

MINUTES (REVISED – February 26, 2014)

STUDY SESSION

Interim President Daryl Campbell was joined by Ms. Cima Malek-Aslani and Mr. Walter Schacht of Schacht – Aslani Architects, the firm that has worked with the College on many projects. They are currently working on producing the PRR (Project Request Report) for the Allied Health and Science building and shared with the Board:

- Background related to the College’s 2003 Master Plan and the 2005 PRR. “The 2005 PRR was submitted and presented as a growth project (based on enrollment growth) and was not funded as a growth project because it did not meet the standards of a growth project.”
- Background related to the 2011 Master Plan and the update (“the addition of student housing”) to the Master Plan in 2013.
- Information on the 2015 Capital Project Request and its relationship to the Master Plan.
- Site Planning
  - Phase 1 – Student Housing
  - Phase 2 – Manufacturing, Dental Hygiene, Science
  - Phase 3 – Nursing, Math
- Building Planning
  - Four-story building to replace buildings 2400, 2500, 2600, 2700, 2800
  - Program organization in the four-story building
- Securing State Funding
  - Funding scoring changes. “The 2011 Master Plan was based on different funding criteria.”
  - Scoring challenges for 2015
    - Facility Condition Survey
    - Renovation scores higher than replacement
    - The State Board is projecting low growth at the College through 2022
    - Importance of local funds – “bringing in matching dollars, increases the score.”

Mr. Schacht stated, “What is important to understand, is that the building’s design is not taken into account in the scoring and ranking of the capital project proposals.” He added, “the areas that are scored relate to the condition of existing buildings, programmatic issues and alignment with the existing Master Plan. It’s about fundamental institutional need, not the architecture.”

Trustee Catherine D’Ambrosio, anticipating likely provisions necessary to modify rather than tear-down future construction projects, expressed concern about demolishing the Allied Health and Science building “fifty years from now.” She also inquired about the possibility of building parking structures. Ms. Malek-Aslani and Mr. Schacht noted that “these buildings are nearly impossible to renovate” and shared the rationale for why some existing buildings are not fit for renovation—“everything will have to be brought up to code.” In addition, Mr. Schacht spoke of

the safety and security issues plus the high expense tied to parking structures and that “the state legislature will fund program spaces but not parking structures.”

Ms. Malek-Aslani stated that the College’s PRR is for a 70,195 square foot building, is being submitted as a “Replacement + New + Match” and will be submitted to the SBCTC (State Board for Community and Technical Colleges) by February 28, 2014.

Interim President Campbell spoke of the importance of having the funding in place by the time construction begins and believes that “it is within our capacity to raise the funds.” He closed with, “We need to have plan to raise the money.”

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 4:00 PM in the Board Room of the Administration Building at Shoreline Community College.

MEMBERS PRESENT:

Trustees Phil Barrett, Catherine D’Ambrosio, Shoubee Liaw, Tom Lux and Tayloe Washburn 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 December 4, 2013

Motion 14:01: A motion was made by Trustee Lux to approve the Consent Agenda.

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

REPORT: BOARD OF TRUSTEES CHAIR

Chair Liaw spoke about the passing of longtime Professor Phyllis Topham and her work on campus. “Phyllis was compassionate and treated everyone with respect.”

### OPEN COMMENT PERIOD

Executive Director Diana Sampson expressed appreciation to and for the campus community for contributing to the phenomenal growth in international enrollment. “We are two years ahead of schedule and think we will hit the 1,000 FTE mark in the spring.” She shared that the HTC’s (Hotel and Tourism College’s) “numbers are back up” due to a change in partnerships in Japan and in addition, “just had our first class complete training—training that was fully sponsored by the Chinese government.”

Professor Karen Kreutzer shared her excitement about the plans for the Allied Health and Science Building. She added that the current building was one of the first buildings built on campus and was happy to hear that preservation of the natural beauty on campus is included in the site and building plans.

Executive Director Ann Garnsey-Harter distributed and went over documents *SCC Online and Hybrid FTEs and Online FTEs: Rate of Growth – Comparison of SCC to CTC System*. “Where do we look strategically from here? We will continue to look at online and hybrid. From a strategic plan perspective, we are not only looking at recruitment but also retention.”

### INTRODUCTIONS: NEW SENIOR ADMINISTRATORS

Interim President Campbell announced the recent filling of two permanent Administrator positions—Kim Thompson, Dean of Students and Dan Fey, Dean of Workforce Education and Continuing Education. In addition, he introduced Interim Vice President for Academic and Student Affairs, Dr. Alison Stevens.

### REPORT (QUARTERLY): BUDGET

Executive Director for Budget, Capital Financing and Physical Plant Holly Woodmansee provided an overview of the *Shoreline Community College Budget Status Report (As of December 31, 2013)* containing the revenue and expenditures related to the College’s operating budget. To note:

- Tuition rates are set by the State Board. “The College retains 80% of the tuition dollars collected.”
- Collection of tuition and local dedicated fees are slightly ahead of target or on target.
- Expenditures are on target.
- Bottom line: The College is in a favorable position.

While acknowledging that the quarterly budget report relates to the College’s operating budget, Trustee Barrett stated that it would be helpful for the Board to understand “where we are in relation to grants and contracts.” He asked, “How much grant money, on an annual basis, does

the College bring in?”

REPORT: BOARD OF TRUSTEES NOMINEE FOR THE TACTC’S 2014 TRANSFORMING LIVES AWARDS/RECOGNITION OF CAMPUS NOMINEES

Trustee Barrett provided an overview of the Trustees Association of Community and Technical Colleges (TACTC) Transforming Lives Awards. A total of five nominations were received. A subcommittee of the Board, comprised of Trustees Barrett and Washburn, reviewed the nomination submissions and selected former student Scott Vaughn as the Board’s nominee for the 2014 TACTC Transforming Lives Awards.

Trustee Barrett spoke of how difficult it is to select only one nominee and named the five nominees put forward by the campus community: Rachel Horton, Lorna Larsen, Jessica Lim, Jessica Puckett and Scott Vaughn.

Trustee Barrett and Chair Liaw spoke of how each of the nominees shared how the College and caring and thoughtful mentoring of the faculty and staff, contributed to their accomplishments.

ACTION: APPROVE BOARD RESOLUTION NO. 130 (COMMENDING SERVICE OF VICE PRESIDENT JOHN P. BACKES)

Trustee Barrett read Resolution No. 130 (Commending Service of Vice President John P. Backes). The Trustees thanked Vice President Backes for returning to the College to assist with leadership transitions.

Motion 14:02: A motion was made by Trustee Washburn to approve Resolution No. 130 (Commending Service of Vice President John P. Backes).

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

REPORT: PRESIDENTIAL SEARCH

Vice President for Human Resources and Legal Affairs Stephen Smith and Association of Community College Trustees (ACCT) Search Consultant Dr. Laura Saunders recapped the activities related to the Presidential Search process that have transpired thus far and the activities to transpire—including the interviewing of semi-finalists and the determination of finalists by the Presidential Search Screening Committee (PSSC).

Dr. Saunders communicated that the selection of a President was the “single most important decision” for a Board to make. As the two members representing the Board on the PSSC, Trustees Barrett and Washburn, shared how helpful it was to get to know the members of the

PSSC and how impressed they were with the care and deliberation exhibited by all members of the Committee.

#### REPORT: STUDENT HOUSING

Interim President Campbell stated that approval of the College's Master Development Plan (MDP) ("application") by the City of Shoreline is a prerequisite before any major changes can be made to the campus. The College was informed that a hearing on the MDP is scheduled for February 13, 2014.

Interim President Campbell shared that the College has checked in regularly with City Staff and were repeatedly told that "there were no issues," that the Planning Staff was poring over the documents and that the College would receive comments on the application by mid-January. ("The College is expecting to receive the comments on January 23 and will respond accordingly. Depending on the comments, the February 13 hearing may be postponed.")

Trustee D'Ambrosio had a number of questions related to the funding of the Student Housing Project and will meet with Interim President Campbell to learn more about the project.

#### REPORT: INDEPENDENT FINANCIAL STATEMENT AUDIT

Executive Director for Business and Student Support Services Stuart Trippel distributed and provided an overview of the document *Update Regarding Audit of Financial Statements*. To note: "All community and technical colleges in Washington are expected to receive the same recommendation of undergoing an external financial audit in due course."

While the Board is not required to approve the audits, Trustee Barrett stated that it would be good for the Board to have a training on the auditing of financial statements.

#### DATA: PROPOSAL FOR BOARD OF TRUSTEES DASHBOARD

Director of Institutional Research Bayta Maring provided an overview of an *Ongoing Data Reporting Plan*. The Reporting Goals:

- Aligned with College priorities (e.g. Core Themes; Strategic Plan)
- Useful in decision-making
- Consistent in definitions
- Sustainable and efficient reporting methods

The Trustees recommended that data reporting:

- Include metrics on the goals set by the Board.
- Include a short analysis from the President "so we know where the problem is."

- Include proposed short term and long term courses of action.
- Include information on waiting lists, where our graduates are employed and whether they are employed in the fields for which they were trained, what our programs are doing to keep current with industry and the colleges to which our students are transferring to.

REPORT: SCC FACULTY

Professor Kinsel noted that the high cost of Professional-Technical Programs be taken into consideration as the College looks to expanding spaces for the programs. As for attaining employment and potential earnings of those in the Liberal Arts, she referred to a piece by Sally Herships entitled *Who Says Liberal Arts Majors Can't Make A Good Living?*

Professor Kinsel distributed a memorandum with the subject line January Federation Report and provided an overview of the items contained in the memorandum. (Memorandum attached.)

REPORT: SCC CLASSIFIED

In regard to salary increases related to Step M for Classified Staff, Instructional Support Technician Jerry Owens stated, "the reality is that the raise only applied for those who were at the previous step for six years."

Instructional Support Technician Owens shared that he was happy to see the plans for the Allied Health and Science Building and added, "If you are going to do Science Education, it is going to be expensive. We have to invest in this."

REPORT: SCC STUDENT BODY ASSOCIATION

Student Body Association (SBA) Prime Minister (PM) Tony Owuor informed the Trustees that the Student Parliament has been working on editing and rewriting the Student Constitution in order to make it more efficient as well as make the bylaws, more explicit. He spoke of recent and upcoming events organized by the Student Leadership Center including an Involvement Fair, a survey on the SCOF (Sustainable Commuter Options Fee) and a rally to Olympia.

PM Owuor noted that close attention is being paid to how the College distinguishes itself in relation to engaging with online students.

REPORT: SCC PRESIDENT

Interim President Campbell:

- Congratulated Trustees D'Ambrosio and Lux for their recent and successful confirmation hearings with members of the State Senate.
- Expressed his profound gratitude to Acting Vice President for Academic and Student Affairs John Backes and how much Acting Vice President Backes has meant to the institution. "He is a phenomenal human being and strong and capable leader."
- Had an opportunity to speak with a number of State Senators at a reception of the Five Star Consortium Colleges and Bellevue College.
- Reiterated the College's focus on Student Achievement and Resource Development, with educational attainment being at "the core of the work we do."
- Distributed *The Road Map – A Plan to Increase Educational Attainment in Washington*. "This is the system's blue print."
- Shared that the Office of the Vice President for Academic and Student Affairs and the Deans have developed a comprehensive Student Retention Plan.
- Stated that there is a continuing decline in domestic student enrollment.
- Shared that legislators have communicated to not expect new monies.
- Communicated that several Innovation and Opportunities proposals have been submitted.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustee Barrett spoke about attending the recent TACTC (Trustees Association of Community and Technical Colleges) Legislative Contact Conference and shared the importance of students making their voices heard "in Olympia."

Trustees D'Ambrosio and Lux also spoke about what they experienced at what was their first TACTC Conference—the Legislative Contact Conference. They spoke of the need to understand what our students are seeking and assisting them in reaching what they seek as well as dealing with the issues of why a student is not attaining her/his educational goals.

Chair Liaw provided an update of what is happening in the Legislature. She indicated that it would be helpful for the Board to have future Study Sessions on the role of the Foundation, on the College's Transfer Programs, tenure and sabbaticals.

ADJOURNMENT

Chair Liaw adjourned the meeting at 6:24 PM.

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF JANUARY 22, 2014  
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Signed \_\_\_\_\_  
Shoubee Liaw, Chair

Attest: February 26, 2014

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Lori Y. Yonemitsu, Secretary





*Shoreline Community College*

# Federation of Teachers

**AFT Washington**

**Local 1950**

**Date:** January 22, 2014  
**To:** Shoreline Community College Board of Trustees  
**From:** Amy Kinsel, President SCCFT Local 1950  
**CC:** Daryl Campbell, Interim President  
**Subject:** January Federation Report

The Federation welcomes everyone back to campus for Winter quarter. We are in the third week of the quarter, with faculty and students settling in nicely to the new term. I can add a bit about wait list management since this happens at the beginning of each quarter. The division deans watch wait lists closely immediately prior to the start of the quarter in order to add sections where they are necessary and as the operating budget for hiring additional part-time faculty allows. When a wait list is short, students who show up for class the first and second days of class usually are able to add the course because the faculty member can see that students whose names are on the roster have not shown up. The Faculty Senate Council under the leadership of Faculty Senate Chair Kira Wennstrom is looking into possibly reviving the administrative drop, a tool that faculty used to have that allows faculty to drop from their rosters students who don't show up for classes in order to add students who are present.

As is usually the case, the College took the opportunity over the Winter break from classes to make physical improvements to classrooms, buildings, and grounds. One change that has received positive comments from faculty is improved campus lighting, which is especially welcome during this dark time of year. One faculty member who always arrives on campus early and frequently stays late chimed in on the faculty listserv today: "In the evening and early morning the FOSS lot and back stairs feel more secure with the brighter lights."

Two new tenure-track faculty members have joined Shoreline this quarter: they are Karen Bretz and Annamaria Winters, both in the ESL department. Karen comes to us from the Seattle Community College District where she taught ESL part-time, while Annamaria is a longtime associate faculty member here at Shoreline. The Trustees will be reading about Karen and Annamaria in future Appointment Review Committee reports. As provided for in the faculty contract, the Federation will assist the new faculty in establishing Appointment Review Committees within the next month, and the VPASA and Federation President will provide joint training on the three-year tenure process to these Appointment Review Committees. Should the

Trustees have questions about the Appointment Review (tenure) process, the Federation is happy to try to answer them.

The Federation is pleased to note that the College has hired two new tenure-track faculty members in Toyota T-Ten Automotive (in fact, I participated in a salary placement meeting with one of these new faculty members just this morning), and the screening process is well along for hiring a tenure-track Engineering faculty member. Also in process are additional tenure-track hires in the Mathematics department and in International Advising. As the operating budget construction for the next fiscal year moves forward, the Federation looks forward to working with the Administration to fill additional tenure-track vacancies for next fall.

As Board Chair Shoubee Liaw noted, long-time CIS and Math faculty member Phyllis Topham passed away about 10 days ago. Her partner, John James, a retired Shoreline librarian, wrote to me in response to condolences sent from the Federation, "Phyllis's children (who both live in Seattle) and I have appreciated the cards and e-mails we've received about Phyllis." He added, "Older federation members will remember that Phyllis was a long-time supporter of the faculty union and other progressive causes." To honor Phyllis's memory, he suggested, "The family is recommending a donation to either the American Cancer Society or Planned Parenthood. Phyllis's Memorial Service will be Saturday, February 1 at 2:00 pm. at the St. Stephen's Episcopal Church 4805 NE 45<sup>th</sup> Street in Seattle." As with the other losses of faculty the College has suffered this year, the faculty and staff of the College are sharing their memories of Phyllis as an extraordinarily generous and kind faculty member whose work and presence on campus will be remembered and missed.

The Washington State Legislature is in session in Olympia. We have a number of Shoreline connections in Olympia. In addition to our BOT chair and our SCC graduate Jessica Puckett serving as a legislative aides, Prof. Terry Taylor's son Andrew, a senior at WWU, is also down in Olympia serving as a legislative aide. AFT-Washington is supporting two important bills in the session that directly affect faculty and community colleges: funding faculty COLAs for the first time in six years; and funding full faculty step increases (increments) for the first time in six years. The Federation wishes to express its appreciation for the support of the Administration and the Trustees for funding in this year's legislative session for faculty salaries and increments. Shoreline's faculty love what they do working with students who have amazing personal and educational stories and who make amazing contributions to our world after they leave Shoreline. Yet the faculty work very hard and even though they love their jobs, they do deserve to earn the salaries that are promised to them in their faculty contract, rather than taking home a smaller net pay with each succeeding year of employment.

As noted, the Presidential Screening Committee is conducting semi-finalist interviews, a screening committee for the Grants Director is interviewing candidates for that position, and interviews are underway for an Engineering faculty member. In addition, the Sabbatical Review

Committee has received applications from eligible tenured faculty and will be interviewing each of the faculty applicants tomorrow and Friday. Per the faculty contract, the Administration has informed the Federation that the maximum number of sabbatical quarters available for the 2014-15 academic year is 14. The Sabbatical Review Committee will make its recommendations for awarding these sabbatical quarters to the Vice President of Academic and Student Affairs by the end of next week, and the BOT will receive the Administration's sabbatical recommendations at the February Board meeting. If the Trustees have questions about Sabbatical Review Committee applications, interview, and selection processes, the Federation is again very happy to try to answer them.