

BOARD OF TRUSTEES**Regular Meeting****Thursday, October 17, 2024**

Meeting: 4:00pm – 6:30pm

In Person: Gateway Hall, Room 352, 6600 196th Street SW, Lynnwood, WA**Zoom:** <https://us02web.zoom.us/j/85824785141>**Join by telephone:** (253) 215-8782 | **Meeting ID:** 858 2478 5141**AGENDA**

- | | | |
|--|---|-------------------|
| 4:00pm | 1. Call to Order | Chair Carl Zapora |
| 4:01pm | 2. Land Acknowledgement | |
| 4:03pm | 3. Introduction of Guests | Chair Carl Zapora |
| 4:05pm
page 3 | 4. Approval of Meeting Minutes
September 19, 2024 | Chair Carl Zapora |
| 4:09pm | 5. Next Meeting
November 26, 2024 at 9:00am | Chair Carl Zapora |
| 4:10pm | 6. Transforming Lives | Jacqueline Resto |
| 4:20pm | 7. Informational and Monitoring Reports
Student Legal Clinic Update (10) | Ted Chen |
| 4:30pm | 8. Public Comment
To make a public comment, you may submit it in writing to publiccomment@edmonds.edu no later than Wednesday, October 16, 2024, 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. | Chair Carl Zapora |
| 4:40pm | 9. President's Report | Dr. Amit Singh |
| 4:50pm
page 11
page 13 | 10. Old Business: Third Consideration & Final Action
Approval of 2024-25 College Priorities
RESOLUTION #24-10-1 | Dr. Amit Singh |

5:15pm page 14 page 15	11. Old Business: Second Consideration & Final Action Approval of 2025 Board Meeting Dates RESOLUTION #24-10-2	Chair Carl Zapora
5:20pm	12. Representative Reports a. Student Government Representative (5) b. Classified Staff Representative (5) c. Faculty Representative (5)	Ruth Nakigozi Lia Andrews Scott Haddock
5:35pm	13. Break (10)	
5:45pm	14. Foundation Report page 16	Tom Bull
5:50pm page 17	15. Board Discussion a. Trustee Updates b. Board DEI Committee Appointments c. Other	Chair Carl Zapora
6:05pm	16. Executive Session	Chair Carl Zapora
6:30pm	17. Adjournment	Chair Carl Zapora

Next Regular Meeting: November 26, 2024 at 9:00am

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 19, 2024

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

Draft Minutes

Trustees Present: Carl Zapora, Chair; Dave Earling; Tasnim Tayiba, Adrienne Wagner; Wally Webster;

Trustees Absent: Courtney Wooten, Vice Chair

Others Present:

Dr. Amit Singh, President
Sara King, Assistant Attorney General
Scott Haddock, Faculty Union Representative
Ruth Nakigozi, Associated Students of Edmonds College Representative
Lia Andrews, Classified Staff Union Representative
Dr. Mari Acob-Nash, Vice President for Enrollment and Student Services
Tom Bull, Executive Director of the Edmonds College Foundation
Kim Chapman, Vice President for Instruction

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 Zapora called the meeting to order at 3:30 p.m., and welcomed those present.

Land ACKNOWLEDGEMENT

Trustee Wagner read the Land Acknowledgment.

INTRODUCTIONS

Chair Zapora led introductions of the Trustees; Dr. Singh led introductions of the leadership team and AAG.

APPROVAL OF MEETING MINUTES

Chair Zapora asked for a motion to approve the minutes from the June 13, 2024 Board meeting which was made by Trustee Wagner, seconded by Trustee Earling, and unanimously approved as presented.

Approved

Chair Zapora asked for a motion to approve the minutes from the July 29, 2024 special meeting which was made by Trustee Wagner, seconded by Trustee Earling, and unanimously approved as presented.

Approved

Chair Zapora asked for a motion to approve the minutes from the August 8-9, 2024 summer study session which was made by Trustee Earling, seconded by Trustee Wagner, and unanimously approved as presented.
Approved

NEXT MEETING

The next regular meeting will be held on Thursday October 17, 2024.

Chair Zapora identified a potential conflict for the November Board meeting which is currently scheduled for November 14, 2024. The ACT conference, taking place in Seattle on the same day, will end at 3:00pm. Chair Zapora asked the Trustees for their preference, either returning early from the ACT conference to attend the Board meeting scheduled for 3:30pm or to reschedule the November 14 Board meeting date. The Board agreed to reschedule the meeting and Chair Zapora asked Dr. Singh to assist in finding a new date.

PUBLIC COMMENTS

Three comments were received in writing; none were given in person. Chair Zapora asked Ms. NyQuist to read the written comments into the record, which she did as follows:

From: Jennifer Fenske, Fiscal Analyst 5, Edmonds College

Dear Esteemed Members of the Board,

As we strive to uphold our commitment to equity and social responsibility, we must address the critical issue of fair living wages and the necessity of regular cost of living adjustments for our employees. In today's economy, where the cost of basic necessities continues to rise, it is imperative that we ensure our staff receive compensation that not only reflects their hard work but also supports a dignified standard of living.

Did you know that staff have lost 21% of their spending power since 2000? We are far behind and looking for support from the Edmonds College Board of Trustees and from college administration for fair wages. Fair wages are not just a moral obligation; they are essential for attracting and retaining top talent, fostering a motivated workforce, and enhancing overall organizational performance. By supporting reasonable cost of living adjustments, you can help mitigate the impact of inflation and demonstrate your dedication to the well-being of our employees. While negotiations are between the union and the state, you are able to speak up for the value of the employees and put your support behind fair cost of living adjustments.

I urge the Board to support initiatives that promote fair compensation practices, ensuring that our institution remains a leader in fostering a fair and just workplace. Together, we can create an environment where every member of our community feels respected, valued and empowered.

Thank you for your attention to this vital matter.

From: Manda Pelly, Classified Staff, Edmonds College

As a member of the WPEA Bargaining Team this year, I am concerned that the state may not fully appreciate the importance of the WPEA Union. We have put forth requests for both economic improvements and specific enhancements to our work environment. At this juncture, I believe that the current Tentative Agreement does not provide meaningful benefits to our members.

As an employee of Edmonds College, I urge the Board of Trustees to recognize the contract changes proposed this year and to continue advocating for the classified staff. Many of us are facing challenges; being underpaid, overworked, understaffed, and experiencing burnout. We currently commute long

distances and share living accommodations with multiple individuals due to financial constraints that prevent us from affording rent or qualifying for a mortgage.

It is vital that college employees are treated with dignity; no one should have to rely on food assistance, state benefits, or Washington Apple Health to make ends meet while working full-time as a Washington State Employee.

Please see the summary of Higher Ed Changes at wpea.org/2024hesummary

From: Katie Whaley, I-BEST Advisor/Case Manager, Pre-College Education Division, Edmonds College

Dear Board of Trustees:

This message is in support of the classified union staff as they continue to bargain for a living wage and a fair benefits package. I want to be clear. Our college cannot serve our students and community without them. They are underpaid and undervalued.

I am shocked to see the salaries of college leadership rise as these members of our college community are unable to meet rising housing and food costs. How can we continuously praise our own efforts to serve the community when we don't even serve our own employees? As we are fighting hunger with our food pantry, at least half of our classified staff are eligible for food benefits. As a new exempt employee, I feel ashamed to have more vacation time than veteran classified staff.

How can our students look to the future when it's shaped like this? Employees who contribute so much value are asked to "please just remain in poverty" while our leaders live comfortably several wage brackets above them. What are we telling our students? that hard work doesn't pay off? Skills don't matter? To Edmonds College Leadership: Where is your courage? I hope as a college our actions will continue to match our values.

PRESIDENT'S REPORT

In accordance with Board policy BOT 13.0 - Emergency Executive Succession, Dr. Singh announced that for the coming year Dr. Kim Chapman would be the first Vice President identified to serve as Acting President in the event of an emergency, and Mr. Jim Mulik would be the second Vice President identified to serve if Dr. Chapman were to be unavailable.

Dr. Singh reported that it had been a busy and exciting week. The previous Saturday had been a pre-orientation day for new students featuring advising sessions and campus tours. Over 250 new students and many parents had attended. Convocation, held on September 16, had been a wonderful event, and he thanked the Trustees who had been able to attend. Additionally, earlier in the day he had welcomed many International students from 31 different countries along with their parents who attended an orientation in preparation for Fall Quarter classes, which start on Monday, September 23rd.

He also shared that the college was gaining recognition outside of Washington State -- previously as just one of 25 colleges in the country to be invited to participate in the SME Advanced Manufacturing Initiative and more recently as one of five colleges invited to attend a summit on the second phase of the AACC AI grant, sponsored by Intel and Dell, that he and Kristi Lagrutta would be attending in Washington D.C. in October.

Also in October, he will be participating in the final week of his Aspen Fellowship, focused on student success.

OLD BUSINESS: SECOND CONSIDERATION AND FINAL ACTION

College Priorities for 2024-25

Mr. Mulik presented 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 that 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 including the list of peer institutions whose data helped shape our new 2024-27 strategic targets and whose data would be tracked and compared to our own over the next accreditation cycle.

Trustee Webster asked that George C. Wallace State Community College in Hanceville, Alabama be removed from the list of peer institutions due to the offensive connotation of anything named after George Wallace.

Members of the President's Leadership Team presented the goals and strategies that comprise the 2024-25 College Priorities as were presented at the August 8, 2024 summer study session and included in the Board's meeting packet. They also shared action items associated with all strategies, as well as the lead metrics for the Access and Success goals, to illustrate the tactical steps planned and how the team will be measuring progress.

At the end of the presentation Trustee Webster expressed his desire to see DEI work more explicitly stated in the strategies of the Comprehensive Plan. A lengthy discussion ensued regarding equity work that is woven throughout the plan as opposed to equity work being concentrated under one particular strategy.

Chair Zapora called for a motion to approve Resolution #24-10-1, Approval of the 2024-25 College Priorities, which was made by Trustee Earling and seconded by Chair Zapora.

Trustee Webster made a motion to amend the previous motion to approve Resolution #24-10-1, asking for a separate goal for DEI to be added to the Comprehensive Plan. Chair Zapora asked if there was a second to the amendment which was made by Trustee Wagner. However after some clarification, Trustee Webster withdrew his amendment, and an alternative amendment was proposed by Trustee Wagner. She moved that Resolution #24-10-1 be approved but that the President's Leadership Team expand on all operational goals, meaning goals 1, 2, 3, and 4, by including a distinct DEI strategy for each. Chair Zapora asked for a second to the alternative amendment, which was made by Trustee Webster.

Chair Zapora called the vote on the alternative amendment. The motion carried with three Trustees voting to approve and two Trustees opposing.

Approved

Chair Zapora then called the vote to approve Resolution #24-10-1. The motion carried with three Trustees voting to approve, one opposed, and one abstention.

Approved

It was clarified that while the Board approved Resolution #24-10-1, the President's Leadership Team should expand on all operational goals, meaning goals 1, 2, 3, and 4, by including a distinct DEI strategy for each, and bring that work back to the Board for approval at the October meeting.

NEW BUSINESS: FIRST CONSIDERATION

2025 Meeting Dates

Chair Zapora referred the Trustees to the background statement on proposed meeting dates for 2025, 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 - Ruth Nakigozi introduced herself as the new Executive Officer For Administration for the Associated Students of Edmonds College. She's pursuing an Associate's Degree in Science hoping to transfer to the Informatics program at the University of Washington. She shared activities of the ASEC executive officers as follows:

- Student leaders from the Center for Student Engagement and Leadership attended a leadership conference at Green River College.
- Common CSEL Training: ASEC has attended training sessions in the past two weeks to learn more about their positions, led by Eduardo Torres and Kirk Heynen. And have met with Dr. Singh, Dr. Mari Acob-Nash and Dean Lisa Neumann.
- Student Orientation: Student government shared information about the role of student government with new students at both the general resource fair and the Office of International Programs student orientation, and will follow up with all students who expressed an interest in knowing more.

WPEA Representative - Lia Andrews, Chief Shop Steward of the WPEA, shared that a tentative agreement was being reviewed by the membership and that voting would take place September 25th through 27th. She shared some statistics from a 2023 survey of higher ed employees (not including faculty) as follows:

- 1/3 of higher ed staff is likely or very likely to look for new jobs; amongst student services employees, it's 39%
- 86% of the respondents listed insufficient pay as the reason

WPEA had asked for a 26% increase to catch up on wages and the State had come back with an initial offer of 0% in the first year and 1% in the second year, and a best and final offer of 3% in the first year and 2% in the second year. Ms. Andrews noted that these offers are not fair and cannot be accepted as the new normal.

AFT Representative - Scott Haddock, AFT President, reported that the Faculty Union stands in solidarity with the classified staff and WPEA. He went on to say that the Faculty Union is interested in helping faculty navigate the evolving education landscape when it comes to AI tools such as ChatGPT, and that faculty must have the necessary tools to adapt to new challenges and the resources and training to properly assess students, which must be balanced against making sure students also have critical thinking, problem-solving, and effective communication skills. He noted that Seattle Public Schools has adopted MagicSchoolAI, a platform that empowers educators and students to use AI productively and responsibly in their work. He stated that a college AI policy, while important, is not enough and that faculty need tools and professional development to ensure AI enhances learning without compromising the development of other fundamental abilities. Mr. Haddock went on to note that while this is not a bargaining year he will continue to meet with local legislators to emphasize the key areas where the AFT seeks improvement statewide:

- Part-time faculty compensation and job security
- Part-time healthcare benefits
- Full-time faculty positions
- Faculty workload, technology, and class size

- Funding for higher education generally

FOUNDATION REPORT

Tom Bull, Executive Director of the Edmonds College Foundation, reported that year-end fundraising results for the 2023-24 year were \$1.2M. \$300K+ has been awarded in scholarships to 144 students. The Foundation is currently hiring for two positions, Program Coordinator and Operations Coordinator. The Inspire fundraiser will be different this coming year than in the past, and will take place on Saturday, April 26th 2025.

Chair Zapora thanked Mr. Bull for his report. He noted that the Board Chair can appoint a liaison to the Foundation Board of Directors, and that he had appointed Trustee Adrienne Wagner to that position.

BREAK

At 5:09 p.m., Chair Zapora adjourned the meeting for an 11-minute break, returning at 5:20 p.m.

At 5:20 p.m., Chair Zapora reconvened the meeting in open session.

BOARD DEI COMMITTEE

Trustee Webster shared that he did not want to give the official DEI Committee report without Trustee Wooten present, but highlighted some of their recent work as follows: He, Trustee Wooten, Dr. Singh, and Dr. Yvonne Terrell-Powell had met with the Chancellor and Vice President for DEI at Pierce College. They were selected as the 2024 DEI award recipients and he and Trustee Wooten wanted to meet with them to see what our college could learn from their work. He noted that the full report would be given when Trustee Wooten is present.

Chair Zapora noted that the Board Chair has the responsibility to appoint members to the DEI Committee, stating that he would do that in October. He asked Trustees to let him know if they had interest in serving on the committee.

BOARD DISCUSSION

Chair Zapora opened the floor for updates from the Trustees.

Trustee Webster shared that his current Board term ends on September 30th, and that he had not heard back from the Governor's office regarding reappointment. He also shared that his non-profit, which had been founded to address mental health challenges affecting the youth population in our area, has taken on assessment of threats for the Edmond School District. They have also been asked by the city to do grief and healing conferences related to the murder of a 13-year-old girl a few months ago, work that he is proud to do.

Dr. Singh shared that he had also been in contact with the Governor's office twice regarding Trustee Webster's reappointment.

Chair Zapora thanked all who worked on the Convocation event, stating how much he enjoyed the Did You Know? presentation. He advised everyone to make sure to register to vote and then to actually vote in the upcoming elections.

Chair Zapora then shared that the Board had completed the evaluation of the President, noting that there were no categories in the evaluation marked as "needing improvement." He said that the Board is thrilled with the job that Dr. Singh is doing, and that he scored "good" or "great" in every category in the evaluation. Several comments made by Trustees were, "Great job in very challenging times," "We have the best community college President in the state," and "I hope he sticks around."

STUDY SESSION

Dr. Singh introduced Kristi Lagrutta, who serves as Associate Dean of Workforce & Career Mobility Initiatives at the college, to give a presentation entitled “Leveraging Labor Market Data For College Relevance.”

Ms. Lagrutta shared some of her work using labor market information to enhance career mobility for students as follows.

Labor Market Information:

- Enhances student employability
- Keeps programs relevant
- Fosters industry partnerships
- Attracts and retains students
- Supports economic growth
- Helps address skill gaps and future-proof career
- Helps EC:
 - Keep curriculum up-to-date, ensuring programs meet market demand
 - Provide better career counseling, guiding students toward in-demand careers
 - Improve ROI for students, where graduates are equipped with the skills needed for successful careers

Lightcast is a company that provides labor market analytics. Their mission is to provide data and analytics that help educators optimize program offerings, connect students to programs and careers, and to communicate outcomes and impact. They have a wide range of tools in three different pillars: Analyst, Career Coach, and Alumni Pathways.

The goal of the work is to align college programs to the labor market needs, including data-informed program development and skill gap analysis.

Data-informed programming involves analyzing job trends, projections and forecasting to leverage job growth projections to anticipate future workforce needs, and identifying top occupations employers are actively hiring for, ensuring program relevance.

Skill gap analysis involves aligning curriculum with industry needs to ensure skills taught match the competencies required by employers, pinpointing areas where industries are experiencing a shortage of qualified workers, and identifying emerging skills - keeping an eye on developing trends to introduce new skills and technologies to curriculum.

Skill alignment involves the following steps:

1. Assess Classroom-Taught Skills
2. Determine Employer Skill Requirements
3. Evaluate Skill Alignment
4. Revise Curriculum to Meet Market Needs
5. Guide Students on Skill Application

Next steps for the team include developing a new internal site with skill categories and a labor market data request form; developing alumni pathways including employment outcomes; and performing a program demand gap analysis including a regional economic overview and growth opportunities.

After a brief discussion, the Trustees thanked Ms. Lagrutta for her presentation.

EXECUTIVE SESSION

At 6:00 p.m., Chair Zapora called an executive session for 15 minutes, returning at 6:15 p.m., to discuss personnel and litigation matters, noting that the Board might take action upon their return to open session.

At 6:15 p.m., Chair Zapora reconvened the meeting in open session, stating that there was no further business.

ADJOURNMENT

The meeting was adjourned by Chair Zapora at 6:15 p.m.

Next Meeting: The next regular Board meeting will be held on October 17, 2024.

Carl Zapora, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

BACKGROUND 2024-25 COLLEGE PRIORITIES

Subject

In accordance with Board Policy 7.0 and Procedure 7.01pr, the President and the President's Leadership Team seek the Board of Trustees' approval of the 2024-25 College Priorities.

Background

Within the context of the college's Comprehensive Planning Structure, there are 6 overarching goals. For 2024-25, 16 strategies were developed to attain these goals. These goals and strategies, which form the 2024-25 College Priorities, were developed by the President's Leadership Team with opportunity for input and feedback from the College Leadership Team and other stakeholders.

Additionally, actions have been identified under each strategy to impact the desired target lead metrics. Those action items are assigned across the college and are monitored at the departmental level as well as by the President's Leadership Team.

The goals, strategies, and actions were presented to the Board on August 8, 2024 at the Summer Study Session. The same goals, strategies and actions, along with the metrics for goals one and two, were presented at the September 19, 2024 Board meeting for second consideration and final action. The Board voted to approve the College Priorities (goals and strategies) but asked that the President and Leadership Team "expand on all operational goals (goals 1, 2, 3, 4) by including a distinct DEI strategy."

The President and his Leadership Team updated the 2024-25 College Priorities, as well as some actions and metrics. Changes to the College Priorities are highlighted on the following page.

Recommendation

The President's Leadership Team recommends the Edmonds College Board of Trustees approve the 2024-25 College Priorities (Goals and Strategies), as updated with distinct DEI strategies, and outlined on the following page.

2024-25 COLLEGE PRIORITIES

The 6 Goals and 16 Strategies listed below form the 2024-25 College Priorities

OPERATIONAL PLAN

GOAL 1: ACCESS

Strategies

- 1A: Increase New Student Conversion Rates, Including International Enrollment, Using Disaggregated Data
- 1B: In Support of the College's Commitment to DEI, Make Intentional Effort to Recruit Students From Diverse Communities
- 1C: Implement Strategic Scheduling to Maximize Efficiency and Effectiveness
- 1D: Develop Robust Value-First Content Strategy Targeting Students

GOAL 2: SUCCESS

Strategies

- 2A: Ensure a Strong Start for Students as They Begin Their Journey With Edmonds College
- 2B: In Pursuit of Equity, Provide All Students With the Guidance and Support They Need to be Successful in Completing Their Goals
- 2C: Design a Student Life Cycle Advising Model to Stay Competitive in the Fast-Changing Workforce Environment

GOAL 3: COMMUNITY ENGAGEMENT

Strategy

- 3A: Engage Our Advanced Manufacturing Industry Partners to Meet Their Current and Emerging Needs for a Diverse Workforce in Association With SME

GOAL 4: CAPACITY AND OPERATIONAL EXCELLENCE

Strategies

- 4A: Create Opportunities For Employee Success Through Talent Management
- 4B: Advance the College's Commitment to Access and Student Success for All Through the College's DEI Strategic Plan
- 4C: Build a Structure and System to Enable the College to Make Better Data-Informed Decisions That Increase Student Success For All
- 4D: Increase Access Across the College to Operational-Level Data to Gain Insight For Actions Related to Student Success For All

INNOVATION PLAN

GOAL 5: ADVANCING CAREER MOBILITY THROUGH RELEVANT AND INNOVATIVE SUPPORT AND SERVICES

Strategies

- 5A: Design and Develop Student Services For Career Mobility and Advancement
- 5B: Confer Microcredentials and Badges to Help Advance Our Students' Career Mobility

GOAL 6: EMBRACING DISRUPTIVE TECHNOLOGY TO BE FUTURE READY

Strategies

- 6A: Advance Center For AI and Data Science as an Innovation Hub
- 6B: Establish Information Resource Hub For Edmonds Employees to Leverage AI Tools

BOARD OF TRUSTEES
October 17, 2024

RESOLUTION #24-10-1
2024-25 COLLEGE PRIORITIES

WHEREAS, According to Board Policy 7.0 and Procedure 7.01pr, the Board of Trustees reserves unto itself the final approval of the College’s Priorities for 2024-25; and

WHEREAS, the 6 goals and 16 strategies comprising the 2024-25 College Priorities were developed by the President’s Leadership Team with opportunity for input and feedback from the College Leadership Team and other members of the College; and

WHEREAS, the entire Comprehensive Plan, including the 6 goals, 16 strategies and underlying 31 action steps were presented to the Board for consideration and discussion at the August 8, 2024 Study Session; and

WHEREAS, the College Priorities were presented for approval at the September 19, 2024 Board meeting; and

WHEREAS, the Board approved the College Priorities with one further request that the President's Leadership Team expand on all operational goals, meaning goals 1, 2, 3, and 4, by including a distinct DEI strategy for each; and

WHEREAS, the President's Leadership Team added specific DEI language to the four operational goals and also to some of the actions in the Comprehensive Plan and presented those to the Board at the October 17, 2024 meeting;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the goals and strategies presented at August 8, 2024 study session, the September 19, 2024 meeting, and as further updated and presented at the October 17, 2024 Board meeting, as the 2024-25 College Priorities.

Carl Zapora, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh

BOARD OF TRUSTEES
October 17, 2024

BACKGROUND
2025 SCHEDULE OF BOARD OF TRUSTEES MEETINGS

Subject

To establish and approve the 2025 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 19, 2024 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 2025, 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 2025 meeting schedule will be requested at the October 17, 2024 Board of Trustees meeting.

- February 13, 2025 - 3:30pm
- March 13, 2025 - 3:30pm
- April 10, 2025 - 3:30pm
- May 8, 2025 - 4:00pm (later start time to accommodate a possible tenure reception)*
- June 12, 2025 - 3:30pm
- September 18, 2025 - 3:30pm (this is the 3rd Thursday to accommodate Convocation scheduling)
- October 16, 2025 - 3:30pm (this is the 3rd Thursday to maintain a month between meetings)
- November 13, 2025 - 3:30pm

*The start time for the May 8 meeting was previously presented as 3:00 p.m., but was changed upon further reflection regarding logistics for the reception.

**BOARD OF TRUSTEES
October 17, 2024**

**RESOLUTION #24-10-02
2025 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 2025 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 13, 2025	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
March 13, 2025	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
April 10, 2025	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
May 8, 2025	Thursday	4:00 pm	6:30pm	Regular Meeting
June 12, 2025	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
July - No meeting				
August - No meeting				
September 18, 2025	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
October 16, 2025	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
November 13, 2025	Thursday	3:30 pm	6:30pm	Study Session & Regular Meeting
December - No meeting				

Carl Zapora, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

FOUNDATION REPORT

1. Fundraising Progress (June to September)

The Foundation has successfully raised \$135,512 between June and September, contributed by a total of 377 individuals, foundations, clubs, and organizations. A significant portion of this amount—\$75,822—came from unsolicited donors, demonstrating strong, organic support from our community. Additionally, we secured \$54,999 through grants from foundations, clubs, and organizations, further strengthening our resources. Of the total raised, \$18,000 has been designated specifically for scholarships, ensuring critical support for students in need.

2. Launch and Strengthening of Donor Relations Program

We are pleased to share that the Foundation is enhancing its donor relations efforts, with a focus on reconnecting with community members and strengthening our engagement with current supporters. This initiative is designed to build lasting relationships that benefit both the Foundation and the College. Through various touchpoints, including events and outreach, we aim to ensure that donors continue to feel appreciated and informed about the impact of their generosity. We will also be recognizing past contributions and providing new opportunities for involvement, with key events such as Inspire and our scholarship programs playing a central role in these efforts.

3. Inspire Event Planning

As previously mentioned, we are in the midst of preparations for the Inspire event, our signature fundraising initiative. Our goal is to raise \$300,000 or more through a combination of sponsorships, ticket sales, and donations. We anticipate attendance of between 250 and 300 guests, with a program designed to inspire giving and showcase the impact of the College. The event will include an auction, themed presentations, and opportunities for our community to directly support scholarships and other key areas. We are working closely with the Inspire Committee to ensure this event is a success and are confident it will generate significant resources.

4. Board Meetings on Campus

We have now officially begun our regular board meetings for the academic year, with a new approach that highlights different areas of the campus. The first meeting will be held in Hazel Miller Hall, and the next will take place in the College Café, giving our board members a firsthand look at these critical facilities. We are currently finalizing the locations for the remaining three meetings, and our intention is to continue moving the meetings around campus. This strategy not only provides board members with a better understanding of the College's infrastructure but also helps them engage more deeply with the activities and spaces that shape the student experience.

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.