

**SHORELINE COMMUNITY COLLEGE  
BOARD OF TRUSTEES REGULAR MEETING OF FEBRUARY 28, 2024**

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

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

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

**AGENDA**

<b>3:30 PM – STUDY SESSION</b>			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
1.	Convene Study Session	<i>Chair Rebecca Chan</i>	
2.	Final Strategic Plan (30 minutes)	<i>President Jack Kahn, Priority Associate ESL Instructor Sarah Swanberg &amp; MIG</i>	
3.	<b>Action: Adjournment of Study Session</b>	<i>Chair Rebecca Chan</i>	
<b>4:30 PM – REGULAR SESSION</b>			
1.	Convene Regular Session & Land Acknowledgement	<i>Chair Rebecca Chan</i>	
2.	Report: Chair, Board of Trustees	<i>Chair Rebecca Chan</i>	
3.	Consent Agenda <ul style="list-style-type: none"> <li>a. Approval of Previous Meeting Minutes               <ul style="list-style-type: none"> <li>▪Regular Meeting of 2024 January 24</li> <li>▪Special Meeting of 2024 January 26</li> </ul> </li> <li>b. Faculty Sabbatical Leave Proposals (2024-2025)</li> <li>c. Meetings with Chairs of Appointment Review Committees (ARCS) for Tenure Track Faculty Candidates</li> </ul>	<i>Chair Rebecca Chan</i>	<b>1 2</b>
4.	Communication from the Public Public comment(s) will be presented to the Board verbally. -For attendees attending in-person: Please sign-up to provide a public comment on the speaker sign-in sheet in the Board Room (#1010M) between 4:15 PM–4:30 PM on February 28, 2024. -For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 4:15 PM–4:30 PM on February 28, 2024. The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the February 28, 2024 meeting will be no more than thirty (30) minutes with up to two (2) minutes allotted per speaker. Adjustments to the two (2) minute allotment will be made if more than fifteen (15) individuals sign up to speak. (For the entering of a public comment into the record and attaching to the minutes of the February 28, 2024 meeting, please send written public comment to Board Secretary Lori Yonemitsu at <a href="mailto:lyonemitsu@shoreline.edu">lyonemitsu@shoreline.edu</a> following the February 28, 2024 meeting.)	<i>Chair Rebecca Chan</i>	
5.	<b>Constituent Report:</b> Shoreline Associated Student Government	<i>Lina Chung, ASG President</i>	
6.	<b>Constituent Report:</b> Shoreline Classified Staff (WFSE)	<i>Norah Peters, WFSE Chief Shop Steward</i>	
7.	<b>Constituent Report:</b> Shoreline Faculty (SCCFT)	<i>Kristine Petesch, SCCFT President</i>	

8.	<b>Constituent Report:</b> Shoreline Faculty Senate	<i>Jessica Strickland, Faculty Senate Chair</i>	
9.	<b>Report:</b> College President & Executive Team Representatives (5 minutes) <ul style="list-style-type: none"> <li>• Lucas Rucks, Acting Vice President (Instruction)</li> <li>• Derek Levy, Acting Vice President (Student Services)</li> <li>• Ernest Johnson, Acting Vice President (DEIA)</li> <li>• Joe Mazur, Vice President (Business &amp; Administrative Services)</li> <li>• Veronica Zura, Executive Director (Human Resources)</li> <li>• Wendy Coates, Executive Director (Foundation &amp; Advancement)</li> </ul>	<i>Jack Kahn, President</i>	
10.	<b>Report:</b> Accreditation (15 minutes)	<i>Ann Garnsey-Harter, Associate Vice President</i>	
11.	<b>Report:</b> Finance & Budget (10 minutes)	<i>Joe Mazur, Vice President</i>	
12.	<b>Action: Strategic Plan for Shoreline Community College</b>	<i>Jack Kahn, President</i>	<b>3</b>
13.	<b>Report:</b> Proposal for Future Amendments to 100.E50 College Debt: Financial Planning & Activities in the Shoreline Community College Board of Trustees Policies Manual	<i>Jack Kahn, President</i>	
14.	<b>Waves of Gratitude</b>	<i>Jack Kahn, President</i>	
15.	<b>Report:</b> Closing Remarks – Board of Trustees	<i>Trustees</i>	
16.	<b>Executive Session pursuant to:</b> <ul style="list-style-type: none"> <li>• <a href="#">RCW 42.30.140(4)(a)</a></li> <li>• <a href="#">RCW 42.30.110(1)(g)</a></li> </ul>	<i>Chair Rebecca Chan</i>	
17.	<b>Action: Adjournment</b>	<i>Chair Rebecca Chan</i>	

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

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The January 24, 2024 regular meeting was held via hybrid modality.

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

The study session of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Rebecca Chan at 3:31 PM. A quorum of the Board was present.

### PRESENTATION BY MIG: STRATEGIC PLAN DEVELOPMENT FOR SHORELINE COMMUNITY COLLEGE

The [study session](#) presented by MIG Chief Executive Officer & President Daniel Iacofano and Program Manager Sou Garner included an overview of the major content in the strategic plan for Shoreline Community College:

- The Family of Plans
- Planning Process Update
- Environmental Scan and Shoreline Community College Participation
- Strategic Plan Framework
- Mission, Vision, Values, and Equity Statements
- Strategic Plan Goals and Objectives
- Performance Measures
- Next Steps...

### ADJOURNMENT OF STUDY SESSION

Motion 24:01: Motion made by Trustee Ringer to adjourn the study session.

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

Chair Chan adjourned the study session at 4:35 PM.

### MINUTES – REGULAR MEETING (“Session”)

The regular meeting (“session”) of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Rebecca Chan at 4:41 PM. A quorum of the Board was present.

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MEMBERS PRESENT

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

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

REPORT: CHAIR, BOARD OF TRUSTEES

Chair Chan's [report](#) included:

- Information on the January 25, 2024 *Hill Climb*, coordinated by the Washington Association of College Trustees and the messages that the community & technical college system will be sharing with the state's legislators.
- Information about the February 2024 National Legislative Summit for advocacy activities and new trustee trainings in Washington, DC which will be attended by two trustees and President Kahn.
- "On a personal note, looking forward to celebrating the Chinese New Year in February and hope during the short legislative session that the Chinese New Year official state holiday bill will make some progress; very important to combat Asian hate. Wishing the college community a lot of fortune with continued increased enrollment with each quarter."

CONSENT AGENDA

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

- a. Minutes from the regular meeting of 2023 December 6.
- b. Meetings with Chairs of Appointment Review Committees (ARCs) for First-Year Tenure Track Faculty Candidates

Motion 24:02:                      Motion made by Trustee Ringer to approve the consent agenda.

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

COMMUNICATION FROM THE PUBLIC

Per the agenda for the January 24, 2024 regular meeting of the Board of Trustees:

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

-For attendees attending in-person: Please sign-up to provide a public comment on the speaker sign-in sheet in the Board Room (#1010M) between 4:15 PM–4:30 PM on January 24, 2024.

-For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 4:15 PM–4:30 PM on January 24, 2024.

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The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the January 24, 2024 meeting will be no more than thirty (30) minutes with up to two (2) minutes allotted per speaker. Adjustments to the two (2) minute allotment will be made if more than fifteen (15) individuals sign up to speak. (For the entering of a public comment into the record and attaching to the minutes of the January 24, 2024 meeting, please send written public comment to Board Secretary Lori Yonemitsu at [lyonemitsu@shoreline.edu](mailto:lyonemitsu@shoreline.edu) following the January 24, 2024 meeting.)

No one signed up to provide public comment(s).

Chair Chan shared that “the Board of Trustees values regular communication with our College constituents. To promote this communication, the Board invites reports from representatives of our five constituent groups at each regular meeting. The Board Chair invites each constituent report representative to make a brief oral report on issues representative of their constituency group and within the purview of the Board. For example, the College’s strategic direction, establishing policy for the College, approving the budget, hiring, and evaluating the president. Alternatively, constituent report representatives have the option to submit a brief written report to the Board if they prefer or are unable to attend a meeting.”

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

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

CONSTITUENT REPORT: SHORELINE CLASSIFIED STAFF (WFSE)

Program Specialist II, Loan Specialist & Classified Staff Union/WFSE Local 304 Assistant Chief Shop Steward Tirzah Williamson read the [Classified Staff Union’s report](#) (attached).

CONSTITUENT REPORT: SHORELINE FACULTY (SCCFT)

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

CONSTITUENT REPORT: SHORELINE FACULTY SENATE

Faculty member and Faculty Senate Chair Jessica Strickland’s [report](#) included sharing that she has been teaching since 2008—during her time as a Peace Corps volunteer and recently, as a tenured faculty member at Big Bend Community College. “I am happily working with the faculty as the new FSC chair. We just had our second meeting at Faculty Senate and we’re finishing some policy change edits which will soon be shared with the VPI” (Vice President for Instruction) “to go on to shared governance. Also, currently updating the Faculty Senate Council Bylaws.”

REPORT: COLLEGE PRESIDENT & EXECUTIVE TEAM REPRESENTATIVES

The [report](#) from the College President & Executive Team Representatives included brief updates from Student Services Acting Vice President/Student Support & Success Dean Derek Levy,

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Business & Administrative Services Vice President Joe Mazur, Human Resources Executive Director Veronica Zura, Advancement & Foundation Executive Director Wendy Coates, and President Jack Kahn.

Written January 2024 Report to the Board (attached).

REPORT: ACCREDITATION

Planning, Institutional Effectiveness & Project Management Associate Vice President Ann Garnsey-Harter shared information from the January 24, 2024 [enrollment report](#) as well as provided an overview of the [10<sup>th</sup> Day Enrollment Report – Winter 2024](#). The accreditation [report](#) included information related to the:

- Leads for Each Accreditation Standard
- Mid-Cycle Accreditation Visit
- Area Reviews
- Area Reviews – Scaffolded Timeline

REPORT: FINANCE & BUDGET

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

WAVES OF GRATITUDE

President Kahn's [Waves of Gratitude](#) included expressing appreciation to the entire campus for the increases in enrollment.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

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

- Trustee Ringer expressing how impressed she was with the number of ASG activities that happened just in the month of January and spoke of her appreciation that two students (one current, one former) will be spending their entire day with her and President Kahn for the January 25<sup>th</sup> *Hill Climb* in Olympia. "Thanks to our students!"

EXECUTIVE SESSION

At 5:48 PM, Chair Chan announced that the Board would "convene in executive session for 30 minutes or as extended by the Board to:

- Discuss with legal counsel representing the agency litigation that has been specifically

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threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party—pursuant to RCW 42.30.110 (i); and to

- Discuss matters pertaining to collective bargaining pursuant to RCW 42.30.140.(4)(a).”

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

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

The executive session commenced at 5:53 PM.

At 6:23 PM, Chair Chan announced that the Board was extending its executive session by 10 minutes.

At 6:33 PM, Chair Chan announced that the Board was extending its executive session by 5 minutes.

The Board reconvened in open session at 6:40 PM.

ADJOURNMENT

Motion 24:03: Motion made by Trustee Ringer to adjourn the meeting.

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

Chair Chan adjourned the meeting at 6:40 PM.

Signed \_\_\_\_\_  
Rebecca Chan, Chair

Attest: February 28, 2024

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

Good afternoon everyone, I am Lina Chung, the ASG President. I am pleased to be here to share with you all some exciting updates from Student Life.

After a much needed winter break, students were greeted earlier this month with a series of activities as part of Welcome Week. For four days, our team braved the cold handing out pastries and donuts to students outside the PUB. We collaborated with the student ambassadors to answer questions, provide tours, and help students get to their classes.

In addition, we held a new event called " Pizza with the President " with Dr. Khan. At this event, students had a chance to grab a piece of pizza and spend some time getting to know our college president. Students who attended had fun and we look forward to holding similar events with Dr. Khan again in the future.

We also hosted other events such as a yogurt bar, snowglobe making, and a skate night at Kraken Iceplex. The skate night in particular was a surprising success with over 80 students attending. A lot of new and returning students participated and I think they enjoyed the event. We also operated a shuttle to help students go to the ice skating rink more comfortably. Due to the overwhelming response, we are looking into hosting the event again in the spring.

As the new quarter has started, a variety of new clubs are getting up and running, and existing clubs are planning new activities. Next week Student Life will host the quarterly Club and Resource Fair to connect students with clubs, jobs, and support services available at the college. We hope that this will give students a chance to find out more about Shoreline and ways that they can get involved.

Lastly, the S&A Committee had their first meeting of the year last week. We are reviewing and revising our annual budget application that we will be di

contributing to S&A funded programs at the end of February. Those will be due in early April and presentations will be held in mid April to allow for us to prepare our proposed S&A budget to present at the May BOT meeting.

Thank you.

Thank you, members of the board. My name is Tirzah Williamson, and I am the Assistant Chief Shop Steward of the Classified staff Union, WFSE local 304. Chief Shop Steward, Norah Peters, is on a well-deserved vacation, so I am happy to be with you today. I would like my comments submitted for the record.

I was reminded yesterday that one of our, currently three, listed values is respect. With that in mind, I would like to take a moment to give praise where praise is due. During our last report to the Board, Norah mentioned communication issues that surrounded the roll out of the teams-based phone system and how it impacted student facing offices. Shortly after that presentation, Jason Brandon, Executive Director of TSS, reached out to Norah and set up a meeting for the three of us to discuss the phone roll out along with other tech related issues that impact staff. It was a productive conversation, and we look forward to inviting Jason to a future classified union lunch and learn to speak more directly with staff. Thank you, Jason, for not only being open to increased communication but being proactive about it.

I would also like to praise Acting Vice President of Student Services, Derek Levy, who I have personally watched jump into the fray with his support of both students and staff. When I have heard complaints that admin and executive level people are out of sync and disconnected from real staff needs, Derek is an exception. He has a boots on the ground approach that we would like to see emulated. Thank you, Derek.

We are now well into our third week of the winter quarter, and staff are working hard to meet the needs of both students and coworkers. During our first week of classes I saw lines of students stretched around the second floor of the Foss building being assisted by our dedicated front-line staff. Hundreds of students come through our doors at the start of every quarter, and it is the front-line staff who are the first to greet them, the first to help them, and often the first to give any representation of who we are at Shoreline Community College. Be it in Foss, the library, answering the main line, or doing the often-thankless job of keeping our campus clean and safe, our staff are the backbone that keep us together. They deserve our respect.

Respect can be shown in many ways, by an Executive Director reaching out to facilitate better communication, by an Acting VP walking through our busy offices to check in with staff and helping us process the challenging situations that invariably pop up. By the President making regular time to meet with staff leadership. Respect is shown by our various deans and directors when they do the work, when they check in to see how staff are doing on the busiest of days, when they advocate on our behalf to get more staff or help us get reclassified to higher paying levels that are more appropriately aligned with the work we do. Respect can be shown in many ways, unfortunately it is also very easy to lose that respect. To slip into actual disrespect through simple inattention.

Classified leadership sat down with President Kahn earlier this month, as we do on a regular basis, and made mention of the fact there is often a disconnect between admin and staff when it comes to how our time is really spent. When non-urgent meetings are scheduled for front-facing offices during the first week of the quarter, that can be a form of disrespect. When offices are both under-staffed, over-worked, and then questioned about the fact they needed overtime to do the jobs they were told to do – that can be disrespect. When we are assigned to committees or duties that are outside our normal sphere of work with no conversation as to what our current workload is, that is disrespect. When new directors, deans, or VPs are hired and they never come down from the 1000 building to actually meet their teams face to face, that is disrespect. When we are paid lip service, but things do not improve that is disrespect.

We had a few asks in our last Board of Trustees presentation that I would like to keep on the forefront in terms of how to better respect staff. We asked for the administration and board to formulate a system of required feedback from staff when it comes to changes that impact our daily work. We asked for HR and admin to work towards doing more desk audits and reclassifications to help align staff with positions and pay that better fit the work they are actually doing. Better communication and better pay are the key areas of respect that we need. It is a repetitive ask, and I am sure it is as tiresome for you to hear over and over as it is for us to say it. Yet it remains the issue. We are exhausted of asking but we will keep doing it until we see change. We demand respect.

Thank you for your time.

Please include this statement as a part of the record.

Trustees, faculty, and staff,

Thank you for the time permitted to give this statement.

Having been in the Union president role now for a quarter, this past Fall has been a whirlwind of activities, from making the CBA a regular part of my light reading list to meeting with a variety of individuals and groups associated with SCC, to traversing a steep learning curve, including the role itself, the operations of the College, and the needs of faculty and staff across campus.

I would like to take some time today to talk about how I see the Union and the importance of the Union on our campus.

When considering the relationship between the employer and the employee, there is inherently an uneven power dynamic, in favor of the employer. The employee is dependent on the employer for an income that allows them to afford the necessities in our society, including food, shelter, and health care. With the employer able to terminate an employee, there is little way to balance this uneven dynamic.

This is the role of the Union.

In its bare bones, the Union is here to make sure that the employees get a living wage and have healthy and safe working conditions.

This is not to say that the employer or the employees could not abuse situations for their own benefit to the detriment of the other, as this can absolutely occur on both sides.

And, this is why our Collective Bargaining Agreement, our CBA, exists. This living document is representative of a collaboration between the employer, the Administration, and the employees, the faculty that make up the Union. It has been labored over time and time again throughout the years, being modified and updated to best represent the needs of both sides, as the overall climate of our society and our world changes.

This is the bargaining table, where representatives from each side come together to discuss and ultimately create the next version of the CBA.

Some topics in the CBA are smooth and both sides agree, and the discussion is friendly and easy. Some topics in the CBA are contentious where frustrations abound and tempers flare, where caucuses are needed and hard conversations have to be had. The reality of bargaining is that most of the time is spent on the hard topics. And these topics require compromise and not everyone is going to get exactly what they want.

The best that we can hope for these types of topics is that both sides are willing to come to the table and have the hard conversations with respect for each other and the process and a willingness to compromise.

And, although on different sides with different primary interests, the representatives at the table are all individual people, with their own individual ideas, opinions, and feelings, while also doing their best to represent a collection of other individuals who each have their own ideas, opinions, and feelings. This makes these representative roles even more complicated and challenging. And yet, this collaboration between the Administration and the Faculty Union is crucial for the well-being of every individual at the College.

Right now, this full scope bargaining is happening and continues to happen. And it is important to me to acknowledge the time, the energy, and the hard, sometimes painstaking, work, that is being put into this process on both sides.

While the rest of us wait for the final draft of the new CBA to come from the table and be presented to the rest of the community, we need to continue moving forward.

We all have choices as to how we move forward, from past administrations, from past experiences, from past bargaining. We have an ability to choose how we interact with each other, regardless of our roles. We have an ability to choose how we manage ourselves when hard conversations need to be had. We have an ability to choose how and when we communicate with each other. And it is up to each of us to choose.

For myself, I choose to lean into communication, collaboration, and transparency. I choose to give benefit of the doubt until proven differently. I choose to enter spaces where I can have hard conversations for myself and for other faculty with respect and integrity, regardless of who else may like it or not, or who else might agree or not.

I am looking forward to leading regular CBA forums, where the CBA will be presented in smaller digestible pieces to anyone from the SCC community that would like to know, where time will be given in these forums for feedback and questions, and where the recordings will be made available to all interested parties. This contract is so important, and we need the voices of everyone to help make it better and more equitable. I am looking forward to working directly with the administrators in their areas of expertise to make this project a reality, where the Union and the Administration can come together to put actions to words, where we are helping each other to communicate transparently what the contract means and how we use it, where we are able to make sure that the faculty and the administrators are on the same page as to the expectations from the CBA, where teaching and learning about the CBA becomes a regular part of all of our work lives. And when we are not sure about a part of the CBA, that we hear each other out in JUMC and collect the data that we need to from faculty and from administrators to have, maybe hard, conversations with respect and open minds.

We are looking forward to the Administration continuing what Jack has started, to continue to act in ways that support communication, collaboration, and transparency.

We would like to see the Administration continue to apply out of the box thinking to solve problems. One of my favorite take-aways from the executive team meeting that myself, Norah, and Crystal, were invited to was when one of the team members explained Jack's different approach to problems. He would challenge them with exercises that would assume a "yes", that the request would be done, and then brainstorm how to make that happen. Granted, some requests would still end up being a no, and yet, the change in the way of thinking that this reflects is profound.

We would like to see the Administration continue to reach out to faculty when they need or would like input on issues that directly, or indirectly, affect us. The faculty are an incredible resource with amazing brains with different backgrounds, experiences, and perspectives, all of which are here to help make the College better for all of us, including the students.

We would like to see the Administration continue to focus on being proactive, rather than reactive, and allow the faculty a part of helping to make that happen.

We would like to see the Administration continue working toward making processes at the College more clear and transparent and in writing, such as how classes are assigned and how workload is decided in each department.

We would like to see the Administration continue to focus on supporting consistency across campus for similar processes, such as standards for division meetings, communications from Deans to faculty, and communicating these to faculty as to what the expectations are from the executive team for the Deans, as the faculty too are given expectations from their Deans for themselves. We would like to continue to see the Administration support this type of 360 degree communication and transparency.

I would like to emphasize that each of these last several points, as I often try to be because words have meaning, the word choice was very intentional. In every one of these, I included the word "continue", as the Administration is doing many actions that fall into them. And, these are key areas of focus for the Union.

I am also looking forward to getting responses from a Survey that I will be sending out later this week to the faculty asking them about what are the top three issues of importance to them with respect to their work at the College. I am a scientist by training and for me, the data is crucial. In this case, I am excited to hear what the faculty care about and where else the Union can help support them.

From now on, I would like these statements to be focused on updating you, the Trustees, about what is going on with the Union at the College and what are our most important areas of interest and concern.

Also, I am not very clear on the some of the procedural parts of these meetings. For example, I was not actually sure that anyone else should ask a question until Crystal asked a question at a meeting as FSC Chair last quarter. So I am going to follow Crystal's amazing lead and extend the following offer, even if it may not be allowed.

If any of the Trustees have questions or would like any follow up to anything in any of my statements, please feel free to reach out to me in a way that is deemed appropriate or to ask questions, time permitting, as I know that you have very full and important agendas.

I make this offer for the sole purpose of supporting communication across SCC constituencies, one of which is the Board of Trustees.

Thank you again for your time!



## President's Report

### From the desk of Dr. Jack Kahn

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Since our last board meeting, I have had the opportunity to attend the [Higher Education Research & Development Institute](#) (HERDI) conference as part of my professional development. As a new board member for HERDI, I learned a great deal about innovative technology and products available to serve students. I am inviting some of the people I met to campus to share new ideas that may help us meet some of our operational goals.

In December, I attended several community events. These included a Kimchi making event with staff and faculty from Shoreline joining 450 K-12 students and 80 parent volunteers from the United Seattle & Bellevue Korean School. Community leaders in attendance included Seo Eunji, the Korean Consul General of Seattle, Jennifer Sohn, Haeseng Yoon, Jae Kim from the Korean School, and many more. I also attended the 56th annual Greater Seattle Korean Association Arirang night event: Celebrating First Responders. Attendees were treated to a beautiful fashion show and delicious food, but most important was the friendship and camaraderie we experienced! It was an incredible opportunity to recognize the hardworking first responders who serve our communities and to celebrate wonderful Korean & Korean American leaders throughout our community.

On campus we also had some great events like Soupsgiving, Cookies & Cocoa, and the KCFCA Diversity & Recruitment Workshop.

As you know, we were very happy to host Senator Jesse Salomon on campus last month. We had a chance to show him around our new Cedar building and he was very impressed. A huge thank you to our faculty members Linda Forst, Matt Loper, Brian Saunders, Kira Wennstrom, and Acting VP of Instruction Lucas Rucks for leading the tour, and thank you to ASG President Lina Chung, all the students and Trustees Rebecca Ringer and Eben Pobee who joined us!

I hope you all enjoyed our holiday video greetings from staff and faculty!! If you haven't seen them, you can view them [here](#).

Many of us finished off the last week before the break completing our evaluations. I am pleased to say mine are complete and I thought the process was honest, transparent, and valuable. A big thank you to Human Resources for improving this process and continuing to do so as we move forward.

## What's Happening on Campus

## President's Report

From the desk of Dr. Jack Kahn

Since returning to campus in January, there have been several events that I participated in including the Shoreline Community College International Education Student Orientation, which was packed! It was great welcoming students and their families to campus, and Dolphie even showed up! I also took part in the "calling students campaign" to see if I could help any students with registration, attended an "Ask Me" table, as well as the first "Pizza with the President" event with our students.

Lastly, I have also attended a few of the WACTC legislative affairs subcommittee meetings. I am learning more about how we engage with planning around these issues and hope to bring this learning more to the Campus as time goes forward.

It was a very good month overall!

Cheers,

Jack



Kimchi Making Event with the United Seattle & Bellevue Korean School.

## What's Happening on Campus

# President's Report

From the desk of Dr. Jack Kahn

## Events: Fall 2023 - Winter 2024

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



*Pizza with the President*  
*January 10, 2024*



Upper Left: Pizza with the President, Middle Top: Staff at Soupsgiving, Upper Right: Soupsgiving with Celebrity Judge Michael "The Wanz" Wansley, Middle Bottom: Senator Salomon Visit, Middle Right: Cocoa and Cookies Staff Event, Bottom Right: Greater Seattle Korean Association Arirang Event

### What's Happening on Campus

**Shoreline Art Gallery**

**DEC 18**  
THROUGH  
**FEB 08**

**Artist Reception:**  
JAN 23  
4 - 6 pm

Shoreline Community College  
Bldg 1000 Lobby  
Mon - Fri 9 - 5



**Ceramic Showcase**

Celebrating the accomplishments of faculty member, Gary Georger, and his Intermediate & Advanced student artists!

**Shoreline Art Gallery**

Join Us for:

## COCOA, COOKIES & CIDER

**WHEN:** Thurs December 14<sup>th</sup> from 3pm-4pm  
**WHERE:** Quiet Dining Room, PUB  
**WHO:** All Employees!

**WANT TO DONATE?**  
*Please bring: Mittens, Gloves and Scarfs*  
During the cold weather, these are much appreciated by our students!



WELCOME WEEK

## YOGURT BAR

THURS. 1/11 | 1PM-3PM | PUB LOBBY

Shoreline Community College



**PIZZA WITH THE PRESIDENT**

**WEDNESDAY, JAN. 10**  
**11:30AM - 1:30PM**

All students are invited to grab a slice of pizza and meet SCC President Dr. Kahn, ASG President Lina Chung, and other ASG representatives!

ASG Shoreline Community College

WINTER 2024

# WELCOME WEEK

**Monday, Jan. 08**  
Welcome Tables | 9 am - 12 pm | PUB Courtyard  
DIY Snow Globes | 1pm - 3pm | PUB Lobby

**Tuesday, Jan. 09**  
Welcome Tables | 9 am - 12 pm | PUB Courtyard

**Wednesday, Jan. 10**  
Welcome Tables | 9 am - 12 pm | PUB Courtyard  
Pizza with the President | 11:30am-1:30pm | PUB Lobby

**Thursday, Jan. 11**  
Welcome Tables | 9 am - 12 pm | PUB Courtyard  
Yogurt Bar | 1pm - 3pm | PUB Lobby

**Friday, Jan. 12**  
Ice Skate Night | 6:15pm-7:45pm | Kracken Iceplex  
*\*Shuttles to/from campus & ice rink run from 5pm-9pm*



Shoreline Community College

**EMPLOYER OF THE DAY!**

COME MEET FASTENAL REGIONAL RECRUITER

**KERRIE SCOTT**

- FASTENAL IS A MULTI-INDUSTRY VETERAN IN MANUFACTURING, BUSINESS, LOGISTICS, AND OTHER FIELDS

COME LEARN ABOUT:

- WHAT YOU NEED TO SUCCEED IN THESE INDUSTRIES
- STRONG TALKING POINTS FOR INDUSTRY INTERVIEWS
- HOW TO HAVE CASUAL CONVERSATIONS WITH A RECRUITING PROFESSIONAL

**JANUARY 9TH, PUB LOBBY**  
**10:30AM - 1PM**

QUESTIONS: [careercenter@shoreline.edu](mailto:careercenter@shoreline.edu)



MULTICULTURAL CENTER

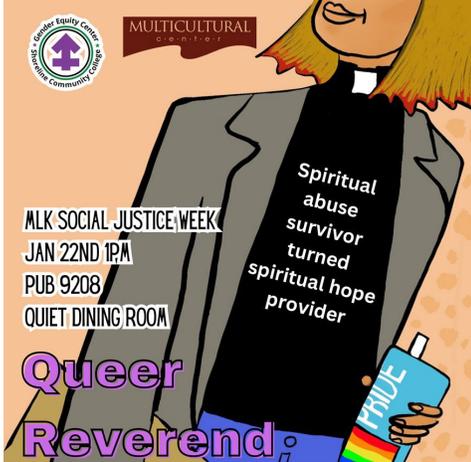
MLK SOCIAL JUSTICE WEEK

**JAN 22ND 1PM**  
**PUB 9208**  
**QUIET DINING ROOM**

**Queer Reverend:**

**RECLAIMING FAITH**

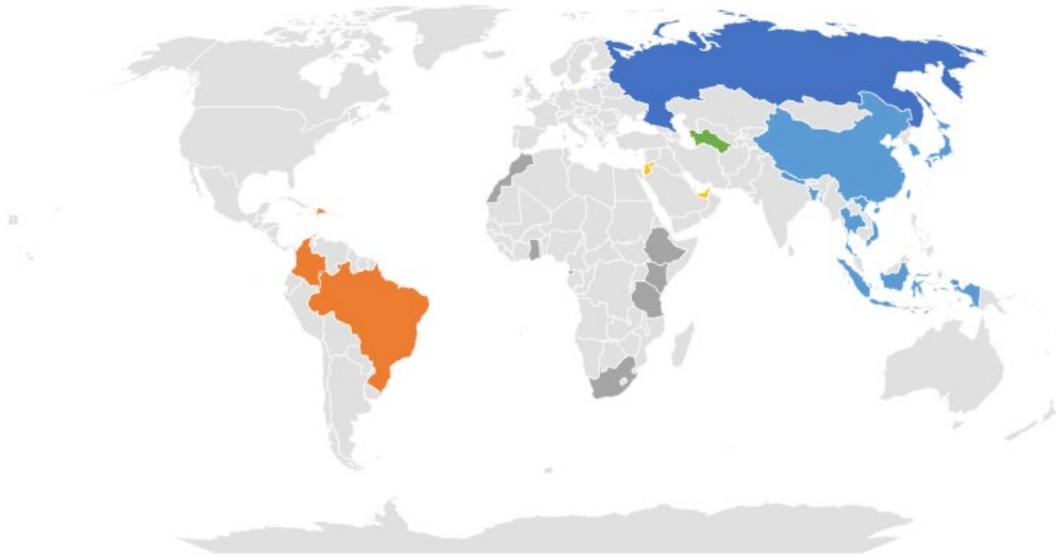
How one gay person survived the devastating weaponization of faith in a "Christian" cult and has integrated sexual liberty into her role as a pastor.



# International Education

February 28, 2024 Board Packet: p. 20 of 41

## Shoreline's NEW International Students - Where Are They From?



Powered by Bing  
© Australian Bureau of Statistics, GeoNames, Microsoft, Navinfo, Open Places, OpenStreetMap, TomTom, Zenrin

1. Bangladesh
2. Brazil
3. China
4. Colombia
5. Dominican Republic
6. Equitorial Guinea
7. Ethiopia
8. Gambia, The
9. Ghana
10. Hong Kong
11. Indonesia
12. Japan
13. Jordan
14. Kenya
15. Morocco
16. Nepal
17. Russia
18. South Africa
19. South Korea
20. Taiwan
21. Tanzania
22. Thailand
23. Turkmenistan
24. Vietnam
25. UAE

New Winter 2024  
International Students!  
Right: Dolphie welcomes new  
International students at  
January's orientation



## Connections and Outreach

Enrollment is up 8% overall for winter 2024 as compared to last year!

## Winter 2024

### Daily Enrollment - New Allocation Model (ENRALLOC)

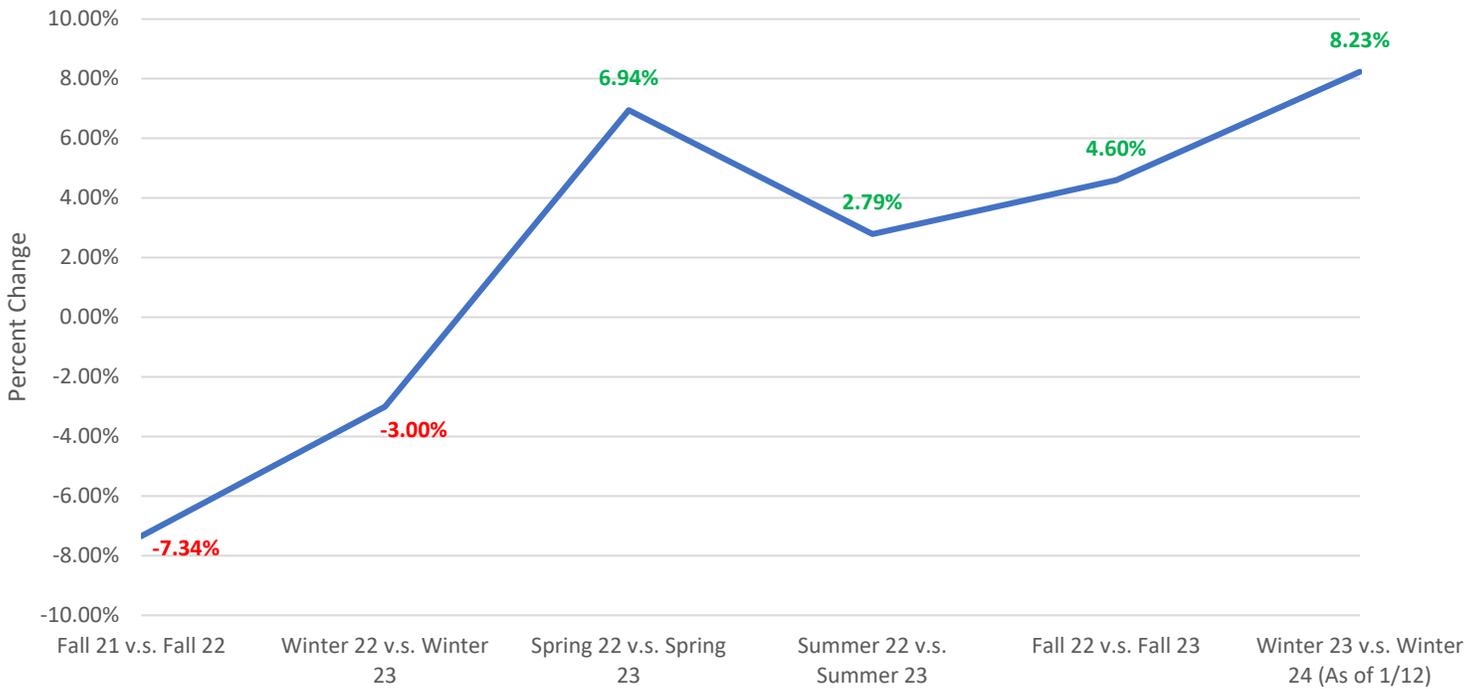
This report shows current FTES (full-time equivalent students) enrolled to date in the selected registration quarter. One Full-Time Equivalent Student (FTEs) is the equivalent of one student enrolled for 15 community college credits per quarter. Final FTEs from the previous year quarter are provided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

<b>First day to Enroll:</b>	Wednesday, November 8, 2023
<b>First Day of Classes Winter 2024:</b>	Monday, January 8, 2024
<b>First DNP (Drop for Non-payment) Date:</b>	Thursday, January 4, 2024
<b>Census Date:</b>	Monday, January 22, 2024

FTEs per funding source	Friday, January 12, 2024 ~ Current Qtr (Winter 2024)	Last Year Same Enrollment Date (Winter 2023)	Percent Change
State-Supported	2690	2526	6.48%
International Contract	704	632	11.41%
Running Start	261	251	4.14%
Center for Education and Career Opportunities (CECO)	126	98	28.98%
Other	16		
<b>Total</b>	<b>3798</b>	<b>3509</b>	<b>8.23%</b>

Increased enrollment this winter 2024 quarter is part of an upward trend for the last 4 quarters.

### FTEs % Change Compared to Previous Year for the Past 6 Quarters



## Departmental Updates

Our team continues to develop the Strategic Plan for the Outreach & Recruitment department, identifying areas where this team can contribute to the ongoing development of Shoreline's Strategic Enrollment Management. We continue to work on building collaboration between our department and the different academic departments to develop strategies in providing more visibility of our programs to students at local and community events. This will involve academic representatives to join us at different events to help students in understanding the breadth of the different schools in the coming months of Q1 2024.

## Outreach Efforts

Outreach & Recruitment braved the weather to be a part of the Shoreline Holiday Market in December. This was a great community event that we are proud of being part of.

Amy Stapleton led many tours in December. These were exciting, being able to highlight the new Cedars Building. Showing how the progress of the demolition of the other buildings is bringing progress to our new plaza and future STEAM building is important for recruiting students who will arrive in Spring or Fall 2024 and beyond.

Liam O'Connor, our Adult Learner Outreach Recruiter, has been connecting with potential students to share about Worker Retraining and Workforce Education funding opportunities available to qualifying students. He continues to broaden our community partner networks in addition to regular tabling at Hopelink, Ballard Food Bank, Shoreline Resource Center, and libraries in our service area. Liam and his WFE colleagues have also been expanding their "in-reach" efforts to support current SCC students who might qualify for funding resources.

Katie Rousso, has assisted several high school students at both Shorewood and Shorecrest. She has continued to support students at the high school level, specifically with program exploration, as well as students at the college-level, specifically with registration for Winter, and just general prep for Winter Quarter. She virtually attended an OSPI info session about changes to the 24-25 FAFSA

We all see our beautiful campus and how it's revolving to be even more beautiful. It's so amazing to see future students and their families see it for themselves.

- Shoreline's holiday event "Cocoa, Cookies, and Cider" was enjoyed by faculty, staff, and administrators on the afternoon of December 14. Folks across campus met in the Quiet Dining Room to enjoy holiday treats while connecting with colleagues.
- The majority of annual classified and administrator evaluations successfully arrived in HR by the December 31, 2023 deadline. For those not yet completed, HR continues to work directly with the units to support completion.
- HR has begun the module/training and data setup for the use of an online onboarding system through NEOGOV anticipated to streamline and reduce the time needed to complete new hire procedures. Anticipated kick off date for campus use is May 2024.



## Safety & Security

- Classrooms and office spaces are being outfitted with security push bar/pull handles on the door which increases the ability for folks to quickly secure a room or building. Once installed, an instructional video will be posted to the Safety & Security website for campus training on use.
- Director of Safety & Security Greg Cranson and President Jack Kahn were recently presented with Certificates of Appreciation by the Shoreline Police Department in recognition of the ongoing partnership and collaboration established.

## Grants

### Grants Report January 2024

#### Grants Snapshot

- Total Current Awards: \$7,659,721
- Total Indirect: \$71,258

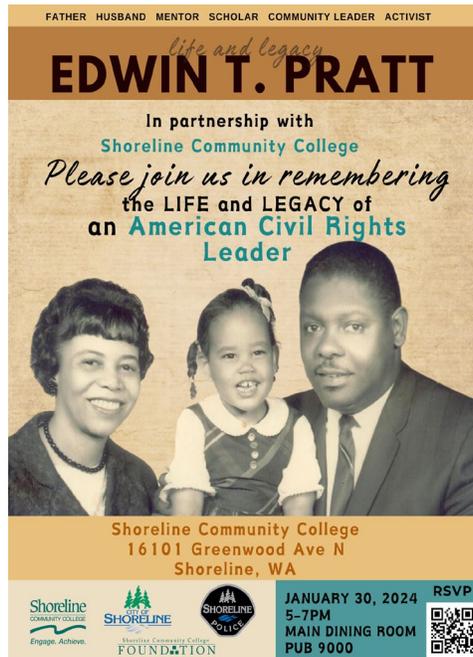
#### New in Fall 2023

- 23-25 High Demand programs allocation from SBCTC
  - \$204,217
  - To expand the Nursing Assistant Certified (NAC) [program](#)

#### Pending

- National Science Foundation ITYC (Innovation in Two-Year College STEM Education)
  - Led by Ben Wiggins, [Biology faculty](#)
  - Due: December 13, 2023
  - \$500,000 across 3 years
  - Allows full indirect rate (35%) charged to salaries & benefits: \$95,000
  - To support implementation of and research on innovative assessment strategies in STEM classes, leading to professional development for faculty

Edwin Pratt Day of Remembrance Event – 1/30 in the Main Dining Room from 5-7PM. In conjunction with the City of Shoreline, we are inviting the community to join us in celebrating and honoring the life of Edwin Pratt.



The SCCF has created a new Scholarship Committee. This committee's purpose is to help us manage the annual and quarterly scholarship programs and to ensure the timely and fair disposition of scholarship funds. The committee is charged with using data and best practices to ensure the SCCF Scholarship program ensures the most equitable outcomes possible. We are still looking for committee members. If you would like to help change lives, email Wendy at [wcoats@shoreline.edu](mailto:wcoats@shoreline.edu). Committee membership is open to all (community members, SCC employees, Board members, etc.).

Cedar Grand Opening event! Save the date 5/2/24!

New Foundation Board Member! Please welcome Eric Kaminetzky! Eric serves as the Senior Minister of the Edmonds Unitarian Universalist Congregation. He brings us a lifetime of social justice and equity work, strong nonprofit governance skills, and a passion for education.

## Instruction

Faculty Bargaining Update: Report from Lucas Rucks- Acting VP of Instruction

At the December 2023 Board of Trustees meeting, the Federation expressed concern that the Administrative bargaining team had a total of 9 faculty proposals outstanding and had come unprepared to the bargaining table.

As lead administrator, I followed up with the Faculty bargaining team and was able to confirm that there was an error in the way AFT coded the proposals, resulting in the miscommunication in the December report. The Administration was and remains prepared to bargain in good faith and is willing to consider proposals put forth by AFT. We look forward to reaching a tentative agreement on a new CBA with AFT.

**A Shoreline Shout-out to Human Resources.** I just wanted to provide a shoutout to HR particularly to Thao Le, Elise Robinson, Aleksa Overby, and My Mach. They have all been super supportive to eLearning as we navigated the hiring process and classification work for our student workers. They have all been great about answering my questions and moving the process along as quickly as possible. Thanks for all that you do! Submitted by Justin Baggott

**A Wave of Gratitude to Astrid Perez** for Inclusive Excellence and Respect.

Dr. Perez has built the New Faculty Institute (NFI) this fall into a wonderful collaborative support structure to help new tenure track faculty get started and situated in their roles in the college. She has incorporated DEI, how to Shoreline, guest speakers, field trips, and a canvas site tailored to the new faculty. Thank you, Astrid!!!!!!!!!!!!!!!!!!!!!! From Dawn-Lowe-Wincentsen

**A Shoreline Shout-out to Cheryl Allendoerfer, Jesse Lowe, Alejandra Salgado, Romina Plozza**

For helping prepare [Area Reviews](#) for this cycle. It was a time-consuming and detail-oriented project, and I am so appreciative of each of your efforts. Thank you, thank you, thank you! Submitted by Ann Garnsey-Harter of Planning & Institutional Effectiveness (PIE).

**A Wave of Gratitude to Taraji Belgacem** of ENG/GED/ABE/ESL/Communication for Inclusive Excellence and Student Engagement. I want to extend a massive thank you to Taraji for all her work, and specifically for her focus on student success! Taraji has been proactive in partnering with other departments/divisions to ensure the success of her students, most recently, by making time to work with the eLearning team to develop processes that support ESL students in their time at Shoreline. Thank you, Taraji, for all you do for your students and our community here at Shoreline! MJ Tomer of eLearning.

**A Shoreline Shout-out to those sending RAVE and Campus Alerts.** Thank you for the systems in place which kept us updated on police activity today at the west entrance. We all appreciate this! From Jim Shulz with HOCC.

The graphic features the Shoreline Community College logo on the left. To its right, the text reads "Winter Quarter" in a teal font, followed by "IMPORTANT DATES" in a large, bold, black font. Below this, the graphic is divided into three columns for the months of January, February, and March. Each month is accompanied by a yellow calendar icon with a date inside. Next to each icon is a text description of the event. The background of the graphic is a dark green wavy shape.

Month	Date	Event
January	8	First Day of Instruction
January	15	Campus Closed
February	19	Campus Closed
March	18	Last Day of Instruction
March	20-22	Final Exams
March	27	Grades Available

**Important Dates:**

[Employee Calendar](#)

[College Calendar](#)

[Academic Calendar](#)

**Important College Updates (DAAG)**

[Campus Updates 12/8/23](#)

[Campus Updates 12/14/23](#)

[Campus Alert: Incident Update 12/19/23](#)

[Campus Updates 12/21/23](#)

[Construction Update 1/8-5/8/24](#)

[Campus Updates 1/5/24](#)

[Campus Updates 1/11/24](#)

[Campus Updates 1/18/24](#)

**Important Dates & Updates**

## SHORELINE COMMUNITY COLLEGE

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

	2023-24 Budget	Year-to-Date Actuals at 12/31/2023	Percent of Total Budget
<b>Operating Revenues</b>			
State Operating Appropriations	\$ 37,722,364	\$ 14,107,508	37.4%
Operating Tuition	8,776,901	6,942,697	79.1% (1)
International Education reimbursement of Operating Budget expenditures	4,895,681	1,631,892	33.3%
Running Start reimbursement of Operating Budget expenditures	1,863,620	621,208	33.3%
CECO reimbursement of Operating Budget expenditures	473,048	157,684	33.3%
CEP	150,000	50,000	33.3%
<b>Total Revenues</b>	<b>\$ 53,881,615</b>	<b>\$ 23,510,989</b>	43.6%
<b>Natural Classification Expenditures</b>			
Exempt	\$ 5,945,584	2,747,643	46.2%
Full-Time Faculty	11,334,725	4,052,794	35.8% (2)
Part-Time Faculty	9,652,752	3,603,959	37.3%
Classified	6,984,585	3,180,005	45.5%
Hourly, Students and Others	1,128,927	512,247	45.4%
Employee Benefits	10,929,493	4,484,740	41.0%
Personal Services Contracts	568,226	401,583	70.7% (3)
Goods and Services	4,377,387	1,728,238	39.5%
Travel	356,106	54,733	15.4%
Capital Outlays - Fixed Assets	663,906	232,716	35.1%
Computers and Related Hardware	106,289	67,142	63.2%
Client Services and Financial Aid	1,063,635	499,806	47.0%
Debt Service	770,000	-	0.0% (4)
Subtotal	53,881,615	21,565,606	40.0%
Intra Agency Reimbursements	-	-	
<b>Total Expenditures</b>	<b>\$ 53,881,615</b>		0.0%
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ 1,945,383</b>	

## Notes:

- (1) 2023-24 Tuition Revenue Budget based upon flat enrollment projection of 12,037 Quarterly FTE or 4,012 Annualized FTE.
- (2) Does not include Compensation Bargaining or Summer "balloon" payment.
- (3) Funded by lapse salaries and benefits in vacant positions.
- (4) Debt Service Payments occur later in the fiscal year.

## SHORELINE COMMUNITY COLLEGE

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

	YTD Grants (Fund 145)	YTD Contracts (Fund 146)	Totals as of 12/31/2023
<b>Revenues</b>			
Intercollege and Interagency Charges & Reimbursements	\$ 487,579	\$ 495,402	\$ 982,982
Federal Grants & Contracts	442,706	-	442,706
Local Grants & Contracts		4,637,093	4,637,093
Private Grants & Contracts	-	349,207	349,207
<b>Total Revenues</b>	<b>\$ 930,286</b>	<b>\$ 5,481,703</b>	<b>\$ 6,411,988</b>
<b>Expenses</b>			
Exempt	\$ 134,695	\$ 353,221	\$ 487,916
Full-Time Faculty	35,750	178,268	214,018 (1)
Part-Time Faculty	147,881	102,884	250,765
Classified	157,504	350,953	508,457
Hourly, Students and Others	41,824	69,015	110,839
Employee Benefits	172,382	363,691	536,073
Personal Services Contracts	26,391	242,305	268,696
Goods and Services	67,393	233,480	300,872
Travel	3,409	100,603	104,012
Capital Outlays - Fixed Assets	-	15,386	15,386
Computers and Related Hardware	55,922	112,470	168,393
Client Services and Financial Aid	31,970	317,051	349,021
Debt Service	-	343,636	343,636 (2)
Reimbursement of Operating Budget Expenses	-	2,460,784	2,460,784
<b>Total Expenses</b>	<b>\$ 875,120</b>	<b>\$ 5,243,748</b>	<b>\$ 6,118,869</b>
<b>Surplus (Deficit)</b>	<b>\$ 55,165</b>	<b>\$ 237,954</b>	<b>\$ 293,119</b>

## Notes:

- (1) Does not include Compensation Bargaining or Summer "balloon" payment.  
(2) Payment made by Foundation.

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
SPECIAL MEETING OF JANUARY 26, 2024

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The January 26, 2024 special meeting was held via hybrid modality.

- In-person: Room 303 at Shoreline City Hall (17500 Midvale Ave N; Shoreline, WA 98133)
  - Remotely:
    - Via **link**: <https://us02web.zoom.us/j/88349708605>
    - Via telephone: (253) 215-8782 • Meeting ID: 883 4970 8605
- 

## MINUTES

The special meeting (“winter 2024 retreat”) of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Rebecca Chan at 9:03 AM. A quorum of the Board was present.

## MEMBERS PRESENT

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

## COMMUNICATION FROM THE PUBLIC

Per the agenda for the January 26, 2024 special meeting of the Board of Trustees:

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

-For attendees attending in-person: Please sign-up to provide a public comment on the speaker sign-in sheet in room 303 at Shoreline City Hall between 8:45 AM–9:00 AM on January 26, 2024.

-For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 8:45 AM–9:00 AM on January 26, 2024.

The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the January 26, 2024 meeting will be no more than ten (10) minutes with up to two (2) minutes allotted per speaker. Adjustments to the two (2) minute allotment will be made if more than five (5) individuals sign up to speak. (For the entering of a public comment into the record and attaching to the minutes of the January 26, 2024 meeting, please send written public comment to Board Secretary Lori Yonemitsu at [lyonemitsu@shoreline.edu](mailto:lyonemitsu@shoreline.edu) following the January 26, 2024 meeting.)

No one signed up to provide public comment(s).

## OVERVIEW OF THE AGENDA

Chair Chan went over the agenda for the Board’s winter 2024 retreat (“special meeting”).

## UNDERSTANDING THE TENURE PROCESS

President Kahn opened by stating that [Dr. Rucks’s Understanding the Tenure Process presentation](#) is to

SHORELINE COMMUNITY COLLEGE  
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BOARD OF TRUSTEES  
SPECIAL MEETING OF JANUARY 26, 2024

give the Board a “better understanding of what goes on behind the scenes with the tenure process at Shoreline Community College, the different processes, the structure, and the rigor that’s required for faculty.”

Acting Vice President for Instruction Lucas Rucks’s presentation included:

- An overview of the tenure process at Shoreline Community College—including information about its structure and timelines, and alignment with the faculty contract.
- What it looks like at Shoreline to create new positions.
- Composition of the Appointment Review Committee(s) (ARCs).
- Focus for tenure track faculty during their first year (year one), second year (year two), and third year (year three).

Discussion ensued as to the following:

- [Whether the Board is required, by the Faculty Collective Bargaining Agreement \(CBA\) and/or by statute, to review the reports for year one tenure track faculty candidates, as well as vote to continue the tenure track status of the year one candidates.](#)
- To determine whether the Board should meet with the chairs of the year two Appointment Review Committees (ARCs).

President Kahn consulted with the presidents from colleges in the community and technical college system.

- [Response from President A:](#) “The Board of Trustees is only reviewing if the process was sound in the first two years. Essentially, they are making sure that you” (Vice President for Instruction) “and the team are following what you’re supposed to be doing so they’re not really reviewing the candidates. They do not approve the candidates individually. Each college is probably different, which suggests there’s leniency. They review the work of the candidate through their portfolio and ensure that they have successfully responded to the tenure review committee’s recommendations each year so it’s reviewing the process. The Board are not experts in the disciplines so therefore cannot be effective judges. They can make sure that we (the committee, Deans, VP, etc.) do their due diligence over the two years. They vote to approve that the process was sound and therefore, the candidate should receive tenure.”

In response to whether time would be saved if the College did not have to prepare “these big packets” (the ARC reports), Acting Vice President Rucks spoke about the [value of having the written documentation.](#)

Acting Vice President Rucks shared the [different avenues the College has taken to resolve conflicts that have arisen within the committee and/or between the candidate and the chair.](#)

President Kahn shared that Human Resources Executive Director Veronica Zura would connect to the

SHORELINE COMMUNITY COLLEGE  
 DISTRICT NUMBER SEVEN  
 BOARD OF TRUSTEES  
 SPECIAL MEETING OF JANUARY 26, 2024

meeting and added, “it is not state law to have the trustees review it during the process. However, there are requirements in our collective bargaining agreement. There’s what’s required by the state, so each college is going to do it slightly differently based on their respective bargaining agreement.”

President Kahn received a [response from President B](#): “They have a different CBA” (collective bargaining agreement). Their Board does approve every year. However, the write up in year one and year two is very brief.”

[Executive Director Zura joined the meeting remotely](#). President Kahn asked, “What is the literal requirement of the Board in terms of reviewing faculty during the process? I think we all understand that the Board is responsible for tenure granting or not granting tenure but in the first years, what are the requirements?”

Executive Director Zura stated:

- “Yes, the Board, by Washington state law, is the appointing authority with the right to bestow tenure upon a tenure candidate.”
- “Bestowing tenure as a process involves actually evaluating the candidates and so while state law does not require that you are looking at their first- and second-year information, it seems like a good idea to be informed prior to the last point of yes or no on how the candidate is actually doing.”
- “As to the reason that you receive reports, that is in our CBA—so our faculty collective bargaining agreement has an entire article (Article 8) on tenure, and it goes through a variety of things: how the Appointment Review Committee” (ARC) “is formed, the types of evaluations that are completed, the responsibilities of the candidate, the ARC, the Board. One of the articles addresses communication of the evaluation results and it specifically states that the Board receives copies of the written reports each time they are due throughout the tenure process.”
- “For us, that’s why you are receiving them because it is in our bargaining language so to do something different, we would have to bring it back to the bargaining team, which is currently in session with a proposal about why we’d want to do it and how that would benefit the College and the faculty.”
- “Moving forward, you’d want to think about your goal in terms if you were to make that change because you’re essentially removing a piece of information that likely would be helpful in evaluating someone at the end of that tenure process.”
- “It’s not just a procedural review, you’re actually evaluating their effectiveness. The other piece, sometimes, not always, we have candidates early on who are not successful in the tenure process, and we don’t want to wait until three years in.”

Further discussion ensued as to:

- The Vice President for Instruction providing brief summaries to accompany the written reports.
- The Board wanting to know what its “options are.”

SHORELINE COMMUNITY COLLEGE  
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 SPECIAL MEETING OF JANUARY 26, 2024

Executive Director Zura will explore the Board’s options and communicate what she learns to President Kahn.

The Board also discussed tenure in a general sense.

-10-minute break-

### DISCUSSION: THE FOUNDATION & ROLE OF THE BOARD OF TRUSTEES

Advancement & Foundation Executive Director Wendy Coates joined the trustees and President Kahn for a [conversation on the College’s Foundation and the role of the Board of Trustees](#) which included information and discussion on/about:

- “What an institutionally related Foundation is, does, its purpose—including continually supporting institutional missions and strategic goals.”
- “Historically, institutional related Foundations primarily financed that *margin of excellence*. They were the frosting on the college cake (e.g., buildings, scholarships)—providing something that would set an institution apart. Now, you see that institutionally related Foundations are actively supporting the institution’s basic business and operating models. That is a big switch and a lot less inspirational so it’s hard sometimes to translate that effectively to donors. Foundation Boards are thinking of these inspirational things when in fact they need to think of the nuts-and-bolts things (e.g., covering college administrative costs, employee engagement activities), and that is a big transition.”
- President Kahn and Trustee Wells serving as ex-officio members on the Shoreline Community College Foundation.
- Clarity around the role of the Shoreline Community College Foundation: “What does this Board see as its role and does that jive with what the Foundation Board sees as its role? How do we make sure that there is enough communication so that we’re getting on the same page? How do we align our strategic purposes?”
- “The need to create and adopt more transparent business practices around the Foundation’s contribution to the College.”
- “The difference between the Foundation and Advancement (which depends on how the College wishes to pursue it):
  - The Foundation raises money, takes care of money, and gives money away. That is its only job.
  - Advancement works on behalf of the College to raise the level of reputation of the College, to provide strategic partnerships for the College, to find opportunities to advance the mission of the College. Not to raise money, (although) sometimes that is one of the results. An example of an Advancement Program activity, the Edwin Pratt event.”
- The issues Executive Director Coates uncovered within days of starting at the College—which she has rectified or is rectifying, as well as her plans to develop the Foundation’s fundraising capacity and to grow the membership on the Foundation’s Board of Directors.

SHORELINE COMMUNITY COLLEGE  
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 SPECIAL MEETING OF JANUARY 26, 2024

- Connecting the Board of Trustees with the Foundation’s Board of Directors and eventually, having the Executive Director “report on the financial contributions of the Foundation at Board of Trustees meetings.”

-10-minute break followed by a working lunch-

DISCUSSION: STRATEGIC PLAN DRAFT

President Kahn, joined by Priority Associate ESL Instructor & Strategic Plan Task Force Lead Sarah Swanberg, led the trustees in [continuing the Board’s discussion \(from the January 24, 2024 Board meeting\) related to the draft strategic plan](#). The Board provided additional feedback on the draft.

DISCUSSION: CURRENT BOARD OF TRUSTEES STRATEGIC GOALS

Planning, Institutional Effectiveness & Project Management Associate Vice President Ann Garnsey-Harter facilitated the Board’s [review of and discussion on, its current strategic goals](#) which she transferred onto the format used for area reviews. The Board discussed its progress on its current strategic goals, as well as discussed goals for future consideration.

-10-minute break-

REPORT: EXECUTIVE TEAM PERMANENT HIRES & OVERALL ORGANIZATION

President Kahn shared that Chair Chan asked that he speak about the [organization of the College and the areas directly reporting to the president](#). President Kahn reported on:

- The challenges across the community and technical college system in recruiting and retaining personnel in the finance area.
- The challenges with ctcLink at individual colleges, as well as across the community and technical college system.
- Executive Team searches for three positions: Vice President for Student Services, Vice President for Instruction, and Vice President for Diversity, Equity, Inclusion & Accessibility. “The plan is to try to have the three positions hired by the time of our accreditation visit.”
- Thoughts for the future structure of the Diversity, Equity, Inclusion & Accessibility division.
- Getting the DEI climate survey data, as well as data on employee retention over the last year to the trustees.
- Leveraging technology more on the campus to make our jobs easier.
- Asking Executive Team members to identify one practice in her/his/their area needing improvement which would make things easier for our employees.
- Shifting the way the College does outreach and “bringing it all together.”

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
SPECIAL MEETING OF JANUARY 26, 2024

ADJOURNMENT

Motion 24:04: Motion made by Trustee Wells to adjourn the meeting.

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

Chair Chan adjourned the meeting at 3:06 PM.

Signed \_\_\_\_\_  
Rebecca Chan, Chair

Attest: February 28, 2024

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

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF FEBRUARY 28, 2024**

**TAB 1**

**CONSENT AGENDA**

**Subject: Faculty Sabbatical Leave Proposals (2024 – 2025)**

**Background**

From the January 19, 2024 memorandum from President Jack Kahn to SCCFT (“Federation”) President Kristine Petesch regarding sabbatical calculation for 2024–2025:

Please consider this confirmation of the annual calculation used to determine the maximum number of sabbatical quarters which can be granted for 2024-25 academic year consistent with provisions of the SCC-SCCFT collective bargaining agreement (CBA), Article XIV.A.1.a, effective July 1, 2019 – June 30, 2024.

Sabbatical Leave Available =  $120$  (*total faculty\**)  $\times .024 = 2.88 \times 3$  quarters = 8.64 quarters

2024-25 Sabbatical Leave Available = 9 quarters

The award of sabbaticals shall be subject to the terms and conditions of the 2019-24 Faculty CBA and to action by the Board of Trustees. Please take special note that the cost of sabbaticals may not exceed 150% of the cost of salaries which otherwise would be paid to personnel on leave. Depending on funding and with regards to the allowable sabbaticals at the maximum rates and/or the total number of quarters.

*\* Includes full-time faculty currently on sabbaticals or leaves of absence and excludes temporary or replacement appointments.*

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The 2024–2025 Faculty Sabbatical Selection Committee (Matthew Allison, Tony Doupé, Shannon Flynn (Chair), Cynthia Okawara, Lori Simicich, Brooke Zimmers) recommends:

- The granting of a total of nine (9) quarters of sabbatical leave for the 2024–2025 academic year.
- Sabbatical leaves during the 2024–2025 academic year, at 100% compensation, be granted to: Emanuela Agosta, Trevor Pelletier, and Annamaria Winters for **2 quarters each**.
- Sabbatical leaves during the 2024–2025 academic year, at 100% compensation, be granted to: Steven Bogart, Eric Hamako, and Davis Oldham for **1 quarter each**.

<u>Name</u>	<u>Division</u>	<u>Quarters Recommended</u>
<b>Emanuela Agosta</b>	<b>STEM</b>	<b>2</b>
<b>Purpose of Sabbatical:</b> “to completely re-design Geology of the Pacific Northwest” (GEOL 208) and turn it into an introductory-level geology course with no pre-requisites...devise a better system of classification and storage for teaching use that I will also use for all my future trips...re-engage in professional learning in my field through my participation in national and/or regional conferences...”		
<b>Steven Bogart</b>	<b>STEM</b>	<b>1</b>
<b>Purpose of Sabbatical:</b> “update statistics content to use current data and recent statistical studies, update finance content to reflect current costs and recent pattern of interest rates, update income tax content to reflect 2018 changes in tax code, update growth model content to include COVID and current inflation, update voting theory content to reflect adoption of alternative voting systems by Seattle and other locations, update cryptography content to make it more meaningful, improve presentation and exposition of textbook, add technology use content”		
<b>Eric Hamako</b>	<b>Business, Communication Studies, &amp; Social Sciences</b>	<b>1</b>
<b>Purpose of Sabbatical:</b> “I would like to develop courses for the American Ethnic Studies (AES) Program. For that course development process, I intend to research & study disciplinary materials, develop my interpersonal connections with disciplinary experts and community organizations (an integral part of Ethnic Studies praxis), and develop course learning outcomes and curricula that serve those courses learning outcomes. Additionally, I imagine using some of my sabbatical time to connect with influential campus & community stakeholders to help develop marketing & advertising strategies for the courses, to help ensure sufficient enrollment to launch & sustain the courses.”		
<b>Davis Oldham</b>	<b>Humanities &amp; Transitional Studies</b>	<b>1</b>
<b>Purpose of Sabbatical:</b> “research and read composition theory and pedagogy, including antiracist pedagogy, labor-based, engagement-based, and other alternatives to traditional grading, pedagogy for English Language Learners, effective instruction on mechanics, balancing with Higher Order Concerns (HOCs), collaborative and multimodal composition... interview and shadow current faculty to learn how they address the same issues that my reading will focus on. I’ll ask to interview them about their practices and, where appropriate and practical, may also ask to observe their classes.”		
<b>Trevor Pelletier</b>	<b>STEM</b>	<b>2</b>
<b>Purpose of Sabbatical:</b> “broadly speaking, my goal is to compile and create a self-contained ecosystem of OER materials for our department to use as primary resources in our Stats classes. These should serve the varying needs of instructors and students and be adaptable to our changing and evolving interests and goals, pedagogical approaches, and class modalities.”		
<b>Annamaria Winters</b>	<b>Humanities, Transitional Studies, ESL</b>	<b>2</b>
<b>Purpose of Sabbatical:</b> “focus on the practical aspects of what recent neuroscience research can offer on how adults learn, acquire, retain, recall, comprehend and produce a new language... write a textbook for Level 2 students that is better tailored for SCC students’ needs.”		

**Recommendation**

That the Board of Trustees, in its consent agenda, by motion and subsequent action, approve the granting of sabbatical leaves during the 2024–2025 academic year:

- At 100% compensation to: Emanuela Agosta, Trevor Pelletier, and Annamaria Winters for **2 quarters each**.
- At 100% compensation to: Steven Bogart, Eric Hamako, & Davis Oldham for **1 quarter each**.

Prepared by: Lucas Rucks, Acting Vice President - Instruction  
February 2024

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF FEBRUARY 28, 2024**

**TAB 2**

**CONSENT AGENDA**

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

**Background**

At its regular meeting of January 24, 2024, the Board of Trustees approved, in its consent agenda, “the recommendation from Trustees Ringer and Wells, to discontinue meeting with the chairs of appointment review committees (ARCs) for first-year tenure track faculty candidates, effective immediately.”

At the January 26, 2024 special meeting (“winter 2024 retreat”) of the Board of Trustees, the Board discussed whether to also discontinue meeting with the chairs of appointment review committees (ARCs) for second-year tenure track faculty candidates.

Note:

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

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

2. “ARC reports” for first, second, and third-year tenure track faculty candidates submitted to the Office of the Vice President for Instruction will include (brief) summary statements before being sent to the Board of Trustees.
3. The Board of Trustees will continue to meet with the chairs of appointment review committees (ARCs) for third-year tenure track faculty candidates.
4. If deemed necessary by the Vice President for Instruction and/or the President, a request will be put forward to the Board of Trustees to meet with the chair of an appointment review committee (ARC) for one or more second-year tenure track faculty candidates.
5. The Board of Trustees will continue to have the following action items on its regular meeting agenda(s):
  - a. Action: Renewal of First-Year & Second-Year Tenure Track Faculty Candidates
  - b. Action: Tenure Considerations

**Recommendation**

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

Prepared by: Lori Yonemitsu, Executive Assistant to the President  
February 2024

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF FEBRUARY 28, 2024**

**TAB 3**

**ACTION**

**Subject: Strategic Plan for Shoreline Community College**

**Background**

MIG Chief Executive Officer & President Daniel Iacofano and Program Manager Sou Garner presented a draft of the Strategic Plan for Shoreline Community College at the January 24, 2024 study session of the Board of Trustees.

The presentation of the final draft of the Strategic Plan for Shoreline Community College is scheduled for the February 28, 2024 study session of the Board of Trustees.

**Recommendation**

That the Board of Trustees put forth a motion, followed by an action pertaining to the Strategic Plan for Shoreline Community College.

Prepared by: Jack Kahn, President  
February 2024