EDMONDS COLLEGE

WASHINGTON COMMUNITY COLLEGE DISTRICT 23 MISSION: TEACHING | LEARNING | COMMUNITY

BOARD OF TRUSTEES
Regular Meeting
Thursday, October 16, 2025
Meeting: 4:15pm – 6:30pm
In Person: Gateway Hall, Room 352, 6600 196th Street SW, Lynnwood, WA
Zoom: **https://us02web.zoom.us/j/84259948959**
Join by telephone: (253) 215-8782 **|** **Meeting ID:** 842 5994 8959

AGENDA

4:15pm	**1.**	**Call to Order**	Chair Courtney Wooten
4:17pm	**2.**	**Land Acknowledgement**	
4:20pm	**3.**	**Introductions of Board and Leadership Team**	Chair Courtney Wooten
4:22pm **page 3**	**4.**	**Approval of Meeting Minutes** September 18, 2025 – Regular Meeting	Chair Courtney Wooten
4:24pm	**5.**	**Next Meeting** Tuesday, November 18, 2025, 3:30pm	Chair Courtney Wooten
4:25pm	**6.**	**Transforming Lives**	
4:35pm	**7.**	**Public Comment**	Chair Courtney Wooten

To make a public comment, you may submit it in writing to publiccomment@edmonds.edu no later than Wednesday, October 15, 2025, at 5pm. Written comments should be no more than 300 words in length, include your name and affiliation with the college, and will be read into the record, time permitting. Public comments may also be made in person at the meeting. All virtual participants who wish to make a public comment should submit one in writing as outlined above.

4:45pm	**8.**	**Representative Reports**	
		a. Student Government Representative (5)	Tiffany Mphepo
		b. Classified Staff Representative (5)	Lia Andrews
		c. Faculty Representative (5)	Scott Haddock
5:00pm	**9.**	**Informational and Monitoring Reports**	
		Veterans Resource Center (10)	Matthew Durkee

5:10pm	**10. President's Report**	Dr. Amit Singh
5:20pm	**11. Break (10)**	
5:30pm page 9 page 10	**12. Old Business: Second Consideration and Final Action** Approval of 2026 Board of Trustees Meeting Dates **RESOLUTION #25-10-1**	 Chair Courtney Wooten
5:35pm	**13. Foundation Report (5)** page 11	Lillian Sherman
5:40pm	**14. Board Action and Discussion** a. Trustee Updates b. Other	Chair Courtney Wooten
5:55pm	**15. Study Session (20) - Financial Aid**	Dr. Mari Acob-Nash, Alicia Mallahan
6:15pm	**16. Executive Session (15)**	Chair Courtney Wooten
6:30pm	**17. Adjournment**	Chair Courtney Wooten

Next Regular Meeting: November 18, 2025

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

DECISION: FOR APPROVAL

EDMONDS COLLEGE
Washington Community College District 23

BOARD OF TRUSTEES
Regular Meeting: September 18, 2025

Location: Edmonds College, Gateway Hall 352: 6600 196th Street SW, Lynnwood, WA
Virtual Participation via Zoom

Draft Minutes

Trustees Present: Dr. Courtney Wooten, Chair; Wally Webster, Vice Chair; Dave Earling; Kayla Linadi; Adrianne Wagner; Carl Zapora

Trustees Absent: None

Others Present:
Dr. Amit Singh, President
Sara King, Assistant Attorney General
Lia Andrews, Classified Staff Union Representative
Scott Haddock, Faculty Union Representative
Tiffany Mphepo, Associated Students of Edmonds College Representative
Dr. Mari Acob-Nash, Vice President for Enrollment and Student Services
Dr. Kim Chapman, Vice President for Instruction
Karen Magarelli, Vice President for Strategic Marketing, Grants & Foundation - PIO & Special Assistant to the President
Suzanne Moreau, Vice President for Human Resources
Jim Mulik, Vice President for Finance and Institutional Effectiveness
Kristen NyQuist, Director of Planning and Operations
Lillian Sherman, Executive Director of the Edmonds College Foundation
Eva Smith, Chief Information Officer
Dr. Yvonne Terrell-Powell, Vice President for Student Success, Belonging, and Global Engagement

Various members of the campus community and public

CALL TO ORDER
Chair Wooten called the meeting to order at 3:30pm, and welcomed those present.

LAND ACKNOWLEDGEMENT
Trustee Wagner read the Land Acknowledgement.

INTRODUCTIONS
Chair Wooten led introductions of the Trustees; Dr. Singh led introductions of the Leadership Team, AAG and Advisory Representatives.

APPROVAL OF MEETING MINUTES
Chair Wooten called for a motion to approve the minutes from the June 12, 2025 meeting, which was made by Trustee Wagner, seconded by Trustee Webster, and unanimously approved.
Approved

Chair Wooten called for a motion to approve the minutes from the August 21, 2025 summer study session, which was made by Trustee Earling, seconded by Trustee Wagner, and unanimously approved.
Approved

NEXT MEETING
Chair Wooten announced that the next regular Board of Trustees meeting will be held on Thursday, October 16, 2025 at 4:15pm.

TRANSFORMING LIVES
Garrett Suryanto, Robotics Manufacturing Facilitator at the Washington Aerospace Training and Resource (WATR) Center, spoke to the Board about his journey as an international student from Indonesia at Edmonds College studying online during the pandemic, then transferring to the University of Washington and graduating with a Bachelor's degree in Mechanical Engineering, and now returning to Edmonds College as a facilitator at the WATR Center for the Robotics Manufacturing certificate program. The Board thanked Mr. Suryanto for his willingness to return to the college and share his knowledge and experience with current students.

Chelsea Pierceall, an Edmonds College student in her final quarter of an Associate's Degree in Event Planning, shared her story of moving across the country to find better resources for her son. She also found an attainable education to help her develop a career planning events to help people celebrate their successes. Ms. Pierceall shared her story of triumph and resilience, transformation and confidence, noting that she may go on to get a Bachelor's Degree in Marketing so she can work in Public Relations. The Board thanked Ms. Pierceall for sharing her inspiring journey.

PUBLIC COMMENTS
Chair Wooten opened the public comment period noting that the Board appreciates hearing from the community. The Public Comment period is used as a time for the Board to listen, rather than a time for discussion, but the President may respond to items raised in public comment, as appropriate.

Nursing Faculty member Taylor Smith addressed the Board on the topic of high-demand stipends for faculty, asking them to ensure that the administration distributed all high-demand funds, stating that because the funds had not been distributed, the college was in violation of the collective bargaining agreement.

PRESIDENT'S REPORT
Dr. Singh, responding to the public comment by Ms. Smith, noted that high-demand funding is approved by the state, and in June 2025, the proviso with that approval had been removed from the 2025-26 budget allocation. On June 30, the college had notified the Associated Federation of Teachers (AFT) that the collective bargaining agreement requires any change to be rebargained, and issued an invitation to bargain. Dr. Singh asked Vice President for Human Resources, Suzanne Moreau, to share what had happened since that time. Ms. Moreau reported that the two sides had met and were working on bargaining the issue.

Scott Haddock, President of the AFT, began to provide his viewpoints on the matter. Mr. Haddock stated that because Dr. Singh had asked Ms. Moreau for her comments, he was entitled to offer a rebuttal. Dr. Singh refuted that, noting that during his report he was free to call upon anyone he wished to.

Dr. Singh continued his report noting that enrollments for Fall Quarter are looking good. Earlier in the day he had met with international students and their parents, as well as new athletes joining the college. The previous Saturday the college had held a new student welcome day, with activities across campus.

OLD BUSINESS: SECOND CONSIDERATION AND FINAL ACTION
Approval of 2025-26 College Priorities

Dr. Yvonne Terrell-Powell, Vice President for Student Success, Belonging, and Global Engagement introduced the topic and shared the process in which the President and leadership team go about annual planning; Mr. James Mulik, Vice President for Finance and Institutional Effectiveness, outlined the structure of the Comprehensive Plan which includes goals, strategies and actions, along with lead and lag metrics. The annual College Priorities, which the Board approves, are made up of the goals and strategies. The actions and lead metrics are operational and monitored by the President and the leadership team.

Members of the leadership team presented the 2025-26 College Priorities along with the action items as follows:

GOAL 1	**ACCESS**
Strategy	Offer Alternative Opportunities for Skill Attainment, Leading to Family-Sustaining Wage Jobs
Action	Establish a Center for Professional Education by Creating an Implementation Plan which Includes Hiring Staff and Developing Courses/Curriculum
Action	Develop and Implement a Marketing Plan to Create Awareness and Recruit Participants
GOAL 2	**SUCCESS**
Strategy	Analyze First-Year Student Data in Order to Identify Actionable Insights to Help Students be More Successful
Action	Create and Implement a Student First-Year Experience Research Plan
Strategy	Advance our Culture of Care and Belonging
Action	Implement Title II Plan for Accessibility
Action	Implement a Customer Service Standard Related to Care and Belonging
GOAL 3	**COMMUNITY ENGAGEMENT**
Strategy	Develop Strategic Partnerships with Local Industry Sectors for Student Opportunities
Action	Identify and Tier Target Strategic Employers in Advanced Manufacturing and Healthcare Industries
Action	Orchestrate a Multi-Channel Engagement Playbook for Strategic Employers
GOAL 4	**CAPACITY & OPERATIONAL EXCELLENCE**
Strategy	Successfully Implement a Student Success Tool to Complement ctcLink
Action	Complete Contract and Create Implementation Plan for ConexED
Action	Complete the First Phase - One-Way Integration
Strategy	Develop and Upskill Employees Through Customized and General Training Opportunities
Action	Build and Offer Training Curriculum to Fill Identified Training Needs for Employees
Action	Increase AI Fluency for College Staff Through the Creation and Implementation of a Training Toolkit with Recommended Tools for Staff Use
GOAL 5	**PROVIDE GUIDANCE AND SUPPORT FOR LIFELONG LEARNING AND CAREER MOBILITY**
Strategy	Serving Students Better Through Lifelong Career Advising

Action	Develop a Structure for Managing Relationships with Graduates After They Leave Edmonds College
Action	Develop a Process to Advise Graduates for the Next Phase of Their Career, Using Labor Market Tools
Action	Simplify Intake and Enrollment Processes for Non-Credential-Seeking Students, Including Use of Prior Learning Assessment, Based on Data Gathered in 2024-25

GOAL 6	**EMBRACING DISRUPTIVE TECHNOLOGIES TO BE FUTURE READY**
Strategy	Advance the Center For AI And Data Science as an Innovation Hub
Action	Increase AI Fluency for College Faculty Through the Creation of Instructional Content by Faculty Professional Development Coordinators and Faculty Pedagogies Group
Action	Offer Continuing Education in AI for K-12 Educators

Chair Wooten thanked Dr. Singh and the Leadership Team for the presentation and asked for a motion to approve **Resolution #25-9-1 Approval of 2025-26 College Priorities**, which was made by Trustee Wagner and seconded by Trustee Zapora. After a period of discussion regarding metrics and clarification of when they are set and reported on, Chair Wooten called the vote to approve the resolution, which passed unanimously.
Approved

NEW BUSINESS: FIRST CONSIDERATION
2026 Board Meeting Dates
Chair Wooten, noting the background statement in the meeting materials, asked the trustees to look over the proposed schedule of meetings for 2026 and let the President's Office know if there were any conflicts, prior to the next meeting.

REPRESENTATIVE REPORTS
ASEC Representative - Tiffany Mphepo, Executive Officer for Administration, introduced herself and gave an update on student government's participation in the CUSP Leadership Conference, common CSEL training, student orientation day, and goal setting, where they identified fostering effective partnerships, expanding student engagement through outreach, and revisions to the ASEC Constitution and Financial Code as main priorities for the academic year.

WPEA Representative - Lia Andrews, Chief Shop Steward, reported that the WPEA ratified the 2026 contract, which includes one year of retroactive pay increases, starting July 1, 2026. Going forward there will be listening sessions, and she stressed the importance of trust between all the parties. She thanked Dr. Singh and Ms. Moreau for including staff in Teaching and Learning Day, and asked that the college remain committed to staff, as staff had remained committed to the college.

AFT Representative - Scott Haddock, AFT Local President, reported on the following:
- The AFT would like to invite the Board of Trustees to have dinner in October to foster relationships between the two parties.
- CBA negotiations will take place this year, and the AFT is eager to meet.
- The faculty earned the high-demand compensation, and the college informed them that they had decided not to give it. When the AFT showed up to the demand for bargaining, the administration did not have a proposal but promised one, which triggered a grievance when it was not received. The administration has not issued high-demand compensation for summer or fall, and not having a proviso from the state did not trigger bargaining.

BREAK
At 4:39pm, Chair Wooten adjourned the meeting for a 10-minute break, returning at 4:49pm.
At 4:49pm, Chair Wooten reconvened the meeting in open session.

FOUNDATION REPORT
Vice President for Strategic Marketing, Grants, and Foundation, Karen Magarelli, reported that it had been a summer of transition for the Foundation. Lillian Sherman had been hired as the new Executive Director, and a new event, Sip For Success, was held recently, where $10K was raised in 2 hours to support the Foundation.

BOARD DISCUSSION
Appointment of Representatives
Chair Wooten appointed Trustee Earling as the college's representative to the ACT Legislative Action Committee. Chair Wooten reappointed Trustee Wagner as the trustee representative to the EC Foundation Board of Directors.

Recognition of Outgoing Chair
Chair Wooten led the recognition of outgoing Chair, Carl Zapora, who finished his term as Chair at the end of August. The Board and Dr. Singh thanked Chair Zapora for his leadership and guidance, for his warmth and support of fellow trustees. Chair Zapora was presented with a small token of appreciation from the Board.

At this time, Chair Wooten called upon Dr. Singh to give one more President's Report update. Dr. Singh reported that in accordance with Board Policy 13.0 - Emergency Executive Succession, he would appoint Vice President for Instruction, Dr. Kim Chapman, as the primary successor, and Vice President for Finance and Institutional Effectiveness, James Mulik, as the secondary successor.

Trustee Updates
Chair Wooten opened the floor for updates from the trustees, noting that she had let Mr. Haddock know that the proposed date for the Board and Faculty Union dinner in October conflicted with a trustee conference.

Trustee Zapora thanked Dr. Singh and the leadership team for the great Convocation.

Trustee Earling thanked everyone for the wonderful start of the academic year - an exciting time.

Trustee Wagner also mentioned her appreciation for Convocation, and the Sip For Success event. She noted that she is kicking off her first year as CEO of Leadership Snohomish County.

Vice Chair Webster noted that the college had received an award recently from the Lynnwood Chamber of Commerce, which highlights how respected the college is in the community. He went on to say that when he asks questions during presentations it is with good intentions as he loves this college and relates closely to the power it has to transform lives, as his own life was transformed, albeit in a rather happenstance way.

Chair Wooten noted that Convocation revealed the heart of the college, and she is always surprised at how much there is to learn. She thanked Ms. Andrews for her remarks at Convocation, using the framework of dignity. Orange Shirt Day, remembering and honoring indigenous residential school survivors, takes place on September 30, and there is a public event at Edmonds Center for the Arts, which, while free, does require advance registration. Chair Wooten reported that she would like to have a study session on AI for Trustees, and would be sharing some slides and reading recommendations with the trustees.

STUDY SESSION - Capital Projects

Dr. Singh introduced Chris Szarek, Executive Director of Facilities and Capital Projects, who walked through photos of some of the 35 capital projects totaling $15M that he and his team had completed over the last two years, including:

- Cooling Tower Replacement
- Brier Hall Renovations
- Monroe Hall Center for Entrepreneurship and Innovation, Phase 1
- Services for Students with Disabilities Refresh
- Safety and Security - Gateway Hall Basement Cages
- Security Systems - Fencing and Cameras
- Lynnwood Hall Main Switchgear Replacement
- Elks Building Demolition
- Maltby Storefront repairs
- Mountlake Terrace Transformers
- Triton Field Turf Replacement
- Triton Field Dugout Lowering
- Seaview Gym Floor Refinishing
- Electric Vehicle Charging Stations
- Triton Learning Commons Preparation - hoping to break ground in Summer 2027
- Parking Lot Restriping
- Trip Hazard Remediation

The trustees expressed how impressed they were with the work done, and thanked Mr. Szarek and his team for their work.

EXECUTIVE SESSION

At 5:44pm, Chair Wooten adjourned the meeting to an executive session for 16 minutes, returning at 6:00pm, to discuss personnel matters.

At 6:00pm, Chair Wooten reconvened the meeting in open session, noting that no action had been taken.

ADJOURNMENT

The meeting was adjourned by Chair Wooten at 6:00pm.

Next Meeting: The next regular Board meeting will be held Thursday, October 16, 2025 at 4:15pm.

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Dr. Courtney Wooten, Chair

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Date Approved

ATTEST:

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Dr. Amit B. Singh, Secretary

EDMONDS COLLEGE
Washington Community College District 23

DECISION: FOR APPROVAL

BOARD OF TRUSTEES
October 16, 2025

BACKGROUND
2026 SCHEDULE OF BOARD OF TRUSTEES MEETINGS

Subject
Board consideration to establish and approve the 2026 schedule of Edmonds College Board of Trustees meetings.

Background
In compliance with RCW 42.30.075, it is necessary that the Edmonds College Board of Trustees adopt a meeting schedule to be kept on file in the Office of the Code Reviser in Olympia.

Regularly scheduled meetings will generally be held on the second Thursday of the month with exceptions as needed, in accordance with Board Policy 1.0 - *BOT Bylaws, Section 2. Meetings*, which states that "The Board of Trustees will hold a minimum of six regular meetings and four study sessions during the calendar year. The day of the month, time, and place for the regular meetings and study sessions shall be set at the first fall meeting." Further, each meeting date will be confirmed at the previous month's Board meeting.

Unless the Board of Trustees would like to revise the usual meeting time at the September 18, 2025 meeting, meetings are generally scheduled to begin at 3:30pm and last for three hours. Exceptions to this schedule are noted below.

The location for in-person meetings will generally be Edmonds College, Gateway Hall 352, 6600 196th SW, Lynnwood, WA, unless otherwise noted. When feasible, meetings will also have a remote attendance option using Zoom. The location of the meeting, along with any Zoom link/login information, will be noted at the top of the agenda which is posted on the website in advance of the meeting.

Recommendation
The Trustees are asked to review the following proposed schedule of Board of Trustees meeting dates for 2026, along with any other personal commitments they have throughout the year. Any conflicts can be presented to the Secretary of the Board.

Approval of the 2026 meeting schedule will be requested at the October 16, 2025 Board of Trustees meeting.

- January 2026, Date TBD - 9:00am (Winter Study Session Retreat)
- February 12, 2026 - 3:30pm
- March 12, 2026 - 3:30pm
- April 9, 2026 - 3:30pm
- May 14, 2026 - 4:00pm (later start time to accommodate a possible tenure reception)
- May 19, 2026 - 5:00pm - Joint Study Session with Edmonds School District Board of Directors
- June 11, 2026 - 3:30pm
- August 20, 2026 - 9:00am (Summer Study Session Retreat)
- September 17, 2026 - 3:30pm (this is the 3rd Thursday to accommodate Convocation scheduling)
- October 15, 2026 - 4:00pm (this is the 3rd Thursday to maintain a month between meetings; later start time to accommodate a possible new faculty reception)
- November 12, 2026 - 3:30pm

EDMONDS COLLEGE
Washington Community College District 23

DECISION: FOR APPROVAL

BOARD OF TRUSTEES
October 16, 2025

RESOLUTION #25-10-01
2026 SCHEDULE OF BOARD MEETINGS

WHEREAS, in compliance with *RCW 42.30.075*, it is necessary that the Edmonds College Board of Trustees adopt a meeting schedule to be filed with the Office of the Washington State Code Reviser in Olympia prior to January 1; and

WHEREAS, in accordance with *Board Policy BOT 1.0, Board of Trustees Bylaws, Section 2, Meetings*, the Edmonds College Board of Trustees will hold a minimum of six regular meetings during the calendar year. Additional regular or special meetings may be held when requested by the Chair of the Board or by a majority of the Trustees;

NOW, THEREFORE, BE IT RESOLVED that the Edmonds College Board of Trustees adopts the following schedule for its 2026 meetings, and directs the President or designee to file this schedule with the Office of the Washington State Code Reviser.

MONTH	DAY	START TIME	END TIME	MEETING TYPE
January - TBD	TBD	9:00am	5:00pm	Winter Study Session Retreat
February 12, 2026	Thursday	3:30pm	6:30pm	Study Session & Regular Meeting
March 12, 2026	Thursday	3:30pm	6:30pm	Study Session & Regular Meeting
April 9, 2026	Thursday	3:30pm	6:30pm	Study Session & Regular Meeting
May 14, 2026	Thursday	4:00pm	6:30pm	Regular Meeting
May 19, 2026	Tuesday	5:00pm	6:30pm	Joint Study Session with ESD Board
June 11, 2026	Thursday	3:30pm	6:30pm	Study Session & Regular Meeting
July - No meeting				
August 20, 2026	Thursday	9:00am	5:00pm	Summer Study Session Retreat
September 17, 2026	Thursday	3:30pm	6:30pm	Study Session & Regular Meeting
October 15, 2026	Thursday	4:00pm	6:30pm	Regular Meeting
November 12, 2026	Thursday	3:30pm	6:30pm	Study Session & Regular Meeting
December - No meeting				

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Dr. Courtney Wooten, Chair

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Date Approved

ATTEST:

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Dr. Amit B. Singh, Secretary

EDMONDS COLLEGE FOUNDATION

BOARD OF TRUSTEES
October 16, 2025

FOUNDATION REPORT

Staff Updates

- Lillian Sherman is one month in as our new Foundation Executive Director.
- The hiring process for a new Assistant Director of Development is underway.
- Hired a part time bookkeeper to assist Ryan Davis, Director of Finance.

Fundraising Update
As of September 30, 2025, the Edmonds College Foundation has raised a total of **$590,334** from **118 donors**. This includes **$100,000 from Lu Loree** to establish the Gehrig and Lu Loree Endowed Scholarship, **$130,000 from the White Horse Foundation** for the Counseling Center, and a **$252,500 grant from an anonymous foundation** to support the entrepreneurship program. We are one of 19 colleges in the state to receive a grant from this foundation.

80 guests attended our new fundraiser, **Sip For Success,** which grossed nearly $10,000. It was held in the Edmonds Library Plaza Room and courtyard amidst perfect early fall weather. Guests enjoyed the relaxed atmosphere and venue with a silent auction, wine tastings, and flavors galore. The event had lower than expected attendance, but achieved target goals on auction revenue and new donor acquisition. We are discussing how to adjust the model for future fall events.

INSPIRE will be held on April 25, 2026 at the Lynnwood Events Center. We are in the early planning stages and are working to increase our profit margin on this key event by streamlining logistics, reducing our use of consultants, and using stronger data processes.

Scholarship Update
The application for the **Complete the Dream Scholarship** will open October 27th for students graduating in Winter Quarter. This targeted scholarship supports students who are within sight of completing their degree or certificate but are at risk of stopping due to financial hardship.

Finance update
FY25 ended with a significant decrease in operating expenses over FY24 which helped improve efficiency and the bottom line. The annual audit process will begin later in October and we expect to complete the audit by January.

Board Operations Update
The Foundation College Agreement has been signed and agreed to by both parties. The Foundation Board held its first meeting of the fiscal year on Tuesday, September 30, The meeting began with a guided campus tour highlighting Foundation impact on programs, capital projects and initiatives. Dr. Singh accompanied the group and spoke to the amazing accomplishment of the Hazel Miller STEM campaign.