

SHORELINE COMMUNITY COLLEGE

BOARD OF TRUSTEES

REGULAR MEETING OF MAY 31, 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

3:00 PM – STUDY SESSION (BLDG. 1000; BOARD ROOM)			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
	2016 – 2017 Student Service & Activity (SS&A) Budget	<i>Rezina Habtemariam & Rich Dait</i>	1
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 April 27, 2016 ▪ Special Meeting of May 23, 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) •DECA International Career Development Conference •All-Washington Academic Team Members •UW Undergraduate Research Symposium Presenters •Student Athlete Academic Honors Recipients •Students of Color Conference	<i>•Ailsa Kellam •Terry Taylor •Terry Taylor •Steve Eskridge •Jamie Ardeña</i>	
6.	Action: Renewal of Second-Year Tenure Track Faculty Candidates	<i>Robert Francis</i>	2
7.	Action: Tenure Consideration	<i>Robert Francis</i>	3
8.	Report: Spring Quarter 2016 Enrollment	<i>Bayta Maring</i>	
9.	First Reading: Proposed Budget for FY 2016 - 2017	<i>Dawn Vinberg</i>	4
10.	Report (Quarterly): Financial Report	<i>Dawn Vinberg</i>	5
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: To review the performance of a public employee	<i>Catherine D'Ambrosio</i>	
17.	Next Regular Meeting: Wednesday, June 22, 2016		
18.	Adjournment		

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
STUDY SESSION OF MAY 31, 2016**

TAB 1

STUDY SESSION

Subject: 2016 – 2017 Student Service & Activity (SS&A) Budget

To follow:

- 2016 – 2017 Student Service and Activity (SS&A) Fee Allocation Proposal

Prepared by: The Student Service & Activity (SS&A) Committee
May 27, 2016



2016-2017

Student Service and Activity (SS&A) Fee Allocation Proposal

**Shoreline Community College
Associated Student Government**

Shoreline Community College
16101 Greenwood Avenue North
Shoreline, WA 98133-5696

TABLE OF CONTENT

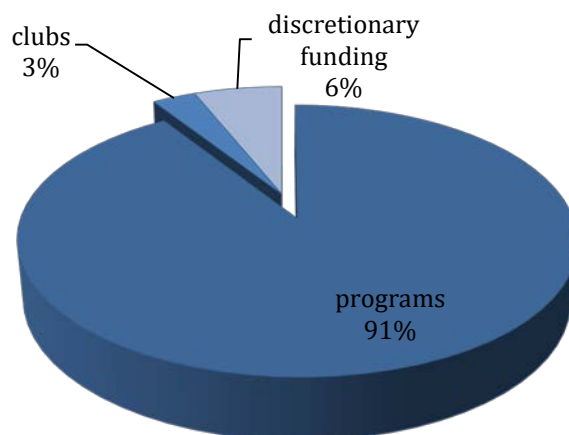
SECTION	PAGE
Executive Summary	3
2016-17 SS&A Fee Allocation Overview	4
SS&A Budget Allocation Breakdown	5
Allocation Rationale	7
<ul style="list-style-type: none"> • Discretionary Funding <ul style="list-style-type: none"> • Mini-Grant • Contingency Fund • Category I: Recognized Student Organization/Clubs • Category II: Programs <ul style="list-style-type: none"> • Art Gallery • Athletic Sports • Athletic Intramurals • Multicultural Center • Women's Center • Choral Group • Concert Band • DECA • Ebbtide • Instrumental Music • Opera/Musical • Parent Child Center • Phi Theta Kappa • Play's, Film, and Video • Spindrift • Student Leadership Center <ul style="list-style-type: none"> • SLC – Arts and Entertainment Board • SLC – Associated Student Government • SLC – Training • Theater Tech • Tutoring Service 	
Recommendation	14

Executive Summary

Due to the increase of the SS&A fee approved by the Board of Trustees on June 2015, the Student Service and Activity (SS&A) committee estimates that next year's student fee revenue will be \$1.4 million. This budget will be allocated across 18 programs, 55 Recognized Student Organization (RSO) or clubs, and other discretionary funding. We have received requests totaling \$1.38 million, which excludes Mini-Grant Funding, RSO Funding, and the Contingency Fund. To provide a safety net, the SS&A committee have made the necessary cuts to fund programs, clubs, mini-grants, and maintain a sufficient amount in the contingency fund.

Many programs have requested funding for traveling expenses to conferences and leisure activities for all students. In an effort to ensure all programs receive appropriate funding, the SS&A committee has encouraged programs to ask for mini-grants to cover those travels. Mini-grants are one of the most highly sought services provided by the Associated Student Government (ASG) as supplemental funding for both student organizations and programs for their activities and unexpected expenditures. By requesting mini-grants, the ASG is able to better promote these events, ensure a more precise budget breakdown, identify impermissible use of SS&A fee through the Killian Outline, and minimize the number of inconsistencies in cancelled events.

2016-17 SS&A Fee Allocation Overview

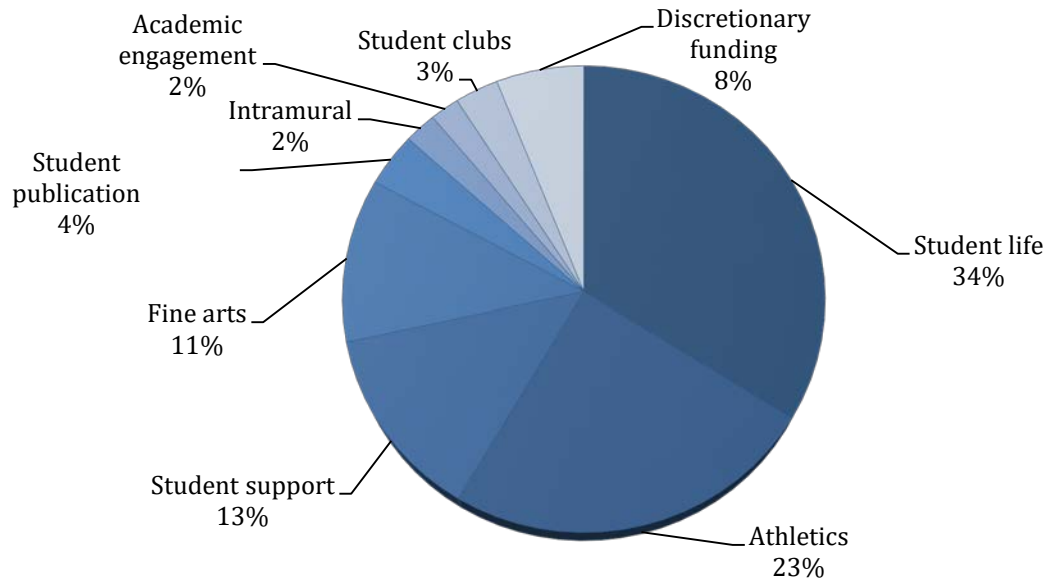


The SS&A Committee received 32 budget applications from 18 programs. The \$1.4 million SS&A budget will be allocated towards:

- Recognized Student Organization/Clubs
- Discretionary Funding:
 - ⇒ Mini - Grants
 - ⇒ Contingency Fund
- 18 Programs:
 - ⇒ Art Gallery
 - ⇒ Athletics Sports and Intramurals
 - ⇒ Multicultural Center
 - ⇒ Choral Group
 - ⇒ Concert Band
 - ⇒ Delta Epsilon Chi (DECA)
 - ⇒ Ebbtide
 - ⇒ Instrumental Music
 - ⇒ Opera/Musical
 - ⇒ Parent Child Center
 - ⇒ Phi Theta Kappa
 - ⇒ Play's, Film, Video
 - ⇒ Spindrift
 - ⇒ Student Leadership Center – Associated Student Government
 - ⇒ Student Leadership Center – Arts & Entertainment Board
 - ⇒ Theater Tech
 - ⇒ Tutoring Service
 - ⇒ Women's Center

SS&A Budget Allocation Breakdown

Figure A: Anticipated Expenditures based on Services Provided



Program category	Amount of request
Student life (SLC, ASG, A&E)	\$474,893
Athletics - Sports	\$316,748
Student support (MC, WC, Tutoring, PCC)	\$183,869
Fine arts (Art Gallery, Choral Group, Concert Band, Instrumental Music, Opera/Musicals, Play's, Theater Tech)	\$147,453
Discretionary funding (Mini-Grant, Contingency Fund)	\$124,000
Student publication (Ebbtide, Spindrift)	\$50,670
Student clubs	\$42,270
Intramural	\$31,188
Academic engagement (DECA, PTK)	\$28,395

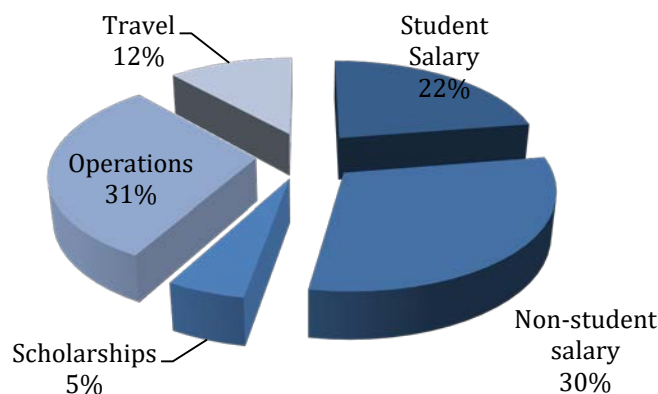
Table 1: SS&A Allocation

Programs	15-16 Allocation	16-17 Allocation
Art & Entertainment Board	180,000	180,000
Art Gallery	2,667	2,968
Athletics – Intramurals	35,418	31,188
CEE - Multicultural Center	22,136	15,675
CEE - Women's Center	14,041	15,210
Choral Groups	17,349	5,110
Concert Band	16,416	15,000
Contingency Fund	50,000	46,000
DECA	20,682	24,519
Ebbtide	32,670	32,670
Instrumental Music	20,295	20,545
Mini - Grant	45,000	78,000
Opera/Musicals	40,715	40,715
Parent Child Center	63,200	63,200
Phi Theta Kappa	5,607	3,876
Play's, Film, Video	13,948	12,533
RSO Funding	42,270	42,784
Spindrift	20,000	18,000
Sports and Athletics	316,748	316,748
Student Life	320,215	294,893
Theatre Tech	50,972	50,582
Tutoring Service	86,029	89,784
TOTAL	1,416,078	1,400,000*

**Note that we estimating next year's revenue at \$1.4 million (as opposed to this year's which is \$1.416 mil).*

Figure B: Anticipated Program Expenditures

This is an anticipated figure on how programs will be spending their money. This figure does not include mini-grant funding, RSO funding, and contingency fund.



Allocation Rationale

Discretionary Funding

Mini-Grant

2016-17 Allocation	2015-16 Allocation
\$78,000	\$45,000

Description: Mini-grant is a supplemental fund that clubs, programs, and students may apply to the ASG for hosting events, projects, and unanticipated expenditures.

Example of mini-grants requested by clubs: Winter Ball by 8 clubs collaboration, Chinese Singing Contest by 3 clubs collaboration, Mt. Rainier hike by 2 clubs collaboration, Kung-Fu Club instructor stipend from Wing Chun Seattle, Indigenous Summit by the First Nations Club, Race Car competition by the Engineering and Technology Society.

Example of mini-grants requested by programs: DECA State and International competition, NWAC playoff for Volleyball and Soccer by the Athletics.

Example of mini-grants requested by a group of students: Business class student group that is hosting a de-stressing event.

Rationale: RSO and programs have been requesting mini-grants for their events. By the end of winter quarter, the mini-grant fund had almost depleted. This reduction in funding prompted the SS&A committee to allocate more money to this budget from the Contingency Fund.

Contingency Fund

2016-17 Allocation	2015-16 Allocation
\$46,000	\$50,000

Description: Contingency fund is the SS&A safety net, the most autonomous of the discretionary funds, and require only a vote of the Parliament to spend.

Rationale: The SS&A committee voted to lower the contingency fund for next year to give other programs more funding, such as the athletics department that requires more money for their field rental and increased number of referees for tournaments by the NWAC rule.

CATEGORY I: Recognized Student Organization/Clubs

2016-17 Allocation	2015-16 Allocation
\$42,784	\$42,270

Description: SS&A fee pays for club baseline budget and advisor stipend. Clubs that are formed on fall quarter receive \$500 baseline budget per year.

- 55 clubs on 2015-16

Club advisors receive a stipend based on their level of responsibility and type of employment. For example, Level I faculty advisors receive \$300 per year. In turn, higher-level advisors receive more stipends.

- 50 advisors on 2015-16

Rationale: Over the years RSO funding has been efficiently used to fund student clubs and advisor stipends. The SS&A committee see a need to increase this funding for the upcoming year with the growing amount of RSOs.

CATEGORY II: Programs

Art Gallery

2016-17 Allocation	2015-16 Allocation
\$2,968	\$2,667

Description: Art Gallery showcases forms of art from the community, faculty, and students in the 1000 building. Next year, they will also be hosting workshops such as photography, Batik, and Native American workshops.

Request purposes: graphic designers, lecturer fee, and brochures.

Rationale: The increase will cover the cost to host workshops, galleries, as well as designing and printing brochures.

Athletics Sports

2016-17 Allocation	2015-16 Allocation
\$316,748	\$316,748

Description: SS&A budget funds the following teams and provide scholarships for several of their student athletes: baseball, softball, men and women's basketball, men and women's soccer, women's volleyball. Student-athletes are recruited from the local Shoreline School District as well as other surrounding School Districts (Seattle, Tacoma, Snohomish, etc.) and out of state.

Request purposes: coaches, scholarships, away game travels, referee fees and videos as required for NWAC compliance, field rentals in lower Woodland and Meridian park, and Nike gears (uniform purchases).

Rationale: There is no increase in budget allocation for Athletics. Athletics are encouraged to fundraise and apply for Mini-Grants, as needed to cover any unforeseen expenses.

Athletics Intramurals

2016-17 Allocation	2015-16 Allocation
\$31,188	\$35,418

Description: The Intramurals program host campus workshops such as yoga, zumba, and intercollegiate sports competitions such as Ping-Pong and basketball. They also host river rafting and ski trips for students with additional fee.

Request purposes: stipend for workshop instructors, supplies for the open gym, and travel expenditures.

Rationale: The decrease in budget mostly comes from travel expenditures and how historically Intramurals have underspent their budget. If needed, the mini-grant fund is available.

Multicultural Center

2016-17 Allocation	2015-16 Allocation
\$15,675	\$22,136

Description: Multicultural Center promotes multicultural understanding and provides support for students of color and other traditionally underserved populations. To do so, they host events such as Multicultural Week.

Request purposes: student salaries, travel and lodging for Multicultural conferences, and speakers for workshops.

Rationale: The cut mostly comes from travel expenditures. The SS&A committee encourage the Multicultural Center to apply for mini-grants, because this process minimizes inconsistencies in event attendance and accuracy of projected expenditures. Additionally, the mini-grant fund was created to support RSO. Therefore, there is no need for Multicultural Center to request fund to support any RSO. Also, the Arts & Entertainment Board has contributed a large sum of money towards Community Book Read. Thus, the SS&A committee believes that the Multicultural Center should receive less funding next year.

Women's Center

2016-17 Allocation	2015-16 Allocation
\$15,210	\$14,041

Description: Women's Center advocates for gender equity and inclusion on SCC campus. They provide resources and supports for women in financial need, educational support, and talk about issues that affect them on and off campus.

Request purposes: student salaries, workshops, and leadership conference travel.

Rationale: The SS&A committee supports the new leadership in the Women's Center. Hopefully, the Women's Center can continue to provide support for women in need on campus. If needed, the mini-grant fund is available.

Choral Group

2016-17 Allocation	2015-16 Allocation
\$5,110	\$17,349

Description: Choral Ensembles provide students with opportunities to perform several pieces of music from different cultures, languages, and musical period. This program oversees two different groups, which are Chamber Chorale and Shoreline Singers. They perform publicly at the end of each quarter.

Request purposes: choral librarian salary, music purchases, venue rentals, and instrumentalist's salary.

Rationale: This program has underspent immensely. The SS&A committee decided to decrease this budget because their operational budget had not exceeded \$4,000.

Concert Band

2016-17 Allocation	2015-16 Allocation
\$15,000	\$16,416

Description: Aside from performing on commencement ceremonies, concert band performs on public concerts and Shorewood high school.

Request purposes: venue rentals, graphic artist salary, brochures, and 2 travels and lodgings for National Honor Band and spring tour.

Rationale: Concert Band receives the same amount of budget as they requested.

Delta Epsilon Chi (DECA)

2016-17 Allocation	2015-16 Allocation
\$24,519	\$20,682

Description: DECA provides students with real world business experience through regional and international competition in many business categories. On top of that, DECA members are also required to do fundraising to cover some of their cost for travelling.

Request purposes: training and 3 competition travels and lodgings.

Rationale: Due to their exemplary performance and financial responsibility, the SS&A committee believes that this program should receive the increase they requested.

Ebbtide

2016-17 Allocation	2015-16 Allocation
\$32,670	\$32,670

Description: Ebbtide is the school's newspaper. They produce issues biweekly consisting of either an 8-page issue or 12-page issue of campus activities and events, ASG Board decisions, and review plays or movies. The Ebbtide employ 10 paid-students and non-paid students to write their articles and generate revenue from advertisements.

Request purposes: student salaries, advisor stipend, printings, journalism conference, and organization memberships.

Rationale: Ebbtide is one of the programs that have potential to generate revenue from advertisements. Consequently, the SS&A committee believes that there is no need for this program to receive additional funding. If needed, the mini-grant fund is available.

Instrumental Music

2016-17 Allocation	2015-16 Allocation
\$20,545	\$20,295

Description: Instrumental Music provides students with opportunity to perform in an orchestra and small group ensembles.

Request purposes: student salary and jazz festival travel.

Rationale: The increase will help 30 students to travel for their jazz festival. Additionally, the SS&A committee would love to see more small concerts in the PUB.

Opera/Musical

2016-17 Allocation	2015-16 Allocation
\$40,715	\$40,715

Description: This program host opera and musical shows on Shoreline Campus Theater. The performances are conducted by a professional conductor and accompanied by orchestra or band. Next year, they are planning to host 3 productions: Avenue Q, Opera Workshop, and Spring 2016 Musical.

Request purposes: props rentals, performance rights, and salaries for stage director, conductor, and choreographers.

Rationale: Opera and Musical program has demonstrated great fiscal responsibility as well as great success in their performances. They receive the same amount of budget as requested.

Parent Child Center

2016-17 Allocation	2015-16 Allocation
\$63,200	\$63,200

Description: Parent Child Center offers day-care and early childhood education service for children of SCC students, faculties, and the community.

Request purposes: teachers' stipend.

Rationale: The Parent Child Center receives the same amount as last year because they do not offer any additional services for next year. Please note that only a small amount of students are affected because most of their children are from local community parents.

Phi Theta Kappa

2016-17 Allocation	2015-16 Allocation
\$3,876	\$5,607

Description: Phi Theta Kappa is an honor society that benefits student who exemplify great classroom performance. It networks students involved with many scholarship opportunities.

Request purposes: advisor stipends.

Rationale: PTK receives the same amount of budget as they requested, but recently just requested a \$6000 mini-grant for their marketing purposes. With the supplementary funding, the SS&A committee hopes that this program can continue to grow for the coming year.

Plays, Film, and Video

2016-17 Allocation	2015-16 Allocation
\$12,533	\$13,948

Description: Play's, Film, and Video helps students to learn and develop skills required to work in the film and theater art industries. They produce 2 – 3 student produced films and host the Shoreline Shorts (short plays written and directed by students).

Request purposes: student salaries, tutor fee, and outside producers.

Rationale: This program has demonstrated great financial responsibility. They receive the same amount of budget requested.

Spindrift

2016-17 Allocation	2015-16 Allocation
\$18,000	\$20,000

Description: Spindrift is a magazine that solicits literary and artistic work from SCC students and the local community, and publishes them annually. They generate revenue by selling their magazine.

Request purposes: advisor stipend, student editors, and printing costs.

Rationale: Many concerns came about how the magazines are sold, how many, and how much revenue this program made. Even though there is no cut towards their budget next year, the SS&A committee would like to find a more efficient way to support this program in the coming years.

Student Leadership Center (SLC)

2016-17 Allocation	2015-16 Allocation
\$173,603	\$192,561

Description: Aside from SLC operational cost, this budget pays for the 2 full-time SLC advisors and 1 half-time student employee who will work as the office assistant. SLC is also responsible for hosting the New Student Orientation, Welcome Week, and Graduation BBQ.

Request purposes: advisor stipend, student salary, office supplies, and food for welcoming events.

Rationale: SLC receives less funding next year as requested. A cut was made for registration for Voice Academy, an event held by WACTCSA (Washington Community and Technical College Student Association). If needed, the mini-grant fund is available.

Student Leadership Center – Arts & Entertainment (A&E) Board

2016-17 Allocation	2015-16 Allocation
\$180,000	\$180,000

Description: A&E is responsible for organizing campus wide programming to provide all SCC students with co-curricular experience. They do this by employing 7 SCC students as graphic designers, media tech, and event coordinator. A&E also support other SS&A funded programs by providing poster design work, printing services, as well as media and sound support for events.

Request purposes: full-time advisor stipend, student salaries, office and printing supplies, media equipment, and lecture speakers.

Rationale: A&E receives the same amount of funding as last year due to the vacancy of the Assistant Director position. Once this position is filled, then next year's SS&A committee can evaluate the efficiency of A&E's expenditure.

Student Leadership Center – Associated Student Government (ASG)

2016-17 Allocation	2015-16 Allocation
\$112,022	\$117,923

Description: ASG (previously Parliament) comprised of 10 student government members and 7 student representatives. Their jobs are to attend campus-wide committees, manage student fees, manage RSOs, and promote student success. For more information please visit asg.shoreline.edu.

Request purposes: student salaries and leadership training conference.

Rationale: Due to poor performance of WACTCSA (Washington Community and Technical College Student Association) this year, the SS&A committee decided that ASG will not be attending events held by WACTCSA except their CUSP retreat. If next year's ASG decides to do so, then the mini-grant fund is available.

Student Leadership Center – Training

2016-17 Allocation	2015-16 Allocation
\$9,268	\$9,431

Description: SLC Training budget operates throughout the academic year and funds training for ASG members and Student Representatives to develop their skills and leadership knowledge.

Request purposes: workshop speakers, leadership conference and lodging, as well as legacy retreat.

Rationale: SLC Training receives the same amount of budget as requested. There is no need for additional funding because this fund was underspent this year.

Theater Tech

2016-17 Allocation	2015-16 Allocation
\$50,582	\$50,972

Description: Theater Tech supports student production from other programs. They assist in the production of concerts, musicals, operas, and plays.

Request purposes: student salaries, technology professional, and theater supplies.

Rationale: Theater Tech program receives less funding due to the elimination of printing services that now can be done through the Arts and Entertainment Board.

Tutoring Service

2016-17 Allocation	2015-16 Allocation
\$89,784	\$86,029

Description: Tutoring Service provides student with one-on-one tutoring for class subjects, various Learning Centers, and Language Conversation groups. Tutoring service is free to all SCC students.

Request purposes: tutor salaries and advisor stipend.

Rationale: As the most highly sought and beneficial service on campus, the SS&A committee believes that this program should receive more funding. Thus, the tutoring center receives the same amount as requested.

Recommendations

After the fee increase, approved by the Board of Trustees in 2015, the SS&A Committee does not see a need to increase this fee for next year. **It is recommended that the Board approve the fee-neutral SS&A Budget Proposal for \$1.4 million for the 2016-2017 academic year.**

The SS&A Committee would also like to advocate for the creation of a student-funded multipurpose field for our students. We recommend that a workgroup evaluate the feasibility of this option. As of right now, our sports teams are renting fields across the city for their practice and tournaments. A multipurpose field on campus can save at least \$30,000 of rental fees and travel time for our athletics teams. Aside from the fact that this is a sustainable practice, the multipurpose field has potential to generate revenue for the college, our athletics program, and the several SCC sports teams.

Respectfully submitted,

Enken Ketsela – ASG Budget & Finance Officer, Chair of SS&A

Winston Lee – ASG Recognized Student Organization Officer

Emily Stensland – ASG Social Justice Officer

Kristia Handojo – Policy & Procedure Officer

Giang Nguyen – Student Representative

Rezina Habtemariam – Administrative Representative

David Starr – Faculty Representative

Ann-Martin Cummins – Classified Representative

May 31, 2016

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF APRIL 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 3:00 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.

International Education Executive Director Diana Sampson, Director Samira Pardanani and Manager Cory Anthony presented an overview of International Education at Shoreline Community College. Students Alla (from Mali) and Joseph (from Taiwan) spoke of their experiences at the College and student Brenna shared her experience in South Africa via the Study Abroad Program.

At 3:35 PM, the Trustees proceeded to the International Education Offices located in suite 9303 in 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 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, 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 March 11, 2016, one set of minutes from the Special Meeting of March 14, 2016 and one set of minutes from the Regular Meeting of March 16, 2016.
- b) Changing Date of May 2016 Study Session & Regular Meeting of the Board of Trustees.

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

Motion 16:18: A motion was made by Trustee Jackson to approve the consent agenda.

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

REPORT: BOARD OF TRUSTEES CHAIR

Chair D'Ambrosio noted that while the Executive Session was listed as item number 13 on the agenda, that the Board was moving the Executive Session to the next agenda item.

EXECUTIVE SESSION

At 4:00 PM, Chair D'Ambrosio announced that the Board would convene in Executive Session for thirty minutes to: 1. Discuss with legal counsel matters pertaining to litigation or potential litigation; 2. Review the performance of a public employee; and 3. Discuss matters related to the interpretation or the application of a labor agreement. Chair D'Ambrosio added that the Board would reconvene in open session following the Executive Session.

At 4:30 PM, Secretary to the Board of Trustees announced that the Board would extend its Executive Session by ten minutes.

RECONVENE IN OPEN SESSION

At 4:40 PM, the Trustees reconvened in open session.

OPEN COMMENT PERIOD

None.

COLLEGE UPDATE(S)

Toyota Motors North America Meeting in Washington, D.C.

Toyota T-TEN Faculty member and Instructor Kevin Roner provided an overview of his recent trip to Washington, DC where he had an opportunity to join 100+ others who were also invited by Toyota Motor Sales, USA, for the *Toyota Fly-In*. Instructor Roner was the sole invitee representing education at the *Fly-In* and had an opportunity to meet with legislative staff and to speak to the benefits and encourage the reauthorization of, the Carl D. Perkins Career and Technical Education Act.

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

REPORT: HOUSING

Executive Director for Business & Student Support Services Stuart Trippel reported that Spectrum Development Solutions has completed its draft feasibility study on housing. Messaging to the campus will occur shortly after receipt of the final report.

The draft feasibility study indicates that 200 – 220 beds on campus is feasible. Executive Director Trippel stated that the College is looking at several different funding entities and management of the 501c3 that would issue the bonds.

REPORT: INTERNATIONAL STUDENT CONTRACT WITH THE SHORELINE COMMUNITY COLLEGE FOUNDATION

Executive Director for Business & Student Support Services Stuart Trippel informed the Board that the Foundation Board of Directors approved the *International Student Contract with the Shoreline Community College Foundation* at its Tuesday, April 26, 2016 meeting. In addition, he provided the history related to coding of international students, the new allocation model and changes to the way international students will be coded, based on direction from the State Board.

President Roberts added that there will be an annual review of the contract by the Foundation for quality assurance and oversight purposes.

Assistant Attorney General John Clark noted that the contract complies with what has been set forth by the State Board.

REPORT: SCC FACULTY

Professor DuValle Daniel spoke about three areas.

- Student Success Initiatives: While faculty are excited and want to participate, there are concerns about the increase in workload tied to implementation of such innovative measures. “They want to do their part but are feeling overwhelmed.”
- Appointment of Executive Vice President for Academic & Student Affairs: Sentiments expressed relate to the way in which the appointment was made and without input from faculty and students.
- Shared governance: There are complaints of top-down decision making and faculty are asking if the College is a place of shared governance.

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

REPORT: SCC CLASSIFIED

While acknowledging that the College's hands were tied "on the issue," Instructional Support Technician Jerry Owens spoke of the public records request from the Freedom Foundation for disclosure of the first name, last name, middle initial, birthdate and work email address of every Shoreline Community College employee represented by the Washington Federation of State Employees (WFSE). He noted that under state law, the College has to disclose the information and that he has received many calls from employees who are concerned about the request, as well as, the potential for making one vulnerable to identity theft.

REPORT: SCC ASSOCIATED STUDENT GOVERNMENT

Associated Student Government (ASG) President Ashley Cowan spoke of recent and upcoming ASG activities including Earth Week, the Tech Expo, the Community Read and the hiring of Student Government positions.

Highlights:

- Attendance at a joint council meeting related to Shoreline – King County Transit and the advocating of reduced fares for students.
- Approval of the student-led proposal to convert three restrooms on campus, to all-gender restrooms.

REPORT: SCC PRESIDENT

President Roberts distributed and provided an overview of her *Community Connections Report* (March 17, 2016 – April 27, 2016). In addition, she spoke about:

- Having the opportunity to meet with student speaker nominees for Commencement 2016.
- The phenomenal work by the students on the All-Gender Restrooms proposal and the unanimous support from the College Council and the Executive Team (ET).
- That close to fifty have applied for American Honors at Shoreline.
- An increase in spring 2016 enrollment due to the collective efforts of campus personnel.
- Tuition collection being up by 97%.
- The outcomes that have come to fruition as a result of the joint meeting less than two years ago between the Shoreline City Council and the Shoreline Community College Board of Trustees – College banners on Aurora Avenue North, the joint street signage (N 160th Street/College Way) and SIFF-Shoreline.

President Roberts closed her report by speaking about what the College needs to do now in regard to enrollment and the factors surrounding her decision to appoint Dr. Allison Stevens as the Executive Vice President for Academic & Student Affairs.

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

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Chair D'Ambrosio reiterated that it is an honor to serve as a Trustee at Shoreline Community College and that Board places "high expectations on Presidents Roberts to perform and make decisions."

ADJOURNMENT

Motion 16:19: A motion was made by Trustee Barrett to adjourn the Special Meeting of April 27, 2016.

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

Chair D'Ambrosio adjourned the meeting at 5:34 PM.

Signed _____
Catherine D'Ambrosio, Chair

Attest: May 31, 2016

Lori Y. Yonemitsu, Secretary

SHORELINE COMMUNITY COLLEGE
 DISTRICT NUMBER SEVEN
 BOARD OF TRUSTEES
 SPECIAL MEETING OF MAY 23, 2016
 Page 1 of 1

MINUTES

The Special Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Trustee Tom Lux at 1:05 PM in the Central Conference Room (#1020M), located in the Administration Building (#1000) at Shoreline Community College, 16101 Greenwood Avenue North, Shoreline, Washington 98133.

MEMBERS PRESENT

Trustees 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 1:05 PM, Trustee Lux announced that the Board would convene in Executive Session for one-hundred and ten minutes (or one hour and fifty minutes) to review the performance of public employees.

RECONVENE IN SPECIAL SESSION

At 2:58 PM, the Trustees reconvened in Special Session.

ADJOURNMENT

Motion 16:20: A motion was made by Trustee Lux to adjourn the Special Meeting of May 31, 2016.

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

Trustee Lux adjourned the meeting at 3:00 PM.

Signed _____
 Tom Lux, Trustee

Attest: May 31, 2016

 Lori Y. Yonemitsu, Secretary

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MAY 31, 2016**

TAB 2

ACTION

Subject: Renewal of Second-Year Tenure Track Faculty Candidates

Background

Under separate cover the Board received copies of the appointment review committees' evaluations for three second-year tenure track faculty candidates. On May 23, 2016, the Board met in executive session with faculty chairs of each of the three appointment review committees to review and discuss the second year Appointment Review Committee Reports.

Under separate cover the Board received a May 26, 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>
Kathleen Boyd	English	2	Jeanette Idiart
Sheryl Copeland	Counseling	2	Amelia Acosta
Rosemary Whiteside	Advising	2	Paul Herrick

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
May 27, 2016

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MAY 31, 2016**

TAB 3

ACTION

Subject: Tenure Consideration

Background

Under separate cover the Board received a copy of the appointment review committee's report and recommendation for one third-year faculty candidate.

On May 23, 2016 the Board met in executive session with the faculty chair of one appointment review committee to review and discuss the third year Appointment Review Committee report for:

<u>Faculty Member</u>	<u>Discipline/Area</u>	<u>Committee Chair</u>
Annamária Winters	ESL - Humanities	Kristin Marra

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
May 27, 2016

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MAY 31, 2016**

TAB 4

FIRST READING

Subject: Proposed Budget for FY 2016 - 2017

To follow:

- Proposed Budget First Reading: Fiscal Year 2016-2017 • Board of Trustees • May 2016

Prepared by: Dawn Vinberg
Executive Director for Budget/Capital
Shoreline Community College
May 26, 2016

Proposed Budget First Reading

Fiscal Year 2016-2017

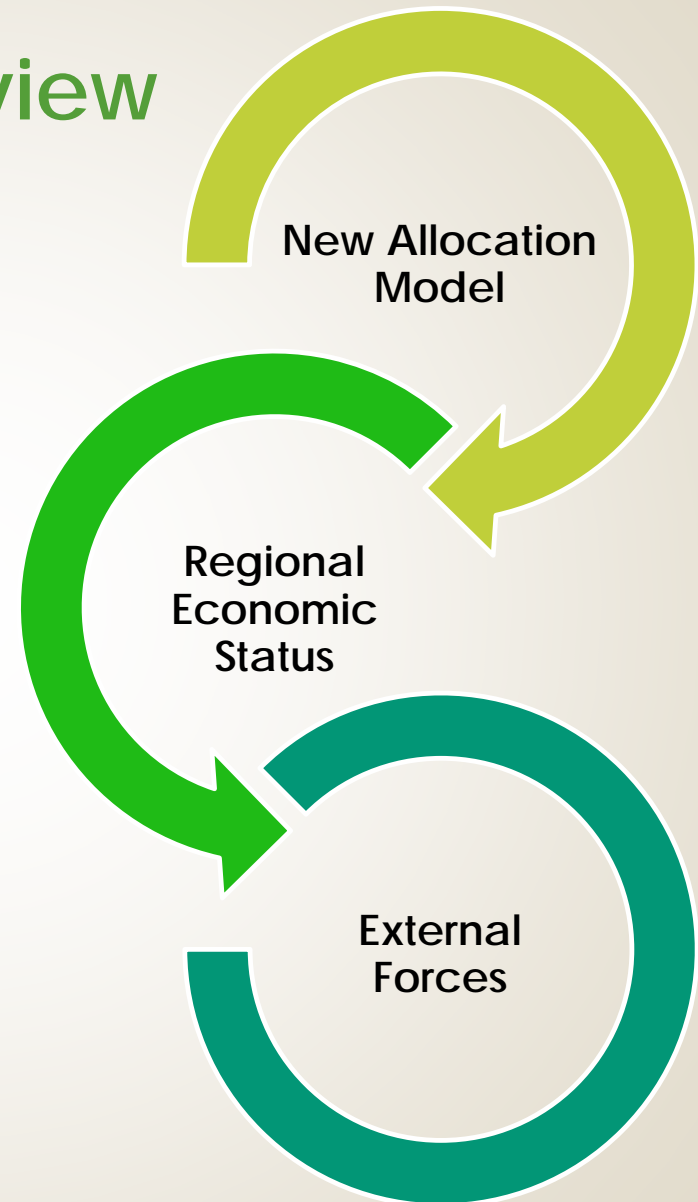
Board of Trustees

May 2016



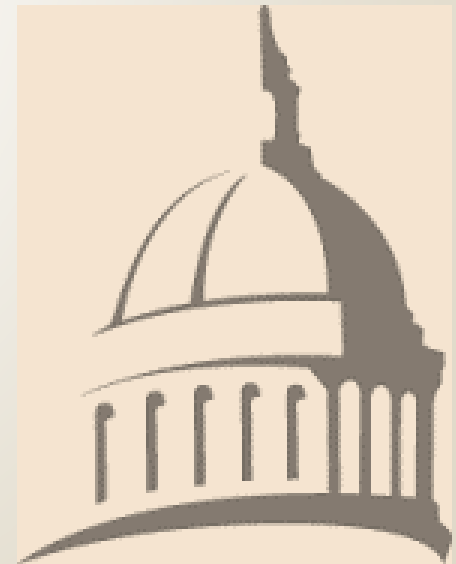
High Level Overview

- External Forces
 - New Allocation Model
 - Economic Status
 - Competition
- Building our preferred future
 - Investments



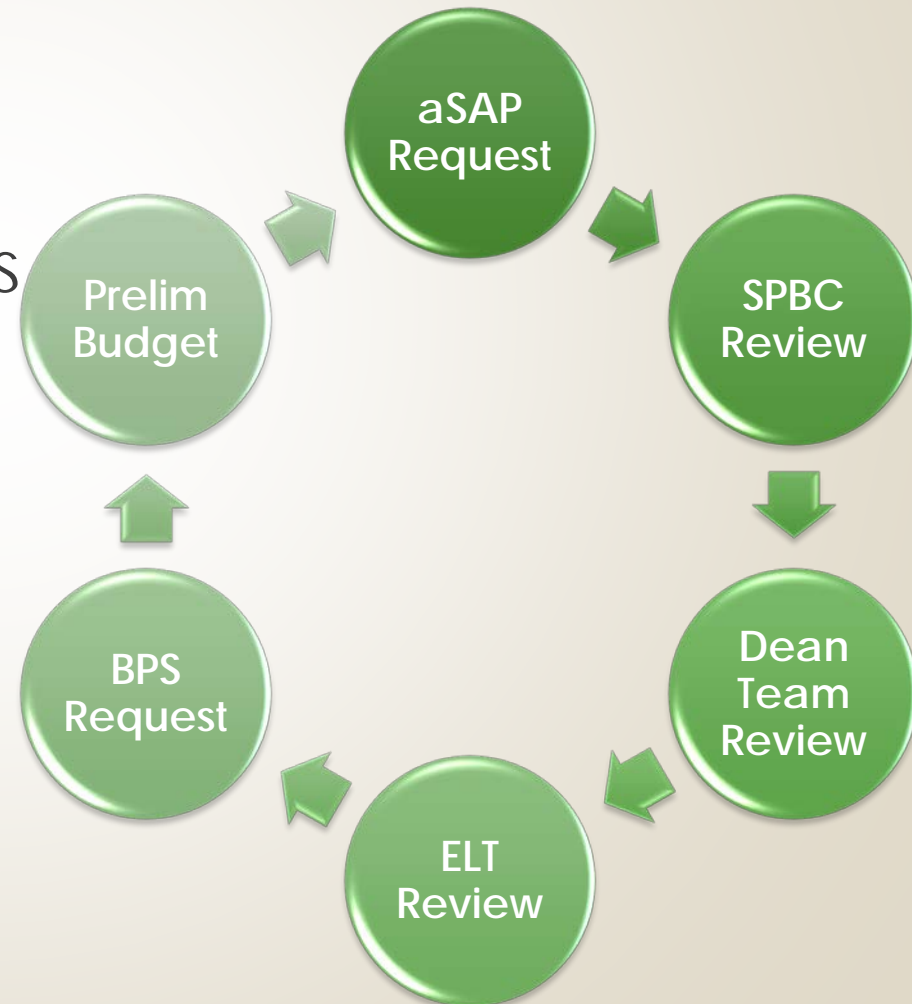
Legislative Update

- Decreased Support – the new normal
 - State appropriated employee compensation
 - Tuition backfill
 - Capital budget



Budget Process

- Receive requests
 - ASAP
 - Operational
- Review Requests
- Recommend Budget





Guiding Principles

- Mission fulfillment
- Align with our Strategic Plan
- New allocation model impacts
- Good stewardship
- Reserves
- Allow for innovation
- Incorporate long-term planning

Strategically Aligned Investments

Student Success

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

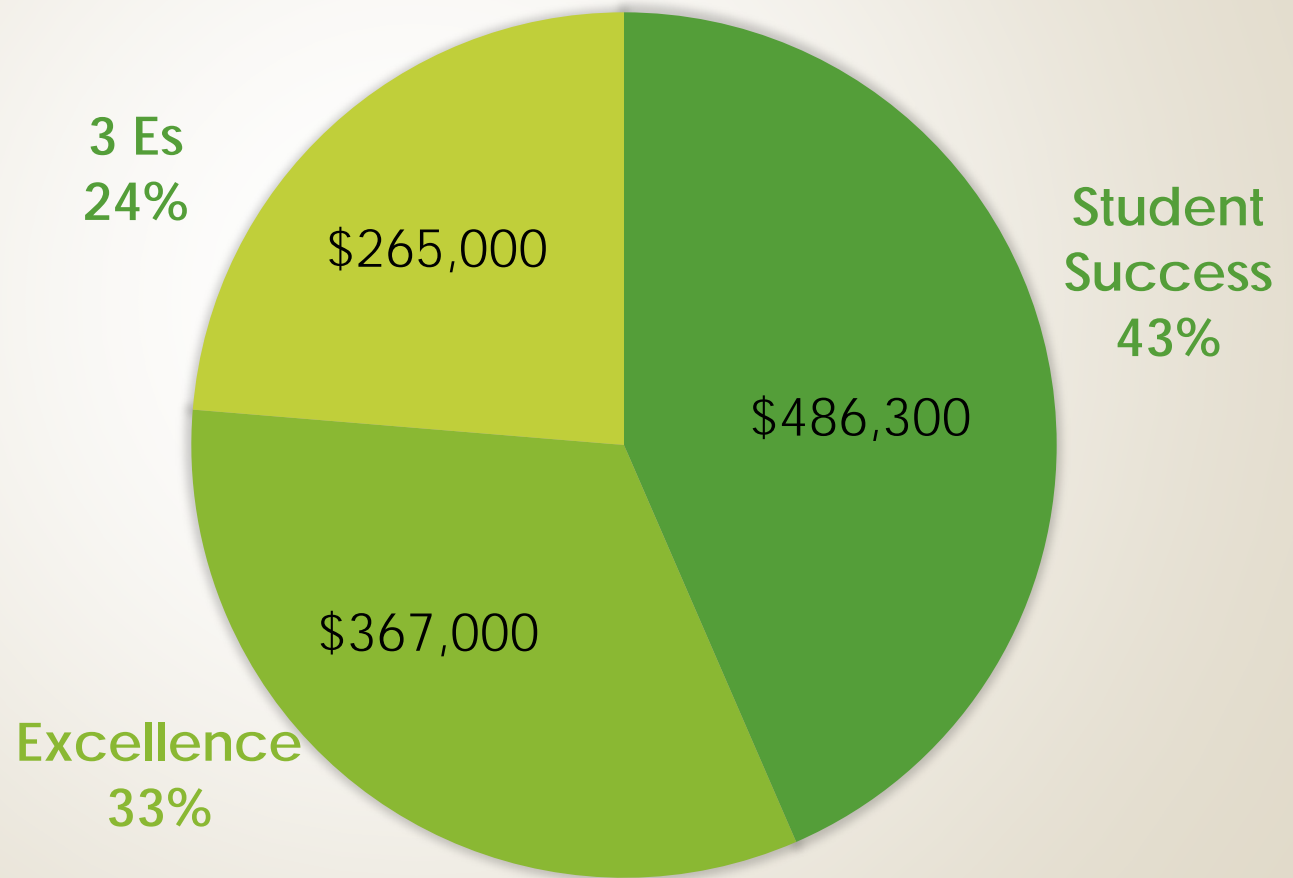
Excellence

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

3 Es

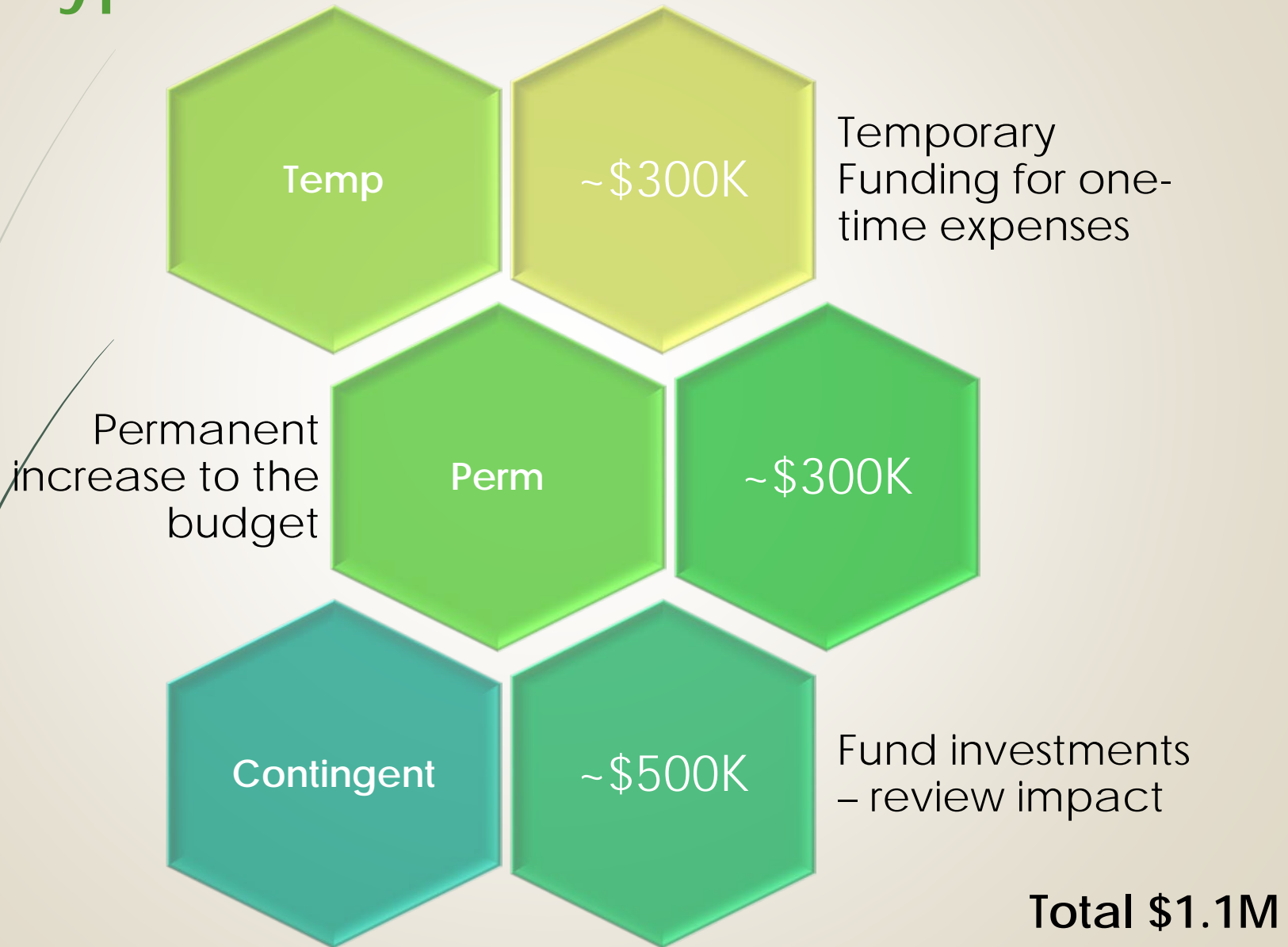
- We ensure that a climate of intentional inclusion permeates our decisions and practices, which demonstrate principles of ecological integrity, social equity, and economic viability.

Aligned to Strategic Plan



Total \$1.1M

Types of Investments



Fee Requests

- Health Occupations
 - Increase Application Fee from \$15 to \$20
- Manufacturing
 - New fee of \$55 for required software
 - New fee of \$200 for 3D
 - \$109 fee applied to all classes
- Automotive
 - \$62.95 fee applied to all classes
- Parent Child Center
 - Establish a larger age range for toddler class
 - Raise fees for all classes by 3%

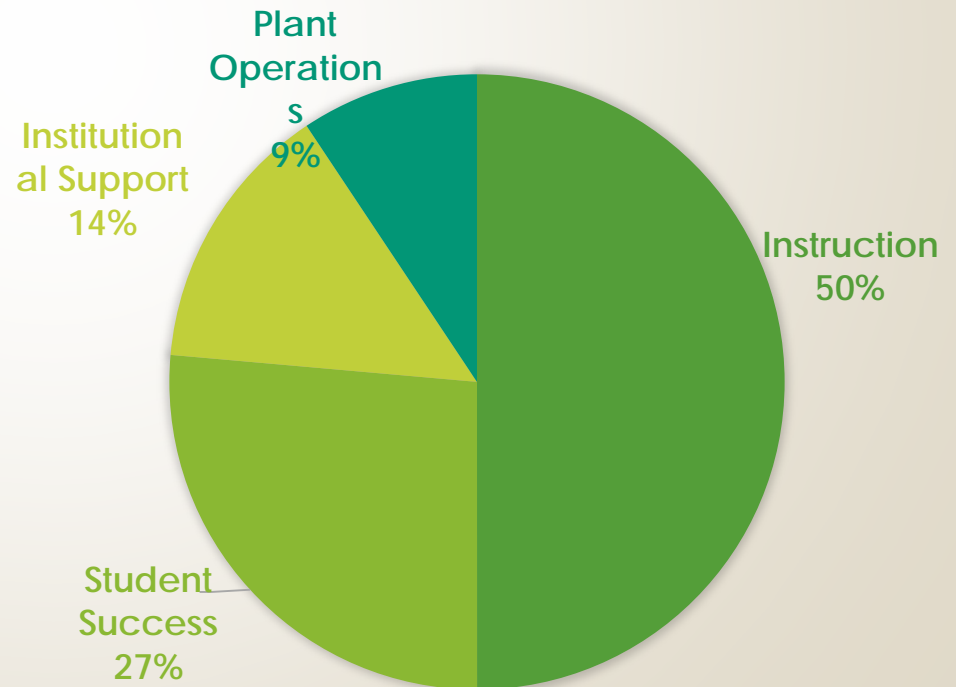
The Numbers: Operating Budget

Total Revenue Sources for Expenses	Budget
State Allocation	\$25,375,203
Tuition Revenue – current revenue YTD	18,364,337
TOTAL	\$43,739,540


- Total Budget includes:
 - An increase to the permanent budget of approx. \$300K
 - A reserve for new allocation model impacts
 - Temporary & contingent funding in excess of \$800K

Coming Soon

- June Board Study Session:
 - Detailed budget
 - Funding areas
 - Some final WACTC decisions



Discussion



Budget Planning =
Student focused & Mission driven

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MAY 31, 2016**

TAB 5

REPORT (QUARTERLY)

Subject: Financial Report

To follow:

- Budget Financial Review • Period Ending March 31, 2016 • Prepared for Board of Trustees

Prepared by: Dawn Vinberg
Executive Director for Budget/Capital
Shoreline Community College
May 26, 2016

Budget Financial Review
 Period Ending March 31, 2016
 Prepared for Board of Trustees



Executive Overview

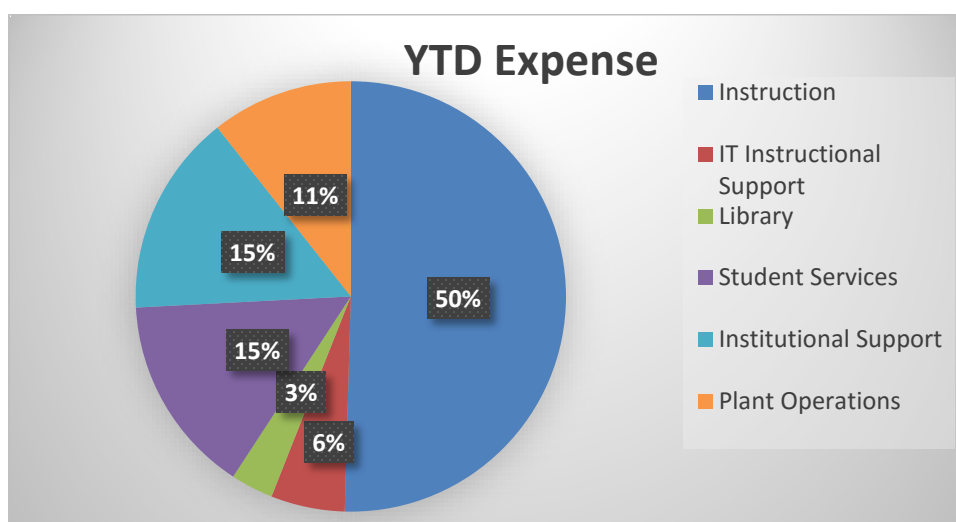
The attached, quarterly Operating Budget Board of Trustees Report for Shoreline Community College includes financial information from July 1, 2015 through March 31, 2016. This report includes information for the College's Operating Budget and other funds of interest. Overall, the college demonstrates 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 73.6% of budget – with half the fiscal year completed.
- Good & Services expenses are at 68.3% of budget – demonstrating effective managerial oversight.

Category	FY Budget	YTD Expense	Balance	% of Spend
Sub Total Labor Costs	\$ 33,332,068	\$ 24,557,557	\$ 8,774,511	73.7%
Sub Total Non-Labor Expenses	\$7,996,019	\$5,462,852	\$2,533,167	68.3%
Total	\$ 41,328,087	\$30,020,409	\$11,307,678	72.6%

Tuition Revenue

- Tuition revenue as of March 31 is at \$18M and 97.5% of target.