

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF JANUARY 4, 2013

MINUTES:

The Special Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order at 9:04 AM by Board Chair Phil Barrett in the Board Room (#1010M) in the Administration Building (#1000) at Shoreline Community College, 16101 Greenwood Avenue North, Shoreline, Washington 98133.

MEMBERS PRESENT:

Trustees Phil Barrett (Chair, Board of Trustees), Shoubee Liaw, Gidget Terpstra and Tayloe Washburn were in attendance.

Also in attendance:

College Administrators: Lee Lambert (President) and Daryl Campbell (Vice President for Administrative Services)

Foundation Directors: Ruth Kagi, Bill Meyer, Mark McVeety, Ken Noreen, Harley O'Neill, Stephanie Santeford and Scott Saunders (President, Foundation Board).

Office of the Attorney General: Cheryl Bateman

ROUNDTABLE WITH THE SHORELINE COMMUNITY COLLEGE FOUNDATION'S BOARD OF DIRECTORS – Vision of the College; Initiatives and Activities at Other Colleges; Common Goals; Next Steps

President Lambert opened the meeting and noted that the meeting may be the first joint meeting held between the College's Board of Trustees and the College's Foundation's Board of Directors—a meeting resulting from conversations between the Chair of the Board of Trustees and the President of the Board of Directors related to both Boards working together to benefit the College and its students.

Chair Barrett spoke about a college in the SUNY (The State University New York) System and how its Regents embarked on a number of capital projects in order to move the college forward and expressed his excitement about the opportunity for the Board of Trustees and the Foundation's Board of Directors, to work together.

President Lambert spoke about gaps and/or trends (Educational Achievement; Global; Technological; Climate Change; Skills) confronting Institutions of Higher Education and spoke of two major capital projects that would assist the College in meeting these challenges—an Allied Health Building; the Professional Automotive Training Center Expansion (Phase III).

Discussion of what other institutions do in regard to fundraising fell into the following areas:

- Alumni Support
- Fundraising for Capital Projects
- Planned Giving
- Corporate Giving
- Events (Breakfast, Dinners, Auctions)
- Bequests (Stocks, etc.)
- Program Specific Contracts (International enrollment, for example)

In response to questions from Trustee Washburn, Foundation Board President Saunders noted that the current focus of the Foundation is to raise scholarship dollars and that the primary technique for raising such dollars is via the Annual Student Success Breakfast.

Meeting participants discussed:

- The need to connect (through multiple modes) with people who have the resources.
- Intentional and targeted recruiting of individuals to serve on the Foundation's Board of Directors.
- Clarifying the role and responsibilities of a Foundation Board of Director and communicating the roles and responsibilities to prospective Directors.
- The College promoting the Foundation as the fundraising arm of the College.
- The responsibility of the Foundation Board to generate new funding.
- The need for the coordination of all fundraising efforts on campus.
- The 10% (*Administrative Operation Fee*) that is assessed on all gifts to the Foundation.
- Staffing levels in the Foundation Office necessary to support current functions as well as future initiatives and activities.
- The extent to which the College and the Board of Trustees can direct the efforts of the Foundation's Board of Directors

Trustee Washburn stated that it was important to understand President Lambert's priorities, select two or three priorities to focus on, determine internal and external stakeholders and recommended the development of a detailed "18 month plan" as a starting point. "We are trying to merge the value proposition of the College and the mission of the Foundation to garner the financial support to bring the College's mission and vision, to fruition."

President Lambert shared that the PSADA (Puget Sound Automobile Dealers Association) Board hired longtime College Administrator Don Schultz to lead PSADA's fundraising efforts for Phase II of the Professional Automotive Training Center Expansion. He noted that while the College or the Foundation does not have the resources of the Dealerships, PSADA's model for fundraising could be followed.

SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES
SPECIAL MEETING OF JANUARY 4, 2013
Page 3 of 3

President Lambert and Vice President Campbell suggested that a mutually agreeable and executable plan be developed for the next 12 months.

President Lambert and Chair Barrett stated that President Lambert and the Board of Trustees will find a way to support a clear plan and spoke about the importance of the Foundation to the College.

Next Steps

The Foundation Board will develop its Strategic Plan and Goals.

ADJOURNMENT:

Chair Barrett adjourned the Special Meeting at 11:00 AM.

Signed _____
Phil Barrett, Chair

Attest: January 23, 2013

Lori Y. Yonemitsu, Secretary