

**SHORELINE COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR MEETING OF OCTOBER 23, 2019**  
**3:00 PM Study Session** – Board Room (#1010M), Bldg 1000  
**4:30 PM Regular Session** – Board Room (#1010M), Bldg 1000

**A G E N D A**

<b>3:00 PM – STUDY SESSION (BOARD ROOM (#1010M) • BLDG 1000)</b>			
<b>NO.</b>	<b>AGENDA ITEM</b>	<b>RESPONSIBILITY</b>	<b>TAB</b>
	<ul style="list-style-type: none"> <li>•<b>Budget Development Process for 2020 – 2021</b></li> <li>•<b>Financial Update</b></li>   <li>•<b>Overview of 7000 Campus Living &amp; Tour</b></li> </ul>	<ul style="list-style-type: none"> <li>•<i>Phillip King</i></li> <li>•<i>Bill Saraceno</i></li>   <li>•<i>Cheryl Roberts &amp; Marisa Herrera</i></li> </ul>	
<b>4:30 PM – REGULAR SESSION (BOARD ROOM (#1010M) • BLDG 1000)</b>			
<b>NO.</b>	<b>AGENDA ITEM</b>	<b>RESPONSIBILITY</b>	<b>TAB</b>
1.	<b>Convene Meeting</b>	<i>Tom Lux</i>	
2.	<b>Report:</b> Chair, Board of Trustees	<i>Tom Lux</i>	
3.	<b>Consent Agenda</b> <b>a. Approval of Previous Meeting Minutes</b> <ul style="list-style-type: none"> <li>▪ Regular Meeting of July 17, 2019</li> <li>▪ Special Meeting of September 16, 2019</li> </ul>	<i>Tom Lux &amp; Trustees</i>	
4.	<b>Communication from the Public</b>	<i>Tom Lux</i>	
5.	<b>College Update(s)</b> <ul style="list-style-type: none"> <li>• Off-Campus Cooperative Preschool Sites Celebrating 50-Year Affiliation with Shoreline Community College</li> <li>• Study Abroad Programs (South Africa • Jamaica)</li> </ul>	<ul style="list-style-type: none"> <li>•<i>Frances Coppa</i></li> <li>•<i>Ernest Johnson &amp; Bob Thompson</i></li> </ul>	
6.	<b>Report:</b> Shoreline President	<i>Cheryl Roberts</i>	
7.	<b>Report:</b> Fiscal Year-End (2018 – 2019)	<i>Cheryl Roberts &amp; Satoko Prigmore</i>	
8.	<b>Report:</b> Enrollment Update	<i>Bayta Maring</i>	
9.	<b>Report:</b> College Policies &/or Rules Review Schedule & Updates	<i>Veronica Zura</i>	
10.	<b>First Reading:</b> Board of Trustees 2019 – 2020 Professional Learning Goals	<i>Tom Lux &amp; Trustees</i>	<b>1</b>



11.	<b>Action: Washington Association of College Trustees (ACT) Transforming Lives Award(s)</b>	<i>Tom Lux &amp; Trustees</i>	<b>2</b>
12.	<b>Action: Board Resolution No. 154</b> (Commending Service of Trustee Clara Pellham)	<i>Tom Lux &amp; Trustees</i>	<b>3</b>
13.	<b>Constituent Report:</b> Shoreline Faculty	<i>Eric Hamako</i>	
14.	<b>Constituent Report:</b> Shoreline Classified Staff	<i>Paul Fernandez</i>	
15.	<b>Constituent Report:</b> Shoreline Associated Student Government	<i>Isaac Tchao</i>	
16.	<b>Report:</b> Closing Remarks – Board of Trustees	<i>Trustees</i>	
17.	<b>Executive Session, if necessary</b>	<i>Tom Lux</i>	
18.	<b>Action: Adjournment</b>	<i>Tom Lux</i>	
	<b>Next Regular Meeting: Wednesday, December 4, 2019</b>		

MINUTES

CONVENE IN SPECIAL SESSION

The special meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Vice Chair Douglass Jackson at 4:20 PM in room 9208 (the “Quiet Dining Room”), located in building 9000 (the “PUB”) at Shoreline Community College. A quorum of the Board was present.

MEMBERS PRESENT

Trustees Douglass Jackson, Clara Pellham (via telephone), and Gidget Terpstra were present.

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

REPORT: CHAIR, BOARD OF TRUSTEES

There was no report from the Chair.

CONSENT AGENDA

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

- Minutes from the regular meeting of June 26, 2019
- College Policies
  - For Elimination
    - Policy 5265 – Distribution of Materials: Off-Campus Organizations and Non-Students
    - Policy 5352 – Employers Recruiting On Campus
  - Revised
    - Policy 4114 – Reasonable Accommodations for Employees & Applicants
    - Policy 4125 – Standards for Ethical Conduct
    - Policy 4126 – Acceptable Use of Technology & Data
    - Policy 5114 – Reasonable Accommodations for Students with Disabilities

Motion 19:36: Motion made by Trustee Terpstra to approve the consent agenda.

Motion seconded by Trustee Pellham, followed by all Trustees in favor of the motion.

COMMUNICATION FROM THE PUBLIC

None.

ACTION: CERTIFICATE OF PARTICIPATION – HEALTH, SCIENCE & ADVANCED  
MANUFACTURING CLASSROOM COMPLEX (HSAMCC BUILDING)

Interim Chief Financial Officer Bill Saraceno provided an overview of tab 2 [Action: Certificate of Participation – Health, Science, & Advanced Manufacturing Classroom Complex (HSAMCC Building)].

Motion 19:37: Motion made by Trustee Pellham to approve the submission to the State Board for Community and Technical Colleges for a Certificate of Participation as presented.

Motion seconded by Trustee Terpstra, followed by all Trustees in favor of the motion.

EXECUTIVE SESSION

At 4:31 PM, Vice Chair Jackson announced that the Board would convene in executive session for fifteen minutes to discuss the performance of a public employee and to discuss with legal counsel matters in litigation. Vice Chair Jackson noted that the Board would reconvene in open session following the executive session.

The Executive Session commenced at 4:32 PM

ACTION: 2019 EXCEPTIONAL FACULTY AWARD

Motion 19:38: Motion made by Trustee Terpstra to approve the recommendation from the Exceptional Faculty Award Recommendation Committee to grant the 2019 Exceptional Faculty award to candidate A in the amount of \$1,000.00 (one-thousand dollars).

Motion seconded by Trustee Pellham, followed by all Trustees in favor of the motion.

ACTION: 2019 ADDENDUM TO THE PRESIDENT'S CONTRACT

Executive Director Veronica Zura provided background in relation to the 2019 Addendum to the President's Contract.

SHORELINE COMMUNITY COLLEGE  
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Motion 19:39: Motion made by Trustee Terpstra to approve the 2019 Addendum to the President's Contract.

Motion seconded by Trustee Pellham, followed by all Trustees in favor of the motion.

ACTION: BOARD RESOLUTION NO. 153 (Action: Commending Service of Trustee Gidget Terpstra)

Trustee Jackson read Resolution No. 153.

Motion 19:40: Motion made by Trustee Jackson to approve Resolution No. 153.

Motion seconded by Trustee Pellham.

Trustees Jackson and Pellham expressed their appreciation for Trustee Terpstra's leadership, support, and professionalism.

Motion unanimously approved by the Board.

FIRST READING: PROPOSED 2019 – 2020 FEE CHANGES (NURSING)

Executive Director Bayta Maring provided an overview of tab 4 [First Reading: 2019 – 2020 Fee Changes (Nursing)].

REPORT: FINANCIAL UPDATES

Interim Chief Financial Officer Bill Saraceno provided updates, including information on future plans related to the Bookstore and food service provider. He provided an overview of the financial statements from July 1, 2015 – June 30, 2016 noting that "financial statements do not provide assurances; state auditors will do the assurances" and an overview of the College's bank statement.

Colleges that do not expend its minor repair allocations, have to return the unexpended dollars to the state. The College has expended its allocation by completing minor repair projects.

Note: There was a seven-minute break (5:28 PM – 5:35 PM) during Interim Chief Financial Officer Saraceno's report when Trustee Pellham had to step away from the telephone.

SHORELINE COMMUNITY COLLEGE  
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BOARD OF TRUSTEES  
SPECIAL MEETING OF JULY 17, 2019

REPORT: AGC BIOLOGICS

Executive Dean Guy Hamilton spoke about the growth of the life science industry in the state and the proposal for the College to work with AGC Biologics to “forge a long-range workforce training and education partnership to meet the needs of a rapidly expanding Biomanufacturing industry.”

REPORT: SHORELINE PRESIDENT

President Roberts distributed the *President’s College & Community Engagement* report (June 27 – July 16, 2019) and provided updates related to ctcLink, the residence hall (7000 Campus Living), and having two presenters, John Boesenberg from the State Board for Community and Technical Colleges (SBCTC) and a state economist, speak at the first campus budget update meeting in the fall.

CONSTITUENT REPORT: SHORELINE FACULTY

Professor and SCCFT President DuValle Daniel read the Federation President’s Report. (Report attached.)

CONSTITUENT REPORT: SHORELINE CLASSIFIED

Media Maintenance Tech 3 and WFSE Chief Shop Steward Paul Fernandez welcomed Vice President Phillip King to the College and expressed that he was looking forward to working with Vice President King. He shared the Classified Staff concerns related to upcoming layoffs and increased workloads.

In closing, Media Maintenance Tech 3 and WFSE Chief Shop Steward Fernandez spoke about recent Classified Staff activities and projects.

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

On behalf of 2019 – 2020 ASG President Isaac Tchao, 2018 – 2019 ASG President Denish Oleke shared that the 2019 – 2020 ASG team is currently undergoing training.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustee Pellham expressed wishes for a good summer to all.

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
SPECIAL MEETING OF JULY 17, 2019

ADJOURNMENT

Motion 19:41: Motion made by Trustee Terpstra to adjourn the special meeting of July 17, 2019.

Motion seconded by Trustee Jackson, followed by all Trustees in favor of the motion.

Vice Chair Jackson adjourned the meeting at 6:05 PM.

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

Attest: October 23, 2019

\_\_\_\_\_  
Lori Y. Yonemitsu, Secretary

## SCCFT Local 1950 President's Report to BOT

July 17, 2019

Good Afternoon.

I want to thank you for the lovely plaque you awarded me while I was away in June. I also want to congratulate Trustee Gidget Terpstra for her recognition today and say that I have appreciated her warm and friendly welcome when we sat side-by-side this past year. It made a great difference to me.

As this is the last E-Board meeting I expect to attend as President of the Shoreline Faculty Union, I just want to say that it has been a long and difficult two years for all of us at the College, and I anticipate that next year will be even more difficult with the discussions around the budget and RIF's and laying off classified staff, faculty and administrators.

I hope that decisions will be made with compassion and fairness and transparency. On behalf of the faculty, I want to just say for the record that we did not create the budget crises, and we should not be made to suffer or sacrifice our livelihoods because of it, but I know many of us will. We showed up. We did our jobs, and I want that to be taken into consideration. I expect you will be offering early retirement packages, tenure buyouts, and other incentives, and I am asking that what is offered to faculty and staff is comparable to what administrators who leave this College have been offered.

I leave my position with a heavy heart because of the opportunity missed. Being an African American woman, I was excited to be the Union President when we had an African American woman College President and a diverse Board of Trustees. I thought that together we could move this College towards a more diverse and equitable future as it is a passion of mine and I believe to be of Dr. Roberts'. Unfortunately, instead, we became mired in ULPs and Budgetary issues and lost the chance to move this College forward. In fact, in some ways, I feel we've gone backwards.

However, I'm encouraged because Dr. Eric Hamako is going to be the next Union President. His values align with mine in many ways, and he may be even more capable of transitioning this College to a more equitable, inclusive and diverse campus as he has more knowledge and expertise in that area. I hope we do not

lose another opportunity to carry forward this shared mission of the College and Union.

Eric is tough, and he will hold himself, the Union, the administrators, and the BOT accountable. He's also fair and reasonable and is focused on achieving desired outcomes. He believes in working together to achieve common goals. Under his leadership, I suspect the relationship between the Classified and Faculty Union will be stronger as we all work together to weather the difficult times ahead. Hopefully, Eric will also be successful in rebuilding trust and confidence between faculty and this Administration and the BOT. That, of course, is not just up to him. It is up to all involved.

I look forward to going back to being a fulltime professor and part-time agitator. I want to thank you once again for approving my sabbatical. Thank you for allowing me the opportunity to speak at each meeting and share my concerns over the last 4 years. I appreciate that you taking actions to address some of the concerns I brought to you and for being more diligent regarding the financial situation at the College. It makes me think something positive has been accomplished during my tenure as SCCFT President and gives me more confidence in the future health of Shoreline CC.

## MINUTES

Chair Tom Lux called the special meeting of the Board of Trustees of Shoreline Community College District Number Seven at 9:03 AM in room C-104 at Shoreline City Hall (17500 Midvale Avenue North, Shoreline, Washington 98133-4905).

## MEMBERS PRESENT

Trustees Douglass Jackson, Tom Lux, and Gidget Terpstra were present.

President Cheryl Roberts and retreat facilitator Aisha Hauser were also present.

## COMMUNICATION FROM THE PUBLIC

None.

## OVERVIEW OF THE AGENDA

Chair Lux provided an overview of the agenda.

## DISCUSSION: BOARD OF TRUSTEES SELF-EVALUATION

Facilitator Hauser led a discussion amongst the Trustees regarding the Board's 2018–2019 self-evaluation. The Trustees discussed strengths, accomplishments over the year, relationship with the President, and recommendations for the coming year.

## DISCUSSION: BOARD OF TRUSTEES 2019–2020 PROFESSIONAL LEARNING GOALS

Facilitator Hauser led a discussion amongst the Trustees in developing the Board's professional learning goals for 2019–2020.

## PRESIDENT'S 2019–2020 GOALS

President Roberts and the Trustees reviewed and discussed the 2019–2020 Board goals for the President.

## REVIEW & DISCUSSION: PROSPOSED CHANGES TO THE BOARD OF TRUSTEES GOVERNANCE MANUAL

President Roberts and the Trustees reviewed, discussed, and recommended changes to the Board's Governance Manual.

2019–2020 FALL PLANNING WITH THE EXECUTIVE TEAM

Members of the Executive Team shared information related to the Fall Convocation, as well as the plans for the 2019–2020 Shoreline 101.

ADJOURNMENT

Motion 19:42: A motion was made by Trustee Jackson to adjourn the Special Meeting of September 16, 2019.

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

Chair Lux adjourned the meeting at 4:04 PM.

Signed \_\_\_\_\_  
Tom Lux, Chair

Attest: October 23, 2019

\_\_\_\_\_  
Cheryl Roberts, President

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF OCTOBER 23, 2019**

**TAB 1**

**FIRST READING**

**Subject: Board of Trustees 2019 – 2020 Professional Learning Goals**

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**BOARD OF TRUSTEES 2019 – 2020 PROFESSIONAL LEARNING GOALS**

During the September 16, 2019 Board of Trustees Retreat (“Special Meeting”), the Trustees discussed the following for its 2019 – 2020 Professional Learning Goals:

1. Continue with Shoreline 101.
  2. Review more data (deep dive), in more areas (e.g. national and state trends). Use mission fulfillment categories in dashboard to drive the data in support of each.
  3. Participate in the Board Winter Retreat and review deep dive data to answer the question: How is the College serving our students?
  4. Continue to meet on a regular/annual basis with the College Foundation Board.
  5. Participate in meetings with local partners (e.g. City of Lake Forest Park, City of Shoreline, and the Shoreline Public Schools Board).
  6. Attend a Board meeting of one of the Five Star Consortium colleges.
  7. Engage in more College events.
  8. Commit to attending local and national events as possible by using the annual calendar provided by the College President.
  9. Participate in individual meetings with the College President.
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Prepared by: Cheryl Roberts, President  
Shoreline Community College  
October 9, 2019

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF OCTOBER 23, 2019**

**TAB 2**

**ACTION**

**Subject: Washington Association of College Trustees (ACT) Transforming Lives Award(s)**

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**Background**

The Washington ACT Transforming Lives Award(s) recognize current or former students *whose lives have been transformed* by attending a Washington State Community or Technical College (CTC). One current or former student from each of the thirty-four Community and Technical Colleges will be nominated by the current or former student's respective college's Board of Trustees based on the following criteria:

- A current or former Washington community or technical college student (within 3 years of completing a degree, certificate or transfer); or
- A current student who is making significant progress toward completing a degree or certificate that is helping her/him/they prepare for success in her/his/their future endeavors.
- The nominee must share in written format (maximum 600 words) about overcoming barriers to achieve higher education goals and how the education and support received at her/his/their community or technical college was life transforming.

The ACT Awards Committee will select a total of five individuals (awardees) from the nominations submitted by the CTCs and each of the five awardees\*, will receive a \$500.00 (five-hundred dollar) monetary award and serve as a keynote speaker at the February 17, 2020 Transforming Lives Awards Dinner in Olympia, WA. In addition, the ACT will invite all thirty-four of the colleges' nominees to attend the February 17, 2020 Transforming Lives Awards Dinner. (\*Note: Previous awardees are not eligible.)

Nominations from the campus are due to the Office of the President no later than 5:00 PM on Wednesday, October 30, 2019. The packet containing information on the Board's nominee is due to the ACT office by Friday, November 8, 2019.

**Recommendation**

It is recommended that the Board of Trustees identify two (2) members of the Board to review the nomination submissions and recommend the Shoreline Community College Board of Trustees' nominee for the 2020 ACT Transforming Lives Awards to the ACT Awards Committee.

Prepared by: Lori Yonemitsu  
Executive Assistant to the President  
Shoreline Community College  
October 18, 2019

**ACTION**

**Subject: Board Resolution No. 154  
(Commending Service of Trustee Clara Pellham)**

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**Resolution No. 154  
Commending Service of  
Trustee Clara Pellham**

WHEREAS, Trustee Clara Pellham has served Shoreline Community College as a member of the Board of Trustees since February 2015; and

WHEREAS, Trustee Pellham has worked diligently and tirelessly on behalf of all students and their families—establishing stronger connections between the College and the communities it serves; and

WHEREAS, Trustee Pellham has provided outstanding leadership to the Board; and

WHEREAS, her leadership, wisdom, advocacy and experiences have brought strength to the Board; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Shoreline Community College to publicly proclaim its appreciation to Trustee Clara Pellham for her exemplary service to the students, staff and trustees; and,

BE IT FURTHER RESOLVED that the Board wishes Trustee Pellham every success as she continues to serve the community-at-large, as well as stay connected to the College.

The Board hereby adopts Resolution No. 154.

Done in Open Public Meeting by the Board of Trustees this 23<sup>rd</sup> Day of October, 2019.

Board of Trustees  
Shoreline Community College  
District Number Seven

By: \_\_\_\_\_  
Thomas W. Lux, Chair

**Recommendation**

That the Board of Trustees take action on Resolution No. 154.

Prepared by: Lori Yonemitsu  
Executive Assistant to the President  
Shoreline Community College  
October 18, 2019