



BOARD OF TRUSTEES

Regular Meeting

Thursday, June 9, 2022 | 3:30pm – 6:30pm

Remote Meeting via Zoom

Zoom Link: <https://us02web.zoom.us/j/87686557490>

Dial-in: (253) 215-8782 | Meeting ID: 876 8655 7490

AGENDA

- | | | |
|--------|---|---------------------------|
| 3:30pm | 1. Call to Order | Chair Wally Webster |
| 3:32pm | 2. Introduction of Guests | Chair Wally Webster |
| 3:35pm | 3. Approval of Meeting Minutes
page 3 May 12, 2022 – Regular Meeting | Chair Wally Webster |
| 3:37pm | 4. Next Meeting
August 11-12, 2022, 8:00am – Summer Study Session | Chair Wally Webster |
| 3:40pm | 5. Transforming Lives – Student Guest (5) | Dr. Amit Singh |
| 3:45pm | 6. Informational & Monitoring Reports
Safety and Security Update (30) | Jade Jeter-Hill |
| 4:15pm | 7. Old Business: Second Consideration and Final Action | |
| | page 11 a. Approval of Associated Students Budget | Shinhee Hwang |
| | page 13 RESOLUTION #22-6-1 | |
| | page 14 b. Approval of Associated Students Fees | Shinhee Hwang |
| | page 16 RESOLUTION #22-6-2 | |
| | page 17 c. Approval of FY23 College Operating Budget | Dr. Amit Singh, Jim Mulik |
| | page 18 RESOLUTION #22-6-3 | |
| 4:30pm | 8. Representative Reports | |
| | a. Student Representative (5) | Puneet Birk |
| | b. Classified Staff Representative (5) | Lia Andrews |
| | c. Faculty Representative (5) | Scott Haddock |
| 4:45pm | 9. President’s Report page 19 | Dr. Amit Singh |
| 4:50pm | 10. Break | |
| 5:00pm | 11. Foundation Report page 21 | Tom Bull |

- 5:05pm **12. Public Comment** Chair Wally Webster
To make a public comment, please submit it in writing to publiccomment@edcc.edu no later than Wednesday, June 8, 2022, 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.
- 5:15pm **13. Board Discussion** Chair Wally Webster
- a. Trustee Updates
 - b. DEI Committee
 - c. Student Trustee Stipend Review [page 23](#)
 - d. Election of Officers
 - e. Recognition of Outgoing Chair
 - f. Other
- 5:45pm **14. Study Session: Services for Students with Disabilities** Christina Castorena, Craig Kerr
- 6:15pm **15. Executive Session** Chair Wally Webster
- 6:30pm **16. Adjournment** Chair Wally Webster

Next Meeting: August 11-12, 2022 – Summer Study Session

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: May 12, 2022

Held via Zoom video conference due to COVID-19

Draft Minutes

Trustees Present: Wally Webster, Chair; Adrienne Wagner, Vice Chair; Dave Earling; Dr. Tia Benson Tolle; Carl Zapora

Trustees Excused: None

Others Present:

Dr. Amit Singh, President
 Sara King, Assistant Attorney General
 Scott Haddock, Faculty Union Representative
 Puneet Birk, Associated Students of Edmonds College Representative
 Elizabeth Mueth, Classified Staff Union Representative
 Danielle Carnes, Vice President for Innovation and Strategic Partnerships
 Christina Castorena, Vice President for Student Engagement and College Initiatives

Kim Chapman, Vice President for Instruction
 Dr. Tina Hart, Interim Vice President for Enrollment and Student Services
 Kristen NyQuist, Director of Planning and Operations
 Jim Mulik, Vice President for Finance, Grants, and Institutional Effectiveness
 Eva Smith, Chief Information Officer
 Dr. Yvonne Terrell-Powell, Vice President for Equity, Inclusion and Belonging
 Various members of the campus community and public

CALL TO ORDER

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

INTRODUCTIONS

Chair Webster led introductions of the trustees; Dr. Singh led introductions of the leadership team.

APPROVAL OF MEETING MINUTES

Chair Webster asked for a motion to approve the minutes from the April 14, 2022 meeting, which was made by Trustee Zapora and seconded by Trustee Benson Tolle. The minutes were approved as presented, with Trustee Wagner abstaining.

Approved

NEXT MEETING

The next regular meeting of the Board of Trustees is scheduled for June 9, 2022 at 3:30pm.

TRANSFORMING LIVES - Student Guests

Dr. Singh asked Dr. Robin Datta, Dean of Humanities and Social Sciences, to introduce the two Edmonds College Phi Theta Kappa (community college honor society) inductees for 2022, Beyolah Kwon and Emily Hall. Dr. Datta noted that Ms. Kwon and Ms. Hall were All-Washington Academic Team members and asked them to share a bit about their experience at Edmonds College.

Ms. Kwon, now studying computer science at Columbia University, shared that her experience at Edmonds College afforded her many opportunities to be successful. Her professors taught her well, and she worked in the Office of International Programs and also founded the Computer Science Club. She thanked the Board for inviting her to speak at the meeting.

Dr. Singh reported that Emily Hall, the second student honored with the Phi Theta Kappa membership, was also one of two recipients of the Washington Campus Compact President's Student Civic Leadership Award.

Ms. Hall, a horticulture student, shared that she initially enrolled at a university, but did not feel supported there. She joined Edmonds College and found many systems in place to help her succeed as a non-traditional student, like the Learning Support center, counseling center, and the farm and greenhouse. She also received a scholarship from the Edmonds College Foundation.

Dr. Singh introduced Ahmad Hilal Abid, the second student honored with the Washington Campus Compact President's Student Civic Leadership Award. Mr. Abid was also chosen as one of three students in the state, and the only one in the community college system, to be recognized with the Governor's Student Civic Leadership Award. Mr. Abid opened his remarks by thanking the Board and quoting Nelson Mandela, who said, "Education is the most powerful weapon you can use to change the world."

Mr. Abid came as a refugee from Afghanistan in 2018, and began to study English. He is now finishing his transfer degree and will stay on next year to finish a paralegal degree. Mr. Abid shared that he found strength at Edmonds College to do much needed work in the community. He founded the House of Wisdom, which brings together students of many different backgrounds to learn together and support one another. Edmonds College, he feels, is a great example of an organization that gives people opportunities, and he is also trying to help get others in our community connected to opportunities.

The trustees thanked Ms. Kwon, Ms. Hall, and Mr. Abid for sharing their stories and suggestions, and expressed how inspired they felt by their remarks.

INFORMATIONAL & MONITORING REPORTS

Faculty Senate Council DEI Committee Update

Dr. Singh introduced Faculty Senate President David Breed, who introduced DEI Committee co-chair Nicole Luvison, and member Ted Chen. Ms. Luvison and Mr. Chen shared highlights of the year, continuing work and plans for next year, as follows:

Highlights:

- Anti-racist teaching work continues at division meetings once a month
 - Practice disrupting microaggressions and cognitive errors (Spring 2022)
- Amazing partnerships across campus
 - Worked with HR to align hiring practices for tenure-track positions with SB 5194 (Our Colleges Our Futures Act) - created guidelines for hiring; collaborated with deans on new position descriptions and approaches to hiring
 - Worked with CSEL to organize student panel (Fall 2021)
 - Working with Dr. Yvonne Terrell-Powell on implementing SB 5227; collaborated on division meeting training activity (April 2022)
- Launched Faculty Learning Community

Continued work and plans for 2022-23:

- Continue supporting faculty: Continue working with divisions on anti-racist division trainings and offer

contextualized, trauma-informed racial justice practice; Collaborating to develop professional development modules for current and new faculty members (Academy for New Faculty)

- Work on hiring diverse associate faculty: Continue working with administration, HR, deans, and faculty to implement SB 5194 (Our Colleges Our Future Act) and retention practices
- Preparing for future: Evaluate campus climate survey results from faculty, staff, and students to inform our work; Build relationships with community partners

Moving the work forward:

- Need to continue managing the work as a committee, measure impact on students' experience, and receive continued support from administration to stay committed to college's mission - need to institutionalize the work
- Ultimate goal: Create an environment in which students, faculty, and staff are affirmed, supported, and choose Edmonds.

Mr. Breed and the Board of Trustees thanked Ms. Luvison and Mr. Chen for their presentation.

Q3 Operating Budget Update

Jim Mulik, Vice President for Finance, Grants, and Institutional Effectiveness, presented slides showing the third quarter budget update. Comparing expenses against last year, Mr. Mulik noted that salaries were up by about \$400K, but benefits were down. Financial aid is up by about \$108K, due to more allocation in state funding. Overall, we are at 58% of our budget and three quarters of the way through the fiscal year, which is the same as last year.

When looking at true comparisons (taking out the international re-coding) tuition revenue is down 27.7% from last year. Dr. Singh noted that when looking at the 10-year trend line, tuition is down significantly.

Chair Webster asked if the revenues could be shown as compared to expenses so that ratios and proportions could be seen. Mr. Mulik said he could incorporate that change in the next report.

Dr. Singh presented the shared funding (international) slide, reporting that revenue from our international program is down about \$4M from pre-covid budget. Running Start revenue is down about \$1M from pre-covid levels and tuition revenues are down about \$3M. Overall, revenue is down about \$8M from pre-pandemic levels.

Trustee Benson Tolle stated that the college has done a great job in managing the finances in a very volatile market, but noted that the volatility of the financial environment necessitates a different type of analysis on the part of trustees to ensure that the budget and financial position is such that the college can carry out its mission. She requested future presentations contain proposed ways to mitigate the volatility and more data to help the trustees with their decision making.

Audit Update

Dr. Singh shared that the annual fiscal audit has been underway for some time and the delay in presenting the results has to do with the transition to ctcLink, and may take another month or so to complete. Mr. Mulik reported that the accounts receivable and bank-to-book reconciliation are areas that are still being worked on. Many reporting processes are not built or fully functional in ctcLink, which makes the process very labor intensive and time consuming. Dr. Singh noted that the finance team is working exceptionally hard, and he thanked them for their dedication.

There was discussion on ctcLink and whether or not the issues we are experiencing are particular to our college or are something that is affecting a wider group. Eva Smith, Chief Information Officer, shared that there is now a governance structure at the system level to prioritize and troubleshoot those concerns. Trustee Zapora noted

that this transition, at the state level, was particularly complicated and reported that state CTC leaders have acknowledged that Edmonds College was one of the best prepared colleges to convert to ctcLink.

NEW BUSINESS: FIRST CONSIDERATION

Consideration of Associated Students Budget

Dr. Singh shared that he had just learned that when the Board approved the ASEC fees for the current year, which amounted to a net decrease of \$0.69 per credit, the change was not made in the system that calculates tuition and fees for students. All fees collected were spent on student activities as approved by ASEC, but the college is working to find a way to refund the funds that were erroneously collected, which could range from \$0.69 to \$30.00 per student for the year.

Wayne Anthony, Director for Student Engagement and Leadership, introduced Ms. Shinhae Hwang, the ASEC Executive Officer for Budget and Finance. Ms. Hwang presented slides on the Services and Activities Fee Budget for 2022-23 as follows:

2022-23 Projected Revenue: \$1,399,728, as estimated by the Business Office. ASEC will transfer \$238,459 from the fund balance to the 2022-23 S&A Fee Budget.

Committee's Approach:

- Approach from the objective and fair perspective
- Analyzed each budget for their effectiveness and expenditures
- Apply conservative cost-benefit analysis
- No increases to the S&A Fee Budget for 22-23 request
- Constant communication with account directors
- Account directors had the opportunity to address any concerns with the S & A Fee Budget Committee
- Monitor S&A Fee should not be utilized to pay for core academic or administrative functions that are not related to Student activities

Significant Changes:

- 6 programs not requesting funding for this year: Ethics Challenge, Rocketry, Between the lines, Black Box Theatre, National Conference for College Women Student Leaders, Pre College Peer Mentoring
- MESA Scholarships increased by 35% (From \$16,444 to \$25,944.)
- Concert Band decreased by 21% (From \$5,700 to \$4,700.)
- STEM Study Room decreased by 21% (From \$56,593 to \$48,871.09)
- Leadership is You! Conference decreased by 10% (From \$6,500 to \$5,900.)

There was some discussion about the desire to see actuals from the prior year and the fact that ctcLink reporting does not provide that level of detail yet.

Consideration of Associated Students Fees

Ms. Hwang presented the ASEC Fee Budget for FY23. She reported that the Students and Activities Fee, which goes up in proportion to tuition increases as set by the State Board, would increase by \$0.32 for those taking 1-10 credits, and by \$0.18 for those taking 11-18 credits. The five remaining fees, which are self-assessed and set by the ASEC Executive Board, will remain the same as the current year.

Trustee Zapora suggested that a report on the fund balance usage accompany the report at second consideration at the June meeting, if possible.

Chair Webster asked Ms. Hwang and the budget and finance committee members to consider if fees might be discouraging students from attending and to also consider how they might communicate about financial

resources available to current and prospective students. Ms. Hwang stated that the committee shares the concern and decided to keep the fees as low as possible with no increase for the coming year.

Consideration of FY23 College Operating Budget

Dr. Singh and Mr. Mulik presented the proposed FY23 operating budget. Dr. Singh noted that the financial environment is very uncertain - revenue is down and many factors are hard to predict and outside our control, like the pandemic, supply chain issues, and the effects of war. The numbers presented represent what is thought to be a reasonable forecast.

The state funding will increase to \$35.5M, but that represents only about a \$600K increase in unrestricted funding. The rest is restricted for a portion of COLA expenses or earmarked for specific projects.

Tuition has been budgeted for \$10M, which is an increase from this year's actuals to-date, but applications are up for spring and are looking good for fall.

Chair Webster requested that the budget line shown as Other Revenue be broken down into its component parts for the presentation in June.

Looking at the expense side, Mr. Mulik noted a slight increase in salaries, but a reduction in benefits due to fewer part-time employees. The goods and services line is \$150K lower, for an overall expense reduction of about \$500K from the current year.

The FY23 proposed budget shows an expected shortfall of \$2.5M. Dr. Singh reported that CARES Act funding may be able to offset a portion of the shortfall, but more information is needed. Additionally, more information will be coming from the State Board in June, and Dr. Singh and Mr. Mulik will have a better idea of where things will stand at that point.

There was a discussion about establishing an appropriate reserve amount to handle periods of financial volatility. Dr. Singh said that the Board could change the current reserve policy, which requires \$3.2M. He said that he and the finance team are watching expenses and revenues closely and trying to control as much as possible. The leadership team works to save money whenever possible and find new sources of funding as well. The main unknown factor is whether or not enrollment will bounce back to pre-pandemic levels.

REPRESENTATIVE REPORTS

Puneet Birk, ASEC Representative, reported that student government is currently focusing the following:

- Student mental health: they invited five service dogs to campus during midterms, which was a huge hit. They took the opportunity to let students know that student government is hiring, and that effort alone brought in five applications
- Upgrading charging stations around campus that do not support current tech needs
- Winter quarter student survey: shared results with leadership team
- Discussing the need for more security with the Safety Committee
- Interviewing three candidates for the student trustee position

Liz Mueth, WPEA Representative, reported that she would be stepping down as WPEA Shop Steward as she had accepted an exempt position with the college. Frederick Pieters will fill in as Interim Shop Steward, and Liz also introduced Michelle DuPont. Of concern: there are three active grievances for dismissal of employees; HR seems overwhelmed with work and the union is concerned about the employee vacancies as many remaining staff feel overwhelmed and overworked. Building Community Day was good for everyone - it was nice to interact in person.

Scott Haddock, AFT Representative, reported that the AFT collective bargaining agreement was set to expire on June 30, and because of the budget situation and enrollment numbers, it seemed that the college was best served by extending the current contract for a year. The extension was recently signed. Mr. Haddock relayed some details pertaining to recent catalytic converter theft, as he had mentioned in his report at the last meeting. He thanked the college for a few steps taken, but also said that the AFT Union and Faculty Senate Council were requesting that the Board review how crime is addressed on campus.

PRESIDENT’S REPORT

Dr. Singh introduced Mr. Vernon Hawkins, Dean of Business and Continuing Education, who reported on a recent partnership with Housing Hope, a local community nonprofit that provides services including worker retraining to people experiencing homelessness. Mr Hawkins described how a team quickly designed and implemented an 8-week Management 101 course for Housing Hope participants. The intake and enrollment was done at Housing Hope, and just 7 weeks after the initial discussion about partnering, a new course was underway. The students meet virtually during the week, and face to face on Fridays. Housing Hope is very pleased with the partnership which has 7 enrolled students and can take up to 25.

The trustees expressed their admiration and gratitude for this type of work which is making a direct difference in the lives of community members.

Dr. Singh reported that Building Community Day on May 7, an annual professional development event, was partially held in-person. Great learning opportunities were followed by lunch, employee awards, and games. He thanked everyone involved in the planning and execution, especially ODET Director Chris Hudyma. The following day, the college hosted the annual Powwow, which had a good turn out. He thanked Chair Webster for attending. Dr. Singh also thanked Ms. Mueth for her service in her current role and as WPEA representative, and congratulated her on her new position.

Dr. Singh invited Dr. Jorge de la Torre to speak about the upcoming Car’menement, a drive-thru graduation ceremony. Dr. de la Torre presented the event plan, which will take place in the college parking lot on June 17 at 2pm.

BREAK

At 5:43pm, Chair Webster adjourned the meeting for a 10-minute break, returning at 5:53pm.

At 5:53pm, Chair Webster reconvened the meeting in open session.

FOUNDATION REPORT

Tom Bull, Executive Director of the Edmonds College Foundation reported that the Foundation just completed its scholarship application review and will be awarding them in June. The Summer Quarter Complete the Dream Scholarship application will open on May 17 and is targeted at students who are very close to graduation and are experiencing hardships. The INSPIRE Gala was a terrific success with \$371K raised on a goal of \$325K. Mr. Bull thanked Danielle Carnes, Vice President for Innovation and Strategic Partnerships, who managed the Foundation through the leadership transition. The application to renew the Verdant Food Pantry grant was just submitted, and the Foundation just received the first distribution of \$223K from the Dorothy Jennings Estate, which is for the benefit of the Creative Retirement Institute.

PUBLIC COMMENT

Chair Webster noted that one public comment had been received; Ms. NyQuist read it into the record [Attachment 1].

BOARD DISCUSSION

Chair Webster opened the floor for updates from trustees.

Trustee Zapora mentioned that trustees would be traveling to see the diversity monument clocktower at Centralia College in the upcoming week prior to the ACT Conference in Tacoma, and details would be coordinated with the President’s office. He congratulated Kim Chapman on her appointment as permanent Vice President for Instruction, thanked Ms Birk and the ASEC for their work to survey students, and thanked Mr. Hawkins for his work on the program for Housing Hope students. He requested that at some point the trustees hear about how ctcLink is benefitting the college.

Trustee Wagner thanked Ms. Birk and the other ASEC officers for inviting her to be part of the student trustee interview process. She was impressed by the maturity and professionalism of the ASEC members and the applicants alike and looks forward to having a student trustee on the Board next year.

Trustee Earling shared that even though the college will face challenges in the day ahead, the meeting had been informative and uplifting.

Trustee Benson Tolle shared that she appreciated ASEC’s excitement and engagement, as well as their focus on student’s mental health, which is something to take seriously. She mentioned that the discussion around the dynamic nature of the finances and the agility with which the college is responding in uncertain times is a reflection of the qualities we need to see in our future workforce.

Chair Webster shared that Edmonds College is recognized as one of the best colleges in the system, and that is because of Dr. Singh, the leadership team, and faculty and staff. Next week at the ACT Conference, we will have three awardees being recognized. At the Powwow, a state senator had recognized the college as well. He stated that he is proud to be part of the Edmonds College team.

STUDY SESSION: Services for Students with Disabilities

Noting the late time, Chair Webster postponed the study session to a future meeting.

EXECUTIVE SESSION

At 6:10pm, Chair Webster adjourned the meeting to executive session for 15 minutes, returning at 6:25pm, to discuss personnel matters and real estate. At 6:25pm, Ms. NyQuist extended the executive session on behalf of Chair Webster until 6:29pm.

At 6:29pm Chair Webster reconvened the meeting in open session.

ADJOURNMENT

With no further business, the meeting was adjourned by Chair Webster at 6:30pm.

Next Meeting: The next regular Board meeting will be held June 9, 2022 at 3:30pm

Wallace Webster II, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

PUBLIC COMMENTS - May 12, 2022

From: Jeff Eldridge, Faculty, Department of Mathematics

Dear Board of Trustees,

I have written to you recently regarding the lack of information on the Edmonds College website (or anywhere else, for that matter) about fees charged to students, specifically those for online and hybrid classes.

The Summer and Fall 2022 schedules recently became available to students via ctcLink. Each online and hybrid class now includes a note saying that an additional fee is charged, along with a URL (which must be copied and pasted into a browser window, rather than being a clickable hyperlink) for the fee-information page on the college website. Progress! Unfortunately, this page directs students back to the class listing, resulting in an infinite loop.

A consultant's report delivered to the college more than five months ago recommended that the college "[p]ublish all fees on the college website and enumerate their purpose." This has yet to happen. Is it possible that it takes more than five months to update a web page? To test this hypothesis, I registered the domain www.edmondscollegefees.info and posted the online and hybrid fees at that URL (along with the consultant's report). This took about five minutes.



Washington Community College District 23

BOARD OF TRUSTEES June 9, 2022

BACKGROUND FISCAL YEAR 2022-23 ASEC SERVICES AND ACTIVITIES FEE BUDGET

Subject

Proposed ASEC Services and Activities Fee Budget for (FY) 2022-23.

Background

The ASEC budget development process is outlined in the ASEC Financial Code and RCW 28B.15.045. The ASEC Services and Activities (S&A) Fee Budget Committee has balanced the proposed budget following the process, timeline, and guidelines contained in the ASEC Financial Code.

The following budget is submitted for consideration:

2022-23 Projected Revenue = **\$1,399,728**

Fund Balance Allocation = **\$238,459**

The 2021-22 S & A Fee Budget Committee developed the budget based on account directors' proposals, preliminary balance hearings, and administrative review. The committee reviewed all accounts and analyzed each budget request thoroughly using a variety of approaches in allocating the budgets. This includes written applications, the account directors' input at the budget hearings, presentations, and rationale used by the account directors for the items requested. The S&A Fee Budget Committee developed the allocation philosophy of no increases to the S&A Fee Budget for 2022-23. This decision will help keep the S&A Fee Budget on track to be balanced in the near future.

The Associated Students of Edmonds College approved the transfer of \$238,459.00 from the ASEC fund balance for the 2022-23 S&A Fee Budget.

The following budgets have the most significant changes:

- 6 programs did not request funding for 2022-23 S&A Fee Budget: Ethics Challenge, Rocketry, Between the Lines, Black Box Theatre, National Conference for College Women Student Leaders, Pre College Peer Mentoring.
- MESA Scholarship increased by 35% (From \$16,444 to \$25,944) at the request of the account director to merge STEM Conference Travel and MESA Scholarship accounts. The effect is there will be no STEM Conference Travel.
- Concert Band decreased by 21% (From \$5,700 to \$4,700) at the request of the account director.
- STEM Study Room decreased by 16% (From \$56,593 to \$48,871.09) at the request of the account director.
- Leadership is You! Conference decreased by 10% (From 6500 to \$5900) at the request of the account director.

Recommendation

The S&A Fee Budget Committee recommends that the Board of Trustees approve the proposed FY 2022-23 ASEC Services and Activities Fee Budget as submitted at the June 9, 2022 Board of Trustees meeting.



2022-23 ASEC Services and Activities Fee Budget

Account Number	Program Title	2021-22	2022-23	Percent Increase	Difference
8020	Game Room	\$23,976	\$23,376	-3%	-\$600
8023	Ethics Challenge	\$1,700	\$0	-100%	-\$1,700
8021	Rocketry	\$5,000	\$0	-100%	-\$5,000
8050	CSEL Welcome Desk	\$27,348	\$27,342.35	0%	-\$6
8110	ASEC Executive Board	\$79,782	\$79,782	0%	\$0
8116	Student Math League Contest	\$355	\$355	0%	\$0
8117	Legislative Action	\$935	\$935	0%	\$0
8140	Student Leadership Training	\$10,739	\$10,739	0%	\$0
8145	Student Leader Conference Travel	\$1,650	\$1,650	0%	\$0
8210	Student Activities Supervision	\$80,069	\$80,032	0%	-\$37
8215	Intramural Programmer	\$7,709	\$7,709	0%	\$0
8220	Triton Talks	\$19,500	\$19,500	0%	\$0
8235	Student Technology Advice and Resource Team	\$27,921	\$26,893	-4%	-\$1,028
8240	Student Activities Programming	\$30,885	\$30,855	0%	-\$30
8252	Food Pantry	\$40,000	\$40,000	0%	\$0
8280	Commencement	\$20,261	\$20,259	0%	-\$2
8285	Awards Dessert	\$5,600	\$5,600	0%	\$0
8292	Services for Students with Disabilities	\$22,700	\$22,700	0%	\$0
8305	International Mentors	\$5,670	\$5,670	0%	\$0
8311	STEM Conference	\$9,500	\$0	0%	-\$9,500
8313	Center for Service Learning	\$22,899	\$22,899	0%	\$0
8315	Residential Life Program	\$33,400	\$33,400	0%	\$0
8325	Visual Arts Event Programmer	\$5,788	\$5,788	0%	\$0
8330	Childcare	\$199,589	\$199,589	0%	\$0
8335	Wellness and Health Promotion	\$3,108	\$3,108	0%	\$0
8340	Learning Support Center	\$91,570	\$91,429	0%	-\$141
8360	Center for Student Cultural Diversity and Inclusion	\$38,453	\$38,453	0%	\$0
8365	Pow Wow	\$2,950	\$2,950	0%	\$0
8370	Project Home	\$15,000	\$15,000	0%	\$0
8377	MESA Scholarship	\$16,444	\$25,944	37%	\$9,500
8405	Career Action Center Events	\$11,065	\$10,796.72	-2%	-\$268
8408	Leadership is You! Conference	\$6,500	\$5,900	-10%	-\$600
8410	Clubs	\$41,322	\$41,302	0%	-\$20
8610	Student Newspaper: The Triton Review	\$17,592	\$17,592	0%	\$0
8620	Triton Life Newsletter	\$3,220	\$3,220	0%	\$0
8630	Between the Lines	\$6,369	\$0	-100%	-\$6,369
8640	Publicity	\$9,827	\$9,827	0%	\$0
8660	Printing	\$955	\$955	0%	\$0
8670	Digital Signage	\$6,291	\$6,150	-2%	-\$141
8680	Black Box Theatre	\$6,500	\$0	-100%	-\$6,500
8690	NCCWSL	\$4,105	\$0	-100%	-\$4,105
8705	Athletic Grants-in-Aid/Athletic Grants-in-Aid	\$48,000	\$48,000	0%	\$0
8710	Athletic Administration	\$99,682	\$97,002	-3%	-\$2,680
8711	Athletic Official Fees	\$35,495	\$35,495	0%	\$0
8712	Post-Season Travel	\$5,000	\$5,000	0%	\$0
8713	Athletic Travel	\$85,554	\$85,554	0%	\$0
8714	Athletic Uniform Schedule	\$6,640	\$6,640	0%	\$0
8720	Men's Soccer	\$1,000	\$1,000	0%	\$0
8725	Women's Soccer	\$1,000	\$1,000	0%	\$0
8730	Men's Basketball	\$1,000	\$1,000	0%	\$0
8740	Baseball	\$2,000	\$2,000	0%	\$0
8750	Volleyball	\$2,545	\$2,544	0%	-\$1
8760	Women's Basketball	\$1,000	\$1,000	0%	\$0
8770	Softball	\$1,000	\$1,000	0%	\$0
8795	Athletic Facilities	\$12,450	\$12,450	0%	\$0
8805	Concert Band	\$5,700	\$4,700	-21%	-\$1,000
8810	Jazz Band	\$9,360	\$9,350	0%	-\$10
8820	Soundsation	\$10,265	\$10,265	0%	\$0
8850	Symphonic Choir	\$7,435	\$7,435	0%	\$0
8855	Music Licensing	\$6,366	\$6,366	0%	\$0
8860	Music Programmer	\$6,515	\$6,477	-1%	-\$38
8865	Music Scholarships	\$12,600	\$12,500	-1%	-\$100
8870	Student Activities Board-OIP Programmer	\$9,024	\$8,955	-1%	-\$69
8871	STEM Study Room	\$56,593	\$48,871.09	-16%	-\$7,722
8872	Pre College Peer Mentoring	\$5,908	\$0	-100%	-\$5,908
8873	Women's Cross Country	\$1,581	\$1,581	0%	\$0
8874	Men's Cross Country	\$1,581	\$1,581	0%	\$0
8010	ASEC Position Statement Funding CSEL Staff	\$100,000	\$100,000		
8940	Building Fund	\$100,000	\$100,000		
8920	Unallocated Reserve	\$94,913	\$82,720		
	Totals	\$1,694,454	\$1,638,187	-3%	-\$56,267



Washington Community College District 23

BOARD OF TRUSTEES
June 9, 2022

RESOLUTION #22-6-1
ASEC SERVICES AND
ACTIVITIES FEE BUDGET
FY 2022-23

Whereas, the ASEC Services and Activities Fee Budget Committee has developed the proposed ASEC Services and Activities Fee Fiscal Year (FY) 2022-23 Budget; and

Whereas, the ASEC Executive Board has approved the budget based on the projected Services and Activities Fee revenue for FY 2022-23 as estimated by the Business Office, and as stipulated in the ASEC Financial Code; and

Whereas, the College administration has reviewed and approved the FY 2022-23 ASEC Services and Activities Fee Budget;

NOW, THEREFORE BE IT RESOLVED that the Edmonds College Board of Trustees approves the FY 2022-23 ASEC Services and Activities Fee Budget, as presented on May 12, 2022, and again at the June 9, 2022 meeting.

Wally Webster II, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh



Washington Community College District 23

**BOARD OF TRUSTEES
June 9, 2022**

**BACKGROUND
FISCAL YEAR 2022 - 2023
SERVICES & ACTIVITIES FEE; STUDENT CENTER M&O FEE; ASSESSMENT FEE
TECHNOLOGY FEE; SUSTAINABILITY FEE; TRITON FIELD FEE; BUS PASS USER FEE**

Subject

Proposed ASEC Services and Activities and Self-Assessed local fees for Fiscal Year (FY) 2022-23.

Background

The ASEC budget development process is outlined in the ASEC Financial Code and RCW 28B.15.045. The ASEC Executive Board is responsible for determining fee levels within the guidelines that the State Legislature and the State Board of Community and Technical Colleges have set.

The following fees are submitted for consideration.

The Associated Students recommend to the Board of Trustees fee levels for the following six fees: the Services and Activities Fee and five local voluntary self-assessed fees. The Services and Activities Fee maximum is set by the State Board for Community and Technical Colleges, and the five local voluntary self-assessed fees are set by the Associated Students Executive Board. The State Legislature has given authority to each college to determine local fees. The ASEC Executive Board voted for five fees to remain the same for 2022-23. 2022-2023 S&A Fee rate will be determined and reported at the June meeting.

Current ASEC Fees

Services and Activities (S&A) Fee

The Services and Activities Fee is included as part of the tuition a student pays.

S&A Fee 2021-2022	\$11.93/credit (credits 1-10)	\$6.93/credit (credits 11-18)
S&A Fee 2022-2023	\$12.25* /credit (credits 1-10)	\$7.11* /credit (credits 11-18)
		(*updated information at June meeting)

Assessment Fee

The Associated Students took action to assess a fee to fund Brier Triton Student Center and subsidize the bus pass program with Community Transit.

Assessment Fee 2021-2022	\$4.37/credit
Assessment Fee 2022-2023	\$4.37/credit

Technology Fee

The Associated Students took action to assess a Technology Fee. The fee is used to fund staff positions to support the operation of the open computer labs and fund technology-related projects through the Technology Investment Management Committee (TIMC).

Technology Fee 2021-2022	\$2.40/credit
Technology Fee 2022-2023	\$2.40/credit

Student Center Maintenance and Operation (M&O) Fee

The Associated Students took action to assess a Student Center M&O Fee. The fee was instituted in 2005-06 to support a dedicated fund for the M&O of the student center. Currently, the State does not fund M&O for buildings constructed with Certificates of Participation (COP). This fee ensures a dedicated revenue source for the operation of the student center.

Student Center M&O Fee 2021-2022	\$0.65/credit
Student Center M&O Fee 2022-2023	\$0.65/credit

Sustainability Fee

The Associated Students took action to assess a Sustainability Fee. This fee began in the fall quarter of 2011 to provide dedicated funding to enhance sustainability on campus. The fee provides funding for the Campus Green Fund; funds student positions known as “Green Team,” and to educate the campus community about sustainability practices.

Sustainability Fee 2021-2022	\$0.45/credit
Sustainability Fee 2022-2023	\$0.45/credit

Triton Field Fee

The Associated Student Executive Board took action to assess the Triton Field Fee beginning fall quarter 2019. The purpose of the fee is to provide dedicated funding for ongoing maintenance, field improvements, and turf replacement.

Triton Field Fee 2021-2022	\$0.75/credit
Triton Field Fee 2022-2023	\$0.75/credit

Bus Pass User Fee

The Associated Students took action to assess students who want a bus pass a quarterly user fee. This user fee began in the summer quarter of 2010 to help subsidize the bus contract with Community Transit. Contract costs require that all students who use this service pay a small fee to receive free local bus service.

Bus Pass User Fee 2021-2022	\$26.00/quarter
Bus Pass User Fee 2022-2023	\$26.00/quarter

Recommendation

The ASEC Executive Board recommends that the Board of Trustees approve the proposed FY 2022-23 ASEC Services and Activities Fee, Assessment Fee, Technology Fee, Student Center M&O Fee, Sustainability Fee, Bus Pass User Fee as submitted at the June 9, 2022 Board of Trustees meeting.

BACKGROUND 2022-23 COLLEGE OPERATING BUDGET

Subject

First consideration of the 2022-23 College Operating Budget.

Background

While the State Board for Community and Technical Colleges has provided the College with a projected allocation for 2022-23, that allocation is still in draft status and subject to further adjustments before being finalized.

Working with the draft allocation from the State Board, along with our estimates for year-end and our projections for enrollment-driven revenue for this coming fiscal year, the Business Office has put together a projected budget plan for 2022-2023, with a shortfall of \$2.5M.

This past year has been extremely challenging for the College budget, and 2022-23 will require careful management of resources. While prior to COVID-19, our revenue forecasts were quite accurate, it has been much more difficult to forecast certain revenue lines at this time.

Although it is possible that there may be changes in the initial state allocation between now and when it is released, no major adjustments are expected at this time. Upon receipt of the final 2022-23 allocation from the State Board, the College will adjust its final 2022-23 budget proposal (as necessary) for presentation, review, and approval at the June 2022 Board of Trustees meeting.

The initial budget presented reflects all of the aforementioned elements.

Recommendation

The President and the President's Leadership Team recommend that the Board of Trustees approve the 2022-23 College Operating Budget, as first presented at the May 12, 2022 Board of Trustees meeting, with the understanding that changes may be made prior to the second consideration at the June 9, 2022 meeting based upon new information received regarding the state allocation.



Washington Community College District 23

BOARD OF TRUSTEES
June 9, 2022

RESOLUTION #22-6-3
2022-23 COLLEGE OPERATING BUDGET

WHEREAS, the State Board for Community and Technical Colleges has provided the College with an updated allocation projection for 2022-23;

WHEREAS, working with the adjusted allocation, along with our estimates for year-end and projections for enrollment-driven revenue for this coming fiscal year, the Business Office has put together a budget plan for 2022-23; and

WHEREAS, the initial budget presented to the Board of Trustees reflects these elements.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approves the 2022-23 operating budget for Edmonds College as presented at the May 12, 2022 and June 9, 2022 meetings, and directs the College staff to make adjustments and take efforts as necessary to minimize any anticipated deficit.

Wally Webster II, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh

BOARD OF TRUSTEES June 9, 2022

PRESIDENT'S REPORT

ADVOCATING WITH OUR ELECTED OFFICIALS

As reported earlier this year, I met with state senators and representatives from Legislative Districts 21, 32, 1, 38, 39, and 44 in the fall and early winter and kept in touch with them throughout the legislative session, with the help of our Trustees. Now that the session has ended, I have been leading individual tours of our programs and facilities that are of particular interest to them, as follows:

May 2022 (complete)

- State Representative Cindy Ryu: Center for Innovation and Entrepreneurship
- Cameron Caldwell, Legislative Aide to U.S. Senator Maria Cantwell: Center for Innovation and Entrepreneurship; Construction pre-Apprenticeship Program
- State Senator June Robinson: Center for Families
- State Representative Strom Peterson: Triton Student Resource Hub
- Lynnwood City Councilmembers Shannon Sessions and Julieta Altamirano-Crosby: Construction pre-Apprenticeship Program

June 2022 (scheduled, as of June 2, 2022)

- State Representative Shelley Kloba: Hazel Miller Hall
- State Representative Lauren Davis: Triton Student Resource Hub; Hazel Miller Hall
- State Senator Jesse Salomon: Construction pre-Apprenticeship Program

COMMUNITY TRANSIT *Swift* ORANGE LINE CONSTRUCTION

The project to construct the Community Transit terminal on our campus began on May 11.

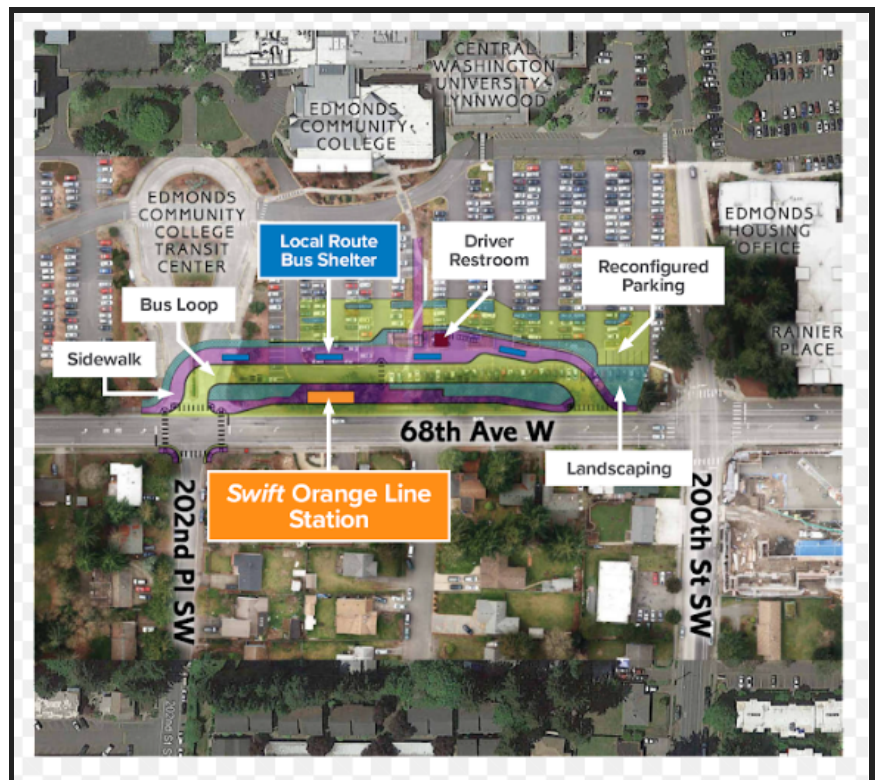
Currently in Stage 1A that will run through September, they are focusing on:

- Removal of existing trees*, asphalt, concrete
- Re-routing of utilities
- Reforming of curbs, sidewalks, parking lots
- New sections of parking lot expected to open mid-September

**Community Transit will plant trees to replace the ones lost, and has also given \$18K to the City of Lynnwood towards the cost of planting more.*

Milestones to completion:

- The existing bus loop will close August 22, when new temporary stops on 68th will be ready.
- New landscaping will be installed starting May 2023.
- Final completion scheduled for January 31, 2024



LETI GRADUATION

It was an honor to attend the 10th annual Latino Leadership Initiative graduation on May 21, hosted by LETI Founder and CEO Rosario Reyes. LETI's mission is to provide a voice for local Latinos by giving aspiring leaders the opportunity to enhance their training and education, which will help them become important decision-makers in leadership positions, and it's been wonderful to be a community partner with them in this important work. State Senator Rebecca Saldaña was the keynote speaker.

FAMILY NIGHT AT VOYAGER MIDDLE SCHOOL

On May 24 the Mukilteo School District held a Family Night at Voyager Middle School, hosting hundreds of immigrants and their families. There were 28 agencies, including Edmonds College, tabling and offering resources for the attendees.

Any family affected by war was welcomed and able to get support with mental health, legal and immigration information, and other resources, and interpreters for Russian, Ukrainian, Dari and Arabic were available along with childcare and kids' activities.

Our EC table was staffed by seven employees and student leaders who were so great working with these families, showing compassion, concern, enthusiasm, and sharing information to those seeking a new life in our country.





Washington Community College District 23

BOARD OF TRUSTEES June 9, 2022

FOUNDATION REPORT

BOARD OF DIRECTORS & COMMITTEES

- Maria Montalvo's term as Board Chair ends on June 30th. Maria served three years in the role to assist with stabilization during COVID and leadership transitions. In 2020-2021, Maria and college leadership worked together to craft a new College/Foundation Agreement to simplify language, clarify roles, and strengthen the relationship between the Foundation and the College. Maria was integral in securing a \$1.5 million gift from the Hazel Miller Foundation for the LAUNCH STEM and Nursing Building campaign and also spearheaded fundraising efforts for the Triton Taste Food Truck that helped the college to start two Food Truck certificate programs. We are very thankful to Maria for her service, dedication, and passion to support Edmonds College students.
- Long-time Foundation Board members Whitney Cornell, Nick Echelbarger, Brian Lockett, and Janette Turner will be stepping down from the board at the end of their terms on June 30th. After many generous years in dedication to the college, we would like to recognize their service and wish them well in their next chapter.
- Foundation staff and key board members are drafting a Strategic Plan that focuses on the areas of expanding philanthropy, enhancing organizational capacity, and elevating the Foundation's reputation in the community. The Foundation plans to execute the Strategic Plan late fall.

FOUNDATION ACTIVITY

- Rich Heine's last day with the Foundation is June 10. Rich joined the Foundation in October 2020 as the Director of Finance. Under his leadership, the Foundation stabilized its accounting operations and now has routine financial reporting. Rich also provided organizational leadership while the Foundation searched for its permanent Executive Director. We thank Rich for his efforts and wish him the best in his future endeavors. The Foundation has hired temporary accounting/finance help while a search for a permanent Finance Director is conducted.
- Scholarship awards are being matched to student applicants and students will be notified soon of their status. 140 scholarships will be awarded for the academic year 2022/23.
- Complete the Dream Application opened for summer quarter the week of May 23rd.
- Leadership from Carter Motors (Subaru, Volkswagen and Acura) visited campus to explore training partnership, career development, recruitment, talents management, and internship opportunities.
- CASE (Council for Advancement and Support of Education) received a grant in December of 2021 from the Bill & Melinda Gates Foundation to support Gates' Postsecondary Value Commission work, building messaging and conversations around the ways society at large benefits from education, such as scientific progress and economic/cultural impact in local communities. Edmonds College is one of a list of higher education institutions featured on their website. Tom Bull serves on the committee representing the college.

FUNDRAISING

- The Foundation is on track to exceed our annual fundraising goal of \$1M for FY 2022.
- Thank you again to all who helped to make INSPIRE 2022 a great success! **Please save the date for INSPIRE 2023 - April 22, 2023 at the Lynnwood Convention Center.**

Submitted by: Danielle Carnes on behalf of Tom Bull



Washington Community College District 23

**BOARD OF TRUSTEES
June 9, 2022****BACKGROUND****BOT 17.0, 17.01pr - Review of Student Stipend and Per Diem Rates****SUBJECT**

Edmonds College Board Policy 17.0 - *Board of Trustees Stipend*, and its accompanying procedure 17.01pr, call for the annual review of:

- a) the per diem rate for the coming academic year
- b) the stipend amount for the Student Trustee.

While the policy and procedure themselves are up for review every three years, they stipulate that the amounts to be reimbursed or paid in stipend are to be reviewed by the Board each year at the June Board meeting.

[BOT 17.0 - Board of Trustees Stipend Policy](#)

[BOT 17.01pr - Board of Trustees Stipend Procedure](#)

The policy and procedure were reviewed by the Board in October 2019, and are scheduled for review again in October 2022.

BACKGROUND**Student Trustee Stipend**

Per Board Policy 17.0, the only Trustee to receive a stipend for meetings is the Student Trustee. The rate for that stipend is set in Procedure 17.01pr at a flat rate of \$125 for one regular or special meeting per month. This is processed by the Office of the President through the payroll system as it is subject to payroll taxes.

Travel Reimbursements

Procedure 17.01pr states that the remaining Trustees, who are not receiving compensation for meetings, may be reimbursed for mileage and meals for travel while conducting official business on behalf of the college. It goes on to say that all members of the Board of Trustees will receive reimbursement for travel on college business, the same as college employees.

The OFM articulates travel reimbursement policies, processes, and rates in its State Administrative and Accounting Manual. These rates are set in October and run through the following September.

The current per diem rates (through September 30, 2022) can be found [here](#). Per diem rates beyond that are not yet available.