

MINUTES

The Special Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Phil Barrett at 9:00 AM in the Neighborhood Room (#301) 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. Executive Director Stuart Trippel and Executive Director Dawn Vinberg were present during the latter part of the Special Meeting.

COMMUNICATION FROM THE PUBLIC

None.

OVERVIEW OF THE AGENDA

Chair Barrett provided an overview, as well as changes, to the agenda for Day 1 (August 9, 2016) of the Board of Trustees Retreat ("Special Meeting").

REVIEW: BOARD OF TRUSTEES GOVERNANCE MANUAL

The Trustees reviewed, discussed and recommended changes for Section 2 (section name is currently Executive Limitations), Section 3 (Governance Process) and Section 4 (Board President Relationship) in the Board of Trustees Governance Manual (aka Policy Manual).

DISCUSSION: PRESIDENT'S EVALUATION PROCESS & 2016 – 2017 GOALS

The Trustees and President Roberts discussed the President's evaluation process and goals for 2016 – 2017.

DISCUSSION: BOARD OF TRUSTEES PROFESSIONAL LEARNING GOALS

The Trustees discussed the Board's professional learning goals for 2016 – 2017 and will commence with a first reading of the goals at the September 28, 2016 Regular Meeting of the Board of Trustees.

DISCUSSION: BOARD OF TRUSTEES SELF-EVALUATION

The Board engaged in a discussion based on the following:

- 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?

The Trustees discussed a document entitled *Proposed Board Evaluation Process that aligns with the Northwest Commission on Colleges and Universities*.

DISCUSSION: BOARD PARTICIPATION IN LOCAL & NATIONAL MEETINGS & CONFERENCES

The Trustees reviewed, discussed and recommended additions to the *Board of Trustees Annual Events Calendar: 2016 – 2017 (October 2016 – May 2017)*.

CONSTRUCTION HIGHLIGHTS

Executive Director Vinberg provided an update on the 2015 – 2017 capital construction projects—including the name of each project, its scope and timeline.

COLLEGE BUDGET & FINANCIAL INFORMATION

Executive Directors Trippel and Vinberg provided an overview of FY 2015 – 2016.

The Trustees and Executive Directors Trippel and Vinberg discussed reserves designated by Board policy and those designated by Board motion. Executive Director Vinberg recommended that the administration and the Board, have a future conversation related to reserve funds (e.g. reserve funds nomenclature; reserve fund amount(s); a reserve policy contained in the Board's Governance Manual).

Executive Director Vinberg informed the Trustees of a “double counting” error that was discovered between the first reading of the proposed college budget for FY 2016 – 2017, presented at the May 31, 2016 Regular Meeting of the Board of Trustees, and the 2016 – 2017 college budget, presented the June 22, 2016 Regular Meeting. Adjustments to the budget presented at the June 22, 2016 were made as a result.

The Trustees discussed that as a result of the discussion on “Board Reserves,” that beginning in the fall of 2016, a subcommittee of the Board be convened to work with Executive Directors Trippel and Vinberg on a Reserve Policy for the Board of Trustees Governance.

WRAP-UP & LOOKING FORWARD TO DAY TWO

Chair Barrett provided an overview of the agenda for Day 2 (August 11, 2016) of the Board of Trustees Retreat (“Special Meeting”).

ADJOURNMENT

Motion 16:42: A motion was made by Trustee D’Ambrosio to adjourn the Special Meeting of August 9, 2016.

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

Chair Barrett adjourned the meeting at 4:10 PM.

Signed _____
Phil Barrett, Chair

Attest: September 28, 2016

Lori Y. Yonemitsu, Secretary