

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF JANUARY 23, 2013

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 4:05 PM in the Board Room of the Administration Building at Shoreline Community College.

MEMBERS PRESENT

Trustees Phil Barrett, Shoubee Liaw, Roger Olstad, Gidget Terpstra and Tayloe Washburn 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 December 5, 2012
- One set of minutes from the Special Meeting of January 4, 2013

Motion 13:01: A motion was made by Trustee Olstad to approve the consent agenda.

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

REPORT: BOARD OF TRUSTEES CHAIR

Chair Barrett expressed concern about the continual and high tuition increases at, as well as, the decline in state support for public institutions. He asked what the College can do to make education more accessible. Chair Barrett mentioned "online, as an example," how the earning of degrees and/or certificates contribute toward self-sufficiency and whether short-term certificates were one possible avenue to reduce costs for students.

OPEN COMMENT PERIOD

Vice President for Human Resources and Legal Affairs Stephen Smith thanked the Student Leadership Center for its leadership and work on the recent Dr. Martin Luther King, Jr. Celebration.

REPORT (QUARTERLY): BUDGET

Special Assistant to the President for Budget and Internal Control Holly Woodmansee provided an overview of the *Shoreline Community College Budget Status Report (As of December 31, 2012)*. To note:

- Tuition collection for the Summer and Fall quarters were exceeded.
- International enrollment is increasing while domestic enrollment has decreased. “This is happening system wide.”
- Due the Board’s approval of Reserve Accounts, the College has been able to balance its budget without using one time monies.
- Due to “seasonal purchases” (the Library making its purchases during the Spring Quarter, for example), a number of areas still have a “good amount remaining” in Goods and Services lines.
- While the Bookstore has always “broken even” in previous years, it may not “break even” this year.

REPORT (BMR): PERFORMANCE EVALUATIONS

Vice President for Human Resources and Legal Affairs Stephen Smith provided an overview of the Board Monitoring Report on Performance Evaluations noting that while the number and percentage of Faculty Performance Evaluations completed annually is very close to 100%, that the College is continuing to make progress in bringing the number and percentage of Classified and Administrative/Exempt Performance Evaluations completed annually, into compliance.

In response to questions from Trustees Barrett and Washburn, President Lambert and Vice President Smith spoke about the contractual (for Classified Staff and Faculty) as well as Accreditation obligations tied to Performance Evaluations.

REPORT: BOARD OF TRUSTEES NOMINEE FOR TACTC’S 2013 TRANSFORMING LIVES: BUILDING AMERICA AWARDS

Chair Barrett read the Certificate of Recognition for former student Frederic Austin, the *Shoreline Community College Board of Trustees Nominee for the TACTC (Trustees Association of Community and Technical Colleges) Transforming Lives: Building America Award(s) 2013*. In addition, Chair Barrett read parts of Mr. Austin’s nominee statement—including how a number of Faculty and Staff members, made a difference in his staying in college and being retrained in his new career as a Machinist.

REPORT: VCIT (VIRTUAL COLLEGE IMPLEMENTATION TEAM) – INSTRUCTION REPORT

Director of the Virtual College and eLearning Services Ann Garnsey-Harter provided an overview of the overall outcomes and recommendations contained in a document entitled *Executive Summary: Review of Piloted Virtual College Instructional Programs for Fall 2012*.

Special Assistant to the President for Communications and Marketing Jim Hills spoke to the marketing efforts related to the recommendation that the “College should consider ways to market its use of Open Educational Resources (OERs) to lower costs for students as a way to differentiate itself from other virtual colleges.”

Discussion ensued related to whether the quality of an online and its face-to-face (F2F) counterpart is the same and the process by which courses (online and F2F) are approved. In addition, Director Garnsey-Harter spoke about *Quality Matters* (“an external indicator as a seal of quality”) for online courses and that the goal is for all online courses to go through *Quality Matters*.

Trustee Liaw requested that it would be helpful for the Trustees to see the persistence rates of the students related to the Virtual College Instructional Programs piloted during the Fall 2012 Quarter.

REPORT: CAMPUS INTERNATIONALIZATION

On behalf of the Senior Executive Team (SET), Vice President for Academic and Student Affairs James Jansen, provided an overview of a document entitled *Internationalization*, including Internationalization Process and Planning. He noted that the SET is discussing possible approaches to “internationalize the campus”—Faculty/Staff Approach; Administrative Approach.

In response to a question from Trustee Washburn, Vice President Jansen stated that the College is looking at internationalization beyond enrollment.

REPORT: INTERNATIONAL OUTREACH

On behalf of International Education Executive Director Diana Sampson, Directors Mari Kosin (International Student Services) and Samira Pardanani (International Admissions and Immigration Services) shared with the Board, the *Highlights and Initiatives* related to International Outreach. “Growth has been much faster than anticipated. If the robust growth continues, the College is very close to having 1,000 International FTEs which would result in being 2 years ahead of schedule.”

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Directors Kosin and Pardanani concurred with Chair Barrett's connecting increased efforts with the growth and noted, "We will have to increase efforts as we continue to look at growth."

Director Pardanani spoke of the competition amongst colleges for international students and President Lambert conveyed the need to be more intentional about internationalizing the campus and reinforcing mutual gains for international and domestic students.

Other factors contributing to the increase in international enrollment: multiple agent agreements, the College's strong transfer program, proximity to a metropolitan area, beautiful campus, Faculty and Support Services and where (Colleges and Universities) graduates transfer to. Director Pardanani added, "Word of mouth is very powerful" while Director Kosin spoke of the value of relationship building – locally and internationally.

Discussion followed related to working with other colleges in order to share resources, having a back-up plan as a result of the global economic downturn and markets "beyond Asia" such as Brazil, Saudi Arabia and Turkey.

In response to a question from Trustee Liaw, Directors Kosin and Pardanani noted that international students do not have earlier registration dates than domestic students but that registering on time, is heavily promoted by the International Education area and its advisors.

Chair Barrett requested that the Board have an opportunity in the future, to see the data related to international students who have applied for conditional admission with one of the College's partner colleges or universities.

President Lambert, Vice President Campbell and Special Assistant Hills provided updates related to the Student Housing Project:

- The Memorandum of Understanding has been signed by the College and the Project's primary investors.
- The Amendment to the Long-Range Development Plan ("Campus Master Plan") will be submitted to the City of Shoreline in February.
- Work with the State Board to approve the Ground Lease needs to take place.
- Outreach to the Neighborhood Associations has commenced.

#### REPORT: SCC FACULTY

Professor Amy Kinsel noted that Faculty members are in the midst of the very time consuming task of transferring from one platform to the other (Blackboard → Canvas).

Regarding the Virtual College, Professor Kinsel stated that a lot of Faculty members are interested in *Quality Matters* as it provides protocols on how an online classroom looks but noted, "it is not an academic standard quality assessor."

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Many Faculty members have been exploring ways to reduce textbook expenses for students including utilizing but not limited to, totally online resources and supplements from the Library.

Professor Kinsel conveyed that the Federation has some concerns about the hiring of Part-Time Faculty for online courses and spoke about the increase to Full-Time Faculty workloads (as a result of contractual obligations) as more and more Part-Time Faculty are hired.

Professor Kinsel acknowledged Professors Davis Oldham, DuValle Daniel, Ernest Johnson, Brooke Zimmers and Mimi Harvey for their campus wide work on internationalization, the Martin Luther King, Jr. Celebration and/or the Teach-In and Speak-Out Event.

REPORT: SCC CLASSIFIED

Instructional Support Technician Jerry Owens noted that he was happy to report that overtime training opportunities are still being offered for Classified Staff.

Sixty to seventy WFSE (Washington Federation of State Employees) participated in a Lobby Training Day and had an opportunity to meet several State Representatives.

REPORT: SCC STUDENT BODY ASSOCIATION

Student Body Association President (SBA President) Kanpong Thaweasuk noted that the Student Parliament approved the Technology Committee's proposal.

Approximately 13,000 pounds of non-perishable food items (to be distributed to local Food Banks) were collected from 10 locations on January 21—the MLK Day of Service Food Drive.

SBA President Thaweasuk stated that he and members of Student Parliament hear a lot from students about the parking situation on campus.

The process for the hiring of a Director of Student Life has begun.

REPORT: SCC PRESIDENT

President Lambert expressed his appreciation to the many MLK Day of Service volunteers. He shared that an SCC student is carrying the torch in the Special Olympics in South Korea while another SCC student has been selected to be on the National Student Band.

Brandon Rogers, Special Assistant to the President for Grants and Contracts, joined President Lambert for a meeting with a group from Saudi Arabia interested in developing vocational programs in Saudi Arabia.

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President Lambert and Director of the Virtual College and eLearning Services Ann Garnsey-Harter will go to India in February for an international conference on community colleges. There is interest in India on how to develop a community college system as well as wanting to explore mobile solutions.

The Military Times ranked Shoreline Community College as the sixth best two-year college in the country for Veterans. President Lambert noted that SCC was the only college from the state of Washington on the list and the only difference is that “we don’t offer priority registration for Veterans.”

The Dental Hygiene Program’s Smiles Forever partnership with a Dental Hygiene School in Bolivia will be receiving a Special Recognition Award at the Institute of International Education’s (IIE’s) March 2013 Awards Ceremony in New York City. Dental Hygiene Program Director Rosie Bellert will join President Lambert at the Ceremony to receive the award.

The Administration will need to look at the financial implications of sabbaticals and will bring a recommendation to the Board at its February meeting.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustee Washburn will attend TACTC’s (Trustees Association of Community and Technical Colleges) New Trustee Orientation on January 29 and Trustees Barrett, Olstad and Terpstra will attend the TACTC Legislative Contact Conference (January 29-30) and the Five Star Consortium Reception (January 30).

EXECUTIVE SESSION

At 6:30 PM, Chair Barrett announced that the Board would convene in Executive Session for approximately twenty minutes to discuss the performance of a public employee and would reconvene in Regular Session only to adjourn.

ADJOURNMENT:

Chair Barrett reconvened the meeting into Regular Session and adjourned the meeting at 6:57 PM.

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

Attest: February 27, 2013

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Lori Y. Yonemitsu, Secretary