

BOARD OF TRUSTEES**Regular Meeting****Thursday, February 12, 2026**

Meeting: 3:30pm – 7:05pm

In Person: Gateway Hall, Room 352, 6600 196th Street SW, Lynnwood, WA**Zoom:** <https://us02web.zoom.us/j/81199183745>**Join by telephone:** (253) 215-8782 | **Meeting ID:** 811 9918 3745**AGENDA**

1. **3:30pm** **Call to Order** Chair Courtney Wooten
2. **3:32pm** **Land Acknowledgement**
3. **3:35pm** **Introductions of Board and Leadership Team** Chair Courtney Wooten
4. **3:39pm** **Approval of Meeting Minutes** Chair Courtney Wooten
 - a. November 18, 2025 – Regular Meeting
 - b. January 13, 2026 – Winter Study Session
5. **3:43pm** **Next Meeting** Chair Courtney Wooten
March 12, 2026, 3:30pm – Regular Meeting
6. **3:45pm** **Transforming Lives**
7. **3:55pm** **Public Comment** Chair Courtney Wooten
To make a public comment, you may submit it in writing to publiccomment@edmonds.edu no later than Wednesday, February 11, 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.
8. **4:05pm** **Representative Reports**
 - a. Student Government Representative (5 mins) Tiffany Mphepo
 - b. Classified Staff Representative (5 mins) Lia Andrews
 - c. Faculty Representative (5 mins) Scott Haddock
9. **4:20pm** **Informational and Monitoring Reports**
Q2 Budget Update James Mulik

10. 4:30pm	Foundation Report	Lillian Sherman
11. 4:35pm	President's Report	Dr. Amit Singh
12. 4:45pm	New Business: First Consideration	
	a. Consideration of Head Start Governance Transfer	Dr. Amit Singh
	b. Consideration of Endorsement of Tuition Rates for FY27	Dr. Amit Singh
	c. Consideration of Course Fee Changes	Dr. Kim Chapman
13. 5:05pm	Break (10 mins)	
14. 5:15pm	New Business: First Consideration & Final Action Requested	
	a. FY24 Audit Presentation (20 mins)	James Mulik, Jeff Ball
	b. Approval of FY24 Financial Statements (5 mins)	Chair Courtney Wooten
	RESOLUTION #26-2-1	
15. 5:40pm	Board Action and Discussion	Chair Courtney Wooten
	a. ACCT Debrief	
	b. Trustee Updates	
	c. Other	
16. 5:50pm	Study Session: Comprehensive Plan Mid-Year Update	Dr. Singh, President's Leadership Team
17. 6:35pm	Executive Session	Chair Courtney Wooten
18. 7:05pm	Adjournment	Chair Courtney Wooten

Next Regular Meeting: March 12, 2026, 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 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; Adrienne Wagner; Carl Zapora

Trustees Absent: None

Others Present:

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

INTRODUCTIONS

Chair Wooten led introductions of the Board. Dr. Singh led introductions of the President's Leadership Team, AAG, and Advisory Representatives.

APPROVAL OF MEETING MINUTES

Chair Wooten asked for a motion to approve the minutes from the October 16, 2025 meeting, which was made by Vice Chair Webster, seconded by Trustee Earling, and unanimously approved.

Approved

NEXT MEETING

The next meeting, the Winter Study Session, will take place on January 13, 2026 at 9:00am.

TRANSFORMING LIVES

Colin Taylor, a student pursuing electrical engineering, spoke about his experience at Edmonds College and being involved in rocketry. He had never had a leadership position before, and as someone with autism, talking to people can be a challenge. In the rocketry club, he gained experience in both leadership and casual conversations. Building the rocket Dynamo taught him confidence in making decisions. Mr. Taylor has been accepted to Washington State University.

Emmalynn Kuenning, a student pursuing engineering, spoke about her experience at Edmonds College, including RiSE where she was a mentee, the Society of Women Engineers, undergraduate research where she worked with a team to research and present on the topic of electromagnetic launchers, and the rocketry club where she helped build a level 1 rocket and traveled to Texas to be part of the recovery team when it launched. She now has an internship at Blue Origin and will go on to pursue aerospace engineering at a university.

Mr. Taylor and Ms. Kuenning displayed a level 2 rocket they brought to the meeting, explaining the materials and functions.

The Board congratulated both students on their successes and thanked them for their wonderful presentation.

Ruth Karen Nakigozi, former ASEC Executive Officer for Administration, addressed the Board and shared her recent experience as a junior at the University of Washington in the Informatics program. As a commencement speaker at her 2025 graduation from Edmonds College, she had exhorted students to “do it scared.” She relayed her own experience of presenting research “Exploring AI Literacy Through Transformational Games” at Amazon, which will be published, and also her application to a prospective Ph.D. preview program at Princeton University where she did not have confidence that she would be selected. She heeded her own advice to “do it scared” and was one of just 59 applicants chosen out of 10,000. She hopes to eventually pursue her doctorate in AI Policy and Governance, and thanked Edmonds College and many professors and staff for supporting her along the way.

The Board congratulated Ms. Nakigozi on her amazing and inspirational successes and wished her the best as she continues her educational journey.

PUBLIC COMMENTS

Chair Wooten noted that no public comments had been submitted in writing. She called Mary Whitfield to the podium to give her comment.

Ms. Whitfield, a full-time faculty member in the Chemistry Department, addressed the Board on the topic of high demand funds allocated by the Washington legislature in 2019, and the proviso’s removal in June of 2025.

REPRESENTATIVE REPORTS

ASEC Representative - Tiffany Mphepo, Executive Officer for Administration, reported on recent Student Governments activities as follows:

- The Executive Officers for Community Relations and Administration filled the Executive Officer for Diversity vacancy
- Student Government met with the President’s Leadership Team, presenting key goals and initiatives for the current academic year.

- The Executive Officer for Budget and Finance completed a revision of the funding request forms to enhance usability and transparency.
- The Executive Officer for Student Relations launched a new initiative titled the Housing Council, in collaboration with the Executive Officers of Community Relations and Student Organizations. This project is designed to enhance accessibility, transparency, and communication between Student Government, Housing staff, and student representatives.
- The Executive Officer for Technology is currently assembling mobile charging stations to enhance on-campus accessibility to essential tech resources. Plans are underway to install these stations in six strategic locations across campus.

WPEA Representative - Lia Andrews, Chief Shop Steward could not attend the meeting, but sent a report which was read by Ms. NyQuist, as follows:

- In response to the urgent need for legislative appropriations during the upcoming short session, the Edmonds College union steward team is hosting a campus-wide event to build community, boost morale, and show solidarity.
- We warmly invite the Board of Trustees, President, PLT, faculty, students, and all members of our campus community to join us for: Pies and Pens on November 25th, 10:00 AM – 12:30 PM in Hazel Miller Hall. This is an accessible drop-in event where participants write and sign postcards to their legislators to advocate contract funding and the support of education.
- This event is part of a larger effort to advocate for full funding of our already-ratified contract - an investment that directly impacts the stability of college operations, the retention of skilled staff, and our collective ability to serve students effectively.
- At the same time, Pies and Pens is also a celebration of community. It's a chance for staff, faculty, and community members to come together in a welcoming environment, share stories, and reinforce our shared commitment to the college's mission.
- We believe that community-centered advocacy is strongest when it's joyful and inclusive. We encourage all who support a strong and stable staff workforce to attend.

AFT Representative - Scott Haddock, AFT Local President, began his report by acknowledging faculty member Will Hamp for his work with the rocketry students. Mr. Haddock reported on a tabling effort on campus during Fall Quarter to promote engagement, where faculty could ask questions and raise concerns, and where faculty, staff and students were welcomed to write postcards to the college President on the topic of faculty pay. He read several samples of notes written.

SPECIAL GUESTS

Dr. Singh welcomed members of the Edmonds College Volleyball Team to the meeting. Athletic Director, Spencer Stark, shared that the team was ranked #1 in the North Region, and had a 34-1 season, with 33 wins in a row - a record for the Tritons. Additionally, Head Coach Tony Miranda received the Coach of the Year designation in the North Region. The team is headed to the elite eight tournament in Pasco, WA.

The Board congratulated the team and coaches on their incredible season.

INFORMATIONAL & MONITORING REPORTS

Q1 Budget Update

James Mulik, Vice President for Finance and Institutional Effectiveness, presented an update on the first quarter operating budget results, based on the FY26 operating budget that the Board approved in June 2025. Looking at the details of Q1 expenses for the current year alongside the last five years, Mr. Mulik reported that we are starting to see more continuity with better budgeting. Salaries are up \$885K over the

prior year, with nearly half of that being faculty salaries due to increased enrollment. The Goods and Services line reflects spending earlier in the year, when in the past the majority of spending had come in the fourth quarter. Looking at operating revenue, resident and non-resident tuition is up despite the fact that non-resident enrollment is down. This is due to a 3% increase in tuition rates and fewer discounts being given. However, international applications for Winter Quarter are down by 50%, so there might be a reversal in the revenue trend as the year progresses.

FOUNDATION REPORT

Lillian Sherman, Executive Director of the Edmonds College Foundation, reported that the recent federal challenge to SNAP benefits led to generous donations to the campus food pantry over the last month, with 22 gifts totalling \$5,000 received. Employees can donate through payroll deductions, and gifts received on Giving Tuesday, December 2, will be matched by the Foundation. Ms. Sherman closed her report by reminding everyone of the Foundation-hosted art event and reception featuring d'Elaine Johnson's work at Graphite on Saturday, December 6 at 5:30pm.

PRESIDENT'S REPORT

Dr. Singh noted that the visit by the volleyball team was part of his report. He pointed out that it was Dr. Mari Acob-Nash's last meeting as she will be leaving the college in January. He thanked her for her work over the years. Dr. Singh shared several events and meetings he had attended since the last Board meeting.

NEW BUSINESS: FIRST CONSIDERATION AND FINAL ACTION REQUESTED

Updated 2025-26 College Priorities

Dr. Singh presented a proposed change to Goal 4 of the 2025-26 Comprehensive Plan, related to implementing a student success tool to complement ctLink. Dr. Singh explained that the intention was to be an early adopter of a tool that had been selected by the State Board for Community and Technical Colleges, but after performing due diligence on the software platform, the EC team felt it would be better to wait to see how it performed at other institutions before signing on. Therefore, Dr. Singh proposed a change to Strategy 4A to read: Successfully implement internal systems and processes that leverage student success features within ctLink.

Chair Wooten called for a motion to approve Resolution #25-11-1, which was made by Trustee Wagner, seconded by Trustee Zapora and unanimously approved.

Approved

BOARD DISCUSSION

ACCT Debrief

Chair Wooten opened the floor for discussion regarding sessions at the recent ACCT conference. Trustees noted the following:

- The impact of sessions on AI, which will undoubtedly change the world.
- Takeaways from a session on stop-outs and the data that shows a lack of transparency in mile markers left in their college journey plays a role, and AI is being harnessed to solve that.
- The power of trustees advocating and the importance of that in Olympia due to the state budget situation.
- The fact that the state budget situation is not good may make advocacy harder.
- Appreciation for the opportunity to attend the conference and connect with other student trustees.
- The powerful feeling of gathering together with other trustees from across the nation which tells us we are not alone in the passion to make systems better for students.

Trustee Updates

Chair Wooten opened the meeting for general updates from trustees:

Trustee Linadi is preparing both for mid-terms and applying to universities. Trustee Wagner shared that the current cohort at Leadership Snohomish County includes two EC participants and the recent presentation by the founder of Keep Dreams Alive was poignant and impactful. Chair Wooten shared that she has an upcoming art show, which will open on January 14 at 5:00pm.

BREAK

At 5:03pm Chair Wooten adjourned the meeting for a 10-minute break, returning at 5:13pm.

At 5:13pm, Chair Wooten reconvened the meeting in open session.

STUDY SESSION

Mr. Mulik presented the Institutional Performance Report for 2024-25, which is an annual report on the lagging indicators used in the college's comprehensive planning activities and the subset of those indicators used to measure mission fulfillment for accreditation purposes.

Enrollments: Enrollments were up in all categories, although when disaggregated by race, the Indigenous category was down by 8 FTEs.

Course Pass Rates: Overall course pass rates fell by 3%. When disaggregated by level, it was found that a 16% drop in pre-college course pass rates was responsible for the overall decline. Pre-college course pass rates dropped due to a change in grading practices. All other college level course pass rates either remained the same or improved, with the exception of 400 level courses, which declined by 1%. When disaggregated by race, it was found that course pass rates declined by 1-4% for each category except Latinx, which declined by 11%.

Persistence Rates: Quarterly persistence rate data had College in the High School students removed due to the fact that their enrollment practices changed and skewed the results. Persistence over all term categories improved. When disaggregated by race, all categories showed improvement in Fall-to-Winter persistence, and in Fall-to-Fall persistence, with the exception of Asian students, whose persistence rate fell by 6%.

Program Completions: Total awards went up by 6% over the prior year. Each award category was up with the exception of 2-year degrees, which declined by 1%. When disaggregated by race, total awards increased across all categories except Asian and Latinx. Mr. Mulik said the data team was still looking for the cause of those declines. Total STEM completions were up in all racial categories with the exception of Asian and Latinx.

Mr. Mulik noted that the data he had shared was a summary, and pointed to the full report that had been sent and would be posted online.

There was some discussion on the topic of declines in Indigenous student enrollment, and the possibility of holding a study session on the topic of how the college is fulfilling its land acknowledgement. It was also noted that many of the targets for these indicators were met -- a cause for celebration.

The trustees thanked Mr. Mulik for his presentation.

EXECUTIVE SESSION

At 5:42pm, Chair Wooten adjourned the meeting to an executive session for 45 minutes, returning to open session at 6:27pm, for the purposes of discussion personnel and real estate matters.

Chair Wooten reconvened the meeting in open session at 6:27pm, noting that no action had been taken during executive session.

ADJOURNMENT

With no further business, Chair Wooten adjourned the meeting at 6:27pm.

Next Meeting: The next Board meeting will be held January 13, 2026 at 9:00am.

Dr. Courtney Wooten, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

BOARD OF TRUSTEES

Regular Meeting: January 13, 2026 | 9:00am - 4:00pm

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

Draft Minutes

Trustees Present: Dr. Courtney Wooten, Chair; Wally Webster, Vice Chair; Dave Earling; Adrienne Wagner; Carl Zapora; Kayla Linadi (joined at 11:00am)

Trustees Absent:

Others Present:

Dr. Amit Singh, President

Dr. Indra Paola Peláez, 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

Eva Smith, Chief Information Officer

Dr. Yvonne Terrell-Powell, Vice President for Student Success, Belonging, and Global Engagement

Dr. Carey Schroyer, Dean of STEM

Elisabeth Fredrickson, Director of Strategic IT Projects

CALL TO ORDER

Chair Wooten called the study session to order at 9:10am, and welcomed those present.

LAND ACKNOWLEDGEMENT

Trustee Wagner read the acknowledgement statement.

INTRODUCTIONS

Chair Wooten led introductions of the trustees; Dr. Singh led introductions of the staff present.

EXECUTIVE SESSION

At 9:12am Chair Wooten adjourned the meeting to executive session for 90 minutes, returning at 10:42am, to discuss personnel matters.

At 10:43am, Chair Wooten announced an extension of the executive session for five minutes, returning to open session at 10:48am.

At 10:48am, Chair Wooten reconvened the meeting in open session.

BREAK

At 10:48am, Chair Wooten adjourned the meeting to a 12-minute break until 11:00am.

BOARD SELF-EVALUATION

At 11:00am, Chair Wooten reconvened the meeting in open session. The Board reviewed the results from the evaluations that each regular trustee had completed, and made several updates to the evaluation form and notes for consideration throughout the year.

With no further discussion, Chair Wooten adjourned the study session to a 50-minute lunch period at 12:25pm, returning at 1:15pm.

AI PRESENTATION

Chair Wooten reconvened the study session at 1:15pm. Dr. Singh led introductions of leadership team members who had joined the study session for the presentation. Eva Smith, Chief Technology and Innovation Officer, introduced fellow presenters Dr. Carey Schroyer, Dean of STEM, and Elisabeth Fredrickson, Director of Strategic IT Projects.

Ms. Smith, Dr. Schroyer, and Ms. Fredrickson gave a presentation titled "AI and the Future-Ready College," as follows:

Fundamentals of AI

- AI is a field of computer science that can perform tasks typically requiring human intelligence.
- AI first used in 1956
- Common terms: Machine Learning; Generative AI; GPT Generative Pre-trained Transformer; Agentic AI
- Generative AI: Training, Inference, Chain of Thought
- Training Data → Generative Models → Output generation
- Since the introduction of ChatGPT, we have now tools that generate text, images, code and music/audio
- Evolution of Generative AI
- Communicating with AI: Prompt Engineering
- Simple formula for prompts: assign role; provide context; define the task and format; or just ask the AI to act as the prompt engineer
- The ROI of Better Instructions
- AI Safety and Ethics: data privacy; trust but verify
- Opportunities and Challenges

AI and the Future of Work

- AI is growing, adoption is pervasive, and AI is disrupting jobs
- AI spending boom - there is exponential growth - tripling every 4 years. This is a revolution, not a trend.
- AI Landscape and Implementation:
 - Advancement of machine learning
 - Increased computing power
 - Cost efficiency
 - Increased demand for automation
- AI automation is reshaping jobs: white collar jobs are more vulnerable because AI is very good at processing structured data and pattern recognition. Hands-on jobs like food prep, construction, cleaning, etc. are harder for AI to do. White collar jobs will change and require basic AI literacy.
- AI is used across industries
- AI literacy is now a critical workforce skill

- AI risks and mitigation: privacy protection; fairness in AI; transparency and accountability; content accuracy; environmental impact; deep fake awareness - AI is powerful but can also cause harm
- Uniquely human skills: Communication and collaboration; critical thinking and judgement; creativity and problem solving; empathy and emotional intelligence; leadership and vision; adaptability
- Strong AI startups in WA: WA has 3.19% of AI related jobs, although the state has 2.34% of the population. There are a lot of opportunities for our students.
- Emerging Technologies: Robotics and AI - companies are already investing in AI and Robotics, and they expect that colleges will produce students who have the skills

Adoption and Ethical Considerations

- Gen AI at Edmonds: Google Workspace for Education; Gemini; Notebook LM; prompts are not used to train the model
- Sample use cases: grant applications; business processes; workflow optimization; application development; tutoring and curriculum development
- Survey information from college students and faculty:
 - Adoption is increasing - using to augment learning; gaps in use are narrowing (gender, age, income level);
 - Concerns - top 3 concerns are same for faculty and students: cognitive offloading; academic integrity; environmental impact/ethics
- Environmental impacts: data centers use massive energy, and 5 million gallons of water a day for large centers; land use; emissions; efficiency
- Mind vs Action: half of students have negative sentiments about AI, but 55% of those were using it anyway. Convenience and perceived necessity are driving actions

Edmonds College's Proactive Response

- Edmonds College's AI early efforts:
 - EC AI & Data Science Center
 - AI for Everyone Course
 - AI Policy
 - AI & Ethics Course
 - Robotics and Artificial Intelligence Bachelor of Applied Science Degree
 - Computer Science Bachelor of Science Degree
 - AI Innovation Lab
 - Annual AI for Everyone Day
 - Gemini AI Resource Course
- Coordinated approach: governance, operations, training, innovation, community

The trustees and presenters engaged in a period of Q&A, before a demonstration of Notebook LM and tips for ethical and secure AI use were shared.

The Board thanked the presenters for a great presentation.

BREAK

At 2:56pm, Chair Wooten adjourned the meeting for a 10-minute break, returning at 3:06pm.
At 3:06pm, Chair Wooten reconvened the meeting in open session.

DISCUSSION/WRAP-UP

Chair Wooten thanked the Board for their engagement throughout the day, noting that several trustees would be in Washington D.C. for the upcoming ACCT Conference before the February Board meeting.

ADJOURNMENT

The meeting was adjourned by Chair Wooten at 3:07pm.

Next Meeting: The next regular Board meeting will be held Thursday, February 12, 2026 at 3:30pm.

Dr. Courtney Wooten, Chair

Date Approved

ATTEST:

Dr. Amit B. Singh, Secretary

Q2 Budget Update

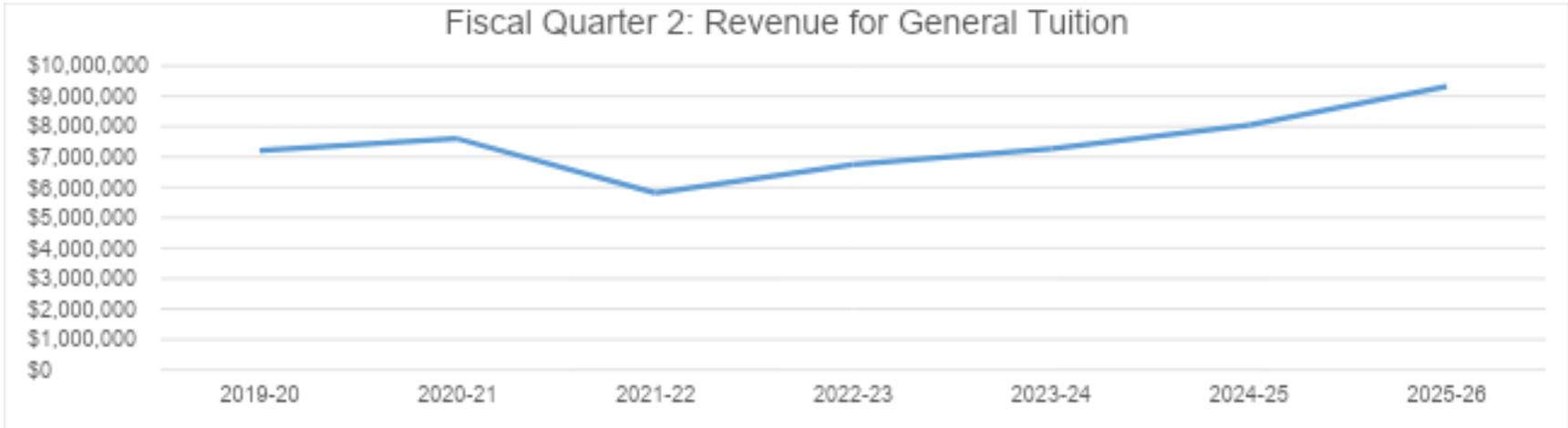
Details of Quarter 2 Expenses (as % of budget)

July - December (Quarter 2)	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2025-26
Salaries	40%	41%	43%	46%	45%	47%
Benefits	44%	39%	53%	47%	47%	50%
Goods and Services	25%	21%	25%	35%	33%	39%
Financial Aid	65%	62%	40%	59%	56%	46%
Total	39%	37%	42%	44%	44%	47%

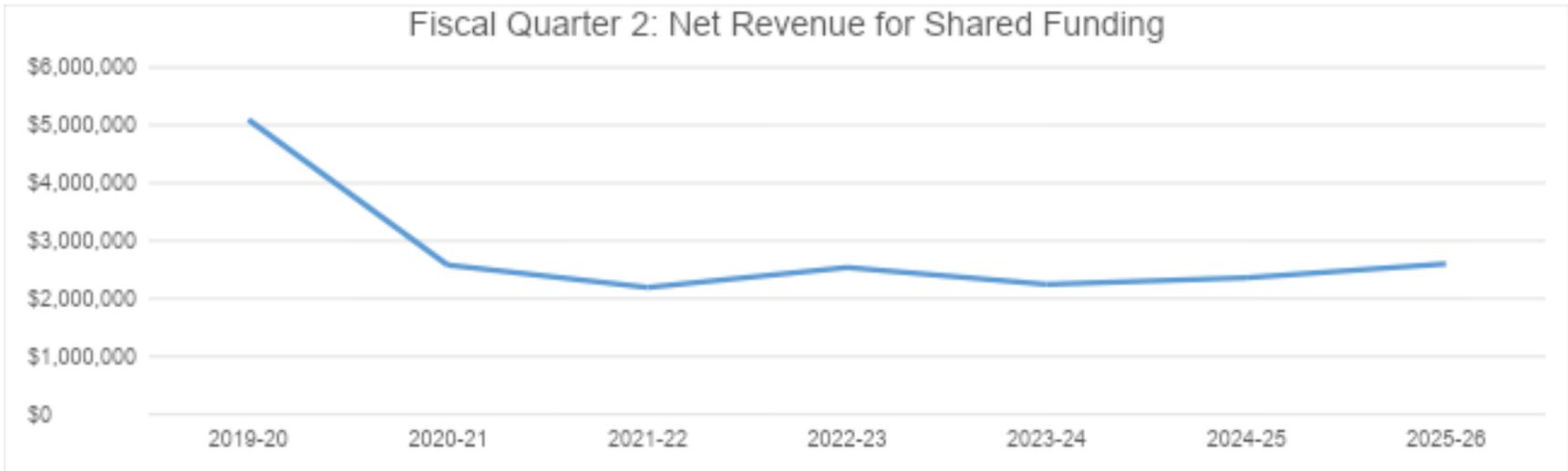
Details of Quarter 2 Expenses (as \$ spent)

July - December (Quarter 2)	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2025-26
Salaries	15,073,659	15,446,031	16,885,146	18,557,275	19,621,940	21,484,421
Benefits	5,668,990	5,277,931	6,190,847	6,512,400	6,766,194	7,574,668
Goods and Services	2,446,749	2,077,730	2,694,655	3,838,220	3,340,794	3,686,202
Financial Aid	591,149	593,732	509,212	570,651	555,884	453,406
Total	23,780,546	23,395,425	26,279,861	29,478,546	30,284,811	33,198,498

College Operating Revenue: Tuition



College Operating Revenue: Shared Funding (International)





EDMONDS COLLEGE FOUNDATION REPORT

Staff Updates

Our new Assistant Director of Development, Katie McKenna is one month into her role. We are excited to see how she will use her experience and connections to bring momentum and organization to our fundraising especially in the area of individuals, private grants and corporate giving.

Fundraising Update

As of January 29, 2026 we have raised **\$1,027,343** from **342 donors**. This includes: **\$100,000 from Karen Barnes and Edmund Kirisits** to establish the Shirley and Gordon Barnes Community Roots Endowed Scholarship; **\$6,624 from employees on Giving Tuesday** in one time gifts and new payroll deductions, which was generously matched by members of the Foundation's Board of Directors; **\$6,265 from our Year-End Appeal**.

Board Update

At our next Foundation Board meeting on February 13th, we will be having our Annual Retreat. Our Board members will be having a lunch prepared by our Culinary Arts Students and then holding a retreat in Woodway Hall to discuss the impact that we can have in the future.

Scholarship Update

We awarded 3 students Complete the Dream scholarships for this Winter Quarter. Complete the Dream for Spring quarter opened on February 9th. Our Foundation Annual Scholarships opened on January 31, and will close on March 29th.

We are grateful to have learned that long time scholarship donor Dr. J. Michael West has given another \$750,000 to the West Family LPN Scholarship. This non-endowed scholarship funds at least 6 LPN students annually and this gift will extend our ability to award these scholarships well into the future.

Finance update

Our board will be voting on our 2024-25 Audit report on February 13th. The Audit went smoothly and there were no major concerns or notes in the audit letter. As of the end of October the Foundation is under budget on expenses and has increased support spending to the College over last year.

INSPIRE Tickets are now available! Saturday, April 25, 2026 | 5:30–9:00 p.m. | Lynnwood Event Center

We invite all Trustees to join us for our annual gala, INSPIRE 2026, an elegant evening of engagement and celebration with a vintage Black and White 20s theme. Our new annual partnership package for sponsors has been showing great success with \$60K already secured. In addition to getting tickets and sharing the information with your network, if you have any connections that may be a good fit for sponsorship or auction procurement, please don't hesitate to send them our way.

Save the Date for Fall Reception Fundraiser on Campus - Triton Heroes! Friday, October 16, 2026 / Brier Hall

BACKGROUND

HEAD START AND EARLY HEAD START TRANSFER OF GOVERNANCE

Subject

The Board of Trustees is asked to consider a transfer of governance for the Head Start and Early Head Start programs.

Background

Head Start and Early Head Start are Federal early childhood education programs that serve children ages birth to 5, as well as their families. The programs, which focus on family support and involvement, deliver no-cost services in the core areas of early learning, health, and family well-being, for those meeting the eligibility requirements, which are based on income, housing status, eligibility for certain public assistance programs, and/or developmental and environmental factors. The ultimate goal is for students to exit the program ready for entry into Kindergarten.

The Federal government funds these programs through the awarding of 5-year grants. Edmonds College has held Head Start and Early Head Start grants since 1983, and currently serves 383 Snohomish County children and their families at six sites, funded by a grant totaling just over \$7M, and employing approximately 85 FTE employees. Edmonds College is currently in the fifth year of the grant and will reapply for another five year grant this spring.

The Federal Head Start Act outlines the required governance structure and responsibilities of the entities delivering Head Start services. For many years, the College President and the President's Leadership Team served as the primary Governing Body, working closely with the Executive Director of Head Start, who manages the other governing entity of the program, the Policy Council -- a body made up of parents who are elected at the classroom level. The structure of the Governing Body has been known to the Office of Head Start throughout the entire period in which Head Start has been offered in partnership with the college. This structure has been clearly outlined in each approved grant submission over the years and has not been subject to question. However, in 2025, the College program was audited by the Washington State Auditor's Office, who mandated that the Board of Trustees serve as the Governing Body for the program.

The responsibilities assigned to the Governing Body in the Head Start Act are both governmental and operational in nature. To ensure timely decision-making aligned with both the Board of Trustees' meeting schedule and their policy governance purview, the administration recommends that the Board of Trustees retain certain oversight responsibilities and delegate some of the more operational Governing Body responsibilities to the President, as is provided for in Board policy BOT 8.0 - General Executive Expectations and Authority, which states:

"The President shall act on behalf of the Board of Trustees in any and all matters which concern the administrative functions of the college, including serving as appointing authority for all faculty, classified, and

exempt employees of the college. Any authority delegated by the Board is through the President so that the President is held accountable and responsible for all employee performance.

The President shall ensure that all college practices, activities, decisions, and organizational circumstances conform to prudent, legal, ethical, and commonly accepted business and professional standards. The President will ensure that all laws of the State of Washington, rules and regulations of the State Board for Community and Technical Colleges, and all relevant federal statutes are upheld as they relate to college operations."

To that end, the administration recommends the following division of duties related to the governance of Head Start, the responsibilities which are stated in the **Head Start Act, section 642(c)(1)(E) Responsibilities**, and wherein "Agency" refers to the Head Start and Early Head Start programs at Edmonds College:

The Board of Trustees, serving as the Governing Body, shall:

1. Have legal and fiscal responsibility for administering and overseeing Head Start and Early Head Start programs, including the safeguarding of Federal funds;
2. Review and approve the annual self-assessment and financial audit;
3. Review and approve all major financial expenditures of the agency;
4. Approve the annual operating budget of the agency; and
5. Establish, adopt, and periodically update written standards of conduct that establish standards and formal procedures for disclosing, addressing, and resolving—
 - a. any conflict of interest, and any appearance of a conflict of interest, by members of the governing body, officers and employees of the Head Start agency, and consultants and agents who provide services or furnish goods to the Head Start agency; and
 - b. complaints, including investigations, when appropriate

And the Board of Trustees shall delegate to the President the responsibility to:

1. Adopt practices that assure active, independent, and informed governance of the Head Start agency, including practices relating to the resolution of internal disputes, including any impasse in the governance of Head Start programs; and the facilitation of meaningful consultation and collaboration about decisions of the governing body and policy council, and fully participate in the development, planning, and evaluation of the Head Start programs involved;
2. Ensure compliance with Federal laws (including regulations) and applicable State and local laws; and
3. Be responsible for other activities, including:
 - a. selecting delegate agencies and the service areas for such agencies;
 - c. establishing procedures and criteria for recruitment, selection, and enrollment of children;
 - d. reviewing all applications for funding and amendments to applications for funding for programs under this subchapter;
 - e. establishing procedures and guidelines for accessing and collecting information as it relates to the sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies, and Head Start agency operations;
 - f. reviewing and approving all major policies of the agency, including—

- i. such agency's progress in carrying out the programmatic and fiscal provisions in such agency's grant application, including implementation of corrective actions; and
 - ii. personnel policies of such agencies regarding the hiring, evaluation, termination, and compensation of agency employees;
- g. developing procedures for how members of the policy council are selected, consistent with the Head Start Act requirements;
- h. approving financial management, accounting, and reporting policies, and compliance with laws and regulations related to financial statements, including the—
 - i. selection (except when a financial auditor is assigned by the State under State law or is assigned under local law) of independent financial auditors who shall report all critical accounting policies and practices to the governing body; and
 - ii. monitoring of the agency's actions to correct any audit findings and of other action necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices;
- i. reviewing results from monitoring conducted under section 641A(c) of the Head Start Act, including appropriate follow-up activities;
- j. approving personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency;
- k. to the extent practicable and appropriate, at the discretion of the President, establishing advisory committees to oversee key responsibilities related to program governance and improvement of the Head Start program involved.

Recommendation

The administration recommends this transfer of governance as outlined above - where the Board of Trustees serves as the official Governing Body of the Head Start and Early Head Start agency, duly authorized, as per its own policies to delegate authority to its only employee, the President of Edmonds College. The administration believes this will satisfy the stipulations of the Head Start Act as well as the State Auditor's Office, and will allow for timely decision-making and ensure accountability and transparency.

A resolution will be presented to the Board for its review and approval at the March 12, 2026 meeting.

BACKGROUND
2026-27 TUITION AND FEE RATE ENDORSEMENT

Subject

Board of Trustees endorsement of the 2026-27 tuition and fee rates for resident and non-resident students.

Background

Washington State statute RCW [28B.15.067](#) gives the Office of Financial Management (OFM) the authority to set the maximum allowable increase in resident undergraduate tuition for state universities, regional universities, The Evergreen State College, and community and technical colleges. The legislative tuition policy stems from the College Affordability Program of 2015, which allows for resident tuition to increase by an inflation factor linked to median wages in Washington. OFM must provide the maximum annual increase in tuition operating fees to the State Board for Community and Technical Colleges (SBCTC) no later than October 1 of the year prior.

Once the maximum allowable tuition operating fee increase is received from OFM, the SBCTC has the authority to adopt tuition operating fees up to the maximum for resident students, and also to set tuition and fees for non-resident students.

On December 17, 2025, the SBCTC voted to approve a 3.3% increase in tuition operating fees for resident and non-resident tuition alike, representing the maximum allowed increase for resident students, as set forth by OFM.

Community and Technical College tuition is made up of several fees - an operating fee, a building fee, and an S&A fee, as shown in the 2026-27 rate increase charts approved by the SBCTC, below. The operating fee is determined and approved by the State Board (up to the maximum allowable rate), based data provided by the OFM; the building fee is determined by the SBCTC based on a formula provided in the state statute and adjusted by the Seattle CPI inflation factor; and the maximum allowable S&A Fee is also determined by the SBCTC based on the weighted average increase of the operating and building fees. However, the approval of the exact S&A fee is left to the local governing Boards. The Associated Students of Edmonds College (student government) will bring their proposal for the 2026-27 S&A Fee to the Board of Trustees for approval separately from this tuition endorsement proposal.

Lower Division Tuition - RESIDENT (Quarterly Fees, Assuming 15 credits)

Fees	2025-26	2026-27	Rate Change	% Change
Operating Fee	\$1,288.50	\$1,331.05	\$42.55	3.3%
Building Fee	\$181.60	\$185.75	\$4.15	2.3%
Maximum S & A Fee	\$174.95	\$180.50	\$5.55	3.2%
Total Tuition and Fees	\$1,645.05	\$1,697.30	\$52.25	3.2%

Upper Division Tuition - RESIDENT (Quarterly Fees, Assuming 15 credits)

Fees	2025-26	2026-27	Rate Change	% Change
Operating Fee	\$2,269.30	\$2344.20	\$74.90	3.3%
Building Fee	\$181.60	\$185.75	\$4.15	2.3%
Maximum S & A Fee	\$174.95	\$180.50	\$5.55	3.2%
Total Tuition and Fees	\$2,625.85	\$2,710.45	\$84.60	3.2%

Lower Division Tuition - NON-RESIDENT (Quarterly Fees, Assuming 15 credits)

Fees	2025-26	2026-27	Rate Change	% Change
Operating Fee	\$3,209.45	\$3,315.35	\$105.90	3.3%
Building Fee	\$376.45	\$385.00	\$8.55	2.3%
Maximum S & A Fee	\$174.95	\$180.50	\$5.55	3.2%
Total Tuition and Fees	\$3,760.85	\$3,880.85	\$120.00	3.2%

Upper Division Tuition - NON-RESIDENT (Quarterly Fees, Assuming 15 credits)

Fees	2025-26	2026-27	Rate Change	% Change
Operating Fee	\$6,708.90	\$6,930.30	\$221.40	3.3%
Building Fee	\$376.45	\$385.00	\$8.55	2.3%
Maximum S & A Fee	\$174.95	\$180.50	\$5.55	3.2%
Total Tuition and Fees	\$7,260.30	\$7,495.80	\$235.50	3.2%

Recommendation

The President and President’s Leadership Team recommend that the Board endorse the 2026-27 tuition and fee rates for resident and non-resident students as determined and approved by the SBCTC and as presented in the document above, with the understanding that the S&A Fee portion will be separately presented for the Board’s approval by the ASEC Executive Officer for Finance and Budget. A resolution to formally endorse the 2026-27 tuition and fee rates will be presented to the Board of Trustees at their March 12, 2026 meeting.

**BACKGROUND
CONSIDERATION OF COURSE FEE CHANGES****Subject**

Consideration of 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..."

Edmonds College strives to keep costs for students low and is judicious in raising or adding course fees, only doing so when necessary to provide services and/or materials.

The following increased fees are suggested for the 2026-27 academic year:

FEE INCREASES	FROM	TO	NOTE
ART/Pottery	\$50	\$80	Increase to cover needed materials such as clay and glazes, etc.
MUSC/Private Lessons	\$45	\$75	Increase to match the industry hourly rate

Recommendation

The administration of Edmonds College recommends that the Board of Trustees approve the course fee changes listed above, when presented for approval at the March 12, 2026 meeting.

BACKGROUND 2023-2024 AUDITED FINANCIAL STATEMENTS

Subject

Board review and approval of the independently audited 2023-2024 annual financial statements for Edmonds College

Background

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

The College has completed its financial statements audit for the 2023-2024 fiscal year. Davis Farr (a CPA firm) completed their independent audit of the financial statements, and the exit interview with the Board and college officials will take place on February 12, 2026.

Davis Farr's opinion is that the, "financial statements present fairly, in all material respects, the respective financial position of the business-type activities, and the aggregate discretely presented component unit of the College, as of June 30, 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America."

Davis Farr also identified one finding, with an associated recommendation, regarding untimely bank reconciliations. More specifically, Davis Farr stated that:

"In discussion with management, we noted that as of the date of this opinion, the College has caught up on its monthly bank reconciliations. As such, we recommend that the College maintain a system of internal control that ensures all monthly bank reconciliations are prepared and reviewed in a timely manner."

The College provided a written response to Davis Farr's finding, which Davis Farr has accepted, and which is summarized as follows:

Edmonds College acknowledges the importance of a robust internal control environment and takes the identified weakness in its financial reporting controls very seriously. Bank reconciliations are now up to date. The College has implemented a process where reconciliations commence within one month of the period close and reach completion within two months following the period being reconciled.

Edmonds College presents the audited financial statements for fiscal year 2023-2024 to the Board of Trustees for formal approval.

Recommendation

The President recommends that the Board of Trustees adopt the resolution approving the independently audited 2023-2024 annual financial statements.

**RESOLUTION #26-2-1
APPROVAL OF THE 2023-2024 AUDITED FINANCIAL STATEMENTS**

WHEREAS, the Northwest Commission on Community Colleges and Universities (NWCCU) is the accrediting body for Edmonds College; and

WHEREAS, the NWCCU requires, for each year of operation, the College to undergo an annual, independent financial audit by professionally qualified personnel in accordance with generally accepted auditing standards and requires that results from the audit, including findings and management letter recommendations, are considered annually in an appropriate and comprehensive manner by the administration and the governing board; and

WHEREAS, the College completed the 2023-2024 annual financial statements which were then independently audited by Davis Farr (a CPA firm), and presented to the Edmonds College Board of Trustees on February 12, 2026; and

WHEREAS, Davis Farr's opinion is that the, "financial statements present fairly, in all material respects, the respective financial position of the business-type activities, and the aggregate discretely presented component unit of the College, as of June 30, 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America."; and

WHEREAS, Davis Farr identified one finding, with an associated recommendation, regarding untimely bank reconciliations. More specifically, Davis Farr stated that:

"In discussion with management, we noted that as of the date of this opinion, the College has caught up on its monthly bank reconciliations. As such, we recommend that the College maintain a system of internal control that ensures all monthly bank reconciliations are prepared and reviewed in a timely manner."; and

WHEREAS, the College provided a written response to Davis Farr's findings, which Davis Farr has accepted; and

WHEREAS, Davis Farr and the College have presented the independently audited 2023-2024 annual financial statements to the Board of Trustees;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the 2023-2024 audited annual financial statements for Edmonds College.

Dr. Courtney Wooten, Chair

Date Approved _____

ATTEST:

Dr. Amit B. Singh