

**SHORELINE COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR MEETING OF OCTOBER 28, 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**

<b>3:00 PM – STUDY SESSION (BLDG. 1000; BOARD ROOM )</b>			
<b>NO.</b>	<b>AGENDA ITEM</b>	<b>RESPONSIBILITY</b>	<b>TAB</b>
	<b>Transitional Programs</b>	<i>Robert Francis</i>	
<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>Catherine D'Ambrosio</i>	
2.	<b>Consent Agenda</b> <b>a. Approval of Previous Meeting Minutes</b> ▪ Regular Meeting of September 23, 2015	<i>Catherine D'Ambrosio &amp; Trustees</i>	
3.	<b>Report:</b> Board of Trustees Chair	<i>Catherine D'Ambrosio</i>	
4.	<b>Open Comment Period</b>	<i>Catherine D'Ambrosio</i>	
5.	<b>College Update(s)</b> •Parenting Education Program	<i>•Pollie McCloskey</i>	
6.	<b>Action: Student Housing Feasibility Study</b>	<i>Stuart Trippel</i>	<b>1</b>
7.	<b>Report(s):</b> •Emergency Management Response Plan •Clery Act •Title IX	<i>•Dawn Vinberg •Dawn Vinberg •Stephen Smith</i>	
8.	<b>Action: Board of Trustees 2015 – 2016 Goals</b>	<i>Catherine D'Ambrosio &amp; Trustees</i>	<b>2</b>
9.	<b>Action: Board of Trustees 2016 Regular Meeting Schedule</b>	<i>Catherine D'Ambrosio &amp; Trustees</i>	<b>3</b>
10.	<b>Action: ACT Transforming Lives Awards</b>	<i>Catherine D'Ambrosio &amp; Trustees</i>	<b>4</b>
11.	<b>Report:</b> SCC Faculty	<i>DuValle Daniel</i>	
12.	<b>Report:</b> SCC Classified	<i>Jerry Owens</i>	
13.	<b>Report:</b> SCC Associated Student Government	<i>Ashley Cowan</i>	
			<a href="#">→</a>

14.	<b>Report:</b> SCC President	<i>Cheryl Roberts</i>	
15.	<b>Report:</b> Closing Remarks – Board of Trustees	<i>Trustees</i>	
16.	<b>Executive Session, if necessary</b>	<i>Catherine D'Ambrosio</i>	
17.	<b>Next Regular Meeting: Thursday, December 3, 2015</b>		
18.	<b>Adjournment</b>		

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
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REGULAR MEETING OF SEPTEMBER 23, 2015

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 3:00 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 the Library (building #4000) for a Study Session related to the Library, Media & Technology Center.

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 4:03 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 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 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 June 24, 2015, one set of minutes from the Special Meeting of August 11, 2015 and one set of minutes from the Special Meeting of August 12, 2015.
- b) Changing Date of December 2015 Regular Meeting of the Board of Trustees.

Motion 15:36: A motion was made by Trustee Lux to approve the minutes of the Regular Meeting of June 24, 2015, the minutes from the Special Meeting of August 11, 2015 and the minutes from the Special Meeting of August 12, 2015.

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

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Motion 15:37: A motion was made by Trustee Barrett to approve changing the date of the December 2015 Regular Meeting of the Board of Trustees from Wednesday, December 2, 2015, to Thursday, December 3, 2015.

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

EXECUTIVE SESSION

At 4:07 PM, Chair D'Ambrosio announced that the Board would convene in Executive Session for ten minutes to discuss the performance of a public employee and would reconvene in open session following the Executive Session.

RECONVENE IN REGULAR (OPEN) SESSION

At 4:17 PM, the Trustees reconvened in Regular Session.

ACTION: ADDENDUM TO PRESIDENT'S CONTRACT

Chair D'Ambrosio read the background and recommendation as written on TAB 2 (Addendum to President's Contract).

Motion 15:37: A motion was made by Trustee Barrett "that the Board of Trustees for Shoreline Community College increase the President's annual salary by three percent effective July 1, 2015, and that such salary increase be evidenced by an addendum to the President's contract."

Trustee Jackson seconded the motion,

Trustee Barrett referred to the recent commencement of the three percent salary increase for Community and Technical College employees and noted that the increase in the President's annual salary was a matter of equity.

Motion carried.

REPORT: BOARD OF TRUSTEES CHAIR

Chair D'Ambrosio spoke of the multitude of services provided in the Library, Media & Technology Center.

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### OPEN COMMENT PERIOD

Shoreline School District Superintendent Rebecca Miner thanked President Roberts and the College for working with the district in exploring a myriad of ways to partner.

Acting Dean Guy Hamilton shared the outcomes and benefits of the 2015 Project Biotech Summer Camps. He noted that a total of forty-one high school students participated in the camps.

Acting Director Rezina Habtemariam spoke of two very successful events for students... Welcome Week and the New Student Orientations. She added that the orientations served over three-hundred students.

### COLLEGE UPDATES

#### September 22, 2015 Event Honoring the President of the People's Republic of China

Executive Director Diana Sampson shared her experience from the September 22 event honoring China's President Xi Jinping and mentioned President Xi's remarks about the importance of the relationship between the United States and China and of, people to people diplomacy.

### REPORT: SHORELINE 101

Vice President for Academic & Student Affairs Robert Francis provided an overview of the forthcoming 2015 – 2016 Study Sessions—designed as a year-long course (Shoreline 101) for the Board.

### REPORT: FY 2014 – 2015 YEAR END STATUS

Executive Director for Budget & Capital Dawn Vinberg shared with the Board, the contents of the *Operating Budget Financial Review (Period Ending June 30, 2015)* and the *Operating Budget Status Report (As of June 30, 2015)*.

### FIRST READING: BOARD OF TRUSTEES 2015 – 2016 GOALS

Chair D'Ambrosio stated that Special Assistant to the President Laura Rehrmann assisted the Trustees in the drafting of the 2015 – 2016 Board Goals at the Board's Summer Retreat. The Trustees discussed its 2015 – 2016 goals as presented on TAB 3 (Board of Trustees 2015 – 2016 Goals) and recommended adding:

- a statement denoting the Board's support of the leadership of the College President; and
- the College's Vision and Mission statements.

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### REPORT: SCC FACULTY

Professor DuValle Daniel shared that the 2015 – 2016 Shoreline Community College Federation of Teachers (SCCFT) officers were recently inducted at the breakfast of the Federation's membership. She added that members of the Federation's Negotiation Team will participate in a joint PERC (Public Employment Relations Commission) training with members of the Administration and that the team is looking forward to working with the Administration collaboratively.

### REPORT: SCC CLASSIFIED

Instructional Support Technician Jerry Owens expressed the Classified Staff's contentment with the funding of the Washington Federation of State Employees (WFSE) contract. He shared his concern about the challenges in attracting the younger generation to careers in Higher Education, as well as, retaining employees in Classified Staff positions.

Instructional Support Technician Owens noted that the all-day Fall Convocation has received very positive feedback from Classified Staff and that they are encouraged by President Roberts' focus on student success.

### REPORT: SCC ASSOCIATED STUDENT GOVERNMENT

Associated Student Government President (ASG President) Ashley Cowan informed the Trustees that the Student Government Leaders are no longer named the Parliament. She reported that the ASG will have comprehensive monthly reports to show what the student government is doing in relation to SS&A (Student Services & Activities) monies beginning in October.

ASG Sustainability Officer Laura Humiston provided information on the water bottle refilling stations on campus.

### REPORT: SCC PRESIDENT

President Roberts distributed and provided an overview of her *Community Connections Report* (June 25, 2015 – September 23, 2015) and distributed and provided an overview of the initiatives that were started during the 2014 – 2015 year and continue to move forward. She shared with the Board, the focus and successes related to the Fall Convocation, the benefits of site visits to Olympic College (Bremerton, WA), Wake Technical Community College (Raleigh, NC) & Davidson County Community College (Thomasville, NC), and the number of community leaders attending meetings related to the College's Strategic Plan.

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REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Each Trustee expressed her/his appreciation for the College's work and the dedication and leadership of the members of the campus community.

ADJOURNMENT

Motion 15:38: A motion was made by Trustee Lux to adjourn the Regular Meeting of September 23, 2015.

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

Chair D'Ambrosio adjourned the meeting at 6:28 PM.

Signed \_\_\_\_\_  
Catherine D'Ambrosio, Chair

Attest: October 28, 2015

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

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
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REGULAR MEETING OF OCTOBER 28, 2015**

**TAB 1**

**ACTION**

**Subject: Student Housing Feasibility Study**

**Background**

At the August 12, 2015, retreat, the Board received a briefing on the status and future of student housing (attached). As outlined in that briefing, the College administration recommends that the College conduct a study to determine the feasibility of constructing and operating a student housing facility on campus. The housing would be financed by a certificate of participation (COP) issued by the State of Washington on behalf of the College, and debt service on the COP would be paid from rental revenues from the property. The feasibility study will also assess the possibility of incorporating other programming into the building, including but not limited to conference space.

While the cost of the services cannot be known until negotiations with potential consultants and architects have begun, College administrators who are familiar with these matters, and who have had conversations with other colleges, believe that the study can be covered with an allocation of \$200,000. The cost would initially be covered through existing one-time resources and may be eligible to be incorporated into the capital cost of the project following submittal of a notice of intent to finance to the Office of the State Treasurer.

**Recommendation**

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.

Prepared by: Cheryl Roberts, President  
Stuart Trippel, Executive Director, Business and Student  
Support Services  
Shoreline Community College  
October 23, 2015



Presentation to Board of Trustees on  
Status and Future of Student Housing

*Board of Trustees Retreat  
Wednesday, August 12, 2015*

- **Where have we been?**
  - **Student housing has been discussed for the past several years**
  - **Multiple opportunities have arisen**
    - **Hanover Pacific (2010)**
    - **Chinese investors (2010–14)**
    - **Molasky Group (2014)**
    - **Microhousing (2014)**
    - **EB-5 opportunities (2014–15)**
    - **Master lease of Malmo (2014–15)**
    - **GNP development (2015)**
  - **Due diligence and education**
    - **Consultants in 2010**
    - **Housing implementation team 2013–15**
    - **Legal counsel in 2013–15**
    - **Consulting architects in 2014–15**
    - **State board advice 2015**
  - **On-campus student housing approved in master development plan with City of Shoreline in 2014**
- **Where are we now?**
  - **Focus on both international and domestic students**
  - **Focus on proactive approach and the right solution for the College**
  - **Focus on conventional financing**
- **Where can we go?**
  - **On-campus housing, built to our needs**
  - **Certificate of participation (COP)**



- **Feasibility study and market analysis**
- **Pre-design and design**
- **Notice of intent to finance (allows cost recovery through COP)**
- **Timeline**
  - **Feasibility through end of year and into early 2016**
  - **Pre-design (and design?) in 2016**
  - **COP approved by legislature in 2016 session**
  - **COP issued in summer 2016**
  - **Groundbreaking and construction depending on design but likely in late 2016**
  - **Occupancy depending on contractor availability but likely 12–18 months from groundbreaking**
- **Cost**

**OCTOBER 28, 2015 REGULAR MEETING OF THE BOARD OF TRUSTEES  
FOR AGENDA ITEM #7: REPORTS**

- Emergency Management Response Plan
  - Clery Act
  - Title IX

**Emergency Management Planning**

The college Emergency Management Plan has complete information on response actions to various emergencies. The overall work in this area includes leadership and staff training, table top and drill exercises, online training for those employees that work alternative schedules, a continuity of operations plan, and an annual work plan with goals and objectives for each academic year.

Here is the link to the emergency management planning page on the college website:

<http://www.shoreline.edu/safetyandsecurity/emergency-preparedness.aspx>

**Annual Safety Report**

Adherence to the Clery Act requires the college to complete an Annual Safety Report and the Board members will receive a copy at the upcoming Board Meeting. The electronic version can be found here:

<http://www.shoreline.edu/safetyandsecurity/documents/2014-Annual-Crime-Report.pdf>

**Title IX Compliance**

Our Title IX work is well underway and managed by a team of dedicated management employees. The college has made substantial progress and continues to improve and train all staff, students, and faculty on Title IX components.

Our Title IX page on the college website has many valuable resources:

<http://www.shoreline.edu/title-ix/default.aspx>

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**TAB 2**

**ACTION**

**Subject: Board of Trustees 2015 – 2016 Goals**

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**Support the leadership of the College President.**

**Through consultation with the College President, establish criteria to measure Board effectiveness by defining and measuring progress on the College's 2015 – 2016 Areas of Focus for alignment with the College's vision and mission.\***

**Through consultation with the College President, establish an effective Board – President relationship by setting clear, well defined objectives and measures.**

**Support decision-making processes by establishing clear requests for College information.**

**Establish teamwork and effective conflict resolution strategies:**

- By conducting the business of the Board, respectfully and professionally.
- Through collaboration between the Board Chair, Board Vice Chair and College President in the preparation of Study Session and Regular Meeting agendas.
- By keeping Board discussions on track, respectful, professional and positive.

**Ensure continual learning:**

- By reading and discussing Good to Great and the Social Sectors by Jim Collins.
- By determining topics for Study Sessions and reports to the Board.
- By participating in a Board Winter Retreat.
- By establishing an annual calendar of recommended events (e.g. national and local conferences) for Board participation.
- By participating in individual meetings with the College President.
- By participating in meetings with local partners (e.g. City of Lake Forest Park, Shoreline School District).

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\*Shoreline Community College's Vision and Mission Statements

**VISION – Our Goal**

We will be a world-class leader in student success and community engagement.

**MISSION – Our Purpose**

We are dedicated to serving the educational, workforce and cultural needs of our diverse community.

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**Recommendation**

It is recommended that the Board of Trustees approve its 2015 – 2016 Goals.

Prepared by: Cheryl Roberts, President  
Laura Rehrmann, Special Assistant to the President for Community Engagement  
Shoreline Community College  
October 23, 2015

**SHORELINE COMMUNITY COLLEGE  
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**TAB 3**

**ACTION**

**Subject: Approval of 2016 Board of Trustees Meeting Schedule**

**Background**

WAC 132G-104-010 (Time and Place of Board Meetings) and Policy 7511 (Meetings of the Board of Trustees) of the Shoreline Community College Board of Trustees Bylaws state, “The Board of Trustees shall hold one regular meeting on the fourth Wednesday of each month at 4:00 pm and such special meetings 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.”

In order to hold six, 90-minute long Study Sessions during 2016, a start time of 4:30 PM for the January, March, April, September, October and December 2016 Regular Meetings is proposed.

Proposed Regular Meeting dates and start times for calendar year 2016:

<b>Winter Quarter</b>	<b>Spring Quarter</b>	<b>Fall Quarter</b>
January 27, 2016 <b>4:30 PM</b>	April 27, 2016 <b>4:30 PM</b>	September 28, 2016 <b>4:30 PM</b>
February 24, 2016 4:00 PM	May 25, 2016 4:00 PM	October 26, 2016 <b>4:30 PM</b>
March 16, 2016 <sup>1</sup> <b>4:30 PM</b>	June 22, 2016 4:00 PM	December 7, 2016 <sup>2</sup> <b>4:30 PM</b>

<sup>1</sup>Third Wednesday in March.

<sup>2</sup>The November and December 2016 meetings are combined with the meeting scheduled for the first Wednesday in December.

**Recommendation**

It is recommended that the Board of Trustees approve the Regular Meeting dates and times proposed for calendar year 2016.

Prepared by: Lori Yonemitsu  
Executive Assistant to the President & Secretary to the Board of Trustees  
Shoreline Community College  
October 23, 2015

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**TAB 4**

**ACTION**

**Subject: Washington Association of College Trustees (ACT) Transforming Lives Awards**

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**Background**

The ACT Transforming Lives Awards will recognize current or former students whose lives have been transformed by attending a Washington state Community or Technical College. One (1) current or former student from each of the thirty-four (34) Community and Technical Colleges (CTCs) will be nominated by the respective College's Board of Trustees based on the following criteria:

- The nominee may be either a current or former Washington community or technical college student who has completed or made significant progress toward completing a degree or certificate that has helped him or her prepare for or has achieved success in his or her future endeavors.
- The nominee must share a compelling story\*\* in written format (**maximum 500 words**) about overcoming barriers to achieve higher education goals and how the education and support received at his/her community or technical college was life transforming (e.g. new employment, self-sufficiency, etc.). *\*\* Please note: All 34 stories will be published in the Transforming Lives Booklet. The booklet is widely distributed to Legislators, CTC Stakeholders, the Public and is posted to the ACT's website.*

The ACT Awards Committee will select a total of five individuals (awardees) from the nominations submitted by the Washington CTCs and each of the five awardees, will receive a \$500.00 (Five-Hundred dollar) monetary award. In addition, the ACT will honor all 34 current or former CTC nominees at a Transforming Lives Awards Dinner, scheduled for January 24, 2016.

**Recommendation**

It is recommended that the Board of Trustees identify 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.

Prepared by: Lori Yonemitsu  
Executive Assistant to the President & Secretary to the Board of Trustees  
Shoreline Community College  
October 23, 2015

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