

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF DECEMBER 3, 2014**

**TAB 3**

**ACTION**

**Subject: Board Reserve and Two-Year Funding of Special Assistant  
to the President for Community Engagement**

**Background**

The College has been successfully included in the capital budget request of the State Board for Community and Technical Colleges (SBCTC) for a project to replace five existing buildings on campus with a new health sciences classroom complex. If approved by the legislature in its upcoming session, predesign and design of the new 69,600-square-foot building will occur in the 2015–17 biennium, and construction will occur in the 2017–19 biennium. Of the approximately \$40 million in total project costs, the College is required to raise, from private sources, at least \$3 million. Inclusion of the \$3 million private contribution in the College's proposal allowed the project to score high enough to be included in SBCTC's capital budget request to the legislature.

Involvement of the Shoreline Community College Foundation will be key in obtaining private contributions to the project. To that end, the Foundation's capacity for fund-raising will need to be enhanced, as would be the case with any major capital campaign.

In order to assist the Foundation in being able to carry out a successful capital campaign, the College administration recommends funding and hiring a new, temporary, part-time administrative exempt position for two years with the title Special Assistant to the President for Community Engagement. This position would report directly to the President and would be responsible for carrying out the following principal duties:

1. Assist in supporting the President with organization of the Foundation in its structure and board recruitment, training, and strategy development.
2. Assist the President in defining the necessary staffing for the Foundation and identifying candidates to support the President and the Foundation's board of directors.
3. Identify prospects for the feasibility study in preparation for the capital campaign. In addition, identify community leaders and create the strategy to build relationships with them for the President and other College leaders identified by her. Assist and advise the President on execution of the capital campaign.

The College expects that the cost of the position will be \$75,000 per year plus employer payroll taxes and benefits (but not health insurance benefits), for a total of \$170,000 over the two-year period. The College administration requests that the Board of Trustees fund this cost through use of its Board reserve account.

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**Recommendation**

That the Board authorize funding of the requested position by the following motion:

RESOLVED, that the Board of Trustees authorizes expenditure of \$170,000 of its reserve for a two-year period beginning December 2014 to fund the position Special Assistant to the President for Community Engagement.

Prepared by: Cheryl Roberts, Ed.D., President  
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Shoreline Community College  
November 28, 2014