

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF SEPTEMBER 25, 2013

STUDY SESSION

Interim President Daryl Campbell introduced individuals connected to the Foundation: Ann Garnsey-Harter, McKinzie Strait, Scott Saunders, Lynn Yaw and Mark McVeety.

Mark McVeety (Foundation Board of Directors President), Scott Saunders (Foundation Board of Directors Past President) and McKinzie Strait (Executive Associate for External Affairs and Resource Development) provided an overview of recent developments in the Foundation:

- There are many new members (including College personnel) on the Foundation's Board of Directors. Criteria for board membership, ethical guidelines and committees of the Board have also been established.
- Outreach to community and business groups, including neighborhood associations, has commenced. "We have already met with the Echo Lake Neighborhood Association and will attend the Council of Neighborhoods meeting at Shoreline City Hall next week."
- To support outreach efforts, there is a commitment from members of the Foundation's Board of Directors to learn more about the programs on campus.
- Data entry to a new software (Sales Force) has just started.
- The Foundation's Strategic Plan has been reviewed by former Shoreline Community College employee and current UW Alumni Association Executive Director Paul Rucker who stated that "the Foundation has to have a good relationship with the campus."
- "We support the College's mission, vision and values. With community colleges being the best way to create jobs, we would like to distribute \$50,000.00 annually to Workforce students." Planning is taking place for a Workforce Pre-Campaign and Campaign with a focus on those who serve on the College's advisory boards. The hope is to "try to raise 60% or more of the funds prior to the launch."

In response to an inquiry from Trustee Washburn about the tracking of the College's graduates in relation to building the College's alumni bases Interim President Campbell stated, "There is limited value in community college alumni fund raising. However, having an alumni association is of great value." Executive Associate Strait added, "Overall, recent research shows that alumni groups are not very strong at the community colleges. However, program specific (Dental Hygiene and Nursing, for example) alumni connections and involvement is very strong."

Chair Liaw suggested that the Foundation consider tapping into Professor Emeriti to strengthen the Foundation's alumni base and for possible membership on the Board of Directors.

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

MEMBERS PRESENT:

Trustees Phil Barrett, Shoubee Liaw, Gidget Terpstra and Tayloe Washburn were present.

Assistant Attorney General 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 June 26, 2013
- One set of minutes from the Special Meetings of August 22 & 23, 2013
- One set of minutes from the Special Meeting of September 4, 2013
- One set of minutes from the Special Meeting of September 12, 2013
- TACTC Transforming Lives Awards

Motion 13:33: A motion was made by Trustee Gidget to approve the Consent Agenda.

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

REPORT: BOARD OF TRUSTEES CHAIR

Chair Liaw welcomed everyone back to the start of the academic year and spoke of the passing campus community members Erin Walker and Troy Wolff. In reference to the September 22 Celebration of Life for Troy Wolff, Chair Liaw stated, "We saw a fabulous demonstration of the SCC Family on Sunday. When we start pulling ourselves down, think of what Erin and Troy have contributed to the campus community. The students who spoke at Troy's Celebration of Life said, "This teacher changed our lives." We all have to work together for student success and I am thankful that our family is here for our students."

Chair Liaw referred to the many personnel changes at all levels and expressed her appreciation for those who have stepped in and "taken more on."

Chair Liaw referred to Interim President Campbell's remark during Convocation related to having fierce and courageous conversation and stated, "Talk to us during Open Comment. Do it fiercely, courageously and respectfully."

OPEN COMMENT PERIOD

Virtual College & Resource Development Executive Director (E.D.) Ann Garnsey-Harter introduced online student Kelly Szabo who in turn, introduced herself as the “face of the virtual student.” Kelly is the mother of a third-grader, hopes to be an investigator, is in a master’s program at Seattle University and is taking Criminal Justice courses at SCC. She added that she is continuing her coursework at SCC because she loves the College, her professors and the quality and content of the program. Kelly closed by stating that being an online student allows her to travel with her family.

ACTION: APPROVE 2013 – 2014 GENERAL FUND OPERATING BUDGET

Budget, Capital Financing & Physical Plant Executive Director (E.D.) Holly Woodmansee provided an overview for the action item (FY 2013 – 2014 General Fund Operating Budget). Each Trustee received a binder containing documents related to the Shoreline Community College 2013-14 Budget prior to the September 25 Regular Meeting. E.D. Woodmansee also distributed and provided an overview of pie charts related to 2013-14 Revenue by Source, 2013-14 Expenditure by Program and 2013-14 Expenditure Types and noted, “The campus community has had an opportunity to provide input on the budget.”

After responding to a number of questions from the Trustees, E.D. Woodmansee and Interim President Campbell spoke of the changes in the way the CTC (Community and Technical College) system’s budgets are coded in order to align with the National Association of College and University Business Officers (NACUBO) standards. Interim President Campbell spoke of the complexity in being able to make comparisons at the moment due to the coding changes and noted, “We are trying to get uniformity on how things are reported out and will have to move to the audited statement process.”

In response to Interim President Campbell’s information on the SAP (Strategic Action Plan) process, Trustee Barrett requested a Study Session on the SAPs and Chair Liaw stated that she would want to move toward operationalizing the SAP process.

Interim President Campbell stated that even with “additional funding and a respite from cuts,” the College will continue to take “a conservative approach to spending and budget strategy.”

Motion 13:34: A motion was made by Trustee Washburn to approve the 2013 – 2014 General Fund Operating Budget as presented.

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

REPORT (BUDGET): FYI 2012 – 2013 YEAR END STATUS

Executive Director (E.D.) Holly Woodmansee provided an overview of the Budget Status Report – As of June 30, 2013 Final – a listing of the College’s revenues and expenses for FY 12-13. E.D. Woodmansee noted, “Tuition exceeded what was budgeted by \$1,125,210.00.”

In response to a question from Trustee Terpstra, Interim President Campbell stated that while international enrollment increased, there was a decrease in domestic enrollment.

In regard to reserves, Interim President Campbell spoke of “not automatically rolling reserves” with Trustee Barrett noting “based on the balances, it seems like we haven’t used the resources we have.”

Discussion amongst the Trustees, Interim President Campbell and E.D. Woodmansee also revolved around lapsed salaries, the challenges in recruiting and retaining personnel for some positions, the fluctuations in healthcare costs, the fund balance and the Board needing greater clarity on 148 funds.

Trustee Barrett added, “In looking at these balances, it’s hard to say that we are right sized in our fees. I want to make sure we are not overcharging our students and that we are being thoughtful about the costs of the student fees.”

ACTION: ADJUSTMENTS FOR DESIGNATED RESERVE ACCOUNTS (BASED UPON RESOLUTION NO. 124)

Interim President Campbell spoke about the volatility related to tuition collections and noted that the \$1.1 million of the \$2.9 million surplus was from tuition collections. “To deal with this, we are trying to get better at projecting what our tuition will be.”

Executive Director (E.D.) Holly Woodmansee distributed and provided an overview of a spreadsheet entitled Notes for FY 2013-13 Year End Balances and Reserve Adjustments and referred to the information contained in TAB 3a (Adjustments for Designated Reserve Accounts – Based upon Resolution No. 124) containing the following recommendation:

It is hereby recommended that the Board of Trustees approves the following adjustments for the designated reserve accounts based upon Resolution No. 124.

General Fund Balance	+\$ 36,463
Tuition Contingency	+\$198,594
Board of Trustees Reserve	+\$237,280
Capital Funds Reserve	+\$285,000

In relation to Resolution No 124 (Establishment of Financial Reserves Policies and Executive Limitations), Interim President Campbell stated, “This almost requires us to generate a surplus to generate the reserves.”

Motion 13:35: A motion was made by Trustee Washburn to approve adjustments for the designated reserve accounts based upon Resolution No. 124 as presented.

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

REPORT (ACCREDITATION): YEAR ONE SELF-EVALUATION REPORT; AD HOC SELF-EVALUATION REPORT

Interim President Campbell provided an overview of the two reports recently submitted to the NWCCU (Northwest Commission on Colleges and Universities)—the Year One Self-Evaluation Report and the Ad Hoc Self-Evaluation Report. He called out the piece in the Year One Self-Evaluation Report that states “The College has taken great care in revising core indicators to support its Core Themes.” Based on the indicators contained in the Year One Self-Evaluation Report, President Campbell asked the Trustees what the Board would like the Administration to bring forward by way of Board Monitoring Reports (BMRs).

Business & Student Support Services Executive Director (E.D.) Stuart Trippel discussed Recommendation 4 of the Fall 2012 Comprehensive Peer-Evaluation Report:

The Evaluation Committee recommends that for each year of operation, the College undergo an external financial audit and that the results from such audits, including findings and management letter recommendations, be considered in a timely, appropriate and comprehensive manner by the Board of Trustees (Eligibility Requirement 19 and Standard 2.F.7).

According to E.D. Trippel and as contained in the Ad Hoc Self-Evaluation Report:

- Along with the other public community and technical colleges in Washington State, the College has not historically produced financial statements or undergone external financial audits that meet the Commission’s criteria for accreditation.
- In addressing the Commission’s recommendation, the College is currently working with seven other community and technical colleges, as well as the Washington State Board for Community and Technical Colleges (SBCTC), on developing a system-wide solution.
- Over the next year, financial statements for the fiscal year 2013 (ended June 30, 2013) will be developed by the College and audited by the State Auditor’s Office (SAO).

In response to a question from Chair Liaw, E.D. Trippel communicated that the College does not have an internal auditor.

Regarding Objective 4.2 (The College workforce reflects the diversity of the communities it serves) contained in the Year One Self-Evaluation Report, Trustee Barrett expressed concern about “the huge retirement problem” that the College will face.

In response to Trustee Terpstra’s inquiry about Indicator 5.2.1 (Percentage of employee evaluations completed as required by contractual or administrative procedure), Interim President Campbell stated that letters were sent to Administrators who have not yet completed and submitted evaluations for which she/he are responsible. He added, “The evaluations are due to Human Resources by November 8. The contracts for individuals not in compliance will end by November 30.”

ACTION: APPROVE AGREEMENT WITH PRESIDENTIAL SEARCH FIRM/CONSULTANT

Vice President (V.P.) Smith shared the Contract for Personal Services between the State of Washington Shoreline Community College and Association of Community College Trustees (ACCT) with the Board. Total compensation (excluding travel and other expenses) for satisfactory performance of the work under the contract shall not exceed \$35,000.00.

Trustee Washburn inquired about a previously mentioned approximation of \$100,000.000 related to the cost of the Presidential Search. In response, V.P. Smith stated, “We may be able to keep costs under \$50,000.00” and added that he was not including the “staff time” of College personnel in his estimation.

Motion 13:36: A motion was made by Trustee Washburn to approve the Contract between the College and the ACCT as presented.

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

Trustees Barrett and Washburn expressed interest in serving on the Presidential Search Committee.

ACTION: REVISION TO BOARD POLICY MANUAL

Motion 13:37: A motion was made by Trustee Barrett to approve the changes to the Board Policy Manual as denoted on TAB 6 (Revision to Board Policy Manual).

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

ACTION: BOARD OF TRUSTEES 2013 – 2014 GOALS

Chair Liaw stated that the Board had a very productive retreat over the summer. Trustee Washburn added that the items listed as the Board's 2013 – 2014 Goals are "basically our core values. While we cannot do all of it now, it tells the community of the direction in which the Board wants to go."

Motion 13:38: A motion was made by Trustee Barrett to approve the Board's 2013 – 2014 Goals as long-term goals.

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

ACTION: PRESIDENT'S 2013 – 2014 GOALS

Interim President Campbell went over the 2013 – 2014 President's Goals. Trustee Washburn referred to Board's Goals as "compass setting" and the President's Goals "state what we are going to do, are specific and can be used as metrics for the Board."

Motion 13:39: A motion was made by Trustee Washburn to approve the President's 2013 – 2014 Goals.

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

REPORT: SCC FACULTY

Professor Kinsel shared excerpts from her September 25, 2013 SCCFT Local 1950 Report. (Report attached.)

REPORT: SCC CLASSIFIED

Instructional Support Technician Jerry Owens prefaced his report by stating that the Classified Staff is happy to see Faculty and Administrative/Exempt personnel receive raises. However, there is frustration and unhappiness that Classified Staff have not had a raise since 2007 and "we were forced into a contract that wasn't that good." He spoke of the challenges in retaining Classified Staff and stated that "a dozen have left the College in the last five months."

REPORT: SCC STUDENT BODY ASSOCIATION

Student Body Association President (S.B.A. President) Michelle Wu conveyed the Student Government's heartfelt condolences on the passing of Erin Walker and Troy Wolff.

S.B.A. President Wu spoke of creating protocols for SS&A (Student Services & Activities) Fee related submissions and conveyed the S.B.A.'s apologies for the recent miscommunication related to SS&A submissions.

Most of the summer has been spent with members of Student Parliament transitioning into their new roles. S.B.A. President Wu and Prime Minister Tony Owuor are working on ways to bridge the S.B.A. and campus wide committees. In addition, the Student Parliament has drafted a Mission Statement to promote a spirit of community, to engage students and to emphasize social justice and globalization.

Recent S.B.A. led activities included the New Student Welcome and work is taking place to enhance the Echo system and creating a mentoring plan for students serving on campus wide committees.

REPORT: SCC PRESIDENT

Interim President Campbell spoke of how honored he is to be "associated with this community" and that it has been a productive, yet difficult summer. "We are strong and resilient." He expressed appreciation for Dr. James Jansen's contributions during his tenure as the Vice President for Academic & Student Affairs (VPASA) and for John Backes—for returning to his former role as the VPASA to assist in the transition.

At the Fall Convocation, Interim President Campbell outlined the themes of healing, recovery, regeneration and the priorities of student achievement and resource development. He reported to the Trustees that "the budget you passed will put services in place" and spoke of the importance of "teaching and learning as our product" and the importance of professional development. While the budget allowed for some addressing of Faculty and Administrative/Exempt salaries, Interim President Campbell stated that he echoed Jerry Owens' sentiments – "salary and market inequities need to be addressed."

- "It is time to restart and revisit our General Education outcomes as well as aligning curriculum with our industry colleagues. We have to discuss whether to become an Achieving the Dream™ college. Our Faculty are the resident experts of curriculum and are right to lead this effort."
- "Resources are not only about money but include people. We have to invest in Professional Development if we are to stay true to who we are as an institution of learning."

In relation to his commitment to establishing a culture of trust, communication, evidence and innovation, Interim President Campbell spoke of redesigning the leadership structure, his plans to meet regularly with leaders of the campus constituencies, strengthening the College Council and the innovative projects, programs and/or classes that Professors Tony Doupé, Tim Payne, Nirmala Savage, Sarah Zale, Ernest Johnson, Dutch Henry and Rosalie Tepper have embarked on or will soon embark.

Shoreline Community College will be cited in a City of Shoreline Proclamation of Disability Awareness Month.

Interim President Campbell will be joining the Governor's Trade Mission to China in November and thanked International Education Executive Director Diana Sampson for "her instincts." The plan is to have the Ground Lease for the Student Housing Project signed with Governor Inslee present.

The Student Housing Project continues to move forward in all arenas. There was a change in the storm water ordinance over the summer and the team working on the Master Development Plan and the Student Housing Project, made the necessary changes in order to align with the new requirements.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Chair Liaw thanked Trustee Terpstra for remaining on the Board while the College awaits word from the Governor's Office regarding Trustee appointments.

Chair Liaw is unable to join Interim President Campbell on the Governor's Trade Mission to China and asked Trustee Washburn if he would consider joining the delegation on behalf of the Board.

Chair Liaw conveyed that she would like to have a panel of students from the Veterans Program during a future Study Session.

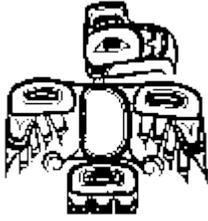
ADJOURNMENT:

Chair Liaw adjourned the meeting at 7:14 PM.

Signed _____
Shoubee Liaw, Chair

Attest: October 23, 2013

Lori Y. Yonemitsu, Secretary



Shoreline Community College

Federation of Teachers

AFT Washington

Local 1950

Date: September 25, 2013
To: Shoreline Community College Board of Trustees
From: Amy Kinsel, President SCCFT Local 1950
Subject: SCCFT Local 1950 Report

As the Trustees are aware, Shoreline Community College suffered the sudden deaths of two tenured faculty members over the summer: Academic Advisor Erin Walker, and English Department Professor Troy Wolff. The tragic deaths of beloved colleagues and friends have reminded the faculty, and indeed everyone connected with Shoreline, how closely we work with each other every day to fulfill our educational mission and that we should never be shy to voice our appreciation for each other. The Federation thanks everyone, including administration, staff, students, community, and Trustees, for their support during this sad time. We have all gathered strength from this mutual support as we enter Fall quarter remembering Erin and Troy and striving to emulate their joy of living and their excellence in advising and teaching.

I am glad to be back as Federation President for another two-year term. Also serving as Federation officers are 1st Vice President Juliet Lovejoy (Math) and 2nd Vice President Davis Oldham (English). The Federation notes a change in its leadership over the summer: 3rd Vice President Ruth Gregory, an Associate Faculty member in Film, left the College to take a full-time high school teaching position in the Highline School District. Her departure is a significant loss to students in her program, but after five years as a part-time faculty member, Ruth found that there likely would be no full-time position for her here at Shoreline and she reluctantly made the decision to leave higher education for a better-paid and more-secure job in K-12 teaching. Retired Associate Faculty member Bonnie Frunz is stepping back into the role of 3rd VP, having graciously agreed to teach two English composition courses this quarter.

The Federation is hoping that implementation of the new Senior Associate Faculty status under the current collective bargaining agreement will allow the College to retain more of the talented associate faculty members we rely on to staff over half the courses at the College. In order to support the work of part-time faculty, the Federation sponsored a two-hour lunch and information session during Opening Week to provide basic nuts and bolts information about College policies and procedures and contractual provisions. Some 50 associate faculty members

participated in this event on September 19 even though this was a non-contract day for part-time faculty. The Federation plans to organize additional information sessions for associate faculty during fall quarter and throughout the year. In addition, to signal our respect for the essential contributions associate faculty make to Shoreline's success, we have a new button this year: "Our Part-Time Faculty Are Full-Time Awesome."

The Federation is pleased that John Backes has returned to the College as VPASA until an interim appointment is made. The Federation looks forward to working with John to fill some key administrative and faculty vacancies that will help the College revitalize important areas of instruction and student services. The Federation also welcomes Interim President Campbell's efforts to improve campus-wide communication. It is vitally important that communication among all members of the Shoreline community be frequent, open, and productive.

The Federation and the new Administration made a great start this summer with productive negotiations regarding distribution to the faculty of state funds allocated for employee salaries. The Federation Executive Board will refer modest adjustments for both full-time and part-time faculty to a vote of the membership at its first meeting next week. While administrative and faculty employees of the College will see slight pay increases as a result of small improvements to legislative appropriations in the current biennium, it is very regrettable that our brothers and sisters in the classified staff will not receive similar increases.

AFT Washington is presently drafting its priorities for the 2014 legislative session, and chief among them will be restoration of COLA's for all state employees, and full appropriations for step increases for faculty and staff at community and technical colleges. The Federation sincerely hopes that the State Board, college trustees, and college presidents join with faculty, staff, and students statewide to press the legislature to stop balancing the state budget through the financial sacrifices of hard-working community college employees.

The division deans, program leads, and department chairs have done a remarkable job recruiting additional associate faculty to teach unstaffed classes this fall. It has not been easy to identify qualified faculty to teach for us in highly-competitive disciplines like ESL and Math. It is not just part-time faculty who find the salary scales at Washington's colleges abysmally low. For the third year in a row, Shoreline has been unable to fill a full-time tenure-track position in Engineering because the finalists turned down the salary level that was on offer.

The Federation raises the issue of faculty compensation at the beginning of the year to stress the importance of adequate faculty and staff compensation to the long-term health of the College. As was evident from the support the Shoreline community has given to its members during the last few weeks, Shoreline's faculty love this institution, their colleagues, and their students. But they are finding it difficult to work here indefinitely as part-time faculty earning barely-livable pay or as full-time faculty making below-market salaries. For the College to remain strong, it must be able to match words of appreciation for faculty with adequate compensation.