



**BOARD OF TRUSTEES**

**Regular Meeting**

**Tuesday, November 14, 2023**

Meeting: 9:00am – 12:00pm

**In Person:** Gateway Hall, Room 352, 6600 196<sup>th</sup> Street SW, Lynnwood, WA

**Zoom:** <https://us02web.zoom.us/j/87648573268>

**Join by telephone:** (253) 215-8782 | **Meeting ID:** 876 4857 3268

**AGENDA**

- 9:00am **1. Call to Order** Chair Dave Earling
- 9:02am **2. Introduction of Guests** Chair Dave Earling
- 9:05am **3. Approval of Meeting Minutes** Chair Dave Earling  
 October 19, 2023 – Regular Meeting [page 3](#)
- 9:08am **4. Next Meeting** Chair Dave Earling  
 Thursday, February 15, 2024 at 3:30pm
- 9:10am **5. Transforming Lives – Student Testimonials**
- 9:20am **6. Public Comment** Chair Dave Earling  
 To make a public comment, you may submit it in writing to [publiccomment@edmonds.edu](mailto:publiccomment@edmonds.edu) no later than Monday, November 13, 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.
- 9:30am **7. President’s Report** Dr. Amit Singh
- 9:40am **8. Informational & Monitoring Reports**
  - a. Q1 Operating Budget Update (15) Dr. Amit Singh, James Mulik
  - b. Institutional Monitoring Report (15) [separate packet](#) James Mulik
- 10:10am **9. Old Business: Second Consideration & Final Action** Chair Dave Earling  
 Approval of 1/3 Board Policies and Procedures [page 9](#)
  - 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**RESOLUTION #23-11-1** [page 25](#)

10:20am	<b>10. Representative Reports</b> <ul style="list-style-type: none"><li>a. Student Government Representative (5)</li><li>b. Classified Staff Representative (5)</li><li>c. Faculty Representative (5)</li></ul>	Eshcol Mulugeta Lia Andrews Scott Haddock
10:35am	<b>11. Break (10)</b>	
10:45am	<b>12. Foundation Report <a href="#">page 26</a></b>	Tom Bull
10:50am	<b>13. Board Discussion</b> <ul style="list-style-type: none"><li>a. Trustee Updates</li><li>b. DEI Committee Update <a href="#">page 28</a></li><li>c. Other</li></ul>	Chair Dave Earling TBD
11:05am	<b>14. Study Session – Career Action Center (30)</b>	Gina Certain, Anne Penny
11:35am	<b>15. Executive Session (25)</b>	Chair Dave Earling
12:00pm	<b>16. Adjournment</b>	Chair Dave Earling

**Next Regular Meeting: Thursday, February 15, 2024, 3:30pm**

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Times are estimates only and subject to change.

The Board of Trustees may convene to an Executive Session to discuss matters covered under RCW 42.30.110. Action 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](mailto:kristen.nyquist@edmonds.edu)



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## BOARD OF TRUSTEES

### Regular Meeting: October 19, 2023 | 4:15pm

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

**Trustees Excused:** Courtney Wooten

#### Others Present:

Dr. Amit Singh, President  
Sara King, Assistant Attorney General  
Scott Haddock, Faculty Union Representative  
Eshcol Mulugeta, Associated Students of Edmonds College 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  
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 4:15pm, 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

Chair Earling called for a motion to approve the minutes from the September 14, 2023 Board meeting, which was made by Trustee Webster, seconded by Trustee Wagner, and the minutes were unanimously approved as presented.

**Approved**

#### NEXT MEETING

The next meeting is scheduled for Tuesday, November 14, 2023 at 9:00am in the morning, due to a scheduling conflict that was unknown when the original date was set.

### **TRANSFORMING LIVES**

Dr. Yvonne Terrell-Powell introduced three students from the Men of Color Scholars program who shared these stories of their educational journey with the Board:

James Covington is in his last year of studying Computer Science. He is from St. Louis, and started off doing well in his program, but overtime things started to slip and become very difficult. He had a hard time persevering through adversity, and due to previous life experiences, had never felt heard when he asked for help. One of his professors recommended the Men of Color Scholars program to him. He said that when he joined, he received so much love and support, which went far deeper than academics. He feels the program supported him holistically in a way that he finally had everything he needed to succeed.

Chase Smith shared that he is in his first quarter as a returning student, who at 34 years old is reinventing himself. He is 2 years into recovery and no longer living on the streets. The Men of Color Scholars program made him feel so welcome and has provided a lot of fellowship, and has made him feel listened to. He is taking 16 credits and expects to get a 4.0 GPA this quarter.

Yafate Yared shared that he is in his second year at Edmonds College, but this is the first time he has attended classes in person. He also works, and one day took a 10-minute break to listen to an information session on the Men of Color Scholars program. He has found a lot of support that he needed through the program and is very grateful for it.

The Board thanked the students and gave them each a standing ovation for their hard work and impactful statements.

### **PUBLIC COMMENTS**

One comment was received in writing and the same was delivered in person, by Lisa Schubert, English Prep tenured faculty, as follows:

“I often advocate for diversity, equity, and inclusion on our campus. Today – as the faculty union’s Vice President for Communications--I appeal to you for greater equity for our associate faculty, who by some estimates teach 70% of our classes.

Currently associate faculty have just two steps to rise on their pay scale after initial placement. \$54,523 is the annual salary of an Associate Faculty at the highest step level who teaches the equivalent of a full-time time load, even with a Master’s degree, even with a PhD, even after having taught at Edmonds College for six or more years.

Public comments are limited to 300 words, so I can only include three quotes from associate faculty about their economic mobility at EC:

“I have taught a full-time load at EC since 2012 in a professional technical program. My students are in school all day, four days a week plus I have prep, grading, and communication with my students outside of those hours. In addition to this, like many teachers, I spend my own money on supplies that are necessary to my field and it’s frankly too much of a hassle to try to have the college pay for them.”

“Before I taught in a community college, I taught high school for eight years. When I first started teaching there in 1999, I had a Master’s degree and my salary was \$45,000. Even after 24 years of teaching, I am paid just \$54,000.”

“According to Bloomberg magazine, the lowest salary that workers will now accept in order to take a new job (called ‘the reservation wage’) is \$79,000. How can we ‘make dust, not eat it’ when we offer such low salaries to our associate faculty?”

Please consider adding step levels to the Associate Faculty pay scale.”

### **PRESIDENT’S REPORT**

Dr. Singh reported on the upcoming Accreditation visit, the Northwest Commission on Colleges and Universities 7-year review, scheduled for April 10-12, 2024. James Mulik is leading the effort, as the college’s Accreditation Liaison Officer. Mr. Mulik has arranged a mock visit for November 7, which will help the college craft a year-7 report and be well-prepared for the visit in April.

Dr. Singh shared that the local CEO Roundtable held a session on safety and security recently, and out of concern for higher crime in our area, he and members of his team would be meeting with city officials in the near future. The next CEO roundtable meeting will be focused on the opening of the light rail, which is currently scheduled for Labor Day in 2024. Additionally, the Community Transit *Swift* Orange Line, which terminates on the EC campus, will be officially opening in the spring, and a grand opening celebration is tentatively scheduled for March 30, 2024.

Dr. Singh asked Dr. Yvonne Terrell-Powell to give an update on the process for developing a Land Acknowledgement Statement for the Board. Dr. Terrell-Powell shared that a committee of college employees, including staff and faculty, reviewed examples used by different organizations, and chose to use the one offered by the Tulalip Tribe, adapting and expanding it to reflect the college’s voice. The statement was sent to the Tulalip Tribe for their feedback, which the committee is awaiting.

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

Chair Earling presented the 2024 meeting dates for second consideration. Hearing no questions, he asked for a motion to approve Resolution #23-10-1 *Approval of 2024 Board Meeting Dates*, which was made by Vice Chair Zapora, seconded by Trustee Wagner, and unanimously approved.

**Approved**

### **NEW BUSINESS: FIRST CONSIDERATION**

#### **Review of ½ Board Policies and Procedures**

Chair Earling, referring to materials in the Board packet outlining suggested changes and rationale for BOT policies 7.0, 8.0, 9.0, 10.0, and their accompanying procedures, asked the Board to review for discussion and vote at the November 14, 2023 Board meeting. Trustee Wagner said that she would like to have a conversation about the rating scale outlined in Procedure 9.01pr, pertaining to the presidential evaluation. Trustee Webster said that he was interested in knowing how each of the policies impact student completion and success.

### **REPRESENTATIVE REPORTS**

#### **ASEC Representative - Eshcol Mulugeta**

Ms. Mulugeta reported the Executive Officer for Budget and Finance had been hired, and that the two vacant assistant positions had received twenty applications. Recently the Executive Board had approved funding requests from the Bee Club and MESA to participate in conferences, and also approved the

purchase of a New York Times digital subscription for campus. The Executive Board had also recently approved its 2023-24 goals.

**WPEA Representative - Lia Andrews**

Ms. Lia Andrews was unable to attend the meeting, and had asked that her report be shared in the meeting. Ms. NyQuist read the following WPEA report: The WPEA hosted two hybrid lunchtime all-member meetings on September 15th. The EC WPEA representative, stewards, and classified staff shared updates, information, and concerns and feedback. It was a key time to connect with each other. The WPEA stewards will be hosting more virtual all-member meetings during each quarter.

**AFT Representative - Scott Haddock**

Mr. Haddock shared an update on the current status of negotiations between the administration and faculty. Over the course of this quarter there have been two full-day PERC (Public Employment Relations Commission) mediation sessions and two additional full-day PERC mediation sessions have been scheduled. In addition, a full-day negotiation session without PERC involvement is planned.

The PERC mediator has advised that more time will be necessary during the winter quarter to bring these negotiations to a conclusion. The positive aspect of our negotiations is that they have consistently maintained a cordial and professional tone. However, there are still substantial differences to bridge, including matters of associate faculty pay equity, the workload concerns of department heads, and the incorporation of meaningful Diversity, Equity, and Inclusion shared governance provisions into the contract.

AFT remains optimistic that the forthcoming full-day session will bring about more significant progress.

**FOUNDATION REPORT**

Chair Earling pointed to the written Foundation Report in the meeting materials, noting the President's Circle Breakfast on 11/26, an important donor event.

**BREAK**

At 4:52pm, Chair Earling adjourned the meeting for a 5-minute break, returning at 4:57pm.

At 5:03pm, Chair Earling reconvened the meeting in open session.

**TRANSFORMING LIVES**

An additional student from the Men of Color Scholars program was able to join the meeting at this time in order to share his experience. Michaux Liyengo came to Edmonds College two years ago from his home country, the Democratic Republic of the Congo (DRC). He plays soccer for the college, as his father played for the DRC. He came to the U.S. alone, without much experience speaking English, and had many family members in the DRC advising him on his studies. He felt he needed to listen, and joined the Computer Science program. It was very hard, and he knew in his heart it wasn't what he wanted to do. He met with Ruby Hayden, the Men of Color Scholars program director, and she invited him to apply. When he applied and qualified, he shared with her that he really didn't want to be a Computer Science major. She simply asked him, "what is it that you like to do?" He told her the story of starting a business selling juice when he was very young, and splitting the proceeds with his siblings and cousins. His dad was so proud of him, and it was then that he developed a strong interest in running his own business. Ruby advised him to switch out of Computer Science into the Business program and when he did, he was surprised to find that everything felt easier! The Men of Color Scholars program helped him to make friends and connections with others, including other business majors who he is now collaborating with. He said that he was so glad to share about the program because it has helped him reach his goals.

The Board gave Mr. Liyengo a standing ovation and thanked him for his powerful statement on the impact of the Men of Color Scholars program.

## **BOARD DISCUSSION**

### **Trustee Updates**

Chair Earling opened the floor for updates from the trustees.

Trustee Webster shared that he had been at a community meeting where an Edmonds College BAS student shared his very powerful story. Trustee Webster suggested that the student be invited to a Board meeting. He added that he would like the DEI monument project to be added to the meeting agenda.

Vice Chair Zapora shared the origin story of the CEO Roundtable that Dr. Singh had referenced in his report, noting that South Snohomish County has a population twice the size of Everett, and the top seven employers are all public or non-profit organizations, which makes it a unique place with unique needs.

He shared that the ACCT Conference was great, with many wonderful speakers and sessions on student success. The 2024 ACCT Leadership Congress will be held in Seattle.

Trustee Wagner echoed that the ACCT Conference had been useful, noting sessions on DEI justice, and neurodiversity. She shared that her son is now enrolled in classes at the college, and she's hearing good things. She also noted that after a career transition, she is now a certified executive coach.

Chair Earling also agreed that the ACCT Conference was time well spent, remarking how good it is to spend time around people who value and care for education.

### **DEI Committee**

Chair Earling pointed to the DEI Committee Description in the meeting materials and asked for two volunteers to join the DEI Committee to contact him by the end of the week. Formal appointment of committee members will happen at the November meeting.

### **STUDY SESSION - Triton Learning Commons Update**

Dr. Singh shared an overview of the college's capital projects, which consist of major and minor projects. There are currently 25 minor projects in the pipeline totaling \$12M over the next biennium, and a \$2M major capital project that is underway, the design phase of the Triton Learning Commons, which is a \$44M addition onto Lynnwood Hall.

Mr. Chris Szarek, Executive Director of Facilities and Capital Projects, introduced Dhiren Babaria and Seong Shin, the design team from McGranahan Architects, noting that now that we are two years into this project we have moved from the pre-design phase into the design phase.

Mr. Babaria and Ms. Shin share slides about the project as follows:

The project goals are to create a welcoming and supportive heart to campus, create a sense of belonging for students who are facing adversities that stop them from graduation, create a remarkable intervention to a brutalist building, design a spatial change agent for creating equity, empowering students and fostering social and collaborative connections, and obtain LEED Gold certification.

They spoke about their design approach and showed renderings of the building both outside and inside, which displayed the architectural choices to integrate the new portion of Lynnwood Hall into the existing building both in structure and aesthetic. Ms. Shin went over the interior colors and materials chosen, noting the way the colors and materials tie back to both the exterior design, the landscaping, and also to

the design elements of Hazel Miller Hall. The calming colors, warm wood finishes, and other interior materials were chosen to provide a positive student experience, support well-being, be environmentally friendly and durable.

Ms. Shin and Mr. Babaria shared the project budget (\$44M), state funding timeline (2025), and projected timeline for completion (summer 2027).

The trustees thanked Ms. Shin and Mr. Babaria for their presentation and their attention to the details of the project which make such a difference in the use, function, and enjoyment of a space.

**EXECUTIVE SESSION**

At 6:11pm, Chair Earling adjourned the meeting to executive session for 30 minutes, to discuss personnel, real estate, and litigation matters, returning at 6:41pm. He noted that the executive session might be extended and also that a decision might be made once the Board returned to open session.

At 6:41pm, Chair Earling reconvened the meeting in open session. No decision was made.

**ADJOURNMENT**

The meeting was adjourned by Chair Earling at 6:41pm.

**Next Meeting:** The next regular Board meeting will be held Tuesday, November 14, 2023 at 9:00am.

\_\_\_\_\_  
Dave Earling, Chair

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Date Approved

ATTEST:

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





**BOARD OF TRUSTEES  
November 14, 2023**

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**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.

Since the October 19, 2024 meeting, a change, suggested by a trustee and agreed to by the President, has been made to BOT 9.01pr - President's Performance Evaluation Procedure. This change in the rating scale is reflected in the redlined version distributed to the Board prior to the November 14, 2023 meeting.

**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	CHANGES RECOMMENDED	RATIONALE
<b>Policy BOT 7.0 - Board Monitoring and Planning</b>	No changes recommended	---
<b>Procedure BOT 7.01pr - Board Monitoring and Planning</b>	Update language regarding Comprehensive Plan reporting, specifically around: <ol style="list-style-type: none"> <li>1. Leading indicators for goals and strategies; and</li> <li>2. Producing reports twice a year</li> </ol>	<ol style="list-style-type: none"> <li>1. Goals and Strategies only have lagging indicators</li> <li>2. Updates will be given twice a year, but they may not take the form of a written report</li> </ol>
<b>Policy BOT 8.0 - General Executive Expectations and Authority</b>	No changes recommended	---
<b>Procedure BOT 8.01pr - General Executive Expectations and Authority</b>	Remove language in item 14, which appears to have been an attempt to summarize <a href="#">RCW 28B.15.740</a> .	Existing language was confusing and did not mirror the language laid out in the statute. The new language refers directly to the statute
<b>Policy BOT 9.0 - President's Performance Evaluation</b>	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
<b>Procedure BOT 9.01pr - President's Performance Evaluation</b>	<ol style="list-style-type: none"> <li>1. Update timing of the presidential performance evaluation to take place at the Summer Study Session</li> <li>2. Add language reflecting that changes made to the evaluation form must be done in consultation with the President</li> <li>3. Changed the rating scale from 1-3, to 1-4.</li> </ol>	<ol style="list-style-type: none"> <li>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</li> <li>2. Conforms the procedure to the policy, and both of those with the presidential employment contract.</li> <li>3. A 1-4 rating scale allows for a more nuanced evaluation.</li> </ol>
<b>Policy BOT 10.0 - Compensation and Benefits</b>	No changes recommended	---
<b>Procedure BOT 10.01pr - Compensation and Benefits</b>	<ol style="list-style-type: none"> <li>1. Grammatical and syntax corrections</li> <li>2. Update title of VP of HR and VP of Finance to reflect current titles.</li> </ol>	<ol style="list-style-type: none"> <li>1. Always striving for clarity and accuracy.</li> <li>2. Aligning procedure with current titles</li> </ol>

## **BOT 7.0 - Board Monitoring and Planning :**

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### SUMMARY/SCOPE

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

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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 :**

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**SUMMARY/SCOPE**

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

**DESCRIPTION**

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

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

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

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

**GLOSSARY TERMS**

Board of Trustee(s)

**RELATED POLICIES AND PROCEDURES**

BOT 8.01pr General Executive Expectations and Authority: Procedure

**SOURCE INFORMATION**

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

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

Office of the President, Secretary of the Board of Trustees

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

Office of the President, Secretary of the Board of Trustees

**REVIEW PERIOD**

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

REVIEW HISTORY

2020-Nov 19 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**

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**SUMMARY/SCOPE**

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

**DESCRIPTION**

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

**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 :**

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**SUMMARY/SCOPE**

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

**DESCRIPTION**

Appraising presidential performance is synonymous with monitoring organizational performance against Board policies on Mission, Vision, 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**

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SUMMARY/SCOPE

This procedure describes the presidential performance evaluation process.

PROCEDURE DETAILS

Unless otherwise determined by the Board, the President's performance will be discussed in executive session at the ~~June~~ Board'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 – ~~4~~3. A comment is required for any "needs improvement" rating.

*4 - Excellent (Is making an exceptional, significant contribution.)*

~~3 – Good Exceeds Expectations (Is making an exceptional, significant contribution.)~~ *(Has achieved more than what was expected)*

~~2 – Meets Expectations (Has performed as per the 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 :**

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### SUMMARY/SCOPE

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

### DESCRIPTION

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

Accordingly, the President will:

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

### GLOSSARY TERMS

Board of Trustee(s)

### RELATED POLICIES AND PROCEDURES

BOT 10.01pr Compensation and Benefits: Procedure

### SOURCE INFORMATION

(was) B 2.5 Compensation and Benefits

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

Office of the President, Secretary of the Board of Trustees

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

Office of the President, Secretary of the Board of Trustees

### REVIEW PERIOD

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

### REVIEW HISTORY

2020-Nov 19 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**

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### SUMMARY/SCOPE

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

### PROCEDURE DETAILS

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

1. **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  
November 14, 2023**

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**RESOLUTION #23-11-1  
APPROVAL OF BOARD POLICIES AND PROCEDURES  
BOT 7.0, 7.01pr, 8.0, 8.01pr, 9.0, 9.01pr, 10.0, 10.01pr**

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 7.0: Board Monitoring and Planning, BOT 8.0: General Executive Expectations and Authority, BOT 9.0: President’s Performance Evaluation, and BOT 10.0: Compensation and Benefits, and their accompanying procedures to the Board for first consideration at the October 19, 2023 meeting; and

WHEREAS, the College administration also presented suggested changes to the aforementioned policies and procedures for the purposes of clarity and consistency in general, and to reflect current position titles, to update the timing and rating scale of the presidential performance evaluation, and to conform the presidential evaluation policy with the current employment contract, specifically.

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 19, 2023 and the further changes presented at its meeting on November 14, 2023.

\_\_\_\_\_  
Dave Earling, Chair

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

ATTEST:

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



Washington Community College District 23

## BOARD OF TRUSTEES November 14, 2023

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### FOUNDATION REPORT

#### FUNDRAISING

- The total fundraising gift amount committed since the beginning of the fiscal year is \$235,734.
  - \$73,500 of the total is from Verdant Health Commission for the food pantry (distribution began Oct. 2023).
  - \$25,000 of the total is from Coordinator Care (**new donor**) in support of scholarships and emergency funding for students pursuing degrees in Allied Health and Addiction Studies.
- The Annual Giving Campaign was launched in September. The campaign includes annual giving appeals and campus giving. Our goal for FY24 is to raise \$100,000. To date, we have raised \$11,930.

#### FOUNDATION ACTIVITY

- The Foundation is initiating the Request for Proposal (RFP) process of Investment Management. This marks a crucial milestone in our efforts to enhance our investment strategies and deliver better results. As part of this process, we will develop a comprehensive timeline to ensure a smooth and efficient implementation. Our primary objectives are to identify a suitable vendor or partner to work with and to streamline our investment management processes. Over the next few weeks, we will work diligently to define the project scope, evaluation criteria, and other critical parameters for the RFP. Our goal is to select the right partner who can help us meet our investment goals while adhering to the highest industry standards.
- We are thrilled to announce the hiring of J. Thomas Peterson as the new Associate Director for Individual, Corporate, and Foundation Gifts. With his 15 years of experience in financial services, charitable giving, and estate planning, he brings knowledge and expertise to benefit the College and the Foundation's fundraising efforts. He previously worked with the Olympic College Foundation as their lead for fundraising and student scholarships. His first day will be November 16. As previously reported, Ryan Davis was hired as the new Foundation Finance Manager. He began his tenure on October 16, 2023.
- The Edmonds College Foundation's 2023 Year in Review report is completed and is available for viewing/downloading via the Foundation website. The report has been shared via the October quarterly report and will be promoted through social media over the next two months. Printed copies are also available and will be used to demonstrate our impact when meeting with donors.
- Applications for Winter 2023 Complete the Dream are currently open. Annual scholarship applications will open on January 26. We are elevating the promotion of our scholarship program through campus posters, banners, and bookmarks; direct communication to all faculty; social media, and taking advantage of the direct messaging capabilities through the college's CRM tool.
- We hosted the President's Circle Breakfast on October 26th. Three student speakers shared their gratitude and impact of having received scholarship funding for their education. We had 80 registered guests, with about 60 attending. We are evaluating the best format for this event for the future.

**UPCOMING EVENTS**

- Next Board meeting will be January 9th at 4:30 PM
- The Inspire 2024 event 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.

**Submitted by Tom Bull**  
**Friday, November 3, 2023**

## 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.