

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF SEPTEMBER 26, 2012

MINUTES

STUDY SESSION:

Substitute Senate Bill 5217: Student Members on the Board of Trustees for Community Colleges

Student Body Association President (SBA President) Kanpong Thaweesuk distributed and provided an overview of a document entitled *Project Proposal: A Student Member on the Board of Trustees*. He noted that a Student Trustee would support the College's Core Theme of Educational Attainment/Student Success by helping improve student persistence rates and that currently, "Students' voices are missing at the table." Furthermore, SBA President Thaweesuk conveyed that a Student Trustee would increase student participation in College related activities (Commencement, for example).

SBA President Thaweesuk also showed the Board a video related to the benefits of active student involvement on campuses. He added that the SBA "values student voice and participation at any level and know what works and what does not work" and asked the Board to consider the Proposal. In addition, he noted that it was important to have "student voice" at multiple levels—including at the decision making level.

In response to questions from Trustee Smith and President Lambert, Assistant Attorney General (AAG) Cheryl Bateman stated that a Student Trustee would not be subject to the same regulations as the other Trustees—such as being subject to confirmation of the Washington State Senate and residing in district boundaries.

Based on questions from Trustee Olstad about not seeing in the Proposal how a Student Trustee would contribute to an increase in student participation, SBA President Thaweesuk spoke of student perspective, student voice and promoting civic involvement.

SBA President Thaweesuk responded in the affirmative when asked by Trustees Liaw and Smith if he felt that College personnel would be more responsive and supportive of a Student Trustee versus the SBA President. He used the example of the "Technology Fee Situation" where a Student Trustee would have been more empowered to have a say in the decision making process.

Chair Barrett inquired about the Project's context as he did not see it contained within Substitute Senate Bill 5217 and noted that the Project Proposal looked more like a benefit to "the individual." The Trustees also wondered about the scope of the Bill, namely related to a Student Trustee being subject to potential litigation as well as limitations on participation in Executive Sessions.

Trustee Terpstra referred to SBA President Thaweesuk mentioning "Student Voice" throughout his presentation and stated, "Most of what comes to the Board is done by staff and committees" and recommended that students utilize the committees as a venue for putting forward the voices of students. She added that many questions that arise in Board Meetings "should have been answered in the committees."

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CONVENE IN REGULAR SESSION:

At 4:05 PM, the Board reconvened into Regular Session and the Regular Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Barrett in the Board Room of the Administration Building at Shoreline Community College.

MEMBERS PRESENT:

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

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

CONSENT AGENDA

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

On the agenda for approval:

- One set of minutes from the Special Meeting(s) of June 24-26, 2012
- One set of minutes from the Regular Meeting of June 27, 2012
- Two sets of minutes from the Special Meeting(s) of August 9, 2012 and August 10, 2012

Motion 12:26: A motion was made by Trustee Olstad to approve the consent agenda.

Trustee Liaw seconded the motion.

Trustee Terpstra identified a correction to be made to the minutes from the Regular Meeting of June 27, 2012: The Board made and approved two separate motions related to the election of the Board Chair and the Board Vice Chair for 2012 – 2013 and only one of the motions was denoted on the minutes.

The consent agenda, including the amendment to the minutes from the Regular Meeting of June 27, 2012 was approved unanimously by the Board.

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REPORT: BOARD OF TRUSTEES CHAIR

Chair Barrett stated that he is very impressed with the team work of the Faculty, Classified Staff and Administration in relation to the accreditation process and spoke of the onus of College Boards to keep its institutions on solid financial footing.

Referring to 2012 as a “political year,” Chair Barrett requested that politics stay out of the Board Meetings.

OPEN COMMENT PERIOD

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

ACTION: OCTOBER 2012 REGULAR MEETING OF THE BOARD OF TRUSTEES DATE CHANGE (OCTOBER 24 TO OCTOBER 31)

Due to being asked to provide a keynote as well as serve on a panel at the American Association of Community Colleges’ (AACC’s) Conference in Beijing in mid to late October, President Lambert requested that the October 2012 Regular Meeting be changed from October 24 to October 31.

The Board discussed not having a Study Session at its October Meeting and starting the Regular Meeting at 3:00 PM instead of 4:00 PM.

Motion 12:27: A motion was made by Trustee Liaw to approve changing the date of the October 2012 Regular Meeting of the Board of Trustees from Wednesday, October 24, 2012 to Wednesday, October 31, 2012.

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

Motion 12:28: A motion was made by Trustee Smith to approve changing the start time of the Regular Meeting of the Board of Trustees on Wednesday, October 31, 2012, from 4:00 PM, to 3:00 PM.

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

REPORT: OCTOBER 3-5, 2012 ACCREDITATION EVALUATION COMMITTEE VISIT

The College's Accreditation Liaison Officer Dean Norma Goldstein distributed several documents that have been distributed campus wide in preparation for the upcoming October 3-5, 2012 "Accreditation Evaluation Site Visit." She noted, "The Core Themes are the lens through which the Strategic Plan is developed" and the Evaluators will be interested in learning from College Personnel, "How do you know the evidence is fulfilling the mission?"

The Trustees expressed their appreciation to Dean Goldstein for her leadership and preparing the campus for the Site Visit. President Lambert spoke of the countless hours put in by Dean Goldstein and that the College will have to make a commitment to having a position specifically responsible for Accreditation related matters.

REPORT: BUDGET:

FY 2011-2012 Year End Status

Special Assistant to the President for Budget and Internal Control Holly Woodmansee provided an overview of a document entitled *Budget Status Report – As of June 30, 2012 Final* containing *Revenues* and *Expenditures*. One of the items to note, "Tuition collections exceeded targets by 729,606.00."

ACTION: BOARD OF TRUSTEES RESERVE POLICY

Vice President for Administrative Services Daryl Campbell provided an overview of a Memorandum entitled *Recommend Additions to Board of Trustees Policy Governance Manual* and of *Resolution No. 124 (Establishment of Financial Reserves Policies and Executive Limitations)*, which contains language identical to the Memorandum.

After Vice President Campbell reminded the Trustees that after he shared the proposed Reserve Policies with the Board at its August 10, 2012 Retreat, the Board agreed that such policies should be codified in the Board's Policy Manual.

In response to Trustee Olstad's question regarding "caps" on the reserve funds, Vice President Campbell noted, "That is under the authority of the Board."

In response to Trustee Liaw's question about how certain dollar amounts were determined, Vice President Campbell used the replacement of the FOSS ramp as an example of repair work that needed to take place to meet ADA and safety standards and that the figures denoted in some of the Reserve Policies were based on recent history and contemplation of future projects that the College needs to undertake.

The Trustees discussed and made changes to the following items contained in Resolution No. 124 (Establishment of Financial Reserves Policies and Executive Limitations):

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4.9 Maintain, as necessary, local capital fund reserves to manage facilities needs that are not funded, or are underfunded, by the state. **The President will annually recommend to the Board of Trustees an amount to be set aside to maintain this fund, which is subject to approval by the Board of Trustees.**

4.11 Maintain an innovation and opportunities reserve fund to facilitate college investment in initiatives that demonstrate the potential for substantial return on investment, and that are deemed by the President as vital to the college's future. The President will approve all distributions, and will recommend future designations based on the college's overall financial performance. The President will provide the Board of Trustees with ~~quarterly~~ **at least semi-annual** financial reports. **The President will annually recommend to the Board of Trustees an amount to be set aside to maintain this fund, which is subject to approval by the Board of Trustees.**

4.12 Maintain, as necessary, a reserve for designated programs, including auxiliary services and self-support programs, to provide for adequate cash flow, multi-year planning, and operating contingencies. **The President will annually recommend to the Board of Trustees an amount to be set aside to maintain this fund, which is subject to approval by the Board of Trustees.**

Motion 12:29: A motion was made by Trustee Olstad to approve Resolution No. 124 (Establishment of Financial Reserves Policies and Executive Limitations) as amended.

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

ACTION: APPROVE REVISIONS TO BOARD POLICY MANUAL

Motion 12:30: A motion was made by Trustee Terpstra to approve the changes to the Board Policy Manual as denoted on TAB 3 (Revisions to Board Policy Manual).

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

ACTION: APPROVE 2012-2013 BOARD MONITORING REPORT SCHEDULE

Special Assistant to the President for Budget and Internal Control Holly Woodmansee provided an overview of TAB 4 (2012 – 2013 Board Monitoring Report Schedule/Indicator Review).

Motion 12:31: A motion was made by Trustee Smith to approve the Board Monitoring Report Schedule/Indicator Review as presented.

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

ACTION: APPROVE BOARD RESOLUTION NO. 123 (COMMENDING SERVICE OF JERRY SMITH, TRUSTEE)

Chair Barrett read Resolution No. 123 (Commending Service of Jerry Smith – Trustee).

Motion 12:32: A motion was made by Trustee Liaw to approve Resolution No. 123 (Commending Service of Jerry Smith – Trustee).

Trustee Olstad seconded the motion.

Chair Barrett stated that it was because of Trustee Smith that he became a Trustee.

Trustee Liaw expressed appreciation for Trustee Smith's positive leadership even when the College was going through the budget reduction process.

Trustee Terpstra communicated that the idea for the Mission Fulfillment card distributed by Dean Goldstein in preparation for the Site Visit came as a result of Trustee Smith sharing the card he developed for his employees. "Your business perspective has helped guide us."

Trustee Olstad conveyed that the Board is a better Board because of Trustee Smith's service.

President Lambert noted that he appreciated the guidance and feedback from Trustee Smith especially when the College was going through challenging financial times.

SBA President Thaweesuk shared that Trustee Smith had made him feel welcome during Trustee Smith's tenure as the Board Chair.

Trustee Smith expressed that it was his deep honor to be a part of the Board and thanked his fellow Trustees and the Administration, Classified Staff, Faculty and Students for putting "other things before yourselves."

The motion was approved unanimously by the Board.

ACTION: APPROVE BOARD OF TRUSTEES 2012-2013 GOALS

The Board reviewed, discussed and made a minor change to one of the goals (quarterly to semi-annually) in its 2012 – 2013 Goals.

Motion 12:33: A motion was made by Trustee Liaw to approve the Board's 2012 – 2013 Goals as amended.

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

ACTION: APPROVE PRESIDENT'S 2012-2013 GOALS

President Lambert noted that the Board's and President's Goals will be aligned with the College's Core Themes and presented to the Board at its October Meeting.

After Chair Barrett read the President's Goals, he and Trustee Liaw inquired if the timeline for the goal of "initiating and completing a new branding and marketing effort of the College to reflect and promote it as an Institution of Excellence no later than the Spring of 2013" was too ambitious.

President Lambert spoke about utilizing a Task Force to lead new branding and marketing efforts. This led SBA President Thaweesuk to speak about the challenges in finding students to serve on Committees as well as Task Forces.

After further discussion related to the President's Goals for 2012-2013, a minor change (quarterly to semi-annually) to a goal was made.

Motion 12:34: A motion was made by Trustee Olstad to approve the President's 2012 – 2013 Goals as amended.

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

REPORT: SCC FACULTY

Professor Amy Kinsel shared that the Faculty, Classified Staff and Students participated in a joint project to register voters.

The Federation just ratified some articles in Faculty Contract and Faculty are heavily involved in the upcoming Accreditation Site Visit.

Professor Kinsel expressed that the Faculty are pleased to hear about the financial health of the College and that the year has started off with a positive message. She spoke about the tremendous burden on the Faculty and Staff who remain at the College and noted the 38 Full-Time Faculty positions that have been lost since 2005 due to layoffs, retirements and resignations that "have not been back filled."

Professor Kinsel concluded her report by stating that there are no Full-Time Faculty in the following programs: American Sign Language, Anthropology, Cinema, Physical Education and Political Science.

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REPORT: SCC CLASSIFIED

Instructional Support Technician Jerry Owens communicated that the Community College Coalition reached a tentative agreement on the Washington Federation of State Employees Higher Education (WFSE HE) Contract for 2013 – 2015. He added, “The Contract has not been ratified yet” and noted, “We held the line economically but did not gain anything.”

REPORT: SCC STUDENT BODY ASSOCIATION

SBA President Kanpong Thaweesuk spoke of the success of the New Student Welcome and that the Student Government has been hosting a “Welcome Back” table. In addition, the Student Government has been working with Professor Terry Taylor to promote the upcoming Presidential Debate.

SBA President Thaweesuk noted that the Student Government continues its work on the Technology Fee(s) as a determination (“one fee” or “per use fee structure”) has to be made prior to Winter Quarter 2013.

REPORT: SCC PRESIDENT

President Lambert stated that he was also pleased to start the year on a positive note and spoke of the “fine line” in balancing the College’s fiscal health with employee “overload.”

President Lambert spoke of the increases in International Education and Virtual College enrollments and conveyed concern about domestic enrollment. He added that “International and Virtual came to fruition as a result of the work of Task Forces.”

President Lambert provided an update on Grant related activities including a visit by a Moroccan Delegation scheduled for early November.

Regarding Student Housing, President Lambert and Vice President Daryl Campbell had an opportunity to meet in China with the Principal of the Group wanting to build Student Housing on campus. He added, “We now have a better understanding of the interests of the other” and that he and Vice President Campbell are committed to continuing conversations with the Group to work toward an Agreement that is sustainable for the College.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

There were no remarks from members of the Board.

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EXECUTIVE SESSION:

At 7:00 PM, Chair Barrett announced that the Board would convene in Executive Session for approximately ten minutes to discuss potential litigation, and would reconvene in Regular Session only to adjourn.

ADJOURNMENT:

Chair Barrett reconvened the meeting into Regular Session and adjourned the meeting at 7:25 PM.

Signed _____
Phil Barrett, Chair

Attest: _____, 2012

Lori Y. Yonemitsu, Secretary