



BOARD OF TRUSTEES

Regular Meeting

Thursday, June 8, 2023

Meeting: 4:00pm – 6:30pm

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

Zoom: <https://us02web.zoom.us/j/84441854129>

Join by telephone: (253) 215-8782 | **Meeting ID:** 844 4185 4129

AGENDA

- | | | |
|--------|---|---|
| 4:00pm | 1. Call to Order | Chair Adrienne Wagner |
| 4:02pm | 2. Introduction of Guests | Chair Adrienne Wagner |
| 4:05pm | 3. Approval of Meeting Minutes
May 11, 2023 – Regular Meeting page 3 | Chair Adrienne Wagner |
| 4:07pm | 4. Next Meeting
Thursday, August 10, 2023 at 8:00am – Summer Study Session
Friday, August 11, 2023 at 8:00am – Summer Study Session | Chair Adrienne Wagner |
| 4:10pm | 5. Transforming Lives
Students from LPN Program | Kim Chapman |
| 4:20pm | 6. Public Comment
To make a public comment, you may submit it in writing to publiccomment@edmonds.edu no later than Wednesday, June 7, 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. | Chair Adrienne Wagner |
| 4:30pm | 7. President’s Report page 11 | Dr. Amit Singh |
| 4:35pm | 8. Informational & Monitoring Reports
a. DEI Monument Update (10)

b. Rapid Response Team Update (10) | Dr. Yvonne Terrell-Powell,
Chris Szarek

Kim Chapman, Vernon Hawkins |

- 4:55pm **9. Old Business: Second Consideration and Final Action**
- a. Approval of Continuing Tenure Probationary Status - First Year: Danielle Bemis [page 16](#)
RESOLUTION #23-6-1 [page 18](#) Kim Chapman
 - b. Approval of Associated Students 2023-24 Budget [page 19](#)
RESOLUTION #23-6-2 [page 22](#) Benjamin Roche
 - c. Approval of College Operating Budget 2023-24 [page 23](#)
RESOLUTION #23-6-3 [page 24](#) Dr. Amit Singh, James Mulik
- 10. First Consideration & Final Action**
Consideration and Approval of FY24 Associated Students S&A Fee [page 25](#)
RESOLUTION #23-6-4 [page 26](#) Benjamin Roche
- 5:15pm **11. Representative Reports**
- a. Student Representative (5) Vann Eng
 - b. Classified Staff Representative (5) Lia Andrews
 - c. Faculty Representative (5) Scott Haddock
- 5:30pm **12. Break (10)**
- 5:40pm **13. Foundation Report [page 27](#)** Tom Bull
- 5:45pm **14. Board Business**
- a. Election of Officers for 2023-24 Chair Adrienne Wagner
 - b. Consideration of Student Trustee Stipend Amount and Per Diem Rates; BOT 17.0, 17.0pr [page 28](#) Chair Adrienne Wagner
- 6:00pm **15. Board Discussion** Chair Adrienne Wagner
- a. ACT Spring Conference
 - b. Land Acknowledgment
 - c. Recognition of Outgoing Student Trustee
 - d. Trustee Updates
 - e. Other
- 6:15pm **16. Executive Session** Chair Adrienne Wagner
- 6:30pm **17. Adjournment** Chair Adrienne Wagner

Next Meeting: Summer Study Session Retreat – August 10-11, 2023, 8am – 5pm

Times are estimates only and subject to change.

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

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



BOARD OF TRUSTEES

Regular Meeting: May 11, 2023

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; Courtney Wooten

Others Present:

Dr. Amit Singh, President
 Sara King, Assistant Attorney General
 Scott Haddock, Faculty Union Representative
 Sopheakvann Eng, Associated Students of Edmonds College 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 joined in person and via Zoom

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 and AAG King.

APPROVAL OF MEETING MINUTES

Vice Chair Earling asked for a motion to approve the minutes from the April 11, 2023 joint study session with the Edmonds School District, which was made by Trustee Zapora and seconded by Trustee Webster. One correction was made to note that Trustee Wooten had attended the meeting in person. The minutes were unanimously approved with that correction.

Approved

Vice Chair Earling asked for a motion to approve the minutes from the April 13, 2023 regular meeting, which was made by Trustee Zapora and seconded by Trustee Webster. A correction was made to note that Trustee Wooten attended the meeting via Zoom. Trustee Hwang asked for clarification on the Verdant portion of the Counseling and Wellness Center Update, where the fifth bullet should read, "Low waitlist time (also partly due to the percentage of students on campus). The minutes were unanimously approved with those corrections.

Approved

NEXT MEETING

The next meeting is scheduled for Thursday, June 8, 2023 at 3:30pm. Dr. Singh requested that the Board approve moving the start time to 4:00pm, to accommodate a reception for newly tenured faculty. Vice Chair Earling called for a motion to approve the new start time of 4:00pm, which was made by Trustee Zapora, seconded by Trustee Hwang, and unanimously approved.

Approved

RECOGNITION OF TRUSTEE DR. TIA BENSON TOLLE

Vice Chair Earling introduced former trustee, Dr. Tia Benson Tolle who had joined the Board so that they could recognize her and acknowledge her seven years of service on the Board prior to her resignation in August 2022. The trustees thanked Dr. Benson Tolle for her thoughtful and impressive contributions, her industry knowledge, laser focus on outcomes, as well as her kindness. Dr. Benson Tolle was presented with a gift and thanked by all.

Vice Chair Earling added an agenda item as prerogative of the chair, noting that Dr. Singh had recently acknowledged and celebrated the college's employees' years-of-service awards at the May 5th Building Community Day. Dr. Singh had also reached his own 5-year employment anniversary and Vice Chair Earling and the trustees presented him with a certificate and a gift, thanking him for his impressive leadership of the college. Dr. Singh thanked the Board for their support and the leadership team for their work.

TRANSFORMING LIVES

Dr. Singh introduced student Jasmine Payne, who recently won the Governor's Student Civic Leadership Award, chosen as the sole winner in the CTC system. Ms. Payne spoke to the Board about her educational journey from receiving her nursing assistant certificate to continuing on into pre-nursing classes. She shared that the college had had a transformational impact on her, and the resources she received through TRIO, iBEST, and BFET made her feel that the college believed in her ability to succeed. She had been placed in the Career Action Center through work study, and her colleagues there became her biggest supporters. Now as a regular employee there, she loves helping other students find jobs. The Board congratulated her on her achievement and thanked her for taking the time to share her story.

PUBLIC COMMENTS

No comments were received in writing and none were given in person.

PRESIDENT'S REPORT

Dr. Singh gave an update on the budget, noting the coordinated effort of the faculty, staff, and presidents across the CTC system when advocating for funding with the legislature. Not all of their requests were granted, but the COLA was fully funded. He stated that the coming year would be difficult in terms of budget, and that while most years since his arrival had been difficult financially, the budget managers were doing a great job, and the financial position was being handled as well as possible. He asked Ms. NyQuist to read an excerpt from an email he had received from a faculty member in 2020, commending him on a budget explanation he had given and outlining some of their sustainability concerns with financial decisions made prior to his arrival. Dr. Singh shared that he had made a commitment to not issuing layoffs or furloughs in the coming fiscal year, despite the challenges, and assured the Board that his spending discipline and priority on serving students and taking care of employees would see the college through the difficult year.

INFORMATIONAL & MONITORING REPORTS

Faculty Senate Council Update

Dr. Singh introduced David Breed and Kathleen Murphy, who gave an update from the Faculty Senate Council (FSC). Mr. Breed shared that this would be his last year as FSC president, and then along with Ms. Murphy, presented the following update:

- **Senate Highlights from FY23:** Partnering with leadership on the bookstore transfer, Title III online course policy development, hiring practices, and meeting to share concerns on various issues; meetings with student government to work together on various topics; and meetings with staff on details regarding online class scheduling.
- **Ongoing Senate Work:** Soliciting faculty representation for the Budget Advisory Council, new hire screening committees, and special task forces; and information gathering via Senate surveys and ad hoc polls.
- **Participatory Governance:** FSC would like to meet monthly with PLT, and eventually form a task force to develop a governance framework

The Board thanked them for their update and engaged in a period of discussion where Mr. Breed reported that they had captured and implemented ideas from other college's faculty senate groups, and that they were working to formalize all the input and feedback that students share with faculty.

Q3 Budget Update

James Mulik, Vice President for Finance, Grants and Institutional Effectiveness, presented the third quarter budget results as follows:

Expenses: YTD spending is up slightly compared to the prior two years due to one-time \$2K payments made at the beginning of the year, increases in healthcare benefits (which were underestimated in the budget), and increases in salaries.

Revenue: Tuition revenues are moving in the right direction and shared funding is also starting to improve, although both are down from pre-covid numbers.

Overall, Q3 shows a positive bottom line of about \$1.1M, but the surplus is just due to timing. Q4 will reverse that as more expenses come in, and revenues slow. Dr. Singh noted that the fiscal year-end result will depend largely upon how much is spent in the fourth quarter as the spending on Goods & Services had been around 50% during the 4th quarter since COVID.

OLD BUSINESS: SECOND CONSIDERATION AND FINAL ACTION

Consideration of Continuing Tenure, Probationary Status

Kim Chapman, Vice President for Instruction, presented a recommendation to grant continuing tenure probationary status to Danielle Bemis, a faculty member who taught in the Social and Human Services division part-time prior to being hired full-time for the Integrated Health Management BAS degree program.

Consideration of ASEC FY24 Budget

ASEC Executive Officer for Budget and Finance, Benjamin Roche, presented the S&A Fee Budget for 2023-24, which was developed by a 7-member committee, as follows:

- Total Budget: \$1.99M
- Projected Revenue: \$1.226M
- Fund Balance Transfer: \$770K

Significant changes:

- \$125,000 allocation from the 522 Fund Balance to help fund CSEL department salaries, primarily the Assistant Director of CSEL
- The Washington State minimum wage increase resulted in an increase of \$99,327 across 16 programs
- Three new programs (Black Box Theatre, Bee Program, and Visual Communications) received a combined \$22,254
- Athletic official fees increased by \$7,500 and NWAC membership dues increased by \$2,500
- The Athletic travel budget increased by \$21,255

Mr. Roche explained that while it's not sustainable long-term to draw from the fund balance, many of the increases were one-time or time-limited, and other funding requests would be expiring soon. The committee decided to use some of the available fund balance to meet the needs of the requesters with the acknowledgement that cuts may be necessary in the future.

The trustees thanked him for his professional presentation. Trustee Webster requested that slides be used in future financial presentations.

Consideration of FY24 College Operating Budget

Dr. Singh reported that while enrollment had declined in the CTC system, funding stayed the same, indicating that there is strong support for higher education in Washington. There may also be further funding decisions coming, but they will be in the form of earmarks and provisos, so won't help with the existing budget gap. He cautioned that the next biennium may not be funded at the same level. He presented a slide comparing non-state revenues in pre-covid times, for the current year, and proposed for FY24, noting the revenues for the current year are \$7.6M less than pre-covid and next year's are projected to be \$6M less. He shared that a priority for the college will be enrollment and retention, focusing on mirroring the high-touch service we provide to new students all along their journey, from first quarter, to second, third, etc.

Mr. Mulik shared that the budget for FY24 had been built with the input from the budget advisory committee. After the first round, the leadership team reviewed the input from 372 budget spreadsheets built by budget managers and noticed a \$6M gap, and went back to their teams for subsequent rounds to decrease that gap, aiming to work with transparency and involvement from across the college.

FY24 Revenue \$63,824,711

State allocation: Projected to be \$39.7M, but may increase although the increase would be restricted (earmarks and provisos). A more solid number will be presented to the Board at the June meeting, after more information is released by the state.

Tuition: Budgeted at \$10M; The State Board for Community and Technical Colleges passed a 3% increase in tuition, which will be about \$300K in revenue for Edmonds College.

Running Start: Budgeted at \$6M; the reimbursement rate will go up in FY24

International: \$4.5M; there is a little less certainty in this line; gun violence is one of the biggest barriers/concerns to international enrollments

Other: \$3.6M

FY24 Expenses \$65,830,671

Salaries: Projected to be \$40.4M including COLAs

Benefits: \$13.5M

Goods and Services: \$10.8M

Financial Aid: \$970K (pass through)

There was a period of discussion about fixed costs, which are about 83% of the overall budget; potential cost savings measures related to utilities; use of \$2M of reserves to balance the budget (unallocated reserves stand at \$7-8M) and the need to know how long these bridge funds might be needed.

Dr. Singh noted that there appears to be a \$2-3M structural deficit, but that enrollment numbers are still volatile due to the pandemic and other economic upheaval.

REPRESENTATIVE REPORTS

ASEC Representative - Ms. Sopheakvann Eng reported on ASEC budget approvals as had been reported previously by Mr. Roche. The number of applicants for student offices is more than 30 so far. The Student Officer Selection Committee will start the screening process in the following week. The Student Trustee Selection Committee has received one applicant and three potential interests, and is working hard towards marketing and promoting the opportunity to the Edmonds population. The ASEC Board thanked Edmonds College Foundation Director, Mr. Tom Bull and the INSPIRE Committee for making this year's event unforgettable and incredible. Events happening this quarter include: Powwow on May 14th; "Here & Now 2023" art exhibition in Lynnwood Hall, May 12 at 2pm.

WPEA Representative - Ms. Lia Andrews submitted a report that was shared by Ms. NyQuist, as follows: Recent legislative wins included: full funding of contracts; a 4% pay increase in FY24, and a 3% increase in FY25; a retention bonus for state employees continuing employment through FY23 and into FY24; an incentive for being fully boosted for COVID-19; targeted pay increases for 63 job classes; and lump sums for certificated members of the Washington State School or the Blind and the Center for Deaf and Hard of Hearing Youth. Additionally, the following important bills passed: Union Communication Privacy; Data Privacy for Survivors of DV/Stalking/Sexual Assault; Public Employer Data Sharing; and SB 5217 - concerning L&I protections against ergonomic injury.

AFT Representative - Mr. Scott Haddock corrected his April 13, 2023 statement on record, noting that part-time faculty members earn 65% of their full-time counterparts' salary, not 60%. He went on to deliver his report, beginning by thanking Mr. Breed for his service as the Faculty Senate President. Additionally, the AFT is pleased that collective lobbying efforts with the Washington Legislature have been successful on many levels. Ten Edmonds faculty members traveled to Olympia on President's Day and met with local legislators to explain the importance of fully funding higher education. On April 11th, over 50 faculty from Edmonds, Everett, Shoreline, and Cascadia rallied together outside the Lynnwood Convention Center to send this same message to the community. Shortly thereafter, the legislature boosted its COLA funding to 100%. The AFT is also pleased that the State Legislature has officially defined part-time (associate faculty) pay equity as 85% of full-time faculty and has directed the State Board to develop a plan to achieve this important pay equity, and has also approved funding for diversity, equity, and inclusion for the implementation of SB 5194, SB 5227.

Mr. Haddock reported that the collective bargaining teams are making progress on contract negotiations, with PERC mediation sessions. The tone and spirit of the sessions continue to be respectful and productive, and AFT remains hopeful that a new collective bargaining agreement can be reached by the June Board of Trustees meeting.

BREAK

At 5:43pm, Vice Chair Earling adjourned the meeting to a 10-minute break, returning at 5:53pm.

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

FOUNDATION REPORT

Tom Bull, Executive Director of the Edmonds College Foundation, reported that funds raised in March were \$375K, and the year-to-date total through March is \$1.253M. The INSPIRE event in April had 310 guests and post-event appeals will help the Foundation surpass the \$350K fundraising goal. 267 students completed their scholarship applications and after review, they will be matched with one of 53 scholarships.

The trustees thanked Mr. Bull and commented on the INSPIRE event, noting how much they appreciated the student involvement.

BOARD DISCUSSION

Trustee Webster asked for a discussion about the possibility of beginning each Board meeting with a land acknowledgement.

Trustee Zapora shared how impressed he was with the college’s presentations at the recent State Board meetings, hosted on campus.

Trustee Hwang expressed her appreciation that on June 9th, Snohomish County Legal Services would be on campus to offer free legal services to students, something that will add value to being a student here. She suggested that it be promoted to increase awareness.

Vice Chair Earling shared his admiration for the Foundation’s hard work in getting over 300 people to attend the gala event.

STUDY SESSION - Academic Advising

Dr. Tina Hart introduced Laren Hajec, Director of Advising, who gave a presentation on the advising activities at Edmonds College as follows:

The advising department has three themes of focus:

- Access and Equity
- Personalization
- Success

Access and Equity:

- New Student Advising (NSA) was remodeled in 2022. Students can now complete the NSA steps live or asynchronously (or both) through a combination of in-person or Zoom advising meetings, emails, or guided video tutorials. The changes made have increased participation three-fold in all quarters this year.
- Drop-in advising (in person and online) has led to an increase in students receiving advising each quarter; both in-person and Zoom are being utilized.
- Moving forward, the team wants to: Further analyze new student advising data to assess changes in equity gaps and identify progress in student outcomes; incorporate assigned advisor meetings into the current balance of meeting modalities, and collaborate across departments to establish common vocabulary and complementary informational resources.

Personalization:

- NSA places early emphasis on choosing a career pathway. A study by Jenkins and Cho showed that 54% of students who entered a program of study in year one successfully transferred and/or earned an award within five years, as compared to 37% and 21% who began programs of study in years two and three respectively.
- By emphasizing pathway selection as the first step of advising, students can begin their classes with clarity, fewer funding challenges, community & career planning, recognition, excitement about their area of study, and confidence about their action steps.
- Once a pathway has been selected, advisors begin using program maps with students to draft their full academic plan.
- Moving forward, the team wants to create new resources for students that plainly highlight career and transfer paths to programs offered at EC; deliver more detailed training/collaborations surrounding popular transfer paths with partner institutions; and publish pending program maps while assessing the first publications for potential enhancements alongside instruction.
- Advisers use tools like “hot jobs and salary growth” infographics to help students plan their careers

Success:

- As a student begins to personalize their pathway, an advisor can introduce them to a variety of tools and resource guides to compare and narrow down career branches within the broader path.
- Advisers strengthen and clarify pathways for transfer by partnering with other schools. The articulation agreements we develop help increase transfer success by getting students on their four-year path early, and with connection to their future studies from the start.
- Students are connected to their next steps through: robust transfer fairs, dedicated transfer liaison advisors, transfer webpage, monthly tabling in Lynnwood Hall
- Moving forward, the team wants to develop stronger understanding and referral processes to partner programs; promote new agreements; develop multiple complementary tools for career exploration

The trustees thanked Ms. Hajec for her presentation. Trustee Webster shared his appreciation for the “hot jobs” infographic, linking it to the economic impact Edmonds College has on its students. Trustee Hwang stated that expected income is a big motivator for students and inspires them to study hard. She also mentioned that other resources that motivate students such as Phi Theta Kappa and honor roll should be more widely publicized to students.

There was discussion about Running Start students and the challenges they face with having to satisfy high school requirements first, before they can take classes for a prerequisite-heavy major. Sometimes it may require extra time to finish all those requirements before transferring into a major, but advisers try their best to make every credit count. Vice Chair Earling complimented Ms. Hajec on the presentation and asked for a copy of the slides. Dr. Singh added that the college has been building systems from scratch in ctcLink, and that the team has made a lot of progress.

EXECUTIVE SESSION

At 6:48pm, Vice Chair Earling adjourned the meeting to a 12-minute executive session to discuss personnel matters, letting the attendees know the Board would reconvene in open session at 7:00pm.

At 7:00pm, Vice Chair Earling reconvened the meeting in open session.

ADJOURNMENT

The meeting was adjourned by Vice Chair Earling at 7:00pm.

Next Meeting: The next regular Board meeting will be held June 8, 2023 at 4:00pm.

Adrienne Wagner, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

**BOARD OF TRUSTEES
June 8, 2023**

PRESIDENT'S REPORT

On May 12 Dr. Singh flew to Japan for a 10-day international student recruiting trip. He will report the highlights of his trip at the meeting. Below are his tweets from his time there.

Hello from Japan. Today it was my honor to sign Student Exchange Program agreement with University of Nagasaki on behalf of [@EdmondsCollege](#). Very thankful for their hospitality.



Great meeting today in Tokyo with the leadership of Trajal Hospitality & Tourism College, a long-standing partner of [@EdmondsCollege](#)



It was great to renew [@EdmondsCollege](#) partnership today in Tokyo with one of the major universities in Japan, Meiji University. We also discussed a few innovative ideas for future. Thank you!



Glad to meet our new student, Yuya Nakajima, in Tokyo who is joining @EdmondsCollege end of June for Summer term and will also join our baseball team. Looking forward to welcoming him on our campus.



Also enjoyed meeting with two Meiji University students on their campus who attended @EdmondsCollege last year, and a new student who will join us in Fall.



Good meeting this morning in Tokyo with a new student joining @EdmondsCollege in Fall and mother of a prospective student. Was glad to welcome him to our college.



Excellent partnership signing agreement today between Kanda University, Tokyo and @EdmondsCollege. Also enjoyed meeting with one of their students joining us in Fall.



Productive Saturday so far in Tokyo. So glad to meet two of our new students joining @EdmondsCollege in Fall.



Our International Student Advisor, Takako Croce, and I are attending an all-day recruitment fair on Sunday in Tokyo. She is doing a great job talking to prospective students and their parents. @EdmondsCollege



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.



**BOARD OF TRUSTEES
June 8, 2023**

Washington Community College District 23

**RESOLUTION #23-6-1
APPROVAL OF CONTINUING TENURE PROBATIONARY STATUS**

First Year Appointment

Danielle Bemis (Integrated Healthcare Management)

WHEREAS, faculty hired by Edmonds College serves 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 spring quarter of each academic year; and

WHEREAS, the respective appointment review committee has met their responsibility under the negotiated agreement to review the appointment of those named above and recommend renewal of the tenure probationary contract of Danielle Bemis;

NOW THEREFORE BE IT RESOLVED THAT the Edmonds College Board of Trustees renews the tenure probationary contract of Danielle Bemis.

Adrienne Wagner, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh

**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	Soundstation	\$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
	Totals	\$1,636,605	\$1,996,904	22%	\$360,299



Washington Community College District 23

**BOARD OF TRUSTEES
June 8, 2023**

**RESOLUTION #23-6-2
Associated Students Services and Activities Fee Budget
FY 2023-24**

Whereas, the Associated Students of Edmonds College (ASEC) Services and Activities Fee Budget Committee has developed the proposed ASEC Services and Activities Fee Fiscal Year (FY) 2023-24 Budget; and

Whereas, the ASEC Executive Board has approved the budget based on the projected Services and Activities Fee revenue for FY 2023-24 as provided by the Business Office and supplemented with fund balance, and as stipulated in the ASEC Financial Code; and

Whereas, the College administration has reviewed and approved the FY 2023-24 ASEC Services and Activities Fee Budget;

NOW, THEREFORE BE IT RESOLVED that the Edmonds College Board of Trustees approves the FY 2023-24 ASEC Services and Activities Fee Budget, as presented on May 11, 2023, and again at the June 8, 2023 meeting.

Adrienne Wagner, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh

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.



Washington Community College District 23

BOARD OF TRUSTEES
June 8, 2023

RESOLUTION #23-6-3
2023-24 COLLEGE OPERATING BUDGET

WHEREAS, the State Board for Community and Technical Colleges has provided the College with an updated allocation projection for 2023-24;

WHEREAS, working with the adjusted allocation, along with our estimates for year-end and projections for enrollment-driven revenue for this coming fiscal year, the Business Office has put together a budget plan for 2023-24; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approves the 2023-24 operating budget for Edmonds College as presented at the May 11, 2023 and June 8, 2023 meetings, and directs the College staff to make adjustments and take efforts as necessary to minimize any anticipated deficit.

Adrienne Wagner, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh



Washington Community College District 23

**BOARD OF TRUSTEES
June 8, 2023**

**BACKGROUND
ASSOCIATED STUDENTS
SERVICES AND ACTIVITIES FEE RATE
FY 2023-24**

Subject

Proposed Associated Students of Edmonds College (ASEC) Services and Activities (S&A) fee for 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 Associated Students Executive Board has approved the maximum S&A Fee rate allowed for FY 23-24, after the State Board for Community and Technical Colleges approved them at their May 11 meeting. In previous years, the S&A Fee rate has been proposed with all other special assessed voluntary fees by the ASEC Executive Board at the April and May Board of Trustee meetings. With the decision by the college to have all fee rates approved and implemented for summer quarter, this is the final fee to be approved by the Associated Students.

Proposed ASEC Services and Activities Fee

Services and Activities (S&A) Fee

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

S&A Fee 2022-2023	\$12.25/credit (credits 1-10)	\$7.11/credit (credits 11-18)
S&A Fee 2023-2024	\$12.71 /credit (credits 1-10)	\$7.36 /credit (credits 11-18)

Recommendation

The ASEC Executive Board recommends that the Edmonds College Board of Trustees approve the proposed 2023-24 FY Services and Activities (S&A) Fee rate for final action, as submitted at the June 8th Board of Trustees meeting.



Washington Community College District 23

**BOARD OF TRUSTEES
June 8, 2023**

**RESOLUTION #23-6-4
Associated Students Services and Activities Fee Rate FY 2023-24**

WHEREAS, the State Board for Community and Technical Colleges set the tuition and fee rates for Fiscal Year (FY) 2023-24.

Whereas, the Board of Trustees of Community College District 23, possesses the authority to set the Services and Activities Fee (S&A Fee) portion of the tuition and fee rates for FY 2023-24; and

Whereas, the ASEC Executive Board has approved the following fees for FY 2023-24:

S&A Fee	for credits 1-10	\$12.71 per credit
	for credits 11-18	\$7.36 per credit

NOW THEREFORE BE IT RESOLVED that the Edmonds College Board of Trustees approves the proposed FY 2023-24 S&A Fee rates.

Adrienne Wagner, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh

**BOARD OF TRUSTEES
June 8, 2023**

FOUNDATION REPORT**● FUNDRAISING ACTIVITIES**

- Fundraising results through April are \$1,338,435. The end-of-year total for June 30, 2023, is forecasted at \$1,575,000.
- The Biella Foundation committed \$11,000 to support annual scholarships for the 2023-2024 academic year.
- The Society of Professional Engineering Employees in Aerospace (SPEEA) funded two additional 23-24 \$5,000 scholarships.
- Their total contribution for the year is \$20,000 for four scholarships.

● INSPIRE

- The committee is assessing this year's event and securing a date for 2024. There is a current hold for the Lynnwood Event Center on April 27, 2024.

● GRANTS

- Garneau Nikon visited the Triton Student Services Hub on May 18, 2023, to view our operations and services for students. This is in consideration for a \$50,000 grant the Foundation submitted to support hiring permanent staff to manage the Food Pantry. Award decisions will happen in late August/Early September, with funding in October.

● ANNUAL SCHOLARSHIPS

- 267 students completed their applications.
- We are currently in the process of reviewing all the applications. Each application needs to be reviewed by three people before we can begin matching students with scholarships.
- We have over \$300,000 to award in scholarships for the 2023-2024 academic year.
- 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.

● COMPLETE THE DREAM

- Complete the Dream recently closed. The Complete the Dream scholarship was established to help students in their last quarter at Edmonds College.

● IMPACTFUL PROGRAMMING

- The Foundation awarded 14 grants through its Programming Committee to support various campus projects. The maximum award was \$3K. The distribution of funds begins next month.



Washington Community College District 23

**BOARD OF TRUSTEES
June 8, 2023****BACKGROUND****BOT 17.0, 17.01pr - Review of Student Stipend and Per Diem Rates****SUBJECT**

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

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

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

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

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

The policy and procedure were reviewed by the Board in October 2022, and are scheduled for review again in October 2025.

BACKGROUND**Student Trustee Stipend**

Per Board Policy 17.0, the only Trustee to receive a stipend for meetings is the Student Trustee. The rate for that stipend, which is set in BOT Procedure 18.01pr, was changed in October 2022 from \$125 per meeting, with a limit of one reimbursable regular or special meeting per month, to a flat rate of \$150 per meeting with a limit of one reimbursable regular or special meeting per month, with the exception of the summer study session, which is to be reimbursed at \$150 per day, up to two days. The stipends are processed by the Office of the President through the payroll system and are subject to payroll taxes.

Travel Reimbursements

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

The Washington State Office of Financial Management (OFM) articulates travel reimbursement policies, processes, and rates in its State Administrative and Accounting Manual. These rates are set in October and run through the following September.

The current per diem rates (through September 30, 2023) can be found [here](#). Per diem rates beyond that are not yet available.