

# SHORELINE COMMUNITY COLLEGE

## Board of Trustees

**(Virtual) Special Meeting of February 24, 2021**

**3:30 PM – Study Session • 4:30 PM – Special Session**

Zoom Link: <https://us02web.zoom.us/j/86222997671>

Webinar (“Meeting”) ID: 862 2299 7671

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

## AGENDA

<b>3:30 PM – STUDY SESSION</b>			
	<b>AGENDA ITEM</b>	<b>RESPONSIBILITY</b>	<b>TAB</b>
	<b>Guided Pathways</b>	<i>Dutch Henry &amp; Brigid Nulty</i>	
<b>4:30 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 January 27, 2021 & February 12, 2021	<i>Chair Catherine D’Ambrosio &amp; Trustees</i>	
4.	<b>Communication from the Public</b> (Public comments sent to the Board Secretary at <a href="mailto:lyonemitsu@shoreline.edu">lyonemitsu@shoreline.edu</a> by 4:15 PM on Wednesday, February 24, 2021 will be read aloud by College personnel. The total public comment period will be no more than thirty (30) minutes and up to two (2) minutes of each public comment received, will be read, with adjustments made if more than fifteen (15) public comments are received. All public comments received will be entered into the record, and attached to the minutes of the February 24 special meeting.)	<i>Chair Catherine D’Ambrosio</i>	
5.	<b>College Update(s)</b>		
6.	<b>Report:</b> College President	<i>Cheryl Roberts</i>	
7.	<b>Report:</b> Financial & Budget Update	<i>Cheryl Roberts &amp; Dawn Beck</i>	
8.	<b>First Reading:</b> 2020-2021 Services & Activities (S&A) Budget & Spring 2021 Allocations	<i>Derek Levy &amp; Sundi Musnicki</i>	<b>1</b>

9.	<b>First Reading:</b> Two-Year College Calendar	<i>Lisa Malik</i>	<b>2</b>
10.	<b>Action: New Program – Business Intelligence &amp; Data Analytics (BIDA)</b>	<i>Tim Wright</i>	<b>3</b>
11.	<b>Action: College Policies &amp;/or Rules Created (New):</b> <ul style="list-style-type: none"> <li>• Policy 4128 (Infants on Campus)</li> </ul> <b>Revised:</b> <ul style="list-style-type: none"> <li>• Policy 4127 (Children on Campus)</li> </ul>	<i>Veronica Zura</i>	<b>4</b>
12.	<b>Action: Faculty Sabbatical Leave Proposals (2021-2022)</b>	<i>Cheryl Roberts</i>	<b>5</b>
13.	<b>Constituent Report:</b> Shoreline Faculty	<i>Eric Hamako</i>	
14.	<b>Constituent Report:</b> Shoreline Classified Staff	<i>Ric Doike-Foreman</i>	
15.	<b>Constituent Report:</b> Shoreline Associated Student Government	<i>Sunshine Cheng</i>	
16.	<b>Report:</b> Closing Remarks – Board of Trustees	<i>Trustees</i>	
17.	<b>Executive Session, if necessary for the following reason(s):</b> <ol style="list-style-type: none"> <li>1. To discuss matters of litigation or potential litigation with legal counsel.</li> <li>2. To discuss matters involving collective bargaining.</li> </ol>	<i>Chair Catherine D'Ambrosio</i>	
18.	<b>Action: Adjournment</b>	<i>Chair Catherine D'Ambrosio</i>	

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•To connect to the February 24, 2021 special meeting:

- Via **link**, go to: <https://us02web.zoom.us/j/86222997671>

- 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  
(669) 900-6833  
(301) 715-8592

- **Webinar (“Meeting”) ID:** 862 2299 7671

## 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 4:33 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 thanked everyone for joining the meeting.

### CONSENT AGENDA

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

- Minutes from the special meetings of December 3, 2020, January 15, 2021 #1, and January 15, 2021 #2.

Motion 21:04: Motion made by Trustee Lux to approve the consent agenda.

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

### COMMUNICATION FROM THE PUBLIC

Per the notice and the agenda for the January 27, 2021 (virtual) special meeting of the Board of Trustees:

Public comments sent to the Board Secretary at [lyonemitsu@shoreline.edu](mailto:lyonemitsu@shoreline.edu) by 4:15 PM on Wednesday, January 27, 2021 will be read aloud by College personnel. The total public comment period will be no more than thirty (30) minutes and up to two (2) minutes of each public comment received, will be read, with adjustments made if more than fifteen (15) public comments are received.

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All public comments received will be entered into the record, and attached to the minutes of the January 27 special meeting.

One (1) public comment (attached) was received by 4:15 PM on Wednesday, January 27, 2021. Executive Director Ann Garnsey-Harter read the public comment.

### COLLEGE UPDATES

#### Washington Dental Service and Delta Dental of Washington Grant

The Foundation's Interim Executive Director Diana Dotter shared that the Washington Delta Dental Service and Delta Dental of Washington Board of Directors approved a grant of \$1 million to support renovations needed at the University of Washington School of Dentistry (UWSOD) to accommodate the Shoreline Community College Dental Hygiene Program. Interim Executive Director Dotter noted that the Board of Directors also approved an additional grant for up to \$500,000 in matching dollars and that the College is working with the UWSOD on this matching grant.

#### Antiracist Writing Assessment Ecology (AWAE) Project

Vice President for Student Learning, Equity & Success Phillip King shared that the College received a College Spark Washington grant that would provide compensation for five faculty members for their work on the Antiracist Writing Assessment Ecology (AWAE) project.

#### Shoreline Community College's Virtual Ensemble

Music Faculty Jeff Kashiwa spoke about how the Shoreline Community College Virtual Ensemble 2021 came together to perform and record its rendition of [Lovely Day](#), which was then shared on the screen for all to enjoy.

### REPORT: SHORELINE PRESIDENT

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

In response to a question from Trustee Lux, President Roberts and Executive Director for Human Resources Veronica Zura communicated that the College does not have the funding to offer voluntary early retirement or separation incentive programs.

In response to a question from Trustee Lux regarding the \$3 million fundraising goal for the Health, Science & Advanced Manufacturing Classroom Complex (HSAMCC), President Roberts noted that she and the Foundation's Interim Executive Director Diana Dotter are in the midst of building relationships with industry partners to support the raising of funds for the HSAMCC.

REPORT: 2021 WASHINGTON ACT TRANSFORMING LIVES AWARD(S) – Campus Nominees • Board’s Recipient

Trustee Pobee provided background about the Transforming Lives Award(s), noted that he and Trustee Jackson “worked on this project,” and shared that two (2) nominations were received from the campus community. “Both nominees had unique stories.” Trustee Jackson added that he is reminded that “all of you have an amazing role to be transformative to our students and the students tell us the impact you have made.”

Current student Natalie (Nat) Mortimer Montoure, the College’s recipient for the 2021 Transforming Lives Award(s), shared her experiences, future plans, and how being a student at Shoreline Community College, transformed her life.

Nat mentioned Professor and The Honors College Assistant Dean Terry Taylor in her written statement. Professor & Assistant Dean Taylor spoke of Nat’s “wry sense of humor, spectacular work, and brilliant mind,” and remarked that Nat is one of the top students he’s ever had.

REPORT: FINANCIAL & BUDGET UPDATE

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

- Cash Position
- Budget Update
- Looking Forward – Economic Trends for FY22

Based on questions from the Trustees, President Roberts and/or Vice President Beck noted:

- The College is conducting a scan of enrollment trends.
- There is currently not a lot of information available related to the parameters surrounding the disbursement of the additional institutional CARES funds.

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

The Board conducted a first reading related to the 2020-2021 Services & Activities (S&A) budget and winter 2021 allocations at the December 3, 2020 Board meeting.

VP King read tab 1 [Action: 2020-2021 Services & Activities (S&A) Budget & Winter 2021 Allocations].

Motion 21:05: Motion made by Trustee Jackson to approve the allocation of \$298,032 from the S&A fee budget for disbursement to programs and clubs for winter quarter 2021.

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

FIRST READING: NEW PROGRAM – BUSINESS INTELLIGENCE & DATA ANALYTICS (BIDA)

Tim Wright, Acting Executive Dean for Business, Communication Studies & Social Sciences, went over a slide presentation (attached) containing the following information:

- Timeline
- Definitions
- Demand
- Wages
- Year One Steps (2021-22)
- Year Two Steps (2022-23)
- Year Three Steps (2023-24)

Trustee Jackson expressed appreciation to all parties involved for their work on developing the new program, remarked on the progress since 2019, and the adjustments made in order to stay relevant. He communicated his appreciation for the “cautions put in place so that we aren’t overbuilding something we can’t support.”

FIRST READING: COLLEGE POLICIES &/OR RULES

Created (New) – Policy 4128 (Infants on Campus)

Human Resources Executive Director Veronica Zura provided an overview of tab 3A [First Reading: College Policies &/or Rules – Created (New)] related to new policy 4128 (Infants on Campus) and noted that there is an accompanying procedure for policy 4128.

Executive Director Zura pointed out that the Infants on Campus program is limited to permanent employees at this time and that the intent is to look at how the program rolls out to see if it could potentially broaden to include part-time faculty and students.

Chair D'Ambrosio expressed interest in learning more about provisions in place which are mindful of employees who do not have children, as well as the impact such a program would have on work output.

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Created (Revised) – Policy 4127 (Children on Campus)

Human Resources Executive Director Veronica Zura provided an overview of tab 3B [First Reading: College Policies &/or Rules – Revised] related to revised policy 4127 (Children on Campus) and noted that the policy contains two (2) significant changes.

1. Title change from Unattended Children on Campus, to Children on Campus.
2. The addition of instances where it is not appropriate to have children on campus.

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 read statement (attached).

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

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

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustee Pobe conveyed that he is thankful to be a part of the Board and to hear the success stories and positive comments. “I strongly believe from our individual points of view, that we are all looking out for the best interests of the College.”

Trustee Jackson communicated that “it has been a hard year for all of us.” He added that it brought joy to his heart to hear so many positive things and that, he is grateful to be a Trustee at the College.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

Motion 21:06: Motion made by Trustee Jackson to adjourn the special meeting of January 27, 2021.

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

SHORELINE COMMUNITY COLLEGE  
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Chair D'Ambrosio adjourned the meeting at 6:42 PM.

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

Attest: February 24, 2021

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



**From:** [Fernandez, Paul](#)  
**To:** [Yonemitsu, Lori](#)  
**Subject:** Public Comment for 1.27.2021 BOT Meeting from an anonymous staff member. Thank You  
**Date:** Tuesday, January 26, 2021 8:00:45 PM

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**Attention: Board of Trustees**

It has been brought to my attention by respected colleagues throughout the state that *many* of the community and technical colleges in Washington have come up with a Voluntary Early Retirement or Separation Incentive Program for *eligible* Classified staff.

Some colleges have already gone ahead with this program including Seattle Colleges District (3), Lake Washington Institute of Technology and the Community Colleges of Spokane (2), and others.

**When can we expect to see this program implemented at Shoreline Community College?**

**Thank you for your consideration in this important matter.**

Paul Fernandez  
Media Maintenance Technician III and Chief Shop Steward  
Classroom Support Services  
Shoreline Community College  
16101 Greenwood Ave North  
Shoreline, WA 98133  
206-546-4530  
On Campus email: [pfernand@shoreline.edu](mailto:pfernand@shoreline.edu)  
Off Campus email: [paulrfernandezlocal304@gmail.com](mailto:paulrfernandezlocal304@gmail.com)

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

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Welcome to winter quarter and 2021! We started this year off with our fourth quarter of providing mostly remote learning and services to our students. I want to thank the Board of Trustees, faculty, classified staff, and administrators for your unwavering focus and service to our students. Because of you, our students were able to achieve their educational and life goals.

This past year has been one where we witnessed the storm of racial injustice and weathered the painful sting of a budget reduction that meant the loss of dear colleagues due to a steep fall in enrollments associated from the wake of a raging pandemic. We navigated this all while working from unexpected places, kitchens, bedrooms, living rooms, and sofas...all while serving to educate our students with flawless resolve.

On January 20, as we juxtaposed the memory of our Capitol under siege with the striking prose uttered during the inauguration calling us to recommit, to reconcile, and to restore our deeply held American values, it is my hope that we at Shoreline can do the same. To continue the collaborative and problem-solving spirit experienced during our budget conversations... Was it hard and difficult? Yes. Yet, we worked to find a way, knowing that one person impacted meant a livelihood and life impacted. I, and the Executive Team, are committed

to building on that collaboration and will continue to have conversations and take actions that make a difference, address longstanding practices that impede our students from being successful, and find ways to live into our mission and values we all hold dear. It is these values that draws us to this work each day and will help us find common ground.

An immediate example of a mutually important collaboration is the College's interest in finalizing the disbursement of the High Demand wage dollars provided by the state in 2019-20. I am hopeful that the College and our faculty union leaders will finish this limited reopener in bargaining and utilize the over \$770K provided because these funds are only available for the 2019-21 legislative biennium.

As we know, disagreement and discord do not build the College environment we all want nor our students deserve. At our last All Campus Update we heard two voices, presented in two comments that were heartening. They said we're better than how we have been treating each other. I agree. I know we can do better because we all deserve better.

We have real issues that are impacting the success of our students that need real solutions. We will share data this quarter that we presented at the Board of Trustees' winter retreat. This information showed progress we've made in support of student learning and

themes where are students are struggling that we must address head on.

While these recent events will be remembered as a pivotal time for our country and at our College, it highlights the continued need for our collective call to action in a spirit of cooperation.

We have much to be hopeful for as we enter 2021. Here is some important work we are doing to gear up for another full and fruitful quarter together.

### **Guided Pathways Update**

The Guided Pathways Core Team — consisting of faculty, staff, and administrators and co-led by Dr. Dutch Henry and Brigid Nulty, established six Guided Pathways (GP) project teams, including [more than 50 campus participants](#). The teams will involve: **an Equity Team, a Student Voices Team, a Pathways Design Team, an Intake/Advising Team, and a Gateway Team.**

Guided Pathways is multi-year project and we look forward to hearing more about how their efforts are making a difference in the learning and success of our students.

### **COVID-19 Updates**

As a reminder, the campus observed a [two-week pause](#) on any in-person work or classes January 4-18, to help reduce the spread of the COVID-19 in the local community. And, the majority of our classes and operations will continue to

be provided remotely through spring quarter.

### **Housing Update**

The residence hall is currently 40.7% leased this quarter, with about 70% of the current residents being domestic students, and 30% are international students. This is higher than our sister colleges in the Five-Star Consortium. The good news is we are within the Dept. of Health occupancy guidelines during the pandemic. We continue to have no COVID-19 cases and Residential Life staff continue to provide programming for residents to keep them safely engaged in community-building activities as the new quarter gets underway.

### **Health, Science & Advanced Manufacturing Classroom Complex**

There are a number of exciting developments regarding our two capital projects: The Health Sciences & Advanced Manufacturing Classroom Complex (HSAMCC) building and the STE(A)M building that will include our nursing, mathematics, music, and music technology programs.

Though funding for both projects is not yet finalized through the legislature, the projects are at the top of the Governor's budget and State Board's Capital Budget Request for the 2021-23 biennium. We anticipate confirmation of funding before the end of the legislative session.

### **Solution for the Six-Way Intersection at Greenwood, 160<sup>th</sup>, and Innis Arden**

There's good news to share about the six-way intersection at the College's main entry, which has been the source of extensive discussion and strong emotions for the College and surrounding community for decades. At the close of 2020, the College finalized an agreement with the City of Shoreline that requires the City to replace the intersection with a new roundabout no later than 2026. Reaching this agreement was a requirement under Shoreline Community College's Facilities Development Plan (FDP). The purpose of the new roundabout is to enhance safety and ease traffic congestion, which will benefit the College and community alike. Under the finalized agreement, the College has funded the estimated cost of the roundabout and the City is required to complete all engineering, design, and construction including coordination with neighboring property owners, and covering any cost overruns. We are excited to have a solution to this longstanding traffic problem.

### **\$1 Million Grant from Delta Dental and Washington Dental Service**

Executive Director Diana Dotter shared the details during our Campus Update portion of the Board meeting.

### **2021-22 Budget Planning Process**

The 2021-22 budget calendar is being developed and finalized. Mid-year budget reviews will take place in January and February. VP Beck will share more

about this process along with an update on the new CARES Act funding called CRRSA, in her Board report.

### **Innovation Fund Grant Request Process**

While the College will pause on the Abbreviated Strategic Action Plan (aSAP) budget request process this year to minimize any new ongoing operational expenses, we will have limited [Innovation Fund Grant](#) funding available for the 2021-22 fiscal year. Information will be coming out in the next month about the timeline, criteria, and proposal process for these funds.

### **ctcLink Update & Amended Hours in Human Resources, Enrollment Services, Financial Aid, and Cashiering**

The ctcLink Project is now in the implementation phase with more than 100 Subject Matter Experts (SMEs) from across campus currently training in Canvas to become acquainted with the new system. To help support this massive effort, Human Resources & Payroll, Enrollment Services, Financial Aid, and Cashiering will all have adjusted open hours through the winter quarter.

### **Open Office Hours with Executive Team**

In the spirit of open communication, each member of the Executive Team holds monthly office hours open to any employee on campus for conversation and time to ask questions. Employees can find our office hours and Zoom links for winter quarter on

the [Executive Team Virtual Office Hours SharePoint site](#) and also listed on the [Employee calendar](#).

### **Employee Recognition Committee Introduces "Shoreline Shout-Outs"**

While "Waves Gratitude" recognize and thank individuals for their work, "Shoreline Shout-Outs" is intended to be a way for departments, divisions, and teams to celebrate their own accomplishments and milestones that might otherwise go unnoticed by the rest of the campus community. "Shoreline Shout-Out" online and the Employee Recognition Committee will regularly publish them on Day at a Glance. Please watch for the link to be shared soon and get ready to shout out our good work!

### **Inclusive Excellence Steering Committee (IESC) and Diversity, Equity and Inclusion Learning Team (DEI-LT) Update**

The purpose of the 2020–2021 DEI Learning Team is to develop DEI professional learning offerings, including curating the content for the Day of Learning. In addition to this work, the 2020-2021 Inclusive Excellence Steering Committee will be preparing for the arrival of a new Executive Director of Diversity, Equity, and Inclusion by advancing the committee's understanding of the Inclusive Excellence Model, as well as, formalizing the College's Land Acknowledgement, and

providing feedback on a new landing page for the College's DEI work. All these efforts will provide a good framework for the Executive Director of DEI to continue this work at the College.

Following input from the Inclusive Excellence Steering Committee, the Diversity, Equity & Inclusion Learning Team, along with the Executive Team, the College has opened the [Executive Director of Diversity, Equity, and Inclusion](#) position for recruitment.

The first-round of interviewing will begin in early February, with second-round interviews (including a campus-wide Zoom hall forum) scheduled in late February 2021.

In closing, as a College community, I, along with the Executive Team, are committed to building and enhancing our relationships with one another. Our students depend on each of us to help them achieve their educational hopes and dreams. I am hopeful that winter quarter marks a time where each of us can seek ways to ensure Shoreline remains a place where all of us feel welcomed and valued for the work we do each day.

I look forward to joining together in a spirit of cooperation as we engage in the important work ahead of us!

Thank you, Board Chair D'Ambrosio. This concludes my report.

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# **Financial & Budget Update**

## **January 27, 2021 Board of Trustees Meeting**



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**Cheryl Roberts, Ed.D.**

(she/her)

President

**and**

**Dawn Beck, CPA**

(she/her)

Vice President for Business & Administrative Services

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## Cash Position

Account Name / Account Number	Bank Name ^	CCY	Ledger Balance ?	Collected Balance ?	Opening ? Available Balance	Transfer Funds ?
SHORELINE C C GENERAL	US Bank Washington	USD	\$20,865,826.67	\$20,865,791.67	\$20,865,826.67	Select ▼
MUNICIPAL INVESTMENT ACCT	US Bank Washington	USD	\$1,000.00	\$1,000.00	\$1,000.00	Select ▼

- The traffic circle payment was made to the City of Shoreline
- The account that held the \$1M reserve was renamed Municipal Investment Account and a nominal amount was left in the account since it cannot be zero.

## Budget Update

- We are half way through FY21 and actual revenue/expense is tracking to 50% of the yearly budget. There are discussions at the legislative level to reduce our funding for 2020-21.
  - Enrollment was down 12% for Fall – 2% lower than budgeted.
  - Enrollment is down by 12% for Winter quarter – 27% down in international and 12% down in domestic. This represents \$2.9M in revenue and is within our budget for 2020-21.
- The horizon for Covid continues to extend into FY22.
  - CARES ACT 2.0 (CRRSAA or Cressa) has been received and has \$3.4M of institutional funds and \$1.2M of student relief.
  - Housing occupancy remains low at 40% but within the Department of Health guidelines.

## Budget Update

Revenues	Budget FY21	Actual 12/31/20	\$ Remaining	% Remaining
State Operating Appropriations	\$ 27,361,674	\$ 11,012,211	\$ 16,349,463	60%
Operating Tuition	9,646,651	5,573,480	4,073,171	42%
Running Start Tuition	1,501,934	750,968	750,966	50%
International Education Tuition	4,008,779	1,999,389	2,009,390	50%
CEO Tuition	646,730	323,360	323,370	50%
ABE/ESL SBCTC Tuition	275,174	12,657	262,517	95%
	<u>43,440,942</u>	<u>19,672,065</u>	<u>23,768,877</u>	<u>55%</u>
<b>Expenditures</b>				
Exempt	4,314,271	2,342,551	1,971,720	46%
Full-Time Faculty	9,887,588	4,105,483	5,782,105	58%
Part-Time Faculty	7,943,312	4,356,922	3,586,390	45%
Classified and Other	6,530,368	3,405,451	3,124,917	48%
Benefits	8,923,199	4,683,558	4,239,641	48%
Expenses	5,512,609	1,812,471	3,700,138	67%
Total Expenditures	<u>43,111,347</u>	<u>20,706,435</u>	<u>22,404,912</u>	<u>52%</u>
<b>Net Income/(Deficit)</b>	<u>\$ 329,595</u>	<u>\$ (1,034,370)</u>	<u>\$ 1,363,965</u>	

## Looking Forward - Economic Trends for FY22

### POTENTIAL STATE ALLOCATION CHANGES

- + While the state is predicting allocation reductions, it is not as dire as last year
- State may not fund FY22 COLAs (\$1.5M)
- May reduce FY22 allocation for FY21 COLAs (\$0.5M)
- Unfunded health care increases (\$0.5M)

### ENROLLMENT

- + Enrollment usually increases 2-3 years after an economic downturn
- Negative enrollment trend continues and is projected to decrease through FY22
- Continued decline in international enrollment has a magnified revenue impact

### COVID AND CARES

- + Additional Institutional CARES funds of \$3.4M have been made available
- COVID costs are estimated to be \$1.6M per year
- Unfunded labor costs and insurance costs estimated to be \$2.5M

### OTHER (non-operating)

- + The Legislature is looking to approve increased capital construction projects for the 2021-23 biennium



# Business Intelligence and Data Analytics Degree



January 27, 2021

## New program

- Replaces Business Technology
  - Skills for Secretaries and Administrative Assistants
  - Stagnant demand and career path
  - Low pay
- Business Intelligence and Data Analytics
  - Growing demand in a variety of fields
  - Higher pay
  - Opportunities to skill-up and grow professionally

### \*\*Informed by Business Technology Advisory Committee

- Thank you to Ailsa Kellam, Kyle Winslow, Lauren Hadley, and a very, very involved Bus Tech Advisory Committee

# Timeline

**Feb. 2019**—Business Technology Advisory Committee identifies trending workplace skills and needs

**April 2019**—BusTech program put on hiatus for review; Advisory Committee analyzes trending skillsets, begins drafting new learning outcomes

**Fall 2019-Winter 2020**—Business Faculty works with Advisory Committee to develop Master Course Outlines for 7 new courses; names new program Business Intelligence and Data Analytics (BIDA)

**Oct. 2020**—Master Course Outlines and Program Planning Guide receive final approval from College Curriculum Committee

**Jan.-Feb. 2021**—Board 1st and 2nd Reading; begin program approval process (PAR) with SBCTC

**Feb. 2021**—Develop and publish RFP for curriculum development; conduct strategic marketing assessment to determine target market (including underrepresented populations) and enrollment goals

**Winter-Summer 2021**—Begin developing new courses modules; review plans with advisory committee; establish web presence on the College website; build and implement marketing plan

**Fall-Winter 2021**—Launch BIDA and offer 1 to 2 new courses each quarter; refine marketing approaches and continue to market the program; work with campus recruiters/navigators on diverse outreach activities

**Spring 2022**—Most new courses developed; review of 1st year with advisory committee and make curriculum adjustments; review and adjust marketing plan

**Fall 2022**—Consider certificate offerings

# Definitions

## Business Intelligence

- Strategies and processes of information collection and analysis designed to enhance business management and decision-making

## Data Analytics

- Process of converting raw data—often in very large or diverse datasets—into meaningful information for use in product development, marketing, risk management, etc.



# Demand

## Growing Field


- 2018 value = \$20.4 billion
- 2026 projected value = \$42.6 billion

## State Demand\*

- 33% growth by 2028 (2,600-3,600 openings annually)

## Seattle Area Demand\*\*

- 2.8% annual growth (589 openings annually)



\* U.S. Bureau of Labor Statistics  
\*\*Washington Employment Security Department



LinkedIn


Jobs ▾

Business Intelligence Analyst

- **Nationwide: More than 16,000 openings\***
- **Seattle: 453 openings\* including:**
  - PEMCO
  - YMCA of Greater Seattle
  - Nordstrom
  - Amazon
  - LendingTree
  - Zulily



Shoreline  
COMMUNITY COLLEGE



\* LinkedIn information for week of Jan. 25-29, 2021



# Wages

## Seattle Wages\*

Job Classification (Seattle)	Bottom 10%	Median	Top 10%
Secretaries and Admin. Assistants	≤ \$32,850 (\$15.80 hour)	\$43,370 (\$22.29 hour)	≥ \$62,470 (\$30.03 hour)
Business Intelligence Analysts	≤ \$57,870 (\$27.82 hour)	\$118,170 (\$56.81 hour)	≥ \$170,950 (\$82.19 hour)

**Note:** The U.S. Bureau of Labor Statistics indicates that 76% of those employed as Business Intelligence Analysts have a bachelor's degree or higher. Shoreline students would be expected to earn less than the median income.



\*U.S. Bureau of Labor Statistics, for 2019



## Year One Steps (2021-22)

1. **New Courses Prep:** Adv. Excel, SQL for Data Analysis, Data Analytics—develop Canvas online modules.
  2. **Part-Time Faculty Recruitment:** Identify industry person(s) to teach courses using prepared modules.
  3. **Enrollment:** Monitor new courses to ensure minimums to break even for courses/program. Slow roll out to ensure no loss of revenue.
  4. **Marketing:** Begin Spring 2021: targeted news releases, digital push (web, social media), professional networking, etc.
- 




## Year Two Steps (2022-23)

1. **Course Prep:** Finalize new courses; review and revise existing courses. Consider certificate offerings.
  2. **Faculty Recruitment:** Continue to support part-time faculty; recruit for potential pro-rata position.
  3. **Enrollment:** Monitor new courses to ensure minimums to break even for courses/program. Ensure backfill of other high filling courses as program builds.
  4. **Marketing:** Review efforts and adjust for 2022: Continue media and digital efforts; professional networking; include student voices and experiences.
- 



## Year Three Steps (2023-24)

1. **Course Prep:** Review 1<sup>st</sup> full program cycle (2-year AAAS) with advisory committee; make adjustments. Roll out certificates.
  2. **Faculty Recruitment:** Continue to support pro-rata; consider recruitment for potential full-time faculty position.
  3. **Enrollment:** Courses should be maximizing enrollments.
  4. **Marketing:** Review efforts and refine for 2023. Include stories of program and student success in mix of media and digital efforts; ongoing professional networking.
- 



SCCFT President Eric Hamako  
Statement to the SCC Board of Trustees  
2021.01.27

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).

Much has happened since last we met. On the national level, the atrocious response to the COVID-19 pandemic has brought the U.S. death toll to more than 400,000 people. The surging Far Right movement brought insurrectionary violence to the national Capitol and state capitols. And, we have had a change in national leadership. With that change, we're now hearing calls for "unity" – but, also, responding calls for accountability. Without accountability, without consequences for wrongdoing, what we have is not "unity," but impunity.

Accountability is not only about consequences for one's actions; accountability is also about calling people to provide an account, a story, to explain and take responsibility for their actions. Discussions of accountability are informed by Critical Race Theory's concepts of "Master Narrative" and "counternarratives." CRT's concept of "master narrative" explains that the powerful tell stories in which they, the powerful look good; stories that justify the status quo, that account for problems in ways that excuse the powerful from culpability. When abusers provide false accounts for their actions, saying, "It's not my fault; you made me do it," that is an example of the Master Narrative. When neoliberal multiculturalists selectively quote Dr. Martin Luther King, Jr., out of context, to justify calls for colorblindness or avoid hard looks at the legacy of institutional violence, that is an example of the Master Narrative.

But, Critical Race Theory also highlights the power of "counternarratives," stories and accounts that challenge the Master Narrative. So, we can bring back into the frame some stories and ideas that have been distorted or excluded by the Master Narrative. Ideas such as Dr. King's 1963 "Letter from a Birmingham Jail" – less quoted and less nationally favored than his "I Have a Dream" speech. In that letter, Dr. King said,

*I have almost reached the regrettable conclusion that the Negro's great stumbling block in his stride toward freedom is not the White Citizen's Council or the Ku Klux Klanner, but the white moderate, who is more devoted to 'order' than to justice; who prefers a negative peace which is the absence of tension to a positive peace which is the presence of justice.*

Trustees of the Board, much has happened since last we met. The faculty are grieving. We are grieving the cuts you have inflicted on us and our fellow workers, with the so-called "unity" that is the bringing together of the axe and the trees. Since last we met, you have finalized your cuts to another five Full-Time Faculty, with another cut to come. Since last we met, you have cut away more than sixty Associate Faculty from this Winter's roster, compared to last Winter – equivalent to cutting approximately thirty-five full-time positions. Such cuts sever us from our colleagues and friends. Such cuts are not grounds on which to "unite." To move forward without grieving or calling for accountability is not to build toward unity; it is to further enable the College Administration's impunity.

But, much has happened since last we met. A plurality of the United States has again been momentarily startled awake to the ever-present threat and violence of the United States' homegrown Far Right White Nationalist movements. We have had a change in national leadership, which is now attempting to undo some of the injustices of the past four years. And, nationwide, union workers are organizing, mobilizing, and advocating for justice. Workers within Google have formed their first union. In Alabama, Amazon warehouse workers are preparing to vote on whether to join the Retail, Wholesale and Department Store Union (RWDSU-UFCW). Across the United States, food market workers like the [Teamsters Local 202](#) at Hunts Point Produce Market in the Bronx and Washington's United Food and Commercial Workers (UFCW) 21 are winning protections, raises, and hazard pay for essential workers. Across the United States, teachers' unions like the Chicago Teachers Union (CTU) and Washington's Bellevue Education Association (BEA) are advocating for safely reopening schools, to both protect workers and provide for students' public education. And, here in Washington State, unions are joining with local communities to advocate for increased investment in higher education, such as the Communities for Our Colleges Coalition's advocacy for the "Our Colleges, Our Future Act," Senate Bill SB-5194 and House Bill HB-1318.

Unions exist so that workers can counterbalance the power of owners and their managerial class. Unions are a means by which workers can challenge management's impunity and demand accountability. When a faculty union member asked you, the Trustees of the Board, "How can you morally serve on the board and think that you're making a positive difference in the lives of employees at Shoreline Community College?" that was not merely rhetorical, it was a call for accountability. When our faculty union demands to bargain over the College's attempts to change to our working conditions, we are using our collective power to call for accountability. When our faculty union grieves the College for violating our Collective Bargaining Agreement – and decency – by rescinding a worker's employment just days before the quarter begins, on thin pretenses, during a pandemic, that is our union exercising our collective power to call you

to account. We will continue to call you to account for your actions; even if we cannot always prevail; even as you continue to avoid accountability, decry so-called “divisiveness” by “reactionaries,” and pretend to concern about “unity.”

Years before Dr. King’s “Letter from a Birmingham Jail,” he had presented a counternarrative about “peace,” in his 1956 sermon, “When peace becomes obnoxious.” Dr. King said of peace,

*If peace means accepting second-class citizenship, I don’t want it. If peace means keeping my mouth shut in the midst of injustice and evil, I don’t want it. If peace means being complacently adjusted to a deadening status quo, I don’t want peace. If peace means a willingness to be exploited economically, dominated politically, humiliated and segregated, I don’t want peace.*

You see, among the U.S. Master Narrative’s many purposeful omissions about Dr. King is this: Dr. King was a union man. Dr. King advocated the alignment of the Civil Rights Movement and the Labor Movement as a means to advance racial and economic justice, including “decent wages, fair working conditions, livable housing, old age security, health and welfare measures, conditions in which families can grow, have education for their children and respect in the community” ([King, 1961](#)). So, in those legacies, we are working toward not a false peace that is only the suppression of conflict, but a true peace that comes from the presence of justice.



**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 vast majority of our members still want to help the college get out of the current problems that we find ourselves in. But there is also a growing number who want to take a no confidence vote.**

**So I am going to talk about three things.**

- 1) how members are reaching out to help.**
- 2) The growing anger at upper management.**
- 3) And the Board of Trustees.**

**We still want to help:**

- Some staff are still taking Voluntary Furloughs. Classified Staff are contacting their State Legislators daily.**
- Members are contacting their State Representatives, Senators and our Governor to tell them not to cut Community Colleges budgets, which would include not having colleges pick-up the increase in Health Care cost. We are also letting them know about how the administration's recent cuts are causing serious damage to Shoreline Community College's students, to its faculty and to its staff, and to also discuss our state's tax structure – we are asking that large corporations and the 1%ers be taxed appropriately.**
- A lot of us are having zoom meetings with quite a few Legislators. We have shared our concerns and will continue do to so, about Shoreline's Leadership, including the Board of Trustees. And the need to not cut Shoreline's budget.**

**Our members are supporting Communities for Our Colleges Coalition, a joint group of students, staff, faculty and community members that support community colleges. The two bills, to provide Equity and Access in community and technical colleges are Senate Bill 5194, with 7 sponsors and a House Bill 1318 with 24 sponsors. We ask our BOT to encourage Legislators to support these bills.**

**There is growing anger at upper management:**

**Classified Staff have been talking about the fact that the reductions to front line faculty and staff have been unequally shared, when compared to Administrative Exempt positions.**

- From June 2020 to December of 2020, Shoreline's Administration removed or furloughed 26% of Classified Staff Positions and that is not counting the hourly positions and Classified Staff who are taking Voluntary Furloughs.**
- Monday January 25, 2021, 2 days ago, 4 additional Classified Staff members received Layoff notices. Their last day working at Shoreline will be February 15<sup>th</sup>.**
- Cuts impact the remaining workforce's well-being due to increasing workloads. How many times can additional workloads be redistributed before anyone actually**

**realizes that this is a problem? Everyone has limits, but the only ones that matter are those of the administration.**

- **WFSE is in the middle of a Demand to Bargain process about the December 2020 cuts. We are negotiating the impacts of these cuts, with Shoreline's Administration and the Office of Financial Management.**
- **And we have filed another Demand to Bargain with Shoreline's Administration and the Office of Financial Management about the soon to happen 2021 cuts. We will also be a filing a grievance.**
- **When it comes to budget decisions on this campus, as the letter from our state legislators stated, Shoreline's Administration has used a decide, announce, defend approach instead of an inclusive and collaborative approach that would truly bring everyone to the table.**

#### **The Board of Trustees:**

- **Every meeting the Board of Trustees proudly states that they are only a policy making board. The Board of Trustees needs to take responsibility, be accountable, and provide guidance in their roles as stewards of the college. Not sit in silence.**
- **Classified Staff continue to ask about the need for additional layers of management. This refers to the executive deans, executive directors and associate dean positions. Why not just Deans and Directors. Shoreline went decades without executive deans, executive directors or associate deans and the majority of Classified Staff and Faculty would say that we were better run under those conditions.**
- **Do not balance the budget on the backs of Classified Staff.**
- **It is beyond time for two-way conversations between the Executive Team and the Classified Staff, The Faculty and Our Students. Meetings should be on-going, to improve communications and to improve transparency. These talks should be inclusive and collaborative.**

**I would like to thank President Roberts for agreeing to meet with Classified Staff on Wednesday February 17<sup>th</sup>, for an hour. These meetings, should be held monthly and for some of these meetings, depending on the topics, should include other members of the E-Team.**

- **Classified Staff have a lot to offer, but we want true honest input.**

**Legal power and responsibility for the operation of Shoreline Community College rests with the board of trustees. The trustees establish and review college policies and oversee the general management of funds (You know our College's Budget) and properties.**

- **Please listen to our State Legislators and insists that the college adopt a comprehensive collaborative process for making decisions, including decisions about the 2021-2022 College Budget. I believe that this was also mentioned in the recent accreditation visit.**
- **Why is it that Green River College is not making any cuts at all?**
- **Remember it is the Board of Trustees that hires or reduces top management.**

**Thank you for listening.**

Trustees of the Board and all who are present, good evening.

My name is Sunshine Cheng, I am the student body president.

This quarter, ASG has continued to engage with the student body through events such as our resource fair, meet & greets, and our leadership series. More recently, we partnered with other departments to host listening sessions around the Inauguration, and with faculty to screen the first of two docu-series and discussions around current events. On February 11th, we will be working with the administration to host a student town hall. We will be promoting virtual civic engagement opportunities all quarter, and are exploring opportunities for educating students on civil discourse. At SCOF, we are exploring funding for upcoming initiatives and projects to improve campus, and S&A has decided that we will be waiting until closer to the end of this quarter, when we might know a little more about a potential return to campus, to decide on what the process will be for next year.

We know that students are continuing to struggle to feel connected to the college and to each other, and that this is something that we - among many departments on campus - are striving to work on, day after day, to ensure students still feel a sense of togetherness, however far apart we may be.

And here I come before you tonight thinking, *wow*. I can't believe it's been so long. Surely, when the announcement was made that I wouldn't be coming back to class last winter, I never imagined that even still, ten months later, I would have only come to know some of my dearest colleagues from behind a screen. With Lunar New Year around the corner, I've been spending a lot of time looking back on this last year, and on what is to come before us. With this, I would like to invite everyone here to consider first how remarkable it is what we've managed to overcome together, and second, the profoundness of what we can learn from the trials and tribulations we have endured.

When we return to campus, what will we have allowed ourselves to learn from this experience that we can take with us? In what ways has this distance taught us about the meaning of collectivity? When actions speak louder than words, how will our practices as a college change? In many ways, I am thankful for the campus' transition to remote operations, and I have often held conversations with students who have expressed similar sentiments. Thanks to the flexibility of asynchronous learning and the graciousness of my professors, I have been able to take classes and explore new passions that would never have been possible for me otherwise.

This last year has illuminated so much of what we are capable of, not only in terms of sustainability and adaptation, but also in strength in our community. Knowing what we know now, how will we choose to invest in the futures of our students and the lives of our educators? What will our future selves say about us now, and how will we look back on the choices we are making, and the legacies we leave behind?

Although it would be an understatement to begin to speak on the chaos and uncertainty that this year has brought, and although I am finding that from this chair I have somehow never been so busy in my life, I have also found that our circumstances have given me a unique opportunity to breathe, to really look at my life and to reframe my perspective on ideas like growth or success. I ask that the college takes this time to, yes, mourn what we have lost this year, but to also consider what it has shown us about ourselves and our way of thinking about things, much as it has shown the world. It is my hope that we can use this time to rest and rebuild, to reframe our ideas around what just is and must be, and ensure that our college - no, our community - emerges from this year stronger and more resilient than ever before.

Thank you.

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## 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 3:30 PM by audio/visual conference. A quorum of the Board was present by audio/visual conference.

## MEMBERS PRESENT

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

## COMMUNICATION FROM THE PUBLIC

Per the notice for the special meeting of the Board of Trustees on February 12, 2021:

Public comments sent to the Board Secretary at [lyonemitsu@shoreline.edu](mailto:lyonemitsu@shoreline.edu) by 3:15 PM on Friday, February 12, 2021 will be read aloud by College personnel. The total public comment period will be no more than ten (10) minutes and up to two (2) minutes of each public comment received, will be read, with adjustments made if more than five (5) public comments are received. All public comments received will be entered into the record, and attached to the minutes of the February 12 special meeting.

One (1) public comment (attached) was received by 3:15 PM on Friday, February 12, 2021 and was read by Executive Director Ann Garnsey-Harter.

## DISCUSSION: COLLEGE PRESIDENT RECRUITMENT PROCESS

College President searches take approximately a year and this factored into President Roberts's early announcement of her plan to retire.

Executive Director for Human Resources Veronica Zura shared, "This is an informational meeting. One of the first questions that comes up, involves the process—which is a fairly lengthy process. The Board is the appointing authority for the College President position and therefore, is heavily involved in the process."

The Trustees discussed what resources would be available to the Board, the lessons learned from the last presidential recruitment, and spoke of the pros and cons of hiring a search firm versus conducting the search, in-house.

Executive Director Zura noted that the search for a new president involves every group on campus, different levels of interviews, and that the prime time to get the announcement out, is in the fall.

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF FEBRUARY 12, 2021

President Roberts spoke of the disadvantageous impact if the timeline were to be extended.  
“There is a window of time to get the most robust and dynamic pool.”

ADJOURNMENT

Motion 21:07: Motion made by Trustee Lux to adjourn the special meeting of February 12, 2021.

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

Chair D’Ambrosio adjourned the meeting at 3:57 PM.

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

Attest: February 24, 2021

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

February 11, 2021

To: The Board of Trustees of Shoreline Community College

From: Terry L. Taylor, Professor of History and Political Science

The board has announced the start of a process to select a new president for Shoreline. This will be my sixth president for the time I have been at the college. I served on the last presidential search committee as one of the three elected faculty members.

Based on my experience, I would request the board consider not hiring an outside consultant for this search. I did not feel the search firm was that helpful to our last search. In these times, where we have eliminated entire academic disciplines, at the college, it is hardly affordable to do so now. I know all the other ~~kids~~ colleges are doing it, but we clearly can't afford to keep up with the neighbors. I have faith that we have the expertise on campus to run a presidential search.

Also, could the board agree now to not alter the terms of the search after the process is underway. What I can only describe here as shenanigans, on the part of at least one former board member, caused delays in the process so that we lost candidates and had more limited choices for a president. The search firm was not able to prevent those delays, caused by the people who hired them, so I am not sure what benefit they provided.

The problem with being here so long is that I have memories that are not shared by boards or administrators who stay here, at Shoreline, for much shorter periods of time. Unfortunately, those boards and administrators routinely ignore (if not insult) us, the faculty. I expect this request to be ignored in the same way our warnings about unethical conduct of a former president (my first) were ignored. That president, by the way, was shortly thereafter assessed the largest fine in the history of the Washington State Ethics Board for the very conduct we warned about. We were told, by the then board, to go away and mind our own business.

“History repeats itself, first as tragedy, second as farce.”

(Marx, *The Eighteenth Brumaire of Louis Napoleon*)

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF FEBRUARY 24, 2021**

**TAB 1**

**FIRST READING**

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

**Background**

At the June 24, 2020 Board of Trustees meeting, the Board approved a \$1.2 million S&A budget including up to \$200,000 being accessed from reserves. As of February 19, 2021, S&A fees have generated \$857,994 in revenue and a total of \$381,714 has been used by eighteen (18) programs, twelve (12) currently active student clubs, and other discretionary budgets.

All programs were asked to submit requests for spring 2021 funding in early February. A total of \$105,706 was requested and of that, S&A approved \$86,747 in allocations. Programs whose funding was not approved or who did not request funding for spring may request funding through the Associated Student Government's (ASG's) mini-grant process through the end of the academic year.

**To Follow**

- Spring 2021 Services and Activities (S&A) Fee Allocation Proposal

Prepared by: Sundi Musnicki  
Director, Student Leadership & Residential Life  
Shoreline Community College  
February 22, 2021





**Spring 2021**  
Services and Activities (S&A) Fee  
Allocation Proposal

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Shoreline Community College  
Associated Student Government

Shoreline Community College  
16101 Greenwood Avenue North  
Shoreline, WA 98133-5696

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# Executive Summary

Due to the continued need for flexibility in response to the evolving situation around enrollment and remote operations, the Services & Activities (S&A) Committee has allocated funding for its 18 programs, students clubs, and discretionary funds on a per-quarter basis through the 2020-2021 academic year. A revenue of \$1 million was projected with approval from the Board to access an additional \$200,000 from S&A reserves if needed. As of February 22, 2021, the S&A fee has brought in \$857,994 in revenue and a total of \$381,714 has been spent.

**Table 1: FY2020-2021 S&A Expenses to Date**

Programs	FY2020-2021 Allocation TD	FY2020-2021 Allocation Spent	FY2020-2021 Allocation Remaining
Art Gallery	\$0	\$0	\$0
Assoc. Student Gov.	\$40,586	\$9,313	\$31,273
ASG - Student Clubs	\$35,000	\$2,138	\$32,862
ASG - Mini-Grant	\$75,000	\$3,000	\$72,000
Athletics	\$216,020	\$63,661	\$152,359
Choral Groups	\$3,833	\$0	\$3,833
Concert Band	\$1,100	\$0	\$1,100
DECA	\$150	\$0	\$150
Ebbtide	\$21,440	\$18,911	\$2,529
Gender Equity Center	\$17,229	\$1,000	\$16,229
Instrumental Music	\$4,114	\$0	\$4,114
Multicultural Center	\$17,421	\$12,563	\$4,858
Opera & Musicals	\$0	\$0	\$0
Parent/Child Center	\$53,000	\$0	\$53,000
Plays & Video	\$5,925	\$2,334	\$3,591
Spindrifft	\$10,476	\$20,110	<b>-\$9,634</b>
Student Life	\$274,168	\$170,070	\$104,098
Theater Tech	\$5,301	\$495	\$4,806
Tutoring	\$56,883	\$50,048	\$6,835
<b>TOTAL</b>	<b>\$891,874</b>	<b>\$381,714</b>	<b>\$510,160</b>

*Please Note: A detailed breakdown of budget expenses and requests begins on page 7.*

With the college continuing to be in remote operations through spring quarter, budget managers were asked in early February to provide updates regarding their spending up to that

point and to submit a projection as to their anticipated costs for the rest of the academic year. 15 programs responded, 6 of them asking for no funding at this time. The S&A committee made decisions based on the information provided and available at the time; programs will have the ability to request mini-grant funding from ASG for any budget items not funded through this process. During the mini-grant process, programs and student clubs are required to provide an overview and budget breakdown for their event/project, which helps keep ASG apprised of events and initiatives taking place on campus and allows them to provide support and promotions to the greater student body.

Of the \$105,706 requested for spring quarter, \$86,747 was approved. A breakdown of funding for each program is provided in the following pages.

**Table 2: Spring 2021 S&A Request & Allocation**

<b>Programs</b>	<b>Spring 2021 Requested</b>	<b>Spring 2021 Allocation</b>
<b>Arts &amp; Entertainment</b>	\$3,000	\$3,000
<b>Art Gallery</b>	\$0	\$0
<b>Assoc. Student Gov.</b>	\$0	\$0
<b>ASG - Student Clubs</b>	\$0	\$0
<b>ASG - Mini-Grant</b>	\$0	\$0
<b>Athletics</b>	\$0	\$0
<b>Choral Groups</b>	\$3,274	\$0
<b>Concert Band</b>	\$0	\$0
<b>DECA</b>	\$0	\$0
<b>Ebbtide</b>	\$13,408	\$13,408
<b>Gender Equity Center</b>	\$11,884	\$0
<b>Instrumental Music</b>	\$0	\$0
<b>Multicultural Center</b>	\$8,164	\$8,164
<b>Opera &amp; Musicals</b>	\$0	\$0
<b>Parent/Child Center</b>	\$26,500	\$26,500
<b>Plays &amp; Video</b>	\$2,150	\$2,150
<b>Spindrift</b>	\$14,014	\$14,014
<b>Student Life</b>	\$0	\$0
<b>Theater Tech</b>	\$4,801	\$1,000
<b>Tutoring</b>	\$18,511	\$18,511
<b>TOTAL</b>	<b>\$105,706</b>	<b>\$86,747</b>

# Spring 2021 S&A Fee Allocation Overview

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The S&A budget will be allocated towards the following programs, club funding, and discretionary budgets:

- **Discretionary Funding:**
  - Mini-Grants
  - Contingency Fund
  
- **Recognized Student Organization/Clubs**
  
- **18 Programs:**
  - Art Gallery
  - Athletics
  - Arts & Entertainment Board
  - Associated Student Government
  - Choral Groups
  - Concert Band
  - DECA
  - Ebbtide
  - Gender Equity Center
  - Instrumental Music
  - Multicultural Center
  - Opera & Musicals
  - Parent/Child Center
  - Plays & Video
  - Spindrift
  - Student Life
  - Theater Tech
  - Tutoring

**Table 3: 2020-2021 S&A Allocation & Expenses to Date (Detailed)**

Programs	FY2020-2021 Allocation TD	FY2020-2021 Allocation Spent	FY2020-2021 Allocation Remaining	Spring 2021 Requested	Spring 2021 Allocation
Arts & Entertainment	\$54,228	\$18,902	\$35,326	\$3,000	\$3,000
Art Gallery	\$0	\$0	\$0	\$0	\$0
Assoc. Student Gov.	\$40,586	\$9,313	\$31,273	\$0	\$0
ASG - Student Clubs	\$35,000	\$2,138	\$32,862	\$0	\$0
ASG - Mini-Grant	\$75,000	\$3,000	\$72,000	\$0	\$0
Athletics-Intramurals	\$26,728	\$5,201	\$21,527	\$0	\$0
Athletics-W Gen	\$21,404	\$15,779	\$5,625	\$0	\$0
Athletics-M Gen	\$23,541	\$5,237	\$18,304	\$0	\$0
Athletics-W Vball	\$18,935	\$9,519	\$9,416	\$0	\$0
Athletics-W Soccer	\$21,231	\$9,298	\$11,933	\$0	\$0
Athletics-M Soccer	\$0		\$0	\$0	\$0
Athletics-W Bball	\$21,483	\$9,822	\$11,661	\$0	\$0
Athletics-M Baseball	\$34,967	\$6,039	\$28,928	\$0	\$0
Athletics-W Softball	\$26,864	\$4,986	\$21,878	\$0	\$0
Athletics-M Bball	\$20,867	\$6,949	\$13,918	\$0	\$0
Choral Groups	\$3,833	\$0	\$3,833	\$3,274	\$0
Concert Band	\$1,100	\$0	\$1,100	\$0	\$0
DECA	\$150	\$0	\$150	\$0	\$0
Ebbtide	\$21,440	\$18,911	\$2,529	\$13,408	\$13,408
Gender Equity Center	\$17,229	\$1,000	\$16,229	\$11,884	\$0
Instrumental Music	\$4,114	\$0	\$4,114	\$0	\$0
Multicultural Center	\$17,421	\$12,563	\$4,858	\$8,164	\$8,164
Opera & Musicals	\$0	\$0	\$0	\$0	\$0
Parent/Child Center	\$53,000	\$0	\$53,000	\$26,500	\$26,500
Plays & Video	\$5,925	\$2,334	\$3,591	\$2,150	\$2,150
Spindrift	\$10,476	\$20,110	<b>-\$9,634</b>	\$14,014	\$14,014
Student Life	\$274,168	\$170,070	\$104,098	\$0	\$0
Theater Tech	\$5,301	\$495	\$4,806	\$4,801	\$1,000
Tutoring	\$56,883	\$50,048	\$6,835	\$18,511	\$18,511
<b>TOTAL</b>	<b>\$891,874</b>	<b>\$381,714</b>	<b>\$510,160</b>	<b>\$105,706</b>	<b>\$86,747</b>

# Allocation Rationale

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In February 2021, programs were asked to provide updates regarding their spending up to that point and to submit a projection as to their anticipated costs for spring quarter. Based on the information provided, allocations were made totaling \$86,747 for spring quarter. Based on YTD expenses of \$381,714, it is estimated that no more than \$500,000 will be spent by the end of winter. This combined with the allocation for spring will result in approx. \$613,000 of the \$1.2 million budget remaining for the year.

## CATEGORY I: Student Clubs

FY2020-2021 YTD Allocation	Spring 2021 Requested	Spring 2021 Allocation
\$35,000	\$0	\$0

**Description:** The S&A fee provides funding for all student clubs to support activities, projects, and faculty and classified staff advisors.

**Request Purposes:** Club baseline budgets (\$500) and level 1 advisor stipends (for all advisors during remote operations - \$124 per quarter)

**Rationale:** Based on current active club roster (10), current allocation is more than sufficient for baseline budgets and advisor stipends. No additional funding is requested at this time.

## CATEGORY II: Programs

### Arts & Entertainment Board

FY2020-2021 YTD Allocation	Spring 2021 Requested	Spring 2021 Allocation
\$54,228	\$3,000	\$3,000

**Description:** A&E organizes campus wide programs and events that create an engaging and vibrant student experience. Additionally, A&E provides graphic design and event planning services for clubs and programs.

**Request Purposes:** Student salaries and supplies for activities

**Rationale:** The Asst. Director of Student Life position was being paid out of this budget, but that funding and expense has recently been moved to the Student Life budget. Remaining funds and an additional \$3,000 will be used for student staff salaries and virtual programming.

### Art Gallery

FY2020-2021 YTD Allocation	Spring 2021 Requested	Spring 2021 Allocation
\$0	\$0	\$0

**Description:** The Art Gallery, located in the 1000 building, showcases various forms of art produced by students, community members, and faculty.

**Request Purposes:** No funding requested for the remainder of the 2020-2021 academic year due to campus closure.

### Associated Student Government

FY2020-2021 YTD Allocation	Spring 2021 Requested	Spring 2021 Allocation
\$40,586	\$0	\$0

**Description:** ASG serves as the representative student voice at Shoreline Community College. 9 officers serve on a variety of campus-wide committees, oversee 2 student fee budgets, and organize a variety of events and initiatives throughout the year to support/serve students.

**Request Purposes:** Student salaries.

**Rationale:** Minimal funding has been used to-date due to delays in hiring student staff, so remaining funds will be used for salaries for spring quarter; no additional funding is requested at this time.

### Athletics

FY2020-2021 YTD Allocation	Spring 2021 Requested	Spring 2021 Allocation
\$216,020	\$0	\$0

**Description:** The Athletics Program consists of six sports teams that compete in the Northwest Athletic Conference (NWAC). Men's basketball, baseball; and women's basketball, softball, soccer, and volleyball.

**Request Purposes:** Salaries for coaches, mandatory fees as required for NWAC compliance, tournament fees, field rentals, and uniforms.

**Rationale:** Due to Covid, league competition has been cancelled for the 2020-2021 school year, although practices are continuing for all sports. Existing budget will support coaches salaries and equipment needed, however no additional funding is requested at this time.

### Choral Group

FY2020-2021 YTD Allocation	Spring 2021 Requested	Spring 2021 Allocation
\$3,833	\$3,274	\$0



**Description:** Choral Ensembles provide students with opportunities to perform a variety of music. This program oversees two performing groups: Chamber Choral and Shoreline Singers.

**Request purposes:** Choral librarian salary, music purchases, and instrumentalist’s salary.

**Rationale:** No funding from previous allocation has been spent, and amount requested for spring quarter can be covered by initial budget. If additional funding is needed, it may be requested through the mini-grant process.

### Concert Band

FY2020-2021 YTD Allocation	Spring 2021 Requested	Spring 2021 Allocation
\$1,100	\$0	\$0

**Description:** Concert Band consists of student musicians who rehearse and perform during campus and community events including SCC’s commencement.

**Request Purposes:** Student salary (music librarian), sheet music.

**Rationale:** No spring budget request submitted. If funding is needed prior to spring quarter, it may be requested through the mini-grant process.

### DECA

FY2020-2021 YTD Allocation	Spring 2021 Requested	Spring 2021 Allocation
\$150	\$0	\$0

**Description:** DECA is a co-curricular activity that aligns with SCC’s Business Administration Program. It provides students with real world business experience through preparing students to compete in regional and international business competitions.

**Request Purposes:** Registration, travel, and lodging for three competitions.

**Rationale:** No spring budget request submitted. If funding is needed prior to spring quarter, it may be requested through the mini-grant process.

### Ebbtide

FY2020-2021 YTD Allocation	Spring 2021 Requested	Spring 2021 Allocation
\$21,440	\$13,408	\$13,408

**Description:** The Ebbtide is a student-run news outlet that publishes online and in print. The Ebbtide delivers campus news and views from a student perspective as well as allowing students to practice journalism skills.

**Request Purposes:** Student salaries, advisor stipend, printing, journalism conference, and organization membership fee.

**Rationale:** Funding for student and advisor salaries and the production of 1 print issue per quarter.

### Gender Equity Center

FY2020-2021 YTD Allocation	Spring 2021 Requested	Spring 2021 Allocation
\$17,229	\$11,884	\$0

**Description:** The Gender Equity Center advocates for education and inclusion on our campus. They provide services and resources for women, LGBTQ+ students, and other underserved populations.

**Request purposes:** Student salaries, workshops, and other events.

**Rationale:** Funding for 2 student staff positions at reduced hours and supplies for virtual events. Amount requested for spring quarter can be covered by remaining budget. If additional funding is needed, it may be requested through the mini-grant process.

### Instrumental Music

FY2020-2021 YTD Allocation	Spring 2021 Requested	Spring 2021 Allocation
\$4,114	\$0	\$0

**Description:** Instrumental Music provides students with an opportunity to perform in an orchestra and small group ensembles.

**Request purposes:** Fees for guest clinicians and performers for zoom workshops

**Rationale:** No spring budget request submitted. If funding is needed prior to spring quarter, it may be requested through the mini-grant process.

### Multicultural Center

FY2020-2021 YTD Allocation	Spring 2021 Requested	Spring 2021 Allocation
\$17,421	\$8,164	\$8,164

**Description:** The Multicultural Center engages the entire campus community to create a climate of inclusion, social justice, equity, access for underserved students and develops programs that support retention and student success.

**Request Purposes:** Student salaries, speaker/facilitator stipends for workshops and lectures, and supplies for virtual events.

**Rationale:** Funding for student staff positions at reduced hours and event supplies. Amount requested for spring quarter can be partially covered by remaining budget. If additional funding is needed, it may be requested through the mini-grant process.

### Opera/Musical

FY2020-2021 YTD Allocation	Spring 2021 Requested	Spring 2021 Allocation
\$0	\$0	\$0

**Description:** The Opera/Musical Program organizes opera and musical productions. Students gain experience as singers, dancers, actors, etc. This program also employs experienced local professionals.

**Request Purposes:** No funding requested for the remainder of the 2020-2021 academic year due to campus closure.

### Parent Child Center

FY2020-2021 YTD Allocation	Spring 2021 Requested	Spring 2021 Allocation
\$53,000	\$26,500	\$26,500

**Description:** The Parent Child Center provides educational and child care services for students, faculty/staff, and community members. The PCC also serves as a lab school for students in the Early Childhood Educational Program at SCC.

**Request Purposes:** Salaries for staff and teachers.

**Rationale:** Funding for staff salaries for continued operation of the center.

### Plays, Film, and Video

FY2020-2021 YTD Allocation	Spring 2021 Requested	Spring 2021 Allocation
\$5,925	\$2,150	\$2,150

**Description:** Plays, Film, and Video is a program that helps students learn and develop skills required to work in film and theater industries. They create student produced films and host the Shoreline Shorts (short plays written and directed by students).

**Request Purposes:** Student and staff salaries and supplies for online production.

**Rationale:** Funding for salaries and goods & services to produce virtual play and support student projects.

### Spindrift

FY2020-2021 YTD Allocation	Spring 2021 Requested	Spring 2021 Allocation
\$10,476	\$14,014	\$14,014

**Description:** Spindrift is a literary magazine that solicits and publishes written and artistic work from students and community members annually.

**Request Purposes:** Student salaries, advisor stipend, and printing costs.

**Rationale:** Due to delayed printing of last year's edition, charges rolled over to the current year resulting in overspending of summer/fall allocation. Funding requested for student staff salaries and advisor stipend.

## Student Life

FY2020-2021 YTD Allocation	Spring 2021 Requested	Spring 2021 Allocation
\$274,168	\$0	\$0

**Description:** Student Life creates dynamic co-curricular programs and activities that are invested in the transformation of all students. This program provides accessible opportunities for students to build community, develop critical skills, and engage the campus community.

**Request Purposes:** Full time Student Life staff salaries and supplies for student leadership training, club support, facilitator stipends, and New Student Orientation.

**Rationale:** Salaries for 3 full-time staff positions + 1 graduate intern for 2020-2021 academic year. Funding and expenses for Asst. Director position was recently moved from A&E budget. No additional funding is requested at this time.

## Theater Tech

FY2020-2021 YTD Allocation	Spring 2021 Requested	Spring 2021 Allocation
\$5,301	\$4,801	\$1,000

**Description:** The Theater Tech Program supports the production of plays, musicals, concerts, and operas.

**Request Purposes:** Student and staff salaries and building materials for online production.

**Rationale:** No funding was allocated for summer/fall, funding for staff salaries has resulted in slight overspending. Funding requested for salaries and goods & services to produce virtual play and support student projects for spring. Amount requested for spring quarter can be partially covered by remaining budget. If additional funding is needed, it may be requested through the mini-grant process.

## Tutoring Services

FY2020-2021 YTD Allocation	Spring 2021 Requested	Spring 2021 Allocation
\$56,883	\$18,511	\$18,511

**Description:** Tutoring Services provides students with free one-on-one tutoring services in various subjects.

**Request Purposes:** Tutor salaries.

**Rationale:** Salaries for tutors based on anticipated drop due to remote operations.

## CATEGORY III: Discretionary Funding

### Mini-Grant

FY2020-2021 YTD Allocation	Spring 2021 Requested	Spring 2021 Allocation
\$75,000	\$0	\$0

**Description:** Mini-Grants are a supplemental funding source that clubs and programs can access through an application process that is managed by ASG.

**Request Purposes:** Salaries for performers speakers, and other supplies for virtual events.

**Rationale:** Discretionary budget for ad-hoc requests from student clubs and S&A programs. No additional funding needed at this time.

# Recommendation

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As S&A programs head into spring quarter, they continue to navigate and overcome challenges associated with Covid-19 and remote operations. Thanks to their continued flexibility and understanding, the S&A committee has been able to allocate funding on a per-quarter basis through the 2020-2021 academic year. After reviewing the \$105,706 in requests received for spring quarter, the committee recommends that the Board of Trustees approve the proposed \$86,747 in allocations. Since the S&A fee has already brought in a revenue of \$857,994 and spending to-date has been \$381,714, the committee feels comfortable that the amounts allocated are still well within the existing and projected budget for the remainder of the 2020-2021 academic year.

Thank you,

## **2020-2021 Services & Activities Fee Committee**

Sunshine Cheng, ASG President  
Khanh Le, ASG Vice President  
Nathan Sidik, ASG Budget & Finance Officer  
Kelsie Morehead, ASG Sustainability Officer  
Tio Runtukahu, ASG Governmental Affairs Officer  
Krizzia Sunio, ASG Club Affairs Officer  
Jennie Nguyen, ASG Student Representative  
Sundi Musnicki, ASG Advisor

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF FEBRUARY 24, 2021**

**TAB 2**

**FIRST READING**

**Subject: Two-Year College Calendar**

**Background**

The following recommendations by the Joint Union Management Committee (JU/MC) were used to develop the 2022-2023 and tentative 2023-2024 academic calendars:

1. Ensure continued adherence to Policy 6000.
2. Each quarter of the academic year should contain 49 or 50 instructional days.
3. Attempt to have the same number of instructional days for each day of the week.
4. Commencement should be held the day after finals and can be held in the evening.
5. Schedule a late start for Winter, Spring, Summer and Fall quarters.
  - a. Late start is defined as beginning the quarter a later date than other area colleges
6. Have three (3) final exam days for each of the academic year quarters (excludes Summer).
7. Have a prep day for each of the academic quarters (excludes Summer).
8. Schedule a minimum four (4) week break between Summer and Fall quarters.
9. Have a full week of instruction following Thanksgiving.
10. Allow several days after the week of campus closure that the College is open before starting Winter quarter for necessary student services to be offered.
11. Expand the break between Winter and Spring quarter to more than five (5) days.
12. Where possible, have Summer quarters begin in June.
13. Shorten opening week by one (1) day, moving that day to another date within the academic year, for the purpose of professional learning, per Article 7.b.5. When scheduling, include the following:
  - a. Avoid scheduling the day on the Friday before a quarter startup
  - b. Avoid the last two (2) weeks before the quarter ends
  - c. Consider positive and/or negative impact on students when determining the date

The Calendar Committee attempted to comply with the above parameters.

The 2022-2023 and tentative 2023-2024 calendars have been approved by the JU/MC and are attached for the Board's consideration.

Prepared by: Lisa Malik  
Acting Dean of Access and Advising  
Shoreline Community College  
February 22, 2021

# SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN 2022-2023 CALENDAR

(Draft Tentative)

### KEY

Shaded, bolded areas = Instructional Days  
Boxed, bolded, italic numbers = Holidays

( ) Faculty Prep Days  
< > Exam Days  
○ Grades Due

[ ] First/Last Day Instruction  
— FT Faculty Contract Days  
{ } Commencement  
\* Campus closed

FALL QTR 2021	
INSTR	50
FAC/PREP	1
EXAMS	3
<b>TOTAL</b>	<b>54</b>

WINTER QTR 2022	
INSTR	49
FAC/PREP	1
EXAMS	3
<b>TOTAL</b>	<b>53</b>

SPRING QTR 2022	
INSTR	49
FAC/PREP	1
EXAMS	3
<b>TOTAL</b>	<b>53</b>

SUMMER QTR 2022	
INSTR	31
FAC/PREP	0
EXAMS	--
<b>TOTAL</b>	<b>31</b>

Additional undesignated FT faculty days = 7 (excluding summer quarter)

### SEPTEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	<b>5</b>	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	<b>22</b>	<b>23</b>	24
25	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	

### MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	11
12	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	18
19	<b>20</b>	(21)	<22>	<23>	<24>	25
26	27	(28)	29	30	31	

10/12-11/9  
After 11/9  
11/1

**Drops show as W**  
**Drops show as Z, NC, or V**  
**Last day for P/NC option**

### OCTOBER

S	M	T	W	T	F	S
						1
2	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	8
9	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	15
16	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	22
23	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	29
30	<b>31</b>					

### APRIL

S	M	T	W	T	F	S
						1
2	[3]	4	5	6	7	8
9	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	15
16	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	22
23	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	29
30						

### FALL QUARTER

9/5 Holiday\* - Campus Closed  
9/22 Opening Week Begins  
9/28 Instruction Begins  
11/11 Holiday\* - Campus Closed  
11/24 & 11/25 Holiday\* - Campus Closed  
12/9 Instruction Ends  
12/12 Prep Day  
12/13, 12/14, 12/15 Exams  
12/20 Grades Due  
12/26 Holiday\* - Campus Closed

1/24-2/22  
After 2/22  
2/13

**Drops show as W**  
**Drops show as Z, NC, or V**  
**Last day for P/NC option**

### NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	12
13	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	19
20	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	26
27	<b>28</b>	<b>29</b>	<b>30</b>			

### MAY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	13
14	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	20
21	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	27
28	<b>29</b>	<b>30</b>	<b>31</b>			

### WINTER QUARTER

1/2 Holiday\* - Campus Closed  
1/9 Instruction Begins  
1/16 Holiday\* - Campus Closed  
2/20 Holiday\* - Campus Closed  
3/20 Instruction Ends  
3/21 Prep Day  
3/22, 3/23, 3/24 Exams  
3/28 Grades Due

4/17-5/16  
After 5/16  
5/8

**Drops show as W**  
**Drops show as Z, NC, or V**  
**Last day for P/NC option**

### DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	10
11	(12)	<13>	<14>	<15>	16	17
18	19	(20)	21	22	23	24
25	<b>26</b>	27	28	29	30	31

### JUNE

S	M	T	W	T	F	S
				1	2	3
4	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	10
11	<b>12</b>	(13)	<14>	<15>	<16>	{17}
18	19	(20)	21	22	23	24
25	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	

### SPRING QUARTER

4/3 Instruction Begins  
4/28 Day of Learning  
5/29 Holiday\* - Campus Closed  
6/12 Instruction Ends  
6/13 Prep Day  
6/14, 6/15, 6/16 Exams  
6/17 Commencement  
6/20 Grades Due

7/6-7/27  
After 7/27  
2/24

**Drops show as W**  
**Drops show as Z, NC, or V**  
**Last day for P/NC option**

### JANUARY 2023

S	M	T	W	T	F	S
	<b>2</b>	3	4	5	6	7
8	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	14
15	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	21
22	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	28
29	<b>30</b>	<b>31</b>				

### JULY

S	M	T	W	T	F	S
						1
2	3	<b>4</b>	5	6	7	8
9	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	14	15
16	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	21	22
23	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	28	29
30	<b>31</b>					

### SUMMER QUARTER

6/26 Instruction Begins  
7/4 Holiday\* - Campus Closed  
8/17 Instruction Ends  
(Exams on last day of class)  
8/22 Grades Due

### FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	11
12	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	18
19	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	25
26	<b>27</b>	<b>28</b>				

### AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	11	12
13	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	18	19
20	21	(22)	23	24	25	26
27	28	29	30	31		



# SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN 2023-2024 CALENDAR

(Draft Calendar)

**KEY**

Shaded, bolded areas = Instructional Days

Boxed, bolded, italic numbers = Holidays

( ) Faculty Prep Days

< > Exam Days

○ Grades Due

[ ] First/Last Day Instruction

FT Faculty Contract Days

\* Campus closed

FALL QTR 2023	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

WINTER QTR 2024	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

SPRING QTR 2024	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

SUMMER QTR 2024	
INSTR	31
FAC/PREP	0
EXAMS	--
TOTAL	31

Additional undesignated FT faculty days = 6 (excluding summer quarter)

**SEPTEMBER 2023**

S	M	T	W	T	F	S
					1	2
3	<b>4</b>	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	<b>21</b>	<b>22</b>	23
24	<b>25</b>	<b>26</b>	<b>[ 27 ]</b>	<b>28</b>	<b>29</b>	30

**MARCH**

S	M	T	W	T	F	S
					1	2
3	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	9
10	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	16
17	<b>[18]</b>	<b>(19)</b>	<b>&lt;20&gt;</b>	<b>&lt;21&gt;</b>	<b>&lt;22&gt;</b>	23
24	25	<b>(26)</b>	27	28	29	30
31						

10/11 - 11/19 Drops show as W  
12/19 Drops show as Z, NC, or V  
11/7 Last day for P/NC option

FALL QUARTER	
9/4	Holiday - Campus Closed *
9/21	Opening Week Begins
9/27	Instruction Begins
11/10	Holiday - Campus Closed *
11/23 & 11/24	Holiday - Campus Closed *
12/8	Instruction Ends
12/11	Prep Day
12/12, 12/13 & 12/14	Exams
12/19	Grades Due
12/25	Holiday - Campus Closed *

**OCTOBER**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	28
29	<b>30</b>	<b>31</b>				

**APRIL**

S	M	T	W	T	F	S
	1	2	<b>[ 3 ]</b>	4	5	6
7	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	13
14	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	20
21	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	27
28	<b>29</b>	<b>30</b>				

1/23 - 2/20 Drops show as W  
3/26 Drops show as Z, NC, or V  
2/9 Last day for P/NC option

WINTER QUARTER	
1/1	Holiday - Campus Closed *
1/8	Instruction Begins
1/15	Holiday - Campus Closed *
2/19	Holiday - Campus Closed *
3/18	Instruction Ends
3/19	Prep Day
3/20, 3/21 & 3/22	Exams
3/26	Grades Due

**NOVEMBER**

S	M	T	W	T	F	S
			1	2	3	4
5	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	11
12	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	18
19	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	25
26	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>		

**MAY**

S	M	T	W	T	F	S
			1	2	3	4
5	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	11
12	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	18
19	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	25
26	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	

4/17-5/14 Drops show as W  
6/25 Drops show as Z, NC, or V  
5/7 Last day for P/NC option

SPRING QUARTER	
4/3	Instruction Begins
4/26	SCC Professional Development
5/27	Holiday - Campus Closed *
6/13	Instruction Ends
6/14	Prep Day
6/17, 6/18 & 6/19	Exams
<b>6/20</b>	<b>Commencement</b>
6/25	Grades Due

**DECEMBER**

S	M	T	W	T	F	S
					1	2
3	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>[ 8 ]</b>	9
10	(11)	<b>&lt;12&gt;</b>	<b>&lt;13&gt;</b>	<b>&lt;14&gt;</b>	15	16
17	18	<b>(19)</b>	20	21	22	23
24	<b>25</b>	26	27	28	29	30
31						

**JUNE**

S	M	T	W	T	F	S
						1
2	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	8
9	<b>10</b>	<b>11</b>	<b>12</b>	<b>[ 13 ]</b>	<b>(14)</b>	15
16	<b>&lt;17&gt;</b>	<b>&lt;18&gt;</b>	<b>&lt;19&gt;</b>	20	21	22
23	24	<b>(25)</b>	26	27	28	29
30						

**JANUARY 2024**

S	M	T	W	T	F	S
	<b>1</b>	2	3	4	5	6
7	<b>[ 8 ]</b>	9	10	11	12	13
14	<b>15</b>	16	17	18	19	20
21	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	27
28	<b>29</b>	<b>30</b>	<b>31</b>			

**JULY**

S	M	T	W	T	F	S
	<b>[ 1 ]</b>	2	3	<b>4</b>	5	6
7	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	12	13
14	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	19	20
21	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	26	27
28	<b>29</b>	<b>30</b>	<b>31</b>			

7/11 - 8/1 Drops show as W  
8/27 Drops show as Z, NC, or V  
7/25 Last day for P/NC option

SUMMER QUARTER	
7/1	Instruction Begins
7/4	Holiday - Campus Closed *
8/22	Instruction Ends
	(Exams on last day of class)
8/27	Grades Due

**FEBRUARY**

S	M	T	W	T	F	S
				1	2	3
4	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	10
11	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	17
18	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	24
25	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>		

**AUGUST**

S	M	T	W	T	F	S
				1	2	3
4	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	9	10
11	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	16	17
18	<b>19</b>	<b>20</b>	<b>21</b>	<b>[22]</b>	23	24
25	26	<b>(27)</b>	28	29	30	31

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF FEBRUARY 24, 2021**

**TAB 3**

**ACTION**

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

**Background**

The Board of Trustees conducted a first reading related to a proposal for a new Business Intelligence and Data Analytics (BIDA) program at its January 27, 2021 meeting. The presentation on the proposed new BIDA program included:

- Timeline
- Definitions
- Demand
- Wages
- Year One Steps (2021-22)
- Year Two Steps (2022-23)
- Year Three Steps (2023-24)

Note:

- The BIDA program will replace the Business Technology program.
- Upon Board of Trustees approval, the College will begin the program approval process (PAR) with the State Board for Community and Technical Colleges (SBCTC).

**Recommendation**

That the Board of Trustees approve the proposal for a new Business Intelligence and Data Analytics (BIDA) program.

Prepared by: Tim Wright  
Acting Executive Dean – Business, Communication Studies and Social Sciences  
Shoreline Community College  
February 22, 2021

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF FEBRUARY 24, 2021**

**TAB 4**

**ACTION**

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

**Background**

The Board of Trustees conducted a first reading at its special meeting of January 27, 2021 of the following College policies that have been created or revised during the policy review process:

New

- Policy 4128 (Infants on Campus)

Revised

- Policy 4127 (Children on Campus)

**Recommendation**

It is recommended that the Board of Trustees approve:

- The creation of Policy 4128 (Infants on Campus)
- The revision of Policy 4127 (Children on Campus)

Prepared by: Cheryl Roberts, President  
Veronica Zura, Executive Director of Human Resources  
Shoreline Community College  
February 22, 2021



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

Policy:

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

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

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



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

Policy:

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

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

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

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF FEBRUARY 24, 2021**

**TAB 5**

**ACTION**

**Subject: Faculty Sabbatical Leave Proposals (2021 – 2022)**

**Background**

The July 1, 2019 through June 30, 2022 Agreement By and Between the Shoreline Community College Board of Trustees, District VII and the Shoreline Community College Federation of Teachers (Article XIV: section A – Sabbatical Leaves) states that sabbatical leaves are available to Full-Time academic employees.

The number of annual sabbatical leaves shall not exceed two and four-tenths percent (2.4%) of the total number of Full-Time academic employees, provided that there are enough applicants who meet the conditions established in this Article; and further provided the aggregate cost of such leaves during any year, including the cost of replacement personnel, shall not exceed one hundred fifty percent (150%) of the cost of salaries which otherwise would have been paid to personnel on leave.

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A total of eight (8) quarters of sabbatical leave is recommended for the 2021 – 2022 academic year. All faculty recommended are eligible for a sabbatical leave and the Faculty Sabbatical Selection Committee has complied with the provisions of Article XIV: section A – Sabbatical Leaves of the 2019 – 2022 Agreement.

The Faculty Sabbatical Selection Committee was chaired by Stephanie Bartlett. Following the Committee's review of the written proposals and applicant interviews, four (4) proposals are forwarded to the Board of Trustees for review. The Committee recommended two (2) quarters sabbatical leave for four (4) faculty members.

To follow: Brief summaries of the proposals recommended for 2021 – 2022 sabbatical leaves by the Faculty Sabbatical Selection Committee.

<b>1.</b>	<b><u>Name</u></b>	<b><u>Division</u></b>	<b><u>Number of Quarters Recommended</u></b>
	<b>Jessica Gibson</b>	Humanities and ESL/ABE/GED	<b>2</b>

Purpose: To transform the existing English as a Second Language (ESL) Faculty Canvas site from a static and now outdated depository of materials to a site with embedded training and learning, as well as curated materials created while online.

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2.	<b><u>Name</u></b> Mark Hankins	<b><u>Division</u></b> Science (Automotive)	<b><u>Number of Quarters</u></b> <b><u>Recommended</u></b> 2
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Purpose: To update knowledge on existing but recent technology that is being integrated into common automobiles; improve understanding of the fundamentals of electric car systems for inclusion in student learning outcomes; explore automotive programs that have existing electric vehicle courses or degrees and to return with a framework on how to create such course or degree programs at Shoreline Community College; and develop online instruction, where appropriate, to teach new electric vehicle technology.

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3.	<b><u>Name</u></b> Michelle Kleisath	<b><u>Division</u></b> Business, Communication Studies, and Social Sciences	<b><u>Number of Quarters</u></b> <b><u>Recommended</u></b> 2
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Purpose: To learn more about how anti-Asian racism is manifesting in the United States after 2020, and update my curriculum; and learn more about the experiences of our international students who are currently living and studying remotely from Asia.

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4.	<b><u>Name</u></b> Brooke Zimmers	<b><u>Division</u></b> Business, Communication Studies, and Social Sciences	<b><u>Number of Quarters</u></b> <b><u>Recommended</u></b> 2
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Purpose: To improve teaching and course offerings; refresh and update technology and online knowledge and resources; explore ways to support the campus climate in its pursuit of being a more anti-racist institution; and build the structures for Communication Studies to be viewed as a centralized HUB in our community.

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### **Recommendation**

It is recommended that sabbatical leaves during the 2021 – 2022 academic year, at 100% compensation, be granted to:

- Jessica Gibson, Mark Hankins, Michelle Kleisath, and Brooke Zimmers for two (2) quarters each.

Prepared by: Cheryl Roberts, President  
Phillip King, Vice President for Student Learning, Equity & Success  
Shoreline Community College  
February 22, 2021