



**BOARD OF TRUSTEES**

**Regular Meeting**

**Thursday, May 11, 2023**

Meeting: 3:30pm – 6:30pm

**In Person:** Gateway Hall, Room 352, 6600 196<sup>th</sup> Street SW, Lynnwood, WA

**Zoom:** <https://us02web.zoom.us/j/81667202841>

**Join by telephone:** (253) 215-8782 | **Meeting ID:** 816 6720 2841

**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](#) April 11, 2023 – Special Joint Study Session with Edmonds School District Board  
[page 6](#) April 13, 2023 – Regular Meeting
- 3:39pm **4. Next Meeting** Vice Chair Dave Earling  
 Thursday, June 8, 2023 at 4:00pm – Regular Meeting
- 3:40pm **5. Special Trustee Presentation** Vice Chair Dave Earling  
 Thank You, Dr. Tia Benson Tolle!
- 3:50pm **6. Transforming Lives**  
 Jasmine Payne, Recipient of the Governor’s Civic Leadership Award
- 4:00pm **7. Public Comment** Vice Chair Dave Earling  
 To make a public comment, you may submit it in writing to [publiccomment@edmonds.edu](mailto:publiccomment@edmonds.edu) no later than Wednesday, May 10, 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** Dr. Amit Singh
- 4:15pm **9. Informational & Monitoring Reports**  
 a. Faculty Senate Council Update (10) David Breed, et al.  
 b. Q3 Budget Update (10) Dr. Amit Singh, James Mulik

- 4:35pm **10. New Business: First Consideration**  
page 15 a. Consideration of Continuing Tenure Probationary Status - First Year: Danielle Bemis Kim Chapman  
page 17 b. Consideration of Associated Students 2023-24 Budget Benjamin Roche  
page 20 c. Consideration of College Operating Budget 2023-24 Dr. Amit Singh, James Mulik
- 4:55pm **11. Representative Reports**  
a. Student Representative (5) Vann Eng  
b. Classified Staff Representative (5) Lia Andrews  
c. Faculty Representative (5) Scott Haddock
- 5:10pm **12. Break (10)**
- 5:20pm **13. Foundation Report** page 21 Tom Bull
- 5:25pm **14. Board Discussion** Vice Chair Dave Earling  
a. Trustee Updates  
b. Other
- 5:35pm **15. Study Session: Advising** Dr. Tina Hart, Christina Russ  
Lauren Hajec,
- 6:15pm **16. Executive Session** Vice Chair Dave Earling
- 6:30pm **17. Adjournment** Vice Chair Dave Earling

**Next Meeting: Regular Meeting - Thursday, June 8, 2023 – 4:00pm**

---

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

### Special Joint Study Session with Edmonds School District Board

April 11, 2023 | 5:30pm

In-person location: Edmonds College, Gateway Hall Room 352, 6600 196th Street SW, Lynnwood, WA.  
Remote participation via Zoom.

## Draft Minutes

**Trustees Present:** Adrienne Wagner, Chair; Dave Earling, Vice Chair; Shinhae Hwang; Wally Webster; Courtney Wooten (via Zoom); Carl Zapora

**Edmonds College Trustees Excused:** None

**Edmonds School District Board Members Present:** Dr. Nancy Katims, President; Carin Chase; Gary Nobles; Keith Smith

**Edmonds School District Members Excused:** Dr. Deborah Kilgore

### Others Present:

Dr. Amit Singh, President, Edmonds College

Dr. Rebecca Miner, Superintendent, Edmonds School District

Leadership team members from Edmonds College and Edmonds School District

Various members of the community

### CALL TO ORDER

Chair Wagner called the meeting to order at 5:30pm, and welcomed those present.

### LAND ACKNOWLEDGEMENT

President Katims read a statement acknowledging the original native inhabitants of the land we work on.

### INTRODUCTIONS

Dr. Miner and President Katims led introductions of the Edmonds School District Board of Directors and Leadership Team. Dr. Singh and Chair Webster led introductions of the Edmonds College Board of Trustees and Leadership Team. Each participant gave their name in addition to their “why,” or reason for being involved in the work of education.

### PUBLIC COMMENTS - EDMONDS COLLEGE

Chair Wagner stated that no public comments had been received in writing, and no one had signed up to make a comment in person.

### DEI INITIATIVES

Dr. Miner shared that equity is the first goal in the district's commitment to students, staff and families, and

outlined their strategic plan goals on equity for students, staff and families. She also shared DEI highlights of the current year.

For Edmonds College, Dr. Yvonne Terrell-Powell, Vice President for Equity, Inclusion and Belonging, shared an update of the college's work on the two bills passed in the previous session by the Washington State Legislature: Diversity in Higher Education - DEI and Antiracism Training and Assessments; Our Colleges Our Future Act - Providing for equity and access in community and technical colleges.

**RUNNING START**

Mark Madison, Edmonds School District's Director of STEM & Career/College Readiness, shared the five ways high school students can get college credit, noting that in the Edmonds School District 65.9% completed at least one dual enrollment class, and Running Start accounts for about 11% of students in dual enrollment.

Nell Colyn, Edmonds College's Director of Running Start, shared statistics about Edmonds College Running Start students, including that they have higher passing rates than the general population of students, and that enrollment is declining. She also shared recent outreach activities and improvements the college has made in the Running Start office.

**T-MOBILE PROGRAM UPDATE**

Mr. Madison presented background on the T-Mobile Program, which grew out of the Career Connect Washington initiative put in place to develop unique partnerships between industry, higher ed and schools, designed to get students into great careers without having to get a college degree. The T-Mobile partnership exists between that company, Edmonds School District, Edmonds College, and Washington Alliance for Better Schools, and provides 2-year fast track training leading to college certificates and high-wage employment with T-Mobile in three pathways.

Vernon Hawkins, Dean of Business and Continuing Education for Edmonds College, spoke about the program which began with the full-stack developer pathway and will expand into CyberSecurity and UX Design this fall.

Mr. Madison shared that the fourth cohort consists of 12 students, selected from 28 applications - the largest cohort yet.

**EARLY CHILDHOOD EDUCATION PATHWAY**

Mr. Madison reported that because Edmond College has a strong Early Childhood Education (ECE) program and there is also high demand for Early Childhood Educators in Snohomish County, he proposed an initiative to get an ECE pathway in place in the district. He worked with Edmonds College faculty to get two classes into an articulation agreement, and a third class is in development. The ECE pathway will launch in the district in 2024-25.

**EXPANDING YOUR HORIZONS**

Mark Gehlsen, Edmonds College's Director of Outreach, shared information about the April 27th Expanding Your Horizons Conference, a national STEM conference for girls in grades 8-12 that the college will host for students in the Edmonds and Mukilteo school districts. So far 162 students are registered.

**HIGH SCHOOL AND BEYOND PLANNING**

Mr. Madison shared steps in the state-required High School and Beyond planning that starts in 8th grade to help students see that high school is part of a journey that continues on. He also shared information about CTE Career Pathways articulated with local colleges (five currently with Edmonds College and one in

development) available to all students in a wide variety of subjects. He shared the three Choice High School pathway programs of International Baccalaureate, STEM pathways, and the new STEAM Pathways program, which incorporates art.

There was a period of discussion in which trustees and directors asked the staff questions. It was noted how important the relationship between the colleges Running Start and Outreach team and high school counselors are; the importance of both institutions' being able to reach, connect with, and include the parents in the information and decision making process; and the importance of giving kids the ability to explore career options. Mr. Gehlsen shared his team's strategies for marketing the Expanding Your Horizons conference, and Trustee Zapora asked Trustee Hwang to share her journey as a student to the United States from South Korea, which she did, noting how community college is such an important bridge to careers for so many students.

**WRAP-UP**

Chair Wagner thanked the staff for their presentation and the Edmonds School District Board for joining the college for the study session. Trustee Webster noted the importance of completion data and measuring outcomes of our work.

Dr. Miner thanked everyone for the meeting, and Dr. Singh thanked the attendees for their partnership and leadership.

**ADJOURNMENT**

At 6:59pm, Chair Wagner adjourned the study session.

\_\_\_\_\_  
Adrienne Wagner, Chair

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

ATTEST:

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



## BOARD OF TRUSTEES

### Regular Meeting: April 13, 2023

Hybrid Meeting

In-person location: Edmonds College, Gateway Hall Room 352, 6600 196th Street SW, Lynnwood, WA.

Remote participation via Zoom.

### Draft Minutes

**Trustees Present:** Dave Earling, Vice Chair; Shinhae Hwang; Wally Webster; Carl Zapora

**Trustees Excused:** Adrienne Wagner, Chair

#### Others Present:

Dr. Amit Singh, President

Sara King, Assistant Attorney General

Scott Haddock, Faculty Union Representative

Sopheakvann Eng, Associated Students of Edmonds College Representative

Lia Andrews, Classified Staff Union Representative

Jorge de la Torre, Interim Associate Vice President for Student Engagement

Kim Chapman, Vice President for Instruction

Dr. Tina Hart, Interim Vice President for Enrollment and Student Services

Kristen NyQuist, Director of Planning and Operations

Suzanne Moreau, Vice President for Human Resources

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

Vice Chair Earling, chairing the meeting on behalf of Chair Wagner, called the meeting to order at 3:30pm, and welcomed those present.

#### INTRODUCTIONS

Vice Chair Earling introduced the trustees; Dr. Singh introduced members of the leadership team. New trustee, Courtney Wooten, joined for the first meeting of her tenure on the Board, and Vice Chair Earling invited her to introduce herself. She is the Founder of Suburbia Rising/Stories of Self & Solidarity, an educational resource and consultancy, as well as a professor and doctoral student in sustainability education at Prescott College.

#### APPROVAL OF MEETING MINUTES

Vice Chair Earling asked for a motion to approve the minutes from the March 9, 2023 meeting, which was made by Trustee Webster and seconded by Trustee Zapora. The minutes were unanimously approved as presented.

**Approved**

#### NEXT MEETING

The next regular meeting is scheduled for May 11, 2023 at 2:30pm. Dr. Singh requested that the Board approve moving the meeting back to the regular start time of 3:30pm, as the tenure reception scheduled

for that day will be held in June instead. Vice Chair Earling asked for a motion to approve a 3:30pm start time for the May 11, 2023 meeting, which was made by Trustee Zapora, seconded by Trustee Webster, and unanimously approved.

**Approved**

Vice Chair Earling announced that due to a scheduling conflict the scheduled recognition of former trustee Dr. Tia Benson Tolle, would have to be postponed until a future meeting.

**TRANSFORMING LIVES**

Dr. Singh introduced the topic, noting the intention of hearing from students from various programs. Two students from the Construction pre-Apprentice Program (CAP) shared their experiences.

Chelsea Andrews addressed the Board and shared that she had felt lost in her career and was working in a restaurant when she heard about the program. She had helped build a house for a family in need in Mexico, and decided to sign up. She really enjoys carpentry now and has been accepted into the carpenters' union as an apprentice.

Regina Lewis, a recent graduate of the CAP program, had been working as an EMT, which she found stressful. She is now working as an electrical apprentice at Haggard Electric, and loves her job. She enjoyed building a tiny home during the pre-apprenticeship program and learned how to work well with others.

The Board thanked Ms. Andrews and Ms. Lewis for sharing their stories and for being role models for other students in the program and also for women who might be considering going into the trades.

**PUBLIC COMMENTS**

Vice Chair Earling noted that no public comments had been received in writing, nor had anyone signed up to make a comment in person.

**PRESIDENT'S REPORT**

Dr. Singh, pointed to his written report in the packet, and then shared data points about the CAP program, including the number of applicants (108), cohorts (6), accepted students (49), graduates (41), graduates working in the specific trades (14), as well as the demographics of the students in the program. He noted that the jobs that students have been able to secure pay between \$19 and \$30 per hour.

Larry Cluphf, Executive Director of the WATR Center and the AMSC, which houses the program, presented background information, sharing with the Board that the CAP program was initiated by Dr. Singh and the previous Mayor of Lynnwood; the program is getting a good reputation and students are being hired directly as word is getting out. It's expensive to run, but there is no charge to the students. While there are no formal articulation agreements with unions, the students do get certificates for three big projects and preferred treatment from the five unions we currently work with. The program strives to be comprehensive, and includes agility tests, applied math, as well as how to plan and manage personal finances when working in the construction industry.

Dr. Singh gave an update on the budget proceedings in the state legislature. The CTC system had requested 100% funding for COLAs, but the Governor and both chambers had included just 83% in their bills that were still in committee. The presidents in the system, with the help of trustees, have been in constant communication with elected officials to communicate the impact that this funding decision would place on the colleges.

Dr. Singh also shared an effort underway to provide pro bono legal services to students. An organization, Snohomish County Legal Services, has been identified, and they will present a workshop in May and a clinic in June. There is an informal agreement in place, and we will start small to see what demand is.

### **INFORMATIONAL & MONITORING REPORTS**

Dr. Jorge de la Torre, Interim Associate VP for Student Engagement introduced Jessica Burwell who serves as Director, Counseling and Wellness. Ms. Burwell gave a presentation about the Counseling and Wellness Centers, as follows:

Overview:

- Counseling Center located in Mountlake Terrace Hall - four offices and a waiting room
- Wellness Center located in Lynnwood Hall, four offices and a community relaxation room

The need for college counseling:

- 77% of college students experienced moderate to serious psychological distress (2020).
- 35% of students diagnosed with anxiety; 27% had depression
- Almost 9 in 10 students who face academic challenges say it affects their mental health
- Half of all community college students are experiencing a current or recent mental health condition

EC counseling services overview:

- 1:1 personal counseling, group counseling, academic counseling, career counseling (free, up to 12 sessions)
- Crisis/drop-in counseling
- Walk and talk therapy
- Internship program/collaborations/connections with other universities
- In-person counseling and telehealth counseling
- Classes/workshops/presentations
- Consultation to staff and faculty

EC wellness services overview:

- Quiet space to study, relax, nap, charge phone, use microwave, grab snacks, personal/sanitary products.
- Learn about resources, talk to a wellness coordinator, find out about our counseling services.
- Provide workshops, presentations, wellness activities (both in person and virtual)

Changes to Counseling Center:

- Created internship program, hired four interns
- Hired assistant director to help oversee the increase in staffing and increase in demand of services.
- Secured 3 part-time benefited faculty counseling positions/one is an art therapist housed in Ed-Cap.
- Expanded counseling to Wellness Center, to utilize all office space available.
- Redecorated/refreshed and updated counseling and wellness centers.
- Innovation! Workshops, Drop-Ins, Peer-Mentorship, Events, Referrals, Division Meetings, Zoom meetings
- Students seen on an ongoing weekly basis, for continuity of clients and counselors.
- Opened daily drop-in appointments for students.
- Weekly staff times that alternated between staff meetings, staff trainings and group supervision.
- Verdant grant = 2021, hired 2 full-time counselors and a wellness coordinator

Why the Verdant grant was needed:

- 2017 to 2019, a 92% increase in drop-in appointments.



- Crisis appointments increased to 1.5 students per day
- Counselors worked in a part-time capacity – typically 13 hours/week.
- Pre COVID - Long wait list – up to 6 weeks (non-emergency).
- Difficulty in continuity of care

Verdant grant results:

- Hired two full-time faculty counselors in 2021
- In 2018-19, 1,277 students reached / 2,067 visits
- In 2021-22, 1,916 students reached / 3,028 visits
- Increase in continuity of care
- Low waitlist time (also partly due to % of students on campus)
- Offering more appointments (from 9 to 12)
- Overall 350 unduplicated, 1225 outreach & events

Changes to Wellness Center:

- Refreshed wellness center, updated furniture, ambience
- Added happy light
- Created wellness zoom rooms, now named wellness gatherings (offered both in person and online)
- Refreshed website, added topic of the month
- Created youtube meditations, mental health learning opportunities
- Pop-up style of events (self-compassion)
- Offering yoga, wellness bingo, self-compassion pop-up, vision boarding, help with procrastination, tai-chi.
- Monthly wellness tips via website
- Created a newsletter that students can opt into
- Project collaboration with CSEL, Trio, Career Center, and the Foundation.

Wellness Center data:

- Approx 351 students utilized Wellness Center space for current calendar year compared to 72 in 2022.
- Numbers are likely low as sign-in is not enforced.

Counseling and Wellness Challenges:

- Staffing to meet recommended ratios - which is 250:1 student to counselor ratio, before Verdant Grant was 3,000:1
- Increase in urgent cases
- Hiring counselors of color, male counselors, multilingual speakers
- Stigma (some groups more than others)
- 10% of community college students use on-campus mental health services compared to 50% of 4-year college students.

The trustees and Dr. Singh thanked Ms. Burwell for her presentation and asked some follow-up questions about the Verdant grant and spreading awareness of the services to students.

**OLD BUSINESS: SECOND CONSIDERATION AND FINAL ACTION**

**Approval of Continuing Tenure Probationary Status**

Dr. Singh noted that the right to confer tenure is vested in the Board, per Board Policy BOT 2.0. Kim Chapman, Vice President for Instruction presented background information on the candidates for continuing tenure probationary status for second-year candidate Taylor Smith (Nursing) moving to third year, and first-year candidates 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), moving to second year.

Vice Chair Earling asked for a motion to approve **Resolution #23-4-1, Approval of Continuing Tenure Probationary Status**, which was made by Trustee Zapora, seconded by Trustee Wooten, and unanimously approved with an abstention by Trustee Hwang.

**Approved**

**Approval of New Academic Program - Medical Assisting Certificate**

Dr. Singh noted that the right to approve degrees and certificates over 20 credits is vested in the Board, per Board Policy BOT 2.0. Karen Townsend, Dean of Health and Human Services, presented the background information on a proposed 43-credit Medical Assisting Certificate, for which there is much well-documented need in the community. Dr. Singh shared that one college has objected to Edmonds College offering this certificate. The program will have to be approved by the State Board for Community and Technical Colleges as a final step before offering it to students.

Vice Chair Earling asked for a motion to approve **Resolution #23-4-2, Approval of New Academic Program: Allied Health Education - Medical Assisting Certificate**, which was made by Trustee Webster, seconded by Vice Chair Earling, and unanimously approved.

**Approved**

**Approval of Professional Leave**

Dr. Singh noted that the right to approve faculty leave is vested in the Board, per Board Policy BOT 2.0. Ms. Chapman presented background on the professional leave requests, which are reviewed and forwarded by a faculty committee. A synopsis of the four candidates' project proposals was included in the packet.

Vice Chair Earling asked for a motion to approve **Resolution #23-4-3, Approval of Professional Leave Requests for 2023-24 Academic Year - Tenured Faculty**, which was made by Trustee Webster, seconded by Trustee Wooten, and unanimously approved with an abstention by Trustee Hwang.

**Approved**

**Approval of ASEC Voluntary Student Fees for 2023-24**

Dr. de la Torre introduced the topic, noting that the student government had worked very hard on the proposal. He introduced Benjamin Roche, Executive Officer for Finance and Budget. Mr. Roche reported that the ASEC had voted unanimously to maintain the existing fee rates for the coming year as to not increase the financial burden on students. They also voted to eliminate their technology fee and to support the administration's move to simplify and consolidate their collection of technology fees, in order to increase transparency for students. Mr. Roche requested that the Board approve the five fees and eliminate the technology fee.

Vice Chair Earling asked for a motion to approve **Resolution #23-4-4, Approval of Associated Students Self-Assessed Fee Rates 2023-24 FY**, which was made by Trustee Webster, seconded by Trustee Hwang, and unanimously approved.

**Approved**

**NEW BUSINESS: FIRST CONSIDERATION**

**Consideration of Space Naming: Hazel Miller Hall Skilled Nursing Lab**

Dr. Singh noted that the right to approve naming of spaces on campus is vested in the Board, per Board Policy BOT 2.0, sharing that the naming of spaces in Hazel Miller Hall began with the capital campaign for that building and has been very successful. Lisa Carroll, Director of Development for the Edmonds College Foundation, presented background information on the proposed naming of the Hazel Miller Hall Skilled Nursing Lab in recognition of a generous donation from Dr. Mark West.

**REPRESENTATIVE REPORTS**

**ASEC Representative:** Sopheakvann Eng, ASEC's Executive Officer for Administration, noted that in the budget process, the ASEC had approved funding for 3 new subsidized programs that include: Visual Communication, Black Box Theater, and the Bee Club, installation of artificial turf, as well as a new Score Board on the field. This was followed by the approval of the 2023 Center for Families budget. Recently they had welcomed students back for Spring Quarter, worked on the 2023-24 budget and will be holding a preliminary hearing. Both the Student Trustee Selection Committee and Executive Officer Selection Committee are working to find new officers as well as finalizing their application process for Student Trustee position.

**WPEA Representative:** Lia Andrews, Chief Shop Steward, reported that their union representative had represented 18 members over 30 days. The WPEA appreciates the college's willingness to work things through. Two outstanding grievances filed with the college are set to go to mediation. WPEA participated in a Day of Action with the AFT-WA on April 11, to rally in demand the state to fund contracts in full, to provide a livable wage for higher education employees, and to ensure that retiree pensions and health care subsidies keep pace with inflation. Ms. Andrews closed by pointing out that at the college, working conditions are learning conditions.

**AFT Representative:** AFT President, Scott Haddock, congratulated faculty who had their tenure candidacy advanced another year, student Benjamin Roche on his future academic endeavors and Kyra McCoy for receiving well-deserved recognition for her work on behalf of the nursing program at Edmonds. He offered thanks to Dr. Singh and the Board for working to bring free legal services to our campus.

Mr. Haddock asked that his following remarks be entered into the record:

“Most higher education students in Washington are enrolled in our community and technical colleges. Yet, decades of underfunding have lowered student enrollment and resulted in instructors and staff leaving for better-paying, more secure jobs. Edmonds has seen its full-time faculty workforce dip from 125 to 99 in three years. Consequently, most classes are taught by part-time instructors who struggle with low pay and extreme job insecurity. Part-time faculty at Edmonds College make the lowest starting salary in the region and only 60% of that of full-time faculty.

Despite the needs of our state's workforce, the state legislature is again rejecting:

- The first general salary adjustment since 2009
- Pay equity for part-time faculty
- COLAs that are fully funded
- More counseling and other support for our students, and
- A Pathway to cost-free college

This inaction by the state legislature is unfair and contradicts the state's goals for the future of our economy.

Earlier this week, on Tuesday, April 11th, faculty and staff from Edmonds, Shoreline, Everett, Cascadia, and Lake Washington Tech met in front of the Lynnwood Convention Center to rally the community to support fully funding fair wage adjustments for all faculty and staff, pay equity for part-time instructors, increased counselors and financial support for students, and to build a path to free college for all. Similar rallies took

place in Olympia, Seattle, Tacoma, and Yakima. Local media covered these rallies. It is also important to note that the AFT was transparent with the Edmonds Administration about our participation in this rally, and I would like to thank Dr. Singh for meeting with me over the spring break and for supporting our efforts to petition the legislature to take action on behalf of our students, staff, faculty, and community.

Our message to the community and the legislature was clear. Whether you are or know a student, a staff member, or an educator in a community and technical college, these schools are crucial for growing our state's workforce and supplying the nurses, cooks, paralegals, welders, and other essential workers of the future."

#### **BREAK**

At 5:04pm, Vice Chair Earling adjourned the meeting to a break for five minutes, with a scheduled return to open session at 5:09pm. At 5:11pm, Vice Chair Earling reconvened the meeting in open session.

#### **FOUNDATION REPORT**

Tom Bull, Executive Director of the Edmonds College Foundation, reported that the annual fundraising goal of \$1M, had been met and would be exceeded. The upcoming INSPIRE event was very close to meeting its attendance goal of 300 people. There would be 50+ auction items, a student showcase, a dessert dash, food truck, dinner, dancing, and more. The event has met 50% of its fundraising goal already. The Complete the Dream scholarship has closed and \$8K has been awarded to students who are close to finishing their studies at Edmonds College. The general scholarship application will close at the end of April.

Trustee Webster and Vice Chair Earling thanked Mr. Bull for his work, noting the community's pride in and awareness of the Foundation's work. Dr. Singh also recognized Foundation Board member and gala chair, Nicole Galipeau, for her work.

#### **BOARD DISCUSSION**

Vice Chair Earling opened the floor for updates from the trustees.

Trustee Zapora welcomed Trustee Wooten to the Board, reminding the meeting attendees that she had been appointed, as all trustees are, by Governor Jay Inslee.

Trustee Wooten thanked everyone for the warm welcome and shared her intention to listen and get to know everyone.

Trustee Hwang thanked Dr. Singh for launching a legal services program for students.

Trustee Webster reminded the Board that he had requested a study session on student success, and said he would work with Chair Wagner and Dr. Singh on that.

Vice Chair Earling noted the report by Mr. Haddock, and the importance of hearing the impacts of the state's funding decisions. He committed to doing everything possible to help get the college to full funding.

#### **AUDIT PRESENTATION and APPROVALS**

Three representatives from the State Auditor's Office joined the Board to present the FY21 Financial Audit as well as the FY23 Accountability Audit: Kristina Baylor, Program Manager; Erika Davies, Audit Supervisor; and Angelique Thompson, Audit Lead. Ms. Baylor presented the three main audit objectives: to increase

trust in government, provide independent, transparent examinations, and to improve efficiency and effectiveness of government.

### **Financial Statement Audit**

Ms. Thompson presented the results from the FY21 audit, in which her office performed technical evaluation of the financial statements and reviewed for non-compliance. The result is an unmodified opinion, where no instances of non-compliance were found, but deficiencies in internal controls over financial reporting were identified that are considered to be material weaknesses. The finding is that Edmonds College lacked adequate internal controls for ensuring accurate preparation and review of its financial statements and related schedules. Ms. Thompson pointed to pages 4-7 in the financial audit report, which gave the following description of condition:

The college did not:

- Perform monthly reconciliations between the general ledger and the bank statements
- Adequately research accounting requirements to properly report student receivables
- Effectively review capital asset activity to ensure related balances reported to 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 audit found that a significant turnover in financial staff and the conversion to ctclink both led to the weakness found.

Trustee Zpora shared his understanding that many colleges going through audits after the conversion to ctclink were struggling with the same things, and Ms. Thompson concurred, stating that similar types of issues have been seen across the state, and it's not due to a lack of effort on the part of the staff.

Dr. Singh asked Dee Endicott, Director of Finance, to share some of her experience through the conversion process. Ms. Endicott said that the bank reconciliation feature in ctclink was under construction and not functional, much of the transaction data downloaded from the bank were incorrect, some transactions were being filtered into the wrong area of ctclink, and many people in the system are struggling with accurately reconciling their statements. She said that the college has gone from submitting 30 correction tickets a month to the state to under 5, so there is some improvement. She also shared that a lack of reporting feature has been an obstacle, as when students register in one academic year for the next, and the cash receivables have to be moved from one year to the next. Because there is no way to generate a report, it makes that task extremely challenging. In response to the late capitalization of Hazel Miller Hall, the function in ctclink to do that wasn't working until well after it should have been reported.

Ms. Thompson reported that the capitalization of Hazel Miller Hall was corrected.

She also reported that one function of the annual fiscal audit is to do an independent review of the auditors who review the Foundation, and nothing was found that would cause a concern about their work, and no instances of material misstatements were found during that review.

### **Accountability Audit**

Ms. Davies presented the results for the Accountability Audit, which reviewed certain areas in the timeframe of July 1, 2018 through June 30, 2022. In those selected areas, college operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate

controls over the safeguarding of public resources. The areas examined were: payroll, accounts payable, use of restricted funds, procurement, open public meetings, and financial condition.

While it was a clean audit result, Dr. Singh shared that the auditors did note several suggested improvements relating to Board meetings, namely how executive session timing is documented in the minutes, and having the trustee chairing the meeting extend the session if needed, rather than communicating that extension through a staff liaison.

Ms. Davies reported that the costs of the audits were in line with original estimates, and that the next financial statement audit would kick off in summer/fall of 2023. She also noted that the audit reports would be published on the State Auditor’s Office website.

The auditors, Dr. Singh, and the trustees thanked the finance staff for their hard work in getting through these two audits.

Vice Chair Earling asked for a motion to approve **Resolution #23-4-5, Approval of the 2020-21 Financial Statements Audit Report**, which was made by Trustee Zapora, seconded by Vice Chair Earling, and unanimously approved.

**Approved**

Vice Chair Earling asked for a motion to approve **Resolution #23-4-6, Approval of the 2018-2022 Accountability Audit Report**, which was made by Trustee Webster, seconded by Vice Chair Earling, and unanimously approved.

**Approved**

**EXECUTIVE SESSION**

Vice Chair Earling announced that there would be no executive session.

**ADJOURNMENT**

The meeting was adjourned by Vice Chair Earling at 6:09pm

**Next Meeting:** The next regular Board meeting will be held May 11, 2023 at 3:30pm.

\_\_\_\_\_  
Adrienne Wagner, Chair

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

ATTEST:

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

**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 spring quarter of the academic year. The faculty member under consideration for probationary appointment renewal is:

**First Year Appointment**

Danielle Bemis (Integrated Healthcare Management)

**Recommendation**

Information is presented to the Board of Trustees for their review and consideration. Based on the recommendation of the ARC committee, the administration recommends that the Board of Trustees renew the first year probationary appointment at the June 8, 2023 meeting.



---

## **FIRST YEAR PROBATIONER BIOGRAPHY TENURE TRACK**

### **Danielle Bemis - Integrated Healthcare Management**

Danielle (Danie) Bemis holds a Master's in Clinical Social Work from the University of Maine. Her bachelor's degree is in Clinical Psychology from the University of Montana. Danie has been a licensed social worker (LCSW) in the state of Washington since 2021. She worked as associate faculty in the Social and Human Services department here at Edmonds starting in 2015, before taking on her current role as faculty for the new BAS degree in Integrated Healthcare Management (IHCM).

Danie has also worked in industry, both as a clinical supervisor for programs for the homeless at Seattle's Downtown Emergency Services Center, and as a social worker in hospital programs including inpatient, outpatient, and the emergency department. Her most recent work at Virginia Mason Franciscan Health was in palliative care, where she supported patients and their families through serious illness and end-of-life transitions. Danie is especially interested in the integration of physical and behavioral health, and helping clinicians and medical professionals work together to provide better outcomes for all clients.



**BACKGROUND  
FISCAL YEAR 2023-24  
ASEC SERVICES AND ACTIVITIES FEE BUDGET**

**Subject**

Proposed Associated Students of Edmonds College (ASEC) Services and Activities Fee Budget for (FY) 2023-24.

**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:

Total S&A Fee Budget= **\$1,996,904**

2023-24 S&A Fee Projected Revenue = **\$1,226,064**

Fund Balance Allocation = **\$770,840**

The 2022-23 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 Committee analyzed the budget with the philosophy to cut as many non-essential requests as possible, given the less than anticipated fee revenue and the current financial position of the Student Government and the college as a whole.

In addition to the S&A Fee account director budget requests, the ASEC Executive Board approved the allocation of \$200,000 for both 2023-24 and 2024-25 (\$400,000 total), at the request of the college, from the 522 Fund Balance to help fund CSEL Staffing. This is reflected in the S&A Fee budget, as it comes from the 522 Fund Balance. Although not ideal, the ASEC Executive Board voted to incur these costs to help financially support the college during these difficult financial times. The funding supports the salaries of multiple CSEL positions, including the Director of CSEL, Center for Student Cultural Diversity and Inclusion Program Specialist 3, and the CSEL Program Manager (this accounts for 56% of the total budget increase).

The Associated Students of Edmonds College approved the transfer of \$770,840 from the ASEC fund balance for the 2023-24 S&A Fee Budget.

The following budgets have the most significant changes:

- ASEC Executive Board approved \$125,000 allocation from the 522 Fund Balance to help fund CSEL department salaries, primarily the Assistant Director of CSEL, resulting in a 25% increase (\$25,000) for the "ASEC Position Statement Funding CSEL Staff" (accounts for nearly 7% of the total increase).
- The Washington State Minimum Wage increased from \$14.49 to \$15.74 (\$1.25 increase), affecting all

programs with student hourly wages, resulting in an increase of \$99,327 across 16 programs (accounts for nearly 28% of the total increase).

- Along with the minimum wage increase, account directors requested more hours of service, as they are currently experiencing and anticipating for next year an increase in demand for services as enrollment and on-campus activities continue to increase as we come back from the pandemic.
- Three New Programs (Black Box Theatre, Bee Program, and Visual Communications) were approved for recognition by the ASEC Executive Board and received a combined \$22,254 by the S&A Fee Committee (accounts for nearly 6% of the total increase).
- Athletic Official Fees increased by \$7,500 and NWAC Membership dues increased by \$2,500, resulting in a \$10,000 increase in the Athletics budget (accounts for 3% of the total increase).
- The Athletic Travel budget Increased by \$21,255 (accounts for 13% of the total increase). This is a result of two different increases: The meal per diem was increased by \$2/meal, resulting in an increase of \$16,255, and the cost of travel (hotel rates, gas prices...) has increased due to nationwide inflation. The approval of the per diem increase was voted on and approved by the ASEC Executive Board last year, but was not recognized by the S&A Fee Committee. However, this is the first increase to the per diem since the early 2000's, and the previous rate simply wasn't sufficient for our student athletes to afford meals.
- Despite these increases, the S&A Fee Committee made an effort to cut anywhere it could. The total amount requested by account directors at the beginning of the S&A Fee process was \$207,743 above last year's budget. The S&A Fee Committee cut \$47,444 from the original request total.

**Recommendation**

The S&A Fee Budget Committee recommends that the Board of Trustees approve the proposed FY 2023-24 ASEC Services and Activities Fee Budget as submitted, at the June 8, 2023 Board of Trustees meeting.



## 2023-24 Services and Activities Fee Budget

Account	Program	2022-23	2023-24	Percent Change	Difference
80200	Game Room	\$23,376	\$24,303	4%	\$927
80500	CSEL Welcome Desk	\$27,342	\$30,807	13%	\$3,465
81100	ASEC Executive Board	\$79,782	\$88,931	11%	\$9,149
81160	Student Math League Contest	\$355	\$355	0%	\$0
81170	Legislative Action	\$935	\$935	0%	\$0
81400	Student Leadership Training	\$10,739	\$10,739	0%	\$0
82100	Student Activities Supervision	\$80,069	\$90,008	12%	\$9,939
82150	Intramural Programmer	\$7,709	\$7,977	3%	\$268
82200	Triton Talks	\$19,500	\$19,500	0%	\$0
82350	Student Technology Advice and Resource Team	\$26,893	\$37,860	41%	\$10,967
82400	Student Activities Programming	\$30,885	\$29,155	-6%	-\$1,730
82520	Food Pantry	\$40,000	\$42,355	6%	\$2,355
82800	Commencement	\$20,261	\$20,245	0%	-\$16
82850	Awards Dessert	\$5,600	\$5,600	0%	\$0
82920	Services for Students with Disabilities	\$22,700	\$42,335	86%	\$19,635
83050	International Mentors	\$5,670	\$8,889	57%	\$3,219
83130	Center for Service Learning	\$22,899	\$21,083	-8%	-\$1,816
83150	Residential Life Program	\$33,400	\$33,400	0%	\$0
83250	Visual Arts Event Programmer	\$5,788	\$4,918	-15%	-\$870
83300	Childcare	\$199,589	\$199,589	0%	\$0
83350	Wellness and Health Promotion	\$3,108	\$3,108	0%	\$0
83400	Learning Support Center	\$91,429	\$108,169	18%	\$16,740
83600	Center for Student Cultural Diversity and Inclusion	\$38,453	\$58,828	53%	\$20,375
83650	Pow Wow	\$2,950	\$2,950	0%	\$0
83700	Project Home	\$15,000	\$10,000	-33%	-\$5,000
83770	MESA Scholarship	\$25,944	\$20,000	-23%	-\$5,944
84050	Career Action Center Events	\$10,797	\$7,000.00	-35%	-\$3,797
84080	Leadership is You! Conference	\$5,900	\$6,500	10%	\$600
84100	Clubs	\$41,302	\$32,736	-21%	-\$8,566
86100	Student Newspaper: The Triton Review	\$17,592	\$11,805	-33%	-\$5,787
86200	Triton Life Newsletter	\$3,220	\$1,216	-62%	-\$2,004
86400	Publicity	\$9,827	\$9,827	0%	\$0
86600	Printing	\$955	\$955	0%	\$0
86700	Digital Signage	\$6,150	\$7,718	25%	\$1,568
87050	Athletic Grants-in-Aid/Athletic Grants-in-Aid	\$48,000	\$48,000	0%	\$0
87100	Athletic Administration	\$97,002	\$107,954	11%	\$10,952
87110	Athletic Official Fees	\$35,495	\$43,000	21%	\$7,505
87120	Post-Season Travel	\$5,000	\$5,000	0%	\$0
87130	Athletic Travel	\$85,554	\$106,809	25%	\$21,255
87140	Athletic Uniform Schedule	\$6,640	\$6,640	0%	\$0
87200	Men's Soccer	\$1,000	\$1,000	0%	\$0
87250	Women's Soccer	\$1,000	\$1,000	0%	\$0
87300	Men's Basketball	\$1,000	\$1,000	0%	\$0
87400	Baseball	\$2,000	\$2,000	0%	\$0
87500	Volleyball	\$2,544	\$2,544	0%	\$0
87600	Women's Basketball	\$1,000	\$1,000	0%	\$0
87700	Softball	\$1,000	\$1,000	0%	\$0
87950	Athletic Facilities	\$12,450	\$12,450	0%	\$0
88050	Concert Band	\$4,700	\$4,950	5%	\$250
88100	Jazz Band	\$9,350	\$11,050	18%	\$1,700
88200	Soundsation	\$10,265	\$10,265	0%	\$0
88500	Symphonic Choir	\$7,435	\$7,446	0%	\$11
88550	Music Licensing	\$6,366	\$6,308	-1%	-\$58
88600	Music Programmer	\$6,477	\$10,362	60%	\$3,885
88650	Music Scholarships	\$12,500	\$12,500	0%	\$0
88700	Student Activities Board-OIP Programmer	\$8,955	\$10,577	18%	\$1,622
88710	STEM Study Room	\$48,871	\$48,270	-1%	-\$601
88730	Women's Cross Country	\$1,581	\$1,581	0%	\$0
88740	Men's Cross Country	\$1,581	\$1,581	0%	\$0
80100	ASEC Position Statement Funding CSEL Staff	\$100,000	\$125,000	25%	\$25,000
89400	Building Fund	\$100,000	\$100,000	0%	\$0
New	ASEC Funding of CSEL Salaries	-	\$200,000	100%	\$200,000
New	Visual Communications	\$0	\$4,349	100%	\$4,349
New	BEE Program	\$0	\$3,305	100%	\$3,305
New	Black Box Theatre	\$0	\$14,600	100%	\$14,600
89200	Unallocated Reserve	\$82,720	\$85,567	3%	\$2,847
	<b>Totals</b>	<b>\$1,636,605</b>	<b>\$1,996,904</b>	<b>22%</b>	<b>\$360,299</b>

## **BACKGROUND 2023-24 COLLEGE OPERATING BUDGET**

**Subject**

First consideration of the 2023-24 College Operating Budget.

**Background**

While the State Board for Community and Technical Colleges has provided the College with a projected allocation for 2023-24, 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 2023-2024, with a shortfall of about \$2M.

The past few years have been extremely challenging for the College budget, and 2023-24 will require continued, 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 2023-24 allocation from the State Board, the College will adjust its final 2023-24 budget proposal (as necessary) for presentation, review, and approval at the June 2023 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 2023-24 College Operating Budget, first presented at the May 11, 2023 Board of Trustees meeting, with the understanding that changes may be made prior to the second consideration at the June 8, 2023 meeting based upon new information received regarding the state allocation.

**BOARD OF TRUSTEES  
May 11, 2023**

---

**FOUNDATION REPORT****FOUNDATION ACTIVITY**

- Fundraising results for the month of March 31, 2023 were **\$375,000** raised and the year-to-date total through March is **\$1,253,000**.
  
- **INSPIRE**
  - INSPIRE took place on April 22. We had 310 guests registered for the event along with over 50 volunteers and 36 faculty and staff participating in the student showcases.
  - The night of accolades included the Dessert Dash which raised \$24,000 - with the top cake going for over \$2,100. The Live Auction brought in \$23,500; wine auction \$3,936; online auction, \$13,000; and Fund-a-Need reached its goal of \$125,000.
  - Campus showcases were 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, Library, Engineering Tech, MESA, Center for Families, Triton Student Services Hub, Archeological Dig, and the Food Pantry.
  - Our goal for the event was \$350,000, and the total to-date is around \$315,000. Post-event appeals and matching funds should help us pass our goal.
  - Staff is currently looking at dates and talent for the 2024 event.
  
- The Foundation's annual scholarship application is closed.
  - 267 students completed their applications.
  - We are currently in the process of reviewing all the applications. Each application needs to be reviewed by three different people before we can begin the process of matching students with one of our 53 scholarships.
  - We have over \$300,000 to award in scholarships for the 2023-2024 academic year.
  - 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