

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF AUGUST 10, 2012

MINUTES:

The Special Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Phil Barrett at 8:30 AM in Room North 301 at Shoreline City Hall, located at 17500 Midvale Avenue North, Shoreline, Washington 98133-4905.

MEMBERS PRESENT:

Mr. Phil Barrett, Ms. Shoubee Liaw, Mr. Roger Olstad and Ms. Gidget Terpstra were present.

Also present: President Lee Lambert, Vice Presidents Daryl Campbell and Stephen Smith, Special Assistants Jim Hills and Holly Woodmansee, and Executive Assistant and Secretary to the Board Lori Yonemitsu.

DISCUSSION: BOARD OF TRUSTEES BUDGET, BOARD OF TRUSTEES RESERVE POLICY, COLLEGE RESERVE POLICY

Vice President (V.P.) for Administrative Services Daryl Campbell Daryl and Special Assistant (S.A.) to the President for Budget and Internal Control Holly Woodmansee provided an overview of two documents as well as a slide presentation:

- *Shoreline Community College 2011 –12 Expenditures by Fund*
- *2011-2013 Capital Allocation Schedule: Shoreline Community College – 070*
- *College Financial Resources, Account Fund Balances, and Proposed Reserve & Contingency Fund Policies*

V.P. Campbell conveyed that he wanted to discuss Reserve Policies, “what constitutes a best practice” and determine the Board’s authority to approve Reserve Policies.

Regarding the College Fund Balances (6/30/12) slide, V.P. Campbell spoke of the \$9.6 million in the Operation Fee Account and its relation to Reserve Accounts—“Remainders go into this account.” He noted that seven years ago, “there was approximately \$500,000.00 in the account.”

V.P. Campbell spoke about the importance to put in protections for the College and shared with the Trustees, *Proposed Financial Reserve Policies*: General Fund Balance Reserve; Capital Reserve; Tuition Contingency Reserve; Business Opportunities Reserve; Designated Fund Reserves; Restricted Reserves; and Board of Trustees Reserve. In response to a question from Trustee Olstad, V.P. Campbell noted that Reserve Policies containing a percentage (%) rather than a dollar amount were intended to be perpetual. Based on questions from the Trustees, he also stated that “state appropriations cannot be carried forward.”

In regard to the *Business Opportunities Reserve Proposal*, Trustee Olstad suggested that the Policy instead be named the Education (or Educational) Opportunities Reserve. The Trustees also discussed the need for guidelines to be established in relation to the Policy.

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The Trustees agreed to the recommended revisions to the Board of Trustees Reserve and that the Policy should be contained in Board Policy rather than College Policy. The Trustees will take action on the Board of Trustees Reserve Policy at the September 26, 2012 Regular Meeting of the Board of Trustees.

The Trustees requested that there be an annual presentation to the Board on Reserves related to “Where we were, where we are.”

FUTURE TRENDS (Continued from August 9, 2012)

As a follow-up to the Future Trends discussion on Day 1 (August 9, 2012) of the Board of Trustees Retreat and for the College’s planning purposes, President Lambert asked the Trustees to identify two key dimensions based on the demographic trends observed on campus and in the community today as well as the changes that are expected over the course of the next fifteen years.

The Trustees identified two key dimensions:

- Access
- Accountability

DISCUSSION: BOARD OF TRUSTEES SELF-EVALUATION

The Trustees reviewed and discussed the cumulative results (and individual Trustee comments) related to the Board of Trustees Self-Evaluation tool tied to Section 3 (Governance Process) of the Board’s Policy Manual.

During the Board’s review and discussion, the Trustees identified a minor change to Item 4.7, GP-4 (Board Structure and Elections) on the Self-Evaluation tool. As the tool contains items from Section 3 (Governance Process) of the Board’s Policy Manual, the change is subject to Board approval at the September 26, 2012 Regular Meeting of the Board of Trustees. The Trustees also made an addition to the Chair Annual Calendar in the Board’s Policy Manual and action of the addition will also be subject to Board approval at the September 26, 2012 Regular Meeting of the Board of Trustees.

DISCUSSION: 2012 – 2013 BOARD OF TRUSTEES GOALS

President Lambert shared with the Trustees Part 5 (*Recommendations for Reimagining the Community College: The Three Rs*) from the AACC’s (America Association for Community College’s) Reclaiming the American Dream: A Report From the 21st-Century Commission on the Future of Community College. The Three Rs incorporate seven recommendations.

- The Three Rs:
 - Redesign students’ educational experiences.
 - Reinvent institutional roles.

- Reset the system to create incentives for student and institutional success.
- The Seven Recommendations:
 1. Increase completion rates of students earning community college credentials (certificates and associate degrees) by 50% by 2020, while preserving access, enhancing quality, and eradicating attainment gaps associated with income, race, ethnicity, and gender.
 2. Dramatically improve college readiness: By 2020, reduce by half the numbers of students entering college unprepared for rigorous college-level work, and double the number of students who complete developmental education programs and progress to successful completion of related freshman-level courses.
 3. Close the American skills gaps by sharply focusing career and technical education on preparing students with the knowledge and skills required for existing and future jobs in regional and global economies.
 4. Refocus the community college mission and redefine institutional roles to meet 21st-century education and employment needs.
 5. Invest in support structures to serve multiple community colleges through collaboration among institutions and with partners in philanthropy, government, and the private sector.
 6. Target public and private investments strategically to create new incentives for all institutions of education and their students and to support community college efforts to reclaim the American Dream.
 7. Implement policies and practices that promote rigor, transparency, and accountability for results in community colleges.

President Lambert also shared with the Trustees the components contained in the AACC's 21st Century Implementation Framework to assist the Board in development of its 2012 - 2013 Goals:

- Completion Commitment
- Reimaging Pathways
- Community College/K-12 Collaboration for College Readiness
- Developmental Ed Redesign
- Closing the Skills Gaps and Credentialing
- Policy and Advocacy
- Redefining Institutional Roles
- Accountability
- Faculty Engagement and Leadership Development

The Trustees discussed having a Trustees Award for Innovation or Entrepreneurship which would be awarded to an individual or group promoting the Core Themes of the College as well as developing and implementing innovative approaches that contribute to student success. Trustees Barrett and Olstad will form an ad hoc group of the Board and work on a proposal

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(including categories) related to the Award and share the proposal with the full Board at a future Regular Meeting of the Board of Trustees.

In relation to the Board's 2012 – 2013 Goals, the Trustees discussed that its Goals include:

- Monitoring the progress of the College's Strategic Initiatives related to the Virtual College and Campus Internationalization.
- Monitoring Core Theme objectives that do not meet an overall acceptable threshold of 75% of indicators for each objective.
- The branding and marketing of the College (creation of Institutes, for example) in order to promote Shoreline Community College as an Institution of Excellence.
- Board Visibility – at College events as well as those held in the community-at-large.
- The College will align its goals with some or all of the components contained in the AACCC's (America Association for Community College's) 21st Century Implementation Framework.

Trustee Liaw volunteered to draft the Board's Goals for 2012 – 2013. The Board will take action on its 2012 – 2013 Goals at the September 26, 2012 Regular Meeting of the Board of Trustees.

DISCUSSION: 2012- 2013 PRESIDENT'S GOALS

President Lambert noted that he will develop his goals for 2012 - 2013 based on the Board's goals and will have his goals ready for the Board to take action on at the September 26, 2012 Regular Meeting of the Board of Trustees.

DISCUSSION: BOARD OF TRUSTEES PLANNING

Trustee Jerry Smith's appointment to the Board of Trustees ends on September 30, 2012 and Chair Barrett confirmed that Trustee Smith is not seeking reappointment to the Board.

Trustees Barrett, Liaw, Olstad and Terpstra discussed potential candidates as well as desired qualities and experiences of a Trustee and agreed to furnish names of prospective candidates to fill the vacancy, to the Governor's Office in the early fall.

ADJOURNMENT:

Chair Barrett adjourned the meeting 3:49 PM.

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Signed _____
Phil Barrett, Chair

Attest: _____, 2012

Lori Y. Yonemitsu, Secretary