

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 26, 2013

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

MEMBERS PRESENT:

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

Assistant Attorney General Alan Smith represented the Office of the Attorney General.

CONSENT AGENDA

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

On the agenda for approval:

- One set of minutes from the Special Meeting of May 20, 2013
- One set of minutes from the Regular Meeting of May 22, 2013
- One set of minutes from the Special Meeting of June 13, 2013

Trustee Terpstra noted that a correction needed to be made on page 8 of the minutes from the Regular Meeting of May 22, 2013.

Motion 13:18: A motion was made by Trustee Liaw to approve the minutes from the: Special Meeting of May 20, 2013; the Regular Meeting of May 22, 2013 (as amended); and the Special Meeting of June 13, 2013.

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

Also on the agenda for approval:

- Exceptional Faculty Award (TAB 1) – That the Board of Trustees approve the Exceptional Faculty Awards Recommendation Committee's recommendation of one (1) 2013 – 2014 Exceptional Faculty Award in the amount of \$1,000 (one thousand dollars).

Motion 13:19: A motion was made by Chair Barrett to approve the Committee's recommendation.

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

REPORT: BOARD OF TRUSTEES CHAIR

Chair Barrett spoke about initially wanting to publish the input the Board received regarding the Interim President position and that it was valuable to hear feedback from individual employees. It was brought to his attention that there were concerns from some who had submitted feedback, and as a result, the input the Board received will not be published.

Chair Barrett noted that the June 26 meeting was his last meeting as the Chair and stated that despite a number of tumultuous meetings, he learned a lot.

OPEN COMMENT PERIOD

Director of the Virtual College and eLearning Services Ann Garnsey-Harter expressed “kudos to Faculty who are teaching on the Canvas learning platform. 345 classes are using Canvas this quarter. There have been wrinkles. The last time, there were positive comments on the Canvas listserv. This time, comments are not so positive.” She spoke of the release of an update on Canvas that was released right before the start of the Summer Quarter, creating frustration. Director Garnsey-Harter also introduced Instructional Designer Kathleen Chambers and Student and Course Peer Mentor Diana Davis, who in turn, spoke about work they do to support Faculty and Students in online teaching and learning.

Professor and outgoing Chair of the Faculty Senate Terry Taylor noted that “By informal tradition the chair serves two one year terms and the vice chair assumes the duties of the chair at the end of that two years. Dr. Diana Knauf, Professor of Psychology, is on leave next year and thus unable to assume the duties of the chair.” He then read a Preamble which included:

- Officers of the Senate are elected annually by the faculty.
- Dr. Kira Wennstrom, Professor of Biology, is the newly elected Chair of the Senate.
- Ellen Cadwell, Professor of Health Information and Information Management, is the newly elected Vice-Chair of the Senate.
- By election of the Senate and appointment of the Federation, I am the new Shoreline Representative to the Faculty Association of Community and Technical Colleges (FACTC).

Professor Wennstrom conveyed, “It is a pleasure to take on this new responsibility.” Professors Wennstrom and Taylor reminded the Board of the Resolution from the Faculty Senate Council that was presented to the Board in support of a Student Trustee.

DISCUSSION: STUDENT TRUSTEE

Chair Barrett recognized that Bellevue College has a Student Trustee and that it is his understanding that Edmonds Community College recently submitted a name to the Governor's Office for its Student Trustee. He added, "Not opposed to a Student Trustee; would like to see how it works out at Edmonds; would like to see a proposal."

Assistant Attorney General (AAG) Alan Smith represents one of the regional universities and spoke of a "quirk in the legislation that applies to Student Trustees" related to the addition of a sixth voting member to the Boards of Community and Technical Colleges and legislation related to voting requirements. He added, "If you have six Trustees, you will need four votes. It puts a premium on Trustee attendance and unanimity of opinion." A.A.G. Smith shared his concern about how this would play out in regard to a faculty tenure decision, for example, and noted that he is not certain if the Legislature has been made aware of this.

SBA President Kanpong Thaweasuk thanked AAG Smith for the information and shared that a group of students had prepared a presentation for the Board, in support of a Student Trustee.

Trustee Liaw stated that in light of AAG Smith's statements, she proposed that one to two Trustees meet with the students very soon to have a dialogue.

Trustee Olstad indicated that he "came with the idea to support a Student Trustee."

Chair Barrett closed the discussion and stated that it would be a priority for one to two members of the Board to meet with the students in the near future.

SBA President Thaweasuk reiterated that several students had a presentation to share with the Board and conveyed that he thought that having the opportunity to speak with the Board in an open meeting, would be appreciated.

Chair Barrett spoke about holding a meeting between the Trustees and students within the next three months and called for decorum after Professor Payne expressed that the students should be allowed to present what they prepared at the Board Meeting. Chair Barrett closed by stating, "The goal is not to stifle but to do the right thing."

ACTION: EXECUTIVE SEARCH CONSULTANT BUDGET

Vice President (VP) for Human Resources and Legal Affairs Stephen Smith and Financial Services Director Stuart Trippel provided an overview of information contained in TAB 2 (Executive Search Consultant Budget) as well as an overview of a document entitled Presidential Search Consultant Status – June 26, 2013 containing tasks, scoring criteria and timeline. After several questions (including the make-up of the Presidential Search Committee) from the

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Trustees and AAG Smith, VP Smith clarified that the document related to the RFP (Request for Proposal) process and not the Presidential Search itself.

Based on discussion amongst the Trustees, AAG Smith suggested that the Board may have to delegate to the Administration, “the selection of consultants to bring forward to the Board for interviewing and selection” and recommended that the Administration “present at least one and not more than three firms to be interviewed.”

Motion 13:20: A motion was made by Trustee Liaw to authorize the College to issue the RFP, appoint Vice President Stephen Smith and Director Stuart Trippel to screen the proposals received and to bring forward up to three proposals from Search Consultants to the Board for interviewing and selection.

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

In response to AAG Smith’s inquiry as to whether there was a reason that the Board had to make a decision on an Executive Search Consultant Budget “right now,” Director Trippel noted that he thinks it is a good idea to have a sense of the source of the dollars related to Presidential Search expenses.

The Board determined that there was no need to take action on an Executive Search Consultant Budget “at this time,” and agreed that expenses related to the Presidential Search would come from the Board’s reserve account.

ACTION: RENEWAL OF SECOND-YEAR TENURE TRACK FACULTY CANDIDATE

Vice President for Academic and Student Affairs James Jansen provided an overview for the action item and referenced TAB 3 (Renewal of Second-Year Tenure Track Faculty Candidate). Prior to the June 26, 2013 meeting, each Trustee received a copy of TAB 3 and copies of evaluations for the candidate from her ARC (Appointment Review Committee).

In addition, the Trustees received a letter, dated June 11, 2013, from Acting President Daryl Campbell and Vice President James Jansen, recommending the renewal of the tenure track faculty contract for the 2013 – 2014 academic year.

The tenure track faculty candidate, her discipline/area, years on probation and committee chair as denoted on Tab 3:

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<u>Faculty Member</u>	<u>Discipline/Area</u>	<u>Years on Probation</u>	<u>Committee Chair</u>
Deloris (Lori) Stephens	Nursing	2	Linda Barnes

Motion 13:21: A motion was made by Trustee Olstad to renew the tenure track faculty contract for the 2013 – 2014 academic year for Second-Year Tenure Track Faculty Candidate Deloris (Lori) Stephens.

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

ACTION: APPROVE 2013 – 2014 TUITION, FEE(S) &/OR RATE(S)

(Note: A Study Session on College Fees preceded the Board's Regular Meeting on May 22, 2013.)

Director of Financial Services Stuart Trippel provided an overview of TAB 4 [Approve 2013-14 Tuition, Fee(s) and/or Rate(s)] and noted, "We are not asking for approval for tuition rates but rather approval for the proposed rates and fees."

Motion 13:22: A motion was made by Trustee Liaw to approve the 2013 – 2014 Parent-Child Center Rates; Parking Fees; Expedited Transcript Fee; and International Diploma Mailing Fee.

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

ACTION: APPROVE 2013 -2014 STUDENT SERVICES & ACTIVITIES (SS&A) BUDGET

(Note: The 2013 – 2014 Student Services and Activities (SS&A) Budget Proposal was submitted to the Board of Trustees in May 2013. In addition, a Study Session on the 2013 – 2014 SS&A Budget preceded the Board's Regular Meeting on May 22, 2013.)

On behalf of the SS&A Committee, Special Assistant to the President for Budget and Internal Control Holly Woodmansee provided an overview of TAB 5 (2013 – 2014 Student Services and Activities (SS&A) Budget).

The Trustees remarked how impressed they were by the May 22 SS&A Budget presentation by students Alex Peterson and Dillinger James.

Motion 13:23: A motion was made by Trustee Olstad to approve the 2013 – 2014 Student Services and Activities (SS&A) Budget.

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

ACTION: APPROVE BOARD RESOLUTION NO. 126 (2013-14 OPERATING BUDGET CONTINUING AUTHORITY)

Due to no state operating budget from the Legislature at the close (June 11, 2013) of its special extended session, Special Assistant to the President for Budget and Internal Control Holly Woodmansee noted, "We cannot make decisions until state appropriation and tuition rates are received from the Legislature." She added, "We are currently operating under the College's baseline budget" and directed the Board's attention to TAB 6 (Approve Board Resolution No. 126: 2013-14 Operating Budget Continuing Authority).

In response to a question from Chair Barrett, Special Assistant Woodmansee noted that with tuition collections and reserves, the College could continue to operate up to Fall Quarter 2013.

Motion 13:24: A motion was made by Trustee Liaw to approve Board Resolution No. 126 – 2013-14 Operating Budget Continuing Authority.

Trustee Terpstra seconded the motion, which was then unanimously approved 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 1950, AFT WASHINGTON/AFT/AFL-CIO (Effective: July 1, 2013 – June 30, 2016)

Vice President for Human Resources and Legal Affairs Stephen Smith provided an overview of TAB 7 (Ratify Agreement By and Between The Board of Trustees Of Community College District Number VII and the Shoreline Community College Federation of Teachers, Local No. 1950, AFT Washington/AFT/AFL-CIO). He called out that the updated contract achieves greater recognition of Senior Associate Faculty.

Motion 13:25: A motion was made by Trustee Trustee Olstad to approve the Agreement By and Between The Board of Trustees Of Community College District Number VII and the Shoreline Community College Federation of Teachers, Local No. 1950, AFT Washington/AFT/AFL-CIO.

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

At 5:32 PM, Chair Barrett called for a break and the Board reconvened into Regular Session at 5:38 PM.

ACTION: APPROVE BOARD RESOLUTION NO. 127 (COMMENDING SERVICE OF STUDENT BODY ASSOCIATION PRESIDENT KANPONG THAWEESUK)

Chair Barrett read Resolution No. 127 (Commending Service of Student Body Association President Kanpong Thaweesuk).

Student Body Association (SBA) President Thaweesuk thanked his colleagues, friends, staff and faculty for their support and helping him to grow professionally and personally.

Motion 13:26: A motion was made by Trustee Liaw to approve Resolution No. 127 (Commending Service of Student Body Association President Kanpong Thaweesuk).

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

ACTION: APPROVE BOARD RESOLUTION NO. 128 (COMMENDING SERVICE OF ROGER OLSTAD, TRUSTEE)

Chair Barrett read Resolution No. 128 (Commending Service of Roger Olstad – Trustee). He noted that Trustee Olstad is moving out of the district and as a result, is unable to continue to serve as a Shoreline Community College Trustee. Chair Barrett added that he appreciated Trustee Olstad’s wisdom, thoughtfulness and calmness.

Trustee Terpstra recalled when Trustee Olstad’s name first came up as someone to consider for the College’s Board of Trustees and mentioned learning that he was a distinguished Professor at the University of Washington and a member of the Lake Forest Park’s City Council. “It has been wonderful getting to know Trustee Olstad—a wise and thoughtful person.”

Trustee Liaw expressed how she appreciated Trustee Olstad’s “good questions during the tenure process,” his teaching and his humility. “You bring the goodness out in all of us.”

Trustee Olstad communicated that he is a strong believer in community and stated, “This is a community that I’m sorry to be leaving at this time.” He spoke of the important job that the Board had in front it—selecting a new President.

Motion 13:27: A motion was made by Trustee Terpstra to approve Resolution No. 128 (Commending Service of Roger Olstad, Trustee).

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

ACTION: APPROVE INTERIM PRESIDENTIAL CONTRACT

Chair Barrett stated that he and Trustee Liaw met with Acting President Daryl Campbell to “negotiate the terms of an Interim Presidential Contract.”

Motion 13:28: A motion was made by Trustee Terpstra to approve Daryl J. Campbell’s Interim Presidential Contract (July 1, 2013, but in no event later than June 30, 2014).

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

Per AAG Smith’s advice, the Salary denoted in the Interim Presidential Contract was entered into the meeting record:

The annual salary of the Interim President shall be \$189,070.00, subject to whatever periodic adjustments may be provided by the Board during the term of this contract.

ACTION: ELECT BOARD OF TRUSTEES OFFICERS (2013 – 2014) – CHAIR, VICE CHAIR, SECRETARY

Chair Barrett nominated Trustee Liaw to serve as the 2013 – 2014 Chair.

Motion 13:29: A motion was made by Trustee Terpstra to close the nominations and elect Trustee Liaw as the 2013 – 2014 Board Chair.

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

Chair Barrett nominated Trustee Washburn to serve as the 2013 – 2014 Vice Chair.

Motion 13:30: A motion was made by Trustee Terpstra to close the nominations and elect Trustee Washburn as the 2013 – 2014 Board Vice Chair.

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

Motion 13:31: A motion was made by Trustee Trustee Liaw for Lori Yonemitsu to serve as the 2013 – 2014 Secretary to the Board of Trustees as designated by Interim President Elect Daryl Campbell.

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

REPORT: SCC FACULTY

In relation to the input from the campus community on the Interim President position, Professor Amy Kinsel stated that some were not comfortable submitting individual feedback.

Professor Kinsel spoke of the challenges with the Canvas platform and how Associate Faculty members are giving hours of free time attempting to troubleshoot problems in their online classes. She recognized the work of the eLearning staff but expressed Faculty concern about whether Canvas will be a good long term decision.

In regard to the Open Comment Period, Professor Kinsel conveyed that “no timer was used when Ann Garnsey-Harter spoke for six minutes yet the Chair has used a timer and cut off Faculty during the Open Comment Period.”

As a result of the Spring 2013 election, Professor Kinsel will continue as the Federation’s Executive Board’s (E-Board’s) President. Other members of the E-Board for 2013 – 2014 include Juliet Lovejoy – 1st Vice President, Davis Oldham – 2nd Vice President, Ruth Gregory – 3rd Vice President and Shannon Flynn – Treasurer.

Professor Kinsel thanked the Board for ratifying the Faculty Contract and asked the Board to provide leadership at the state level regarding Faculty salaries. She added that it has become a challenge to recruit Faculty in Engineering, Nursing and Accounting because “we are unable to offer competitive salaries.”

REPORT: SCC CLASSIFIED

Instructional Support Technician Jerry Owens stated that Classified Staff is very happy that “despite the fiscal crisis, we can continue to operate during the Summer Quarter.” He added, “25,000 of our brothers and sisters from DSHS, the Parks Department, the Department of Corrections and other agencies, will be furloughed next week.”

REPORT: SCC STUDENT BODY ASSOCIATION

Student Body Association President (SBA President) Kanpong Thaweasuk spoke of holding a retreat of incoming and outgoing Student Body Association representatives and added, “The incoming officers are enthusiastic and energetic.” He expressed concern for the feelings of the students who were ready to speak about the Student Trustee position and conveyed that he would be appreciative if the Board extended an invitation to the students to meet with the Trustees during the summer.

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SBA President Thaweesuk conveyed that he spoke with a recent graduate who was not exposed to using technology and who expressed concern about degree programs that require many online classes. "I would like the College to acknowledge such students' challenges."

REPORT: SCC PRESIDENT

Acting President Daryl Campbell expressed his appreciation for "ensuring continuity."

In regard to the budget, he spoke of alternating bouts of hope and disappointment. "We are open for the Summer Quarter and this has been communicated to students and employees." He added that the good news was that the 3% salary reduction taken by the Classified Staff during FY 2012 – 2013, will be restored for FY 2013 – 2014.

Acting President Campbell informed the Trustees that his recent trip to China to meet with the investors for the Student Housing Project was very worthwhile and that the investors were happy to receive the letter from the Board, communicating the College's commitment to the Project. He added that the College has seen "triple digit growth" in Chinese students.

Acting President Campbell stated that he has chosen not to appoint an Interim Vice President for Administrative Services and instead has appointed four current Administrators to serve as Interim Executive Directors noting, the "overall cost to the College is less." He introduced newly appointed Interim Executive Directors Ann Garnsey-Harter, Mary Kelemen, Stuart Trippel and Holly Woodmansee. In addition, Acting President Campbell stated that he will determine if the PSET (President's Senior Executive Team) and SET (Senior Executive Team) model, "is the best model in the interim."

In closing, Acting President Campbell spoke of the need for all members of the campus community to exhibit reverence "as we go forward."

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustee Terpstra expressed that she is enjoying the blogs and communication to the campus from Acting President Campbell with Chair Barrett agreeing and stating, "Based on the input the Board received, it is very important that the Interim President be visible on campus."

Chair Barrett conveyed that he was "humbled by the Chairs before him" after Trustee Liaw thanked him for his service as the 2012 – 2013 Board Chair.

Trustee Liaw spoke of the contributions of former President Lambert and being very pleased that Acting President Campbell will be serving as the College's Interim President. She closed by agreeing with Acting President Campbell's call for reverence.

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ADJOURNMENT:

Chair Barrett adjourned the meeting at 6:47 PM.

Signed _____
Phil Barrett, Chair

Attest: September 25, 2013

Lori Y. Yonemitsu, Secretary