

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 9:48 AM in the Meeting Room at the North City Water District, 1519 NE 177th Street, Shoreline, Washington 98155.

MEMBERS PRESENT

Trustees Phil Barrett, Catherine D’Ambrosio, Shoubee Liaw and Tom Lux were present.

President Cheryl Roberts and Tom Mesaros of The Alford Group were also present.

COMMUNICATION FROM THE PUBLIC

None.

OVERVIEW OF AUGUST 14, 2014 AGENDA & AUGUST 15, 2014 AGENDA

Chair Lux provided an overview of the agenda for Day 1 (August 14, 2014) and Day 2 (August 15, 2014) of the Board of Trustees Retreat.

REVIEW & DISCUSSION: BOARD OF TRUSTEES GOVERNANCE MANUAL

The Board had an opportunity to review and discuss the Board of Trustees Governance Manual.

Section 1: Core Themes

Vision and Mission Statement – Vision

Discussion related to terms contained in the vision statement related to world-class, student success, community engagement and revolved around:

- The continuing trend to turn community colleges into colleges offering four-year degrees.
- Meeting the needs that are not being met by traditional four-year institutions.
- Striving to do the best possible job in the country or world.
- Working toward becoming a global leader.
- Being more systemic about industry partnerships, and having a plan.
- Dualism of leadership – Board leadership and Presidential leadership.
- Student Success
 - What do we mean when we say student success?
 - The need for a college-wide definition of student success.
 - How student success is measured.

- Community Engagement
 - Defining who the community is, determining the needs of the community and understanding that it is okay to have multiple definitions.
 - Relevance and responsiveness to community and industry needs.
 - Reaching out to community leaders.
 - Determining which industries are expanding and the programs that the College can enhance to support the expansions.

Tom Mesaros summarized the discussion, from the lens of what the Trustees identified as areas of focus for the Board:

- Determining Community Needs ↔ College Programs
 - Are the College's programs being responsive to community needs?
 - What facilities and equipment are needed?
 - Do we have the right staffing components?
- Governance
- Marketing and Communications
- Finances (Income and Expenses)

Section 1: Core Themes

Vision and Mission Statement – Mission

The Board agreed with Tom Mesaros' recommendation to:

- **Change:** We are dedicated to serving the educational, workforce and cultural needs of our diverse community.
- **To:** We ~~are dedicated to serving~~ **serve** the educational, workforce and cultural needs of our diverse community.

The Board agreed to retain the Core Values: Excellence; Quality; Respect; Diversity; Community; Agility; Entrepreneurial.

The Board, President Roberts and Tom Mesaros discussed the College's Core Themes as activating the Mission. Tom Mesaros asked the Board to consider how the elements of the Strategic Plan will activate the Core Themes over the course of the next four years.

Section 2: Executive Limitations

The Board discussed whether to change the section's heading from Executive Limitations to Executive Responsibilities, Parameters and Expectations and decided to have Tom Mesaros work on recommendations for the renaming of the section.

Section 3: Governance Process

After discussing Section 3, the Board agreed to have Tom Mesaros draft recommended changes for the section, including a statement or statements related to the Board's fiduciary responsibility, as well as, the addition of a description for the Vice Chair position. In addition, the Board requested that Tom Mesaros recommend changes, that align with the Board's Bylaws, for GP-4 (Board Structure and Elections).

The Board discussed and recommended:

- **Removing GP-4 (Board Structure and Elections), 4.9:** ~~The Vice Chair will serve as the Board liaison to the Shoreline Community College Foundation. A substitute will be designated if the Vice Chair is unable to attend the meetings of the Foundation's Board of Directors.~~

DISCUSSION: BOARD OF TRUSTEES 2013 – 2014 SELF-EVALUATION

The Trustees reviewed and discussed the cumulative results (and individual Trustee comments) related to the Board of Trustees Self-Evaluation tool tied to Section 3 (Governance Process) of the Board's Governance Manual.

The Trustees discussed the need to review and possibly revise 8.1.c. which relates to the Board developing subjects at its annual planning retreat, for discussion and action during the following year.

DISCUSSION: BOARD & PRESIDENT RELATIONSHIP

The Board and President Roberts discussed a draft, prepared by President Roberts, entitled *Discussion of Expectations, Roles, and Responsibilities between the President and the Board of Trustees*.

ADJOURNMENT

Chair Lux adjourned the meeting at 3:57 PM.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF AUGUST 14, 2014
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Signed _____
Tom Lux, Chair

Attest: September 17, 2014

Lori Y. Yonemitsu, Secretary