

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING OF OCTOBER 26, 2016
3:00 PM Study Session – Room 2059, Visual Arts Center (2000)
4:30 PM Regular Session – Board Room (1010M), Administration Building (1000)**

A G E N D A

3:00 PM – STUDY SESSION (ROOM 2059 ▪ BLDG. 2000)			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
	<ul style="list-style-type: none"> •Title IX Update •Emergency Preparedness Update •Tour: Visual Arts Center (#2000) •Program Overview: Visual Communications Technology 	<ul style="list-style-type: none"> •Mary Brueggeman & Stephen Smith •Dawn Vinberg & Robin Blacksmith •Kathie Hunt •Kathie Hunt 	
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 ▪ Regular Meeting of September 28, 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		
6.	Report: Shoreline President	<i>Cheryl Roberts</i>	
7.	Report: Enrollment Update	<i>Bayta Maring</i>	
8.	Report: FY 2015 – 2016 Year End Status	<i>Stuart Trippel & Dawn Vinberg</i>	1
9.	Report: Policy Review Calendar 2016 - 2017	<i>Stephen Smith</i>	
10.	Action: Board of Trustees 2016 – 2017 Professional Learning Goals	<i>Phil Barrett & Trustees</i>	2
11.	Action: Board of Trustees 2017 Regular Meeting Schedule	<i>Phil Barrett & Trustees</i>	3

12.	Report: Shoreline Faculty	<i>DuValle Daniel</i>	
13.	Report: Shoreline Classified	<i>Jerry Owens</i>	
14.	Report: Shoreline Associated Student Government	<i>Winston Lee</i>	
15.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
16.	Executive Session, if necessary	<i>Phil Barrett</i>	
17.	Action: Adjournment	<i>Phil Barrett</i>	
	Next Regular Meeting: Wednesday, December 7, 2016		

SHORELINE COMMUNITY COLLEGE
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REGULAR MEETING OF SEPTEMBER 28, 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 the Board Room of the Administration Building at Shoreline Community College. A quorum of the Board was present.

Chair Barrett noted changes to the Study Session:

- The visit to the Theater will take place at a future Study Session of the Board of Trustees.
- The presentation on Accreditation – Learning Outcomes will precede the visit to the Pagoda Union Building (“PUB”) (#9000).

Executive Vice President Alison Stevens provided an overview of regional accreditation and included information on the following:

- Learning Outcomes
- Background on regional accreditation via the Northwest Commission on Colleges and Universities (NWCCU)
- The accreditation process
- Where we are
- Key considerations
- Student Learning: How do we know our students are learning?

Executive Vice President Stevens noted that periodic updates on the accreditation process will be presented to the Board of Trustees.

At 3:50 PM, the Trustees proceeded to the Pagoda Union Building (PUB) (#9000).

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 4:30 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, Tom Lux and Clara Pellham were present.

Assistant Attorney General (AAG) John Clark represented the Office of the Attorney General.

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REPORT: BOARD OF TRUSTEES CHAIR

Chair Barrett conveyed that the past year was one of challenges and opportunities and noted that the 2016 Convocation was “the best Convocation I’ve participated in since I’ve been a Trustee. It was exhilarating. The College has a tremendous set of assets in its people and I was very pleased to see the level of cooperation that took place throughout the entire day.”

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 June 22, 2016, one set of minutes from the Special Meeting of July 13, 2016, one set of minutes from the Special Meeting of August 9, 2016 and one set of minutes from the Special Meeting of August 11, 2016.

Motion 16:44: A motion was made by Trustee D’Ambrosio to approve the consent agenda.

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

OPEN COMMENT PERIOD

None.

COLLEGE UPDATE(S)

Dean Guy Hamilton introduced personnel from KIMSeattle—Founder & Executive Director Joanie Block and Director Lael McAuliffe. The College and KimSeattle collaborated on a project “to bring students from surrounding areas to Shoreline Community College’s campus for hands-on science STEM enrichment programs and camps.” Executive Director Block and Director McAuliffe provided an overview of the project’s description, execution, results and future planning. They noted that over 800 students came to campus over the course of the past year to participate in the programs and camps.

REPORT: SHORELINE PRESIDENT

President Roberts distributed and provided an overview of her *Community Connections Report* (June 23 – September 23, 2016) and the *Executive Team Highlights to the Board of Trustees* (September 28, 2016) which included information related to:

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- The 2016 – 2017 themes and work from the September 14, 2016 Fall Convocation and Day of Learning.
- The College serving 10,003 students last year.
- The implementation of the 2016 – 2021 Strategic Plan.
- The five new Steering Committees: Learning Outcomes Assessment; Communication, Marketing & Community Engagement; Disciplined Excellence; Inclusive Excellence and Ecological Integrity.
- Enrollment and the positive impact of the cumulative efforts of many areas across campus.
- The fifteen summer construction projects.
- Professional Learning opportunities.
- The College Identity survey.
- Title IX training for employees and students.

Chair Barrett expressed appreciation to President Roberts and the campus community and stated, “The increases in enrollment are very heartening and amazing.”

REPORT: SHORELINE 101 OVERVIEW

Executive Vice President Alison Stevens went over the draft schedule of Shoreline 101 topics for the 2016 – 2017 and 2017 – 2018 Study Sessions. Trustee Lux suggested that a visit to the Visual Arts Programs be added to the Shoreline 101 schedule.

ACTION: REVISIONS TO BOARD OF TRUSTEES GOVERNANCE MANUAL

Motion 16:45: A motion was made by Trustee Jackson to approve the revisions to the Board of Trustees Governance Manual, as presented on TAB 1 (Revisions to Board of Trustees Governance Manual).

Trustee D’Ambrosio seconded the motion

Trustee Jackson noted that the Board has had very good discussions in its review of the Governance Manual.

The motion was unanimously approved by the Board.

ACTION: ACT TRANSFORMING LIVES AWARDS

Chair Barrett provided an overview of the Washington Association of College Trustees (ACT) Transforming Lives Awards and encouraged campus personnel to submit nominations.

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Trustees Jackson and Pellham volunteered to serve as the two members of the Board to review the nominations received and recommend the Board's nominee for the 2017 ACT Transforming Lives Awards.

Motion 16:46: A motion was made by Trustee Lux for Trustees Jackson and Pellham to serve as a subcommittee of the Board and to recommend the College's nominee for the 2017 ACT Transforming Lives Awards.

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

FIRST READING: BOARD OF TRUSTEES 2016 – 2017 PROFESSIONAL LEARNING GOALS

Chair Barrett provided an overview of the Board's first reading of its 2016 – 2017 Professional Learning Goals. The Board discussed possible additions and will take action on its 2016 – 2017 Professional Learning Goals at the October 26, 2016 Regular Meeting of the Board of Trustees.

REPORT: SHORELINE FACULTY

Professor DuValle Daniel distributed and provided an overview of a report which contained information from a recent survey conducted by the Shoreline Community College Federation of Teachers (SCCFT). Approximately 50 – 70 full-time and part-time faculty responded to the survey and results related to the salary and benefits section of the survey indicated: 80.6% - Dissatisfied; 19.4% - Satisfied.

REPORT: SHORELINE CLASSIFIED

Instructional Support Technician Jerry Owens communicated that a tentative agreement has been reached and voted on by Washington Federation of State Employees (WFSE). "Progress was made on some key issues."

REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

Associated Student Government (ASG) President Winston Lee distributed and provided an overview of a *Survival Guide* for students and the ASG's *Report to the Board of Trustees*. He noted that over 1,000 students participated in Welcome Week activities and that the Student Leadership Center's newsletter will be available in October.

ASG President Lee introduced the 2016 – 2017 ASG officers who were present at the September 28 Board of Trustees Meeting: Vice President Clarin Florentyna, Budget & Finance Officer Katya

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Maslova, Social Justice Officer April Bui, Sustainability Officer Eberth Arias and Policy & Procedure Officer Mario Baldwin-McCurdy.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

The Trustees expressed excitement “to be back” and are looking forward to a great year.

Trustee D’Ambrosio shared that she heard from the Office of the Governor and has been reappointed to the Board of Trustees.

EXECUTIVE SESSION

At 6:07 PM, Chair Barrett announced that the Board would convene in Executive Session for fifteen minutes to discuss with legal counsel a matter of litigation and would reconvene in open session following the Executive Session.

The Executive Session commenced at 6:10 PM.

RECONVENE IN OPEN SESSION

At 6:25 PM, the Trustees reconvened in open session. Prior to adjourning, President Roberts provided a brief update related to necessary improvements tied to the Housing Project that will involve reopening dialogue with the City.

ADJOURNMENT

Motion 16:47: A motion was made by Trustee Lux to adjourn the Regular Meeting of September 28, 2016.

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

Chair Barrett adjourned the meeting at 6:33 PM.

Signed _____
Phil Barrett, Chair

Attest: October 26, 2016

Lori Y. Yonemitsu, Secretary

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TAB 1

REPORT

Subject: FY 2015 – 2016 Year End Status

Attachments

- Budget Financial Review – Period Ending June 30, 2016
- Financial Summary – Fiscal Year 2015 – 2016: Year End Report as of June 30, 2016

Prepared by: Dawn Vinberg, Executive Director – Budget and Capital
Shoreline Community College
October 13, 2016

Budget Financial Review
 Period Ending June 30, 2016
 Prepared for Board of Trustees

Executive Overview

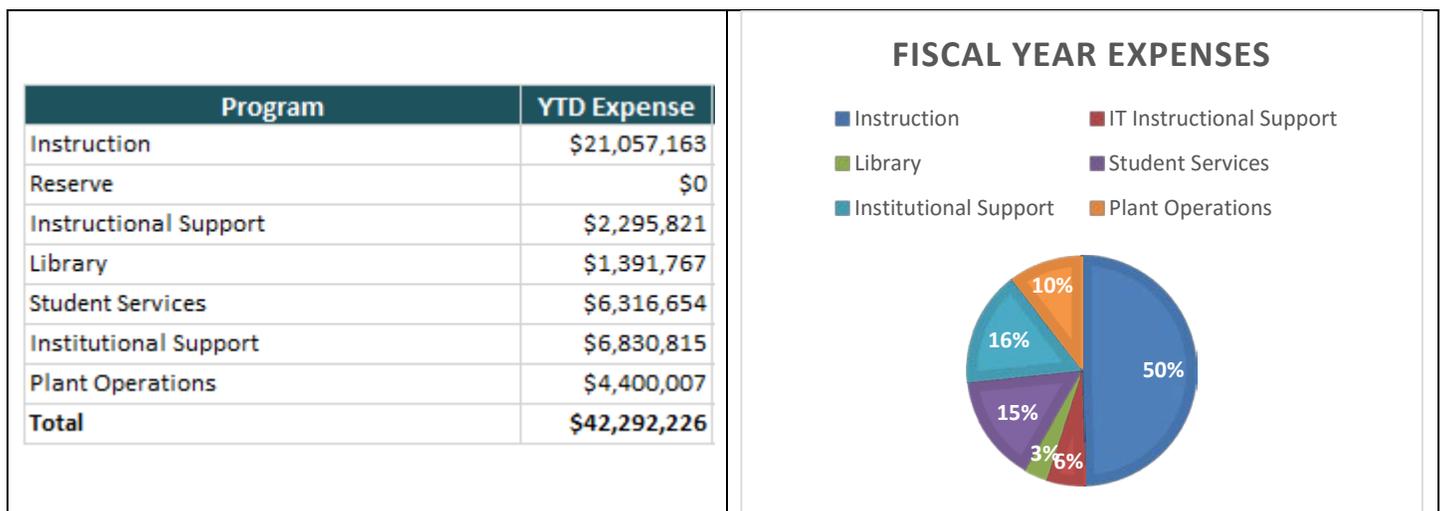
The attached, quarterly Operating Budget Board of Trustees Report for Shoreline Community College includes financial information from July 1, 2015 through June 30, 2016, a full annual report. This report includes information for the College’s Operating Budget including Tuition Revenue. Overall, the college 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 Analysis

- Direct Instructional expenses are 50% of the overall actual expenses to date and were overspent by 3% this year, a direct expense that results in more courses being taught over the course of the academic year
- All student-related expenses (Instruction, Student Services Academic Support) make up 74% of the overall expenses.
- The Student Services division was underspent by 17% as a result of lapsed salaries, and lower than budgeted expenses in our International Education department
- Both Institutional Support and Plant Operations were overspent to budget, reflecting the temporary investment in infrastructure for systems, management structure, and campus construction improvements.



Expenses Compared to Budget – by Type

- Labor expenses (salaries and benefits) expenses were at 99% of the budget, indicating and lapsed salaries were used to offer the education and services required at the college.
- Non-Labor expenses were also at 99% of budget – demonstrating effective managerial oversight.
- The personal services contract line item also demonstrates temporary investment in expertise to meet approved infrastructure investments.

Category	Current YTD	Prior YTD	Difference
Labor (Salaries & Benefits)	\$34,157,606		\$34,157,606
Non-Labor Expenses	\$8,737,815		\$8,737,815
Total Expenses	\$42,895,421	\$0	\$4,953,512

Tuition Revenue

- Tuition revenue collection as of June 30, 2016 is at \$18.6M and 100.9% of target.
- This includes all student types and represents the legislative mandate of a 5% resident student tuition reduction.
- The college performed well in this area, given the changes by the legislature as the target was established prior to knowledge of the tuition reduction.

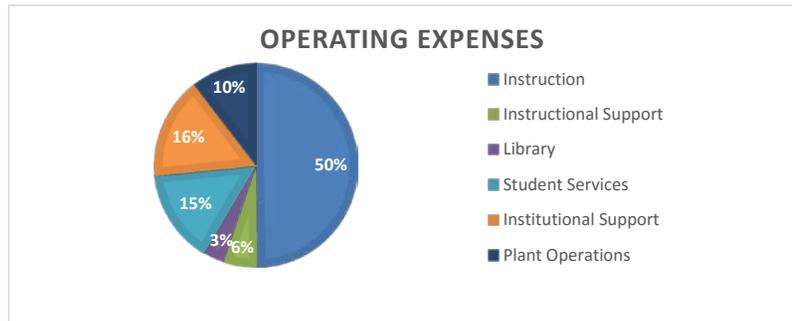
Category	Target	Collected	% of Target
All Students Current Year	\$18,469,530	\$18,631,535	100.9%
Prior Year Compare	\$18,120,000	\$19,260,008	106.3%

Financial Summary



Fiscal Year 2015-2016

Year End Report as of June 30, 2016



Operating Budget Analysis

Operating Budget Program Roll-up

Program	FY Budget	% of Budget	YTD Expense	Balance	% of Spend
Instruction	\$20,441,949	103.0%	\$21,057,163	-\$615,214	49.8%
Reserve	\$9,921	0.0%	\$0	\$9,921	0.0%
Instructional Support	\$2,490,177	92.2%	\$2,295,821	\$194,356	5.4%
Library	\$1,445,894	96.3%	\$1,391,767	\$54,127	3.3%
Student Services	\$7,660,920	82.5%	\$6,316,654	\$1,344,266	14.9%
Institutional Support	\$6,692,723	102.1%	\$6,830,815	-\$138,092	16.2%
Plant Operations	\$4,153,837	105.9%	\$4,400,007	-\$246,170	10.4%
Total	\$42,895,421	98.6%	\$42,292,226	\$603,195	100.0%

Operating Budget Analysis by Category

Category	FY Budget	% of Budget	YTD Expense	Balance	% of Spend
Full-Time Faculty	\$8,063,963	98.7%	\$7,956,213	\$107,750	18.8%
Part-Time / Pro Rata Faculty	\$6,962,357	108.4%	\$7,546,336	-\$583,979	17.8%
Classified	\$5,302,511	93.4%	\$4,953,513	\$348,998	11.7%
Exempt	\$4,184,238	97.0%	\$4,057,200	\$127,038	9.6%
Overtime	\$65,079	152.7%	\$99,367	-\$34,288	0.2%
Hourly, Students & Others	\$693,319	104.8%	\$726,350	-\$33,031	1.7%
Benefits	\$8,886,139	96.9%	\$8,607,484	\$278,655	20.4%
Sub Total Labor Costs	\$34,157,606	99.4%	\$33,946,464	\$211,142	80.3%
Goods & Services	\$5,897,372	105.1%	\$6,200,410	-\$303,038	14.7%
Travel	\$476,893	96.3%	\$459,132	\$17,761	1.1%
Equipment	\$818,511	117.5%	\$962,100	-\$143,589	2.3%
Contract Personal Services	\$27,536	671.9%	\$185,020	-\$157,484	0.4%
Client/Student Services	\$1,517,503	35.5%	\$539,101	\$978,402	1.3%
Sub Total Non-Labor Expenses	\$8,737,815	95.5%	\$8,345,762	\$392,053	19.7%
Total	\$42,895,421	98.6%	\$42,292,226	\$603,195	100.0%

Prior Year Expense Analysis

Category	Current YTD	Prior YTD	Difference	% Change	Note
Labor (Salaries & Benefits)	\$34,157,606		\$34,157,606	0%	
Non-Labor Expenses	\$8,737,815		\$8,737,815	0%	
Total Expenses	\$42,895,421	\$0	\$4,953,512	0%	

Note: Not including SubObject P, S, T, or blanks

Tuition Revenue

Category	Target	Collected	% of Target
All Students Current Year	\$18,469,530	\$18,631,535	100.9%
Prior Year Compare	\$18,120,000	\$19,260,008	106.3%

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TAB 2

ACTION

Subject: Board of Trustees Professional Learning Goals 2016 – 2017

Background

The Trustees conducted a first reading of its 2016 – 2017 Professional Learning Goals at the September 28, 2016 Regular Meeting of the Board of Trustees. An additional goal (preceded with a + and in red font, below) has been added to the Board's Professional Learning Goals for 2016 – 2017.

BOARD OF TRUSTEES PROFESSIONAL LEARNING GOALS 2016 – 2017

- Reading and discussing Mindset: The New Psychology of Success by Carol Dweck.
- Continuing with Shoreline 101.
- Participating in a Board Winter Retreat.
- Establishing an annual calendar of recommended events (e.g. national and local conferences) for Board participation.
- Participating in individual meetings with the College President.
- Participating in meetings with local partners (e.g. City of Lake Forest Park, Shoreline School District).
- Attending a Board meeting of one of the Five Star Consortium colleges.
- +Participating in a joint social with the Shoreline Community College Foundation's Board of Directors.

Recommendation

It is recommended that the Board of Trustees take action on its 2016 – 2017 Professional Learning Goals.

Prepared by: Cheryl Roberts, President
Shoreline Community College
October 12, 2016

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TAB 3

ACTION

Subject: Board of Trustees 2017 Regular Meeting Schedule

Background

From paragraph one (revision approved on 01/27/16) of Policy 7511 (Meetings of the Board of Trustees) in the Shoreline Community College Board of Trustees Bylaws:

The Board of Trustees shall hold one regular meeting on the fourth Wednesday in January, February, April, June, September and October, the third Wednesday in March, and the first Wednesday in December. Special meetings may be requested by the Chair of the Board or by a majority of the members of the Board. Notice of regular meetings, regular meeting changes, and special meetings will be made in accordance with open public meetings law.

In order to hold five, 90-minute long Study Sessions during 2017, a start time of 4:30 PM for the January, March, September, October and December 2017 Regular Meetings is proposed.

Proposed Regular Meeting dates and start times for calendar year 2017:

Winter Quarter	Spring Quarter	Fall Quarter
<u>January 25, 2017</u> 4:30 PM	<u>April 26, 2017</u> 4:00 PM	<u>September 27, 2017</u> 4:30 PM
<u>February 22, 2017</u> 4:00 PM	<u>May 24, 2017</u> 4:00 PM	<u>October 25, 2017</u> 4:30 PM
<u>March 15, 2017¹</u> 4:30 PM	<u>June 28, 2017</u> 4:00 PM	<u>December 6, 2017²</u> 4:30 PM

¹Third Wednesday in March.

²The November and December 2017 meetings are combined with the meeting scheduled for the first Wednesday in December.

Recommendation

It is recommended that the Board of Trustees take action on the Regular Meeting dates and times proposed for calendar year 2017.

Prepared by: Lori Yonemitsu
Executive Assistant to the President & Secretary to the Board of Trustees
Shoreline Community College
October 21, 2016