

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 25, 2014
3:00 PM Study Session – Board Room, Administration Building (1000)
4:00 PM Regular Session – Board Room, Administration Building (1000)**

A G E N D A

3:00 PM – Study Session (Bldg. 1000; Board Room)			
	AGENDA ITEM	RESPONSIBILITY	TAB
	2014 -2015 General Fund Operating Budget	<i>Holly Woodmansee</i>	
4:00 PM – REGULAR SESSION (BLDG. 1000; BOARD ROOM)			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
1.	Convene Meeting	<i>Shoubee Liaw</i>	
2.	Consent Agenda a. Approval of Previous Meeting Minutes ▪ Regular Meeting of May 28, 2014 b. Exceptional Faculty Award	<i>Shoubee Liaw & Trustees</i> <i>Robert Francis</i>	1
3.	Report: Board of Trustees Chair	<i>Shoubee Liaw</i>	
4.	Open Comment Period Share a compliment or concern. All comments are welcome.	<i>Shoubee Liaw</i>	
5.	Report: Recruitment & Hiring	<i>Stephen Smith</i>	
6.	Action: Approve 2014 – 2015 Fees & Rates	<i>Stuart Trippel</i>	2
7.	Action: Approve 2014 – 2015 General Fund Operating Budget and 2014 – 2015 Student Services & Activities (SS&A) Budget	<i>Holly Woodmansee</i>	3
8.	Action: Approve Board Resolution No. 131 (Commending Service of Student Body Association President Nick Begley)	<i>Shoubee Liaw & Trustees</i>	4
9.	Action: Changing October 2014 Board of Trustees Regular Meeting Date ▪From Wednesday, October 22, 2014 → Monday, October 13, 2014? Tuesday, October 14, 2014? Wednesday, October 29, 2014?	<i>Taylor Washburn</i>	
10.	Action: • Interim Presidential Contract • Transfer Board of Trustees Reserve Account Funds to President’s Office Budget	<i>Shoubee Liaw & Trustees</i>	5
11.	Action: Elect Board of Trustees Officers (2014 – 2015) • Chair • Vice Chair • Secretary	<i>Shoubee Liaw & Trustees</i>	6

12.	Report: SCC Faculty	<i>Amy Kinsel</i>	
13.	Report: SCC Classified	<i>David Holmes</i>	
14.	Report: SCC Student Body Association	<i>Nick Begley</i>	
15.	Report: SCC President	<i>Daryl Campbell</i>	
16.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
17.	Executive Session, if necessary	<i>Shoubee Liaw</i>	
18.	Next Regular Meeting: Wednesday, September 17, 2014		
19.	Adjournment		

MINUTES

STUDY SESSION

2014 – 2015 Student Services & Activities (SS&A) Budget

The 2014 – 2015 Student Services and Activities (SS&A) Fee Allocation Proposal was presented by Mr. Dillinger James, Student Body Association/Student Parliament Minister of Treasury & SS&A Committee Chair and Ms. Vimol Mok, Student Body Association/Student Parliament Minister of Finance.

Highlights from the presentation included the following:

- The determination by the SS&A Committee that there is not a current need to increase the SS&A Fee, despite having one of the lowest fee rates in the state.
- Considerations taken into account in relation the allocation of SS&A monies:
 - Necessity of newly requested expenses
 - Implicit cost increases (minimum wage, inflation, etc.)
 - External revenue sources (fundraising, ticket sales, etc.)
 - Quantity of students impacted versus quality of experience
 - Travel expenses
 - Impact on retention
 - Efficiency of prior budget expenditures
 - Use of campus resources
- The differentiation between a Recognized Student Organization (RSO) and a Program.
- Information on Discretionary Funding – the Mini Grant fund and the Contingency fund.
- “The return on investment” and challenges in relation to Echo (a software based co-curricular transcript program).

Recommendations:

- That the Board carefully monitor the efficiency of SS&A expenditures before allowing a fee increase.
- That the Dean Team more carefully monitor program operations in order to ensure that student dollars are being spent effectively and that communication channels between the deans, supervisors and students, improve.

- That the promotion of the SS&A Discretionary fund will assist in empowering students.

The Trustees thanked Mr. James and Ms. Mok for a “very thorough presentation” and the SS&A Committee for coming up with “good, logical criteria.”

Nursing (ADN → BSN) Programs

Professor & Nursing Program Director Lynn Von Schlieder provided an overview of a slide presentation and several documents related to the academic progression for Nursing students and graduates. She spoke of the long and ongoing debate related to patient outcomes and the varying levels of education within the Nursing field. While communicating the trends and changes in Nursing education, Professor & Program Director Von Schlieder noted, “Care has shifted a lot and the understanding of systems is crucial.” She added that many employers are preferring to hire nurses with BSN degrees and that a number of hospitals are moving toward becoming Magnet Designated Facilities. One of the indicators and requirements for the designation includes a hospital’s aim for 80% of its Nurses, to hold BSN degrees.

Trustee D’Ambrosio spoke of the College’s “outstanding program” as well as implications for ADN Programs with the trend toward the hiring of BSN prepared Nurses. She requested that the Board have an opportunity to view data related to the Nursing Program’s completion rates and the type of positions graduates are securing.

In response to questions from Trustee Washburn, Professor & Program Director Von Schlieder stated, “The focus of the state is not to do away with ADN Programs” and that the College’s Nursing Program focuses on meeting its accreditation standards as well as QSEN (Quality and Safety Education for Nurses) competencies.

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 4:12 PM in the Board Room of the Administration Building at Shoreline Community College.

MEMBERS PRESENT:

Trustees 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.

Chair Liaw noted that an action item on the President’s Contract will be added to the agenda and will follow agenda item #9 [Changing September 2014 and October 2014 Board of Trustees Regular Meeting Date(s)].

CONSENT AGENDA

Chair Liaw asked the Board to consider approval of the Consent Agenda. On the agenda for approval:

- a) One set of minutes from the Regular Meeting of April 23, 2014, the Special Meeting of April 21, 2014 and the Special Meeting of May 22, 2014
- b) Correction to 2014 – 2015 College Calendar

Motion 14:16: A motion was made by Trustee Lux to approve the Consent Agenda.

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

REPORT: BOARD OF TRUSTEES CHAIR

No report from the Board Chair.

OPEN COMMENT PERIOD

On behalf of the ADA Committee, Community Integration & Employment Program Manager Rosemary Dunne and Office of Special Services Acting Director Karen Ehnat presented Sergeant Edwin Lucero with a certificate for promoting accessibility on campus.

Virtual College & Resource Development Executive Director Ann Garnsey-Harter distributed and provided an overview of two documents – one entitled *Virtual Campus Initiative – DRAFT* and one entitled *MOOC: Philosophy and Film*. She noted that 130 persons have signed up for the Philosophy and Film MOOC.

Student Alan Charnley announced that he was holding a candlelight vigil related to Sexual Assault Awareness on May 29.

History & International Studies Professor Terry Taylor informed the Board that Shoreline Community College is one of two colleges in the system that does not have an explicit policy related to weapons on campus. While expressing that he understands that there are legal issues in regard to enforceability, he shared that he had submitted draft language for a Weapons Free Policy to the College Council on April 17, 2012 and on January 15, 2013. Professor Taylor indicated that “no progress has been made” and with “another shooting in the news,” feels that it’s time for the College to adopt a Weapons Free Policy.

Student and *Ebbtide* Editor in Chief Daria Kroupoderova announced that the *Ebbtide* received an award for General Excellence from the Washington Community College Journalism Association. In addition, eight members of the *Ebbtide* received individual awards from the Association.

STUDENT RECOGNITIONS

All Washington Academic Team Members

Professor and Phi Theta Kappa (PTK) Advisor Terry Taylor provided an overview of PTK, an International Honor Society of the two-year college and noted that half of the current membership will be graduating (and wearing gold stoles) at the June Commencement Ceremony. In addition, he added that seventy new members will be inducted to the College's chapter. Professor Taylor presented certificates to student Patricia Carliang, one of two members to the 2013 – 2014 All-Washington Academic Team and announced that recent graduate Marcus Engley was the College's other member named to the Academic Team.

DECA National Finalists

Marketing & Retail Professor David Starr introduced Collegiate DECA (Delta Epsilon Chi) members and students Frenchie Loveheart, Omar Marouf and Liem Nguyen. All three joined the College's other DECA members to compete in the April 2014 International Career Development Conference (ICDC) in Washington, D.C. Members Marouf and Nguyen received second place honors in the Sports and Entertainment Marketing competition. Member Loveheart placed in the top ten and competed in the Entrepreneurship category.

Members Loveheart, Marouf and Nguyen shared their experiences from the ICDC and expressed their appreciation for the support they have received from the College community.

ACTION: RENEWAL OF FIRST-YEAR TENURE TRACK FACULTY CANDIDATES

Acting Dean (Library, Media; Social Sciences, Equity & Social Justice; Parent-Child Center) Robert Francis referred to TAB 4 (Renewal of First-Year Tenure Track Faculty Candidates). Prior to the May 28, 2014 meeting, each Trustee received a copy of TAB 4 and copies of the Appointment Review Committees' (ARCs') evaluations for two first-year tenure track faculty candidates. In addition, the Trustees received a letter, dated May 22, 2014, from Interim President Daryl Campbell and Interim Vice President for Academic & Student Affairs Alison Stevens, recommending the renewal of the tenure track faculty contracts for the 2014 – 2015 academic year.

The tenure track faculty candidates and committee chairs.

<u>Faculty Member</u>	<u>Discipline/Area</u>	<u>Years on Probation</u>	<u>Committee Chair</u>
Karen Bretz	ESL	1	Daina Smuidrins
Annamaria Winters	ESL	1	Jo McEntire

Motion 14:17: After noting that substantial consideration is given to the tenure track process and candidates, a motion was made by Trustee D'Ambrosio to renew the tenure track faculty contracts for the 2014 – 2015 academic year for the First-Year Tenure Track Faculty Candidates Karen Bretz and Annamaria Winters.

Trustee Lux seconded the motion.

Chair Liaw remarked that the hard work and dedication of both candidates were reflected in the reports from the candidates' respective ARCs.

The motion was unanimously approved by the Board.

ACTION: TENURE CONSIDERATION

Acting Dean Robert Francis referred to TAB 5 (Tenure Consideration). Prior to the May 28, 2014 meeting, each Trustee received a copy of TAB 5 and copies of the Appointment Review Committee's (ARC's) report and recommendation for one third-year faculty candidate.

<u>Faculty Member</u>	<u>Discipline/Area</u>	<u>Committee Chair</u>
Delores ("Lori") Stephens	Nursing	Sue Seegers

The Board was presented with three options: 1) to grant tenure, 2) to deny tenure, or 3) to take no action, which results in a passive granting of tenure.

Motion 14:18: After noting that after having given reasonable consideration to the recommendation of the Appointment Review Committee, the Interim Vice President for Academic & Student Affairs and the Interim President, a motion was made by Trustee Lux to renew the faculty appointment for the 2014 – 2015 academic year, and in addition, grant tenure status to Delores "Lori" Stephens.

Trustee D'ambrosio seconded the motion.

Chair Liaw expressed the Board's appreciation for the work of Delores ("Lori") Stephens' ARC and for the opportunity for the Board to meet with the Chair of the ARC.

The motion was unanimously approved by the Board.

REPORT: INSTITUTIONAL ASSESSMENT

Director of Institutional Assessment & Data Management Bayta Maring went over a series of graphs entitled *Fall to Winter Retention* and *Fall to Spring Retention*. She noted that as ongoing data is built, the Board will be able to recognize points of concern and that dashboards for all program areas (including class fill rates) were being developed.

In response to a question from Trustee Washburn, Director Maring responded that the College's "fall to winter numbers are relatively high in comparison to some of our partner colleges" and that "retention is a priority for us." She added that what she is presenting "is baseline" and that she expects to see increases.

Trustee D'Ambrosio inquired about whether the College had qualitative data and asked what is precipitating the decline in the retention rates for some student populations. In regard to the Veteran student population, Dean of Students Kim Thompson stated she was not certain as to what is causing the fall to spring decline and that focus groups with Veteran students is underway.

ACTION: CHANGING SEPTEMBER 2014 & OCTOBER 2014 BOARD OF TRUSTEES
REGULAR MEETING DATE(S)

The Trustees (D'Ambrosio, Liaw, Lux and Washburn) in attendance voted in favor of changing the September 2014 Regular Meeting of the Board of Trustees from Wednesday, September 24, 2014 to Wednesday, September 17, 2014.

The Trustees decided to determine the date change of the October 2014 Regular Meeting of the Board of Trustees at the Board's June 25, 2014 Regular Meeting.

ACTION: PRESIDENT'S CONTRACT

Motion 14:19: A motion was made by Trustee Washburn to have the Board Chair proceed with executing a written contract with Dr. Cheryl Roberts for the position of President of Shoreline Community College—setting forth her duties and compensation, which shall include an annual salary of \$200,000.00 (Two-Hundred Thousand Dollars).

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

REPORT: SCC FACULTY

Professor Amy Kinsel shared that the Faculty is looking forward to welcoming a new President

as well as new personnel from the campus constituencies. While expressing the campus' excitement for Commencement, she added, "Faculty and many Administrators and Classified Staff are worn out." "We love our students and our colleagues and the mission but our workloads are overwhelming and we have not received a raise and a COLA for six years."

Professor Kinsel spoke of Faculty feeling demoralized and the sense that "there is too much work, no one cares about us as professionals and that the status quo is not sustainable." Trustee Washburn spoke about the need for the Boards across the system to build the momentum and develop an education campaign for "our legislators and the public."

REPORT: SCC CLASSIFIED

Instructional Support Technician Jerry Owens reiterated Professor Kinsel's sentiments and added that it is unacceptable for state employees to continue to not receive raises and COLAs and for state services to continue to be cut. "People are not making a living wage and the state of Washington will have to find additional ways to generate revenue."

Instructional Support Technician Owens shared that the WFSE (Washington Federation of State Employees) will soon be entering into negotiations and asked for the Board's assistance in advocating for Classified Staff.

REPORT: SCC STUDENT BODY ASSOCIATION

Acting Student Body Association President (SBA President) Nick Begley commended his colleagues on the Student Parliament for "holding things together" despite the leadership shifts in the Student Leadership Center over the course of the year. He added that he is confident that the transition between the current Student Parliament and incoming Student Parliament will go smoothly.

SBA President Begley spoke of the closing of Film and Drama Programs at neighboring colleges and asked, "Are we capitalizing on our Film and Drama Program?" He also spoke about the number of students who have filed grievances in line with Policy 5035 (Student Grievance Procedure – Academic Evaluation).

The Sustainable Commuter Options Fee (SCOF) Committee has begun to meet. SBA President Begley noted, "There is an increase in bus ridership and we are not meeting the demand for ORCA passes. The Committee is focusing not only on transportation issues but also on sustainability."

REPORT: SCC PRESIDENT

Interim President Campbell:

- Echoed the sentiments expressed by Professor Kinsel and Instructional Support Technician Owens. “This is not the same problem. It is a growing problem. We need the Board to be activists at the State Board level. This is absolutely critical and is a top priority for the Community and Technical College system.”
- Stated that the budget for FY 2014 – 2015 was being finalized that the primary focus was to ensure alignment between strategic planning and the budget. He added that there are no tuition increases or increases to the SS&A Fees for FY 2014 – 2015.
- Shared that he and Dr. Cheryl Roberts have been communicating regularly and that he is encouraged about the College’s future.
- Noted that the College’s MDP (Master Development Plan) was approved by the City’s Hearing Examiner. “We are coming up to the end of the 21-day appeal period. If there are no appeals by the deadline, we can commence with contacting our Housing partners.” He added that the College is also in discussion with another group related to Student Housing at the Westminster Triangle.

Interim President Campbell announced that Dr. Alison Stevens’ term as the Interim Vice President for Academic & Student Affairs will end on June 30 as she begins tenure as the Executive Vice President of Instruction & Student Services at Everett Community College on July 1. He noted that Acting Dean Robert Francis will move into the Interim Vice President for Academic & Student Affairs position, effective July 1. In addition, he shared that he and Dr. Roberts have agreed on a timeline related to the search process for the permanent Vice President for Academic & Student Affairs position.

In closing, Interim President Campbell shared that he recently met with Toyota Curriculum Manager Kevin Booth who asked what was done to “turn things around in the Automotive area in less than a year.”

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Chair Liaw thanked Interim President Campbell for his work and for being instrumental in assisting with the “turn around in Automotive.” She added that the next legislative session is “going to be a long one” and to “capture your legislators, now.”

EXECUTIVE SESSION

At 5:32 PM, Chair Liaw announced that following a ten minute break, the Board would convene in Executive Session for ten minutes to review the performance of a public employee and would reconvene in Regular Session only to adjourn.

The Board convened in Executive Session at 5:42 PM.

At 5:52 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session for ten minutes.

At 6:02 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session for five minutes.

At 6:07 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session for two minutes.

ADJOURNMENT

At 6:09 PM, the Trustees reconvened in Regular Session and Chair Liaw adjourned the meeting.

Signed _____
Shoubee Liaw, Chair

Attest: May 28, 2014

Lori Y. Yonemitsu, Secretary

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 25, 2014**

TAB 1

ACTION

Subject: Exceptional Faculty Award

Background

Exceptional Faculty Awards Recommendation Committee: Robert Francis, Amy Kinsel, Stuart Trippel, Lynn Yaw and Veronica Zura.

Shoreline Community College has annually provided recognition of one or more of its exceptional faculty through the Exceptional Faculty Award. An endowment account was established in 1999 through funds from the Shoreline Community College Foundation and matching funds from the State Board for Community and Technical Colleges (pursuant to RCW 28B.50.837-844).

This year, the committee received a total of two nominations by the deadline established for the Exceptional Faculty Award. Traditionally, recognition of the recipients occurs at the All Campus Meeting during Opening Week each fall. The confidentiality of the award recipient(s) is maintained until that time.

Each of the nominees was found worthy of the committee's serious consideration. The criteria used for consideration include:

- Exemplary Work Performance
- Positive Impact on Students
- Professional Achievement
- Commitment to Diversity
- Cooperative Spirit
- Leadership
- Contributions to the College or Community

Although the committee recognized the value of each nominee's contributions, one of the candidates was significantly distinguished for recognition based on the criteria.

Recommendation

That the Board of Trustees approve the committee's recommendation of one (1) 2014 - 2015 Exceptional Faculty Award in the amount of \$1,000 (one thousand dollars).

Prepared by: Robert Francis
Acting Vice President for Academic and Student Affairs
Shoreline Community College
June 19, 2014

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 25, 2014

TAB 2

ACTION

Subject: Approve 2014–15 Fees and Rates

Background

Parent-Child Center Rates

As part of the College's abbreviated strategic action plan (aSAP) process, the Strategic Planning and Budget Committee and the President's Cabinet reviewed a proposal from the Parent-Child Center to increase its rates. The rate increase proposal is driven in part by increasing classified staff costs (due to step increases) and by a decrease in support from the services and activities (S&A) fee budget that is used to subsidize student rates. Upon review of all circumstances, the President is forwarding to the Board a proposal that is less than the amount requested by the Parent-Child Center but is nevertheless deemed adequate to support operations. The proposed rates are included as **Attachment 1** to this tab. The Board has the ability to approve these rates at this time, to become effective September 1, 2014.

Individual Music Instruction Fee

As part of the College's abbreviated strategic action plan (aSAP) process, the Strategic Planning and Budget Committee and the President's Cabinet reviewed a proposal from the Humanities Division to increase the individual music instruction fee. This fee currently provides instrumental and/or vocal instruction throughout the quarter in the form of 30-minute lessons (currently \$275.00 per quarter, plus the cost of one credit hour of instruction) or 60-minute lessons (currently \$550.00, plus the cost of two credit hours of instruction). These rates are not adequate to fund hourly salary cost and benefits for the individual instruction, and this program is currently operating at a deficit. Upon review, the President is forwarding the proposal to the Board as presented, to standardize the fee at the rate of **\$495.00 per quarter** for a weekly 50-minute lesson, plus the cost of one credit of instruction. The Board has the ability to approve this fee at this time, to become effective Fall Quarter 2014.

Parking Fees

Following a general increase to parking fees in Fall Quarter 2013, the College administration has continued to review the state of the parking operations account (Fund 528). This account currently receives revenues from parking rates and fines, as well as from the student-imposed Sustainable Commuter Options Fee (SCOF), which is primarily used for its original intent of subsidizing student bus passes. As anticipated when Board approved the general parking fee increase last year, student government has decided to "decouple" SCOF from the parking

budget and use SCOF revenues solely to subsidize student bus passes and other student-directed initiatives.

In addition, the College recently received approval of its 15-year Master Development Plan (MDP) from the City of Shoreline. The MDP includes a robust Transportation Demand Management Program (TDMP) that requires mitigation and monitoring to reduce the number of trips to campus and associated parking demand. One element of the TDMP is to evaluate and, where necessary, increase parking rates on campus.

Upon consideration of the circumstances and advice of financial and logistical staff, the President is proposing to the Board to increase student parking fees from \$25.00 per quarter (plus sales tax) to **\$45.00 per quarter** (plus sales tax).

At this time the Board has the ability to approve the proposed student parking fee increase, to become effective Fall Quarter 2014.

Recommendation

That the board approve the proposed rates and fees by motion.

Prepared by: Daryl J. Campbell, Interim President
 Stuart A.T. Trippel CPA CGMA, Executive Director, Business and
 Student Support Services
 Shoreline Community College
 June 20, 2014

**Shoreline Community College District Number Seven
Monthly Fees for Parent-Child Center
For Fiscal Year 2015 (July 1, 2014 through June 30, 2015)**

	Proposed Effective Fall 2014	Current (as of Summer 2014)		
	Full-Day Rate [1]	Full-Day Rate [1]	Proposed Increase over Current	
			Absolute	Percentage
Infant				
Non-student parent or guardian	\$ 1,485.00	\$ 1,460.00	\$ 25.00	1.7%
Student parent or guardian	1,230.00	1,210.00	20.00	1.7%
Waddler				
Non-student parent or guardian	\$ 1,265.00	\$ 1,245.00	\$ 20.00	1.6%
Student parent or guardian	1,050.00	1,035.00	15.00	1.4%
Toddler				
Non-student parent or guardian	\$ 1,120.00	\$ 1,100.00	\$ 20.00	1.8%
Student parent or guardian	930.00	915.00	15.00	1.6%
Preschool or pre-kindergarten				
Non-student parent or guardian	\$ 1,010.00	\$ 990.00	\$ 20.00	2.0%
Student parent or guardian	835.00	820.00	15.00	1.8%
Late payment fee [2]	\$ 35.00	\$ 35.00	\$ -	-

[1] Partial-day rates are prorated.

[2] Assessed on payments received after the 25th day of the month preceding services. If payment is not received by the first of the month, no services will be provided.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 25, 2014**

TAB 3

ACTION

Subject: FY 2014/15 Operating Budget

Background

The College's current fiscal year (FY 2013-14) ends June 30, 2014, along with the fiscal year of the State of Washington. In order to have proper spending authority in place, it is necessary for the College to adopt a budget for next fiscal year (FY2014-15), which begins July 1, 2014.

The State allocation for 2014-15 was reduced by \$576,193 due to the decrease of employer contributions for medical/dental insurance. However, the actual savings to the college is only \$366,055 and results in a cut of \$210,138. Information has not been received from SBCTC regarding Shoreline Community College's portion of a planned Efficiency Reduction but, we have covered for the potential cut in the draft budget. Nondiscretionary State Funding for Basic Skill, SAI, and WRT are allocated on a year to year basis and will be allocated later based upon specific criteria. Local general fund contribution from the CEO Program has been increased by \$200,000. Tuition has been increased \$799,252 and reflects 99% of 2013-14 collections. Carry forward funds of \$385,385 will be used to fund part of the Strategic Actions Plans that were approved for one time funding in 2014-15. Revenue from Local Dedicated Funds (Student Fees) was increased \$35,640

\$642,268 is being held in a reserve account to fund 2014-15 Strategic Action Plans. These plans include requests for personnel, equipment, training, Theater Upgrade, and IT infrastructure. They have been prepared and submitted by personnel and departments across the campus as part of the budget planning needs assessment. They are directly tied to core themes, strategic initiatives and goals. They have been reviewed and prioritized by the Strategic Planning and Budget Committee, Presidents Cabinet, Executive Leadership Team, and the President.

Several long term budgets were zeroed out, including Tenure Buy-Out and Sick and Annual Leave Buy-Out. These costs will be funded by lapsed salaries throughout the year. Additional costs were added to the base budget this year to fund Sabbaticals (\$199,000), Utilities (\$200,000), and Automotive Director (\$82,000).

We must be ever-mindful of the continuing economic conditions. Given the uncertainty of enrollment trends, historically volatile revenues, the unpredictable nature of the State's ongoing fiscal crisis, and the developing expectation that all community and technical colleges will likely experience a significant cut in 2015-17, the administration should continue to take a conservative approach to spending and budget strategy. The impact of our

economic reality continues to be deeply felt throughout our community. We are extraordinarily proud of our faculty, staff, students, and administration – who continue to work together to meet the extraordinary challenges before us.

Recommendation

That the Board of Trustees adopts the proposed FY 2014 – 15 operating budget by motion.

Prepared by: Holly Woodmansee, Interim Executive Director
Budget, Capital Financing, and Physical Plant
Shoreline Community College
June 19, 2014

ACTION

Subject: Approve Board Resolution No. 131 - Commending Service of Student Body Association President Nick Begley

**Resolution No. 131
Commending Service of
Student Body Association President
Nick Begley**

WHEREAS, the Student Body Association is the recognized governmental body representing all students attending Shoreline Community College; and

WHEREAS, Mr. Nick Begley has represented the students of Shoreline Community College in 2013 – 2014 as the Student Body Association’s Minister of Social Justice, then as its President; and

WHEREAS, Mr. Begley has been instrumental in advocating for, and encouraging student participation in campus wide committees and events; and

WHEREAS, Mr. Begley has provided the Board of Trustees with a monthly, well-prepared review of all student body activities; and

WHEREAS, Mr. Begley worked to bring departments together by committing to community driven and public events during his tenure as Student Body Association President;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Shoreline Community College to publicly proclaim its appreciation to Mr. Nick Begley for his exemplary service to the students, faculty, staff and trustees; and

BE IT FURTHER RESOLVED that the Board extends best wishes to Mr. Begley as he continues his educational, professional and personal goals.

The Board hereby adopts Resolution No. 131.

Done in Open Public Meeting by the Board of Trustees this 25th Day of June, 2014.

Board of Trustees
Shoreline Community College
District Number Seven

By: _____
Shoubee Liaw, Chair

Recommendation

It is recommended that the Board of Trustees take action on Resolution No. 131 (Commending Service of Student Body Association President Nick Begley).

Prepared by: Lori Yonemitsu
Executive Assistant to the President & Secretary to the Board of Trustees
Shoreline Community College
June 19, 2014

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 25, 2014**

TAB 5

ACTION

Subject: Interim Presidential Contract

**Transfer Board of Trustees Reserve Account Funds to
President's Office Budget**

Background

At the June 26, 2013 Regular Meeting of the Board of Trustees, the Board unanimously approved an Interim Presidential Contract appointing "Daryl J. Campbell as Interim President of the College." In addition, as specified on the Interim Presidential Contract, "This appointment is effective as of July 1, 2013, and will continue at the convenience of the Board or until such time as a presidential search process is concluded and a successor President is appointed, but in no event later than June 30, 2014."

At the May 28, 2014 Regular Meeting of the Board of Trustees, the Board unanimously approved a President's Contract appointing "Cheryl L. Roberts as President of the College." In addition, as specified on the President's Contract, "This appointment shall run from August 18, 2014, through June 30, 2017."

Daryl J. Campbell will continue to serve as the College's Interim President through August 17, 2014.

Recommendation

It is recommended that the Board of Trustees take action on the Shoreline Community College Interim Presidential Contract (effective July 1, 2014, through August 17, 2014).

It is further recommended that the Board of Trustees approve transferring \$69,070.00 (Sixty-Nine Thousand Seventy Dollars and Zero Cents) from the Board of Trustees Reserve Account to the President's Office Budget for Interim President transitional priorities and duties.

Prepared by: Stephen P. Smith
Vice President for Human Resources and Legal Affairs
Shoreline Community College
June 19, 2014

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 25, 2014**

TAB 6

ACTION

Subject: Elect Board of Trustees Officers (2014 – 2015)

Background

POLICY TYPE:	GOVERNANCE PROCESS
POLICY TITLE:	BOARD STRUCTURE AND ELECTIONS
POLICY NUMBER:	GP-4
PAGE:	1 OF 1

The Governor of the State of Washington appoints all members of the Board of Trustees. The officers of the Board of Trustees shall be a Chair, a Vice-Chair, and a Secretary.

Accordingly:

- 4.1. The Board will elect from its membership the Chair and Vice-Chair. As specified by state law, the Secretary will be the President of Shoreline Community College, or his/her designee.
- 4.2. The Board will elect the Chair and Vice-Chair at the regularly scheduled Board meeting in June, to serve for the ensuing year, from July through the following June.
- 4.3. The term of the office of Chair and Vice-Chair shall be for one year. The Board may elect the Chair to serve a consecutive term under extraordinary circumstances. Discussions concerning the extraordinary circumstances are to be held in a full Board open meeting.
- 4.4. The responsibility as Chair and Vice-Chair will be rotated through all members in the order of appointment or reappointment.
- 4.5. The Vice Chair will move into the position of Chair of the Board.
- 4.6. If a Board member does not wish to serve when his/her name is moved into officer position, the replacement will be the next senior Board member who qualifies according to the order of appointment or reappointment.
- 4.7. Board members reserve the right to nominate candidates to stand for election in addition to those who qualify on the basis of the order of appointment or reappointment. This nomination process and discussion can take place only in an open meeting attended by all Board Members unless any Board Member is excused.

- 4.8. In the event of a vacancy in the office of the Chair, the Vice-Chair will succeed as Chair for the remainder of the unexpired term, plus the term for which he/she was elected. The Board will conduct an election to elect a new Vice-Chair at the next regular meeting after a vacancy has occurred. The new Vice-Chair will serve for the remainder of the unexpired term.
- 4.9. The Vice-Chair will serve as the Board liaison to the Shoreline Community College Foundation. A substitute will be designated if the Vice-Chair is unable to attend the meetings of the Foundation's Board of Directors.

Recommendation

It is recommended that the Board of Trustees elect its Chair, Vice-Chair and Secretary to the Board of Trustees for 2014 – 2015 (July – June).

Prepared by: Daryl J. Campbell
Interim President
Shoreline Community College
June 19, 2014