

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF OCTOBER 31, 2012

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 Barrett at 3:02 PM in the Board Room of the Administration Building at Shoreline Community College.

MEMBERS PRESENT:

Trustees Phil Barrett, Shoubee Liaw, Roger Olstad and Gidget Terpstra were present.

Assistant Attorney General Cheryl Bateman represented the Office of the Attorney General.

CONSENT AGENDA

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

On the agenda for approval:

- One set of minutes from the Regular Meeting of September 26, 2012
- 2013 Board of Trustees Meeting Schedule

Motion 12:35: A motion was made by Trustee Liaw to approve the consent agenda.

Trustee Olstad seconded the motion.

Chair Barrett noted that an error was identified on the minutes from the Regular Meeting of September 26, 2012 and the correction, made.

The consent agenda, including the amendment to the minutes from the Regular Meeting of September 26, 2012 was approved unanimously by the Board.

REPORT: BOARD OF TRUSTEES CHAIR

Chair Barrett spoke about the TACTC's (Trustees Association of Community & Technical Colleges) Transforming Lives Awards that recognize students for whom the Community and Technical Colleges have made a significant difference. He noted that he would like to see a much larger range of students nominated this year and expressed that he would like to create a Trustees Transforming Scholarship one day.

OPEN COMMENT PERIOD

There were no requests to speak during the Open Comment Period.

REPORT: DENTAL HYGIENE PROGRAM

Dean Gillian Lewis introduced Dental Hygiene Professors Rosie Bellert and Tricia Noreus and distributed and provided an overview of a document entitled *Dental Hygiene Program at Shoreline Community College* including information of how the Program meets the College's Five Core Themes.

Dean Lewis stated that the Faculty Members are always accessible to the students and that the Program's completion rate is very high. In addition, she spoke of the 5-1 Student – Faculty Clinic ratio (a Program accreditation requirement) that contributes to the success of the Program and its students and graduates.

In response to questions from the Trustees, Dean Lewis, Professor Bellert and/or Professor Noreus communicated that:

- There is no wait list and those who are not admitted either attend other schools or reapply for admittance to another year's cohort.
- Starting wages for Dental Hygienists is approximately \$42.00 per hour.

REPORT: NWCCU COMPREHENSIVE EVALUATION (“SITE VISIT”) (OCTOBER 3-5, 2012)

Dean Norma Goldstein distributed and provided an overview of two documents: *Draft Shoreline Community College CC Comprehensive Peer Evaluation & Visit – October 16-19, 2012* and *SCC Accreditation Timeline*.

Dean Goldstein went over the six Commendations and the six Recommendations from the Evaluation Team and spoke of the primary Accreditation related activities for the College to undertake in November and December of 2012. She added, “Recommendations need to be addressed in addition to the “new” 2013 Year One Report.” Dean Goldstein noted that many other colleges receive similar Recommendations as the ones Shoreline Community College received.

Chair Barrett wondered if Recommendation #3 related to the Board of Trustees and the approval of operational policies was in conflict with the Board's Policy Governance model. As the Co-Chair of the College Council, Professor Kinsel spoke of the work at the College Council in regard to the reviewing and updating of the College's operational policies and added that she would be happy to update the Board on the work of the College Council as it relates to operational policies.

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Dean Goldstein noted that the College has to adhere to the standards and eligibility requirements of the NWCCU (Northwest Commission on Colleges and Universities) and show that the Board has oversight of the College's operations.

Trustee Liaw thanked Dean Goldstein for her work on the Accreditation Report as well as preparing the campus for the Evaluation Team's visit in early October.

REPORT: AUDIT PROCESSES

Director of Financial Services Stuart Trippel distributed and provided an overview of a document entitled *Presentation to the Board of Trustees Regarding Audits*:

- The College is subject to different types of audits
- There is a difference between a Financial Audit and an Accountability Audit.
- The Financial Audit is not done at the College level. "The State Auditor's Office now audits the Community and Technical College System as a whole."
- The College is involved in Accountability Audits where financial data is reviewed but the focus is not to determine if the balances are accurate.

Referring to Recommendation #4 from the Evaluation Team related to the Board of Trustees considering the results from college audits, Director Trippel reiterated Dean Goldstein's sentiments in that "We're not the only college that is dealing with this issue." He added that the State Board can assist by writing an explanatory letter regarding how the State Auditor's Office audits the system as a whole.

As reliance on funding moves from the state to the local level, both Director Trippel and Chair Barrett spoke in favor of the College moving toward independent audits—as utilized by private colleges and non-profit organizations.

ACTION: 2012 – 2013 BOARD OF TRUSTEES & PRESIDENT'S GOALS ↔ CORE THEMES

Special Assistant to the President for Budget & Internal Control Holly Woodmansee and Assistant Director for Institutional Effectiveness & Strategic Planning Joe Duggan were asked by President Lambert to connect the Board's and the President's 2012 – 2013 Goals to the College's Core Themes as outlined on TAB 2: 2012 – 2013 Board of Trustees & President's Goals ↔ Core Themes.

President Lambert recommended that he and the Board should add an additional Goal to Core Theme 5 – College Stewardship:

- Addition to the Board of Trustees Goals
  - The Board will monitor the College's progress on the Recommendations set forth in the Evaluation Committee's Report to the NWCCU (Northwest Commission on Colleges and Universities)
  
- Addition to the President's Goals
  - SCC will make significant progress on the Recommendations set forth in the Evaluation Committee's Report to the NWCCU (Northwest Commission on Colleges and Universities)

Motion 12:36:                   A motion was made by Trustee Olstad to approve the 2012 – 2013 Board of Trustees Goals ↔ Core Themes and the 2012 – 2013 President's Goals ↔ Core Themes as amended.

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

#### REPORT: SCC FACULTY

Professor Amy Kinsel spoke of the increase in International enrollment, the College's plan for *Internationalizing the College* and the opportunities on campus for students to engage with one another.

She spoke of work taking place in the College Council as well as the Strategic Planning/Budget Committee related to the Recommendations from the Evaluation Team related to Accreditation noting, "The College Council is looking at WACs (Washington Administrative Codes) and College Policies."

Professor Kinsel stated that contract negotiations relate to Affiliate and Associate Faculty and e Learning. While conveying the value of Part-Time Faculty, she also spoke of the decrease in the number of Full-Time Faculty and the contractual duties (advising, evaluation of Associate Faculty, for example) of Full-Time Faculty and asked, "In this new reality, how is it going to be possible to offer high quality? How are we going to do this with fewer people?"

Trustee Olstad noted that the ratio of Full-Time to Part-Time Faculty is happening at all of the colleges.

#### REPORT: SCC CLASSIFIED

Instructional Support Technician Jerry Owens thanked Vice President for Human Resources & Legal Affairs Stephen Smith for the trainings available for Classified Staff.

He added that the Classified Staff's ranks have decreased as well due to the elimination of Full-Time positions. Instructional Support Technician Owens stated that some positions are being "back filled" by Hourly employees who have union backing but don't have the same benefits.

REPORT: SCC STUDENT BODY ASSOCIATION

Student Body Association President (SBA President) Kanpong Thaweasuk thanked Professor Terry Taylor and the Library Faculty for their work in organizing the viewing and post-debate discussions related to the Presidential Debates which were well attended by both domestic and international students.

More than thirty students have applied to serve on campus wide committees and the screening of the applicants has begun. SBA President Thaweasuk stated that the applicants have indicated wanting to have a voice on campus as the reason for applying.

The Student Leadership Center does not have a Full-Time Supervisor and SBA President Thaweasuk thanked Dean Tonya Drake for supervising the Center in the interim.

Discussions related to the International Education Office expansion have begun and may lead to changes in the Student Union Building. SBA President Thaweasuk acknowledged that there is a need for space in the International Education area but wants to make sure that the College is focused on the best way to integrate domestic and international students.

The Student Parliament is taking action on the Technology Fee on November 5 and SBA President Thaweasuk stated that there are pros and cons of consolidating the Fee.

In response to a question from Chair Barrett related to the Echo System, SBA President Thaweasuk stated that the Student Parliament is in the midst of requesting organizations and programs to upload information to the Echo System. Chair Barrett indicated that he would like to know at some point how many organizations are connected to the Echo System.

REPORT: SCC PRESIDENT

President Lambert stated that while enrollment numbers look good, the numbers do not necessarily equate from a revenue standpoint. He spoke about how International and Virtual College enrollment contributes to the College's ability to meet enrollment targets.

New SBCTC (State Board for Community & Technical Colleges) Executive Director Marty Brown visited the campus and had an opportunity to experience a demo with Virtual College personnel.

Representative Seaquist visited the Automotive Program to learn about Public – Private Partnerships.

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The Nelson Show Room Dedication in the Professional Automotive Training Center (PATC) took place on October 30 and five generations of the Nelson Family as well as members of their extended family were in attendance.

President Lambert's last trip to China (October 14-27) was to attend and present at the AACC (American Association of Community Colleges) International Forum where there was a focus on 21<sup>st</sup> skills and standards. He also signed an Agreement with Qingdao University.

President Lambert and Vice President for Administrative Services Daryl Campbell were in China in September to meet with the principals of the proposed Campus Housing Project. Dialogue continues and President Lambert noted that if he returns to China in December, it is a good sign that an Agreement is close to being finalized.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustee Olstad stated that "Differential Tuition" for, rather than elimination of, more expensive programs is a better solution. He also recommended that the Board hold a Study Session related to the work of the GISS (Governance Institute for Student Success).

Trustee Terpstra has attended several of the Global Affairs Center's events and noted that "the events were outstanding." She added that she is on a committee tied to the proposed Light Rail Station at North 185<sup>th</sup> and I-5 and wants to ensure that SCC students will have easy access to the Light Rail.

Trustee Liaw informed the Board that a Community Forum hosted by Representatives Ryu, Pollet and Moscoso will be held on December 6 in the Automotive Building at 7:00 PM.

ADJOURNMENT:

Chair Barrett adjourned the meeting at 5:14 PM.

Signed \_\_\_\_\_  
Phil Barrett, Chair

Attest: December 5, 2012

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Lori Y. Yonemitsu, Secretary