

MINUTES

STUDY SESSION

2014 – 2015 Student Services & Activities (SS&A) Budget

The 2014 – 2015 Student Services and Activities (SS&A) Fee Allocation Proposal was presented by Mr. Dillinger James, Student Body Association/Student Parliament Minister of Treasury & SS&A Committee Chair and Ms. Vimol Mok, Student Body Association/Student Parliament Minister of Finance.

Highlights from the presentation included the following:

- The determination by the SS&A Committee that there is not a current need to increase the SS&A Fee, despite having one of the lowest fee rates in the state.
- Considerations taken into account in relation the allocation of SS&A monies:
 - Necessity of newly requested expenses
 - Implicit cost increases (minimum wage, inflation, etc.)
 - External revenue sources (fundraising, ticket sales, etc.)
 - Quantity of students impacted versus quality of experience
 - Travel expenses
 - Impact on retention
 - Efficiency of prior budget expenditures
 - Use of campus resources
- The differentiation between a Recognized Student Organization (RSO) and a Program.
- Information on Discretionary Funding – the Mini Grant fund and the Contingency fund.
- “The return on investment” and challenges in relation to Echo (a software based co-curricular transcript program).

Recommendations:

- That the Board carefully monitor the efficiency of SS&A expenditures before allowing a fee increase.
- That the Dean Team more carefully monitor program operations in order to ensure that student dollars are being spent effectively and that communication channels between the deans, supervisors and students, improve.

- That the promotion of the SS&A Discretionary fund will assist in empowering students.

The Trustees thanked Mr. James and Ms. Mok for a “very thorough presentation” and the SS&A Committee for coming up with “good, logical criteria.”

Nursing (ADN → BSN) Programs

Professor & Nursing Program Director Lynn Von Schlieder provided an overview of a slide presentation and several documents related to the academic progression for Nursing students and graduates. She spoke of the long and ongoing debate related to patient outcomes and the varying levels of education within the Nursing field. While communicating the trends and changes in Nursing education, Professor & Program Director Von Schlieder noted, “Care has shifted a lot and the understanding of systems is crucial.” She added that many employers are preferring to hire nurses with BSN degrees and that a number of hospitals are moving toward becoming Magnet Designated Facilities. One of the indicators and requirements for the designation includes a hospital’s aim for 80% of its Nurses, to hold BSN degrees.

Trustee D’Ambrosio spoke of the College’s “outstanding program” as well as implications for ADN Programs with the trend toward the hiring of BSN prepared Nurses. She requested that the Board have an opportunity to view data related to the Nursing Program’s completion rates and the type of positions graduates are securing.

In response to questions from Trustee Washburn, Professor & Program Director Von Schlieder stated, “The focus of the state is not to do away with ADN Programs” and that the College’s Nursing Program focuses on meeting its accreditation standards as well as QSEN (Quality and Safety Education for Nurses) competencies.

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 Shoubee Liaw at 4:12 PM in the Board Room of the Administration Building at Shoreline Community College.

MEMBERS PRESENT:

Trustees Catherine D’Ambrosio, Shoubee Liaw, Tom Lux and Tayloe Washburn were present.

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

Chair Liaw noted that an action item on the President’s Contract will be added to the agenda and will follow agenda item #9 [Changing September 2014 and October 2014 Board of Trustees Regular Meeting Date(s)].

CONSENT AGENDA

Chair Liaw 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 April 23, 2014, the Special Meeting of April 21, 2014 and the Special Meeting of May 22, 2014
- b) Correction to 2014 – 2015 College Calendar

Motion 14:16: A motion was made by Trustee Lux to approve the Consent Agenda.

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

REPORT: BOARD OF TRUSTEES CHAIR

No report from the Board Chair.

OPEN COMMENT PERIOD

On behalf of the ADA Committee, Community Integration & Employment Program Manager Rosemary Dunne and Office of Special Services Acting Director Karen Ehnat presented Sergeant Edwin Lucero with a certificate for promoting accessibility on campus.

Virtual College & Resource Development Executive Director Ann Garnsey-Harter distributed and provided an overview of two documents – one entitled *Virtual Campus Initiative – DRAFT* and one entitled *MOOC: Philosophy and Film*. She noted that 130 persons have signed up for the Philosophy and Film MOOC.

Student Alan Charnley announced that he was holding a candlelight vigil related to Sexual Assault Awareness on May 29.

History & International Studies Professor Terry Taylor informed the Board that Shoreline Community College is one of two colleges in the system that does not have an explicit policy related to weapons on campus. While expressing that he understands that there are legal issues in regard to enforceability, he shared that he had submitted draft language for a Weapons Free Policy to the College Council on April 17, 2012 and on January 15, 2013. Professor Taylor indicated that “no progress has been made” and with “another shooting in the news,” feels that it’s time for the College to adopt a Weapons Free Policy.

Student and *Ebbtide* Editor in Chief Daria Kroupoderova announced that the *Ebbtide* received an award for General Excellence from the Washington Community College Journalism Association. In addition, eight members of the *Ebbtide* received individual awards from the Association.

STUDENT RECOGNITIONS

All Washington Academic Team Members

Professor and Phi Theta Kappa (PTK) Advisor Terry Taylor provided an overview of PTK, an International Honor Society of the two-year college and noted that half of the current membership will be graduating (and wearing gold stoles) at the June Commencement Ceremony. In addition, he added that seventy new members will be inducted to the College's chapter. Professor Taylor presented certificates to student Patricia Carliang, one of two members to the 2013 – 2014 All-Washington Academic Team and announced that recent graduate Marcus Engley was the College's other member named to the Academic Team.

DECA National Finalists

Marketing & Retail Professor David Starr introduced Collegiate DECA (Delta Epsilon Chi) members and students Frenchie Loveheart, Omar Marouf and Liem Nguyen. All three joined the College's other DECA members to compete in the April 2014 International Career Development Conference (ICDC) in Washington, D.C. Members Marouf and Nguyen received second place honors in the Sports and Entertainment Marketing competition. Member Loveheart placed in the top ten and competed in the Entrepreneurship category.

Members Loveheart, Marouf and Nguyen shared their experiences from the ICDC and expressed their appreciation for the support they have received from the College community.

ACTION: RENEWAL OF FIRST-YEAR TENURE TRACK FACULTY CANDIDATES

Acting Dean (Library, Media; Social Sciences, Equity & Social Justice; Parent-Child Center) Robert Francis referred to TAB 4 (Renewal of First-Year Tenure Track Faculty Candidates). Prior to the May 28, 2014 meeting, each Trustee received a copy of TAB 4 and copies of the Appointment Review Committees' (ARCs') evaluations for two first-year tenure track faculty candidates. In addition, the Trustees received a letter, dated May 22, 2014, from Interim President Daryl Campbell and Interim Vice President for Academic & Student Affairs Alison Stevens, recommending the renewal of the tenure track faculty contracts for the 2014 – 2015 academic year.

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>
Karen Bretz	ESL	1	Daina Smuidrins
Annamaria Winters	ESL	1	Jo McEntire

Motion 14:17: After noting that substantial consideration is given to the tenure track process and candidates, a motion was made by Trustee D'Ambrosio to renew the tenure track faculty contracts for the 2014 – 2015 academic year for the First-Year Tenure Track Faculty Candidates Karen Bretz and Annamaria Winters.

Trustee Lux seconded the motion.

Chair Liaw remarked that the hard work and dedication of both candidates were reflected in the reports from the candidates' respective ARCs.

The motion was unanimously approved by the Board.

ACTION: TENURE CONSIDERATION

Acting Dean Robert Francis referred to TAB 5 (Tenure Consideration). Prior to the May 28, 2014 meeting, each Trustee received a copy of TAB 5 and copies of the Appointment Review Committee's (ARC's) report and recommendation for one third-year faculty candidate.

<u>Faculty Member</u>	<u>Discipline/Area</u>	<u>Committee Chair</u>
Delores ("Lori") Stephens	Nursing	Sue Seegers

The Board was presented with 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 14:18: After noting that after having given reasonable consideration to the recommendation of the Appointment Review Committee, the Interim Vice President for Academic & Student Affairs and the Interim President, a motion was made by Trustee Lux to renew the faculty appointment for the 2014 – 2015 academic year, and in addition, grant tenure status to Delores "Lori" Stephens.

Trustee D'ambrosio seconded the motion.

Chair Liaw expressed the Board's appreciation for the work of Delores ("Lori") Stephens' ARC and for the opportunity for the Board to meet with the Chair of the ARC.

The motion was unanimously approved by the Board.

REPORT: INSTITUTIONAL ASSESSMENT

Director of Institutional Assessment & Data Management Bayta Maring went over a series of graphs entitled *Fall to Winter Retention* and *Fall to Spring Retention*. She noted that as ongoing data is built, the Board will be able to recognize points of concern and that dashboards for all program areas (including class fill rates) were being developed.

In response to a question from Trustee Washburn, Director Maring responded that the College's "fall to winter numbers are relatively high in comparison to some of our partner colleges" and that "retention is a priority for us." She added that what she is presenting "is baseline" and that she expects to see increases.

Trustee D'Ambrosio inquired about whether the College had qualitative data and asked what is precipitating the decline in the retention rates for some student populations. In regard to the Veteran student population, Dean of Students Kim Thompson stated she was not certain as to what is causing the fall to spring decline and that focus groups with Veteran students is underway.

ACTION: CHANGING SEPTEMBER 2014 & OCTOBER 2014 BOARD OF TRUSTEES
REGULAR MEETING DATE(S)

The Trustees (D'Ambrosio, Liaw, Lux and Washburn) in attendance voted in favor of changing the September 2014 Regular Meeting of the Board of Trustees from Wednesday, September 24, 2014 to Wednesday, September 17, 2014.

The Trustees decided to determine the date change of the October 2014 Regular Meeting of the Board of Trustees at the Board's June 25, 2014 Regular Meeting.

ACTION: PRESIDENT'S CONTRACT

Motion 14:19: A motion was made by Trustee Washburn to have the Board Chair proceed with executing a written contract with Dr. Cheryl Roberts for the position of President of Shoreline Community College—setting forth her duties and compensation, which shall include an annual salary of \$200,000.00 (Two-Hundred Thousand Dollars).

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

REPORT: SCC FACULTY

Professor Amy Kinsel shared that the Faculty is looking forward to welcoming a new President

as well as new personnel from the campus constituencies. While expressing the campus' excitement for Commencement, she added, "Faculty and many Administrators and Classified Staff are worn out." "We love our students and our colleagues and the mission but our workloads are overwhelming and we have not received a raise and a COLA for six years."

Professor Kinsel spoke of Faculty feeling demoralized and the sense that "there is too much work, no one cares about us as professionals and that the status quo is not sustainable." Trustee Washburn spoke about the need for the Boards across the system to build the momentum and develop an education campaign for "our legislators and the public."

REPORT: SCC CLASSIFIED

Instructional Support Technician Jerry Owens reiterated Professor Kinsel's sentiments and added that it is unacceptable for state employees to continue to not receive raises and COLAs and for state services to continue to be cut. "People are not making a living wage and the state of Washington will have to find additional ways to generate revenue."

Instructional Support Technician Owens shared that the WFSE (Washington Federation of State Employees) will soon be entering into negotiations and asked for the Board's assistance in advocating for Classified Staff.

REPORT: SCC STUDENT BODY ASSOCIATION

Acting Student Body Association President (SBA President) Nick Begley commended his colleagues on the Student Parliament for "holding things together" despite the leadership shifts in the Student Leadership Center over the course of the year. He added that he is confident that the transition between the current Student Parliament and incoming Student Parliament will go smoothly.

SBA President Begley spoke of the closing of Film and Drama Programs at neighboring colleges and asked, "Are we capitalizing on our Film and Drama Program?" He also spoke about the number of students who have filed grievances in line with Policy 5035 (Student Grievance Procedure – Academic Evaluation).

The Sustainable Commuter Options Fee (SCOF) Committee has begun to meet. SBA President Begley noted, "There is an increase in bus ridership and we are not meeting the demand for ORCA passes. The Committee is focusing not only on transportation issues but also on sustainability."

REPORT: SCC PRESIDENT

Interim President Campbell:

- Echoed the sentiments expressed by Professor Kinsel and Instructional Support Technician Owens. “This is not the same problem. It is a growing problem. We need the Board to be activists at the State Board level. This is absolutely critical and is a top priority for the Community and Technical College system.”
- Stated that the budget for FY 2014 – 2015 was being finalized that the primary focus was to ensure alignment between strategic planning and the budget. He added that there are no tuition increases or increases to the SS&A Fees for FY 2014 – 2015.
- Shared that he and Dr. Cheryl Roberts have been communicating regularly and that he is encouraged about the College’s future.
- Noted that the College’s MDP (Master Development Plan) was approved by the City’s Hearing Examiner. “We are coming up to the end of the 21-day appeal period. If there are no appeals by the deadline, we can commence with contacting our Housing partners.” He added that the College is also in discussion with another group related to Student Housing at the Westminster Triangle.

Interim President Campbell announced that Dr. Alison Stevens’ term as the Interim Vice President for Academic & Student Affairs will end on June 30 as she begins tenure as the Executive Vice President of Instruction & Student Services at Everett Community College on July 1. He noted that Acting Dean Robert Francis will move into the Interim Vice President for Academic & Student Affairs position, effective July 1. In addition, he shared that he and Dr. Roberts have agreed on a timeline related to the search process for the permanent Vice President for Academic & Student Affairs position.

In closing, Interim President Campbell shared that he recently met with Toyota Curriculum Manager Kevin Booth who asked what was done to “turn things around in the Automotive area in less than a year.”

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Chair Liaw thanked Interim President Campbell for his work and for being instrumental in assisting with the “turn around in Automotive.” She added that the next legislative session is “going to be a long one” and to “capture your legislators, now.”

EXECUTIVE SESSION

At 5:32 PM, Chair Liaw announced that following a ten minute break, the Board would convene in Executive Session for ten minutes to review the performance of a public employee and would reconvene in Regular Session only to adjourn.

The Board convened in Executive Session at 5:42 PM.

At 5:52 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session for ten minutes.

At 6:02 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session for five minutes.

At 6:07 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session for two minutes.

ADJOURNMENT

At 6:09 PM, the Trustees reconvened in Regular Session and Chair Liaw adjourned the meeting.

Signed _____
Shoubee Liaw, Chair

Attest: May 28, 2014

Lori Y. Yonemitsu, Secretary