

## 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 8:33 AM in room 260 in building CC2 at Cascadia College, 18345 Campus Way NE, Bothell, Washington 98011.

## MEMBERS PRESENT

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

Members of the Executive Team were also present: President Cheryl Roberts, Vice President & Executive Director Mary Brueggeman, Special Assistant to the President (and Retreat Facilitator) Laura Rehrmann, Executive Vice President Alison Stevens and Senior Executive Director & CFO Stuart Trippel.

## COMMUNICATION FROM THE PUBLIC

None.

## OVERVIEW OF THE AGENDA

Chair Jackson provided an overview of the agenda.

## BUDGET, FINANCIAL & CAPITAL

Senior Executive Director & CFO Stuart Trippel updated the Trustees on budget, financial and capital related matters. Discussion included:

- The status of the multiple processes (e.g. legislative; design; funding) regarding the college's capital projects: Housing and the Health, Sciences and Advanced Manufacturing Complex.
- An update of spaces identified for replacing and/or refreshing.

Senior Executive Director & CFO Trippel provided an overview of three documents:

- *Shoreline Community College Operating Fee Revenue Tracking FY 2017;*
- *Shoreline Community College Operating Fee Revenue Tracking FY 2018 (Preliminary);*  
and
- *Shoreline Community College Board of Trustees Retreat, September 2017 – Operating Reserves Conversation.*

Senior Executive Director & CFO Trippel proposed that he have a discussion with the Chair and Vice Chair regarding Board reserves and then, bring forth a proposal to the winter 2018 Board Retreat. Input from the Trustees in regard to reserves and/or a reserve policy:

- It's good practice to have monies set aside to handle emergency situations.
- Look at best practices – how to evaluate the mitigation of risks and exploring of opportunities.
- Personalize best practices.
- A reserve policy in the Board's Governance Manual should be broad and not prescriptive.
- The proposal for the winter 2018 Board Retreat should include: risks and opportunities → best practices (e.g. tuition variance; fundraising risks).

REPORT: STRATEGIC PLAN GOAL STEERING COMMITTEES  
DISCUSSION: 2017–2018 STRATEGIC PLAN METRICS

President Roberts and members of the Executive Team spoke about the strategic planning process, the steering committee structure, actions to implement the plan and the 2017–2018 Strategic Plan metrics.

The Trustees had an opportunity to view, discuss and ask questions of the Executive Team about the *Goal, Strategy and Projects/Actions* boards for the:

- Communication, Marketing, and Community Engagement Steering Committee
- Disciplined Excellence Steering Committee
- Ecological Integrity Steering Committee
- Inclusive Excellence Steering Committee
- Learning Outcomes Assessment Steering Committee
- Strategic Planning and Budget Council
- Student Learning Experience Coordinating Committee

2017 – 2018 STUDY SESSION (SHORELINE 101) & REGULAR MEETING (STANDARD) TOPICS

The Board reviewed and discussed the *Study Session (Shoreline 101) & Regular Meeting (Standard) Topics* draft for 2017–18. The Trustees noted that they enjoyed the interactive sessions, going to different departments and looked for opportunities to hear about the student experience—including the positive impact on the student experience due to the collaborative efforts of many departments and personnel.

### REVIEW: BOARD OF TRUSTEES GOVERNANCE MANUAL

The Board reviewed and discussed the *BOARD OF TRUSTEES GOVERNANCE MANUAL* (“*Board Policy Manual*”): *Review & Approval Schedule*. They agreed with President Roberts’ recommendations:

- For a three-year Board Policy review process;
- For the Board Chair and Vice Chair to identify the schedule for policy review;
- For the Board to review and discuss proposed policies for revision at its winter 2018 retreat.

### DISCUSSION: BOARD OF TRUSTEES SELF-EVALUATION

Special Assistant Rehrmann facilitated a discussion amongst the Trustees in regard to its 2016–2017 self-evaluation.

### DISCUSSION: BOARD OF TRUSTEES 2017–2018 PROFESSIONAL LEARNING GOALS

Special Assistant Rehrmann facilitated a discussion amongst the Trustees in regard to its Professional Learning Goals for 2017–2018.

### PRESIDENT’S 2017 – 2018 GOALS

President Roberts and the Trustees reviewed and discussed the 2017–2018 President’s Professional Learning Plan and the Board’s goals for the President.

### WRAP-UP ADJOURNMENT

The Trustees agreed that the retreat was very informative and productive.

Motion 17:49: A motion was made by Trustee D’Ambrosio to adjourn the Special Meeting of September 5, 2017.

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

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
SPECIAL MEETING OF SEPTEMBER 5, 2017  
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Chair Jackson adjourned the meeting at 3:35 PM.

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

Attest: September 27, 2017

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Lori Y. Yonemitsu, Secretary