

# SHORELINE COMMUNITY COLLEGE

## Board of Trustees

### **(Virtual) Special Meeting of May 26, 2021**

#### **3:00 PM – Study Session • 4:00 PM – Special Session**

Zoom Link: <https://us02web.zoom.us/j/81496818189>

Webinar (“Meeting”) ID: 814 9681 8189

(See page 3 for information to connect to the meeting via telephone)

### **A G E N D A** – Updated 05/25/2021; 11:27 AM

<b>3:00 PM – STUDY SESSION</b>			
	<b>AGENDA ITEM</b>	<b>RESPONSIBILITY</b>	<b>TAB</b>
	<b>2021-2022 Services &amp; Activities (S&amp;A) Budget</b>	<i>Sundi Musnicki</i>	
<b>4:00 PM – SPECIAL SESSION</b>			
<b>NO.</b>	<b>AGENDA ITEM</b>	<b>RESPONSIBILITY</b>	<b>TAB</b>
1.	<b>Convene Special Meeting</b>	<i>Chair Catherine D’Ambrosio</i>	
2.	<b>Report:</b> Chair, Board of Trustees	<i>Chair Catherine D’Ambrosio</i>	
3.	<b>Consent Agenda</b> <b>a. Approval of Previous Meeting Minutes</b> •Special Meetings of April 28, 2021, May 4, 2021 & May 14, 2021	<i>Chair Catherine D’Ambrosio &amp; Trustees</i>	
4.	<b>Action: Renewal of First-Year Tenure Track Faculty Candidates</b>	<i>Phillip King</i>	<b>1</b>
5.	<b>Action: Tenure Considerations</b>	<i>Phillip King</i>	<b>2</b>
6.	<b>Communication from the Public</b> Public comment(s) will be presented to the Board verbally.  <ul style="list-style-type: none"> <li>• <u>For attendees connecting online:</u> Please sign up to provide a public comment via the Chat function in Zoom between 3:45 PM – 4:00 PM on May 26.</li> <li>• <u>For attendees connecting by telephone:</u> Please sign up to provide a public comment between 3:45 PM – 4:00 PM on May 26 by: 1. Sending an email to Board Secretary Lori Yonemitsu at <a href="mailto:lyonemitsu@shoreline.edu">lyonemitsu@shoreline.edu</a> with your telephone number and name (optional); or 2. Calling Board Secretary Lori Yonemitsu at (206) 546-4552 with your telephone number and name (optional).</li> </ul>	<i>Chair Catherine D’Ambrosio</i>	

	The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the May 26 meeting will be no more than thirty (30) minutes with up to two (2) minutes allotted per speaker. Adjustments to the two (2) minute allotment will be made if more than ten (10) individuals sign up to speak. (For the entering of a public comment into the record and attaching to the minutes of the May 26 meeting, please send written public comment to Board Secretary Lori Yonemitsu at <a href="mailto:lyonemitsu@shoreline.edu">lyonemitsu@shoreline.edu</a> following the May 26 meeting.)		
7.	<b>Presentation:</b> Trustee Roles & Responsibilities by the Washington Association of College Trustees (ACT)	<i>Chair Catherine D'Ambrosio</i>	
8.	<b>College Update(s)</b> • Feedback: Fall 2021 In-Person Reopening Survey	<i>Phillip King</i>	
9.	<b>Report:</b> College President	<i>Cheryl Roberts</i>	
10.	<b>Report:</b> Early Childhood Education Program	<i>Phillip King</i>	
11.	<b>Report:</b> Financial & Budget Update	<i>Cheryl Roberts &amp; Dawn Beck</i>	
12.	<b>Report:</b> Process for Interim President Selection	<i>Veronica Zura</i>	
13.	<b>First Reading:</b> New Program – Associate in Computer Science DTA/MRP	<i>Guy Hamilton</i>	<b>3</b>
14.	<b>Report:</b> Process for Permanent President Selection	<i>Veronica Zura</i>	
15.	<b>Action: Process for Permanent President Selection</b>	<i>Veronica Zura</i>	<b>4</b>
16.	<b>First Reading:</b> Board of Trustees 2022 Regular Meeting Schedule	<i>Chair Catherine D'Ambrosio</i>	<b>5</b>
17.	<b>Report:</b> Shoreline Community College Commitments for the Joint Program in Dental Hygiene	<i>Dawn Beck</i>	
18.	<b>Action: Board Reserve and Funding of Shoreline Community College Commitments for the Joint Program in Dental Hygiene</b>	<i>Dawn Beck</i>	<b>6</b>
19.	<b>Action: Fee Proposals for FY 2021-2022</b>	<i>Phillip King</i>	<b>7</b>
20.	<b>Constituent Report:</b> Shoreline Faculty	<i>Eric Hamako</i>	
21.	<b>Constituent Report:</b> Shoreline Classified Staff	<i>Paul Fernandez</i>	

22.	<b>Constituent Report:</b> Shoreline Associated Student Government	<i>Sunshine Cheng</i>	
23.	<b>Report:</b> Closing Remarks – Board of Trustees	<i>Trustees</i>	
24.	<b>Executive Session:</b> <ul style="list-style-type: none"> <li>• To evaluate the qualifications of an applicant for public employment. -or-</li> <li>• To review the performance of a public employee.</li> </ul>	<i>Chair Catherine D'Ambrosio</i>	
25.	<b>Action: Potential Appointment of an Acting President</b>	<i>Chair Catherine D'Ambrosio</i>	
26.	<b>Action: Adjournment</b>	<i>Chair Catherine D'Ambrosio</i>	

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•To connect to the May 26, 2021 special meeting:

- Via **link**, go to: <https://us02web.zoom.us/j/81496818189>

- 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

(312) 626-6799

- **Webinar (“Meeting”) ID:** 814 9681 8189

## 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 shared that President Roberts is on leave. While offering acknowledgment and appreciation for the monthly communication provided by Chief Shop Steward Paul Fernandez, she offered clarifications related to comments in Chief Shop Steward's March 18, 2021 report:

“Reductions to employees at the College have impacted all categories of positions across the 2019-20 and 2020-21 years.”

“The College consistently follows the hiring procedure outlined under Policy and Procedure 4111, including within the creation of screening committees in support of successful hires.”

“While administrative titles have changed with changes to the College's structure across the years, these changes have been made to support the needs of the College and specifically its students and employees.”

“The College's governance structure is identified under Policy and Procedure 2301 and is characterized by a spirit of cooperation and joint effort utilizing the concepts of shared responsibility and decision-making to the greatest extent possible.”

### CONSENT AGENDA

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

- a. Minutes from the special meetings of March 18, 2021 and March 22, 2021

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF APRIL 28, 2021

Motion 21:23: Motion made by Trustee Lux to approve the consent agenda.

Motion seconded by Trustee Pobee.

Trustee Jackson abstained from voting as he was not in attendance at the March 18, 2021 and March 22, 2021 meetings.

Three of the four Trustees present (Catherine D'Ambrosio, Tom Lux, Eben Pobee) for this action item, voted *aye* to approve the motion.

### COMMUNICATION FROM THE PUBLIC

Per the notice and the agenda for the April 28, 2021 (virtual) special meeting of the Board of Trustees:

Public comment(s) will be presented to the Board verbally.

- For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 4:15 PM – 4:30 PM on April 28.
- For attendees connecting by telephone: Please sign up to provide a public comment between 4:15 PM – 4:30 PM on April 28 by: 1. Sending an email to Board Secretary Lori Yonemitsu at [lyonemitsu@shoreline.edu](mailto:lyonemitsu@shoreline.edu) with your telephone number and name (optional); or 2. Calling Board Secretary Lori Yonemitsu at (206) 546-4552 with your telephone number and name (optional).

The meeting host will move individuals signed up to provide public comment to the panelist screen and the Board Chair will call upon speakers. The total public comment period at the April 28 meeting will be no more than thirty (30) minutes with up to two (2) minutes allotted per speaker. Adjustments to the two (2) minute allotment will be made if more than fifteen (15) individuals sign up to speak. (For the entering of a public comment into the record and attaching to the minutes of the April 28 meeting, please send written public comment to Board Secretary Lori Yonemitsu at [lyonemitsu@shoreline.edu](mailto:lyonemitsu@shoreline.edu) following the April 28 meeting.)

There were no speakers signed up to provide public comments.

### COLLEGE UPDATES

#### All-Washington Academic Team 2021 Nominees

Professor and Phi Theta Kappa (PTK) Advisor Terry Taylor thanked members of the campus community who helped “pull this off.” He noted that this was the first year where colleges were able to submit Workforce nominees and Shoreline Community College put forward two Workforce students and two transfer students as its nominees for the 2021 All-Washington Academic Team: Roland Bourque, Gabrielle (“Gabby”) Davis, Y (Noah) Nguyen, and Mashaal

Shameem. Professor Taylor introduced nominees Y (Noah) Nguyen and Gabby Davis to share their academic paths and goals.

- Y (Noah) Nguyen is from Vietnam, a sophomore at Shoreline Community College, a computer science major, and hopes to transfer to the University of Washington Bothell or Washington State University to continue her studies in computer science. Noah wants to eventually become a college professor.
- Gabby Davis is in the Creative Program Management track in the Visual Communications Technology program and shared, “I like to make pretty things for organizations.” Gabby works for the Multicultural Center, is a Washington Campus Compact Fellow, and hopes to go back to school at some point to pursue her other passion – African American studies.

Professor Taylor shared information about nominees Mashaal Shameem and Roland Bourque.

- At the age of seventeen, Mashaal Shameem arrived from Pakistan to study in the United States. Mashaal is currently the President of The Honors College Student Council, is working on The Honors College Speaker Series, and is a Resident Assistant (RA) in the dormitory. Mashaal hopes to someday become a lawyer and work with marginalized communities.
- Roland Bourque is an Advanced Manufacturing student who will graduate this year. Roland was unemployed for a period, credits his ability to get work now in manufacturing due to the program, and is very appreciative of the education he has received.

National Science Foundation (NSF) Grant: Hub to Support Education of Biomanufacturing Technicians in Cell Therapy & Immunotherapy

Biotechnology/Clean Energy Technology Director Louise Petruzzella and Biotech Outreach Manager Jan Chalupny spoke about the NSF grant and included a slide presentation (attached) containing the following information:

- Goals
- Immunotherapy
- Cell Therapy and Gene Therapy
- Biomanufacturing

The video [Fire with Fire Ross Kauffman GE Focus Forward](#) followed the slide presentation.

LPN-RN Conversion

Mary Burroughs, Dean of Health Occupations & Nursing shared that the “pathways for nurses to progress in their education has been a struggle for years and the LPN to RN program is an

opportunity for LPNs to advance their education.” She added, “We have been approved to expand our LPN to RN program to a cohort of eight students a quarter, starting winter quarter 2022.”

#### DECA International Competition

DECA Faculty Advisor Cynthia Grace provided an overview of DECA, the virtual competitions the College’s DECA students participated in, and the ensuing results. “Five students qualified for the competition at the DECA International Career Development Conference (ICDC) and three (Feren Lim, Y (Noah) Nguyen, Jesslyn Tilon) of the five, made it to the finals.” DECA Faculty Advisor Grace introduced Feren Lim and Y (Noah) Nguyen noting, “I’m extremely proud of their accomplishments. They competed with people from the University of Wisconsin, the University of Texas, and an army of people from Ontario. To get into the final level, was really an accomplishment!”

- Feren Lim spoke of her experiences as a DECA member, as well as from the competitions and highlighted teamwork, public speaking, and communication as what she has learned as a result.
- Y (Noah) Nguyen shared that participating in DECA and the competitions helped her to discover “more besides my major of computer science” and expressed gratitude to everyone at the College “who have given me so many opportunities.”

#### REPORT: SHORELINE PRESIDENT

No report – President Roberts: on leave.

#### FIRST READING: FEE PROPOSALS FOR FY 2021-2022

Phillip King, Vice President for Student Learning, Equity & Success read tab 1 [Fee Proposals for FY 2021-2022], including the three fee proposals: 1. Proposed Change to Fee-Nursing Application; 2. Proposed Reallocation of Fees-Dental Hygiene Program; and 3. Proposed Increase of Fees-Nursing Assistant Certified Program.

Mary Burroughs, Dean of Health Occupations & Nursing, responded to questions from the Trustees related to the service used for language testing.

#### REPORT: FINANCIAL & BUDGET UPDATE

Business & Administrative Services Vice President Dawn Beck went over a slide presentation (attached) containing the following information:

- Cash Position
- FY21 Budget Update – Expenses; Enrollment; Housing; Childcare Center

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF APRIL 28, 2021

- Budget Update – Revenues; Budget FY21 Actual 3/31/21; \$ Remaining; % Remaining
- Budget Process Update
- Covid Recovery Funding

CONSTITUENT REPORT: SHORELINE FACULTY

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

CONSTITUENT REPORT: SHORELINE CLASSIFIED

Media Maintenance Technician III and WFSE Chief Shop Steward Paul Fernandez congratulated the students and read statement (attached).

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

Associated Student Government (ASG) President Sunshine Cheng referred to the first Earth Day, organized by students and involving thousands of colleges and public schools. “This to me, is a profound illustration of the significance of student leadership and the mountains that can be moved when a student is truly empowered.” She spoke of the number of committees she has served on and wondered if her presence on the committees, made a difference.

ASG President Cheng spoke of neighboring colleges with a Student Trustee. “If we want to preserve our credibility in the eyes of our stakeholders, it is crucial students have a seat at the table in institutional decision making to have a Student Trustee.”

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustee Lux congratulated “all the students we heard about earlier. Lot of good work going on, lots of successes.”

Trustee Pobee remarked, “There is an impressive amount of work that goes on at the college.”

Trustee Jackson conveyed that the end of 2020 was a hard time for him—with significant loss in his family, followed by illnesses in his family, including his own health challenges which necessitated his taking over a two-month leave of absence. He noted that his personal and professional lives have become more complicated since he joined the Board in 2015, and after much thought, “came to the decision to step down from the Board of Trustees.”

“It’s been hard to watch the college this last year, but I know that you are a strong college and you will do what’s best. I hope that my words and actions in this decision are taken as truth, specifically that they are taken as my truth.”



SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF APRIL 28, 2021

“It has been an honor to serve” alongside Chair D’Ambrosio, Trustee Lux, Trustee Pobee, and former Trustees. I think of how much we worked hard together and learned together. I look forward to hearing about the good work that this college will do as you continue your ongoing service to its students and their aspirations.”

Chair D’Ambrosio spoke of Trustee Jackson’s contributions to the Board as “unparalleled,” that he will be missed, and expressed that it has been an honor and a privilege to work with Dr. Jackson.”

EXECUTIVE SESSION

At 6:16 PM, Chair D’Ambrosio announced that the Board would convene in executive session for twenty minutes to review the performance of a public employee, to discuss matters of litigation or potential litigation with legal counsel, and/or to discuss matters involving collective bargaining. She noted that the Board would reconvene in open session to adjourn.

The executive session commenced at 6:19 PM.

At approximately 6:39 PM, it was noted/announced in the open session’s *Zoom Room* that the Board was extending its executive session by ten minutes.

ADJOURNMENT

Motion 21:24: Motion made by Trustee Lux to adjourn the special meeting of April 28, 2021.

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

Chair D’Ambrosio adjourned the meeting at 6:51 PM.

Signed \_\_\_\_\_  
Catherine D’Ambrosio, Chair

Attest: May 26, 2021

\_\_\_\_\_  
Lori Y. Yonemitsu, Secretary

*Establishing a Hub to Support Education of Biomanufacturing Technicians in Cell Therapy and Immunotherapy*

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National Science Foundation DUE # 2054990

Louise Petruzzella Principal Investigator

Jan Chalupny Co-Principal Investigator

Guy Hamilton Co-Principal Investigator



1

*Establishing a Hub to Support Education of Biomanufacturing Technicians in Cell Therapy and Immunotherapy*

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Goals:

- 1) develop comprehensive labor market and skills-gap analysis of cell/immunotherapy technicians on a *national* level
- 2) develop best-practices for outreach and pipeline development to include people from underrepresented groups and high school students in these careers
- 3) become a knowledge-source and catalyst for other community colleges to develop cell/immunotherapy technician education programs and curriculum.



2

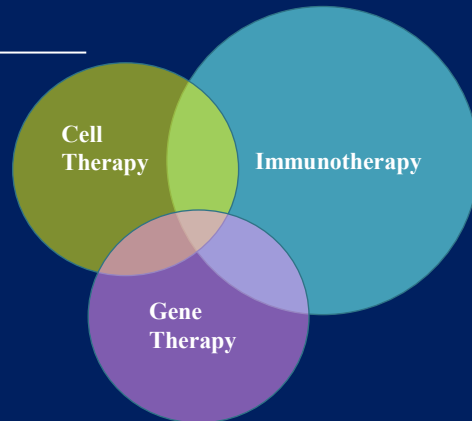
## *Immunotherapy*



*A type of therapy that uses substances to stimulate or to suppress the immune system to help the body fight cancer, infection, or other diseases.*

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*Cytokines  
Vaccines  
Monoclonal Antibodies  
Cell Therapy  
Gene Therapy*



3

## *Cell Therapy and Gene Therapy*



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### **Cell Therapy**

Cell therapy is a therapy in which viable cells are injected, grafted or implanted into a patient in order to effectuate a medicinal effect. These cells may be modified in some way.

- Chimeric Antigen Receptor (CAR) T cells

### **Gene Therapy**

Human gene therapy seeks to modify or manipulate the expression of a gene or to alter the biological properties of living cells for therapeutic use .

Gene therapy is a technique that modifies a person's genes to treat or cure disease. Gene therapies can work by several mechanisms:

- Replacing a disease-causing gene with a healthy copy of the gene
- Inactivating a disease-causing gene that is not functioning properly
- Introducing a new or modified gene into the body to help treat a disease

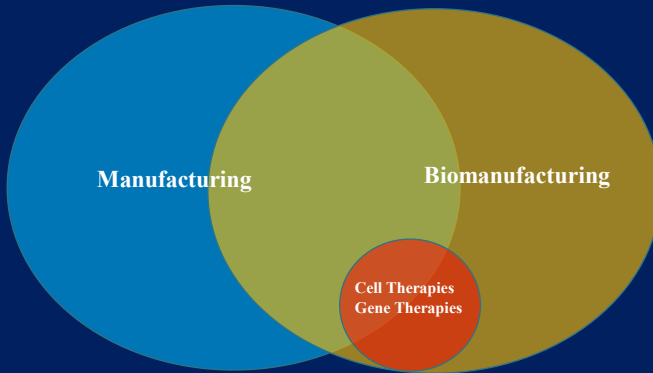
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## *Biomanufacturing*



*A type of manufacturing or biotechnology that utilizes biological systems to produce commercially important biomaterials and biomolecules for use in medicines, food and beverage processing, and industrial applications.*

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# **Financial & Budget Update**

## **April 28, 2021 Board of Trustees Meeting**



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**Dawn Beck, CPA**  
(she, her)  
Vice President for Business & Administrative Services



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# Cash Position

Account Summary for 04/26/2021

Account Search  [Search](#) [Printable Format](#)

[Transfer Funds](#)

Account Name / Account Number	Bank Name ^	CCY	Ledger Balance ?	Collected Balance ?	Opening ? Available Balance	Transfer Funds ?
SHORELINE C C GENERAL	US Bank Washington	USD	\$20,177,459.83	\$19,625,796.07	\$20,159,995.38	Select
MUNICIPAL INVESTMENT ACCT	US Bank Washington	USD	\$1,000.00	\$1,000.00	\$1,000.00	Select

3

# FY21 Budget Update

## Expenses

- We are 3/4 of the way through FY21 and actual expenses are tracking well to the yearly budget

## Enrollment

- Enrollment for Summer 2021 is down between 9-10%
- Year to date enrollment is down 12% which is 2% lower than budgeted
- This represents \$2.9M in revenue for the year but is within our budget for 2020-21

## Housing

- Occupancy remains low at 38%
- We are working on getting Covid relief funds to tenants to reduce the delinquency rate
- There is still an eviction moratorium in place. We are working with the small handful of residents who could be affected by the ending of the moratorium

## Childcare Center

- Enrollment in the Childcare Center is about 1/3 of capacity
- We are working on increasing advertising as the county starts to reopen
- There have been no positive Covid cases among the children in the center

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## Budget Update

Revenues	Budget FY21	Actual 3/31/21	\$ Remaining	% Remaining
State Operating Appropriations	\$ 27,461,988	\$ 18,802,981	\$ 8,659,007	
Operating Tuition	9,371,476	7,544,928	1,826,548	
Running Start Tuition	1,501,934	1,126,451	375,483	
International Education Tuition	4,008,779	3,006,584	1,002,195	
CEO Tuition	646,730	485,045	161,685	
ABE/ESL SBCTC Tuition	275,174	213,901	61,273	
	<u>43,266,081</u>	<u>31,179,890</u>	<u>12,086,191</u>	28%
<b>Expenditures</b>				
Exempt	4,084,517	3,461,367	623,150	
Full-Time Faculty	9,936,125	6,878,036	3,058,089	
Part-Time Faculty	7,970,442	6,325,641	1,644,801	
Classified and Other	6,899,529	5,147,983	1,751,546	
Benefits	9,004,042	7,190,732	1,813,310	
Non-Labor Expenses	5,768,643	2,633,378	3,135,265	
Total Expenditures	<u>43,663,298</u>	<u>31,637,136</u>	<u>12,026,162</u>	28%
<b>Net Income/(Deficit)</b>	<b>\$ (397,217)</b>	<b>\$ (457,246)</b>	<b>\$ 60,029</b>	

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## Budget Process Update

- Budgeting for fiscal year 2021/22 is going well
- Staff are using the new budget review tool to easily see prior year budgets compared to actual expenses
- Budgets are currently being entered into BPS and any changes are being reviewed with ET members
- Once budgets are approved at the department level, ET will review the total campus budget and prepare it for board review

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# Covid Recovery Funding

## HEERF – Higher Education Emergency Relief Fund Sources and Uses

<u>Official Name</u>	<u>Acronym</u>	<u>Common Name</u>	<u>Institutional</u>	<u>Student</u>
HEERF I	CARES	Coronavirus Aid, Relief and Economic Security Act	\$1.2M	\$1.2M
HEERF II	CRRSAA	Coronavirus Response and Relief Supplemental Appropriations Act	3.4M	1.2M
HEERF III	ARPA	American Rescue Plan Act	<u>4.1M</u>	<u>4.1M</u>
			<b><u>\$8.7M</u></b>	<b><u>\$6.5M</u></b>
<b><u>Forecasted Uses of Funds from March 2020 to Dec 2023</u></b>				
		Enrollment Decreases	\$2.5M	
		Covid Wages	0.7M	
		Housing Occupancy	2.5M	
		Childcare Center Enrollment	0.5M	
		Cost of Closing and Opening Campus	<u>2.5M</u>	
			<b><u>\$8.7M</u></b>	





SCCFT President Eric Hamako  
Statement to the SCC Board of Trustees  
2021.04.28  
Permalink: <http://bit.ly/SCCFTtoBOT2021-04>

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).

Last week, former police officer Derek Chauvin was convicted of killing George Floyd. Such a conviction is as momentous as it is rare. But, when we see such cases, what do they signify? What meaning can we make of them?

Critical Race Theory (CRT) suggests that the meaning we make of such unusual events depends on how we fit them into the context of the larger stories we tell ourselves – or are told – about the world and how power operates. Applying Critical Race Theory's concept of "master narrative," we can see that the United States' master narrative is, in part, a story about linear progress, with improvements happening naturally as time passes. As such, the US master narrative would suggest that an event such as the conviction of murderer and former police officer Derek Chauvin indicates the natural progression of the United States toward greater racial justice; that the system works – or, if it may have some flaws, then those flaws are getting better all the time. But, the U.S. master narrative, then, requires ignoring the massive, collective, global movements that mobilized for justice and accountability and against racialized police violence.

One counternarrative, challenging the U.S. master narrative, would suggest that improvement is not a given, not natural or linear; rather, any movement toward social justice is produced by collective struggles against oppression. Abolitionist Frederick Douglass expressed this in his philosophy of reform in 1857, "*The whole history of the progress of human liberty shows that all concessions yet made to her august claims have been born of earnest struggle.*" He said,

*Those who profess to favor freedom and yet depreciate agitation are people who want crops without ploughing the ground; they want rain without thunder and lightning; they want the ocean without the awful roar of its many waters. The struggle may be a moral one, or it may be a physical one, or it may be both. But it must be a struggle. Power concedes nothing without a demand. It never did and it never will.*

So, in light of that counternarrative, what meaning could we make of such exceptional events as the conviction of murderer and former police officer Derek Chauvin?

Critical Race Theory proposes the idea of “contradiction closing cases,” which can help us understand such events. Despite the pervasiveness of the master narrative, sustained activism for social justice points out contradictions between what systems of power *say* they do and what systems of power *actually* do. When the contradictions between word and deed become well known enough to potentially disrupt the Master Narrative and the systems of power it supports, the powerful become desperate for token cases that might seem to reconcile or “close” these systemic contradictions. CRT calls such cases “contradiction closing cases.” But, such cases only *appear* to reconcile the contradictions; their actual function is to reinforce the Master Narrative, to falsely reassure, and to demobilize struggles for systemic change. Folk singer Ani DiFranco evoked this concept when she sang, “*The system gives you just enough/ to make you think that you see change/ it will sing you right to sleep/ then it will screw you just the same.*” In those ways, moments of “contradiction closing cases” are similar to the “make up” stage in the cycle of interpersonal abuse, in which false reconciliation is just one more stage in a repeating cycle of violence. So, CRT suggests that we might view events such as the rare conviction of a police officer who publicly murders a Black man, as not a sign that our system is gradually or suddenly becoming more just. Rather, it is a sign of how profoundly oppressive our system is – that ours is a system in which convicting one police officer of a very public murder was not a given, but something that happened because of the struggle of massive, organized social movements.

We can also apply Critical Race Theory’s concept of “contradiction closing cases,” along with the Cycle of Abuse’s “make up” or false reconciliation stage, to understand goings on here at Shoreline Community College. Following sustained public pressure calling for greater transparency, accountability, and power-sharing – whether from the Public Employee Relations Commission (PERC), the Dental Hygiene community, elected officials, regional accreditors, students, staff, or faculty – the College has seemed desperate for “contradiction closing cases” to give the appearance of actions that reconcile with its words, to shore up its master narrative, the story it tells in which its leadership – your leadership – seems justified. Rather than systemic changes that increase transparency, accountability, or shared governance, the College has offered up “courageous conversations,” budget information meetings, token surveys, and the touting of anything that might give the appearance of reconciliation.

But, do we know when something is a “contradiction closing case,” rather than actual, meaningful change? First, we can look for patterns. If an abuser claims they have changed, that

they will be different in the future, we can look at their behavior. In the case of racialized police violence throughout the United States, we might notice that, on the same day that murderer and former police officer Derek Chauvin was convicted, police elsewhere in the United States continued killing People of Color in very similar ways. In the case of Shoreline Community College, we might look for change over time and also for similar patterns that might speak to a broader problem in U.S. higher education. Recently, faculty discussed an article published by the Chronicle of Higher Education, “The Era of Artificial Scarcity.” In it, numerous faculty noted that the case study of Johns Hopkins University, as one example of corporate, neoliberal austerity politics, seemed eerily familiar. The author described these results of the prevailing corporate thinking in higher education: *“the erosion of self-governance, the absence of accountability, rising executive salaries, a fixation on quantifiable metrics largely detached from the quality of scholarship, and the performance of rituals of democratic deliberation (like town halls) entirely disconnected from meaningful decision-making.”* So, it might seem that the College’s recent gestures might not signify a change in direction or breaking away from a Cycle of Abuse, but rather one more part of a false reconciliation, more attempts to present “contradiction closing cases.”

How else might we determine whether something signifies real change or a “contradiction closing case?” Second, we might look for inconsistencies – cases in which tokens and gestures are made with one hand, while the other hand tightens its grip on power. On the national stage, the conviction of murderer and former police officer Derek Chauvin must be viewed in light of ongoing attempts to legislatively disenfranchise voters and to criminalize protest, including criminalizing attempts to document police violence. Here at Shoreline Community College, we might view the College’s recent gestures toward “participation” in light of other actions, such as the College’s proposed changes to its governance policy. Among other things, the College has recently proposed erasing any mention of governance being “shared” from its governance policy. And, just weeks after the Faculty Senate voted “no confidence” in College President Roberts, the College proposed creating an Instructional Council, which would largely displace the current role of... the Faculty Senate Council. Further, the College has proposed that more Councils and committees have their faculty members ultimately selected at the discretion of the College President. These are not actions that will actually close the contradictions between the College’s words and deeds.

What might actually resolve such contradictions? As Frederick Douglass advised: through our demands for justice and through our collective struggle. We can see the results of such struggles in the COVID-19 Memorandum of Understanding stipends that our faculty union secured for faculty through our collective bargaining. That was not due to the benevolence of the College; it was through our faculty union’s demands and struggles through bargaining over months. We see such struggles through our faculty union’s collective bargaining over High Demand Faculty Salary Increases. We will see further struggles as our faculty union collectively bargains over working conditions as the College’s Fall reopening during a pandemic. These are not signs of a “new nice” or a false reconciliation. Rather, they are further proof that organized, collective, union power *works*.

Through our two unions' struggles and counter-storytelling, the contradictions of your words and your actions are revealed. So, while you may gesture with one hand to appear to close the contradictions, we know that the squeeze we feel is you tightening your grip with the other. If you make real, systemic changes impossible, then you will make further resistance inevitable.

Good night.

###

**April 28<sup>th</sup>, 2021**

**Hello,**

**My name is Paul Fernandez.**

**I am the Media Maintenance Technician here at Shoreline Community College and I am also the Chief Shop Steward.**

**I am proud to be representing my fellow Classified Staff members.**

**We are Members of the Washington Federation of State Employees, WFSE Local 304.**

**We are a Team.**

**The Classified Staff at Shoreline Community College have been meeting twice a month, during our lunch break. We have also meet a couple of times with Aisha Hauser out of Shoreline's Presidents Office.**

**Out of these meetings 6 topics have come up:**

- 1) The willful exploitation of classified staff due to years of fiscal mismanagement.**
- 2) Respect, or shall we say the lack of respect, for classified staff.**
- 3) The power dynamic / leadership through fear or bullying / recognition of privilege.**
- 4) The fear of reprisal for speaking out / leadership through fear.**
- 5) Transparency, or shall we say the lack of transparency.**
- 6) Accountability, or shall we say the lack of accountability.**

**You should be able to tell, without me saying it, Classified staffs' anger at upper management continues to grow**

**1) Exploitation of Classified Staff:**

**Administration knows classified staff will do whatever is needed to support our students, because that is why we are here.**

**They have used that knowledge to exploit us by:**

- ✓ Reduction in Force (RIF's) of classified staff due to fiscal mismanagement.**
  - ◆ Consistently 'asking us to do more with less'**
  - ◆ Because of cuts in June, 2020; December, 2020 and February 2021, a quarter of the Classified Staff is gone.**
- ✓ Adding additional tasks under the spin of 'duties as assigned' or 'these duties are within your job classification'**
- ✓ No reduction in existing workload to meet the new demands.**
- ✓ Expectations for current workloads are not reevaluated based on new demands.**
- ✓ Our job performance is questioned if we do not meet current responsibilities and new demands.**

**Here are a few quotes:**

- "Add on CTC link training and homework – we are drowning. We are being overworked and being asked to sacrifice our work/home life balance and our sense of well-being because the college has planned poorly for our department needs. They are draining us and placing an unfair burden on our backs. We will continue to lose good people."**

- "Add in CTC link, and working from home in limited and ill-equipped space...its awful"
- "Work/home life balance is off kilter. Instead of support we are under the gun of budget cuts that have more to do with the colleges mishandling of our budget than it has do with low enrollment, legislative cuts, and Covid 19. "
- "Cuts impact the remaining workforce's well-being due to increasing workloads. How many times can additional work be redistributed before administration actually realizes that this is a problem? Everyone has limits."

## 2) Respect:

- ✓ Lack of interest in and knowledge of our jobs and what it takes to do our jobs.
- ✓ Lack of understanding of the volumn of work and validity of work we do.
- ✓ Making changes in leadership, in the structure of our departments, and/or our job duties without discussions with Classified Staff about the impact these changes will have on us and our students.
- "No matter how good of a leader you are, if you're wielding coercive power, you are leading with fear, and this won't win the respect and loyalty from your employees." [American Express](#)

## 3) The Power Dynamic:

- ✓ Classified Staff make the college function at its very basic level - from student entry to graduation.
- ✓ We are the ones that know how actually day to day operations work.
- ✓ Our work is vital to the successful delivery of the Administrations high level Strategic Plan and goals.

### Yet:

- ✓ We are invited to the conversation last, if at all.
- ✓ Our programs/departments are consistently understaffed and underfunded
- ✓ You consistently ask us to do more with less.
- ✓ You expect the work to be completed but tell us overtime is not possible
  - ◆ Some can earn comp time – which exploits us once again
- ✓ You expect us to work comp hours so work is completed while telling us to take care of ourselves.
  - Some of the above comments are in violation of Article 8 – Overtime in our Contract: Staff have a right to choose to either be paid by cash or by comp time.

## 4) Reprisal for Speaking Out:

- ✓ A large number of staff believe that: the majority of the people who were laid off, were also the people who were out spoken.
- ✓ Shoreline has a Community Standard Statement:  
It states "We value respectful, dynamic interactions and lively discussion. We strive to create an environment where everyone is supported and valued."

## 5) Transparency:

- ✓ **Classified staff feel that we are not an integral part of the campus community and we are not respected as we are not included in discussions or informed of decisions until after the fact. We feel that there are hidden agendas and futures already mapped out without input from Classified staff.**
- ✓ **Communication is vital to Classified staff success. There is a breakdown in information getting to classified staff who actually do the work and inform students about issues and changes. It is the Administrations job to inform the campus community. If you are informing our supervisors, but our supervisors are not informing us, then you have an issue with transparency.**

## **6) Accountability:**

- ✓ **The faculty and staff have been trying to hold Shoreline's Administration accountable for its Fiscal Mismanagement for over 3 years. Culminating in a Vote of No Confidence in the president.**
- ✓ **When we bring issues to the administrations attention we are met with resistance, gaslighting, spin.**
- ✓ **When we bring our issues to the Board of Trustees, who work in support of the college, not the president, we are insulted by it's Chair – who even has a prepared statement to rebuke the Vote of No Confidence, called us liars and whiners for consistently bringing these issues to their attention.**

**How are we to hold the administration accountable when the BOT – the one entity that can hold them accountable – wont hear us?**

- ✓ **Administration holds Classified staff to the highest standards of accountability, they are quick to reprimand, to forced out, or to terminate.**
- ✓ **Those standards are reflected in our annual performance reviews without consideration of the challenges the Administration places in our path (The RIF's)**
- ✓ **Why is Classified staff not given the opportunity to report on the performance of their supervisors?**
- ✓ **Who provides performance evaluations for Dr. Roberts and the Administration?**
- ✓ **Why arent Classified staff given the opportunity to report on the performance of All Executive Team Members?**

## **Conclusion:**

- **Please listen to our State Legislators and insist that the college adopt a comprehensive collaborative process for making decisions, including decisions about the 2021-2022 College Budget. What was also mentioned in the recent accreditation visit.**

## **The Board of Trustees:**

- **you need to take responsibility, be accountable, and provide guidance in your roles as stewards of the college.**
- **It is time to heal, but it's going to take major changes first.**
  - **We need to be included, to be heard.**
  - **We need transparent and open communication at all levels.**
  - **We need to be respected. We don't need lip service.**

- **You need to get all sides of the story. Not just the administrations side, but Classified Staff's, The Faculty's and Our Student's.**
- **You need to hear us: we brought up the need for Financial Statements and the need to have them audited at Union/Management Communication Committee Meetings years before you listened and took action.**
- **I know that all of the Board of Trustees cannot meeting with Staff, but I believe that one or two at time can. Classified Staff meet the second and fourth Wednesday of each month, from 11:30 AM to 12:30 PM. You are still invited. Just ask a staff member for the zoom link.**
- **If you cannot hear us, please consider resigning**

**To the Executive Team Members:**

- **By not communicating, by not being inclusive, by not being open and transparent, by not being respectful, we are not going to even start to heal.**
- **I would like to see monthly meetings between the Executive Team and All Classified Staff.**
- **I would like to see monthly meetings between the College President and Classified Staff's Union leadership.**

**Thank you for listening.**



## MINUTES

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 5:34 PM by audio/visual conference. A quorum of the Board was present by audio/visual conference.

## MEMBERS PRESENT

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

## COMMUNICATION FROM THE PUBLIC

Per the notice for the special meeting of the Board of Trustees on May 4, 2021:

Public comment(s) during the May 4 *Communication from the Public* segment will be presented to the Board verbally.

- For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 5:15 PM – 5:30 PM on May 4.
- For attendees connecting by telephone: Please sign up to provide a public comment between 5:15 PM – 5:30 PM on May 4 by: 1. Sending an email to Board Secretary Lori Yonemitsu at [lyonemitsu@shoreline.edu](mailto:lyonemitsu@shoreline.edu) with your telephone number and name (optional); or 2. Calling Board Secretary Lori Yonemitsu at (206) 546-4552 with your telephone number and name (optional).

The Board Chair will call upon each speaker signed up to provide public comment.

The total public comment period at the May 4 meeting will be no more than six (6) minutes with up to two (2) minutes allotted per speaker. Adjustments to the two (2) minute allotment will be made if more than three (3) individuals sign up to speak. (For the entering of a public comment into the record and attaching to the minutes of the May 4 meeting, please send written public comment to Board Secretary Lori Yonemitsu at [lyonemitsu@shoreline.edu](mailto:lyonemitsu@shoreline.edu) following the May 4 meeting.)

Missy Anderson read statement (attached) on behalf of a colleague.

## EXECUTIVE SESSION

At 5:38 PM, Chair D'Ambrosio announced that the Board would convene in executive session for thirty minutes to review the performance of a public employee.

The executive session commenced at 5:41 PM.

SHORELINE COMMUNITY COLLEGE  
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At approximately 6:11 PM, it was noted/announced in the open session's *Zoom Room* that the Board was extending its executive session by thirty minutes.

At approximately 6:41 PM, it was noted/announced in the open session's *Zoom Room* that the Board was extending its executive session by fifteen minutes.

RECONVENE SPECIAL MEETING

The Board reconvened in the open session's *Zoom Room* at 6:56 PM.

ACTION: PRESIDENT'S CONTRACT

Motion 21:25: Motion by Trustee Pobee "that the Shoreline Community College Board of Trustees exercise the termination for convenience provision in the College President's contract and establish a separation date of June 30, 2021."

Motion seconded by Trustee Lux.

All three Trustees present (Catherine D'Ambrosio, Tom Lux, Eben Pobee) for this action item, voted *aye* to approve the motion.

ACTION: PRESIDENT RESOLUTION

Chair D'Ambrosio read the Resolution No. 162 (Commending Service of President Cheryl L. Roberts) draft (attached).

No action taken.

ADJOURNMENT

Motion 21:26: Motion made by Trustee Lux to adjourn the special meeting of May 4, 2021.

Motion seconded by Trustee Pobee. All 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 7:09 PM.

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF MAY 4, 2021

Signed \_\_\_\_\_  
Catherine D'Ambrosio, Chair

Attest: May 26, 2021

\_\_\_\_\_  
Lori Y. Yonemitsu, Secretary

I was asked to read this statement by a Classified staff member.

Dear Trustees, You seemed pleasantly surprised when there were no comments at the last Board meeting. We haven't given up, and we haven't acquiesced. We're just tired; tired of being reprimanded like children when we point out problems; tired of being gaslit into think that we're causing the issues at this college; tired of being brushed aside like insects. You exhaust us. But we're still here because we are resilient. Your willful denial of our needs will not stop us from naming them. You have allowed this institution to exploit its employees, and then reprimanded us when we tell you we're being overworked. Through your inaction and blatant refusal to listen, you tell us very clearly that we are beneath you and we don't matter. You have employees working 60+ hours of overtime per pay period just to try and keep up. You have employees being told to complete 2 FTE worth of work without any overtime allowed. You have employees charged with training their own bosses. If you listened to us even once, you would know that we are not okay. This is not okay. You must act. The faculty submitted a vote of No Confidence for a reason. Listen to them. Take it seriously. If you don't do something soon, you won't have a college to govern anymore.

**Missy Anderson**

Program Specialist III/Certifying Official  
Veteran & Military Student Services (VMSS)

**Shoreline Community College**

[www.shoreline.edu](http://www.shoreline.edu) | 206.546.4645



## **Resolution No. 162**

### **Commending Service of President Cheryl L. Roberts**

WHEREAS, the Shoreline Community College Board of Trustees (herein after referred to as "the Board") appointed Cheryl L. Roberts, EdD as the first African-American Woman President of Shoreline Community College (herein after referred to as "the College") in 2014; and

WHEREAS, through her thoughtful, visionary, deliberate and wholly dedicated leadership, Dr. Roberts has built-upon, innovated and broadly expanded the College's ability to provide the most outstanding advanced learning experience to an openly and purposely diverse Student body who choose to entrust their time commitments, finances, as well as their hopes and their dreams to the education they obtain at the College. Dr. Roberts has maintained a steady and intentional focus on equity in access, in Student learning experiences, and the promotion of Students' success through her early work on Guided Pathways, redesigning the Students' learning experiences.

Dr. Roberts was instrumental in supporting the argument for the College's need for our first Bachelor's degree program via the Bachelor of Applied Science degree in Dental Hygiene. Dr. Roberts has utilized the Guided Pathways to redesign our Students' learning experiences by deliberately focusing on both learning outcomes and general education outcomes. She initiated a comprehensive approach to strategic planning and enrollment practices, deliberately articulating the College's procedures for supporting and guiding students from application through completion. This comprehensive approach served to actually increase the College's enrollment of a diverse student body and modestly improved Student retention and successful degree / certificate / goal completion. Dr. Roberts consistently reached-out to the wider community of legislators and elected officials as well as business, community and civic leaders, to work collaboratively with the College campus with the consistent goal of serving and supporting our Students; and

WHEREAS, through her gracious and focused leadership, Cheryl L. Roberts has resulted in the College successfully securing funding for two academic buildings which are the first to be constructed in over two decades, secured an agreement with the City of Shoreline to construct a roundabout to mitigate and improve traffic congestion for the College and larger community, completed construction of a new residence hall focused on creating a unique living/learning environment for students, as well as common space for the campus and general student population, renovation of casual space in the Pagoda Union Building to enhance student gathering and interaction, as well as space to create a learning commons and consolidate tutoring into a central location to enhance the student learning experience, set the stage for a campus facilities interior and renovation plan and designs

to support renovating space for the Multicultural and Gender Equity spaces for our diverse students; and

WHEREAS, through fiscal prudence while facing losses in enrollment as well as State and Federal fiscal constraints, President Roberts has put Shoreline Community College back on firm financial footing focused on growth and resiliency; and

WHEREAS, through her professional knowledge and understanding of the need for emergency preparedness and internal infrastructure reform, Cheryl L. Roberts created the College's emergency plan which included increasing campus awareness, drills, and ongoing trainings, supported the move to a CARES team approach, establishment of a Title IX office with team support, as well as the College's bias reporting, worked collaboratively with the College to create its Community Standards which expresses what the College stands for and against in support of respectful dialogue and behaviors, and

WHEREAS, through her direction and strong commitment to the staff, faculty and administrators, Cheryl L. Roberts saw the College's accreditation reaffirmed under the new stringent standards with a result focused on student learning, equity, and success; and

WHEREAS, through her results-oriented leadership and membership on national boards, Cheryl L. Roberts has made Shoreline Community College known nationally and internationally for its outstanding programs including: our collaboration with the ASG and IESC secured recognition for our sustainability practices from TreeCampusUSA, as well as accomplishing other ecological projects such as the Rain Garden, placement of outside recycling receptacles, and the first phase of the campus as a learning-laboratory project; expanding The Honors College experience, enhancing the automotive programs with new partnership such as Tesla START and the Solar Program which will complement our clean energy program; expanding the well regarded nursing program with new career pathways; strengthening the growing partnerships with the biotechnology sector including funding and development of the Biotechnology Career Pathway; securing the unique partnership moving the dental hygiene program to the University of Washington School of Dentistry with industry support and funding; and

WHEREAS, through her vision, disciplined leadership, and high energy, Cheryl L. Roberts has expanded the College into new and exciting areas which has yielded lasting partnerships with legislative, civic, community and business partnerships such as bringing the Seattle International Film Festival to campus where thousands of people enjoyed world-class films and our students learned from creatives in the industry, enhanced our partnerships with the Shoreline Solar Fest, and a new partnership with the Shoreline Arts Festival, engaging the neighborhood community in feedback on campus projects, worked with the City of Shoreline to co-brand 160<sup>th</sup> to College Way and placed College banners on Aurora to increase the College's visibility, deepened the collaboration with the City of Shoreline and Shoreline School District; and

WHEREAS, through her innovative and employee focused leadership, Cheryl L. Roberts reimagined with the campus key professional-development and recognition celebrations to honor and enhance employee learning in support of students and their success such as: established hiring practices focused on equity-minded principles which included training for search advocates, MCIR and cognitive errors for all screening

committees, instituted a new employee orientation with a diversity mindset, designed a manager's guide to support new employees, designed professional learning for Admin/Exempt and Classified Managers, redesigned Convocation, Opening Week Learning Sessions, established a Day of Learning focused on diversity, equity, and inclusion, reimagined the service milestone, retirement, and new employee designed recognition programs to lift up the outstanding work of the College; and

WHEREAS, through her knowledge and professional skill, Cheryl L. Roberts worked to recreate the Foundation with the Board of Directors which increased the endowment, philanthropic gifts and scholarships for our students, developed an alumni network, worked with the University of Washington School of Dentistry to secure a \$1.5M grant from Delta Dental for the dental hygiene program, as well as initiated the College's first capital campaign to raise funds for the new Health, Science & Advanced Manufacturing, and increased awareness in the business, civic, legislative, and community (including The Highlands) of the importance of giving to Shoreline's programs and students; and

WHEREAS, through her partnership with the Board of Trustees, Cheryl L. Roberts supported their work to refresh the College's mission and vision statement to better reflect the College's direction and purpose, provided new ideas for professional learning for their biennial retreats, study sessions, developed way for the Board of Trustees to reach out to other boards, city officials, legislators, and Congressional members to advance the College; and

WHEREAS, Cheryl L. Roberts has advanced the vision, mission, and values of Shoreline Community College through her relevant, responsive, and results-oriented leadership and actions; and

NOW, THEREFORE, BE IT RESOLVED that the Shoreline Community College Board of Trustees hereby recognizes Dr. Cheryl L. Roberts for her vision, leadership both inside the College as well as the broader community of legislators and elected officials, her erudition and academic excellence in **leading** Shoreline Community College and in forging the College's path into the future and with a heart for equity, diversity and inclusion, writing the introduction to our next chapter.

The Board hereby approves Resolution No. 162.

Done in Open Public Meeting by the Board of Trustees this 4th Day of May 2021.

Board of Trustees  
Shoreline Community College  
District Number Seven

By: \_\_\_\_\_  
Catherine Post D'Ambrosio, PhD, RN  
Chair, Shoreline Community College Board of Trustees

## MINUTES

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 4:00 PM by audio/visual conference. A quorum of the Board was present by audio/visual conference.

## MEMBERS PRESENT

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

## COMMUNICATION FROM THE PUBLIC

Per the notice for the special meeting of the Board of Trustees on May 14, 2021:

Public comment(s) will be presented to the Board verbally.

- For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 3:45 PM – 4:00 PM on May 14.
- For attendees connecting by telephone: Please sign up to provide a public comment between 3:45 PM – 4:00 PM on May 14 by: 1. Sending an email to Board Secretary Lori Yonemitsu at [lyonemitsu@shoreline.edu](mailto:lyonemitsu@shoreline.edu) with your telephone number and name (optional); or 2. Calling Board Secretary Lori Yonemitsu at (206) 546-4552 with your telephone number and name (optional).

The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the May 14 meeting will be no more than six (6) minutes with up to two (2) minutes allotted per speaker. Adjustments to the two (2) minute allotment will be made if more than three (3) individuals sign up to speak. (For the entering of a public comment into the record and attaching to the minutes of the May 14 meeting, please send written public comment to Board Secretary Lori Yonemitsu at [lyonemitsu@shoreline.edu](mailto:lyonemitsu@shoreline.edu) following the May 14 meeting.)

There were no speakers signed up to provide public comments.

## ACTION: MEMORANDUM OF UNDERSTANDING BY AND BETWEEN SHORELINE COMMUNITY COLLEGE AND THE SHORELINE COMMUNITY COLLEGE FEDERATION OF TEACHERS, LOCAL 1950 – HIGH DEMAND SUPPLEMENTAL SALARY FUNDS

Executive Dean Guy Hamilton read the Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers, SCCFT Local 1950 regarding High Demand Supplemental Salary Funds.



SHORELINE COMMUNITY COLLEGE  
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Motion 21:27: Motion made by Trustee Lux to approve the Memorandum of Understanding regarding High Demand Supplemental Salary Funds.

Motion seconded by Trustee Pobe.

Professor and SCCFT President Eric Hamako confirmed Trustee Lux's statement that the Federation membership voted on the Memorandum of Understanding.

In response to a question from Chair D'Ambrosio, Executive Dean Hamilton confirmed that a separate Memorandum of Understanding regarding funds for Nursing faculty was signed in 2020.

All three Trustees present (Catherine D'Ambrosio, Tom Lux, Eben Pobe) for this action item, voted *aye* to approve the motion.

ACTION: BOARD RESOLUTION NO. 162 (COMMENDING SERVICE OF PRESIDENT CHERYL ROBERTS)

Chair D'Ambrosio and Trustee Lux read the Resolution No. 162 (Commending Service of President Cheryl Roberts) final draft (attached).

Motion 21:28: Motion made by Trustee Pobe to approve Resolution No 162 (Commending Service of President Cheryl Roberts).

Motion seconded by Trustee Lux.

All three Trustees present (Catherine D'Ambrosio, Tom Lux, Eben Pobe) for this action item, voted *aye* to approve the motion.

ADJOURNMENT

Motion 21:29: Motion made by Trustee Lux to adjourn the special meeting of May 14, 2021.

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

Chair D'Ambrosio adjourned the meeting at 4:23 PM.

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF MAY 14, 2021

Signed \_\_\_\_\_  
Catherine D'Ambrosio, Chair

Attest: May 26, 2021

\_\_\_\_\_  
Lori Y. Yonemitsu, Secretary



## **Resolution No. 162**

### **Commending Service of President Cheryl Roberts**

WHEREAS, the Shoreline Community College Board of Trustees (herein after referred to as "the Board") appointed Cheryl L. Roberts, EdD as the first African-American Woman President of Shoreline Community College (herein after referred to as "the College") in 2014; and

WHEREAS, through her thoughtful, visionary, deliberate and wholly dedicated leadership, Dr. Cheryl Roberts has built-upon, innovated and broadly expanded the College's ability to provide the most outstanding advanced learning experience to an openly and purposely diverse Student body who choose to entrust their time commitments, finances, as well as their hopes and their dreams to the education they obtain at the College. Dr. Cheryl Roberts has maintained a steady and intentional focus on equity in access, in Student learning experiences, and the promotion of Students' success through her early work on Guided Pathways, redesigning the Students' learning experiences.

Dr. Cheryl Roberts was instrumental in supporting the argument for the College's need for our first Bachelor's degree program via the Bachelor of Applied Science degree in Dental Hygiene. Dr. Cheryl Roberts has utilized the Guided Pathways to redesign our Students' learning experiences by deliberately focusing on both learning outcomes and general education outcomes. She initiated a comprehensive approach to strategic planning and enrollment practices, deliberately articulating the College's procedures for supporting and guiding students from application through completion. This comprehensive approach served to increase the College's enrollment of a diverse student body and modestly improved Student retention and successful degree / certificate / goal completion. Dr. Cheryl Roberts consistently reached-out to the wider community of legislators and elected officials as well as business, community, and civic leaders, to work collaboratively with the College campus with the consistent goal of serving and supporting our Students; and

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student learning experience, set the stage for a campus facilities interior and renovation plan and designs to support renovating space for the Multicultural and Gender Equity spaces for our diverse students; and

WHEREAS, through fiscal prudence while facing losses in enrollment as well as State and Federal fiscal constraints, Dr. Cheryl Roberts has put Shoreline Community College back on firm financial footing focused on growth and resiliency; and

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WHEREAS, through her direction and strong commitment to the staff, faculty and administrators, Dr. Cheryl Roberts saw the College's accreditation reaffirmed under the new stringent standards with a result focused on student learning, equity, and success; and

WHEREAS, through her results-oriented leadership and membership on national boards, Dr. Cheryl Roberts has made Shoreline Community College known nationally and internationally for its outstanding programs including: our collaboration with the ASG and IESC secured recognition for our sustainability practices from TreeCampusUSA, as well as accomplishing other ecological projects such as the Rain Garden, placement of outside recycling receptacles, and the first phase of the campus as a learning-laboratory project; expanding The Honors College experience, enhancing the automotive programs with new partnership such as Tesla START and the Solar Program which will complement our clean energy program; expanding the well regarded nursing program with new career pathways; strengthening the growing partnerships with the biotechnology sector including funding and development of the Biotechnology Career Pathway; securing the unique partnership moving the dental hygiene program to the University of Washington School of Dentistry with industry support and funding; and

WHEREAS, through her vision, disciplined leadership, and high energy, Dr. Cheryl Roberts has expanded the College into new and exciting areas which has yielded lasting partnerships with legislative, civic, community and business partnerships such as bringing the Seattle International Film Festival to campus where thousands of people enjoyed world-class films and our students learned from creatives in the industry, enhanced our partnerships with the Shoreline Solar Fest, and a new partnership with the Shoreline Arts Festival, engaging the neighborhood community in feedback on campus projects, worked with the City of Shoreline to co-brand 160<sup>th</sup> to College Way and placed College banners on Aurora to increase the College's visibility, deepened the collaboration with the City of Shoreline and Shoreline School District; and

WHEREAS, through her innovative and employee focused leadership, Dr. Cheryl Roberts reimagined with the campus key professional-development and recognition celebrations to honor and enhance employee learning in support of students and their

success such as: established hiring practices focused on equity-minded principles which included training for search advocates, MCIR and cognitive errors for all screening committees, instituted a new employee orientation with a diversity mindset, designed a manager's guide to support new employees, designed professional learning for Admin/Exempt and Classified Managers, redesigned Convocation, Opening Week Learning Sessions, established a Day of Learning focused on diversity, equity, and inclusion, reimagined the service milestone, retirement, and new employee designed recognition programs to lift up the outstanding work of the College; and

WHEREAS, through her knowledge and professional skill, Dr. Cheryl Roberts worked to recreate the Foundation with the Board of Directors which increased the endowment, philanthropic gifts and scholarships for our students, developed an alumni network, worked with the University of Washington School of Dentistry to secure a \$1.5M grant from Delta Dental for the dental hygiene program, as well as initiated the College's first capital campaign to raise funds for the new Health, Science & Advanced Manufacturing Classroom Complex, and increased awareness in the business, civic, legislative, and community (including The Highlands) of the importance of giving to Shoreline's programs and students; and

WHEREAS, through her partnership with the Board of Trustees, Dr. Cheryl Roberts supported their work to refresh the College's mission and vision statement to better reflect the College's direction and purpose, provided new ideas for professional learning for their biennial retreats, study sessions, developed way for the Board of Trustees to reach out to other boards, city officials, legislators, and Congressional members to advance the College; and

WHEREAS, Dr. Cheryl Roberts has advanced the vision, mission, and values of Shoreline Community College through her relevant, responsive, and results-oriented leadership and actions; and

NOW, THEREFORE, BE IT RESOLVED that the Shoreline Community College Board of Trustees hereby recognizes Dr. Cheryl Roberts for her vision, leadership both inside the College as well as the broader community of legislators and elected officials, her erudition and academic excellence in **leading** Shoreline Community College and in forging the College's path into the future and with a heart for equity, diversity and inclusion, writing the introduction to our next chapter.

The Board hereby approves Resolution No. 162.

Done in Open Public Meeting by the Board of Trustees this 14th Day of May 2021.

Board of Trustees  
Shoreline Community College  
District Number Seven

By: \_\_\_\_\_  
Catherine Post D'Ambrosio, PhD, RN  
Chair, Shoreline Community College Board of Trustees

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF MAY 26, 2021**

**TAB 1**

**ACTION**

**Subject:       Renewal of First-Year Tenure Track Faculty Candidates**

**Background**

Under separate cover the Board received copies of the Appointment Review Committees' evaluations for two first-year tenure track faculty candidates.

Listed below are the tenure track faculty candidates and committee chairs.

<b><u>Faculty Member</u></b>	<b><u>Discipline/Area</u></b>	<b><u>Years on Probation</u></b>	<b><u>Committee Chair</u></b>
<b>ROBERT REYNOSO</b>	Nursing	1	Betty Kost
<b>DESTRY TURNER</b>	Nursing	1	Sean Rody

**Recommendation**

At this time, the Board may consider taking action to continue or discontinue the tenure process for the above-named tenure track faculty candidates.

Prepared by:       Phillip King  
Vice President for Student Learning, Equity & Success  
Shoreline Community College  
May 17, 2021

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF MAY 26, 2021**

**TAB 2**

**ACTION**

**Subject: Tenure Considerations**

**Background**

Under separate cover the Board received copies of the Appointment Review Committees' reports and recommendations for two third-year faculty candidates. On May 24, 2021, the Board met in executive session with the chairs of each committee to review and discuss the committee reports.

<b><u>Faculty</u></b>	<b><u>Discipline/Area</u></b>	<b><u>Committee Chair</u></b>
<b>LORI SIMICICH</b>	Dental Hygiene	Nikki Honey
<b>CHILAN TA</b>	ABE/GED/ESL	Karen Bretz

**Recommendation**

At this time, the Board has two options: 1) to award tenure or 2) to not award tenure.

Prepared by: Phillip King  
Vice President for Student Learning, Equity & Success  
Shoreline Community College  
May 17, 2021

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF MAY 26, 2021**

**TAB 3**

**FIRST READING**

**Subject: New Program – Associate in Computer Science DTA/MRP**

**Background**

From the Statewide Associate in Computer Science DTA Major Related Program (MRP) Agreement 2016

This pathway is applicable to students planning to prepare for computer science and related majors at universities and colleges in Washington. This pathway meets all of the requirements of the Direct Transfer Agreement (DTA). Computer science programs are competitive and this pathway intends to provide students with the needed information to optimize their coursework to meet the DTA and prepare for computer science and related majors at universities and colleges in Washington.

**Community and technical colleges agree:**

- In 2016 the Washington Student Achievement Council (WSAC) made an agreement between many Washington State bachelor’s degree-granting institutions and the SBCTC member-schools. This agreement is detailed for all community colleges to refer to when making their campus’ Computer Science DTA/MRP plans. Many neighboring colleges have adopted an associated degree plan.
- This plan was crafted by faculty advisors and instructional faculty with broad applicability in mind. While still following the state agreement, the proposed degree plan gives students more flexibility in course selection compared to our neighbors—15 credits’ more flexibility than Edmond’s implementation, as an example. There is a flexible credit maximum to accommodate the variety of course combinations which are possible to complete the degree and prepare for differing 4 year transfer requirements across the state. This helps students to be able to pay for their educations in cases such as financial aid.
- This degree plan does not create any new courses for students or remove current academic pathways for Computer Science students. Many students would like to get an Associate degree that matches their intended major. This will allow Shoreline to grant them a degree that says “Computer Science.” Students will still have the option of using other degree plans available now including the AA-DTA or the Associate of Science Option 2 if that matches their transfer university goals better.



- When community colleges award the DTA degree for computer science students pursuant to this agreement, rather than using DTA on the transcript, colleges will designate completion as follows for clarity on the transcript and use by SBCTC for tracking reporting purposes:
  - **Associate in Computer Science DTA/MRP**
  - **Intent Code: B**
  - **Exit Code: X**
  - **CIP code: 11.0701**
  - **EPC: CSA**

Prepared by: Guy Hamilton  
Executive Dean – Workforce & STEM  
Shoreline Community College  
May 25, 2021

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF MAY 26, 2021**

**TAB 4**

**ACTION**

**Subject: Process for Permanent President Selection**

**Background**

With President Roberts's upcoming departure, and with interim leadership planning underway, the College will need to complete a successful recruitment process across the upcoming 2021-22 academic year to identify and hire a new permanent President to begin by July 1, 2022.

Noting the Board of Trustees holds the final decision on hiring for the position of Shoreline Community College President, it better supports the Board in the decision making process to have a qualified and diverse applicant pool sourced at a national level, along with informed feedback from the campus constituency groups regarding the strengths and weaknesses of applicants considered.

**Recommendation**

That the Board of Trustees authorize the College administration to conduct a competitive selection process and provide a recommendation at a future meeting for the selection of an external executive recruiting firm to assist with the recruitment of the College President for Shoreline Community College.

Further, that the Board of Trustees authorize the College administration to move forward with the creation of a screening advisory committee as described in the President selection presentation with the College administration providing the recommended membership for Board approval at a future meeting.

Prepared By: Veronica Zura  
Executive Director – Human Resources  
Shoreline Community College  
May 25, 2021

SHORELINE COMMUNITY COLLEGE  
 DISTRICT NUMBER SEVEN  
 BOARD OF TRUSTEES  
 (VIRTUAL) SPECIAL MEETING OF MAY 26, 2021

TAB 5

FIRST READING

Subject: Board of Trustees 2022 Regular Meeting Schedule

**Proposed regular meeting dates and times for calendar year 2022**

<b><u>WINTER 2022</u></b>		
• <b><u>January 26, 2022</u></b> * •Regular Meeting: 4:30 PM	• <b><u>February 23, 2022</u></b> * •Regular Meeting: 4:30 PM	• <b><u>March 16, 2022</u></b> <sup>1</sup> * •Regular Meeting: 4:30 PM
<b><u>SPRING 2021</u></b>		
• <b><u>April 27, 2022</u></b> * •Regular Meeting: 4:30 PM	• <b><u>May 25, 2022</u></b> * •Regular Meeting: 4:00 PM	• <b><u>June 22, 2022</u></b> * •Regular Meeting: 4:00 PM
<b><u>SUMMER 2021</u></b>		
• <b><u>July 20, 2022</u></b> <sup>1</sup> •Regular Meeting: 4:00 PM		
<b><u>FALL 2021</u></b>		
• <b><u>October 26, 2022</u></b> * •Regular Meeting: 4:30 PM		• <b><u>December 7, 2022</u></b> <sup>2</sup> * •Regular Meeting: 4:30 PM

<sup>1</sup> Third Wednesday of the month.

<sup>2</sup> First Wednesday of the month.

\*Study session to precede regular meeting at 3:00 PM

Prepared by: Lori Yonemitsu  
 Executive Assistant to the President  
 Shoreline Community College  
 May 21, 2021

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF MAY 26, 2021**

**TAB 6**

**ACTION**

**Subject: Board Reserve and Funding of Shoreline Community College Commitments for the Joint Program in Dental Hygiene**

**Background**

The following Shoreline Community College Commitments are delineated in a draft *Second Addendum to University of Washington School of Dentistry Affiliation Agreement*, between Shoreline Community College (hereinafter referred to as “School” or “SHORELINE”) and the University of Washington, School of Dentistry (hereinafter referred to as “Training Site” or “UWSOD”):

- 1) Provide a \$250,000 payment payable at \$125,000 in year one and \$125,000 in the second year. First payment of \$125,000 has already been paid by SHORELINE to UWSOD to be used to upgrade and improve facilities at UWSOD sites supporting the clinical practice and instructional activities of the Joint Program. The second payment shall be due within the first ten days of spring quarter, 2021.
- 2) Additionally, SHORELINE agrees to pay UWSOD payments up to \$1,300,000 for Joint Program equipment, instruments, and facility improvement expenses including, but not limited to the items listed below. SHORELINE will pay the expenses within 30 days of UWSOD sending invoices. The balance of the Joint Program facility project costs that exceed \$1,550,000 will be paid by UWSOD. SHORELINE’s payments will be used to purchase clinical and laboratory instruments and equipment and for remodeling of the clinical and other instructional spaces at UWSOD that will be utilized by the Joint Program. The remodel will be inclusive of but not limited to the following:

Phase I

- i. Demolition of existing B350 clinic space and installation of new HVAC, electrical, water, telephone, IT, and WIFI capacity
- ii. Design and installation of twelve (12) new operatories cabinetry and sinks
- iii. Chairs, stools, lights, operatory equipment
- iv. Demolition of B154 and B152 research labs and renovation of these labs to house the dental hygiene simulation lab
- v. Installation of twelve (12) mobile sim stations supplied by ADEC, purchased by UWSOD and reimbursed by SHORELINE

Phase II

- i. Renovation/remodel of 38 operatories in D2 and D3 to support the dental hygiene program adding all new chairs, equipment, furnishings, and systems

**Recommendation**

That the Board authorize expenditure of \$1,300,000 of its reserve to fund Joint Program equipment, instruments, and facility improvement expenses.

Prepared By: Dawn Beck  
Vice President for Business & Administrative Services  
Shoreline Community College  
May 25, 2021

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF MAY 26, 2021**

**TAB 7**

**ACTION**

**Subject: Fee Proposals for FY 2021-2022**

**Background**

The Board of Trustees conducted a first reading of the following proposed fee updates at its April 28, 2021 meeting:

1. PROPOSED CHANGE TO FEE – NURSING APPLICATION
2. PROPOSED REALLOCATION OF FEES – DENTAL HYGIENE PROGRAM
3. PROPOSED INCREASE OF FEES – NURSING ASSISTANT CERTIFIED PROGRAM

**Recommendation**

That the Board of Trustees approve the 1. Proposed Change to Fee – Nursing Application; 2. Proposed Reallocation of Fees – Dental Hygiene Program; and 3. Proposed Increase of Fees – Nursing Assistant Certified Program as presented at the April 28, 2021 Board of Trustees meeting.

**To follow:** Fee Proposals for FY 2021-2022, as presented at the April 28, 2021 Board of Trustees meeting.

Prepared By: Phillip King  
Vice President for Student Learning, Equity & Success  
Shoreline Community College  
May 17, 2021

## Memo

**To:** Dawn Beck  
**From:** Mary Burroughs  
**cc:** Cliff Fredrickson, Director of Budget  
**Date:** 2/3/2021  
**Re:** New ASL fluency testing fee

### PROPOSED CHANGE TO FEE – NURSING APPLICATION

#### Background

In an effort to attract a more diverse pool of applicants to the nursing program, changes were made to the admission points system, including points available for fluency in a foreign language or American Sign Language (ASL). We were successful in finding a reasonably priced testing service for spoken/written languages at \$50 including a remote proctoring fee. However, we were unable to find a reasonably priced option for ASL fluency. I reached out to the ASL Associate Faculty at Shoreline Community College who currently does a similar assessment of students to place them into the correct ASL course level. The faculty agreed to do this assessment for nursing applicants as well. Applicants will submit a video of signing a short book and answering a set of questions. From this, an assessment of fluency can be determined.

This fee will pay for one hour of non-instructional time for the faculty, or other employees on campus, to complete this assessment. Students will pay for this service through the cashier and present their receipt to Jodene. Once Jodene completes her assessment, she will notify the nursing program and we will process a PA to facilitate payment.

Because this is a new component of the application to nursing, we are unsure how many students will want to access this assessment. In the future, we may consider an increase to the application fee (currently \$20) once we have data on the number of students who utilize the language fluency testing. This will address the inequity of students having to pay a fee to qualify for additional points.

#### Proposal

Currently faculty are paid \$52 for an hour of non-instructional time. Seventeen percent is added to this amount for benefits, making the cost \$60.84. A fee of \$62 will be charged to the student. It is unknown at this time the revenue that will be generated or the costs incurred,

# Memo

**To:** Dawn Beck  
**From:** Mary Burroughs  
**cc:** Clifford Fredrickson, Director of Budget  
**Date:** 4/1/2021  
**Re:** Dental Hygiene Fee Change

## PROPOSED REALLOCATION OF FEES – DENTAL HYGIENE PROGRAM

### Background

With the transition of the Dental Hygiene program to the University of Washington School of Dentistry (UWSOD), student fees are being adjusted to match the fees being charged to Shoreline Community College by UWSOD.

Currently, students purchase almost \$9,000 worth of instruments for use in the program. This includes two sets, one for practice and one for actual clinic use. This results in students having two sets of instruments they have no need for when the program is completed. The University of Washington has a rental model for practice and provides instruments in the clinic. This model decreases the cost to the student \$4,500 in total costs over the length of the program.

Actual Shoreline Fees and Purchases 2020-2021		Proposed UWSOD & Shoreline Fees & Purchases 2021-2022	
SCC Clinical Use Fee (including 50% of Director costs)	\$2,958.00	UWSOD Clinical Use Fee \$375 x 7 quarters	\$2,625.00
SCC Lab Supply Fee	\$2,525.00	UWSOD Lab Supply Fee \$375 x 7 quarters	\$2,625.00
Student purchase Instruments	\$8,750	UWSOD Instrument Rental Fee (\$500 x 5 quarters)	\$2,500.00
		UWSOD Handpiece Rental Fee (\$75 x 7 quarters)	\$525.00
		UWSOD Other Instrument Rental Fee (\$63 x 7 quarters)	\$441.00
<i>Malpractice insurance</i>	\$46.00	<i>Malpractice insurance(\$6.25 x 7 quarters)</i>	\$43.75
		<i>SCC Director Fee (\$140 x 7 quarters)</i>	\$980.00
<i>SCC Student Union PUB fees (\$4.40 per credit/max \$52.80 per quarter)</i>	\$369.60	<i>SCC Student Union PUB fees (\$4.40 per credit/max \$52.80 per quarter)</i>	369.60
<i>SCC Technology fees (\$4.40 per credits/max \$44 per quarter)</i>	\$308.00	<i>SCC Technology fees (\$4.40 per credits/max \$44 per quarter)</i>	\$308.00
<i>SCC Sustainable Commuter Options fee (\$34 flat rate)</i>	\$238.00	<i>SCC Sustainable Commuter Options fee (\$34 flat rate)</i>	238.00
<i>SCC Student Completion fee (.50 per credit, up to 10 credits, max \$5.00)</i>	\$35.00	<i>SCC Student Completion fee (.50 per credit, up to 10 credits, max \$5.00)</i>	\$35.00



Books	\$1,430.00	Books	\$1,430.00
Uniforms	\$200.00	Uniforms	\$200.00
	<b>\$16,813.60</b>		<b>\$12,320.35</b>

Fees in italics will be collected and retained by Shoreline Community College for expenses incurred while students are enrolled at Shoreline Community College.

UWSOD fees will be collected by Shoreline by course or quarterly charge and be transferred to UWSOD. UWSOD will provide a bill quarterly for these costs.

**Proposal**

\$521.25 fee will be charged on clinical courses (Clinic fee, Malpractice Insurance, & Director fee)

\$648.80 fee will be charged the first and second quarters of the program (Lab, Handpiece, Other Instrument, & SCC all student fees)

\$1148.80 fee will be charged the third through seventh quarters of the program (Lab, Instrument, Handpiece, Other Instrument, & SCC all student fees)

# Memo

**To:** Dawn Beck  
**From:** Mary Burroughs  
**cc:** Clifford Fredrickson, Director of Budget  
**Date:** 4/1/2021  
**Re:** Nursing Assistant Certified Fee Change

## PROPOSED INCREASE OF FEES – NURSING ASSISTANT CERTIFIED PROGRAM

### Background

The NAC program last changed student fees in 2018. At that time, fees were instituted at \$440.50. This was \$22.25 per student less than costs at the time.

Since 2018, there have been increases in costs associated with CPR training, linen service, Pearson-Vue NAC written and skills tests, and Washington State Department of Health licensing fees. This has caused expenses to now exceed revenue by \$73.80 per student.

Finally, with a move to acute care clinicals, we are incurring additional costs. <sup>1,2</sup>

Fee Item	Basis for Allocation	Budgeted Costs		2021 Fee increase	Current Costs	
		NAC 103 13 credits	NAC 104 3 credits		NAC 103 13 credits	NAC 104 3 credits
Required certificate: HIV/AIDS training module (removed winter 2021 by RCW)	per student	\$34.00		no longer required		
Required certificate: CPR training module	per student	\$60.00		Increased costs	\$75.00	
WA State Patrol WATCH background check	per student	\$12.00		Add Castle Branch for 3 students, distributed over 20 students <sup>1</sup>	\$22.05	
Skills lab supplies	per student	\$9.50		Students purchase gloves that are delivered to Lab from bookstore		
Skills lab linen service	per student	\$150.00			\$150.00	
Licensing: NAC state exam fee	per student	\$110.00		Increased costs	\$124.00	
Licensing: NAC state application fee	per student	\$65.00		Increased costs	\$87.00	
Canvas and Web Enhanced content fee (E3 fee)	\$1 per credit	\$13.00	\$3.00		13.00	3.00
Malpractice Insurance fee (MI fee)	per student		\$6.25			\$6.25
CPNW	per student			Allows students to attend acute-care clinicals <sup>2</sup>		\$75.00
TOTALS		453.50	9.25		458.05	84.25

<sup>1</sup> We experienced 2 students last quarter who passed the Washington State Patrol WATCH background check, but then additional findings were discovered when a more complete background check was performed by the clinical facility. As we are continuing to use this clinical site, we will be assessing the criminal background more thoroughly with students and completing a more complete background check on high-risk students. This will prevent students from enrolling and paying for NAC 103 only to later find they are unable to the clinical course (NAC 104).

<sup>2</sup> In spring 2020, long term care facilities declined access for NAC students due to pandemic restrictions. Most NAC programs in the area moved to simulation-based clinical experiences. Beginning in winter 2021, we secured coveted acute care clinicals for our NAC students. Potential students are choosing to attend our program because we can offer in-person clinicals, and in acute care. This changes to acute care facilities comes with the extra cost of using the state-wide clinical placement service, CPNW. This has also caused significant increase in demand for the program, creating a waiting list for summer quarter before the beginning of spring quarter.

### **Proposal**

Increase NAC 103 course fee to \$460

Increase NAC course fee to \$90