

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF APRIL 22, 2015**

TAB 1

ACTION

Subject: Board Reserve and Three-Year Funding of Office of College Advancement

Background

In order to assist the Foundation's capacity for fund-raising, the College administration recommends funding an Office of College Advancement—to include current Foundation Office staffing levels (a Program Manager, two part-time staff), Foundation operating expenses, and the hiring of a new administrative exempt position with the title Vice President for College Advancement and Executive Director of the Shoreline Community College Foundation. This position would report directly to the President and would be responsible for carrying out the following principal duties:

1. Assist in supporting the President with organization of the Foundation in its structure and board recruitment, training, and strategy development.
2. Assist the President in defining the necessary staffing for the Foundation and identifying candidates to support the President and the Foundation's board of directors.
3. Identify prospects for the feasibility study in preparation for the capital campaign. In addition, identify community leaders and create the strategy to build relationships with them for the President and other College leaders identified by her. Assist and advise the President on execution of the capital campaign.

The College expects that the cost for salaries, benefits and operating expenses of the Office of College Advancement will be \$300,000 per year, for a total of \$900,000 over the three-year period. The College administration requests that the Board of Trustees fund this cost through use of its Board reserve account.

This recommendation comes with the understanding that the authorization by the Board of Trustees at its December 3, 2014 Regular Meeting to fund the Special Assistant to the President for Community Engagement from its Board reserve account, will be superseded upon the hiring of a Vice President for College Advancement and Executive Director of the Shoreline Community College Foundation. Any services provided by the current Special Assistant to the President for Community Engagement will be compensated from the amount contained in this request.

**Subject: Board Reserve and Three-Year Funding of Office of College
Advancement**

Recommendation

That the Board authorize the funding by the following motion:

RESOLVED, that the Board of Trustees authorizes expenditure of \$900,000 of its reserve for a three-year period beginning July 2015 to fund the Office of College Advancement.

Prepared by: Cheryl Roberts, Ed.D., President
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Shoreline Community College
April 17, 2015