

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING OF FEBRUARY 24, 2016
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 – Updated 02/22/16

3:00 PM – STUDY SESSION (BLDG. 1000; BOARD ROOM)			
No.	AGENDA ITEM	RESPONSIBILITY	TAB
	Budget Forecast	<i>Dawn Vinberg</i>	
	Board Travel Reimbursement	<i>Stuart Trippel</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 ▪ Regular Meeting of January 27, 2016	<i>Catherine D’Ambrosio & Trustees</i>	
3.	Report: Board of Trustees Chair	<i>Catherine D’Ambrosio</i>	
4.	Open Comment Period	<i>Catherine D’Ambrosio</i>	
5.	College Update(s)		
6.	Action: Faculty Sabbatical Proposals (2016 – 2017)	<i>Robert Francis</i>	1
7.	Action: Two-Year College Calendar	<i>Chris Melton</i>	2
8.	Action: Revision(s) to BPR-7 (Board Travel), Section 4: Board-President Relationship – Board of Trustees Governance (“Policy”) Manual	<i>Stuart Trippel</i>	3
9.	Action: American Honors Fees	<i>Stuart Trippel</i>	4
10.	Discussion: Electronic Board Packets	<i>Phil Barrett</i>	
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.	Executive Session, if necessary	<i>Catherine D'Ambrosio</i>	
17.	Next Regular Meeting: Wednesday, March 16, 2016		
18.	Adjournment		

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF January 27, 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 Catherine D'Ambrosio at 3:01 PM in the Board Room of the Administration Building at Shoreline Community College. Chair D'Ambrosio noted that a quorum of the Board was present. The Trustees then proceeded to room 2501A (building #2500) for a Study Session related to the College's Professional-Technical Programs.

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 Catherine D'Ambrosio at 4:30 PM in the Board Room of the Administration Building at Shoreline Community College. Chair D'Ambrosio noted that 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.

CONSENT AGENDA

Chair D'Ambrosio asked the Board to consider approval of the consent agenda. On the agenda for approval:

- a) One set of minutes from the Special Meeting of November 30, 2015.
- b) One set of minutes from the Regular Meeting of December 3, 2015.
- c) One set of minutes from the Special Meeting of December 8, 2015.

Motion 16:01: A motion was made by Trustee Lux to approve the consent agenda.

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

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF January 27, 2016

REPORT: BOARD OF TRUSTEES CHAIR

Chair D'Ambrosio spoke about the Washington Association of College Trustees (ACT) Transforming Lives Awards dinner and Winter Legislative Contact Conference and noted, "Each student brings us great pride and distinction."

OPEN COMMENT PERIOD

None.

COLLEGE UPDATE(S)

American Association of Community Colleges (AACC) MentorLinks Program

Louise Petruzzella, Director of the Clean Energy Technology (CET) Program, provided information on the MentorLinks/National Science Foundation grant—awarded to the College in 2014. In addition, she introduced CET students Laura Humiston, Jason Parker and Dana Shapren who received scholarships from the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE).

REPORT: 2016 WASHINGTON ACT TRANSFORMING LIVES AWARDS

Campus Nominees

Board's Nominee & Statewide Award Recipient

Trustee Jackson provided an overview of the Washington Association of College Trustees (ACT) Transforming Lives Awards. Seven current or former students were nominated for the 2016 awards by members of the campus community. A committee of the Board reviewed the seven nominations and selected Andrea Fast as the Shoreline Community College Board of Trustees' nominee for the 2016 ACT Transforming Lives Awards. In addition and out of the thirty-four Washington state Community or Technical College nominations submitted to the ACT, Andrea Fast was one of the five 2016 ACT Transforming Lives Awards recipients.

Trustee Jackson noted, "We can all be part of our students' transformations. We never know the role that we can play."

Certificates of Appreciation were presented to three of the nominees present: Saddiqullah Faizi, Andrea Fast and Randy Lee. A Certificate of Recognition was presented to Andrea Fast.

REPORT (QUARTERLY): BUDGET

Executive Director for Budget/Capital Dawn Vinberg went over the *Budget Financial Review (Period Ending December 31, 2015) and the Quarterly Financial Summary (As of 12/31/15)*.

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Chair D'Ambrosio and Trustee Barrett inquired about the current gain/loss in the Bookstore and requested the Bookstore's balance as the close of FY 2014 – 2015.

REPORT

Enrollment Management

Director for Institutional Assessment & Data Management Bayta Maring provided an update on College and statewide winter quarter enrollments and included information on the College's state supported FTEs (International students) and annualized FTEs (Domestic students).

Enrollment & Marketing Activities

Mary Brueggeman, Vice President for Advancement & Executive Director of the Foundation, provided an overview of the recent accomplishments undertaken by the Office of Advancement to support enrollment and marketing—including but not limited to: the installation of Shoreline Community College banners on Aurora Avenue North; the increase in outreach efforts; holding focus sessions related to the College's identity; and the implementation of a customer relationship management platform.

ACTION: CHANGE TO POLICY 7511 (MEETINGS OF THE BOARD OF TRUSTEES) – SHORELINE COMMUNITY COLLEGE BOARD OF TRUSTEES BYLAWS

Motion 16:02: A motion was made by Trustee Barrett to approve the modifications to Policy 7511 (Meetings of the Board of Trustees) as delineated on TAB 2 (Change to Policy 7511 (Meetings of the Board of Trustees – Shoreline Community College Board of Trustees Bylaws)—revised 01/27/16.

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

REPORT: SCC FACULTY

Professor DuValle Daniel shared that the Shoreline Community College Federation of Teachers (SCCFT) is keeping abreast of the *Friedrichs v. California Teachers Association* case. Concerns from the Faculty include the absence of Faculty raises over the course of the last ten years and the impact of the system's new allocation model. In addition, Professor Daniel noted that Faculty are interested HB 2615 (Improving student success at community and technical colleges by considering benefits of full-time faculty and staff) and HB 2822 (Restoring the fair treatment of underserved groups in public employment, education, and contracting).

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REPORT: SCC CLASSIFIED

Instructional Support Technician Jerry Owens also noted that the Washington Federation of State Employees (WFSE) is keeping abreast of the *Friedrichs v. California Teachers Association* case. In addition, he read excerpts from The Olympian's op-ed piece *Community college pay was shorted in budget* by Community and Technical College Presidents Timothy Stokes, Amy Morrison Goings and Eric Murray.

REPORT: SCC ASSOCIATED STUDENT GOVERNMENT

Associated Student Government President (ASG President) Ashley Cowan distributed and provided an overview of the *January 27, 2016 Associated Student Government's Report for the Board of Trustees*—including information on student-led committees, an update on the Community Read and an overview of the Gender Neutral Restroom project.

REPORT: SCC PRESIDENT

President Roberts distributed and provided an overview of her *Community Connections Report* (October 29, 2015 – December 3, 2015). Highlights included:

- Governance related:
 - The distinction between councils and committees.
 - The renaming of the Executive Leadership Team (ELT), to the Executive Team (ET).
 - The entering of the last phase of the Strategic Planning process.
- The holding of the weekly Shoreline Rotary meetings, on campus.
- The appointment of President Roberts to the Board of the Workforce Development Council of Seattle – King County.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

The Trustees expressed appreciation for everyone involved in the January 27th Shoreline 101 Study Session.

EXECUTIVE SESSION

At 5:55 PM, Chair D'Ambrosio announced that the Board would convene in Executive Session for fifteen minutes to discuss the performance of a public employee and would reconvene in open session following the Executive Session.

The Executive Session commenced at 5:59 PM.

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At 6:14 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by five minutes.

ADJOURNMENT

At 6:19 PM, the Trustees reconvened in Regular Session.

Motion 16:03: A motion was made by Trustee Lux to adjourn the Regular Meeting of January 27, 2016.

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

Chair D'Ambrosio adjourned the meeting at 6:19 PM.

Signed _____
Catherine D'Ambrosio, Chair

Attest: February 24, 2016

Lori Y. Yonemitsu, Secretary

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF FEBRUARY 24, 2016**

TAB 1

ACTION

Subject: FACULTY SABBATICAL LEAVES (2016 – 2017)

Background

The July 1, 2013-2016 Agreement By and Between the Shoreline Community College Board of Trustees, District VII and the Shoreline Community College Federation of Teachers (Article XIII: Leaves) states that the College may award annual sabbatical leaves to eligible faculty not to exceed four percent of the total number of full-time faculty. For the 2016-2017 academic year a total of sixteen (16) quarters of sabbatical leave is being recommended. All faculty recommended are eligible for a sabbatical leave, and the faculty Sabbatical Selection Committee has complied with the provisions of Article XIII: Leaves of the 2013-2016 Agreement.

Sixteen sabbatical applications were submitted for consideration to the faculty Sabbatical Selection Committee, chaired by Claire Murata. Following the Committee's review of the written applications and applicant interviews, eight proposals are attached for the Board's review. The Committee recommended full year (three quarters) sabbatical leave for three faculty members at 86% compensation, two quarters sabbatical leave for two faculty member at 86% compensation, and one quarter sabbatical leave for three faculty member at 100% compensation. Summarized below are the sabbatical leave requests for the eight faculty members recommended:

<u>Name</u>	<u>Division</u>	<u>Date of Initial Employment</u>	<u>Previous Sabbatical Quarters</u>	<u>Numbers of Quarters Recommended</u>
1. Tony Doupé	Humanities	Spring 2005	None	3
Purpose:	To reconfigure and rethink performance classes towards building a more attractive program for international students; create systems for in-house and community video production needs that will include informational, marketing, and on-line awareness for departments and organizations on campus; continue writing an acting textbook; and continue to maintain and develop new partnerships with local film and theater producers, production companies, and educational institutions.			
2. Ruth Duffy	Humanities	Spring 2005	None	2
Purpose:	To research current trends in multi-media language labs and to develop curriculum and materials.			

3. **Mimi Harvey** Humanities Spring 2008 None 3
- Purpose: To increase knowledge and skills in the relatively new, promising and growing areas of Contemplative Pedagogy and Mindfulness in education, and to develop a joint Collaborative Online International Learning (COIL) project with institutions in other parts of the world.
4. **Ernest Johnson** Social Sciences Spring 1999 None 2
- Purpose: To generate an academic article for publication in a peer reviewed journal; write a personal narrative of the experiences lived and learning acquired during years of study under a progressive Islamic Sudanese Scholar, Mahmoud Mohamed Taha; upgrade to ADA compliancy three instructional hybrid courses to eventually become fully online; and to revitalize by improving expertise in Chi-Gong and develop a basic course based on years of learning from local Chi-Gong master, Dr. Xhe Zhe Wang.
5. **Stephen Malott** Humanities Summer 1998 None 1
- Purpose: To research outcomes assessment techniques used at similar institutions for evaluating student success in audio engineering programs similar to those at the College; get back to industry and record music projects and do some video post-production for refreshing professional production skills; and to refresh and energize himself.
6. **Christine Shafner** Humanities Spring 2001 None 3
- Purpose: To expand and enhance technical knowledge; re-familiarize with current best practices in Visual Communications, and revisit the creative and soft skills required when preparing students for work in VCT-related subjects; represent Shoreline Community College as a professor by attending national professional organizations, conferences and events, and by doing so, target individuals in these organizations to serve on the college's VCT Advisory Board, which is a state-mandated Board; review educational pathways for transfer students; to enhance classroom instructional activities via alignment with best practices in the fields of game art, animation, interactivity, programming, illustration, graphic design, and page layout; and to design and create digital animations and game environments.
7. **Anna Shanks** HO/PE Fall 1999 None 1
- Purpose: To develop recommendations for the nursing program to increase the success of nursing students who are English language learners; increase the number of nursing students from underrepresented minority population as a way of addressing health disparities by researching recruitment and retention of this population; develop a proposal for the

health occupation division to increase recruitment and retention of minority nursing faculty; and to renew and refresh her energy for teaching at Shoreline Community College.

8. **Kira Wennstrom** STEM Spring 2005 None 1

Purpose: To deepen knowledge of anatomy and physiology through primary literature and seminars; develop materials to support curricular changes in anatomy and physiology courses; investigate and experiment with new teaching techniques; and refresh and expand skills in field identification through day trips and travel.

Recommendation

It is recommended that sabbatical leaves be granted to Tony Doupé, Mimi Harvey, and Christine Shafner for three quarters each during the 2016-2017 academic year at 86% compensation; to Ruth Duffy and Ernest Johnson for two quarters each during the 2016-2017 academic year at 86% compensation; and to Stephen Malott, Anna Shanks, and Kira Wennstrom for one quarter during the 2016-2017 academic year at 100% compensation.

Prepared by: Robert Francis
Vice President for Academic and Student Affairs
Shoreline Community College
February 17, 2016

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF FEBRUARY 24, 2016**

TAB 2

ACTION**Subject: Two-Year College Calendar****Background**

Per the Policy 6000 (College Calendar) Procedures, “The calendar will be recommended to the President for approval by the Board of Trustees no later than the February Board meeting.”

The following recommendations by the Joint Union Management Committee (JU/MC) were used to develop the 2017-2018 and 2018-2019 academic calendars:

1. Continued adherence to Policy 6000.
2. Expand the break between Winter and Spring quarter to more than five (5) days.
3. A minimum four (4) week break between Summer and Fall quarters.
4. Each Quarter of the academic year should contain 49 or 50 instructional days with equal number of instructional days for each day of the week.
5. Have a full week of instruction following Thanksgiving.
6. Have a prep day for each quarter
7. Have three (3) final exam days in the same week.
8. Consider shortening opening day by one (1) day, and moving that day to another date within the academic year, for the purpose of professional learning in accordance with Article 7.b.5. Consider the following requests:
 - a. Avoid scheduling this date the Friday before a quarter startup
 - b. Avoid the last two (2) weeks before the quarter ends
 - c. Take into consideration the positive and/or negative impact on students when determining the date

The Calendar Committee attempted to follow the above parameters, working with JU/MC as the calendars were developed. One (1) day was moved from Opening Week to a date in February in both 2017-18 and 2018-2019, for the purpose of professional learning. Extending the break between Winter and Spring quarters was attempted, however was found to have unanticipated consequences to other recommended parameters. For this reason extending the break will be postponed until next year, while more research is conducted. The two completed calendars have been approved by JU/MC and are attached for the Board’s consideration.

Recommendation

It is recommended that the proposed permanent 2017-2018 and the tentative 2018-2019 College Calendars be approved by the Board of Trustees.

Prepared by:

Chris Melton, Director – Enrollment & Financial Aid Services/Registrar
Shoreline Community College
February 16, 2016

To Follow/Attached: Proposed permanent 2017-2018 College Calendar and the tentative 2018-2019 College Calendar.

SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN DRAFT 2017-2018 CALENDAR

(This calendar is not official until approved by the College Board of Trustees)

KEY

- Shaded, bolded areas = Instructional Days
- Boxed, bolded, italic numbers = Holidays
- () Faculty Prep Days
- < > Exam Days
- Grades Due
- [] First/Last Day Instruction
- FT Faculty Contract Days
- * Campus closed

FALL QTR 2017	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

WINTER QTR 2018	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

SPRING QTR 2018	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

SUMMER QTR 2018	
INSTR	31
FAC/PREP	0
EXAMS	--
TOTAL	31

Additional undesignated FT faculty days = 6 (excluding summer quarter)

SEPTEMBER 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
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17	18	19	[20]	21	22	23
24	25	26	27	28	29	30

MARCH

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4	5	6	7	8	9	10
11	12	13	14	[15]	(16)	17
18	<19>	<20>	<21>	22	23	24
25	26	(27)	28	29	30	31

10/4 to 11/1
After 11/1
10/24

Drops show as W
Drops show as Z, NC, or V
Last day for P/NC option

FALL QUARTER

- 9/4 Labor Day *
- 9/14 Opening Week Begins
- 9/20 Instruction Begins
- 11/10 Veterans' Day *
- 11/23 & 11/24 Thanksgiving *
- 12/1 Instruction Ends
- 12/4 Prep Day
- 12/5, 12/6 & 12/7 Exams
- 12/12 Grades Due
- 12/25 Christmas *

OCTOBER

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

1/18 to 2/15
After 2/15
2/7

Drops show as W
Drops show as Z, NC, or V
Last day for P/NC option

WINTER QUARTER

- 1/1 New Year's *
- 1/3 Instruction Begins
- 1/15 M.L.King Jr. Day *
- 2/16 SCC Professional Development
- 2/19 Presidents' Day *
- 3/15 Instruction Ends
- 3/16 Prep Day
- 3/19, 3/20 & 3/21 Exams
- 3/27 Grades Due

NOVEMBER

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MAY

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27	28	29	30	31		

4/16 to 5/14
After 5/14
5/4

Drops show as W
Drops show as Z, NC, or V
Last day for P/NC option

SPRING QUARTER

- 4/2 Instruction Begins
- 5/28 Memorial Day *
- 6/10 Commencement
- 6/11 Instruction Ends
- 6/12 Prep Day
- 6/13, 6/14 & 6/15 Exams
- 6/19 Grades Due

DECEMBER

S	M	T	W	T	F	S
					[1]	2
3	(4)	<5>	<6>	<7>	8	9
10	11	(12)	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE

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3	4	5	6	7	8	9
10	[11]	(12)	<13>	<14>	<15>	16
17	18	(19)	20	21	22	23
24	[25]	26	27	28	29	30

7/5 to 7/26
After 7/26
7/18

Drops show as W
Drops show as Z, NC, or V
Last day for P/NC option

SUMMER QUARTER

- 6/25 Instruction Begins
- 7/4 Fourth of July *
- 8/16 Instruction Ends
(Exams on last day of class)
- 8/21 Grades Due

JANUARY 2018

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28	29	30	31			

JULY

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29	30	31				

FEBRUARY

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AUGUST

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26	27	28	29	30	31	

SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN DRAFT TENTATIVE 2018-2019 CALENDAR

(This calendar is not official until approved by the College Board of Trustees)

KEY

- Shaded, bolded areas = Instructional Days
- Boxed, bolded, italic numbers = Holidays
- () Faculty Prep Days
- < > Exam Days
- Grades Due
- [] First/Last Day Instruction
- FT Faculty Contract Days
- * Campus closed

FALL QTR 2018	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

WINTER QTR 2019	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

SPRING QTR 2019	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

SUMMER QTR 2019	
INSTR	31
FAC/PREP	0
EXAMS	—
TOTAL	31

Additional undesignated FT faculty days = 6 (excluding summer quarter)

SEPTEMBER 2018

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30						

MARCH

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10	11	12	13	[14]	(15)	16
17	<18>	<19>	<20>	21	22	23
24	25	26	27	28	29	30
31						

10/3 to 10/31 Drops show as W
After 10/31 Drops show as Z, NC, or V
10/23 Last day for P/NC option

FALL QUARTER

- 9/3 Labor Day *
- 9/13 Opening Week Begins
- 9/19 Instruction Begins
- 11/12 Veterans' Day * (observed)
- 11/22 & 11/23 Thanksgiving *
- 11/30 Instruction Ends
- 12/3 Prep Day
- 12/4, 12/5, & 12/6 Exams
- 12/11 Grades Due
- 12/25 Christmas *

OCTOBER

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APRIL

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28	29	30				

1/16 to 2/14 Drops show as W
After 2/14 Drops show as Z, NC, or V
2/6 Last day for P/NC option

WINTER QUARTER

- 1/1 New Year's *
- 1/2 Instruction Begins
- 1/21 M.L.King Jr. Day *
- 2/15 SCC Professional Development
- 2/18 Presidents' Day *
- 3/4 Instruction Ends
- 3/15 Prep Day
- 3/18, 3/19 & 3/20 Exams
- 3/26 Grades Due

NOVEMBER

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MAY

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4/15 to 5/13 Drops show as W
After 5/13 Drops show as Z, NC, or V
5/3 Last day for P/NC option

DECEMBER

S	M	T	W	T	F	S
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2	(3)	<4>	<5>	<6>	7	8
9	10	(11)	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE

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9	[10]	(11)	<12>	<13>	<14>	15
16	17	(18)	19	20	21	22
23	[24]	25	26	27	28	29
30						

SPRING QUARTER

- 4/1 Instruction Begins
- 5/27 Memorial Day *
- 6/9 Commencement
- 6/10 Instruction Ends
- 6/11 Prep Day
- 6/12, 6/13 & 6/14 Exams
- 6/18 Grades Due

JANUARY 2019

S	M	T	W	T	F	S
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JULY

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18	19	(20)	21	22	23	24
25	26	27	28	29	30	

7/3 to 7/25 Drops show as W
After 7/25 Drops show as Z, NC, or V
7/18 Last day for P/NC option

FEBRUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	[15]	16	17
18	19	(20)	21	22	23	24
25	26	27	28	29	30	

SUMMER QUARTER

- 6/24 Instruction Begins
- 7/4 Fourth of July *
- 8/15 Instruction Ends
- (Exams on last day of class)
- 8/20 Grades Due

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF FEBRUARY 24, 2016**

TAB 3

ACTION

Subject: Revision(s) to BPR-7 (Board Travel), Section 4: Board-President Relationship – Board of Trustees Governance (“Policy”) Manual

Background

Board of Trustees Policy BPR-7 currently reads as follows:

The President will ensure that adequate funding for trustee education and travel will be provided in the college-operating budget.

Accordingly:

- 7.1. Trustee expenditures will not exceed this amount of funding.
- 7.2. As part of the operating budget development process, the Board shall inform the president of its education and travel needs for the following year.

In reviewing the College’s compliance with state law and regulations set forth by the Office of Financial Management (OFM), the College administration, in consultation with the assistant attorney general assigned to the College, has determined that the Board is required to have an internal travel policy in order to comply with OFM requirements expressed in the State Administrative and Accounting Manual (SAAM).

The College administration briefed the Board on the issues involved in reimbursement for Board travel at the Board of Trustees retreat on February 19, 2016. Following discussion, the following is a recommended replacement for Policy BPR-7:

The Board of Trustees will comply with the Office of Financial Management (OFM) State Administrative and Accounting Manual (SAAM) Subsection [10.70.30.b](#) as follows:

- 7.1. Trustees who are not in travel status according to the provisions of SAAM Chapter 10 will be reimbursed according to Option 1 of SAAM [10.70.30.b](#).
- 7.2. Trustees who are in travel status according to the provisions of SAAM Chapter 10 will be reimbursed according to Option 2 of SAAM [10.70.30.b](#).
- 7.3. For purposes of determining what constitutes a “day or portion thereof spent to conduct board . . . business” under Option 1, the Board of Trustees will include all days, and only those days, on which an officially noticed meeting of the Board of Trustees occurs.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF FEBRUARY 24, 2016

**Subject: Revision(s) to BPR-7 (Board Travel), Section 4:
 Board-President Relationship – Board of Trustees
 Governance (“Policy”) Manual**

Page 2

Recommendation

That the Board adopt the recommended revision to Policy BPR-7 by motion.

Prepared by: Cheryl Roberts, Ed.D., President
 Stuart Trippel, CPA, Executive Director, Business and Student Support Services
 Shoreline Community College
 February 22, 2016

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF FEBRUARY 24, 2016**

TAB 4

ACTION

Subject: American Honors Fees

Background

The College has entered into an agreement with Quad Learning, Inc. (QL) in which QL will, in collaboration with the College, provide the American Honors program to eligible students. One of the provisions of the agreement with QL is that the College's Board of Trustees will establish a "Program Fee" that will be charged to students in the American Honors program and remitted to QL.

Establishment of a Program Fee is provided for in the agreement with QL, but the agreement does not specify an amount to be charged. During negotiations with QL and as part of the College's financial analysis of the American Honors program, the College administration has determined that the initial program fees should be set at \$695 per quarter for domestic students and \$1,233 per quarter for international students.

The Program Fee has been set for domestic students at a level such that three quarters of resident tuition for 15 credits per quarter, plus the Program Fee, are roughly equivalent to the maximum Pell Grant amount for 2016–17. In addition, students participating in the American Honors program will have their financial aid budgets adjusted to reflect the Program Fee, thus allowing them to maximize their access to federal, state, and institutional resources.

Recommendation

That the Board authorize the American Honors Program Fee by the following motion:

RESOLVED, that the Board of Trustees authorizes the College to collect an American Honors Program Fee at the rate of \$695 per quarter for domestic students and \$1,233 per quarter for international students.

Prepared by: Stuart Trippel, Executive Director, Business and Student Support Services
Robert Francis, Vice President for Academic and Student Affairs
Shoreline Community College
February 22, 2016