

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING OF DECEMBER 3, 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
	Transfer Programs	<i>Robert Francis</i>	
4:00 PM – REGULAR SESSION (BLDG. 1000; BOARD ROOM)			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
1.	Convene Meeting	<i>Catherine D'Ambrosio</i>	
2.	Consent Agenda a. Approval of Previous Meeting Minutes ▪ Regular Meeting of October 28, 2015	<i>Catherine D'Ambrosio & Trustees</i>	
3.	Report: Board of Trustees Chair	<i>Catherine D'Ambrosio</i>	
4.	Open Comment Period	<i>Catherine D'Ambrosio</i>	
5.	College Update(s) •Online Faculty & Quality Matters (QM) •Community College Business Officers (CCBO)	<i>•Ann Garnsey-Harter •Dawn Vinberg</i>	
6.	Action: Renewal of First-Year & Second-Year Tenure Track Faculty Candidates	<i>Robert Francis</i>	1
7.	Action: Tenure Considerations	<i>Robert Francis</i>	2
8.	First Reading: Change to Policy 7511 (Meetings of the Board of Trustees)-Shoreline Community College Board of Trustees Bylaws	<i>Catherine D'Ambrosio & Trustees</i>	3
9.	Report(s): •Strategic Enrollment Management (SEM)	<i>Robert Francis, Jim Hills & Chris Melton</i>	
10.	Update: 2015 – 2016 Areas of Focus	<i>Executive Leadership Team</i>	
11.	Report: SCC Faculty	<i>DuValle Daniel</i>	
12.	Report: SCC Classified	<i>Jerry Owens</i>	
13.	Report: SCC Associated Student Government	<i>Ashley Cowan</i>	

14.	Report: SCC President	<i>Cheryl Roberts</i>	
15.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
16.	Executive Session, if necessary	<i>Catherine D'Ambrosio</i>	
17.	Next Regular Meeting: Wednesday, January 27, 2016		
18.	Adjournment		

SHORELINE COMMUNITY COLLEGE
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MINUTES

STUDY SESSION

The Study Session of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Catherine D'Ambrosio at 3:02 PM in the Board Room of the Administration Building at Shoreline Community College. Chair D'Ambrosio noted that a quorum of the Board was present. The Trustees then proceeded to room 1713 (building #1700) for a Study Session related to the College's Transitional Programs.

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 Catherine D'Ambrosio at 4:08 PM in the Board Room of the Administration Building at Shoreline Community College. Chair D'Ambrosio noted that a quorum of the Board was present.

MEMBERS PRESENT

Trustees Catherine D'Ambrosio, Doug Jackson (via conference call), Tom Lux and Clara Pellham were present.

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

CONSENT AGENDA

Chair D'Ambrosio 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 September 23, 2015.

Motion 15:39: A motion was made by Trustee Lux to approve the consent agenda.

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

REPORT: BOARD OF TRUSTEES CHAIR

Chair D'Ambrosio stated, "Our student successes and accomplishments at Shoreline, are our successes and accomplishments."

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Chair D'Ambrosio reported that she, Trustee Pellham and President Roberts attended the 2015 ACCT (Association of Community College Trustees) Leadership Congress and noted that Trustees from the state of Washington are well prepared, in and for, their roles.

OPEN COMMENT PERIOD

None.

COLLEGE UPDATE(S)

Parenting Education Program

Parent Education Coordinator Pollie McCloskey and Associate Faculty and Shorenorth Co-op Preschool Director & Teacher Jan Burnham provided an overview of the history of Parenting Education in the state of Washington, as well as, information on Shoreline Community College's Parenting Education Program. They noted that Shoreline's program is "ranked third for highest overall growth in FTE enrollment over the past five years."

ACTION: STUDENT HOUSING FEASIBILITY STUDY

Executive Director for Business & Student Support Services Stuart Trippel provided an overview of TAB 1 (Student Housing Feasibility Study) and read the recommendation as written on TAB 1:

That the Board designate Two Hundred Thousand Dollars (\$200,000) from existing one-time resources to fund a student housing feasibility study, and that the Board authorize the College administration to file a notice of intent to finance with the Office of the State Treasurer at the appropriate time.

Motion 15:40: A motion was made by Trustee Lux to approve the recommendation as written.

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

REPORT(S)

Emergency Management Plan Response

Clery Act

Director of Safety & Security Robin Blacksmith distributed and provided an overview of the *Shoreline Community College 2014 Annual Security Report*.

In addition, Director Blacksmith provided an overview of the *Shoreline Community College Emergency Response Plan*.

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The Trustees conveyed that emergency related trainings for campus personnel should be mandatory and occur on a regular basis.

Title IX

Stephen Smith, Vice President for Human Resources & Legal Affairs, provided an overview of Title IX—the “federal civil rights law that prohibits sex discrimination in education.” He spoke of the intersections between Title IX and the Clery Act and confirmed that the College has a Title IX page on its website, has adopted an online training program for students and a parallel training for employees.

ACTION: BOARD OF TRUSTEES 2015 – 2016 GOALS

Chair D’Ambrosio provided an overview of TAB 2 (Board of Trustees 2015 – 2016 Goals).

Motion 15:41: A motion was made by Trustee Lux to approve the goals as presented at the Board’s September 23, 2015 Regular Meeting and to include the College’s Vision and Mission on the document, as recommended at the September 23rd meeting.

Trustee Pellham seconded the motion.

The Trustees discussed the statement “Support the leadership of the College President” that was recommended as an additional goal at the September 23, 2015 Regular Meeting. They agreed that the Board’s support of the College President is embedded in the other goals and therefore, doesn’t need to be added to the Board of Trustees 2015 – 2016 Goals.

Motion carried.

ACTION: BOARD OF TRUSTEES 2016 REGULAR MEETING SCHEDULE

Chair D’Ambrosio provided an overview of TAB 3 (Approval of 2016 Board of Trustees Meeting Schedule).

Motion 15:42: A motion was made by Trustee Lux to approve the 2016 Board of Trustees Meeting Schedule as presented on TAB 3.

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

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ACTION: ACT TRANSFORMING LIVES AWARDS

Chair D'Ambrosio provided an overview of TAB 4 (Washington Association of College Trustees (ACT) Transforming Lives Awards).

Trustees Jackson and Pellham volunteered to serve as the “two (2) members of the Board to review the nomination submissions and determine the Shoreline Community College Board of Trustees’ nominee for the 2016 ACT Transforming Lives Awards.”

Motion 15:43: A motion was made by Trustee Lux to approve Trustees Jackson and Pellham as the subcommittee of the Board to review and determine the Shoreline Community College Board of Trustees’ nominee for the 2016 ACT Transforming Lives Awards.

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

REPORT: SCC FACULTY

Professor DuValle Daniel provided an overview of Faculty Updates. (Document attached.)

REPORT: SCC CLASSIFIED

Media Maintenance Technician Paul Fernandez spoke of staff taking part in the discussion related to the 4000 building as they want to ensure that services to students are not impacted when the building is remodeled. He added that the Shoreline Community College WFSE (Washington Federation of State Employees) is sponsoring a table at the Foundation’s November 5th Student Success Breakfast and that a number of the College’s WFSE members are on the Local 304’s (King County) Executive Board and/or negotiating team.

REPORT: SCC ASSOCIATED STUDENT GOVERNMENT

Associated Student Government President (ASG President) Ashley Cowan distributed and provided an overview of the Associated Student Government and Student Leadership Center packets that are distributed to students. ASG President Cowan highlighted the information contained in the *October 2015 Student Leadership Center Report*—including what opportunities or services are available for students.

REPORT: SCC PRESIDENT

President Roberts distributed and provided an overview of her *Community Connections Report* (September 24, 2015 – October 28, 2015). She shared with the Board, the work that is transpiring

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related to the remodeling of the 4000 and 9000 buildings, the redesign of the College's website, the work on a Weapons Policy and a Community Standard Statement.

President Roberts closed her report by speaking about the October 26-27, 2015 NWCCU (Northwest Commission on Colleges and Universities) mid-cycle evaluation visit, as well as, a conversation with the College's neighbors that has been scheduled for the evening of December 7.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustee Pellham and Chair D'Ambrosio expressed their appreciation for the Shoreline 101 Study Sessions and look forward to future sessions.

ADJOURNMENT

Motion 15:44: A motion was made by Trustee Lux to adjourn the Regular Meeting of October 28, 2015.

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

Chair D'Ambrosio adjourned the meeting at 5:50 PM.

Signed _____
 Catherine D'Ambrosio, Chair

Attest: December 3, 2015

 Lori Y. Yonemitsu, Secretary

October 28, 2015 Faculty Updates for BOT Meeting:

1. **Faculty is currently in the process of voting to approve or disapprove the agreed upon allocation of the 3% COLA for all faculty, and the .16 increments** for all eligible tenured and tenure-track faculty, retroactively effective to July 1, 2015.
2. We hope to take advantage of the **opportunity provided to us by the WA legislature**, giving us a **2-year window to bargain for local funds** in order to move faculty closer to competitive wages that reflect the work that we do.
3. **Ballots are going out tomorrow to ratify** the 2015-2016 Appointment Review Committees, Dismissal Review Committee, the Committee for Resolution of Academic Grievances, the newly appointed JUMC team and faculty representatives... hopefully.
4. **The Federation is continuing the process of gathering information** from members in preparation for the Interest Based Bargaining to begin winter quarter 2016.
5. **This week is Part-Time Equity Week, and the SCCFT** used the opportunity to say thank you to our part-time faculty, and to educate the campus about the inequities of working part-time in higher education and also the contributions made by part-timer faculty at SCC and around the country.

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TAB 1

ACTION

Subject: Renewal of First-Year & Second-Year Tenure Track Faculty Candidates

Background

Under separate cover the Board received copies of the appointment review committees' evaluations for one first-year, and five second-year tenure track faculty candidates. On November 30, 2015, the Board met in executive session with faculty chairs of each of the five appointment review committees to review and discuss the second year Appointment Review Committee Reports.

Listed below are the tenure track faculty candidates and committee chairs.

<u>Faculty Member</u>	<u>Discipline/Area</u>	<u>Years on Probation</u>	<u>Committee Chair</u>
Alison Armstrong	Engineering	2	David Phippen
Jeffrey Cromwell	Automotive – Toyota T-Ten	2	Bob Biesiedzinski
Nancy Felke	Academic Advising – ABE/GED H.S. 21 International Edu.	2	Alicia Zweifach
Kevin Roner	Automotive – Toyota T-Ten	2	Ken Campbell
Ginger Villanueva	Academic Advising - International Edu.	2	Diana Knauf
Claire Fant	Interactive Media Design	1	Christine Shafner

Recommendation

At this time the Board may consider taking action on the tenure track faculty candidates.

Prepared by: Robert Francis
Vice President for Academic and Student Affairs
Shoreline Community College
November 30, 2015

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TAB 2

ACTION

Subject: Tenure Considerations

Background

Under separate cover the Board received copies of the appointment review committees' reports and recommendations for two third-year faculty candidates.

On November 30, 2015 the Board met in executive session with the faculty chairs of each of the two appointment review committees to review and discuss the third year Appointment Review Committee reports.

<u>Faculty Member</u>	<u>Discipline/Area</u>	<u>Committee Chair</u>
Jessica Galan	Academic Advising-International Education	Juliet Lovejoy
John Tankersley	Academic Advising-International Education	Lauren Wilson

Recommendation

At this time the Board has three options: 1) to grant tenure, 2) to deny tenure, or 3) to take no action, which results in a passive granting of tenure.

Prepared by: Robert Francis
Vice President for Academic Affairs
Shoreline Community College
November 30, 2015

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TAB 3

FIRST READING

Subject: Change to Policy 7511 (Meetings of the Board of Trustees) – Shoreline Community College Board of Trustees Bylaws

Background

▪**Policy 7511 (Meetings of the Board of Trustees) in the Shoreline Community College Board of Trustees Bylaws currently states:**

POLICY 7511

MEETINGS OF THE BOARD OF TRUSTEES

The Board of Trustees shall hold one regular meeting on the fourth Wednesday of each month at 4:00 p.m. and such special meetings as may be requested by the Chair of the Board or by a majority of the members of the Board and announced in accordance with law.

All regular and special meetings of the Board of Trustees shall be held at 16101 Greenwood Avenue North, Shoreline, WA 98133, unless scheduled elsewhere, and shall be open to the general public, except for lawful executive sessions.

No official business shall be conducted by the Board of Trustees except during a regular or special meeting.

▪**Proposed modifications (highlighted in yellow) to Policy 7511 (Meetings of the Board of Trustees) in the Shoreline Community College Board of Trustees Bylaws:**

POLICY 7511

MEETINGS OF THE BOARD OF TRUSTEES

The Board of Trustees shall hold one regular meeting on the fourth Wednesday in January, February, April, June, September and October, the third Wednesday in March, and the first Wednesday in December. Special meetings may be requested by the Chair of the Board or by a majority of the members of the Board. Notice of regular meetings, regular meeting changes, and special meetings will be made in accordance with open public meetings law.

All regular and special meetings of the Board of Trustees shall be held at 16101 Greenwood Avenue North, Shoreline, WA 98133, unless scheduled elsewhere, and shall be open to the general public, except for lawful executive sessions.



No official business shall be conducted by the Board of Trustees except during a regular or special meeting.

Recommendation

In accordance with Policy 7523 (Amendments of Bylaws of the Board of Trustees) in the Shoreline Community College Board of Trustees Bylaws, it is recommended that the Board of Trustees take action on the proposed modifications to Policy 7511 (Meetings of the Board of Trustees) at its January 27, 2016 Regular Meeting.

POLICY 7523

AMENDMENTS OF BYLAWS OF THE BOARD OF TRUSTEES

Bylaws of the Board may be amended by a majority vote of the Board provided such changes are proposed at least one meeting prior to the meeting at which the vote is taken. Bylaws may be amended by unanimous vote of the total Board membership at any regular or special meeting.

Prepared by: Lori Yonemitsu
 Executive Assistant to the President & Secretary to the Board of Trustees
 Shoreline Community College
 November 25, 2015