

## MINUTES

The Special Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Douglass Jackson at 4:30 PM in the Board Room (#1010M), 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, Douglass Jackson and Tom Lux were present.

## CONSENT AGENDA

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

- a) Revised College Policy 4722 (Advancement of Rank)

Motion 17:45:                      A motion was made by Trustee Lux to approve the consent agenda.

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

## COMMUNICATION FROM THE PUBLIC

None.

## REPORT: COLLEGE POLICIES

Director Veronica Zura provided a preview of policies that are currently scheduled to be reviewed and updated in the fall. She shared that updates to policies and rules will be presented as an entire chapter in order to provide a complete context.

## FIRST READING: COLLEGE POLICIES &/OR RULES

### Policy 5329 (Use of Human Subjects)

Director Zura shared that the policy update was for formatting and language only. Additional updates were made to the procedural guidelines.

In response to a question from Trustee Jackson, Director Zura confirmed that the College has an Institutional Review Board (IRB) to provide oversight to the use of human subjects.

Policy 3812/WAC 132G-276 (Public Records)

Director Zura communicated that the recent passage of House Bill 1595, effective July 23, 2017, repealed the College's existing policy language and ability to assess charges for public records requests.

There was a discussion about other language in the policy/WAC that may need revision, specifically around the timeline for responding when a review is requested after a denial of a records request. It was noted that this could be reviewed for possible modification after the initial change is made.

ACTION: POLICY 3812/WAC 132G-276 (PUBLIC RECORDS)

Director Zura shared that the passage of HB 1595 and subsequent repeal of the existing policy language leaves the College open to liability until revised language can be approved through the standard policy revision process. If approved, an emergency rule to address charges for public records requests will be effective on July 25, 2017 and will remain in place for 120 days.

Motion 17:46:                    A motion was made by Trustee Barrett to adopt an emergency rule regarding charges for public records as defined in Policy 3812/WAC 132G-276 (Public Records).

Trustee D'Ambrosio seconded the motion, which was then unanimously approved by the Board.

REPORT: PRESIDENT

President Roberts invited Professor Kevin Roner to speak briefly about an upcoming national conference of Toyota T-TEN instructors hosted at the College. Professor Roner invited the Trustees to attend the opening session of the conference on August 1<sup>st</sup>.

President Roberts noted that the legislative session adjourned without the passing of a capital budget. This impacts two major upcoming projects for the College: Student housing and an Allied Health Sciences and Advanced Manufacturing building. Senior Executive Director & CFO Stuart Trippel provided additional information about potential scenarios if the legislature were to reconvene and pass a capital budget.

There was a brief discussion about the upcoming Board retreat on September 5<sup>th</sup>, including possible agenda items. President Roberts asked the Board to review some past Board retreat agendas, draft goals for the year, and action steps for the Strategic Plan; any feedback should be sent to President Roberts and Chair Jackson.

UPDATE: COLLEGE BUDGET

Senior Executive Director & CFO Trippel presented a Fiscal Year 2018 Operating Budget Recommendation. He noted that the initial allocation was just received and is still being reviewed by the business officers at each college.

The recommendation includes funding for mandatory expense increases, as well as for approved abbreviated strategic action plans (aSAPs) as presented at the June 2017 Board meeting.

There was a discussion about the potential use of reserves in order to keep the momentum on projects and initiatives that are proving successful in increasing enrollment. The Board indicated its support for the College's continuing efforts in this area. The Board also indicated its support for the College to continue with its plans for student housing, even though a capital budget has not yet been passed.

ACTION: 2017 – 2018 COLLEGE BUDGET

Senior Executive Director & CFO Trippel presented the recommendation to approve the operating budget through September and revisit at the September Board meeting. It was clarified that the President's ability to adjust the operating budget by two percent without Board approval would only apply to first quarter expenditures.

Motion 17:47: A motion was made by Trustee Barrett to approve the 2017–2018 College Budget.

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

ADJOURNMENT

Motion 17:48: A motion was made by Trustee Barrett to adjourn the Special Meeting of July 24, 2017.

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

Chair Jackson adjourned the meeting at 5:56 PM.

Signed \_\_\_\_\_  
Douglass Jackson, Chair

Attest: September 27, 2017

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Julie Bathke, Executive Assistant