

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING OF APRIL 22, 2015
3:00 PM Study Session – Board Room, Administration Building (1000)
4:00 PM Regular Session – Board Room, Administration Building (1000)**

A G E N D A

3:00 PM – STUDY SESSION (BLDG. 1000; BOARD ROOM)			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
	SAI (Student Achievement Initiative): Student Success & the College’s Response	<i>Robert Francis & Bayta Maring</i>	
4:00 PM – REGULAR SESSION (BLDG. 1000; BOARD ROOM)			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
1.	Convene Meeting	<i>Tom Lux</i>	
2.	Consent Agenda a. Approval of Previous Meeting Minutes <ul style="list-style-type: none"> ▪ Regular Meeting of March 18, 2015 ▪ Special Meeting of March 13, 2015 	<i>Tom Lux & Trustees</i>	
3.	Report: Board of Trustees Chair	<i>Tom Lux</i>	
4.	Open Comment Period Share a compliment or concern. All comments are welcome.	<i>Tom Lux</i>	
5.	College Updates <ul style="list-style-type: none"> • Recognition of Fund for Education Abroad 2015-2016 Scholarship Recipient 	<i>Diana Sampson</i>	
6.	Report: •Studio Arts Program •Visual Communications Technology	<i>Kathie Hunt</i>	
7.	Action: Board Reserve and Three-Year Funding of Office of College Advancement	<i>Cheryl Roberts</i>	1
8.	Report: Legislative Updates	<i>Tom Lux & Cheryl Roberts</i>	
9.	Report: SCC Faculty	<i>Amy Kinsel</i>	
10.	Report: SCC Classified	<i>Jerry Owens</i>	
11.	Report: SCC Student Body Association	<i>Ashley Cowan</i>	
12.	Report: SCC President	<i>Cheryl Roberts</i>	
13.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	

14.	Executive Session, if necessary	<i>Tom Lux</i>	
15.	Next Regular Meeting: Wednesday, May 27, 2015		
16.	Adjournment		

MINUTES

STUDY SESSION

Executive Director for Business & Student Support Services Stuart Trippel and Special Assistant to the President for Community Engagement Laura Rehrmann provided information to the Board on the following:

Strategic Planning

- History and context of strategic planning at the College
- Current efforts
- Points of contact across the College
- Link with strategic enrollment management initiative
- Link with accreditation
- Draft Strategic Planning Process

Community Engagement

- Involvement of the broader community in the College's Strategic Planning Process via an external advisory committee

Trustee Barrett requested that the Board be updated on the Strategic Planning Process "every other month."

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, Doug Jackson, Tom Lux and Clara Pellham 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 February 25, 2015.

Motion 15:08: A motion was made by Trustee Jackson to approve the consent agenda.

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

REPORT: BOARD OF TRUSTEES CHAIR

Chair Lux welcomed new Trustees Doug Jackson and Clara Pellham.

OPEN COMMENT PERIOD

None.

COLLEGE UPDATES

Shoreline Students – Women in Science and Engineering Conference

Women's Center Program Manager Lynette Peters provided data related to women and women of color in STEM education and STEM fields. Program Manager Peters introduced student Hawa Coulibaly. Hawa was one of nine students who attended the February 2015 Women in Science and Engineering Conference at the University of Washington with Program Manager Peters.

ACTION: RENEWAL OF FIRST-YEAR AND SECOND-YEAR TENURE TRACK FACULTY CANDIDATES

President Roberts read the background and recommendation for TAB 1 (Renewal of First-and Second-Year Tenure Track Faculty Candidates).

Motion 15:09: Trustee Barrett stated, "After having given thoughtful consideration to the recommendations of the respective Appointment Review Committees, the Vice President for Academic and Student Affairs, and the President, I move that the Board continue the tenure-track candidate status of Matthew Allison, Mary Burroughs, Gail Dalton, Katie Fleming, Brad Fader, Jessica Gibson, Eric Hamako, Gwynith Hoffman-Robinson, Michelle Kleisath, Marjorie (Betty) Kost, Adria Magrath, Sasha Malinsky, Tiffany Meier, Trena Redman, Maya Smorodinsky, Rosalie Tepper and Ailsa Yamamoto."

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

ACTION: TENURE CONSIDERATIONS

President Roberts read the background and recommendation for TAB 2 (Tenure Considerations).

Motion 15:10: Trustee Jackson stated, “After having given thoughtful consideration to the recommendations of the respective Appointment Review Committees, the Vice President for Academic and Student Affairs, and the President, I move that the Board renew the following faculty appointments for the 2015 – 2016 academic year and, in addition, grant tenure status to Corinne (Corki) Budnick, Caroline Conley and James Elenteny.”

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

ACTION: TWO-YEAR COLLEGE CALENDAR (2016 – 2017 • 2017 – 2018)

Chris Melton provided the background on the action item and read the recommendation for TAB 3 (Two-Year College Calendar (2016-2017 • 2017-2018)).

Motion 15:11: A motion was made by Trustee D’Ambrosio to approve the permanent 2016 – 2017 and the tentative 2017 – 2018 College Calendar as presented.

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

REPORT: WINTER QUARTER 2015 ENROLLMENT

Director for Institutional Assessment & Data Management Bayta Maring distributed and provided an overview of a document entitled *Quarterly Total Enrollment Comparisons (QENR), Winter Quarter*.

Trustee D’Ambrosio inquired if there was a way to link the student outcomes to success, post Shoreline Community College. She also asked if it was possible to determine who takes what courses and how their success is measured.

REPORT: LEGISLATIVE UPDATES

Chair Lux provided an update of current Legislative matters including upcoming 32nd and 46th District Town Hall meetings as well as the status on a number of bills.

President Roberts provided an update on the capital budget process and the efforts of the Community and Technical Colleges to keep Legislators informed of matters concerning Higher Education.

REPORT: SCC FACULTY

Professor Amy Kinsel congratulated the newly tenured Faculty and provided an update on a number of Faculty related matters—including preparation for collective bargaining, the successful joint PERC (Public Employment Relations Commission) Training for Faculty and Administrators and outreach to Legislators regarding Faculty increments.

REPORT: SCC CLASSIFIED

Instructional Support Technician Jerry Owens acknowledged that while Classified Staff receive step increases, he expressed concern about the long-term effects related to the lack of salary increases and its impact on the recruiting and retaining of personnel from all employee groups.

REPORT: SCC STUDENT BODY ASSOCIATION

Student Body Association President (SBA President) Ashley Cowan distributed information related to recent and upcoming Student Leadership Center events.

REPORT: SCC PRESIDENT

President Roberts congratulated the newly tenured Faculty and noted that the Board takes the tenure process very seriously. She updated the Board on the work transpiring related to College Governance, the coming together of campus constituencies related to the Strategic Plan and campus wide efforts in planning Earth Week 2015.

President Roberts distributed a draft of *Study Session Topics (February 2015 – June 2015) and Report Topics (February – June 2015)* as well as the President's *Community Connections* document for February 26, 2015 – March 18, 2015.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

The Trustees congratulated Corinne (Corki) Budnick, Caroline Conley and James Elenteny and noted that their care for students was very evident.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MARCH 18, 2015

ADJOURNMENT

Motion 15:12: A motion was made by Trustee Barrett to adjourn the Regular Meeting of March 18, 2015.

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

Chair Lux adjourned the meeting at 5:17 PM.

Signed _____
Tom Lux, Chair

Attest: April 22, 2015

Lori Y. Yonemitsu, Secretary

MINUTES

The Special Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Tom Lux at 1:10 PM in the Central Conference Room (#1020M), located in the Administration Building (#1000) at Shoreline Community College, 16101 Greenwood Avenue North, Shoreline, Washington 98133.

MEMBERS PRESENT

Trustees Phil Barrett, Catherine D'Ambrosio, Doug Jackson, Tom Lux and Clara Pellham were present.

Also present: President Cheryl Roberts and Vice President for Academic and Student Affairs Robert Francis.

COMMUNICATION FROM THE PUBLIC

None.

EXECUTIVE SESSION

At 1:22 PM, Chair Lux announced that the Board would convene in Executive Session to review the performance of public employees.

RECONVENE IN SPECIAL SESSION

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

Motion 15:07: A motion was made by Trustee Barrett to adjourn the Special Meeting of March 13, 2015.

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

ADJOURNMENT

Chair Lux adjourned the meeting at 6:05 PM.

Signed _____
Tom Lux, Chair

Attest: April 22, 2015

Lori Y. Yonemitsu, Secretary

**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
Stuart Trippel CPA, Executive Director, Business and Student Support Services
Shoreline Community College
April 17, 2015