

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

REGULAR MEETING OF DECEMBER 7, 2016

**3:00 PM Study Session – Board Room (#1010M), Administration Building (#1000) →
Room 818, Music Building (#800)**

4:30 PM Regular Session – Board Room (1010M), Administration Building (1000)

A G E N D A – Revised 12/05/16

3:00 PM – STUDY SESSION (BOARD ROOM (#1010M) ▪ BLDG. 1000) → (ROOM 818 ▪ BLDG. 800)			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
	<ul style="list-style-type: none"> •Program Review •Program Overview: Music Technology •Program Overview: Business Technology 	<ul style="list-style-type: none"> •Bayta Maring •Kathie Hunt •Cathy Otto 	
4:30 PM – REGULAR SESSION (BOARD ROOM (#1010M) ▪ BLDG. 1000)			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
1.	Convene Meeting	<i>Phil Barrett</i>	
2.	Report: Chair, Board of Trustees	<i>Phil Barrett</i>	
3.	Consent Agenda a. Approval of Previous Meeting Minutes <ul style="list-style-type: none"> ▪ Regular Meeting of October 26, 2016 ▪ Special Meeting of November 30, 2016 	<i>Phil Barrett & Trustees</i>	
4.	Open Comment Period Share a compliment or concern. All comments are welcome.	<i>Phil Barrett</i>	
5.	College Updates <ul style="list-style-type: none"> • 19th Annual Student Success Community Breakfast • College Identity • MentorLinks Recognition 	<ul style="list-style-type: none"> •Mary Brueggeman •Mary Brueggeman •Louise Petruzzella 	
6.	Report: Shoreline President	<i>Cheryl Roberts</i>	
7.	Report: Tuition Revenue Status	<i>Stuart Trippel</i>	
8.	Action: Renewal of First-Year & Second-Year Tenure Track Faculty Candidates	<i>Alison Stevens</i>	1
9.	Action: Tenure Considerations	<i>Alison Stevens</i>	2
10.	Report: Shoreline Faculty	<i>DuValle Daniel</i>	
11.	Report: Shoreline Classified	<i>Jerry Owens</i>	
12.	Report: Shoreline Associated Student Government	<i>Winston Lee</i>	

13.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
14.	Executive Session: <ul style="list-style-type: none"> To discuss planning or adopting the position to be taken during the course of collective bargaining 	<i>Phil Barrett</i>	
15.	Action: Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers	<i>Phil Barrett</i>	
16.	Action: Adjournment	<i>Phil Barrett</i>	
	Next Regular Meeting: Wednesday, January 25, 2017		

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF OCTOBER 26, 2016

MINUTES

STUDY SESSION

The Study Session of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Phil Barrett at 3:00 PM in room 2059 in the Visual Arts Center (#2000) at Shoreline Community College. A quorum of the Board was present.

Title IX Update

Vice Presidents Mary Brueggeman and Stephen Smith provided an update on the College's communication and training efforts related to Title IX.

Emergency Preparedness Update

Executive Director Dawn Vinberg and Director Robin Blacksmith went over the Emergency Management annual calendar, which included completed and ongoing plans and projects.

Director Blacksmith provided an overview of the 2015 Campus Security Report.

Program Overview: Visual Communications Technology

Tour: Visual Arts Center

Dean Kathie Hunt introduced Faculty members Matthew Alison, Claire Fant and Al Yates, and Program Manager Mary Bonar. The team provided an overview of the Visual Communications Technology programs, degrees and certificates.

The presentation was followed by a tour of the Visual Arts 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 Phil Barrett at 4:32 PM in the Board Room of the Administration Building at Shoreline Community College. A quorum of the Board was present.

MEMBERS PRESENT

Trustees Phil Barrett, 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.

REPORT: BOARD OF TRUSTEES CHAIR

There was no report from Chair Barrett.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF OCTOBER 26, 2016

CONSENT AGENDA

Chair Barrett 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 28, 2016.

Motion 16:48: A motion was made by Trustee Lux to approve the consent agenda.

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

OPEN COMMENT PERIOD

None.

COLLEGE UPDATE(S)

None.

REPORT: SHORELINE PRESIDENT

President Roberts distributed and provided an overview of her *Community Connections Report* (September 29 – October 26, 2016) and the *Executive Team Highlights to the Board of Trustees* (October 26, 2016) which included information related to:

- Events on campus that have showcased the College's programs (e.g. Solar Summit); and
- Enrollment efforts.

REPORT: ENROLLMENT UPDATE

President Roberts, Vice President Mary Brueggeman, Associate Dean Jennifer Coogan, Director Bayta Maring, Executive Vice President Alison Stevens and Senior Executive Director & CFO Stuart Trippel shared the actions from their respective areas that have contributed to the coordinated effort related to students' first-year experience(s) and positive enrollment outcomes.

REPORT: FY 2015 – 2016 YEAR END STATUS

Executive Director Dawn Vinberg provided an overview of the *Budget Financial Review (Period Ending June 30, 2016)* and *Financial Summary (Fiscal Year 2015-2016)* contained in TAB 1 (FY 2015 -2016 Year End Status).

SHORELINE COMMUNITY COLLEGE
 DISTRICT NUMBER SEVEN
 BOARD OF TRUSTEES
 REGULAR MEETING OF OCTOBER 26, 2016

REPORT: POLICY REVIEW CALENDAR 2016 - 2017

Vice President Stephen Smith spoke about the College's operating policies, the number of policies that have been reviewed and updated, as well as, the preparation of a schedule for policy review.

ACTION: BOARD OF TRUSTEES 2016 – 2017 PROFESSIONAL LEARNING GOALS

Motion 16:49: A motion was made by Trustee Lux to approve the 2016 – 2017 Board of Trustees Professional Learning Goals.

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

ACTION: BOARD OF TRUSTEES 2017 REGULAR MEETING SCHEDULE

Chair Barrett provided an overview of TAB 3 (Board of Trustees 2017 Regular Meeting Schedule). The Trustees discussed that the date of the September 2017 meeting may have to be changed and will address the possible change in 2017. In addition, the Trustees expressed that they liked holding 90-minute long Study Sessions for the Shoreline 101 series.

Motion 16:50: A motion was made by Trustee Lux to approve the Board of Trustees 2017 Regular Meeting Schedule as presented.

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

REPORT: SHORELINE FACULTY

Professor DuValle Daniel noted that she had spoken with the Federation's E-Board about the possibility of Trustees visiting an E-Board meeting and added, "The invitation still stands."

Professor Daniel added that IBB (Interest Based Bargaining) is going forward and going well, over one-hundred Faculty members have volunteered to serve on committees and that some Faculty members plan to participate in a *Black Lives Matter* solidarity event with Seattle Public Schools educators.

REPORT: SHORELINE CLASSIFIED

Instructional Support Technician Jerry Owens shared that he and his colleagues are pleased with the contract that has been negotiated. He added that the concern remains as to whether the contract will not be funded.

SHORELINE COMMUNITY COLLEGE
 DISTRICT NUMBER SEVEN
 BOARD OF TRUSTEES
 REGULAR MEETING OF OCTOBER 26, 2016

REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

Associated Student Government (ASG) President Winston Lee distributed the current *Student Life* newsletter and provided an overview of past and future events.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustee Lux and Trustee Pellham shared their experiences from the October 2016 ACCT (Association of Community College Trustees) Leadership Congress.

Chair Barrett and Trustee D'Ambrosio expressed how the Shoreline 101 Study Sessions have really helped the Trustees understand the College.

ADJOURNMENT

Motion 16:51: A motion was made by Trustee D'Ambrosio to adjourn the Regular Meeting of October 26, 2016.

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

Chair Barrett adjourned the meeting at 6:18 PM.

Signed _____
 Phil Barrett, Chair

Attest: December 7, 2016

 Lori Y. Yonemitsu, Secretary

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF NOVEMBER 30, 2016
Page 1 of 2

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 1:03 PM in the Central Conference Room (#1020M), located in the Administration Building (#1000) at Shoreline Community College, 16101 Greenwood Avenue North, Shoreline, Washington 98133.

MEMBERS PRESENT

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

Also present: President Cheryl Roberts and Executive Vice President for Academic and Student Affairs Alison Stevens.

COMMUNICATION FROM THE PUBLIC

None.

EXECUTIVE SESSION

At 1:05 PM, Chair Barrett announced that the Board would convene in Executive Session for two hours and twenty-five minutes (until 3:30 PM) to review the performance of public employees.

At 3:30 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by thirty minutes.

At 4:00 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by five minutes.

At 4:05 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by five minutes.

At 4:10 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by five minutes.

At 4:15 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by five minutes.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF NOVEMBER 30, 2016
Page 2 of 2

RECONVENE IN SPECIAL SESSION

At 4:20 PM, the Trustees reconvened in Special Session.

ADJOURNMENT

Motion 16:52: A motion was made by Trustee Lux to adjourn the Special Meeting of November 30, 2016.

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

Chair Barrett adjourned the meeting at 4:20 PM.

Signed _____
Phil Barrett, Chair

Attest: December 7, 2016

Lori Y. Yonemitsu, Secretary

**SHORELINE COMMUNITY COLLEGE
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REGULAR MEETING OF DECEMBER 7, 2016**

TAB 1

ACTION

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

Background

Under separate cover the Board received copies of the appointment review committees' evaluations for one first-year tenure track faculty candidate and one second-year tenure track faculty candidate. On November 30, 2016, the Board met in executive session with faculty chair of the appointment review committee to review and discuss the second year Appointment Review Committee Report.

Under separate cover the Board received a November 30, 2016 letter from President Cheryl Roberts and Executive Vice President for Academic and Student Affairs Alison Stevens recommending the renewal of the tenure track faculty candidate contracts for the 2017 – 2018 academic year.

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>
Claire Fant	Interactive Media Design	2	Al Yates
Sunny Ybarra	Academic Advising	1	Caroline Conley

Recommendation

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

Prepared by: Alison Stevens
Executive Vice President for Academic and Student Affairs
Shoreline Community College
December 2, 2016

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF DECEMBER 7, 2016**

TAB 2

ACTION

Subject: Tenure Considerations

Background

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

On November 30, 2016 the Board met in executive session with the faculty chairs of each of the three 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>
Alison Armstrong	Engineering	David Phippen
Jeff Cromwell	Automotive	Bob Biesiedzinski
Kevin Roner	Automotive	Ken Campbell

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: Alison Stevens
Executive Vice President for Academic Affairs
Shoreline Community College
December 2, 2016