

## 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  
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ADJOURNMENT

Chair Lux adjourned the meeting at 1:17 PM.

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

Attest: December 3, 2014

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Lori Y. Yonemitsu, Secretary