

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING OF SEPTEMBER 23, 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) → LIBRARY (BLDG. 4000)			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
	Library, Media & Technology Center	<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 <ul style="list-style-type: none"> ▪ Regular Meeting of June 24, 2015 ▪ Special Meeting of August 11, 2015 ▪ Special Meeting of August 12, 2015 b. Changing Date of December 2015 Regular Meeting of the Board of Trustees	<i>Catherine D'Ambrosio & Trustees</i>	1
3.	Executive Session	<i>Catherine D'Ambrosio</i>	
4.	Action: Addendum to President's Contract	<i>Catherine D'Ambrosio</i>	2
5.	Report: Board of Trustees Chair	<i>Catherine D'Ambrosio</i>	
6.	Open Comment Period	<i>Catherine D'Ambrosio</i>	
7.	College Updates		
8.	Report: Shoreline 101	<i>Robert Francis</i>	
9.	Report: FY 2014 – 2015 Year End Status	<i>Dawn Vinberg</i>	
10.	First Reading: Board of Trustees 2015 – 2016 Goals	<i>Catherine D'Ambrosio & Trustees</i>	3
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.	Next Regular Meeting: Wednesday, October 28, 2015		
17.	Adjournment		

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 24, 2015

MINUTES

STUDY SESSION

President Roberts, Executive Director for Business & Student Support Services Stuart Trippel and Executive Director for Budget & Capital Dawn Vinberg provided information on the following topics related to the College's 2015 – 2016 Budget:

- Legislative Update
- New Investments for Fiscal Year 2015 – 2016
- Strategic Action Plan Requests
- Tuition Waiver and Fees
- Operating Budget
- Other Funds
- Revenue Sources – Fiscal Year 2015 – 2016

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 May 27, 2015, one set of minutes from the Special Meeting of May 26, 2015 and one set of minutes from the Special Meeting of June 16, 2015.
- b) Exceptional Faculty Award 2015 – 2016

Motion 15:21: A motion was made by Trustee Barrett to approve the May 27, 2015 Regular Meeting minutes, the May 26, 2015 Special Meeting minutes and the June 16, 2015 Special Meeting minutes.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 24, 2015

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

Motion 15:22: A motion was made by Trustee Barrett to approve the recommendation as denoted on TAB 2 (Exceptional Faculty Award 2015 – 2016).

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

REPORT: BOARD OF TRUSTEES CHAIR

There was no report from Chair Lux.

OPEN COMMENT PERIOD

Konstantin Grinev, student, Associated Student Government (ASG) officer and Chair of the 2015 – 2016 Student Services and Activities (SS&A) Committee, stated that each SS&A budget was reviewed, meetings with the SS&A budget managers occurred and he believed that the increase in the SS&A fee would benefit the entire student body.

While noting that it is undeniable that the SS&A fee needs to be raised, Aaron Berry, student and Political Reporter for *The Ebbtide*, spoke of the late convening of the SS&A Committee, that there was no surveying of the broad student body related to the SS&A budget and that the forums related to the SS&A budget, were not announced in a timely manner—lessening the opportunity to secure a wider range of student input on the SS&A budget.

Stephanie Olsen, student, former Student Government officer and Editor in Chief of *The Ebbtide*, expressed her disapproval of the SS&A budget allocations, the lack of transparency by the SS&A Committee and the short notice related to the forums on the SS&A budget. “Students will notice a twenty-dollar increase.”

Acting Dean Terry Taylor shared that Dung Cao, an Honors and International Studies student, has been accepted into the highly selective International Relations Program at the University of British Columbia.

Danila DellaGuardia, student and ASG Arts and Entertainment (A&E) Board Events Coordinator, spoke of the many changes in the Student Leadership Center (SLC) and that despite the changes, positive work has transpired. She added how SS&A funded programs and organizations have enhanced her strengths as a student and expressed her support of the proposed increase to the SS&A fee.

SHORELINE COMMUNITY COLLEGE
 DISTRICT NUMBER SEVEN
 BOARD OF TRUSTEES
 REGULAR MEETING OF JUNE 24, 2015

Justin Collins, recent graduate, 2014 – 2015 ASG Student Representative and SS&A Committee member, noted that in order for SS&A funded programs and organizations to flourish, investments must be made. He acknowledged the timing and leadership issues impacting the SS&A budget process and stated that the SS&A Committee continues to assess what is best for the student body.

COLLEGE UPDATES

BREATHE

Director Yvonne Terrell-Powell shared information on BREATHE—a campus wide, stress reduction event led by the Counseling Department. Director Terrell-Powell noted that BREATHE serves approximately five-hundred students per quarter.

Community Read

Director Yvonne Terrell-Powell provided formation on the book selected for the 2015 - 2016 Community Read: Octavia's Brood by Octavia Butler.

REPORT: 2014 – 2015 CAPITAL PROJECTS

Facilities and Capital Projects Director Robert (Bob) Roehl distributed and provided an overview of a *Projects Status Report* (June 2015) which included the capital projects completed in 2014 – 2015, the Design Standards Project, the work to complete five new classrooms by fall quarter 2015 and the capital projects currently planned for 2015 – 2017.

ACTION: BUDGET APPROVAL (PENDING LEGISLATIVE APPROVAL)

Executive Director for Budget & Capital Dawn Vinberg provided an overview of TAB 3 (College Budget for Fiscal Year 2015 – 2016).

Motion 15:23: A motion was made by Trustee D'Ambrosio to approve the College Budget for Fiscal Year 2015 - 2016 as presented.

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

ACTION: RESOLUTION NO. 132 (2015 – 2016 OPERATING BUDGET CONTINUING AUTHORITY)

Chair Lux read Resolution No. 132 (2015-16 Operating Budget Continuing Authority) as written on TAB 4 (Approve Board Resolution No. 132 ▪ 2015 – 2016 Operating Budget Continuing Authority).

Motion 15:24: A motion was made by Trustee Jackson to approve Resolution No. 132 as presented on TAB 4.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 24, 2015

Trustee D’Ambrosio seconded the motion.

The Board raised questions about what would ensue if the Legislature did not pass a budget within the next three months and agreed on an amendment to the motion.

Motion 15:24: An amended motion was made by Trustee Jackson to approve Resolution No. 132 with the proviso that “the Board have the ability to revise, renew or cancel the Resolution at its meetings from this point forward.”

Trustee D’Ambrosio seconded the motion.

The amended motion was approved unanimously by the Board.

ACTION: 2015 – 2016 TUITION WAIVER AND FEE CHANGES

Executive Director for Business & Student Support Services Stuart Trippel provided an overview of TAB 5 (2015 – 16 Tuition Waiver and Fee Changes).

Motion 15:25: A motion was made by Trustee Barrett to approve the 2015 – 16 Tuition Waiver and Fee changes as presented on TAB 5.

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

ACTION: 2015 – 2016 STUDENT SERVICES & ACTIVITIES (SS&A) BUDGET

Chair Lux read the recommendation on TAB 6 (2015 – 2016 Student Services and Activities (SS&A) Budget) and Executive Director for Budget & Capital Dawn Vinberg provided the background for the action item.

Chair Lux stated that based on the comments provided during the Open Comment Period, it appears that the concerns expressed related to the SS&A budget process, not the raising of the SS&A fee.

The Trustees noted that it is evident that the SS&A budget process needs to be evaluated and issues (e.g. broad input on the SS&A budget from the student population on how student monies are spent) in the process, corrected.

Motion 15:26: A motion was made by Trustee Jackson to approve the fee-increased SS&A budget proposal of \$1.4 million for the 2015 – 2016 academic year.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 24, 2015

Trustee Pellham seconded the motion.

Trustee D'Ambrosio expressed wanting the Board to postpone its vote and allow for input from the broader student body on the 2015 – 2016 SS&A budget proposal. Chair Lux commenced with calling for a vote on the action item.

Trustees Jackson and Pellham: Aye.

Trustees Barrett and D'Ambrosio: Nay.

Chair Lux: Aye.

Motion carried.

ACTION: RESOLUTION NO. 133 (COMMENDING SERVICE OF SHORELINE COMMUNITY COLLEGE FEDERATION OF TEACHERS (SCCFT), LOCAL NO. 1950, AFT WASHINGTON/AFT/AFL-CIO PRESIDENT; PROFESSOR AMY KINSEL)

Chair Lux read Resolution No. 133 (Commending Service of Shoreline Community College Federation of Teachers (SCCFT) Local 1950, AFT Washington/AFT/AFL-CIO President: Professor Amy Kinsel) as written on TAB 7 (Approve Board Resolution No. 133).

Motion 15:27: A motion was made by Trustee Barrett to approve Resolution No. 133 as presented on TAB 7.

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

ACTION: RESOLUTION NO. 134 (COMMENDING SERVICE OF ASSOCIATED STUDENT GOVERNMENT PRESIDENT ASHLEY COWAN)

Chair Lux read Resolution No. 134 (Commending Service of Associated Student Government President Ashley Cowan) as written on TAB 8 (Approve Board Resolution No. 134).

Motion 15:28: A motion was made by Trustee Jackson to approve Resolution No. 134 as presented on TAB 8.

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

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 24, 2015

ACTION: PRESIDENT’S CERTIFICATION OF COMPLIANCE DOCUMENT

Chair Lux provided an overview of TAB 9 (President’s Certification of Compliance).

Motion 15:29: A motion was made by Trustee Jackson to approve the certified *President’s Certification of Compliance* document.

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

ACTION: PRESIDENT’S CONTRACT

Chair Lux read TAB 10 (President’s Contract). The Board expressed its contentment with, and appreciation for, President Roberts.

Motion 15:30: A motion was made by Trustee Barrett to approve the President’s Contract—which includes an extension of the “appointment of Cheryl L. Roberts as President of Shoreline Community College with an appointment that shall run from July 1, 2015, through June 30, 2018.”

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

ACTION: ELECT BOARD OF TRUSTEES OFFICERS (2015 – 2016)

Motion 15:31: A motion was made by Trustee Barrett, nominating Trustee Catherine D’Ambrosio to serve as the 2015 – 2016 Chair of the Board of Trustees.

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

Motion 15:32: A motion was made by Trustee D’Ambrosio, nominating Trustee Phil Barrett to serve as the 2015 – 2016 Vice Chair of the Board of Trustees.

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

Action was not required for the Secretary to the Board position. President Roberts delegated the 2015 – 2016 Secretary to the Board position to Lori Yonemitsu.

SHORELINE COMMUNITY COLLEGE
 DISTRICT NUMBER SEVEN
 BOARD OF TRUSTEES
 REGULAR MEETING OF JUNE 24, 2015

REPORT: SCC FACULTY

With Amy Kinsel set to begin her new role at the College as the Dean of Social Sciences, Equity & Social Justice, Library and Parent-Child Center, Professor Leslie Potter-Henderson noted that she will serve as the Shoreline Community College Federation of Teachers (SCCFT) President through the summer quarter.

Professor Potter-Henderson announced the members of the 2015 – 2016 SCCFT Executive Board (effective September 21, 2015): DuValle Daniel – President, Steven Bogart – 1st Vice President, Kristopher Gutierrez – 2nd Vice President, Timothy Wright – 3rd Vice President, Jonathan Betz-Zall – Secretary and Brad Fader – Treasurer. In regard to the Faculty Senate, she announced that Nirmala Savage will serve as the Chair and Terry Taylor as the Vice Chair during 2015 – 2016.

Professor Potter-Henderson communicated that contract negotiations will begin in the fall. Kira Wennstrom will serve as the 2015 – 2016 Negotiation Team’s lead negotiator.

REPORT: SCC CLASSIFIED

Instructional Support Technician Jerry Owens spoke of staff awaiting the approval of the state’s budget by the Legislature and read excerpts from an article by the mayors serving Thurston County related to the serious consequences that would happen if a government shutdown were to occur.

REPORT: SCC STUDENT BODY ASSOCIATION

Associated Student Government President (ASG President) Ashley Cowan distributed and provided an overview of her June 24, 2015 report to the Board of Trustees. (Report attached.) In relation to the SS&A process, she stated, “Dissenting voice is healthy. With that said, we should have done more.”

REPORT: SCC PRESIDENT

President Roberts informed the Board of modifications made to Policy 5050 (Official Student Email Communication). She distributed and provided an overview of her *Community Connections Report* (May 28, 2015 – June 20, 2015) and spoke of the College’s accomplishments for 2014 – 2015, as well as, the work planned for the summer including but not limited to:

- The AVID (Advancement Via Individual Determination) Program;
- The EDGE Foundation’s Coaching Program;
- Strategic Planning;
- Strategic Enrollment Management and Clarus;
- The addition of new classrooms; and
- The renovation in the Library.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 24, 2015

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Chair Lux thanked the Board and the campus community for its support. The Trustees thanked Chair Lux for his leadership and service as the 2014 – 2015 Chair.

EXECUTIVE SESSION

At 5:49 PM, Chair Lux announced that the Board would convene in Executive Session for ten minutes to discuss with legal counsel, litigation or potential litigation, and would reconvene in Regular Session only to adjourn.

The Executive Session commenced at 6:09 PM.

ADJOURNMENT

Motion 15:33: A motion was made by Trustee Jackson to adjourn the Regular Meeting of June 24, 2015.

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

Chair Lux adjourned the meeting at 6:19 PM.

Signed _____
Tom Lux, Chair

Attest: September 23, 2015

Lori Y. Yonemitsu, Secretary

Associated Students of Shoreline Community College

President Ashley Cowan
Board of Trustees Report
June 24th, 2015

- There was an Open Forum held on Friday, June 5th to inform students of the proposed increase to the SS&A Fee.
- On the 23rd of May the Associated Student Government took a retreat to Whidbey Island to train the incoming student leadership. This was an opportunity for cross-training of students from the outgoing leadership, for the incoming leadership.
- This summer we will be working on training the incoming leadership and preparing for Welcome Week in the Fall.

Happy Summer!

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF AUGUST 11, 2015
Page 1 of 3

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.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF AUGUST 11, 2015
Page 2 of 3

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.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF AUGUST 11, 2015
Page 3 of 3

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

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF AUGUST 12, 2015
Page 1 of 3

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.

Also present were members of the Executive Leadership Team: President Cheryl Roberts, Special Assistant to the President (and Retreat Facilitator) Laura Rehrmann, Vice Presidents Robert Francis & Stephen Smith, Executive Directors Diana Sampson, Stuart Trippel & Dawn Vinberg and Special Assistant to the President Jim Hills.

COMMUNICATION FROM THE PUBLIC

None.

OVERVIEW OF THE AGENDA

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

UPDATE: 2015 – 2016 BUDGET

ORIENTATION: COLLEGE BUDGET & FINANCIALS

Executive Director for Budget & Capital Dawn Vinberg provided an overview of a slide presentation on the College's 2015 – 2016 budget which included an orientation to the College's budget and financial reporting. She noted that the Board approved the College's 2015 – 2016 budget at its June 24, 2015 Regular Meeting of the Board of Trustees and that no further action by the Board was needed in relation to the budget.

Executive Director for Business & Student Support Services Stuart Trippel updated the Board about the types of auditing processes the College has undergone or will undergo.

NEW ALLOCATION MODEL

Executive Director for Budget & Capital Dawn Vinberg provided an overview of the current State Board of Community & Technical Colleges allocation model and the new allocation model. She added that the new allocation model be phased in under a three-year implementation plan.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF AUGUST 12, 2015
Page 2 of 3

UPDATE: ACCREDITATION

Vice President for Academic & Student Affairs Robert Francis spoke of the changes in the NWCCU's (Northwest Commission on Colleges & Universities) accreditation process. The College is in the midst of preparing its report for the mid-cycle visit in October 2015. He noted that the mid-cycle visit is a formative, rather than summative, assessment.

UPDATE: HOUSING

Executive Director for Business & Student Support Services Stuart Trippel provided a report on the status and future of Student Housing.

DISCUSSION: 2015 AREAS OF FOCUS ↔ STRATEGIC PLAN

The Trustees and members of the Executive Leadership Team discussed the items on a *Status Report from the Executive Leadership Team (ELT)* consisting of the 2014 – 2015 Projects & Initiatives and the 2014 – 2015 Areas of Focus in relation to the Strategic Plan.

STRATEGIC PLANNING PROCESS WITH TOM MESAROS

Tom Mesaros of The Alford Group conducted a SWOT (Strengths, Weaknesses, Opportunities, Threats) exercise with the Board.

REVIEW & FINALIZE: BOARD GOALS

Special Assistant Laura Rehrmann led the Trustees through a review and further discussion of the Board of Trustees 2015 – 2016 Goals.

EVALUATION OF RETREAT

The Trustees concurred about the value of the retreat and that it would be beneficial for the Board to also hold a mid-year retreat.

ADJOURNMENT

Motion 15:35: A motion was made by Trustee Lux to adjourn the Special Meeting of August 12, 2015.

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

Chair D'Ambrosio adjourned the meeting at 4:00 PM.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF AUGUST 12, 2015
Page 3 of 3

Signed _____
Catherine D'Ambrosio, Chair

Attest: September 23, 2015

Lori Y. Yonemitsu, Secretary

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

TAB 1

CONSENT AGENDA

Subject: Changing December 2015 Board of Trustees Regular Meeting Date

Background

The December Regular Meeting of the Board of Trustees generally occurs on the first Wednesday in the month of December.

Request: Changing the date of the December 2015 Regular Meeting from Wednesday, December 2, 2015 to Thursday, December 3, 2015.

Recommendation

That the Board approve changing its December 2015 Regular Meeting date from Wednesday, December 2, 2015 to Thursday, December 3, 2015.

Prepared by: Lori Yonemitsu
Executive Assistant to the President & Secretary to the Board of Trustees
Shoreline Community College
September 18, 2015

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

TAB 2

ACTION

Subject: Addendum to President's Contract

Background

In June 2015, the Washington State Legislature approved a three percent (3%) salary increase for Community and Technical Colleges employees commencing with FY 2015 – 2016.

Section IV. Salary of the Shoreline Community College President's Contract states, "Any increase in the salary of the President shall be implemented by resolution or motion duly adopted by the Board at an open public meeting and shall be evidenced by written addendum to this contract."

Recommendation

That the Board take action on a three percent (3%) salary increase, to be effective July 1, 2015, for Community and Technical College employee Dr. Cheryl Roberts, President of Shoreline Community College, by motion.

Prepared by: Lori Yonemitsu
Executive Assistant to the President & Secretary to the Board of Trustees
Shoreline Community College
September 18, 2015

Operating Budget Financial Review
 Period Ending June 30, 2015
 Prepared for Board of Trustees

Executive Overview

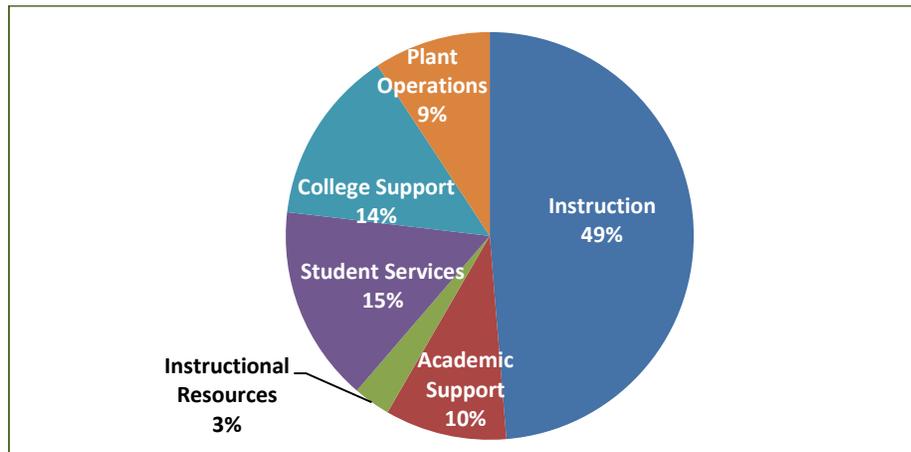
The attached Operating Budget Board of Trustees Report for Shoreline Community College includes financial information from July 1, 2014 through June 30, 2015. This report includes information for the College’s Operating Budget. Overall, the college demonstrates a healthy budget to actual position in 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

- Direct Instructional expenses are 49% of the overall actual expenses to date, \$41.8M as of June 30.
- All student-related expenses (Instruction, Student Services, Academic Support, and Instructional Resources) make up 77% of the overall expenses at \$32M as of June 30.



Expenses Compared to Budget – by Type

- Labor expenses are at 95% spent of budget – with the entire fiscal year completed.
- Good & Services expenses are at 94% spent of budget – demonstrating effective managerial oversight.

Type of Expense	Budget	Actual	Remaining	Spent
Labor	\$ 34,116,352	\$ 32,418,059	\$ 1,698,293	95%
Goods & Services	\$ 10,026,199	\$ 9,470,618	\$ 555,581	94%
Total	\$ 44,142,551	\$ 41,888,677	\$ 2,253,874	95%

Tuition Revenue

- Tuition revenue as of June 2015 is at \$19.7M and compares to budgeted amount of \$18,120,000.

Fiscal Year	Annual Target	YTD Revenue	% of Target
This Year - June 2015	\$ 18,120,000	\$ 19,708,229	109%

Shoreline Community College
Operating Budget Status Report
As of June 30, 2015

Revenues		Budget	Actual Revenue	Balance Uncollected	% Uncollected	
State Appropriation		\$ 19,708,229	\$ 19,708,229	\$ -	0%	
ABE/ESL		\$ 240,343	\$ 240,343	\$ -	0%	
Tuition		\$ 18,120,000	\$ 19,260,008	\$ (1,140,008)	-6%	
Carry Forward		\$ 56,796	\$ 56,796	\$ -	0%	
Innovation Funding		\$ 36,283	\$ 36,283	\$ -	0%	
2013-14 Fund Balance		\$ 917,459	\$ 917,459	\$ -	0%	
Local Dedicated Fees		\$ 3,858,710	\$ 3,544,841	\$ 313,869	8%	
Local Revenue		\$ -	\$ 67,463	\$ (67,463)		
Transfers						
Bookstore		\$ 175,000	\$ 175,000	\$ -	0%	
Career Education Options		\$ 514,591	\$ 514,591	\$ -	0%	
Grants and contract Overhead		\$ 55,000	\$ 55,000	\$ -	0%	
Running Start		\$ 460,140	\$ 460,140	\$ -	0%	
Total		\$ 44,142,551	\$ 45,036,153	\$ (893,602)	-2%	
Expenditures		Budget	Actual Expenditures	Balance Remaining	% Remaining	% Actual Spent
01	Instruction					
	Salaries and Benefits	\$ 19,203,170	\$ 18,796,153	\$ 407,017	2%	
	Goods/Services	\$ 1,630,080	\$ 1,602,512	\$ 27,568	2%	
		\$ 20,833,250	\$ 20,398,665	\$ 434,585		49%
02	Reserves					
	Salaries and Benefits	\$ 242,079	\$ -	\$ 242,079		
	Goods/Services	\$ 363,741	\$ -	\$ 363,741		
		\$ 605,820	\$ -	\$ 605,820		
04	Academic Support Services					
	Salaries and Benefits	\$ 3,071,988	\$ 2,576,064	\$ 495,924	16%	
	Goods/Services	\$ 1,341,525	\$ 1,467,702	\$ (126,177)	-9%	
		\$ 4,413,513	\$ 4,043,766	\$ 369,747		10%
05	Instructional Resource Center					
	Salaries and Benefits	\$ 1,098,995	\$ 1,075,398	\$ 23,597	2%	
	Goods/Services	\$ 183,105	\$ 156,103	\$ 27,002	15%	
		\$ 1,282,100	\$ 1,231,501	\$ 50,599		3%
06	Student Services					
	Salaries and Benefits	\$ 5,560,535	\$ 5,002,153	\$ 558,382	10%	
	Goods/Services	\$ 2,361,468	\$ 1,521,419	\$ 840,049	36%	
		\$ 7,922,003	\$ 6,523,572	\$ 1,398,431		16%
08	Institutional Support					
	Salaries and Benefits	\$ 3,524,979	\$ 3,566,833	\$ (41,854)	-1%	
	Goods/Services	\$ 2,035,410	\$ 2,242,788	\$ (207,378)	-10%	
		\$ 5,560,389	\$ 5,809,621	\$ (249,232)		14%
09	Plant Operations and Maintenance					
	Salaries and Benefits	\$ 1,414,606	\$ 1,401,458	\$ 13,148	1%	
	Goods/Services	\$ 2,110,870	\$ 2,480,094	\$ (369,224)	-17%	
		\$ 3,525,476	\$ 3,881,552	\$ (356,076)		9%
GRAND TOTAL						
	Salaries and Benefits	\$ 34,116,352	\$ 32,418,059	\$ 1,698,293	5%	77%
	Goods/Services	\$ 10,026,199	\$ 9,470,618	\$ 555,581	6%	23%
	Total	\$ 44,142,551	\$ 41,888,677	\$ 2,253,874	5%	100%

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

TAB 3

FIRST READING

Subject: Board of Trustees 2015 – 2016 Goals

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 Shoreline, City of Lake Forest Park, Shoreline School District).

Prepared by: Laura Rehrmann
Special Assistant to the President for Community Engagement
Shoreline Community College
September 2, 2015
