

BOARD OF TRUSTEES**Regular Meeting****Tuesday, November 26, 2024**

Meeting: 9:00am – 12:10pm

In Person: Gateway Hall, Room 352, 6600 196th Street SW, Lynnwood, WA**Zoom:** <https://us02web.zoom.us/j/86382880962>**Join by telephone:** (253) 215-8782 | **Meeting ID:** 863 8288 0962**AGENDA**

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|-------------------------|---|----------------------------|
| 9:00am | 1. Call to Order | Vice Chair Courtney Wooten |
| 9:01am | 2. Land Acknowledgement | |
| 9:03am | 3. Introduction of Guests | Vice Chair Courtney Wooten |
| 9:05am | 4. Approval of Meeting Minutes | Vice Chair Courtney Wooten |
| page 3 | October 17, 2024 | |
| 9:07am | 5. Next Meeting | Vice Chair Courtney Wooten |
| | February 13, 2025 | |
| 9:10am | 6. Transforming Lives – TRiO students | |
| 9:20am | 7. Informational and Monitoring Reports | |
| | Q1 Budget Update (10) | James Mulik |
| 9:30am | 8. Public Comment | Vice Chair Courtney Wooten |
| | To make a public comment, you may submit it in writing to publiccomment@edmonds.edu no later than Monday, November 25, 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. | |
| 9:40am | 9. President’s Report | Dr. Amit Singh |
| 9:50am | 10. Emergency Rulemaking (15) | |
| page 11 | Approval of Washington Administrative Code Changes | Suzanne Moreau |
| | a. WAC 132Y-125 Student Code of Conduct | |
| | b. WAC 132Y-300 Nondiscrimination and Harassment Policy | |
| page 14 | RESOLUTION #24-11-1 | |

10:05am page 16 page 18	11. New Business: First Consideration & Final Action Requested a. FY22 Audit Presentation (25) b. Approval of FY22 Financial Statements (5) RESOLUTION #24-11-2	James Mulik, Jeff Ball Vice Chair Courtney Wooten
10:35am page 21, 28	12. New Business: First Consideration Consideration of Amendment to ASEC Bylaws (10)	Ruth Nakigozi
10:45am	13. Break (10)	
11:55am	14. Representative Reports a. Student Government Representative (5) b. Classified Staff Representative (5) c. Faculty Representative (5)	Ruth Nakigozi Lia Andrews Scott Haddock
11:10am	15. Board DEI Committee Report (10)	Trustee Wally Webster, Vice Chair Courtney Wooten
11:20am	16. Board Discussion a. Trustee Updates b. ACCT Conference Debrief c. Other	Vice Chair Courtney Wooten
11:35am	17. Study Session (25) Institutional Performance Report – KPIs / Lagging Metrics	James Mulik
12:00pm	18. Executive Session	Vice Chair Courtney Wooten
12:10pm	19. Adjournment	Vice Chair Courtney Wooten

Next Regular Meeting: February 13, 2025 at 3:30pm

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: October 17, 2024

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

Draft Minutes

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

Trustees Absent: Courtney Wooten, Vice Chair; Dave Earling

Others Present:

Dr. Amit Singh, President	Karen Magarelli, Chief Marketing Officer, PIO, & Special Assistant to the President
Sara King, Assistant Attorney General	Suzanne Moreau, Vice President for Human Resources
Scott Haddock, Faculty Union Representative	Jim Mulik, Vice President for Finance, Grants, and Institutional Effectiveness
Ruth Nakigozi, Associated Students of Edmonds College Representative	Kristen NyQuist, Director of Planning and Operations
Manda Pelly, Classified Staff Union Representative	Eva Smith, Chief Information Officer
Dr. Mari Acob-Nash, Vice President for Enrollment and Student Services	Dr. Yvonne Terrell-Powell, Vice President for Equity, Inclusion and Belonging
Tom Bull, Executive Director of the Edmonds College Foundation	
Dr. Kim Chapman, Vice President for Instruction	Various members of the campus community and public

CALL TO ORDER

Chair Zapora called the meeting to order at 4:00pm, 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 September 19, 2024 Board meeting which was made by Trustee Wagner, seconded by Trustee Webster, and unanimously approved as presented.

Approved

NEXT MEETING

The next meeting will be held on November 26, 2024 at 9:00am.

TRANSFORMING LIVES

Dr. Singh introduced Jacqueline Resto, a former Edmonds College student who recently graduated, and who had reached out to see if she could share her story with the Board.

Ms. Resto graduated from high school in 1994 but it wasn't until 30 years later that she was able to graduate from college with her AA degree. At the age of 13 she became a de facto mom to her two younger siblings. She worked three jobs trying to go to high school and then college but found she had no time to study and had to quit. She worked as a technician for 18 years, hoping to become a mother herself. That dream came true and when her youngest child entered the first grade, Ms. Resto took the opportunity to enroll at Edmonds College. She shared that from her first day on campus she felt at peace and at home noting how everyone would welcome her. She joined the Society of Women Engineers Club which gave her an opportunity to meet other women scientists. The president of the club invited her to a meeting about NASA programs, and soon after she applied for one. She was chosen for an internship at the Goddard Space Flight Center. During the pandemic she was participating in the internship, parenting her children through online school and had many other obstacles but she did it with the help of Edmonds College. She noted that everywhere she went there were people ready to help her. In 2024 she graduated with honors. She told the Board that their work in particular has meant the world to her. She is now enrolled at the University of Washington in the environmental studies program and seeking a minor in geographic systems, working to find solutions to climate change. She's also working at NOAA, and earlier that day had been offered a promotion. She told the Board that all of her success is because she came to Edmonds College and joined a club - decisions that transformed her life.

INFORMATIONAL & MONITORING REPORTS

Student Legal Clinic Update

Ted Chen, faculty member in the paralegal program, was joined by Cricket Vincent, paralegal student, and Victoria Heitman, lead attorney for the Snohomish County Legal Services (SCLS) housing justice project, to give an update on the student legal clinic offered on campus. Mr. Chen thanked Dr. Singh and program chair Scott Haddock for their support of the initiative. He reported that the first clinic had been offered last spring, focused on housing issues. Two attorneys from SCLS and ten paralegal students from the college served seven clients during the 2-hour clinic. Clients were EC students and staff, and community members.

Ms. Vincent, who served as the student coordinator for the clinic, shared that these events give paralegal students hands-on learning that benefits the community and also gives students a more robust resume that can lead to internships.

Ms. Heitman noted that legal clinics are based out of law schools in Washington state, and Edmonds College is the only collaboration with paralegal students. She said that the clinic was very successful and the students who were involved understand conflict checking, attorney/client privilege, etc., and SCLS is exploring other collaborations with Edmonds College including court watchers, brief banks, and internships.

The trustees thanked Mr. Chen, Ms. Vincent, and Ms. Heitman for their work on the clinics and their presentation.

PUBLIC COMMENTS

Four 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: Ronee Burchinal, Edmonds College Employee

Dear Board of Trustees,

My name is Ronee Burchinal and I am a classified employee who works here at Edmonds College for the past 29 years.

I am writing to express my concerns with the rejected tentative agreement and what a fair contract would mean for me:

- The ability to continue a life of healthy eating and living, free of stress
- That all my efforts these years are valued and my organization cares about me and my family
- I could continue working and learning from others in a safe and equitable work environment

I urge the Board of Trustees to take a stand and advocate for a contract that meets the needs of your staff. Thank you for time and consideration

From: Charlene Wickstrom, Classified Staff, Humanities and Social Sciences, Administrative Assistant

Dear Board of Trustees,

I am writing to express my deep concern regarding the current state of wages and benefits for the classified staff at Edmonds College. As a dedicated member of the Classified Staff at Edmonds College, I believe it is imperative to address this issue to ensure the well-being of the employees and the continued success of this college.

Classified staff play a vital role in the day-to-day operations of our college. We are the backbone of our institution, providing essential support services that enable Administration, faculty, and students to achieve their goals. Despite our critical contributions, our wages and benefits always fall short of what is necessary to attract and retain top talent.

I urge the Board of Trustees to consider the following:

- **Inadequate Wages:** Our current wages are not competitive with similar positions in the region or other colleges. This makes it difficult to recruit and retain qualified staff, leading to increased turnover and disruptions in services.
- **Limited Benefits:** Our benefits package is insufficient to meet the needs of the employees. This includes inadequate healthcare coverage, retirement benefits, and other essential perks.
- **Impact on Morale:** Low wages and benefits can have a significant negative impact on employee morale. When staff feel undervalued and underpaid, it can lead to decreased productivity, job dissatisfaction, and increased absenteeism.

By investing in the classified staff through increased wages and benefits, you will demonstrate your commitment to our well-being and create a more positive and supportive work environment. This will not only improve employee morale but also enhance the overall quality of services and contribute to the long-term success of this college.

Thank you for your attention to this important matter. Our confidence is that the Board of Trustees will find solutions that will benefit the classified staff and call for a fair and equitable contract.

From: Eric Smith, Edmonds College Grounds Manager

Dear Board of Trustees,

My name is Eric Smith and I am the Grounds Manager here at Edmonds College.

I am writing to express what a fair contract would mean to myself and my coworkers.

- A liveable wage - Rent, utilities and groceries have all increased greatly in the last few years, yet our wages have fallen behind.
- Paid time off- The discrepancy of PTO between exempt staff members and classified staff is upsetting and unfair. One staff member should not have to work here for 20 years to have the same amount of vacation as an exempt staff member who is newly hired.

These are just a couple examples of what Edmonds College classified staff need to be happy and productive. WE are the people who keep campus clean, safe, beautiful and running day and night. A fair contract would mean that we can reduce our financial stress and spend more time with our loved ones.

I urge the Board of Trustees to take a stand and advocate for a contract that meets the needs of your staff. We have excellent people here with years of experience and knowledge, let's not lose them.

From: Jamie Schulz, Edmonds College, IT Customer Support

Dear Members of the Board,

I am compelled to express my deep disappointment in Edmonds College's leadership during the recent pay increase negotiations between the Washington Public Employees Association (WPEA) and the Office of Financial Management (OFM). Their silence during these critical discussions has dealt a blow to employee morale and fellowship within the college community.

The rejection of the tentative agreement has left us, the classified staff, anxious about the future. We understand the complexities of negotiations, but we believe Edmonds College has an obligation to advocate for the fair treatment of its classified employees, who are integral to the college's daily operations and long-term success.

Classified staff members are entitled to a contract that reflects fairness and equity, particularly in wages that keep pace with the rapidly rising cost of living. Many of us are struggling to support our families and meet essential obligations such as housing and basic necessities.

This reality should concern the Board and college leadership, especially given that these classified positions were once coveted for their competitive pay and balanced workload. Currently, however, our workload is greater than ever, and our compensation is far from competitive. As a result, many staff members have chosen to leave the college for better positions, even at other educational institutions.

I trust you recognize how concerning this situation is, not just for us but for the college as a whole, and that it could deteriorate further. Securing the active and vocal endorsement of the Board and college leadership would greatly enhance our advocacy for a fairer contract for classified staff during negotiations with the OFM.

Classified employees are a vital part of Edmonds College, and we believe we should be treated as such. We ask for your *active* support in ensuring that future negotiations result in a contract that acknowledges the critical contributions of classified staff and provides wages that allow us to live with dignity and stability.

Thank you for your attention to this matter. I urge the Board of Trustees to take a firm stand with Edmonds College employees and actively encourage the college's leadership to vocally advocate for a fair and equitable contract for classified staff.

PRESIDENT'S REPORT

Dr. Singh, responding to the public comments, shared that the WPEA negotiates their collective bargaining agreement with the state directly rather than with the college. The college is not supposed to comment on the negotiations, as that would qualify as an Unfair Labor Practice.

He told Chair Zapora that he would save the remainder of his report time for the next segment of the meeting.

OLD BUSINESS: THIRD CONSIDERATION AND FINAL ACTION

Approval of 2024-25 College Priorities

Chair Zapora introduced the Approval of the 2024-25 College Priorities, noting that this was the third consideration of the item, which had been first heard at the summer study session and brought back for second consideration at the September 19 meeting, where the Board had approved the College Priorities contingent upon the leadership adding a distinct DEI strategy to each of the four operational goals.

Dr. Singh outlined the five lag metrics/KPIs that pertain to helping students on their journey at the college: Enrollment, Class Pass Rates, SAI / Early Momentum Points, Quarterly Persistence, and Completion. He explained the Comprehensive Plan framework, which includes four operational goals that are stable and don't change, but their strategies and action steps may change. Access and Success, two of those goals, are based upon equity and Guided Pathways principles focused on success for all students. He noted that Guided Pathways was designed by education experts and meant to help those who need it most. He and members of the leadership team then presented four strategies that had been changed or added to the four operational goals as mandated by the Board, and the rationale behind them:

- **Strategy 1B: In Support of the College's Commitment to DEI, Make Intentional Effort to Recruit Students From Diverse Communities**

While the student body is more diverse than the surrounding community, there is opportunity to intentionally recruit students from the ALICE population (United Way's category of asset limited, income constrained, employed) to help them get the education needed to elevate their earning potential into family sustaining wages. Additionally, the college will seek to establish new long-term partnerships with community-based organizations serving different demographic groups in our community in order to increase enrollment amongst those populations.

- **Strategy 2B: In Pursuit of Equity, Provide All Students With the Guidance and Support They Need to be Successful in Completing Their Goals**

The college will implement milestone checkpoints by assigned advisors, as national data shows that milestone checkpoints help students to succeed and complete their educational goals, especially those who face unique challenges. The college will also maintain enrollment and success in the Men of Color Scholars program.

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

SME is helping us connect our students with employers, and is providing us with a tool to help identify certain populations for recruitment. This is all to intentionally connect underserved populations with the sustaining wage jobs.

- **Strategy 4B: Advance the College's Commitment to Access and Student Success for All Through the College's DEI Strategic Plan**

While the college's commitment to DEI is woven throughout the Comprehensive Plan, there is a specific DEI strategic plan created to make it easier to track and report on the institution's compliance with state law.

Chair Zapora thanked Dr. Singh and the leadership team, and called for questions or comments from the Board. Trustee Webster commented that he believes metrics should be measured by a number, and that while wrap-around services are wonderful, the college is here for students' completions. He said that he feels clarity is needed on the metrics so that the college is able to articulate where we are, where we want to be, and where the gaps are.

Trustee Wagner thanked Dr. Singh as well for adding more focus to DEI in the plan as requested by the Board. She said that it's been a challenge to see it in the larger picture because of the way the plan reporting is done with lag metrics separated out. She said that in the future she would like to see lag and lead metrics and actions tied more clearly, and would also like to know where to access the DEI strategic plan, and that she would also like a dashboard where disaggregated data could be kept in one place.

Chair Zapora requested that Dr. Singh keep all the aforementioned feedback in mind, and thanked all those working on DEI efforts across the college. He called for a motion to approve Resolution #24-10-1 Approval of 2024-25 College Priorities, which was made by Trustee Wagner, seconded by Chair Zapora, and unanimously passed.

Approved

OLD BUSINESS: SECOND CONSIDERATION AND FINAL ACTION

Approval of 2025 Board Meeting Dates

Chair Zapora called for a motion to approve Resolution #24-10-2 concerning 2025 Board meeting dates, noting that the May 2025 meeting start time had changed since it was presented for first consideration at the September meeting. Trustee Wagner moved to approve the resolution and Trustee Webster seconded the motion. The resolution was unanimously approved.

Approved

REPRESENTATIVE REPORTS

ASEC Representative - Ruth Nakigozi, Executive Officer for Administration, reported that she had selected two students to serve on the Student Conduct Committee based on their strong interest in student policy. Their appointments were ratified by the Executive Board. Additionally another student was appointed to the Foundation Board, and the Executive Board ratified that appointment as well.

The ASEC Executive Board passed a motion to amend Article VIII, Section 4 of their Constitution that defines our Board meeting agenda, which will be presented to the EC Board of Trustees for their consideration at their next meeting.

Student government is seeking to increase visibility and will be making classroom visits to connect with students in order to better represent them and understand their needs. In the same vein, they will be tabling around campus in high traffic areas. They are also promoting voter registration prior to the upcoming elections. The Center for Student Engagement and Leadership held a Student Organizations Fair on Wednesday, October 9th, where 102 students participated. In the upcoming weeks, they will hold sessions and workshops to provide additional resources, tools, and guidance.

The Executive Board discussed its goals for the 2024-2025 academic year, and will present them to the President's Leadership Team on November 18th.

WPEA Representative - Manda Pelly, WPEA Steward, reported on the Higher Education contract negotiations, wherein 91% of WPEA voters rejected the contract. Not having a contract in place by the October 1 deadline puts the union in uncharted territory for public labor in Washington State. However, public employees have lost 21% in purchasing power over two decades, making the state's offer unacceptable. OFM has proposed bargaining dates starting February 26, 2025, ending in August 2025, at one day a month - which is also unacceptable to the union. Reporting on an OFM controversy, Ms. Pelly shared that the Director of OFM asked the WPEA President if WPEA leadership could override the members' votes and ratify the contract anyway, which the WPEA President rejected. The contract was rejected because it failed to offer substantial gains and member concerns were dismissed at the bargaining table. Ms. Pelly shared some statistics comparing salary increases in other college employee and state employee groups in the past few years, noting that WPEA has received about half of what those groups received.

AFT Representative - Scott Haddock, AFT President, began by expressing the Faculty Union's unwavering solidarity with the classified staff and their union. He went on to report that the Federation has approved the faculty makeup for nine new Appointment Review Committees (ARC). These committees will support tenure-track faculty and are composed of dedicated tenured and permanent status members. He reported that tenured and permanent status faculty face challenges with increasing workloads because there are currently 90 ARC positions to fill and only 82 faculty members to fill them. While AFT is optimistic about adding new tenured faculty members next spring, the union recommends that the college prioritize more tenure-track hires to cover retirements. He also stressed that the union would like clarity on how decisions are made regarding which departments will receive new tenure-track positions, and for the recruitment process to start earlier than last year in order to attract and retain the best candidates.

BREAK

At 5:32pm, Chair Zapora adjourned the meeting for a 13-minute break, returning at 5:45pm.

At 5:45pm, Chair Zapora reconvened the meeting in open session.

FOUNDATION REPORT

Tom Bull, Executive Director of the Edmonds College Foundation, reported that year-to-date, \$135K has been raised from 377 donors, and that \$75K of that has been unsolicited. He reminded the Board that the INSPIRE event will be held on April 26, 2025. He then invited Cielalisa Valle-Olguin, who is the scholarship lead for the Foundation, to share some success measures for annual scholarship recipients. Mx. Valle-Olguin reported that 98 students had received Foundation scholarships for Fall Quarter 2023, and shared their self-reported demographics. The class pass rate (2.0 or higher) of the scholarship recipients was 92%, 10 percentage points higher than the overall college student body during that same quarter, and higher in every demographic when disaggregated. Similarly, scholarship recipients' term-to-term persistence was higher than the general cohort of new students for Fall 2023, with persistence to winter quarter coming in at 4 percentage points higher (83% vs. 77%), and persistence to spring quarter coming in at 10% points higher (79% vs 69%).

Trustee Wagner thanked Mx. Valle-Olguin and mentioned it would be good for the Foundation Board to see this information as well. Trustee Webster said that he would like to see disaggregated data for how many scholarship recipients complete their degree compared to the general population.

BOARD DISCUSSION

Trustee Updates

Chair Zapora opened the floor for updates from the trustees. He reminded everyone to please vote in the upcoming elections.

Trustee Webster shared that Governor Inslee had reappointed him to another 5-year term on the Board, for which he was very grateful. He was also honored to have recently been chosen for the Lynnwood Chamber’s Philanthropist of the Year Award.

Trustee Wagner shared that she is co-facilitating the current Leadership Snohomish County cohort and Leadership Day is on October 24.

Board DEI Committee Appointments

Chair Zapora reported that two trustees had indicated interest in serving on the Board’s DEI Committee, and he had appointed Trustee Webster and Vice Chair Wooten to the committee for the 2024-25 year.

EXECUTIVE SESSION

At 5:58pm, Chair Zapora called an executive session for 32 minutes, returning at 6:30pm, to discuss litigation and personnel matters.

At 6:30pm, Chair Zapora reconvened the meeting in open session, noting that no action had resulted from the executive session.

ADJOURNMENT

The meeting was adjourned by Chair Zapora at 6:30pm.

Next Meeting: The next regular Board meeting will be held November 26, 2024 at 9:00am.

Carl Zapora, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

BACKGROUND

**APPROVAL OF WASHINGTON ADMINISTRATIVE CODE CHANGES:
132Y-125 - STUDENT CODE OF CONDUCT;
132Y-300 - NON-DISCRIMINATION AND HARASSMENT**

Subject

Emergency rulemaking concerning revisions to the Washington Administrative Code (WAC) regarding 132Y-125 Student Code of Conduct and 132Y-300 Nondiscrimination and Harassment Policy, as necessitated by the new federal policy.

Background

The WAC refers to the administrative rules and regulations by which state agencies operate to execute the laws enacted by the Legislature. The WAC codifies the regulations and arranges them by subject or agency. Edmonds College's WAC resides under [Title 132Y](#).

On April 19, 2024, the Department of Education released updated regulations governing campus sex discrimination and sex-based harassment under Title IX. Colleges and universities were required to update their policies and procedures in order to comply with the regulations by August 1, 2024.

To meet the August 1 implementation deadline, the colleges in Washington State's CTC system, including Edmonds College, were advised by the Attorney General's office to submit an Emergency Rule-Making Order (CR-103E) to make necessary changes to the WACs governing Title IX and Student Code of Conduct. Per the Revised Code of Washington 34.05.353, the emergency rulemaking process may be implemented when a rule is needed before the basic rulemaking process can be completed. Emergency rules do not require public notice or hearing(s). Under Washington State law, any changes that are approved through the Emergency Rule-Making Order are in effect 120 days.

On July 29, 2024, under Resolution #24-7-1, in an act of emergency rulemaking, the Edmonds College Board of Trustees approved the proposed changes to WAC 132Y-125 and WAC 132Y-300. The changes were filed with the Washington State Office of the Code Reviser on July 29, 2024, and became effective August 1, 2024. Because of the 120-day time limit for emergency rulemaking, these changes will expire on November 29, 2024.

On September 25, 2024, the Attorney General's office provided guidance on the permanent rulemaking process, which requires the filing of two forms, Preproposal Statement of Inquiry (CR 101) and Proposed Rule-Making (CR 102).

The college filed form CR 101 for both WACs on September 30, 2024, and they were published in the Washington State Register on October 16, 2024. Due to the delay in publication by the Code Reviser Office, and the rules surrounding the notice periods, the college will not be able to complete all the steps of the permanent

rulemaking by the time the initial 120-day emergency rulemaking expires on November 29, 2024, and instead will need to adopt emergency rules for a subsequent 120-day period, ending March 27, 2025.

RCW 34.05.350 allows the adoption of subsequent emergency rules when an agency has filed notice of its intent to adopt the rules permanently, and is actively undertaking the appropriate procedures to adopt the rules as permanent rules.

The college filed form CR 102 for both WACs on November 15, 2024, which is expected to be published by the Code Reviser's Office on December 4, 2024. The college intends on holding the required public hearing on January 9, 2025, and will ask the Board of Trustees to consider the permanent changes on February 13, 2025.

The college asks the Board to adopt the same set of changes as approved in the emergency rulemaking on July 29, 2024, as follows:

- **Includes:** protections for pregnancy, gender identity and retaliation (does not currently address transgender student participation in athletics)
- **Adds:** training and reporting requirements for *all* employees
- **Enhances:** the role of the Title IX Coordinator and Title IX personnel and definitions (sex discrimination as an umbrella term that includes sex-based harassment)
- **Expanded Scope:** Colleges must address sex discrimination that occurs at non-campus locations, including international locations
- **Complaint Filing:** Students, employees, and others can file complaints of discrimination/harassment. Previously, only current students or employees could file complaints. Also allows for complaints to be submitted orally or in writing
- **Informal Resolution:** Colleges can resolve complaints informally even if there's no formal complaint, with some exceptions
- **Supportive Measures:** Colleges must provide support to those involved in a complaint to ensure they can continue their education, even if no formal complaint is filed. These supportive measures must not unfairly burden or punish anyone involved
- **Pregnant and Lactating Students/Employees:** Colleges must not discriminate against any person on the basis of current, past, or potential pregnancy or related conditions and must treat pregnancy or related conditions like any other temporary medical condition. Colleges must make reasonable changes for pregnant or lactating individuals and provide private spaces for lactation
- **Training and Notification:** Colleges must include new notification rules in their Title IX training for employees
- **Questioning:** The new Title IX regulations, effective August 2024, no longer require cross-examination of parties during live hearings in cases of sex-based harassment involving students. Instead, questioning by the decision maker or investigator will be used to assess credibility

Additionally, the final regulations/proposed changes also include the following in regard to college Title IX investigation procedures:

- Must treat complainants and respondents equitably;
- Must include a presumption that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of the investigation;
- Must require adequate notice to the parties of the allegations, dismissal, delays, meetings, proceedings, and determinations; and
- Must give the parties an equal opportunity to present and access relevant and not otherwise impermissible evidence, as well as provide a reasonable opportunity for each party to respond to that evidence.

For incidents alleged to have occurred prior to August 1, 2024, the WACs, policies, and procedures in place prior to August 1, 2024 will apply.

Recommendation

It is imperative that the college and its Board of Trustees adopt these changes to the WACs in accordance with the emergency rulemaking guidelines to ensure the college remains in compliance with the Department of Education when the current emergency rules expire on November 29, 2024. Therefore, the Administration recommends that Edmonds College Board of Trustees adopt Resolution #24-11-1, approving the temporary changes to Edmonds College Washington Administrative Code 132Y-300 and 132Y-125 at the November 26, 2024 Board of Trustees meeting, with the understanding that the Administration will continue the non-emergency rulemaking process to make permanent changes to these same sections of the Edmonds College WAC, which will be brought back to the Board of Trustees for approval in February, 2025.

RESOLUTION #24-11-1
APPROVAL OF WASHINGTON ADMINISTRATIVE CODE CHANGES:
132Y-125 - STUDENT CODE OF CONDUCT;
132Y-300 - NON-DISCRIMINATION AND HARASSMENT

WHEREAS, the U.S. Department of Education revised regulations governing campus sexual assault under Title IX, the law prohibiting sex discrimination at federally funded institutions; and

WHEREAS, Washington Administrative Code (WAC) is a source of primary law in Washington State and in order to clarify, apply or enforce state laws, state agencies may propose and adopt a rule, sometimes referred to as a regulation, known as the Washington Administrative Code (WAC); and

WHEREAS, to comply with Federal Title IX policy by the deadline of August 1, 2024, the Edmonds College Board of Trustees previously approved the changes to WAC 132Y-125 and WAC 132Y-300 under the emergency rulemaking procedures as presented at the July 29, 2024 special meeting of the Board of Trustees, for which the 120-day period ends on November 29, 2024; and

WHEREAS, the Washington State Attorney General's office supplied language for changes to WAC 132Y-125 and WAC 132Y-300; and

WHEREAS, the changes to WAC 132Y-125 and WAC 132Y-300 involve:

- Protections for pregnancy, gender identity and retaliation (does not currently address transgender student participation in athletics)
- Training and reporting requirements for all employees
- Enhancements to the role of the Title IX Coordinator and Title IX personnel and definitions
- Expanded Scope - Colleges must address sex discrimination that occurs at non-campus locations, including international locations
- Students, employees, and others can file complaints of discrimination/harassment.
- Provisions for informal complaint resolution. Mandatory supportive measures for those involved in a complaint to ensure they can continue their education, even if no formal complaint is filed
- Prohibition of discrimination against any person on the basis of current, past, or potential pregnancy or related conditions and must treat pregnancy or related conditions like any other temporary medical condition. Colleges must make reasonable changes for pregnant or lactating individuals and provide private spaces for lactation
- New notification rules in their Title IX training for employees
- Cross-examination of parties during live hearings in cases of sex-based harassment involving students is no longer required

WHEREAS, these changes will continue Edmonds College's compliance with Federal Title IX policy; and

WHEREAS, due to timing of notice periods and publication rules, the college cannot complete the permanent rulemaking process by November 29, 2024, which is the end of the initial 120-day emergency rulemaking period; and

WHEREAS, RCW 34.05.350 allows the adoption of subsequent emergency rules when an agency has filed notice of its intent to adopt the rules permanently, and is actively undertaking the appropriate procedures to adopt the rules as permanent rules; and

WHEREAS, Edmonds College has filed notice of its intent to adopt the rules permanently, and is actively undertaking the appropriate procedures to adopt the rules as permanent rules including gathering input from the public; and

WHEREAS, under this subsequent emergency rulemaking procedure these changes will take effect for 120 days, ending March 27, 2025; and

WHEREAS, the Board of Trustees will be asked to approve the permanent rule changes in February, 2025;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees hereby approves the proposed changes to WAC 132Y-125 and WAC 132Y-300 of the Washington Administrative Code, as presented at the November 26, 2024, Board meeting.

Carl Zapora, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh

BACKGROUND

2021-2022 AUDITED FINANCIAL STATEMENTS

Subject

Board review and approval of the independently audited 2021-2022 annual financial statements for Edmonds College

Background

The Northwest Commission on Community Colleges and Universities (NWCCU) requires all Community and Technical Colleges to have audited annual financial statements in order to maintain their accreditation status.

The College has completed its financial statements audit for the 2021-2022 fiscal year. Davis Farr (a CPA firm) completed their independent audit of the financial statements, and the exit interview with the Board and college officials will take place on November 26, 2024.

Davis Farr's opinion is that the, "financial statements present fairly, in all material respects, the respective financial position of the business-type activities and the aggregate discretely presented component unit of the College as of June 30, 2022, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Davis Farr identified two uncorrected misstatements in the financial statements. The first related to unearned revenue associated with the fall quarter 2022, and the second related to activity associated with international student insurance not being presented as in a separate custodial fund. Davis Farr determined that the effects of these misstatements in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Davis Farr also identified two findings, with associated recommendations: (1) adjustments detected during the audit and (2) untimely bank reconciliations. More specifically, Davis Farr:

1. Recommends that College enhance its year-end closing procedures to include areas that resulted in audit adjustments.
2. Recommend that the College continue to work through the backlog of months with unperformed bank reconciliations until all months from July 1, 2020, through the present have been performed.

These recommendations are due to limitations surrounding ctclink reporting and documentation.

The College provided a written response to Davis Farr's findings, which Davis Farr has accepted, and which are summarized as follows:

1. Edmonds College conversion to the new enterprise resource planning (ERP) system ctclink just 16 months prior to June 2022 continues to present challenges in reporting which affect estimations made

for adjustments. The college relies heavily on the information provided in documentation created by the State Board for Community and Technical Colleges (SBCTC). Edmonds discovered at the end of July 2024 that the documentation and estimations made to adjust compensated absences were incorrect. Unfortunately, this information was unavailable at the time Financial Statements were created and provided to the auditors. The college notified the auditors as soon as the new information from a state board training session was provided and drafted the adjusting entries to correct. The college has since updated all of the year end adjustment documentation to insure no such error will occur in the future.

2. Following the close of FY21, the College has developed a more effective process for bank reconciliation. This process continues to be labor intensive given the limitations of the current ERP system in reporting. However, the College continues to collaborate with the State Board for Community and Technical Colleges (SBCTC) to identify issues swiftly and provide feedback, as the SBCTC is developing enhancements to improve the bank reconciliation tools.

The College's business office employees are also participants in state, cross-pillar ERP working groups which (a) work to identify subledger transaction details to map them to the general ledger and (b) discuss how best to reconcile. These activities have allowed the college to make progress in completing more timely reconciliations in future fiscal years

Edmonds College presents the audited financial statements for fiscal year 2021-2022 to the Board of Trustees for formal approval.

Recommendation

The President recommends that the Board of Trustees adopt the resolution approving the independently audited 2021-2022 annual financial statements.

**RESOLUTION #24-11-2
APPROVAL OF THE 2021-2022 AUDITED FINANCIAL STATEMENTS**

WHEREAS, the Northwest Commission on Community Colleges and Universities (NWCCU) is the accrediting body for Edmonds College; and

WHEREAS, the NWCCU requires, for each year of operation, the College to undergo an annual, independent financial audit by professionally qualified personnel in accordance with generally accepted auditing standards and requires that results from the audit, including findings and management letter recommendations, are considered annually in an appropriate and comprehensive manner by the administration and the governing board; and

WHEREAS, the College completed the 2021-2022 annual financial statements which were then independently audited by Davis Farr (a CPA firm), and presented to the Edmonds College Board of Trustees on November 26, 2024; and

WHEREAS, Davis Farr's opinion is that, "the financial statements present fairly, in all material respects, the respective financial position of the business-type activities and the aggregate discretely presented component unit of the College as of June 30, 2022, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

WHEREAS, Davis Farr identified two uncorrected misstatements in the financial statements. The first related to unearned revenue associated with the fall quarter 2022, and the second related to activity associated with international student insurance not being presented as in a separate custodial fund. Davis Farr determined that the effects of these misstatements in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

WHEREAS, Davis Farr identified two findings, with associated recommendations: (1) adjustments detected during the audit and (2) untimely bank reconciliations. More specifically, Davis Farr:

1. Recommends that College enhance its year-end closing procedures to include areas that resulted in audit adjustments.
2. Recommend that the College continue to work through the backlog of months with unperformed bank reconciliations until all months from July 1, 2020, through the present have been performed.

WHEREAS, the College provided a written response to Davis Farr's findings, which Davis Farr has accepted; and

WHEREAS, Davis Farr and the College have presented the independently audited 2021-2022 annual financial statements to the Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approves the 2021-2022 audited annual financial statements for Edmonds College.

Carl Zapora, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh

BACKGROUND

Associated Students of Edmonds College Bylaws Amendments

Subject

Proposed amendment to the Associated Students of Edmonds College (ASEC) Bylaws.

Background

On Wednesday, October 2, 2024, the ASEC Executive Board passed a motion to amend Article VIII, Section 4 of the Bylaws that defines our Board meeting agenda. The Executive Board had a discussion guided by their advisor Kirk Heynen and concluded that the proposed agenda was better formatted to allow the school community to actively participate in the meetings and it was easily comprehensible by the student leaders.

The amendments are as follows:

Removals

- Correspondence was removed from the current agenda because it was interchangeably used with Reports and its usage was unclear.

Additions

- According to Robert's Rules of Parliamentary Procedure, the Executive Board needs to vote to approve the agenda before beginning any meeting. This provision is missing from the current agenda.
- In the current agenda, Reports are highlighted as a general item in the agenda. Reports under the proposed agenda are divided into Officer, Advisor and Committee reports to enhance organization and clarity in the meetings.

Changes

- In the current agenda, Special Guests have their presentations in the last half of the Board Meeting. In the proposed agenda, Special Guests & Funding Requests was moved to the beginning of the meeting to encourage student attendance and participation in the Board meetings as well as allow visitors to have their presentations early in the meeting and leave at will.
- Under the current agenda, the section for public comment is called Open Floor. In the proposed agenda, Open Floor has been changed to Public Forum to better adhere to standards of public agencies around the state of Washington and encourage student participation in meetings.

Proposal

The proposed agenda format is outlined on the following page:

Associated Students of Edmonds College Executive Board Meeting

Meeting Date

Meeting Time

Meeting Location

1. Call to Order
2. Land Acknowledgement
3. Roll Call
4. Approval of Agenda
5. Approval of Minutes from previous meeting
6. Special Guests & Funding Requests
7. Public Forum
8. Officer Reports
9. Advisor Reports
10. Committee Reports
11. Unfinished Business
12. New Business
13. Board Discussion
14. Announcements
15. Adjournment

Recommendation

The ASEC Executive Board recommends that the Board of Trustees consider the proposed ASEC Bylaws Amendments submitted at the November 26, 2024 Board of Trustees meeting, and vote to approve the proposed amendments at the February 13, 2025 Board of Trustees meeting.



EDMONDS COLLEGE

ASSOCIATED STUDENTS

THE CONSTITUTION

Of the Associated Students of Edmonds College

PREAMBLE

We the students of Edmonds Community College announce our desire and intention to take an active and responsible role in our own educational, cultural, social and recreational development, to exhibit intelligence and concern by making meaningful contributions to the administrative process of the institution, and to unite in association under the direction of this constitution for the purpose of promoting, directing and financing student affairs.

ARTICLE I – RECOGNITION

Section 1: The Association shall now and hereafter be known as the Associated Students of Edmonds Community College (ASEdCC), and hereinafter referred to as the Association.

Section 2: The recognized student government body of the Association shall be known as the Executive Board.

Section 3: The Executive Board shall be the student government body sanctioned by the District 23 Board of Trustees for the administration of Association affairs.

ARTICLE II – AUTHORITY

Section 1: The Executive Board shall have the authority as granted by the Board of Trustees of Edmonds Community College to legislate, promote and regulate the affairs of the Association.

Section 2: This authority shall extend to all areas of student affairs as deemed necessary by the Executive Board, except where reserved by specific statute or regulation.

Section 3: Initial ratification of this constitution and by-laws shall be made through a vote of the Executive Board members. A simple majority of association members voting shall constitute ratification. If ratified by the members, this constitution and by-laws shall become effective July 1, 2006.

ARTICLE III – EXECUTIVE BOARD MEMBERS

Section 1: The selected officers of the Association shall be known as the Executive Officer for Administration, Executive Officer for Budget and Finance, Executive Officer for Community Relations, Executive Officer for Student Relations, Executive Officer for Student Clubs, Executive Officer for Technology, Executive Officer for Academics and Executive Officer for Diversity.

Section 2: The Primary Administrator for Student Programs shall be an Ex-Officio member of the Executive Board without voting privileges for the purpose of acting as Executive Board advisor.

Section 3: Members of the Executive Board must be members of the Association.

Section 4: These officials, and no others, shall hereinafter be known as the Executive Board.

ARTICLE IV – MEMBERSHIP

Section 1: All currently registered students at Edmonds Community College are eligible for membership in the Association.

Section 2: Membership in the Association shall grant specific rights, including the right to vote in all Association elections and other rights and privileges stated herein.

ARTICLE V – EXECUTIVE BOARD SELECTIONS

Section 1: Executive Board members shall be selected through an application review process. The Selection Committee shall be comprised of four student representatives, one faculty member appointed by the College Vice-President for Instruction, one administrator appointed by the College President and the Primary Administrator for Student Programs.

Section 2: Student Representatives:

- A. The student members of the selection committee shall be comprised of four (4) students with no more than two standing Executive Officers.
- B. The Executive Board shall select its representatives at an Executive Board meeting, and the Executive Officer for Administration shall appoint student body representatives which shall be ratified by the Executive Board.

Section 3: The selection process shall take place during spring quarter.

ARTICLE VI– REVENUES

Section 1: The Association shall have the authority to generate revenue through the collection of Services and Activities (S and A) fees, admission charges, fundraising programs, and other means deemed beneficial by the Executive Board, and regulate the same.

Section 2: Once collected, Association funds shall come under the authority of the Executive Board.

ARTICLE VII – CONSTITUTIONAL INTERPRETATION

Section 1: The Executive Board shall reserve the right to interpret this document and its by-laws.

Section 2: Such interpretation shall be made through the adoption of a position statement.

ARTICLE VIII– INITIATIVE

Section 1: Members of the Association shall have the right to initiate and implement legislation.

Section 2: This shall take form through a fair process of voting conducted in a timely manner.

ARTICLE IX – AMENDMENTS

Section 1: Amendments to this document shall be initiated by Executive Board action, by initiative or by administrative action in collaboration with the Executive Board.

BY-LAWS to the CONSTITUTION Of the Associated Students of Edmonds College

ARTICLE I – AUTHORITY

Section 1: The Executive Board shall create and implement procedures and policies necessary in dealing with the affairs of the Association. The Executive Board shall make policy decisions about the Services and Activities(S and A) Budget and its administration, as outlined in the ASEdCC Financial Code.

ARTICLE II – DUTIES OF OFFICERS

Includes all Executive Officers:

- A. Promote the goals and objectives of the Executive Board.
- B. Chair weekly Executive Board meetings on a rotating basis with the other Executive Board members.
- C. Attend all Executive Board meetings as a voting member.
- D. Other than academic coursework, make the Executive Board top priority.
- E. Perform other duties as assigned by the Primary Administrator for Student Programs.
- F. Attend mandatory training and leadership development sessions/classes.
- G. Serve on College committees as assigned.
- H. Complete a program portfolio and quarterly reports.
- I. Adhere to all State laws and College policies, procedures and departmental guidelines.
- J. Be willing to work within the institution's internal procedures to voice concerns and resolve conflicts, should a conflict arise.
- K. Communicate well through spoken, written and electronic means of communication.
- L. Participate in a quarterly job evaluation process. If the officer does not meet minimum position requirements, the Primary Administrator for Student Programs may establish a probationary period or terminate employment.
- M. Attend and represent the Executive Board at College events as assigned.
- N. Post and maintain regular office hours.
- O. Maintain records, reports and documents of business on file.
- P. Act as 522 account director liaison.

Section 1: The Executive Officer for Administration shall:

- A. Serve as the primary administrator for student government and represents the Association to official functions of the college.
- B. Serve as the liaison to the College administration and attend the Board of Trustees meetings as the student representative.
- C. Appoint students to all College and Executive Board committees, with the exception of all tenure committees; the Executive Board may overrule any appointments made by the Executive Officer for Administration by a majority vote.
- D. Implement action on motions passed by the Executive Board.

- E. Represent students at President's Leadership Team as directed by the President of the College or their designee.
- F. Meet as needed with the President of the College or their designee.

Section 2: The Executive Officer for Budget and Finance shall:

- A. Act as the financial manager of the Association.
- B. Act as the financial advisor to all programs financed by the Association.
- C. Monitor current records of all Association revenues and expenditures.
- D. Continually promote compliance with the AEdCC Financial Code, the Revised Code of Washington and the regulations of the Office of Financial Management, State Board for Community and Technical Colleges and Edmonds Community College and report to the Executive Board known violations of these statutes and regulations.
- E. Maintain an accurate inventory of all Association property purchased during the fiscal year.
- F. Develop and chair the annual Services and Activities Fee budget allocation process.
- G. Make reports to the Executive Board, College administration and Board of Trustees upon request and/or as needed.
- H. Meet as needed with the Chief Administrator for Finance or their designee.

Section 3: The Executive Officer for Community Relations shall:

- A. Serve as the student representative on the College Legislative Action Committee.
- B. Serve as the student representative to the Commencement Committee.
- C. Serve as the student representative to the Arts, Culture and Civic Engagement Initiative Committee.
- D. Represent the Association at legislative functions such as testifying in Olympia.
- E. Coordinate on-campus voter registration and information.
- F. Chair the Elections Committee as needed.
- G. Draft Executive Board position statements as necessary.
- H. Attend the annual legislative regional or national advocacy meetings and conferences with the approval of the Executive Board.
- I. Meet as needed with the legislative liaison for the College or their designee.

Section 4: The Executive Officer for Student Relations shall:

- A. Be responsible for student advocacy.
- B. Understand the Student Rights, Freedoms and Responsibilities in order to assist students in interpreting and using the document.
- C. Relay student concerns and problems to the Executive Board and the College administration.
- D. Develop student surveys and gather student input on issues affecting the Association and the student body.
- E. Provide advocacy for co-curricular, service learning and volunteer programs.
- F. Meet as needed with the Chief Administrator for Student Services or their designee.

Section 5: The Executive Officer for Clubs shall:

- A. Work as an advocate for Clubs.
- B. Serve on the planning committee for the annual awards program for the Association.
- C. Provide Executive Board with reports on club activities and club chartering.
- D. Work with the Student Programs Supervisor on the club chartering process.
- E. Understand the club chartering process and assist clubs in understanding policies and procedures related to club chartering and programs.
- F. Assist in club member recruitment and quarterly club fairs.
- G. Promote club and campus involvement at the quarterly club fairs.
- H. Attend club meetings and programs as assigned by the Club Programs supervisor.
- I. Responsible for monitoring and managing club-related web pages.

Section 6: The Executive Officer for Technology shall:

- A. Develop and chair the annual Technology Investment Management Committee.
- B. Act as a student representative on any technology committee regarding student affairs.
- C. Advocate for technology support and training for all students.
- D. Meet as needed with the Chief Administrator for Technology or their designee .
- E. Responsible for representing ASEdCC in all digital signage operations and decisions.
- F. Responsible for understanding and operating TSC technology and mediation.
- G. Work with College's Marketing Department in managing EdCC web pages and social media sites.
- H. Responsible for monitoring and managing ASEdCC web pages.

Section 7: The Executive Officer for Academics shall:

- A. Represent students at Instructional Staff meetings as directed by the Vice-President for Instruction.
- B. Provide reports to and from Instructional Staff as directed by the Vice-President for Instruction.
- C. Appoint students to tenure committees in collaboration with the Vice-President for Instruction; the Executive Board may overrule any appointments made by the Executive Officer for Administration by a majority vote.
- D. Be responsible for coordinating/conducting class related surveys.
- E. Act as a student advocate for student or classroom issues.
- F. Serve on any academic committee regarding student affairs.
- G. Meet as needed with the Chief Administrator for Instruction or their designee.
- H. Work with academic division heads to coordinate quarterly visits by the Executive Board to each division.

Section 8: The Executive Officer for Diversity shall:

- A. Support campus wide diversity efforts.
- B. Serve on the Diversity Council and diversity committees as the Student Government Representative.
- C. Meet as needed with the Chief Administrator for Equity and Inclusion or their designee.

- D. Meet as needed with the Center for Student Cultural Diversity and Inclusion staff.
- E. Collaborates with the Center for Student Cultural Diversity & Inclusion in promoting Multicultural Life and Programs on campus.

ARTICLE III – TERM OF OFFICE

Section 1: The term of office shall start on the first day of the fiscal academic year through and shall end on the last day of the fiscal academic year.

ARTICLE IV – CONDITION OF EXECUTIVE BOARD TENURE

- Section 1: Each member of the Executive Board is responsible for fulfilling that member's job description.
- Section 2: A signed Student Programs Expectations Agreement must be on file at the time the officer takes office.
- Section 3: Each board member shall establish goals and timelines for achieving those goals and file copies with Primary Administrator for Student Programs .
- Section 4: The Primary Administrator for Student Programs shall have the discretion to call quarterly evaluations, both to meet with individual Executive Board members or the Board as a whole for the purpose of evaluating job performance.
- Section 5: Any Executive Board member not fulfilling their job description may receive a written request from the Primary Administrator for Student Programs to amend the situation.
- Section 6: The Primary Administrator for Student Programs shall have the right to terminate employment.
- Section 7: To apply for an Executive Officer position, students must be enrolled in at least six (6) Edmonds Community College credits and have a minimum of 2.5 cumulative GPA or equivalent from Edmonds Community College or from the most recent institution attended.
- Section 8: To remain in office, all Executive Board members shall maintain successful progress towards their academic goals by completing at least six (6) credit hours per quarter, excluding summer quarter, and maintaining a grade point average of at least 2.50 each quarter; additionally all officers must be in good standing.
- Section 9: If at any time during their tenure as a member of the Executive Board is unable to meet the quarterly academic requirement, at the discretion of the Primary Administrator for Student Programs, they may be placed on a one-time only academic probation status for one quarter. (Amendment approved April 23, 2007)
- Section 10: Selected officers may serve a maximum of two consecutive terms. Time served as an appointed officer filling a vacancy on the Executive Board is not included in this term limit.
- Section 11: An ASEdCC Executive Officer shall not simultaneously serve as a member of the Edmonds Community College Board of Trustees.

ARTICLE V – EXECUTIVE BOARD RECALL

- Section 1: Any member of the Association may initiate a recall against an Executive Board member.
- Section 2: Such procedure shall be in accordance with ARTICLE IX – Initiative.

ARTICLE VI – VACANCIES

Section 1: Any vacancies in the Executive Officer positions shall be filled by the Executive Board within 25 instructional days excluding holidays, breaks, and summer quarter.

Section 2: The appointment shall be ratified by a two-thirds (2/3) vote in the affirmative by the Executive Board.

ARTICLE VII – MEETINGS

Section 1: Regular meetings of the Executive Board shall be held during fall, winter and spring quarters.

Section 2: Special Executive Board meetings may be called as necessary.

Section 3: The Executive Board reserves the privilege of executive session when deemed appropriate by the chair, and in accordance with the Open Public Meetings Act, RCW 42.32.020.

Section 4: The order of business for the Executive Board meetings shall be:

A. Call to order

A.B. Land acknowledgement

B.C. Roll call

D. Introduction of guest(s) Approval of Agenda

E. Approval of Minutes from previous meeting

C.F. Special Guests & Funding Requests

D.G. Open floor Public Forum

E.H. Approval of minutes

F.I. Correspondence

J. Reports Officer Reports

K. Advisor Reports

G.L. Committee Reports

H.M. Unfinished business

I.N. New business

J.O. Board Discussion

K.P. Announcements

L.Q. Adjournment

Section 5: Each member of the Executive Board, except the chair, shall exercise one vote. The chairperson shall cast a vote only in the event of a tie.

Section 6: No proxy votes shall be accepted.

Section 7: A simple majority of Executive Officers in office shall constitute a quorum.

Section 8: Online meetings may only be held with the approval of the chair only if a physical quorum is present.

Section 9: Executive Board committee meetings shall follow the Washington Open Public Meetings Act

Section 9: Unless otherwise specified in this document, all matters under consideration shall be ratified by a simple majority.

Section 10: Robert's Rules of Order, current edition, shall be the rules of the day.

ARTICLE VIII – ELECTIONS

- Section 1: The Election Committee, under the chair of the Executive Officer for Community Relations, shall be responsible for coordinating elections and have the authority to develop necessary policy and regulations to effectively manage Association elections.
- Section 2: The Election Committee shall be comprised of three (3) students appointed by the Executive Officer for Administration and the Primary Administrator for Student Programs as the advisor and non-voting member.
- Section 3: Should any member of the Election Committee show a direct interest in the outcome of the election, the Executive Officer for Administration shall appoint another member to the Committee.
- Section 4: Only currently enrolled members of the Association shall be eligible to vote. Members shall cast only one (1) ballot.
- Section 5: After the final closing of the polls, the Primary Administrator for Student Programs, and the chair of the Elections Committee shall validate the election results. A simple majority carries the vote.
- Section 6: The election results shall become validated eight (8) calendar days after the completion of the election, assuming no complaint is filed. In the event of a complaint, the results shall be validated after eight (8) calendar days, or at the conclusion of the hearing on the complaint and all appeals, whichever is later.
- Section 7: The Election Committee shall prepare for an election by preparing and posting publicity in such a manner as to ensure that Association members shall be informed.
- Section 8: Association members implicated in tampering with the voting process shall be referred to the College discipline process.

ARTICLE IX – INITIATIVE

- Section 1: Any member of the Association may initiate an article of legislation by:
- A. Presenting to the Executive Board a petition containing the signatures of Association members that in total exceed the numerical value of 5% of the current enrollment (headcount) for that quarter.
 - B. Upon receipt of a valid petition, the Executive Board shall call an election of the Association not less than two (2) weeks and not more than four (4) weeks after presentation of the petition to the Executive Board at a regularly scheduled meeting.
 - C. Notice of the initiative voting process shall be posted at various locations on campus and on the website for at least one (1) instructional week prior to an election.
 - D. An initiative shall become policy upon receiving a simple majority of the votes cast in the affirmative. The total number of ballots cast must exceed the numerical value of 5% of the current enrollment (headcount) for that quarter to have a valid election.

ARTICLE X – REFERENDUM

- Section 1: The Executive Board reserves the right to initiate a referendum.
- Section 2: Such action shall pass out of the Executive Board by a two-thirds (2/3) affirmative vote.
- Section 3: Referenda must be ratified by an election no sooner than two (2) weeks and no later than four (4) weeks after Executive Board approval. Referenda shall be posted at various locations on campus and on the website for at least one (1) week prior to an election.

Section 4: Referenda shall become policy only after receiving a simple majority of the votes cast by the Association in the affirmative. The total number of ballots cast must exceed the numerical value of 5% of the current enrollment (headcount) for that quarter to have a valid election.

ARTICLE XI – POSITION STATEMENT

Section 1: The Executive Board reserves the right to clarify and interpret documents and policies, answer complaints and establish Association positions on issues.

Section 2: The Executive Board shall issue a position statement when:

- A. A member of the Association makes a written request for clarification of any document, policy or procedure relating to student affairs.
- B. The Executive Board, through the passage of a motion, desires to take a position on an issue of importance to the Association or for clarification necessary for the maintenance of internal affairs.

Section 3: The procedure for adopting a position statement shall be as follows:

- A. The Executive Officer for Community Relations and the Executive Officer for Administration shall research the situation in depth and draft a preliminary position statement.
- B. Not more than two (2) weeks shall elapse during this drafting. No later than the first Executive Board meeting following the conclusion of the two (2) week draft period, the preliminary draft shall be presented.
- C. To be adopted, the draft must receive a two-thirds (2/3) affirmative vote of the Executive Board.
- D. Should a draft fail to pass, it shall be referred back to the Executive Officer for Community Relations for the purpose of revision. A revised draft shall be presented at the next Executive Board meeting.
- E. A position statement must be adopted within six (6) calendar weeks of the original request or motion.

Section 4: Approval and removal of a position statement shall require a two-thirds (2/3) affirmative vote of the Executive Board.

ARTICLE XII – APPEALS PROCEDURE

Section 1: A member of the Association may appeal actions of the Executive Board only in the following instances:

- A. When a member of the Association is in the belief that the Executive Board is in violation of any applicable regulatory document.
- B. When a member of the Association is in the belief that an initiative or referendum vote was not conducted properly.
- C. When a former Executive Board member feels that action taken to terminate their tenure was unwarranted.

Section 2: Appeals shall be submitted to the Dean for Student Success/Student Engagement or their designee.

ARTICLE XIII – FINANCES

Section 1: All allocation, budgeting, and accounting procedures of the Association shall be in accordance with the AEdCC Financial Code, the Revised Code of Washington, the Killian Outline, and all applicable regulations of the Office of Financial Management, the State Board for Community and Technical Colleges and Edmonds Community College.

ARTICLE XIV – INTERPRETATION

Section 1: The Executive Board shall reserve the right to interpret this document and its by-laws.

Section 2: Such interpretation shall occur through adoption of a position statement, as described in Article XI.

ARTICLE XV – OTHER REGULATORY DOCUMENTS

Section 1: Other documents which govern specific areas of student affairs are recognized and identified as:

- A. Student Rights, Freedoms and Responsibilities
- B. AEdCC Financial Code
- C. AEdCC Fiscal Year Budget
- D. Revised Code of Washington
- E. Washington Administrative Code
- F. Killian Outline

ARTICLE XVI – AMENDMENTS

Section 1: The Executive Board may approve amendments to the Constitution and By-laws by a two-thirds (2/3) majority vote of the members present at a duly constituted meeting. After administrative review, approval of the changes shall be recommended to the Board of Trustees for final approval.

Section 2: Through passage of an initiative vote of the Association members as described in Article IX, members of the Association may approve amendments. After administrative review, approval of the changes shall be recommended to the Board of Trustees for final approval.

Section 3: In collaboration with the Executive Board, the administrative staff of the College may propose amendments to the Board of Trustees for final approval.

THIS CONSTITUTION AND BY-LAWS SHALL SUPERSEDE ANY AND ALL PREVIOUS DOCUMENTS OF SAID TITLE. Adopted by the Edmonds Community College District 23 Board of Trustees on January 17, 2006

Ratified by a vote of the Associated Students of Edmonds Community College February 22, 2006.

1st Amended April 2007.

2nd Amended June 2011.

3rd Amended January 2016.

4th Amended June 2019.

FOUNDATION REPORT

Fundraising Progress (June to October)

The Foundation has successfully raised \$172,430 between June and October, thanks to contributions from a total of 665 individuals, foundations, clubs, and organizations. This month, we have seen strong support through grants from foundations and individual donors focused on scholarships, bringing total scholarship contributions to \$34,019.

Complete the Dream

The Complete the Dream scholarship is now open through December. This program was established to support students in their final quarter at Edmonds College who have recently (within the last three months) or are currently facing unexpected financial hardships that could prevent them from graduating. The Foundation Board continues to promote this essential program, and we encourage you to join us in spreading the word to those who may benefit.

Inspire Update

The Inspire Committee has chosen an exciting theme for this year's event: the 1970s! Guests are invited to dress in their best '70s attire and celebrate the evening in style as we raise critical funds to support Edmonds College and address key student needs. We look forward to a night of fun, nostalgia, and meaningful impact.

Staffing Update

We are delighted to announce the completion of our recruitment efforts, with two talented individuals now filling long-vacant roles within the Foundation.

- **Monique Wiesmuller-Kaneyasu** has been appointed as the Operations Coordinator. Monique brings a wealth of experience in administrative and fundraising initiatives, including donor relations, project and event planning, and data management. She will be responsible for maintaining and running the internal operations of the Foundation.
- We are also excited to share that **Ciela Valle-Olguin**, who has served as our Foundation Specialist on a temporary basis since June 2022, has accepted the position of Program Coordinator. In this role, they will oversee donor databases and manage key Foundation programs, including scholarships, grants, awards, and emergency funding. Ciela will continue working closely with faculty, staff, and board members to enhance the scholarship application and review process.