

**BOARD OF TRUSTEES**  
**Regular Meeting**  
**February 20, 2020 4:30pm**  
**Gateway Hall 352**

**AGENDA**

- |        |                                                                                                                                                                                                   |                                                 |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| 4:30pm | <b>1. Call to Order</b>                                                                                                                                                                           | Chair Yim                                       |
| 4:32pm | <b>2. Introduction of Guests</b>                                                                                                                                                                  | Chair Yim                                       |
| 4:35pm | <b>3. Public Comment (3 min. each)</b>                                                                                                                                                            | Chair Yim                                       |
| 4:45pm | <b>4. Approval of Meeting Minutes</b><br>a. October 29, 2019 – Special Joint Meeting with Edmonds School Dist.<br>b. November 14, 2019 – Regular Meeting<br>c. January 27, 2020 – Special Meeting | pg 3<br>Chair Yim                               |
| 4:47pm | <b>5. Next Meeting</b><br>March 12, 2020 at 4:30pm - Regular Board Meeting, Gateway 352                                                                                                           | Chair Yim                                       |
| 4:50pm | <b>6. Informational &amp; Monitoring Reports</b><br>a. International Student Services<br>b. Q2 Budget Update & Fiscal Health Measures Report                                                      | Lisa Thompson<br>Gregory Hinton                 |
| 5:20pm | <b>7. Old Business: Second Consideration, Final Action</b><br>Approval of AMMET BAS Degree Program<br>RESOLUTION #20-2-1                                                                          | pg 15<br>Dr. Terry Cox                          |
| 5:25pm | <b>8. New Business: First Consideration</b><br>a. Candidates for Tenure Status, Probationary Tenure,<br>and Permanent Status<br>b. Third Party Agreement for New Transit Center (discussion only) | pg 20<br>Dr. Charlie Crawford<br>Kevin McKay    |
| 6:00pm | <b>9. Representative Reports</b><br>a. Faculty Representative<br>b. Student Representative<br>c. Classified Staff Representative                                                                  | Kay Latimer<br>Brenda Obonyo<br>Elizabeth Mueth |

6:15pm	<b>10. Break</b>		
6:25pm	<b>11. Foundation Report</b>	pg 29	Brad Thomas
6:30pm	<b>12. President's Report</b>	pg 30	Dr. Amit Singh
6:35pm	<b>13. Board Discussion</b>		Chair Yim
	a. ACT & ACCT Debrief		
	b. Other		
6:45pm	<b>14. Study Session: Update on 2019-2020 College Goals</b>	pg 32	
	a. ctLink		Eva Smith
	b. STEM & Nursing Building Preparation		Brad Thomas/Kevin McKay
	c. New Comprehensive Plan		James Mulik
	d. Continuation of Core Functions		Danielle Carnes
	e. Realignment: Matching Structure to Strategy		Dr. Amit Singh
	f. Data Metrics & Dashboards		James Mulik
	g. 3-year Strategic Budgeting		Kevin McKay
7:15pm	<b>15. Executive Session</b>		Chair Yim
7:30pm	<b>16. Adjournment</b>		Chair Yim

**Next Regular Meeting: March 12, 2020, Gateway Hall 352**

---

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 from the Executive Session may be taken, if necessary, as a result of items discussed in the Executive Session.

Edmonds Community College will schedule meetings in locations that are free of mobility barriers. Information for individuals with hearing or visual impairments can be provided when adequate notice is given to the Office of the President, 425-640-1516

## **BOARD OF TRUSTEES**

### **Special Joint Meeting with Edmonds School District Board of Directors October 29, 2019**

Educational Service Center Board Rooms 20420 68th Ave. W, Lynnwood

#### **Draft Minutes**

**Edmonds Community College Trustees Present:** Carl Zapora, Vice Chair; Stacie Horner; Adrienne Wagner

**Edmonds Community College Trustees Excused:** Emily Yim, Chair; Dr. Tia Benson Tolle; Wally Webster

**Edmonds School District Board Members Present:** Diana White, President; Deborah Kilgore, Vice President; Anne McMurray; Carin Chase; Gary Noble

**Edmonds School District Board Members Excused:** None

**Others Present:** Danielle Carnes, Christina Castorena, Dr. Charlie Crawford, Kristen NyQuist, Jim Mulik, Mushka Rohani, Dr. Amit Singh, Eva Smith, Dr. Yvonne Terrell-Powell, Brad Thomas

Dr. Kristine McDuffy, Edward Peters, Rob Baumgartner, Dr. Justin Irish, Greg Schwab, Dr. Kimberlee Armstrong, Mark Madison, Dana Geaslen, Dr. Robert Baumgartner

#### **CALL TO ORDER AND WELCOME**

President Diana White called the meeting to order at 6:31pm, and welcomed those present. The group recited the Pledge of Allegiance and an acknowledgement of Native Land was read, after which introductions were made.

#### **GENERAL UPDATES**

*Edmonds School District* - Dr. McDuffy shared the latest update of the District's Strategic Plan, which is close to being finalized. She reported that the Board of Directors had just approved a Continuous Improvement Plan, which is linked to the Strategic Plan and involves a detailed set of targets specific to each school in the district.

Dr. McDuffy reported that the Board of Directors had recently selected the search firm that will be conducting the search for her successor. Ray and Associates are currently conducting stakeholder interviews, and the Board hopes to have a hiring decision made by March 2020. Chair White invited College stakeholders to meet with Ray and Associates if they would like to.

*Edmonds Community College* - Dr. Singh shared the scope of what Edmonds CC offers, from pre-college to Bachelor's degrees, as well as some facts about the student demographic. James Mulik gave an overview of the College's Comprehensive Planning process, which will have a mission/vision dual focus on core functions and leaning into the future. Danielle Carnes shared an update on the Idea Lab, an initiative to empower leaders at all levels to think like futurists, to read signals from the community, and to vet innovative ideas through an ROI process.

Dr. Singh gave updates on the construction of the \$54M STEM & Nursing building as well as the new Triton Court building, a 220-bed residence hall. Both buildings are scheduled to open in the fall of 2020.

### **BOND & LEVY UPDATE**

Dr. McDuffy gave an update on the 2020 Bond and Capital/Technology Levy, both of which the Board of Directors had approved for placement on the ballot. The Facilities and Bond Committee identified \$1.7B worth of needs across the system to maintain infrastructure and also grow the district capacity to meet the population growth. Dr. McDuffy stated that the goal of the \$600M bond is to maintain a level tax rate.

Edward Peters shared some of the facilities initiatives covered by the bond, including making a permanent home for Scriber Lake High School on the site of the current District offices, which, because of the proximity to Edmonds CC, might create opportunities for partnership in the future.

Dr. McDuffy shared that the \$96M Capital/Technology Levy would replace an expiring levy, with the goal of maintaining a level tax rate.

### **ARTICULATION COUNCIL UPDATE**

Dr. Charlie Crawford reported that the Articulation Council, a unique partnership between the College and the District, meets three times a year, and recently met to assign action steps for a smaller subset of the group, a Steering Committee comprised of 6 members from each institution.

Greg Schwab added that the Articulation Steering Committee would be conducting a needs assessment focused on the areas of Career Pathways, Dual Credit Programs, and Student Advising Outreach, while attending to race and equity.

### **DUAL ENROLLMENT PROGRAMS**

Danielle Carnes shared that the Running Start program at Edmonds CC includes 697 students from the Edmonds School District, which is nearly 50% of the total Running Start enrollment. Edmonds CC is focused on removing barriers for Running Start students and increasing student success.

Dr. Charlie Crawford gave an overview of the College in the High School program, which started as a partnership with the Articulation Council 22 years ago. The program has been awarded accreditation by the National Alliance of Concurrent Enrollment Partnerships, and is one of just three accredited programs in Washington. One of the challenges of the program is the fact that high school teachers who teach CHS classes must meet the same requirements as college professors. Dr. Crawford stated that creating a pipeline of qualified teachers is a current area of focus.

### **EQUITY & INCLUSION WORK**

*Edmonds School District* - Dr. Kimberlee Armstrong shared that the District had met its goal of having an equity team in each school and those teams are now involved in advancing the conversation on closing equity gaps. Equity Directors from across the region are working on a comprehensive action sheet that superintendents across the state will be able to use. She shared a hand-out with the group outlining an Implementation Plan for this academic year, and stated that a large part of the work she and her team are doing relates to sharing their story with others, especially the impact of the Board's commitment to adopting Policy 0600 on Race and Equity. As such, they will be presenting at three national conferences.

*Edmonds Community College* - Dr. Yvonne Terrell-Powell shared that the College has also made a commitment to focus on racial equity through the development of multiple initiatives including: integrating the concept of inclusive excellence into the College's master goals; forming Latinx and African American student success committees; using an equity-mindedness framework focusing on disaggregating data, providing equity and inclusion professional development opportunities; forming a Bias Response Team;

holding a Board study session on Student Success and Racial Equity, and refreshing the Board policy on Student Success to include equity and inclusion. Vice Chair Zapora commented that he is very proud of the work the Edmonds CC Board has done with Dr. Terrell-Powell, and asked her to share some of the ways equity and inclusion was integrated into the most recent presidential search process. Dr. Terrell-Powell outlined how the presidential search process was designed intentionally to include equity and inclusion, including training for the search committee and the use of a multi-cultural competency hiring rubric.

**WRAP-UP**

Dr. McDuffy and Dr. Singh thanked everyone for attending, for the great work that each person does, and for the wonderful partnership that exists between the two entities.

**ADJOURNMENT**

President White adjourned the meeting at 7:49pm.

\_\_\_\_\_  
Carl Zapora, Vice Chair

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

ATTEST:

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

## **BOARD OF TRUSTEES**

### **Regular Meeting: November 14, 2019**

Edmonds Community College, Gateway Hall 352

### **Draft Minutes**

**Trustees Present:** Emily Yim, Chair; Carl Zapora, Vice Chair; Dr. Tia Benson Tolle, Adrienne Wagner, Wally Webster

**Trustees Excused:** None

**Others Present:** Arlene Anderson, Kay Latimer, Brenda Obonyo, Danielle Carnes, Christina Castorena, Dr. Terry Cox, Dr. Charlie Crawford, Kevin McKay, Kristen Nyquist, Jim Mulik, Mushka Rohani, Dr. Amit Singh, Eva Smith, Dr. Yvonne Terrell-Powell, Brad Thomas, Jade Jeter-Hill, Dr. Jeff Wagnitz, and members of the staff, faculty and student body.

#### **CALL TO ORDER AND WELCOME**

Chair Yim called the meeting to order at 4:30pm, and welcomed those present.

#### **INTRODUCTION OF GUESTS**

Chair Yim asked each person in the room to share their name and affiliation with the College.

#### **PUBLIC COMMENT**

Chair Yim opened the public comment portion of the meeting and asked those interested in speaking to limit their comments to three minutes each.

Faculty member Charles Mueller distributed three signed petitions to the Board of Trustees. The petitions were related to shared governance, campus culture, and budget priorities, and Mr. Mueller asked the Board to review them.

Faculty member Will Hamp shared his concern that the language used when talking about faculty compensation was different to the language used when addressing other issues such as equity and innovation. He asked that the college return to the language of “creating dust.”

Faculty member Lisa Schubert shared her concern that faculty turnover makes it hard for Edmonds CC to be a great college.

Faculty member Susanne Meslans shared her concern that the high cost-of-living index in Snohomish County necessitates higher salaries for faculty who are the heart of the college.

Faculty member Margaret West shared that the faculty negotiations were progressing, and she hoped that faculty members would not still be addressing the issue of compensation with the Board at the next Board meeting in February.

Faculty member Daniel Griesbach shared his takeaways from the recent Town Hall meeting with President Singh, as well as data showing that Edmonds CC faculty compensation falls in the bottom of the second quartile relative to peer colleges, noting that even with a PhD and eight years of experience, it will take him 26 more years to reach the top of the pay scale.

Faculty member Linda Carlson read a statement from associate faculty member Anna Kim related to a lack of job security. Ms. Carlson reported that faculty on the whole are frustrated and upset.

Faculty member Gabrielle McIntosh shared her concern that faculty are hurting over compensation which prevents them from buying houses and paying for their children's college, and asked the Board to make a plan to deal with the issue.

Faculty member Heather Walsh shared her personal financial experience of spending over 50% of her income on housing and living with a roommate in order to make ends meet, despite having 25 years of teaching experience.

### **APPROVAL OF MINUTES**

Chair Yim asked for a motion to approve the minutes from the October 10, 2019 meeting. Vice Chair Zapora made the motion, which Trustee Webster seconded. The motion passed unanimously and the minutes were approved as presented.

#### ***Approved***

Chair Yim reported that the minutes from the October 29, 2019 Joint Special Meeting with the Edmonds School District Board of Directors were being reviewed by the District and would be presented for approval at the next meeting.

### **NEXT MEETING**

The next regular meeting of the Edmonds Community College Board of Trustees is scheduled for February 20, 2020 at 4:30pm in Gateway Hall 352.

### **INFORMATIONAL AND MONITORING REPORTS**

#### **Quarterly Budget Update**

Mr. McKay reported that the 2019-2020 College operating revenue, which totals \$58.5M, is made up of the state allocation, tuition, and other revenue. The operating budget expenses are 82% salary and benefits and 18% other expenses. YTD spending is 23% of budget, which is on target for this time of year.

Mr. McKay showed a 5-year trendline for budgeted tuition vs. actual tuition which shows that our budgeting this year is closer to our actual revenue than in the past. A YTD shared funding revenue comparison showed a 7% decline over the prior year. Running Start is performing well, but international student enrollment is down. Edmonds CC receives a larger portion of its revenue from international students than other colleges.

Mr. McKay and Dr. Singh answered questions from the Trustees.

#### **Entrepreneurship Center**

Dr. Cox outlined plans for the upstart Entrepreneurship Center, which will be a resource for community members who have an idea for a business or product but need help bringing that idea to market. It's an identified need in the community that is currently unfilled. After initial conversations with the City of Lynnwood, Edmonds CC is now working with Partner Lynnwood, a wider group of community leaders that

have coalesced around the idea of the Entrepreneurship Center. Ms. Cox stated that there are no costs associated with the venture yet, but the idea is to be an incubator with an actual center location.

The Trustees agreed that this is a great idea, and Trustee Benson Tolle encouraged leadership to do a near-point assessment and to find ways to make the project bigger faster, by pulling in community members to help scale it up.

### **Institutional Monitoring Report**

Mr. Mulik referred to the 2018-2019 Institutional Monitoring Report provided in the meeting materials for the Board's annual review in compliance with current Board policy. He outlined the summary of lagging indicators, and noted the report's finding that with all five accreditation-related lagging indicators performing above the established mission fulfillment threshold levels, the College is meeting its mission.

### **New Data Tool and Key Findings**

Mr. Mulik reported on some new tools that allow Edmonds CC analysts to look at disaggregated data and isolate groups to see where the obstacles to student achievement are, and who, specifically, is experiencing them. The data is connected to contact lists so that those experiencing obstacles can be approached and invited to take part in individualized solutions.

The Board agreed that this is an exciting and important approach to student success.

### **Comprehensive Planning Update**

Dr. Jeff Wagnitz shared that the planning team is about half-way through the process of developing a final plan that includes both operations and future-oriented ideas. Dr. Wagnitz has been conducting interviews across sectors in the community, and he shared some of the themes emerging from those interviews:

- South Snohomish County climate includes optimism, equity, collaboration and innovation
- Edmonds CC is seen as a valuable partner
- Opportunities for the College include: knowledge domains, economic alignments, education delivery options

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

Chair Yim, taking up the old business of reviewing and approving changes to Board of Trustees Policies and Procedures 1.0, 1.01pr, 3.0, 3.01pr, 4.0, 4.01pr, 5.0, 5.01pr, 14.0 and 14.01pr, stated that AAG Anderson had reviewed the recommended changes.

Chair Yim asked for a motion to approve Resolution #19-11-1 and Resolution #19-11-2, which was made by Trustee Benson Tolle and seconded by Vice Chair Zapora.

Chair Yim called the vote for Resolution #19-11-1, which was unanimously passed.

***Approved***

Chair Yim called the vote for Resolution #19-11-2, which was unanimously passed.

***Approved***

### **BREAK**

At 6:05pm Chair Yim adjourned the meeting for a 10-minute break. At 6:15pm Chair Yim reconvened the meeting.



## **NEW BUSINESS: FIRST CONSIDERATION**

Dr. Cox presented information on a new Bachelor of Applied Science in Robotics and Artificial Intelligence degree program, noting that the Center for Excellence in IT had drafted the curriculum. The College is just beginning work on the degree, and it will be brought back to the Board of Trustees for approval when it's further along.

## **REPRESENTATIVE REPORTS**

Faculty Representative, Kay Latimer, gave her report to the Board as outlined in Attachment 1.  
Student Representative, Brenda Obonyo, gave her report to the Board as outlined in Attachment 2.

## **FOUNDATION REPORT**

Ms. Castorena presented the report from the Edmonds Community College Foundation, highlighting the Leadership Campaign which has achieved \$25.8K on the goal of \$61K. She also reported on a recent bequest from the estate of Ms. Eva Gordon, a generous donor who remembered seventeen colleges in her estate.

## **PRESIDENT'S REPORT**

Dr. Singh referred the Board to his written report in the meeting packet and asked Ms. Jade Jeter-Hill, Director of Safety, Security and Emergency Preparedness, to give an update on campus safety and security. Ms. Jeter-Hill reported on several recent incidents on campus, her team's strategies and environmental design techniques to deter crime, public safety organizations they are working with, and technologies used to alert students to safety-related information.

## **BOARD DISCUSSION**

### **Governance Leadership Institute**

Chair Yim and the Trustees discussed learning opportunities for the Board, including the Association of Community College Trustees' Governance Leadership Institute, which will take place in Phoenix, AZ in April. Chair Yim encouraged the Board and the President to attend the conference together.

### **ACCT Conferences - San Francisco & Washington D.C.**

Chair Yim asked for feedback on the recent ACCT conference in San Francisco, which several trustees attended. Trustee Webster shared his thoughts on the sessions he attended.

Vice Chair Zapora encouraged the Board to attend the upcoming National Legislative Summit, convened by ACCT, in Washington D.C. in February, where trustees will meet with federal lawmakers.

### **ACT Conferences**

Vice Chair Zapora, who currently serves as ACT President, reported on the recent state-wide conference, and shared that the ACT conference in February will focus on legislative priorities, and the conference in May will be held at Edmonds CC.

### **Other Items**

Chair Yim reported that Student Trustee, Stacie Horner, had stepped down from the Board due to personal circumstances. The Governor's office is working to appoint a replacement.

## **STUDY SESSION**

Assistant Attorney General Arlene Anderson facilitated a training on Washington State's Open Public Meetings Act and Public Records Act, as well as records retention, calling attention to the state's strong sunshine laws.

In her presentation she covered the importance of keeping Edmonds CC-related email correspondence segregated from personal correspondence; flagging anything covered by attorney/client privilege; following the record retention policy of the College; what constitutes (and what does not constitute) a meeting; the difference between what items can be dealt with in a regular meeting, a special meeting, and executive session; and other topics. AAG Anderson stated that her slides would be shared with the trustees after the meeting.

**EXECUTIVE SESSION**

At 7:33pm, Chair Yim adjourned the meeting to Executive Session to discuss a personnel matter, noting that the Board would reconvene in open session at 7:43pm.

Chair Yim reconvened the meeting in open session at 7:41pm.

**ADJOURNMENT**

The meeting was adjourned by Chair Yim at 7:41pm.

**Next Meeting:** The next regular Board meeting will be held February 20, 2020 at Gateway Hall 352.

\_\_\_\_\_  
Emily Yim, Chair

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

ATTEST:

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

**BOARD OF TRUSTEES  
Meeting Report  
AFT Local 4254 EdCC Faculty  
November 14, 2019**

**ATTACHMENT 1**

Greetings:

The topics are grievances and bargaining.

- The College and AFT Local 4254 had an Unfair Labor Practice Mediation last Monday and we were able to reach an agreement on the long standing Pre-College grievance and ULP.
- Another couple of issues are at the pre-grievance stage.
- As for negotiations, some progress has been made in areas other than compensation in the last month.
- Both negotiating teams discussed the possibility of going to PERC for mediation.
- Faculty are increasingly frustrated and angry at the state of negotiations.

Thank you.

Kay Latimer  
AFT President, Local 4254

**BOARD OF TRUSTEES  
November 14<sup>th</sup> 2019  
Student Government**

The student government came up with four goals for the year 2019-2020.

The goals include:

- Enact initiatives to close the opportunity gap and promote an equitable and inclusive college community.
- Advocating for college, state and national issues that directly affect students' educational opportunities and access.
- Reform the policies and procedures to streamline processes and better meet the current and ongoing needs of the students.
- Implement programs and services to increase student engagement and involvement on campus.

Submitted by:

Brenda Obonyo,

ASEdCC Executive Officer for Administration.

## **BOARD OF TRUSTEES**

### **Special Meeting: January 27, 2020**

Edmonds Community College, Gateway Hall 352  
6600 196th Street SW, Lynnwood, WA

### **Draft Minutes**

**Trustees Present:** Carl Zapora, Vice Chair; Adrienne Wagner; Wally Webster

**Trustees Excused:** Emily Yim, Chair; Dr. Tia Benson Tolle

**Others Present:** Heather Lyons, Kevin McKay, Kristen NyQuist, Dr. Amit Singh. Erica Davies, and Angelique Thompson from the State Auditor's Office.

#### **CALL TO ORDER AND WELCOME**

Vice Chair Zapora, acting as Chair in the absence of Chair Yim, called the meeting to order at 9:09am, and welcomed those in attendance.

#### **INTRODUCTION OF GUESTS**

Vice Chair Zapora asked each person to share their name and affiliation.

#### **FY19 AUDIT EXIT PRESENTATION**

Ms. Davies handed out materials including an exit conference agenda, a draft audit report, a draft audit report on the financial statements of Edmonds Community College Foundation, and a draft management representation letter.

She explained that the Edmonds Community College audit was an annual review of the college's financial statements as required for accreditation and both she and Ms. Thompson thanked Ms. Lyons, Mr. McKay, and the finance team for their professionalism and responsiveness during the audit process.

Ms. Thompson summarized the written audit report stating that the audit was clean and did not find any material weaknesses. The auditors issued a clean opinion. There were no uncorrected misstatements and no material misstatements in the financial statements.

Mr. Zapora asked if there was anything the auditors would recommend that the college watch for in the years ahead, and Ms. Davies stated that a published report on the new financial reporting system in ctLink identified system weaknesses that would need supplemental internal controls that the finance team could take steps to design as ctLink is coming online at Edmonds Community College. Additionally, there are new accounting rules for leases that could change things for the community college system and the State Auditor's Office is putting together some resources on that.

Ms. Davies reported that an additional part of the Edmonds Community College audit was to review the work of the auditors who had performed the Edmonds Community College Foundation audit, since this is a related entity, and the audit found that the Edmonds Community College Foundation audit had been performed in accordance with accounting principles generally accepted in the United States of America.

The next steps of finalizing the audit and the costs of the audit were shared, as well as the fact that Edmonds Community College has not been selected for an accountability audit by the State Board of Community and Technical Colleges this year.

**APPROVAL OF FY19 AUDIT**

Mr. McKay thanked Ms. Thompson and Ms. Davies and outlined the components of Resolution #20-1-1, approving the 2018-19 audited annual financial statements for Edmonds Community College.

Vice Chair Zapora asked for a motion to approve Resolution #20-1-1, *Audited Financial Statement 2018-2019*, which was made by Trustee Wagner, seconded by Trustee Webster, and unanimously approved.

**ADJOURNMENT**

The meeting was adjourned by Vice Chair Zapora at 9:34am.

**Next Meeting:** The next regular Board meeting will be held February 20, 2020 at Gateway Hall 352.

\_\_\_\_\_  
Carl Zapora, Vice Chair

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

ATTEST:

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

---

## **BACKGROUND**

### **Advanced Materials and Manufacturing Engineering Technology: Bachelors of Applied Science (AMMET-BAS)**

**Subject:** EdCC is leaning into the future and working directly with the manufacturing industry to create a new, innovative Bachelor's Degree in Advanced Materials and Manufacturing Engineering Technology (AMMET-BAS).

**Background:** The use of composites in aerospace is well established; however, the educational sector has been slow to create pathways that develop skills in this arena even though manufacturing continues to be a significant regional employer. The new AMMET-BAS program will meet this need and help supply the regional manufacturing workforce by providing an interdisciplinary degree that supports the industry now and in the future. The AMMET-BAS degree will build on EdCC's existing two year transfer degree (AAS-T) in Materials Science and provide higher level instruction related to design, advanced materials (emphasizing composites), materials engineering, materials production processes, and quality control. Students will gain a broad understanding of materials chemistry and physics and learn how different elements react when 'mixed' to create new material applications. As a Bachelor's of Applied Science, it will emphasize the practical skills and knowledge employees need to be successful in the manufacturing sector and provide pathways to graduate degrees.

**Program Need:** Traditional labor market data was used to determine industry trends, staffing patterns and expected changes in manufacturing employment levels in the Seattle metropolitan area. Regional job postings, advanced micro labor market analytics, and conversations with key employers were utilized to identify desired employee skills, and to determine how employee demand is changing in terms of future jobs, skills, and hiring preferences. Supply was gauged mostly by recent trends in completions of students from existing programs of study generally thought to prepare them with the knowledge and skills identified by the research. The data did not identify a single job title with all of the desired skills. Employers usually sought graduates of engineering programs (most often manufacturing engineer) or similar programs, primarily due to a lack of bachelor level graduates specific to advanced composites and manufacturing. Follow up conversations with key employers in both King and Snohomish County confirmed the need for a specialized, four year BAS in Advanced Materials and Manufacturing Engineering Technology to supply the regional manufacturing industry now and in the future. The college is working closely with Boeing and EdCC's Engineering Technology Advisory committee to develop curriculum that supports industry needs.

**Recommendation:** Board of Trustees review of the Advanced Materials and Manufacturing Engineering Technology Bachelor of Applied Science degree at the October 2019 meeting, and approval at a subsequent meeting.

# AMMET BAS Summary

## Advanced Manufacturing and Materials Engineering Technology (AMMET) Bachelor of Applied Science Degree

**Program Description:** This BAS degree is an applied bachelor's degree specifically designed to build on professional-technical associate's degrees that provide workplace skills, such as the Associate in Applied Science-Transfer (AAS-T) degree. The BAS degree differs from other bachelor degrees as it incorporates prior work experience and more hands-on learning. Graduates with the BAS degree may apply to related masters programs.

The interdisciplinary Advanced Manufacturing and Materials Engineering degree (AMMET – BAS) integrates advanced manufacturing, engineering technology, computer science, computer information systems, and the general physical sciences as it prepares students for a career in advanced manufacturing and materials engineering technology.

The degree is designed for students who have completed an AAS-T degree in Materials Science, Engineering Technology, Mechatronics, or who have completed an ATA in one of these areas and taken additional prerequisite general education courses.

Degree Requirements:

Category	Course	Course Title	Credits
<b>Proficiency (60 credits from AAS-T)</b>	100 and 200 level	Foundational Courses in Electronics Technology, Mechatronics, Materials Science, Composites, or similar program	60
<b>General Education (30 credits from AAS-T)</b>			
Communication	ENGL&101	English Composition	5
Communication	ENGL 231	Technical Writing	5
Quantitative Symbolic Reasoning	MATH&141	Pre-calculus I	5
Humanities	CMST&220	Public Speaking	5
Natural Science	PHYS&114	General Physics I	5
Natural Sciences	CHEM&161	General Chemistry I	5
<b>General Education (30 credits from BAS)</b>			
Humanities		Any Humanities course from distribution list	5
Social Sciences	PHIL 110	Contemporary Moral Issues	5
Social Sciences		Any Social Science course from distribution list	5



General Elective	MATH&146	Intro to Stats	5
General Elective		Any course from distribution lists	5
General Elective		Any course from distribution lists	5
<b>Upper Division (60 credits from AMMET BAS)</b>			
	AMMET 302	Calculus & Advanced Mathematics	5
	AMMET 318	Applied Statics & Mechanics of Materials	5
	AMMET 350	Additive & Subtractive Manufacturing	5
	AMMET 351	Manufacturing Systems, Automation, and Operations	5
	AMMET 383	Material Characterization	5
	AMMET 400	Product Design, Tooling, and Assembly	5
	AMMET 426	Lean Manufacturing	5
	AMMET 427	Quality and Continuous Improvement	5
	AMMET 429	Industrial Organization, Safety, and Management	5
	AMMET 440	Advanced Materials	5
	AMMET 454	Capstone I	5
	AMMET 455	Capstone II	5
<b>Total Credits for AMMET BAS Degree</b>			<b>180</b>

## Outcomes

Students successfully completing the AMMET BAS will be able to:

1. Demonstrate the ability to design systems, components, and/or processes using advanced materials and current technology in a variety of different manufacturing industries.
2. Apply the principles of quality and safety to conduct standard tests, measurements, and experiments and to analyze and interpret the results to improve processes in a manufacturing environment.

3. Demonstrate the ability to utilize and apply basic scientific principles of science, mathematics, engineering and technology to solve broadly defined advanced manufacturing problems.
4. Demonstrate the ability to identify and use appropriate technical literature; and to effectively apply written, oral, and graphical communication in broadly defined technical and non-technical environments.
5. Demonstrate the ability to function and contribute as a member as well as a leader on technical teams in a diverse environment.

**RESOLUTION #20-2-1**  
**APPROVAL OF NEW DEGREE:**  
**Bachelors of Applied Science - Advanced Materials and Manufacturing**  
**Engineering Technology**  
**(AMMET-BAS)**

WHEREAS, the Board of Trustees reserves unto itself the final approval of departmental curricula and degree and certificate requirements, and

WHEREAS, the new education program has been developed to satisfy industry requirements designated for the Advanced Materials and Engineering Technology: Bachelors of Applied Science degree.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the granting of the Advanced Materials and Manufacturing Engineering Technology: Bachelors of Applied Science degree.

\_\_\_\_\_  
Emily Yim, Chair

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

ATTEST:

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

**BACKGROUND**  
**CONSIDERATION OF TENURE****Subject**

Consideration of tenure for:

Erin Davison	Communication Studies (Humanities and Social Sciences)
Brandon Dietrich	Chemistry (STEM)
William Hamp	Engineering (STEM)
Mark Seely	Psychology (Humanities and Social Sciences)

**Background**

The Board of Trustees is required to consider the award or denial of tenure following a probationary period not to exceed nine (9) consecutive quarters, excluding summer quarters and approved leaves of absence. Erin Davison, Brandon Dietrich, William Hamp, and Mark Seely have completed their probationary period, and are recommended for consideration of tenure status.

**Recommendation**

Consideration of tenure for Erin Davison, Brandon Dietrich, William Hamp, and Mark Seely at the March 2020 Board of Trustees meeting.

## **ELECTRONIC TENURE PACKETS 2020**

Our tenure candidates have all submitted electronic tenure packets this year. These are Google Sites with navigation that will guide you through the required sections of their tenure portfolios.

Please click on the names below to review the packets.

[Erin Davison](#) - Communication Studies (Humanities and Social Sciences Division)

[Brandon Dietrich](#) - Chemistry (STEM)

[William Hamp](#) - Engineering (STEM)

[Mark Seely](#) - Psychology (Humanities and Social Sciences Division)

**BACKGROUND**  
**CONSIDERATION OF CONTINUING TENURE PROBATIONARY STATUS**

**Subject**

Board of Trustees consideration of renewal or non-renewal of tenure probationary appointments for academic employees.

**Background**

The Board of Trustees is required to decide whether or not to renew probationary appointments based on recommendations presented by the end of winter quarter of the academic year. Faculty members under consideration for probationary appointment renewal are:

**Second Year Appointments**

Lauriel Elsa-Gordon Children, Youth,  
and Family Studies (Health & Human Services)

**Third Year Appointments**

Lorraine Brooks, Horticulture (Business)  
Monica James, Art (Humanities & Social Sciences)  
Dan Moore, Library (Learning Resources)

**Recommendation**

Information is presented to the Board of Trustees for their review and consideration. Recommendation is that the Board of Trustees renews the second and third year probationary appointments at their March 2020 meeting.

**FIRST YEAR PROBATIONER BIOGRAPHY TENURE TRACK****Lauriel Elsa-Gordon - Child, Youth, and Family Studies**

Lauriel Elsa-Gordon holds a Master's in Education from Pacific Lutheran University and a Master's in Psychology from Antioch University. She has been a Licensed Mental Health Counselor in the State of Washington since 2010. Lauriel also has extensive experience as an educator in Psychology, Human Services, and Business. She has taught at Green River College, Renton Technical College, University of Phoenix, Pacific Lutheran University, and in the Bachelor of Arts in Human Services program at City University of Seattle. She enjoys curriculum development and has created and facilitated professional development workshops such as Intercultural Communication; African American Families: Providing Culturally Relevant Services; and Calming the Storm: A Holistic Approach to Working with Angry Clients.

Lauriel has over 21 years of experience working within social services in various positions—Case Manager, Child and Family Therapist, Crisis Outreach Specialist, Program Manager, and Education Development Specialist. She has worked at DSHS, Catholic Community Services, and the YMCA, to name a few. In addition, she has facilitated anger management and multicultural parenting classes to court-mandated and self-referred individuals for over 10 years.

---

**SECOND YEAR PROBATIONER BIOGRAPHIES TENURE TRACK****Lorraine Brooks – Horticulture**

Lorraine Brooks has been a full-time instructor and Department Head in the Horticulture Program for three years. She previously worked as an Associate faculty in the program for 6 years before leaving the state. She has experience as an educator at Cornell University Cooperative Extension-NYC and University of Hawaii College of Tropical Agriculture and Human Resources. All of this experience has included working with professional and prospective horticulturists. Lorraine teaches a full range of Horticulture courses at Edmonds and in a variety of modes (onsite, online, and hybrid).

Lorraine received her ATA in Ornamental Horticulture from Edmonds Community College which prepared her for work as a landscaper for 12 years. She went on to earn her BS in Environmental Horticulture and Urban Forestry as well as a MS in Forest Resources from the University of Washington. She also holds a Graduate Certificate in Teaching and Learning from University of Hawaii. She recently received a Certificate of Completion for Independent Applying the QM Rubric (APPQMR): (Statewide Systems). Lorraine is currently on the Board for the Snohomish Chapter of Washington Association of Landscape Professionals (WALP) and a member of the Technical Committee for the Washington State Landscape and Nursery Association (WSNLA) EcoPro Certification Program. She is also on the Edmonds CC Syllabus Task Force.

**Monica James – Visual Arts**

Artist and educator Monica Lynn James comes to Edmonds Community College with a background of twenty years in Arts education; she obtained her Master's Degree in Painting from Savannah College of Art and Design. She started her career in the Arts at a young age when she was selected for the Governor's School for the Arts in Pennsylvania when she was just 16. She went on to study Printmaking at Tyler School of Art in Philadelphia where she received her Bachelor's degree in Fine Arts. She was selected to deliver the speech for her graduating class and her work as an artist has exhibited at The Painted Bride, African American Museum of Philadelphia, Lowe Gallery, The London Art Fair and many more.

Monica brings her creative drive and professional experience into the classroom where she has also procured grants from various sources to create exciting projects for her students. Ms. James went back to school to obtain a teaching certificate for k12 Art in Florida and Virginia, and spent several years working in public high schools as an art teacher and instructor for the International Baccalaureate (IB) program. Monica continues to thrive here at EdCC and has already become an indispensable member of our Fine Arts department.



## **Dan Moore - Library**

Dan earned his BA in Art History at George Mason University and his Masters in Library and Information Science (MLIS) at the University of Illinois at Urbana-Champaign. Currently he serves as the Systems and Collections Librarian at Edmonds Community College. In support of student success, he works to refine the discovery layer, One Search, manages the library's database subscriptions and resource procurement, and helps administer alongside IT technology used in the library's physical and digital spaces. Additionally, he serves as the library's division rep on Faculty Senate Council, as a faculty rep on the Guided Pathways Steering Committee, and on the eLearning Strategy Team. Beyond the college, he serves as a member of the Primo Working Group, tasked with helping to manage the development of our discovery layer software, and is joining other librarians across the SBCTC consortium to design a new, interconnected library program for all Washington state community colleges to enjoy.

Previous library work includes implementing a successful migration to the Primo New User Interface. This involved training, branding, building a kiosk-specific view, optimizing mobile experience, and writing usage customizations. Dan also helped build a Textbook Lending Library for Oregon State University's Human Services Resource Center and served as chair of a task force to draft and implement a data privacy policy to protect users' information and educate the college community on privacy issues in the library.

**BACKGROUND****CONSIDERATION OF CONTINUING PERMANENT STATUS PROBATIONARY STATUS****Subject**

Board of Trustees consideration of renewal or non-renewal of permanent status probationary appointments for academic employees.

**Background**

The Board of Trustees is required to decide whether or not to renew probationary appointments based on recommendations presented by the end of winter quarter of the academic year. Faculty members under consideration for probationary appointment renewal are:

**Second Year Appointments**

Nancy Nelson, Adult Basic Education (Corrections)  
Dean Schlegel, Construction Trades Apprenticeship  
Preparation (Corrections)

**Third Year Appointments**

Roberto Figueroa, Adult Basic Education  
(Corrections)

**Recommendation**

Information is presented to the Board of Trustees for their review and consideration. Recommendation is that the Board of Trustees renews the second probationary appointment at their March 2020 meeting.

**FIRST YEAR PROBATIONER BIOGRAPHIES PERMANENT STATUS TRACK****Nancy Nelson**

Nancy Nelson has been a full-time instructor in Corrections since April 2019. She has taught (and continues to teach very part-time) English courses as an associate faculty at Bellingham Technical College since January 2010. She worked as an administrator at Western Washington University for 21 years. Nancy teaches GED and High School+ courses at the Monroe Correctional Complex.

Nancy received her BA in English-Creative Writing from Western Washington University in 1993. She went on to earn her MA in English-Creative Writing from Western Washington University in 2010. She is currently on the Edmonds Community College (EDCC) Faculty Senate Council along with the EDCC Assessment Committee.

**Dean Schlegel**

Dean has been employed by Edmonds Community College as a part time instructor and full time instructor at Monroe Correctional Complex since January of 2017. All three years have been spent at the satellite campus in Monroe. The first 1-1/2 years were spent teaching the Building Maintenance Technology class (BTM). This class was focused on giving the student a broad knowledge of building construction. This class has now changed its direction as the need for workers has increased. Dean working with other instructors throughout the state from other colleges has created a class that is now called CTAP or Construction Trades Apprenticeship Preparedness. This instruction is based on what the construction trades are looking for in apprentice education.

Dean's background and education began over fifty years ago learning the construction trade from his family business. Dean's father was a General Contractor building homes and constructing light commercial buildings. After graduating from Roosevelt High School in Seattle, Washington, several years were spent in the industry in sales, construction management, and hands on construction projects. During this time period Dean also attended Edmonds Community College for 2-1/2 years in general studies.

**SECOND YEAR PROBATIONER BIOGRAPHY PERMANENT STATUS TRACK****Roberto Figueroa**

Roberto Figueroa has been employed by Edmonds Community College since fall quarter, 2018 as adjunct faculty, and then as permanent faculty in 2019 as a Basic Skills Instructor at the Monroe Corrections Complex in Monroe, WA. Prior to that, he taught pre-college writing and Associate of Arts electives and various college courses, as well as Basic Skills and ESL for Walla Walla Community College, inside Coyote Ridge Corrections Center (CRCC) in Eastern Washington from 2009 to 2018. From 2003 to 2009, he taught pre-college and college-level English classes, ESL, and both English and Spanish GED at Columbia Basin College, Pasco, WA.

Roberto Figueroa earned his English Master's Degree from the University of Hawai'i at Mānoa (2002), where he also earned two bachelors, in English (1994) and in Education (Language Arts, 1996) with practicums at the University of Hawaii Teaching Lab School, and at Bernice Pauahi Bishop's Kamehameha Schools (Kapālama High School) in Oahu, Hawaii. He taught for Chaminade International University, as well as served as Test Examiner for US Navy College, Pearl Harbor, Hawaii. Currently, he teaches GED and High School+ at the Minimum Security Unit (MSU), as well as pre-college writing and basic skills/GED at Twin River Unit (TRU) at Monroe Corrections Complex.

**BOARD OF TRUSTEES**  
**Monthly Report**  
**EDMONDS CC FOUNDATION**  
**February 20, 2020**

**FUNDRAISING & FOUNDATION ACTIVITY**

- The 2019 Foundation Leadership Campaign raised \$43,980 to-date. Huge thank you to Trustee Webster, Trustee Zapora and Trustee Benson Tolle for your gift commitments.
- The Foundation annual scholarship application is now open for students to apply for one of more than 200 scholarships. The Foundation is also seeking additional funding for our new LGBTQ+ and an African American scholarship so please consider a gift today.
- Our 2<sup>nd</sup> LAUNCH campaign reception is Tuesday, February 25<sup>th</sup> from 6:00-8:00 pm at the home of Wendy and Mike Popke's in Woodway. We need everyone who is available to attend.
- The Foundation hosted their annual Estate Planning seminar on Tuesday, February 11<sup>th</sup> with four feature speakers that included Maren Benedetti, Adams & Duncan, P.S, Matt J. Cruz, Beresford Boot, P.S., Dale Terwedo, TFS Advisors, and Brian Lockett, Comprehensive Wealth Management who answered the top 10 most frequently asked estate planning questions plus attendees specific personal estate planning questions.

**TRANSFORMING LIVES GALA**

- The 2020 "INSPIRE: Transformational Impact" Gala committee is co-chaired by Meg Rankin and Carol Christiansen. We have 19 corporate sponsors renewed to-date for a total of \$77,500 on our way to a \$175,000 sponsorship goal. This year's gala will be Saturday, June 6<sup>th</sup> at the Seattle Hyatt Regency and now is great time to start creating your gala table invitee list. The event kickoff is on April 22nd at Point Edwards, hosted by Carol Christiansen.

**STEM CAMPAIGN UPDATE**

- Dr. Singh is hosting STEM & Nursing Building tours followed with VIP lunches 12:00 to 1:30 pm on a nearly a weekly basis. The next tours will take place on Friday, February 14<sup>th</sup>, Tuesday, February 25<sup>th</sup> and Tuesday, March 17<sup>th</sup> - which one will you attend? The LAUNCH: The Future Powered By You co-chair's (Wendy Popke: Foundation Board Member and Treasurer, and owner of Lynnwood Honda and Dr. Steven Carter: Director of Global Alliances with Juno Therapeutics) are doing a great job engaging steering committee members and prospective supporters in the campaign cultivation activities listed above. Foundation board members, Bob Terwilliger and Whitney Cornell, are early supporters of the LAUNCH campaign and we currently have \$200,000 in gift commitments on our way to our \$2 million campaign goal. A total of 45 couples, individuals, and families have toured the new STEM & Nursing Building and we have 17 individuals, couples and foundation proposals out for a total of \$2.7 million. We'll continue asking for \$25,000+ gift commitments during the quiet phase of the campaign (August 2019-May 2020). Please join us for both the LAUNCH campaign reception on February 25<sup>th</sup> and an upcoming tour and lunch with Dr. Singh.

Submitted by: Brad Thomas, Executive Director

---

## **PRESIDENT'S REPORT**

### **HIGHLIGHTS: Winter Quarter**

#### **Appointment to State Board Task Force**

This year I am serving as vice-chair of the State Board's Operating Budget Committee and have just been appointed as chair of the new Fiscal Health Measures Task Force. The group will review current fiscal health measures and identify additional measures or tools that could be useful for college executive leadership in order to understand district financial health and develop financially healthy institutions.

#### **Appointment to EASC Executive Committee**

I have represented Edmonds CC on the Economic Alliance Snohomish County's Board of Trustees since the fall of 2018 and am pleased to have just been appointed to the executive committee.

#### **Hosting ACT Spring Conference**

We are looking forward to hosting the ACT Spring Conference for Trustees and Presidents and the PACTC Conference for Presidents' Assistants on May 14-15. We have formed an internal conference committee and will begin our planning this month.

#### **New Board Orientations**

February will mark the completion of an orientation process for new trustees agreed upon at the November 14 Board meeting. Trustees Wagner and Webster have attended three orientation sessions at Edmonds CC, and will attend orientation sessions hosted by ACT and ACCT this month. Many thanks for their dedication to this onboarding process.

#### **Visit to Georgia State University**

A few PLT members and I visited Georgia State University in Atlanta at the end of January along with many other administrators from colleges around the world. We spent a day learning about the strategies and systems-approach to student success they have implemented in the last decade.

#### **AMMET BAS Approved by State Board**

On February 6, the Washington State Board for Community and Technical Colleges approved our application to offer a Bachelor of Applied Science in Advanced Manufacturing & Materials Engineering Technology. Many thanks to all those who helped put this program together, including Trustee Dr. Tia Benson Tolle.

#### **ITAD BAS Approved by NWCCU**

Also on February 6, the Northwest Commission on Colleges and Universities issued the final approval for the Bachelor of Applied Science degree in Information Technology Application Development, which enables us to offer the program under our accreditation starting in fall 2020. Congratulations to all the faculty and staff who helped with this approval process.

**Inauguration of New House Speaker**

It was an honor to be invited by Interim Speaker of the House, Representative John Lovick, to attend the opening session of the Washington State Legislature and the inauguration of Washington State Speaker of the House Rep. Laurie Jinkins on January 13. Representative Lovick has a special interest in our Child, Youth and Family programs and has been a great advocate for Edmonds CC.

**MLK Jr. Day Ceremony**

On February 6, Edmonds CC held a wonderful MLK Jr. event (rescheduled due to snow) featuring keynote speaker, Nikkita Oliver. She gave a great talk and her message was very powerful. Special thanks to those on the event committee who put this gathering together for students and staff during the day, and another session for the community in the evening.

## 1 ctcLink

- Participate in SBCTC common process workshops
- Continue to clean our data for optimal data integrity in the migration
- Implement Organizational Change Management principles
- Streamline business processes in preparation for migration

## 2 STEM and Nursing Building Preparation

- Build long-term relationships and community investment in Edmonds CC students through the creation of a STEM steering committee consisting of industry, community, and college partners
- Engage community investment for STEM and Nursing students through available grants, scholarships, and construction of the STEM and Nursing Building
- Raise community awareness of Edmonds CC growth through a year-long promotional campaign that includes our STEM and Nursing building and Triton Court residence hall
- Ensure a quality and premier student learning facility through the implementation of the campus facilities master plan with STEM building construction, data and server relocation and renovations for space recently vacated by STEM programs moving into their new building

## 3 New Strategic Plan (Comprehensive Plan)

- Develop a new process-lite structure to identify strategic direction for the college that complements our operational planning process
- Launch Idea Lab for continuous innovation strategy generation

## 4 Continuation of Core Functions

- Access
- Success
- Community Partnerships
- Capacity/Operational Excellence

## 5 Realignment: Matching Structure to Strategy

- Utilize an outside-in approach to identify structural alignments through the lens of our student and community stakeholders
- Conduct strategic mapping exercises with key leadership teams and the Idea Lab to collect input on optimal structural alignments
- Reduce hierarchical structures that lengthen time to execute strategies and decision making capacity

## 6 Data Metrics and Dashboards

- Increase the number of automated dashboards and data views that are accessible to college employees
- Develop a lagging indicator online report for the tracking of progress toward goals
- Increase data awareness and information literacy throughout the college

## 7 3-Year Strategic Budgeting Process

- Assemble a preliminary three-year strategic budget and planning tool, incorporating known impacts of the shift to PeopleSoft
- Work with budget managers to identify future budget needs 1-3 years in advance to strategically plan across fiscal years
- Roll out year two of the new operating budget planning process