SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF DECEMBER 5, 2012

MINUTES

STUDY SESSION

Vice President for Administrative Services Daryl Campbell provided an overview of a series of documents related to the College's Technology Fee Options and noted that the information presented during the Study Session related to the action on the Technology Fee that the Board would take during its Regular Session.

The Board approved a Student Comprehensive Technology Fee in June 2011 which eliminated the Per Use Fee Structure. Vice President Campbell informed the Trustees that it was brought to the College's attention as to whether the College had the statutory authority to charge such a fee (the Student Comprehensive Technology Fee) and referenced an RCW whereby the Student Body Association (SBA) has the authority to set voluntary fees through a vote of the Student Body.   As a result, the Administration pressed the Student Parliament to make a determination regarding Technology Fees assessed to students. The Student Parliament considered three options in June of 2012 and decided to continue with the Comprehensive Technology Fee and resume discussions with the Administration in the Fall. During the Fall Quarter, the Student Parliament worked on a compromise with the Administration and voted not to "consolidate the fees."

Vice President Campbell stated that the reason the Board would be asked to take action on the Revised Technology Fees ("Pay Per Use" Structure) during its December 5, 2012 Regular Session was due to Initiative 1185 going into effect on December 6 and the "fee setting authority" implications for Community and Technical Colleges resulting from the legislation. He added, "We are recommending that the Board take action today to ensure that technologies are covered. This is really a contingency plan."

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 Barrett at 4:05 PM in the Board Room of the Administration Building at Shoreline Community College.

MEMBERS PRESENT:

Trustees Phil Barrett, Shoubee Liaw, Roger Olstad, Gidget Terpstra and Tayloe Washburn were present.

Assistant Attorney General Cheryl Bateman represented the Office of the Attorney General.

CONSENT AGENDA

Chair Barrett asked the Board to consider approval of the Consent Agenda.

On the agenda for approval:

- One set of minutes from the Regular Meeting of October 31, 2012
- One set of minutes from the Special Meeting of November 21, 2012

    Motion 12:37:   A motion was made by Trustee Olstad to approve the consent agenda.

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

REPORT: BOARD OF TRUSTEES CHAIR

Chair Barrett stated that he has had an opportunity to speak with Trustees from other Community and Technical Colleges regarding Student Trustees. He added, "At this point, we are not ready to make a decision" and noted that the Board would delay discussion on the topic until the Spring Quarter.

Chair Barrett indicated that one of his primary concerns relates to the year-long appointment and added that it took him a year "to get up to speed."

Chair Barrett announced that agenda item #5 (Action: Tenure Consideration) would precede the Open Comment Period.

ACTION: TENURE CONSIDERATION

Dean Gillian Lewis and President Lambert provided an overview for the action item and referenced TAB 1 (Tenure Consideration). Prior to the December 5, 2012 meeting, each Trustee received a copy of TAB 1 and a copy of the report and recommendation for the candidate from her ARC (Appointment Review Committee). In addition, the Trustees, joined by President Lambert (via conference call) and Vice President for Academic and Student Affairs James Jansen met with the candidate's ARC Chair during a Special Meeting on November 21, 2012.

The faculty member, her discipline/area and ARC Chair:

Faculty Member	Discipline/Area	Committee Chair
Anna Sterner	Nursing	Linda Barnes

President Lambert read the recommendation as denoted on TAB 1 (Tenure Consideration):

    At this time, the Board has three options: 1) to grant tenure, 2) to deny tenure, or 3) to take no action, which results in a passive granting of tenure.

Motion 12:38:   After noting that substantial consideration is given to the tenure process and candidates, a motion was made by Trustee Terpstra to approve tenure for Faculty Member Anna Sterner.

Trustee Liaw seconded the motion.

The Trustees remarked on Professor Sterner's use of simulation training to strengthen the Nursing Program and the breadth of experience reflected on her vita.

The motion was approved unanimously by the Board.

Chair Barrett called for a break in the meeting. The meeting reconvened at 4:20 PM.

OPEN COMMENT PERIOD

Professor of History and Faculty Senate Chair Terry Taylor distributed copies of the *Resolution of the Faculty Senate Council in Support of a Student Member of the Board of Trustees of* Shoreline Community College as well as *Substitute Senate Bill 5217 (Allowing appointment of student members on the boards of trustees of community colleges)*. Professor Taylor noted that the Bill was sponsored by Senator Paull Shin, a former Shoreline Community College Professor and urged the Board not to delay its discussions until the Spring Quarter.

Student and Worldly Philosophers and Dismal Scientists Club Member Bradley Brown expressed that the Legislation is a strong advancement toward accomplishing what would be best. He added that Student Trustees would be recused from a number of actions such as tenure and hiring and thinks that such recusals may allay some hesitation with moving the discussion forward.

Student and African Student Club Member Untura Negash voiced his support for the Student Trustee position and conveyed that information from one Student Trustee can be passed onto the following year's Student Trustee and that the "law was passed for a reason." He added that in his reactions from his conversations with other students regarding the prospect of the College having a Student Trustee, have been positive.

REPORT: VISUAL COMMUNICATIONS TECHNOLOGY PROGRAM

Dean Norma Goldstein shared elements of the Visual Communications Technology Program— "One of the most dynamic programs on campus." She spoke of the innovative nature of the Program, that the "curriculum changes every year" in order to stay up-to-date with the industry, that many of the students already have Master's and/or Bachelor's degree and approximately two-thirds of those completing the Program, are employed within a year.

ACTION: TACTC TRANSFORMING LIVES: BUILDING AMERICA AWARDS

Chair Barrett provided an overview of TAB 2 (TACTC (Trustees Association of Community & Technical Colleges) Transforming Lives: Building America Awards). He added that three nominations were received by the original deadline of November 30 for nominations from the campus and asked that in addition to selecting two Trustees (a "Subcommittee of the Board") to review the nominations and determine the Board's nominee to put forward to the TACTC, he asked that the Board consider extending the deadline for campus submissions by one week (to December 12, 2012).

Trustees Olstad and Washburn volunteered to serve as on the "Subcommittee of the Board."

> Motion 12:39: A motion was made by Chair Barrett to have Trustees Olstad and Washburn serve on the "Subcommittee of the Board" to review the nomination submissions and determine the Board's nominee for the TACTC Transforming Lives: Building America Awards, and to extend the deadline for nominations from the campus by one week.
>
> Trustee Terpstra seconded the motion which was approved unanimously by the Board.

ACTION: TECHNOLOGY FEE

Vice President for Administrative Services Daryl Campbell referred to TAB 3 (Approval of Revised Technology Fees – "Pay Per Use" Structure).

> Motion 12:40: A motion was made by Trustee Liaw to approve the "Pay Per Use" Technology Fee.
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> Trustee Washburn seconded the motion which was approved unanimously by the Board.

REPORT (BMR): STUDENT PERFORMANCE ON SAI

Assistant Director for Institutional Effectiveness and Strategic Planning Joe Duggan provided an overview of the Board Monitoring Report on Student Performance on Student Achievement Initiative (SAI) Measures noting that "the State is in process of adjusting the SAI point system."

After discussing the data related to "No Momentum" in Table B, Assistant Director Duggan clarified that the data relates to those who have dropped out and/or not passed a class or classes and who, keep taking classes.

In response to an inquiry from President Lambert regarding the Board Monitoring Report's format and contents, the Trustees indicated that they liked the lay out of the Report and the "break outs" by cohort. Several Trustees noted that is helpful to include longitudinal data on the Reports as well as conclusions drawn from the data.

INTRODUCATION: TRUSTEE TAYLOE WASHBURN

Chair Barrett introduced Trustee Tayloe Washburn. In addition to serving on the Washington Aerospace Partnership and in a number of capacities on numerous organizations, Trustee Washburn is the Dean and CEO of Northeastern University Seattle.

REPORT: BUDGET – STATE OF WASHINGTON

Vice President for Administrative Services Daryl Campbell shared elements of the November 14, 2012 Economic and Revenue Forecast which contained updated revenue projections. He noted that "any discussion of a neutral budget is moot."

Assumptions include a $1.5 - $2.0 billion shortfall (inclusive of the McCleary vs. State – "funding of the K-12 System") and restoration of salary reductions taken by Classified Staff. Vice President Campbell stated that the College, in its budget processes, will develop best estimates based on information received thus far.

REPORT: CAMPUS HOUSING

Vice President for Administrative Services Daryl Campbell went over the *Shoreline Community College Student Housing Project: MOA Summary* which included details on the Project Scope, Ground Lease, Supplemental Fees and Revenue, Other Notes and Features.

Discussion revolved around neighborhood concerns, management of the Student Housing Project and next steps.

In response to questions from the Trustees, President Lambert believes that the revenue from the Project will cover the increased costs associated with Campus Housing and that the main purpose of the Project is support the mission of the College.

REPORT: SCC FACULTY

Professor Amy Kinsel distributed a memorandum from the Shoreline Community College Federation of Teachers denoting the unanimous adoption by the Executive Board of the Federation, "for adding a student member to the Shoreline Community College Board of Trustees."

Professor Kinsel has had an opportunity to meet with Jan Yoshiwara and David Prince from the State Board for Community and Technical Colleges (SBCTC) and noted that changes to the Student Achievement Initiative (SAI) point system have provided a sense of renewal for Faculty.

Professor Kinsel has been working with Dean Bob Francis and Vice President Daryl Campbell to resolve issues tied to non-functional technological equipment and worked with Vice President Stephen Smith, Special Assistant Jim Hills and Professor Terry Taylor to revise the College's Policy on Suspended Operations.

REPORT: SCC CLASSIFIED

Instructional Support Technician Jerry Owens spoke of the collaborative process with the Administration in defining "essential personnel" in relation to the Suspended Operations Policy and expressed the Classified Staff's appreciation for the Voluntary Overtime Program.

REPORT: SCC STUDENT BODY ASSOCIATION

Student Body Association President (SBA President) Kanpong Thaweesuk conveyed Student Parliament's pleasure at having a Full-Time Interim Director of Student Life. Regarding *Echo*, the software program that transcripts co-curricular activities and is administered by the Student Body Association, SBA President Thaweesuk noted that 775 students have signed up for the Program and there are 230 active members.

SBA President Thaweesuk spoke of visiting the Student Programs unit at Bellevue College and being inspired by what he observed and spoke of his hope to replicate that sense of community and diversity that he witnessed and experienced.

SBA President Thaweesuk distributed a letter of support for the Student Trustee position from the University of Washington's President of the Associated Students of the University of Washington, the President of the Graduate and Professional Student Senate and the University of Washington Student Regent as well as a letter of support from the California Community College Association of Student Trustees.

REPORT: SCC PRESIDENT

President Lambert shared that conversations have been occurring with other institutions and organizations related to developing programs and partnerships in Morocco, Saudi Arabia and India. A Delegation from Morocco will be visiting the College in early February and President Lambert will travel to India for an international conference coordinated by the AACC (American Association of Community Colleges).

President Lambert relayed that at the Foundation's Annual Student Success Breakfast, graduate Frederic Austin credited Professors Betsey Barnett, Keith Smith and Karen Toreson as well as CNC Career and Education Navigator Michelene Felker with his being able to make it through his classes, complete his program and secure employment.

President Lambert indicated that in relation to Accreditation matters, the College should revisit its mission and core themes to best "reflect what we are doing."

The College has decided to move from the Blackboard to Canvas as its Learning Management System provider. President Lambert noted that there will be some "cost savings" due to the change.

President Lambert conveyed his appreciation for departing Administrators Dean David Cunningham, Dean Norma Goldstein and Director Ritva Manchester.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustee Terpstra shared that she and Trustee Olstad recently attended a meeting for TACTC (Trustees Association of Community and Technical Colleges) Legislative Liaisons.

Trustee Liaw noted that several Legislators will host a Revenue Forum on December 6, on campus. In addition, she shared that there is a plan for the Board of Trustees to hold a joint meeting with the Foundation's Board of Directors to discuss common goals.

EXECUTIVE SESSION:

At 6:32 PM, Chair Barrett announced that the Board would convene in Executive Session for approximately 15 minutes to discuss the performance of a public employee and would reconvene in Regular Session only to adjourn.

ADJOURNMENT:

Chair Barrett reconvened the meeting into Regular Session and adjourned the meeting at 6:46 PM.

Signed _____

Phil Barrett, Chair

Attest: <u>January 23, 2013</u>

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Lori Y. Yonemitsu, Secretary