

Washington Community College District 23

AGENDA

Regular Meeting
March 8, 2018
Gateway Hall 352
4:30 – 7:30 p.m.

TEACHING | LEARNING | COMMUNITY

			<u>TAB</u>
4:30 PM	A. Call to Order	Diana Clay	
4:32 PM	B. Introduction of Guests	Diana Clay	
4:37 PM	C. Public Comments	Diana Clay	
4:45 PM	D. Approval of Minutes	Diana Clay	
	1. January 25, 2018 – Special Meeting		1
	2. February 01, 2018 – Regular Meeting		2
	3. February 20, 2018 – Special Meeting		3
	4. February 22, 2018 – Special Meeting		4
	5. February 23, 2018 – Special Meeting		5
	6. February 27, 2018 - Special Meeting		6
	E. Next meeting: April 19, 2018, 4:30 p.m.	Diana Clay	
5:10 PM	F. Old Business – Action		
	1. Approval of Board Policy Revisions: BOT 17.0 & 17.01pr (Resolution No. 18-3-1)	Diana Clay	7
	2. Recommendation to approve Tenure Status (Resolution No. 18-3-2)	Charlie Crawford	8
	3. Recommendation to approve Permanent Status (Resolution No. 18-3-3)	Charlie Crawford	9
	4. Recommendation to approve Probationary Extension (Resolution No. 18-3-4)	Charlie Crawford	10
	5. Recommendation to approve Continuing Tenure Track Probationary Status (Resolution No. 18-3-5)	Charlie Crawford	11
	6. Recommendation to approve Mental Health Technician Certificate (Resolution No. 18-3-6)	Charlie Crawford	12

**EDMONDS COMMUNITY COLLEGE
BOARD OF TRUSTEES – AGENDA
MARCH 8, 2018
PAGE 2**

6:10 PM	G. New Business – First Consideration		
	1. Consideration of Professional Leave	Charlie Crawford	13
	2. Consideration of 2017 Financial Statements Audit	Kevin McKay	14
6:30 PM	H. Break		
6:40 PM	I. Reports		
	1. Faculty Representative	Margaret West	
	2. Classified Staff Representative	Frederick Pieters	
	3. Student Representative	Mustapha Samateh	
6:45 PM	J. Monitoring Reports	Kevin McKay	
	1. Quarterly Operating Budget Update		
6:55 PM	K. Foundation Report	Diana Clay	15
7:00 PM	L. President’s Report	Christina Castorena	16
7:10 PM	M. Board Discussion	Diana Clay	
7:30 PM	N. Adjournment	Diana Clay	

Times are estimates only and subject to change.

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

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

MINUTES

**Special Meeting
January 25, 2018
Gateway Hall 352
4:30 p.m. – 5:30 p.m.**

DRAFT

Trustees Present: Diana Clay, Naol Debele, Quentin Powers, Dr. Tia Benson Tolle, Emily Yim, and Carl Zapora

Others Present: Emily Benali, Christina Castorena, and Dennis Curran

CALL TO ORDER AND INTRODUCTION OF GUESTS

Diana Clay, Board Chair, called the meeting to order at 4:30 in Gateway Hall 352, welcomed those that were present and asked for self-introductions.

NEW BUSINESS – ACTION**Explanation of Process – Dennis Curran**

Dennis Curran, Vice President of Human Resources, explained the voting process and next steps.

- The search committee, including Trustee Emily Yim, and Trustee Quentin Powers (Presidential Search Committee Co-Chairs); met last week for two days and interviewed 10 candidates.
- At the end of the two days, the committee selected three finalists to recommend to the Board of Trustees.
- After the executive session tonight, the Board will come back and vote by number, not name.
- There will be three days, (one for each candidate) in February designated for the finalist interviews.
- Specific dates for finalist interviews will be discussed after the executive session.

EXECUTIVE SESSION

At 4:34 p.m. the Board entered into executive session.

At 4:54 p.m. the Board returned to open session.

NEW BUSINESS – ACTION

Approval of Presidential Candidate Finalists - Dennis Curran and Board of Trustees

Motion: Trustee Zapora moved and Trustee Yim seconded to approve the recommendation of the search committee and select candidates: 2, 22 & 33 as the three presidential candidate finalists.

Trustee Debele abstained.

Approved

Dennis Curran announced he will talk to the AGB consultants regarding the Board's decision. The AGB will then call the three finalists and once they accept, a campus e-mail will go out but won't include names at this point. Headshots, biographies and names of the three candidates will be sent out closer to the finalist interview dates.

Dennis discussed the dates for finalist interviews with the Board members. The dates agreed upon for the three finalist interviews: February 20th, 21st and 23rd. Three meals will be arranged with each candidate and two Board members will attend each meal. After discussion, it was agreed upon that all breakfasts with finalist candidates will start at 7:30 a.m. and the meeting with the Board will start at 9 a.m. An interview schedule will be sent out to each Board member for the three finalist interview days.

The next meeting to discuss a final candidate selection will be on March 2, 2018 at 11:30 a.m.

ADJOURNMENT

The meeting was adjourned by Chair, Diana Clay, at 5:32 p.m.

Ms. Diana Clay, Chair

Date Approved

ATTEST:

Christina Castorena, Secretary

Washington Community College District 23

**Minutes
Regular Meeting
February 1, 2018**

DRAFT

Trustees Present: Dr. Tia Benson Tolle, Diana Clay, Naol Debele, Quentin Powers and Carl Zapora

Trustees Absent: Emily Yim

Others Present: Arlene Anderson, George Babcock, Cat Carothers, David Cordell, Dr. Charlie Crawford, Dr. Tonya Drake, Sy Ear, Greta Jonikaite, Jim Mulik, Vu Pham, Yvonne Terrell-Powell, Mustapha Samateh, June Vethanaygam and Margaret West

CALL TO ORDER AND INTRODUCTION OF GUESTS

Diana Clay, Board Chair, called the meeting to order at 4:30p.m., welcomed those present, and asked for self-introductions.

PUBLIC COMMENTS

No public comments.

APPROVAL OF MINUTES

The minutes from November 14, 2017, December 7 2017 and December 11, 2017 Board of Trustees meetings were presented for approval.

Motion: Trustee Powers moved and Trustee Debele seconded the approval of the November 14, 2017 meeting minutes.

Approved

Motion: Trustee Powers moved and Trustee Zapora seconded the approval of the December 7, 2017 meeting minutes.

Trustee Benson Tolle abstained.

Approved

Motion: Trustee Zapora moved and Trustee Powers seconded to accept the December 11, 2017 special meeting notes as written.

Aye: Trustees Benson Tolle, Clay, Debele, Powers, Yim and Zapora

Nay: None

Approved

NEXT MEETING

March 8, 2018, 4:30 p.m., Gateway Hall 352

NEW BUSINESS – FIRST CONSIDERATION

Consideration of New Board Policy BOT 17.0 and Procedure 17.01 – Diana Clay

Diana Clay, Board Chair, presented policy BOT 17.0 and Procedure 17.01 for first consideration. The recommended policy and procedure would provide only the Student Trustee a stipend.

- Board discussed whether to reexamine policy to include all Trustees in receiving a stipend with the option of opting out. The Board agreed to focus on the Student Trustee stipend at this time, and have discussions on Trustee stipends separately.
- Discussion included suggestions of editing verbiage in the third paragraph of 17.0pr under section: Compensation for Meetings:
 - “The remaining Board of Trustees, who are not receiving compensation for meetings, may be reimbursed for mileage for time spent conducting official business on behalf of the college.”
 - Statement will now read: “...may be reimbursed for mileage for travel while conducting official business on behalf of the college.”

The Board will be asked to approve the above policy and procedure at the March 8, 2018 meeting.

Consideration of Tenure Status – Dr. Charlie Crawford

Dr. Charlie Crawford, Executive Vice President for Instruction, presented the recommendation for the following ten faculty members for consideration of tenure status: Audineh Asaf, Stephanie Bevans, Christina Coiro, Mark Einfeld, Daniel Griesbach, Jeremy Matthews, Gabrielle McIntosh, Geoffrey McKeown, Chuck Mueller and Linda Zuvich. Tenure portfolios were distributed for the Trustees for their review prior to the March meeting.

The Board will be asked to approve tenure status at the March 8, 2018 meeting.

Consideration of Permanent Status – Dr. Charlie Crawford

Dr. Charlie Crawford presented the recommendation for consideration of permanent status for Linda Carlson and Ruth Voetmann. Portfolios for Linda Carlson and Ruth Voetmann were distributed to the Trustees for their review prior to the March meeting.

The Board will be asked to approve permanent status at the March 8, 2018 meeting.

Consideration of Probationary Extension – Dr. Charlie Crawford

Dr. Charlie Crawford presented the recommendation by the Tenure Committee for a continuation of probation for Louis Ho.

The Board will be asked to approve continuation of probationary status at the March 8, 2018 meeting.

Consideration of Continuing Tenure Track Probationary Status – Dr. Charlie Crawford

Dr. Charlie Crawford presented the second and third year tenure track probationary faculty members for consideration of continuing renewal of their probationary appointments. Brief biographies were distributed.

Second year appointments: Erin Davison, Brandon Dietrich, Sheryl Gilmore, William Harp, Barbara Martinez-Griego, Mika McAfee and Mark Seely.

Third year appointments: Dyani Bartlett, John Baumgartner, Michelle Behan, Dr. Timothy Burdick, Nicole Galipeau, Terri Glazewski, Tucker Howie, Theresa Pouley, Catharine Robinweiler, Gwen Schlichta and Stacey Schwartz.

Extension of Probationary Status: Louis Ho.

The Board will be asked to approve continuing tenure track probationary appointments at the March 8, 2018 meeting.

Consideration of Mental Health Technician Certificate – Dr. Charlie Crawford

Dr. Charlie Crawford presented 41-credit certificate for consideration. Staff and faculty are recommending approval.

The Board will be asked to approve the mental health technician certificate at the March 8, 2018 meeting.

1-960 Fees – Christina Castorena on behalf of Kevin McKay

No new fees, or increase in fees for 2018/19, will be forwarded to the Board of Trustees for action.

MONITORING REPORTS

Grants Updates – Dr. Tonya Drake & Cat Carothers

Dr. Tonya Drake, Vice President of College Relations and Advancement, introduced Cat Carothers, Executive Director of Grants Development. Cat Carothers provided an overview of the challenges and opportunities for grants at the College. The strategy for the College is be proactive and not reactive. Cat provided some Board advocacy strategies. The Board also provided input and feedback to Cat.

Accreditation Year One Reports – Jim Mulik

Dr. Tonya Drake introduced Jim Mulik, Executive Director of Institutional Effectiveness and Strategic Planning. Jim Mulik provided an overview on our mission statement and core themes in connection with accreditation reports. The first report is in response to recommendation from the seven-year report for the College to work on linking core themes to indicators. The second report is the annual Institutional Performance Report for 2016-17. Both reports were due to the NWCCU by March 1, 2018. The deadline has been updated and are now due October 1, 2018. The College is going to utilize the additional time to talk to the campus community. A third report and visit are scheduled for October 2018 on the BAS Degree.

The tentative timeline for the next Board update is June 14, 2018.

BOARD UPDATES

Faculty Representative – Margaret West

Attachment A

Classified Staff Representative – George Babcock

Attachment B

Student Representative – Mustapha Samateh

Attachment C

FOUNDATION REPORT – Diana Clay

Attachment D

PRESIDENT’S REPORT – Christina Castorena

Attachment E

In addition to the attached report, Interim President Castorena thanked everyone for all the support during the transition and reported the following:

- CTCLink funding update.
- ACT Conference was successful last week, especially the Transforming Lives Dinner with EdCC student scholarship recipient, Theresa.
- January 30th a cohort of eight from the college went to Olympia and met with nine legislators to advocate on behalf of the community college system.
- The winter issue of *Trustee Quarterly* Features Trustee Emily Yim, Trustee Naol Debele and EdCC students Lia Andrews (former Student Trustee) and Carl Kurfess.
- 39th annual International Night will be on Friday, February 23rd at 7pm.

BOARD DISCUSSION – Diana Clay

The Board discussed the following items:

- Legislative meetings on Jan 30th were successful.
- The Board complimented the ease of the transition of interim President Castorena.
- Recognition of Trustee Debele’s involvement as a Student Trustee.
- Discussion of the upcoming Washington D.C. trip mid-February was discussed.

ADJOURNMENT

The meeting was adjourned by Board Chair, Diana Clay, at 6:19 p.m.

ATTEST:

Ms. Diana Clay, Chair

Christina Castorena, Secretary

Date Approved

ATTACHMENT A
BOARD OF TRUSTEES
Monthly Meeting Report
AFT LOCAL 4254 EdCC FACULTY

February 1, 2018

Greetings:

The quarter is progressing uneventfully so far, and first things first, the dinner for the council and the trustees is now booked for March 7. Usually we begin at about 5:30 for appetizers, but more information will be coming.

Elizabeth Fredrickson, our new Associate Dean of Instruction, has made an excellent first impression. She now has an office set up in Snohomish Hall where faculty are welcome to drop in. She is full of ideas, and there are already many emails flying back and forth with ways of implementing those ideas.

Faculty are paying increased attention to the perennial problem of workload, in particular the extra work associated with the document accessibility process, room assignments, and early alert. We are in the process of working through some of these issues.

Thank you.

Margaret West
President
Local 4254
Edmonds Community College Federation of Teachers

ATTACHMENT B
BOARD OF TRUSTEES
Monthly Meeting Report
WPEA/UFCW LOCAL 365

February 01, 2018

- There isn't a lot to report today.
- First, the classified staff would like to congratulate Christina Castorena and wish her good luck as she fulfills the role of Interim President of the college.
- We would also like to thank the Vice President of Human Resources and Title IX Compliance, Dennis Curran and the Board of Trustees members Quentin Powers and Emily Yim for their leadership on the Presidential Search Committee. Despite some unforeseen circumstances, they ensured that the classified staff was represented throughout the Committee's work.
- We are pleased to say that the issues regarding Liquid Office for classified employees have been resolved and the matter is considered closed. We thank EdCC's Human Resources department for the consistent and fair treatment shown to all those involved.
- Finally, we have resolved some employee issues, continue to work on others and maintain a strong working relationship with Human Resources.

Submitted by: George Babcock, EdCC WPEA Shop Steward

ATTACHMENT C

BOARD OF TRUSTEES

Monthly Meeting Report

STUDENT GOVERNMENT

February 1, 2018

- **Legislative Advocacy Day:** The Executive Board sent four Executive Officers to the Legislative Advocacy Day in Olympia and presented the following agenda:
-K-AA: Redefinition of Basic Education in the State of Washington State Constitution.
-Ban the Box: Fair Chance Employment and Housing for the Justice Involved
-Textbooks and Open Educational Resources, Affordability and Accessibility.
-Higher Education for Undocumented Students.
- **Triton Mascot Program:** The Executive Board funded the amount of [\$2,900.00] to hire student staffs to promote the Edmond Community College Triton Mascot.
- **2017/2018 Student Government Goals:** The Executive Board developed and approved action goals for the academic year.
- **Student Navigators for Advising:** The Executive Board funded the amount of [\$7,500.00] to hire Student Navigators for the Advising Center.
- **Leadership is You Conference: 01/26** Center for Student Engagement and Leadership, International Student Services, Central Washington University-Lynnwood Student Life, and Housing organized this successful event and 157 students signed up for the event.
- **Edmonds Community College Foundation Gala:** The Executive Board approved to sponsor [\$7,500.00] for the Foundation Gala, in order to support students success.

In Progress

- **ASACC Conference:** The Executive Board allocated funding for six Executive Officers to attend the Conference in Washington DC.
- **Global Leadership Summit:** The Executive Board allocated funding for two students to represent Edmonds Community College at the Global Leadership Summit in South Africa.
- **Services & Activities Fee Budget Committee:** The Executive Board approved the schedule and timeline for this committee.

Submitted by: Mustapha Samateh, ASEdCC Administrative Liaison

ATTACHMENT D

BOARD OF TRUSTEES

Monthly Meeting Report

EDMONDS CC FOUNDATION

January 19, 2018

- The 32nd annual Edmonds CC “Completing The Dream” Gala is May 5, 2018 at the Seattle Grand Hyatt Hotel. The Gala committee, chaired by Diana Clay, and Foundation staff are hard at work securing corporate sponsorships and we have \$35,000 in sponsorship commitments with a goal of \$90,000. Would each board of trustee please consider either being a corporate sponsor (like Diana Clay and Tia Benson Tolle) or purchasing a table, which cost \$1,750 for a table of 10 guest? Our event goals are to raise \$335,000 and have 350 attendees.
- The Foundation and 72 donors help raise \$39,011 for the Hernandez-Foy Second Chance Endowed Scholarship. Thank you for those you who gave so generously.
- The Campus Giving Campaign kicked off on January 16th with a hot chocolate cart strolling around campus giving out free hot chocolate with our campaign giving forms. We have had 13 employees who enrolled in payroll deductions for the first time and 7 employees who increased what they were already giving in our first 4 days. Our campaign goal is to increase the number of campus donors by 25% (from 100 to 125 donors) so we are generating \$30,000 from our staff and faculty.
- The Foundation’s third annual Scholarship Dinner is Saturday, February 3rd at Nick and Caitlin Echelbarger Woodway home with a goal of raising \$25,000 for student scholarships.
- The Foundation’s annual board retreat was Friday, January 12th at the Edmonds City Hall. The retreat theme was ‘How to raise a million dollars a year, year after year’. Danielle Carnes and Erin Davison provided us with a presentation on the Educational Environmental Scan and Student Voices. George Frasier, Green River College Foundation Executive Director presented on how they raise a million dollars a year without doing any fundraising events. Whitney Cornell and Rachel Quigley presented the new Foundation’s branding project findings and they had do an exercise to guide us in telling the EdCC Foundation story in 1-2 minutes. We spent the remainder of the day reviewing our 2018-19 Philanthropic Plan and selecting our top 10 priorities that will aid us in reaching a million dollars next year for the first time.
- The Foundation is collaborating with the College in doing a feasibility study early this summer to determine if we are ready to take on a multiyear combined SET Building and Promise campaign ranging between \$5-\$10 million.

Submitted by: Diana Clay, Foundation Board Liaison

PRESIDENT'S REPORT**FEBRUARY 01, 2018****ATTACHMENT E****INTERIM PRESIDENT CHRISTINA CASTORENA
EVENT HIGHLIGHTS JANUARY 01 – JANUARY 21, 2018**

- January 3 - Attended the Economic Alliance Snohomish County Legislative Kick-off Breakfast held at WSU Everett. The event included a panel of legislators who spoke on legislative priorities.
- January 4 - Attended the Lynnwood Rotary meeting held in the Gateway Hall Board Room as a guest of Wayne Anthony, Director of the Center for Student Engagement and Leadership. The guest luncheon speaker was Senator Maralyn Chase.
- January 4 - Participated in a Washington State Manufacturing Institute Meeting hosted by Senator Maralyn Chase to explore the possibility of creating a manufacturing institute in Snohomish County.
- January 6 - Attended the Latino Leadership Initiative Kick-off in Woodway Hall 202. Ten students from Edmonds CC are participating in this institute this year.
- January 11 - Attended the Edmonds CC Annual MLK Jr., Community Event at the Black Box Theatre. This year's speaker was Hall of Fame inductee and former Seattle Supersonics basketball player Spencer Haywood.
- January 11 - Attended the Edmonds Center for the Arts Community & Cultural Development Reception hosted by the ECA's Inclusion & Accessibility Committee.
- January 12 - Attended the Edmonds CC Foundation Annual Board Retreat at the Edmonds City Hall.
- January 14 - Attended the Greater Everett MLK Celebration at the Bethany Christian Assembly in Everett. The keynote speaker was Judy Hoff, Author, Founder and CEO of Hoff Foundation.
- January 18 - Visited our Monroe Corrections Complex (MCC) with Dr. Charlie Crawford, EVPI for Instruction, and was given a tour lead by Dr. Wanda Billingsly, Dean of Education at MCC.

MINUTES

**Special Meeting
February 20, 2018
Gateway Hall 352
9:00 a.m. – 10:00 a.m**

DRAFT

Trustees Present: Diana Clay, Naol Debele, Quentin Powers, Dr. Tia Benson Tolle, Emily Yim, and Carl Zapora

Others Present: Emily Benali, Dennis Curran, Dr. Ata Karim & Marisa Pierce

CALL TO ORDER AND INTRODUCTION OF GUESTS

Diana Clay, Board Chair, called the meeting to order at 9:02 a.m in Gateway Hall 352, welcomed those that were present and asked for self-introductions.

NEW BUSINESS – ACTION**Explanation of Process – Dennis Curran**

Dennis Curran, Vice President of Human Resources, explained the interviewing process of the candidate.

EXECUTIVE SESSION

Executive session should last until 10:00 a.m.

At 9:04 a.m. the Board entered into executive session.

At 10:02 a.m. the Board returned to open session.

ADJOURNMENT

The meeting was adjourned by Chair, Diana Clay, at 10:03 a.m.

ATTEST:

Ms. Diana Clay, Chair

Christina Castorena, Secretary

Date Approved

MINUTES

**Special Meeting
February 22, 2018
Gateway Hall 352
3:00 p.m – 4:00 p.m.**

DRAFT

Trustees Present: Diana Clay, Naol Debele, Quentin Powers, Dr. Tia Benson Tolle, Emily Yim, and Carl Zapora

Others Present: Emily Benali, Nadescha Bunje, Dennis Curran, Dr. Amit Singh

CALL TO ORDER AND INTRODUCTION OF GUESTS

Diana Clay, Board Chair, called the meeting to order at 3:01 p.m. in Gateway Hall 352, welcomed those that were present and asked for self-introductions.

NEW BUSINESS – ACTION**Explanation of Process – Dennis Curran**

Dennis Curran, Vice President of Human Resources, explained the interviewing process of the candidate.

EXECUTIVE SESSION

Executive session should last until 4:00 p.m.

At 3:03 p.m. the Board entered into executive session.

At 3:54 p.m. the Board returned to open session.

ADJOURNMENT

The meeting was adjourned by Chair, Diana Clay, at 3:55 p.m.

ATTEST:

Ms. Diana Clay, Chair

Christina Castorena, Secretary

Date Approved

MINUTES

**Special Meeting
February 23, 2018
Gateway Hall 352
9:00a.m. – 10:00a.m.**

DRAFT

Trustees Present: Diana Clay, Naol Debele, Quentin Powers, Dr. Tia Benson Tolle, Emily Yim, and Carl Zapora

Others Present: Emily Benali, Nadescha Bunje, Dennis Curran and Dr. Chris Reber

CALL TO ORDER AND INTRODUCTION OF GUESTS

Diana Clay, Board Chair, called the meeting to order at 9:00 a.m. in Gateway Hall 352, welcomed those that were present and asked for self-introductions.

NEW BUSINESS – ACTION**Explanation of Process – Dennis Curran**

Dennis Curran, Vice President of Human Resources, explained the interviewing process of the candidate.

EXECUTIVE SESSION

Executive session should last until 10:00 a.m.

At 9:01 a.m. the Board entered into executive session.

At 10:05 a.m. the Board returned to open session.

ADJOURNMENT

The meeting was adjourned by Chair, Diana Clay, at 10:06 a.m.

ATTEST:

Ms. Diana Clay, Chair

Christina Castorena, Secretary

Date Approved

MINUTES

**Special Meeting
February 27, 2018
Clearview Building 121
4:00 pm – 5:00 pm**

DRAFT

Trustees Present: Quentin Powers, Dr. Tia Benson Tolle and Carl Zapora

Trustees Absent: Diana Clay, Naol Debele & Emily Yim

Others Present: Emily Benali, Nadescha Bunje, Dennis Curran, Laird Desmond & Melissa Trotta

CALL TO ORDER AND INTRODUCTION OF GUESTS

Trustee, Dr. Tia Benson Tolle, called the meeting to order at 4:07 p.m. in the Clearview Building, welcomed those that were present and asked for self-introductions.

EXECUTIVE SESSION

Executive session should last until 5:00 p.m.

At 4:08 p.m. the Board entered into executive session.

At 5:10 p.m. the Board returned to open session.

ADJOURNMENT

The meeting was adjourned by Trustee, Dr. Tia Benson Tolle, at 5:11 p.m.

ATTEST:

Ms. Diana Clay, Chair

Christina Castorena, Secretary

Date Approved

BACKGROUND**BOARD POLICY – STIPENDS****Subject**

Consideration of a new Board Policy addressing the payment of stipends for meeting attendance.

Background

Washington State law requires colleges to identify the Board of Trustees' classification, and how they may be compensated for meetings, and/or reimbursed for travel, based on the District's specific Board Policy.

The Edmonds Community College Board of Trustees previously received a stipend for attending one regular or special monthly Board meeting. In 2013, the State Board for Community and Technical Colleges indicated that the stipend should not be paid to Trustees. Then in 2014 the Attorney General's Office reversed that decision, allowing individual college districts to determine whether or not to pay board stipends. Therefore, the Edmonds CC Board in 2013 was erroneously informed that they could not receive a monthly stipend for meeting attendance, but continued to maintain travel reimbursements for attending out of town conferences and meetings. Recently, the current Board became aware of the Attorney General's reversed opinion and requested reviewing all of their options regarding the monthly meeting attendance stipend.

At the September 14, 2017 meeting, the Board reviewed the following options: Payment of a current flat rate stipend for attending either one (1) or two (2) regular or special board meetings per month, or the current per diem rate for Snohomish County for attending either one (1) or two (2) regular or special board meetings per month.

At the October 12, 2017 meeting, The Board voted on the payment of the per diem rate and the motion failed. It was decided to readdress the stipend discussion at the November 14, 2017 meeting.

At the November 14, 2017 meeting, The Board was asked to consider three options:

- (1) All members of the Board of Trustees are eligible to receive the flat rate of \$125 as compensation for one regular or special meeting per month. Each Trustee will decide whether or not to receive the stipend.
- (2) Only the Student Trustee is eligible to receive compensation for attending one regular or special session Board meeting per month at the flat rate of \$125.
- (3) No Trustee stipend paid.

The Board was unable to arrive at a conclusion and decided to discuss the policy and procedure further at the February 1, 2018 meeting.

Recommendation

Consideration of the attached REVISED Board of Trustees' Policy, BOT 17.0, and Procedure, BOT 17.01 pr. which allows only the Student Trustee to receive a flat rate of \$125 for attending one regular or special meeting per month.

DRAFT

BOARD OF TRUSTEES POLICY – BOARD OF TRUSTEES STIPEND

Edmonds Community College
WA State Community College District 23

BOT 17.0 – BOARD OF TRUSTEES STIPEND

SUMMARY/SCOPE

Washington State Law and Office of Financial Management (OFM) policies authorize Edmonds Community College Board of Trustees members to receive compensation and/or reimbursement for meetings and associated travel expenses while conducting college business. This policy clarifies how board members will be compensated for meetings, and how board members will be reimbursed for travel.

DESCRIPTION

Classification

State Law divides boards, commissions, and councils into five classes for the purposes of compensation. As described in the State Administrative & Accounting Manual (SAAM) section 10.70.30, the Board of Trustees is classified as “other.”

“other” – Any part-time board, commission, council, or committee not covered by RCW 43.03.230, 43.03.240, 43.03.250, or 43.03.265, but established by either the executive, legislative or judicial branch to participate in state government. These members have rulemaking authority, perform quasi-judicial functions, have responsibility for the administration or policy direction of a state agency or program, or perform regulatory or licensing functions with respect to a specific profession, occupation, business, or industry.

Compensation for Meetings

State law provides for members of boards, commissions, and councils serving without compensation to receive a special per diem rate (RCW 43.03.050) for time spent conducting official business. The Board of Trustees must determine whether or not its members will be compensated for attending meetings. At Edmonds Community College, the Board Policy is that only the Student Trustee as defined in RCW 28B.50.102 shall receive compensation for attendance at board meetings.

If the Student Trustee is currently receiving, or may receive in the future, financial aid, they are encouraged to meet with a Financial Aid Services Advisor to gain additional information as to whether it would be in their best interest as the Student Trustee to receive or decline the Board stipend.

Travel Reimbursement

The Office of Financial Management (OFM) articulates travel reimbursement policies and processes in its State Administrative & Accounting Manual (SAAM). All members of

the Board of Trustees will receive reimbursement for travel on College business, the same as college employees.

Annual Review

At the June Board meeting of each year, the Board of Trustees will review the per diem rate for the coming academic year.

RELEVANT LAWS AND OTHER RESOURCES

RCW 43.03

State Administrative & Accounting Manual (SAAM) Section 10.70

GLOSSARY TERMS

Board of Trustee(s)

RELATED POLICIES AND PROCEDURES

New Policy

CONTENT OWNER. The primary responsibility for this policy belongs to:
College President, Secretary to the Board of Trustees

REVIEW PERIOD

Three years. Requires President's recommendation to the Board of Trustees.

REVIEW HISTORY

2017 – November 14 – First Consideration

2017 - October 12 – Board Resolution No. 17-10-4 – (motion failed)

2017 - September 14

2018 – February 1

DRAFT

BOARD OF TRUSTEES STIPEND

Edmonds Community College
WA State Community College District 23

BOT 17.01pr – BOARD OF TRUSTEES STIPEND: PROCEDURE

SUMMARY/SCOPE

Washington State Law and Office of Financial Management (OFM) policies authorize Edmonds Community College Board of Trustees members to receive compensation and/or reimbursement for meetings and associated travel expenses while conducting college business. This procedure clarifies how board members will be compensated for meetings, and how board members will be reimbursed for travel.

DESCRIPTION

Compensation for Meetings

Only the Student Trustee shall be eligible to receive a flat rate of \$125 for one regular or special meeting per month. The rate will be monitored annually by the accounting office and reviewed by the Board of Trustees at their June meeting.

The remaining Board of Trustees, who are not receiving compensation for meetings, may be reimbursed for mileage for travel while conducting official business on behalf of the college.

To receive compensation for the Board regular or special meeting per month, the Student Trustee will be required to submit a Board of Trustees' timesheet provided by the Senior Executive Assistant to the President. Payment will be issued by the President's Office through the payroll system because this compensation is subject to taxes and is reportable to the IRS.

Travel Reimbursement

- A. If the travel does not include overnight stay, each of the Board of Trustees may receive:
 1. Reimbursement for meals
 - a. Reimbursement for meals not included in the meeting or conference will be allowed.
 2. Reimbursement for mileage
 - a. Reimbursement for mileage will be requested by submitting total mileage, meeting/event title, date, location and any necessary receipts to the Senior Executive Assistant to the President.
 - b. Payment for mileage reimbursement will be issued using a Travel Expense Voucher submitted by the Senior Executive Assistant to the President to the Business Office.
 - c. Reimbursement for mileage and meals is not subject to payroll taxes

- B. If the Travel requires an overnight stay, the reimbursement is not subject to payroll taxes:
1. Confirmation in writing from the Trustee of travel details is necessary for reimbursement.
 2. The Senior Executive Assistant to the President will complete a Travel Expense Voucher and submit to the Business Office all travel expenses (lodging, meals, mileage, etc.), along with all necessary receipts.

RELEVANT LAWS AND OTHER RESOURCES

RCW 43.03.230, 43.03.240, 43.03.250, 43.03.265

State Administrative & Accounting Manual (SAAM) Section 10.70.30

GLOSSARY TERMS

Board of Trustee(s)

RELATED POLICIES AND PROCEDURES

New Policy

CONTENT OWNER. The primary responsibility for this policy belongs to:
College President, Secretary to the Board of Trustees

REVIEW PERIOD

Three years. Requires President's recommendation to the Board of Trustees.

REVIEW HISTORY

2017 – November 14 – First Consideration

2017 – October 12 – Board Resolution 17-10-4

2017 – September 14

2018 – February 1 – Minor revisions made

Washington Community College District 23

RESOLUTION NO. 18-3-1**BOARD POLICY - STIPENDS**

Whereas, Washington State law requires Colleges to identify the Board of Trustees' classification, how Board members will be compensated for meetings, and how Board members will be reimbursed for travel, and

Whereas, the Edmonds Community College Board of Trustees previously received a stipend for attending meetings, and

Whereas, in 2013 the Edmonds CC Board of Trustees discontinued receiving a monthly stipend for meeting attendance, but continued to maintain travel reimbursements for attending out of town conferences and meetings while conducting official business on behalf of the College, and

Whereas, the current Board requested a review of their options regarding a monthly meeting stipend, and

Whereas, the College administration is recommending only the Student Trustee to receive a stipend.

Whereas, the College administration has prepared a new Board Policy, BOT 17.0, and Procedure, BOT 17.01pr, to address the payment of a stipend;

NOW, THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees approves Board Policy BOT 17.0, and Procedure BOT 17.01pr.

Ms. Diana Clay, Chair

Date Approved

ATTEST:

Ms Christina Castorena, Secretary

BACKGROUND***CONSIDERATION OF TENURE*****Subject***Consideration of tenure for*

Audineh Asaf	Art/Studio Art (Humanities & Social Sciences)
Stephanie Bevans	Business Information Technology (Business)
Christina Coiro	Social and Human Services (Health & Human Services)
Mark Einfeld	Computer Information Systems (STEM)
Daniel Griesbach	Bridge (Pre-College)
Jeremy Matthews	Adult Basic Education (Pre-College)
Gabrielle McIntosh	Mathematics (STEM)
Geoffrey McKeown	Adult Basic Education/ESL (International)
Chuck Mueller	Physics and Engineering (STEM)
Linda Zuvich	Computer Science (STEM)

Background

The Board of Trustees is required to consider the award or denial of tenure following a probationary period not to exceed nine (9) consecutive quarters, excluding summer quarters and approved leaves of absence. Audineh Asaf, Stephanie Bevans, Christina Coiro, Mark Einfeld, Daniel Griesbach, Jeremy Matthews, Gabrielle McIntosh, Geoffrey McKeown, Chuck Mueller and Linda Zuvich have completed their probationary period, and are recommended for consideration of tenure status.

Recommendation

Consideration of tenure for Audineh Asaf, Stephanie Bevans, Christina Coiro, Mark Einfeld, Daniel Griesbach, Jeremy Matthews, Gabrielle McIntosh, Geoffrey McKeown, Chuck Mueller and Linda Zuvich at the March 2018 Board of Trustees meeting.

Washington Community College District 23

RESOLUTION NO. 18-3-2***CONSIDERATION OF TENURE****Consideration of tenure for*

Audineh Asaf	Art/Studio Art (Humanities & Social Sciences)
Stephanie Bevans	Business Information Technology (Business)
Christina Coiro	Social and Human Services (Health & Human Services)
Mark Einfeld	Computer Information Systems (STEM)
Daniel Griesbach	Bridge (Pre-College)
Jeremy Matthews	Adult Basic Education (Pre-College)
Gabrielle McIntosh	Mathematics (STEM)
Geoffrey McKeown	Adult Basic Education/ESL (International)
Chuck Mueller	Physics and Engineering (STEM)
Linda Zuvich	Computer Science (STEM)

WHEREAS, the appointment review committees have met their responsibilities under the law and the negotiated agreement to review the appointments of the above-named and have recommended that tenure be granted, and

WHEREAS, the administration has received the recommendation of the appointment review committees and recommends for Audineh Asaf, Stephanie Bevans, Christina Coiro, Mark Einfeld, Daniel Griesbach, Jeremy Matthews, Gabrielle McIntosh, Geoffrey McKeown, Chuck Mueller and Linda Zuvich be granted tenure.

NOW THEREFORE BE IT RESOLVED that Edmonds Community College Board of Trustees grants tenure to Audineh Asaf, Stephanie Bevans, Christina Coiro, Mark Einfeld, Daniel Griesbach, Jeremy Matthews, Gabrielle McIntosh, Geoffrey McKeown, Chuck Mueller and Linda Zuvich and welcomes them to permanent faculty positions at Edmonds Community College.

Ms. Diana Clay, Chair

Date Approved _____

ATTEST:

Ms. Christina Castorena, Secretary

BACKGROUND***CONSIDERATION OF PERMANENT STATUS*****Subject**

Consideration of permanent status for

Linda Carlson
Ruth Voetmann

Intensive English as a Second Language (International)
Intensive English as a Second Language (International)

Background

The Board of Trustees is required to consider the award or denial of permanent status following a probationary period not to exceed nine (9) consecutive quarters, excluding summer quarters and approved leaves of absence. Linda Carlson and Ruth Voetmann have completed their probationary period and are recommended for consideration of permanent status.

Recommendation

Consideration of permanent status for Linda Carlson and Ruth Voetmann at the March 2018 Board of Trustees meeting.

Washington Community College District 23

RESOLUTION NO. 18-3-3***CONSIDERATION OF PERMANENT STATUS***

Consideration of permanent status for

Linda Carlson
Ruth Voetmann

Intensive English as a Second Language (International)
Intensive English as a Second Language (International)

WHEREAS, the appointment review committee has met their responsibilities under the law and the negotiated agreement to review the appointments of the above-named and have recommended that permanent status be granted, and

WHEREAS, the administration has received the recommendation of the appointment review committee and recommends for Linda Carlson and Ruth Voetmann to be granted permanent status.

NOW THEREFORE BE IT RESOLVED that Edmonds Community College Board of Trustees grants permanent status to Linda Carlson and Ruth Voetmann and welcomes them to permanent faculty positions at Edmonds Community College.

Ms. Diana Clay, Chair

Date Approved

ATTEST:

Ms. Christina Castorena, Secretary

BACKGROUND***EXTENSION OF PROBATIONARY PERIOD*****Subject**

Consideration of extension of probationary period for:

Louis Ho

Computer Information Systems (STEM)

Background

The Board of Trustees is required to consider the award or denial of tenure following a probationary period not to exceed nine (9) consecutive quarters, excluding summer quarters and approved leaves of absence. However, In accordance with section B.4.3.2 of the Negotiated Agreement,

Upon formal recommendation of the review committee and with the written consent of the probationary faculty member, the Appointing Authority may extend its probationary period for one (1) , two (2), or three (3) quarters, excluding Summer Quarter, beyond the maximum probationary period established herein. No such extension shall be made, however, unless the review committee's recommendation is based on its belief that the probationary faculty member needs additional time to satisfactorily complete a professional improvement plan already in progress and on the committee's further belief that the probationary faculty member will complete the plan satisfactorily. At the conclusion of any such extension, the Appointing Authority may award permanent status unless the probationary faculty member has, in the judgment of the committee, failed to complete the professional improvement plan satisfactorily.

Recommendation

The review committee recommends with the written consent of the probationary faculty member that the probationary period for consideration of tenure for Louis Ho be extended for three quarters at the March 2018 Board of Trustees meeting.

Washington Community College District 23

RESOLUTION NO. 18-3-4***EXTENSION OF PROBATIONARY PERIOD***

Consideration of extension of probationary period for:

Louis Ho Computer Information Systems (STEM)

WHEREAS, the appointment review committees have met their responsibilities under the law and the negotiated agreement to review the appointment of the above-named and have recommended that the probationary period be extended, and

WHEREAS, the administration has received the recommendation of the appointment review committee and recommends for Louis Ho's probationary period be extended.

NOW THEREFORE BE IT RESOLVED that Edmonds Community College Board of Trustees approves Louis Ho's probationary period be extended for three quarters.

ATTEST:

Ms. Christina Castorena, Secretary

Ms. Diana Clay, Chair

Date Approved

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

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

Background

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

Second Year Appointments

Erin Davison, Communication Studies (Humanities & Social Sciences)
Brandon Dietrich, Chemistry (STEM)
Sheryl Gilmore, Physical Education (Health & Human Services)
William Hamp, Engineering (STEM)
Barbara Martinez-Griego, Child, Youth & Family Studies (Health & Human Services)
Mika McAfee, Social Human Services/Family Life Education (Health & Human Services)
Mark Seely, Psychology (Humanities & Social Sciences)

Third Year Appointments

Dyani Bartlett, Adult Basic Education/ESL (International)
John Baumgartner, English (Humanities & Social Sciences)
Michelle Behan, Adult Basic Education (Pre-College)
Dr. Timothy Burdick, Social Human Services (Health & Human Services)
Nicole Galipeau, High School Completion (Pre-College)
Terri Glazewski, Allied Health (Health & Human Services)
Tucker Howie, Engineering (STEM)
Theresa Pouley, Paralegal (Health & Human Services)
Catharine Robinweiler, Nursing (Health & Human Services)
Gwen Schlichta, Biology (STEM)
Stacey Schwartz, Culinary Arts, (Business)

Extension of Probationary Status

Louis Ho, Computer Information Systems (STEM)

Recommendation

Information is presented to the Board of Trustees for their review and consideration. Recommendation is that the Board of Trustees renews the second and third year tenure probationary appointments at their March 2018 meeting.

Washington Community College District 23

RESOLUTION NO. 18-3-5***CONSIDERATION OF CONTINUING
TENURE PROBATIONARY STATUS***

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

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

WHEREAS, the respective appointment review committees have met their responsibility under the negotiated agreement to review the appointments of those named below and have made recommendations to the College administration, and

WHEREAS, the administration concurs with the recommendation of these appointment review committees,

NOW THEREFORE BE IT RESOLVED THAT Edmonds Community College Board of Trustees renews the probationary contracts of the following faculty:

Second Year Appointments

Erin Davison, Communication Studies (Humanities & Social Sciences)
Brandon Dietrich, Chemistry (STEM)
Sheryl Gilmore, Physical Education (Health & Human Services)
William Hamp, Engineering (STEM)
Barbara Martinez-Griego, Child, Youth & Family Studies (Health & Human Services)
Mika McAfee, Social Human Services/Family Life Education (Health & Human Services)
Mark Seely, Psychology (Humanities & Social Sciences)

Third Year Appointments

Dyani Bartlett, Adult Basic Education/ESL (International)
John Baumgartner, English (Humanities & Social Sciences)

Third Year Appointments

Michelle Behan, Adult Basic Education (Pre-College)
Dr. Timothy Burdick, Social Human Services (Health & Human Services)
Nicole Galipeau, High School Completion (Pre-College)
Terri Glazewski, Allied Health (Health & Human Services)
Tucker Howie, Engineering (STEM)
Theresa Pouley, Paralegal (Health & Human Services)
Gwen Schlichta, Biology (STEM)
Stacey Schwartz, Culinary Arts, (Business)

Extension of Probationary Status

Louis Ho, Computer Information Systems (STEM)

ATTEST:

Ms. Christina Castorena, Secretary

Ms. Diana Clay, Chair

Date Approved

Washington Community College District 23***FIRST YEAR PROBATIONER BIOGRAPHIES
TENURE TRACK*****Erin Davison - Communication Studies**

Erin Davison holds a Bachelor of Arts in Communication from Cedarville University and a Master of Arts in Communication from the University of Colorado Denver. Erin has been an associate faculty member at Edmonds Community College for one year, and then temporary full time faculty for one year. She also taught Seattle Central and Lake Washington Institute of Technology as associate faculty. Prior to her time at Edmonds, Erin taught at the University of Colorado Denver and the Community College of Denver. In her role at Edmonds, Erin is the department chair and teaches the full range of Communication course offered at Edmonds and in a variety of modes (onsite, online, and hybrid).

Erin has developed curriculum for the department by updating and aligning course outcomes, creating two fully online courses, and developing a new course, Introduction to Mass Media. Erin is active at the college through her involvement in Faculty Professional Development Committee and the Triton Jumpstart Team. She has been involved in many college-wide initiatives such as the Student Voices Project and Guided Pathways—Curriculum Task Force. Upcoming, Erin will be presenting at two national conferences representing Edmond's work on Pathways (Western States Communication Association Conference) and the Student Voices Project (Achieve the Dream Conference).

Brandon Dietrich - Chemistry

As the oldest sibling of a military family, Brandon spent his childhood moving across the country (Alaska, Maine, Michigan, and Hawaii) before coming back to Washington where his mother grew up. Brandon was the first in his family to go to college, receiving his B.S. in chemistry at Western Washington University (WWU) in 2004 and his Ph.D. in chemistry from the University of Washington (UW) in 2010. For his doctorate work, Brandon worked on the Hydrogen Storage Project investigating the potential of using solid amine borane materials to store and release hydrogen in motor vehicles as an alternative to using fossil fuels. After his Ph.D., Brandon went on to work at WWU as the General Chemistry Lab Coordinator for five years, and then switched to an adjunct faculty member in order to pursue his passion for teaching. Now that he is at EdCC, he hopes that his enthusiasm and excitement for science will help inspire other students to pursue careers in science just as his chemistry professors helped inspire him. In his spare time, Brandon is an avid fisherman, amateur poker player, and board game geek.

Sheryl Gilmore - Physical Education

Sheryl Gilmore has been a member of the EdCC Faculty since Fall 2014, and was hired as a tenure-track full-time faculty in Physical Education in Fall 2017. She's an experienced instructor and has demonstrated both technical expertise and empathy in her classes. In addition to her teaching Contemporary Health, Emergency Response/CPR and activity fitness courses, Sheryl serves as the Head

Softball Coach for EdCC. In that capacity, she is responsible for the recruitment, conditioning, training, and performance of student athletes.

Sheryl's background includes teaching at Western Washington University, an assignment at the Boeing Company as a Health and Fitness Specialist, and co-founder of the Washington Warriors Fastpitch Softball Club. Sheryl has earned a Master of Science Degree in Human Movement and Performance/Kinesiology, with a concentration in exercise physiology from Western Washington University.

William Hamp - Engineering

Will loves everything aerospace related, earning his pilot's license at the age of 19. His current interests include autonomous flight, green energy and resource recycling particularly as it relates to long term missions in space. After earning his bachelor's degree in Aerospace Engineering from the University of Michigan, Will worked in industry, including Boeing, specializing in structural finite element analysis. Will left The Boeing Co. to pursue his advanced degrees at the University of Washington, earning his doctorate in Aeronautics and Astronautics with a focus on plasma physics. Will has taught at the University of Washington, Shoreline Community College, and as an associate faculty member at Edmonds Community College from 2010 to 2014, and after a relocation out of state, happily has returned to EdCC. Will currently holds a professional engineering license (PE) in the State of Washington.

Barbara Martinez-Griego - Child, Youth and Family Services

Barbara Martinez-Griego brings an expertise in early childhood education and professional work experience in human services to the BAS CYFS degree program. She is teaching in the first cohort of the Child Youth and Family Studies BAS program. The first quarter she taught CYFS 310 Intro to CYFS and CYFS 320 Resources and System Navigation and in winter quarter she is teaching CYFS 330 Applied Family systems and CYFS 340 Professional Practice. Barbara has been a full time faculty and department chair in the ECE program at Skagit Valley. She is also a New Mexico State University Ph.D. Candidate, focused on Critical Pedagogy and Language Literacy and Culture. Her dissertation and research will focus on the Status of Women of Color In Leadership Positions in Higher Education Institutions. Her master degree is in Education and Licensure, from Goddard College, with focus Research and Methodology, Coaching and Accountability, Adult Dual Language Methodology.

Barbara brings a very strong background in teaching and professional work in both social services and early childhood education and is very excited about the interdisciplinary degree. She has strong connections, in both the ECE and SHS fields, and 18 years of extensive work and teaching experience in the community college system. She has worked with diverse populations, especially bilingual/bicultural students. Barbara Martinez-Griego will be presenting at the Community College Baccalaureate Association conference in Baltimore about the CYFS program.

Mika McAfee - Social Human Services/Family Life Education

Mika McAfee is our new shared instructor in our Family Life Education and the Social and Human Services Departments. She is currently teaching several parent cooperative education courses and has taught the FSS 215 Family Systems course online fall quarter and is teaching SHS 112 Child and Family Welfare this quarter. Mika has been an instructor with the North Seattle Parent Education Program, one of the largest parent education programs in the state and has also taught in the EdCC program several years ago before moving out of state. She brings a breadth of experience to the department both in parenting

education working with infant-toddlers and cooperative preschools, homeless shelter parenting classes and work with teens and the school districts.

Mika has her Master's of Arts in Education in School Counseling from Seattle University and her Bachelors of Arts in Sociology from the University of Washington. She has completed additional training with the Washington State Department of Education, including Gottman Trained – Bringing Baby Home Educator, Incredible Years Trained Facilitator and REAL JUSTICE Family Group Conferencing. Mika is also helping to organize the statewide In-Service for the Organization of Parenting Education Programs that is being hosted at EdCC this March.

Mark Seely - Psychology

Dr. Mark Seely has a PhD in Psychology from the University of California, Davis, a BS in Developmental Psychology from Eastern Washington University, and an AA from Spokane Falls Community College. He was formerly employed as Associate Professor, Chair of Psychology, and Division Coordinator for Social Sciences at Saint Joseph's College, in Northwest Indiana, where for twenty years he taught Statistics, an interdisciplinary course on human biological and cultural evolution, and a wide variety of psychology courses, including (among others) General Psychology, Social Psychology, Cognitive Psychology, and Human Sexuality.

Dr. Seely has a diverse academic publication history, and has authored and coauthored a variety of articles and book chapters on topics ranging from the cognitive correlates of reading proficiency to trauma intervention. In addition to his scholarly work, he has also published several works of creative nonfiction. His most recent book, *Stones: Meditations on Human Authenticity* has been nominated for a National Book Award. Originally from Spokane, he now resides in Lynnwood, Washington.

Washington Community College District 23***SECOND YEAR PROBATIONER BIOGRAPHIES
TENURE TRACK*****Dyani Bartlett – Adult Basic Education/English as a Second Language**

Dyani has taught as an Associate Faculty member in the ABE ESL program at Edmonds since 2011 and served as a co-chair of the ABE ESL department from 2013-16. She started teaching Level 1 as a volunteer when first hired and has moved on to teach most levels and to also serve as the Co-Chair of the Department. Prior to joining Edmonds she worked as a substitute teacher in both the Everett and Mukilteo School Districts.

Dyani has an MA in TESOL from Seattle Pacific University and a BS in Biology Composite Teaching from Weber State University, Utah. In the department she has been engaged in working with colleagues on department wide goals and efforts to meet new state requirements that involve incorporating technology and math in all classes and assuring that the curriculum prepares students for transition to college and careers. Last year she participated in a workshop for Teaching ESL Vocabulary at S-TESEL (School for Teaching ESL), attended the national TESOL Convention in Seattle and completed the college's CANVAS Intro to On-line Teaching.

John Baumgartner - English

John Baumgartner holds a Bachelor of Arts in English from Saint Martin's College and a Master of Arts in Literature from Indiana University. John has been an Associate and Affiliate faculty member at Edmonds Community College for ten years. He teaches the full range of English composition courses in a variety of modes (onsite, online, and hybrid). John is active in the English department and he has been involved in many college-wide initiatives. He developed curriculum with student-centered learning strategies, worked on course and program level outcomes, and has been actively involved in accreditation and institutional assessment projects. John integrates sustainability into his lessons, incorporates service-learning into his classes, and incorporates the EdCC Community Read selection into his English 101 curriculum. Most recently, John is serving as Member-at-large for the Faculty Senate, and was awarded a mini-grant for Guided Pathways initiative. John is an excellent teacher and an active and involved colleague.

Michelle Behan - Adult Basic Education/English as a Second Language

Michelle is in her second year as probationary faculty in the Pre-College Division. She has taught thirteen different courses within the ABE, Bridge, and English departments on campus. Michelle is focused on student success and retention strategies and creating clear pathways for students, particularly students who start at the pre-college level.

Michelle is invested in the college community: she is a Faculty Senate Council member, a facilitator for Triton Jumpstart, the advisor for the Running Club, the ABE Department Head, a member of the ABE Data Project group, a member of I-BEST team developing shared Certified Nursing Assistant curriculum with other colleges across the state, and a Degree Pathways Curriculum Task Force Faculty Representative.

Michelle earned a Bachelor's degree from DePaul University and a Master's degree from the University of Illinois at Chicago. Prior to coming to EdCC in 2015, she taught English for ten years at a technical college and a Title I high school.

Dr. Timothy Burdick – Social Human Services

Dr. Timothy Burdick earned his doctorate from the University of Birmingham in the UK and his Masters in Psychology from Eastern Washington University. He is licensed in Washington State as a Chemical Dependency Professional and a Licensed Mental Health Counselor. He is also a Nationally Certified Counselor through the National Board for Certified Counselors. Timothy brings a background in addiction counseling, post-secondary teaching, and mental health treatment to the department.

During his first year as full-time tenure track faculty in the Social and Human Services Department, he has taught course work primarily in the addiction studies area, including SHS 104 - Introduction to Addiction, SHS 103 - Introduction to Human Services, SHS 226 - Addiction Youth/Family, SHS 229 - Addiction Counseling and Relapse, SHS 225 Group Tx in Addiction SHS 227 Assessment & Case Management and SHS 222 - Pharmacology. Timothy brings extensive work experience as an instructor and a background both in the counseling and the chemical dependency field. He represents the college at statewide meetings of the Washington State Consortium of Addiction Studies Educators (WACASE), serves as a campus-wide Accessibility Advocate, works with Triton Jumpstart, is a member of the Faculty Professional Development Committee and has been on three faculty Hiring-Committees. During his time at EdCC, Timothy has also developed a new option within the Addiction Studies program for graduate students to complete the educational requirements of a Chemical Dependency Professional license.

Nicole Ainslie Galipeau - High School Completion

Nicole was an EDCC alumna before completing her Bachelor's Degree in Anthropology from University of Washington and her Masters of Education from Western Washington University. After completing school, she immediately began teaching in the ABE department at EDCC. After teaching adult literacy and GED classes, she moved into the Bridge Department and taught reading. While teaching during the early days of the High School Completion Program, she contributed to the development of the original EDCAP courses and found her place teaching social studies classes to International High school, EdCAP, ABE and HS 21+ students. She created our world civilizations course and co-wrote our two current issues textbooks.

On her own time, she co-created two non-profit foundations. The first was a family foundation that provided grants for other 501c3s benefiting women and children. The other was an education foundation that worked with low income, first generation, college-bound students.

Since becoming a full-time tenure-track faculty, Nicole has joined multiple projects and committees including, Faculty Professional Development, Academic Standards, Pre-College Pathways and Mentoring Leadership Team and worked with a colleague to complete a new edition of the current issues text/e-

book. She has taught at EDCC for over 17 years and considers the Pre-College division her second family.

Terri Glazewski – Allied Health

Terri Glazewski, RN, MSN, earned her master's in nursing from Seattle Pacific University in Seattle and her bachelor's in nursing from Florida Atlantic University. In addition to working on completion of her first year as tenure track faculty in the Allied Health department, Terri also assumed shared department head duties within the Allied Health Department. Her teaching load includes AHE 112 Monitor Technician/EKG, AHE 116 Introduction to Healthcare, AHE 162 Basic Patient Care Skills (CNA), AHE 132 Emergency Room Technician, SHS 170 HIV and CPR/First Aid instruction. This year she helped to redesign the EKG/Monitor Tech courses into a new course AHE 118 EKG/Cardiac Monitoring/Telemetry

Terri serves as the trainer for faculty teaching American Heart Association first aid courses here at the college. She is the current Program Director for the Certified Nurse Assistant course. Terri also works closely with the nursing program. Prior to working at the college, Terri worked as a clinic nurse at Swedish Heart and Vascular Clinic. She is currently serving on the Emergency Preparedness Committee, the State of Washington Long Term Care Committee, and several high school advisory committees.

Tucker Howie - Engineering

Tucker taught at Edmonds Community College as a part-time faculty for 2 years in the engineering and engineering technology departments. His education includes a B.S., M.S., and Ph.D. in materials science and engineering and a B.S. in mechanical engineering all from the University of Washington. For his Ph.D. Tucker researched developing methods to locate and quantify early stages of heat damage in carbon fiber composite materials. He also has research experience with smart materials such as shape memory alloys and shape memory polymers. Some of his interests include computer aided design and 3D printing, composite materials, smart materials, green energy and sustainable design, and working on various art projects.

In his first year at EDCC he served as the club advisor for the Society of Women Engineers, joined the Relationships in Science and Engineering (RiSE) Core team. He is continuing those responsibilities this year. In addition, he is currently serving as the co-facilitator for STEM Faculty colloquium and is a member of team working on establishing a food pantry on campus.

Theresa Pouley - Paralegal

Judge Theresa Pouley, J.D., earned her law degree from Wayne State University Law School and her undergraduate degree from Gonzaga University. Theresa has taught for the paralegal department for many years and brings a level of professional legal experience and expertise to the classroom, particularly in the areas of Native American Law and in her judicial perspective. She has worked as a Chief Tribal Judge for the Lummi and Tulalip Tribes, served on the Indian Law and Order Commission and received numerous awards for her development of innovative justice program and her dedication to tribal justice issues.

She has redeveloped the American Indian Law course this year and recently had a Juvenile Justice approved by the Curriculum Committee as a new course. She taught a range of required and elective courses including Legal 200 Introduction to Law, Legal 205 Civil Procedures, Legal 210 Legal Research

and Writing, and Legal 214 Legal Ethics. Theresa is on the Assessment Committee, will be honored for her work in Indian Country at the EdCC "Coastal Jam" event in February, and continues to do contract work with tribal appellate courts.

Gwen Shlichta - Biology

Gwen is the youngest of 5 children who discovered a love of biology and arthropods while playing in the tide pools near her childhood home. It was during her undergraduate education at Washington State University that she fell in love with Entomology. She spent her summers doing undergraduate research on insect biodiversity before graduating with a BS in Entomology. She worked as a research assistant studying butterfly evolution at University of Washington and University of North Carolina for several years before starting graduate school.

During her graduate work at University of Maryland she discovered that she loved to teach as much as she loved bugs. She started out as a teaching assistant in general biology courses and lectured for upper level biology courses in ecology, evolution and entomology by the time she received her PhD in 2011.

During her tenure at University of Maryland she won multiple teaching awards. Gwen did her postdoctoral work in Switzerland & Mexico working on plant chemistry & insect evolution. She taught undergraduate research courses (in French) at the University of Neuchâtel. She started working at Edmonds Community College in the spring of 2016 before being hired as a tenure-track professor in Fall 2016.

Stacy Schwartz - Culinary Arts

Stacey has been teaching in the Culinary Arts Department for the last 3 years as a Full Time Instructor and has now begun her second year as a Tenure Track Full Time Instructor. In her time on the tenure track, Stacey has developed both as an instructor and as a chef. Stacey is developing a Food Truck program in Culinary Arts, including several new classes and two new certificates, with the goal for implementation of Fall 2018

Last summer, Stacey was awarded a Global Engagement grant to attend the Institute of Culinary Education's program in Lyon, France The program focuses on French cuisine and will strengthen her knowledge of traditional recipes and techniques. She has incorporated that training into her classes and students are benefiting from her expertise.

Stacey is committed to her students and is passionate about helping students gain employment in their chosen genre of the industry. She is driven to stay current in her field and continues to look for ways to strengthen our students learning experiences.

BACKGROUND***APPROVAL OF NEW CURRICULA*****Subject**

Board of Trustees consideration of the Mental Health Technician certificate.

Background

This program of study provides the foundation, knowledge, and skills to effectively work with individuals in behavioral healthcare environments. The program allows students to attain entry level employment in settings such as hospitals, group homes, dementia facilities and other programs where monitoring of behavioral health is required. This certificate requires successful completion of a minimum of 41 credits.

Recommendation

Board of Trustees approval of the Mental Health Technician certificate at the March 2018 meeting



BOARD OF TRUSTEES

Washington Community College District 23

RESOLUTION NO. 18-3-6

APPROVAL OF NEW CURRICULA

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

WHEREAS, the new education program has been developed to satisfy industry requirements designated for the Mental Health Technician certificate.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the granting of the Mental Health Technician certificate.

Ms. Diana Clay, Chair

Date Approved

ATTEST:

Ms. Christina Castorena, Secretary

BACKGROUND**PROFESSIONAL LEAVE REQUESTS FOR
2018-2019 ACADEMIC YEAR – TENURED
FACULTY****Subject**

Board of Trustees approval to grant faculty professional leave for the 2018-2019 academic year is requested.

Background

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

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

(State supported programs)

<u>Faculty Member</u>	<u>Professional Leave Recommended</u>	<u>Annualized FTEF</u>
Steve Hailey	Three Quarters	.999
Robin Datta	One Quarter	.333
Jennifer Inslee	One Quarter	.333

Recommendation

Approval of professional leave requests at the April 2018 Board of Trustees meeting.

BACKGROUND**2016-17 FINANCIAL STATEMENTS AUDIT REPORT****Subject**

Board review and approval of the independently audited 2016-2017 annual financial statements for Edmonds Community College.

Background

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

In the past all State colleges' financial data was rolled up to the State Board for Community and Technical Colleges (SBCTC) and submitted to the Office of Financial Management (OFM). The State Auditor's Office (SAO) then audited the financial reporting of the entire state.

Beginning in fiscal year 2013-14, the college has produced its annual financial statements in accordance with generally accepted accounting principles. These annual financial statements are independently audited and then the audited financial statements are reviewed and approved by the Board of Trustees.

The College has completed its financial statements audit for the 2016-2017 fiscal year. The SAO completed their independent audit of the financial statements and held an exit interview with college officials on February 26, 2018.

The resulting opinion of the State Auditor's Office is that the financial statements (referred to above) fairly present, in all material respects, the respective financial position of the business type activities and the aggregate discretely presented component units of Edmonds Community College, as of June 30, 2017, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America. The audit resulted in no audit findings or management letter items.

Edmonds Community College presents the audited financial statements for fiscal year 2016-2017 to the Board of Trustees for formal approval.

Recommendation

The staff of Edmonds Community College recommends that the Board of Trustees adopt the resolution approving the independently audited 2016-2017 annual financial statements.

TAB 15

Foundation Report

To be sent later

Not available at the time of packet distribution

PRESIDENT'S REPORT**March 8, 2018****INTERIM PRESIDENT CHRISTINA CASTORENA
EVENT HIGHLIGHTS JANUARY 22, 2018 – FEBRUARY 23, 2018**

- January 22 – Transforming Lives Dinner, Edmonds CC student recognized that evening.
- January 24 – Open House for BAS in Child, Youth & Family Studies
- January 26 – Cross Institutional Faculty of Color Mentorship Program Winter Retreat in Tacoma
- January 29 – Trajal Hospitality College Graduation
- January 30 – Day in Olympia – Legislative meetings
- February 3 – Foundation 2018 Scholarship Dinner
- February 11 –14 – ACCT National Legislative Summit, DC
- February 20-23 – Presidential Search Forums