

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 27, 2012

MINUTES

STUDY SESSION:

Technology Fee

Dean of Students Tonya Drake referred to the Revised Code of Washington (RCW) related to the Board's authority to set fees as well as to a separate RCW where the Student Body Association (SBA) has the authority to set voluntary fees (PUB Fee, Sustainable Commuter Option Fee (SCOF), Student Technology Fee) through the vote of the Student Body. Dean Drake spoke of the three options that the Student Parliament considered:

1. Ratifying the Technology Fee as "one fee" by combining the Student Technology Fee and the Comprehensive Technology Fee.
2. Keeping the Student Technology Fee and the Comprehensive Technology Fee separate and continuing the discussion of consolidation of the Fees in the fall.
3. Revert to the *Per Use* Fee Structure.

Dean Drake stated that the Student Parliament held a Special Meeting on June 8 to discuss Technology Fees and to consider the information presented to the Student Parliament by the Administration. At the Special Meeting, the Student Parliament agreed to keep the Student Technology Fee and the Comprehensive Technology Fee separate (but ratify it as a Student Fee) and to work toward a resolution with the Administration in the fall in order to have a determination on the Technology Fee(s) by Winter Quarter 2013.

Student Parliament President Kanpong Thaweesuk noted that while a short term agreement with the Administration has been reached, that the Student Parliament did have concerns about consolidation of the Technology Fees. He distributed a document entitled *Concerns for Technology Fee Consolidation* and briefly addressed the concerns identified by the Student Parliament listed on the document.

In response to a question from Trustee Olstad, President Lambert replied that there were multiple pieces to be sorted out and that the Administration was comfortable with the option decided upon by the Student Parliament.

Trustee Barrett expressed the need for the student concerns to be taken into account and Trustee Olstad expressed concern about the question related to reimbursements contained in the *Concerns for Technology Fee* document.

International Education

President Lambert shared a slide presentation with the Board tied to International Education. During the 2011 – 2012 academic year, there were 700 International Education FTEs and anticipated FTEs for the 2012 – 2013 academic year is 730.

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He spoke about the partnerships that the College has developed in China over the course of the past year, outreach efforts in top markets such as Indonesia as well as the challenges facing International Education.

CLOSED SESSION:

At 3:33 PM, Chair Gidget Terpstra announced that the Board would convene in a Closed Session to discuss Collective Bargaining Matters and would reconvene in Regular Session at 4:00 PM.

CONVENE IN REGULAR SESSION:

At 4:01 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 Terpstra in the Board Room of the Administration Building at Shoreline Community College.

Chair Terpstra introduced the College's new Assistant Attorney General (A.A.G.) Cheryl Bateman.

MEMBERS PRESENT:

Trustees Phil Barrett, 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 Regular Meeting of May 23, 2012 and the Exceptional Faculty Award.

Motion 12:14: A motion was made by Trustee Olstad to approve the consent agenda.

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

OPEN COMMENT PERIOD

Student Josh Reed, a full-time student who will be enrolling at the University of Washington for Construction Management, shared his concerns about online classes and the benefits of Face-to-Face classes. Based on his experiences, he noted that if he had to hire someone, that he would hire an individual with a degree from a Face-to-Face College versus hiring an individual with a degree from an Online College.

Professor Terry Taylor distributed the *University of Washington Board of Regents Declaration of Concern for the Sustainability of Washington Public Education* and encouraged that the Shoreline Community College Board of Trustees send a statement of support to the Board of Regents and/or have its own declaration and/or encourage the Trustees Association of Community and Technical Colleges (TACTC) to do the same.

Dean Bob Francis distributed *Final Honors Project Presentations 2012* DVDs. He noted that the College's Honors Program is much different from the Honors Programs at other colleges and added, "Ours is research based and students hear from a broad base of professors and areas." Dean Francis added that the Honors Program was started with seed money, utilizes a team teaching model with Professors splitting loads and volunteering time, that the students leave the Program with incredible skills and that work is taking place to "articulate with the University of Washington's Honors Program."

ACTION: APPROVE 2012 – 2013 TUITION, FEE(S), RATE(S) &/OR WAIVER(S):

Tuition, Fee(s), Rate(s)

At the May 23, 2012 Regular Meeting of the Board of Trustees, Director of Financial Services distributed and provided an overview of the following documents. (The documents were also redistributed to the Board on June 27, 2012.)

- *Quarterly Tuition Fees and Services and Activities Fees for Fiscal Year 2013 (July 1, 2012 – June 30, 2013)*
- *Comparison of Typical Student Charges for Fiscal Year 2013 (July 1, 2012 – June 30, 2013)*
- *Where Revenue from Students Goes*
- *Summary of Fee Revision Proposals for Fiscal Year 2013*

Director Trippel noted that tuition related increases are determined by the State Board. He asked that the Board approve the 2012 – 2013 Tuition, Fee(s) and Rate(s) as presented and called out the increase to the Student Services and Activities (SS&A) of fifty-five cents (\$7.65 to \$8.20 per credit).

Trustee Olstad conveyed that he was pleased that increases in the "Proposed Increase over Current" column related to the *Monthly Fees for Parent-Child Center* were in percentages rather

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than in dollar amounts.

Motion 12:15: A motion was made by Trustee Liaw to approve the 2012 – 2013 Tuition, Fee(s) and Rate(s) as presented.

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

Non Resident Veterans Waiver

Dean of Student Tonya Drake referenced TAB 2 (Non Resident Veterans Waiver) containing the recommendation that the Board “authorizes Shoreline Community College to apply Fee Pay Status 29, to Non-resident Veterans who are qualified based on the eligibility requirements found in Section b of 38 CFR 21.9700.” Dean Drake noted that it is anticipated that the number of out of state Veterans will increase and the waiver would allow qualified Veterans to pay the resident tuition rate.

Trustee Olstad noted, “They have earned it.”

Motion 12:16: A motion was made by Trustee Olstad to authorize Shoreline Community College to apply Fee Pay Status 29, to Non-resident Veterans who are qualified based on the eligibility requirements found in Section b of 38 CFR 21 9700.

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

ACTION: APPROVE 2012 – 2013 GENERAL FUND OPERATING BUDGET AND 2012 – 2013 STUDENT SERVICES & ACTIVITIES (SS&A) BUDGET

Vice President (V.P.) for Administrative Services Daryl Campbell and Special Assistant (S.A.) to the President for Budget and Internal Control Holly Woodmansee provided an overview for the action item (FY 2012/13 Operating Budget—which includes the 2012 – 2013 Student Services and Activities (SS&A) Budget). Each Trustee received a binder containing the 2012 – 2013 budget(s) at the May 23, 2012 Regular Meeting of the Board of Trustees.

In addition, S.A. Woodmansee distributed and provided an overview of a memorandum related to 2012 – 2013 Operating Budget Adjustments.

Motion 12:17: A motion was made by Trustee Barrett to approve the FY 2012/13 General Fund Operating Budget, including the Operating Budget adjustments.

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

Motion 12:18: A motion was made by Trustee Olstad to approve the 2012 – 2013 Student Services and Activities (SS&A) Budget.

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

ACTION: RATIFY AGREEMENT BY AND BETWEEN THE BOARD OF TRUSTEES OF SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER VII AND THE SHORELINE COMMUNITY COLLEGE FEDERATION OF TEACHERS, LOCAL NO. 1950, AFT WASHINGTON/AFT/AFL-CIO

Vice President (V.P.) for Human Resources and Legal Affairs Stephen Smith referenced TAB 4 (Ratify Agreement By and Between The Board of Trustees of Community College District Number VII and the Shoreline Community College Federation of Teachers, Local 1950, AFT Washington/AFT/AFL-CIO) noting the changes in articles and sections that were negotiated and agreed to. He noted that the Interest Based Bargaining (I.B.B.) Team is “still in the process for negotiating for next year.”

Regarding the statement “The Federation and the College have mutually agreed to resume negotiations in fall quarter 2012 in a limited reopener environment to further clarify and reorganize the contract,” Trustee Barrett asked President Lambert if he was in agreement with resuming negotiations in the fall quarter. President Lambert responded in the affirmative and noted, “As long as we are able to be limited to a reopener.”

In response to a question from Trustee Terpstra, V.P. Smith confirmed that the changes to the Agreement were ratified by the Federation’s membership.

Motion 12:19: A motion was made by Trustee Olstad to approve the changes made to the Agreement with the understanding that “negotiations will resume in the fall quarter 2012 in a limited reopener environment.”

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

REPORT: FOUNDATION

President Lambert informed the Board that Jane McNabb has resigned from her position as the Chief Advancement Officer (C.A.O.) and Executive Director (E.D.) of the Foundation. Based

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on his discussions with C.A.O/E.D. McNabb and her recommendation to reduce her position to half-time and invest in a Grants Administrator instead, President Lambert introduced Brandon Rogers, the College's new Special Assistant to the President for Grants and Contracts.

President Lambert went over a *Foundation Report to the Board of Trustees* that was prepared by C.A.O/E.D. McNabb. He added, "In regard to the Foundation, we are moving to a maintenance level for the remainder of the calendar year" and spoke of the "need to see serious progress in bringing dollars into the College in the near future."

Based on discussions that Trustee Barrett and President Lambert have had with other community colleges, President Lambert spoke about focusing on planned giving.

The Trustees discussed ways in which the Board could support the Foundation and agreed that there is a need for the College's Board to get together with the Foundation's Board.

ACTION: APPROVE BOARD RESOLUTION NO. 122 (COMMENDING SERVICE OF STUDENT BODY PRESIDENT KANPONG THAWEESUK)

Chair Terpstra read Resolution No. 122 (Commending Service of Student Body Association President Kanpong Thaweesuk).

Motion 12:20: A motion was made by Trustee Barrett to approve Resolution No. 122.

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

REPORT: TECHNOLOGY & INFRASTRUCTURE (CT-5.2)/CORE THEME 5: COLLEGE STEWARDSHIP

Vice President (V.P.) for Administrative Services Daryl Campbell provided an overview of the report contained in TAB 6 (BOARD MONITORING REPORT (June 2012) Core Theme 5: College Stewardship – CT-5.2 Technology & Infrastructure) and noted that minor edits to the five indicators in CT-5.2 with the elimination of one indicator (5.2 e) as "a computerized maintenance system is not yet available, so it is not possible to measure response time in this manner."

Using CT-5.2 as a "great example," Special Assistant (S.A.) to the President for Communications, Marketing and Government Relations Jim Hills stated that the Board Monitoring Reports (B.M.Rs) have been a point of discussion in Senior Executive Team (SET) meetings related to alignment of the B.M.Rs with accreditation, the Board's Goals and the Board's Policy Manual.

ACTION: APPROVE PRESIDENT'S CONTRACT

Chair Terpstra referenced TAB 7 (Approve President's Contract) in relation to the action item and read the *Addendum to President's Contract* containing two articles: II. "Appointment," is modified to provide that the term of the President's appointment shall run from July 1, 2012, through and including June 30, 2015; IV. "Salary" remains at the President's annual base salary of one hundred eighty-six thousand, nine hundred twenty-one dollars (\$186,921).

Chair Terpstra stated that President Lambert has done an outstanding job and that the Board has the utmost confidence in his leadership. She added that the Board tasked President Lambert with bringing in revenue and developing partnerships.

Trustees Barrett, Olstad and Liaw reiterated Chair Terpstra's sentiments and spoke of the challenges confronting President Lambert when he started in his role as President of the College and the many difficult and unpopular decisions he has had to make. They also expressed concern as to how long the College would be able to "keep President Lambert."

Motion 12:21: A motion was made by Trustee Liaw to approve the *Addendum to the President's Contract*.

Trustee Barrett seconded the motion.

President Lambert thanked the Trustees for their support and stated that the College's successes were due to many and that he was proud to be the President of the College.

The motion was approved unanimously by the Board.

Chair Terpstra reiterated that it is the expectation of the Board that President Lambert continue to seek additional streams of revenue as well as develop partnerships and thus, understands that it is inevitable that President Lambert will be away from campus frequently.

ACTION: APPROVE PRESIDENT'S CERTIFICATION OF COMPLIANCE DOCUMENT

President Lambert certified the *President's Certification of Compliance* document in relation to the 2011 – 2012 year by signing the document on June 24, 2012.

Motion 12:22: A motion was made by Trustee Olstad to approve the 2011 – 2012 President's Certification of Compliance document.

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

ACTION: ELECT BOARD OF TRUSTEES OFFICERS (2012 – 2013)

Chair Terpstra referenced GP-4 (Board Structure and Elections) of the Board of Trustees Policy Manual and referred to GP-4, 4.4: “The responsibility as Chair and Vice Chair will be rotated through all members in the order of appointment or reappointment.” It was noted that 2011 – 2012 Vice Chair Phil Barrett will move into the 2012 – 2013 Chair position.

Motion 12:23: A motion was made by Trustee Olstad to close nominations and to elect Trustee Shoubee Liaw to serve as the 2012 – 2013 Vice Chair.

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

Chair Terpstra referred to the second sentence of GP-4, 4.1: “As specified by state law, the Secretary will be the President of Shoreline Community College, or his/her designee.” It was noted that President Lambert designated Executive Assistant to the President Lori Yonemitsu to serve as the 2012 – 2013 Secretary to the Board of Trustees

Motion 12:24: A motion was made by Trustee Olstad for Lori Yonemitsu to serve as the 2012 – 2013 Secretary to the Board of Trustees as designated by President Lambert.

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

REPORT: SCC FACULTY

Professor Bonnie Frunz spoke about the changes to the Faculty Contract and noted that inequities related to training opportunities for Associate Faculty continue to exist. She used the example of the many opportunities offered during Opening Week—“We are not required to be here during Opening Week but are not reimbursed if we are here.”

Professor Frunz expressed appreciation for all the years that Vice President for Academic and Student Affairs John Backes has served the College and the Community and Technical College system and that he will be sorely missed. She added that Faculty is pleased with the selection of the new Vice President for Academic and Student Success.

Professor Frunz reported that there is appreciation for the four tenure lines which have opened for hire and support for the State Board’s discussion about increasing salaries in relation to its biennial budget. She added that the Faculty would like to see conversion of part-time positions to full-time positions as well as an increase in professional development offerings.

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Professor Frunz spoke of concerns related to the way in which the Technology Fee(s) were presented to the Student Body and asked, “Can this be done with student related fees?”

Professor Frunz informed the Trustees that the Commencement Ceremony went well—Professor Steve Bogart gave the Faculty Address and Professor Tom Moran and Steve Goetz each received Emeritus status.

Professor Frunz closed by conveying that she has been at the College for fifteen years and that the Federation would like to see acknowledgement of long serving part-time faculty.

REPORT: SCC CLASSIFIED

Instructional Support Technician Jerry Owens shared that eleven Classified Staff were recognized for individual years of service as well as for their collective years of service—216 years.

Technician Owens expressed the Classified Staff’s appreciation to the numerous groups hosting the All Campus Retirement Luncheon as well as the Classified Staff Social.

The Washington Federation of State Employees (WFSE) negotiations have begun and the hope is that the WFSE contract will be settled by the fall.

REPORT: SCC STUDENT BODY ASSOCIATION

Student Parliament President (Parliament President) Kanpong Thaweesuk thanked the Board for the Resolution and for approving the Student Services and Activities (S&A) Budget. He spoke of how he has found his passion at Shoreline Community College.

Parliament President Thaweesuk read a statement he prepared related to the process surrounding the Technology Fee(s) and the complexities and frustration in working with the Administration to come to a resolution. He added that he felt that he did not represent the students well in regard to the Technology Fee(s) and as a result, is looking forward to resuming discussions with the Administration in the fall.

REPORT: SCC PRESIDENT

President Lambert conveyed his congratulations to Student Parliament President Thaweesuk for leading the Student Body Association through difficult challenges and expressed his belief that the Student Parliament and the Administration will come up with creative solutions related to the Technology Fee(s).

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President Lambert spoke of the College's Classified Staff taking a leadership role statewide as far as options to the 3% salary reduction that will impact Classified Staff come the 2012 – 2013 Fiscal Year. In relation to Faculty concerns, President Lambert stated that he has spoken with Legislators about part-time Faculty concerns and would also like to figure out a way to honor part-time faculty at the College.

The Mock Accreditation Visit went smoothly with the Evaluators identifying areas where the College is doing well and areas where more work is needed.

Administrators from TRANE visited campus and are looking at ways to partner with the College around training for its residential related systems and services.

President Lambert thanked the Trustees for nominating him for the Trustees Association of Community and Technical Colleges (TACTC) Leadership Award.

President Lambert expressed his appreciation to Vice President (V.P.) for Academic and Student Affairs John Backes for his "tremendous work" and spoke of how V.P. Backes "embodies mission fulfillment."

President Lambert informed the Trustees that Dr. James Jansen will assume the Vice President for Academic and Student Affairs position at the end of July.

REPORT: BOARD OF TRUSTEES

Vice President (V.P.) for Academic and Student Success John Backes received a standing ovation after accolades from each Trustee.

Trustee Liaw shared that Trustees statewide are being reminded to "use your authority to move your colleges forward."

Chair Terpstra and Trustee Olstad attended the Commencement Ceremony and spoke about the value of attending events where the community comes together to celebrate student success.

Trustee Barrett reported on Keynote Salman Khan, Founder of the Khan Academy, at the Trustees Association of Community and Technical Colleges (TACTC) Conference. He added that he appreciated that Shoreline Community College was one of the more forward thinking colleges and was proud to be a part of SCC.

On behalf of the Trustees, Trustee Liaw thanked Chair Terpstra for her leadership and compassion.

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ADJOURNMENT:

Chair Terpstra adjourned the meeting at 6:32 PM.

Signed _____
Gidget Terpstra, Chair

Attest: _____, 2012

Lori Y. Yonemitsu, Secretary