

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING OF JANUARY 27, 2016
3:00 PM Study Session – Board Room, Administration Building (1000)
4:30 PM Regular Session – Board Room, Administration Building (1000)**

A G E N D A

3:00 PM – STUDY SESSION (BLDG. 1000; BOARD ROOM) → (BLDG. 2500; ROOM 2501A)			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
	Professional-Technical Programs	<i>Dan Fey & Cathy Otto</i>	
4:30 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 ▪ Special Meeting of November 30, 2015 ▪ Regular Meeting of December 3, 2015 ▪ Special Meeting of December 8, 2015	<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) • American Association of Community Colleges (AACC) MentorLinks Program	<i>Louise Petruzzella</i>	
6.	Report: • 2016 Washington ACT Transforming Lives Awards ▪ Campus Nominees ▪ Board's Nominee & Statewide Award Recipient	<i>• Doug Jackson & Clara Pellham</i>	
7.	Report (Quarterly): Budget	<i>Dawn Vinberg</i>	1
8.	Report: • Enrollment Management • Enrollment & Marketing Activities	<i>• Bayta Maring & Stuart Trippel • Mary Brueggeman</i>	
9.	Action: Change to Policy 7511 (Meetings of the Board of Trustees) – Shoreline Community College Board of Trustees Bylaws	<i>Catherine D'Ambrosio & Trustees</i>	2
10.	Report: SCC Faculty	<i>DuValle Daniel</i>	
11.	Report: SCC Classified	<i>Jerry Owens</i>	

12.	Report: SCC Associated Student Government	<i>Ashley Cowan</i>	
13.	Report: SCC President	<i>Cheryl Roberts</i>	
14.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
15.	Executive Session, if necessary	<i>Catherine D'Ambrosio</i>	
16.	Next Regular Meeting: Wednesday, February 24, 2016		
17.	Adjournment		

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF NOVEMBER 30, 2015
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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 10:08 AM 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 Vice President for Academic & Student Affairs Robert Francis.

COMMUNICATION FROM THE PUBLIC

None.

EXECUTIVE SESSION

At 10:08 AM, Chair D'Ambrosio announced that the Board would convene in Executive Session for ninety minutes to review the performance of public employees.

At 11:45 AM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by ten minutes.

RECONVENE IN SPECIAL SESSION

At 11:55 AM, the Trustees reconvened in Special Session.

EXECUTIVE SESSION

At 1:00 PM, Chair D'Ambrosio announced that the Board would convene in Executive Session for two-hundred ten minutes (or three and a half hours) to review the performance of public employees.

ADJOURNMENT

Motion 15:45: A motion was made by Trustee Lux to adjourn the Special Meeting of November 30, 2015.

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

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Chair D'Ambrosio adjourned the meeting at 4:30 PM.

Signed _____
Catherine D'Ambrosio, Chair

Attest: January 27, 2016

Lori Y. Yonemitsu, Secretary

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF DECEMBER 3, 2015

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 3:00 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 1515 (building #1500) for a Study Session related to the College's Transfer 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 4:03 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 (via conference call), 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 Regular Meeting of October 28, 2015.

Motion 15:46: A motion was made by Trustee Lux to approve the consent agenda.

Trustee Barrett noted that he was not in attendance at the October 28, 2015 Regular Meeting and therefore, abstained from voting.

Trustee Pellham seconded the motion, which was then approved by Chair D'Ambrosio, Trustee Jackson, Trustee Lux and Trustee Pellham.

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 REGULAR MEETING OF DECEMBER 3, 2015

REPORT: BOARD OF TRUSTEES CHAIR

Chair D'Ambrosio invited attendees to remain after the adjournment of the meeting for refreshments, celebration and socializing.

OPEN COMMENT PERIOD

Dr. Diana Knauf read a statement related to the tenure process. (Statement attached.)

COLLEGE UPDATE(S)

Online Faculty & Quality Matters (QM)

Virtual Campus, eLearning & Instructional Technology Executive Director Ann Garnsey-Harter, Professor & QM Master Reviewer Stephanie Diemel, Business Technology Faculty Gail Dalton and eLearning Instructional Designer, Nutrition Associate Faculty & QM Coordinator/Peer Reviewer Amy Rover provided information about the Quality Matters Program and Shoreline's commitment to the program. They noted that, students consistently express wanting clear instructions related to "how do I/we start" an online and/or hybrid course.

Community College Business Officers (CCBO)

Executive Director for Budget/Capital Dawn Vinberg provided an overview of Community College Business Officers (CCBO), a national association specifically designed for business officers from community colleges. Executive Director Vinberg was recently appointed to serve as the CCBO's Vice President of Regional Services.

ACTION: RENEWAL OF FIRST-YEAR & SECOND-YEAR TENURE TRACK FACULTY CANDIDATES

Vice President for Academic & Student Affairs Robert Francis read the background and recommendation for TAB 1 (Renewal of First-Year & Second-Year Tenure Track Faculty Candidates).

Motion 15:47: Trustee Lux stated, "After having given thoughtful consideration to the recommendations of the respective Appointment Review Committees, the Vice President for Academic & Student Affairs, and the President, I move that the Board continue the tenure-track candidate status of Claire Fant, Alison Armstrong, Jeffrey Cromwell, Nancy Felke, Kevin Roner and Ginger Villanueva."

Trustee Barrett seconded the motion.

Trustee Barrett and Chair D'Ambrosio commended the candidates, the changes made to the Appointment Review Committee (ARC)

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 REGULAR MEETING OF DECEMBER 3, 2015

reports and the work of the Appointment Review Committees (ARCs).

The motion was approved unanimously by the Board.

ACTION: TENURE CONSIDERATIONS

Vice President for Academic & Student Affairs Robert Francis read the background and recommendation for TAB 2 (Tenure Considerations).

Motion 15:48: Trustee Lux stated, “After having given thoughtful consideration to the recommendations of the respective Appointment Review Committees, the Vice President for Academic & Student Affairs, and the President, I move that the Board renew the following faculty appointments for 2016 – 2017 and in addition, grant tenure status to Jessica Galan and John Tankersley.”

Trustee Pellham seconded the motion.

Trustees Barrett and Jackson noted the quality of candidates and the “outstanding process in place.”

The motion was approved unanimously by the Board.

FIRST READING: CHANGE TO POLICY 7511 (MEETINGS OF THE BOARD OF TRUSTEES)-SHORELINE COMMUNITY COLLEGE BOARD OF TRUSTEES BYLAWS

Chair D’Ambrosio provided an overview of TAB 3 (First Reading: Change to Policy 7511 (Meetings of the Board of Trustees) – Shoreline Community College Board of Trustees Bylaws).

Trustee Barrett noted that the proposed modifications align with the Board’s Regular Meeting schedule.

The Board will take action on the proposed modifications to Policy 7511 (Meetings of the Board of Trustees) at it January 27, 2016 Regular Meeting.

REPORT(S): STRATEGIC ENROLLMENT MANAGEMENT (SEM)

Vice President for Academic & Student Affairs Robert Francis and Special Assistant to the President for Communications & Marketing Jim Hills provided information on the work of the Student Success Coordinating Committee as well as an update on the College’s recruiting activities.

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UPDATE: 2015 – 2016 AREAS OF FOCUS

President Roberts and members of the Executive Leadership Team (ELT) provided an update on the doable actions, progress &/or completion, outcomes & results of the 2015 – 2016 Areas of Focus related to:

- Initiative # 1 – Increase Enrollment, Retention, and Completion
- Initiative #2 – Leverage Community Engagement
- Initiative #3 – Develop Human Resources and Physical/Technical Infrastructure

REPORT: SCC FACULTY

Professor DuValle Daniel congratulated the newly tenured Faculty members.

She communicated that there is concern about the new allocation model and its potential impact on Faculty. In addition, she noted that sabbatical applications have been disseminated.

REPORT: SCC CLASSIFIED

Instructional Support Technician Jerry Owens congratulated the newly tenured Faculty members.

He expressed the Classified Staff's appreciation for the training program and noted that President Roberts and the administration have been doing an incredible job in working with the changes to the allocation model.

Instructional Support Technician Owens shared his concern about the upcoming legislative session.

REPORT: SCC ASSOCIATED STUDENT GOVERNMENT

Associated Student Government President (ASG President) Ashley Cowan congratulated the newly tenured Faculty members.

She distributed and provided an overview of the *December 3, 2015 Associated Student Government's Report for the Board of Trustees* and noted, "We are working very hard to make sure students are informed and engaged in the Student Services & Activities (SS&A) budgeting process."

REPORT: SCC PRESIDENT

President Roberts conveyed her congratulations to the newly tenured Faculty members. She distributed and provided an overview of her *Community Connections Report* (October 29, 2015 –

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December 3, 2015) and shared the positive progress resulting from a meeting between the City and the College related to the 160th and Greenwood five-way intersection.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

The Trustees congratulated newly tenured Faculty members Jessica Galan and John Tankersley.

ADJOURNMENT

Motion 15:49: A motion was made by Trustee Barrett to adjourn the Regular Meeting of December 3, 2015.

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

Chair D'Ambrosio adjourned the meeting at 5:37 PM.

Signed _____
 Catherine D'Ambrosio, Chair

Attest: January 27, 2016

 Lori Y. Yonemitsu, Secretary

Good afternoon –

To refresh your memories, although I just spoke with you on Monday - I am Dr. Diana Knauf, and I am a full-time, tenured faculty member here at Shoreline where I have taught for 18 years.

I have to tell you, I sure wish I wasn't standing here today. My brief message will seem cryptic to some, and for that I apologize in advance.

Although I cannot speak specifically at this time, I would like the record to reflect a recent trend that appears to have arisen over the last few years with regards to the process of tenure. While there may be reasonable justification for some of the decisions made, the trend is troubling.

The letter of the law, and the spirit of the law are often two different things. I suggest that what is legal is not always just, or fair, or humane, or honorable. I vote for honorable, every time.

Thank you for listening.

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 SPECIAL MEETING OF DECEMBER 8, 2015
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MINUTES

The Special Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Vice Chair Phil Barrett at 3:05 PM in the Central Conference Room (#1020M) of the Administration Building (#1000) at Shoreline Community College. Vice Chair Barrett noted that a quorum of the Board was present.

MEMBERS PRESENT

Trustees Phil Barrett, Doug Jackson, Tom Lux and Clara Pellham were present.

COMMUNICATION FROM THE PUBLIC

None.

EXIT CONFERENCE WITH WASHINGTON STATE AUDITOR'S OFFICE STAFF

Kristina Baylor, Erika Davies and Amanda Robinson from the Washington State Auditor's Office commenced with the exit conference for Shoreline Community College and reviewed with the Trustees, a packet of information including the audit scope, audit highlights and recommendations.

The Trustees were informed that the College's next scheduled audit is a financial audit related to FY 2014 – 2015 and will take place in February of 2016.

ADJOURNMENT

Motion 15:50: A motion was made by Trustee Lux to adjourn the Special Meeting of December 8, 2015.

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

Vice Chair Barrett adjourned the meeting at 3:39 PM.

Signed _____
 Catherine D'Ambrosio, Chair

Signed _____
 Phil Barrett, Vice Chair

Attest: January 27, 2016

 Lori Y. Yonemitsu, Secretary

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

TAB 1

REPORT (QUARTERLY)

Subject: Budget

Attached

1. Budget Financial Review (Period Ending December 31, 2015)
2. Quarterly Financial Summary (As of December 31, 2015)

Prepared by: Dawn Vinberg, Executive Director, Budget/Capital
Shoreline Community College
January 23, 2016

Budget Financial Review

Period Ending December 31, 2015

Prepared for Board of Trustees

Executive Overview

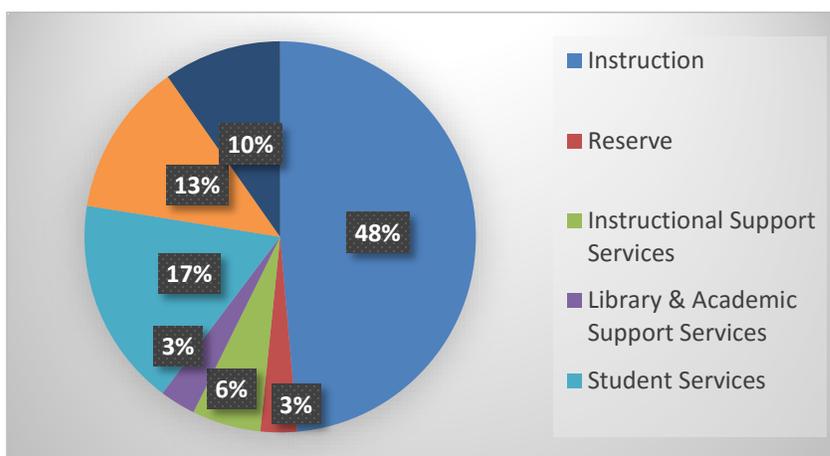
The attached Operating Budget Board of Trustees Report for Shoreline Community College includes financial information from July 1, 2015 through December 31, 2015. This report includes information for the College's Operating Budget and other funds of interest. Overall, the college demonstrates a healthy 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 48% of the overall actual expenses to date.
- All student-related expenses (Instruction, Student Services Academic Support) make up 75% of the overall expenses.



Expenses Compared to Budget – by Type

- Labor expenses are at 47% of budget – with half the fiscal year completed.
- Good & Services expenses are at 38% of budget – demonstrating effective managerial oversight.

Category	FY Budget	YTD Expense	Balance	% of Spend
Sub Total Labor Costs	\$33,044,391	\$15,621,590	\$17,422,801	47.3%
Sub Total Non-Labor Expenses	\$8,153,287	\$3,120,462	\$5,032,825	38.3%
Total	\$41,157,678	\$18,742,051	\$22,415,627	45.5%

Tuition Revenue

- Tuition revenue as of December 2015 is at \$10.3M and is 56% of our annual target.

Financial Performance in Other Funds

The Grants and Contracts Fund is currently showing a year to date deficit, due to billing cycles related to grants. The 148 Fund (fees and other revenues) has collected revenues of \$398K. Associated Students Fund has revenue greater than expenses with some forthcoming expenses planned for winter and spring Quarters. The Bookstore is undergoing a transition to the UW Bookstore model, so more information will be available next quarter. The Parking Fund also has some upcoming expenses that will balance the revenue and expenses. Auxiliary Services is close to revenue/expense neutral.

Shoreline Community College
Quarterly Financial Summary
As of 12/31/2015



Operating Budget Analysis

Operating Budget Program Roll-up

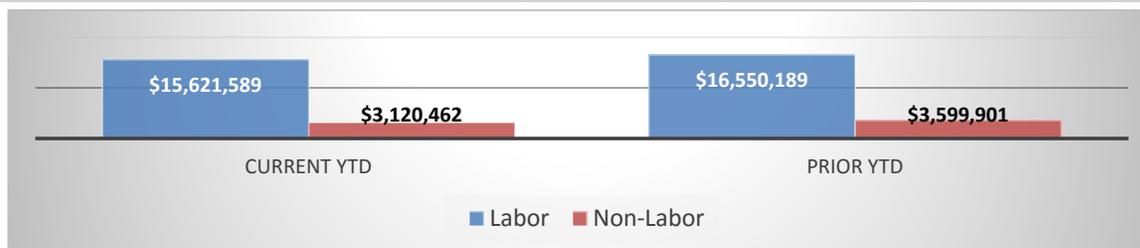
Program	FY Budget	% of Budget	YTD Expense	Balance	% of Spend
Instruction	\$20,005,916	48.6%	\$9,343,925	\$10,661,991	46.70%
Reserve	\$1,241,858	3.0%		\$1,241,858	0.00%
Instructional Support Services	\$2,338,741	5.7%	\$1,130,014	\$1,208,727	48.30%
Library & Academic Support Services	\$1,219,213	3.0%	\$572,420	\$646,793	46.90%
Student Services	\$7,111,090	17.3%	\$2,919,044	\$4,192,046	41.00%
Institutional Support	\$5,232,638	12.7%	\$2,750,872	\$2,481,766	52.60%
Plant Operations	\$4,008,222	9.7%	\$2,025,776	\$1,982,446	50.50%
Total	\$41,157,678	100.0%	\$18,742,051	\$22,415,627	45.50%

Operating Budget Analysis by Category

Category	FY Budget	YTD Expense	Balance	% of Spend
Full-Time Faculty	\$8,013,893	\$3,091,387	\$4,922,506	38.6%
Part-Time / Pro Rata Faculty	\$6,682,774	\$3,749,750	\$2,933,024	56.1%
Classified	\$5,309,382	\$2,419,874	\$2,889,508	45.6%
Exempt	\$3,683,940	\$1,949,868	\$1,734,072	52.9%
Overtime	\$63,072	\$43,523	\$19,549	69.0%
Hourly, Students & Others	\$656,668	\$311,079	\$345,589	47.4%
Benefits	\$8,634,662	\$4,056,109	\$4,578,553	47.0%
Sub Total Labor Costs	\$33,044,391	\$15,621,590	\$17,422,801	47.3%
Goods & Services	\$5,475,259	\$2,484,229	\$2,991,030	45.4%
Travel	\$460,970	\$225,258	\$235,712	48.9%
Equipment	\$625,324	\$144,706	\$480,618	23.1%
Client Services	\$1,569,198	\$202,212	\$1,366,986	12.9%
Personal Services	\$22,536	\$64,057	-\$41,521	284.2%
Sub Total Non-Labor Expenses	\$8,153,287	\$3,120,462	\$5,032,825	38.3%
Total	\$41,157,678	\$18,742,051	\$22,415,627	45.5%

Prior Year Expense Analysis

Category	Current YTD	Prior YTD	Difference	% Change
Labor	\$15,621,589	\$16,550,189	-\$928,600	-5.6%
Non-Labor	\$3,120,462	\$3,599,901	-\$479,439	-13.3%
Total FMS	\$19,058,214	\$20,449,937	-\$1,391,723	-6.8%



Shoreline College Quarterly Financial Summary

As of 12/31/2015

**Revenue****Tuition Revenue Collection**

Tuition	Target	Collected	% of Annual Target	PY End Actual Revenue
All Students	\$18,469,530	\$10,299,774	56%	\$18,960,008

Financial Statements by Fund**Grants & Contracts - Fund 145**

Income Statement	YTD	Prior Year-End
Revenue	\$ 1,269,995	\$ 4,693,484
Expenses	\$ 1,827,086	\$ 4,211,913
Gain/Loss	(\$ 557,092)	\$ 481,571

Local Funds, Fees, etc. - Fund 148

Income Statement	YTD	Prior Year-End
Revenue	\$ 2,331,684	\$3,712,304
Expenses	\$ 1,933,331	\$ 3,627,337
Gain/Loss	\$ 398,353	\$84,967

Associated Students - Fund 522

Income Statement	YTD	Prior Year-End
Revenue	\$ 1,322,536	\$ 2,023,410
Expenses	\$ 750,408	\$ 1,806,974
Gain/Loss	\$ 572,128	\$ 216,436

Auxiliary Services - Fund 570

Income Statement	YTD	Prior Year-End
Revenue	\$210,699	\$340,590
Expenses	\$191,772	\$333,251
Gain/Loss	\$18,927	\$ 7,339.34

Bookstore - Fund 524

Income Statement	YTD	Prior Year-End
Revenue	\$ 670,633	\$ 1,687,790
Expenses	\$ 827,528	\$ 1,764,524
Gain/Loss	(\$ 156,895)	(\$ 76,734)

Parking - Fund 528

Income Statement	YTD	Prior Year-End
Revenue	\$ 820,345	\$ 1,417,675
Expenses	\$ 644,425	\$ 1,416,934
Gain/Loss	\$ 175,920	\$ 741

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

TAB 2

ACTION

Subject: Change to Policy 7511 (Meetings of the Board of Trustees) – Shoreline Community College Board of Trustees Bylaws

Background

POLICY 7523 (AMENDMENTS OF BYLAWS OF THE BOARD OF TRUSTEES)

Bylaws of the Board may be amended by a majority vote of the Board provided such changes are proposed at least one meeting prior to the meeting at which the vote is taken. Bylaws may be amended by unanimous vote of the total Board membership at any regular or special meeting.

In accordance with Policy 7523 (Amendments of Bylaws of the Board of Trustees), the Board conducted a first reading of the following at its December 3, 2015 Regular Meeting:

▪**Policy 7511 (Meetings of the Board of Trustees) in the Shoreline Community College Board of Trustees Bylaws currently states:**

POLICY 7511

MEETINGS OF THE BOARD OF TRUSTEES

The Board of Trustees shall hold one regular meeting on the fourth Wednesday of each month at 4:00 p.m. and such special meetings as may be requested by the Chair of the Board or by a majority of the members of the Board and announced in accordance with law.

All regular and special meetings of the Board of Trustees shall be held at 16101 Greenwood Avenue North, Shoreline, WA 98133, unless scheduled elsewhere, and shall be open to the general public, except for lawful executive sessions.

No official business shall be conducted by the Board of Trustees except during a regular or special meeting.

▪**Proposed modifications (highlighted in yellow) to Policy 7511 (Meetings of the Board of Trustees) in the Shoreline Community College Board of Trustees Bylaws:**



POLICY 7511**MEETINGS OF THE BOARD OF TRUSTEES**

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.

All regular and special meetings of the Board of Trustees shall be held at 16101 Greenwood Avenue North, Shoreline, WA 98133, unless scheduled elsewhere, and shall be open to the general public, except for lawful executive sessions.

No official business shall be conducted by the Board of Trustees except during a regular or special meeting.

Recommendation

It is recommended that the Board of Trustees take action on the proposed modifications to Policy 7511 (Meetings of the Board of Trustees) at its January 27, 2016 Regular Meeting.

Prepared by: Lori Yonemitsu
Executive Assistant to the President & Secretary to the Board of Trustees
Shoreline Community College
January 22, 2016