



BOARD OF TRUSTEES

Regular Meeting

Thursday, March 10, 2022 | 3:30pm – 6:30pm

Remote Meeting via Zoom

Zoom Link: <https://us02web.zoom.us/j/83313736472>

Dial-in: (253) 215-8782 | Meeting ID: 833 1373 6472

AGENDA

- | | | |
|--------|--|--|
| 3:30pm | 1. Call to Order | Chair Wally Webster |
| 3:32pm | 2. Introduction of Guests | Chair Wally Webster |
| 3:35pm | 3. Public Comment
To make a public comment, please submit it in writing to publiccomment@edcc.edu no later than Wednesday, March 9, 2022, at 5pm. Written comments should be no more than 300 words in length, include your name and affiliation with the college, and will be read into the record, time permitting. | Chair Wally Webster |
| 3:45pm | 4. Approval of Meeting Minutes
page 3 February 17, 2022 – Regular Meeting | Chair Wally Webster |
| 3:47pm | 5. Next Meeting
Thursday, April 14, 2022 3:30pm – Regular Meeting | Chair Wally Webster |
| 3:50pm | 6. Informational & Monitoring Reports
Triton Learning Commons Pre-design | Marc Gleason |
| 4:20pm | 7. Old Business: Second Consideration and Final Action
page 11 Approval of Tenure: Lauriel Elsa-Gordon
page 13 RESOLUTION #22-3-1 | Kim Chapman |
| 4:35pm | 8. New Business: First Consideration
page 14 a. Consideration of Course Fee Changes
page 16 b. Consideration of Continuing Tenure
Probationary Status: Robinweiler, Smith, Hays, Obourn
page 19 c. Consideration of Continuing Permanent Status
Probationary Status: McKay
page 21 d. Consideration of Professional Leave | Kim Chapman
Kim Chapman
Kim Chapman
Kim Chapman |
| 4:50pm | 9. Representative Reports
a. Student Representative (5)
b. Classified Staff Representative (5)
c. Faculty Representative (5) | Puneet Birk
Liz Mueth
Scott Haddock |

5:05pm	10. Break	
5:15pm	11. Foundation Report page 22	Danielle Carnes
5:20pm	12. President's Report	Dr. Amit Singh
5:25pm	13. Board Discussion <ul style="list-style-type: none">a. Trustee Updatesb. DEI Committeec. Other	Chair Wally Webster
5:45pm	14. Study Session <ul style="list-style-type: none">a. Pursuit Labb. ctLink	Diana George Eva Smith
6:15pm	15. Executive Session	Chair Wally Webster
6:30pm	16. Adjournment	Chair Wally Webster

Next Meeting:
Thursday, April 14, 2022 3:30pm – Regular Meeting

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: February 17, 2022

Held via Zoom video conference due to COVID-19

Draft Minutes

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

Trustees Excused: None

Others Present:

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

Kristen NyQuist, Director of Planning and Operations
 Jim Mulik, Vice President of Finance, Grants, and Institutional Effectiveness
 Mushka Rohani, Vice President of Human Resources and Operations
 Eva Smith, Chief Information Officer
 Dr. Yvonne Terrell-Powell, Vice President of Equity, Inclusion and Belonging
 Various members of the campus community and public.

CALL TO ORDER

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

INTRODUCTIONS

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

PUBLIC COMMENTS

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

APPROVAL OF MEETING MINUTES

November 10, 2021 - Regular Meeting

Chair Webster asked for a motion to approve the minutes from the November 10, 2021 meeting, which was made by Vice Chair Wagner, and seconded by Trustee Earling. The minutes were unanimously approved as presented.

Approved

January 28, 2022 - Special Meeting

Chair Webster asked for a motion to approve the minutes from the January 28, 2022 special meeting, which was made by Vice Chair Wagner and seconded by Trustee Earling. The minutes were unanimously approved as presented.

Approved

February 1, 2022 - Special Joint Study Session with Edmonds School District Board of Directors

Chair Webster asked for a motion to approve the minutes from the February 1, 2022 special joint study session with the Edmonds School District Board of Directors, which was made by Trustee Zapora and seconded by Trustee Earling. The minutes were approved as presented, with Vice Chair Wagner abstaining.
Approved

NEXT MEETING

The next regular meeting of the Board of Trustees is scheduled for March 10, 2022 at 3:30pm

BOARD RECOGNITION OF TRANSFORMING LIVES AWARD WINNERS

Chair Webster welcomed two special guests to the meeting, Jessica Davila and Jeanett Quintanilla, winners of the ACT Transforming Lives Award and the Edmonds College Transforming Lives Award, respectively.

Chair Webster gave some background on the two awards and shared the story of how education transformed Ms. Davila's story of hardship, addiction, and incarceration into one of perseverance, opportunity, and helping others. He also shared how education helped turn Ms. Quintanilla's immigrant experience into one of opportunity and giving back to the community. On behalf of the Board, Chair Webster congratulated Ms. Davila and Ms. Quintanilla on their determination and grit, and encouraged them to continue lifting others up. Ms. Davila and Ms. Quintanilla made brief remarks, thanking the Board and those who helped them along the way.

INFORMATIONAL & MONITORING REPORTS

James Mulik, Vice President of Finance, Grants and Institutional Effectiveness, reported on the second quarter financials, noting that at this point in the year, about \$400K less has been spent compared to the same point last year, or 37% of the annual expense budget as compared to 39% last year.

Dr. Singh shared a 12-year trend line for general tuition revenue, which shows a decline of 23% over last year, as well as the trendline for international funding, which shows a 11% decline from last year. Dr. Singh noted that despite some cost control measures, some costs do rise each year. With expense reduction measures and CARES Act funding for this year, he expects the college to do okay and come close to meeting its budget; however, there are challenges and it remains to be seen how the year will end. He mentioned that the next fiscal year could be much more challenging as the Cares Act funding will expire in addition to uncertainty regarding enrollment.

NEW BUSINESS: FIRST CONSIDERATION

Consideration of Tenure

Dr. Singh introduced the topic of tenure consideration for Lauriel Elsa-Gordon, noting that the tenure candidates coming up for consideration now are those faculty that he had a hand in hiring when he arrived in 2018.

Kim Chapman, Interim Vice President of Instruction, reported that Ms. Elsa-Gordon, faculty member in the Child, Youth, and Family Studies program, has completed 9 consecutive quarters and the Appointment Review Committee wholeheartedly recommends her for tenure. She pointed to her bio and electronic tenure packet included in the meeting materials, and said that consideration for tenure would be brought back to the Board for discussion and a vote at the March meeting.

Consideration of New Program - Dental Assisting

Dr. Singh introduced the topic of a new program in dental assisting, saying that in order to remain relevant, it's important to be responsive to what the community needs and wants, and part of that involves developing new programs.

Ms. Chapman outlined the proposed dental assisting program, sharing that our partnership with Sno-Isle TECH Skills Center to use their space and equipment allowed us to move forward with putting the program together. Karen Townsend, Dean of Health and Human Services, shared how the program came together, as well as the statistics on need in the community for dental assistants. She reported that there are no similar programs in the near vicinity, and outlined what the certificate requirements would be.

The Board engaged in a brief period of discussion, and then Dr. Singh shared the timeline and process for finalizing the program, which will be presented to the State Board for Community and Technical Colleges prior to coming back to the Board of Trustees for approval. After submission to the Northwest Commission for Colleges and Universities, the program might be offered as early as Fall 2022.

REPRESENTATIVE REPORTS

Puneet Birk, ASEC Representative, reported that the student government Board is making progress: two funding requests have been approved; the officers will be appearing in the INSPIRE Gala auction for the EC Foundation; the process to generate interest in the student trustee position is underway; and many new ideas are being explored, such as hosting service dogs on campus during finals week.

Liz Mueth, WPEA Representative, congratulated the Transforming Lives winners and reported that the work environment for classified staff is still concerning because of understaffing and lack of security access to ctcLink for new employees.

Scott Haddock, AFT Representative, introduced himself in his new role as interim AFT President. He shared his philosophy that his job is not just to oversee the implementation and negotiation of the collective bargaining agreement, but also to foster strong relationships with all stakeholders. He stressed that all people on campus are important to the AFT, and that he sees faculty as part of the same team as administrative staff, students, community members, and the Board of Trustees. Mr. Haddock then shared an update of the work of staff and faculty in the Corrections Education program.

Each trustee thanked Mr. Haddock for his remarks and presentation, and his stated commitment to the common purpose.

BREAK

At 4:33pm, Chair Webster adjourned the meeting for a 10-minute break. At 4:43pm, Chair Webster reconvened the meeting in open session.

FOUNDATION REPORT

Dr. Singh introduced Tom Bull, the new Executive Director of the EC Foundation. Danielle Carnes, Vice President of Innovation and Strategic Partnerships shared some of Mr. Bull's background and welcomed him to his new role. Ms. Carnes then gave an update on recent Foundation activity, including: a new orientation series for Board members; the Board held its annual retreat in January; scholarship applications just opened with a new, streamlined application process; a new \$125K endowed scholarship was established by Libby Lewis and Dave Traugott; a \$25K grant was received from Black and Decker; and the INSPIRE Gala will take place at the Lynnwood Convention Center on April 9, 2022.

PRESIDENT'S REPORT

Dr. Singh reported on how the pandemic is currently affecting the College. He met with various stakeholders prior to making the decision to hold most classes online for Winter Quarter. Recently administrative staff had returned to the office in a part-time, flexible way. Earlier in the day Governor Inslee had announced coming changes to the state mandates, and Dr. Singh let the Board know that changes specific to Higher Ed may be coming. For spring term, 50% of classes will be held online, with another 40% hybrid, and the remaining 10% fully in-person. He thanked those in the Learning Support Center and library for opening so that students could have a place on campus to study. He also thanked the student services staff for serving students in person as well as virtually.

BOARD DISCUSSION**Trustee Updates**

Chair Webster opened the floor for updates from the trustees. Trustee Earling reported that he'd received a call from WA Senator John Lovick, who said he would try to get any pending trustee senate confirmations through the senate this session. Trustee Zapora added that the senate confirmations are procedural and do not diminish the authority of any governor-appointed trustee. Trustee Benson Tolle reported that she is seeing technical affiliations factor sustainability into everything they do, and as the college looks at future workforce and students, it's important to keep our eyes on this issue. Chair Webster congratulated Dr. Singh and the staff for the excellent Martin Luther King, Jr. Day celebration featuring poet Christian Paige. He also reported that in an effort to advocate for the Governor's budget as requested by the State Board for Community and Technical Colleges, he'd sent an email to our elected officials, and also attended a recent Town Hall meeting held by the 32nd LD legislators, where he'd asked for their support for the budget.

ACCT Conference Report

Trustee Zapora reported on the recent ACCT Conference he attended in Washington D.C., where he had great meetings with both Washington senators and with Congressman Rick Larsen. He noted speeches by First Lady, Dr. Jill Biden, and also Secretary of Labor Marty Walsh. Trustee Zapora had been joined in meetings by a student representative from Tacoma and remarked how much elected officials enjoy hearing directly from students. He encouraged the college to include students in future delegations.

DEI Report

Vice Chair Wagner reported that while the DEI committee has not recently met, being half-way through Black History Month, the issues of racial equity have been top of mind. She recommended the Disney+ children's series *Rise Up, Sing Out*, and also spoke highly of the recent workshop put on by Karena Hooks and Community of Color Coalition, sponsored by Verdant Health, on the importance of self-care and preservation while doing social justice work. Vice Chair Wagner also recommended the book *Burnout: The Secret to Unlocking the Stress Cycle*, by Emily and Amelia Nagoski.

Other

Chair Webster expressed appreciation for the fact that the Board meeting had been so student-focused, pointing out that the Board and the college exists solely for them, and if they are the focus, then meetings will be meaningful.

Chair Webster reminded the Board of the prior request from the EC Foundation to appoint a trustee liaison to the Foundation Board of Directors. Chair Webster asked for a motion to nominate Trustee Earling as the liaison to the EC Foundation Board, which was made by Vice Chair Wagner and seconded by Trustee Benson Tolle. The motion unanimously passed.

Approved

STUDY SESSION - Progress on College Priorities: 2021-22

Dr. Singh introduced the study session topic, noting that the mid-year progress report on the annual college priorities is an honest look at where we are so far, and the following presentation by members of the President’s Leadership Team would focus on the metrics to supplement the written report included in the packet, organized by goal.

Goal 1: Access

- International outreach strategies were implemented, although targets for International student applications and conversion were not met
- Running Start communication campaign developed, but enrollments did not reach target
- Launched a Virtual Welcome Center to serve prospective and new students, however some HS enrollment numbers did not reach their target
- Overall conversion rates exceeded target for both Fall and Winter Quarters
- Consultant report assessing front-end funnel processes was received
- Curriculum system has been updated and faculty are able to review and update programs
- BIPOC Ambassador Team yielded mixed results so far
- BIPOC Application Conversion met or exceeded targets for Fall and Winter Quarters

Goal 2: Success

- ctcLink workflow processes are still in progress for new student onboarding
- ctcLink workflow processes are still in progress for Career and College Success Course
- ctcLink workflow processes in progress, new ctcLink critical roles identified for advising, and new or updated job descriptions being developed for current/new key positions
- Pathways team working to identify courses that impede completion. Deans are working with department heads to identify courses in specific programs. Pre-nursing IBEST, STEM IBEST, and other are being explored
- The new Triton Student Resource Hub in the Olympic Building opened in January 2022 for Winter Quarter, staffed by a full-time Care Navigator and the 211 Community Resource Advocate
- Hired 2 FT Temporary Counselors, increased marketing/promotion of services/resources, offering several new virtual support groups, and have a presence in the new Triton Student Resource Hub
- Directed self-placement for English speakers
- Directed self-placement for non-native speakers being developed
- Math faculty updating placement advising
- Developing Co-requisite courses for Math and English is on target
- The DEI Council is in the process of developing a mentoring program that supports Blacks, Indigenous and Latinx students
- 1st Generation Men of Color Scholars Program is active and on-going, with 7 participants currently

Goal 3: Community Engagement

- Progress made on developing a Pathways to Employment Program (Talent Pipeline), with a Rapid Response Team created and the program in place with 3 employers
- Progress made on building a Pathways to Employment website
- Progress made on developing industry curriculum for the Advanced Manufacturing Skills Center: Maritime, Robotics/Automation, and Construction
- Progress made to strengthen the connection between the EC Foundation and the College

Goal 4: Capacity and Operational Excellence

- Progress made meeting the requirements for new state DEI policies 5227 and 5194
- On target to develop and implement a review guide for policies, procedures and practices that will address how to eliminate bias and barriers

- 6 major and 5 minor grants submitted, on a goal of 5 major and 12 minor grants
- Progress made on building fully functional budgets in ctclink
- Progress made on developing a 3-year strategic budget
- On target to develop and implement a comprehensive talent management plan
- On target to develop an equity hiring plan
- On target to implement staff succession planning steps
- Progress made on ctclink Optimization Plan action plan items, although this is behind schedule
- On target to complete reconfiguring and reimplementing 12 legacy data views using ctclink data
- Behind target for reviewing, updating, and approving college policies and procedures to ensure they reflect operational excellence and focus on equity

Goal 5: Entrepreneurial Hub

- Progress made on securing an agreement with Small Business Development Center for office space on campus in close proximity to the Center for Innovation and Entrepreneurship
- Progress made offering classes and workshops through the Center for Innovation and Entrepreneurship to community members as they pursue entrepreneurial learning opportunities with a focus on communities of color. 231 people served in 21 classes

Goal 6: Anytime Anywhere

- 152 faculty have completed the “Improve Your Online Course” training for teaching online, exceeding target of 60
- 12 courses have been reviewed for Accessibility and 2 have completed a full course review with the OSCQR Course Quality Review, on a target of 60
- Progress has been made on choosing degrees and certificate programs for redesign to be implemented fully online
- On target to reach 75% of services used by the college's employees and students to be hosted in the cloud by July 2022.
- 100% of software used in computer lab classes is now available for students virtually, meeting target for the year
- Progress has been made on the website re-architecture project plan
- Increasing student engagement on new website is at a stand-still, waiting for a vendor to be chosen
- 6% of desktop computers have been replaced with mobile workstations for FT employees (based on replacement schedule) on a target of 30%
- PT employee mobile equipment lending program is on target, with employee needs being met at this time
- Technology for students’ needs are being met; over 1,000 laptop computers/Chromebooks are checked out to students, and all requests have been fulfilled
- Progress has been made on implementing tech-enabled classrooms for flexible instruction options

The Board engaged in a brief period of discussion. Chair Webster asked that discussions with prospective student employers include messaging that EC is becoming an anti-racist institution and we are committed to referring BIPOC students to them. Trustee Benson Tolle thanked the staff for their presentation and for the companion report distributed in the meeting materials.

EXECUTIVE SESSION

At 6:10pm, Chair Webster adjourned the meeting to executive session for 20 minutes, returning at 6:30pm, to discuss real estate, litigation, and personnel matters, noting that no actions would be taken after the session.

At 6:30pm, Ms. NyQuist extended the executive session on behalf of Chair Webster, for an additional five minutes, returning to open session at 6:35pm.

At 6:35pm, Chair Webster reconvened the meeting in open session and thanked the attendees.

ADJOURNMENT

The meeting was adjourned by Chair Webster at 6:36pm.

Next Meeting: The next regular Board meeting will be held March 10, 2022 at 3:30pm, via Zoom.

Wallace Webster II, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

PUBLIC COMMENTS
February 17, 2022 Board of Trustees Meeting

ATTACHMENT 1

From Monica James, Visual Arts Faculty

Dear Board of Trustees,

I am writing to the board to appeal for action. I am a tenured faculty in the visual arts and a victim of a serious accounting error. I am writing on behalf of myself and others to request a 360 evaluation.

We have all endured loss and trauma in a seemingly never ending pandemic and students have never been in more need than they are today. In fact as I am writing this letter I myself am preparing to lay my brother to rest. He is the third family member that I have lost in the past three years.

During this time of uncertainty and loss, the help and support that is expected from the administration is replaced by sudden changes, upheaval, chaos, and negativity. I have been working overtime to shift my instruction online, adapt to sudden changes, and support an ever growing number of students in crisis.

In January I received an email from Human Resources explaining an accounting error that was made to my pay for 6 months. Due to an error in administration and accounting my future pay will be docked to recoup the overpayment. This will be the second time in just four years that I have had less than one weeks' notice to adjust to a sudden change in my pay. The reduction in income will have a huge impact on my family and comes at a time when our pay already barely keeps track with inflation. I cannot even afford to live in the community that I serve.

The email that I received only gave five days to respond over the national holiday for Dr. Martin Luther King Jr., bypassed the union procedures for overpayment, and misrepresented Washington State Law regarding repayments. Adding insult to injury, I received a second email which again bypassed the correct procedures. I am currently riddled with anxiety by these emails while the union negotiates with Human Resources.

I am one of seven faculty who were affected by this gross accounting error. I cannot support student success in a pernicious environment where the administration is constantly undermining teaching and learning. Please take immediate action to conduct an in depth 360 evaluation and take the necessary action steps to expedite change.

The toxicity of the workplace is too much to bear; I appeal to your commitment to service and student success.



Washington Community College District 23

BOARD OF TRUSTEES
March 10, 2022

BACKGROUND

CONSIDERATION OF TENURE

Subject

Consideration of tenure for:

[Lauriel Elsa-Gordon](#) [Child, Youth and Family Studies]

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.

Lauriel Elsa-Gordon has successfully completed her three-year probationary period. The Appointment Review Committees and Administrations recommend approval of tenure status.

The Candidate has submitted an electronic tenure packet. This is a Google Site with navigation that will guide you through the required sections of her tenure portfolio.

To access the Google Site, please click on the name above to review the electronic tenure packet.

Recommendation

The administration recommends that the Board of Trustees consider tenure for Lauriel Elsa-Gordon at the February 17, 2022 meeting and approve tenure at the March 10, 2022 meeting.



Washington Community College District 23

**BOARD OF TRUSTEES
March 10, 2022**

**Tenure Candidate Bio: Lauriel Elsa-Gordon
Child, Youth, and Family Studies**

Lauriel has over 21 years of experience working within social services in various positions—Case Manager, Child and Family Therapist, Crisis Outreach Specialist, Program Manager, and Education Development Specialist. She has worked at DSHS, Catholic Community Services, and the YMCA, to name a few. In addition, she has facilitated anger management and multicultural parenting classes to court-mandated and self-referred individuals for over 10 years.

Lauriel Elsa-Gordon holds a Master's in Education from Pacific Lutheran University and a Master's in Psychology from Antioch University. She has been a Licensed Mental Health Counselor in the State of Washington since 2010. Lauriel also has extensive experience as an educator in Psychology, Human Services, and Business. She has taught at Green River College, Renton Technical College, University of Phoenix, Pacific Lutheran University, and in the Bachelor of Arts in Human Services program at City University of Seattle. She enjoys curriculum development and has created and facilitated professional development workshops such as Intercultural Communication; African American Families: Providing Culturally Relevant Services; and Calming the Storm: A Holistic Approach to Working with Angry Clients.



Washington Community College District 23

BOARD OF TRUSTEES
March 10, 2022

RESOLUTION #22-3-1
APPROVAL OF TENURE

Subject

Consideration of tenure for:

Lauriel Elsa-Gordon Child Youth and Family Studies

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

WHEREAS, the appointment review committees have recommended that tenure status be granted for Lauriel Elsa-Gordon;

NOW THEREFORE BE IT RESOLVED that Edmonds College Board of Trustees grants tenure status to Lauriel Elsa-Gordon and welcomes her to a permanent faculty position at Edmonds College.

Wally Webster II, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh



Washington Community College District 23

**BOARD OF TRUSTEES
MARCH 10, 2022**

**BACKGROUND
CONSIDERATION OF NEW COURSE FEES AND COURSE FEE CHANGES**

Subject

Consideration of new course fees and course fee changes.

Background

According to RCW 28B.15.100, "The governing boards of... community and technical colleges shall charge to and collect from each of the students registering at the particular institution for any quarter or semester such tuition fees and services and activities fees, and other fees as such board shall in its discretion determine..."

Despite having the permission to increase all applicable fees by a percentage according to the OFM’s annual fiscal growth rate, Edmonds College strives to keep costs for students low and is judicious in raising or adding fees, only doing so when necessary to provide services and/or materials.

The following new and increased fees are suggested for the 2022-23 academic year:

NEW FEES	AMOUNT*	NOTE
BAS Application Fees for: <ul style="list-style-type: none"> ● Information Technology Application Development ● Integrated Healthcare Management ● Advanced Manufacturing and Materials Engineering Technology ● Robotics and Artificial Intelligence 	\$25	These application fees are consistent with the Child, Youth, and Family Services application fee established by the Board in 2017.
Dental Lab Fee (new, proposed program) DENTL 101, 111, 113, 115	\$150	The fees applied to these specific classes will cover dental supplies and materials needed for lab procedures as well as space-related reimbursement costs to Sno-Isle TECH.
Dental Program Fee (new, proposed program) DENTL 103, 106, 114	\$76	The fees applied to these specific classes will cover space-related reimbursement costs to Sno-Isle TECH: dental chairs, special equipment and use of the building for these classes.
Engineering ENGR 204 Electrical Circuits w/Lab	\$29.50	Lab fee for new lab class.
Integrated Healthcare Management Fee IHCM 310, 400	\$100	Subscription to Electronic Healthcare Records Software

* All fees are assessed per course, with the exception of the BAS application fee, which is a one-time fee.

LAB FEE INCREASES*	FROM	TO	NOTE
Biology Labs: BIOL 100, 105, 106, 175, 211, 212, 213, 241, 242, 260, 293	\$27.50	\$39	Increase to meet rising costs and modern materials; Bio lab fees have not been raised in 10 years.
Engineering 202	\$29.50	\$140	Students will receive a circuit board to keep and use in future courses. The college previously planned to purchase boards to keep from quarter to quarter, but technology changes quickly and it is better to charge so students can obtain current models.
Allied Health Education: AHE 130, 132, 141, 162, 173, 174, 176, 178	\$76	\$120	Need to increase to cover rising costs of medical materials, software, and hourly lab assistants.
* All fee increases are assessed per course			

Recommendation

The administration of Edmonds College recommends that the Board of Trustees approve the course fee additions and changes as presented, at the April 14, 2022 meeting.



Washington Community College District 23

**BOARD OF TRUSTEES
March 10, 2022**

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

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

Background

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

Second Year Appointments

Catharine Robinweiler, (HHS)
Taylor Smith, Nursing (HHS)

Third Year Appointments

Dr. Lori Hays, Biology (STEM)
Allison Obourn, Computer Science (STEM)

Each probationer has a five person Appointment Review Committee (ARC) composed of an administrator, a student, and three faculty members. The ARC committee supports and guides the probationer through the tenure process by observing classes, reviewing instructional materials, and assisting the faculty become familiar with the campus. As part of the process, the ARC committee votes in the 2nd and 5th quarters on a recommendation to continue the tenure process or not and provides a written recommendation for the Board's consideration.

The ARC committees for all candidates above, have performed the review process and have each voted to recommend continuation of tenure probationary status.

Recommendation

The administration recommends that the Board of Trustees renew the second and third year probationary appointments of the candidates listed above, at the April 14, 2022 meeting.



BIOGRAPHIES

FIRST YEAR PROBATIONERS - TENURE TRACK

Catharine Robinweiler

Catharine “Cat” Robinweiler has three bachelor’s degrees from the UW - two degrees in the classics (Latin and Ancient Greek) and a BSN. She has volunteered in the burn ICU at Harborview, has worked extensively in mental health in the psychiatric ICU at Harborview and at Providence in Everett. At Providence, she also worked as a staff nurse and a charge nurse on a medical surgical floor.

Cat started teaching in the practical nursing program in 2015 as an associate faculty member and then took a full time tenure track position. Due to family circumstances, she had to step back from the tenure track position to teaching part time, and she is now back with us full time again. Over the years, has taught in about 90% of the courses we offer. She has taught in our fundamentals courses, medical surgical nursing, mental health, gerontology, and in our capstone courses. She teaches online, clinical, skills lab, and simulation. She has taken an active role in curriculum review and revision and in creating and maintaining relationships with our clinical partners in the community. She was one of two nursing faculty members awarded an infection prevention and control grant this year to update this important subject in our curriculum. Cat enjoys her pets, gardening, baking, crafting, reading, and playing board games and pinball with friends.

Taylor Smith

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

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

BIOGRAPHIES

SECOND YEAR PROBATIONERS - TENURE TRACK

Lori Hays

Dr. Lori Hays obtained a B.S. in Molecular and Cell Biology from Texas A&M University and a PhD in cell regulation from UT Southwestern Medical Center Graduate School of Biomedical Sciences. As a researcher, she co-authored several publications, identified a new protein involved in insulin exocytosis and generated/examined an innovative marker to study microscopic imaging of exocytosis in real-time. Before joining EC as a tenure track faculty, she was an associate faculty member at North Seattle College and Edmonds College. Lori's passion for teaching biology and her commitment to student success is unmistakable. We look forward to working with her during the upcoming years.

Allison Obourn

Allison Obourn grew up in Shoreline, Washington. She has a bachelor's and master's degree in computer science from the University of Washington. Before joining EC's computer science department, Allison taught at the University of Washington and University of Arizona. She has a broad teaching portfolio, extensive curriculum development experience, and is the coauthor of a computer science textbook. She is passionate about computer science, teaching, and recruiting/retaining students in the field of computer science, particularly women and students of color. We welcome Allison back to Washington and look forward to working with her during the upcoming years.



Washington Community College District 23

**BOARD OF TRUSTEES
March 10, 2022**

BACKGROUND

CONSIDERATION OF CONTINUING PERMANENT STATUS PROBATIONARY STATUS

Subject

Board of Trustees consideration of renewal or non-renewal of permanent status probationary appointment for academic employees.

Background

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

Second Year Appointments

None

Third Year Appointments

Melissa McKay (Corrections)

Each probationer has a five person Appointment Review Committee (ARC) composed of an administrator, a student, and three faculty members. The ARC committee supports and guides the probationer through the permanent status process by observing classes, reviewing instructional materials, and assisting the faculty become familiar with Corrections. As part of the process, the ARC committee votes in the 2nd and 5th quarters on a recommendation to continue the tenure process or not and provides a written recommendation for the Board's consideration.

The ARC committee for the candidate above, has performed the review process and voted to recommend continuation of permanent status probationary status.

Recommendation

The administration recommends that the Board of Trustees renew the third year probationary appointments at the April 14, 2022 meeting.



BIOGRAPHY SECOND YEAR PROBATIONER, PERMANENT TRACK

Melissa McKay, Corrections Division

After eighteen years in corporate America, I had the great good fortune to be laid off from the banking industry due to a merger. This gave me the opportunity to return to school full time to complete my education. I had returned to school, taking evening and online classes while working, pursuing an Associate Degree in Accounting from Edmonds Community College. This was my opportunity to switch gears and prepare for a career in the sciences. I earned my transfer degree from Edmonds in 2002, a BS in Oceanography from the University of Washington in 2004. After earning a MS in Environmental Sciences and Policy from Johns Hopkins University in 2006, finding a science position was difficult. My big break came when my good friend, Andy Williams, asked if I would like to teach Business Math online. This is how I found my true calling in teaching adults, and I joined Edmonds Community College as an Instructor, for the Business Division in 2007. In 2015, I earned my BS in Accounting from Western Governors University, and had the good fortune to fill in on an emergency basis at the prison campus at Monroe Correctional Complex for the Spring quarter in 2015. This is where I have found my work home to be, teaching adults, many from disadvantaged backgrounds, and watching the benefits of education transform lives. Everyone should have work that they love to do, and I have certainly found mine.



Washington Community College District 23

**BOARD OF TRUSTEES
March 10, 2022**

**BACKGROUND
PROFESSIONAL LEAVE REQUESTS FOR 2022-2023 ACADEMIC YEAR**

Subject

Board of Trustees approval to grant faculty professional leave for the 2022-2023 academic year is requested.

Background

The negotiated agreement between the Board of Trustees of Washington Community College District 23 and the Edmonds College Federation of Teachers, Local 4254 AFT, AFL/CIO, specifies the process whereby the Board of Trustees may consider and grant professional leave to eligible faculty up to a maximum of four percent of the state-funded FTEF.

The Federation appointed a Professional Leave Committee to review and rank eligible faculty’s 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.

<u>Faculty Member</u>	<u>Professional Leave</u>	<u>Recommended Annualized FTEF</u>
Mary Whitfield	One Quarter	.333
Kathy Murphy	One Quarter	.333
Deann Leoni	One Quarter	.333
Christina Coiro	One Quarter	.333
Audineh Asaf	One Quarter	.333

Recommendation

The administration recommends that the Board of Trustees approve the professional leave requests at the April 14, 2022 Board of Trustees meeting.



Washington Community College District 23

BOARD OF TRUSTEES March 10, 2022

FOUNDATION REPORT

BOARD OF DIRECTORS & COMMITTEES

- The Foundation has elected to pause active recruitment for new board members. The Foundation leadership will complete a self-assessment to identify the current Board's collective strengths and uncover gaps in expertise needed to support the execution of the Foundation's upcoming Strategic Plan.
- The Foundation Board has received the resignations of Ken Chandler and Sara Carter. Ken has served on the Board since January 2007 and has held many leadership positions including Board Chair and Audit & Policy Chair and served on the Finance & Audit Committee, Program Committee, and Executive Committee. Sara has served on the Board since July 2014 and has been an active contributor to the Program Committee. We thank Sara and Ken for their service and commitment to student success at Edmonds College. We wish them the very best in their future endeavors.

FOUNDATION ACTIVITY

- Foundation staff and key board members are drafting a Strategic Plan that focuses on the areas of expanding philanthropy, enhancing organizational capacity, and elevating the Foundation's reputation in the community. The Foundation plans to begin to execute the Strategic Plan beginning July 1.
- The Foundation is recruiting volunteers to help score annual scholarships. The deadline to sign up is March 24th. A Reviewer Training Hour will take place via Zoom on March 30th from 4-5:00 PM.

FUNDRAISING

- INSPIRE 2022 is taking place April 9, 2022 at the Lynnwood Convention Center starting at 6pm. There will also be an online auction and virtual parties taking place between April 6 - 9th. Fortive is the title sponsor and ASEC is a Dreambuilder sponsor for the event. New sponsors for the event this year include First Security Bank, Tulalip Tribes, Washington Energy Services, and US Bank. The live event will include a Student Engagement Showcase, dinner with the appetizer designed by an EC Culinary Arts student, live entertainment by EC's Soundsations, live auction, and dessert dash. The committee's primary focus right now is on securing pre-commitments for the Support a Student appeal, procurement for the auction, and guest development (for both the in-person and virtual events). The Foundation's fundraising goal is \$325,000, to date we have raised over \$135,000 towards this goal.

Submitted by: Danielle Carnes