

BOARD OF TRUSTEES
Regular Meeting & Study Session

June 10, 2021 3:30pm

Remote Meeting via Zoom

Zoom Link: <https://us02web.zoom.us/j/84825068281>

Dial in: (253) 215-8782 | Meeting ID: 848 2506 8281

AGENDA

- | | | |
|--------|--|----------------------------------|
| 3:30pm | 1. Call to Order | Chair Carl Zapora |
| 3:32pm | 2. Introduction of Guests | Chair Carl Zapora |
| 3:35pm | 3. Public Comment (3 min. each)
To make a public comment, please submit it in writing to publiccomment@edcc.edu no later than Wednesday, June 9, 2021, 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 Carl Zapora |
| 3:45pm | 4. Approval of Meeting Minutes
pg 3
May 13, 2021 - Regular Meeting | Chair Carl Zapora |
| 3:47pm | 5. Next Meeting
August 12 – 13, 2021 8am – 5pm, Summer Study Session | Chair Carl Zapora |
| 3:50pm | 6. Informational & Monitoring Reports
DEI Council Report | Dr. Yvonne Terrell-Powell, et al |
| 4:10pm | 7. Old Business: Second Consideration and Final Action | |
| pg 13 | a. Approval of Associated Students Fees | Leticia Tirtokuncoro |
| pg 16 | RESOLUTION #21-6-1 | |
| pg 17 | b. Approval of Associated Students S&A Fee Budget | Leticia Tirtokuncoro |
| pg 20 | RESOLUTION #21-6-2 | |
| pg 21 | c. Approval of ASEC Financial Code Revisions | Jiyeon Song |
| pg 45 | RESOLUTION #21-6-3 | |
| pg 46 | d. Approval of International Contract Program | Dr. Yvonne Terrell-Powell |
| pg 47 | RESOLUTION #21-6-4 | |
| pg 48 | e. Approval of College Operating Budget | Dr. Amit Singh, James Mulik |
| pg 49 | RESOLUTION #21-6-5 | |
| 4:35pm | 8. First Consideration and Requested Final Action | |
| pg 50 | Consideration and Approval of College and Foundation Agreement | Danielle Carnes |
| pg 73 | RESOLUTION #21-6-6 | |

4:40pm	9. Representative Reports <ul style="list-style-type: none">a. Student Representative (5)b. Classified Staff Representative (5)c. Faculty Representative (5)	Shayne Strey Liz Mueth Kay Latimer
4:55pm	10. Break	
5:05pm	11. Foundation Report pg 74	Danielle Carnes
5:10pm	12. President's Report pg 76	Dr. Amit Singh
5:15pm	13. Board Discussion <ul style="list-style-type: none">a. 2021-22 Board Positionsb. Annual Review - Student Trustee Stipend; 2021-22 Per Diem Ratec. Trustee Updatesd. Trustee DEI Committee Updatee. Recognition for Outgoing Chairf. Other	Chair Carl Zapora
	pg 77	
5:45pm	14. Study Session: Grant Updates <ul style="list-style-type: none">• Student Emergency Assistance Grant Program• Supporting College Students Experiencing Homelessness	Christina Castorena, Jorge de la Torre, Charlie Thompson
6:15pm	15. Executive Session	Chair Carl Zapora
6:30pm	16. Adjournment	Chair Carl Zapora

Next Meeting:

August 12-13, 2021, 8:00am – 5:00pm – Summer Study Session

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



BOARD OF TRUSTEES

Regular Meeting: May 13, 2021

Held via Zoom video conference due to COVID-19

Draft Minutes

Trustees Present: Carl Zapora, Chair; Wally Webster, Vice Chair; Dave Earling; Dr. Tia Benson Tolle, Adrienne Wagner

Trustees Excused: Athmar Al-Ghanim, Student Trustee

Others Present: Arlene Anderson, Kay Latimer, Shayne Strey, Elizabeth Mueth, Jiyeon Song, Leticia Tirtokuncoro, Kristen Morgan, Roberto Figueroa, Danielle Carnes, Christina Castorena, Kim Chapman, 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

Chair Zapora called the meeting to order at 3:32pm, and welcomed those present. He reminded attendees to remain on mute and asked that trustees mute themselves unless speaking, in order to preserve the sound quality of the online meeting. He noted one correction to the agenda, an error in page numbering.

INTRODUCTIONS

Chair Zapora led introductions of the trustees; Dr. Singh led introductions of the President's Leadership Team.

PUBLIC COMMENTS

Chair Zapora noted that one public comment had been received, and reminded the meeting guests that public comments allow the Board to hear from the public, but are not typically an opportunity for dialogue. Ms. NyQuist read the unedited comment into the record. [Attachment 1]

APPROVAL OF MEETING MINUTES

Chair Zapora asked for a motion to approve the minutes from the April 8, 2021 meeting, which was made by Trustee Wagner and seconded by Vice Chair Webster. Chair Zapora noted one correction in the timing of the executive session, which was twenty minutes, rather than thirty minutes. The minutes were unanimously approved with that correction.

Approved

Chair Zapora asked for a motion to approve the minutes from the April 21, 2021 joint study session with Edmonds School District, which was made by Trustee Earling and seconded by Trustee Wagner. The minutes were unanimously approved as presented.

Approved

NEXT MEETING

The next meeting is scheduled for June 10, 2021 at 3:30pm.

INFORMATIONAL & MONITORING REPORTS**ctcLink Update**

Eva Smith, Chief Information Officer, gave a presentation updating the Board on the progress of the ctcLink migration. After going live in February, the college is now in a period of stabilization, which includes continuing to onboard staff and students, internal training and procedures, data and reporting, and integrations. The remaining phases are optimization, and normalization which will take place over the next 18 months.

She shared dashboards of the progress of each pillar: Campus Solutions, Finance, and Human Capital Management. She noted several remaining challenges as well as reasons to celebrate. Dr. Singh added his kudos to employees across the organization who have worked so hard on the conversion.

OLD BUSINESS: SECOND CONSIDERATION AND FINAL ACTION**Approval of Candidate for Permanent Status**

Kim Chapman, Interim Vice President of Instruction, presented candidate Robert Figueroa for consideration for Permanent Status. The trustees spoke with Mr. Figueroa about his tenure packet and experience as a faculty member in corrections education, noting the incredible impact that he has on his students' lives.

Chair Zapora asked for a motion to approve Resolution #21-5-1, granting permanent status to Mr. Figueroa. Trustee Benson Tolle made the motion, which was seconded in concert by Vice Chair Webster, Trustee Wagner, and Trustee Earling. The motion was unanimously approved.

Approved**Approval of Professional Leave**

Ms. Chapman presented the four faculty members for consideration for professional leave: Lisa Schubert, Ann Paulson, Heather Walsh, and David Adams.

Chair Zapora asked for a motion to approve Resolution #21-5-2, which was made by Trustee Wagner, and seconded by Trustee Benson Tolle. The motion was unanimously approved.

Approved**NEW BUSINESS: FIRST CONSIDERATION AND FINAL ACTION REQUESTED****Approval of Community Transit Real Estate Purchase and Sale Agreement**

Dr. Singh introduced the proposal to enter into an agreement with Community Transit for an exciting development on college property - the new Orange Swift Line terminus. This will connect riders from Mill Creek and also from the new light rail station to the college campus. It will be an advantage for our community, students, and employees.

Mushka Rohani, Vice President of HR and Operations, outlined the project, which would grant two permanent easements and one temporary construction easement to Community Transit for a purchase price of \$643,100. Community Transit would return the existing transit center land back to the college, and instead take over a specified amount of land at 20000 68th Ave W to build the new terminus. She introduced June Duvall and Faith Roland from Community Transit, who joined the meeting to discuss details of the project.

After a period of comments and questions, Chair Zapora asked for a motion to approve Resolution #21-5-3, which was made by Trustee Earling and seconded by Vice Chair Webster. The motion unanimously passed.

Approved

Ms. Rohani expressed her thanks and appreciation for Stephanie Teachman's service to the college, especially noting her work on the Community Transit project. Ms. Teachman served as Executive Director of Facilities for 27 years, until her recent retirement.

Approval of Employee indemnification

Dr. Singh reported that the Edmonds College Federation of Teachers Local 4254 and faculty member Jeremy Matthews filed a lawsuit against the college, the Board of Trustees, and individual members of the staff. The employees were working in good faith in their capacity as employees of the college, and Dr. Singh requested indemnification of the individuals named in the suit so that Assistant Attorney General Anderson's office could serve as their defense team.

Chair Zapora called for a motion to approve Resolution #21-5-4, which was made by Trustee Earling, seconded by Trustee Wagner, and unanimously approved.

Approved

NEW BUSINESS: FIRST CONSIDERATION

Consideration of Associated Students Fees

Leticia Tirtokuncoro, Associated Students of Edmonds College (ASEC) Executive Officer for Budget and Finance, presented the proposed ASEC fees for 2021-22, which included: 17.5% decrease in the Assessment fee and a 59% increase in Student Center Maintenance and Operation fee, with other fees remaining the same as the previous year.

Consideration of Associated Students S&A Fee Budget

Ms. Tirtokuncoro went over the 2021-22 Services and Activities Fee Budget as follows: projected revenue of \$1.4M; ASEC transfer of \$295K from fund balance; Food Pantry is a new program, funded at \$40K; Project Home funding increased by 50%; MESA Scholarships funding increased by 85%; STEM study room funding increased by 77%; \$100K for CSEL staff (as approved last year).

Consideration of ASEC Financial Code Revisions

Jiyeon Song, Executive Officer for Diversity, presented proposed changes to the ASEC Financial Code, which had been distributed in redline with the meeting materials. These changes included bringing policy current with practices, updating grammar and moving to gender-neutral language, changing campus project reserve fund guidelines, etc. She also outlined proposed changes to the guidelines for chartered student organizations.

If approved, the changes would be effective July 1.

Consideration of International Contract Program

Dr. Yvonne Terrell-Powell, Vice President of Equity, Inclusion, and Belonging, presented background information on the renewal of the International Contract Program, which is presented on an annual basis. She stated that the college would like to continue the existing contract with the EC Foundation within the shared funding model provided by the State Board for Community and Technical Colleges, and a resolution would be presented to the Board for approval at the June meeting.

Consideration of College Operating Budget

Dr. Singh presented slides, laying out the proposed budget for the 2021-22 fiscal year. He showed the initial provisional budget revenue from June 2020, the updated budget which was approved in September 2020, after more information was known, and then the proposal for 2021-22, noting the reasons for the changes in each, including the guidance from the OFM in early 2020 to plan for a 15% reduction from the state that did not end up materializing.

The 2021-22 revenue is proposed as follows: State allocation - \$32.2M; Tuition (projected) - \$10.5M; Other revenue (projected) \$13.5M, for a total of \$56.2M, which is about \$500K less than the current fiscal year's revenue.

He went over the line items contained in the Other Revenue Sources category - which includes just \$3M from international students, a decline from historic levels of \$7M+. The main drop in that revenue could be explained by the pandemic, but he noted that the environment in the U.S. and perceived and real safety issues (mass shootings, anti-Asian hate) are keeping parents overseas from feeling comfortable sending their students to school here. He noted that a protracted depression in this budget line could turn into a structural deficit.

Dr. Singh went over the proposed expenses for 2021-22 as compared with 2020-21, which are going up by about \$1M, due to some built-in salary increases and a rise in healthcare costs. He noted that just faculty will receive a COLA as approved by the state legislators.

He outlined expense reduction strategies, and noted a proposed overall shortfall of \$6.5M, ending in the utilization of \$1.3M in reserves.

Trustees expressed appreciation for the hard work, diligence, and agility it takes to manage through unprecedented times like these, and thanked Dr. Singh and staff for their efforts.

REPRESENTATIVE REPORTS

Faculty Representative Kay Latimer, gave her report. [Attachment 2]

Student Representative Shayne Strey gave her report. [Attachment 3]

Classified Staff Representative Liz Mueth gave her report. [Attachment 4]

BREAK

At 4:58pm, Chair Zapora adjourned the meeting for a 12-minute break. At 5:10pm, he reconvened the meeting in open session, and called roll for the trustees, noting that Trustees Webster, Wagner, Beson Tolle, and Zapora were present.

FOUNDATION REPORT

Danielle Carnes, Vice President of Innovation and Strategic Partnerships, reported on recent Foundation activity, including stats from the recent INSPIRE Gala, which included 100% Board participation, 17 different parties, 254 households, and an estimated income of \$260K. She thanked Nicole Galipeau who chaired the Gala, as well as the trustees and Foundation Board members for their support. Scholarships are being matched to student applicants; the Foundation is bringing on six new Board members; work is being done to wrap up the college and Foundation agreement negotiations; the search for the next Foundation executive director did not yield a successful candidate, so an interim ED consultant has been engaged to help manage through until another search is run.

PRESIDENT'S REPORT

Dr. Singh thanked the trustees for their support at the Foundation's Gala, and for joining his party. He shared that the drive-through Commencement ceremony would be held June 18, and it would be wonderful to be able to celebrate our graduates. The budget year in the Washington Legislature was successful, and Dr. Singh thanked the trustees for their advocacy. He closed by thanking former Vice President of Finance and Operations, Gregory Hinton, for his service to the college before leaving to move to Texas. He shared that Mr. Hinton had wanted to thank all the employees of Edmonds College for their support during his employment.

BOARD DISCUSSION**Trustee Updates**

Chair Zapora asked Ms. Strey where in the process she and ASEC are in selecting a new student trustee. Ms. Strey relayed that it had been very difficult getting a pool of qualified candidates, and that effort was still ongoing.

Chair Zapora opened the floor for any updates from trustees, and then shared that he is on the Board of a new nonprofit called Edmonds Civic Roundtable, which had been formed to support good government and educate citizens about civics.

Trustee DEI Committee Update

Trustee Wagner shared that from her vantage point in healthcare, the CDC's new lowering of certain restrictions should be met with caution and the understanding that the pandemic is not over. BIPOC communities continue to suffer disproportionately. She encouraged everyone to remain diligent and continue to practice safety measures.

STUDY SESSION - Corrections Education

Christina Castorena, Vice President of Student Success, introduced Kristen Morgan, Associate Dean of Corrections Education at the Monroe Correctional Complex (MCC), sharing that Ms. Morgan joined the college in 2019, and her leadership during the pandemic has been exemplary.

Ms. Morgan gave an overview of Edmonds College corrections program as follows:

- EC has provided education programming to incarcerated males since 1979, and it's the second largest corrections program in WA.
- Incarcerated individuals in education programs are 43% less likely to recidivate
- Monroe program exemplifies Edmonds College's commitment to equity, diversity and inclusion
- Division includes 14 faculty (6 full-time), 6 staff members
- Average number of students served: 350 per quarter, 700 annually
- Prison learning environment comes with the DOC policies and procedures, and security concerns
- Program offers Adult Basic Education (ABE) as well as vocational pathways in Business Management, Computer Information Systems, and Construction Trades Apprenticeship; studies show that recidivism rates decline with ABE, and decline further with vocational education.
- Internal and external navigators help students transition from incarceration to the community in the education and employment goals, including:
 - Applying to two- and four-year colleges
 - Securing financial aid/scholarship funding
 - Identifying resources in housing, transportation, health care, food, clothing, etc.
 - Connecting to potential employers
- Covid made this past year particularly challenging, and Ms. Morgan recognized the hard work of the team and also the support they received from across the college.

- Several important initiatives are on the horizon:
 - House Bill 1044, creating pathways from prison to postsecondary and apprenticeship education
 - Reinstatement of Pell Grant funding
 - MCC Pilot of secured internet in classrooms
 - Legislative initiatives aimed at reducing the prison population

The Board thanked Ms. Morgan for her presentation, each of them noting how impactful and inspiring this program is.

EXECUTIVE SESSION

At 6:00pm, Chair Zapora called a 30-minute executive session to discuss personnel matters and potential litigation.

At 6:25pm, Ms. NyQuist extended the executive session to 6:35pm and then subsequently to 6:37pm and 6:39pm, on behalf of Chair Zapora.

At 6:39pm, Chair Zapora reconvened the meeting in open session, stating that no further business was needed, and no action had been taken.

ADJOURNMENT

The meeting was adjourned by Chair Zapora at 6:39pm.

Next Meeting: The next regular Board meeting will be held June 10, 2021 at 3:30pm.

Carl Zapora, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

PUBLIC COMMENTS - Board of Trustees May 13, 2021

From Johnetta Moore, Reference and Instruction Librarian

As one of very few Black/African American faculty members, I'm writing to address the loss of another Black/African American employee here at Edmonds. Greg Hinton was not only the Vice President of Finance and Operations and a member of the President's Leadership Team, but also a strong force in our antiracism work, challenging us to "push it", in addressing institutional racism. Regardless of how he left, we have lost his intellect, his passion, and his leadership, and it's another reminder that the institution cannot truly become antiracist, if it doesn't value Black/African American voices in leadership at Edmonds. Every time we lose a Black/African American colleague, we cheapen our commitment to becoming an antiracist college, if we don't consider whether institutional racism drove them away.

Greg Hinton's voice is still here as part of the **Black/African American Student Success Blueprint** he helped draft along with other Black/African American employees and Dr. Yvonne Terrell-Powell, Vice President of Equity, Inclusion and Belonging. This blueprint details actions that the college must take to achieve its commitment to the success of Black/African American students. There are also **Latinx and Indigenous Student Success Blueprints**, and all must be implemented and institutionalized at Edmonds to guide the antiracism work we are doing across campus.

While the antiracism work of the Faculty Senate's Equity and Inclusion subcommittee has been productive, it has rarely included the collective voices of BIPOC employees. These voices must be institutionalized across this work and valued by college leadership, as we know and share the realities of our BIPOC students.

Remember, those who are not subjected to racism can walk away from this work whenever they are tired, too busy, or uncomfortable, while those who are subjected to it continue to suffer endlessly.

Sincerely,
Johnetta Moore



Edmonds College Federation of Teachers

AFT LOCAL 4254

BOARD OF TRUSTEES

Meeting Report

May 13, 2021

- First of all, congratulations to Roberto on behalf of the Faculty Union.
- In my last report I stated that the relationship between the Union and the Administration is broken. Let me elaborate on that.

We have 16 Faculty members involved in a lawsuit, an unfair labor practice and numerous grievances. This number is unheard of, at our college and pretty much at any college. The Union does not initiate these actions, Faculty do. I can't tell you how many times Faculty have called me upset and crying over their situation, both women and men. They are heartbroken over how they are being treated by this administration. This administration places an emphasis on threats and punishments as if Faculty are small children to be kept in line, and not the multi degreed professionals that they are. They ask the Union for help and if there is a contract violation, the Union starts the grievance process. The Union by law has a duty to represent; we have no choice.

The administration has no interest in resolving these issues. Earlier this year Mushka Rohani stated to me that everything will have to go to arbitration. Even if a clear and blatant contract violation is pointed out, their attitude is go ahead and file a grievance, so we have no choice.

Legal action should be a last resort, and that is where we are. We are exercising our last resort. It is traditional that the college President meets with the Faculty Union President on a regular basis. As a result of our recent legal action Dr. Singh has cancelled all future meetings with me. This puts another nail in the coffin of a working relationship between the Faculty Union and the administration.

To defend our contract, our Union and our Faculty we do what is necessary. We have no choice.

**Board of Trustees Meeting Report
Associated Students of Edmonds College
May 13, 2021**

- ASEC was proud to have had the opportunity to participate in the EC Foundation's Inspire Gala as Dreambuilder Sponsors. They hosted a party centered around the "Inspire" theme, where attendees discussed things that have inspired them about Edmonds College during such a difficult time.
- ASEC has revised their Financial Code and presented it at today's BOT Meeting for first consideration. A lot of Executive Board meetings were dedicated to this subject and all members feel confident about the outcome. Thank you to Jiyeon Song for taking a lead on the process.
- Thank you to Leticia Tirtokuncoro for working so hard on the S&A Fee Budget process. She presented the budget to the Board of Trustees today for first consideration.
- The Associated Students are also finalizing the Child Care Position Statement.

BOARD OF TRUSTEES MEETING REPORT
May 13th, 2021
WPEA/UFCW LOCAL 365

- I want to personally thank Johnetta Moore for her public comment and speaking up about our campus community losing valued voices on the campus. We should be raising black and BIPOC voices on our campus.
- On that note, I would like to say that employees are feeling the impacts and reverberations of loss of valued employees on campus.
- Morale is low and we are dealing with change fatigue. This is not something that can be sustained and we will continue to lose more valued employees. The pandemic and ctclink is enough to cause stress among the campus community, but we need stability to get through these challenges.
- We need help and we need more employees to help support the lift to ctclink. If we want to be a quality and well-functioning institution we need to invest in our employees. I understand we are in a deficit but the number of challenges that employees are enduring require an investment in human capital.
- Employees are inundated with adapting to the challenges of ctclink and it unfortunately seems like this database is getting more consideration than our employees. The software should be supporting our needs, practices, and values. However it seems that we are bending to the capabilities of ctclink and this should not be the driving force of our change.

Respectfully submitted by
Liz Mueth
EC WPEA Chief Shop Steward



Washington Community College District 23

**BOARD OF TRUSTEES
June 10, 2021**

**BACKGROUND
FISCAL YEAR 2021 - 2022
SERVICES & ACTIVITIES FEE
STUDENT CENTER M&O FEE
ASSESSMENT FEE
TECHNOLOGY FEE
SUSTAINABILITY FEE
TRITON FIELD FEE
BUS PASS USER FEE**

Subject

Proposed ASEC Services and Activities and Self-Assessed local fees for Fiscal Year (FY) 2021-22.

Background

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

The Associated Students recommend to the Board of Trustees fee levels for the following six fees: the Services and Activities Fee and five local voluntary self-assessed fees. The Services and Activities Fee maximum is set by the State Board for Community and Technical Colleges, and the five local voluntary self-assessed fees are set by the Associated Students Executive Board. The State Legislature has given authority to each college to determine local fees. The ASEC Executive Board voted to decrease the Assessment Fee by 17.5% due to a significant reduction in the use of the bus pass program due to the pandemic and most college services and instruction being conducted online. The ASEC Executive Board voted to increase the Student Center Maintenance and Operations (M&O) Fee by 59% due to increasing costs. The Triton Student Center was not built with state funds and ASEC is required to pay for the M&O of the building through this local assessed fee. Other self-assessed local fees remain the same for 2021-22.

Current ASEC Fees

Services and Activities (S&A) Fee

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

S&A Fee 2020-2021	\$11.62/credit (credits 1-10)	\$6.75/credit (credits 11-18)
S&A Fee 2021-2022	\$11.62/credit (credits 1-10)	\$6.75/credit (credits 11-18)

Assessment Fee

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

Assessment Fee 2020-2021	\$5.30/credit
Assessment Fee 2021-2022	\$4.37/credit (Decrease of 0.93/credit - 17.5%)

Technology Fee

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

Technology Fee 2020-2021	\$2.40/credit
Technology Fee 2021-2022	\$2.40/credit

Student Center Maintenance and Operation (M&O) Fee

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

Student Center M&O Fee 2020-2021	\$0.41/credit
Student Center M&O Fee 2021-2022	\$0.65/credit (Increase of \$0.24/credit - 59%)

Sustainability Fee

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

Sustainability Fee 2020-2021	\$0.45/credit
Sustainability Fee 2021-2022	\$0.45/credit

Triton Field Fee

The Associated Student Executive Board took action to assess the Triton Field Fee beginning fall quarter 2019. The purpose of the fee is to provide dedicated funding for ongoing maintenance, field improvements, and turf replacement.

Triton Field Fee 2020-2021	\$0.75/credit
Triton Field Fee 2021-2022	\$0.75/credit

Bus Pass User Fee

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

Bus Pass User Fee 2020-2021	\$26.00/quarter
Bus Pass User Fee 2021-2022	\$26.00/quarter

Recommendation

The ASEC Executive Board recommends that the Board of Trustees approve the proposed FY 2021-22 ASEC Services and Activities Fee, Assessment Fee, Technology Fee, Student Center M&O Fee, Sustainability Fee, Bus Pass User Fee as submitted at the June 10, 2021 Board of Trustees meeting.



Washington Community College District 23

**BOARD OF TRUSTEES
June 10, 2021**

**RESOLUTION #21-6-1
ASEC SERVICES AND ACTIVITIES and
SELF-ASSESSED FEE RATES FY 2021-22**

Whereas, the State Board for Community and Technical Colleges set the tuition and fee rates for Fiscal Year (FY) 2021-22; and

Whereas, the Board of Trustees of Community College District 23, possesses the authority to set the Services and Activities Fee (S&A Fee) portion of the tuition and fee rate for FY 2021-22; and

Whereas, the ASEC Executive Board has approved the following fees for FY 2021-22:

- S&A Fee for credits 1-10 \$11.62 per credit*
and for credits 11-18 \$6.75 per credit*
- Assessment Fee \$4.37 per credit
- Technology Fee \$2.40 per credit
- Student Center Maintenance and Operation Fee \$0.65 per credit
- Sustainability Fee \$0.45 per credit
- Triton Field Fee \$0.75 per credit
- Bus Pass User Fee \$26.00 per quarter

*The State Board is considering a 2.8% tuition increase at the end of June. S&A Fees are included as part of the tuition and if approved, will rise approximately by the same percentage.

NOW, THEREFORE BE IT RESOLVED that the Edmonds College Board of Trustees approves the proposed FY 2021-22 S & A Fee, Assessment Fee, Technology Fee, Student Center Maintenance and Operation Fee, Sustainability Fee, Triton Field Fee, and Bus Pass User Fee.

Carl Zapora, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh



Washington Community College District 23

BOARD OF TRUSTEES
June 10, 2021

BACKGROUND
FISCAL YEAR 2021-22
ASEC SERVICES AND ACTIVITIES FEE BUDGET

Subject

Proposed ASEC Services and Activities Fee Budget for (FY) 2021-22.

Background

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

The following budget is submitted for consideration:

2020-21 Projected Revenue = **\$1,399,728**

Fund Balance Allocation = **\$294,726**

The 2020-21 S & A Fee Budget Committee developed the budget based on account directors' proposals, preliminary balance hearings, and administrative review. The committee reviewed all accounts and analyzed each budget request thoroughly using a variety of approaches in allocating the budgets. This includes the account directors' input at the budget hearings, written applications, presentations, review of current year's expenditures, and clear explanation and rationale of the items requested.

The Associated Students of Edmonds College approved the transfer of \$294,726.00 from the ASEC fund balance for the 2021-22 S & A Fee Budget.

The ASEC Executive Board recognized the following program as a new recognized program. Subsequently, the 2021-22 S & A Fee Budget Committee funded the program.

- Food Pantry at \$40,000

The following budgets have the most significant changes:

- 3 programs not requesting funding for this year: Tunnel of Intersections, Vocal Music Program, and Jazz festival.
- Project Home increased by 50% (From \$10,000 to \$15,000.)
- MESA Scholarships increased by 85% (From \$8,900 to \$16,444.)
- Career Action Center Events decreased by 33% (From \$16,559 to \$11,065.)
- Triton Calendars decreased by 54% (From \$7,061 to \$3,220.)
- Concert Band increased by 14% (From \$4,980 to \$5,700.)
- Office of International Programs increased by 16% (From \$7,784 to \$9,024.)
- STEM Study Room increased by 77% (From \$31,974 to \$56,593.)

- New funding: ASEC Position Statement Funding CSEL Staff - Item approved by the previous ASEC Executive Board (\$100,000/year through FY 2023.)

Recommendation

The S&A Fee Budget Committee recommends that the Board of Trustees approve the proposed FY 2021-22 ASEC Services and Activities Fee Budget as submitted at the June 10, 2021 Board of Trustees meeting.

2021-22 ASEC Services and Activities Fee Budget

Account Number	Program Title	2020-21 Preliminary	2021-22 Preliminary	Percent Increase	Difference
8020	Game Room	\$23,149	\$23,976	4%	\$827
8023	Ethics Challenge	\$1,682	\$1,700	1%	\$18
8021	Rocketry	\$5,000	\$5,000	0%	\$0
8024	Tunnel of Intersections	\$1,100	\$0	-100%	-\$1,100
8050	CSEL Welcome Desk	\$29,166	\$27,348	-6%	-\$1,818
8110	ASEC Executive Board	\$78,695	\$79,782	1%	\$1,087
8116	Student Math League Contest	\$390	\$355	-9%	-\$35
8117	Legislative Action	\$935	\$935	0%	\$0
8140	Student Leadership Training	\$10,523	\$10,739	2%	\$216
8145	Student Leader Conference Travel	\$1,650	\$1,650	0%	\$0
8210	Student Activities Supervision	\$75,509	\$80,069	6%	\$4,560
8215	Intramural Programmer	\$7,780	\$7,709	-1%	-\$71
8220	Triton Talks	\$19,400	\$19,500	1%	\$100
8235	Student Technology Advice and Resource Team	\$28,158	\$27,921	-1%	-\$237
8240	Student Activities Programming	\$29,341	\$30,885	5%	\$1,544
8280	Commencement	\$20,711	\$20,261	-2%	-\$450
8285	Awards Dessert	\$5,482	\$5,600	2%	\$118
8292	Services for Students with Disabilities	\$20,626	\$22,700	10%	\$2,074
8305	International Mentors	\$5,340	\$5,670	6%	\$330
8311	STEM Conference	\$8,644	\$9,500	10%	\$856
8313	Center for Service Learning	\$24,913	\$22,899	-8%	-\$2,014
8315	Residential Life Program	\$33,400	\$33,400	0%	\$0
8325	Art Gallery	\$6,298	\$5,788	-8%	-\$510
8330	Childcare	\$199,589	\$199,589	0%	\$0
8335	Wellness and Health Promotion	\$3,408	\$3,108	-9%	-\$300
8340	Learning Support Center	\$95,903	\$91,570	-5%	-\$4,333
8360	Center for Student Cultural Diversity and Inclusion	\$38,717	\$38,453	-1%	-\$264
8365	Pow Wow	\$2,950	\$2,950	0%	\$0
8370	Project Home	\$10,000	\$15,000	50%	\$10,000
8377	MESA Scholarships	\$8,900	\$16,444	85%	\$7,544
8405	Career Action Center Events	\$16,559	\$11,065	-33%	-\$5,494
8408	Leadership is You! Conference	\$7,100	\$6,500	-8%	-\$600
8410	Clubs	\$41,063	\$41,322	1%	\$259
8610	Student Newspaper: The Triton Review	\$17,432	\$17,592	1%	\$160
8620	Triton Calendars	\$7,061	\$3,220	-54%	-\$3,841
8630	Between the Lines	\$6,703	\$6,369	-5%	-\$334
8640	Publicity	\$9,527	\$9,827	3%	\$300
8660	Printing	\$955	\$955	0%	\$0
8670	Digital Signage	\$6,202	\$6,291	1%	\$89
8680	Black Box Theatre	\$6,500	\$6,500	0%	\$0
8690	NCCWSL	\$4,105	\$4,105	0%	\$0
8705	Athletic Grants-in-Aid/Athletic Grants-in-Aid	\$48,000	\$48,000	0%	\$0
8710	Athletic Administration	\$95,008	\$99,682	5%	\$4,674
8711	Athletic Official Fees	\$35,495	\$35,495	0%	\$0
8712	Post-Season Travel	\$5,000	\$5,000	0%	\$0
8713	Athletic Travel	\$85,554	\$85,554	0%	\$0
8714	Athletic Uniform Schedule	\$6,640	\$6,640	0%	\$0
8720	Men's Soccer	\$1,000	\$1,000	0%	\$0
8725	Women's Soccer	\$1,000	\$1,000	0%	\$0
8730	Men's Basketball	\$1,000	\$1,000	0%	\$0
8740	Baseball	\$2,000	\$2,000	0%	\$0
8750	Volleyball	\$2,543	\$2,545	0%	\$2
8760	Women's Basketball	\$1,000	\$1,000	0%	\$0
8770	Softball	\$1,000	\$1,000	0%	\$0
8795	Athletic Facilities	\$12,450	\$12,450	0%	\$0
8800	Vocal Music Program	\$2,342	\$0	-100%	-\$2,342
8805	Concert Band	\$4,980	\$5,700	14%	\$720
8810	Jazz Band	\$9,360	\$9,360	0%	\$0
8820	Soundsation	\$10,790	\$10,265	-5%	-\$525
8830	Jazz Festival	\$0	\$0	N/A	\$0
8850	Symphonic Choir	\$7,635	\$7,435	-3%	-\$200
8855	Music Licensing	\$5,768	\$6,366	10%	\$598
8860	Music Programmer	\$6,424	\$6,515	1%	\$91
8865	Music Scholarships	\$13,580	\$12,600	-7%	-\$980
8870	ISS Programmer	\$7,787	\$9,024	16%	\$1,237
8871	STEM Study Room	\$31,974	\$56,593	77%	\$24,619
8872	Pre College Peer Mentoring	\$5,868	\$5,908	1%	\$40
8873	Women's Cross Country	\$1,581	\$1,581	0%	\$0
8874	Men's Cross Country	\$1,581	\$1,581	0%	\$0
New	Food Pantry	-	\$40,000	N/A	\$40,000
8010	ASEC Position Statement Funding CSEL Staff	-	\$100,000		
8940	Building Fund	\$100,000	\$100,000		
8920	Unallocated Reserve	\$102,666	\$94,913		
	Totals	\$1,530,591	\$1,694,454	11%	\$163,863

*New recognized and subsidized program



Washington Community College District 23

**BOARD OF TRUSTEES
June 10, 2021**

**RESOLUTION #21-6-2
ASEC SERVICES AND
ACTIVITIES FEE BUDGET
FY 2021-22**

Whereas, the ASEC Services and Activities Fee Budget Committee has developed the proposed ASEC Services and Activities Fee Fiscal Year (FY) 2021-22 Budget; and

Whereas, the ASEC Executive Board has approved the budget based on the projected Services and Activities Fee revenue for FY 2021-22 as estimated by the Business Office, and as stipulated in the ASEC Financial Code; and

Whereas, the College administration has reviewed and approved the FY 2021-22 ASEC Services and Activities Fee Budget;

NOW, THEREFORE BE IT RESOLVED that the Edmonds College Board of Trustees approves the FY 2021-22 ASEC Services and Activities Fee Budget, as presented at the May 13, 2021 meeting.

Carl Zapora, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh

BACKGROUND

Financial Code

Subject

Proposed amendments to the Associated Students of Edmonds College Financial Code

Background

The Associated Students of Edmonds College (ASEC) Financial Code has been under review by the ASEC Executive Board to bring the existing Financial Code up-to-date with current nomenclature, operating practices. A large part of the work was done in revising club practices and operating procedures to better support underrepresented student populations. The intent is to create greater involvement in student organizations and a greater sense of campus community.

<ASEC Financial Code>

- Name changes regarding positions listed in Financial Code
- Removal of unnecessary statements that no longer exist: Petty Cash Fund, Contract Procedures
- Grammatical changes to the writing of "S&A"
- Change in campus project reserve fund guidelines
- Definition added for "Capital Projects"
- Additional statements for clearer understanding: Philosophy of Fund Use
- Apply gender-neutral pronouns to the entire document

<Guidelines for Chartered Student Organization>

- Name change from club to Student Organization
- Definition of Affinity Group
- Changes to student organization chartered policy
 - 2 members to charter at first, instead of 5
 - At least 5 members by the end of 11 academic weeks
- Student organizations are allowed to remain active for the summer quarter
 - Half funding on the summer quarter
- Student activities programmers are able to serve as student officers in clubs.
- Apply gender-neutral pronouns to the entire document

Recommendation

The ASEC Executive Board recommends that the Board of Trustees approve the proposed ASEC Financial Code Amendments as submitted at the June 10, 2021 Board of Trustees meeting.



EDMONDS COLLEGE

ASSOCIATED STUDENTS

ASEC Financial Code

Effective July 01, 2021

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ASEC FINANCIAL CODE

Chapter 28 and other related chapters of the Revised Code for Washington relating to education state that all fees and all other income which the Trustees are authorized to impose shall be deposited as the Trustees may direct. Such sums of money shall be subject to the budgetary and audit provisions of law applicable to state agencies.

The service and activities fee, including special assessed fees and other revenues collected by Edmonds College for the Associated Students of Edmonds College (ASEC) are for the benefit of the entire student body. The Board of Trustees has authorized these funds to be used for the purpose of financing the various programs of the ASEC. The authority for administering the Code and the budgeting and control of expenditures of ASEC funds has been delegated by the Trustees to the President of the College, to the Dean for Student Success/Student Development and to the ~~Director, Center for Student Engagement & Leadership~~ [The Primary Administrator for Student Programs](#)

This Code supersedes all previous codes and procedures.

DEFINITIONS

As used in this Financial Code the following words and phrases shall mean:

1. "ASEC" means the Associated Students of Edmonds College.
2. "ASEC Executive Board" is the representative governing body recognized by the District 23 Board of Trustees for students at Edmonds College.
3. "Account Directors" are persons employed by the college who have sub-program account responsibilities.
4. "Board" is the Board of Trustees of Edmonds College, State of Washington.
5. "Campus Project Reserve" is the account containing the remaining unencumbered balances from the student services and activities fee monies at the end of the fiscal year. Any expenditure of other local funds for a capital purpose (i.e., to acquire, construct or improve real property).
6. "Capital Projects" [As defined by state board policy 6.10 "Each capital improvement project as an action affecting educational facilities. Projects include purchases of real property, new construction, replacements, renovations, remodels, major repairs, land acquisitions and site improvements.](#)

7. "College" refers to Edmonds College.
8. "College facilities" means any or all real and personal property owned or operated by the college and including all building and appurtenances affixed thereon or attached thereto.
9. ~~Director, Center for Student Engagement & Leadership~~ "The Primary Administrator for Student Programs" is that person whose responsibilities and budget authority include the management of all student programs accounts.
10. "District 23" refers to Edmonds College, State of Washington.
11. "Fiscal Year" is that calendar period from July 1 through June 30.
12. "President" is the duly appointed chief executive officer of Edmonds College, State of Washington, or in ~~his / her~~ their absence, the acting chief executive officer.
13. "Services and Activities Fee", known as "the S&A Fee", are **additional charges** incorporated into general tuition charged to most students registering at Edmonds College.
14. "State Board" refers to the State Board for Community and Technical Colleges, State of Washington.
15. "Student" is any person who is enrolled for classes.
16. "Student Programs and Activities" are functions recognized by the ASEC Executive Board, formally authorized by the Board of Trustees, and operated under regulations and procedures officially adopted by the Board. 16. "Special Assessment Fees" are those fees that the ASEC imposes for specific, stated purposes. Examples of this are; Technology Fee, Assessment Fee, Student Center Maintenance and Operation Fee, Triton Field Fee, Sustainability Fee, and Bus Pass User Fee.

BY LAWS

ARTICLE I: CODE JURISDICTION

Section 1: PURPOSE

The purpose of this financial code is to carry out the provisions indicated in the preamble of the ASEC constitution, while at the same time providing effective administration of student programs and activities.

Section 2: OBJECTIVE

To administer the raising and spending of funds by the Associated Students of Edmonds College (ASEC).

Section 3: ACCOUNT FORMATION

There are hereby created revenue and expenditure accounts into which shall be placed service and activities fees and revenues received through the operation of such programs subsidized by such fees and contributions.

Section 4: ACCOUNT JURISDICTION

These accounts shall be under the jurisdiction of the ASEC Executive Board. ~~Director, Center for Student Engagement & Leadership~~ **The Primary Administrator for Student Programs** shall have budget authority to manage account expenditures and see that this Code, Edmonds College policies and state regulations for state funds are enforced.

Section 5: REGULATIONS GOVERNING USE OF FUNDS

All funds collected and expended in conjunction with student programs and activities are subject to the policies, regulations, and procedures of this Financial Code, Edmonds College Board of Trustees, the State Board for Community and Technical Colleges, the Budget and Accounting Act of 1959 (RCW 43.88) and appropriate state law.

Section 6: RECORDING AND REPORTING RESPONSIBILITY

It shall be the responsibility of the ~~Vice-President of Finance and Operations~~ **Vice-President of Finance, Grants, and Institutional Effectiveness**, under the direction of the College President, to maintain proper recording of financial transactions of monies covered by this Code, and to provide current financial information on the status of the accounts to the ASEC Executive Board, ~~the Director, Center for Student Engagement & Leadership~~ **The Primary Administrator for Student Programs** and ~~the Senior Associate Dean for Student Life and Development~~ **Dean for Student Success/Student Engagement**.

Section 7: PHILOSOPHY OF FUND USE

Monies in accounts under the jurisdiction of this Code are to be used, according to the state guidelines for expenditures of services and activities fees, for but not limited to:

- A. Social events, seminars, workshops, retreats, and conferences; student governmental organizations, professional consulting fees; clubs and societies; musical, dramatic, artistic and forensic presentations of an extracurricular nature; student publications and other mass media activities; tutorial services; day care centers; intramural and intercollegiate sports.
- B. Equipment, supplies and materials required for the operation of student programs and activities.
- C. Travel and per diem for students and professional staff members participating in student programs and activities.

- D. Premiums for liability and casualty insurance coverage for students serving in official capacities or participating in such programs and activities.
- E. Dues for institutional memberships in recognized student governmental or activities organizations, provided that the legality of such expenditures is first established in consultation with the legal advisor of the college.
- F. Salaries and compensation to students.
- G. With the expressed prior approval of the State Board and, when required, approval of the appropriate legislative body, services and activities fee revenue may be used to acquire real property, fund capital projects, and as matching funds for such purposes.
- H. Food and refreshments for student attendees at approved student programs as incidental thereof. Examples include: graduation ceremonies, vocational certificate awards programs, scholarship convocations or receptions, student activity or club meetings, student awards, student work sessions, new student orientations, honor society initiations, scholarship donors receptions, etc.
- I. Food and beverages may be provided at an “open house” hosted by a student club aimed at promoting awareness of that club’s activities on campus, provided the club provides the college students who attend that open house with written or oral information about the club’s function and mission.
- J. Partial subsidization of a student food bank or food pantry operations, provided that the food bank benefits are served for students.

Limitations:

- A. Salaries of professional employees in tenurable positions, administrative exempt personnel, permanent classified, civil service employees and stipended employees should not be paid from service and activities fee revenue.

Exceptions:

- Revenue collected through the Technology Fee may be expended only on staff salaries, benefits and other operating expenses related to technology to a yearly maximum of \$225,000 unless the ASEC Executive Board by a two thirds majority vote approves additional funding. Any approval of additional funding shall be reflected within the TIMC.
- All monies allocated to the childcare program may be expended on staff salaries, benefits and other operating expenses.
- Money allocated to fund the position of assistant director as well as part time employees of the Center for Student Engagement and Leadership is

a permissible use of S&A fees. (Amended June 2020)

- B. Services and activities fees should not be used to fund programs, personnel, facilities equipment and maintenance covered within the State Board allocation model.
- C. Free meals and/or lodging for anyone without consideration and with a donative intent.
- D. Gifts of appreciation or concern for anyone (farewell gifts, flowers for bereavement etc.) unless in return for participation or as an award for which one has competed and won.
- E. Tips or gratuities for services rendered by anyone unless authorized by the Office of financial management.
- F. Meals, lodging, coffee hours, receptions, or teas for a guest entertainer, lecturer, etc., unless required by the contract made for their services.
- G. Promotional hosting. Promotional hosting entails offering gifts to others in hopes of attracting their business or favorable public relations. For example, paying for complimentary tickets or admissions as a gift or for public relations purposes. Promotional hosting may also include paying for refreshments for prospective students at an event intended to bring potential students to campus to learn about the educational offerings of the college.

Those in charge of a student program or activity may determine how monies are to be spent so long as the expenditure is not an improper expenditure of public funds or contrary to sound financial practice and within the policies and requirements of the College, the State statutes, and the Killian Guidelines.

Section 8: CODE CONSONANCE

It is the expectation that all provisions in the Financial Code be followed. In the event an account director is found to be in violation of the Code, he/she they shall be issued an informational memo from the ASEC Executive Board stating the provision of the Code in violation. Any subsequent similar violation shall be filed as a grievance with ~~the Director, Center for Student Engagement & Leadership~~ The Primary Administrator for Student Programs/~~the Senior Associate Dean for Student Life and Development~~ Dean for Student Success/Student Engagement with the recommendation that the account director act in consonance with the Code or be relieved of his/her/their account responsibilities.

Section 9: AMENDMENT PROCEDURES

Proposed amendments to this Financial Code may be submitted to the ASEC Executive Board and read at any regularly scheduled meeting. The proposed amendment may be

voted upon at any regularly scheduled meeting following the first reading so long as the time elapsed between the first reading and voting does not exceed one month. Amendments will be certified as passed when a majority of the ASEC Executive Board members, sitting in quorum, vote in the affirmative. After administrative review, the proposed amendment will then be forwarded for approval to the Edmonds College Board of Trustees. Approved amendments shall be returned to the ASEC Executive Board for insertion into the copy of the Edmonds College ASEC Financial Code.

Section 10: OPERATIONAL DIRECTIVES

In the event a situation arises requiring immediate attention not covered by this Code, at least two (2) ASEC Executive Officers and ~~the Director, Center for Student Engagement & Leadership~~ **The Primary Administrator for Student Programs** shall meet and determine a temporary operational directive.

Section 11: CODE LIMITATIONS

Should any member of the associated students become aware that an article, section, or part of this code is contrary to State statutes or Board rules or regulations. Inoperable articles, sections or parts may be changed with a majority vote of the ASEC Executive Board to bring the Code into consonance with the State Statutes of Board Regulation.

ARTICLE II: BUDGET MANAGEMENT

Section 1: BUDGET

The ASEC Executive Board shall be responsible for administering the current fiscal year budget. Items related to financial matters and requiring action shall be submitted in writing. Decisions shall be made at the discretion of the ASEC Executive Board.

Section 2: ELIGIBILITY FOR ASEC SUBSIDY

To be recognized as eligible for ASEC funding, any member of the campus community shall complete Recognition for Subsidy ~~form~~ request and submit it to the ASEC Executive Officer for Budget and Finance or ~~the Director for Student Programs~~ **the Primary Administrator for Student Programs** as prescribed in Article III, Section 3B. Upon receipt of ASEC approval, the person initiating the request, or ~~his/her~~ **their** designee, shall become eligible to request funds during ASEC budgeting for the next fiscal year.

Section 3: PROGRAM ALLOCATIONS

Allocations to ASEC subsidized programs shall be determined by the **S&A** Fee Budget Committee during fiscal year budget development (Article III, Section 3).

Section 4: SPECIAL ACCOUNTS

A. Unallocated Reserve Fund:

As a regular part of budgeting, an account of funds of no less than 5% of the revenue estimate shall be maintained in contingency. The account is held to provide a security fund for the revenue estimate and to fund special projects and/or events that were unforeseen during budgetary planning. Monies in this account are under the jurisdiction of the ASEC Executive Board and may be released by a majority vote and approval of the ~~Director for Student Programs or his/her designee. In the case that the Director for Student Programs~~ the Primary Administrator for Student Programs does not approve the release of funds, the ASEC Executive Board, upon consideration of ~~his/her~~their reasoning for doing so, may approve the release of funds with a two thirds vote.

B. Enterprise Account:

An enterprise account shall be available for special projects or events which have the capacity to generate revenue. Money from this account shall be used to finance materials, services, or other costs related to production of the project or event. Any revenue generated from the project is to be credited to the account of the requestor and is subject to the rules and regulations governing use of state funds. Should the project or event be unsuccessful in generating revenue, the deficit balance will be carried forward at the end of the fiscal year.

C. Campus Project Reserve Fund:

All unencumbered ASEC funds, except club fundraised and matched funds, at the end of the fiscal year shall revert into the Campus Project Reserve. Monies accumulated in the fund shall be used for major repair, replacement and/or purchase of equipment determined by the ASEC Executive Board to be to the benefit of the Associated Students of Edmonds College. Monies shall be released from the Campus Project Reserve fund for expenditures less than 5% of its current balance by a majority vote of the ASEC Executive Board and upon the approval of ~~the Director, Center for Student Engagement & Leadership~~ The Primary Administrator for Student Programs or ~~his/her~~their designee.

Expenditures from the campus project reserve fund greater than 5% of its current balance shall be reviewed by the PLT, if requested by ASEC, and is released with the approval by a two -thirds vote of the ASEC Executive Board.

For additional funding, in the case that the unallocated reserve fund falls below 5% of its starting balance, the ASEC Executive Board may approve, with a two thirds vote, the transfer of up to 5% of the current balance of the Campus Project Reserve Fund to the Unallocated Reserve Fund once per year unless the Campus Project Reserve Fund has a total balance below one million dollars.

D. Club Accounts:

A general club account shall be maintained by the ASEC for the purpose of assisting clubs in their fundraising efforts. ~~Clubs shall be eligible to receive a quarterly allowance upon demonstrating active status.~~ In addition, club revenue

may be matched by ASEC funds, the amount of which shall not exceed the maximum as established in the Guidelines for Chartered Student Clubs. Revenue earned by clubs and ASEC matching funds shall be kept in trust by the college in that club's account. This money shall revert to the ASEC general fund only if the club has been inactive for one fiscal year.

Section 5: ACCOUNT MANAGEMENT

Funds collected or revenue produced by or through ASEC student programs for fee collections shall be deposited with and expended through the Business Office of Edmonds College.

A. Deposits:

Monies collected as the result of any student program or activity shall be deposited by the appropriate financial manager for the specific account at the end of the day or, if after hours, on the next working day.

B. Expenditures:

No disbursement from any accounts is made except by checks prepared by the Business Office, Community College District 23, or college P-card. Requests for expenditures are to be made on the appropriate College form.

~~C. Petty Cash Fund:~~

~~With Business Office approval, a petty cash fund shall be maintained by the Student Programs Financial Manager for 522-accounts. Disbursement from the fund will be governed by current college policy for petty cash funds.~~

D. Expenditure Restrictions:

Service and Activities Fees, known as "S&A Fees", and associated revenue are governed by state law and College policy. The following specialized restrictions are by no means exhaustive, but rather common occurrences requiring recognition:

1. Contract Procedures:

Any expenditure of ASEC funds involving a contract ~~less than \$3000.00~~ must receive prior approval from ~~the Director of the Center for Student Engagement and Leadership for Student Programs~~ **the Primary Administrator for Student Programs**. ~~The responsibility and authority to finalize all contracts over \$3000.00 resides with the Vice President of Finance and Operations. Any written contracts made without prior approval are invalid and may not be paid from public funds.~~ Any written contracts made without prior approval may be invalid and may not be paid from public funds. All contracts must follow State law and college policy.

2. Recognition and Award Procedures:

ASEC funds may be used to purchase awards for individuals, as long as such awards are personal to the recipient (have intrinsic sentimental or personal value) and reasonable under the circumstances (generally not for more than nominal monetary value) and are not monetary awards.

3. Awards Ceremony:

The ASEC shall host **and fund only** one annual awards ceremony for the purpose of recognizing students who have **performed meritoriously** participated in ~~an ASEC sponsored~~ a recognized S&A Fee funded program. ~~The Director of the Center for Student Engagement and Leadership for Student Programs~~ The Primary Administrator for Student Programs shall be responsible for ensuring the awards ceremony is held each year.

4. Travel Procedures:

ASEC funds may be used for travel by members of a subsidized program only when the travel is for official business and is generally related to the entire student body. Individuals traveling alone may not exceed the recognized college rate of per diem. The ASEC Executive Board may establish guidelines for travel.

ARTICLE III: FISCAL YEAR BUDGET DEVELOPMENT

Section 1: SERVICES AND ACTIVITIES FEE BUDGET COMMITTEE

- A. The **S&A** Fee Budget Committee is responsible for the development of an ASEC budget that represents diverse student interests. Service and Activities Fee Revenue estimates of all student fees shall be submitted by the college Business Office to the ASEC Executive Officer for Budget and Finance. This estimated value will be used as the target income amount when developing the budget for the next fiscal year.
- B. The **S&A** Fee Budget Committee shall be composed of: The Executive Officer for Budget and Finance acting as chair, one additional Executive Board Officer chosen by the Board, two at large students, one faculty member appointed by the Vice-President for Instruction, and one administrator appointed by the Vice-President for Student Services.

Section 2: REVENUE ESTIMATE PROCEDURES:

Several ASEC subsidized programs have the capability to generate revenue. In order to encourage these programs to produce revenue and augment basic ASEC funding, the following revenue estimate procedure shall be followed:

- A. At the time of fiscal budget development each account director shall present the anticipated revenue for the upcoming fiscal year for ~~his/her~~their programs.
- B. The S&A Fee Budget Committee, using the program's revenue history and the account director's estimates, shall determine a basic amount of revenue expected to be produced by the program. This anticipated revenue shall be an estimate and shall be included in the program's allotment.

Section 3: BUDGET ALLOCATION PROCEDURES:

- A. During Fall Quarter, account directors may be requested to and /or have the opportunity to meet with the ASEC Executive Officer for Budget and Finance to present program philosophy, goals, and interests.
- B. At the beginning of winter quarter, the ASEC Executive Officer for Budget and Finance shall provide opportunities for members of the campus community to apply for recognition as a subsidized program (Article II, Section 2B). Prior to the initiation of the S&A Fee Budget Committee deliberations, the Executive Board shall evaluate all currently funded programs, and the requests for new programs. The Executive Board shall determine which programs shall be eligible for funding and shall provide that information to the S&A Fee Budget Committee.
- C. By January 31, the ASEC Executive Officer for Budget and Finance will present a Budget Process timeline and a procedures document to the Executive Board for approval.
- D. The S&A Fee Budget Committee shall invite each account director to present ~~his/her~~their budget to the budget committee.
 - 1. The S&A Fee Budget Committee may determine the amount of time allocated for presentation and subsequent discussion.
 - 2. These sessions shall be advertised by the ASEC Executive Officer for Budget and Finance and be open to members of the campus community.
- E. After hearing program requests, the S&A Fee Budget Committee shall meet to prepare a balanced budget.
- F. When a preliminary balance has been established, the ASEC Executive Officer for Budget and Finance will schedule a preliminary balance hearing in order to provide account directors and any member of the campus community an opportunity to express viewpoints regarding the proposed ASEC Budget.
- G. The ASEC Executive Officer for Budget and Finance shall distribute the balanced

budget to ~~the Director, Center for Student Engagement & Leadership~~ the Primary Administrator for Student Programs, the Dean for Student Success/Student Engagement and the Vice President for Student Services for administrative review.

- H. The Dean for Student Success/Student Engagement shall provide the administration response to the S&A Fee Budget Committee in a timely manner to allow adequate consideration, prior to the S&A Fee Budget Committee's adoption of the budget. The response shall outline areas of differences between the S&A Fee Budget Committee recommendations and the budget recommendations of the college administration.
- I. Upon receiving the budget recommendation of the administration, the S&A Fee Budget Committee shall convene to adopt the ASEC budget. Adoption requires a majority affirmative vote by the S&A Fee Budget Committee sitting in quorum.
- J. If no differences exist in the proposals of the S&A Fee Budget Committee and the administration, the proposed budget shall be formally printed and codified bearing the signatures of the S&A Fee Budget Committee. The formally adopted budget shall be submitted to the Board of Trustees for first consideration at their May meeting. Final consideration of the budget will be made at the June meeting.
- K. If a dispute exists between the proposals of the S&A Fee Budget Committee and the administration, the disputing parties will meet to resolve their differences. These differences should be resolved no later than 2 weeks prior to the May Board of Trustees meeting. If the dispute cannot be resolved, two budgets will be presented to the Board of Trustees at the May meeting – one by the S&A Fee Budget Committee and one by the administration.
- L. The Board of Trustees may take action on those portions of the proposed Services and Activities Fee budget that are not in dispute.
- M. After the ASEC S&A Fee budget is formally presented to the Board of Trustees, the Trustees will have final authority in accordance with state law.
- N. Upon the adoption by the Board of Trustees, the ASEC budget shall become effective for the fiscal year.
- O. With the exception of any funds needed for bond covenant obligations, once the budget for expending services and activities fees is approved by the governing board, funds shall not be shifted from funds budgeted for associated students or departmentally related categories or the reserve fund until the administration provides written justification to the S&A Fee Committee and the governing board, and the governing board and the S&A Fee Committee give their express approval.

- P. In the event of a dispute or disputes involving the services and activities fee committee recommendations, the college administration shall meet with the services and activities fee committee in a good faith effort to resolve such dispute or disputes prior to ~~submittal~~submission of final recommendations to the governing board.

If said dispute is not resolved within fourteen days, a dispute resolution committee shall be convened by the chair of the services and activities fee committee within fourteen days.

The dispute resolution committee shall be selected as follows: the college administration shall appoint two non voting advisory members, the governing board shall appoint three voting members, and the S & A fee committee each will have a vote, and one student representing the S & A fee committee who will chair the dispute resolution committee and be nonvoting. The committee shall meet in good faith, and settle by vote any and all disputes. In the event of a tie vote, the chair of the dispute resolution committee shall vote to settle the dispute.

The Board of Trustees may take action on those portions of the services and activities fee budget not in accordance with the customary budget approval timeline established by the board. The Board of Trustees shall consider the results, if any, of the dispute resolution committee and shall take action.

- Q. The S&A Fee Budget Committee shall meet with the Executive Board to explain the newly adopted budget.
- R. The incoming ASEC Executive Board shall administer the budget as approved by the Board of Trustees.
- S. July 1 - June 30: The adopted budget shall be in effect.

Section 4: ASEC BUDGET DOCUMENT:

The following format shall be used for the ASEC budget document.

- A. Title Page: Contents shall include logo, year, and title.
- B. Signature Page: Contents shall include the authorizing signatures of the S&A Fee Budget Committee, ~~the Director, Center for Student Engagement & Leadership~~the Primary Administrator for Student Programs, The Dean for Student Success/Student Engagement, College President and Chairperson of the Board of Trustees.
- C. Summary Page: Contents shall include revenue estimates by source and program allocations.

- D. Fund Allocations: Contents shall include code account, allocations, special proviso or contingencies for each subsidized program.

ARTICLE IV: ADMISSION CHARGES

Section 1: IDENTIFICATION CARD

Validated student identification cards issued by the college will be used as verification of student status for admission to campus events or receipt of free or reduced rate services.

Section 2: ADMISSION PRICE PROCEDURES

- A. Admission prices shall be set in line with policies established by the S&A Fee Budget Committee or the ASEC Executive Board.
- B. For all ASEC campus events where there is an admission charge, tickets may be issued and controlled by ~~the Director for Student Programs~~ the Primary Administrator for Student Programs or ~~his/her~~their designee. Sale of tickets is the responsibility of the subprogram account director.
- C. Account directors shall be responsible for the number of complimentary passes for each event. The number of complimentary passes shall be set in line with policies established by the S&A Fee Budget Committee or the ASEC Executive Board. ~~A list of complimentary passes issued for each event must be compiled. Copies of the list must be included with the~~ Ticket inventory control documents ~~must be~~ maintained by the account director or ~~his/her~~their designee.

GUIDELINES FOR CHARTERED STUDENT CLUB ORGANIZATIONS

ARTICLE I: NAME

The name of this group shall be Chartered Student Clubs Organization.

ARTICLE II: DEFINITIONS

For the purposes of these Guidelines for Chartered Student Clubs, the following terms apply:

- A. **Student Organization** - a group of Edmonds College students under the definitions of Club and Affinity Group
- B. **Club** - a group of Edmonds College students that is collectively organized based on a mutual interest, hobby, religiously and politically affiliated, or instructional program whereby the primary outcome of club functions and activities relates to benefiting the common interest of clubstudent members, or provides general welfare for the entire student body.

Has finished the initial chartering process as regulated from the Center for Student Engagement and Leadership and has submitted to the Center, each quarter, the necessary documents to charter and remain in status.
- C. **Affinity Group** – A group of Edmonds College students that is collectively organized based on a shared racial/ethnic, sexual orientation or gender, or social affiliation whereby the primary outcome of the student group's functions and activities is to promote, celebrate, and advocate in the interests of the members, inclusion, and diversity.
- D. **ClubStudent Officer** – a clubstudent member who is responsible for providing all aspects of leadership for the clubstudent organization and responsible for maintaining contact with the CSEL Club Team.
- E. **Advisor** – a staff or faculty member of Edmonds College who holds primary responsibility to advise the clubstudent members.
- F. **Co-Advisor** – staff, faculty or community member who assists the advisor.
- G. **ClubStudent Member** – a student currently registered for classes in the quarter for which any clubstudent organization requirement is mandated.

H. **Active Club-Student Organization** – a club and affinity group that hosts events to the ~~e~~clubstudent members or to the entire student body at least once per quarter.

Exception: A student organization with two members must have five members at the end of 11 academic weeks, from the first day of the student organization is chartered and extended through quarters, to maintain active status.

I. **Non-Active Club-Student Organization** – a club and affinity group that has existed within the last academic year and is not chartered.

J. **State Funds** – funding received from tuition paid by students into the ASEC S&A Fee accounts

K. **Activities** – organized events that ~~e~~clubstudent officers and advisors agree to sponsor and that may require the expenditure of time and/or money.

L. **Community Member** – a person who is not a student, faculty members, or the other employee who works under Edmonds College.

M. **Quarter** – a quarter(or academic quarter) is defined as a beginning on the first day of any Edmonds College academic quarter through the day prior to the beginning of the succeeding quarter.

ARTICLE III: PURPOSE

Students shall be free to organize and join ~~e~~clubstudent organizations to promote their common interests, provided such ~~e~~clubstudent organizations are not in conflict with relevant laws and the College's regulations, policies or procedures. Chartered Student ~~Clubs~~Organizations shall be open to students of Edmonds College. ~~Club~~Student Organization charters may state that community members are allowed as participants, community members may not serve as club initiators or as ~~e~~clubstudent officers.

ARTICLE IV: MEMBERSHIP

Student initiators seeking recognition through the chartering process as managed by ~~the Director, Center for Student Engagement & Leadership~~the Primary Administrator for Student Programs or ~~his/her~~their designee will adhere to the following:

A. Submitting a membership roster that lists the names and contact information of ~~five~~ students enrolled for the quarter in which the charter is completed. The

student initiator will provide ~~Student Programs~~ with a photocopy of each member's school identification card ~~with a current quarter sticker~~; a copy of the student's class schedule is acceptable.

- B. ~~ClubStudent~~ officer(s) and advisor(s) may have ~~eclubstudent~~ organization exclusive events with prior approval from the CSEL Club team.
- C. The quarterly membership roster should maintain a simple majority of Edmonds College students.
- D. Maintaining contact between ~~eclubstudent~~ members and the CSEL Club team, the role of which is outlined in the Clubs Handbook.
- E. Designating at least two ~~eclubstudent~~ members to complete ~~eclubstudent~~ officer training.

ARTICLE V: RECOGNITION

Any group seeking recognition as an ASEC funded ~~eclubstudent~~ organization should submit to the CSEL Club Team a ~~eclubstudent~~ organization charter packet containing the following information:

- A. Statement of purpose outlining why students are forming the ~~eclubstudent~~ organization.
- B. Constitution, outline of structure, or organizational pattern of decision making.
- C. Statement of financial structure determining how ~~eclubstudent~~ organizations funds are to be spent.
- D. Outline of activities to be sponsored by the ~~eclubstudent~~ organization.
- E. Name and signature of one student initiator.
- F. Name and signature of one Edmonds College faculty or staff advisor who will complete the annual training.
- G. Names, signatures and copies of current ID cards or class schedules of five currently enrolled students interested in chartering the club.
- H. Names of two officers or members who will attend ~~the annual club~~ a student officer training.

After this complete documentation is received and reviewed, and officer and advisor training has been verified by the Club Administration Team, the ~~eclubstudent~~ organization

shall be chartered and receive notification of such charter from the Clubs Programmer.

Clubs Student Organizations shall be chartered for fall, winter, spring, and summer quarters. Chartering shall be terminated for all **club student organizations** on the final day of spring quarter. If **club student organizations** have unfinished business that extends after the day of termination, that business will be administered by the Center for Student Engagement and Leadership.

Limitation: Summer quarter charter status is only granted for clubs **that have been chartered in fall, winter, or spring quarters**, and also finished the priority chartering process for the next academic year as determined by CSEL. To receive funding, all chartering processes must be completed by the seventh week of the quarter, except for summer quarter, for which chartering is sought.

Section 1: Eligibility of Religiously and/or Politically Affiliated Clubs

In addition to the policies and procedures of these general guidelines, religiously and politically affiliated clubs must adhere to the following guidelines:

- A. Religiously **and/or politically** affiliated clubs are defined as **these** clubs recognized under the provisions of Article III whose purposes include, or who intend to conduct, religious worship, **political** exercise or instruction as part of their regular activities.
- B. No state funds may be allocated or appropriated for use by religiously affiliated clubs for the purpose of exercising religious worship, exercise or instruction.
- C. Politically affiliated clubs can be recognized as long as their purpose does not involve financial support of a specific candidate or a partisan cause and the group's expenditures are consistent with all applicable College policies and procedures, and State law.
- D. No chartered student club shall use any College facilities, supplies, equipment or State funds to solicit on behalf of any political party, candidate, initiative or referendum, or partisan cause.

Section 2: Privileges of Chartered Student **Clubs Organization**

- A. The right to use the name of Edmonds College in connection with their own.
- B. The right to apply for and utilize funds as outlined in the ASEC Financial Code.
- C. The right to use College facilities in accordance with College scheduling policies and State laws.
- D. The right to publish and post information about the **club student organization** in

accordance with College posting and signage policies.

ARTICLE VI: CHARTERED STUDENT **CLUB** ORGANIZATION SUPPORT

Section 1: Administrative Support

Student Activities Board in Center for Student Engagement and Leadership shall assist students to charter **club** student organizations, communicate with **club** student officers and/or advisors on a regular basis, provide **club** student officers with information related to the operation of their **club** student organizations, train officers, members and advisors and generally fulfill responsibilities on behalf of **clubs** student organization as outlined in the job description and duties on file with ~~the Director, Center for Student Engagement & Leadership~~ the Primary Administrator for Student Programs or ~~his/her~~ their designee.

Section 2: **Club** Student Organization Advisor

- A. The advisor or co-advisor is responsible to assist club members in the accomplishment of the club's goals, paying special attention to the club's mission statement.
- B. Advisors and co-advisors may advise a maximum of two clubs during an academic year.
- C. The student initiator is responsible for finding a staff or faculty member to serve as the volunteer club advisor.
- D. A club must have a college advisor before they establish a co-advisor. Community members may serve as co-advisors. Advisors and co-advisors are responsible for adhering to the advisor requirements as outlined in the Advisor Manual, on file with ~~the Director of Student Programs~~ the Primary Administrator for Student Programs or ~~his/her~~ their designee.

ARTICLE VII: **CLUB** STUDENT ORGANIZATION FINANCIAL PROCEDURES

Section 1:

A general fund for Chartered Student **Clubs** Organizations shall be maintained in the ASEC S&A Fee annual budget. Such funds shall be administered by ~~the Director for Student Programs~~ the Primary Administrator for Student Programs, or ~~his/her~~ their designee.

Section 2:

An account will be established for each **club** student organization at the time of

chartering. The ~~e~~clubstudent organization will be credited with the established quarterly operating allocation, except for the summer quarter where only half of the fund in fall, winter, and spring quarters is offered, as determined in the ASEC S&A Fee budget. A ~~e~~club's student organization's active members, advisors, and/or co-advisors are responsible for depositing with the Student Programs office all revenue within one day of receipt by the ~~e~~clubstudent organizations.

Section 3:

All monies collected in the name of the ~~e~~clubstudent organization must be held in trust by the College in a ~~e~~clubstudent organization account. All ~~e~~clubstudent organization expenditures must be made from this account.

Section 4:

Purchasing, fundraising, expending, and depositing procedures for all ~~e~~club-student organization funds shall be in accordance with the ASEC Financial Code, Edmonds College policies and procedures and State law.

Section 5:

Each successive quarter after charter, a ~~e~~clubstudent organization shall be eligible for a quarterly operating allocation when the following documentation is submitted before the last day of classes of the quarter in which the ~~e~~clubstudent organization has been active:

- A. A written report including the quarterly activities sponsored by the ~~e~~clubstudent organizations. ~~C~~lubStudent Organizations must sponsor a minimum of one activity or meeting per month to be considered active.
- B. An active member list of at least five members at the end of 11 academic weeks.

Section 6:

Any chartered ~~e~~clubstudent organization is encouraged to engage in revenue raising activities to assist with ~~e~~clubstudent organization sponsored activities. The ASEC agrees to match ~~e~~clubstudent organization fundraised revenue on a dollar per dollar basis, up to the maximum as outlined in the ASEC S&A Fee annual budget.

All fundraising activities are to follow all College policies and procedures as outlined in the Officer Handbook on file with ~~the Director of Student Programs~~the Primary Administrator for Student Programs or ~~his/her~~their designee.

Section 7:

At the end of a fiscal year, any fundraised revenue and any ASEC matching funds shall be carried over into the ~~e~~clubstudent organization's account- for use by the ~~e~~clubstudent organizations for the next fiscal year. Any money remaining from the quarterly operating allocation shall revert to the ASEC account.

Section 8:

If a student does not initiate, through the **club student organizations** chartering process, the same **club student organizations** at any time during the subsequent chartering year, as defined through the statement of purpose in the original **club's student organization's** charter, that **club's student organization's** account shall be liquidated and the funds shall revert to the general ASEC Club account.

ARTICLE VIII: GENERAL OPERATING PROCEDURES

Section 1:

Any Edmonds College students interested in chartering a **club student organization** may do so, beginning the first day of **any academic quarter, except for Summer quarter if they meet the requirement that is written in Article 5, no. 8, Limitation.**

Section 2:

It shall be the responsibility of the **club student officers** or designated **club student** members to maintain ongoing communication with Student Programs by sending advance notification and receiving approval of all **club student organizations** sponsored meetings, events, programs, or activities.

Section 3:

It shall be the responsibility of the **club student** officers or **club student organization** designee to complete an end of quarter report, due to Student Programs on the last day of classes, to ensure receipt of successive quarter funding, as outlined in Article VII, Section 5.

Section 4:

Any **club student organization** which has not submitted a report (Article VII, Section 5) at the end of each successive quarter following charter shall be considered inactive and shall **lose** all privileges as outlined in Article V Section 2 until all requirements have been met.

Section 5:

In the event a **club student organization** violates provision(s) of the ASEC governing documents or College processes or policy, the following process shall be followed:

- A. ~~The Director of Student Programs~~ **The Primary Administrator for Student Programs** or **his/her/their** designee shall send written notification to the club Advisor and designated **club student** officer, outlining the alleged violation and process for addressing the alleged violation.
- B. The **club student organization** charter shall be revoked if it is determined the club advisor, **club student** officer or member violated ASEC governing documents. A **club student organization** may appeal that decision in writing to the ASEC Executive Board.

Section 6:

A student may serve as an officer in a maximum of two clubs. No ASEC Executive Officer ~~or Student Activities Programmer~~ may serve as a ~~club~~student officer.



Washington Community College District 23

**BOARD OF TRUSTEES
June 10, 2021**

**RESOLUTION #21-6-3
Amendments to the ASEC Financial Code**

WHEREAS, the ASEC Executive Board has approved the amendments to the Financial Code by considering the current operating practices and students' environment; and

WHEREAS, the ASEC Executive Board has agreed to process the changed regulations in the ASEC Financial Code and the Guidelines for Chartered Student Organizations; and

WHEREAS, the College administration has reviewed and approved the amendments to the ASEC Financial Code;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the amendments to the ASEC Financial Code, as presented at the May 13, 2021 Board meeting.

Carl Zapora, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh



Washington Community College District 23

BOARD OF TRUSTEES
June 10, 2021

BACKGROUND
2021-22 INTERNATIONAL CONTRACT PROGRAM**Subject**

Consideration of the 2021-22 International Contract Program.

Background

In September of 2007 the SBCTC gave the colleges guidelines on how to continue or terminate its International Contract Program. This resulted from requests made by several colleges intending to convert their international enrollments to state supported enrollments. The basis for these guidelines is provided in [RCW 28B.50.140\(17\)](#) and [WAC 131-32-020 \(1\)](#) which delineates a “shared funding” concept for colleges that opted to continue with their International Contract Program. Other existing provisions are provided in the SBCTC policy manual (Sections [4.70.30](#), 5.30.40 and 5.80.30).

Therefore, colleges that wished to continue their International Contract Program were required to:

1. Contract with a third party that had been approved by the State Board staff and by the college’s Assistant Attorney General, as to form, and include the following:
 - a. Substantive action on the part of the contractor
 - b. Estimated number of students to be served and the fees to be charged
 - c. A budget that demonstrates revenues from the program that will cover the full cost of instruction including direct and indirect costs.
2. Submit to the SBCTC, at minimum, documents updating enrollment estimates, revenue projections and program budget estimates.

Edmonds College has chosen to continue its International Contract Program within the “shared funding” model provided by the SBCTC and will continue its existing contract with the EC Foundation for these services.

A draft of the enrollment and budget estimates are available upon request.

Recommendation

Edmonds College recommends that the Board of Trustees adopt the resolution approving the 2021-22 International Contract Program at the June 10, 2021 Board of Trustees meeting.



Washington Community College District 23

BOARD OF TRUSTEES
JUNE 10, 2021

**RESOLUTION #21-6-4
2021-22 INTERNATIONAL CONTRACT PROGRAM**

WHEREAS, In September of 2007 the SBCTC gave the colleges guidelines on how to continue its International Contract Program. This resulted from requests made by several colleges intending to convert their international enrollments to state supported enrollments. The basis for these guidelines is provided in RCW 28B.50.140(17), WAC 131-32-020 (1) and in SBCTC policy manual, sections 4.70.30, 5.30.40 and 5.80.30; and

WHEREAS, colleges that chose to continue their International Contract Program were required to contract with a third party that had been approved by the State Board staff and by the college’s Assistant Attorney General, and include, substantive action on the part of the contractor, the estimated number of students to be served, the fees to be charged and a budget that demonstrates revenues from the program that will cover the full cost of instruction including direct and indirect costs. In addition, their board must adopt a resolution stipulating that the International Contract Program will be supporting additional courses that would not otherwise be offered within current state funding levels. They then were to submit a copy of the proposed contract District Board Resolution to the SBCTC by July 1, 2008; and

WHEREAS, these steps were taken by the Board in 2008; and

WHEREAS, Edmonds College has chosen to continue its International Contract Program within the “sharing funding” model provided by the SBCTC and will continue its existing contract with the Edmonds College Foundation for these services;

NOW THEREFORE, LET IT BE RESOLVED that Edmonds College Board of Trustees approves the 2021-22 International Contract program.

Carl Zapora, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh

BACKGROUND 2021-22 COLLEGE OPERATING BUDGET

Subject

Consideration and approval of the 2021-22 College Operating Budget.

Background

While the State Board for Community and Technical Colleges has provided the College with a projected allocation for 2021-22, that allocation is still in draft status and subject to further adjustments before being finalized.

Subsequent to the May 13, 2021 Board of Trustees meeting where a first draft of the 2021-22 operating budget was presented, the Business Office has continued to refine expected revenues and expenses. Working with the draft allocation from the State Board, along with our estimates for year-end and our projections for enrollment-driven revenue for this coming fiscal year, the Business Office has put together a projected budget plan for 2021-2022, with a shortfall of \$6.7M. Utilizing cost reductions and federal aid, the expected net deficit is less than \$0.8 million.

This past year has been extremely challenging for the College budget, and 2021-22 will require careful management of resources. While our past three years of revenue forecast have been quite accurate, it is much more difficult to forecast certain revenue lines at this time.

Although it is possible that there may be changes in the initial state allocation between now and when it is released, no major adjustments are expected at this time. Upon receipt of the final 2021-22 allocation from the State Board, the College will adjust its final 2021-22 budget proposal (as necessary) for presentation, review, and approval at the June 2021 Board of Trustees meeting.

The initial budget presented reflects all of the aforementioned elements.

Recommendation

The President and the President's Leadership Team recommend that the Board of Trustees approve the 2021-22 College Operating Budget, as presented at the June 10, 2021 Board of Trustees meeting.



Washington Community College District 23

BOARD OF TRUSTEES
June 10, 2021

RESOLUTION #21-6-5
2021-22 COLLEGE OPERATING BUDGET

WHEREAS, the State Board for Community and Technical Colleges has provided the College with an updated allocation projection for 2021-22;

WHEREAS, working with the adjusted allocation, along with our estimates for year-end and projections for enrollment-driven revenue for this coming fiscal year, the Business Office has put together a budget plan for 2021-22; and

WHEREAS, the initial budget presented to the Board of Trustees reflects these elements.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approves the 2021-22 operating budget for Edmonds College as presented at the May 13, 2021 and June 10, 2021 meetings, and directs the College staff to make adjustments and take efforts as necessary to minimize any anticipated deficit.

Carl Zapora, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh



Washington Community College District 23

BOARD OF TRUSTEES
June 10, 2021

BACKGROUND

Edmonds College/Edmonds College Foundation Agreement

Subject

Consideration of revised Edmonds College/Edmonds College Foundation Agreement for the period of July 1, 2021 to June 30, 2025.

Background

Edmonds College and Edmonds College Foundation are legally independent entities, working together toward common goals. The College/Foundation Agreement highlights the ways in which the College and the Foundation do business with one another for mutual benefit and collaboration. The Chair of the Foundation Board of Directors, the Chair of the College’s Board of Trustees, and the Assistant Attorney General are approving signatories on this document.

Review of this Agreement typically happens every four years; however, a vacancy in the Executive Director role allowed for a unique opportunity to reset some expectations and clarify our collaborative understanding. This year, Edmonds College and the Edmonds College Foundation agreed to an early review of the College/Foundation Agreement in order to clarify language, define roles and responsibilities, and simplify the relationship.

Discussions included Foundation Board of Directors Chair and Vice Chair, College President, and Vice President for Innovation and Strategic Partnerships. The college’s AAG also had the opportunity to review and advise on the revised agreement.

Executive Summary

The revised Agreement reflects the thoughtful edits and clarifications made throughout the document, a significant formatting update and the college name change. Substantive changes are summarized in the following table for simplified review:

Current Agreement	Revised Agreement	Rationale of Changes
<p>In-Kind College Support and Calculation</p> <p>Edmonds College will provide Edmonds College Foundation with in-kind support (such as personnel and benefits, office space, equipment, and services) and the value of which shall not exceed the total amount of \$350,000.00 in any fiscal year.</p>	<p>In-Kind College Support and Calculation</p> <p>Edmonds College will provide Edmonds College Foundation with up to \$350,000 in kind support, which can be modified with mutual agreement.</p> <p>The College will be responsible for 60% of all Foundation staff salaries and benefits each year (subject to a maximum amount of</p>	<p><i>Over the years, the percentage of salaries covered by the agreement were inconsistent and resulted in confusing calculations of in-kind support, as it was not specified in the Agreement.</i></p> <p><i>The revised agreement clarifies and updates salary percentages and clarifies the amount for administrative overhead.</i></p> <p><i>The new language also allows for the amount of in-kind</i></p>

	<p>\$300,000), as well as approximately \$50,000 each year toward office space, equipment, and in-kind staff and services from the College.</p>	<p><i>support to be revisited as the College and Foundation continue to grow.</i></p>
<p>Supervision of the Executive Director</p> <p>There was no direct mention of a collaborative supervisory relationship for the Executive Director of the Foundation between the two entities.</p> <p>The only allowance was for a collaborative hiring process in which a Foundation Board member would sit on each hiring committee for staff positions within the Foundation.</p>	<p>Supervision of the Executive Director</p> <p>Edmonds College and the Foundation Board of Directors will serve as joint supervisors to the Executive Director, with the hiring and termination being the sole responsibility of the President of the College. Annual goals, performance review, and improvement plans will be a shared responsibility between the two organizations.</p> <p>Board member presence on hiring committees remains a part of the revised agreement.</p>	<p><i>This change gives shared governance and influence over the Executive Director of the Foundation. While ultimate hiring and termination decisions remain with the President of the College, this change allows the Foundation Board to have more direct input and institutionalized authority for directing the work of the ED within the Foundation.</i></p>
<p>Annual Financial Audit</p> <p>Both the Foundation and the College shall be annually audited by a reputable independent Certified Public Accountant designated by each organization.</p>	<p>Annual Financial Audit</p> <p>The College will cover 50% of the costs of the Foundation’s annual fiscal audit. The independent financial audit is conducted annually for the benefit of both organizations. A clean and current audit is good for any charitable organization and builds donor confidence. The college’s annual audit through the State of Washington also legally requires an independent audit of the Foundation.</p>	<p><i>The Foundation itself is not legally required to conduct an annual audit, but the College’s annual audit requires the Foundation to have an independent annual audit to complete their process. Since the Foundation’s audit is a part of the College’s annual audit, the College has agreed to fund half of the cost of the Foundation’s audit.</i></p>
<p>Clarity in other processes, roles, and responsibilities</p> <p>In the existing agreement, there is little reference to the</p>	<p>Clarity in other processes, roles, and responsibilities</p> <p>The revised agreement details the many ways that</p>	<p><i>The crux of these clarifications was to provide clarity where there were misunderstandings and to provide the Foundation Board with tangible influence</i></p>

<p>oversight relationship that the Board shares with the College to establish goals, strategic direction, shared vision, service support needs, and operational efficiency for the Foundation.</p> <p>The current agreement outlines an annual review process for the in-kind calculation, Foundation accomplishments and balance sheet, and audit results but this has not been done consistently or in some cases--at all, for the last 5 years.</p>	<p>the Foundation and College interact regarding Human Resource management, Accounting and Fiduciary Responsibility, goal setting and operational efficiency. The relationship to the College's Marketing team is outlined, which is a new clarification.</p> <p>The College and Foundation have re-committed to a regular annual review of the in-kind calculation, Foundation accomplishments and balance sheet, and audit results.</p>	<p><i>over the success of the organization.</i></p>
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Recommendations

In order for a new agreement to be in place at the start of the new fiscal year and to inform the work of the interim leadership of the Foundation during the transition to a permanent ED, we respectfully ask the Board to take final action and approve the following resolution at first consideration, at the June 10, 2021 Board of Trustees meeting.



2018



AGREEMENT BETWEEN

EDMONDS ~~COMMUNITY COLLEGE~~

~~AND~~

~~EDMONDS COMMUNITY COLLEGE FOUNDATION~~ AND EDMONDS COLLEGE

This ~~agreement~~ Agreement is entered into by and between ~~Edmonds Community College, Community~~ (College District No. 23 ("College")), an agency of the State of Washington, and ~~the Edmonds Community College Foundation, Inc., (Foundation), a 501(C)3 nonprofit corporation~~ ("Foundation")-organization operating in the State of Washington.

RECITALS

~~The College, pursuant~~ The Administration for each of the parties shall be the contact person for all communications.

<u>Administrator for EDMONDS COLLEGE FOUNDATION is:</u>	<u>Administrator for EDMONDS COLLEGE is:</u>
<u>Foundation Board Chair 20000 68th Ave. W, Lynwood, WA 98036</u>	<u>Vice President for Innovation and Strategic Partnerships 20000 68th Ave. W, Lynwood, WA 98036</u>

PREAMBLE

Edmonds College is one of 34 public community and technical colleges in Washington that is funded through the state legislature and is subject to state Revised Codes of Washington including, but not limited to RCW 28B.50.140(8), ~~may~~, RCW 39.26, and RCW 42.52.

The Edmonds College Foundation is a nonprofit corporation governed by the laws of the State of



Washington including, but not limited to RCW 24.03, RCW 19.09, RCW 11.110, and 43.09 and the requirements for tax-exempt entities under the Federal Internal Revenue Code, including its Section 501(c)(3).

The Foundation is empowered by the College to solicit and receive ~~such gifts~~ contributions, grants, conveyances, ~~devises and~~ gifts and property, among other things, in the name and on behalf of the College and make contributions, grants, gifts and transfers of property to the College.

As a public state entity receiving a large portion of operating funds through state tax dollars, Colleges are closely governed by appropriate financial Revised Code of Washington laws (RCWs). To do business with Edmonds College is to do business with the State of Washington, and Colleges are governed by the same fiscal (RCW 39.26) and ethical (RCW 42.52) responsibilities to taxpayers as the state.

All employees of Edmonds College are also employees of the state of Washington. Per RCW 42.52.150, Washington State employees cannot accept gifts or donations of any kind in excess of \$50. While the College as an entity is legally permitted to accept gifts, ~~bequests of real and personal, or~~ property from private sources, ~~as may be made from time to time, in trust or otherwise, whenever the terms and conditions thereof will aid in carrying out College-~~ per RCW 28B.50.140(8), there may be circumstances when the tax exempt status of a 501(c)(3) non-profit organization would yield the best charitable return to the College.

~~A.~~ Edmonds College seeks to actively raise funds for ~~programs; and~~ students, facilities, faculty and staff that further the mission of the College. The Edmonds College Foundation with 501(c)3 status is best suited to garner both positive community connection and appropriately steward financial investments to benefit Edmonds College and its students, faculty, and staff.

~~B.~~ The Edmonds College has, from this express power to receive property, the implied power to solicit the same; and

~~C.~~ The College has the authority to enter into contracts for these and other lawful purposes; and

~~D.~~ The Foundation is a nonprofit corporation ~~duly organized under~~ governed by the laws of the State of Washington through RCW 24.03 and holds status under Section 501(c)(3) of the Internal Revenue Code. The articles of Incorporation set forth in Article III state the purpose of the Edmonds College Foundation to operate exclusively for the purposes of promoting, supporting, maintaining, developing, increasing and extending educational offerings and the pursuit thereof at Edmonds College. Its mission is to support access, success, and excellence for students, faculty, and staff at Edmonds ~~Community~~ College.

~~E.~~ The Foundation is empowered by the College to solicit and receive contributions, grants, gifts



and property, among other things, in the name and on behalf of the College and make contributions, grants, gifts and transfers of property to the College.

~~F. The Articles of Incorporation of the Foundation set forth in Article III state the purpose of the Foundation to be as follows: The Foundation is organized in order to operate exclusively for the purposes of promoting, supporting, maintaining, developing, increasing and extending educational offerings and the pursuit thereof at or in connection with Edmonds Community College; and, in the furtherance of the foregoing, to conduct any and all scientific, technical, literary, charitable and educational activities permitted both to an organization exempt under Section 501(c)(3) of the Internal Revenue Code, or acts amendatory thereof or ^[1]supplementary thereto, and by chapter 24.03 RCW, as now or hereafter amended.~~

The Foundation and College recognize that close collaboration and cooperation is necessary to (a) appropriately serve educational mission and priorities of the College; and (b) avoid competition for funds or unproductive duplication effort.

~~G.~~ The Foundation and the College shall exchange information that will help the Foundation in selecting those activities and programs that will advance the mission of the College. The College recognizes the Foundation's efforts in that regard and that the goals of the Foundation and its fundraising activities are aligned with the mission of the College.

~~H. The Foundation and College recognize that close collaboration and cooperation is necessary to (a) appropriately serve educational mission and priorities of the College; and (b) avoid competition for funds or unproductive duplication effort.~~

~~NOW, THEREFORE,~~Therefore, it is the purpose of this Agreement to establish the responsibilities and authorities that will foster a collaborative relationship under the following terms, which the parties hereby agree as follows:College and the Foundation will work together for mutual benefit and maximum collective impact.

**ARTICLE I
SEPARATE OBLIGATIONS**

A. The Foundation shall:



AGREEMENT

SECTION I: FOUNDATION RESPONSIBILITIES

1. Expend its best efforts to seek to accrue gifts, grants, conveyances, devises, and bequests of money and real and personal property for the exclusive benefit of the Collegecollege, its students, faculty, staff and facilities. ~~For this purpose, it will design or for payment of necessary and implement programs and procedures to solicit and receive such money and property and also to acquire such property by purchase, lease, exchange or otherwise, all to further the purposes reasonable administrative expenses of the Foundation which benefit the College, its students, faculty, staff and facilities;~~
2. ~~Comply with all applicable federal and state laws. For this purpose, the Foundation will establish rules and procedures for the management of all affairs of the Foundation in accordance with~~
 - a. ~~The requirements for tax exempt entities under the Federal Internal Revenue Code, including its Section 501(c)(3), and~~
 - b. ~~The laws of the State of Washington applicable to the Foundation including, but not limited to, those governing charitable solicitation (e.g. RCW 19.09), nonprofit corporations (e.g. RCW 24.03), trusts holding property for charitable purposes, and the authority of state agencies (e.g., RCW 11.110 and 43.09);~~
3. ~~2.~~ 2. Tender to the College all gifts and donations it may receive wherein the College is designated as recipient, and properly account and be responsible for all donations which designate the Foundation as recipient;
3. Make contributions, grants, gifts, loans and transfers or leases of property both real and personal, either outright or in trust to or for the benefit of the college, its students, faculty, staff, and facilities.

GIFT MANAGEMENT

1. The Edmonds College Foundation will design and implement programs and procedures to solicit and receive money and property and also to acquire such property by purchase, lease, exchange, or otherwise, to further the purposes of the Foundation which benefit the College, its students, faculty, staff and facilities;
4. 2. Accept, hold, administer, invest and disburse such funds and properties of any kind of character as from time to time may be given to it, in accordance with the terms of such gift provided, however, that any restricted or conditional gift which in any way obligates the College



shall not be accepted by the Foundation without the prior consent of the College ~~President~~president or other College official specifically delegated with authority to approve such gifts on behalf of the College~~;~~.

~~5. Make contributions, grants, gifts, loans and transfers or leases of property, both real and personal, either outright or in trust, to or for the benefit of the College, its students, faculty, staff and facilities;~~

COLLEGE AS EXCLUSIVE BENEFICIARY

~~6.~~ Use all assets and earnings of the Foundation for the exclusive benefit of the College, its students, faculty, staff and facilities or for payment of necessary and reasonable administrative expenses of the Foundation. No part of such assets and earning shall accrue to the benefit of any director, officer, member, or employee of the Foundation or any other individual, except for appropriate payment of reasonable compensation for services actually rendered or reimbursement of reasonable expenses necessarily incurred~~;~~.

~~7. Not merge, consolidate, or change the Foundation’s Article of Incorporation, without the written consent of the College;~~

SECTION II: COLLEGE RESPONSIBILITIES

OVERALL IN-KIND SUPPORT

~~1. Provide the Foundation with up to \$350,000 in-kind support for operational costs, which can be modified subject to mutual approval, with the expectation that dollars raised will be in excess of provided support. These supports include but are not limited to:~~

- ~~a. Office space, including utilities, use of office furniture, file cabinets, consumable office supplies, computers, copy machines, printers, postage, telephone service and associated equipment, audio-visual equipment, and any necessary Wi-Fi and internet capabilities as well as any hardware and software required to operate within the College’s network and systems. All resources are considered state resources and are~~
- ~~b. Provide the Foundation with office space, including utilities, and warehouse space for temporary storage of donated materials and equipment, and any other necessary physical space needed for Foundation operations, including space for special events;~~

~~2. Provide the Foundation with access to Staff and professional support from college offices providing services such as payroll and benefits, human resources, grants, institutional research, financial aid, print and mail center, marketing and public information, business office, and the Office of the President.~~



- a. Marketing and media: The Foundation can pursue third-party support for creative services, social media and digital and print marketing campaigns, provided that graphics and communication styles will be complimentary to the Edmonds College branding guidelines while reflecting the Edmonds College Foundation’s unique brand. The College marketing and public information team will provide support to the Foundation through the creation of an annual marketing plan, press releases, content creation, communication editing, and for strategic advice to execute effective campaigns with the support of a marketing agency relationship. The Foundation will also be included in College marketing and outreach in a similar manner to other departments and programs to ensure a uniform and collaborative approach to outreach and marketing to community at large and to students, faculty, and staff of the College.

- 3. The in-kind support financial calculation and total provided to the Foundation from the College will be recorded by the Finance Director of the Foundation throughout the year. This calculation shall be reviewed by the College president, vice president, and Foundation board chair and vice chair annually by June 30th. Any changes to the calculation must be approved through an addendum to this agreement.

- 4. Reimbursement to the College for Foundation related salary and operational costs should be in line with an agreed upon calculation method set forth in writing and reviewed annually by June 30th each year. Funds shall be transferred monthly to the College for regular accounting, with Foundation board approval.

- 5. Edmonds College and the Foundation Board of Directors shall serve as joint supervisors to the Executive Director, with the hiring and termination being the sole responsibility of the President of the College, with input from the Vice President for Innovation and Strategic Partnerships at the College and the Chair of the Board of the Edmonds College Foundation.

SECTION III: COLLEGE AND FOUNDATION RESPONSIBILITIES

ACCOUNTABILITY IN HUMAN RESOURCE MANAGEMENT: EXECUTIVE DIRECTOR AND STAFF

- ~~8.1.~~ Employees necessary to administer and operate the daily operations of the Foundation will be employees of the College and entitled to all benefits and employee services provided by the College. Foundation staff, being College employees, shall conduct themselves in accordance with the College's operational policies and procedures as determined by the College Board of Trustees policies and procedures.

B. The College shall:

- ~~1. Provide the Foundation with office space, including utilities, use of office furniture, file cabinets, and associated equipment, and warehouse space for temporary storage of donated materials and equipment;~~



~~2.~~ Provide the Foundation with use of office machines, materials and services as reasonably required for its operation, including consumable office supplies, telephone service, postage, computers, copy machines, printers, publication, and audio visual equipment and services, and part-time professional and/or staff services approved by the Foundation. Those individuals Individuals whose job responsibilities and time are allocated to services to the Foundation shall remainbe full-time College employees and their salaries will be paid ~~to~~by the College in accordance with mutually agreed upon standard operating procedures.

~~2.3.~~ The Foundation executive director will align Foundation staff time with Foundation priorities. Any activities required of Foundation employees to support the Collegefrom, including planning, funds management, attendance or participation in College department events, fundraisers, or activities will be considered in relation to meeting the goals, metrics, and expectations of the executive director and the total quid pro quo agreement (Article II C below).Foundation. Events, trainings, and meetings that require all College employees to attend by directive of the College president will include Foundation staff.

~~3.4.~~ In accordance with EdmondsCommunity College hiring policies and regulations, hiring of College employees who will provide significant support to the Edmonds ~~Community~~College Foundation will be accomplished through a collaborative hiring process between Edmonds ~~Community~~College and the Edmonds ~~Community~~College Foundation that will include at least one representative from the ~~Edmonds Community College~~Foundation on the hiring committee. The Foundation board of directors must approve and designate funds for positions prior to offering to a candidate.

ARTICLE II

~~5.~~ The hiring and termination of the executive director of the Foundation shall be the responsibility of the College president, with input from the Foundation executive committee and the Vice President for Innovation and Strategic Partnerships. The executive committee of the Foundation board is authorized to recommend performance improvement plans or termination of the executive director to the College President and/or Vice President for Innovation and Strategic Partnerships. All employment related decisions must adhere with laws and regulations applicable to state employees.

~~6.~~ The Foundation executive committee and the Vice President for Innovation and Strategic Partnerships shall collaborate in the annual performance review process for the executive director and in the development and approval of any and all annual goals, performance improvement plans, and salary decisions. Employment related decisions must be in accordance with the annual



evaluation cycle and human resources policy and procedure. The executive director shall be held accountable to the expectations set forth in this Agreement.

7. It shall be the responsibility of the executive director, in general, to supervise and conduct all activities and operations of the Foundation, subject to the control, advice and consent of the Foundation board of directors and the supervising College vice president. The executive director shall keep the Foundation board informed, freely consult with them in relation to all activities of the Foundation, and ensure that all orders and/or resolutions of the Foundation board are carried out to the effect intended. The executive director shall be empowered to act, speak for, or otherwise represent the Foundation outside of meetings of the Foundation board. The Foundation board and College are jointly responsible for determining the organizational structure of the Foundation, and all positions must be approved by the Board and the College prior to hire., The executive director shall coordinate and recommend the hiring and firing of all Foundation personnel, in accordance with Edmonds College policies and procedures. The executive committee of the Foundation board of directors' shall have prior notification and input on hiring decisions. The executive director shall be responsible for keeping the executive committee of the Foundation board timely informed regarding staff performance concerns and any personnel policy or procedure updates.

ACCOUNTING AND ~~AUDITING~~ FIDUCIARY RESPONSIBILITY

~~To provide proper accounting and auditing for the property and services provided by each party under Article I:~~

1. ~~The Finance and Administrative Manager~~The executive director is authorized to contract, receive, deposit, disburse and account for all funds of the Foundation; to execute in the name of the Foundation all contracts and other documents authorized either generally or specifically by the Foundation board to be executed by the Foundation, and to negotiate any and all material business transactions of the Foundation in accordance with policies and procedures approved by the Foundation board. All accounting and fiduciary responsibilities carried out by the executive director must be approved by Foundation board through the annual budget process and quarterly financial reviews. The executive director shall not establish banking and investment accounts, or transfers of funds, without the express permission of the Foundation board.
2. The finance director for the Edmonds-Community-College-Foundation shall perform all accounting and fiscal functions-, and the Foundation board of directors has the authority and responsibility to review and approve any financial transactions on the part of the Foundation, if in accordance with the Foundation-approved annual budget. The operating procedures that govern payments and in-kind donations to and from the College must be reviewed and approved by the College and the Foundation board of directors,. The College will provide



administrative support from its finance team in the event that any information outside of Foundation-required accounting is requested, and the College agrees to pay for 50% of the costs associated with an annual independent audit of the Foundation.

A-3. The College will assign appropriate staff to work with the executive committee of the Foundation to review the expenses of the Foundation executive director on an ad hoc basis to ensure that operating costs and other expenses are in accordance with College policy and Foundation expectations.

B-4. Each fiscal year (July 1 through June 30), the Finance and Administrative Manager Foundation board of directors shall prepare complete a budget by May/July 1 of each year showing all anticipated transactions and services under this Agreement for that the upcoming fiscal year, including all space and equipment, supplies, personnel, and other services the College expects to provide to the Foundation. The chair/Board of the Foundation and president of the College, and/or their designees, will review and approve that the proposed budget.

C-5. The maximum value of all space and equipment, supplies, personnel, and other services that the College provides to the Foundation shall not exceed the total amount of \$350,000.00 in any fiscal year. totals \$350,000.00 annually, an amount that can be modified subject to mutual written approval and addendum to this agreement. The College will regularly keep track of the space and equipment, supplies, personnel, and other services it is providing to assure that this maximum amount is not being exceeded. The Finance and Administrative Manager/The finance director will annually prepare, and the presidents of the Foundation and the College and/or their designees will annually review a post-closing summary of the transactions between their two parties to assure that this maximum has not been exceeded. The College is able to fund salaries, benefits, office supplies, office space, etc., in exchange for a net benefit from the Foundation, which means the Foundation exceeds the in-kind investment the form of fundraising dollars, grants, and other tangible support. The Foundation exists for the sole benefit of the College and will provide demonstrated net and sole benefit to the College each year to justify the College support. The College will be responsible for 60% of all Foundation staff salaries and benefits each year (subject to a current maximum amount of \$300,000), as well as approximately \$50,000 each year toward office space, equipment, and in-kind staff and services from the College. The in-kind staff and services provided by the College will be estimated by the College each year and reviewed with the Foundation during an annual assessment of this calculation on or before June 30th each year. In the spirit of collaboration, the College will do its best to maximize its support to meet the \$50,000 support of the Foundation.

D-6. The Foundation shall annually confirm to the College (1) that it has fully complied with its obligations to expend its best efforts to seek to accrue gifts, grants, donations and endowments for the benefit of the College, its students, faculty, staff and facilities; and (2) that it has used all assets and earnings of the Foundation for the exclusive benefit to the College or



the payment of necessary and reasonable administrative expenses of the Foundation. For this purpose, the Foundation will share with the College its accomplishments for the preceding year and its end-of-year balance sheet.

The Foundation is a separate entity from the College, ~~and shall be annually audited by a reputable independent Certified Public Accountant designated by the Foundation.~~

~~E.7.~~ _____ ~~The~~but the College is a state institution of higher education, and ~~shall~~must be audited by a reputable independent Certified Public Accountant designated by the College. In order to support the auditing requirements of the College, the Foundation shall be annually audited by a reputable independent Certified Public Accountant designated by the Foundation with costs split evenly between the College and the Foundation.

~~F.8.~~ _____ The Foundation shall permit the president of the College, or the president's designee to inspect and/or copy all Foundation books, accounts and records at all reasonable times in order to determine compliance with the commitments made in this Agreement. ~~The president's designee may include institutional or state auditors. Nothing herein shall be deemed to affect the rights and responsibilities of the State Auditor.~~

ARTICLE III

OTHER AGREEMENTS

~~A.1.~~ _____ Independent Capacity: At all times and for all purposes of this Agreement, each party shall act in an independent capacity and not as an agent or representative of the other party.

~~B.2.~~ _____ No Indemnification: Each party shall be responsible for the actions and inactions of itself and its own officers, employees, and agents acting within the scope of their authority.

~~C.3.~~ _____ No Assignment: This Agreement is not assignable by either party, in whole or in part.

~~D.4.~~ _____ Governing Law and Disputes: This Agreement shall be governed by the laws of the State of Washington. Before instituting any legal action hereunder, a party, through its president, shall meet with the president of the other party and attempt in good faith to resolve the disagreement. Venue of any action hereunder shall be in Snohomish County Superior Court.



~~E.5.~~ Entire Agreement: This constitutes the entire agreement of the parties, including all oral understandings, on the subject of their general and overall relationship. ~~However, in addition,~~ the parties may enter into other stand-alone agreements on specific subjects. All such agreements shall be in writing and signed by the parties.

~~F.6.~~ Modification: No alteration or modification of any term of this Agreement shall be valid unless made in writing, signed by the parties and approved as to form by the Attorney General or designee.

~~G.~~ ~~Annual Review: This Agreement shall be reviewed on an annual basis by the president/chair or designees of the College and Foundation and to ensure that the College is not providing more service(s) than the contract requires and that the Foundation is fulfilling its service obligations to the College.~~

~~7.~~ ~~Articles of Incorporation: The Foundation may not merge, consolidate, or change the Foundation's Article of Incorporation, without the written agreement from the College.~~

~~H.8.~~ Effective Date and Duration Clause: This Agreement shall be effective once both parties have signed. ~~This Agreement shall be reviewed on every four years by the president/chair or designees of the College and Foundation.~~ Unless the annual review results in changes to this Agreement, the Agreement shall be renewed by the respective parties at least every four (4) years and preferably prior to the beginning of a new biennium, and an updated Agreement shall be signed by both parties. Therefore, this current Agreement shall end on June 30, ~~2022~~2025, and require a new Agreement be signed between the College and the Foundation.

~~I.9.~~ Termination: This Agreement may be terminated by either party only at the end of a State fiscal biennium upon written notice to the other party given at least ninety (90) days in advance. However, this Agreement or a successor overall agreement with the College shall be necessary for the Foundation to operate.

~~This agreement is effective July 1, 2021 and will continue until cancelled by ninety (90) days written notice by either party.~~



AGREEMENT BETWEEN

EDMONDS COLLEGE FOUNDATION AND EDMONDS COLLEGE

This Agreement is entered into by and between **Edmonds College** (College), an agency of the State of Washington, and **Edmonds College Foundation** (Foundation), a 501(C)3 nonprofit organization operating in the State of Washington.

The Administration for each of the parties shall be the contact person for all communications.

Administrator for EDMONDS COLLEGE FOUNDATION is:	Administrator for EDMONDS COLLEGE is:
Foundation Board Chair 20000 68 th Ave. W, Lynwood, WA 98036	Vice President for Innovation and Strategic Partnerships 20000 68 th Ave. W, Lynwood, WA 98036

PREAMBLE

Edmonds College is one of 34 public community and technical colleges in Washington that is funded through the state legislature and is subject to state Revised Codes of Washington including, but not limited to RCW 28B.50, RCW 39.26, and RCW 42.52.

The **Edmonds College Foundation** is a nonprofit corporation governed by the laws of the State of Washington including, but not limited to RCW 24.03, RCW 19.09, RCW 11.110, and 43.09 and the requirements for tax-exempt entities under the Federal Internal Revenue Code, including its Section 501(c)(3).

The Foundation is empowered by the College to solicit and receive contributions, grants, gifts and property, among other things, in the name and on behalf of the College and make contributions, grants, gifts and transfers of property to the College.

As a public state entity receiving a large portion of operating funds through state tax dollars, Colleges are closely governed by appropriate financial Revised Code of Washington laws (RCWs). To do business with Edmonds College is to do business with the State of Washington, and Colleges are governed by the same fiscal (RCW 39.26) and ethical (RCW 42.52) responsibilities to taxpayers as the state.

All employees of Edmonds College are also employees of the state of Washington. Per RCW 42.52.150,

Washington State employees cannot accept gifts or donations of any kind in excess of \$50. While the College as an entity is legally permitted to accept gifts, bequests, or property from private sources per RCW 28B.50.140(8), there may be circumstances when the tax exempt status of a 501(c)(3) non-profit organization would yield the best charitable return to the College.

Edmonds College seeks to actively raise funds for programs, students, facilities, faculty and staff that further the mission of the College. The Edmonds College Foundation with 501(c)3 status is best suited to garner both positive community connection and appropriately steward financial investments to benefit Edmonds College and its students, faculty, and staff.

The Edmonds College Foundation is a nonprofit corporation governed by the laws of the State of Washington through RCW 24.03 and holds status under Section 501(c)(3) of the Internal Revenue Code. The articles of Incorporation set forth in Article III state the purpose of the Edmonds College Foundation to operate exclusively for the purposes of promoting, supporting, maintaining, developing, increasing and extending educational offerings and the pursuit thereof at Edmonds College. Its mission is to support access, success, and excellence for students, faculty, and staff at Edmonds College. The Foundation is empowered by the College to solicit and receive contributions, grants, gifts and property, among other things, in the name and on behalf of the College and make contributions, grants, gifts and transfers of property to the College.

The Foundation and College recognize that close collaboration and cooperation is necessary to (a) appropriately serve educational mission and priorities of the College; and (b) avoid competition for funds or unproductive duplication effort.

The Foundation and the College shall exchange information that will help the Foundation in selecting those activities and programs that will advance the mission of the College. The College recognizes the Foundation's efforts in that regard and that the goals of the Foundation and its fundraising activities are aligned with the mission of the College.

Therefore, it is the purpose of this Agreement to establish the responsibilities and authorities that will foster a collaborative relationship under which the College and the Foundation will work together for mutual benefit and maximum collective impact.

AGREEMENT

SECTION I: FOUNDATION RESPONSIBILITIES

1. Expend its best efforts to seek to accrue gifts, grants, conveyances, devises, and bequests of money and real and personal property for the exclusive benefit of the college, its students, faculty, staff and facilities or for payment of necessary and reasonable administrative expenses of the Foundation.
2. Tender to the College all gifts and donations it may receive wherein the College is designated as recipient, and properly account and be responsible for all donations which designate the Foundation as recipient;

3. Make contributions, grants, gifts, loans and transfers or leases of property both real and personal, either outright or in trust to or for the benefit of the college, its students, faculty, staff, and facilities.

GIFT MANAGEMENT

1. The Edmonds College Foundation will design and implement programs and procedures to solicit and receive money and property and also to acquire such property by purchase, lease, exchange, or otherwise, to further the purposes of the Foundation which benefit the College, its students, faculty, staff and facilities;
2. Accept, hold, administer, invest and disburse such funds and properties of any kind of character as from time to time may be given to it, in accordance with the terms of such gift provided, however, that any restricted or conditional gift which in any way obligates the College shall not be accepted by the Foundation without the prior consent of the College president or other College official specifically delegated with authority to approve such gifts on behalf of the College.

COLLEGE AS EXCLUSIVE BENEFICIARY

Use all assets and earnings of the Foundation for the exclusive benefit of the College, its students, faculty, staff and facilities or for payment of necessary and reasonable administrative expenses of the Foundation. No part of such assets and earning shall accrue to the benefit of any director, officer, member, or employee of the Foundation or any other individual, except for appropriate payment of reasonable compensation for services actually rendered or reimbursement of reasonable expenses necessarily incurred.

SECTION II: COLLEGE RESPONSIBILITIES

OVERALL IN-KIND SUPPORT

1. Provide the Foundation with up to \$350,000 in-kind support for operational costs, which can be modified subject to mutual approval, with the expectation that dollars raised will be in excess of provided support. These supports include but are not limited to:
 - a. Office space, including utilities, use of office furniture, file cabinets, consumable office supplies, computers, copy machines, printers, postage, telephone service and associated equipment, audio-visual equipment, and any necessary Wi-Fi and internet capabilities as well as any hardware and software required to operate within the College's network and systems. All resources are considered state resources and are
 - b. Provide the Foundation with office space, including utilities, and warehouse space for temporary storage of donated materials and equipment, and any other necessary physical space needed for Foundation operations, including space for special events;

2. Provide the Foundation with access to Staff and professional support from college offices providing services such as payroll and benefits, human resources, grants, institutional research, financial aid, print and mail center, marketing and public information, business office, and the Office of the President.
 - a. Marketing and media: The Foundation can pursue third-party support for creative services, social media and digital and print marketing campaigns, provided that graphics and communication styles will be complimentary to the Edmonds College branding guidelines while reflecting the Edmonds College Foundation’s unique brand. The College marketing and public information team will provide support to the Foundation through the creation of an annual marketing plan, press releases, content creation, communication editing, and for strategic advice to execute effective campaigns with the support of a marketing agency relationship. The Foundation will also be included in College marketing and outreach in a similar manner to other departments and programs to ensure a uniform and collaborative approach to outreach and marketing to community at large and to students, faculty, and staff of the College.
3. The in-kind support financial calculation and total provided to the Foundation from the College will be recorded by the Finance Director of the Foundation throughout the year. This calculation shall be reviewed by the College president, vice president, and Foundation board chair and vice chair annually by June 30th. Any changes to the calculation must be approved through an addendum to this agreement.
4. Reimbursement to the College for Foundation related salary and operational costs should be in line with an agreed upon calculation method set forth in writing and reviewed annually by June 30th each year. Funds shall be transferred monthly to the College for regular accounting, with Foundation board approval.
5. Edmonds College and the Foundation Board of Directors shall serve as joint supervisors to the Executive Director, with the hiring and termination being the sole responsibility of the President of the College, with input from the Vice President for Innovation and Strategic Partnerships at the College and the Chair of the Board of the Edmonds College Foundation.

SECTION III: COLLEGE AND FOUNDATION RESPONSIBILITIES

ACCOUNTABILITY IN HUMAN RESOURCE MANAGEMENT: EXECUTIVE DIRECTOR AND STAFF

1. Employees necessary to administer and operate the daily operations of the Foundation will be employees of the College and entitled to all benefits and employee services provided by the College. Foundation staff, being College employees, shall conduct themselves in accordance with the College's operational policies and procedures as determined by College policies and procedures.
2. Individuals whose job responsibilities and time are allocated to services to the Foundation shall be full-time College employees and their salaries will be paid by the College in accordance with mutually agreed upon standard operating procedures.

3. The Foundation executive director will align Foundation staff time with Foundation priorities. Any activities required of Foundation employees to support the College, including planning, funds management, attendance or participation in College department events, fundraisers, or activities will be considered in relation to meeting the goals, metrics, and expectations of the executive director and the Foundation. Events, trainings, and meetings that require all College employees to attend by directive of the College president will include Foundation staff.
4. In accordance with Edmonds College hiring policies and regulations, hiring of College employees who will provide significant support to the Edmonds College Foundation will be accomplished through a collaborative hiring process between Edmonds College and the Edmonds College Foundation that will include at least one representative from the Foundation on the hiring committee. The Foundation board of directors must approve and designate funds for positions prior to offering to a candidate.
5. The hiring and termination of the executive director of the Foundation shall be the responsibility of the College president, with input from the Foundation executive committee and the Vice President for Innovation and Strategic Partnerships. The executive committee of the Foundation board is authorized to recommend performance improvement plans or termination of the executive director to the College President and/or Vice President for Innovation and Strategic Partnerships. All employment related decisions must adhere with laws and regulations applicable to state employees.
6. The Foundation executive committee and the Vice President for Innovation and Strategic Partnerships shall collaborate in the annual performance review process for the executive director and in the development and approval of any and all annual goals, performance improvement plans, and salary decisions. Employment related decisions must be in accordance with the annual evaluation cycle and human resources policy and procedure. The executive director shall be held accountable to the expectations set forth in this Agreement.
7. It shall be the responsibility of the executive director, in general, to supervise and conduct all activities and operations of the Foundation, subject to the control, advice and consent of the Foundation board of directors and the supervising College vice president. The executive director shall keep the Foundation board informed, freely consult with them in relation to all activities of the Foundation, and ensure that all orders and/or resolutions of the Foundation board are carried out to the effect intended. The executive director shall be empowered to act, speak for, or otherwise represent the Foundation outside of meetings of the Foundation board. The Foundation board and College are jointly responsible for determining the organizational structure of the Foundation, and all positions must be approved by the Board and the College prior to hire. The executive director shall coordinate and recommend the hiring and firing of all Foundation personnel, in accordance with Edmonds College policies and procedures. The executive committee of the Foundation board of directors shall have prior notification and input on hiring decisions. The executive director shall be responsible for keeping the executive committee of the

Foundation board timely informed regarding staff performance concerns and any personnel policy or procedure updates.

ACCOUNTING AND FIDUCIARY RESPONSIBILITY

1. The executive director is authorized to contract, receive, deposit, disburse and account for all funds of the Foundation; to execute in the name of the Foundation all contracts and other documents authorized either generally or specifically by the Foundation board to be executed by the Foundation, and to negotiate any and all material business transactions of the Foundation in accordance with policies and procedures approved by the Foundation board. All accounting and fiduciary responsibilities carried out by the executive director must be approved by Foundation board through the annual budget process and quarterly financial reviews. The executive director shall not establish banking and investment accounts, or transfers of funds, without the express permission of the Foundation board.
2. The finance director for the Foundation shall perform all accounting and fiscal functions, and the Foundation board of directors has the authority and responsibility to review and approve any financial transactions on the part of the Foundation, if in accordance with the Foundation-approved annual budget. The operating procedures that govern payments and in-kind donations to and from the College must be reviewed and approved by the College and the Foundation board of directors. The College will provide administrative support from its finance team in the event that any information outside of Foundation-required accounting is requested, and the College agrees to pay for 50% of the costs associated with an annual independent audit of the Foundation.
3. The College will assign appropriate staff to work with the executive committee of the Foundation to review the expenses of the Foundation executive director on an ad hoc basis to ensure that operating costs and other expenses are in accordance with College policy and Foundation expectations.
4. Each fiscal year (July 1 through June 30), the Foundation board of directors shall complete a budget by July 1 of each year showing all anticipated transactions and services under this Agreement for the upcoming fiscal year, including all space and equipment, supplies, personnel, and other services the College expects to provide to the Foundation. The Board of the Foundation will review and approve the proposed budget.
5. The maximum value of all space and equipment, supplies, personnel, and other services that the College provides to the Foundation totals \$350,000.00 annually, an amount that can be modified subject to mutual written approval and addendum to this agreement. The College will regularly keep track of the space and equipment, supplies, personnel, and other services it is providing to assure that this maximum amount is not being exceeded. The finance director will annually prepare, and the presidents of the Foundation and the College and/or their designees will annually review a post-closing summary of the transactions between their two parties. The

College is able to fund salaries, benefits, office supplies, office space, etc., in exchange for a net benefit from the Foundation, which means the Foundation exceeds the in-kind investment the form of fundraising dollars, grants, and other tangible support. The Foundation exists for the sole benefit of the College and will provide demonstrated net and sole benefit to the College each year to justify the College support. The College will be responsible for 60% of all Foundation staff salaries and benefits each year (subject to a current maximum amount of \$300,000), as well as approximately \$50,000 each year toward office space, equipment, and in-kind staff and services from the College. The in-kind staff and services provided by the College will be estimated by the College each year and reviewed with the Foundation during an annual assessment of this calculation on or before June 30th each year. In the spirit of collaboration, the College will do its best to maximize its support to meet the \$50,000 support of the Foundation.

6. The Foundation shall annually confirm to the College (1) that it has fully complied with its obligations to expend its best efforts to seek to accrue gifts, grants, donations and endowments for the benefit of the College, its students, faculty, staff and facilities; and (2) that it has used all assets and earnings of the Foundation for the exclusive benefit to the College or the payment of necessary and reasonable administrative expenses of the Foundation. For this purpose, the Foundation will share with the College its accomplishments for the preceding year and its end-of-year balance sheet.
7. The Foundation is a separate entity from the College, but the College is a state institution of higher education and must be audited by a reputable independent Certified Public Accountant designated by the College. In order to support the auditing requirements of the College, the Foundation shall be annually audited by a reputable independent Certified Public Accountant designated by the Foundation with costs split evenly between the College and the Foundation.
8. The Foundation shall permit the president of the College, or the president's designee to inspect and/or copy all Foundation books, accounts and records at all reasonable times in order to determine compliance with the commitments made in this Agreement.

OTHER AGREEMENTS

1. Independent Capacity: At all times and for all purposes of this Agreement, each party shall act in an independent capacity and not as an agent or representative of the other party.
2. No Indemnification: Each party shall be responsible for the actions and inactions of itself and its own officers, employees, and agents acting within the scope of their authority.
3. No Assignment: This Agreement is not assignable by either party, in whole or in part.
4. Governing Law and Disputes: This Agreement shall be governed by the laws of the State of Washington. Before instituting any legal action hereunder, a party, through its president, shall meet with the president of the other party and attempt in good faith to resolve the disagreement. Venue of any action hereunder shall be in Snohomish County Superior Court.

- 5. Entire Agreement: This constitutes the entire agreement of the parties, including all oral understandings, on the subject of their general and overall relationship. In addition, the parties may enter into other stand-alone agreements on specific subjects. All such agreements shall be in writing and signed by the parties.
- 6. Modification: No alteration or modification of any term of this Agreement shall be valid unless made in writing, signed by the parties and approved as to form by the Attorney General or designee.
- 7. Articles of Incorporation: The Foundation may not merge, consolidate, or change the Foundation’s Article of Incorporation, without the written agreement from the College.
- 8. Effective Date and Duration Clause: This Agreement shall be effective once both parties have signed. This Agreement shall be reviewed on every four years by the president/chair or designees of the College and Foundation. Unless the annual review results in changes to this Agreement, the Agreement shall be renewed by the respective parties at least every four (4) years and preferably prior to the beginning of a new biennium, and an updated Agreement shall be signed by both parties. Therefore, this current Agreement shall end on June 30, 2025, and require a new Agreement be signed between the College and the Foundation.
- 9. Termination: This Agreement may be terminated by either party only at the end of a State fiscal biennium upon written notice to the other party given at least ninety (90) days in advance. However, this Agreement or a successor overall agreement with the College shall be necessary for the Foundation to operate.

This agreement is effective July 1, 2021 and will continue until cancelled by ninety (90) days written notice by either party.

AGREED TO AND SIGNED BY:

EDMONDS COLLEGE FOUNDATION

Maria Montalvo
Chair, Edmonds College Foundation Board of Directors

Date

EDMONDS COLLEGE

Carl Zapora
Chair, Board of Trustees

Date

ATTORNEY GENERAL'S OFFICE APPROVED AS TO FORM:

Arlene Anderson
Assistant Attorney General for Edmonds College

Date



Washington Community College District 23

**BOARD OF TRUSTEES
June 10, 2021**

**RESOLUTION #21-6-6
EDMONDS COLLEGE/FOUNDATION AGREEMENT**

WHEREAS, Edmonds College and the Edmonds College Foundation are independent entities and have a working agreement that defines the collaborative working relationship between the two organizations;

WHEREAS, the Edmonds College/Foundation Agreement is reviewed and approved every four years by the Board of Trustees and Foundation Board of Directors;

WHEREAS, in order to take advantage of the leadership vacancy to reset expectations and build a stronger partnership, Edmonds College and Foundation Board agreed to an early review process to make changes and clarify roles and responsibilities between the College and Foundation;

WHEREAS, the revised agreement has been reviewed and approved by the Foundation Board Chair and the College’s Assistant Attorney General;

WHEREAS, the College administration presented the revised College/Foundation agreement and accompanying attachment to the Board of Trustees;

NOW THEREFORE BE IT RESOLVED, that the Edmonds College Board of Trustees has approved the Edmonds College/Edmonds College Foundation Agreement as presented on June 10, 2021, beginning July 1, 2021 through June 30, 2025.

ATTEST:

Carl Zapora, Chair

Date Approved _____

Dr. Amit B. Singh



Washington Community College District 23

BOARD OF TRUSTEES June 10, 2021

FOUNDATION REPORT

LEADERSHIP TRANSITION

- On May 24th, the Foundation welcomed Jeff Lewis, an executive consultant to work with the Board of Directors and the staff during the vacancy and leadership transition of the Executive Director of the Foundation. Jeff will serve in the capacity of Interim Executive Director for the next 4-6 months as we prepare to launch a new ED search.
- Jeff's scope of work includes a historical review and organizational assessment, and identifying leadership qualities for the next permanent ED, of which he will not be a candidate. He will recommend and help to implement a series of 90-day action plans based on priorities and themes that emerge from the assessment and guide the staff and board through the current transition period.

BOARD OF DIRECTORS

- College-Foundation Agreement: Discussions have successfully concluded for this voluntary early review of the College-Foundation Agreement, resulting in a more clear understanding of roles, responsibilities, and a commitment to a strong partnership between both organizations.
- The review cycle for the College-Foundation agreement will remain every four years with an annual review of the in-kind support from the College, Foundation accomplishments and end-of-year balance sheet, and the independent financial audit results.
- We are pleased to announce the addition of six new members to our Foundation Board of Directors. They will begin their two-year term of board service in July 2021.

Steven Carter | Steve Carter will retire in summer 2021 after a 34-year career in biotech, where he served in business development, marketing, strategic planning, and global alliance management. He served as co-chair of the ECF LAUNCH campaign 2019-2020. Steve's eldest son Ian is a graduate of Edmonds College.

Kristina Kulik | Kristina Kulik served in leadership roles at Amazon and Nordstrom after relocating to the Seattle-area from Indiana. Her career has focused on developing corporate growth strategies, specifically in the areas of marketing and customer experience. Kristina served on the ECF Strategic Planning Task Force in 2020.

Linda Krese | Linda Krese served more than 25 years on the Snohomish County Superior Court bench prior to her retirement in 2020, including serving twice as presiding judge. She previously served on the board of Snohomish County Legal Services and currently serves as a trustee of the Snohomish County Public Defender's Association.

Jennifer Myers | Jennifer Myers serves as a Chief of Staff at Microsoft working on Microsoft Teams. Prior roles included program management, editor, and journalist. Jennifer describes herself as having been raised by community colleges. Her mother was an instructor at Spokane Community College for 25 years.

Whitney Rivera | Whitney Rivera currently serves as Edmonds Municipal Court Judge. Prior to her appointment in 2020, she served as a public defender in Snohomish County for 14 years. She grew up in Edmonds and is an Edmonds Woodway HS graduate.

Mel Sheldon | Mel Sheldon has served on the Tulalip Tribal Council for 21 years (15 years as chairman) and served on the boards of numerous regional and Snohomish County nonprofit organizations and committees including the Affiliated Tribes of Northwest Indians, Providence Hospital Foundation, Economic Alliance of Snohomish County, and Boys and Girls Clubs of Snohomish County.

FOUNDATION ACTIVITY

- Scholarship awards are being matched to student applicants and students will be notified soon of their status.
- INSPIRE Gala committee met to debrief the format, successes and challenges of this year's virtual event and compile recommendations for next year's event.
- Complete the Dream Application opened for summer quarter the week of May 24th.
- Goals are being developed for 2021-2022 at the board and staff level. The FY 22 Budget will follow and be presented at the June 22 special board meeting for approval.

FUNDRAISING

- We received a \$15,000 gift from ECF Board member Libby Lewis for childcare tuition at the Center for Families.
- The Verdant Health Commission approved a \$40,000 grant for the Food Pantry funding food, hygiene products, and part-time hourly staff through December 31, 2021.
- Our June appeal will be centered around the Pave the Way Scholarship for Black and African Descent students in honor of Juneteenth celebrations.

Submitted by: Danielle Carnes

**BOARD OF TRUSTEES
June 10, 2021**

PRESIDENT'S REPORT**Return to Campus**

On June 1 I held a Town Hall meeting for full-time employees and laid out our back-to-campus plan.

Starting July 1 and going through July 21, department leaders will work on their individualized plan to bring their teams back to the office. We are doing a phased approach, so we will not be coming back 100% all at once.

Beginning on July 26, after the planning period, we will be bringing 25-75% of our employees back to the office in a hybrid manner. At this time, we will begin a pilot program (running through December), where those whose jobs allow it, will be able to work with their supervisors to implement a hybrid, flexible 40/60 schedule - 2 days from home, 3 days in the office, if they would like.

During the summer we will not be opening campus to anyone but our employees, which will give us time to get acclimated to our workspaces and new schedules. However, we will serve our students face-to-face by appointment, starting on August 2 - one week after our employees return to campus. And we look forward to welcoming students fully back on campus starting September 7.

I would like to thank the Re-Entry Task Force, led by Jade Jeter-Hill, as well as the President's Leadership Team, who have been great partners in planning through this pandemic.

Governor Inslee Campus Visit

Our Governor Jay Inslee's office reached out to arrange for a tour of Hazel Miller Hall on June 7. We will be delighted to host him and his staff to tour the wonderful new building dedicated to STEM and Nursing students. I will provide an update of this event at the Board meeting.

Thank You

As we come to the close of this academic year, I'd like to formally thank the Board of Trustees, students, faculty, and staff for the flexibility, creativity, and support that you have shown during this very trying time.

Taking an entire college online in a matter of weeks would be hard enough by itself, but it was compounded by budget uncertainty and restrictions, ctclink conversion, the seriousness of a global health crisis and nation-wide racial trauma and unrest. Even so, we did not lose sight of the prize: helping our students achieve their goals, get access to the support and services they need to be successful, and caring for each other as we did so.

I learned a lot about the resiliency of our students and staff this year, and have appreciated more than ever the dedication and commitment of our Board of Trustees. It has not been easy. But together we have emerged with a determination to make a difference in the lives of our students, a deeper understanding of the importance of innovation and agility, and with so much hope on the horizon. My sincere thanks to each of you.



Washington Community College District 23

**BOARD OF TRUSTEES
June 10, 2021****BACKGROUND****BOT 17.0, 17.01pr - Review of Student Stipend and Per Diem Rates****SUBJECT**

Edmonds College Board Policy 17.0 - *Board of Trustees Stipend*, and its accompanying procedure 17.01pr, call for the annual review of:

- a) the per diem rate for the coming academic year
- b) the stipend amount for the Student Trustee.

While the policy and procedure themselves are up for review every three years, they stipulate that the amounts to be reimbursed or paid in stipend are to be reviewed by the Board each year at the June Board meeting.

[BOT 17.0 - Board of Trustees Stipend Policy](#)

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

The policy and procedure were reviewed by the Board in October 2019, and are scheduled for review again in October 2022.

BACKGROUND**Student Trustee Stipend**

Per Board Policy 17.0, the only Trustee to receive a stipend for meetings is the Student Trustee. The rate for that stipend is set in Procedure 17.01pr at a flat rate of \$125 for one regular or special meeting per month. This is processed by the Office of the President through the payroll system as it is subject to payroll taxes.

Travel Reimbursements

Procedure 17.01pr states that the remaining Trustees, who are not receiving compensation for meetings, may be reimbursed for mileage and meals for travel while conducting official business on behalf of the college. It goes on to say that all members of the Board of Trustees will receive reimbursement for travel on college business, the same as college employees.

The OFM articulates travel reimbursement policies, processes, and rates in its State Administrative and Accounting Manual. These rates are set in October and run through the following September.

The current per diem rates (through September 30, 2021) can be found [here](#). Per diem rates beyond that are not yet available.