

May 1, 1996

Introduced By:

KENT PULLEN

kk

Proposed No.:

96-432

MOTION NO. **9914**

1

2

3

4

5

A MOTION confirming the Executive's appointment of Wai-Fong T. Lee, who resides in Council District Nine, to the King County Library District Board of Trustees.

6

BE IT MOVED by the Council of King County:

7

The county executive's appointment of Wai-Fong T. Lee, who resides in Council

8

District Nine, to the King County Library District Board of Trustees, term to expire on January

9

1, 2001, is hereby confirmed.

10

PASSED by a vote of 10 to 0 this 29th day of July, 1996

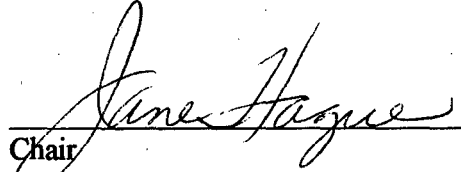
11

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

12

13

14


Chair

15

ATTEST:

16

17

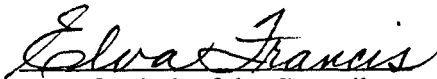
18

19

20

21

22


Deputy Clerk of the Council

Attachments: Application
Financial Disclosure Statement
Board Profile

APPLICATION INFORMATION FOR
KING COUNTY BOARD AND COMMISSION APPOINTMENTS
(PLEASE ATTACH RESUME IF AVAILABLE)

4/23/96
(Date)

9914

Board/Commission -- for which you are applying: _____

King County Library District Board of Trustees

Name Wai-Fong T. LEE Phone 630-3503 587-4062
(206) (206)
(Home) (Work)

* Business Address _____ Home Address _____
Seattle Central Community College 19529 - 134th Ave. S.E.
Library (BE2101)
1701 Broadway, Seattle, WA 98122 Renton, WA 98058
(Please indicate preferred mailing address with an asterisk (*)).

King County Council District 9

Education University of Arizona, 1991, Ph.D.
(name of high school, college/university, year graduated, degree)
University of Hawaii, 1967, 1968; M.A., M.L.S.
Chinese University of Hong Kong, 1965, B.S.Sc.

Professional Licenses Held (if applicable to specific board/commission) _____
CPA, Washington State Librarian Certificate

Present Employment Associate Dean for Instructional Resources/Computing, present 3/88 -
[See resume attached] (Job Title) (Date of Employment)

Seattle Central Community College, 1701 Broadway, Seattle, WA 98122
(Employer)

Technical Services Coordinator, 1/74 - 3/88, Seattle Community Colleges.
Head, Catalog Unit, 10/72 - 1/74, Seattle School District.
Project Consultant, 2/72 - 8/72, Seattle Community Colleges.
(Previous Employment/Experience)
Acquisitions Librarian II, 4/70 - 12/71, Sir George Williams University Library.
Acquisitions Librarian II, 7/68 - 12/69, Fresno State University Library.

Memberships on any city and/or county boards, commissions, or committees and dates of term: None

AFFIRMATIVE ACTION PROGRAM AND PERSONAL INFORMATION The Executive seeks a diverse representation on boards/commissions. Information in this section will assist in achieving this goal and is voluntary on your part.

Asian Hispanic White
 African American Native American Other
Year of Birth 12/19/41 Sex (F) (M) Handicap (Y/N) N

How did you learn of this opportunity? From Dr. Peter Ku, President of South Seattle Community College

Please return completed form to:
Karen Keegan
King County Executive Office
King County Courthouse
516 Third Avenue, Room 400
Seattle, WA 98104-3271

WAI-FONG T. LEE**R E S U M E**

19529 - 134th Ave. S.E.
 Renton, WA 98058
 (206) 587-4062 (Office)
 (206) 630-3503 (Home)
 E-Mail: wailee@seaccc.sccd.ctc.edu

EDUCATION

| | | |
|---------|------------------------------------|--|
| Ph.D. | Higher Edu. Adm. Minor: Finance | University of Arizona, Tucson, 1991. |
| M.L.S. | Library Studies | University of Hawaii, Honolulu, 1968. |
| M.A. | Sociology | University of Hawaii, Honolulu, 1967. |
| B.S.Sc. | Sociology/Economics | Chinese University of Hong Kong, 1965. |

CERTIFICATION AND OTHER CREDENTIALS

| | |
|------|--------------------------------------|
| CPA | Certified Public Accountant |
| CFP | Certified Financial Planner |
| ---- | Investment Advisor (Registered - WA) |
| ---- | Insurance License (Registered - WA) |

PROFESSIONAL QUALIFICATIONS AND SKILLS

- Over 20 years of supervisory and management experience.
- Extensive experience in information technology and library automation.
- Substantial experience with audio-visual media and telecommunications.
- Over 20 years of professional experience in multi-cultural and multi-ethnic academic environments of universities, colleges, and schools.
- In depth knowledge and experience in budget management, finance, and business.
- Experience in financial planning and investment management.
- Classroom and research experience at university settings.
- Substantial experience in working with unionized staff and faculty.
- Strong commitment and broad experience in affirmative action.
- Experience in building planning, construction, and fund raising.

EMPLOYMENT HISTORY

** March 1988 to present: Associate Dean, Instructional Resources/Computing, Seattle Central Community College, Seattle, WA.*

Reporting to the Vice President for Instruction, plan and administer the following departments and functions. Responsibilities include budgets, operational procedures and policies, personnel, and overall management.

Information Technology. *Oversee all aspects of computing functions and services on campus, including a large centralized Computer Center with 10 labs, more than 15 distributed labs in a networked environment located in different divisions, and various administrative computing functions, e.g., student management system, e-mail systems, etc. Work closely with other computing personnel in the college District regarding College-wide and District-wide networking infrastructure, standards, policies, and procedures. Coordinate the allocation of instructional equipment funds. Chair the instructional computing advisory committee.*

Library. *Administer various aspects of the Library which serves approximately 10,000 students and faculty at Seattle Central as well as about 17,000 students at the other two colleges in the District. Coordinate the implementation of library systems, such as an integrated system (Inlex), a District-wide CD-ROM network, Internet stations, and multimedia stations. Approve bibliographic instruction programs, i.e., credit library courses (stand alone or linked with other disciplines) and faculty workshops. Direct AV media, graphic services, in-service teleconferencing, and technical support for telecourses. Chair the District-wide library services coordinating committee.*

Production Center (3/88-6/95). *Managed the operation of the department which provided typing and copying services to faculty members and administrative departments. Coordinated the purchase of copiers for instructional divisions.*

Grants and Contracts. *Negotiate and manage library service contracts with two independent colleges and two state universities. Formerly managed a 5-year Title III federal grant and coordinated a sub-recipient State grant.*

** January 1974 to March 1988: Technical Services Coordinator, Seattle Community Colleges, Seattle, WA.*

Reporting to the Vice Chancellor for Business and Finance (1978-84) and later the Vice Chancellor for Education and Administration (1984-88) in the District Office, managed all aspects of the Technical Services Department, including budgeting and personnel. The department provided services to three college libraries in the District for various functions relating to acquisitions and cataloging. Provided leadership in developing plans for a district-wide automated library system and other joint projects.

* October 1972 to January 1974: Head, Catalog Unit, Seattle School District, Seattle, WA.
 Managed all aspects of the department, including budget planning, staff training and supervision. The department provided cataloging services for both books and AV media to about 130 schools in the district. Worked with school librarians in solving library service problems at the schools. Created a positive working environment among staff.

* February 1972 to August 1972: Project Consultant, Seattle Community Colleges, Seattle, WA.
 Researched and examined various audio-visual cataloging approaches. Developed, tested, and implemented a cataloging model for organizing and processing AV media in various formats. Trained and supervised staff for the project.

* April 1970 to December 1971: Acquisitions Librarian II, Sir George Williams University Library, Montreal, Quebec, Canada.
 Headed the Bibliographic Searching Unit. Supervised staff members of diverse ethnic and cultural backgrounds. Trained staff to use various bibliographic reference tools for library orders. Managed the acquisitions budget. Conducted library orientation classes. Performed duties as the head of the Acquisitions Department when the position was vacant.

* July 1968 to December 1969: Acquisitions Librarian II, Fresno State University, Fresno, CA.
 Approved and revised purchase orders of library materials. Made book selections for titles received from approval programs with publishers and university presses. Performed bibliographic searching using various bibliographic tools and references in English, French, German, Spanish, etc.

RESEARCH AND TEACHING EXPERIENCE

* Summer quarters, 1992-94: Adjunct Assistant Professor, Center for the Study of Higher Education, College of Education, University of Arizona, Tucson, AZ.
 Taught a graduate seminar: Higher Education Business Management. Was nominated for a Teaching Excellence Award.

* August 1967 to May 1968: Research Assistant (part-time), IAP, East-West Center, University of Hawaii, Honolulu, HI.
 Performed research work and translation of a Chinese bibliographic study on Southeast Asia into English. Wrote Korean characters on research publications for a visiting professor. Proofread transcripts for publication.

* September 1965 to August 1967: Graduate Teaching Assistant (part-time), Dept. of Sociology, University of Hawaii, Honolulu, HI.
 Taught three to four Sociology labs per week, including class discussions, lectures, research projects, etc. As invited by professors, gave special lectures to various classes. Graded term papers and examinations for other professors.

INVESTMENT EXPERIENCE

* May 1985 to present: Financial Planning and Investment Advising. Currently affiliated with the Financial Research, Inc. in Bellevue, WA.

Provide professional investment management and advisory services as well as financial planning services, including investment evaluation and management, tax planning, risk management, retirement planning, and estate planning. Manage portfolio assets of multi-million dollars.

OTHER EXPERIENCE

* Served as a member of various boards and committees at the Chinese Baptist Church (CBC), including the Finance Board, Building Council, and Endowment Committee.

* Coordinated Volunteer Income Tax Services (VITA) at CBC in 1995 and 1996.

* Coordinated a series of financial seminars at CBC from 1992 to 1995.

AWARDS & SCHOLARSHIPS

- Dean's Honor Roll, Graduate College, University of Arizona, 88/89.
- Bretall, ORA Scholarship, University of Arizona, 86/87.
- Graduate Tuition Waiver--Achievement Scholarship, University of Arizona, 85-87.
- Graduate Teaching Assistantship, University of Hawaii, 65-67.
- Association of the American Women Scholarship, Chinese University of Hong Kong, 64-65.
- Rotary Club Scholarship, Chinese University of Hong Kong, 63/64.
- Chung Chi College Scholarship, Chinese University of Hong Kong, 61/63.

PROFESSIONAL AFFILIATIONS

Current and Past:

- Library & Media Directors Council (LMDC) -- (Washington State Community and Technical Colleges).
- American Library Association.
- Washington Library Association.
- Pacific Northwest Library Association.
- National Council of Instructional Administrators.
- Association for the Study of Higher Education (ASHE).
- Washington Society for Certified Public Accountants (WSCPAs).
- Institute for Certified Financial Planners.



9914

King County Board of Ethics
King County Administration Building
500 Fourth Avenue Room 553
Seattle, Washington 98104
206-296-1586

**KING COUNTY
FINANCIAL DISCLOSURE STATEMENT**

All Board and Commission Members

In accordance with Section 3.04.050 of the King County Code, all King County board and commission members are required to complete a financial disclosure statement within ten (10) days of appointment and by April 15 of each year.

For reporting purposes, "immediate family" includes spouse, dependent children, and other dependent relatives residing in the employee's household. "Person" designates any individual, partnership, association, corporation, firm, institution, or other entity, whether or not operated for profit.

**Type or print all information and sign this form on page three.
Use additional sheets if necessary.**

**Return to the Director, Community Relations
King County Executive Office
400 King County Courthouse
516 Third Avenue
Seattle, WA 98104**

DATE: April 23, 1996

NAME: Wai-Fong T. LEE

ADDRESS: 19529 - 134th Ave. S.E., Renton, WA 98058

BOARD OR COMMISSION: King County Library District Board of Trustees

A. List all sources of income over \$1500.00 (include salary, retirement, and dividend income):

| Source of Income | Type of Business | Address |
|--------------------------|---|---|
| Seattle Central C.C. | Education | 1701 Broadway, Seattle, WA 98122 |
| Rental income | Rental Property | 4705 So. Oregon St., Seattle, WA 98118 |
| Financial Research, Inc. | Investment management & financial planning | 411 - 108th Ave. N.E., Suite 1740 Bellevue, WA 98004 |



B. Do you have a direct financial interest in any mutual fund or other "person" or enterprise in excess of \$1500.00 (insurance issued either to yourself or your spouse, accounts in banks, savings and loan associations or credit unions are not considered financial interest; however, municipal bonds, trusts, and stocks and all other types of financial interest are included)?

YES

NO

If you answered yes, please list:

| Mutual Fund or Enterprise | Type of Business | Address |
|---------------------------|-------------------------|---------------------------------------|
| Merrill Lynch | Cash Management Account | 300 Davidson Ave., Somerset, NJ 08873 |
| | | |
| | | |

C. List any office, directorship, or trusteeship in any "person" or other governmental entity which does business in King County and which is held by you or members of your immediate family:

| Name/Relationship | Type of Business | Position Held |
|-------------------|------------------|---------------|
| None | | |
| | | |
| | | |

D. List by legal description or popular address all real property owned by you or a member of your immediate family in King County. Include options to buy if the property is valued in excess of \$1500.00.

| Address | Name of Owner | Relationship to Employee |
|---|-----------------|--------------------------|
| 19529-134th Ave. S.E. Renton, WA 98058 | Wai-Fong T. Lee | Myself |
| 4705 So. Oregon St. Seattle, Wa 98118 | Wai-Fong T. Lee | Myself |

E. List all real property located in King County and sold by you or a member of your immediate family during the reporting year and valued in excess of \$1500.00:

| Address | Name of Owner | Amount Sold For |
|---------|---------------|-----------------|
| None | | |
| | | |
| | | |

F. This section is only to be completed by attorneys who practiced before state and local regulatory agencies within the preceding twelve-month period: N/A

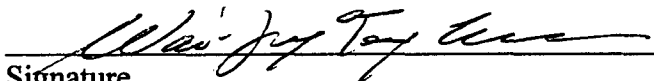
1. List the name of the "person of which you are a member, partner, or employee:

2. List the name(s) of the agencies that you practice before:

3. List the amount of gross compensation in excess of \$1500.00 received by the "person" and attorney respectively as a result of your practice before such agencies in the past twelve months:

ATTESTATION
(Required of all board and commission members)

I, Wai-Fong T. Lee, certify under penalty of perjury that this statement is true, accurate, and complete.


Signature

Signed this 23rd day of April, 1996.

Statement of Confidentiality: Pursuant to K.C.C. 3.04.110, the statements of elected officials, candidates, department directors, division managers, the deputy county executive(s), and the county executive's administrative assistants shall be public record. All other statements, including those of board and commission members, shall not be made public without the written approval of the Board of Ethics. The Board of Ethics has adopted administrative procedures to ensure that the statements of all other County employees and board and commission members will not be released without prior notification of such employees and members, and without opportunity to assert a right to privacy by filing motion in Superior Court.