

## MINUTES

### STUDY SESSION

The following topics were presented to the Board of Trustees by Executive Director for Business & Support Student Services Stuart Trippel and Executive Director for Budget & Capital Dawn Vinberg:

- **2013 Financial Statements**
  - *Fiscal 2013 Audited Financial Statements*, including the *Independent Auditor's Report on Financial Statements* – It was noted that “No findings or management letter containing recommendations were received.”
  
- **2014 – 15 All Funds Review**
  - Report Cycle (Fiscal Management & Reporting)
  - Financial Statements (Review Statements as of June 30, 2013)
  - 2014 – 15 Operating Budget
  - 2014 – 15 All Funds
  - Revenue Trend
  - Actual Revenue
  - Expenditures
  - 2014 – 15 Operating Budget

Executive Director Trippel informed the Trustees that the College is scheduled to undergo an accountability audit commencing approximately on July 1, 2015. He explained that the accountability audit differs from the financial statements audit in that it is compliance based, as opposed to numbers based.

The Trustees provided input in response to a question from Executive Director Vinberg as to what the Board would like to see on the Quarterly Budget Reports. Trustee Barrett noted the value in having data that allows for trend spotting as well as data that serves as an indicator of the College's financial position.

### 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 Tom Lux at 4:00 PM in the Board Room of the Administration Building at Shoreline Community College.

MEMBERS PRESENT:

Trustees Phil Barrett, Catherine D'Ambrosio and Tom Lux were present.

Assistant Attorney General (AAG) John Clark represented the Office of the Attorney General.

CONSENT AGENDA

Chair Lux asked the Board to consider approval of the consent agenda. On the agenda for approval:

- a) One set of minutes from the Regular Meeting of January 21, 2015.

Motion 15:03: A motion was made by Trustee D'Ambrosio to approve the consent agenda.

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

REPORT: BOARD OF TRUSTEES CHAIR

Chair Lux introduced Dr. Douglass Jackson, who was recently appointed to the Board of Trustees. Chair Lux shared information about Clara Pellham, who was also recently appointed to the Board of Trustees.

Chair Lux and President Roberts recently attended the ACCT (Association of Community College Trustees) National Legislative Summit in Washington, D.C. Chair Lux shared the highlights from the Summit and their time in Washington, D.C., which included an opportunity to speak with Senator Murray and Congressman McDermott.

OPEN COMMENT PERIOD

None.

COLLEGE UPDATES

Acting Dean and Professor Terry Taylor shared an email from graduate Wendi Pedersen to Professor Charles (Chip) Dodd. Wendi is now working as a remote sensing analyst for UNOSAT in Geneva, Switzerland and utilizing her skills in assessing damage to world heritage sites. She is also one of the contributors to The United Nations Institute for Training and Research's report *Satellite-based Damage Assessment to Cultural Heritage Sites in Syria*. In Wendi's email, she called out Professor Dodd and retired Professor Sonja Solland. "Thank you

for inspiring a shy kid to enter the geographic world. It has taken me to places I never imagined I could go and to work on things I didn't even know were possible.”

ACTION: FACULTY SABBATICAL PROPOSALS (2015 – 2016)

Vice President for Academic & Student Affairs Robert Francis read the background and recommendation for TAB 1 (Faculty Sabbatical Leaves, 2015-2016).

Recommendation

It is recommended that sabbatical leaves be granted to Amy Kinsel and Fred Kuczarski for three quarters each during the 2015-2016 academic year at 86% compensation; to Juliet Lovejoy, Jo McEntire and Bob Thompson for two quarters each during the 2015-2016 academic year at 86% compensation; and to Rachel David for one quarter during the 2015-2016 academic year at 100% compensation.

Motion 15:04: A motion was made by Trustee Barrett to approve the granting of sabbatical leaves for 2015 – 2016 as recommended in TAB 1 (Faculty Sabbatical Leaves, 2015-2016).

Trustee D'Ambrosio seconded the motion, which was then unanimously approved by the Board.

ACTION: TWO-YEAR COLLEGE CALENDAR

Vice President for Academic & Student Affairs Robert Francis provided an overview of TAB 2 (Two-Year College Calendar) and he and Chris Melton, Acting Director & Registrar – Enrollment & Financial Aid Services responded to questions from the Board related to the College's academic calendar(s).

Recommendation

That the Board of Trustees takes action on one of the following:

- A. Approve the proposed permanent 2016-2017 College Calendar and the tentative 2017-2018 College Calendar as presented.
- B. Defer action and consider the proposed permanent 2016-2017 College Calendar, which may include revisions, and the tentative 2017-2018 College Calendar at its March 18, 2015 meeting.

Motion 15:05: A motion was made by Trustee D'Ambrosio to approve option B.

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

#### REPORT: EMERGENCY MANAGEMENT

Executive Director for Auxiliary & Logistical Support Services Mary Kelemen distributed and provided an overview of an *Emergency Management Update* document which included projects that have been completed, training that has been/is underway, projects in process and future directions and considerations. In addition, the *Shoreline Community College Incident Command Staffing Chart* was distributed to the Board.

#### REPORT: SCC FACULTY

Professor Kinsel thanked the Board for its approval of the 2015 – 2016 sabbatical proposals and for deferring action on the Two-Year College Calendar. She distributed and provided an overview of her February 25, 2015 *SCCFT Local 1950 Report*. (Report attached.)

#### REPORT: SCC CLASSIFIED

Instructional Support Technician Jerry Owens reiterated Professor Kinsel's sentiments and expressed concern about whether the Classified Staff contract would be funded. He spoke of the high turnover (approximately 20%) of Classified Staff and the difficulty that institutions are experiencing and will continue to experience, in recruiting and retaining staff.

#### REPORT: SCC STUDENT BODY ASSOCIATION

Student Body Association President (SBA President) Ashley Cowan distributed and provide an overview of her February 25, 2015 *Shoreline Community College Student Body Association Report*. (Report attached.)

#### REPORT: SCC PRESIDENT

President Roberts distributed her *Community Connections Report* (January 22, 2015 – February 24, 2015) and provided information related to the recent merger of PSADA (Puget Sound Automobile Dealers Association) and WSADA (Washington State Auto Dealers Association).

President Roberts distributed a draft of *Study Session Topics (February 2015 – June 2015) and Report Topics (February – June 2015)* and asked the Board to provide feedback to her on the draft prior to the March 2015 Regular Meeting of the Board of Trustees.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

None.

EXECUTIVE SESSION

At 5:27 PM, Chair Lux announced that the Board would convene in Executive Session for thirty minutes to discuss with legal counsel representing the college, litigation or potential litigation, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency, and would reconvene in Regular Session only to adjourn.

The Executive Session commenced at 5:35 PM.

ADJOURNMENT

At 6:05 PM, the Trustees reconvened in Regular Session.

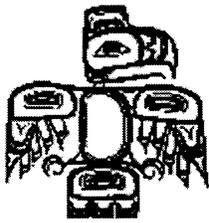
Motion 15:06: A motion was made by Trustee Barrett to adjourn the Regular Meeting of February 25, 2015.

Trustee D'Ambrosio seconded the motion, which was then unanimously approved by the Board.

Signed \_\_\_\_\_  
Tom Lux, Chair

Attest: March 18, 2015

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Lori Y. Yonemitsu, Secretary



***Shoreline Community College***

# **Federation of Teachers**

**AFT Washington**

**Local 1950**

**Date:** February 25, 2015  
**To:** Shoreline Community College Board of Trustees  
**From:** Amy Kinsel, President SCCFT Local 1950  
**Subject:** SCCFT Local 1950 Report

An anonymous group of part-time faculty has designated today, February 25, as National Adjunct Walkout Day. A noon walkout was planned by adjunct faculty at Seattle University, where more than half of all faculty members are part-time.

More than half of Shoreline faculty members also are contingent workers. AFT Washington has encouraged all faculty at AFT-represented campuses to mark today's day of action by calling attention to issues affecting part-time or contingent faculty, but not to engage in a walkout. It may go without saying that the College cannot provide a quality education to the 10,000 students who enroll in credit courses at Shoreline every year without the dedication and hard work of our adjunct faculty. But we ought to remind ourselves of this fact more often than we do.

What issues most affect part-time faculty? Two issues particularly stand out: lack of job security and low pay. Shoreline provides 15 senior associate faculty with job security in the form of renewable annual contracts. However, because some 200 other associate faculty do not have guaranteed employment quarter to quarter, they cannot plan on a predictable salary from month to month no matter how low, and they may not consistently qualify for employee benefits such as health insurance.

Today the Trustees will take action on sabbatical proposals from six tenured faculty. Sabbatical leaves give our core permanent faculty time to develop curriculum, expand programs, create new resources for students, and deepen their professional knowledge in their disciplines. The College supports professional development on a more modest scale for associate faculty through a part-time faculty pool fund. While not lessening support for professional growth of tenured faculty, investing in the professional growth of all Shoreline faculty should continue to be a high priority at the College.

Next month the Trustees by my count will review 18 tenure reports. More than 50 tenured faculty members have observed, met with, mentored, and evaluated these tenure candidates, and prepared these reports. This tremendous effort on the part of tenured faculty to ensure the excellence of new full-time faculty reflects the high value Shoreline places on providing superior instruction and faculty support to our students. We should not forget, though, that as many as 70 percent of Shoreline's courses are taught by adjunct faculty members who also benefit by being nurtured and mentored. The Office of Academic and Student Affairs is renewing its faculty professional development program, with a new faculty professional learning officer in place. Ideally, participation in any new professional learning opportunities should be feasible for part-time as well as for full-time faculty.

Despite lack of job security and low pay, associate faculty members often go above and beyond the requirements of their positions to take leading roles in campus projects. One of these is the campus community read of *Coming of Age in Mississippi* by Anne Moody that began this quarter and will continue in Spring quarter. Full- and part-time faculty are participating as facilitators and discussants, alongside administrators, classified staff, and students. One of the faculty members who has been most active in facilitating the community read has taught as an associate at Shoreline for seven years. This year, he has a temporary full-time appointment for two quarters, filling in for a faculty member with a temporary administrative assignment. With appropriate compensation and a full-time working schedule, he is able to devote considerable energy to projects like this that are highly beneficial to the College. His return to associate faculty status will mean he has less time or incentive to do this sort of work.

Meanwhile, faculty are closely watching the current legislative session in Olympia. AFT-Washington has sponsored bills concerning faculty increment funding and institutional budget transparency that are still alive in the House. If enacted, the faculty increments bill would dramatically improve the chances that associate faculty, who are almost all currently stuck at the very bottom of the associate faculty pay scale, would see modest increases in their salaries for the first time since 2007.

My message today from the Federation is to remind everyone that this College cannot function without part-time faculty. While Shoreline has adopted many of the Best Employment Practices for Part-time Faculty that were established by the Legislature in 2008, our associate faculty still lack job security and are still woefully underpaid. These Best Employment Practices are reprinted in the February 23 issue of *Soundings*, which is available online here: [http://issuu.com/soundings/docs/soundings\\_02-23-2015](http://issuu.com/soundings/docs/soundings_02-23-2015). This online publication includes other interesting update on faculty issues and activities, and I invite you to read it for additional faculty news.



## Shoreline Community College Student Body Association

*President Ashley Cowan*

Board of Trustees Report

February 25<sup>th</sup>, 2015

- We have had some changes to Student Leadership recently. As you may now be aware, Rae-Ann Barras is no longer working in the Student Leadership Center. Rezina Habtemariam is now working as the Acting Director of Student Life. Micaela Smith of workforce education has taken on some of the responsibilities of Program Support Supervisor.
- Welcome Stian Myraas, our new Minister of Finance! Stian has been serving as a student representative for the SBA this year and has been instrumental in promoting sustainability on campus. He is a member of the Clean Energy Technology Program at Shoreline.
- Prime Minister Heather Ellis and I attended Western Washington University for a tour of their sustainability programs, alongside the Shoreline Community College Economics Research Team (SCCERT).
- On January 27th, I joined other members of the college in Olympia to speak to our legislators regarding funding for higher education, and more specifically funding for capital projects.
- The Sustainability and Commuter Options Fee (SCOF) held a forum to discuss the future of the student fee. Students enthusiastically supported moving in the direction of funding sustainability projects with these student funds. As a result, the SCOF committee has approved the expenditure of \$25,000 to fund water bottle refilling stations on campus.
- Our newly formed Policy and Procedure (P&P) Committee has been working on reviewing fifteen college policies from the 5000 series as requested by College Council. This committee has also been working on revising our bylaws to reflect the organization restructure, otherwise referred to as the ASG project.
- On February 5<sup>th</sup>, 79 students attended a legislative rally in Olympia to support funding higher education. This was done in collaboration with the Washington Community and Technical College Student Association (WACTCSA). I attended alongside Minister of Finance Stian Myraas, and two other students stayed for the Ways and Means committee meeting where the governors proposed budget was being discussed.
- On February 6<sup>th</sup>, the Winter Ball was held by six clubs on campus, with over 200 students attending. This was done in partnership with Edmonds Community College.
- The Student Body Association is currently working on planning various social justice events to help promote multicultural awareness and competency among students.

- Hiring and applications for spring elections has begun. Applications close March 16<sup>th</sup>. Interviews and campaigns will begin at the beginning of Spring quarter and will continue through April 17<sup>th</sup>. It is at this time that I would like to officially announce my candidacy for 2015-16 Student Body President. This year has been an incredible experience and I have been so honored to work with so many of you. I will be reporting the results of the campaign season during the April Board of Trustees meeting.
- I have been co-chairing College Council with Amy Kinsel where we continued to work on campus policy review.
- In the next few weeks, members of the Student Body Association will be meeting at Edmonds Community College for a Region 3 Consortium meeting.