

MINUTES

The Special Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Catherine D'Ambrosio at 9:00 AM in the Heritage Room (#302) at Shoreline City Hall, 17500 Midvale Avenue North, Shoreline, Washington 98133-4905.

MEMBERS PRESENT

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

President Cheryl Roberts and Special Assistant to the President (and Retreat Facilitator) Laura Rehrmann were also present.

COMMUNICATION FROM THE PUBLIC

None.

OVERVIEW OF THE AGENDA

Chair D'Ambrosio provided an overview of the agenda for Day 1 (August 11, 2015) of the Board of Trustees Retreat ("Special Meeting").

DISCUSSION: AUGUST 14, 2014 REVISIONS TO SECTIONS 2, 3 & 4 OF THE BOARD OF TRUSTEES GOVERNANCE MANUAL

The Trustees reviewed and discussed a document prepared by President Roberts – a crosswalk between discussions that transpired during the Board's 2014 Retreat with the 2014 – 2015 Areas of Focus.

The Board discussed its Governance Manual ("Policy Manual") and the schedule for reviewing and revising the Manual.

Consensus: Chair D'Ambrosio, Trustee Barrett, President Roberts, Special Assistant Laura Rehrmann and Executive Assistant Lori Yonemitsu will convene a workgroup to review, update and recommend changes for the Governance Manual.

TRUSTEESHIP – Responsibilities & Working Relationships

Special Assistant Rehrmann facilitated a discussion related to the areas of Trustee Responsibilities and Working Relationships, Concepts of Trusteeship, Establishing Policy.

DISCUSSION: BOARD OF TRUSTEES SELF-EVALUATION
FIRST DRAFT: BOARD GOALS

Special Assistant Rehrmann facilitated a discussion based on the following questions:

- How does the Board define effectiveness?
- Does this Board operate as a team?
- Are conflicts and disagreements on the Board handled in a professional, constructive manner?
- Does this Board have the information it needs and a process to make informed decisions?
- Is there effective teamwork present on the Board/President team?
- Does the Board engage and ensure continual learning?

Based on the Board's discussion, Special Assistant Rehrmann will draft the Board of Trustees 2015 – 2016 Goals for a first reading at the September 23, 2015 Regular Meeting of the Board of Trustees.

PRESIDENT'S EVALUATION PROCESS

President Roberts and the Trustees discussed what the Board would like to see in its evaluation of the President and the correlating President's Evaluation Form.

TENURE PROCESS TEMPLATE

Vice President for Academic & Student Affairs Robert Francis distributed and provided an overview of a proposed Appointment Review Committee (ARC) template comprised of the contents and its order related to the ARC reports for tenure track faculty candidates. He noted that the next step would be to take the proposed template to the Shoreline Community College Federation of Teachers (SCCFT) for its review and input.

Vice President Francis recapped that based on what he has heard from the Trustees, the Board would like the ARC reports to be more succinct, organized and consistent.

CASUAL SPACES, LIBRARY/TUTORING & INFRASTRUCTURE PLANS

Vice President for Academic & Student Affairs Robert Francis provided an overview of a slide presentation of the work currently taking place in the Library to centralize the College's learning centers. He shared that the centralization of the learning centers will result in the opening of additional classroom space for much needed sections in Math, Science and the Humanities—during the prime class timeframe.

The Trustees expressed wanting to see the impact of the centralization of the learning centers and additional sections toward the end of the year.

President Roberts showed the Board, interior conceptualization boards for the Administration, Automotive, FOSS and buildings.

WRAP-UP & LOOKING FORWARD TO DAY TWO

D'Ambrosio provided an overview of the agenda for Day 2 (August 12, 2015) of the Board of Trustees Retreat ("Special Meeting").

ADJOURNMENT

Motion 15:34: A motion was made by Trustee Lux to adjourn the Special Meeting of August 11, 2015.

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

Chair D'Ambrosio adjourned the meeting at 4:36 PM.

Signed _____
Catherine D'Ambrosio, Chair

Attest: September 23, 2015

Lori Y. Yonemitsu, Secretary