

MINUTES

STUDY SESSION

The Study Session of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Phil Barrett at 3:02 PM in the Board Room of the Administration building (#1000) at Shoreline Community College. A quorum of the Board was present.

2017 – 2018 College Budget College Fees

Executive Director & CFO Stuart Trippel provided information in alignment with a *Budget and Fees for Fiscal Year 2018 (Study Session)* slide presentation covering:

- The State Operating Budget
- Contingency Planning
- The State Capital Budget
- Abbreviated Strategic Action Plans (aSAPs)
- Compliance
- Enrollment
- Retention and Completion
- College Fees (with a reference to TAB 6 – Action: 2017–2018 Fee Changes)
 - Trustee Jackson requested to “be on record” regarding his concern about the Dental Hygiene program acceptance fee. He asked about the percentage of students in other programs who belong to professional organizations.
 - The Trustees inquired if a student could opt out of a professional organization they did not support.

CONVENE IN REGULAR SESSION

The Regular Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Phil Barrett at 4:03 PM in the Board Room (#1010M), located in the Administration building (#1000) at Shoreline Community College. A quorum of the Board was present.

MEMBERS PRESENT

Trustees Phil Barrett, Catherine D’Ambrosio, Doug Jackson, Tom Lux and Clara Pellham were present.

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

EXECUTIVE SESSION

At 4:04 PM, Chair Barrett announced that the Board would convene in Executive Session for ten minutes to review the performance of a public employee.

The Executive Session commenced at 4:05 PM.

At 4:15 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by five minutes.

The Board reconvened in open session at 4:20 PM.

REPORT: BOARD OF TRUSTEES CHAIR

Chair Barrett spoke of challenges over the year and noted that “the College has risen to the occasion and experienced an upward in enrollment over six consecutive quarters.”

CONSENT AGENDA

Chair Barrett asked the Board to consider approval of the consent agenda. On the agenda for approval:

- a) Minutes from the Regular Meeting of May 24, 2017 and the Special Meetings of May 22, 2017 and June 13, 2017.
- b) Exceptional Faculty Award
- c) College Policies
 - Revised
 - Policy 5020 (Attendance Requirements)
 - Policy 6061 (Cancellation of Classes)
 - For Elimination
 - Policy 3810 (Use of Vending Machine Proceeds on College Owned or Operated Facilities)
 - Policy 4001 (Election of Bargaining Representative-Rules)
 - Policy 4724 (Return to Work Program for Workers’ Compensation Claimants)
 - Policy 5017 (Continuing Student Status – Registration)
 - Policy 5221 (Paid Student & Temporary Hourly Positions Funded by the Student Services and Activities Budget)
 - Policy 6020 (College Teaching Day)
 - Policy 6400 (Summer School)

Motion 17:31: A motion was made by Trustee D’Ambrosio to approve the consent agenda.

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

OPEN COMMENT PERIOD

None.

COLLEGE UPDATE(S)

National Science Foundation (NSF) Awards

Dean Guy Hamilton and Faculty member Dina Kovarik shared the project summary, goals, objectives and deliverables related to START Immuno-Biotech: Strategies for Accelerating Recruitment and Training in Immuno-Biotechnology.

Dean Hamilton shared information on the Clean Tech ATE project which will include more hands-on and high engagement courses.

Board’s 2017 Transforming Lives Award Nominee

President Roberts informed the Trustees that the Board’s 2017 Transforming Lives Award nominee Raymond Waugh contacted the President’s Office to share that he is employed in the field for which he was trained and enjoys his job.

REPORT: SHORELINE PRESIDENT

President Roberts distributed and provided an overview of her *College & Community Engagement* report (May 24 – June 28, 2017) and included the themes for the Fall Convocation: The power of story; results; resilience; reflection; renewal; connections; and belonging.

REPORT: COLLEGE POLICIES

Director Veronica Zura stated that in the future and to avoid creating conflicting policies, the Board will be presented with “chapters as a whole” of a policy and/or rule. She added that on occasion, there are emergent and time bound policies and/or rules which will necessitate being on a Board meeting agenda concurrently—as a first reading and as an action.

AAG Clark noted that in such cases, the Board “can approve” the policy and/or rule and “make revisions later.”

FIRST READING: COLLEGE POLICIES

Director Veronica Zura and Associate Dean Derek Levy provided an overview of a new policy contained in TAB 3A (College Policies &/or Rules–New): Policy 3811 (Accessible Information Technology). They addressed the rationale as to why (“to support and ensure compliance” with Web Content Accessibility Guidelines (WCAG) 2.0 by June 30, 2017) Policy 3811 was on the June 28, 2017 regular meeting agenda as a first reading and as an action item.

Director Zura provided an overview of revised policies and/or rules contained in TAB 3B (College Policies &/or Rules—Revised): Policy 4722 (Advancement of Rank); Policy 5030/WAC 132G-121 (Student Conduct). She explained the three-part rule making process and noted that Policy 5030/WAC 132G-121 (Student Conduct) was vetted through the Associated Student Government (ASG) and was reviewed by AAG Clark several times.

ACTION: POLICY 3811 (ACCESSIBLE INFORMATION TECHNOLOGY)

Motion 17:32: A motion was made by Trustee Lux to approve Policy 3811 (Accessible Information Technology).

Trustee Jackson seconded the motion.

Trustees D’Ambrosio and Jackson remarked on the urgency surrounding Policy 3811 and the necessity to ensure the College is working toward compliance with web content accessibility guidelines.

Chair Barrett noted that the risk of not passing Policy 3811 far outweighed a more deliberate approach.

The motion was unanimously approved by the Board.

ACTION: RESOLUTION NO. 141 (2017 – 2018 Operating Budget Continuing Authority)

Senior Executive Director & CFO Stuart Trippel provided an overview of TAB 5 (Board Resolution No. 141: 2017–18 Operating Budget Continuing Authority).

Motion 17:33: A motion was made by Trustee Lux to approve Resolution No. 141.

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

ACTION: 2017–2018 FEE CHANGES

Senior Executive Director & CFO Stuart Trippel provided an overview of TAB 6 (2017–2018 Fee Changes).

Motion 17:34: A motion was made by Trustee Jackson to approve the 2017–2018 Fee Changes with an addendum to permit a student to apply for a refund of the Dental Hygiene program acceptance fee upon enrollment in the Dental Hygiene Program.

The Trustees discussed other options for the Dental Hygiene students who may want to opt out of membership in the American Dental Hygienist Association and the Washington State Dental Hygienists' Association.

Trustee Jackson moved to rescind his original motion, which was seconded by Trustee Lux.

Motion 17:35: A motion was made by Trustee Pellham to approve the 2017–2018 Fee Changes.

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

ACTION: 2017 – 2018 SERVICES & ACTIVITIES (S&A) BUDGET

Director Rezina Habtemariam provided an overview of TAB 7 (2017–2018 Services & Activities (S&A) Budget).

Motion 17:36: A motion was made by Trustee Jackson to approve the 2017–2018 Services & Activities (S&A) Budget.

Trustee Pellham seconded the motion.

Trustee D'Ambrosio commended the Associated Student Government for improvements in transparency and communication to the student body about how S&A monies were spent, as well providing avenues for feedback. Chair Barrett added, "This is a good model."

The motion was unanimously approved by the Board.

ACTION: BOARD RESOLUTION NO. 142 (Commending Service of Shoreline Community College Federation of Teachers (SCCFT) • Local No. 1950 • AFT Washington/AFT/AFL-CIO President: Professor DuValle Daniel)

Trustee D’Ambrosio read Resolution No. 142.

Motion 17:37: A motion was made by Trustee Lux to approve Resolution No. 142.

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

ACTION: BOARD RESOLUTION NO. 143 (Commending Service of Washington Federation of State Employees (WFSE) Chief Shop Steward Jerry Owens)

Trustee Lux read Resolution No. 143.

Motion 17:38: A motion was made by Trustee Jackson to approve Resolution No. 143.

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

ACTION: BOARD RESOLUTION NO. 144 (Commending Service of Associated Student Government President Winston Lee)

Chair Barrett read Resolution No. 144.

Motion 17:39: A motion was made by Trustee Jackson to approve Resolution No. 144.

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

ACTION: PRESIDENT’S CERTIFICATION OF COMPLIANCE DOCUMENT

Chair Barrett provided an overview of TAB 11 (President’s Certification of Compliance Document) and noted, “The President’s performance has been outstanding and all goals have been met.”

Motion 17:40: A motion was made by Chair Barrett to approve the certified 2016 – 2017 President’s Certification of Compliance document.

Trustee Lux seconded the motion.

The Trustees:

- Referred to President Roberts as an outstanding leader, a brilliant scholar and a role model for everyone she comes in contact with.
- Spoke of President Roberts “keeping students first.”

The motion was unanimously approved by the Board.

ACTION: 2017 ADDENDUM TO PRESIDENT’S CONTRACT

Chair Barrett provided an overview of TAB 12 (2017 Addendum to President’s Contract) and referred to the following contained in the addendum:

- The annual salary of the President shall continue to be \$209,708.
- The President shall also receive any state-appropriated COLA for the 2017-18 fiscal year once it is available and authorized.

Chair Barrett noted a change to the 2017 addendum: An increase in the accrual of annual leave from a maximum of “twelve (12) weeks” (sixty (60) days), to a maximum of “twenty-four (24) weeks” (one hundred twenty (120) days).

Motion 17:41: A motion was made by Trustee Lux to approve the 2017 Addendum to the President’s Contract.

Trustee Pellham seconded the motion

Trustee D’Ambrosio spoke of President Roberts’ dedication to the College and expressed that it was important to support the change to the addendum.

The motion was unanimously approved by the Board.

ACTION: ELECT BOARD OF TRUSTEES OFFICERS (2017–2018)

Motion 17:42: A motion was made by Chair Barrett, nominating Trustee Jackson to serve as the 2017–2018 Chair of the Board of Trustees.

Trustee Lux seconded the motion.

The Trustees spoke of Trustee Jackson's commitment to academic rigor, meticulous review of documents and valuable insight.

Trustee Jackson abstained from voting.

The motion was approved with four "ayes."

Motion 17:43: A motion was made by Chair Barrett, nominating Trustee Pellham to serve as the 2017–2018 Vice Chair of the Board of Trustees.

Trustee Lux seconded the motion.

The Trustees spoke of Trustee Pellham's good judgment and fresh and balanced perspective.

Trustee Pellham abstained from voting.

The motion was approved with four "ayes."

REPORT: SHORELINE FACULTY

Professor Steven Bogart communicated that Professor DuValle Daniel was elected as the President of the Shoreline Community College Federation of Teachers (SCCFT) for a second term (2017–2018). He noted that language from a State Board for Community and Technical Colleges (SBCTC) resolution related to best practice principles affecting part-time faculty, has been incorporated into the collective bargaining agreement.

REPORT: SHORELINE CLASSIFIED

Instructional Support Technician Jerry Owens thanked the Trustees for Resolution No. 143. He added that the Classified Staff were awaiting details on the state's budget and expressed hope that "our contracts get funded."

REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

Associated Student Government (ASG) President Winston Lee thanked the Trustees for Resolution No. 144 and thanked everyone for their support.

He provided an overview of the year's ASG initiatives and introduced 2017–2018 ASG President Yorin Anggari.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustees D’Ambrosio, Jackson, Lux and Pellham expressed appreciation for Chair Barrett’s leadership, guidance and stewardship. President Roberts added that she appreciated being able to think things through with Chair Barrett.

Chair Barrett conveyed his pride to be a part of Shoreline Community College and expressed having a wonderful time serving as the Chair of the Board of Trustees.

ADJOURNMENT

Motion 17:44: A motion was made by Trustee D’Ambrosio to adjourn the Regular Meeting of June 28, 2017.

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

Chair Barrett adjourned the meeting at 6:34 PM.

Signed _____
Phil Barrett, Chair

Attest: September 27, 2017

Lori Y. Yonemitsu, Secretary