

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING OF MARCH 16, 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. 1600 – LOBBY)			
No.	AGENDA ITEM	RESPONSIBILITY	TAB
	Performance Arts/Film Program(s)	<i>Katherine Hunt & Tony Doupé</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 February 19, 2016 ▪ Regular Meeting of February 24, 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: Renewal of First-Year and Second-Year Tenure Track Faculty Candidates	<i>Robert Francis</i>	1
7.	Action: Tenure Considerations	<i>Robert Francis</i>	2
8.	Report: American Honors	<i>Robert Francis</i>	
9.	Report: AVID for Higher Education (AHE)	<i>Robert Francis</i>	
10.	Action: Vision & Mission	<i>Stuart Trippel</i>	3
11.	Report: Strategic Plan	<i>Stuart Trippel</i>	4
12.	Report: SCC Faculty	<i>Steven Bogart</i>	
13.	Report: SCC Classified	<i>Jerry Owens</i>	
14.	Report: SCC Associated Student Government	<i>Ashley Cowan</i>	
15.	Report: SCC President	<i>Cheryl Roberts</i>	→

16.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
17.	Executive Session, if necessary	<i>Catherine D'Ambrosio</i>	
18.	Next Regular Meeting: Wednesday, April 27, 2016		
19.	Adjournment		

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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 9:00 AM in the Heritage Room (#302) at Shoreline City Hall, 17500 Midvale Avenue North, Shoreline, Washington 98133-4905.

MEMBERS PRESENT

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

Also present were members of the Executive Team: President Cheryl Roberts, Special Assistant to the President (and Retreat Facilitator) Laura Rehrmann, Vice President for Academic & Student Affairs Robert Francis, Executive Director for Business & Student Supports Services Stuart Trippel and Executive Director for Budget/Capital Dawn Vinberg.

COMMUNICATION FROM THE PUBLIC

None.

OVERVIEW OF THE AGENDA

The Special Meeting agenda for February 19, 2016 was reviewed.

OBSERVATIONS & DISCUSSION: *GOOD TO GREAT AND THE SOCIAL SECTORS – A MONOGRAPH TO ACCOMPANY GOOD TO GREAT*

The Board discussed *Good to Great and the Social Sectors – A Monograph to Accompany Good to Great* by Jim Collins and the intersections with the work at and of, the College.

BOARD OF TRUSTEES GOVERNANCE MANUAL REVIEW: Section 2 (Executive Limitations)

Board Chair Catherine D'Ambrosio and Vice Chair Phil Barrett worked with President Roberts and Special Assistant Rehrmann on reviewing and recommending changes to the Board's Governance Manual ("Policy Manual").

The Board reviewed and discussed the proposed changes in Section 2 (Executive Limitations) and recommended additional changes. Special Assistant Rehrmann will update the working document of Section 2 (Executive Limitations) and the Board will take action on the changes made to Section 2 at a future Regular Meeting of the Board of Trustees.

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BOARD OF TRUSTEES GOVERNANCE MANUAL REVIEW: Section 3 (Governance Process), Section 4 (Board-President Relationship), Travel Reimbursement

The Board reviewed and discussed the proposed changes in Section 3 (Governance Process) and Section 4 (Board-President Relationship). The Board recommended additional changes to both Sections 3 and 4. Special Assistant Rehrmann will update the working document of Section 3 (Governance Process) and Section 4 (Board-President Relationship). The Board will take action on the changes made to Sections 3 and 4 at a future Regular Meeting of the Board of Trustees.

Executive Director Trippel presented information on reimbursement for Board activities and based on the discussion with the Board on the topic, will prepare recommended changes for BPR-7 (Board Travel) contained in Section 4 (Board-President Relationship) of the Board of Trustees Governance Manual. The Board will take action on the changes to BPR-7 at its March 2016 Regular Meeting.

OVERVIEW: VISION & MISSION
UPDATE: STRATEGIC PLAN

Special Assistant Rehrmann and Executive Director Trippel provided an overview of the process related to the development of the College's Vision and Mission Statements and the draft Strategic Plan 2016-21.

The Board reviewed, discussed and provided feedback on the Vision and Mission Statements and the draft Strategic Plan 2016-21. The Board will take action on the Vision and Mission Statements at its March 2016 Regular Meeting. Executive Director Trippel will report on the Strategic Plan 2016-21 at the March 2016 Regular Meeting of the Board of Trustees.

MID-YEAR REVIEW: 2015 – 16 BOARD OF TRUSTEES GOALS

Special Assistant Rehrmann led a discussion of the Board in relation to its 2015 – 2016 Goals.

COLLEGE UPDATES

The Board acknowledged the Executive Team for its progress on the 2015 – 2016 Areas of Focus.

REPORT: BUDGET

Executive Director Vinberg provided information on the new Allocation Model as well as on tuition revenue.

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REPORT: COMMUNITY ENGAGEMENT

Special Assistant Rehrmann, on behalf of Vice President for Advancement/Executive Director of the Foundation Mary Brueggeman, shared highlights from the Office of Advancement – including numerous marketing, outreach and recruitment activities.

REPORT: INSTRUCTION

Vice President Francis spoke about initiatives the College has engaged in to support recruitment, enrollment and retention, including work with American Honors and AVID for Higher Education (AHE).

CAPITAL IMPROVEMENTS

Executive Director Trippel spoke about plans to move forward with a Student Housing Feasibility study.

Executive Director Vinberg shared the progress on the remodeling plans for the Student Union Building—the PUB.

WRAP-UP AND ADJOURNMENT

Motion 16:04: A motion was made by Trustee Jackson to adjourn the Special Meeting of February 19, 2016.

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

Vice Chair Barrett adjourned the meeting at 4:21 PM.

Signed _____
Phil Barrett, Vice Chair

Attest: March 16, 2016

Lori Y. Yonemitsu, Secretary

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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.

Budget Forecast

Executive Director for Budget/Capital Dawn Vinberg's presentation included information on the College's reserves, investments and revenue. She noted that, "The College is in a strong financial cash position."

Board Travel Reimbursement

Executive Director for Business & Student Support Services Stuart Trippel distributed a document, identical to the one he shared and discussed with the Board at its February 19, 2016 Mid-Year Retreat, entitled *Discussion with the Board on Reimbursement for Board Activities*. He added that the Board would take action on a proposed revision to BPR-7 (Board Travel), in Section 4 (Board-President Relationship) of the Board of Trustees Governance ("Policy") Manual during its regular session of February 24, 2016.

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 4:00 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.

MEMBERS PRESENT

Trustees Phil Barrett, Catherine D'Ambrosio, Doug Jackson and Tom Lux 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 January 27, 2016.

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Motion 16:05: A motion was made by Trustee Jackson to approve the consent agenda.

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

REPORT: BOARD OF TRUSTEES CHAIR

Chair D'Ambrosio shared the highlights from an op-ed piece in the recent issue of an Association of Community College Trustees (ACCT) publication focusing on the multiplicity of meanings related to student success. The piece's message: "Our definitions should also incorporate our students' input."

OPEN COMMENT PERIOD

None.

COLLEGE UPDATE(S)

Professor & Honors Program Co-Director Terry Taylor and Ben Moritz of American Honors shared information about American Honors at Shoreline Community College. After a "Q & A" with the Board, Chair D'Ambrosio requested that the Board receive a quarterly update on the program—including information on the number of students who have applied to Shoreline Community College via American Honors as well as how students are progressing in the program.

ACTION: FACULTY SABBATICAL PROPOSALS (2016 – 2017)

Vice President for Academic & Student Affairs Robert Francis read the background and recommendation for TAB 1 [Faculty Sabbatical Leaves (2016 – 2017)].

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.

Motion 16:06: A motion was made by Trustee Lux to approve the granting of sabbatical leaves for 2016 – 2017 as recommended in TAB 1 [Faculty Sabbatical Leaves (2016 – 2017)].

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

The Trustees expressed interest in having an opportunity to read the post-sabbatical reports which are submitted to the Office of the Vice President for Academic & Student Affairs.

ACTION: TWO-YEAR COLLEGE CALENDAR

Chris Melton, Director of Enrollment Services & Financial Aid/Registrar, provided an overview of TAB 2 (Two-Year College Calendar).

Recommendation

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

Motion 16:07: A motion was made by Trustee Jackson to approve the proposed permanent 2017-2018 and the tentative 2018-2019 College Calendars as presented in TAB 2 (Two-Year College Calendar).

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

ACTION: REVISION(S) TO BPR-7 (BOARD TRAVEL), SECTION 4: BOARD-PRESIDENT RELATIONSHIP – BOARD OF TRUSTEES GOVERNANCE (“POLICY”) MANUAL

Executive Director for Business & Student Support Services provided an overview of TAB 3 (Revision(s) to BPR-7 (Board Travel), Section 4: Board-President Relationship – Board of Trustees Governance (“Policy”) Manual).

Recommendation

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

Motion 16:08: A motion was made by Trustee Barrett to approve the recommended revision to Policy BPR-7.

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

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ACTION: AMERICAN HONORS FEES

Executive Director for Business & Student Support Services provided an overview of TAB 4 (American Honors Fees).

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.

Motion 16:09: A motion was made by Trustee Jackson to authorize 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.

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

DISCUSSION: ELECTRONIC BOARD PACKETS

Trustee Barrett recommended that while the Board continue to receive Board packets electronically, that it discontinue having the packets mailed to each Trustee in advance of a meeting. After a brief discussion, the Board agreed that hard copies of the Board packet will be available for each Trustee during a meeting.

REPORT: SCC FACULTY

Professor DuValle Daniel introduced Dr. Elena Esquibel, Dr. Ernest Johnson, Dr. Yvonne Terrell-Powell and Ginger Villanueva, attendees and/or presenters at the January 30, 2016 Diversity & Equity in Hiring and Professional Development (DEPED) conference. Each shared her/his experience from the conference as well as best practices for recruiting, hiring and retaining a diverse workforce.

Professor Daniel expressed appreciation for the approval of the 2016 – 2017 sabbatical proposals.

In regard to the tenure process, Professor Daniel conveyed that she has heard from many faculty members who serve on Appointment Review Committees (ARCs) regarding the perception that the Board may view the ARCs as being too lenient on tenure track faculty candidates. As a result, some ARC members are feeling pressured to “look for problems where none exist.” She asked the Board to consider reframing its message to the ARCs.

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REPORT: SCC CLASSIFIED

Instructional Support Technician Jerry Owens referred to Senate Bill 6481 (Establishing the Washington promise program, which provides for universal and affordable access to community and technical colleges for all Washingtonians). He wondered how funding of such a program would occur and the potential impact to the budgets of the community and technical colleges.

REPORT: SCC ASSOCIATED STUDENT GOVERNMENT

Associated Student Government President (ASG President) Ashley Cowan distributed and provided an overview of the *February 2016 Associated Student Government's Report for the Board of Trustees*—including information on Civics Day, elections preparations, a Student Services & Activities (SS&A) fee survey and the Community Read.

REPORT: SCC PRESIDENT

President Roberts distributed and provided an overview of her *Community Connections Report* (January 28, 2016 – February 24, 2016). She informed the Board that she was recently appointed to the Board of the Workforce Development Council (WDC) of Seattle-King County.

President Roberts noted that the College is in the midst of affirming and reaffirming its policies. She added that Policy 1002 (Community Standard Policy):

- Was developed to ensure a common understanding of our College-wide expectation for respectful interaction;
- That both the College Council and the Executive Team have reviewed, revised and recommended approval of the Community Standard Policy; and
- Has her approval and is ready to be formally published for the campus.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustee Lux shared that he, Trustee Pellham and President Roberts attended the Association of Community College Trustees (ACCT) National Legislative Summit and that they, along with delegates from other Washington Community and Technical Colleges, had an opportunity to meet with Senators Cantwell and Murray.

At Trustee Lux's request, the Board discussed the concerns raised by Professor Daniel during her report to the Board related to the tenure process. They concurred with Professor Daniel that it is evident that the Appointment Review Committees (ARCs) do exercise due diligence.

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The Trustees conveyed that generally, the “point of disconnect” for the Board resided in the student evaluations contained in the ARC reports. Chair D’Ambrosio explained, “Some reports contain student complaints quarter after quarter and are not reflected in the observations written by members of the ARC.”

The Trustees expressed appreciation for the work of the ARCs, the Board’s commitment to the tenure process and concurred that great strides have been made in the structure of the ARC reports.

Discussion between the Board and Professor DuValle included acknowledgement of another “disconnect”—the semantics tied to the language used by the ARCs versus the semantics tied to the language used by the Trustees in relation the ARC reports (e.g. growth versus improvement).

ADJOURNMENT

Motion 16:10: A motion was made by Trustee Barrett to adjourn the Regular Meeting of February 24, 2016.

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

Chair D’Ambrosio adjourned the meeting at 5:42 PM.

Signed _____
 Catherine D’Ambrosio, Chair

Attest: March 16, 2016

 Lori Y. Yonemitsu, Secretary

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TAB 1

ACTION

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

Background

Under separate cover the Board received copies of the appointment review committees' evaluations for six first-year, and twelve second-year tenure track faculty candidates. On March 11 and 14, 2016, the Board met in executive session with faculty chairs of each of the twelve appointment review committees to review and discuss the second year Appointment Review Committee Reports.

Under separate cover the Board received a March 14, 2016 letter from President Cheryl Roberts and Vice President for Academic and Student Affairs Robert Francis recommending the renewal of the tenure track faculty candidate contracts for the 2016 – 2017 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>
Karen Bretz	ESL	2	Bruce McCutcheon
Gail Dalton	Business Technology	2	Sueanne Seegers
Eric Hamako	Multicultural Studies	2	Brooke Zimmers
Jessica Gibson	ESL	2	Vince Barnes
Gwynith Hoffman-Robinson	Counseling	2	Steve Seki
Ailsa Kellam	Business Administration	2	David Starr
Hanna Krupa	Dental Hygiene	2	Nikki Honey
Adria Magrath	Biology	2	Kira Wennstrom
Sasha Malinsky	Mathematics	2	Lauren Sandven
Tiffany Meier	Academic Advising	2	Daina Smuidrins

Trena Redman	Nursing	2	Lynn VonSchlieder
Maya Smorodinsky	English	2	Dutch Henry
Eric Basham	Engineering	1	Shana Calaway
Duygu Monson Erdogan	Drama/Film/Cinema	1	Tony Doupé
Elena Esquibel	Communication Studies	1	Mimi Harvey
Joyce Fagel	Academic Advising	1	Judy Penn
Audrey Fischer	Academic Advising	1	Terry Taylor
Lisa Henthorn	ABE/GED/HS21	1	Steve Seki

Recommendation

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

Prepared by: Robert Francis
 Vice President for Academic and Student Affairs
 Shoreline Community College
 March 15, 2016

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TAB 2

ACTION

Subject: Tenure Considerations

Background

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

On March 11, 2016 the Board met in executive session with the faculty chairs of each of the six 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>
Matthew Allison	Studio Arts -Humanities	Alan Yates
Brad Fader	Accounting - HOPEB	Dan King
Katie Fleming	Dental Hygiene – HOPEB	Melinda Lane
Betty Kost	Nursing – HOPEB	Molly Morse
Michelle Kleisath	Multicultural Studies – Soc. Sci.	Ernest Johnson
Rosalie Tepper	Mathematics – STEM	Steve Bogart

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: Robert Francis
Vice President for Academic Affairs
Shoreline Community College
March 11, 2016

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TAB 3

ACTION

Subject: Vision & Mission

Background

The Board of Trustees participated in a discussion of the College's vision and mission at its February 19, 2016, board retreat.

The vision and mission of the College currently read as follows:

VISION: We will be a world-class leader in student success and community engagement.
MISSION: We serve the educational, workforce and cultural needs of our diverse community.

The proposed changes to the vision and mission, in markup format, are as follows:

VISION: We ~~((will be a world-class leader))~~ are recognized for inclusive excellence in teaching and learning, student success, and community engagement.
MISSION: We serve the educational, workforce, and cultural needs of our diverse students and ~~((community))~~ communities.

The final proposed versions of the vision and mission are as follows:

VISION: We are recognized for inclusive excellence in teaching and learning, student success, and community engagement.
MISSION: We serve the educational, workforce, and cultural needs of our diverse students and communities.

Recommendation

That the Board adopt the proposed revisions to the vision and mission by motion.

Prepared by: Cheryl Roberts, President
Stuart Trippel, Executive Director, Business and Student Support Services
Shoreline Community College
March 11, 2016

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TAB 4

REPORT

Subject: Strategic Plan

Background

The Board of Trustees participated in a discussion of the College's Strategic Plan 2016–21 at its February 19, 2016, retreat. The Board suggested considering a revision to Strategy 3.C (previously 3.B) to include the phrase “social equity.”

A copy of the strategic plan, with the Board's suggested change, is attached.

Prepared by: Cheryl Roberts, President
Stuart Trippel, Executive Director, Business and Student Support Services
Shoreline Community College
March 11, 2016



Strategic Plan 2016–21

Goal 1. We attract students and community learners and ensure successful attainment of their goals through our programs, services, and teaching and learning environments.

Strategies

- A. Develop a robust method for ongoing student learning outcomes assessment at the College.
- B. Engage in comprehensive strategic enrollment management, encompassing the entire student experience, from the moment students aspire to attend college to the moment they attain their educational goals.
- C. Create physical spaces and employ technologies that enhance student learning.
- D. Cultivate intellectual and cultural vitality to invigorate and engage our College and communities.
- E. Clearly communicate to internal and external communities the educational experience that they can expect from Shoreline Community College.

Goal 2. We continually strive for disciplined excellence and focused improvement in all that we do.

Strategies

- A. Engage in an ongoing, data-informed cycle of academic program review that allows for agile changes in program offerings with a focused, creative mindset.
- B. Streamline all processes throughout the College with a focus on standardizing routine processes and innovating around processes that add value to the student experience.
- C. Invest in professional learning for faculty and staff to support continuous improvement and implementation of this strategic plan.
- D. Invest in high-impact teaching practices for student learning.
- E. Implement consistent, effective engagement and communications practices.
- F. Develop and support innovation that serves our students and communities.

Goal 3. We ensure that a climate of intentional inclusion permeates our decisions and practices, which demonstrate principles of ecological integrity, social equity, and economic viability.

Strategies

- A. Engage in ongoing, deliberate conversation and mindful discovery about our shared purpose and differences as we conduct our daily work.
- B. Develop and maintain a framework to ensure that ecological integrity guides our practices.
- C. Develop multicultural and global competencies to help us live the principles of social equity in an increasingly interdependent world.
- D. Pursue and obtain sufficient resources to fulfill the College's mission, and allocate those resources effectively in order to ensure economic viability in the implementation of this strategic plan.