

MINUTES

The Special Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Tom Lux at 1:00 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 Phil Barrett, Catherine D'Ambrosio and Tom Lux were present.

Also present:

Personnel from the Washington State Auditor's Office: Erika Davies (Auditor in Charge), Kristina Baylor (Audit Manager) and Amanda Wang (Staff Auditor). Jennifer Myers (Assistant Audit Manager) connected to the meeting via telephone.

Personnel from Shoreline Community College: Vice President for Human Resources Stephen Smith, Executive Director for Business & Student Support Services Stuart Trippel and Financial Services Manager Jennifer Fenske.

COMMUNICATION FROM THE PUBLIC

None.

ENTRANCE CONFERENCE WITH WASHINGTON STATE AUDITOR'S OFFICE STAFF

Audit Manager Kristina Baylor provided an overview of the audit process as well as the support services offered by the State Auditor's Office (SAO).

Auditor in Charge Erika Davies went over the audit's scope and goal. She added that a letter from the SAO regarding the findings from the audit will be prepared in December 2014.

Personnel from the SAO confirmed that Shoreline Community College is one of nine colleges selected by the State Board for Community and Technical Colleges (SBCTC) to comprise a pilot group to contract with the SAO to conduct each college's financial audit. It was noted that the Northwest Commission on Colleges and Universities (NWCCU) has a relatively new accreditation component regarding annual external financial audits. The SAO's cost to conduct Shoreline Community College's audit: \$26,000.00.

Audit Manager Kristina Baylor reported that the onsite work by the auditors was expected to conclude in the next couple of weeks and that a letter will be issued to the College approximately 2-3 weeks after the auditors are "pulled off site."

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF OCTOBER 27, 2014
Page 2 of 2

ADJOURNMENT

Chair Lux adjourned the meeting at 1:17 PM.

Signed _____
Tom Lux, Chair

Attest: December 3, 2014

Lori Y. Yonemitsu, Secretary

MINUTES

STUDY SESSION

Tenure Process

Vice President for Academic and Student Affairs Robert Francis and SCCFT President and Professor Amy Kinsel led a presentation to the Board of Trustees on the SCC Tenure Process.

The Trustees indicated that it would be beneficial to see steps taken to address concerns expressed in student evaluations and/or peer evaluations, as well as a tenure track faculty candidate's plans for growth, contained in the reports from each of the candidate's Appointment Review Committee (ARC).

The Trustees discussed the parameters related to the Board being notified when a tenure track faculty candidate has exited the tenure process versus employee privacy.

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 Tom Lux at 4:03 PM in the Board Room of the Administration Building at Shoreline Community College.

MEMBERS PRESENT:

Trustees Phil Barrett, Catherine D'Ambrosio, Shoubee Liaw and Tom Lux were present.

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

CONSENT AGENDA

Chair Lux asked the Board to consider approval of the Consent Agenda. On the agenda for approval:

- a) One set of minutes from the Regular Meeting of September 17, 2014 and one set of minutes from the Special Meeting of October 20, 2014.

Motion 14:38: A motion was made by Trustee Liaw to approve the minutes from the Regular Meeting of September 17, 2014.

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

Motion 14:39: A motion was made by Trustee Barrett to approve the minutes from the Special Meeting of October 20, 2014.

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

b) The Board of Trustees 2015 Meeting Schedule.

Motion 14:40: A motion was made by Trustee D'Ambrosio to approve the Board of Trustees Regular Meeting dates for calendar year 2015.

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

c) The Areas of Focus for 2014 – 2015.

Motion 14:41: A motion was made by Trustee D'Ambrosio to approve the Shoreline Community College Areas of Focus for 2014 – 2015.

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

REPORT: BOARD OF TRUSTEES CHAIR

Chair Lux shared information on the 2014 ACCT (Association of Community College Trustees) ACCT Leadership Congress that he and President Roberts attended.

OPEN COMMENT PERIOD

None.

ACTION: TACTC TRANSFORMING LIVES AWARDS

Trustees Barrett and Liaw volunteered to review the nomination submissions and determine the Shoreline Community College Board of Trustees' nominee for the 2015 TACTC (Trustees Association of Community & Technical Colleges) Transforming Lives Awards.

ACTION: CHANGING JANUARY 2015 BOARD OF TRUSTEES REGULAR MEETING DATE

Motion 14:42: A motion was made by Trustee Barrett to approve changing the January 2015 Regular Meeting of the Board of Trustees from Wednesday, January 28, 2015, to Wednesday, January 21, 2015.

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

REPORT: SCC FACULTY

Professor Amy Kinsel spoke of the necessity for Legislators to fully fund Higher Education and invited the Trustees to attend an Appointment Review Committee (ARC) training.

REPORT: SCC CLASSIFIED

Instructional Support Technician Jerry Owens participated in a phone bank tied to the upcoming elections and spoke of the consequences that the state will likely face if more streams of revenue are not identified.

REPORT: SCC STUDENT BODY ASSOCIATION

In addition to sharing the Student Government's recent and upcoming events, initiatives and goals, Student Body Association President Ashley Cowan spoke of the recent hiring of four new representatives to the Student Parliament. She added that there were seventy-five applications for the four slots.

REPORT: SCC PRESIDENT

President Roberts provided an overview of the meetings and activities she has participated in with internal and external constituencies and communities – including an orientation with State Board for Community & Technical Colleges (SBCTC) Executive Director Marty Brown.

Regarding the Executive Leadership Team (ELT), President Roberts informed the Board that Robert Francis has accepted the permanent position of Vice President for Academic and Student Affairs and Holly Woodmansee has started her tenure as the Vice President for Administrative Services at Bates Technical College. In addition, she shared that the ELT has been receiving ongoing training on emergency preparedness and response.

President Roberts notified the Board that after the process for new and/or revised College Operating Policies and Procedures was followed, the Policies and/or Procedures that were

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF OCTOBER 29, 2014

recently approved by the ELT included: Policy 4113 (Sexual Harassment/Title IX); Policy 4111 (Universal Human Rights Complaint Grievance Procedure/Title IX); Policy 4729 (Leave Without Pay for Matters of Faith and Conscience); Policy 5033 (Dishonesty in Academics); and Policy 4123 (Employee E-Mail).

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

The Trustees thanked Vice President Francis and Professor Kinsel for their presentation on the College's Tenure Process.

ADJOURNMENT

Chair Lux adjourned the meeting at 4:52 PM.

Signed _____
Tom Lux, Chair

Attest: December 3, 2014

Lori Y. Yonemitsu, Secretary

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

TAB 1

ACTION

Subject: Course Fee Waiver Process

Background

The Board of Trustees has legislative authority to set fees other than tuition, including course fees and administrative fees. Examples include lab fees, distance learning fees, transcript fees, parking fees, etc. The College has an administrative process in place for soliciting and reviewing fee proposals each year. Through this process, new fees or changes to existing fees may ultimately be proposed by the President to the Board for adoption. Typically the Board considers and, at its discretion, adopts fees at the same time as its consideration and adoption of the annual operating budget, which usually occurs in June of each year.

Fees applied to courses are, on the whole, necessary to support expenditures on goods and services, and in some cases salaries and benefits, associated with particular courses. In some cases, however, course fees could be waived temporarily without detriment to the fee budget, for example, in cases where a budget has accumulated significant reserves. In these cases, waiver of fees could be used as an incentive for students to take courses, particularly where the course fees are significant. For example, students in the College's new First Year Fast Forward courses, which use a cohort model to encourage persistence and completion, currently have fees of \$70 per quarter associated with them, due to the courses' use of a partially online (hybrid) teaching modality. Use of incentives such as this would allow the College to determine, through data-gathering, whether a course is yielding sufficient results to bring it to a larger scale.

The College proposes that the Board allow the President, in consultation with the Executive Leadership Team, to waive course fees associated with new and experimental courses that support strategic priorities of the College, for a period of no more than one year. This would allow the College to provide an incentive for students to take such courses.

Recommendation

That the Board authorize waiver of certain course fees by the following motion:

RESOLVED, that the Board of Trustees authorizes the College, by action of the President in consultation with the Executive Leadership Team, to waive course fees for new and experimental courses that support strategic priorities of the College, for a period of no more than one year.

Prepared by: Stuart Trippel, CPA, Executive Director, Business and Student Support Services
Shoreline Community College
November 28, 2014

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

TAB 2

ACTION

Subject: Renewal of First-Year & Second-Year Tenure Track Faculty Candidates

Background

Under separate cover the Board received copies of the appointment review committees' evaluations for five first-year, and two second-year tenure track faculty candidates.

Under separate cover the Board received a December 1, 2014 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 another year (Fall 2015).

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>
Alison Armstrong	Engineering	1	David Phippen
Jeffrey Cromwell	Automotive – Toyota T-Ten	1	Bob Biesiedzinski
Nancy Felke	Academic Advising – ABE/GED H.S. 21	1	Alicia Zweifach
Jessica Galan	Academic Advising - International Edu.	2	Steve Seki
Kevin Roner	Automotive – Toyota T-Ten	1	Ken Campbell
John Tankersley	Academic Advising - International Edu.	2	Lauren Wilson
Ginger Villanueva	Academic Advising - International Edu.	1	Cynthia Okawara

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
December 3, 2014

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

TAB 3 (REVISED)

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 with any major capital campaign.

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.

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

Page 2

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
Stuart Trippel CPA, Executive Director, Business and Student Support Services
Shoreline Community College
December 3, 2014