

BOARD OF TRUSTEES**Regular Meeting**

Thursday, November 10, 2022

Meeting: 3:30pm – 6:30pm

In Person: Gateway Hall, Room 352, 6600 196th Street SW, Lynnwood, WA**AGENDA**

- | | | |
|-------------------------|---|-----------------------------|
| 3:30pm | 1. Call to Order | Vice Chair Dave Earling |
| 3:32pm | 2. Introduction of Guests | Vice Chair Dave Earling |
| 3:35pm | 3. Approval of Meeting Minutes | Vice Chair Dave Earling |
| page 3 | a. August 11-12, 2022 - Summer Study Session | |
| page 17 | b. October 13, 2022 - Regular Meeting | |
| 3:39pm | 4. Next Meeting | Vice Chair Dave Earling |
| | Thursday, February 16, 2023 at 3:30pm – Regular Meeting | |
| 3:40pm | 5. Informational & Monitoring Reports | |
| | a. Q1 Operating Budget Update (10) | Dr. Amit Singh, James Mulik |
| | b. Institutional Monitoring Report (25) | James Mulik |
| 4:15pm | 6. Old Business: Second Consideration and Final Action | |
| page 24 | a. Approval of Permanent Status: Melissa McKay (10) | Kim Chapman |
| page 26 | RESOLUTION #22-11-1 | |
| page 27 | b. Approval of 1/3 Board Policies and Procedures (15) | Vice Chair Dave Earling |
| | i. BOT 1.0, 1.01pr: Board of Trustees Bylaws | |
| | ii. BOT 2.0, 2.01pr: Board Job Description | |
| | iii. BOT 3.0, 3.01pr: Board Member Code of Ethics | |
| | iv. BOT 4.0, 4.01pr: Board Philosophy of Governance | |
| | v. BOT 5.0, 5.01pr: Board Civility and Respect | |
| | vi. BOT 14.0, 14.01pr: Equity, Inclusion, and Student Success | |
| | vii. BOT 17.0, 17.01pr: Board of Trustees Stipend | |
| page 57 | RESOLUTION #22-11-2 | |

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|-----------------------------------|--|---|
| 4:40pm page 58 | 7. New Business: First Consideration New Degree: Bachelor of Science in Computer Science | Kim Chapman |
| 4:50pm | 8. Representative Reports a. Student Representative (5) b. Classified Staff Representative (5) c. Faculty Representative (5) | Vann Eng Lia Andrews Scott Haddock |
| 5:05pm | 9. Break | |
| 5:10pm | 10. Foundation Report page 61 | Tom Bull |
| 5:15pm | 11. Public Comment To make a public comment, you may submit it in writing to publiccomment@edcc.edu no later than Wednesday, November 9, 2022, 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. Public comments may also be made in person at the meeting. All virtual participants who wish to make a public comment should submit one in writing as outlined above. | Vice Chair Dave Earling |
| 5:25pm | 12. President's Report | Dr. Amit Singh |
| 5:30pm | 13. Board Discussion a. Trustee Updates b. ACCT Conference c. Other | Vice Chair Dave Earling |
| 5:40pm | 14. Study Session Associate in Pre-Nursing, Direct Transfer Agreement/Major Ready Program (I-BEST) | Dr. Lori Hays, Nicole Rios-Gunn Lauren Hajec |
| 6:05pm | 15. Executive Session | Vice Chair Dave Earling |
| 6:30pm | 16. Adjournment | Vice Chair Dave Earling |

Next Meeting: Thursday, February 16, 2023, 3:30pm – Regular Meeting

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 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@edmonds.edu



BOARD OF TRUSTEES

Summer Study Session: August 11-12, 2022

Location: Rosehill Community Center, Vancouver Room, 304 Lincoln Ave., Mukilteo, WA

Draft Minutes

THURSDAY, AUGUST 11, 2022

Trustees Present: Adrienne Wagner, Chair; Dave Earling, Vice Chair; Shinhae Hwang; Wally Webster; Carl Zapora

Trustees Excused: Dr. Tia Benson Tolle

Others Present:

Dr. Amit Singh, President
 Danielle Carnes, Vice President for Innovation and Strategic Partnerships
 Jorge de la Torre, Interim Associate Vice President for Student Success and Engagement
 Kim Chapman, Vice President for Instruction
 Kristen Nyquist, Director of Planning and Operations

Jim Mulik, Vice President for Finance, Grants, and Institutional Effectiveness
 Eva Smith, Chief Information Officer
 Dr. Yvonne Terrell-Powell, Vice President for Equity, Inclusion and Belonging
 Dr. Carey Schroyer, Dean of STEM

CALL TO ORDER

Chair Wagner welcomed the trustees and staff and called the study session to order at 8:45am. Mr. Mulik and Ms. Smith joined via video conference.

2021-22 ACCOMPLISHMENTS

Dr. Singh introduced the presentation on last year's goal with slides on metrics including how Edmonds College compares to the top 150 schools who are part of the Aspen awards. These metrics include first year retention, FT 8-year completion outcomes, 3-year graduation rates, and credentials awarded per FTE. Edmonds College uses data and metrics to track the journey of students with us, starting with application and conversion rates, then course pass rates, then quarterly persistence, and finally, completions.

GOAL 1: ACCESS

Ms. Carnes presented data related to the Access goal.
 Application and Conversion Rates for 2021-22: 7,637 applications; conversion rate of 47%
 Running Start: Usually we have 500-600 who apply every year and 500-600 returning. 2021 numbers dropped because many students wanted some high school experience after the pandemic interruption. Ms. Carnes shared data showing students broken out by demographic and by school district. The Edmonds School District demographics show a very low number of LatinX and Indigenous students enrolled in Running Start, which is an opportunity to do targeted outreach.

When looking at our Running Start students broken out by service area, in many areas our RS students are more than representative of our community, but there remain many opportunities. The top program for Running Start students is the academic transfer DTA, which 42% of them seek.

There was discussion on how we can increase the rate at which Running Start classes transfer to students' degree programs. It's complicated because not all universities have the same requirements to be major ready. This will require a coordinated effort between high schools, community colleges, and universities. Kim Chapman, Vice President of Instruction has recently joined the joint-transfer council to work on this issue. The State Board has hired a new CEO, who comes from the university system, and hopefully there will be movement on this soon.

International Students

Dr. Yvonne Terrell-Powell shared applications and conversion rates for international students, noting that applications are general - meaning one student may apply to many colleges. Completed applications, however, are much more detailed with visas, financial statements, etc. We may need to just count completed applications to calculate conversion. Currently, we have a 17% conversion rate, when calculated with the general application number. Dr. Terrell-Powell's team has held 500+ virtual meetings with agents and families, and is starting to travel again.

GOAL 2: SUCCESS

Ms. Chapman presented data related to the Success goal. Class pass rates (2.0 or higher) are currently 80%, with a strategic target of 84% by 2024. She shared the class pass rates disaggregated by race, which shows that Indigenous rates have fallen by 10 percentage points, African American have fallen by 4 percentage points, and all other groups have remained roughly in the same area as the previous calculation. She shared persistence rate (quarterly and fall-to fall) disaggregated by race, noting continuing problems with Covid-19 and the fact that we have work to do with our internal systems. It was noted that Running Start persistence rates are higher than average (74%-100%, by race), and course pass rates are also higher than non-Running Start students.

Ms. Chapman shared the 2021 top enrolled programs, by race.

Dr. Singh shared Student Services process improvements, as follows:

- Advising Academy developed to provide training for and unite all EC advisors
- Advising Redesign - New Student Advising & New Student Orientation
- Cross-departmental problem solving
- Early Alert pilot completed. Phase two fall 2022
- Expanded ctc link access permissions through PLT
- "Start Smart" Workgroup created to evaluate enrollment funnel front end.

Ms. Chapman shared other improvements made:

- New ELA Orientation and Advising Sessions, revised to be more robust
- Skillabi labor market analysis for 5 programs: connecting skills taught to skills sought. Faculty are using data to make changes for curriculum.
- Guided Pathways work:
 - Streamlining Pre-College Pathway
 - Math Faculty offering Placement Advising, Study Sessions, Tutoring
 - English 104 support paired with English 101
 - English 101 project - "Anti Racist Curriculum Initiative"
 - English 101 redesign with updated readings and assignments
 - Course Scheduling Project: student surveys and feedback; faculty feedback

- Faculty revised over 300 courses, programs, and certificate
- Predictive Courses: Bio 211 and Physics 221; more to come for Nursing Pathway and beyond
- Hired New Director of Curriculum and Scheduling
- Hired 13 New Full-time tenure-track Faculty
- Starting 3 BAS programs: AMMET, IHCM, and ITAD
- Faculty Updated programs and courses
- Hyflex Pilot
- New Faculty Academy
- Data Analytics Certificate
- Dental Assisting Certificate

Dr. Jorge de la Torre, Interim Associate Vice President of Student Success and Engagement reported on the Triton Student Resource Hub, which opened in January of 2022 in the Olympic Building, serving students and community members. Community partnerships with several different organizations like VOAWW, Verdant Health, and 2-1-1, help make students successful.

Spring Quarter Awards:

- 150 Students received an Emergency Award
- 277 Total Awards (mostly gift cards)
- \$74,311 Total
- Class pass rate of 88% (compared to overall college rate of 80%)

Dr. de la Torre reported on the \$100K grant to fund an HVPR Outreach Specialist to work with homeless and/or formerly incarcerated veterans. These students are given awards, but also have to enroll in class.

He also shared Food Pantry statistics, for Spring Quarter as well as funding sources, as follows:

- 342 Students
- 1582 Visits
- Food, Toiletries, Clothes, Gift Cards
- Class pass rate of 87% (compared to overall college rate of 80%)

Funding Sources

| | |
|--|--------------------|
| BFET (SNAP/Food Stamps) | \$1,036,281 |
| WorkFirst (TANF/Welfare) | \$690,276 |
| Opportunity Grant - low income, prof tech (tuition) | \$507,624 |
| Student Emergency Assistance Grant (SEAG) | \$300,050 |
| Supporting Students Experiencing Homelessness (SSEH) | \$102,407 |
| Foundation Emergency Grant | \$17,000 |
| City of Edmonds Grant | \$106,167 |
| PSTAA (emergency funds portion) | \$77,000 |
| TOTAL Support Grants | \$2,836,805 |

He shared that many of these grants have tripled in the last few years. People are realizing how important basic needs are to success in class. And pass rates are bearing that out.

Verdant Grant Updates

Before our grant from Verdant for student counselors, students were waiting a long time to be seen, with no continuity of care. Now with this grant we have two full-time counselors, and 1,916 students have been reached in 3,028 visits. We are headed into the second year of the three-year grant.

Trustee Webster asked if the Board could see how wrap-around services are affecting course persistence and completion rates. Dr. Singh said that it was being tracked and that it would be available to the Board in January 2023. Trustee Webster noted that this issue is very important to him as the college does not exist for wrap-around services, but rather it exists for student success.

Chair Wagner asked if trustees could be involved in supporting the Hub, as she had interest.

BREAK

At 10:30am, Chair Wagner adjourned the meeting for a 10-minute break.

At 10:40am, Chair Wagner reconvened the meeting in open session.

GOAL 3: COMMUNITY ENGAGEMENT

Ms. Carnes shared the extensive list of community partners the college is working with on meaningful partnerships, including the Lynnwood Police Department for community recruiting of law enforcement officials, and Swedish Hospital to train and develop nutrition workers. The EC Foundation surpassed its goal by 30%, raising \$1.3M primarily due to gala and tapping into grants.

Ms. Carnes shared a video about the Construction pre-Apprenticeship program. There are nine students enrolled in the next cohort, which is a 10-week program, capped at 10 people. We may look at starting a second shift. The goal is to expand the program and move its location from the WATR Center to Lynnwood.

GOAL 4: CAPACITY AND OPERATIONAL EXCELLENCE

James Mulik presented information related to this goal as follows:

The grants team had set a target of bringing in \$3.5M in grants, but \$7.6M was awarded, with another \$3M pending. In total, 46 grants were submitted, 26 were awarded; 13 are still pending; and 7 were not funded.

New grants awarded totaled \$2.4M, with the majority coming from state funds. Continuing grants amounted to \$5.1M that we had to compete for. Non-new continuing grants included Trio, Head Start, Title III, Student Emergency Assistance, Supporting Students Experiencing Homelessness, and PSTAA. 50% awarding average is excellent. We are currently at 57%.

GOAL 5: ENTREPRENEURIAL HUB

Ms. Carnes shared that the Center for Innovation and Entrepreneurship (CIE) had been created because the community voiced the need for one. The college acts as a convener for partners throughout the city and county, and the Center capitalized on our existing Makerspace. There is still a lot of work to do, with opportunities to build pathways for immigrants in our community. Classes offered in the CIE engaged 414 participants. Additionally, we inherited a Lynnwood MeetUp group (Snohomish Entrepreneurs MeetUp), which has 532 members that we market our offerings to.

Ms. Carnes shared Geoffrey’s story, a CIE user with Parkinson’s Disease, who solved the problem of sorting his medications by designing and fabricating his own pill loading tool, and is now looking at filling this need for others. She also shared Brad’s story, a CIE user who is the EVP of Engineering at a local startup company, looking to build affordable electric cars for emerging economies.

GOAL 6: ANYTIME, ANYWHERE

Eva Smith, Chief Information Officer, reported on the Title III ePathways Grant, noting that it was imagined pre-Covid, much ahead of its time. The 4 pillars of grant are: flexible programs and certificates, technology enhanced services, enhanced online teaching and learning, and website redesign.

To-date:

- 10 programs have been redesigned to be completely online

- Website redesign has begun
- 156 faculty certified in online teaching; 31 courses reviewed for quality
- Focus on quality through the OSCQR course quality review, which is a rubric to make online courses consistent, clear, and easy to navigate

A survey of 597 students about course scheduling has shed light on what students are looking for in their online, in-person, and hybrid programs, courses, and advising.

The trustees thanked Dr. Singh and the President’s Leadership Team for their presentation.

FINANCIAL REVIEW

Dr. Singh and Mr. Mulik presented a financial review for FY22. Dr. Singh stated the importance of decisive responses in the moment, to deal with financial crises. During the pandemic, the response was situational, but also had to be strategic. We could not sacrifice our forward looking goals or get too far behind, but had to focus on the moment as well.

Estimated College Operating Revenue for FY22

Our State allocation is ending up \$1.3M more than budgeted; Tuition revenue is \$2.3M below budget; Running Start revenue is \$871K below budget; International revenue is \$687K above budget; Other revenue is \$445K below, with the overall estimated operating revenue coming in at \$54.9M, or \$1.6M lower than budget.

Estimated College Operating Expenses for FY22

Salaries came in under budget by \$2.9M; benefits were also lower than budget by \$1.8M. Goods and services were lower by \$2.5M; Travel was lower by \$30K; Equipment costs were lower by \$354K; Financial aid costs were \$129K over budget. Total estimated year end expenses were \$7.5M under budget.

Estimated FY22 Year End

The estimated year end bottom line is \$554K over budget, but with the CARES Act remainder of \$2M, \$554K will go to fund the shortfall, and the remaining \$1.5M will be put in the reserve.

There was some discussion, during which trustees asked if all the cost reductions had had an adverse impact. Dr. Singh replied that part-time faculty salaries were down because we did not offer as many classes. All non-used salaries are returned to the college as opposed to being used for departmental operations. Trustee Zapora congratulated Dr. Singh on the budget management and encouraged trustees to hone in on the \$554K deficit, as that may remain in years when CARES funding is not available. Dr. Singh noted that the housing loss was significant, and the CARES Act covered it. The reserve has been untouched, however, the financial position is getting more difficult, because of enrollment declines. The question at hand is: what will our structural deficit be? We are not yet sure because we don’t know where enrollment will land. He closed the report by stating that we are not yet out of the woods, and will continue to work hard to strategically manage finances.

DEI PRESENTATION

Dr. Terrell-Powell opened her presentation by stating that an anti-racist institution is one that looks at student success for all and we are looking at our data and closing equity gaps.

She reported on the TRIO program, a 5-year grant. Criteria are: persistence, good academic standing, associates degree of certificate, and transfers to 4-year institutions. Edmonds College exceeded targets in all categories. When students fall below good academic standing, we supply wrap-around services.

National data says that Men of Color struggle to complete. We started Men of Color Scholars that mirrors the structure of TRIO. There were 21 students total, with 17 joining in the Fall. These participants had a 76% persistence rate, which is 1% higher than the overall persistence rate of the college. The program helps build identity and give meaning to their experience.

Dr. Terrell-Powell shared some DEI and Student Success Highlights:

- NASPA First-Gen Forward Designation & Celebration - One of 72 colleges/universities nationwide and the only CTC in the state to receive this designation
- Advising provided targeted messages to our diverse student population, intentionally reaching out to students of color and veterans to assist them with access to registering for classes and moving forward with their academic plan.
- The Pursuit Lab - A pre-employment transition service for students with disabilities transitioning out of high school or looking for jobs/careers doubled its class size in 2021-2022
- Disability Services ASL Instruction Program - A student-focused approach to include an ASL interpreter in online learning
- Offering Spanish language support for students coming through WATR Center programs
- Partnering with community groups to do outreach to communities of color for Construction pre-Apprenticeship Program
- EC provides educational services for 700 students at the Monroe Correctional Complex
- Provide pre-college ELA classes to non-native-English-speaking immigrants, refugees, and citizens.
- MESA and RISE programs support diverse students and women in STEM.

Chair Wagner stated that she would like student success data on MESA and RISE at a future study session. Ms. Chapman shared that Guided Pathways is making sure students are reaching college level courses and making sure they are successful. An example of this is noticing some nursing classes have learning deficits for students of color and reaching out to them in pre-requisites to make sure they are ready for the next level. Additionally, in recent faculty hiring, we were very thoughtful about job descriptions and reaching out to get diverse candidates to the pools. We were given a target of 7, but hired 13, of which 8 were diverse candidates.

Dr. Terrell-Powell further shared that:

- We have established new faculty orientation with integrated DEI pedagogy to help faculty build inclusive curriculum and classroom environment.
- Chromebooks - 1000 checked out by students and are checking to see who is not checking them out so that we can reach out to them.
- Headstart - working on a new site, have 9 currently. The need is great, and the population of families is very diverse. Trustee Webster asked for more data on who is served by Head Start.
- Center For Families: received \$250K grant to provide free child care to 26 families. Lack of child care is a big barrier to student success.
- Housing Hope: served 15 students with funding for housing.
- DEI Council: Focused on 5227 Professional Development, peer mentoring programs, and DEI policy framework
- Black, Indigenous and Latinx Student Success Plans - Incorporated recommendations from these updated plans into the Comprehensive Plan and the SBCTC DEI Strategic Plan
- Latino Leadership Initiative (LLI) - Winter and Spring, the Center for Student Cultural Diversity & Inclusion (CSCDI) participated in the annual Latino Educational Training Institute (LETI) LLI Program with eight students. The students participated in monthly sessions: workshops, speakers, and collaborated on a project presented at the end of the program.
- Culture Talk - Collaborated with the Global Engagement/Study Abroad Program, hosted a Culture Talk in Fall 2021. The event aimed to provide two students' perspectives, domestic and

international, by answering questions revolving around boundaries, cultural differences, community, education, and microaggressions. 8 participants.

- DEI Repository - This is a culmination of campus work done by various groups as we strive to reduce barriers, improve student success for all and become an anti-racist institution.

Dr. Terrell-Powell shared information about the new Washington laws, SB 5227 and SB 5194

SB 5227 - Diversity in Higher Education, requires diversity, equity, inclusion, and anti-racism training and assessments at institutions of higher education. This law has four “must” elements:

- Provide DEI and anti-racism professional development
- Conduct campus climate assessments
- DEI and anti-racism programs for students
- Report back to the Legislature

SB 5194 - Equity & Access in Higher Education, provides for equity and access in the community and technical colleges. Five Key Elements:

- DEI strategic plans
- Full implementation of Guided Pathways
- Addition of full-time faculty positions
- Creation of a mental health pilot program
- Minimum hiring standards for faculty counselors

We have completed a DEI strategic plan; outreach is happening. HR has completed the OFM diversity report.

There was discussion amongst the trustees about: the necessity of a baseline of where we are and where we want to go and success mechanisms being built into the design of trainings; how trustees can support the work; and the possibility of participating in the training that is offered.

LUNCH

At 12:30pm Chair Wagner adjourned the meeting for lunch.

At 2:00pm, Chair Wagner reconvened the meeting in open session.

2022-23 COLLEGE PRIORITIES

Dr. Singh began the presentation of the next year’s priorities letting the Board know that the theme is Back to Basics. Access and Success will be our main focus, attempting to scale up the small steps we have been taking. He reminded the Board of the Comprehensive Plan structure, where lagging indicators are the bigger milestones, and leading indicators are the smaller ones that are steps to achieving the lags. The goals have strategies and action steps, and each action step in the Plan will have a work plan that will have sub-lead metrics and sub-action steps.

GOAL 1: ACCESS

- Increase New Student Enrollment by different student groups - there are metrics, and will have a work plan for each of these groups.
- Strategic Scheduling - we will be reexamining if we are meeting student needs through flexible scheduling; the goal is to have 75% class fill rate.
- Enhance Digital Capabilities to Increase Enrollment - website redesign for student-focus, clarity and content; keep telling our story through video with a social media focus.

GOAL 2 -SUCCESS

- Fully Build Guided Pathway Pillar 1 - Clarify the Path: published program requirement sheets, chronologically mapping those courses while streamlining to make recommendations for which

courses to take. These maps will have recommendations for courses to take depending on which university the student intends to go to.

- Fully Build Guided Pathway Pillar 2 - Getting Students on the Path: requiring onboarding, career exploration, assigned advising where they work to get a customized academic plan. Successful completion of Career and college success course.
- Fully Build Guided Pathway Pillar 3 - Keeping Students on the Path: fully implement early alert program; milestone checkpoints by the assigned advisor; ensure success in foundational courses, re-enroll stop-outs; shortening the path to college level courses; grow and stabilize the Men of Color program.

GOAL 3 - COMMUNITY ENGAGEMENT

Expand awareness and storytelling about Access and Success at Edmonds College in the South Snohomish County community.

- Raising awareness about who we are, what we stand for - different stories with different calls to action than the public relations push for enrollment.
- Leadership engagement across the county to connect in our home district with those who need to be aware of who we are, and what we offer.

GOAL 4: CAPACITY AND OPERATIONAL EXCELLENCE

- Optimize key college business processes and provide training to stakeholders: offer workshops sessions to budget managers on a range of topics; Update and implement employee compliance training and onboarding/offboarding processes.
- Hire and retain diverse employees: build and implement a plan to hire and retain diverse employees.
- Increase student success related data awareness and information literacy across the college through workshops.
- Comply with state laws regarding DEI.

GOAL 5 - Entrepreneurial Hub

- Leverage state and federal resources to develop new short term pathways in manufacturing industries - build certificate and badge pathways to Maritime and AI robotics.
- Create Entrepreneurial Learning Opportunities.

GOAL 6: Anytime, Anywhere

- Meet milestones and requirements for Year 3 of the Title II grant to support and increase student success. Increase flexible academic delivery options and online course quality; deliver technology enhanced services and programs.

There was lengthy discussion on the transparency of metrics and targets. Trustee Webster expressed frustration that there were not clear targets in the Comprehensive Plan reporting, and expressed strong desire for clear, easily understood key performance indicators. Dr. Singh said that he would look at changing the reporting so that the Board could feel they have all the information to understand where we are in our goals.

BREAK

At 3:30pm Chair Wagner adjourned the meeting for a 15-minute break.

At 3:45pm Chair Wagner reconvened the meeting in open session.

STUDENT SUCCESS UPDATE: REMEDIAL EDUCATION

Dr. Singh opened the topic by talking about the history of remedial education in this country, saying that some seemed to be necessary and good, but over time, it started to take too long and students were kept from advancing into college classes. A new study from California shows more students are enrolled in college level courses after the state passed a law to not require remedial classes, but students are not as successful. So there is a place for remedial classes, but it can't be such that it keeps students from college courses. He introduced Dr. Carey Schroyer, Dean of STEM, who said that her presentation would focus on obstacles and initiatives to help students succeed.

Dr. Schroyer shared the metrics used: persistence and retention; course pass rates; credential completion; transfer to university programs; and employment and/or career advancement.

Key Obstacles: student attrition, lack of social & academic integration, lack of STEM & resource awareness, low self-efficacy; lack of access and/or support; innovative & relevant programming

OBSTACLE 1: Student attrition

Student attrition is increased significantly by: lack of academic preparation, elongated course sequences, increased time to credential completion, ctclink Transition, Covid fatigue, current job market (high demand & high wages). Dr. Schroyer shared some of the ways the STEM department is minimizing student attrition, such as introducing co-requisite courses, which will allow students to complete the college level course and pre-college course at the same time, and extending IBEST into the pre-nursing DTA pathway.

OBSTACLE 2: Lack of Social & Academic Integration

National research suggests that the degree to which a student becomes engaged in, or becomes integrated into, the fabric of their college is an important factor in student persistence. The STEM division will provide more opportunities for face-to-face engagement among students, faculty, and staff to re-engage and rebuild community.

OBSTACLE 3: Lack of STEM & Resource Awareness

Many community college students lack information on the academic options available to them in STEM fields. The STEM division is focused on increasing STEM awareness & resources by creating positions to reach out to specific populations, and making sure that the program pathways are clearly developed and articulated, among other things.

OBSTACLE 4: Low Self-Efficacy

Research shows students with positive influences and high science self-efficacy beliefs are more likely to increase their effort to succeed in science activities. The STEM Division continues to incorporate the development of self-efficacy into the course curriculum, program offerings and STEM support services.

OBSTACLE 5: Lack of Access

Educational access is critical for academic success, and program and course schedules must meet the needs of both traditional and non-traditional students. We are increasing and sustaining access through multiple strategies that deal with course modality, alternative scheduling, access to resources, study space and technology.

OBSTACLE 6: Relevant, Innovative Programming

Emerging science and technologies will change the way we live, how we look after our bodies, and help us avert a climate disaster. The STEM division has or will launch new programs including AMMET (Advanced Manufacturing and Materials) BAS, Data Analytics Certificate, ROBAI (Robotics and Artificial Intelligence) BAS, and is developing others.

In conclusion, Dr. Schroyer shared that EC's STEM division is focused on student success, and providing access to affordable, high quality, innovative educational programs that:

- Prepare students to be leaders in the local and global workforce.
- Successfully transfer and excel at universities and 4 year colleges throughout the world.
- Increase and diversity the number of STEM credentialed individuals needed to satisfy the science and technology demands of the future.

Ms. Chapman presented information on the pre-college English Pathways, including what is being done to shorten the Pathway. These efforts include directed self-placement (DSP), I-BEST English multilevel courses for certain classes, and support options to enable students to place themselves higher than they might normally because there is support available.

Preliminary results of directed self-placement show a significantly higher percentage of placement in English 99 and 101 as compared to the previous Accuplacer test, and success in the English classes looks roughly comparable, based on preliminary, early data. When disaggregated by race, students of color are mostly placing themselves higher with directed self-placement and are not doing worse in the classes.

What's next:

- Continue to analyze DSP data and adjust as needed
- Grow our I-BEST program
- Creating more co-requisite options
- Learn from other colleges who have successfully shortened the pathway

WRAP-UP

Chair Wagner thanked the staff and the Board and said that the next day's study session would begin at 9:00am.

ADJOURNMENT

With no further business, Chair Wagner adjourned the study session at 4:52pm.

FRIDAY, AUGUST 12, 2022

Trustees Present: Adrienne Wagner, Chair; Dave Earling, Vice Chair; Shinhae Hwang; Wally Webster; Carl Zapora

Trustees Excused: Dr. Tia Benson Tolle

Others Present:

Dr. Amit Singh, President
Kim Chapman, Vice President for Instruction
Kristen NyQuist, Director of Planning and Operations

Dr. Robin Datta, Interim Dean of Humanities and Social Sciences

CALL TO ORDER

Chair Wagner welcomed the trustees and staff and called the study session to order at 9:03am.

LIBERAL ARTS PROGRAMS REPORT

Dr. Singh introduced Kim Chapman and Dr. Robin Datta, who gave a presentation on the liberal arts programs at the college.

Dr. Datta outlined all the programs that are under the umbrella of liberal arts division, and noted that Humanities and Social Sciences (HSS) have been trying for decades to infuse diversity into their curricula. The Career and College Success program is housed in HSS, and visual communications (visco) bridges art and professional-technical programs.

He shared the reach of the division (pre-pandemic stats)

- Direct Transfer Agreement (~36% of student population).
- Enrolls between 4500 and 6000 students per quarter in all classes (Pre-Pandemic)
- HSS classes touch AA-Transfer, AAS, Business DTA, HHS, etc.
- 70 Teaching Faculty (22 FT / 48 AF in Fall 2022)
- Biggest Departments - English, History, Political Science, Psychology
- The top 6 classes for Running Start are in HHS

College in the High School (CHS): we have one of the larger programs, and HHS is well represented in CHS. The Seattle School District reached out to us for our CHS program as we teach diversity studies, English, French, history, journalism, music, political science, Spanish.

He shared a story of an archaeological field school, where 6 of 9 students were offered archaeology jobs after the project. In terms of DEI and Student Success For All, the English department has taken leadership role in this work; 3 faculty who have participated in SBCTC anti-racist curriculum team to work on grading processes.

Visual Arts: Art, Photography, Visco

The pandemic did not slow the art department down - they successfully pivoted and kept going. Student art shows happened both online and in the gallery and there have also been installations from outside artists.

The Music department was very active during the pandemic:

- Concert band has kept going - we brought in someone from Mukilteo HS and she is growing the program
- Soundsation traveled to British Columbia for an invitational
- Community events were largely put on hold, but are coming back
- Music DTA - one of 2 colleges in King and Snohomish County that offer a 2-year music AA
- We offer a Music and Audio production certificate

The trustees thanked Dr. Datta for his presentation.

BREAK

At 10:04am, Chair Wagner adjourned the meeting for a 5 minute break.

At 10:09am, Chair Wagner reconvened the meeting in open session.

EXECUTIVE SESSION

At 10:10am, Chair Wagner called an executive session for 1 hour and 20 minutes to discuss real estate, litigation, and personnel matters, returning at 11:30am.

Trustee Hwang exited the executive session after the discussion of the real estate matter.

At 11:22am, Chair Wagner extended the executive session to 11:40am.

At 11:40am, Chair Wagner extended the executive session to 12:00pm.

At 12:00pm, Chair Wagner extended the executive session to 12:10pm.

LUNCH

At 12:10pm, Chair Wagner adjourned the meeting for a 35-minute lunch break.

At 12:45pm, Chair Wagner reconvened the meeting in open session.

BOARD SELF-ASSESSMENT

Chair Wagner led a discussion of the Board Self-Evaluation tool, which each trustee had completed, as follows:

Item 4 in the Community Relations section “The Board ensures that community input is sought where appropriate,” sparked a discussion about public comments. The Board discussed the purpose for comments, and debated whether or not the Board should respond or follow up, and what the mechanism might be to do so. It was agreed that if a trustee wanted to discuss responding to a public comment, they could discuss with the Chair and the Chair would determine the most appropriate way forward.

Item 5 in the Community Relations section “The Board has protocols for communicating with the citizens, the employees and the media.” The Board asked to see the policy on media relations.

Item 5 in Standards for College Operations “The Board has policies that require fair and equitable employment processes.” The Board asked for research into what Board policies reflect in terms of employment policy, noting that they could adopt HR policy if there isn’t one specific for the Board.

Item 4 in Advocating for the College, “Board members participate in community activities as representatives of the college.” The Board agreed that the President’s Office staff could inform the Board of opportunities, and the Board could also inform the President’s Office of opportunities that they knew of.

Items 2 and 3 in Board-President Relations were discussed in executive session and the Board agreed to review the presidential evaluation form in the spring of 2023.

Item 3 in Institutional Performance, “The Board reviews accountability reports to state and federal agencies.” The Board asked for clarification on what reports this item is referring to.

Item 2 in Board Education, “The Board has an ongoing program of Board leadership development.” The Board discussed the possibility of developing expectations for trustee candidate interviews to include attending ACT and ACCT Board development opportunities.

Item 3 in Board Education, “The Board is knowledgeable about major social and economic trends and issues that affect the institution.” The Board agreed it was important to have regular discussions on this topic.

BREAK

At 1:53pm, Chair Wagner adjourned the meeting for a 7-minute break.

At 2:00pm, Chair Wagner reconvened the meeting in open session.

BOARD DISCUSSION

Chair Wagner led a discussion on several topics. The first item was the term of the office of Chair, which is currently one year. The Board agreed that it would be best to have officer terms for the Chair and Vice Chair begin in September, so that the summer study session could be led by the Chair who had led the Board the prior year. It was agreed that a policy amendment to this effect would be considered in October.

The Board discussed possible candidates to fill the unexpired vacancy left by Dr. Tia Benson Tolle’s resignation.

Chair Wagner led the Board in an exercise called Start/ Stop/Continue, to consider and analyze the efficacy of Board meetings.

START

It was suggested that:

- The Board be able to request presentations on topics they are interested in learning more about.
- The Board of Trustees be more heavily promoted to students so that students know what the Board is doing. Chair Wagner and Dr. Singh agreed to discuss this possibility.
- The Board start touring different places on campus prior to meetings, in lieu of a study session.
- The Board consider adding a closing exercise to the agenda asking “what is the best thing you heard today in the meeting?” and calling for future and/or hot topic discussion items.

STOP

- It was suggested that the Board stop coming up with ideas but not following up on them.

CONTINUE

It was suggested that the Board continue:

- To offer a Zoom video conference for meetings, even if meetings are also in person.
- To have learning sessions about individual divisions, program and academic disciplines, like today’s liberal arts presentation.
- Tying presentations to student success.

WRAP-UP

Chair Wagner thanked the Trustees for their time and participation in the 2-day retreat.

ADJOURNMENT

The meeting was adjourned by Chair Wagner at 3:30pm.

Adrienne Wagner, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary



BOARD OF TRUSTEES

Regular Meeting: October 13, 2022

Location: Gateway Hall - 6600 196th Street SW, Lynnwood, WA

Draft Minutes

Trustees Present: Adrienne Wagner, Chair; Dave Earling, Vice Chair; Shinhae Hwang; Wally Webster; Carl Zapora

Trustees Excused: None

Others Present:

Dr. Amit Singh, President
 Sara King, Assistant Attorney General
 Scott Haddock, Faculty Union Representative
 Ahmad Hilal Abid, Associated Students of Edmonds College Representative
 Danielle Carnes, Vice President for Innovation and Strategic Partnerships
 Jorge de la Torre, Interim Associate Vice President for Student Engagement
 Kim Chapman, Vice President for Instruction

Kristen NyQuist, Director of Planning and Operations
 Jim Mulik, Vice President for Finance, Grants, and Institutional Effectiveness
 Eva Smith, Chief Information Officer
 Dr. Yvonne Terrell-Powell, Vice President for Equity, Inclusion and Belonging
 Heide Brillantes, State Auditor's Office
 Kristina Baylor, State Auditor's Office
 Various members of the campus community and public

CALL TO ORDER

Chair Wagner called the meeting to order at 4:15pm, and welcomed those present.

INTRODUCTIONS

Chair Wagner led introductions of the trustees; Dr. Singh led introductions of the leadership team.

Chair Wagner suggested amending the agenda to move the Representative Reports after the Old Business item, and to move the President's Report before the Foundation Report. The Board concurred.

APPROVAL OF MEETING MINUTES

Chair Wagner asked for a motion to approve the minutes from the June 9, 2022 meeting, which was made by Trustee Webster, seconded by Trustee Zapora. The minutes were unanimously approved as presented.

Approved

Chair Wagner asked for a motion to approve the minutes from the September 15, 2022 meeting, which was made by Trustee Zapora and seconded by Trustee Webster. Trustee Zapora suggested an amendment in the Board Discussion section to reflect that the Board had concurred with his suggestion that the DEI monument research should be done this year and the project implemented next year. Chair Wagner called the vote and the minutes were approved as amended, with Vice Chair Earling abstaining.

Approved

NEXT MEETING

The next regular meeting will take place on Thursday, November 10, 2022 at 3:30pm, in Gateway Hall, Room 352.

TRANSFORMING LIVES

Annabelle Jaeger, an international student, was introduced by Lisa Thompson and asked to share her journey as a student at the college. Ms. Jaeger shared that she first came here from Germany as an au pair, and then decided that she'd like to attend the college. She attended her first quarter online from her home in Germany, before joining on campus in winter of 2022. Her first on campus job was in the Office of International Programs, but she now works in the Center For Families, which also aligns with her Early Childhood Education program of study. She said she appreciated the support she received from her technical advisor, as well as the opportunity to work in the Center for Families. She is doing her field practicum, and her professors are very supportive.

Ben Roche, a Running Start student from Edmonds Woodway High School was introduced by Dr. de la Torre, who asked Mr. Roche to speak about the September 10th Back to Campus event. Mr. Roche serves as the Executive Officer of Finance and Budget in student government, and is pursuing an Associates Degree in Business. He shared that he has found instructors accessible and great to work with. He spoke about the September 10th event held on campus to enroll students and welcome them back. He said it was particularly great to see people face-to-face, as being a student during the pandemic was very tough. Mr. Roche said that student government members shared who they are and what they do with students to try to get them more engaged on campus and with student government, faculty and staff.

INFORMATIONAL & MONITORING REPORTS

Accountability Audit

Mr. Mulik introduced Ms. Brillantes and Ms. Baylor from the State Auditor's Office, who gave a presentation on the Accountability Audit they will be conducting, which will cover the period of July 1, 2018 through June 30, 2022 and evaluate the following areas: payroll, accounts payable, cash receipting, financial condition, and compliance with the Open Public Meetings Act. Other areas of evaluation may be added. Accountability Audits are funded by the legislature, and they focus on the systems that deal with public funds. They shared ways to report cybersecurity issues to the Attorney General's Office and the State Auditor's Office. Ms. Brillantes and Ms. Baylor will schedule an exit conference when the audit is finished, to share the results and reports.

OLD BUSINESS: SECOND CONSIDERATION AND FINAL ACTION

Approval of 2023 Meeting Dates

Chair Wagner called for a motion to approve Resolution #22-10-1, regarding the meeting dates for regular Board of Trustees meetings for 2023. The motion was made by Trustee Zapora, seconded by Vice Chair Earling, and unanimously approved.

Approved

REPRESENTATIVE REPORTS

Associated Students of Edmonds College Report

Ahmad Hilal Abid gave the ASEC report. He reported that they had been interviewing candidates for open positions and would continue; The ASEC has had 3 very productive meetings so far this quarter and heard design team presentations. Additionally, the Executive Board provided some funding for the Jazz Band's trip to Puerto Rico.

WPEA Representative Report

Lia Andrews, Classified Staff Representative, could not attend the meeting. She provided a report, which Ms. NyQuist read into the record [Attachment 1].

AFT Union Representative Report

Scott Haddock, AFT Local President, reported the membership of the Executive Council & Contract Administration Committee

- President - Scott Haddock (Paralegal)
- VP for Membership - Beth O'Donnell (Hospitality & Tourism)
- VPs for Dispute Resolution - Chuck Meuller (Engineering) & Claudia Levi (Business Management)
- VP for Communication - Lisa Schubert (English Prep)
- VP for Outreach - Jeannie Neiman (Physical Ed & Health)
- VPs for Contracted Programs - John Jakoski & Carly Davis (Correctional Ed at Monroe)
- VP for Finance - Sophia Ju (Accounting)
- VP for Technology - Mike Andrew (Computer Information Systems)
- VPs for Associate Faculty - Shari Arnisen (Business Management) & Kristin Hughes (Adult Basic Ed and English Language Acquisition)
- VPs At-Large - Patrick Kolanda (Construction Management) & Erika Ferreri (Allied Health)
- CAC - Stephanie Bevin (Business Information tech), Gabrielle McIntosh (Mathematics) & Mary Whitfield (Chemistry)
- State AFT Representative - Bob Downing

He requested that the Board consider reinstating the tradition of an annual dinner with the Executive Council. Reporting on collective bargaining, he said that the AFT has assembled its team and has been in regular and effective meetings with members of the administration, including Ms. Chapman and Dr. Singh. Both teams have agreed to receive effective negotiation training from PERC.

A 6.5% pay increase for faculty has been presented to the legislature and is supported by AFT. This increase, which will be in addition to COLAs, stands a good chance of passing. Mr. Haddock said he appreciated Dr. Singh's advocacy around these issues. Mr. Haddock also noted his appreciation of David Breed and the Faculty Senate Council, who continue to do outstanding work on behalf of the entire college and its students, especially in the area of DEI work.

Mr. Haddock also noted that AFT Washington is focused on developing meaningful, lasting relationships with tribes, and while stating Native land acknowledgments is very important, this is an area where AFT Washington and the CTC system can and must do more to engage with what Native communities need. He stated that tribes, unions, and the college need to collaborate to promote apprenticeship and careers in trades. Additionally, the college should consider offering a Native Pathways Bridge Associates of Arts Degree Program that can be transferred to any four-year college or University, as Grays Harbor College does.

NEW BUSINESS: FIRST CONSIDERATION

Consideration of Permanent Status: Melissa McKay

Ms. Chapman presented Corrections Education faculty member Melissa McKay for consideration of permanent status. Ms. McKay will join the Board at the November meeting to discuss her permanent status candidacy.

Review of 1/3 Board Policies and Procedures

As part of the Board's regular review of its policies each year, Chair Wagner presented the background on proposed amendments to policies and procedures 1, 2, 3, 4, 5, 14, and 17, which were suggested by staff and reviewed by AAG King. Trustee Zapora stated that the changes seemed straightforward. Vice Chair

Earling agreed, and noted that he was glad for the reminder in the policy review of the responsibilities that rest with the Board. Chair Wagner noted her support for moving the officer terms to begin in September, as had been discussed in the summer study session, and also continuing the practice of accepting public comments in writing, as well as in person, as we move back to in-person meetings. Trustee Webster noted that he would have input to share on policy and procedure BOT 14.0, 14.01pr at the next meeting. He also expressed discomfort at the practice of hearing from the public during the public comment period and not responding in the moment.

Chair Wagner asked the Board to come prepared to discuss the policies at the November 10th Board meeting.

BREAK

At 5:20pm, chair Wagner adjourned the meeting for a 15-minute break.

At 5:35pm, Chair Wagner reconvened the meeting in open session.

PUBLIC COMMENTS

Chair Wagner noted that no public comments had been received in writing, and one person had signed up to give a public comment in person. She invited Dr. Will Hamp to address the Board for a 3-minute period. Dr. Hamp expressed his anger and frustration regarding a situation with a student in mid-September. The student had been told to take a particular test by the testing center, but the decision had been overridden by President Singh and VPI Chapman, he said. Dr. Hamp felt this undermined credibility in staff and procedures. He also expressed frustration that a fee charged to students that he felt was illegal, had not been removed. Dr. Hamp continued to give his comments past the 3-minute timer, and Chair Wagner eventually interrupted to let him know his time had expired.

PRESIDENT'S REPORT

Dr. Singh began his report by clarifying that the situation referenced in the public comment had been the right thing to do for the student, and that VPI Chapman had made the right decision to help the student, and that as the VPI, she had the right to make such a call. He explained that the student in question went to an American school in Turkey and since he had all As in every course, he should have been exempted from placement testing just like someone who went to school here.

Dr. Hamp stood up from his seat in the audience and shouted for a point of personal privilege, which was not granted by Chair Wagner. Dr. Hamp continued to interrupt the meeting anyway, approaching the podium while shouting at Dr. Singh and the Board. Dr. Singh stated that this was not Dr. Hamp's time to speak, but nevertheless, he continued an angry tirade about Dr. Singh and VPI Chaman's actions. He rapidly approached the Board where they were seated and threw his college badge at Trustee Webster screaming that he was "done." Ms. NyQuist escorted Dr. Hamp out of the Boardroom and security was notified of his alarming behavior.

Dr. Singh continued his report, letting the Board know that per BOT Policy 13.0 on emergency executive succession, he was hereby notifying the Board that in the event he was unable to lead the college for some reason, that Kim Chapman, Vice President for Instruction, could assume the duties in the interim, and in the event that Ms. Chapman could not fill the position, it could go to Jim Mulik, Vice President of Finance, Grants and Institutional Effectiveness.

Dr. Singh shared that it was wonderful to have students back on campus for Fall Quarter, and also that he would be meeting with all of the district elected officials as they head into the legislative session, to advocate for the next biennium budget.

FOUNDATION REPORT

Tom Bull, Executive Director of the Edmonds College Foundation reported that the Foundation had increased its strategic communications with quarterly and year-end reports and also a newsletter, which focuses on telling student and donor stories. The Foundation has been spotlighting the Triton Student Resource Hub, which is a great resource for students and community members. He closed his report by sharing that the Foundation is undergoing its annual audit, and would also be engaging a strategic planning consultant.

BOARD DISCUSSION

Chair Wagner led a period of discussion for the Board.

Trustee Zapora shared that there is lots of training available on what to do when things go awry. He also shared that while recently talking to prospective board members, it'd been great to reflect on all the excellent things going on at the college. He encouraged everyone to remember the fabulous work going on and thanked everyone for the part they play in making Edmonds College the best it can be.

Trustee Webster shared a heartfelt story in regards to Dr. Singh and Ms. Chapman doing the right thing by the student in the testing center. He recalled how he had been told by a community college advisor that he "was not college material." As he stood to leave the office, another employee who had overheard the exchange took him aside and got him enrolled. To this day he credits that person with doing the right thing in a way that profoundly changed his life. He thanked Dr. Singh and Ms. Chapman for their actions.

Mr. Hilal Abid asked for permission to speak, which was granted by Chair Wagner. He shared that he feels Edmonds College is more than a place to get an education - that the leadership here are like family. He said he feels the leadership cares deeply for students and that he feels at home and safe at Edmonds College.

Chair Wagner said that she was looking forward to attending the ACCT Conference at the end of October, and learning about best practices. Our state has an amazing collection of colleges and we are often on the cutting edge. It will be an opportunity to share and learn from others.

Trustee Webster thanked Ms. NyQuist for her professionalism and assistance with the trustees.

EXECUTIVE SESSION

At 6:00pm, Chair Wagner adjourned the meeting to executive session for 20 minutes to discuss personnel matters, noting that no action would be taken afterward.

At 6:22pm, Chair Wagner reconvened the meeting in open session. She noted that the trustees had concluded the President's performance review, which began in the summer. The President's performance was reviewed as successful, meeting or exceeding expectations in all areas. Chair Wagner congratulated Dr. Singh, stating that he is the right leader for the time we are in, and the Board is glad to have him leading us in our successes and challenges.

ADJOURNMENT

With no further business, Chair Wagner adjourned the meeting at 6:24pm.

Next Meeting: The next regular Board meeting will be held on November 10, 2022 at 3:30pm, in Gateway Hall Room 352.

Adrienne Wagner, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary



BOT Meeting Report

WPEA/UFCW LOCAL 365

Thursday, 10.13.2022

Report

2023-2025 WPEACBA Negotiations - Update

- Our contract was ratified by members. The contract will go to the OFM for budgeting before proceeding to the state legislature for approval.
- COLA increase - 4% in the first year, additional 3% in the second year.
- The contract will have a MOU for a monetary *incentive* for classified staff to receive COVID boosters.
 - The initial series of the COVID -19 vaccination is still *required* for employment.

Climate Report - ODET and Professional Development

- The stewards continue to advocate for ODET to continue and be similarly funded. We see the value in employee development, training, recognition and well -being. The opportunities that are afforded to employees through ODET for professional development and training contribute greatly to our healthy work environment, productivity, and our sense of community.
- Training for professional development are still line items on the budget. These are key elements to employee retention and advancement. Workplace productivity and morale is more important than ever as staff work to transition the campus to more in-person services.



Washington Community College District 23

**BOARD OF TRUSTEES
November 10, 2022**

BACKGROUND CONSIDERATION OF PERMANENT STATUS

Subject

Consideration of permanent status for:

[Melissa McKay](#), Business Management (Corrections)

Background

The Board of Trustees is required to consider the award or denial of permanent status following a probationary period not to exceed (9) consecutive quarters, excluding summer quarters and approved leaves of absence.

Melissa McKay has successfully completed her three-year probationary period. The Appointment Review Committee and Administration recommend approval of permanent status.

The candidate has submitted an electronic portfolio this year. This is a Google Site with navigation that will guide you through the required sections of the permanent status portfolio.

To view the site

Please click on the name above or visit sites.google.com/edmonds.edu/melissa-mckay-portfolio

Recommendation

The administration recommends that the Board of Trustees consider permanent status for Melissa McKay at the October 2022 meeting and approve permanent status for this faculty member at the November 10, 2022 meeting.



Washington Community College District 23

**BOARD OF TRUSTEES
November 10, 2022**

PERMANENT STATUS BIOGRAPHY

Melissa McKay, Corrections Education

After eighteen years in corporate America, I had the great good fortune to be laid off from the banking industry due to a merger. This gave me the opportunity to return to school full time to complete my education. I had returned to school, taking evening and online classes while working, pursuing an Associate Degree in Accounting from Edmonds Community College. This was my opportunity to switch gears and prepare for a career in the sciences. I earned my transfer degree from Edmonds in 2002, a BS in Oceanography from the University of Washington in 2004. After earning a MS in Environmental Sciences and Policy from Johns Hopkins University in 2006, finding a science position was difficult. My big break came when my good friend, Andy Williams, asked if I would like to teach Business Math online. This is how I found my true calling in teaching adults, and I joined Edmonds Community College as an Instructor, for the Business Division in 2007. In 2015, I earned my BS in Accounting from Western Governors University, and had the good fortune to fill in on an emergency basis at the prison campus at Monroe Correctional Complex for the Spring quarter in 2015. This is where I have found my work home to be, teaching adults, many from disadvantaged backgrounds, and watching the benefits of education transform lives. Everyone should have work that they love to do, and I have certainly found mine.



Washington Community College District 23

**BOARD OF TRUSTEES
NOVEMBER 10, 2022**

**RESOLUTION #22-11-1
APPROVAL OF PERMANENT STATUS**

Subject

Consideration of permanent status for:

Melissa McKay Business Management (Corrections)

WHEREAS, the appointment review committee has met their responsibility under the law and the negotiated agreement to review the appointment of the above-named; and

WHEREAS, the appointment review committee has recommended that permanent status be granted for Melissa McKay;

NOW THEREFORE BE IT RESOLVED that Edmonds College Board of Trustees grants permanent status to Melissa McKay and welcomes her to a permanent faculty position at Edmonds College.

Adrienne Wagner, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh



BOARD OF TRUSTEES
November 10, 2022

BACKGROUND

Board Policy & Procedure Review:

**BOT 1.0, 1.01pr, 2.0, 2.01pr, 3.0, 3.01pr, 4.0, 4.01pr, 5.0, 5.01pr,
14.0, 14.01pr, 17.0, 17.01pr**

Background

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

The following policies and procedures represent the first set of a new 3-year cycle, with all Board policies and procedures being reviewed in 2019, 2020, and 2021.

Overview

Board Policies and Procedures 1, 2, 3, 4, 5, 14, and 17 have been reviewed by staff and Assistant Attorney General Sara King. Proposed changes are outlined in the summary table following this page, and exact changes are shown in "redline" on the policies and procedures themselves.

Recommendation

The college administration recommends that the Board review the proposed changes and provide feedback; Board Policies and Procedures 1, 2, 3, 4, 5, 14, and 17 will be brought back to the Board for approval at the November 10, 2022 meeting.



BOARD POLICY AND PROCEDURE REVIEW

| Executive Summary | | | |
|--------------------------|--|---|--|
| | POLICY/PROCEDURE UNDER REVIEW | CHANGES RECOMMENDED | RATIONALE |
| | BOT 1.0: Board of Trustees Bylaws Policy | <ol style="list-style-type: none"> 1. Update title of VP of Finance to reflect separation of Operations from the role | <ol style="list-style-type: none"> 1. Aligning policy with current title |
| | BOT 1.01pr: Board of Trustees Bylaws Procedure | <ol style="list-style-type: none"> 1. Change officer terms to begin September 1st, reflecting Board discussion at Summer Study Session 2. Add provision to allow advisory representatives to attend meetings virtually when the option is made available 3. Add provision to allow for public comments to be submitted in writing prior to the meeting | <ol style="list-style-type: none"> 1. Changing the term start date allows current chair and vice chair to preside over the Summer Study Session, rather than having a brand new Chair and Vice Chair take on that duty as the first action in their terms 2. The pandemic has necessitated meetings to be held virtually at times; this will bring the policy current with practice 3. Allowing for public comments to be submitted in writing as well as in person broadens access and brings our policy current with the practice started during the pandemic |
| | BOT 2.0: Board Job Description Policy | No changes recommended | |
| | BOT 2.01pr: Board Job Description Procedure | <ol style="list-style-type: none"> 1. Update title of VP of Instruction to reflect current title 2. Reserve the authority to recommend building names to the Board for the President 3. Remove the Board Chair duty of acting as primary link between the President and Board | <ol style="list-style-type: none"> 1. Aligning policy with current title 2. The President, being the Board's only employee, should make the recommendation for building naming to them 3. This change allows for the President to build relationships directly with all trustees |
| | BOT 3.0: Board Member Code of Ethics Policy | No changes recommended | |

| | | | |
|--|---|---|--|
| | BOT 3.01pr: Board Member Code of Ethics Procedure | No changes recommended | |
| | BOT 4.0: Board Philosophy of Governance Policy | No changes recommended | |
| | BOT 4.01pr: Board Philosophy of Governance Procedure | No changes recommended | |
| | BOT 5.0: Board Civility and Respect Policy | No changes recommended | |
| | BOT 5.01pr: Board Civility and Respect Procedure | No changes recommended | |
| | BOT 14.0: Equity, Inclusion, and Student Success Policy | No changes recommended | Major revision three years ago |
| | BOT 14.01pr: Equity, Inclusion, and Student Success Procedure | No changes recommended | Major revision three years ago |
| | BOT 17.0: Board of Trustees Stipend Policy | Administration has no comment | |
| | BOT 17.01pr: Board of Trustees Stipend Procedure | <ol style="list-style-type: none"> 1. Raise the meeting stipend for the student trustee to \$150.00 2. Allow the student trustee to receive a stipend payment for each day of the summer study session 3. Update the title for the Director of Planning and Operations | <ol style="list-style-type: none"> 1. No adjustment has been made for several years, and raising the amount by \$25 reflects the general increase in costs associated with meeting attendance 2. The summer study session is typically two full days. This change attempts to account for the difference in burden between a regular 3-hour meeting and a 16-hour retreat 3. Aligning policy with current title |

BOT 1.0 - Board of Trustees Bylaws :

SUMMARY/SCOPE

The Board of Trustees Bylaws establish the role and scope of the Trustee's position.

DESCRIPTION

The Edmonds College Board of Trustees shall follow the laws of the State of Washington, including the rules and regulations of the State Board for Community and Technical Colleges.

SECTION 1. OFFICERS AND DUTIES

The Edmonds College Board of Trustees shall have the following officer positions: Chair, Vice Chair, Secretary, and Treasurer.

The Chair shall preside at each regular or special meeting of the Board of Trustees, sign all legal documents recording actions of the Board, and review the agenda prepared for each meeting of the Board.

The Vice Chair shall act as Chair of the Board of Trustees in the absence of the Chair. The President of the community college district shall serve as Secretary of the Board of Trustees. The Secretary shall keep the official seal of the Board and maintain all records of meetings and other official actions of the Board.

The Board of Trustees shall appoint as Treasurer the Edmonds College Vice President for Finance ~~and Operations~~ to serve as the financial officer of the Board (RCW 28B.50.142).

Legal authority is vested in the Board of Trustees and may be exercised only by formal action of the Board taken in regular or special meetings. No individual member of the Board may act on behalf of the Board unless specifically instructed by action of the Board.

SECTION 2. MEETINGS

The Board of Trustees shall hold a minimum of six (6) regular meetings and four (4) study sessions each year. The day of the month, time, and place for the regular meetings and study sessions shall be set at the first fall meeting.

The Board of Trustees may convene as a committee of the whole in executive session whenever it is deemed necessary and in the interest of the district for the purpose of discussing matters permitted by the Open Public Meetings Act (RCW 42.30.110).

Three (3) members of the Board of Trustees shall constitute a quorum and no action shall be taken by less than a majority of the Board members (RCW 28B.50.130).

Meetings of the Board of Trustees shall be held in accordance with RCW 42.30.030, Meetings Declared Open and Public.

SECTION 3. OFFICE

The Board of Trustees shall maintain an office at 6600 196th Street Southwest, Lynnwood, Washington, where all regular meetings shall be held unless otherwise announced and all records, minutes, and the official college seal shall be kept. The mailing address is 20000 68th Avenue West, Lynnwood, Washington 98036.

SECTION 4. PARLIAMENTARY AUTHORITY

In questions of parliamentary procedure, the actions and meetings of the Board of Trustees shall be conducted according to the most recent revision of Robert's Rules of Order, unless specified otherwise by state law, rules and regulations of the State Board for Community and Technical Colleges, or these bylaws.

SECTION 5. ADVISORY REPRESENTATIVES TO THE BOARD OF TRUSTEES

The Board of Trustees hereby establishes the position of advisory representative to the Board of Trustees, hereinafter referred to as "advisory representative." There shall be three (3) advisory representatives selected by their respective associations as follows:

- A. The representative of the faculty union.
- B. The representative of the Associated Students of Edmonds College.
- C. The representative of the classified union.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 1.01pr Board of Trustees Bylaws: Procedure](#)

SOURCE INFORMATION

(was) B 3.2 Board of Trustees Bylaws

[RCW 28B.50.142 Treasurer of board-Duties-Bond.](#)

[RCW 42.30.110 Executive sessions.](#)

[RCW 28B.50.130 Boards of trustees-Bylaws, rules, and regulations-Chair and vice chair-Terms-Quorum.](#)

[RCW 42.30.030 Meetings declared open and public.](#)

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

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

REVIEW PERIOD

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

REVIEW HISTORY

2019-Nov 14 Reviewed, Board Resolution 19-11-1

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

2017-Feb 09 Revised, Board Resolution 17-2-1

2014-May 08 Revised, Board Resolution 14-5-1

2007-Jan 11 Revised

2002-Sep 19 Revised

2002-Aug Approved B 3.2

BOT 1.01pr - Board of Trustees Bylaws : Procedure

SUMMARY/SCOPE

Procedure for addressing the Board of Trustees Bylaws policy.

DESCRIPTION

The Edmonds College Board of Trustees shall follow these procedures as they apply to the officers' role and duties, meetings, office, and advisory representatives.

PROCEDURE DETAILS

At the June regular Board of Trustees meeting the Board shall elect from its membership a Chair and Vice Chair, each to serve for one (1) year, beginning ~~September~~ July 1st, until their successors are appointed or qualified. The Student Trustee is not considered for an officer position due to his/her one-year term.

The Chair shall, while presiding at official meetings, have full rights of making motions, discussion, and vote.

The Secretary may appoint an appropriate staff member to act as recording secretary for all regular and special meetings of the Board. The Secretary of the Board shall serve as Chair, without privilege of vote, in any regular meeting of the Board conducted in the absence of the Chair and Vice Chair. The Secretary shall also be responsible for Board correspondence, compiling the agenda of meetings, and distributing the minutes of the meeting and related reports. The Secretary of the Board, or designee, shall attend all regular and special meetings of the Board and official minutes must be kept of all such meetings.

At any regular meeting, the Board may, by majority vote, cancel the next regular meeting. Additional regular or special meetings may be held when requested by the Chair of the Board or by a majority of the Trustees. No official business shall be conducted by the Board except during regular or special meetings held at a pre-announced date, time, and place.

Information and materials pertinent to the agenda of all regular meetings of the Board of Trustees shall be sent to all Trustees prior to each meeting. Any matters of business or correspondence must be received by the Secretary of the Board by 12:00 noon, eight (8) business days before the meeting, in order to be included on the agenda. A matter of urgent business received later may be included on the agenda if it is a matter of emergency in the judgment of the Chair. All materials to be considered by the Board must be submitted in sufficient quantities to provide each trustee and the Secretary with appropriate, legible copies.

All business transacted in official Board of Trustee meetings shall be recorded in minutes, marked with the Community College District 23 seal, and filed for reference in the office of the Board.

Voting at regular meetings of the Board of Trustees shall be by voice. A roll call vote may be requested by any trustee for purposes of the record.

The Board of Trustees' office shall be open during all normal business hours to any resident taxpayer of the State of Washington. Correspondence or other business for the Board shall be

sent to the Secretary of the Board whose mailing address is 20000 68th Avenue West, Lynnwood, WA 98036 or is physically located in Gateway Hall, Room 301.

Advisory representatives may attend all regular and special meetings of the Board of Trustees and shall participate in these meetings of the Board of Trustees with voice but without vote. All such participation shall be in person, **unless a virtual option is offered**, and the right of such participation may be exercised by the organization's designated proxy. If a vacancy occurs in a position of advisory representative, the respective organization shall select a successor for the balance of the term in which the vacancy occurs. All items for discussion proposed by advisory representatives shall be placed on the agenda in advance of meetings through the Office of the President in accordance with Board policies and college regulations.

Individuals giving presentations or making public comments at Trustee meetings shall conform to the Civility and Respect Standards described in BOT 5.0 and BOT 5.01pr, and shall adhere to the guidelines below:

Presentation Guidelines for Trustee Meetings:

- Presenters may not promote or oppose any candidate for public office or any ballot proposition.
- Presenters may not use this time to advertise.
- Speakers who disturb the orderly conduct of the meeting may forfeit their right to address the Board and be asked to leave the Trustee meeting.
- Meetings will be conducted in accord with Edmonds College's Board policy BOT 1.0 - Board of Trustees Bylaws.

Public Comment Process:

To speak at a regular Trustee meeting:

- The Public Comment period is reserved for testimony from the audience.
- Individuals shall write their names on the sign-in sheet on the table at the entrance of the boardroom no later than fifteen (15) minutes prior to the beginning of the Trustee meeting. The Board Chair will allocate an appropriate amount of time for the Public Comment agenda item.
- Individuals shall identify on the sign-in sheet their affiliation with the college, list the topic they will address, and declare whether they wish to speak or not speak during the public forum.
- Individuals should not duplicate public statements previously given, in order to ensure as many individuals as possible have an opportunity to give comments to the Trustees.
- Based upon the number of individuals who have signed up to speak, the Board Chair will allocate the amount of time for Public Comment, and will announce the duration of the Public Comment period at each meeting at the beginning of the meeting.
- Comments should be limited to three (3) minutes per speaker, unless otherwise announced by the Board Chair.
- Speakers may address the Trustees once during the Public Comment period, unless otherwise indicated by the Board Chair.
- The Board Chair or presiding officer will begin the Public Comment period by calling names from the sign-in sheet. An individual who wishes to speak and who did not place his or her name on the sign-in sheet may approach the podium after those who have

signed up have spoken. The Board Chair shall determine if any more individuals may offer public comment at this time.

- Each individual shall approach the podium and identify his or her affiliation with the college (e.g. whether a student, employee, or community member) and state his or her position with respect to the topic(s) to be addressed. Individuals shall address all remarks to the Trustees as a whole.
- The Board, at its discretion, may also offer the opportunity to submit public comments in writing by 5:00pm the day before the scheduled meeting, which would be read into the record in the order received, time permitting.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 1.0 Board of Trustees Bylaws](#)

[BOT 5.0 Board Civility and Respect](#)

[BOT 5.01pr Board Civility and Respect : Procedure](#)

SOURCE INFORMATION

(was) B 3.2 Board of Trustees Bylaws

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

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

REVIEW PERIOD

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

REVIEW HISTORY

2019-Nov 14 Revised, Board Resolution 19-11-1

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

2017-Feb 09 Revised, Board Resolution 17-2-1

2014-May 08 Revised, Board Resolution 14-5-1

2007-Jan 11 Revised

2002-Sep 19 Revised

2002-Aug Approved B 3.2

BOT 2.0 - Board Job Description :

SUMMARY/SCOPE

The Board Job Description establishes the duties imposed by the laws of the State of Washington and the rules and regulations of the State Board for Community and Technical Colleges.

DESCRIPTION

The Edmonds College Board of Trustees shall represent the citizens of College District 23 in determining and demanding appropriate organizational performance.

The Board will concentrate its efforts on the following:

1. The link between the college and the citizens, educational institutions, governmental agencies, business and industry, and other community, state, and federal organizations.
2. Written governing policies which, at the broadest levels, address:
 - Mission and Strategic Direction
 - Board Roles and Responsibilities
 - Board Planning and Operations
3. The assurance of monitoring and evaluating presidential performance.
4. The assurance of monitoring and conducting an evaluation of its own performance.
5. A link between the Board of Trustees and the college Foundation Board of Directors for maintaining communication and providing coordination between the two Boards.
6. The entire Board also will retain and perform the following non-delegable duties:
 - Adopt the annual college budget.
 - Establish tuition rates.
 - Approve the contract between the college and the Foundation.
 - Approve all litigation settlements above \$150,000.00*.
 - Authorize every sale or purchase of real property and every lease of real property.
 - Approve all new degrees and certificate programs of 20 or more credits, and which require approval by the State Board for Community and Technical Colleges.
 - Approve discontinuation of all degrees and certificate programs of 20 or more credits, and which require approval by the State Board for Community and Technical Colleges.
 - Approve naming of buildings.
 - Select honorary degree recipients.
7. The Board, with the exception of the Student Trustee**, also will retain and perform the following non-delegable duties:
 - Grant or deny tenure or permanent status to faculty.
 - Approve negotiated collective bargaining agreements with faculty and classified staff.
 - Hire, evaluate, set the terms of employment, renew, or dismiss the President.
 - Dismiss tenured or permanent faculty.
 - Terminate probationary faculty prior to contract expiration.
 - Approve indemnification of any college official or employee named in a lawsuit.

- Approve professional development leaves for faculty.

8. Chair's Role – The role of the Chair is described in this section.

The Chair assures the integrity of the Board's process and occasionally represents the Board to outside parties. The Chair is the Board's only spokesperson other than in rare and specifically authorized instances.

- The Chair assures that the Board functions in a manner consistent with its own rules and those legitimately imposed upon it from the State of Washington and the State Board for Community and Technical Colleges.
- The authority of the Chair consists of making decisions that fall within the topics covered by Board policies.
- In the absence of the Chair, the Vice Chair will assume the responsibilities of the Chair.

* Approve any litigation initiated by the college, with the exception of litigation relating to personnel matters as outlined in RCW 28B.50.102.

** RCW 28B.50.102, Boards of trustees—Student trustee, states in part:

(2) A student appointed under this section shall excuse himself or herself from participation or voting on matters relating to the hiring, discipline, or tenure of faculty members and personnel or any other matters pertaining to collective bargaining agreements.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 2.01pr Board Job Description: Procedure](#)

SOURCE INFORMATION

(was) B 3.3 Board Job Description

(was) B 3.4 Chairperson's Role

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

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

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2019-Oct 10 Reviewed, Board Resolution 19-10-3

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

2017-Feb 09 Revised, Board Resolution 17-2-1

2016-Sep 08 Revised, Board Resolution 16-9-1

2014-May 08 Revised, Board Resolution 14-5-1

2011-May 12 Revised, Board Resolution 11-5-2

2006-Dec 08 Revised
2006-Sep 15 Revised, Board Resolution 06-9-1
2001-May Approved B 3.4
2001-May Approved B 3.3

BOT 2.01pr - Board Job Description : Procedure

SUMMARY/SCOPE

The Board Job Description establishes the duties imposed by the laws of the State of Washington and the rules and regulations of the State Board for Community and Technical Colleges.

DESCRIPTION

Procedure for Board policy BOT 2.0 Board Job Description, and role of Chair.

PROCEDURE DETAILS

The Board of Trustees will conduct both individual and Board evaluations on an annual basis, prior to October 1 of each year.

The contract that establishes the formal relationship between the Board of Trustees and college Foundation Board of Directors shall be reviewed a minimum of once every three (3) years and, as time permits, annually at the Board's yearly summer study session.

The Board will complete the tenure review and approval of tenure track probationers prior to the end of her/his eighth quarter in the tenure track process. An annual summary will be provided from the ~~Executive~~ Vice President for Instruction to the Board on the progress of the probationers. The Board may meet in Executive Session to make inquiries of, including but not limited to, administrators, Appointment Review Committee, and/or probationer. If a probationer's Appointment Review Committee wishes to request a fourth year in the tenure track process for the probationer, the Board of Trustees may consider this request per RCW 28B.50.852.

The President shall provide quarterly updates to the Board if there are pending litigation matters.

All collective bargaining agreements shall be reviewed by the assigned Assistant Attorney General prior to being presented to the Board of Trustees for their review and approval.

Building names, including those for other structures and acknowledgeable entities, will be recommended to the Board by the President's ~~Leadership Team (PLT)~~ for their review and approval.

Chair's Role

This procedure establishes the specific duties and expectations for the individual serving as Board Chair.

Duties include:

- Preside at each regular or special meeting of the Board of Trustees; sign all official documents recording the actions of the Board; review the agenda prepared for each meeting; retain full rights to make motions, participate in discussion, and vote.
- ~~Act as the primary link between the President and the Board.~~ Confer with the President between Board meetings and communicate with other Board members, as necessary.
- Represent the Board to outside parties in announcing board-approved positions.
- Ensure that the Board conducts an annual performance appraisal of the President.

- Ensure that the Board performs monitoring processes and an annual evaluation of its own performance.

Expectations include:

- Meeting content will focus on those issues which, according to Board policy, clearly belong to the Board to decide or examine.
- Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and relevant.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 2.0 Board Job Description](#)

SOURCE INFORMATION

(was) B 3.3 Board Job Description

(was) B 3.4 Chairperson's Role

[RCW 28B.50.852 Faculty tenure—Rules and regulations—Award of faculty tenure—Maximum probationary period.](#)

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

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

REVIEW PERIOD

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

REVIEW HISTORY

2019-Oct 10 Revised, Board Resolution 19-10-3

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

2017-Sep 14 Revised

2017-Feb 09 Revised, Board Resolution 17-2-1

2016-Sep 08 Revised, Board Resolution 16-9-1

2014-May 08 Revised, Board Resolution 14-5-1

2011-May 12 Revised, Board Resolution 11-5-2

BOT 3.0 - Board Member Code of Ethics :

SUMMARY/SCOPE

The Board Member Code of Ethics policy establishes the expectations imposed by the provisions of the Ethics in Public Service Law and the Board of Trustees' commitment to follow ethical, businesslike, and lawful conduct.

DESCRIPTION

The Edmonds College Board of Trustees shall ensure they are in compliance with the following:

1. Members must represent un-conflicted loyalty to the people of College District 23. Accountability to employees, other organizations, and any personal interest as a consumer must be superseded by the interests of Edmonds College while acting as a college Trustee.
2. Members must avoid a conflict of interest(s) with respect to their fiduciary and policy-making responsibility.
3. Members will observe the provisions of the Washington Open Public Meetings Act (RCW 42.30.030).
4. Board members will not attempt to exercise individual authority over the organization.
5. Members will respect the confidentiality appropriate to issues of a sensitive nature, in particular, maintain strict confidentiality of all and any matters discussed in executive session.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 3.01pr Board Member Code of Ethics: Procedure](#)

SOURCE INFORMATION

(was) B 3.6 Board Members Code of Ethics

[RCW 42.30.030 Meetings declared open and public.](#)

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

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2019-Nov 14 Reviewed, Board Resolution 19-11-1

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

2017-Feb 09 Revised, Board Resolution 17-2-1

2007-Jan 11 Amended

2001-May Approved B 3.6

BOT 3.01pr - Board Member Code of Ethics : Procedure

SUMMARY/SCOPE

The Board Member Code of Ethics establishes the duties imposed by the laws of the State of Washington and the State Board for Community and Technical Colleges.

DESCRIPTION

Procedure for Board policy BOT 3.0 Board Member Code of Ethics.

PROCEDURE DETAILS

Board Members will fully comply with the Washington State Executive Ethics Board's Washington State Ethics Law, RCW 42.52, Ethics in Public Service.

Board Members will fully comply with the Open Public Meetings Act (OPMA) training as required by RCW 42.30.205, which outlines a schedule for compliance training that can be accessed on the [Washington State Attorney General's website](#). Completion of Board Member's OPMA training will be managed and tracked by the Secretary of the Board working in consultation with the Assistant Attorney General.

Members' interaction with the President must recognize the lack of authority vested in individuals except when explicitly board-authorized. Members' interaction with the public, press, or other entities must recognize the same limitation and the inability of any Board Member to speak for the Board.

Board Members will neither encourage nor report individual judgments of the President or staff performance.

Members seeking information will make requests directly through the President. The President will use discretion in informing the Board Chair or other Board Members about the request and/or response.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 3.0 Board Member Code of Ethics](#)

SOURCE INFORMATION

(was) B 3.6 Board Members Code of Ethics

[RCW 42.52 Ethics in Public Service.](#)

[RCW 42.30.205 Training](#)

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

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2019-Nov 14 Revised, Board Resolution 19-11-1

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

2017-Feb 09 Revised, Board Resolution 17-2-1

2007-Jan 11 Amended

2001-May Approved B 3.6

BOT 4.0 - Board Philosophy of Governance :

SUMMARY/SCOPE

The Edmonds College Board Philosophy of Governance policy establishes the governance model followed by the Trustees.

DESCRIPTION

The Board of Trustees, on behalf of the citizens of College District 23, shall follow a governance model that ensures fiduciary oversight and accountability of Edmonds College's human, physical, and fiscal resources.

The Board of Trustees shall ensure:

- The fulfillment of the college's Mission within the guidelines of the college Philosophy by means of the financial and human resources available; promotion of appropriate activities, conditions, and decisions; scrupulous self-monitoring of its processes and performances; and assuring compliance with all applicable state and federal statutes.
- A governance model that emphasizes a future-oriented, outward vision rather than internal preoccupation; ensuring openness to diverse points of view; encouragement of an equitable and inclusive culture; strategic leadership rather than administrative detail; clear distinction of Board and President roles; collective rather than individual decisions; and proactivity rather than reactivity.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 4.01pr Board Philosophy of Governance: Procedure](#)

SOURCE INFORMATION

(was) B 3.1 Board Philosophy of Governance

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2019-Nov 14 Reviewed, Board Resolution 19-11-1

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

2017-Feb 09 Revised, Board Resolution 17-2-1

2001-May Approved B 3.1

BOT 4.01pr - Board Philosophy of Governance : Procedure

SUMMARY/SCOPE

The Board Philosophy of Governance establishes the expectations of how the Board will govern in one voice and ensure accountability of Edmonds College.

DESCRIPTION

Procedure for Board policy BOT 4.0 Board Philosophy of Governance.

PROCEDURE DETAILS

The Board will:

1. Deliberate in many voices, but govern in one policy.
2. Lead, direct, and inspire the organization through the careful establishment of broad written policies reflecting the Board's values and perspectives. The Board's major policy focus will be on the intended long-term impacts outside the operating organization, not on the administrative or programmatic means of attaining those effects.
3. Enforce upon itself the discipline needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policymaking principles, respect of roles, and ensuring the continuity of governance capability.
4. Monitor and discuss the Board's process and performance at least once each year. Self-monitoring will include comparison of Board activity and discipline to Board policies.
5. Board development will include orientation of new members in the Board's governance process and discussion of process improvement at least once per year during the Board evaluation process. In addition, new Board members will be invited to attend the Association of College Trustees (ACT) New Trustee Orientation.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 4.0 Board Philosophy of Governance](#)

SOURCE INFORMATION

(was) B 3.1 Philosophy of Governance

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

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

REVIEW PERIOD

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

REVIEW HISTORY

2019-Nov 14 Revised, Board Resolution 19-11-1

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

2016-Sep 08 Revised, Board Resolution 17-2-1

2001-May Approved B 3.1

BOT 5.0 - Board Civility and Respect :

SUMMARY/SCOPE

The Edmonds College Board of Trustees is committed to a climate of civility, mutual respect, and inclusiveness.

DESCRIPTION

The Board of Trustees supports the Edmonds College Workplace Civility and Respect policy (HR 6.0, 6.01pr) and is committed to the following:

Each Edmonds College Trustee shall be treated in a respectful, civil, and professional manner. In maintaining an environment of collegiality and respect, Trustees will treat all members of the Board and college community with honesty, respect, and courtesy. Trustees acknowledge that freedom of expression comes with a responsibility to respect the rights and reputations of others and to treat all with civility.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 5.01pr Board Civility and Respect Procedure](#)

[HR 6.0 Workplace Civility and Respect Policy](#)

[HR 6.01pr Workplace Civility and Respect Procedure](#)

SOURCE INFORMATION

(was) B 3.7 Trustees' Civility and Respect Policy

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2019-Nov 14 Revised, Board Resolution 19-11-1

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

2017-Feb 02 Revised, Board Resolution 17-2-1

2011-May 12 Revised, Board Resolution 11-5-3

2010-Nov 09 Approved, Board Resolution 10-11-A

BOT 5.01pr - Board Civility and Respect : Procedure

SUMMARY/SCOPE

Procedure for Board policy BOT 5.0 Board Civility and Respect.

DESCRIPTION

This procedure establishes the expectations of how the Board will conduct its meetings and interactions with students, employees, and community members.

PROCEDURE DETAILS

Civility and Respect Standards for Trustees and Members of the Edmonds College Community: Trustees or speakers before the Board will not engage in behavior which a reasonable person would find embarrassing, offensive, or humiliating. Honest feedback on agenda items can be communicated in a manner that maintains the dignity of the individual yet identifies serious concerns with performance or conduct. Examples of inappropriate behaviors may include but are not limited to:

- Screaming or yelling.
- Sarcasm with an apparent intent to humiliate.
- Arrogance or condescending behaviors or comments.
- Insubordination.
- Retaliatory actions.
- Use of email, behaviors, or comments that publicly offend, degrade, or humiliate members of the college community.

Trustees are expected to display and engage in respectful and collaborative behavior, including but not limited to:

- Supporting a decision once it has been made and moving forward.
- Listening attentively and seeking to understand one another's perspectives.
- Providing adequate information prior to Trustee meetings – no “blind-siding.”
- Refraining from interrupting a speaker.

Individuals giving presentations or making public comments at Trustee meetings shall conform to the Civility and Respect Standards described above.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 5.0 Board Civility and Respect](#)

[BOT 1.0 Board of Trustees Bylaws](#)

SOURCE INFORMATION

(was) B 3.7 Trustees' Civility and Respect Policy

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

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2019-Nov 14 Revised, Board Resolution 19-11-1

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

2017-Feb 09 Revised, Board Resolution 17-2-1

2011-May 12 Revised, Board Resolution 11-5-3

2010-Nov 09 Approved, Board Resolution 10-11-A

BOT 14.0 - Equity, Inclusion, and Student Success :

SUMMARY/SCOPE

The Board of Trustees of Edmonds College endorses the SBCTC Equity/Diversity vision statement adopted June 2019, “Leading with racial equity, our colleges maximize student potential and transform lives within a culture of belonging that advances racial, social, and economic justice in service to our diverse communities.”

The Board of Trustees acknowledges that leading with racial equity encompasses a commitment to dismantling structural policies and practices that produce inequities and hinder student success. Leading with racial equity also requires a commitment to providing equity-minded leadership that calls for the establishment of new policies and practices that build institutional capacity and create a culture of inclusion that upholds the college’s commitment to equity, inclusion, compassion, and student success for all of our students.

DESCRIPTION

The Board of Trustees of Edmonds College affirms that equity, inclusion, and student success are an intentional and shared responsibility across the college. The college will strive to provide comprehensive educational opportunities and resources that support our diverse students’ educational and career goals and to create a just and inclusive society for all.

The college’s Mission, Vision, Values, plans, and budget decisions should reflect the college’s commitment to the success and equity for all students. In summary, this Board policy is designed to ensure that Board and college policies and practices address racial inequities and advance a culture that supports student success for all.

1. Advocating for public policies that align resources with student success goals, initiatives, and support services.
 - State and national discussions and policies have required higher education to dramatically shift its focus to student learning, closing equity gaps, and completion of students’ educational goals.
 - Actively consider the quality of the learning experience both inside and outside of the classroom.
2. Requiring the college to implement policies and practices to support student success.
 - Effective student success policies and procedures reflect an institution-wide commitment and broad participation (involving faculty, staff, administration, students, and the Board) to improve student educational and learning outcomes for students across all groups and close equity gaps.
3. Expecting the college to engage in evidence-based institutional improvement.
 - The success of Edmonds College is measured by the success of its students. The Board requires the college’s student success efforts to focus on the success of all students which includes closing equity gaps and promoting continual improvements in programs, services, and students’ overall college experiences.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 14.01pr Student Success: Procedure](#)

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

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

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

REVIEW HISTORY
2019-Nov 14 Revised, Board Resolution 19-11-2
2017-Mar 09 Amended, Board Resolution 17-3-6
2016-Jun 09 Approved

BOT 14.01pr - Equity, Inclusion, and Student Success : Procedure

SUMMARY/SCOPE

This procedure explains the process for implementing Board policy BOT 14.0 Equity, Inclusion, and Student Success.

DESCRIPTION

The Board and President work collaboratively to lead with racial equity and advance student success for all.

PROCEDURE DETAILS

1. Advocating for public policies that align resources with student success goals, initiatives, and support services.
 - Edmonds College will continue to be accountable for staying informed about and responsible for improving student success, closing equity gaps, and completion of students' educational goals.
 - The Board of Trustees will communicate with its constituencies, legislators, and other public policymakers about the college's goals and will advocate public policy decisions and resource allocations that support student success.
2. Requiring the college to implement policies and practices to support student success, closing equity gaps, and completion of students' educational goals.
 - The Board of Trustees requires the college to identify, publicize, and implement college policies and procedures that shape student success.
3. Expecting the college to engage in evidence-based institutional improvement.
 - Promote collaboration across the organization and among various groups, by encouraging cross-departmental engagement, emphasizing our commitment to addressing racial inequities as a community, and owning our shared responsibility to support student success for all;
 - Collect and publish a variety of indicators on college performance, particularly related to closing equity gaps in students' academic performance, retention, and completion;
 - Use disaggregated student progress data (qualitative and quantitative) and cohort tracking to foster inquiry and improve programs, teaching, learning, services, and student engagement; and
 - Engage in open and transparent conversations regarding data and information related to student success and closing equity gaps.

The college is directed to establish measurable student metrics: individual student's educational goals, successful course completion, retention, persistence, certificate/degree attainment, transfer, and employment. Equity goals address gaps in student outcomes across populations such as low-income students, first-generation students, students of color, and other underrepresented groups.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

BOT 14.0 Student Success

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

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

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

REVIEW HISTORY
2019-Nov 14 Revised, Board Resolution 19-11-2
2017-Mar 09 Amended, Board Resolution 17-3-6
2016-Jun 09 Approved

BOT 17.0 - Board of Trustees Stipend :

SUMMARY/SCOPE

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

DESCRIPTION

Classification

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

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

Compensation for Meetings

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

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

Travel Reimbursement

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

Annual Review

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

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

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

SOURCE INFORMATION

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

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

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

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

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

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

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

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

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

REVIEW PERIOD

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

REVIEW HISTORY

2019-Oct 10 Reviewed, Board Resolution 19-10-2

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

2018-Feb 01 Second Consideration

2017-Nov 14 Revised

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

2017-Sep 14 First Consideration

BOT 17.01pr - Board of Trustees Stipend : Procedure

SUMMARY/SCOPE

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

PROCEDURE DETAILS

Compensation for Meetings

Only the Student Trustee shall be eligible to receive a flat rate of \$~~150~~¹²⁵ for one regular or special meeting per month, **with the exception of the summer retreat, for which the Student Trustee will be eligible to receive the stipend amount for each day of the retreat.** The rate will be monitored annually by the accounting office and reviewed by the Board of Trustees at their June meeting.

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

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

Travel Reimbursement

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

1. Reimbursement for meals

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

2. Reimbursement for mileage

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

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

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

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

1. Confirmation in writing from the Trustee of travel details is necessary for reimbursement.

2. The ~~Executive~~ Assistant to the President will complete a Travel Expense Voucher and submit to the Business Office all travel expenses (lodging, meals, mileage, etc.), along with all necessary receipts.

GLOSSARY TERMS

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

RELATED POLICIES AND PROCEDURES

[BOT 17.0 Board of Trustees Stipend](#)

SOURCE INFORMATION

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

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

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

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

[State Administrative and Accounting Manual \(SAAM\) Section 10.70.30 Boards, Commissions, or Committees](#)

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

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

REVIEW PERIOD

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

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2017-Sep 14 First Consideration



Washington Community College District 23

**BOARD OF TRUSTEES
November 10, 2022**

**RESOLUTION #22-11-2
APPROVAL OF BOARD POLICIES AND PROCEDURES
BOT 1.0, 1.01pr, 2.0, 2.01pr, 3.0, 3.01pr, 4.0, 4.01pr, 5.0, 5.01pr,
14.0, 14.01pr, 17.0, 17.01pr**

WHEREAS, the Edmonds College Board of Trustees reviews one third of the Board policies each fall to ensure alignment with the language requirements of accreditation and to reflect current practices; and

WHEREAS, the College administration presented policies BOT 1.0: Board of Trustees Bylaws, BOT 2.0: Board Job Description, BOT 3.0: Board Member Code of Ethics, BOT 4.0: Board Philosophy of Governance, BOT 5.0: Board Civility and Respect Policy, BOT 14.0: Equity, Inclusion, and Student Success, BOT 17.0: Board of Trustees Stipend, and their accompanying procedures to the Board for first consideration at the October 13, 2022 meeting; and

WHEREAS, the College administration also presented suggested changes to the aforementioned policies and procedures for the purposes of clarity and consistency, to reflect current position titles, to change the Board officer term starting dates, to allow for virtual attendance at meetings if offered, to allow for public comments to be submitted in writing as well as in-person, to reserve the authority to recommend building names to the Board for the President, to allow the President to build relationships with all trustees, and to increase the student trustee stipend by \$25 per meeting and increase the number of meetings eligible for the stipend;

NOW, THEREFORE, BE IT RESOLVED that the Edmonds College Board of Trustees has approved the above-named policies and accompanying procedures including the changes presented on October 13, 2022 and again on November 10, 2022, at its November 10, 2022 meeting.

Adrienne Wagner, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh

BACKGROUND

Bachelor of Science in Computer Science

Background:

Edmonds College belongs to the AppConnect Northwest consortium, which has a four-year history of collaborating on curriculum development and industry partnerships that have proven to create more opportunities for students. This consortium currently works with seven colleges that hold separate Bachelor of Applied Science degrees in Software or Application Development. With the new opportunity to create a Bachelor of Science in Computer Science (BSCS), it was logical for this consortium to consider adopting it. Creating this degree as a consortium allows consortium colleges to be supported in their missions, share faculty, have more resources to resolve issues, and provide opportunities to students. This consortium continues to work together to see how the BAS and BSCS programs can collaborate by creating crossover in curriculum and developing clear pathways for each degree to define the differences without creating a hierarchy between the degrees.

Program Learning Outcomes:

Following the Accreditation Board for Engineering and Technology Criteria for Accrediting Computing Programs, graduates of the program will have an ability to:

1. Analyze a complex computing problem and apply principles of computing and other relevant disciplines to identify solutions.
2. Using application of knowledge and skills acquired in the program, design, implement, test, evaluate and present a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.
3. Communicate effectively in a variety of professional contexts.
4. Recognize professional responsibilities and make informed and equitable judgments in computing practice based on legal and ethical principles.
5. Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline including responding to feedback, handling ambiguity, and communicating with internal and external stakeholders.
6. Apply computer science theory and software development fundamentals to produce computing-based solutions.

Multi Campus Delivery: Cascadia College, Centralia College, Edmonds College, Green River College, Lake Washington Institute of Technology, Renton Technical College, and Skagit Valley College.

Distance Learning: Some lectures may be hybrid, online, or both.

Curriculum Summary:

The curriculum for the Bachelor of Science in Computer Science (BSCS) has been developed by a group of faculty from seven community and technical colleges that make up the AppConnect NW consortium. The Program Learning Outcomes were built based on ABET requirements and a combination of technical and soft skills that faculty found valuable for students to be successful in their work post-graduation. Faculty leveraged lessons learned from BAS Software Development programs (successful with nearly 500 graduates, employed in various roles) and the Developing a Curriculum process that was conducted from industry and Washington

Technology Industry Association to inform the curriculum development process. Utilizing the consortium as an advantage, the curriculum uses the unique programs each institution currently offers to provide students attending any of the colleges’ broader options for their 15 credit BSCS emphasis. While we are not currently pursuing ABET accreditation, program outcomes align with ABET accreditation guidelines.

The BS Computer Science program is designed to be a 4-year degree requiring 180 credits, of which 60 credits are general education coursework

| General Requirements | Credits |
|--|---------|
| ENGL& 101 Composition 1 | 5 |
| ENGL& 235 Technical Writing or a second course in composition | 5 |
| MATH& 141 Precalculus 1 | 5 |
| MATH& 142 Precalculus 2 or MATH& 146 Introduction to Statistics | 5 |
| Humanities | 5 |
| Social Sciences | 5 |
| Natural Science with Lab (2 classes) | 10 |
| Natural Science: Introductory Programming Series CS 121 Introduction to Programming 1 CS 122 Introduction to Programming 2 CS 123 Introduction to Programming 3 | 15 |
| General Education Electives: courses selected by the student from the Humanities, Social Sciences, Natural Sciences, or from the ICRC Handbook generally transferable list of courses | 5 |
| <i>*If a student has taken math courses at a higher level than MATH& 141 or MATH& 142, such as calculus coursework, they can use that coursework to fulfill the math requirements above.</i> | |
| <i>*Five credits from the requirements above must be from courses designated as cultural/diversity courses.</i> | |
| Total | 60 |

Coursework needed at all levels in the baccalaureate program:

The coursework listed below covers all four years of the degree. Students can enter the program at the first, second, and third year of the degree. Advisors at each institution will work with students to determine which entry point is the best fit for them in order to have all the coursework completed. The courses listed below meet ABET requirements for a Computer Science degree. A table to demonstrate the requirements and the courses that meet them can be found in Appendix A.

In hopes to create a more equitable curriculum, faculty decided to take a deeper look at math requirements for the BSCS degree. According to a March 15, 2022 article in Scientific American, it’s time to “weed out the weed-out math classes” that are barriers to under-represented groups pursuing STEM degrees. Calculus is widely acknowledged as a barrier to under-represented students. Further, many question whether or not calculus is necessary to find success in computer science careers. Several of the faculty reached out to our professional network of people in computer science careers who affirmed that many of them do not use calculus in their work. Consequently, in order to design a program that can both prepare students for rewarding careers in computer science and broaden participation in computer science, this program will focus on math skills that are routinely used in computer science careers: discrete math, statistics, and linear algebra. Students who want to pursue calculus as part of their BSCS degree are still able to complete this through choosing the calculus series as part of their electives. The required math sequence is reflected in the coursework below.

| By Year | |
|----------------|--|
| Year 1 | |
| Fall | <ul style="list-style-type: none"> ● ENGL& 101 Composition 1 (5 cr) ● MATH 09x Pre-College Algebra (5 cr) ● CS 101 Introduction to Computer Science (5 cr) |
| Winter | <ul style="list-style-type: none"> ● MATH& 141 Precalculus 1 (5 cr) ● Humanities (5 cr) ● CS course (academic planning / career planning / success course) (5 cr) |
| Spring | <ul style="list-style-type: none"> ● MATH& 142 Precalculus 2 or MATH& 146 Introduction to Statistics (5 cr) ● Social Science (5 cr) ● ENGL& 235 Technical Writing (5 cr) |
| Year 2 | |
| Fall | <ul style="list-style-type: none"> ● CS 121 Introduction to Programming 1 (5 cr) ● CS 170 Linear Algebra for Data Analysis (5 cr) ● Natural Science with Lab 1 (5 cr) |
| Winter | <ul style="list-style-type: none"> ● CS 122 Introduction to Programming 2 (5 cr) ● CS 222 Computing, Data, and Society (5 cr) ● Natural Science with Lab 2 (5 cr) |
| Spring | <ul style="list-style-type: none"> ● CS 123 Introduction to Programming 3 (5 cr) ● CS 233 Web and Database Programming (5 cr) ● CS 243 Software Development Tools (3 cr) ● CS 296 CS Career Seminar (2 cr) |
| Year 3 | |
| Fall | <ul style="list-style-type: none"> ● CS 301 Foundations of Computer Science (leveling course) (5 cr) ● CS 397 CS Seminar (1 cr) ● CS 321 Database Systems (5 cr) ● CS 202 Discrete Structures 1 (5 cr) |
| Winter | <ul style="list-style-type: none"> ● CS 333 Data Structures and Algorithms 1 (5 cr) ● CS 302 Discrete Structures 2 (5 cr) ● CS 3xx CS Elective (5 cr) |
| Spring | <ul style="list-style-type: none"> ● CS 334 Data Structures and Algorithms 2 (5 cr) ● CS 350 Software Engineering (5 cr) ● CS 3xx CS Elective (5 cr) ● CS 398 CS Seminar (1 cr) |
| Year 4 | |
| Fall | <ul style="list-style-type: none"> ● CS 421 Algorithmic Problem Solving (5 cr) ● CS 442 Principles of Computer Systems (5 cr) ● CS 450 Security Foundations (2 cr) ● CS 499 CS Seminar (1 cr) |
| Winter | <ul style="list-style-type: none"> ● CS 485 Capstone Project 1 (5 cr) ● CS 433 Programming Languages (5 cr) ● CS 4xx Elective (5 cr) |
| Spring | <ul style="list-style-type: none"> ● CS 486 Capstone Project 2 (5 cr) ● CS 4xx Elective (5 cr) |



Washington Community College District 23

**BOARD OF TRUSTEES
November 10, 2022**

FOUNDATION REPORT

FOUNDATION ACTIVITY

- The 2022 President’s Circle reception was held on November 1 in Gateway Hall as a Gratitude Coffee and Dessert Reception. More than 92 guests registered and participated. The Foundation will resume the President’s Circle annual event in 2023.
- Phase one of the strategic plan kicked off a couple of weeks ago with interviews. Interviewees include faculty/Staff, Foundation Board Members, and others (former Board members, community members, former scholarship recipients, etc.). Phase two included a survey to a more extensive audience base. Phase three will consist of the working group discussing the findings before presenting them to the Board in February. And; finally, we will draft the plan for Board approval and implement the actions.
- The quarterly Complete the Dream application opened in October. The Complete the Dream scholarship was established to help students in their last quarter at Edmonds College. The Foundation received a \$5K gift for the program.
- The Employee Emergency Funds will be relaunched in January. The Foundation established the Employee Emergency Fund to assist employees with emergency funds due to financial need.
- The INSPIRE 2023 fundraising event is for April 22, 2023, at the Lynnwood Convention Center. Mark your calendars!

FUNDRAISING

- Fortive has been confirmed as a 2023 INSPIRE Title Sponsorship with a \$20,000 gift. Boeing and Molina have also confirmed their sponsorships for April 22, 2023, INSPIRE. Sponsorship, table sales, and auction procurement are going well.
- The Foundation received a \$44K Student success gift from the widow of a former student who dropped out of HS in the 1970’s. He came to Edmonds CC when he was in his 30’s, received his HS diploma and College level classes. She said he credited Edmonds College with his successful career with DSHS.
- Lease Crutcher Lewis Foundation donated \$5,000 to establish two \$2,500 scholarships benefiting underrepresented students interested in a construction career.