



BOARD OF TRUSTEES

Regular Meeting

Thursday, April 13, 2023

Meeting: 3:30pm – 6:30pm

In Person: Gateway Hall, Room 352, 6600 196th Street SW, Lynnwood, WA

Zoom: <https://us02web.zoom.us/j/84682247828>

Join by telephone: (253) 215-8782 | **Meeting ID:** 846 8224 7828

AGENDA

- 3:30pm **1. Call to Order** Vice Chair Dave Earling
- 3:32pm **2. Introduction of Guests** Vice Chair Dave Earling
- 3:35pm **3. Approval of Meeting Minutes** Vice Chair Dave Earling
page 3 March 9, 2023 – Regular Meeting
- 3:39pm **4. Next Meeting** Vice Chair Dave Earling
Thursday, May 11, 2023 at 3:30pm – Regular Meeting
- 3:40pm **5. Special Trustee Presentation**
Thank You, Dr. Tia Benson Tolle!
- 3:50pm **6. Transforming Lives**
Students – CAP students (10)
- 4:00pm **7. Public Comment** Vice Chair Dave Earling
To make a public comment, you may submit it in writing to publiccomment@edmonds.edu no later than Wednesday, April 12, 2023, at 5pm. Written comments should be no more than 300 words in length, include your name and affiliation with the college, and will be read into the record, time permitting. Public comments may also be made in person at the meeting. All virtual participants who wish to make a public comment should submit one in writing as outlined above.
- 4:10pm **8. President’s Report** [page 11](#) Dr. Amit Singh
- 4:15pm **9. Informational & Monitoring Reports**
Counseling Center Update (15+5) Dr. Jorge de la Torre
- 4:35pm **10. Old Business: Second Consideration and Final Action**
page 12 a. Approval of Probationary Tenure Status Kim Chapman
First Year Probationers: Phillips, Rossman, Lin, Kuklok, Chen, Green, Park, Muhammad, Pedrosa Diaz, Yue, Moore, Kadwell
Second Year Probationer: Smith
RESOLUTION #23-4-1

	Old Business: Second Consideration and Final Action, Continued	
page 20	b. Approval of New Academic Program: Medical Assisting Certificate RESOLUTION #23-4-2	Kim Chapman
page 24		
page 25 page 28	c. Approval of Professional Leave RESOLUTION #23-4-3	Kim Chapman
page 29 page 31	d. Approval of ASEC Voluntary Student Fees for 2023-24 RESOLUTION #23-4-4	Benjamin Roche
4:55pm page 32	11. New Business: First Consideration Consideration of Space Naming: Hazel Miller Hall Skilled Nursing Lab	Tom Bull
5:00pm	12. Representative Reports a. Student Representative (5) b. Classified Staff Representative (5) c. Faculty Representative (5)	Vann Eng Lia Andrews Scott Haddock
5:15pm	13. Break	
5:25pm	14. Foundation Report page 33	Tom Bull
5:30pm	15. Board Discussion a. Trustee Updates b. Other	Vice Chair Dave Earling
5:40pm page 35 page 37	16. Audit Presentations Approvals a. Consideration and Approval of FY21 Financial Statements RESOLUTION #23-4-5	Kristina Baylor, Erica Davies
page 39 page 41	b. Consideration and Approval of the 2023 Accountability Audit RESOLUTION #23-4-6	
6:15pm	17. Executive Session	Vice Chair Dave Earling
6:30pm	18. Adjournment	Vice Chair Dave Earling

Next Meeting: Regular Meeting - Thursday, May 11, 2023, 3:30pm

Times are estimates only and subject to change.

The Board of Trustees may convene to an Executive Session to discuss matters covered under RCW 42.30.110. Action may be taken, if necessary, as a result of items discussed in the Executive Session.

Information for individuals with hearing or visual impairments can be provided when adequate notice is given to the Office of the President: kristen.nyquist@edmonds.edu



BOARD OF TRUSTEES

Regular Meeting: March 9, 2023

Hybrid Location: In person: Edmonds College, Gateway Hall 352, 6600 196th Street SW, Lynnwood;
via Zoom video conference

Draft Minutes

Trustees Present: Adrienne Wagner, Chair; Shinhae Hwang; Wally Webster; Carl Zapora

Trustees Excused: Dave Earling, Vice Chair

Others Present:

Dr. Amit Singh, President	Karen Magarelli, Executive Director for Marketing and Public Information Officer
Sara King, Assistant Attorney General	Suzanne Moreau, Vice President for Human Resources
Sopheakvann Eng, Associated Students of Edmonds College Representative	Jim Mulik, Vice President for Finance, Grants, and Institutional Effectiveness
Lia Andrews, Classified Staff Union Representative	Eva Smith, Chief Information Officer
Dr. Jorge de la Torre, Interim Associate Vice President for Student Engagement	Dr. Yvonne Terrell-Powell, Vice President for Equity, Inclusion and Belonging
Kim Chapman, Vice President for Instruction	Various members of the campus community and public joined in person; 12 members of the campus community and public joined virtually
Dr. Tina Hart, Interim Vice President for Enrollment and Student Services	
Kristen NyQuist, Director of Planning and Operations	

CALL TO ORDER

Chair Wagner called the meeting to order at 3:30pm, and welcomed those present in the room and virtually.

INTRODUCTIONS

Dr. Singh introduced members of the leadership team; Chair Wagner introduced the trustees.

APPROVAL OF MEETING MINUTES

Chair Wagner asked for a motion to approve the minutes from the February 16, 2023 meeting, which was made by Trustee Webster and seconded by Trustee Zapora. Trustee Zapora asked for two corrections to be made to page 5 of the minutes in the bulleted section under Board Discussion. Ms. NyQuist also noted corrections needed in the attendance section. Chair Wagner called for approval of the minutes with those corrections, which unanimously passed.

Approved, with corrections

NEXT MEETING

The next regular meeting will be held on April 13, at 3:30pm; a special joint study session with the Edmonds School District Board of Directors will be held on April 11, 2023.

TRANSFORMING LIVES

Dr. Singh introduced the topic, noting the intention of hearing from students from various programs. He asked Mr. Vernon Hawkins and Dr. Carey Schroyer to introduce students from their Bachelor of Applied Science (BAS) degree programs.

Mr. Hawkins introduced Amal Alnono, a student originally from Yemen who is enrolled in the Information Technology Application Development (ITAD) BAS program. Ms. Alnono shared with the Board that she had studied education for 2 years previously, but was very happy to discover the ITAD program. As a parent, the flexible hours make it possible for her to study and to reach her goals of learning about the world around her, developing new skills, and expanding her opportunities. She feels this program will help her find a better job, and provide a better life for her family.

Dr. Schroyer introduced Omar Aguirre, a student in the Advanced Manufacturing and Materials Engineering Technology (AMMET) BAS program. The program’s first cohort started in Fall Quarter 2022 with 12 students.

Mr. Aguirre shared that he had earned a Bachelor’s Degree in Computer Science, but had been laid off from his job during the pandemic. He didn’t feel motivated to return to working at a computer all day, and loved the creative aspect of materials science. He feels that faculty member Pablo Pendrosa Diaz is an amazing professor and also likes the cohort model, which encourages networking. He plans to either work in aerospace, or with technologies that help people with prosthetics.

Mr. Hawkins introduced Amel Hanifi, a student who graduated from Edmonds College in 2021 with an AA degree. She works in IT for the Northshore School District, and is the parent of two children. She is now part of the Information Technology Application Development Bachelor of Applied Science program, which she feels is an excellent opportunity for parents, as she can attend online. She is earning the degree with the goal of having better job opportunities, and as the first person in her family to get a Bachelor’s degree, is proud to be showing her kids that it’s never too late to achieve your dreams. She feels that faculty member Frank Kadwell is very experienced and is providing the cohort with an excellent education.

The Board thanked the students for sharing their experience, noting that the college and the Board are here for their success, and that it’s wonderful to hear each of them find this way to transition into careers that they will find satisfying.

PUBLIC COMMENTS

No comments were received in writing. Two attendees signed up to give a public comment, and Chair Wagner invited them to the podium, announcing that they would each have three minutes to make their comment.

Corina Suherman, a member of student government serving as the Executive Officer for Clubs and Organizations, addressed the Board to let them know her support of the proposal to eliminate the distance learning and computer lab fees, moving instead to a technology learning services fee.

Ahmad Hilal Abid, a student leader, addressed the Board, stating that he loves being a student and dreams that one day everyone will be able to go to college without having to think about how they will pay for it. However, he supports the proposal to eliminate the distance learning and computer lab fees, moving instead to a technology learning services fee, as technology services cost around \$3.5M, but just \$1.1M is collected from students. He feels that students should have a voice in how the funds collected are spent, and appreciates that 22% will go into the student-led TIMC allocation process. Mr. Abid closed by thanking the Edmonds College Foundation for their support of students.

PRESIDENT’S REPORT

Dr. Singh pointed to his written report included in the packet, and also shared that the Phi Theta Kappa honor society had just announced that Mr. Ahmad Hilal Abid was their Coca-Cola Bronze Scholarship winner. Additionally, The Governor’s Student Civic Leadership Award, which is awarded to just one community and technical college student each year had just been announced and for the second year in a row, and Edmonds College student was the recipient. Last year it was awarded to Mr. Abid, and this year it was awarded to Jasmine Payne, who will be invited to a future Board meeting.

Earlier in the day, Dr. Singh helped send off the men’s basketball team to the NWAA championships. They are 19-7, and ranked 7th overall.

INFORMATIONAL & MONITORING REPORTS

Center for Families Update

Dr. Jorge de La Torre introduced Lisa Neumann, Director of the Center for Families. Ms. Neumann presented slides on the Center for Families, an NAEYC-accredited child care facility for students, staff, and the community that opened in 2003, as follows:

Services include:

- Childcare and Early Learning programming Monday to Friday
- Family Support Services
- Family Life Education (FLED)
- Lab/training site for multiple instruction programs
- Practicum/Intern Opportunities
- Access to observe children and teachers for course assignments
- Student Employment Opportunities

Demographic background:

- 4.8 million college students are raising children
- Women are 71 percent of all student parents
- Approximately 43 percent are single mothers

There is a need for childcare for faculty and staff, as Snohomish County / King County are childcare “deserts,” with limited options and centers closing.

Funding sources include: self-support, student government, grants, and the college operating budget. In 2021-22, all but one student in the program had free childcare. Grants included the DCYF Stabilization grant, CCAMPIS, Libby Lewis Childcare Scholarship, and scholarships from community partners. This year, funding is shrinking, new enrollments are not receiving CCAMPIS assistance, and from spring 2023 on, most students will need to pay a portion of the cost. In addition, the Goodwin Connections Scholarships have been eliminated.

Challenges include:

- Lower enrollment
- Staffing shortages
- Revenue losses
- Students needing more funding
- Increased costs (supplies & food)
- Extended CFF closures
- Safety measures/ lack of flexibility

Successes:

- 90% retention rate (year-to-year)
- Pre-covid, the average CFF student has been at Edmonds 6.9 quarters with a 3.22 GPA
- Currently, students average 37 credits completed, with 3.6 GPA
- Many transfers from other local colleges

Trustee Zapora asked about a sliding scale fee system, which Ms. Neumann said she would look at again, although most students do not have any funds available for childcare. The trustees thanked her for her presentation and for her work to facilitate this important wrap-around service, which impacts the lives and success of our students.

OLD BUSINESS: SECOND CONSIDERATION AND FINAL ACTION

Approval of Tenure

The Board invited Dr. Lori Hays and Allison Obourn to discuss their tenure packets and to hear feedback from the trustees on their materials. The trustees thanked each candidate, remarking on the strengths they bring to the college.

Chair Wagner asked for a motion to approve Resolution #23-3-1(A), granting tenure to Dr. Lori Hays, which was made by Trustee Webster and seconded by Trustee Zapora. The motion was unanimously approved, with Trustee Hwang abstaining.

Chair Wagner asked for a motion to approve Resolution #23-3-1 (B), granting tenure to Allison Obourn, which was made by Trustee Zapora and seconded by Trustee Webster. The motion was unanimously approved, with Trustee Hwang abstaining.

Approved

Approval of New Degree: Bachelor of Science, Computer Science

Dr. Singh invited Dr. Carey Schroyer to present the Bachelor of Science in Computer Science degree program for approval. Dr. Schroyer presented background on the degree which will be offered as part of a 7-college consortium. The degree supports the statewide priorities as well as college priorities, and addresses a supply/demand gap in computer science where there are an estimated 39K openings a year. The program will provide wrap-around services, and close opportunity gaps for students who are placebound by offering affordable pathways to high wage jobs. The program will feature a cohort model with limited campus attendance, and be offered in either the Fall of 2023 or 2024.

Trustee Webster noted that this is the type of program that actively grows the middle class, and that the students are not alone in that journey, but their degrees transport their families into the middle class as well. Trustee Hwang asked about internships for these students, which Dr. Schroyer said was a goal of the program. Chair Wagner asked for a motion to approve Resolution #23-3-2, which Trustee Zapora made, Trustee Webster seconded, and was unanimously approved.

Approved

Approval of Distance Learning Fee Change

Dr. Singh presented background on the distance learning fee change, noting that since first consideration the Associated Students of Edmonds College had dropped their \$2.40/credit technology fee and asked that it be rolled into the new technology learning services fee, which had been added, but at the lower rate of \$2.00/credit. This addition raised the fee to \$9.00/credit, and a chart showing the impact in five scenarios had been added to the packet as requested.

After some discussion, Chair Wagner asked for a motion to approve Resolution #23-3-3, which Trustee Webster made, Trustee Zapora seconded and was unanimously approved.

Approved

NEW BUSINESS: FIRST CONSIDERATION

Consideration of Probationary Tenure Status

Kim Chapman presented one candidate for second year probationary tenure status: Taylor Smith (Nursing), and the following candidates for first year probationary tenure status: Rachel Phillips (College Prep), Leslie Rossman (Communication), Hsinmei (May) Lin (English), Allison Kuklok (Philosophy), Ted Chen (Paralegal), Roxanne Green (Social and Human Services), Jaehan Park (English Language Acquisition), Uzair Muhammad (Mathematics), Pablo Pedrosa Diaz (Advanced Manufacturing and Materials Engineering Technology), Yiren Yue (Biology), Jesse Moore (Engineering Technology), Frank Kadwell (Information Technology Application Development). She noted that their biographies were included in the packet and that the administration was recommending continuation of their renewal of their probationary appointments, which would be brought back for approval at the April meeting.

Consideration of a New Academic Program: Medical Assisting Certificate

Karen Townsend, Dean of Health and Human Services, presented background information on a new medical assisting certificate program, noting that it's 43 credits over three quarters, and the job market analysis shows that demand outpaces supply, and is predicted to increase by 10%. One feature of the program is that it has multiple pathways leading from it, so these employees can grow their career over time. It links to the Allied Health AAST, and also the Integrated Health Management Bachelor of Applied Science Degree. A pathway to the LPN degree is in the works.

Chair Wagner, noting that she would not be able to attend the April meeting at which the certificate would be presented for approval, shared her full support of the certificate.

Consideration of Professional Leave

Dr. Singh introduced the topic of Professional Leave as a wonderful resource for faculty. He noted that a committee of faculty members votes on the candidates who are then forwarded to the Board provided that he approves the budget for leave in the following academic year. He shared that he fully supports the proposed candidates' leave.

Ms. Chapman shared the committee's recommendation that faculty members Gabrielle McIntosh, Claudia Levi, Charles Mueller, and Erika Ferrari be approved for one quarter of professional leave during the 2023-24 academic year.

Consideration of ASEC Voluntary Student Fees for 2023-24

Ben Roche, Executive Officer for Budget and Finance for ASEC, presented the recommended fee levels for five self-assessed fees, which the executive board had voted not to increase in the coming year:

- Student Center M&O Fee
- Assessment Fee
- Sustainability Fee
- Triton Field Fee
- Bus Pass User Fee

He noted that the executive board had also voted to eliminate the Technology Fee, and fully supports the college's new Technology Learning Services Fee.

There was a brief discussion and the Board thanked Mr. Roche for his presentation.

REPRESENTATIVE REPORTS

ASEC Representative: Sopheakvann Eng, ASEC’s Executive Officer for Administration, reported that in addition to the budgetary votes at the last ASEC Board meeting, they had also appointed 2 at-large students to the budget committee, discussed a recent survey that had 300 responses showed that student engagement needed some focused attention, and voted to allocate \$40K for a feasibility study for renovation of Seaview Gym.

WPEA Representative: Lia Andrews, Chief Shop Steward, congratulated newly tenured faculty members Dr. Lori Hays and Allison Obourn. She reported that bills to protect public employee privacy are doing well in the legislature - receiving strong bipartisan support. The Governor’s budget funded Higher Education classified staff contracts at 83%, which is still about \$30M short, and if the legislature fails to fully fund the contracts, it could result in staffing cuts at some colleges, which are bad for staff and students alike. She said that staff appreciated Dr. Singh’s comment at a recent Town Hall meeting that he was committed to maintaining staffing levels despite possible shortfalls. Ms. Andrews closed by reporting that across the U.S’s 2023 legislatures, 388 anti-LGBTQ bills have been filed, with 150 of them specifically targeting the rights of transgender people, including two in Washington state. These bills have a profoundly negative effect on queer employees and it’s important to reaffirm our commitment to an inclusive workplace wherever possible.

AFT Representative: AFT President, Scott Haddock was unable to attend the meeting, but had asked Ms. NyQuist to read his report into the record, which she did as follows:

Negotiation Update

Meeting Regularly: So far this year, the Admin and Faculty teams have met for two-hour joint sessions 11 times, and we continue to meet weekly. Negotiations could be faster, so yesterday, both parties agreed to invite the Public Employment Relations Commission (PERC) to help expedite collective bargaining so we can meet our ratification target date of the June 8th Board of Trustees meeting.

Topics being negotiated so far include: Developing meaningful DEI and antiracism provisions in the contract, including hiring practices, shared governance, and DEI and antiracism training and development, as required by RCW 28B.10.145; Clarifying post-tenure review processes and procedures; Addressing department head and faculty workload issues, including academic advising, office hours, and faculty work plans; Establishing meaningful eLearning provisions that address student accessibility and “regular and substantive interaction” (RSI) compliance while balancing faculty workload and compensation concerns; and, Rectifying the lack of associate faculty pay equity and securing compensation commensurate with current cost of living statistics.

AFT’s Legislative Priorities

Lobby Day: On Monday, February 20th (Presidents’ Day), eight faculty from AFT Edmonds joined Mr. Haddock in traveling to Olympia for Lobby Day. Several hundred AFT faculty from across the state, including 16 other local AFT Presidents, met with multiple state legislators to lobby for fair wages, associate faculty pay equity, and fully-funded COLAs. It was the most heavily-attended Lobby Day on record.

BREAK

At 5:26pm, Chair Wagner adjourned the meeting to a break for 9-minutes, returning at 5:35pm.
At 5:37pm, Chair Wagner reconvened the meeting in open session.

FOUNDATION REPORT

Tom Bull, Executive Director of the Edmonds College Foundation, reported that as January 31, \$800K had been raised on a \$1.5M goal, noting that all the funds raised were committed. Sixteen students had been

funded for the Complete the Dream Scholarship this year. The annual scholarship application is currently open until March 1, and there will be \$250K awarded for the 2023-24 academic year. The April 22, 2023 INSPIRE benefit event has a goal of 250 attendees, and 100 have signed up so far. The Foundation's Impactful Programming initiative launched February 28. These grants provide faculty and staff funding to cover the costs of conducting and sharing research or completing other creative projects. Recipients will be selected in late May.

BOARD DISCUSSION

Chair Wagner opened the floor for updates from the trustees. Trustee Zapora shared that one of the best ways to get to know all the great things the college has to offer is the INSPIRE benefit, which now has connected the college to Chef Michael Felsenstein at the Lynnwood Events Center. He congratulated Mr. Bull and the Foundation staff on their work in the community.

Trustee Webster thanked the college team for their dedication and attention to student success and made a request for a study session in April or May on the topic.

Trustee Hwang shared her appreciation for the new website, and also the focus on telling the story of student success in each Board meeting. She requested that the same focus be applied to Instagram and in the local media.

Chair Wagner shared a story of meeting a man in line at the college's food truck who had benefited from the Center for Families. She also reported that the Board had been actively recruiting for the vacant seat on the Board, and the candidates had been forwarded to the Governor's office for his selection.

STUDY SESSION: Marketing Update

Dr. Singh introduced Karen Magarelli, Executive Director of Marketing and Public Information Officer, who presented an overview of her department's work, as follows:

- Marketing team members and their roles
- Strategy: Tell our story through digital channels to reach the audience where they want to be met, which supports the college's ACCESS goal in these ways:
 - Digital first approach: Website, Social media, Public Relations, Digital advertising, SEO/SEM, Video, CRM - Reducing print materials due to cost, efficiency, speed, waste
- Our brand statement: We're the innovative and inclusive college that empowers learners from all stages of life, helping them grow and invent — or reinvent — brighter futures for stronger communities.
- Our key attributes: Innovative - Supportive - Inclusive
- Key goals of the website redesign, which went live at the end of January:
 - Focus on the audience: prospective and current students
 - Mobile first approach
 - Simplify the language (eliminate jargon and internal speak, accessibility)
 - Reduce duplicate pages
- Social media is used to increase awareness of the college, the programs, vibrant community and student success, establish the new brand attributes and reinforce the college position, educate, empower, entertain and engage our audience, support the college's strategy of access and success paid and organic approaches, and the goals are to:
 - Increase posting cadence to 2x/week on Facebook and Instagram.
 - Increase followers and engagement on Instagram vs competitors over time, trending upwards despite small declines.

- Increase the number of posts on Facebook vs ourselves over time, trending upwards despite small declines.
- Establish a YouTube strategy.
- Install and track social media pixels on the new site.

Ms. Magarelli shared example social media posts and their engagement statistics, as well as examples of video content. She then shared examples of public relations (PR) from local, regional and national press, as well as strategy and statistics of recent digital advertising campaigns. She gave some information on Search Engine Optimization, for which there is a RFP out for a permanent partner.

Ms. Magarelli talked about community partnerships which strengthen our brand in the public, and about plans for upcoming marketing campaigns.

The trustees thanked her for her presentation.

EXECUTIVE SESSION

At 6:16pm, Chair Wagner adjourned the meeting to executive session for 14 minutes, returning at 6:30pm, to discuss personnel and real estate matters, noting that no action would be taken upon their return.

At 6:30pm, Chair Wagner reconvened the meeting in open session.

ADJOURNMENT

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

Next Meeting: The next regular Board meeting will be held on Thursday, April 13, 2023 at 3:30pm

Adrienne Wagner, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

**BOARD OF TRUSTEES
April 13, 2023**

PRESIDENT'S REPORT**Crisis Leadership Education**

I had the opportunity to participate in a week-long online executive education program from Harvard's Kennedy School focused on crisis leadership in higher education - a timely topic. It was full of excellent practical information on leading through both routine and novel crises, and I am now sharing that learning with PLT as well as leadership from SSEP and Facilities in a series of meetings.

AACC Conference

I attended the American Association of Community Colleges (AACC) conference in Denver April 1 - 4, where I had the opportunity to attend a number of sessions as well as listen to a few great keynote speakers. I was also pleased to run into about 50 or more former colleagues/acquaintances from around the nation.

Legislative Advocacy

The presidents of our system's colleges have been meeting regularly and working continuously to advocate for our students and employees with the Washington Legislature as they make decisions about the next biennial budget. I am grateful for our trustee's help in communicating their strong message to our senate leaders about funding the community and technical colleges at an appropriate level.

Local Education Leaders

I meet regularly with the superintendents of the local school districts - Dr. Rebecca Miner (Edmonds) and Dr. Alison Brynelson (Mukilteo). Dr. Miner and I continue to have very productive discussions about our partnership. I have enjoyed working with her very much and appreciate how committed she is to strengthening our alliance. Dr. Alison Brynelson and I met recently to discuss topics of mutual interest.

I also meet regularly with the presidents from our nearby colleges, Everett and Shoreline, Dr. Darrell Cain, Interim President of Everett Community College, and Dr. Jack Kahn, President of Shoreline Community College. Dr. Cain and I met in mid-March to catch up, to share our college's activities, and learn from one another. Dr. Khan and I met recently to catch up as well.

Community Leaders

City of Lynnwood Mayor Christine Frizzel and I have been meeting to discuss the Partner Lynnwood agenda, which includes plans for a "College District" that the City developed a while ago, and which we are again reviewing to see how the college and the City might grow together in the next few years for the benefit of our students and residents. We met again in March.

As you know, **Verdant Health** is a very supportive and committed partner to the college. They have awarded us several grants, including recently renewing a grant to fund the counseling center. Dr. Lisa Edwards, Verdant's CEO and I meet regularly to keep in touch with what each organization is doing, and to explore new, mutually beneficial opportunities to partner. We met again in March.

I met with Joseph Alonzo, CEO of **Cocoon House**, whom I hadn't seen in a while, and it was wonderful to catch up. Cocoon House is a nonprofit in Everett whose mission is to prevent and end youth homelessness, and we are exploring potential partnership opportunities to find more resources to help our students who are struggling with homelessness. I will be hosting him and his team for a tour of our campus soon.

I received an invitation from Bob McChesney, the Executive Director of the **Port of Edmonds**, to tour the Port of Edmonds. It was great to see the facility for the first time and to discuss possible internship opportunities for our students.

BACKGROUND
CONSIDERATION OF CONTINUING TENURE PROBATIONARY STATUS

Subject

Board of Trustee 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

Taylor Smith (Nursing)

First Year Appointments

Rachel Phillips (College Prep)

Leslie Rossman (Communication)

Hsinmei (May) Lin (English)

Allison Kuklok (Philosophy)

Ted Chen (Paralegal)

Roxanne Green (Social and Human Services)

Jaehan Park (English Language Acquisition)

Uzair Muhammad (Mathematics)

Pablo Pedrosa Diaz (Advanced Manufacturing and Materials Engineering Technology)

Yiren Yue (Biology)

Jesse Moore (Engineering Technology)

Frank Kadwell (Information Technology Application Development)

Recommendation

Information is presented to the Board of Trustees for their review and consideration. The administration recommends that the Board of Trustees renew the first and second year probationary appointments at the April 13, 2023 meeting.

BIOGRAPHY

SECOND YEAR PROBATIONER - TENURE TRACK

Taylor Smith

Taylor Smith holds an Associates in Nursing from Anne Arunel Community College and a BSN from American Public University. She was enrolled in a Doctor of Nursing Practice program at Gonzaga but changed her focus and is currently pursuing a Master's in Nursing Education from UW. She has worked in a number of fast paced clinical areas including recovery room, pediatric and adult ICU, and critical care transport. She was also the infection preventionist at LifeCare of Kirkland as they were recovering after the Covid outbreak. She is certified by the CDC as a Nursing Home Infection Preventionist.

This is Taylor's second year at the college and also her second year of formal teaching in nursing education. She has been a clinical preceptor at the hospitals where she worked. She realized the happiest she was in her career was when she was involved in teaching and that led her to teach at Edmonds College. She currently teaches in our fundamentals courses, pediatrics, medical surgical nursing, and in our capstone courses. She teaches online, in the skills lab, and in clinical. She brings a great deal of energy and enthusiasm to our program. Taylor is an equestrienne and competes in shows regularly with her horse Bella.

BIOGRAPHIES

FIRST YEAR PROBATIONERS – TENURE TRACK

Pre-College

Rachel Phillips - College Prep

Rachel earned both a Bachelor of Science degree in Nutrition and a Master's of Arts Degree in Adult Education, Communications, and Sociology from Oregon State University. While at Oregon State, Rachel worked as a study facilitator and tutor for the university's athletics department and taught communications and academic success courses as a graduate student.

Rachel joined Edmonds College as associate faculty member in 2014 and has taught in multiple divisions and departments across campus. Rachel utilizes multiple approaches to teaching and learning, such as contextualization, active learning, student-driven learning, and reading apprenticeship, in order to support student engagement and success. As a first generation college student, Rachel understands the transformative value that education provides and connects with students by sharing her academic journey. Understanding the importance of creating equitable learning environments for the diverse student body at Edmonds College, Rachel utilizes culturally responsive teaching principles and participates in anti-racism professional development opportunities.

Humanities and Social Science

Leslie Rossman - Communication

Dr. Rossman was an Assistant Professor of Communication at Graceland University, Lecturer of Communication Studies, and Director of Students for Violence Prevention place-based learning community at Cal Poly Humboldt. They received their Ph.D. in Rhetoric and Communication Ethics at the University of Denver and earned an MA in Political Studies at the University of Illinois, Springfield. Their research interests include rhetoric and political economy, rhetorical mediations of labor and globalization, precarity in academic labor, in addition to intersectional feminism in women's professional soccer, queer representations in sapphic novels, and gender and sexuality in media more broadly. They teach two Communications, Public Speaking, and Interpersonal Communication, classes.

Hsinmei (May) Lin - English

Dr. Lin was born and raised in Taiwan, where she obtained her BA and MA before earning her Doctorate in English at the UW in 2019. She specializes in 19th-century American poetry, 20th-century Sinophone poetry, world literature, translation studies, critical animal studies, and environmental humanities. Her teaching focuses on collaborative learning, school-life connection, and community building. She designs her curricula to include multilingual and multicultural populations by approaching writing as an act of identity-(trans)formation, relation-building, and collective creation. When teaching writing and literature courses, she encourages students to create multimodal, interdisciplinary, and exploratory projects that enable them to establish a personal, unconventional world with their unique perspectives. Currently, she is teaching three English 101 sections (they are all full).

Allison Kuklok - Philosophy

Allison Kuklok is teaching online and in-person sections of Intro to Philosophy. She grew up in the Pacific Northwest and attended Portland Community College before transferring to Wellesley College. Allison has a Ph.D. in Philosophy from Harvard University and was formerly an Associate Professor of Philosophy at Saint Michael's College in Colchester, Vermont, where she taught an introductory philosophy course and courses in the history of philosophy.

Health and Human Services***Ted Chen - Paralegal***

Edward (Ted) Chen holds a J.D. from Washington University School of Law, and has been a member of the Washington State Bar since 2016. Ted taught for Edmonds College for nearly ten years as associate faculty, both in the Paralegal and ELA departments. Prior to that, Ted worked in industry, including as a law clerk at the Washington State Court of Appeals in Seattle and at the American Civil Liberties Union of Eastern Missouri in St. Louis. He also served as regulatory counsel and medical reviewer for Western Institutional Review Board, working with paralegals.

While at Edmonds College, Ted was a co-presenter for “Putting Equity-Mindedness to Practice in the Classroom,” and he currently serves as one of the co-chairs for the Faculty Senate’s Equity and Inclusion Committee. He also serves on the college’s Diversity, Equity, and Inclusion Council (DEIC). In his role as faculty in ELA, Ted designed an elective course, Law for Everyday Life, focusing on legal life skills for nonnative speakers. Ted was also an early adopter for the flexible learning format, and currently teaches legal courses in a hyflex or dual delivery model, increasing student access by allowing them to attend on campus or virtually.

Roxanne Green - Social and Human Services

Dr. Roxanne Green holds a Ph.D. in Holistic Nutrition from Kingdom University. In addition, she earned master’s degrees in Family Psychology from North Central University and in Human Development from the University of Houston. She is a licensed chemical dependency counselor, and has certifications in special education and family studies. Dr. Green’s career includes serving in the military, including eight years in the United States Army Reserve. At Edmonds College, Dr. Green is currently serving on the Diversity, Equity, and Inclusion Council (DEIC) and supporting the work of the Faculty Senate’s Equity and Inclusion Committee by facilitating discussion and training for the Health and Human Services division.

Before coming to Edmonds College, Dr. Green taught at a number of other institutions, such as Wright College, Lone Star Community College, and Houston Community College. Her work in industry includes providing individual and group counseling, evaluations, and other support services to those in recovery from substance abuse in probation and other settings. Dr. Green has also published a book, *Understanding the Importance of the Family Narrative: How the Family Narrative Shapes Our Lives*.

International Division***Jaehan Park - English Language Acquisition***

Jaehan Park is an ELA instructor in the International Education Division. A South Korean native, he has received education in both South Korea and the United States and has taught in Korea, Mongolia, and five states in the U.S. He holds a Master's and Ph.D. from Indiana University School of Education. As a researcher, he has published work in the areas of online pedagogy, teacher professional development, and language immersion education. Jaehan has taught at Indiana University, Penn State University,

Chicago State University, and Everett Community College. He brings over 10 years of administrative leadership experience to his role as an instructor, having served as a program coordinator or director in the past.

Jaehan finds the greatest joy in his classroom, where he teaches English to immigrant and refugee students. He is busy learning about his students and is committed to using innovative pedagogy and technology to enhance his teaching and improve student retention. Currently, he is participating in the Flexible Learning course and preparing to teach his ELA Level 1 class in a dual delivery mode. He is impressed by the dedication and collaboration of his colleagues in the ELA Department and International Education Division and is grateful for the support of his tenure committee and Dean Christine Kobayashi who continually encourages him to do his best work.

STEM Division

Uzair Muhammad - Mathematics

Uzair Muhammad holds a Bachelor of Science in actuarial science from Purdue University and a Master of Science in statistics from Texas Tech University. Prior to joining Edmonds College, Uzair taught as a lecturer of mathematics at Texas Tech University and as an associate professor of mathematics at Odessa College. In his new role at Edmonds, he teaches a variety of mathematics and statistics courses in all modes (in person, online and hybrid). He has developed curriculum for the mathematics department by creating a corequisite statistics course that helps underprepared students enroll concurrently in a college-level statistics class. Uzair is an active member of the Edmonds College community, regularly assisting students in the STEM Study Room and actively participating in the STEM Journal Club. He is off to a great start and we look forward to working with him through the tenure process.

Pablo Pedrosa Diaz - Advanced Manufacturing and Materials Engineering Technology

Pablo Pedrosa Diaz holds multiple Bachelor and Master of Science degrees in applied mathematics, mathematics education, aerospace science and technology, and mechanics of materials. He is a certified principal program manager and business development Director with more than 15 years of international experience managing large Aerospace Programs and leading multidisciplinary R&D projects. He has multiple industry certifications and is continuing his education as a doctoral student in spacecraft structures and propulsion. His industry experience, academic knowledge, and ability to communicate are evident in his role at the college as he has been developing curriculum and teaching the first cohort of AMMET BAS students who began in Fall of 2022. He is off to a great start and we look forward to working with him through the tenure process.

Yiren Yue - Biology

Dr. Yiren Yue obtained a B.S. in Food Science and Engineering from Beijing Forestry University in China and a Ph.D. in Food Science at the University of Massachusetts. As a researcher, she co-authored several publications; investigated food-based bioactives for disease prevention and treatment associated with obesity and aging; developed an invertebrate in vivo model system for anti-obesity and anti-aging agents screening, and evaluated the effects of environmental pollutants on obesity development and reproductive health. Before joining EC as a tenure track faculty, she was working in the pharmaceutical company and was an instructor and a research mentor during her tenure at the University of Massachusetts (Amherst). Yiren's passion for food science and her commitment to student success are evident in the way she interacts with students and prepares curriculum to engage students in the learning process. We welcome Yiren to Washington and look forward to working with her through the tenure process. She is off to an excellent start.

Jesse Moore - Engineering Technology

Jesse has nearly a decade of experience on manufacturing floors in machine operator, QA, and supervisory roles including assisting technicians working on automated production equipment. In addition to my employment history, he has a strong education background in the same fields. Jesse completed two AAS degrees in Computer Information Technology and Networking and he recently completed an Applied Bachelor's of Applied Science in Mechatronics Engineering Technology and Automation from Clover Park Technical College in Lakewood. Jesse's extensive background in manufacturing and technology are rooted in his lifelong interest to understand how things work and how things are made. We are glad he has chosen to pursue this interest in the ETEC department at Edmonds College.

Business Division

Frank Kadwell - Information Technology Application Development

Frank Kadwell, PhD, has been an IT consultant for over twenty years, where he serves as a data management specialist. Throughout his career, Dr. Kadwell has worked in numerous information technology areas, including strategy, architecture, and application development. His expertise also includes stints in many corporate vertical departments, including financial services, retail, manufacturing, and health care. In these capacities he has helped companies improve their bottom line and overall quality of data through innovative architectural enhancements and application development. Dr. Kadwell serves on Data Management International (DAMA-I) state and local chapter boards in Minnesota.

Dr. Kadwell enjoys researching machine learning (ML), artificial intelligence (AI), and specifically, AI ethics, which he has spoken about at various IT functions and conferences. His research with machine learning includes supervised and unsupervised learning and finding better ways to understand our world through machine learning. Dr. Kadwell holds a Bachelor of Science degree in Computer Science from the University of Minnesota-Twin Cities, a Master of Science degree in Software Design and Programming from Capella University, and a PhD in Information Technology also from Capella University.



Washington Community College District 23

BOARD OF TRUSTEES
April 13, 2023

RESOLUTION #23-4-1
APPROVAL OF CONTINUING TENURE PROBATIONARY STATUS

First Year Appointments

Rachel Phillips (College Prep)
Leslie Rossman (Communication)
Hsinmei (May) Lin (English)
Allison Kuklok (Philosophy)
Ted Chen (Paralegal)
Roxanne Green (Social and Human Services)
Jaehan Park (English Language Acquisition)
Uzair Muhammad (Mathematics)
Pablo Pedrosa Diaz (Advanced Manufacturing
and Materials Engineering Technology)
Yiren Yue (Biology)
Jesse Moore (Engineering Technology)
Frank Kadwell (Information Technology Application
Development)

Second Year Appointment

Taylor Smith (Nursing)

WHEREAS, faculty hired by Edmonds College serve a probationary period prior to being considered for tenure status; and

WHEREAS, the faculty-Board agreement requires that the recommendation for renewal or non-renewal of these probationary appointments must occur by the end of winter quarter of each academic year; and

WHEREAS, the respective appointment review committees have met their responsibility under the negotiated agreement to review the appointments of those named above and recommend renewal of the tenure probationary contracts of Rachel Phillips, Leslie Rossman, Hsinmei (May) Lin, Allison Kuklok, Ted Chen, Roxanne Green, Jaehan Park, Uzair Muhammad, Pablo Pedrosa Diaz, Yiren Yue, Jesse Moore, Frank Kadwell, and Taylor Smith;

NOW THEREFORE BE IT RESOLVED THAT the Edmonds College Board of Trustees renews the tenure probationary contracts of Rachel Phillips, Leslie Rossman, Hsinmei (May) Lin, Allison Kuklok, Ted Chen, Roxanne Green, Jaehan Park, Uzair Muhammad, Pablo Pedrosa Diaz, Yiren Yue, Jesse Moore, Frank Kadwell, and Taylor Smith.

Adrienne Wagner, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh

BACKGROUND

MEDICAL ASSISTING CERTIFICATE

Subject

Board of Trustees consideration of approval of the Medical Assisting Certificate.

Background

Allied Health Education – Medical Assisting Certificate

Program Description: The Medical Assisting Certificate Program

Medical assistants are valuable members of the healthcare team, combining clinical training and administrative skills to support good patient outcomes in a variety of settings including medical clinics, physician offices and hospital outpatient areas. The Medical Assistant program will prepare students with the necessary patient and clinical care skills, diagnostic testing skills, and administrative skills to support patients and other medical professionals in the delivery of medical care.

This certificate requires successful completion of a minimum of 43 credits as outlined, and courses can be applied to completion of the Allied Health AAS-T degree. Graduates will be eligible to apply for the Medical Assistant - Certification credential through the Washington State Department of Health.

Medical assistants are in demand across Washington state. Data shows a projected growth rate of 10% for Medical assistants in the 2022 - 2023 time frame in Snohomish and King Counties. Job posting analytics for July 2021 - July 2022 showed 5,403 job openings with 32% of these postings advertising an annual salary of \$51,000.

Top employers in the area included: Kaiser Permanente, Optum (Everett Clinic and Polyclinic) Swedish, Providence, Pacific Medical Centers, and the University of Washington. Despite other medical assisting programs, demand continues to exceed supply. A comparison of program completions to job openings in 2020 revealed 538 completions vs. 1,092 job openings.

Recommendation

The administration recommends that the Board of Trustees review the Medical Assisting Certificate at the March 9, 2023 meeting, and approve it at the April 13, 2023 meeting.



Student ID: _____

Student Name: _____

Advisor Name: _____

Catalog: 2023 – 2024 Undergraduate Catalog

Program: Allied Health Education – Medical Assistant Certificate

Allied Health Education – Medical Assistant Certificate

Program Description:

Medical Assistants are valuable members of the healthcare team, combining clinical training and administrative skills to support good patient outcomes in a variety of settings including medical clinics, physician offices and hospital outpatient areas. The Medical Assistant program will prepare students with the necessary patient and clinical care skills, diagnostic testing skills, and administrative skills to support patients and other medical professionals in the delivery of medical care.

Developed under the standards and guidelines of the Commission on Accreditation of Allied Health Programs (CAAHEP), the Medical Assisting Certificate program is 3 quarters in length with a **total of 43** credits for completion. Graduates will be eligible to apply for the Medical Assistant - Certification credential through the Washington State Department of Health.

Program Requirement (43 credits)

OUTCOMES:

On completion of the program as outlined, the student will be able to:

1. Perform entry level medical assisting clinical, diagnostic, and office administrative procedures competently and safely within their scope of practice.
2. Effectively engage in written and oral communication as demonstrated through charting and communication with patients from different age groups, cultures and other health professionals.
3. Demonstrate the knowledge and practice of appropriate behavior in the workplace related to medical law, healthcare ethics and professionals in the context of the role of a medical assistant.
4. Apply appropriate protective practices for the Medical Assistant including aseptic technique, infection control, environmental safety techniques and basic elements of emergency planning.

*See Program Requirement Notes

Course Name	Credits	Grade	Qtr. Taken
AHE 115 CPR: Allied Health	1.0 credits		
AHE 110 The Human Body Structure and Function	5.0 credits		

HCA 104 Medical Terminology	3.0 credits		
HCA 115 Medical Law and Ethics	3.0 credits		
HCA 153 Pharmacology	2.0 credits		
MEDA 100 MA: Basic Clinical Skills	3.0 credits		
MEDA 101 MA: Basic Clinical Skills Simulation Lab	2.0 credits		
MEDA 105 MA: Transition to Practice I: Clinical	2.0 credits		
MEDA 110 MA: Diagnostic Procedures I	2.0 credits		
MEDA 111 MA: Diagnostic Procedures I Simulations Lab	2.0 credits		
MEDA 115 MA: Diagnostic Procedures II	3.0 credits		
MEDA 116 MA: Diagnostic Procedures II Simulation Lab	2.0 credits		
MEDA 120 MA: Administrative Skills	3.0 credits		
MEDA 121 MA: Administrative Skills Simulation Lab	1.0 credits		
MEDA 200 MA: Advanced Clinical Skills	3.0 credits		
MEDA 201 MA: Advanced Clinical Skills Simulation Lab	2.0 credits		
MEDA 205 MA: Transition to Practice II: Clinical	3.0 credits		
SHS 170 HIV/AIDS for Healthcare Professionals	1.0 credits		

Program Notes

The program code for this certificate is . For financial aid, advising, and other reasons, students should work with their advisor to ensure that this code is properly recorded on their academic record.

- Students with limited computer skills are encouraged to consider taking BSTEC 129 - PC Basics.
- BSTEC 104 is an acceptable course substitute for HCA 104, BSTEC 115 is an acceptable course substitution for HCA 115 and BSTEC 153 is an acceptable course substitute for HCA 153.
- BSTEC 206/HCA 206 are acceptable course substitutions for MEDA 120/121.
- Participation in externship classes requires documentation of current vaccinations requirements, TB, and criminal background status prior to registering for those classes. Students are advised that clinical placement may be denied if vaccination records, and CPR are not current or if there is a criminal history that the facility considers unacceptable.
- All students will be required to set up an account with CastleBranch (www.castlebranch.com) to store vaccination documentation and complete a criminal background check for a fee.
- Students may be placed in a Clinical Placements Northwest (CPNW) consortium site, which requires an extra fee.

The advisors for this program are:

Brent Leithauser | brent.leithauser@edmonds.edu | 425.640.1369

Erika Ferreri | erika.ferrei@edmonds.edu | 425.640.1924

Cathy Dominguez | cathy.dominguez@edmonds.edu

Elizabeth Patterson | elizabeth.patterson@edmonds.edu | 425.640.1061

Department website:
 Allied Health | www.edmonds.edu/ahe

Certificate General Information

Credit/Grade Requirements A minimum of 30 credits or one-third of the required college-level (100-level or above) credits, whichever is less, must be earned at Edmonds College. Students are required to maintain a minimum cumulative grade point average of 2.0 in all college-level courses.

Program of Study Outcomes Student achievement is assessed in the general and program specific outcomes via the courses and course objectives that align with those outcomes. More information about program outcomes and course objectives can be found on the Using Program Requirement Sheets page.

Students Are Advised To:

- Plan their schedule several quarters in advance in order to accommodate courses that are offered only once or twice a year;
- Review the college catalog for required course prerequisites and include these in schedule planning; and
- Communicate with an academic advisor and/or a faculty advisor.

Graduation Application A completed Graduation Application form must be submitted online by the **10th day** of the quarter in which the student expects to graduate. Note: Applications for summer quarter are due by the **8th day** of the quarter.

Common Course Numbering Please refer to www.edcc.edu/ccn for more information.

College Resources

- College Website | <https://www.edmonds.edu/>
- How to Enroll | <https://www.edmonds.edu/getting-started/admissions/>
- Transfer Center | <https://students.edmonds.edu/transfer-center>
- College Bookstore | <https://edmonds.bncollege.com/>
- Advising Appointments | <https://students.edmonds.edu/advising> 425.640.1458

Internal Coding

PLAN/STACK -
 TC – 43
 CIP 51.0801

Internal Coding

Notes:



Washington Community College District 23

RESOLUTION #23-4-2
APPROVAL OF NEW ACADEMIC PROGRAM:
Allied Health Education - Medical Assisting Certificate

WHEREAS, the Board of Trustees reserves unto itself the final approval of departmental degree and certificate programs of 20 or more credits; and

WHEREAS, the new education program has been developed to satisfy industry requirements designated for the Medical Assisting Certificate;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the granting of the Medical Assisting Certificate.

Adrienne Wagner, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh



Washington Community College District 23

BOARD OF TRUSTEES
April 13, 2023

**PROFESSIONAL LEAVE REQUESTS FOR
 2023-2024 ACADEMIC YEAR – TENURED FACULTY**

Subject

Board of Trustees approval to grant faculty professional leave for the 2023-2024 academic year is requested.

Background

The negotiated agreement between the Board of Trustees of Washington Community College District 23 and the Edmonds College Federation of Teachers, Local 4254 AFT, AFL/CIO, specifies the process whereby the Board of Trustees may consider and grant professional leave to eligible faculty up to a maximum of four percent of the state-funded FTEF. The Federation appointed a Professional Leave Committee to review and rank eligible faculties’ professional leave proposals for the Board’s consideration.

The agreement states that each professional leave recipient will receive 85 percent of the employee’s step placement during the period of time he or she is on professional leave.

(State supported programs)

<u>Faculty Member</u>	<u>Professional Leave Recommended</u>	<u>Annualized FTEF</u>
Gabrielle McIntosh	1 Quarter	.333
Claudia Levi	1 Quarter	.333
Charles Mueller	1 Quarter	.333
Erika Ferreri	1 Quarter	.333

Recommendation

Approval of professional leave requests at the April 13, 2023 Board of Trustees meeting.

2023-2024 Professional Leave Applicant Proposal Synopsis

Gabrielle McIntosh

I am applying for one quarter of leave to create a course shell, including assignments and homework problems, with Open Education Resources (OER) for Math 140. Currently, Math 140 is one of only three college-level courses offered by the math department that still requires students to purchase an expensive publisher-based textbook. My work will include creating supplemental textbook materials as necessary, writing applied problems with the business applications, and creating sets of online homework assignments in WAMAP (a free learning management system created specifically for mathematics) that align with the applied problem focus and textbook.

Claudia Levi

As many businesses shift to working remotely and utilize more technology, it is important that I expand my knowledge of what applications and software are being used to improve communications and virtual collaboration in the new, professional working environment. I would like to learn and experience how current technology is impacting team management, and how the increase in working remotely has impacted team dynamics in the workplace. Over the course of a quarter I will explore how the prevalence and general acceptance of remote meetings has changed team interactions and management practices through job shadowing, interviews and participation in events on collaboration, and conferences. In addition, I plan to research the current software and technology being used for managing project documentation and organize team communication in businesses today. Adding this knowledge, and infusing it into our curriculum, will improve the management and communication classes we offer in the Business Management Department. Courses, such as Facilitation, Project Management, and Leadership. This will influence what we are teaching to better prepare students for the current and future expectations of the workplace.

Charles Mueller

I am requesting professional leave for Spring Quarter 2024 to develop lecture and lab curriculum for a new Modern Physics course, called PHYS 225. The course will cover relativity and quantum mechanics and will be designed for physics majors and students interested in applications of quantum mechanics. During the lab section of the class, students will use the optics table and quantum optics equipment that has already been purchased by the Physics department. Creating curriculum for this class will improve my knowledge of physics and engineering, which will make me a better instructor in all of my classes. I also plan to use the professional leave time to connect with other instructors teaching similar classes to build relationships with the physics education community in the area. I will also attend an ALPhA Laboratory Immersion workshop that will teach me how to use the quantum optics equipment, which will make me a better resource to students in PHYS 225 and other students interested in optics or quantum mechanics. I also hope to implement initiatives to make PHYS 225 an equitable and inclusive environment for all of my students.

Erika Ferreri

The industry of lab sciences is broken up into many different specialties. My experience has primarily been in the hospital setting, public health, and research for the Federal Government. A former student of mine and her husband started a lab in Everett called American Lab Works. The focus on drug screening will provide me with an excellent opportunity to expand my knowledge in an area of lab sciences that is in high demand. As a member of this field of practice and study, I am requesting professional leave in order to increase my professional development via real-world research and simultaneous practical application of knowledge within a clinical laboratory setting. The benefits of this opportunity will significantly be of value to Edmonds College as this experience will enhance my current theoretical teaching proficiency, allotting me the ability to readily apply all aspects of this newly obtained knowledge of daily clinical laboratory operations. I will be able to provide more real-world examples within my lectures, and enhance the existing curriculum by prepping it to be endorsed by Career Launch. This would allow Allied Health students to participate in a paid internship, in return, increasing program enrollment.



Washington Community College District 23

RESOLUTION #23-4-3
PROFESSIONAL LEAVE REQUESTS FOR
2023-2024 ACADEMIC YEAR – TENURED FACULTY

WHEREAS, the Board of Trustees of Edmonds College District 23 has a policy for consideration and granting of professional leaves for faculty; and

WHEREAS, the Board of Trustees has received a ranked list from the Professional Leave Committee for faculty who have requested leave for the 23/24 academic year; and

WHEREAS, the Board of Trustees is committed to the continued professional growth of the Edmonds College faculty even in difficult financial times; and

WHEREAS, the recipients of professional leave must submit a one-page, written summary to the Board of Trustees at the end of the quarter following their leave (excluding summer quarter);

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds College awards professional leave for the following faculty:

(State supported programs)

<u>Faculty Member</u>	<u>Professional Leave Recommended</u>	<u>Annualized FTEF</u>
Gabrielle McIntosh	1 Quarter	.333
Claudia Levi	1 Quarter	.333
Charles Mueller	1 Quarter	.333
Erika Ferreri	1 Quarter	.333

Adrienne Wagner, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh



Washington Community College District 23

**BOARD OF TRUSTEES
April 13, 2023**

**BACKGROUND
FISCAL YEAR 2023-2024
STUDENT CENTER M&O FEE; ASSESSMENT FEE; SUSTAINABILITY FEE; TRITON FIELD
FEE; BUS PASS USER FEE; TECHNOLOGY FEE**

Subject

Proposed Associated Students of Edmonds College (ASEC) Self-Assessed local fees for Fiscal Year (FY) 2023-24.

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 Edmonds College Board of Trustees fee levels for the following five self-assessed fees: Student Center Maintenance & Operations Fee (M&O Fee), Assessment Fee, Sustainability Fee, Triton Field Fee, Bus Pass User Fee. In addition, the Associated Students recommend to the Edmonds College Board of Trustees the elimination of the following self-assessed fee: Technology Fee. The six 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 the 2023-24 fiscal year, and one fee to be eliminated.

Current ASEC Fees

Student Center M&O Fee

The Student Center Maintenance and Operation (M&O) Fee was issued by the Associated Students Executive Board in 2005-2006 to ensure a revenue source for the operation of the Student Center, which is not covered by the state, as they do not fund M&O of buildings constructed with Certificates of Participation (COP).

Student Center M&O Fee 2022-23	\$0.65/credit
Student Center M&O Fee 2023-24	\$0.65/credit

Assessment Fee

The Assessment Fee was issued by the Associated Students Executive Board to fund the construction of Brier Triton Student Center and to help subsidize the bus pass program in coordination with Community Transit.

Assessment Fee 2022-23	\$4.37/credit
Assessment Fee 2023-24	\$4.37/credit

Sustainability Fee

The Sustainability Fee was issued by the Associated Students Executive Board in the fall quarter of 2011 to provide funding for the Campus Green Fund, which provides resources to further the sustainability initiative on campus. This fund is managed by the “Green Team”, who educates the Edmonds College community about sustainability practices.

Sustainability Fee 2022-23	\$0.45/credit
Sustainability Fee 2023-24	\$0.45/credit

Triton Field Fee

The Triton Field Fee was issued by the Associated Students Executive Board at the beginning of the fall quarter of 2019 to provide dedicated funding for ongoing maintenance, field improvements, and turf replacement for Triton Field.

Triton Field Fee 2022-23	\$0.75/credit
Triton Field Fee 2023-34	\$0.75/credit

Bus Pass User Fee

The Bus Pass User Fee was issued by the Associated Students in the summer quarter of 2010 to help subsidize the bus contract with Community Transit. This fee only applies to students 19 years and older who wish to ride Community Transit for free, and does not apply to students under the age of 19, as they are permitted to ride all public transportation for free under Washington State law.

Bus Pass User Fee 2022-23	\$26.00/quarter
Bus Pass User Fee 2023-24	\$26.00/quarter

Technology Fee

The Technology Fee was issued by the Associated Students Executive Board 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), chaired by the Executive Officer of Technology. It is eliminated as a result of the new Learning Technology Fee being proposed by Edmonds College.

Technology Fee 2022-23	\$2.40/credit
Technology Fee 2023-24	ELIMINATED

Recommendation

The ASEC Executive Board recommends that the Edmonds College Board of Trustees approve the following proposed ASEC Self-Assessed fees for the 2023-24 FY: Student Center M&O Fee, Assessment Fee, Sustainability Fee, Triton Field Fee, Bus Pass User Fee and the elimination of the Technology Fee as submitted at the April 13, 2023 Board of Trustees meeting.



Washington Community College District 23

BOARD OF TRUSTEES
April 13, 2023

RESOLUTION #23-4-4
ASSOCIATED STUDENTS SELF-ASSESSED FEE RATES 2023-24 FY

Whereas, the Associated Students of Edmonds College (ASEC) Executive Board has approved the following voluntary self-assessed fees for 2023-24 FY; and

- Assessment Fee \$4.37 per credit
- Student Center Maintenance and Operation Fee \$0.65 per credit
- Sustainability Fee \$0.45 per credit
- Triton Field Fee \$0.75 per credit
- Bus Pass User Fee \$26.00 per quarter

Whereas; the ASEC Executive Board has voted to eliminate the voluntary self-assessed Technology Fee;

NOW, THEREFORE BE IT RESOLVED that the Edmonds College Board of Trustees approves the following five proposed voluntary self-assessed fees for the 2023-24 FY: Assessment Fee, Student Center Maintenance and Operation Fee, Sustainability Fee, Triton Field Fee, Bus Pass User Fee and the elimination of the voluntary self-assessed Technology Fee.

Adrienne Wagner, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh



Washington Community College District 23

**BOARD OF TRUSTEES
April 13, 2023**

**BACKGROUND
Naming of the Hazel Miller Hall Nursing Skills Lab**

Subject

The LAUNCH Campaign was established to support the STEM and Nursing Building, and its affiliated programs. The Campaign supports STEM and Nursing scholarships, programs, technology, and building costs.

Background

The Foundation Board of Directors, campaign steering committee, and Foundation staff recommend naming opportunities for spaces in Hazel Miller Hall to inspire those individuals, companies, and foundations that would appreciate this type of donor recognition for their \$10,000+ gifts.

In March 2021 during the LAUNCH campaign, Dr. J. Michael West donated \$125,000 to Edmonds College Foundation for LPN Nursing scholarships. Dr. West made a second donation of \$125,000 for nursing scholarships in March 2023.

Recommendations

The President recommends naming the first floor Nursing Skills Lab in recognition of Dr. West's \$250,000 gift commitment given in honor of Kyra McCoy, Director of Nursing.

**BOARD OF TRUSTEES
April 13, 2023**

FOUNDATION REPORT
FOUNDATION ACTIVITY

- Fundraising results for the month ended February 28, 2023 were \$77,000 raised and the year to date total through February is \$879,000.
- March Scholarship Gifts:
 - Dr. J. Michael West contributed an additional \$125,000 to the West Family LPN Nursing Fund. This gift, combined with his 2021 \$125,000 is the basis for the naming rights resolution for the Nursing Skills Lab in Hazel Miller Hall.
 - The Hazel Miller Foundation awarded a \$25,000 grant for 23-24 scholarships.
 - The Society of Professional Engineering Employees in Aerospace (SPEEA) donated an additional \$10,000 for scholarships for students planning careers in aerospace.
 - The Rotary Club of Edmonds established a new Second Chance scholarship with a gift of \$5000. The Second chance scholarship will be awarded to students who have been formerly incarcerated or homeless.
 - Two new scholarships for students in the Occupational Safety and Health program were funded by the Puget Sound Chapter of American Society of Safety Professionals (ASSP).
 - The daughter of Beatrice Wyatte, one of our first graduates from 1969, established a \$5000 scholarship in her mother's memory.
- INSPIRE
 - INSPIRE is right around the corner. We anticipate about 275-300 people at the live event and several have already registered for online bidding, etc.
 - The event will include an online auction of about 50 items, a silent wine auction, a live auction, and a Student Success appeal.
 - Campus showcases are embedded throughout the event including Culinary Arts, Triton Taste Food Truck, Horticulture, the EC Salsa Band, EdCap, EC Bee Club, ASEC, EC Flyers Club, the Nursing Program, Triton Student Services Hub, Archeological Dig, and the Food Pantry.
 - Our goal for the evening is \$350,000 and we have raised \$140,000 to date.
 - Students will highlight their stories and our keynote speaker, Azi Bayati, a 2019 alumni will share how the Foundation impacted her as a student and why she is now personally giving back to the Foundation.
- The "Complete the Dream" Scholarship
 - Application closed
 - We have awarded over \$8,500 for Spring Quarter, and almost \$16,000 this academic year.

- As a reminder, this scholarship helps students who have experienced a recent, significant, and unforeseeable event in their financial situation that jeopardizes their ability to complete their program of study in the upcoming quarter.
- The Foundation's annual scholarship application is currently open. The application closes on April 15.
 - One hundred thirty-five students have applied for the scholarship as of March 1.
 - We are recruiting volunteers to help us review applications. The review period will run from April 16 through May 15. Everyone from campus and the wider community who are not students or graduates within the last two years can sign up. Any Board or community members interested in volunteering can visit the Foundation website for more information.
 - As a reminder, the Foundation funds hundreds of scholarships each year. There are over 100 scholarships available each year for students. The amounts and numbers awarded vary yearly based on available funding. Typical awards range from \$1,000 - \$5,000. Scholarships are available for full-time, part-time, international, and undocumented students.

Submitted by: Tom Bull

BACKGROUND

2020-2021 FINANCIAL STATEMENTS AUDIT REPORT

Subject

Board review and approval of the independently audited 2020-2021 annual financial statements report for Edmonds College

Background

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

The College has completed its financial statements audit for the 2020-2021 fiscal year. The SAO completed their independent audit of the financial statements and the exit interview with the Board and college officials will take place on April 13, 2023.

The SAO identified deficiencies in internal controls over financial reporting that, when taken together, represent a material weakness. The SAO's audit indicated that the College did not:

- Perform monthly reconciliations between the general ledger and bank statements
- Adequately research accounting requirements to properly report student receivables
- Effectively review capital asset activity to ensure related balances reported all existing assets, and that the assets were classified in accordance with accounting standards
- Ensure the financial statements and related schedules submitted for audit were final and agreed to underlying accounting records

The SAO has identified the cause of the condition with the College's 2020-2021 financial reporting to be the following:

- The College converted its general ledger software systems in February 2021
- The College experienced significant turnover in key financial positions shortly after the software conversion
- Staff responsible for preparing and reviewing the financial statements were new to their positions, and they did not have sufficient training or resources to complete a detailed, centralized review of completed financial statements and related schedules

The SAO has indicated that the College subsequently corrected noted errors, except for the error related to the cash and investment balances. The College provided a written response to the SAO's findings, which the SAO has accepted, and which are summarized as follows:

- The College continues to produce updated training documents and processes that align with the College's new ERP system (i.e. ctLink), which was implemented four months before the end of FY21 and with incomplete documentation (particularly around bank reconciliation). The new ERP has required a complete restructuring of internal business processes.

- Following the close of FY21, the College has developed a more effective process for bank reconciliation. This process is labor intensive given the limitations of the current ERP system. However, the College continues to collaborate with the State Board for Community and Technical Colleges (SBCTC) to identify issues swiftly and provide feedback, as the SBCTC is developing enhancements to improve the bank reconciliation tools.
- The College has filled vacant positions in its business office. In addition, the College's business office has restructured to ensure a collaborative approach is taken to troubleshoot issues that may arise from the implementation of the new ERP system.
- Business Office employees attend regularly-held Budget, Accounting, and Reporting (BAR) Council meetings, which provide training and support within the community and technical college system in the state.
- The College's business office employees are also participants in state, cross-pillar ERP working groups which (a) work to identify subledger transaction details to map them to the general ledger and (b) discuss how best to reconcile.
- The College's business office has provided professional development opportunities to employees in order to expand their knowledge and to provide resources available to them regarding GAAP.
- The College has provided regularly-held training sessions (open to all employees) regarding how the business and accounting aspects of the new ERP work, as a way to educate all users' understandings of the importance that the new ERP emphasizes on accurate, front-end data entry.
- In addition, the College has contracted with a consultant and regularly verifies financial data with the State Board for Community and Technical Colleges.

Edmonds College presents the audited financial statements report for fiscal year 2020-2021 to the Board of Trustees for formal approval.

Recommendation

The President recommends that the Board of Trustees adopt the resolution approving the independently audited 2020-2021 annual financial statements report.



Washington Community College District 23

BOARD OF TRUSTEES
April 13, 2023

RESOLUTION #23-4-5

APPROVAL OF THE 2020-2021 FINANCIAL STATEMENTS AUDIT REPORT

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

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

WHEREAS, the College completed the 2020-2021 annual financial statements which were then independently audited by the State Auditor's Office (SAO), and presented to the Edmonds College Board of Trustees on April 13, 2023; and

WHEREAS, the SAO identified deficiencies in internal controls over financial reporting that, when taken together, represent a material weakness. The SAO's audit indicated that the College did not:

- Perform monthly reconciliations between the general ledger and bank statements
- Adequately research accounting requirements to properly report student receivables
- Effectively review capital asset activity to ensure related balances reported all existing assets, and that the assets were classified in accordance with accounting standards
- Ensure the financial statements and related schedules submitted for audit were final and agreed to underlying accounting records; and

WHEREAS, the SAO has identified the cause of the condition with the College's 2020-2021 financial reporting to be the following:

- The College converted its general ledger software systems in February 2021
- The College experienced significant turnover in key financial positions shortly after the software conversion
- Staff responsible for preparing and reviewing the financial statements were new to their positions, and they did not have sufficient training or resources to complete a detailed, centralized review of completed financial statements and related schedules; and

WHEREAS, the SAO has indicated that the College subsequently corrected noted errors, except for the error related to the cash and investment balances; and

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

WHEREAS, the SAO and the College have presented the independently audited 2020-2021 annual financial statements report to the Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approves the 2020-2021 audited annual financial statements report for Edmonds College.

Adrienne Wagner, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh

BACKGROUND 2018-2022 ACCOUNTABILITY AUDIT REPORT

Subject

Board review and approval of the State Auditor's Office (SAO) Accountability Audit for 2018-2022 for Edmonds College

Background

The State Auditor's Office (SAO) periodically conducts accountability audits for state entities. The last accountability audit for Edmonds College was published in March 2015 and was for the period of July 1, 2013 through June 30, 2014.

SAO accountability audits are funded by the legislature. The audits focus on the systems that deal with public funds. More specifically, the independent audit provides essential accountability and transparency for College operations and assesses the stewardship of public resources.

At the October 13, 2022 Board of Trustees meeting, representatives from the SAO indicated that they would be conducting an audit of the College for the period of July 1, 2018 through June 30, 2022. The audit would focus on ensuring compliance and adequate safeguarding of public resources from fraud, loss, or abuse. This includes the design, implementation, and maintenance of internal controls relevant to these objectives.

The SAO's audit involved performing procedures to obtain evidence about the College's uses of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters. The areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance, including payroll, accounts payable, cash receipting, financial condition, capital projects, and compliance with the Open Public Meetings Act.

From October 2022 through March 2023, various offices at the College met with and supplied information to the SAO for the purposes of the accountability audit.

The SAO completed their accountability audit and held an exit interview with the Board and college officials on April 13, 2023.

In the areas the SAO audited, the following issues were identified:

- Compliance with Open Public Meetings Act – executive sessions: The following instances of non-compliance during a review of meeting minutes were noted:
 - 23 instances where meeting minutes indicate the presiding officer did not announce the time the executive sessions will end. A specific end time must be announced rather than the length of time.
 - 9 instances where meeting minutes did not indicate the presiding officer announced an extension to add time to the executive session. When executive sessions are not concluded at

the original estimated time, they should be extended by the presiding officer making a public announcement of the new expected ending time.

- 2 instances where meeting minutes indicate the Board concluded the executive session before the publicly announced duration. If the Board concludes the executive session before the publicly announced time, it should not reconvene in open session until the time stated. Otherwise, the public may, in effect, be excluded from that part of the open meeting that occurs between the close of the executive session and the time when the presiding officer announced the executive session would conclude.
- Payroll leave buyouts – The College was unable to provide documentation to support the calculation for three leave buyouts (2 from the legacy system and 1 from ctLink) resulting in unsupported payments of \$3,094.97 for these employees.
- General disbursements – The following exceptions were noted during a review of the College’s general disbursements:
 - Accounts payable – 7 selected transactions (all from the legacy system) where not all necessary signatures or signoffs were present , including 5 instances where travel was not approved by the Vice President or College President as required by policy.
 - Credit cards – 4 transactions (all from the legacy system) that were missing adequate documentation to support the business purpose, including 2 transactions that did not have evidence of appropriate approval.
 - EFTs – 5 transactions (3 from legacy and 2 from ctLink) where the auditors did not see evidence of a separate preparer and reviewer of each transaction

Edmonds College presents the SAO’s accountability audit report to the Board of Trustees for formal approval.

Recommendation

The President recommends that the Board of Trustees adopt the resolution approving the SAO’s Accountability Audit report.



Washington Community College District 23

BOARD OF TRUSTEES
April 13, 2023

RESOLUTION #23-4-6
2018-2022 ACCOUNTABILITY AUDIT REPORT

WHEREAS, the State Auditor’s Office (SAO) periodically conducts accountability audits for state entities; and

WHEREAS, at the October 13, 2022 Board of Trustees meeting, representatives from the SAO indicated that they would be conducting an accountability audit of the College for the period of July 1, 2018 through June 30, 2022; and

WHEREAS, the SAO’s evaluation included payroll, accounts payable, cash receipting, financial condition, capital projects, and compliance with the Open Public Meetings Act; and

WHEREAS, from October 2022 through March 2023, various offices at the College met with and supplied information to the SAO for the purposes of the accountability audit; and

WHEREAS the SAO and the College have presented the Accountability Audit report to the Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approves the SAO’s 2018-2022 Accountability Audit report for Edmonds College.

Adrienne Wagner, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh