

SHORELINE COMMUNITY COLLEGE

Board of Trustees

(Virtual) Special Meeting of January 27, 2021

4:30 PM – Special Session

Zoom Link: <https://us02web.zoom.us/j/87973376872>

Webinar (“Meeting”) ID: 879 7337 6872

(See page 2 for information to connect to the meeting via telephone)

A G E N D A

4:30 PM – SPECIAL SESSION			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
1.	Convene Special Meeting	<i>Chair Catherine D’Ambrosio</i>	
2.	Report: Chair, Board of Trustees	<i>Chair Catherine D’Ambrosio</i>	
3.	Consent Agenda a. Approval of Previous Meeting Minutes ▪Special Meetings of December 3, 2020, January 15, 2021 #1, January 15, 2021 #2	<i>Chair Catherine D’Ambrosio & Trustees</i>	
4.	Communication from the Public (Public comments sent to the Board Secretary at lyonemitsu@shoreline.edu by 4:15 PM on Wednesday, January 27, 2021 will be read aloud by College personnel. The total public comment period will be no more than thirty (30) minutes and up to two (2) minutes of each public comment received, will be read, with adjustments made if more than fifteen (15) public comments are received. All public comments received will be entered into the record, and attached to the minutes of the January 27 special meeting.)	<i>Chair Catherine D’Ambrosio</i>	
5.	College Update(s) <ul style="list-style-type: none">• Washington Dental Service and Delta Dental of Washington Grant	<i>Cheryl Roberts & Diana Dotter</i>	
6.	Report: College President	<i>Cheryl Roberts</i>	
7.	Report: 2021 Washington ACT Transforming Lives Award(s) <ul style="list-style-type: none">• Campus Nominees• Board’s Recipient	<i>Douglass Jackson & Eben Pobe</i>	
8.	Report: Financial & Budget Update	<i>Cheryl Roberts & Dawn Beck</i>	

9.	Action: 2020-2021 Services & Activities (S&A) Budget & Winter 2021 Allocations	<i>Phillip King & Sundi Musnicki</i>	1
10.	First Reading: New Program – Business Intelligence & Data Analytics (BIDA)	<i>Phillip King</i>	2
11.	First Reading: College Policies &/or Rules <u>Created (New):</u> <ul style="list-style-type: none"> • Policy 4128 (Infants on Campus) <u>Revised:</u> <ul style="list-style-type: none"> • Policy 4127 (Children on Campus) 	<i>Veronica Zura</i>	3A 3B
12.	Constituent Report: Shoreline Faculty	<i>Eric Hamako</i>	
13.	Constituent Report: Shoreline Classified Staff	<i>Paul Fernandez</i>	
14.	Constituent Report: Shoreline Associated Student Government	<i>Sunshine Cheng</i>	
15.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
16.	Executive Session, if necessary for the following reason(s): <ol style="list-style-type: none"> 1. To discuss matters of litigation or potential litigation with legal counsel. 2. To discuss matters involving collective bargaining. 	<i>Chair Catherine D’Ambrosio</i>	
17.	Action: Adjournment	<i>Chair Catherine D’Ambrosio</i>	

•To connect to the January 27, 2021 special meeting:

- Via **link**, go to: <https://us02web.zoom.us/j/87973376872>

- Via **telephone**:

Call/Dial/Key-in to one of the following **numbers**. Start with the first number. If you receive a busy signal or an “all circuits are busy” message, try the next number on the list.

(253) 215-8782
(346) 248-7799
(669) 900-6833
(646) 558-8656

- **Webinar (“Meeting”) ID:** 879 7337 6872

MINUTES

SPECIAL SESSION

The special session of the special meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Catherine D'Ambrosio at 4:30 PM by audio/visual conference. A quorum of the Board was present by audio/visual conference.

MEMBERS PRESENT

Trustees Catherine D'Ambrosio, Douglass Jackson, Tom Lux, and Eben Pobe were present via audio/visual conference.

Assistant Attorney General (AAG) John Clark represented the Office of the Attorney General via audio/visual conference.

REPORT: CHAIR, BOARD OF TRUSTEES

Chair D'Ambrosio expressed appreciation to all for their incredible care for, and support of, students—especially during such a challenging year, and spoke about the impact the pandemic has had on the lives of many.

CONSENT AGENDA

Chair D'Ambrosio asked the Board to consider approval of the consent agenda. On the agenda for approval:

- Minutes from the special meetings of October 28, 2020 and October 30, 2020.

Motion 20:63: Motion made by Trustee Lux to approve the consent agenda.

Motion seconded by Trustee Jackson. The three Trustees present (Catherine D'Ambrosio, Douglass Jackson, Tom Lux) for this action item, voted *aye* to approve the motion.

COMMUNICATION FROM THE PUBLIC

Per the notice and the agenda for the December 3, 2020 (virtual) special meeting of the Board of Trustees:

Public comments sent to the Board Secretary at lyonemitsu@shoreline.edu by 4:15 PM on Thursday, December 3, 2020 will be read aloud by College personnel. The total public comment period will be no more than thirty (30) minutes and up to two (2) minutes of each public comment received, will be read,

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF DECEMBER 3, 2020

with adjustments made if more than fifteen (15) public comments are received.
All public comments received will be entered into the record, and attached to the minutes of the December 3 special meeting.

Five (5) public comments (attached) were received by 4:15 PM on Thursday, December 3, 2020. Executive Academic Dean Nancy Dick and Executive Director Ann Garnsey-Harter alternated reading the public comments aloud.

COLLEGE UPDATES

None.

REPORT: SHORELINE PRESIDENT

President Roberts read the *President's Report* (attached).

FIRST READING: 2020-2021 SERVICES & ACTIVITIES (S&A) BUDGET & WINTER 2021 ALLOCATIONS

Associated Student Government (ASG) President Sunshine Cheng and Budget & Finance Officer Nathan Sidik presented information on the *Services & Activities Fee Budget Allocation Proposal for Winter 2021*. (Slide presentation attached.)

REPORT: 2020-2021 COLLEGE POLICIES &/OR RULES SCHEDULE

Human Resources Executive Director Veronica Zura provided an overview of the schedule for the review of College policies for 2020 – 2021. She noted that the Board has reviewed approximately one-hundred policies over the course of the past several years and spoke of the enormous amount work by the campus community related to the policy review process.

REPORT: FINANCIAL & BUDGET UPDATE

President Roberts, Business & Administrative Services Vice President Dawn Beck, and Human Resources Executive Director Veronica Zura went over a slide presentation (attached) containing the following information:

- Current Budget Development Process
- Impact and Nature of FY 21 Budget Reductions
- Implications of the State Forecast and Economic Trends
- Update from HR on Impacted Employees Related to the Budget Reduction

REPORT: CAPITAL CAMPAIGN UPDATE

The Foundation's Interim Executive Director Diana Dotter went over a slide presentation (attached) entitled *Shoreline Community College Health, Science & Advanced Manufacturing Classroom Complex*.

In response to questions from the Trustees, Interim Executive Director Dotter and President Roberts spoke about the pandemic's impact on the fundraising timeline, as well as working with industry partners regarding workforce training for the biotechnology industry.

REPORT: SHORELINE COMMUNITY COLLEGE FOUNDATION UPDATE

The Foundation's Interim Executive Director Diana Dotter and Board of Directors President Greg Olson shared information on the Foundation's recently concluded financial audit, endowment fund balances, operating budget, scholarship and emergency aid awards, Board members, staff changes, and ongoing fundraising efforts (including the Foundation's annual student success fundraiser...held virtually).

Interim Executive Director Dotter concluded the update by acknowledging the work of Michelle Cimaroli, Manager-Scholarships & Emergency Awards. "Michelle has a passion for students and looks for how and where we can best support students."

REPORT: CLERY ACT

Safety & Security Acting Director Greg Cranson went over a slide presentation (attached) entitled *Annual Security Report 2020 (CLERY)*.

ACTION: MEMORANDUM OF UNDERSTANDING BY AND BETWEEN SHORELINE COMMUNITY COLLEGE AND THE SHORELINE COMMUNITY COLLEGE FEDERATION OF TEACHERS REGARDING COVID-19 PANDEMIC RESPONSE

Student Learning Vice President Phillip King read the *Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers Regarding COVID-19 Pandemic Response*, in its entirety.

Motion 20:64: Motion made by Trustee Lux to approve the *Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers Regarding COVID-19 Pandemic Response*.

Motion seconded by Trustee Jackson.

Vice President King and SCCFT President Eric Hamako responded in the affirmative when asked by Trustee Lux, "Is it correct to

assume that the Federation and the Administration are in agreement?”

Trustee Jackson expressed appreciation for the amount of work done, especially in regard to evaluations.

Chair D’Ambrosio shared her appreciation for the accommodations contained in the MOU (Memorandum of Understanding).

All four Trustees present (Catherine D’Ambrosio, Douglass Jackson, Tom Lux, and Eben Pabee) for this action item, voted *aye* to approve the motion.

ACTION: BOARD OF TRUSTEES 2020-2021 PROFESSIONAL LEARNING GOALS

Motion 20:65: Motion made by Trustee Lux to approve the Board of Trustees 2020-2021 Professional Learning Goals.

Motion seconded by Trustee Jackson.

Trustee Jackson conveyed that he is most appreciative of goal #2 [Review more data (deep dive), in more areas (e.g. national and state trends). Use mission fulfillment categories in dashboard to drive the data in support of each].

All four Trustees present (Catherine D’Ambrosio, Douglass Jackson, Tom Lux, and Eben Pabee) for this action item, voted *aye* to approve the motion.

Trustee Jackson conveyed his apologies for having to leave the meeting.

CONSTITUENT REPORT: SHORELINE FACULTY

Professor and SCCFT President Eric Hamako read *Statement to the SCC Board of Trustees* (attached).

CONSTITUENT REPORT: SHORELINE CLASSIFIED

IT Administrator and WFSE Shop Steward Ric Doike-Foreman read statement (attached).

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

Associated Student Government (ASG) President Sunshine Cheng read statement (attached).

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustee Lux thanked all who commented.

Trustee Pobee shared that he was impressed by the S&A presentation. He acknowledged that the budget presented “today,” shows an attempt to save jobs.

Chair D’Ambrosio spoke of the predictions for the next three months related to the impacts of COVID-19. She closed by thanking everyone for their hard work and dedication.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

Motion 20:66: Motion made by Trustee Pobee to adjourn the special meeting of December 3, 2020.

Motion seconded by Trustee Lux. The three Trustees present (Catherine D’Ambrosio, Tom Lux, Eben Pobee) for this action item, voted *aye* to approve the motion.

Chair D’Ambrosio adjourned the meeting at 6:45 PM.

Signed _____
Catherine D’Ambrosio, Chair

Attest: January 27, 2021

Lori Y. Yonemitsu, Secretary

Shoreline

COMMUNITY COLLEGE

STOP CUTS!



TO:

Shoreline Community College Administration: Cheryl Roberts, President; Marisa Herrera, VP of Student Equity and Success; Philip King, Executive VP of Student Learning & Success; Dawn Beck, VP of Business & Administrative Services; Veronica Zura, Executive

FROM:

We the undersigned are students, parents, faculty, staff, and community members who are greatly concerned about the future of Shoreline Community College (Shoreline CC). The Shoreline CC Administration has recently announced several lay-offs and program closures because of reported budget shortfalls. These cuts are an unacceptable disinvestment in our future workforce, our community, and our families.

This is an unconscionable time for the school's administration to attempt to shrink Shoreline CC when we are fighting a pandemic, high unemployment, and threats to our healthcare system and insurance.

Students are already struggling to overcome significant obstacles to their educational goals with the necessity of online learning in the time of COVID, and they are looking for more support from Shoreline CC, not less.

Reductions in Enrollment Services will make it more challenging for students who depend on our frontline employees and will ensure lower enrollment in the future.

The intended cuts will reduce the number of our already grossly underrepresented faculty and staff of color, including programs, departments, and services that historically provide instruction and support for our Students of Color and our marginalized students.

Current programs targeted for elimination and layoffs/reductions in the programs include:

- Business Technology-- professional-technical program
- Education--Transfer and professional-technical programs
- Geography--transfer program

Other programs that would see Layoffs/Reductions include:

- Advising for our Running Start students
- Counseling
- Humanities
- Biotech
- Technology Support Services

Other programs that have been identified for potential layoffs/reductions:

- English
- Mathematics
- Art
- Music Technology
- English as a Second Language (ESL).

We call on the Shoreline CC Administration to stop the cuts, protect our programs, and work with our local unions, students, and the community constituents to strengthen Shoreline CC's commitment to affordable, accessible higher education for Shoreline students today and in the future.

Dear Board of Trustees, To the point in two minutes.

Please stop trusting blindly and start trusting with verification. Nothing prevents your requests for documents and plans in writing. Nothing prevents you asking staff in departments what they think.

Cuts are made on recommendations from above and then work is given to staff left behind. 'Figure it out' say the supervisors. 'This will work' say the supervisors.

The board has the power here. The staff have much knowledge to share. Please do not assume that academicians are good supervisors or that they lack personal biases. They may not know what we do or how we do it and they are making you promises without communicating with us. We need the board to ask for specifics and to think long term.

An analogy: If Supervisors tell you we can get rid of all the computers in building A because these things are in other buildings and building A is not being used that may be true now, but in two or three quarters we will need all those computers. Upgrade you say? Great plan. Too bad all the knowledge on the old computers was not saved correctly because they were not taken out with a plan in place and there is no money for new. Staff were told to take them out and do what was needed with little time and after the decision was made.

Fix systems? Yes, we are here to help. Dismantle and expect us to pick up all the pieces? Maybe.

Good luck. I sincerely mean that. I wish us all luck taking a vision that has supervisors saying things like they 'can't tell you about the whole plan right now' (This was said to a staff member!!!) and producing what is expected of us.

This is anonymous and somewhat general due to my fear of retaliation. I wish I could be open. I hope my identity is not guessed as it might be. I will live in fear (along with many others on this campus) as long as I work here.

To: Board of Trustees
Date: 12/3/20
From: Members of the Campus Community

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RE: discontent

I am sure in the last 6 months you have sensed a feeling of discontent and dissatisfaction among the faculty and staff with the present leadership. It hasn't seemed to bother you; you haven't reached out to inquire with the campus, and you have continued on as though we are all being unreasonable. But we are here if you have any questions. I would think at some point you might be curious that you may be getting misinformation from President Roberts.

Starting in Fall 2015, this board declared in our opening convocation that the President was in charge of day-to-day operations. You made it clear that any communication from the campus were not your charge and your only source of input was direct from President Roberts. She spent several months training you and distancing you from our campus, the students, faculty and staff. This is when we lost our Leadership team and our administrators referred to themselves as Executive team. That says it all. We lost the leadership at Shoreline Community College under Cheryl Roberts.

Since 2000, regardless of what you have been told, when the college had previously undergone several budget reductions due to decreased allocation or enrollment, each time an adhoc/temporary budget committee was created with equal constituency to inform, review and make recommendations to the leadership. But not this time; not in 2020.

Why are we frustrated? Since the appointment of Cheryl Roberts:

- Had 2 or more Failed Academic Vice President searches at the executive decision level – the first resulted in a 2-year loyalty appointment that ended in 3 years in disarray.
- Had 2 or more failed Business Vice president searches at the executive decision level – the first resulted in an appointment of an Executive director, who had no budgetary experience, but found a way to serve at the pleasure and dictate of President Roberts.
- Both of these above appointments ended up in a mismanaged contractual agreement that was fiscally untenable to maintain.
- Had more failed searches in administrative positions, leading to appointments.
- Advanced staff to administrative positions by those who seem loyal to the president, but are easily vulnerable to dismissal.
- Hired Consultants – L Rehrman – 2 year commitment that was more than 2 years
- Hired Consultants – R Hughes – what did we get?
- Hired Edge Foundation – what was that all about?
- Hired Color consultants – for banners on Aurora – the flora and fauna.....
- Hired Color consultants – for the campus – The book of Shoreline.
- Refreshed the PUB and Library within 5 years of their remodel. \$500K in the Pub for TV screens, long desk, and paint. Diminishing our reserves, not all of is considered capital improvements.
- Moved programs into unventilated, no water or facilities, with a promise of a remodel that has not occurred.
- Created and hired several positions focused on student retention and completion in 2015 - that no longer exist today!

- Created Shoreline Scholars program – a program designed to help students, that will be discontinued this year.
- Pushed Foss Remodels in spite of proper or timely permitting-resulting in unusable space for months or maybe even a year!
- Hired Branding consultants for publications of materials that we don't create.
- Held Communications and Marketing captive by president's micromanagement.
- Lost a longstanding relationship with PSADA and WSADA with a promise that other partners coming in – but nothing because our president doesn't want to reach out to create partners.
- Forged ahead on a dorm when city of Shoreline was already in process of creating housing close to campus - a lost partnership.
- Instilled top-down leadership where decisions are made and expected to be rubber stamped approval at committees, feigning complicity.
- Practiced micromanagement and last-minute changes or decisions resulting in high costs because the president has to sign off.
- Practiced hiring procedures that are based on the "right person" or "right fit" for the bus as the President is the last person who signs off on all hiring.
- Dismissed administratives who show dissent, common sense to common institutional practices or resistance. Here today, Gone Today.
- Targeted faculty and staff as problem employees, rather than seeing diversity of opinion and input.
- Created an environment of distrust.
- Increase in administrative salaries that is not able to be maintained. In the past, other presidents at Shoreline and at other colleges have used 3% COLAs to fund other positions rather than give administration raises. These COLAs are union negotiated – not an entitlement to administration. Only during Roberts tenure do we continue to raise salaries before an administrator comes to campus. For example, Mr. King received an 8% raise over his hiring salary before ever starting his job in 2019. Other administrators were given new pay and titles in June of 2020 before receiving the 3% in July.
- A college dorm under negotiated management and liens to pay. At what point do we evaluate how much our tuition is to cover the dorm costs?

Cheryl made it very clear when she came to Shoreline in 2014 she wanted to change it. She has. Shoreline may not exist much longer under her leadership. If you have integrity, your alarm bells that something is wrong should be ringing. I hope you are serious about your job as trustees to the college, and you should encourage to add additional members who have had experience, and have not been trained by the President to sit and and smile through meetings.

I've been an employee at Shoreline for about a year now and I am also on the RIF list, slated to be laid off at the end of this year. I am very fortunate to have found employment in light of this RIF, and am happy to say that I will be moving on soon.

Prior to coming to Shoreline, I worked at two large Universities in Washington State. I was excited to shift from a larger institution and work for a community college, as I align with the traditional mission that community colleges hold-supporting non-traditional learners, first-generation college students, communities of color, and those that may not be able to afford a four-year University.

So, one can imagine my surprise when I started at Shoreline and experienced an Administration that is classist, elitist, and corporate-minded. Classified staff are treated as commodities and line items on endless Excel spreadsheets, faculty are seen as too expensive, and no one's work is valued. Because of this, the student service component of the college-what should be the core of this institution-is negatively affected by the culture that this administration upholds. It has been a disheartening experience.

But I have also had some positive experience at Shoreline. While here, I have been able to meet some of the kindest, hardest working, and committed people I have ever had the pleasure of working with. Their focus is on the students and on taking care of each other as fellow staff members.

I have worked in institutions that have overly competitive and unstable work cultures before, and what that typically manifests into on the staff level is cutthroat behavior towards each other, distrust, and excessive politics. Yet even in this incredibly toxic work environment, the staff and faculty at Shoreline support each other and have each other's backs. It was the one refreshing piece of this experience.

I have tremendous empathy for those that, like me, are the latest additions to the constant cuts at Shoreline. I have even more for those that remain. This level of overwork due to drastic cuts to solve the mistakes of the administration, the administration's ineptitude in planning for anything, and the disrespectful treatment from the administration is neither sustainable nor healthy for the employees that remain at Shoreline. Your devotion to the college is admirable, but I hope that you are given an opportunity to experience a place of employment where you feel valued because you are valued. Unfortunately, Shoreline is not that place.

This administration also likes to Union bust. You, the Board of Trustees, don't see this on the convoluted and conflicting spreadsheets that you get every month, but there are a lot of tactics behind the scenes that are standard Union busting techniques. They happen so frequently that it's obvious that it's intentional, and not just the standard-issue ineptitude that I have come to expect from the Administration. The canned answer to this from the administration is always "decreased student enrollment."

So, let me leave you with this-in Ohio, there is a community college that partners with Unions nationally to support the Free College Benefit that many Unions offer. Union members from all over the country are able to take college classes for free and the tuition is paid to the college from these Unions. Because of this partnership, this college increased their student enrollment numbers by 43,000 students in less than a year **and** during COVID-19. They are hiring staff and faculty and are adding multiple programs to their institution. This is a direct result of a respectful and mutually beneficial **partnership** between this institution and Unions. Administrators at Shoreline don't know how, nor do they care to have those types of partnerships.

But you- the Board of Trustees and the current administration-go ahead and keep doing what you're doing and keep expecting different results. I, for one, don't need a PhD to know that you all are indeed the definition of insanity. Pretty soon, all that you'll be left with is Cheryl Roberts the Narcissist, Philip King the Hatchet Man,

and Veronica Zura the Unqualified Goon running this place, which will be a most pathetic legacy. With any luck, all three will be gone before this college fully tanks.

To all of you wonderful folks that I have had the pleasure of getting to know here at Shoreline, I wish you the best and thank you for your kind support, your humor, and your genuine care. To everyone at both WFSE and AFT, thank you for continuing to support not only us here at Shoreline, but the hundreds of members getting kicked around at multiple institutions across the state. I have utmost confidence that all of you will keep fighting the right fight and getting into good trouble.

And hey, if we as a nation were able to get a clown out of the White House, we can certainly get these minor league clowns out of Shoreline. Keep on keepin' on!

I would like to state for the record how disgusted I am by the decisions to reduce counseling services on campus. The need for counseling services is significantly increased due to the stresses of the pandemic, the switch to online learning, and the isolation people are experiencing. As a free service, Shoreline's counseling services are more highly utilized by BIPOC, low-income, first generation, LGBTQ+, and otherwise marginalized student populations. Mental health issues such as anxiety and depression disproportionately impact these very same communities-- low-income, BIPOC, LGBTQ, etc. Reducing counseling services here at Shoreline means cutting equitable access to these essential services for underrepresented communities. If Shoreline moves forward with these cuts, it will signal to all the community that it does not care about equitable mental health access for underrepresented student populations. Please reconsider this inequitable and foolish decision.

Good afternoon Board Chair and Trustees, Members of our College Community, and Guests joining us via ZOOM.

I want to begin by thanking our dedicated and talented faculty, staff, and administrators who worked tirelessly during a very challenging quarter to focus on students, their learning and providing support services they so dearly need. Our students depend on us and because of the dedication of our campus community, we delivered on that promise in such caring ways.

I want to begin with sharing a comment I received yesterday from a student in our Nursing program. This student shared the following message regarding the College's leadership during the pandemic. This message is not about me. My role is to convey the values and deep care of our College community through messages and actions that I share. Again, this message expresses the important role each employee plays in creating the Shoreline that makes a difference in our students' lives. This is a thank you to all of us.

"I am a student in SCC's nursing program. I will be graduating next week and as I reflect on my time at

Shoreline, I wanted to take a moment to thank you. The past nine months especially have been such a difficult time for students, and I have been increasingly impressed by your messages of encouragement. Your sensitivity toward the challenges we've faced has been so appreciated, from the pandemic to the BLM movement to the loss of Justice Ginsburg to the election. I wanted to express my gratitude. Your words have made a difference!"

I would next like to speak to the status of the reductions made to meet the 2020-21 budget deficit facing our College like so many other colleges in the Washington community and technical college system. As you know, when we began the year, we were facing a declining Fall enrollment and a projected 15% budget reduction from the state. Noting the 2019-20 cuts just completed, the Executive Team spent their summer working with the recommendations shared in the employee survey, various budget scenarios, and options needed to adjust the College's 2020-21 budget to meet the significant shortfalls resulting from the impact of the COVID pandemic that our college,

system, and state continue to find ourselves in.

The Executive Team has spent this year continuing to seek opportunities to preserve people and positions, providing the campus and the Board with budget reports and reduction updates each time we have met. It is important to note this work was not done in isolation, but rather also reflects the hard work and ongoing efforts across our administrative/exempt staff, classified staff, and faculty who creatively identify ways to meet the reductions needed. This responsive adaptation to constantly changing factors is evidenced by the reduction in positions first shared at the start of this academic year and is now significantly reduced.

In September 2020, the College presented a total of 36 filled positions identified for potential reduction in force. Following the processes outlined in our collective bargaining agreement, which includes engaging with the unions in meaningful discussions to find solutions and alternate options, the College was able to reduce the total number of reductions for filled positions from 36 to a total of 23, representing 13 filled positions that were removed from

potential layoff. These conversations yielded a decrease in 1 administrative, 7 classified, and 5 full-time faculty removed from potential RIF.

As of today, the remaining classified staff have all received their options in lieu of layoff with all but 1 having submitted their decisions. I am glad to note that all 6 of the classified staff were offered other positions at the College, and the College was able to work with 3 additional classified staff members to support retirement processes by extending their position just a few more months.

Also, as of today, I can report the College has been able to come to an agreement with 5 out of the 6 faculty identified for RIF by providing a tenure-purchase option in lieu of reduction in force to their positions with the positive result of only 1 faculty remaining to go through the RIF process. My thanks to Federation President Eric Hamako and the union and administrative teams, for their part in working through a process with us in which we collaboratively explored ideas resulting in options that were then shared with impacted faculty. I also want to thank those faculty, as well, for working with us to come to an agreement that was

mutually acceptable during a very difficult time.

This is a painful process, but the College has done everything it could to support those going through it. We've not only complied with state statute, we also worked within our collective bargaining agreements to find ways to minimize the impact on employees in order to complete our reductions in force. We also noticed impacted employees as soon as possible so they had as much time as possible to review options and make their plans moving forward.

Together, the College is solving some difficult problems, and while some of the comments made to the Board of Trustees appear to indicate that this is a Shoreline problem, it is actually a community, technical college system, state, and national problem. As a College, we are doing the very best we can, given constantly changing circumstances we must respond to during this national crisis as a result of the pandemic.

We continue to watch for the possibility of additional federal support in the form of a second stimulus but know that as our enrollment continues to trend lower than we had anticipated, a second

stimulus might only help us from further immediate cuts. This is a difficult time, but it has also a time that has shown how committed we have been to support the students and each other throughout it. This speaks to the special place Shoreline is.

There will still be people leaving that we care about and our focus now is on supporting them, as well as, supporting those who remain in a very different environment than any of us could have imagined. As Michelle Obama said, "When people go low, we go high." Even though there are a variety of feelings across campus right now, this situation brought out the best in Shoreline when we rallied to support our students.

The College will start working on its 2021-22 budget in January. There always will be variables that will impact our budget such as the legislative process, economics, and enrollment, but what we can count on is how we treat each other. I want to thank those of you in the College community who have continued to show kindness, professionalism, and respect in your interactions with each other during this unsettled time. For

in the end, we will remember this
above all.

Thank you and I wish everyone a good
close to fall term and a great
beginning to this time of gratitude.



Services & Activities Fee Budget Allocation Proposal Winter 2021

Presented by:
Sunshine Cheng, ASG President
Nathan Sidik, ASG Budget & Finance Officer
Sundi Musnicki, Director of Student Leadership & Residential Life

Summer/Fall S&A Budget Recap

In June 2020, BOT approved S&A fee increase to \$11/credit for credits 1-10. The S&A Committee projected a total revenue for 2020-2021 of \$1 million with anticipated \$200,000 being pulled from reserves (if needed).

The S&A Committee proposed \$593,842 in allocations to S&A programs & clubs for summer and fall quarters. As of November 23, 2020:

- Revenue: \$542,417
- Expenses: \$232,226

Winter S&A Budget Allocation

Based on the college's decision to remain in remote operations through winter quarter, the S&A Committee notified programs that funding would be allocated on a per-quarter basis

- Received \$373,818 in requests for winter
- Allocated total of \$298,032

S&A Expenses to Date & Winter Allocations

S&A Supports:

- 18 Programs
- Student Clubs
- Discretionary Funding:
Mini-Grant & Contingency

Programs	Summer/Fall 2021 Allocation	Summer/Fall Allocation Spent	Summer/Fall Allocation Remaining	Winter 2021 Requested	Winter 2021 Allocation
Arts & Entertainment	\$68,400	\$34,396	\$34,004	\$62,398	\$62,398
Art Gallery	\$0	\$0	\$0	\$0	\$0
Assoc. Student Gov.	\$40,586	\$2,375	\$38,211	\$24,951	\$0
ASG - Student Clubs	\$35,000	\$0	\$35,000	\$0	\$0
ASG - Mini-Grant	\$25,000	\$3,000	\$22,000	\$50,000	\$50,000
Athletics-Total	\$216,020	\$36,638	\$179,382	\$44,897	\$0
Choral Groups	\$3,833	\$0	\$3,833		\$0
Concert Band	\$1,100	0	\$1,100		\$0
DECA	\$150	\$0	\$150	\$2,938	\$0
Ebbtide	\$11,520	\$6,682	\$4,838	\$9,920	\$9,920
Gender Equity Center	\$7,904	\$1,000	\$6,904	\$9,325	\$9,325
Instrumental Music	\$3,114	\$0	\$3,114	\$4,000	\$1,000
Multicultural Center	\$10,762	\$8,395	\$2,367	\$6,659	\$6,659
Opera & Musicals	\$0	\$0	\$0	\$0	\$0
Parent/Child Center	\$26,500	\$26,500	\$0	\$26,500	\$26,500
Plays & Video	\$3,745	\$565	\$3,180	\$2,180	\$2,180
Spindrift	\$4,231	\$11,005	(\$6,774)	\$6,245	\$6,245
Student Life	\$97,742	\$74,342	\$23,400	\$99,856	\$99,856
Theater Tech	\$0	\$247	(\$247)	\$5,301	\$5,301
Tutoring	\$38,235	\$27,081	\$11,154	\$18,648	\$18,648
TOTAL	\$593,842	\$232,226	\$361,616	\$373,818	\$298,032

Notable Changes

Programs	Summer/Fall 2021 Allocation	Summer/Fall Allocation Spent	Summer/Fall Allocation Remaining	Winter 2021 Requested	Winter 2021 Allocation
Athletics-Total	\$216,020	\$36,638	\$179,382	\$44,897	\$0

- Full coaching stipends and 70% of goods & services have already been allocated to all athletics budgets.
- Due to the evolving situation around college athletics and league play, S&A would like to pause allocation of additional funding until after January 1.
- At that time, funding will be allocated through the ASG mini-grant process.

Notable Changes

Programs	Summer/Fall 2021 Allocation	Summer/Fall Allocation Spent	Summer/Fall Allocation Remaining	Winter 2021 Requested	Winter 2021 Allocation
Choral Groups	\$3,833	\$0	\$3,833		\$0
Concert Band	\$1,100	\$0	\$1,100		\$0

- No budget request was submitted for winter quarter for Choral Groups or Concert Band.
- If funding is needed prior to spring 2021, it may be requested through the ASG mini-grant process.

Notable Changes

Programs	Summer/Fall 2021 Allocation	Summer/Fall Allocation Spent	Summer/Fall Allocation Remaining	Winter 2021 Requested	Winter 2021 Allocation
Art Gallery	\$0	\$0	\$0	\$0	\$0
Opera & Musicals	\$0	\$0	\$0	\$0	\$0

- No additional funding was needed for the Art Gallery or Opera & Musicals as those programs are not projected to be in operation for the remainder of the academic year.

Notable Changes

Programs	Summer/Fall 2021 Allocation	Summer/Fall Allocation Spent	Summer/Fall Allocation Remaining	Winter 2021 Requested	Winter 2021 Allocation
Assoc. Student Gov.	\$40,586	\$2,375	\$38,211	\$24,951	\$0
ASG - Student Clubs	\$35,000	\$0	\$35,000	\$0	\$0

- ASG used minimal amount of budget for student salaries due to delays in hiring. The remaining amount will cover salaries for winter quarter.
- Clubs budget has not yet spent any funding due to delays in transfers but does not need additional funding at this time.

Notable Changes

Programs	Summer/Fall 2021 Allocation	Summer/Fall Allocation Spent	Summer/Fall Allocation Remaining	Winter 2021 Requested	Winter 2021 Allocation
Student Life	\$97,742	\$74,342	\$23,400	\$99,856	\$99,856

- Total allocation for Student Life supports 2 staff + 1 grad intern position
- Expenses will not increase/decrease for the remainder of the academic year, so salaries for winter and spring have been allocated.

In Conclusion...

- The S&A Committee allocated \$593,842 for summer and fall quarters. As of November 23, 2020, the fee has brought in **\$542,417** in revenue and S&A programs have spent a total of \$232,226, leaving approx. **\$310,191 remaining to date.**
- Based on requests received, the committee has allocated \$298,032 for winter quarter, noting that any funding not approved may continue to be requested from ASG through the mini-grant process.



Thank You. Questions?



Current Budget Development Process

- Conferral with Union leadership, Student leadership, and impacted employees to discuss alternate solutions is ongoing with some discussions concluding.
- Continue to update and adjust budget scenarios based on confirmed revenue, enrollment changes, and state economic forecast.
 - Enrollment was down 12% for Fall – 2% lower than budgeted.
 - Enrollment is down by 21% for Winter quarter – 11% lower than budgeted.
 - Goal: To preserve as many employee positions as possible.
- Final notification on reductions-in-force anticipated in early December 2020. We will follow the collective bargaining agreements and the Administrative/Exempt contract.

Impact and Nature of FY 21 Budget Reductions

\$1.1m Reduction in State Allocation (variable amount)

2.1m Reduction in Enrollment (variable amount)

1.1m Prior Year Deficit* (fixed amount)

0.9m COLA's for Faculty and Classified (fixed amount)

5.2m Current Year Operating Budget Deficit

1.9m Preservation Cost and Covid Costs (variable amount)

\$7.1m Total Budget Reductions

**Budget based on prior year actuals so reduction needed to balance budget*

Implications of the State Forecast and Economic Trends

STATE ALLOCATION

- + State has signaled a more positive FY21 forecast
- Budgeted amount for state allocation reduction was just \$1.1M of \$7.1M total

ENROLLMENT

- + Enrollment usually increases 2-3 years after an economic downturn
- Negative enrollment trend continues and reduced budget by \$2.1M
- Decline in international enrollment has a magnified revenue impact

COVID

- + Possible additional Covid funds made available, but amount and time is unknown
- COVID costs are estimated to be \$1.6M per year

OTHER (non-operating)

- + The Legislature is signaling an increase in approving capital projects for construction in the 2021-23 biennium

Update from HR on Impacted Employees Related to the Budget Reduction

	<u>Proposed Sept Reductions</u>	<u>December Reductions</u>
Admin/Exempt	TOTAL 8 = 6 filled / 2 vacant	TOTAL 7 = 5 filled / 2 vacant
Classified Staff	TOTAL 28 = 13 filled / 15 vacant	TOTAL 21 = 6 filled / 15 vacant
Full-Time Faculty	TOTAL 21 = 17 filled / 4 vacant	TOTAL 16 = 12 filled / 4 vacant
TOTALS:	TOTAL 57 = 36 filled / 21 vacant	TOTAL 44 = 23 filled / 21 vacant

Additional Information

With the new economic and enrollment forecast, the College was able to adjust reductions from \$7.2M to \$5.2M. This decrease in budget reduction needed provided the opportunity to reduce the number of impacted employees and positions.

Admin/Exempt	Removed 1 RIF position, paused admin COLA for 2020-21
Classified Staff	Removed 7 RIF positions, worked with 3 addnl staff on modified end date for retirement
Full-Time Faculty	Removed 5 RIF positions, 5 / 6 faculty took tenure-purchase in lieu of RIF

Shoreline Community College Health, Science & Advanced Manufacturing Classroom Complex



WASHINGTON
STATE
LEGISLATURE

STATE APPROPRIATIONS

- The Health, Science & Advanced Manufacturing Classroom Complex is currently #1 on the State Board of Community & Technical Colleges (SBCTC) capital list for 2021-23 biennium!



Capital Campaign Cabinet

- The Capital Campaign Cabinet has been reconvened and are active making introductions, directly solicitating donations, and advocating on our behalf.
- We are recruiting new members with deep relationships in industry and the philanthropic community.



Financial Position

- Current pledges stand at \$700,000.
- Most of these commitments are from Capital Campaign Cabinet members and our neighbors in The Highlands.
- \$2.3M in funding remains to be secured by June 30, 2021.



Fundraising Strategy

TARGET MARKETS

We are executing a comprehensive fundraising strategy targeting specific industry partners, individual philanthropists, and foundations to act as legislative advocates and active funders.

- Industry – Biotechnology/Biomanufacturing, Advanced Manufacturing, Technology/Cloud Computing
- Philanthropists
- Foundations



ADVOCACY PARTNERS

ADVOCACY

- Continue with our advocacy efforts within the Life Health industry.
- Deepen our partnership with Biomanufacturing industry partners – AGC Biologics.



Industry Outreach

INDUSTRY PARTNERS

- We have secured the support of executive-Level leadership in the biomanufacturing industries to advocate on our behalf.
- AGC Biologics CEO, Patricio Massera, will host a virtual roundtable/webinar of biotechnology leaders to advocate for the HSAMCC, discuss workforce development needs, and the impact Shoreline's HSAMCC will have on growing highly skilled technicians to address their workforce needs.



Join
Us



THANK YOU



Annual Security Report 2020 (CLERY)



Changes for 2020

- Deadline for distribution changed to December 31, 2020
 - Rescission of and Replacement of the 2016 Handbook for Campus Safety and Security Reporting
- 
- 

Rescission and Replacement of 2016 Handbook

- 2016 Handbook guidance exceeded the scope and spirit of CLERY ACT
- Clery-related Appendix of the Federal Student Aid (FSA) Handbook aims to reduce over-reporting and return focus to the mission of campus safety
- Changes to Clery Geography, Clery Crimes, and Campus Security Authorities

CRIMINAL OFFENSES					
OFFENSE:	Year	GEOGRAPHIC LOCATION			
		On-Campus Property	On-Campus Property Student Housing	Non-Campus Property	Public Property
MURDER/NON-NEGLIGENT MANSLAUGHTER	2017	0	N/A	0	0
	2018	0	N/A	0	0
	2019	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2017	0	N/A	0	0
	2018	0	N/A	0	0
	2019	0	0	0	0
RAPE	2017	0	N/A	0	0
	2018	0	N/A	0	0
	2019	1	0	0	0
FONDLING	2017	0	N/A	0	0
	2018	0	N/A	0	0
	2019	0	0	0	0
INCEST	2017	0	N/A	0	0
	2018	0	N/A	0	0
	2019	0	0	0	0
STATUTORY RAPE	2017	0	N/A	0	0
	2018	0	N/A	0	0
	2019	0	0	0	0
ROBBERY	2017	0	N/A	0	1
	2018	0	N/A	0	0
	2019	0	0	0	0
AGGRAVATED ASSAULT	2017	0	N/A	0	0
	2018	0	N/A	0	0
	2019	0	0	0	0
BURGLARY	2017	2	N/A	2	0
	2018	1	N/A	1	0
	2019	2	0	0	0
MOTOR VEHICLE THEFT	2017	1	N/A	0	1
	2018	1	N/A	0	0
	2019	0	0	0	0
ARSON	2017	0	N/A	0	0
	2018	0	N/A	1	0
	2019	0	0	0	0



OFFENSE	Year	GEOGRAPHIC LOCATION			
		On-Campus Property	On-Campus Property Student Housing	Non-Campus Property	Public Property
ARREST: WEAPONS: CARRYING, POSSESSING, ETC.	2017	0	N/A	0	0
	2018	0	N/A	1	0
	2019	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2017	0	N/A	0	0
	2018	0	N/A	0	0
	2019	0	0	0	0
ARREST: DRUG ABUSE VIOLATIONS	2017	0	N/A	0	0
	2018	2	N/A	0	0
	2019	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2017	0	N/A	0	0
	2018	1	N/A	0	0
	2019	2	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2017	0	N/A	0	0
	2018	0	N/A	0	0
	2019	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2017	0	N/A	0	0
	2018	0	N/A	0	0
	2019	3	3	0	0



VIOLENCE AGAINST WOMEN ACT (VAWA):					
OFFENSE	Year	GEOGRAPHIC LOCATION			
		On-Campus Property	On-Campus Property Student Housing	Non-Campus Property	Public Property
DOMESTIC VIOLENCE	2017	0	N/A	0	0
	2018	0	N/A	0	0
	2019	1	1	0	0
DATING VIOLENCE	2017	0	N/A	0	0
	2018	1	N/A	0	0
	2019	0	0	0	0
STALKING	2017	2	N/A	0	0
	2018	0	N/A	0	0
	2019	0	0	0	0





HATE CRIMES:					
Category of Bias	Year	GEOGRAPHIC LOCATION			
		On-Campus Property	On-Campus Property Student Housing	Non-Campus Property	Public Property
Race, Religion, Sexual Orientation, Gender, Gender Identity, Disability, Ethnicity, National Origin	2017	0	N/A	1	0
	2018	0	N/A	0	0
	2019	0	0	0	0
<p><i>* Hate Crimes: 2017 – One incident of vandalism of property characterized by racial bias at a non-campus property.</i></p> <p><i>2018 – No hate crimes were reported on-campus, non-campus, and public property.</i></p> <p><i>2019 – No hate crimes were reported on-campus, non-campus, and public property.</i></p>					



Questions?





SCCFT President Eric Hamako
Statement to the SCC Board of Trustees
2020.12.03

I ask that my comments be read into the record.

Trustees of the Board:

My name is Eric Hamako. I am the President of the faculty's union, the Shoreline Community College Federation of Teachers (SCCFT), Local 1950 of the American Federation of Teachers (AFT).

At the [October Board of Trustees meeting](#), a member of our faculty, Tiffany Meier, offered a public comment to you. She said, "This college feels like an abusive relationship. It hurts you, tears you down, and then gives you positive affirmations and rewards of ice cream and uplifting videos to make it feel better. It makes you think: *it might get better after so and so leaves, after the quarter ends, the school year is over, COVID...*" and she asked you, "How can you morally serve on the board and think that you're making a positive difference in the lives of employees at Shoreline Community College?"

Critical Race Theory (CRT) suggests some answers. CRT teaches that the powerful tell stories in which they, the powerful, look good; stories that justify the status quo and explain problems in ways that excuse the powerful from culpability. CRT calls such stories "the Master Narrative." And, the Master Narrative is not only a story the powerful tell themselves; it is a story they induce others to believe. Author [Meteor Blades](#) characterized the Master Narrative simply as "brainwashing." To the extent that the oppressed internalize the Master Narrative, we are confused about the nature of our oppression; we are pitted against one another to the benefit of the powerful. Anti-apartheid activist [Steve Biko](#) said, "The most potent weapon in the hands of the oppressor is the minds of the oppressed."

This idea of the Master Narrative as brainwashing resonated with my colleague characterizing the College as an abuser. In Intimate Partner Violence, abusers often [gaslight](#) and destabilize those they abuse, inducing them into a "reality bubble," in which the abuser's perspective seems the only possible reality. Under duress, people sometimes internalize their abuser's Master Narrative, giving up a sense that a different world is possible.

But, counternarratives challenge the Master Narrative and shine rays of possibility into reality bubbles. Professor [Walidah Imarisha](#) points to science fiction as fertile ground for such counternarratives. When I think of the College's abusive relationship with its workers, I think of [an episode of Star Trek](#). *The Enterprise's* Captain, Jean-Luc Picard, is lured in and captured by Cardassian forces. His captor, Gul Madred, is alternately genteel and vicious. Gul Madred has goals both strategic and personal -- and he seeks to brainwash Picard. In repeated interrogations, he shows Picard four lights, but asserts, with words and force, that there are *five*. He offers Picard, not freedom, but a more "civilized" captivity -- if only Picard will accept that there are five lights. "How many lights do you see?" he asks. In a response made again famous by social media, Picard responds, "There are *four* lights." As I re-watched the episode, this science fiction story resonated with the College's treatment of us, its workers.

"How many lights do you see there?" The College has maintained that it built the residence hall under-budget -- creating a bubble that excludes the reality of some three million dollars in related expenses. Those are not expenses caused by the pandemic. But, the residence hall's additional pandemic-related losses eat even further into Federal emergency funds and College reserves that could otherwise have been used to see workers through the pandemic, rather than laying them off in the midst of it. Are the Residence Hall's drains on our finances due only to "external factors"? No. There are four lights.

"How many lights are there?" The College has repeatedly cited the Part-Time Faculty budget as a huge budget-overrun. But, examining that story, we find that that line item ballooned not only or even primarily because of Associate Faculty, but because the College has lumped in other expenses to which it had agreed, but had not adequately budgeted. Are Associate Faculty to blame for the College's cost overruns? No. There are four lights.

"How many lights?" The College has claimed interest in being "student-centered" and "equity-minded." But, the College has made deep cuts to Counseling, Advising, and the Library, among others -- all of which provide crucial student support. The College plans to outsource much of Counseling's mental health services, creating chasms between marginalized students and support they need. The College is cutting the breadth of course offerings available to students, including Humanities and Geography. As of this writing, the College has not begun notifying prospective students who think they might enroll in the Business Technology and Education programs that *it intends to eliminate those programs*, because the College explains, "nothing has been finalized yet." Is this "student-centered" or "equity-minded"? No. There are four lights.

In the Star Trek episode, Gul Madred falsely tells Picard that his ship and its crew have been destroyed, attempting to crush Picard's hopes. The College has repeatedly suggested that the State will cut our allocation mid-year, justifying the College's cuts to people and programs. But, our union reached out of the College's reality bubble, to the State Board of Community and Technical Colleges (SBCTC), who said in no uncertain terms that it has *not* instructed College

Presidents to make such cuts. Is the State Board responsible for the College's cuts? No. There are four lights.

As Gul Madred breaks Picard down, he offers Picard the possibility of a less miserable captivity. "What must I do?" Picard asks. "Nothing, really. Tell me... how many lights you see." As the College cuts us, it says it has "involved" our unions and has professed interest in a "collaborative process" -- collaboration with cuts. As the College's self-imposed deadline for some faculty to choose between leaving with a tenure buyout or being laid off, it offered to increase the dollar value of some, but not all, tenure buyouts. "What must I do?" Nothing, really, just sign a joint statement saying that the Federation had come to a "mutually beneficial" arrangement with the College -- and know that the entire campus and community would see us do it. We asked the RIF-targeted faculty and we asked union leaders: Should the Federation sign? Is this "mutually beneficial"? Is this an "agreement"? No, they said. There are four lights.

In Star Trek, it was not Picard who saved himself. It was the collective power of his crew that rescued Picard, breaking him out of not only his captors' reality bubble, but out of captivity itself. For unions, solidarity is a bulwark against bosses' power -- solidarity not only with fellow workers, but also with students and community members, as evidenced by the more than 600 signatories to the community petition we continue to present to you. Abolitionist [Frederick Douglass](#) said, "Power concedes nothing without a demand. It never did and it never will. Find out just what any people will quietly submit to and you have found out the exact measure of injustice and wrong which will be imposed upon them, and these will continue till they are resisted..." When the College tries to change our working conditions, we *demand* to bargain. That demand and that solidarity is what gets the goods. Today's Memorandum of Understanding (MOU) regarding the College's pandemic response is evidence of our union's power, built and maintained by the workers who came before us. Where our union has only the power to "suggest," we see the results in the College's march toward layoffs. An old union saying sums up the difference: "United we bargain; divided we beg."

The Master Narrative is a way to control people, even to their own detriment. But, Critical Race Theorist [Richard Delgado](#) has said, "[Counternarratives] can show that [the Master Narrative] is ridiculous, self-serving, or cruel ... They can help us understand when it is time to reallocate power." With counternarratives and solidarity, we challenge the College's Master Narrative. Has the College been a responsible financial steward? Are the College's cuts "student-centered" and "equity-minded"? Are the College's layoffs and buyouts "mutually beneficial" or consented to by our union? Are you, the Board, making a positive difference in the lives of employees at Shoreline Community College?

[There are four lights.](#)

Good night.

###

Board of Trustees Meeting – December 3rd, 2020

Good Evening Trustees, I ask that these comments be read into the record. My name is Ric Doike-Foreman. I have the honor of serving as the Washington Federation of State Employees Assistance Chief Shop Steward, Local 304, Council 28 in representation of the Shoreline Community College Classified Staff.

Trust. Honesty. Integrity. Three key components that are needed to establish effective healthy communication. Social Justice. Acceptance. Respect. Three key components to ensuring sustainable communications and relationships.

Every meeting the Board of Trustees proudly extolls they are only a policy making board. There are many governance components within the College that work together to update and maintain the policy. The Board of Trustees needs to take responsibility, be accountable, and afford guidance in their roles as stewards of the college. Not continue to sit there in stoic silence. We tried that process with 'courageous conversations' with administration listening and classified staff speaking. It was not successful.

It seems the relationship amongst the Board of Trustees, the President, and College Leadership with the college classified staff continues to be tinged with disenchantment, disillusionment, misdirection, and increasing discouragement and disappointment.

Trust. There should be a desire to minimize adverse impacts on the College. CoVID is at the forefront of all our minds. The campus has a procedure in place that identifies who is on campus, contacts made, building visited. This instantiates a certain level of trust that the college is adhering to the guideline requirements, processes, and procedures set forth by the Governor. Recently the College experienced another CoVID positive event. Contact notification did not occur; or at the least it was insufficient and poor attempt at communication as a significant number of persons, across several departments / divisions, who were in direct contact with the CoVID positive individual reported they found out through the grapevine and were not contacted by the CoVID Response Team. If the campus community cannot trust the college has their safety and security in mind, then how can they look to embrace acceptance of the procedures and trust that the information imparted is honest?

Too often, and especially now in these trying times, the Executive Team takes the reigns and moves in directions know only to them based on conversations and decisions from their closed meetings. Too often, in cohort with other members of the Administration, they look to circumvent established practice and procedure in a fashion that can only be perceived as reckless abandon.

Respect. It was understood that to effect better communication and ensure transparency, the Executive Team would post their agendas and notes from the meetings. Again, they are now six weeks behind on updating their site. They established Open Office hours. It has been identified by a few that there is no one available. Failure to uphold and follow through on such things is disrespectful to the campus community and flies in the face of collaboration, social justice, and integrity.

The long-term effects of this portray that Shoreline Community College continues to be NOT employee forward and NOT student forward. The current path administration is blazing is not built on sustainability. The continuous position eradication is an axe wielded in a whirlwind fashion slicing through the core of our college.

Budget reductions... Budget reduction, the new-normal standard response, coupled with the new attitude of 'We must do less with less' implies that some things, the less critical things, just won't get done. The real expectation is that the workload will magically be distributed upon others within the affected areas. How many times can additional workload be redistributed before anyone actually realizes that this is a problem? Everyone has limits, but the only ones held to matter are those of the administration.

Board of Trustees Meeting – December 3rd, 2020

By removing those who are front-facing and core to Shoreline Community College, you remove the necessary services and support mechanisms previously provided by those individuals. In removing those services, you remove students. This is evidenced in the continual decline of enrollment. In an effort to prevent these actions becoming a normalized accepted practice, a petition was initiated by our community coalition of students, staff union, and faculty union to halt the ongoing cuts and layoffs. It now has over 600 signatures collected over the past month.

These problems are not going away, the solutions are obvious. Providing a viable pathway to the solution is not always so. Yet the Board of Trustees continues to sit doing nothing in stoic silence.

To the Board of Trustees and all who are present, good evening. My name is Sunshine Cheng, I am the president of Shoreline's Associated Student Government.

ASG has continued to experiment with ways to engage the student body, having hosted drop-in hours, social media contests and giveaways, our leadership series, and the promotion of campus resources. Along with the distribution of reusable masks, we have approved funding for the retrofitting of our grocery shuttles with COVID PPE equipment, and, as you heard earlier today, we've also been hard at work reviewing requests for funding with S&A programs. We look forward to continuing our work into the winter quarter and have begun planning for ways to continue to support and interact with the student body.

Shoreline's first value in their vision and mission statement is respect. But respect presumes equity, and I want to take a moment to reflect on what this means. In a survey of CTCs in South King County, it was found that 53 percent of students were first-generation, and 40 percent struggled to navigate degree options, career paths, and course requirements. Although CTCs serve nearly 60 percent of Washington's higher education students, more than half of which are people of color, a lack of support services for students contribute to an alarmingly low degree completion rate of 43 percent. Study after study has shown that inequities in mental health access contribute to and perpetuate the funneling of vulnerable and minoritized students into the School-to-Prison-Pipeline.

So then, who, in our actions, are we demonstrating respect for? Respect for our students, who will go on to become not only professionals in their field, but the future of our communities? Respect for our staff and educators, who are facing job insecurity during an economic crisis? Do those who remain have the bandwidth to continue to meet student needs in their absence? What about the students in the programs that are closing, who are registering for classes that may no longer exist? When English language learners are the fastest growing group of students across the nation, will we continue to be a gateway of opportunity for students in an inclusive and equitable way?

And I, who have dreamed my whole life of becoming a professor, can't help but wonder as I watch these events unfold: is this my future? Will I, too, be seen as the solution when offsetting costs is the question? I am the child of absent parents, ineligible for financial aid. When every quarter is a struggle for me to continue to fund my education and invest in my future, it is discouraging to feel a lack of investment from those I am entrusting it to.

I recently attended a webinar in which a speaker said that, during these times, our colleges would be best served by shifting our intention from what we want to cut, to what we want to protect. I implore the college to protect the integrity of our education, to protect our educators, our faculty, staff, and students. I understand that we find ourselves facing unprecedented hardship, much of which is wildly out of our control, but on behalf of the student body, I ask that we consider that there is no one who has been left unscathed by the uncertainty and doubt that this year has brought upon us, and that it is critical for us to move forward and make choices in a way that keeps community at the heart of what Shoreline embodies. Thank you.

MINUTES

The first special meeting (“Board of Trustees Winter 2021 Retreat”) on January 15, 2021 of the Board of Trustees of Shoreline Community College District Number Seven, was called to order by Vice Chair Douglass Jackson at 9:06 AM by audio/visual conference. A quorum of the Board was present by audio/visual conference.

MEMBERS PRESENT

Trustees Catherine D’Ambrosio, Douglass Jackson, Tom Lux, and Eben Pobe were present via audio/visual conference.

COMMUNICATION FROM THE PUBLIC

Per the notice for the first (virtual) special meeting of the Board of Trustees on January 15, 2021:

Public comments sent to the Board Secretary at lyonemitsu@shoreline.edu by 8:45 AM on Friday, January 15, 2021 will be read aloud by College personnel. The total public comment period will be no more than twenty (20) minutes and up to two (2) minutes of each public comment received, will be read, with adjustments made if more than ten (10) public comments are received. All public comments received will be entered into the record, and attached to the minutes for the first special meeting on January 15, 2021.

No public comments were received by 8:45 AM on Friday, January 15, 2021.

OVERVIEW OF THE AGENDA

Vice Chair Jackson provided an overview of the agenda.

REVIEW & DISCUSSION: BOARD OF TRUSTEES POLICIES MANUAL REVISIONS

Per the Board Development section in the Board of Trustees Manual, the Board reviews its policies on a three (3) year rotation. This review process first involves the Chair, Vice Chair, and the President, reviewing, discussing, and doing a first revision of the policies scheduled for review and revision during the fall quarter. This is followed by bringing the policies reviewed (and any revisions) to the full Board at the Board’s winter retreat for additional review and revision.

Chair D’Ambrosio, Vice Chair Jackson, and President Roberts reviewed policies 100.000 through 100.B31 during the fall of 2020. As policies 100.000 through 100.B31 went through a significant review and revision process prior to Board approval on April 22, 2020, Chair D’Ambrosio, Vice Chair Jackson, and President Roberts did not make any revisions to policies 100.000 through 100.B31.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING 1 (“Board of Trustees Winter 2021 Retreat”) OF JANUARY 15, 2021

Each Trustee had an opportunity to review the Board Policies review sheet in advance of the Board’s winter 2021 retreat and no revisions were made during the retreat.

All Trustees concurred that filling the vacancy for a fifth member on the Board should be “top of mind.”

MID-YEAR REVIEW: BOARD OF TRUSTEES 2020–2021 PROFESSIONAL LEARNING GOALS

The Trustees went over the Board’s 2020-2021 professional learning goals.

MID-YEAR REVIEW: PRESIDENT’S 2020–2021 GOALS

President Roberts provided an update related to legislative matters; CARES Act funding; personnel and labor relations; Day of Learning 2021; Diversity, Equity, and Inclusion (DEI) focused work and professional learning opportunities; accreditation; completed audits; the budget; the Health, Science, and Advanced Manufacturing Classroom Complex (HSAMCC); the capital campaign; the COVID-19 vaccine; a grant from Delta Dental; and the resolution with the City of Shoreline regarding the roundabout at the 160th/Greenwood intersection.

RECURRING TRAINING CYCLE: BOARD OF TRUSTEES 2020–2021 PROFESSIONAL LEARNING GOALS

AAG John Clark went over a slide presentation (attached) entitled *Ethics in Public Service*.

-Break: 10:34 – 10:50 AM-

REPORTS

Guided Pathways

Vice President for Student Learning and Students, Equity & Success Phillip King went over a slide presentation (attached) entitled *Guided Pathways–Update to the Board of Trustees* containing the following:

- 2019-2020 Work
- 2020-2021 Work

Vice President King spoke of the large number of faculty who are very involved with Guided Pathways and are, “core to the project.”

November 2020 Accreditation Site Visit Debrief

Executive Director of Institutional Assessment & Data Management Bayta Maring went over a slide presentation (attached) entitled *Accreditation* containing the following:

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING 1 (“Board of Trustees Winter 2021 Retreat”) OF JANUARY 15, 2021

- Accreditation Follow-Up
- Commendations
- Recommendations
- Addressing Recommendations

Enrollment Update

Executive Director of Institutional Assessment & Data Management Bayta Maring went over a slide presentation (attached) entitled *Enrollment* containing the following:

- Enrollment Update

Trustee Pobee inquired about a back-up plan if enrollment continues to decline. (Question pinned for Budget & Capital Updates segment of the agenda.)

Dashboard & Student Achievement Initiative (SAI) Progress

Executive Director of Institutional Assessment & Data Management Bayta Maring went over a slide presentation (attached) entitled *Dashboard and SAI* containing the following:

- Key Measures: Dashboard
- Dashboard Findings
- Student Achievement Initiative
- Comparisons: Allocation
- Comparisons: Key Measures
- SAI Trends
- Basic Skills Transition
- Enrollment in Pre-College

-Lunch Break: 11:50 AM – 12:20 PM-

REPORTS

Dashboard & Student Achievement Initiative (SAI) Progress (continued)

Executive Director Maring:

- Called out the positive impact of the co-rec mathematics work.
- Noted that SAI is part of the College’s allocation and correlates to the College’s headcount – “we are on par.”
- Shared that Shoreline is doing much better than other colleges in the state in basic skills transition.

ctcLink

Acting Director for Technology Support Services Gavin Smith shared the ctcLink kickoff implementation timeline noting, “this is a very involved process that takes a lot of effort and time. Shoreline has been doing very well.”

Legislative Update

President Roberts provided a brief legislative update in the morning during the mid-year review of the President’s 2020-2021 goals and yielded the legislative update time to allow for an extended presentation on the dashboard and SAI.

Budget & Capital Updates

Vice President for Business & Administrative Services Dawn Beck shared that:

- The College is “tracking well and living within our means” for the first half of FY 2020-2021.
- The budget process is underway. Effects on the 2021-2022 budget include: enrollment trends; student housing occupancy; state reductions in allocations; rising healthcare costs; non-funding from the state for COLAs (thus transferring bargained COLAs to the college); new CARES funds.
- Two audits (accountability; financial statement) are underway.
- There are some minor capital repair funds that need to be expended by the end of June.
- The groundbreaking for the Health, Science & Advanced Manufacturing Classroom Complex (HSAMCC) is planned for July or August.
 - Manufacturing classes will be held at South Seattle College’s Georgetown campus.
 - Dental Hygiene program equipment is being inventoried and the University of Washington’s School of Dentistry (UWSOD) identified the equipment to be moved to the UWSOD, first.

Regarding Trustee Pobee’s inquiry earlier in the meeting about a back-up plan if enrollment continues to decline, President Roberts and Vice President Beck noted that information related to multiple data points and budgetary impact, are being gathered, and scenarios will be shared with the Board at the January 27 Board meeting.

WRAP-UP

Trustee Pobee shared that he is looking forward to hearing about the strategies “to have this wonderful college” continue to run.

ADJOURNMENT

Motion 21:01: Motion made by Trustee Pobee to adjourn the special meeting (“retreat”) of January 15, 2021.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
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Motion seconded by Trustee Jackson. All four Trustees present (Catherine D’Ambrosio, Douglass Jackson, Tom Lux, and Eben Pobe) for this action item, voted *aye* to approve the motion.

Chair D’Ambrosio adjourned the meeting at 1:17 PM.

Signed _____
Catherine D’Ambrosio, Chair

Attest: January 27, 2021

Lori Y. Yonemitsu, Secretary

Ethics in Public Service

Shoreline Community College

Board of Trustees

January 15, 2021

By John Clark

Assistant Attorney General

Who is covered?

- State employees
- State officers

What is covered?

Minimum standard of conduct
while performing public duties

Why the coverage?

Holds us accountable to the public for:

- Access to Confidential information
 - Use of public funds
- Use of public equipment
 - Use of technology
 - Our time

Basic Ethical Principle

Public office, whether elected or appointed, may *not* be used for personal gain or private advantage.



General Ethical Principles

- A state officer or employee may *not* have a financial interest or engage in any activity that is in conflict with the proper discharge of the officer's or employee's official duties.

General Ethical Principles

- A state officer or employee may *not* use his or her official position to secure special privileges for himself or herself or any other person.

Ethics Rules General Approach

- Prohibit an *entire* range of actions or inactions and make the prohibition all-encompassing.
- Carve out *exceptions* to the prohibition to permit a narrow range of permissible acts, or inactions.

Ethics Rules References

- Ethics in Public Service Act, Chapter 42.52 RCW.
- Executive Ethics Board Rules, Chapter 292-110 WAC.
- Executive Ethics Board Advisory Opinions
<http://ethics.wa.gov/>

Basic Rules for Gifts

- A state officer or employee may *not* accept a gift if it could reasonably be expected to influence the performance or non-performance of his or her official duties.
- A state officer or employee may *not* accept a gift from any person with a value in excess of \$50 per year.
- Higher standard for regulatory and contracting employees (Section 4).

Regulatory & Like Employees

- Who are regulatory and like employees?
 - Work for a regulatory agency *or* agency that seeks to acquire goods or services.
 - The person giving the gift is regulated by the agency or seeks to provide goods or services to the agency.
 - The officer or employee *participates* in those regulatory or contractual matters with that person.
- Known in Act as “Section 4” employees, e.g. Purchasing Manager

Gift Rule Exceptions

A gift does not include:

- Items from family and friends if the *clear* purpose is *not* to gain or maintain influence in the employee’s agency
- Customary items related to outside business
- Items exchanged at social events by co-workers

Gift Rule Exceptions (Cont.)

- Reasonable expenses (travel, room, meals) for speeches and seminars
- Items permitted by law
- Items returned or donated to charity within 30 days
- Discounts available to individual as member of a broad-based group

Gift Rule Exceptions

The \$50 limit does not apply to:

- Flowers
- Advertising and promotional items (pens, etc.)
- Plaques and awards of appreciation
- Publications related to official duties

Gift Rules Exceptions (Cont.)

- Admission to a charitable event
- Gifts from dignitaries
- Food and beverage at hosted receptions, when related to official duties

Use of State Resources

- A state officer or employee may *not* use state resources—the office, money, property, time, or personnel—for personal benefit or to benefit another person.
- This restriction does not apply if a state officer or employee uses state resources to benefit others as part of the officer's or employee's official duties.

Use of State Resources de minimis rule

- When may an employee use state resources for personal purposes?
 - There is little cost to the State
 - Must be brief in duration, occur infrequently, and be the most effective use of time and resources
 - The use must not disrupt or distract from the conduct of state business due to volume or frequency

Permissible Uses of State Resources (Continued)

- The use does not disrupt other state employees or obligate them to make personal use of state resources
- no interference with duties and of brief duration
- cannot compromise security or software
- Agency may allow limited use to promote organizational effectiveness or enhance job-related skills.

Prohibitions Against Use of State Resources

- Cannot use resources for outside business.
- Cannot support, promote, or solicit for an outside organization or group
- Cannot use resources for campaigns, ballot propositions, or prohibited lobbying
- Cannot use resources commercially for advertising or selling.

Use of State Resources

- An employee may *not* use computers (Internet and email) for private purposes except:
 - for de minimis usage per College Policy

Outside Activities Compensation

- Basic Rule: A state officer or state employee may *not* receive anything of economic value under *any* contract or grant outside his or her official duties.

Outside Activities Compensation

- This prohibition does not apply if each of the following conditions is satisfied:
 1. The performance of the contract or grant is not within the officer's or employee's official duties or under his or her official supervision.

Outside Compensation (Cont.)

2. The contract or grant was not expressly created or authorized by the officer or employee in his or her official capacity or by his or her agency.
3. A regulatory or like employee may not receive compensation or perform a contract for a person from whom he or she could not accept a gift.

Financial Interest in Transactions

- A state officer or employee may *not* have a “beneficial interest” in a contract that is made by, through, or is under his or her supervision.
- A state officer or employee may *not* accept any compensation from any other person beneficially interested in a contract that is made by, through, or under his or her supervision.

Financial Interest in Transactions

A “beneficial interest” is the right to enjoy profit, benefit, or advantage from a contract or other property.

Confidential Information

- A state officer or employee may *not* disclose confidential information to an unauthorized person.
- A state officer or employee may *not* disclose or use confidential information for personal benefit or to benefit another.
- A state officer or employee may *not* accept employment or engage in business, if it might reasonably be expected to induce or require the disclosure of confidential information.

Employing Former State Employees

- One Year Restriction: A former state officer or employee may *not* accept employment or compensation from an employer within one year of leaving state employment if all three of the following conditions are present:

Employing Former Employees Continued

1. The officer or employee, during the two years immediately preceding termination of state employment, negotiated or administered a contract with the new employer;
2. The contract(s) had a total value in excess of \$10,000; and
3. The former officer's or employee's duties with the new employer would include fulfilling or implementing that contract.

Employing Former State Employees

- Two Year Restriction: A former state officer or employee may *not*, within two years following termination of state employment, have a beneficial interest in a contract or grant which was expressly authorized or funded by executive action in which the officer or employee participated.

Executive Ethics Board

Five member board

- Interpret Ethic's Act
- Publish Advisory Opinions
- Provide informal Opinions
- Adjudicate complaints

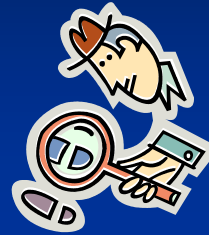


Board Staff

Executive Director, Investigators, Office Administrator

- Investigate complaints

- Whistleblower Referrals
- Agency Referrals
- Co-workers and the Public



- Dismiss or facilitate adjudication of complaint

Case Sanctions

- Civil Penalties
- Investigative Costs
- Agency Restitution
- Letter of Reprimand



Summary

- Don't accept gifts
- Don't make personal use of state resources
- Don't use state resources for political campaigns
- Don't accept compensation for outside activities related to your work as a state employee
- Avoid financial interest in state transactions you influence
- Don't disclose confidential information
- Plan employment following state service to avoid conflict



Guided Pathways Update to the Board of Trustees



2019-2020 Work

Overall, last year was about discovery:

- *Learn about Guided Pathways...*
- *Areas of focus for Meta-Majors, Student Voices...*
- *Data management and applicable use in each focus area...*



2020-21 Work

Six Areas of Focus:

1. *Intake and advising*

Outcomes: Redesign streamlined intake, eliminate multiple entry points, align with best practices in advisor ratios for cohort management, full training for all advisors.

2. *Student Voices*

Outcomes: Student Advisory Council and giving students a more substantial role in how the College does its everyday work

3. *Meta-majors and Course Sequencing*

Outcomes: Identifying most appropriate areas of study/meta-majors and potentially identify course sequencing for all programs.

4. *General Education and Student Learning Outcomes*

Outcomes: Identifying and ensuring that general education outcomes are integrated throughout curriculum and can be measured.

5. *Gateway Courses and Drop-off Points*

Outcomes: Identifying key courses (for all programs) that may prevent students from progressing. This are often pivotal courses in a sequence, sometimes introductory courses, and sometimes between sequences.

6. *Equity and Inclusion*

Outcomes: Identify training E & I training needs for GP group and campus, establish baseline E & I data.

Accreditation Update



Accreditation Follow-Up

Evaluation committee report

- Reviewed for errors in fact
- Submitted to NWCCU Board of Commissioners

Met January 14 with the Board of Commissioners for Q&A



Commendations

- 1) *Its staff in the Technology Service Center and eLearning on their stepped-up support during the pivot to virtual learning due to the pandemic.*
- 2) *Providing a comprehensive, effective and student-focused financial aid program ...*
- 3) *Its Library faculty and staff for creating collaborative, welcoming, and program-supportive services...*
- 4) *Its focused, deep, ongoing commitment and care to its international, remote, and campus students during the COVID-19 pandemic as evidenced by holistic, wrap-around student services such as the care team; the timely equitable distribution of CARE funds through quick and effective collaboration; innovative, flexible faculty instruction and engagement; and institution-wide concerned leadership, outreach, and action.*



Recommendations

- 1) *Provide evidence of a systematic method for collecting, storing, accessing, using and sharing **data for the purposes of on-going and systematic evaluation, planning, resource allocation ...***
- 2) *Engage in assessment practices that focus on systematic and on-going **assessment of course learning outcomes that lead to program learning outcomes in general education**, all instructional and student support areas...*
- 3) *Use **disaggregated student achievement data** including persistence, completion, retention, and post-graduate success for continuous improvement to inform planning, decision making and allocation of resources. Performance on these indicators should be **widely published** and continually used to promote student achievement, improve student learning and close equity gaps.*
- 4) *Develop and publish a **transfer credit policy***
- 5) ***Manage financial resources transparently** by defining, developing and sharing financial processes, policies, and budget development decisions, including ongoing budget management and annual financial statements...*



Addressing Recommendations

Recommendation	Shoreline Plan
#1: Use of data in planning	Expand academic planning conversations: with a broader group, explore data, discuss, develop specific plans
#2: Outcomes assessment	Involve faculty in course and program assessment; revise general education outcomes
#3: Disaggregated indicators	Shoreline dashboard on student progress
#4: Transfer of credit policy	Work group going through policy process
#5: Transparency in financial management	Continue regular communication during budget development; focus on closing the loop from feedback received



Enrollment



Enrollment Update

Category	Winter 2020	Winter 2021*	Change Winter	Change Fall	Change Summer	Cumulative Change
International Contract	813	593	-27% (-220)	(-154)	(+79)	-15% (-296)
State-Supported	3068	2876	-7% (-192)	(-371)	(+84)	-6% (-479)
CEO/LCN	255	173	-32% (-82)	(-28)	(+38)	-13% (-72)
Running Start	299	305	+ 2% (+6)	(+30)	n/a	+6% (+36)
Other	13	9	(-4)	(-36)	(-27)	-6% (-68)
TOTAL	4449	3955	-11% (494)	(-559)	(+174)	-8% (-879)

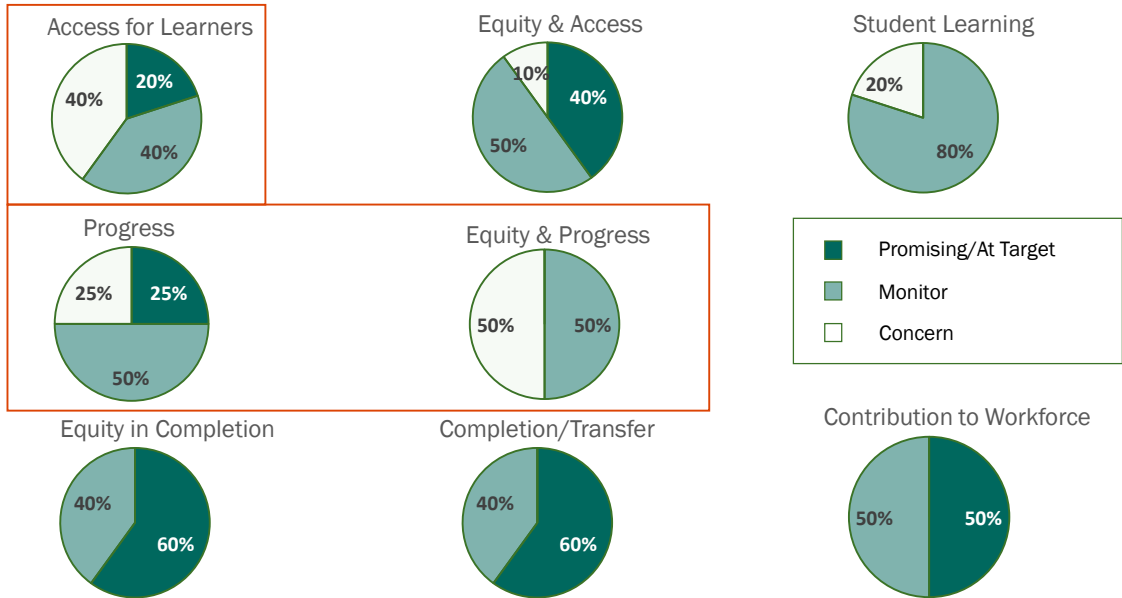
* Not final numbers, may vary by +/- 1% of total



Dashboard and SAI



Mission Fulfillment Dashboard



Key Measures: Dashboard

Purposes

- Mission fulfillment, opportunity gap
- Public sharing of key disaggregated measures (Recommendation #3)
- Consistent baseline and assessment

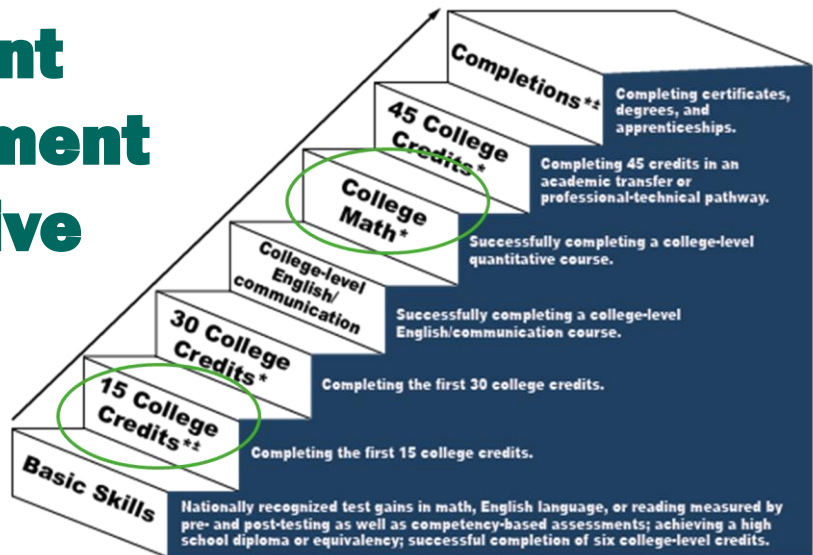
Data sources

- SBCTC First-time Entering Cohort Dashboard
- Aligns with Student Achievement Initiative (SAI)
- [Dashboard Link](#)

Dashboard Findings

- 15 College-level Credits: First-Generation
- College-level math: Ever Pre-College
- Retention: Race/Ethnicity

Student Achievement Initiative



* If the student reaching this momentum point started in basic skills, an additional point is awarded.

‡ Historically underserved low-income and students of color receive an additional point upon successful completion of the first 15 college credits and degree or apprenticeship completion.

Comparisons: Allocation

2019-2020	Total Headcount	Total Points	Points-per-student (X100)	Completions
Shoreline	3.1% (7,469)	3.0% (10,046)	2.4% (150)	2.6% (946)
Edmonds	4.0% (9,395)	3.5% (11,579)	2.7% (137)	3.0% (1,100)
Pierce	4.3% (10,131)	5.0% (16,401)	3.0% (167)	5.1% (1,877)



Comparisons: Key Measures

2019-2020	Total Headcount	15-credits	College-level math	Retention
Shoreline	3.1% (7,469)	3.4% (2,262)	3.2% (992)	3.0% (1,978)
Edmonds	4.0% (9,395)	3.0% (1,987)	3.4% (982)	3.8% (2,495)
Pierce	4.3% (10,131)	5.5% (3,713)	6.3% (1,821)	4.6% (3,022)



SAI Trends

SAI 2.0 through 2017-2018

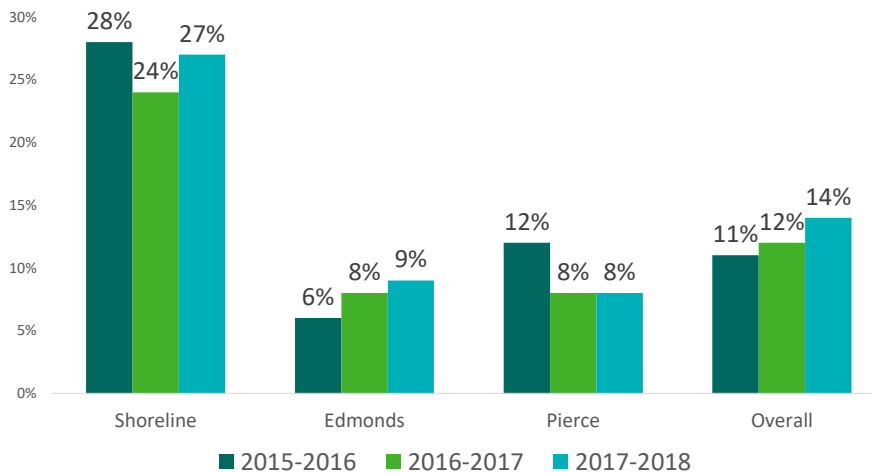
- Increase in basic skills transition
- Decrease in pre-college enrollment – English & math

Change in SAI 3.0: Equity points

Source: Student Achievement Initiative 3.0: A policy focus on equity (SBCTC research report)



Basic Skills Transition



Enrollment in Pre-College

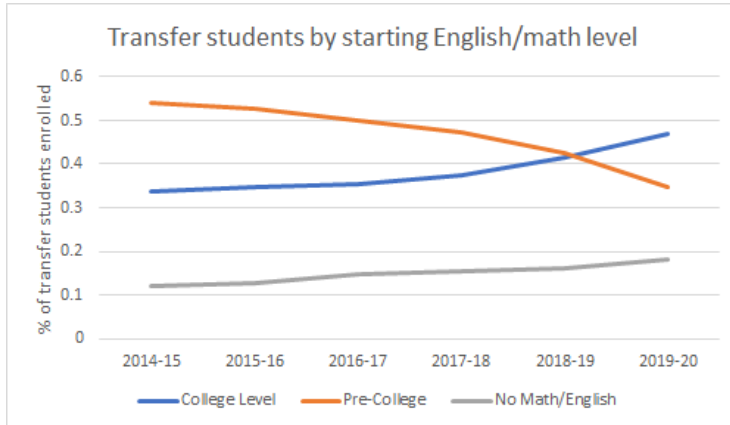


Figure 4.11. The fraction of transfer students starting in college-level math or English has been increasing since 2014

MINUTES

The second special meeting on January 15, 2021 of the Board of Trustees of Shoreline Community College District Number Seven special meeting was called to order by Chair Catherine D'Ambrosio at 1:30 PM by audio/visual conference. A quorum of the Board was present by audio/visual conference.

MEMBERS PRESENT

Trustees Catherine D'Ambrosio, Douglass Jackson, Tom Lux, and Eben Pobe were present via audio/visual conference.

COMMUNICATION FROM THE PUBLIC

Per the notice for the second (virtual) special meeting of the Board of Trustees on January 15, 2021:

Public comments sent to the Board Secretary at lyonemitsu@shoreline.edu by 1:15 PM on Friday, January 15, 2021 will be read aloud by College personnel. The total public comment period will be no more than ten (10) minutes and up to two (2) minutes of each public comment received, will be read, with adjustments made if more than five (5) public comments are received. All public comments received will be entered into the record, and attached to the minutes for the second special meeting on January 15, 2021.

No public comments were received by 1:15 PM on Friday, January 15, 2021.

ACTION: DESIGNATING THE OFFICE OF ADMINISTRATIVE HEARINGS TO PROVIDE A HEARING OFFICER FOR A REDUCTION IN FORCE (RIF) HEARING

Vice President for Student Learning and Students, Equity & Success Phillip King read tab 1 (Action: Designating the Office of Administrative Hearings to provide a Hearing Officer for a Reduction in Force (RIF) Hearing).

Motion 21:02: Motion made by Trustee Jackson to approve designating the Office of Administrative Hearings to provide a Hearing Officer for a Reduction in Force (RIF) Hearing.

Motion seconded by Trustee Lux. All four Trustees present (Catherine D'Ambrosio, Douglass Jackson, Tom Lux, and Eben Pobe) for this action item, voted *aye* to approve the motion.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING 2 OF JANUARY 15, 2021

ADJOURNMENT

Motion 21:03: Motion made by Trustee Jackson to adjourn the special meeting of January 15, 2021.

Motion seconded by Trustee Lux. All four Trustees present (Catherine D'Ambrosio, Douglass Jackson, Tom Lux, and Eben Pobe) for this action item, voted *aye* to approve the motion.

Chair D'Ambrosio adjourned the meeting at 1:35 PM.

Signed _____
Catherine D'Ambrosio, Chair

Attest: January 27, 2021

Lori Y. Yonemitsu, Secretary

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF JANUARY 27, 2021**

TAB 1

ACTION

Subject: 2020-2021 Services & Activities (S&A) Budget & Winter 2021 Allocations

Background

Associated Student Government (ASG) President Sunshine Cheng and Budget & Finance Officer Nathan Sidik presented the Services & Activities (S&A) fee budget allocation proposal for winter 2021 at the December 3, 2020 Board of Trustees meeting. The S&A Committee decided during the fall 2020 quarter:

- To allocate funding for the remainder of FY 2020-2021 on a per-quarter basis.
- To allocate \$298,032 from the S&A fee budget for disbursement to programs and clubs for winter quarter 2021.

Recommendation

That the Board of Trustees approve the allocation of \$298,032 from the S&A fee budget for disbursement to programs and clubs for winter quarter 2021.

Prepared by: Sundi Musnicki
Director, Student Leadership & Residential Life
Shoreline Community College
January 21, 2021

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF JANUARY 27, 2021**

TAB 2

FIRST READING

Subject: New Program – Business Intelligence & Data Analytics (BIDA)

Background

The proposed Business Intelligence and Data Analytics (BIDA) Program is the product of a reassessment (conducted in winter/spring 2019) of the College's Business Technology Program. That reassessment included a review of the local labor market as well as a review of the changing skills needed by business in the 21st century. The Business Technology Advisory Committee was extensively involved in identifying and clarifying the business needs as well as developing the learning outcomes for the new program. The result is the 94-99 credit AAAS degree Business Intelligence & Data Analytics.

Graduates of the program will receive a strong foundation in principles of data, reporting, visualizations, analytics, project development, and data-driven decision-making. Their curriculum will include courses in business intelligence, data mining, analytics, reporting, and the programming languages R and Python.

Potential for Growth, Demand, and Wages

In terms of job growth, the Bureau of Labor Statistics predicts that the number of positions in Business Intelligence nationally will grow rapidly—by more than 30%—over the next nine years. Similar growth—33% by the end of 2028—is expected in Washington State with projections of between 2,600 and 3,600 job openings each year.

Business Intelligence & Data Analytics is a growing field as businesses large and small attempt to make use of large amounts of data to improve their operations and better predict their opportunities. Market analysts predict that the business intelligence and data analytics industry will grow in value from \$20.4 billion in 2018 to \$42.6 billion in 2026.

Wages in business intelligence and data analytics generally good: According to the Bureau of Labor Statistics (BLS) the national median wage in business intelligence is \$94,280 a year. In Washington the median wage is \$115,000 a year and, in the Seattle-Tacoma-Bellevue statistical area, it is \$118,170 a year.

Note: This wage information is not correlated with educational attainment. Surveys show that 76% of those employed in business intelligence have a bachelor's degree, while another 14% have a master's degree. Students in our program are unlikely to command the median wage and would be expected to earn significantly less without additional education or work experience. However, BLS statistics indicate that the bottom 10 percent of the wage earners in business intelligence earned an

average of \$57,800 in the Seattle-Tacoma-Bellevue area. Wage data from King County shows that starting salary for a data analyst is approximately \$48,000 a year.

Regional Need

Several neighboring community and technical colleges offer degrees, certificates, or continuing education courses in business intelligence, data analytics, and/or related fields. With the exception of Bellevue College, none of the programs offer the for-credit scope or depth Shoreline's BIDA program would provide:

- **Bellevue College** offers bachelors of applied science (BAS) in Data Analytics and in Information Systems and Technology—Business Intelligence Concentration (180-182 credits). They also offer certificates (20-45 credits) in for Business Intelligence Analyst, Database Analyst, Database Report Developer, and a baccalaureate certificate in for Intermediate Business Intelligence Analyst.
- **Edmonds College** offers two certificates (15 credit each): in Database and Database Theory and Design.
- **Everett Community College** offers several non-credit certificates through its continuing education program. These include; Data Analytics (five courses, 42 hours), SQL Server Developer (five courses, 72 hours), and Business Intelligence (four courses, 84 hours).
- **Green River College** offers two non-credit certificates through its continuing education program: SQL Server (four courses, 45 hours) and Data Analyst (eight courses, 105 hours).
- **Seattle Central College** offers a Database Administration and Development Certificate (62-73 credits total) that offers a specialty in Data Analytics (15-25 credits).

Prepared by: Phillip King
Vice President for Student Learning, Equity, & Success
Shoreline Community College
January 21, 2021

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF JANUARY 27, 2021**

TAB 3A

FIRST READING

Subject: College Policies &/or Rules – Created (New)

Background

Shoreline Community College is in the process of reviewing and, where appropriate, creating, revising and/or replacing existing rules, policies and procedures to ensure alignment and compliance with State Board for Community and Technical Colleges (SBCTC) as well as the Northwest Commission for Colleges and Universities (NWCCU) guidelines.

As part of this process, rules and policies are reviewed by the appropriate College council (such as Faculty Senate Council, College Council, or the Strategic Planning/Budget Council), and the Executive Team for recommendation to be presented to the Board of Trustees.

The following policy has been created during the policy review process:

Policy 4128 – Infants on Campus

To follow:

Policy 4128 – Infants on Campus

Prepared by: Cheryl Roberts, President
Veronica Zura, Executive Director of Human Resources
Shoreline Community College
January 25, 2021



Policy Name:	Infants on Campus
Policy Number:	4128
Applicable Code/Law:	N/A

Policy:

The policy of Shoreline Community College District Number Seven (7) is to provide a positive work environment that recognizes parents' responsibilities to their jobs and to their infants by acknowledging that, when an infant is able to stay with a parent, this benefits the family, the College, and society.

The College's Infants on Campus (IOC) program may allow permanent employees who are parents to bring their infant age six weeks or older to work with them until the child is eight months old or begins to crawl, whichever comes first under the guidelines outlined in the IOC procedure.

The College has the right to rescind approval to participate if the employee's performance declines, organizational needs are not being met, or there is disruption to the work environment.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF JANUARY 27, 2021**

TAB 3B

FIRST READING

Subject: College Policies &/or Rules – Revised

Background

Shoreline Community College is in the process of reviewing and, where appropriate, creating, revising and/or replacing existing rules, policies and procedures to ensure alignment and compliance with State Board for Community and Technical Colleges (SBCTC) as well as the Northwest Commission for Colleges and Universities (NWCCU) guidelines.

As part of this process, rules and policies are reviewed by the appropriate College council (such as Faculty Senate Council, College Council, or the Strategic Planning/Budget Council), and the Executive Team for recommendation to be presented to the Board of Trustees.

The following policy has been revised during the policy review process:

Policy 4127 – Children on Campus

To follow:

Policy 4127 – Children on Campus

Prepared by: Cheryl Roberts, President
Veronica Zura, Executive Director of Human Resources
Shoreline Community College
January 25, 2021



Policy Name:	Children on Campus
Policy Number:	4127
Applicable Code/Law:	RCW 13.34.030, 74.12.020, 26.28.010

Policy:

The policy of Shoreline Community College District Number Seven (7) is to provide an effective teaching and learning environment for students taking part in College sponsored or hosted activities or enrolled in College classes. Under certain circumstances or under the auspices of special programs, students under the age of 18 may also attend classes and/or participate in programs or activities on campus.

The College also seeks to support where possible, employees and students with childcare responsibilities for success in their work or study without negatively impacting the work or study environment of others. The College recognizes that children may appropriately accompany adults during visits to campus. The College maintains that children, as defined by RCW 26.28.010, who are not registered students must be solely and continuously under the supervision and care of their parent/legal guardian unless the minors are participating in a College-sanctioned program or event.

Classroom faculty, supervisors or unit administrators may require children to be removed due to a) disruption to worksites or the educational process, b) for bringing children more than infrequently, or c) for failure to comply with any other aspect of this policy.