



BOARD OF TRUSTEES

Regular Meeting

Thursday, February 16, 2023

Meeting: 3:30pm – 6:30pm

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

AGENDA

- | | | |
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| 3:30pm | 1. Call to Order | Chair Adrienne Wagner |
| 3:32pm | 2. Introduction of Guests | Chair Adrienne Wagner |
| 3:35pm | 3. Approval of Meeting Minutes
November 10, 2022 – Regular Meeting page 3 | Chair Adrienne Wagner |
| 3:39pm | 4. Next Meeting
Thursday, March 9, 2023 at 3:30pm – Regular Meeting | Chair Adrienne Wagner |
| 3:40pm | 5. Transforming Lives Award Winners
a. Edmonds College Award: Jennifer Cunningham
b. Presidential Award: Amna Janoo | Chair Adrienne Wagner
Dr. Amit Singh |
| 3:50pm | 6. Public Comment
To make a public comment, you may submit it in writing to publiccomment@edcc.edu no later than Wednesday, February 15, 2023, at 5pm. Written comments should be no more than 300 words in length, include your name and affiliation with the college, and will be read into the record, time permitting. Public comments may also be made in person at the meeting. | Chair Adrienne Wagner |
| 4:00pm | 7. President’s Report page 10 | Dr. Amit Singh |
| 4:05pm | 8. Informational & Monitoring Reports
a. Q2 Operating Budget Update (10)
b. Update on 2022 23 College Priorities (30) | Dr. Amit Singh, James Mulik
Dr. Amit Singh, PLT |
| 4:45pm | 9. New Business: First Consideration
page 12 a. Consideration of Tenure: Hays, Obourn (5)
page 13 b. Consideration of Distance Learning Fee Change (10) | Kim Chapman
Eva Smith |
| 5:00pm | 10. Representative Reports
a. Student Representative (5)
b. Classified Staff Representative (5)
c. Faculty Representative (5) | Vann Eng
Lia Andrews
Scott Haddock |

- 5:15pm **11. Break**
- 5:25pm **12. Foundation Report** [page 1](#) Tom Bull
- 5:30pm **13. Board Discussion** Chair Adrienne Wagner
a. Trustee Updates
b. ACCT Conference
c. Other
- 5:45pm **14. Study Session** Karen Magarelli
Marketing Update (30)
- 6:15pm **15. Executive Session** Chair Adrienne Wagner
- 6:30pm **16. Adjournment** Chair Adrienne Wagner

Next Meeting: Thursday, March 9, 2023, 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: November 10, 2022

Location: Edmonds College, Gateway Hall 352 - 6600 196th Street SW, Lynnwood, WA

Draft Minutes

Trustees Present: Dave Earling, Vice Chair; Shinhae Hwang; Wally Webster; Carl Zapora; Adrienne Wagner, Chair - joined by teleconference

Trustees Excused: None

Others Present:

Dr. Amit Singh, President
 Sara King, Assistant Attorney General
 Ahmad Hilal Abdid, Associated Students of Edmonds College Representative
 Frederick Pieters, Classified Staff Union Representative
 Danielle Carnes, Vice President for Innovation and Strategic Partnerships
 Jorge de la Torre, Interim Associate Vice President for Student Engagement

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

CALL TO ORDER

Vice Chair Earling, chairing the meeting on behalf of Chair Wagner as she was traveling and joining the meeting by phone, called the meeting to order at 3:30pm, and welcomed those present.

INTRODUCTIONS

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

APPROVAL OF MEETING MINUTES

Summer Study Session - August 11-12, 2022

Vice Chair Earling called for a motion to approve the minutes from the August 11-12, 2022 summer study session, which was made by Trustee Zapora and seconded by Trustee Webster. Trustee Zapora offered one correction to page 4 of the minutes, noting that the community partnership involving nutrition workers started at Swedish Hospital "in Edmonds." Vice Chair Earling called the vote, and the minutes passed unanimously with that correction.

Approved as amended

Regular Meeting - October 13, 2022

Vice Chair Earling called for a motion to approve the minutes from the October 13, 2022 meeting, which was made by Trustee Webster and seconded by Trustee Zapora. The minutes were unanimously approved as presented.

Approved

NEXT MEETING

Vice Chair Earling announced that the next regular meeting of the Board of Trustees will be held on February 16, 2023 at 3:30pm.

INFORMATIONAL & MONITORING REPORTS

Q1 Operating Budget Report

Dr. Singh introduced Vice President of Finance, Jim Mulik. Mr. Mulik reported the expenses for the first quarter of the FY23 operating budget, which were \$11.9M or 19% of budget, as compared to \$10.4M for the first quarter of last year. Looking at the categories of salaries, benefits, goods and services, and financial aid, salaries were up due to \$2K one-time payments to classified and exempt employees, and benefits were up 7% largely due to a 16.4% increase in health, life, and disability payments per month. Financial aid was down 21%, as the September reporting was delayed and will instead show up in Q2 expense reports.

Regarding Q1 revenue, Dr. Singh explained that the state awards the college 1.3 FTEs for each student enrolled in \$35 classes, but the resulting funding is not realized until the next year, and isn't realized at all if all the colleges in the system have an increase in enrollment or decrease in enrollment. Q1 tuition was up just slightly, 1.3%, from FY22's Q1, and while budgeted at \$10M for the year, will likely come in closer to \$9M. Running Start revenue is also estimated to come in below budget by \$900K. While Q1 budget variance is currently positive by about \$1M, that might not hold for year-end.

There was a period of discussion. Dr. Singh said that during the pandemic the college was able to carefully manage finances through cost-cutting and careful use of the CARES Act funds. This year, however, the CARES Act funds are drying up and revenue is not coming back as strongly as we thought, which means a possible \$2-2.5M shortfall, which he will try to control as much as possible through expense reduction.

Institutional Monitoring Report

Dr. Singh introduced the report, letting the Board know that the presentation was in line with Board Policy 7.0, and would be made available to the public as well. The report, which looks at a series of institutional performance metrics, shows that in this difficult environment, we are below "good," but above "average." Some metrics have declined, some held steady. Fall-to-Fall retention has gone up, but there has been a big decline in completion. This is due to the fact that we have not been able to award certificates and count completions since converting to ctcLink. Dr. Singh invited Dean of Enrollment Services, Chris Russ, to help explain the details of the technical issue to the Board, which appeared with the move to ctcLink, when auto-conferrals stopped. Students are receiving certificates when they request them, but we will have to devise a new process to confer certificates to all students.

Mr. Mulik outlined the college's ten lagging indicators and the mission fulfillment threshold. With one of the five accreditation-related lagging indicators below the established mission fulfillment threshold level in 2021-22, the college did not fulfill its mission as defined by Board Resolution #18-6-7 and the Board's Monitoring and Planning Policy. The indicator that did not meet its target was Students Served through Industry and Community Education Partnerships, which counts students in largely in-person classes. Going forward, the college will revise the minimal threshold value for this indicator to take into account the reality of the pandemic-era learning environment.

Mr. Mulik showed a chart comparing the college to Aspen's Top 150 schools as well as the national average. He then went over the following indicators, showing the 2021-22 result along with the 5 prior years and the strategic target, disaggregating each by race and gender:

- Enrollments
- Successful Class Completion

- Quarterly Student Persistence
- Fall-to-Winter Persistence
- Fall-to-Fall Persistence
- Completions Awarded
 - Total
 - 2-year Degrees
 - Certificates
 - STEM-related fields
- Student Job Placement Percentage
- Students Served Through Community Partnerships

The Board thanked Mr. Mulik for his in-depth presentation.

OLD BUSINESS: SECOND CONSIDERATION AND FINAL ACTION

Approval of Permanent Status - Melissa McKay

Vice President of Instruction, Kim Chapman, introduced Melissa McKay, who teaches in the Corrections Education Business Division. Vice Chair Earling opened the floor for trustees and Ms. McKay to discuss her permanent status portfolio. The trustees noted her excellent work and thanked her for her willingness to dedicate herself to teaching in the very important area of corrections education.

Vice Chair Earling called for a motion to approve Resolution #22-11-1, which was made by Trustee Webster and seconded by Trustee Zapora. The resolution passed unanimously with Trustee Hwang abstaining.

Approved

Approval of Board Policies and Procedures

Vice Chair Earling presented a slate of Board policies and procedures for second consideration and final action, noting that the Board reviews one-third of its policies and procedures each year, and calling for any comments. Trustee Webster reported that he had met with Dr. Yvonne Terrell-Powell about BOT 14.0 and 14.01pr - Equity, Inclusion and Student Success, and she had provided information to his satisfaction including its relation to the State Board for Community and Technical College’s vision statement on equity and inclusion. Vice Chair Earling called for motion to approve Resolution #22-11-2, which was made by Trustee Zapora, seconded by Trustee Webster, and unanimously approved.

Approved

NEW BUSINESS: FIRST CONSIDERATION

New Degree: Bachelor of Science in Computer Science

Dr. Singh introduced the topic of a new BS degree in Computer Science, which we have been approved by the state board to offer. We will do so as part of a consortium. Dr. Carey Schroyer added that offering this degree is part of a broader effort to support living wage jobs, and that this will be a multi-campus hybrid offering. All the courses for the degree have been approved, and the next step is to sort out which campus will be offering what classes. Faculty remains the challenge, and one of the reasons to join a multi-campus effort is so that we are not competing with other colleges for faculty. The item will return to the Board for approval in February, and further detail will be provided.

REPRESENTATIVE REPORTS

Student Government - Ahmad Hilal Abid gave the ASEC report. Students have now been assigned to committees who are working to set goals and find solutions for student challenges. Van Eng has been appointed as the Executive Officer for Administration. ASEC approved \$18K in funding for the Jazz Band to travel to Puerto Rico, and have also funded Edmonds College Foundation scholarships for \$20K.

WPEA - Frederick Pieters, filling in for Lia Andrews, reported that the 2023-24 WPEA contract had been ratified, and will go to the legislature and then be signed by the Governor. Required COVID vaccination was part of the contract, mandated by the OFM, which triggered an Unfair Labor Practice filing against OFM. It was resolved, and the contract was finalized. It includes a \$1K payment for retention, as well as a \$1K payment for voluntary booster immunizations. There will be a 4% and subsequent 3% COLA, which doesn't cover cost of living increases in our area. There is an additional personal day in the contract as well.

AFT - Scott Haddock, unable to attend the meeting, asked Ms. NyQuist to read the following statement on his behalf: "The Faculty Union has been preparing for contract negotiations with the College Administration. Both negotiating teams will be attending a four-hour training session next week on Collaborative Bargaining and Conflict Resolution. We will commence joint collective bargaining sessions in early December, and we look forward to working together to negotiate a new agreement by the end of the spring quarter."

BREAK

At 4:49pm, Vice Chair Earling adjourned the meeting for a 6-minute break, returning at 4:55pm.

At 4:55pm, Vice Chair Earling reconvened the meeting in open session.

FOUNDATION REPORT

Tom Bull, Executive Director of the Edmonds College Foundation, thanked the Student Government for their support. He reported that the Foundation was entering a new strategic planning phase, and were conducting interviews with community leaders and surveying the broader community. The next step will be to find the common themes and produce a summary which will inform the plan. The Complete the Dream Scholarship received a \$5K donation, and the application deadline was extended by one week to encourage more students to apply. The Foundation received another generous donation of \$44K from a former student.

PUBLIC COMMENTS

No attendees signed up to give a public comment in person. One comment had been received in writing, which Vice Chair Earling asked Ms. NyQuist to read into the record. William Hamp, Engineering Faculty, wrote: I am writing to you today to offer my sincere apologies for my outburst at the October 13 meeting of the Board of Trustees. I regret that I cannot offer this apology in person, but I am currently traveling to Boston to attend a conference focused on the experiences of LGBTQ persons in the STEM field. I offer this apology to the students and faculty as well: my outburst provided a bad example to my students, and reflected poorly on my fellow faculty, whom I admire and cherish. I find hope that this apology may serve as a better example.

PRESIDENT'S REPORT

Dr. Singh shared some wisdom from a recent ACCT conference keynote speaker, Dr. Arthur Levine, who wrote the book *The Great Upheaval*, which chronicles the changes coming to the higher ed sector. Dr. Singh outlined four main points from the keynote speech: Moving to the "anytime, anywhere" concept of multi-modality education available 24/7; there is increasing competition from content producers like Google, companies, libraries, museums, etc; moving from a seat-time measurement of success to an outcome-based measurement; degrees will move from "just in case," to "just in time," meaning students will be seeking degrees and certificates that will benefit them in the near term.

BOARD DISCUSSION

Vice Chair Earling opened the floor for discussion on the recent ACCT Conference. Trustee Hwang shared that it had been a great learning experience. She met with other student trustees and learned that Edmonds College is doing a great job at serving students with services that many other colleges do not offer, such as childcare, food pantry, and resource hubs. She also shared that with many tech companies in our

region, we could offer students a competitive advantage if we could tap into internships for them. Chair Wagner agreed that it was great to hear different perspectives at the conference and also felt that Edmonds College is doing well. Trustee Zapora shared that he had attended an excellent roundtable for college lawyers, and thought it would be good for someone from our system to attend in the future. The session also made him curious about partnering with a local nonprofit to bring pro bono legal help to our students. Trustee Webster shared some points from a speaker that education in the past was learning to earn, in the present students are learning and earning, and in the future they will be earning to learn.

Trustee Webster also shared that he sits on the ACT Transforming Lives Committee, and has the opportunity to read the submissions from students who have submitted essays. He noted that community colleges are changing lives for those who need it the most, and it makes him proud to know that the college is bringing this value to the community.

Vice Chair Earling shared that the ACCT Conference was an inspiring experience and thanked the college for supporting the trustees in attending.

STUDY SESSION - Academic I-BEST for the Pre-LPN Pathway

Dr. Singh introduced the study session topic which was a presentation on a program designed to help students who need additional support, Integrated Basic Education and Skills Training (I-BEST), in the pre-LPN academic pathway. Ms. Chapman introduced Nicole Rios-Gunn, the I-BEST Advising Manager, Dr. Lori Hays, Biology-STEM faculty, and Lauren Hajec, Director of Academic Advising.

Ms. Rios-Gunn gave an overview of I-BEST, which combines basic foundational knowledge such as reading, writing, math, and study skills, with courses and training aligned to a student’s academic pathway. The premise is that because students often stop out during pre-college English and math sequences, providing support in these areas while getting students started in their areas of study helps them persist and reach their goals sooner than they might otherwise. I-BEST is designed to close equity gaps and consists of three key points: team teaching model, accelerated pathways, and case management. While Running Start and International students are not eligible for I-BEST due to funding, there are three types offered at Edmonds College: Prof-Tech, such as allied health education; academic, such as the STEM 100 I-BEST integrated with English; and expansion I-BEST, such as Nutrition 101 integrated with math.

From Summer 2021 to Spring 2022, 1,271 students were served by three I-BEST Case Managers, and 78% of those students were from ELA/multicultural backgrounds. While I-BEST is a teaching modality rather than a funding source, \$27,202 in grant funded scholarships was awarded to help 27 I-BEST students enroll in classes for Summer and Fall 2022.

Dr. Hays reported that pre-nursing is a highly enrolled program and 77% of our pre-nursing students are members of racially minoritized groups.

Nursing industry trends:

- 6% growth projected for LPN/RN jobs through 2030.
- 11% of active LPN workers are Black/African American
- 10% of active LPN workers are Asian
- Most students entering LPN programs identify as racially minoritized groups <50 years old

Our students struggle with foundational knowledge in the following ways:

Pre-college Math:

- 32% of pre-healthcare students start with pre-college math
- 56% of LatinX and 50% African American pre-healthcare students are starting with pre-college math

Pre-college English:

- 27% of pre-healthcare students start with pre-college English
- 48% of African American and 36% of Asian pre-healthcare students are starting with pre-college English

Ms. Hajec reported that while pre-nursing is one of the highest demand pathways we offer, there are complications for students who start with pre-college levels of English and math, including that they are taking longer to complete the credits they need to transfer. With I-BEST, these students start sooner and stronger, and are nine times more likely to graduate with their certificates or degrees.

Case managers provide critical wrap-around services, with many of them taking place just to ready the student for enrollment:

- Complete college admissions
- Resolve residency concerns
- Understand placements & programs of study
- Apply for Financial Aid (all types)
- Enroll/register in quarterly classes
- Create Academic plans
- Referrals/introductions to campus & community resources
- Transition to faculty advising
- Apply for graduation

The Pre-LPN I-BEST started with cross-campus collaboration between I-BEST, English, STEM, Nursing, and Student Services. The I-BEST Advising Manager authors the applications and directs the projects. Two applications have been approved by the State Board. I-BEST piloted STEM 100 w/ Pre-College English in Fall 2022. The Nutrition and Math combo will be launching in Winter 2023, with Chemistry and Pre-College English coming in Spring 2023.

Vice Chair Earling thanked Ms. Rios-Gunn, Dr. Hays, and Ms. Hajec for their presentation and opened the floor for discussion. Trustee Webster suggested that Edmonds College prepare conference presentations on our I-BEST program. There was discussion on the earning potential for pre-nursing students, which runs from \$37K for a CNA to \$129K for a Nurse Practitioner. Trustee Hwang shared her knowledge of someone who had to abandon hopes of a nursing degree because of struggles with chemistry. Dr. Hays said that I-BEST for chemistry is currently paired with English, but many chemistry students struggle because of the math. The pathway at Edmonds is designed so that by the time students get to chemistry, they have had support.

Dr. Singh thanked the presenters and also Dean of STEM, Dr. Carey Schroyer, for their work on this important student success initiative.

EXECUTIVE SESSION

At 6:05pm, Vice Chair Earling adjourned the meeting to executive session for 25 minutes, returning at 6:30pm, to discuss personnel matters, noting that no action would be taken.

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

ADJOURNMENT

With no further business, Vice Chair Earling adjourned the meeting at 6:31pm.

Next Meeting: The next regular Board meeting will be held on Thursday, February 16, 2023 at 3:30pm.

Dave Earling, Vice Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

**BOARD OF TRUSTEES
February 16, 2023**

PRESIDENT'S REPORT**COLLEGE ADVOCACY ACTIVITIES****Visits with Legislators**

- Following my fall 2022 visits with all the state legislators in our area districts, it was good to meet with most of them again in January as part of the Association of College Trustees Winter Legislative visit in Olympia, which I attended with Chair Wagner and Trustees Webster and Hwang. The EC delegation met with nine state legislators from our surrounding districts to ask them for their funding support in the upcoming legislative budget decisions. The State Board, in consultation with the system presidents, identified the funding priorities for our system, which are outlined in the attached flyers. Throughout the Washington state legislative session the association of CTC Presidents, and the State Board hold weekly meetings to track all the bills and legislative action, and to decide on advocacy strategy across the state.
- In mid-January I attended a special event hosted by Congressman Rick Larsen, where I thanked him for his effort and support in procuring \$1.3M in federal funding for our Advanced Manufacturing Skills Center. He has been an excellent champion for our college. This special funding will aid in the development of the Advanced Manufacturing Skills Center and new job training programs in Maritime and Automation/AI/Robotics.
- Recently I had lunch with Senator Patty Murray's aide, Anne Larson, to catch up with her and share information about what's happening at the college.
- On January 31, I and members of my leadership team hosted Phyllis Gutierrez Kenney for an evening visit at the college to meet and observe classes in our Bachelor of Applied Science programs in Advanced Manufacturing and Materials Engineering Technology and also Information Technology Application Development. Ms. Gutierrez Kenney is currently the Chair of the State Board for Community and Technical Colleges, and was previously a state representative serving in the legislature from 1997 to 2012, where she sponsored and helped pass the bill allowing community colleges to offer BAS degrees. It was an honor to show her the work going on at our college now that was made possible by her hard work and advocacy.

Visits with Community Leaders and Leadership Organizations

Paine Field Airport: On January 12 I, along with Trustee Zapora, toured the Paine Field Terminal with the CEO and VP of the airport and got a "behind the scenes" tour. Executive Director of the WATR Center, Larry Cluphf, then led us all on a tour of that facility.

Boeing 747 Event: I was able to attend Boeing's 747 Celebration event on January 31, on the factory floor at Paine Field. It was a terrific farewell event for the iconic jumbo jet - the same plane that carried me from India to the United States for the first time.

Edmonds Rotary: I was invited to share a college update with the Edmonds Rotary Club recently. Vice President of Innovation and Strategic Partnerships, Danielle Carnes and I delivered our presentation, "Moving Forward," sharing information about the college and our direction of leaning into the future. Edmonds Rotary and Edmonds Councilman Will Chen have set up a Second Chance Scholarship benefitting Edmonds College students. We

learned from our host, after the presentation, that they received several emails from the members expressing interest in touring our campus and being more involved.

School Districts: In addition to meeting regularly with state and federal legislators, I also meet with the superintendents of Edmonds, Everett, and Mukilteo School Districts, and the Presidents of Shoreline, and Everett Community Colleges, to explore topics of mutual interest. I've met with all of my counterparts at these institutions since November.

LETI: It was a pleasure to extend a warm welcome to the participants of LETI's new cohort of Latino Leadership Institute participants at their kick-off event on January 21. Rosario Reyes, Founder and CEO of LETI, and I have been meeting further partnerships between our organizations.

Equity Partners: In early January a few members of our team and I met with a group of community partners, including Refugee and Immigrant Services Northwest, Providence Hospital, Pacific Islander Community Association of WA, LETI, and others, to discuss how we can work together to support refugees and newly arrived immigrants in our community as well as underserved population. The group formed an on-going task force, which I've asked Dean of International Programs, Christine Kobayashi to coordinate on behalf of the college.

COLLEGE UPDATE

Enrollment

Enrollment is up this quarter, which is great news, and we are working on retention of these students as well. Winter Quarter, as of February 10, 2023:

- All FTEs +7.6%
- State FTEs +1.4%
- Running Start FTEs + 2.0%
- International FTEs 9.0%

These numbers reflect diligent work on the part of so many people, faculty and staff. Thank you!

Head Start Site Visits

VPI Chapman and I will be visiting all nine Head Start sites this year. I began with a site located in an Everett apartment complex that has been delivering early childhood education services for over 20 years. They currently serve 44 families. Many of the employees were parents whose own children had been participants in the program and several shared very moving stories of how it had been so helpful to them that they wanted to be a part of the program to help bring that same help and support to other families. The children were enjoying their activities and there was an evident feeling of happiness and well-being. We also visited the site located in Monroe, where they serve 34 children. I am thankful for our Head Start employees who do this important work that really does make a difference in the lives of the children and also their families. We should all be proud that Edmonds provides this service to Snohomish County.

Welcome

Our new Vice President of Human Resources, Suzanne Moreau, joined our college in January, coming to us from Bellevue College. She previously worked for Edmonds until 2018, and is a great addition to the leadership team.



Washington Community College District 23

**BOARD OF TRUSTEES
February 16, 2023**

**BACKGROUND
CONSIDERATION OF TENURE**

Subject - Consideration of tenure for:

[Lori Hays](#), Biology

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](#), Computer Science

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.

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.

Both Dr. Lori Hays and Allison Obourn have successfully completed their three-year probationary period. The Appointment Review Committees and Administration recommend approval of tenure status.

The tenure candidates have each submitted electronic tenure packets this year. These are Google Sites with navigation that will guide you through the required sections of their tenure portfolios. **Please click on the names above to review the packets.**

Recommendation

The administration recommends that the Board of Trustees consider tenure for Lori Hays and Allison Obourn at the February 16, 2023 meeting and approve tenure for those faculty members at the March 9, 2023 meeting.

BACKGROUND

Learning Technology Services Fee

Subject

Consideration of a proposal to restructure a portion of student fees, in order to eliminate the Distance Learning Course Fee, which is based on course delivery mode, and the Computer Lab Fee that is charged for general computer lab support. These will be replaced with a single per-credit Learning Technology Services Fee.

Background

Edmonds College is funded through a combination of state allocations, grants, contracts, auxiliary services and student tuition and fees. Over the years, the college Board of Trustees has approved the administration's requests to levy new fees to fund new programs and meet emergent needs. Regarding technology funding in particular, it is gathered from a variety of sources, and the established methods of funding these services at Edmonds College have historically been consistent with other colleges in the State of Washington.

Edmonds College technology funding comes from computer lab fees, a technology fee managed by the student government, grants, course fees, and a Distance Learning Course Fee that was implemented more than two decades ago, and which was intended to fund the development, adoption, and growth of online courses. The Distance Learning Course Fee is a flat fee assessed per class, based on the three scheduled delivery modes. For example, students registering for a class section to be delivered fully online are charged a flat fee of \$45.65 at the time of registration. A class section scheduled with a combination of both on-campus and online instruction is charged a "hybrid" course fee of \$31.55, and fully on-campus classes are not assessed this fee. The Distance Learning Course Fee is a flat rate charged per class, regardless of how many credits the class is.

In addition to the Distance Learning Course Fee, some classes are also charged a Computer Lab Fee. Over the last couple of years as the college has migrated software available in physical computer labs into a virtual computer lab configuration, software in the virtual computer labs is now accessible by all students, including those who are not assessed the Computer Lab Fee.

Over the years, revenue from course-based distance learning fees and computer lab fees have funded licensing and staff to support all technologies used for teaching and learning, such as the Learning Management System, Canvas, and software used in the open computer labs that is available to all students, in addition to the training and user support for these tools.

The current method of funding presents several issues:

- It has placed the fee burden for technologies and support on a portion of the student population who are taking specific classes, even though all students have access to these technologies and support, regardless of the modality of their classes or specific programs.
- It has tied fixed operating costs to our students' choice of modality, which is a highly variable factor, and modality is no longer a relevant method of determining fees.
- It has been challenging for students to understand what their fees are being used for, and why they are being collected for any given class.

Therefore, the need for a more equitable, transparent, and reliable mechanism to fund technology and related services has been identified as a growing concern.

In response to those concerns, Edmonds College President Dr. Amit Singh commissioned an external consultant to review the college's technology-related fees in order to determine if they are meeting the college's needs and what changes, if any, should be made. Specific questions addressed in the consultant's study were discussed by a task force consisting of faculty, administrators, and a student representative.

Research on fees compliance requirements and fee policies at other colleges in the system were shared with the task force. Discussions focused on the following issues: access, equity, transparency, control of funds, organizational needs, and compliance with state statutes on assessing student fees.

Taking into consideration the consultant's recommendations, the task force discussions, further analysis of revenue from current student fees, and the ongoing costs of providing students with access and support for 21st Century educational technologies, the Edmonds College leadership recommends restructuring the fees as follows.

Recommendation

The President's Leadership Team recommends eliminating both the current Computer Lab Fee and the "Distance Learning Course Fee", which is charged per course to those students taking online or hybrid courses, and moving instead to a revenue-neutral per-credit "Learning Technology Services" fee that would be paid by a majority of students, no matter the modality of the class. The proposed Learning Technology Services Fee would be \$7.00 per credit.

Moving to this new fee would mean most students, no matter the modality of the class, would pay \$35 for each 5-credit class, as opposed to \$45.65 for a fully online class or \$31.55 for a hybrid class in the current structure. Also, students taking certain classes that meet in computer labs would no longer be charged an additional Computer Lab Fee of \$13.65 per credit. As an example, a student currently taking a 5 credit hybrid class that meets weekly in a computer lab pays \$99.80 in additional fees. Under this proposal, these fees would be reduced to \$35. This would also mean that students taking classes with fewer than 5-credits would pay less.

In keeping with Washington State statutes on assessing fees, this fee would not be assessed across the board to all students. The following student populations would be exempt from this fee: Adult Basic Education and English Language Acquisition students; College in the High School students; Department of Corrections students; Family Life Education students; WATR Center students; and students who are designated as receiving state-mandated waivers.

As online and flexible learning modalities become integral to serving all our students, it is imperative that the college continue to provide the needed software, training, and support. The rationale for this change is to more equitably spread the cost of this support across the majority of students by providing a fee structure that directly ties costs to overall enrollment, rather than relying on specialized fees tied to a student's choice of course modality. This is also consistent with the enrollment-based licensing models for software-as-a-service (SaaS) that is commonly imposed by software providers.

While the new fee structure meets the spirit of what was recommended by the consultant, the current level of funding is not sufficient to meet all the technology needs of the future, the cost of which keeps going up every year. In addition, it is imperative that we invest in new technologies in order to provide our students with the state-of-the-art learning experience, the funding of which remains uncertain.

The President's Leadership Team recommends that the Board of Trustees consider the foregoing proposed fee restructure at the February 16, 2023 meeting, and approve it at the March 9, 2023 meeting.

**BOARD OF TRUSTEES
February 16, 2023**

FOUNDATION REPORT
BOARD OF DIRECTORS & COMMITTEES

- The new Strategic Planning committee held its first two meetings on January 26 and 27 to focus on creating a SWOT analysis, long-term financial stability, Leadership, and Operational planning. A draft was shared with the entire Board on February 3 at the Board meeting and retreat. The goal is to present a final draft to the Foundation Leadership on March 1 at the Executive Committee meeting before a final vote at the March 14 Board meeting.
- The Foundation Board hosted a Board Orientation, welcoming two new members - Sherri Anderson and Trustees David Earling to the Board of Directors.

FOUNDATION ACTIVITY

- The “Complete the Dream” Scholarship helps students who have experienced a recent, significant, and unforeseeable event in their financial situation that jeopardizes their ability to complete their program of study in the upcoming quarter. The application opened on February 6.
- The Foundation’s annual scholarship application is scheduled to open on February 20. The application closes on March 31 for student awards in Fall 2023. The Foundation funds hundreds of scholarships each year. There are over 100 scholarships available each year for students. The amounts and numbers awarded vary from year to year based on available funding. Typical awards range from \$1,000 - \$5,000. Scholarships are available for full-time, part-time, international, and undocumented students.
 - Special thanks to the Foundation Program Committee and various College staff members for their assistance in creating this year’s application. The revisions will lead to a more equitable application focusing on the student’s educational and career journey and how a Foundation scholarship will help them achieve their goals.
- INSPIRE 2023 update and inspiration! April 22 dinner and auction at the Lynnwood Convention Center. The online auction will lead the celebration efforts April 19-22, culminating in the dinner, live auction, and raising-the-paddle benefit for student success.
 - Donations for both online and live auctions are now being accepted. Anything from hand-crafted items, gift certificates, entertainment or sports tickets, hobbies, trips or vacations, local attractions, etc., are welcomed.
 - A student showcase event will again be included in the evening activities. This year's theme is "The Impact You Make," highlighting the impact Edmonds College programs have on student success and our community.

- The Foundation will soon relaunch its Impactful Programming. These grants will provide faculty and staff funding to cover the costs of conducting and sharing research or completing other creative projects. The application is scheduled to open on February 20. Recipients will be selected by the Programming committee in late May.

FUNDRAISING HIGHLIGHTS

- Fundraising results through December 2022 total \$733K.
- Verdant Health Commission renewed their support for the Counseling and Resource Center (CRC) Mental Health and Wellness Expansion with a grant of \$206,441.00.

Submitted by: Tom Bull