

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF DECEMBER 4, 2013

STUDY SESSION

Office of Special Services Director/Associate Dean of Students Kim Thompson introduced Student Veterans Danielle Becker (Air Force Mental Health), Matt Fieser (Army Infantry), Richard Fly (Army Ranger), Veterans Program Coordinator Chad Springer and Veterans Advisor Rosemary Whiteside.

After an overview of the Office of Special Services and hearing about the unique features of the Shoreline Community College Veterans Program, the Trustees had an opportunity to ask questions of the Student Veterans. Danielle, Matt and Richard shared some of the challenges in making the transition to civilian life, why they enrolled at Shoreline Community College and how the Campus Veterans Resource Center, Compass Camp and especially Veterans Program Coordinator Chad Springer were instrumental in their selection of Shoreline Community College and adjustment to college.

Danielle, Matt and/or Richard spoke about:

- Losing a sense of purpose, community and identity when one leaves the military and how the College's Veterans Program helped with interfacing with non-Veteran students.
- Liking the College's Direct Transfer degree.
- The responsiveness of the staff in the Veterans Program and appreciating the information provided on the College's website.
- Having caring and understanding Professors.

Director/Associate Dean Thompson stated that one of the Veterans Program Initiatives and Strategic Objectives for 2013 – 2014 included working on developing a Veterans First Year Experience – “A cohort based training program that will gradually transition Veterans into school and the campus community.”

MINUTES

CONVENE IN REGULAR SESSION:

The Regular Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Shoubee Liaw at 4:03 PM in the Board Room of the Administration Building at Shoreline Community College.

MEMBERS PRESENT:

Trustees Phil Barrett, Catherine D'Ambrosio, Shoubee Liaw and Tom Lux were present.

Assistant Attorney General (AAG) John Clark represented the Office of the Attorney General.

CONSENT AGENDA

Chair Liaw asked the Board to consider approval of the Consent Agenda.

On the agenda for approval:

- One set of minutes from the Regular Meeting of October 23, 2013

Motion 13:41: A motion was made by Trustee Barrett to approve the Consent Agenda.

Trustee D'Ambrosio seconded the motion, which was then unanimously approved by the Board.

REPORT: BOARD OF TRUSTEES CHAIR

Chair Liaw introduced and welcomed new Trustees Catherine D'Ambrosio and Tom Lux.

In relation to the Presidential Search process, Chair Liaw stated that an average of ten persons attended each of the two forums that were arranged primarily to assist the Trustees in the development of the Presidential Profile. While input was also submitted online, she emphasized the importance of members of the campus community providing input during the process. After acknowledging that there were concerns raised about several members on the Presidential Search Screening Committee (PSSC) being "weighted toward one area," Chair Liaw stated, "These are the names that have been put forward as a result of voting by the campus constituencies."

OPEN COMMENT PERIOD

Acting Vice President for Academic and Student Affairs introduced Bayta Maring, the new Director of Institutional Assessment. Acting Vice President Backes noted that Director Maring is a graduate of Reed College, holds masters and doctoral degrees and worked for the University of Washington.

Multicultural Center Program Manager Jamie Ardeña and Enrollment Services Customer Services Specialist Janel Middleton both attended the Faculty and Staff of Color Conference (FSOCC) and spoke of the conference's ties to the College's Core Theme of Access and Diversity as it relates to a diverse workforce. Customer Services Specialist Middleton noted that the conference was a "great space for us to come together and to better identify what our students go through." They spoke of plans to "jumpstart" the College's Employees of Color Caucus, begin recruiting students for the Students of Color Conference and thanked the Board for its support in ensuring that employees are able to attend the FSOCC.

Professor DuValle Daniel also attended the FSOCC, served on the FSOCC's Planning Committee and spoke of the importance of having the support of the Board and Administrators. She distributed printouts of photographs of personnel in order to depict the small number of employees of color on campus. Professor Daniel noted, "Bellevue took forty-five employees to the FSOCC. Speaking as an African American Faculty member, there are five of us and whom are either over sixty or fifty years of age."

Professor Ernest Johnson has been a Faculty member at Shoreline for sixteen years and has been attending the FSOCC for almost sixteen years. He spoke of the value of attending the conference as well as the frustration with the College's demographic as it relates to employees of color. Professor Johnson stated that it was great to have Chair Liaw in attendance at the FSOCC and appreciated that she requested that he and Dr. Yvonne Terrell-Powell conduct a training on multicultural competencies for the Presidential Search Screening Committee (PSSC).

ACTION: APPROVE BOARD RESOLUTION NO. 129 (COMMENDING SERVICE OF GIDGET TERPSTRA, TRUSTEE)

Chair Liaw read Resolution No. 129 (Commending Service of Gidget Terpstra – Trustee) and noted, "The sad part of getting new members is that we lose members. Trustee Terpstra has been one of our most valued Trustees. She is wise and calm and inspires the graciousness that we would all like to aspire."

Motion 13:42: A motion was made by Trustee Barrett to approve Resolution No. 129 (Commending Service of Gidget Terpstra, Trustee).

Trustee Lux seconded the motion.

Trustee Terpstra expressed that it was an honor and blessing to serve as a Trustee. She spoke about her childhood spent in the internment camps and growing up "trying to blend into the walls, not expressing a voice and being quiet and shy." Before two of Trustee Terpstra's high school teachers encouraged her to attend college, she thought, "I can work on a farm and do housework." "Those two teachers persisted and helped me fill out college and scholarship applications and I went to college." Trustee Terpstra shared that she and her husband decided to move to Shoreline "because of the education here. We wanted our children to have more opportunities and that meant an education." She spoke of her volunteer experiences, work with the Shoreline School District and being invited to apply to serve as a Trustee at Shoreline Community College and stated that much can be done when we "come together as a village."

The motion was approved unanimously by the Board.

ACTION: RENEWAL OF FIRST-YEAR TENURE TRACK FACULTY CANDIDATES

Acting Vice President for Academic and Student Affairs John Backes provided an overview for the action item and referenced TAB 2 (Renewal of First-Year Tenure Track Faculty Candidates). Prior to the December 4, 2013 meeting, each Trustee received a copy of TAB 2 and copies of evaluations for the candidates from her/his ARC (Appointment Review Committee).

In addition, the Trustees received a letter, dated November 25, 2013, from Interim President Daryl Campbell and Acting Vice President Backes, recommending the renewal of the tenure track faculty candidates' contracts for the 2013 – 2014 academic year.

The tenure track faculty candidate(s), her/his discipline/area, years on probation and committee chair as denoted on Tab 2:

<u>Faculty Member</u>	<u>Discipline/Area</u>	<u>Years on Probation</u>	<u>Committee Chair</u>
Jessica Galan	Advisor	1	Ruthann Duffy
John Tankersley	Advisor	1	Lauren Wilson

Motion 13:43: A motion was made by Trustee Barrett to renew the tenure track faculty contracts for the 2013 – 2014 academic year for First-Year Tenure Track Faculty Candidates Jessica Galan and John Tankersley.

Trustee Lux seconded the motion.

Trustee D'Ambrosio stated that she would defer to the knowledge and wisdom of her fellow Trustees.

Trustee Lux noted that he reviewed the reports, was very impressed and had no problem with moving forward with renewal of the tenure track Faculty contracts.

The motion was approved unanimously by the Board.

ACTION: TRANSFER BOARD OF TRUSTEES RESERVE ACCOUNT FUNDS TO PRESIDENTIAL SEARCH ACCOUNT

Executive Director for Budget, Capital Financing and Physical Plant Holly Woodmansee provided an overview for the action item and referenced TAB 3 (Transfer Board of Trustees Reserve Account Funds to Presidential Search Account). She noted that all expenses for the Presidential Search will be accounted for and any remainder will be returned to the Board of Trustees Reserve Account.

Motion 13:44: A motion was made by Trustee D'Ambrosio to approve transferring \$60,000.00 (Sixty-Thousand Dollars and Zero Cents) from the Board of Trustees Reserve Account to the Presidential Search Account.

Trustee Lux seconded the motion, which was approved unanimously by the Board.

DISCUSSION: MEETINGS FOR THE BOARD & ARC [APPOINTMENT REVIEW COMMITTEE(S)] DURING YEAR-TWO OF TENURE TRACK

Chair Liaw stated that the Board used to meet with the Chairs of the Appointment Review Committees (ARCs) during Year-Two and Year-Three of the tenure track and that it became too time consuming resulting in the Board not meeting with ARC Chairs during Year-Two of the process. On behalf of several ARC members, Dean Kathie Hunt asked the Board to consider reinstating its Year-Two meetings with ARC Chairs.

Trustees Barrett and D'Ambrosio expressed that it would be worthwhile to speak with ARC Chairs early on.

In response to a question from Professor and Shoreline Community College Federation of Teachers (SCCFT) President Amy Kinsel, Vice President for Human Resources and Legal Affairs Stephen Smith stated that he will work with the Office of the Vice President for Academic and Student Affairs to determine if it is appropriate to inform the Board of First and Second Year tenure track Faculty Candidates who leave resign from their teaching positions.

Trustee Liaw informed Acting Vice President for Academic and Student Affairs John Backes that the Board would like to reinstate its meetings with ARC Chairs during Year-Two of the tenure track.

REPORT: PRESIDENTIAL SEARCH

Vice President for Human Resources and Legal Affairs Stephen Smith provided an overview of the Presidential Search process – from the selection of the Executive Search Firm up through the plan to have finalists visit the campus for interviews and open forums. He communicated that the Presidential Search Screening Committee (PSSC) is scheduled to have its first meeting, an orientation and training, on December 13.

Trustee Washburn is serving as the Chair of the PSSC and Trustee Barrett is a member of the PSSC. Both Trustee Barrett and Vice President Smith spoke of the aggressive timeline as well as the confidentiality surrounding the process up until finalists are identified and invited to campus.

REPORT: STUDENT HOUSING

Interim President Campbell provided background related to the Student Housing Project which has been approximately two years in the making. He spoke about the Master Development Plan (MDP) – an application to the City of Shoreline and the next steps involving the City.

A revised Ground Lease was prepared for Interim President Campbell's trip to China for the Governor's Trade Mission. In addition, the hope was that Governor Inslee would be present for the signing of a revised Memorandum of Agreement (MOA) with the Student Housing Project's Chinese partners. However, the Governor was not present for the first five days of the Trade Mission. Interim President Campbell stated that are some outstanding issues that remain to be negotiated on the MOA and that he was optimistic that the issues would be negotiated successfully.

In response to question from Trustee D'Ambrosio, Interim President Campbell spoke of the Student Housing Project being a business investment for the partners, the emotional connection that one partner has to the College and that the son of one of the partners attended Shoreline Community College. "This will be a revenue sharing venture between the College and the partners and isn't solely for international students but will be a first come, first served housing facility."

Trustee Barrett added, "From the Community and Technical Colleges' perspective, this is the first time a project like this is being done. It is integral to our International Education area as enrollment of international students has increased substantially. In addition, this provides our domestic students with a global outlook."

DISCUSSION: TOWN HALLS

Chair Liaw removed the item from the agenda. She instead informed the Board that Trustee Lux has agreed to serve as the Board's Primary Representative to the Trustees Association of Community and Technical Colleges' (TACTC's) Legislative Action Committee (LAC) and requested that Trustee Barrett serve as the Secondary Representative to the LAC. Trustee Barrett agreed to serve as the Secondary Representative.

REPORT: SCC FACULTY

Professor Kinsel welcomed Trustees D'Ambrosio and Lux. She distributed a memorandum with the subject line November/December Federation Report and provided an overview of the items contained in the memorandum. (Memorandum attached.)

REPORT: SCC CLASSIFIED

Instructional Support Technician Jerry Owens welcomed Trustees D'Ambrosio and Lux and reported that years of not receiving raises is taking a toll on Classified Staff. He spoke of fifteen Classified Staff members resigning from full-time, permanent positions. With the contract for the Washington Federation of School Employees (WFSE) being negotiated next year and the challenges in filling some positions in the Classified Staff and Faculty ranks, Instructional Support Technician Owens asked for the Board's support in advocating for a decent COLA.

REPORT: SCC STUDENT BODY ASSOCIATION

Student Body Association President (SBA President) Michelle Wu welcomed Trustees D'Ambrosio and Lux. The Student Parliament has been working on updating the Student Body Association's (SBA's) Constitution in order to be congruent with the RCWs and WACs.

The SBA either organized and/or had an active role in a Talent Show and a dialogue with Social Activist Paul Kivel. Future SBA activities include a Winter Quarter New Student Welcome, the publishing and distribution of a Student Survival Guide, a Food Drive on Martin Luther King, Jr. Day and holding a Bridging the Gap Conference.

REPORT: SCC PRESIDENT

Interim President Campbell joined Professor Kinsel, Instructional Support Technician Owens and SBA President Wu in welcoming Trustees D'Ambrosio and Lux.

Commendations from the peer reviewers of the College's Year One Self-Evaluation Report were received. A concern: Leadership transition and that "we not lose momentum." The Northwest Commission on Colleges and Universities (NWCCU) Board of Directors will consider the Year One Self-Evaluation Report at a meeting on January 8 and 9 of 2014.

Interim President Campbell's trip to Cambodia and China (for the Governor's Trade Mission) was very productive. He noted that the College should expect to see more students from Cambodia, that the College led the Trade Mission in the number of agreements signed as well as had the largest delegation from the education sector. Interim President Campbell had the opportunity to speak with Governor Inslee during the Trade Mission and impressed upon the Governor, the work of the College and the Community and Technical College System.

Interim President Campbell spoke of moving from a culture of assertion to a culture of evidence and is exploring an institutional membership with the VFA (Voluntary Framework of Accountability) which would provide access to data created by and for community colleges—data that is aligned with comprehensive broad based outcomes. He added that he planned to talk about the data that is important for the Trustees to review regularly at the Board's January 2014 meeting.

Interim President Campbell expressed appreciation to Professors Steve Bogart, Linda Kuehnert, Judy Penn, Terry Taylor and Kira Wennstrom for allowing him to observe and participate in their classes. In regard to Classified Staff evaluations, only 30% of the evaluations were done and turned in by those supervising Classified Staff several months ago. Interim President Campbell was happy to announce that 100% of the evaluations have been completed and submitted.

As far as enrollment is concerned, Interim President Campbell stated that “we are down by 13 FTEs, based on the ‘Fall to Fall’ comparison. Domestic student headcount is down by 205 and international student headcount is up by 124. Trends over the last two years tell a more important story...we have had ten consecutive quarters of loss in our domestic enrollment and ten quarters of growth in international enrollment.” He echoed what Professor Kinsel and Instructional Support Technician Owens stated in their reports and stated, “80% of every dollar is spent on people. If you want a strong economy, you have to invest in education and people. If you don’t invest in your business, you don’t have a business.”

To reflect the College’s focus on Resource Development and Student Achievement, he shared with the Board some of the initiatives and priorities taking place on campus (e.g. embracing of hybrid classes, late afternoon and evening programs, university transfer and skills upgrades, Innovation and Opportunities Fund applications and the strengthening of professional development offerings for all employee groups).

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

There were no closing remarks.

EXECUTIVE SESSION

At 6:04 PM, Chair Liaw announced that the Board would go into Executive Session for approximately thirty minutes to consider the selection of a site or acquisition of real estate, to discuss with legal counsel the legal risks of a proposed action and would reconvene in Regular Session only to adjourn.

At approximately 6:30 PM, it was announced that the Board would extend the Executive Session for thirty minutes.

ADJOURNMENT

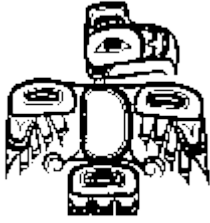
Chair Liaw adjourned the meeting at 7:03 PM.

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Signed _____
Shoubee Liaw, Chair

Attest: January 22, 2014

Lori Y. Yonemitsu, Secretary



Shoreline Community College

Federation of Teachers

AFT Washington

Local 1950

Date: December 4, 2013
To: Shoreline Community College Board of Trustees
From: Amy Kinsel, President SCCFT Local 1950
CC: Daryl Campbell, Interim President
Subject: November/December Federation Report

The Federation warmly welcomes Shoreline's two new Trustees to the Board and looks forward to working productively with the new Board this year and into the future. As SCCFT Local 1950 President, I am happy to present this monthly report.

The Federation is pleased to note that faculty members are slated to receive a small pay adjustment in their December 24 pay packets that reflects distribution of funding the Legislature allocated at the end of its 2013 legislative session. The Federation would like to acknowledge that the Administration agreed promptly to negotiate over distribution of these funds, something which has not happened as readily at all the colleges in the state system.

Even though all faculty will receive a small adjustment this year, the Federation notes that faculty employed in the state community and technical college system have not received increment payments (step increases) or cost-of-living increases (COLAs) since 2008. Stagnant faculty salaries have a detrimental effect on the morale of current faculty members and increase the challenge of recruiting, hiring, and retaining new faculty members. For this reason as well as to support the needs of state higher education students for qualified instruction by providing them with fairly-compensated faculty, AFT-Washington has made state legislative allocation of funding for faculty step increases for college faculty and COLAs for all state employees its top priorities for the coming 2014 legislative session.

The College is moving forward with filling tenure-track, full-time temporary, senior associate, and associate faculty. The ESL department has hired two new full-time tenure-track instructors who will join the faculty Winter quarter, and screening committees are currently reviewing applications to fill positions in Automotive, Engineering, International Education Advising, Mathematics, and the Math Learning Center Director. There remain a number of unfilled faculty lines resulting from unanticipated losses and departures of faculty and retirements, and there will be additional retirements at the end of this quarter and throughout the remainder of

this academic year. The Federation looks forward to working with the Administration to fill as many vacant full-time faculty lines in the near future as possible.

Maintaining or increasing the number of full-time faculty is important to meeting the College's mission. With an increase in the relative proportion of part-time to full-time faculty, full-time faculty workload in academic advising, committee work, curriculum development, department and program assessment, and the like, has increased such that full-time faculty have become overwhelmed with work. The addition of senior associate faculty who are able to take on some of the work previously reserved to full-time faculty is another attempt to address increased work load for all faculty.

A group of administrators, faculty, and staff has been working on ways to help faculty perform their expanded advising duties. The Human Resources Department has tentatively agreed to fund professional development sessions for advising faculty during Winter quarter to train faculty in advising best practices and the use of our new online Advisor Data Portal system.

In other areas, the Federation has per the faculty contract convened a Sabbatical Review Committee to accept and review 2014-15 sabbatical applications during the first week of Winter quarter. Committee members will interview each of the applicants and make recommendations to the Office of Academic and Student Affairs for sabbatical leaves to be presented to the Board at its February meeting.

Faculty members have participated in screening committees for staff and administrative hires as well as faculty hires. Three faculty participated in review of applications for an Interim Vice President of Academic and Student Affairs. Three faculty will begin meeting with the Presidential screening committee at a training session on December 13.

Finally, the Federation is once again sponsoring an annual winter food drive during Finals Week as we have done in previous years. Blue boxes will be placed in buildings around the campus tomorrow for collection of non-perishable food donations that will be taken on December 12 to the Labor Agency Food Bank, which distributes food at its downtown location and to union families in need.