



BOARD OF TRUSTEES

Regular Meeting

Thursday, October 19, 2023

Meeting: 4:15pm – 6:45pm

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

Zoom: <https://us02web.zoom.us/j/81073224813>

Join by telephone: (253) 215-8782 | **Meeting ID:** 810 7322 4813

AGENDA

- 4:15pm **1. Call to Order** Chair Dave Earling
- 4:17pm **2. Introduction of Guests** Chair Dave Earling
- 4:20pm **3. Approval of Meeting Minutes** Chair Dave Earling
September 14, 2023 – Regular Meeting [page 3](#)
- 4:22pm **4. Next Meeting** Chair Dave Earling
Tuesday, November 14, 2023 at 9:00am
- 4:25pm **5. Transforming Lives – Student Testimonial**
- 4:30pm **6. Public Comment** Chair Dave Earling
To make a public comment, you may submit it in writing to publiccomment@edmonds.edu no later than Wednesday, October 18, 2023, 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.
- 4:40pm **7. President’s Report** Dr. Amit Singh
- 4:50pm **8. Old Business: Second Consideration & Final Action** Chair Dave Earling
Approval of 2024 Board Meeting Dates [page 8](#)
RESOLUTION #23-10-1 [page 9](#)
- 4:55pm **9. New Business: First Consideration** Chair Dave Earling
 - a. Review of 1/3 Board Policies and Procedures [page 10](#)
 - i. BOT 7.0, 7.01pr – Board Monitoring and Planning
 - ii. BOT 8.0, 8.01pr – General Executive Expectations and Authority
 - iii. BOT 9.0, 9.01pr – President’s Performance Evaluation
 - iv. BOT 10.0, 10.01pr – Compensation and Benefits

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|--------|---|---|
| 5:05pm | 10. Representative Reports <ul style="list-style-type: none">a. Student Government Representative (5)b. Classified Staff Representative (5)c. Faculty Representative (5) | Eshcol Mulugata
Lia Andrews
Scott Haddock |
| 5:20pm | 11. Break (5) | |
| 5:25pm | 12. Foundation Report page 26 | Tom Bull |
| 5:30pm | 13. Board Discussion <ul style="list-style-type: none">a. Trustee Updatesb. DEI Committee Appointments page 27c. Other | Chair Dave Earling |
| 5:45pm | 14. Study Session – Triton Learning Commons Update | Dhiren Babaria, Seong Shin,
Chris Szarek |
| 6:15pm | 15. Executive Session | Chair Dave Earling |
| 6:45pm | 16. Adjournment | Chair Dave Earling |

Next Regular Meeting: Tuesday, November 14, 2023, at 9am

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

Regular Meeting: September 14, 2023

Location: Edmonds College, Gateway Hall 352: 6600 196th Street SW, Lynnwood, WA
Virtual Participation via Zoom

Draft Minutes

Trustees Present: Dave Earling, Chair; Carl Zapora, Vice Chair; Bryanna Artellano; Adrienne Wagner; Wally Webster; Courtney Wooten

Trustees Excused: None

Others Present:

Dr. Amit Singh, President
Sara King, Assistant Attorney General
Scott Haddock, Faculty Union Representative
Eshcol Mulugeta, Associated Students of Edmonds College Representative
Lia Andrews, Classified Staff Union Representative
Dr. Mari Acob-Nash, Vice President for Enrollment and Student Services
Kim Chapman, Vice President for Instruction
Dr. Jorge de la Torre, Vice President for Student Engagement & Support, and Special Assistant to the President

Karen Magarelli, Executive Director for Marketing & PIO
Suzanne Moreau, Vice President for Human Resources
Jim Mulik, Vice President for Finance, Grants, and Institutional Effectiveness
Kristen NyQuist, Director of Planning and Operations
Eva Smith, Chief Information Officer
Dr. Yvonne Terrell-Powell, Vice President for Equity, Inclusion and Belonging

Various members of the campus community and public

CALL TO ORDER

Chair Earling called the meeting to order at 3:30pm, and welcomed those present.

INTRODUCTIONS

Chair Earling led the introduction of the Trustees; Dr. Singh led introductions of the President's Leadership Team and AAG Sara King.

APPROVAL OF MEETING MINUTES

June 8, 2023 Meeting

Chair Earling called for a motion to approve the minutes from the June 8, 2023 Board meeting, which was made by Trustee Wagner, seconded by Trustee Webster, and the minutes were unanimously approved as presented.

Approved

August 10-11, 2023 Summer Study Session

Chair Earling called for a motion to approve the minutes from the August 10-11, 2023 Summer Study Session, which was made by Trustee Wagner, seconded by Trustee Zapora, and the minutes were unanimously approved as presented.

Approved

NEXT MEETING

The next meeting is scheduled for Thursday, October 19, 2023.

AGENDA AMENDMENT

Chair Earling announced one amendment to the agenda to accommodate a scheduling conflict - moving Faculty Representative Scott Haddock's report up, to immediately follow the special presentation.

SPECIAL PRESENTATION

Dr. Singh introduced Dr. Sonny Ramaswamy, President & CEO of the Northwest Commission on Colleges and Universities (NWCCU), who had been invited to give a presentation on Accreditation. The college is in the final year of the 7-year accreditation cycle, and will be having its formal review visit in the spring.

Dr. Ramaswamy delivered a presentation on the value proposition of education, called Student Success and Closing Equity Gaps, which touched on trends, the value proposition, diversity, equity, inclusion and Justice, and accreditation, as follows:

Dr. Ramaswamy outlined the purpose of higher education, which is to promote and teach core competencies such as intellectual growth, cognitive and technical knowledge and skills, informed civic engagement, social and economic mobility, success, equity and justice, etc. He spoke about the weaponization of diversity, equity, inclusion, and justice, but noted that our duty to equity is enshrined in our state constitutions and that NWCCU's standards require colleges to pay attention to these areas.

Dr. Ramaswamy shared that the purpose of accreditation is:

- Educational quality, stability, and sustainability assessed by peer evaluators against standards, eligibility requirements, and policies
- Institutions qualify for Federal Title IV funds and grants and contracts
- Institutional reputation
- Student achievement, learning, and success
- Accountability
- Quality assurance
- Continuous improvement

College define their metrics for the following student achievement measures, and then the NWCCU holds the colleges accountable for delivering them:

- Focus on student success and closing equity gaps
- Indicators disaggregated for student achievement
 - Retention Rates, Graduation/Completion Rates, Time to Completion, Post-graduation Placement/Licensure Rates
 - Race, ethnicity, gender, Pell eligibility, first generation, etc.
- Regional and national peer institutions comparators
- Focus on continuous improvement
- Use transparent approaches to inform strategies, allocation of resources, and to mitigate gaps

There was a period of discussion with the trustees about the definition of student success, the sanctions for not meeting accreditations standards, and how to interpret societal trends.

The trustees thanked Dr. Ramaswamy for his excellent presentation.

REPRESENTATIVE REPORT

AFT Representative

Mr. Haddock thanked Dr. Ramaswamy for his presentation and expressed enthusiasm on behalf of faculty members for returning to classes on campus this fall.

He noted two areas of advocacy that the AFT is focusing on: aligning faculty compensation with their professional stature as a testament to their value and the respect they deserve; and transparent and collaborative governance, particularly surrounding diversity, equity, and inclusion, and policies supporting faculty advancement and retention, which are keys to increased student enrollment, student success, and the closure of equity gaps.

He shared that the AFT looks forward to the ongoing collective bargaining process with the administration who have scheduled four full-day PERC mediation sessions this quarter. He thanked everyone involved in these negotiations for their commitment and patience throughout this long collective bargaining process and shared that the AFT strongly believes that the strength of our faculty is a key pillar of this institution and is confident that the college can finalize a contract that recognizes and honors this truth.

PUBLIC COMMENTS

No public comments were received in writing or made in person.

PRESIDENT’S REPORT

In accordance with Board Policy 13.0 - Emergency Succession Planning, Dr. Singh identified the two vice presidents who would be called upon to lead the college in the event that he was unable to: Kim Chapman, Vice President for Instruction as the primary, and James Mulik, Vice President for Finance, Grants and Institutional Effectiveness, as a back-up if Ms. Chapman were unable to fill the role.

Dr. Singh reported that the college had formed a partnership with Cocoon House and Housing Hope, two nonprofits aimed at reducing homelessness in Snohomish County, to provide campus housing for up to 22 students who have aged out of the foster care system.

Dr. Singh shared an update about his recent trip to Hyderabad, India to recruit students, noting that India’s growing middle class of 400+ million people is an area of opportunity for American colleges. Dr. Singh, Ms. Thalia Saplak (Office of International Programs), and Ms. Sherna George (in-country recruiter) attended a 2-day conference and also visited six high schools - talking with high school counselors, students, and parents. He noted that it will take a while to build the pipeline of students from India, but that he was confident the effort would pay off. He reported that he’d recently welcomed 127 international students to campus, including all seven prospective students whom he’d met with during his trip to Japan last spring.

BREAK

At 4:48pm, Chair Earling adjourned the meeting for a 10-minute break, returning at 4:58pm

At 4:58pm, Chair Earling reconvened the meeting in open session.

OLD BUSINESS: SECOND CONSIDERATION AND FINAL ACTION

Approval of 2023-24 College Priorities

Mr. Mulik presented the policy context for approving the college priorities as well as the Comprehensive Planning architecture, noting the following: The Board approves the college priorities which are made up of the goals and strategies; the 10 lagging metrics measure the goals and strategies are reported on in the yearly Institutional Monitoring Report; and the actions and lead metrics are created, managed, and

reported on by the President's Leadership Team. Mr. Mulik went over the 10 lagging metrics, showing the 2023-24 strategic targets as well as the mission fulfillment thresholds where applicable.

Members of the President's Leadership Team presented the goals and strategies that comprise the 2023-24 College Priorities as were included in the Board's meeting packet, sharing the action items associated with the strategies and highlighting certain key leading metrics to illustrate how the team is measuring progress.

Chair Earling called for a motion to approve Resolution #23-9-1 Approval of 2023-24 College Priorities, which was made by Trustee Zapora and seconded by Trustee Wooten. Trustee Webster requested that actual values always accompany percentages in metrics presented to the Board.

Chair Earling called the vote, and Resolution #23-9-1 passed unanimously.

Approved

NEW BUSINESS: FIRST CONSIDERATION

2024 Meeting Dates

Chair Earling referred the trustees to the background statement on proposed meeting dates for 2024, and asked them to check their calendars prior to the next meeting and communicate any conflicts with the President's Office.

REPRESENTATIVE REPORTS

ASEC Representative - Eshcol Mulugeta

Ms. Mulugeta reported that the new Executive Board had nearly completed its two-week training, where they had been able to meet with various members of the leadership team.

At the invitation of Dr. Singh, the Executive Board had attended Convocation, which they found to be relevant to their upcoming work. They also attended the Edmonds Enroll Day and the OIP Student Resource Fair. The members of the Board were able to promote the Student Government and welcome new international students to the Edmonds College community. Additionally, two members had attended a student leadership conference at Green River College, and shared how it helped them to form connections, gain experience and form an insight on how the Executive Board can help improve the college life experience for students and help students engage more with the college community.

The Executive Board is continuing to develop their goals for the year and recruit applicants for the ASEC Budget and Finance Officer position, which they hope to fill by the end of October.

WPEA Representative - Lia Andrews

Ms. Andrews reported that the new collective bargaining agreement had taken effect for classified workers, and expressed appreciation that it has been fully funded by the state. She thanked everyone who had worked with the WPEA Union to make that happen. She said she was glad to see hiring and retention as part of the Comprehensive Plan, noting that hiring, support, and retention should be strategic goals. Now that Millennials and Gen Z workers are 40% of the workforce, there is a lot of alignment between the needs of staff and the needs of students.

FOUNDATION REPORT

Tom Bull, Executive Director of the Edmonds College Foundation gave his report, highlighting that the Foundation had raised \$1.5M on a \$1.3M goal in the 2022-23 year; the Finance Manager position has been filled; and 124 scholarships for the 2023-24 year had been awarded for a total of \$298K.

BOARD DISCUSSION

Chair Earling opened the floor for updates from the trustees.

Trustee Webster thanked Dr. Singh for bringing Dr. Karen Stout as the keynote speaker for Convocation and Dr. Sonny Ramaswamy to speak at the meeting earlier. He requested that the Board’s standing committee on Diversity, Equity, and Inclusion be added back to the agenda.

Trustee Zopora expressed his pride at how connected the college is in the community, a trait that Dr. Ramaswamy had mentioned in his presentation, and noted how great the new partnership is with Housing Hope and Cocoon House to support students coming from the foster care system. He also shared that after having been a trustee for nine years, he’d just signed up for his first Creative Retirement Institute class.

Trustee Wagner shared that she had renewed her role with ACT to co-chair the Board Chair Affinity group with expanded membership to include vice chairs. She also shared that her son had just enrolled with Edmonds College.

Trustee Wooten expressed appreciation for Convocation and Dr. Stout’s message.

Trustee Artellano shared that she is proud to be an Edmonds student and looks forward to learning more about the work of the Board.

Chair Earling thanked Trustee Wagner for her service as Chair of the Board over the last year, and presented her with a plaque expressing the Board’s appreciation.

EXECUTIVE SESSION

At 5:52pm, Chair Earling adjourned the meeting to executive session for 30-minutes, returning at 6:22pm, to discuss personnel and real estate matters. He noted that there might be a decision made in open session once the Board returned.

At 6:23pm, Chair Earling reconvened the meeting in open session, announcing that no decision would be made.

ADJOURNMENT

The meeting was adjourned by Chair Earling at 6:23pm.

Dave Earling, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

BACKGROUND

2024 SCHEDULE OF BOARD OF TRUSTEES MEETINGS

Subject

To establish and approve the 2024 schedule of Edmonds College Board of Trustees meetings.

Background

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

In accordance with Board Policy 1.0 BOT Bylaws, Section 2, Meetings, which states that “The Board of Trustees will hold a minimum of six regular meetings and four study sessions during the calendar year. The day of the month, time, and place for the regular meetings and study sessions shall be set at the first fall meeting,” regularly scheduled meetings will generally be held on the second Thursday of the month with exceptions as needed. Each meeting date will be confirmed at the previous month’s Board meeting.

Unless the Board of Trustees would like to revise the usual meeting time at the September 14, 2023 meeting, meetings are generally scheduled to begin at 3:30pm and last for three hours. Exceptions to this schedule are noted below.

The location for in-person meetings will generally be Edmonds College, Gateway Hall 352, 6600 196th SW, Lynnwood, WA, unless otherwise noted. When feasible, meetings will also have a remote attendance option using Zoom. The location of the meeting, along with any Zoom link/login information, will be noted at the top of the agenda which is posted on the website in advance of the meeting.

Recommendation

The Trustees are asked to review the following proposed schedule of Board of Trustees meeting dates for 2024, along with any other personal commitments they have throughout the year. Any conflicts can be presented to the Secretary of the Board.

Approval of the 2024 meeting schedule will be requested at the October 19, 2023 Board of Trustees meeting.

- February 15, 2024 - 3:30pm (this is the 3rd Thursday, due to ACCT Conference the week prior)
- March 5, 2024 - 5:00pm - 6:30pm - Joint Study Session with Edmonds School District*
- March 21, 2024 - 3:30pm (this is the 3rd Thursday, due to President’s travel schedule)
- April 18, 2024 - 3:30pm (this is the 3rd Thursday, due to NWCCU visit the week prior)
- May 9, 2024 - 4:00pm (later start time to accommodate a possible tenure reception)
- June 13, 2024 - 3:30pm
- August 8-9, 2024 - 8:00am – 5:00pm - Board Summer Study Session
- September 19, 2024 - 3:30pm (this is the 3rd Thursday to accommodate Convocation scheduling)
- October 17, 2024 - 3:30pm (this is the 3rd Thursday to maintain a month between meetings)
- November 14, 2024 - 3:30pm

*The Joint Study Session with the Edmonds School District is included for scheduling purposes only, and will be handled as a special meeting as usual.



Washington Community College District 23

**BOARD OF TRUSTEES
October 19, 2023**

**RESOLUTION #23-10-01
2024 SCHEDULE OF BOARD MEETINGS**

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

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

NOW, THEREFORE, BE IT RESOLVED that the Edmonds College Board of Trustees adopts the following schedule for its 2024 meetings, and directs the President or designee to file this schedule with the Office of the Washington State Code Reviser.

MONTH	DAY	START TIME	END TIME	MEETING TYPE
January - No meeting				
February 15, 2024	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
March 5, 2024	Tuesday	5:00pm	6:30pm	Special Joint Study Session with Edmonds School District*
March 21, 2024	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
April 18, 2024	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
May 9, 2024	Thursday	4:00 pm	6:30pm	Regular Meeting
June 13, 2024	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
July - No meeting				
August 8-9, 2024	Thursday, Friday	8:00 am	5:00pm	Study Session
September 19, 2024	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
October 17, 2024	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
November 14, 2024	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
December - No meeting				

** this event will be treated as a special meeting and is included above for scheduling purposes only.*

Dave Earling, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

BACKGROUND

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

Background

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

The following policies and procedures represent the second set of the current 3-year cycle, with Board Policies and Procedures 1, 2, 3, 4, 5, 14, and 17 having been reviewed in 2022.

Overview

Board Policies and Procedures 7, 8, 9, and 10 have been reviewed by staff, Board Chair, and the Assistant Attorney General's office. 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 7, 8, 9, and 10 will be brought back to the Board for approval at the November 14, 2023 meeting.

2023 BOARD POLICY AND PROCEDURE REVIEW

Executive Summary

POLICY/PROCEDURE UNDER REVIEW	CHANGES RECOMMENDED	RATIONALE
Policy BOT 7.0 - Board Monitoring and Planning	No changes recommended	---
Procedure BOT 7.01pr - Board Monitoring and Planning	Update language regarding Comprehensive Plan reporting, specifically around: <ol style="list-style-type: none"> 1. Leading indicators for goals and strategies; and 2. Producing reports twice a year 	<ol style="list-style-type: none"> 1. Goals and Strategies only have lagging indicators 2. Updates will be given twice a year, but they may not take the form of a written report
Policy BOT 8.0 - General Executive Expectations and Authority	No changes recommended	---
Procedure BOT 8.01pr - General Executive Expectations and Authority	Remove language in item 14, which appears to have been an attempt to summarize RCW 28B.15.740 .	Existing language was confusing and did not mirror the language laid out in the statute. The new language refers directly to the statute
Policy BOT 9.0 - President's Performance Evaluation	Add language reflecting that methods and criteria for evaluation are to be determined in consultation with the President	This language is taken verbatim from the presidential employment contract, and conforms the policy with the contract
Procedure BOT 9.01pr - President's Performance Evaluation	<ol style="list-style-type: none"> 1. Update timing of the presidential performance evaluation to take place at the Summer Study Session 2. Add language reflecting that changes made to the evaluation form must be done in consultation with the President 	<ol style="list-style-type: none"> 1. Conforms the procedure to current practice. The summer timing allows for a finalized report on the previous year's college priorities, on which the president is evaluated 2. Conforms the procedure to the policy, and both of those with the presidential employment contract
Policy BOT 10.0 - Compensation and Benefits	No changes recommended	---
Procedure BOT 10.01pr - Compensation and Benefits	<ol style="list-style-type: none"> 1. Grammatical and syntax corrections 2. Update title of VP of HR and VP of Finance to reflect current titles. 	<ol style="list-style-type: none"> 1. Always striving for clarity and accuracy. 2. Aligning procedure with current titles

BOT 7.0 - Board Monitoring and Planning :

SUMMARY/SCOPE

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

DESCRIPTION

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

The Board of Trustees will review and approve the annual college priorities, derived from the college's Comprehensive Plan, and receive a report on the progress of those priorities, at least twice a year. Mission Fulfillment is defined as all Lagging Indicators meeting or exceeding the "Mission Fulfillment Threshold" level.

Central to the college-wide Comprehensive Planning processes, the Board will review and, if necessary, modify the college's Mission, Vision, Values, and Goals.

GLOSSARY TERMS

Board of Trustee(s)

RELATED POLICIES AND PROCEDURES

BOT 7.01pr Board Monitoring and Planning: Procedure

SOURCE INFORMATION

(was) B 1.2 Monitoring and Planning

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2020-Nov 19 Amended, Board Resolution 20-11-1

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

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

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

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

2001-May Approved B 1.2

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

SUMMARY/SCOPE

Procedure for meeting Board Policy 7.0 Board Monitoring and Planning.

PROCEDURE DETAILS

The Office of the President will develop and track an annual cycle of Board policy review, as well as informational and monitoring reports to be included on Board meeting agendas throughout the year. The Board of Trustees approved the Comprehensive Planning framework in September 2020. The Comprehensive Plan is made up of Goals, Strategies and Actions. The Comprehensive Plan is refreshed on a continual basis, and any new Goals will be presented to the Board for approval. The Strategies underpinning the Goals are refreshed on an annual basis.

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

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

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

Additionally, the Comprehensive Plan will be presented by the President’s Leadership Team to the Board for review and approval whenever changes are made at the Goal level.

GLOSSARY TERMS

Board of Trustees(s)

RELATED POLICIES AND PROCEDURES

BOT 7.0 Board Monitoring and Planning

BOT 9.0 President’s Performance Evaluation

SOURCE INFORMATION

(was) B 1.2 Monitoring and Planning

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

President’s Office, Secretary to the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

President’s Office, Secretary to the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2020-Nov 19 Amended, Board Resolution 20-11-1

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

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

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

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

2001-May Approved B 1.2

BOT 8.0 - General Executive Expectations and Authority :

SUMMARY/SCOPE

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

DESCRIPTION

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

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

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

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

GLOSSARY TERMS

Board of Trustee(s)

RELATED POLICIES AND PROCEDURES

BOT 8.01pr General Executive Expectations and Authority: Procedure

SOURCE INFORMATION

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

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2020-Nov 19 Reviewed, Board Resolution 20-11-1

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

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

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

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

2001-May Approved B 2.1

2001-May Approved B 2.2

BOT 8.01pr - General Executive Expectations and Authority : Procedure

SUMMARY/SCOPE

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

DESCRIPTION

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

PROCEDURE DETAILS

General Executive Expectations are defined as:

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

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

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

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

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

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

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

GLOSSARY TERMS

Board of Trustee(s)

RELATED POLICIES AND PROCEDURES

BOT 8.0 General Executive Expectations and Authority

SOURCE INFORMATION

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

(was) C 3.3.100 Delegation of Contracted Authority for Educational Services, C 6.2.303 Delegation of Authority to Set Fees, C 6.2.304 Tuition Waiver Program for Students, and C 6.2.304 Tuition and Fees Waiver for the Unemployed and Underemployed

RCW 28B.15.740 Limitation on total tuition and fee waivers.

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2020-Nov 19 Amended, Board Resolution 20-11-1

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

2017-Jun 26 Amended, President's Cabinet

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

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

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

2001-May Approved B 2.1

2001-May Approved B 2.2

BOT 9.0 - President's Performance Evaluation :

SUMMARY/SCOPE

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

DESCRIPTION

Appraising presidential performance is synonymous with monitoring organizational performance against Board policies on Mission, Vision, Values, and Comprehensive Plan. **The Board shall annually evaluate the performance of the President using methods and criteria as the Board may determine in consultation with the President.**

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

GLOSSARY TERMS

Board of Trustee(s)

RELATED POLICIES AND PROCEDURES

BOT 9.01pr President's Performance Evaluation: Procedure

SOURCE INFORMATION

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

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2020-Nov 19 Amended, Board Resolution 20-11-1

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

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

2001-May Approved B 2.3

BOT 9.01pr - President's Performance Evaluation : Procedure

SUMMARY/SCOPE

This procedure describes the presidential performance evaluation process.

PROCEDURE DETAILS

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

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

The Presidential Performance Evaluation will:

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

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

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

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

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

Relations with Board

Relations with Constituents

Budget and Financial Management

Personal Leadership Skills

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

GLOSSARY TERMS

Board of Trustee(s)

RELATED POLICIES AND PROCEDURES

BOT 9.0 President's Performance Evaluation

SOURCE INFORMATION

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

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

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

REVIEW PERIOD

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

REVIEW HISTORY

2020-Nov 19 Amended, Board Resolution 20-11-1

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

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

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

2001-May Approved B 2.3

BOT 10.0 - Compensation and Benefits :

SUMMARY/SCOPE

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

DESCRIPTION

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

Accordingly, the President will:

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

GLOSSARY TERMS

Board of Trustee(s)

RELATED POLICIES AND PROCEDURES

BOT 10.01pr Compensation and Benefits: Procedure

SOURCE INFORMATION

(was) B 2.5 Compensation and Benefits

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2020-Nov 19 Reviewed, Board Resolution 20-11-1

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

2014-Feb 18 Amended for Numbering Change to B 2.5

2002-Aug 01 Amended for Name Change

2001-May Approved B 2.6

BOT 10.01pr - Compensation and Benefits : Procedures

SUMMARY/SCOPE

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

PROCEDURE DETAILS

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

1. ~~Ensuring that a~~Any compensation or benefits changes to the President’s contract will be voted on by the Board of Trustees in an open session Board meeting. The ~~Vice President~~~~Executive Director~~ of Human Resources is authorized to work directly with the Board of Trustees to discuss and implement those changes to the President’s employment contract.

2. Having college policies in place that address the employment process and provide training for all supervisors through the Office of Human Resources.

3. Listing all employee benefits on the Human Resources website, as well as providing each newly hired permanent employee with a letter that states her/his annual compensation and terms of employment if less than 100% full-time. The ~~Vice President~~~~Executive Director~~ of Human Resources or designee will review the placement of all permanent employees on their respective compensation schedules.

4. ~~Ensuring~~the Office of Human Resources oversees all relationships with the college’s bargaining units and maintains ongoing communication.

5. ~~Ensuring that a~~All members of the President’s Leadership Team will work with their respective ~~team members who supervises~~~~supervisors~~ ~~others~~ to ensure they are following the collective bargaining agreements for their respective employees.

6. Appointing the Vice President for Finance ~~and Operations~~ to ensure all contracts are in compliance with state and federal laws and regulations.

GLOSSARY TERMS

Board of Trustee(s)

RELATED POLICIES AND PROCEDURES

BOT 10.0 Compensation and Benefits

SOURCE INFORMATION

(was) B 2.5 Compensation and Benefits

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

Office of the President, Secretary of the Board of Trustees

PRIMARY CONTENT CONTRIBUTOR (Director/Dean)

Office of the President, Secretary of the Board of Trustees

REVIEW PERIOD

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

REVIEW HISTORY

2020-Nov 19 Amended, Board Resolution 20-11-1

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

2014-Feb 18 Amended for Numbering Change to B 2.5

2002-Aug 01 Amended for Name Change

2001-May Approved B 2.6



Washington Community College District 23

BOARD OF TRUSTEES October 19, 2023

FOUNDATION REPORT

FUNDRAISING

- We secured a \$25,000 donation from Coordinate Care in support of student support (application fees, scholarships, Complete the Dream, and Emergency Funding) for students pursuing a program in behavioral health or addiction studies.
- The Foundation received \$10,000 from The Boeing Company to support INSPIRE and annual scholarships.
- Verdant Health Grant for \$73,500 will begin disbursement in October 2023.
- We launched the first Fall Appeal in September. Our goal is to raise \$100,000.

FOUNDATION ACTIVITY

- As previously reported, Ryan Davis was hired as the new Foundation Finance Manager. He will begin his tenure on October 16, 2023. Ryan has worked in non-profits for almost his entire professional career, 20+ years. For the past eight years, he has been Director of Business and Operations at Pratt Fine Arts Center in Seattle.
- As previously reported, we interviewed four candidates for the Associate Director of Individual and Corporate Giving position, which resulted in a failed search. The second round of interviews will take place October 16, 2023.
- We launched the annual Leadership Campaign on October 1. It will continue through December 31, 2023.
- The Edmonds College Foundation's 2023 Year in Review report is completed. It will go "live" on the Foundation webpage in late October. Marketing communication will include social media, email messages, and direct communications to our audience.
- We awarded all available funds for Winter 2024 Complete the Dream.

UPCOMING EVENTS

- The 2023 President's Circle Gratitude Breakfast will be on Thursday, October 26, in Woodway Hall.
- The Inspire 2024 will be a dinner and concert fundraiser with a student showcase at Lynnwood Event Center on April 27, 2023. The online auction will take place the week prior.

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

Trustee Diversity, Equity and Inclusion (DEI) Committee

Purpose of the Committee

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

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

Scope of Work for the Committee

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