

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING OF OCTOBER 29, 2014
3:00 PM Study Session – Board Room, Administration Building (1000)
4:00 PM Regular Session – Board Room, Administration Building (1000)**

A G E N D A

3:00 PM – Study Session (Bldg. 1000; Board Room)			
	AGENDA ITEM	RESPONSIBILITY	TAB
	Tenure Process	<i>Robert Francis</i>	1
4:00 PM – REGULAR SESSION (BLDG. 1000; BOARD ROOM)			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
1.	Convene Meeting	<i>Tom Lux</i>	
2.	Consent Agenda a. Approval of Previous Meeting Minutes <ul style="list-style-type: none"> ▪ Regular Meeting of September 17, 2014 ▪ Special Meeting of October 20, 2014 b. Approval of Board of Trustees 2015 Meeting Schedule c. Approval of Areas of Focus for 2014 – 2015	<i>Tom Lux & Trustees</i>	2 3
3.	Report: Board of Trustees Chair	<i>Tom Lux</i>	
4.	Open Comment Period Share a compliment or concern. All comments are welcome.	<i>Tom Lux</i>	
5.	Action: TACTC Transforming Lives Awards	<i>Trustees</i>	4
6.	Action: Changing January 2015 Board of Trustees Regular Meeting Date	<i>Trustees</i>	5
7.	Report: SCC Faculty	<i>Amy Kinsel</i>	
8.	Report: SCC Classified	<i>Jerry Owens</i>	
9.	Report: SCC Student Body Association	<i>Ashley Cowan</i>	
10.	Report: SCC President	<i>Cheryl Roberts</i>	
11.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
12.	Executive Session, if necessary	<i>Tom Lux</i>	
13.	Next Regular Meeting: Wednesday, December 3, 2014		
14.	Adjournment		

-The time and order of agenda items are estimations and are subject to change.-

MINUTES

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 4:00 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 June 25, 2014. One set of minutes for each of the Special Meetings: July 7, July 11, August 5, August 14 and August 15, 2014.

A correction for the July 7, 2014 Special Meeting minutes was identified.

Motion 14:34: A motion was made by Trustee Liaw to approve the Consent Agenda as amended.

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

REPORT: BOARD OF TRUSTEES CHAIR

Chair Lux welcomed those in attendance to the meeting and expressed appreciation to the campus for its support.

OPEN COMMENT PERIOD

Professor Guy Hamilton, ABE Program Manager Adrienne Houck and Program Biotech Program Coordinator Dr. Reitha Weeks, reported on the 2014 Project Biotech Summer Camp. They spoke of the success of the Summer Camp, plans for future camps and noted that experience was not only transformative for students, but for the students' parents as well.

Acting Dean Terry Taylor spoke of the value of a Liberal Arts degree and shared the accomplishments of faculty in the Philosophy Department – Professor Paul Herrick and Associate Faculty member William Lindenmuth.

Dean of Students Kim Thompson shared information on the New Student Welcome planned for September 23, 2014. She noted that personnel in the Student Leadership Center have spent the summer planning the events, including the New Student Welcome, for Welcome Week 2014.

Executive Director Ann Garnsey-Harter shared her experience as part of WELA's (Washington Executive Leadership Academy's) 2013 cohort, noting that in addition to becoming a more thoughtful and informed leader, she learned a lot about shared governance.

REPORT: FY 2013 – 2014 YEAR END STATUS

Executive Director (E.D.) Holly Woodmansee provided an overview of the Budget Status Report – As of June 30, 2014 Final – a listing of the College's revenues and expenses for fiscal year 2013 – 2014. E.D. Woodmansee confirmed that the College is on solid footing.

ACTION: BUILDING CAPACITY: ■ADJUSTMENT FOR DESIGNATED RESERVE ACCOUNTS ■REQUEST FOR USE OF 2013-14 CARRY FORWARD FUNDS

Executive Director (E.D.) Holly Woodmansee provided an overview of information contained in TAB 2 (Adjustment for Designated Reserve Accounts ■ Request for Use of 2013-14 Carry Forward Funds).

Motion 14:35: A motion was made by Trustee Liaw to approve the adjustments to the designated reserve accounts, based upon Resolution No. 124, as presented, and to approve the use of the 2013-14 balance to fund Strategic Action Plan Requests and Capacity Building.

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

ACTION: REVISIONS TO BOARD GOVERNANCE MANUAL

Chair Lux provided an overview of the information contained in TAB 3 (Approve Revisions to Board Governance Manual).

Motion 14:36: A motion was made by Trustee D'Ambrosio to approve the revision in Section 1 (Core Themes – Introduction: Vision and Mission Statement) of the Board Governance Manual as presented.

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

Motion 14:37: A motion was made by Trustee Barrett to approve the revision in Section 3 (Governance Process – GP-4 Board Structure and Elections: 4.9) of the Board Governance Manual as presented.

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

FIRST READING: BOARD OF TRUSTEES: 2014 – 2015 GOALS

Chair Lux spoke of the discussions from the Board's Summer 2014 Retreat related to the Board's Goals. President Roberts provided an overview of a draft entitled *Shoreline Community College Areas of Focus for 2014–2015* – a compilation of the Board's discussion and synthesized into focus areas related to three initiatives:

1. Increase Enrollment, Retention, and Completion
2. Leverage Community Engagement
3. Develop Human Resources and Physical/Technical Infrastructure

Chair Lux stated that the Board will have an opportunity to take action on the final version of the *Shoreline Community College Areas of Focus for 2014–2015* at its October 2014 Regular Meeting.

REPORT: SCC FACULTY

Professor Amy Kinsel distributed a memorandum dated September 17, 2014 with the subject line SCCFT Local 1950 September 2014 Report and provided an overview of the items contained in the memorandum. (Memorandum attached.)

REPORT: SCC CLASSIFIED

Instructional Support Technician Jerry Owens expressed appreciation to the Board, Chair Lux and President Roberts for their support of Classified Staff. He shared a statement that spoke of the large percentage of the workforce, not making a living wage.

REPORT: SCC STUDENT BODY ASSOCIATION

Student Body Association President (SBA President) Ashley Cowan thanked Dean of Students Kim Thompson and Student Leadership Acting Director Rae-Ann Barras for their leadership and support. She shared that student leaders and college personnel reached out to approximately

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF SEPTEMBER 17, 2014

1,300 incoming students to welcome them to the College and inform them of Welcome Week events.

SBA President Cowan introduced members of the Student Parliament Ashraf Faraj, Minister of Government and Victor Mach, Minister of Constitutional Affairs and noted that both are very involved in statewide Student Body Association efforts.

REPORT: SCC PRESIDENT

President Roberts conveyed that her priority is getting to know the internal and external communities and shared the multitude of activities that she has had an opportunity to participate in over the course of her first seven weeks at the College.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustee D'Ambrosio communicated that the College was fortunate to have Dr. Roberts to lead the College into the future.

EXECUTIVE SESSION

At 5:19 PM, Chair Lux announced that the Board would convene in Executive Session for the purpose of considering the selection of a site or the acquisition of real estate by lease or purchase for twenty minutes, and would reconvene in Regular Session only to adjourn. The Executive Session commenced at 5:22 PM.

At 5:42 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by five minutes.

At 5:47 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by five minutes.

At 5:52 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by one minute.

ADJOURNMENT

At 5:53 PM, the Trustees reconvened in Regular Session and Chair Lux adjourned the meeting.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF SEPTEMBER 17, 2014

Signed _____
Tom Lux, Chair

Attest: October 29, 2014

Lori Y. Yonemitsu, Secretary



Shoreline Community College

Federation of Teachers

AFT Washington

Local 1950

Date: September 17, 2014
To: Shoreline Community College Board of Trustees
From: Amy Kinsel, President SCCFT Local 1950
Subject: SCCFT Local 1950 September 2014 Report

The changing season reminds us that it is the start of another academic year at Shoreline. On this, the first day of Opening Week 2014, Shoreline faculty feel both optimistic and concerned about the coming year: optimistic about new students, new colleagues, and new opportunities; concerned about increased workloads, demanding assignments, and stagnant salaries.

As always, faculty celebrate the arrival of new students to the college, along with the joys and challenges they bring. Faculty welcome the opportunity to help all students—even those students who are the most uncertain about their decisions to attend college—achieve their educational goals. While domestic enrollment at the college appears to be declining—a decrease that faculty are eager to turn around under President Roberts' leadership—international student enrollment is increasing which poses continuing demands on faculty to meet new instructional and advising challenges. Changes to the student population such as Shoreline is experiencing require flexibility, creativity, and innovation from our faculty, and they are as usual proving up to the task.

Faculty also celebrate the addition of new faculty to the College. After a year of losses of beloved faculty colleagues, we look forward to continuing to rebuild and strengthen our college community. The college is welcoming at least 10 new tenure-track faculty for Fall 2014 (three or four more hires are pending). Expanding the number of tenure-track faculty is a wonderful but daunting development. Each new tenure-track faculty appointment means three already-tenured faculty members need to serve on an appointment review committee (ARC), a demand that will require each available tenured faculty member to serve on at least one and often two ARCs in

2014-15. Because of tenure-track hiring last year and the year before, there will be over 30 ARCs this year, each with an administrator and three tenured faculty members, reviewing the work of tenure-track faculty and submitting reports to the Board of Trustees.

Beyond the full-time faculty hiring, we are welcoming dozens of new part-time faculty to the college who we rely on to learn our programs and classes quickly and to teach to the same professional and academic standards as our full-time faculty. Under our faculty agreement, new associate faculty go through seven quarters of classroom and student observations and complete three-quarter Faculty Evaluation Plans (FEPs). Together with the periodic reviews of returning full-time and part-time faculty, faculty across campus will be participating in scores of FEPs this year.

So you see the reasons for both optimism and concern. It is fabulous to have new students and new faculty coming on board, but with new students and new faculty come significant increases in faculty workload.

These new students and new faculty hires also mean significantly increased workloads for our classified staff, who must enter class information for all courses and process volumes of paperwork for each ARC, each FEP, and each part-time faculty class assignment. This college cannot function without the dedication and professionalism of our classified staff. The Federation was pleased to read the letter from Chairman Lux to Governor Inslee asking the Office of Financial Management to show respect for classified staff at the bargaining table and put forward a fair and reasonable contract offer. Inadequate non-competitive compensation for our classified staff leads to high turnover and low morale. As a state and as a college we should do better.

As a state and as a college we also must do better by our faculty. Faculty have not received Cost of Living Adjustments (COLAs) or salary step increases for six years. As I've explained to the Trustees at previous meetings, and as I'll continue to reiterate this year, faculty are in an untenable situation with salaries. Long-term faculty have not received any salary recognition for their years of accrued professional and teaching experience. New tenure-track faculty with less experience than long-term Shoreline faculty are earning higher salaries than tenured faculty who have received no credit for their years of dedication to the college and its students. Part-time faculty, who receive no credit for prior professional and teaching experience upon hire, have not seen any salary movement at all. This situation saps faculty morale, it is inequitable, it is unjust, and it is simply unfair. The Federation will continue to ask our President and our Trustees to press state policymakers to recognize how untenable the faculty salary situation is and to step up and fix this situation during the 2015 Legislative session.

It's important for everyone to realize that faculty currently receive COLAs and step increases only through Legislative action. This is why AFT and other unions representing state employees are working hard this Fall to elect state legislators who will step up to the responsibility of fairly and equitably compensating state employees. The College administration and the Trustees can help by advocating for change. Something is seriously out of whack when outstanding faculty like Paul Herrick and Bill Lindenmuth of the Philosophy department whose great work we heard about earlier in this meeting are not being fairly compensated while the college is able to add over a million dollars to its capacity building reserve funds.

Our students need to understand that even though they are paying higher tuition and fees than ever before, none of the tuition and fees they pay can currently be allocated to faculty COLAs or contractually promised faculty salary increases. The overall college budget relies more and more on tuition and fees, while faculty are not entitled to receive promised pay adjustments from that substantial revenue stream.

As you and others well know, faculty are important to this college. Without faculty, the college cannot offer the transfer, professional-technical, and basic skills courses students come to Shoreline to enroll in.

I am proud to represent faculty because Shoreline faculty are professional educators. We love Shoreline, we love our students, we are beginning a new quarter next week, and we all hope that our students will do well. We cannot ignore, however, that faculty and classified staff at the college are not doing as well financially as we have every reason to expect and demand.

MINUTES

Trustees Phil Barrett, Catherine D'Ambrosio and Tom Lux, and President Cheryl Roberts participated in a Joint Meeting (hereinafter referred to as a Special Meeting) with members of the Shoreline City Council and City of Shoreline staff. The Special Meeting commenced at 5:45 PM and was held in Conference Room 303 at Shoreline City Hall, 17500 Midvale Avenue North, Shoreline, Washington 98133.

COMMENTS FROM THE PUBLIC

None.

SHORELINE COMMUNITY COLLEGE, CITY OF SHORELINE AND JOINT INTERESTS

The Shoreline Community College Trustees, President Roberts, City of Shoreline councilmembers and staff discussed College and City plans and ways in which to collaborate.

ADJOURNMENT

The Special Meeting adjourned at 6:45 PM.

Signed _____
Tom Lux, Chair

Attest: October 29, 2014

Lori Y. Yonemitsu, Secretary

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

TAB 1

STUDY SESSION

Subject: Tenure Process

Attachment/To Follow

SCC Tenure Process slide presentation.

Prepared by: Amy J. Kinsel, Ph.D.
SCCFT Local 1950 President
Professor of History
Shoreline Community College
October 24, 2014



SCC Tenure Process

October 29, 2014



2 Goal: Ensure Faculty Excellence

- Faculty excellence supports Shoreline's vision of being a world-class institution
- Faculty excellence supports Shoreline's mission of ensuring student success
- Shoreline retains excellent full-time faculty by offering them tenured appointments
- Shoreline assures the excellence of tenured faculty through a rigorous tenure review process

3

Appointment Review Committee

- ▶ The tenure review process is governed by Washington State law and by mutual agreement of the administration and the faculty as expressed in the collective bargaining agreement (the contract)
- ▶ Shoreline assigns the tenure evaluation process to a six-person Appointment Review Committee (ARC)
- ▶ Upon hire, SCC establishes a separate ARC for each new tenure-track faculty member

4

Members of the ARC

- ▶ Tenure-track candidate
- ▶ Administrator (usually a dean)
- ▶ Three tenured faculty members
 - ▶ One from the candidate's academic discipline
 - ▶ One from a related discipline
 - ▶ One additional tenured faculty member
- ▶ A currently-enrolled Shoreline student

5

ARC Assesses and Documents Candidate's Growth Into Tenured Faculty Member Role

- Instructional or Non-Instructional Responsibilities
- Academic Advising
- Professional Development
- Departmental work
 - Curriculum development
 - Course schedule planning
 - Oversight of associate faculty
- Divisional work
 - Annual program review
- Campus-wide work
 - Governance committees
 - Student club advising
 - Attending campus events
- Community engagement
 - Professional-technical advisory committees
- Statewide work
 - Articulation and transfer agreements
 - SBCTC committees and projects

6

ARC Report Contents

- Summary of committee activities
 - Committee meets at least once each quarter
 - Any changes to ARC membership
 - Dates and activities of each ARC meeting held since previous report
- Narrative summary of committee's recommendation
 - Synopsis of committee's meetings (discussion of observations/evaluations)
 - Summary of candidate's growth into tenured faculty role
 - Summary of candidate's areas of strength
 - Committee's efforts to assist candidate with suggested improvements
 - Committee recommendation regarding renewal or awarding of tenure

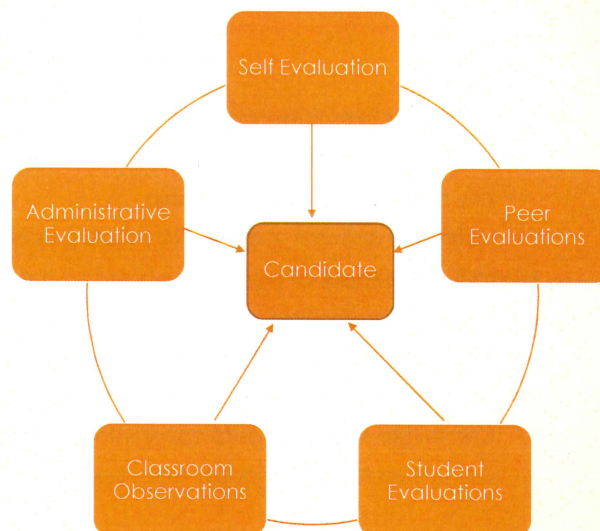
7

Documents Included in ARC Report

- ▶ Candidate's current updated resume or vita
- ▶ Candidate's annual self-evaluation
- ▶ Peer evaluations submitted annually by three-to-five tenured faculty members who are not on the ARC
- ▶ Student evaluations collected quarterly from every class taught or from non-instructional student interactions
- ▶ ARC members' observations of the candidate, completed by each committee member every quarter
- ▶ Administrative evaluation completed every quarter

8

ARC's 360-° Review of Candidate



9

Candidate's Self Evaluation

- Candidate's updated resume or vita
- Statement of goals and plan for achievement of goals
 - Advising or curricular goals
 - Program and divisional goals
- Analysis of strengths and effectiveness in faculty role
 - Faculty role broadens year by year
- Responsiveness to committee members' suggestions
- Discussion of plan for continuing professional growth

10

Peer Evaluations

- Direct feedback about candidate's growth in meeting a tenured faculty member's responsibilities
- Does not typically include a classroom observation
- Comments on candidate's professional knowledge and interactions with faculty peers, administrators, staff, and students (usually outside of the classroom)
- Could include comments on the candidate's departmental, divisional, and campus committee work

11

Student Evaluations

- ▶ Direct feedback from students on the candidate's interactions with them while carrying out professional responsibilities
- ▶ Includes tabulated student ratings of candidate for all courses taught in 8-quarter tenure review process
- ▶ Includes all verbatim student comments
- ▶ Allows candidate to address any concerns expressed by students

12

Classroom Observations

- ▶ Direct feedback from ARC members on candidate's interactions with students in classroom setting
- ▶ ARC members each observe candidate once per quarter
- ▶ Classroom observations describe
 - ▶ Lesson content and design and learning environment
 - ▶ Candidate's strengths in instructional role
 - ▶ Effectiveness of instructional approach
 - ▶ Observer's suggestions for enhancing student learning
 - ▶ Any areas observer believes need improvement

Administrative Evaluation

- ▶ Direct feedback from administrator on candidate's job performance
- ▶ Administrator observes candidate every quarter
- ▶ Explains candidate's primary professional responsibilities
- ▶ Discusses candidate's contributions to the college beyond primary instructional/non-instructional duties
- ▶ Summarizes candidate's strengths and progress in growing into tenured faculty role
- ▶ Assures that the agreed-upon tenure process is being followed by the committee

ARC Assessment Lasts 8 Quarters BOT Receives 3 Evaluation Reports

Year 1

Evaluation of
1st & 2nd
quarters

BOT review &
renewal vote

Year 2

Evaluation of
3rd, 4th & 5th
quarters

BOT review &
renewal vote

Year 3

Evaluation of
6th, 7th & 8th
quarters

BOT review &
tenure vote

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

TAB 2

ACTION

Subject: Approval of 2015 Board of Trustees Meeting Schedule

Background

WAC 132G-104-010 (Time and Place of Board Meetings) and Policy 7511 (Meetings of the Board of Trustees) of the Shoreline Community College Board of Trustees Bylaws state, "The Board of Trustees shall hold one regular meeting on the fourth Wednesday of each month at 4:00 pm and such special meetings may be requested by the Chair of the Board or by a majority of the members of the Board and announced in accordance with law."

In accordance with WAC 132G-104-010 and Policy 7511, the proposed Regular Meeting dates for calendar year 2015 are as follows:

Winter Quarter	Spring Quarter	Fall Quarter
January 28, 2015	April 22, 2015	September 23, 2015
February 25, 2015	May 27, 2015	October 28, 2015
March 18, 2015 ¹	June 24, 2015	December 2, 2015 ²

¹Third Wednesday in March.

²The November and December 2015 meetings are combined with the meeting scheduled for the first Wednesday in December.

Recommendation

It is recommended that the Board of Trustees approve the proposed Regular Meeting dates for calendar year 2015.

Prepared by: Lori Y. Yonemitsu
Secretary to the Board
Shoreline Community College
October 24, 2014

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

TAB 3

ACTION

Subject: Approval of Areas of Focus for 2014 – 2015

Attachment/To Follow

Shoreline Community College Areas of Focus for 2014 – 2015

Recommendation

It is recommended that the Board of Trustees approve the Shoreline Community College Areas of Focus for 2014 – 2015.

Prepared by: Cheryl Roberts, Ed.D.
President
Shoreline Community College
October 24, 2014

Shoreline Community College Areas of Focus for 2014-2015

At Shoreline Community College, we strive to be a world-class leader in student success and community engagement. To achieve this bold vision, we focus our mission to serve the educational, workforce and cultural needs of the diverse communities we serve. To become world class in meeting those needs, we seek excellence in all efforts, including hiring, training, student services, teaching, college operations and leadership.

We achieve the goal of excellence through processes that include critical analysis and benchmarking of our current practices and identity. We use that information to identify, modify and adopt practices that enable continuous improvement. When we can do this at a level of excellence, we are world class.

Building on the objectives of the 2013 Strategic Plan, the following Areas of Focus for 2014-15 will allow the college to effectively direct its work and attention.

Initiative #1 Increase Enrollment, Retention, and Completion

Student Enrollment & Satisfaction – supports Core Themes (Student Success and Educational Attainment and Program Excellence)

(Strengthen our student success strategies from application, enrollment, persistence, retention, student learning to completion)

The following tactics have been developed by the President and the college leadership to accomplish the following areas of focus:

- a. Develop the infrastructure to improve support for all students from application to enrollment
- b. Map out current student success initiatives to determine effectiveness, as well as next steps for implementation of the First Year Experience (FYE) which include such elements as: assessment, placement, orientation, advising, and a first-year college course
- c. Increase student access through class offerings and improved scheduling
- d. Benchmark processes for enrollment and student financial aid to create a more seamless process for students
- e. Support faculty in their efforts to explore and implement high impact pedagogies that support student success
- f. Continue to advance global and multicultural education to prepare students for the 21st century
- g. Improve student retention, persistence and completion by using best and promising practices
- h. Evaluate learning spaces (casual and classroom) throughout the campus to foster improved academic success
- i. Evaluate a University Transfer Center with strong ties to key partner universities
- j. Explore research-based incentives to increase student completion of certificate and degree programs

Initiative #2 Leverage Community Engagement

Community Outreach – supports Core Theme: Community Engagement and College Stewardship

Launch a communications plan to improve the 'ownership' of Shoreline Community College by the communities we serve.

The following tactics have been developed by the President and the college leadership to accomplish the following areas of focus:

Provide support to achieve the following:

- a. Involve community leaders in a comprehensive fund raising campaign
- b. Begin the campaign to raise capital and scholarship funds
- c. Implement an ongoing community engagement plan once the initial capital drives are completed
- d. Build relationships and assess community needs by increasing outreach to community organizations

Initiative #3 Develop Human Resources and Physical/Technical Infrastructure

Hiring and Talent Development – supports Core Theme: Program Excellence and Access and Diversity

Develop the infrastructure to attract, recruit, hire and retain employees to meet the diverse students and communities we serve

The following tactics have been developed by the President and the college leadership to accomplish the following areas of focus:

- a. Design a comprehensive recruitment and hiring plan that attracts, selects and retains a workforce that reflects the students and communities we serve
- b. Assess the needs of our employees and provide opportunities to strengthen their skills, abilities, and professional knowledge to meet the diverse needs of students and community
- c. Create a comprehensive staff development plan grounded in our values of equity and inclusion that prepares employees for internal successions and promotions
- d. Reinvigorate professional development aimed at the exploration and adoption of best practices
- e. Ensure we have a college leadership structure to provide the necessary direction to achieve the mission of the college

Strategic Planning – supports Core Theme: Program Excellence

Complete a strategic plan for the college by Fall 2015 and begin implementing the strategies from that plan

The following tactics have been developed by the President and the college leadership to accomplish the following areas of focus:

It is anticipated that an inclusive planning process will begin by January 2015 and engage the campus community as well as the communities we serve, in discussions on the following topics:

- a. Academic Programs and Student Services
 - b. Governance
 - c. Human Resources
 - d. Communications and Marketing
 - e. Facilities, Equipment and Technology
 - f. Finances (Both operating and capital needs to include revenue and expenses)
-

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

TAB 4

ACTION

**Subject: TACTC (Trustees Association of Community & Technical Colleges)
Transforming Lives Awards**

Background

The TACTC Transforming Awards will recognize current or former students whose lives have been transformed by attending a Washington State Community or Technical College. One (1) current or former student from each of the Thirty-Four (34) Community and Technical Colleges (CTC) will be nominated by the student's respective College's Board of Trustees. Nominations must come from the student's Board of Trustees and be based on the following criteria:

- The nominee may be either a current or former Washington community or technical college student who has completed or made significant progress toward completing a degree or certificate that has helped him/her prepare for or be successful in their future endeavors.
- The nominee must share a compelling story** in written format (maximum 500 words) about overcoming barriers to achieve higher education goals and how the education and support received at his/her community or technical college was life transforming (e.g. new employment, self-sufficiency, etc.). ** *Please note: all student stories will be published in the Transforming Lives Booklet. The booklet is widely distributed to Legislators, CTC Stakeholders and the Public.* **

The TACTC Awards Committee will select five awardees from the nominations submitted by the Washington CTCs and each of the five awardees, will receive a \$500.00 monetary award. In addition, the TACTC will honor all 34 current or former CTC nominees at a Transforming Lives Awards Dinner—held in conjunction with the January 28, 2015 TACTC Legislative Contact Conference.

Recommendation

It is recommended that the Board of Trustees identify two (2) members of the Board of Trustees to review the nomination submissions and determine the Shoreline Community College Board of Trustees' nominee for the 2015 TACTC Transforming Lives Awards.

Prepared by: Lori Y. Yonemitsu
Secretary to the Board
Shoreline Community College
October 8, 2014

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

TAB 5

ACTION

Subject: Changing January 2015 Board of Trustees Regular Meeting Date

Background

While WAC 132G-104-010 (Time and Place of Board Meetings) and Policy 7511 (Meetings of the Board of Trustees) of the Shoreline Community College Board of Trustees Bylaws state, “The Board of Trustees shall hold one regular meeting on the fourth Wednesday of each month at 4:00 pm,” the TACTC (Trustees Association of Community & Technical Colleges) has scheduled its annual Winter Legislative Contact Conference for Wednesday, January 28, 2015 (including a New Trustee Orientation as well as the Transforming Lives Dinner and Awards Program) and Thursday, January 29, 2015.

Recommendation

In order for the Shoreline Community College Board of Trustees and President Cheryl Roberts to participate in the TACTC’s annual Winter Legislative Contact Conference and related events on January 28 – 29, 2015, it is recommended that the Board of Trustees change its Wednesday, January 28, 2015 Regular Meeting to Wednesday, January 21, 2015.

Prepared by: Lori Y. Yonemitsu
Secretary to the Board
Shoreline Community College
October 24, 2014
