

**SHORELINE COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR MEETING OF JANUARY 21, 2015  
4:00 PM Regular Session – Board Room, Administration Building (1000)**

**A G E N D A**

<b>4:00 PM – REGULAR SESSION (BLDG. 1000; BOARD ROOM )</b>			
<b>NO.</b>	<b>AGENDA ITEM</b>	<b>RESPONSIBILITY</b>	<b>TAB</b>
1.	<b>Convene Meeting</b>	<i>Tom Lux</i>	
2.	<b>Consent Agenda</b> <b>a. Approval of Previous Meeting Minutes</b> ▪ Special Meeting of December 1, 2014 ▪ Regular Meeting of December 3, 2014	<i>Tom Lux &amp; Trustees</i>	
3.	<b>Report:</b> Board of Trustees Chair	<i>Tom Lux</i>	
4.	<b>Open Comment Period</b> Share a compliment or concern. All comments are welcome.	<i>Tom Lux</i>	
5.	<b>College Updates</b> <ul style="list-style-type: none"> <li>• Recognition of Campus Nominees and Board’s 2015 Nominee: TACTC’s 2015 Transforming Lives Awards</li> <li>• Recognition of Baden Women’s Soccer Athlete of the Year</li> <li>• Introduction of Laura Rehrmann, Special Assistant to the President for Community Engagement</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Phil Barrett</i></li> <li>• <i>Steve Eskridge</i></li> <li>• <i>Cheryl Roberts</i></li> </ul>	
6.	<b>Report (Quarterly):</b> Budget	<i>Dawn Vinberg</i>	<b>1</b>
7.	<b>Report:</b> Results of Balloting (Proposal to Rename the Professional Automotive Training Center→Professional Automotive Training Center – Dealer Training Academy)	<i>Cheryl Roberts</i>	
8.	<b>Discussion:</b> Study Session Topics (February – June 2015)	<i>Cheryl Roberts</i>	
9.	<b>Report:</b> SCC Faculty	<i>Amy Kinsel</i>	
10.	<b>Report:</b> SCC Classified	<i>Jerry Owens</i>	
11.	<b>Report:</b> SCC Student Body Association	<i>Ashley Cowan</i>	
12.	<b>Report:</b> SCC President	<i>Cheryl Roberts</i>	
13.	<b>Report:</b> Closing Remarks – Board of Trustees	<i>Trustees</i>	
14.	<b>Executive Session, if necessary</b>	<i>Tom Lux</i>	
15.	<b>Next Regular Meeting: Wednesday, February 25, 2015</b>		
16.	<b>Adjournment</b>		

## 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 2:32 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 and Tom Lux were present.

## COMMUNICATION FROM THE PUBLIC

None.

## EXIT CONFERENCE WITH WASHINGTON STATE AUDITOR'S OFFICE STAFF

Erika Davies and Kristina Baylor from the Washington State Auditor's Office went over the *Independent Auditor's Report on Financial Statements* of Shoreline Community College for the year ending June 30, 2013 and responded to questions from the Trustees.

## EXECUTIVE SESSION

At 2:47 PM, Chair Lux announced that the Board would convene in Executive Session at 3:00 PM in the Small Conference Room (#1004M) for approximately sixty minutes to review the performance of public employees.

## RECONVENE IN SPECIAL SESSION

At 4:00 PM, the Trustees reconvened in Special Session.

## ADJOURNMENT

Chair Lux adjourned the meeting at 4:00 PM.

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

Attest: January 21, 2015

\_\_\_\_\_  
Lori Y. Yonemitsu, Secretary

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 Tom Lux at 4:03 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 and noted that consent agenda item b. (Course Fee Waiver Process) would be pulled from the consent agenda and placed on the regular agenda. On the agenda for approval:

- a) One set of minutes from the Special Meeting of October 27, 2014 and one set of minutes from the Regular Meeting of October 29, 2014.

Motion 14:43: A motion was made by Trustee D'Ambrosio to approve the minutes from the Special Meeting of October 27, 2014 and the minutes from the Regular Meeting of October 29, 2014.

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

COURSE FEE WAIVER PROCESS

Executive Director Stuart Trippel and Vice President Robert Francis provided an overview of TAB 1 (Course Fee Waiver Process) and responded to questions from the Trustees.

A motion was made and seconded. After further discussion, the original motion was rescinded and amended.

Motion 14:44: A motion was made by Trustee Barrett that the Board of Trustees authorizes the College, by action of the President in consultation with the Executive Leadership Team, to waive course fees for new and experimental courses that support strategic priorities of the

College for a period of no more than one year and that, such authorization would be reviewed annually.

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

#### REPORT: BOARD OF TRUSTEES CHAIR

Chair Lux spoke of attending the TACTC's (Trustees Association of Community & Technical Colleges) Legislative Action Committee meeting and Fall Conference as well as the Faculty & Staff of Color Conference. He encouraged all Trustees to plan on attending the TACTC's Winter Legislative Contact Conference.

Trustee Barrett provided an overview of the TACTC's Transforming Lives Awards.

#### OPEN COMMENT PERIOD

Director Louise Petruzzella shared information on Clean Energy Technology & Entrepreneurship – including quarterly completions (actual and anticipated) and outreach and community engagement activities.

Executive Director Ann Garnsey-Harter introduced Associate Professor William Lindenmuth. Associate Professor Lindenmuth taught the Philosophy and Film MOOC and shared highlights from the class, which included over 1,500 participants from across the globe.

Alumnus and Community Member Alan Charnley expressed his appreciation for the events organized by the Global Affairs Center.

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

Vice President Robert Francis read the statement contained on TAB 2 (Renewal of First-Year & Second-Year Tenure Track Faculty Candidates).

Motion 14:45: 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 Alison Armstrong, Jeffrey Cromwell, Nancy Felke, Jessica Galan, Kevin Roner, John Tankersley and Ginger Villanueva."

Trustee D'Ambrosio seconded the motion.

The Trustees expressed appreciation for the work of the Vice President for Academic and Student Affairs, the Appointment Review Committees (ARCs) and the Chairs of the ARCs. In addition, the Trustees conveyed how carefully the Board considers the feedback from students contained in the reports from the ARCs.

The motion was approved unanimously by the Board.

ACTION: BOARD RESERVE & 2-YEAR FUNDING OF SPECIAL ASSISTANT TO THE PRESIDENT FOR COMMUNITY ENGAGEMENT

President Roberts provided an overview of TAB 3 (Board Reserve and Two-Year Funding of Special Assistant to the President for Community Engagement).

Motion 14:46: A motion was made by Trustee Barrett that the Board of Trustees authorizes expenditure of \$170,000 of its reserve for a two-year period beginning December 2014 to fund the position Special Assistant to the President for Community Engagement.

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

REPORT: SCC FACULTY

Professor Kinsel distributed a memorandum with the subject line SCCFT Local 1950 December 2014 Report and provided an overview of the items contained in the memorandum. (Memorandum attached.)

REPORT: SCC CLASSIFIED

Instructional Support Technician Jerry Owens echoed Professor Kinsel's statements. He added that the \$200.00 recognition benefit for employees has been very well received and stated that there have been many positive developments on campus and things are looking brighter.

Instructional Support Technician Owens distributed a Special to the Seattle Times by Stan Barer and Hugh Spitzer entitled *Don't rob higher education to fund other education mandates*.

REPORT: SCC STUDENT BODY ASSOCIATION

Student Body Association President (SBA President) Ashley Cowan shared Professor Kinsel's and Instructional Support Technician Owens' sentiments. She shared the priorities of the

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF DECEMBER 3, 2014

Student Government, including those centered around legislative matters, and also spoke of recent and future Student Leadership Center led events.

REPORT: SCC PRESIDENT

President Roberts provided an overview of the meetings and activities she has participated in with internal and external constituencies and communities – including student organized events, meetings with legislators, local rotary clubs and personnel from the University of Washington.

The College is adhering to Policy 3802 (Naming of Campus Facilities) and its procedural guidelines related to the proposal to rename the Professional Automotive Training Center, the Professional Automotive Training Center – Dealer Training Academy.

The College responded rapidly to the defacing of Project Pride posters and discussions have ensued related to how the campus community addresses such incidents and works toward creating a safe learning environment.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustee Barrett shared that his son, a student at Shoreline Community College will begin a program at DigiPen. He expressed his appreciation for the College community “being here for my son.”

Trustee D’Ambrosio conveyed that her daughter and son attended Shoreline Community College and enjoyed their time at the College.

ADJOURNMENT

Motion 14:47: A motion was made by Trustee Barrett to adjourn the Regular Meeting of December 3, 2014.

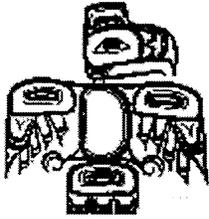
Trustee D’Ambrosio seconded the motion, which was then unanimously approved by the Board.

Chair Lux adjourned the meeting at 5:33 PM.

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

Attest: January 21, 2015

\_\_\_\_\_  
Lori Y. Yonemitsu, Secretary



***Shoreline Community College***

# **Federation of Teachers**

**AFT Washington**

**Local 1950**

**Date:** December 3, 2014  
**To:** Shoreline Community College Board of Trustees  
**From:** Amy Kinsel, President SCCFT Local 1950  
**Subject:** SCCFT Local 1950 December 2014 Report

During this final week of classes for Fall 2014, I'd like to reflect on some positive developments at the College this quarter as well as mention areas where faculty would welcome growth in 2015.

A renewed spirit of mutual respect and cooperation among all campus constituencies is a positive development this fall. The Federation is especially appreciative that President Roberts has personally discussed with faculty, classified staff, and student leaders some of her major initiatives and decisions, both to solicit our feedback and to provide us with opportunities to understand and ask questions about her plans. It is very helpful as constituency leads to receive timely notice of administrative announcements so that we are prepared to respond to any questions or concerns that may arise within the College community.

Shoreline's College community is continually growing and changing, and that too requires respect and cooperation. The Federation and the Administration have worked closely together this quarter to support new faculty members of the College community by coordinating salary placement for new full-time faculty, offering New Faculty Orientation sessions to all new full-time and associate faculty, facilitating Faculty Evaluation Plans for dozens of full-time and associate faculty, establishing Appointment Review Committees for 12 new tenure-track faculty, and supporting ongoing tenure review processes for 18 existing committees. The pace of faculty hiring will slow during the remainder of this academic year, with only another 7 Appointment Review Committees likely to be established. It is exciting to welcome new full-time faculty to the College, and tenured faculty are stepping up to fulfill their resulting mentoring, evaluation, and review responsibilities. In addition to the 35 tenured faculty members who are newly-elected to

serve on ARCs this quarter, the Federation would like to recognize the administrators and students who serve on ARCs, and the classified staff members who prepare the physical reports. We are all enriched by working with the new faculty and with each other in the tenure review process.

Other positive developments this fall include the Administration's responses to politically sensitive issues of concern for members of the campus community. The Administration has facilitated faculty and student efforts to lead critical conversations around issues of race and social justice. Faculty particularly appreciate the Administration's support for holding open discussions about off-campus events in Ferguson, Missouri, as well as on-campus incidents involving the defacement of posters for the Queer Film Festival that was held on campus this quarter. Faculty join other members of the campus community in applauding President Roberts's commitment to ensuring that Shoreline fosters a climate of equity, inclusion, and respect, and we pledge to work with her administration to develop policy and procedures that reflect this community standard.

Areas for growth for the new year include policy review and shared governance. College Council is undertaking a systematic review of scores of College policies, beginning with the 5000 series, which encompasses policies directly affecting students. In addition, President Roberts has tasked the Council with reviewing and revising Policy 4111, Affirmative Action/Equal Opportunity, which contains College hiring processes. For a number of positions, the Administration has chosen to bypass the College's standard hiring procedures in favor of ad hoc processes or direct appointments. While there are sometimes sound reasons to make direct appointments, disregarding established hiring practices may not allow for the consistent and thoughtful faculty, staff, and student involvement in these important processes that is essential at an institution that professes to be following the principles of shared governance.

The Federation looks forward to reaching a mutual understanding with the Administration about what shared governance consists of in practice. I regret to say that faculty have been frustrated on occasion this quarter when they have been expected to participate in meetings and other scheduled events that directly conflict with their classroom teaching responsibilities or that occur outside the academic quarter on days when faculty are not scheduled to be on campus. The Federation is working with the Administration to operationalize shared governance practices so that in future scheduling conflicts do not preclude meaningful faculty participation in campus decision-making processes and professional development opportunities.

As for professional development, the Federation is grateful for the \$200 in additional professional development funding that the Administration is making available to each faculty member, full-time and associate, for this academic year. While a small boost in professional development funding cannot make good on the thousands of dollars of step increases that each faculty member has foregone since 2008, the College's good faith effort to get some additional money in the hands of faculty and staff is much appreciated.

Going forward into the 2015 Legislative session, AFT-Washington will be seeking support from the Trustees Association and the Presidents Association locally and at the state level for full funding of faculty step increases in the state operating budget. As AFT-Washington's Vice President for Legislative Affairs, I have participated in state-level discussions between the two faculty unions and leaders from the State Board and the Presidents Association aimed at reaching agreement on a sustainable method of funding faculty step increases for the next biennium and into the future. A mutually acceptable agreement would provide predictable level funding for faculty salaries so that community and technical college faculty do not remain the only state employees—yes, *the only state employees*—whose regularly-earned step increases depend upon irregular (or non-existent) direct legislative appropriation. I sincerely hope that the good will between the stakeholders in this discussion that I felt at a meeting I attended in Olympia in November will enable us to reach an agreement in 2015 that will serve the needs of Colleges, faculty, and students by treating faculty step increases like classified staff step increases, as part of regular operating expenses.

I'm looking forward to the end of the quarter on December 11, when I'll be receiving what I expect will be some really excellent term papers on U.S. immigration history. Once grades are submitted on December 15, faculty will take a well-deserved (and unpaid) break from the College and return refreshed and eager to start a new year and a new quarter on January 5, 2015.

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF JANUARY 21, 2015**

**TAB 1**

**REPORT**

**Subject: Quarterly Budget Report**

**Attached**

1. Operating Budget Financial Review (Period Ending December 31, 2014)
2. Operating Budget Status Report (As of December 31, 2014)

Prepared by: Dawn Vinberg, Executive Director, Budget/Capital  
Shoreline Community College  
January 15, 2015

**Operating Budget Financial Review**  
 Period Ending December 31, 2014  
 Prepared for Board of Trustees



**Executive Overview**

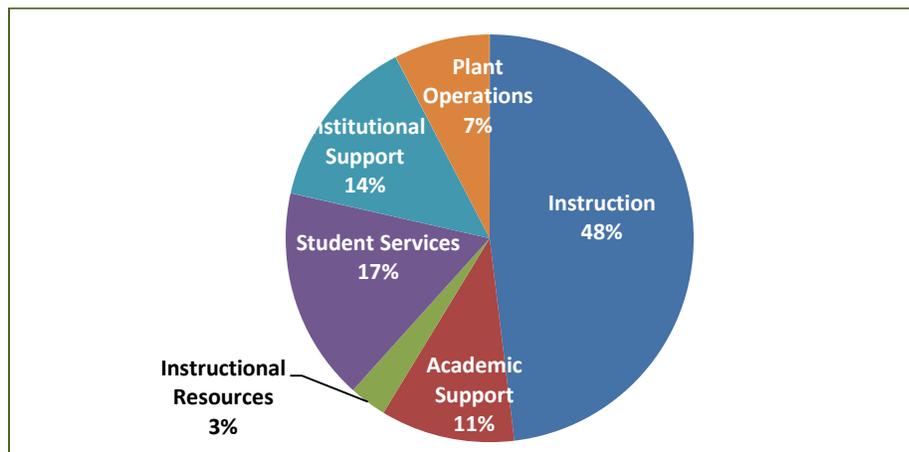
The attached Operating Budget Board of Trustees Report for Shoreline Community College includes financial information from July 1, 2014 through December 31, 2014. This report includes information for the College’s Operating Budget. Overall, the college demonstrates a healthy budget to actual position in most all operational areas and this report shows no unexpected results.

**Major Operating Budget Results**

Direct instructional expense, such as faculty expenses, remains the largest portion of the Operating Budget as well as the largest portion of the operating expenses. Expenses are well-managed and within BOT approved budget amounts.

**Operating Expenses – by Category**

- Instructional expenses are 48% of the overall actual expenses to date.
- All student-related expenses (Instruction, Student Services Academic Support) make up 78% of the overall expenses.



**Expenses Compared to Budget – by Type**

- Labor expenses are at 50% of budget – with half the fiscal year completed.
- Good & Services expenses are at 35% of budget – demonstrating effective managerial oversight.

Type of Expense	Budget	Actual	Remaining	% of Budget Spent
Labor	\$ 33,421,356	\$ 14,800,769	\$ 18,620,587	44%
Goods & Services	\$ 9,507,195	\$ 4,092,407	\$ 5,414,788	43%
<b>Total</b>	<b>\$ 42,928,551</b>	<b>\$ 18,893,176</b>	<b>\$ 24,035,375</b>	<b>44%</b>

**Tuition Revenue**

- Tuition revenue as of December 2014 is at \$12.2M and compares to \$13.1M last year for the same timeframe. This is reflective of varied timing of tuition revenue collection.

	YTD Target	YTD Revenue	% of Target
This Year - Dec 2014	\$ 13,000,225	\$ 12,174,896	94%
Last Year - Dec 2013	\$ 12,447,124	\$ 13,168,888	106%

Shoreline Community College  
Operating Budget Status Report  
As of December 31, 2014

Revenues		Budget	Actual Revenue	Balance Uncollected	% Uncollected	
State Appropriation		\$ 19,199,011	\$ 19,199,011	\$ -	0%	
ABE/ESL		\$ 240,343	\$ 26,591	\$ 213,752	89%	
Tuition		\$ 18,120,000	\$ 10,268,256	\$ 7,851,744	43%	
Local Dedicated Fees		\$ 3,740,595	\$ 2,188,618	\$ 1,551,977	41%	
Carry Forward		\$ 2,204	\$ 2,204	\$ -	0%	
Innovation Funding		\$ 36,283	\$ 36,283	\$ -	0%	
Local Revenue		\$ -	\$ 37,157	\$ (37,157)		
Transfers						
Bookstore		\$ 175,000	\$ 87,500	\$ 87,500	50%	
Career Education Options		\$ 514,591	\$ 257,296	\$ 257,296	50%	
Grants and contract Overhead		\$ 55,000	\$ 27,500	\$ 27,500	50%	
Running Start		\$ 460,140	\$ 230,070	\$ 230,070	50%	
<b>Total</b>		<b>\$ 42,543,167</b>	<b>\$ 32,360,486</b>	<b>\$ 10,182,682</b>	<b>24%</b>	

Expenditures		Budget	Actual Expenditures	Balance Remaining	% Remaining	% Actual Spent
01	Instruction					
	Salaries and Benefits	\$ 19,000,385	\$ 8,325,585	\$ 10,674,800	56%	
	Goods/Services	\$ 1,519,835	\$ 756,186	\$ 763,649	50%	
		\$ 20,520,220	\$ 9,081,771	\$ 11,438,449		48%
02	Reserves					
	Salaries and Benefits	\$ 241,623	\$ -	\$ 241,623		
	Goods/Services	\$ 916,990	\$ -	\$ 916,990		
		\$ 1,158,613	\$ -	\$ 1,158,613		
04	Academic Support Services					
	Salaries and Benefits	\$ 3,055,086	\$ 1,269,832	\$ 1,785,254	58%	
	Goods/Services	\$ 1,159,384	\$ 739,051	\$ 420,333	36%	
		\$ 4,214,470	\$ 2,008,883	\$ 2,205,587		11%
05	Instructional Resource Center					
	Salaries and Benefits	\$ 963,058	\$ 465,601	\$ 497,457	52%	
	Goods/Services	\$ 180,300	\$ 93,199	\$ 87,101	48%	
		\$ 1,143,358	\$ 558,800	\$ 584,558		3%
06	Student Services					
	Salaries and Benefits	\$ 5,276,399	\$ 2,314,456	\$ 2,961,943	56%	
	Goods/Services	\$ 2,393,447	\$ 879,120	\$ 1,514,327	63%	
		\$ 7,669,846	\$ 3,193,576	\$ 4,476,270		17%
08	Institutional Support					
	Salaries and Benefits	\$ 3,479,250	\$ 1,725,827	\$ 1,753,423	50%	
	Goods/Services	\$ 1,240,969	\$ 885,568	\$ 355,401	29%	
		\$ 4,720,219	\$ 2,611,395	\$ 2,108,824		14%
09	Plant Operations and Maintenance					
	Salaries and Benefits	\$ 1,405,555	\$ 699,468	\$ 706,087	50%	
	Goods/Services	\$ 2,096,270	\$ 739,283	\$ 1,356,987	65%	
		\$ 3,501,825	\$ 1,438,751	\$ 2,063,074		8%
<b>GRAND TOTAL</b>						
	Salaries and Benefits	\$ 33,421,356	\$ 14,800,769	\$ 18,620,587	56%	
	Goods/Services	\$ 9,507,195	\$ 4,092,407	\$ 5,414,788	57%	
	<b>Total</b>	<b>\$ 42,928,551</b>	<b>\$ 18,893,176</b>	<b>\$ 24,035,375</b>	<b>56%</b>	<b>100%</b>