.
6. Foster continuous professional development.
7. Seek fair, consistent, and competitive compensation and benefits for all employees.

## GLOSSARY TERMS

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

## RELATED POLICIES AND PROCEDURES

[BOT 10.01pr Compensation and Benefits: Procedure](#)

## SOURCE INFORMATION

(was) B 2.5 Compensation and Benefits

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

Office of the President, Secretary of the Board of Trustees

**PRIMARY CONTENT CONTRIBUTOR (Director/Dean)**

Office of the President, Secretary of the Board of Trustees

## REVIEW PERIOD

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

## REVIEW HISTORY

2020-Nov 19 XXX XXX

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

2014-Feb 18 Amended for Numbering Change to B 2.5

2002-Aug 01 Amended for Name Change

2001-May Approved B 2.6

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SUMMARY/SCOPE

This procedure provides the framework for implementing Board policy BOT 10.0 Compensation and Benefits.

PROCEDURE DETAILS

The President will ensure fiscal integrity of the BOT 10.0 Compensation and Benefits policy by:

1. Any compensation or benefits changes to the President's contract will be voted on by the Board of Trustees in an open session Board meeting. The Executive Director of Human Resources is authorized to work directly with the Board of Trustees to discuss and implement those changes to the President's employment contract.
2. Having college policies in place that address the employment process and provide training for all supervisors through the Office of Human Resources.
3. Listing all employee benefits on the Human Resources website, as well as providing each newly hired permanent employee with a letter that states her/his annual compensation and terms of employment if less than 100% full-time. The Executive Director of Human Resources or designee will review the placement of all permanent employees on their respective compensation schedules.
4. Ensure the Office of Human Resources oversees all relationships with the college's bargaining units and maintains ongoing communication.
5. All members of the President's Leadership Team will work with their respective supervisors to ensure they are following the collective bargaining agreements for their respective employees.
6. Appointing the Vice President for Finance and Operations to ensure all contracts are in compliance with state and federal laws and regulations.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 10.0 Compensation and Benefits](#)

SOURCE INFORMATION

(was) B 2.5 Compensation and Benefits

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

Three years. ~~Requires President consulting with the Board of Trustees Chair on changes made.~~  
Requires President's recommendation to the Board of Trustees.

REVIEW HISTORY

2020-Nov 19 XXX XXX

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

2014-Feb 18 Amended for Numbering Change to B 2.5

2002-Aug 01 Amended for Name Change

2001-May Approved B 2.6



Washington Community College District 23

## BOARD OF TRUSTEES October 8, 2020

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### FOUNDATION REPORT

#### BOARD OF DIRECTORS

- The new Strategic Planning committee held its first two meetings on August 6<sup>th</sup> and September 3<sup>rd</sup>. The committee has broken into three workgroups focused on creating a SWOT analysis, long-term financial stability, and Foundation Leadership and Operational planning.

#### FOUNDATION ACTIVITY

- The Foundation presented and funded the following awards at Convocation: Robin Desilet received the Barbara Patterson Exempt Employee Award; Ted Friedenson and Dan Hurley received the Associate Faculty Professional Development Award; Stewart Sinning received the Sherman Classified Excellence Award; Claudia Levi, Minh Carrico, and Erik Ray each received the Echelbarger/Sherman Exceptional Faculty Award. Kyra McCoy received the Excellence in Education Award selected by the Board of Trustees.
- The Foundation continues to award COVID-19 emergency assistance for food, housing, utilities, transportation, and medical expenses each week.

#### FUNDRAISING

- The 2020 Fall Leadership Campaign began in early September. The goal is to raise \$60,000 from Foundation Board of Directors, Trustees, and community leaders for our Student Success fund. Please consider a generous gift to the annual Leadership Campaign.
- The 2021 "INSPIRE: Transformational Impact" virtual experience (i.e. gala) will take place April 21<sup>st</sup> - April 24<sup>th</sup> and will be chaired by our own tenured faculty member and Foundation board member Nicole Galipeau.

#### LAUNCH STEM AND NURSING CAMPAIGN UPDATE

- Foundation board member Sara Carter recently gave a gift of \$30,000 which brings the LAUNCH Campaign total to \$2,080,000. Please join us for the virtual Launch campaign Victory Celebration via Zoom on Tuesday, October 20<sup>th</sup> from 5:00-6:00 pm.

Submitted by: Brad Thomas

**BOARD OF TRUSTEES  
October 8, 2020**

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**PRESIDENT'S REPORT - October 2020****Fall Quarter Update**

We started Fall Quarter with a campus-wide virtual Convocation event on September 14. Many thanks to Chair Zapora for his remarks on behalf of the Board including presenting the Excellence in Education award. We ended the event by congratulating the following winners of this year's awards:

**Excellence in Education:** Kyra McCoy

**Echelbarger/Sherman Award:** Claudia Levi, Minh Carrico, Erik Ray

**Barbara Patterson Exempt Employee Award:** Robin Desilet

**Associate Faculty Professional Development Award:** Ted Friedenson, Dan Hurley

**Sherman Classified Excellence Award:** Stewart Sinning

Classes began on Monday, September 21, and we welcomed over 8,000 students back to the virtual classroom. Enrollment is down about 12.5% at this time, and staff have been asked to continually look for new ways to reach potential students.

Laptop computers and WiFi hotspots have been difficult to source, and for a time we had a waitlist of students who needed technology equipment. However, a shipment of 100 computers recently arrived, and to-date the college's equipment lending program has provided more than 450 laptop computers and 110 WiFi hotspots to enrolled students who need technology to participate in online classes.

For those attending classes on campus (limited to labs and classes with a hands-on component), we have put systems in place to keep our students and faculty safe, and to comply with the Governor's directives, including:

- We have a campus-wide safety plan, including a plan submitted by each instructor
- We have appropriate signage for social distancing and other safety protocols
- We require all employees and students to self-certify their health each day prior to coming to campus
- We have a institution-wide system to log and track who is on campus and where they are
- We have a range of PPE in place in classrooms
- Our custodial crew sanitizes all high-touch surfaces multiple times a day
- We have an organized system and trained personnel in place to do contact tracing

Many thanks to Jade Jeter-Hill and the campus Task Force who have worked so hard get all of these things in place in order to make our campus safe.

**Exciting Grant News**

On Friday, September 25, we received some terrific news that a 5-year Title III grant we applied for in July 2019, has been funded! Almost a year and half ago, our grant proposal listed "integrated high-quality digital learning, intentionally designed flexible pathways, and technology enhanced student support services," as the high-impact outcomes that the funding could deliver. It's breathtaking how timely this funding is.

The first year of funding (Oct. 2020 - Sept. 2021) is **\$448,756.00**

**Address to Lynnwood City Council**

On September 16, I was invited to address the Lynnwood City Council. I presented a brief overview of Edmonds College (our offerings, our demographics, etc) and then spoke about how this year's triple threat of COVID-19, social unrest, and a downturn in the economy, has required us to be nimble, innovative, and to quickly pivot into this new reality. I was pleased to share our college's readiness as shown through our commitment to Black Lives Matter, our PPE innovations developed in The Facility, our rapid movement to online teaching and student services, and the organizational culture of infusing our operations with innovation that has enabled us to be uniquely prepared for this particular moment of rapid change and uncertainty.

**Virtual Computer Labs**

Some great news for students - we are now able to provide virtual computer labs with access to software for all enrolled students this quarter through AWS AppStream. Students enrolled in computer labs will have access to the specific software they need and all students will be able to use "general" software such as Microsoft Office and other products that have enterprise licenses.

**ctcLink**

We are just 20 weeks away from our [ctcLink](#) "go-live" date of February 8, 2021, and our college is engaged in the final stretch of preparation. During the last nine months, thousands of hours have been dedicated to attending workshops and meeting milestones set by the State Board (SBCTC) project team, including converting and validating data, building our course catalog, beginning to enter our winter and spring schedules directly into ctcLink.

In the coming weeks we will be focused on testing, training, and preparing for the cut-over to ctcLink in February, and everyone will be required to complete training specific to their job role over the next few months. And because some job functions may change due to ctcLink, HR will be working with supervisors to review and revise job descriptions.

The next few months will require intense focus on ctcLink, and I'm very proud that our employees, even with increased workloads and fewer resources, have dedicated themselves to delivering this project with excellence.

**DRAFT****Edmonds College Board of Trustees  
Trustee Diversity, Equity and Inclusion (DEI) Committee Description****Trustee Diversity, Equity and Inclusion (DEI) Committee****Purpose of the Committee**

As a committee of the Board of Trustees, helps the Board identify opportunities and goals for diversity, equity, and inclusion, and monitor progress toward those goals.

- **Reports to:** Board of Trustees.
- **Staff to the Committee:** College President who is an ex-officio non-voting member of the committee.
- **Committee membership and operations:** Membership is comprised of two Board of Trustees members appointed by the Trustee Board Chair. The committee does not usurp the authority of the Board, and neither directs nor oversees staff. Committee authority is limited to advising the Board.
- **Frequency of meetings:** As necessary, estimated at 6-12 times per year.
- **Committee terms:** Committee members serve a one-year term (fiscal year). Committee members can serve up to two terms. Each year one member should rotate off so that a new member can serve which also provides continuity with one member remaining.

**Scope of Work for the Fund Development Committee**

- Work with the College President and Board to review and analyze data regarding student success and gaps related to DEI and identify additional data or measures needed.
- Recommend to the Board measures and goals for DEI progress and success.
- Lead Board discussion on DEI topics at regular Board meetings, and recommend Board study sessions on DEI topics during the year.
- Identify DEI experts and speakers to present on occasion at regular Board meetings.
- Help to identify resources and assistance needed to be successful in DEI work.
- Help to develop high-level measures for success such as a DEI progress dashboard.
- Help to identify grant opportunities for this work if available.
- Help nurture a culture of DEI throughout the organization, and assure that all people are respected and honored.
- Assure that the Board and individual Board members are adequately educated about the basic principles and best practices in DEI, including the design of a DEI-centered organization.
- Review DEI results. Identify trends and implications and engage the Board in strategic dialogue and decision-making regarding DEI.
- Provide personal follow-up to individual Board members to support their understanding, commitment and participation.





**BOARD OF TRUSTEES  
October 8, 2020**

**RESOLUTION #20-10-4  
Diversity, Equity, and Inclusion Trustee Committee Description**

WHEREAS, the Edmonds College Board of Trustees has identified Diversity, Equity and Inclusion a priority for the college and for the Board of Trustees; and

WHEREAS, on June 11, 2020, in the wake of the killing of George Floyd, the Board affirmed Edmonds College’s commitment to taking action to eliminate systemic racism, stand in solidarity with Black students and the Black community, and to intentionally:

- (1) Listen to the concerns expressed by Black students, staff, faculty, and community members;
- (2) Take steps that address their concerns and recommendations;
- (3) Look at our policies and procedures to eliminate barriers;
- (4) Address microaggressions and other biases;
- (5) Provide professional development focused on eliminating racism, bias, and other forms of discriminaon;
- (6) Hire racially diverse faculty and staff; and
- (7) Create spaces for feedback and accountability; and

WHEREAS, on June 11, 2020, the Board denounced anti-Asian racism and xenophobia and formally declared that it does not condone the rhetoric and racist remarks and actions of some national leaders regarding the COVID-19 virus, and joined fellow community colleges, cites, counties, and states across the country in affirming its commitment to the safety and well-being of Asian/Pacific Islanders and in combating harassment, discrimination and hate crimes targeting Asians and Pacific Islanders; and

WHEREAS, on September 10, 2020, the Board of Trustees approved the formation of a trustee committee on Diversity, Equity and Inclusion,

NOW, THEREFORE, BE IT RESOLVED that the Edmonds College Board of Trustees approves the Trustee Diversity, Equity and Inclusion Committee Description as presented at the October 8, 2020 meeting.

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

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

ATTEST:

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