

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES REGULAR MEETING OF JANUARY 24, 2024**

3:30 PM Study Session – Board Room (#1010M), Bldg. 1000

4:30 PM Regular Session – Board Room (#1010M), Bldg. 1000

Remote Option via Zoom: <https://us02web.zoom.us/j/88349708605> -or-
(253) 215-8782 ▪ Meeting ID: 883 4970 8605

AGENDA

3:30 PM – STUDY SESSION			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
1.	Convene Study Session	<i>Chair Rebecca Chan</i>	
2.	Presentation by MIG: Strategic Plan Development for Shoreline Community College (50 minutes)	<i>Jack Kahn</i>	
3.	Action: Adjournment of Study Session	<i>Chair Rebecca Chan</i>	
4:30 PM – REGULAR SESSION			
1.	Convene Regular Session & Land Acknowledgement	<i>Chair Rebecca Chan</i>	
2.	Report: Chair, Board of Trustees	<i>Chair Rebecca Chan</i>	
3.	Consent Agenda <ol style="list-style-type: none"> a. Approval of Previous Meeting Minutes <ul style="list-style-type: none"> ▪Regular Meeting of 2023 December 6 b. Meetings with Chairs of Appointment Review Committees (ARCs) for First-Year Tenure Track Faculty Candidates 	<i>Chair Rebecca Chan</i>	1
4.	Communication from the Public Public comment(s) will be presented to the Board verbally. -For attendees attending in-person: Please sign-up to provide a public comment on the speaker sign-in sheet in the Board Room (#1010M) between 4:15 PM–4:30 PM on January 24, 2024. -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 January 24, 2024. The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the January 24, 2024 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 January 24, 2024 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the January 24, 2024 meeting.)	<i>Chair Rebecca Chan</i>	
5.	Constituent Report: Shoreline Associated Student Government	<i>Lina Chung, ASG President</i>	
6.	Constituent Report: Shoreline Classified Staff (WFSE)	<i>Tirzah Williamson, WFSE Assistant Chief Shop Steward</i>	
7.	Constituent Report: Shoreline Faculty (SCCFT)	<i>Kristine Petesch, SCCFT President</i>	
8.	Constituent Report: Shoreline Faculty Senate	<i>Jessica Strickland, Faculty Senate Chair</i>	
9.	Report: College President & Executive Team Representatives (5 minutes) <ul style="list-style-type: none"> • Lucas Rucks, Acting Vice President (Instruction) • Derek Levy, Acting Vice President (Student Services) • Joe Mazur, Vice President (Business & Administrative Services) • Veronica Zura, Executive Director (Human Resources) • Wendy Coates, Executive Director (Foundation & Advancement) 	<i>Jack Kahn, President</i>	

10.	Report: Accreditation (10 minutes)	<i>Ann Garnsey-Harter, Associate Vice President</i>	
11.	Report: Finance & Budget (10 minutes)	<i>Joe Mazur, Vice President</i>	
12.	Waves of Gratitude	<i>Jack Kahn, President</i>	
13.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
14.	Executive Session pursuant to: <ul style="list-style-type: none"> • RCW 42.30.110(i) • RCW 42.30.140(4)(a) 	<i>Chair Rebecca Chan</i>	
15.	Action: Adjournment	<i>Chair Rebecca Chan</i>	

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The December 6, 2023 regular meeting was held via hybrid modality.

- In-person: Board Room (#1010M)-Building 1000
 - Remotely:
 - Via **link**: <https://us02web.zoom.us/j/88349708605>
 - Via telephone: (253) 215-8782 • Meeting ID: 883 4970 8605
-

MINUTES – REGULAR MEETING (“Session”)

The regular meeting (“session”) of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Rebecca Chan at 4:30 PM. A quorum of the Board was present.

MEMBERS PRESENT

Trustees Rebecca Chan, Eben Pobee, Rebecca Ringer, James (Jamie) Stark, and Kim Wells were present either in-person or remotely.

Assistant Attorney General Tricia Boerger represented the Office of the Attorney General.

REPORT: CHAIR, BOARD OF TRUSTEES

Chair Chan’s report included:

- Recognition that the “past month has been a season of remembrances and observances.”
- Acknowledged National Native American History Month: “Trustee Ringer and I attended a luncheon with the Muckleshoot Tribal College.”
- Her attendance at the Northwest Commission on Colleges and Universities *Governance Considerations in a Changing Higher Education Landscape* seminar with Trustee Ringer and President Kahn.
- Attendance by most trustees and President Kahn at the Washington Association of College Trustees (ACT) conference *Reboot, Refresh, Refine: Trustee Skills for Tumultuous Times*.
 - “Sessions which stood out included: *Guided Pathways*, presented by a Director of a Student Success Center & Strategic Initiatives and *Implementing Data Systems to Close Equity Gaps*, presented by colleagues from South Puget Sound Community College.”
 - “We were able to build upon the knowledge we gained at the October study session about *Starfish* and discussed changes to the meeting agendas to help reduce length of meetings.”
- Enjoying the recent Shoreline Concert Band event.

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CONSENT AGENDA

Chair Chan asked the Board to consider approval of the consent agenda. On the agenda for approval:

- a. Minutes from the regular meeting of 2023 October 25.

Motion 23:51: Motion made by Trustee Ringer to approve the consent agenda.

Motion seconded by Trustee Wells. All Trustees present for the action voted *aye* to approve the motion.

COMMUNICATION FROM THE PUBLIC

Per the agenda for the December 6, 2023 regular meeting of the Board of Trustees:

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

-For attendees attending in-person: Please sign-up to provide a public comment on the speaker sign-in sheet in the Board Room (#1010M) between 4:15 PM–4:30 PM on December 6, 2023.

-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 December 6, 2023.

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Professor Steve Bogart was unable to attend the meeting in-person and submitted his public comment via pre-recorded [video](#) and in writing (attached).

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

Associated Student Government (ASG) President Lina Chung read the [ASG's report](#) (attached).

CONSTITUENT REPORT: SHORELINE CLASSIFIED STAFF (WFSE)

Program Coordinator and Classified Staff Union/WFSE Local 304 Chief Shop Steward Norah Peters read the [Classified Staff Union's report](#) (attached).

CONSTITUENT REPORT: SHORELINE FACULTY (SCCFT)

Professor and SCCFT Local 1950 Union President Kristine Petesch read the [SCCFT's report](#) (attached).

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CONSTITUENT REPORT: SHORELINE FACULTY SENATE

Professor and Faculty Senate Chair Crystal Hess read the [Faculty Senate's report](#) (attached).

REPORT: COLLEGE PRESIDENT & EXECUTIVE TEAM REPRESENTATIVES

The [report](#) from the College President & Executive Team Representatives included brief updates from Student Services Acting Vice President/Student Support & Success Dean Derek Levy, Human Resources Executive Director Veronica Zura, Advancement & Foundation Executive Director Wendy Coates, and President Jack Kahn.

Written December 2023 Report to the Board (attached).

REPORT: CLERY ACT

Safety & Security Director Greg Cranson's [report](#) included information on:

- Criminal Offenses
- Hate Crimes
- Additional Offenses
- Violence Against Women Act (VAWA)
- Moving Forward

REPORT: RANSOMWARE & INFRASTRUCTURE UPDATES

Technology Support Services Executive Director Jason Brandon's went over the [Ransomware Update document](#) (attached).

Business & Administrative Services Vice President Joe Mazur went over the [TSS and Facilities Capital and Infrastructure Plan](#) (attached).

REPORT: ACCREDITATION

Planning, Institutional Effectiveness & Project Management Associate Vice President Ann Garnsey-Harter showed the current [enrollment report](#). The accreditation [report](#) included information related to the:

- NWCCU Non-Compliance Warning
 1. Recommendation: planning and use of data
 - Use data in planning, allocating resources, decision-making.
 - To improve institutional effectiveness and fulfilling our mission
 1. Planning & Use of Data
 - 117 Area Reviews Deployed this fall

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- Due December 1, 2023: tenure-track position requests and instructional and student service equipment requests
 - Due March 1, 2024
 - Will inform 2024-25 budget development
- Area Reviews Calendar
- NWCCU Non-Compliance Warning
 2. Recommendation: student learning outcomes and use of assessment data
 - Use data to assess student learning, allocate resources
 - To improve student learning and our programs
 2. Student Learning Outcomes & Assessment Data
 - The focus for 2023-24 is on assessment of:
 - Shoreline Student Learning Outcomes (SSLOs), which are our institution-wide learning outcomes
 - Transfer Program Outcomes (TPOs), which are program-level outcomes for our general transfer degree programs
 - Program Level Outcomes (PLOs), which are program-level outcomes for our professional technical degree programs
 - Writing Learning Outcomes Workshop: early November 2023
 - Interdisciplinary Curriculum Mapping: November 14, 2023
 - Due December 4, 2023
 - Instructional Department Assessment Plans
 - Instructional Program Assessment Plans
- NWCCU 7 Year Accreditation Cycle (attached)

-Break-

REPORT: FINANCE & BUDGET

Business & Administrative Services Vice President Joe Mazur went over the [2023-24 Operating Budget and Year-to-Date Revenues and Expenses as of October 31, 2023 and 2023-2024 Grants & Contracts Year-to-Date Revenues and Expenses as of October 31, 2023](#).

REPORT: BILL TO SUPPORT PROFESSIONAL LICENSURE ACCESS FOR THE UNDOCUMENTED

President Kahn [reported](#) on a proposed bill to support professional licensure for the undocumented and shared that he is in favor of joining other community college presidents in signing a petition to support undocumented students and wanted input from the trustees. The Board communicated its support for President Kahn's signing of the petition.

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REPORT: UPDATED BOARD CALENDAR OF AGENDA TOPICS

President Kahn went over the [updated Board calendar of agenda topics](#).

WAVES OF GRATITUDE

President Kahn's [Waves of Gratitude](#) included appreciation for "our Facilities team."

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

The [closing remarks](#) from the Board of Trustees included:

- Trustee Wells thanking the meeting's presenters. "I appreciate the level of detail." She added that there is a local real estate agent whose flyers call out "world class" Shoreline Community College.
- Trustee Ringer thanking the employees who "have worked so hard accreditation, hoping that many would see *A Wrinkle in Time*" (at the Shoreline CC Theater), and wished everyone, "Happy Hanukkah."

EXECUTIVE SESSION

At 6:42 PM, Chair Chan announced that the Board would "convene in executive session for 60 minutes or as extended by the Board to:

- Discuss with legal counsel representing the agency, litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party—pursuant to RCW 42.30.110(1)(i); and to
- Review the performance of a public employee pursuant to RCW 42.30.110.(g)."

Chair Chan noted that upon reconvening in open session following the executive session, the only action taken by the Board will be to adjourn the meeting.

Trustees in attendance in-person, convened in the Central Conference Room (#1020M) for the executive session and were joined by Trustees attending remotely, via virtual meeting.

The executive session commenced at 6:47 PM.

The Board reconvened in open session at 7:47 PM.

ADJOURNMENT

Motion 23:52: Motion made by Trustee Ringer to adjourn the meeting.

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Motion seconded by Trustee Wells. All Trustees present for the action item voted *aye* to approve the motion.

Chair Chan adjourned the meeting at 7:47 PM.

Signed _____
Rebecca Chan, Chair

Attest: January 24, 2024

Lori Y. Yonemitsu, Secretary

Panopto

Video: <https://shoreline.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=91da9167-4fa0-435a-a6dc-b0cf004352ef>

Hi everyone, I'm Steve Bogart, professor of mathematics. I'm sorry I can't be with you in person tonight. The math department is gathering to celebrate Professor Shana Calaway, who is retiring next week. Shana led the development of our successful corequisite classes and is one of the people I turn to first when I need professional support or advice. She is amazing. I'm going to miss working with her very much, and I know many others feel the same.

I'm here to thank the administration for giving full-time faculty the opportunity to provide feedback as part of administrator 360 evals. I've asked about 360 evals for years, and I thought about them a lot in the past year as I went through a post-tenure evaluation. In that evaluation, my supervisor focused on supporting me and my professional growth. We had interesting and productive conversations about teaching that would not have happened without the evaluation process. Providing 360 evals for administrators aids their professional growth and development.

I'm glad the college launched these evaluations and hope they will continue to be refined and all faculty, not just full-timers, will have the opportunity to participate. I don't have any idea how administrators are evaluated, and I think clarifying that process would build trust. I have heard the Board discuss evaluation of the president and their self-evaluation, and I have concerns about those processes I'll save for another time. I'm very glad to see the college moving forward.

Take care and stay safe. Happy Day, Steve

Steven Bogart

Professor of Mathematics

Pronouns: he, him

Shoreline Community College

www.shoreline.edu | 206.546.6986

Board of Trustees Report

Good afternoon everyone, I am Lina Chung, the Associated Student Government President. I would like to share with you all some exciting updates from Student Life.

We've held a number of different events on-campus over the last few weeks, including a Halloween Crafting Event, Mario Kart Tournament, and Tacos & Trivia.

As you can imagine, final exam week is one of the most stressful times for students. Yesterday and today we have been hosting Relaxation Stations with the Arts & Entertainment Board to provide students with some stress relief activities before finals. Students can channel their inner artists with a variety of crafts, soothe their hunger with warm cocoa, noodles, and snacks, and relax in the Zen Zone, a quiet space with comfortable chairs and calming music.

We are currently hosting our annual Student Life Survey to gather student feedback about their experiences outside the classroom. Students will be given an opportunity to share their thoughts about preferred methods of communication, types of activities they would like to participate in, as well as a variety of other topics. We look forward to sharing some of the data collected at an upcoming BOT meeting.

As the fall quarter is coming to an end, ASG held our last board meeting this past Monday. I'm excited to share that we have recognized 9 new clubs and renewed 23 clubs. These clubs have begun hosting meetings and activities, including Welcoming Parties, speakers, open mic events, and a haunted house, and we look forward to seeing what they have planned for the new year.

Thank you and I look forward to seeing everyone in 2024!

Thank you, members of the board. My name is Norah Peters, and I am the Chief Shop Steward of the Classified staff Union, WFSE local 304.

As we head towards the end of 2023, I want to highlight a couple of the positives happening on campus with regards to classified staff and offer a couple concerns that need to become a bigger focus as we move on.

I can personally say, I'm happy to see an increase of campus community events, such as soups-giving and the upcoming cocoa and cookies events. I remember when coming to campus was more than just a job and coworkers had a comradery we lost over the past few years. Community building events like these are a big part of what made this an enjoyable work environment, and I am very glad that they are returning.

I am also relieved that there has been a real push to get employee evaluations completed before the end of the year. I know that this is driven by our accreditation process but, since we have many employees that are significantly behind in receiving their evaluations, it is much appreciated.

It's also nice that we, as classified staff, will have the option of offering anonymous feedback about our supervisors' performance. This is something we have been pushing for and we look forward to this opportunity.

That being said, we are still faced with significant problems that are negatively impacting the classified staff. Communication and compensation are our biggest issues when it comes to classified staff retention.

On the communication front, we are still seeing significant changes with little or no input from impacted offices.

One specific example of poor communication is the roll out of a new computer-based phone system. A new system for our calls was rolled out, specifically to student facing offices, the first week of Fall quarter. While from up in admin this may have seemed the logical move, get the new phone system out to student services first, in reality it added undo stress and confusion to those offices during one of the busiest times of year. Had classified staff been given better insight and space for feedback, we could have avoided unnecessary obstacles that impacted students and staff. In more than one student services office their inboxes hit nearly 300 unread emails due to the new system pushing voicemail to the inbox, on top of students in person, and repeated calls from students trying to avoid voicemail; and this was the system working as designed. Additionally, the system dropped calls and slowed down our already overtaxed and unstable wifi. We heard feedback from TSS recently, that there hadn't been any tickets submitted regarding dropped calls, which is a fair response, however we need to understand that front facing staff don't have time to make tickets every time a call is dropped. Staff take the changes and roll with them as best as possible, partly because we are fully aware that we do not have any agency when it comes to these changes. Administration should have handled this better.

This is one example, and many others could be mentioned. We are still seeing a lack of transparency and two-way conversation about changes that directly impact our day-to-day work. We would like to ask the administration and BOT to formulate a system of required feedback from staff. Surveys of staff, and not just directors or deans, in impacted offices PRIOR to rolling out a new system would go a long way.

As for compensation, we all know the Office of Fiscal Management stands between staff and pay and we are also well aware this is not a place to bargain for pay. However, there are actions that schools can take to adjust wages and help handle the frankly embarrassing wages we seem to think our employees can live on. Desk audits and reclassifications across ALL of campus are avenues we can pursue to help move our staff to more appropriate job levels given the work they do, and better pay.

Reclassification, as designed by the state, is created to be cumbersome to discourage staff from even pursuing it. We are underpaid, overworked, exhausted and that is the point. It is often easier for staff to just seek better employment than work through the reclassification process. The mere fact you have any staff, when you look at our sad pay ranges, is proof that people here want to work for the greater good. We want students to succeed and grow, we want the school to succeed and grow. However, we are also people who want to be able to afford our lives and it is getting increasingly difficult to justify a classified career in higher education. We need desk audits across campus, and an honest assessment of the classifications of each staff member.

We have seen some movement, for example there are front desk staff in one office that were recently reclassified based on their current work and our hiring needs. We must see more of this, and it needs to come from the top down to truly get the momentum needed. We need HR, admin, and the BOT to help us get the pay we deserve BEFORE more of us burn out and quit.

Thank you.



Hello Board of Trustees,

06 December 2023

I ask that this statement be recorded as a part of the official minutes of this meeting.

I am Kristine Petesch and I am here representing the faculty union, local 1950.

Communication, collaboration, and transparency. These are the principles that Jack has set as the foundation and goals for SCC. These are the principles that the faculty want to see put into action. We are far past the point of words being enough. Action is needed.

So, let's start by addressing areas where the College's actions are beginning to support their words. Let's start by acknowledging the efforts that are going in the direction that support these principles.

We asked for 360-degree evaluations for our Deans and for our higher level administrators. President Kahn took the first step by asking to be evaluated. Then last week, a form was sent to staff and faculty asking for input from us to evaluate other administrators, including our deans. Actions beginning to support the words.

We asked for collaboration, to be given opportunities to be heard. Our acting VPI, Lucas, has had two listening sessions with Health Occupations and with STEM, with the intent to collect feedback about what has worked well in our current structure and where we see the need for improvements, with future divisions and areas to follow. Actions beginning to support the words.

We asked for transparency to better understand how upper-level administrators are running the college and making decisions. Faculty Senate Council, Staff Union, and Faculty Union leadership were invited to an Executive Team Meeting. At this team meeting, we were able to ask questions about the current process in decision making at the executive level, about accountability at every level, and about concerns around burn-out.

The open discussion included a new practice in the meetings of focusing on creative and outside the box thinking. This was encouraging. And, I left with a few questions that I am looking forward to hearing more about, including more details about the processes that are used when decisions are made, specifically who is responsible for identifying important stakeholders in the discussion, how are those stakeholders input is sought out and brought into the room where the decisions are made, who will be making sure these processes and decisions are communicated to the stakeholders and to the SCC community as a whole, and where will the accountability for these processes be found. As they are inviting us back to

check in every so often at one of these meetings, I am hopeful that I will continue to learn more. Actions beginning to support the words.

We asked. The College answered. Actions are starting to support the words and we acknowledge the effort.

And ... and there is an and.

There are areas in which we are not seeing active growth, where the principles of communication, collaboration, and transparency are not being upheld.

The College's Bargaining Team finally came back to the table yesterday. There are 9 proposals in their possession that we, the Union, are waiting to hear back from the College, some that were given to the College in July. We acknowledge changes in leadership and the challenges that entails on both bargaining teams with respect to getting back to the table itself. Aside from that, we expected the Bargaining team from the College to come prepared to talk about at least a couple of these proposals. They did not. The team, even with months to review the outstanding proposals, they came underprepared. This is not acceptable. We ask that the Board of Trustees help hold the College accountable to bargain in good faith and that includes to be prepared for meetings.

The College has chosen not to continue certain positions or to restructure positions in the College, such as our career navigator positions. The Union supports the College's efforts to evaluate processes and positions for effectiveness and for the needs of the different areas and divisions. However, the Union does not support these changes being done in a unilateral manner without consultation with the stakeholders prior to these decisions being made. These decisions have not been communicated before being made. These decisions have not involved collaboration with the stakeholders. And these decisions have not been transparent.

And now we, the faculty, the staff, and most sadly, our students, are dealing with the fallout of this lack of accountability to these principles. The faculty in the different programs that have lost navigators have communicated to the College what work is not getting done now that the navigators are missing. So, what is the plan to get that work done? If there is a plan, we don't know about it and at the STEM listening session, when asked, no plan was able to be provided. Here is a practical example of the College having information from the faculty and staff, and, either not communicating about what is being done or not doing anything with it, while our faculty, staff, and students suffer. This is not acceptable. We ask that the Board of Trustees help hold the College accountable to create and implement a process in identifying stakeholders and reaching out to stakeholders before decisions are made, and then communicating clearly and transparently as to those decisions.

If there are decisions on this scale or larger scales, such as managing ghost students in Canvas classrooms, or overall positions that need to be reconsidered, then we need the College to clearly indicate this and ask for our help in finding solutions. The navigator positions ending is a perfect example of this. Had the College come to the faculty and to the

staff, we would have told the College exactly what we see as the repercussions of this move and even more specifically the exact work that would need to be covered when the navigators are no longer there. And ... the College did not do this. They failed to recognize their biggest resource in making transitions sustainable and smooth for everyone, and those are the faculty and staff. And when asked how is this going to be different? What is the plan now? Silence. This mixed messaging and lack of forethought is not acceptable. We ask that the Board of Trustees help hold the College accountable to creating and communicating a process to ensure that future transitions are addressed effectively, timely, and in collaboration with the faculty and staff.

So, where does this leave us?

Perhaps one of the most challenging parts of collecting feedback, is that these meetings have been had before. Our feedback has been collected before. Where did that feedback go? Silence. What changes did that feedback insight? Silence. Where was the follow up? Where was the communication? What made those exercises have value? What made us feel like our feedback was valued? Silence.

And, thus, now here we stand with a burning question on many of our minds, how will this time be different? How will the College this time around show us, through action, that this time it will be different.

Likely only time will tell. And, so, the next few months, the next few years are pivotal. Every decision, every step is critical.

This does not mean that everyone will like every decision that has to be made, as there are many tough decisions that have to be made here at SCC.

And, we still will be asking: has there been a process? Was that process communicated to the SCC community before the decision was made? Do we know the data that was needed was in the room when the issue was discussed, and the decision made?

So today, I ask that the Board of Trustees join the faculty in helping to continue to hold the College accountable to keeping the principles of communication, collaboration, and transparency at the forefront of each decision and to encourage the College to communicate their processes to the SCC community.

I look forward to future communication with the board.

Thank you for your time.

Kristine Petesch

SCCFT1950 President
Chemistry Professor
Shoreline Community College

2023.12.06 Board Statement from Faculty Senate Chair

Hi all, It's Week 11 of Fall quarter and finals are next week!

I'm going to start by giving you a snapshot of some of the work that Faculty Senate has worked on over this Fall quarter:

- After a long hiatus, we finally have a **Faculty Senate Listserv** back up and running post ransomware. This happened through the work of John Tankersley and Ric (in TSS). The return of this list allows Faculty to communicate with each about our programs, new course offerings, events on campus, and more! It's a vital 27-year legacy where faculty engage as a community.
- Emily Chapel and Ben Wiggins ran with a request from President Kahn (via recommendation from a retiring Professor) to develop **recommendations for Faculty Recognition**. This group sampled faculty opinions on ways to promote maintaining and sustaining a strong teaching institution. These recommendations have been reviewed by Faculty Senate Council and will be shared with VP-I Rucks, President Kahn, and ED Foundation Coates next.
- Rachel David and Jessica Strickland have been working with President Kahn to bring a "decolonizing the syllabus" workshop to our campus for Day of Learning in the Spring, as well as other **Equity centered practices related to teaching**.
- LJ Bothell, Don Christensen, and Jessica Gibson have been working on ways to prepare and promote work being done related to **Accreditation and Learning Outcomes Assessment**. Our hope is that Faculty will feel prepared for the accreditation visit in the Spring.
- I (Crystal Hess) have been working on several **Policy and Procedure revisions**, including updating our Faculty Advancement in Rank Procedure, as well as policies and procedures related to Courses, Programs, and Degrees. Several of these written procedures are out of date compared to our recent practices, and we are also trying to infuse equity, transparency, and accountability into the revisions.
- Ginger Villanueva just concluded **elections for new Faculty Senate Leadership** beginning next quarter. In that process we decided to stagger elections by electing a new chair, but maintaining the previous Vice Chair so that there can be continuity in the work.

Additionally, we've been partnering with different constituencies on campus to create and sustain more cross-campus collaborations and reduce silo-ed work. This has included:

- Requesting and then providing **feedback on the college's progress toward the President's Goals**. Having the opportunity to provide this feedback was of course time consuming, but it was a welcome and valued way for us to share the feelings of folks "on the ground" with our President's bosses :)
- Inviting **VP-I Rucks and President Kahn to a quarterly meeting with Faculty Senate** Council for open conversation. (This is in addition to regular meetings with Faculty Senate Leadership, of course.)
- **Accepting an invitation to an Executive Team meeting** when the Faculty Union, Classified Union, and Faculty Senate Leadership engaged in a discussion about shared observations and hopes for our college.
- Participating in conversations related to **partnership development with the Muckleshoot** Indian Tribe. Several of our Faculty are very eager to build meaningful connections as this partnership unfolds.
- Tiff Meier, Ginger Villanueva, and I have started an **on-going Student Services meeting series** with VP-SS Levy and Dean Bello to encourage feedback loops and earlier response to emerging needs and impacts at the intersection of instruction and student services.

As I round out my service as Faculty Senate Chair, I'm proud of the work we've done as a Faculty body over the last two quarters, and I acknowledge that there's plenty more work to do. As a reflective person who sees life as a string of opportunities for continuous learning, I'll share these (continued) wonderings...

- When and how often are we ensuring that we have a shared vision of where we're going, how we're going to get there, and how to measure our progress along the way?
- What past practices are holding us back from moving forward?
- What barriers are preventing people from innovating and/or improving the way they do their work?
- How can we each be a part of systematically creating a culture of accountability (and grace, when warranted)?
- What are we each doing to continuously grow and hone our ability to serve students and to *support each other* in serving students?

Thanks for your support as I've served as the Faculty Senate Chair. I wish you a good end to the quarter and a restful break.



President's Report

From the desk of Dr. Jack Kahn

It has been a busy month for Shoreline Community College since our last board meeting. A lot of productive work happened throughout the college including the budget upload, accreditation progress, and faculty finding many wonderful opportunities for students (both inside and outside the classroom).

There were also multiple, fun events on campus, so many that I was disappointed I couldn't attend them all! Some I did get to connect with included International Education Week, a talk given by author Peter Bacho, Dia De Los Muertos, a new gallery reception for faculty member Parisa Ghaderi, a Kimjang event, the Arirang Celebration, and more!

This past month I attended several conferences including the NWCCU and ACT (with Board members of course). I also met for the first time in my new role as Board member for the Higher Education Research & Design Institute (HERDI). HERDI is an organization that connects college presidents to current, and upcoming technologies to better understand what is available to serve students. The conference was well worth the time and gave me some great ideas of items to share with colleagues at Shoreline

We had a wonderful visit with the Muckleshoot Tribal College this past month as well. In addition to the progress we are making in naming our new buildings (Cedar and now Bracken)- we are discussing several upcoming projects with a focus on better serving native students. More updates on this next month!

Finally, we are all just coming back from Thanksgiving Break. It was great to have some time away with friends and family and to be re-energized for the campus. Looking forward to our meeting this month!

Cheers,

Jack

What's Happening on Campus

President's Report

From the desk of Dr. Jack Kahn

Events – Fall 2023

Shoreline Community College hosted a series of events since the last Board Meeting



Images: Top Left and Top Right- Kimchi Making event with United Seattle & Bellevue Korean School, Top Middle- Trick-or-Treaters from our Parent Child Center, Bottom Left- Our visit with representatives from the Muckleshoot Tribal College, Bottom Right- The Flamenco event we hosted at SCC

What's Happening on Campus

Shoreline Cooperative Preschool
36TH ANNUAL EVENT

HARVEST CARNIVAL

Nov 18, 2023 | 10AM-2PM

LOCATED AT
Shoreline Community College
in the Pagoda Union Building

GET READY FOR A WILD RIDE OF CRAFTS, SCRUMPTIOUS FOOD, AND THE MOST EPIC GAMES!

www.shorelinecooperativepreschool.org

INTERNATIONAL EDUCATION WEEK 2023

INTERNATIONAL TRIVIA

TUESDAY, NOV. 14 | 2:30-3:30 PM
PUB 9208 Quiet Dining Room

Students, family, friends, alumni, Shoreline employees are welcome to participate! Test your knowledge of international facts!

We will show you how to participate in the trivia via Kahoot on your phone. Questions will be displayed on the screen. First and second place winners will receive a prize!*

*All are welcome to play or watch. Only current Shoreline students are eligible for prizes.

Shoreline COMMUNITY COLLEGE

SHORELINE CC QUEER FOLKS AND FRIENDS

Shoreline COMMUNITY COLLEGE

LGBTQIA+ AND ALLIES STAFF & FACULTY

3RD MONDAYS 11 AM ON ZOOM

CONTACT ROBERTO LOPEZ, RLOPEZ@SHORELINE.EDU TO JOIN THE TEAMS CHAT

Shoreline Art Gallery

Oct 27 - Dec 14 // 2023

Go Home

by Parisa Ghaderi

Artist Reception
Nov 7 // 4:00 - 6:00 pm

Persian Poetry & Music
Nov 30 // 4:30 - 6:00 pm

Shoreline Community College
Building 1000 Lobby
Mon - Fri, 9-5

A Talk with Peter Bacho

Multicultural Speaker Series

Tuesday, November 7, 2023
1:00 p.m. | Quiet Dining Room

Weaving memoir, storytelling and history, author and educator Peter Bacho will discuss the little-known history of "Pinoy Seattle", and AAPI resistance and struggle.

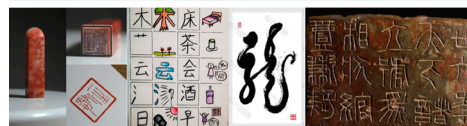
Presented by: American Ethnic Studies and WAVES Programs



Continuing Education

Fall 2023 Chinese Cultural Workshops

Unlock Your Potential, Enrich Your Life



The Charm of Chinese Characters

Wednesday, Nov 15, 2023 | 1:30-3:30PM | #9208 Quiet Dining Room

As the signs to record the Chinese language, Chinese characters have the unique feature of integrating image, sound and lexical meaning. However, learning Chinese characters may not be as difficult as you think! Our Chinese scholar, Fei-Ke, will unlock the logic puzzle that forms Chinese characters, illustrate their unique shapes and composition. You will learn the art of calligraphy and how to "draw" these characters with success. The workshop also includes some fun activities that can give full play to your creativity! This workshop is good for students and adults of all ages.

Free Event Parking | 16101 Greenwood Ave N, Shoreline, WA 98133
FREE for ShorelineCC students and employees; \$5 for community members
Pay and register at <https://www.campusce.net/shoreline/category/category.aspx>

Shoreline COMMUNITY COLLEGE

Registration & Payment, QR Code

For information: <https://www.shoreline.edu/continuing-ed/default.aspx>

Shoreline Community College is committed to nondiscrimination. To request this information in an alternate format or for disability accommodation, contact Student Accessibility Services (206-544-4545, 206-544-4520 TTY, saas@shoreline.edu)

TECH TALK: LIVE DEMO + Q&A SESSION

with AWS Guest Speaker

Kuangyou Yao graduated from UW in 2016 and is currently a full stack senior software engineer at Amazon Web Services. He has various experiences in different areas, including:

- Web frontend websites
- Databases
- Security and compliances systems
- Operational maintenance
- Distributed systems

November 1st, Wednesday 3-4pm
Room 4214 @ Library
(free snacks will be provided!)

International Education

January 24, 2024 Board Packet: p. 22 of 41

Shoreline Community College
International Education Week
 November 13-17, 2023

All events are free for all current students!

Monday Nov. 13	International Coffee & Tea Tasting 9:00-11:00 a.m. PUB Lobby	
Tuesday Nov. 14	International Trivia 2:30-3:30 p.m. PUB 9208 Quiet Dining Room	
Wednesday Nov. 15	Study Away in Alabama Info Session 1:30-2:30 p.m. Room 1101	
Wednesday Nov. 15	The Charm of Chinese Characters 1:30-3:30 p.m. PUB 9208 Quiet Dining Room *Open to community members: \$5 through Continuing Ed	
Thursday Nov. 16	WCCCSA Study Abroad Fair 12:00-1:00 p.m. Online (Zoom ID: 89000626882)	
Thursday Nov. 16	International Education Open House 1:30-3:30 p.m. PUB 9302 International Education	

#IEW2023 | Follow us on Instagram: @shoreline_international



The College community celebrated International Education Week (IEW) 2023! IEW is a joint initiative of the Dept. Of State and Dept. Of Education and observed around the country to IEW is an opportunity to celebrate the benefits of international education and exchange worldwide and to promote the importance of preparing Americans for a global environment while attracting future leaders from abroad to study, learn, and exchange experiences.



(Above) Associate VP, Samira Pardanani and Director of Outreach, Bo Fu had a successful trip to China. They met with new and existing partners, including high schools and universities to re-energize the College's collaborations after the pandemic.

(Below) Per the IIE 2022-23 Open Doors report, **Shoreline is among the top 20 community colleges (at #15) in the entire U.S.** for number of international students hosted

opendoors®



	Institution	State	Total Int'l Students
#1	Lone Star College System	TX	2917
#2	Houston Community College System	TX	2807
#3	Santa Monica College	CA	1782
#4	Dallas College	TX	1544
#5	Valencia College	FL	1448
#6	De Anza College	CA	1422
#7	Montgomery College	MD	1357
#8	Orange Coast College	CA	1060
#9	Miami-Dade College	FL	962
#10	Northern Virginia Community College	VA	939
#11	Bellevue College	WA	850
#12	Green River College	WA	772
#13	Perimeter College of Georgia State University	GA	643
#14	Edmonds College	WA	611
#15	Shoreline Community College	WA	609
#16	Seattle Central College	WA	589
#17	Diablo Valley College	CA	570
#18	Bunker Hill Community College	MA	554
#19	San Mateo County Community College Dist.	CA	521
#20	CUNY Borough of Manhattan	NY	496

Connections and Outreach



Winter 2024

Daily Enrollment - New Allocation Model (ENRALLOC)

This report shows current FTES (full-time equivalent students) enrolled to date in the selected registration quarter. One Full-Time Equivalent Student (FTEs) is the equivalent of one student enrolled for 15 community college credits per quarter. Final FTEs from the previous year quarter are provided for comparison.

Last Updated:	Monday, December 4, 2023
First Day of Classes Winter 2024:	Monday, January 8, 2024

As of 12/04/23 Shoreline is 43% through the enrollment period and is at 56% of total enrollment compared to last year finals.

Note: Winter 2024 Priority Student Registration began November 8, 2023. Continuing Student Registration began November 13 and New Student Registration began November 20. Next drop for nonpayment is January 8.

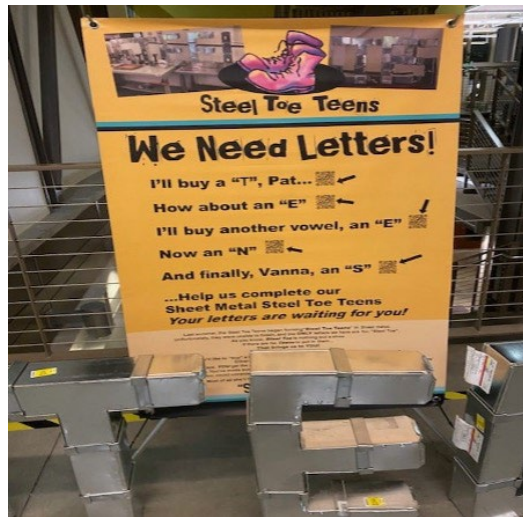
FTEs per funding source	Monday, December 4, 2023 ~ Current Qtr (Winter 2024)	Last Year Final (Winter 2023)
State-Supported	1306	2459
International Contract	402	634
Running Start	168	246
Center for Education and Career Opportunities (CECO)	51	97
Other	0	2
Total	1927	3438

Our team continues to develop the Strategic Plan for the Outreach & Recruitment department, identifying areas where this team can contribute to the ongoing development of Shoreline's Strategic Enrollment Management. We have been working closely with Dalila Paredes and Maribel Tirado in building collaboration between our department and STEM to develop strategies in providing more visibility of our programs to students at local and community events. This will involve academic representatives to join us at different events to help students in understanding the breadth of the different schools under STEM.

OUTREACH UPDATES

Outreach & Recruitment has had an exciting fall, attending many events including the Shoreline Harvest Market and the Shoreline Holiday Market. Come see Amy Stapleton for some fun on December 16th for the Shoreline Farmers Market Holiday event!

We sponsored another Women in Trades, Dream Big Event on November 9th on campus. It was amazing and we're looking forward to future collaboration, including a Steel Toe Teens Camp this summer. This is great to promote our Professional/Technical programs to women.



Area high school outreach visits continue to thankfully reach pre pandemic levels. Amy Stapleton has been to many schools including Scriber Lake High School in November.

We're welcoming many potential students and families with campus tours. It's amazing how many potential students are coming to SCC for tours from Arizona, Texas, California, Utah, Colorado, the East Coast and other.

Experience Shoreline Virtual Information sessions continue to be offered every Monday and Thursday. Tours and information sessions are facilitated by Amy Stapleton.

Liam O'Connor, our Adult Learner Outreach Recruiter, recently attended the Snohomish Apprenticeship Career and Job Fair at the Sno-Isle TECH Skills Center, connecting with numerous potential students interested in Advanced Manufacturing and other professional technical programs available at SCC. He also supported our Biotech/manufacturing team at an information session in collaboration with Refugee & Immigrant Services NW to promote these programs and share about Workforce Education funding. Liam continues to reach potential students through outreach partnerships with Hopelink, Worksource, Shoreline Community Resource Center, Ballard Food Bank, local libraries, and presentations and events throughout our community.

Katie Rousso, has assisted several high school students at both Shorewood and Shorecrest. In October, she met with the new principal of Shorecrest, Chad Towe, to further develop our communication with SCC and Shorecrest. She scheduled 10 virtual information sessions for undecided students at the high school level, and also participated in an outreach event at Cleveland High School

In the month of November, Katie worked with math faculty at Shorewood on the new Math 107 pathway whose development was headed by Dan Gallagher, Director of CTE for the Shoreline School District. She also partnered with teachers at Shorecrest to ensure students were registering for CTE/Dual Credit. She continues to work with current Shoreline students to get prepared for Winter Quarter registration.

Human Resources Updates

- As shared in the [President's Planning Memo #2](#), the College has implemented the use of a Hiring Criteria form for ET's evaluation of position requests in alignment with the President's Goals.
- The newly implemented 360 Evaluation process for admin/exempt employees is underway. Completed evals for both Admin and Classified staff are due to HR by 12/31/23.
- [Soupsgiving](#) (the fall quarter employee engagement event) occurred 11/21/23 with great success, garnering 12 soup contestants judged by local celebrity Michael "the Wanz" Wansley.
- Our holiday "Cocoa, Cookies, and Cider" event will occur Thursday, December 14th from 3pm - 4pm in the Quiet Dining Room of the PUB. Employees are encouraged to swing by for a treat and to show off their ugliest holiday sweater.



Images: Top Left- Acting VP Lucas Rucks, Soupsgiving Winner and Celebrity Judge "The Wanz", Top Right- staff enjoying soup, Lower Left- One of the delicious soups for sampling, Lower Right- Four of the soup chefs

Safety & Security Updates

The [2023 Annual Security & Fire Safety Report](#) for Shoreline Community College has been posted for campus/community information. Included within that is the annual Clery Report data being presented at the December 2023 Board of Trustee meeting.

Facilities Updates

We received temporary certificate of occupancy for the HSAMCC (Cedar) building. Staff and faculty have moved in, are unpacking offices and classrooms, and have started teaching some classes in the new building. There will be a soft opening before the end of the Fall quarter. The 2nd phase of the project is in process with the decommissioning of 2600, 2700, and 2800 buildings. After this is completed, the contractor will start with the landscaping and wayfinding. As for the STEAM project, we have completed design and will go out to bid for a contractor in January 2024.

Minor capital projects underway include:

- 9000 Gender-Neutral restrooms - SCOF has generously provided funding for this project. The project consists of converting the existing gender specific restroom on the 2nd floor and the current non-compliant gender-neutral restroom on the 1st floor into code compliant gender-neutral restrooms. Expected completion is December 2023.

Minor capital projects to be scheduled include:

- Roof repairs – funding has been provided to repair 4 roofs on campus.
- Boiler replacements – funding has been provided to replace boilers in 3 buildings.
- Switchgear - funding has been appropriated to replace the campus electrical switchgear system.
- Learning Center North – remodeling 2 rooms into a space with 4 offices and 2 cubicles.

Non-Minor capital projects to be scheduled include:

- 2900 Learning Center North – Funding has been provided by a King County grant to remodel 2 spaces. We have just started this project and will go out to bid soon.
- 9000 coffee service – A contract has been awarded to Black Coffee NW to provide onsite coffee service. We are in the early process of converting a space in the 9000-cafeteria area into a coffee area.

On Friday, November 3, 2023, the Shoreline Community College Foundation (SCCF) hosted its annual fundraising event, The Giving Table Luncheon, in support of students and programs at SCC. 225 guests, 20 volunteers, and 34 individual and corporate sponsors, helped the Foundation exceed its goal of \$100,000 by \$7,000. Please visit our YouTube channel to view the [video](#) we created for the event.

Scholarship readers needed now! If you would like to volunteer to help read and rate scholarships, please contact Michelle Cimaroli at mcimaroli@shoreline.edu.

The SCCF is actively seeking volunteers to serve on its governing board. Please contact Wendy Coates for more information and details about the duties involved. wcoates@shoreline.edu



A Wave of Gratitude for Melanie Meyer for Inclusive Excellence and Student Engagement

We have the pleasure of sharing more fantastic news with you today. Melanie Meyer, a dedicated member of our faculty, has once again achieved course certification, this time for her HIIM 242 course.

Melanie's HIIM 242 course successfully met all 119 Essential Standards and achieved at least one standard in each of the 23 Next Steps categories. This accomplishment is a clear demonstration of her unwavering commitment to creating an educational environment that is inclusive, equitable, and accessible to all students.

Having various courses certified, Melanie continues to set a high bar for academic excellence within our institution. Her dedication to integrating DEIA principles into her course curricula serves as an inspiration to us all. Melanie's courses not only facilitate better learning outcomes but also contribute to fostering a sense of belonging among our diverse student body.

We extend our heartfelt congratulations to Melanie Meyer for this significant achievement. Her continued dedication to DEIA principles is commendable and perfectly aligns with Shoreline's mission to provide a high-quality, inclusive education for all.

Please join us in congratulating Melanie on this outstanding accomplishment. We are incredibly proud to have educators like her who are committed to advancing DEIA within our academic community.

Wave of Gratitude to Douglas Haub, Administration, PIE

Douglas has been tremendously helpful with some complex puzzles. He is solution-oriented and a creative problem-solver. There has been more than one occasion when I've approached him with a need ("Is there a way to figure out xyz...?" or "What would be an efficient way to accomplish abc?" or "I need this system to collect/provide this information to this other system so that I can do 123") and he takes it on. He will put in long hours and will test out more than one solution. I am impressed, too, with the laborious investment he has made in continually growing his advanced ctcLink/analyst skills.

Douglas is not a technical "fix-it" guy – he is so much more: he's a deep thinker and an organizational engineer, looking to build new and better ways for us to be. And he wants others to learn and grow with him. He collaborates so well and earnestly wants to be part of building a better Shoreline. Submitted anonymously.

A Wave of Gratitude to Joshua Salois for Respect and Teamwork.

Josh cares about students above all else, is incredible at his job, and goes above and beyond. Even as a very busy leader in his department, Josh offers assistance to his colleagues and is willing to help out when they need an extra hand. Thank you for your great work and for always being there, Josh! Submitted by Anonymous.

A Wave of Gratitude to Brandon Fryman for inclusive excellence, respect and community engagement. I would like to take a moment to express my gratitude to Brandon Fryman for his outstanding leadership and dedication in managing the Online Quality Institute. Brandon's commitment to providing top-notch materials and his hands-on assistance have been pivotal in shaping my courses that are not only academically rigorous but also inclusive, equitable, and accessible. His work has set a high standard in our educational community, ensuring that our online learning environments are both engaging and supportive for all students. Brandon's efforts have not only enhanced the quality of our online offerings but have also contributed significantly to creating an inclusive and collaborative workspace. His dedication is a shining example of the values we hold dear in our college community. Submitted Anonymously

A Wave of Gratitude to Douglas Haub for enhancing and facilitating the division processes. Douglas has consistently brought innovative ideas to the table, significantly enhancing our division processes. His remarkable attitude has not only added value but also greatly benefited our students. For instance, he initiated the creation of student groups for tuition waivers and developed reports that have saved countless work hours by efficiently providing the necessary information. Submitted by Oscar Arroyo



Important Dates:

[Employee Calendar](#)

[College Calendar](#)

[Academic Calendar](#)

Important College Updates (DAAG)

[Campus Updates 12/1/23](#)

[Introducing Our New Head Soccer Coaches](#)

[Campus Updates 11/22/23](#)

[Strategic Plan Update Nov 2023](#)

[Campus Updates 11/16/23](#)

[Message from the President: Planning Memo #2- Budget](#)

[Important Updates from the President's Office and TSS](#)

[Campus Updates 11/9/23](#)

[Campus Updates 11/2/23](#)

[Campus Updates 10/26/23](#)

Important Dates & Updates

**Board of Trustees of Shoreline Community College, District 7
Ransomware Update
December 6, 2023 Meeting**

Prepared by Jason Brandon, Executive Director of TSS

Vendor/Supplier	Cost	Item/Service Description	Notes	Updates:
Abila				
	\$775.75	Consulting services	Rebuilding of the cloud based bookkeeping systems	Pending Approval
	\$115.28	Consulting services	Rebuilding of the cloud based bookkeeping systems	Pending Approval
	\$281.31	Consulting services	Rebuilding of the cloud based bookkeeping systems	Pending Approval
	\$1,103.00	Consulting services	Rebuilding of the cloud based bookkeeping systems	Pending Approval
Total:	\$2,275.34			
Amazon				
	\$120.15	cyber HDMI adapters	Adapters for the setup of staff computers	JS Held is investigating
	\$198.41	cyber HDMI adapters	Adapters for the setup of staff computers	JS Held is investigating
	\$1,869.25	cyber monitor cables	Cables for new device connections	JS Held is investigating
	\$2,580.72	cyber ethernet network tool	Equipment to remap network for wired restoration	JS Held is investigating
Total:	\$4,768.53			
Arctic Wolf				
	\$3,360.05	incident services Data Recovery (March)	Ransomware incident investigation and remediation	Reimbursed
	\$65,550.00	incident services Data Recovery (March)	Ransomware incident investigation and remediation	Reimbursed
Total:	\$68,910.05			
Baker-Hostetler				
	\$18,265.50	Legal Counsel		Reimbursed
	\$364.50	Legal Counsel		Reimbursed
	\$20,128.50	Legal Counsel		Reimbursed
	\$5,508.00	Legal Counsel		Reimbursed

**Board of Trustees of Shoreline Community College, District 7
Ransomware Update
December 6, 2023 Meeting**

Prepared by Jason Brandon, Executive Director of TSS

	\$1,887.00	Legal Counsel		Reimbursed
	\$666.00	Legal Counsel		Paid to vendor
	\$202.50	Legal Counsel		Paid to vendor
	\$388.50	Legal Counsel		Pending Payment
	\$1,296.00	Legal Counsel		Pending Payment
	\$1,498.50	Legal Counsel		Pending Payment
	\$832.50	Legal Counsel		Pending Payment
Total:	\$51,037.50			\$4,015.50

Coveware				
	\$228,060.00	Cyber security consulting services	Communications and negotiations w/TA	Deductible
Total:	\$228,060.00			

Dell Technologies				
	\$67,454.52	Laptops Qty 50	Hardware devices for staff to continue business operations	JS Held is investigating
	\$338,871.93	Desktop AIO Qty 250	Hardware devices for staff to continue business operations	JS Held is investigating
	\$15,903.68	Desktop SFF Qty 13	Hardware devices for faculty to continue classroom teaching	JS Held is investigating
	\$47,183.02	Desktop SFF Qty 35	Hardware devices for faculty to continue classroom teaching	JS Held is investigating
	\$40,469.08	Dell laptops Qty 30	Hardware devices for staff to continue business operations	JS Held is investigating
	\$118,875.00	Recovery Services	Data recovery for corrupted Dell backups	JS Held is investigating
Total:	\$628,757.23			

Experian ID Works (ConsumerInfo.com)				
	\$4,479.15	Identity theft protection/credit monitoring		Reimbursed
	\$324.58	Identity theft protection/credit monitoring		Reimbursed

Board of Trustees of Shoreline Community College, District 7
Ransomware Update
December 6, 2023 Meeting

Prepared by Jason Brandon, Executive Director of TSS

	\$681.61	Identity theft protection/credit monitoring		Reimbursed
	\$1,006.19	Identity theft protection/credit monitoring		Reimbursed
	\$123,160.36	Identity theft protection/credit monitoring		Reimbursed
	\$178.52	Identity theft protection/credit monitoring		Reimbursed
	\$24.81	Identity theft protection/credit monitoring		Reimbursed
Total:	\$129,855.22			
FTI Consulting				
	\$10,092.50	Consulting - Social media and media consulting		Deductible
	\$12,292.50			Reimbursed
	\$3,182.50			Reimbursed
	\$705.00			Reimbursed
	\$552.50			Reimbursed
Total:	\$26,825.00			
Kroll				
	\$11,874.50	Remaining Deductible met (\$250k)		Deductible
	\$134,948.01	Cyber security consulting - providing credit monitoring		Reimbursed
Total:	\$146,822.51			
MIP Cloud by Community Brands				
	\$3,250.00	Cloud Database Setup	Setup of cloud database for rebuilding of bookkeeping systems	Pending Approval
Total:	\$3,250.00			
MoxFive				
	\$8,368.23	Incident services (May)	Network rebuild assistance	Reimbursed
	\$17,609.67	Incident services (June)	Network rebuild assistance	Reimbursed
	\$23,327.77	Incident services (July)	Network rebuild assistance	Reimbursed
	\$24,534.42	Incident services (August)	Network rebuild assistance	Paid to vendor
	\$40,097.28	Incident services (September)	Network rebuild assistance	Paid to vendor
	\$49,635.98	Incident services (October)	Network rebuild assistance	Pending payment
Total:	\$163,573.35			\$49,635.98

**Board of Trustees of Shoreline Community College, District 7
Ransomware Update
December 6, 2023 Meeting**

Prepared by Jason Brandon, Executive Director of TSS

Presidio Networked Solutions Group

	\$101,136.28	Meraki wifi Qty 100	Wireless Access Points to reestablish Internet capabilities for campus	JS Held is investigating
	\$3,602.00	Cisco Firepower Mgmt Center license	Licenses for managing firewall devices	JS Held is investigating
	\$69,756.01	Firepower Firewall Qty 2	Network Firewalls to reestablish wireless network	JS Held is investigating
	\$20,227.26	Meraki wifi Qty 20	Wireless Access Points to reestablish Internet capabilities for campus	JS Held is investigating
Total:	\$194,721.55			

Vine Dahlen

	\$205.00	Accounting services	Providing prior years general ledger detail to rebuild accounting database	Pending Approval
Total:	\$205.00			

Grand Total: \$1,649,061.28

Total paid out as of 12/6/23: \$511,405.15

Total approved for reimbursement to SCC as of 12/6/23 \$499,556.43

Total outstanding as of 12/6/23 \$833,977.65

**Board of Trustees of Shoreline Community College, District 7
TSS and Facilities Capital and Infrastructure Plan
December 6, 2023 Meeting**

Dept.	Project Description	Estimated Cost	Funded?	Date Needed
TSS	Network Aruba Switches – Replacement of current outdated switches that are 10+ years old.	\$ 483,000	No	Dec 2023
Facilities	Main Electrical Switchgear: Working with DES to schedule project. Tentative completion June 2025 presumes no bidding, budget, or supply chain issues.	\$ 2,300,000	Yes - State and Local	Dec 2023
TSS	Fill and train open Network Administrator position for ongoing infrastructure support. Position in "Group 2" of positions in 2023-24 Budget.	TBD	No	Dec 2023
Facilities	9000 - 2nd Floor: Remodel 4 Restrooms to be Gender Neutral	\$ 832,979	Yes - Local	Jan 2024
Facilities	9000 - Black Coffee Northwest: Revised contract in legal review, equipment repair and procurement, and DES Request for Project Assignment	\$ 60,000	Yes - Local	Mar 2024
TSS	I.T. Security Enhancement Implementations: - EDR/XDR service w/updated endpoint protection software (\$175,000) - Video surveillance system for critical infrastructure locations (\$75,000) - Environmental monitoring (\$30,000) - LastPass password management system (\$16,000) - Additional MFA token devices (\$10,000) - Email Signature Management (\$10,000)	\$ 316,000	No	Jan 2024- Jun 2024
Facilities	Replace campus Fire system - Life Safety: Existing system is outdated and parts are unavailable. Service provider is unwilling to sign a new service agreement.	\$ 2,500,000	No	Jun 2024
Facilities	East Entrance foot path: This footpath is a safety concern. Existing path has railroad tiles that have rotted and need to be replaced.	\$ 150,000	No	Jun 2024
Facilities	2000 - Condensing (Cooling) Unit: Current unit is beyond useful life, parts are not available. Six to 12 month lead time needed.	\$ 500,000	No	Jun 2024
TSS	Establish an external campus fiber connectivity redundancy with MultiHome configuration to reduce outage frequency to near negligible occurrences	TBD	No	Jun 2024
Facilities	2900 LCN Space Conversion	\$ 380,000	Yes - King County	Jun 2024
TSS	Thirty (30) UPS/Line Conditioner for all MDF/IDF locations across campus @ \$5000/device	\$ 150,000	No	Jun 2024
TSS	Upgrade fiber connections across campus including fiber redundancies	\$ 300,000	No	Jun 2024
TSS	Upgrade copper ethernet to current standards across campus, prioritizing CAT3 buildings	\$ 300,000	No	Sep 2024
Facilities	Upgrade and replace classroom/office door devices: Changing the devices will allow individuals to lock classroom/office doors from the inside.	\$ 300,000	No	Dec 2024
Facilities	5000 - Replace Potable Water Plumbing: Regular and recurring plumbing leaks.	\$ 990,000	No	Dec 2024
TSS	10TB Hyperconverged Storage replacement (SAN) – Reached end of life in 2023	\$ 65,000	No	Jan 2025
TSS	Network Monitoring System Upgrade	TBD	No	Jan 2025
Facilities	Replace Boilers: 5000, 2000, 9000 (x2)	\$ 792,000	Yes - State	2023-25
Facilities	Multiple Locations - Repair roofs	\$ 508,000	Yes - State	2023-25
Facilities	Multiple Locations - Replace Potable water meter	\$ 153,000	Yes - State	2023-25
Facilities	Main Campus - replace 3 phase transformer	\$ 96,000	Yes - State	2023-25
Facilities	1500 Drainage system repair	\$ 81,000	Yes - State	2023-25
Facilities	2000 - Replace 2 failing air handler units	\$ 50,000	Yes - State	2023-25
Facilities	1600 - Repair pit drainage	\$ 50,000	Yes - State	2023-25
Facilities	4000/9000 - Replace failed door operators	\$ 42,000	Yes - State	2023-25
Facilities	3000 - Repair pedestrain access bridge and shear wall near 2900 to stop leaks	\$ 34,000	Yes - State	2023-25
Facilities	3000 - Exterior Elevator: Accessibility review conducted on 3000 building outlined need for elevator.	\$ 1,100,000	No	Dec 2025
Facilities	Lighting Upgrade: A lighting study was completed in 2022. The remaining areas need to be addressed to ensure proper lighting for pathways and parking.	\$ 1,300,000	No	Jan 2026
TSS	Core switch replacement - current core switch has reached end of life. Will reach end of support in 2025	\$ 80,000	No	Jan 2026
TSS	Additional credits to expand capacity for the Dell Apex backup solution in place.	\$ 25,000	No	Jan 2026

Total Estimated Cost of All Projects: \$ 13,937,979
Total of Projects with Funding: \$ 5,531,979
Estimated Cost of Unfunded Projects: \$ 8,406,000

**Board of Trustees of Shoreline Community College, District 7
TSS and Facilities Capital and Infrastructure Plan
December 6, 2023 Meeting**

Current Projects

Facilities	Reupholster furniture in 5000 2nd floor open area. Getting Estimates.
Facilities	Feasibility study to convert bookstore or other potential areas into staff space for various departments.
TSS	Completion of Microsoft Teams VOIP rollout and decommission of old phone system
TSS	Completion of the Microsoft SharePoint Intranet platform
TSS	Completion of network printer rollout and deploy solution for student printing
TSS	Completion of e-waste and Surplus initiative to clean up obsolete equipment and refresh various lab spaces and other areas for campus use
TSS	Documentation rebuild
TSS	TSS Policy and Procedure updates
TSS	Realign regular 3-5 year computer replacement cycle
TSS	Continue the rebuild from the ransomware incident with several applications and systems

Future Projects (No funding identified. Not prioritized by Facilities and Technology Committee)

Facilities	1800/2900 Gender Neutral Bathrooms to make them code compliant
Facilities	4000 Building - Art Gallery: Requested by Faculty.
Facilities	Upgrade 2026 with Air Conditioning.
Facilities	Update/Replace existing wayfinding signage. Currently being reviewed with Cedar/Bracken projects.
Facilities	Update existing ADA signage. Currently being reviewed with Cedar/Bracken projects.
Facilities	SAS area - new carpet/furniture
TSS	Implement new campus directory with updated information from restored systems/databases
TSS	Consolidation of Student email (Google) and Network (Microsoft) accounts
TSS	Replacement of the emergency alert notification system for classrooms
TSS	Virtualization for lab and remote access: Migrate to thin or lightweight client for cloud based application and services
TSS	Upgrade theater network configurations to improve support of audio and visual equipment, improve support and usability, and bring theater current for ongoing events
TSS	Training needs for upgraded/updated systems



NWCCU 7 Year Accreditation Cycle

Fall 2012: Recommendations first made

Year 7: 2020-21: Evaluation of Institutional Effectiveness (EIE)

Fall 2020 visit. Virtual.

February 12, 2021: NWCCU notification of continued non-compliance on 2 recommendations: 2-year deadline to come back into compliance by February 2023. Plus, 3 recommendations that are in compliance but in need of improvement.

Year 1: 2021-22

Year 2: 2022-23: Ad Hoc Visit and Report

October 14, 2022 visit to address 2 non-compliant recommendations (outside of the normal evaluation cycle).

February 27, 2023: NWCCU response: Sanction of Warning due to continued non-compliance on 2 recommendations. 2-year deadline to come back into compliance by February 2025.

Year 3: 2023-24: Mid-Cycle Evaluation ← We are here

Report is due March 7, 2024. Visit is April 18-19, 2024 (originally planned for Fall 2023, postponed due to ransomware incident).

- On-site peer review; 2 days in length.
- Team of chair and 3 co-evaluators (larger team due to out-of-compliance recommendations).
- Review of Standard 1 plus out-of-compliance recommendations.
- Focus: assessment, data collection and analysis, institutional planning.
- Virtual Year 7 visit follow-up certification: HR, Library, Facilities, branch campuses.

Year 4: 2024-25: Continue institutional planning & assessment

February 2025: Deadline to bring 2 out-of-compliance recommendations back into compliance.

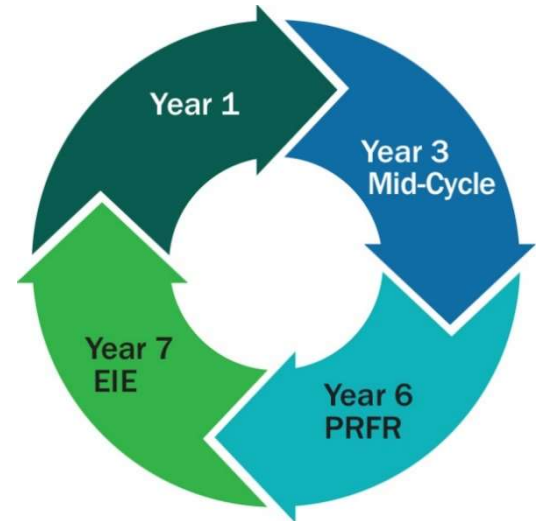
Year 5: 2025-26: Prepare for Year 6

Year 6: 2026-27: Policies, Regulations, & Financial Review (PRFR)

- Off-site peer review.
- Focus: Financial performance, policies, and regulations.
- Findings reported to EIE team in Year 7.

Year 7: 2027-28: Evaluation of Institutional Effectiveness (EIE)

- On-site peer review.
- 2.5 days in length.
- Team of chair and 3-4 evaluators.
- Comprehensive review of Standards 1 and 2.
- Focus: Student success (student learning and achievement) and institutional mission and effectiveness.



Annual Report

Due August 1. Feedback from NWCCU is received in December-January.

- Annual institutional submission
- Monitoring report
- Update on outstanding recommendations
- Student achievement
- Financial health
- Enrollment changes
- NWCCU Staff review only

Substantive Changes

- Portal updates
- Minor changes
- Major changes

SHORELINE COMMUNITY COLLEGE

2023-24 Operating Budget and Year-to-Date Revenues and Expenses As of October 31, 2023

	2023-24 Budget	Year-to-Date Actuals at 10/31/2023	Percent of Total Budget
Operating Revenues			
State Operating Appropriations	\$ 37,722,364	\$ 8,328,374	22.1%
Operating Tuition	8,776,901	4,656,904	53.1% (1)
International Education reimbursement of Operating Budget expenditures	4,895,681	1,223,919	25.0%
Running Start reimbursement of Operating Budget expenditures	1,863,620	465,906	25.0%
CECO reimbursement of Operating Budget expenditures	473,048	118,263	25.0%
CEP	150,000	37,500	25.0%
Fund Balance			
Total Revenues	\$ 53,881,615	\$ 14,830,867	27.5%
	2023-24 Budget	Year-to-Date Actuals at 10/31/2023	Percent of Total Budget
Natural Classification Expenditures			
Exempt	\$ 5,945,584	1,815,106	30.5%
Full-Time Faculty	11,334,725	2,107,796	18.6%
Part-Time Faculty	9,652,752	2,182,406	22.6%
Classified	6,984,585	2,023,812	29.0%
Hourly, Students and Others	1,128,927	357,893	31.7%
Benefits	10,929,493	2,662,184	24.4%
Personal Services Contracts	568,226	253,985	44.7% (2)
Goods and Services	4,377,387	922,584	21.1%
Travel	356,106	33,594	9.4%
Capital Outlays - Fixed Assets	663,906	115,205	17.4%
Computers and Related Hardware	106,289	63,992	60.2%
Client Services and Financial Aid	1,063,635	446,722	42.0%
Debt Service	770,000	-	0.0% (3)
Subtotal	53,881,615	12,985,279	24.1%
Intra Agency Reimbursements	-	-	
Total Expenditures	\$ 53,881,615		0.0%
Surplus (Deficit)	\$ -	\$ 1,845,588	

Notes:

- (1) 2023-24 Tuition Revenue Budget based upon 12,037 FTE.
- (2) Funded by lapse salaries and benefits in vacant positions.
- (3) Debt Service Payments occur later in the fiscal year.

SHORELINE COMMUNITY COLLEGE

**2023-24 Grants & Contracts Year-to-Date Revenues and Expenses
As of October 31, 2023**

	Year-to-Date Actuals at 10/31/2023
Grants & Contracts Revenues	
Intercollege and Interagency Charges & Reimbursements	\$ 1,541,720
Federal Grants & Contracts	344,277
State Grants & Contracts	19,715
Local Grants & Contracts	142,878
Private Grants & Contracts	299,537
Total Revenues	<u>\$ 2,348,127</u>
	Year-to-Date Actuals at 10/31/2023
Grants & Contracts Expenditures	
Exempt	331,828
Full-Time Faculty	127,417
Part-Time Faculty	204,897
Classified	336,392
Hourly, Students and Others	76,583
Benefits	373,305
Personal Services Contracts	93,152
Goods and Services	237,009
Travel	67,959
Capital Outlays - Fixed Assets	15,386
Computers and Related Hardware	168,393
Client Services and Financial Aid	335,539
Total Expenditures	<u>\$ 2,367,859</u>
Surplus (Deficit)	<u>\$ (19,732)</u>

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JANUARY 24, 2024**

TAB 1

CONSENT AGENDA

Subject: Meetings with Chairs of Appointment Review Committees (ARCs) for First-Year Tenure Track Faculty Candidates

Background

Based on a discussion at the October 25, 2023 regular meeting of the Board of Trustees, Trustee Ringer and Trustee Wells explored “whether to continue with the Board meeting with the Appointment Review Committee (ARC) chairs for first-year tenure track faculty candidates and provide a recommendation to the full Board at a future meeting of the Board of Trustees.”

Executive Assistant Lori Yonemitsu reached out to thirty-three of her peers from the Washington state community and technical colleges, inquiring whether its Board of Trustees held meetings with college personnel for its first, second, and third-year tenure track faculty candidates. Of the six respondents:

Board of Trustees Meetings with College Personnel	For First-Year Candidates	For Second-Year Candidates	For Third-Year Candidates
	1 of 6: Yes	1 of 6: Yes	5 of 6: Yes
	5 of 6: No	5 of 6: No	1 of 6: No

Recommendation

That the Board of Trustees, in its consent agenda—by motion and subsequent action, approve the recommendation from Trustees Ringer and Wells, to discontinue meeting with the chairs of appointment reviews committees (ARCs) for first-year tenure track faculty candidates, effective immediately.

Prepared by: **Lori Yonemitsu**, Executive Assistant to the President