

**SHORELINE COMMUNITY COLLEGE****Board of Trustees****(Virtual) Special Meeting of July 21, 2021****4:00 PM – Special Session**Zoom Link: <https://us02web.zoom.us/j/87612198420> • Webinar (“Meeting”) ID: 876 1219 8420

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

**A G E N D A**

<b>4:00 PM – SPECIAL SESSION</b>			
<b>NO.</b>	<b>AGENDA ITEM</b>	<b>RESPONSIBILITY</b>	<b>TAB</b>
1.	<b>Convene Special Meeting</b>	<i>Chair Catherine Post D’Ambrosio</i>	
2.	<b>Report:</b> Chair, Board of Trustees	<i>Chair Catherine Post D’Ambrosio</i>	
3.	<b>Consent Agenda</b> <b>a. Approval of Previous Meeting Minutes</b> ▪Special Meeting of June 23, 2021	<i>Chair Catherine Post D’Ambrosio</i>	
4.	<b>Communication from the Public</b> Public comment(s) will be presented to the Board verbally.  <ul style="list-style-type: none"> <li>• <u>For attendees connecting online:</u> Please sign up to provide a public comment via the Chat function in Zoom between 3:45 PM – 4:00 PM on July 21.</li> <li>• <u>For attendees connecting by telephone:</u> Please sign up to provide a public comment between 3:45 PM – 4:00 PM on July 21 by:               <ol style="list-style-type: none"> <li>1. Sending an email to Board Secretary Lori Yonemitsu at <a href="mailto:lyonemitsu@shoreline.edu">lyonemitsu@shoreline.edu</a> with your telephone number and name (optional); or</li> <li>2. Calling Board Secretary Lori Yonemitsu at (206) 546-4552 with your telephone number and name (optional).</li> </ol> </li> </ul> <p>The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the July 21 meeting will be no more than thirty (30) minutes with up to two (2) minutes allotted per speaker. Adjustments to the two (2) minute allotment will be made if more than fifteen (15) individuals sign up to speak. (For the entering of a public comment into the record and attaching to the minutes of the July 21 meeting, please send written public comment to Board Secretary Lori Yonemitsu at <a href="mailto:lyonemitsu@shoreline.edu">lyonemitsu@shoreline.edu</a> following the July 21 meeting.)</p>	<i>Chair Catherine Post D’Ambrosio</i>	
5.	<b>Report:</b> Fiscal Year-End (2020 – 2021)	<i>Dawn Beck</i>	
6.	<b>Action: Process for Interim President Selection</b>	<i>Veronica Zura</i>	<b>1</b>

7.	<b>Action: Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers (SCCFT) – Appendix A, Article III: Student and Instructional Related Activities with regard to compensation for academic employees who serve as activity advisors for “Other Advising” roles</b>	<i>Phillip King</i>	<b>2</b>
8.	<b>Action: Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers – Regarding Music Department Private/Individual Instruction</b>	<i>Phillip King</i>	<b>3</b>
9.	<b>Constituent Report:</b> Shoreline Faculty	<i>Eric Hamako</i>	
10.	<b>Constituent Report:</b> Shoreline Classified Staff	<i>Ric Doike-Foreman</i>	
11.	<b>Constituent Report:</b> Shoreline Associated Student Government	<i>Sunshine Cheng</i>	
12.	<b>Report:</b> College President	<i>Phillip King</i>	
13.	<b>Report:</b> Closing Remarks – Board of Trustees	<i>Trustees</i>	
14.	<b>Executive Session for the following reason(s):</b> 1. To discuss the performance of a public employee. -and/or- 2. To discuss matters of litigation or potential litigation with legal counsel.	<i>Chair Catherine Post D’Ambrosio</i>	
15.	<b>Action: 2021 Exceptional Faculty Award</b>	<i>Phillip King</i>	<b>4</b>
16.	<b>Action: Adjournment</b>	<i>Chair Catherine Post D’Ambrosio</i>	

•To connect to the July 21, 2021 special meeting (special session):

- Via **link**, go to: <https://us02web.zoom.us/j/87612198420>
- Via **telephone**:

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

(253) 215-8782  
(346) 248-7799  
(312) 626-6799

- **Webinar (“Meeting”) ID:** 876 1219 8420

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF JUNE 23, 2021

MINUTES

STUDY SESSION

The study session of the special meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Catherine Post D'Ambrosio at 3:02 PM by audio/visual conference. A quorum of the Board was present by audio/visual conference.

Chair Post D'Ambrosio announced, "Trustee Lux, Trustee Pobe, and I, are pleased to welcome two (2) newly appointed members to the Board of Trustees: Rebecca Chan and Kim Wells."

2021-2022 College Budget

Vice President for Business & Administrative Services Dawn Beck presented a *Fiscal & Budget Update* slide presentation (attached) which included:

- Prior Year Context – FY21 Budget
- Current Economic Environment
- State Allocation Trend
- Enrollment Trends
- Covid Recovery Funding
- Proposed Budget
- Revenues – Two Views
- Personnel
- Operating Expenses
- Putting It All Together – "anticipating a flat, steady budget"
- Cash Forecast

Vice President Beck, Vice President for Student Learning, Equity & Success Phillip King, and/or Executive Director for Human Resources Veronica Zura responded to questions from the Trustees related to:

- Hazard pay for personnel required to be on campus (e.g. security officers; custodial staff) during remote operations and continuation of such pay once the campus returns to normal operations.
- Running Start and Community Education Options (CEO) enrollment, recruitment, and retention.
- ctcLink expenses and its inclusion in the College budget.

Based on Trustee discussion, items for future Board of Trustees meetings

- FY 2020-21 budget *actuals*
- Career Education Options (CEO): what it is; growth potential; how it works; funding model.

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- Running Start: what it is; growth potential; how it works; funding model.

Chair Post D'Ambrosio thanked Vice President Beck for showing that the College has a healthy budget.

Motion 21:40: Motion made by Trustee Lux to adjourn the study session of June 23, 2021.

Motion seconded by Trustee Pobee. All five Trustees present (Rebecca Chan, Catherine Post D'Ambrosio, Tom Lux, Eben Pobee, Kim Wells) for this action item, voted *aye* to approve the motion.

Chair Post D'Ambrosio adjourned the study session at 3:50 PM.

### 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 Post D'Ambrosio at 4:00 PM by audio/visual conference. A quorum of the Board was present by audio/visual conference.

Chair Post D'Ambrosio announced, "Trustee Lux, Trustee Pobee, and I, are pleased to welcome two (2) newly appointed members to the Board of Trustees: Rebecca Chan and Kim Wells."

### MEMBERS PRESENT

Trustees Rebecca Chan, Catherine Post D'Ambrosio, Tom Lux, Eben Pobee, and Kim Wells 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

Referring to a statement in one of the June constituent reports, Chair Post D'Ambrosio stated that "President Roberts was not fired" as a result of doing something wrong or not fulfilling the Board's expectations, and differentiated between the termination for cause and the termination for convenience clauses in the President's contract—with the Board exercising the latter ("termination for convenience"). Chair Post D'Ambrosio closed with referring to the Board resolution commending service of President Cheryl Roberts—which exhibited the Board's satisfaction with President Roberts's performance.

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CONSENT AGENDA

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

- a. Minutes from the special meetings of May 24, 2021, May 26, 2021, and May 28, 2021

Motion 21:41: Motion made by Trustee Lux to approve the consent agenda.

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

COMMUNICATION FROM THE PUBLIC

Per the notice for the June 23, 2021 (virtual) special meeting of the Board of Trustees:

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

- For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 3:45 PM – 4:00 PM on June 23.
- For attendees connecting by telephone: Please sign up to provide a public comment between 3:45 PM – 4:00 PM on June 23 by: 1. Sending an email to Board Secretary Lori Yonemitsu at [lyonemitsu@shoreline.edu](mailto:lyonemitsu@shoreline.edu) with your telephone number and name (optional); or 2. Calling Board Secretary Lori Yonemitsu at (206) 546-4552 with your telephone number and name (optional).

The meeting host will move individuals signed up to provide public comment to the panelist screen and the Board Chair will call upon speakers. The total public comment period at the June 23 meeting will be no more than thirty (30) minutes with up to two (2) minutes allotted per speaker. Adjustments to the two (2) minute allotment will be made if more than fifteen (15) individuals sign up to speak. (For the entering of a public comment into the record and attaching to the minutes of the June 23 meeting, please send written public comment to Board Secretary Lori Yonemitsu at [lyonemitsu@shoreline.edu](mailto:lyonemitsu@shoreline.edu) following the June 23 meeting.)

There were no speakers signed up to provide public comments.

COLLEGE UPDATES

End-of-Year

Vice President for Student Learning, Equity & Success Phillip King read report (attached).

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In response to questions from the Trustees:

- Vice President King shared that colleges are determining whether to require vaccinations.
- Vice President for Business & Administrative Services Dawn Beck noted that the square footage of the new Health Sciences and Advanced Manufacturing Classroom Complex (HSAMCC) will be very similar to the square footage of the buildings being replaced.

Career Education Options (CEO) & King County DCHS Merger

Transitional Studies Associate Dean Jonathan Molinaro shared information about two (2) “user engagement programs” at the College: [Career Education Options \(CEO\)](#) and [Learning Center North](#). “Learning Center North is largely run through the County and the CEO program is going to follow suit as the College just finalized a memorandum of agreement to merge CEO over to County leadership.”

While noting that students in the CEO program will still be Shoreline students, Associate Dean Molinaro shared that some of the College’s employees in the CEO program, will become King County employees, and spoke of the benefits for the College including:

- Access to resources and funding from the County to assist with recruitment and retention.

In response to questions from the Trustees:

- Associate Dean Molinaro confirmed that the merger is not system wide and only the CEO program at Shoreline, is merging with King County.
- Executive Director for Human Resources Veronica Zura shared that the College employees who will become King County employees, are excited about the change.
- Associate Dean Molinaro and Vice President for Business & Administrative Services Dawn Beck confirmed that the College “will still receive all of the tuition, will pay King County for its staff, and net revenue, will remain the same.”

REPORT: ENROLLMENT

Vice President for Student Learning, Equity & Success Phillip King went over a *Summer 2021 Enrollment Update* slide presentation (attached) containing the following:

- Annual FTEs, according to funding source and quarter
- Summer Enrollment Update (Category; Summer 2020; Summer 2021; Change Summer)
- Additional Populations Enrollment Update – Summer 2021

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Vice President King noted, “Shoreline has weathered the pandemic much better than other colleges due to the work of campus personnel.” He responded to questions from the Trustees regarding the increase in Aerospace FTE (20 → 33) and confirmed there is an upward trend in Manufacturing (CNC Machinists or Mechatronics) enrollment.

International Education Executive Director Samira Pardanani communicated that she is optimistic that international enrollment in the United States will rebound due to several factors (e.g. continued interest from those wanting an education in the United States; the Biden administration’s advocacy for/of community colleges). She also spoke of the College’s very strong and extremely innovative International Education team and the College’s consistent ranking in the top 20 on the *Open Doors Report on International Educational Exchange*.

ACTION: NEW PROGRAM – ASSOCIATE IN COMPUTER SCIENCE DTA/MRP

Workforce & STEM Executive Dean Guy Hamilton read tab 1 [Action: New Program – Associate in Computer Science DTA/MRP]. The Board conducted a first reading related to the proposed new program – Associate in Computer Science DTA/MRP at it May 26, 2021 meeting.

Motion 21:42: Motion made by Trustee Lux to approve the new program – Associate in Computer Science DTA/MRP as presented at the May 26, 2021 Board of Trustees meeting.

Motion seconded by Trustee Chan.

Remarks from the Trustees included appreciation for the work in “putting this together and moving forward” and “hearing that employers are hiring.”

All five Trustees present (Rebecca Chan, Catherine Post D’Ambrosio, Tom Lux, Eben Pabee, Kim Wells) for this action item, voted *aye* to approve the motion.

REPORT: 2021-2022 COLLEGE BUDGET

The Board was presented with the proposed 2021-2022 operating budget by Vice President for Business & Administrative Services Dawn Beck during the preceding study session. Chair Post D’Ambrosio asked if the Trustees had additional questions for Vice President Beck related to the proposed 2021-2022 operating budget.

Both Vice President Beck and Vice President for Students, Equity & Success Phillip King addressed the reinstatement of the COLAs for administrative/exempt personnel for the last four months of FY 2020-2021 and clarified that the Executive Team (ET) made the decision to withhold COLAs for administrative/exempt personnel for the first eight months of FY 2020-21.

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ACTION: 2021-2022 COLLEGE BUDGET

Business & Administrative Services Vice President Dawn Beck read tab 2 [Action: 2021-2022 College Budget].

Motion 21:43: Motion made by Trustee Lux: That the Board of Trustees of Shoreline Community College authorizes a fiscal year 2021-2022 operating budget of \$44,815,660 with the slightly increased expenditure levels as for fiscal year 2022, plus mandatory expenditure increases for health care, pensions, and compensation adjustments; and further moved, that the College President may adjust the operating budget up or down by up to one (1) percent of estimated operating revenues.

Motion seconded by Trustee Wells.

In response to questions from Chair Post D'Ambrosio, Vice President Beck communicated that it's difficult to say "where we are" financially in comparison to similar sized community colleges in the state due to a lag in data. She added that difficult decisions were made when faced with the economic crisis resulting from the pandemic but feels the College has been able to maintain a healthy and secure position.

All five Trustees present (Rebecca Chan, Catherine Post D'Ambrosio, Tom Lux, Eben Pobe, Kim Wells) for this action item, voted *aye* to approve the motion.

ACTION: 2021-2022 SERVICES & ACTIVITIES (S&A) BUDGET

Director for Student Leadership & Residential Life Sundi Musnicki read tab 3 [2021-2022 Services & Activities (S&A) Budget]. The Board was presented with the Services & Activities (S&A) fee budget allocation proposal at its May 26, 2021 study session.

Motion 21:44: Motion made by Trustee Lux to approve the S&A budget allocation proposal of \$678,128 for the first half of FY 2021-2022.

Motion seconded by Trustee Wells.

In response to questions and/or remarks from the Trustees, Director Musnicki communicated that access to S&A funds next year would "depend on what the level of presence on campus looks like and what the return to activity looks like for our students in our programs."



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All five Trustees present (Rebecca Chan, Catherine Post D'Ambrosio, Tom Lux, Eben Pobe, Kim Wells) for this action item, voted *aye* to approve the motion.

ACTION: BOARD OF TRUSTEES 2022 REGULAR MEETING SCHEDULE

Lori Yonemitsu, Secretary to the Board of Trustees & Executive Assistant to the President read tab 4 [Action: Board of Trustees 2022 Regular Meeting Schedule].

Motion 21:45: Motion made by Trustee Wells to adopt the 2022 regular meeting scheduled as presented.

Motion seconded by Trustee Pobe.

In response to a question from Trustee Chan, Chair Post D'Ambrosio noted that the Board can consider changing the date of a Board meeting.

All five Trustees present (Rebecca Chan, Catherine Post D'Ambrosio, Tom Lux, Eben Pobe, Kim Wells) for this action item, voted *aye* to approve the motion.

CONSTITUENT REPORT: SHORELINE FACULTY

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

CONSTITUENT REPORT: SHORELINE CLASSIFIED STAFF

Chair Post D'Ambrosio announced that Assistant Chief Shop Steward and campus IT Administrator Ric Doike-Foreman was prepared to provide the constituent report on behalf of the Classified Staff however, was unable to connect to the meeting due to being in the middle of resolving the network issues that the College has been experiencing since the weekend.

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

Associated Student Government (ASG) President Sunshine Cheng reported on:

- Having an opportunity to participate in the College's first drive-thru Commencement celebration—a "moment to celebrate the collective success of my friends and peers and a chance to cheer them on one final time."

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- The ASG’s engagement events and support of over fifteen clubs to ensure that our students had the best possible experience during such trying times.
- The ASG’s recently approved funding for new bike racks, exploration of opportunities to offer bike rentals to students, allocation of funding toward the construction of gender-neutral bathrooms in the PUB, and new furniture for the Gender Equity and Multicultural Center spaces.

In closing, ASG President Cheng spoke of:

- The pandemic’s impact and the “severe inequities within the intersections of race and class that are so deeply ingrained in higher education.”
- “Retaining the services and modalities” that have supported student success and “taking measures that nurture our ability to be an institution that closes the opportunity gap for underrepresented and underserved students.”
- Looking forward to continuing in her role as the ASG President and working alongside future Acting President Phillip King.

REPORT: SHORELINE PRESIDENT

Chair Post D’Ambrosio announced, “As President Roberts begins a new journey, she leaves us with the following [message](#) that she taped for us.”

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

In welcoming Trustees Chan and Wells, Trustee Pobee started with the African proverb, “If you want to go fast, go alone. If you want to go far, go together.” He spoke of working collaboratively and thanked Trustees Chan and Wells for “joining us and with your background and skills, the College will, thrive.”

Trustee Lux noted, “It’s good to have a full board once again to do the work. We are going through a transitional time now and go into hiring an interim president and then, a permanent president.” He reiterated that he would like to see the (recruitment and hiring) process for the interim president position start in the summer rather than wait until the fall.

Trustee Wells expressed looking forward to working more on College topics and shared that she anticipated a lot of grace and insight from her fellow Board members.

Trustee Chan shared that she is looking forward to learning more about the College and is very excited to continue “volunteering in education.”

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Chair Post D'Ambrosio noted that it was exciting to have a full Board. She spoke of the Board receiving "demands" related to having representatives from the faculty, classified staff, and student constituencies "having a vote in the selection of the interim president and the permanent president" and stressed that it is the responsibility of the Board of Trustees to "make the decision about who will be the interim president and who will be the permanent president."

Chair Post D'Ambrosio spoke of forging ahead with the recruitment process, the importance of pulling together and working with Acting President Phillip, and the Board's commitment to hearing and taking into consideration, the input related to the interim and permanent president positions—while reiterating that voting on both positions, lies solely, with the Board of Trustees.

ACTION: ELECT BOARD OF TRUSTEES OFFICERS (2021-2022) •CHAIR •VICE-CHAIR

Lori Yonemitsu, Secretary to the Board of Trustees & Executive Assistant to the President read tab 5 [Action: Elect Board of Trustees Officers (2021-2022) •Chair •Vice Chair].

Motion 21:46: Motion made by Trustee Lux, nominating Chair and Trustee Post D'Ambrosio to serve as the 2021-2022 Chair of the Board of Trustees.

Motion seconded by Trustee Pobe.

Trustee Lux stated that while it is unusual to elect the Chair to serve a consecutive term, he referred to the extraordinary circumstances (e.g. COVID-19; resignation of Vice Chair and Trustee Douglass Jackson from the Board) to have Trustee Post D'Ambrosio serve a consecutive term as the Chair of the Board of Trustees.

All five Trustees present (Rebecca Chan, Catherine Post D'Ambrosio, Tom Lux, Eben Pobe, Kim Wells) for this action item, voted *aye* to approve the motion.

Motion 21:47: Motion made by Trustee Lux, nominating Trustee Pobe to serve as the 2021-2022 Vice Chair of the Board of Trustees.

Motion seconded by Trustee Chan.

Chair Post D'Ambrosio communicated that she is looking forward to working with Trustee Pobe in the coming year.

All five Trustees present (Rebecca Chan, Catherine Post D'Ambrosio, Tom Lux, Eben Pobe, Kim Wells) for this action item, voted *aye* to approve the motion.

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EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

Motion 21:48: Motion made by Trustee Wells to adjourn the special meeting of June 23, 2021.

Motion seconded by Trustee Pobee. All five Trustees present (Rebecca Chan, Catherine Post D'Ambrosio, Tom Lux, Eben Pobee, Kim Wells) for this action item, voted *aye* to approve the motion.

Chair Post D'Ambrosio adjourned the meeting at 6:06 PM.

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

Attest: June 23, 2021

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

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# **Financial & Budget Update**

## **Board of Trustees Meeting**

### **June 23, 2021**



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1

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



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## Prior Year Context FY21 Budget

- Faced budgeting for a year of pandemic uncertainty
- State was signaling 15% reduction in allocation revenue
- FY21 budget was built from actual results rather than prior budget



Setting the Way Back Machine

3

## Current Economic Environment

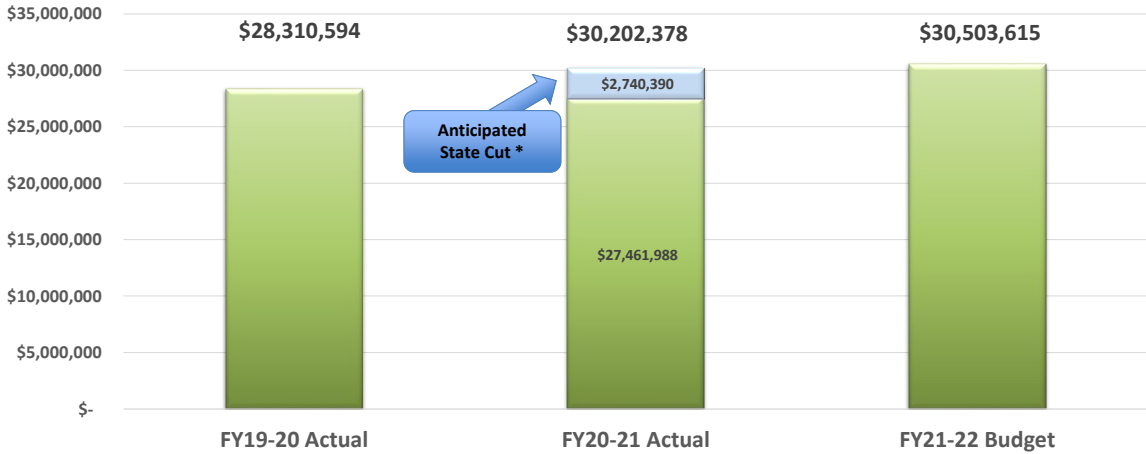


### Coming Up:

- State Allocation Trend
- Enrollment Trends
- Covid Costs and Relief Funds

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# State Allocation Trend



\* In FY20 the state signaled a 15% reduction to the college's allocation revenue. Since they didn't take these funds, we were able to pay for staff retained through the end of the year and payouts instead of using cash reserves.

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# Enrollment Trends

## FY19

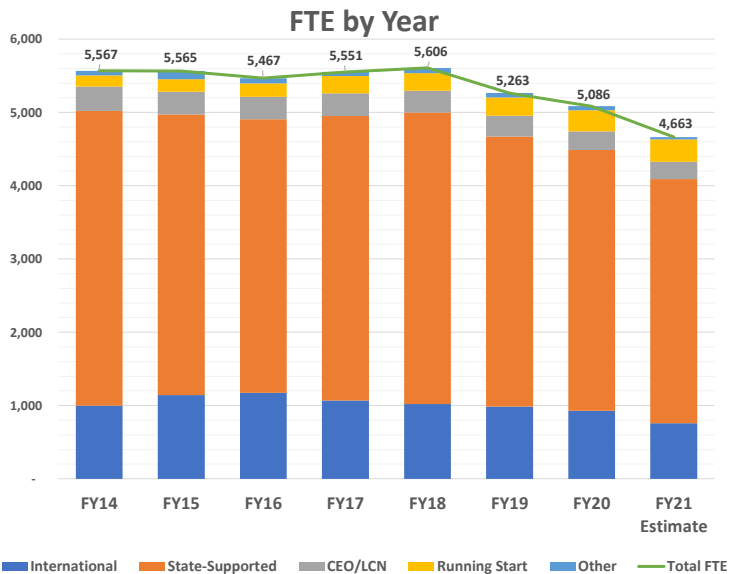
- Politicized international environment – low VISAs and strong economy

## FY20

- Four months of Covid

## FY21

- Full year of Covid  
(Estimated final)



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# Covid Recovery Funding

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

<b>Official Name</b>	<b>Acronym</b>	<b>Sources - Common Name</b>	<b>Institutional</b>	<b>Student</b>
HEERF I	CARES	Coronavirus Aid, Relief and Economic Security Act	\$1.2M	\$1.2M
HEERF II	CRRSAA	Coronavirus Response and Relief Supplemental Appropriations Act	3.4M	1.2M
HEERF III	ARPA	American Rescue Plan Act	<u>4.1M</u>	<u>4.1M</u>
			<b>\$8.7M</b>	<b>\$6.5M</b>
<b>Uses - March 2020 to Dec 2023</b>				
		Enrollment Decreases	\$2.5M	
		Faculty Class Conversion Pay	0.3M	
		Onsite 5% Hazard Pay	0.4M	
		Housing Occupancy	2.5M	
		Childcare Center Enrollment	0.5M	
		Cost of Closing and Opening Campus	<u>2.5M</u>	
			<b>\$8.7M</b>	

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# Proposed Budget *‘Now for the Numbers’*



**Revenues**  
Two Views



**Personnel and  
Benefits**



**Operating  
Costs**

**Spoiler alert!**

We are not anticipating any major budget or personnel reductions for FY22

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# Revenues Two Views

- State tuition increase = 2.8%
- State supported enrollment continues to decline
- International enrollment is the hardest hit due to both pandemic and politics

\* Used for buyouts and staff preservation 7/1 – 12/31 instead of using cash balance

Proposed Budget				
REVENUES	FY 2020-21	%	FY22	Change
	Budget		Budget	
State Allocation	27,461,988	-	30,253,615	2,791,627*
Tuition Revenue	9,646,651	-5%	9,447,930	(198,721)
International Education	4,008,779	-35%	2,757,238	(1,251,541)
Running Start	1,501,934	5%	2,116,982	615,048
CEO	646,730	10%	727,701	80,971
<b>TOTAL REVENUES</b>	<b>43,266,081</b>		<b>45,303,465</b>	<b>2,037,384</b>

Alternate Scenario				
REVENUES	FY 2020-21	%	FY22	Change
	Budget		Budget	
State Allocation	27,461,988	-	30,253,615	2,791,627*
Tuition Revenue	9,646,651	-10%	8,979,103	(667,548)
International Education	4,008,779	-50%	2,172,758	(1,836,021)
Running Start	1,501,934	0%	1,543,988	42,054
CEO	646,730	0%	665,467	18,737
<b>TOTAL REVENUES</b>	<b>43,266,081</b>		<b>43,614,930</b>	<b>348,849</b>

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# Personnel

PERSONNEL	FY 2020-21	FY 2021-22	
	Budget	Budget	Change
Administrative	3,795,911	4,330,961	535,050
Full Time Faculty	9,914,565	9,879,311	(35,254)
Part Time Faculty	8,000,546	8,279,991	279,445
Classified	6,285,534	6,495,902	210,368
Benefits	9,004,042	9,500,000	495,958
<b>TOTAL PERSONNEL</b>	<b>37,000,598</b>	<b>38,486,165</b>	<b>1,485,567</b>

## Administrative

- COLA's reinstated from FY21
- Two position adds: Dir of Advising, Dir of DEI

## Full Time Faculty

- FY21 appears high due to retaining staff through year and tenure buyouts
- Without payout costs in FY21, the budget change is consistent with other labor groups

## Classified

- Classified steps
- Position adds in Financial Services, DEI, Counseling/Student Accessibility Services

## Benefits

- FMLI (state long-term health care)
- Increases with labor cost

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# Operating Expenses

	FY 2020-21	FY 2021-22	
	Budget	Budget	Change
<b>OPERATIONS</b>			
Contracted Services	299,364	167,000	(132,364)
Goods and Services	3,906,850	4,131,400	224,550
Travel	14,094	91,690	77,596
Equipment	665,292	840,226	174,934
Computer Equip & Software	262,142	412,123	149,981
Student Aid	862,110	828,642	(33,468)
Principle and Interest	392,419	392,419	0
Inter-Agency Reimbursement	(534,005)	(534,005)	0
<b>TOTAL OPERATIONS</b>	<b>5,868,266</b>	<b>6,329,495</b>	<b>461,229</b>

## Contracted Services

- Continuing to see lower audit fees

## Goods and Services

- Increased due to anticipated campus reopening costs

## Travel

- Departments budgeted at 25% of a pre-Covid year

## Equipment

- Instruction equipment budget restored

## Computer Equipment

- Initiative to upgrade aging computers

## Other

- Student aid is from operating grants
- P&I is COP payments
- Interagency is mostly state support for facilities building maintenance

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	FY 2020-21	FY 2021-22		
	Budget	Budget	Change	%
<b>REVENUES</b>				
State Allocation	27,461,988	30,253,615	2,791,627	
Tuition Revenue	9,646,651	9,447,930	(198,721)	-5%
International Education	4,008,779	2,757,238	(1,251,541)	-35%
Running Start	1,501,934	2,116,982	615,048	5%
CEO	646,730	727,701	80,971	10%
<b>TOTAL REVENUES</b>	<b>43,266,081</b>	<b>45,303,465</b>	<b>2,037,384</b>	
<b>PERSONNEL</b>				
Administrative	3,795,911	4,330,961	535,050	
Full Time Faculty	9,914,565	9,879,311	(35,254)	
Part Time Faculty	8,000,546	8,279,991	279,445	
Classified	6,285,534	6,495,902	210,368	
Benefits	9,004,042	9,500,000	495,958	
<b>TOTAL PERSONNEL</b>	<b>37,000,598</b>	<b>38,486,165</b>	<b>1,485,567</b>	
<b>OPERATIONS</b>				
Contracted Services	299,364	167,000	(132,364)	
Goods and Services	3,906,850	4,131,400	224,550	
Travel	14,094	91,690	77,596	
Equipment	665,292	840,226	174,934	
Computer Equip & Software	262,142	412,123	149,981	
Student Aid	862,110	828,642	(33,468)	
Principle and Interest	392,419	392,419	0	
Inter-Agency Reimbursement	(534,005)	(534,005)	0	
<b>TOTAL OPERATIONS</b>	<b>5,868,266</b>	<b>6,329,495</b>	<b>461,229</b>	
<b>CARRYFORWARD/(DEFICIT)</b>	<b>397,217</b>	<b>487,805</b>	<b>90,588</b>	

# Putting It All Together

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# Cash Forecast

Cash Forecast FY 2021/22	
Cash in Bank 6/14/21	17,730,587
<b>Commitments</b>	
Reimbursement of Construction and Cov	3,500,000
Dental Program Move	(1,300,000)
<b>Total Commitments</b>	<b>2,200,000</b>
FY21 Forecast Operating Income/Deficit	487,805
Forecasted Cash in Bank 6/30/21 (w/reserves)	20,418,392
<b>Board Reserves</b>	<b>12,305,310</b>
<b>Operating Cash Balance</b>	<b>8,113,082</b>
<b>Monthly Operating Expense</b>	<b>4,000,000</b>
Number of months without reserves	2.0
Number of months with reserves	5.1

## Fiscal Year 22 Cash Considerations

- Cash will fluctuate more than normal for the next few years due to
  - Covid expenditures and CARES draws
  - Construction expenditures and State draws
- Board Reserves likely to remain unchanged
- Covid expenses expected to exceed CARES funds
- Dental Program move to UW still to be paid

Account Summary for 06/17/2021

Transfer Funds		Account Search			
Account Name / Account Number	Bank Name	CCY	Ledger Balance	Collected Balance	Opening / Available Balance
SHORELINE C C GENERAL	US Bank Washington	USD	\$17,844,396.93	\$17,844,396.93	\$17,844,396.93
MUNICIPAL INVESTMENT ACCT	US Bank Washington	USD	\$1,000.00	\$1,000.00	\$1,000.00

## Current Cash Position

13

# Thank you!



14

**COLLEGE UPDATE: End-of-Year – Phillip King, Vice President for Students, Equity & Success  
June 23, 2021 Board of Trustees Meeting**

**COVID-19**

The College has undergone dramatic shifts in operations and teaching during the 2020-2021 year.

- Summer and fall hybrid class sizes have been adjusted to ensure appropriate social distancing and safety protocols.
- With up to 25% of our fall classes having an in-person component, we continue to assess and gather input on potentially increasing some support services on campus.

**Accreditation Work Continues**

- On February 12, 2021, the Northwest Commission on Colleges and Universities (NWCCU) reaffirmed Shoreline's accreditation. As reported immediately after the visit in fall, Shoreline has received five recommendations to address during the current accreditation cycle.

**Guided Pathways Update**

- This year, the Guided Pathways (GP) teams launched multiple projects through the collaborative leadership of faculty, administrators, and staff.
- In May, the GP teams developed a budget for the 2021-22 fiscal year, based on an expected \$1 million in state funding.

**ctcLink Update**

- Over 120 Subject Matter Experts from across campus engaged in a combined 60 workshops and submitted over 130 "assignments," providing critical information to help SBCTC set up the new system for Shoreline.

**Capital Construction**

- The new [Health Sciences and Advanced Manufacturing Classroom Complex](#) (HSAMCC) will be breaking ground in the next few weeks.
- The HSAMCC will replace five existing buildings (2400, 2500, 2600, 2700, and 2800) with the construction of a new 50,700 sf Building.

**Residence Hall Update**

- 7000 Campus Living is concluding its second year of operations and has maintained an approximate 39% occupancy throughout this academic year.

- Blanton Turner, the residence hall property management group, has already received 36 new applications for fall, conducted 16 virtual tours, and received 98 inquiries from prospective residents in May.
- Residential Life worked to support residents in a socially distant way this year, facilitating virtual engagement opportunities and providing one-on-one support for residents.

### **Emergency Aid for Students**

- During the 2020-2021 academic year, [emergency aid](#) was key in sustaining and improving student lives.
- Due to a combination of factors including unemployment benefits ending, the holidays, and increased promotion in coordination with Communications & Marketing, winter quarter saw twice as many applications as fall quarter, with over \$1 million dollars awarded to more than 700 students in fall and winter.
- The College also distributed \$98,400 in emergency aid to support undocumented students through the Washington COVID Emergency Relief Grant.
- In 2021, the Department of Education expanded eligibility to include undocumented and international students for Higher Education Emergency Relief Funds. To date, in spring quarter, over \$600,000 has been awarded to over 400 students.
- The [COVID-19 Pandemic Assistance Fund](#) is anticipated to be available through Fall 2023. There are currently no student eligibility requirements in the law and funds can support any component of student's cost of attendance, including tuition, food, housing, health care, technology, childcare, books, and supplies.

### **Conclusion of the 2016-21 Strategic Plan with an Eye Toward the Future**

- It is important to celebrate the large body of work that was begun and accomplished as the College completed its first, five-year strategic plan. All of this was done during enrollment and financial challenges, and amid the COVID-19 pandemic.
- In spring quarter, the strategic planning Steering Committees wrapped up their work for 2020-21.
- The following proposed areas of focus do not replace the previously adopted strategic plan but reinforce and address the momentum on work we have identified as important. Below you will see familiar large-scale projects that the College must continue to live more fully our diversity, equity, and inclusion (DEI) values and principles.
  - **Increase Enrollment, Retention and Completion** – Strategic Enrollment Management and Guided Pathways
  - **Manage the Process of Change** – Professional learning DEI, Reopening the Campus, and Presidential Search

- **Develop Human, Financial, and Technical Infrastructure** – ctcLink and managing changing workflow processes

### **Celebrations**

- **2020-21 Retiree Celebration**

On June 10, the College celebrated this year's retirees with an online celebration, sharing highlights and appreciation for their combined total of 390 years of work at the College.

- **Commencement**

On Saturday, June 19, graduates celebrated by:

- tuning in to a virtual Commencement Ceremony.
- participating in an optional Drive-Thru Celebration.

# Summer 2021 Enrollment Update

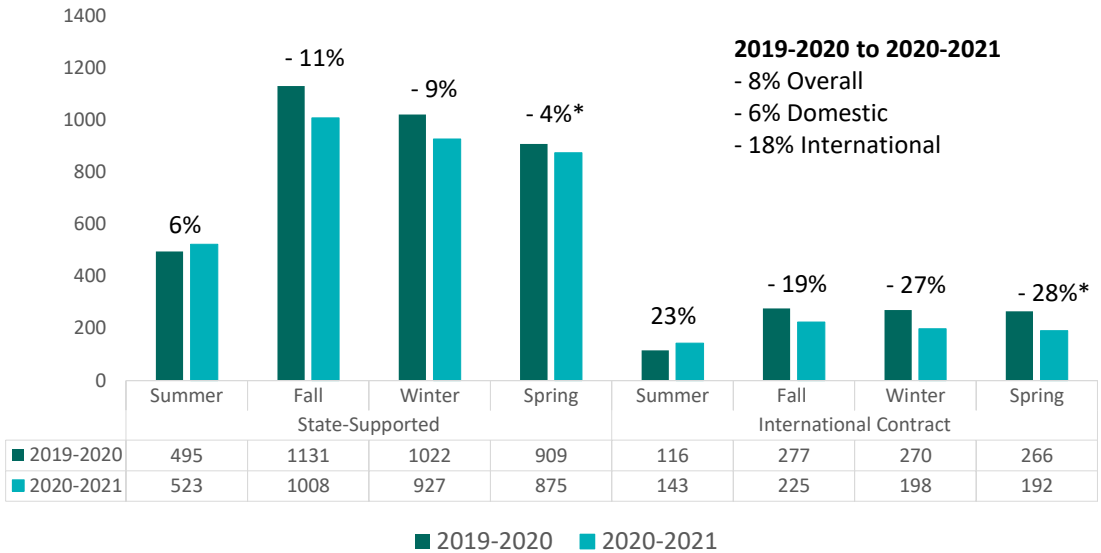


1

	2019-2020	2020-2021	
Total FTE	5086	4662	-8.3%
International Contract	930	758	-18.6%
State-Supported	3558	3332	-6.3%
CEO/LCN	255	235	-7.5%
Running Start	289	307	6.4%
Other	55	30	-45.6%
	2019-2020	2020-2021	
Worker Retraining	288	236	-18.0%
Aerospace 1000	91	55	-38.8%
New to Shoreline	950	781	-17.8%
Veterans	250	209	-16.2%
Online FTE	1344	1408	4.8%
Basic Skills FTE	378	352	-6.9%

2

### Annual FTEs, according to funding source and quarter



3

## Summer Enrollment Update

Category	Summer 2020*	Summer 2021*	Change Summer
International Contract	390	252	-35% (-138)
State-Supported	1,323	1,326	0% (+3)
CEO/LCN	67	35	-48% (-32)
Running Start	-	-	-
Other	19	1	(-18)
<b>TOTAL</b>	<b>1,798</b>	<b>1,614</b>	<b>-10% (-184)</b>

\* ~1 week prior to first day of Summer classes



4





## **Additional Populations Enrollment Update Summer 2021**

**Down 10% Overall (all funding sources)**

**~ No change in State-Supported (1323 → 1326)**

**Down 28% in Online (773 → 555)**

**Up 18% in New-to-Shoreline (270 → 320)**

**Up 70% in Aerospace FTE (20 → 33)**





SCCFT President Eric Hamako  
Statement to the SCC Board of Trustees  
2021.06.23  
Permalink: <https://bit.ly/SCCFTtoBOT2021-06>

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).

Recently, the United States declared June 19<sup>th</sup> a federal holiday: Juneteenth Independence Day, commemorating the emancipation of enslaved African Americans. But, at the same time that the Federal government has moved to celebrate Juneteenth, it has also been gesturing toward banning *teaching* about racism, with numerous states proposing legislation to ban the teaching of Critical Race Theory (CRT). Several anti-racist commentators have noted the apparent irony of some elected officials both proposing to celebrate Juneteenth and also proposing to ban teaching about why, among other things, Juneteenth matters.

So, we might ask, "Why *now*?" Why hadn't the Federal government declared Juneteenth a holiday previously? Or in the future?

Critical Race Theory itself provides some concepts that can help us make sense of such a situation – and can illuminate other such situations, whether in the past or present, more broadly or closer to our College.

CRT's concept of "Master Narrative" proposes that elites propagate stories that justify their power, that justify the status quo, and that explain problems in ways that make the powerful look good. So, the U.S. Master Narrative might suggest that the Federal government's move to honor Juneteenth is part of the larger U.S. story of linear progress over time and its supposed

commitment to racial justice. In the Master Narrative, injustice, if it existed at all, is forever receding into history. So, “Why now?” It was, the Master Narrative might suggest, just a matter of time.

However, CRT’s concept of “counternarratives” – the stories that challenge the Master Narrative – combines with other Critical Race Theory concepts, such as “the homeostatic mechanism,” “contradiction closing cases,” and “interest convergence,” to propose a sharper, if less rosy, set of answers. CRT’s concept of “the homeostatic mechanism” suggests that when social movements try to challenge the status quo, those in power will take steps to change it back, to maintain the current balance of power. When injustices become too glaring to ignore, Critical Race Theory proposes that the powerful might allow for “contradiction-closing cases,” which try to give the appearance that the gulf between rhetoric and reality is being narrowed. But, what might *prompt* such changes? CRT’s concept of “interest convergence” proposes some answers.

Broadly put, CRT’s “interest convergence” theory proposes that social movements are more likely to be able to advance their goals in moments when what they want happens to align with or “converge” with what elites want. So, to paraphrase the classic film, *Medium Cool*, “interest convergence” addresses not “What is interesting *to* people,” but rather, “What is in the interest *of* people.”

In a classic example, CRT scholars have applied interest convergence theory to explore why the U.S. Civil Rights Movement of the 1960s was able to make the gains that it did *when* it did. Anti-racist activists had been organizing and advocating for civil rights for decades prior to the 1960s – so, what was it about that moment, compared to previous moments? Applying interest convergence theory, Critical Race Theorists noted that something else was also going on in the 1960s: The United States was engaged in a Cold War against the Soviet Union, seeking to recruit allies among the unaligned nations of the so-called Third World. But, the Civil Rights Movement of the 1960s was making apparent the contradictions between the U.S.’s rosy public image and the violence of its virulent racism. During the Civil Rights Movement, elites and other White supremacists lambasted Civil Rights activists as “troublemakers,” as “divisive” and as “harming morale” during the Cold War. But, due to sustained pressure from Civil Rights activists, U.S. elites recognized that perhaps their interests in rehabilitating the U.S.’s image and footing in the Cold War might momentarily “converge” with Civil Rights activists’ interest in racial justice.

So, interest convergence might also help us answer the question, “Why is the United States government moving to celebrate Juneteenth *now*?” We have been living in a period of sustained anti-racist social movements that are challenging the U.S.’s resurgent White supremacy. And, U.S. elites have been casting about, looking for “contradiction closing cases” to

give the appearance of positive change. In such moments, social change may happen because the interests of racial justice advocates momentarily “converges” with elites’ interest in the relative restoration of the status quo.

We might also apply CRT’s concept of interest convergence to understand questions closer to the College. One source of unionized workers’ rights traces back to the United States’ Wagner Act of 1935. After decades of militant organized labor activism, the Federal government’s interests were shifted such that it struck a “grand bargain” with organized labor. The United States would provide legal rights for workers to collectively organize and bargain. In exchange, organized labor gave up something in the interest of elites: Curtailing workers’ right to collectively withhold our labor, the labor which elites rely on – that is, by curtailing workers’ right to strike. But, by realigning elite interests to momentarily converge with the interests of workers – and through the sacrifices of union activists – workers’ labor unions now have the right to collectively bargain with our employers about particular mandatory subjects, such as our wages, benefits, and working conditions.

Collective bargaining, as with our local’s collective bargaining with the College, can be understood in terms of “interests.” Until a few years ago, the College and our union had engaged in a collective bargaining process called “Interest-Based Bargaining” (IBB). Interest-Based Bargaining is premised on the idea that labor and management have some convergent interests, which can be addressed through a more dialogic form of bargaining. IBB also promotes a bargaining mentality that, “We’re all on the same team.” But, several years ago, our union local began to more clearly see the limits of Interest-Based Bargaining. One incident precipitated our union’s Unfair Labor Practice (ULP) charge against the College, which an examiner from the Public Employee Relations Commission (PERC) decided in our union’s favor – and which the PERC later overturned in a rare split decision. Our union has continued to pursue the case as a lawsuit now moving through the Washington State Court of Appeals. And, more fundamentally, there are some issues on which the interests of workers and management do not converge; instead, they are in fundamental conflict. As with workers’ interest in fair wages and management’s interest in reducing labor costs; as with workers’ interest in greater job security and management’s interest in greater “flexibility” and impunity; as with workers’ interest in greater decision-making power in our workplace and management’s interest in expedience, obedience, and control. Those conflicts are not unique to Shoreline Community College; those interest conflicts are fundamental. And, as both the economy and the systematic disinvestment in Higher Education worsen for working people, we can see more clearly the boundaries of where the interests of workers and the interests of owners and managers converge and where they are in conflict.

So, here at the College, our union has taken up a more traditional style of bargaining – one that does not presume that, “We are all on the same team.” Instead, we recognize that management and workers *may* have some areas of convergent interests – but we also have some areas in which our interests fundamentally conflict.

Here, I would add, that naming the reality of conflicting interests does not *create* those conflicts. When someone who is abused names their abuser’s actions as abuse, that naming is not the *cause* of the abuse. When Civil Rights activists name U.S. racism, that naming is not the *cause* of racism. When labor unions name the conflicts between management and labor, that does not *cause* those conflicts. But, naming oppression may discomfort those in power – and they might mistakenly conclude that the pointing out of problems *they* hadn’t previously acknowledged is what *caused* those problems to exist.

Here at the College, in recent years, our faculty union has exercised our right to collective bargaining and, with the College, have still reached various agreements. For example, we have bargained our 2019-2022 Collective Bargaining Agreement (CBA, also known as “The Contract”), two Memoranda of Understanding (MOUs) regarding the disbursement of recently allocated legislative funds for some faculty’s salary increases, and an MOU addressing the impacts of how the College’s response to the COVID-19 pandemic affected faculty. And, our faculty union also sees numerous other issues that we will seek to bargain with the College – that is, with you, the Board of Trustees. Some issues we have already demanded to bargain, such as issues related to Priority Associate Faculty status and related to the College’s pandemic shift-to-remote in Winter Quarter 2021. Other potential bargaining issues are on the horizon: our union’s concerns about the skimming of faculty work in the College’s proposed reorganization of its Learning Centers; the change in working conditions precipitated by relocating the Dental Hygiene Program to the University of Washington; compensation for faculty’s Guided Pathways work; and faculty’s working conditions as many of us return to working on-campus this Summer, Fall, and later in the academic year. And, even with the College’s many changes in leadership, our union is also looking ahead to this coming year’s bargaining of a Collective Bargaining Agreement for 2022-2025.

When conflicting interests between labor and management are made clear, they are not likely to be resolved through appeals to conscience or well-reasoned arguments alone. Rather – as was the case with the Civil Rights Movement or Juneteenth or the Wagner Act – changes come through the exercise of organized movements collective power and leveraging the rights won by those who have come before us. So, as the College moves forward with its changes in leadership, our unions continue to move forward organizing, advocating, and bargaining in the interest of workers.

Good night.

###

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF JULY 21, 2021**

**TAB 1**

**ACTION**

**Subject: Process for Interim President Selection**

**Background**

As the College begins the process to identify the next permanent President for Shoreline Community College, there is a need to identify an Interim President for the period of time beginning no later than January 1, 2022 through June 30, 2022 to ensure ongoing executive leadership for the College. To ensure a successful and efficient hire, the Board of Trustees was presented with options at the July 21, 2021 meeting regarding the process to be used for selection of the Interim President position.

**Recommendation**

That the Board of Trustees authorize: Human Resources to utilize Option #1 as identified in the 7/21/21 presentation to the Board regarding the Interim President selection process which includes:

- a) The Board establishing finalists in August/September,
- b) Campus and constituency group input collected in early October,
- c) Campus feedback on candidates shared at the October Board of Trustees meeting, and
- d) Selection of Interim President by the Board of Trustees shortly thereafter.

Prepared By: Veronica Zura  
Executive Director – Human Resources  
Shoreline Community College  
July 20, 2021

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF JULY 21, 2021**

**TAB 2**

**ACTION**

**Subject: Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers (SCCFT) – Appendix A, Article III: Student and Instructional Related Activities with regard to compensation for academic employees who serve as activity advisors for “Other Advising” roles**

**Background**

In the 2019-22 iteration of the Shoreline Community College Federation of Teachers agreement (“contract”), an inadvertent change to the **Other Advising** payment schedule improperly indicated that faculty shall be compensated quarterly, rather than yearly. This Memorandum of Understanding (MOU) corrects that error and indicates yearly (except for plays and musicals, which pay per production).

**Recommendation**

That the Board of Trustees approve:

- The Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers (SCCFT) – Appendix A, Article III: Student and Instructional Related Activities with regard to compensation for academic employees who serve as activity advisors for “Other Advising” roles, as presented.

**To follow:** Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers (SCCFT) – Appendix A, Article III: Student and Instructional Related Activities with regard to compensation for academic employees who serve as activity advisors for “Other Advising” roles.

Prepared By: Phillip King  
Acting President  
Shoreline Community College  
July 15, 2021



**MEMORANDUM OF UNDERSTANDING**

By and Between Shoreline Community College and the  
Shoreline Community College Federation of Teachers (SCCFT)

**Appendix A, Article III: STUDENT AND INSTRUCTIONAL RELATED ACTIVITIES**

With regard to compensation for academic employees who serve as activity advisors for the following “Other Advising” roles, the following language is corrected:

Current Language

<b>Other Advising</b>		
<b>Activity Type</b>	<b>Effective 2019-2020</b>	<b>Effective 2020-2021</b>
Funkngroove	\$5,025 qtr	\$5,166 qtr
Choral Groups	\$5,025 qtr	\$5,166 qtr
Instrumental Music	\$5,025 qtr	\$5,166 qtr
Musicals*	\$3,742 qtr	\$3,847 qtr
Plays*	\$5,025 qtr	\$5,166 qtr
Video Production	\$5,025 qtr	\$5,166 qtr
Community Band	\$5,025 qtr	\$5,166 qtr
Ebbtide Lead	\$5,025 qtr	\$5,166 qtr
Ebbtide Ad Advisor	\$2,514 qtr	\$2,585 qtr
Spindrift Lead	\$5,025 qtr	\$5,166 qtr
Spindrift Art	\$2,514 qtr	\$2,585 qtr
Delta Epsilon Chi (DEC)	\$5,025 qtr	\$5,166 qtr

Corrected Language

<b>Other Advising</b>		
<b>Activity Type</b>		<b>Effective 2020-2022</b>
Funkngroove		\$5,166 year
Choral Groups		\$5,166 year
Instrumental Music		\$5,166 year
Musicals*		\$3,847 production
Plays*		\$5,166 production
Video Production		\$5,166 year
Community Band		\$5,166 year
Ebbtide Lead		\$5,166 year
Ebbtide Ad Advisor		\$2,585 year
Spindrift Lead		\$5,166 year
Spindrift Art		\$2,585 year
Delta Epsilon Chi (DEC)		\$5,166 year

This correction is being made based on mutual agreement between the SCCFT and the College related to an unintentional edit in the current contract to the frequency of payment reflected above for academic employee

Other Advisor stipends. No payments under the current language for the 2019-2020 or the 2020-2021 academic years shall be recovered by the College pursuant to this agreement. In the 2021-2022 academic year, the payment will be adjusted based on Cost-of-Living-Adjustment (COLA) or other appropriation in a percentage equal to the average percentage increase provided and applied using the same defined calculation applied to faculty salaries.

For the Federation:

By: Eric Hamako 2021.07.02  
Eric Hamako Date  
President, SCCFT Local 1950

For the College:

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

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF JULY 21, 2021**

**TAB 3**

**ACTION**

**Subject: Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers Regarding Music Department Private/Individual Instruction**

**Background**

Several clarifications concerning private music instruction (amount and courses) were adjusted after the full 2019-22 Shoreline Community College Federation of Teachers agreement (“contract”) was signed. It was indicated in a 2020-21 Memorandum of Understanding (MOU) that, in each successive year, each party needs to review and approve compensation for faculty for Private/Individual Music Instruction for that current year. This MOU brings forward the 2020-21 agreed upon terms related to private/individual music instruction for consideration in 2021-22.

**Recommendation**

That the Board of Trustees approve:

- The Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers Regarding Music Department Private/Individual Instruction, as presented.

**To follow:** Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers Regarding Music Department Private/Individual Instruction.

Prepared By: Phillip King  
Acting President  
Shoreline Community College  
July 15, 2021

**MEMORANDUM OF UNDERSTANDING**

By and Between Shoreline Community College and the  
Shoreline Community College Federation of Teachers

**Regarding Music Department Private/ Individual Instruction**

This memo confirms the following understanding and commitment made by and between Shoreline Community College (“the College”) and the Shoreline Community College Federation of Teachers (SCCFT or “the Federation”) with regard to compensation to faculty for Private/ Individual Music Instruction during the 2021-22 academic year.

- Private/Individual Music Instruction includes MUSC 170, 180, 184, 196, 270, 280, 284, and 296 courses.
- Private/Individual Music Instruction provides ten class sessions at 50-minutes each to each student enrolled.
- Part-Time Faculty (PTF) and Moonlight Contract (MLC) assignment to Private/Individual Music Instruction classes shall be compensated at a rate of \$60/hr for each 50-minute hour equal to \$600 payment per course section per quarter assigned.
- No change is made to compensation for Full-Time Faculty teaching Private/individual Music Instruction as part of their full-time teaching load as a result of this MOU.

For the Federation:

By: Eric Hamako 2021.07.02  
Eric Hamako Date  
President  
SCCFT Local 1950

For the College:

By: \_\_\_\_\_ Date \_\_\_\_\_  
Catherlne D’Ambrosio  
Chair, Board of Trustees  
Shoreline Community College

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF JULY 21, 2021**

**TAB 4**

**ACTION**

**Subject: 2021 Exceptional Faculty Award**

**Background**

Shoreline Community College has annually recognized one or more faculty member(s) through the Exceptional Faculty Award Program. Each year since Fall 1998, the Shoreline Community College Foundation has received matching funds from the State Board for Community and Technical Colleges to be used for exceptional faculty awards pursuant to RCW 28B.50.844. The endowment established by these funds is used to annually recognize exceptional faculty at Shoreline Community College.

The Exceptional Faculty Award(s) Recommendation Committee (“committee”) met during the spring 2021 quarter to review and discuss the nominations received by the deadline established for the Exceptional Faculty Award. Traditionally, recognition of the recipients occurs at the Fall Convocation during Opening Week. **The confidentiality of the award recipient(s) is maintained until that time.**

Each of the nominees was found worthy of the committee's serious consideration. The main criteria used by the committee: exemplary work performance. Other criteria that was considered included: 1. positive impact on students; 2. professional achievement; 3. commitment to diversity; 4. cooperative spirit; 5. leadership; and 6. contributions to the College or community.

Although the committee recognized the value of each nominee's contributions, one of the candidates was significantly distinguished for recognition based on the criteria.

**Recommendation**

That the Board of Trustees take action on the committee’s recommendation to grant the 2021 Exceptional Faculty Award to Candidate A in the amount of \$1,000.00 (one-thousand dollars).

Prepared By: Phillip King  
Acting President  
Shoreline Community College  
July 15, 2021